APPLICATION GUIDELINES

As of December 29, 2016

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-Darusssalam 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

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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.

Contact Details

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Energy and Industry Department,
Prime Minister’s Office

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Business Support Centre
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