

## APPLICATION FORM AND CONTRACT

We accept the Exhibition Terms and Conditions, the Copyright Clause, Technical Guidelines and Price Lists of Messe Frankfurt Middle East GmbH and their partners and wish to register for Automechanika Riyadh 2018:

1. Exhibitor Data			
Full company name:			
Street, number and P.O. Box: (for courier mailings please provide full address)			
Postal Code:	City:	Country:	E-mail
Country code:	Tel:	Fax:	Website
Managing Director (first name and surname):			
Contact responsible for trade show organization: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.		Job title:	Mobile:
Country code:	Tel:	Fax:	E-mail:

Deviating Correspondence address To be filled out only in case the correspondence address differ from the address above!	Deviating Billing address To be filled out only in case the correspondence address differ from the address above!
Full company name	Full company name
Contact: Tel.:	Contact: Tel.:
E-mail:	E-mail:
Street, No	Street, No
Country, Postal Code, City	Country, Postal Code, City

Co-Exhibitors: The following companies will be present as co-exhibitors with their own exhibits and staff on our stand:	
Full company name	Full company name
Contact: Tel.:	Contact: Tel.:
E-mail:	E-mail:
Street, No	Street, No
Country, Postal Code, City	Country, Postal Code, City

Please write the brands that will be presented in the show and tick the appropriate check box that applies to your company/business						
<b>Brands</b>						
<b>Products &amp; Services for</b>	<input type="checkbox"/> Passenger Vehicles	<input type="checkbox"/> Commercial Vehicles	<input type="checkbox"/> Industrial Vehicle	<input type="checkbox"/> Agricultural Vehicles	<input type="checkbox"/> All	<input type="checkbox"/> None
<b>Supply Chain</b>	<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Distributor	<input type="checkbox"/> Wholesaler	<input type="checkbox"/> Import/Export	<input type="checkbox"/> Retailer	
Please select your product section and enter your specific product to the right						
<input type="checkbox"/> Parts & Components			<input type="checkbox"/> Electronics & Systems			
<input type="checkbox"/> Accessories & Customizing			<input type="checkbox"/> Repair & Maintenance			
<input type="checkbox"/> Dealer & Workshop Management			<input type="checkbox"/> Carwash, Care & Reconditioning			
<input type="checkbox"/> Alternative Drive Systems & Digital Solutions			<input type="checkbox"/> Tyres & Batteries			

Feb 5 – 7, 2018

Riyadh International Convention & Exhibition Centre  
Kingdom of Saudi Arabia

Messe Frankfurt Middle East GmbH  
PO Box 26761, Dubai, United Arab Emirates  
Tel: +971 4 389 45 00 Fax: +971 4 358 55 22  
Web: [www.automechanikaRiyadh.com](http://www.automechanikaRiyadh.com)

Your direct contacts:

Show Director: [gazi.bilikozen@uae.messefrankfurt.com](mailto:gazi.bilikozen@uae.messefrankfurt.com)  
Project Manager: [sami.alhashemi@uae.messefrankfurt.com](mailto:sami.alhashemi@uae.messefrankfurt.com)  
Team Assistant: [charri.may.oquindo@uae.messefrankfurt.com](mailto:charri.may.oquindo@uae.messefrankfurt.com)  
Team Assistant: [ruby.encabo@uae.messefrankfurt.com](mailto:ruby.encabo@uae.messefrankfurt.com)

## 2. Stand Requirements

**STEP 1 – Exhibition Space and Stand Type required (subject to availability, minimum 9 sqm): (for exhibitors booking below 21 sqm ,shell scheme is compulsory):**

<input type="checkbox"/> Row Stand (One open side)	USD 475 per sqm	<input type="checkbox"/> Peninsula (Head) Stand (Three open sides)	USD 495 per sqm
<input type="checkbox"/> Corner Stand (Two open sides)	USD 485 per sqm	<input type="checkbox"/> Island Stand (Four open sides)	USD 505 per sqm
Total square meters _____ sqm =	Front _____ m x	Depth _____ m	Total space price = _____ USD
Second Floor in Double Storey Stands: USD 150 per sqm x _____ sqm = USD _____			

### STEP 2 – Stand Construction & Furniture:

For additional furniture elements, refer to the show exhibitor manual.

Shell Scheme (without furniture): USD 75 per sqm x  = USD \_\_\_\_\_

Furniture Bundle (includes 1 table, 2 chairs, 1 lockable cabinet & shelf unit with 3 shelves)

USD 250 x \_\_\_\_\_ bundle/s = \_\_\_\_\_ USD

We offer a bespoke design & build service for customized stands. For further enquiries, please email Mr. Wajahat Mohiuddin: [wajahat@acexpos.com](mailto:wajahat@acexpos.com)

Space Only – allowed for exhibitors who booked more than 18sqm

Total Space Rent \$ \_\_\_\_\_ + Shell Scheme \$ \_\_\_\_\_ + Double Decker \$ \_\_\_\_\_ + Furniture \$ \_\_\_\_\_  
= TOTAL \$ \_\_\_\_\_

## 3. Discounts

**Early-bird- discount (5%)** off raw space price for bookings received by May 31<sup>st</sup>, 2017

*The discount is applicable only if a 30% down payment is made within 14 days after submitting the booking form.*

**One-Price-Policy discount** for booking both Automechanika Riyadh + Dubai 2018 editions

*Please complete and return this booking form (3 pages) to the address mentioned above. A down payment of 30% will be levied upon receipt of the application form. Please note that deposits are not refundable. The remaining 70% must be settled four months prior to the opening day of the exhibition. Booking forms received within those 4 months will be invoiced at 100%.*

*Cancellations within the 4 months period will be charged a 100% cancellation fee. Prior to the 4 months period a 50% cancellation fee will be applied. All payments mentioned above are due within 14 days of receipt of the corresponding invoice.*

*The 30% down payment must be made by the deadline in order to avail the applicable discounts. The form must be signed by an authorized signatory of the company. Please make sure to keep one copy of the contract for your files.*

We accept the Exhibition Terms and Conditions of Participation, the Copyright Clause, the Technical Guidelines and Price List of Messe Frankfurt Middle East GmbH and their partners and wish to register for Automechanika Riyadh 2018.

Place and Date

Company Stamp and Signature of Authorized Representative

## 4: Shell Scheme Stand Specifications

Please note: With stand sizes smaller than 21 sq. m., booking a shell scheme stand construction or any other design with the organisers is **compulsory**.

Exhibitors who have ordered shell scheme stands will receive a stand erected to the following specifications:

**Floor covering** - All stands are carpeted.

**Walling** - 2480mm high (2310mm to underside of ceiling beams comprising 950mm wide panels). White vinyl covered infill panels set in a shell scheme frame. No fixings may be made to the walls. Each panel can take a maximum weight of 4 to 5 kg. The inside of each panel measures 920mm x 2340mm and half panel measures 420mm x 2340 mm (h).

**Fascia** - 210mm high board (clear dimensions) on shell scheme frame shall be 1 meter less of the width of the open side or when there is additional supports at corners and where open side exceed 5000mm in length.

**Name Board (Fascia)** - Stand lettering fitted to the fascia. Where the stand fascia exceeds 6000mm, an additional name panel will be fitted. Only exhibitors with shell scheme stands will be provided with a stand name and number on the stand fascia. No company logos or fittings may be attached to the name panel or fascia.

**Roof Beams** - 70mm deep aluminum beams will be fitted to take light fixtures.

**Electrics / Lighting** - With each 9 square meters, 3 x 100w spotlights are fitted behind the fascia-board or to the roof support beam and 1 x 13 amps 3 pin socket outlet is provided at floor level on the rear wall.

**Head and Island Stands** - Head Stands (3 open sides) will only have one wall constructed. Island Stands do not normally come with any walls. If required, the allowance is 1 wall panel per 3 sqm of stand space. The position of any panels required must be clearly marked on a grid plan that will be part of the exhibitor manual and must be submitted to the stand constructor not later than 14 days prior to the show date.

**Furniture** - refer to the above configuration and for extra orders, please contact [wajahat@acexpos.com](mailto:wajahat@acexpos.com)

**IMPORTANT - Exhibitors will be liable for payment for damaged panels.**

## 5. Country Pavilions

Exhibitors of Country Pavilions (Joint Presentation) will get stand construction as per agreed design and details.

Please note that in these cases the company providing additional furniture and decoration items will be the same company that is building the stands. This might not be the same company which is providing the Shell Scheme stands. Please refer to your pavilion organisers for details and price lists.

## 6. Raw Space Stand Specifications

The Space Only option does not include any stand fittings, flooring or electrics, but enables the exhibitors to create their own individual stand build.

Please ensure that your stand design does not include the standard shell scheme as this is provided by our Official Stand Contractors only and plans containing shell scheme will be rejected.

Exhibitors arranging their own stand fitting are reminded that, where their stand joins another Exhibitor's area, the back of any dividing walls, panels or exhibits must be painted white or masked to present a neat appearance. It is the responsibility of Exhibitors not taking shell stands to make their own arrangements for the provision of suitable floor covering for their area and also to ensure their stand number is clearly displayed.

Since no power supply is included in space only stands, a separate application for the main supply must be made to the Official Contractor at least two months before the event, using the forms in the Exhibitor Information Manual.

All Space Only Exhibitors must submit dimensional drawings of their proposed stand design to the Organisers for approval no later than the scheduled deadline. Please complete and return the corresponding order form from the Exhibitor Information Manual. The Organisers reserves the right to reject a design likely to unreasonably affect nearby Exhibitors' sites in any way.

Stand fitting and display work to space only sites must not exceed an overall height of 2500mm without the Organisers' written permission. With permission, the total possible height to which you may construct your stand is 6000mm depending on the hall & location within the hall. Applications should be made in writing to the Organisers and be accompanied by a scale drawing. Such applications should be made at least four weeks prior to the Show.

If a space only exhibitor needs to hire furniture, they can only order from their stand builders. Furniture will not be readily available on site. Exhibitors' stand fitting contractors can commence work on space only stands on the date scheduled in the Deadline Checklist that is part of the Exhibitor Information Manual.

## 7. Exhibition Terms and Conditions

1. In these conditions, the term "Exhibitor" means the signatory of this Contract and includes all employees or agents or J/Vs of such and the term "Exhibition" means that described on the reverse hereof. "The Organisers" means Al Harithy Company for Exhibitions Ltd and Messe Frankfurt Middle East GmbH.
2. The Organiser reserves the right to cancel a booking upon due notice to the Exhibitor or agent should the Exhibitor fail to make payments upon the due dates. In such cases any monies already paid to the Organiser will be non-refundable and the Organiser reserves the right to demand the remaining balance from the Exhibitor. The Organiser reserves the right to levy a surcharge on any outstanding payments due and owing by the Exhibitor at a rate of 10 % per annum calculated from the due date until the date of actual payment. Any loss incurred by the Organiser, resulting from the Exhibitor's actions must be paid by the Exhibitor to the Organiser.
3. All applications for space must contain details of the proposed exhibit(s) and the name of any other company(s) represented by the Exhibitor whose products/services are to be displayed on the stand. The Exhibitor is strictly forbidden to sub-let or assign or grant licenses in respect of any part of the space without the prior written approval of the "Organiser". Only the products/services/companies listed on this form may be exhibited. The charges for space are currently exclusive of any applicable national, federal or local government taxes, all of which must be borne by the Exhibitor. Changes in VAT taxes are subject to government law. If VAT tax is introduced by the UAE government, these charges need to be added retroactively and paid by the exhibitor.
4. The Contract must contain details of the proposed exhibits and the names of any other company represented by the exhibitor whose products are to be shown or whose services are to be referred to on the stand.
5. No exhibitor shall be permitted to exhibit unless he has paid prior to the exhibition all of the fees agreed to in this exhibitor application form and contract. If payment for space is not made when due, any previous deposit may be forfeited and the space reallocated by the Organisers.
6. Exhibitors may not assign, sublet or grant licenses in respect of any part of the space allotted to them nor may advertisements of firms who are not bona fide Exhibitors be exhibited on any stand. Only those products, services and companies mentioned on the Contract may be incorporated in the stand.
7. In the event of any Exhibitor committing an act of bankruptcy or of a limited company being wound up, the Contract with him shall be determined and all monies already paid shall be retained by the Organisers.
8. Every Exhibitor shall occupy the space allotted to them by 10.00 a.m. on the day prior to the opening of the Exhibition. In the event of default, from any cause whatsoever, the Exhibitor shall pay to the Organisers a further sum in liquidated damages equal to the total charge for the space and the Organisers shall have the right to deal with the space in any way they think best.
9. Exhibit shall not obstruct the view of adjoining exhibit nor be operated in any manner objectionable to other exhibitors. Phonographs, radios or other sound emitting devices operated in a manner objectionable to the Organisers shall be prohibited. Exhibitor shall not permit raffles, donations or other unusual promotional measures unless pre-approved by the Organisers.
10. The Organisers shall have full power to determine in every respect the allocation of area and position of space and they shall be entitled for any reason which in their sole opinion is in the general interest of the Exhibition to vary the general layout or the situation and area of any particular stand even if already allotted and the Exhibitor shall accept such new allotment of space in substitution of that originally allotted.
11. Exhibitors will be completely responsible for the cost of restoring to its original condition any part of the land or structure occupied by them, which has been altered or damaged in any way.
12. The Organisers will not be responsible for the safety of any exhibit or property of any Exhibitor for the loss of, or damage, or destruction to same, by theft, or fire, or other cause whatsoever, or for any loss or damage whatsoever sustained by any Exhibitor by reason of any defect in a building caused by fire, storm, tempest, lightning, national emergency, war, civil disturbances, explosion, force majeure, or any other cause not within the control of the Organisers. As the Organisers will accept no responsibility for any of the matters aforesaid, the Exhibitors must cover themselves by insurance in respect thereof to any extent available.
13. Under no circumstances shall the Exhibitor have any claim for damages of any kind against the Organisers in respect of any loss or damage consequential upon the prevention, or postponement or abandonment of the Exhibition by reason of the happening or any of the events referred to or otherwise, or of the exhibition building becoming wholly or partially unavailable for the holding of the exhibition for reasons beyond the Organisers control, and the Organisers shall be entitled to retain all sums paid by the Exhibitor, or such part thereof as the Organisers shall consider necessary. If, in the opinion of the Organisers, by rearrangement or postponement of the period of the Exhibition, or by substitution of another hall, or building or any other reasonable manner, the Exhibition can be carried through, the contracts for space shall be binding upon the parties, except as to the size and position, as to which any modification, substitution, or re-arrangement they consider necessary shall be determined by the Organisers.
14. Stands must be properly manned and exhibits displayed during the entire time that the Exhibition is open to trade visitors. No exhibits may be removed before the end of the exhibition without the written permission of the Organisers, which will only be given in exceptional circumstances. All exhibits and stand fitting materials must be removed from the Exhibition Building within the period stipulated by the Organisers. The exhibitors shall indemnify the Organisers against any loss by reason of delay or damage to the exhibition building.
15. The signature of the Contract and its receipt by the Organisers is deemed conclusive evidence of the Exhibitor's agreement to pay the full fees due from that moment. The Contract is non-cancellable by the Applicant. The Exhibitor further acknowledges that the Organisers, having incurred expenses as a result of the contract, are not required to refund any of the fees agreed to in this exhibitor application form and contract and that the Organisers are entitled to any unpaid amounts that may be owing by the Exhibitor to the Organisers.
16. Breach of Contract and Withdrawal by the Exhibitor. Without prejudice to rights and remedies of the Organisers in respect of any breach of the Contract on the part of the Exhibitor, the Organisers may at its discretion allow the Exhibitor to withdraw from the Exhibition subject to the following conditions:
  - a. The Exhibitor must give written notice to the Organisers that it desires to withdraw. If the Organisers allows such withdrawal it will notify the Exhibitor of its decision in writing;
  - b. Any such notification by the Organisers to the Exhibitor will constitute a cancellation of the Contract subject to the payment by the Exhibitor to the Organisers a consideration for release from the contract;
  - c. The amount of such payment will be specified in the Organisers' notification to the Exhibitor and will be that proportion of the space rental payable under the contract dependent upon the date upon which the Organisers receives the notification from the Exhibitor as detailed below:

Date of Receipt by Organisers of Notice Withdrawal Proportion of Space Rental Payable:  
More than four months prior to the Exhibition 50%; less than four months prior to the Exhibition 100%;

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Messe Frankfurt Middle East GmbH  
PO Box 26761, Dubai, United Arab Emirates  
Tel: +971 4 389 45 00 Fax: +971 4 358 55 22  
Web: [www.automechanikaRiyadh.com](http://www.automechanikaRiyadh.com)

Your direct contacts:

Show Director: [gazi.bilikozen@uae.messefrankfurt.com](mailto:gazi.bilikozen@uae.messefrankfurt.com)  
Project Manager: [sami.alhashemi@uae.messefrankfurt.com](mailto:sami.alhashemi@uae.messefrankfurt.com)  
Team Assistant: [charri.may.oquindo@uae.messefrankfurt.com](mailto:charri.may.oquindo@uae.messefrankfurt.com)  
Team Assistant: [ruby.encabo@uae.messefrankfurt.com](mailto:ruby.encabo@uae.messefrankfurt.com)

- d. Upon payment of such amount to the Organisers by the Exhibitor (credit being given by the Organisers for all rental already paid by the Organisers for all rental already paid by the Exhibitor) the contract shall be cancelled and neither party shall have any further claim against the other.
17. The Organisers are not responsible for any loss, damage or delay incurred in freight shipments (transport, handling and clearing) into and out of the country. Exhibitors are urged to adequately insure all shipments.
18. **Exhibitors shall be totally responsible for the obtaining of visas and customs clearance for their staff, agents, products or services and in no event shall there be any claim for damages or otherwise against the Organisers in respect of any loss or expense relating thereto. The Exhibitor shall hold the Organisers safe and harmless from all loss or damage suffered by or arising from out of any act or default of any servant, agent, employee or subcontractor of the Exhibitor.**
19. Particular attention is drawn to the relevant Safety Standards which must be strictly observed for any exhibits involving lasers or radioactive materials, or which might provide noxious fumes or which make use of or display any other materials, which may involve a danger to the health or safety of any person. No such materials may be brought into the Exhibition without the prior agreement in writing of the Organisers and also the Exhibitor or person responsible agreeing to indemnify the Organisers against any claim or actions arising from the use or display of such materials.
20. The Exhibitor shall observe and comply with the arrangements detailed in the "Exhibitors Manual" and comply with all government laws, rules, regulations, and ordinances in force in the Kingdom of Saudi Arabia including those relating to residence and the carrying on of business in the Kingdom. The Organisers cannot accept any complaint or claim against them unless it is submitted in writing to the address given below within two weeks of the closing date of the Exhibition. All claims and disputes shall be settled in Jeddah in accordance with Saudi Laws and regulations.

### Copyright Clause

1. The Exhibitor hereby declares bindingly and irrevocably that the exhibited products are not unauthorized copies or replicas of the products of other suppliers or third parties. The Exhibitor also undertakes to respect the priority property rights of third parties. Should an infringement of property rights of this kind be brought to the Exhibitor's attention in the correct manner during their participation in the event, the Exhibitor undertake to remove the products concerned from their exhibition stand. The exhibitor is aware that, in the event of a violation of the undertakings given above, Messe Frankfurt Middle East GmbH is entitled to bar the Exhibitor from taking part in this or future events.

**messe frankfurt  
against copying**

## 8. Payment instructions

A down payment of 30% will be levied upon receipt of the booking form. Please note that deposits are not refundable. The remaining 70% must be settled four months prior to the opening day of the exhibition. Booking forms received within those four months will be invoiced at 100%.

Cancellations within the 4 months period will be charged a 100% cancellation fee. Prior to the 4 months period a 50% cancellation fee will be applied. All payments mentioned above are due within 14 days of receipt of the corresponding invoice.

### Please transfer funds to:

Beneficiary Name: **Messe Frankfurt Middle East GmbH**  
Beneficiary Address: **PO Box 26761 Dubai, United Arab Emirates**  
Bank: **HSBC Bank Middle East Limited**  
SWIFT Code: **BBME AEAD**  
UAE Dirhams Account Number: **035 - 881614 – 001 / IBAN: AE62020000035881614001**  
US Dollar Account Number: **035 - 881614 – 100 / IBAN: AE08020000035881614100**  
Cheque payment has to be in favour of: **Messe Frankfurt Middle East GmbH**

**Bank charges to be borne by exhibitor.**