

**TO ALL HONORABLE MEMBERS OF BGMEA**

**Subject: Participation in “New York Intl. Trade Fair & Chamber Expo 2024” in New York, USA.**

Dear Sir,

We are pleased to inform you that the ‘New York International Trade Fair & Chamber Expo 2024,’ which coincides with the ‘Bangladeshi Immigrant Day and Trade Fair 2024,’ will take place from September 23rd to 24th, 2024, at the Marriott Marquis in Times Square, 1535 Broadway, New York, USA. This year’s theme is ‘Smart Bangladesh: Road to a Trillion-Dollar Economy.’ The event serves as a business platform for companies worldwide to showcase the latest sustainable products, including apparel, bags, shoes, accessories, fabrics, IT & software, medical devices, mobile technology, leather goods, agro products, food, tourism, and fashion digital technologies.

The show will focus on promoting sustainable practices, supply chain management, and compliance. It can serve as the starting point for a positive information campaign that contributes to Bangladesh’s export growth. The two-day event features a physical exhibition, B2B forums, product displays, and a design studio. For apparel manufacturers seeking access to a potential market, this presents an ideal opportunity.

**Details of the Exhibition**

<b>Event Name</b>	<b>Bangladeshi Immigrant Day and Trade fair 2024</b>
<b>Date &amp; Venue</b>	23-24 September, 2024. Marriot Marquis in Times Square, 1535 Broadway, New York, USA
<b>Booth Size &amp; Fee</b>	1. Regular Booth ( 8 ft x 8 ft) USD \$5000 2. Double Booth ( 8 ft x 16 ft) USD \$8000 3. Pavilion Booth ( 10 ft x 16 ft) USD \$10000
<b>Last Date of Application</b>	25 <sup>th</sup> July, 2024

**Please note that this is an informational circular. If you are interested in participating, we kindly request that you carefully review the brochure and make an informed decision regarding participation. BGMEA will not be liable for stall fees or visa-related issues.**

For any queries please contact:


Md. Shaheenuzzaman, Joint Secretary, BGMEA, Mobile: +88 01913-529865

Sizan Mahmud Plabee, Executive, BGMEA, Mobile: +880727-656997

Attachment:

1. Brochure

Thank you,

  
**Md. Faizur Rahman**  
 Secretary General

**BANGLADESH GARMENT MANUFACTURERS & EXPORTERS ASSOCIATION**

বাংলাদেশ পোশাক প্রস্তুতকারক ও রপ্তানীকারক সমিতি

• বাংলাদেশ তৈরি •

# New York International TRADE FAIR & Chamber EXPO 2024



Concurrent Show "Bangladeshi Immigrant day & Trade Fair 2024"

23-24 September 2024

 **The Marriott Marquis in Times Square**  
1535 Broadway, New York, NY 10036, USA

**The event includes the participation of Businessmen from the following sectors:**

- \* Handloom and Handicrafts
- \* Readymade Garments & Textiles
- \* IT & Software
- \* Medical & Pharmaceuticals
- \* Mobile and Telecommunication
- \* Banking and Finance Institutes
- \* Nutrition & Beverage companies
- \* Leather & Leather Goods
- \* Agro & Agro Processed
- \* Food & Beverage
- \* Capital Market
- \* Real Estate
- \* Remittance
- \* Tourism
- \* Energy

**Benefits for Exhibitors:**

- ★ Opportunity to promote products and services in USA.
- ★ Ideal platform to find new buyers from USA.
- ★ Business to business (B2B) sessions for attracting buyers for products and services and partnership opportunities.
- ★ Strengthen presence in the USA thereby increasing brand awareness among US consumers.
- ★ Great opportunity to find partners, potential investors and initiate joint ventures etc.

**New York International Trade Fair Inc.**

Greater New York Chamber of Commerce  
 37-69, 74th Street, 2nd Floor, Jackson Heights, NY 11372,  
 +1-347-864-1218, +1 347-656-5106 ( What'sApp)  
 nytradefair@gmail.com, international@nytradefair.com  
 www.nytradefair.com



## Remittance Fair & Trade Show

If you also participate as an Exhibitor in the Remittance Fair and Trade Show on September 28-29, you will get a 50% discount on booth rental for that event.

28-29 September 2024

**LaGuardia Marriott**  
102-05 Ditmars Boulevard, East Elmhurst  
New York 11369, USA. 

**To be participated by Honourable Ministers  
High Government Officials Policy Makers  
and Industry Leaders from USA and Bangladesh**

**Price for the booth rental:**

	Stall Category Rate
Regular Booth (Size: 8 ft x 8 ft)	USD 5,000 \$
Double Booth (Size: 8 ft x 16 ft)	USD 8,000 \$
Pavillion Booth (Size: 10 ft x 16 ft)	USD 10,000 \$
Non profit organization (8x8 ft)	USD 4,000 \$

**Advertising rates at Global Business 2024 "52 years of Bangladesh-US Relations"**

**Magazine: Premium Space (Color) Run of the Book Space (Color)**

Inside Front Cover – USD 2,000 \$	Full Page – USD 1,000 \$
Inside Back Cover – USD 2,000 \$	Half Page – USD 600 \$
Back Cover – USD 3,000 \$	Qtr. Page – USD 400 \$

Organized by:



USA-BANGLADESH  
BUSINESS LINKS



In association with:



# EXHIBITION APPLICATION & CONTRACT FORM

Smart Bangladesh:  
Road to a trillion-dollar Economy

## BANGLADESHI IMMIGRANT DAY AND TRADE FAIR 2024

**23<sup>rd</sup> – 24<sup>th</sup> of September, 2024**

Marriott Marquis in Times Square, 1535 Broadway, New York, NY 10036, USA



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# BANGLADESHI IMMIGRANT DAY AND TRADE FAIR 2024



## EXHIBITION APPLICATION & CONTRACT FORM

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (Country Code + Number) \_\_\_\_\_

Mobile \_\_\_\_\_ Fax \_\_\_\_\_

Company Email \_\_\_\_\_ Company Website \_\_\_\_\_

Name & Designation (Chief Executive/Head of Organization) \_\_\_\_\_

Contact Person \_\_\_\_\_

Designation \_\_\_\_\_

Contact Number \_\_\_\_\_ Email \_\_\_\_\_

Type of Business (Trader/Exporter/Manufacturer) \_\_\_\_\_

Product / Service Sector \_\_\_\_\_

Products / Services to be displayed \_\_\_\_\_

Company BIN / TAX ID \_\_\_\_\_

Booth Requirement: Number of Booths (8X8) \_\_\_\_\_

Exhibit Booth Rental Rate

8x8 SQF Standard Single Shell Scheme Booth– USD 5,000.00 (BDT 575,000.00)

*I / We hereby agree to comply with the standard Rules & Regulations stipulated herein and confirm that I / we have read and understand the Statement, and I / we agree to abide by the terms, Rules and Regulations of the organizers for Exhibition contract agreement.*

*I / We hereby confirm that all information provided by us is true and correct*

Company name: \_\_\_\_\_

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Date: \_\_\_\_\_ Company Stamp & Signature: \_\_\_\_\_

Organized by



In association with



**USA Office:** 37-69, 74th Street, Suite 2B, Jackson Heights, New York 11372, Tel: 347-656-5106 (WhatsApp)

**Dhaka Office:** 44 Arambagh, 2nd Floor, Motojheel, Dhaka 1000, Cell: 0187-6667511

**E-mail:** usabdbusinesslinks@gmail.com, **Website:** www.ubbl.org

# BANGLADESHI IMMIGRANT DAY AND TRADE FAIR 2024



Approved by on Behalf of Bangladesh Immigrant day and Trade fair 2024 Executive Committee :  
International Fair Division, Export Promotion Bureau (EPB)

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organized by

Approved by on Behalf of Bangladesh Trade Fair 2024 Organizing Committee:

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## STANDARD RULES & REGULATIONS

The following are the terms and conditions for commercial retail booth rental agreement

(Hereinafter referred to as the Contract) at the Bangladeshi Immigrant Day & Trade Fair 2024, also known as Bangladesh Trade Fair 2024 (hereinafter referred to as the 'Trade Fair 2024'), between a merchant (hereinafter referred to as an 'Exhibitor') and the Bangladesh Trade Fair 2024 Organizing Committee (hereinafter referred to as the 'Organizer')

*(The Trade Fair will be held on 23-24 September 2024, at the Marriott Marquis in Times Square, 1535 Broadway, New York, NY 10036, USA referred to as the 'Facility')*

1. All arrangements with Exhibitor for use of the Facility during the Trade Fair shall need to be approved by Organizer before the finalization of the Contract.
2. Exhibitor will be permitted to sell only the merchandise that is pre-approved by the Organizer.
3. Exhibitor shall comply with all applicable federal, state, and local laws governing the use of the Facility during the Fair. Additionally, Exhibitor shall comply with all applicable rules and requirements established by the Facility provider concerning the use of the Facility. Upon request, the Organizer may provide limited assistance to the Exhibitor in facilitating the procurement of documents pertaining to federal, state, and local laws as well as additional rules and requirements established by the Facility provider; but such assistance will in no case absolve Exhibitor of its responsibility under this Contract.
4. Under the Contract, the US Exhibitors are required to and are responsible for obtaining proper Business and Conduct licenses including temporary sales permit and sales tax certificate. These documents should be submitted to the Organizer at the earliest, but no later than **30 June 2024**. Organizer retains the authority to revoke a Contract for lack of proper documents. Upon request, the Organizer may provide limited assistance to Exhibitor in facilitating the procurement of these documents. Exhibitor must prominently display the sales permit and the sales tax certificate in the space (hereinafter referred to as a 'Booth') provided by Organizer.
5. The Organizer shall provide each Exhibitor with one or more shell scheme Booths (as applicable per Contract) of approximately 8x8 SQF in size. Each Booth will be provided with a table, two chairs, one socket point, one waste basket and general ambient lighting in the designated area with a signboard displaying Exhibitor's name.
6. Since limited space is available, selection of participation will be done strictly on first-come, first-served basis. Interested firms have to fill-up and submit the exhibition application & contract form (along with EPB-approval letter) by the dead line.
7. **The rental charge for one Standard 8x8 SQF Booth is USD 5,000.00 (BDT 575,000.00) for the duration of the Trade Fair. Exhibitors from Bangladesh, please note that the rental charges include TAX.**
8. Rental cost does not include accommodation, food or transportation costs. Organizer will book hotel rooms if requested at least 90 days prior to event date and payment is made in advance.
9. 100% of Exhibition Fee including taxes should be paid at the time of submission of application. Payment has to be made using any of the following methods: transferring to the Muktaadhara New York's USA bank account, depositing into the Muktaadhara New York's Bangladesh account, or submitting a Pay Order in favor of Muktaadhara New York along with the application. The deadline for application is 30 June 2024. Non-receipt of the balance payment and/or all required documentation will lead to cancellation of preliminary allocation of the Booth. In such a case, no refund of any prior payment received will be made.
10. **Visa issue is entirely a matter for the embassy itself, If any Applicant's Visa is refused after applying, their participation fee will be given back after being curtailed by 20% as a service charge.**
11. Exhibitor must return the Booth in a clean "as received" condition without any damage or defacement. Additional charge will be levied upon Exhibitor if the Booth is not returned in as received condition.
12. Organizer reserves the right to alter the layout to meet facility requirements and optimize space utilization based on occupancy.

মুক্তধারা



নিউ ইয়র্ক

In association with



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**E-mail:** usabdbusinesslinks@gmail.com, **Website:** www.ubbl.org

# BANGLADESHI IMMIGRANT DAY AND TRADE FAIR 2024



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In association with



13. The requirement of additional facilities or utilities, such as data lines or phone lines, additional lighting, etc. shall be charged for such facilities/utilities at a rate based on the Organizer's rate schedule for such services. Exhibitor must indicate such requirements by July 30, 2024.
14. Exhibitor shall obtain insurance coverage for damage, theft, or any kind of loss of merchandise as well as any accidental injury caused to its staff or to any third party within the Facility. Exhibitor shall indemnify the Organizer and hold the same, harmless of any claim and/or liability associated with the Exhibitor's activity during the period of rental.
15. The final Contract with a copy of the approved application form, with necessary amendments and/or modifications, will be mailed /emailed to Exhibitor upon receipt of the full payment and all required documentation.
16. The Organizer will issue I.D. badges (2 per Booth) to the Exhibitor. These badges must be worn at all times to enter and stay inside the Facility.
17. Exhibitor is expected to make its own arrangement for loading/unloading, transporting to/from the Booth, displaying and safekeeping of the merchandise. For loading/unloading and transporting heavy merchandise, Exhibitor may be able to hire, at its own expense, a contractor who is approved by the Facility. Exhibitor must use the designated loading docks for such loading and unloading.
18. For exhibitors from overseas, applying for and obtaining US visa is their own responsibility, however, Organizer will issue an invitation letter if requested.
19. Exhibitor shall not engage in the following activities at any time in the Facility:
  - Subletting or sharing the Booth without prior written approval of the Organizer. Selling any kind of snacks, food or beverage.
  - Engaging in any activity (such as, display, lecture, canvassing, distribution of pamphlets, video presentation, etc.), which could be construed as an attempt to convey or propagate any religious thought or faith, or to advance any political cause or any activity, which may create racial or communal controversy or ill feeling.
  - Selling or distributing any contraband merchandise, pirated goods, or goods produced in violation of copyright and/or patent laws of this country (USA).
  - Engaging in any activity that could be deemed "obscene" or "vulgar".
  - Creating any form of environmental, chemical, and/or fire hazard (including but not limited to, use of open flame, storage of combustible and hazardous material, tampering or interfering with electrical lines, etc.)
  - Engaging in any activity that may not be approved by the Facility provider, County, State or Federal Law. Non-compliance with any of the above restrictions will lead to cancellation of the Booth allocation and/or any Contract executed by the Organizer in good faith. In such a case, no refund of rental payment or payment of compensation of any kind will be made. Organizer will not be liable for any monetary loss of Exhibitor for cancellation of Booth allocation. The Organizer also reserves the right to amend and/or make any changes to the prescribed rules and regulations from time to time, in order to comply with the statutory rules and regulations as applicable under the New York State Law in compliance with the requirements of the Facility provider.
20. Any dispute between Exhibitor and Organizer subsequent to the execution of the Contract shall be arbitrated under the New York State Law. Exhibitor however understands and explicitly agrees that in no case Organizer will be liable for any damage, penalty or monetary award resulting from such dispute of an amount exceeding the total amount of rental payment paid by Exhibitor.
21. Exhibitor acknowledges that its decision to rent the booth space at the Facility was solely based on the Exhibitor's marketing plan and that the Organizer or any of its agents, employees, volunteers or officers did not make any representation or offer any explicit or implicit assurance or guarantee of any kind in regard to the number of attendees or the amount of sales expected.

## THE VENUE

Marriott Marquis in Times Square  
1535 Broadway, New York, NY 10036, USA  
Web: <https://www.marriott.com/>



## Bank Information:

Account Name: Muktadhara New York  
Account Number: 0210285324001  
IFIC Bank Ltd.  
Principal Branch  
IFIC TOWER, Holding No- 61, Purana Paltan, Dist.- Dhaka.  
Routing Number: 120274240  
Swift Code: IFICBDDH

## USA-BANGLADESH BUSINESS LINKS

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