GPE expo (FZE)
UAE

INTERNATIONAL OCCUPATIONAL SAFETY, HEALTH AND FIRE EXPO BANGLADESH

i-station
wings of idea

Bangladesh Office: House 153 (2nd Floor), Road 4, New DOHS Mohakhali, Dhaka 1206.

UAE Office: Q1-07-134/B, SAIF Zone, Sharjah, U.A.E. Tel: +971.54.349.5304

BOOKING FORM:

We would like to participate as an exhibitor in the Upcoming International Occupational Safety, Health and Fire Expo Bangladesh 2025. We confirm that we have carefully read and fully accepted the Rules and Regulations of the Exhibition printed on this form. By submitting this application, we agree to comply with all the rules and regulations.

Company Name: _____

Contact Person: Mr./Mrs/Ms _____

Phone Number: _____

Address: _____

_____

City: _____ Postal Code: _____

Country: _____

Email Address: _____

Fax: _____

Website: _____

Invoice Address (If different from contact address)

Address: _____

_____

City: _____Postal Code: _____

Country: _____

Facia Name: ……

Rate sheet for International Occupational Safety, Health and Fire Expo Bangladesh 2025:

SL No.	Particulars	Rate	Space (SQM)	Total
1.	a. Space Only	BDT 10,000		BDT
	b. Shell Scheme	BDT 11,000		BDT
2.	Sub Total			BDT
3.	(+) VAT @ 15% of No. 2			BDT
4.	Total Payable (No 2 + 3)			BDT

Please keep in mind the following information:

- The details of the booth construction can be found in the organizer's booth construction form, which will be sent to the exhibitor upon request.
- The client is not allowed to share booth space with any other entity unless written approval is obtained from I-Station Ltd. There is an additional cost of BDT 10,000 for sharing booth space.

Location of preference: (*if available*)

1) Booth Number _____ 2) Booth Number _____ 3) Booth Number _____

Payment Terms: Please remember the following information:

- All prices mentioned are in BDT and do not include current applicable taxes, which must be paid separately. Any bank charges applicable to the transaction are the responsibility of the Exhibitor.
- A tax invoice will only be issued upon receipt of 50% proforma invoice value. It will also indicate the outstanding balance that must be settled on or before 31st May 2025.
- The Contract for Exhibition Space is unchangeable and binding upon the Exhibitor with respect to participation in the Exhibition.
- To ensure that your reservations and payment can be identified, please clearly state the name of your company, invoice number, and that the payment is for "International Occupational Safety, Health and Fire Expo Bangladesh 2025".
- All communication regarding the VAT Challan will be conducted as required.
- All payments become due immediately for contracts signed 60 days before the Exhibition.

Send Cheques & DD to I-Station Limited (Corporate Event, Exhibition, Trade Show & Conference) House: 153 (2nd Floor), Road: 04, Mohakhali DOHS, Dhaka- 1206, Bangladesh OR may send an email to intimate about the payment transfer in below format.

We have transferred the sum of BDT _____ through _____ ( ) into your account as detailed below:

Beneficiary : I-STATION LIMITED.

Contact Person : Mr. M. S. Saha (mssaha@istationbd.com)

Bank A/C NO : 001011300000013

SOUTHEAST BANK LIMITED

GULSHAN BRANCH, DHAKA, BANGLADESH

SWIFT CODE: SEBDBDDHGUL

ROUTER NO: 205261723

As an exhibitor, I agree to the following:

- I will comply with the terms, Rules and Regulations stated on the back of this application form, Exhibitor Manual, Rules & Regulations imposed by the Venue, and any amendments to the same from time to time.
- I will have and maintain my own valid and adequate public liability insurance cover for the exhibition, satisfactory to the Organizers, in respect of myself and my Representatives participating in the Exhibition.
- I confirm that all information provided by me is true and correct.
- I agree that the organizers will not be responsible for any sundry charges or other payments as set out overleaf.
- I agree to indemnify the organizers, as set out overleaf.

- I acknowledge that "International Occupational Safety, Health and Fire Expo Bangladesh 2025" is a B2B event for the promotion and development of participant's business and declare that NO SALE and NO PURCHASE will be done during the exhibition.

CANCELLATION CHARGES

(Cancellation Charges shall be determined by reference to the date of cancellation and the table below.)

Date of Cancellation	Cancellation Charges to be paid
On or before 1st July 2025	50% of the total Stand Space Fees payable under the Agreement
From 1st July 2025 to 31st August 2025	75% of the total Stand Space Fees payable under the Agreement
On or after 31st August in 2025.	100% of the total Stand Space Fees payable under the Agreement

SIGNATURE BLOCK

This document serves as an agreement for Event Services between the Organizers and the Client named above. The Client is requesting the Event Services as outlined in this Booking Form, which will be provided in accordance with the General Terms & Conditions and the associated documents. The General Terms & Conditions are included with this Booking Form. Unless stated otherwise, all defined terms in this Booking Form will have the meanings set out in the General Terms & Conditions.

I/We hereby agree to abide by the General Terms & Conditions stated here and confirm that we have obtained appropriate consents from our employees for the collection, use, and disclosure of their personal data, as outlined in I-Station Ltd.'s privacy policy, including the use and provision of our employees' personal data for direct marketing.

I, the undersigned, hereby confirm that I am duly authorized to execute this Booking Form on behalf of the Client.	
Authorized Person/Event In charge:	Organizers - Authorized Representative
Name:	Name:
Designation:	Designation:
Mobile No.	
Email Address:	
Date of Signing	Date of Signing
Signature of Authorized Representative & Company's Stamp	Signature of Authorized Representative & Company's Stamp

This is a legally binding contract. Please sign and return the original copy of the Booking form to:

Mr._____, Designation: _____ Mobile: +88_____

Email: _____, I-**Station Limited** House: 153 (2nd Floor), Road: 04, Mohakhali DOHS, Dhaka- 1206, Bangladesh.

It is advisable to keep a copy of the Booking Form for your reference.

TERMS & CONDITION

1. I-Station Ltd will promote the exhibition to attract high-quality and high-quantity visitors so that exhibitors and participants can make the most of their displays and efforts. The publicity efforts made by I-Station Ltd will be considered appropriate and sufficient, and will not be challenged by any party. However, I-Station Ltd will not be held responsible if any exhibitor feels that the expected number or quality of visitors did not attend the events.

2. Please be aware that making a partial payment does not confirm a finalized contract. Any partial payment will be considered a deposit only. This Agreement will only take effect upon receipt of full and final payment, as well as approval of the application by I-Station Ltd. I-Station Ltd reserves the right to accept or reject any application without providing a reason.

3. Please note that I-Station Ltd will not be held responsible or liable for any loss or damage to the participants or their products in the event of a natural disaster, strike, social or political instability, act of God, or any other unforeseen event beyond our control.

4. In the event of a natural disaster or any other reason necessitating the cancellation of the exhibition, the Exhibitor will not be entitled to a refund. However, if I-Station Ltd decides to issue a refund, it will be at their sole discretion and not a guaranteed right for the Exhibitor. It is important to note that any potential refund will only cover the amount paid under this Agreement and not any other investments or expenses incurred by the Exhibitor.

5. In the event of a natural disaster or any other circumstances beyond the control of I-Station Ltd, if the exhibition needs to be postponed, exhibitors will not be entitled to a refund, and they will not be able to cancel their bookings.

6. I-Station Ltd have discretion to change location of space / stall allotted or to be allotted to Exhibitors.

7. The exhibitor's actual occupation of space is crucial to the contract.

8. Once an exhibitor has booked a specific area, space, booth, or stall, they are not permitted to change it or claim a refund. The exhibitor is also not allowed to transfer the space to another exhibitor or party without obtaining prior written consent and approval from I-Station Ltd. Additionally, after booking a space, stall, or booth, all exhibitors are obligated to pay the remaining outstanding amount of the contract, regardless of any circumstances.

9. In case of any dispute or legal issues related to the Application & License Agreement for the Exhibition Participation, and any legal action initiated as a result, the exclusive jurisdiction will be in Dhaka, Bangladesh.

10. The exhibitor shall not advertise or display its products, materials, or machinery beyond the space, stall, or booth allotted to the exhibitor.

11. Exhibitors are not allowed to engage in activities such as lottery, gambling, contests, betting, liquor selling, or musical programs during the exhibition. They must also avoid causing any nuisance, annoyance, or problems for others at the exhibition. Additionally, the exhibition must not lead to noise pollution or any other form of pollution and must comply with the laws of Bangladesh. In the event of any disputes related to the exhibition, the laws of Bangladesh will apply to all parties involved.

12. I-Station Ltd is not responsible for any errors or omissions in the placement of the name, product, or services of any exhibitor in the Directory or Exhibition Catalogue.

13. It is clearly understood that this Agreement and rights and liabilities of the parties are and shall be subject to local laws of Bangladesh.

14. Exhibitors are not allowed to cause any injury, loss, or damage to any person or property belonging to I-Station Ltd. If an Exhibitor does cause any injury, loss, or damage, they are obligated to compensate the affected parties.

15. I-Station Ltd will not be held responsible for any loss or damage to exhibitors' displays, goods, machinery, or assets in the event of fire, storm, rain, theft, acts of God, failure of electricity, or any other unavoidable circumstances. Although I-Station Ltd will provide protective agency and services to safeguard exhibitors' properties, it will not be responsible for any loss or damage in the mentioned events.

16. Exhibitors shall participate the exhibition at its own sole risk.

17. I-Station Ltd will ensure all necessary arrangements for electrical supply and safety. However, they will not be held liable for any electrical or supply failure and consequent loss. The Exhibitor is strictly prohibited from making any changes or alterations to the decorations or provided facilities within the allotted exhibition space, booth, or stall without prior permission from the Event Producer. Additionally, the Exhibitor is not permitted to make any changes or alterations to the electrical supply, use, and applications without prior permission from the Event Producer.

18. If any exhibitor breaches the terms, conditions, rules, or regulations of this Agreement, I-Station Ltd is entitled to terminate this Agreement without notice. The exhibitor must then promptly remove its employees, agents, servants, and property from the allotted space and the exhibition hall.

19. The exhibitor is not allowed to lease, sublease, sublicense, assign, or transfer the licensed space/stall/booth, or any rights and responsibilities under this Agreement, to another exhibitor or any other party, with or without any form of consideration.

20. Exhibitors are permitted to promote their products, services, materials, and machinery within their allocated exhibition space. They are also allowed to display, canvass, and advertise within their booth or stall at the exhibition venue. However, exhibitors are not permitted to apply paints, lacquers, adhesives, or any other coatings to the building, columns, floors, booth, or equipment at the exhibition venue.

21. Exhibitor shall take service only from official labor and official contractor in their space / stall / booth.

22. All exhibitors shall be entitled to use, occupy the space for the purpose of display advertisements, demonstration etc. only for 3 days. The exhibitors shall not have any other rights over the space / stall / booth.

23. Exhibitor shall not make or put or place or otherwise keep any

display items anywhere outside the space / stall / booth allotted to it.

24. Performance of music by exhibitor shall be subject to obtaining prior written permission and license from copyright owner or its agent and competent authority.

25. Exhibitor shall not display or use glossy or reflecting colors, coating or item so as to disturb or obstruct anyone else.

26. Exhibitor shall use the space / stall / booth reasonably and prudently so that fire or any other accident does not happen.

27. Exhibitors must take every precaution to ensure fire safety. If an exhibitor needs to bring in any flammable or hazardous items, they must notify I-Station Ltd in writing well in advance. The exhibitor must also provide written confirmation that they have obtained full insurance coverage, including third-party insurance, against all risks.

28. Exhibitors who choose to use open space and make their own arrangements to cover the space do so at their own risk. All services such as manpower arrangements, coloring, fire safety, and electrical installations must be obtained by the exhibitor from approved and authorized contractors or agencies of I-Station Ltd, available on the spot, at an additional cost to be paid directly to the respective agency or contractor. Exhibitors should arrive early to occupy the space and complete their preparations in a timely manner to ensure that manpower and services on the spot are not inadequate at any time.

29. Any matter not covered by any of the rules and regulations or terms and conditions shall be subject solely to the decision of I-Station Ltd and their decision shall be final.

30. The exhibition is solely for the purpose of displaying and promoting products and services. No sales, transfers, or distributions for consideration are allowed.

31. Free of charge distribution of samples / items allowed by law shall be allowed.

32. It shall be a duty and responsibility of Exhibitor to take insurance at its own cost for its products, material, machinery, manpower, and staff during transitory period of to and from, and during exhibition.

33. I-Station Ltd shall provide stall, one table, two chairs, one normal electric point, 3 lights and fascia to 9 sq. meter exhibitor and same shall be increased on pro-rata basis, e.g., for a stall of 18 sq. Meters, Exhibitor shall be entitled for 2 tables, 4 chairs, 2 electric points, 6 lights and fascia. For additional facilities like electrical, power, water, furniture etc., Exhibitor shall have to bear extra cost for the same. Exhibitor shall take such extra facility and service only from authorized agencies or contractors of I-Station Ltd and pay such agencies or contractors directly.

34. If an exhibitor utilizes any facilities or services from an authorized agent, contractor, or labor contractor and a dispute arises between them, I-Station Ltd will not be held responsible.

35. International Occupational Safety, Health and Fire Expo Bangladesh 2025 exhibition will commence on 18th to 20th September 2025 from 10:00 am to 6:00 pm for visitors. Exhibitors are entitled to occupy their space / stall etc. from 2.00am on 17th September 2025 and they shall have to vacate the said space / stall / booth etc. latest by 9.00 pm on 20th September 2025. The Exhibitor shall have to return its own exhibit material, e.g. machinery / material / equipment / products, etc. by 20th of September 2025 to its origin place from where it was brought. If any exhibitor will not vacate and will not take its products, machinery, material etc. back from the exhibition venue after 20th shall be entitled to remove such articles, products, machinery etc. of exhibitor/s to the common warehouses at the cost of exhibitor/s and for transferring such articles, machinery, and products if any damage is caused to such articles, in that event I-Station Ltd shall not be responsible. It is further clarified that all such expenses incurred by I-Station Ltd shall be paid by the exhibitor and in case thereafter if any dues become outstanding, in that event, exhibitor shall not be entitled to take its products, materials, machinery etc. from such warehouses.

36. The exhibitor is allowed to use and occupy the space/stall/booth only after receiving an official possession letter from I-Station Ltd. When vacating the space/stall/booth, every exhibitor must obtain an exit letter from I-Station Ltd. All exhibitors must register all their materials, products, machinery, and other articles with I-Station Ltd. When vacating and retrieving these articles, the exhibitor must obtain an exit letter from I-Station Ltd.

37. All other forms that need to be filled out by the exhibitor, as well as the formalities and all the information and conditions mentioned in the brochure, catalogue, or manual, are essential parts of this Agreement and are binding upon the exhibitor.

38. Exhibitors are not permitted to move their machinery, products, or equipment from the space, booth, or stall allocated to them to any other location within the exhibition venue.

39. Exhibitors are responsible for making their own lodging and boarding arrangements at their own cost and risk.

40. Please remember the following guidelines for electrical safety:

(i) All wiring on display or display fixtures must comply with the applicable standards established by various governmental agencies and standard fire inspection ordinances. All display wiring must have the seal or other seals of official approving agencies as required at the exhibition site.

(ii) Prior to the installation of any electrical item, exhibitors must obtain written permission from the management. Exhibitors must use the power/electrical allotment provided by our agency/management.

(iii) Exhibitors must use a power stabilizer to operate their equipment. Management is not liable for any damage caused by power or electrical fluctuations.

(iv) The exhibitor is not allowed to make any changes to the power connections.

41. Cancellation Policy: A contracted exhibitor requesting to cancel participation for any reason shall be liable to the following cancellation charges:

1) 50% Before 1st July 2025

2) 75% From 1st July 2025 to 31st August 2025

3) 100% of the invoice value after 31st August in 2025.

42. All cancellation requests must be made in writing and dated, and the date will be used to calculate the charge payable.