



INTERNATIONAL  
**SBCC**  
SUMMIT 2022

# **EXHIBITOR** **GUIDE**

#SBCCSummit

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## **GENERAL INFORMATION**

To reserve an exhibit booth at the 2022 SBCC Summit, please follow the steps below:

1. [Click here to request your booth and make a payment.](#)
2. Please review the exhibitor guide thoroughly.
3. Additional items for rental are available directly through the event organizer (RTS Group). Please review, select, and submit the payment to RTS Group.
4. Please see the information below for the shipping guidelines.

### **Exhibition Information**

Conference Name: 2022 International SBCC Summit

Exhibition Location: Marrakech

Mövenpick Palais des Congres

Boulevard Mohamed VI, Marrakech 40000

T. +212 5243-39100

Contact person: Ms. Zahira Lakreb

Mobile: +212 661 893 317

Email: [zahira.lakreb@movenpick.com](mailto:zahira.lakreb@movenpick.com)

## Exhibition Schedule

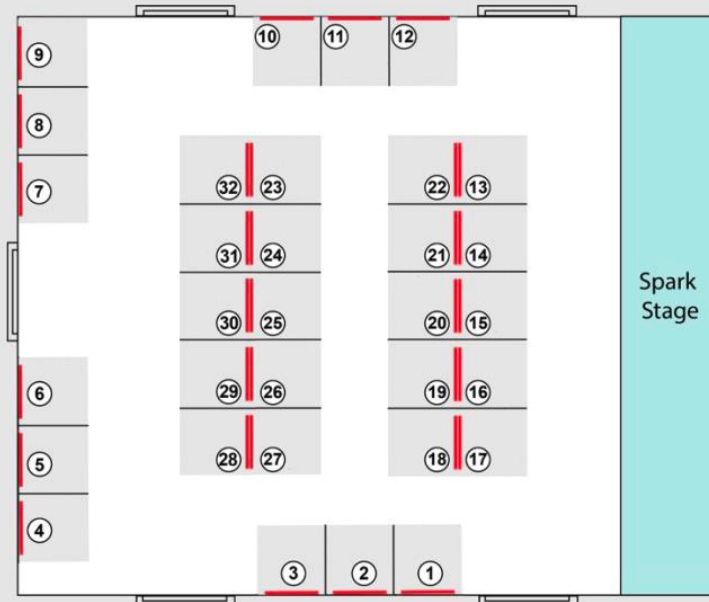
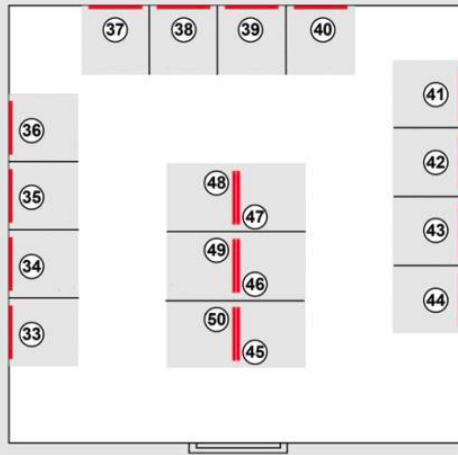
<i>Exhibition Build –Salle Royale</i>		
<b>Friday, 02 December 2022</b>	10:00 - 22:00	Stand construction
<b>Saturday, 03 December 2022</b>	10:00 - 22:00	Stand construction
	17:00 - 21:00	Exhibitor display setup and electrical testing
<b>Sunday, 04 December 2022</b>	07:00 - 10:00	Setup should be done by 10:00. The only items that should be brought in after 10:00 are items that can be carried by hand.

<i>Exhibition Times - Salle Royale</i>		
	<b>Exhibitor Access</b>	<b>Visitor Access</b>
<b>Monday, 05 December 2022</b>	07:00 - 20:00	12:00 – 18:00
<b>Tuesday, 06 December 2022</b>	09:30 - 18:30	10:00 – 18:15
<b>Wednesday, 07 December 2022</b>	09:30 - 18:30	10:00 – 18:15
<b>Thursday, 08 December 2022</b>	09:30 - 18:30	10:00 – 18:15
<b>Friday, 09 December 2022</b>	09:30 - 16:00	10:00 – 13:30

<i>Exhibition Dismantling –Salle Royale</i>		
<b>Friday, 09 December 2022</b>	13:30 - 16:00	Booth Dismantling

## Exhibition Booth Locations

For the most up-to-date booth availability, please visit the [Summit website](#).



## **Exhibition Organizers**

### **Conference and Exhibition Organizer**

RTS Group  
21 Bd Lahcen Ouidder  
20130. Casablanca. Morocco  
Tel: +212 522541963  
[www.rts.co.ma](http://www.rts.co.ma)  
Email: boothssbcc2022@rts.co.ma

#### **Contact**

- Mr. Abderrahim ALMASTOUR (mobile/WhatsApp: +212 666 993 525)
- Mr. Hicham RAJRAJI (mobile/WhatsApp +212 661 061 920)

### **Official Freight Forwarder**

#### **DANY TRANS SARL**

Address: Bd Med V, rue Marseille, Immeuble La Madrague II, 6ème étage n°11.Tanger 90000,  
Tel: +212 539 323 347 / +212 539 325 756  
Fax: +212 539 325 755

#### **Contact**

- Ms. Naima Ftouh - Email : naimaftouh@danytrans.com or contact@danytrans.com

## GENERAL INFORMATION FOR SETUP, SHOW DAYS, AND DISMANTLING

### General Rules and Regulations during Stand Constructions

- All exhibitors will be allowed to check-in during the setup period provided that they have paid the organizer.
- Any additional on-site expenditures are to be settled by the last day of the exhibition period, Thursday, **08 December 2022**.
- All exhibitors shall comply with the event working hours, rules and regulations.
- All exhibitors and their contractors will be required to wear badges issued by the conference when on site.
- Exhibitors are responsible for informing their personnel and third-party contractors of the rules and regulations of the conference. Exhibitors shall also provide the organizer with a list of the names of personnel and third-party contractors who will work on their stands during the setup and dismantling periods. Names will be collected on the detailed booth order form.
- Exhibitors must be present and supervise the setup and dismantling process of their booth, even if the work will be done by the exhibitor's contractors.
- The use of forklifts, cranes, or other heavy construction equipment from third parties, without the consent of Organizer, is strictly forbidden.

### Customs Clearance

Morocco accepts ATA Carnets for Exhibitions and fairs.

A Carnet or ATA Carnet is an international customs and temporary export-import document. It is used to clear customs in 87 countries and territories without paying duties and import taxes on merchandise that will be re-exported within 12 months. Carnets are also known as Merchandise Passports or Passports for Goods

Our partner **"DANY TRANS"** can receive and care for your goods upon arrival to Morocco's entry port/airport until delivery to your exhibit stand and vice versa.

To clear exhibitor's goods, Moroccan customs service asks for ATA-Carnet for exhibitors. This document will facilitate the clearance and permits the tax-free and duty-free temporary import/export of exhibitor's goods.

**An exhibitor requests an ATA Carnet document from the Chamber of Commerce inside their country or here. All goods must be listed and it must be stamped by the country of origin's customs service office during clearance.**

The ATA Carnet document is laid out in A4 paper format and shall include:

Cover pages:

- The cover pages contain all information about goods, users, issuing data, guaranteeing associations and notes on the usages. They are kept in the Carnet at all times.

Counterfoils

- Counterfoils are used as evidence in case duties and taxes are claimed at a later stage. It is therefore important to have the counterfoils properly stamped by customs and kept properly in the Carnet. There are three types of counterfoils, indicated by color:
  1. Exportation/Re-importation (yellow)
  2. Importation/Re-Exportation (white)
  3. Transit (blue)





## **Exhibitor Responsibilities for Damages**

All exhibitors will be responsible for any loss and/or damage to their own property, to other exhibitor's property, to visitor property or to the convention center and equipment, including loss and/or damage caused by employees or agents during show days and/or the setup and dismantling periods.

## **Security**

- All exhibitors must arrange their own insurance to cover their exhibit booth during setup, show days, and dismantling.
- Exhibitors are strongly urged to remove valuable items from the exhibition area as soon as the exhibition area closes and not to leave booths unattended until all valuable items have been removed.
- Exhibitors and their staff will not be allowed in the exhibition hall outside of the hours noted in the exhibit times. Please contact the organizer if your display is valuable, or a target for theft, and you wish to hire security personnel to attend to your booth exclusively during non-show hours. Please note that you may not use any personnel from security agencies other than what is recommended by the organizer.
- The organizer and/or BNDCC will not accept responsibility for theft, loss or damage of exhibits or any other equipment belonging to exhibitors, contractors, or visitors.

## STAND CONSTRUCTION

### Height and Load Capacity

Exhibition Area	Tower Booth Height (Max)	Weight (Max)
Salle Royale Hall	350 cm	300 kq/sqm

### Stand Construction Rules and Regulations

Exhibitors must present their stand design to the organizer and obtain consent from the organizer at least 1 month prior to the setup period (**by 05 November 2022**). Exhibitors are not allowed to build a tower of special design over 3,5 meters in height. In cases where the stand design and construction are not in accordance with the rules set by the organizer, the organizer has the right to destroy, replace, or modify the stand design.

### Standard Shell Scheme Booth or Space 2x3 meter space for custom builds: **\$1500**

#### *Design Regulation*

- Standard shell scheme construction will be built and operated by the event's official contractor appointed by the organizer.
- No additional stand fittings or displays may be attached to the standard shell scheme structure.
- Wall panels must be returned after the show without any damages. Nailing, drillings, wallpapering, inappropriate cello tape, etc are not permitted.

#### ***Included with the Standard Shell Scheme & Specifications:***

- Booth structure and construction of booth. Booth measurements are 2x3 meters.
- Fascia and company name sticker cut out. The name provided on the signup form will be used.
- Carpet
- 1 MCB for electrical power; 1 plug with 2 sockets
- Furniture included:
  - Table with tablecloth: 1 unit
  - Chair: 2 units
  - Waste basket: 1 unit

\*No additional stand fittings or displays may be attached to the standard shell scheme structure. Wall panels must be returned after the exhibition without any damages. Nailing, drilling, wallpapering, inappropriate cello tape, etc. are not permitted.

### Stand Design Layout Regulations

#### Stand Partition/Wall

- The minimum space between the wall of the exhibit hall and the side of a booth must be 0.5 meters.
- Exhibitors with more than two sides facing a walkway must have an open-sided wall.

#### Floor covering

- Plywood underlay and carpeting are required for stands that contain heavy objects that may damage the floor.
- Any booth construction for special design should not be built directly on the existing carpet or granite, but must be protected by a 9-mm multiplex

### Hall Structure

- No part of the structure may extend past the boundaries of the space allocated.
- Nothing can be suspended from the ceiling, fixed floor, wall, or any other part of the building and exhibition hall without approval from the organizer and the official contractor.
- The outer surface of space only stand constructions must be covered and decorated if visible from the aisles. No nails, tacks, screws, pins, adhesives or devices of any description likely to deface or damage walls, floors, and furniture are permitted.

### Tower and Massive Wall

- A constructed tower is not permitted to be attached to booths. Anything attached to the booth must be at least 0.5 meters from the walkway.
- The limit to which you can extend your booth size is outlined below:

<b>Exhibition Area</b>	<b>Maximum Tower Height</b>	<b>Maximum Wall Height</b>
Salle Royale	350 cm	300 meters

Violations of the maximum height limits or structures not in accordance with the proposed design will be corrected by either the exhibitor or the official contractor appointed by the organizer.

**Important Note:** The cost to repair or replace damaged equipment or damage to the venue walls, floors, or ceilings, will be charged to the exhibitor.

Any damages caused by the exhibitor, its staff, agent, or representative on granite floors and walls in Salle Royale Hall area will be the responsibility of the exhibitor and the exhibitor will be charged for damage.

## **SITE FACILITIES**

### Business Center

- No

### Car Parking

- No

### ATM

- In front of the Movenpick Palais des Congres

### Bounded Warehouse

- An on-site bonded warehouse facility is dedicated to fast and safe customs clearance for temporary imported goods and equipment. This service guarantees easy access for importing and re-exporting exhibition and convention goods through the official forwarders. See page 13 for more information.

### Exhibition Security

- The organizer has appointed an official security agency to secure the exhibition area. Please note that the official security agency will not be responsible for securing valuable goods inside exhibitors' booth areas. However, the official security will request an inventory checklist upon exhibitor's departure during each show day in order to record the equipment left after the show hours.

### Cleaning Service

- It is the exhibitor's responsibility to maintain their booth and to make sure it is clean at all times. The venue cleaning service will cover the general cleaning of the exhibition grounds, buildings, and internal aisles during the show, however, the cleaning of stands and exhibits is the exhibitor's responsibility. Should you require a cleaning service for your booth, an additional cleaning cost will be charged by the venue cleaning services.

## **Additional Required Services**

### Electricity

- Exhibitors who require additional electricity supply for their stands, please send an email to [boothssbcc2022@rts.co.ma](mailto:boothssbcc2022@rts.co.ma)
- Terms and conditions for electricity installation:
  - Exhibitors are not allowed to use electric generators as a source of electricity.
  - Overall power sources used must be ordered through the organizer.
  - The official contractor appointed by the organizer along with booth's contractor will jointly conduct electrical testing.
  - In cases where more electricity is used than what was purchased and requested on the detailed booth order form, the exhibitor will be charged according to the overage at the current price.
  - MCB should be placed outside the warehouse, or in the booth area where it is easily accessed and monitored.

### Electronics & Furniture Hire

- A range of furniture extras can be rented through the official contractor. Please refer to furniture hire catalog and fill out the order form.






### **Bonded Warehouse Charges:**

A storage charge will come into effect for all freight stored in the bonded warehouse or open-air storage. 15 days prior to the event are free, more than 15 days prior to the opening date of the event will be charged at US\$ 1 plus 10% VAT per cubic meter per day. After the closing of the event, the first 7 days are free, longer than that will be charged as stated below:

- For the first 2 (two) weeks after the limitation period: The rent in the bonded warehouse or open-air storage **per cubic meter** per day is **US\$ 1** plus 10% VAT.
- More than 2 (two) weeks after the limitation period: The rent in the bonded warehouse or open-air storage **per cubic meter** per day is **US\$ 2** plus 10% VAT.

## FURNITURE HIRE

The furniture products offered can be ordered by completing the detailed booth order form and must be submitted by **10 November 2022**.

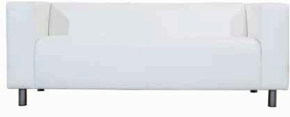
	<b>BAR TABLE</b> Code : A-01 Dimension : D09 x H109	<b>UNIT PRICE IN USD</b> 250,00 \$
	<b>BAR STOOL</b> Code : A-02 Dimension : 40 x 43 x 93	<b>UNIT PRICE IN USD</b> 150,00 \$
	<b>CUBE COFFEE TABLE</b> Code : A-03 Dimension : 55 x 55 x H45	<b>UNIT PRICE IN USD</b> 50,00 \$
	<b>Counter - info desk</b> Code : A-04 Dimension : 80 x 33 x 90	<b>UNIT PRICE IN USD</b> 250,00 \$
	<b>CHAIR DESIGN</b> Code : A-05 Dimension : 68 x 68 x 68	<b>UNIT PRICE IN USD</b> 150,00 \$



**SINGLE LOUNGE**

Code : A-06  
Dimension : 75 x 84 x 65

**UNIT PRICE IN USD**  
200,00 \$



**DOUBLE LOUNGE**

Code : A-07  
Dimension : 178 x 86 x 66

**UNIT PRICE IN USD**  
500,00 \$



**PACK - BAR TABLE & 3 STOOLS**

Code : A-08

**UNIT PRICE IN USD**  
500,00 \$



**CLOTHES HANGER**

Code : A-09

**UNIT PRICE IN USD**  
10,00 \$



**BROCHURE STAND**

Code : A-10

**UNIT PRICE IN USD**  
200,00 \$



**TV STAND / TRUSS**

**UNIT PRICE IN USD**  
**100,00 \$**

Code : A-16



**PLANTS & FLOWERS**

**UNIT PRICE IN USD**  
**100,00 \$**

Code : A-17



**POWER CORD**

**UNIT PRICE IN USD**  
**10,00 \$**

Code : A-18



**SPOT LIGHT**

**UNIT PRICE IN USD**  
**200,00 \$**

Code : A-19



**MINI BAR - REFRIGERATOR**

**UNIT PRICE IN USD**  
**150,00 \$**

Code : A-20





**NESPRESSO MACHINE + 100 COFFEE CAPSULES**

**UNIT PRICE IN USD**  
250,00 \$

Code : A-11



**LAPTOP**

**UNIT PRICE IN USD**  
300,00 \$

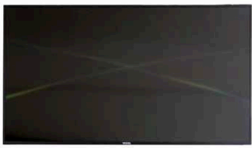
Code : A-12



**IPAD / TABLET**

**UNIT PRICE IN USD**  
200,00 \$

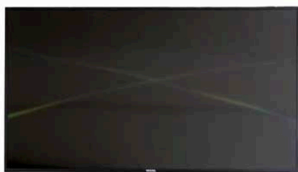
Code : A-13



**42' LED TV**

**UNIT PRICE IN USD**  
450,00 \$

Code : A-14



**50' LED TV**

**UNIT PRICE IN USD**  
500,00 \$

Code : A-15

# ORDER FORM

Event : SBCC SUMMIT 2022 - MOROCCO		Event date: 05/12/2022 - 09/12/22	
Venue: PALAIS DES CONGRES - MARRAKECH		Booth Number:	
Company Name:			
Address:			
State	City:	Zip code:	
Contact Name:			
Email:			
Phone:		Mobile:	

Code	Item	Quantity	Unit cost	Total
			<b>Subtotal (USD)</b>	

## SHIPPING TO THE SUMMIT

Airfreight

### DEADLINES

Arrival of brochures by courier	<b>10 November 2022</b>
Copies of commercial invoice and packing list for airfreight consignments	<b>15 November 2022</b>
Arrival of exhibits shipped by airfreight	<b>25 November 2022</b>

**Please contact DANY TRANS directly for your freight needs.**

### Official Freight Forwarder

#### **DANY TRANS SARL**

Address: Bd Med V, rue Marseille, Immeuble La Madrague II, 6ème étage  
n°11.Tanger 90000,

Tel: +212 539 323 347 / +212 539 325 756

Fax: +212 539 325 755

**Contact:** Ms Naima Ftouh - Email : [naimaftouh@danytrans.com](mailto:naimaftouh@danytrans.com) or  
[contact@danytrans.com](mailto:contact@danytrans.com)

## SHIPPING INSTRUCTIONS

All exhibition goods by AIRFREIGHT, must be sent "Freight Prepaid" to:

BY AIRFREIGHT:

**For:** INTERNATIONAL SOCIAL BEHAVIOR CHANGE COMMUNICATION (SBCC) 2022

**Exhibitor name:**.....

**Booth number :** .....

**Notify:**

### Official Freight Forwarder

#### **DANY TRANS SARL**

Adresse: Bd Med V, rue Marseille, Immeuble La Madrague II, 6ème étage n°11.Tanger 90000,

Tel: +212 539 323 347 / +212 539 325 756

Fax: +212 539 325 755

**Contact:** Ms. Naima Ftouh - Email : [naimaftouh@danytrans.com](mailto:naimaftouh@danytrans.com) or [contact@danytrans.com](mailto:contact@danytrans.com)

#### **Port of Discharges: Casablanca or Marrakech (CMN / RAK)**

All documents such as Bill of Lading and Airway Bill must show **DANY TRANS** as the notify party. (A 5 percent outlay commission will be imposed on all "Freight Collect" consignments).

Exhibitors Invoice and Combined of Value and Origin

1. Name of Exhibition	:	3. Name of Exhibitor	:
2. Time of Exhibition	:	4. Full Address	:
7. Country of Origin	:	5. Telephone/fax	:
8. Country of Consignment	:	6. Stand No	:
9. Vessel/Flight	:	Mark X in appropriate column A. Exhibition Goods to be Re-exported B. Printed Matters C. Goods for Exhibition Purposes such as decoration, Posters, Photographs D. Goods for advertising Purposes or Souvenirs given away, with World Logo already inscribed E. Consumable Goods for display, Demonstration or Illuachery Layout F. Consumable Foods and Beverages for Exhibition Inauguration and Closing Activities G. Exhibition Goods for Sale	
10. Bill of AWB No & Date	:		
11. Port/Airport of Loading	:		

Item No.	Quantity	Detailed Description of Goods and HS Code Number	A B C D E F G							Price in US\$	Amount
			A	B	C	D	E	F	G		
Sub Total : Group A : FOB US \$ Group B : FOB US \$ Group C : FOB US \$ Group D : FOB US \$ Group E : FOB US \$ Group F : FOB US \$ Group G : FOB US \$ Total : FOB US \$ -											

We certify that the information given above is true and correct :  
 Signed for and on behalf: \_\_\_\_\_ Date : \_\_\_\_\_ Place : \_\_\_\_\_ Name in Block Capital : \_\_\_\_\_ Authorized Signatory : \_\_\_\_\_ SK Menteri Keuangan Nomor : \_\_\_\_\_ Tgl : \_\_\_\_\_

No : / / Date : / /	Catatan Bea & Cukai :	NO
12. PPK PT. Agility	PETP ( )	Mengetahui : DJBC

Lembar asli: Kantor DJBC yang mengawasi Lembar ke 3 : Kantor Pusat DJBC, Jakarta  
 Lembar ke-2: Kantor DJBC Pelabuhan Pemasukan Lembar ke 4 : PPK Lembar ke 5 : Penyelenggara  
 Lembar ke 6 : Peserta Pameran

**EXHIBITOR'S CERTIFIED PACKING LIST**

PAGE NO.	<b>1</b>
HALL NO.	
STAND NO.	

**EXHIBITOR'S FULL NAME & ADDRESS**

CASE NO.	GROSS WEIGHT KILOS	NETT WEIGHT KILOS	NET DIMENSION CMS.			VOL M3	CONTENTS REFER TO INVOICE ITEM NUMBERS ONLY
			LENGTH	WIDTH	HEIGHT		

SIGNED FOR & ON BEHALF OF :  
PLACE :

Date :

AUTHORISED SIGNATORY :  
WE CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE & CORRECT

## FEES TO HANDLE SHIPMENTS

### 1. AIR FREIGHT A. Incoming shipments

Entry airport is Casablanca Med V airport (airport code: CMN)  
From arrival airport of Casablanca (CMN) to Warehouse up to Exhibition Hall/stand  
Transportation cost (from Casablanca to Marrakech): **to be determined**

	Weight (kg)	Per consignment (HAWB) per exhibitor
Handling fees (Based on volume/weight whichever is greater), including: <ul style="list-style-type: none"> <li>• Loading &amp; pick up from airport/warehouse</li> <li>• Loading &amp; pick up to Exhibition Hall</li> </ul>	Minimum Charge	<b>US\$250.00</b> per consignment
	Up to 250 kg	<b>US\$2</b> per kg
	Up to 500 kg	<b>US\$1.50</b> per kg
	Up to 1,000 kg	<b>US\$1.30</b> per kg
	Above 1,000 kg	<b>US\$1.10</b> per kg
	Airport THC (local charges)	<b>US\$0.15 per kg</b> per day (minimum 3 days) as per receipt
Airport Storage Charge	<b>US\$0.25 per kg</b> per day (minimum 3 days) from arrival time	
Temporary customs clearance formalities (Import)	<b>US\$150</b> per consignment per (HBLConsol) per exhibitor	
Customs Inspection fees	<b>US\$100</b> per Exhibitor/ Shipment	
ATA Carnet Fees	<b>US\$325 per</b> Exhibitor	
A Value Added Tax (VAT) at 20 percent of the invoiced value will be levied for all charges applicable		

- Any special goods may need more careful treatment, resulting in extra feeds.
- These current costs levied by airport. All third party charges not listed above will be charged at cost.
- All consolidated shipments by sea (lcl) or by air must be issued with air shipping invoice or house bill of loading.

## B. Outgoing shipments

From exhibition hall/stand up to customs warehouse (Airport of Casablanca)  
Transportation cost (from Marrakech to Casablanca): **to be determined**

	<b>Weight (kg)</b>	<b>Per consignment (HAWB) per exhibitor</b>
Handling fees (Based on volume/weight whichever is greater), including: <ul style="list-style-type: none"><li>• Loading &amp; pick up from airport/warehouse</li><li>• Loading &amp; pick up to exhibition hall</li></ul>	Minimum Charge	<b>US\$250</b> per consignment
	Up to 250 kg	<b>US\$2</b> per kg
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	Up to 1,000 kg	<b>US\$1.30</b> per kg
	Above 1,000 kg	<b>US\$1.10</b> per kg
	Airport THC (local charges)	<b>US\$0.15 per kg</b> per day (minimum three days) as per receipt
Airport Storage Charge	<b>US\$0.25 per kg</b> per day (minimum three days) from arrival time	
Temporary customs clearance formalities (export)	<b>US\$150</b> per consignment (HBLConsol) per exhibitor	
Customs Inspection fees	<b>US\$100</b> per Exhibitor/ Shipment	
A Value Added Tax (VAT) at 20 percent of the invoiced value will be levied for all charges applicable		

- We offer **repacking of goods under request.**
- Any special goods may need more careful treatment, resulting in extra fees.
- Current costs are levied by the airport. All third-party charges not listed above will be charged at cost.

## 2. OTHER CHARGES (if request)

### A. Heavy lift surcharge

Heavy lift including the use of a forklift, crane or any other special truck or logistics materials will be reviewed under request. Surcharges are applicable.

Please contact us for further information.

### B. Not Allow



Exhibitors shall carry the following baggage on their person and may NOT be sent with cargo: USB and CDs, laptops, personal effects or any perishables.

### 3. CASE MARKINGS

For easy identification, all packages must be marked as follows:

#### **INTERNATIONAL SOCIAL BEHAVIOUR CHANGE COMMUNICATION (SBCC) 2022**

Organization/Company Name: .....  
Name of Exhibitor: .....  
Booth Number:.....  
Number of Packages: .....  
Gross Weight/Net Weight: .....  
Dimensions: .....

### **CUSTOMS REGULATIONS**

#### **Insurance**

It is exhibitor's responsibility to purchase insurance covering the transport of their goods from its origin local address to the exhibition hall and vice versa.

If you need assistance acquiring insurance, **DANY TRANS** offers premium insurance with preferential prices for exhibitors.

#### **Additional service**

For additional services not listed above, an individual quotation will be given upon receipt of specific requirements.

#### **Terms of payment**

Accepted payment methods:

Bank transfer, online payment, PayPal

Personal or foreign checks are not acceptable

**Remitting bank charges are to be borne by the exhibitor.**

**All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset.**

#### **IMPORTANT**

All business is only transacted in accordance with General Trading Conditions. A copy is available upon request.

Use of **DANY TRANS** – be it partly or in full – and any requirement for additional services at any time before, during or after the exhibition express orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.