

25-ITPO(1)E.I/2019

May 27, 2019.

Subject: 25<sup>th</sup> Delhi Book Fair/21<sup>st</sup> Stationery Fair/5<sup>th</sup> Office Automation and 5<sup>th</sup> Corporate Gift Fair, September 11-15, 2019 at Pragati Maidan, New Delhi.

Dear Sir/Madam,

The India Trade Promotion Organisation (ITPO), a Government of India Enterprise, is pleased to invite your participation in the 25<sup>th</sup> edition of Delhi Book Fair {in Halls 7 D,E and FGH} and the 21<sup>st</sup> Stationery Fair/5<sup>th</sup> Office Automation and 5<sup>th</sup> Corporate Gift Fair to be held concurrently during the same period {in Halls 7 ABC} at Pragati Maidan, New Delhi from September 11-15, 2019.

Exhibitors are requested to fill their application on-line on [www.indiatradefair.com](http://www.indiatradefair.com). The date for start of booking will be announced on the website, well in advance. Allocation of booths to participants will be on first come first serve basis and as per our approved terms and conditions for online booking.

The participation charges (exclusive of GST) are:

Participants	Shell Scheme {09 Sq.mtrs}	Bare Space{Min. booking 36 sq.mtrs}
National	Rs.38,250/- {additional space @ Rs.4,250/- per sq.mtrs.}	@ Rs.4,061/- per sq.mtrs.
International	US\$-1062/- {additional space @ US\$-118.00 per sq.mtrs.}	@ US\$-108.66 per sq.mtrs.

GST : As applicable, as on date is 18%.

**Minimum Bookable space :**

Shell Scheme : 09 sq.mtrs.

Bare Space : 36 sq.mtrs.

(Kindly note the exhibitors booking less than 36 sq.mtrs. can construct their stand on their own but the participation charges of shell scheme will be charged).

**Facilities under Shell Scheme:** For one booth of 09 sq.mtrs., under shell scheme, ITPO will provide partition panels, spot lights, display aids, floor covering, fascia, one Table, two chairs, one 5 amp electric Socket and one Waste Paper Basket.

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**Bare Space Booking:** Before starting construction work, the drawing is required to be approved from Architecture Division of ITPO. In case of booking of bare space, the exhibitors will undertake construction/decoration work, carpeting in the stall, lighting, furniture and other display aids, etc. at their own cost and risk. The bare space participants are required to pay @ Rs.270/- per KW to ITPO, one time service connection charges. One KW electricity will be provided to 9/12 sq.mtrs. booth for general lighting. The last date for receipt of application is **15<sup>th</sup> August, 2019 or till online booking is full whichever is earlier.**

**Mode of Payment:** Participation charges are payable through online mode only. No off-line payment will be accepted.

**Rules and Regulation of Participation:** Participation in Delhi Book Fair/Stationery Fair/Office Automation and Corporate Gift Fair, 2019 will be governed by Rules and Regulations for online booking modules. The Rules and Regulations are available on website [www.indiatradefair.com](http://www.indiatradefair.com).

Please do not hesitate in contacting the following officers for any clarification on booking of space or any other query.

**STATIONERY FAIR/OFFICE AUTOMATION  
& CORPORATE GIFT FAIR**

Mrs. Nazneen Begum  
Manager  
Phone : 011-23379038, 23371913  
Email: nazneenibraheem@itpo.gov.in  
Email: [cprashad@itpo.gov.in](mailto:cprashad@itpo.gov.in)

**DELHI BOOK FAIR**

Mr. Mukesh Chopra  
Manager  
011-23371913  
Email : [mc@itpo.gov.in](mailto:mc@itpo.gov.in)  
Email : [ss@itpo.gov.in](mailto:ss@itpo.gov.in)

We look forward to your esteemed participation.

**(Ashutosh Varma)  
General Manager(Admn.)**

## INDIA TRADE PROMOTION ORGANISATION

### FACT SHEET

#### 25<sup>th</sup> Delhi Book Fair/21<sup>st</sup> Stationery Fair/5<sup>th</sup> Office Automation and Corporate Gift Fair, September 11-15, 2019

Name of the Event	<b>25<sup>th</sup> Delhi Book Fair/21<sup>st</sup> Stationery Fair/5<sup>th</sup> Office Automation and 5<sup>th</sup> Corporate Gift Fair, September 11-15, 2019</b>
Dates	September 11-15, 2019.
Timings	10.00 am to 7.00 pm
Co-Organizers	The Federation of Indian Publishers, New Delhi.
Venue	Hall No.7 ABC Stationery Fair, Office Automation and Corporate Gift Fair and Hall No.7D,E & FGH Book Fair, Pragati Maidan, New Delhi.
Mode of space booking	Online process – first-come-first-served basis.
Mode of Payment	Online – through payment gateway
Display Profile	<b>BOOKS</b> - All types of Books  <b>STATIONERY</b> – All types of Stationery items  <b>CORPORATE GIFT ITEMS:</b>  (i) <b>Corporate Promotion:</b> Key Chains, T-Shirts and caps, Writing instruments, Pen Stands, Photo frames, Trophies/Awards, Wallets & Handbags, Diaries/Calendars, Pen Drives/chargers, Employees Birthdays and Anniversaries, Employees excursion/outings, Employees Awards/Celebrations, Travel Folders, Festivals (Gifts/Mementos), Glass luminaries, paints etc. (ii) <b>Office Utilities:</b> Desk Sets, Laptop and office bags, Trolley bags. (iii) <b>Corporate Utilities/Gifts:</b> Lunch boxes, Corporate Mugs, Corporate Trays, Wall hangings, Vases,

	Chocolate/Dry Fruit Gifts pack products, Decoration time piece, Corporate Brass, Steel Silverware items, Corporate Wooden Crafts, Corporate Handicrafts etc.	
Exhibitors Profile	<ul style="list-style-type: none"> <li>• Indian and Foreign publishers</li> <li>• Book Sellers and Distributors</li> <li>• Education Institution/Universities/Colleges/Schools</li> <li>• Manufacturers and Dealers of Teaching Aids and CD-ROMs</li> <li>• Periodicals and Magazines</li> <li>• E Books including educational aids</li> <li>• Government Organisations/Institutions</li> </ul>	
Visitors Profile	National and International Publishers, Librarians, Researchers, Academicians, Writers, Dealers, and Traders, Students and General Public.	
Total Area sold (in sq.mtrs)	2543.5 sq.mtrs.	
Total number of Exhibitors	131	
Total number of visitors	More than one lakh	
Event Website	<a href="http://www.indiatradefair.com">www.indiatradefair.com</a>	
Contact Details	<b>STATIONERY FAIR/OFFICE AUTOMATION &amp; CORPORATE GIFT FAIR</b> Mrs. Nazneen Begum Manager Phone : 011-23379038, 23371913 Email: nazneenibraheem@itpo.gov.in Email: <a href="mailto:cprashad@itpo.gov.in">cprashad@itpo.gov.in</a>	<b>DELHI BOOK FAIR</b> Mr. Mukesh Chopra Manager 011-23371913 Email : <a href="mailto:mc@itpo.gov.in">mc@itpo.gov.in</a> Email : <a href="mailto:ss@itpo.gov.in">ss@itpo.gov.in</a>

**25<sup>TH</sup> DELHI BOOK FAIR/21<sup>ST</sup> STATIONERY FAIR/5<sup>TH</sup> OFFICE  
AUTOMATION AND 5<sup>TH</sup> CORPORATE GIFT FAIR  
(SEPTEMBER 11-15, 2019)**

**TERMS & CONDITIONS OF 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.indiatradefair.com](http://www.indiatradefair.com)

Allocation of booths will be made on First Come First Served basis, after meeting all mandated requirements. Payments made through Payment Gateway only will be considered VALID. The date of opening will be announced on website.

**2. Product Profile**

**a. Hall No.07 – D, E & FGH**

Books – all types of books

**b. Hall No.07 - ABC**

**Stationery:** All Stationery items.

**Office Automation:** Calculators, Computer, Printers, Multifunction copier machines, Money Checker, Mouse Pad, Money Swapping Machines, ATM Machines, Time Recorder, Thermal fax machines, Bluetooth printer, Heavy duty paper shredder, Barcode tag printer, RFID PRINTERS, USB products, Stationery Packing Machines and Materials, Computers, photocopier products.

**Corporate Gifts:** Key rings, Clocks and multifunction clocks, Card Holders, pocket calculators, Desk calendars, Dairies, Mugs, Travel Tumblers, Executive pad folios, Chocolate Gift pack products, Corporate Gift products fair covers.

**3. Category of Participants**

There are three categories of participants in Delhi Book Fair, Stationery Fair, Office Automation and Corporate Gift Fair, 2019 as far as allocation of space is concerned:

(A) Foreign Participants

(B) Domestic Participants

(C) Group-level Participation from Overseas (Foreign Groups)

**(A) Foreign Participants - Procedure for Online Booking/allocation of space**

(i) The applications will be accepted in online mode.

(ii) Foreign Applicants will be required to make payment in US Dollars through TT and enter details of payment made after completion

**(B) Domestic Participants - Procedure for Online Booking/allocation of space**

(i) The booking of space for Delhi Book Fair, Stationery Fair, Office Automation and Corporate Gift Fair, 2019 is through online process only.

(ii) The payments are accepted through online mode only, through the payment gateway of ICICI Bank. Payments not made through Payment Gateway will be considered INVALID.

(iii) The applicant needs to complete the payment process at the time of booking of booth.

(iv) The applicant will be required to make the payment either through debit card / credit card / net banking.

(v) If none of these actions are initiated, the booth will be automatically unblocked by the system and will be shown as available.

**Documents to be uploaded by domestic participants –**

- GST certificate (mandatory)
- PAN (mandatory)
- copy of TAN (mandatory if the participant deducts Tax at Source)

**(C) Group-level Participation from Overseas (Foreign Groups)**

(i) Space will be earmarked for Foreign Groups

(ii) Foreign Groups will further market the area to their members and will keep ITPO informed about the progress.

(iii) Foreign Groups will make allotment to their members / applicants.

**4. Payment of Rentals.**

(i) Domestic Participants shall make payments through Payment Gateway of ICICI Bank only by using Net Banking/Debit Card/Credit Card. No other payment method is acceptable.

(ii) Foreign Exhibitors shall remit participation fee through bank transfers only in CITI BANK as detailed below:

- |    |                         |   |  |
|----|-------------------------|---|--|
| 1. | Name of the Beneficiary | - | INDIA TRADE PROMOTION ORGANISATION   |
| 2. | Name of the Bank        | - | CITI BANK  |
| 3. | Branch Address          | - | Jeevan Bharti Building, 4 <sup>th</sup> Floor, 124, Connaught Place,<br>New Delhi 110001 |
| 4. | Account No.             | - | 0002157-012  |
| 5. | Type of Account         | - | GLOBAL FUND ACCOUNT  |
| 6. | Swift Code              | - | CITIINBX   |
| 7. | IFSC                    | - | CITI0000002  |
| 7. | IBAN No for Euro        | - | GB68CITI18500805501024   |
| 8. | PAN NO.                 | - | AAATI2955C   |

**5. Participation Charges (tentative) :**

<b>Participants</b>	<b>Shell Scheme {09 Sq.mtrs booth}</b>	<b>Bare Space{minimum 36 sq.mtrs.}</b>
<b>Indian Participants</b>	Rs.38,250/- {additional space @ Rs.4,250/- per sq.mtrs)	@ Rs.4061/ per sq.mtrs.
<b>International Participants</b>	US\$-1062/ {additional space @ US\$-118.00 per sq.mtrs)	US\$-108.66 per sq.mtrs.
<b>GST will be charged at prevailing rate</b>	18%	

**Indian exhibitors who deduct tax at source (TDS) will be required to pay an interest-free security deposit of 10% of participation charges which will be refunded after receipt of TDS certificate.**

Please note:

- i) All processing and bank charges shall be borne by the applicant
- ii) No ‘charge-back’ shall be allowed in case of payments made through debit or credit cards
- iii) If ITPO allows ‘charge-back’ in special cases, bank charges , if any, shall be borne by the applicant

## **6. Security Deposit and Tax Deduction at Source (TDS)**

Indian exhibitors who deduct tax at source (TDS) will be required to pay an interest-free security deposit of 10% of participation charges which will be refunded after receipt of TDS certificate. 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.

## **7. 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.

## **8. Advertising in Exhibition Directory**

The tentative rates for advertisement in the Exhibition Directory are:

	Indian (in Rs.)	Foreign Participants (in USD)
2 <sup>nd</sup> Cover	15000	700
Inside pages	8500	550
Book Marks (Insertion only)	10000	400
<b>GST will be charged at prevailing rate</b>		<b>18%</b>

## **9. 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 charges and applicable taxes.
- (iv) Receipt of Letter confirming that the original TDS certificate will be provided to ITPO
- (v) Provision of documents as specified.

## **10. Possession of Space**

- (i) Possession of bare space shall be given from **September 08, 2019**.
- (ii) Possession of constructed stalls/booths from **September 10, 2019**.

## **11. Display Arrangements:**

Display arrangements by all exhibitors shall be completed by 10 pm on **September 10, 2019**.

## **12. 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, 2 chairs, one five amp electric socket, 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 Delhi Book Fair, Stationery Fair/Office Automation and Corporate Gift Fair, 2019 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. mtrs., but necessary Architectural Guidelines (**Annexure A**) are to be followed strictly.

(e) **Bare Space:** - Please see **Annexure A** for guidelines.

**13. Cancellation and Refund of Application Money/Space Rent**

Requests for refund of amount shall be processed under the rules, **after submission of TDS certificate**. 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 applicants need to cancel their stall allotments, they are requested to send an email to the following:

**FOR STATIONERY FAIR/OFFICE AUTOMATION & CORPORATE GIFT FAIR**

Mrs. Nazneen Begum, Manager

[nazneenibraheem@itpo.gov.in](mailto:nazneenibraheem@itpo.gov.in)

[cprashad@itpo.gov.in](mailto:cprashad@itpo.gov.in)

**FOR DELHI BOOK FAIR**

Mr. Mukesh Chopra, Manager

[mc@itpo.gov.in](mailto:mc@itpo.gov.in)

[ss@itpo.gov.in](mailto:ss@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% value of space rent for stall booked + 18% GST 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 value of space rent for stall booked + 18% GST 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 value of space rent for stall booked + 18% GST 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/- plus GST irrespective of the date of allotment of stall.

(c) In case applicant is allotted space of their choice but does not make full payment through the payment gateway, 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. 13, (A).

All refund requests will be processed after the completion of the Fair and may take one month time approx, except S.No. 6 which will be refunded within one month of receiving form 16A.



#### **14. 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.

#### **15. 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.

#### **16. Fire Prevention & Safety Guidelines**

1. Compliance to all fire safety, Engineering and architecture guidelines should be adhered and confirmation should be taken before starting construction.

2. All passage and exit point should be obstruction free at all the time. No passage should be less than 4 meter.

3. Any branding/publicity item should not be displayed in the passage area.

4. Direct access to fixed & portable fire safety equipments and exists should be provided.

5. All construction and decoration material should be treated with fire retardant paint. Certificate of same may be asked by Delhi Fire Service for compliance.

6. The passage of 1 meter should be left vacant for easy and prompt movement.

7. No naked wire/without plugs should be used to operate electric devices.

8. Halogen and other floodlights are not permitted inside the Hall/Hangers.

9. No fire safety devices should be tempered, obstructed or dislocated.

10. No open flame/fire or cooking is allowed inside the Halls/Hangers.

11. All stalls need to maintain good housekeeping.
12. Use of fire hazardous material like thatch, dry grass and other inflammable material is not permitted. All materials are not permitted. All materials used in the construction of stalls and display are to be fully fire proof and should comply with all other local regulations.
13. 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.
14. All exhibitors should keep and maintain fire-fighting equipment (at least 1 ABC type portable fire extinguishers in each stall of 12 sq.mtrs) within their stalls, as per safety regulations.
15. Exhibitors should not carry matchboxes, lighters, cigarettes, fire arms, knives, acid, gas cylinders (including LPG) inside Pragati Maidan. They are liable to be checked and confiscated.
16. All exhibitors should follow fire action plan of ITPO in case of any fire incident.

### **17. Statutory Compliance**

(a) Goods & Service Tax (GST) : All the exhibitors may please note that compliance of GST regulations are mandatory, before commencement of business during the exhibition.

(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.

### **18. Arbitration**

All matters of dispute arising out of this shall be governed by Indian law and subject to Court jurisdiction in New Delhi.

Except where otherwise provided in the contract, all questions and disputes relating to the meaning of the specifications, design, drawings here-in before mentioned as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions, orders of these conditions or otherwise concerning the works or the execution or failure to execute the same whether arising during the progress of the work or after the cancellation, termination, completion or abandonment thereof shall be dealt with as mentioned hereinafter within the jurisdiction of Delhi. Both the parties (i.e. ITPO and the applicant) shall make all effort to resolve any dispute by way of reconciliation. In the event of any doubt, dispute or difference arising out of the participation/application (except as to matters, the decision to which is specifically provided under this Terms and Conditions document) remains unresolved, the same shall be

referred to CMD, ITPO for appointment of Sole Arbitrator and the decision given by Sole Arbitrator shall be binding on both the parties. The provisions of Indian Arbitration & Conciliation Act 1996 shall also apply on both the parties.

The venue of the arbitration proceeding shall be the Head Quarters of ITPO in New Delhi. The fee payable to the Arbitrator shall be paid equally by both the parties.

### **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 served basis.

(ii) Parking is not allowed anywhere outside Gates of Pragati Maidan 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. **The exhibitors will have to obtain material entry permit from the concerned officer for entry of commercial vehicles into Pragati Maidan during build-up period of the event.**

### **20. 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) 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.

(f) 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.

(g) 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.

(h) 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.

(i) 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. Noncompliance shall attract penalty.

(j) 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.

(k) Service Providers: Details of construction & decoration agencies appointed privately by exhibitors shall be intimated to ITPO one month prior to the commencement of the exhibition. They shall undertake to follow the guidelines of Architecture Division of ITPO.

(l) Temporary Staff: ITPO shall not be responsible for any dispute arising out of hiring of services of casual workers/ hostesses by the participants.

(m) 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 emptied cartons and other waste material by 10.00 p.m. on September 10, 2019. 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 September 16, 2019 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) 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.

(s) 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.

(t) Interpretation: The decision of CMD, ITPO or his/ her nominee shall be final and binding on the participant about the rules and regulations.

(u) 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.

**PUBLIC SAFETY MEASURES AND DESIGN GUIDELINES**

25<sup>TH</sup> DELHI BOOK FAIR/21<sup>ST</sup> STATIONERY FAIR/5<sup>TH</sup> OFFICE AUTOMATION AND 5<sup>TH</sup> CORPORATE GIFT FAIR, 2019

**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 **August 20, 2019:**

- a) Scanned Cover Letter on Company Letterhead, as per Annexure-B 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](mailto:brijlal@itpo.gov.in) with copy (CC) to [parminderkaur@itpo.gov.in](mailto:parminderkaur@itpo.gov.in), [reenajain@itpo.gov.in](mailto:reenajain@itpo.gov.in) and [saurabhsharma@itpo.gov.in](mailto:saurabhsharma@itpo.gov.in)
- The subject of the mail needs to be as follows:  
Delhi Book Fair, Stationery Fair/Office Automation and Corporate Gift Fair, 2019 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 **20<sup>th</sup> August, 2019:**

- 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 Delhi Book Fair, Stationery Fair/Office Automation & Corporate Gift Fair 2019 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 up till the height of 4.5m (feature/branding should not be on entire side wall and should be central feature only).
  - d. **In Hangars:** Rear/back wall or wall adjoining stall should not be more than 2.4m.
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. 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.
8. Locations where Sill Height is less than 0.75m, use only Toughened/Laminated safety glass or provide residual protection. In Horizontal or sloped glazing or glass used as railing or parapet, only Laminated safety glass to be used. Clear glass panels should be marked to make them visible.
9. Drawings for mezzanine construction (if any) and structural stability certificate from qualified structural engineer to be submitted. Rental for mezzanine area, including stairs, may be charged as per prescribed rates.

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

**REQUEST FOR SCRUTINY OF DRAWINGS**

To: Architecture Division,  
India Trade Promotion Organisation (ITPO),  
Pragati Bhawan, Pragati Maidan, New Delhi – 110001.

**Event: Delhi Book Fair, Stationery Fair/Office Automation & Corporate Gift Fair, 2019**

Company Name: \_\_\_\_\_

Hall no.: \_\_\_\_\_ Stall no.: \_\_\_\_\_ Size: \_\_\_\_\_ (should be more than 36m<sup>2</sup>)

Contact Person's Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Mobile no.: \_\_\_\_\_ Telephone no.: \_\_\_\_\_

Checklist:

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

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

## Vendor/Client GST data Collection Form

Please Fill in the following details:

1. Vender/Client Code
2. Vendor/Client Name
3. Vendor/Client constitution(Company/Partnership Firm/Proprietary concern)
4. Registered Address
5. Fixed establishment
6. City
7. State
8. State Code
9. PAN
10. Contact personnel in your company who we can reach out, for issues/discussions on GST compliance

Particulars	Name	Email Id	Mobile No.	Desk No.
Contact Person for GST				
Procurement Head				
CFO				

11. Please confirm whether you have obtained the provisional ID and 15 digit GSTIN enrolment number i.e. Application Reference Number.
12. Please provide your state-wise GST number in the following table:

State-wise GST registration details

S.No.	State	Address	VAT TIN No./ Excise registration no. / service tax registration no.	GST No.	Remarks	Please attach a copy of GST No.

13. Please provide the Harmonised System of Nomenclature (HSN code)/Service Accounting Code (SAC) for all the goods and services respectively, dealt between us once these codes are notified by GST council.

Goods-Product HSN

S.No.	Product Name	HSN Code	Remarks



Services – Service Accounting code details

S.No.	Service name	SAC Code	Remarks

14. Please advise the type of tax (CGST+SGST or IGST) you are planning to put on invoice to our company after GST implementation.
15. For invoices, if any, to be raised for supply of goods/services in FY \_\_\_\_\_, please ensure that the same reaches us before \_\_\_\_\_.

Dated \_\_\_\_\_

Signature \_\_\_\_\_

Place \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Rubber Stamp \_\_\_\_\_

Tax payers who are already registered under GST in the state of Delhi shall continue to use their GSTIN by adding such place as an additional place of their business for making supplies Delhi Book Fair/Stationery Fair and follow the provisions of Central Goods & Service Tax Act 2017 and Rules framed there under. Persons who are registered outside Delhi and are un-registered in the State of Delhi including those who pertain from outside Delhi and are unregistered in GST may be required to get themselves registered as “Casual Taxable Person” or “Non-Resident Taxable Person” (in case of foreign participants) under Section 24(ii) or 24(v) respectively of the said Act so as to discharge taxable supplies. A casual/non-resident taxable person has to apply for registration **at least five days prior to the commencement of business.**

**DECLARATION CUM UNDERTAKING  
FOR PERSONS UNREGISTERED UNDER GST**

Date:

I/We \_\_\_\_\_ (Name of the person) do hereby declare that I/We am/are not liable to obtain registration as normal tax-payer or as a casual/non-resident taxable person in accordance with Section 22 or 24(ii)/(v) respectively of the Central Goods and Service Tax Act, 2017.

Further, I/we also declare that whenever I/we become liable to get registered under GST, I/we would obtain registration and inform you accordingly and thereafter issue all the invoices as per relevant provisions of the GST law.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Name of the Company/Firm \_\_\_\_\_

\_\_\_\_\_