

# REGISTRATION FORM

OCTOBER 15 -18, 2009

BIEL, BEIRUT INTERNATIONAL EXHIBITION & LEISURE CENTER

www.inshapefair.com



## STAND

**Space Only:** Minimum 40 sqm; It includes carpeting & power point.

**Shell Stand:** Minimum 12 sqm; It includes carpeting, wall panels, signboard, lighting, power point, stand number, 1 table, 2 chairs.

Inside Area				
Space Type	Price in US\$ / SQM	Stand number	Total SQM	Total price US\$
Space Only	275			
Shell Stand	295			

	Total Price US \$	
	VAT 10%	
	Total Including VAT	

## ADVERTISEMENT INSIDE THE FAIR

Get the chance to directly and cost effectively increase your market exposure to those who have attended the exhibition and benefit from the several internal advertisement options proposed below:

Advertising Fees	Location	Price for Exhibitors	Price for Non-Exhibitors
A4 Advertisement Posting	Advertisement board	400 US\$	500 US\$
A3 Advertisement Posting	Advertisement board	600 US\$	750 US\$
Banners / starting 6 sqm	Assigned locations	100 US\$/sqm	200 US\$/sqm
Leaflets Distribution	At the entrance	1500 US\$/day	2000 US\$/day
Audio Messages/Spots	Inside the hall	25US\$/spot	35 US\$/spot

We book .....

for total price of ..... US\$ + VAT

## ADVERTISEMENT IN THE CATALOGUE

This guide is printed and distributed in 40 000 copies. It is one of the promotion tools of INSHAPE. It includes the specific information of the Fair (plan, list and profile of Exhibitors, etc...) and will still be used long after the exhibition as a reference directory.

Advertising Fees		Useful Format		Full Paper Format	
		Width	Hight	Width	Hight
1 Page	1750 US\$	12 cm	19.5 cm	14 cm	21.5 cm
1/2 Page	1000 US\$	12 cm	9.5 cm	14 cm	10.5 cm
First inside cover	3250 US\$	12 cm	19.5 cm	14 cm	21.5 cm
Second inside cover	3000 US\$	12 cm	19.5 cm	14 cm	21.5 cm
Back cover	4000 US\$	12 cm	19.5 cm	14 cm	21.5 cm

We book ..... page (s) QUADRI,

for the total price of ..... US\$ + VAT

Please fill the following information and send it to E<sup>2</sup> - Exhibitions & Events sal, 1st Floor, Yanni bldg., Zahret-El-Ihsan street, Ashrafieh, Beirut – Lebanon or fax it to: +961-1-203 258 or Email it to: registration@inshapefair.com

NAME OF ORGANISATION: .....

CONTACT PERSON: .....

TITLE: .....

ADDRESS: .....

COUNTRY: .....

TELEPHONE: .....

FAX: .....

EMAIL: .....

PRODUCT / ACTIVITY: .....

TOTAL AMOUNT IN US\$: .....

Below we agree to abide by and be subject to the rules and regulations set overleaf, receipt of which we hereby acknowledge any amendments which may be made by the Organizers or relevant authorities. We agree to pay 50% of the above total cost with this registration form. We also agree to pay the remaining balance before September 1st, 2009.

\* Check the General Terms & Conditions overleaf.

Place ..... Date .....

Signature

Company Stamp

# General Terms & Conditions

1- Registration for space in the Exhibition and for advertising shall be made on the registration form overleaf and shall be duly signed by the Exhibitor or a person authorized by him. Following receipt of the registration form which is final and binding for the Exhibitor upon signature, the organizers reserve the right to refuse or to accept any Application at their absolute discretion without giving reasons for such refusal.

2- The payment schedule for space only, shell stand, walk-on stand, sponsorship or advertising is as follows:

- (i) 50% with submission of registration form + related VAT
- (ii) 50% balance by maximum the date specified on the registration form overleaf.

Where the application is made after the final payment date specified on the registration form overleaf, the total cost shall be payable with return of the registration form. The total Cost represents only the payment for the site, details of which are set out overleaf. All other goods and services required by the Exhibitor shall be paid 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 Registration form are not honored.

3- In addition to the space cost (and Organizers stand fitting service if applicable), Exhibitors will be billed for optional services such as hired furniture, telephone lines, directory advertisements and other.

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 Registration form in accordance with the following scale:

If 90 days prior to the Exhibition's opening date: 50% of the TOTAL COST

If 30 days prior to the Exhibition's opening date: 70% of the TOTAL COST

If Within the last 30 days prior the Exhibition's opening date: 100% OF THE TOTAL COST

This scale of charges will apply only from the date the Organizers receive written notice by letter, fax or telex. 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 a Registration for the exhibition space fails to exhibit for any reason and has not been released from the Agreement by the Organizers shall be liable for the full amount stated in the Registration form plus any additional costs incurred by the Organizers as a result of such failure to exhibit.

6- In the event of any Exhibitor declaring bankruptcy or if a limited company being wound up the agreement terms with him shall be cancelled and all the moneys already paid shall be retained by the Organizers.

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, and for any exhibits articles or other property of whatever kind brought into the Exhibition by Exhibitors, their servants, agents, contractors or invitees or member of the public.

8- All booking and additional services provided by the organizers are bound by these Terms and Regulations irrespective of any reservations which may be made by Exhibitors. The Organizers reserve the right to alter, add to, or amend any of these conditions and 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 any way be subject as a result of 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 servant 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 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 and/or any of his servants, agents or contractors first enter the Exhibition grounds, and until the Exhibitor and/or any of his servants, agents or contractors leave the grounds at the end of the event period 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, alternation or dismantling of stands or the entry, placement or removal of exhibits or for the failure of any service or amenities provided by the hall landlords or other third parties.

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 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 Registration, with the prior written permission of the Organizers.

13- The Organizers shall not be liable to the Exhibitor by reason of any cancellation or part-time opening of the Exhibition, either in whole or in part, for any non-performance of their obligations under this Registration form 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 reschedule and/or postpone the Exhibition for all and any reason(s) in order to insure the Exhibition's success. The decision of the Organizers is binding for Exhibitors.

15- The Organizers have full power to allocate the exhibition area and position exhibition spaces at the Exhibition for any reason which, in their sole opinion, is in the general interest of the exhibition and 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.