

**22<sup>nd</sup> INDIA INTERNATIONAL SECURITY EXPO 2019**  
**Hall 12 and 12A, PRAGATI MAIDAN, NEW DELHI**  
**(October 3-5, 2019)**

**APPLICATION FORM**

1. Name of the Organisation.....  
 Address (Regd./Head office).....  
 Fax No.....Telephone No.....Pan No.....Tan No.....  
 GST No..... Email..... Website.....
2. Name & Designation of Chief Executive.....
3. Participating as: Indian Company/Foreign Company.....
4. Exhibits to be displayed.....
5. **PARTICIPATION FEE:**

<b>Category</b>	<b>Shell scheme Per Sq.mtr. (Minimum booking 9 sq.mtr.)</b>	<b>Bare Space per Sq.mtr. (Minimum Booking 18 Sq.mtr.)</b>
Indian Exhibitors	Rs.8000/-	Rs.6900/-
Foreign Exhibitors	US\$250	US\$ 212/-
Indian Agents of Overseas Exhibitors	Rs.10,500/-	Rs.9,200/-
Shell scheme will include partition panels, fascia, floor covering, 5 spot lights, one plug, one table, two chairs and one waste paper basket. (Additional display aids and furniture can also be obtained on payment) <b>GST 18%</b>		

6. **Branding Rates for various sites in Pragati Maidan:**

<b>S.No.</b>	<b>Type of the Site / Name</b>	<b>Rentals Per Event (INR)</b>
1.	Fascia Gate No.1(Front Side)	70,000/-
2.	Fascia Gate No.1 (Back Side)	58,000/-
3.	Halogen Pole	1,750/(Per Pole)
4.	Electric Pole	1,000/- (Per Pole)
5.	Flag Pole	100/-
6.	Hoarding (upto 400 sq.ft.)	200/- per sq.ft.
7.	Hoarding (above 401 sq.ft.)	220/- per sq.ft.
8.	Directional Sign Board with branding	Same as hoardings @ S.No.6 and 7.

7. As per guidelines of ITPO from 1st April 2017, ITPO's membership shall be mandatory for participation in ITPO's fairs and exhibitions – both domestic and overseas. However, with the approval of the Competent Authority, the same has been made optional for IISE 2019. The membership will be on the following pattern:
  - A company/firm shall be eligible for participation in ITPO organized fairs and exhibitions whether domestic or international only after becoming ITPO member.
  - The membership period will be from month to month, e.g. a company becoming a member in May 2019 will be due for renewal in May 2020.

➤ The membership charges will be Rs.3,000/- + 18% GST for individual companies and Rs.7,500/- + 18% GST for trade associations/institutions.

8. Are you a member of ITPO : Yes/No  
(If not then kindly apply for the membership. The membership form is also enclosed)

9. Space requirement of stall(s): Hall No.....  
**Bare Space.....sq.mtrs. Stall (s) Opted.....**  
**OR**  
**Shell Scheme.....Sq.mtrs.**  
**Extra Electricity/Power Requirements.....KW**

10. I/We enclose a Demand Draft/Pay Order No.....Dated.....  
For Rs..... /US Dollars.....drawn in favour of  
“India Trade Promotion Organisation, New Delhi” towards space rent / Participation  
Charges.

Signature.....  
Name.....  
Designation.....  
Rubber Stamp.....

Date.....  
Place.....

11. Participation recommended by any Co-Associate/Agency \_\_\_\_\_ (Yes/No)

12. If above is yes, Seal and Stamp of the Recommending Agency :

Signature.....  
Name .....  
Designation.....  
Rubber Stamp .....

Date.....  
Place .....

Please fill and return this form to:

INDIA TRADE PROMOTION ORGANISATION  
Pragati Bhawan, Pragati Maidan  
New Delhi-110001  
Telefax: 91-11-23371492  
ITPO website: [www.indiatradefair.com](http://www.indiatradefair.com)

For any further information please contact:  
**Mrs. Durgesh Nandni Batra**  
**Tel. No.23371995 /Mobile No.9818856611**  
**Email: [dbatra@itpo.gov.in](mailto:dbatra@itpo.gov.in)**

## **22nd INDIA INTERNATIONAL SECURITY EXPO 2019**

**October 3-5, 2019**

### **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. PAYMENT:** 50% advance participation charges are payable along with the application by demand draft in favour of "INDIA TRADE PROMOTION ORGANISATION, NEW DELHI". Remaining 50% are payable before two month of the start of the event or on receipt of invoice whichever is earlier failing which the space earmarked will be allotted to other potential exhibitor. You may also remit the payment through RTGS/NEFT. Bank details are as under:

#### **3. FOREIGN PARTICIPANTS**

NAME OF BANK	ACCOUNT NUMBER	SWIFT CODE/RTGs Code
CITI BANK Jeevan Vihar Building 3, Sansad Marg, New Delhi-110001.	002157012	CITIINBX/CITI0000002

#### **INDIAN PARTICIPANTS**

NAME OF BANK	ACCOUNT NUMBER	RTGs Code
Central Bank of India, Pragati Maidan, New Delhi	1167404133	CBIN0284078
PAN NUMBER	AAAT12955C	
TAN NUMBER	AAAT12955CST001	
GSTN	07AAATI2955C1ZX	

- 4. TIMINGS OF THE FAIR:** 10.00 am - 6.00 pm
- 5. SHELL SCHEME (BUILT-UP BOOTH):** Under shell scheme, a constructed booth with partition panels, floor covering, one table and two chairs, five spot lights, one power point and one waste paper basket will be provided to the exhibitors per booth of 9 sq.mtr.
- 6. BARE SPACE:** Interior design is required to be submitted to Architect Unit of ITPO for approval prior to commencement of construction. Any deviation in the Architectural guidelines, construction without approval of ITPO will be treated as violation and the matter will be dealt seriously by ITPO. The maximum height permissible is 3 mtr. for the entire peripheral walls or any designs whatsoever. For booking of bare space minimum 18 sq.mtr. and multiple of 3 sq.mtr.
- 7. ELECTRICITY/POWER CHARGES**  
Power Load: Rs.188.00 per KW per day.  
Service Connection Charges = Rs.195.00 per KW(one time)  
GST as applicable.
- 8. EXHIBITORS GUIDE:** ITPO will be bringing out an Exhibitors Directory which will serve as an ideal reference manual of the India International Security Expo 2018. The directory will be distributed to the visitors, importers, buying agents, exhibitors and trade related bodies. The last date for receipt of advertisements/participant profile in the Fair Guide will be 1st September, 2019. Entries/advertisements received after this date will not be entertained.

For rates of advertisements in the Exhibitors Directory and technical data of Exhibitor Directory please visit our website [www.indiatradefair.com](http://www.indiatradefair.com)

9. **ALLOCATION OF SPACE:** Allocation of space will be done by ITPO on first-come-first served basis only on receipt of completed application form alongwith requisite payments. No sub-letting will be allowed.
10. **POSSESSION OF SPACE:** Possession of space will be given only on receipt of full payment including space rent, electricity. Possession will be given only two days before opening of the fair for bare space and one day before the commencement of fair for shell scheme.
11. Participants will be responsible for removal of empties/waste material at least 24 hours before the opening of the fair. No empties or wooden material shall be allowed to be kept behind the partition of stand. Cleanliness and maintenance of stands will be the responsibility of participants. No items of food will be allowed to be taken inside the stands.
12. **OPERATION OF STANDS:** No stand will be left unattended during the fair. Staff must be present at least half-an-hour before the opening and half-an-hour after the close of the fair. No activity in the opinion of ITPO amounting to nuisance, annoyance will be caused by the participants. ITPO shall have the right to take remedial action in such cases. Exhibits, fire extinguishers, cable terminals for telephone connections, outlets for electricity and water must not obstruct the passage.
13. **VACATION OF SPACE:** Space will have to be vacated within one day of the close of the fair, failing which participants will be required to pay penalty and the ITPO will have the right to remove the exhibits/materials etc. of participants at the risk and cost of participants. Storage of exhibits in the open area will not be permitted after the close of the fair.
14. **SECURITY:** ITPO will make general security arrangements. However, participants will be responsible for the security of the exhibits and stall.
15. **FIRE PREVENTION:** Participants will keep and maintain fire-fighting equipment within their stalls as per safety regulations. Arrangement of fire extinguishers in stalls is the responsibility of the individual participants.
16. **INSURANCE:** Participants will insure their exhibits, display material against loss, damage, theft, fire or any cause whatsoever. They will also obtain third party insurance cover for construction period, fair period and dismantling period.
17. **ENTRY/EXIT TO FAIR GROUND**
  - (i) Entry into fair ground of representatives of participants will be on the basis of exhibitor passes issued by ITPO. Three passes will be given for a minimum of 9 sq.mtrs. and two on every additional 9 sq.mtrs. space booked.
  - (ii) Movement of Exhibits: Entry of vehicles in fair ground will not be permissible during fair hours. Vehicles carrying exhibits etc. can be allowed to come into fair ground upto 9.30 AM and after 6.30 PM with the prior approval of ITPO Security. Exit Permit will be required for taking out any material out of fair ground during the fair period. No exhibits/cases/display material will be allowed to be taken out of fair ground after close of the fair without exit permit to be issued by ITPO.
18. **CARPARKING:** Car/Vehicles will be parked in the parking areas only.

19. **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.
20. **NO REFUND:** In case of withdrawal of participation, refund will be as per applicable ITPO Rules.
21. **INTERPRETATION:** The decision of CMD, ITPO or his/her nominee shall be final and binding on the participants on the interpretation of the rules and regulations.
22. **DISPUTE:** Disputes, if any arising out of participation in this fair shall fall within the jurisdiction of the Courts in Delhi/New Delhi.
23. **SMOKING:** Smoking at Fair Ground premises/exhibition ground/halls is strictly prohibited.

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Dear Sir/Madam,

India Trade Promotion Organisation (ITPO) is a premier trade promotion agency of the Government of India under the Department of Commerce. As part of its efforts to promote trade, ITPO has set up a Business Information Centre (BIC) in Hall No. 19, Pragati Maidan, New Delhi and a technically advanced trade portal: [www.tradeportalofindia.org](http://www.tradeportalofindia.org) as a one-stop point for dissemination of trade information to the industry is operational.

To avail of the facilities and services offered by ITPO through its Trade Portal and manual library, we invite you to enroll with ITPO as a Member. On becoming a member, your company would be able to access live trade enquiries and other information available in the BIC and on the Trade Portal. Effective 01.04.2017, the membership of ITPO shall be mandatory for companies/institutions for participation in the trade fairs and exhibitions - both domestic and overseas organized by ITPO.

The Members will be provided with a login ID and a password, which will enable them to access the following information:

- Interactive global importers/exporters/wholesalers/distributors manufacturers/agents directories, searchable by product and country (connectivity to KOMPASS) through [www.tradeportalofindia.org](http://www.tradeportalofindia.org)
- Indian Export Bulletin giving the following :
  - Trade Enquiries received from across the globe
  - Information on ITPO's trade promotion activities, Trade Fairs and Exhibitions organized by ITPO
  - Overseas Market Information
  - Overseas Tender Information
- Links to various trade related organizations
- Access to ITC Trade Map containing import/export trade statistics of countries across the globe for all products as per HS Classification.

In order to enroll your company/institution with ITPO as a member, kindly send us the enclosed application form duly filled in along with a Demand Draft for **Rs. 3,540/- (Rs. 3,000/- as membership fee and Rs. 540/- as GST @ 18%)** in case of individual company and **Rs. 8,850 (Rupees 7,500 as membership fee and Rs 1,350 towards GST)** for institutional membership drawn in favour of ***India Trade Promotion Organisation*** payable at **New Delhi**. For any further information or clarification(s), please contact the undersigned at India Trade Promotion Organisation, Business, Pragati Bhawan, Pragati Maidan, New Delhi - 110 001, Tel : 011 - 23378929/23371673 or by e-mail: [jd@itpo.gov.in](mailto:jd@itpo.gov.in) Fax : 011-23378463.

Thanking you,

Yours faithfully,

Sd/-

( **Jayanta Das** )  
General Manager  
Trade Information, Relations &  
Policy Division

# India Trade Promotion Organisation

## Business Information Centre

### Membership Form

1. Name of the Business Entity : \_\_\_\_\_

2. Chief Executive

(a) Name : \_\_\_\_\_

(b) Designation: \_\_\_\_\_

3. Mailing Address: \_\_\_\_\_

City \_\_\_\_\_

Postal Code \_\_\_\_\_

State \_\_\_\_\_

Area Code

Phone No.

(b) Phone (s) \_\_\_\_\_

(c) Fax No. \_\_\_\_\_

(d) E-mail \_\_\_\_\_

(e) Website URL \_\_\_\_\_

(f) Principal Bank Reference: \_\_\_\_\_



(g) Year of Establishment : \_\_\_\_\_

(h) PAN Card No.: \_\_\_\_\_

4. Type of Business

1. Manufacturer ( )
2. Exporter ( )
  - (i) Manufacturer Exporter ( )
  - (ii) Merchant Exporter ( )
    - (a) Export House (EH) ( )
    - (b) Star Export House (SEH) ( )
    - (c) Trading House (TH) ( )
    - (d) Star Trading House (STH) ( )
    - (e) Premier Trading House (PTH) ( )
  - (iii) (a) Export Oriented Unit (EOU) ( )
  - (b) Unit located in SEZ/AEZ/EHTP/STP/BTP ( )
  - (c) Exporter of Services ( )

5. Manufacturer- Status: Small ( ) Medium ( ) Large ( )

6. Ownership:

Proprietorship Firm ( ) Partnership Firm ( ) Pvt. Ltd. Company ( )

Public Limited Company ( ) State Enterprise ( )

Others, please specify \_\_\_\_\_

***(Please attach Certificate of Registration of the business entity in the above category)***

Please attach the copy of applicable documents:

Manufacturer- Registration with Directorate of Industries.

1. Exporter- (i) IEC Code  
(ii) Registration Certificate relating to SEZ/EPC/FIEO/STP

(iii) Certificate of being Status Holder

7. Previous Year's Exports (in Rs. Lakhs): \_\_\_\_\_

8. Product (s) Description

(a) Product (s) being Manufactured: \_\_\_\_\_

\_\_\_\_\_

(b) Products being Exported with HS Code (6 digits): \_\_\_\_\_

\_\_\_\_\_

Products being Imported with HS Code (6 digits): \_\_\_\_\_

\_\_\_\_\_

9. Exporting countries: \_\_\_\_\_

10. Payment Details:

DD No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

Issuing Bank \_\_\_\_\_ City \_\_\_\_\_

Signature \_\_\_\_\_

Company Seal

### Membership Charges:

Rs. 3,540/- (Rs. 3,000/- as Membership fee + Rs. 540/- as GST @ 18%) per year from the month of enrolment.

The fee for Associations / Institutional is Rs. 7,500/- + Rs. 1350 @18% GST.

### Services to Members:

13. Access to [www.tradeportalofindia.org](http://www.tradeportalofindia.org) for:
  - Trade Enquiries received across the globe
  - Information on ITPO's trade promotion activities, Trade Fairs and Exhibitions organized by ITPO.
  - Overseas Market Information
  - Overseas Tender Information
14. Attending to trade enquiries both across the desk and by post.
15. Access to ITC Trade Map containing import/export trade statistics of countries across the globe of all products as per HS Classification.
16. Links to various trade related organizations
17. Interactive global importers/exporters /wholesalers/distributors manufacturers/agents - directory, searchable by product and country (connectivity to KOMPASS) through [www.tradeportalofindia.org](http://www.tradeportalofindia.org)

*Please send Demand Draft of the requisite amount favouring India Trade Promotion Organisation, New Delhi along with duly filled in application form to:*

**Shri Jayanta Das**  
General Manager  
Trade Information, Relations & Policy Department  
India Trade Promotion Organisation  
Pragati Maidan, New Delhi-110001  
Tel: + 91-11- 23378929/23371673  
Fax: + 91-11-23378463, E-mail: [jd@itpo.gov.in](mailto:jd@itpo.gov.in)

The Membership fee can also be sent through RTGS/NEFT as per following bank details:

Name of the Beneficiary	India Trade Promotion Organisation
Name of the Bank	Central Bank of India
Branch Address	Pragati Maidan, New Delhi
Account No.	1167404133
Type of Account	Saving
RTGs Code	CBIN 0284078
MICR CODE	110016150
PAN NO.	AAATI2955C
GSTIN	07AAATI2955C1ZX

**FOREIGN PARTICIPANTS**

NAME OF BANK	ACCOUNT NUMBER	SWIFT CODE/RTGs Code
CITI BANK Jeevan Vihar Building 3, Sansad Marg, New Delhi- 10001.	002157012	CITIINBX/CITI0000002

**INDIAN PARTICIPANTS**

NAME OF BANK	ACCOUNT NUMBER	RTGs Code
Central Bank of India, Pragati Maidan, New Delhi	1167404133	CBIN0284078
PAN NUMBER	AAAT12955C	
TAN NUMBER	AAAT12955CST001	
GSTIN	07AAATI2955C1ZX	

The information regarding booking of stall and payment made may be sent to us at Fax No.23379338 and mail at Avashist@itpo.gov.in/dbatra@itpo.gov.in.