



Performance Bond Form

Deadline: 1st March 2020

Return to: production@conceptszone.net

PLEASE COMPLETE THE BELOW IN TYPE OR BLOCK CAPITALS NO LATER THAN 1st MARCH 2020

THE COMPLETED FORM SHOULD BE RETURNED TO PRODUCTION@CONCEPTSZONE.NET ALONG WITH ONE OF THE 3 CHOSEN PAYMENT METHODS LISTED BELOW

EVENT DETAILS

EVENT:	BEVERAGE AND TOBACCO MIDDLE EAST 2020
EVENT DATES:	08-09 APRIL 2020
EVENT BUILD DATES:	06-07 APRIL 2020

CONTRACTOR DETAILS

CONTRACTOR COMPANY NAME:	
CONTRACTOR CONTACT NAME:	
CONTRACTOR CONTACT EMAIL:	
CONTRACTOR CONTACT MOBILE:	
SUPERVISOR ONSITE NAME: MOBILE:	
STAND YOU ARE BUILDING (EXHIBITOR COMPANY NAME & STAND NUMBER)	

Contractors must submit the completed Exhibition Stand Design Form with all supporting documents, outlined below and stated on the form, no later than **1st March 2020**:

- 3D views of the stand design showing all sides of the stand with height and dimension details in one PDF file.
- Technical working drawings with clear material, dimensions and support details in a separate PDF file.
- Method Statement & Risk Assessment.
- Refundable performance bond as detailed in this document (completed, signed form with corresponding cash, cheque or proof of bank transfer).

PERFORMANCE BOND REGULATIONS

All stand contractors/ stand builders are required to submit a refundable performance bond deposit for each stand they are delivering prior to arrival onsite for build-up.

Access to the halls will not be granted, and vehicle access passes will not be issued if the performance bond deposit is not submitted by **1st March 2020**.

Full refunds will be made to all companies who comply with performance bond regulations. However, failure to comply to the guidelines set out in the Exhibitor manual/ rules and regulations, from both the Organiser and Venue, will result in non-compliance fees deductible from the performance bond deposit. This includes but is not limited to covering the costs associated with:

- ANY damage to the venue, official contractor equipment or other
- ANY cost associated with the removal of material/ waste/ equipment left in the hall beyond the tenancy period
- Any non-payment of organiser issued Invoices for services such as admin costs etc.
- Any other non-compliance which leads to a fine from the Venue and or other official source

**Performance bond Deposits cannot be carried over to multiple shows. Bonds have to be submitted per show, covering all stands that you are contracted to build. Stand builders with multiple stands will be required to pay a performance bond for each stand.*

Performance bond rates are calculated as follows:

1. Space only exhibitors between 1sqm to 30sqm = AED 5,000 / each stand
2. Space only exhibitors between 31sqm and above = AED 10,000 / each stand

PAYMENT METHOD

- Security cheque
 - Only cheques payable from a UAE bank will be accepted.
 - Cheques should be made out to **CONCEPT ZONE EXHIBITION FIXTURE FZCO**
 - Please deliver to the Concept Zone Head Office (Technopark, Jebel Ali, Dubai).
- Cash Payments: will only be accepted at the Concept Zone office.
- Bank Transfer: Concept Zone will not cover or be responsible for the transfer charges and you will need to send proof of payment to accounts@conceptzone.net when submitting this form.

For all deposits, please ensure that Exhibitor Name & Stand Number, Contractor Name and Show Name are included as a Reference.

Please ensure that your representative has a copy of the receipt or a swift copy of the transfer made to avoid any access issues onsite.

IMPORTANT NOTE (FOR REFUND):

1. Payments made via bank transfer, cash or cheque, can take up to 4 weeks from post show date to refund.

For Bank Transfer refund please complete the required information below using company letterhead and signed by Authorized signatory.

Bank account name	
Bank account number	
Bank name	
IBAN	
SWIFT	

Performance bond Regulations:

- Any costs incurred from damages to the venue or another stand will be deducted from the submitted performance bond deposit.
- Do not paint, tape, nail, screw, drill, glue or tack anything to the walls, columns, floor or ceiling of the venue, adjoining displays or the official contractor's display materials. All costs for damages caused will be deducted from the submitted performance bond deposit.
- Delivery of stand must be completed within the specified build schedule. Non-compliance fee will be made against deposited performance bonds to those who do not complete their stand construction within the specified build schedule.
- Dismantling of the stand must be completed within the specified breakdown schedule. All stand materials **MUST** be dismantled and removed from the halls by **06:00 on the 11th April 2020**. Failure to adhere to this deadline will result in a deduction from your performance bond deposit.
- Exhibitors/ contractors are responsible for removal of all waste/ rubbish from their stand. The venue charges **AED 5,000** to remove materials from the halls and this will be deducted from your deposit.
- Should the stand not be built/ finished to a satisfactory standard, this will result in your performance bond being deducted. The amount to be deducted will be judged on a case by case basis.
- It is the stand contractor/ stand builder's responsibility to manage the expectations of their clients. Please ensure that the design, build and fit out of the stand can be completed in line with the build schedule.

- Written notification will be given to any Exhibitor, Stand Builder/Contractor who fails to comply to one or more of the above regulations, providing clarification on the regulations broken and amount that is to be deducted from the deposit.

For any questions or further clarification please contact production@conceptzone.net

SUMMARY OF SPACE ONLY STAND SUBMISSION

- Submit the [Exhibition stand design submission form](#) complete with all supporting documents no later than **1st March 2020**.
- **Performance bond:** complete this form and send it to accounts@conceptzone.net
 - Remember to state your payment method (cash, cheque or bank transfer)
 - Please also attach a copy of your trade license and insurance copy