



# SAARC TRADE FAIR

## STALL BOOKING FORM

MAY 31 – JUNE 2, 2024 (3 DAYS-8AM TO 9PM)  
EXCEL WORLD COLOMBO CONVENTION CENTRE, SRI LANKA

FCCISL



Sri Lanka

TELEPHONE: +94 718349216 / +94 705986081

EMAILS: events.saarc@gmail.com / fccisl.international@gmail.com

### Company details:

Company Name: \_\_\_\_\_ Country: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Area of Business/Products: \_\_\_\_\_

MD/CEO Name: \_\_\_\_\_ Contact No: \_\_\_\_\_

Focal Person Name: \_\_\_\_\_ Contact No: \_\_\_\_\_

Focal Person Designation: \_\_\_\_\_ Email: \_\_\_\_\_

Name to be written on Participation Certificate: \_\_\_\_\_

Company Profile (Maximum 30 words):

### For Space Reservation (in Square meter):

Floor: \_\_\_\_\_ Stall No: \_\_\_\_\_ Total Sqm of space: \_\_\_\_\_ Booking Reference: \_\_\_\_\_

Name of company for Fascia Board of Stall (English Letters Only): \_\_\_\_\_

Company Logo link for exhibition website: \_\_\_\_\_

**Note:** The company logo must be sent through email within deadline.

Stall fee Amount: \_\_\_\_\_ Fee Submission Date: \_\_\_\_\_

**Note:** Payment receipt should be included in the corresponding email within deadline.

Exhibitor Cards: (3 cards for 9 Sqm & 2 cards for other categories)

Sr. No.	Exhibitor Name	Designation	ID No./ Passport No.

**Note:** Each Exhibitor passport sized picture should be sent on corresponding email within deadline.



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### RULES & REGULATIONS:

1. Registration via the corresponding emails, [events.saarc@gmail.com](mailto:events.saarc@gmail.com) and [fccisl.international@gmail.com](mailto:fccisl.international@gmail.com) using this form is binding.
2. The Exhibition Regulations are an integral part of this binding registration form. Key regulations can be found herein

### TERMS OF REFERENCE:

In these Rules and Regulations, the Term '**Exhibitor**' shall include all employees, staff, and agents of companies, partnership firms, or individuals with allocated space for participation, while the term '**Organiser**' refers to designated members responsible for event organization.

### ALLOTMENT:

- A. Booth will be allotted on a first-come-first-serve basis.
- B. Allotment of booth(s) will be made at the sole discretion of the Organiser.
- C. The booth(s) allotted will be used solely by the participants for the display of goods noted in their application form. Sub-letting of booth(s) or displaying goods not covered by the original application will not be allowed.
- D. Each stall cost includes a ready stall shell, with **1 Name Board, 1 Table, 1 5amp plug point, 2 Spot Lights and 2 chairs.**
- E. No alteration to the size or position of an Exhibitor's stand is permitted without the prior written approval of the Organiser.
- F. The Organisers reserve the right to modify the layout of booth sites and gangways.
- G. While the exhibitors are free to decorate their booths to the best of their ability to project the right image for their products and company, they should not cause any permanent damage to the walls, panels, and floors through the use of nails, paintings, or any other such activity.
- H. Permitted Height for the Prefabricated (constructed) stall is 8Ft for Walls.
- I. Any Prefabricated Stall Facia Branding above 8Ft – Take necessary approvals from the Organiser side in writing or via E-mail.
- J. The exhibitors may not assign, sublet, or grant licenses in respect of the whole or any part of the booth. Exhibitor may distribute cards, advertisements, or printed matter in respect of companies or firms which are subsidiaries of the exhibitor or the exhibitor's ultimate holding company.
- K. All on-site electrical installation must be carried out by the officially appointed electrical contractor before the connection to the mains supply.

### PAYMENT DETAILS:

- A. Full Stall Fee should be paid on or **before 25th April 2024** to the subsequent Official Bank Account of FCCISL:

**AC Name:** Federation of Chambers of Commerce & Industry of Sri Lanka.

**AC No:** 1190017851

**Bank:** Commercial Bank of Ceylon

**Branch:** Borella Branch

**Swift Code:** CCEYLK LX

**Address:** No 01, Union Place, Colombo 2, Sri Lanka.

and send the Bank Transfer Slip/Receipt to [events.saarc@gmail.com](mailto:events.saarc@gmail.com) and [fccisl.international@gmail.com](mailto:fccisl.international@gmail.com)

- B. 100% Advance payment is applicable for all exhibitors.

- C. Total participation charges will be considered as a forfeiture amount if cancellation is done before **30** days of the exhibition date.

- D. Government tax(es) extra if applicable.

### INSURANCE:

Insurance of the exhibits and the property of the booth will be the responsibility of the individual Exhibitors. The Organisers shall not be responsible in any way for personal injury to the exhibitor or his staff, agents, invitees, or licensees, however caused.

### SECURITY:

Although a twenty-four-hour security service will be in operation throughout the show, Exhibitors should take all possible precautions to minimize loss or damage to the equipment outside of show open hours.

### Undertaking:

I/We, the undersigned, wish to participate in the event and declare that we have read and accept the Terms & Conditions given above.

**Authorized Person:** Mr./Mrs./Miss \_\_\_\_\_ Designation: \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use Only:

Booking Executive Name: \_\_\_\_\_ Status: \_\_\_\_\_ Date: \_\_\_\_\_