

Architect 2020
Members' Work & Trade Exhibition
To be held at the BMICH from 19th to 23rd February 2020

Rules & Regulations Applicable to the Trade Exhibition

1.0 GENERAL

- 1.1. The Exhibition Committee of 'Architect 2020' makes the final allocation of stalls and on behalf of the Sri Lanka Institute of Architects (SLIA). **President & the Council of Sri Lanka Institute of Architects** will resolve any dispute relating to allocations and their decision in this respect will be final and conclusive. **Preference will be given to the companies buying two or more trade stalls in SBA & SBB Halls.**
- 1.2. The Exhibition Committee will **only provide the exhibition space & 5 Amp socket outlet and a 15 Amp socket outlet.** **All other arrangements including the erection of the structure within the demarcated area would be left to the discretion of the stall-holder.** Also, all display items and panel separations should be erected to form an independent unit within the allocated space.
- 1.3. All exhibition structures shall be made to the highest standards of presentation in keeping with the standard of the exhibition. All enclosures should be structurally stable and durable for the entire period of the exhibition.
- 1.4. No damage of any sort or any fixing will be allowed on the floors or walls or any fittings of the BMICH. The use of the stall shall be in a manner, which will not result in any stains on walls, columns, etc. It is recommended that each stall-holder should appropriately provide a carpet suitable to his/her layout to protect the flooring at the BMICH. Any damage caused to the BMICH property by a stall-holder during transportation, erection, during the exhibition or dismantling which in the determination of the Chairman of the Exhibition Committee will be recovered from such stall holder. **Stall holders are not permitted to carry out any form of spray painting and welding work inside the exhibition areas.**
- 1.5. **The service passage marked in the stall layouts for access to electrical outlets should be reserved undisturbed.**
- 1.6 **Stall Holders should not cover the fire hoses that are not locked inside and make them visible at all times.**
- 1.7 **Sri Lanka Institute of Architects reserves the rights to publish stall images, contents in ARCHITECT'2020 Web Portal.**

2.0 PAYMENTS

- 2.1 Stall-holders are required to pay **Rs.30,000** on line for each stall at the time of reservation and **75%** of the total stall charges have to be paid within **two weeks** of stall reservation. Reservation will be confirmed upon receipt of 75% advance payment. The balance payment should be made on or before **20thDecember 2019**. Stall-holders, who have not settled the outstanding payments in full before **20thDecember 2019** will not be issued with an Entry-Permit to the Exhibition Grounds. All cheques should be drawn in favour of "**Sri Lanka Institute of Architects**".
- 2.2 In the event of any cancellation of reservation of trade stall locations before **20thDecember 2019** only **50%** of the advance received would be refunded. However, no refund would be made for any form of cancellation thereafter and the amount paid would not be transferred for any other event of the institute.

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- 2.3 SLIA reserves the right to recall fresh reservations if the advance payment of 75% is not received within 2 weeks of the stall reservation.
- 2.4 Please note that Value Added Tax (VAT) would be charged (at the prevailing) on the specified stall price and a VAT invoice will be issued in respect of all dues.

3.0 ENTRY PERMITS AND STALL PASSES FOR STALL HOLDERS

- 3.1 Entry Permit, Name tags, Stall-passes, Car passes and Invitations would be issued to the respective stall-holder companies approximately two (02) weeks before the commencement date of the Exhibition.

4.0 ARRANGEMENTS BEFORE THE EXHIBITION

- 4.1 All stall areas will have been physically demarcated by this time indicating the corresponding reference number of the stall and the name of the Stall Holder. Unloading of materials etc. and erection of stalls could commence from **9.00 am** onwards from **Monday, 17TH February 2020**. (Depending on the BMICH Management)
- 4.2 Arrangements would be made to complete and provide power connection points by the **noon** of **17TH February, 2020**. Erection of Stalls can be carried out during the both nights of **17TH&18TH February, 2020** and stalls should be completed by **9.00 am** on **Wednesday the 19th February, 2020**, Judging of trade stalls will be done on Wednesday **19th February, 2020** for the purpose of selecting the '**Best Trade Stalls**' in four categories.

5.0 ARRANGEMENTS DURING THE EXHIBITION

- 5.1 **On Wednesday 19th February 2020, the Exhibition would be ceremonially opened in the afternoon session and exact time will be notified during the stall holders' meeting to be held in last week of January, 2020.**
- 5.2 The trade Exhibition will be open for public from **Thursday 20th to Sunday 23rd February 2020** from **10.00 a.m.** to **10.00 p.m.** on each day. Entrance Ticket sales counter will be closed at **9.00 p.m.**
- 5.3 **Entrance Ticket Books** each containing 50 leaves may be purchased at the SLIA Office prior to the Exhibition, **for your Visitors and Guests.**
- 5.4 Developers, Contractors, Builders and Interior Contractors participating in the exhibition are required to acknowledge the SLIA member/members concerned or the architectural practice recognized by SLIA with regard to the projects displayed/ video presentation **within the trade stalls**. Stall holders of the above category shall not display any panels containing photographs, drawings, models etc. or video-presentations of the works done by non-corporate/ registered

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Members of the SLIA. Any panels/ video presentations not conforming to the above instructions would be removed from the trade-stalls without any notice and such defaulters would not be allowed to participate in future exhibitions organized by the SLIA.

- 5.5 Stall-holders should ensure that stalls would be open 15 minutes before the opening time of exhibition and **stalls should not be closed before the closing time of the exhibition on any day of the exhibition.**
- 5.6 No dismantling or removal of exhibits from stalls will be permitted on the last day (**Sunday 24THFebruary 2020**) of the exhibition. Dismantling will have to be carried out on the **24th & 25th February, 2020** and all material, and exhibits should be removed from the BMICH premises between 8.30 am and 5.30 pm on each day. An additional Gate Pass should be obtained from BMICH security for recording purposes.
- 5.7 Any exhibitor displaying; exhibiting; announcing; distributing any material that may cause damage or be detrimental to the practice of the profession of architecture by any member or architectural practice registered with the institute, **shall** be removed from the exhibition grounds without notice.
- 5.8 No stall holders are allowed to carry out promotional/advertising or activities **outside own stall area** unless otherwise permitted by SLIA.

6.0 STAFF ASSIGNED TO TRADE STALLS

- 6.1 Only persons listed in the registration form as staff of the stall-holders at the exhibition will be issued with identification tags from the SLIA Secretariat which is not transferable and be worn during all time at the exhibition.
- 6.4 At any given time each stall should not have more than **(03)** three persons within the respective stall area or in other parts of the BMICH. The BMICH security will only recognize personnel as declared as officials.
- 6.5 Trade stall-holders will be responsible for any misdemeanors of their personnel issued with identification tags and any damages arising thereof **will result in appropriate action being taken against offender.** (Or shall be charged against such stall holder)
- 6.6 Misuse of identification tags will result in immediate withdrawal of same and use of photocopies of identification tags is strictly prohibited.
- 6.7 **Smoking and consuming liquor** within the stalls by the stall-holders' staff are strictly prohibited.

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- 6.8 Authorized personnel manning the stalls will be permitted entry to the exhibition area one hour prior to the opening of exhibition and should leave the premises of the BMICH by **10.00 p.m.** the latest on each day.
- 6.9 Stall-holders, their employees and agents shall co-operate with the authorities of the BMICH, the Security personnel and the officials and office bearers of SLIA at all times.

7.0 SERVICES

- 7.1 **Public Address System** - A public address system would be installed covering all sections of the exhibition. No individual advertisements would be broadcast through this system. It would provide soft music and used to make important announcements as and when necessary.
- 7.2 **Water**- No drinking water will be provided within the exhibition halls.
- 7.3 **Electricity** - As per original agreement one 5 amp. & one 15 amp socket outlets would be provided for each stall. However, you are requested to indicate your extra electricity requirements in the application form should you need additional socket outlets. Payments for such extra services should be made in advance.
- 7.4 **Security** - Stall-holders shall be responsible for the safety of their goods, equipment and other belongings while installing the exhibition stalls and during the exhibition.
- 7.5 At closing time each day a representative of the SLIA together with a representative of the BMICH will close the doors of the exhibition areas, seal the keys and hand them over to the BMICH office. The reverse procedure will take place the following morning. Security personnel will be stationed from 10.00 p.m. to 9.00 a.m. the following day in the Concrete Apron, Outdoor Stall areas and Parking Lot areas.

8.0 DISCLAIMER

- 8.1 The SLIA shall not be liable for any acts of god or any bodily injury, loss or damage to the stall holders, their personnel, goods, equipment or effects arising due to negligence of stall holders, their employees, Agents or events attributed to the nature of their exhibition, its contents, placements including damage to buildings or effects by fire or unsafe or negligent workmanship of their origin.
- 8.2 The SLIA shall not be responsible for the safety of any items that are on exhibition. In order to ensure safety of items, the exhibition area will be locked at the end of each day at 10.00 p.m. and opened at 9.00 a.m. on the following day.