INDIA TRADE PROMOTION ORGANISATION
Aahar – The International Food & Hospitality Fair, New Delhi
(March 15-19, 2016)
***
Terms & Conditions for Participation

1. Policy for booking and allocation of Space

Applications for booking of space are acceptable ‘online’ only, except as specified in this document.

Website: www.aaharinternationalfair.com Link: http://aahar.itpoindia.biz

Allotment will be done primarily on first-cum-first served basis, calculated on the basis of successful submission of application and receipt of payment, subject to fulfilling other listed conditions.

I. Category of Participants

There are four categories of participants in AAHAR 2016 as far as allocation of space is concerned:
(A) Associates
(B) Govt. / Foreign Participants
(C) Domestic Participants &
(D) New and Young Entrepreneurs (NYE).

(A). Associates

(i) Space will be earmarked for Associates.
(ii) Associates will further market the area to their members and will keep ITPO informed about the progress.
(iii) Associates will make allotment to their members / applicants.
(iv) Associates are not allowed to charge any mark-up on rentals, services, etc.
(v) Exhibitors allotted space by associates, are required to submit online applications to ITPO, to enable availability of soft copy of exhibitors’ details, for catalogue purposes, etc.

(B). Govt. / Foreign Participants

(i) The special booking window (First Booking window) for this category will be open from Dec. 15-22, 2015.
(ii) The applications will be accepted in both online & offline mode.
(iii) Applications received from this category will be considered on priority, as per booth availability at the time of their applications.
(iv) The allotment will be made as per space availability and with mutual acceptance, as per the written request for different options given by applicants.
(v) Such applicants are free to apply later too, and will be allotted space on priority, from amongst available booths.
(C). (a) Domestic Participants Booking 80 sqm. & Above

(i) The applications will be accepted during the First Booking Window which will open from Dec. 15-22, 2015.
(ii) The applications will be accepted in online mode only.
(iii) Priority will be given to a participant of AAHAR 2015. Priority is subject to payment of 50% rentals, calculated based on the highest area applied for in the options.
(iv) Merger of adjacent booths is allowed.
(v) In case of a tie over an option, the allotment will be made on First come First served basis, based on the time of receipt of advance money.
(vi) Necessary documentation must be submitted within 7 days of submitting online application.
(vii) However, applications can be submitted under this category on opening of subsequent booking window(s) too. Priority for past participation though, will not be applicable after closing of 1st Booking Window. Allotment will only be done through First Come First Served basis, based on the time of receipt of advance money, and as per specific rules prevalent for booking in that window.

(C). (b) Domestic Participants Booking under 80 sqm.

(i) The applications will be accepted during the Second Booking Window, which is expected to open in the 1st week of January 2016, after the 1st allotment has been finalised and notified. (Actual dates will be notified on the official website.)
(ii) The applications will be accepted in online mode only.
(iii) The allotment will be made on the First come First served basis, based on the time of receipt of advance money.
(iv) Necessary documentation must be submitted within 7 days of submitting online application.
(v) Merger of a maximum of 2 adjacent booths only will be allowed.
(vi) Bookings will be accepted during Additional Booking Windows also, as and when these are announced on website.

(D). (a) New & Young Entrepreneurs (NYEs)

(i) This option is open only for entrepreneurs from India.
(ii) Specific areas have been earmarked around hall 7- facing lake & facing hall 6 (booth size 9 sqm).
(iii) The applicants will be offered a rebate of 50% of the applicable charges (basic + corner premium).
(iv) The booking will be done online and the participants can indicate up to five options for booth preferences.
(v) Booking window will open on 15th Dec. 2015 and kept open till Feb. 1, 2016.
(vi) Unsold booths will be allocated to regular companies at normal rates after Feb. 1, 2016.
(vii) Allocation of booths will be made on First Come First Served basis, based on the time of receipt of advance money.
(viii) Necessary documentation must be submitted within 7 days of submitting online application.
(D). (b) **Qualifying Criteria for New and Young Entrepreneurs (NYEs)**

(i) The Firm should not be more than 3 years old. Within this category, the inter-se priority will be given to new entrepreneurs over the relatively experienced entrepreneurs.

(ii) The age of entrepreneur(s) should not be more than 35 years.

(iii) The entrepreneur(s) should have a licence to conduct the business.

(iv) The entrepreneur(s) should have a bank account in the name of establishment, PAN, TIN, TAN etc.

(v) This scheme will not apply to family businesses.

II. **General Conditions**

(i) The online bookings will only be done through AAHAR 2016 official website: www.aaharinternationalfair.com or aahar.itpoindia.biz

(ii) The first booking window will open on **15th Dec. 2015**, and will close on **22nd Dec. 2015**. Only Govt. companies, Foreign exhibitors, NYEs as well as Domestic participants applying for 80 sqm. & above, are eligible to apply in this window.

(iii) After the completion of first allotment, the application window will be open to all categories. Revised floor plans will be uploaded on website showing the booked areas and the available areas.

(iv) The Second Booking Window is expected to open in the 1st week of January 2016, after the 1st allotment has been finalised and notified. (Actual dates will be notified on the official website.) Domestic participants booking under 80 sqm., along with all the other category participants are allowed to apply in this window. Allotment will only be done through **First Come First Served basis**, based on the time of receipt of advance money & necessary documents. Priority for Govt. / Foreign participants will apply.

(v) Applicants of all the categories are allowed to give five preferences for booth allocation.

(vi) The applicants have to submit duly signed & stamped application and documents as per the checklist, within 7 days of submitting their online application. (Applications received without the stipulated documents, or without applicable advance money or not satisfying the eligibility criterion, will not be entertained)

(vii) After tentative allocation of space, applicant shall make balance payment within the prescribed date to be communicated to them by ITPO.

(viii) Space shall be confirmed after receipt of balance amount on or before the prescribed date by ITPO. In case, the balance amount is not received by the prescribed date, the space tentatively allocated shall be cancelled without any further intimation to the applicant. All Applicants should ensure making full payment by the stipulated date.

(ix) The new application receiving window will remain closed during the period of allotment of booths to companies who have already submitted their applications.

(x) All the applications received with documents will be checked & verified.

(xi) A separate allotment committee will go through the approved applications and do the allotments as per the defined process.

(xii) Payment of premium charges for 2 side open, 3 side open and 4 side open stalls @ 10%, 15% & 20% respectively of participation charges. No location/corner premium will be charged to booths of 80 sqm & above sizes, neither are such charges applied to open area booths. (Rentals on page 6 & 7).

(xiii) Additional Booking Windows will be announced on website.

(xiv) Booking Windows may be altered, with advance notice on website, depending on exigencies.
(xv) Payments will only be received through the **NEFT/RTGS Transfers** in the ITPO account as listed under Point No 10 (VII) & (VIII) on Page 6.

(xvi) Domestic participants (other than NYEs), shall make advance payment with application as below:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Area booked</th>
<th>Payable Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Upto 36 sqm</td>
<td>Rs.50,000.00</td>
</tr>
<tr>
<td>2.</td>
<td>37 sqm to 79 sqm</td>
<td>Rs.75,000.00</td>
</tr>
<tr>
<td>3.</td>
<td>80 sqm &amp; above</td>
<td>Rs.1,00,000.00</td>
</tr>
</tbody>
</table>

(xvii) **New and Young Entrepreneurs** to remit an advance amount of **Rs. 15,000.00** on account of advance payment for booking of space.

(xviii) Foreign Participants to remit advance amount of **US $ 2000.00** on account of advance payment for booking of space.

(xix) In case, ITPO is unable to allot any of the preferences given by the applicant for booth allotment, then the application fees will be refunded.

(xx) Requests for refund of amount shall be processed under the rules, after closure of the fair. The refund process may take two months approximately.

### III. Submission of Printed Application:

After successful submission of online application, it is mandatory to send a print out of the application form duly signed by the authorized person with stamp of the company, along with payment details and relevant documents as mentioned in the online application form by courier or speed post to the concerned officer at ITPO.

### IV. Documents to be submitted with Applications

1. Copy of Certificate of Incorporation / Registration of business
2. Turnover certificate (export turnover should be separately indicated, if any) for FY 2014-15 issued by CA on their firm Letterhead (in original)
3. VAT / Sales tax no. Certificate copy. (DVAT is a must for sale activity in Delhi).
4. Participation details for AAHAR 2015, Delhi (with proof like copy of invoice / approval letter etc) to be forwarded on applicant’s letterhead, if seeking priority.
5. Copy of PAN, TIN & TAN.
6. Bank name, account number and transaction details, with respect to the participation charges remitted in ITPO’s account, on applicant’s letterhead.

(All copies should be duly signed & stamped by the authorised signatory of the firm or by the contact person given in the application form)

2. **Procedure for Online Booking of Space**

   (a) **Registration-Part I:** Full details of the company/ entity should be entered in the application. After successful completion of Registration-I of online application process, a unique applicant ID will be generated by the system. This unique ID shall be reference for all future communications with India Trade Promotion Organization (ITPO).

   (b) **Registration- Part II:** Applicant may select the space/ stall(s), of their choice, from the layout plan and indicate 5 options in the highest to lower priority order.
(c) **Registration Part III:** Applicant will make the payment in ITPO saving account as specified in the T&C through NEFT/RTGS and fill the transaction details on the payment window.

(d) **Step wise procedure for on line booking is at Annexure ‘A’**.

(e) **Booking Amount:** Application without minimum booking amount shall not be considered for allotment of space. Applicant shall make payment of the advance booking amount through the NEFT/RTGS transfers only. Please refer to serial No.10 for the procedure of Payment. Receipt of booking amount and submission of Application to ITPO does not imply allotment of space.

(f) **Submission of Documents:** After successful submission of online application, it is mandatory to send a print out of the application form duly signed & stamped, along with payment details and relevant documents as mentioned in the online application form, to the concerned officer at ITPO within 7 days:

   The Manager  
   India Trade Promotion Organisation  
   Room 211, Pragati Bhawan  
   Fair Services – II Division (Aahar Fair Unit)  
   Pragati Maidan, New Delhi – 110001

**Note:** If the documents are not found to be in order or not received in ITPO within 7 days of applying online along with the payment, then the application will not be considered active for that allotment.

3. **Payment of Balance Amount:** After tentative allocation of space, applicant shall make balance payment within the prescribed date and the payment mode, which will be communicated to them by ITPO. Concerned project officer of ITPO should be simultaneously informed by email/fax about payment.

4. **Confirmation of Space:** Space shall be confirmed after receipt of balance amount on or before the prescribed date by ITPO. In case, the balance amount is not received by the prescribed date, the space tentatively allocated shall be cancelled without prior intimation to the applicant.

5. **Allotment of Space:** Allotment shall be made from the available space/stalls after considering all the options given in the application form by the applicant. In case, none of the options are available, the applicant will be requested to give new options for the allotment.

6. **Issuance of Approval Letter:** Approval letter for participation in the exhibition shall be issued after fulfillment of following conditions by the applicants:

   (i) Payment of 100% participation charges, including Service Tax @ 14.5%.
   (ii) Payment of interest free refundable security deposit of 10% of total participation charges.
   (iii) Payment of premium charges for 2 side open, 3 side open and 4 side open stalls @ 10%, 15% & 20% respectively of participation charges, if applicable.
   (iv) Proof of payment of TDS duly signed and stamped, with a letter confirming that the original TDS certificate will be submitted before April 30, 2016.

7. **Possession of Space**

   (i) Possession of bare space shall be given from March 11, 2016.
   (ii) Possession of constructed stalls/booths from March 13, 2016.
8. **Display Arrangements**: Display arrangements by all exhibitors shall be completed by 10 pm on March 14, 2016.

9. **Fair Catalogue**: ITPO shall print fair catalogue based on contact details mentioned in the on-line application form (Registration I). Applicants must ensure correctness of the details filled by them in the Registration I for printing of the fair catalogue.

10. **Procedure for Payment (Also see Annexure ‘A’)**

    (i) After successful submission of Part I and Part II of Registration, the applicant will be required to make the payment through the NEFT/RTGS as indicated in the “On line application module – Registration Part III”.

    (ii) Transaction charges are to be borne by applicant only.

    (iii) The printout of the application form will be generated by the system, only after successful payment and submission of complete application.

    (iv) Balance payment shall be made by the applicants within 10 days after intimation of allotment on website/email.

    (v) In case, payment is not received within the prescribed date, the space/stalls earmarked are liable to be cancelled and shall be available to other applicants.

    (vi) **Domestic Participants** shall make participation fee payment through NEFT/RTGS transfers only in **ICICI BANK Account** as detailed below:

| Name of the Bank | ICICI BANK  
| A-9, INNER CIRCLE, CONNAUGHT PLACE  
| NEW DELHI -110001 |
| Saving Bank A/c. No. | 000701260631 |
| RTGS Code | ICIC0000007 |
| Beneficiary | INDIA TRADE PROMOTION ORGANISATION |

(vii) **Foreign Exhibitors** shall remit participation fee through bank transfers only in **CITI BANK** as detailed below:

| Name of the Bank | CITI BANK  
| JEEVAN BHARTI BUILDING,  
| 4TH FLOOR, 124, CONNAUGHT PLACE  
| NEW DELHI -110001 |
| Bank A/c. No. | 0002157012 |
| Swift Code No. | CITI-INBX |
| Beneficiary | INDIA TRADE PROMOTION ORGANISATION |

11. **Participation Charges: **

<table>
<thead>
<tr>
<th>Type of Space</th>
<th>International Participants per sq. mtr. in US Dollars</th>
<th>National Participants Per sq. mtr. in Indian Rupees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bare Space Min. 36 sq. mtrs.</td>
<td>Bare Space Min. 36 sq. mtrs.</td>
<td>Bare Space Min.12 sq. mtrs.</td>
</tr>
<tr>
<td>Shell Scheme Min. 12 sq. mtrs.</td>
<td>US$-230.00</td>
<td>US$-250.00</td>
</tr>
<tr>
<td>Space inside AC Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Space inside non-AC</td>
<td>US$-150.00</td>
<td>US$-210.00</td>
</tr>
<tr>
<td>Hall</td>
<td>Space in AC Hangars</td>
<td>--</td>
</tr>
<tr>
<td>---------</td>
<td>---------------------</td>
<td>----</td>
</tr>
<tr>
<td></td>
<td>Open Paved Area</td>
<td>--</td>
</tr>
<tr>
<td></td>
<td>(shell scheme)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Open Paved Area</td>
<td>US$-150.00</td>
</tr>
<tr>
<td></td>
<td>(minimum booking</td>
<td></td>
</tr>
<tr>
<td></td>
<td>60 sq.mtrs.)</td>
<td></td>
</tr>
</tbody>
</table>

** Service tax on the above space rentals will be extra. At present the service tax is @ 14.5%. The rates are subject to revision. Additionally, national participants will have to deposit refundable security @ 10% of the participation charges including premium charges, if any.

**Premium Charges:**

<table>
<thead>
<tr>
<th>Premium Charges</th>
<th>Booths under 80 sq. mtrs.</th>
<th>Both above 80 sq. mtrs.</th>
<th>Open Paved Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Side</td>
<td>Two side</td>
<td>Three Side</td>
<td>Four side</td>
</tr>
<tr>
<td>Nil</td>
<td>10%</td>
<td>15%</td>
<td>20%</td>
</tr>
</tbody>
</table>

(a) New & Young Entrepreneurs from India, satisfying the eligibility criterion, will be eligible for concessionary rates (50% of applicable rentals including premium charges).

(b) In case a participant books adjacent stalls, one of which is a corner stall, premium charges will be levied by considering adjacent stalls as one stall.

12. **Electricity Charges & Water Charges**

(a) **Electricity Charges** *

<table>
<thead>
<tr>
<th>Type</th>
<th>Connection Charges (per KW)</th>
<th>Power Consumption Charges (per KW per day)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shell Space</td>
<td>Rs. 195.00</td>
<td>Rs. 188.00</td>
</tr>
<tr>
<td>Bare Space</td>
<td>Rs. 240.00</td>
<td>Rs. 188.00</td>
</tr>
</tbody>
</table>

(i) All on-site electrical installations must be carried out by the Registered/licensed Electrical Contractor of Govt. of NCT, Delhi. All prefabricated fittings will be subject to an inspection by the competent authority/official contractor before connection to the main supply.

(ii) Extra power would be made on request along with full advance payment to be made latest by March 1, 2016.

(b) **Water Charges** *

(i) Installation charges - Rs. 9800/- per connection.

(ii) Consumption charges - Rs. 1400/- per tap per day.
(c) Electricity & Water consumption charges/installation are subject to revision.

13. **Exhibition Directory**

ITPO will be bringing out an Exhibition Directory, an ideal reference manual for visitors, importers, buying agents, exhibitors, trade related bodies and other commercially important groups. The rates for advertisement in the Exhibition Directory are:

<table>
<thead>
<tr>
<th>Position</th>
<th>National</th>
<th>Overseas</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Cover</td>
<td>Rs. 20000</td>
<td>US$ 650</td>
</tr>
<tr>
<td>3rd Cover</td>
<td>Rs. 20000</td>
<td>US$ 600</td>
</tr>
<tr>
<td>4th Cover</td>
<td>Rs. 24000</td>
<td>US$ 700</td>
</tr>
<tr>
<td>Inside Page*</td>
<td>Rs. 7000</td>
<td>US$ 325</td>
</tr>
<tr>
<td>Book Mark Insertion</td>
<td>Rs. 10000</td>
<td>US$ 325</td>
</tr>
<tr>
<td>Book Mark Printing and Insertion</td>
<td>Rs. 35000</td>
<td>US$ 1100</td>
</tr>
</tbody>
</table>

**Mechanical Data:**
- Directory
  - Finished Size 5.5" x 8.5";
  - Print Size 4.5" x 7.5";
  - Bleed Size 5.75" x 8.75";
- Book Mark*
  - 1 1/2" X 4" - rectangular shape, colour 4+4;
  - For Four-colour advertisement in Exhibitors' Directory, only EPS or CDR open file will be accepted.

*Service tax extra @ 14.5%. The rates are subject to revision.

14. **Security Deposit**

(i) Refundable Security deposit shall be paid by the applicant @ 10% on the payable space rent by domestic participants only.

15. **Tax Deduction at Source (TDS)**

Indian exhibitors, if they have deducted TDS, should officially inform ITPO about the amount of TDS deducted. Such exhibitors are required to submit the TDS Certificate soon after the TDS is paid to the Govt. and in any case not later than 15th April, 2016.

16. **Refund of Application Money/Space Rent** – to be uploaded subsequently

18. **Product Profile**

<table>
<thead>
<tr>
<th>Food Products / Beverages / Ingredients / Additives</th>
<th>Halls 14, 15, 18L, 18U</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beverages, Ingredients &amp; Additives, Packing Material, etc.</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>F &amp; B Equipment (Preparation / Processing / Packaging Eqpt.)</strong></td>
<td>Halls 7, 8, 9, 10, 11, 12, 12A</td>
</tr>
<tr>
<td>Bakery &amp; Confectionery equipment, Food preparation equipment &amp; supplies, Food processing &amp; packaging equipment, Refrigeration / Chillers / Freezers, Stewarding, Tableware &amp; Glassware products, Bar Equipment &amp; Supplies, Storage units, Kitchen support equipment etc.</td>
<td></td>
</tr>
<tr>
<td><strong>Hospitality Solutions</strong></td>
<td>Halls 2, 4, 5, 6</td>
</tr>
<tr>
<td>Housekeeping products &amp; supplies, Laundry &amp; Cleaning equipment, Guest Amenities, Linen, Furnishings, Textiles, Fabrics &amp; Apparels, Bathroom Fittings &amp; Fixtures, Lighting Solutions, Cooling solutions, Fitness &amp; spa equipment, Security &amp; Safety solutions, In-room technology &amp; entertainment, Hospitality support IT solutions, Furniture &amp; Interiors, Carts / Trolleys etc.</td>
<td></td>
</tr>
</tbody>
</table>

19. **Construction and Decoration**

(a) **Shell Scheme**: ITPO shall provide a built-up booth constructed with prefab system with a height of 2.5 mtr. with fascia writing, carpet, 1 table, 3 chairs, 1 five amp. Plug point, 1 waste paper basket and 5 spotlights (stand lighting up to 1 KW) in a booth of 09/12 sq. mtrs. Each panel will be 1 mtr. wide. In case of increase in space, the facilities shall be extended proportionately. However, exhibitors under shell scheme may construct their own stall with prior approval and intimation as per “Terms & Conditions” and Guidelines of Aahar Delhi, 2016 and Architecture Division, ITPO. However, there will be no refund on account of construction of their own stall under the shell scheme (in other words, shell scheme charges will be applicable, if an exhibitor constructs his/her own stall under the shell scheme).

(b) The participants may please note that 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 indemnification by the exhibitor to the stand construction agency/ITPO.

(c) No Part/feature/branding/projection/furniture should go beyond 3.0 mtrs.

(d) **No approval needs to be taken from architect division of ITPO** for Shell Scheme for an area less than 36 sq. m., but necessary Architectural Guidelines (Annexure B & B 1) are to be followed strictly.

20. **General Security**

(a) ITPO shall make the suitable arrangements for general security in Pragati Maidan. However, participants shall be responsible for the security of their exhibits and stalls. They may engage authorised security agencies for the safety of their exhibits in coordination with Security Division of
ITPO. List of exhibits should be verified and certified by the exhibitors and Security Guards at the
time of handing over and taking over the exhibits on daily basis. ITPO shall not be responsible for
any theft etc.

(b) **Insurance:** All participants are advised to insure their display material /exhibits against loss,
damage, theft, fire or any cause whatsoever. They shall also obtain third party insurance cover for
construction period, fair period and dismantling period.

(c) **Product Liability Insurance:** All exhibitors are advised to take cover under this policy for all risks
arising out of property damage and or body injury. The exhibitor shall produce the certificate of
insurance on demand, if made by ITPO.

(d) **Damage to Exhibition Areas:** Exhibitors shall be responsible for any damage caused by them to
the exhibition halls, structure or property during setting up of stalls, moving of exhibits and display
of exhibits by the exhibitor or any person acting on behalf of exhibitor.

21. **Prohibited Items:** The following items are strictly prohibited inside the Pragati Maidan:-

(i) Match box, cigarette, lighter, gas lighter, arms and ammunition, sword or knife.
(ii) Candles, incense sticks, hurricane lamp, stove, welding machine or iron cutter emitting sparks,
(iii) Items banned under Wild Life Protection Act are prohibited for display/sale in the premises of
Pragati Maidan. They are:-
   b) Molluscan shells/ derivatives/ handicraft items as included in Schedule 1 & IV of Wildlife
   c) Coelenterates as included in Schedule 1 of wildlife (Protection) Act, 1972.
   d) Fishes as included in Schedule 1 of Wildlife (Protection) Act, 1972.
   e) Any wild animal & its derivatives etc.
(iv) Selling/ display/ sampling of alcoholic beverages/wine/liquor/hard drinks are prohibited without the
prior approval of the authorities concerned.
(v) No gas cylinder will be allowed for filling up of balloons or demonstration of any product unless
proper certification has been obtained from the controller of explosive and proper permission is
taken from DCP (Central Distt.), Delhi Police.
(vi) For inflated balloons, only outdoor space can be booked. Exhibitors are NOT allowed to use
inflated suits/air bags worn by humans to publicise their products inside/outside the halls

22. **Fire Prevention**

(i) Cooking inside the exhibition halls is prohibited.
(ii) Halogen and other floodlights are also not permitted in the halls.
(iii) Use of fire hazardous material like thatch, dry grass and other inflammable materials is not
permitted. All materials used in the construction of stalls and displays are to be fully fire proof and
should comply with all other local regulations.
(iv) Electrical wiring under carpets is a potential fire risk. In case it is unavoidable, adequate
precautions should be taken by covering the wiring by wooden ramps. Wiring under carpet should
not have joints.
(iv) All exhibitors shall keep and maintain fire-fighting equipment (at least 1 ABC type portable fire extinguishers in each stall of 12 sq. mtr.) within their stalls, as per safety regulations.

23. Parking, Entry & Exit of Vehicles

(i) Parking is not allowed inside Pragati Maidan for any visitor. Pay & Park will be available at Bhairon Road parking on first come first serve basis.
(ii) Parking is not allowed anywhere outside Gate No. 1, 5, 7 & 8 i.e. on Bhairon Road, Mathura Road and BRT corridor.
(iii) Vehicles parked at unauthorized places shall be towed away at the cost of owner.
(iv) Entry of cars/trucks/lorries during build-up period and exhibition shall be strictly regulated in Pragati Maidan. Aahar Unit will issue material entry permit for entry of commercial vehicles into Pragati Maidan during build-up period of the event.

24. Statutory Compliance

(a) **Value Added Tax (VAT):** All exhibitors may please note that registration under Section 16A of the Delhi Value Added Tax Act is Mandatory, before commencement of business during the exhibition. A casual dealer is required to inform to the Department of Trade and Taxes, Delhi Govt, at-least three days before commencement of business in Delhi.

(b) **Performance License:** Any exhibitor intending to organize any entertainment/marketing show even in its own allotted space would require prior permission from ITPO. In addition, the exhibitor has to get performance license from the concerned authorities two days before the function.

(c) **Copy Right License:** All necessary licenses for using Copyright material (from the relevant Copyright Societies e.g. the Phonographic Performance Ltd. and the IPRS etc.), shall be obtained and a copy of the same shall be kept/ provided for perusal of ITPO. Anybody found infringing Copyright Act shall be personally liable to pay the penalty and indemnify ITPO for any such infringements.

(d) **Noise Level:** Use of loud speakers for playing music, making announcements and other promotional means for attracting visitors is strictly prohibited. If a mike is used for promotional purposes, the exhibitors shall ensure that no nuisance/disturbance is caused to other exhibitors, and annoyance to the visitors. The sound level should not exceed 70 decibels.

(e) **No Smoking Zone:** Pragati Maidan is a ‘No Smoking Zone’. Therefore, smoking in exhibition ground, halls and other premises of India Trade Promotion Organisation is strictly prohibited. Any violation in this regard shall attract penalty as per law.

25. Miscellaneous

(a) Storage of empty boxes/cartons behind the stalls, outside the halls in open areas is not allowed. If noticed, the same shall be removed and disposed of at the expense of participants.

(b) No ticketed/sponsored functions shall be held in front of any stall or hall elsewhere in Pragati Maidan to attract public, so as to prevent blockage of roads/passages.
(c) No celebrity shall be invited to any halls without prior permission from ITPO, well in advance. The Security Division of ITPO may be intimated in this regard at least two days in advance of such celebrity / VIP visits.

(d) Participants and their staff inside the stall shall be under obligation to produce their badges when asked by the security staff of ITPO or Delhi Police. Any person found without badge shall not be allowed to enter the halls/stalls.

(e) **Sale of Goods by Participants:** AAHAR is primarily a B-2-B exhibition and sale of goods is not permitted, except in halls 14, 15, 18 (food products only). Free distribution of samples is permissible to exhibitors within their own booth.

(f) **Dispute Regarding Quality Problems etc.:** ITPO shall not be a party to any disputes arising out of quality problems/ logo/ brand infringements etc. or otherwise between either exhibitors or the customers and exhibitors. 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.

(g) **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. The rear space of stalls shall not be used for storage or any other purposes. The occupation of such areas shall be unauthorized.

(h) **Deviation in Display Profile:** The display of products other than that mentioned in their application shall be treated as unauthorized and will also attract penalty as deemed fit by ITPO.

(i) **Stall Alteration:**
   a. No alteration of the size or position of an exhibitor’s stall is permitted.
   b. ITPO reserves the right to modify the layouts of stall sites and gangways.

(j) **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. Non-compliance shall attract penalty.

(k) **Sub-letting:** If the allotted stall has been sub-let to another party, ITPO shall have the right to close the stall and impose penalty, as deemed appropriate.

(l) **Service Providers:** Details of construction & decoration agencies appointed privately by exhibitors shall be intimated to Aahar Fair Unit one month prior to the commencement of the exhibition. They shall undertake to follow the guidelines of Architect Division of ITPO.

(m) **Temporary Staff:** ITPO shall not be responsible for any dispute arising out of hiring of services of casual workers/ hostesses by the participants.

(n) **Food & Beverage outlets:** The agency authorized by ITPO shall only be allowed to operate food and beverage outlet/kiosk. Sale of eatable/ beverage of any kind inside the hall is strictly prohibited. No exhibitor is allowed to make arrangement of food/beverage kiosk inside the hall. Ad hoc/ temporary kiosk without the permission of ITPO shall not be allowed. If anyone found selling food packets/ beverages inside the halls, action as deemed fit shall be taken against the same.
(o) **Cleanliness and Maintenance**: The participants will be responsible for cleanliness and maintenance of their stalls. Cleaning of common passages/areas will be arranged by ITPO. Participants will be responsible for removal of empties, waste material by **10.00 p.m. on March 14, 2016**. No empties or wooden material shall be allowed to be kept behind the partitions of stall. If a participant is allotted a full hall, the cleanliness of the entire hall will be the responsibility of that participant.

(p) **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.

(q) **Exit Permit & Vacation of stall**: All participants shall vacate the stalls by 3.00 pm on March 20, 2016, positively. The post-fair exit will be through Gate no. 1 only. No exhibits/cases/display material shall be allowed to be taken out of Pragati Maidan without Exit Permit which will be issued by the Hall Master/Sector officer deputed by ITPO. Participants who fail to vacate the space shall be liable to pay penalty to ITPO (as prescribed by ITPO) and the ITPO shall have the right to remove such exhibits/materials at the risk and cost of exhibitor. The storage of exhibits in the open area shall not be permitted after the close of the Fair, which shall also attract penal rent as applicable.

(r) **Dress Code**: AAHAR is a business-oriented international event attended by domestic as well as overseas business and professional visitors. It is necessary that hosts/hostesses and presenters, who often promote various products and services on behalf of the exhibitors, be decently attired, keeping in view the law of the land and India's cultural ethos.

(s) **Violation of rules**: In the event of violation of rules, ITPO shall have the right to close down the stall of the participant immediately and no refund of participation charges shall be refunded.

(t) **Force Majeure**: ITPO shall endeavour to ensure supply of the services. In case such services are beyond the control of ITPO, then no exhibitor is entitled to claim any damage on this count.

(u) **Interpretation**: The decision of CMD, ITPO or his/her nominee shall be final and binding on the participant about the rules and regulations.

(v) **Disputes**: Disputes, if any arising out of participation in this fair shall fall within the jurisdiction of the courts of Delhi/New Delhi. ITPO reserves the right to allot space on the basis of criteria decided by the Management of ITPO.

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Annexure A

STEP WISE GUIDELINES FOR ONLINE BOOKING PROCESS FOR AAHAR 2016

- On Home Page, click on **“APPLY ONLINE”**
- Read and accept the Terms & Conditions and press **“CONTINUE”**
- The 1st Window for online booking opens on 15th December, 2015 and is applicable for:
  - Government Applicants
  - Foreign Applicants
  - Domestic Applicants booking 80 sqm. and above.
  - New and Young Entrepreneurs
- After you satisfy any of the above four criteria, **“ACCEPT”** the condition and click **“CONTINUE”**
- Select **“APPLICANT TYPE”**
- Fill-in **“Company Details”** (Registration Part-I)
  - All fields with a red Asterix ( * ) mark are mandatory
- Filling all the details, click on **“SAVE & PROCEED”**
- On clicking **“SAVE & PROCEED”**, Registration Part-I is completed and Unique ID is generated and email will be sent to registered address at the stage confirming generation of Unique ID. Please quote this Unique ID in all correspondence with ITPO. The screen at this stage will also display the Unique ID generated for you.
- Click **“SELECT YOUR STALL”**
- Clicking the above option, will lead you to the Space Booking Section.
- Select the **“PRODUCT CATEGORY”**
- Select the **“SUB PRODUCT CATEGORY”**
- Click on **“SAVE CATEGORIES”**
- Click **“OK”**.
- Click on map under the heading **“SHOW AVAILABLE HALLS”**. Relevant product related halls will be shown as small icons.
- Click on the small icons to open the detailed floor plan of that hall.
Click on “SPACE TYPE” (i.e. Shell Scheme or Bare Space)

Click on “SHOW MAP”

Select the Booth(s) of your choice. Merger of adjacent booths is allowed.

After making your selection(s), click on “SUBMIT YOUR REQUEST”. Your multiple selections of booths for merger, will be considered as one choice / option.

You are allowed to give 5 (five) different choices of booths from highest to lowest priority order. After making every choice, click on “SUBMIT YOUR REQUEST”. Only then your request gets registered in the system.

Your selections can now be seen tabulated at the bottom of the page.

Registration Part II is now complete

You may deselect any option by clicking on “X” (cross sign). You can also reset the hall page by clicking “RESET”.

To move to the next step, click on “SAVE & PROCEED”.

You will now move to the payment part under Registration part III. You have to make payment as per the “procedure of payment” given under Para 10, through NEFT/RTGS transfer only in ITPO account and submit the transaction details {Mode of payment (NEFT/RTGS), Applicant’s Bank name, Amount transferred, UTR Number, payment date}, select the documents you are submitting & fill in your bank details in case a refund is to be initiated.

Now read the terms & conditions in details and once you agree to them, then kindly click on “I Agree” button and Registration Part III is now complete.

Please click on “Submit Application” and thereafter “Print” the application for your records as well as sending a signed and stamped copy to ITPO.
Annexure 'B'

PUBLIC SAFETY MEASURES AND DESIGN GUIDELINES
AAHAR International Food & Hospitality Fair, Delhi 2016

I. SHELL SCHEME:
   1. No Part/feature/branding/projection/furniture should go beyond 3.0m.
   2. NO APPROVAL NEEDS TO BE TAKEN FROM ARCHITECTURE DIVISION ITPO for Shell Scheme which are less than 36 sq.m., but necessary ITPO Guidelines are to be followed strictly.

II. BARE SCHEME:
Participants are required to submit drawings & documents as mentioned below, by e-mail to Architecture Division ITPO for approval of construction in Bare Spaces, latest by 29.02.2016:
   a) Scanned Cover Letter on Company Letterhead;
   b) Plan/Layout with dimensions and material specifications;
   c) Elevation with dimensions;
   d) Coloured View with dimensions;
   e) Scanned copy of Structural Stability Certificate, wherever required.

➢ The documents should be sent to brijal@itpo.gov.in with copy (CC) to reenajain@itpo.gov.in and saurabhsharma@itpo.gov.in
➢ The subject of the mail needs to be as follows:
   AAHAR Delhi 2016 Drgs. for Stall no. in Hall no. of area of brand/company name
➢ The format of attached documents should be in JPG, JPEG, PNG, PDF or DOC formats only.

OR
The following documents are required to be submitted in HARDCOPY in case of Bare Spaces to Architecture Division ITPO for approval latest by 29.02.2016:
   a) Cover Letter on Company Letterhead, as per Annexure-A enclosed;
   b) Plan/Layout with dimensions and material specifications;
   c) Elevation with dimensions;
   d) Coloured View with dimensions;
   e) Structural Stability Certificate, wherever required.

➢ The drawing submitted should be legible and preferably on A3 size paper.

➢ Drawings are to be submitted before giving order of any material, part, etc. as the drawings may need to be altered in accordance to AAHAR Delhi 2016 Guidelines.
A. Guidelines:
1. Dimensions allotted should strictly be followed.
2. Max. Height restrictions:
   a. Rear/back wall or wall adjoining stall should not be more than 3.0m.
   b. General height of stall including display aids/lights etc. should not exceed 3.0m.
   c. Feature/logo.branding can go up till the height of 4.5m (feature/branding should not be on entire side wall and should be central feature only).
3. Walls adjoining stall shall be finished properly (from outer side) and no branding allowed on this side.
   No structural support shall be taken from neighbouring stalls.
4. The outer face of rear/side wall should be properly finished.
5. Side facing passage should be transparent or translucent.
6. Fire retardant paint to be used on wooden members.
7. Peripheral passage should NOT be occupied by the participant for any purpose.
8. All architectural guidelines of ITPO to be abided by.

III. For All relevant guidelines of other ITPO Divisions should be followed.
REQUEST FOR SCRUTINY OF DRAWINGS

To: Architecture Division,
   Room no. 232, Pragati Bhawan,
   India Trade Promotion Organisation (ITPO),
   Pragati Maidan, New Delhi – 110001.

   Event: AAHAR Delhi 2016

Company Name: ____________________________________________________________

Hall no.: _______ Stall no.: ___________ Size: ______________ (should be more than 36m²)

Contact Person's Name: ____________________________ Designation: ______________________

Mobile no.: ________________________________ Telephone no.: ________________________

Checklist:

1. Layout/Plan with dimensions ☐

2. Elevation/View with dimensions ☐

Signature: ____________________________

Name: ____________________________