



Sudanese Free Zones & Markets Co.Ltd.

29th International Fair of Khartoum 25th Jan. - 1st Feb. 2012



To: Messer's :

Subject: 29th Session of the Intentional Fair of Khartoum 25th Jan. - 1st Feb. 2012

MS

Dear Sir :

I have great pleasure inviting you to participate in the 29th session of the International Fair of khartoum which will take place throughout the period from 25th Jan. - 1st Feb. 2012 at the Fair Ground in Khartoum , Sudan .

The Intentional Fair of Khartoum represents the largest international annual business rendezvous in Sudan which has substantial support from both government and private sectors . It is your opportunity to attend this international investment and trade gathering in the capital of Sudan , Where the economy is booming , trade is expanding and inflow of foreign investment hikes to new records and expanding to new frontiers . .

The prospects of investment and economics are even better, as chances with the grand infrastructural projects in highways, dams , bridges - energy projects are still there .

In addition there are exceptional concessions included in the Investment Encouragement Act , free zones Act and adynamic private sector creating a conducive business environment for investors .

I'm looking forward to seeing you joining the 29th session of the International fair of Khartoum 25th Jan. - 1st feb. 2012 in Khartoum

Best Regards

Mohammed Osman Ahmed

Director General



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Sudanese Free Zones & Markets Co.Ltd.

29th International Fair of Khartoum 25th Jan. - 1st Feb.2012



Participation Form - International

Company's Name

Country Address :

Telephone : Mobil: Fax

Website: E-mail:

Contact Person : Jop tile :

Nature & description of article to be exhibited :

Pavilions / Minimum Space 12 sq.m

Pavilion - type & No	Location	Typ of space	Rate per sq.m	Total space	Total amount / Euro
Pavilions (1) fully air conditioned	Ground floor (Moquette Furnished)	Constructed Space	165 Euro	Sq.m	Euro
		bare indoor space	150 Euro	Sq.m	Euro
	(Moquette furnished)	Constructed Space	110 Euro	Sq.m	Euro
		bare indoor space	100 Euro	Sq.m	Euro

Pavilions (2) fully air conditioned	Ground floor (Moquette Furnished)	Constructed Space	165 Euro	Sq.m	Euro
		bare indoor space	150 Euro	Sq.m	Euro
	Mezzanine	Constructed Space	110 Euro	Sq.m	Euro
		bare indoor space	100 Euro	Sq.m	Euro

Pad Area

Location	Rate per sq.m	Total space	Total amount / Euro
Southern side of Pavilion No. 2 / Minimum Space 50 sq.m	45Euro	Sq.m	Euro
Southern & Eastern side of Pavilion No. 1 / Minimum Space 50 sq.m	45Euro	Sq.m	Euro
Eastern side of Pavilion No. 3 / Minimum Space 50 sq.m	45Euro	Sq.m	Euro

The organizer provides the electricity power supply . cleaning and security services . in case of Schell scheme Spaces : the service for each 12 sq.m includes (1 Table , chairs, 2 Spot Lights , 1 fascia Name either English or Arabic). Extra space will be provided with suitable services . As Exhibitor is in full charge of his/ her booth during the opening hours of fair , the Organizer shall not be responsible for any loss therein

Important

- * Please check General Conditions on the back of this form .
- * 15 % Vat to be added .
- * payment in Euro is be made by cheque payable to the Sudanese free zones & Markets

Co.Ltd Account number : 1524 Sudanese French Bank - Main Branch (Kassr Street)- Khartoum.

Electronic mail: sfbank@sudanet.net Swift code: SUFRSDKH .

- * Please send back copy to the organizers at the following address:

Fairs & conferences Directorate - The Sudanese Free Zones & Markets Co.Ltd

P.O Box :2366 Khartoum - Sudan

Tel:(+249-183) 263624/265556 Fax : (+249-183)263637

Website : www.sfzsudan.com E- mail : info@sfzsudan.com



1-EXHIBITORS:

Being a general trade fair, the International Fair of Khartoum is open to official government participation as well as foreign and local exhibitors representing both the private and public sectors in addition to agencies of foreign companies in Sudan.

2- THE ORGANIZER:

The Organizer is the owner of the Fairground namely the Sudanese Free Zones & Markets Co.Ltd- Fairs & Conferences Directorate.

3- ORGANIZERS:

Organizers are the national and foreign companies, institutions and individuals who organize exhibitions, conferences, festivals and ceremonies, on contract basis with the Sudanese Free Zones and Markets Co.Ltd.

4- EXHIBITS:

Avery wide spectrum of exhibits is allowed. The Sudanese Free Zones and Markets Co.Ltd-Directorate of Projects and Investment, however, reserve the right to object to any exhibit which may endanger public safety and health or damage to the exhibition facilities.

5- APPLICATION FOR PARTICIPATION:

All applications for participation shall be made on the relevant application form which shall be submitted to the Organizer or his authorized representative. Submission of filled & signed application by the Exhibitor shall be taken by the Organizer as confirmation of participation as per the terms of contract.

6- ALLOCATION OF EXHIBITION SPACE:

Space is normally allocated according to the nature of exhibits, and every effort is made by the Organizer to accommodate exhibitor's wishes. But should circumstances demand, the Organizer shall have the right to change the area/location and hall of any stand at any time.

7- USE OF EXHIBITION SPACE:

An Exhibitor shall first seek the written consent of the Organizer before making any changes to his/her stand. He/she also needs such consent if he/she wants to sub-let or assigns his/her stand to a third party. The Exhibitor shall pay the cost of any damage which he/she may cause to exhibition facilities.

- Unless an advance arrangement is made with the organizer, the exhibitor shall refrain from the following:-

- ✿ applying any paint to the walls of the pavilion or the stand construction materials
- ✿ Fixing screws or adhesives on any part of construction equipment like the octonorm pillars and panels.
- ✿ Digging the floor of any of the pavilions or making holes in any part of the exhibition's ground.
- ✿ Fixing promotional posters to the ceiling or wall constructions of the pavilion that dangle freely on the spaces above the stands and corridors.
- ✿ Using extra electric supply for operation of numerous electric equipment, chandeliers or the like.
- ✿ Utilization of Forklift is not allowed for handling inside Pavilions No (1) & (2).

8- TERMS OF PAYMENT:

- ✿ 35% of the fees to be paid upon delivery of the signed (participation form) to the Sudanese Free Zones & Markets Co.Ltd - Directorate of Projects and Investment. The reservation of exhibiting space indicated in the participation form cannot be confirmed prior to payment of this percentage of fees.
- ✿ The balance must be paid at least one month prior to the opening date of the exhibition.
- ✿ No exhibitor will be allowed to begin activity in the stand booked under his/her name prior to payment of the full participation fees.
- ✿ Cheques shall be made payable to:
The Sudanese free zones & Markets Co.Ltd.
Account No: 1524 Sudanese French Bank- Main
Branch- Kassr Street- Khartoum.

9- BREACH OF CONTRACT AND WITHDRAWAL BY EXHIBITOR:

Once the contract-the participation form-is signed and an advance payment is made, no claim for refund will be entertained except under very special circumstances and for reasons acceptable to the Organizers.

10- CHANGE OF DATE & PLACE OF THE FAIR:

The Organizer reserves the right to change the date, duration and place of the exhibition provided that such changes are made at least one month prior to the original date of the Exhibition. The Exhibitor in this case shall not be entitled to any claim for compensation in connection with his reservation for participation.

11- MOVEMENT OF EXHIBITS:

- ✿ Exhibitors shall bear the responsibility and expense for transport of exhibits to the exhibition venue.
- ✿ Exhibitors shall make their own arrangements for storage and warehousing of their Exhibits.
- ✿ The Exhibitor or Organizers shall hand back the stand allotted to him/them in the same condition as he has received it within 72 hours following the closing of the fair, and shall indemnify the Organizers against any loss by reason of the delay or damage to the Exhibition hall. In case the exhibitor fails to evacuate the stand (Booth) at the stipulated date the organizer-provided that it is other than the Sudanese Free Zones and Markets Co.Ltd undertaken to remove and store the relative exhibits at its own expense.

12- SECURITY:

The organizers shall take all security precaution necessary to protect exhibitors and visitors and their belongings. However, the organizer shall not be held responsible for loss of any item or exhibit at the Exhibition hall or sites. The organizer shall-on written request- provide the Exhibitor, at his/her own cost with private security day and night for his stand.

13- TECHNICAL SERVICES:

The Organizers supply Exhibitor with such basic services as water, electricity, general cleaning and security.

14- ARRIVAL OF EXHIBITS:

- ✿ The exhibits consigned by sea shall arrive at Port Sudan thirty days before the date of inauguration of the Exhibition and exhibits consigned by air shall arrive at Khartoum Airport two weeks before that date.
- ✿ In addition to the original, eight copies of each of the following documents shall be sent to the organizer.
The packing list of every parcel.
- ✿ Invoices of the goods C & F Port of arrival.
- ✿ The list of goods which will be given as gifts or allotted for promotional distribution.
- ✿ Certificates of origin.
- ✿ Quality standard and health certificates.

15- CONSIGNMENT DOCUMENTS:

- ✿ All consignment documents and invoices shall be addressed to the organizer, (The International Fair of Khartoum) SFZ.
- ✿ The Organizers shall be responsible for the transport of the exhibits from Portsudan and Khartoum Airport to the Fair grounds and back.
- ✿ The Exhibitor shall pay for the transport of his exhibits from and to Port Sudan and Khartoum Airport in case of re-export in accordance with the prevailing tariff.
- ✿ The Exhibitor shall insure his/her Exhibits against fire, theft, damage and loss. The insurance policy shall be valid and covered from place of origin to the Fair ground and in case of re-export shall cover the return journey.

16- CUSTOMS:

The Fair ground is a customs area, and exhibits shall be released in accordance with the following classifications:-

- ✿ Exhibits for show only.
- ✿ Exhibits to be sold in bond or direct to the public (approval to be obtained beforehand).
- ✿ Exhibits for free distribution.

IN CASE OF RE-EXPORT:-

- ✿ Re-export license shall be arranged from Ministry of Foreign Trade.
- ✿ The license has to be approved by the Customs Department at the Fair ground.

17- CLEARING, TRANSPORTING & HANDLING:

- ✿ The organizer is the sole agent authorized to clear, transport and handles the exhibits.
- ✿ All remaining exhibits will be dealt with in accordance with bond act and system.
- ✿ Clearance, handling and transport charges from the port of destination to the Fair ground shall be paid in Euro. However, payment can be made in the local currency if the Exhibitor has an authorized agent in Sudan.

18- EXHIBITION CATALOGUE & PUBLICITY:

- ✿ The Organizer shall prepare free of charge a Catalogue for the concerned session of the Fair listing all business data and profiles of Exhibitors and their Exhibits, in English & Arabic.
- ✿ Any Exhibitor wishing to advertise in the Exhibition Catalogue shall fill and submit the attached relevant form.
- ✿ Arrangement for advertizing in the local media may be made with the Organizer according to the prevailing rates

19- DISTRIBUTION OF LITERATURE:

Promotional literature shall not be distributed neither in the open area of the Fair ground nor inside pavilions unless approved by the Organizers. In case of violation, financial penalty will be applicable.

20- LOUD SPEAKERS:

Loud speakers shall not be installed inside the Pavilions. In case of violation, financial penalty will be applicable.

21- SUPPLEMENTARY CLAUSE:

Whenever necessary, the organizer shall have the right to issue supplementary regulations in addition to those above to ensure the smooth management of the exhibition. Any additional written regulations and/or instructions shall form part of these terms of contract, and shall be binding on the Exhibitors.

I _____ confirm

that I have read the above terms and I agree.

Signature: _____ Date: / /



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Clearance Charges & Transportation Fees of Exhibits



Exhibits by Sea

Delivery order charges	300	Euro
Bill of charge / the Sea port corporation (40 Ft. Container)	666	Euro
Bill of charge / the Sea port corporation (20 Ft. Container)	333	Euro
Customs Clearance Charges	10% (C&F) of goods	

Transportation (Port Sudan - Khartoum - Port Sudan)

40 Ft. Container	1900	Euro
20 Ft. Container	1200	Euro
Forklift - 8 Tons or more	80	Euro / Hour
Forklift - Less than 8 tons	70	Euro / Hour
Handling at Fair ground		
40 Ft. Container	300	Euro
20 Ft. Container	150	Euro

Exhibits by Air

Delivery order charges	30 Euro	
Civil Aviation Charges	1.2% (C&F) of goods	
Demurrage charges	10% of weight 0.14 SDG per/day	
Customs clearance charges	20% (C&F) of goods	
Forklift - 8 Tons or more	80 Euro / Hour	
Forklift - Less than 8 tons	70 Euro / Houe	
Transportation cost from the airport to the Fair ground		
Camion (3 tons)	50	Euro
Truck	80	Euro
Handling at Airport	40	Euro
Handling at Fair ground	40	Euro

15% Vat to be added

Website:www.sfzsudan.com

E-mail:info@sfzsudan.com





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Fair's Official Catalogue

- ❖ Issue date of catalogue : 25th Jan. 2012
- ❖ Free insertion Exhibitor name , Line of business and full address

Paper Size : 24x16 Cm Language : English & Arabic	Advertising rates (Full colors)	
Inside cover (Full page)	500	Euro
Full inside page	250	Euro
Half inside page	150	Euro

- ❖ Material for free insertions as well as art works for advertisements should be submitted not later than 24th Dec. 2011
- ❖ It is conditional the art work dimension should be **24x16 Cm**

Advertisement Request Form

(Please tike ✓ as appropriate for)

Free insertion

Inside cover, full page (Front and / or Back)

Inside full page

Inside half page

Exhibitor's name :

Address :

Tel: Fax : Mobile :

Website : E-mail:

Signature : Date of application : / /

Website:www.sfzsudan.com

E-mail:info@sfzsudan.com

