الشركة السودانية للمناطق والأسواق الحرة المحدودة
Sudanese Free Zones & Markets Co. LTD

معرض الخرطوم الدولي
International Fair Of Khartoum

Session 34th 2017 الدورة ٣٤
23 - 30 Jan 2017 ٢٣ - ٣٠ يناير ٢٠١٧

# Participation Form إستمارة إشتراك

Company's Name :..... إسم الشركة / الجهة:

Country :..... الدولة: Address :..... العنوان:

Telephone :..... هاتف: Mobil :..... موبايل: Fax :..... فاكس:

Website :..... الموقع الإلكتروني: E-mail :..... البريد الإلكتروني:

Nature & description to be Exhibition :..... طبيعة ووصف المعروضات:

Job Title :..... الوظيفة: Contact Person :..... إسم الشخص الذي يمكن الإتصال به:

## International Participation إشتراك دولي

Pavilion / Minimum Space 12 sq.m — الصالات / أقل مساحة ١٢ متر مربع

| Pavilion - Type نوع الصالة | Location الموقع | Pavilion No. رقم الصالة | Type of Space نوع المساحة | Rate Per sq.m سعر المتر المربع | Total Space المساحة المطلوبة | Total Amount التكلفة الكلية |
|---|---|---|---|---|---|---|
| Pavilion (1-2-3) مكيفة<br>Full air conditioned (1-2)<br>air conditioned (3) | Ground Floor<br>(Moquette Furnished)<br>المستوى الأرضي<br>(1-2) (مفروشة بالموكيت) | | Constructed مشيدة | 200 Euro | sq.m ..... متر | Euro |
| | | | Bare Indoor Space غير مشيدة | 170 Euro | sq.m ..... متر | Euro |
| Outdoor Area العرض المكشوف | | Bare Indoor Space 50 sq,m أقل مساحة (٥٠ متر مربع) | | 50 Euro | sq.m ..... متر | Euro |

## Local Participation إشتراك محلي

Pavilion / Minimum Space 12 sq.m — الصالات / أقل مساحة ١٢ متر مربع

| Pavilion - Type نوع الصالة | Location الموقع | Pavilion No. رقم الصالة | Type of Space نوع المساحة | Rate Per sq.m سعر المتر المربع | Total Space المساحة المطلوبة | Total Amount التكلفة الكلية |
|---|---|---|---|---|---|---|
| Pavilion (3-4-5) مكيفة | Ground Floor<br>المستوى الأرضي | | Constructed مشيدة | 520 جنيه | sq.m ..... متر | جنيه |
| | | | Bare Indoor Space غير مشيدة | 425 جنيه | sq.m ..... متر | جنيه |
| Outdoor Area العرض المكشوف | | ● شرق الصالات (٣ - ٤ - ٥) أقل مساحة (٣٠ متر مربع)<br>● شرق البحيرة أقل مساحة (٥٠ متر مربع)<br>● منطقة السوق أقل مساحة (٩ متر مربع) | | 235 جنيه | sq.m ..... متر | جنيه |

تشييد الأجنحة بنظام (أوكتانورم) حصري لقسم تجهيزات الأجنحة بإدارة المعارض والمؤتمرات

● تضاف إلى هذه الأسعار ١٧٪ ضريبة القيمة المضافة للإشتراك المحلي فقط

**الخدمات المعيارية المقدمة :-** هي خدمات الكهرباء ،والنظافة و(الحراسة أثناء قفل إتصالات وفي حالة المساحة المشيدة فإن الجناح الذي تبلغ مساحته ١٢ متر مربع تقدم فيه الاستحقاقات التالية : (طاولة + ٢ كرسي + ٢ لمبة + لوحة الاسم)

● أما الجناح الذي تزيد مساحته عن ١٢ متر مربع سوف يتم تزويده بالعدد المناسب من الاستحقاقات المعنية

● يكون العارض مسئول عن الجناح الخاص به أثناء ساعات فتح الصالة وحركة الجمهور

**ملاحظات هامة :**

الرجاء الإطلاع على الشروط العامة للإشتراك المرفقة على ظهر الإستمارة

الارتفاع المسموح به للأجنحة غير المشيدة فقط ثلاثة أمتار

.تعنون الشيكات والتحويلات المالية باسم الشركة السودانية للمناطق والأسواق الحرة المحدودة على حسب رقم (١٥٢٤) – البنك السوداني الفرنسي – الفرع الرئيسي شارع القصر – الخرطوم

Electronic mail:sfbank@sudanet. Net- Swift code: SUFRSDKH

**تعاد الاستمارة على العنوان التالي:**

إدارة المعارض والمؤتمرات – الشركة السودانية للمناطق والأسواق الحرة

ص . ب (٢٣٦٦) – الخرطوم رمز بريدي : ١١١١١١

تلفون : ٢٦٣٦٦٢/٢٦٣٦٢٤ (١٨٣-٢٤٩+)

The organizer provides the electricity power supply. Cleaning and security services. In case of schell scheme Spaces: the service for each 12 sq. m includes (1 table, chairs, and 2 spot lights, 1 fascia name either English or Arabic ). Extra space will be provided with suitable services.

As Exhibitor is in full charge of his/her booth during the opening hours of fair, the Organizer shall not be responsible for any therein.

**Important**

- Please cheek General Conditions on the back of this form .
- It not allowed to build booth of more than 3 meters.
- Payments in Euro should be transferred Sudanese Free Zones & Markets Co. Ltd Account Number : 1524 Sudanese French Bank – Main Branch (Kassr street) – Khartoum .

Electronic Mail: sfbank @sudanet, net Swift code SUFRSDKH.

**Please send back copy to the organizer at the following address:**

Fairs & conferences Directorate – the Sudanese Free Zones & Markets Co. Ltd
P.O Box : 2366 Khartoum , Sudan.
Tel : (+249-183) 263624 / 2653662 fax: (+249-183)263637

# International Fair Of Khartoum
## Sudanesė Free Zones & Markets Co. LTD

34th session 23 - 30 Jan 2017

### 1- EXHIBTORS:

Being a general trade, the International Fair Khartoum is open to official government participation as well as foreign and local exhibitors representing both the private and public sectors in addition to agencies of foreign companies are Sudan .

### 2- THE ORGANIZER :

The Organizer is the owner of the Fairground namely the Sudanese Free Zones & Markets Co. Ltd – Fairs & Conferences Directorate .

### 3- ORGANIZERS :

Organizers are the national and foreign companies, Institutions and individuals who organize exhibitions, conferences, festivals and ceremonies, on contract basis with the Sudanese Free zones and Markets Co. Ltd .

### 4- EXHIBITS :

Avery wide spectrum of exhibits is allowed. The Sudanese Free Zones and markets Co. Ltd– Directorate of Fairs & conferences, however reserve the right to object to any exhibit which may endanger public safety and health or damage to the exhibition facilities .

### 5- APPLICATION FOR PARTICIPATION :

All applications for participation shall be made on the relevant applications form which shall be submitted to the Organizer or his authorized representative. Submission of filled & signed application by the Exhibitor shall be taken by the Organizer as confirmation of participation as per the terms of contract.

### 6- ALLOCATION OF EXHIBITION SPACE :

Space is normally allocated according to the nature of exhibits,and every effort is made by the Organizer to accommodate exhibitor's wishes. But should circumstances demand, the Organizer shall have the right to change thearea location and hall of any stand at any time.

### 7- USE OF EXHIBITON SPACE :

An Exhibitor shall first seek the written consent of the Organizer before making any change to his/her stand. He/she also needs such consent if he/she wants to sub-let or assigns his/her stand to a third party. The Exhibitor shall pay the cost of any damage which he/she may cause to exhibitor facilities.

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Unless an advance arrangement is made with the Organizer , the exhibitor shall refrain from the following :-

- Applying any paint to the walls of the pavilion or the stand construction materials.
- Fixing screws or adhesives on any part of construction equipment like the octonorm pillars and panels.
- Digging the floor of any of the pavilions or making holes on any part of the exhibition's ground.
- Fixing promotion posters to the ceiling or wall constructions of the pavilion that dangle freely on the spaces above the stands and corridors.
- Using extra electric supply for operation of numerous electric equipment, chandeliers or the like.
- Utilization of Forklift is not allowed for handing inside Pavilions No (1) & (2).

### 8/ TERMS OF PAYMENT :

- 35%of the fees to be paid upon deliver of the signed (participation form) to the Sudanese free zones & markets Co. Ltd – Directorate of Fairs & Conferences. The reservation of exhibiting space indicated in the participation form cannot be confirmed prior to payment of this percentage of fees.
- The balance must be paid at least one mouth prior to the opening date of the exhibition.
- No exhibitor will be allowed to begin activity in the stand booked under his/her name prior to payment of the full participation fees.
- Cheques shall be made payable to :

The Sudanese free zones & Market Co. Ltd.
Account No: 1524Sudanese French Bank – Main.
Branch – Kassr Street – Khartoum.

### 9/ BREACH OF CONTRACT AND WITHDRAWAL, BY EXHIBITOR :

If the exhibitor (Participant).has decided to withdraw from the fair a month before the fair opening date, without a reason acceptable to the organizer,
For feitshis right to a refund, if payment is full, incase of deposit payment, the organizer is entitled to claim the amount remaining.

### 10/ CHANGE OF DATE & PLACE OF THE FAIR

The Organizer reserves the right to change the date; duration and place of the exhibition providedthat such changes are made at least one month prior to the original date of the exhibition. The exhibitor in this case shall not be entitled to any claim for compensation with his reservation for participation.

### 11/ MOVEMENT OF EXHIBITS :

- Exhibitors shall bear the responsibility and expenses for transport to the exhibition Venue.
- Exhibitors shall make their own arrangements for storage and warehousing of their Exhibits.
- The Exhibitor or organizer shall hand back the stand allotted to him/them in the same condition as he has received it within 72 hours following the closing of the fair, and shall indemnify the Organizer against any loss by reason of the delay or damage to the Exhibition hall. In case the exhibitor fails to evacuatethe stand (Booth) at the stipulated date the organizer – provided that it is other than the Sudanese Free Zones and Markets Co. Ltd undertaken to remove and store the relative exhibits at its own expense

### 12/ SECURTY :

The organizer shall take all security precaution necessary to protect exhibitors and visitors and their belongings. However, the organizer shall not be held responsible for loss of any item or exhibit at the Exhibition hall or sites. The organizer shall – on written request – provide the Exhibitor, at his/her own cost with private security day and night for his stand.

### 13/ TECHNICAL SERVICES :

The organizer supply Exhibitor with such basic services as water, electricity, general cleaning and security.

### 14/ ARRIVAL OF EXHIBITS :

- The exhibits consigned by sea shall arrive atport Sudan thirty days before the date of inauguration of the exhibition and exhibits consigned by air shall arrive at Khartoum Airport two weeks before that date.
- In addition to the original, eight copies of each of the following documents shall be sent to the organizer.
- The packing list of every parcel.
- Invoice of the goods C & F port of arrival.
- The list of goods which will be given as gifts or allotted for promotional distribution.
- Certificates of origin.
- Quality standard and health certificates.

### 15/ CONSINGMENT DOCUMENTS :

- All consignment document and invoices shall be addressed to the organizer, (The International Fair of Khartoum) SFZ.
- The organizer shall be responsible of the transport of the exhibits from Port Sudan and Khartoum Airport to the fair grounds and back.
- The Exhibitor shall pay for the transport of his exhibits form and to Port Sudan and Khartoum Airport in case of re-export in accordance with the prevailing tariff.
- The exhibitor shall insure his/her exhibits against fire,theft, damage and loss. The insurance policy shall be valid and covered from place of origin to the fair ground and in case of re-export shall cover the return journey

### 16/ CUSTMOS :

The fair ground is a customs area, and exhibits shall be released in accordance with the following classifications:

- Exhibits for show only.
- Exhibits to be sold in bond or direct to the public (approval to be obtained before hand).
- Exhibits for free distribution.

IN CASE OF RE-EXPORT

Re-export license shall be arranged from Ministry of Foreign Trade.
The license has to be approved by the Customs Department at the Fair ground.

### 17/ CLEARING, TRANSPORTING & HANDLING :

- The organizer is the sole agent authorizer to clear, transport and handles the exhibits.
- All remaining exhibits will be dealt with in accordance with bond act and system.
- Clearance, handling and transport charges from the port of destination to the fair ground shall be paid in Euro. However, payment can be made in the local currency if the Exhibitor has an authorized agent in Sudan.

### 18/ EXHIBITION CATALGUE & PUBLICITY :

- The organizer shall prepare free of charge Catalogue for the concerned session of the fair listing all business date and profiles of exhibitor and the exhibits in, English orArabic.
- Any Exhibitor wishing to advertise in the exhibition Catalogue shall fill and submit the attached relevant from.
- Arrangement for advertising in the local media may be made with the organizer according to the prevailing rates .

### 19/ DISTRIBUTION OF LITERATURE :

Promotional literature shall not be distributed neither in the open area of the fair ground nor inside pavilions unless approved by the organizers. In case of violation, financial penalty will be applicable

### 20/ LOUD SPEAKERS :

Loud speaker shall not be installed inside the Pavilions. In case of violation, financial penalty will be applicable.

### 21/ SUPPLEMENTARY CLAUSE :

Whenever necessary, the organizer shall have the right to issue supplementary regulations in addition to those above to ensure the smooth management of the exhibition. Any addition written regulation and/or instructions shall form part of these terms of contract, and shall be binding on the Exhibitors.

**I..... confirm that I have read the above terms and I agree.**

**Signature: ..... Date: ...../...../.....**