

Islamic Centre
for Development of
Trade



2nd Tourism Fair
of the OIC Member States

OIC - TOURISM 2012

20-23 December 2012
Sharm El Sheikh- Arab Republic of
Egypt

Egypt Expo &
Convention Authority
EECA

CAIRO
expo
CITY

Application for Participation

Company Name:

Address :

E- Mail :

Tel. :

Fax :

Person in Charge & his Position:

Main Exhibits / Services:

Rental Fees:

Furnished Covered Sq.m2	US\$ 200
Unfurnished Covered Sq.m2	US\$ 170
Open area Sq.m2	US\$ 70

Space Required:

Rental Fees:

Mode of Payment: 25% of rental fees accompanied with the application form, 25% of rental fees with 7 days of stand allocation, the 50 % balance of rental fees will be paid before 1st December 2012.

Amounts will be paid either in cash or in a marked cheque in the name of the Egypt Expo & Convention Authority, or transfer to Arab African International Bank/ Cairo, acc. no 6003364021, swift code : ARAIEGCXXX in favor of Central Bank of Egypt, EECA's Acc. No. 04/082/17541/2.

Applicant

Name :

Position :

Signature & Stamp:

Date :

General Rules for Participation

- 1- The application form should be extended together with a down payment or total rental according to schedule mentioned in application Form.
- 2- The exhibitor has no right to waive to others part or all area rented to him either free or against money.
- 3- Withdrawal of participation : If the exhibitor wishes to withdraw 45 day before inauguration without an acceptable reason, he has no right to claim what he already paid , it will be EECA's right without warning ; in case the apology is accepted less than 45 day before inauguration , the exhibitor will loose 25 % of paid amounts . Notification should be in written form.
- 4- Refunding down payment; if for any reason the organizers decide not to hold the exhibition, the exhibitor will be refunded only the paid amounts and he will have no right to claim for any complementation.
- 5- Customs & Import Regulations: The exhibition ground in Nasr city has a limited customs area next to gate 2 where all customs regulations an incoming exhibit will be done there in order to facilitate measurs. For more information pls contact Commercial Affairs Dept on tel (202)22607825
- 6- Exhibits coming from free zones in Egypt: The exhibitor will apply to Commercial Affairs Dept to allow exhibits into Exhibition Ground enclosed by approval of General Authority for Investment & Free Zones to transfer exhibits to Exhibition ground, invoices of exhibits in additions to a letter of guarantee to Exhibition customs amounting to customs fees.
- 7- Selling to the public: Direct sell to public is during the fair period for imported goods coming for display and re-export. The sell will be in a particular place under the supervision of GOIEF and customs authority. Import rules must be filled either for trade, production or personal use.1% of the quota sell value must be paid.
- 8- Re- exporting : Exhibits that are not sold or gifted will be re- exported after event termination not exceeding the validity of letter of guarantee to customs (six months) ; In case of exceeding the six months , the customs authority will confiscate it and sell in auction , For more information please contact Commercial Affairs Dept tel: (202) 22607825
- 9- Dismantling: The exhibitor will remove decoration and exhibits within 3 days of event termination and handing over the site as received.
- 10- General Rules & Instructions :
 - It is not allowed to use inflammable items.
 - It is not allowed to use loudspeakers or DJ inside or outside halls.
 - Empty boxes and waste items should be removed 48 hours before inauguration.
- 11- Security: The exhibitor will be responsible for his stand and his belongings on Exhibitions Ground, he should take the necessary precautions to secure the safety of his exhibits; he will be responsible to extend fire extinguishers inside halls.
- 12- General Conditions: The organizer has the right to photograph display pavilions and exhibits, if the exhibitor wishes to distribute publicity materials he should get a prior approval of the administration.

Rules & stipulations of decoration in halls & open area

- 1- Maximum Height in covered display is 5m.
- 2- Maximum height in hall 15 is 3 m.
- 3- Maximum height in investment hall is 4 m in ground floor & 3 m in the first floor.
- 4- Maximum height in open display is 7.5 m
- 5- If you use inflammable materials in decorations, it is necessary to extend 2 fire extinguishers in pavilion.
- 6- Always use plastic cover under sand or concrete works inside halls or open display noting that you will remove all structures or rubbish and you will hand over the sight as received before the beginning of the event.
- 7- The exhibitor will stick to his allocated area ; any increase in area will be paid for
- 8- The exhibitor will not erect any decoration facing air conditioning units.
- 9- The exhibitor should not erect his decoration to hinder the entrance of electricity rooms ; one meter facing electricity panels should be left to enable personnel to reach electricity panels noting that a door should be installed facing every room
- 10- All internal electricity connections in pavilion should be done according Egyptian Code; all these connections should be connected to a special panel distribution board noting that a suitable cable connecting this panel to a distribution board of the hall will be installed.
- 11- Extending engineering drawings (horizontal sectors- facades - sectors - distribution boards (2 & 3 phase) & a chart indicating water connections and materials used in decoration in original and triplicate in order to get the approval of the Engineering Dept before handing over the site EECA has the right to modify any of the above.
- 12- All designs should be authenticated before starting decoration works.
- 13- Detailed engineering designs should be extended for open display
- 14- Detailed sectors should indicate crection method and connections to walls should be in panels and nails.
- 15- Engineering drawings should indicate installation of hanging roof in open display.
- 16- Decoration works will be done according to authenticated design and the instruction of the supervising engineer; in case of committing violations , EECA has the right to cancel participation .
- 17- Engineering designs of publicity panels and its installations method should be extended before execution.
- 18- Engineering designs should be authenticated from an engineering office.
- 19- It is forbidden to hang exhibits on panels, pillars or floors in covered halls.
- 20- It is forbidden to hinder exhibits doors with decorations.
- 21- In case of inflicting damages, the exhibitor will pay to repair it.
- 22- If the exhibitor wishes to undertake his decoration works (or through other decoration company not registered at EECA) , he will pay L.E 25 per sq.m in covered display and L.E 10 per sq.m in open display in addition to L.E 1000 if the decoration company is not registered.
- 23- If the exhibitor contracted one of registered companies, he will be exempted from L.E 1000 he will pay only L.E 25 per covered sq.m & L.E 10 per open sq.m.