

**INDIA TRADE PROMOTION ORGANISATION****17th Indo-Malaysia Trade Expo & Deepavali Carnival 2018**
from 27th October to 5th November 2018**Application for participation**

(Not to be filled by hand)

1	Name of the Registered Firm/Company :	
2	Registered Address :	
3	Type of Organization :	
4	Phone :	
5	Fax (with ISD/STD code) :	
6	Mobile No. :	
7	E. Mail :	
8	Website :	
9	Pan No. : (please enclosed copy of Registration)	
10	GSTIN. :	
11	Name & Designation of Key Executive:	
12	Are you registered as small scale industry? If yes, please attach self attested copy of Registration Certificate :	Yes / No
13	Membership of EPC / Commodity Board, if yes, indicate name :	
14	Import Export Code No. : (please enclosed copy of Registration)	
15	Total turnover of Company : (US\$ / Rs.)	
16	Export turnover : (US\$ / Rs.)	
17	Space requirement (in Sq Mtrs.) : (Minimum 9 sq.mtrs. or multiples of 3 sq. mtrs. thereof)	
18	Corner booth required (Subject to availability) :	Yes / No
19	Additional display facilities, if any (on payment	

	basis) including provision of extra electricity load / power point / sockets etc.) :	
20	Participation charges : UTR No. dated Bank Code.....	Rs..... In words (Rupees
32	Products for display:	
33	Brief profile of company (not more than 25 words) :	
34	Whether you have participated in this Fair (last year, i.e., 2017) (If yes, please indicate booth No.) :	
36	Would you like to retain this booth /same location this year also:	Yes/No
35	MAI facility availed for this event, if any :	Yes/No

We have read the rules & regulations of participation and we agree to abide by the same.

Place : Signature.....

Date : (Company Seal)

Name.....

Designation.....

Please complete and return this form to :Mr. Ravi Prakash Pareek, Senior Manager
India Trade Promotion Organisation
Pragati Bhawan, Pragati Maidan,
New Delhi – 110 001.
Mobile Tel : 9810237371 / Fax : 91-11-
23371492
Email : ravipareek@itpo.gov.in



India Trade Promotion Organisation
Rules and Regulations for Participation

17th Indo-Malaysia Trade Expo & Deepavali Carnival 2018.

Uploaded on: www.indiatradefair.com

1. **Policy for booking and allocation of Space** Right for allocation of booths reserved with ITPO however, allotment shall be done after meeting all mandated requirements and upon receipt of full payments only.
2. **Category of Participants** There are two categories of participants :
 - a. MAI : - MAI subsidy shall be extended to the eligible participants only.
 - b. Non MAI : - Full rentals will be charged
3. **Participation Charges:** Per SQM charges for Shell Scheme (Minimum booking 9 sqm)
 - a. MAI @ Rs.17500/- per sqm
 - b. Non MAI @ Rs.26,000/- per sqm
 - c. 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.
4. **Tax Deduction at Source (TDS)** Applicants will have the option of deducting the TDS by them. Such exhibitors are required to submit the TDS Certificate soon after the TDS is paid to the Govt. **In addition, participant will pay security deposit alongwith payment which is equal to TDS amount deducted.**
5. **Approval Letter** Approval letter for participation in the exhibition shall be issued after fulfilment of following conditions by the applicants: (i) Receipt of duly filed in application (ii) 100% payment towards participation and security deposits (iv) Receipt of Letter confirming that the original TDS certificate will be provided to ITPO (v) Documents as specified.
6. **Construction of Booth** (a) Shell Scheme:- For one booth of 9 sq. mtrs. under shell scheme, ITPO will provide Partition Panels, Two Spot Lights, Display Aids, Floor Covering, Fascia, one Table, two Chairs, one Electric Socket and one Waste Paper Basket. (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.
7. **Cancellation and Refund of Application Money/Space Rent** Requests for refund of amount shall be processed under the rules, after closure of the fair. 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. 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:

- a. Cancellation request made 40 days or less before start of the event (the start day will not be included), 100% application money deposited will be forfeited, irrespective of the date of allotment of stall.
- b. Cancellation request made before 41 days or more 50% of the application money deposited will be forfeited, irrespective of the date of allotment of stall.

8. **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.

9. **Terms and conditions : -**

- a. Dispute Regarding Quality Problems etc.: ITPO shall not be a party to any disputes arising out of quality problems.
- b. 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.
- c. 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.

- d. 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.
- e. Stall Alteration: a. No alteration of the size or position of an exhibitor's stall is permitted. ITPO, however, reserves the right to modify the layouts of stall sites and gangways.
- f. 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.
- g. Temporary Staff: ITPO shall not be responsible for any dispute arising out of hiring of services of casual workers/ hostesses by the participants.
- h. 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.
- i. 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.
- j. 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 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.

10. Visa :

- a) A Notarized Affidavit (executed on a stamp paper of Rs.50/-) as per Annexure-III is required before issuing Visa Recommendatory letter.
- b) 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.
- c) 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.
- d) ITPO shall not be liable, in case the concerned Mission of the host/transit country denies visa to a representative of the participating Company for any reason.
- e) 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.

- f) The representative would come back to India after the Event/Fair is over and would submit the proof of his/her departure/arrival, wherever necessary.

11. General :

- a. Only goods of Indian origin will be allowed for display in Indian Pavilion. Participants will be allowed to display only those products which have been selected and approved by ITPO.
- b. Exhibits of participants whose representatives do not turn up at the Fair/Show will not be displayed.
- c. ITPO will arrange shipment of exhibits for display from Mumbai to Kuala Lumpur by sea. The participant just has to pay the local charges i.e Delhi-Mumbai Rs. 1600 per cbm and rest Mumbai-Malaysia will be free. Also please be informed that the exhibitors have to pay RM 160 per box towards customs duty/agency charges/handling charges/Port charges/Local transport charges & labour charges. Exhibits will be accepted for shipment by **15th September, 2018** only. The participants are required to get in touch with the agency directly as this facility is beyond the cost, responsibility and risk of ITPO. After **15th September, 2018**, participants will make their own arrangements for dispatching the exhibits at their own cost. For more details about shipment please contact Mr. Sachdeva at 9810545443.
- d. Participants will make their own arrangements for removing exhibits from the packing cases and displaying them in the booth. Likewise, after the Fair, participants will make their own arrangements to repack and send the exhibits back to India.
- e. 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. All participants are advised to make arrangement of sufficient funds for such purposes. Further, exhibitors are advised to ensure the duty structure etc. applicable for their items on their own. ITPO can provide only general information in such matters and cannot be held responsible for any variations on account of duty charged.
- f. Participants will not be allowed to remove the exhibits during the show without specific written permission from ITPO or Show Organisers.
- g. 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.
- h. All expenses for travel to & fro, and stay abroad including boarding, lodging, medical treatment, insurance, etc. will be borne by the participants themselves. The participants should arrange sufficient funds to meet such eventualities.
- i. Participants will adhere to such other regulations as may be prescribed by the country in which the show is held and/or the Fair Organisers.
- j. 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.

- k. 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.
- l. ITPO shall not be responsible for any loss of business / property arising out of the participation in the event. No action for indemnification shall lie against ITPO.

DECLARATION

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

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Signature of the Authorized Representative(s)

Name :

Designation:

.....

Place:

Date:

.....

(Company Seal)

INDIA TRADE PROMOTION ORGANISATION

FACT SHEET

17th Indo-Malaysia Trade Expo & Deepavali Carnival 2018.

Name of the Fair	17 th Indo-Malaysia Trade Expo & Deepavali Carnival 2018.	
Date	27 th October to 5 th November 2018.	
Venue	Open Car Park B, National Sports Complex, Bukit Jalil, Kuala Lumpur, Malaysia.	
Participation fee (shell scheme)	Space charges are Rs.17,500/- per sq.mtr. for MAI eligible participants and Rs.26,000/- per sq.mtrs. for non-MAI participants	
Bookable Area	Minimum bookable area 9 sq.mtr. or multiples of 3 thereof	
Visitors to last show(2017)	5,00,000 (approx.)	
Display Profile	<ul style="list-style-type: none"> ❖ Handicrafts, ❖ Jewellery ❖ Decorative items ❖ Gift items ❖ Leather goods ❖ Toys ❖ Kitchenware ❖ Food & Beverages ❖ Coffee, Herbs ❖ Health items ❖ Beauty products 	<ul style="list-style-type: none"> ❖ Ayurvedic products ❖ Office stationery ❖ Textiles ❖ Home décor, bed sheets, ❖ Women garments, ❖ Photo prints, ❖ Souvenirs, ❖ Tourism ❖ Engineering Goods ❖ Agricultural Products ❖ Mineral and chemical products
Payment of Rentals through RTGS/NEFT	Name of Beneficiary	India Trade Promotion Organisation
	Name of the Bank	HDFC Bank Limited
	Branch Address	G-3/4, Surya Kiran Building 19, Kasturba Gandhi Marg New Delhi-110001.
	Account No.	00031110005078
	Type of Account	SAVING
	IFSC Code	HDFC 0000003
Contact Details	<p>Shri Ravi Prakash Pareek, Senior Manager India Trade Promotion Organisation Mobile:9810237371 Email: ravipareek@itpo.gov.in) and</p> <p>Shri R.K. Gandhi, Deputy Manager India Trade Promotion Organisation (Mobile No.9540016101 Email : rkgandhi@itpo.gov.in)</p>	

AFFIDAVIT

I, _____ son/daughter/wife of _____
resident of (address) _____
that I am the proprietor/partner of the (name of the
entity/company) _____ having its
office at _____ do solemnly affirm and
declare as under:

1. That our company M/s _____ is participating at
_____ (name of Fair) _____ (date).

2. That our company will be represented at the exhibition by:

(i) Mr./Ms. _____ Designation _____ and
(ii) Mr./Ms. _____ Designation _____

Who has / have good background in the field of products
being displayed by our company.

3. That the above Official(s) need to apply for Business Visa
to enter _____ (name of country) as per governing
law of the land. You are requested to issue the Business
Visa recommendation letter accordingly.

4. That the above named Official(s) will return to India after
the conclusion of the fair and submit a proof of his/her
arrival. We agree that if the representative(s) don't
return to India, the company may be blacklisted by ITPO and
appropriate legal action including lodging of FIR with the
Police may also be taken by ITPO.

5. That our company will bear his/her/their cost of air-travel
and boarding & lodging expenses in _____ (name of
country).

6. That our company will adhere to all the rules and
regulations of fair authorities as well as ITPO for smooth
participation in the above fair.

DEPONENT

VERIFICATION

Verified at New Delhi on this _____ day of _____ 2018 that
the contents of the above said affidavit are true and correct to
the best of my knowledge and belief.

DEPONENT

(To be executed on stamp paper of Rs.50 and attested by Notary)

