

Terms of Reference for Organizing the Book Fair

The organizer of the Book Fair shall abide by the following terms:

1. The organizer and the participants of the book fair should have a valid trade license, tax clearance certificate and an established office and shop in the country.
2. Participation in the fair is open only to publishers, booksellers, book distributors and dealers/manufacturers of teaching aids and or teaching-learning materials.
3. Organize the book fair for three (3) days in Eastern region and for four (4) days in Western region.
4. Should get the consensus of the participating vendors to offer minimum of 15% discount on all sales during the fair.
5. Liaise with relevant and appropriate agencies and or authorities for securing permits and approvals regarding all things, including negotiating payment for use of venues, for the successful conduct and completion of the book fair.
6. The size of the stalls should not be less than that specified in the approved proposal.
7. The number of stall(s) shall be at par with that of the participating vendors.
8. Each stall should be provided with at least one table and two chairs.
9. Make arrangements for basic amenities like canteen, drinking water and toilets.
10. Electrical Fittings: Minimum of one lighting bulb and one electric outlet point to run computers and printers. For use of additional electrical/electronic fittings and equipment, payment of consumption charges will have to be made by the participant at the rate decided by organizer.
11. Provide enough security for the venue against theft and other hazards, man-made or natural.
12. Arrange Public Address system to make announcements.
13. Strictly follow timing of the book fair: opening in the morning (9:00 am), lunch break (1:00 - 2:00 pm) and closing (5:00 pm)
14. Provide a separate tent/stall for office space, with tables and chairs for the monitoring officials from the REC and Ministry of Education.

15. The book fair in each venue should be inaugurated with an opening ceremony. The organizer should make necessary arrangements for the opening ceremony including the invitation of chief guest and other relevant officials.
16. Should hold a meeting with the participating vendors to decide on all the aspects of the book fair and other necessary details. A copy of the minutes of this meeting, signed by the respective participants and the organizer, should be submitted to the REC immediately after the meeting.
17. Cleaning: While the organizer shall be responsible for the cleanliness of the venue, the participants shall be responsible for the cleanliness and tidiness of the stalls at all times during and after the period of the fair.
18. No book or material forbidden by the law, including the violation of copyright act, shall be displayed or sold. However, participant solely shall be responsible for any violation in this regard and the organizer shall not be liable for such violation. The participant shall indemnify the organizer from and against all proceedings and expense whatsoever in consequence of any such violation.
19. Sale of stationery, toys, greeting cards, posters and any other item which cannot be classified as books or teaching-learning resources will not be permitted in the fair.
20. Playing Audio/Video: Participants playing audio or video at the stalls should ensure that the decibel level of sound does not cause any annoyance to either the neighboring participants or to the visitors. The organizer will be the sole judge to decide whether there is any annoyance to either other participants or to the visiting public and can prohibit such participants to play such audio/video.
21. Encroachment of Passages: No encroachment or extension in the passages shall be allowed. Participants are, therefore, advised to arrange the display within the space allotted to them.
22. A Committee comprising not less than five member representatives of the participants shall be constituted to mediate or resolve any issues that may arise amongst the participants during the fair. The Royal Education Council shall not be responsible, in any way, for any differences that may arise in between the organizer and the participants or in between the participants.