

# REGLEMENT GENERAL

## OBJECTIVES

General Economic or specialized shows organized by the Algerian Fairs and Experts Company (SAFEX) aims 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 promote partnership between Algerian and foreign companies.

## 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 this deadline can't be accepted only according 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 for the application forms made by exhibitors.

It has the right to reject the application forms for non-compliance with this General Regulation.

The confirmation by the exhibitor of his participation is definitive and irrevocable.

## Conditions of payment and commercial tariffications:

1- The written participation approval by SAFEX involves the obligation for the exhibitor to pay 50% of the total amount its participation.

The payment will be effected according to these methods:

- Within 10 days for national exhibitors.
- Within 15 days for foreign exhibitors.

2- 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.

3- Foreign exhibitors must pay registration fees according to their currency.

4- 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.

5- If the exhibitor cancelled his participation, the SAFEX will keep the paid up sums only for exceptional reasons.

Cases of force majeure:

- The death of the owner of the company
- Riot, war
- Natural disaster, epidemic

If the event is postponed by the organizer for reasons of force majeure beyond its control, the sums already paid remains acquired at SAFEX and the confirmed reservations are postponed for the later edition.

6- The amount of the rental of locations is calculated per full square meter

Each square meter, even if it is not fully occupied, counts as one occupied square meter. All the spaces allocated by SAFEX must be completely paid, even if they are not fully occupied. The application form given to the exhibitors includes the entire pricing element.

## 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. ...)

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.

5- No exhibitor can require a particular area due to the fact that the specific stand that belongs to him covers this same area.

5-1 Outdoor space: It is a place outside of pavilions reserved only for products which

cannot be exposed in a covered space because of their nature (heavy, exce aircraft, heavy equipment for public works, natural products whose volume is imp booths of all kinds etc...)

5-2 Safex keeps the right to judge which products are not allowed in an exhibition

5-3 Except a reception shelter limited on these proportion (between 9 and 12 sq structure housing an exhibition of products, services or any activity related to the exhibition is permitted in areas reserved for the outdoor exhibition.

5-4- Empty sites, are placed at exhibitors disposal, 04 days prior the opening exhibition.

6 - Covered sites, open-air locations shall successively have a minimum area square meters and 30 square meters.

7- According to points 1, 2, 3, 4 and 5 of the paragraph 3 of the chapter « SITES ALLOTMENT - STANDS ARRANGEMENT - SECURITY », stands builders act behalf of third parties, in the installation of specific stands, are required to pay a fee 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 event.

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

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

This fee will be defined according to the concerned exhibition space and include 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 a specific stand are required to pay a fee and a deposit in the same way and with same formulas as those arrested with them on bilateral agreements relative to modular stands the present general regulations are applicable to third party organizer partners of the safex for all events organized on the exhibition center as well as to exhibitors.

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

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

10- Under any pretext the stands should be dismantled, even partly, before the closing of the fair.

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

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

12- Electrical installations must be conforming to standards and all safety regulations. In case of any defective electrical installation, the supply of current will be stopped repair.

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

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

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

Exhibitors shall allow a free access for electricity and water installations as well as either conduit during the stand erection.

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

17- It is strictly forbidden to erect structures and carry out works that can hinder fighting or the internal monitoring network

18- Under no circumstance exhibitors must not 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.

19- The maintenance and cleaning of the stands are the exclusive responsibility of exhibitors who must carry out these operations after the opening hours of the event in order to allow the specialized services to collect the garbage cans before the doors are closed to the public.

20- Exhibition materials must be remained on view during all the fair period.

21- The stands where it will proceed to the tasting must 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

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

23- Sales can be authorized for some shows according to conditions set by SAFEX in each case apart.

24- The exhibitor may organize tasting and distribute free samples after a prior authorization from the SAFEX. This authorization may be withdrawn at any time in the event of a finding of abuse or of the occurrence of facts which are injurious to the safety or the order or the good circulation of visitors

## INSURANCE, GUARDING, VARIOUS PROVISION

1- Safex supports insurance: alleys, passages, pavilions and infrastructure for 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 infraction are 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 packaging.

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

-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.

6- Entrance tickets will be delivered to Exhibitors by Safex in proportion to the attributed spaces.

- Exhibitors card: delivered to the responsible of the stand or stand manager

- 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 against payment. It is valid only for one entry.

The cards are put at the disposal of the exhibitors from the opening of the Single Window to the 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.

7- Exceptionally, exhibitors' vehicles are allowed in the Palais des Expositions in order to supply their stands, according to schedules and conditions established by 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 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 and/or to film, pavilions, sites or exhibits and to use the plates in its leaflets and pamphlets.

#### 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-compliance with this clause, the SAFEX will immediately stop the works; the offender exhibitor will assume repairing, at his own expenses, otherwise his participation will be cancelled without any compensation.

4- Maximum height authorized on covered sites is 3 meters. The late exhibitor should line up his stand conforming 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 backs of stands, visible through 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) meters.

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 visible. Any violation will involve a bill proportionally to damages.

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

#### CLOSURE OF THE FAIR

1- The dismantling of the installations and the removal of the exhibited material can be carried out at the end of the event.

2- Exhibitors shall have two (02) day at their disposal to carry out such operation in case of non-observance of this rule, safex will proceed automatically to its removal at the expense, risk and peril of the exhibitor and will apply. In addition, it invoice of a penalty of delay(1000DA/HT/M<sup>2</sup>/Day).

3- Exhibitors bear the responsibility of guarding their sites, stand 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 preceding 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 registratic 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 intellectual protection of its material and exhibit 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 rule concerning copyrights.

3- The exhibition will be open to visitors according to hours established by the SAFEX. No compensation will be paid to exhibitors in case of schedule changes

4- Any claim must be notified to the SAFEX through registered letter, within eight (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 comply with this General Regulation and all instructions issued by 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.

The present General Regulation is applicable to third party organizers and partners of the SAFEX for all events organized in the Palais des Expositions as well as their exhibitors.



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



Exposant / Exhibitor / العارض : \_\_\_\_\_  
 Adresse / Adress / العنوان : \_\_\_\_\_  
 Tél/ Phone / الهاتف : \_\_\_\_\_ Fax / الفاكس : \_\_\_\_\_  
 Email / البريد الالكتروني : \_\_\_\_\_ Site web : \_\_\_\_\_  
 Contact / الاتصال بالسيد : \_\_\_\_\_ Mob / المحمول : \_\_\_\_\_  
 RC N° : \_\_\_\_\_ NIF N° : \_\_\_\_\_  
 Secteur d'activité / قطاع النشاط : \_\_\_\_\_

**REQUIRED AREA** المساحة و طبيعة الجناح  
**SURFACE ET NATURE DE STAND**

Emplacement aménagé / Equiped Booth / مساحة مهيبة (Moquette, cloisons, spots, une table, 03 chaises, bandeau de signalisation et raccordement électrique)	.....	8 0000 DA/M <sup>2</sup> - 150 USD/M <sup>2</sup>
Emplacement nu/ Floor only / مساحة غير مهيبة (Sol nu, craçage au sol)	.....	6 000 DA/M <sup>2</sup> - 130 USD/M <sup>2</sup>
Emplacement découvert / Outdoor space / مساحة مكشوفة (Sol nu, craçage au sol)	.....	4 000 DA/M <sup>2</sup> - 70 USD/M <sup>2</sup>
Electricité / Electricity / (380 V) / الكهرباء	.....	20 000 DA / 250 USD
Espace vente (12m <sup>2</sup> ) / جناح البيع (Exposant National ayant déjà un stand d'exposition / إذا كان العارض لديه جناح)	.....	24 000 DA
Majoration de façades / Sides / ( 2 / 3 / 4 ) الواجهات	.....	8 000 DA/16 000 DA/ 24 000 DA 150 USD/300 USD/700 USD
Electricité / Electricity / (220 V) : الكهرباء	.....	10 DA /M <sup>2</sup> / J - 05 USD/M <sup>2</sup>
Droits d'inscription / registration fees / حقوق التسجيل	.....	20 000 DA / 500 USD
Elingage / Sling / تعليق الهياكل	.....	5 000 DA / 100 USD
TVA / VAT / الضريبة على القيمة المضافة	.....	19%
<b>FRAIS D'INTERVENTION / INTERVENTION COSTS / تكاليف تركيب الأجنحة</b> Les espaces aménagés sont assujettis à une taxe (frais d'intervention) relative à la surface réservée	.....	51 000 DA < 50M <sup>2</sup> - 153 000 DA > 50M <sup>2</sup> ( TTC)

**ENGAGEMENT/ تعهد**

انا الممضي اسفله، اصرح اني اطلعت على القانون العام للمعارض في سافكس و اتعهد اني موافق على كل بنوده

The undersigned declares that he reads the rules of exhibition and respect them

Je soussigné déclare avoir pris connaissance du règlement général de la SAFEX et m'engage à en respecter toutes ses clauses.

SOCIETE ALGERIENNE DES FOIRES ET EXPORTATIONS

معرض الجزائر الدولي



**ALGIERS**  
INTERNATIONAL  
FAIR 19-24  
2023 JUNE

# REGISTRATION FORM **استمارة التسجيل** FORMULAIRE D'INSCRIPTION



ADVERTISING IN THE OFFICIAL CATALOG اشهار في الدليل الرسمي  
PUBLICITE SUR LE CATALOGUE OFFICIEL

Format numérique du fichier publicitaire / digital format of the advertising file  
Format du catalogue / Size of catalog 15,5x22 cm /  
JPEG/PDF/PSD/JA/TIFF Haute résolution/High resolution /

PAGES DE COUVERTURE / COVER PAGES / صفحات الغلاف /:		
4ème de couverture / 4th cover page / صفحة الغلاف رقم 4		250 000 DA / 2 400 USD
2ème ou 3ème de couverture / 2nd or 3rd cover page / صفحة الغلاف رقم 2 أو 3		200 000 DA / 1 200 USD
PAGES INTERIEURS COULEUR/ COLORE PAGES/		
01 page / Full page/ صفحة واحدة		100 000 DA / 800 USD
1/2 page / Half page نصف صفحة		50 000 DA / 400 USD



DIGITAL ADVERTISING إعلانات رقمية  
PUBLICITE DIGITALE

Insertion publicitaire sur la page Facebook SAFEX / صفحة الفيسبوك		45 000 DA / 350 USD
Insertion publicitaire sur la page Facebook de la FIA / صفحة الواب الخاصة بالمعرض		30 000 DA / 210 USD
Insertion de bannière sur le site web de la SAFEX / الموقع الإلكتروني لصفحة		25 000 DA / 150 USD
Pack DIGI-MAX : عرض دعائي خاص		90 000 DA / 720 USD
01 Insertion sur le site officiel SAFEX + 01 Insertion sur la page facebook + Insertion sur la page FIA		



ADVERTISING PANNELS لافتات اشهارية  
PANNEAUX PUBLICITAIRES

	Nombres / العدد	Tarifs / السعر	
Panneaux face Place de l'unité africaine لافتات الجناح المركزي مقابل ساحة الوحدة الإفريقية	60m <sup>2</sup>	2	200 000 DA / 1800 USD
Panneaux face Direction Générale SAFEX لافتات الجناح المركزي مقابل المديرية العامة	60m <sup>2</sup>	2	150 000 DA / 1200 USD
Panneaux Interne Pavillon Central لافتات داخل الجناح المركزي	30m <sup>2</sup> /24m <sup>2</sup> /10m <sup>2</sup>	11	100 000 DA / 1080 USD
Panneaux entrée principale du Palais لافتات المدخل الرئيسي لقصر المعارض	12m <sup>2</sup> /4m <sup>2</sup>	04	85 000 DA / 600 USD
Panneau étoile لافتة الهيكل الحديدي نجمة	60m <sup>2</sup>	1	300 000 DA / 2 000 USD
Panneaux losange (Entrée NISSAN) لافتات شكل معين بالمدخل الشمالي لقصر المعارض	20m <sup>2</sup>	4	50 000 DA / 600 USD
Panneaux parkings exposants et visiteurs لافتات على مستوى مواقف السيارات	4m <sup>2</sup> /6m <sup>2</sup>	12	50 000 DA / 600 USD
Panneaux internes à divers endroits لافتات في أماكن مختلفة داخل قصر المعارض	6m <sup>2</sup> /8m <sup>2</sup> /18m <sup>2</sup>	8	85 000 DA / 600 USD
Panneaux Unipoles donnant sur l'autoroute لافتات عملاقة مائلة على الطريق السريع	60m <sup>2</sup>	2	300 000 DA / 2 600 USD / face

الختم و الإمضاء  
STAMP/CACHET ET SIGNATURE



**أثاث إضافي**  
**ADDITION FURNITURE**  
**MOBILIER SUPPLÉMENTAIRE**

Téléviseur LED 40" / TV 40" / تلفاز	35 000 DA / 300 USD
Vitrine PM / Show case / واجهة صغيرة الحجم	5 000 DA / 53 USD
Vitrine GM / واجهة كبيرة الحجم	10 000 DA / 60 USD
Panneau pour réserve / Pannel for storage / لوحة أظافية	1 000 DA / 15 USD
Table ronde / Rounde table / طاولة مستديرة	2 000 DA / 20 USD
Meuble de rangement / Storage cabinet / خزائن	3 800 DA / 35 USD
Comptoir de reception / Counter / مكتب استقبال	4 200 DA / 40 USD
Tabouret design / Stool / كرسي ديزاين	2 500 DA / 30 USD
Chaise / Chair / كرسي	2 000 DA / 30 USD
Porte-documents / File holder / حاملة وثائق	1 600 DA / 20 USD
Porte-menteaux / Coat hanger / حاملة معاطف	800 DA / 10 USD
Chaufeuse en Skai / Sofa / أريكة	3 500 DA / 40 USD
Réfrigérateur PM / Refrigerator / ثلاجة	7 000 DA / 85 USD

**SOCIETE ALGERIENNE DES FOIRES ET EXPORTATIONS**

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الختم و الامضاء  
STAMP/CACHET ET SIGNATURE