

**TERMS OF REFERENCE:**

- A. In these Rules and Regulations, the term exhibitor shall include all employees, staff and agents of any company, partnership firm or individual to whom space has been allotted for the purpose of participation.
- B. The term Exhibition shall mean the tradeshow known as "Industrial Expo 2019"
- C. The term organisers shall mean: The Management, Industrial Expo 2019 committee, 711-B, Lalita Tower, Alkapuri, Vadodara - 390005.
- D. The Exhibition premises will include main passage. It will also include the general area and parking lot.

Exhibitors are required to indemnify the organisers against any claim made against them in respect of damage to Exhibition halls and the venue caused by the exhibitors' stand, exhibits and staff or by agents acting on the exhibitors' behalf.

**CONSEQUENTIAL LOSS:**

In case of Exhibition being cancelled or suspended in whole or in parts for cause not in the organisers' control the organisers shall not accept any consequential liability.

**STAND ALTERATION:**

- A. No alteration to the size of an Exhibitors' stand is permitted without the prior written approval of the organisers.
- B. Conversion of an allotted stall to free design is not permitted.
- C. The Organisers reserve the right to require exhibitors to make such alterations to their stands as to avoid interference with the display of other exhibitors.
- D. The organisers reserve the right to modify the layouts of stand sites and business desk (Table space) and gangways etc..
- E. Exhibitors are particularly requested to avoid designs, which block or box in other exhibitors' stand.
- F. Stands may not overhang the allotted area, nor are any obstructions permitted on gangways, fire points, extinguishers or emergency exits. The layout is tentative and subject to change. The decision of organizers on the allotment of booth is final.

**STALL INTERIORS:**

Though the exhibitors are free to decorate their stands to the best of their ability for projecting the right image of their products and company, they should not cause any permanent damage to the walls, panels and floors through use of nails, paints, or any other such activity.

**BARE SPACE:**

Participants have to submit their construction and decoration plan before 31 January 2019 and take prior approval of the organizers of Industrial Expo 2019. Construction of booths can be taken only on specific approval of construction plan by Industrial Expo 2019.

Equipments, machineries and other exhibits which may produce excessive noise, vibration or may cause electrical interference or other annoyance will not be permitted to operate, albeit they may be permitted to display such exhibits. In this matter the decision of the organisers will be final. The organizers reserve the right to alter the floor plan.

The position of stalls with respect to aisles in the floor plan is purely pictorial and not guaranteed. In case of any variation, the stall number allotted will be taken as the basis for occupancy by the exhibitor.

**INSURANCE:**

- A. Insurance of the exhibits and the property of the stands will be the responsibility of individual exhibitors.
- B. The organisers shall not be responsible in any way for personal injury to the exhibitors or his staff, agents, invitees or licensees however caused.

**PAYMENT TERMS:**

Payments or Hire/Rental charges shall be made as per contract (50% of Net Amount Payable as advance and Balance 50% payment by 31-01-19). Exhibitors will also be required to pay any additional taxes etc. as levied by the government from time to time.

**DEFAULT ON PAYMENTS:**

The organisers reserve the right to cancel any reservation of space in the event of an exhibitor not having paid any dues in rental charges on or before the due dates. Payment already received will be forfeited in such cases.

**CANCELLATION:**

If Cancellation is before 10th December 2018, 50% Amount of Total Booking will be refunded. No cancellation or reduction in space will be accepted after the date of 10th December 2018. In the event of cancellation after 10th December 2018 advance money or full amount paid by exhibitor will be forfeited.

**SECURITY:**

Although 24 hours security service will be in operation for the overall exhibition, the security of the individual exhibits in the stall will be the responsibility of the exhibitors. Exhibitors should take all possible precautions to avoid loss or damage to the equipment's both during and outside exhibition hours.

No Hoardings, Banners etc., will be allowed on the Exhibition premises or on the roads in the vicinity unless their designs, specifications, installations and location have been pre-approved by the organisers as per their rules and regulations. Such unauthorised display if any, is liable to be removed by the organisers without notice.

**SPACE NOT OCCUPIED:**

- A. Every exhibitor shall occupy the full area booked by him.
- B. Should an exhibitor fail to take possession of the stall at least 12 hours before the start of the exhibition, the organisers reserve the right to dispose off the stall so unoccupied without notice. No refund of advance paid will be given for any such unoccupied stalls.

No other representatives will be allowed at the stall other the authorized persons as specified by the exhibitor in the application form.

**NO SUBLETTING:**

The exhibitors shall not assign, sublet or grant licenses in respect of the whole or part of the stand. Display / distribution of cards, handbills, literatures, advertisements, banners or printed matters of companies / firms / persons who are not bonafide allottees and or not organisers' authorized exhibitors is totally prohibited, except albeit, such display / distribution permitted in respect of companies / firms which are subsidiaries of exhibitors (or) exhibitors ultimate holding company.

**REMOVAL OF EXHIBITS:**

Exhibits must be removed from the stands before 9.00 A.M. on 15th Feb 2019 ie) the next day of the exhibition.

Should an exhibitor fail to vacate his stand space or the premises by the time specified by the organisers, he shall be liable to reimburse any such costs incurred by the organisers as the result thereof.

No material exhibit will be allowed to be taken out of the hall without valid exit pass obtained from the office authorised by the organisers.

**ELECTRICAL INSTALLATION:**

All onsite electrical installation must be carried out by the officially appointed electrical contractor before the connection to the main supply.

**FAILURE OF SERVICE:**

The organisers endeavour to ensure supply of the services at the exhibition premises and of those supplies mentioned in the manual. As the supply of such services is not within the control of the management, neither they nor the organisers shall be liable to the exhibitors for any loss or damage, if any such services shall wholly or partially cease to be available.

Nor shall the exhibitor be entitled to any repayments in respect of rental and or other charges to be paid under the contract.

The organisers and those authorised by them respectively have the right to enter the exhibition stalls allotted at any time to execute work repairs and alterations and for other purposes.

Any verbal agreements concerning any aspect of the contract or the exhibition are not valid unless confirmed in writing. No counter sales are permitted.

**STALL POSSESSION:**

Possession of the stall will be given two days prior to the inauguration day to the exhibitors and the interiors and display must be completed before inauguration.

No inflammable, hazardous article shall be stored in the exhibition area. All exhibitors are subject to a general lien in favour of the organisers for all sums whether for unpaid rental or otherwise, due from an exhibitor to the organisers.

**GOVERNMENT TAXES:**

Government tax(es) extra as applicable.

**JURISDICTION:**

Any dispute between the organisers and the exhibitors is subject to the Jurisdiction of the court of Vadodara city only.

We have read the rules & regulations, exhibitor guidelines of Industrial Expo 2019 and shall abide by them.

- By order of the Organiser