

APPLICATION FOR PARTICIPATION

Legal & Sustainable Timber Industry Display

23-24 September 2025 at the MGM COTAI, Macao SAR, China

Global Legal & Sustainable Timber Forum (GLSTF) 2025

Secretariat of the Global Green Supply Chains Initiative (GGSC)

A: Dongxiaofu No.1 courtyard, Haidian District, Beijing, China

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E: gaoxuting@itto-ggsc.org

Registration till **15 August, 2025**

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1. EXHIBITOR

Company Name: _____

Registration Office: _____

Street: _____ City: _____

Postcode: _____ Country: _____

Phone: _____ http:// _____

* E-mail: _____ CEO: _____

E-mail address for sending information regarding the Display

Contact person and contact address of exhibitor

Name: _____ Address: _____

Phone: _____ E-mail: _____

2. AGENCY

Company Name: _____

Registration Office: _____

Street: _____ City: _____

Postcode: _____ Country: _____

Phone: _____ http:// _____

* E-mail: _____ CEO: _____

E-mail address for sending information regarding the Display

Contact person and contact address of exhibitor

Name: _____ Address: _____

Phone: _____ E-mail: _____

3. PRICE CONDITIONS-EXHIBITION AREAS

The display areas will showcase six major product categories: wooden raw materials, wood flooring, wood-based panel, wooden door, wooden furniture, and woodworking machinery, etc.

Please note that 3-5 leading enterprises will be selected to participate as exhibitors. As the number of booth is limited, priority will be given to enterprises that submit the Registration Form first.

PRICE CONDITIONS- Standard booth. (No charges for the display area, registration fee, booth construction.)

However, for special decorated booth, the construction costs of the booth shall be borne by the exhibitor; The Hosts and Organizer will decide on the approval, reduction, adequate enlarging, of the exhibition area and other information with the intended exhibitor based on actual situation.

For continuation see A2

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Co-Host:

International Tropical Timber Organization (ITTO)
Macao SAR Commerce and Investment Promotion Institute (IPIM)

Organizer:

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Booth reservation (please choose one):

- ☐ Area for special decorated booth: _____ m²
- ☐ Number of standard booth (s) (3m×3m): _____ Booth (s).

Special Requirement for Booth location:

* Additional fees will be charged according to the specific requirement

4. LIST OF PRODUCTS (Indicate code number-see Annex 1)

Main Branch: _____

5. INFORMATION ABOUT THE EXHIBITOR

5.1 Type of company:

- ☐ Manufacturer
- ☐ Trading company
- ☐ Producers
- ☐ Organizer of joint participation
- ☐ Association / Organization
- ☐ Part of multinational corporation
- ☐ Others _____

5.2 Number of employees:

- ☐ Up to 25
- ☐ 26-250
- ☐ Over 250

6. CO-EXHIBITORS (If there is a co-exhibitors, please fill in the information below)

Company Name: _____

Registration Office: _____

Street: _____ City: _____

Postcode: _____ Country: _____

Phone: _____ http:// _____

* E-mail: _____ CEO: _____

E-mail address for sending information regarding the Display

We agree without reservation with General Conditions for Participation that are an inseparable part of the Application for Participation (page A1-A2).*

Place, date

Name and surname of person authorized
to sign on behalf of the exhibitor / agency

Stamp and signature of person authorized
to sign on behalf of the exhibitor / agency

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GENERAL RULES FOR PARTICIPATION

ARTICLE I

Co-Host

International Tropical Timber Organization (ITTO)
Macao SAR Commerce and Investment Promotion Institute (IPIM)

Organizer

Secretariat of the Global Green Supply Chains Initiative (GGSC)

ARTICLE II

Applications and Display Area Allocation

The Application for Participation in the range of forms A1, A2 is binding on the exhibitor/agency (both hereinafter referred to as the “exhibitor”). The Display Administration decides on the approval, reduction, adequate enlarging, of the exhibition area. The Display Administration is not obliged to comply with exhibitor’s request for location of his/her stand.

After the Display Administration receives the duly completed Application for Participation, they shall inform the exhibitor on it by sending a letter of acceptance or a letter of registration. The Display Administration shall also issue a written confirmation of the allocated exhibition area specifying its placement and size. The exhibition area will be made available to the exhibitor for display stand build-up at the time given in the Instructions issued by the Display Administration.

ARTICLE III

Price for provision of exhibition area (hereinafter referred to as “price”)

The price are waived for the standard booth.

For the special decorated booth, the construction costs of the booth shall be borne by the exhibitor.

The exhibitor must not occupy a larger display area than officially allocated. If the exhibitor is interested in an extension of the assigned area and if such free area is available, the matter of extension of the display area has to be discussed with the Display Administration in advance.

ARTICLE IV

Exhibits

1. As exhibits are understood objects, goods or the right to immaterial assets which are displayed on an area designated by the Display Administration and which comply with the List of Products of the event.

2. The exhibitor is entitled to display at the fair only such exhibits of which he is the owner or the authorized user and which are not illegal imitations of a tangible or intangible nature violating the legal regulations relating to intellectual property valid in China

3. The exhibitor is obliged to insure the presented exhibits against burglary, even during the build-up period.

4. The delivery and removal of exhibits are carried out in accordance with the Display Administration instructions. It is not permissible to remove the exhibits in the course of event.

5. When transporting exhibits to the booth, the exhibitor shall follow relevant notices issued by the Hosts and the Organizer, and abide by the regulations of the Galaxy International Convention Center. The associated costs for logistics shall be borne by the exhibitor.

6. Before delivering exhibits to the venue, the exhibitor shall handle customs clearance, logistics, and storage by itself.

ARTICLE V

Building-up and Installation of Stands, Assembly of Exhibits

1. Assembly, dismantling and operation times are specified in the Instructions issued by the Display Administration. The Display Administration can allow exceptions to these terms upon the request of the exhibitor or his authorized representative at extra charge.

2. The official contractor for the build-up of stands will be the designated contractor appointed by the Hosts and the Organizer. If the stand is built-up by a different contractor, the exhibitor is fully responsible for the activity of such contractor on the premises of the Display Administration, with a particular regard to the observation of the build-up and dismantling times. These deadlines are given in the Display administration Instructions.

ARTICLE VI

Responsibilities and Rights

1. The Hosts and the Organizer is not responsible to the exhibitor or his/her co-exhibitors for any loss, destruction or other damage of exhibits, stand equipment or goods, packages and packing materials or other items left, irrespective of whether the destruction or damage occurred prior to the opening of the event, during it or after the end of the fair or another event organized by the Hosts and the Organizer. The exhibitor undertakes to take out insurance that covers these hazards.

ARTICLE VII

Force Majeure

1. In the case that the Hosts and the Organizer are unable to fulfill all or part of its obligations due to force majeure, the responsibility of the Hosts and the Organizer shall be waived. The Hosts and the Organizer shall notify the exhibitor as soon as possible in case of unavoidable force majeure, and if costs for display preparation have been incurred, the exhibitor is obligated to bear those costs.

2. The Hosts and the Organizer reserve the right to delay, scale down, or temporarily cancel the entire or part of the display based on actual circumstances (e.g., epidemic outbreaks, government restrictions, force majeure, insufficient exhibitors).

Secretariat of the Global Green Supply Chains Initiative (GGSC)