



Nepal Tourism Board

Terms of Reference (TOR) for Stall Fabrication of Nepal Stall at ATM 2019, Dubai

Nepal Tourism Board (NTB) is the National Tourism Organization (NTO) of Nepal established to develop, introduce and promote Nepal as an attractive tourist destination.

For the fulfillment of the same objectives, Nepal Tourism Board is participating in **Arabian Travel Market 2019, Dubai**, along with five co-exhibitors from Nepal. Hence, Nepal Tourism Board requires the professional services of stall fabricators for **design, buildup and dismantling** of Nepal Stall at **ATM 2019, Dubai** as per following details:

1. Fair Details:

Fair Date: 28 April-1 May 2019

Fair Venue: Dubai International Convention and Exhibition Centre, Dubai, UAE

Stall Specifications as follows:

- a. **Stall space:** 30Sq. m. (3*10), Two Sides open
- b. **Stall No:** AS2069
- c. **Total number of Co-exhibitors:** 5 and NTB as a Main Exhibitor

2. Specific requirements for Stall Fabrication Package for Nepal Stall:

2.1 Design and erect a heritage/culture style thematic Nepal stall using Nepal's iconic tourism products/destinations 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) 1 (One) Main reception counter with branding for NTB with 2 (two) chairs facing aisle in the prime location of the stall.
- c) 5 (Five) counters (lockable) for co-exhibitors with 2 chairs each with sufficient space in between (no bar stools).
- d) 5 (Five) Counter Tables Branding with the Name and Logo of the Individual Company (Co-exhibitors).
- e) 2 (Two) sets of meeting table with 3 (three) chairs each for meeting purpose for co-exhibitors.
- f) Nepal Brand and Signage should be prominent and visible to the visitors and the exhibitors.
- g) Placement of the co-exhibitors' counter towards aisle side directly facing walkways in the halls.
- h) Electrical supply and sufficient lighting for the stall, with plug points/sockets for each counter.
- i) Storage room with lockable door in the stall with shelves and hangers.
- j) Audio/visual display with LED screen.
- k) Wi-Fi/internet facility within stall accessible to all the co-exhibitors.
- l) 1 (One) bigger dustbin for store and other 6 (six) number of small dustbins in each counters.
- m) Banner/standee to be placed in any visible area, displaying all co-exhibitors names.

- n) Photo booth for visitors to take selfies.
 - o) 2-4 plants at the possible places/corners in the stall.
 - p) 1 coffee vending machine and a water dispenser with necessary supplies for all 4(Four) days of the fair
 - q) Stall cleaning service for all 4(Four) days of the fair.
 - r) Any other effective creative elements for the value addition in Nepal's participation.
 - s) Dismantle the stall after the completion of the fair.
3. Nepal Tourism Board shall not make any payment for the design or submission of quotation/proposal which is not selected for the job.
 4. The selected company shall deal with the organizer in getting all technical approvals/permission/electricity supply/ water connection etc.
 5. Nepal Tourism Board has the sole right to select or reject any/all design or quotation/proposal in its partial or complete form based on legal jurisdictions.
 6. NTB shall have full right to award the job in partial or complete form, i.e. awarding the job order for fabrication of Nepal stall in above mentioned fair.
 7. The fabricator can submit to a maximum of 3 (three) set of design along with the quote rate as their quotation for the fabrication of Nepal stall in above mentioned fair.
 8. NTB shall make payment to the party whose design and quotation/proposal is approved and selected for the job.
 9. The modality of payment to the party shall be as per the terms and conditions agreed upon by both NTB and the party selected.
 10. The fabricator should quote the price in USD including all applicable taxes. However if a company based/registered in India applies and is selected for the job, such company has to submit its invoice in the convertible Indian Currency.

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 the Quotation with detailed cost breakdown 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 supadhyaya@ntb.org.np, cc to ceo@ntb.org.np, nandy@ntb.org.np, and sghimire@ntb.org.np. Also upload this TOR along with the design and quotation with the authorized signature and stamp.

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

Received by:.....

Organization:

Signature:

Date & Stamp: