

**SPACE APPLICATION FORM**

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

Exhibiting Company's Name:

(in BLOCK Letters) \_\_\_\_\_

Contact Mr/Ms: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Pin Code: \_\_\_\_\_ Country: \_\_\_\_\_

Landline No: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Products manufactured / Services: \_\_\_\_\_

PAN No.: \_\_\_\_\_ GSTIN: \_\_\_\_\_

**Name (As it should appear on Stall Fascia Board)**

**Space Requirement Particulars**

Max - 25 letters. Fascia height: 30 cm Font: Helvetica - 7.5 cm.


Stall Size: \_\_\_\_\_ Sq.M.

Stall No: \_\_\_\_\_

**For Non IEIA Members:**

**For IEIA Members:**

Space	Actual Cost	GST	Total Cost	Space	Actual Cost	GST	Total Cost
3x3 Sq.M. @ Rs. 8,000 psm	Rs. 72,000	Rs. 12,960	Rs. 84,960	3x3 Sq.M. @ Rs. 8,000 psm	After 30% Discount Rs. 50,400	Rs. 9,072	Rs. 59,472

**Amount (INR)**

Stall Charges ₹ \_\_\_\_\_ (In words) \_\_\_\_\_

GST (18%) ₹ \_\_\_\_\_ (In words) \_\_\_\_\_

Total Amount ₹ \_\_\_\_\_ (In words) \_\_\_\_\_

**Bank Account Details**

Bank Name	Branch	In Favor of	Account Number	IFSC Code	GSTIN
Corporation	Sarita Vihar	Indian Exhibition Industry Association	520141001358843	CORP0000600	07AAAAAI2288M1ZD

**Payment Particulars**

We hereby apply for participation and will abide by the rules & regulations of the exhibition as stated in this Application Form. We enclose DD / Cheque payable AT PAR to "Indian Exhibition Industry Association" payable at Delhi, as Participation Fee.

DD / Cheque Number \_\_\_\_\_ Dated \_\_\_\_\_ for INR \_\_\_\_\_

(in words) \_\_\_\_\_ Drawn on (Banker's Name)

\_\_\_\_\_ towards advance/full payment for our stall.

Name \_\_\_\_\_ Designation \_\_\_\_\_ Date \_\_\_\_\_

# GENERAL INFORMATION, RULES AND REGULATIONS

## 1. THE EXHIBITION:

### IEIA EXHIBITION SERVICES EXPO 2018 [www.ieia.in](http://www.ieia.in)

## 2. THE ORGANIZER

Indian Exhibition Industry Association  
A-337, Shivailik, New Delhi – 110017  
Telefax: +91 11 41045481 | Email: [ed@ieia.in](mailto:ed@ieia.in); [www.ieia.in](http://www.ieia.in)

## 3. DATES, TIMINGS & VENUE

Dates: 10th - 11th May, 2018

Timings: 9:00 am to 7:00 pm

Venue: HITEX Ltd., HYDERABAD

## 4. EXHIBITORS MOVE IN AND MOVE OUT TIMINGS

Bare/Raw Space: The Bare/Raw Space exhibitors can move in and commence their stall erection / decorations as per the timings below:

To commence from 10:00 am on 8th May, 2018

To complete before 6:00 pm on 9th May, 2018

Shell / Built-up Space: Shell/Built-up Space exhibitors can move in from 10:00 am onwards on 9th May, 2018 and finish stall set up by 6 pm on 9th May, 2018.

## 5. FACILITIES PROVIDED

For indoor display built-up space: Indoor display built-up space booths will be provided with Octonorm System construction, Fascia name board & stall carpeting. For every 9 Sq. M. built-up stall, the following are the complimentary booth amenities - one information table, two chairs, three spotlights, one power point of 15A (500 watts power max.) and one waste paper basket 9 Sq. M. built-up stall exhibitor will get one additional spot light.

*Any additional requirements of Furniture, Electricals, Carpeting, Electricity etc. may be ordered as per the Furniture and Electrical Requisition Form in the Exhibitor Manual. For indoor display Bare/Raw space stalls (Min size:18 sq.m) : This exhibition space is considered as FREE DESIGN space and comes WITHOUT any carpeting, furniture, power or electrical fittings by the organizers. Any requirements of furniture, power, electrical, carpeting etc. may be ordered as per the Furniture and Electrical Requisition Form in the Exhibitor Manual.*

## 6. EXTRA FURNITURE / FITTINGS

Any requirement of extra furniture / fittings and ancillary services must be ordered through the duly filled Furniture and Electrical Requisition Form before 6th May, 2018 along with the electricity requirements and outside furniture will not be allowed in built-up stalls.

## 7. SUPPLY OF ELECTRIC POWER

Electric power supply available at the Exhibition is as follows:

Three Phase: 400 Volts +/- 10%

Single Phase: 230 Volts +/- 10%

Frequency: 50 HZ + 3%

The functions mentioned above are only for reference; however variations could be expected on some occasions. The Organizers will not be responsible for any fluctuations in electricity.

## 8. ADDITIONAL POWER

Additional Power required by the Exhibitor will be made available at an extra cost of Rs.1700/- for single phase and Rs. 2,000/- for three phase.

Note: Exhibitors can draw up to a maximum of 500W through the plug socket provided in their stall. Any additional power drawn over 500W will attract an extra charge. Exhibitors requiring heavy electrical load for their exhibits should submit such requirements to the Organizers by 6th May, 2018.

## 9. FAILURE TO EXHIBIT

Any organization that, having signed a contract for exhibition space, fails to exhibit, whether or not for any reason of the exhibitor's own choosing, and has not been released from the Contract by the Organizers, shall be liable for the full amount stated in the Contract plus any additional costs incurred by the Organizers as a result of such failure to exhibit. These terms cannot be varied under any circumstances.

## 10. EXCLUSIONS OF LIABILITY

The Organizers, their representative or agents shall not be liable for the safety of Exhibitors, their representative, agents, contractors or invitees during the Exhibition nor for any exhibits, articles or other property of whatever kind brought into the Exhibition by exhibitors, their representative, agents, contractors, invitees or members of the public.

The Organizers shall not in any event be held responsible for any restriction or conditions which prevent the construction, erection, completion, alteration or dismantling of stands or the entry, setting or removal of exhibits, or for the failure of services or amenities provided by other third party.

## 11. EXHIBITORS' INSURANCE

Exhibitors shall make sure that they are fully covered by insurance including, but not restricted to, all risks on their property exhibits or articles of any kind, public liability and comprehensive protection against any loss or damage caused by any circumstance(s) whatsoever, whether by

reason of fire, wear, theft accident or any other cause. The Exhibitor shall insure itself against, indemnity and hold the Organizers harmless in respect of all costs, claims, demands and expenses to which the Organizer's staff, (agents or contractors) or property, howsoever caused, as a result of any act or default of the Exhibitor, his representative, agents, contractors or invitees. If the Organizers so demand, the Exhibitor shall provide proof to the Organizers that the Exhibitor has adequate insurance cover. Exhibitors must ensure that their temporary staff and representative, agents or contractors are insured against claims for Workmen's Compensation. The period for which such insurance shall be maintained shall run from the time the Exhibitor or any of his representative, agents or contractors first enter(S) the exhibitor or any of his representative, agents or contractors first enter(s) the exhibition grounds, and shall continue until he has vacated the exhibition grounds and all his exhibits and property have been removed.

## 12. GROUP STANDS

Contracting parties for Group Stands are responsible for ensuring that all Exhibitors within their group are fully aware of, and agree to abide by these terms and conditions and by the rules and regulations of the Exhibition.

## 13. SUBLETTING OF STANDS

The Exhibitor must not transfer, dispose of, part with, or otherwise sublet the whole or any part of his site, whether for financial consideration or otherwise. The Exhibitor must, if he is an agent, distributor or licensee, state at the time of Contract, the names of the principals to be represented. This does not prohibit an Exhibitor displaying the products of a principal for whom he becomes agent, distributor or licensee after the time of contract, with prior written permission of the Organizers.

## 14. FORCE MAJEURE

The Organizers shall not be liable to the Exhibitors by reason of any cancellation or part time operating of the exhibition, either as a whole or in part, for any non-performance of their obligations under this Contract or for any amendments or alternations to all or any of the Rules and Regulations of the Exhibition in each case to the extent that such occurrence is due to any circumstances not within their control.

## 15. PROMOTION DURING THE EXHIBITION

Exhibitors are reminded not to place stickers, signs or posters anywhere in the Hall other than within their own stand. Likewise, Exhibitors' representative(s) may not distribute brochures, invitations etc. along the gangways or near the entrances. This is unfair to other Exhibitors and an inconvenience to visitors.

## 16. SECURITY

A) Exhibitors and their staff will not be allowed inside the Exhibition Hall after show hours. If your displays are very valuable or sensitive and you wish to hire security personnel to attend to your stand exclusively during off show hours, please contact the Organizers for security services. Please note that you are requested not to use personnel from any other security agency, except that which is approved by Indian Exhibition Industry Association.

B) All personnel in the Exhibition Halls must wear identification badges at all times. Exhibitor Badges and Contractor / Service Badges are available from the Organizer's office.

C) For security and safety reasons, exhibit movement in or out of the Halls during show hours is not permitted.

D) Our Security Agency will guard the exhibition site in general. However, their duties do not include specific attention to individual stands.

## 17. PAYMENT TERMS & CONDITIONS

100% Payment along with filled in & signed Space application form has to be submitted to the Organisers before the Event, strictly as per dates communicated by the Organisers. In the event of not receiving the full payment within the specified dates, it will be treated as cancelled by the exhibitor and the organizers will be free to cancel the participation and refund or forfeit the deposited in line with cancellation terms mentioned by the Organisers. Exhibitors will not be allowed to occupy their space or stands if the payment terms specified by the Organisers are not followed. These terms cannot be varied under any circumstances.

## 18. RAW SPACE STALL SITE

The minimum size for a raw space stall is 18 Sq.M. No restrictions are placed upon raw space stall designs provided they meet the following criteria:

A) Stall designers are particularly requested to avoid designs which block or both-in other exhibitors' stalls, gangways, fire points, extinguishers or emergency exits, without the specific consent of the Organizers. Exhibits and displays should not exceed this limit.

B) The mezzanine floor will not be let out and will only be considered in exceptional circumstances. However, a surcharge of 25% of the stall charge will apply for the total surface of the upper floor area.

C) Exhibitors not building a floor platform are required to

ensure that free access is given for the running of necessary cables across their stalls.

D) Exhibitors must ensure that the aisles are not blocked during erection of their stalls, and that the contractor removes his off-cuts and debris from the Hall and the stall is completely erected by 6.00 pm on 9th May, 2018

E) All electrical work must be carried out by the official contractor.

F) Spray painting of stand panels with oil-based paints & other inflammable material(s) inside the Hall is strictly prohibited.

G) Welding and cutting inside the Hall is strictly prohibited.

H) No Plaster of Paris (POP), brick work, melamine polishing or carpentry work will be allowed inside the halls.

I) The area of the booth must not exceed the allotted area (i.e. 1 inch outside the allotted marked area).

## 19. BUILT-UP STALL

The minimum size for a built-up stall is 9 Sq.M. The built-up stall contractor will put up the exhibitor's name and stall number on the fascia board. It is not allowed to attach any additional texts, logos etc., on the fascia board.

## 20. ELECTRICAL INSTALLATION

All on-site electrical installation must be carried out by the officially appointed Electrical Contractor. All prefabricated electrical fitting will be subject to an inspection by the official contractor before connection to the main supply. Payment for extra electrical load and consumption should be made to the Organizers in advance.

## 21. EQUIPMENT INTERFERENCE

No equipment can be operated, that makes excessive noise or causes of electrical interference or annoyance to other exhibitors. In this matter the decision of the Organizers will be final.

## 22. DAMAGE TO STAND STRUCTURE & EXHIBITION PREMISES

No person, under any circumstances, shall out into or through any floor covering or wall, not alter any standing service structure except when authorized in writing by the Organizer.

## 23. STAND CLEANING

During the exhibition days, the Organizers will be responsible for the daily cleaning of the aisles & gangways. During the build-up/dismantling periods, independent contractors appointed by exhibitors are responsible for the removal of the stand, building/dismantling materials and rubbish.

## 24. CANCELLATION TERMS

If any exhibitor cancels the booking, the amount is non refundable.

## 25. SPECIFIED USE

In case of companies / exhibitors that do not comply with the Exhibitor profile of IEIA EXHIBITION SERVICES EXPO 2018 the Organizers reserve the right to close down the booth without any notice to the Exhibitors.

## 26. GOVERNING LAW & JURISDICTION

Disputes if any, shall be governed and construed in accordance with Indian Laws and shall be subject to the jurisdiction of Hyderabad Courts.

## 27. STATUTORY COMPLIANCES

The Exhibitor shall be solely liable for all statutory compliances with regard to the sales done at the Exhibition.

## 28. SPECIAL DISPLAY REQUIREMENTS

Heavy machinery and demonstration of noise and smoke/exhaust emitting equipments will have to be displayed in specially earmarked areas and it will have to be intimated at the time of booking. Under no circumstance will they be allowed to be operated in the regular display areas.

29. Every exhibitor shall occupy the full area booked by them. If the exhibitor fails to take up the stall allocated, the Organizers reserve the right to use the stall as unoccupied and can allot to others. The exhibitor shall not have any claims in this regard.

## 30. ACCEPTANCE OF RULES

By the very fact that an Exhibitor participates in the Exhibition as Exhibitor, it will be presumed without any dispute that he/she, his/her company/organization has read the Rules & Regulations formulated by the Organizer as printed above and every participant irrespective of the amount of percentage of payment made to the Organizer and includes participants, exhibitors / co-exhibitors as well as companies / organizations of complimentary stalls, irrespective of the fact if they have signed or not signed the Registration Form or any other document.

STAMP & SIGNATURE \_\_\_\_\_