

The 1st International Foot Wear and Textile Industry Exhibition



From 11 to 14 September 2019
Exhibition center Pin Maritimes – Alger



GENERAL RULES

Objectifs

The general and specialized economic events organized by the Algerian Society of Fairs and Exports (Safex) have the following objectives:

- To reflect the image and the evolution of the national economic activity.
- To allow foreign exhibitors to promote their products and services.
- To promote a particular sector of the national economy.
- To seek and promote the partnership between Algerian companies and between these companies and foreign companies.

Participation

Economic events are open to Algerian and foreign products and services.

Are allowed to participate in these events:

- National and foreign companies and organizations.
- Foreign countries and international organizations.

Conditions of participation

1- Applications for participation must be sent to Safex duly completed and signed by the exhibitor or a person authorized to enter it.

2- It is strictly forbidden to exhibit products other than those mentioned on the application form, otherwise they will be removed from the exhibition. 3- The products must be displayed under the name of the producer or his duly authorized representative.

4- The registration deadline is set at one (01) month before the opening of the event.

5- Requests for participation submitted after the deadlines will only be accepted subject to availability, in which case the exhibitor may not be included in the official catalog of the event or any other publication related thereto.

6- The Safex decides on the approval of the participation requests presented by the exhibitors.

It reserves the right to reject applications for participation without having to give reasons for its decisions.

Confirmation of the exhibitor's participation is final and irrevocable.

7- The written notification of the approval of the participation by Safex entails the obligation for the exhibitor to pay fifty percent (50%) of the total amount of the participation.

Payment will be made as follows:

- Within ten (10) days for resident exhibitors.
- Within fifteen (15) days for non-residents.

8- The second installment will be paid no later than fifteen (15) days before the official opening of the event and, in any case, before the sites are made available.

After this period, the Safex will have without notice stands and locations, the participation will be canceled and the amounts paid will remain with the Safex who will not have to pay any compensation.

9- Foreign exhibitors must pay participation fees in foreign currency.

10- Exhibitors are prohibited from transferring all or part of the site allocated by Safex, whether for a consideration or free of charge.

Failure to comply with this clause will result in the immediate closure of the stand.

11 - In the event of cancellation by the exhibitor, of his participation (except in cases of force majeure), the sums paid shall remain vested in Safex.

Allocation of pitches, stand layout, safety

1- Safex assigns exhibitor locations according to the needs and nature of the exhibition, without having to justify its decisions.

2- Safex reserves the right to reduce the size of the sites allocated and to move any parcels, according to the needs of the exhibition.

3- The sites available to exhibitors are of three kinds:

* The covered site which remains the main form of Exhibitor Participation.

* The undeveloped covered site which remains the exception and under the following conditions:

1- The stand that can be built on the undeveloped site must belong to the exhibitor in full ownership.

2- It must not be modular similar to the SAFEX mounting means. 3- It can exceptionally be tolerated only if it is specific. Before designing and building a specific booth for use at the Palais des Expositions, it is imperative to request and obtain the prior approval of Safex at all levels (architecture, design, dimensions, etc ...)

4- No exhibitor will be able to argue that he owns a stand specific to the automaticity of his installation at the Palais des Expositions at the Safex fairs and exhibitions.

5- No exhibitor may require a specific area due to the fact that the specific stand belonging to him covers the same area.

* the open air location or open location: this is a location outside the exhibition pavilions reserved only for products that, due to their unique nature, cannot be used (heavy equipment, exceptional equipment), aircraft, heavy equipment of public works, natural products whose volume is important, cabins of all kinds etc ...) to be exposed in a covered space.

* Safex retains the right to assess which products are not allowed in an outdoor exhibition.

Apart from a reception shelter limited in its proportion (between 9 and 12 m²) and beyond a surface area order of 250 m² a second structure of 25 m² is authorized. No structure hosting an exhibition of products, services or any activity related to the current exhibition is allowed in the areas reserved for the exhibition.

Unfinished pitches are made available to exhibitors no later than five (05) days before the start date of the event.

4- The minimum area allocated is eighteen (18) square meters for covered sites and thirty (30) square meters for open spaces.

In accordance with points 1, 2, 3, 4 and 5 of paragraph 3 of the chapter "Site allocation, stand layout, safety" the stand builders, who act on behalf of third parties, in the installation of specific stands are subject to the payment of a fee and a security in the same way as for the bilateral conventions relating to modular stands.

This right will be defined according to the exhibition surfaces they have created during the same event.

In addition, exhibitors who set up their own specific stands (wholly owned) are also subject to the payment of a fee and a deposit which will be determined by Safex.

In accordance with points 1, 2, 3, 4 and 5 of paragraph 3 of the chapter "Allocation of pitches, stand layout, safety", the exhibitors carrying out the construction of their own stands are subject to the payment of a fee in return for the use of the viabilities, equipment, various networks as well as deposit which will be determined by Safex.

This right will be defined according to the exhibition area concerned and included in the invoice issued by Safex at the time of the exhibitor's registration.

In addition, manufacturers acting on behalf of third parties in the installation of specific stands are also subject to the payment of a fee and a security on the same basis and in the same way as those

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agreed with them in the bilateral conventions relating to at the modular stands.

6- All products to be exhibited must be on the booth site and be well stocked for the exhibition at least 48 hours before the official opening of the event.

7- Under any circumstances, the stands must not be decommissioned, even partially, before the closing of the event.

8- Exhibitors must equip their stands with fire extinguishers in working order.

All flammable material used for the decoration and decoration of stands must comply with all safety regulations.

9- The electrical installations must comply with the standards and meet all the safety conditions.

In the event of a defect in the electrical installation, the power supply will be suspended until these defects are remedied.

10- In the event of a power failure, Safex takes no responsibility for any loss or damage that may result.

11- The costs of connection of electricity, water and telephone as well as consumptions are the responsibility of the exhibitor.

12- Installations involving the use of gas cylinders must meet all safety conditions. The responsibility of the exhibitor remains intact.

13- Any work inside the pavilions and stands or on the open air surfaces likely to modify the sites cannot be undertaken without the prior written authorization of the Safex.

14- It is strictly forbidden to erect constructions and to carry out work likely to hinder the fight against fire or the internal monitoring network of the pavilions.

15- Exhibitors must not, under any circumstances, encroach on sites allocated by Safex. In particular, they shall ensure that no goods or objects of any kind obstruct the lawns, passageways, and walkways arranged inside and outside the pavilions. 16- The maintenance and cleaning of the stands are the sole responsibility of the exhibitors who will have to carry out these operations sufficiently in advance to allow the specialized services to collect the bins before opening the doors to the public.

17- The exhibition material must be left in plain view throughout the duration of the event.

18- The stands where the tasting will be carried out must be filled with water throughout the duration of the event.

They must also comply with the rules of hygiene and any instructions that Safex would be required to give in this area.

19- Excluded from the event are active, fulminating and / or smoke explosive materials and any material that Safex considers dangerous or likely to inconvenience exhibitors and visitors, as well as products that are not worthy of being exhibited.

20- Sales may be authorized in certain events, on the conditions set by Safex on a case-by-case basis.

21- The exhibitor can organize a tasting and free distribution of samples subject to authorization

Safex. This authorization may be withdrawn at any when there is a finding of abuse or the occurrence of acts detrimental to the security, public order or the good circulation of visitors.

22- The rental amount of the pitches is calculated per complete square meter. Every square meter, even if it is not entirely occupied, counts for one square meter occupied. All locations awarded by Safex must be paid in full, even if they are not fully occupied. The participation file given to the exhibitors includes all the elements of the pricing.

Insurance, Security, various benefits

Safex assures the insurance of alleys, passages, pavilions and infrastructures in civil liability.

1- Exhibitors are obliged to ensure themselves the facilities of their stand or pavilion, all the exhibited material as well as the personnel working there against the fire, theft with or without break-in and civil liability.

This insurance must be contracted with the insurance company approved by Safex.

3- A copy of this insurance policy must be sent to Safex.

4- The guarding of pavilions (third party organizers) and stands is the sole responsibility of exhibitors and organizers who must communicate to Safex the identities of the guards before their engagement. Safex retains the right to challenge anyone without having to justify its decision.

When guarding is provided by the services of Safex, it will be put in place an appropriate device under the responsibility of Safex. In the case of a trade fair organized by a third party, this provision is supplemented by an internal guarding of the stands under the responsibility of the organizer.

5- Under no circumstances may exhibitors leave empty packages on aisles and other access routes.

Empty packaging's, intended to be reused after the event, must be transported and stored in a packaging park designated by Safex.

6- The SAFEX offers exhibitors a list of partner speakers authorized to practice within the Palais des Expositions in terms of construction and development of stands, transit, caterers, photographers and video reporters...

It is forbidden to use other parties than those listed on the said list without the written authorization of Safex.

7- Entrance cards are issued to exhibitors by Safex in proportion to the areas allocated.

Exhibitor card: free delivery to the stand manager.

Service Card: assigned only to staff working on the stand. Macaroon parking: attributed to the exhibitor. These cards are valid for the duration of the event and must include the name of the beneficiary and the seal of the exhibitor.

Buyer's card: issued to exhibitors at their request and against payment. It is only valid for one entry.

Cards are made available to exhibitors from the opening of the Single Window until the day of the inauguration.

After this period, SAFEX cannot be held responsible for any failure in this area.

Requests arriving after this time will be processed according to the constraints related to the deployment of human and material resources on the exhibition including the day of the inauguration.

8- Exceptionally, the vehicles of the exhibitors are allowed inside the Palais des Expositions to supply their stands, according to the schedules and conditions fixed by Safex.

Catalog, advertising

1- The Safex publishes an official catalog of the event containing the main contact details of the exhibitors and the products and services concerned by the exhibition, according to the indications provided by them, without Safex assuming any obligation and declining all responsibility for any errors or omissions that may occur.

2- Exhibitors will send to Safex at the same time as their application to participate a special file containing the various elements mentioned in point 1 above.

3- In addition to the free insertions previously provided, exhibitors may order paid advertising inserts.

4- The Safex will broadcast by loudspeaker any audio advertising ordered by the exhibitors.

5- The Safex reserves the right to photograph the stands, pavilions, locations or products and to use the pictures in leaflets and other brochures published by it.

6- It is expressly forbidden to:

- Make sound advertising.
- Distribute advertising bonuses.
- Distribute samples, miscellaneous prints out of pavilions, stands or locations.
- Exhibit posters or distribute leaflets or leaflets contrary to good morals, offensive or likely to harm the reputation and success of the event.
- To use loud speaker.
- Place objects, billboards protruding beyond the outer faces of the pavilions, stands and locations.

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7- Exhibitors wishing to proceed within their stand to a distribution of prospectuses, reviews, various documentations are required to make a written application to Safex accompanied by three specimens of the documents in question.

8- Exhibitors are required not to interfere, nor to inconvenience other exhibitors, in particular by means of sound broadcasting inside the stands.

9. No non-commercial events, except congresses and other conferences of a scientific, technical or educational character, will be tolerated on the site of the event.

10- The non-observance of clauses enacted in points 6, 7, 8 and 9 above will automatically result in the closing of the stand or the pavilion.

Traffic within the Palais des Expositions

Exceptionally, exhibitors' vehicles are admitted to the Palais des Expositions to supply their stands, according to the schedules and conditions set by Safex.

Technical services

1- Exhibitors must perform at their own expense the water, electricity and telephone facilities they deem useful for their flags or stands.

They will send with their request for participation the requests for technical services desired by Safex.

2- Exhibitors are required to comply strictly with all safety rules.

3- It is strictly forbidden to build hard on the sites, to dig the floor, the ceiling and the walls and the pillars of the pavilions. In the event of non-compliance duly noted by Safex, the work will be immediately stopped and repairs made at the expense of the offending exhibitor.

Safex reserves the right to cancel the offender's participation without compensation.

4- The maximum height allowed on covered pitches is three meters.

The late exhibitor must obligatorily align the height of his stand with that of the stand of the exhibitor already installed.

However, tolerances may be allowed for call elements: acronyms and symbols that must be authorized by Safex.

5- No construction, decoration or exhibition material should be leaning against the walls, pillars or windows of the pavilions.

The backs of the stands, visible through the bay windows, must be decorated.

6- The hydrants must be in sight and accessible.

7- Open spaces are awarded to exhibitors in the naked state. The authorized height is five meters.

8- In any case, the exhibitors will not proceed directly to the electrical and water connections.

These connections are made exclusively by the technical services of Safex.

9- It is expressly forbidden to glue the carpets directly on the floor of the pavilions.

Electric wires must not be visible.

Any damage found will result in billing accordingly.

10- The signs of the pavilions must be obligatorily written in Arabic language, first, and any other language then.

Closing of the event

1- The dismantling of the installations and the removal of the exhibited material must take place only the day after the closing of the event at the expense of the exhibitor.

2- Exhibitors have seven (7) days to proceed with the removal of the installations and products.

After this period, the Safex will proceed to the removal of the exhibits at the expense and risk of the exhibitor and will apply, in addition, billing a parking fee.

3- Exhibitors are solely responsible for the guarding of their stand and their products from the closing of the event until they leave the Palais des Expositions.

The Safex declines any responsibility for the damages and the flights which could be committed after the nonobservance of this rule.

4- The goods may leave the place of the exhibition only upon presentation of a certificate issued by Safex, after payment of all participation fees and related fees.

5- This exit certificate will include the enumeration of the goods to be removed and must be returned to the control established at the exits.

6. It is understood that the certificate will be issued to the exhibitor only after verifying that he has fulfilled all the participation rights.

Safex trusts all goods exhibited to cover all obligations of the exhibitor with respect to them and contained in these General Regulations.

Special provisions

The exhibitor must ensure the industrial protection of the materials and products he exhibits, in accordance with the legal provisions in force.

These measures must be taken before the exhibition, since Safex does not accept any responsibility in this area.

1- The Safex declines any responsibility in case of violation, by the exhibitor, of the laws and regulations concerning copyright.

2- The event will be open to visitors according to a schedule established by Safex. No compensation will be paid to exhibitors in the event of schedule changes.

3- Any claim, of any nature whatsoever, must be made to the Safex by registered letter within eight (08) days after the closing of the event.

4- The exhibitors will elect domicile in Algiers and the courts of Algiers are only competent to hear any disputes.

5- In case, for unforeseen reasons, the event could not

6- take place, the requests for participation will be canceled and the paid sums returned to each of the exhibitors, deducting expenses incurred by Safex.

7- Exhibitors must comply with these General Regulations and all instructions issued by Safex.

These General Regulations are transmitted in the participation file. It is deemed to have been read and accepted by the exhibitor by signing its application to participate, as it accepts any new provisions that may be imposed by the circumstances and adopted in the interest of the event by Safex, which reserves the right to right to signify them.