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پیوست : قرارداد

## نمایندگی وزارت امور خارجه - اهواز

به نام خدا

جناب آقای دکتر فتوحی

معاونت محترم هماهنگی امور اقتصادی استانداری خوزستان

موضوع: تاریخ برگزاری نمایشگاه بین المللی غذا و خدمات پذیرایی دهلی نو

با سلام،

احتراما به استحضار می رساند سفارت ج . ا . ایران در دهلی نو طی مکاتبه واصله به این نمایندگی اعلام نموده است

« در تماس تلفنی مورخ ۳ آذر ۱۴۰۰ همکاران این سفارت با آقای کریشان کومار مدیر ارشد سازمان توسعه تجارت هند، طرف هندی در پاسخ به سوال و پیگیری سفارت در خصوص شرکت در نمایشگاههای مواد غذایی اظهار داشت، سازمان مزبور قصد دارد در ماه مارس ۲۰۲۲ (اسفند ۱۴۰۰) نمایشگاه بین المللی غذا و خدمات پذیرایی با عنوان « Aahar-The International Food and Hospitality Fair » را از ۸ لغایت ۱۲ مارس ۲۰۲۲ (۱۸ لغایت ۲۲ اسفند ۱۴۰۰) در محل نمایشگاههای بین المللی دهلی نو (پراگاتی میدان) برگزار نماید. قرار است این نمایشگاه شرکتهای فعال در حوزه های مختلف چون مواد غذایی و نوشیدنیها، به همراه تجهیزات تولید، فرآوری و بسته بندی مواد غذایی و همچنین خدمات پذیرایی از جمله تزئینات و دکوراسیون را گرد هم آورد.

با بهبود شرایط کرونایی، افزایش پروازهای بین المللی و باز شدن تدریجی فضای فعالیت و کسب و کار، دولت هند مجدانه برنامه برگزاری این گونه نمایشگاهها در این کشور را در دستور کار خود قرار داده است. از سوی دیگر با توجه به علاقمندی ابراز شده از سوی استانهای مختلف کشورمان برای توسعه تجارت و صادرات محصولات تولیدی مختلف به هند بنظر می رسد حضور در نمایشگاه مزبور فرصت بسیار خوبی را برای شرکت ها و فعالان ایرانی مرتبط از جمله در زمینه معرفی تولیدات و ظرفیتهای صادرات محصولات چون زعفران، خشکبار و خرما و انواع میوه و مانند آنها در اختیار گذارد. جهت مزید اطلاع، تصویر بروشورهای نمایشگاه مذکور (مربوط به سال ۲۰۱۹) جهت انعکاس به مراجع ذیربط در کشور و تشویق حضور بخش خصوصی برای شرکت در این رویداد، به پیوست ارسال می گردد».

خواهشمند است دستور فرمایید اقدام لازم را معمول و از نتیجه این نمایندگی را مطلع نمایند .

۴۴۳۴.

۱۴۰۰/۰۹/۱۷

بم نام

از طرف

لرعمانی

بم نام  
رخصه اطلاع یانی  
۱۴۰۰/۰۹/۱۷

رئیس نمایندگی وزارت امور خارجه در اهواز



جناب آقای حسن زاهدی



## India International Trade Fair (IITF), November 14-27, 2021 Pragati Maidan, New Delhi

### Facts at a Glance

Particulars	Details	
Exhibition	India International Trade Fair (IITF)	
Edition	40 <sup>th</sup> Edition	
Theme	Atmanirbhar Bharat / Self-Reliant India	
Exhibition Profile	B2B and B2C	
Dates	<b>Business Days</b>	<b>General Days</b>
	November 14-18, 2021 First five days exclusively for B2B	November 19-27, 2021
Timings	9.30 AM to 7.30 PM	
Entry to the Exhibition	9.30 AM to 7.30 PM (Exhibitors)	
Venue	10.00 AM to 5.30 PM (General Public)	
Display Profile	Multiproduct	
Venue	Pragati Maidan, New Delhi	

### Hall-Wise Product Profile

Hall	Details
H2 GF	Partner / Focus State/UT and Partner / Focus Country
H3 GF	Ministry of Minority Affairs(Hunar Haat)
H4 GF	Foreign pavilions, Cosmetics, Footwear , Food & Beverages, Multi-products
H5 GF	Multi-products, theme area, EPCs / Commodity Boards, Ministry of Agriculture, Ministry of Cooperation, DC handloom, Jute board etc.
H 2-4 (FFs)	States and Union Territories (UT) Pavilions
H7(A-H) & Open Area	SARAS(NIRDPR) Ministry of MSME, KVIC, COIR Board.
H8 - 11	NSIC, Ministry of Railways, Ministry of Health, LIC, Multi-products
H12 and H12A	Good Living / Multi-products, SEBI, CBIC, Income Tax department

### Space Rentals (Domestic Participants)

Particulars		Charges in INR*
Space Rentals – Bare Scheme (Minimum booth size 36 sqm)		15,340/- per sqm
Space Rentals – Shell Scheme (Minimum booth size 12 sqm)		15,975/- per sqm
Open space	Bare (Min. 36 sqm)	10,560/- per sqm
	Shell (Min 36 sqm) – Private Participants	11,705/- per sqm
	Shell (Min 12 sqm) – Govt. Participants	12,875/- per sqm
Rentals for Food Outlets (Only for State Government Pavillions) (3 x 5 sqm - Cooking area 3 x 3 sqm + Serving Area 3 x 2 sqm)		4,50,000/- per stall

\* All charges are excluding applicable GST.

### Space Rentals (Foreign Participants)

Particulars		Charges in USD*
Space Rentals – Bare Scheme (Minimum booth size 36 sqm)		430/- per sqm
Space Rentals – Shell Scheme (Minimum booth size 12 sqm)		465/- per sqm
Open space	Bare (Min. 36 sqm)	265/- per sqm
	Shell (Min. 36 sqm)	295/- per sqm

\* All charges are excluding applicable GST.

**Premium for Corner Booths (Applicable on Booths of Sizes less than 80 sqm)**

No. of Sides Open	Premium on Space Rentals
2 side Open	10%
3 side Open	15%
4 side Open (Island Type)	20%

**Discount on Space Rentals for Bulk Booking**

Gross Area Booked (A) (in Sq.mtr.)	Quantum of Discount on Bare Space Rentals (Bare Scheme Only)
$A \leq 150$	0%
$150 < A \leq 300$	10%
$301 \leq A \leq 500$	15%
$A > 500$	20%

**Early Bird Discount (Only for Government Participants)**

2.5 Percent Only on Bare Space Rentals

Subject to payment of participation charges in full before October 28, 2021

**Partner and Focus State / UT (On First-Come-First-Served Basis)**

Particulars	Charges*
Charges for Status of Partner State / UT	Rs. 36.00 lakhs (Lumpsum)
Charges for Status of Focus State / UT	Rs. 24.00 lakhs (Lumpsum)
Discount on One Food Stall and Preference in allotment	Rs. 1.75 lakhs Discount on Standard Rentals of Rs. 4.50 lakhs

\* All charges are excluding applicable GST.

**Complimentary Facilities for Partner and Focus State/UT**

Partner State / UT	Focus State / UT
<ul style="list-style-type: none"> <li>a. Placement/Coverage in major advertisements.</li> <li>b. Coverage in all the Presentation Meetings</li> <li>c. Two full page colour advertisements in the fair catalogue.</li> <li>d. Seating of the VVIP/Chief Minister on the dais for the inaugural ceremony of the fair.</li> <li>e. Complimentary facility of the amphitheatre for organizing Cultural Show for the State Day.</li> <li>f. Complimentary passes for business days thrice the number of their original entitlement.</li> <li>g. Complimentary facility of Conference Hall for organizing Seminar(s) for two days.</li> <li>h. Six complimentary car parking permits (subject to availability)</li> <li>i. 10 Electric / Flag Poles near entry gates</li> <li>j. Branding on Pre-function foyer area</li> <li>k. Branding on corridor column branding (3 rectangular &amp; 2 triangular columns)</li> <li>l. Discount of 1,75,000/- on one food stall and Preference in allotment of food stalls</li> <li>m. QR Code/Barcodes/Holograms: 350 Nos.</li> <li>n. Printing of name "Partner State" on Exhibitor Badges and complementary passes, Entry Tickets.</li> <li>o. Provision of one No. of shuttle bus for the Partner State for State Day.</li> </ul>	<ul style="list-style-type: none"> <li>a. Placement/Coverage in major advertisements.</li> <li>b. Coverage in all the Presentation Meetings</li> <li>c. One full page colour advertisements in the fair catalogue.</li> <li>d. Seating of the VVIP/Chief Minister on the dais for the inaugural ceremony of the fair.</li> <li>e. Complimentary facility of the amphitheatre for organizing Cultural Show for the State Day.</li> <li>f. Complimentary passes for business days twice the number of their original entitlement.</li> <li>g. Complimentary facility of Conference Hall for organizing Seminar(s) for one day.</li> <li>h. Four complimentary car parking permits. (Subject to availability)</li> <li>i. 5 Electric / Flag Poles near entry gates</li> <li>j. Branding on corridor column branding (2 rectangular &amp; 1 triangular columns)</li> <li>k. Discount of 1,75,000/- on one food stall and Preference in allotment of food stalls</li> <li>l. QR Code/Barcodes/Holograms: 200 Nos.</li> <li>m. Printing of name "Focus State" on Exhibitor Badges and complementary passes, Entry Tickets.</li> <li>n. Provision of one No. of shuttle bus for the Focus State for State Day.</li> </ul>

### **Terms & Complimentary Facilities for Partner/Focus Country**

Partner Country	Focus Country
<p>a. Eligibility: Min. net area of 750 sqm.</p> <p>b. One Amphitheatre for two days for holding cultural programmes /seminars for Partner Country.</p> <p>c. One Food outlet of 15 sqm (3x5 sqm which will have a cooking area of 3x3sqm + 3x2 serving area) for the full duration of the fair at a special rate of US\$ 6000 + applicable taxes. the following shall be charged separately:</p> <ol style="list-style-type: none"> <li>Electricity charges</li> <li>Water Charges</li> <li>Conservancy charges</li> <li>Refundable Security Deposit</li> </ol> <p>d. Wide publicity is given in all advertisements and publicity material related to IITF.</p> <p>e. Hosting a dinner by CMD ITPO in honour of visiting business delegation from Partner Country the maximum number being 25 persons (May be continued for IITF 2021 subject to Covid-19 situation).</p> <p>f. Prime location to Partner Country.</p> <p>g. Sharing of the dais by the dignitary from the Partner Country with the chief guest during the inaugural Ceremony.</p>	<p>a. Eligibility: Min. net area of 500 sqm.</p> <p>b. One Amphitheatre for one day for holding cultural programmes /seminars for Focus Country.</p> <p>c. One Food outlet of 15 sqm (3x5 sqm which will have a cooking area of 3x3 sqm + 3x2 serving area) for the full duration of the fair at a special rate of US\$ 6000 + applicable taxes. the following shall be charged separately:</p> <ol style="list-style-type: none"> <li>Electricity charges</li> <li>Water Charges</li> <li>Conservancy charges</li> <li>Refundable Security Deposit</li> </ol> <p>d. Wide publicity is given in all advertisements and publicity material related to IITF.</p> <p>e. Hosting a dinner by CMD ITPO in honour of visiting business delegation from Focus Country with maximum number of 15 persons (May be continued for IITF 2021 subject to Covid-19 situation).</p> <p>f. Prime location to Focus Country.</p> <p>g. Sharing of the dais by the dignitary from the Focus Country with the chief guest during the inaugural Ceremony.</p>

### **Entry Tickets**

Single Ticket Price (including GST)	Business Days ( Rates in INR)	Non-business Days (Rates in INR)
Adult on Weekend days and Gazetted Holidays	500/-	150/-
Adult on Non-weekend days	500/-	80/-
Child on weekend days and Gazetted Holidays	200/-	60/-
Child on non-weekend days	150/-	40/-
Senior Citizens*	Free	Free
Specially-abled (Divyang)*	Free	Free
Season Ticket for Business Days Only (All 5 Business days)	1800/-	
Season Ticket for Non-Business Days Only (All 9 Non-Business days)	800/-	
Season Ticket for Exhibitors Only (All 14 days)	2,000/-	

*\*Senior citizens and specially-abled are allowed free entry on all days of the fair, subject to valid government ID stating date of birth. Persons accompanying will have to purchase entry tickets*



# NAME OF DMRC'S STATIONS WHERE TRADE FAIR -2021 TICKETS WOULD BE SOLD

Sr. No	Name Of Metro Stations	Lines	Total Station In Line
1	Shaheed Sthal New Bus Adda**	L-1 (Red line)	8
2	Dilshad Garden	L-1 (Red line)	
3	Shahdara	L-1 (Red line)	
4	Sekharipur	L-1 (Red line)	
5	Indirlok-1*	L-1 (Red line)	
6	Netaji Subhash Place*	L-1 (Red line)	
7	Rohini West	L-1 (Red line)	
8	Rithala	L-1 (Red line)	
9	Samaypur Badli**	L-2 (Yellow Line)	9
10	Jahangir Puri	L-2 (Yellow Line)	
11	Azadpur-2*	L-2 (Yellow Line)	
12	Vishwavidyalaya	L-2 (Yellow Line)	
13	Rajiv Chowk*	L-2 (Yellow Line)	
14	Central Secretariat-2*	L-2 (Yellow Line)	
15	Dilli Haat INA-2*	L-2 (Yellow Line)	
16	Saket	L-2 (Yellow Line)	
17	Huda City Centre**	L-2 (Yellow Line)	17
18	Noida Electronic City**	L-3 (Blue Line)	
19	Noida Sector 52	L-3 (Blue Line)	
20	Noida City Centre	L-3 (Blue Line)	
21	Noida Sector-15	L-3 (Blue Line)	
22	Akshardham	L-3 (Blue Line)	
23	Indraprastha	L-3 (Blue Line)	
24	Mand House -3*	L-3 (Blue Line)	
25	Barakhamba Road	L-3 (Blue Line)	
26	Rama Krishna Ashram Marg	L-3 (Blue Line)	
27	Karol Bagh	L-3 (Blue Line)	
28	Shadipur	L-3 (Blue Line)	
29	Kirti Nagar-3*	L-3 (Blue Line)	
30	Rajouri Garden-3*	L-3 (Blue Line)	
31	Tilak nagar	L-3 (Blue Line)	
32	Uttam Nagar (East)	L-3 (Blue Line)	
33	Dwarka Mor	L-3 (Blue Line)	
34	Dwarka	L-3 (Blue Line)	
35	Vaishali**	L-4 (Blue Line)	6
36	Anand Vihar ISBT*	L-4 (Blue Line)	
37	Karkarduma*	L-4 (Blue Line)	
38	Preet Vihar	L-4 (Blue Line)	
39	Nirman Vihar	L-4 (Blue Line)	
40	Laxmi Nagar	L-4 (Blue Line)	
41	Peera Garhi	L-5 (Green Line)	2
42	Brig. Husear Singh	L-5 (Green Line)	
43	Kashmere Gate-6*	L-6 (Violet Line)	7
44	Delhi Gate	L-6 (Violet Line)	
45	ITO	L-6 (Violet Line)	
46	Lajpat Nagar*	L-6 (Violet Line)	
47	Kalkaji Mandir*	L-6 (Violet Line)	
48	Rodarpur Road	L-6 (Violet Line)	
49	Raja Nahar Singh Ballabhgarh	L-6 (Violet Line)	
50	Majlis Park	L-7 (Pink Line)	5
51	Sarojini Nagar	L-7 (Pink Line)	
52	Mayapuri Vihar I*	L-7 (Pink Line)	
53	Welcome-7*	L-7 (Pink Line)	
54	Shiv Vihar**	L-7 (Pink Line)	
55	Botanical Garden-8*	L-8 (Magenta Line)	4
56	Hauz Khas-3*	L-8 (Magenta Line)	
57	Munirka	L-8 (Magenta Line)	
58	Janakpuri West-4*	L-8 (Magenta Line)	
59	Dhansa Bus Stand	L-9 (Grey Line)	1
60	Dwarka Sector-21(AMEL)**	Airport Line	1

Note:- \* - Interchange Stations, \*\* - Terminating Stations

# **India Trade Promotion Organisation**

Pragati Bhawan, Pragati Maidan, New Delhi – 110 001

Tel.: 91-11-23371540 (EPABX), Fax: 91-11-23371492, 91-11-23371493

## **PUBLIC SAFETY MEASURES AND DESIGN GUIDELINES**

**For stalls in ITPO Fairs in Pragati Maidan, New Delhi**

**March 2021**

### **I. PREVENTION OF SPREAD OF COVID-19**

1. Comply with all social distancing and sanitization norms at all times during the event.
2. Ensure compliance of latest guidelines of MHA/DoC/MoHFW/GNCTD.

### **II. SHELL SCHEME:**

1. No Part/feature/branding/projection/furniture should go beyond 3.0m.
2. **NO APPROVAL NEEDS TO BE TAKEN** for Shell Scheme stalls of less than 36 sq.m. area, but necessary ITPO Guidelines are to be followed.

### **III. BARE SCHEME:**

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 to 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 that side. No structural support shall be taken from neighbouring stalls.
4. Side facing passage should be transparent or translucent.
5. Fire retardant paint to be used on wooden/fabric members.
6. Electric cables to be covered properly with fire retardant material.
7. If stall has any fire/electric related installation within or nearby, then clear direct access of at least 1m wide needs to be provided for it.
8. Peripheral passage should NOT be occupied by the participant for any purpose.

### **IV. OTHER RELEVANT GUIDELINES OF ITPO NEED TO BE FOLLOWED.**

**36<sup>th</sup> AAHAR - The International Food and Hospitality Fair, April 06-10, 2021**  
**Terms and Conditions of Participation**

**THE FRAMEWORK:**

- I. The application form and the following articles shall together define the legal framework for participation in the AAHAR - The International Food and Hospitality Fair, hereinafter referred to as the AAHAR / fair / exhibition / event, to be held from April 06-10, 2021, unless otherwise agreed by both the parties.
- II. By registering for participation in the exhibition, the participant/exhibitor acknowledges and accepts the following terms and conditions of participation.
- III. The prior written consent from ITPO shall be required for any exhibitor to assign the rights and obligations arising from or in connection with this document to a third party.

**ARTICLE 1: INTRODUCTION**

- 1.1 The 36<sup>th</sup> AAHAR - The International Food and Hospitality Fair - is a Business-to-Business (B2B) exhibition organised by India Trade Promotion Organisation (ITPO), to be held at Pragati Maidan, New Delhi from April 06-10, 2021.
- 1.2 The opening hours of the exhibition will be from 10.00 AM - 6.00 PM every day.
- 1.3 The exhibitors and their staff should be present at their booths everyday up to 30 minutes before opening and after closing.

**ARTICLE 2: ELIGIBILITY**

- 2.1 Manufacturers, suppliers, distributors, wholesalers, exporters and importers of products and services, educational and research institutions, etc. as per the categories mentioned in the application form are eligible for participation, subject to approval of the two-stage registration process by ITPO. Stage 1 of the registration will lead to generation of a unique ID and Stage 2 of registration is fair-specific registration which will require an interested exhibitor to select product / display category and upload product images.
- 2.2 Govt. Departments, Govt. Agencies, Civil Service Agencies, State Owned Enterprises/Public Sector Units (PSUs), Statutory Bodies, Industry Associations and non-profit organizations (NGOs) that would like to promote and spread awareness about their work will also be a key part of the exhibition.
- 2.3 ITPO reserves the right to select the exhibitors based on the compatibility of their product(s) with the product categories detailed in the application process.
- 2.4 Products/Services that are incompatible with the product categories listed in the application and other documents related to the exhibition will not be exhibited, unless it is absolutely necessary to the display of an exhibit/service and shall be allowed only after ITPO gives permission for the same in writing.

**ARTICLE 3: ALLOCATION OF BOOTHS**

- 3.1 Allocation of booths/stalls to private (domestic and foreign) exhibitors will be made as per the booth selection made by them through the online space booking portal, subject to fulfilment of the eligibility as per Article 2, strictly on a first come, first served basis.
- 3.2 ITPO reserves the right to reorganize the location/sizes of booths without any right of compensation to the exhibitor(s) on account of the reorganization, even after the final allocation.
- 3.3 In case of a decrease or increase in size of the booth, due to the aforesaid reorganization, the difference in cost will be refunded by ITPO or deposited by the exhibitor, respectively.
- 3.4 The change in location or size of booth does not confer the right of compensation of any sort on the exhibitor. However, the exhibitor may opt not to participate, in which case the participation charges paid to ITPO shall be refunded after the exhibition.

**ARTICLE 4: CHARGES FOR PARTICIPATION**

- 4.1 The rentals / charges for participation in the exhibition have been retained at the level of 2020 edition for domestic and foreign exhibitors indicated in the following table. However, in view of the Covid-19 pandemic, ITPO will be offering a **discount of 45 percent** on the participation charges mentioned below to support the industry.

Description	Domestic		Foreign	
	Ground Floors (New & Old halls) excluding GST*	First Floor of New Halls excluding GST*	Ground Floors (New & Old halls) excluding GST*	First Floor of New Halls excluding GST*
	Per sqm Rate in INR	Per sqm Rate in INR	Per sqm Rate in US\$	Per sqm Rate in US\$
AC Shell Space inside halls (Minimum booth size 12 sqm) Below 36 sqm	9,700	8,245	290	246
AC Bare Space inside halls (Minimum booth size 36 sqm)	9,000	7,650	265	225
AC Shell Space inside hangars (Minimum booth size 12 sqm) Below 36 sqm	8,500	NA	240	NA
AC Bare Space inside hangars (Minimum booth size 36 sqm)	7,900	NA	220	NA
Open paved area outside halls (Minimum 18 sqm) (Non AC)	7,300	NA	175	NA
Open Paved area with canopy under shell scheme (non AC)	8,000 (Exclusive of Canopy Charges)	NA	-	NA

\*Goods & Services Tax (GST as applicable shall be levied on above participation charges/rentals)

**Preferred location Charges:**

- i. 10% premium on the above rentals for 2-side open booth
- ii. 15% premium on the above rentals for 3-side open booth
- iii. 20 % premium on the above rentals for 4-side open booth i.e. as island booth
- iv. No premium charges for Govt participation
- v. Transaction/bank charges, if any to be borne by participants

**ARTICLE 5: DISPLAY RULES**

- 5.1 Only products listed in the online application along with images uploaded therein will be displayed in the booth. ITPO reserves the right to remove the exhibits that do not comply with or deviate from the notified product categories. Exhibits will also be removed if it is found that third-party intellectual property rights (IPR) / copyrights are being violated. ITPO shall forbid such defaulting exhibitors from the current or/and future events.
- 5.2 Exhibits shall be displayed inside the booths only in such a way that it does not interfere with the neighbouring booths whether visually or acoustically.
- 5.3 ITPO will carry out several checks during the exhibitions to verify that the displayed products are strictly as per the application form filled by the exhibitor and duly approved by ITPO.
- 5.4 AAHAR is a B2B exhibition and the spot sale of exhibits is strictly prohibited during the exhibition. Sale of products during the exhibition will lead to immediate closure of the booth by ITPO.
- 5.5 Exhibitors displaying food and beverages and conducting sampling within their booths are required to mandatorily comply with the following: -
  - a) Prevailing national and local municipal directives.
  - b) Guidelines of relevant statutory/regulatory bodies.
  - c) Obtain any licenses/permissions/clearances from the relevant health authorities.
  - d) Maintain cleanliness and hygiene at all times.

## Terms and Conditions of Participation

- 5.6 Non-compliance on Article 5.3, Article 5.4 and Article 5.5 will lead ITPO to proceed with immediate closure of the booth without the obligation of prior notice. ITPO shall forfeit all sums paid by such defaulting exhibitors and debar them from future editions of the exhibitions organized by ITPO.
- 5.7 Subletting of space is strictly prohibited. In case of any violation ITPO reserves the right to seal the booth.
- 5.8 The above steps will be adopted to preserve the trust of visitors/buyers and the reputation of the exhibition.
- 5.9 **Prohibited Items:** The following items are strictly prohibited inside the Pragati Maidan:-
- Match box, cigarette, lighter, gas lighter, arms and ammunition, sword or knife.
  - Candles, incense sticks, hurricane lamp, stove, welding machine or iron cutter emitting sparks,
  - Items banned under Wild Life Protection Act are prohibited for display/sale in the premises of Pragati Maidan. They are:-
    - Plant products/ derivatives as indicated in Schedule VI of Wildlife (Protection) Act, 1972.
    - Molluscan shells/ derivatives/ handicraft items as included in Schedule I & IV of Wildlife (Protection) Act, 1972.
    - Coelenterates as included in Schedule I of wildlife (Protection) Act, 1972.
    - Fishes as included in Schedule I of Wildlife (Protection) Act, 1972.
    - Any wild animal & its derivatives etc.
  - Selling/ display/ sampling of alcoholic beverages/wine/liquor/hard drinks are prohibited without the prior approval of the authorities concerned.
  - 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.
- 5.10 Exhibitors are required to follow the Fire Prevention guidelines of the concerned authorities and Architectural Guidelines of ITPO. The details of the same may be referred in the exhibitor manual.

**ARTICLE 6: CONSTRUCTION & DISMANTLING**

- 6.1 Possession of stalls will be given only after receipt of participation charges (including space rent, power and other services, etc.) in full. This will be applicable to participants of all categories.
- 6.2 Booths will be available to exhibitors in Shell Scheme (Built-up) and Bare Scheme.
- a) **Shell Scheme (Minimum size 12 sqm):** Built-up booth constructed with prefab system and furnished with standard amenities, an indicative list of which is as follows:
- |                    |                 |               |
|--------------------|-----------------|---------------|
| ✓ General Cleaning | ✓ Three chairs  | ✓ One Counter |
| ✓ Five spotlights  | ✓ One Trash bin |               |
| ✓ One power point  | ✓ Fitted carpet |               |
- Note: Exhibitors who book the stall under shell scheme, irrespective of the size, shall not be considered for refund in case the stall is converted to a bare stall. However, such conversions will be subject to prior approval of the proposed stall design / layout by ITPO's Architecture Division through the online portal.
- b) **Bare Scheme:** Exhibitors may build their own booths provided the minimum area booked by them is 36 sqm, subject to the approval of the booth design and plan by ITPO's Architecture Division. Bare space participants will be given possession letters only after submitting the written approval of the Architecture Division of ITPO through online portal. The participants under bare scheme will be charged mandatory power connection charges @ 1KW per 12 sqm at the time of booking at the applicable rates. However, power load for consumption during construction / dismantling days and during the exhibition will be applied and paid for by the exhibitor through the online portal.
- 6.3 Possession of bare space by domestic and foreign participants will commence w.e.f. 10.00 AM on April 03, 2021. Shell scheme participants will be given possession at 10.00 AM on April 05, 2021.
- 6.4 The booth construction shall be completed by exhibitors who opt for bare space by 12.00 noon on April 05, 2021, after which no construction activity shall be permitted.
- 6.5 The display arrangement of the stall shall be completed by all exhibitors by 6.00 PM on April 05, 2021.
- 6.6 The gates of halls will be closed at 7.00 PM on April 05, 2021 and the participants will not be allowed in the halls thereafter.
- 6.7 The exhibitors will be required to remove their exhibits and dismantled booths from the venue overnight, from 7 PM on April 10, 2021 till 10 AM on April 11, 2021.

**ARTICLE 7: PAYMENT TERMS**

- 7.1 Participation charges shall be remitted by domestic private participants in full at the time of space booking using Internet Banking / Credit Card / Debit Card.
- The participant shall ensure in his own interest that the transaction limit of credit/debit card is suitably enhanced to take care of the value of transaction expected to be done at the time of space booking.
  - Similarly, in case of payment of participation charges through Internet Banking, the exhibitor will ensure well in advance that the transaction limit is kept sufficiently high to take care of the booking amount. Further, in case of corporate Internet Banking, where there is a maker and checker system, the system should be able to complete the transaction within the stipulated time limit provided to complete the transaction after landing on the payment page.
  - The participants should use their own bank account, Net Banking, Debit Card/Credit Card for remitting amount to ITPO.
- 7.2 In case Tax Deduction at Source (TDS) is made from the participation charges, an interest-free refundable security deposit equivalent to the amount of TDS will be charged at the time of payment. The security deposit will be refunded on receipt of TDS certificate in ITPO. This is not applicable for foreign participants. If the participant fails to submit the TDS Certificate (Form 16A) by the due date (i.e. normal due date for filing related TDS return), the security amount will be forfeited and adjusted against the recoverable amount.
- 7.3 As GST TDS is not applicable in the case of ITPO, the participants should not deduct any GST TDS while making payment to ITPO.
- 7.4 The remittance of participation charges by individual foreign exhibitors shall be made to the bank account (please see the annexure for bank account details) of ITPO through wire transfer after the booking is made through the space booking portal in the following manner:
- Pay the full participation charges through Wire Transfer to ITPO's account immediately after booking so as to ensure that the money gets credited in ITPO's account within seven business days of making the booking. Immediately after making the remittance, the exhibitor shall login to its portal account and upload the remittance details so that ITPO can verify the same.
- 7.5 The remittance the participation charges for Group / Bulk Foreign participation shall be made to the bank account of ITPO through wire transfer as per the Proforma Invoice issued to the lead agency organising the participation.
- 7.6 The following may be noted regarding remittances made by foreign participants:
- All processing and bank charges shall be borne by the participants.
  - No "charge-back" shall be allowed in case of payments made through debit or credit card.
  - Bank charge, if any, shall be borne by the participants.
- 7.7 All services, such as Power Connection, Power Load, Water Connection, Branding Sites, Sponsorship (Lanyards, exhibitor Badges etc.) Advertisement space in Fair Directory/Fair Guide, Additional Exhibitor Badges, Additional Passes, Conversion of Shell Booths to Bare Space and vice-versa, Parking Labels, Entry/ Exit Permits, etc. are to be pre-booked only through the online portal of ITPO and



**Terms and Conditions of Participation**

no offline requests will be accepted in any circumstances. If pre-booking of services is not done by the prescribed date, a surcharge of 30% over and above the usual charges will be levied.

- 7.8 GSTIN (GST registration no.) provided at the time of registration for an exhibition will not be changed under any circumstances for that exhibition.
- 7.9 In case of Indian entities unregistered under GST, a "Declaration cum Undertaking" needs to be uploaded compulsorily at the time of registration.
- 7.10 Before issue of approval letter, settlement of old outstanding dues must be cleared.

**ARTICLE 8: CANCELLATION AND REFUND**

- 8.1 Full refund is allowed in the following scenarios:

- There is a change in venue or dates of the exhibitions due to which an exhibitor is unable to participate.
- No allotment is made by ITPO even after the booth approval is made as per Article 3 above.

- 8.2 Refund of space rent / participation charges, on account of cancellation by the applicant after allotment by ITPO (i.e. after successful realisation of the participation charges in ITPO account), will be made as per the following guidelines:

- Cancellation request made 10 days before start of the event (the start day will not be included), 100% participation charges deposited will be forfeited, irrespective of the date of allotment of stall.
- Cancellation request made 11 days to 30 days before start of the event (the start day will not be included), 50% of the participation charges deposited will be forfeited, irrespective of the date of allotment of stall.
- Cancellation request made 31 days to 45 days before start of the event (the start day will not be included), 25% of the participation charges deposited will be forfeited, irrespective of the date of allotment of stall.
- Cancellation request made 46 days and above before start of the event (the start day will not be included), the participation charges deposited will be refunded after deduction of Rs. 5,000/-, irrespective of the date of allotment of stall.
- In case the booking itself is made within any of the periods mentioned above, the condition immediately succeeding the said period will be applicable.

All requests for cancellation of booth will have to be mandatorily made through the online portal by logging into the exhibitor account. No requests will be entertained through email / telephone / post / fax.

- 8.3 All refunds shall be processed after the completion of the exhibition and may take up to three months' time.
- 8.4 Refunds shall be processed on receipt of TDS Certificates in case of security deposit and no refund will be made after the due date (as specified in Clause 7.2) on non receipt of TDS Certificate.

**ARTICLE 9: INSURANCE & EXCLUSION OF LIABILITY**

- 9.1 Participants will insure their exhibits, display material, stand fixtures, personnel and other property against damage arising out of risks, such as fire, theft etc.
- 9.2 Exhibitors are advised to insure against claims arising out of body injury and/or property damage in the form of public liability insurance.
- 9.3 Exhibitors are required to indemnify ITPO against any damage to exhibition hall, structure or property caused by exhibitor, its staff or by agents acting on the behalf of the exhibitor.
- 9.4 ITPO, its representatives or its agents shall be excluded from any liability for damages, regardless of the legal nature of the claim. This applies particularly to damage claims for violations of the principles of good faith in contracting, neglect of duty or claims of property damage or financial losses. The exhibitor shall not be entitled to any compensation from the organizer (ITPO) or reduction in participation charges on these accounts.

**ARTICLE 10: ARBITRATION**

In case of any dispute, both the parties shall make all efforts to resolve the same by way of conciliation process. In the event of any question, dispute or difference arising under the agreement in

connection therewith (except as to matters, the decision to which is specifically provided under this agreement) remains unresolved; the same shall be referred to the CMD, ITPO for appointment of sole arbitrator. The provisions of Indian Arbitration & Conciliation Act 1996 (as amended from time-to-time) shall apply on both the parties. The fee payable to the Arbitrator shall be paid equally by both the parties. The language used in the Arbitral proceedings shall be English. The venue of the arbitration proceeding shall be the office of ITPO, Pragati Maidan, New Delhi.

**ARTICLE 11: JURISDICTION**

All disputes between the parties herein, arising out of and in relation to these Terms and Conditions shall be governed by Indian Law, subject to the jurisdiction of the courts of New Delhi only.

**ARTICLE 12: FORCE MAJEURE**

If at any time, the performance in whole or in part, by either party, of their act/obligation hereunder is prevented, by reason of an event that is beyond the reasonable control of non-performing party including war, hostility, acts of the public enemy, civic commotion, sabotage, act of State or direction from Governmental/Statutory Authority – whether central, state or local, explosion, epidemic, pandemic, quarantine restriction, strikes and lockouts, fire, floods, natural calamities or any act of GOD (hereinafter referred to as "Event"), then performance of acts/obligations of parties hereunder shall be excused for the duration of the event, except that if the performance in whole or part, of any obligation hereunder, is prevented or delayed by reason of any such Event for a period exceeding 14 days, then ITPO/Organiser may, at its discretion, exercise right of termination/cancellation/postponement of the Fair/Exhibition and intimate the exhibitors, who shall have no claim for damages.

Performance of acts/obligations hereunder will be excused/suspended without any claims for damages by the other provided that notice of happenings of any such event is given by the affected party to the other, within 14 calendar days from the date of occurrence thereof, along with anticipated duration of such force majeure, and any actions being taken to avoid or minimise its effect after such occurrence.

Performance of acts/obligations, if possible, shall be resumed as soon as practicable, after such Event comes to an end or ceases to exist. The decision of the CMD, ITPO as to whether the exhibition/Fair may be so resumed (and the time frame within which it may be resumed) or not, shall be final, conclusive and binding on the exhibitor.

**ARTICLE 13: INDEMNITY**

In addition to Exhibitor's Indemnity obligations covered elsewhere in the terms and conditions, Exhibitor shall indemnify, defend or settle and hold ITPO/Organiser harmless from and against any and all losses, damages, liabilities, expenses, costs, and claims, demands, award/judgements, proceedings, actions by employees/agents/assignors of Exhibitor and third parties, relating to, resulting from or in any way arising out of Exhibitor's breach/non-compliance of any terms and conditions for participation, exhibitors manual, regulations of all concerned authorities and/or violation of any laws/rules applicable to Exhibitor or bound to be observed/complied with by the Exhibitor including without limitation compliance of labour laws and Intellectual property rights, including logo, etc. of any third party. These indemnity obligations are of surviving nature.

**ARTICLE 14: COMPLIANCE WITH LAWS**

- It shall be the sole responsibility of the Exhibitor to comply with/observe all applicable laws, rules, regulations, orders, directives and guidelines of any Government/Statutory Authority/Regulatory body and also obtain/hold licenses/permissions/clearances required by it for participation in the Fair/Exhibition/Event.
- All exhibitors are required to strictly adhere to the COVID-19 related guidelines / SOPs issued by the relevant government authorities. The details may be referred to in the exhibitor manual.

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**ANNEXURE**

**EUR Nostro details for routing of MT103**

Our Correspondent Bank	Bank Name	SBI Frankfurt
	Address	State Bank of India, MainzerLandstrasse 61, D-60329 Frankfurt am Main, P.O.Box 111753, D-60052 Frankfurt
	SWIFT Code	SBINDEFF
For Credit To	SBI,CAG Nostro A/C No. with SBINDEFF	52607101120001
	Bank Name	State Bank of India CAG Branch
	Address	State Bank of India, 4 <sup>TH</sup> and 5 <sup>TH</sup> Floor, Red Fort Capital Parasvanath Towers, Bhai Veer Singh Marg, Gole Market- 110001
	SWIFT Code of SBI,CAG Branch	SBININBB824
For Payment to	Beneficiary A/c #	11084241415
	Beneficiary Name	INDIA TRADE PROMOTION ORGANISATION

**USD Nostro details for routing of MT103**

Our Correspondent Bank	Bank Name	SBI New York
	Swift code	SBINUS33
For Credit To	SBI,CAG Nostro A/C No. with SBINUS33	77600125220002
	Bank Name	State Bank of India CAG Branch
	Address	State Bank of India, 4 <sup>TH</sup> and 5 <sup>TH</sup> Floor, Red Fort Capital Parasvanath Towers, Bhai Veer Singh Marg, Gole Market- 110001
	SWIFT Code of SBI,CAG Branch	SBININBB824
For Payment to	Beneficiary A/c #	11084241415
	Beneficiary Name	INDIA TRADE PROMOTION ORGANISATION



**India Trade Promotion Organisation**  
Pragati Maidan, New Delhi

**BRANDING OPPORTUNITIES**

**AAHAR-The International Food & Hospitality Fair, Pragati Maidan,**  
**April 06-10, 2021**

ITPO will be organising 36<sup>th</sup> edition of its flagship event **AAHAR**-The International Food & Hospitality Fair, from April 06-10, 2021 in halls 2, 3, 4, 5 (GFs and FFs) at Pragati Maidan, New Delhi.

This platform would provide immense opportunity for positioning and promoting your brand among the industry audience which aids brand recognition and business tie ups etc. The rentals for various branding sites in and around new Exhibition halls at Pragati Maidan:

<b>S. No.</b>	<b>Type of Site/Name</b>	<b>Rentals (INR)</b>
1.	Wall Hanging inside Halls H2 to H5	5,000 per hoarding
2.	Ceiling (Rigging Aisle) hoarding inside Halls H2-H5	5,000 per hoarding
3.	Partition wall hoarding in Halls H2-H5	5,000 per hoarding
4.	Pre-Function Foyer Area hoarding Halls H2-H5	40,000 per hoarding for 15 sq.mts. frame, and 50,000 per hoarding for 21 sq.mts. frame
5.	Rectangular branding under Glass canopy outside Foyer of Hall H2-H5	2,000 per branding
6.	Triangular branding under Glass canopy outside Foyer of Hall H2-H5	3,500 per branding
7.	Paid Branding on external walls (Tension Banner) of H2 and H5 and Service Block outside Hall H5	200 per sq. ft.

GST @ 18% would be charged extra

The rental for branding sites in the old complex is as follows:

<b>S. No.</b>	<b>Type of Site/Name</b>	<b>Rentals (INR)</b>
1.	Halogen Pole	1,750 (per pole)
2.	Electric Pole	1,000 (per pole)

3.	Flag Pole	100
4.	Hoarding (upto 400 sq. ft.)	200 per sq. ft.
5.	Hoarding (above 401 sq. ft.)	220 per sq. ft.

GST @ 18% would be charged extra

- The interested firms would be required to place hoarding in the pre-fixed frames and sites, in cases where any branding other than specified above is used by the company availing the branding opportunity without intimation, 50% charges would be levied as penalty over and above the applicable rentals of the branding.
- The interested firms would be required to show due diligence and care while placing their hoardings at the designated sites to ensure no damage is done to the Hall, frame, and machinery installed at the sites. In case of damage, the firm would be required to reimburse the damage charges as applicable.

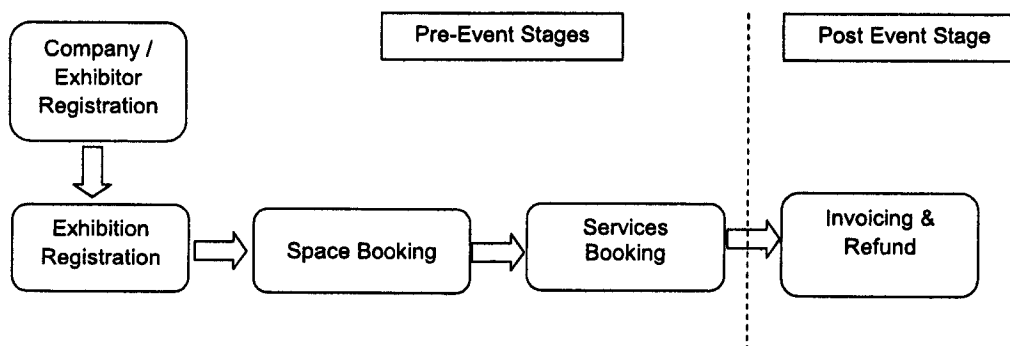
The interested firms may send their requests to [kk@itpo.gov.in](mailto:kk@itpo.gov.in) / [ashokkumar@itpo.gov.in](mailto:ashokkumar@itpo.gov.in) / [rashmipanwar@itpo.gov.in](mailto:rashmipanwar@itpo.gov.in) latest by **30.03.2021** and make the payment as per the rentals as mentioned. The allotment of branding sites will be on first come first-come-first-served-basis on receipt of full payment for branding.

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## ONLINE REGISTRATION AND BOOKING RULES

### 1. Introduction

- a. This document is a guide to take you through the online process for registration and booking of space in the upcoming edition of "AAHAR - The International Food & Hospitality Fair" to be held from April 6-10, 2021 at Pragati Maidan, New Delhi.
- b. ITPO has introduced the system of one-time company registration leading to creation of a permanent company/exhibitor account, which will enable a company to participate / book exhibition space, services, etc. without having to register the company again. Only exhibition specific registration will be required.
- c. The process of registration has been separated from the actual space booking step to ensure that your valuable time is not spent filling company details and uploading supporting documents at the time of space booking. The overall process is broadly divided into the following stages:-



### 2. Registration (Stage 1 and 2)

Registration has been divided into two stages.

#### a. Registration Stage-I :- Company/Exhibitor Registration (One-Time Process)

Stage-I registration is company registration only and will remain open throughout the year. Any company / exhibitor wishing to participate in an exhibition will be required to visit ITPO's website for company registration. Login credentials will be generated after successful verification of email address and mobile number (only email in case of companies from outside India) through a One-Time Password (OTP). After successful verification of the same you will be required to fill up company details and upload supporting documents, such as PAN, GSTIN Certificate, Registration document, etc. In case of Indian entities unregistered under GST, a "Declaration cum Undertaking" needs to be uploaded compulsorily. The format of the same is provided as an annexure to this document. On submission of the form a permanent company / exhibitor registered ID will be shared.

#### b. Registration Stage-II :- Exhibition-Specific Registration

- i. Stage-II of registration will be exhibition-specific. Only exhibitors, who have successfully registered through stage-I of registration will be able to proceed to Stage-II, i.e. exhibition-specific registration.
- ii. Stage-II registration will be open only for a specific duration and shall be announced on ITPO's website in advance. Exhibitors are advised to keep visiting ITPO website for updates in their own interest.

- iii. The nature of information to be filled-in at this stage will be specific to the exhibition, including address for invoicing, product category, product details and images, tentative space requirements, including type of booth, bank details, etc.

**Types of stalls available for booking**

<b>Shell Scheme</b>	<b>Bare Space</b>	<b>Open Space (Bare)</b>
Built-up and furnished stall with standard display aids and furniture provided by ITPO.	Bare Space to be constructed by the exhibitors themselves  Registration of C&D/Fabricator Mandatory by exhibitor  Design and Plan of stall to be submitted to ITPO for approval  Electricity consumption to be ordered using the services booking	<b>Participation under open space will be restricted only to exhibitors with Open Display Equipment which are suitable for display outside the halls.</b>
<b>Allotment Letter</b> upon payment confirmation and approval by ITPO	<b>Allotment Letter</b> on payment confirmation and approval by ITPO	<b>Allotment Letter</b> on payment confirmation and approval by ITPO
<b>Possession Letter</b> only after confirmation and payment for additional services (if any).	<b>Possession Letter</b> to be active after approval of layout by ITPO and confirmation of payment for additional services including electricity consumption	<b>Possession Letter</b> to be active after approval of layout by ITPO and confirmation of payment for additional services including electricity consumption

**Note:** Conversion of Shell type stall to Bare type at any stage will not lead to refund of the difference in charges. Additionally, such cases will require approval of layout by the Architecture Division of ITPO.

- iv. As mentioned above, the user will be asked to confirm the invoicing address. In case the intended invoicing address is different from the one mentioned at the time of Stage-I registration, the user will be required to provide the new address details and upload the corresponding GSTIN certificate. **The address for invoicing needs to be selected carefully as this address will not be changed in any circumstances for the exhibition for which registration is being done.** GSTIN (GST registration no.) provided at the time of registration for an exhibition will not be changed under any circumstances for that exhibition.
- v. A company may choose to participate in multiple product categories with more than one stall in each category.
- vi. An exhibitor will be allowed to book stall(s) in the category(ies) which was selected at the time of Stage 2 registration. Accordingly, at the time of space booking, only those stalls will be available for booking which fall in the category(ies) selected by the exhibitor at the time of Stage-II registration.
- vii. An important part of Stage-II registration is uploading of product images. Exhibitor will be required to upload an exhaustive list of product images / brochures / catalogues (High Definition Images) in PNG/JPEG/PDF format, containing exhaustive images of products intended for display during the exhibition. The following important information may be noted for compliance.
- viii. After completion of Stage-II of registration, ITPO will scrutinise the details and supporting documents in due course. Exhibitors will be able to proceed with stall booking only after acceptance of the application by ITPO which will be communicated through email and may also be check through the exhibitor's online account. In case of any deficiency ITPO

will provide a one-time opportunity to correct the same within 72 hours of sending the intimation for correction through email.

- ix. The space booking tab will become active for all registered exhibitors whose registrations have been duly accepted by ITPO.

### **3. Space Booking (Stage 3)**

- a. Space booking will be entirely online except for specified categories of exhibitors, such as government agencies, foreign group, etc.
- b. On the date of opening of space booking, the space booking tab will become active on the dashboard of only those exhibitors, who have successfully completed Stage-I and Stage-II of registration and have received confirmation from ITPO.
- c. On the space booking tab, the exhibitor will be able to see the interactive layout of the halls with stalls of the product category(ies) which was selected at the time of Stage 2 registration only.
- d. If a user has opted for booking of multiple stalls across categories, then each stall will be required to be selected and added to the cart one after the other, before proceeding for payment.
- e. On selecting a stall, it will be added into the cart. Once the stall is added into the cart successfully, it will remain there for a maximum of 5 minutes for up to 2 stalls, 8 minutes for 3 or 4 stalls, and 10 minutes for more than 4 stalls; within which the applicant must proceed to the payment page, failing which the stall will automatically get released from the cart for booking by others.
- f. If an exhibitor proceeds to the payment page within the stipulated time of adding the stall(s) into the cart as mentioned above, he will get a maximum of 25 minutes to complete the payment in full for all stalls, failing which the stall will get released for booking by others. It may be noted that during these 25 minutes an exhibitor will be allowed to try multiple times to complete the payment i.e. in case the payment does not get through for any reason(s). However, once the time limit of 25 minutes is exhausted, the exhibitor will have to go through the process of stall selection and payment again.
- g. It may be noted that a countdown timer will be provided which will indicate the time remaining to complete the transaction.
- h. In case, the payment confirmation does not come through to ITPO's booking portal and despite that the amount gets deducted, refund will be automatically processed by the banking channels and ITPO shall have no role to play in it.
- i. It may be noted that in order to minimize human intervention and for transparency, only online payments through credit/debit card, internet banking and UPI will be accepted.
- j. No other means of payment will be accepted in any circumstances, whatsoever.
- k. Interested participants shall ensure in their own interest that the transaction limit of the payment mode, such as credit/debit card, internet banking is suitably enhanced well in advance to take care of the value of transaction expected to be done at the time of space booking.
- l. Further, in case of corporate Internet Banking, where there is a maker and checker system, the exhibitors will ensure in their own interest that the transaction is completed within the stipulated time limit provided.
- m. The participants should use their own bank account, Net Banking, Debit Card/Credit Card for remitting amount to ITPO.
- n. It may be noted that the exhibitors will have the option of deducting TDS before payment stage, in which case an interest-free refundable security deposit equivalent to the TDS amount will be charged, which will be refunded after the exhibition on submission of TDS certificate to ITPO by uploading it on the portal using their dashboard within the

stipulated time, failing which the security deposit will be forfeited and adjusted against the TDS dues.

- o. As GST TDS is not applicable in the case of ITPO, the participants should not deduct any GST TDS while making payment to ITPO.
- p. No payment is to be made directly into ITPO's account on any grounds under any circumstances.

#### **4. Services Booking (Stage 4)**

- a. Booking and payment for Services is the next stage after space booking and will be opened after space booking. Booking of services is a mandatory process for exhibitors with bare stalls. Only mandatory power connections are levied from the bare stall applicants at the time of booking, hence power load requirement is also to be requisitioned and paid for at the time of services booking.
- b. The services booking module will become active on the dashboard of those exhibitors, whose stalls are confirmed. The following services can be booked and availed through the portal on pre-payment basis:-
  - Additional Power Connection
  - Power Load
  - Water Connection
  - Branding Sites
  - Fascia Name (Not chargeable)
  - Sponsorship (Lanyards, exhibitor Badges etc.)
  - Advertisement space in Fair Directory/Fair Guide
  - Additional Exhibitor Badges
  - Additional Passes
  - Conversion of Shell stalls to Bare stalls
  - Parking Labels (If available)
  - Entry / Exit Permits
  - Feedback forms (Not chargeable)
  - Other services, if any
- c. Exhibitors are advised to login and order the required services well in time to avoid last minute rush. **If pre-booking of services is not done by the prescribed date, a surcharge of 30% over and above the usual charges will be levied.** It may be noted that all services are to be requisitioned only through the online portal of ITPO and no offline requests will be accepted in any circumstances.
- d. It is to be noted that in order to bring about transparency and ease of access and delivery, offline requests have been done away with. In case of any query/concern please reach out to us at – [aahar@itpo.gov.in](mailto:aahar@itpo.gov.in).
- e. It may be noted that Articles 10, 11, 12, 13 and 14 and other articles of the Terms and Conditions are an integral part of this document and be read into it for all intents and purposes.

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**DECLARATION CUM UNDERTAKING**  
**FOR PERSONS UNREGISTERED UNDER GST**

Date: -

I/We \_\_\_\_\_ (name of Person) do hereby declare that I/we am/are not liable to obtain registration as normal tax-payer or as a casual / non-resident taxable person in accordance with section 22 or 24(ii)/(v) respectively of the Central Goods and Services Tax Act, 2017.

Signature

Name :-

Designation :-

Name of the Company / Firm:-