Ministry of Trade and Industry
Egypt Expo & Convention Authority (EECA)

**Cairo International Fair (CIF)**

**29/2-9/3/2024 (57th session)**

**Cairo International Conference Centre – Nasr City**

**Application Form**

**Company Name:-**.....**Address:-**……

**Tel.:-** .....**Fax:** .....**E-mail:-**.....

**Contact Person:-** ……**Cell.Phone:-**.....

**Exhibited products:-**.....

**Rental fees**:

| Display Areas | Furnished area fees $m^2$ | Unfurnished area fees /$m^2$ |
|---|---|---|
| Covered Area ( min. 9 $m^2$ ) | US$ 300/ $m^2$ | US$ 275 / $m^2$ |
| -If the exhibitor will make his decoration, he will be charged US$ 10/ $m^2$ as construction fees. | | |
| Storage: US$ 100/m2 during the whole period (……) | | |

- The rental fees are excluding 14% VAT.
- Please choose the required space: Covered furnished area or Open unfurnished area (…….$m^2$).

**Documents Required**: a recent copy of the company's commercial register, copy of exhibitor's passport and a bank letter stating the account number of the exhibiting company.

**Methods of Payment:-**

- 25% of rental fees should be paid as a down payment.
- The second 25 % payment should be paid latest by 1/2/2024
- The remaining 50% of the fees should be paid before receiving the location not less than 3 weeks (in case of bank transfer)

**Cancellation:**

- If the exhibitor wishes to withdraw more than 30 days before inauguration, he will lose 10% of rental fees. Notification should be in written form .
- If the exhibitor wishes to withdraw less than 30 days before inauguration with an acceptable reason, he will lose 25 % of paid amounts, in case the apology is not accepted; the exhibitor will lose 50% of paid amounts. Notification should be in written form.
- If the exhibitor wants to decrease his area after allocation, he will lose 25% from the rental fees of the decreased area.
- In case of the fair cancellation due to compelling circumstances or force majeure, the rental fees will be refunded to the exhibitors and they have no right to ask for any compensation.

-This is to register my company for participation.

**Name:**

**Signature:**

**Date:**

Tel. &Fax: +202 24055785 Fax: +2022634640Website:www.cairofair.com
E-mail:info@cairofair.commarketingif@eeca.gov.egreservation@cairofair.com
Add. Cairo International Conference center. Nasr City. Cairo Postal Code:19019

Bu belge, 5070 sayılı Elektronik İmza Kanununa göre Güvenli Elektronik İmza ile imzalanmıştır.
Evrak sorgulaması https://odaborsaebys.tobb.org.tr:443/tso-sanliurfa-envision/Validate_Doc.aspx?eD=BSUZM9N8S&eS=463 adresinden yapılabilir.

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## General Rules for Participation

**1.** The exhibitor has no right to waive or participate with a third party in some or all rented area either free or against payment.

**2.** If for any reason the organizers decide not to hold the exhibition, the exhibitor will be refunded only the paid amounts and he will have no right to claim for any compensation.

**3.** All customs and import regulations should be followed. The exhibition ground has a limited customs area to clear and finalize all customs procedures for incoming exhibits either for display and re-export or selling in order to facilitate the transfer of goods from ports to the exhibition ground..

**4.** Exhibits from free zones in Egypt: The exhibitor should submit a request to the Commercial Administration to enter the exhibits accompanied by the approval of the General Authority for Investment and Free Zones & invoices for the exhibits. The exhibitor has to submit to the exhibition' customs a bank guarantee letter with the value of customs fees.

**5.** The exhibitor must re-export all unsold and undistributed goods after the fair within 6 months (the period of the letter of guarantee submitted to customs), in case of exceeding the mentioned period, the customs will hold an auction for selling these goods.

**6.** 1% of the quota sell value of the customs duties paid displays will be collected in accordance with the original invoices.

**7.** The exhibitor must remove the decoration and the exhibits within 3 days of the event termination and handing over the site as received.

**8.** It is not allowed to use inflammable items, loudspeakers or DJ inside or outside halls. The exhibitor should remove all wastes and remaining exhibits to the designated areas latest 24 hours before the inauguration. It is not allowed to use boilers or cattle inside the stands.

**9.** The exhibitor will be responsible for his stand and his belongings and take the necessary precautions to secure the safety of his exhibits. He will be responsible for providing fire extinguishers inside his stands.

**10.** If the exhibitor wishes to distribute publicity materials he should get a prior approval from the administration. The organizer has the right to photograph display pavilions and exhibits.

## Rules & Regulations of Decoration in halls

**1-** Maximum height in covered display area is (6m).

2-It's an obligatory to use treated tents according to the approved specifications from the Civil Defense department at EECA and submit a certificate of origin and a certificate from the Chemistry Authority. A fire extinguisher should be provided for each and every25 square meters weighing 6 kg,. The quarter of the total number of extinguishers should be carbon dioxide. There should be signage for exits, emergency doors and no smoking.

3- The exhibitor should not erect any decoration facing air condition units, leaving a space of 2 meters for aisles

4- The exhibitor should not erect his decoration to hinder the entrance of goods, electricity rooms. A space of two meters in front of electricity panels should be left to make the electricity panels accessible, noting that a door should be installed facing every room .

5- All internal electricity connections inside the stand should be regulated and done according to the Egyptian Code, all these connections should be connected to a special panel distribution board noting that a suitable cable connecting this panel to a distribution board of the hall will be installed under the supervision of electrician from EECA. The exhibitor should provide the following:

(A) Engineering drawings with all the dimensions( horizontal sectors- facades – sectors – distribution boards ( 2 & 3 Phase) & a chart indicating water connections and materials used in decoration in original and triplicate in order to get the approval of the engineering department within a minimum. of 7 days before handing over the site. EECA has the right to modify any of the above drawings.

(B) All designs should be approved by the Engineering Department before starting decoration.

C) Engineering drawings of advertising boards should be submitted for approval.

6- It is forbidden to hang exhibits on panels, pillars or floors in covered halls.

7- It is forbidden to use any kind of cooker pipes, gas or flammables inside EECA.

8-It is necessary to treat carpets and fabrics with inflammable fire materials approved by the Authority of Chemistry with the obligation to bring the certificate of treatments and hand it over to the Civil Protection Department.

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