



Confederation of Indian Industry
Eastern Region

Confederation of Indian Industry
Eastern Regional Headquarters
6 N S Road Kolkata,
West Bengal 700001
T: +91-33 2230 7727|
E: ciier@cii.in| www.cii.in

I/We have read and understood the General Terms & Conditions* (Please tick in the box to accept)

Signature: _____ (with company seal)

Place: _____

Date: _____

CII Contact Details

For general inquiries, contact – Ms Disha Chakraborty- disha.chakraborty@cii.in | +91 7980838197

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GENERAL RULES & REGULATIONS FOR EXHIBITORS

- Organizer:**
Confederation of Indian Industry
Eastern Regional Headquarters,
6 N S Road Kolkata, West Bengal 700001
Tel: +91-33 2230 7727

VENUE: Taj Bengal,34-B, Belvedere Rd, Alipore, Kolkata-700027
EXHIBITION TIMINGS: 1000 Hrs - 1800 Hrs
EXHIBITOR: Organisation showcasing Export products, solutions focused on Technology, Sustainability Solutions, Renewable Energy, Infrastructure and logistics solution providers, Financing houses etc.
 - Exhibitor Eligibility:**
Any Indian / Overseas Company / Organisation with interest in the subject event profile (please refer to the event brochure)
 - Space Rent and Basic Condition for Participation:**
 - Built-up Indoor Space:** The organiser will provide built-up modular stalls of international specifications for indoor exhibitors. Each stall will have
 - Basic furniture
 - Spotlights
 - Electric plug points (5/15 Amps) single phase with free electricity to the extent of 0.75 KW per day
 - Wastepaper basket
 - Fascia with company name (please note: Fascia name is mandatory for built-up stall)
 - Synthetic Carpeting
 - The prospective Exhibitor should submit the Online space booking form and process along with the advance / full payment. Allotment will be on a "first-come-first-served basis". All payments should be made either by Demand DD/ NEFT/ RTGS. Demand draft shall be payable to the Confederation of Indian Industry (ER), **Kolkata** or by NEFT / RTGS. The bank details for sending DD/NEFT/ RTGS payment is given below:

Bank Details	Bank Name and Address:
Account Number : 627605259180	ICICI BANK LIMITED
PAN Number : AAATC0188R	Cathedral Annexe, Ground
IFSC Code : ICIC0006949	Floor, 15 Portuguese Church
MICR : 700229081	Street , West Bengal,
	KOLKATA – 700 001
- In the case of NEFT/RTGS payment, the exhibitor needs to share the unique transaction ID with CII for confirmation of the payment.
- The Organiser reserves the right to reallocate space, change the layout, add or delete corridors as shown in the printed space plan which may affect the orientation of some Exhibitors. The organizer's decision will be final in such matters.
 - Cancellation - Refund of Space Rent:** The last date for cancellation is 1 August 2024, irrespective of the booking date.
 - Application for Participation:**
Application for space in the prescribed form must be mailed and 50% of the space rental will be processed after receiving PI for stall confirmation & 100% of security deposit.
 - Terms of Payment:**
50% of the invoice value, 100% Space Security Deposit to be paid along with the space booking forms. Balance 50% payment within 2 days after confirmation by the organiser. Payment by the stipulated date is a prerequisite condition governing participation in the Exhibition. In the event of a default in payment by the stipulated date, the organiser shall reserve the right to refuse participation by the exhibitor. Bookings made 10 days prior to the day of the event should be with full payment including a security deposit.
 - Space Security Deposit:** 10% of space rent or INR 50,000 whichever is less to be sent along with the Exhibition space booking form as Security Deposit. Organisers reserve the right to refund the Security Deposit after adjusting dues if any, 45 days after the completion of the Exhibition in Indian Rupees only.
 - All exhibitors are liable to pay GST and all other taxes/levies imposed by the government.
 - Damages:**
The exhibitor will be responsible for all the damage caused during the construction period /or exhibition period and/or dismantling period at the exhibition venue. The exhibitor should make the payment towards the damage or will be adjustable against Security Deposits in lieu thereof.
 - TDS:**
TDS can be deducted as per provision of Income Tax Act 1961 on Space Rent. TDS will not be applicable for Security deposit and Electricity charges. Exhibitor shall



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produce and hand over TDS certificate in accordance with the provision of Income Tax Act, 1961 within the Statutory timeline. The exhibitor in their cover letter along with the payment and space booking form must clearly mention the details about the TDS amount & regarding percentage deducted.

11. **Approval for Design of Stand:**

Indoor Raw Space Exhibitor shall be required to submit the stand design drawings with complete details of exhibits, electricity, and other requirements in triplicate. This should be in accordance with the Exhibition stall design guidelines, which shall be furnished to the exhibitor two months before the exhibition. Any change the organizer suggests must be made by the exhibitor as the organizer's decision shall be binding and final.

Indoor Built-up stall Exhibitors of 18 sqm and above shall be allowed to design their stand inside the built-up stall provided by the organizer without affecting the structure. The exhibitor shall be required to submit the stand design drawings to the organizer for approval.

Fascia: The built-up stall will have the Standard Fascia with the company name (Octonorm Structure), which cannot be dismantled under any circumstances.

12. **Sale of Exhibits:** The sale of any exhibit during the exhibition period is prohibited. Negotiations for sale however may be conducted on Exhibition timing. No equipment can be taken in or taken out of the stall once the exhibition starts.

13. The Organiser shall appoint an official agent for handling, clearing, and forwarding exhibits. The Exhibitors are required to contact the agent directly to utilize their services. No other handling agent will be allowed to operate inside the venue.

14. Portable cooking equipment using charcoal, wood charcoal, gas, propane or butane can or any other substance that leads to fire hazards will **not be allowed** to be used inside the exhibition hall. Only electrical cooking appliances and sterno hot plates are permitted for any demonstration.

15. **Entry in the Exhibition Catalogue:**

On allotment of stalls, exhibitors shall fill out the online form for a free listing in the Exhibition **catalogue**. The completed form should be filled out **10 days** before event date. The exhibitors who do not comply with the prescribed time schedule will not be featured in the exhibition catalogue. The correctness, alignment & proper filling of details for the exhibition catalogue are the responsibilities of the Exhibitor.

16. **Advertisement in the Exhibition Catalogue:**

Advertising in the exhibition catalogue is on a paid basis. Exhibitors and non-exhibitors may advertise their product as a multi-colour pictorial view related to subject event profile. A tariff chart is available on request. For sponsors, the advertisement will be complementary as per the sponsorship deliverables.

17. **Insurance:**

Against all ascertainable risks from transportation to display, removal should be done by the Exhibitor at his own cost. The Organiser will be in no way responsible for any damages to property or injury to the employee/labour at the venue and during transit.

18. **Photograph:**

The Organiser retains the right to photograph or videotape any exhibit for their use.

19. **Settlement of Dues:**

All dues chargeable to an exhibitor must be settled before the close of the exhibition to ensure the smooth removal of goods from the exhibition site.

20. **Not Transferable:**

You cannot sell, assign, rent, sublease, transfer, trade, or share any part of the exhibit area provided to you with any other company, person, or organisation. In short, no subletting will be entertained.

21. **Supervised Customs Clearance for Overseas Exhibitors:**

Exhibits of approved overseas exhibitors can be temporarily cleared through Indian customs without payment of customs duty against any of three instruments: **ATA Carnet or Embassy Guarantee or Bank Guarantee**. The clearance will be subject to re-export within a period of six months from the date of import.

The official handling and clearance agency of the organiser is well versed with the procedures and can help the exhibitors in obtaining the clearance. The agency, via its international network, will contact the exhibitors to plan the dispatches and advise about the customs requirements and shipments. The agency can also provide storage facilities for exhibits arriving prior to the opening of the show and similarly, after the show these facilities are available to those exhibitors who wish to hold their goods till, they are able to close the sales with the prospective buyers, with the approval of customs authorities. Please note that facilities for duty-free temporary import of exhibits are available to those foreign participants who are registered by remitting participation charges in foreign exchange. Agents of participants will not be permitted to import exhibits/goods for exhibition if they remit the participation charges in Indian currency. Detailed advice on arrival, deadlines, documentation requirements, packing instructions, and other relevant information will be furnished to exhibitors by the handling and clearance agents.

22. **Show Hours:**

Exhibitors will be allowed to enter the venue one hour before opening and must leave at least half an hour after closing for security reasons.

23. No exhibitor will be permitted to exhibit unless all the payments are made before the start of the event. In the case of raw space, design approval is mandatory to start the work.

24. Exhibitors are expected to comply with any building regulations, ground regulations and all government rules and regulations.

25. Attendance hours shall be controlled solely by the organizer, who will specify hours etc., and admission shall be by ticket, invitation, or badge.

26. No exhibitor will be allowed to remove his exhibits from the Exhibition venue prior to the official termination of the exhibition, and the exhibitor shall have an official representative present at the exhibition throughout the exhibition period and during the installation and dismantling of his exhibits. Exhibit or any material from the hall shall be removed only against the production of exit form issued by the organiser before closer of the exhibition.

27. The organiser will not be responsible for any loss or personal damage by fire or injury of any nature to any person or article. Security will be on duty, day and night, but the organiser, while taking precautions against loss, will not guarantee it and it is hereby expressly released from any liabilities for injury, theft, or damage therefrom.

28. The organiser will not be liable for loss, damage, or delay resulting from acts of war, civil commotion, strikes, lockouts, invasion, regulations, natural calamities, military activity, or any other circumstances which shall make it impossible or inadvisable for the organizer's to hold the exhibition at the time and place provided, organiser reserves the right to re-schedule the exhibition to a later date and/or at an alternative venue.

29. The organiser is not responsible for obtaining a passport and visa, for entry into the country where the exhibition is to be held. The fact that the exhibitor is unsuccessful in obtaining his documents from the necessary Government Authorities will not constitute a basis for cancellation of this contract/application and it is understood that no refund whatsoever will be made by the organiser. The exhibitor, however, may substitute another company that meets the Government formalities necessary for entry into the country where the exhibition is to be held. Such a substitution shall be the sole responsibility of the contracting exhibitor.

30. The organiser is not responsible for any loss, damage or delay incurred in freight shipments (transport handling and clearing) into and out of the country in which the exhibition is held. Exhibitors are urged to adequately insure all shipments.

31. The organiser has the right to place all the services (Food courts, kiosks) anywhere in the Indoor /Outdoor area. It is subject to the Organiser's decision.

34. **Detailed Exhibition Manual:**

The organiser will send the detailed exhibition manual with more information on the exhibition rules & regulations. The exhibitor will have to follow all the guidelines and rules given in the manual.

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