



National Arena &
National Indoor Sports
Complex

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Phone: 922-8880-3, 922-8869
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2020 Exhibitor Application & Contract

1. Company Information

Name of Company: _____

Address: _____

Key Contact Person: _____

Position: _____

Phone: _____

Cell: _____

Fax: _____

Website: _____

Email: _____

Products to be exhibited: _____

Facebook: _____

Twitter: _____

(This will facilitate the creation of linkages by Expo Jamaica and the promotion of your participation).

2. BOOTH PAYMENT AND CANCELLATION TERMS

Main Aisle 10 X 10 Booth Space	Regular 10 X 10 Booth Space	Regular 10 X 17 Booth Space	Regular 9 X 10 Booth Space	Regular 10 X 8 Booth Space	Regular 10 X 6 Booth Space
<input type="checkbox"/> JMEA Member J\$125,000 (+ GCT) <input type="checkbox"/> Non-member J\$175,000 (+ GCT) <input type="checkbox"/> Corner	<input type="checkbox"/> JMEA Member J\$100,000 (+ GCT) <input type="checkbox"/> Non-member J\$150,000 (+ GCT) <input type="checkbox"/> Upstairs <input type="checkbox"/> Downstairs	<input type="checkbox"/> JMEA Member J\$170,000 (+ GCT) <input type="checkbox"/> Non-member J\$230,000 (+ GCT) <input type="checkbox"/> Upstairs <input type="checkbox"/> Downstairs	<input type="checkbox"/> JMEA Member J\$90,000 (+ GCT) <input type="checkbox"/> Non-member J\$140,000 (+ GCT) <input type="checkbox"/> Upstairs <input type="checkbox"/> Downstairs	<input type="checkbox"/> JMEA Member J\$80,000 (+ GCT) <input type="checkbox"/> Non-member J\$130,000 (+ GCT) <input type="checkbox"/> Upstairs <input type="checkbox"/> Downstairs	<input type="checkbox"/> JMEA Member J\$60,000 (+ GCT) <input type="checkbox"/> Non-member J\$110,000 (+ GCT) <input type="checkbox"/> Upstairs <input type="checkbox"/> Downstairs
7 Exhibitors wristband 2 VIP per booth space	5 Exhibitors wristband 1 VIP per booth space	8 Exhibitors wristband 1 VIP per booth space	5 Exhibitors wristband 1 VIP per booth space	3 Exhibitors wristband 1 VIP per booth space	2 Exhibitors wristband 1 VIP per booth space

Number of Booth Space(s): _____

Booth Number(s): _____

Total Cost: _____

3. Special Booth Requirement:

Electrical Power: 220 Volts (additional cost) Water Other: _____

PAYMENT POLICY:

- 25% deposit is due no later than December 13, 2019.
- 2nd 25% deposit is due no later than January 17, 2020.
- Final 50% payment is due no later than February 14, 2020.

EARLY BIRD SPECIALS

- Full payment received before December 13, 2019, will receive a 10% discount.
- Full payment received on or before January 17, 2020, will receive a 5% discount.

LATE PENALTY

- Final payment received after February 28, 2020, will attract a 10% additional charge on the balance outstanding.
- If final payment is not received by March 13, 2020, the **Exhibitor** is liable to forfeit their deposit and the booth will be reassigned.

CANCELLATION POLICY

Once a contract has been signed and accepted by the **Expo Jamaica Secretariat**, the following cancellation policy applies:

- The **Exhibitor** is liable to forfeit any deposit if cancellation is made in writing before January 13, 2020, unless the booth is reassigned.
- If the cancellation occurs after January 13, 2020, the **Exhibitor** is liable to forfeit any deposit already made.

ALL PAYMENTS ARE TO BE MADE ONLINE VIA THE EXPO JAMAICA PLATFORM

TERMS AND CONDITIONS

1. CONTRACT

This Agreement between Applicant ("**Exhibitor**") and the **Expo Jamaica Secretariat** shall constitute a valid and binding contract. Show Management reserves the right to render all interpretations and to establish further regulations as it may deem necessary for the general success of the event. It is further agreed that regarding the conditions, rules and regulations, as herein stated in this contract the **Exhibitor** agrees to be bound by each and every one thereof.

2. PAYMENT TERMS

Contracts must be signed by the **authorized signatories** and returned to the **Expo Secretariat** as follows:

2.1 PAYMENT POLICY

- 25% deposit is due no later than December 13, 2019.
- 2nd 25% deposit is due no later than January 17, 2020.
- Final 50% payment is due no later than February 14, 2020.

2.2 EARLY BIRD SPECIALS

- Full payment received before December 13, 2019, will receive a 10% discount.

- Full payment received on or before January 17, 2020, will receive a 5% discount.

2.3 LATE PENALTY

- Final payment received after February 28, 2020, will attract a 10% additional charge on the balance outstanding.
- If final payment is not received by March 13, 2020, the **Exhibitor** is liable to forfeit their deposit and the booth will be reassigned.

2.4 CANCELLATION POLICY

Once a contract has been signed and accepted by the **Expo Jamaica Secretariat**, the following cancellation policy applies:

- The **Exhibitor** is liable to forfeit any deposit if cancellation is made in writing before January 13, 2020, unless the booth is reassigned.
- If the cancellation occurs after January 13, 2020, the **Exhibitor** is liable to forfeit any deposit already made.

3. SCOPE OF EXHIBITS

- 3.1. Products/services **must** be manufactured/produced within **Jamaica**. If there is any doubt, this should be cleared with the **Expo Secretariat** in writing. Any product or service that does not meet the requirements **will be removed**.

3.2. **Exhibitors** using any excessive amount of appliances or electrical gadgets, as determined by the **Expo Secretariat** will be charged a fee according to the items for additional electricity.

3.3. Exhibits shall be limited to the items that the **Exhibitor** produces in Jamaica. The following items shall **not** be allowed:

- Weapons, guns inflammables, explosives, poisons, radioactive material/products, contrabands.
- Items that may infringe on the patent or design rights of other products.

3.4. **Exhibitors** are required to keep their area clean. In the case where products are being sampled, adequate garbage bins should be provided by the **Exhibitor**.

4. USE OF SPACE

4.1 Show Management reserves the right to decline, prohibit or expel an exhibit which, in its sole judgment, is out of keeping with the character of the Event, this reservation being all inclusive as to persons, things, printed matter, product, conduct, sound level, etc.

4.2 Exhibit or product may not extend into any aisle.

4.3 Exhibitor shall not arrange its exhibit so as to obscure or prejudice adjacent Exhibitors.

4.4 **Exhibitor** shall not assign or sublet any part of its assigned space(s) without the written consent of Show Management.

4.5 **Exhibitor** will keep its booth(s) open and staffed at all times during Event hours.

4.6 The **Expo Secretariat** reserves the right to allocate booth space(s). Locations **cannot** be changed or transferred without the permission of the **Expo Secretariat**.

4.7 Subject to availability, **Exhibitors** will **not** be allowed to request more than three (3) booth spaces.

4.8 Sounds of any kind [e.g. musicians, entertainers, loud speakers and sound system equipment] must not be projected outside the confines of the **Exhibitor's** booth and must be conducted and arranged so that noise resulting from demonstration or promotion does not annoy or disturb other exhibitors and their patrons, nor cause aisles to be blocked. Show Management shall be the sole judge of what constitutes appropriate sound levels and determine at what point a disruption or sound level constitutes interference and must be discontinued.

5. National Arena Booth (construction/dismantling)

5.1 Raw wood, cardboard, electrical wiring or similar materials for booths **must** be covered or painted if they are visible to adjacent/upper floor booths.

5.2 Management reserves the right to have these areas covered at Exhibitor's expense, if necessary.

5.3 Booth construction **must** conform to the size specified 10 ft x 10 ft or multiples thereof and **no higher than 9 ft**. Any variations are to be approved by the **Expo Committee no later than February 28, 2020**. The **Expo Secretariat** reserves the right to reject any booth if considered unsafe or otherwise hazardous to the public.

5.4 **Provision is only available for the use of running water for booths located on the ground floor at the north side.** **Exhibitors** requiring this facility should advise the Expo Secretariat accordingly. There are limited numbers of booth spaces in this area.

5.5 **Exhibitors** are **not** allowed to erect any signs or banners outside their allotted area.

5.6 Booth construction costs will be the responsibility of the **Exhibitor**.

5.7 Booths **must** be constructed by **12:00 midnight on April 29, 2020**, and disassembled and reclaimed by the **Exhibitor** on **May 4, 2020**. Construction will start at **noon April 27, 2020**. **Only** fully paid **Exhibitors** will be issued construction passes prior to **April 27, 2020**.

5.8 During construction all materials are to be kept in the confines of your area and **must not** impede other exhibitors space or walkways.

5.9 If booth construction is not completed at the time specified, the **Expo Secretariat** reserves the right to stop further construction and or evict the **Exhibitor**.

6. NATIONAL INDOOR SPORTS CENTRE Booth (construction/dismantling)

6.1 All rules listed in section five (5).

6.2 Absolutely no pasting, drilling, nailing, gluing or use of chemicals that will cause damage to the floor surface.

6.3 No heavy construction will be allowed.

7. ADMISSION

7.1 Each **Exhibitor** will be provided with non-transferable exhibitor wristbands and VIP passes for

each booth space. Booth representatives **must** wear wristbands at all times.

7.2 **Wristbands that are not affixed appropriately will be removed and persons denied entry.** Additional wristbands may be purchased at the following cost:

- V.I.P. - \$2,000.00 each
- General - \$1,000.00 each

VIP Bands allows entry to the show for all four (4) days of the Exposition and access to the VIP Room on Saturday and Sunday, May 2 and 3, respectively.

General Band allows for entry to the show for all four (4) days of the Exposition.

7.3 **Exhibitor wristbands are for the exclusive use of the company personnel. Misuse of bands will result in confiscation by Security.**

7.4 **OPENING HOURS AND SCHEDULE OF EVENTS:**

8. **Expo Jamaica** will be open as follows:

ACTIVITIES	DATE	TIME
Buyers Days	Thursday, April 30 Friday, May 1	10:00a.m. - 5:00p.m 10:00a.m. - 5:00p.m
Public Days	Friday, May 1 Saturday, May 2 Sunday, May 3	5:00 p.m. - 10:00p.m 10:00 a.m. -10:00p.m 10:00 a.m. -10:00p.m
Opening Ceremony	Thursday, April 30	5:30p.m. - 6:30p.m
Opening Party	Thursday, April 30	7:30pm – 12:00am
To The World Platform	Saturday, May 2 Sunday, May 3	10:00 a.m. - 10:00p.m 10:00 a.m. - 10:00p.m
Booth Competition	Thursday, April 30 to Saturday, May 2	All Day
Booth Awards Competition	Sunday, May 3	10:30 a.m.

8.1 The **Expo Secretariat** reserves the right to change these times.

9. SECURITY

9.1 Booths **must** be adequately manned at all times during the opening hours of the Exhibition.

9.2 A private firm will provide twenty four (24) hour security for the duration of the show. Radio contact will be maintained between the show officials and the security management team.

9.3 **Exhibitors are responsible for the security of their items during the construction and exhibition period.** Security will be on location from the closing hour to the opening hours of the show each day from **Thursday, April 30 to Sunday, May 3.**

9.4 Security personnel will patrol all the designated parking areas at the exhibition site.

9.5 At the end of the exhibition each day, the security procedures will be as follows:

- Public cleared from the exhibition hall.
- One **Exhibitor** from each booth remains behind.
- Systematic clearance sweep of the entire exhibition hall conducted by security personnel
- Remaining **Exhibitors** and security personnel vacate the hall together.
- Hall secured and all keys handed over to the Show Manager.

9.6 Security patrols posted outside and around the exhibition hall every night for the entire night.

9.7 At 8:00 a.m. each morning, the exhibition hall will be re-opened. **Exhibitors** are to ensure that at least one representative is present to secure their booth(s).

9.8 After the show on the final night, Sunday, May 3 the exhibition hall will be secured in the normal fashion. **In order to maintain full control, Exhibitors WILL NOT be allowed to dismantle or remove any goods, furniture or equipment from the exhibition hall.** Hence, the following will be done:

- A systematic clearance sweep of the entire exhibition hall will be conducted by security personnel.
- Remaining **Exhibitors** and security personnel will vacate the hall together.
- The hall will be secured and all the keys handed over to the Show Manager.
- Security patrols will be posted outside and around the exhibition hall every night for the entire night.

10 FIRE PREVENTION

10.1 **Exhibitors** are allowed to cook, however, without devises requiring open flames.

10.2 Members of the Fire Service are likely to visit the exhibition to ensure that those **Exhibitors** engaged in such activities have the appropriate fire prevention equipment.

11 RETAIL SALES

- 11.1 **Exhibitors** are permitted to sell any or all items on display within the designated hours of the show.
- 11.2 However, large items such as furniture, **should not** be removed from the exhibition site before the dismantling period. Booth displays must at no time be compromised through the selling and removal of items (large or small).
- 11.3 **For security purposes, Exhibitors are reminded that items sold to patrons should be affixed with adhesive stickers marked "SOLD".**

12. JAMAICA EMERGING MANUFACTURERS AND VILLAGE (JEMS)

12.1 Criteria:

- Preference will be given if the company is a member of the JMEA
- Must be earning
- 0-20 million dollars per annum for **Micro businesses**
- 10-50 million dollars per annum for **Small Businesses**
- Must employ a minimum of 5 persons
- The business must be less than 7 years old
- The business must be tax compliant
- Must manufacture a product or provide a service that is manufactured or produced within Jamaica
- Preferably indigenous raw materials used in production

12.2 TERMS & CONDITION:

- Expo Jamaica reserves the right to visit the facilities and request audited or in-house financial statements, Tax Compliance Certificate and Business Registration Certificate.
- The subsidized cost for 4 days participation:
(a) JMEA Members - J\$45,000.00
(b) Non- JMEA Members - J\$55,000.00
- Application deadline is Wednesday, January 31, 2020.

13. EXPO MAGAZINE

- 13.1 An Expo Magazine will be distributed to both local and overseas buyers as well as Exhibitors.
- 13.2 The company information provided above will be included in the Magazine.
- 13.3 **Exhibitors** which would like to advertise in the Expo Magazine **must** confirm by **January 31, 2020**, and submit the ad in an appropriate format. Additional information will be provided at a later date.

14. TO THE WORLD PLATFORM

- 14.1 **Exhibitors** will be provided with the opportunity to do product demonstrations or presentations on the "To the World Platform" at an additional cost.
- 14.2 Additional information and separate forms will be provided to confirm participation.

15. DAMAGE

- 15.1 **Exhibitors** are **not** allowed to damage or deface the facility in any way. **Exhibitor** shall be fully responsible to pay for any and all damages to property.
- 15.2 Caustic or staining fluids/materials **must not** be used where they may damage the floor coverings.
- 15.3 Packing, unpacking and assembly of exhibits shall be done only in designated areas and in conformity with the directions of the Show Management, as applicable.
- 15.4 No materials may be pasted or glued to the floor or walls of the Arena unless specifically approved in advance by the **Expo Secretariat**.

16. EXHIBITOR COMPLIANCE

- 16.1 **Exhibitor** shall be bound by all applicable and pertinent laws, codes and regulations of the Office of Disaster Preparedness and Emergency Management (ODPEM), Jamaica Fire Brigade and the Parish Council or any other authorities having jurisdiction over the facility or the conducting of such expositions, together with the rules and regulations of the owners and/or operators of the facility in which the Event is held.

16.2 **Exhibitors** are required to complete and submit to the Secretariat an evaluation form to assist **Expo Jamaica** in its assessment process.

This contract **only** applies to booths located in the National Arena.

17 AVAILABLE SERVICES

17.1 On behalf of the Exhibitors, the Show Management has designated official exhibition contractors to provide the following services: telephone, electrical and plumbing. Arrangements for these services and payments are to be made between **Exhibitors** and the official exhibition contractors.

17.2 The following basic services will be provided: A 110 volt 50 cycle single-phase electricity terminal outlet will be provided to each booth (**no plug sockets will be provided**), a general first aid station, fire safety, garbage disposal, information booth, daily cleaning of common areas and adequate security.

21 SIGNATURE

I have read this Application and Contract and understand that it will become a binding contract upon the acceptance by the Expo Jamaica Secretariat and is subject to the basic terms and conditions stated on the reverse side hereof as well as the rules and regulations which are incorporated herein and made a part of this Application and Contract.

CONDITIONS ARE SUBJECT TO CHANGE

18 INDEMNITY AND LIMITATIONS OF LIABILITY

18.1 **Expo Jamaica** will ensure public liability for all common areas for the set-up, through the duration and dismantling of the show.

18.2 The **Exhibitor** assumes all responsibility for any and all loss, theft or damage to Exhibitors display equipment and other property while on the premises of the National Arena.

18.3 It is the **Exhibitors** responsibility to maintain proper insurance coverage for its property and liability.

X _____
Company Authorizing Signature Date

X _____
Name (Please Print)

X _____
Expo Jamaica Authorizing Signature Date

X _____
Name (Please Print)

19 JMEA MEMBERS RATE

In order to receive the JMEA member rate for exhibit space, membership dues must be paid up in full for the 2020 Calendar Year.

Members which have been expelled from the JMEA are prohibited.

20 RULES AND REGULATIONS

Exhibitor will comply with all rules and regulations issued by Show Management as amended from time to time.