

Alkhayiroun Dinner 2024

Official Exhibition Quotation

We are delighted to extend a formal invitation to you on behalf of Alkhayiroun for our upcoming charity event at Intercontinental Phoenicia Hotel Beirut. This event promises to be a spectacular affair, blending elegance with philanthropy. We believe your participation as an exhibitor would add significant value to our event.

As an exhibitor at our event, you will enjoy a myriad of benefits, including:

- Prime Exposure: Showcase your products/services to a diverse and influential audience.
- Networking Opportunities: Connect with key figures and potential collaborators within your industry.
- Brand Visibility: Enhance your brand presence through our extensive promotional efforts.
- Social Impact: Contribute to a noble cause, as all proceeds from the event support our charitable initiatives.

Exhibition Details:

- Event Date & Time: Saturday, February 24th, 2024 | 7:00 PM – 10:00PM
- Set-Up Time: 4:30 PM – 6:30 PM
- Venue: Intercontinental Phoenicia Hotel Beirut, Minet El Hosn | Beyrutus Hall
- Exhibition Fee: \$100 USD / Booth
- Expected Attendance: 100 Person
- Booth Measurements: L: 1.83m | W: 76.5cm

Kind Note: All tables and booths should be ready by 6:30 PM at most.

Please take a moment to thoroughly review the **Terms and Conditions** section for our upcoming event. It is important to highlight that all stipulations are designed to enhance the overall experience, ensuring a professional dinner and a seamless event for everyone involved. Your cooperation is greatly appreciated.

Exhibitor Contract Terms and Conditions:

1. Payment Requirement:

- Exhibitors are required to make full payment for their booth prior to the commencement of the event. Failure to do so may result in the cancellation of the reservation.

2. Product Submission:

- All products intended for sale must be submitted to the event organizers for review and approval prior to the event day. Only registered and approved products are allowed for sale during the event.

3. Business Promotion Approval:

- Exhibitors are prohibited from promoting any business, institution, organization, or product that has not been explicitly approved by Alkhayiroun. Any unauthorized promotion will result in immediate removal from the event without a refund.

4. Dinner Access Policy:

- Exhibitors do not have complimentary access to dinner meals unless a separate ticket is purchased.
- No food is allowed to be sourced from outside the hotel. Exemptions occur for water and very soft snacks.

5. Table Set-Up Guidelines:

- All exhibitors may utilize the tables and covers provided by the event organizers.
- Each exhibitor will be assigned a designated space with a pre-set table configuration.
- Exhibitors are strictly prohibited from obtaining any items that may exceed their designated space unless explicitly confirmed in writing by Alkhayiroun prior to the event day.

6. Booth Capacity:

- The maximum capacity for each booth is limited to two (2) people. Additional personnel may be allowed at the discretion of Alkhayiroun, subject to prior written approval; otherwise, additional people will not be granted access to the event.
- No booth is permitted to remain unattended by the exhibitors.

7. Booth Display Guidelines:

- Exhibitors must adhere to all guidelines regarding the setup and aesthetics of their booth. Displays should be professional, well-maintained, and in compliance with the event's overall theme.

8. Compliance with Local Regulations:

- Exhibitors are responsible for complying with all local laws and regulations pertaining to their products and services. Alkhayiroun will not be held liable for any legal issues arising from non-compliance.

9. Insurance Coverage:

- Exhibitors are strongly encouraged to obtain their own insurance coverage for their products, displays, and personnel during the event. Alkhayiroun is not responsible for any loss, damage, or theft.

10. Event Schedule Adherence:

- Exhibitors must adhere to the event schedule and be ready to operate during the designated hours. Early teardown or late setup without prior approval is strictly prohibited.

11. Emergency Preparedness:

- Exhibitors must be familiar with and adhere to the event's emergency procedures. This includes but is not limited to fire evacuation plans and first aid locations.

12. Code of Conduct:

- Exhibitors are expected to maintain a professional and respectful demeanor throughout the event. Any behavior deemed inappropriate or offensive may result in immediate expulsion from the event without a refund.

13. Setup Time Restrictions:

- The designated setup time for exhibitors is from 4:30 PM to 6:30 PM on the event day. No booth set-up is allowed after 6:30 PM. Exhibitors must ensure that their booth is fully set up and operational within this time frame (at 6:30 PM at most). Failure to comply may result in restrictions or penalties determined by Alkhayiroun.

14. Cancellation Policy:

- In order to maintain a well-organized event, we encourage all exhibitors to avoid sudden cancellations. It is to be noted that Alkhayiroun doesn't provide any refunds after confirmation.

15. Exhibition Access Policy:

To maintain the exclusivity of our event, entry to the exhibition area is reserved solely for individuals with valid dinner registrations only.

- Entrance is restricted to dinner attendees only to the exhibition space.
- External guests lacking event tickets will not be allowed access to the exhibition area.
- This policy is in place to enhance the personalized experience for our esteemed dinner participants, fostering genuine connections throughout the event.

By confirming your attendance, the exhibitor acknowledges and agrees to abide by the terms and conditions outlined in this contract. Any violations may result in penalties, including expulsion from the event without refund.

We believe that your participation would not only benefit your business but also contribute to the success of our charitable endeavors. Should you have any inquiries or require additional information, please do not hesitate to contact us at alkhayiroun@gmail.com.

Thank you for considering our invitation. We look forward to the possibility of collaborating with you at this meaningful event.