

38th
INDIA INTERNATIONAL
TRADE FAIR (IITF)
(November 14 to 27, 2018)
Pragati Maidan
New Delhi

Exhibitor Manual

Introduction

Dear Exhibitor,

India Trade Promotion Organisation (ITPO) is organizing the 38th edition of its popular event, the India International Trade Fair (IITF) in Pragati Maidan, New Delhi from November 14-27, 2018.

This is the largest integrated trade fair with both B2B and B2C components. It is one of the largest trade fairs in the world both in terms of exhibitors and visitors participation and has evolved its unique character as an iconic International event. It provides a great platform for trade and industry for sourcing, finding buyers, business interactions, technology transfer opportunities, test marketing and market access.

This Manual provides the exhibitors/participants comprehensive information regarding their participation in IITF-2018, being organized by ITPO in Pragati Maidan, New Delhi along with the Guidelines and Terms & Conditions for participation.

It contains forms for requisition of various services and facilities. Please read the Manual carefully and return the completed REQUISITION FORMS for additional requirements before the deadlines to avoid any inconvenience and to enable us to serve you better. You may send the requirements online also.

Should there be further queries or need for assistance, please feel free to contact us.

PLEASE READ THE TERMS & CONDITIONS CAREFULLY BEFORE FILLING UP ONLINE APPLICATION FORM.

Wishing you all success

MS. HEMA MAITY

General Manager (Fair Services II Division)
India Trade Promotion Organisation
Pragati Bhawan, Pragati Maidan,
New Delhi-110001

Help Line(P) : 91-11- 23371819/23371540 Ext. 319

Website : www.indiatradefair.com

1. Policy for booking and allocation of Space

Applications for booking of space are acceptable 'online' only, except as specified in this document. Website: www.indiatradefair.com/iitf/

Allocation of booths will be made on **First Come First Served** basis, after meeting all mandated requirements. **Payment made through Payment Gateway will only be considered VALID. No.NEFT/RTGS payment is acceptable.**

The date of opening will be announced on website.

Category of Participants

There are four categories of participants in IITF 2018 as far as allocation of space is concerned:

- (A) Govt. Organisations
- (B) Foreign Group / Govt level Participants
- (C) Foreign Private Participants
- (D) Domestic Participants

(A) & (B). Govt. Organisations and Foreign Group / Govt Participants

- (i) The applications will be accepted in both online & offline mode.
- (ii) Applications received from this category will be considered on priority, as per booth availability at the time of their applications.
- (iii) The allotment will be made as per space availability and with mutual acceptance.
- (iv) After remitting the payment, the foreign applicant has to submit TT copy within 10 days of booking the stall through email to akshay@itpo.gov.in; tkpant@itpo.gov.in & deepasarma@itpo.gov.in. All communication regarding participation may be forwarded to the above email ids.

(C) Foreign Private Participants - Procedure for Online Booking/allocation of space

- (i) The applications will be accepted in only online mode.
- (ii) The payments have to be remitted in a single block within 10calendar days of blocking of stall, failing which the provisional blocking can be cancelled and the booth /stall will be opened for further booking.
- (iii) The allotment will be made as per space availability.

(D) Domestic Private Participants - Procedure for Online Booking/allocation of space

- (i) The booking of space for IITF 2018 is through online process only.
- (ii) The payments are accepted through online mode only, through the payment gateway of ICICI Bank and State Bank of India. Payment not made through Payment Gateway will be considered INVALID.
- (iii) In case of Debit Card / Credit Card / Net Banking payments, payment must be made within 30 minutes of stall selection, failing which the provisional blocking will be automatically cancelled and the booth /stall will be opened for further booking.

(iv) **RTGS/NEFT payments are not acceptable.**

Space shall be confirmed after receipt of application and documents along with full payment. All Applicants should ensure making full payment within the stipulated time limit. Premium charges for 2 side open, 3 side open and 4 side open stalls are payable @ 10%, 15% & 20% respectively irrespective of size.

2. **Issuance of Approval Letter:** Approval letter for participation in the exhibition shall be issued after fulfilment of following conditions by the applicants:

- (i) Payment of 100% participation charges and applicable taxes.
- (ii) In case TDS is deducted from the participation charges, an interest free refundable security deposit equivalent to the amount of TDS will be charged at the time of payment. The security deposit will be refunded on receipt of TDS certificate by ITPO. This is not applicable for foreign participants.
- (iii) Payment of premium charges, if any.
- (iv) Letter confirming that the original TDS certificate will be provided to ITPO before January 31, 2018.
- (v) Provision of documents as specified.
- (vi) Membership charges has to be paid by private participants.

3. **Payments**

- (i) **Domestic Participants** shall make payments through Payment Gateway of ICICI BANK & **State Bank of India** only by using Net Banking/Debit Card/Credit Card only. **NEFT/RTGS facility is not available for making payments.**
- (ii) **No other payment method is acceptable.**
- (iii) **Foreign Exhibitors** shall remit participation fee through bank transfers only in **CITI BANK** as detailed below:

1.	Name of the Beneficiary -	INDIA TRADE PROMOTION ORGANISATION
2.	Name of the Bank -	CITI BANK
3.	Branch Address -	Jeevan Bharti Building, 4th Floor, 124, Connaught Place, New Delhi 110001
4.	Account No. -	0002157-012
5.	Type of Account -	GLOBAL FUND ACCOUNT
6.	Swift Code -	CITIINBX
7.	IFSC -	CITI0000002
7.	IBAN No for Euro -	GB68CITI18500805501024
8.	PAN NO. -	AAATI2955C

Please note:

- o All processing and bank charges shall be borne by the applicant. Bank charges, if any, may be paid in cash (in US Dollars, exact change) before collecting badges (before 14th November, 2018).

- No 'charge-back' shall be allowed in case of payments made through debit or credit cards
- If ITPO allows 'charge-back' in special cases, bank charges, if any, shall be borne by the applicant.
 - Regarding booking through payment gateway, All the charges related to payment for booking shall be borne by the applicant.

4. Participation Charges:

	AC HALL 9,10,11(Shell Scheme)	AC HALL 9,10,11 (Bare Space)
Minimum Booking Area (in Sqm)	9	36
National Participants*	Rs. 13310	Rs. 12760
Overseas* Participants	US\$ 385	US\$ 358

Applicable Conditions:

* Goods & Services Taxes extra (current rate is 18%).

** Interest Free Refundable security equivalent to the TDS amount is payable by domestic exhibitors deducting TDS.

*** In addition to the above, Indian applicants who are not members of ITPO will have to pay a one-time membership fee of Rs. 3000 + applicable taxes.

**** Participation charges for re-allotment of space if any, by Foreign participants shall be charged proportionately.

*****Bare space less than 36 sqm. would be charged on shell rates.

Shell Scheme: ITPO shall provide a built-up booth constructed with prefab system with a height of 2.5 mtr. with fascia floor covering, 1 table/desk, 3 chairs, 1 five amp. Plug point, 1 waste paper basket and 5 spotlights (stand lighting up to 1 KW) in a booth of 09/12 sq. mtrs. Each panel will be 1 mtr. wide. In case of increase in space, the facilities shall be extended proportionately. However, exhibitors under shell scheme may construct their own stall with prior approval and intimation as per "Terms & Conditions" and Architectural Guidelines of IITF Delhi, 2018 and Architecture Division, ITPO.

Important Note:

- Minimum space booking is 9 sqms. (both for foreign as well as domestic private participants).

- **Refundable Security Deposit (interest free) compulsory for Indian exhibitors, if deducting TDS.**
- 18% Goods & Service Tax (GST) as applicable is chargeable on all the services provided, including, on participation charges. (This is subject to change in case instructions are received from the Govt. of India).
- The stalls should be strictly as per the approved layout plan of ITPO. No deviation will be accepted. If any changes are found, the stall will be sealed and the security deposit will be forfeited. The display items can be removed after the closure of the event.
- **Minimum bookable bare space inside hall 36 sqm and above.**
- For booking of less than 36 sqm bare space, ITPO shall charge participation fee as applicable for space under shell scheme, subject to the approval of design as per ITPO norms.
- No blocking of sides facing the opening of other stalls will be allowed and it will be treated as violation. Accordingly, it will invite penal action as deemed fit by ITPO.
- **In case of domestic private participation, only one booth can be taken on single PAN card.**

Comment [G1]:

Comment [G2R1]:

Comment [G3]:

Comment [G4R3]:

5. Additional Electricity / Power Load Charges

(a) Additional Electricity/ Power Load Charges

Domestic Exhibitors

Type	One time lump-sum Connection Charges (per KW for stand of 12sqm)	Power Consumption Charges (per KW per day)
Shell Space	Rs. 195.00	Rs. 188.00
Bare Space	Rs. 240.00	Rs. 188.00

Overseas Exhibitors

S.No.	Description	Rate in USD
1.	Electricity Consumption charges (12 hours)	3.00 per KW per day
2.	One time Electricity Connection charges	3.00 per KW
3.	Mandatory one time stand lighting connection charges	4.00 per KW/12 sqm.

(i) All on-site electrical installations must be carried out by the Registered /licensed Electrical Contractor of Govt. of NCT, Delhi. All prefabricated fittings will be subject to an inspection by the competent authority /official contractor before connection to the main supply.

(ii) Extra power would be made on request along with full advance payment to be made latest by **November 13, 2018.**

(b) Water Charges

(Water facility not available this year due to ongoing redevelopment process)

(c) Goods & Service tax extra, as applicable (currently @ 18%)..

(d) Electricity consumption charges/installation are subject to revision.

6. Possession of Space

- i. Bulk bare space allotted to government organizations including department, PSUs, statutory bodies and cooperatives will be handed over on or after November 9, 2018.
(Entry/ Offloading of Exhibition material through trucks to be allowed from Nov. 9-10, 2018.)
- ii. Bare space for Domestic/ Foreign Participation will be given from November 10, 2018 onwards
Entry/ Offloading of Exhibition material through trucks to be allowed from Nov. 10-11, 2018.)
- iii. Constructed stalls/booths from **November 12**, 2018 onwards
Entry/ Offloading of Exhibition material through trucks to be allowed on Nov. 12, 2018.)
- iv. Display arrangements by all exhibitors should be completed by 5.00 PM on **November 13, 2018** positively.
- v. **No Construction activity will be allowed on site after 5.00 PM on Nov. 13, 2018**

7. Exhibition Directory

ITPO will publish an Exhibition Directory, an ideal reference manual for visitors, importers, buying agents, exhibitors, trade related bodies and other commercially important groups. The rates for advertisement in the Exhibition Directory are:

Position	4 Colour	
	National	Overseas
2 nd Cover	Rs. 13950	US\$ 315
3 rd Cover	Rs. 11880	US\$ 293
4 th Cover	Rs. 20790	US\$ 473
Inside Page COLOUR	Rs. 6480	US\$ 180
Inside page B/W	Rs. 4590	US\$ 135
Book Mark Printing and Insertion	Rs. 8640	US\$ 248
Mechanical Data: Directory Book Mark*	Finished Size 5.5" x 8.5", Print Size 4.5" x 7.5", Bleed Size 5.75" x 8.75" 1 ½ " X 4" - rectangular shape, colour 4+4 For Four-colour advertisement in Exhibitors' Directory, only EPS or CDR open file will be accepted.	

*GST extra, as applicable (currently @ 18%).

8. Security Deposit

Refundable Interest Free Security deposit shall be paid on the payable space rent by domestic participants only. Indian exhibitors who deduct tax at source (TDS) will be required to pay an interest free security which will be refunded after receipt of TDS certificate. In addition to the above, Indian applicants who are not members of ITPO will have to pay one-time membership fee of Rs.3000+GST.

9. Tax Deduction at Source (TDS)

Applicants will have the option of selecting the TDS deducted by them during the registration process only. They will have the option of 0%, 2% or 10% TDS selection. Such exhibitors are required to submit the TDS Certificate soon after the TDS is paid to the Govt., but not later than 10th April, 2019, if TDS certificate is not received by 10 th April,2019 the security deposit shall be adjusted against the dues amount.

10. Display Arrangements:

Display arrangements by all exhibitors shall be completed by 5.00 pm on November 13, 2018.

11. Fair Catalogue:

ITPO shall print fair catalogue based on the details mentioned in the on-line application form (Registration I). Applicants must ensure correctness of the details filled by them in the application process.

12. Refund of Application Money/Space Rent

Requests for refund of amount shall be processed under the rules, after closure of the fair. The refund process may take 90 days approximately.

(A) Full refund is allowed when:

- (a) There is a change in the venue or date of the event by ITPO and due to this the applicant is unable to participate.
- (b) In case no allotment is made by ITPO or applicant is not allotted the space.
- (c) In case of force majeure, where the applicant is unable to participate due to circumstances over which they have no control.

(B) Cancellation Policy after allotment of space / booth (*in case of allotment / in case of before allotment*)

- (a) In case the applicant need to cancel their stall allotment, they are requested to send an email to the concerned officer relevant to their product category, with a copy to deepasharma@itpo.gov.in
 - Ms.Rajesh Kumari (Domestic Private Participation) rajeshkumari@itpo.gov.in
 - Mr. Rohit Sonkar (Govt Participation) rsonkar@itpo.gov.in
 - Mr. Akshay (Foreign Participation) akshay@itpo.gov.in
- (b) Refund of space rent/application money, on account of cancellation by the applicant after allotment by ITPO, will be made as per the following guidelines:
 - (i) Cancellation request made 10 days before start of the event (the start day will not be included), 100% application money deposited will be forfeited, irrespective of the date of allotment of stall.

- (ii) Cancellation request made 11 days to 30 days before start of the event (the start day will not be included), 50% plus GST of the application money deposited will be forfeited, irrespective of the date of allotment of stall.
 - (iii) Cancellation request made 31 days to 45 days before start of the event (the start day will not be included), 25% Plus GST of the application money deposited will be forfeited, irrespective of the date of allotment of stall.
 - (iv) Cancellation request made 46 days and above before start of the event (the start day will not be included), the application money deposited will be refunded after deduction of Rs. 5,000/- +GST, irrespective of the date of allotment of stall.
- (c) In case applicant is allotted space of their choice but does not make full payment within 30 minutes, then the booking/allotment of the booth will be cancelled and shown as available on the website.

All refund requests will be processed after the completion of the Fair and may take 90 days time approx.

14. Construction and Decoration

- (a) **Shell Scheme:-** ITPO shall provide a built-up booth constructed with prefab system with a height of 2.5 mtr. with fascia floor covering, 1 table/desk, 3 chairs, 1 five amp. Plug point, 1 waste paper basket and 5 spotlights (stand lighting up to 1 KW) in a booth of 09/12 sq. mtrs. Each panel will be 1 mtr. wide. In case of increase in space, the facilities shall be extended proportionately. However, exhibitors under shell scheme may construct their own stall with prior approval and intimation as per "Terms & Conditions" and Architectural Guidelines of IITF Delhi, 2018 and Architecture Division, ITPO.
- (b) Fixing nails, pins, racks, screws, or any such material on the wall panels of the built up stall are not allowed. Any damage to the wall panels by such acts of exhibitors shall be liable for payment of damages by the exhibitor to the stand construction agency/ITPO.
- (c) No Part/feature/branding/projection/furniture should go beyond 3.0 mtrs.
- (d) No approval needs to be taken from architect division of ITPO for Shell Scheme for an area less than 36 sq.m., but necessary Architectural Guidelines (Annexure B & B 1) are to be followed strictly.
- (e) Regarding outdoor space, only 25 per cent of the outdoor area can be covered mainly for office purpose. For any area covered beyond 25 percent of the space, 50 percent extra participation fee is payable. Open space is to be used for display only. Exhibitors must not obstruct passages. Fire hose, MCPs, Panel Boards, cable terminals for phone connection, outlets for electricity and water must not be obstructed failing which suitable penalty as deemed fit by ITPO shall be levied.
- (f) **Construction of Booth in Bare Space and Open Space:**
Exhibitors who book bare space or open space will abide by the architectural guidelines prescribed by ITPO. The interior design of stalls should be as per norms of ITPO laid down

principles of the Arch. Division before October 21, 2018. Thereafter, they are required to submit the plan approved by Architect Division to IITF Unit by October 31, 2018. The layout Plan will be prepared keeping in view public safety, free access to public facilities & conveniences, safety to ITPO property etc, failing which possession of space will not be allowed. Participants and their authorized C&D Agencies must ensure to complete the work of the stand/Pavilion on or before 12.11.2018 (11.59 pm) failing which their contractor shall not be allowed to enter into Pragati Maidan and ITPO will also consider to black-list such C&D Agencies. Cable terminals for telephone connections, outlets for electricity and water and convenience to fellow exhibitors must not be obstructed. In case the height of stall is required beyond 3.00 mtr (only for logo/feature), the same requires approval of Architect Division, failing which penalty shall be levied as deemed fit by ITPO. **No mezzanine floor is allowed in the allotted area.**

(g) Stall alteration:

- (i) No alteration of the size or position of an exhibitor's stall is permitted.
- (ii) ITPO reserves the right to modify the layouts of stall sites and gangways.
- (iii) Usage of nails, pins, racks, screws, or any such material on the panel walls of the built up stall is prohibited.
- (iv) The facia for bare space/shell space will be allowed as per the name given in the Application Form only.

(h) Passages:

Exhibits must not obstruct passages. Public passages and gangways should be left clear. No hindrances, protrusion of exhibits shall be permitted, otherwise, it will attract penalty for the participant whose goods/products are found obstructing passages/gangways etc.

(i) Subletting:

ITPO will have the right to close the stall and impose penalty and/or blacklist the company, as may be deemed appropriate by the competent authority, if the allotted stall has been subletted to another party or any unauthorized personnel present in the stall.

- (a) No changes will be acceptable from the approved layout plan. Exhibitors will have to strictly abide by these norms of ITPO. If deviation found, the stall can be sealed and the security deposit will be forfeited. The exhibitor would be allowed to remove their exhibits only after the close of the event and ITPO will have no responsibility of loss of items in the stall.
- (b) Dependency on the layout/ plans so approved and the opening to the stall more than one side would determine the premium charges as applicable for 2 side or 3 side or 4 side open stand.

(j) SECURITY

General Security:

While ITPO will make the general security arrangements, participants will be responsible for the security of their exhibits and stalls. They may engage authorised Security Agencies for the security of their exhibits in coordination with Security Division of ITPO. List of exhibits should be verified and certified by Security Agency/Security Guards before handing over to them on daily basis, as ITPO does not take any responsibility for thefts etc. Security Guards deployed during exhibition and non exhibition hours must be in possession of ITPO photo I Cards and their details be made available to IITF unit well in advance. No Security Guard without pass will be allowed to stay inside Pragati Maidan. **Moreover, regarding celebrity visits at respective stalls, exhibitors have to provide early intimation and take due clearance from Security Division to avoid any unnecessary chaos and hassles.**

Insurance:

Participants will insure their exhibits and display materials against loss, damage, theft, fire or any cause whatsoever. They will also obtain third party insurance cover for construction period, fair period and dismantling period.

Product liability insurance:

Exhibitors are advised to insure against claim arising out of body injury and/or property damage. An exhibitor shall produce to the ITPO, on demand, certificates of insurance.

Damage to Exhibition Areas:

Exhibitors are required to indemnify ITPO against any claim made against them in respect of damage to Exhibition Halls, structure or property caused by exhibitors, stall, exhibits or staff or by Agents acting on the Exhibitor's behalf.

Prohibited Items :

The following items are strictly prohibited inside the Pragati Maidan:-

- I. Match box, cigarette, lighter, gas lighter, arms and ammunition, sword or knife.
- II. Candles, incense sticks, hurricane lamp, stove, welding machine or iron cutter emitting sparks,
- III. The following Items banned under Wild Life Protection Act are prohibited for display/sale in the premises of Pragati Maidan:-
 - Plant products/derivatives as indicated in Schedule VI of Wildlife (Protection) Act, 1972.
 - Molluscan shells/derivatives/handicraft items as included in Schedule 1 & IV of Wildlife (Protection) Act, 1972.
 - Coelenterates as included in Schedule 1 of wildlife (Protection) Act, 1972.
 - Fishes as included in Schedule 1 of Wildlife (Protection) Act, 1972.
 - Any wild animal & its derivatives etc.

(iv) Selling/display/sampling of alcoholic beverages/wine/liquor/hard drinks are prohibited without the prior approval of the authorities concerned.

(v) No gas cylinder will be allowed for filling up of balloons or demonstration of any product unless proper certification has been obtained from the controller of explosive and proper permission

is taken from DCP (New Delhi) Delhi Police who are responsible for security during the IITF well in advance.

- (vi) Exhibitors are NOT allowed to use inflated suits/air bags worn by humans to publicize their products inside/outside the halls

Fire Prevention:

- Cooking is prohibited inside the exhibition halls. Halogen and other floodlights are not permitted.
- Use of fire hazard material like thatch, dry grass and other inflammable materials is not permitted. All materials used in the construction of stalls and displays are to be fully fire proof and should comply with all other local regulations.
- Electrical wiring under carpets is a potential fire risk. Wherever this is unavoidable, adequate precautions should be taken by covering the wiring by wooden ramps. Wiring under carpet should not have joints.
- Arrangements of fire extinguishers and fire guards in State pavilions/Govt. stalls will be the responsibility of the respective Pavilion In-Charge.
- All exhibitors shall keep and maintain fire-fighting equipment (at least 1 ABC type portable fire extinguishers in each stall of 12/15 sq. mtr.) within their stalls as per safety regulations. However, fire extinguishers can be provided by ITPO on payment basis subject to submission of a requisition with payment by 14th October, 2018 to Security Division, ITPO.
- All electrical joints must be fully insulated and MCB be used to prevent over loading.

Parking, entry & exit of vehicles:-

- Parking is not allowed inside Pragati Maidan for any exhibitor/participant/ visitor etc . Pay & Park is available at Bhairon Road Parking lot on first –come-first- served basis. Other paid parkings are also available on Purana Quila Road, Delhi Zoo, India Gate, Metro Station, High Court etc.
- Parking is not allowed anywhere outside any Gate of Pragati maidan.
- Vehicles parked at unauthorized places will be towed away by Delhi Traffic Police at the cost and risk of participant.
- Entry of trucks/lorries to Pragati Maidan during build-up period and exhibition period will be strictly regulated on the basis of valid entry permits issued by ITPO from Gate No. 1 on Bhairon Road only.

Miscellaneous :-

- (i) Storage of empty boxes or cartons behind the stalls and outside the hall/hanger/in open space is prohibited. If found, it will be confiscated and removed and disposed of at the expense and risk of the participants. Heavy penalty shall also be levied by ITPO
- (ii) No unauthorized porters will be used by any participant. Unauthorized labour along with goods is liable to be impounded by Security personnel/Delhi Police.
- (iii) No ticketed/sponsored and or free functions will be held in front of any stall to attract crowd to

prevent blockage of roads/passages etc.

- (iv) No celebrity shall be invited to any hall without prior permission from ITPO and without intimation to Delhi Police/Security personnel two days before the function.
- (v) Participants and their staff inside the stall will be under obligation to produce their badges as and when asked by the security staff of ITPO or Delhi Police. Staff found without badges will be evicted from stalls.
- (vi) ITPO will provide facility of authorized porters/packers and tempos at Gate No.1 upto exhibition halls for carrying material on payment basis. Only exhibitors and other concerned officials with valid I card will be allowed to carry material inside the Pragati Maidan.
- (vii) In case of reallocation (in case any participant withdraws after business days), reallocation would be sole prerogative of ITPO, in case if any unauthorized individual/participant is found occupying vacated stalls, it would lead to forfeiture of their stall and a hefty penalty raised against them.

h. ELECTRICITY Installations:

All on-site electrical installations must be carried out by the registered/licensed Electrical Contractor of Govt. of NCT, Delhi. All prefabricated fittings will be subject to an inspection by the competent authority /official contractor before connection to the main supply.

g. Public Safety Measures

- a. The Exhibition Halls have standby electricity supply through DG Sets. Entry/Exit Gates in halls are equipped with emergency exit lights.
- b. In Halls 7, 8, 9, 10, 11, 12 & 12-A, permanent DG Set standby supply arrangements have been made which facilities standby power for Hall lighting and automatically switches on within 30 seconds in the event of power failure.
- c. Standby power supply from the mains is additionally made available for every Exhibition hall to take care of any power failure.
- d. Special duty arrangements headed by a Senior Officer are made for on the spot restoration of any fault in the power supply system.
- e. Pressurised fire hydrants have been provided in the entire Complex as a fire safety measure.
- f. Fire extinguishers and fire guards are deployed in each hall.
- g. Security guards are deployed at entry points for crowd control.
- h. Delhi Police personnel are deployed for access control, checking and security at entry points.
- i. All baggages are scanned through Electronic Baggage Scanners at gates.

15. TERMS & CONDITIONS FOR PARTICIPATION AND OTHER MISCELLANEOUS GUIDELINES OF IITF 2018.

Rights:- The India Trade Promotion Organisation reserves all its rights in connection with the India International Trade fair (IITF).

**A. STANDARD OPERATING PROCEDURE FOR ONLINE BOOKING/
ALLOCATION OF SPACE**

- a. The booking of space for IITF 2018 is through online process only, therefore, the payments for the same is acceptable through online mode only, for which ITPO has integrated with link of payment gateway of ICICI Bank and State Bank of India.
- b. Please ensure that the payment is received in ITPO's account through online within 30 minutes, failing which your stall will automatically get cancelled.
- c. The online booking system will open in a single phase.
- d. The applicant will have access to the online bookings system after he accepts that he has read the Exhibitor Manual of IITF 2018.
- e. The applicant will have to fill the online application form. Besides, the applicant's details, the other mandatory fields will be the status of the organization i.e. an applicant's profile, Pan Number; GST, TAN number; payment details; product sector etc. mail, contract details. In case the company is GST Exempt, the company will upload filled in Annexure 2
- f. On filling up the online application form, the applicant will select the hall relevant to its products (only those halls which are product related will open up). The applicant will click

upon the stall/stand that he desires and the same will be tentatively selected for him on his click. Each applicant can select only one stall/booth.

- g. The applicant will also have to upload all the documents that are indicated on the online system for him while filling-up the Application Form (**including declaration cum undertaking form for entity unregistered under GST attached at annexure 2**, printout to be taken and duly signed and stamped before online registration and uploaded while submitting documents). The stall will be tentatively blocked for the applicant while uploading the documents .
- h. On selection of the stand area, the total space rent for that particular stand area including 18% GST, membership charges, if applicable and applicable refundable Security will be visible to the applicant.
- i. While booking, the applicant will have to make 100% payment of the amount being indicated on the online system. The payment has to be made within a time gap of 30 minutes through the payment gateway system/Net Banking/Debit/Credit Card only. In case, the payment is not made within the stipulated time, the stand area blocked by the applicant will automatically get released and the applicant will again have to select the stand area required by them and follow the process of making payment within the stipulated time from then. Please do not close the browser window until the whole process is complete and shows payment successful.
- j. On verification of the receipt of payment and documents, a confirmation mail will be sent to the applicant.
- k. Subsequently, a receipt will be generated to the applicant for the amount paid by them.
- l. In case of any shortfall in the payment made or the documents received, the same will be intimated to the applicant.
- m. On receipt of full payment from the applicant, the stand area tentatively blocked will be allocated to the applicant. Applicant will then be informed and an approval letter will also be generated to him.
- n. The requirement for any additional electricity load will then subsequently open up for the participants to register their orders and make the required payments through the payment gateway.

16. SALE OF GOODS BY PARTICIPANTS:

Exhibitors are prohibited not to sell any goods in which trading of any form is banned/restricted/limited/prohibited endangered species by a Parliamentary Act or by State Laws or by international conventions (details on page 17/3 (e) iii). Exhibitors are advised to practice as per law of the land in

all matters, applicable taxes, etc.

ITPO will not be a party to any dispute arising out of any quality problems or otherwise between the customers and the exhibitors. If ITPO is put to any loss for the acts of omission and / or commission of / by the participant, the same shall be made good/indemnified by such participant.

17. STATUTORY COMPLIANCE:

a) Goods and Services Tax (GST)

It may be noted by all exhibitors (Foreign and Indian) that registration under GST is Mandatory before commencing any business(sale of goods) during the exhibition. Tax-payers who are already registered under GST in the state of Delhi shall continue to use their GSTIN by adding such place as an additional place of their business for making supplies at IITF and follow the provisions of Central Goods & Services Tax, 2017 and Rules framed there under. Persons who are registered outside Delhi and are un-registered in the State of Delhi including those who pertains from outside Delhi including foreign participants are unregistered in GST may be required to get themselves registered as "Casual taxable person" or "Non-resident Taxable Person under Section 24(ii) or 24(v) respectively of the said Act so as to discharge taxable supplies.

A GST CONSULTANT would be sitting in IITF 2018 to help domestic and international participants regarding casual registration on fee basis charged by the consultant. ITPO will have no interference in the rate being charged by the consultant. Moreover, the details of consultant and location in trade fair would be uploaded on website soon.

Participants are requested to mandatorily go through annexures 1,2,3,4 regarding GST tax advisory as mandated by govt.

Annexure 1- Advisory for casual registration

Annexure 2- Declaration cum undertaking form for person/entity unregistered under GST

Annexure 3- Custom notification 1

Annexure 4-Custom notification 2

Annexure 5- Custom procedure for exhibiting goods

b) Performance licence:

Traditionally, ITPO organizes cultural shows in designated theatres/auditoria. ITPO will designate locations where promotional/marketing show can be organized by an exhibitor with prior permission of ITPO. Any exhibitor intending to organize any entertainment/marketing show even in its own allotted space, would require prior permission from ITPO and Delhi Police. In either case, the exhibitor has to get Performance License from the authorities concerned two days before the function.

c) Copy Right Licence:

All necessary licenses for using Copyright material from the relevant Copyright Societies e.g. the Phonographic Performance Ltd. and the IPRS etc. shall be obtained and a copy of the same shall be made available to ITPO on demand. Anybody found infringing Copyright Act shall be personally liable to pay the penalty and indemnify ITPO for such infringements.

d) Noise Level:

Use of loud speakers for playing music, making announcements and other promotional means for attracting visitors is strictly prohibited. If cordless mike is used for promotional purposes, the exhibitors will ensure that no nuisance/disturbance is caused to other exhibitors and annoyance to the visitors and the sound level is not allowed to exceed 65 decibels failing which suitable action as deemed fit shall be taken by ITPO.

e) No Smoking Zone:

Smoking at Pragati Maidan premises/Exhibition ground/Halls is strictly prohibited. Violation would attract penalty as per law in force.

f) Food & Beverage outlets:

Only the authorized persons/company will be allowed to operate food and beverage outlet/kiosk. No exhibitor is allowed to make any arrangements of food/beverage kiosk inside the hall. Nobody is allowed to put up any ad hoc/temporary kiosk without the permission of ITPO. Anybody found selling food packets etc. will be liable for punitive action by the competent authority.

g) Cleanliness and Maintenance:

The participants will be responsible for cleanliness and maintenance of their stalls. Cleaning of common passages/areas will be arranged by ITPO. Participants will be responsible for removal of empties, waste material by November 12, 2018. No empties or wooden material shall be allowed to be kept behind the partitions of stall. If a participant is allotted a full hall, the cleanliness of the entire hall will be the responsibility of that participant. After 12.11.2018, if any participant keeps garbage, waste-material etc. outside their Pavilion/stall, the same shall be removed by ITPO on payment basis.

h) Attendance at the stand:

No stand should be left unattended during the exhibition hours. For management of the stall of minimum size 9 sqm, only 2/3 persons will be permitted at any given time.

The participants will not carry out any activity, which in the opinion of ITPO, amounts to nuisance or annoyance. ITPO, shall have the right to take remedial action as deemed fit.

i) Exit Permit & Vacation of stall:

Stalls are to be vacated within two days of the close of the Fair, i.e. by 06.00 pm, 29th November evening. The post-fair exit will be through Gate no. 1 only. No exhibits/cases/display material etc. will be allowed to be taken out of Pragati Maidan without Exit Permit which will be issued by the Hall

Master/Sector officer on production of **No Dues Certificate** issued by the FS –II Division /Central Facilitation centre. Participants who fail to vacate the space will be liable to pay penalty to ITPO as deemed fit by ITPO and the ITPO shall have the right to remove the exhibits/materials etc. of participants at the risk and cost of participants.

Storage of exhibits in the open area will not be permitted after the close of the Fair and will attract penal rent as deemed fit by ITPO.

j) Dress Code:

The IITF is a business – oriented international event to be attended by domestic as well as overseas business personnel and visitors. It is, therefore, necessary that hosts/hostesses and presenters, who often promote different products and services on behalf of the exhibitors, be decently attired, keeping in view the law of the land and India's cultural ethos.

k) Violation of rules:

In the event of violation of these rules, ITPO shall have the right to close down the stall of the participant immediately and no refund of participation charges , security deposit etc., would be considered.

l) Force Majeure:ITPO will Endeavour to ensure the supply of the services, but if the supply of such services is not within the control of the ITPO, then no exhibitor is entitled for any damage incurred due to failure of services.

m) Interpretation:

The decision of CMD, ITPO or his/her nominee shall be final and binding on the participant about the terms and conditions for participation of IITF 2018.

n) Disputes:

Disputes, if any arising out of participation in this fair shall fall within the jurisdiction of the courts of Delhi/New Delhi. ITPO reserves the right to allot space on the basis of criteria decided by the Management.

18. EXHIBITOR BADGES

Domestic participants and Foreign participants

S.No.	Items	Norms
1.	Exhibitor badges on complimentary basis	3 badges for 9/12 sqm. 4 badges for 15 sqm. 1 badge for every additional 9 sqm. (Maximum up to 15 only)
2.	Additional badges	Additional Exhibitor Photo Badges can be bought @ Rs. 3000/- per badge or paid booklet of 14 single entry tickets @ Rs.1500/- per booklet (inclusive of GST).
3.	Single Entry Business Visitor Complimentary Passes	3 Passes for 15 sqm. and 1 pass for every additional 10 sqm. Valid for any day from November 14 to 27, 2017

Exhibitor Badges: Exhibitor badges will be issued only on production of approval letter of participation issued by ITPO. Entry to fair ground will not be permitted otherwise.

No parking for participants/exhibitors are available this years.

On conclusion of the fair, all exhibitors are required to remove their exhibits latest by November 29, 2018 before 6.00 p.m. positively, failing which exhibits will be removed by any empanelled Agency of ITPO at the cost and risk of the exhibitor.

Facilities and Services available at Pragati Maidan can also be seen on the website:

19. IMPORTANT NOTES:

- a. All the participants are advised to take comprehensive insurance coverage for their exhibits during transit/ currency of the fair and till exhibits are removed from the ITPO premises.
- b. Participants are advised not to sublet their stalls allocated and also not to display exhibits other than mentioned in the application form. (In case of violation, no refund/adjustment of participation charges will be made and stall/booth shall be shut down).
- c. Participants should not indulge in violation of patent and trade mark rights.
- d. ITPO has undertaken extensive publicity campaign to generate wide visitorship to this event. However, the exact business visitorship cannot be guaranteed.
- e. **Possession of space will be given only on receipt of full payment including refundable security deposit for electricity & power load charges and other dues etc.**
- f. Stands should be according to the architectural guidelines enclosed in the Exhibitor Manual – IITF 2018 Any violation may attract heavy penalty including shut down of stand by ITPO.
- g. Safety Measures should be adhered to strictly as per guidelines enclosed. Passages to be kept clean and Fire & Emergency Exits to be kept free from any hindrance. Each

participant/Stall holder to have Fire Extinguisher kept in their Stall/Pavilion.

- h. Entry to Pragati Maidan could be closed at 5.30pm or before in case of heavy rush / security concern.
- i. **Vehicles carrying exhibits are allowed only before 7.00 am or after 8.30 pm.** All entry/exit of vehicles to and from Pragati Maidan will be from Gate 1 or as notified only after producing Entry/Exit Material Slip duly signed by the officer/department concerned along with proper identification. The exhibitor or their representative (s) with photo badge must accompany the vehicle. The material will have to pass through Mobile Cargo Scanner or will be checked by Delhi Police/security personal.
- j. Due to security concern, only **Bar Coded I-Card with photograph** issued by the Fair Services – II Division will be allowed for entry into Pragati Maidan. Bar Coded I-card holders are also advised to carry other personal identification with them.
- k. All the participants may kindly note that all necessary licenses for using Copyright material (like live performances, playing recorded music/songs etc.) shall be obtained from the relevant Copyright Societies i.e. the Phonographic Performance Ltd., (Address G-11, Ground Floor, Nizamuddin West, New Delhi- 110013) and the Indian Performance Rights Society, (address-208 Golden Chambers, 2nd floor, New Andheri Link Road, Andheri West, Mumbai – 400053) etc., and a copy of the same shall be kept for perusal of ITPO. Anybody found infringing Copyright Act shall be personally liable to pay the penalty and indemnify ITPO for such infringements.
- l. Entry to halls will be closed after they reach maximum holding area of the hall.
- m. It is mandatory for participants taking bare space to ensure that fire retardant material is used while constructing their stall. NOC is to be taken from Delhi Fire Services Dept. and Inspector Electrical. No gas cylinders or cylinders carrying CNG, Hydrogen, LPG etc., will be allowed unless certified by the Government Agency concerned. The exhibitors will be responsible for the safety and security of their stall & exhibits 24X7 during the tenure of the fair. They may leave a guard or their representative in the night, but only such guards will be allowed to stay who are in possession of bar-coded photo identity cards.
- n. Security Agencies will not allow any exhibitor/employee/representative/guard to stay inside the hall without photo identity card. ITPO halls will remain open 24X7 if required for replenishment of goods and exhibits and cleaning and maintenance.
- o. All the terms and conditions & other guidelines mentioned in this Exhibitor's Manual will be applicable to all participating State Pavilions/UTs/Ministries/Foreign exhibitors/Pvt. Cos./Cooperatives/Government Deptts./PSUs/Statutory bodies/etc., collectively as well as to their individual participants/constituents etc.

ARCHITECTURAL, SECURITY AND ENGINEERING

GUIDELINES FOR EXHIBITORS

PUBLIC SAFETY MEASURES AND DESIGN GUIDELINES

I. SHELL SCHEME:

1. No Part/feature/branding/projection/furniture should go beyond 3.0m.
2. **NO APPROVAL NEEDS TO BE TAKEN FROM ARCHITECTURE DIVISION ITPO** for Shell Scheme which are less than **36 sq.m.**, but necessary ITPO Guidelines are to be followed strictly.

II. BARE SCHEME:

Participants are required to submit drawings & documents as mentioned below, **by e-mail** to Architecture Division ITPO for approval of construction in Bare Spaces, latest by **10.10.2018**:

- a) Scanned Cover Letter on Company Letterhead, as per Annexure-A enclosed;
- b) Plan/Layout with dimensions and material specifications;
- c) Elevation with dimensions;
- d) Coloured View with dimensions;
- e) Scanned copy of Structural Stability Certificate, wherever required.

The documents should be sent to brijlal@itpo.gov.in with copy (CC) to reenajain@itpo.gov.in and saurabhsharma@itpo.gov.in

The subject of the mail needs to be as follows:

- IITF 2018 Drgs. for Stall no. in Hall no. of area of brand/company name
- The format of attached documents should be in JPG, JPEG, PNG, PDF or DOC formats only.

OR

The following documents are required to be submitted in **HARDCOPY** in case of Bare Spaces to Architecture Division ITPO for approval latest by **20.10.2018**:

- a) Cover Letter on Company Letterhead, as per Annexure-A enclosed;
- b) Plan/Layout with dimensions and material specifications;
- c) Elevation with dimensions;
- d) Coloured View with dimensions;
- e) Structural Stability Certificate, wherever required.

The drawing submitted should be legible and preferably on A3 size paper. Drawings are to be submitted before giving order of any material, part, etc. as the drawings may need to be altered in accordance to IITF 2018 Guidelines.

Guidelines:

1. Dimensions allotted should strictly be followed.
2. Max. Height restrictions:
 - a. Rear/back wall or wall adjoining stall should not be more than 3.0m.
 - b. General height of stall including display aids/lights etc. should not exceed 3.0m.
 - c. Feature/logo/branding can go uptill the height of 4.5m (feature/branding should not be on entire side wall and should be central feature only) and subject to availability of highlight.
 - d. For stalls in temporary Hangers, general height limit is 2.4m.
3. Walls adjoining stall shall be finished properly (from outer side) and no branding allowed on this side. No structural support shall be taken from neighbouring stalls.
4. The outer face of rear/side wall should be properly finished.
5. Side facing passage should be transparent or translucent.
6. Fire retardant paint to be used on wooden members combustible members.
7. Peripheral passage should NOT be occupied by the participant for any purpose. III.
For All relevant guidelines of other ITPO Divisions should be followed.

IMPORTANT: Any deviation from the approved layout plan will invite ITPO to seal the stall and their security deposit forfeited. The display item can be removed once the event is closed. ITPO will not be liable for items missing in their stall in case of stall being sealed.

Annexure-A
REQUEST FOR SCRUTINY OF DRAWINGS

To: Architecture Division,
Room no. 232, Pragati Bhawan,
India Trade Promotion Organisation (ITPO),
Pragati Maidan, New Delhi – 110001.

Event: India International Trade Fair (IITF) 2018

Company Name: _____

Hall no.: _____ Stall no.: _____ Size: _____ (should be more than 36m²)

Contact Person's Name: _____ Designation: _____

Mobile no.: _____ Telephone no.: _____

Checklist:

1. Layout/Plan with dimensions
2. Elevation/View with dimensions

Signature: _____

Name: _____

For State/Ministry Pavilions in ITPO halls in IITF 2018

1. The following documents need to be submitted to Architecture Division or Fair Service-II Division, ITPO **by 10.10.2018** for approval:
 - i. Cover Letter (on Letter Head) including details of State/Ministry, Hall & location, area, etc.
 - ii. Plan/Layout;
 - iii. Elevation and Façade details with dimensions and material specifications;
 - iv. Coloured Views with dimensions and material specifications;
2. No passage should be less than 4.0m.
3. Proper traffic flow to be ensured.
4. Direct access to all fire safety equipments, emergency exits, fire escape stairs & electrical panels etc. to be left.
5. Only fire proof/retardant material should be used for construction & Decoration.

6. General heights of stalls should not exceed **3.0m**. Only feature/logo/branding can go up till the height of **4.5m** (subject to availability of height)
7. Compliance to all Engineering and Architectural guidelines should be confirmed before starting construction.
8. For any violation ITPO shall be free to take punitive action including disconnection of electrical and water supply.

Joint inspection of Committee of ITPO Officers and representative of State Pavilion in the week prior to IITF. Penalty deemed fit may be imposed by Committee on the Pavilion in case of violation/deviation of any ITPO rule.

SECURITY

For Exhibitors/Service/Entry of goods

1. All exhibitors participating in India International Trade Fair must collect Material Entry Slips from IITF Unit for their trucks/trailers/containers by which they shall be bringing their exhibits/cargo for the exhibition. These permits should be collected well in advance and issued to cargo vehicles in triplicate with complete information filled in.
2. Depending upon the space booked by them, they should collect sufficient Material Entry Slips from (IITF Unit) which should contain details of their Stall No./ Hall No./ date of arrival of goods. They must fill the registration number of the vehicle and the name of the driver of the vehicle by which they dispatch their goods to Pragati Maidan. The Slips must be duly signed and stamped by the Exhibitor with name and mobile number.
3. No Material Entry Slip should be handed over to the drivers by the exhibitors without filling in the registration number of the vehicle and the names of the drivers and number of persons accompanying the goods.
4. The Material Entry Slip issued by IITF Unit completed in all respects should be handed over to the driver of the vehicle at the point of dispatch or should be handed over to him by the exhibitor outside the Gate No. 1 of Pragati Maidan.
5. **All vehicles of exhibitors carrying their goods and exhibits on November 12 will first directly report to Parking at Bhairon Road and will not be parked anywhere on Mathura Road, Bhairon Road or Ring Road. No vehicle will report directly to gate No. 1 of Pragati Maidan.**
6. They will show their Material Entry Slip and collect a token of the serial number from ITPO official present at Bhairon Road parking.
7. The vehicles will be parked in their order of seniority on the basis of arrival token number allotted to them
8. These vehicles will be dispatched in the same sequence from parking to Gate No. 1 of Pragati Maidan at Bhairon Road. They shall be then allowed entry on the basis of Material Entry Slip issued to them by the exhibitor.
9. The driver will produce his driving license and identity card to establish his identity as available in Material Entry Slip.
10. The trucks/containers of foreign exhibitors which have to undergo custom clearance will be checked and inspected at the place designated for them for scanning & checking of cargo.
11. Trucks of all other exhibitors entering Gate No. 1 will go through the cargo scanning/checking and will be allowed directly upto the hall through the service lane. There can be a long waiting period for scanning and checking Vehicles may have to wait for long hours when scanning and checking is going on.

12. The exhibitors or their representatives with photo badges must be present at Gate No. 1 with their original allotment letter to identify the vehicle and the goods before entry.
13. Immediately after unloading the exhibits/goods at their respective halls, the exhibitors will ensure that empty cartons, wooden boxes and packing material are reloaded into the empty trucks and sent out of Pragati Maidan.
14. No cartons/empty boxes will be allowed to be stored anywhere inside & outside the halls/ behind booths or open spaces inside Pragati Maidan.
15. The restrictions on entry timings imposed by Delhi Police or Delhi Traffic Police will be binding upon on all exhibitors and have to be obeyed
16. Exhibitors must use commercial vehicles for ferrying of goods. No private vehicle/cars will be allowed inside Pragati Maidan during the construction period due to long queues of trucks and tempos.
17. During construction period, parking will be available only at Bhairon Road paid parking.

Fire Prevention guidelines for IITF 2018.

- 1) All passage / exit points should be kept obstruction free at all the time. No construction shall be allowed in front of Exit/Entry Points.
- 2) Do not temper or obstruct any fire fighting equipments like Hydrant, Fire Extinguishers, Sprinkler and Detector etc.
- 3) Fire Hydrants and Hose Reels must be kept free.
- 4) Brazier or any kinds of coal equipments which can be used for making bangles from wax (LAC) are prohibited.
- 5) All wooden/decorative material used for making stall should be fire retardant or treated with fire retardant paint. Certificate of same needs to be submitted at the time of inspection of Delhi Fire Services.
- 6) Cooking is prohibited inside the exhibition halls.
- 7) Usage of LPG cylinder is prohibited inside and outside the halls. Only Electric cooking appliances are allowed at designated food courts area.
- 8) Halogen and other floodlights are not permitted.
- 9) Use of fire hazard material like thatch, dry grass and other inflammable materials is not permitted. All materials used in the construction of stalls and displays are to be fully fire proof and should comply with all other local regulations.
- 10) All electrical joints must be fully insulated and MCB be used to prevent over loading.

- 11) Halogen and other floodlights are not permitted in the halls.
- 12) No naked wire / without plugs wire should be used to operate electric devices
- 13) Proper rating of MCBs and ELCBs should be used in electric circuits.
- 14) Electrical wiring under carpets is a potential fire risk. Wherever this is unavoidable, adequate precautions should be taken by covering the wiring by wooden ramps. Wiring under carpet should not have joints.
- 15) Arrangements of fire extinguishers and fire guards in State pavilions will be the responsibility of the respective Pavilion In-Charge.
- 16) All exhibitors shall keep and maintain fire-fighting equipment (at least 1 ABC type portable fire extinguishers in each stall of 12/15 sq. mtr.) within their stalls as per safety regulations.
- 17) No material should be stored / dumped behind the stalls. If found, Materials can be confiscated or disposed of at the expense and risk of participants. Non-compliance shall attract penalty as decided by ITPO management.
- 18) Participants may ensure that their exhibits must not obstruct passages. Public passages and gangways should be left clear. No hindrances, protrusion of exhibits shall be permitted. Non-compliance shall attract penalty.
- 19) ITPO is a fully NO SMOKING ZONE and smoking is strictly prohibited inside the Pragati Maidan. Non-compliance shall attract penalty.

ENGINEERING (Electrical):

DO's & DONT's for Organizers/Exhibitors:

DO's	DONT's
<ol style="list-style-type: none"> 1. Use Only CFL/LED lamps in spot lights 2. Use only copper wire for service Connection/Distribution 3. Use proper Thimbles/Lugs in cables/wires to avoid Loose connection 4. Put MCB DB, on pedestral stand, minimum 10 cm above ground to avoid entry of water etc. 5. Put insulated Rubber Mat on cables/wires crossing below the carpet to avoid faults and provide fluorescent tape/self-illuminated tape Identification. 	<ol style="list-style-type: none"> 1. Don't use Halogen/Comptalux lamps in spot lights 2. Don't use aluminum wire for service connection/distribution 3. Don't connect wires/cables directly without Thimbles/Lugs 4. Don't put MCB DB directly on floor. It may create short circuit due to any water leakage 5. Don't provide wires/cables at crossing below carpets directly. It can cause short circuit and fire.

Terms and Conditions for Allotment of Branding Sites in Pragati Maidan during India International Trade Fair to be held from November 14-27, 2018

1. The sites are offered on license basis for the period from 14th November to 27th November 2018. First preference shall be given to Government Participants, second to Private Sector Participants, third to non-participating Government Sector and fourth to non-participating Private Sector.
2. Advertisements will be displayed on suitable material with no provision for lighting i.e. back-lit or front-lit.
3. The Licensee shall not be permitted to construct any structure at the locations allotted to them. The Licensee shall only be allowed to put on flex material arranged by them on the frames provided by the Licensor at specified sites/locations.
4. Approvals, if any, from the State and Central Government Departments, MCD/NDMC, Delhi Police, etc. will be the responsibility of the Licensee.
5. The Licensee shall pay the entire License Fee plus 18% GST along with interest free refundable security deposit of 10% in advance by way of RTGS/NEFT/Net Banking/Demand Draft drawn in favour of India Trade Promotion Organization, New Delhi along with application.
6. In the event of removal of display material by an Authority such as MDC/NDMC/Delhi Police, etc. the Licensee shall not be entitled to claim any compensation from the Licensor.
7. The Licensor reserves the right to accept or reject any offer without assigning any reason whatsoever.
8. The licensed advertisement site will only be used for the purpose of advertisements on promoting trade in goods and services and not for any other purpose. The Licensor's decision in this regard shall be final and binding. List of prohibited advertisements is enclosed.
9. The Licensee shall not sublet, assign the licensed advertisement site or part thereof to any person including its subsidiary – sister concerns, etc. Any change in the constitution/composition of the management of the Licensee without the written permission

of the Licensor, will amount to violation. Violation of this clause would invite immediate cancellation of the License.

10. The duration of the License shall be for a period 14 days commencing from 14th November, 2018 till 27th November, 2018.
11. In case of default in respect of any of the terms stipulated herein, or if any legislation prohibiting or restricting such terms is imposed or impending, the Licensor shall be entitled to cancel the license forthwith without any notice. In such an event, the Licensee will not be entitled to any refund of License fee and the security deposit.
12. The Licensee shall ensure that the advertisement materials remain in good condition throughout the licensed terms. The Licensee will display advertisements only in the area/space specified. If it is found that the Licensee has displayed advertisement in excess of the specified area allotted to them, the Licensor shall terminate the License forthwith without giving any notice to the Licensee.
13. The Licensee will put up the advertisement panels/display materials at the approved sites and locations and ensure that such mounting/fixing/fastening is strong enough to avoid any damage to property and any injury to the visitors within the premises of Pragati Maidan. Any damage arising out of and in this regard will be the responsibility of the Licensee and all consequent claims will have to be borne by the Licensee. Licensee shall indemnify the Licensor against any third party claim in this regard, if in case any damage or litigation is faced by the Licensor, in such an event, the Licensee shall keep the Licensor indemnified towards all charges/damages so incurred by the Licensor.
14. The Licensee will remove the advertisement material immediately after the expiry/termination of the License. If the material is not removed, the Licensor will remove the same at the cost and risk of the Licensee.
15. It is the responsibilities of the Licensee to get the particular branding/hoarding sites removed which has damaged/broken/tear, at their own cost & risk. All disputes arising out of these terms and conditions shall exclusively be within the jurisdiction of the Courts at Delhi/New Delhi.

List of Prohibited Branding Sites

- Racial advertisements or advertisements propagating caste, community or ethnic differences.
- Advertisements on drugs, alcohol, cigarettes, or tobacco items.
- Advertisements propagating exploitation of women and children.
- Advertisements having sexual overtone.
- Advertisements depicting cruelty to animals.
- Advertisements depicting any Nation or Institution in poor light.
- Advertisements casting aspersion on any brand or person.
- Advertisements banned by the Advertisement Council of India or by law.
- Advertisements glorifying violence.
- Destructive devices and explosive depicting items
- Lottery tickets, sweepstakes entries and slot machines related advertisements.

- Advertisements of weapons and related items (such as firearms and parts thereof, magazines, ammunitions etc.)
- Advertisements which may be defamatory, trade libelous, unlawfully threatening or unlawfully harassing.
- Advertisements which may be obscene or contain pornography or contain an
 - „indecent representation of women“ within the meaning of the Indecent Representation of Women (Prohibition) Act, 1986.

Nudity

Advertisements linked directly or indirectly to or include description of items, goods and services that are prohibited under the applicable law for the time being in force, including but not limited to the Drugs and Cosmetics Act, 1940, the Drugs and Magic Remedies (Objectionable advertisements) Act, 1954, the Indian penal Code, 1860 ; and Any other item considered inappropriate by the ITPO.

Rights: - The India Trade Promotion Organization reserves its rights in connection with the allotment of Branding Sites of ITPO during IITF – 2018.

Disclaimer/ Warning

India Trade Promotion Organisation (ITPO) has received complaints of misrepresentation by fraudsters using the name of ITPO and India International Trade Fair (IITF) logo for inviting advertisements, participation or visitor registration etc. It was found that such unscrupulous agencies have been offering advertisement spaces and free catalogue entries/ advertisements.

ITPO has not authorized any agency or person(s) for the same.

ITPO hereby disclaims all such correspondence and messages and warns IITF participants/ exhibitors/visitors to exercise extreme caution at all times and not to provide personal information, send money or disclose bank details to any agency/person approaching you in the name of organizing IITF.

Our participants are strongly advised to seek information/ clarifications by contacting our business office directly and/ or online

DEADLINE: 28-10-2018

37th India International Trade Fair, 2018
(November 14-27,2018)

Requisition Form for Extra Power Load

Please note that the deadline for ordering extra power load along with payment is October 28, 2018. After the deadline of October 28,2018, no request will be entertained. Please also note that in case any participant uses extra power load than what is being supplied to their stand area, there will be automatic disconnection of electricity and the ITPO will not be liable for any loss/damage and that the entire responsibility will be on the participant.

Applicant Unique ID (to be given by ITPO)		
Applicant Details:		
Name of the Applicant		
Ownership Type (Please tick the relevant option) --(A) PSU under GOI (B) Department Ministry of GOI (C) PSU under State Govt.(D) Deptt. Of State Govt. (E) Others (Please specify) (F) Organisation Name		
Address of the Applicant		
Address line 1		
Address line 2		
City	State:	Pin Code:
STD Code	Telephone:	Fax:
E-mail ID	Website:	
Contact Person (Nodal Officer Details):		
Name		
Designation		
STD Code:	Telephone:	Fax:
E-mail I.D.	Website:	
Space allotted (own pavilion / ITPO allotted hall)		
Total space allotted in sqm.		

Inside Hall:

Outside Display:

Additional electricity requirement *

Pre-Exhibition	Load - KW	Single phase	Three phase	From(date)	To (date)	24 Hrs./12 Hrs.***

Exhibition (for demonstration)	Load - KW	Single phase	Three phase	From(date)	To (date)	24 Hrs./12 Hrs.***

Important:

- Penal rate will be applied on excess part of load (i.e. 1.5 times on approved tariff)
- Power load requirement must be received in the form by 28/10/2018

Note :

- Rates for Electricity/Power are subject to change without any advance notice.

A. Extra Electricity charges for shell/bare schemes:

S.No.	Description	Rate in Rs.
a.	Electricity Consumption charges (12 hours)	Rs.188/- per kw per day
b.	One time Electricity Connection charges-shell	Rs.195/- per kw

B. Mandatory stand lighting connection charges for bare space (36 sq.mtrs. & above):

a.	One time connection charges	Rs.240/- per kw/ 12 sqmtrs.
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C: Penal rate on excess part of load:

a.	Electricity Consumption charges (12 hours)	Rs.282/- per kw/ per day
----	--	--------------------------

- Electrical work for bare space will be carried out by participant through their own licensed electrical contractor (License issued by government agency) up to ITPO distribution mains (feeder pillar). For any assistance with electrical unit of

ITPO you may contact the Sh. (Electrical), on Tel.
No. 23371266/ 9718438423.

3. Minimum requirement to be paid for 12 Hrs each day.

*Other than the Electrical load required for spot light/plug point @ 1.0 KW/12 sq.mtr for stand lighting entitlement.

**Dismantling period load requirement is restricted to two days i.e. up to 6.00 pm of 29th Nov., 2018. If the requirement is beyond Nov. 29th, 6.00 pm, then a special request has to be made to the ITPO.

***Certain Products like food, fish aquarium & ice crème need electricity for 24 hours. Hence power supply will be charged double the tariff.

ITF 2018