



## INDIA TRADE PROMOTION ORGANISATION

### RULES AND REGULATIONS FOR PARTICIPATION

IN

**HKTDC FOOD EXPO, HONG KONG, August 15 – 17, 2019**

**1. Space Booking :**

Application in prescribed proforma for participation in overseas activities of ITPO is to be submitted alongwith proof of transfer of amount of participation fee through RTGS / NEFT by the stipulated date for booking of space. Space is offered with an area of 9 sq. mtrs. (minimum) and in multiples of 9 sq. mtrs. thereof (subject to availability).

**2. Membership of ITPO**

Membership of ITPO has been made mandatory for participation in ITPO organized events. Non-members are requested to apply for membership of ITPO. Application form and payment details available at following link ([http://indiatradefair.com/uploads/doc/pdf/membership\\_renewal.pdf](http://indiatradefair.com/uploads/doc/pdf/membership_renewal.pdf)). You are requested to indicate your membership number in the application form for participation to enable us to process the request.

**3. Allotment of Space to the Participants :**

- a) Selection of participants will preferably be done on first-cum-first served basis / suitability of exports i.e. export turnover, product acceptability etc. subject to payment of full participation charges.
- b) ITPO may, however, make allocation of available space in the show premises at its discretion and its decision in this regard will be final and binding on all.
- c) Submission of application for booking of space does not automatically confer a right for allotment of space. Approval of application for space will rest with ITPO.
- d) The space allotted to the approved participants is to be exclusively used by them for display of their exhibits as approved by ITPO. Subletting of space is not permissible. Violation of this clause may lead to immediate cancellation of space allotted, forfeiting of space rent, security deposit etc., paid to ITPO and debarring the participation from the future participation in ITPO's events.

**4. Refund of Participation Fee :**

Refund of participation fee will be considered in case where:-

- a) The space rent contribution paid by the participant is in excess of the actual amount due to ITPO.
- b) The participant after approval withdraws from the participation but space is subsequently let out to some other participant who pays for the space. In such cases the participant can be allowed the refund after deducting 20% of the total amount payable.
- c) There is a change in the venue and date of an event and due to this the participant is unable to participate.
- d) ITPO is not able to participate in the Fair on account of non-availability of space, rejection of application or in the event of cancellation of participation due to unforeseen circumstances.
- e) In case of force majeure. Where the participant is unable to participate due to the circumstances over which he has no control.

**5. Visa :**

- a) ITPO, as a trade promotion organisation, will provide necessary assistance to the representatives of the participating Company by issuing recommendatory letter to the concerned Mission for obtaining visa.
- b) ITPO shall not be liable, in case the concerned Mission of the host / transit country denies visa to any / all representative(s) of the participating Company for any reason.
- c) Since ITPO, on behalf of the participating company, has already committed for certain financial bindings by booking of space, construction/decoration of stand, catalogue entry, general publicity support etc., it will not be possible to consider any refund on account of denial of visa/delay in receipt of visa.
- d) Visa recommendation letter will be issued only in favour of the Chief Executive / Proprietor / Senior Level Officer dealing with exports of the Company who can take on the spot decision.
- e) The representative would come back to India after the Event / Fair is over and would submit the proof of his / her departure / arrival, wherever asked.

**6. General :**

- a) In the event of postponement / abandonment / cancellation of the Fair/ Exhibition/Show, or in case of exhibits not being displayed due to any reason, ITPO shall be under no liability to compensate expenditure or loss, if any, incurred by the participants.
- b) Only goods of Indian origin will be allowed for display in India Pavilion. Participants will be allowed to display only those products which are allowed by the fair organizers and approved by ITPO.
- c) ITPO will not arrange shipment of exhibits for display. Participants will make their own arrangements for dispatching the exhibits at their own cost and risk.
- d) Exhibits of participants whose representatives do not turn up at the Fair / Show will not be displayed.
- e) Refundable amount, if any, to the participant does not attract interest of any kind.
- f) Participants will comply with instructions regarding packing and dispatch of exhibits and other matters concerning their participation. All payments with regard to import duty, any local taxes and forwarding the exhibits back to India will be made / borne by the participants in foreign exchange.
- g) Participants will not be allowed to remove the exhibits during the show without specific written permission from ITPO.
- h) Participants will be required to furnish complete information on orders booked, enquiries generated, retail sales, etc. during and after the close of the Show. Compliance with this rule will be one of the criteria for selection of the participants for future ITPO programmes.
- i) All expenses for travel to & fro, and stay abroad including boarding, lodging, medical treatment, insurance, etc. will be borne by the participants themselves.

**7. Compliance of Fair related/ country related rules and regulations**

- a) Participants will adhere to rules and regulations as may be prescribed by the country in which the show is held and/or laid down by the Fair Organisers in addition to ITPO's terms and conditions. The following is illustrative list of such conditions:
  - (i) In case of inflicting damages to the property, the penalties may be levied on the participant.
  - (ii) Storage of exhibits / empty boxes should be done as per the rules of the Fair Organiser.
  - (iii) The stand should not remain unattended at any time during the fair. Exhibitor will be responsible for his stand and his belongings on Exhibition Ground; he / she should take the necessary precautions to secure the safety of his / her exhibits. ITPO will not be responsible for any loss / theft of exhibits / other belongings of the participant.
  - (iv) If the exhibitor wishes to distribute publicity materials he / she should get prior approval of the Director, India Pavilion / Fair Organiser.
  - (v) The ITPO / Fair Organizer reserve the right to photograph / video coverage of the display in the stands / India Pavilion.

- (vi) It is not allowed to use inflammable items and it is not allowed also to use loudspeakers or DJ inside or outside halls.
- (vii) The participants are required to follow all customs regulations relating to incoming / return exhibits.
- (viii) Sale of exhibits shall be regulated by the rules of the fair organizer. Participants are advised to understand the procedure / rules.
- b) In case of default of any payment due from the participants, ITPO reserves the right to debar them from participation in ITPO's Fair in India & abroad and bring to the notice of appropriate authority.
- c) Any dispute/differences arising out of the participation in the event shall be referred to the Chairman and Managing Director of India Trade Promotion Organisation whose decision or award shall be final and binding.
- d) The terms and conditions of participation shall be subject to the jurisdiction of courts in the State of Delhi.

**DECLARATION**

We have studied the rules and regulations for participation carefully and agree to abide by the same.

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Signature of the Authorised Representative

Place: (Company Seal)

Name: .....

Date:

Designation: .....