



Confederation of Indian Industry



**MAIL TO:**  
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## SPACE BOOKING APPLICATION FORM

### EXHIBITOR DETAILS

Company/Organization:.....  
 Address.....  
 City..... State..... Pin Code..... Country.....  
 Landline No.....  
 Chief Executive..... Designation:..... Email ID.....  
 Contact Executive..... Designation:..... Contact No.....  
 Email for Communication:..... Website.....  
 Company GST No..... PAN No.....

### SPACE RENTAL DETAILS

SPACE TYPE	RATE PER SQMT DOMESTIC (INR)	RATE PER SQMT (USD) OVERSEAS	SPACE REQUIRED	AMOUNT (INR / USD)
INDOOR RAW SPACE (MIN 36 SQMTS)	10000	220		
BUILT UP SPACE (MIN 12 SQMTS)	11500	250		
BUILT UP SPACE – SSI** (MIN 12 SQMTS)	9500	NA		

**Total Space Rent**

\* Booth space will be provided on first-come, first-served basis as per sqm availability.  
 \*\* Companies under SSI need to submit the SSI Certificate issued by DPIIT.

### OTHER CHARGES

<b>Electricity Charges</b>	Raw Space:10% of the Space Rent (Adjustable) or INR 4,000 / US\$ 80 per KW X.....KW	
<b>Catalogue Advertisement</b>	Refer to Point No 20 of Rules (Page 2).	
<b>Total Amount before Tax</b>		
<b>Add GST @ 18% : INR.....</b>	<b>Total Tax**</b>	
<b>GRAND TOTAL</b>		

**TDS Deducted: INR.....** **Payment Enclosed**

### EXHIBIT DETAILS

### GROUP COMPANIES

1. ....  
 2. ....

### Please study the General Exhibitor Rules (at Page 2), while finalizing this contract.

I / We have read the GENERAL EXHIBITOR RULES and confirm that we shall abide by them. Enclosed is our Bank Draft No. OR Remittance Advise. .... dated..... For INR. .... towards payment of rental and other charges in favour of **CONFEDERATION OF INDIAN INDUSTRY**, New Delhi, INDIA.

**Date:** ..... **Company Seal:**.....  
**Name:** ..... **Designation** ..... **Signature:** .....

# GENERAL EXHIBITOR RULES

1. **Organiser: Confederation of Indian Industry (CII)**  
**Address for Communication (Secretariat):**  
 Confederation of Indian Industry (CII), Trade Fairs Division  
 249-F, Udyog Vihar Phase IV, Sector 18,  
 Gurgaon 122 015 Haryana INDIA.  
 Mob: + 91-9891722264  
 Email: [neelam.bhagat@cii.in](mailto:neelam.bhagat@cii.in)
2. **Venue:** Yashobhoomi (IICC), New Delhi, India
3. **Exhibitor:** Any organization participating in Asian Fire Safety Expo 2024
4. **a) Exhibition Dates:**  
*Thursday – Saturday: 21 – 23 November 2024*
- b) Exhibition Timings\* : 1000 hrs to 1800 hrs ( \* Subject to Revision)**

5. **Basic Rentals:**

Stand Types	Space Rent	
	Domestic Rate Per Sqmtr	Overseas
Indoor Raw Space	INR 10000 per sqm	USD 220
Indoor Built Up**	INR 11500 per sqm	USD 250
SSI Built Up**(Min. 12 sqm) (Ind. General Electricity)	INR 9500 per sqm	NA

\*\*Companies under SSI rates, needs to be submitted the Registration Certificate

6. **SPACE BOOKING PROCEDURE:**

Exhibitor Category	Advance Payment	Balance cum Final Payment Deadline*
Priority	50% Advance	30.09.2024
Final	100% Advance	After 15.10.2024

**PAYMENT SCHEDULES**

50% Payment on signing contract, Balance 50% by 15 October 2024.

**Notes**

- a) The prospective Exhibitor must apply on the Space booking contract form –Form 1 for participation in Asian Fire Safety Expo 2024 indicating requirement for built up and/or raw space. Allotment will be done on "first come – first serve" basis strictly subject to receipt of advance and payments within the above categories / defined rules. The decision of the Organiser on space allotment is final.
- b) Application for space, may be made in combinations/ multiples of contiguous plots/ booths. For a combination of contiguous, furnished indoor standard booths allotted, provision of partitions within the area would be optional.
- c) Domestic Exhibitors should pay in Indian Rupees by Demand Draft or Bank Transfer favouring **Confederation of Indian Industry, New Delhi** as per schedule while overseas exhibitors can make payment through Bank Transfer in DD OR US Dollars as per CII Bank details mentioned below. Rental includes passes for staff manning Stand.  
**Domestic / Overseas Remittance Details:**  
**Beneficiary :** Confederation of Indian Industry  
**Beneficiary Address** 23, Institutional Area, Lodhi Road, New Delhi 110003 INDIA  
**Account No.:** 52205035775  
**Name of the Bank:** Standard Chartered Bank  
 23, Narain Manzil, Barakhamba Road  
 New Delhi 110 001 India  
**Swift Code :** SCB LINBB DEL  
**IBAN No for GBP:** GB42SCBL60910451997017  
**IBAN for EUR:** DE18512305000018506203  
**ABA NUMBER (USD):** 026002561  
**Sort Code of SCB London:** 609104  
**IFSC Code:** SCBL0036020
- d) **Filling Up of Forms:** It is mandatory to fill the form completely. Incomplete forms will not be entertained. Do not leave any items blank. In case of not relevant please write NA ( Not Applicable).
- e) Wherever Indoor Raw Space is allocated, the exhibitor will have to erect the stand at their own cost in line with **"The Rules and Guidelines for Design and Construction of Stand" for Asian Fire Safety Expo 2024.**
- f) The Organiser reserves the right to reallocate space, change the layout, change the stand nos., add or delete corridors in Space Plans that may affect some exhibitors stand orientations. The Organiser's decision shall be final. The Organiser reserves the right to turn down the application for participation, or even deny participation to exhibitors already confirmed. The Exhibitor shall not organise any concurrent shows outside of Asian Fire Safety Expo 2024 in Delhi also not promote similar event /program during the Asian Fire Safety Expo 2024 at Yashobhoomi (IICC), New Delhi.
- g) **The Contract:** The Exhibitor enters into a contract upon submission of this document. The Company (prospective exhibitor) agrees to participate at "Asian Fire Safety Expo 2024" and to abide by the rules and regulations & bye- laws, handed out by Asian Fire Safety Expo 2024 Secretariat to the Exhibitor, before the exhibition. Upon any breach of contract by the Exhibitor, the Exhibitor is liable to pay the space rentals in full, to the organizer. None of the exhibits on display or present at the exhibition premises infringe, or is likely to infringe, any patent, trademark, copyright and other intellectual property rights of any party and agree that in the event of any breach, this contract may be terminated by the organisers unilaterally. In such an event, the exhibitors shall indemnify the organisers against all costs, claims, & demands.
7. **Damage to exhibition venue:** The Exhibitor will be required to make good all damages, (or make payment in lieu thereof) to the fair ground facilities/ building etc. incurred during setting up / fair period and/ or dismantling period.

8. **Use of Display Space:** Without the express written permission of Organizer, Exhibitor may not (i) sublet, subdivide or assign its space, or any part thereof, (ii) purchase multiple booths for the purpose of subletting or assigning to third party, or (iii) permit in its booth any non-exhibiting company representative. In case of failure to comply with this provision; Organizers reserves the right to cancel the participation and forfeit all the payment.
  9. **Electricity:** Available at 230V Single Phase and 400 V. Three Phase A.C. 50 Cycles. **Charges:** Built-up –Requirement for demonstration @ INR. 4,000/ or USD 80 - per KW; Raw Space INR 4,000/- USD 80 per KW – Exhibitors must give their power requirements in KW, in writing. All these rates are subject to revision. Exhibitors requiring special lighting /power to demonstrate machinery would need to apply with full details latest by 31<sup>st</sup> October 2024 (or immediately, if application is sent after this date). The Organiser will provide general lighting in indoor & open areas. Electricity will be provided at a suitable point near exhibitor's stand. Internal distributions to be completed by exhibitors at their own cost only, through a licensed contractor.
  - 9 a) **Temporary Electricity:** If electricity is required by exhibitor during construction / dismantling period. This will be charged separately on requirement and duration basis. For more details please refer to Exhibitor Services Manual or contact Secretariat.
  10. **Mezzanine Construction:** 20% of the area for Construction of Mezzanine is permitted for stands above 100 sqmts only. Extra rentals at 50% of raw space costings will be charged separately. For details refer to the Exhibitor Manual.
  11. **Cancellation:** By signing and concluding of this contract, the exhibitor hereby agrees to indemnify the organizer for the losses at the following rates, in case of withdrawal of participation OR reduction of space at a later stage  
**\* Up to 15 October 2024 | 50% of the Total Space Rental**  
**\* From 16 October 2024 onwards: with the full stand rentals.**
  12. **Approval for Design of Stand:** The stand design drawings complete with details of exhibits, electricity and other installation, in 4 copies, should be submitted for Organiser's approval, latest by 30 October 2024. In case of non-receipt of stand drawings by 30 October 2024, the Organisers are at liberty to allot the stand to another exhibitor. The Exhibitor is liable to pay for the space rentals in full to the Organiser.
  13. **Sale of Exhibits:** Are subject to Government approvals (to be taken by exhibitors and submit the copy to organizers) and fulfilling tax formalities of relevant Government Authorities. Exhibits on display will be allowed to be removed only after the closure of the show.
  14. **Removal of any Exhibit:** During the fair period is prohibited. All Exhibits including stand material to be removed by 1800 after the closure of Exhibition on 23 November 2024, and to vacate the stands by 0600 hrs of 24 November 2024. Organiser will not be responsible if Exhibitor fail to comply with this date.
  15. **Handling of Exhibits Customs and Import Procedures:** The ORGANISER will appoint official clearing and freight forwarding agencies for Asian Fire Safety Expo 2024 who will assist in handling customs formalities, if required. Exhibitors would have to contact them directly for such assistance. Movement of exhibits in the Fair Grounds by agencies other than the official clearing and forwarding agents is strictly prohibited.
  16. **Duty Free Temporary Importation of Exhibits:** This facility is extended only to Overseas Exhibitors in **Asian Fire Safety Expo 2024** who have registered by remitting space rent in foreign exchange.  
**If any one or more of the exhibits displayed by the domestic exhibitor is imported, under duty free temporary importation facility, the USD rate will be charged.**
  17. **Possession of Stands:**  
 a) Raw Space – 19 November 2024, 1000 hrs  
 b) Built Up Space – 20 November 2024, 1000 hrs
  18. **Stand Completion:** By 1700 hrs on 20 November 2024 with all exhibits in position.
  19. **Exhibitor Catalogue Entry:** All Confirmed Exhibitors will get a free entry in Asian Fire Safety Expo 2024 Exhibitor Catalogue. Exhibitors are required to submit Form No. 3, duly filled in, as per schedule.
  20. **Advertisement in the Exhibitor Catalogue:** All Exhibitors are invited to advertise in the Exhibitor Catalogue of Asian Fire Safety Expo 2024. For rates of advertisement, please refer to Form No.2. The last date for application along with artwork for advertisement is 31 October 2024.
- | Advertisements     | Rates in INR | Rates in USD |
|--------------------|--------------|--------------|
| Colour – Full Page | 30,000.00    | 400          |
| Back Cover         | 60, 000.00   | 850          |
| Inside Front Cover | 35,000.00    | 650          |
| Inside Back Cover  | 35,000.00    | 650          |
| Bookmark           | 75,000.00    | 1100         |
| Black & White      | 5,000.00     | 220          |
21. **Insurance:** Against all ascertainable risks – from transportation to display and removal - should be done by the exhibitors at their cost. Organiser will, in no way, be responsible.
  22. **Security:** While general security will be provided at entry / exit points of the halls on all days; exhibitors are advised to keep security during construction / dismantling days for safeguarding their exhibits.
  23. **Photography:** The Organiser reserves the right to photograph/video shoots any stand/ exhibit for their use.
  24. **Settlement of Dues & Stand Possession:** Any and all expenses chargeable to an exhibitor must be settled before taking possession of the stand. In an event of balance payment, organiser reserves right to refuse possession to any exhibitor.
  25. **Competitions:** Exhibitors organizing any kind of Competition needs to pre – inform the organizer with complete details of competition planned and rewards.
  26. **Force Majeure:** If the exhibition is abandoned, cancelled or suspended in whole or in part by reasons of natural calamity, war, fire, national emergency, labour dispute, non-availability of exhibition premises, change in government's/regulatory policy, government order, epidemic, pandemic, public health and safety emergency, quarantine, outbreak of any infectious disease, deceleration of containment zones in case of outbreak of any infectious disease (including but not limited to COVID-19), Central or State Government announced lockdowns, civil protests or demonstration, blockage of public road or passage or any of the cause not within the control of the Organisers, the Organisers may, at their own discretion refund the space rental paid by the Exhibitor, or part thereof, but shall be under no liability of any action, claim for losses or under obligation to refund space rental or any borne by exhibitor for participating at the above said event.  
 The rules stated herein above shall be governed by and construed solely and exclusively in accordance with the laws of India. The courts at New Delhi shall have exclusive jurisdiction with respect to any disputes relating to the subject matter hereof.
  27. **Taxes:** Taxes will be charged as per the prevalent taxes applicable under the advice of Government of India during final billing.