

Organised by:



No.

SPACE APPLICATION FORM

Date: _____

Exhibiting Company's Name:

(in BLOCK Letters) _____

Contact Mr/Ms: _____

Address: _____

City: _____ Pin Code: _____ Country: _____

Landline No: _____ Mobile: _____

Email: _____ Website: _____

Products manufactured / Services: _____

PAN No.: _____ TIN No.: _____

GST No: _____ Sales Tax No.: _____

Name (As it should appear on Stall Fascia Board)

Max - 25 letters. Fascia height: 30 cm Font: Helvetica - 7.5 cm.

Space Requirement Particulars

Stall Size: _____ Sq.m. Stall Type: Built-Up Bare Stall

Stall Preference No: 1. _____ 2. _____ 3. _____ 4. _____

Exhibition Space and Cost:

Space Type	Domestic (Rs ₹ / SQMT.)	Foreign (US \$ / SQMT.)
Shell Space	₹ 8000	\$220
Raw Space	₹ 7000	\$200

*Taxes extra as applicable.

Payment Terms:

- a) 25% - Along with the duly filled space application form
b) 25% - Before 20 March, 2023
c) 25% - Before 18 May, 2023
d) 25% - Before 18 July, 2023

Amount (INR)

Stall Charges	₹ _____	(In words) _____
GST(18%)	₹ _____	(In words) _____
Total Amont	₹ _____	(In words) _____
Advance Payment	₹ _____	(In words) _____
Balance payment	₹ _____	(In words) _____

Bank Account Details

Bank Name	Branch	In Favor of	Account Number	IFSC Code	SWIFT Code
HDFC	Madhapur	Hyderabad International Trade Expositions Ltd	05452050000073	HDFC0000545	HDFCINBB

Payment Particulars

We hereby apply for participation and will abide by the rules & regulations of the exhibition as stated in this Application Form.
We enclose DD / Cheque payable AT PAR to "Hyderabad International Trade Expositions Limited," payable at Hyderabad, as ParticipationFee.

DD / Cheque Number _____ Dated _____ for INR _____

(in words) _____ Drawn on (Banker's Name) _____

_____ towards advance/full payment for our stall.

Name _____ Designation _____ Date _____

Stamp & Signature

GENERAL INFORMATION, RULES AND REGULATIONS

1. THE EXHIBITION

IPEC - India Process Expo & Conference

www.ipceexpo.in

2. THE ORGANIZER

Hyderabad International Trade Expositions Ltd.
1st Floor, Trade Fair Office, HITEX Exhibition Center,
Izzat Nagar, Near Madhapur, Hyderabad - 500 084
Tel: +91 40 2311 2121/22/23 | M: +91 70755 27117
Email:js@hitex.co.in

3. DATES, TIMINGS & VENUE

Dates: 18th to 21st August 2023

Timings: 10:00 am to 6:00 pm

Venue: HITEX Exhibition Centre, Hyderabad, India

4. Payment Schedule

- a) 25% - Along with the duly filled space application form.
- b) 25% - Before 20 March, 2023
- c) 25% - Before 18 May, 2023
- d) 25% - Before 18 July, 2023

5. EXHIBITORS MOVE IN AND MOVE OUT TIMINGS

Possession of space will be given only on receipt of full payment, including space charges, electricity and water charges etc. Bare/Raw Space: The Bare/Raw Space exhibitors can move in and commence their stall erection / decorations as per the timings below:

To commence from 8:00 am on 16th August, 2023

To complete before midnight 12:00 pm on 17th August, 2023

Shell / Built-up Space: Shell/Built-up Space exhibitors can move in from 10:00 am onwards on 17th August, 2023

Move Out Timings: Exhibitors need to vacate the premises by 22nd August before 12 noon.

6. FACILITIES PROVIDED

For built-up space: built-up booths will be provided with Octonorm System construction, Fascia name board & stall carpeting.

For every 9 Sq M. built-up stall, the following are the complimentary booth amenities - one system table, two chairs, three spotlights, one power point of 15A (500 watts power max.) and one waste paper basket. 12 Sq M. built-up stall exhibitor will get one additional spot light.

Any additional requirements of Furniture, Electricals, Carpeting, Electricity etc. May be ordered as per the Furniture and Electrical Requisition Form in the Exhibitor Manual. For Bare/Raw space stalls (Min size: 18 sq.m.) : This exhibition space is considered as FREE DESIGN space and comes WITHOUT any carpeting, furniture, power or electrical fittings by the organizers. Any requirements of furniture, power, electrical, carpeting etc. may be ordered as per the Furniture and Electrical Requisition Form in the Exhibitor Manual.

7. EXTRA FURNITURE / FITTINGS

Any requirement of extra furniture / fittings and ancillary services must be ordered through the duly filled Furniture and Electrical Requisition Form before 18th July, 2023 along with the electricity requirements and outside furniture will not be allowed in built-up stalls.

8. SUPPLY OF ELECTRIC POWER

Electric power supply available at the Exhibition is as follows:

Three Phase: 400 Volts +/- 10%

Single Phase: 230 Volts +/- 10%

Frequency: 50 HZ +/- 3%

The functions mentioned above are only for reference; however variations could be expected on some occasions. The Organizers will not be responsible for any fluctuations in electricity.

9. ADDITIONAL POWER

Additional Power required by the Exhibitor will be made available at an extra cost of Rs.3000/- for single phase and Rs. 4000/- for three phase per KW for entire event.

Note: Exhibitors can draw up to a maximum of 500W only from the plug socket provided in their stall. Any additional power drawn over 500W will attract an extra charge.

Exhibitors requiring heavy electrical load for their exhibits should submit such requirements to the Organizers by 18th July 2023.

10. FAILURE TO EXHIBIT

Any organization that, having signed a contract for exhibition space, fails to exhibit, whether or not for any reason of the exhibitor's own choosing, and has not been released from the Contract by the Organizers, shall be liable for the full amount stated in the Contract plus any additional costs incurred by the Organizers as a result of such failure to exhibit. These terms cannot be varied under any circumstances.

11. EXCLUSIONS OF LIABILITY

The Organizers, their servants or agents shall not be liable for the safety of Exhibitors, their servants, agents, contractors or invitees during the Exhibition nor for any exhibits, articles or other property of whatever kind brought into the Exhibition by exhibitors, their servants, agents, contractors, invitees or members of the public. The Organizers shall not in any event be held responsible for any restriction or conditions which prevent the construction, erection, completion, alteration or dismantling of stands or the

entry, setting or removal of exhibits, or for the failure of services or amenities provided by other third party.

12. EXHIBITORS' INSURANCE

Exhibitors shall make sure that they are fully covered by insurance including, but not restricted to, all risks on their property exhibits or articles of any kind, public liability and comprehensive protection against any loss or damage caused by any circumstance(s) whatsoever, whether by reason of fire, wear, theft accident or any other cause. The Exhibitor shall insure itself against, indemnity and hold the Organizers harmless in respect of all costs, claims, demands and expenses to which the Organizer's staff, (agents or contractors) or property, howsoever caused, as a result of any act or default of the Exhibitor, his servants, agents, contractors or invitees. If the Organizers so demand, the Exhibitor shall provide proof to the Organizers that the Exhibitor has adequate insurance cover.

Exhibitors must ensure that their temporary staff and servants, agents or contractors are insured against claims for Workmen's Compensation. The period for which such insurance shall be maintained shall run from the time the Exhibitor or any of his servants, agents or contractors first enter(S) the exhibitor or any of his servants, agents or contractors first enter(S) the exhibition grounds, and shall continue until he has vacated the exhibition grounds and all his exhibits and property have been removed.

13. GROUP STANDS

Contracting parties for Group Stands are responsible for ensuring that all Exhibitors within their group are fully aware of, and agree to abide by these terms and conditions and by the rules and regulations of the Exhibition.

14. ALLOCATION & SUBLetting OF STANDS

Space allocation will be done on first-cum-first serve basis on receipt of the application form duly completed along with advance payment. Space will be allotted in the name of Participants only.

Subletting of stall is not permitted. Exhibitors may however share stalls with Co-Exhibitors only after obtaining written permission from Organizers; National sector Exhibitors are not allowed to share their stall with their overseas principals/ collaborators and not to register overseas Exhibitors as their Co-Exhibitors. They can join their overseas principals as co-exhibitors on payment of prescribed registration charges to the organizers

15. FORCE MAJEURE

The Organizers shall not be liable to the Exhibitors by reason of any cancellation or part time operating of the exhibition, either as a whole or in part, for any non- performance of their obligations under this Contract or for any amendments or alterations to all or any of the Rules and Regulations of the Exhibition in each case to the extent that such occurrence is due to any circumstances not within their control.

16. PROMOTION DURING THE EXHIBITION

Exhibitors are reminded not to place stickers, signs or posters anywhere in the Hall other than within their own stand. Likewise, Exhibitors' representative(s) may not distribute brochures, invitations etc. along the gangways or near the entrances. This is unfair to other Exhibitors and an inconvenience to visitors.

17. SECURITY

A) Exhibitors and their staff will not be allowed inside the Exhibition Hall after show hours. If your displays are very valuable or sensitive and you wish to hire security personnel to attend to your stand exclusively during off show hours, please contact the Organizers for security services. Please note that you are requested not to use personnel from any other security agency, except that which is approved by HITEX.

B) All personnel in the Exhibition Halls must wear identification badges at all times. Exhibitor Badges and Contractor / Service Badges are available from the Organizer's office.

C) For security and safety reasons, exhibit movement in or out of the Halls during show hours is not permitted.

D) Our Security Agency will guard the exhibition site in general. However, their duties do not include specific attention to individual stands.

18. PAYMENT TERMS & CONDITIONS

In the event of not receiving the full payment within the specified dates, it will be treated as cancelled by the exhibitor and the organizers will be free to cancel the participation and refund or forfeit the deposited in line with the cancellation terms mentioned in this information sheet. Exhibitors will not be allowed to occupy their space or stands if the payment terms specified in the Contract are not followed. These terms cannot be varied under any circumstances.

19. BARE SPACE STALL SITE

The minimum size for a bare space stall is 18 sq.m. No restrictions are placed upon bare space stall designs provided they meet the following criteria:

- A) Stall designers are particularly requested to avoid designs which block or both-in other exhibitor's stalls, gangways, fire points, extinguishers or emergency exits.
- B) In case of Island Stall the separation walls will have to be low, so that view of adjacent stalls is not blocked. Interior design has got to be approved by Organizers before actual construction is undertaken. Height of separation wall should not exceed the permissible height i.e.4m
- C) The mezzanine floor will not be let out and will only be considered in exceptional circumstances. However, a

surcharge of 50% of the actual stall tariff will apply for the total surface of the upper floor area.

D) Exhibitors not building a floor platform are required to ensure that free access is given for the running of necessary cables across their stalls.

E) Exhibitors must ensure that the aisles are not blocked during erection of their stalls, and that the contractor removes his off-cuts and debris from the Hall and the stall is completely erected by 06.00 am on 18th August, 2023.

F) All electrical work must be carried out by the official contractor.

G) Spray painting of stand panels with oil-based paints & other inflammable material(s) inside the Hall is strictly prohibited.

H) Welding and cutting inside the Hall is strictly prohibited.

I) No Plaster of Paris (POP), brick work, melamine polishing or carpentry work will be allowed inside the halls.

J) The area of the booth must not exceed the allotted area (i.e. 1 inch outside the allotted marked area).

K) The Participant will be responsible for removal of waste material at least 12 hours before the opening of the exhibition. Cleanliness and maintenance of stand will be the responsibility of the participant.

20. BUILT-UP STALL

The minimum size for a built-up stall is 9 sq.m. The built-up stall contractor will put up the exhibitor's name and stall number on the fascia board. It is not allowed to attach any additional texts, logos etc., on the fascia board.

21. ELECTRICAL INSTALLATION

All on-site electrical installation must be carried out by the officially appointed Electrical Contractor. All prefabricated electrical fitting will be subject to an inspection by the official contractor before connection to the main supply. Payment for extra electrical load and consumption should be made to the Organizers in advance.

22. EQUIPMENT INTERFERENCE

No equipment can be operated, that makes excessive noise or causes of electrical interference or annoyance to other exhibitors. In this matter, the decision of the Organizers will be final.

23. DAMAGE TO STAND STRUCTURE & EXHIBITION PREMISES

No person, under any circumstances, shall cut into or through any floor covering or wall, not after any standing service structure except when authorized in writing by the Organizer.

24. STAND CLEANING

During the exhibition days, the Organizers will be responsible for the daily cleaning of the aisles & gangways. During the build-up /dismantling periods, independent contractors appointed by exhibitors are responsible for the removal of the stand, building/dismantling materials and rubbish.

25. CANCELLATION TERMS

If any exhibitor cancels the booking:

- a) Two months before the show – 30% of the participation fee
- b) Within two months of the show – 50% of the participation fee
- c) Within one month before the show – 100% of the participation fee

26. SPECIFIED USE

In case of companies/exhibitors that do not comply with the Exhibitor profile of IPEC 2023 the Organizers reserve the right to close down the booth without any notice to the Exhibitors.

27. GOVERNING LAW & JURISDICTION

Disputes if any, shall be governed and construed in accordance with Indian Laws and shall be subject to the jurisdiction of Hyderabad Courts.

28. STATUTORY COMPLIANCES

The Exhibitor shall be solely liable for all statutory compliances with regard to the sales done at the Exhibition.

29. SPECIAL DISPLAY REQUIREMENTS

Heavy machinery and demonstration of noise and smoke/exhaust emitting equipment will have to be displayed in specially earmarked areas and it will have to be intimated at the time of booking. Under no circumstance will they be allowed to be operated in the regular display areas.

30. Every exhibitor shall occupy the full area booked by them. If the exhibitor fail to take up the stall allocated, the Organizers reserve the right to use the stall as unoccupied and can allot to others. The exhibitor shall not have any claims in this regard.

31. ACCEPTANCE OF RULES

By the very fact that an Exhibitor participates in the Exhibition as Exhibitor, it will be presumed without any dispute that he/she, his/her company/organization has read the Rules & Regulations formulated by the Organizer as printed above and every participant irrespective of the amount of percentage of payment made to the Organizer and includes participants, exhibitors / co-exhibitors as well as companies / organizations of complimentary stalls, irrespective of the fact if they have signed or not signed the Registration Form or any other document.

STAMP &
SIGNATURE