



India Trade Promotion
Organisation

AAHAR – The International Food & Hospitality Fair, New Delhi (March 7-11, 2017)

Terms & Conditions for Participation

1. Policy for booking and allocation of Space

Applications for booking of space are acceptable 'online' only, except as specified in this document.
Website: www.indiatrdefair.com/aahardelhi/

Allocation of booths will be made on **First Come First Served** basis, after meeting all mandated requirements. **Payment made through Payment Gateway only will be considered VALID.**

The date of opening will be announced on website.

2. Product Profile

Please apply as per your product profile.

<p style="text-align: center;">Food Products / Beverages / Ingredients / Additives Halls 14, 15, 18F, 18L, 18U, Hangar 24</p> <p>Fresh produce & Dairy Products, Confectionery/ Chocolate/ Desserts, Bakery Products & Ingredients, Organic & health Products, Frozen , Canned & Processed food, Meat, Poultry & sea Foods, Cheese and Fine specialty food, Snacks & Convenience Food, Food additives and preservatives, Coffee & Tea, Syrups, Juices & energy drinks, Wine & Alcoholic Beverages, Non Alcoholic Beverages, Ingredients & Additives, Packing Material, etc.</p>
<p style="text-align: center;">F & B Equipment (Preparation / Processing / Packaging Eqpt.) Halls 7, 8, 9, 10, 11, 12, 12A & Hangar 27</p> <p>Bakery & Confectionery equipment, Food preparation equipment & supplies, Food processing & packaging equipment, Refrigeration / Chillers / Freezers, Stewarding, Tableware & Glassware products, Bar Equipment & Supplies, Storage units, Kitchen support equipment etc.</p>
<p style="text-align: center;">Hospitality Solutions Hangar 23</p> <p>Housekeeping products & supplies, Laundry & Cleaning equipment, Guest Amenities, Linen, Furnishings, Textiles, Fabrics & Apparels, Bathroom Fittings & Fixtures, Lighting Solutions, Cooling solutions, Fitness & spa equipment, Security & Safety solutions, In-room technology & entertainment, Hospitality support IT solutions, Furniture & Interiors, Carts / Trolleys etc.</p>

3. Category of Participants

There are four categories of participants in AAHAR 2017 as far as allocation of space is concerned:

- (A) Govt. Organisations
- (B) Foreign Participants
- (C) Domestic Participants & New and Young Entrepreneurs (NYE).
- (D) Associates

(A) & (B). Govt. Organisations and Foreign Participants

- (i) The applications will be accepted in both online & offline mode.
- (ii) Applications received from this category will be considered on priority, as per booth availability at the time of their applications.
- (iii) The allotment will be made as per space availability and with mutual acceptance, as per the written request for different options given by such applicants.

(C) (a) Domestic Participants - Procedure for Online Booking/allocation of space

- (i) The booking of space for AAHAR, 2017 is through online process only.
- (ii) The payments are accepted through online mode only, **through the payment gateway of ICICI Bank and Union Bank of India. Payments not made through Payment Gateway are considered INVALID.**
- (iii) The applicants need to complete the payment process at the time of booking of booth.
- (iv) Once the booth is selected by the applicant after going through the normal booking procedure, the booth will remain blocked for 24 hours from the time of selection of the booth & clicking the "Make Payment" button.
- (v) Within these 24 hours, the applicant will be required to make the payment either through debit card / credit card / net banking or through a challan generated for payment by NEFT / RTGS. The payment procedure has to be completed within 24 hours of selection of booth. (Bank Holidays will be excluded from the limit of 24 hours).
- (vi) If none of these actions are initiated, the booth will be automatically unblocked by the system in 24 hours and will be shown as available.

(C) (b) New & Young Entrepreneurs (NYEs)

- (i) This option is open only for entrepreneurs from **India**.
- (ii) The maximum area booking is limited to **18 sq.mtr**. Each applicant can select only one booth. Applicant can apply in any of the halls if the requisite area is available.
- (iii) Applicants under this category should enter the booking system by clicking on "NYE" tab under "Domestic/NYE" category.
- (iv) The applicants will be offered a rebate of 50% (on basic space rent + corner premium only).
- (v) The booking will be done online with the same procedure as for other Domestic Applicants.
- (vi) Payments will be as per para C(a) above.

(C) (b.1) Qualifying Criteria for New and Young Entrepreneurs (NYEs)

- (i) The enterprise should not be more than 3 years old.
- (ii) The age of entrepreneur(s)/each Director/Partner should not be more than 35 years.
- (iii) The entrepreneur(s) should have a licence to conduct the business.
- (iv) The entrepreneur(s) should have a bank account in the name of establishment, PAN & TIN.
- (v) Family businesses are excluded from the scheme.

(D). Associates

- (i) Space will be earmarked for Associates.
- (ii) Associates will further market the area to their members and will keep ITPO informed about the progress.
- (iii) Associates will make allotment to their members / applicants.
- (iv) Associates are not allowed to charge any mark-up on rentals, services, etc.
- (v) Exhibitors allotted space by associates, are required to submit online application and full participation fee directly to ITPO, through online process. Payment is to be made **through Payment Gateway ONLY**.

4. Payment of Rentals.

- (i) **Domestic Participants** shall make payments through Payment Gateway of ICICI Bank & Union Bank of India only by using Net Banking/Debit Card/Credit Card/NEFT/RTGS transfers.
Note: **NEFT/RTGS facility is currently available ICICI Bank only.**
- (ii) No other payment method is acceptable.
- (iii) **Foreign Exhibitors** shall remit participation fee through bank transfers only in **CITI BANK** as detailed below:

Name of the Bank	CITI BANK C-35, Inner Circle, Connaught Place, New Delhi-110001
Bank A/c. No.	0002157012
Swift Code No.	CITI-INBX
Beneficiary	INDIA TRADE PROMOTION ORGANISATION

5. Participation Charges:

Link: http://indiatradefair.com/aahardelhi/uploads/pdfs/aahar_2017_brochure.pdf

	AC HALL (Shell Scheme)	AC HALL (Bare Space)	AC HANGAR (Shell Scheme)	AC HANGAR (Bare Space)	OUTDOOR SPACE (Shell Scheme)	OUTDOOR OPEN PAVED SPACE (Bare Space Scheme)
Minimum Booking Area (in Sqm)	12	36	12	36	12	60
National Participants*	Rs. 8800.00	Rs. 8150.00	Rs. 7700.00	Rs. 7150.00	Rs. 7250.00	Rs. 6600.00
Overseas Participants	US\$ 250	US\$ 230	US \$ 210	US \$ 190	-	US\$ 150

* Taxes extra (current rate is 15%).

** Refundable security payable @ 10% of rentals by domestic exhibitors only.

Premium Charges :

Premium Charges	Booths under 80 sq. mtrs.				Booth of 80 sq. mtrs. and above	Outdoor Open Paved Space
	One Side	Two side	Three Side	Four side		
	Nil	10%	15%	20%		

New & Young Entrepreneurs from India, satisfying the eligibility criterion, will be eligible for concessional rates (50% of applicable rentals including premium charges).

6. Security Deposit

Refundable Security deposit shall be paid by the applicant @ 10% on the payable space rent by domestic participants only.

7. Tax Deduction at Source (TDS)

Applicants will have the option of selecting the TDS deducted by them during the registration process. They will have the option of 0%, 2% or 10% TDS selection. Such exhibitors are required to submit the TDS Certificate soon after the TDS is paid to the Govt., but not later than **30th April, 2017**.

8. Additional Electricity / Power Load Charges and Water Charges

(a) Additional Electricity/ Power Load Charges

Domestic Exhibitors

Type	Connection Charges (per KW)	Power Consumption Charges (per KW per day)
Shell Space	Rs. 195.00	Rs. 188.00
Bare Space	Rs. 240.00	Rs. 188.00

Overseas Exhibitors

S.No.	Description	Rate in USD
1.	Electricity Consumption charges (12 hours)	3.00 per KW per day
2.	One time Electricity Connection charges	3.00 per KW
3.	Mandatory one time stand lighting connection charges (Bare space)	4.00 per KW/12 sqm.

- (i) All on-site electrical installations must be carried out by the Registered /licensed Electrical Contractor of Govt. of NCT, Delhi. All prefabricated fittings will be subject to an inspection by the competent authority /official contractor before connection to the main supply.
- (ii) Extra power would be made on request along with full advance payment to be made latest by **February 20, 2017**.
- (iii) For bare space applicants, stand lighting electrical connection charges are payable @ Rs. 240/- per KW / 12 sq. Mtrs. + Taxes (Domestic Exhibitors) and for overseas exhibitors @ US\$ 4/- per KW./ 12 sq. Mtrs. + Taxes.

(b) Water Charges

(Water facility available at limited locations only)

- (i) Installation charges - Rs. 9800/- per connection.
 - (ii) Consumption charges - Rs. 1400/- per tap per day.
- (c) Service tax extra, as applicable (currently @ 15%)..
- (d) Electricity & Water consumption charges/installation are subject to revision.

9. Exhibitor Directory:

ITPO shall print exhibition directory, an ideal reference manual for visitors, importers, buying agents, exhibitors, trade related bodies and other commercially important groups. It will be based on the details mentioned in the on-line application form (Registration I). Applicants must ensure correctness of the details filled by them in the application process.

10. Advertising in Exhibition Directory

The rates for advertisement in the Exhibition Directory are:

Position	4 Colour	
	National	Overseas
2 nd Cover	Rs. 20000	US\$ 650
3 rd Cover	Rs. 20000	US\$ 600
4 th Cover	Rs. 24000	US\$ 700
Inside Page`	Rs. 7000	US\$ 325
Book Mark Insertion	Rs. 10000	US\$ 325
Book Mark Printing and Insertion	Rs. 35000	US\$ 1100
Mechanical Data: Directory Book Mark*	Finished Size 5.5" x 8.5", Print Size 4.5" x 7.5", Bleed Size 5.75" x 8.75" 1 ½ " X 4" - rectangular shape, colour 4+4 For Four-colour advertisement in Exhibitors' Directory, only EPS or CDR open file will be accepted.	

*Service tax extra, as applicable (currently @ 15%).

11. **Approval Letter:** Approval letter for participation in the exhibition shall be issued after fulfilment of following conditions by the applicants:

- (i) Receipt of application
- (ii) Payment of 100% participation & premium charges and applicable taxes.
- (iii) Payment of interest free refundable security deposit @ 10% of total participation charges.
- (iv) Receipt of Letter confirming that the **original TDS certificate will be provided to ITPO before April 30, 2017.**
- (v) Provision of documents as specified.

12. **Possession of Space**

- (i) Possession of bare space shall be given from March 3, 2017.
- (ii) Possession of constructed stalls/booths from March 5, 2017.

13. **Display Arrangements:**

Display arrangements by all exhibitors shall be completed by 10 pm on March 06, 2017.

14. Construction of Booth

- (a) **Shell Scheme:-** ITPO shall provide a built-up booth constructed with prefab system with a height of 2.5 mtr. with fascia, floor covering, 1 table, 3 chairs, 1 five amp. Plug point, 1 waste paper basket and 5 spotlights (stand lighting up to 1 KW) in a booth of 09/12 sq. mtrs. Each panel will be 1 mtr. wide. In case of increase in space, the facilities shall be extended proportionately. However, exhibitors under shell scheme may construct their own stall with prior approval and intimation as per "Terms & Conditions" and Architectural Guidelines of Aahar Delhi, 2017 and Architecture Division, ITPO.
- (b) Fixing nails, pins, racks, screws, or any such material on the wall panels of the built up stall are not allowed. Any damage to the wall panels by such acts of exhibitors, shall be liable for payment of damages by the exhibitor to the stand construction agency/ITPO.
- (c) No Part/feature/branding/projection/furniture should go beyond 3.0 mtrs.
- (d) No approval needs to be taken from architect division of ITPO for Shell Scheme for an area less than 36 sq. m., but necessary Architectural Guidelines (Annexure B & B 1) are to be followed strictly.

15. Refund of Application Money/Space Rent

Requests for refund of amount shall be processed under the rules, after closure of the fair. The refund process may take one month approximately.

(A) **Full refund is allowed when:**

- (a) There is a change in the venue or date of the event by ITPO and due to this the applicant is unable to participate.
- (b) In case no allotment is made by ITPO or applicant is not allotted the space as per the choice given by them in the application.
- (c) In case of force majeure, where the applicant is unable to participate due to circumstances over which they have no control.

(B) **Cancellation Policy after allotment of space / booth (*in case of allotment / in case of before allotment*)**

- (a) In case the applicant need to cancel their stall allotment, they are requested to send an email to the concerned officer relevant to their product category
- Mr. Mukesh Chopra (Food & Beverages) mc@itpo.gov.in
 - Mr. Rohit Sonkar (F&B Equipment) rsonkar@itpo.gov.in
 - Mr. Harsh Vardhan (Foreign Participants & Hospitality) harshvardhan@itpo.gov.in
- (b) Refund of space rent/application money, on account of cancellation by the applicant after allotment by ITPO, will be made as per the following guidelines:

- (i) Cancellation request made 10 days before start of the event (the start day will not be included), 100% application money deposited will be forfeited, irrespective of the date of allotment of stall.
 - (ii) Cancellation request made 11 days to 30 days before start of the event (the start day will not be included), 50% of the application money deposited will be forfeited, irrespective of the date of allotment of stall.
 - (iii) Cancellation request made 31 days to 45 days before start of the event (the start day will not be included), 25% of the application money deposited will be forfeited, irrespective of the date of allotment of stall.
 - (iv) Cancellation request made 46 days and above before start of the event (the start day will not be included), the application money deposited will be refunded after deduction of Rs. 5,000/-, irrespective of the date of allotment of stall.
- (c) In case applicant is allotted space of their choice but does not make full payment within 24 hours, then the booking/allotment of the booth will be cancelled and shown as available on the website. Refund of money paid will be governed by Clause No. 12.

All refund requests will be processed after the completion of the Fair and may take one month time approx.

16. General Security

- (a) ITPO shall make suitable arrangements for general security in Pragati Maidan. However, participants shall be responsible for the security of their exhibits and stalls. They may engage authorised security agencies for the safety of their exhibits in coordination with Security Division of ITPO. List of exhibits should be verified and certified by the exhibitors and Security Guards at the time of handing over and taking over the exhibits on daily basis. ITPO shall not be responsible for any theft etc.
- (b) **Insurance:** All participants are advised to insure their display material /exhibits against loss, damage, theft, fire or any cause whatsoever. They shall also obtain third party insurance cover for construction period, fair period and dismantling period.
- (c) **Product Liability Insurance:** All exhibitors are advised to take cover under this policy for all risks arising out of property damage and or body injury. The exhibitor shall produce the certificate of insurance on demand, if made by ITPO.
- (d) **Damage to Exhibition Areas:** Exhibitors shall be responsible for any damage caused by them to the exhibition halls, structure or property, during setting up of stalls, moving of exhibits and display of exhibits by the exhibitor or any person acting on behalf of exhibitor.

17. Prohibited Items: The following items are strictly prohibited inside the Pragati Maidan:-

- (i) Match box, cigarette, lighter, gas lighter, arms and ammunition, sword or knife.
- (ii) Candles, incense sticks, hurricane lamp, stove, welding machine or iron cutter emitting sparks,
- (iii) Items banned under Wild Life Protection Act are prohibited for display/sale in the premises of Pragati Maidan. They are:-
 - a) Plant products/ derivatives as indicated in Schedule VI of Wildlife (Protection) Act, 1972.
 - b) Molluscan shells/ derivatives/ handicraft items as included in Schedule 1 & IV of Wildlife (Protection) Act, 1972.
 - c) Coelenterates as included in Schedule 1 of wildlife (Protection) Act, 1972.
 - d) Fishes as included in Schedule 1 of Wildlife (Protection) Act, 1972.
 - e) Any wild animal & its derivatives etc.
- (iv) Selling/ display/ sampling of alcoholic beverages/wine/liquor/hard drinks are prohibited without the prior approval of the authorities concerned.
- (v) No gas cylinder will be allowed for filling up of balloons or demonstration of any product unless proper certification has been obtained from the controller of explosive and proper permission is taken from DCP (Central Distt.), Delhi Police.

18. Fire Prevention

- (i) Cooking inside the exhibition halls is prohibited.
- (ii) Halogen and other floodlights are not permitted in the halls.
- (iii) Use of fire hazardous material like thatch, dry grass and other inflammable materials is not permitted. All materials used in the construction of stalls and displays are to be fully fire proof and should comply with all other local regulations.
- (iv) Electrical wiring under carpets is a potential fire risk. In case it is unavoidable, adequate precautions should be taken by covering the wiring by wooden ramps. Wiring under carpet should not have joints.
- (iv) All exhibitors shall keep and maintain fire-fighting equipment (at least 1 ABC type portable fire extinguishers in each stall of 12 sq. mtr.) within their stalls, as per safety regulations.

19. Parking, Entry & Exit of Vehicles

- (i) Parking is not allowed inside Pragati Maidan for any visitor. Pay & Park facility will be available at **"Bhairon Road Parking"** on first come first serve basis.
- (ii) Parking is not allowed anywhere outside Gate Nos. 1, 2, 3, 4, 5, 7 & 8 i.e. on Bhairon Road, Mathura Road and BRT corridor.
- (iii) Vehicles parked at unauthorized places shall be towed away at the cost of owner.
- (iv) Entry of cars/trucks/lorries into Pragati Maidan during build-up period and exhibition, shall be strictly regulated. Aahar Unit will issue material entry permit for entry of commercial vehicles into Pragati Maidan during build-up period of the event.

20. Statutory Compliance

- (a) **Value Added Tax (VAT)**: All exhibitors may please note that registration under Section 16A of the Delhi Value Added Tax Act is Mandatory, before commencement of business during the exhibition. A casual dealer is required to inform to the Department of Trade and Taxes, Delhi Govt, at-least three days before commencement of business in Delhi.
- (b) **Performance License**: Any exhibitor intending to organize any entertainment/ promotional activity even in its own allotted space would require prior permission from ITPO. In addition, the exhibitor has to get performance license from the concerned authorities two days before the function.
- (c) **Copy Right License**: All necessary licenses for using Copyright material (from the relevant Copyright Societies e.g. the Phonographic Performance Ltd. and the IPRS etc.), shall be obtained and a copy of the same shall be kept/ provided for perusal of ITPO. Anybody found infringing Copyright Act shall be personally liable to pay the penalty and indemnify ITPO for any such infringements.
- (d) **Noise Level**: Use of loud speakers for playing music, making announcements etc. for attracting visitors is strictly prohibited. If a mike is used for promotional purposes, the exhibitors shall ensure that no nuisance/ disturbance is caused to other exhibitors, and annoyance to the visitors. The sound level should not exceed 70 decibels.
- (e) **No Smoking Zone**: Pragati Maidan is a 'No Smoking Zone'. Therefore, smoking in exhibition ground, halls and other premises of India Trade Promotion Organisation is strictly prohibited. Any violation in this regard shall attract penalty as per law.

21. Miscellaneous

- (a) Storage of empty boxes/ cartons behind the stalls, outside the halls in open areas is not allowed. It is liable to be removed and disposed of at the expense of participants.
- (b) To prevent blockage of roads/passages, no ticketed/sponsored functions shall be held in front of any stall or hall elsewhere in Pragati Maidan to attract public..
- (c) No celebrity shall be invited to any halls without prior permission from ITPO, well in advance. The Security Division of ITPO may be intimated in this regard at least two days in advance of such celebrity / VIP visits.
- (d) Participants and their staff inside the stall shall be under obligation to produce their badges when asked by the security staff of ITPO or Delhi Police. Any person found without badge shall not be allowed to enter the halls/stalls.
- (e) **Sale of Goods by Participants**: AAHAR is primarily a B-2-B exhibition and sale of goods is not permitted. Free distribution of samples is permissible to exhibitors within their own booth only.
- (f) **Dispute Regarding Quality Problems etc.**: ITPO shall not be a party to any disputes arising out

of quality problems/ logo/ brand infringements etc. or otherwise between either exhibitors or the customers and exhibitors. In case ITPO is put to any loss for any act of omission and/ or commission of / by the participant, ITPO shall be made indemnified by such participant.

- (g) **Unauthorized Occupation of Space:** Unauthorized occupation of any space- inside the hall including passages or outside the halls, shall attract confiscation of exhibits and imposition of penalty, as deemed fit by ITPO. The rear space of stalls shall not be used for storage or any other purposes. The occupation of such areas shall be unauthorized.
- (h) **Deviation in Display Profile:** The display of products other than that mentioned in their application shall be treated as unauthorized and may also attract penalty as deemed fit by ITPO.
- (i) **Stall Alteration:**
 - a. No alteration of the size or position of an exhibitor's stall is permitted.
 - b. ITPO, however, reserves the right to modify the layouts of stall sites and gangways.
- (j) **Passage:** Participants may ensure that their exhibits must not obstruct passages. Public passages and gangways should be left clear. No hindrances, protrusion of exhibits shall be permitted. Non-compliance shall attract penalty.
- (k) **Sub-letting:** If the allotted stall has been sub-let to another party, ITPO shall have the right to close the stall and impose penalty, as deemed appropriate.
- (l) **Service Providers:** Details of construction & decoration agencies appointed privately by exhibitors shall be intimated to Aahar Fair Unit one month prior to the commencement of the exhibition. They shall undertake to follow the guidelines of Architect Division of ITPO.
- (m) **Temporary Staff:** ITPO shall not be responsible for any dispute arising out of hiring of services of casual workers/ hostesses by the participants.
- (n) **Food & Beverage outlets:** The agency authorized by ITPO only shall be allowed to operate food and beverage outlets/kiosks. Sale of eatables/ beverages inside the hall is strictly prohibited. No exhibitor is allowed to make arrangement of food/beverage kiosk inside the hall. Ad hoc/ temporary kiosk without the permission of ITPO shall not be allowed. If anyone found selling food packets/ beverages inside the halls, action as deemed fit shall be taken against the same.
- (o) **Cleanliness and Maintenance:** The participants will be responsible for cleanliness and maintenance of their stalls. Cleaning of common passages/areas will be arranged by ITPO. Participants will be responsible for removal of empties, waste material by **10.00 p.m. on March 6, 2017**. No empties or wooden material shall be allowed to be kept behind the partitions of stall. If a participant is allotted a full hall, the cleanliness of the entire hall will be the responsibility of that participant.
- (p) **Attendance at the stand:** No stand should be left unattended during the exhibition hours. The participants will not carry out any activity, which in the opinion of ITPO amounts to nuisance or annoyance. ITPO shall have the right to take remedial action as deemed fit, in such cases.

- (q) **Exit Permit & Vacation of stall:** All participants shall vacate the stalls by 3.00 pm on March 12, 2017, positively. The post-fair exit will be through Gate no. 1 only. No exhibits/ cases/ display material shall be allowed to be taken out of Pragati Maidan without Exit Permit which will be issued by the Hall Master/ Sector officer deputed by ITPO. Participants who fail to vacate the space shall be liable to pay penalty to ITPO (as prescribed by ITPO) and ITPO shall have the right to remove such exhibits/ materials at the risk and cost of exhibitor. The storage of exhibits in the open area shall not be permitted after the close of the Fair. Any such act shall attract penal rent as applicable.
- (r) **Dress Code:** AAHAR is a business - oriented international event attended by domestic as well as overseas business and professional visitors. Hosts/hostesses and presenters, who often promote various products and services on behalf of the exhibitors, should be decently attired, keeping in view the law of the land and India's cultural ethos.
- (s) **Violation of rules:** In the event of violation of rules, ITPO shall have the right to close down the stall of the participant immediately and no refund of participation charges shall be refunded.
- (t) **Force Majeure:** ITPO shall endeavour to ensure supply of the services. In case such services are beyond the control of ITPO, then no exhibitor is entitled to claim any damage on this count.
- (u) **Interpretation:** The decision of CMD, ITPO or his/ her nominee shall be final and binding on the participant about the rules and regulations.
- (v) **Disputes:** Disputes, if any arising out of participation in this fair shall fall within the jurisdiction of the courts of Delhi/ New Delhi. ITPO reserves the right to allot space on the basis of criteria decided by the Management of ITPO.

STEP WISE GUIDE FOR ONLINE BOOKING PROCESS

STEP 1 (Home Page)

- Open your browser and visit www.indiatradefair.com/aahardelhi/ . Click on the Online Booking button. This will open the home page (given below) of the online booking module.
- Click “**Select Exhibition**” button and select “**AAHAR – International Food & Hospitality Fair 2017**” from the drop down list.

STEP 2 (Terms & Conditions)

- After selecting the exhibition, please read the **Terms & Condition** and the attached “**Space Booking User Guide**” carefully.
- If you accept the **Terms & Conditions**, then kindly proceed further and tick on the checkbox along the text “**I have read the attached Space Booking User Guide, “Terms and Conditions and agree to the same.”** And press “**Continue**” button to proceed further to the Login page.
- Do not go back by clicking the browser back button and do not refresh the page, as this will lead to expiry of page/loss of data.

STEP 3 (Login Page / User Panel)

- New Applicants to click on “**CLICK HERE TO REGISTER**” button. This will lead you to the “**Select Category**” Page. Already registered applicants to enter the system by entering “**Username**” & “**Password**”.
- Click on your applicable category button from “**Select Category**” box which will redirect you to Registration Form to be filled out by that particular category participant.
- In this demo, we are selecting the “**Domestic Participants**” as an example.

STEP 4 (Registration Form)

- Fields marked with * (asterisk) are mandatory.
- Select your applicable “**Applicant Type**”. There are 2 options i.e. “**General Participant**” or “**New & Young Entrepreneur**”.
- Selection of the “**Applicant Type**” will open a “**Documents to be Uploaded**” box. Kindly read the “**Documents to be Uploaded**” section carefully to make sure that you fulfil all criteria specific to the particular Applicant type.
- Documents that are marked with * (asterisk) are required to be uploaded at the time of form filling in order to complete your hall / stall selection process. (Documents required: DVAT/Sales Tax Certificate, PAN, Cancelled Cheque, TIN, TAN etc)

- Continue filling up the form, if you have all the mandatory documents available with you for uploading. Otherwise, either change your applicant type or arrange the mandatory documents before proceeding further.
- After filling out the whole form, click “**NEXT**” button at the bottom of page to complete the registration formalities.
- After successful registration process, a Username & Password will be generated & delivered on the organisations email and contact person’s email address/ mobile, that were filled in the registration form.
- In case you need to edit your application form, you may do so by logging in the system from the Login Page mentioned in Step 3, by clicking on “Home” button.
- For any further correspondence with ITPO, kindly mention your unique User ID.

STEP 5 (Selection of Booth)

- In case you are unable to complete further application process for any reason, you may log in into the system by using your User name & Password and select the booth from “**Selection**” tab.
- Select your “**Product Category**” from the following 3 options:
 - Food Products & Beverages
 - F & B Equipment (Preparation/Processing/Packaging)
 - Hospitality & Décor Solutions
- Select your “**Space Type**” i.e. Bare or Shell stall. You will be able to view the list of “**Available Halls**” for that particular product category.
- Select hall of your choice from the available options.
- **Colour Codes** of the booths are:
 - Green = Available Booths,
 - Red = Allotted Booth,
 - Yellow = Under Review,
 - Gray = Not Applicable ,
 - Blue = The booth selected by you.
- Select any available stall of your choice by clicking over the stall. Your selection will turn blue.
- New & Young Entrepreneur (NYEs) can also apply under the relevant product category and select the hall. The qualifying criteria for NYEs is as follows:
 - The firm should not be more than 3 years old.
 - The age of each entrepreneur/director/partner should not be more than 35 years.
 - The entrepreneur(s) should have a licence to conduct the business.
 - The entrepreneur(s) should have a bank account in the name of the establishment as well as PAN, TIN/TAN etc.
 - This scheme will not apply to family businesses.
- On selection of stall type and stall option, an invoice will be generated under “**Space Requirement Details**” panel.
- Total cost of the booth selected by you can be viewed in this panel. Applicant can amend the invoice in context of TDS, by clicking on the applicable TDS option. Applicants have the option of

selecting the percentage of TDS Deduction they want to make (viz, 0%, 2% or 10%). The Proforma invoice will get amended suitably.

STEP 6 (Upload Documents)

- Upload your documents and make sure images are clear and information is readable. The documents to be uploaded should be in **JEPG, JPG, PNG or PDF** format only. **Maximum size of each document should be 300KB.**
- Documents marked with * (asterisk) are mandatory.
- Enter bank details of your firm for e-refund and tick on the declaration. Click now on **“Make Payment”** button, to start the payment process.
- The payment action should be continued immediately after step 6, as otherwise the booth selected by you will get unblocked and will be available to other applicants for booking.

STEP 7 (Payment Process)

- On successful completion of stall selection form, you will be directed to **“Make Payment”** Page where you can view your stall selection related details and select a payment gateway.
- Currently **ICICI & Union Bank of India Payment Gateways** are available for making payment.
- ICICI payment gateway will allow payment through Debit Card/Credit Card/Net Banking/NEFT/RTGS mediums. The Union Bank of India payment gateway will be supporting Debit Card/Credit Card & Net Banking only. UPI is also available for payments upto Rs. 1.00 lakh.
- Select the payment gateway of your choice & click **“Submit”**.
- On clicking **“Submit”**, you will be redirected to the concerned bank’s payment gateway. Select the mode of payment from:
 - Debit Card
 - Credit Card
 - Net Banking
 - NEFT / RTGS
 - UPI
- Payments made through Debit Card/Credit Card/ Net Banking are faster and will lead to early confirmation of booking of space by ITPO. This is the preferred method of payment.
- In case you want to make payment by **RTGS/NEFT**, generate a **Challan** by clicking on the **“Generate Challan”** button under the NEFT/RTGS category in the payment gateway.
- Please make sure that **pop-up blocker is disabled** in your browser. To learn how to enable **“Pop-up”** please click here: [How to enable pop-up in browser to avoid issues while making payment thru RTGS / NEFT challan](#)
- On successful generation of challan, a message will be displayed and a challan copy will be generated in another browser window. The challan can be downloaded too & saved. The challan copy has all the relevant details required for making the payment. Challan should be printed and deposited with the applicant’s bank, while making the payment.

- In case you are not able to view challan along with the above message. Please ensure that your browser's "Pop-Up" blocker is disabled. Then login again in the system and repeat the payment process.

NOTE

- In case of **NEFT / RTGS challans**, the payment has to be deposited only in the account number mentioned on the challan. Payments in any other account will not be accepted.
- The exact amount mentioned on the challan has to be remitted. Even a minor discrepancy can lead to failure of transaction.
- The bank charges for NEFT/RTGS transfer are to be borne by the APPLICANT. Please coordinate with your bank and give payment instructions to your bank accordingly.
- In case you are unable to view the challan copy. Follow the following steps to disable "Pop-Up" blocker. (browser : Mozilla Firefox):
 - Click **Open menu** -> Select **Options** -> Select **Content** -> Remove tick from **Block pop-up windows**

STEP 8 (Login Page / User Panel)

- To see your application or payment status on a later date, you may login into your account with username and password from the **Login Page**. (see: STEP 2)
- Also in the case of incomplete application form, transaction failure etc, you can complete all/balance formalities through your user account.
- **Your payment details will be updated on your user account within 24 to 48 hours.**

Miscellaneous

- The provisional allotment letter will be sent on email after ITPO receives the relevant documents & payment.
- The processing time at ITPO's end for a complete application will be approximately 7-10 days.

India Trade Promotion Organisation

Pragati Bhawan, Pragati Maidan, New Delhi – 110 001
Tel.: 91-11-23371540 (EPABX), Fax: 91-11-23371492, 91-11-23371493
E-mail: info@itpo.gov.in, Website: <http://indiatradefair.com>

PUBLIC SAFETY MEASURES AND DESIGN GUIDELINES

AAHAR International Food & Hospitality Fair, Delhi 2017

I. SHELL SCHEME:

1. No Part/feature/branding/projection/furniture should go beyond 3.0m.
2. **NO APPROVAL NEEDS TO BE TAKEN FROM ARCHITECTURE DIVISION ITPO** for Shell Scheme which are less than 36 sq.m., but necessary ITPO Guidelines are to be followed strictly.

II. BARE SCHEME:

Participants are required to submit drawings & documents as mentioned below, **by e-mail** to Architecture Division ITPO for approval of construction in Bare Spaces, latest by **15.02.2017**:

- a) Scanned Cover Letter on Company Letterhead, as per Annexure-A enclosed;
 - b) Plan/Layout with dimensions and material specifications;
 - c) Elevation with dimensions;
 - d) Coloured View with dimensions;
 - e) Scanned copy of Structural Stability Certificate, wherever required.
- The documents should be sent to brijlal@itpo.gov.in with copy (CC) to reenajain@itpo.gov.in and saurabhsharma@itpo.gov.in
- The subject of the mail needs to be as follows:
AAHAR Delhi 2017 Drgs. for Stall no. in Hall no. of area of brand/company name
- The format of attached documents should be in JPG, JPEG, PNG, PDF or DOC formats only.

OR

The following documents are required to be submitted in **HARDCOPY** in case of Bare Spaces to Architecture Division ITPO for approval latest by **28.02.2017**:

- a) Cover Letter on Company Letterhead, as per Annexure-A enclosed;
 - b) Plan/Layout with dimensions and material specifications;
 - c) Elevation with dimensions;
 - d) Coloured View with dimensions;
 - e) Structural Stability Certificate, wherever required.
- The drawing submitted should be legible and preferably on A3 size paper.

- Drawings are to be submitted before giving order of any material, part, etc. as the drawings may need to be altered in accordance to AAHAR Delhi 2017 Guidelines.

A. Guidelines:

1. Dimensions allotted should strictly be followed.
2. Max. Height restrictions:
 - a. Rear/back wall or wall adjoining stall should not be more than 3.0m.
 - b. General height of stall including display aids/lights etc. should not exceed 3.0m.
 - c. Feature/logo/branding can go uptill the height of 4.5m (feature/branding should not be on entire side wall and should be central feature only).
3. Walls adjoining stall shall be finished properly (from outer side) and no branding allowed on this side. No structural support shall be taken from neighbouring stalls.
4. The outer face of rear/side wall should be properly finished.
5. Side facing passage should be transparent or translucent.
6. Fire retardant paint to be used on wooden members.
7. Peripheral passage should NOT be occupied by the participant for any purpose.

III. For All relevant guidelines of other ITPO Divisions should be followed.

REQUEST FOR SCRUTINY OF DRAWINGS

To: Architecture Division,
Room no. 232, Pragati Bhawan,
India Trade Promotion Organisation (ITPO),
Pragati Maidan, New Delhi – 110001.

Event: AAHAR Delhi 2017

Company Name: _____

Hall no.: _____ Stall no.: _____ Size: _____ (should be more than 36m²)

Contact Person's Name: _____ Designation: _____

Mobile no.: _____ Telephone no.: _____

Checklist:

1. Layout/Plan with dimensions
2. Elevation/View with dimensions

Signature: _____

Name: _____