

## **TERMS & CONDITIONS**

### **BOOKINGS**

Bookings should be against full payment and for a minimum of 6 & 18 Sq. meters booth. No structural alterations will be allowed to the booths. All exhibits activities will be restricted within the booth(s). Refer to payment clause for firm bookings.

### **DESIGN AND BOOTH MATERIAL (raw space)**

Exhibitors must submit booth designs to the organizer for approval before starting construction along with a complete list of items that they will bring to the venue. Organizers might need to take permissions to allow different types of materials to be brought to the venue. Exhibitors must be careful, not to put any standee or item outside the booth area allocated during the Exhibit hours.

The Organizer reserves the right to request the Exhibitor to dismantle any exhibit not conforming to the guidelines, which are to be found in the Exhibitor Manual. The Exhibitor Manual will be provided on request, once the completed application form is received. In case of any points missing in the Exhibitors manual, decision of the organizers will be final and binding on the exhibitors.

### **PAYMENT**

Payment for space bookings must be made in full, along/within one week of application, to be recorded as firm bookings. Any expense accrued during the exhibition will have to be cleared before gate passes can be issued for the removal of exhibits. Payment to be made online through the summit website. Except the cancellation rules mentioned in this document, all payments are non- refundable.

### **MOVE IN AND MOVE OUT TIME**

Exhibitors can move in to the location starting from Thursday early morning 21<sup>st</sup> February, 8 AM to setup their booths. Exhibitors must pack and move out of the venue (taking all their booth material with them) by 7pm on Friday, 22<sup>nd</sup> February 2019.

### **CANCELLATIONS**

Cancellation must be received in writing. Date of receiving cancellation and cancellation charges below:

- Till Jan15, 2018: 70 % of participation fee
- Between Jan 16, 2019 and Jan 31, 2019: 25% of participation fee
- 1<sup>st</sup> Feb January onwards: 15% of participation fee

### **RISK**

Exhibitors use the premises and its facilities at their own risk. All property brought on the premises by the Exhibitor shall be at the Exhibitor's risk.

## **SECURITY**

The Organizer will provide basic security arrangements for the conference. Security for individual booths, if required, will be the responsibility of the Exhibitor. The Organizer will make available a security agency through which the Exhibitor may hire individual security personnel for this purpose. The Organizer will not be responsible for any theft, loss or damage that the Exhibitor may suffer during the conference period. Exhibitors are advised in their own interest to arrange for insurance cover of their items on display.

## **SAFETY MEASURES**

On the finalization of floor plans, the Exhibitor will be issued instructions regarding measures to be taken for the safety of the booth and the conference. The Exhibitor is required to follow these instructions strictly.

- Although general fire protection equipment would be installed, Exhibitors will be required to provide portable firefighting equipment at their stands.
- Although facilities for First Aid services will be available at the Conference venue, Exhibitors are advised to ensure that First Aid Kits are provided in their stands for emergencies.
- Smoking and consumption of alcohol is strictly prohibited anywhere in the conference premises

## **LIABILITY**

Exhibitors are liable to compensate for any damage caused to partitioning, flooring, furniture or any other fixtures provided by the Organizer. The Organizer will not be liable for any loss due to theft, pilferage or damage by fire, accident, vandalism or other causes and the Exhibitor expressly waives and releases any claim or demand it may have against the Organizer by reason of any damage to or loss of any property of the Exhibitor.

It should be noted that while no security deposit is being taken, in the unlikely case of occurrence of any damages that the conference has to pay for rectification to the conference premises and/or exhibits designer, the exhibitor hereby agrees to pay for the same completely.

The Organizer does not maintain insurance covering Exhibitor's property. It is required that Exhibitors obtain adequate insurance coverage at their own expense, for property loss or damage and liability for personal injury.

## **INDEMNIFICATION**

Exhibitor agrees to protect and hold the Organizers forever harmless from any damage or charges imposed for violation of any law or ordinance whether occasioned by the negligence of the Exhibitor or those holding under the Exhibitor as well as to strictly comply with the applicable terms and conditions contained in the agreement between the Exhibitor and the Organizer regarding the Exhibition premises.

## **FORCEMAJEURE**

Under the conditions of force majeure, which also include strikes, lockouts, closures, riots, natural calamities, the Organizer reserves the right to alter the opening and duration or even cancel the entire exhibition. In case of change in dates and duration of the Exhibition, the rules and regulations and the agreement between the Exhibitors and the Organizer will remain unaffected. In case of cancellation of the exhibition owing to causes beyond the Organizer's control, the participation fee will be refunded to the Exhibitors after deducting the non-recoverable proportionate costs already incurred by the Organizer.

## **ELECTRICAL SAFETY**

- Electrical wiring and installation must be done by Exhibitors' registered professional electrician ensuring proper wiring, switches, etc., and will need the approval of the organizer.
- The main supply points in an electrical installation in the stall should be easily accessible and should not be concealed.
- To take care of voltage fluctuations, Exhibitors should fix up constant voltage transformer or insulation transformer or stabilizer for power sensitive machines.
- Type of wiring to be used for lighting should be double PVC or single PVC in conduit pipe and for equipment the same should be by means of armored cable or wires in MS conduit pipes.

## **REGULATIONS**

The Exhibitor is required to abide strictly by the following:

- Use the stall for permitted display only.
- Allotment of exhibition stall is non-transferable.
- Do not place any display or other material outside the space allotted which may cause obstruction to the entrance, exit and passage.
- Do not play or use any audio system that causes disturbance in the nearby stalls or outside. If the Organizer in his absolute discretion considers such a noise to be undesirable, he shall give verbal directions to the Exhibitor to that effect.
- Do not store any hazardous or flammable materials in the stall.
- Do not carry any goods or materials to or from the Exhibition area except through the entrance and service areas provided for the purpose.
- Do not make any alterations or additions whatsoever to the stall or to erect any structure in front of the stall or elsewhere outside, unless approved by the Organizer in writing.
- Do not interfere, under any circumstances, with the electrical and or other infrastructure laid out by the organizer.
- Comply with any regulations made by the Organizer regarding security, environment, safety and pollution of all kinds.
- Bring the regulations to the notice of all the concerned. The organizer reserves the right by notice to change or add to the regulations in the terms and conditions.

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