

Terms of Reference (TOR) for Stall designer/fabricator/Constructor

Nepal Tourism Board is the National Tourism Organization (NTO) of Nepal established to develop, introduce and promote Nepal as an attractive tourist destination. All the tourism marketing and promotional activities are carried out on three major segments: NATURE, CULTURE AND ADVENTURE. In this connection Nepal Tourism Board is participating along with **33 Travel trade companies** of Nepal in **International Tourism Exchange (ITB) Berlin 2018**, which is one of the top travel trade fair. Hence Nepal Tourism Board requires the professional services of stall designer cum fabricators for **ITB Berlin 2018** to build up the Nepal Stall at ITB- 2018 Berlin.

1. **Fair Details:**

Fair Date : March 7-11, 2018

Fair Venue : Berlin Expocenter, Exhibition grounds, Messegelände

Stall specifications as follows:

- a. Nepal Stand No: **116**, Hall: 5.2a(as per attached layout) Nepal Stall space: **174 sqm** (43.5m*4m) corner stand with two sides open & **second storey 40sqm**
- b. Total number of co-exhibitors 33 with NTB as main exhibitors

2. **Specific requirements for Nepal Stall**

2.1 Design and erect a thematic Double Storey Nepal stall using Nepal's iconic tourism products/destinations preferably replica of a **pagoda/Everest** on top as a branding and showcase the beautifully designed graphics of Nepalese tourism attractions on the wall panels (graphics to be finalized upon submission of the stall design).

2.2 Provide all necessary logistic arrangements required for the stall including:

- a) Flooring with carpet in the stall
- b) Main reception counter with branding for NTB in ground floor
- c) The platform for placing Buddha statue in an appropriate location (statue will be provided by NTB)
- d) Staircases from two sides for balcony access
- e) Small storeroom with sufficient coat hangers to hang coats of all the participating officials under the staircase
- f) Special seating arrangement with 1 sofa set and tea table preferably for VIP meetings for Main Exhibitor in the balcony.
- g) Kitchenette area and the big storage inclusive of sink and a service counter etc in the balcony.
- h) 2 sets of Hot & cold water dispenser with sufficient supply of drinking water jars for fair days
- i) A set of small round table with 2 chairs each for 33 co-exhibitors for meeting purpose & sufficient round bar tables.
- j) 33 counters (lockable) with the name and logo of the individual company (co-exhibitors) with 2 chairs each with sufficient space in between or half Partition panels in between co-exhibitor counters.
- k) Placement of 27 counters in the ground floor facing the aisles.
- l) Placement of 6 counters dedicated to Hotel properties in the balcony and the signage showing the companies in the balcony
- m) Electrical supply and lighting in the stall, with plug points for each counters
- n) Digital display screen
- o) At least 35 small dustbins & a big one for Kitchen.
- p) Banners/standees to be kept at both the ends of the stall, displaying all co-exhibitors names.
- q) Plants at the possible places/corners in the stall
- r) Any other effective creative and elements for the value addition to Nepal stall.
- s) Dismantle the stall after the completion of the fair

3. The Budget range for this job is **€40,000-€65,000 inclusive of all taxes.**

4. The selected company shall deal with the organizer in getting all technical approvals/permission/electricity supply/water connection etc.

5. Nepal Tourism Board shall not make any payment for the design or submission of quotation/proposal, which is not selected for the job.

6. NTB shall make payment to the party whose design and quotation/proposal is approved and selected for the job. The modality of payment shall be as per the terms and conditions agreed upon by both NTB and the party selected for this job.

7. Nepal Tourism Board shall have sole right to select or reject any design or quotation/proposal in its partial or complete form.

Should you be interested to execute Nepal stall design and fabrication job, as per above requirements, please submit a dummy design of the stall for the above mentioned tourism fair along with detailed cost break down and upload in our website tenders.welcomenepal.com by the deadline given in the website. For further query, if any, please write to us at jpupadhyay@ntb.org.np and cc to sshrestha@ntb.org.np npokharel@ntb.org.np ceo@ntb.org.np . Also upload this TOR along with the design and quotation with the authorized signature and the stamp.

If you need graphics of Nepalese tourism products for dummy stall design, Kindly visit our website www.welcomenepal.com or we shall send upon request.

Received by:Organization:
Signature: Date & Stamp: