



Terms and Conditions for International Participants

1. Registration

- The registration represents a legally binding and irrevocable statement of intent on the part of the exhibitor to participate. Conditional registrations shall be considered invalid.
- On submission of an application, the exhibitor acknowledges the Terms and Conditions of Participation in full. The organiser reserves the right to accept or refuse any application without assigning any reason.

2. Admission and Allocation of Site

- The organiser is not obliged to accept a registration application. The organiser has an exclusive right to decide upon the acceptance of an exhibitor's application and the allocation of exhibition space and reserves the right at any time, without giving a reason, not to accept such an application. The organiser alone is responsible for the allocation of space in the interest of the fair.
- The organiser will provide one double room per participation for each exhibitor as follows:
 - A maximum of two days prior to the start of the fair
 - For the whole duration of the fair
 - A maximum of two days after the fair
- The organiser will provide a minimum standard stand of 9m² to each exhibitor and will be subject to specific space requirements of the exhibitor
- The organiser will provide local transport from and to airport as well as from hotel/to the fair daily during the fair
- The organiser shall provide to the exhibitor a customs clearance agent which will facilitate the movement of machinery/equipment/tools if any
- Booths will be allocated on a first-come-first-served basis at the sole discretion of the organiser, subject to satisfaction of admission criteria, and confirmed in writing. In order for the application for registration to be considered a list of the machinery/equipment/tools to be exhibited corresponding with the official machine declaration form must be provided with the application. Goods other than those included in the "Machine Declaration Form" may not be exhibited, except with the consent of the Organiser.
- The exhibitor undertakes to exhibit the registered products without restriction throughout the duration of the fair. It is not possible to close the stand or to commence its dismantling before the end of the fair. A failure to adhere to this requirement will result in a duty to compensate the organiser.

3. Cancellation Policy

- In the event of cancellation, SMEDA will need to be informed at least two weeks in advance from the beginning of the Fair.
- Cancellations will only be accepted in writing, mailed or faxed, and must be signed by the person whose signature appears on the application form

4. Stand and Layout Issues

- No alteration to the size or position of the stand is permitted without prior written approval of the Organiser.
- No exhibitor shall assign, sublet or share the whole or any part of the space booth allotted without the knowledge and consent of the Organiser.
- The Organiser reserves the right to change the layout/stand number or gangways.
- The organiser also reserves the right to require exhibitors to make such alterations to their stands and setting of their exhibits as they reasonably feel necessary to maintain an acceptable standard of presentation and to avoid interference with the display of other exhibitors.
- No stand will be left unattended during the exhibition. Staff of exhibitors must be present at least 30 minutes before visiting hours of the exhibition.
- The Organiser shall have the right to take remedial action for any activity which amounts to nuisance or annoyance, which shall be carried out by exhibitors.
- Arrangements will be made for providing round-the-clock security. Insurance of exhibits, against all risks prior to, during and after the exhibition should be done by the exhibitors at their own cost. The Organisers will in no way be responsible for any loss or damage.
- The Venue will be closed and locked out of the exhibition hours. On show days, exhibitor staff will be allowed to stay in the exhibition hall strictly for only half an hour after closing time to refurbish and/or service their exhibits/stand.
- Each exhibition stand will be supplied with booth walls, two chairs and one table. Exhibitors' stand structures shall not exceed a height of 250 cm. Higher structures shall only be permitted after submission of plans and with the written consent of the organiser.
- The organiser will remove any part of the display outside the limits of an exhibitor's allocated space and may further restrict the display or demonstration of any mechanical or other equipment should it be a nuisance to other exhibitors or the visiting public.
- Nailing and drilling are not allowed, and, adhesive substances should not be used on stand walls. The exhibitor should not cause any damage to the stand and the Exhibition Centre. In the event of damage, the cost of new replacements will be charged to the exhibitor.
- Exhibitors must not display goods of an inflammable, noxious or obscene nature, and the organiser will remove any such unsuitable material.
- Exhibitors may not move or install any lighting or electrical appliance without written approval of the organiser.
- Design and decoration of the stand facility shall commence two days prior to the official opening of the Fair.
- Dismantling shall commence at 9.00 a.m. on Monday 15 May 2017 and shall end at 3.00 p.m. on the same date.
- After dismantling, the stand shall be returned to its original condition. The exhibitor shall pay the organiser for any damage caused through incorrect handling.
- Inflammable materials shall not be used in the design of stands.
- Inflammable goods shall not be kept in the exhibition hall.
- All aisles should be freed. Exhibitors should therefore not use aisles for display and storage of their goods.

5. Unavoidable Occurrences (Force Majeure / Acts of God)

- In the event that the exhibition is cancelled or delayed, through no fault of the Organiser or the Venue Manager including reasons such as, but not limited to, force majeure, strikes, political events, fire, flood, labour disputes, natural disasters, acts of God, civil disorders, riots, insurrections, work stoppages, slow downs, or other similar events, then the exhibitor shall not be entitled to any refund or to claim for any loss of damage.
- It is the organisers' duty to inform the exhibitors without delay that the fair will not take place.
- The Organiser reserves the right to reschedule the event in the interest of the exhibition.

6. Stand security, Liability and Claims for Damages

- During the fair, including the erection and dismantling times, the organiser shall provide general surveillance (external guarding of the exhibition halls and periodic passage of the security personnel through the halls).
- Exhibitors shall receive exhibitor badges for themselves and their stand personnel free of charge in accordance with the confirmation of stand registration. No representative of exhibitors will be allowed inside during, pre- and post-show timings without the exhibitor badge. Exhibitor badges and parking coupons will be provided prior to the start of the International SME Innovation and Technology Fair 2017 arrangements.
- Exhibitors must keep their stands open and attended by knowledgeable staff throughout the period of the International SME Innovation and Technology Fair 2017.
- The organiser accepts no liability whatsoever for loss or damage to exhibition goods or stand equipment brought or left behind by the exhibitor. The organiser is not obliged to enter into any insurance agreements of any kind.
- The organiser shall accept no liability for vehicles parked at the fair venue by the exhibitors, their employees or agents. For their part, the exhibitors shall be liable for any damage to persons or property caused by themselves, their employees or agents, or by their exhibition goods or equipment. The organiser shall be held to be non-actionable for damages. During erection and dismantling time, exhibitors shall be obliged to exercise an increased degree of vigilance towards the security of their goods.
- Valuable and easily movable exhibition goods shall be removed from the stand outside of the hours of opening (particularly overnight) and stored at the exhibitor's own risk.
- It is forbidden to spend the night in the halls or the open spaces. Staying overnight in the halls or the open areas of the fair complex is not permitted.
- The organiser shall accept no liability for damage to property, health or other damage of whatever kind incurred by the exhibitor himself, his employees or any third person for whatever reason in connection with the preparation, holding or handling of an exhibition.

7. Promotion of the International SME Innovation and Technology Fair 2017

- The organiser shall invite the public, via the press, radio and television, to visit the fair. In addition, the organiser recommends that exhibitors inform through their network their participation at the event.

8. Exhibitor Advertising at the Fair Site

- Banners, company signs, advertising signs and other advertising material shall not be mounted or distributed outside the stand, shall not protrude into the passageways and shall not exceed a height of 250 cm.
- The mounting of advertising panels, posters or other advertising material or the distribution of advertising material outside the stand, in particular in the car parks, shall only be permitted after special agreement with the organiser and at an additional specific charge. In the event of acts of unfair competition against other exhibitors, the organiser shall be entitled to close the stand immediately, in which case no reduction of the stand rent or other costs shall be entertained.

9. Sales Regulation

- ONLY Technology and Innovation related products will be allowed to be sold at the International SME Innovation and Technology Fair 2017.
- Exhibitors, at the International SME Innovation and Technology Fair 2017, shall be entitled to sell directly and to supply the goods to the purchaser immediately, subject to relevant legal provisions.
- Participants will be allowed to sell their machinery at the end of the Fair
- No custom duty on the import of machinery will be applicable
- A Value Added Tax of 15 % is payable on the cost of the machine and is mandatory
- Failure to comply with the trading regulations, shall entitle the organiser to demand at short notice a suspension of direct sales and supplies, and to closure of the stand.

10. Special Events - Presentations and demonstrations

- All special events and presentations of any kind at the stands or on the fair site shall require the organiser's written consent. Notwithstanding consent already granted by the organiser, the latter shall be entitled to restrict or forbid presentations that cause noise, dirt, dust, exhaust fumes and the like, or impair the ordinary progress of the fair in any other disturbing manner.
- Acoustic or audio-visual presentations at the fair stand shall be arranged in such a way that the noise level does not exceed 40 dBA as measured at the edge of the stand. If the volume is not brought within the permitted limit, immediately upon order from the fair management, the Organiser reserves the right to take appropriate measures - if necessary through closure of the stand.

11. Filming and Photography

- The organiser shall be granted the right to photograph and film within the fair site and to use such material for his own or for general publications. In this regard, the exhibitor waives all rights to object arising under laws relating to the legal protection of commercial property.

12. Cleaning

- The organiser shall be responsible for the cleaning of the site and the passageways in the halls. The exhibitor shall be responsible for cleaning the stand.

- Packaging material and waste left or deposited by the exhibitor in the passageways or around the stand shall be removed at the exhibitor's expense.
- Hazardous and problematic waste must be removed by the exhibitor himself.

13. Transport and Parking

- Motor vehicles of whatever kind shall not be driven in the fair halls. In the case of special transports, the organiser's written consent shall be obtained in good time. At the end of erection time, all vehicles shall without exception be removed from the entrances, drives, fire-brigade areas and press car parks.
- Parking space will be available for exhibitors and should be used together with the parking coupon delivered by the organiser.

14. Infringement of the Fair Conditions, Infringement of the Law

- The fair conditions and the relevant legal regulations shall be strictly complied with. The infringement of and/or failure to comply with these fair conditions, the contractual agreements and the infringement of legal regulations, shall entitle the organiser to close and clear the allocated fair stand at the exhibitor's expense without judicial process.
- Instructions and orders issued by the organiser or his agents shall be complied with by the exhibitor, his staff and agents without exception.
- Should an exhibitor be involved in a copyright infringement dispute, the organiser cannot be held responsible for any costs that may arise, and can seek reimbursement from the exhibitor for any costs incurred as a result.

15. Additional Rules

Notwithstanding any other provision of laws, the exhibitor shall be bound by all appropriate International Trade Laws applicable for this fair.

The Organisers may alter or add new rules and regulations for the benefit of the exhibition. Such rules will be given in writing and will be binding on all exhibitors.

14 February 2017

