

## BOOTH APPLICATION FORM

Please submit form (before May 24<sup>th</sup>, 2019) by to :

**application@beirut-design-fair.com**

### BOOTH APPLICATION & CONTRACT

By completing the following, you are making a formal application for an exhibition space which will become binding upon confirmation from the Organisers after the Selection Committee approval.

Kindly attach with your application form your portfolio or sample pictures of the works you plan to exhibit.

### CONTACT DETAILS

Name (gallery / company / designer) : \_\_\_\_\_

Main Address : \_\_\_\_\_

City : \_\_\_\_\_ Zip code : \_\_\_\_\_ Country : \_\_\_\_\_

Telephone : \_\_\_\_\_ Mobile : \_\_\_\_\_

Gallery Director / Owner / Designer : \_\_\_\_\_

Direct e-Mail : \_\_\_\_\_

Gallery location : \_\_\_\_\_

Billing address

(if different from above) : \_\_\_\_\_

VAT Number or TAX Number\* (mandatory for Lebanese companies) : \_\_\_\_\_

**\* In the absence of VAT number or Tax Number, the latest tax decisions in Lebanon (04/2019) require us to send your details to the authorities and charge an additional penalty of 7.5% which will be claimed by the authorities.**

Full details are contained in the BEIRUT DESIGN FAIR 2019 - Exhibition Terms & Conditions (see below) that form part of this Agreement and is incorporated by reference hereto. By signing below, the signatory certifies that he/she has the authority to sign the contract and bind the company listed to the participation obligation.

I hereby declare I have read and understood the BEIRUT DESIGN FAIR 2019 - Exhibition Terms & Conditions, with which I am in full agreement without reservation or restriction.

Name (in print) : \_\_\_\_\_

**Signature & Company Seal**

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

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<b>EQUIPPED BOOTH / OPTION 1</b>			
<b>1.A GENERAL per square meter price : 400 US\$ (excluding VAT)</b>			
<input type="checkbox"/> 16 sqm	<input type="checkbox"/> 20 sqm	<input type="checkbox"/> 24 sqm	<input type="checkbox"/> 28 sqm
<input type="checkbox"/> 32 sqm	<input type="checkbox"/> 36 sqm	<input type="checkbox"/> 40 sqm	<input type="checkbox"/> other
Surface assigned at +/- 10% according to technical parameters of the setup			
			400 US\$ x
			sqm
			Total
			US\$
<b>1.B Application for corner : supplement of 5%</b>			
Confirmation of corner placement is assigned contingent to availability of space. This supplement will reflect on the final invoice for all corner booths.			
			US\$
<b>1.C Civil Responsibility Insurance (compulsory)</b>			
			100 US\$
			100
			US\$
<b>1.D Double page in the catalog</b>			
			350 US\$
			350
			US\$
			Sub total
			US\$
			VAT 11%
			US\$
			TOTAL
			US\$

<b>Included in the price :</b>	<b>Configuration of booth :</b>
<ul style="list-style-type: none"> <li>• Preview &amp; VIP Passes</li> <li>• Fair badges valid for the entire duration of the fair</li> <li>• 2 full pages in the fair's catalog</li> <li>• 2 catalogs</li> <li>• Listing with hyperlink on the fair's website</li> <li>• 1 invitation (2 pax per invite) for the official Gala Dinner</li> </ul>	<ul style="list-style-type: none"> <li>• Wood partitions at the height of 3 meters</li> <li>• One spotlight of 70 W, overhead light HQI, every 5 sqm</li> <li>• Exhibitor recto-verso ensign</li> <li>• Carpet (as per specifications of the scenography)</li> <li>• One electric outlet</li> </ul>

<b>NUDE BOOTH / OPTION 2 (partitions constructed and raised by the exhibitor)</b>			
<b>1.A GENERAL per square meter price : 300 US\$ (excluding VAT)</b>			
<input type="checkbox"/> 16 sqm	<input type="checkbox"/> 20 sqm	<input type="checkbox"/> 24 sqm	<input type="checkbox"/> 28 sqm
<input type="checkbox"/> 32 sqm	<input type="checkbox"/> 36 sqm	<input type="checkbox"/> 40 sqm	<input type="checkbox"/> other
Surface assigned at +/- 10% according to technical parameters of the setup			
			300 US\$ x
			sqm
			Total
			US\$
<b>1.B Application for corner : supplement of 5%</b>			
Confirmation of corner placement is assigned contingent to availability of space. This supplement will reflect on the final invoice for all corner booths.			
			US\$
<b>1.C Civil Responsibility Insurance (compulsory)</b>			
			100 US\$
			100
			US\$
<b>1.D Double page in the catalog</b>			
			350 US\$
			350
			US\$
			Sub total
			US\$
			VAT 11%
			US\$
			TOTAL
			US\$

<b>Included in the price :</b>	<b>Configuration of booth :</b>
<ul style="list-style-type: none"> <li>• Preview &amp; VIP Passes</li> <li>• Fair badges valid for the entire duration of the fair</li> <li>• 2 full pages in the fair's catalog</li> <li>• 2 catalogs</li> <li>• Listing with hyperlink on the fair's website</li> <li>• 1 invitation (2 pax per invite) for the Gala Dinner</li> </ul>	<ul style="list-style-type: none"> <li>• Exhibitor recto-verso ensign</li> <li>• Carpet (as per specifications of the scenography)</li> <li>• One electric outlet</li> </ul>

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### MODE AND SCHEDULE OF PAYMENT

Payment shall be made within two installments :

- 1<sup>st</sup> installment of 50% of the total cost is due within 7 days after the Exhibitor's receipt of notice that this Application is successful and the Exhibitor has been admitted to exhibit in the Fair.
- 2<sup>nd</sup> installment of the remaining 50%, August 10<sup>th</sup> 2019.

- By wire transfer in US\$ (please indicate to the bank the subject of your transfer including your invoice number and send us a copy of the bank transfer)

Name of the Beneficiary :	<b>BAF EVENTS SARL</b>
Account number :	<b>0048 1000 0008</b>
IBAN :	<b>LB21 0056 0000 0000 0048 1000 0008</b>
Bank adress :	<b>Bank Audi Sal Achrafieh Corporate Branch Sofil Center Charles Malek Avenue, Achrafieh Beirut, Lebanon</b>
Correspondant :	<b>JP MORGAN (USD) - DEUTSCHE BANK (EUROS)</b>
Swift Code :	<b>AUDBLBBX</b>

- By company cheque enclosed (For Lebanese Exhibitors only). Beneficiary Company : **BAF EVENTS SARL / BDF**

### CHECKLIST | Please check off accordingly, before sending to : **application@beirut-design-fair.com**

- Completed and signed application form (before May 24<sup>th</sup>, 2019)
- A complete list of designers who will be presented (except for SPOT ON ! : 1 designer)
- A portfolio or sample pictures of the works you plan to exhibit  
*At least 3 images (JPEG or PDF, 300dpi) of your selected artworks for the fair.*

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### BEIRUT DESIGN FAIR 2019 - EXHIBITION TERMS & CONDITIONS

**THIS DOCUMENT (BEIRUT DESIGN FAIR 2019 - EXHIBITION TERMS & CONDITIONS) FORM PART OF THE « APPLICATION FORM » AND IS INCORPORATED BY REFERENCE.**

#### ART. 1 - GENERAL LAYOUT

“BEIRUT DESIGN FAIR” will take place from 19 to 22 September, 2019 - VIP Opening September 18<sup>th</sup> (herein after THE FAIR). THE FAIR is organised by BAF EVENTS Sarl (herein after THE ORGANIZER).

Anyone wishing to participate in THE FAIR must obtain and submit an application from and to THE ORGANIZER. Successful applicants (herein after THE EXHIBITOR) are selected by the selection board based on the proposed programme and artists list, and the programme must be tailored to fit within THE EXHIBITOR's designated stand dimension. In acceptance, the countersigned application form will serve as an agreement between THE ORGANIZER and THE EXHIBITOR, and will constitute an official and irrevocable engagement to pay the full sum for the leasing of a stand and any attendant expenses (herein after THE PRICE). THE EXHIBITOR, hereby, must engage himself to respect, with no exceptions whatsoever, the clauses of the present rules and regulations as well as any new variations thereof which may eventually be required by circumstances and ultimately adopted by THE ORGANIZER for the general interest of THE FAIR.

#### ART. 2 - EXHIBITORS

Those considered to be exhibitors are professional galleries of painting, sculpture, installation, photography, video & design within the parameters of original works of art as defined by THE ORGANIZER.

THE EXHIBITOR have to respect the nomenclature of articles admitted into THE FAIR by THE ORGANIZER, as well as observing the basic rules and regulations set forth by THE VENUE.

As in the agreement, it is the responsibility of THE EXHIBITOR to present the proposed programme at THE FAIR. THE EXHIBITOR must submit any modification or alternation to the programme to THE ORGANIZER in writing in advance for approval. THE ORGANIZER reserves the right to reject altered programmes and requests for new programme agreeable by both parties to suit the direction of THE FAIR.

#### ART. 3 - SELECTION

A proposal concerning the works and artists who will be exhibited during THE FAIR is requested from every applicant. THE ORGANIZER may accept or decline an applicant without any explanation whatsoever.

#### ART. 4 - PAYMENT

The galleries selected by THE ORGANIZER with the artistic board will receive a written document by mail stating their acceptance as participants in THE FAIR.

The acceptance of the application by THE ORGANIZER means the definitive agreement by THE EXHIBITOR to any and all clauses understood in the present fees.

Payment of THE PRICE must be effectuated in two instalments:

- (i) 50% of the total cost of participation is due upon acceptance or before June 30, 2019
- (ii) Balance 50% of the total cost of participation is due on or before August 30, 2019

THE EXHIBITOR will be admitted into THE FAIR only after having paid all fees in full.

Once the entire payment is received, THE EXHIBITOR will receive all operational and shipping documents as well as claiming the reserved stand.

#### ART. 5 - CANCELLATION

In the event that THE EXHIBITOR should withdraw or fails to participate in THE FAIR, THE EXHIBITOR is liable for the full payment of THE PRICE if THE ORGANIZER is unable to re-let the stand under the usual conditions within one hundred and twenty (120) days of cancellation notification by THE EXHIBITOR. Should THE ORGANIZER succeed in re-letting the stand, the withdrawing exhibitor is liable for compensate 20% of THE PRICE.

If the withdrawal occurs one hundred and twenty (120) days or less prior to THE FAIR, the withdrawing exhibitor is liable for THE PRICE in full and any ancillary costs incurred, regardless of whether the stand can be re-let.

#### ART. 6 - STAND PLACEMENT

The assignment of stands will be effectuated by zone, contingent on the order of the arrival and acceptance of applications. No modifications will be made with regards to stand placement.

Exhibitors who applied for corner stands through the application form may or may not be granted the said request as corner stands are limited in availability. Exhibitors who receive corner stands at THE FAIR will have the supplement of 5% to the stand price reflected on the final invoice.

#### ART. 7 - MOVE-IN AND MOVE-OUT PERIODS

Detailed schedules will be provided in the Technical guide. It is the responsibility of THE EXHIBITOR to observe the schedule and to carry out the necessary tasks according to the schedule and within timeline.

Artworks arriving after the official opening hours of THE FAIR will not be allowed to be placed in the stand during THE FAIR's opening hours. Change of artworks during opening hours is also not allowed. THE EXHIBITOR is responsible for the presentation and display of his/her stand and is expected to clear all tools and hung displays stored during opening hours for the safety of the artworks, the exhibitors and the visitors.

Stands must not be vacated before the end of THE FAIR. Last day removal and packing of exhibits should only take place during the deinstallation period. THE EXHIBITOR is to return the stand with the original number of items (e.g. lights, rental equipment).

#### ART. 8 - STAND ALTERATION

All stands are constructed by THE FAIR's Official Show Builder, THE EXHIBITOR must comply with regulations governing the overall design of structures, as well as fire and safety requirements. THE ORGANIZER must be informed and approved of deviations to the standard stand design, if so desired by THE EXHIBITOR. Such deviations (e.g. enclosed stand, floorings, etc.) must be clearly indicated on the stand grid drawing provided in the Technical guide. THE ORGANIZER reserves the right to prohibit construction of unsuitable or inadequately designed stands. Any extra expenses resulting from unapproved alterations will be borne by THE EXHIBITOR.

#### ART. 9 - STAND OPERATIONS

THE EXHIBITOR is obliged to keep their stand orderly and presentable at all times, avoiding, for example, piled up paintings on the floor or overflowing trash bins.

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The ORGANIZER reserves the right to intervene in matters of orderliness should the need arise.

An employee or representative of THE EXHIBITOR must always be present at his/her stand at all times during the opening hours of THE FAIR, including installation and de-installation period. THE ORGANIZER and THE VENUE are not liable for any loss or theft deal to the absence of the EXHIBITOR.

### ART. 10 - CUSTOMS CLEARANCE & TAX

Exhibits, including hand-carried exhibits entering in Lebanon must be appropriately cleared by Customs of Lebanon and any other relevant government authorities. Additional information will be made available in the Technical guide.

### ART. 11 - SALES

Sales are authorised during the fair. However, for reasons of security, no piece of merchandise may leave THE FAIR without an official bill of sale complete with a description of the sold article, signed by THE EXHIBITOR and recognized by THE ORGANIZER.  
All the additional details will be sent to THE EXHIBITOR in the Technical guide.

### ART. 12 - SECURITY

All necessary measures will be taken by THE ORGANIZER to ensure that the security of the stands before and after the opening hours will be in effect. It is also the responsibility of THE EXHIBITOR to look after his/her own exhibits.

### ART. 13 - CLEANING

A cleaning and maintenance service for the floors (stands, circulation, entry, and unobstructed floor surfaces) will be provided for by THE ORGANIZER of THE FAIR at their expense. No waste may be put in the walkways of THE FAIR after the cleaning service has passed (effectuate after the closing to the public).

### ART. 14 - INSURANCE POLICY

THE EXHIBITOR shall make sure that they are fully covered by insurance including, but not restricted to, all risks on their property, exhibits or articles of any kind, public liability and comprehensive protection against any loss or damage caused by any circumstances whatsoever whether by reason of fire, water, theft, accident or any other cause. The Exhibitor shall insure against, indemnify and hold THE ORGANIZER harmless in respect of all costs, claims, demands and expenses to which THE ORGANIZER may in any way be subject as a result of any loss or injury arising to any person (including members of the public or THE ORGANIZER's staff, agents, or contractor(s) or property howsoever caused as a result of any act or default of THE EXHIBITOR, his servant, agents or contractors or invitees. If THE ORGANIZER so demands, THE EXHIBITOR shall provide proof to THE ORGANIZER that THE EXHIBITOR has adequate insurance cover.

### ART. 15 - PROHIBITIONS

Except in the case of express authorisation by THE ORGANIZER, THE EXHIBITOR is prohibited from:

- renting, for free, paid, or in exchange for service, all or any part of their stand space.
- playing music in their stand or using any mechanical devices which may disrupt other exhibitors unless THE ORGANIZER has provided prior approval.

### ART. 16 - RESPONSIBILITY OF THE ORGANIZER OF THE FAIR

The ORGANIZER can, in the case of absolute necessity, postpone the fair, modify the opening hours, or close admission to the public. THE ORGANIZER may cancel or close THE FAIR before the official closing date.

In each case, the contracts with the exhibitors remain valid and the payment of the rental of stands and all expenses are due.

### ART. 17 - ENFORCEMENT OF THESE REGULATIONS

THE ORGANIZER reserves the right to arbitrate at any given moment in all litigious cases, as well as those unforeseen by the present regulations.

These decisions, even transmitted verbally, will be incontestable and effective immediately. THE ORGANIZER reserves the right to modify the present regulations in the interest of THE FAIR.

### ART. 18 - FORCE MAJEURE

In the presence of any good and sufficient cause, third-party default, accidental happening, political and economic event, and orders by authorities, THE ORGANIZER has the right to postpone an event, shorten or prolong its duration, cancel it, or adapt its operation to circumstances.

In all such cases, THE ORGANIZER rejects any liability, and the exhibitor will not be entitled to withdraw from the contract or to claim compensation.

Payments already made will be reimbursed after deduction of the costs and expenses already accrued by THE ORGANIZER.

For the purposes of this clause, an accidental happening is defined as any unforeseeable circumstance not attributable either to THE ORGANIZER or to THE EXHIBITOR, and will include any act of force majeure.

### ART. 19 - COMPLAINTS

Any complaints by THE EXHIBITOR must be submitted, with the intention of a friendly resolution, to THE ORGANIZER by registered letter or official email postmarked no later than 15 days after the closing of THE FAIR. Any complaints received after this date will not be recognized. All lawsuits will be subject to the jurisdiction of the Lebanon court and law system.

### ART. 20 - GOVERNING LAW AND JURISDICTION

(i) This Agreement shall be governed by, and construed in accordance with the laws of Lebanon. (ii) THE EXHIBITOR hereby irrevocably and unconditionally submits to the non-exclusive jurisdiction of the Courts of Lebanon for all purposes in relation to this Agreement and waives any objections on the ground of venue or forum non-convenience or on similar grounds.

### ART. 21 - TECHNICAL GUIDE AND FLOOR PLAN

(i) Further rules and regulations pertaining to THE FAIR can be found in the Technical Guide and other documents issued by THE ORGANIZER from time to time. (ii) THE ORGANIZER reserves the right to make further rules and regulations (having immediate effect) from time to time in relation to any aspect of THE FAIR. (iii) Such rules and regulations whether contained in the Technical Guide or otherwise shall form part of this Agreement and shall be binding on THE EXHIBITOR.

### ART. 22 - UNFORESEEN OCCURRENCES

In the event of any occurrences not foreseen in these Terms and Conditions, the decision of THE ORGANIZER shall be final.