

Application / Agreement for Exhibition Participation

A. EXHIBITOR'S DETAIL:

Name of Company /Organization: _____

Name of the Chief Executive: _____ Designation _____

Address: _____

City: _____ Country: _____

Phone: _____ Mobile: _____ Fax: _____

Email: _____ Website: _____

B. EVENT DETAILS:

Venue	Set Up Date	Event Date	Time
Bhrikutimandap, Exhibition Hall	6 May, 2026	7 May - 11 May, 2026	10:30 am - 6 :30 pm

C. DETAILS FOR PARTICIPATION & OTHER CHARGES:

Tick Mark	Stalls	Rates (Exclusive of VAT)	Facilities per stall
	3mtr*3mtr = 9 sq. m.	Nrs. 45000/- per stall	two chairs, one table, lights, company name on fascia, & Carpeting

PAYMENT BY BANK DRAFT OR MONEY TRANSFER :

ALL EXHIBITORS MUST MAKE PAYMENT BY BANK DRAFT OR MONEY - TRANSFER TO INTRODUCTION TRADE SHOWS NEPAL P. Ltd. Account No: 1461144586701001, LAXMI SUNRISE BANK, KANTIPATH, KATHMANDU, and SWIFT CODE: LXBLNPKA. 100% ADVANCE OF PARTICIPATION FEE MUST BE PAID WHEN SUBMITTING THE EXHIBITOR AGREEMENT FORM. PLEASE ATTACH A COPY OF THE BANK TRANSFER DETAILS ALSO.

THIS APPLICATION / CONTRACT WILL NOT BE CONSIDERED UNLESS THE PAYMENT IS ENCLOSED

I HEREBY CONFIRM THAT I HAVE READ THE TERMS AND CONDITIONS PRINTED IN THE EXHIBITION BROCHURE AND THAT I AM AUTHORIZED AS PROPRIETOR / PARTNER / MANAGER TO SIGN THIS CONTRACT.

Signature Date.....

D. SPACE REQUIREMENT:

Stall No: Stall Size: Total Amount:

In Words:

Terms and Regulations

1. TERMS OF REFERENCE

- A. In these terms and regulations for participation, the term "exhibitor" shall include all employees, servants and agents of any individual company, partnership firm or organization who have applied for space for the purpose of exhibiting.
- B. The term "exhibition" shall mean **SATF'26 (South Asia Trade Fair 2026)**.
- C. The term "organizer" shall mean Introduction Trade Shows Nepal P. Ltd.

2. CONTRACT FOR PARTICIPATION

The contract shall be established when the exhibitor submits the Exhibitor Registration Form duly signed and pays the organizer participation fee.

3. ALLOCATION OF EXHIBIT SPACE

- A. The organizer shall allocate the space in accordance with the order of contract and advance payment of participation fee.
- B. The organizer has the right to change the location allocated to the exhibitor to efficiently manage the exhibition and the exhibitor shall have no claim for compensation.

4. USE OF EXHIBIT SPACE

- A. Exhibitors are bound to exhibit the announced products and to staff the exhibits with competent personnel during the whole period of the exhibition.
- B. All exhibits must accord with the description on the contract, and be related to the theme of the exhibition. If the exhibitor violates the above-mentioned rules, the organizer can stop the exhibitor's activity, remove his/her exhibits or order the dismantling of his/her booth. In this case, the participation fee shall not be refunded and the exhibitor shall have no claim for compensation.
- C. The organizer reserves the right to refuse admittance to the exhibition to any person.
- D. Exhibitors are not allowed to sublet space allotted to them to other parties, either wholly or in part, without the written consent of the organizer.
- E. Stall Number will be changed as per need of organizer, where as stall location remain constant.

5. TERMS OF PAYMENT

- A. 100% advance of participation fee must be paid when submitting the exhibitor agreement form.

6. CANCELLATION BY EXHIBITOR

- A. In the event of abandonment or rejection of all allocated space and/or unpaid participation fee by the exhibitor, the organizer has the right to cancel the exhibitor's contract. In this case, the participation fee already paid will not be refunded.
- B. All cancellation requests must be made in writing 35 days before the exhibition. In this case, only 50% of the paid charges shall be refunded but after that no refund shall be made.

7. CANCELLATION AND CHANGES OF THE EXHIBITION

In the event of the cancellation of the exhibition by the organizer, the participation fee paid will be refunded. But if the cancellation was caused by force majeure, the fee will not be refunded. The organizer reserves the right to change the venue and duration of the exhibition if exceptional circumstances demand. In this case, the fee paid will not be refunded and the exhibitor shall have no claim for compensation as a result of the changes.

8. CONSTRUCTIONS AND DECORATION OF STAND AND DISPLAY

All exhibitors must complete their construction and/or decoration, and move-in and display of exhibits by the date and time stipulated by the organizer. In case of using the exhibition halls over the standard time (08:00-20:00) during a set up & dismantling period, the exhibitor shall use the exhibition hall with the permission of the organizer and the exhibitors shall pay an extra charge to the organizer.

9. MOVEMENT OF EXHIBITS AND STAND FITTINGS

Exhibitors shall remove all exhibits and stand fittings from the exhibition hall within the period stipulated by the organizer and indemnify the organizer against any cost incurred by reason of delay or damage to the exhibition hall.

10. SECURITIES, RISK AND INSURANCE

- A. The organizer shall take all reasonable security precautions in the interests of exhibitors and visitors.
- B. The exhibitors shall be held responsible for any loss or theft of, or damage to exhibits, stand fittings or any article belonging to the exhibitor during the construction, exhibition and dismantling periods.

11. FIRE REGULATIONS

- A. Materials used in stand and display construction must be properly fireproofed in accordance with the regulations of Nepal.
- B. In the event that the exhibitor intentionally or negligently causes a fire, theft, breakage or other accidents inflicting damages to the organizer or others, the exhibitor shall be responsible for damages. Exhibitors shall be responsible for insuring goods exhibited.

12. SUPPLEMENTARY CLAUSES

- A. Whenever necessary, the organizer shall have the right to issue supplementary regulations in addition to those in the terms and regulations for participation in **SATF'26 (South Asia Trade Fair 2026)** to ensure the smooth management of the exhibition.
- B. Any additional written regulation instructions shall form part of the terms and regulations for participating in **SATF'26 (South Asia Trade Fair 2026)** and they shall be binding on the exhibitors.

13. ARBITRATION OF DISPUTES

Any dispute, difference, or question which may arise at any time hereafter between the organizer and the exhibitor touching on the true construction of these terms and regulations for participation or the rights and liabilities of the parties hereto shall be finally settled by arbitration in accordance with the Nepal's law and rules of the Nepalese Court in Kathmandu, Nepal. The award of the above arbitration shall be final and binding upon both parties.

Exhibitor:

Name _____

Designation _____

Date _____

Stamp & Signature _____

Organizer:

Name _____

Designation _____

Date _____

Stamp & Signature _____