

# ORGANIZERS



Independent Power  
Producers' Association, Nepal



EXPO & EVENT  
Management Service Pvt. Ltd.  
एक्सपो एण्ड इवेन्ट  
म्यानेजमेन्ट सर्विस प्रा. लि.  
Expo & Event Management  
Services Pvt. Ltd.



5<sup>th</sup> - 7<sup>th</sup> January, 2018 | 21<sup>st</sup> - 23<sup>rd</sup> Poush, 2074

Bhrikutimandap, Kathmandu, Nepal

## Inquiries

In order to reserve your Expo space, kindly fill in the application form attached herewith and return it to the address given below. The booking of the space requested will be accepted on a first-come-first-served basis and due payments as the number of spaces is limited.

### Stall Space Booking Form: Information Details

Name of the Institution (English):.....

Address:.....

Product Name:.....

Telephone number/Mobile number:.....

Email:.....

Contact Person:.....

Designation:.....

Telephone number/Mobile number/Email (Institution):.....

### Booking Details

#### Type of Sponsorship/Participant (Tick)

Title       Platinum Sponsor       Sponsor       Co-Sponsor       Supporter  
 Official Partner       Participant

#### Type of Stall Space (Tick)

10 x 10 = 100 sq. meters (Quantity - ) = \_\_\_\_\_  
 6 x 6 = 36 sq. meters (Quantity - ) = \_\_\_\_\_  
 3 x 3 = 9 sq. meters (Quantity - ) = \_\_\_\_\_

VAT 13% = \_\_\_\_\_

Grand Total = \_\_\_\_\_

Stall Number..... Date of Booking.....

Fascia Name (BLOCK LETTERS) .....

Amount: (in words).....

Total NRs.....Paid through: Cheque[ ] / Cash [ ] / Swift Transfer [ ]

**Stall/s can only be booked by 60% payment of the Stall rent in advance and clear your payment before the event.**

### Event Manager



### Account Details :

A/c Name : Event Solution Pvt. Ltd.

Bank Name : Global IME Bank

A/c Name : 8001010000227

Swift Code : GLBBNPKA

## Terms & Conditions of the Contract

1. Definitions:
  - "EXPO" means the HIMALAYAN HYDRO EXPO- 2018.
  - "Venue" means the Exhibition Hall, Bhrikutimandap, Kathmandu.
  - "Organizer" means Independent Power Producers' Association, Nepal and Expo & Event Management Services Pvt. Ltd.
  - "MANAGEMENT " means EVENT SOLUTION PVT LTD.
2. Exhibitors must pay cash/cheque in advance for booking Stalls. In case failure to do so, the Organizer can notify the concerned exhibitors.
3. Payment can be made by cheque. The Organizer will be forced to cancel the cheque if it bounces for whatever reason.
4. Stall booking cannot be confirmed until advance payment is received.
5. For Stall allocation, and other issues, the decision made by the management committee will be final.
6. The space will be handed over to the exhibitor/s 2 days (48 hours) before the expo date for the Main Hall and the hanger hall and the space for Octomom stall will be handed over 1 day before the event.
7. Stalls will be provided on-first-come-first-served basis at the time of Stall booking.
8. As the numbers of stalls are limited, the Organizer reserves the right to accept or not any request related to revising the layout and allotment of Stalls.
9. The Organizer requests all the institutions to complete the fabrication and display of their stalls in time for proper management and due to security issues.
10. Exhibitors (and fabricators or decorators) are not allowed to do any kind of construction after 5<sup>th</sup> January 2018 (21<sup>st</sup> Poush 2074 B.S), 09:00 am onwards.
11. If two or more exhibitors jointly occupy a Stall, the use of the fascia will be provided for only one of the exhibitors. The certificate of participation for that Stall will be issued to one exhibitor only whose name is printed on the fascia.
12. Exhibitors should clearly mention which items are for display and which are for sale.
13. For the identification of the goods and materials sold from their respective Stalls, exhibitors have to issue two copies of bills: One copy of the bill has to stamped "GATE PASS" so that the purchasing visitors may carry away those goods and materials conveniently without any problem from the exit points of Expo.
14. The exhibitors may distribute items to visitors as gifts, presents, or souvenirs. If the organizer is informed about the matter in time, it would be beneficial for all concerned for the wide publicity exhibitors may get through advertisements.
15. The Exhibitor can also use audio or video gadgets and carry out appropriate activities within the Stall space allotted provided that their sound is limited to a decent audible volume that will not disturb the neighboring exhibitors.
16. Exhibitors are requested to limit themselves to the space allotted.
17. Each exhibitor will be solely responsible for the safety and security of their goods and materials brought at the Expo for display, sale, or distribution during the event.
18. Despite adequate security measures, the Organizer will not be responsible for any theft, damage, or unforeseen calamity in the Expo premises. The Organizer advises ever exhibitor to insure their exhibits including third-party coverage, merchandise, or equipment.
19. The Organizer will not be responsible for providing stabilized power. Participants are requested to take suitable measures to safeguard their equipment against power fluctuations
20. Exhibitors have to take full care of the exhibition hall. They must pay due attention to maintain the highest possible level of exhibition standards during the period of the Expo. They will be liable to pay compensation for any damage caused in the exhibition hall or within their Stall space.
21. Exhibitors are not allowed to use nails or similar metallic materials for Stall decoration that may cause damage to any object inclusive of either the walls or partitions of the Stall.
22. Each exhibitor has to be strictly confined within the space of the Stall without encroaching upon the space of neighboring Stalls or disturbing the passage area in any manner.
23. No one will be allowed to enter their Stalls before the opening time and stay after the closing time. The opening and closing times of the Expo will be same for all the exhibitors.
24. Each Stall has to be dismantled can be started from 09:00am on the very next day of the closure of the Expo.
25. Any inconvenience, problem, or difficulty will be solved by mutual discussion and understanding between the representative of the exhibitor and officials working for the Organizer.
26. The Organizer reserves the right to be the final authority in settling any dispute.
27. The Organizer reserves the right to change or add to the terms & conditions of this Contract after due notice. The exhibitor shall explain these terms & conditions to all employees or agents working for that institution at the Expo.
28. No cancellation or demand for refund will be entertained once the Contract Form is duly filled and signed.
29. These terms and conditions are spelled out for the mutual benefit of the Organizer, Management Team and exhibitors so that complications and misunderstandings do not arise during, at the end, or after the Expo.
30. The Organizer shall not be responsible for or liable to compensate the exhibitor, or to anyone at the Stall, or any visitor at the Expo for any accident, injury, damage, or loss.

I hereby confirm that I have read and understood the Terms and Conditions of the Contract mentioned hereunder.

I fully accept these Terms and Conditions and willingly sign this Contract hereby.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Company Name: \_\_\_\_\_

\_\_\_\_\_  
Company Seal