

Date limite d'inscription : 08-04-2017

**IDENTIFICATION DE L'EXPOSANT / EXHIBITOR'S IDENTIFICATION / بيانات العارض**

Exposant / Exhibitor / العارض

Adresse / Adress / العنوان

Pays / Country / البلد

Tél. / هاتف

Fax / فاكس

Email

N° du registre de commerce / Trade registre number / رقم السجل التجاري

Personne à contacter / contact person / الإتصال بالسيد

**TARIFS / TARIFFS / الأسعار**

DROITS D'INSCRIPTION / REGISTRATION FEES / حقوق التسجيل	500 USD	20 000 DA
Emplacement aménagé / Equiped space / مساحة مهيئة	150 USD/m <sup>2</sup>	8 000 DA/m <sup>2</sup>
Emplacement non aménagé / Indoor space (only floor) / مساحة غير مهيئة	130 USD/m <sup>2</sup>	6000 DA/m <sup>2</sup>
Emplacement découvert / Out door space / مساحة مكشوفة (غير مغطاة)	70 USD/m <sup>2</sup>	4000 DA/m <sup>2</sup>

المساحة المهيئة تتضمن: بساط، حواجز، مصابيح، طاولة، 3 كراسي، لافتة إشارة وتوصيل كهربائي

- L'aménagement du stand comprend: cloison en mélamine, moquette, une table, 3 chaises, prise de raccordement électrique 220V, fronton de signalétique, spots

- Shell stand includes: partitions, carpet, 1 table, 3 chairs, Electrical socket 220 V, spotlights

Emplacement à 2 façades / Frontages on 2 sides / مساحة بواجهتين	+ 150 USD	+ 2 000 DA
Emplacement à 3 façades / Frontages on 3 sides / مساحة بثلاث واجهات	+ 300 USD	+ 3 000 DA
Emplacement à 4 façades / Frontages on 4 sides / مساحة بأربع واجهات	+ 700 USD	+ 6 000 DA
TVA / Value added tax / الضريبة على القيمة المضافة	17%	17%
Electricité / Electricity / الكهرباء : 220V	05 USD/m <sup>2</sup>	10 DA/m <sup>2</sup> /j
Electricité / Electricity / الكهرباء : 380V	250 USD	20 000 DA

مساحة مهيئة  
Emplacement  
aménagé.  
Equiped space.

مساحة غير مهيئة  
Emplacement non  
aménagé.  
Indoor space (only  
floor).

مساحة في الهواء الطلق  
Emplacement  
découvert  
Out door space

الواجهات  
façade.  
Slides.

OBSERVATIONS / NOTES / ملاحظات

SECTEUR D'ACTIVITÉ / SECTOR OF ACTIVITY / قطاع النشاط

PRODUITS A EXPOSER / PRODUCTS TO BE EXHIBITED / المواد المعدة للعرض

ENGAGEMENT/ENGAGEMENT/ تعهد

- Le soussigné sollicite sa participation à la 50<sup>ème</sup> Foire Internationale d'Alger qui se tiendra du 08 au 13 Mai 2017 au Palais des Expositions et déclare avoir pris connaissance du règlement général des foires et expositions de la SEFEX. Il s'engage à en respecter toutes les clauses et conditions.

- The undersigned is applying for participation at the 50<sup>th</sup> Algiers International Fair which will be held from 08 to 13 May 2017. He declares that he reads the general rules of exhibition and will respect them.

الموقع أدناه يود المشاركة في معرض الجزائر الدولي الخمسين الذي سيقام من 08 إلى 13 ماي 2017 بقصر المعارض و يصرح بأنه اطلع على النظام العام للمعارض و يلتزم بكل بوده و شروطه

Cachet et signature d'exposant  
ou de son représentant/ stamp  
and signature of exhibitor or  
authorised agent/ ختم و امضاء  
المعارض  
أو ممثله قانونيا

Alger le / in

2017

**TRES IMPORTANT:** Il est porté à la connaissance des exposants et constructeurs de stands que le recours à l'elingage est soumis à autorisation auprès de la direction technique. la pose de velums est interdite



## INSCRIPTION CATALOGUE

## IMPORTANT

L'inscription doit être confirmée avant le **25-04-2017**, au delà de cette date, les insertions ne sont plus garanties.

Les formes juridiques et les termes tel : Ets, Sté, Gpe et autres ne doivent pas être mentionnés.

Tous les champs doivent être obligatoirement remplis clairement en lettres capitales et sans abréviation.

La SAFEX décline toute responsabilité en cas d'insertion erronée. L'Exposant est seul responsable des informations qu'il fournit.

Les champs marqués d'un astérisque (\*) doivent être obligatoirement remplis en langue arabe. (pour les entreprises Algériennes)

## RENSEIGNEMENTS

الاسم التجاري / raison sociale commerciale / commercial name \*:

قطاع النشاط / secteur d'activité / activity \*:

العنوان / adresse / adress \*:

تقديم النشاط / description d'activité /description of activity \*: 200 caractères maximum

الهاتف / tél / phone number \*:

المحمول / portable / mobile \*:

الفاكس / Fax /Fax

البريد الإلكتروني / Email / Email

الموقع الإلكتروني / site internet / web site

## IMPORTANT

les informations ci-dessus doivent être envoyées obligatoirement à l'adresse mail suivante: **cataloguefia2017@safex.dz** avant  
le **25/04/2017**

**PUBLICITE / ADVERTISING / إشهار**
**إشهار في الدليل الرسمي**
**INSERTION PUBLICITAIRE DANS LE CATALOGUE OFFICIEL / ADVERTISING IN THE OFFICIAL CATALOG**
**PAGES DE COUVERTURE / COVER PAGES / صفحات الغلاف**

- ☐ 4e page de couverture / 4th cover page / صفحة الغلاف رقم 4  
2400 USD 250 000 DA
- ☐ 2e ou 3e page de couverture / 2nd or 3rd cover page / صفحة الغلاف رقم 2 أو 3  
1200 USD 200 000 DA

**PAGES INTERIEURES COULEUR / COLOURED PAGES / صفحات داخلية ملونة**

- ☐ صفحة واحدة / une page / Full page 800USD 100 000 DA
- ☐ نصف صفحة / demi-Page / Half page 400USD 35 000 DA

**DIFFUSION SPORTS SONORES / SOUND SPOTS / إعلانات صوتية**

- ☐ أربعة إعلانات يوميا / quatre Spots /jour - 04 Spots /day 220 USD 5 000 DA / J
- ☐ ثمانية إعلانات يوميا / huit Spots /jour - 08 Spots /day 350 USD 10 000 DA / J
- ☐ اثنتا عشر إعلانا يوميا / douze Spots /jour - 12 Spots /day 450 USD 15 000 DA / J

- Toutes les commandes sont exécutées aux conditions des présents tarifs. les tarifs sont libellés en HT  
- Le bulletin de souscription tient lieu de bon de commande.

- Every order is executed according to these tariffs - tariffs wording : without taxes  
- The subscription form represents the purchases order and must be dropped at the advertising service.

يتم تنفيذ هذه الطلبات حسب شروط هذه التعريفية و يتم تحرير التسعيرة حسب الصيغة القانونية: كل الضرائب مدرجة  
تخل هذه الاستمارة مملوئة و موقعة محل طلبية رسمية و يجب ايداعها على مستوى مصلحة الاشهار.

Format du catalogue / Size of catalog / 15,5x22 cm مقاييس الدليل

Format numérique du fichier publicitaire / Digital format of the advertising file / نوع ملف المساحات الاشهارية

**JPEG-PDF-PSD-AI-TIF**

**Haute résolution / Higt resolution / جودة عالية**

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Tél. / هاتف

Fax / فاكس

Email



**PUBLICITE INTRA MUROS / PUBLICITY INTRA WALL**

اللافتات الجدارية PANNEAUX / PANELS	العدد NMBR / NUBR	المقاييس DIMENSIONS / DIMENSIONS	السعر TARIFS / TARIFFS / PANNEAU
<input type="checkbox"/> Panneaux face place unité africaine Panels face african unity place لافتات ساحة الوحدة الإفريقية	2	 12 / 5 m <input type="checkbox"/>	200 000 DA 1800 USD
<input type="checkbox"/> Panneaux face direction générale Panels face general direction لافتات تقابل المديرية العامة	2	 12 / 5 m <input type="checkbox"/>	150 000 DA 1200 USD
<input type="checkbox"/> Panneaux internes pavillon central Internal panels central pavillion لافتات داخل الجناح المركزي	11	 6 / 5 m (8) <input type="checkbox"/>  6 / 4,6 m (1) <input type="checkbox"/>  5 / 2,8 m (2) <input type="checkbox"/>	100 000 DA 1080 USD
<input type="checkbox"/> Panneaux entrée principale Panels principal entry لافتات المدخل الرئيسي	4	 4 / 3 m (3) <input type="checkbox"/>  2 / 2,3 m (1) <input type="checkbox"/>	85 000 DA 600 USD
<input type="checkbox"/> Panneau étoile Star panel لافتات ذات الهيكل الحديدي نجمة	1	 8 / 8 m	500 000 DA
<input type="checkbox"/> Panneau losange (entrée nissan) Lozenge panels (nissan entry) (على شكل معين) nissan لافتات المدخل	4	 4,35 / 4,35 m <input type="checkbox"/>	50 000 DA 600 USD

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## GENERAL REGULATIONS

### OBJECTIVES

General Economic or specialized shows organized by the Algerian Fairs and Exports Company (SAFEX) aim especially :

- To reflect the picture of the national economic activity and its development.
- To allow the foreign exhibitors to promote their products and services.
- To promote a particular section of the national economy.
- To seek and to promote cooperation among Algerian companies themselves and between these companies and foreign ones.

### PARTICIPATION

Economic shows are open to Algerian and foreign products and services.

Those allowed to participate in these shows are :

- National and foreign companies and organizations.
- Foreign countries and international organizations.

### PARTICIPATION CONDITIONS

- 1- Application forms for participation should be filled and signed by the exhibitor or the authorized representative and sent to the SAFEX.
- 2- It is expressly forbidden to exhibit products other than those listed on the application form for participation.
- Non-observance of this banning will involve removing of such goods from the fair.
- 3- The products must be exhibited by the name of the producer or his sole agent.
- 4- Registration for participation must be done at least one month before the official opening of the exhibition.
- 5- Applications for participation made after that date can be accepted according only to the availability of exhibition spaces : In such a case, the exhibitor risks of not being mentioned in the official catalogue of the exhibition or in any other advertising.
- 6- SAFEX gives its approval 10 the application forms made by exhibitors. It has the right to reject applications without having to give reasons for such decisions. The confirmation by the exhibitor of his participation is definitive and irrevocable.
- 7- The exhibitor must pay 50% of the total amount following the notification of acceptance made in writing by the SAFEX concerning his participation. The payment will be effected according to these methods  
Within 10 days for national exhibitors.  
Within 15 days for foreign exhibitors.
- 8- The second payment of balance will be made at least 15 days prior the official opening of exhibition, and before the sites are allotted. After this deadline, the SAFEX will dispose of stands and sites without notice ; the participation will be cancelled and the SAFEX will keep the paid up sums without having to pay any compensation.
- 9- Foreign exhibitors must pay registration fees according to their currency.
- 10- It is forbidden for exhibitors to cede part or whole of the site allotted to him by the SAFEX, either against payment or free of charges. Non-observance of this clause will involve immediate closure of the stand.
- 11- If the exhibitor cancelled his participation, the SAFEX will keep the paid up sums only for exceptional reasons.

### SITES ALLOTMENT - STANDS ARRANGEMENT - SECURITY

- 1- The SAFEX allots the sites to exhibitors according to the necessities and the exhibition's nature, without giving reasons to its decisions.
- 2- The SAFEX has the right to reduce the allotted sites and to change their positions as exhibition circumstances require.
- 3- The locations available to exhibitors are three kinds:  
\* The fitted out covered space which remains the main form of Participation of the exhibitors.  
\* The non fitted out covered space which remains the exception and in the Following conditions:  
3.1- The stand which can be built on the non fitted out place has to belong to the exhibitor in any property.  
3.2- It should not be similar to the modular mounting means of Safex.  
3.3- It can exceptionally be tolerated only if it is specific. Before designing and building its specific stand for use at the Palais des Expositions, it is imperative to ask and to obtain the prior approval of Safex on all plans : (architectural, design, size, etc. ...)  
3.4- No exhibitor can plead because of his ownership of a specific stand of the automaticity of his installation in the Palais des Expositions during fairs and exhibitions of SAFEX.  
3.5- No exhibitor can require a particular area due to the fact that the specific stand that belongs to him covers this same area.  
\* Outdoor space : It is about a place outside of pavilions reserved only for products which cannot be exposed in a covered space because of their nature (heavy, exceptional aircraft, heavy equipment for public works, natural products whose volume is important, booths of all kinds etc. ...)  
Safex keeps the right to assess which products are not allowed in an outdoor exhibition  
\*Except a welcoming shelter limited in its proportion (between 9 and 12 sqm), no structure housing an exhibition of products, services or any activity

related to the current exhibition is permitted in areas reserved for the outdoor exhibition.

3- Empty sites, are placed at exhibitors disposal, 10 days prior the opening of the exhibition.

4- Covered sites, open-air ones shall successively have a minimum area of 18 square metres and 30 square metres.

According to points 1, 2, 3, 4 and 5 of the paragraph 3 of the chapter « SITES ALLOTMENT - STANDS ARRANGEMENT - SECURITY », stand builders acting on behalf of third parties, in the installation of specific stands, are required to pay a fee and a deposit as well as for bilateral agreements relative to modular stands.

This fee shall be defined according to the exhibition spaces made by them at a same event.

In addition, exhibitors who install their own specific stands (belonging to them in any property) are also required to pay a fee and a deposit which will be determined by Safex.

5.2- According to points 1, 2, 3, 4 and 5 of the paragraph 3 of the chapter « SITES ALLOTMENT - STANDS ARRANGEMENT - SECURITY », The exhibitors proceeding to the construction of their own stands are required to pay a fee in return for the use of the services of the site, equipment, other networks as well as a deposit which will be determined by Safex.

This fee will be defined according to the concerned exhibition space and include in the invoice issued by Safex at the time of the registration of the exhibitor.

In addition, exhibitors who act for the account of third part in the installation of their specific stand are required to pay a fee and a deposit in the same way and with the same formulas as those arrested with them on bilateral agreements relative to modular stands.

5- The stand arrangement and decoration must be carried out by the exhibitor at his own expenses ; the plan of his arrangement should be dropped off at the SAFEX to obtain a previous consent from its services.

6- All articles to be exhibited must be put in place and well stocked for the fair 48 h at least before the official opening of the fair.

7- On no account should the stands be dismantled, even partly, before the closure of the fair.

8- Exhibitors have to equip their stands with fire extinguisher in working order.

All the inflammable material used in stand's arrangement and decoration must be according to safety rules.

9- Electrical installations must conform to standards and all safety regulations.

In case of any defective electrical installation, the supply of current will be stopped until repair.

10- The SAFEX takes on no responsibility in case of any loss or damage caused by power cuts.

11- The exhibitor bears all expenses due to electricity, water and telephone tapping as well as water consumption.

12- Installations requiring the use of gas cylinder must be conformed to all safety regulations. The exhibitor must assume complete responsibility.

13- Exhibitors shall allow a free access for electricity and water installations as well as any other conduit during the stand erection.

14- All works inside pavilions, stands or on open-air grounds which could make modifications to the exhibition sites may not be carried out without a prior authorization from the SAFEX.

15- It is strictly forbidden to erect structures and carry out works that can hinder Fire fighting

16- Exhibitors must not, under no circumstances, settle in areas other than those allotted by the SAFEX. They will take a particular care to remove any article or good that could litter lawns and passages, either inside or outside pavilions.

17- Exhibitors will exclusively undertake the stands maintenance and cleaning before opening the doors to the public, that will allow the garbage collector service to remove dustbins.

18- The exhibits must be remained on view during all the fair period.

19- The restoration stands shall be provided with water during the whole period of the fair. They must also conform to hygiene and any instruction SAFEX will issue in this field.

20- It is forbidden to exhibit any kind of explosives or other material considered as dangerous by the SAFEX and of a nature to incommode exhibitors and visitors, as well as products unworthy of exhibition.

21- Sales can be authorized for some shows according to conditions set by the SAFEX, each case apart.

22- The exhibitor may offer refreshments and distribute free samples after a prior authorization from the SAFEX.

23- Sites location cost is calculated according to the full square metre. Each square metre, even if not fully occupied, must be considered as a whole one.



## INSURANCE, GUARDING, VARIOUS PROVISION

1-Safex supports insurance alleys, passages, pavilions and infrastructure for civil liability.

2-Exhibitors are required to insure themselves the installation of their stands or pavilions, all the material exposed as well as the staff against fire, theft with or without burglary And in civil liability.

3-This insurance must be contracted with the insurer approved by Safex.

A copy of this insurance policy must be sent to Safex.

4-The guarding of pavilions ( third organizers) and stands is in the exclusive responsibility of the exhibitors and the organizers who have to communicate to Safex the identities of the guards before their commitment. Safex keeps the right to disqualify any person without having to justify its decision.

When the guarding is provided by the services of SAFEX, a suited device will be set up under the responsibility of Safex. When it is about an event organized by a third, this measure is completed by an internal guarding of stands under the responsibility of the organizer.

5- Under no circumstances the exhibitors have to leave on paths and other access the empty packagings.

The empty packagings, intended to be reused after the exhibition, must be necessarily forwarded and stored in a park with packagings designated by Safex.

6-SAFEX puts at the disposal of his customers a list of intervening partners authorized to exert within the Exhibition centre in construction and booth design, transit, caterers, photographers, reporters and videos...

It is forbidden to appeal to partners other than those listed on the mentioned list without the written permission of Safex.

7- Admission tickets will be delivered to Exhibitors by Safex in proportion to the attributed spaces.

Exhibitors card : delivered for free to the responsible of the stand or stand manager

Service card : Attributed only to the staff working on the stand.

Macaroon parking lots: attributed to the exhibitor. These cards are valid for all the duration of the event and have to contain the name of the beneficiary and the stamp of the exhibitor.

Buyer's card: delivered to the exhibitors on their request and payment. It is valid only for one entry.

The cards are put at the disposal of the exhibitors from the opening of the The Unique Counter out to he eve of the opening day.

Crossed this deadline, SAFEX would not be considered as responsible for some failure in this domain.

Applications received after this deadline will be treated according to the deployment of human and material resources on the exhibition including the day of inauguration.

Exceptionally, exhibitors' vehicles are allowed in the Palais des Expositions in order to supply their stands, according to schedules and conditions established by Safex.

(Whatever their nature: modular, specific and personalized structures tighter-capitals, except for the individual stands held in any property by the exhibitors and for the SAFEX will before have granted the authorization of installation within the pavilion , fitting-out and decoration, transit, communication, illustrated report and audio visual.

Within this framework, any order will have obligatorily to be recorded and carried out by SAFEX services.

Any order apart from the framework is considered null and of no effect in the enclosure of the SAFEX.

## CATALOGUE-ADVERTISING

1- The SAFEX issues an official catalogue of fair including the exhibitor's name, addresses and phone number as well as their exhibits and services list, no obligation is assumed by the SAFEX which declines all responsibility in case of any mistake or omission.

2- Exhibitors will send to the SAFEX at the same time than their participation form, a special form including all the items mentioned above.

3- In addition to the free insertions mentioned previously, exhibitors can require advertising insertion against payment.

4- The SAFEX will use loudspeakers for all oral advertising requested by exhibitors.

5- The SAFEX reserves the right to photograph stands, pavilions, sites or exhibits and to use the plates in its leaflets and pamphlets.

6- It is strictly forbidden :

-To make oral advertising.

-To distribute advertising bonuses.

-To distribute samples and printed matters out of pavilions, stands or sites.

-To exhibit posters and distribute printed matters or leaflets against morality and prejudicial to the reputation and success of the fair.

-To use loudspeakers.

-To place objects and projecting billboards beyond the external frontages of pavilions, stands or sites.

7- Exhibitors wishing to distribute varied handbills, brochures and papers inside their stand are required to send an application form to the SAFEX in addition to three specimen copies of each.

8- Exhibitors must not obstruct or disturb other exhibitors, especially through sound broadcasting inside stands.

9- No event of a non-commercial nature will be permitted on the fair area except for congresses and other scientific, technical or educative conferences.

10- Non-observance of the clauses 6,7,8 and 9 will automatically involve the closure of the stand or pavilion.

## MOVING WITHIN THE CONFINES OF THE EXHIBITIONS PALACE

Exhibitor's vehicles are exceptionally allowed to enter the confines of the Exhibitions Palace, to supply stands, according to hours and conditions set by the SAFEX.

## TECHNICAL SERVICES

1- Exhibitors have to assume at their expenses, water, electricity and telephone installations required for their pavilions or stands. They will send with their participation form a request for the technical services expected

2- Exhibitors have to conform to all the safety rules.

3- It is strictly forbidden to build on sites, to make holes on floor, ceiling and walls as well as pavilions pillars.

In case of non-observance of that clause, the SAFEX will immediately stop the works; the infringer exhibitor will assume, at his own expenses, repairing otherwise his participation will be cancelled without any compensation.

4- Maximum height authorized on covered sites is 3 metres. The late exhibitor stand alignment should conform to the nearest exhibitor stand

alignment ; however, exceptions in connection with acronyms and symbols can be admitted after having an authorization from the SAFEX.

5- It is forbidden to lean construction, decoration or exhibits material against pavilion walls, pillars or windows. The stand's back, perceptible through picture windows, must be decorated.

6- Fireplugs must be visible and accessible.

7- Open-air sites are allotted to exhibitors uncovered. The authorized height is five (05) metres.

8- Exhibitors shall not at all make directly the electrical and water connections that are exclusively undertaken by the SAFEX technical services.

9- It is forbidden to stick carpets directly on the pavilions grounds.

Electrical wires must not be perceptible. Any violation will involve a bill proportionally to damages.

10- The pavilions signs must be in Arabic first; then in any other language.

## CLOSING THE FAIR

1- Installations dismantling and Exhibits removal may not be undertaken until the day following the official closing of the exhibition and exclusively at the participant's expenses.

2- Exhibitors shall have one week at their disposal to carry out such operations. In case of non-observance of this rule, the SAFEX will undertake the dismantling and removal of all materials at the risk and expenses of the exhibitor. In addition, the SAFEX will apply a parking right invoice. The prices will work out during the whole period of the Fair.

3- Exhibitors bear the responsibility of guarding their sites, stands and exhibits from the closing day of the Fair until their leaving. The SAFEX declines all liability for any damage or theft caused by non observance of the proceeding clause.

4- Goods may leave the fair enclosure only upon presentation of a «voucher» issued by the SAFEX, after payment of all participating rights and fees.

5- This «voucher» will list all the goods to be removed and must be given to the control service when leaving.

6- Of course, this «voucher» will be given to exhibitors once all fees of registration have been paid. The SAFEX considers as a pledge all exhibits towards all the exhibitor's obligations stated in this General Regulation.

## SPECIAL PROVISIONS

1- The exhibitor must insure the industrial protection of its material and exhibits before their presentation, according to the legislation in effect. The SAFEX assumes no responsibility in this respect.

2- The SAFEX declines all responsibility in case of violation by the Exhibitor of rules concerning copyrights.

3- The exhibition will be open to visitors according to hours established by the SAFEX. In case of timetable changes, no compensation will be paid to exhibitors.

4- Any claim must be notified to the SAFEX through registered letter, within 8 days from the closure of the fair.

5- Exhibitor will take up residence in Algiers under the sole jurisdiction of Algiers law courts.

6- if for any reasons, the exhibition is not held, participation application forms will be cancelled and exhibitors reimbursed after deduction of SAFEX expenses.

7- Exhibitors must conform to this general regulation and to all instructions issued from the SAFEX. This general regulation is included in the participation file; it will be read and approved by the exhibitor, when signing participation application form, as well as any new provision required by circumstances and adopted, in the interest of the fair, by the SAFEX which reserves the right to information.