



Presents



(Exhibitor's Manual)

29th FEB ~ 02nd MAR 2024

TIME: 10:00 AM~06:00 PM

Venue: Sri Lanka Exhibition & Convention Centre
(SLECC), Colombo – Sri Lanka

Organized by:



In Association with :



CEMS Corporate Office for Sri Lanka :

Conference & Exhibition Management Services Lanka (Pvt) Ltd. Colombo, Sri Lanka

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11th Textech Sri Lanka 2024 Int'l Expo
13th Colombo Int'l Yarn & Fabric Show 2024
43rd Dye+Chem Sri Lanka 2024 Int'l Expo

Dear Exhibitors,

We would like to thank you very much for your kind support and participation in our "11th Textech Sri Lanka 2024 Int'l Expo, "13th Colombo Int'l Yarn & Fabric Show 2024, and "43rd DyeChem Sri Lanka 2024 Int'l Expo". We do believe, by participating in this exhibition, you will be able to make new business through close interaction with the business people.

This Exhibitor's Manual contains comprehensive information and serves to assist you making in advance arrangements for your participation in the Exhibition. Please read it carefully and observe the general rules and regulations, exhibition schedule and deadline for various order specified in this Manual.

Detailed information on booth construction and others are also contained herein.

Should you require any further information or assistance, please feel free to contact us.

We wish you every success in our "11th Textech Sri Lanka 2024 Int'l Expo, "13th Colombo Int'l Yarn & Fabric Show 2024, "43rd Dye+Chem Sri Lanka 2024 Int'l Expo" and look forward to seeing you.

Thanks & Regards,

S. S. Sarwar
Group CEO
CEMS – Global
Conference & Exhibition Management Services Ltd.

11th Textech Sri Lanka 2024 Int'l Expo, 13th Colombo Int'l Yarn & Fabric Show 2024, 43rd Dye+CHem Sri Lanka 2024 Int'l Expo

Participation Procedures

Appendix 1

Procedures	Deadline	Activities
Submission of Exhibition Participation Form	January 10, 2024	Submit to: CEMS Or appointed CEMS Representatives in respective countries
Payment of Exhibition Booth Fee	Latest by January 20, 2024	Payment should be made to CEMS USA, CEMS Lanka or CEMS India or appointed CEMS Representatives in respective countries.
Booth Allocation Letters to be issued by CEMS	February 20, 2024	
Submission of Company details, etc for Official Expo Directory	January 20, 2024	Submit to: CEMS Global, CEMS Lanka or CEMS - India by Mail, Fax or Email
Submission of Advertisement Form for Official Expo Directory (Form can be collected on request from CEMS)	January 20, 2024	Submit to any CEMS OFFICE- By Mail, Fax or Email

TIME SCHEDULE

Move –In/ Preparation	February 28,2024	From 2:00 pm (for special design /decoration timing, please contact concern Cems Office)
Opening Ceremony	February 29 th ,2024	FOYER AREA
Exhibition Date	February 29 ,2024 10:00 – 18:00	SLECC – Sri Lanka Exhibition & Convention Centre
	March 01, 2024 10:00 – 18:00	
	March 02, 2024 10:00 – 18:00	
Exhibition Close	Mar 02, 2024 18:00 – 19:00	
Move Out/Removal	Mar 02, 2024 18:30 - 23:00	

1. Services Parties

Official Booth Contractors

Matters concerning booth decoration, fascia name board furniture, electricity and water connection, compressed air and industrial gas and other problems to booth set up, please refer to:

contact@cemsonline.com

2. Mode of Payment

Regarding booth allocation, we would like to inform you that booth will be distributed on First come first serve basis.

Payment in Sri Lanka has to be made in favor of **Conference & Exhibition Management Services Lanka Pvt Ltd. by Cheque / Pay Order / Draft.**

For International Remittance, payment details available on request.

However, payments can also be made directly to our appointed Representatives in respective countries.

The deadline for the payment of Booth price is latest by September, 2024. (However, this deadline does not apply to `Early Registration Discount Deadlines as announced by `CEMS-Global'. Exhibitors will then have to follow the Early Registration payment deadlines)

3. Basic Booth Facilities

The charge for each booth includes the following facilities:

1. One Table
2. Two Chairs
3. One electrical outlet with electric supply
4. Your company name Fascia/Signboard
5. Constructed Full Shell Scheme Booth (as per booking)

4. Rules & Regulation for Participation Application

Procedure

1. Application for participation is to be made on the CEMS Expo Application Form. Acceptance of participation & exhibits will be the sole discretion of organizer.
2. Full participation charge must be paid within the Payment deadline stated in this Manual.
3. Space (Booths/Stalls) will be available on First Come First Serve basis.
4. Once completed/ signed application form & Stall/Booth charge are received, no refund request will be entertained.

Insurance:

1. The organizer will not be liable to damage /injury /fire /flood /claims /loss /theft of exhibits & personal properties, public liability (third party) insurance and accidents liability; it's the exhibitors' responsibility to cover all their own insurance.
2. The organizer shall undertake the general protection and maintenance of the site. The organizer shall not be responsible for the protection and maintenance of the exhibits and other related materials inside the booths of the exhibitors. The custody of exhibits and other related materials should be the responsibility of exhibitors. Exhibitors should not obtain any compensation for any kind of damages occurs at the fair site or during the transportation.

Booth Construction

1. Work of construction of stand / stall decoration, cargo handling can be availed by the participants only from those contractors who are registered with the organizer. Please obtain necessary permission from the organizer office. No other contractors will be allowed to provide services for the above exhibition.
2. Screwing, drilling, nailing or painting on the floors, walls, pillars or any part of the Exhibition Halls will not be allowed. Exhibitors and their contractors will be liable for any damage to the Exhibition Halls.
3. **The height limitation for the Shell Scheme booth is 8 feet in all halls. Please note, for the Special design height limit in all halls are maximum of 12 feet and in the booths which are under the staircase the height limit is a maximum of 10 feet.**
4. All materials used in booth construction and decoration must be properly fire-proof in accordance with general regulations of Sri Lanka Exhibition and Convention Centre (SLECC).

Electricity Installation:

1. No Contractor, other than the official contractor, is allowed to carry out any installation work concerning the supply of electricity and water at the exhibition site.
2. No more than one extension cord shall be connected to any one socket.
3. No individual generators are allowed to be used.

Sales & Customs Duty

1. Goods may be sold during the exhibition but under no circumstances can they be removed from the exhibition site unless all Customs duties/taxes have been paid.

2. During the period of duties/tax assessment, sold exhibits will be moved to a bonded warehouse wherein the Exhibitors will be required to pay an in-transit movement charge.

Booth Preparation and Removal

1. Carry-in, installation, decoration is allowed only as per schedule stated in this Manual. Exhibitors are required to complete all the preparation on that day by themselves.
2. The organizer shall not admit to start removal of exhibitor before the closing time (March 02, 2024 at 6:00 pm) of the fair in principle.
3. Exhibitors are also wholly responsible for bringing their exhibits out after the closing of Expo (March 02, 2024 at 6:00 pm), and prohibited to leave any exhibits or waste materials on the Expo site.

Prohibition and Regulations

1. Exhibitors are also prohibited from subleasing or transferring the right to use the allocated booth to a third party.
2. The organizer can terminate support if an exhibitor violates any of the exhibition rules and regulations contained herein. In such case, the organizer shall bear no liability to the exhibitor for loss, damage or expense that the exhibitor may incur as a result of such termination.
3. Exhibitors should ensure that moving exhibits are kept out of the reach of visitors.
4. Exhibitor should not cause any annoyance to visitors or other exhibitors. Acceptable noise level will be maintained. The organizers reserve the right to impose limitation on the operation of noisy machinery.
5. If an exhibitor's demonstration is considered dangerous, to cause excessive noise, vibration, heat, air contamination, or other hazards, complaints from neighboring exhibitors or if the organizer determines that the demonstration cause problems in maintaining safety of the fair, the organizer may impose restrictions on the exhibitor's demonstrations activities and/or require the exhibitor to take preventive / corrective measures or stop the demonstration. Expenses related to the above shall be borne by the exhibitor.
6. Smoking in the Exhibition premises is strictly prohibited.
7. Subletting is not allowed.

5. Information on Logistics

**IMPORTANT INFORMATION & GUIDELINE ON SENDING
MACHINERY / EQUIPMENT / MATERIAL FOR DISPLAY IN THE :
11th Textech Sri Lanka 2024 Int'l Expo 13th Colombo Int'l
Yarn & Fabric Show 2024, 43rd Dye+CHem Sri Lanka
2024 Int'l Expo**

PLEASE NOTE THAT IF YOU WANT TO HIRE YOUR OWN BOOTH CONSTRUCTION COMPANY THEN KINDLY INFORM CEMS PRIOR TO THE EXHIBITION FOR APPROVAL.

FOR BOOTH CONSTRUCTOR PLEASE EMAIL BELOW:

contact@cemsonline.com

WE HOPE THE EXHIBITOR'S WILL FOLLOW THE ABOVE GUIDELINE WHICH HAS BEEN SPECIALLY ISSUED IN THE INTEREST OF THE EXHIBITOR AND TO AVOID ANY AMBIGUITY AS IT IS OF IMPORTANCE TO US TO ENSURE SMOOTH OPERATION OF YOUR PARTICIPATION.

WE WISH YOU A SUCCESSFUL 11th Textech Sri Lanka 2024 Int'l Expo, 13th Colombo Int'l Yarn & Fabric Show 2024 & 43rd Dye+CHem Sri Lanka 2024 Int'l Expo.

(ends)
