



**CONTRACT FOR MISSION MANAGEMENT AND STAND BUILD FOR A UK PAVILION
AT INDEX SAUDI ARABIA, 17-19th SEPTEMBER 2024,
RIYADH FRONT EXHIBITION & CONFERENCE CENTER, RIYADH, KINGDOM OF SAUDI ARABIA**

1. This contract is between:

Department of Business and Trade (DBT)

[REDACTED]

And

Commercial Interiors UK (CIUK)

[REDACTED]

Contact for event management:

[REDACTED]

[REDACTED]

2. Project:

Organisation and delivery of a creative mission to Index Saudi Arabia 17-19th September, Riyadh Front Exhibition & Conference Centre, KSA, as per terms below.

3. Delivery:

Commercial Interiors UK (CIUK) (in conjunction with DBT Creative Sector) will undertake:

- **Design, build and management of the lounge/meeting area within DBT budgetary limits:**
 - Select suitable location on the floorplan.
 - Design & oversee construction of a suitable pavilion to enable 20+ participants to have a meeting area to introduce themselves to potential and existing clients.
 - The area will include a reception desk for meetings to be booked in. The area to be furnished with tables and chairs.
 - Suitable GREAT graphics to be installed in conjunction with the Branding Team.

- **Liaise with DBT's KSA Creative team:**
 - Request assistance to set up pre-show online briefing/mentoring session/how to conduct business in the UAE
 - Communicate re publicity for group – social media, press releases etc
 - Request to send out group brochure pre-show to suitable buyers
- **Prepare a flyer to be emailed out to companies for selection**
 - Prepare flyer in DBT brand layout
 - Prepare a set up suitable mailing list
 - Email out and log in interest & deal with enquiries
 - Make selection in conjunction with DBT
 - Confirm selection with chosen companies.
- **Liaise and assist all chosen delegate company representatives**
 - Maintain contact with companies, assist re travel arrangements, group hotel bookings etc.
 - Inform re mentoring briefing.
 - Inform re show guidelines, timings etc.
- **Produce an online brochure featuring all attendees**
 - Select suitable layout from branding guidelines
 - Request logo, picture and text, contact details from participants
 - Collate and enter into chosen format for checking by DBT branding team prior to distribution.
- **Onsite responsibilities**
 - Travel to KSA in good time to supervise build & delivery of stand.
 - Remain for duration of show to supervise stand, man reception desk.
 - Supervise and help delegate participants
- **Questionnaire:** send out a post-show questionnaire and pass the results to DBT.

1. Costings/Budget applicable as agreed:

- Design & Construction of Pavilion Stand
- Graphics including agreed DBT/GREAT BRANDING
- Furniture
- Misc. Stand refreshments/transport to and from show

Total:



TERMS AND CONDITIONS

1. This contract is between: **Department of Business and Trade (DBT)**, Old Admiralty Building, London SW1A 2DY

And
2. **Commercial Interiors UK (CIUK)**, [REDACTED]
[REDACTED]
3. **The project** is as set according the schedule as at Point 3 - Delivery.
4. **Costs** as approved as at Point 4.
5. The expression '**the Delegate**' wherever mentioned herein shall mean any company, firm or person who is participating in the mission on a delegate basis.
6. **Payments:** of agreed bills as written in the Schedule, is required no more than 30 days by invoice with related documentation of charges from CIUK to DBT.
7. **Rates of Exchange:** All charges and prices are quoted in UK sterling. The rate of exchange in respect of funds transferred from overseas shall be that ruling at the date payment is made.
8. **Law Applicable:** These Terms and Conditions and any contract concluded herein will be governed by English Law.

Signed, on behalf of Department of Business and Trade:

Name: [REDACTED]

Title: [REDACTED]

Signature: [REDACTED]

Date: 26 July 2024

Signed, [REDACTED]

Name: [REDACTED]

Title: [REDACTED]

Signature: [REDACTED]

Date: 26th July 2024