

Applicant's  
Recent  
Photo  
(Attested)

Government of the People's Republic of Bangladesh  
Export Promotion Bureau  
TCB Building, 1, Kawranbazar, Dhaka-1215.  
[www.epb.gov.bd](http://www.epb.gov.bd) /E-mail: [dif@epb.gov.bd](mailto:dif@epb.gov.bd) /Facebook: [www.facebook.com/epb.gov.bd](http://www.facebook.com/epb.gov.bd)

Application for Foreign Mini Pavilion (FMP) in DITF 2026 (For Foreign Applicants)

1. Name of The Firm/Company (As per Trade Licence) :.....
2. Address: .....
- Tel : ..... Mobile : ..... Email : .....
- City : ..... State : ..... ZIP : ..... Fax : .....
3. Space and Rates for Foreign Mini-Pavilion (36ft. x 17ft.):  
Space Rent US\$ 10,000.00 (Ten Thousand US Dollar) (Without Vat-Tax)  
Application Processing Fee (Within Vat-Tax) US\$ 270.00 (Two Hundred Seventy US Dollar) (Non-Refundable)

4. Preferred Foreign Mini Pavilion (FMP) Number and Quoted Price:

Preferred serial number	Foreign Mini Pavilion (FMP) Number (According to the master plan)	Quoted Price (In numbers and Words) (Except VAT-Tax)
1 <sup>st</sup>		
2 <sup>nd</sup>		
3 <sup>rd</sup>		
4 <sup>th</sup>		
5 <sup>th</sup>		

(You can attach separate paper for additional choice)

5. Foreign Mini-Pavilion In charge (Director/Officer):

Name	Designation	Address	Phone

6. Particulars of Foreign Mini- Pavilion Management Staff/Owner (in case of individual ownership):

Name	Designation	Address	Phone

7. Types of Business (Please tick in the appropriate box):

A) Manufacturer  
 B) General Trader  
 C) Government/Autonomous Bodies/Bank

D) Chamber/Trade Association  
 E) Exporter  
 F) Others



8. Product to be displayed (As per trade license):

- |         |         |
|---------|---------|
| 1. .... | 5. .... |
| 2. .... | 6. .... |
| 3. .... | 7. .... |
| 4. .... | 8. .... |

9. Applicants Info :

Name & Designation (With Seal) : .....

10. Application Processing Fee: (must be on the name of applying firm/company)

Bank Deposit/Scroll No: ..... Name of the Bank: .....

Branch: ..... Amount: .....

11. Particulars of Security deposit (Refundable): (must be on the name of applying firm/company)

Bank Deposit/Scroll No: ..... Name of the Bank: .....

Branch: ..... Amount: .....

Account Number for refund of security money (For Foreign participants only).....

Name of Bank for refund of security money ..... Branch .....

Bank Swift code: .....(For Foreign participants only)

12. Security Deposit:

Foreign Participants shall have to deposit foreign currency amounting to 25% (twenty five percent) of the floor rent/quoted price in advance as Security Deposit along with the application in favor of "DHAKA INTERNATIONAL TRADE FAIR FUND" in the following Foreign Currency (FC) Account (in US\$):

- Name of the Bank: PRIME BANK LTD.  
54 Kawran Bazar C/A, Dhaka-1215, Bangladesh  
A/C No: 11351130020437  
Swift Code No: PRBLBDDH010

13. Document to be submitted:

Application must be submitted by Foreign Participants to e-mail: ditf@epb.gov.bd. In case of any difficulty faced by the applicant, downloaded application forms can also be submitted along with required documents by Fax/ Courier service/Post through concerned Bangladesh Missions abroad or through Missions of their own countries in Dhaka with their recommendations along with scanned copies of deposit slip of application processing fee and security money. Applicants of those countries where Bangladesh Missions are not available or they do not have their own Missions in Dhaka shall have to apply through Government/Chamber/Trade Bodies of their own countries.

14. Terms & Conditions:

- 14.1 Location map, numbers and quantities of Pavilion, Mini-Pavilion, Stall, Restaurant etc. will be available in DITF 2026 Master Lay-out plan kept at EPB Fair Secretariat and will also be available in www.epb.gov.bd and Facebook page: Dhaka International Trade Fair-EPB. Provided that the Fair Authority deserves the right to change or modify the Master Lay-out plan of the fair ground at any time, if it thinks that is necessary and logical;
- 14.2 Hardcopy of Application can be submitted until 05.00 p.m. on 17-11-2025 in the under mentioned offices:  
(a) Finance Section or Office of Secretary, EPB, 1, Karwan Bazar, TCB Bhaban (4<sup>th</sup> Floor), Dhaka-1215; Or  
(b) Office of the Additional Divisional Commissioner (General), First 12-Storeyed Govt. Building, 2nd Floor, Room No. 303, Segunbagicha, Dhaka;
- 14.3 Online Application can be submitted through e-mail: epb.ditf@gmail.com until 05.00 p.m. on 17-11-2025 Application submitted or received after the date and time mentioned above shall not be treated as acceptable;



- 14.22 If any owner, executive's employee of any enterprise, selected for participation in the fair, behave indecorous/discourteous manner with fair authority, they may be declared as unfit for participation in DITF's or civil and criminal case may be filed against them.
- 14.23 If full payment of payable money is not deposited in fair fund by the respective enterprise, the allotment of those enterprises in DITF shall be cancelled along with forfeiture of the money which has been deposited in the Fair Fund earlier;
- 14.24 The enterprises or persons/participants are not entitled to participating in the tender/bidding activities of DITF 2026, if they had not paid full amount of money, which was outstanding for previous DITF's and such applicants will not be allocated any Pavilion/Stall/Restaurant of DITF 2026;
- 14.25 No Food item shall be allowable to sell Foreign Mini Pavilion;
- 14.26 Any entrepreneur or enterprise which had been declared unfit to participate in DITF activities or has been black listed by Export Promotion Bureau will not be eligible to submit application/tender;
- 14.27 The owner of best Stalls/Pavilion, selected by DITF authority, may be awarded Trophy at the end of the fair;
- 14.28 Incomplete application/tender will not be acceptable;
- 14.29 After final selection, non-participation or unwillingness to complete the allotted work applicant, shall result in forfeiture of their Security Deposit;
- 14.30 Relevant all other conditions/provisions, laid down/mentioned in the published advertisements, are applicable for applicants/participants. Those conditions and provisions shall be followed and complied by applicants and allottees;
- 14.31 The fair authority reserves the right to change the date & time of the fair without showing any reason;
- 14.32 The fair authority reserves the right to accept or reject any or all applications without showing any reason;
- 14.34 The fair authority reserves the right to cancel this advertisement and entire tendering process without showing any reason whatsoever.

#### 15. Seal and Signature of Applicant:

  
30.10.2025

Secretary (Deputy Secretary)  
Export Promotion Bureau, Bangladesh  
&

Director

30<sup>th</sup> Dhaka International Trade Fair 2026 Secretariat

1, Kawran Bazar, TCB Bhaban, Dhaka-1215, Bangladesh

Phone: 02-55013420, PABX 02-9144822-24, 8180084, 8180087, 8180090, Extension No.-114, Fax: 880-2-55014024

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