



CERAMIC
EXPO
BANGLADESH

CERAMIC EXPO BANGLADESH

24 25 26 NOV - 2022 @ ICCB, Dhaka, Bangladesh

EXHIBITOR'S MANUAL

(Guideline, terms & conditions)

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1. GENERAL INFORMATION

- Event Title : **CERAMIC EXPO Bangladesh – 2022**
Event Date : 24 - 26 November, 2022 (Thursday to Saturday)
Event Timings : Thursday & Friday: 10.00am to 06.00pm & Saturday: 10:00am to 05.00pm
Event Venue : International Convention City, Bashundhara (ICCB), Dhaka, Bangladesh
Venue Location : Next to 300 feet Purbachal Express Highway, Dhaka 1229

ORGANIZER

BCMEA (Bangladesh Ceramic Manufacturers & Exporters Association)
TMC Building (5th floor), 52, New Eskaton Road, Dhaka - 1000, Bangladesh
Tel: +88 02 48316989, Mob: +88 01913535149
E-mail: bcmeabd@gmail.com, bcmea.expo@gmail.com, Web: www.bcmea.org.bd

EVENT MANAGER

WEM Communications,
Miaji Bhaban, 51, Nayapaltan, Dhaka - 1000, Bangladesh
Mob: +88 0171 8530661, E-mail: wem.comm@gmail.com

2. EXHIBITING PROCEDURE

The Participant has to collect the endorsed Contract Form supplied by the organizer which is to be dully filled, sealed & signed and must be returned to “BCMEA (Bangladesh Ceramic Manufactures & Exporters Association) by Email at bcmea.expo@gmail.com or bcmeabd@gmail.com

3. PAYMENT TERMS & CONDITIONS

- Participation fee/charges must be paid as per sales invoice. All payment should be made through Bank. Cash Payment is not allowed.
- Advance Payment is a precondition for next process of the booking for participation.
- Payment for Additional Branding/Promotion/Advertising/ or furniture rent should be made according to the invoice.
- If any payment is not received in due date, then default of payment shall take effect automatically without any notification.

Signature of the Exhibitor

4. CANCELTION AND REFUND POLICY

If any Exhibitor intends to withdraw their participation; the concern exhibitor may terminate the contract (Space contract form received/on email confirmation) by paying the compensation applicable for breach of contract If the termination is before as follows -

- 9 (nine) months : 10% of total contract value
- 6 (six) months : 40% of total contract value
- 3 (three) months : 75% of total contract value
- 2 (two) months : 100% of total contract value

5. VENUE and HALL FACILITIES & SERVICES

- Below mentioned services & support will be available at mezzanine floor of Hall No. 01, 02 & 03 and at Hall No. 04 exit area -
 - ❖ Food Zone
 - ❖ First Aid
 - ❖ Office Assistance
 - ❖ Technical Support
 - ❖ Lost & Found
 - ❖ Mobile SIM & Recharge and
 - ❖ Stationery
- Car Parking is available within the venue indoor area.
- Prayer Room is located in the Middle of the venue.
- Free Passenger Transport will be available for hall to hall movement & visit.
- Fire & emergency exit are shown in the floor plan of every hall.

6. BUILD-UP & KNOCK-DOWN SCHEDULE

- Build-up day will start from 22nd Nov, 2022 at 10.00 am up to 23rd Nov, 2022 till 11.30 PM
- Shell Booths will be handed over to exhibitors on 23rd Nov, 2022 at 2.00 PM
- Knock-down/dismantling of Booth/Pavilion is on 26th Nov, 2022 from 5:00 pm till 11.30 PM

Remarks:

- After build-up & before knock-down within this period i.e during exhibition time none will be allowed to do any type of construction/ dismantling works.
- Failure of time schedule will cause financial charges by the venue authority which shall be borne by the concern exhibitor.

Signature of the Exhibitor

7. BADGES

- **Exhibitor Badge** will be issued and collect from the organizer's site office in the venue.
- **Contractor / Vendor Badge** will be issued for temporary at the entry point of the venue.

Note:

- Badges are not interchangeable.
- Strict security will be followed and without the badges no one will be allowed to enter or work into the exhibition hall.
- If someone's badge is lost or misplaced, please report to the organizers site office at the venue immediately for reissue.

8. GENERAL RULES AND REGULATIONS

- **CONSTRUCTION WORKS:** Construction and Electrical drawings should be submitted to the organizer for prior approval for next proceeding is must by 30th October, 2022
- **HEIGHTS OF SHELL & INTERIOR PAVILION**
Shell Booth Maximum height is 2.43 meter (8'-0"), provided by the organizer
Under Mezzanine floor interiors Maximum height allowed 2.75 meter (9'-0")
Interior Booth/Pavilion Maximum height allowed 4.87 meter (16'-0")
- **Note:** No exhibitor will be allowed to make any kinds of blockage, bridge, pool connected from one booth to another.
- **Assemble & Decoration:** Any carpentry, painting and drilling works by the Exhibitors & their concern contractors inside the hall are strictly prohibited. Only assembly of the display, and minor finishing / touch up by covering floor matt/ carpet is allowed. Contractors violating this guideline will be removed from continuing their work.
- **Note:** Waste materials during the construction works such as scrap wood, thinner, oil, or other inflammable materials left after the construction activities shall be cleared by the authorized constructor.

9. PROHIBITIONS

- **Smoking** is not allowed inside the exhibition hall except smoking zone.
- **Alcoholic** beverages are strictly prohibited in the venue.
- **Illegal items** (as per Bangladesh govt. rules) are not allowed to enter and display into the venue or exhibition hall.
- **Counter/Spot sales** are strictly prohibited at the exhibition hall.

Signature of the Exhibitor

10. BRANDING AND DISPLAY

Any kinds approved of branding are allowed within the exhibitor's own stall/booth. It is not allowed in common/general areas, except additional branding option which is permitted by the organizer.

11. SAFETY & SECURITY MEASURE

with safety measures like safety cloth, helmet etc. the contractors and exhibitors wearing badges will be allowed to enter into the exhibition hall during set up and dismantling day and everybody must follow & maintain the Security check during entrance into expo hall.

12. DAMAGE OF VENUE OR OTHER'S PROPERTY

The concern exhibitor is solely liable for any damage caused by them to the people or property at the venue during installation, exhibition or dismantling/knock-down.

13. ELECTRICITY CONSUMPTION & SPECIAL FEATURES PLAN

- Exhibitors with Raw Space are to submit probable electricity consumption, electrical plan, special features & etc. to obtain a feasibility check and approval from the organizer.
- Common electricity will be supplied by the organizer @ 5 (five) Amp (220v).
- Heavy (single & three phase) electricity supply will be charged as per consumption plan.

14. SOUNDS & LIGHT EFFECTS

Excessive of sound and light which are not in line with the scope of this exhibition are prohibited.

15. ADDITIONAL ITEMS FOR RENTAL

Exhibitor can collect their necessary additional furniture on rental basis like – LED TV with stand, Mini refrigerator, SS Chair, Lockable table, Brochure stand, Sofa, Flower Tub, Electric & Electronics goods, volunteers (Male & Female) etc. by placing a prior order to the Organizer's authorized vendor "WEM Events & Exhibitions".

16. AWARD WINNER'S BENEFITS

Pavilion and Booth interior design award winner of immediate previous CERAMIC EXPO Bangladesh will get additional discount with regular discount available on their participation charges at the following rates.

Category	Winners	Benefits
Pavilion & Booth	1 st winner	15% discount
	2 nd winner	10% discount
	3 rd winner	05% discount

Signature of the Exhibitor

17. RISKS COVER & LOSSES

The organizer shall not be responsible for any loss whatsoever incurred to the exhibitor. The exhibitor should obtain insurance coverage for their exhibits against all risks for the period covering preparation, event duration, dismantling and return transit.

18. SEIZURE & DISCREPANCY

The organizer is empowered to order the permanent cessation of a working exhibit, display if two or more adjacent exhibitors make any objection to the noise, intrude gangway, hazard visitors, other exhibitors or any other disturbance resulting from such a working exhibit or display.

19. FORCE MAJEURE

Under the conditions of the force majeure which include Covid-19 pandemic, strike, lock-out, closure, riots, political dispute, natural disaster, the organizer reserves the right to alter the opening dates and duration or even cancel the total exhibition. In case of change in dates and duration, the contractual obligation between the exhibitor and the organizer remains unaffected. In case of cancellation of the exhibition or the exhibitor withdrawing their participation, the stall/space rental will be refunded to the exhibitors after deducting 20% costs of the received amount as service charge that incurred by the organizer. Also the exhibitor can adjust the advance or full paid amount with the next edition of CERAMIC EXPO Bangladesh.

During the exhibition, the exhibitor undertakes to avoid all kinds of actions and measures that may represent a violation of good faith and due care and of the regulations of the law on unfair trade practices.

20. ORGANIZER'S RIGHTS

The Organizer reserve the rights to make the event postponed, shortened, extended or abandoned the exhibition if any dispute arises or unforeseen circumstances require so. The Organizer also reserves the rights to change the venue, the allotment of space/stall or close some or all sections of its temporarily or permanently. In these cases, the exhibitors shall not be entitled to cancel the contract or claim any compensation. The rates, charges, exhibitor manual, contract form, branding, promotion and advertising options are subject to change without prior notice depending on pandemic situation & all rights reserved by the organizer.

/we have read the Exhibitor Manual (guidelines and Terms & Conditions) carefully and agreed to abide the rules and regulations of this manual.

Company Seal & Authorized Signature of the Exhibitor