

Enrollment Form for special exhibition space in Shanghai – China



Applications must be made using the WORD - based application form and will constitute a formal expression of intent.

- **Early bird price by 1 st March 2019 for exhibition space: 3 x 2 metre stand = 3500 Euros**
- **Regular price after 1 st March 2019 for exhibition space: 3 x 2 metre stand = 4000 Euros**
- Space includes: 1 table, electrical supply. Additional services are available on request.

Exhibitor benefits

- Company name in the Shanghai special exhibition- free trade zone that will be accessible via ICBC homepage (www.icbc-ro.com);
- Your Company will benefit of visibility, and good contacts in Shanghai.

General information

- The application process will begin on 1st January 2019. Applications for exhibition space must be made using the exhibition application form available on www.icbc-ro.com.
- The form must be signed by a competent person. By signing the exhibition application form, the booking is binding. This agreement shall remain in full force and effect in case of merger or acquisition of the contracting company.

Payment conditions

- All payments must be made in RON/EUROS.
- 50% of the total exhibition fee will be invoiced upon receipt of the completed exhibition application form and is due for payment upon receipt of the invoice to guarantee the reservation.
- Final payment by 1st May 2019.

Cancellation Conditions

- Cancellations and changes to your original booking must be made in writing to: Mr. Mihail Vornicov [at e-mail: mihail.vornicov@icbc-ro.com](mailto:mihail.vornicov@icbc-ro.com)



Cancellation Fees

50% of total exhibition fee if booking cancelled before 1st May 2019. 100% of total exhibition fee will be retained thereafter.

Exhibition stands must be completed, ready and manned on 01st June, 2019 in time for the Opening.

Company Information

Company Name (for invoice):	
Company Name (on website for final programme):	
Address: (City, Postal/Zip Code, Country)	
VAT Reg. No:	
Contact Person	
Title: Mr. / Ms	
Given Name:	
Family Name:	
Work Phone:	
Mobile:	
E-mail:	
Fax:	
Your Purchase Order Number:	

I would like to apply for Exhibition space (sponsor packages include exhibition space)

Exhibition Space		Total Cost
Early bird price until 1 st march 2019	3 x 2 metre stand	3500 euros
Late fee	3 x 2 metre stand	4000 euros
	Total	

All prices are net and in EURO (€). Local tax (if applicable) & 1% legal contract fee will be added.

Information only: (delete as appropriate)

We will bring a folding stand / umbrella stand: Yes No

We will order an additional request at extra cost: Yes No

Place, Date	Signature and Company Stamp
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By signing this Application Form, we accept the Participation Terms & Conditions and the Payment & Cancellation Conditions.

Payment & Cancellation Conditions

The payment shall be made upon Proforma Invoice. Please instruct your bank to add any bank charges to the total fee paid. Any bank charges incurred that have not been added will be charged to the respective company. The final payment is due by 1st May 2019.

Cancellation fee

50% of total space costs if rental is cancelled before 1st May, 2019, 100% thereafter.

Post the completed form to (mihail.vornicov@icbc-ro.com) or by post to the following address:
ICBC – International Consultants and Business Company SRL
B-ul Lacul Tei nr. 1-3, bloc ISPE, etj. 7, Biroul 718, sector 2
Bucuresti, Romania

TERMS AND CONDITIONS FOR EXHIBITORS

1. Application for Exhibitors

In order to be considered as an Exhibition, an application form must be completed and signed by a legally competent individual and delivered to the ICBC before the deadline. However, mailing or delivering the Application Form to the ICBC does not constitute a formal agreement that the Exhibitor will be accepted. Contractual Conditions are constituted only after ICBC has sent written confirmation of acceptance to the Exhibitor. In case of acceptance, Exhibitors will be bound by the Terms and Conditions for Exhibitors.

The ICBC reserves the right to refuse any application to exhibit without giving cause. Exhibition space is allotted according to the terms conditions as listed in the Information for Exhibitors. Any company that disobeys the directives of the ICBC may be excluded from the ICBC. Such companies are liable for the whole payment, and for all incidental expenses including any value added tax. All oral agreements, special permissions and special arrangements are valid only upon receipt of written confirmation. Exhibitors should note that they are all costs associated with their travel and accommodation etc are NOT the responsibility of the ICBC.

2. Obligations and Rights of the Exhibitor

Exhibition booths may only be used for exhibiting and advertising the Exhibitor's own products, materials or services as described in the application form. Advertising materials may be distributed only within the confines of the booth. Any promotion outside the respective exhibition space is forbidden (such as distributing flyers etc.). The partial or complete subleasing or otherwise relinquishing of a booth to a third party, as well as private agreements for switching booths or floor space between two exhibitors is prohibited. The ICBC reserves the right to enter any booth at any time. Booths need to be occupied during exhibition hours. The exhibition halls are to be used only during regular opening hours. It is strictly forbidden for companies, which are not exhibitors, to advertise in any way in the exhibition hall or in the entrances to the exhibition hall.

3. Obligations and Rights of the ICBC

The ICBC reserves the right to revise the time and location of the exhibition or to shorten the duration of the exhibition. Any change regarding the time and duration of the exhibition does not entitle the exhibitor to cancel the contract nor to request a fee reduction or to put forward a claim for damages incurred by these changes.

4. Liability Insurance

All related display materials installed by exhibitors are not insured by the ICBC and they will under no circumstances be liable for any loss, damage or destruction caused to goods or property belonging to exhibitors. The Exhibitor agrees to be responsible for their property. The ICBC will not be liable for any injuries to the personnel of exhibitors attending the meeting.

5. Set-up of exhibitions booths

To ensure the smooth running of the exhibition, Exhibitors must obey all directives and instructions of the ICBC regarding the use of booths, their decoration, the use of self-designed and self-constructed booths, and the fitting and furnishings of the booths. Before setting up their booths / displays / installations, Exhibitors must first contact the ICBC representatives and reconfirm placement of the booth as well as inform themselves of any special regulations relating to their booth. Standard side and back walls of booths are to be 2.5 (2 and a half) metres high. For any variation from this norm, specific permission must be obtained in advance from the ICBC. Written permission also needs to be obtained for any changes in the size or structure of the floor space, or for any changes to any additional rented objects/facilities.

Booths must be set up and completed during the timeframe designated. An Exhibitor or advertising company contracted by the Exhibitor who wishes to set up a booth or exhibit of their own design and construction must first submit sketches and plans with a statement of colour schemes of such a booth or exhibit to the ICBC. The ICBC reserves the right to demand changes in such booths or exhibits should safety regulations, technical requirements, or the responsibility of preserving or obtaining the best possible overall image for the exhibition, as judged by the ICBC, so require. The side and back walls of all stands should be finished on the outside as well as the inside.

Exhibitors must avoid obstructing the view of or access to neighbouring booths. Special care must be taken to avoid the use of lights or spotlights that may annoy visitors or neighbouring booths. Should an exhibitor not follow the directives of the ICBC or not carry out such directives within a reasonable time, the ICBC reserves the right to take the necessary steps at the cost of the Exhibitor. The ICBC reserves the right to close or obstruct unused entrances or exits to the exhibition rooms and the right to direct the Exhibitor to another space in the exhibition hall if necessary even if this directive conflicts with previous written agreements. The ICBC also reserves the right to rent floor space of a booth not finished on time to another applicant. In such a case, the Exhibitor is responsible for all costs arising from the cancellation.

6. Maintenance of booths and exhibition area

Exhibitors are responsible for the proper care of the floors, walls, staircases and storage rooms as well as the hired booths and furnishings. Hired booths and furnishings must be returned in an acceptable condition and in an orderly way. To avoid scratches and furrows on floors as the result of sliding heavy packing cases, exhibitors are required to use protective coverings. Exhibitors and their shipping agents, on specific orders from the exhibitor, must take special care when transporting heavy packing cases and heavy loads. Exhibitors who wish to display extra heavy exhibits demanding special supports or foundations must request prior permission specifically in this matter from the ICBC, it is not permitted to drive nails or hooks into the walls of the exhibition hall, to install electric wiring or to cut or drill holes in the walls of the rented booths. Empty containers and packing materials must be disposed of at the exhibitor's expense before the start of the exhibition; cleaning the booth is the Exhibitor's responsibility.

No part of an exhibition booth may be suspended from the ceiling. No part of an exhibit or of the booth's structure may protrude beyond the allotted area on any side. No signboards may protrude beyond the booth's walls. Decorating materials and wallpaper used by the exhibitor must be fire-proof. Prior to use, written proof of this fact must be presented to the ICBC. Police regulations, fire regulations and other official regulations must be observed at all times, including during the construction and dismantling of the exhibits.

7. Electrical installations/power consumption

Any costs related to a main power supply for a booth and the wattage of the booth's electric equipment will be invoiced to each Exhibitor separately and is not included in the rental fee. Electrical installations within the booth are at the Exhibitor's expense; however, such installations may only be carried out by an electrician appointed by the congress venue. The ICBC however is not responsible for any loss or damage, which may occur from interruptions or defects in the electric power supply.

8. Dismantling of booths

The Exhibitor must dismantle the booth within the allotted time and return hired furnishings on time. Upon leaving, the Exhibitor must clear the booth area and clean the floor. Stored materials, empty containers and packing materials must be disposed of. Items for which the Exhibitor has made no arrangements regarding removal and storage at his/her cost and which are left behind become the property of the ICBC, and no reimbursement will be made for such items, The ICBC can demand that Exhibitors restore the exhibition area to the original condition at the Exhibitor's expense.

If the Exhibitor does not dismantle and clear away their exhibit in a timely manner, these items will be removed by the ICBC at the Exhibitor's cost. The Exhibitor is liable for the actual cost incurred by the ICBC for such removals of abandoned exhibits. Rented items, which were originally accepted as satisfactory for rental by the exhibitor, are to be returned undamaged and in a satisfactory condition. All rented items are considered to be in satisfactory condition unless a written notation signed by the ICBC is made at the time of rental. Exhibitors must bear the costs of repairs to damaged exhibition areas and of repairs of or necessary cleaning of rented items.

9. Payments – breach of contract:

Please refer to the terms of payment, reduction and cancellation policy and corresponding deadlines as given in the Information to Exhibitors. The contract shall remain in full force and effect in case of merger or acquisition of the contracting company. The dimensions of floor space, booth measurements and rented items given are approximate. The ICBC reserves the right to change these dimensions in order to most efficiently use the available exhibition area and to adjust the booths to the blueprints of the exhibition halls. Prices charged are however based on the actual dimensions; if more floor space is later allotted and actually used than was originally ordered, the additional fee for it is to be paid immediately. Special requests regarding placement of the booths will be considered. However, such requests do not constitute a condition of registration on the part of the Exhibitor. Furthermore, the ICBC reserves the right to reduce the amount of floor space initially requested. Failure to comply with local authorities and international regulations may not be used as a ground to declare the contract void. Failure to comply with the Rules and Regulations will not expose the ICBC to any suits or demands by the Exhibitor and/or any third party. Exhibitors must bear the cost of any special installations.

In case of delayed payment, ten per cent (10%) interest per annum is charged. If a company wishes to renounce all claims to taking part in an exhibition after having contracted to do so, the company is nevertheless liable for the rental sum and for incidental expenses. In case of cancellation of the exhibition, the ICBC will return the part payments received less the sum equivalent to the costs that have arisen for the ICBC up to the time of cancellation; the registration fee will not be returned.

10. Place of legislation

In all cases of litigation it is agreed to by the Exhibitor that the competency of the duly authorised court is Bucharest, Romania, the ICBC may choose to appeal to the competent court in whose jurisdiction the exhibitor falls. Romanian law is to be applied.