



**EXHIBITOR
MANNUAL**

for

AICOG 2020

Official Contractor

Name of Contractors – Concept Conferences Pvt. Ltd.

Address: - F - 8, Kalkaji Main Rd, Main Market, Block F, Kalkaji, New Delhi, Delhi 110019

Contact: -

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Concept Conferences Pvt. Ltd. Responsibility covers all shell scheme construction, custom built booths rental of furniture, electrical fitting installation, Water & Drainage, & Temporary staff services in exhibition hall.

Access to Venue's Loading / Unloading Area

ACCESS TO VENUE LOADING / UNLOADING AREA

Access to the Venue unloading area during the buildup and dismantling periods is via Time-Schedule for On-Site Operations should be strictly followed by the exhibitor's appointed contractors.

All exhibitor's appointed contractor are required to:

- Bring along the Appointed Contractor Acknowledgment Letter issued by the official Contractor.
- Bring along the Delivery Challan to be used as entry pass to the event venue.
- Bring along the NOC issued by the Secretariat confirming that no payment is pending.

All contractors are required to submit the Delivery Challan clearly stating the list of equipment that will be brought into the Hall during the construction and dismantling periods. This form needs to be completed and submitted onsite to venue security /official show contractor/organizer for security reasons.

It is the responsibility of the exhibitor and their appointed contractors to ensure that their workmen do not enter, other exhibitors' stand.

Exhibition Area Technical Specifications

Manyavar Shri Kanshiramji Sanskritik Sthal - Smriti Upavan– Exhibition Area	
Exhibition Area	The maximum permissible Height of walls for all stalls on either sides of the Exhibition Hall is 3 Meter or 9ft 9 inches
Maximum Allowance Height	Maximum permissible height for all the exhibitors who have stalls in the center of the hall to construct their walls at a height of 4 meters. This includes any trusses or any other overhead structures for hanging lights etc.
Floor Loading	300 kg per square meter
Exhibition Hall Flooring	Wooden Flooring
Air-conditioning	The entire exhibition area is air-conditioned through Ductable/ open throw units of different capacity from 735tr or 21tr. However the air-conditioner will not be switched on during the set-up & dismantling periods.

Additional Orders

Additional Furniture Rental, Electrical Supplies & Fittings Rental, AV Equipment Rental, can be hired from the Official Contractor. Please place your order by completing the respective forms and returning these to the Official Contractor appointed by the Organizer, by the various deadlines, stated on the forms.

PLEASE NOTE

For any additional order on-site, you can only order directly with the Official Contractor only.

General Cleaning

General cleaning of the exhibition hall will be provided by the official contractor, who will also arrange for all booths to be cleaned PRIOR TO THE OPENING OF THE EXHIBITION and daily thereafter, but it is the responsibility of the Exhibitor to maintain his booth in a clean condition at all times.

Time-Schedule for On Site Operations

BUILD-UP PERIOD	DATE/DAY	TIME
Moving-in of Official Contractor - Floor Marking - Construction of Shell Scheme Booths	25 th Jan 2020	10:00 hrs (10am)
Moving-in of Special Design/ Interior Decoration & Other Contractors	26 th Jan 2020	10:30 – 01:00 hrs
Booths Build-up Continues	27 th Jan 2020	08:30hrs
Moving-in of Shell Scheme Exhibitors		1200 – 1700hrs
Completion of all displays & exhibits	28th Jan 2020	18:00 hrs
Special Design Booths Exhibitors are advised to check with their appointed booth contractors on the date and time that their booths will be ready for moving-in of exhibits.		
TEAR-DOWN PERIOD	DATE/DAY	TIME
Removal of light and/or hand-carry exhibits and personal property	02 th Feb 2020	15:30 hrs onwards
Dismantling of booth fittings and electrical installations	2 nd Feb 2020	16:00 hrs onwards
Removal of heavy exhibits (requiring mechanical handling of equipment)		
<u>Please Note:</u> Individual booth fitting contractors must complete their work according to the listed schedule. Overtime work will not be permitted, and permission must be sought and granted by the Official Contractor.		

Demonstration of Heavy/Large Exhibits

An Exhibitor intending to demonstrate equipment in its booth:-

- Must provide the Official Contractor with full details (type of machinery, dimensions and weight requirements).
- Must give proper consideration to the conditions under which the equipment will be demonstrated. Precautions must be taken for protection of the public, and legible signs displaying "**DO NOT TOUCH**" must be placed on any working exhibit to warn Visitors to stay a safe distance.

- c) Must cause no annoyance to visitors or other Exhibitors. Where a high level of noise or other objectionable factors are involved, demonstrations may only take place at timing(s) stipulated by the Organizer, who reserves the right to disallow a demonstration at any time.
- d) Must not bring in or use at the exhibition site dangerous and hazardous goods and equipment such as poisonous gas, fuel, kerosene, noxious materials, inflammables, and equipment using such inflammable materials as gas stoves, kerosene stoves and electric stoves without the prior written consent of the Organizer. **Even if consent is given, it will be subject to adequate precautionary measures being taken.**
- e) Must not carry out any fire hazardous operation work.
- f) **Must keep their booths clean. Precautionary measures must be taken to prevent leakage of cutting fluid lubricant and oil or any staining. The Organizer reserves the right to charge the cost of cleaning the stains to the Exhibitor.**

Standard Shell Scheme Booth Fitting Regulations

When planning the interior design of your booth, please take into account the following regulations:-

- a) No painting may be applied to existing panels.
- b) Screwing, stapling, drilling or nailing on any of the aluminum frames and existing panels of the standard shell scheme are not allowed, in default where of the Exhibitor or contractor, shall be liable for the total loss resulting.
- c) Exhibitor may apply single or double-sided tapes on the existing panel.
- d) No glue, scotch tape, self-adhesive paper, screw, nail, spike, pin or paint may be used on floors, walls, pillars, or any part of the Exhibition Hall.
- e) In order to keep the place clean and tidy, all the floors and pillars must be well covered with battens during the process of painting.
- f) Corner booths will be open on two sides only unless otherwise requested by the Exhibitor and approved by the Organizer.
- g) **Exhibitors are not allowed to use any other area other than their allotted area for any branding purpose.**

Booth Decoration (Special Design of Raw Space & Upgrading of Shell Scheme Booth)

Exhibitors having "Special Design" booths or who wish to enhance their standard shell scheme booth are advised to use the services of the Official Contractor appointed by the Organizer to undertake the job as this will facilitate convenient installation. Otherwise, Exhibitors are required to obtain consent from the Organizer & Official Contractor before any of their own contractors are commissioned to work onsite and are subject to the following rules and regulations. The Organizer reserves the right to reject any contractor and design they deem inappropriate.

- a) Exhibitors are to submit name, address and contact details of the appointed contractor, as well as booth layout plan and design (plan & perspective view) in duplicate, to the Official Contractor no later than **15th Jan 2018** for approval. A copy of the drawings will be returned, authorizing the commencement of construction if the design is approved.

Failure to obtain written approval can result in costly alteration onsite such as when designs or installations contravene fire and safety regulations, exceed maximum allowable booth height and boundary of contracted space.

- b) Booth structures should not exceed a height of 8 feet. Written approval must be obtained from the Official Contractor on all special design booths.
- c) Back walls of adjoining booth must not exceed a height of 8 feet unless the Official Contractor grants permission.
- d) All partition walls should not exceed 50% of the booth length/width it is constructed on, unless the partitions are constructed against the actual walls of the hall, and not obstructing the products on display on the other side of it. The Official contractor reserves the right to request the Exhibitor to change, modify, lower or shorten any backwall and sidewall proposed if, in the opinion of the Organizer, such backwall or sidewall obstruct the reasonable exposure of any adjacent exhibition booths.

Backwalls must be provided, except in the case of an island booth. Booths with adjoining neighbors should also be provided with the necessary sidewalls.

- e) The Name and Booth Number of the Exhibitors must be prominently displayed. If this is not observed, the Organizer / Official Contractor reserves the right to affix booth numbers (using mounted foam boards) as they consider fit and charge the cost incurred to the Appointed Contractor.
- f) A suitable floor covering, such as carpet, must be provided for all booths.
- g) Where a 'Special Design' booth is located adjacent to a 'Shell Scheme' booth, the wall of the 'Shell Scheme' booth is considered rented by that Exhibitor and may not be utilized by the 'Special Design' booth.
- h) All exposed rear surfaces of designs and structures must be Novoted unless it is against the actual walls of the Exhibition Hall.
- i) The shell scheme walls have white laminate finish. Hence, no nailing, stapling, drilling or painting to these walls is allowed. Panels can be affixed to these walls with the use of double sided/Velcro tapes or with brackets rented from the Official Contractor.
- j) No part of any structure may extend beyond the boundaries of the site allocated.
- k) Materials for construction or decoration of the booths shall have a minimum flame spread. Evidence and proof may be required for on-site inspection by the Fire Safety Bureau. All precautions must be taken by the contractor or the Exhibitor against fire and to protect the public.
- l) Exhibitors and/or contractors must clear out items not for display purposes (eg. containers, packing items) by 2nd Feb 2020 and remove all exhibits and Decoration materials immediately after the exhibition period according to the schedule listed. The Exhibitors will have to pay the official contractor for the cost of removing such articles from their booth if they fail to do so.
- m) Neon or flashing lights/signs will not be permitted, unless it forms an integral part of an Exhibitor's product. Sequence-lit displays may be used subject to the Official Contractor approval and the rate of light change.
- n) No false ceiling will be approved, unless, the material used will allow water to flow freely (e.g. egg box or mesh netting). Approval from the Organizer and the Fire Safety Bureau must be obtained in writing, if a portion of a booth is to be covered for a video presentation.
- o) Exhibitors are reminded that it is the responsibility of their appointed booth fitting contractor to clean and vacuum the booth upon completion of construction, before handing over to the Exhibitor.
- p) Contractors Access: The exhibitors' appointed contractors shall have to apply for badges to enter and work in the exhibition hall during the construction and dismantling periods
- q) The official Contractor reserves the right to reject any contractor and design they deem inappropriate. In the event of a dispute, the Organizer's Decision will be final.

Hospitality Lounges/ Any-other Special Construction

a) The nominated contractor needs to take prior approval from the official contractor of the design being executed. Official contractor reserves the right to reject/amend the design submitted if at all it is not abiding by the guidelines set by the official contractor

b) Handover should be given on or before 28th Jan 2020.

c) Electricity provision (Genset,Wiring,Cables) will be provided by the official contractor only.

Operation of Booth

- a) The booth must be staffed and operational at all times during show opening hours. The Exhibitor's staff must wear Exhibitor Badges issued by the Organizer for identification. The Exhibitor shall be responsible for the good conduct of all its staff, agents or representatives.
- b) No business activity shall be conducted by the Exhibitor and/or its staff outside its booth boundaries.
- c) No activity, which in the opinion of the Organizer, is tantamount to inconvenience or annoyance to the public or other Exhibitors, shall be caused by Exhibitors within the vicinity of the Exhibition. Examples include the noise level of equipment demonstration and audio-visual presentations.
- d) No Exhibitor may use air compressors or pressurized containers without prior approval of the Organizer & Official Contractor.
- e) **The weight of all exhibit items shall not exceed the floor loading limit.**
- f) All precautions must be taken by the Exhibitor against fire and to protect the public. Exhibitors, who because of the nature of their exhibits, require specific fire protection, must make arrangements, at their own cost, for the provision of such equipment.
- g) Without the special permission of the Organizer & Official Contractor, no exhibits can be taken into the booth once the Exhibition has been officially opened, nor removed from the booth before the close of the Exhibition.
- h) No stage shows will be permitted unless with prior approval.
- i) Unauthorized photo/video shooting in the venue is not allowed.
- j) IMPORTANT: No cash sales of Exhibits are allowed in the Exhibition Hall**
- k) Exhibitors are not allowed to distribute promotional materials outside their booths. This is to observe fairness to other Exhibitors and to prevent inconvenience to Visitors.
- l) Fire & Safety regulations require that no goods or packing materials may be stored in access areas behind or between booths. Exhibitors should design proper storage areas with adequate access within their own booth or approach the Official Freight Forwarder for storage.
- m) Each Exhibitor is responsible for indemnifying the Organizer and its agents against liability to the owners of the exhibition premises, and public authority or department of Government and each and every other Exhibitor in respect of any action, cost, claim and demand of whatever nature consequential to any act or omission of the Exhibitor, its staff or agents.
- n) The Exhibitor shall be responsible for any damage caused to the structure, floor, walls, pillars and any part of the Exhibition Hall, the Property of the Organizer, and any other Exhibitor caused by its staff in transportation, removal of exhibits, refuse and/or Decoration works.

Electrical Contractor and Installations

Electricity will be supplied through the Organizer only. The Official Contractor has been appointed to carry out all electrical work (wiring and connections, lighting, etc) on all booths (Shell Scheme/Package and Special Design) at the exhibition and all charges thereof shall be paid by the Exhibitor. **For safety reasons, no other electrical contractor will be permitted to carry out electrical work onsite.**

- a) The number and type of additional electrical fittings and installations required must be indicated by the Exhibitor on the Electrical Supplies & Fittings Rental Form. A quotation will be submitted on receipt of this form for unscheduled fittings or installations.
- b) No electrical installation may be suspended from the roof of the exhibition hall or affixed to any part of the hanger structure. No fitting may project beyond the boundaries of the installations and must be adequately protected against excess current.
- c) Any design or plan of electrical installation must be submitted to the official appointed contractor before the indicated deadlines. No installation work shall be carried out without the written permission of the Organizer. The Organizer reserves the right to disconnect electricity supply to any Exhibitor whose installations either violate the Organizer's regulations or is deemed dangerous or is likely to cause annoyance to Visitors or other Exhibitors.
- d) **NO MULTI-PLUGS ARE ALLOWED.** All sockets are for machine operation only and not for lighting. Lighting connections **MUST BE** ordered with the official contractor. For safety reasons, please use one socket for one machine only.

Removal of Exhibits

a) During Show Days

- Exhibits will NOT be allowed to be taken out of the exhibition halls during the exhibition period.
- Removal or delivery of exhibition stores in or out of the exhibition hall is not permitted during the open hours of the exhibition. Such removal, delivery or replenishment of stock may only be carried out before opening hours in the morning or after closing time in the evening. If you wish to remove any item, exhibitors must complete the "GATE PASS with the necessary information.

b) On Show Closure

Exhibitors shall only start the tear-down procedure from 15:30 Hrs on the last day of exhibition (**2nd Feb 2020**). Please refer to the allotted timings. Non-compliance to these official timings may incur additional charges on to the Exhibitors if delay is caused to officially hand over the hall to the hall owner.

In order to reduce the possibility of theft, it is strongly recommended that at least one person remains in the booth to oversee the process of moving-out of your exhibits. While the Organizer will maintain security surveillance at all times, Exhibitors are reminded that goods will be most at risk at this time and that booths should not be left unattended until all portable items have been removed and hired items and/or equipment collected by the appropriate suppliers.

No work will be permitted after 12:00 midnight on the last day of the exhibition date (2nd Feb 2020)

At the close of the exhibition, in order to remove your goods smoothly, safely and easily, the following paperwork must be carried out:

Gate Pass Procedure

- a) Make 4 copies of an itemized list showing equipment's and materials required to exit from Exhibition Area. These copies must be on the exhibitor company's letterhead, duly stamped with the company's official seal and signed by an authorized person.
- b) Get all copies endorsed and stamped by the Official Contractor.

- c) These must be submitted to the Official Contractor Office **latest by 1100 hours on 2nd Feb 2020** The Official Contractor will not be responsible for the delay to exhibitors in removal of goods if goods removal passes are not received by the Official Contractor by the due date and time.
- d) **The endorsement and stamping of "Gate Pass" will commence at 1600hrs on 28th Jan 2020**

The removal of exhibits requiring mechanical assistance as well as the dismantling of booth fittings and electrical installations will commence after 15:30hrs on 2nd Feb 2020.

Note: Electricity supply to booths will be terminated one hour after the exhibition is closed on the final day of the exhibition. Only the Exhibition Hanger light will be available. Exhibitors who need electricity to turn off or lock their machines must arrange for this within this period otherwise they will have to pay re-connection charges for electrical supply.

Security and Insurance

Every reasonable precaution will be taken by the Organizer to ensure the security and safety of the Exhibition Hall and adjacent areas and the contents thereof. However, the Organizer cannot be held responsible for any loss or damage which may befall the person or property of the Exhibitors from any cause whatsoever.

While the Organizer is insured for Public Liability, it is the responsibility of the Exhibitors to take up insurance cover in respect of:

- a) Exhibits and contents of booth against loss and damage by theft, fire and any other natural calamities, or any cause whatsoever.
- b) Expenses incurred due to abandonment or postponement of the exhibition.
- c) Bodily injury or illness to their representative or agent, or visitors in their booth area.
- d) Any other liability due to the negligence, inadvertence or misbehavior of the Exhibitor and/or its workmen, staff, representatives or agents.

Fire Precaution

Exhibitors, who because of the nature of their exhibits require specific fire protection, must make arrangements at their own cost for the provision of such equipment.

Any person, on seeing an outbreak of fire, however slight, must make immediate use of the fire alarm system, and subsequently make every endeavor to extinguish the outbreak or to confine it by the use of extinguishers and/or removal of goods in the vicinity.

Storage & Waste Materials

Arrangements for the safekeeping of storage facilities in the hall for packing cases, surplus materials or other properties of the Exhibitors must be made with the Official Freight Forwarder. **For fire & safety regulations, Exhibitors are not permitted to store their empty cartons or packing materials behind or between booths.**

During the build-up and teardown periods, passageways in the exhibition hall must not be obstructed with packing materials, construction materials or debris. Contractors are responsible for removing their own debris during each day of build-up and teardown.

The Organizer reserves the right to charge Exhibitors for the cost of removal of excessive packing materials and discarded crates or cartons.

Dilapidation

Exhibitors are responsible for the cost of making good or replacing any damage or dilapidation to the exhibition premises, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors.

Exhibitors occupying Shell Scheme booths are also responsible for the cost of making good, restoring or renewing any damage or dilapidation to their Shell booth structures, floor covering, light fittings, and/or any part thereof, whether caused by themselves or their agents, contractors or by any persons employed or engaged on their behalf by such agents or contractors.

The cost of making good any damage will be assessed by the Official Contractor and charged to the Exhibitor. The Organizer, together with the official, will inspect the area before and after the exhibition.

Trade Exhibition

Hours of Operation

The exhibition hall will be open at specific scheduled times each day as follows:

Day	Purpose	Opening Time	Closing Time
25 th Jan, 2020	Set up - Customized Lounge And customized stalls	0800 hrs	Remain open for Setup
26 th Jan, 2020	Set up	0800 hrs	Remain open for Setup
27 th Jan, 2020	Set up	Remain open for setup	Remain open for Setup
28 th Jan, 2020	Set up	Remain open for Setup	Setup till 1800 hrs
29 th Jan, 2020	Exhibition	Exhibition open 1000hrs	1800 hrs
30 th Jan, 2020	Exhibition	0800 hrs	1800 hrs
31 st Jan, 2020	Exhibition	0800 hrs	1800 hrs
1 st Feb, 2020	Exhibition	0800 hrs	1800 hrs
2 nd Feb, 2020	Exhibition	0800 hrs	1500 hrs there after dismantling

Basic Shell Structure

3 x 3 stall

Carpeting in stall

Table: - 1

Chair: - 2

Spot Light: - 6

Power Point:-1

Waste paper basket:-1

Electricity: 1kw (additional requirement on payment)



GENERAL GUIDELINES FOR EXHIBITORS

- The Organizer will provide a basic shell scheme booth structure, electricity connections, appropriate seating, and standard signage.
- Customization of exhibit space designs is possible for exhibit space but with prior approval by the Organizing Committee. Please submit the proposed design to the Organizing Secretary / Chairperson (Trade and Exhibition) for approval.
- Exhibit spaces which cannot be customized, Companies can, however, additionally furnish and decorate their booths within their assigned space.
- The height limit for customized stall / lounge should not exceed 8 feet.
- Use of special signage and lighting are permitted to all categories of sponsors.
- The exhibiting company will bear charges for special booth designs, Decorations, and additional furnishing.
- Additional amenities such as telephone lines, Internet facilities, broadband data services, special electrical connections, special lighting and equipment, audiovisual services, and hired manpower could be arranged by the Exhibition Manager on payment. Contact details of the Exhibition Manager will be provided on request.
- Exhibitors who engage the services of a management firm other than the official Exhibition Manager must submit a letter authorizing the firm to act on their behalf.
- An Exhibitor Service Center will be operational from 9 A.M on 28th Jan 2020 until completion of conference. Representative of the Exhibition Manager will be available to attend to last-minute requests and emergencies.
- Temporary workers hired to set up booths will be issued Work Permits by the Exhibitor Service Center.
- All temporary workers will leave the premises at the commencement of Technical Exhibition on 28th Jan 2020 at 18:00 P.M.
- All employees, representatives, guests, and hired workers who wish to be present in the Exhibition Area after 18:00 P.M on 28th Jan 2020 should necessarily be registered as Corporate Representatives.
- **Any space not occupied by the close of exhibition hours on 28th Jan 2020 shall be deemed forfeited and no refund shall be paid. The Organizing Secretary / Chairperson (Trade & Exhibition) may reassign such place without any obligation.**
- Exhibits must be staffed during exhibition hours. Booth staffs are expected to dress and conduct themselves in a manner consistent with a professional medical meeting.
- Booth lectures are not allowed.

- All display items must conform in all respects to applicable safety, health, biohazard, and fire codes.
- All operational laser devices (if any) must conform to appropriate safety precautions.
- Public address and amplifying devices that project sound beyond the exhibition booth are not permitted.
- Smoking is strictly prohibited within the boundary of the Exhibition Area and the Convention Center.
- The Exhibition Manager shall ensure adequate and periodic cleaning of the premises.
- Adequate 24-hour professional security cover will be provided throughout the set up and for the duration of the Exhibition and Exhibitors are to take care of the security of their belongings.
- All exhibitors should insure their exhibits and equipment against theft, fire, and damage due to natural calamities. The organizers will not bear insurance charges.
- The exhibitor assumes the entire responsibility and liability for losses, damages, and claims to the exhibitor displays, equipment, and other property brought onto the premises of the Exhibition Area and shall indemnify and hold harmless the organizers as well as the Convention Center, and their agents and employees.
- NOC from Organizing Secretary is required for putting any advertisement/branding regarding AICOG 2020 within the venue & the city.
- All designs will have AICOG 2020 logo and name of AICOG 2020, prior approval from the Organizing Committee is mandatory.
- No Objection Certificate "NOC" will be issued by the Secretariat to the Exhibitors confirming that there are no dues pending from their side.
- Exhibitors will have to produce "NOC" at the entry gate of the venue for entry of equipment.
- Exhibitors should transfer **fully and finally** "Committed Contribution" into AICOG 2020 Bank account positively by 01th Jan 2020 to be eligible to participate in Conference.

NOTE:-

- ✓ All sponsorship tariffs are exclusive of Service tax and other taxes as applicable in state of Kolkata which will be added to the invoice. The above informative details are indicated for your convenience and do not imply any responsibility on part of the organizers. We are aware that the sponsorship of any of the above packages may not suit your current marketing aims. We are therefore willing to tailor a package to suit your objectives. Please feel free to contact the secretariat to discuss your needs.

ALLOCATION OF SPACE:-

- ✓ Space allocation will be made on First Come First Serve basis. Please submit your request along with the advance payment to the conference secretariat. Upon receipt of the advance payment, space will be reserved and an invoice will be generated for final payment with the deadline. Only those companies will be considered for allocation of space whose full payment has been realized.

ELECTRICITY:-

- ✔ Electricity charges shall be as per the Actuals, for details contact official contractor.

EXHIBITOR REGISTRATION:-

- ✔ All exhibitors must be registered and will receive a badge displaying the name of the exhibiting company.
- ✔ Two Exhibitor ID Cards & Entry passes will be handed over to the authorized company person. Thereafter, for any additional ID badge exhibitor kindly contact the Secretariat office.
- ✔ Exhibitor registrations allow access to the exhibition area only and shall be used by company staff only

POSSESSION OF STALL / LOUNGE:-

- ✔ Exhibitors can start moving in their materials and setting up stalls w.e.f. **25th Jan 2020**. Please note that possession of the stall will not be given till all the dues are cleared by the exhibitor and The Exhibitor will be issued "No Objection Certificate"

VACATING OF STALL: -

- ✔ Exhibitors will be allowed to remove their exhibits only after closure of the exhibition on LAST DAY of the conference. Goods can be moved outside the venue only after submitting "NOC - Exit" in duplicate duly signed by the Organizers. The work of removing the exhibits from the venue must be completed on the same day. After this period, the Organizers will be at the liberty to remove the exhibits at the cost and risk of Exhibitors.

CHANGE OF VENUE AND DATES:-

- 1 The Organizers reserve the right to change the venue, dates and / or duration of the conference.
- 2 The Organizer also reserve the right to change the floor plans and / or location of space allotted or stall no to an exhibitor or exit / entry points, passages, etc. any time before the commencement of erection of the stalls, if in the opinion of the Organizers, such changes are necessary.
- 3 Any such changes shall not be sufficient ground for exhibitor to cancel their participation and in case of withdrawal from participation no refund will be permissible.

TAXES:-

- ✔ Govt. Service Tax and other taxes as applicable in U.P state shall be charged extra.

PENALTY:-

- ✔ If there is any fire or loss to the property or physical damage to the human or material, the compensations shall be fully recovered from the erring company.