



# SPACE CONTRACT FORM

The 15<sup>th</sup> International Construction  
Technology & Building Materials Exhibition

**7 - 10 MAY 2018**  
Doha Exhibition and  
Convention Center (DECC)

## COMPANY INFORMATION

M.O.F nb: \_\_\_\_\_ CR: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Street: \_\_\_\_\_

P.O. Box: \_\_\_\_\_ Postcode, City: \_\_\_\_\_

Country: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_ Website: \_\_\_\_\_

Email: \_\_\_\_\_

## EXHIBITION COORDINATOR

Please enter here the details of the person who will be coordinating your exhibition participation

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

## PAYMENT TERMS

### OPTION 1

• 50% on application of either items US \$ \_\_\_\_\_

• Balance due 1 month prior to show opening US \$ \_\_\_\_\_

TOTAL: US \$ \_\_\_\_\_

### REMARK

\_\_\_\_\_

### Payment to be made by Cheque or Bank Transfer as follow:

Beneficiary: IFP Group Ltd.  
Beneficiary Address: Akra Bldg, 24 De Castro Street Wickhams Cay 1  
Road Town, Tortola, British Virgin Islands  
Bank Name: Bank Audi sal  
Bank Address: Ashrafieh, Main branch, Sofil Center, Charles Malek  
Avenue, Beirut - Lebanon  
PO Box 11-256 Beirut  
Tel: +961 1 200250/1/2/3/4/5  
Account Number: 326485 461 002 009 02 (USD)  
IBAN: LB41 0056 0003 2648 5461 0020 0902  
Swift code: AUDBLBBX

Building #57, 801 Str., Hazmieh, ML12103, P.O. Box: 55576, Beirut - Lebanon  
+961 5 959111 +961 5 959888

PLEASE SIGN THIS FORM & RETURN IT TO THE FOLLOWING ADDRESS

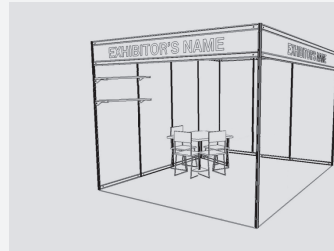
[info@ifpexpo.com](mailto:info@ifpexpo.com)

[projectqatar.com](http://projectqatar.com)

## INSIDE AREA

### 1 - SHELL STAND WITH FITTINGS Minimum Space 12 SQM

**US \$ 495 per SQM**



- > 3 Chairs
- > 1 Table
- > 2 Shelves
- > 1 lockable cabinet
- > Carpet Flooring
- > White Panel
- > Fascia Board with Exhibitor Name
- > Lighting
- > 13 Amps Outlet

### 2 - SPACE ONLY Minimum Space 24 SQM

**US \$ 450 per SQM**

- > Bare-floor space
- > Build your own stand

### DOUBLE DECKER

**US \$ 225 per SQM**

- > 2<sup>nd</sup> story level stand

## OUTSIDE AREA

### 3 - OUTSIDE AREA

**US \$ 190 per SQM**

- > Bare-floor space
- > Build your own stand

## SPACE & STAND FITTINGS REQUIREMENTS

### INSIDE AREA

Space Type	Price US \$ /SQM	Space Requested	Total SQM	Total Price US \$
Shell Stand With Fittings	495	x m		
Space Only	450	x m		
Double Decker	225	x m		

### OUTSIDE AREA

Space Only	190	x m		
<b>Total Price</b>				

We agree to abide by and be subject to the Rules and Regulations set out overleaf and in the exhibitors' manual, receipt of which we hereby acknowledge and any amendments which may be made by the Organizers or relevant authorities. We agree to pay the above total amount as per the agreed mode of payment.

Signed By: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

### ACCEPTED FOR AND ON BEHALF OF THE ORGANIZERS:

(To be completed by the Organizers)

Stand No: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

# Terms & Conditions

**1.** Application for space in the exhibition shall be duly signed by the exhibitor or a person authorized by him. Following receipt of the application together with initial payment, the organizers reserve the right to refuse to accept any application at their absolute discretion without giving reasons therefore.

**2.** The payment schedule for space only, shell stand is as follow;  
 50% with submission of application  
 50% balance by date specified on the application

Where the application is made after the final payment date specified on the application, the total cost shall be payable with return of the application. The total cost represents only the payment for the site, 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 take over their space or stands if the payment terms specified on the application are not followed. These terms cannot be varied after the due date for payment until payment is made.

**3.** In addition to the space cost (and organizers stand fitting service if applicable), exhibitors will be billed for additional services such as: hired furniture, freight forwarder services, stand cleaning and catering etc...

**4.** In the event of the organizers agreeing to any request for release from the application, the exhibitor will be liable for all, or part of the cost stated in the application in accordance with the following scale:  
 Cancellation within 30 days after signing the contract: The exhibitor is liable for 50% of total amount of contract value.  
 Cancellation more than 30 days after signing the contract: The exhibitor is liable for 100% of total amount of contract value.  
 Cancellation for any contract signed March 31 onwards: The exhibitor is liable to 100% of total amount of contract value.

Any breach in the terms of the contract stated above will result in legal action from the side of the organizer as these terms are constituted as per the local authority Qatari law, and as such is a binding agreement which should be respected. This scale of charges will apply only from the date the organizers receive written notice by letter, fax or telex. Otherwise, exhibitor will be liable to 100% of total amount value. In addition to this scale, the exhibitor will be liable for any specific cost incurred on his behalf by the organizers. These terms cannot be varied under any circumstances.

**5.** Any organization which, having signed an application for exhibition space, fails to exhibit for any reason of the exhibitor's own choosing and has not been released from the agreement by the organizers shall be liable for the full amount stated in the application plus any additional costs incurred by the organizers as a result of such failure to exhibit.

**6.** In the event of any exhibitor committing an act of bankruptcy going into liquidation or being under any appointment of a receiver, the organizer reserves the right to cancel his stand without being under liability to refund or abate any charges paid or due herein.

**7.** The organizers, their servants or agents shall not be liable for the safety of exhibitors, their servants, agents, contractors or invitees during the exhibition nor for any exhibits articles or other property of whatever kind brought into the exhibition by exhibitors, their servants, agents, contractors or invitees or members of the public.

**8.** All bookings are bound by these terms and regulations irrespective of any reservations which may be made. The organizers reserve the right to alter, add to, or amend any of these conditions or not, the decision of the organizers is binding if any disagreement on the interpretation of these regulations should arise.

**9.** Exhibitors shall make sure that they are fully covered by insurance including, but not restricted to, all risks on their property, exhibits or articles or any kind of 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 organizers harmless in respect of all costs, claims, demands and expenses to which the organizers may in anyway be subject as a result of any loss or injury arising to any person (including members of the public or the organizers' staff, agents or contractors) or property howsoever caused as a result of any act or default of the exhibitor, his servants, agents or contractors or invitees. If the organizers so demand the exhibitor shall provide proof to the organizers that the exhibitor has adequate insurance cover. Exhibitors must 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 insurance shall be maintained shall run from the time the exhibitor or any of his servants, agents or contractors first enters the Exhibition grounds, and all his exhibits and property have been removed.

**10.** The organizers 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 entry, citing of removal of exhibits or for the failure or any services or amenities provided by the hall landlords or other third parties. For space only stands, the exhibitor should provide all documents as requested by the organizer including: fire resistance certificate, risk assessment, method assessment, and any other document requested by the organizer (please refer to exhibition manual). Space only exhibitors and contractors are required to pay a refundable security deposit prior to moving on-site. Payment should be made before 1 April 2017. Exhibitors and/or contractors who have not paid this deposit will not be allowed to construct their stand.

**11.** The contracted party for a group stand is 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 as laid down in the exhibition's manual.

**12.** The exhibitor must not transfer, dispose of, part with or otherwise sublet the whole or any part of his exhibition space, whether for financial consideration or otherwise. The exhibitor must, if he is an agent, distributor or licensee, state at the time of application the names of the principals to be represented. This does not prohibit an exhibitor displaying the products of a principal for whom he becomes a distributor or licensee after the time of application, with the prior written permission of the organizers.

**13.** The organizers shall not be liable to the exhibitor by reason of any cancellation or parttime opening of the exhibition, either as whole or in part, for any non-performance of their obligations under this application or 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 their control.

**14.** The organizers have full power to allocate exhibition areas and position of exhibition space at the exhibition for any reason which in their sole opinion is in the general interest of the exhibition to alter the general layout or any particular stand even if already allotted and contracted and the exhibitor shall accept such new allotment of space in substitution of that originally allotted to him.

**15.** Exhibitors and their representatives should be present at their stands or spaces at all times during the exhibition (build-up, live event, breakdown). The organizer is not liable for the theft or damage of any valuable or items on the stand.

**16.** The allowed total size of the 2nd deck (2nd level) of the booth/stand is maximum 40% of the total size of booked space (please enquire with the organizer before constructing your stand and advise which hall you are located in)

**17.** Visa application forms should be submitted on the date specified by the organizer (refer to exhibition manual). Regardless of submission date, the organizer does not guarantee that the visa will be granted and will not be responsible for any cost incurred should your stand be cancelled.

**18.** The organizers shall not be responsible for the loss of or damage to any property of the exhibitor or any other person caused by theft, fire, defect in the hall, storm, tempest, war, labor disputes, lockout, Acts of God and general causes of Force Majeure.

**19.** Marshalling fees stands for the management and the assembly of all types of pickups/ trucks/trailers entering the show during build up and break down. Trucks entering the show requires an assembly point at the marshalling yard to get a gate pass and move in queue to the respective loading door. Fitted stand exhibitors are allowed to have up to 2 trucks for entry and exit. Space only exhibitors are allowed to have up to 6 trucks for entry and exit. Exhibitors exceeding the above quota in terms of number of trucks will be charged again.

Exhibitor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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