

08 AUGUST 2025

09 AUGUST 2025

International Convention City Bashundhara (ICCB)
Dhaka, Bangladesh

2025



For Office use only : Stand No. _____ Hall No. _____

Name of the Firm :	_____
Address :	_____
City :	_____
Postal Code :	_____
Contact Person :	_____
Designation :	_____
Telephone :	_____
Mobile no :	_____
E-mail :	_____
Website :	_____
Product / Activity :	_____

(Max 50 Characters) * Please enclose Literature about your Organization and Products to be displayed.	
Fascia Name :	_____

Participation Fees:

Stand Type	In BDT per sqm	Minimum Bookable Area in sqm	Area In sqm	Amount BDT
Prefabricated Stand AC Hall		9		
Bare Space AC Hall				

Advance Payment	
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Sponsorship / Advertisement :	
	*VAT (15%)
	Total Participation Fees BDT =

Please Deposit Participation Fees in our Bank Account :

Account Name : SQUADMIND GLOBAL LIMITED	Account Number : 1510204610187001
Bank & Branch Name: BRAC BANK LTD. UTTARA BRANCH, DHAKA, BANGLADESH	SWIFT code: BRAKBDDH

Date : _____ Name : _____

Signature with stamp of Firm

P.T.O.

Organized by:



2025

Rules and Regulations



Registration: All requests have to be made in writing and appropriate forms filled in duplicate. These forms should be submitted with the Company seal and signature.

1. In case the event is postponed or cancelled, liability of the fees paid by the exhibitor. The exhibitors are requested to insure all their exhibits, before getting them to the Venue.
2. Every effort will be made to meet your requests. These will however not be recognized as a condition for participation.
3. Only the agreed exhibits may be displayed. Exhibits may be removed subject to permission from the organizers. The Organizers will not be responsible for any damages, in case of the application being signed by a third party (e.g. Representative).

Change / Cancellations: The organizers reserve the right at all times to change the dates of the exhibition due to force measure, without the participants being able to assess rights to compensation from any loss. A registration cannot be withdrawn or altered unilaterally by the participants. In case of cancellation due to any reason, Organizer is not liable to refund any Government Taxes.

Cancellation of participation: Cancellations must be made in writing; they cannot be taken over the phone. Cancellations are effective as of the date of receipt of your formal request.

The cancellation charges will be deducted from the paid amount and refundable as follows:

Sl. No.	Period of cancellation	Amount Refundable
1	Before 1st March, 2025	75% of paid amount
2	Before 15th March, 2025	50 % of paid amount
3	On or After 16th March, 2025	Amount will be non refundable.

Participation fee: The stall cannot be confirmed until the 50% advance payment is received.

Advertising :

Advertising of all kinds is permitted but only within the stand hired by the exhibitor, on behalf of the exhibitor's own company and only for exhibits manufactured or distributed by exhibiting firm.

Parking :

Provisions for Car & Scooter parking are made at the Fair Grounds in free of cost.

Exhibitors Badges :

Entry to the fairgrounds is not permitted without the Exhibitor's Badges.

Gate Pass :

Exhibitors are requested to note that they would require a Gate pass for security purposes, in case they wish to take any exhibits / items out of the fair grounds. The Gate pass would be available on written request at the office. A final Gate pass would be needed on last day at 5.30 p.m. for the exhibitors to move out of the fair grounds. If exhibitors want to get in the fair campus he will have to pay certain entry fees and deposit which will be decided by organizers to ascertain his timely entry and exit in the premises. Organizers will take no liability towards his vehicle or material. Exhibitors have to import his material in the prescribed time frame by organizers only in the fair campus.

Service Entry Timings are 6.00 am to 9.00 am & 7.00 pm to 9.00 pm Electrical connections :

The prefabricated stallholders should get their electrical works done from the electrical contractor appointed by the organizers only. If the exhibitors are getting own generator sets & electricians, should they seek the prior permission of the organizers. Requisitions for Power Points and Power Required (KW) should be made before 8th July, 2025. Details about your electrical load consumption have to be informed well in advance in written format.

Possession of stalls: Exhibitors must occupy the space allotted not later than 14:00hrs on the 07th August, 2025 or else the organizers reserve the right to re-allot the stall.

1. The Organizers reserve the right, to re-allocate or resize spaces under special circumstances. The organizers also reserve the right to cancel booking approved on basis of misleading or false information, or if the requirements for participation (rental charges are not received in full at the mentioned dates prior to the event) are no longer met by the applicant.
2. The exhibitors should accept that changes might take place in the other stands at the beginning of event. No claims for damages by either party would be entertained.
3. The exhibitors are responsible for the setting up their structures maintenance during the event and the dismantling after the event.
4. The stand and decoration materials should not exceed 3 Meter in height.
5. Music systems and special lights used inside a stand should not cause inconvenience or annoyance to other exhibitors or visitors. Any complaint received will result in termination of such display.
6. Exhibits must be positioned / displayed / demonstrated such that they will not intrude into the gangway / public space or cause hazard to visitors / other Exhibitors.
7. Any exhibit or process, which generates noxious or toxic fumes, or smoke of any kind, is strictly prohibited. Also no fuel or inflammable material is allowed in the exhibition premises.
8. All stand designs are expected to be ready on the first day of the exhibition, four hours before the inaugural time. Also dismantling of the displays will not be allowed before the closing time on the last day of the exhibition. Exhibitors are only permitted to distribute brochures or other advertising material from within their own stand. The display, distribution or presentation in any form outside the demarcated area is prohibited.

Cleaning of Halls: The general cleaning of the venue is the responsibility of the organizers. Cleaning of individual stalls & exhibits is the responsibility of the exhibitors. Such cleaning should be done every day prior to the opening of the event.

Store Room: Store facility at venue can be availed by Exhibitors by paying the requisite security charges. Organizers are not responsible for any loss or damage of goods.

Security: While all reasonable steps for the protection of property and exhibits are taken, including the employment of private security officers, the organizers do not by regulations governing the exhibition, accept any responsibility for loss of or damage to the exhibitors or contractors properties within the exhibition grounds.

General: In addition to any rights or reservations already specified, the organizers reserve the following rights:

The rules and regulations in mentioned here are subject to alteration or deletion. In such case the organizers will keep the exhibitors informed. All matters in connection with the exhibition not provided for by these rules and regulation, shall be settled or determined by the organizers, whose decision in relation thereon shall be final.

The Organizer reserve the right to remove from the exhibition grounds the goods of an exhibitor, who may contravene any of the rules or regulation in force. In case of cancellation or postponement of *Cosmetia Dhaka Expo 2025* caused by natural calamities (act of God) Governments instructions and or any other reasons, the exhibitors shall comply with the decision of the organizers.) For event that has already commenced if the organizers are compelled to cancel or shorten an event that has already begun, as a result of unprecedented circumstances, exhibitors are not assert claims for repayment or exemption from the stand rental charges.

*Surcharge for Vantage Position: * For Area 9 sq.m. to 21 sq.m 15%

* 10% for stands with 2-side open to passage & 15% for 3-side open to passage & 20% for 4-side open to Passage i.e. corner stands.

*surcharge will not be charged for areas more than 48 sq.m.

*Companies applying for a stand in enterprise Pavilion should qualify for following conditions.

*They should have Products or services related to farming activity. This will be decided by Fair Organising Committee.