

19th INDIA INTERNATIONAL SECURITY EXPO 2016
PRAGATI MAIDAN, NEW DELHI SEPTEMBER 19-21,2016
APPLICATION FORM

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

6. Space requirement of stall(s): Hall No.....
 Bare Space.....sq.mtrs. Stall (s) Opted.....
OR
 Shell Scheme.....Sq.mtrs.
 Extra Electricity/Power Requirements.....KW
 Water Connection.....No. of taps.....
7. 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.

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
 For any further information please contact:

Supported by:
 MINISTRY OF HOME AFFAIRS
 (Government of India)
 Website:<http://mha.nic.in>

Mrs. J.L. Kashyap
 Senior Manager
 Phone No.91-11-23371995
 Email:jailakshmi@itpo.gov.in

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PRAGATI MAIDAN, NEW DELHI
SEPTEMBER 19-21, 2016
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 alongwith 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 NUMBER
CITI BANK Jeevan Vihar Building 3, Sansad Marg, New Delhi-110001.	002157012	CITINBX

INDIAN PARTICIPANTS

NAME OF BANK	ACCOUNT NUMBER	SWIFT CODE NUMBER
Central Bank of India, Pragati Maidan, New Delhi	1167404133	CBIN284078
PAN NUMBER	AAAT12955C	
TAN NUMBER	AAAT12955CST001	

4. **TIMINGS OF THE FAIR:** 10.00 am - 2.00 pm (Business Visitors)
2.00 pm - 6.00 pm (General Public)
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 (Bare Space)**
Stand Lighting: Rs.26.00 per sq.mtr. per day(subject to maximum of 1 KW load per 9 sq.mtr. of stall area).
Power Load: Rs.188.00 per KW per day.
Consumption Charges = + Rs.195.00 per KW(one time) Service connection charges.
AC charges for Air conditioned Halls. Rs.75.00 per sq.mtr. per day(subject to maximum of 10 hrs/day).
Blower operation charges – Rs.4.00 per sq.mtr. per day (subject to maximum of 10 hrs./day).
Compressed air Charges – Rs.7840.00 per connection per day.
Service Tax extra 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 2016. 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, 2016. 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
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. Each participant is entitled to have one car parking pass.
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.

