

**PROCEDURE FOR APPLYING FOR PARTICIPATION
IN
INDIA INTERNATIONAL SECURITY EXPO, 2019**

1. Down-load Application form and membership form from the website www.indiatradefairs.com with a link for websSecurity Fair, 2019 .
2. Select the area requirement and desired booth number, as per the layout on website.
3. Confirm the availability of the desired booth number from either –Shri A.K. Vashist, General Manager (Security), Mobile : 8800102563 or Mrs. Durgesh Nandni, Manager (Security), Mobile : 9818856611 (Whatsapp image) or through Email at Avashist@itpo.gov.in, dbatra@itpo.gov.in
4. Confirm by E-mail for blocking the desired location along with area to above officers at Email : Avashist@itpo.gov.in and dbatra@itpo.gov.in
5. On receipt of final confirmation for the area booked along with booth number, The proforma invoice will be raised for making the payment.
6. **However, please note that this location will only be tentatively blocked till the advance payment is received and may be released in case anyone else opt for the same location with payment. Therefore, it is advised to block the location alongwith advance payment immediately, through RTGS and give the UTR details to ITPO.**
7. **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:

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 | 07AAAT12955C1ZX | |

FOREIGN PARTICIPANTS

| NAME OF BANK | ACCOUNT NUMBER | SWIFT CODE/RTGs Code |
|---|----------------|--------------------------|
| CITI BANK Jeevan Vihar Building 3, Sansad Marg, New Delhi- 110001. | 002157012 | CITIINBX/CITI0000 002 |

8. **Application Form** : Fill-in the application form, complete details like, GSTIN, PAN, TAN, Address, Contact Executive, Contact details – telephone, email, etc., along with clearly specify the area requirements, booth number, corner/non corner. The application form, membership form and rules and regulations of the participation are available on the website. The same may be sent through mail or by speed post.

PARTICIPATION FEE:

| Category | Shell scheme Per Sq.mtr. (Minimum booking 9 sq.mtr.) | Bare Space per Sq.mtr. (Minimum Booking 18 Sq.mtr.) |
|--|--|---|
| 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) GST 18% | | |

9. The participant is required to be a member of ITPO and if not is required to become, the member by filling in the membership form attached with the application form. The complete forms and membership fee details will be sent to concerned department for further needful. If the validity of membership of any participant is expiring before the Security Expo, 2019, the same will also be required to be renewed.

10. **The companies who desire to advertise in the fair guide are required to do the same on priority, on first-come-first served basis, along with fees for the same, as per rates given below.**

Advertisement tariff in Fair Guide

| Position | Black & White | | Four Colour | |
|-----------------------|----------------|------------------|----------------|-----------------|
| | National (Rs.) | Overseas (Us \$) | National (Rs.) | Overseas (US\$) |
| 2 nd cover | - | - | 16,000 | 350 |
| 3 rd cover | - | - | 14,000 | 300 |
| 4 th cover | - | - | 20,000 | 400 |
| Inside Page | 5000 | 135 | 8,500 | 175 |
| Book Mark | - | - | 8,500 | 175 |

11. For publicity through Various branding Sites in the Pragati Maidan, during the currency of the event, the rates are available at our website : www.indiatradefairs.com with a link for Security Fair, 2019.