

CONTRACT COPY

EVENT DETAILS:-

Name

Date

City

Dear Sir,
We wish to solicit our participation in this Exhibition
We acknowledge explicitly that we have read and accepted the rules, regulations by submitting this contract form, We undertake to comply with the same.

EXHIBITOR DETAILS

Company Name	<input type="text"/>	Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	Mobile	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	GST No.	<input type="text"/>		
City	<input type="text"/>	Pincode	<input type="text"/>	State	<input type="text"/>
E-mail	<input type="text"/>				
Website	<input type="text"/>				
Contact Person	<input type="text"/>	Designation	<input type="text"/>		
Name on Facia	<input type="text"/>				
Product Details	<input type="text"/>				

SPACE DETAILS:

HALL	STALL	DESCRIPTION	SIZE (Sq.mtr.)	UNIT PRICE	AMOUNT
1) 10% extra for 2 side open stall 2) 15% extra for 3 side open stall 3) 30% extra for 4 side open stall					
GST : As Applicable by Govt. of INDIA			GST NO. 03AAPCM4032Q1Z4		Total
					GST
Remarks	<input type="text"/>			Grand Total	

All Payments to be made in Favor of **Minds Media & Management Pvt Ltd.**
HDFC BANK LTD.
Dholewal, G.T. Road, Ludhiana

A/C No. 50200067396800
IFSC Code : HDFC0001310

AMOUNT

CHEQUE/DD/BANK

DATE

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Company Stamp & Signature

I am interested in reserving advertising space in the Show Directory

MINDS MEDIA & MANAGEMENT PVT LTD.

Authorised Signature

RULES AND REGULATION

1. Application for space at the exhibition should be made in the prescribed forms in triplicate enclosed with the manual which involves acceptance of the rules & regulations by the Exhibitor.
2. The contract between Minds Media & Management Inc. and the exhibitor shall come into existence from the contract date mentioned overleaf, when the exhibitor either by himself or through his authorized agent or servant has signed this contract.
3. The exhibitor enters into contract with Minds Media & Management Inc. upon submission of the contract forms. The company (proposed exhibitor) agrees to participate at the exhibition and to abide by the rules, regulations & bye laws. Upon any breach of contract by the company (proposed exhibitor) and Minds Media & Management Inc. can forfeit the amount paid by the proposed exhibitor.
4. Organizer reserves the right to reallocate space, change the layout, add or delete corridors in space plans which may effect the orientation of some exhibitors and decision shall be final. The organizer reserves the right to run down applications for participation or even deny participation to exhibitor already confirmed.
5. **PAYMENTS:** The prospective exhibitor should apply on application form for participation together with payment of 25% of the total amount of the area booked. Full amount should be paid one month (30 Days) prior to the exhibition. Allotment will be on "first come first serve basis subject to receipt of all payments. All payments should be made by the Account payee Cheque / DD payable to " Minds Media & Management Inc. Ludhiana or through online transaction.
6. In case of exhibitor fail to meet payment schedule on given dates, organizer reserves the right to cancel the participation & stall booking.
7. **Cancellation Policy:** If due to any circumstances exhibitor cancel his booking then his payment will be refunded as per policy given below.
 - a) If the exhibitor cancels the booking within 45-99 days prior to the date of exhibition then 50% of your advance payment will be refunded.
 - b) If the exhibitor cancels the booking 0-45 days prior to the date of exhibition then 100% of your advance payment will be forfeited.
8. No deductions shall be made by the exhibitor are permitted while settling / paying the amount against invoices raised by Minds Media & Management Inc. or otherwise (except for applicable income taxes required to be deducted at source). Any dispute regarding the amount mentioned in the invoices should be brought to the notice of Minds Media & Management Inc. by the exhibitor within fourteen (14) days from the date of invoice. The exhibitor does not reserve the right to make any deductions from the invoices of Minds Media & Management Inc. will issue credit notes for accepted reductions in the invoices. Deductions if any from the invoices would be based only on such credit notes issued by Minds Media & Management Inc.
9. Participation charges includes prefabricated stall with the standard facilities which includes carpet floored fabricated stall with exhibitor's name on Fascia. One laminated table, two chairs, one dust bin, three spot lights, one 5 amp plug socket for every stall of size 9 Sq. mtr, two exhibitor badges, one entry in exhibition Directory, One exhibition Directory. Indoor raw/bare space comprises have to construct their own designed stall).
10. Application which is incomplete or not accompanied by the appropriate remittance, enclosure will not be considered. There is no legal right of participation occurring to anybody. Organizer in their sole discretion may deny participation to any applicant without disclosing reason thereof. The advance amount paid with the application will be refunded if the application is rejected by the organizer. However cancellation / space reduction / withdrawal of application by the exhibitor would be subject to cancellation charges. The organizer shall be authorized to cancel admission if this was based on incorrect criteria of information or if an exhibitor no longer satisfies the criteria for admission.
11. Prefabricated stall height is 2.5 Mtrs (Approx. 8 ft.) for raw spaces. (Fabricated stall) Exhibitors has to maintain the 2.5 Mtr Height, using the extra height is permissible only with the written approval from the Organizing committee only.
12. Product/exhibits must be placed at least 1 mtr. away from the boundary of open sides of the stand. No part of any exhibit should project out of the stand boundaries. Clustering or crowding of exhibits in the stand is not allowed. Overall 33% of the stand space must be left free for movement of visitors.
13. Minds Media & Management Inc. will provide electricity at a suitable point in the stall for Rs. 2500/- per kw., Internal distributions to the machinery / equipment will have to be arranged by the exhibitor's electrical contract at their own cost.
14. **Water:** The requirements must be intimated along with the form, (water connections will not be provided for any other purpose including uses in the pantry). Water will be provided in 200 Ltrs for demonstrations only at chargeable basis.
15. Use of Loudspeakers, a musical instrument etc. in the stand is forbidden. Video/ animation films on exhibited products may however be screened within the stands provided the sound level is kept low to avoid disturbances to others. Information headphones are allowed provided these are kept inside the stand at least 1 Mtr away from aisles. Exhibitor should not take support of any permanent structure in exhibition hall for decoration.
16. **Sale at exhibition area:** The retail & cash sales are not allowed during the exhibition. However negotiations for sale may be conducted. Removal of any exhibit during the exhibitions period is prohibited.
17. Handling of exhibits, services for handling would be available at the exhibitions ground at extra cost. Exhibitor would be required to contact them directly for such assistance. Movements of exhibits in the exhibition ground by agencies other than the official clearing and forwarding agencies is prohibited. Organizer is not responsible for any damage, loss caused by the freight forwarding agencies.
18. **Stand Completion:** It is compulsory to complete the exhibits and decoration work before 9:00 p.m. one day prior to exhibition starting day. Stands will be dismantled only after closure of the exhibition. No exhibitor will be allowed to vacate their stalls before the closing time on the last day of exhibition.
19. **Damage to the exhibition ground:** Cost of Damages/ losses caused to the prefabricated stands and accessories provided with such stands or to the exhibition halls, fixtures and fittings of the hall due to lapses on the exhibitor's part would be borne by the exhibitor themselves. Organizer would have the full authority to decide the cost of damages and enforcement of this rules as deemed fit towards recovery of such damages, cost of which should be paid by the exhibitor before leaving the exhibition's premises.
20. **Insurance:** Against all ascertainable risks from transportation to display and removal should be done by the exhibitor at their own cost. Organizer will in no way be responsible. Participants will ensure their exhibits against loss, damage, theft, fire or any cause whatsoever. They will also ensure third party insurance cover for the total duration. Minds Media & Management Inc. will make general security arrangements. However participant will be responsible for the security of the exhibits and the stall. This would however not cover insurance of individual stalls, exhibits or any other material in the stand. Exhibitor is advised to ensure their exhibits and other material insured separately. Third party insurance accident, insurance of exhibitor's personnel, handling damage insurance etc. will be the responsibility of the exhibitor.
21. **Photography:** The organizer reserves the right to photograph any exhibit for their own use.
22. **Security:** The organizer will appoint general security for the exhibition period. No person will be allowed to stay after the exhibition hours. Organizer is not responsible for the loss & theft of any article, material of display.
23. Organizer shall not be liable in any form for any loss or damage to Exhibitor's property at the exhibition ground or injury or death to their personnel and visitors. Exhibitor hereby agrees to refrain from making any claim on the organizer and indemnity claims if any by third party arising out of the exhibitor's conduct.
24. **Force Majeure:** If the exhibition is abandoned, cancelled or suspended in whole or in part by reason of war, fire, natural calamity, national emergency, election, labour dispute, riots, strike, the non-availability of exhibition ground or any other cause not within the control of the organizer. The organizer reserves the right to change the opening dates, duration, venues or even cancellation of the entire exhibition. In case of such condition the organizer may at their entire discretion repay the rental paid by the exhibitor or part thereof after deduction of the proportionate costs already incurred by the organizer and shall be under no liability in respect of any actions, claims or losses.
25. **Conservancy:** Organizer will arrange for general conservancy of the exhibition halls within the premises, participant's booths public places etc. Exhibitor is responsible for the cleanliness of their stands for which they may hire conservancy staff at their own cost from the approved agencies only. Garbage generated from the stands could be placed in bins on the adjoining aisles which will be suitably disposed off by the organizer's conservancy staff.
26. **Exhibition Directory:** For the compiling exhibition directory, Exhibitor name will be entered in the exhibitor directory free of cost. The directory will be compiled on the basis of information provided by exhibitor in the applications forms. Exhibitor will be entitled to get 1 free copy of the exhibition directory.
27. Organizer will have the right to decide on the fulfilment of the above guidelines and the authority to demand removal / change of anything that is not according to these guidelines. Decision of the organizer in this regard will be final & binding.
28. All decisions will be subject to Ludhiana Jurisdiction.