

EXHIBITION BOOTH/SPACE BOOKING CONTRACT FORM

To,
 Please complete, sign and return to:
Bangladesh Exhibitions Pvt. Ltd.
 Kapotakkho Supreme, Flat-1A, House-555,
 Road-9, Adabor, Dhaka-1207 Bangladesh

Booking Date: _____

We wish to confirm our participation in **7th Papertech Expo 2026**. We also hereby acknowledge that we have read and accepted the rules, regulation and time schedule by submitting this booking contract form and undertake to comply with the same.

EXHIBITOR DETAILS:

Company's Name: _____
 Address: _____
 City: _____ State: _____ Country: _____
 GST/VAT Number: _____ TAN/TIN Number: _____
 Email: _____ Mobile No.: _____
 Contact Person: _____ Designation: _____
 Name on Fascia: _____
 Product Details: _____

PARTICIPATION CHARGES		BOOTH & AMOUNT INFO.	
STANDARD BOOTH BDT 15,000/- (per Sq.mtr) +15% VAT	BARE SPACE BDT 14,000/- (per Sq.mtr) +15% VAT	HALL NO.:	
STANDARD BOOTH USD 200.00 (per Sq.mtr)	BARE SPACE USD 190.00 (per Sq.mtr)	BOOTH NO.:	
Standard/Shell Scheme Booth Facilities (3 X 3 = 9 Sq.mtr)		BOOTH TYPE:	
<ul style="list-style-type: none"> • 9 Sq.mtr Fabricated Stall • 9 Sq.mtr Floored Carpet • Name on Facia • One Reception Table • Two Chair • Three Spot Light • One 5 amp. Plug Socket • One Dustbin • One Page Company Profile • Tissue, Coffee, Mineral Water 		STALL SIZE:	
		INVOICE NO.:	
		Total Amount:	

Amount In Word : _____

Payment Type : ☐ Cash Payment ☐ Cheque Payment ☐ SWIFT/Remittance

PAYMENT DETAILS	SIGNATORY
Account Name : Bangladesh Exhibitions Pvt. Ltd. Account No. : 1111070342047 Bank Name : Eastern Bank PLC Branch : Shyamoli, Dhaka Routing No. : 095264301 SWIFT : EBLDBDDH	<div>   </div> <div> Exhibitor Stamp & Signature </div> <div>  <div> Organizer Stamp & Signature </div> </div>

TERMS & CONDITIONS

TERMS OF REFERENCE:

- A. In these Rules and Regulations, the term exhibitor shall include all employees, staff and agents of any company, partnership firm or individual to whom the space has been allotted for the purpose of participation.
- B. The term Exhibition shall mean the tradeshow known as "Papertech Expo 2026"
- C. The term organizers shall mean The Management of **Bangladesh Exhibitions Pvt. Ltd.** bearing office address as of : Kapotakkho Supreme, Flat-1A, House- 555, Road-9, BAHS, Adabor, Dhaka - 1207 Bangladesh.
- D. The Exhibition premises shall include the following: main passage, general area and parking lot.

STAND ALTERATION:

- A. No alteration to the size of an Exhibitors' stand is permitted without the prior written approval of the organizers. Exhibitors are required to indemnify the organizers against any claim made against them in respect of damage to Exhibition halls and the venue caused by the exhibitors' stand, exhibits and staff or by agents acting on the exhibitors' behalf.
- B. Conversion of an allotted stall to free design is not permitted.
- C. The Organizers reserve the right to require exhibitors to make any alterations to their stands so as to avoid interference with the display of other exhibitors.
- D. The organizers reserve the right to modify the layouts of stand sites and business desk (Table space) and gangways etc.
- E. Exhibitors are particularly requested to avoid designs, which blocks or causes difficulty for other exhibitors' stand to remain displayed.
- F. Stands should not overhang the allotted area, nor are any obstructions permitted on gangways, fire points, extinguishers or emergency exits. The layout is tentative and subject to change. The decision of organizers on the allotment of booth is absolutely final.

CONSTRUCTION AND MAINTAINENCE OF STALL/BOOTH, STALL INTERIORS:

Though the exhibitors are free to decorate their stands to the best of their ability for projecting the right image of their products and company, they should not cause any permanent damage to the walls, panels and floors through use of nails, paints, or any other such activity. Exhibitors may have their stall interiors done by any third party other than the Organizers' approved interior company or event interior partner company, subject to obtaining a written permission/approval from the Organizers.

Participants have to submit their construction and decoration plan before **14th April 2026** (Tuesday) and take approval of the organizers of "**Papertech Expo 2026**". Construction of booths can only commence after such specific approval is taken from the Organizers. Equipment, machineries and other exhibits which may cause excessive noise, vibration or disruption through electrical interference will not be permitted to operate, albeit they may be permitted to display such exhibits as a mere symbol. In this matter the decision of the organizers will be final. The organizers reserve the right to alter the floor plan. The position of stalls with respect to aisles in the floor plan is purely pictorial and not guaranteed. In case of any variation, the stall number allotted will not be changed and taken as the sole basis for occupancy by the exhibitor.

ELECTRICAL INSTALLATION:

All onsite electrical installation must be carried out by the officially appointed electrical contractor only.

EXCLUSION CLAUSE:

- A. Protection of the exhibits and the property of the stands will be the responsibility of individual exhibitors.
- B. The organizers shall not be responsible in any way for personal injury to the exhibitors or their staff, agents, invitees or licensees however caused.

PAYMENT TERMS:

Payments or Hire/Rental charges shall be made as per contract (Foreign exhibitors will have to make full payment in advance via any of the prescribed methods Bank transfer/payment through their local agent etc. For local exhibitors 80% of Net Amount Payable as advance and Balance 20% payment by **31st December 2025** via cash/ cheque/ bank transfer). Exhibitors will also be required to pay any additional taxes etc. as levied by the government from time to time.

DEFAULT ON PAYMENTS:

The organizers reserve the right to cancel any reservation of space in the event of an exhibitor not having paid any dues in rental charges on or before the due date.

CANCELLATION/FORCE MAJEURE CLAUSE:

In case of Exhibition being cancelled or suspended in whole or in parts for unavoidable circumstances beyond the control of the organizers such as natural calamity, Act of God or any situation prevailing in the country or any regulatory stand etc that makes it impossible for the organizers to hold the event; in such case, the organizers shall not accept any consequential liability and therefore have no obligation to make a refund to the exhibitor. But the organizers are obligated to announce the next date of the exhibition shortly afterwards as soon as it is practicable.

- A. In case of change in dates & duration of the exhibition, the Rules & Regulations and the agreement between the Exhibitors & Organizers will remain unaffected. In case of total cancellation of the exhibition, the payments made by the exhibitors will be refunded to the exhibitors after deducting the non- recoverable proportionate costs already incurred by the Organizers.

B. Cancellation of participation or reduction in the space / stall booked by exhibitor will not be permitted and no refund will be paid to the exhibitor on this account.

C. The organizers may alter or add new Rules & Regulations for the benefit of the Exhibition. Such rules will be given in writing and will be binding on all exhibitors. Papertech expo authority reserves the right to change, increase or decrease Show hours, days or location. Notwithstanding anything to the contrary in the Exhibitor Agreement, the Exhibitor acknowledges and agrees that if Organizers decide to change, increase, or decrease Show hours, days or location, Exhibitor shall not be entitled to any claim to return any portion of any Show fees or deposits paid or payable by the Exhibitor to the Papertech Management.

SECURITY:

Although 24 hours security service will be in operation for the overall exhibition, the security of the individual exhibits in the stall will be the responsibility of the exhibitors. Exhibitors should take all possible precaution to avoid loss or damage to the equipment's during and also outside exhibition hours. No Hoardings, Banners etc. will be allowed on the Exhibition premises or on the roads in the vicinity unless their designs, specifications, installations and location have been pre-approved by the organizers as per their rules and regulations. Unauthorized display if any is liable to be removed by the organizers without notice.

NO SUBLETTING:

The exhibitors shall not assign, sublet or grant licenses in respect of the whole or part of the stand/ space obtained. Any kind of display / distribution of cards, handbills, literatures, advertisements, banners or printed matters of companies/firms/persons who are not bona fide allotted and or not organizers' authorized exhibitors is totally prohibited, except albeit, such display / distribution permitted in respect of companies / firms which are subsidiaries of exhibitors (or) exhibitors ultimate holding company.

REMOVAL OF EXHIBITS:

Exhibits must be removed from the stands before 11.00 P.M. on **18 April 2026** (i.e.) the next day of the exhibition. Should an exhibitor fail to vacate his stand space or the premises by the time specified by the organizers, he shall be liable to reimburse any such costs incurred by the organizers as the result thereof. No material exhibit will be allowed to be taken out of the hall without valid exit pass obtained from the office authorized by the organizers.

FAILURE OF SERVICE:

The organizers endeavor to ensure supply of the services at the exhibition premises of those supplies mentioned in the manual to the best of their abilities. As the supply of such services is not fully within the control of the management, neither they, nor the organizers shall be liable to the exhibitors for any loss or damage, if any such services shall wholly or partially cease to be available due to lack of availability beyond the control of the Organizers.

Nor shall the exhibitor be entitled to any repayments, in respect of rental and or other charges, to be paid under the contract, in case of such deviation of services beyond the control of the Authority. The organizers and those authorized by them respectively have the right to enter the exhibition stalls allotted at any time to execute work repairs and alterations and for other purposes. Any verbal agreements concerning any aspect of the contract or the exhibition are not valid unless confirmed in writing. No counter sales are permitted.

STALL POSSESSION:

Possession of the stall will be given one day prior to the inauguration day to the exhibitors and the interiors and display must be completed before inauguration. No inflammable, hazardous article can be stored in the exhibition area. All exhibitors are subject to a general lien in favour of the organizers for all sums whether for unpaid rental or otherwise, due from an exhibitor to the organizers.

SPACE NOT OCCUPIED:

A. Every exhibitor shall occupy the full area booked by him.

B. Should an exhibitor fail to take possession of the stall at least 12 hours before the start of the exhibition, the organizers reserve the right to declare the stall as unoccupied and can use it instead for other required needs. No refund of payment will be given for any such unoccupied stalls.

GOVERNMENT TAXES:

Government tax (es) and levies are to be included as applicable.

GOVERNING LAW & JURISDICTION:

This form is to be treated as formal agreement between the Organizers and Exhibitors and shall be governed by and construed in accordance with the Law of the People's Republic of Bangladesh.

DISPUTE RESOLUTION:

The parties shall attempt to solve amicably any dispute or difference arising out of or related to this Agreement. Any and all disputes arising out of or in connection with this Agreement, including, without limitation, a dispute as to the conclusion, validity or existence of this Agreement shall be finally and exclusively resolved and settled by Arbitration under the Arbitration Act 2001.

- By order of the Organizer



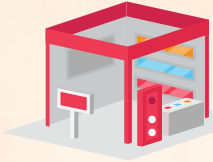
Important Contact Information Details



Visa & Invitation
+88 01730 717350



Advertisement & Design
+88 01730 717347



Booth Interior
+88 01711 268 881



Printing
+88 01718 307 774



Additional Furniture/TV
+88 01712 573 988



Logistic
+88 01778 609 805

Accommodation Name

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 HOTEL SARI Mob: +8801730020336 asm@sarinahotel.com	 Best Western PLUS Maya Mob: +8801313448301 dsm@bwplusmaya.com	 Ascott The Residence Dhaka Genuine Bangladeshi Hospitality Mob: (88) 01926 633858 catering1@ascottdhaka.com	 HOTEL BENGAL BLUEBERRY Stay & Smile Mob: +880162266611 sales@bengalblueberry.com
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