

**General Guideline**

## Exhibition

**Aerodef India/Global Logistics Show 2019**

 **Dates and Venue**

**Venue:** Hitex Exhibition Center, Hyderabad

**Dates:** 17-19 January 2019

## Entry to Exhibition for Visitors

Trade visitors only, free entry on registering at the Registration Counter and for pre-register visitors. Visitors to present their business cards or fill up registration form to gain entry to exhibition halls. Rights of admission reserved.

## Time Table

|  |  |  |
| --- | --- | --- |
| **ACTIVITY** | **DAY & DATE** | **TIME** |
| **Construction period** | **From 15th Jan till****16st Feb 2019** |  |
| **Bare space stall holder to take****Possession** | **15th Jan 2019** | **09:30 hours onwards** |
| **Shell space stall holder to take****Possession** | **16st Jan 2019** | **14:00 hours onwards** |
| **Last date for truck entry for****delivery of exhibits** | **16st Jan 2019** | **Before 15:00 hours** |
| **Final Hall/ Stall cleaning** | **16th Jan 2019** | **Before 19:00 hours** |
| **Completion of Stalls** | **16st Jan 2019** | **Before 19:30 hours** |
| **Opening ceremony** | **Thursday 17th Jan 2019** | **09:30 hours onwards** |
| **Exhibition Period** | **From 17th Jan 2019****To 19th Feb 2019** | **From 10:00 hours till 1800****Hours** |
| **Dismantling of Stall** | **From Wednesday 19th Jan 2019****till Midnight** | **From 19:00 hours till 11:30****Hours** |

 **Show Management Office at Site**

 The Show Management Office will start functioning at site from **From 15th Jan** from 9:30 hrs. onwards.

## Exhibition Site Office

Hall 1 & 3, Name of Contact Person: Mr. Mayank Gupta

Contact Phone: +91 9999164925

## Cargo Movement at the Exhibition Site 1. Freight Handling in Halls

To provide adequate safety, security and protection against damage to the Exhibition Hall and in the interest of an efficient coordinated move in and move out of goods, no private cars, trucks, forklifts or handling equipment (trolleys, lifts, jacks, etc.) will be allowed within any of the exhibition halls. All such equipment will be provided and controlled by the official freight forwarder, R E Rogers India Pvt Ltd., who will take over material from other forwarders at the entrance of Bombay Exhibition center Mumbai.

The rates for clearing / forwarding and other services will be settled by the participants with these agents directly, depending upon the quantum of work and kind of job required. These agents will have their offices at the site during pre-exhibition period.

## Services Offered by Freight handling agents

Official clearing and forwarding agents will offer to the Exhibitors, information and assistance in respect to Re-export and Warehousing; through their international network and will provide detailed shipping instructions and offer services to Exhibitors from the point-of-origin itself.

## Specific Guidelines for Freight Movement

Normally, cases under 20 kgs will be allowed to be carried in hand by the Exhibitors themselves. However, handling of heavier Exhibit cases will have to be entrusted to official agencies only. All such exhibits will be brought in / out of the Exhibition Hall through the cargo entrance.

## Indemnity to Organizers

In no way will the organizers be responsible for damage caused to exhibits while loading / unloading at site. Exhibitors are also advised to plan their cargo movement well in advance with the official freight forwarders to ensure timely arrival of exhibition material at the exhibition hall.

## Additional Terms for Cargo Handling

Exhibitors should advise transporters to carry “Weigh Bridge Certificate” so that there would be proper assessment of the weight to be handled by handling agency.

## Materials Handling at Site

Services for loading / unloading, packing / unpacking, transportation of goods to exhibitors stand, hire of forklifts and trolleys, skilled / unskilled labor, removal and storage of empties etc. are offered at a price by the official materials handling contractor. R. E. Rogers India Pvt. Ltd. No private labor or contractor will be allowed for this purpose.

## Official Agency for Freight and Cargo Movement:

Shrinek  Jain B.V

Sr General Manager

Mobile no; 9845205424

Email; shrenik@rogersworldwideindia.com

Surendhar.K

Asst. General Manager - Sales

Mobile No: +919945083076

Email: surender@rogersworldwideindia.com

 Pradeep

Sr. Manager – Sales

Mob: +91 9880182856

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**Section 2**

## Planning your Stand Design

* 1. **General Guidelines**
		1. Bare / Raw Space can be booked subject to minimum of 24 sqm and Shell space stands can be booked subject to a minimum of 9 sqm and additional area in multiples of 3sqm.
		2. Exhibitors can appoint a contractor of their choice for stall design and stall construction, subject to the following rules. Exhibitor must submit a list of his workers, working on site and should obtain official passes from the Organizers for hall entry during construction and breakdown period.
		3. The exhibitor is responsible for safety at the stand and for ensuring that industrial safety and accident prevention regulations are complied with. The exhibitor is liable for any damage that results from the construction or running of his stand or the exhibits displayed in it. Conditions inside and outside the halls as well as on the open-air site are similar to those on a building site throughout the construction and dismantling periods. The personnel working in this environment must be made aware of the dangers that exist.
		4. To achieve uniformity in display and appearance of the entire exhibition and to ensure proper presentation of all exhibits, Exhibitors are advised to strictly follow the guidelines for stand construction, decoration and display specified by the Organizers.
		5. Workers having night badges issued by the Organizers will be allowed to stay inside the halls at night and that too only within their stall area from 2100 Hrs. to 0900 Hrs. next day. Any worker, Contractor, Exhibitors’ representative, material supplier, wanting to enter the exhibition halls must have an official badge issued by the Organizers.
		6. There would be general lighting within the hall. Temporary electrical connection would be provided to carry on the construction work only from 0900 Hrs. to 2300 Hrs., which will be disconnected at 2300 Hrs. till 0900 Hrs. next morning.
		7. Aisles in the halls must always be kept clear, even during the construction and dismantling periods since they are required as rescue and escape routes. Construction material, empty packaging and exhibits are not allowed to be stored in the aisles.
		8. No suspensions are to be made from the trusses of the Exhibition Hall. Exhibitors will not be permitted to fasten machines, or any part of display may be attached, nailed, screwed or drilled on to the floor, columns, wall or any other part of the hall. If this instruction is ignored, the Exhibitor/Contractor concerned will be penalized for the damage caused. Digging or grouting or cutting of floor is not permitted in any Hall.
		9. Exhibitors should leave minimum 30% of the stall area free for movement of visitors.
		10. To ensure safety of stall personnel and visitors, there should be no loose wiring or hanging wires. All wiring must be carried out in PVC, Elastomeric or other plastic sheathed cables. No exposed cable joints are permitted.
		11. Use of loudspeakers, musical instruments etc. in the stalls is prohibited. Films, multimedia presentations, video or slide shows on products, systems and services may however be conducted within the stalls provided the sound level is kept sufficiently low to avoid causing disturbance to others. Information headphones are allowed, provided these are set up inside the stall at least 1 meter away from the aisles. Noisy demonstrations that may annoy other exhibitors are forbidden. The noise level should not be more than 60 decibels, measured at the stand limits.
		12. Cellulose paints should not be sprayed on any type of object within the Exhibition Halls. Use of exhibit materials that are dangerous, inflammable, explosive, unhealthy, foul-smelling or which may, in general, annoy other Exhibitors or visitors is not permitted. Use of spray painting for stall decoration is not permitted within any hall. Organizers advise exhibitors to bring in prefabricated stand to avoid delay in completion of stands as well as inconvenience to other exhibitors.
		13. Use of bright and/or colored lights, neon signs of any size, shape or color or any other electrical decorative material is forbidden. Depicting exhibitors name or logo in non- flickering/non off-on type light is however permitted. Use of cloth banner inside and outside the stall is strictly not allowed.
		14. No part of any structure or exhibit would be allowed to extend beyond the boundaries of the stall allocated. This includes, symbols, logos, lighting, floral decorations, furnishings, posters, banners etc.
		15. Exhibitors are requested to note that it is the responsibility of their appointed stall-fitting contractors to clean the stalls upon completion of construction, before handing over to the Exhibitor. Thereafter, the official cleaning contractor will clean the aisles.
		16. Exhibitors are advised to take insurance policy covering their machinery/exhibit, transit and loading and unloading of machines, their exhibition personnel, and third parties (visitors).
		17. Exhibitors shall keep and maintain the interiors including all fittings, fixtures etc. belonging to Milan Mela Exhibition Complex in good order and condition and will leave the same in as good a condition as they were on the date of possession of the stall.

## Regulation for Stand Design (Shell Scheme)

* + 1. Shell Scheme exhibitors should also send the plan of their stall showing location of cabin if any and placement of equipment etc. No structure (except machinery exhibited) should be more than 2.5 m high. Special prior permission of the organizer will have to be obtained for any display higher than 2.5 m. No part of the exhibits should project out of the stand area nor anything be placed outside the stand. Grouting / digging in floors or walls is prohibited. Raised wooden platforms of not over 4 inches may be allowed. If a foundation is required for installing machinery, prior permission of the Organizers is necessary.
		2. Painting, wallpapering, nailing / drilling / cutting on wall panel supplied under the shell scheme is strictly prohibited. Penalty of Rs. 5,000/- will be levied per panel for violation of this rule. Photographs, charts, etc. may be fixed with adhesive tape or suspended with nylon thread from clamps, which are available with official contractors.
		3. All items supplied under Shell Scheme Package and additional items supplied by our Official Contractors are only on hire basis and exhibitors are required to hand them over back to the contractors at the end of the exhibition in good order and condition. Any damage or loss of these items will have to be compensated by the exhibitors to the contractors.
		4. No rebate will be allowed to exhibitors if any item under Shell Scheme is not availed by them.

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##  Shell Scheme Entitlement

Exhibitors with shell scheme package are entitled to the following:

* + 1. Up to 3 side walls in Octa norm-like System with white laminated panels 2.5 m high x 1m wide.
		2. Unless specifically advised, corner stall will have two sides / three sides open.
		3. Needle punch carpet for the floor area.
		4. Fascia panel with Exhibitor's name and stand number in uniform lettering 10 cm high.
		5. Spotlights, electricity sockets & furniture as given in the table in the application form.
		6. Electricity for general lighting subject to a maximum of 1 kW for 9 sq. mtrs.

## Approval of Stand / Pavilion Design for Bare / Raw Space

* + 1. Organizers will allot only bare space with proper marking of the borders on the floor for the area booked by the exhibitors. Construction of partition walls is the responsibility of the bare space stall holder. For example, a single side open bare space stall holder will have the responsibility of constructing partition walls on 3 sides.
		2. Bare / Raw space will be space demarcated as per the hall layout. Exhibitors will have to make their own arrangements for stall design through exhibition stand designers and make provisions for electricity, lighting and carpet, display design including name, tables, chairs, wastebaskets and plug points. Power requirements must be applied for separately which is not included in the cost of participation (Form No. 5).
		3. Exhibitors with raw space must send their stand / pavilion design drawings (plan, elevation and perspective) in duplicate to the organizers for their approval before 6th January 2019. The Organizers will return one set of drawings either with their approval or with suggested modifications. Exhibitors are obliged to erect their stand / pavilions strictly as per design approved by the Organizers.
		4. The decision of the architect of the exhibition as regards the approval of the design / drawing shall be final and binding upon exhibitors and the work must be carried out as per the approved drawing only. An exhibitor whose design has been approved by the fair architect, can commence erection after taking official possession of the stall area. No exhibitor shall be allowed to start work on their stands without prior approval of the layout plan. The decision of the fair architect as regards to the approval of the plan shall be final and binding upon exhibitors and the work must be carried out as per the approved drawing only. All displays will be inspected during the set-up days and any exhibitor deviating from the regulations will have to make modifications as suggested at his/her own expense prior to the show.
		5. Sides, which are open to the aisles, should not be blocked by any opaque panels more than 30% of the length of such side. Any structure, publicity material, photographs, TV, Video Walls, Visuals, charts etc. should not have height exceeding 3 meters (bare space) and 2.5 meters (Shell stall). However, height of products on display can be more than 2.5 meters.
		6. Wall, if any, along the aisles, and conforming to Clause 15, should not carry any projections, texts, other than name of the exhibitor and his logo on the side facing the aisles.
		7. Subject to prior approval of the stall layout a Mezzanine floor with total height of the stall not more than 4.25 meters. The area booked by such exhibitors should be 100 sq. meters or more. Area of the mezzanine floor should not be exceeding 25% of the ground area booked. Such mezzanine floor should be constructed at minimum distance of 2 meters away from the adjacent stalls.
		8. Construction of Mezzanine floor shall be allowed only after submission of a structural and fire safety certificate from a registered Structural Engineer and a letter in writing discharging the Organizers of any liability or responsibility in the unlikely event of any mishap caused due to poor design / workmanship of such structure. The mezzanine floor should be equipped with at least one fire extinguisher.
		9. The panels adjacent to other stand areas and the ceilings of the stand areas that are visible from above must be properly finished. Electric wires must be covered by proper casing. If this is not done, Organizer will carry out the necessary work and charge all expenses to the defaulting exhibitor’s account. Organizers suggest co -operation between neighboring exhibitors for construction and painting of common partitions.
		10. The main supply points and electrical installations in the stand should be easily accessible and should not be concealed / covered by the panels / partitions or even by the exhibits.
		11. Enclosures for office, conference or pantry can be set up in the stalls provided the height and area covered by such enclosures is not more than 2.5 meters and 30% of the stall area respectively. Such enclosures should be located along the building wall of the exhibition hall, if any, or at the rear of the stall. Enclosures should be at least 2 meters away from the aisles.
		12. For stands with 3 / 4 open sides, there shall be no partitions more than 30% on the open sides and the inside partitions should also be such that they do not obstruct the view or aesthetics of the adjoining stand/s. In case they are found to be obstructive, such partitions shall have to be provided with clear glass / acrylic above 1.2 meters height.
		13. A back wall must be provided, except in the case of an island stall. The Organizer reserves the right to change, modify, lower or shorten any back wall or sidewall, if such, in the opinion of the Organizer, may obstruct the reasonable view or exposure of other Exhibitors’ stalls at the cost and risk of the exhibitor.
		14. Logos can be displayed up to a height of 5.0 meters (for bare space) and 3.5 meters for shell stall exhibitors, provided they are away from adjacent stalls by a minimum distance of 1 meter for stands with area up to 36 Sq. Mts and 2 meters for stands with area above 36 Sq. Mts.
		15. Carpeting of the stands is compulsory for all Exhibitors. Use of suitable commercial material for floor covering inside the stands is permitted. Gluing/pasting of carpet on the floor may be done only by using easily removable bi-adhesive tape that leaves no marks on the floor.

## Exhibitor Name on Fascia (Form No 1)

Exhibitor's Name and stand number will be provided on the fascia only for shell scheme exhibitors. The name will be in uniform lettering of 10 cm height. A maximum of 24 characters can be displayed on 3 mtr. fascia. In case of stands with 2 or 3 sides open, exhibitor may indicate a short name of the company to be displayed on additional fascia. Please submit this information vide Form No. 1.

## Specific Architectural Controls & Guidelines

* + 1. Width of passages shall not be less than 3 meters or as marked on the copy of layout plan, while the passages inside the stands shall not be less than 1 meter in clear width.
		2. Minimum width of the entry and exit of stands shall be 1 meter each while more width will be appreciated.
		3. For stands with one side, two sides, three sides or four sides (island stands) open as shown in the layout plan, the participants are required to leave the open side clear of wall panels which obstructs the view of the visitors. However, they may put up two partitions of 1.2 meters high or may have a combination of two partitions and glazing in the upper area after leaving proper entry and exit points. Platform /panels and other decorations for the interior must be brought in the prefabricated condition for assembly and finishing inside the halls.

## Construction of Shell Stand

Construction of Shell Stand can be undertaken only by official stand construction contractors. No other contractor will be allowed to enter the halls and take up Shell Stand construction work.

## The Stands requiring special Power, Air

These requirements shall be preferably located at the periphery of the halls, as it will be convenient to provide such facilities without crossing over the public passages. In case these requirements are not made known to Event Managers at the time of booking space, or cause hindrance to the public movement or due to any technical constraints, these may not be provided.

**All Interior Stand Fittings** must be contained within the Shell Structure. No freestanding equipment may exceed beyond the boundaries of the site allocated.

# SECTION 3

## Requisition for Additional Services

* 1. **Service Agencies**

All service agencies empaneled with Infinity Expo Pvt Ltd will only be allowed to provide additional services to exhibitors. Other agencies will not be allowed to enter / operate in the exhibition.

## Stand Fittings & Furniture (Form No. 8)

## Additional partitions, cabin with door, furniture, and such other fittings etc. may be ordered with advance payment vide Form No. 9 latest by 30th December 2018. 25% surcharge will be applicable on orders after by 30th December 2018. and will be executed subject to availability of materials.

## Additional Electrical Power (Form No. 5)

It is essential to inform the Organizers well in advance, your power requirements for lighting (in addition to spotlights covered by the Shell Scheme package) and operating machinery, glow signs, TV / VCR, etc. The Electric Power, which is available at additional charges, is;

* Single Phase: 230 V, 50 Hz (+10%)
* Three Phase: 430 V, 50 Hz (+10%)

Bare Space power requirements must be applied for separately which is not included in the cost of participation. Voltage fluctuation is not common, but it is advisable to install voltage stabilizers to protect sensitive equipment / instruments.

## Temporary Hosts / Hostesses

Temporary Hosts / Hostesses will be available from the approved official agency.

## Security Guards for Stand

After closing hours on exhibition days, no staff of the exhibitors will be allowed to stay overnight in the exhibition hall and only security guards appointed by Organizers will be patrolling in and around the exhibition halls either for 24 hours or for non-exhibition hours. Security guards will be available from the approved official agency for deployment during exhibition hours.

## Payment of Additional Services

Payment of all additional Services must be made in advance to the Organizers or to the concerned contractors, as stated in the application form.

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# SECTION 4

## Taking Possession and Setting up your Stall

* 1. **Taking Possession of the Stall**

Possession of Stands / Bare Space will be given as per the schedule given in the time-table given in Section 1 to any authorized personnel (carrying letter of authorization) of the exhibitor or Contractor mentioned in Form No. 3 provided full payment, including Registration Charges and Security Deposit has been made to Infinty Expo Pvt Ltd. The letter of authorization must be submitted at the site office.

## Entry of Exhibition Goods in the Hall

* + 1. Exhibitors must submit packing lists of all consignments at our site office while bringing in their exhibition goods into the exhibition hall.
		2. Exhibitors bringing their own furniture, fans, potted plants, refrigerators, TV/VCR, Computer or any other appliances, which are also being supplied by the official contractors, must submit a separate Challan for the items (listing specifications and identification marks) while bringing them into the exhibition hall and obtain a copy of the Challan duly stamped and signed by the Site Manager. The same Challan must be produced while obtaining gate pass for removing the items from the exhibition hall at the end of the exhibition.

## Regulations for Workmen

It is the responsibility of the exhibitors and their contractors to ensure that:

* + 1. All contractors and exhibitors will have to ensure their workers and team members wear proper safety gear.
		2. Workmen do not enter other exhibitor's stand.
		3. Workmen do not sleep or cook in the exhibition halls and do not wash clothes or have bath in the toilet blocks.
		4. Workmen or exhibitors’ staff do not behave in disorderly manner. Anybody disregarding the above instructions will be evicted from the exhibition hall/s.

## Storage of Empties, Removal of Debris

Storage of empty cases / cartons in the stand, in passages or in open area near your stand and behind exhibition stands is not allowed. The organizer reserves the right to advise the exhibitors to remove excess packing materials, discarded crates of cartons and stand building materials. Our official materials handling contractors, should be contacted to arrange additional storage facilities. Exhibitors must remove all debris, empty cartons and other wastes from their stand daily during the construction period and finally before passage carpeting begins.

## Safety and Fire Protection

Exhibitors are required to strictly follow the regulations laid down by concerned authorities towards safety precautions and prevention of accidents or fire. All electrical installations must be checked by the official electrical contractors before, and other hazardous materials should be used only after taking written permission of the Organizers and after taking all safety precautions.

## Fire Safety Regulations

Gas Cylinders or naked switches of any type are prohibited in the exhibition area. All temporary wiring must be accessible and free from debris and storage material. Live wire must be insulated. All empty cartons and crates must be labeled and removed for storage. Helium balloons are not allowed inside the halls. Smoking is strictly prohibited inside exhibition halls. No person present inside exhibition halls will behave or act in a manner that may cause any harm, injury or damage to other persons, exhibits / exhibition hall property / fixtures.

# SECTION 5

## Regulations during Exhibition Days

**Entry and Exit of Exhibition Staff**

Exhibitor Staff will be allowed to enter the exhibition hall at 9.30 am during exhibition days, and all must leave the hall 30 minutes after closing hour unless written permission has been obtained from Site Manager to enter early or leave later.

## Entry & Exit of Goods

Entry or exit of goods during the daily exhibition hours is strictly prohibited. These may be allowed before or after the exhibition hours at the discretion of the organizers, on written request from exhibitors.

## 5.4 Manning your Stand

Exhibitors are advised to ensure that their stands are effectively manned during the visiting hours. They should also guard against pilferage of small exhibits during the rush of visitors. **PLEASE TAKE CARE OF YOUR MOBILE PHONES / LAPTOPS AND OTHER SMALL PORTABLE PROPERTY.**

## Legitimate Use of Stand

* + 1. Exhibitors can use the stand only for display of their own products / services and related literature and for business discussions with visitors. Brochures and sales literature of third parties will not be permitted to be displayed / distributed, unless they are registered as co-exhibitors.
		2. Exhibitors shall not place any exhibit or furniture outside their stand area. Stand area shall not be used for sleeping or playing games.

## Audio Visual Equipment

Sound volume of AV equipment should be regulated so as not to be a nuisance to neighboring exhibitors.

## Photography

The Organizers reserve the right to photograph or video record any part of the exhibition including exhibitor's stands and to use the same for press reports, post exhibition report or for future publicity materials. No claim from any exhibitor in this connection shall be tenable. Photography or video coverage by the exhibitors of areas other than exhibitors own stand is not allowed.

## Cleaning and Collection of Waste

The Organizers will arrange agency to clean passages and other areas in the Exhibition halls, collect waste from wastebaskets supplied to the exhibitors and ensure cleanliness of the toilets. However, cleaning of individual stands is the responsibility of each exhibitor.

## Power Failure

The Organizers shall not be responsible for any power failure during the exhibition period and no claim for damage, compensation or refund in this connection will be entertained.

## Delivery of Goods sold during the Exhibition

No movement of exhibits outside Halls and Hitex Exhibition Center will be allowed during the days of the exhibition. Delivery of goods sold during the exhibition can be made after the conclusion of the exhibition.

## Security Regulations

Badges must be worn at all times by exhibitors managing the stalls and their temporary staff to gain entry to the exhibition halls.

## Expensive portable equipment of plug-n-play nature should be installed only in the morning of the inauguration of the exhibition.

Care should be taken of small portable items, tools and instruments by the exhibitors themselves. Hand carried items or any equipment going out of the exhibition hall will require an exit pass. Organizers will maintain general security surveillance throughout the exhibition period; security of individual stalls is the responsibility of the exhibitors. Stalls are not to be left unattended during the show period, particularly on the night before opening and after show closes on the final day. Exhibitors may hire guards for their individual stalls. It is expressly advised that laptops / mobiles and other small expensive equipment’s is prone to petty thieves and the same should be taken care of. (For details of hire of Security persons, please see Section 6, para 6.5.)

# SECTION 6

## Dismantling & Removal of Exhibits from the Hall after closure of the Exhibition

**Exit Passes for Removal of Goods**

Exhibitors must settle all dues to Organizers and / or various official agencies before the closing (i.e. before 1100 hrs. on 17th January 2019 of the exhibition. Exit Gate Passes will be issued only after the exhibitors have settled all dues. Exit passes will be issued from the site office from 1600 hrs. onwards on 19th January 2019.

## Handing over Possession of Exhibition Hall

All Exhibitors must compulsorily hand over possession of their stall/pavilion before 23:00 hrs. on 17th January 2019. The Organizers reserve the right to remove any material left over in the hall beyond this time at the expense of the exhibitor. No concessions in this matter can be allowed.

## Removal of Material during Exhibition Days

For security, removal of any item of your exhibit display from the hall during the show days, an EXIT PASS must be obtained from the Organizers.

## Collection of Contractor's Goods

From 1800 hrs. on the last day; i.e. on 17th January 2019 the exhibition, the official contractors will collect the following items from exhibitors, if given to Exhibitors:

* + - TV + VCR, Refrigerator, Fans, Fixtures or Furniture etc.
		- Any other equipment supplied by the service providers.

## Commencement for Removal of Goods

Exhibitors will be allowed to remove goods from the Exhibition Hall only after 1800 hrs. on the last day;

i.e. on 17th February 2019, on production of Exit Gate Pass. All utilities will be disconnected after 1800 hrs. on 17th February 2019 the Exhibitors are requested to keep the aisles clear of cartons and crates to enable removal of aisle carpeting. Bare Space dismantling of the stall will be allowed only after 1800 hrs. on 17th February 2019.

## Damages

Exhibitors will be liable to pay the Organizers, cost of repair for damage caused by the exhibitor to any part of the exhibition hall and / or to the items supplied by the official contractors.

## Right of Lien

The Organizers reserve the right to refuse Exit Pass to any exhibitor, if he has not settled all his dues, and to retain his exhibits or other goods as collateral security, till debts are discharged. All costs, such as hiring security guards or extra rental to be paid for storage space etc., will be debited to the concerned exhibitor. The exhibitors expressly indemnify the Organizers against claims for damage to their goods held as collateral security. Any costs for retention of the collateral will also have to be paid by the exhibitor.

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# SECTION 7

## Legal Matters

## Insurance & Liability

Exhibitors are advised to obtain insurance cover against all risks. It is expressly understood that the Organizers stand indemnified by the exhibitors in respect of any loss or any damage to their goods due to theft, fire, etc. or injury to any person as well as third party claims.

## Use of Exhibition Name & Logo

The name and logo of this exhibition are the property of the Organizers and the exhibitors may use them in their advertisement or in any other manner only with the prior permission of the Organizers.

## Permissions / Concessions

All agreements, permissions and concessions granted to any exhibitor shall be valid only if given in writing by an authorized officer of the Organizers.

## Change of Venue, Dates, Timings

The Organizers reserve the right to change the venue, dates, duration or timings of the exhibition if the circumstances so demand, and the exhibitors are bound to accept the decision of the Organizers, so long as the exhibitors are informed about the changes either by individual communication or by a press advertisement. No refund shall be allowed, if an exhibitor withdraws from participation on account of the changes.

## Changes in Floor Plan, Location & Dimensions of Stalls

The Organizers reserve the right to make changes in the floor plan, location and dimensions of any Stand allotted to an exhibitor or entry / exit points, etc. at any time before the erection of stands, if such changes are necessary in the opinion of the Organizers. Any such changes shall not be deemed sufficient grounds for exhibitors to cancel their participation. No refund will be permissible in case of withdrawal from participation on this account. Furthermore, exhibitors shall clearly indemnify the Organizers against all claims, costs or demands arising out of any such aforementioned changes or due to failure of any services.

## Breach of Peace

The Organizers reserve the right to close any exhibitor's stand temporarily or permanently, if the exhibitor commits breach of peace in any way or cause disturbance in the normal functioning of the exhibition. In such an event, the Organizers stand indemnified by the concerned exhibitor against any claim of any kind whatsoever.

## Binding Terms of Contract

The submission of the Application and Contract Form duly signed by an authorized officer of the exhibitor or applicant company, shall be deemed as confirmation of participation in the exhibition, and acceptance of all rules and regulations printed at the back of the Application and Contract Form and in this Exhibitor's Manual as well as any amendments or additions from time to time, notified to exhibitors through circular letters are binding on the Exhibitors and/ or event managers of all parties concerned. The contract becomes effective as soon as the Organizers have confirmed the allotment of space to the applicant. Disputes if any, will be subject to Mumbai jurisdiction.

## Claims Deadline

All claims arising out of settlement of accounts and participation in this Exhibition must be submitted in writing to the Organizers within sixty days from the close of the exhibition, after which the claims shall not be tenable.

## Settlement of Legal Disputes

The competent court and place for settlement of all disputes in connection with these Rules & Regulations for Exhibitors is Mumbai, India. Disputes, if any, arising out of unresolved matters between exhibitor and Infinity Expo Pvt Ltd will be settled by arbitration in accordance with the Arbitration and Conciliation Act 1996 (or newly incorporated Act). The arbitration proceedings will be conducted in English and at Mumbai, India only.

## Violation of Rules

In the event of violation of any rules, Organizer will have the right to close down the stall of the Exhibitor.