

Rules & Regulations

1. **BOOKING OF STALL:** The booking is done on "first come first serve basis", subject to receipt of payment as per clause 10 below. Kindly book your space immediately by paying 100% payment against the Proforma Invoice issued while blocking your desired stall.
2. **ALLOCATION OF SPACE:** The space to be allotted to the exhibitor shall be at the discretion of the All India Photographic Trade & Industry Association (AIPTIA). The AIPTIA reserves the right to alter the space, the area and the dimension of the space applied for without any reason.
3. **DATES OF THE EXHIBITION:** January 7,8,9,10 – 2016
4. **VENUE: Hall No. 1: For Exhibition:** Bombay Exhibition Centre, NSE Ground, Goregaon (E), Mumbai 400063.
Hall No. 2: For Registration.
5. **EXHIBITION TIMINGS:** 10.00 am to 6.00 pm
 - a) **Exclusive Business Hours-** 7th & 8th January 2016, 10.00 am to 1.00 pm.
 - b) **Visitors Hours:** 7th & 8th January 2016, 1.00 pm to 6.00 pm & 9th & 10th January 2016, 10.00 am to 6.00 pm. Visitors entry will be allowed only till 4.00 pm on the last day of the event.
6. **STALL RENTAL CHARGES:**

| | Up to 99 sq.mtr. (Shell Scheme) | 100 sq.mtr.& above (Bare Space) |
|--------------------|---------------------------------|---------------------------------|
| Members | Rs. 7500/- per sq. metre. | Rs. 7200/- per sq. metre. |
| Non-Members | Rs. 8500/- per sq. metre. | Rs. 8200/- per sq. metre. |
| Foreign Exhibitors | USD 200/- per sq. metre. | USD 200/- per sq. metre. |

Star Premium Stalls: ★★marked stall will be charged Rs. 700/- extra per sq. metre ★★marked stalls will be charged Rs. 500/- extra per sq. metre And ★ stalls will be charged Rs. 300/- extra per sq. metre

Stall Merger: No Merger of stalls will be permitted.

Service Tax Extra @ 14 % will be levied on the above rates.

The above rates and charges are for providing the following facilities with conditions:

- A. Each stall constructed by extruded aluminium octonorm section consists of laminated plywood inserts with a height of 2.5 meters.(8 ft. 2.425 inches)
- B. Standard fascia (stall name) will be cut in self-adhesive vinyl, and the same will be pasted at all stalls uniformly.
- C. Four spotlights will be provided up to 12 sq. metres (Unit) under shell scheme only. Number of units will be calculated in multiples of 12 sq. metres in order to provide light, table, chair, spotlight, power points etc.
- D. One table and two chairs per unit stalls will be supplied (size of the table will be 100 cm. x 50 cm. x 75 cm. ht.)
- E. One 15-AMP power socket will be provided in each unit stall.
- F. One waste paper basket will be provided in each unit stall.
- G. Inside built up area will be carpeted as per AIPTIA's specification.
- H. In case of a shell scheme stall, if any exhibitors desire to construct the stall area by themselves, they need to inform the organiser in writing by November 30 2015. However, the rate for shell scheme would remain the same as mentioned above. All the stalls in row A & F are compulsory shell space only. Bare space request for these two rows will not be entertained. Any request of change of shell to bare scheme at the last moment will not be entertained under any circumstances.

NONE OF THE ABOVE MENTIONED POINTS MARKED FROM A TO G ARE APPLICABLE TO BARE SPACE STALLS AND TO THOSE WHO HAVE REQUESTED FOR BARE SPACE IN ROW "B" "C" "D" & "E"

7. **JOINT APPLICANT/USE/ALLOTTED SPACE:** Allotments of stalls are made only to single Exhibitor/Applicant and no joint application will be entertained. An applicant hiring any stall will use it only for the exclusive display of his own exhibits. He will not sublet any space in the allotted space for display of exhibits to any third party. The fascia cannot be changed or modified without the

permission of AIPTIA.

8. **EXHIBITION HANDOVER SCHEDULE:**

I. **BARE SPACE:** Will be handed over to the exhibitor at 11am on January 5th 2016.

II. **SHELL SCHEME:** The stalls will be made available to the exhibitors by 11.00am on January 6th 2016.

III. All the arrangements of placing the displays and connecting the equipment's must be completed before 8.00 am on January 7th 2016, Under No circumstances shall such work continue beyond the stipulated time.

IV. All exhibitors have to vacate and handover the space by 10.00 am on January 11th 2016.

9. **POWER:** All the bare space exhibitors & all the shell scheme exhibitors who have opted for bare space will have to inform their power requirements along with the payment of Rs. 3000/- per KW plus service tax @ 14% before 14th December 2015. The rate per KW will be increased to Rs 3500/- from 15th December 2015. No request of power will be entertained in January 2016. The actual consumption will be worked out by a checking conducted by an authorized and competent Electrical Contractor and accordingly additional bill will be generated and Exhibitor will have to pay the balance amount before the close of the exhibition.

10. **PAYMENT TERMS:**

A. 20% payment within two bank working days after the stall is blocked. After the 20% payment the stall will remain blocked for 7 working days, up to size below 99Sq.Mtrs. and 14 working days for stalls size above 100 Sq.Mtrs

B. Balance 80% to be paid within 7 working days of blocking the stall for stall size below 99 Sq.Mtrs. and 14 working days for stall size above 100 Sq.Mtrs. by RTGS/NEFT. PLEASE NOTE WITHIN THIS PERIOD THE BALANCE AMOUNT NEEDS TO BE REMITTED TO AIPTIA's ACCOUNT BY RTGS/NEFT OTHERWISE THE STALL BLOCKED BY YOU GETS RELEASED.

C. Payment of online booking will be made as per Proforma Invoice having RTGS bank details of AIPTIA.

D. Only when the amount is credited in AIPTIA's account, the allotted space gets CONFIRMED.

E. All stall rates will be increased by Rs. 500 per sq. metre after November 30th 2015.

11. **EXHIBITION REGULATIONS:**

I. No Exhibitor will be allowed to change the floor plans and exteriors. Exhibitors, who violate this rule and cause any damage to the furniture and fittings, will be liable to pay for the damages. The association's decision will be considered final.

II. Please note that copy panels or photographs may be fixed on the panels of the partition using double-sided tapes only. No nails should be used under any circumstances. Exhibitors will be liable for any damages caused to the partition panels. If shelves are required, they must be fabricated separately and must not support the panels.

III. No Exhibitors can occupy any area, outside their allotted stall like passages and behind. If found by AIPTIA, the occupant will be levied a penalty and the area will be vacated at once at the cost and risk of the violator.

IV. No brandings will be allowed to be hanged from the ceiling.

V. Mezzanine floor or any such structure is strictly prohibited.

VI. Height/Space restrictions from original ground level:

A. Basic construction of the walls of the stalls should not be above 3.6 meters. (11 ft. 9.73 inches)

B. The height of displays/Branding/Logos can be up to 4.6 meters. (15 ft. 1.1 inches)

C. During construction as well as exhibition period, if AIPTIA finds above-mentioned restrictions violated, structure will be removed at once at the cost and risk of the violator.

VII. **Music/Sound System:** Installation of any loud music or sound system is not permitted. Playing of continuous loud music is prohibited. If any Exhibitor wants to run any show with music, they can hire out if available Fashion Show/Workshop Hall & utilize the same for their product announcement/demonstration. Soft music can be played without disturbing nearby stalls and in case of any complaints received from exhibitors; it is to be shut down completely. To apply for permission to play music with timetable, a refundable deposit of 50,000/- is mandatory. It is at the sole discretion of AIPTIA whether to sanction the permission or not, if the rules are found to be violated, the music will be stopped immediately at the cost and risk of the violator. If the Exhibitor is found guilty for a second time with such violation the music/sound systems will be taken away by the security and refundable deposit of Rs. 50,000/- gets forfeited. Any exhibitor found playing music/sound system without permission will have to pay a penalty of Rs. 1 Lakh and their sound equipment will be seized.

VIII. **Buntings/Banner:** Any complain regarding bunting/banner ordered by exhibitors should be reported to the organisers in writing at the end of the first opening day itself.

12. **OCCUPANCY OF STALL:** All exhibitors must occupy their stalls by 9.00am on the opening day and for the following days, exhibitors will be allowed from 9.00am onwards.

13. **SECURITY:** Exhibitors will make their own arrangements for providing security to their exhibits etc. during exhibition hours. They may also insure their exhibits against perils of theft and burglary. Any Exhibitor, who intends to work at night after the exhibition timing, must apply to AIPTIA with the list of persons name and Designation, who are going to work and they will be let out next day morning only.

14. **INSURANCE:** All Exhibitors are advised to insure their personnel, exhibits etc. in their own interest.

15. **SALE OF GOODS:** The exhibitor can do Sale of goods at the exhibition only if they have obtained prior permission for such sale from the sales tax department in Mumbai, Maharashtra & the liability for payment of sales tax is solely the responsibility of the exhibitor. AIPTIA will not be responsible if the sales tax inspector visits the stall at the time of the sale.
16. **CANCELLATION OF BOOKING:** In case of cancellation of booking, 'no refund' will be permissible under any circumstances. The stall is not transferable. The final decision in this regards is of AIPTIA only.
17. **CANCELLATION OF THE EXHIBITION:** If the exhibition is cancelled due to unforeseen circumstances, causes and reason beyond the control of AIPTIA, then AIPTIA will not be liable for any losses incurred what so ever by the exhibitors who have booked space in the exhibition.
18. **VERY IMPORTANT:** Exhibitors will not be allowed any product demonstration, which may cause annoyance, objectionable odour or create noise, which may cause disturbance to other stallholders. AIPTIA's decision in this matter will be final, conclusive & binding on all exhibitors. If any exhibitor wants to run any on site event they will have to provide space for their visitors inside their stalls only and should not block passages

The terms and conditions stipulated above are not negotiable unless and until specifically agreed to in writing by AIPTIA. I/We agree to abide by all rules and regulations mentioned above.

Sign & Stamp