

Exhibitor Manual

22nd – 24th March 2008

International Olive Products & Technology Exhibition and Forum
Amman, Jordan



Quality & Taste

Organized by:



Contents

www.iotex.net



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Organized by:

Communication Craftsmen (COMCRA).
 Tel + 962 6 5666079
 Fax + 962 6 5677078
 P.O Box 1524 Amman 11118 Jordan
 Email: info@comcra.net
 website: www.iotex.net
www.comcra.net

All order forms must be completed and submitted on or before the following date:

Important Deadline – Jan. 20, 2008

Important

Please return form by:
Jan. 20, 2008
Fax: +962-6-5677078

Or by mail to: COMCRA
Attn: Ms. Manal Awamleh
P.O Box 1524 Amman
11118 Jordan
Tel + 962 6 5666079
Email: info@iotex.net
Website: www.iotex.net

- **Important:** Please send your forms to the correct contacts which are highlighted at the top of each page
- Order forms must be in typed letter form.

- **Important:** Please make sure all forms titled "Required Information/ Please fill" are completed. These are found on pages 6-8.

Required Information/Please Fill
2.1 Name Board (English)

Optional
2.2 Furniture & Appliances

My Exhibitor Profile

Important

Form / Sender	
Company _____	
Name _____	Date _____
Tel _____	Fax _____
Email _____	

Please return form by:
 Jan. 20, 2008
 Fax: +962-6-5677078

Or by mail to: COMCRA
 Attn: Ms. Manal Awamleh
 P.O Box 1524 Amman 11118 Jordan
 Tel + 962 6 5666079
 Email: info@iotex.net Site: www.iotex.net

In the form below, please list the products and brands that your company has or represents, as well as any additional information about your company and its new products and technologies. This will be used in our "Preview" magazine, newsletters and press releases to promote your company and what it offers.

Required Information/Please Fill

1.4 Brand Names

Product/Brand	Company Represented	Country
---------------	---------------------	---------

Required Information/Please Fill

1.5 Product Profiles – Please check the appropriate boxes

- | | |
|---|--|
| <input type="checkbox"/> Olive oil | <input type="checkbox"/> Olive pickles |
| <input type="checkbox"/> Olive oil processors | <input type="checkbox"/> Olive harvesting machines |
| <input type="checkbox"/> Olive R&D institutions | <input type="checkbox"/> Storage tanks |
| <input type="checkbox"/> Olive oil testing labs | <input type="checkbox"/> Filling |
| <input type="checkbox"/> Packaging | <input type="checkbox"/> Labeling |
| <input type="checkbox"/> Other | |

Signature Date

Please keep a copy for your records

Form / Sender

Stand No.	_____		
Company	_____		
Name	_____	Date	_____
Tel	_____	Fax	_____
Email	_____		

Important

Please return form by:
Jan. 20, 2008
Fax: +962-6-5677078

Or by mail to: COMCRA
Attn: Ms. Manal Awamleh
P.O Box 1524 Amman 11118 Jordan
Tel + 962 6 5666079
Email: info@iotex.net Site: www.iotex.net

Required Information/Please Fill

2.1 Name Board (English)

Optional

2.2 Furniture & Appliances

ITEM	DESCRIPTION	QTY	UNIT PRICE USA	TOTAL USA
1.	Table Ashtray		US \$ 3	US \$
2.	Waste Basket		US \$ 3	US \$
3.	Ashtray Stand		US \$ 12	US \$
4.	Stool (high)		US \$ 10	US \$
5.	Folding Chair		US \$ 15	US \$
6.	Normal Chair		US \$ 20	US \$
7.	Round Table		US \$ 40	US \$
8.	Round Table		US \$ 50	US \$
9.	Display Cube		US \$ 35	US \$
10.	Display Cube		US \$ 40	US \$
11.	Display Cube		US \$ 45	US \$
12.	Chair with armrest		US \$ 35	US \$
13.	Single Seat	Single (Black)	US \$ 50	US \$
14.	Sofa Seat	Double (Black)	US \$ 80	US \$
15.	Brochure Stand		US \$ 45	US \$
16.	Coffee Table	700x700H=500	US \$ 20	US \$
17.	Show Case (Tall)	800x350H=1950	US \$ 100	US \$
18.	Show Case (Low)	800x850H=1200	US \$ 70	US \$
19.	Table	1000x700H=720	US \$ 30	US \$
20.	Free Stand	50x100H=100	US \$ 40	US \$
21.	Writing Table	1000x700H=720	US \$ 45	US \$
22.	Coffee Machine		US \$ 35	US \$
23.	Refrigerator		US \$ 100	US \$
24.	Video		US \$ 100	US \$
25.	T.V Color (21")		US \$ 100	US \$
26.	TV + Video Stand		US \$ 45	US \$
27.	Potted plant (Large)		US \$ 25	US \$
28.	Potted plant (medium)		US \$ 20	US \$
29.	Coat Rack	Free standing	US \$ 20	US \$
30.	Mannequin	1000x350H=1000	US \$ 30	US \$
31.	Lockable Cabinet	1000x350H=1000	US \$ 60	US \$
32.	Flat Shelf	1100x300	US \$ 12	US \$
33.	Carpet Tiles	Per m ²	US \$ 15	US \$

TOTAL IN US \$

See furniture details on page 7

Signature Date

Please keep a copy for your records

Form / Sender

Stand No.	_____		
Company	_____		
Name	_____	Date	_____
Tel	_____	Fax	_____
Email	_____		


















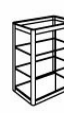




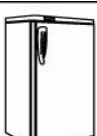


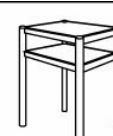




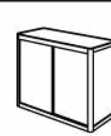
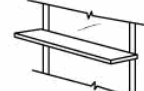

Important

Please return form by: Jan. 20, 2008
Fax: +962-6-5677078

Or by mail to: COMCRA
Attn: Ms. Manal Awamleh
P.O Box 1524 Amman 11118 Jordan
Tel + 962 6 5666079
Email: info@iotex.net Site: www.iotex.net

Optional

2.2 Optional Extras – Furniture and Accessories for hire

 <p>1 Table Ashtray \$3</p>	 <p>2 Waste Basket \$3</p>	 <p>3 Ashtray Stand \$12</p>	 <p>4 Stool (High) \$10</p>	 <p>5 Folding Chair \$15</p>	 <p>6 Normal Chair \$20</p>	 <p>7 Round Table (R=90) \$40</p>	 <p>8 Round Table (R=80) \$50</p>	 <p>9 Display Cube \$35</p>	 <p>10 Display Cube \$40</p>	 <p>11 Display Cube \$45</p>
 <p>12 Chair with Armrest \$35</p>	 <p>13 Sofa Seat Single (Black) \$50</p>	 <p>14 Sofa Seat Double (Black) \$80</p>	 <p>15 Brochure Stand \$45</p>	 <p>16 Coffee Table (700x700 H=500) \$20</p>	 <p>17 Show Case (Tall) (800x350 H=1950) \$100</p>	 <p>18 Show Case (Low) (800x350 H=1200) \$70</p>	 <p>19 Table \$30</p>	 <p>20 Free Standing Counter \$40</p>	 <p>21 Writing Table \$45</p>	
 <p>22 Coffee Machine \$35</p>	 <p>23 Refrigerator (Small) \$100</p>	 <p>24 Video \$100</p>	 <p>25 Color T.V. (21") \$100</p>	 <p>26 TV+Video Stand \$45</p>	 <p>27 Potted Plant (Large) \$25</p>	 <p>28 Potted Plant (Medium) \$20</p>				
 <p>29 Coat Rack (Free Standing) \$20</p>	 <p>30 Mannequin \$30</p>	 <p>31 Lockable Cabinet (1000x350 H=1000) \$60</p>	 <p>32 Flat Shelf (1100x300) \$12</p>	 <p>33 Carpet Tiles (Per sqm) \$15</p>						

Please keep a copy for your records

Important

Form / Sender			
Company _____			
Name _____	Date _____		
Tel _____	Fax _____		
Email _____			

Please return form by: Jan. 20, 2008
 Fax: +962-6-5677078

Or by mail to: COMCRA
 Attn: Ms. Manal Awamleh
 P.O Box 1524 Amman 11118 Jordan
 Tel + 962 6 5666079
 Email: info@iotex.net Site: www.iotex.net

Optional

3.1 Exhibit Catalogue Advertising

<u>TYPE</u>	<u>COST</u>	<u>QTY</u>	<u>TOTAL COST</u>
Full Color Page	US \$ 750		US \$
Full White & Black Page	US \$ 550		US \$
Half Color Page	US \$ 350		US \$
Half White & Black Page	US \$ 250		US \$
Double Color Page	US \$ 1000		US \$
Outside Back Cover	US \$ 2000		US \$
Inside Front Cover	US \$ 1500		US \$
Inside Back Cover	US \$ 1500		US \$
Insert	US \$ 1200		US \$
Total In			US \$

Exhibit catalogue benefits:

- 10,000 official exhibition catalogues will be distributed, free of charge, to all show visitors.
- The show catalogue will also be circulated to all important visitor sources.
- An advertisement in the exhibition directory will increase the number of visitors to your booth, by attracting visitors' attention to your stand as well as any products you might feature. Visitors refer to the exhibition directory for booth location, technical programs and other information.
- The exhibition catalogue is used after the exhibition as a PRODUCT & REFERENCE GUIDE.

Technical specifications:

- The catalogue trim size is 21cm long by 14 cm wide.
 - All ads should be camera ready artwork; positive films, right reading, emulsion down, 150 lip, full color separation.
- (In case of bleed design, allow 5mm extra on each side)

Optional

3.2 Exhibitor Badges

Name _____	Name _____	Name _____
Position _____	Position _____	Position _____
Name _____	Name _____	Name _____
Position _____	Position _____	Position _____
Name _____	Name _____	Name _____
Position _____	Position _____	Position _____

Signature Date

Please keep a copy for your records

Important

Form / Sender	
Company	_____
Name	_____ Date _____
Tel	_____ Fax _____
Email	_____

Please return form by: Jan. 20, 2008
 Fax: +962-6-5677078

Or by mail to: COMCRA
 Attn: Ms. Manal Awamleh
 P.O Box 1524 Amman 11118 Jordan
 Tel + 962 6 5666079
 Email: info@iotex.net Site: www.iotex.net

Optional

3.3 Exhibition Invitations

Each exhibitor will be provided with 100 free invitation tickets. Tickets are for distribution to trade visitors only and are not intended for the general public. Please disregard this section if you do not require invitation cards.
 Trade Visitor Cards, Qty: _____ Opening Ceremony Cards Qty: _____

Optional

3.4 Temporary Personnel

<u>Qualifications</u>	<u>Languages</u>	<u>Cost per Day</u>	<u>Dates: from—to</u>	<u>No. of Staff</u>	<u>Total cost</u>
Translator		\$100 USD			
Hostess		\$75 USD			
					US \$

Important :

- Temporary personnel hours will be the exhibition hours, which are not to exceed 8 hours/day.
- Rates quoted above are inclusive of transportation allowance for the temporary personnel.
- The organizers will not be responsible for any loss or damages caused by temporary personnel.

Signature	Date
-----------------	------------

Please keep a copy for your records

Form / Sender	
Company	_____
Name	_____ Date _____
Tel	_____ Fax _____
Email	_____

Important

Please return form by: Jan. 20, 2008
 Fax: +962-6-5677078

Or by mail to:

PETRA CONTACT PERSON:
 Mrs. Tina Vasile, Events Manager
 Tel: +962-6- 567 19 29 / 569 00 62
 Fax +962-6- 567 19 30 / 563 91 90
 Email: events@petratours.com
www.petraevents.com

Optional

4.1 Hotel Reservation – Guest Details

Name Hotel:

Guest Name	Check in date	Check out date	Hotel	Room type	Total US \$
------------	---------------	----------------	-------	-----------	-------------

Total

Important: 1. Exhibitors are strongly advised to take advantage of the special rates provided through PETRATRAVEL AND TOURISM CO. If interested, please clearly fill the required hotel reservation form above and fax it to the official travel agent (PETRA Travel Company).

2. Assistance with visa procedures for group exhibitors that are booking their hotel accommodations with PETRATRAVEL AND TOURISM CO. will be charged separately at the rate of \$15 USD per person. See form 4.2.

ROOM RATES IOTEX 2008 (March 20 -25)

HOTEL	ROOM TYPE	RATES US\$	ROOM TYPE	RATES US\$	LOCATION
Radisson SAS Amman 5*	Standard SGL room BB	115	Standard DBL room BB	130	15-20 minutes by car to/from Expo Venue
Le Meridian Hotel Amman 5*	Standard SGL room BB	135	Standard DBL room BB	150	15-20 minutes by car to/from Expo Venue
Regency Palace Hotel 5*	Standard SGL room BB	100	Standard DBL room BB	120	20-25 minutes by car to/from Expo Venue
Crown Plaza Hotel 5*	Standard SGL room BB	130	Standard DBL room BB	145	10-15 minutes by car to/from Expo Venue
Holiday Inn Hotel 5*	Standard SGL room BB	115	Standard DBL room BB	130	15-20 minutes by car to/from Expo Venue
Amman Cham Palace 4* superior	Standard SGL room BB	80	Standard DBL room BB	90	15-20 minutes by car to/from Expo Venue
Dana Plaza Hotel 4*	Standard SGL room BB	65	Standard DBL room BB	75	10-15 minutes by car to/from Expo Venue
Days INN Hotel 4*	Standard SGL room BB	65	Standard DBL room BB	80	15-20 minutes by car to/from Expo Venue
San Rock Hotel 3*	Standard SGL room BB	55	Standard DBL room BB	65	10-15 minutes by car to/from Expo Venue

The above rates are per room per night and include breakfast and applicable taxes.

Group bookings will be handled on a case by case basis.

The deadline to secure the above rates and reservations is March 1st, 2008.

NOTE: The above prices are valid only until March 1st, 2008. After March 1st, prices will increase. For new prices at that time, please contact Petra Tours directly.

PETRA CONTACT PERSON: Mrs. Tina Vasile, Events Manager Tel: +962-6- 567 19 29 / 569 00 62, Fax +962-6- 567 19 30 / 563 91 90
 Email: events@petratours.com, Website: www.petraevents.com

Signature Date

Please keep a copy for your records

Form / Sender	
Company Name	_____
Name	_____ Date _____
Tel	_____ Fax _____
Email	_____

Important

Please return form by: Jan. 20, 2008
 Fax: +962-6-5677078

Or by mail to:

PETRA CONTACT PERSON:
 Mrs. Tina Vasile, Events Manager
 Tel: +962-6- 567 19 29 / 569 00 62
 Fax +962-6- 567 19 30 / 563 91 90
 Email: events@petratours.com
www.petraevents.com

Optional

4.2 Visa Request Form

- Exhibitors and visitors from countries NOT listed below**, can obtain entry visas upon arrival at Queen Alia Amman International Airport as well as other Jordanian entry points for a fee of \$15.00 USD
- Exhibitors and visitors from restricted countries (listed below)** can obtain visas from Jordanian diplomatic and consular missions in their country of origin; in this case, visas will be applied on to passports at the diplomatic mission. Applicants for visas at Jordanian consulates abroad should attach a recent colored photo with their passport (which must be valid for at least six months). The visa fees are **\$USD 35.00**.
- Exhibitors and visitors from restricted countries (listed below)** can apply for entry permission to the Jordanian Ministry of Interior through the IOTEX 2008 tour operator in conjunction with a hotel booking only.
 - Entry Permission processing charge is USD \$15.00 per person.
 - Procedures to obtain visas require 4 to 5 weeks. Visas will be applied upon arrival to Jordanian borders.
 - Entry Permission processing charge does not include the visa fee which is JOD 10 per person, equivalent of USD \$15.00 and should be paid directly on arrival at Queen Alia Airport or other Jordanian borders.

Please note that visas to Jordan or Entry Permissions are issued at the entire discretion of the Jordanian authorities, however, if an exhibitor experiences any difficulty in obtaining a visa, the organizers will do their utmost to assist in this matter. In all cases, the organizers cannot be held responsible if the visa application is not approved.

List of countries whose citizens are required to obtain visas or entry permission prior to arrival to Jordan:

A. AFRICA

Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Central African Republic, Chad, Congo, Cote d'Ivoire, Djibouti, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea Bissau, Guyana, Liberia, Madagascar, Mali, Mauritania, Mozambique, Niger, Nigeria, Senegal, Sierra Leone, Somalia, Sudan, Tanzania, Togo, Uganda and Zambia.

B. ASIA

Afghanistan, Bangladesh, Cambodia, India, Iran, Laos, Mongolia, Pakistan, Papua New Guinea, Philippines, Malaysia, Nepal, Sri Lanka and Vietnam.

C. EUROPE

Albania, Bosnia and Herzegovina, Macedonia, Romania.

D. SOUTH AMERICA

Belize, Colombia, Cuba.

Citizens from Bahrain, Egypt, Iraq, Lebanon, Kuwait, Oman, Qatar, Saudi Arabia, Syria, United Arab Emirates, and Yemen (exempted from visas to Jordan), can obtain visas at the Jordanian border points upon their arrival to the Kingdom.

Important:

Having a residency permit in the Gulf Area: in this case, visitors / exhibitors will obtain visas upon arrival to Jordan, with the exception of Iranian & Palestinian document holders.

Optional

4.2 Visa Request Form

First Name	Last Name
Date of Birth	Place of Birth
Nationality	
Passport No.	Place of Issue
Expiry Date	Date of Issue
Full company Name	Job Title

Important: Please attach a Passport copy showing the above information - Your passport must be valid for at least six months after arrival. Photocopy this form to apply for multiple visas.

Please keep a copy for your records

Important

Please return form by: Jan. 20, 2008
 Fax: +962-6-5677078

Or by mail to:

PETRA CONTACT PERSON:
 Mrs. Tina Vasile, Events Manager
 Tel: +962-6- 567 19 29 / 569 00 62
 Fax +962-6- 567 19 30 / 563 91 90
 Email: events@petratours.com
www.petraevents.com

Form / Sender	
Company	_____
Name	_____ Date _____
Tel	_____ Fax _____
Email	_____

Optional

4.3 Individual Transfers

QUEEN Alia Int'l Airport Amman – to/from hotels in Amman	Type of car	Price per car / one way transfer in USD
Standard Car	Nissan Sunny, Peugeot 30, Hyundai Elentra or similar	35
Large Car	Citroen C5, Mazda 6, Hyundai Sonata or similar	45
Minivan	Hyundai H11, Citroen C8 or similar	55
Small Bus (Half Day)	20 seats	145
Small Bus (Full Day)	20 seats	200
Medium Bus (Half Day)	30 seats	165
Medium Bus (Full Day)	30 seats	300
Large Bus (Half Day)	51 seats	235
Large Bus (Full Day)	51 seats	400

AIRPORT MEET & ASSIST	Price per person in USD
Price per Individuals	10
Groups [over 10 persons]	5
Visa Assistance	35

All above rates are in US Dollars and subject to 16% sales tax

PAYMENT

Transfers: USD _____ Optional Tours: USD _____ Rental Car: USD _____ Total: USD _____

Bank Transfer

Account Name: Petra Travel & Tourism Co.
 Bank: Standard Chartered Bank Ltd.
 Address: Shmeisani Branch – P.O. Box 19185
 Amman 11196 – Jordan
 Swift Code SCBLJOAX
 USD Account Number: 01-01-2067099-02

Credit Card

CREDIT CARD Details: American Express Visa Card Master Card

Name (as appears on card): _____

Company name (if corporate card): _____

Billing address: _____

Signature _____

As strictly requested by American Express & Master Card Companies in Jordan, you are kindly demanded to provide us with a photocopy of the card holders' passports & credit cards.

Exhibition Regulations

It is of vital importance that you read carefully through the following pages in order to insure a successful participation at the exhibition

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5.1 General Information**5.1.1 The Organizers**

The show is organized by: (COMCRA) Communication Craftsmen, (JOPEA) Jordan Olive Products Exporters Association and the Amman Chamber of Industry (ACI).

5.1.2 Show Title

International Olive Products & Technology Exhibition & Forum (IOTEX).

5.1.3 Exhibition Dates & Venue

22nd-24th March, 2008, - Amman, Jordan.

5.1.4 Show Management

Communication Craftsmen (COMCRA)

Mr. Abdullah Hindawi, Project Director

Ms. Shireen Hizaji, Project Director

P.O Box 1524 Amman 11118 Jordan, Tel + 962 6 5666079

Email: info@iotex.net

Website: www.iotex.net

5.1.5 Opening Hours

The exhibition will be open to trade visitors and business buyers from 10am until 6pm daily. Children under the age of 16 will not be admitted.

5.1.6 Registration of Visitors

Visitors will only be admitted upon presentation of business cards or the completion of visitor registration tickets available at the exhibition center's main gate.

5.1.7 Photographer

An official photographer will be available at the show.

5.1.8 Show Catalogue

The show catalogue will be printed in English and will contain general exhibition information, a layout plan of the stands, a description of each exhibitor, a product index and exhibitor advertisements. Each exhibitor is entitled, free of charge to a 150 words entry describing the exhibitor's products. Product and company descriptions must be submitted on page 4 of the ORDER FORMS, section 1.3.

The catalogue will be freely available to all registered visitors to the show. Exhibitor's attention is drawn to the advantages to be gained from advertising in the catalogue. The catalogue is usually retained by visitors and used as a source of reference for many months after the show. Please use "ORDER FORM section 3.1" on page 10 if interested in including advertisements for your company and products.

5.1.9 Visitor Invitations

Exhibitors will be issued 100 free guest tickets to send to special business contacts. Extra tickets may be ordered from the organizers. Please use "ORDER FORM section 3.3" on page 11. Trade visitors arriving without a ticket will be admitted upon the presentation of their business cards.

5.1.10 Plants / Flowers

The official florist will set up an office at the exhibition center during build-up to take exhibitor orders for plants and flowers on hire. For more information, please contact the organizers.

5.1.11 Exhibitor Badges

Exhibitors and their staff will be issued exhibitor badges which must be worn on the exhibit premises at all times. See "ORDER FORM section 3.2" on page 10.

5.1.12 Show Promotion

Exhibitors are reminded to only promote the show to trade visitors, business contacts and other buyers and not to the general public. Children under the age of 16 will not be admitted.

5.1.13 Security

24-hour security is provided during the show. However, exhibitors are advised to take adequate precautions to ensure that all articles and valuable items are covered by their own insurance. The organizers will not be held responsible for the safety of articles of any kind brought into the exhibition hall by exhibitors, their staff or any person whatsoever.

5.1.14 Temporary Stand Personnel, Hostesses and Translators

You can hire temporary stand personnel through the organizers; see form 3.4 on page 11.

5.1.15 Telephone / Fax / E-Mail

The organizers will make available local prepaid GSM SIM cards through a local service provider for the duration of the show. Fax and email service will also be made available at the exhibitions' business center, see below.

5.1.16 Cafeteria

Fast food and beverage service will be available at the cafeteria located at the exhibit.

5.1.17 Car Parking

Ample car parking facilities are available adjacent to the exhibition center.

5.1.18 Business Center / Press Center

For the convenience of the exhibitors, visitors and the press, the organizers will provide a business and press center within the exhibition hall. The center will include the following facilities: photocopy machine, stationary, mailing services, computer and printer. The center also offer telephone, fax and e-mail services.

5.1.19 Prohibited Items

Exhibitors are reminded to avoid shipping any prohibited items to the show. Please contact the official freight forwarders for details.

5.2 Stand Information

5.2.1 Construction Timetable

Exhibitors constructing their own stands may occupy their space as of: 8:00 am – 19th March, 2008
 Organizers' shell scheme stands are available to exhibitors as of: 8:00 am – 19th March, 2008
 All stands must be completed by: 6:00 pm – 21st March, 2008*

*Under no circumstances shall exhibitors be allowed to work on their stands beyond this time.

5.2.2 Dismantling Timetable

Dismantling the stands and display materials may commence as of: 9:00 am – 25th March, 2008
 All stands, display materials and exhibits must be removed by: 7:00 pm – 26th March, 2008

It is the responsibility of each exhibitor to be present at his/her stand during dismantling to ensure the safe removal of exhibit materials.

5.2.3 Building Regulations

Exhibitors are not allowed to paint or place stickers or any other permanent materials on the organizer's stand materials and parts. It is also prohibited to use nails, ropes, strings, screws and adhesives on the structures of the exhibition hall. Furthermore, it is strictly prohibited to extend stand construction or exhibits into the aisles and passageways.

5.2.4 Fire Regulations

All materials used in stand construction must be properly fire-proofed in accordance with international standards; normal International Safety Standards apply.

5.2.5 Working Exhibits

The organizers reserve the right to determine the acceptable sound level, extent of demonstrations for working exhibits and audio-visual presentations in the event of a complaint from other exhibitors. Audio-visual screens should be fitted in a way to be viewed from within exhibitors' stands in order to avoid congestion in the passageways.

5.2.6 Official Stand Fitting Contractor

Exhibitors requiring stand construction, display services or additional work to the organizer's stand fitting services may contact the official stand contractor for a quote without obligation:

B-design Exhibition Services

Contact person: Ramzi Haddadin

Tel: +962 6 5153297 / Fax: +962 65152019

Email: info@bdesigngroup.net Website: www.bdesigngroup.net

5.2.7 Stand Cleaning

The organizers are responsible for the cleaning of passageways and organizer's fitted stand floors. Cleaning of exhibits and exhibitors' furniture is the responsibility of exhibitors.

5.2.8 Name Board

- Exhibitors building their own stands are requested to display their name and stand number in English.
- Exhibitors using the organizer's stand fitting services will have their name and stand number featured on their fascia in English. See "ORDER FORM section 2.1" on page 6 for details.

5.2.9 Maximum Heights and Weights

- Maximum height of exhibits of organizer's stand fitting services is 2.50 m.
- Maximum height of personalized exhibits stands is 4.00 m.
- For higher stands, please submit the design to the organizers.
- The largest goods entrance door for inside exhibits measures (6.00m wide by 4.50m high).

5.2.10 Inside Surfaces

The floor surface inside the exhibition hall is made of asphalt compacted ground and is covered with full carpeted flooring

5.2.11 Power Supply

The electrical power supply is 220, 50Hz. All exhibitors must order electrical connections through the organizers. See "ORDER FORM section 2.3" on page 9 for details of all electrical services and items for hire.

5.2.12 Furniture

Exhibitors may provide their own furniture or order items on hire from the official stand contractors. See "ORDER FORM section 2.2" on page 6 for details of available items.

5.2.13 Water and Waste

The exhibition center has limited facility for piped water and drainage around the perimeter of the centre. Contact the official stand contractors for details.

5.2.14 Relocation

The organizers reserve the right to relocate exhibitor's stand position, without liability, should it be deemed necessary for whatever reason.

5.3 Travel Accommodations and Visas

5.3.1 Hotel Reservation terms

- The hotel rates on page 12 are per room per night and include breakfast and applicable taxes.
- Following submission of your request, you will receive a provisional confirmation of the reservation and invoice by e-mail.
- Reservations will be firmly confirmed by e-mail or fax after full payment of requested services is acknowledged by Petra Tours.
- Cancellations:
 - Cancellations one week prior to arrival - no cancellation fees will apply.
 - Cancellations less than one week before arrival or no shows - equivalent of one night stay will be charged.
 - Cancellations after the 18th of March, 2008 - no amendments for hotel reservation will be accepted.
 - Should you have to cancel or amend your hotel reservation, please contact Petra Events directly (and not the hotel) in writing, either via e-mail [events@petratours.com] or by fax: + 962-6-5671930

5.3.2 Air Travel

Amman - Jordan is well connected with all major cities around the world thanks to a wide selection of airlines serving Jordan's international airport.

5.3.3 Passport and Entry Visa Requirements

- ❑ Visitors who do not require visa's to enter Jordan include nationals from: Bahrain, Egypt, Iraq, Kuwait, Lebanon, Oman, Qatar, Saudi Arabia, Syria, United Arab Emirates and Yemen.
- ❑ All other visitors to Jordan can obtain entry visas at Jordanian entry points, with the exception of
 - A. AFRICA**
Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Central African Republic, Chad, Congo, Ivory Coast, Djibouti, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea Bissau, Guyana, Liberia, Madagascar, Mali, Mauritania, Mozambique, Niger, Nigeria, Senegal, Sierra Leone, Somalia, Sudan, Tanzania, Togo, Uganda and Zambia.
 - B. ASIA**
Afghanistan, Bangladesh, Cambodia, India, Iran, Laos, Mongolia, Pakistan, Papua New Guinea, Philippines, Russia, Sri Lanka and Vietnam.
 - C. EUROPE**
Albania, Bosnia and Herzegovina, Macedonia, Romania.

For more details see order form 4.2, page 14

5.3.4 Health

Although vaccinations are not mandatory, it is recommended for the exhibitors to be inoculated against typhoid, cholera and tetanus.

5.4 Payment Terms**5.4.1 Payments**

The US Dollar is used for all charges at the prevailing rate as follows:

1. 50% with signed Space Contract.
2. Remaining 50% balance before the 22nd of February, 2008.
3. Exhibitors will not be allowed to occupy their stand if the payment schedule on the Space Contract and Invoice is not paid on time.

5.4.2 Cancellation of Participation

In the event of the organizer agrees to any part of the exhibit contract, the exhibitor will be liable for all, or part of the cost stated in the contract in accordance with the following scale:

1. The applicant will pay 50% of the contract if the application is cancelled 2 months before the show.
2. The applicant will pay 100% of the contract if the application is cancelled 1 month before the show.
3. This scale of charges will apply only from the date the organizers receive written notice by letter, fax or e-mail. In addition to this scale, the exhibitor will be liable for any additional incurred costs by the organizers.

These terms cannot be varied under any circumstances.

5.4.3 Failure to Exhibit

Any exhibitor who has signed a Space Contract for exhibition space, and for any reason fails to exhibit will not be released from the participation terms by the organizers. The exhibitor will be held liable for the full amount stated in the Space Contract plus any additional costs incurred by the organizers such as a result of failure to exhibit.

5.4.4 Optional Extras

Financial matters of any additional furniture or appliances rented during the show must be settled prior to the show's closing date.

5.4.5 Subletting, Transferring or Loaning of Exhibition Space

Exhibitors must not sublet, transfer or otherwise loan their exhibit space or any part of it, whether for financial considerations or free of charge, without prior consent from the organizers. If the exhibitor is an agent, distributor or licensee, he must state, at the time of signing the Space Contract, the names of the principals to be represented. This does not prohibit an exhibitor from displaying the products of a principal for whom he becomes an agent, distributor or licensee for after the Space Contract has been signed, on condition that the exhibitor receives the written permission of the organizers.

5.4.6 Payment Method

Bank Transfer

Bank: Jordan Kuwaiti Bank

Address: Ibn Khaldoun

Amman – Jordan

Account: Current

Swift Code: JKBAJOAM

Account Number:

JD 0228290012

€ 0228290013

US\$ 0228290014

5.5 Insurance**5.5.1 Insurance**

The organizers themselves, their servants or agents shall not be liable for the safety of exhibitors, their servants, agents, contractors, or invitees during the exhibition, or for any articles of any kind brought into the exhibition by the exhibitors, their servants, agents or contractors, invitees or members of the public. Exhibitors shall make sure that they are fully covered by insurance, including, but not restricted to, all risks on their property, exhibits or articles or any kind of public liability and comprehensive protection against any losses or damages caused by any circumstances, whatsoever, whether by reason of fire, water, theft, accident or any other cause. The period for which such insurance will be maintained, shall run from the time the exhibitor, or any of his servants, agents, or contractors, first enters the exhibition grounds up until all his exhibits and property have been removed. The Exhibitor shall insure against, indemnify and hold the organizers harmless in respect of all costs, claims, demands and expenses to which the organizers may in any way be subject to as a result of any loss or injury arising to any person (including members of the public, the organizer's staff, agents or contractors) or property, no matter how caused as a result of any act of default of the exhibitor, his servants, agents, contractors or invitees.

If the organizers so demand, the exhibitor shall provide a proof to the organizers that the exhibitor has adequate insurance coverage. Exhibitors must ensure that their temporary staff and the staff of their servants, agents or contractors are insured against for workman's compensation.

The organizers shall not, in any event, be held responsible for any restrictions or conditions which prevent the construction, erection, completion, alteration or dismantling of stands, for entry, placement or removal of exhibits, or for the failure of any service or amenities provided by the Hall landlords or other third parties. The organizers shall not be liable to the exhibitor for any cancellation or part time opening of the exhibition either as a whole or in part, or for any amendments or alterations to all, or any of the rules and regulations caused by circumstances beyond their control.

5.6 Transportation, Censorship, Customs Facilities and Installation of Exhibits

5.6.1 The Official Shipping Coordinators and On-Site Handling Agents

Naber & CO. International Forwarders
 CONTACT PERSON: Mr. Abdullah Al Jayusi
 Tel: +962-6-5560835 /9
 Fax: +962-6- 5530342
 Email: naberco@index.com.jo

Important

1. Original set of documents to be sent to our official clearing & forwarding agents listed above.
2. For any information regarding freight forwarding, clearing, re-exporting or to receive full shipping instructions, please contact the above mentioned Freight Forwarding Agencies. Charges for this service should be made directly to your selected Freight Forwarder.

SHIPPING PROCEDURES:**Shipping Documents:**

Documents required which must be sent prior to shipping the cargo, to be consigned as follows:

Consignee: The nominated Freight Forwarder/ Clearing Co
 c/o The International Olive Products & Technology Exhibition & Forum
 For..... (Name of Exhibitor).

1- Notify Party: Same as consignee

AIRFREIGHT

- MAWB, consigned as above.
- Commercial Invoice, with full description of all items with individual quantities and volumes. Where applicable serial numbers, trade marks and specifications must be shown. Total value for all items including give away.... Etc CIF Jordan.
- Packing List, a clear and comprehensive packing list is required, clearly stating which items are contained in each package. This information may be incorporated in the body of the invoice.
- Certificate of Origin.

OCEAN FREIGHT

- Original Bills of Lading must be consigned and notified as above.
- Original Bs/L and complete set of documents to be sent to the nominated Freight Forwarder/ Clearing Company upon vessel departure.
- Commercial Invoice, Packing List and Certificate of Origin, same as above.

OVERLAND TRANSPORTATION

- CMR and/ Or Truck Way Bill and Transit Customs declarations must be consigned and notified as above.
 - Commercial Invoice, Certificate of Origin and Packing List as above.
- Estimated date of arrival to Amman Customs House, shipping details (Truck number, Driver name and his mobile number) must be dispatched to the nominated freight Forwarder upon the truck's departure of the origin. Drivers are instructed to call the Freight Forwarder as soon as he crosses Jordanian Borders. Number of documents required for all the above as follows:

- AWB: 3 copies.
- Ocean B/L: 1 original duly endorsed by shippers and 2 copies.
- Commercial Invoice: 2 originals and 3 copies.
- Certificate of Origin: 1 original and 3 copies.
- Packing List: 2 Originals and 3 copies

IMPORTANT REMARKS:

- Please prepare separate invoices for temporary and permanent goods. All brochures, give aways, consumer goods/ Items/ Materials/ Stationery will be subject to customs duties and taxes which must be settled at site to the forwarding co unless the Customs Authorities will decide to exempt these items. (Even exempted cargo will have to pay the sales tax of 16% of CIF cargo value)
 - Cargo that has been consigned in any other manner and shipment weight and volume shown on the AWB, CMR and/ Or the Bill of Lading must agree with those on the invoices and packing, otherwise cargo can not be cleared.
 - All cargo must be sent on Freight Prepaid basis. Any cargos sent on "Collect Basis" will not be released until payment is received.
 - Any goods arriving after the published deadline dates will be subject to a late arrival surcharge.
 - Any storage charges incurred for reasons beyond control and/or for wrong documents will be the responsibility of the exhibitors and will be charged as received with Original Supporting Receipts.
 - All temporary items will be subject to customs "Masa'l" fees of 0.2% of CIF value. Customs Fees not to exceed JOD 250.00 per formality.
 - All documents must be attached to the Airway bill with copies in the required numbers shown above, couriered / Faxed to the freight forwarder/ clearing agent.
 - The number of invoices/ packing lists required is exactly the same as for sea freight, airfreight and overland consignments. Cargo arriving without the necessary documents cannot be cleared and delivered.
 - The highest standard of packing should be used to provide the best protection for exhibits. Any damage discovered on arrival at the exhibition hall will be difficult to repair and air-freighting replacements will likely to be expensive. It is recommended to use of bolted re-usable cases. Carton boxes are not recommended especially for exhibits that have to be returned to place of origin.
 - Films, videos and CD-Rom require censorship through the Jordanian Authorities, and therefore can not be shipped with your main consignment; they must be sent by courier or with the passengers.
 - If radio telecommunication equipment is to be exhibited, as well as photographs and brochures must be sent to the nominated freight forwarder to obtain prior approvals from authorities.
 - Please include the following wording on AWB'S, Ocean Bs/L and or CMR -Truck Waybills - (Cargo for Show and Return).
 - The organizers would like to point out that it is the exhibitors' responsibility to arrange suitable insurance coverage for their consignment. The freight forwarder/ clearing agent will not be responsible for insurance and/ or security during the build up exhibition or break down periods.
 - Schedule/ deadline dates: The following deadlines dates in Jordan must be adhered to unless agreed, otherwise:
 - * Sea Freight: To arrive to Aqaba Port by the following dates:
 - LCL 21 days prior to opening date.
 - FCL 15 days prior to opening date
 - * Overland: 9 days prior to opening date.
 - * Airfreight: 9 days prior to opening date.
 - All temporary Entries will be subject to submission of bank guarantee to the customs authorities. This guarantee will be calculated by the customs authorities at the customs entry terminal and the cargo will not be released to the exhibition site unless the required bank guarantee is submitted to the authorities. The nominated clearing/ forwarding agent will give the exhibitors all the required/ necessary details concerning amount of the bank guarantee/ duties and additional taxes on each shipment.
- IF the cargo is consigned and/ or imported by/ through embassies and/ or diplomatic commissions and/ or consulates, it will be exempted from the submission of the bank guarantees and will only require a normal guarantee letter from the concerned embassy.