



EXHIBITION RULES & REGULATIONS

- 'Organizers' - Aitken Spence Conventions & Exhibitions.
- "Conditions" - means these Terms of Application and Exhibition Rules and Regulations, as amended from time to time by the Organizers.
- "Exhibitor" - Any natural person, corporate or incorporate body (whether or not having separate legal personality) including sole proprietorship, partnership or limited liability company applying to exhibit at the exhibition or as the case may be, whose application to exhibit at the exhibition has been accepted by the Organizer's.
- "Exhibition Venue" - BMICH

1. Application Form

- 1.1 The exhibitor acknowledges that by signing the application form they have agreed and undertaken to comply with all its obligations under the regulations and any other additional rules and regulations prescribed by the organizer.
- 1.2 The organizer has the sole and absolute discretion to accept or reject without giving any reason or explanation, the applicant's application to exhibit at the exhibition.
- 1.3 Where the applicant / exhibitor is a business entity or a corporation, the organizer may at any time require the applicant / exhibitor to produce copies or certified copies of the applicants / exhibitor's certificate of incorporation, business registration certificate and or any other company registration documents.

2. Application Form Participation Fee and Payments

- 2.1 The applicant will pay the participation fee in the following manner
 1. Compulsory 50% non-refundable advance payment to confirm the booking or on or before 20th February 2026.
 2. The 5% early bird discount will be strictly terminated on 15th March 2026.
 3. The balance of the participation fee on or before 3rd April 2026.
 4. Failure to pay by the specified dates may result in your stall reservation being canceled without prior notice and made available for resale by the organizer.

2.2 Payment will be non-refundable except

1. When the organizer has rejected the applicant's application to exhibit at the exhibition, the organizer will refund in full but without interest that part of the participation fee paid by the applicant; or
2. When the organizer has canceled or materially reduced or shortened the exhibition. The organizer may in its sole and absolute discretion refund without interest such amount if any, of the participation fee as the organizer thinks appropriate. Any refund will be made within three months after the applicant / exhibitor having been notified in writing that their application has been rejected or the exhibition is canceled or materially reduced or shortened as the case may be.
3. Hereby, the exhibitor affirms their participation throughout the 5 days of the exhibition, with the exception of an emergency. Despite this, the exhibitor is obligated to settle the full payment for the 5 days.

3. Stall Allocation

- 3.1 Stall allocation must be on a first come first serve basis. The organizer has the sole and absolute discretion in allotting and specifying the location and position of the stand and reserve the right to re-allot and re-specify another stand different to the one originally allotted to the exhibitor at any time prior to the commencement of the exhibition period. The exhibitor does not have a right to object to such allocation and specification.
- 3.2 The exhibitor cannot use a name on the stand that is different from the one specified on the application form without the prior written approval of the organizer.
- 3.3 The right to use the stand allocated is personal to the exhibitor and cannot be transferred, assigned, sub-contracted or otherwise shared with any third party.

3.4 No stall holders can sell any form of food, packaged, cooked, sweets, chocolates, bites, cookies on the allocated sites without permission from the Organizers "AITKEN SPENCE CONVENTIONS & EXHIBITIONS" due to Government & BMICH regulations.

3.5 Cooking in the Exhibit Hall is not permitted without approval from the Organizers "AITKEN SPENCE CONVENTIONS & EXHIBITIONS".

3.6 It is essential for exhibitors to use the required equipment, including hand gloves, paper serviettes, and toothpicks for food sampling.

3.7 Exhibitors must collect disposable garbage in a bag and place it outside their stall at the end of each day of the exhibition.

4. Construction of the stand and related work

4.1 The stall structure will be provided by the organizers official contractors and is of standard design. No variation of the facia board, lettering, fittings, structure or any integral part of the stand organizer will issue to the exhibitor a move-out permit which will specify the time period during which the exhibitor can move out their products, materials, exhibits, items or things from the stand and the exhibition venue.

4.2 The stand will be provided by the Organizers official contractors and is of standard designs No variation of the facia board, lettering, fittings, structure or any integral part of the stand by the exhibitor will be permitted without the prior written approval of the organizer. The organizer reserves the right to make changes to the facilities and allocated stands at any time before the commencement of the exhibition.

4.3 The exhibitor must remove from the exhibition venue all products, goods, materials, items or things of the exhibitor or its associates before 6.00 a.m. on 13th April 2026 or within such other time as specified by the organizer. Any such products, goods, materials, items or things which are not removed from the exhibition venue by the specified time will be deemed abandoned and will be removed and disposed of by the organizer at the exhibitor's expense. The organizer will not incur any liability for any loss, damage or expense whatsoever suffered by the exhibitor and or its associates as a consequence thereof.

4.4 Any exhibit, display or demonstration that generates noise shall not at any time cause distress to others. In no case must the sound level reach above 50 dB. Should the noise be unavoidable then suitable protection is to be provided. The Organizers reserve the right to remove the source of the noise.

4.5 Stands and exhibits shall not exceed the maximum floor loading limit of 200kg/sq m (250lb/Sq.ft).

4.6 The power supply for LED Panels will not be provided for the exhibitors by BNMF.

4.7 Exhibitors must not block or obstruct access to fire extinguishers at any time. If any items are found blocking a fire extinguisher, the organizers reserve the right to remove them without prior notice.

4.8 Exhibitors must display their products strictly within the marked demarcations of their allocated stall space. Any items displayed outside the designated area will be removed by the organizers

4.9 The exhibitor may not:-

- Add any fitting or display to the shell of the stand.
- Use any tapes, nails or other fixing mechanisms on the partitions, floor or ceiling of the stand.
- Display any free-standing fitting or display (Including, without limitation, any names, signs, spotlights, banners, advertising material or logos) that exceeds a height of 2.4 meters (Shell scheme exhibitors) and 5 meters (Space only exhibitors) or which extends beyond the boundaries of the stand;
- Suspend anything from the ceiling of the exhibition venue nor fix anything to the floor, walls or any other part of the exhibition venue.



- Install or alter any electrical equipment, or use any electrical socket for more than one electrical appliance, and Spray paint, weld, use electrical saws, or conduct any other similar construction activity within the exhibition venue.
 - Exhibitors are prohibited from showcasing items outside their designated areas (boarders).
 - The exhibitor shall be liable to the organizer for any damage caused by the exhibitor, contractors, agents or associates to any part of the stand.
- 4.10 The transportation, assembly, dismantling and removal of the custom-built stands shall be the sole responsibility of the exhibitor. The transportation must be brought into the exhibition premises before 11.00p.m.
- 4.11 Work of any kind carried out by the exhibitor at the exhibition venue must conform to all applicable statutes, rules and regulations applicable to the exhibition venue and also those specified by the organizer. The organizer reserves the right to stop any work which contravenes any of such statutes, rules and regulations and the exhibitor shall have no claim against the organizer or its agents for any other losses or damages.
- 4.12 Work of any kind carried out by the exhibitor or its associates at the exhibition venue including the decoration of the stand must be fully completed within the time limits specified by the organizer and in any case by 9.30 am. on the day proceeding the commencement of the exhibition period. The organizer reserves the right to assemble, install or decorate, at the exhibitor's expense, any work which differs from the approved specifications or any stand of replacing the stand to conform to the organizer's specifications or for any other losses or damages.
- 4.13 All repairs or alterations to the stand or displays may only be carried out by the exhibitor during the time that the exhibition is closed from the public and with the prior approval of the organizer or its agent.
- 4.14 All exhibitors are required to get a gate pass from the SBMEC office before moving goods out of the exhibition premises when dismantling.
- ## 5. Space Only Exhibitors
- 5.1 SPACE ONLY Exhibitors receive only bare space along with a 13 Amp 230V power supply in their stand rental. All stand building options must be supplied by the exhibitor themselves including cabling, wiring, carpets, furniture, electrics, walling etc.
- 5.2 It is the responsibility of the exhibitor who has chosen the SPACE ONLY option to identify requirements for building and construction of the stand. The organizers do not supply stand fitting with this option.
- ### Electricity
- 5.3 All electrical works and fittings must be done at Exhibitor's own expense. Such electrical work and fitting shall be performed by a contractor appointed by the Organizer. Before any electrical work is carried out, design plans or proposals for electrical installation must be submitted to the Organizer for approval no later than two (2) weeks before the commencement of the exhibition period. The organizer may require amendments or variations to be made to the design plan or proposals before approving the same, or may withhold approval at their absolute discretion.
- 5.4 All electrical works, fittings and wiring must be conducted and installed in compliance with these exhibition rules and regulations, the rules and regulations of the exhibition venue and any other laws and regulations which are in effect in connection with the exhibition.
- 5.5 Only electricity can be used as a source of light or power in the Exhibition Venue.
- 5.6 Electric current will be supplied in 230-volt, single phase. Electric current of a higher voltage, three phases may only be used with the prior written approval of the organizer. TT Wires can't be used at the venue.
- 5.7 The exhibitors have to pay, if any additional electricity are being taken.
- 5.8 Electricity will not be provided on the setup day. The exhibitors have to use power from the wall socket and extensions have to be brought.
- 5.9 The exhibitor must obtain all electricity supply, whether from the main supply, batteries or generators, from the official contractor appointed by the organizer.
- ## 6. Exhibition Venue
- 6.1 The exhibition venue is given security by Sri Lanka Police Department and exhibitors should follow the rules and regulations given by them. The Venue is considered a high security area. BMICH police have all the right to decide allowing vehicle into the site at any moment.
- 6.2 Any damage to exhibition premises will be charged from the exhibitor.
- ## 7. Security
- 7.1 24-hour security will be provided by only during the event days from 10.00pm to 9.00am.
- 7.2 To prevent theft / damage to goods, stall holders of Hall A, Hall B, Hall C and Hall E should be present at the time of opening for exhibition center (9.00 a.m.) and closing (10.00 p.m.). Outside stall holders should have their own security arrangements and must informed the organizers. Name and ID numbers of the security officers who stay overnight has to be given to BMICH Police Post and get the necessary approval in advance.
- 7.3 Exhibition organizers take the responsibility of the exhibits from 10.00 p.m. to 9.00 a.m. on 8th to 12th April 2026. Stallholder should have their own arrangements of security during the exhibition construction (6th and 7th April 2026) and dismantling day (8th December 2026) and during the exhibition to look after the goods displayed and stored in their respective stalls.
- 7.4 All personnel in the exhibition hall must wear the exhibitor pass to during the exhibition.
- 7.5 Each stall is entitled for four (4) Exhibitor Passes. Additional Exhibitor Passes can be requested subject to the approval of the organizer.
- 7.6 The rights and privileges of each exhibitor must be respected and not infringed upon by other exhibitors.
- ## 8. Advertising in Fair Venue
- 8.1 All advertising and printed materials are to be confined to your own stall. Distribution in the pathway or outside the exhibition area is not allowed.
- 8.2 Opportunities for displaying and distributing advertising and printed materials at the venue are provided to sponsors according to the sponsorship package chosen.
- 8.3 The use of acoustic promotions, and music is forbidden. Organizers are authorized to intervene and dismantle or remove equipment if it causes any disturbance.
- 8.4 Organizers have the authority to remove any exhibits or promotional materials that are found to be inappropriate, misleading, or against the Sri Lankan Government laws without offering any compensation. Moreover, exhibitors must obtain pre-approval from the organizers for any special promotions conducted within or outside their stand.



TERMS OF APPLICATION

1. A duly completed application form along with the full payment should be handed over to the Event Secretariat and due acknowledgment and a receipt obtained (Please refer attached documents for Stall Rate, Discount Schemes and Payment details)
2. Stalls will be confirmed only upon receiving the full payment and stalls will be allocated on "First Come First Serve basis". No extensions will be allowed for early bird discounts and/or final payment.
3. Prime Space Exhibitors will receive only bare space along with a 15 Amp 230V power outlet in their stand rental. All stand building must be supplied by the Exhibitor themselves including cabling, wiring, carpets, furniture, electrics, walling etc. (additional power and fittings will be provided through our supplier nominal cost).
4. Upon receipt of all applications the organizers will process and allocate the stalls as requested (if available)
5. All Cheques to be drawn in favour of :AITKEN SPENCE TRAVELS (PVT) LTD" and crossed "Account Payee Only"
6. Organizers of Colombo Shopping Festival 2025 reserve the right to request relevant documentation to prove the legality of the organization and products (Reference will be drawn from the respective authorities if necessary).
7. The decision taken by the Organizers with regard to the allocation of stalls and any other matter related to the exhibition shall be final. the organizers have the right to accept or reject applications without any notice or refund of payments made, in the event the former applicant fails to make the necessary advance and / or balance payment.
8. The right to use the stalls allocated is strictly personal to the exhibitor and cannot be transferred, assigned, marketed or sub-contracted or otherwise shared with any third party. If an exhibitor is found disregarding this rule, his/her stall(s) will be cancelled immediately and no refund will be made for any previous payment.

I / we have carefully read and understood the above Terms of Application, Exhibition Rules & Regulations of Colombo Shopping Festival 2025 (Annexure 1 attached) and accept the same.

Name

Designation

I agree

Stall Reservation

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