

RULES & REGULATIONS OF PARTICIPATION

1. **Participation:** ITPO reserves the right to select participants/exhibits to be displayed at its sole discretion.
2. **Space Allocation:** Application completed in all respects and accompanied by the requisite payment will only be considered for allocation of space. Space will be allocated to the company by name and no sub-letting will be allowed in any manner. The space will be allotted on first-come-first serve basis subject to optimum utilization of space.
3. **Shell Scheme:** Stall will be constructed with prefab system with a height of 2.4 mtrs. Each panel will be of 1 mtr. width. A 9 sq.mtr. built-up stand will have partition, floor covering, fascia writing, one table, three chairs, three shelves, one electric socket of 5 amp. 220v and general lighting. No Nailing will be allowed on the panels for fixing photographs, posters, banners etc.
4. **Bare Space:** Exhibitors, who book bare space, will do the layout and interior design of stalls keeping in view public safety, free access to public facilities & conveniences, safety to property of Fair authority/ITPO and convenience to fellow exhibitors. In case the height of stall is required beyond 2.4 mtr at some location, the same shall be got cleared by ITPO for prior concurrence before execution. The construction of stand should not obstruct the visibility of neighboring stalls.
5. **Cleanliness and Maintenance:** The participants will be responsible for cleanliness and maintenance of their stalls. Cleaning of common passage/areas will be arranged by ITPO. Facilities for outsourcing of cleaning services are available.
6. **Attendance at the Stand:**
 - (i) The participants will carry out no activity, which, in the opinion of ITPO, amounts to nuisance or annoyance. ITPO shall have the right to take remedial action, as deemed fit.
 - (ii) Exhibits must not obstruct passages. fire extinguishers, cable terminals for phone connection, etc. Outlets for electricity and water must not be obstructed.
7. **Vacation of Space:** Space will have to be vacated on the closing day of the fair. Participants, who fail to vacate the space, will be liable to pay penalty to ITPO (as prescribed by ITPO) and ITPO shall have the right to remove the exhibits/materials etc. of participants at the risk and cost of participants.
8. **Fire Prevention:** Smoking is prohibited inside the exhibition halls. Halogen and other floodlights are not permitted. Use of fire hazard material like thatch, dry grass and other similar inflammable materials are not permitted. Electrical wiring under the carpets is a potential fire risk. Wherever this is unavoidable, adequate precaution should be taken for covering the wiring by wooden ramps. Wiring under the carpet should not have joints.
9. **Last Date:** Application for space booking and catalogue entry together with full amount of participation charges must be submitted latest by January 15, 2016. Application received after January 31st will not be included in Fair Catalogue.
10. **Refund:** Cancellation is not permissible. No refund/adjustment of participation charges will be made by ITPO.
11. **Storage of Empty Cases:** The exhibitor will ensure removal of packing boxes, unused display aids, handling equipment from the hall 24 hours before opening of the exhibition. The exhibitor must remove all excess trash from the premises. If storage space is required, the same would be made available by ITPO on payment.
12. **Security:** Participants will be responsible for security of their exhibits and stalls. They will make security arrangements of their stalls through outsourcing security services. However, no security personnel will be allowed inside the Halls after the closure of the exhibition every day.
13. **Insurance:** Participants will insure their exhibits and display material against loss, damage, theft, fire or any cause whatsoever. They will also obtain third party liability insurance cover for construction period, fair period and dismantling period.
14. **Sound Level:** The sound level inside the hall/stand/pavilion is to be maintained for the general comfort of all exhibits and visitors. The sound level should not exceed 70 decibel on account of use of any sound/music system by the exhibitor.
15. **Violation of Rules:** In the event of violation of any of the rules, ITPO shall have the right to close down the stall of the participant immediately.
16. **Interpretation:** The decisions of CMD, ITPO or his nominee shall be final and binding on the participants with regard to interpretation of these rules and regulations.
17. **Dispute:** Disputes, if any, arising out of participation in the fair, fall within the jurisdiction of the courts of Delhi / New Delhi.
18. ITPO will not be responsible for any eventuality arising out of unforeseen circumstances, natural calamity like floods etc.
19. Arrangements of transportation of the display materials is participants' own responsibility.