

**INDIA TRADE PROMOTION ORGANISATION**

**APPLICATION FOR PARTICIPATION IN FAIRS AND EXHIBITIONS ABROAD**

1. Name of the Exhibition & Dates : **Saudi Agriculture/Agro Food/ Food Pack, 2014  
Riyadh International Convention & Exhibition Center  
Riyadh, Saudi Arabia, September 07-10, 2014.**
2. a) Name of the Company : \_\_\_\_\_  
b) Address : \_\_\_\_\_
- Tel.: \_\_\_\_\_ Fax \_\_\_\_\_ E.Mail \_\_\_\_\_  
Web \_\_\_\_\_ Sales Tax / Tin No. \_\_\_\_\_
4. Name & Designation of Key Executive of Company \_\_\_\_\_
5. Are you a registered exporter? (Yes/No) \_\_\_\_\_ Year of Registration \_\_\_\_\_  
(If yes, please attach a photocopy of Registration Certificate).
6. Are you registered as Small Scale Industry? \_\_\_\_\_  
(If yes, please attach attested copy of Registration Certificate.)
7. Are you a member of an EPC/Commodity Board? If so, please specify \_\_\_\_\_
8. Space requirement \_\_\_\_\_ (in sq.mtrs.). Shipment to be undertaken by the exhibitor.
9. (i) Turnover of Company \_\_\_\_\_ US\$ million  
(ii) Export turnover \_\_\_\_\_ US\$ million
10. Import Export Code \_\_\_\_\_
11. Products for display \_\_\_\_\_
12. (i) Export performance Preceding three years  
(ii) Countries of Exports  
(iii) Commodities Exported  
(Please attach a Chartered Accountant's Certificate of Export Performance)
14. Whether you have participated in this fair earlier, if so when? \_\_\_\_\_
165. Display requirements:  
(i) Display plan  
(ii) Additional requirements (On payment basis):  
(iii) Other facilities including display aids over & above ITPO's shell scheme package.

We hereby accept the Rules & Regulations of participation as per copy enclosed. A crossed Demand Draft favouring "India Trade Promotion Organisation, payable at New Delhi, for Rs. \_\_\_\_\_ being the booking amount of participation is submitted herewith.

We undertake to remit the dues and any difference in foreign exchange payments on demand before allotment of space or at the time of settlement of dues.

(Signature of the authorised signatory of the Company)

Name \_\_\_\_\_

Designation \_\_\_\_\_

Dated: \_\_\_\_\_

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

1. **Space Booking:** Application in prescribed form for participation in overseas activities of ITPO to be submitted within the prescribed date for booking of space. Space is offered in an area of 09 sq ft and in multiples thereof.
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) Non 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 representative of the participating company by way of issuance of recommendatory letter to the concerned Mission for obtaining 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, general publicity support etc., it will not be able to consider any refund on account of denial of visa/delay in receipt of visa.
  - (iv) Visa recommendation letter 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 decision can be taken by them.
5. **General:**
  - (i) Only goods of Indian origin will be allowed for display at India Pavilion.
  - (ii) In the event of postponement/abandonment/cancellation of the Fair/ Exhibition, 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 participants is to be exclusively used by them for display of their 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 participant from the future participation in ITPO's event.
  - (iv) In case of default of any payment due from the participants, ITPO reserves the right to debar them from participation of ITPO's Fairs 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 the State of Delhi.

**Terms & conditions accepted.**

(Signature)

Date

Name & Designation