

## Stall Booking Contract form

### Institution Details

» Contact Person

» Position or job title

» Institution name

» Address



City	Pin code
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» Phone

» Cell

» Fax

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» Email

» Website

» Affiliation

» Name board Fascia to be written on Stall

» Signature & Seal

<div style="text-align: right;">Date</div>			
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To

**AFAIRS Exhibitions & Media Pvt. Ltd.**  
33, Dr. Sundari Mohan Avenue  
Kolkata - 700 014

Dear Sir,

We have read the "Terms and Conditions" set out overleaf and accept them and would like to book space at the following cities

» **Malaysia** (23 - 24 Jan. '10, Mid Valley Exhibition Centre, Kuala Lumpur)

Stall No.	Size	Amount (INR)

» **Thailand** (06 - 07 Feb.'10, QSNCC, Bangkok)

Stall No.	Size	Amount (INR)

» **Bhutan** (03 - 04 Apr. '10, Kelki H. S. School, Thimphu)

Stall No.	Size	Amount (INR)

» **Sri Lanka** (23 - 25 Apr. '10, SLECC, Colombo)

Stall No.	Size	Amount (INR)

» **Nepal** (21 - 22 May '10, The Everest Hotel, Kathmandu)

Stall No.	Size	Amount (INR)

**Add 10.30% Service Tax**

**Total Amount**

We enclose our DD / Cheque No.

Dated    on  Bank

for Rs.  in favour of **AFAIRS Exhibitions & Media Pvt. Ltd.**, payable at Kolkata towards advance and undertake to pay the **balance by one month prior to the exhibition date.**

#### OTHER PAYMENT OPTIONS (Please Tick )

**We have transferred the Amount to your Bank account**  
Account Name : AFAIRS Exhibitions & Media Pvt. Ltd.  
Account No. : 018705008103  
Bank : ICICI Bank Ltd, Chowringhee Road Branch, Kolkata  
*(Photocopy of Cheque / DD is attached alongwith the deposit slip)*

**Wire transfer the Amount to your Bank account**  
Account Name : AFAIRS Exhibitions & Media Pvt. Ltd.  
Account No. : 1496537  
Bank : ABN Amro Bank, Camac Street Branch, Kolkata, India  
Swiftcode : ABNAINBBCAL

Please Fax this form to 033 - 2286 5788

Please draw the Cheque/DD in favour of  
**"AFAIRS EXHIBITIONS & MEDIA PVT. LTD."**

## Terms And Conditions

This booking order form will be governed by the following terms and conditions. The terms and conditions stipulated here are not negotiable unless and until specifically agreed to in writing by AFAIRS Exhibitions & Media Pvt. Ltd. Exhibitors are requested to study the terms and conditions carefully before finalizing their participation.

1. For purposes of this order the word "Organiser" will refer to AFAIRS Exhibitions & Media Pvt. Ltd. having their office at 33, Dr. Sundari Mohan Avenue, Kolkata - 700 014 and the word Exhibitor will refer to the person and/or company who has completed this stall booking contract form.
2. The booking of stall has to be made along with an advance payment of 50% by way of crossed cheque or D.D. drawn in favour of **AFAIRS EXHIBITIONS & MEDIA PVT. LTD.** Along with the Stall Booking Contract Form duly filled and signed by a competent authority. **The balance payment is to be made one month prior to the exhibition date.** Any extra charges payable towards additional services are to be paid in cash at the venue.
3. All Exhibitors are required to comply with all the provisions of Service Tax, Sales Tax Act Regulations or any Taxes and Levies as applicable by the Govt. of India and The Govt. of Thailand enforceable at the time of the Fair.
4. Exhibitors are requested to note that all floor plans shown in the brochure are tentative and the organiser reserve the right to amend the floor plan. Further, the organiser are not liable for any change in the venue or date arising from circumstances beyond their control.
5. In case of the event being cancelled or suspended in whole or in part for causes not in the Organiser control, the organiser do not accept any consequential liability in any such eventuality, Disputes are subject to Calcutta Court Jurisdiction.
6. The Exhibitors are requested to bring their own stabilizer/inverter/UPS/spike busters etc. for a stabilized supply of power to their equipments, since the organiser cannot ensure stabilised power supply.
7. The rates do not include charges for extra lighting or decoration, demonstrators or sales personnel etc, which may be arranged on specific requests.
8. Although arrangements for round-clock security will be made by the organiser, the Exhibitors will be solely responsible for the safety of their goods.
9. Exhibitors will be fully responsible for any damage done to the premises, furniture and fixtures provided to them, and will have to make payments for any such loss / damage and the decision of the organiser in this respect will be final.
10. Any damage / loss caused to goods suffered by the exhibitor owing to pilferage, fire, rain, floods, riots, strike or accident or malicious intent during transport and carriage or at the venue owing to the same or any other reasons whatsoever shall not be made good by the organiser to the concerned exhibitor.
11. Allotment of stall location will be generally on a first-come-first served basis. The organiser reserve the right to allot stall locations as per categorisation and their decision in this regard shall be final.
12. The Exhibitors cannot sublet the stalls to third parties, transfer the stalls, utilize the stalls, other than which the said stall has been contracted for.
13. Fixing of nails, screws, bolts, etc. and painting directly on display panels provided is not permitted except on taking permission from the organiser present.
14. Goods Materials/Objects which are hazardous, inflammable, banned or forbidden, or deemed inappropriate by the organiser will not be allowed in the venue.
15. Disassembly and removal of all materials will have to be done on the same day after the end of the show, material can be taken out from the Exhibition site against authorised GATE PASS only.
16. The organiser shall have a lien over the Exhibitors goods in case of his/her default in any manner.
17. Under no circumstances will money be refunded by the organiser in case of cancellations on part of the Exhibitor who has booked stalls.
18. The organiser reserve the right to cancel the stall booking any time before or during the event, by refunding the money received, at their sole discretion and without assigning any reason. Incase the stall is cancelled due to misbehaviour and unethical practice by the Exhibitor, money shall not be refunded to the Exhibitor.
19. The organiser may cancel, suspend or alter dates of the exhibition owing to circumstances beyond its control. Incase of change in dates and duration of the Exhibition the contractual obligation between the Exhibitor and Organiser remains unaffected. However, the organiser stand indemnified against excessive / low turnout of visitors / premature closure or suspension of the exhibition due to unavoidable circumstances. The same shall apply if the exhibition is cancelled due to riots, strike, rain, flood, earthquake or any manmade / natural disaster, including untimely demise of either exhibitor or organiser.  
No Refunds will be made by the organiser in the event any situation as described above arises.
20. In case the Exhibitors does not take possession of the stalls by 2 p.m. on the opening day the organiser reserve the right to allot the stalls to others without refunding the advances made.
21. Stall booking contract will be deemed completed only after full payment is made and the organiser have accepted the booking.
22. All exhibitor will strictly abide by the rules, regulations, terms & conditions as prescribed herewith.