



ҚАЗАҚСТАННЫҢ СЫРТҚЫ
САУДА ПАЛАТАСЫ

CHAMBER OF INTERNATIONAL
COMMERCE OF KAZAKHSTAN

ВНЕШНЕТОРГОВАЯ
ПАЛАТА КАЗАХСТАНА

APPLICATION FORM

“FMCG: EQUIPMENT & MATERIALS” PAVILION

In frames of the
NATIONAL EXHIBITION “THE BEST PRODUCT OF KAZAKHSTAN 2018”

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

General information

The application process begins on 1st July 2018.

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 USD.

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 September 2018.

Cancellation Conditions: Cancellations and changes to your original booking must be made in writing to: Mrs. Akmaral Issembayeva: akmaral.issembayeva@gmail.com

Cancellation Fees: 50% of total exhibition fee if booking cancelled before 1st September 2018. 100% of total exhibition fee will be retained thereafter.

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:	Your Purchase Order Number:
Work Phone: Mobile:	E-mail:

I would like to apply for Exhibition space (in accordance with “Conditions of participation” and Pavilion lay out)

Form of participation	Required area	Stand # (1, 2, 3, Premium)	Total Cost
Equipped space (area with standard stand)			
Space only (only area)			
Indirect Catalogue (publishing in Catalogue only)			
Total			

**Note: building of own construction stand is charged at additional costs*

Description of own constructed stand: working design, equipment, materials,
--

Place, Date	Signature and Company Stamp

By signing this Application Form, we accept the Participation Terms & Conditions and the Payment & Cancellation Conditions.

Payment & Cancellation Conditions

Upon receipt of the invoice, we will transfer 50% of the total exhibition fee to the account details on 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 31st September 2018.

Cancellation fee:

50% of total space costs if rental is cancelled before 31st September, 2018, 100% thereafter.

Post the completed form to:

Mrs. Akmaral Issembayeva:
Pavilion Coordinator,
International Chamber of Commerce

Kabanbai Batyr str, 19, Bloc C
010000 Astana
Republic of Kazakhstan
e-mail: akmaral.issembayeva@gmail.com

TERMS AND CONDITIONS FOR EXHIBITORS

1. Application for Sponsors and Exhibitors.

In order to be considered as a Exhibitor, an application form must be completed and signed by a legally competent individual, and delivered to the Chamber of International Commerce of Kazakhstan (prior electronic and after that original versions) before the deadline. However, mailing or delivering the Application Form to the Organizer does not constitute a formal agreement that the Exhibitor will be accepted.

Contractual Conditions are constituted only after the Organizer 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 Organizer reserves the right to refuse any application to exhibit without giving cause. Exhibition space is allotted according to the terms and conditions as listed in the Information for Exhibitors. Any company that disobeys the directives of the Organizer may be excluded from the exhibition by the Organizer. Such companies are liable for the whole payment, and for all incidental expenses including any value added tax. All verbal agreements, special permissions and special arrangements are valid only upon receipt of written confirmation.

Exhibitors should note that they are responsible for all costs associated with their personel and that any honorarium, travel and accomodation etc are NOT the responsibility of the Organizer.

2. Obligations and Rights of the Exhibitor

Exhibition stands may only be used for exhibiting and advertising the Exhibitor's own products, materials or services as described in the application form. The partial or complete subleasing or otherwise relinquishing of a stand to a third party, as well as private agreements for switching stands or floor space between two exhibitors is prohibited. The Organizer reserves the right to enter any stand at any time. Stands 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 Organizer

The Organizer 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 the Organizer changes.

4. Liability Insurance

Equipment and all related display materials installed by exhibitors are not insured by the Organizer or Exhibition Centre and they will under no circumstances be liable for any loss, damage or destruction caused to equipment, goods or property belonging to exhibitors. The Exhibitor agrees to be responsible for their property and personnel and for any third party who may visit his space to be covered by full and comprehensive insurance. The Organizer will not be liable for any injuries to the personnel of exhibitors happen at the Exhibition.

5. Set-up of exhibition stands

To ensure the smooth running of the Exhibition, Exhibitors must obey all directives and instructions of the Organizer regarding the use of stands, their decoration, the use of self-designed and self-constructed stands, and the its fitting and furnishing. Before setting up their stands, Exhibitors must first contact the Organizer to inform of any special regulations relating to their stand. For any variation from standard,

specific permission must be obtained in advance from the Organizer. 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 facilities.

Stands must be set up and completed during the timeframe designated. An Exhibitor or construction company contracted by the Exhibitor to set up a stand or exhibit of their own design and construction must first submit sketches and plans with a statement of colour schemes of such a stand or exhibit to the Organizer. The Organizer reserves the right to demand changes in such stands or exhibits should keep safety regulations, technical requirements, or the responsibility of the Organizer revising or obtaining the best possible overall image for the exhibition, as judged by the Exhibition Centre. 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 stands. Special care must be taken to avoid the use of lights or spotlights that may annoy visitors or neighbouring stands. Should an Exhibitor not follow the directives of the Organizer or not carry out such directives within a reasonable time, the Organizer reserves the right to take the necessary steps at the cost of the Exhibitor. The Organizer 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 Organizer also reserves the right to rent floor space of a stand 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 stands and exhibition area

Exhibitors are responsible for the proper care of the floors, walls, staircases and storage rooms as well as the hired stands and furnishings. Hired 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 Organizer. 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 stands. Empty containers and packing materials must be disposed of at the exhibitor's expense before the start of the exhibition; cleaning the stand is the Exhibitor's responsibility.

No part of an exhibition stand may be suspended from the ceiling. No part of an exhibit or of the stand's structure may protrude beyond the allotted area on any side. No signboards may protrude beyond the stand'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 Organizer. Police regulations, fire regulations and other official regulations must be observed at all times, including during the construction and dismantling of the exhibits.

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 stands

7. Electrical installations/power consumption

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

8. Dismantling of stands

Upon leaving, the Exhibitor must clear the stand area of own equipment and return hired furnishings on time. 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 its cost and which are left behind become the property of the Exhibition Centre, and no reimbursement will be made for such items. The Organizer 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, the Organizer items will be removed by the Exhibition Centre at the Exhibitor's cost. The Exhibitor is liable for the actual cost incurred by the Organizer 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 Organizer 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. 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 stands will be considered. However, such requests do not constitute a condition of registration on the part of the Exhibitor. Furthermore, the Organizer 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 Organizer 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, the fine is 0,1% per day, but not more than 10% of the total amount 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 Organizer will return the part payments received less the sum equivalent to the costs that have arisen for the Organizer 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 Astana, Kazakhstan.