

# TRADE FAIRS

## Chapter 181 Public Entertainment Act

### Definition of Trade Fairs

Trade fairs with performances, advertisement or sale of industry products in Section 2 Category (n) of the Public Entertainment Act (Chapter 181) include the following:-

- Local and international trade expo;
- Showcase/roadshow related to trade (eg. automobiles, real estate, travel fair, education fair, wedding fair, fashion fair);
- Garage sale / car boot sale;
- Pop-up sale;
- Carnival;
- Bazaar;
- Festival.

### Application Guidelines

*for Trade Fairs Under Section 2 Category (n) of Public Entertainment Act (Chapter 181)*

All applications **must be made online via OneBiz** at <https://onebiz.business.gov.bn>. under service entitled as, "Application of Organising Expo and Trade Fairs".

● Application must be made **not less than 3 weeks or 21 days** before the date of the event.

● Applicants must submit application **at the earliest possible** and apply for further approvals for additional requirements (e.g. booth, vendors), if any, via OneBiz **not less than 3 weeks or 21 days** before the date of the event.

What is required for OneBiz Application?

● An Active e-Darussalam Account

● Supporting Documents as follows:-

- 1) Event Proposal (Activity/Events Programme)\*
- 2) List of Exhibitors with Total Number of Booths\*
- 3) Venue Confirmation Document\*
- 4) Passport Size Photo of License's Owner\*
- 5) Witnesses NRIC\*
- 6) Event Manager Appointment Letter
- 7) Sponsorship/Charity/Supporting Letters from charity organisation, if applicable
- 8) Profile of Artists/Speakers/Public Figures/Expert, if applicable
- 9) Registration of Societies (ROS), if applicable
- 10) Side Activities Approval from the Ministry of Home Affair
- 11) Other Related Documents

\* *Mandatory Submission Upon Application*

### *Notification*

- Applications made less than 3 weeks or 21 days from the date of the event **will not be accepted**.
- Other required supporting documents can be updated and uploaded into the OneBiz system at a later stage, but **not less than 7 days** before the date of the event.
- Approval for additional vendors, booths, open tables and exhibitors can be made on OneBiz system **not less than 3 weeks or 21 days** before the date of the event.
- Promoting an event prior to obtaining a license **is not allowed**, and the Licensing Officer, in his discretion, will refuse the application for license, if such promotion occurs.
- Licenses will only be **issued upon full payment** made on OneBiz. Applicants must clear pending payments from previous events beforehand, if any.
- Approved licenses must be prominently displayed where the event is being held and in all cases **must be kept in the possession of the licensee**.
- Under the Public Entertainment Act Chapter 181, a license that has been issued **may be cancelled or suspended** if the activities are not in accordance with the conditions of the license.
- Under the Public Entertainment Act Chapter 181, any person who provides or assists in providing any public entertainment without a license or while the license is suspended or in contravention of any condition of a license is guilty of an offence and liable on conviction to **a fine not exceeding \$10,000** and if convicted of any offence, if the offence is a second or subsequent offence, **shall be liable to twice the punishment provided for that offence and imprisonment not exceeding two (2) years**.

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### Contact Details

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#### **Expo and Trade Fair Secretariat**

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Prime Minister's Office

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