

M.A.T
MOROCCAN
AUTOMOTIVE
TECHNOLOGIES

Du **12** au **15** DÉCEMBRE
2018

**AMDIE (SITE DES FOIRES
INTERNATIONAL DE CASABLANCA)**

LE SALON INTERNATIONAL DE LA PIÈCE DE RECHANGE AUTOMOBILE AU MAROC



• PIÈCES DE RECHANGES ET COMPOSANTS • RÉPARATION, MAINTENANCE OUTILLAGE ET DIAGNOSTIC •
CARROSSERIE ET PEINTURE • LAVAGE, STATION-SERVICE ET PRODUITS D'ENTRETIEN •
PNEUMATIQUES, JANTES ET ACCESSOIRES

ORGANIZER



DELEGATED ORGANIZER

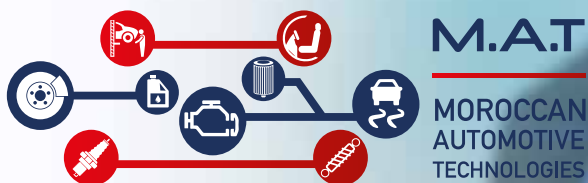


INSTITUTIONNEL PARTENERS



Deutsche Industrie- und
Handelskammer in Marokko
Chambre Allemande de Commerce
et d'Industrie au Maroc

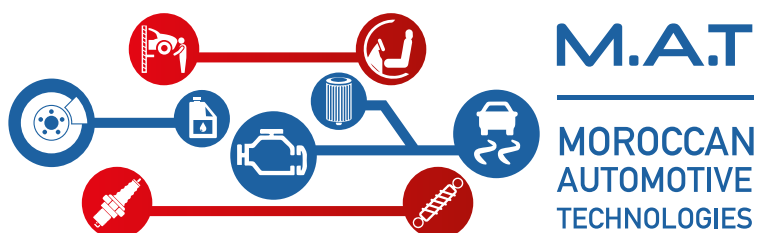




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THE INTERNATIONAL EXHIBITION OF AUTOMOTIVE AFTERMARKET IN MOROCCO



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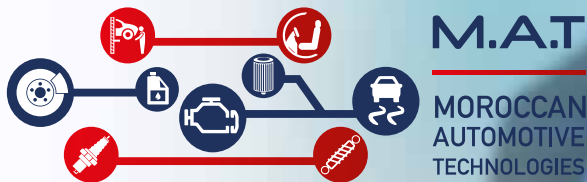
EXHIBITION OPENING HOURS

	Trade Visitors	Exhibitors
First Day	12 AM - 18 PM	11 AM - 19 PM
Second Day	11 AM- 18 PM	10 AM - 19 PM
Third Day	11 AM- 18 PM	10 AM - 19 PM
Last Day	11 AM- 18 PM	10 AM - 19 PM

Tel : +212 (0) 5 22 22 33 72 / Fax : +212 (0) 5 22 47 02 96

Email : contact@global-events.ma

Web : www.global-events.ma



Dear Exhibitors,

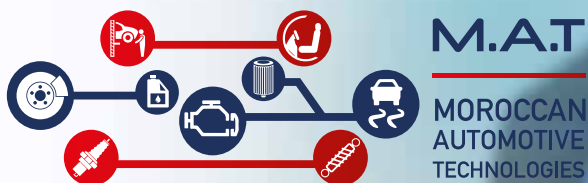
Global Fairs & Events team have specially prepared this Exhibitor Manual to assist you in your participation.

Exhibitors are requested to read the manual carefully and thoroughly in order to familiarize themselves with the preparations and procedures for the event.

Should you require any further information or assistance, please contact the concerned person in the key contacts below or at the organizer's office during the exhibition.

Your key contacts listed below :

EXHIBITION MANAGEMENT	
Ikram ETTIS	Manal KHOBIZI
General Manager	Sales Manager
Mob : 00212(0) 6 64 34 50 87	Mob : 00212(0) 6 88 29 00 17
Email : direction@global-events.ma	Email : contact@global-events.ma
STAND CONSTRUCTION	
Younes ELM	Ikram ETTIS
Standing Concept	General Manager
Mob : 00212(0) 7 67 29 09 16	Mob : 00212(0) 6 64 34 50 87
Email : standingconcept.ma@gmail.com	Email : direction@global-events.ma
FREIGHT FORWARD	
Mohamed OUDJEDI	Manal KHOBIZI
Sales Manager at Marine Maroc	Sales Manager
Mob: 00212 (0) 661 47 81 17	Mob : 00212(0) 6 88 29 00 17
Email: moudjedi@marine-maroc.co.ma	Email : contact@global-events.ma
TRAVEL AGENT	
Ikram ETTIS	Manal KHOBIZI
General Manager	Sales Manager
Mob : 00212(0) 6 64 34 50 87	Mob : 00212(0) 6 88 29 00 17
Email : direction@global-events.ma	Email : contact@global-events.ma



EXHIBITION TIMETABLE

Build Up Schedule

Three days before the show	24 hrs	
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Show Timing

First Day	11 AM-7PM	
Second Day	10 AM-7PM	
Third Day	10 AM - 7PM	
Last Day	10 AM - 7PM	

Dismantling

Last Day	9 PM	<p>Product Removal & Shell Scheme Shell scheme stands will start dismantling from 8 AM and exhibitors occupying shell scheme should ensure that their products & displays are removed promptly</p> <p>Space Only Stand fitting materials, machinery equipment & all exhibits item should be cleared no later</p>
The day after the show	8 AM - 8M	

Goods left unattended at the end of the exhibition with no written instruction to Organizers will be moved from the halls at 9^{PM} during the breakdown date. The organizers and their official service provider are not responsible for any of the unattended items at the stands during the build-up or breakdown period.

The organizer reserves the right to remove any exhibit, after 9^{PM} on the break down date.

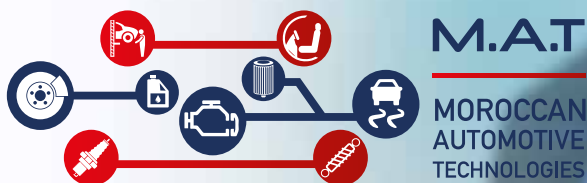
The Organizers office will be transferred / functioning at the venue during the period of the exhibition.

EXHIBITOR CHECKLIST & ORDER FORM

S. No.	EXHIBITOR CHECK LIST & ORDER FORM	RETURN TO		DEADLINE	ACTIONED
1	Participation form	Global Fairs & Events	1	Immediate	
2	Fascia	Global Fairs & Events	2	Immediate	
3	Catalogue Entry	Global Fairs & Events	3	Immediate	
4	Catalogue Advertisement	Global Fairs & Events	4	One month before the show	
5	Freight Forwarder	Global Fairs & Events	5	One month before the show	
6	Furniture Rentals	Global Fairs & Events	6	One month before the show	
7	Electrical Requirements	Global Fairs & Events	8	One month before the show	
8	Visa Request	Global Fairs & Events	10	45 days before the show	
9	Hotel Reservation	Global Fairs & Events	11	Immediate	
10	Visitor Invitation	Global Fairs & Events	12	Immediate	

Please Note:

All forms must be returned to the representative bodies within the stipulated deadline in order to provide any problems that might occur.



SERVICES

HALL OPERATIONS SCHEDULE

During the buildup period, the exhibition halls will be open 24 hours every day.

FOR THE EXHIBITORS WHO AVAIL OF THE SHELL SCHEME STAND

The exhibit builders take two days to build the stands. Exhibitors are not allowed entry into the halls during the first two days of the build-up, we prefer that exhibitors unload their goods and arrange their displays only after the stands have been set-up. This will greatly facilitate our operations. The furniture and electrical items requested in your order forms will be placed at your stand on the first day to build-up

Additional items can be ordered at the organizer's Office on site. However such orders will be subject to availability and surcharge of 20%.

FOR SPACE ONLY EXHIBITORS

Exhibitors who will have their stands built by non-official contractors, can start the build-up after the making of hall has been completed. They are however, requested to check with our technical manager for the exact time when they can actually start.

FREIGHT DELIVERY

Our Official freight forwarder will bring the goods to your stand inside the exhibition hall once the stands are ready. If your goods have been delivered to Morocco by other freight forwarders, please ensure that your freight forwarder coordinates with the official freight forwarder of the exhibition.

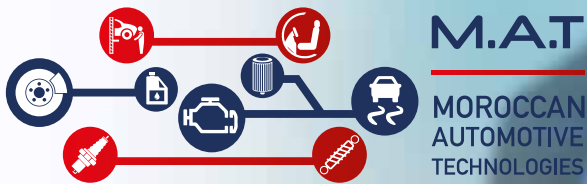
MOVING OF GOODS

Large and heavy goods that cannot be hand-carried by the exhibitor can only be taken in/out through the exit gates of the hall and not through the main entrance of the Hall. For any goods being taken out of the hall, a Gate Pass from the accounts Section of the organizer's office will have to be presented to the security guards manning the exit gates.

No trolleys will be allowed in the aisles of the hall when the exhibition is open to visitors. Trolleys can only pass through the exit gates of the hall and are not allowed to go through the main entrance.

REMOVAL OF EXHIBITS

Light and small exhibits must be packed and carried away right after the exhibition closes on the last day. Exhibitors must ensure that heavy exhibits and other goods are properly packed and marked the next morning and removed from the exhibition hall by 8 PM the same day. Dismantling of the stands will be done the last day of the exhibition. The halls will be open from 8 AM for this purpose. The official freight forwarder will assist you in re-packing heavy exhibits upon your request.



FREIGHT INFORMATION

Global Fairs & Events will engage their security services to ensure the security and safety of your exhibits at the exhibition halls. While we will make all reasonable arrangements for security coverage, we are not responsible for the security of the stands, its exhibits and contents (that includes personal property). The mentioned items will be the sole responsibility of the exhibitor. All the exhibitors arrange their own insurance to cover all risks and stages (right from the shipment date till the re-shipment of goods).

General security arrangements for the exhibition will be controlled by the organizers in conjunction with the local authorities in Morocco.

Security personnel will patrol the exhibition halls in general but their duties will not include special attention to individual stands. Exhibitors should exercise due care and attention with regards to safety of their exhibits. Valuable items and smaller exhibits, which may be easily stolen should be kept in a secure place.

It is recommended that a member of your staff man, stand at least half an hour before the exhibition opens and until all visitors have left the hall. Under no circumstances should a stand be unmanned during the open periods of the exhibition.

While the organizers will make all reasonable arrangements for security coverage, they are not responsible for any loss damage, which may occur, and it will be the exhibitors' responsibility for the security of their stands, exhibits and contents including personal properties.

CAR PARKING

The main car park for the exhibition will be direct in front of the exhibition halls.

INSURANCE

The organizer shall not be responsible for the loss or damage for any property of the exhibitor or any other person caused by fire, defect in the trade center exhibition hall, storm, tempest, lighting, national emergency, civil war, lock, explosions, acts of God and general cases of force majeure incidents. With the foregoing or any cause not with organizer's control or for any loss or damage sustained in the event that the opening or the holding of the exhibition is prevented, postpone or abandoned or if the hall becomes totally or partially unavailable for the holding of the exhibition due to any of the foregoing causes. Exhibitor shall indemnify and hold the organizer safe and harmless from all loss and damage to person or property and all claims and out of the exhibitor's stand fitting and for the exhibitors portion of the shell schemed and for any loss or damage to the basic shell schemed stand. The exhibitors is advised to take out insurance cover for the purpose of indemnifying the organizer as a foresaid and also to cover itself against all risks in respect of the organizers expressed not to be responsible in these conditions.

The rules and regulations stipulated herein are for security and safety reasons. Exhibitors and contractors must observe the rules regulations to ensure smooth operation.

Please note : As per Casablanca Municipality law, the entire complex has been declared nonsmoking venue. Smoking is allowed outdoor in designated areas.



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RULES & REGULATIONS

REGULATIONS FOR USE

The organizer will endeavor to inform the exhibitor of changes to rules, regulations, bye laws and ordinances that would affect the exhibition.

Subject to clause above, the organizer will not permit anything in or near the trade center which in any way conflicts with regulations of the fire, police or health department or with any rules, regulations, bye laws or ordinances of the municipality of Casablanca and any other government authority having jurisdiction over the trade center or the business conducted therein and the license shall prohibit any such act.

Thus, the exhibitor shall not without the express consent of the organizer :

- Fix or permit to be placed any nails, hooks, tacks, screws or other similar items on to any of the premises.
- Paint any part of the premises
- Apply any adhesives to the floor, walls, ceiling or other part of the premises.
- Place or permit to be placed any signs on any walls or in any passageways
- Make alterations, additions or improvements to the premises.
- Bring any animal into the trace center.

Perform such acts might damage the premises of the trade center or be a nuisance to the exhibitors in the trade center. Exhibitors shall not use any loudspeaker systems or other apparatus to transmit and amplify voice and/or music sounds in such a manner as would disturb or cause a nuisance to other exhibitors in the trade.

All loading and unloading of merchandise, supplies, materials, garbage and refuse shall be done only through or by means of such doorways, passage as the organizer shall designate at the time.

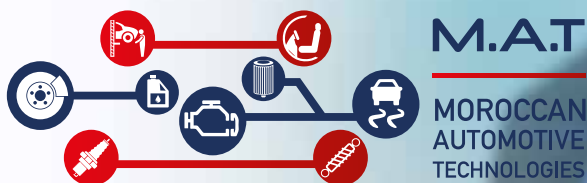
• **1. Contract for Space :** The contract for space, the formal notification of space assignment and the full payment fees constitutes together a contract between the exhibiting organizations, herein after known as management, for the right to use space for **Morocco Automotive Technologies exhibition**. The contract is based upon the plan to exhibit rates shown thereon and the general information contained in the explosion prospectus and sales kit, all of which are to be considered along with details on all pages of this form as part of the contract. All measurements shown on the floor plan are approximate and the management also reserves the right to make such modifications as deemed necessary making equitable adjustment with any exhibitors thereby affected. The management also reserves the right to adjust the floor plan to meet the needs of the exposition.

• **2. Installation and dismantling of Exhibits :** delivery of freight installation of exhibits and completion of erections of exhibits will take place on dates specified. The exhibits must be ready for inspection no later than 12 PM of the first show day. Should an exhibit not to be set by 12:00 PM of the first day, the management reserves the right to have the official exhibit services contractor install the exhibit or remove unopened freight at the expense of the exhibitor. Dismantling may not begin until the close of the exposition on the final show day. Goods and materials used in any displays shall not be removed from the exhibit hall until the exposition officially closed. Any exception to this rule must have a written approval from management. Dismantling must be completed and all exhibit materials removed by the final move out date and hour shown.(Note: Exhibitors are advised to remove small , portable items immediately upon conclusion of the exposition)

• **3. Storage boxes and Packing Crates :** Exhibitors will not be permitted to store boxes or packing crates in or behind exhibit booths, prior to 8am of the first show day all boxes and crates will be placed in storage provided they are labeled for storage. Those who are not labeled will be removed and destroyed as refuse.

• **4. Floor Plan :** The floor plan for this exhibit will be maintained as originally presented wherever possible. However, management reserves the qualified right to modify said plan to the extent necessary for the best interests of the exhibit, the exhibitors and the industry.

• **5. Applications for Space Conditions :** Reservations must be made on the space application form which must contain complete information. Management reserves the right to reject applications for space. It is the policies of the limit the use of exhibit spaces to firms whose products or services contribute to the purpose of **Morocco Automotive Technologies exhibition**.



- **6. Payment schedule/ Cancellation or Reduction of Space** : Cancellation of this contract or reduction of space must be in writing , and by mutual consent of the applicant and management , except the management may unilaterally cancel this contract for on payment if any balance due by the date specified if cancellation or deduction of space is agreed to applicant will be entitled to a refund based on the following schedule:

Cancellation of Reduction of Space Penalty : Space cancelled or reduced on before 15th March 2018 will be charged a service charge US\$ 1000 on the net Cost of the original space. The full contract price is due and payable and non-refundable for any space cancelled or reduced after 15th March 2018 all demonstrations must be within the confines of the exhibit spaces. Aisles must not be obstructed at any time by exhibitor personnel or attendees. Management reserves the right to unilaterally determine if a demonstration interferes with adjacent exhibit spaces and may, if necessary order its discontinuations.

- **7. Space Assignment** : Space assignment will be indicated on the accepted contract. However, should conditions or situations warrant, management have the unqualified right to reassign space for the best interest of the exposition. Exhibitors must rent sufficient space to contain their exhibit completely within the confines of booth lines. Exhibitors must respect the privacy of the other exhibitors and not intrude or disrupt another exhibitor while they are conducting business on the show floor.

- **8. Sharing/Subletting Space** : No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted, or have representatives, equipment or materials from other than their own firm in the said space. Management, if an exhibitor selects to use any contractor other than the official contractors assigned by Global Fairs & Events. Global Fairs & Events is not in a position intercede in disputes on behalf on the exhibitor. Notification to use independent contractor must go to the show management or the official exhibit service contractor.

- **9. Display and Construction** : Management has arranged for a standard uniform booth background, including header sign exhibitor's name and booth number. Equipment must be spotted within the confines of the exhibit space and allow sufficient space exhibitor personnel to conduct business within the space. Management is not responsible for music used by exhibitors, and exhibitor hereby agrees to indemnify, defend and hold harmless management for any and all costs or damages, related to any copy violations that result from exhibitor's failure to obtain the appropriate license, Balloons, horns, or gestication in exhibitor's booths are not permitted.

- **10. Contractors Services** : All services such as furniture, carpeting, labor, cleaning, storage of boxes and crates shipping and other special services must be arranged through the official exhibit service contractors. The operation of equipment indoors will not be permitted on a continuous basis of operation of equipment may be approved for demonstration purposes for short periods approximately on to five minutes , provided management is notified writing thirty (30) days prior to the first day of the show. Booths must be policed by each exhibitor so disruption or level from a demonstration or sound system or equipment producing sound is kept to a minimum and does not interfere with others, Remember the use of sound systems or equipment producing sound is an exception to the rule, not a right. Management reserves the exclusive right to determine at what point a disruption or sound level constitutes interface with other exhibits and must be discontinued. All property of the exhibitor is understood to remain in the exhibitor's custody and control in transit to or within the confines of the exhibit hall and subject to the rules and regulations for the exposition.

- **11. Gadgets, gimmicks, demonstrations, music and sound** : Side show tactics, scantily clad individuals, or other undignified promotional methods will not be permitted. Exhibitors are asked to be observe the "good neighbor" policy at all times. Exhibits should not be conducted in a manner not to be objectionable of offensive to neighboring booth. The use of photographs, musicians, entertainers, loud speakers, sound system equipment and noise making devices are restricted to within the exhibitor's booth. Management reserves the right to determine when such items became objectionable.

- **12. Other Exhibits** : The exhibitor's agrees neither they , their agents, nor their distributors will distribute publications or conduct any other display or exhibit any equipment hearing their trademark within a three mile radius of the exposition covered by this contract or its officially designated hotel properties during the dates of the expo. This limitation doesn't apply to participation in other trade association exhibitor's regular place of business or showroom. Violation of this provision by an exhibitor will constitutes a breach of the contract and management may, in its sole discretion, cancel this contract and exhibitor will remove their display and any equipment contained in the exhibit hall and forfeit all payments pursuant to this contract.

- **13. Soliciting-Access to list, Samples & Prizes** : No soliciting of registrants shall be permitted in the aisles or in other exhibitor's booths. Samples, catalogues, pamphlets, souvenirs, etc., may be distributed by exhibitor's booths. No exhibitor will be permitted to conduct any prize drawings, awards of signing of name and address without prior written approval of management. Signs showing the price of items must not be displayed. Global Fairs & Events or its contractors. Exhibitors that publish publication may distribute their publications outside their booths only to the other exhibitors and only show hours. Show sponsors that produce industry publications may distribute their publications to exhibitors at times designated by the show management.



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- **14. Damage :** Exhibitors will be liable for any damage caused by fastening fixtures to the floors, walls, columns, or ceilings of the exhibit building and for any damage to equipment furnished by management or services suppliers designated by them.
- **15. Violation :** The interpretation and application of these rules and regulations are the responsibility of management. Any violation by the exhibitor of any of the terms or conditions herein shall subject exhibitor to cancellation of its contract to occupy booth space and to forfeiture of any money paid on account thereof. Upon written notice of such cancellation, management shall have the right to take possession of the exhibitor's space, remove all persons and properties of the exhibitors and hold the exhibitor accountable for all risks and expenses incurred in such removal.
- **16. Show Rules :** In the event that unforeseen events make necessary management will have the right to demand these rules and delegations or make additions thereto and all such amendments or additions shall be made known promptly to each exhibitors. Show rules are promulgated separately and are tailored to the individual exhibit hall.

STAND FITTING & SHELL SCHEME REGULATIONS

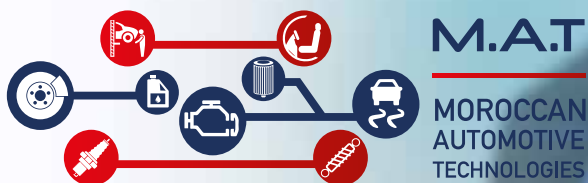
1. No stand building contractor is allowed to carry out construction of stands until necessary permission is obtained from organizer. The Organizer reserves the "right to refuse" such permissions without assigning any reasons. For obtaining permission from the Organizer, please contact Global Fairs & Events.
2. No part of any stand shall be suspended/supported by the halls ceiling structure, only lightweight items may suspended from the ceiling after permission has been granted from Global Fairs & Events operation department.
3. All stand built with a raised platform must have a wheel chair access and have rounded corners to prevent injury.
4. All contractors must finish work and vacate the exhibition halls by 10:00 pm on the night before the opening day to allow Master clean access

Adhesive tapes used in exhibition halls

In the effort to ensure that the floors of the exhibition halls are kept at the highest standard of appearance, We have set guidelines for the use of adhesives tapes and for a mutual benefit, we would like to request your adherence to the same.

1. The only recommended tapes to use are:
 - Euro tape
 - Eurocel
 - Advance tape
2. Plastic packaging tape, gaffer tape, masking tape or drafting tape, which are the most difficult to remove from floors, are not to be used.
3. The licensee is responsible for ensuring that adhesives tape used to fix carpets or other materials to floor areas are removed after use without damages to the floor.
4. The company will examine floors after the removal of tapes used to fix carpets or other materials to floor areas are removed after use without damages to the floor.
5. A higher rate will be charged for the removal tapes, which are not approved by the organizer

We are confident that this process will have a positive impact on the quality of the product and service, ultimately will reflect on your satisfaction level from event as whole.



ISLAND LOCATION

Space only exhibitors, who have an island site (four sides open), are reminded that the use of walls is restricted, to the minimum. We expect island exhibitors to provide access to their stand from all sides.

MATERIALS TO BE USED

All materials used in constructing any wall or floor or ceiling shall be either;

- Non- combustible materials
- Flame resisting plastic
- Timber of thickness, treat so as to be flame resisting
- Timber of thickness more than 25mm
- Chipboard of blackboard more than 28mm thick

All materials used for decorative finished to stand shall be;

- Able to test for flammability or for surface spread of flame
- Be fixed taut or in tight pleads to a solid backing
- Be secure at floor level shall not ignite when subjected to a flame for 10 seconds
- Shall not have an afterglow when subjected to a heat source for 10 seconds

Please Note : Cavities and spaces around stand shall not be used for storage of empty crates, cartons, boxes or packaging material.

ELECTRICAL REQUIREMENT

An exhibitors requiring electrical supply at times other than stated time must make an application to the organizers office 30 days prior to the opening time of the exhibition. Such supply cannot be arranged in a short time

To avoid any power supply tripping/disruption to your stand and to neighboring stands, please check with official stand contractor if you require extra power supply for the equipment that are demonstrating/ using at the site. Contractor/Organizer will not be responsible for insufficient power supply that causes power tripping.

The cost of providing single-phase mains supply and connection, including energy consumed to shell scheme stands is covered by the stand rental charges. Installation of three-phase supplies and connections on 24 hour supply, however will charged extra. Full details are available in the manual.

The Official Contractor will be solely responsible for the installation of electrical cables and necessary switchgear between the main supply and each individual exhibitor's requirements. The Organizer reserved the right to disconnect any installation, which in their opinion is dangerous or likely to cause annoyance to visitors or other exhibitor's. Should action be required by official Contractor to render any installation safe for use, the exhibitor may be charged for this service.


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ELECTRICAL INSTALLATION

For safety reasons, all electrical installations on stands must be carried out by the official stand building Contractor.

NO OTHER CONTRACTORS ARE ALLOWED TO CARRY OUT ELECTRICAL INSTALLATION

GUIDELINES REGARDING ELECTRICS AT EXHIBITIONS :

- Each installation shall be effectively bonded to earth
- All wiring shall be effectively protected and fixed to prevent damage and risk of injury
- Cables placed under carpets are prohibited
- Power circuits for exhibits are to be designed with consideration taken for each earth leakage and suitable protected
- Test equipment and check wiring connections before connecting to stand circuits
- The use of one socket per piece of equipment is recommended
- Extension leads are not be used
- Never put 2-pin plugs into 3-pin sockets

OTHER IMPORTANT GUIDELINES

In the interest of the exhibition as a whole, it may be necessary to remove or alter part of a stand. If we feel this action must be taken; this will be at the expense of the exhibit concerned.

GENERAL GUIDELINES

1. No fixing, attachment or penetration of any part of the fabric, structure or floors of the building is permitted unless given in writing by Global Fairs & Events.

Suspension of stand fitting is allowed. However suspension from Hall roof of banners or overhead suspended light banks may be allowed, subject to :

2. Application with full information being submitted to Global Fairs & Events Management
3. The work being carried out by the exhibitor's contractor
4. The proposed suspension does not over stress the roof structure
5. Sufficient time is available during the tenancy to install and remove
6. Trenches in the floor are not used expect by authorized personnel of Global Fairs & Events

GENERAL RULES

1. Exhibitors must ensure that all gangways adjoining the stand are not blocked during build-up and break-down to a degree, which inhibits the movement of other exhibitors and freight. The exhibitor is also responsible for ensuring that no obstruction is placed in the aisle adjacent to his stand throughout the open hours of the exhibition. The organizers reserves the right to restrict the area of scaffolding or plant and limit the times during which it shall remain in the halls or on the stand.

2. No part of any stand or exhibits including fascia, signs, lighting, corner post or other fitting shall project into overhang any gangway or adjacent stands or obscure any fire or exit signs, or be suspended from the roof. Additionally, any display or other items attached must not project during which it shall remain in the halls or on the stand.

3. It is strictly prohibited to affix nails, hook, tacks, screws, adhesives, paint or similar items to the floor, walls, ceiling or other parts of the premises.

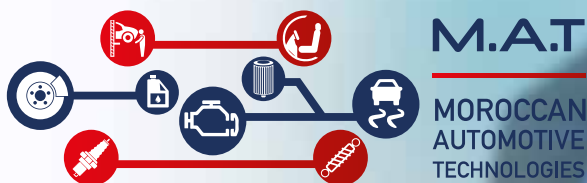
4. Cinematographs, photographic slides, amplifiers, videos and neon signs may only be used with Organizers prior written consent.

5. The exhibitor is not permitted, and shall not permit others, to connect or otherwise interfere with electrical, gas, water or other fittings of the halls and shall not introduce into or use in the halls any supplementary plant for the generation or supply of electricity or other means of artificial lighting or generating power.

6. Exhibitors providing their own display must ensure that these are completely finished including pre-mounting of samples, exhibits, lettering, photographs, etc., on plywood or other suitable board before delivery to site.

7. It will not be possible for exhibitors to obtain on-site services or labor for the erection of their stands and displays unless prior arrangements have been made. If on-site service or labor is required, please contact the official fitting company for the rates advance notice of at least one month must be given.

8. Maintenance of stands and delivery of stock, catalogues, etc., during the exhibition period should be carried out before the exhibition opens or after it is closed to visitors.



All Contractors to Note : All work must be carried out in accordance with the rules and regulation, which form part of this manual. All contractors carrying out work shall observe the safe working practice as follows; Licensee's staff and contractors shall be vigilant regarding health and safety of themselves and others in the halls, and they shall observe the following practices. Which will be monitored and enforced, as necessary.

- The understanding of the fire accidents and accidents procedures
- The need to maintain emergency gangways, though the center and the halls in build-up and breakdown situation.
- The use of hard hats when working beneath or near overhead working or if this impracticable, restricting access in such areas.
- The needs of operatives to wear suitable protective clothing relevant to their job which includes eye, hearing, foot and hand protection
- The safe use of storage of flammable liquids and substances and segregation from waste and other risk areas.
- Ensuring that portable power equipment is used within minimum length of trailing leads and that such equipment is not left unattended with live power supply to it.
- The stacker trucks are not used other than by fully trained personnel.
- The chemicals and flammable liquids are, after use, removed from exhibition halls by the user for safe and proper disposal, such products must not be placed in general rubbish bins or skip.
- That any work area is maintained free from general waste materials which could hazard operatives.
- That proper scaffolding is used during the construction of any building within halls, safety features of the scaffolding are provided in acceptance with established standards and that any tower scaffold in use is properly established & propped
- Use of 3-pin adaptor with earth clips to connect sockets to British sockets and never use a 2-pin plug in a 3-pin socket vice versa

PLEASE NOTE : the Organizer must be informed to give their written approval, where any of the following is proposed:

- Any materials, exhibit or substances that are of a hazardous, dangerous, noxious, explosive or objectionable nature
- Petrol-fueled motor vehicles as exhibits
- Operating machinery and apparatus
- Use or display of radioactive materials
- Use or display of flammable liquids, oil and gases
- Welding or similar processes where acetylene or compressed gas is being used
- Any use of compressed air
- Any use of water
- Any recording, broadcasting or used of radio (two-way or for microphones), film sound, music or video or any other presentations likely generals excessive noise
- The use of balloons, Public entertainment including fairgrounds, amusements, display and live performances.

SHELL SCHEME STRUCTURE

STAND CONSTRUCTION AND CARPET : White or red panels is an aluminum framing are provided in the near and side walls of shell scheme stand measuring 2.5 meters high and 1 meter wide. Blue or Grey or Red carpet tiles are laid directly in the hall floor.

FASCIA (NAME PANEL) : 300 mm wide set at 2.2mtrs to the underside, to each open elevation comprising aluminum frame with in fill panel fitted dividing walls with additional supports at corners and where fascias exceed 3m length. The exhibitors name and stand number will be standard 50mm blue Helvetica Medium Capital lettering and fixed directly to white panel.

FURNITURE REQUIREMENTS: For every 12m², we provide the stand with 2 chairs, for any additional furniture requirement, please contact Global Fairs & Events.

The official stand contractor offers furniture such as counters, shelf units, display panels and plinths on rental basis for duration of exhibition. Full details, specifications, Prices and order forms are available in the manual. As supplies may be limited, it is advisable to apply early, as there are only limited stocks for certain furniture items. Exhibitors, Please ensure that all stand fitments and furniture are ordered through the official stand contractors only.



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STAND BUILDING REGULATIONS

“SHELL SCHEME”

- No additional stand fitting or display may be attached to the shell stand structure i.e. no nailing or drilling is allowed
- No painting on the shell stand panels is allowed.
- No free standing structure may exceed the height of 2.5 meters or extend beyond the boundaries of the site allocated
- Any change to the type or color of the floor covering provided must be prior negotiation with the official stand building contractor.
- Any cost incurred will be paid by the exhibitor concerned. No financial credit will be given by the Organizer/ Contractor for any standard carpet not utilized.
- An exhibitor occupying a corner booth is not permitted to close any part of the corner even though he may require using the same for display.
- The exhibitor company's name should be entered in specified form

“SPACE ONLY”

- No structure may exceed a height of 6 meters in halls
- No part of any structure may extend beyond the boundary of site allocated
- No suspension may be made from ceiling of Exhibition Halls nor may anything to be fixed to the floor, walls, or any other part of the building
- No form or ceiling is allowed to be structured to the stands unless approval has been granted by Organizer
- The name and stand number of the exhibitor must be prominently displayed. If this requirement is not observed, the Organizer reserves the right to affix stand number as they deemed fit and will charge all costs incurred to the exhibitor.
- All exhibitors must provide their own carpet flooring.

PRESENTATION OF EXHIBITS

Exhibitions must present their exhibits throughout the period of the exhibition. No exhibitor will be allowed to remove exhibits from the exhibition floor, prior to the official termination of the exhibition.

DELIVERY OF EXHIBITS

Exhibits should be delivered to the exhibition halls when the stand is constructed and ready however, in the case of huge machines and other similar exhibits, delivery must be arranged right after the floor markings as carpets will be laid only when the machine or similar exhibits are brought in and placed as desired by the exhibitor. The exhibitor must arrange for an authorized representative to be present at the stand to receive the exhibits as the Organizer is unable to accept delivery on his behalf, nor can the organizer be held responsible for the subsequent safe keeping of such items, machines or similar heavy Exhibits **MUST BE IN POSITION** on the first day of the build-up period and not brought in at any time during the exhibition period.

REMOVAL OF EXHIBITS

Light Exhibits may be removed from the exhibition Hall after official closing time of the exhibition on the last day, while heavy exhibits may be removed on the following day from 8 AM to 12 PM

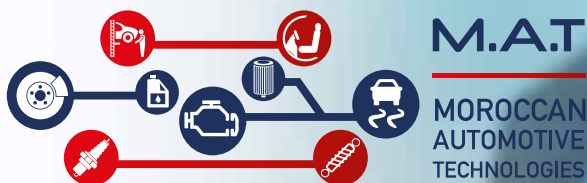
While the Organizer will maintain security surveillance at all times, Exhibitors are reminded that goods will be most at risk at this time and the stands should not be dismantled. All rented items and equipment should be collected by the appropriate suppliers. Global Fairs & Events Company is not responsible for any loss of furniture or any items bought by the exhibitors.

The removal of heavy Exhibits and the dismantling of stand fillings and electrical installations will commence at 8 AM on the following day. No mechanical lifting or handling equipment will be permitted to enter the Exhibition Halls for the removal of these heavy Exhibits except those used by the official Contractor or Freight Forwarder.

To avoid congestion and ensure smooth clearance at exit points, all Exhibitors and contractors removing Exhibits, Equipment or materials, are required to fill in removal chits (that must be endorsed by the Organizer) to be handed to the gate security officer, before leaving the Exhibition site. Removal chits can be obtained from Organizers office on site.

The removal charge for empty packages including forklift, transportation, labor etc. can be obtained from the official Freight forwarder. The empty packages can be re-used for re-packaging of goods for reshipment. Pre-packing charges with the same boxes and with new boxes can also be obtained from our Official Freight Forwarder.

NOTE : No Removal Chit is needed if you Exhibits are removed by the Official Freight Forwarded.



COLLECTION OF RENTED FURNITURE AND ITEMS

Exhibitors are requested to ensure that nothing is left inside drawers or cabinets when rented furniture is returned to the Official Stand Building Contractor. The Contractor will collect the rented furniture half an hour after the exhibition closes on the last day.

FILM AUDIO VISUAL DEMONSTRATION

Audio-Visuals equipment may be brought in by the Exhibitor himself, or hired from the official Stand Building Contractor. When in operation, such equipment must not cause annoyance to visitors or other Exhibitors through excessive sound or by virtue of its location. The organizer reserves the right to stop any audiovisual presentation which, in their opinion, may violate the above.

EMERGENCY ANNOUNCEMENTS

In the event of an emergency, a pre-recorded voice message will be sounded confirming that the alarm has been activated and the situation is currently being investigated. If it is established that there is no need to evacuate the building then the message will confirm this.

EVACUATE PROCEDURE

If it becomes necessary, a pre-recorded voice message will be activated instructing everyone to leave the building by the nearest exit. Security will assist Exhibition staff and visitors to the nearest exit. Please make your way of the assembly points:

PUBLICITY

An extensive media and publicity campaign is planned by the Organizer in connection with the event. Exhibitors are strongly urged to assist in this campaign by publicizing the Exhibition in their own brochure, press releases and advertisements. A press office will be maintained during this Exhibition, to pass on information, news items and photographs to newspaper in the gulf region. Exhibitors are invited to supply suitable publicity materials in French or English (preferably not exceeding 200 words) together with photographs suitably captioned for display and distribution.

EXHIBITION CATALOGUE

A comprehensive Exhibition catalogue will be published, containing a listing of Exhibitors, Description of their Exhibits and general information about the Exhibition.

The Exhibition catalogue will be widely circulated in and around Morocco. It would be extremely advantageous to Exhibitors to advertise in the catalogue. For more information on Catalogue Advertising.

The Catalogue will become a permanent Reference work used by trade Buyers. Exhibitors must ensure that all information contained in the catalogue Entry Form is accurate.

CATALOGUE DISTRIBUTION

Copies of the catalogue will be available to visitors each day, while the Exhibition is open. Before the exhibition opens, a quantity will be distributed to selected media, leading decision makers, principal Trade Associations and other outlets likely to further promote the exhibition.

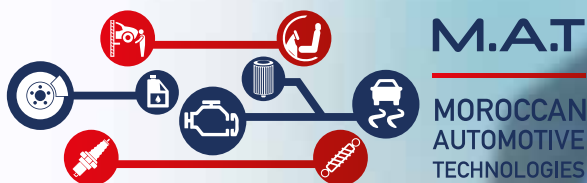
AUDIO VISUAL

Audio-visual equipment may be brought in by the Exhibitor himself, or hired from the official stand building Contractor. Please indicate your requirements in page 8 when in operation, such equipment must not cause annoyance to visitors or other Exhibitors through excessive sound or by virtue of its location. The Organizer reserves the right to stop any such audiovisual presentation which, in their opinion, may violate the above.

BANNER ADVERTISING

Banners on Exhibition website are available for additional advertising purposes:
Email: contact@global-events.ma

For all exhibitors, banners will be erected by Global Fairs & Events operation Department. It is important to advise on your banner requirements, thereby ensuring that the banners are positioned before the construction.



CATALOGUE

A comprehensive Exhibition catalogue will be published. Containing a listing of Exhibitors, description of their Exhibits and general inform about the Exhibition. The Exhibition catalogue will be widely circulated in and around Morocco, it would be extremely advantages Exhibitors to advertise in the catalogue. For more information on catalogue advertising, Please refer to form 4.

The catalogue will be a permanent reference book which will be used by trade buyers, Visitors and Trade Professionals from the industry Exhibitors must ensure that all information contained in the catalogue Entry Form at form 3 is accurate The organizer will not be responsible for any omissions, or incorrect information incorrect information arising out of technical reasons or human errors. It is advised to send the catalogue entries via email (in MS word format) only. Handwritten entries or entries by fax will not be guarantee current information.

INSURANCE

The exhibitor shall indemnify a hold harmless Global Fairs & Events Company its personnel, agents, etc. Against and from all liabilities, loses, damages, costs, charges, expenses, actions, proceedings, claims and demand incurred by it or them as a result of or in connection with any loses, injury(including death) or damage, directly or indirectly, resulting from any act or omission of the Exhibitor or any of its personnel, agents, contractors, sub-contractors. The exhibitor shall at its own expense have in full force and effect of the duration of the exhibition, a public liability Policy.

The Organizer shall not be responsible for the loss or damage to any property of the Exhibitor or any other person caused by theft, fire, defect in the Trade Center Exhibition Hall, storm, tempest, lighting, national emergency, civil unrests, war, labor, disputes, lockouts, explosions, acts of god and general cases of (force majeure) whether or not (ejusfem generis) with the foregoing or any cause not within the organizers control of for any loss or damage sustained in the event that the opening or holding of the Exhibition is prevented postponed or abandoned or if the hall becomes totally or partially unavailable for the holding of the Exhibition due to any of the forgoing causes. The exhibitor shall indemnify and hold the Organizer safe and harmless from all loss and damage to person or property and all claims arising out of the Exhibitor shall indemnify and hold the Organizer safe and harmless from all loss and damage to person or property and all claims arising out of the Exhibitors stand fittings and for the Exhibitors portion of the shell scheme and for any loss or damage to the basis shell scheme stand. The Exhibitor is advised to take out insurance cover for the purpose of indemnifying the Organizer as foresaid and also to cover itself again against all risks in respect of the Organizer is expressed not be responsible in these conditions.

MANNING OF STAND

The stand must be fully staffed and the Exhibits displayed throughout the Exhibition hours. All activities of the Exhibitor and his staff must be conducted within the allocated Exhibit space. The Exhibitor may not undertake, or cause to be undertaken, any activity which, in the opinion of the Organizer is likely to cause any annoyance to Visitors or other Exhibitors. No Exhibits are allowed to be brought in or taken out from the stand during the Exhibition hours.

PHOTOGRAPHY

The Official Photographer of the Organizer will be available on site during the event. The contact numbers are available at the Organizer's office on site. Private photography for their own stands is permitted, but with prior permission from the Organizers

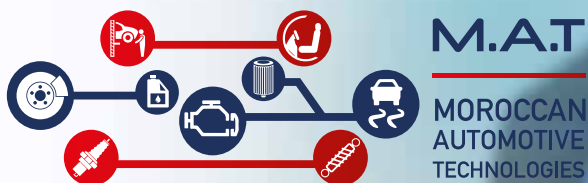
PRESENTATION OF EXHIBITS

Exhibitor must present their Exhibits throughout the period of the Exhibition. No Exhibitor will be allowed to remove Exhibits from Exhibition floor, prior to the official closing announcement of the Exhibition.

VISA FORMALITIES

Important Points to be noted before submitting your visa request :

1. Photocopies of all the pages of the passport wherein the personal details are listed, like name, date of birth, date of issue and expiry of passport, photograph holder, etc.
2. Passport must be valid for a minimum period of six months from the proposed date of entry into Morocco for normal visas, all must be submitted at least 45 days prior to the proposed date of arrival into Morocco. Visa requests received later than the date will be treated as URGENT and charged accordingly.
3. Visas will be processed online A copy of the online visa will be sent, upon receiving confirmation. Please note Organizers will not be responsible for non-issuance of visas, which may be due to various factors.



ORDER FORMS

The Shell Scheme package includes rear and side walls in 2 chairs, 3 spotlights for every 12 square meter stand, carpet for the stand area, and name plate in English.

IF ARE IN DOUBT OR REQUIRE GUIDANCE ON ANY ASPECT OF PARTICIPATION IN THE EXHIBITION, PLEASE DO NOT HESITATE TO CONTACT THE ORGANIZER.

REMOVAL OF EXHIBITS

Light Exhibits may be removed from the exhibition Hall after the official closing time of the exhibition on the last day, while heavy exhibits may be removed on the following day from 8 AM to 12 PM. While the Organizer will maintain security surveillance at all times. Exhibitors are reminded that exhibits/goods will be most at risk at this time and the stands should not be dismantled. All rented item equipment should be collected by the appropriate suppliers. Organizers are not responsible for any loss/damage of exhibits/personal belongings of the exhibitors from their stand during dismantling period. It is strongly advised to take care of the valuables exhibits belongings by the exhibitors during the build-up and breakdown period. The removal of heavy exhibits and the dismantling of stand fittings and electrical installations will commence at 8 AM on the following day. No mechanical lifting or handling equipment will be permitted to the exhibition Halls for the removal of these heavy Exhibits except those used by the official Contractor or official Freight Forward. The removal charge for empty packages including forklift, transportation, labor etc. can be obtained from the official freight forward. The empty packages can be re-used for repacking of goods for reshipment Re-packing charges with same boxes and with new boxes can be obtained from our Official Freight Forwarder.

GENERAL CLEANING

The Organizer will arrange for the general cleaning of the Exhibition passages & general premises. Cleaning inside the stands will be the responsibility of the Exhibitors. Exhibitors will be responsible for cleaning their stand area, equipment and displays.

MEETING ROOM AND PRESS CONFERENCE

For your requirement of meeting rooms, please contact
Global Fairs & Events Company Stand
Email: contact@global-events.ma

PHOTOGRAPHY

The official Photographer of the Organizer will be available on site during the event. The contact numbers are available at the Organizer official on site. Private photography is permitted.



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ORDER FORMS



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IMMEDIATE

FORM ① - INTERNATIONAL PARTICIPATION

TO GLOBAL FAIRS & EVENTS

Tel : +212 (0) 5 22 22 33 72
 Fax : +212 (0) 5 22 47 02 96
 Email : contact@global-events.ma
 Web : www.global-events.ma

Company Name : Stand No :

Adress :

Téléphone :

E-mail : Fax :

Contact Person : Position :

EMPTY SPACE (12 Sqm Minimum)

• 300 EU x SQM = EU / TTC

EQUIPED STAND (12 Sqm Minimum)

• 350 EU x SQM = EU / TTC

WOODEN STAND (18 Sqm Minimum)

• 390 EU x SQM = EU / TTC

Signature Date

PAYMENT DETAILS

Ordres are valid only when accompanied by full remittance. Payment should be made in favor of **Global online Solutions** company in Euro by transfer to our Account ATTIJARI WAFABANK :

Account No : 007 780 000 238 900 000 036 230

Swift Code : BCMAMAMC

Quotation can be provided separately for items not listed above



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DEADLINE ONE MONTH BEFORE

FORM 3 - CATALOGUE ENTRY

TO GLOBAL FAIRS & EVENTS

28,4th Floor building 119, Abdelmoumen,
Casablanca, Morocco.
Tel : +212 (0) 5 22 22 33 72
Fax : +212 (0) 5 22 47 02 96
Email : contact@global-events.ma
Web : www.global-events.ma

**PLEASE NOTE: SUBMISSION OF FORMS VIA ONLINE
WILL BE PREFERRED FOR ERROR - FREE PRODUCTION
OF SERVICES.**

.....
This information will be used for the official listing of your company in Morocco Automotive Technologies 2018 official catalogue.

Exhibitors are reminded that only the completion of the catalogue entry qualifies the exhibiting company for free entry in the exhibition catalogue. The organizers take no responsibility for any omission of any exhibitor who does not send their entries before the above deadline date or for any omissions or errors resulting from insufficient, unclear or late information received from the exhibitor.

CATALOGUE ENTRY FORMAT

Company Name :

Adress :

Tel/Fax :

E-mail :

Contact Person : Position :

Products on display

Profil (not more than 250 words)



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DEADLINE ONE MONTH BEFORE

FORM 4 - CATALOGUE ADVERTISEMENT

TO GLOBAL FAIRS & EVENTS

28,4th Floor building 119, Abdelmoumen,
Casablanca, Morocco.
Tel : +212 (0) 5 22 22 33 72
Fax : +212 (0) 5 22 47 02 96
Email : contact@global-events.ma
Web : www.global-events.ma

PLEASE NOTE: SUBMISSION OF FORMS VIA ONLINE
WILL BE PREFERRED FOR ERROR - FREE PRODUCTION
OF SERVICES.

Company Name :

Address :

Tel/Fax :

E-mail :

Contact Person : Position :

Yes, We wish to reserve the following advertisement space to be published in the show catalogue
(Please tick wherever applicable)

- | | |
|---|---------------|
| <input type="checkbox"/> Logo | <u>250 €</u> |
| <input type="checkbox"/> Full Page | <u>1 000€</u> |
| <input type="checkbox"/> Half Page | <u>500€</u> |
| <input type="checkbox"/> Back Cover (1) | <u>1 200€</u> |
| <input type="checkbox"/> Inside front cover (1) | <u>1 500€</u> |
| <input type="checkbox"/> Inside back cover (1) | <u>1 500€</u> |

INFORMATION

• **Materials required** : illustrator, illustrator PDF or high resolution PDF, Format all fonts: encapsulated or vectorised where possible, all date separated for process printing. Pictures: 300 dpi (120 dpcm). Logos: Vectored artwork where possible.

• **Distribution** : Exhibitors, trade visitors, office delegates, chamber of commerce, commercial consulates.

• **Payment**: Payment should be made in favor of global event by transfer to our account: Attijari wafabank :

• **Account number** :

• **Swift code** :

Please state your company name and Morocco Automotive Technologies as reference.

Signature _____ Date _____



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DEADLINE ONE MONTH BEFORE

FORM 5 - FREIGHT FORWARDER

TO GLOBAL FAIRS & EVENTS

Mohamed OUDJEDI
Sales Manager at Marine Maroc
Mob : 00212 (0) 661 47 81 17
Email : moudjedimarine-maroc.co.ma
Email : contact@global-events.ma
Web : www.global-events.ma

**PLEASE NOTE: SUBMISSION OF FORMS VIA ONLINE
WILL BE PREFERRED FOR ERROR - FREE PRODUCTION
OF SERVICES.**

Company Name :

Address :

Tel/Fax :

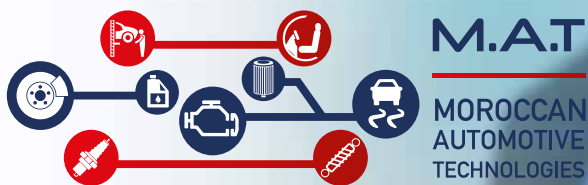
E-mail :

Contact Person : Position :

NOTE :

- Only the official freight forwarder will be allowed to operate within the exhibition hall
- Exhibitors must inform their own transport agent to contact the office freight forwarder for lifting and handling requirement on site.
- For quotation, please contact the official freight forwarder on the following below details

No of pieces	Description of contents	Dimension in meters	Weight/ KGS



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DEADLINE ONE MONTH BEFORE

FORM 6 A - FURNITURE

Show Name :

Company Name : Stand No : Hall No :

Téléphone : Fax : E-mail :

Contact Person : Position : Date :

Signature : Company Stamp :

Exhibitors please ensure that keys of doors & furniture are returned and nothing is left behind when rented furniture are handed back to us on the last event day. **Rental rates quoted here under are for the entire duration of the exhibition.**

Stoolbar plast (Stoolbar leather (two colors)	Stoolbar leather red 1
		
HC001	HC002	HC003
20€/Day	30€/Day	35€/day



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DEADLINE ONE MONTH BEFORE

FORM 6 B - FURNITURE

Stoolbar leather red 2	Stoolbar plast (Dif Color)	High table
		
HC004	HC005	HT006
35€/day	25€/day	30€/day

President chair	Guest chair	Desk
		
PO001	PO002	PO003
90€/day	60€/day	40€/day



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DEADLINE ONE MONTH BEFORE

FORM 6 C - FURNITURE

Chair Dsg	Chair Reg	Round table
		
CR001	CR002	CR003
15€/day	12€/day	12€/day

Welcome Desk Reg	Welcome Desk Dsg	Welcome Desk Glass
		
WD001	WD002	WD003
60€/Day	70€/Day	70€/Day



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DEADLINE ONE MONTH BEFORE

FORM 6 D - FURNITURE

Promo Table Reg		Promo Table Dsg
PT001		PT002
80€/DAY		100€/DAY
Show Case Mod	Show Case Tower	ShowCase Reg
		
SC001	SC002	SC003
150€	100€	150€






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DEADLINE ONE MONTH BEFORE

FORM 6 E - FURNITURE

ShowCase Large	Storage Cabinet Medium	Coat Hanger
		
SC004	SC005	SC006
250€	100€	50€

Salon Lobby	Salon London
	
SL001	SL002
500€	275€






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DEADLINE ONE MONTH BEFORE

FORM 6 F - FURNITURE

Smart TV 48"	Mini Fridge	Nespresso Machine
		
ED001	ED002	ED003
30€/Day	120€	150€

Lavazza Machine	Water Dispenser	Printer
		
ED004	ED005	ED006
150€	120€	100€





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DEADLINE ONE MONTH BEFORE

FORM 6 G - FURNITURE

		
EA001	EA002	EA003
50€	10€	30€

Plant 1	Plant 2	
		
EA004	EA005	
25€	30€	



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RENTAL FOR SYSTEM DISPLAY

Ref	Item	Quantity	U.P	Total
HC001	Stoolbar plast		20€/Day	
HC002	Stoolbar leather		30€/Day	
HC003	Stoolbar leather red		35€/Day	
HC004	Stoolbar leather red 2		35€/Day	
HC005	Stoolbar plast		25€/Day	
HC006	High table		30€/Day	
PO001	President chair		90€/ Day	
PO002	Guest chair		60€/ Day	
PO003	Desk		40€/ Day	
CR001	Chair Dsg		15€/ Day	
CR002	Chair Reg		12€/ Day	
CR003	Round table		12€/ Day	
WD001	Welcome Desk Reg		60€/Day	
WD002	Welcome Desk Dsg		70€/Day	
WD003	Welcome Desk Glass		70€/Day	
PT001	Promo Table Reg		80€/Day	
PT002	Promo Table Dsg		100€/Day	
SC001	Show Case Mod		150€	
SC002	Show Case Tower		100€	
SC003	ShowCase Reg		150€	
SC004	ShowCase Large		250€	
SC005	Storage Cabinet Medium		100€	
SC006	Coat Hanger		50€	
SL001	Salon Lobby		500€	
SL001	Salon London		275€	
ED001	Smart TV 48"		30€/Day	
ED002	Mini Fridge		120€	
ED003	Nespresso Machine		150€	



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TECHNOLOGIES

RENTAL FOR SYSTEM DISPLAY

Ref	Item	Quantity	U.P	Total
ED004	Lavazza Machine		150€	
ED005	Water Dispenser		120€	
ED006	Printer		100€	
EA001	Brochure Holder		50€	
EA002	Waste Paper		10€	
EA003	Waste Paper		30€	
EA004	Plant 1		25€	
EA005	Plant 2		30€	



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DEADLINE ONE MONTH BEFORE

FORM 7 - ELECTRICAL ITEMS

Show Name :

Company Name : Stand No : Hall No :

Téléphone : Fax : E-mail :

Contact Person : Position : Date :

Signature : Company Stampe :

For extra power supply please refer Electrical supply form

- Late orders will be subject to availability +20% surcharges
- Exhibitors will be held responsible for any loss or damages
- All electrical connectors will be standard 3 phase for the machinery. In order to distribute the electric load, orders should be clear correct and should reach the organizer's office well in advance
- Rates quoted are for the entire duration of the exhibition

ELECTRIC REQUIREMENTS

The organizer only provides the Electrical source and the water source nearest to your stand location , Therefore we do not Provide Connection Wires for electrical requirement or any Connection pipes for the water Supply. If you have an inquiry for additional support, please fill in the form below:

Description	Quantity

PAYMENT DETAILS

Ordres are valid only when accompanied by full remittance. Payment should be made in favor of Global online Solutions company in Euro by transfer to our Account ATTIJARI WAFABANK :

Account No: 007 780 000 238 900 000 036 230

Swift Code : BCMAMAMC

Quotation can be provided separately for items not listed above



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DEADLINE 45 DAYS BEFORE

FORM 8 - VISA REQUEST

TO GLOBAL FAIRS & EVENTS

Tel : +212 (0) 5 22 22 33 72

Fax : +212 (0) 5 22 47 02 96

Email : contact@global-events.ma

Web : www.global-events.ma

Please indicate VISA REQUEST in the Subject line

Company Name : Stand No :

Address :

Téléphone :

E-Mail : Fax :

Contact Person : Position :

Full Name Mr./Mrs/Miss.....

Father's Name : Family Name :

Mothers Name : Present Nationality :

Previous Nationality : Sex : Marital Status :

Occupation : Religion : Date Of Birth :

Place Of Birth : Qualification :

Passeport No. : Category : Ordinary/ Travel Document :

Place Of Issue : Date Of Issue : Date Of Expiry :

Spoken Language: 1..... 2..... 3.....

Last Entry Port In.....

Home Address

Accompanied by wife/ children (under 15years of age) : Full name/Date&place of Birth/Sex/ Relationship

1

2

3



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DEADLINE IMMEDIATE **FORM 9 - HOTEL RESERVATION**

TO GLOBAL FAIRS & EVENTS

Tel : +212 (0) 5 22 22 33 72
 Fax : +212 (0) 5 22 47 02 96
 Email : contact@global-events.ma
 Web : www.global-events.ma

Please indicate **VISA REQUEST** in the Subject line

.....

Company Name : Stand No :

Adress :

Téléphone :

E-Mail : Fax :

Contact Person : Position :

Note :

For accommodation, Exhibitors are encouraged to use Official travel agent, they have allotted rooms in our official hotels at very special convention rates for Exhibitors during the entire period of the Expo.

CHOICE OF HOTEL :

3 Star 4 Star 5 Star

1 2

Type of Room/s required Single Double Suite

Number of Room/s required One Two Others

Check in Date -

Check in Date -

Flight Number Date of Arrival

Signature Date



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DEADLINE IMMEDIATE

FORM 10 - INVITATIONS REQUEST

TO GLOBAL FAIRS & EVENTS

Tel : +212 (0) 5 22 22 33 72
Fax : +212 (0) 5 22 47 02 96
Email : contact@global-events.ma
Web : www.global-events.ma

.....
Company Name : Stand No :

Adress :

Téléphone :

E-Mail : Fax :

Contact Person : Position :

Please indicate in the space below the number of free visitor that you require, for inviting your customers at yours stand.
You can write/filling your stand numbers/ your company name in the invitation.

WE WILL REQUIRE

- 100 Invitations
- 150 Invitations
- 200 Invitations
- Others invitations

MAILING ADDRESS

.....
.....
.....
.....

Signature

Date

GIPAM

The Interprofessional Automotive Group in Morocco The assembly of the manufacturing, import and distribution of components and spare parts for all types of passenger cars, light commercial vehicles and heavy trucks, as well as subcontracting and technical services related to the maintenance and repair of vehicles.

CONTACT US

119, Bd Abdelmoumen, 4^{ème} étg, Casablanca - Maroc

Tél : +212 (0) 5 22 22 33 72 / +212 (0) 5 22 47 02 96

Web : www.global-events.ma / Email : contact@global-events.ma

