

**TERMS & CONDITIONS FOR PARTICIPATION AND OTHER MISCELLANEOUS GUIDELINES OF  
IILF 2017**

Rights:-

The India Trade Promotion Organisation reserves all its rights in connection with IILF CHENNAI 2017.

**A. STANDARD OPERATING PROCEDURE FOR ONLINE BOOKING/ ALLOCATION OF SPACE**

1. Link for online booking available at [www.indiatradefair.com](http://www.indiatradefair.com) Booking of space for IILF CHENNAI 2017 is through online process only ( first come, first served). Therefore, payments for the event would be accepted through online mode only, for which ITPO has integrated with link of payment gateway of HDFC Bank. In case of RTGS/NEFT payments, it is mandatory to generate Challan using ITPO's HDFC Bank payment gateway and present the Challan in your Bank. Please ensure that the payment is received in ITPO's account through online within 24 hours, failing which your stall will automatically get cancelled.
2. The applicant will have access to the online bookings system after he/she accepts that he/she has read the Exhibitor Manual of IILF CHENNAI 2017.
3. The applicant will have to fill the online application form. Besides, the applicant's details, the other mandatory fields will be the status of the organization i.e. an exporter, manufacturer, manufacturer exporter, trader etc; Pan Number; TIN/TAN number; payment details; product sector etc.
4. On filling up the online application form, the applicant will select the hall relevant to its products (only those halls which are product related will open up). The applicant will click upon the stall/stand that he/she desires. Each applicant can select only one stall/booth.
5. The applicant will also have to upload all the documents that are indicated on the online system for him while filling-up the Application Form.
6. On selection of the stand area, the total space rent for that particular stand area including 15% Service Tax will be visible to the applicant.
7. The payment has to be made within a time gap of 24 hours through the payment gateway system/Net Banking/Debit/Credit Card only. In case, the payment is not made within the stipulated 24 hours, the stand area blocked by the applicant will automatically get released and the applicant will again have to select the stand area required by them and follow the process of making 100% payment within the stipulated time period.
8. On verification of the receipt of payment and documents, a system-generated confirmation mail will be sent to the applicant.
9. Subsequently, a receipt will be generated to the applicant for the amount paid by them.
10. In case of any shortfall in the payment made or the documents received, the same will be intimated to the applicant.
11. On receipt of full payment from the applicant, the stand area tentatively blocked will be allocated to the applicant. Applicant will then be informed and an approval letter will also be generated.
12. *Blocks have been created in each hall for national-level group participants from abroad. The said blocks would have to be booked and paid for online by the group organizers. Group heads would be required to fill out catalogue entry forms for all their member-participants.*

13. National-level group organizers would be allowed a time period of 07 days to make payment after online booking

14. Online booking for Foreign participants will open one week after opening of the module for Indian participants.

15. The requirement for any additional electricity load or water connection will then subsequently open up for the participants to register their orders and make the required payments through the payment gateway.

16. Participation Charges:

<b>IILF Chennai 2017</b>		
Description	Shell Scheme (Per sqm)	Bare space (Per sqm)
<b>Hall 1, 2, 3 &amp; Convention Centre</b>		
Indian Participants	<b>Rs. 9000</b>	<b>Rs.8500</b>
Overseas participants including Indian representative/agents	<b>US\$ 300</b>	<b>US\$ 280</b>
<b>Hangars ( Halls 1C,1D and 3A)</b>		
Indian Participants	<b>Rs.8500</b>	<b>Rs.8000</b>
Overseas participants including Indian representative/agents	<b>US\$ 290</b>	<b>US\$ 270</b>

Service Tax as per Govt. Orders will be charged extra

Minimum that can be booked as 'bare space' is 36 sqm

**Compulsory Web Catalogue Charges for IILF:**

	<b>Indian Companies</b>	<b>Overseas Companies including Indian representative/agents</b>
Compulsory Web Catalogue Charges	Rs.3000	US\$ 100

Service Tax as per Govt. Orders will be charged extra

17. Discount:

- (a) 5% discount on bare space rental to co-sponsors/supporting Indian organisations on their bulk booking of 200 sq meters or more. However there will be a ceiling for claiming the discounts by these organisations.
- (b) A discount of 5% on bare space rental on booking of 120 Sqm. or more by Foreign Industry Associations/ Export Promotion / Fair Organisations and national-level group coordinators from aboard .

**B. MODE OF PAYMENT:**

The payment can be made by foreign participants by bank transfer in ITPO account given in the application form. The payment by domestic participants can be made by payment gateway as indicated in the online application form.

**C. REFUND OF ADVANCE/FULL PARTICIPATION CHARGES AND CANCELLATION OF PARTICIPATION**

**a) Full Refund:**

(i) There is a change in the venue or date of an event by ITPO and due to this the applicant is unable to participate.

(ii) In case of force majeure where the applicant is unable to participate due to the circumstance over which they have no control.

**b) Cancellation Policy after allotment of space/booth:**

Refund of space rent, on account of cancellation by the applicants after allotment of space, will be made as per the following guidelines:-

i) Cancellation 10 days before start of the event (the start day will not be included), 100% application money deposited will be forfeited.

ii) Cancellation 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, provided the stall/space vacated is subsequently sold out, failing which 100% space rent deposited will be forfeited.

iii) Cancellation 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 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.5000/- provided the stall/space vacated is subsequently sold out, failing which 100% space rent deposited will be forfeited.

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

**Detailed Terms & Conditions for Participation in IILF, 2017, Chennai**

**1. Confirmation of space:**

Space will be confirmed only after receipt of 100% payment on or before the prescribed date. In case the payment is not received by the prescribed date, the space tentatively allocated will be cancelled and will be

available to other applicants. Therefore, the deadline for making balance payment is to be strictly adhered to by the applicants.

## **2. Procedure for Groups/Trade Associations:-**

Groups/Trade Associations taking large areas are required to submit the details of their constituents/individual participants in the prescribed online format. The information about constituents and details of representatives for exhibitor badges are to be forwarded by groups/trade associations and foreign national pavilions and these can be submitted online. All other terms & conditions will be applicable to all participating Groups/Trade Associations/Statutory bodies etc. collectively as well as their individual participants/constituents.

## **3. Allotment of Space:**

The allotment will be done on first-come-first-served basis after receipt of full payment. Minimum that can be booked as 'bare space' is 36 sqm.

## **4. Approval letter:**

Approval letter for participation would be issued after the following conditions are complied with: Payment of 100% participation charges including web catalogue entry charges and Service Tax @ 15%.

## **5. Product Profile:**

The product profile for various halls will be as follows:-

Halls 1A, 1B & 1C: Machinery and Equipments

Hall no. 2: Chemicals

Hall no. 3: Chemicals & Components

Convention Centre: Finished Leather, Components & Chemicals, Magazines

Hangars 3A and 1D: Finished Leather, Components & Chemicals

## **6. Display arrangements:**

Display arrangements by all exhibitors to be completed by 3 pm on January 31, 2017. This deadline is to be strictly adhered to by participants.

## **7. Fair Catalogue:**

ITPO will print a fair catalogue with contact details as mentioned in the on-line application form (Registration I). The applicant will be responsible for correctness of the details filled in Registration I for printing the fair catalogue. The deadline for catalogue entry & receipt of advertisement is December 15, 2016.

## **8. Power load & Compressed Air:**

Exhibitors will be required to send in their requirements for power & compressed air with full payments latest by December 30, 2016. Requirements will not be accepted after the said date.

## **9. Web catalogue:**

The web catalogue will remain active for about one year.

## **10. Tax Deducted at Source (TDS) & submission of electronic Form 16 A by Indian Participants:**

If any tax is deducted at source (TDS) by exhibiting company then form 16 A as generated from income tax website (TRACES) with digital signatures, duly signed and stamped by the authorised signatory is to be forwarded to Manager, Leather Fair Unit, latest by Jan 20, 2017. No manual form 16 A will be accepted.

The TDS should be reflected in the table 26A of Income Tax Department website against the name of the applicant (only for Indian Companies).

**11. Sale of goods by participants:-**

IILF 2017 is a B2B fair and sale of goods is not allowed.

**12. Disputes regarding quality problems:**

ITPO will 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. If ITPO is put to any loss for the acts of omission and / or commission of / by the participant, the same shall be made good/indemnified by such participant.

**13. Public Safety Measures and Design Guidelines:**

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 36sq.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 15.01.2017:

- 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 [brijjal@itpo.gov.in](mailto:brijjal@itpo.gov.in) with copy (CC) to [saurabhsharma@itpo.gov.in](mailto:saurabhsharma@itpo.gov.in)
- The subject of the mail needs to be as follows:  
IILF Chennai 2017DrGs. 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 15.01.2017:

- 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 IILF Chennai 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).
  - 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.

**14. Subletting:-**

ITPO will have the right to close the stall and impose penalty, as may be deemed appropriate, if the allotted stall has been sub-let to another party.

**15. Security:-**

While ITPO will make the general security arrangements, participants will be responsible for the security of their exhibits and stalls. They may engage authorised security agencies for the security of their exhibits in coordination with Security Division of ITPO. List of exhibits should be verified and certified by Security Agency/Security Guards before handing over to them on daily basis as ITPO does not take any responsibility for thefts etc

**16. Insurance:-**

Participants will insure their exhibits and display materials 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. Product liability insurance:-**

Exhibitors are advised to insure against claim arising out of body injury and/or property damage. An exhibitor shall produce to the ITPO, on demand, certificates of insurance.

**18. Damage to Exhibition Areas:-**

Exhibitors are required to indemnify ITPO against any claim made against them in respect of damage to Exhibition Halls, structure or property caused during setting up of stalls and moving & display of exhibits by

exhibitor, his staff or by agents acting on the Exhibitor's behalf and claims arising from infringement of intellectual property rights & copyrights.

**19. Prohibited Items:-**

The following items are strictly prohibited inside the exhibition venue:-

- 19.1 Match box, cigarette, lighter, gas lighter, arms and ammunition, sword or knife.
- 19.2 Candles, incense sticks, hurricane lamp, stove, welding machine or iron cutter emitting spark.
- 19.3 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, Chennai Police who are responsible for security during the IILF well in advance.

**20. Fire Prevention:-**

- 20.1 Cooking is prohibited inside the exhibition halls. Halogen and other floodlights are not permitted.
- 20.2 Use of fire hazard 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.
- 20.3 Electrical wiring under carpets is a potential fire risk. Wherever this is unavoidable, adequate precautions should be taken by covering the wiring by wooden ramps. Wiring under carpet should not have joints.

**20.4 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.**

**DOs and DON'Ts for exhibitors:**

<b>DOs</b>	<b>DONTs</b>
<ul style="list-style-type: none"><li>1. Use Only CFL/LED lamps in spot lights</li><li>2. Use only copper wire for service Connection/Distribution</li><li>3. Use proper Thimbles/Lugs in cables/wires to avoid Loose connection</li><li>4. Put MCB DB, on pedestal stand, minimum 10 cm above ground to avoid entry of water etc.</li><li>5. Put insulated Rubber Mat on cables/wires crossing below the carpet to avoid faults and provide fluorescent tape/self-illuminated tape identification.</li></ul>	<ul style="list-style-type: none"><li>1. Don't use Halogen/Comptalux lamps in spot lights</li><li>2. Don't use aluminium wire for service connection/distribution</li><li>3. Don't connect wires/cables directly without Thimbles/Lugs</li><li>4. Don't put MCB DB directly on floor. It may create short circuit due to any water leakage</li><li>5. Don't provide wires/cables at crossing below carpets directly. It can cause short circuit and fire.</li></ul>

**21. Parking, entry & exit of vehicles:-**

- 21.1 Parking for exhibitors inside Chennai Trade Centre will be allowed against the authorised parking labels issued by ITPO in advance to exhibitors. The parking labels can be collected on site by each participant according to their entitlement.
- 21.2 Vehicle parked at unauthorized places will be towed away at the cost of participants. Parking facility for visitors inside Chennai Trade Centre is not available.

21.3 Entry of cars/trucks/lorries to Chennai Trade Centre during built-up period, exhibition and dismantling period will be strictly regulated. Entry passes/stickers may be obtained from Leather Fair Team on Jan 29, 2017.

## **22. Miscellaneous:-**

22.1 Storage of empty boxes or cartons behind the stalls and outside the hall/hanger/in open space is not allowed. If noticed, such pieces of rubbish will be confiscated, removed and disposed of at the expense of the participants.

22.2 No ticketed/sponsored functions will be held in front of any stalls to attract crowd to prevent blockage of roads/passages.

22.3 No celebrity shall be invited to any halls without prior permission from ITPO authority and without intimation to Security personnel two days before the function.

22.4 Participants and their staff inside the stall will be under obligation to produce their badges when asked by the security staff of ITPO or Chennai Police. Staff found without badges will be evicted from stalls.

## **23. Electricity, Compressed Air and Water:-**

23.1. Installations: All on-site electrical installations must be carried out by the registered/licensed Electrical Contractor of ITPO/Chennai Trade Centre/ PWD. All prefabricated fittings will be subject to an inspection by the competent authority of official contractor before connection to the mains supply.

23.2. Extra power load: Extra power would be made available on payment basis. Extra power would be provided on full advance payment latest by December 30, 2016 in prescribed form. No requests will be accepted after that date. Forms are available at our website: [www.indiatradefair.com](http://www.indiatradefair.com)

23.3. Water Charges: Request for water connection should be made along with full payment before December 30, 2016. No requests will be accepted after that date.

23.4. Compressed Air: Request for compressed air connection should be made along with payment before December 30, 2016. No requests will be accepted after that date.

Note: Electricity & Water consumption charges are subject to revision. Compressed air can be provided on demand on payment as specified in ITPO rules & regulations.

## **24. STATUTORY COMPLIANCE:-**

24.1. Performance licence:-

Any exhibitor intending to organize any entertainment/marketing show even in its own allotted space would require prior permission from ITPO. In either case, the exhibitor has to get performance licence from the concerned authorities two days before the function.

24.2. Copy Right Licence:-

All necessary licences 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 for perusal of ITPO. Anybody found infringing Copyright Act shall be personally liable to pay the penalty and indemnify ITPO for such infringements.

24.3. Noise Level:-

Use of loud speakers for playing music, making announcements and other promotional means for attracting visitors is strictly prohibited. If cordless mike is used for promotional purposes, the exhibitors will ensure that no nuisance/disturbance is caused to other exhibitors and annoyance to the visitors and the sound level is not allowed to exceed 70 decibels.



**24.4. No Smoking Zone:-**

Smoking in Chennai Trade Centre premises/Exhibition ground/Halls is strictly prohibited. Violation would attract penalty as per law in force.

**24.5. MISCELLANEOUS CONDITIONS:-**

**24.5.1. Service Providers:-**

Details of construction decoration agencies appointed privately by exhibitors, need to be provided to Leather fair Unit one month prior to the commencement of the exhibition. They have to undertake to follow the architectural guidelines.

**24.5.2. Temporary Staff:-**

No recruitment of any staff by participants will be allowed outside the gates of Chennai Trade Centre or inside the halls.

**24.5.3. Food & Beverage outlets:-**

Only authorized persons/company will be allowed to operate food and beverage outlet/kiosk. Sale of eatable/beverage of any kind inside the hall is strictly prohibited. No exhibitor is allowed to make any arrangements of food/beverage kiosk inside the hall. Nobody is allowed to put up any ad hoc/temporary kiosk without the permission of ITPO. Anybody found selling food packets etc. will be liable for punitive action by the competent authority.

**24.5.4. 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 3.00 pm , 31st Jan, 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.

**24.5.5. 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.

**24.5.6. Exit Permit & Vacation of stall:-**

Stalls are to be vacated by 10.00 p.m. on February 03, 2017. However, heavy machinery & equipment which require cranes for material handling need to be removed from Hall 1A, B, & C latest by 12.00 noon, January 04, 2017 failing which a penalty will be imposed on the exhibitors whose materials is in the hall. Therefore exhibitors who display machinery & equipment need to ensure timely removal of their exhibits from the hall. No exhibits/cases/display material will be allowed to be taken out of Chennai Trade Centre without Exit Permit which will be issued by the Leather Fair Team/ TNTPO on production of No Dues Certificate issued by the Leather Fairs Unit. Participants who fail to vacate the space will be liable to pay penalty to ITPO (as prescribed by ITPO) and the ITPO shall 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 and will attract penal rent as applicable.

**24.5.8. 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 and no refund of participation charges would be considered.

**24.5.9. Force Majeure:-**

ITPO will endeavour to ensure the supply of the services, but if the supply of such services is not within the control of the ITPO, then no exhibitor is entitled for any damage incurred due to failure of services.

24.5.10. Interpretation:-

The decision of CMD, ITPO or his nominee shall be final and binding on the participant about the rules and regulations.

24.5.11. 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.

**REQUEST FOR SCRUTINY OF DRAWINGS**

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

**Event: India International Leather Fair (IILF), Chennai 2017**

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: \_\_\_\_\_