

KNOWLEDGE EXPO

The Biggest Global Knowledge Partnership Platform

FOR BETTER BUSINESS AND LARGE-SCALE SOCIAL DEVELOPMENT

20-22 NOVEMBER 2014 • INDIA EXPO CENTRE, GREATER NOIDA, DELHI NCR, INDIA

Organiser



Confederation of Indian Industry

EXHIBITION PARTICIPATION CONTRACT

Please send your contract form by email/ fax to:

KNOWLEDGE EXPO 2014 SECRETARIAT

Confederation of Indian Industry
3rd Floor, IGSSS Building,
28 Institutional Area,
Lodi Road, New Delhi – 110003, India
Tel : + 91-11- 4577-2002 /2003 /2017/2020
Fax: + 91-11- 4577-2014
Email: ciknowledgeexpo@cii.in

We wish to participate as Exhibitor:

Registered Name of the Company: _____

Contact Person: _____

Address: _____

Designation : _____

Tel: _____ Fax: _____

Tel: _____

Chief Executive : _____

Fax: _____

Expo Space _____ sqm; Bare Space / Built-up Booth

Email: _____

Preference of Booth Nos _____; _____; _____

Mobile No: _____

Business Area of the Company (pls tick all the relevant area)

Design ☐ Higher Education ☐ IPR ☐

Innovations & Entrepreneurship ☐ Technology ☐

Others ☐ (pls specify) _____

Category	Select the Category (pls tick)	FOR INDIAN ORGANISATION (rates in INR per sqm)		FOR OVERSEAS ORGANISATION (rates in USD per sqm)		Statutory Govt. Taxes
		Bare Space (Minimum 36 sqm.)	Built Up Booth (Minimum 12 sqm with package of facilities)	Bare Space (Minimum 36 sqm.)	Built Up Booth (Minimum 12 sqm. with package of facilities)	
Large / Medium Industry / Govt. / State Govt. Organisations		11500	12800	250	300	+ 12.36 % Service Taxes
*SSI / R & D Institutions/Academic Institutions		7800	8500	200	250	
*Innovators / Incubators / Design Firms / GI Holders / Law firms etc		5700	6400	175	200	

*Few booths of 6/9 sqm are also available

(+) Co-Exhibitor

- Any group companies / foreign JV companies of the exhibiting organisation can exhibit in the same space / booth @ Rs 5000/- per Indian organisation and USD 200 per overseas organisation. The co-exhibitor will avail one page write-up in the Expo directory complimentary and their names can be part of the exhibitor lists. Service taxes as applicable.

(+) Additional Power

- Additional Power per KW (for raw space / demonstration of equipments) @ Rs 5000/- per KW for Indian exhibitor and USD 100 per KW for overseas exhibitors for exhibition / mounting period separately. Service taxes as applicable.

(+) Prime location Surcharge

- (2 & 3 sides open) -10 % of the total participation charges
- (4 sides open / Island Space) -15 % of the total participation charges

(-) Discount

- Early Bird Discount:** Book before **July 31, 2014** along with full payment and avail 10 % discount on participation charges.

Payment Schedule

- 50 % Payment at the time of booking and balance by October 15, 2014

Additional Services Charges

- Compressed Air, Water etc for demonstration of equipment and additional furniture, construction of mezzanine floor, will be charged extra and the charges for the same will be advised later.

I /We have read the Terms & Conditions of participation and I/We shall abide by the same. The payment is enclosed by Cheque / Demand Draft No. _____ for INR / USD _____ in favour of "Confederation of Indian Industry", payable at New Delhi.

Date: _____

Signature: _____

Place _____

Name & Designation: _____

Company Seal: _____

KNOWLEDGEXPO 2014

GENERAL INFORMATION AND RULES & REGULATIONS FOR EXHIBITOR

1. **EVENT:** Knowledgeexpo 2014
2. **VENUE:** India Expo Centre, Greater Noida, Delhi NCR, India
3. **DATES & DURATION**
 - 3.1 November 20-22, 2014 (Thursday-Saturday)
 - 3.2 November 20-21, 2014 10.00-18.00 Hrs.
 - 3.3 November 22, 2014 10.00-16.30 Hrs.
4. **ORGANISERS**

Confederation of Indian Industry
3rd floor, IGSSS Bldg
28, Lodi Institutional Area
New Delhi-110003, India
Tel: + 91-11-4577 2019
Fax: +91-11-4577 2014
Email: ciiknowledgeexpo@ciil.in
5. **SPACE & FACILITIES**
 - 5.1 **Bare Space (minimum booking 36 sqm.)**

General facilities for Bare space include general security, general decoration in and around exhibition halls, signage, general illumination inside and outside halls, cleaning of aisles and exterior, general publicity for visitor promotion, entry in Knowledgeexpo 2014 Expo Directory, one copy of Expo Directory, business centre facilities (on payment).
 - 5.2 **Built up stalls-area as per layout (minimum booking 12 sqm)**

Package of facilities for built up stalls includes back and side partitions with modern prefabricated system similar to octanorm and PVC laminated panels, synthetic carpet, fascia in English with stall number written in uniform style, one spot light per 3 sqm ., one 5 amp socket per stall, one counter & two chairs for every 9 /12 sqm area, electricity consumption for lighting, general security in Exhibition halls, general decoration in and around halls, general publicity for visitor promotion, entry in the Knowledgeexpo 2014 Expo Directory, one copy of the Expo Directory, business centre facility (on payment).
 - 5.3 Participation charges indicated on this application form (on reverse)
 - 5.4 **PRIME LOCATIONS**

2 or 3 side open stall/ area - 10% and island stall/area – 15 % extra
 6. **SPACE ALLOTMENT**

Allotment of space will be on "First Come First Served Basis" as soon the Exhibitor signs the Space Booking Form which may be sent accompanied by initial payment. Stall/ area will be allotted with confirmed booking & initial payment. **Possession of the stall/space will be handed over on receipt of the full dues.**
 7. **SERVICE CHARGES**

The service charges will include on charges for electricity for bare space booking, additional electricity for built up stalls and 3 phase power load for demonstration of machinery and water connection etc. and temporary electricity for stall construction (mounting period) will be charged @ Rs 4000/- or USD 100 per KWH.
 8. **EXPO DIRECTORY**

The Organiser will publish a Expo Directory which entitles the exhibitors a free entry in the Directory covering name and address of exhibitor, name of Chief Executive, telephone, fax, area of specialization, exhibits displayed and company profile not exceeding 100 words.
 9. **TERMS OF PAYMENT**
 - 9.1 Allotment on "First Come First Served Basis"
 - 9.2 50% payment at the time of booking space/stall and 50% payment on or before October 15, 2014.
 - 9.3 Through Cheque / Demand Draft in favor of "Confederation of Indian Industry", payable at New Delhi.
 - 9.4 All bank charges payable by the exhibitor.
 - 9.5 Discount is adjustable only in the last installment of payment
 - 9.6 Service charges are payable before/along with the last payment
 10. **NON ALLOCATION, CANCELLATION, NON PARTICIPATION**
 - 10.1 If the Organizers reject an application and do not allot space, payment made by the prospective Exhibitor is refunded.
 - 10.2 If the Exhibitor cancels participation before July 31, 2014, 25% of the participation charges are adjusted and balance returned to party.
 - 10.3 If the Exhibitor withdraws or cancels participation by August 30, 2014, 50% of the charges will be forfeited.
 - 10.4 If the Exhibitor cancels his participation after September 30, 2014, Full participation/Service charges will be forfeited.
 - 10.5 If the Exhibitor fails to turn up for setting up the stall or cancels his participation at the last minute, Organizers shall utilize the space/stall in any manner they deem fit, and all the money paid by/ due from the party shall stand forfeited.
 - 10.6 Registration/ other service charges once paid are not refundable in any case.
 - 10.7 In case of shortfall in payment of dues by the party who confirm participation, the party shall be liable to pay the amount due to the Organizers.
 11. **CO-EXHIBITORS AND SUBLETTING**

Subletting of stalls is prohibited. Exhibitors may however share stalls with Co-Exhibitors only after paying the requisite fee and obtaining written permission from Organizers. National sector Exhibitors are allowed to share their stall with their overseas principals/collaborators as their Co-Exhibitors. They can join their overseas principals as co-exhibitors on payment of prescribed registration charges to the Organizers.
 12. **TECHNICAL GUIDELINES**

Exhibitors with Bare Space are to submit design of the stall to Organizers and obtain approval for the plans in writing. 4 copies of the plans with front/side elevations special features of the display & electrical plan etc. to be submitted one month before the date of Knowledgeexpo 2014 (**by October 31, 2014**) and one copy will be returned to the Exhibitor bearing 'plan approved' by the Organizers. Exhibitors are required to comply with instructions issued by Organizers regarding schedule for setting up and dismantling stalls. Failure to comply with the instructions will attract penal rental charged by IEML and Exhibitors are liable to pay the penal rental.
 13. **OVERALL HEIGHTS OF DISPLAY**

Normal heights of stands shall be 2.50 mts. If Exhibitors are particular of heights more than 2.50 mts, written permission of Organizers may be obtained after submitting appropriate plans.
Height of display stands in the central areas of the Exhibition Hall / Island locations may be restricted to 3.50 mts so that a clear overall view of the display in the hall is available for the visitors to the hall(s).
 14. **GENERAL**

The Exhibitors are liable for bodily harm to persons (Staff/Agents/Organizers and other Exhibitors/Visitors) and damage to property of IEML/Organizer and other Exhibitors caused by himself or his agents during transportation, installation, fair duration and dismantling periods.
 15. **RIGHTS OF ORGANISER**

To reject any application for space without assigning any reason. To amend the terms and conditions of participation and issue additional Rules and Regulations for the Exhibitors from time to time which shall be binding on the Exhibitors. To recover from the exhibitor any amount remaining unpaid. To recover from the Exhibitors, compensation for losses/damages caused to the property or reasonable penalty for any willful contravention of these conditions of participation.
To postpone, curtail, extend or abandon the Exhibition or change the venue of Exhibition or change the allotment of space/stall or close some or all sections of it temporarily or permanently if unforeseen circumstances so require. In such circumstances, the Exhibitors shall not be entitled to withdraw from the contract or to claim any compensation or damage. To take photographs or video film of the interior of any stall and to use the same for the promotional work.
To refuse permission to any Exhibitor to clear his stall if he has not discharged all dues to the Organizers or to retain Exhibits or other goods as collateral security till dues are paid.
 16. **SUPERVISED CUSTOMS CLEARANCE FOR OVERSEAS EXHIBITORS**

Exhibits of approved overseas Exhibitors can be temporarily cleared through Indian Customs without payment of customs duty against any of three instruments:-
ATA Carnet or Embassy Guarantee or Bank Guarantee
The clearance will be subject to re-export within a period of six months from the date of import.
The Official Handling and Clearing Agency of the Organizers are well versed with the procedures and can help the Exhibitors in obtaining the clearance. The Agency via their International network will contact the Exhibitors and plan the dispatches and advise about the Customs requirements and shipments. The Agency can also provide storage facilities for exhibits arriving prior to the opening of the Show and similarly after the Show and this facility are available to those exhibitors who wish to hold their goods till they are able to close the sales with the prospective buyers with the approval of Customs authorities.
Please note that facilities for duty free temporary Import of exhibits are available to those foreign participants who are registered by remitting participation charges in foreign exchange. Agents of participants will not be permitted to import exhibits/goods for exhibition if they remit the participation charges in Indian currency.
Detailed advice on arrival, deadlines, documentation requirements, packing instructions and other relevant information will be furnished to Exhibitors by the Handling & Clearing Agents. Reasonable quantities of printed material are also allowed for distribution at the Fair. Gift items are subject to duties as applicable on the date of import. Sale of imported goods can be done only through official Handling & Clearing Agent approved by the Organizer and also Indian Custom Authorities.
 17. **INSURANCE**

Organizers shall not be responsible for any loss whatsoever incurred by Exhibitors and they should obtain insurance coverage for their exhibits against all risks and for the periods covering preparation, setting up, currency and dismantling and return transit.
 18. **COUNTER SALES**

Counter sales are not permitted at the Exhibition. However Exhibitors can dispose of their exhibits/equipment after Exhibition is over. In case of sales of Indian manufactures/exhibits, the payment of sales tax or other applicable taxes as per Orders/Rules of the Govt. of NCT of Delhi/other Authorities concerned will be the direct responsibility of the exhibitors.
 19. **FORCE MAJEURE**

Under the conditions of the force majeure which also include strike, lock out, closure, riots, the Organizer reserve the right to alter the opening dates and duration or even cancel the entire Exhibition. In case of change in dates and duration of Knowledgeexpo 2014 the contractual obligation between the exhibitors and the Organizers remain unaffected. In case of cancellation of the Exhibition the stall charges will be refunded to the Exhibitors after deducting the proportionate costs already incurred by the Organizers.
 20. **ARBITRATION**

All disputes arising in connection with this Agreement shall be finally settled by a Sole Arbitrator, to be appointed by the Organizer, under the provisions of Indian Arbitration and Conciliation Act, 1996. The place of arbitration shall be New Delhi.
 21. **JURISDICTION**

Only the Courts in Delhi alone shall have jurisdiction.

Signature: _____

Name: _____

Designation: _____

Company Stamp: _____