

# REHAB Fair - 2024

23-27 December, 2024

## Information and Code of Conduct

Date: 17 December, 2024

### 1. Location

The Fair will be held from 23-27 December, 2024, at BICC, Agargaon, Dhaka.

### 2. Duration and Timing for Visitors

The Fair will run for five days, from 23 to 27 December 2024. Visitor Hours: 10:00 am to 9:00 pm daily. On the opening day (23 December, 2024), the Fair will open at 2:00 pm.

### 3. Stall Sizes

Diamond Sponsors: 30' (length) x 12' (width) x 12' (height).

Gold Sponsors: 24' (length) x 8' (width) x 8' (height).

Co-sponsors: 16' (length) x 8' (width) x 8' (height).

Regular Stalls: 8' (length) x 8' (width) x 8' (height).

**\*\* Participants wishing to interior design their stalls must adhere to a maximum height of 10 feet. Designs must be approved by the REHAB Fair Standing Committee by 20 December, 2024.**

### 4. Timing for Stall Decoration

Decoration will be allowed from 5:00 pm to 11:59 pm on 22 December, 2024. All decoration work must be completed at least 6 hours before the Fair opens.

**Contact if Necessary: Engr. Mahmudur Rahman, DGM, REHAB, 0175555313.**

### 5. Facilities Provided by REHAB at Each Stall

a. Furniture:

Diamond & Gold Sponsors: 10 chairs and 3 tables.

Co-sponsors: 8 chairs and 2 tables.

Regular Stalls: 5 chairs and 1 table.

Corner stalls will have 2 tables. All tables will be covered with cloth.

b. Electrical Equipment: Two (2) tube lights, one (1) 5-amp socket, and one (1) stand fan.

c. Security: REHAB will provide security during and after the Fair hours.

### 6. Code of Conduct for Participants

a. Stall numbers and fascia boards must be maintained as per the allocated design. Additional decorations require prior approval.

**b. For an attractive and colorful fair, REHAB has decided Stall interior design is allowed for all participants in REHAB Fair 2024. Deviating from the design (length / width / height) is not allowed in REHAB Fair- 2024.**

c. Stall decoration must be completed within the stipulated time mentioned in Para 4 above. After that the venue will be locked and handed over to security. No one will be allowed in the venue before or after the Fair scheduled time.

d. Stalls must be dismantled by 11:59 pm on 27 December, 2024.

e. Participants must follow REHAB safety and security instructions.

f. Any Kind of Food or Snacks are not allowed in the Fair premises. Authority will provide lunch and snacks to participants (for 05 days) in the designated area. Evening snacks will be served to food court for all participants. The food packet for Diamond Sponsors will be 15, Gold Sponsor 10, co-sponsor stall will be 08 & regular stall 05 (Lunch Time: 1:30 pm to 2:30 pm & Refreshment Time: 4:30 pm to 6:00 pm).

g. Participants are requested to complete their lunch and refreshments in the designated Food Court.

h. All participating companies are required to display the approved letter from the concerned authority (if needed) and project-related documents in their stalls. This ensures that prospective buyers, clients, or visitors receive accurate information about the projects and products being showcased.

**i. Strictly Prohibited Activities: Participating companies are reminded that selling, advertising, or promoting plots/flats not duly approved by the concerned authority is strictly prohibited at the REHAB Fair. All participating companies have provided a written undertaking to adhere to this rule. Any violation will result in the immediate cancellation of stall allotment at any stage of the fair.**

j. **ID Cards Distribution:** Diamond sponsor stalls: 15 ID cards, Gold sponsor stalls: 10 ID cards, Co-sponsor stalls: 08 ID cards & Regular stalls: 05 ID cards.

**k. All company representatives are requested to use the entry gate for entering and the exit gate for leaving the fair premises. Representatives must wear their Fair Entry ID Cards visibly at all times and are strictly prohibited from marketing outside their designated stalls.**

**i. Prohibited Activities: The following actions that disrupt the fair are strictly prohibited:**

- I. Advocacy or counseling outside the stall or calling visitors toward the stall.
- II. Distribution of promotional items in common areas, entrances, etc.
- III. Audio disturbances like music jingles.
- IV. Light disturbances such as neon signs or flashing lights.
- V. Allowed Items in Stalls: Multimedia projectors, soundless LED or LCD monitors, structural project dummies, and interior designs are allowed.
- VI. Noise-generating instruments or high-volume sound equipment are not permitted.
- VII. Representation Limit: Regular stalls: 5 representatives at a time, Co-sponsor stalls: 8 representatives, Gold sponsor stalls: 10 representatives, Diamond sponsor stalls: 15 representatives.
- VIII. Formal Opening Ceremony: Only one representative per company may attend the formal opening ceremony. Security will require invitation cards, which are non-transferable.
- IX. Responsibility for Damages: Participants are accountable for any damage caused to the venue, stalls, or fair premises. Compensation will be determined mutually by REHAB and the responsible organization.
- X. Valuable Items: Participants must ensure the safety of valuable items such as laptops, monitors, TVs, mobile phones, and other equipment. REHAB is not liable for loss or damage of individual stall items.
- XI. General Compliance: All participants must follow the rules and regulations set by the REHAB Fair Standing Committee.

**\*\*\* No project, plot, flat, or commercial space shall be exhibited or marketed at the fair without prior approval from RAJUK or the concerned authority.**

## 7. Rights of the REHAB Fair Standing Committee

The committee reserves the right to shut down any stall violating the Code of Conduct without providing any explanation.



**Mohammed Akter Biswas**  
Vice-President (2)  
& Chairman,  
Fair Standing Committee (N)  
REHAB



**Md. Wahiduzzaman**  
President, REHAB