



May 30th - June 1st, 2008
Bhrikuti Mandap Exhibition Hall Kathmandu, Nepal

SPACE RESERVATION / CONTRACT FORM

Company's Name: _____	Stall Allotted
Contact Person: _____ Designation: _____	
Address (with P.O. Box): _____	

Tel: _____ Fax: _____ Email: _____	

Trade Name / Products for Display: _____

Requirement of Space: _____ Sq. m. @ Rs. 2500 / - US\$ 60 per Sq.m. (13% VAT Extra) _____

1. The octonorm system stand includes 1 table, 2 chairs, 2 tube lights, 1 plug point (5 AMP) & 1 fascia.
2. Exhibitors are requested to contact the supplier for other extra or additional materials they need. Suppliers will be within the Bhrikuti Mandap Exhibition Hall.

Nepalese participants can make their cheque / Foreign participants can make their draft drawn in favour of Educational Consultant Association of Nepal (ECAN) payable at Kathmandu for payment. Please make all or 50% of the total payment/ amount at the time of signing this Contract and the remaining balance if any before 5th May, 2008.

We, hereby accept the rules, regulations and conditions mentioned on the reverse side of this form. Our stamp and signature below confirm the acceptance.

EXHIBITOR

Signature: _____

Name: _____

Position: _____

Date: _____

Official Seal: _____

ORGANISER'S Representative

Signature: _____

Name: _____

Position: _____

Date: _____

Official Seal: _____

Please fill the required information and return to us to enable us to consider and confirm the space booking.
This form will not be considered unless the 50% advance payment is enclosed.

Tel: 4260232, 4269782, Fax: 977-1-4250289, Email: globexpo@wlink.com.np

TERMS & CONDITIONS

1. Exhibitors have to clearly mention the specification of the items to be exhibited in the event either to display only or for sale and for both purpose.
2. Stand/s can be booked by making full payment of the stand rent in advance only.
3. In case of any failure of the payment against the stand booking, ECAN will notify the exhibitor for the same. Exhibitors must pay in cash within 24 hours for the stand previously booked.
4. Stand/s will be provided on first come first serve basis at the time of stand booking.
5. Any previous dues of ECAN have to be cleared to confirm the booking of the stand/s.
6. The stand/s will be handed over to the exhibitor/s one day (24 Hours) before the opening of the fair.
7. No discrimination between ECAN member/s and Non ECAN member/s will be made in the payment, choice of stand/s and other facilities to be provided to the exhibitor/s. However Non ECAN members are not entitled to discount on stand rent.
8. The exhibitor/s may distribute various items to the visitors as gift/present of souvenir. It would be better for making wide publicity through ECAN's relevant advertisements if ECAN is informed about the matter beforehand.
9. The stand clearance can be done 7:00 p.m. onwards on the last day.
10. During the show each exhibitor will solely be responsible for the safety and security of their goods and materials brought at Bhrikuti Mandap Hall for display or sale or distribution during the exhibition.
11. Opening and closing time of the exhibition will be same for all the exhibitors. No one will be allowed to enter before opening time and stay after closing time in their stands.
12. Each exhibitor has to be strictly confined within the space of their stand/s without encroaching and distributing passage area and space of neighbouring exhibitor's stands.
13. Any inconvenience and problem of difficulty will be solved by mutual discussions and understanding among representative/s of the exhibitor and officials of ECAN at ECAN secretariat to be stationed at Bhrikuti Mandap during the exhibition.
14. These terms and conditions are spelled out for the mutual benefit of ECAN and exhibitor/s as well so that any complications and misunderstanding don not arise during and at the end of the exhibition. On stall allotments and other issues, the decision made by the ECAN executive committee will be final.
15. Exhibitors are not allowed to use nails or any such metal materials for stand decoration that may cause any damage to any objects, either walls or partitions, of the stand.
16. Exhibitors have to issue two copies of bills for the identification of the goods and materials they sold from their respective stands. One copy of the bill have to stamped "GATE PASS" so that the visitors may carry those goods and materials conveniently without any problem from the exit points of the Hall.
17. Exhibitors are requested to refrain form playing out music/sound loudly or to make any loud noise. It is suggested that exhibitors use ear phones instead.
18. The fascia will be provided only for one exhibitor if the stall is occupied jointly by more than one exhibitor. The participant certificate will also be issued to one exhibitor only in the name printed in fascia.
19. Although maximum security measures will be followed, the Organiser / Event Manager will not be responsible for any theft, damage or unforeseen calamities in the premises. If you require insurance policy you are requested to do the same through your insurer.
20. Exhibitors must pay due attention to maintain possible highest level exhibition standards during the period of exhibition.