

## **Brief Rules and Regulations for Participation in Fairs Abroad**

### **1. Space Booking:**

Application in the prescribed form for participation in overseas activities of ITPO is to be submitted for booking of space. Space is offered in a minimum area of 6 sq mtrs, and in multiples of 3 sq. mtrs beyond 6 sq. mtrs.

### **2. Allotment of space to the Participants:**

Submission of application for booking of space does not automatically confer a right for allotment of space. Approval of application for space will rest with ITPO.

### **3. Refund of Participation Fee:**

- (i) Refund of Participation fee will be considered in case of non-availability of space, rejection of application or in the event of cancellation of participation due to unforeseen circumstances.
- (ii) In the event of withdrawal 3 months before the start of the event, 50 per cent of the total participation fee will be considered for refund, if the space is re-allotted.
- (iii) No refund will be considered if the withdrawal request is received less than 3 months before the start of the event.

### **4. Visa:**

- (i) ITPO, as a Trade Promotion Organisation, will provide necessary assistance to the representatives of the participating companies by way of issuing recommendatory letters to the Organiser/concerned diplomatic Mission for issue of visas.
- (ii) ITPO shall not be liable in case the concerned Mission of the host/transit country denies visa to a representative of the participating company for any reason.
- (iii) Since ITPO, on behalf of the participating company, has already committed for certain financial bindings by way of booking of space, construction/decoration of stand, catalogue entry etc., it will not be able to consider any refund on account of denial of visa/delay in receipt of visa.
- (iv) Visa recommendation letters will be issued only in favour of the Chief Executive/Proprietor/Senior Level Officer dealing with exports of the company so that on the spot decisions can be taken by them.

### **5. General:**

- (i) Only goods of Indian origin will be allowed for display in the India Pavilion.
- (ii) In the event of postponement/abandonment/cancellation of the Fair, or in case of exhibits not being displayed due to any reason beyond the control of the ITPO, it shall not be liable for any loss or liability.
- (iii) The space allotted to the approved participating company is to be exclusively used by it for display of its exhibits as approved by ITPO. Subletting of space is not permissible. Violation of this clause may lead to cancellation of space allotted,

- forfeiting of space rent, security deposit etc., paid to ITPO and debarring the participating company from future participation in ITPO's event.
- (iv) In case of default of any payment due from the participating company, ITPO reserves the right to debar it from participation in ITPO's events in India and abroad.
  - (v) Any dispute or differences arising out of these terms and conditions of participation shall be referred to the Chairman and Managing Director of INDIA TRADE PROMOTION ORGANISATION whose decision of award shall be final and binding.
  - (vi) The terms and conditions of participation shall be subject to the jurisdiction of courts in Delhi/New Delhi.

### **Terms & Conditions Accepted**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date: \_\_\_\_\_

Company Seal