

TERMS & CONDITIONS FOR PARTICIPATION AND OTHER MISCELLANEOUS
GUIDELINES OF IILF 2024

India Trade Promotion Organisation (ITPO), the premier trade promotion agency of the Ministry of Commerce & Industry, Govt. of India is committed to showcase excellence achieved by Indian Industry both in India and abroad. ITPO provides a wide spectrum of services to trade and industry and acts as a catalyst for growth of India's trade. ITPO approves holding of international trade fairs in India and regulates holding of various expositions in India primarily to avoid any duplication of efforts while ensuring proper timing. It manages India's world class exhibition complex which is constantly upgraded to keep it in a high standard of readiness.

The 37th edition of **India International Leather Fair (IILF) Chennai**, will be held from Feb 01-03, 2024 at Chennai Trade Centre, Nandambakkam, Chennai. IILF will have on display the entire range of products relating to leather industry from raw material to finished products and auxiliary products such as finished leather; shoes; shoe components - uppers, soles, heels, counters, lasts; leather garments, fashion accessories, leather goods, machinery and equipment and chemicals. IILF has all along been a vivid presentation of the leather industry. Latest expressions of the trends, styles, designs and colours in world fashion are shown.

**A. STANDARD OPERATING PROCEDURE FOR ONLINE BOOKING/
ALLOCATION OF SPACE**

(a) For Indian applicants:

1. The applicant will have to fill the online application form. Besides applicant's contact details, other mandatory fields for Indian applicants will be PAN; GST number; payment details; product sector etc.
2. The applicant will also have to upload all the documents that are indicated in the online system while filling up the Application Form. Mandatory documents- copy of PAN and GST (Company Registration Certificate in case the company does not have a GST Number). Maximum size allowed per scanned document is 300 kb, in .jpeg, .png or .pdf
3. On selection of the stand area, the total space rent for that particular stand area including 18% GST will be visible to the applicant. All applicants will be required to make 100% payment through the payment gateway. Applicants are requested to ensure that they do not spend more than 20 minutes while making payment through payment gateway (NET Banking/ Credit/Debit Card).
4. On verification of the receipt of payment and documents, a system-generated confirmation mail will be sent to the applicant.
5. 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.

B. Participation Charges#:

Description	Shell Scheme* (Per sqm)	Bare space** (Per sqm)
For Halls 1,2,3 and Convention Centre		
Indian Participants	Rs. 11000	Rs.10500
Overseas participants including Indian representative/agents	US\$ 350	US\$ 330
For Hangars (Halls 1C,1D and 3A)		
Indian Participants	Rs.10500	Rs.10000
Overseas participants including Indian representative/agents	US\$ 340	US\$ 320

#GST @ 18% or as per Govt. Orders will be charged extra.

* Please refer **Annexure-A** for Display Aids included under Shell Scheme.

** Minimum that can be booked as 'bare space' is 36 sqm.

Compulsory Web Catalogue Charges for IILF:

	Indian Companies	Overseas Companies including Indian representative/agents
Compulsory Web Catalogue Charges	Rs.3500	US\$ 110

GST @ 18% will be charged extra

Indian exhibitors who deduct tax at source (TDS) will be required to pay an interest-free security deposit equal to the amount of TDS which will be refunded after receipt of TDS certificate.

Please note:

- i) All processing and bank charges shall be borne by the applicant
- ii) No 'charge-back' shall be allowed in case of payments made through debit or credit cards
- iii) If ITPO allows 'charge-back' in special cases, bank charges, if any, shall be borne by the applicant.

Discount:

A discount of 5% will be available on bare space rental on booking of 120 Sqm. or more by Foreign Industry Associations/Export Promotion Councils/Trade Bodies / Fair Organisations and national-level groupcoordinators from abroad .

C. MODE OF PAYMENT:

The payment can be made by foreign participants by bank transfer in ITPO account given in the online application form. The payment by domestic participants can be made by payment gateway as indicated in the online application form. Applicants are requested to ensure that they do not spend more than 20 minutes (after stall selection and clicking on 'submit' button) while making payment through payment gateway (NET Banking/ Credit/Debit Card).

D. REFUND OF ADVANCE/FULL PARTICIPATION CHARGES AND CANCELLATION OF PARTICIPATION

a) Full Refund:

- (i) If, there is a change in the venue or date of an event by ITPO and due to this the applicant is unable to participate.
- (ii) In case of force majeure where the applicant is unable to participate due to the circumstance over which they have no control.

b) Cancellation Policy after allotment of space/booth:

Refund of space rent, on account of cancellation by the applicants after allotment of space, will be made as per the following guidelines:-

- i) Cancellation 10 days before start of the event (the start day will not be included), 100% application money deposited will be forfeited.
- ii) Cancellation 11 days to 30 days before start of the event (the start day will not be included), 50% of the application money deposited will be forfeited, provided the stall/space vacated is subsequently sold out, failing which 100% space rent deposited will be forfeited.

- iii) Cancellation 31 days to 45 days before start of the event (the start day will not be included), 25% of the application money deposited will be forfeited irrespective of the date of allotment of stall, provided the stall/space vacated is subsequently sold out, failing which 100% space rent deposited will be forfeited.
- iv) Cancellation 46 days and above before start of the event (the start day will not be included), the application money deposited will be refunded after deduction of Rs.5000/- plus taxes, provided the stall/space vacated is subsequently sold out, failing which 100% space rent deposited will be forfeited.

Note: All refund requests will be processed after the completion of the Fair and may take one month approx.

E. Detailed Terms & Conditions for Participation in IILF, 2024, Chennai

1. Confirmation of space:

Space will be confirmed only after receipt of 100% payment at the time of booking. Partial payments will not be accepted. Applications rejected due to time-out error or payment failure will not be entertained.

2. Procedure for Groups/Trade Associations:

Groups/Trade Associations taking large areas are required to submit the details of their constituents/individual participants in the prescribed online format. The information about constituents and details of representatives for exhibitor badges are to be forwarded by groups/trade associations and foreign national pavilions and these can be submitted online. All other terms & conditions will be applicable to all participating Groups/Trade Associations/Statutory bodies etc. collectively as well as their individual participants/constituents.

3. Allotment of Space:

The allotment will be done after receipt of full payment. Minimum that can be booked as 'bare space' is 36 sqm and for Shell Scheme is 09 sqm. Applications rejected due to time-out error or payment failure will not be entertained.

4. Approval letter and Invoices:

Approval letter for participation would be issued after the following conditions are complied with: Payment of 100% participation charges including web catalogue entry and GST @ 18%. Provisional/Pro Forma Invoices and other receipts may be accessed online by logging into the user panel. Tax invoices will be issued after the event.

5. Product Profile:

The product profile for various halls will be as follows:-

Hall no. 1A, 1B & Hangar 1C: Machinery, Equipments and Technology

Hall no. 2 & 3: Chemicals & Components

Convention Centre: Finished Leather, Leather Goods, Fashion Accessories, Synthetic material

Hangar no. 3A: Chemicals & Components, Materials and Multi Products etc.

6. Display Arrangements:

Display arrangements by all exhibitors to be completed by 3.00 pm on January 31, 2024. This deadline is to be strictly adhered to by participants.

7. Fair Catalogue:

ITPO will print a fair catalogue with contact details as mentioned in the on-line application form (first part of the registration process). The applicant will be responsible for correctness of the details filled in the said form. The deadline for catalogue entry & receipt of advertisement is December 20, 2023.

8. Power load & Compressed Air :

Exhibitors will be required to send in their requirements for power & compressed air with full payments latest by January 10, 2024. Requirements will not be accepted after the said date. Applicants may apply for these services online by logging into their user panels.

9. Tax Deducted at Source (TDS) , interest-free security deposit & submission of electronic Form 16 A by Indian Exhibitors :

Indian exhibitors who deduct tax at source (TDS) will be required to pay an interest-free security deposit equal to the amount of TDS deducted which will be refunded after receipt of TDS certificate. TDS refunds will be processed upon receipt of TDS certificate or appearance of TDS entries in ITPO's records. If any tax is deducted at source (TDS) by exhibiting company then Form 16A as generated from the income tax website (TRACES) with digital signatures, duly signed and stamped by the authorised signatory is to be forwarded to Senior Manager, India Trade Promotion Organisation, Raja Annamalai Building (2nd floor),72 Rukmani Lakshmipathi Road, Egmore, Chennai - 600008. No manual Form 16 A will be accepted.

The TDS should be reflected in the table 26AS of Income Tax Department website against the name of the applicant (only for Indian Companies).

10. Sale of goods by participants:

IILF 2024 is a B2B fair and sale of goods is not allowed.

11. Disputes regarding compliance problems:

It is unequivocally settled between the parties that in case of any dispute arising out of compliance of any law including Labour Laws, Taxation Law, Copy Right Act, Patent Act, etc. between the exhibitors/participants of the captioned event and third party or any customer and if ITPO is dragged in, either as a respondent or otherwise, in terms of litigation pending before the Court or otherwise, the participant undertakes full responsibility against such litigation and unequivocally indemnify and keep ITPO indemnified against such claim/litigation/ Court case including any expenditure (inclusive of legal expenditure) incurred by it and make good to ITPO upon demand which should be served upon the participant by way of notice in due course.

12. Public Safety Measures and Design Guidelines:

I. SHELL SCHEME:

1. No Part/feature/branding/projection/furniture should go beyond 3.0 mtr.
2. NO APPROVAL NEEDS TO BE TAKEN FROM ARCHITECTURE DIVISION, ITPO for Shell Scheme which are less than 36sq.m., but necessary ITPO Guidelines are to be followed strictly.

II. BARE SCHEME:

Participants are required to submit drawings & documents as mentioned below, by e-mail to Architecture Division ITPO for approval of construction in Bare Spaces, latest by 07.01.2024:

- a) Scanned Cover Letter on Company Letterhead, as per **Annexure-B** enclosed;
- b) Plan/Layout with dimensions and material specifications;
- c) Elevation with dimensions;
- d) Coloured View with dimensions;
- e) Scanned copy of Structural Stability Certificate, wherever required.

- The documents should be sent to brijlal@itpo.gov.in with copy (CC) to saurabhsharma@itpo.gov.in
- The subject of the mail needs to be as follows:
IILF Chennai 2024 Drawings. for Stall no.: ___ in Hall No.: ___ of area: ___ of brand/company name:
- The format of attached documents should be in JPG, JPEG, PNG, PDF or DOC formats only.

OR

The following documents are required to be submitted in HARDCOPY in case of Bare Spaces to Architecture Division ITPO for approval latest by 07.01.2024:

- a) Cover Letter on Company Letter head, as per **Annexure-B** enclosed;
 - b) Plan/Layout with dimensions and material specifications;
 - c) Elevation with dimensions;
 - d) Coloured View with dimensions;
 - e) Structural Stability Certificate, wherever required.
- The drawing submitted should be legible and preferably on A3 size paper.
 - Drawings are to be submitted before giving order of any material, part, etc. as the drawings may need to be altered in accordance to IILF Chennai 2024 Guidelines.

A. Guidelines:

1. Dimensions allotted should strictly be followed.
2. Max. Height restrictions:
 - a. Rear/back wall or wall adjoining stall should not be more than 3.0m.
 - b. General height of stall including display aids/lights etc. should not exceed 3.0m.
 - c. Feature/logo/branding can go up till the height of 4.5m (feature/branding should not be on entire side wall and should be central feature only).
 - d. In Hangars: Rear/back wall or wall adjoining stall should not be more than 2.4m.
3. Walls adjoining stall shall be finished properly (from outer side) and no branding allowed on this side. No structural support shall be taken from neighbouring stalls.
4. Outer face of rear/side wall should be properly finished.
5. Side facing passage should be transparent or translucent.
6. Fire retardant paint to be used on wooden members.
7. Peripheral passage should NOT be occupied by the participant for any purpose.
8. Locations where Sill Height is less than 0.75m, use only Toughened/Laminated safety glass or provide residual protection. In Horizontal or sloped glazing or glass used as railing or parapet, only Laminated safety glass to be used. Clear glass panels should be marked to make them visible.
9. Drawings for mezzanine construction (if any) and structural stability certificate from qualified structural engineer to be submitted. Rental for mezzanine area, including stairs, may be charged as per prescribed rates.

III. All relevant guidelines of other Divisions of ITPO should be followed.

13. Subletting:

ITPO will have the right to close the stall and impose penalty, as may be deemed appropriate, if the allotted stall has been sub-let to another party.

14. Security:

While ITPO will make the general security arrangements, participants will be responsible for the security of their exhibits and stalls. They may engage authorised security agencies for the security of their exhibits in coordination with Security Division of ITPO. List of exhibits should be verified and

certified by Security Agency/Security Guards before handing over to them on daily basis as ITPO does not take any responsibility for thefts etc

15. Insurance:

Participants will insure their exhibits and display materials against loss, damage, theft, fire or any cause whatsoever. They will also obtain third party insurance cover for construction period, fair period and dismantling period.

16. 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 ITPO, on demand, certificates of insurance.

17. Damage to Exhibition Areas:

Exhibitors are required to indemnify ITPO against any claim made against them in respect of damage to Exhibition Halls, structure or property caused during setting up of stalls and moving & display of exhibits by exhibitor, his staff or by agents acting on the Exhibitor’s behalf and claims arising from infringement of intellectual property rights & copyrights.

18. Prohibited Items:

The following items are strictly prohibited inside the exhibition venue:-

- 18.1 Match box, cigarette, lighter, gas lighter, arms and ammunition, sword or knife.
- 18.2 Candles, incense sticks, hurricane lamp, stove, welding machine or iron cutter emitting spark.
- 18.3 No gas cylinder will be allowed for filling up of balloons or demonstration of any product unless proper certification has been obtained from the controller of explosive and proper permission is taken from DCP, Chennai Police who are responsible for security during the IILF well in advance.

19. Fire Prevention:

- 19.1 Cooking is prohibited inside the exhibition halls. Halogen and other floodlights are not permitted.
- 19.2 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.
- 19.3 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.
- 19.4 All exhibitors shall keep and maintain fire-fighting equipment (at least 1 ABC type portable fire extinguishers in each stall of 12 sq. mtr.) within their stalls as per safety regulations.

DOs and DON'Ts for exhibitors:-

DONTs	DOs
<ul style="list-style-type: none"> 1. Use Only CFL/LED lamps in spot lights 2. Use only copper wire for service Connection/Distribution 3. Use proper Thimbles/Lugs in cables/wires to avoid Loose connection 4. Put MCB DB, on pedestal stand, minimum 10 cm above ground to avoid entry of water etc. 5. Put insulated Rubber Mat on cables/wires crossing below the carpet to avoid faults and provide fluorescent tape/self-illuminated tape identification. 	<ul style="list-style-type: none"> 1. Don't use Halogen/Comptalux lamps in spot lights 2. Don't use aluminium wire for service connection/distribution 3. Don't connect wires/cables directly without Thimbles/Lugs 4. Don't put MCB DB directly on floor. It may create short circuit due to water leakage 5. Don't provide wires/cables at crossing below carpets directly. It can cause short circuit and fire.

20. Parking, entry & exit of vehicles:

- 20.1 Parking for exhibitors inside Chennai Trade Centre will be allowed against authorised parking labels issued by ITPO in advance to exhibitors. The parking labels can be collected on site by each participant according to their entitlement.
- 20.2 Vehicle parked at unauthorized places will be towed away at the cost of participants. Parking facility for visitors inside Chennai Trade Centre is not available.
- 20.3 Entry of cars/trucks/lorries to Chennai Trade Centre during built-up period, exhibition and dismantling period will be strictly regulated. Entry passes/stickers may be obtained from Leather Fair Team on Jan 29, 2024.

21. Miscellaneous:

- 21.1 Storage of empty boxes or cartons behind the stalls and outside the hall/hanger/in open space is not allowed. If noticed, such pieces of rubbish will be confiscated, removed and disposed of at the expense of the participants.
- 21.2 No ticketed/sponsored functions will be held in front of any stalls to attract crowd to prevent blockage of roads/passages.
- 21.3 No celebrity shall be invited to any halls without prior permission from ITPO authority and without intimation to Security personnel two days before the function.
- 21.4 Participants and their staff inside the stall will be under obligation to produce their badges when asked by the security staff of ITPO or Chennai Police. Staff found without badges will be evicted from stalls.

22. Electricity, Compressed Air and Water:

- 22.1. **Installations:** All on-site electrical installations must be carried out by the registered/licensed Electrical Contractor of ITPO/Chennai Trade Centre/ PWD. All prefabricated fittings will be subject to an inspection by the competent authority of official contractor before connection to the mains supply.
- 22.2. **Extra power load:** Extra power would be made available on payment basis. Extra power would be provided on full advance payment latest by January 10, 2024 in prescribed form. No requests will be accepted after that date. Online applications for power load can be made by logging in to user panels through website www.indiatradefair.com
- 22.3. **Water Charges:** Request for water connection should be made along with full payment before January 10, 2024. No requests will be accepted after that date.
- 22.4. **Compressed Air:** Request for compressed air connection should be made along with payment before January 10, 2024. No requests will be accepted after that date.

Note: Electricity & Water consumption charges are subject to revision. Compressed air can be provided on demand on payment as specified in ITPO rules & regulations.

23. Statutory Compliance:

23.1. Performance Licence:-

Any exhibitor intending to organize any entertainment/marketing show even in its own allotted space would require prior permission from ITPO. In either case, the exhibitor has to get performance licence from the concerned authorities two days before the function.

23.2. Copy Right Licence :-

All necessary licences for using Copyright material from the relevant Copyright Societies e.g. the Phonographic Performance Ltd. and the IPRS etc. shall be obtained and a copy of the same shall be kept for perusal of ITPO. Anybody found infringing Copyright Act shall be personally liable to pay the penalty and indemnify ITPO for such infringements.

23.3. 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 70 decibels.

23.4. No Smoking Zone:-

Smoking in Chennai Trade Centre premises/Exhibition ground/Halls is strictly prohibited. Violation would attract penalty as per law in force.

24. Arbitration:

In case of any dispute, both the parties shall make all efforts to resolve the same by way of conciliation process. In the event of any doubt, dispute or difference arising under the agreement (except as to matters, the decision to which is specifically provided under this agreement) remains unresolved, the same shall be referred to the CMD, ITPO, for appointment of Sole Arbitrator. The provisions of Indian Arbitration & Conciliation Act, 1996 (as amended from time to time) shall apply on both the parties.

It is also a term of the agreement that the fee payable to the Arbitrator, shall be paid equally by both the parties. The venue of the arbitration proceedings shall be the Office of ITPO, i.e. Pragati Bhawan, Pragati Maidan, New Delhi. The language of Arbitration proceedings shall be English.

25. Jurisdiction

All disputes arising out of and in relation to the contract between the parties herein shall be governed by Laws of India subject to the exclusive jurisdiction of the courts of Delhi only.

26. MISCELLANEOUS CONDITIONS:**26.1 Service Providers:-**

Details of construction decoration agencies appointed privately by exhibitors, need to be provided to Leather fair Unit one month prior to the commencement of the exhibition. They have to undertake to follow the architectural guidelines.

26.2 Temporary Staff:-

No recruitment of any staff by participants will be allowed outside the gates of Chennai Trade Centre or inside the halls.

26.3 Food & Beverage outlets:-

Only authorized persons/company will be allowed to operate food and beverage outlet/kiosk. Sale of eatable/beverage of any kind inside the hall is strictly prohibited. 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 ITPO. Anybody found selling food packets etc. will be liable for punitive action by the competent authority.

26.4 Cleanliness and Maintenance:-

The participants will be responsible for cleanliness and maintenance of their stalls. Cleaning of common passages/areas will be arranged by ITPO. Participants will be responsible for removal of empties, waste material by 3.00 pm, 31st Jan, 2024. 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.

26.5 Attendance at the stand:-

No stand should be left unattended during the exhibition hours. The participants will not carry out any activity, which in the opinion of ITPO amounts to nuisance or annoyance. ITPO shall have the right to take remedial action as deemed fit.

26.6 Exit Permit & Vacation of stall:-

Stalls are to be vacated by 10.00 p.m. on February 03, 2024. However, heavy machinery & equipment which require cranes for material handling need to be removed from Hall 1A, B, & C latest by 12.00 noon, February 04, 2024 failing which a penalty will be imposed on the

exhibitors whose materials is in the hall. Therefore exhibitors who display machinery & equipment need to ensure timely removal of their exhibits from the hall. No exhibits/cases/display material will be allowed to be taken out of Chennai Trade Centre without Exit Permit which will be issued by the Leather Fair Team/ TNTPO on production of No Dues Certificate issued by the Leather Fairs Unit. Participants who fail to vacate the space will be liable to pay penalty to ITPO (as prescribed by ITPO) and the ITPO shall have the right to remove the exhibits/materials etc. of participants at the risk and cost of participants. Storage of exhibits in the open area will not be permitted after the close of the Fair and will attract penal rent as applicable.

26.7 Violation of Rules:-

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

26.8 Force Majeure:-

ITPO will endeavour to ensure the supply of the services, but if the supply of such services is not within the control of ITPO due to any act by reason of act of God, fire, flood or other natural disaster, malicious injury, strikes, lock-outs or other labour troubles, riots, insurrection, war or other reason of like nature, then no exhibitor is entitled for any damage incurred due to failure of services.

26.9 Interpretation:-

The India Trade Promotion Organisation reserves all its rights in connection with IILF CHENNAI 2024.

The decision of CMD, ITPO or his nominee shall be final and binding on the participant about the rules and regulations.

26.10 Jurisdiction:-

All disputes arising out of and in relation to the contract between the parties herein shall be governed by Indian law subject to the jurisdiction of the courts of Delhi only.

DETAILS OF DISPLAY AIDS FOR SHELL SCHEME

Shell Scheme						
ITPO will provide display aids in your booth as per following table based on the area allotted :						
Shell scheme package	9 sqm	12 sqm	16 sqm	18 sqm	27 sqm	36 sqm
Partition Panels	Included	Included	Included	Included	Included	Included
Carpet	Included	Included	Included	Included	Included	Included
Fascia with company name	Included	Included	Included	Included	Included	Included
Chairs	3	4	5	6	9	12
Table	1	1	1	2	3	4
Spot Lights	5	6	8	10	15	20
3-pin power socket (5amp & 220 volt)	1	1	1	1	2	2
Waste paper basket	1	1	1	1	2	2
Display props to be included in booths						
a) In halls 1A,1B,1C,1D, 2,3, 3A-shelves of one mtr. Each	5 shelves	6 shelves	8 shelves	10 shelves	15 shelves	20 shelves
b) in Convention Centre - leather hanging rails of one mtr. Each with 20 'S' hooks, per mtr.	3 one mtr rail with 20 'S' Hook	4 one mtr rail with 26 'S' Hook	5 one mtr rail with 32 'S' Hook	6 one mtr rail with 40 'S' Hook	9 one mtr rail with 60 'S' Hook	12 one mtr rail with 80 'S' Hook

REQUEST FOR SCRUTINY OF DRAWINGS

To: Architecture Division,
Room no. 232, Pragati Bhawan,
India Trade Promotion Organisation (ITPO),Pragati Maidan, New Delhi – 110001.

Event: India International Leather Fair (IILF), Chennai 2023

Company Name: _____

Hall no.: _____ Stall no.: _____ Size: _____ (should be more than 36m²)

Contact Person's Name: _____ Designation: _____

Mobile no.: _____ Telephone no.: _____

Checklist:

1. Layout/Plan with dimensions
2. Elevation/View with dimensions

Signature: _____

Name: _____