

**Gurugram's First Ever
National Book Fair and Trade Fair (NBFTF)
(November 23 - December 02, 2018)
Leisure Valley Ground
Sec - 29, Gurugram
Exhibitor Manual**

Introduction

Dear Exhibitor,

With immense pleasure, I would like to announce PK Events is organizing the 1st edition of the National Book Fair & Trade Fair (NBFTF) 2018 in Leisure Valley Ground, Sec-29, Gurugram from November 23 - December 02, 2018.

This is going to be one of the largest fair in the history of Gurugram, both in terms of exhibitors and visitors participation. The NBFTF 2018 will bring **300+ exhibitors** from all over India and **500+ schools (schools not only from the Delhi NCR region, but also the private schools from the remote areas)**, which will enhance the purpose of education, so that schools which have missed out on the latest books from publishers of all fields. Hence, it provides a great platform for exhibiting new titles, finding buyers, business interactions, technology transfer opportunities and market access.

It would also give you golden opportunity to introduce authors to audience and do the book launch event by honorable chief guests. Certificate of participation would be given to all the winners of the various competitions.

This Manual provides the exhibitors/participants comprehensive information regarding their participation in **NBFTF 2018**, along with the Guidelines and Terms & Conditions for participation.

It contains forms for requisition of various services and facilities. Please read the manual carefully and return the completed REQUISITION FORMS for additional requirements before the deadlines to avoid any inconvenience and for us to serve you better. You may send the requirements online also.

Should there be further queries or need for assistance, please feel free to contact us.

PLEASE READ THE TERMS & CONDITIONS CAREFULLY BEFORE FILLING UP ONLINE APPLICATION FORM.

Wishing you all success

Dr. Pritam Kumar

CEO

PK Events

(Unit of Pritam Kulwant Events Pvt. Ltd.)

Sector-50, Gurugram-122018

Help Line(Ph.): 91-124 –4027580, 9810763816

Website: www.nationalbookfair.org

1. Policy for booking and allocation of Space

Applications for booking of space are acceptable both online & offline. Website: www.nationalbookfair.org

Allocation of booths will be made on **First Come First Served** basis, after meeting all mandated requirements. **Payment made only through DD/Cheque/Net Banking will be considered VALID.**

The date of opening will be announced on website.

Category of Participants

There are three categories of participants in NBFTF 2018 as far as allocation of space is concerned:

- (A) Domestic Participants
- (B) Govt. Organizations.
- (C) NGO's.

- (i) The applications will be accepted in both online/offline.
- (ii) The allotment will be made as per space availability .
- (iii) The payment is accepted through DD/ Cheque/Net Banking only.
- (iv) **RTGS/NEFT payments are acceptable.**

Space shall be confirmed after receipt of application and documents along with full payment. All Applicants should ensure making full payment within the stipulated time limit. Premium charges for 2 side open, 3 side open, 4 side open stalls are payable @ 10%, 20% and 30% respectively, irrespective of size.

2. Issuance of Approval Letter

Approval letter for participation in the exhibition shall be issued after fulfillment of following conditions by the applicants:

- (i) Payment of 100% participation charges and applicable taxes.
- (ii) In case TDS is deducted from the participation charges, an interest free refundable security deposit equivalent to the amount of TDS will be charged at the time of payment. The security deposit will be refunded on receipt of TDS certificate by PK Events.
- (iii) Payment of premium charges, if any.
- (iv) Letter confirming that the original TDS certificate will be provided to PK Events before October 31, 2018.
- (v) Provision of documents as specified.

3. Payments

(i) Participants shall make payments through Net Banking/DD/Cheque only. NEFT/RTGS facility is also available for making payments.

(ii) No other payment method is acceptable.

(iii) Exhibitors shall remit participation fee through bank transfers only in **AXIS BANK** as detailed below:

1. Name of the Beneficiary – Pritam Kulwant Events Pvt. Ltd.
2. Name of the Bank - AXIS BANK
3. Branch Address – Sector 15, Gurugram 122001
4. Account No. - 918020047509094
5. IFSC - UTIB0000791
6. PAN NO. – AAKCP0815B

4. Participation Charges

Subsidized Rental for publishers/distributors/vendors for maximum number of Stalls

Types of Space	Bare Space (3mx3m)	Stall (3m x 3m)	Stall (3m x 2m)	Stall(2mx2m)	Stand(1m)
Basic Rental	35K	40K	35K	30K	15K
GST @ 18%	6,300	7,200	6,300	5,400	2,700
Total Rental	41,300	47,200	41,300	35,400	17,700

Note: Booking of Stalls for an individual exhibitor or on the collective basis under the general category is restricted to a maximum of 30 Stalls. In case of Stands, the allotment is restricted to a maximum of two Stands per exhibitor and no combination of Stalls and Stands will be allowed.

Subsidized Rental for religious, spiritual and inspirational book publishers for maximum of one Stall/Stand for each exhibitor (15% special discount)

Religious, Spiritual & Inspirational Book Publishers					
Types of Space	Bare Space (3mx3m)	Stall (3m x 3m)	Stall (3m x 2m)	Stall(2mx2m)	Stand(1m)
Basic Rental	35K	40K	35K	30K	15K
Discount @ 15%	5,250	6,000	5,250	4,500	2,250
Discounted	29,750	34,000	29,750	25,500	12,750

Rental					
GST @ 18%	5,355	6,120	5,355	4,590	2,295
Total Rental	35,105	40,120	35,105	30,090	15,045

Note: The subsidized rates are applicable to the exhibitors exhibiting books only for religious, spiritual and inspirational categories. To avail these discounted rental rates, it is mandatory for the exhibitors to submit a copy of their PAN Card. The subsidized rates are allowed on the rent of one Stand/Stall only. Allotment to an individual exhibitor or collective exhibitors is restricted to a maximum of 20 Stalls.

Applicable Conditions:

* Goods & Services Taxes extra (current rate is 18%).

** Interest Free Refundable security equivalent to the TDS amount is payable by domestic exhibitors deducting TDS.

Important Note:

Refundable Security Deposit (interest free) compulsory for exhibitors, if deducting TDS.

- 18% Goods & Service Tax (GST) as applicable is chargeable on all the services provided, including, on participation charges. (This is subject to change in case instructions are received from the Govt. of India).
- The stalls should be strictly as per the approved layout plan of PK Events. No deviation will be accepted. If any changes are found, the stall will be sealed and the security deposit will be forfeited. The display items can be removed after the closure of the event.
- No blocking of sides facing the opening of other stalls will be allowed and it will be treated as violation. Accordingly, it will invite penal action as deemed fit by PK Events.

5. Additional Electricity / Power Load Charges

(a) Additional Electricity/ Power Load Charges

(i) All on-site electrical installations must be carried out by the Registered /licensed Electrical Contractor by PK Events. All prefabricated fittings will be subject to an inspection by the competent authority /official contractor before connection to the main supply.

(ii) Extra power would be made on request along with full advance payment to be made latest by **November 20th, 2018.**

(b) Water Charges

(No charges for water supply is levied.)

(c) Goods & Service tax extra, as applicable (currently @ 18%).

(d) Electricity consumption charges/installation will be subject to revision.

6. Possession of Space

- i. Bare space for Participants will be given from November 21, 2018 onwards
(Entry/ Offloading of Exhibition material through trucks to be allowed from Nov. 21-22, 2018.)
- ii. Construction of stalls/booths from November 21, 2018 onwards
(Entry/ Offloading of Exhibition material through trucks to be allowed on Nov. 21-22, 2018.)
- iii. Display arrangements by all exhibitors should be completed by 5.00 PM on **November 22, 2018** positively.
- iv. No Construction activity will be allowed on site after 5.00 PM on Nov. 22, 2018

7. Security Deposit

Refundable Interest Free Security deposit shall be paid on the payable space rent by domestic participants only. Exhibitors who deduct tax at source (TDS) will be required to pay an interest free security which will be refunded after receipt of TDS certificate.

8. Tax Deduction at Source (TDS)

Applicants will have the option of selecting the TDS deducted by them during the registration process only. They will have the option of 0%, 2% or 10% TDS selection. Such exhibitors are required to submit the TDS Certificate soon after the TDS is paid to the Govt., but not later than 10th April, 2019, if TDS certificate is not received by 10th April, 2019 the security deposit shall be adjusted against the dues amount.

9. Display Arrangements

Display arrangements by all exhibitors shall be completed by 5.00 pm on 22nd November , 2018.

10. Fair Catalogue

PK Events shall print fair catalogue based on the details mentioned in the online application form (Registration). Applicants must ensure correctness of the details filled by them in the application process.

11. Refund of Application Money/Space Rent

Requests for refund of amount shall be processed under the rules, after closure of the fair. The refund process may take 60 days approximately.

(A) Full refund is allowed when:

(a) There is a change in the venue or date of the event by PK Events and due to this the applicant is unable to participate.

(b) In case no allotment is made by PK Events or applicant is not allotted the space.

(c) In case of force majeure, where the applicant is unable to participate due to circumstances over which they have no control.

(B) Cancellation Policy after allotment of space / booth (in case of allotment / in case of before allotment)

(a) In case the applicant's need to cancel their stall allotment, they are requested to send an email to info@nationalbookfair.org with a copy of it to b2b@pkevents.co.in

(b) Refund of space rent/application money, on account of cancellation by the applicant after allotment by PK Events, will be made as per the following guidelines:

- Cancellation request made 7 days or less, before start of the event (the start day will not be included), 100% application money deposited will be forfeited, irrespective of the date of allotment of stall.
- Cancellation request made 15 days or less before the commencement of the event (the start day will not be included), 75% plus GST of the application money deposited will be forfeited, irrespective of the date of allotment of stall.
- Cancellation request made before 21 days before start of the event (the start day will not be included), 50% Plus GST of the application money deposited will be forfeited, irrespective of the date of allotment of stall.

(c) All refund requests will be processed after the completion of the Fair and may take 60 day time approx.

12. Construction and Decoration

(A) Fixing nails, pins, racks, screws, or any such material on the wall panels of the built up stall are not allowed. Any damage to the wall panels by such acts of exhibitors shall be liable for payment of damages by the exhibitor to the stand construction agency/PK Events.

(B) No Part/feature/branding/projection/furniture should go beyond 3.0 mtrs.

(C) Stall alteration:

(i) No alteration of the size or position of an exhibitor's stall is permitted.

(ii) PK Events reserves the right to modify the layouts of stall sites and gangways.

(iii) Usage of nails, pins, racks, screws, or any such material on the panel walls of the built up stall is prohibited.

(iv) The fascia for bare space/shell space will be allowed as per the name given in the Application Form only.

(D) Passages:

Exhibits must not obstruct passages. Public passages and gangways should be left clear. No hindrances, protrusion of exhibits shall be permitted, otherwise, it will attract penalty for the participant whose goods/products are found obstructing passages/gangways etc.

(E) Subletting:

PK Events will have the right to close the stall and impose penalty and/or blacklist the company, as may be deemed appropriate by the competent authority, if the allotted stall has been subletting to another party or any unauthorized personnel present in the stall.

(a) No changes will be acceptable from the approved layout plan. Exhibitors will have to strictly abide by these norms of PK Events. If deviation found, the stall can be sealed and the security deposit will be forfeited. The exhibitor would be allowed to remove their exhibits only after the close of the event and PK Events will have no responsibility of loss of items in the stall.

(b) Dependency on the layout/plans so approved and the opening to the stall more than one side would determine the premium charges as applicable for 2 side or 3 side or 4 side open stand.

(F) Security:

General Security:

While PK Events will make the general security arrangements, participants will be responsible for the security of their exhibits and stalls. They may engage authorized Security Agencies for the security of their exhibits in coordination with Security Division of PK Events. List of exhibits should be verified and certified by Security Agency/Security Guards before handing over to them on daily basis, as PK Events does not take any responsibility for thefts etc. Security Guards deployed during exhibition and non-exhibition hours must be in possession of PK Events photo I Cards and their details be made available to NBFTF unit well in advance. No Security Guard without pass will be allowed to stay inside Leisure Valley Ground. Moreover, regarding celebrity visits at respective stalls, prior intimation from exhibitor side and take due clearance from Security Division to avoid any unnecessary chaos and hassles.

Insurance:

Participants will insure their exhibits and display materials against loss, damage, theft, fire or any cause whatsoever. Product liability insurance: Exhibitors are advised to insure against claim arising out of body injury and/or property damage. An exhibitor shall produce to the PK Events, on demand, certificates of insurance.

Damage to Exhibition Areas:

Exhibitors are required to indemnify PK Events against any claim made against them in respect of damage to Exhibition Halls, structure or property caused by exhibitors stall, exhibits or staff agents acting on the Exhibitor's behalf.

Prohibited Items:

The following items are strictly prohibited inside the Leisure Valley Ground:-

I. Match box, cigarette, lighter, gas lighter, arms and ammunition, sword or knife.

II. Candles, incense sticks, hurricane lamp, stove, welding machine or iron cutter emitting sparks,

III. The following Items banned under Wild Life Protection Act, 1972 are prohibited for display/sale in the premises of Leisure Valley Ground:-

- Plant products/derivatives as indicated in Schedule VI of Wildlife (Protection) Act, 1972.
- Mollusca shells/derivatives/handicraft items as included in Schedule 1 & IV of Wildlife (Protection) Act, 1972.
- Coelenterates as included in Schedule 1 of Wildlife (Protection) Act, 1972.
- Fishes as included in Schedule 1 of Wildlife (Protection) Act, 1972.
- Any wild animal & its derivatives etc.

IV. Selling/display/sampling of alcoholic beverages/wine/liquor/hard drinks are prohibited without the prior approval of the authorities concerned.

V. No gas cylinder will be allowed for filling up of balloons or demonstration of any product unless proper certification.

VI. Exhibitors are NOT allowed to use inflated suits/air bags worn by humans to publicize their products inside/outside the halls.

Fire Prevention:

Cooking is prohibited inside the exhibition halls. Halogen and other floodlights are not permitted.

- Use of fire hazard material like thatch, dry grass and other inflammable materials is not permitted. All materials used in the construction of stalls and displays are to be fully fire proof and should comply with all other local regulations.
- Electrical wiring under carpets is a potential fire risk. Wherever this is unavoidable, adequate precautions should be taken by covering the wiring by wooden ramps. Wiring under carpet should not have joints.
- Arrangements of fire extinguishers and fire guards in stalls will be the responsibility of the respective Pavilion In-Charge.
- All exhibitors shall keep and maintain fire-fighting equipment (at least 1 ABC type portable fire extinguishers in each stall of 3*3 sq. m.) within their stalls as per safety regulations. However, fire extinguishers can be provided by PK Events on payment basis subject to submission of a requisition with payment by 14th November, 2018 to Security Division, PK Events.
- All electrical joints must be fully insulated and MCB be used to prevent over loading.

Parking, Entry & Exit of vehicles:

- Parking is allowed inside Leisure Valley Ground for any exhibitor/participant/ visitor etc.

- Vehicles parked at unauthorized places will be towed away by Gurugram Traffic Police at the cost and risk of participant.
- Entry of trucks/lorries to Leisure Valley Ground during build-up period and exhibition period will be strictly regulated on the basis of valid entry permits issued by PK Events from Gate No. 1.

Miscellaneous :

(i) Storage of empty boxes or cartons behind the stalls and outside the hall/hanger/in open space is prohibited. If found, it will be confiscated, removed and disposed of at the expense and risk of the participants. Heavy penalty shall also be levied by PK Events.

(ii) No unauthorized porters will be used by any participant. Unauthorized labour along with goods is liable to be impounded by Security personnel/Gurugram Police.

(iii) No ticketed/sponsored and/or free functions will be held in front of any stall to attract crowd to prevent blockage of roads/passages etc.

(iv) No celebrity shall be invited to any hall without prior permission from PK Events and without intimation to Gurugram Police/Security personnel two days before the function.

(v) Participants and their staff inside the stall will be under obligation to produce their badges, when asked by the security staff of PK Events or Gurugram Police. Exhibitor's staff found without badges will be evicted from stalls.

(vi) PK Events will provide facility of authorized porters/packers and tempos at Gate No.1 upto exhibition halls for carrying material on payment basis. Only exhibitors and other concerned officials with valid ID card will be allowed to carry material inside the Leisure Valley Ground.

(vii) In case of re-allotment (in case any participant withdraws after business days), re-allotment would be sole prerogative of PK Events. In case if any unauthorized individual/participant is found occupying vacated stalls, it would lead to forfeiture of their stall and a hefty penalty raised against them.

(G) Electricity Installations:

All on-site electrical installations must be carried out by the registered/licensed Electrical Contractor of PK Events All prefabricated fittings will be subject to an inspection by the competent authority /official contractor before connection to the main supply.

(H) Public Safety Measures:

- The Exhibition Halls have standby electricity supply through DG Sets Entry/Exit Gates in halls are equipped with emergency exit lights.
- In Halls, permanent DG Set standby supply arrangements have been made which facilitates standby power for Hall lighting and automatically switches ON within 30 seconds in the event of power failure.

- iii. Standby power supply from the mains is additionally made available for every Exhibition hall to take care of any power failure.
- iv. Special duty arrangements headed by a Senior Officer are made for on the spot restoration of any fault in the power supply system.
- v. Pressurized fire hydrants have been provided in the entire Venue as a fire safety measure.
- vi. Fire extinguishers and fire guards are deployed in each hall.
- vii. Security guards are deployed at entry points for crowd control.
- viii. Gurugram Police duty officials are deployed for access control, checking and security at entry points.
- ix. All baggage will be scanned through Electronic Baggage Scanners at Gate No. 1.

13. Terms & Conditions for participation and other miscellaneous guidelines of NBFTF 2018.

Rights: The PK Events reserves all its rights in connection with the National Book Fair & Trade Fair (NBFTF) 2018.

A. Standard operating procedure for online and offline booking/allocation of space

- a. The booking of space for NBFTF 2018 is through both online and offline process, therefore, the payment for the same is acceptable through online mode as well as from the corporate office.
- b. In case of Net Banking payment mode, please ensure that the payment is received in PK Events account within 30 minutes, failing which your stall will automatically get cancelled.
- c. The online booking system will open in a single phase.
- d. The applicant will have access to the online bookings system after he accepts that he has read the Exhibitor Manual of NBFTF 2018.
- e. The applicant will have to fill the online application form. Besides, the applicant's details, the other mandatory fields will be the status of the organization i.e. an applicant's profile, PAN, Aadhaar number, GST, TAN number, payment details, product sector etc.
- f. On filling up the online application form, the applicant will select the hall relevant to its products. The final allotment of stalls will be informed to exhibitors/participants and same can be confirmed from the corporate office of PK Events.
- g. On selection of the stand/stall area, the total space rent for that particular stand/stall area including 18% GST, if applicable and applicable refundable security will be communicated to the applicant.
- h. After filling up the registration form based on your preferred requirements, a confirmation of registration will be given along with payment details. The booking of the stall/stand area is confirmed only after the receipt of 25% advance payment of the total amount. The remaining 75% payment of the total amount has to be done before stipulated time in order to confirm your stall/stand participation. In case, the remaining 75% payment is not received by corporate office, then your booking will be cancelled and the 25% booking amount will be forfeited.
- i. On verification of the receipt of payment and documents, a confirmation mail will be sent to the applicant.

j. Subsequently, a receipt will be generated to the applicant for the amount paid by them.

k. In case of any shortfall in the payment made or the documents received, the same will be intimated to the applicant.

l. On receipt of full payment from the applicant, the stand area tentatively blocked will be allocated to the applicant. Applicant will then be informed and an approval letter will also be generated to him.

m. The requirement for any additional electricity load will then subsequently open up for the participants to register their orders and make the required payments through the payment modes mentioned earlier.

14. Sale of Goods by Participants

Exhibitors are prohibited not to sell any goods in which trading of any form is banned/restricted/limited/prohibited endangered species by a Parliamentary Act or by State Laws or by international conventions. Exhibitors are advised to practice as per law of the land in all matters, applicable taxes, etc.

PK Events will not be a party to any dispute arising out of any quality problems or otherwise between the customers and the exhibitors. If PK Events is put to any loss for the acts of omission and / or commission of / by the participant, the same shall be made indemnified by such participant.

15. Statutory Compliance

a) Goods and Services Tax (GST)

It may be noted by all exhibitors that registration under GST is Mandatory before commencing any business (sale of goods) during the exhibition. Tax-payers who are already registered under GST in the state of Haryana shall continue to use their GSTIN by adding such place as an additional place of their business for making supplies at NBFTF and follow the provisions of Central Goods & Services Tax, 2017 and Rules framed there under. Persons who are registered outside Haryana and are un-registered in the State of Haryana including those who pertains from outside Haryana including foreign participants are unregistered in GST may be required to get themselves registered as "Casual taxable person" or "Non-resident Taxable Person under Section 24(ii) or 24(v) respectively of the said Act so as to discharge taxable supplies.

Participants are requested to mandatorily go through annexures 1,2,3,4 regarding GST tax advisory as mandated by govt.

- 1- Advisory for casual registration
- 2- Declaration cum undertaking form for person/entity unregistered under GST
- 3- Custom notification 1
- 4- Custom notification 2
- 5- Custom procedure for exhibiting goods

b) Performance License

PK Events will designate locations where promotional/marketing show can be organized by an exhibitor with prior permission of PK Events. Any exhibitor intending to organize any entertainment/marketing show even in its own allotted space, would require prior permission from PK Events. In either case, the exhibitor has to get Performance License from the authorities concerned two days before the function.

c) Copyright License

All necessary Licenses for using Copyright material from the relevant Copyright Societies shall be obtained and a copy of the same shall be made available to PK Events on demand. Anybody found infringing Copyright Act shall be personally liable to pay the penalty and indemnify PK Events for such infringements.

d) Noise Level

Use of loud speakers for playing music, making announcements and other promotional means for attracting visitors is strictly prohibited. If cordless mike is used for promotional purposes, the exhibitors will ensure that no nuisance/disturbance is caused to other exhibitors and annoyance to the visitors and the sound level is not allowed to exceed 65 decibels failing which suitable action as deemed fit shall be taken by PK Events

e) No Smoking zone

Smoking at Leisure Valley Ground premises/Exhibition ground/Halls is strictly prohibited. Violation would attract penalty as per law in force.

f) Food & Beverage outlets

Only the authorized persons/company will be allowed to operate food and beverage outlet/kiosk. No exhibitor is allowed to make any arrangements of food/beverage kiosk inside the hall. Nobody is allowed to put up any ad hoc/temporary kiosk without the permission of PK Events. Anybody found selling food packets etc. will be liable for punitive action by the competent authority.

g) Cleanliness and Maintenance

The participants will be responsible for cleanliness and maintenance of their stalls. Cleaning of common passages/areas will be arranged by PK Events. Participants will be responsible for removal of empties, waste material by November 22nd, 2018. No empties or wooden material shall be allowed to be kept behind the partitions of stall. If a participant is allotted a full hall, the cleanliness of the entire hall will be the responsibility of that participant. After November 22nd, if any participant keeps garbage, waste-material etc. outside their Pavilion/stall, the same shall be removed by PK Events on payment basis.

h) Attendance at the stand/stall

No stand/stall should be left unattended during the exhibition hours. For management of the stall of minimum size 9 sq. m., only 2/3 persons will be permitted at any given time. The participants will not carry out any activity, which in the opinion of PK Events, amounts to nuisance or annoyance. PK Events, shall have the right to take remedial action as deemed fit.

i) Exit Permit & Vacation of stall

Stalls are to be vacated within 24hrs of the close of the Fair, i.e. by 06.00 pm, 3rd December evening. It will attract penal rent as deemed fit by PK Events.

Storage of exhibits in the open area will not be permitted after the close of the Fair and It will attract penal rent as deemed fit by PK Events.

j) Dress Code

The NBFTF 2018 is an education-oriented national event to be attended by publishers, students, authors and visitors. It is, therefore, necessary that hosts/hostesses and presenters, who often promote different products and services on behalf of the exhibitors, be decently attired, keeping in view the law of the land and India's cultural ethos.

k) Violation of rules

In the event of violation of these rules, PK Events shall have the right to close down the stall of the participant immediately and no refund of participation charges, security deposit etc., would be considered.

l) Force Majeure

PK Events will endeavor to ensure the supply of the services, but if the supply of such services is not within the control of the PK Events, then no exhibitor is entitled for any damage incurred due to failure of services.

m) Interpretation

The decision of PK Events or his/her nominee shall be final and binding on the participant about the terms and conditions for participation of NBFTF 2018.

n) Disputes

Disputes, if any arising out of participation in this NBFTF 2018 shall fall within the jurisdiction of the courts of Gurugram. PK Events reserves the right to allot space on the basis of criteria decided by the Management.

Domestic participants

a. All the participants are advised to take comprehensive insurance coverage for their exhibits during transit/currency of the fair and till exhibits are removed from the NBFTF 2018 premises.

b. Participants are advised not to sublet their stalls allocated and also not to display exhibits other than mentioned in the application form. (In case of violation, no refund/adjustment of participation charges will be made and stall/booth shall be shut down).

- c. Participants should not indulge in violation of patent and trade mark rights.
- d. PK Events has undertaken extensive publicity campaign to generate wide visitor-ship to this event. However, the exact business visitor-ship cannot be guaranteed.
- e. **Possession of space will be given only on receipt of full payment including refundable security deposit for electricity & power load charges and other dues etc.**
- f. Safety Measures should be adhered to strictly as per guidelines enclosed. Passages to be kept clean and Fire & Emergency Exits to be kept free from any hindrance. Each participant/Stall holder to have Fire Extinguisher kept in their Stall/Pavilion.
- g. Entry to Leisure Valley Ground could be closed at 5.30pm or before in case of heavy rush / security concern.
- h. Vehicles carrying exhibits are allowed only before 7.00 am or after 9.30 pm.** All entry/exit of vehicles to and from Leisure Valley Ground will be from Gate 1 or as notified only after producing Entry/Exit Material Slip duly signed by the officer/department concerned along with proper identification. The exhibitor or their representative (s) with photo badge must accompany the vehicle. The material will have to pass through Mobile Cargo Scanner or will be checked by Gurugram Police/Security Officials.
- i. Due to security concern, only **Bar Coded ID Card with photograph** issued by the Fair Services – II Division will be allowed for entry into Leisure Valley Ground. Bar Coded ID Card holders are also advised to carry other personal identification with them.
- j. Entry to halls will be closed after they reach maximum holding area of the hall.
- k. It is mandatory for participants taking bare space to ensure that fire retardant material is used while constructing their stall. NOC is to be taken from Gurugram Fire Services Dept. and Inspector Electrical. No gas cylinders or cylinders carrying CNG, Hydrogen, LPG etc., will be allowed unless certified by the Government Agency concerned. The exhibitors will be responsible for the safety and security of their stall & exhibits 24X7 during the tenure of the fair. They may leave a guard or their representative in the night, but only such guards will be allowed to stay who are in possession of bar-coded photo identity cards.
- l. Security Agencies will not allow any exhibitor/employee/representative/guard to stay inside the hall without photo identity card. PK Events halls will remain open 24X7 if required for replenishment of goods and exhibits and cleaning and maintenance.
- m. All the terms and conditions & other guidelines mentioned in this Exhibitor's Manual will be applicable to all participating State Pavilions/UTs/Ministries/Foreign exhibitors/Pvt. Cos./Cooperatives/Government Depts./PSUs/Statutory bodies/etc., collectively as well as to their individual participants/constituents etc.

SECURITY

For Exhibitors/Service/Entry of goods

1. All exhibitors participating in NBFTF 2018 must collect Material Entry Slips from PK Events Unit for their trucks/trailers/containers by which they shall be bringing their exhibits/cargo for the exhibition. These permits should be collected well in advance and issued to cargo vehicles in triplicate with complete information filled in.
2. Depending upon the space booked by them, they should collect sufficient Material Entry Slips from (PK Events Unit) which should contain details of their Stall No./ Hall No./ date of arrival of goods. They must fill the registration number of the vehicle and the name of the driver of the vehicle by which they dispatch their goods to Leisure Valley Ground. The Slips must be duly signed and stamped by the Exhibitor with name and mobile number.
3. No Material Entry Slip should be handed over to the drivers by the exhibitors without filling in the registration number of the vehicle and the names of the drivers and number of persons accompanying the goods.
4. The Material Entry Slip issued by PK Events Unit completed in all respects should be handed over to the driver of the vehicle at the point of dispatch or should be handed over to him by the exhibitor outside the Gate No. 1 of Leisure Valley Ground.
5. **All vehicles of exhibitors carrying their goods and exhibits on November 21st will first directly report to Parking. No vehicle will report directly to gate No. 1 of Leisure Valley Ground.**
6. They will show their Material Entry Slip and collect a token of the serial number from PK Events officials.
7. They shall be then allowed entry on the basis of Material Entry Slip issued to them by the exhibitor.
8. The driver will produce his driving License and identity card to establish his identity as available in Material Entry Slip.
9. The trucks/containers of foreign exhibitors which have to undergo custom clearance will be checked and inspected at the place designated for them for scanning & checking of cargo.
10. Trucks of all other exhibitors entering Gate No. 1 will go through the cargo scanning/checking and will be allowed directly upto the hall through the service lane. There can be a long waiting period for scanning and checking Vehicles may have to wait for long hours when scanning and checking is going on.
11. The exhibitors or their representatives with photo badges must be present at Gate No. 1 with their original allotment letter to identify the vehicle and the goods before entry.
12. Immediately after unloading the exhibits/goods at their respective halls, the exhibitors will ensure that empty cartons, wooden boxes and packing material are reloaded into the empty trucks and sent out of Leisure Valley Ground.

13. No cartons/empty boxes will be allowed to be stored anywhere inside & outside the halls/ behind booths or open spaces inside Leisure Valley Ground.

14. The restrictions on entry timings imposed by Gurugram Police or Gurugram Traffic Police will be binding upon all exhibitors and have to be obeyed.

15. Exhibitors must use commercial vehicles for ferrying of goods. No private vehicle/cars will be allowed inside Leisure Valley Ground during the construction period due to long queues of trucks and tempos

Fire Prevention guidelines for NBFTF 2018

1) All passage / exit points should be kept obstruction free at all the time. No construction shall be allowed in front of Exit/Entry Points.

2) Do not temper or obstruct any fire fighting equipments like Hydrant, Fire Extinguishers, Sprinkler and Detector etc.

3) Fire Hydrants and Hose Reels must be kept free.

4) Brazier or any kinds of coal equipments which can be used for making bangles from wax (LAC) are prohibited.

5) All wooden/decorative material used for making stall should be fire retardant or treated with fire retardant paint. Certificate of same needs to be submitted at the time of inspection of Gurugram Fire Services.

6) Cooking is prohibited inside the exhibition halls.

7) Usage of LPG cylinder is prohibited the halls but is allowed in open space with prior permissions issued by PK Events.

8) Halogen and other floodlights are not permitted inside/outside the halls.

9) Use of fire hazard material like thatch, dry grass and other inflammable materials is not permitted. All materials used in the construction of stalls and displays are to be fully fire proof and should comply with all other local regulations.

10) All electrical joints must be fully insulated and MCB be used to prevent over loading.

11) No naked wire / without plugs wire should be used to operate electric devices

12) Proper rating of MCBs and ELCBs should be used in electric circuits.

13) Electrical wiring under carpets is a potential fire risk. Wherever this is unavoidable, adequate precautions should be taken by covering the wiring by wooden ramps. Wiring under carpet should not have joints.

14) Arrangements of fire extinguishers and fire guards in State pavilions will be the responsibility of the respective Pavilion In-Charge.

15) All exhibitors shall keep and maintain fire-fighting equipment (at least 1 ABC type portable fire extinguishers in each stall of 3*3 sq. m.) within their stalls as per safety regulations.

16) No material should be stored / dumped behind the stalls. If found, Materials can be confiscated or disposed of at the expense and risk of participants. Non-compliance shall attract penalty as decided by PK Events management.

17) Participants may ensure that their exhibits must not obstruct passages. Public passages and gangways should be left clear. No hindrances, protrusion of exhibits shall be permitted. Non-compliance shall attract penalty.

18) Smoking is strictly prohibited inside the Leisure Valley Ground. Non-compliance shall attract penalty.

NBFTE 2018

Terms and Conditions for Allotment of Branding Sites in Leisure Valley Ground during NBTF 2018

1. The sites are offered on License basis for the period from Nov 23 to Dec 02, 2018. First preference shall be given to Government Participants, second to Private Sector Participants, third to non-participating Government Sector and fourth to non-participating Private Sector.
2. Advertisements will be displayed on suitable material with no provision for lighting i.e. back-lit or front-lit.
3. The Licensee shall not be permitted to construct any structure at the locations allotted to them. The Licensee shall only be allowed to put on flex material arranged by them on the frames provided by the Licensor at specified sites/locations.
4. Approvals, if any, from the State and Central Government Departments, MCG/Gurugram Police, etc. will be the responsibility of the Licensee.
5. In the event of removal of display material by an Authority such as MCG/Gurugram Police, etc. the Licensee shall not be entitled to claim any compensation from the Licensor.
6. The Licensor reserves the right to accept or reject any offer without assigning any reason whatsoever.
7. The Licensed advertisement site will only be used for the purpose of advertisements on promoting trade in goods and services and not for any other purpose. The Licensor's decision in this regard shall be final and binding. List of prohibited advertisements is enclosed.
8. The Licensee shall not sublet, assign the Licensed advertisement site or part thereof to any person including its subsidiary – sister concerns, etc. Any change in the constitution/composition of the management of the Licensee without the written permission of the Licensor, will amount to violation. Violation of this clause would invite immediate cancellation of the License.
9. The duration of the License shall be for a period 10 days commencing from 23rd November, 2018 till 2nd December, 2018.
10. In case of default in respect of any of the terms stipulated herein, or if any legislation prohibiting or restricting such terms is imposed or impending, the Licensor shall be entitled to cancel the license forthwith without any notice. In such an event, the Licensee will not be entitled to any refund of License fee and the security deposit.
11. The Licensee shall ensure that the advertisement materials remain in good condition throughout the licensed terms. The Licensee will display advertisements only in the area/space specified. If it is found that the Licensee has displayed advertisement in excess of the specified area allotted to them, the Licensor shall terminate the License forthwith without giving any notice to the Licensee.
12. The Licensee will put up the advertisement panels/display materials at the approved sites and locations and ensure that such mounting/fixing/fastening is strong enough to avoid any damage to property and any injury to the visitors within the premises of Leisure Valley Ground. Any damage arising out of and in this regard will be the responsibility of the Licensee and all consequent claims will have to

be borne by the Licensee. Licensee shall indemnify the Licensor against any third party claim in this regard, if in case any damage or litigation is faced by the Licensor, in such an event, the Licensee shall keep the Licensor indemnified towards all charges/damages so incurred by the Licensor.

13. The Licensee will remove the advertisement material immediately after the expiry/termination of the License. If the material is not removed, the Licensor will remove the same at the cost and risk of the Licensee.

14. It is the responsibilities of the Licensee to get the particular branding/hoarding sites removed which has damaged/broken/tear, at their own cost & risk. All disputes arising out of these terms and conditions shall exclusively be within the jurisdiction of the Courts at Gurugram/Haryana.

List of Prohibited Branding Sites

Racial advertisements or advertisements propagating caste, community or ethnic differences.

- Advertisements on drugs, alcohol, cigarettes, or tobacco items.
- Advertisements propagating exploitation of women and children.
- Advertisements having sexual overtone.
- Advertisements depicting cruelty to animals.
- Advertisements depicting any Nation or Institution in poor light.
- Advertisements casting aspersion on any brand or person.
- Advertisements banned by the Advertisement Council of India or by law.
- Advertisements glorifying violence.
- Destructive devices and explosive depicting items.
- Lottery tickets, sweepstakes entries and slot machines related advertisements. Advertisements of weapons and related items (such as firearms and parts thereof, magazines, ammunitions etc.)
- Advertisements which may be defamatory, trade libelous, unlawfully threatening or unlawfully harassing.
- Advertisements which may be obscene or contain pornography or contain an
 - indecent representation of women" within the meaning of the Indecent
 - Representation of Women (Prohibition) Act, 1986.

Nudity

Advertisements linked directly or indirectly to or include description of items, goods and services that are prohibited under the applicable law for the time being in force, including but not limited to the Drugs and Cosmetics Act, 1940, the Drugs and Magic Remedies (Objectionable advertisements) Act, 1954, the Indian penal Code, 1860 ; and Any other item considered inappropriate by the PK Events.

Rights: The PK Events reserves its rights in connection with the allotment of Branding Sites of PK Events during NBFTF – 2018.

Disclaimer/ Warning

PK Events has received complaints of misrepresentation by fraudsters using the name of PK Events and NBFTF 2018 logo for inviting advertisements, participation or visitor registration etc. It was found that such unscrupulous agencies have been offering advertisement spaces and free catalogue entries/ advertisements.

PK Events has not authorized any agency or person(s) for the same.

PK Events hereby disclaims all such correspondence and messages and warns NBFTF participants/exhibitors/visitors to exercise extreme caution at all times and not to provide personal information, send money or disclose bank details to any agency/person approaching you in the name of organizing NBFTF 2018.

Our participants are strongly advised to seek information/ clarifications by contacting our business office directly and/ or online.

NATIONAL BOOK FAIR & TRADE FAIR 2018

PK Events

(Unit of Pritam Kulwant Events Pvt. Ltd.)