

20th Delhi Book Fair, AUGUST 23 - 31, 2014
RULES AND REGULATIONS FOR PARTICIPATION

1. **PARTICIPATION:** Application for participation is to be made in the prescribed form. Approval of participation and exhibits will be at the sole discretion of India Trade Promotion Organisation.
2. **SPACE ALLOCATION:** Application completed in all respects and accompanied by the requisite payment will only be considered for allocation of space. Space allocation will be made by ITPO and the space will be allocated to Exhibitors/Companies by name and no subletting will be allowed in any manner.
3. **VENUE:** Hall No. 8 -12 A, Pragati Maidan, New Delhi.
4. **TIMINGS OF THE FAIR:** 11.00 a.m. to 8.00 p.m.
5. **CONSTRUCTION OF STAND:** The construction & design of the stand will have to be within the architectural guideline of ITPO. Stall design of bare space booking will have to be approved by the Architect Division of ITPO before actual construction is started.
6. **ATTENDANCE AT THE STAND :**
 - a) No stand should be left unattended during the exhibition hours. Staff of participants must be present at least one hour before the opening and half an hour after the close of the fair.
 - b) No activity, which, in the opinion of ITPO amounts to nuisance or annoyance, will be carried out by the participants. ITPO shall have the right to take remedial action in such cases.
 - c) Exhibits must not be obstruct passages, fire extinguishers, cable terminals for phone connections outlets for electricity and water must not be obstructed.
7. **VACATION OF SPACE:** Space will have to be vacated within one day of the close of the fair. Participants who fail to vacate the space will have to pay penalty to ITPO (as prescribed by ITPO) and the ITPO shall have the right to remove the exhibits/material etc. of participants at the risk and cost of participants.
8. **ELECTRICITY/POWER CHARGES:** Power connection charges are Rs.190/- per KW and power consumption charges are Rs.130/- per KW per day plus 12.36% service tax (The charge are however subject to revision).
9. **WATER CHARGES:** Rs.5400/- per connection and Rs.965/- per tap (per consumption) charges per day plus 12.36% service tax.
10. **FIRE PREVENTION:** Participants will keep and maintain the lighting equipment within their stalls as per safety regulations, arrangements of fire extinguishers in stalls/pavilion is the responsibility of the individual participants.
11. **LAST DATE:** Application for space booking together with full amount be remitted by bank draft in favour of ITPO, New Delhi latest by 31st July, 2014 and booth will be allotted subject to optimum utilization of space on first-come-first-served basis.
12. **REFUND:** No refund/adjustment of participation fee will be made by ITPO after approval of participation.
13. **DISPUTE:** Disputes, if any arising out of participation in this exhibition shall fall within the jurisdiction of the courts of Delhi/New Delhi.
14. **STORAGE OF EMPTY CASES:** Empty cases will not be allowed to be stored anywhere in the exhibition grounds. These will have to be removed at least 24 hours before the opening of the fair failing which ITPO will have the right to get them removed at the cost and risk of the exhibitor.
15. **SECURITY:** ITPO will make general security, arrangements. However, participants will be responsible for the security of their exhibits and stall.
16. **INSURANCE:** Participants will insure their exhibits, display material against loss, damages theft, fire or any cause whatsoever. They will also obtain third party insurance cover for construction period and dismantling period.
17. **SERVICE AGENCIES:** Work of cargo handling/clearing, can be availed by the participants only from those who are empanelled with the ITPO. No other agency will be allowed to provide services.
18. **SMOKING:** Smoking inside the Exhibition Hall is strictly prohibited.
19. **Facility** of three wheeler/ loader will be available at Gate No. 1 for carrying the goods from the gate to the Hall. Exhibitor may use this facility free of charge.
20. **Exhibitors** can avail the facility of advance tickets on payments for inviting their buyer/ visitors.
21. **COPY RIGHT:** All necessary licenses for using Copyright material from the relevant Copyright authorities e.g. the Phonographic performance Ltd. and the IPRS etc. shall be obtained and copy of the same shall be kept for perusal of ITPO. Any body found infringing Copyright Act shall be personally liable to pay the penalty and indemnify ITPO for such infringements.
22. **NO USE OF PLASTIC BAGS :** As per order dated 7th August 2008 of Hon'ble High Court of Delhi, no exhibitor will use plastic bags for promotion of their goods. Instead bags made from jute, cotton and recycled newspaper should be used.
23. **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.
24. **INTERPRETATION:** The decision of CMD, ITPO or his/her nominee shall be final and binding on the participants with regard to the interpretation of these rules and regulations.

Terms & conditions accepted.

Date

(Signature)
Name & Designation

Name of the Company