



29th Delhi Book Fair, 25th Stationery Fair, 9th office Automation and Corporate Gift Fair, August 6-10, 2025

TERMS AND CONDITIONS FOR PARTICIPATION

1. PARTICIPATION: Application for participation is to be submitted in the prescribed form along with the payment, then, Approval of participation exhibits, space allocation will be done with sole discretion of India Trade Promotion Organization. However, stall will be allocated on the basis of 'first come first serve'.	11. LAST DATE: Application for space booking along with the full amount be remitted by NEFT/RTGS in favour of ITPO, New Delhi latest by 25 th July, 2025 and the booth will be allotted subject to optimum utilization of space on first-come-first-serve basis.
2. SPACE ALLOCATION: Complete application in all respect and accompanied by the requisite full payment will only be considered for allocation of space. Space allocation will be made by ITPO and the space will be allocated to exhibitors/companies by name and no subletting will be allowed in any manner.	12. REFUND: No refund/adjustment of participation fee will be made by ITPO after approval of participation.
3. VENUE: Hall No. 12 & 12 A, Bharat Mandapam, New Delhi	13. DISPUTE: <u>Disputes, if any, arising out of participation in this exhibition shall fall within the jurisdiction of the courts of Delhi/New Delhi.</u>
4. TIMINGS OF THE FAIR: 10:00 AM to 7:00 PM	14. STORAGE OF EMPTY CASES: Empty cases will not be allowed to be stored anywhere in the exhibition grounds. These will have to be removed at least 24 hours before the opening of the fair failing which ITPO will have the right to get them removed at the cost and risk of the exhibitor.
5. CONSTRUCTION OF STAND: The construction and design of the stand will have to be within the architectural guidelines of ITPO. Stall design of bare space booking will have to be approved by the Architect Division of ITPO before actual construction is started.	15. SECURITY: ITPO will provide general security. However, participants will be responsible for the security of their exhibits and stall.
6. ATTENDANCE AT THE STAND: a) No stand should be left unattended during the exhibition hours, staff of participants must be present at least one hour before the opening and half an hour after the closing of the fair. b) No activity, which, in the opinion of ITPO amounts to nuisance or annoyance, will be carried out by the participants. ITPO shall have the right to take remedial action in such cases. c) Exhibits must not obstruct passages, fire extinguishers, cable terminals for phone connections outlets for electricity and water must not be obstructed.	16. INSURANCE: Participants will insure their exhibits, display material against loss, damages, theft, fire or any cause whatsoever. They will also obtain third party insurance cover for construction period and dismantling period.
	17. Water Charges: Rs.1196/- per connection and Rs. 1680 per tap per day plus GST
	18. Fire Prevention: Participants will keep and maintain the lighting equipment within their stalls as per safety regulations, arrangements of fire extinguishers in stalls/pavilion is the responsibility of the individual participants.
7. VACATION OF SPACE: Space will have to be vacated within one day of the closing of the fair. Participants who fail to vacate the space will have to pay penalty to ITPO (as prescribed by ITPO) and the ITPO shall have the right to remove the exhibits/material etc. of participants at the risk and cost of participants.	19. SERVICE AGENCIES: Work of cargo handling/clearing can be availed by the participants only from those who are empanelled with ITPO. No other agency will be allowed to provide services.
8. ELECTRICITY/POWER CHARGES: Power connection charges are Rs. 262/- per KW and power consumption charges are Rs.352/- per KW per day plus GST(the charges are however subject to revision)	20. SMOKING: Smoking inside the exhibition hall is strictly prohibited.
9. COPY RIGHT: <u>All necessary licenses for using copyright material from the relevant copyright authorities e.g. the Phonographic Performance Ltd and the IPRS etc. shall be obtained by the exhibitors. The exhibitors shall be personally liable to pay the penalty and indemnify ITPO for such infringements.</u>	21. NO USE OF PLASTIC BAGS: As per order dated 7 th August, 2008 of Hon'ble High Court of Delhi, no exhibitor will use plastic bags for promotion of their goods. Instead bags made from jute, cotton and recycled newspaper should be used.
10. 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.	22. INTERPRETATION: The decision of CMD, ITPO or his/her nominee shall be final and binding on the participants with regard to the interpretation of these rules and regulations.
