

# APPLICATION FORM

Exhibition \_\_\_\_\_ Between \_\_\_\_\_ Place \_\_\_\_\_

*Please complete and return this form to :*

**LAO WORLD CO.,LTD**

Head Office : T4 Road, Ban Phonthan Neua, Saysettha district, Vientiane LAO PDR.

Tel : ( 856 21 ) 415588

Fax : ( 856 21 ) 416342

E-mail : Laoitecc@gmail.com, sale@lao-itecc.la

[www.lao-itecc.la](http://www.lao-itecc.la)

## COMPANY DETAILS

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Country \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Detail \_\_\_\_\_

Website \_\_\_\_\_

### SPACE REQUIREMENTS :

To be completed by authorized representative of the organization applying to exhibit

### NUMBERS OF UNITS :

Space is available in unit of 9m<sup>2</sup>, i.e., 3m x 3m = 9m<sup>2</sup> ( one unit )

Please specify the number of units you require.

We require \_\_\_\_\_ Booth Units.

INTENDED EXHIBITIONS : Please specify the major products your company intends in exhibit

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We agree to abide by the terms and conditions overleaf, and by any attendments which may be made by the Organizer and / or the hall owner.

For and on behalf of :

Name of Exhibiting Company / Organization \_\_\_\_\_

Name \_\_\_\_\_

(please type the name of the person signing application form

\_\_\_\_\_

# TERMS AND CONDITIONS

## 1. Application

This Application Form is the official application contract to exhibition at LAO – ITECC A photocopy of the Application Form will be returned to exhibitors following acceptance by the Organizer. A copy of the exhibitor's manual and floor plan showing the exhibitor's space allocation will be forwarded after space allocation are made.

## 2. Payment

2.1. After receipt of the Application Form, the Organizer will send an invoice for the total space rental fee together with a photocopy of the Application Form.

2.2. All fees are to be paid in US dollars.  
Payment must be made in the form of telegraphic transfer, bank draft or international money order, payable to the bank and account designated below.

All bank transfer fees and associated charges are responsible by Exhibitor.

**Bank** : BANQUE POUR LE COMMERCE EXTERIEUR LAO

**Account Name** : LAO WORLD CO., LTD

**Account Number** : 010.01.4527007.30032.5

2.3. Payment must be made by 1<sup>st</sup> November 2008

2.4. In the event of the Fair Organizer being obliged by events out its control such as : war, the imposition of special measures by local authority or government, strike, lock out, fire or any other comparable incident, to cancel or postpone the holding of the exhibition, no refund of the space rental will be paid.

2.5. In the event of late payment, a late fee of US\$ 100 shall be charged.

## 3. Cancellation of space rental

3.1. The cancellation of approved application postmarked 30 days before event opening day shall be granted a refund less a cancellation fee of 50% of the total invoice amount.

3.2. No refund shall be made cancellation 15 days before event opening day

## 4. Cancellation and Postponement of the Exhibition

The Organization reserves the right to change the dates and / or the venue of the exhibition or to cancel the entire event if the opening or running of the exhibition is prevented by reason of natural disasters, strikes or any other cause not within control of the Organizer. In such event, the Organizer will not be responsible for the refuse of the space booking charge nor liable for damages.

## 5. Restrictions

Subleasing of exhibit space will not be allowed unless written permission is granted by the Organizer.

## 6. Unforeseen Occurrences

In the event of any occurrence not foreseen in these Terms and Conditions, the decision of the Organizer shall be final the event is governed by the laws of Lao PDR.