

# EXHIBITION APPLICATION & CONTRACT FORM

*Exploring Opportunities  
towards Smart Economy*

## BANGLADESHI IMMIGRANT DAY AND TRADE FAIR 2023

**22<sup>nd</sup> – 23<sup>rd</sup> of September, 2023**

New York Marriott Marquis, Times Square, NY



Approved by



In association with



Organized by



# BANGLADESHI IMMIGRANT DAY AND TRADE FAIR 2023



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Ministry of Commerce  
Bangladesh

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মুক্তধারা



নিউইয়র্ক

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

Address \_\_\_\_\_

Phone (Country Code + Number) \_\_\_\_\_

Mobile \_\_\_\_\_ Fax \_\_\_\_\_

Company Email \_\_\_\_\_ Company Website \_\_\_\_\_

Name & Designation (Chief Executive/Head of Organization) \_\_\_\_\_

Contact Person \_\_\_\_\_

Designation \_\_\_\_\_

Contact Number \_\_\_\_\_ Email \_\_\_\_\_

Type of Business (Trader/Exporter/Manufacturer) \_\_\_\_\_

Product / Service Sector \_\_\_\_\_

Products / Services to be displayed \_\_\_\_\_

Company BIN / TAX ID \_\_\_\_\_

Booth Requirement: Number of Booths (8X8) \_\_\_\_\_

Exhibit Booth Rental Rate

8x8 SQF Standard Single Shell Scheme Booth- USD 4,500.00 (BDT 478,000.00)

*I / We hereby agree to comply with the standard Rules & Regulations stipulated herein and confirm that I / we have read and understand the Statement, and I / we agree to abide by the terms, Rules and Regulations of the organizers for Exhibition contract agreement.*

*I / We hereby confirm that all information provided by us is true and correct*

Company name: \_\_\_\_\_

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

Date: \_\_\_\_\_ Company Stamp & Signature: \_\_\_\_\_

**USA Office:** 37-69, 74th Street, Suite 2B, Jackson Heights, New York 11372, Tel: 347-656-5106 (WhatsApp)  
**Dhaka Office:** 44 Arambagh, 2nd Floor, Motojheel, Dhaka 1000, Tel: 01713145595, 0187-6667511  
**E-mail:** usabdbusinesslinks@gmail.com, mssaha1978@gmail.com, **Website:** www.ubbl.org

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Ministry of Commerce  
Bangladesh

Approved by on Behalf of EPB: International Fair Division, Export Promotion Bureau (EPB)

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by on Behalf of Bangladesh Trade Fair 2023 Organizing Committee:

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

In association with



## STANDARD RULES & REGULATIONS

The following are the terms and conditions for commercial retail booth rental agreement

(Hereinafter referred to as the Contract) at the Bangladeshi Immigrant Day & Trade Fair 2023, also known as Bangladesh Trade Fair 2023 (hereinafter referred to as the 'Trade Fair 2023'), between a merchant (hereinafter referred to as an 'Exhibitor') and the Bangladesh Trade Fair 2023 Organizing Committee (hereinafter referred to as the 'Organizer')

*(The Trade Fair will be held on 22-23 September 2023, at the New York Marriott Marquis, Times Square, 1535 Broadway, New York, NY 10036 referred to as the 'Facility')*

1. All arrangements with Exhibitor for use of the Facility during the Trade Fair shall need to be approved by Organizer before the finalization of the Contract.
2. Exhibitor will be permitted to sell only the merchandise that is pre-approved by the Organizer.
3. Exhibitor shall comply with all applicable federal, state, and local laws governing the use of the Facility during the Fair. Additionally, Exhibitor shall comply with all applicable rules and requirements established by the Facility provider concerning the use of the Facility. Upon request, the Organizer may provide limited assistance to the Exhibitor in facilitating the procurement of documents pertaining to federal, state, and local laws as well as additional rules and requirements established by the Facility provider; but such assistance will in no case absolve Exhibitor of its responsibility under this Contract.
4. Under the Contract, the US Exhibitors are required to and are responsible for obtaining proper Business and Conduct licenses including temporary sales permit and sales tax certificate. These documents should be submitted to the Organizer at the earliest, but no later than **31 May 2023**. Organizer retains the authority to revoke a Contract for lack of proper documents. Upon request, the Organizer may provide limited assistance to Exhibitor in facilitating the procurement of these documents. Exhibitor must prominently display the sales permit and the sales tax certificate in the space (hereinafter referred to as a 'Booth') provided by Organizer.
5. The Organizer shall provide each Exhibitor with one or more shell scheme Booths (as applicable per Contract) of approximately 8x8 SQF in size. Each Booth will be provided with a table, two chairs, one socket point, one waste basket and general ambient lighting in the designated area with a signboard displaying Exhibitor's name.
6. Since limited space is available, selection of participation will be done strictly on first-come, first-served basis. Interested firms have to fill -up and submit the exhibition application & contract form (along with EPB-approval letter) by the dead line.
7. **The rental charge for one Standard 8x8 SQF Booth is USD 4,500.00 (BDT 478,000.00) for the duration of the Trade Fair. Exhibitors from Bangladesh, please note that the rental charges included TAX.**
8. Rental cost does not include accommodation, food or transportation costs. Organizer will book hotel rooms if requested at least 90 days prior to event date and payment is made in advance.
9. 100% of Exhibition Fee included taxes should be paid by or before **31 May 2023**. Non-receipt of the balance payment and/or all required documentation will lead to cancellation of preliminary allocation of the Booth. In such a case, no refund of any prior payment received will be made.
10. **Visa issue is entirely a matter for the embassy itself, If any Applicant's Visa is refused after applying, their participation fee will be given back after being curtailed by 20% as a service charge.**
11. **Participants who have no USA VISA and need VISA assistance from organizer have to pay non refundable 18% services charge amount BDT. 86040.00 (including VAT & TAX) to the organizer in advance before visa processing.**
12. Exhibitor must return the Booth in a clean "as received" condition without any damage or defacement. Additional charge will be levied upon Exhibitor if the Booth is not returned in as received condition.
13. Organizer reserves the right to alter the layout to meet facility requirements and optimize space utilization based on occupancy.



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- The requirement of additional facilities or utilities, such as data lines or phone lines, additional lighting, etc. it shall be charged for such facilities/utilities at a rate based on the Organizer's rate schedule for such services. Exhibitor must indicate such requirements by July 30, 2023.
- Exhibitor shall obtain insurance coverage for damage, theft, or any kind of loss of merchandise as well as any accidental injury caused to its staff or to any third party within the Facility. Exhibitor shall indemnify the Organizer and hold the same, harmless of any claim and/or liability associated with the Exhibitor's activity during the period of rental.
- The final Contract with a copy of the approved application form, with necessary amendments and/or modifications, will be mailed /emailed to Exhibitor upon receipt of the full payment and all required documentation.
- The Organizer will issue I.D. badges (2 per Booth) to the Exhibitor. These badges must be worn at all times to enter and stay inside the Facility.
- Exhibitor is expected to make its own arrangement for loading/unloading, transporting to/from the Booth, displaying and safekeeping of the merchandise. For loading/unloading and transporting heavy merchandise, Exhibitor may be able to hire, at its own expense, a contractor who is approved by the Facility. Exhibitor must use the designated loading docks for such loading and unloading.
- For exhibitors from overseas, applying for and obtaining US visa is their responsibility however Organizer will assist with invitation letter if requested.
- Exhibitor shall not engage in the following activities at any time in the Facility:
  - Subletting or sharing the Booth without prior written approval of the Organizer. Selling any kind of snacks, food or beverage.
  - Engaging in any activity (such as, display, lecture, canvassing, distribution of pamphlets, video presentation, etc.), which could be construed as an attempt to convey or propagate any religious thought or faith, or to advance any political cause or any activity, which may create racial or communal controversy or ill feeling.
  - Selling or distributing any contraband merchandise, pirated goods, or goods produced in violation of copyright and/or patent laws of this country (USA).
  - Engaging in any activity that could be deemed "obscene" or "vulgar".
  - Creating any form of environmental, chemical, and/or fire hazard (including but not limited to, use of open flame, storage of combustible and hazardous material, tampering or interfering with electrical lines, etc.)
  - Engaging in any activity that may not be approved by the Facility provider, County, State or Federal Law. Non-compliance with any of the above restrictions will lead to cancellation of the Booth allocation and/or any Contract executed by the Organizer in good faith. In such a case, no refund of rental payment or payment of compensation of any kind will be made. Organizer will not be liable for any monetary loss of Exhibitor for cancellation of Booth allocation. The Organizer also reserves the right to amend and/or make any changes to the prescribed rules and regulations from time to time, in order to comply with the statutory rules and regulations as applicable under the New York State Law in compliance with the requirements of the Facility provider.
- Any dispute between Exhibitor and Organizer subsequent to the execution of the Contract shall be arbitrated under the New York State Law. Exhibitor however understands and explicitly agrees that in no case Organizer will be liable for any damage, penalty or monetary award resulting from such dispute of an amount exceeding the total amount of rental payment paid by Exhibitor.
- Exhibitor acknowledges that its decision to rent the booth space at the Facility was solely based on the Exhibitor's marketing plan and that the Organizer or any of its agents, employees, volunteers or officers did not make any representation or offer any explicit or implicit assurance or guarantee of any kind in regard to the number of attendees or the amount of sales expected.

## THE VENUE

New York Marriott Marquis, Times Square  
1535 Broadway, New York, NY 10036  
Tel: 212-398-1900  
Web: <https://www.marriott.com/>



### Contacts for Booth Rental Queries

EPB International Fair, Export Promotion Bureau (EPB)  
Government of Bangladesh  
TCB Building, 1 Kawran Bazar, Dhaka  
Tel: 02-8180088, 01712345990  
01675341306, 0177634 6752  
Email: [dd-fair@epb.gov.bd](mailto:dd-fair@epb.gov.bd), Web: [www.epb.gov.bd](http://www.epb.gov.bd)  
Organizer: +1-347-656-5106 (WhatsApp)

### General Contacts

USA-BANGLADESH BUSINESS LINKS  
MUKTADHARA NEW YORK INC.  
37-69, 74th Street, Suite 2B,  
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