

RULES & REGULATIONS

SECTION 1

STAND CONSTRUCTION AND EXHIBITION SERVICES

1.1 ACCESS

The largest goods entrance door to the exhibition hall measures 3m wide x 3.6m high.

1.2 BUILDING REGULATIONS

To comply with local building regulations, exhibitors building their own stands must submit a detailed drawing of their stand to the Organisers at least six weeks before the show for inspection and written approval. Exhibitors building their own stands may not commence building without the Organisers written approval as doing so could involve them in extensive alterations to their stands at their own cost.

- (i) All stands must be carpeted or laid with some form of flooring as a clear demarcation of contracted space. Only double sided adhesive tape is to be used for carpet laying. If liquid adhesive glue or rubber solution is used the space will be cleaned and repaired with expenses charged to the exhibitor.
- (ii) Exhibitors may not place any display material or exhibit, nor extend their stand structures and fittings, beyond their contracted boundary.
- (iii) The maximum permitted stand height is 4 meters.
- (iv) All materials used in the stand construction must be properly fire-proofed in accordance with local regulations. Normal international safety standards apply.
- (v) Except for "island" booths (4-open sides), a back-wall (or where there is more than one neighbour, walls) must be installed for every stand. The side of these walls overlooking a neighbour's stand must be 'made good' when they are in excess of 2.4m in height.
- (vi) Exhibitors may not place any display material on a wall, structure or banner suspended from the ceiling that overlooks a neighbour's stand, unless that wall, structure or banner is at least 1 meter from the common boundary of the stands.
- (vii) All stands in the exhibition, irrespective of height, must have at least half of any frontage facing an aisle left open or fitted with transparent (clear see-through) material. This area must be left visibly free of obstruction.
- (viii) Double storey stands are applicable for contracted space area of 60 square meters and above (to be considered on a case by case basis).

1.3 BANNERS

Banners will be assessed on a case by case basis. Providing it is possible for the organisers to hang the banners so they do not interfere with the air-conditioning or security arrangements, a charge will be determined and sent to the exhibitor for their approval.

Any companies that would like to hang a banner should forward their request to:

Mr Fawzi Al-Shehabi
Arabian Exhibition Management WLL
PO Box 20200
Manama
Bahrain
Tel: +973 17 550 033
Fax: +973 17 553 288
Email: fawzi@aeminfo.com.bh

1.4 CANVASSING / AISLE CONGESTION

Exhibitors may only conduct business and distribute literature from their own stands. Under no circumstances may activities spill into the gangways. Stands failing to observe this may be closed.

1.5 CHILDREN

For reasons of health and safety no person under the age of 16 is allowed into the exhibition halls during build-up and breakdown.

1.6 CLEANING & WASTE

The floors of the Organiser Stand Fitting/Walk-on Package stands will be cleaned at no additional cost.

All general and equipped areas will be cleaned overnight before the exhibition opens and daily thereafter.

Space Only exhibitors must arrange cleaning for their stands separately. Exhibitors will be responsible for the cleaning of their stand equipment and displays.

1.7 COMPRESSED AIR

Exhibitors requiring compressed air should apply to the Organisers for availability and costs.

1.8 ELECTRICAL POWER SUPPLY

The electrical power supply in Bahrain is 240 volts (50 cycles) single phase and 415 volts (50 cycles) 3-phase.

All exhibitors must order electrical connections through the Organisers - go to Section 7 of the manual to access the electrical order form.

1.9 FIRE REGULATIONS

Any exhibitors who require special extinguishers or fire fighting equipment owing to the nature of their exhibits should make their own arrangements to provide such items. Any exhibitors particularly concerned about the flammable nature of their exhibits are strongly advised to bring their own fire extinguishers.

All construction works carried out with mechanical tools should have dust absorbers.

Smoking is not permitted within the halls. Please ensure you use the designated smoking areas.

1.10 FLOOR SURFACES AND LOADING

The maximum permitted weight of exhibits is 2,000 kg/m². If exhibits are likely to exceed 1000kg/m², please contact the Organisers.

1.11 FLOWERS/PLANTS

There is no official floral contractor for this event, although plants are usually available to buy during exhibition build-up. Alternatively, plants can be purchased at the local shopping centre which is a short taxi ride away.

1.12 FURNITURE

A selection of furniture is included with the space and stand construction for Exhibitors contracted to the event with the Organisers' Walk-on Package. For further information see the Organiser's Stand Fitting/Fascia Details form in Section 7 of the manual.

Exhibitors contracted to Space Only or Space and Stand Service may provide their own stand furniture or hire items from the Organisers at an additional cost. Go to Section 7 of the manual to access the furniture order form.

1.13 OBSTRUCTIONS

Columns, pillars, fire points and/or utility connection points may not always be conveniently located with regards to the stands allocated. This may result in longer lengths of cables and pipes being visible, possibly across your stand.

1.14 NOISE LEVELS

In the event of complaints from other exhibitors the Organisers reserve the right to determine the acceptable sound level and extent of demonstration for working exhibits and audio-visual presentations. If verbal warnings have been ignored, the organisers reserve the right to shut down any noise source.

1.15 ORGANISERS STAND FITTING SERVICE/FASCIA

Exhibitors not wishing to build their own stands may hire the Organisers' stand-fitting service which includes walls, fascia (i.e. company name board), lighting and carpet flooring.

Exhibitors using the Organisers' stand-fitting service will have their name, stand number and country featured on their fascia in English.

Go to Section 7 of the manual to access the stand order form.

No person under any circumstances shall cut into or through any floor covering or wall, nor alter stand service structure except when authorised in writing by the Organisers.

Any posters or stickers attached to stand walls during the exhibition must be completely removed during break-down.

Any costs relating to damaged stand service structures will be invoiced to the exhibitor.

1.16 PHOTOGRAPHY

Mr. C M Varghese

National Photo Services

P. O. Box 20043

Manama

Kingdom of Bahrain

Tel: +973 17 742544 Fax: +973 17 715735

E-mails: npsinet@batelco.com.bh, npsgroup@batelco.com.bh, images@batelco.com.bh

The official photographer appointed by the Organisers will cover the Opening Ceremony and VIP's visits to individual stands. The photographer will have a stand in the exhibition and will be available for individual commissions as required, including video services. The cost of photographs, etc. must be settled directly with the photographer on site.

N.B: Filming any conference associated with the exhibition and photographs of poster sessions are strictly forbidden. Anyone found to be taking unauthorised photographs or film will be escorted out of the exhibition

1.17 RELOCATION

The Organisers' reserve the right to relocate exhibitor's stand areas, without liability, should it be deemed necessary for whatever reason.

1.18 STAND CONTRACTOR

Jannie Liao - Project Manager

Cityneon (Middle East) W.L.L.

P.O. Box 2490

Manama

Office 3

Bldg. 124

Block 503

Muqabah 505

Kingdom of Bahrain

Tel: +973 17 590191 Fax: +973 17 594716

Email: jannie@cityneon.com.bh

Web site: www.cityneon.net

Exhibitors requiring stand construction, display services or additional construction services may like to contact the main stand contractor for a quotation without obligation.

The cost of stand construction, etc. must be settled directly with the contractor.

1.19 TELEPHONE/FAX/INTERNET

Direct Lines - go to Section 7 of the manual to access the telephone order form.

Exhibitors requiring direct/dedicated telephone and/or fax lines should apply directly to the Bahrain Telecommunications Company (BATELCO) giving at least three months notice for international facilities and one month for national facilities.

BATELCO do not supply fax machines, however a small number of fax machines are available for hire through the organisers on a first-come, first-served basis.

Exhibitors requiring consistent internet access should contact BATELCO directly.

Services ordered from BATELCO are only supplied on the completion of a formal agreement document together with payment of a deposit.

For further information contact:

Mr. Mohammed Thamer

Bahrain Telecommunications Company (BATELCO)

Sale Support Manager

Business Contact Centre

P. O. Box 14

Manama, Kingdom of Bahrain

Tel: +973 17 88 4564

Fax: +973 17 91 4564

E-mail: es11j@btc.com.bh

Exhibitors must quote the exhibition title, dates and their stand number when applying to BATELCO for telephone services.

1.20 TV/VIDEO HIRE

There are two suppliers for audio visual equipment. Please contact Cityneon at cityneon@batelco.com.bh and Comgroup at comgroup@batelco.com.bh for a quote.

1.21 WATER & WASTE

The Bahrain International Exhibition Centre has no facility for piped water or drainage. Fresh water can be supplied which must be hand carried to stands.

1.22 WORKING EXHIBITS

a) Moving machinery must be fitted with safety devices which must not be removed when the machines are in operation and are connected to the power source.

b) All pressure vessels or equipment under pressure must conform to international safety standards and regulations.

SECTION 2

TRANSPORT, CUSTOMS FORMALITIES AND INSTALLATION OF EXHIBITS

2.1 INTERNATIONAL FREIGHT CO-ORDINATOR/ON-SITE CONTRACTOR

The recommended international freight co-ordinators and the sole official on-site contractor appointed by the Organisers are:

Bahrain:

Mr. Dinesh Kumar

Bahrain International Cargo Services W.L.L.

P.O. Box 45

Manama

Kingdom of Bahrain

Tel: +973 17728111 / 17728112, Fax: +973 17729859 / 17728352

Mobile: +973 39053574

E-mail: bicssak@batelco.com.bh

UAE:

Ms. Saffia Kanoo

Kanoo Exhibition Services

Division of Yusuf Bin Ahmed Kanoo W.L.L. (KES).

P.O. Box 290

Dubai

United Arab Emirates

Tel: +971 4 3476026 , Fax: +971 4 3476031/2

E-mail: kesdubai@emirates.net.ae

OR

Mr. Tajuddin Ahmed

Mobile: +971 50 6527123

Email: Tajuddin.Ahmed@bicsskanoo.com

Worldwide:

Ms. Rasa Margyte

Meritex International Freight Services Ltd

The Coach House 20,

Northernhay Street

Exeter

Devon

EX4 3ER

United Kingdom

Tel: +44 (0) 1392 454 999 Fax: +44 (0) 1392 454 998

E-mail: rasa@meritex.co.uk

Website: www.meritex.co.uk

Bahrain International Cargo Services, Kanoo Exhibition Services (KES) and Meritex International Freight Services Ltd. will circulate details of shipping procedures and customs documentation to all exhibitors.

Unless all conditions in the instructions issued are complied with, Bahrain International Cargo Services, Kanoo Exhibition Services (KES) and Meritex International Freight Services Ltd. cannot be held responsible for non-delivery or late arrival of goods.

Aramex and DHL Worldwide Express are the officially appointed couriers for the exhibition. See 4.6 for full details.

2.2 DELIVERY OF EXHIBITS

Kanoo Exhibition Services is the recommended forwarding agent and official sole on-site contractor for the delivery, installation and removal of exhibits for the exhibitions.

The Bahrain International Exhibition Centre is a customs bonded area.

A) *Exhibits drawn from locally held stocks*

Exhibitors who are bringing goods from locally held stocks must contact:

Ms. Saffia Kanoo
Bahrain International Cargo Services W.L.L.
Division of Yusuf Bin Ahmed Kanoo W.L.L.
P.O. Box 45
Manama
Kingdom of Bahrain
E-mail: bicssak@batelco.com.bh

OR

Mr. Tajuddin Ahmed
Email: Tajuddin.Ahmed@bicsskanoo.com
Tel: +973 17728111 / 17728112
Mobile: +973 39053574
Fax: +973 17729859 / 17728352

This company will provide exhibitors with delivery schedules and instructions. To comply with the bonded area regulations, all deliveries from local stock, i.e. Duty/tax paid goods must be accompanied by a detailed loading list on company letterhead, in triplicate. Goods will then be checked against the list by Customs Officers at the Exhibition Centre. One copy will be stamped and handed back to the Exhibitor. The stamped copy must be presented to Customs at the end of the exhibition to enable goods to be removed from the bonded area.

B) *Exhibits consigned from abroad on a temporary importation basis*

Kanoo Exhibition Services will advise shipping dates and issue a comprehensive tariff covering import clearance services and delivery/handling charges to all exhibitors bringing in goods from outside Bahrain.

All goods entering the country must carry a statement of the country of origin in a clearly visible place.

2.3 PACKING

Conventional break bulk cargo, containerised cargo and air-freight will be examined by Customs at the point of arrival. Packing of the highest standard such as bolted returnable cases should be used to provide the best protection for exhibits. Cartons are not recommended.

2.4 SHIPPING INSURANCE

It is the Exhibitor's responsibility to ensure that their exhibits are adequately insured. The insurance must cover shipment to and from the exhibition and packing and re-packing of exhibits.

2.5 CUSTOMS REGULATIONS

Standard procedures must be adhered to and exhibitors are warned that attempts to shortcut the system could result in expensive delays. Details of Customs regulations will be circulated to all exhibitors by Bahrain International Cargo Services and Kanoo Exhibition Services. The importation of alcohol for consumption or display within the exhibition centre is strictly forbidden.

2.6 CENSORSHIP OF LITERATURE/VIDEOS

Show catalogues, leaflets, literature, films and other visual aids are subject to inspection and censorship by Customs on arrival.

It is advisable to send questionable items to the shipping agents, in advance, for consideration.

SECTION 3

HOTEL AND TRAVEL INFORMATION

3.1 HOTEL ACCOMMODATION

Bahrain has an excellent choice of hotels to suit all needs and budgets. Because hotels have high occupancy rates during exhibitions, exhibitors are advised to book early.

Exhibitors can book accommodation directly with hotels or through the official travel agent. Selected hotels offer special rates.

N.B: to access these special rates, exhibitors must organise their accommodation through the official travel agent, see section 3.2. A selection of hotels is listed below:

Intercontinental Regency Bahrain

P.O. Box 777
Manama
Kingdom of Bahrain
Tel.: +973 17227777 Fax: +973 17229929
Email: bahha_reservation@interconti.com

Crowne Plaza Bahrain

P.O. Box 5831
Manama
Kingdom of Bahrain
Tel.: +973 17531122 Fax: +973 17530154
Email: reservations@crowneplaza-bahrain.com

Movenpick Hotel Bahrain

143 Road 2403
P.O. Box 24009
224 Muharraq Town
Bahrain
Tel +973 17 460000 Fax +973 17 460001
Email: hotel.bahrain@moevenpick.com

Mercure Grand Hotel Seef

P.O. Box 18084
Manama
Kingdom of Bahrain
Tel: +973 17 58 44 00 Fax: +973 17 58 44 01
Email: H5685@accor.com.bh

Golden Tulip

P.O. Box 1090
Manama
Kingdom of Bahrain
Tel.: +973 17535000 Fax: +973 17532071
Email: reservations@goldentulipbahrain.com

Al Safir Hotel

P.O. Box 55222
Manama
Kingdom of Bahrain
Tel: +973 17827999 Fax: +973 17827888
E-mail: info@alsafirhotel.com

Elite Suites

P.O. Box 18262
Manama
Kingdom of Bahrain
Tel.: +973 17558888 Fax: +973 17558222
Email: Sales@elitesuites.com.bh

3.2 TRAVEL SERVICE

The official Travel Service appointed by the Organisers is:

Kanoo Travel

P.O. Box. 45
Manama, Kingdom of Bahrain
Tel: +973 17578200 (24 hours)
Fax: +973 17229614
Email: callcenter@ybakanoo.net

3.3 BUS SERVICE

A bus service for exhibitors may operate between the named hotels above and the exhibition centre. Timetables will be available from the participating hotel reception desks. Please note, where this service is available, there will be a charge and fees must be settled directly with the hotel concerned.

3.4 HEALTH

Vaccination certificates against yellow fever and cholera are required by visitors travelling from infected areas. Exhibitors are advised to check the current situation well in advance of their departure for Bahrain.

3.5 VISA REQUIREMENTS

Exhibitors should note the following points:

- a. By resolution of the Arab League, no Arab State recognises the validity of a passport containing Israeli stamps.
- b. Visas are not required by GCC passport holders.
- c. Visas are required by all other nationalities visiting Bahrain.
- d. Passport holders from the following countries: Andorra, Australia, Belgium, Brunei, Canada, China, Denmark, Finland, France, Germany, Greece, Holland, Hong Kong, Iceland, Ireland, Italy, Japan, Liechtenstein, Luxembourg, Malaysia, Monaco, New Zealand, Norway, Portugal, San Marino, Singapore, Spain, Sweden, Switzerland, Thailand and the Vatican City can obtain a 1 week visa on arrival at Bahrain International Airport at a cost of BD 15.000. UK and USA passport holders can obtain a visa at a cost of BD 5.000. These visas can be extended by the organisers at the Exhibition Centre subject to approval by the Bahraini authorities. Exhibitors should ensure that they carry a letter of authority from their company referring to the exhibition plus onward or return air tickets.
- e. Passport holders from countries not listed above are advised to complete and return the visa order form - see Section 7 of the manual. Return the form to:

Ms. Farishta Al Khan - Visa Office
Arabian Exhibition Management WLL
Kingdom of Bahrain
Fax: +973 17553288 / 17553072
Email: farishta@aeminfo.com.bh

Please note that AEM are only able to organise visas for registered and paid exhibitors and delegates. Exhibitors must enter their stand number and registration ID confirmation number on the visa form. Registration ID confirmation numbers can be found in the registration confirmation email, which all registered attendees receive upon pre-registering online. Please refer to the PASSES / REGISTRATION section 6.12 of the manual.

Exhibitors wishing to obtain their visa prior to visiting Bahrain can apply to the Bahrain Embassy in their own country at least six weeks beforehand.

The Organisers cannot be held responsible for any exhibitor who fails to obtain a visa as they are issued entirely at the discretion of the Bahrain Authorities.

SECTION 4

GENERAL INFORMATION

4.1 BUSINESS CENTRE

The business centre will be equipped with essential facilities like exhibition supplies and a photocopier etc. for your convenience.

4.2 CAR HIRE

The official car hire contractor appointed by the Organisers is:

OSCAR rent a car

Mr Narayanan

P. O. Box 11881

Manama, Kingdom of Bahrain

Tel: +973 17211682 Fax: +973 17211641

Email: oscarsas@batelco.com.bh

4.3 CAR PARKING

Ample car parking facilities are available adjacent to the exhibition centre, free of charge.

All vehicles making deliveries and collections to the Exhibition Centre should notify in advance of their intended delivery date, time and dimensions.

4.4 CATALOGUE

The show catalogue will be printed in English and will contain general information, a layout plan of the exhibition, an entry from each exhibitor, a product index and exhibitors' advertisements.

Each exhibitor is entitled to a maximum 100-word entry describing his products free of charge.

An advertisement in the catalogue can provide exhibitors with additional coverage and unrivalled exposure at the exhibition.

The catalogue will be given free of charge to every visitor upon arrival at the show, providing an in-depth guide to the event.

Go to Section 7 of the manual to access the catalogue order form.

4.5 COMPETITIONS

Exhibitors wishing to stage competitions must submit their proposals to the Organisers in writing at least 2 months prior to the exhibition.

4.6 COURIERS

Aramex and DHL Worldwide Express are the officially appointed couriers for the exhibition.

ARAMEX

P. O. Box 26951

Manama

Kingdom of Bahrain

Tel: +973 17330434 Fax: +973 17330636

Contact : Ms. Ashu Karol

Mobile: +973 36050513

Email: bah.red@aramex.com

DHL International WLL

P. O. Box 5741

Manama

Kingdom of Bahrain

Tel: +973 17723636 Fax: +973 17826400

Contact: Mrs. Amanda Boast

E-mail: Amanda.Boast@dhl.com

4.7 PRESS, PROMOTION & FACILITIES

A full schedule of press activity will be co-ordinated by the Organisers before and during the show within their comprehensive visitor promotion campaign. Exhibitors are encouraged to supplement this with their own news stories, press releases and product photographs which should be sent to the Organisers.

A press office will be operational during the show and exhibitors may place releases there at any time.

4.8 RESTRICTED GOODS

Although alcohol is freely available in Bahrain, the consumption or display of any alcohol is strictly prohibited within the Exhibition Centre by order of the authorities.

4.9 SALE OF EXHIBITS

Customs documentation for permanent importation of exhibits must be completed and all duties and taxes must be paid on site before goods sold can be released to the buyer.

4.10 SECURITY

24-hour CCTV coverage of the exhibition hall is provided by the Bahrain International Exhibition Centre. There is also general security provided by the Ministry of Interior. Exhibitors are advised to take adequate precautions and ensure that all articles and valuable items are insured. See section 4.4 - Limitation of Liability. The Organisers will not be held responsible for the safety of articles of any kind brought into the Exhibition hall by exhibitors, their staff or any person whatsoever. It is recommended that exhibitors pay specific attention to the security within their stands. (See section 4.5 - Insurance).

For general security advice, security requirements and CCTV installation within stands, please contact:

MXM International

Mr. Neil Creswick
P. O. Box 10873
Manama, Kingdom of Bahrain
Tel.: +973 17537188
Fax: +973 17536930
Email: info@mxmsecurity.com
Website: www.mxmsecurity.com

Arencon Security Est.

Mr. Vinod Joseph
P.O. Box 54522
Manama, Kingdom of Bahrain
Tel.: +973 17716543
Fax: +973 17717914
Email: vinod@arenconsecurity.com

It is the responsibility of each exhibitor to be on his stand during dismantling to see the safe removal of his exhibits.

4.11 VISITOR PROMOTION ACTIVITIES

Exhibitors will be issued with 100 free guest invitations. Exhibitors must ensure that all promotional activities and invitation distribution is aimed at the appropriate visitor sectors. Extra invitations may be ordered through the Organisers.

4.12 PASSES / REGISTRATION

Exhibitors and their stand staff will be issued with passes which must be worn at all times in the Exhibition hall.

All pre-registration (including exhibitor, stand contractor, visitor and conference delegate registration) will be available online. Exhibitors will be contacted with the website registration link by the organisers in due course.

Confirmation emails will be sent to those being registered and should be printed and brought to the exhibition centre where badges will be available for collection during build up.

4.13 FOOD / CATERING

Fast food, hot meals, salads, snacks and beverage service will be available at the Exhibition Centre.

Exhibitors requiring catering services should contact the Organisers for the details of the official show caterers.

4.14 STAND HOSTESS

The official contractor for stand hostess services appointed by the Organisers is:

Hawar Marketing & Promotions

Mrs. Sunita Coelho
P. O. Box 21543
Manama
Kingdom of Bahrain
Tel: +973 17230321
Fax: +973 17280668
Mobile: +973 39660154
Email: nipaco@batelco.com.bh

Exhibitors wishing to order any of the above services should contact Hawar Marketing & Promotions directly.

4.15 INTERPRETER/TRANSLATION SERVICES

The official contractor for interpreter and/or translation services appointed by the Organisers is:

Gulf Translations

Mr. Ahmed Saadani
P. O. Box 3219
Manama, Kingdom of Bahrain
Tel: +973 17226860
Fax: +973 17210246
Email: gulftran@batelco.com.bh

Exhibitors wishing to order any of the above services should contact Gulf Translations directly.

SECTION 5

TERMS & CONDITIONS

5.1 APPLICATION FOR SPACE

Application for space in the Exhibition shall be made on the form overleaf and shall be duly signed by the Exhibitor or a person authorised by him. When the Application for space is signed on behalf of an Exhibitor it should so state and should state the name of the Exhibitor. Following receipt of the Application together with initial payment the Organiser shall issue an acceptance of such Application which shall bind the Exhibitor to exhibit at the Exhibition and to observe the Rules and Regulations of the Exhibition (as amended from time to time). The Organiser reserves the right to refuse to accept any Application at its absolute discretion without giving reasons therefore.

5.2 PAYMENT

(a) The payment schedule for space rental and Organiser's stand packages is as follows:

(i) if Application is signed and submitted before the date specified on space contract (page 1), 50 percent with return of Application.

(ii) if Application is signed on or after the date specified on the contract (page 1), 100 percent with return of Contract.

(b) All sums payable under this Contract shall be paid together with the addition of such Goods and Services Tax (or such other government tax or levy) as is legally payable on those sums. The total cost represents only the payment for the site, with or without Organiser's stand fitting as appropriate, details of which are set out overleaf and all other goods and services required by the Exhibitor shall be paid for by the Exhibitor in addition thereto.

Exhibitors will not be allowed to occupy their space or stands if the payment terms specified on the Contract are not followed. These terms cannot be varied under any circumstances.

Interest at the rate of 2% per month will be charged on any amount outstanding for a period exceeding 14 days after the due date for payment until payment is made.

5.3 CANCELLATION OF EXHIBITION SPACE

In the event of the Organiser agreeing to any request for release from the Contract, the Exhibitor will be liable for all or part of the cost stated in the Contract overleaf on the following scale:

Cancellation 271 days or more before the show 15% of cost.

Cancellation between 270 and 181 days before the show 40% of cost.

Cancellation between 180 and 121 days before the show 60% of cost.

Cancellation between 120 and 61 days before the show 80% of cost.

Cancellation 60 days or less before the show full cost.

This scale of charges will apply only from the date the Organiser receives written notice by letter, e-mail or fax. In addition to this scale, the Exhibitor will be liable for any specific cost incurred on his behalf by the Organiser.

These terms cannot be varied under any circumstances.

5.4 FAILURE TO EXHIBIT

- (a) Any organisation which, having signed a Contract for exhibition space, fails to exhibit whether or not for any reason of the Exhibitor's own choosing and has not been released from the Contract by the Organiser shall be liable for the full amount stated in the Contract plus any additional costs incurred by the Organiser as a result of such failure to exhibit.
- (b) The Organiser will not be liable in any way in the event that Bodies of Authority such as immigration and customs prevent the attendance of personnel or exhibits at the Exhibition.

5.5 LIMITATION OF LIABILITY AND INDEMNITY

- (a) To the extent permissible under the law, the Organiser, its officers, directors, employees, servants or agents shall not be liable for:-
 - (i) the safety of the Exhibitor, its staff, servants, agents, contractors or invitees during the exhibition;
 - (ii) any damage to or loss of exhibits, articles or other property of whatever kind brought in to the exhibition by the Exhibitor, its staff, servants, agents, contractors or invitees or members of the public; or
 - (iii) any other damages or loss (including, without limitation, the loss of goodwill or business profits, interruption due to work stoppage, data loss, computer failure or malfunction and all other commercial damages or losses or exemplary, aggravated, punitive or such similar damages whether arising out of contract, tort or any other legal theory).
- (b) The Organiser shall not in any event be held responsible for any restrictions or conditions which prevent the construction, erection, completion, alteration or dismantling of stands or the entity, siting or removal of exhibits, or for the failure of any services or amenities provided by the hall landlords or other third parties.
- (c) While the Organiser may provide information on the relevant legal requirements applicable to the Exhibitor (including the licences and permits which the Exhibitor has to obtain), the Organiser shall not be responsible for any errors or omission and the Exhibitor is solely responsible for ensuring that it has complied with all legal requirements.
- (d) The Organiser shall not be responsible for the acts or omission of any contractor appointed by the Organiser to provide any products or services to the Exhibitor.
- (e) In the event that the Organiser is found by a court of competent jurisdiction or any other competent authority or tribunal to be liable notwithstanding the provision of this clause, the aggregate liability of the Organiser for all claims made by the Exhibitor in respect of any loss or damage incurred or suffered shall not exceed the amount paid by the Exhibitor to the Organiser for the space at the event at or during which the loss or damage was incurred or suffered. This limitation does not apply to claims in respect of personal injury or death.
- (f) The Exhibitor shall indemnify and hold the Organiser harmless in respect of any and all loss, damage, expense (including legal costs on a solicitor and clients basis), or liability (whether criminal or civil) and costs of settlement suffered or incurred by the Organiser due to any act, omission, neglect or default of the Exhibitor, its staff, servants, agents, contractors or invitees, and any claim by any third party that any exhibit, service or other material or information exhibited, provided or used by the Exhibitor infringes the intellectual property rights or any other rights of any party. The indemnity provided under this clause shall survive the termination of this Contract and is in addition to any other remedy which the Organiser is entitled to under the law.

5.6 DOUBLE STOREY STANDS

Double storey stands are applicable for contracted ground area of 60 square metre and above (to be considered on a case-by-case basis). The design and layout plans of the double storey stand must be submitted to the Organiser for approval at least 3 months prior to the exhibition.

5.7 SUB-LETTING

The Exhibitor must not transfer, dispose of or part with or otherwise sublet the whole or any part of its site, whether for financial consideration or otherwise. The Exhibitor must, if it is an agent, distributor or licensee, state at the time of contract or through the Publicity and Technical Services Manuals' forms, the names of the principals to be represented. This does not prohibit an Exhibitor displaying the products of a principal for whom it becomes agent, distributor or licensee after the time of contract, with the prior written permission of the Organiser.

5.8 INSURANCE

Exhibitors shall make sure that they are fully covered by insurance including, but not restricted to, all risks of their property, exhibits or articles of any kind, public liability and comprehensive protection against any loss or damage caused by any circumstance whatsoever whether by reason of fire, water, theft, accident or any other cause. The Exhibitor shall insure against, indemnify and hold the Organiser harmless in respect of the Exhibitor's liability to the Organiser. If the Organiser so demands the Exhibitor shall provide proof to the Organiser that the Exhibitor has adequate insurance cover. Exhibitors shall ensure that their temporary staff and the staff of their servants, agents or contractors are insured against claims for workman's compensation. The period for which such insurances shall be maintained shall be from the time the Exhibitor or any of his servants, agents or contractors first enters the exhibition grounds until it has vacated the exhibition grounds and all its exhibits and property have been removed.

5.9 GROUP STANDS

Contracting parties for group stands are responsible for ensuring that all Exhibitors within their group are fully aware of and agree to abide by these Terms and Conditions and by the Rules and Regulations of the Exhibition.

5.10 FORCE MAJEURE

The Organiser shall not be liable to the Exhibitor by reason of any cancellation or part-time opening of the exhibition, either as a whole or in part, for any non-performance of its obligations under this Contract or for any amendments or alterations to all or any of the Rules and Regulations of the Exhibition in each case to the extent that such occurrence is due to any circumstances not within its control.

5.11 UNFORESEEN OCCURRENCES

In the event of any occurrences not foreseen in these Rules and Regulations, the decision of the Organiser shall be final.

5.12 COPYRIGHT

The Exhibitor gives permission to the Organiser to publish before, during and after the Exhibition any and all press releases, photographs, product information, and brochures sent to them for the purpose of obtaining publicity for the Exhibition and/or Exhibitor. The Exhibitor guarantees that all graphic elements, designs and photos are either:

- 1) original material,
- 2) paid for by the Exhibitor or,
- 3) already in the public domain such that the Organiser cannot be sued for copyright violation.

5.13 COUNTERFEITS AND COPYRIGHT INFRINGEMENTS

Copyright infringement will be vigorously policed at the Exhibition. Copies or counterfeit goods are not permitted at the Exhibition. Exhibitors infringing copyright laws may have their goods confiscated by customs and be banned from future exhibitions.

5.14 GOVERNMENT RULING

The Exhibitor shall have no claim against the Organiser should national or state government authorities, acting independently or under the auspices of an international authority (e.g. the United Nations), ban, restrict or refuse participation at the Exhibition by the Exhibitor or the display or promotion of any of its products or services.

5.15 GOVERNING LAW AND JURISDICTION

These Terms and Conditions and the Contract between the Organiser and the Exhibitor shall be governed by the laws of Kingdom of Bahrain, and the parties submit to the non-exclusive jurisdiction of the courts of Kingdom of Bahrain.

5.16 KINGDOM OF BAHRAIN ENTRY VISAS

The Organisers will not be held responsible or financially liable in any way in the event that Bahrain Immigration Authorities delay or reject the visas of exhibitors

5.17 FURTHER INFORMATION

For further advice or information, exhibitors should contact the Organisers as follows:

Asia

International Expo Management Pte Ltd

No. 1 Jalan Kilang Timor #09-03

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Arabian Exhibition Management
