

EXHIBITION APPLICATION & CONTRACT FORM

Exploring Opportunities
towards Smart Economy

BANGLADESHI IMMIGRANT DAY AND TRADE FAIR 2024

23rd – 24th of September, 2024

Marriott Marquis in Times Square, 1535 Broadway, New York, NY 10036, USA



Approved by



Ministry of Commerce
Bangladesh

In association with



BANGLADESH
CHAMBER
OF COMMERCE
AND INDUSTRY



FEDERATION OF BANGLADESH CHAMBERS OF COMMERCE & INDUSTRY



BANGLADESH-USA CHAMBER OF COMMERCE AND INDUSTRY

Organized by



মুক্তধারা
বাণিজ্য



UBBL

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Bangladesh USA Chamber of Commerce and Industry

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মুক্তধারা



নিউ ইয়র্ক

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 5,000.00 (BDT 575,000.00)

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, Cell: 0187-6667511

E-mail: usabdbusinesslinks@gmail.com, **Website:** www.ubbl.org

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Approved by on Behalf of Bangladesh Immigrant day and Trade fair 2024 Executive Committee :
International Fair Division, Export Promotion Bureau (EPB)

Name: _____ Designation: _____

Signature: _____ Date: _____

Approved by on Behalf of Bangladesh Trade Fair 2024 Organizing Committee:

Name: _____ Designation: _____

Signature: _____ Date: _____

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 2024, also known as Bangladesh Trade Fair 2024 (hereinafter referred to as the 'Trade Fair 2024'), between a merchant (hereinafter referred to as an 'Exhibitor') and the Bangladesh Trade Fair 2024 Organizing Committee (hereinafter referred to as the 'Organizer')

(The Trade Fair will be held on 23-24 September 2024, at the Marriott Marquis in Times Square, 1535 Broadway, New York, NY 10036, USA 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 **30 June 2024**. 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 5,000.00 (BDT 575,000.00) for the duration of the Trade Fair. Exhibitors from Bangladesh, please note that the rental charges include 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 including taxes should be paid at the time of submission of application. Payment has to be made using any of the following methods: transferring to the Mukta Dhara New York's USA bank account, depositing into the Mukta Dhara New York's Bangladesh account, or submitting a Pay Order in favor of Mukta Dhara New York along with the application. The deadline for application is 30 June 2024. 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. 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.
12. 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. 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, 2024.
- 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 own responsibility, however, Organizer will issue an 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

Marriott Marquis in Times Square
1535 Broadway, New York, NY 10036, USA
Web: <https://www.marriott.com/>



Bank Information:

Account Name: Muktadhara New York
Account Number: 0210285324001
IFIC Bank Ltd.
Principal Branch
IFIC TOWER, Holding No- 61, Purana Paltan, Dist.- Dhaka.
Routing Number: 120274240
Swift Code: IFICBDDH

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