



(Exhibitor's Manual)



November 28 ~ 30 2008
Bangladesh - China Friendship Conference
Centre, Dhaka - Bangladesh

Organized by:



In Association with :



CEMS Corporate Office for India :

Tel # +91 - 11 - 2410 5201 ~ 4

Fax # +91 - 11 - 2410 5205

E-mail : cems@cemsindia.com , knittex@cems-exhibitions.com

Web : www.cemsindia.com

Bangladesh International Yarn, Fabric & Textile Expo 2008

Dear Exhibitors,

We would like to thank you very much for your kind support and participation in our 'BIFTE 2008 - Bangladesh International Yarn, Fabrics & Textile Expo 2008'.

We do believe, by participating in this exhibition, you will be able to make new business through close interaction with the business people and the entire Textile & Garment Industry of Bangladesh.

This Exhibitor's Manual contains comprehensive information and serves to assist you making in advance arrangements for your participation in the Exhibition. Please read it carefully and observe the general rules and regulations, exhibition schedule and deadline for various order specified in this Manual.

Detailed information on booth construction and others are also contained herein.

Should you require any further information or assistance, please feel free to contact us.

We wish you every success in our 'BIFTE 2008 - Bangladesh International Yarn, Fabrics & Textile Expo 2008' International Expo and look forward to seeing you.

Thanks & Regards,



Shahid S. Sarwar

Group Director - Global Operations

CEMS - Conference & Exhibition Management Services Ltd.

Global HQ

Bangladesh International Yarn, Fabric & Textile Expo 2008

Participation Procedures

Appendix 1

Procedures	Deadline	Activities
Submission of Exhibition Participation Form	Latest by October 10, 2008	Submit to: CEMS India, CEMS USA, CEMS Bangladesh, CEMS Pakistan Or appointed CEMS Representatives in respective countries
Payment of Exhibition Booth Fee	Latest by October 10, 2008	Payment should be made to CEMS India, CEMS USA or CEMS Bangladesh or appointed CEMS Representatives in respective countries.
Booth Allocation Letters to be issued by CEMS	October 15, 2008	
Submission of Company details, etc for Official Expo Directory	October 15, 2008	Submit to: CEMS - India By Mail, Fax or Email
Submission of Advertisement Form for Official Expo Directory (Form can be collected on request from CEMS)	October 30, 2008	Submit to: CEMS - India By Mail, Fax or Email

TIME SCHEDULE

Move -In/ Preparation For Committee Room - 2	Nov 27, 2008	From 1200 hrs to 2300 hrs
Opening Ceremony	November 28, 2008	At 11.00 am at Media Centre - Bangladesh - China Friendship Conference Centre
Exhibition Date	Nov 28, 2008 11:00 - 19:30 ----- Nov 29, 2008 10:30 - 19:30 ----- Nov 30, 2008 10:30 - 19:30	Bangladesh - China Friendship Conference Centre Hall-1, Hall-2, 3 & 4
Exhibition Close	Nov 30, 2008 19:30	
Move Out/Removal	Nov 30, 2008 19:30 - 24:00	

1. Services Parties

Official Booth Contractors

Matters concerning booth decoration, fascia name board furniture, electricity and water connection, compressed air and industrial gas and other problems to booth set up, please refer to:

CEMS-Conference & Exhibition Management Services Ltd.
House # 119, Unit: A3 , Road # 1; Block-F, Banani, Dhaka
Tel: +880 - 2 - 8812713, 9890779
Fax: +880 - 2 - 9894573, 8811788
Email: cems.bd@cemsonline.com
Contact: Mr. M. Tushar
Cell : + 880 - 1817 - 044809

2. Mode of Payment

Regarding booth allocation, we would like to inform you that booth will be distributed on First come first serve basis.

Payments in India have to be made in favour of
'Conference & Exhibition Management Services India Pvt Ltd.'
by Cheque / Pay Order / Draft.

For International Remittance, please send payment to our account as per following details,

A/C NAME : CONFERENCE & EXHIBITION MANAGEMENT SERVICES LTD.
A/C NO. : 907162642866
BANK : JPMORGAN CHASE BANK, N.A.
PARK AVENUE
NEW YORK, NY 10017
USA
ROUTING NO. : 021000021

However, payments can also be made to CEMS Bangladesh or to our appointed Representatives in respective countries.

The deadline for the payment of Booth price is October 10, 2008

3. Basic Booth Facilities

The charge for each booth includes the following facilities:

1. One Table ,Length : 6 feet (1.82 m) X Wide 2.5 feet (0.76 m) X Height 2.5feet (0.76m)
2. Two Chairs
3. One electrical outlet with electric supply
4. Your company name Fascia/Signboard
5. Constructed Full Shell Scheme Booth (as per booking)

4. Rules & Regulation for Participation

Application Procedure

1. Application for participation is to be made on the CEMS Expo Application Form. Acceptance of participation & exhibits will be the sole discretion of organizer.

2. Full participation charge must be paid within the Payment deadline stated in this Manual.
3. Space (Booths/Stalls) will be available on First Come First Serve basis.
4. Once completed/ signed application form & Stall/Booth charge are received, no refund request will be entertained.

Insurance:

1. The organizer will not be liable to damage /injury /fire /flood /claims /loss /theft of exhibits & personal properties, public liability (third party) insurance and accidents liability; it's the exhibitors' responsibility to cover all their own insurance.
2. The organizer shall undertake the general protection and maintenance of the site. The organizer shall not be responsible for the protection and maintenance of the exhibits and other related materials inside the booths of the exhibitors. The custody of exhibits and other related materials should be the responsibility of exhibitors. Exhibitors should not obtain any compensation for any kind of damages occurs at the fair site or during the transportation.

Booth Construction

1. Work of construction of stand / stall decoration, cargo handling can be availed by the participants only from those contractors who are registered with the organizer. Please obtain necessary permission from the organizer office. No other contractors will be allowed to provide services for the above exhibition.
2. Screwing, drilling, nailing or painting on the floors, walls, pillars or any part of the Exhibition Halls will not be allowed. Exhibitors and their contractors will be liable for any damage to the Exhibition Halls.
3. The height limitation for booth construction and special design is 12 feet (3.65 m) , and the height limitation of exhibits is 14 feet (4.26 m)
4. All materials used in booth construction and decoration must be properly fire-proof in accordance with general regulations of Bangladesh - China Friendship Conference Centre, Dhaka.

Electricity Installation:

1. No Contractor, other than the official contractor, is allowed to carry out any installation work concerning the supply of electricity and water at the exhibition site.
2. No more than one extension cord shall be connected to any one socket.
3. No individual generators are allowed to be used.

Sales & Customs Duty

1. Goods may be sold during the exhibition but under no circumstances can they be removed from the exhibition site unless all Customs duties/taxes have been paid.
2. During the period of duties/tax assessment, sold exhibits will be moved to a bonded warehouse wherein the Exhibitors will be required to pay an in-transit movement charge.

Booth Preparation and Removal

1. Carry-in, installation, decoration is allowed only as per schedule stated in this Manual. Exhibitors are required to complete all the preparation on that day by themselves.
2. The organizer shall not admit to start removal of exhibitor before the closing time (Nov 30, 2008 at 7:30pm) of the fair in principle.
3. Exhibitors are also wholly responsible for bringing their exhibits out after the closing of Expo (Nov 30, 2008 at 7:30pm), and prohibited to leave any exhibits or waste materials on the Expo site.

Prohibition and Regulations

1. Exhibitors are also prohibited from subleasing or transferring the right to use the allocated booth to a third party.
2. The organizer can terminate support if an exhibitor violates any of the exhibition rules and regulations contained herein. In such case, the organizer shall bear no liability to the exhibitor for loss, damage or expense that the exhibitor may incur as a result of such termination.
3. Exhibitors should ensure that moving exhibits are kept out of the reach of visitors.
4. Exhibitor should not cause any annoyance to visitors or other exhibitors. Acceptable noise level will be maintained. The organizers reserve the right to impose limitation on the operation of noisy machinery.
5. If an exhibitor's demonstration is considered dangerous, to cause excessive noise, vibration, heat, air contamination, or other hazards, complaints from neighboring exhibitors or if the organizer determines that the demonstration cause problems in maintaining safety of the fair, the organizer may impose restrictions on the exhibitor's demonstrations activities and/or require the exhibitor to take preventive / corrective measures or stop the demonstration. Expenses related to the above shall be borne by the exhibitor.
6. Smoking in the Exhibition premises is strictly prohibited.
7. Subletting is not allowed.

5. Information on Logistics

IMPORTANT INFORMATION & GUIDELINE ON SENDING MACHINERY / EQUIPMENT / MATERIAL FOR DISPLAY IN THE `KNIT+TEX` BANGLADESH 2008 INTERNATIONAL EXPO

"KUEHNE & NAGEL" IS OUR OFFICIAL LOGISTICS PROVIDER AND THEY HAVE WORLDWIDE OFFICES. BELOW IS THE CONTACT DETAIL OF THE KUEHNE+NAGEL OFFICE IN BANGLADESH,

KUEHNE+NAGEL



Contact : Mr. Irfan Siddique
Kuehne+Nagel Ltd., Bangladesh
T : + 880 – 2 – 9884882 (5 Lines) Extension : 215
F : +880 – 2 - 9884867
E : irfan.siddique@kuehne-nagel.com
W : www.kuehne-nagel.com

PLEASE FEEL FREE TO CONTACT THEM DIRECTLY FOR ANY OF YOUR QUERIES.

WORLDWIDE K+N OFFICES WILL SUPPORT KUEHNE+NAGEL LTD., BANGLADESH FOR THEIR OPERATIONS FOR `CEMS` EXHIBITIONS.

TO SEE THE NEAREST KUEHNE+NAGEL OFFICE TO YOU, PLEASE VISIT K+N WEBSITE AT :

<http://www.kn-portal.com/location.cfm?page=locations>

ANY EXHIBITOR INTENDING TO SEND ANY BROCHURES, PROMOTIONAL MATERIAL OR DISPLAY ITEMS BY COURIER SHOULD SEND IT TO ENSURE THAT THE COURIER REACHES DHAKA BY **LATEST NOVEMBER 2, 2008**.

FOR SENDING BIGGER QUANTITIES OF SAMPLES / DISPLAY CONES & FABRICS, WE SUGGEST TO SEND VIA SHIPMENT TO `DHAKA BY AIR` OR `CNF CHITTAGONG` BY SEA DEPENDING ON THE SIZE OF THE CARGO. THIS SHIPMENT SHOULD REACH ANY BANGLADESH PORT **LATEST BY OCTOBER 30, 2008** TO COMPLETE THE OFFICIAL FORMALITIES OF BANGLADESH CUSTOMS & CLEARING THE CARGO IN TIME FOR THE EXHIBITION. AS SOON AS SHIPMENT DISPATCHED, THE EXHIBITOR'S SHOULD URGENTLY SEND US THE INVOICE / PACKING LIST OF THE ITEMS SENT ENABLE US DO NEEDFUL AT OUR END AND THEN THE BILL OF LADING CAN FOLLOW ONCE YOUR ITEMS ARE SHIPPED.

SHIPMENT GUIDELINE :

THE BILL OF LADING SHOULD MENTION THE FOLLOWING,

IN THE CONSIGNEE COLUMN, EXHIBITOR SHOULD MENTION :

BANGLADESH INTERNATIONAL YARN, FABRICS & TEXTILE EXPO 2008
FROM NOVEMBER 28 ~ 30, 2008
C/O. CEMS - CONFERENCE & EXHIBITION MANAGEMENT SERVICES LTD.
BANGLADESH - CHINA FRIENDSHIP CONFERENCE CENTRE,
AGARGAON, SHER-E-BANGLA NAGAR, DHAKA
BANGLADESH

IN THE NOTIFY PARTY COLUMN, EXHIBITOR SHOULD MENTION :

MR. SHAHID SARWAR
CEMS - CONFERENCE & EXHIBITION MANAGEMENT SERVICES LTD.
HOUSE - 119, UNIT A3, ROAD-1, BANANI BLOCK- F,
DHAKA - 1213, BANGLADESH
TEL : (880-2) 8812713, 8815147, 9890779

N.B. : All local Taxes, Clearing Charges, VAT and re-export charges will have to be borne by the Exhibitor.

WE HOPE THE EXHIBITOR'S WILL FOLLOW THE ABOVE GUIDELINE WHICH HAS BEEN SPECIALLY ISSUED IN THE INTEREST OF THE EXHIBITOR AND TO AVOID ANY AMBIGUITY AS IT IS OF IMPORTANCE TO US TO ENSURE SMOOTH OPERATION OF YOUR PARTICIPATION.

WE WISH YOU A SUCCESSFUL 'BIFTE 2008 - Bangladesh International Yarn, Fabrics & Textile Expo 2008' !

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