

Company Name

Address

Telephone Fax

Contact person Mr/Ms

Designation

Mobile

E-mail

VAT Registration No.

PRICING- INDOOR

Booth Type	Price (Rs.)
Shell Scheme	Rs. 80,000 + NBT + VAT for 9 Sq. Metre
Bare Space	Rs. 75,000 + NBT + VAT for 9 Sq. Metre
"L" Block	Rs. 220,000 + NBT + VAT for 27 Sq. Metre

PRICING- LOBBY

Category	Booth Type	Price (Rs.)
L	Shell Scheme	Rs. 125,000 + NBT + VAT
L	Bare Space	Rs. 120,000 + NBT + VAT

- **Every shell scheme, entitles you to the following:**

- Stall structure area with the company name board
- One Counter & two chairs
- Two spot lights
- One 5 AMP plug point
- Electricity & cleaning
- Free listing in the exhibitor directory

- **Every bare space area, entitles you to the following:**

- One 5 AMP plug point
- Electricity & cleaning
- Free listing in the exhibitor directory

We require.....Sq.m of Shell Scheme / Bare Space

Preferred Stall No(s) - Option 1 Option 2.....

Therefore the Total Investment is Rs.....

PAYMENT DETAILS

All payments should be made by cash/cheques drawn, in favour of "Lanka Exhibitions & Conference Services [Pvt] Ltd". If you wish to send a bank draft(T/T) please send to:Lanka Exhibition & Conference Services Pvt Ltd(A/C No:0029-3000-6052/ Swift Code: BSAMLKX), Sampath Bank Ltd, Headquarters Branch, 110, Sir James Peris Mawatha, Colombo 2, Sri Lanka. We understand that if application is accepted, the application fee will be applied as the participant fee payable. We understand that the application fee is non-refundable except in the case (only) of our application being declined. If accepted, we shall pay utmost attention to booth security and understand that loose security attracting crime will jeopardize our participation in future events/shows organized by the organizers. We hereby apply for joining "Office 2017". We agree to abide by the terms of application and exhibition rules & regulations set out by the organizer. We understand that the above information will be included into the organizers 'Data bank and the organizer can make use of our information for trade promotion purposes or pass it on to third parties for promotion.

We accept that the organizer bears no responsibility for any error or omission. **(Please refer overleaf for the Terms of Application and Exhibition Rules & Regulations)**

Signature & Company seal: _____ Date: _____

Name: _____ Position: _____

If you do not wish to have your information passed on to third parties for promotion of the Office 2017, please tick ✓ against the box.

APPLICATION PROCEDURE

Please return application form together with your international demand draft for the appropriate amount to the organizer at the following address . All applications will be considered on a first-come-first served basis. Lanka Exhibition & Conference Services (Pvt) Ltd reserves the right to decline acceptance of applications for exhibition space without giving any reasons therefore not with standing the prior acceptance of any international demand draft or remittance. In addition, any payment effected does not mean that the application is successful until participation has been confirmed in writing by the organisers.

Terms of Application and Exhibition Rules & Regulation

Definition

- In these save as the context otherwise requires;
 - "Organizers" means Lanka Exhibition & Conference Services (Pvt) Ltd, which as promoter and organizer is responsible for the regulation and control of all aspects of the Exhibition.
 - "Exhibition" means the exhibition to be organized by the organizer as specified in this application form.
 - "Conditions" means these terms of application and Exhibition rules and regulations, as amended from time to time by the organizer.
 - "Exhibitor" means sole proprietorship, partnership or limited company applying to exhibit at the exhibition or as the case may be, whose application to exhibit at the exhibition has been accepted by the organizer.
 - "Exhibition Venue" means the Sirimavo Bandaranaike Memorial Exhibition Center (SBMEC), Baudhaloka Mawatha, Colombo-07, Sri Lanka.
 - "Publicity Materials" means the promotional gifts, Catalogues, pamphlets and all any advertising and publicity materials whatsoever that an exhibitor wishes to display distribute or use at the exhibition.

Eligibility for and conditions of Participation

- The organizers have absolute discretion in the admission of exhibitors, until an exhibitor's applications has been accepted in writing by the organizers, no rights to exhibit will be granted not withstanding payment or acceptance of the full rental submitted with the application. The organizers reserve the right to decline any application without giving any reason.
- Exhibition space is licensed strictly to the exhibitor for trade promotion purposes only for the duration of the Exhibition. Exhibitor is required to use the space allocated in a manner satisfactory to the organizers during assembling and installation of stands as well as at the exhibition. The organizers reserves the right to clear all or part of the space allocated to the exhibitor at the exhibitor's expense without notice should they not be satisfied with the way the space is being used. Save as provided in these conditions, no Exhibitor shall have any claim for any refund in respect of the space rental or any other monies paid.

Payment

- The appropriate application fee which shall be non-refundable (Save as provided in these conditions) must accompany each application.
- The organizers reserve the right to demand additional non-interest bearing deposit(s) at any given time as guarantee for the cost of actual or potential damage.
- In the event that an application for space is not accepted by the organizers, the application fee paid shall be refunded without interest to the applicant within 30 days from the date of notice of rejection of the application.
- If an exhibitor withdraws, for whatever reason, his application before receipt by him of a rejection of his application or after his application has been approved the application fee paid will be forfeited.

Space Allocation

- The organizers have absolute discretion in allotting space for Exhibitor stand(s) or Shell Booth(s) and the location of such stand(s) or shell Booth(s). All decisions to such effect shall be final and no request for change shall be entertained.
- The exhibitor's license to exhibit at the exhibition and to use, on an non-exclusive basis, the space or shell booth(s) licensed to the exhibitor is personal to the exhibitor and shall not be transferred assigned sub contracted or otherwise shared with any third party regardless of the relationship between the third party and the Exhibitor without prior permission from the organizer.

Stand Construction

- Stands and exhibits shall not exceed the maximum floor loading limit of 250kg per Sqm.
- The Organizers reserves the right to alter or remove without notice and at the exhibitors expense any stand which differs from the approved specification or any stand that does not conform to the organizers required standard or rules & regulations. The exhibitor shall have no claim against the organizers or their agents for any extra cost of replacing stand to conform to the organizers specifications for any other losses or damages.
- Exhibitor taking up raw space many appoint either the official stand contractor or their own contractor to design & construct their booths, the design which must be submitted to the organizers for approval as provided in these conditions.
- Work of any kind carried out at the exhibition venue must conform to the current local regulation in force in Sri Lanka and those specified by the organizers. This applies to the exhibitor, his agents, contractors, sub contractors The organizers reserves the right to stop any work which contravenes with any of these regulations and the exhibitor has no claim against the organizers or their agents for any other losses or damages.
- The suspension of stand or light fittings from the ceiling structure of the exhibition venue will not be permitted unless prior approval in writing is obtained from the organizers.
- Fixing to the surface of the floors secure margin boards other stand fittings will not be permitted unless prior approval in writing is obtained from the organizers.
- The removal and disposal of crates and stand fittings or materials are not covered by the rental and are subject to additional charge.

Shell Booths

- Shell booths are provided by the organizers official contractor and are of a standard design. No variations of the fascia board, lettering and the fittings of the shell booth shall be allowed unless prior written approval is given by the organizer.
- No decorations, booth fittings or exhibit shall exceed 2.4m in height or the height of the shell booth which ever is lower.

Custom-build stands on raw space.

- Plan and design proposal for raw space must be submitted in triplicate to reach the organizers for approval not later than 2 months before the exhibition. Drawings submitted must be in a reasonable scale of not less than 1:100, fully dimensioned and must contain information such as floor plan, stand elevation, fittings, colors and materials to be used moving exhibits, audio/video equipments, weights and point loading of exhibits. No custom built stand may be erected at the exhibition venue unless the plans and the design proposal thereof have been approved in writing by the organizers, which approval may be withheld by the organizers without a reason being necessary.
 - All custom built stand designs, stand materials used and its constructions must conform to the rules and the regulations of the exhibition venue and those of any public authority or department of the Sri Lankan government.
 - No stand decorations, stand fittings or exhibits shall exceed 2.4m in height or if lower the height of the stand unless prior approval in writing has been given by the organizers.
 - The transporting, assembling, dismantling and removing the custom built stands are the responsibility of the exhibitor. All such work must be carried out according to the arrangements and within the time limits specified in these conditions or otherwise by the organizers.
- ## Electricity
- Only electricity can be used as a source of light or power in the exhibition venue.
 - All electrical works shall be carried out by the exhibitor's expenses by the official contractor appointed by the organizers design plan or proposals for electrical installations must be submitted to reach the organizers for approval not later than 2 months before the exhibition. The organizers may require amendments or variations to be made to the design, plan or proposals before approving the same, or may withhold approval at their discretion.
 - Electric current will be supplied in 210/230 volt, single phase. Electric current of a higher voltage 3 phase will be supplied prior arrangements with the organizers. The maximum electric power that will be supplied is 500 W for each socket. No multi-plugs will be allowed to be used.
 - Electricity whether from mains, batteries or generators, shall be supplied only through the exhibition venue's official contractor.

Use of site and safety

- Precautionary measures such as guards or other means of protection must be taken to protect public from any moving or working exhibits. Such moving working exhibits shall only be demonstrated or operated by persons authorized by the Exhibitor shall not be let running in the absence of such person(s) Display of such moving or working exhibits must have the organizers prior written approval.
- The use of laser products at the Exhibition requires prior approval in writing from the organizers. Application for the approval of such must be submitted to reach the Organizers not later than two months before the Exhibition opening.
- No advertising or demonstration at the Exhibition, including the staging of any fashion shows will be allowed at the exhibition venue unless the organizers advance approval is obtained in writing. Exhibitors demonstrating live cooking should use only induction cookers or hotplates (no flammable cookers).
- Any musical performance, including the use of music recording for fashion shows, requires the permission of the organizers. All fees and expenses in connection with the application of musical performance shall be borne by the individual exhibitor concerned.
- Publicity material may only be distributed from the Exhibitor's own stand or shell booth. No advertising, demonstration or canvassing for business may be carried out anywhere else within the Exhibition venue. No exhibits or advertising signs shall be placed outside the confines of the Exhibitor stand.
- No stickers, posters, hangers or other materials shall be allowed to hang on fascia board.
- Gas filled balloons shall not be permitted at the exhibition Venue under any circumstances.
- Exhibitor's stand must be manned by an authorized and competent representative of the exhibitor at all times during the exhibition. Such representative must be fully conversant with the exhibitor's products and or services and shall be duly authorized to negotiate and conclude contracts for the sale of the Exhibitor products or services. The exhibitor shall procure that the representative shall comply with these conditions and with any and all directions, which the organizers or its agent may give before or during the exhibitions.
- The organizers shall be entitled (without any obligation to give any reason therefore, and without thereby incurring any liability whatsoever to the exhibitor or any other person) to require forthwith to be removed, and to remove at the exhibitors expense from any Exhibitor's stand shell booth or any area or space made available to any exhibitor.

any goods, publicity materials, items or things displayed or placed there at which in the sole and absolute opinion of the organizers are inappropriate, hazardous, illegal, immoral or objectionable to the organizers, do not conform to the standard and set out of the exhibition or do not fall within the exhibit description of the exhibition.

36. The exhibitor warrants that the exhibits and packages thereof and the publicity materials do not in any way whatsoever Violate or infringe any third party's rights including trademarks, copyrights, designs, designs, names and patents whether registered or otherwise, and agree to fully indemnify the organizers and its agents and contractors against all costs, expenses and damages arising from any third party's claims of infringement by the exhibitor and/or the organizer of such third party's right.

37. Stand assembling, installation and decoration must be carried out within the time limits specified by the organizers and must in any case be completed by 2000hrs on the day preceding the Exhibition opening. The organizers reserve the right to assemble, install, and decorate any space, which is not completed by that time at the Exhibitor's expense.

38. Repairs or alterations to the stand or displays may only be carried out after the exhibition is closed to the public and with prior agreement of the Organisers.

39. No stands or exhibits shall be dismantled or removed before the official closing time of the Exhibition on the last day of the Exhibition unless the organizers have given special permission.

40. All audio-visual equipment must be sited and be of a noise level so as not to cause any convenience to other Exhibitors/Visitors. The organizers reserve the right to appoint one or more exclusive audio-visual equipment suppliers whereupon the Exhibitor shall be obliged to hire the equipment of such exclusive suppliers. Under no circumstances will microphones or loudspeakers be allowed to be used at the Exhibitor's stand for product demonstration or for any other purpose(s).

41. No exhibitor shall engage in or permit filming, sound or video recording, telecasting, broadcasting at the exhibition venue unless prior written approval is obtained from the organiser.

42. Public actions shall not be permitted at the Exhibition Venue under any circumstances.

43. Full particulars of all personnel, agents or representatives of the Exhibitor must be submitted to the organizers for approval and registration before they may be admitted to the Exhibition Venue. All such personnel, agents or representatives of the Exhibitor as are approved by the organizers ("Authorized Personnel") will be issued badges for identification and admission purposes. The exhibitor shall procure that as authorized personnel (a) display these badges conspicuously whilst at the Exhibition Venue. (b) Do not pass their badges to any other person. (c) Return their badges to the organizers at the conclusion of the Exhibition or, if earlier, upon demand by the organizers, (d) comply with all obligations expressed to be imposed by these conditions on the Exhibitor (e) comply with all obligations imposed on them as a conditions on their approval by the organizers.

Publicity

44. The organizers shall arrange and be responsible for all publicity arrangements for the exhibitor both overseas and in Sri Lanka and no exhibitor, or its agents shall give or cause to be given any interview, public announcement, press statement or any other publicity whatsoever intended to publicize the exhibition as a whole.

45. The exhibitor shall not disclose, appropriate or use and shall prevent its representative at the exhibition from disclosing, appropriating or using any technical or confidential information regarding the business or its affairs of the organizers or any of the exhibitors in the exhibition, acquired by way of the exhibitor's license to exhibit at the exhibition.

Move in and Move out of stand material & exhibits

- Exhibitor shall move into the Exhibition venue according to the arrangements and within the time limits specified by the organizers.
- The arrangements and payment for transporting goods to and from exhibition venue, receiving decorating and removing its exhibits are entirely the responsibility of the exhibitor.
- No trolleys/dollies shall be allowed in any carpeted area of the exhibition venue.

49. All exhibits stand materials and the like shall be removed immediately after the closing of the exhibition according to the arrangements and within the time limits specified by the organizer. Any exhibits or stand material left behind at the exhibition venue shall be deemed abandoned shall be disposed of by the organizers at the expense of the exhibitor concerned. All proceeds (if any) of such disposal shall be retained by the organizer.

50. The organizer reserves the right to appoint one or more exclusive contractor(s) to handle the movements of all goods and exhibits in and out of the exhibition venue, whereupon the exhibitor shall be obliged to hire the services of such exclusive contractor(s)

Exclusion of Liability

- Non of the organizers, its agents or representatives contractors or employees shall be liable in any way whatsoever in respect of loss injury or other damages other than death or personal injury caused by the negligence of the organizer or their employees suffered by or cause to the exhibitor, its representatives employees contractors or agents or the products or other property of the exhibitor or such parties or any exhibitor or visitor.
- The organizers shall not be responsible in any manner whatsoever for the consequences of any introduction of commercial transaction made during or as a result of the exhibition.
- The exhibitor undertakes to indemnify and at all times there after to keep indemnified the organizers its employees and agents on demand from and against all liability, action proceedings, claims, damages costs and expenses whatsoever which it may suffer or incur by reason of or in relation to the agreement hereunder or by breach by the exhibitor of these conditions.
- The exhibitor shall be responsible for effecting insurance which should include (but not limited to) his display, exhibits and stands against the loss or damage by theft, fire public(including occupiers liability) and any other natural causes, and shall produce such policy of insurance to the organizer upon request
- The exhibitor shall take out insurance policies to cover itself against all potential liabilities imposed on if in these conditions as well as possible legal liability for negligence and shall produced such policy of in insurance to the organizers upon request. The exhibitor is fully liable for any loss or damage caused by an act or omission of the exhibitor or his representative, employees or agents to any property of the exhibition venue, the other exhibitors or organizers.
- The organizers reserves the right to exercise a general lien over any property the exhibitor has in the exhibition venue in respect of all monies due to the organizers (including claims for damages) in connection with the exhibition.

Waiver

57. The waiver by the organizers of any of these conditions shall not prevent the subsequent enforcement of these conditions and shall not be deemed to act as a waiver in respect of any subsequent breach.

Termination of Right to Exhibit

- The organizers shall have the right to terminate without notice an exhibitor's right to exhibit in the exhibition in any of the following events
 - If an exhibitor or any of its representatives commits a breach of any of these rules and regulation or
 - If an exhibitor being a body corporate, enters into a liquidation whether compulsory or voluntarily or compounds with its creditors or has a receiver appointed overall or any part of its assets or takes or suffers any similar action consequence of debt or if an exhibitor being a sole proprietorship or partnership becomes or one of its members becomes bankrupt or insolvent or enters into any arrangements with its creditors or takes or suffers any similar action in consequence as of such debt or
 - If the exhibitor conducts any activity which, in the opinion of the organizers, does not conform to the nature and purpose of the exhibition, or interfere with the rights of other exhibitors at the exhibition or
 - If the organizers in their sole and absolute discretion decide that such right shall be terminated or
 - If the exhibits space is not occupied by the exhibitor by 0900hrs on the first exhibition day of the exhibition, the exhibitor shall be deemed to have cancelled the exhibits space contracted for, and the organizer shall have the right to use such space as it deems appropriate. The application fee paid will be forfeited as if the exhibitor had cancelled the participation as of such date.

59. In the event that an exhibitors right to exhibits in the exhibition is terminated under 58(a), (b) or (c) the exhibitor shall have no claim for refund of any monies paid against the organizer.

60. The organizer shall return to the exhibitor all rental paid in the event of the exhibitors right to exhibit under 58 (d). The exhibitor shall have no other claims against the organizer for any of its loss or damages in connection with any such termination.

Cancellation of Exhibition

61. The organizers reserve the right to interpret, alter in character, reduce in scale, shorten or extend the duration of the exhibition at any time without incurring any liability whatsoever to the exhibitor due to the circumstances outside the organizers control including but not limited to war, embargo, civil unrest, legal proceedings or government regulation that make it impossible or impractical, for the organizers in their absolute discretion to hold the exhibition. The exhibitors shall have no claim against the organizers or their agents or representatives, whether for loss or damage or return of all or part of any monies paid by the exhibitor in respect of any cancellation, alteration, reduction, shortening or extension made in accordance with this provision.

62. The organizers reserve the right to change the plan, site character or venue of the exhibition at any time without giving notice to the exhibitor, proportional allowance for space rental may be made if considered appropriate by the organizers (in their absolute discretion) but they shall not be liable for any further compensation to the exhibitor.

Additional Rules & Regulations

63. The organizers reserve the right to interpret alter and amend any of these condition and to issue additional rules and regulations at any time they consider necessary for the orderly operation of the exhibition. All interpretations of these condition and any additional rules and regulation by the organizers shall be final.

64. The exhibitor shall abide by the rules and regulation of the exhibition venue, which are deemed to be integral parts of and incorporated into these conditions. In the event of conflict between the provision of such rules and regulation and these conditions, these condition shall prevail copy of the rules and regulation of the exhibition venue is available from the organizers upon request.

Governing Law

65. These condition shall be governed by and constructed in all respect in accordance with the laws of Sri Lanka and the Exhibitor irrevocably submits to the non-exclusive jurisdiction of the Sri Lankan courts.