



International Trade Expo Centre Ltd.

Expodrive, A-11, Sector-62, Noida, NCR Delhi

Tel:0091-120-4262222., Fax: 0091-120-4260333

Email : info@expocentreindia.com

Website : www.expocentreindia.com

General Terms & Conditions

1. The contract to be signed and returned **immediately for confirmation**
2. 30% of booking amount to be given as a confirmation advance and balance amount to be handed over in the format decided at the time of signing the agreement
3. All payments to be cleared minimum of 10 days before the event
4. All additional payments to be cleared before end of the event, before material can be allowed to leave the premises
5. Any payments made within 7 days of the start of the event, will be acceptable only in the form of Demand Draft / Cash / Credit Card.
6. Additional Refundable Security Deposit of INR 50,000/-
7. The estimated billing is likely to change if there is any change in government tax structure.
8. The estimated billing is likely to change if there is any increase in the number of hours used and/or any increase in the area used.
9. Package shall be dependant upon the proposal submitted by the authorised representative(s) of Expocentre Noida and can be revoked at any point without any prior notice, before confirmation.
10. Any other charges or balance charges incurred during the event will have to be paid on the last day of the function / event by Cash / Demand Draft / Approved Credit card, before material / equipment can be allowed to leave the premises.
11. The above Terms and Conditions will apply to both the parties except '*FORCE MAJURE*' due to act of God, Riot, War, Floods, Earthquakes, and Tremor is acceptable.
12. EXPOCENTRE reserves the right to cancel the above bookings and or change the hall in case of non-payment of the advance payments as per the schedule mentioned in the agreement.
13. The organiser will provide One Standard booth to Expo Centre in the exhibition for promotion of Expo Centre.
14. In event of any cancellation or change in dates of the event, at any time after signing the contract, the retention charges would be equal to the total expected billing, as per the policy stated below
 - a. Before 60 Days of the event: 20% of the Billing amount
 - b. Between 30 – 59 Days before the event: 30% of the Billing amount
 - c. Between 15 – 29 Days before the event: 50% of the Billing amount
 - d. Between 7 – 14 Days before the event: 75% of the Billing amount
 - e. Less than 7 Days before the event: 100% of the Billing amount
15. All outstanding bills will be subject to @ 24% p.a. interest rate, in case of non -payment of bills as per the above dates.
16. This offer is final upon signing & both parties hereby, undertake to adhere to the terms and conditions stated herein.
17. In the event of any payment / cheques not being realized, Expocentre has the right to cancel the event / charge interest / penalties without prior notice and claim for cancellation charge.
18. **Subject to receipt of full payment, Possession will be given to your authorised representative at 0800 hours on event / setup day and shall be handed back to EXPOCENTRE by 2200 hours on event / dismantling day.**
19. The organizer will be liable to pay for any damage and/or harm caused to the property and/or goodwill of EXPOCENTRE during and/or due to the said event. In such an event, the security deposit will be forfeited and additional demands will be raised.
20. The organizer will be liable to pay for any increase in the number of hours of use and/or any increase in the area used. In such an event, the security deposit will be forfeited and additional demands raised.



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RULES & REGULATIONS FOR SAFETY AT EXPOCENTRE

1. There should be a minimum of 4 ft. Clear Gap/Passage between the Pillar, and 5 ft from the wall and the back of the stalls. There should be a gap after every 15Mts of constructed stalls, to provide access to the passage behind the stalls, as per fire regulations. The Floor Plan to be duly approved by General Manager, Expocentre.
2. No loose or temporary electric connections will be allowed. Proper plugs and safe connections should be used.
3. The Service Entrances should be kept clear for emergency passage as per fire safety regulations / requirements.
4. Organisers will be responsible for taking all statutory permissions / licences required to do the show / event from the Government and their respective agencies and give us the copy of the same for our official records before 7 days of the event. Failing to provide the required permissions from the respective authorities will lead to EXPOCENTRE not allowing the event to take place.
5. Organisers would be responsible for making their own arrangements for Security / Safety of the crowd, Expocentre shall not hold any responsibility in case of incident caused due to any misarrangements on organisers part which may lead to any legal implications.
6. Organiser will be responsible for any damage caused to property or the goodwill of Expocentre, Noida during and / or due to the event
7. Expocentre will not hand over possession of the halls / space, until full payment for the event is realised and all cheques have been cleared and feature in Expocentre's account.
8. Organiser would be responsible for submitting the complete flow chart of entire event to Expocentre 7 days prior to the event, for prior approval
9. As per company policy, we have a set panel of approved vendors to cater to our clients needs and we only allow them to function at Expo Centre. Organizer will not be allowed to use outside vendors for their event(s) at EXPOCENTRE.
10. Food & Beverage will be available on sale provide by Expocentre Cafeteria.
11. All Exhibitors/Organisers are advised to clear their equipment from the EXPOCENTRE within the time limit discussed and agreed, otherwise rent for one more day would be charged
12. At the close of Exhibition / function / conference each day, the Hall would be sealed by the EXPOCENTRE security in the presence of the organisers and will only be opened in the organiser's presence the next day. During such times the EXPOCENTRE will not be responsible for the happenings inside the Hall. All the materials stored inside will be at the risk and cost of the organiser.
13. **The Venue will be available for event from 1000 to 2000 hours only, on event days only.**
14. **Extended use of the venue after 2000 shall be charged on pro – rata basis**
15. These terms & conditions do not in any manner contemplate any interference with the possession, right and title of the property of the Company ITECL. The venue is strictly been given only for the purposes of holding this specific exhibition / banquets / events / conferences etc.