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## Rules and Regulations for Participation in the 48<sup>th</sup> Edition of Tripoli International Fair

2021|09|08-04

### Article 1 Terms of participation

- 1- countries , Arab , Foreign companies , industrialists publishers , importers , Libya agents and public sector authorities are welcome to participate.
- 2- the application form is to be filled in and sent to the exhibition management before being registered with the general board of .
- 3- the participant is to make a 50% advance payment with in 30days from the date that have submitted their participation form of the full fees , based on the amount of space that they have booked , the remaining 50% needs to be paid with in the period of one week before the opening day of the event . participation may be approved by email for foreign participants , subject to the fact that they have filled in an application form .
- 4- the general board of fairs retains the right to decline any incorrectly filled out application forms and as a result of this may re-allot and change the participant's stand location according to the available space.
- 5- exhibitors may not sub- contract other suppliers for the reserving of exhibition space , for the duration of the book fair. Space can only be contracted by the general board of fairs.
- 6- the participant cannot modify the structural form , the location or dimensions of the exhibition area or venue , without the prior permission of the general board of fairs.

### Article 2 Participation fees

Rates are paid through areputed bank by bank draft or cash deposit of transferable foreign currency in the account of general board of fairs.

A-foreign exhibitor /Libya foreign bank dat el-amad tower no (2), Tripoli Libya , account no(30082)( 30996 ) .

B-national exhibitor / Aljamhouria Bank , Tripoli account no (037 - 213 - 231 - )

Minimum Of Space Allotment Is As Follows :

Type	National Exhibitor	National Exhibitor For Foreign Prohcts	Foreign Exhibitor
Registration Fees	20 LD	20 LD	20 EUR
Equipped Stand	105 LD	140 LD	110 EUR
Covered Stand	65 LD	95 LD	80 EUR
Uncovered Stand	50 LD	60 LD	55 EUR



A- Furnished spaces (9m<sup>2</sup>) nine square meters .

B- Unfurnished spaces (12m<sup>2</sup>) twelve square meters.

C- Open spaces (25m<sup>2</sup>) twenty five meters .

Furnished space include the following :-

- 1- Side walls (dividers for preparation of exhibits ).
- 2- Floor carpet .
- 3- company name.
- 4- (3) lighting units.
- 5- one table.
- 6- (2) chairs.
- 7- one power socket (5amp).
- 8- wastebasket.
- 9- advertising means available in the site .

### ■ Article 3 Exhibits

A- all goods may be imported and excepted , except those prohibited by the valid laws and regulation applied in Libya.

B- the participant may not conduct any test or demonstration unless approved in writing in advance by the management of the general board of fairs . once the permission is granted the participant is responsible for insuring the safety of themselves and the visitor at the event . the participant is liable for any accident occurring during the demonstration or test , the board management shall bear responsibility for any consequences as a result of this . the participation carrying out any demonstration or test may be suspended from participation unless they produce supportive documentation indicating that they have taken the necessary precautions.

C- Participants may not move or transfer exhibits from allotted sections for the duration of the fair .

### ■ Article 4 Insurance

1- the general board of fairs is not liable for any accidents emergencies or damages of any kind which are related to the stand construction , facilities and exhibits of the participant and their personnel . any responsibility of the participant.

### ■ Article 5 Cancellation of participation

1- If a participant cancels their participation one month before the opening of the fair , 50% of the amount already paid , shall be returned to the exhibitor based on the approved of the general board of fairs .

2- If a participant cancels their participation less than one month before the fair opening , no funds will be reimbursed to the exhibitor , even on notification to the general board of fairs .

### ■ Article 6 Cancellation and postponement

should the fair be cancelled or postponed due force majeure and beyond the control of the management of both parties , the general board of fairs shall not be held. Exhibitors will not be permitted to claim compensation but may recover their payments minus registration fees and expenses incurred by the management of the general board of fairs in performing the assigned functions.



## Article 7 Official catalogue

An official catalogue of the fair shall be published listing the exhibiting companies' names and their contact details. Each participant shall place their advertisements in this catalogue.

## Article 8 Prior permission

Exhibitors are to obtain prior permission from the board of fairs in the following instances:-

- 1-When distributing books, films, any advertising or any other information, they should be submitted in advance for approval and distributed only in the confines of the exhibition pavilion for the duration of the fair.
- 2-when using audio and video systems, playing records or transmitting films by TV sets, video cassette players CD, s DVD, s or by any other means of electronic devices.
- 3-It is prohibited to decorate the walls and ceiling with or to distribute advertising materials, unless with the prior permission of the information and relations department and the payment of the relevant fees to the general board of fairs or the authorities representative thereof.

## Article 9 Liability of exhibitors

Exhibitors are liable for their exhibits during visiting hours. The general board of fairs reserves the right to take all the necessary safety precautions when and where it is deemed appropriate their interests.

## Article 10 Damage to property

The exhibitor may not inflict damage upon the property of the general board of fairs where such properties are stationary or moveable in case of violation of this, the exhibitor will have to compensate the board for any damages with prejudice to liability.

## Article 11 Fitting of interior design

- 1-Exhibitor who undertake fitting their stand Design in their own pavilions are required to submit the management of the board A copy of the Participant's Proposed Plans and Designs for study And approval, Prior to Construction, Participants will adhere to the decisions of the management of the board with Regards to this of what is deemed suitable or installation, they will also observe the instruction and Guidelines given to them.
- 2- the board may also perform any modification of the proposed designs, if deemed necessary, if such modifications are not acceptable by the board, it has the right to disassemble any designs and impose monetary fines for carrying out this work.
- 3- Interior decoration of the pavilions must be complete with in a period of 48 hours prior to the fair opening, any rubbish, discarded materials and any other debris shall be removed by the participant.

## Article 12 (Obligation of the exhibitor)

Exhibitors shall within no more than 3 days following of the fair perform the following tasks:-

- 1 -Vacate their exhibits whether they have inside space.
- 2 -Remove stand decoration and design material and exhibitor's accessories.
- 3 -Restore exhibition units to the original state that they were found in and have them over to the general board of fairs.



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#### Article 13 (Terms of storage )

Storage of excess exhibits , Containers and boxes for the Duration of the Fair shall be Charged as follows :-

- 1-Payment of fifty Libyan Dinars per Square meter for each container or box .
- 2-Payment of ten Libyan Dinars per square for each container or box per day one week after the completion of the bank fair .
- 3-No exhibits or exhibition requisites may be kept within the exhibition ground of the general board of fairs for more than one month after the completion of the fair .  
Any remaining exhibits remaining open or covered warehouses shall be confiscated and sold as per valid procedures and regulations .

#### Article 14 (Terms of shipping )

- 1- All goods, exhibits and equipments shall be bought in as per the rules and regulations applied to temporary importation.
- 2-Exhibitors are themselves responsible for the transfer of goods to and from the exhibition site .
- 3-The board may appoint an independent contractor (s) to handle all goods within and outside the exhibition ground .
- 4-Subject to the provisions of confining imported by specific authorities or those which require special permissions.
- 5-Goods shall not be handed over to fair participants by customs officials unless necessary documentation is fully submitted.

#### Article 15 (Visa procedures)

Participants must fill in the relenavt application form attached with a good quality copy or scan of their passport including form attached with a good quality copy or scan of the passport including a copy of the page bearing the last entry visa of the participant and their residence address (if they are not Libyan national ) and send the documentation to the address of the board and remit the following fees :-

- 1-50 Libyan dinars invitation and telex fees per person, payable to the account of the general board of fairs.
- 2-Other fees will need to be paid to the Libyan overseas representation who will issue the entry visa.

**Note : application deadline : two months prior to the opening of the fair .**

#### Summary

Each participating in Tripoli International Fair 2021 has read and understood the rules of participation and other instructions They thereby undertake to conform them and pay all duties accordingly .