



VASSCAA-6 Exhibition

9-13 October 2012
Islamabad-Pakistan

Date: _____

Stall Booking Form

Company Name : _____

Fascia Name :

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(For Shell Space Only) (Maximum 20 characters including blank spaces)

Address : _____

Tel : (_____) (_____) _____ Fax: _____ Cell: _____
Code Country City

Web Address : _____ E-mail : _____

Contact Person: Mr/Mrs/Miss _____ Designation : _____

Product(s) to be exhibited : _____

S. No.	Description of Stall/Space	Rate per stall	Quantity	Amount
1	Shell Scheme Stall in Hall (min. 9 sqm) (For Domestic Participants)	Rs. 70,000		
2	Shell Scheme Stall in Hall (min. 9 sqm) (For Int'l Participants)	US\$ 2,500		
3				
4				
5				
6				
7				
Payment Terms : Minimum 25% at the time of booking, 100% 3 months prior to the Event.			Total	

UNDERTAKING: I/We the undersigned wish to participate in Event and declare to have read and accepted the Rules and Regulations given overleaf which form part of this Participation Contract. We understand and accept the final allocation of Stalls/Space as done by Pakistan Vacuum Society (PVS.)

Authorized Person's Name : _____
Title : _____ Cell # : _____
E-mail : _____
Exhibitor's Signature: _____ Date : _____

NOTE Please fill the form, sign & stamp and send its scan copy to exhibition@vasscaa6.pvs.com.pk or Fax to: 0092-51-289 6070

For Organizer's internal use only

Booking Executive's Name _____

Received (in words) _____ (in figures) _____

By Cheque/Draft No. _____ Dated _____ Drawn on (Bank) _____

Balance Amount (in figures) _____ To be paid on _____

VASSCAA-6 Exhibition Secretariate:
9, Street # 15-A, Sector E-11/4, Islamabad-Pakistan. **Phone:** +92-51-4348700, **Fax:** +92-51-289 6070
Cell: +92-333-5101856, **Email:** exhibition@vasscaa6.pvs.com.pk **Website** www.vasscaa6.pvs.com.pk

RULES & REGULATIONS OF PARTICIPATION - VASSCAA EXHIBITION

THE EXHIBITOR IS DEEMED TO HAVE READ, UNDERSTOOD & UNDERTAKES TO FOLLOW STRICTLY & ACCEPT THESE AS INTERPRETED BY THE ORGANIZER

1. ORGANIZER'S/CO-ORGANIZER'S RIGHTS & ACTIONS

- All actions taken by Co-Organizer in respect of booking and allocation of stalls/spaces/venue management shall be deemed to have been taken on behalf of Organizer. Exhibitors are required to liaise with Co-Organizer in this respect.
- The Organizer reserves the rights to accept or refuse any applicant to take part in Exhibition or regarding displaying any exhibit without assigning any reason whatsoever.
- All decision of Organizer/Co-Organizer to such effect shall be final. No reason for any such decision shall be given and no claim or objection from any Exhibitor in relation thereto shall be entertained.
- Organizer reserves the right to cancel Exhibition and in such case shall refund all payments (without interest) made by Exhibitor in relation to Exhibition and the Exhibitor hereby waives all rights, actions and claims whatsoever for compensation under this Contract.

2. PAYMENT/CANCELLATION OF BOOKINGS

In case of cancellation of booking by Exhibitor 60 or more days prior to Event, 50% of total rental payable would be forfeited. An Exhibitor cancelling or reducing his reserved space less than 60 days prior to Event, shall not receive any refund. In case of non-receipt of full amount 45 days prior to Event, the Organizer reserves the right to cancel the Exhibitor's booking, forfeiting the entire rental paid by Exhibitor till that time and allow the reserved space to any other Exhibitor; no claim whatsoever, of Exhibitor shall be entertained in this respect. Any payment made does not necessarily guarantee allocation of the space until the stall / booth location has been approved by Co-Organizer & communicated to Exhibitor. Settlement of Accounts - All accounts must be settled before taking over possession of the space for stall build-up. Possession Form/Gate Passes shall be issued by Co-Organizer only after all accounts are settled and clearance obtained from Co-Organizer.

3. PROVISION FOR EVENT CANCELLATION

- In case the Event is postponed the sponsorship/Stand Fee commitments will remain in place with no refund of fee received from the Sponsors/Exhibitors In case of cancellation of the event due to any reason, the fee will be refunded to sponsors /exhibitors after adjustment of such amount compensating the exposure the Sponsor(s)/Exhibitors received till the time of cancellation, as per the following schedule:
- Three -months before the event 45% i.e 55% will be re-funded to Sponsor/Exhibitor
- One month before the event 65% i.e 35% will be re-funded to Sponsor/Exhibitor

4. SPACE ALLOCATION

Co-Organizer would do its utmost to allocate stalls/booths of Exhibitor's choice. However, in case these choices are already booked, alternate space shall be allocated in a manner Co-Organizer deems fit; all decisions to such effect taken by Co-Organizer shall be final and binding upon Exhibitor. Co-Organizer is entitled in its absolute discretion to change the Exhibition Space allocated to an Exhibitor or alter the accesses to the Exhibition space, and in such circumstances, the Contract between Organizer and Exhibitor shall continue to bind the parties, as appropriate. Any commitment in any correspondence which does not conform to or is in addition to these Rules and Regulations shall not bind Co-Organizer unless such variation is expressly agreed in writing by Co-Organizer. Exhibition space is let strictly to the Exhibitor, sub-letting, assigning or parting with possession of any space in favor of other party is not allowed. Co-Organizer reserves the right to cancel the participation of the Exhibitor in case stall/booth sub-letting is noticed.

5. SHELL STALLS/BARE SPACE STANDS & EXHIBITS

- Shell scheme stalls are all uniform design including the fascia framed with high quality materials. No alteration or addition is allowed to be made to the standard fascia and lettering with Exhibitor's name.
- Exhibitor must strictly follow the Rules and Regulations of Participation and cooperate with the Official Shell Stall Building Contractor before commencement of any work at his stall.
- Exhibitors are forbidden to apply any poster, wallpaper, paint, drilling, nail or screw on the panels; Exhibitors however, may apply single or double-sided tapes on the panels.
- Bare scheme stalls shall be constructed only by the Official Bare Space Stall Building Contractors. However, if Bare Space Exhibitor intends to deploy any other Non-Official Stall Building Contractor, he shall submit his Contractor's particulars on the relevant Form available on Event website at least 60 days prior to Event for approval by Organizer/Co-Organizer.
- Height of the bare space stalls shall not exceed 2.4 meter at edge, extendable to a maximum of 4.5 m minimum 1 m beyond from the edge inside his booked space.
- No glue, scotch tape, self-adhesive paper, screw, nail, spike, pin or paint shall be used on floors, walls, pillars or any part of the Exhibition Hall permanent structure.
- The Exhibitor shall be responsible for damage to the structure or any part of the Exhibition Hall or other Exhibitor or Exhibits resulting from loading/unloading his Exhibits & bear its entire costs & consequences.
- In case of non-compliance with the Rules and Regulations, Co-Organizer reserves the right to modify stall layout during or after erection at the risk and cost of Exhibitor.
- Exhibitor shall accomplish construction of his Stall/Display of the exhibits at least 48 hours before the opening and also simultaneously remove all containers and packaging waste etc resulting from erection or dismantling from the Exhibition Hall. No storage facilities shall be provided for packaging cases, wastes or surplus materials by Organizer.

6. CODE OF CONDUCT FOR OPERATION OF STALL/BOOTH

- No stall/booth shall be left unattended at any time during opening hours of Exhibition. Exhibitor's staff must be present at the relevant stall/booth at least 1 hour before opening and leave Exhibition Hall not later than 30 minutes after closing of the Exhibition.
- Exhibitor shall be responsible for good conduct of his stall attendants.
- No sales activity shall be conducted by Exhibitor outside his allocated stall/booth area.
- No direct advertising by Exhibitor is allowed outside his allocated stall space in the entire Expo Center premises including Boundary Grills, unless contracted for in writing.
- No activity, particularly loud noise which in the opinion of Co-Organizer, causes nuisance or annoyance to others, shall be undertaken by Exhibitor, in particular, by the audiovisual equipment. Co-Organizer reserves the right to confiscate any such equipment which in his opinion, is creating loud noise and is offensive to others. Co-Organizer also reserves the right to disconnect power supply to such Exhibitors.
- Co-Organizer reserves the right to close any machine or device of Exhibitor and remove it at any time before or during the Exhibition, if in his opinion, such machine or device is dangerous or causing inconvenience for other stall/booth holders or visitors. In case of resistance, Co-Organizer may remove such Exhibitor or his representatives from Exhibition Hall with reasonable force, at the expense of Exhibitor, without Co-Organizer being liable for any loss or damage which may occur by or through such removal.
- Exhibitor shall submit all material particulars of exhibits including dimensions and weights (unit weight of exhibit shall not exceed 1785 Kg/m²) to Co-Organizer for his prior approval on relevant Form available on Event website.
- If an exhibit is displayed in working, safety and precaution must be taken for protection of visitors through legible signs of "DANGER - DO NOT TOUCH" in English, displayed on a prominent place to warn the public. Exhibitor intending to demonstrate working equipment in his booth must provide Co-Organizer with full details of the working machinery at least one month in advance and obtain Co-Organizer's written approval to this effect.
- All exhibits shall be confined to the area of the Exhibition space allocated to Exhibitor. Any exhibit displayed outside his allocated booth shall be confiscated.
- No exhibit is allowed to be taken into the stall/booth once Exhibition has been officially opened unless special permission is given by Co-Organizer in writing.
- Pressurized containers shall in no case be used in Exhibition Hall without prior written approval of Co-Organizer.

7. MOVING IN & OUT OF THE EXHIBITION HALLS

- All goods must be moved by rubber-tired trolleys over protective boarding, safeguarding the Hall floor.
- Exhibitor shall strictly follow the schedule for moving his exhibits and other articles into/out of his stall/booth, as per the Exhibitor Manual available on the Event Website.
- Removal operation of exhibits/component materials shall commence immediately after closure of the Exhibition and accomplished within 48 hours; materials left behind shall be deemed forsaken; the costs incurred for removal of any such item shall be borne by Exhibitor.

8. ELECTRICAL, TELEPHONE & INTERNET INSTALLATIONS

- All electrical works for the Bare Space stalls/booths shall be carried out only by the Official Contractor appointed by Co-Organizer and all charges thereof shall be borne by Exhibitor. No other contractor is allowed to carry out electrical, telephone, internet installations except the Official Contractor appointed by Co-Organizer.
- One single phase, 220 volts (50 Hz), 10 amp connection will be provided to each Exhibitor with 4 nos. 100 watt spotlights in a 3m x 4m Shell Stall.
- Please refer to the relevant Form available on Event website for details of charges and ordering procedures for "Additional Utility Requirements & Electrical Items".
- Details of electrical installation required by Exhibitor shall be submitted to Co-Organizer for approval at least 15 days prior to Event.
- Telephone lines and DSL connectivity for internet will be available on payment on first-come-first-served basis; please refer to the relevant Form available on Event website for details of charges and ordering procedures.

9. INSURANCE, INDEMNITY BY THE EXHIBITORS

- Exhibitor must have valid insurance cover against theft, fire, public liability, damage to property, personal injury, third party loss, accidents and such other risks normally or as required by Co-Organizer, in connection with his activities during Exhibition (including moving in and moving out periods). Exhibitor shall take out insurance policy cover at his own cost for indemnifying Organizer, Co-Organizer, visitors, himself & his staff against all risks in this respect.
- Exhibitor's articles brought into the stall and taken out shall be entirely at his own risk, who shall be responsible for the safety of his belongings at all the times.
- Exhibitor agrees to indemnify Organizer/Co-Organizer against all and any action, claims, demands, losses (including consequential losses), proceedings, damages, liabilities, costs and expenses incurred by or made against Organizer/Co-Organizer in connection with (a) breach of any of these Terms and Conditions/Rules and Regulations, by Exhibitor or (b) any act, omission, default or negligence, loss or damage caused by Exhibitor in connection with any other person, property, the Exhibition and the Exhibition Halls.
- Organizer/Co-Organizer shall not be liable for any loss (including consequential losses), damages, demands, costs, claims, charges or other expenses of any kind suffered or incurred by Exhibitor in connection with Exhibition including, but not limited to any theft, fire, defect in Exhibition Halls howsoever caused, cancellation or early closure of, or delay in opening or closing of Exhibition for whatever reason of any kind arising in respect thereof.
- Organizer/Co-Organizer shall not be responsible for the loss or damage to any property of Exhibitor or any other person caused by storm, tempest, lightning, national emergency, civil unrest, war, labor disputes, defect in the Karachi Expo Centre Exhibition Halls, lockouts, explosions, acts of God and general causes of force majeure whether or not ejusdem generis with the foregoing or any cause not within Co-Organizer's control or for any loss or damage sustained in case that the opening or holding of Event is prevented, postponed or abandoned or if any Hall becomes totally or partially unavailable for holding of Event due to any of the foregoing causes.

10. GENERAL TERMS AND CONDITIONS

- Any work carried out by Exhibitor in Pakistan must be in accordance with the current Laws and Regulations in Pakistan. Contravention of these Terms and Conditions/Rules and Regulations will be entirely at Exhibitor's risk, costs or consequences in this respect.
- Failure of Exhibitor at any time before or during Exhibition to comply with any of the Exhibition Rules and Regulations shall automatically deprive Exhibitor of his right to participate any further in the Exhibition and no claim for refund of any rental paid shall be entertained by Co-Organizer.
- Co-Organizer reserves the right to alter and amend any of the Rules and Regulations and issue additional rules it deems necessary for the orderly conduct of Exhibition. Any dispute or difference arising out of the interpretation of these Rules and Regulations, regarding the rights, duties and obligations of Exhibitor shall be decided by Co-Organizer whose decision shall be final and binding upon Exhibitor.
- For the purposes of these Rules and Regulations, the expressions Organizer, Co-Organizer, Exhibitor, Exhibition & Exhibition Hall mean the respective parties, event and venue.
- Exhibitor including his employees, agents, contractors, sub-contractors, sub-licensees, assignees shall not deploy persons under 18 years for any assignment of the Event.
- Organizer includes the Organizer's and Co-Organizer's employees, directors, officers, official contractors, sub-contractors and authorized agents/assignees.

11. CORRESPONDENCES/FORMS FILLING DATES

- Exhibitor hereby agrees to accomplish all the requisite formalities including provision of information in the prescribed time limit as solicited by Co-Organizer. The information received will be treated as final and authentic. Any information received after the deadline may not be entertained.
- EXHIBITOR SHALL BE LIABLE FOR ALL LOSSES, DAMAGES AND COSTS RESULTING FROM A BREACH OF THESE RULES AND REGULATIONS.