



Application form
for organising Exhibitions / Events at SIECC

Organiser (s) : _____
(name & address)

Ph. _____ Fax _____

E_Mail _____ Website _____

Authorised Representative:

Name & Designation : _____

Contact Details : _____

Event Name (s) : _____

Nature of Event (s) : _____

Event days : _____ (From _____ to _____)

Pre event days : From _____ to _____

Post event days : From _____ to _____

Area required: _____
Hall 1 : 1356 sq. mtr.
Hall 2 : 1356 sq. mtr.
Hall 3 : 3782 sq. mtr.
Hall 4 : 4320 sq. mtr.

TOTAL : 10814 sq. mtr.

Seal & Signature _____

Date : _____

LICENSE TERMS & CONDITIONS FOR ORGANISING EXHIBITIONS & EVENTS

SURAT INTERNATIONAL EXHIBITION & CONVENTION CENTRE
(A unit of Sar Infracon Pvt. Ltd. - SIPL)

1. PREFACE :

- a. **Approval:** For any international event, the Organiser(s) is required to obtain necessary approval of Department of Commerce, ministry of Commerce & Industry, Government of India or ITPO as per the prevalent norms of Government of India.
- b. **Validity:** Validity of the offer made vide SIPL offer letter / proforma invoice is for 3 working days from the date of issue. Acceptance of the offer letter received without advance payment as per the schedule given in Clause no. 2 will not be treated as acceptance. The offer will be treated as 'Withdrawn' and the offered space will be considered available for licensing out to other organiser(s).

2. LICENSE FEE :

- a. **Payment Details:** The Organiser (s) has to pay the following charges,

License Fee / Tariff

- Indoor Exhibition Area : Available on request
- Open Exhibition Area : Available on request
- Seminar Halls: Available on request
- The Service Tax shall be charged extra as applicable on these charges.

- b. **Payment Schedule :**

- 1st Payment of 25% as advance of the full value of Performa invoice / license fee of the booking.
- 2nd installment of 25% of the full value of the Performa invoice / license fee, six months before the event or as applicable.
- Balance 50% amount of the full value of the Performa invoice /license fee, three month before the event date.
- Caution Deposit, as per clause 4d are refundable after deducting for additional services or any damage incurred during the event.

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c. Payment Terms & Conditions :

- All payment to SIECC are to made by Demand Draft drawn in favour of "Sar Infracon Pvt. Ltd." (SIPL), Payable at Surat. However, Local Cheques can be accepted, in which case confirmation will be given by SIPL after realization of amounts.
- The rates and charges quoted by SIPL either through any Rate List or Correspondence are subject to revision at any time without prior notice.
- In case of withdrawal / cancellation / pre-ponement /postponement, partial or full de-reserving of the Space during the License Period, surrender charges shall be imposed as in Surrender of Space Policy (Clause No. 4)
- Damages to SIPL property & Caution Deposit: The Organiser(s) have to make a Caution Deposit of Rupees Three Lakhs, at the time of booking. This amount would be refunded after adjusting for Costs/Repairs for damages to halls, if any, after the event.
- Organiser will be responsible for any damage done to the SIPL property by Visitor, Exhibitors, Contractors, during the licensed period
- In case of any damages to the property of SIPL, decision of SIPL regarding amount of recovery shall be final and bound all. In case amount of recovery exceeds the amount of deposit, organiser will be liable to bare the cost of repair / replacement as the case may be.

3. POSSESSION OF SPACE AND MOVEMENT OF EXHIBITIS ;

a. Possession:

SIPL will hand over possession of the halls only on receiving payments against all dues. SIPL will not be held responsible for any inconvenience caused due to non-settlement of dues. The possession of the space/halls shall be taken by an authorised representative(s), (the name and signatures of whom should be mentioned in the application form). The Hall(s) shall be handed over to the organizer considering one day tenancy as of 24 hours starting at 05.00 am and the halls will have to be handed back to SIPL accordingly at the end of the License Period. Should any excess space be utilized, additional license fee with penalty shall be imposed which shall be payable by the Organiser before leaving SIECC after the event. The representative would have to sign / witness the records/registers maintained by Maintenance Division of SIPL while handling / taking over of halls. Non compliance of these timings and approved license period may attract penalty as deemed fit by SIPL

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b. Movement of Exhibit:

The Organiser has to clear SIPL's dues before the conclusion of the exhibition, failing which the exhibition material will not be allowed to be taken out of SIECC. Organiser shall hand over the possession of the space within stipulated time limit back to SIPL. If not, SIPL holds all rights to remove exhibit and material lying inside the hall. SIPL will not be responsible for any damage to the material / exhibit of the organiser / stall holder / agency / contractor. SIPL shall recover additional charges with penalty from the organiser.

4. SURRENDER OF SPACE

a. CANCELLATION :

In case the Organiser / Party / Association / Individuals decides to surrender the whole or part of the booked space of SIECC, for any reason what so ever, prior to the date of event, exhibition or fair, the organiser / party / Association / individual will have to pay the penalty to the SIPL and the penalty shall be calculated on the basis of the chart mentioned herein below;

Notice Period	Penalty Rates (As % of License fee / Proforma Invoice)
More than 60 days	25%
31 - 60 days	50%
0 - 30 days	100%

b. POSTPONEMENT / PREPONEMENT/

In case of preponement or postponement of event, confirmation of new dates shall be subjected to vacancy and 25% penalty would be charged. In case, dates are not available, the same would be considered as cancelled and charges would be considered as per the cancellation policy.

5. POWER LOAD / CONSUMPTION :

- a. Air conditioning & Power Load; Lighting and power load charges (including Air Conditioning) shall be extra as per actual consumption (units) and tariff approved by SIECC at the time of the exhibition.

6. SECURITY & PROTOCOL :

- a. General security for the Centre shall be provided by SIPL. The Event organizers will have to hire services of empanelled Security Agencies of SIPL who are registered with Surat Police for providing security inside the halls / stalls. The participant desirous of engaging security personnel may take the services of such approved security agencies only. Sar Infracon Pvt. Ltd. will not responsible for any act of omission by the Security Agencies hired by the event organisers and Stall allottee.
- b. SIPL shall take care of insurance of all permanent structures including the halls. Any person/ materials / exhibits brought in by the organiser and the exhibitors shall be insured by the Organiser / Exhibitors. The Organiser is required to take fire safety precautions, security and comprehensive insurance against all risks, including but not limited to any natural calamity / water leakage etc. during the license period.
- c. SIPL provides for general fire safety equipment. However, the Organisers are also advised to keep fire safety equipment, emergency lighting etc. in the halls to avoid any mishap. Cooking is not allowed inside SIECC. Due care of hygiene and sanitation has to be maintained in and around Exhibition Halls by organisers.
- d. The Organiser will have to obtain clearance, in advance, from concerned Government Authorities before directly or indirectly exhibiting / permitting to exhibit / use such dangerous substances, chemicals, drugs, explosive material, weapons, animals, insects, virus, etc. Which can cause direct or indirect harm to human beings or plants or animals or buildings.
- e. The Organiser shall indemnify SIPL from claims from their exhibitors, contractors, service providers and other arising out of any account / reason.
- f. **Maintenance of decorum and decency in SIECC:** SIECC is an international Exhibition & convention complex. The complex is visited by a large number of business visitors and general public. It is essential that the participant, hosts & hostesses and guides

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employed by the Organisers maintain the dignity and decorum. Any violation will be viewed seriously and the concerned stalls will be advised to close down.

- g. The Organisers should inform SIPL well in advance about VVIP's visits to the event to coordinate the Protocol. However, SIPL will not be held responsible for any mismanagement.

7. EMPANELLED CLEARING AND HANDLING AGENTS:

The Organisers will be required to use the services of Empanelled clearing & handling agency, whose list can be made available on request from SIECC.

8. ENTERTAINMENT TAX:

In case the event involves an activity which has entertainment tax liability, it is necessary to obtain a submit copy of a NO OBJECTION CERTIFICATE from the concerned department of Government.

9. PERMISSIONS :

All necessary permissions from Police Department, SMC, PWD, Health etc. shall be obtained by Organiser. SIPL dose not hold any responsibility for any action taken by concern departments

10. ENTRY THROUGH TICKETS:

SIPL shall charge for the sale of tickets as per the mutually agreed terms and conditions and the organisers shall be solely responsible for the taxes or levies if any payable to the Government or any other authority for sale of such entry tickets.

11. RIGHTS OF SIPL:

- a. Organisers are required to settle outstanding dues, if any, for the fairs/events held by them in past at SIECC. In case of the Organiser's failure to settle these dues, amounts paid / to be paid for this fair / event will be adjusted in these accounts.
- b. SIPL reserves the right to cancel, withdraw or change the halls in the event of unforeseen/unavoidable circumstances or for non -compliance of payment schedule.

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12. FORCE MAJEURE;

Any occurrence of Force Majeure which shall include but not be limited to earthquakes, floods, war, hostilities, riots and disorders, nation wide, state wide or city wide strikes, withdrawal of permissions, orders of statutory authorities, fire or any act of God or any reason or cause whatsoever beyond the reasonable control of SIPL, shall entitle SIPL to terminate the License by giving one week notice to the Organisers.

13. ARBITRATION AND GOVERNING LAW

- a. In the event of there being any dispute or difference concerning anything contained herein in the License Terms & Conditions, or in connections therewith or relating to any of the rights, duties, obligations, or the performance thereof, such dispute shall, failing mutual agreement of the parties to settle it in any other way, be referred to Arbitration in accordance with the provisions of the Indian Arbitration and Conciliation Act, 1996. The Arbitration Proceedings shall be conducted in English and the venue of such arbitration shall be Surat, India.
- b. That in case of any dispute arising or accruing in respect of this Agreement, the same shall be subject to the jurisdiction of Courts of Surat and High Court of Gujarat and Indian Law shall be the applicable law.

14. PHOTOGRAPH & VIDEO

Organisers hereby agree that SIPL shall always have the right to use the photographs, brochures, promotional materials, videos or other recordings of the event / exhibition organised under this agreement for their (SIECC) promotional activities (i.e. on their website, brochures or promotional materials) in any manner as the SIECC may deem fit including but not limited to the logo, name or nay other items over which the Organisers may have copy rights or other Intellectual Property Rights and the Organisers shall have no objection or claims, whatsoever, to the same.

ARCHITECTURAL CONTROLS AND GUIDELINE:

Organizer of the fairs / exhibitions / event has to adhere to the following controls and guidelines while designing the layout of the Exhibition / Fair / Event

1. **INSPECTION OF THE HALLS:** The Organizers / designers of the Exhibition are advised to inspect the Halls booked by them for their Exhibition / Event and make note of the existing condition, columns and services, i. e. Fire Equipment, Main distribution boards, service channels, Tapping points for electricity.
2. **ENTRY, EXIT, SERVICE ENTRY, EMERGENCY EXIT:** To be checked at site as well as on the drawings and their width and height may please be noted. These entry and exit points would determine the movement of public and services in the overall layout design.
3. **NO DAMAGE TO SIPL PROPERTY:** the Layout design and construction should ensure any damage to the Halls. i. e. no tempering and damage to the Floors, Ceiling, Walls, RCC Columns, Glass etc.
4. **SUBMISSION OF LAYOUT PLANS:** Organiser should strictly comply with guidelines set forth by SIPL for using the halls at SIECC. Architectural / Booth layout plans for the exhibition / Event space are required to be submitted by the Organisers to SIECC for approval at least one month before the date of possession of the Halls / Exhibition Space. SIPL will not permit construction of stall in case of non-submission of layout plans.

Modification / changes as suggested by SIPL should be strictly complied to or else, SIPL has the authority to pull down / seal the stalls, which violate the laid down stipulations. The layout plan of the event should give proper passages of a minimum width of 3 meters. Exhibits / stalls / back stage can be built up to a maximum height of 4 meters from ground level. The gates / Exit points and service entry should have free and clear access.

Clear access to main distribution board, emergency exits, stair-cases, toilets etc. Direct access has to be left while preparing the layout design for the above mentioned service and enough space in front of the Main Distribution Board to allow convenient opening of the door panels.

A penalty of Rs. 1 lac would be charged from the organiser for non - submission of the layout plan(s)

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5. **HANGING FROM WALLS, RCC COLUMNS & CEILING OF THE HALLS** : These are generally not permitted. However, light textiles and hangings could be permitted after prior approval of SIPL.
6. **NAME BOARD SHOWING THE NAME OF THE EXHIBITION:** Fixed positions have been determined where name boards of the Exhibitions could be fixed / painted for the participants (if the board is not available). This may please be seen during inspection of the hall.
7. **CLEANING OF THE HALLS** : Arrangement for cleaning of halls and other facilities to be made by SIPL at an extra cost to the organisers.
8. **REQUIREMENT & REQUISITION FOR SERVICES:** Organisers are requested to indicate overall requirements of Electric power, water supply, drainage, compressed air, etc. well in advance in writing so that necessary arrangements for those services which are not available in the hall could be made as per requirements of the organisers at their own cost.
9. **STAGE CONSTRUCTION:** Should be such that it stands independent from walls, RCC columns, Ceiling etc.
10. **LIGHTING:** General lighting is available in the halls while proper lighting of exhibits passages are to be made by the organisers. Use of halogen should be avoided as it generates heat and may result in fire.
11. **FIRE EXTINGUISHERS:** Fire safety measures in the form of Fire Alarms, sprinklers and Fire Hydrants have been provided in halls. However, fire extinguishers are to be provided by the organisers within the halls, which should be directly visible and easily accessible and use of fire service personnel may be undertaken by the organisers, if so required.
12. **FIRST AID / MEDICAL FACILITY:** Provision of First - Aid and medical facilities including Ambulance service should be made and arrangements have to be made by organisers.
13. **PROVISION OF SNACK BAR / RESTAURANT:** Could be permitted at the designated site on terms mutually agreed upon by SIPL and the organisers.
14. **PARKING FACILITIES:** Parking facilities have been provided in SIECC for the convenience of the visitors, exhibitors etc... for the smooth functioning of vehicle movement, Organisers will have to hire parking agency to manage the parking area.

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