



REGISTRATION FORM



32nd Chattogram International Trade Fair (CITF)- 2026

Organize by: The Chittagong Chamber of Commerce & Industry

World Trade Center, 102-103, Agrabad C/A, Chattogram, Bangladesh

PABX +88 02-333313366-69, E-mail: info@chittagongchamber.com, Website : www.chittagongchamber.com

For CITF Communication: citf@chittagongchamber.com

Company/Institution/Organization Name:

(According to the Trade License and in Block letter)

Name of the Chief Official/Proprietor:

Address:

Telephone:

Mobile:

Email:

Incharge Name (Stall/Pavilion):

Designation:

Telephone:

Mobile:

Email:

Type of Business:

Products to be displayed:

Space & Rate Details:

Category	Size	Tariff (BDT/USD)	Stall/Pav. Nos.	Bid Price
Premier Pavilion	50'×50' (open space)	Bidding starts from 6,00,000 / 5,000		
Premier Stall	14'×20' (erected)	Bidding starts from 3,00,000 / 2,500		
Gold Stall	14'×20' (erected)	Bidding starts from 2,50,000 / 2,090		
Mega Stall	14'×20' (erected)	Bidding starts from 2,00,000 / 1,670		
Food Stall	14'×20' (erected)	Bidding starts from 2,00,000 / 1,670		
Registration Fees	For Stall / Food Stall	6000/ 50 per Stall		
(Mandatory for all and non-refundable)	For Pavilion	8000/ 70 per Pavilion		

Payment mode:

- FTT (for foreign participants only)
- Pay Order (Pay Order has to be deposited by physically coming to CCCI office)
- RTGS (bank's endorsement certified copy of RTGS has to be attached with documents to be submitted/sent to CCCI)

We are interested to participate in the 32nd CITF 2026 and we request you to keep one/more stall(s)/pavilion(s) as per our below choice:

1 st choice								
2 nd choice								
3 rd choice								
4 th choice								

Total amount (Pavilion/Stall rent + security deposit + registration fees):

Amount (Tk/USD) :

In word:

Payment of Stall/Pavilion Tariff, Security Money and Registration Fees (non-refundable) have to be paid in full (100%) by Pay Order/FTT/RTGS in favour of **The Chittagong Chamber of Commerce & Industry**.

Pay Order/FTT/RTGS Amount :

Tk/USD

In word:

Pay Order/FTT no :

Date:

RTGS Bank A/C Name:

RTGS Bank A/C No:

Bank:

Branch:

Applicant's Signature:

Date:

NB: Please read the terms and conditions detailed in the next pages and then submit the form upon signing it alongwith all other necessary documents as mentioned herein.



TERMS AND CONDITIONS

32nd Chattogram International Trade Fair (CITF) - 2026



For CITF Communication: citf@chittagongchamber.com

For the participants of 32nd Chattogram International Trade Fair (CITF) 2026

- 1.
- a) Interested companies can download the Registration Form from CCCI website or collect physically from CCCI Office.
- b) Interested companies/organizations must submit the copies of their updated Trade License, TIN Certificate and bank's payment proof documents (Pay Order/FTT/RTGS) alongwith the filled-up Registration Form either visiting CCCI physically or to e-mail: citf@chittagongchamber.com.
- c) Interested companies must mention the number of stall(s)/pavilion(s) and the applicable bidding amount alongwith registration fees for each stall/pavilion from the chart on the first page. Then adding these amounts with the specific refundable security money as given in the chart below, has in aggregate to be deposited by Pay Order/FTT/RTGS to CCCI in the account number: **00536001116** (Bank Asia PLC, Agrabad Branch), **0016150000000902** (Dhaka Bank PLC, Agrabad Branch) and **2120315004134** (Prime Bank PLC, Agrabad Branch) and account name **The Chittagong Chamber of Commerce & Industry**.

Please note that application for stall(s)/pavilion(s) booking shall be treated as “not received” unless above 04 documents (specified in 1/b) are not sent/submitted to CCCI.

Also please note that until and unless the required amount is deposited in the CCCI Bank Account and confirmed thereafter by reconciliation with the bank, the stall/pavilion booking application shall be disregarded.

Pavilion/Stall	Security Deposit (Tk/USD) per unit
Premier Pavilion	1,00,000 / 835
Premier Stall	20,000 / 170
Gold Stall	20,000 / 170
Mega Stall	20,000 / 170
Food Stall	20,000 / 170

- d) The security money will be confiscated if the participating company/organization fail to remove their installations, the bricks, sand etc. within 2 days of fair's end, or fail to pay the electricity bill and any other dues of the Chamber.
2. Incomplete applications will not be accepted and the security money will be confiscated if fake documents are submitted. Moreover, other fines will be imposed according to the existing rules on top of the cancellation of the allotment letter.
3. For Pavilions, only empty spaces on the fairground will be provided according to the approved layout plan by the fair authority. Allotted companies/organizations will complete the construction and beautification on their own cost. In cases of stalls, basic structures with corrugated sheet roofs will be provided.
4. Allotted companies must undertake the construction and beautification work in such a way that does not hamper the overall aesthetic look of the fairground. Moreover, such work must not hamper the work of other companies/organizations and pedestrian walkway. In case of Pavilions, the allotted companies/organizations must prepare the structural design by an IAB accredited architect/IEB accredited engineer, and submit those in CCCI office.

5. All the construction and beautification must be done within the allotted space. If any company/organization requires extra space, the fair authority may authorize the use of such space upon receipt of application and payment of a specific fee. It is to be noted that keeping materials or storing them outside the allotted space is strictly prohibited. Punitive actions will be undertaken if any company/ organization is found breaking this rule.
6. If an elevated secondary floor is required for any allotted pavilion, the company/organization must deposit BDT 50,000 for acquiring the permission from the fair authority.
7. The 'Best Stall/Pavilion' will be directly awarded by the Best Stall/Pavilion Selection Committee of the Chamber. The fair authority's decision will be final in this regard.
8. During the fair, the companies/organizations can use only the space inside their stalls/pavilions. They cannot use any empty spaces or walkways for their storage or keeping machineries under any circumstances. Violating this rule will result in cancellation of the allotment and punitive measurements.
9. Timing for bringing products/goods for display in the fairground by light vehicles is between 11:00 PM to 9.30 AM.
10. Participating companies/organizations must specifically mention the types of products to be displayed, in the registration form. They cannot display/sell any other products in the fair except which mentioned in the respective registration form. Moreover, they cannot handover or sublet any part of the allotted pavilion/stall to any other company. Breaching this rule will result in cancellation of the allotment and punitive measurements.
11. Allotted companies/organizations have to pay the electricity bill assigned by the fair authority for the consumed power.
12. Other than the restaurants allotted on the fairground, no other company/organization can light any fire or operate burners. Placing any kind of burner in the front part of the restaurants is strictly prohibited. The restaurants can only use LP gas as fuel.
13. The fair will run for 30 days. The participating companies/organizations will have to pay a proportional amount of fee for extended days of the fair.
14. If the fair warrants to be finished before the proposed time of formal closer, for any unwanted circumstances like- Pandemic, fire, terrorist acts, strikes/hartals, Acts of God, manmade catastrophes, state-made decisions, the fair authority will not be liable for the financial losses and no compensation will be paid.
15. All the companies/organizations which made the full payment but did not get allotment shall be repatriated the full amount except the Registration fee, on production of receipt given by the Chamber and or online payment proof documents already submitted, subject to the condition that repayment shall be made via A/C payee cheque only to the Account Number from which it received payment.
16. The fair authority can cancel any allotment without showing any reason thereon whatsoever. Allotted stall/pavilion cannot be altered, extended or returned under any circumstances.
17. All the stalls/pavilions must pay the VAT on sales according to the rates set by the Government of Bangladesh.
18. The decision of the 32nd CITF 2026 authority is final in allotment of stall/pavilion.

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Signature