

**APPLICATION / CATALOGUE ENTRY FORM  
FOR PARTICIPATION IN AROGYA  
OCTOBER 31st to 3rd November, 2008**

(To be filled in block letters)

1. Organization's Name: \_\_\_\_\_  
Address : \_\_\_\_\_  
(Regd./Head Office) \_\_\_\_\_

Country \_\_\_\_\_ Telephone \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_ Website \_\_\_\_\_

2. Name & Designation of:-

Chief Executive \_\_\_\_\_

Contact Person \_\_\_\_\_

3. Space requirements with three options of stall(s):

Stall(s) opted:

1st Choice \_\_\_\_\_

2nd Choice \_\_\_\_\_

- Shell Scheme \_\_\_\_\_ sq. mtr. 3rd Choice \_\_\_\_\_

- Bare Space \_\_\_\_\_ sq.mtr.

4. Water Supply \_\_\_\_\_ No. of Taps required

5. Extra Electricity Power Requirements \_\_\_\_\_ KW

6. Exhibits to be displayed \_\_\_\_\_  
\_\_\_\_\_

7. Company profile (in not more than 50 words) in a CD/soft copy only.

8. How did you come to know about this exhibition?

- Through newspapers & magazines

- Through Industry Associations/Chamber of Commerce

- Other (Please specify)

9.1/We enclose a Bank Draft No. \_\_\_\_\_ Dt. \_\_\_\_\_ for  
Rs./US\$ \_\_\_\_\_ drawn in favour of India Trade Promotion Organization.

1/We hereby agree to abide by the enclosed rules & regulations and agree to pay electricity charges separately before taking possession of stand.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Designation \_\_\_\_\_

Place \_\_\_\_\_

**Please complete and return this form to:-**

Shri R.K. Chopra/ Shri P.L. Sharma/Mr. Mahender Singh

Dy. General Manager/ Manager/Dy. Manager

India Trade Promotion Organisation

Pragati Bhawan, Pragati Maidan

New Delhi-110001

Phone: 23371837, 23371832, 23371814,

Fax: 233371869, 23371845

E-mail:- Rajchopra@itpo-online.com,

PISharma@itpo-online.com & msingh@itpo-online.com

## **AROGYA, OCTOBER 31st to 3rd November, 2008**

### **Rules and Regulations for Participation**

**PARTICIPATION:** Application for participation is to be made in the prescribed form. Approval of participation and exhibits will be at the sole discretion of India Trade Promotion Organisation.

#### **PARTICIPATION FEE**

**Minimum booking** 9 sq.mt. under shell scheme & 36 sq. mtrs. under bare space

Indian Exhibitor : Rs. 3850/- Per SQM.

Foreign Exhibitor : US\$ 110/- Per SQM

**(Service Tax extra @ 12.36%)**

The facilities under shell scheme will include constructed booth, floor covering, fascia writing, spot lights, 2 chairs, 1 table, 1 plug point for a booth of 9 sq.mts. Additional display aids and furniture can also be obtained on payment.

**TIMINGS OF THE FAIR:** 11.00 A.M. – 8.00 P.M

**ELECTRICITY/POWER CHARGES :** Power service connection charges are Rs. 190 per KW and power consumption charges are Rs. 130 per KW per day plus 5% contingency charges plus 12.36% service tax

**WATER CHARGES:** Rs. 2810/- per connection and Rs. 450/- per tap (per consumption) per day plus 5% contingency charges plus 12.36% service tax.

**Note:** Electricity & Water consumption charges are subject to revision, if any, by the local authorities.

**PAYMENT:** 50% advance participation charges are payable alongwith the application by demand draft in favour of India Trade Promotion Organisation. Remaining 50% are payable one month prior to commencement of the exhibition or on receipt of invoice whichever is earlier failing which the space earmarked will be allotted to other potential exhibitor.

**ALLOCATION OF SPACE:** Allocation of space will be done by ITPO on first-come-first served basis only on receipt of completed application form alongwith requisite payments. No sub-letting will be allowed.

**Decision of ITPO will be final.**

**POSSESSION OF SPACE:** Possession of space will be given only on receipt of full payment including space rent, electricity and water charges, if any.

Possession will be given only 2 days before the opening of the fair for bare space one day before the fair for shell scheme.

**CONSTRUCTION OF STAND/BARE SPACE:** The interior design of stand will have to be within the architectural controls specified by ITPO. Interior design of bare space booking will have to be approved by the Architect of ITPO before actual construction is started. Participants will be responsible for removal of empties/waste material at least 24 hours before the opening of the fair. No empties or wooden material shall be allowed to be kept behind the partition of stand. Cleanliness and maintenance of stands will be the responsibility of participants. No items of food will be allowed to be taken inside the stands.

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**10. OPERATION OF STANDS:** No stand will be left unattended during the fair. Staff of participants must be present at least half-an-hour before the opening and half-an-hour after the close of the fair. No activity in the opinion of ITPO amounting to nuisance, annoyance will be caused by the participants. ITPO shall have the right to take remedial action in such cases. Exhibits must not obstruct passages. Fire extinguishers, cable terminals for telephone connections, outlets for electricity and water must not be obstructed.

**11. VACATION OF SPACE:** Space will must have to be vacated within 1 day of the close of the fair, failing which participants will be required to

pay penalty and the ITPO will have the right to remove the exhibits/materials etc. of participants at the risk and cost of participants. Storage of exhibits in the open area will not be permitted after the close of the fair.

12.**SECURITY:** ITPO will make general security arrangements. However, participants will be responsible for the security of the exhibits and stall.

**FIRE PREVENTION:** Participants will keep and maintain fire-fighting equipment within their stalls as per safety regulations. An arrangement of fire-extinguishers in stalls is the responsibility of the individual participants.

14.**INSURANCE:** Participants will insure their exhibits, display material against loss, damage, theft, fire or any cause whatsoever. They will also obtain third party insurance cover for construction period, fair period and dismantling period.

15.**ENTRY/EXIT TO FAIR GROUND:** (i) Entry into Fair ground of representatives of participants will be on the basis of exhibitor passes issued by ITPO. Three passes will be given for a minimum of 9 sq.mtr. and two on every additional 9 sq.mtr. space booked.

(ii) **Movement of Exhibits:** Entry of vehicles in fair ground will not be permissible during fair hours. Vehicles carrying exhibits etc. can be allowed to come into fair ground upto 9.00 A.M. and after 8.30 P.M. with the prior approval of ITPO Security. Exit permit will be required for taking out any material out of fair ground during the fair period. No exhibits/cases/display material will be allowed to be taken out of fair ground after close of the fair without exit permit to be issued by ITPO.

16.**CAR PARKING:** Cars/Vehicles will be parked in the Parking areas only. Each participant is entitled to have one car park pass.

17.**VIOLATION OF RULES:** In the event of violation of these rules, ITPO shall have the right to close down the stall of the participant immediately.

18.**REFUND:** Once application form with payment is received by ITPO, no refund of licence fee will be made by ITPO.

**INTERPRETATION:** The decision of CMD, ITPO or his nominee shall be final and binding on the participant on the interpretation of the rules and regulations.

**DISPUTE:** Disputes, if any arising out of participation in this fair shall fall within the jurisdiction of the Courts in Delhi/New Delhi.

Smoking at fair ground Premises/exhibition ground/halls is strictly prohibited.

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