



VIP Room				
Entire Complex				
Pantry room (indoor)				

Pantry (out door to be mounted by

organizer)				
Dining lounge (indoor)				

iv) Other facilities requirement (provisional figure)				
Facilities		Requirement	Period/ Date (in format dd-mm-yy)	
			From	To
Air conditioning of Halls	EH-I, II,III & 300 CH			
Electricity power requirement (single phase for open field areas during mounting/dismantling period)	Single Phase			
	Three Phase			
250 KVA Diesel Generator	For lighting only			
Hording/buntings (within the complex and outside)	Numbers			

v) Exhibition Timing and Proposed Entry Tickets				
		Week Days	Sat.- Sunday/ Holidays	Entry Ticket (Rs)
Business Visitors(timings)				
General Visitors(timings)				
vi) Entry restrictions : Entry by invitation/Open to General Public				
vii) Have you organized any fair in the past? If yes, please give broad details of past fair organized (Please enclose one copy each of Brochure/Fair Guide)				
Exhibition Name	Exhibition Date (dd-mm-yy)	Gross Covered Area(in Sq. M)	No. of Exhibition	Venue of Exhibition held

viii) In case of an international event, please give names of country from where foreign Exhibition are expected to participate

ix) Have you received any notice/advice from Customs regarding non-fulfillment of conditions on importation of exhibits by any exhibitor in the previous events? If so, give details and follow up action taken.

Also attach a support letter from EPCs/Industry Associations/Chambers

x) Application money/ Booking advance with the booking Form. The application money payable (60% on total estimated bill amount or total space rent with taxes) : (to workout the estimate please follow the rent/ license fees chart/ Tentative Electricity charges/ Air-condition charges etc of ATPO at www.atpo.biz)	Demand Draft for Rs.....No..... Dtd.....Drawn on..... (Application money will be adjusted in the final bill)
xi) Is there any cultural programme during the exhibitions/ conference ? If yes, please give details of cultural functions (Please enclose respective NOC from District Administration/ Copy right etc as per requirement) (Please Tick in box)	Yes
	No

4. I/We understand the ATPO may refer the proposal of organizing exhibition/seminar/meeting to the concerned Nodal/Administrative Ministry/Department/Organisation and/or the Ministry of Home Affairs/External



Affairs for their clearance before considering/approving the event.

5. I/We undertake that I/We shall announce /publicities the holding of the event only after ATPO's formal/written approval/ confirmation is obtained.
6. I/We also undertake to submit a detailed report covering the above exhibition within one month after the close of the event.
7. I/We also undertake that we will recover/charge space rentals from foreign participants in Foreign Currency and will comply with the Foreign Exchange Regulation of RBI/Government of India.
8. I/We undertake to send a list of all foreign personnel coming from abroad to attend the exhibition/seminar to Ministry of Home Affairs for security and visa clearance.
9. I/We also undertake that we will follow provisions of Import-Export Policy and Customs Regulations.
10. I/We also note that :-
 - i) Liability of ATPO limited to refund of deposit in the event of Halls being unavailable due to unavoidable circumstances.
 - ii) Entertainment Tax and other statutory levies and taxes :

The organizer will take clearance/No Objection Certificate from district administration/Authorization Certificate from Department of Entertainment Tax, Government of Assam before taking possession of the venue. ATPO reserve the right not to give possession of the halls in the event of organizer not obtained/ submit necessary permission from these Departments. This does not, however, absolve the organizer responsibility to pay the required licence fee to ATPO as per booking made by them.

- iii) All service tax/ Luxury tax and statutory liabilities accruing out of holding this event will have to be borne by the organizers.
- iv) The organizer undertakes to sign the agreement – in the prescribed format – on allotment of space.
- v) We have studied the Guidelines for licensing of Exhibition Space and Facilities in Maniram Dewan Trade Centre available in application form in website www.atpo.biz and are fully aware of the Terms and Conditions for allotment of facilities prescribed by ATPO.
- vi) We enclosed herewith organisers details.

Authorised Signatory _____

Name of Signatory _____

Designation _____

Name of Organisation _____

Address _____

Date _____



N.B.

All columns should be filled in properly (in legible hand/typed neatly). The replies should be specific. Write N/A for entries that are not applicable. Incomplete/illegible forms shall not be accepted.

Duly filled up application form along with a **MC Cheque/ Demand Draft (license fees/ space rent)** towards booking/application money payable to “Assam Trade Promotion Organisation”, Betkuchi, Guwahati – 35 should be submitted at least 3 months prior to the scheduled date of the event to the General Manager, ATPO, Maniram Dewan Trade Promotion Centre, Betkuchi, Guwahati-35. The booking application fees also pay through RTGS. Our Bank is SBI-Garchuk Branch, Bank Code: 5240/ IFSC Code: SBIN0005240/A/C NO.30732752682



Terms & Conditions:

IA: The organizers are hereby requested to furnish the following documents prior to holding event

1. Proper permission from district administration.
2. Permission for holding Musical events/ Cultural function etc with due NOC for copy rights from Phonographic Performance Ltd/ Indian Performing Right Society etc.
3. Clearance/No Objection Certificate/Authorization Certificate from Deptt. of Entertainment Tax, Government of Assam.
4. Tax Clearance Certificate from Tax Department, Govt. of Assam.
5. Any other permission relevant and as required for holding of fairs.
6. Layout plan of stalls (hall wise)
7. License fees/ Space rent with taxes as booking advance of the Trade Centre or part thereof in form of bank draft to be accompanied with the application form (available in the website) and remaining 12 hrs before closing of event.
8. Events to be organized more than 3 day consecutively with an estimated total billing amount more than Rs.50,000/- should furnish a bank guarantee certificate from an approved commercial bank to be submitted along with the application. For estimated guaranteed amount and the prescribed format, the organizer may contact the ATPO. The Bank Guarantee certificate format may also downloaded from the website <http://www.atpo.biz> . Only after receiving of the same the venue would be handed over to organizers.

IB: Compliance of the following conditions is utmost necessary.

1. During laying stalls in exhibition halls it should not cover or obstruct any entry/exit doors of halls.
2. During and after any event organizers must engage their own cleaning staff to keep clean of halls and each and every toilet.
3. The organizer should arrange their own backup facilities during their fair periods, in case of failure of power supply (in open field areas and covered areas if not used ATPO's backup facilities for lighting backup only)..
4. The pandals should be constructed with fire retarded material.
5. Organizers should arrange mock drill of fire fighting prior to holding their event with the persons engaged by them for fire fighting system, Training on waste management, training of traffic control by proper using parking slots, prohibition of no parking zones, with proper deploying of security/traffic persons in parking slots and no parking zones.
6. Sufficient numbers of volunteers shall be deployed by the organizer who shall issue photo identity cards.
7. Organizer should maintain law and order within the fair areas and liaison with local traffic police and police station.
8. Organizer should arrange medical team and ambulance in case of emergency.
9. Organizer should keep fire fighting system to cover their constructed areas and should intimate state fire service.
10. Private security should be arranged locally along with anti-sabotage equipments for frisking, checking, watch traffic management, vehicle checking etc.
11. The organizer should inform ATPO well in advance about visits of VIPs to co-ordinate Protocol arrangements
12. The organizers of musical and other events are also required to obtain Public Performance Licence from the concerned society such as PPL/IPRS etc. The organizer is also required to obtain proper no objection certificate from District Administration and also required to follow all local rules and regulations governing such events.
13. Organizers should ensure that preventive measures are taken for prevention of fire in line with the regulations and guidelines of the Fire Authorities in their respective cities.
14. Cooking, live fire, operation of any machinery/equipment generating heat beyond normal tolerance level as adjudged by authorities concerned, will not be allowed in exhibition halls. Due care of hygiene and sanitation has to be maintained in and around exhibition halls.
15. Public safety is of paramount importance. The organizers will ensure regulated inflow of visitors to the halls and ensure no untoward incident takes place. The organizers will post trained personnel to manage visitors' movement properly. Adequate first aid services/paramedical services should also be arranged by the organizers.
16. The organizers will ensure that no exhibitor keeps any hazardous chemicals, gases and firearms in the stalls.
17. Exhibitions are business-oriented events and attended by domestic and overseas business personnel and visitors. It is therefore necessary that hosts/hostesses and presenters, who often promote different products and services on behalf of the exhibitors, are decently attired, keeping in view the law of the land and India's cultural ethos.
18. Medical facilities shall be arranged by the organizers.
19. If the exhibition involves across-the-counter-sales, the organizer is to ensure that the VAT Department is informed in advance and all the payable tax is deposited by the exhibitors.
20. Any international event is required to have approval of Department of Commerce, Ministry of Commerce & Industry, Government of India or ATPO as per the prevalent norms of Government of India.
21. The use of fire hazard material like thatch, dry grass and other similar inflammable materials is not permitted. Only fire retardant material should be used for construction and decoration of booths.
22. The rates are applicable including the preparatory and dismantling period.
23. Electrical connection and consumption charges will be charged separately by way of total Unit Consumed and as per other charges levied by ASEB.
24. In case of separate drawl of power line to temporary sheds in the field areas, the electrical supervisor of organizer must submit a test report indicating the total load of to be consumed, the safety of wiring, panel board with proper MCB and capacity of main drawl line. On verification of test report submitted by supervisor of organizer by electrical supervisor of ATPO necessary connection from ATPO panel will be granted.
25. An amount of Rs 50000/- should also be paid as advance two days prior to commencement of fair of duration ten days and more for electricity power to be adjusted against the final bill. Similarly electricity advance would be @ Rs 3000/- per day for booking of the premises for 1 or 2 days .
26. The ATPO is not responsible for failure of electricity power supply from the source.

27. Rs.7200/- will be charged extra for use of Air-conditions in exhibition halls and 300 seater convention hall on per day basis (irrespective of numbers of hall used or time uses during a day).
28. The Trade Centre has a backup of 250 KVA Generator which is sufficient to meet the lighting of the entire premises in case of power failure, subject to payment of the cost of the diesel and Generator charge by the organizers. However the backup is not sufficient for the central Air-conditioner Unit. The DG backup is also not available for stalls constructed in the open space. Hence DG backup and emergency fire fighting for the open space is to be arranged from organizer's end.
29. The organisers should equip with backup facilities by way of installation of their own Generator Sets as per requirement (in open space or for uninterrupted running of A/C) during their fair/ event period.
30. For optimum use of the Trade Centre it is restricted the construction period to maximum 7 days and 4 days for dismantling for International Trade Fairs of duration of over 12 days. As regards use of halls only, the construction period is limited to 2 days and dismantling to 1 day. The construction and dismantling period will be charged at same rates as in use.
31. Pantry constructed outside (open area) to be charged separately (as per size).
32. At the end of the fair the organiser would have to obtain a **no due certificate** before the goods are allowed to be taken out of the Trade Centre. Hence organisers are requested to obtain the same by clearing the dues in office working hours at the last date of the fair. In case the last date is a holiday the accounts section would be opened from 11am to 1pm for issuing of No Due Certificate.
33. The organizers of musical and other events are also required to obtain Public Performance License from the concerned society such as Phonographic Performance Limited/ Indian Performing Right Society Limited, Mumbai. The organizer is also required to obtain proper no objection certificate from District Administration and Tax clearance certificate from tax department and also required to follow all local rules and regulations governing such events.
34. The Organizer will ensure to maintain the statutory distance between stalls and keep all the Exit gates free from any obstructions.
35. **In case of cancellation / Postponement of any confirmed booking by the organizers, the total bill amount of the rented area for the booking period along with @12.36% service taxes & 8% Luxury tax shall be liable to pay by the organizers invariably.**

2A: Handing and Taking Over of Halls

The hall (s) and other amenities shall be handed over by ATPO "as is where is" condition to the authorized representative of the Organizer. The hall(s) shall be handed over to the organizer at 9.00 AM on the first day of licence period, to be handed back to ATPO at 9.00 AM on the day following the last day of licence period. Should any excess space be utilized, additional licence fee with penalty shall be payable by the organizer before the last day of the event. The representative would have to sign/witness the records/registers maintained by ATPO while handing/taking over of halls and operation of the air-conditioning/air handling unit(s). **However no handing over of halls/ premises will be taken place without complying of all the terms & conditions under clause 1A by organizer(s)**. The organizer must handed over the amenities used after the completion of events/ last day of booking as it was during the time of taking over from ATPO. Any damages to properties found would be charged as estimated by ATPO or to be repaired/ replaced by organizers at their cost prior to handing over to ATPO.

2A (a): The ATPO also suggested to comply the following rules invariably by the organizers.

1. It is suggested that the organizers may keep the Boards in English and Assamese languages in addition to any other language as required.
2. The charges at the approved rates are payable in advance by the organizers for putting up flags, banners, buntings, hoarding, etc.
3. The ATPO reserves the right to cancel, withdraw or change the halls in the event of unforeseen/unavoidable circumstances or for non-compliance of payment schedule.
4. The allotment of halls is on the understanding that all liabilities on account of service tax will accrue to the organizers and that the organizer will indemnify ATPO against any amount payable/paid on this account.
5. All disputes or differences between the parties arising out of or related to the construction, operation and manning or giving effect of this contract or the breach thereof shall be settled by arbitration in accordance with rules of the Indian Council of Arbitration and the award of pursuance thereof shall be finally binding on both parties. Arbitrator will be appointed by the GM, ATPO.
6. The license shall be subject to the exclusive jurisdiction of courts at Guwahati.
The Licensed Premises are public premises as defined in the Public Premises (Eviction of Unauthorized Occupants) Act, 1971 and rules framed there under which are now in force or which may hereafter come into force shall be applicable for all matters provided in the said Act.
7. Use of facilities including exhibition halls would be restricted to trade & commerce and industry related activities. However, facilities could be permitted to be used for cultural activities / fashion show or other activities as permitted by ATPO authority. These shall not be utilized for activities related to religion and politics.
8. The Exhibitors/Organizers must plan an event in MDTC keeping in view the public safety, free access to public facilities & conveniences and safety to ATPO property.
9. The Organizer and their designers must inspect the hall(s) and make note of salient features like locations of columns, fire safety equipment, main electricity distribution board, arrangement for water supply/disposal arrangement for compressed air supply, service doors, entry/exit doors and approach to toilets etc. Every Gate in Hall shall be free from display leading to toilet or outside. All passages should be planned in such a way that it will either emerge or terminate at the gates. The layout of the exhibition must clearly show all such features.
10. The Organizer will prepare and submit to ATPO the layout of exhibition keeping in mind the guidelines mentioned in the succeeding paragraphs. A Penalty will be charged for non-submission of layout plan.
11. Clear access to main electrical distribution boards emergency exits, stair cases, service doors, public conveniences and fire safety equipment must be ensured. Adequate working space must be provided in front of main electrical distribution boards and fire safety equipment for easy operation.
12. Minimum 3.0 meter wide passages in respect of product specific, business fairs and minimum 3.0 mtr. wide passages in respect of general fairs meant for public are to be provided. Passages are to be kept free of any display aids/exhibits.
13. The permissible height of the stand construction is 2.4 mtrs. Only few features like logo etc. in bigger stalls can go up till the height of 3.5 mtrs.
14. Light weight hangings and buntings can be hung inside halls with high ceiling and from the existing hanging arrangement. No hanging, however, should be suspended from electric conduits, cables, fixtures and air – conditioning/ventilator grills. In case the exhibitor intends to provide specific hanging arrangement, the same should have the prior approval of the ATPO.
15. Specially designed frames are existing in front of different halls. Signboards of the events are to be installed using such frames only. No signboard is to be suspended from the rooftop or parapets.
16. The standby 250 KVA Generators have been provided for emergency general lighting of the halls only against payment.
17. Adequate fire protection arrangements have been provided in MDTC's exhibition halls. Additional precautionary fire safety implements like fire extinguishers etc. are to be provided by the Organizer under his own arrangement in their constructed sheds. The Organizer should deploy adequate number of fire fighting personnel.
18. 3-Phase/1-Phase power requirement for display/operation of machines needs to be forwarded to General Manager ATPO at least one month before the start of the event.
- 18-A. The Electricity consumption charges will be charged by way of total unit consumed/ other fixed charges & duties/ meter charge as per rules of ASEB along with power connection charge from ATPO panel separately.
19. Only spotlights are to be used for stall lighting. Halogen and other floodlights are not to be used.
20. All precautionary measures towards safety of workers inside MDTC/Halls will be the organizer's responsibility.
21. No gas stove and other implements using live flame are permitted for the purpose of any demonstration.
22. The sound decibel inside the Hall is to be regulated in the interest of all other users and visitors. The sound decibel in common areas and in passages should not exceed 70 decibel due to use of any sound and music system in the halls.
23. All electrical wiring work will be carried out only by licensed electrical contractors.

24. Each stall should have an adequate rated switch fuse unit, MCB or cut-out to enable isolation in case of any emergency/overloading.
25. Electrical wiring under the carpets is potential fire risk. Wherever these are unavoidable, adequate precaution should be taken by covering these wiring by wooden ramps. Wiring with joints should not be provided under the carpet.
26. The electrical equipment installed must be earthed as per Indian Electricity Rules, 1956 amended upto-date. Connection may be made to the nearest ATPO main earth lead.
27. The Organizer should not draw electric power in excess of the requirement projected to ATPO and released by ATPO for the purpose. Over draw of authorized power load will attract 100% penalty.
28. Re-sale or supply electricity to third-party is not permitted.
29. The Organizer will be liable to restore or pay restoration charges, if any, on account of damage to ATPO property.
30. The penalty shall be imposed in case of not following the approved plan/deviation from ATPO guidelines at Rs.10,000/-per violation. In case of violation of any Guidelines specified above or specified by any other law enforcing agency, ATPO reserves the right to close the stand/stall/pavilion or levy a fine or get the construction removed at the risk and cost of the Organizer/exhibitor.

No claim of refund or compensation would be entertained in such cases.

31. The Organizer must remove all abandoned material/trash from the premises after close of the fair. If the exhibitors leave behind such items, it will result in the Organizer being billed for removal and disposal of the same.
32. The movement of the exhibition material on the roads inside MDTC would be ensured in accordance with rules and regulations specified by Security incharge of ATPO.
33. No material will be allowed to be taken out of MDTC complex by the organizers without "out-passes" issued by ATPO Authorities.
34. The damages caused during the currency of the tenancy to ATPO's premises and infrastructure, if any, will be jointly inspected to see the extent of damages and assess the cost of restoration. Such cost will be payable by the Organizer within seven days of the intimation of the same.

2B: CAR PARKING ARRANGEMENTS AND ENTRY OF VEHICLES CARRYING EXHIBITION MATERIAL

There are 2 gates in MDTC, which could be used for entry and exit. The number of gates to be utilized for entry and exit is decided depending upon the need. As far as possible entry of all the vehicles carrying exhibition goods etc. will be allowed from Gate No.6 at MTDC own Road and all such vehicles after off-loading the material will exist by same gate. As a rule, entry of vehicles in MDTC during the exhibition hours is strictly prohibited. However, in certain cases where services are to be maintained, entry of vehicles for the following categories is allowed on the basis of permits issued by the Security Division:

Debris trucks, Water tankers, Ambulance, Cash Vans of the Banks, Maintenance Vehicles, Vehicles for carrying musical instruments and artists in costumes, Police Patrol Vehicles.

Entry of vehicles of all other purposes is strictly prohibited during the exhibition hours to ensure free and unhindered movement of the visitors.

1. In-Pass and Out-Pass (Exit Permit)

In order to regulate entry and exit of vehicles carrying exhibits, materials of contractors, permanent stallholders etc., a system of issuing IN-PASS and OUT-PASS has to be introduced. With the IN-PASS, vehicles will be allowed entry into the ground while with the OUT - PASS (Exit- Permit), vehicles could exit from the ground after fulfilling the formalities of clearance from the Security of the organizers. IN-PASSES and OUT-PASSES will be issued by the Security of the organizers.

2. All the vehicles going out of MDTC are required security checked at the gates. This is strictly followed by security engaged by organizer/Assam Police. All materials/exhibits going out of MDTC in vehicles or otherwise will be allowed to go out on the basis of valid OUT-PASSES (Exit Permits) only. Adequate number of IN-PASSES and OUT-PASSES may be issued by the Organisers for the Security. Two copies of invoice should be handed over at the exit point at specified Gate or any other exit gate earmarked for the fair to security staff of which one will be returned back to the concerned person and one copy will be retained by the Security. The OUT-PASSES (Exit-Permits) will be duly stamped by the security staff.

2C: HOARDINGS/BANNERS/DIRECTIONAL SIGNS

Display sites are allotted as per their availability. In case more than one event is taking place concurrently in MDTC, allotment of display sites is done as on the basis of area booked and proximity to the Halls against payment. This would also include signage's at the main entry Gates.

1. All display space/boards/poles will have to be restored to their original condition by the organizer at the end of the exhibition by ensuring that the banners, buntings and other display materials are removed before the possession of the Halls is returned to ATPO. If dues are not settled as per payment schedule, the exhibition materials would not be allowed to be taken out of Maniram Dewan Trade Centre Complex. Delayed removal of exhibits on account of default in settling dues is liable to be penalized as decided by GM ATPO.

2D: Insurance

The fire safety precautions, security and comprehensive insurance against all risks for the exhibits/exhibition/exhibitors/organizers/visitors including but not limited to any natural calamity etc. during entire license period shall be carried out by organizers at their own costs. ATPO shall, in no way, be responsible for any claims whatsoever. Similarly the exhibitors may be advised by the organizer to take insurance cover for their exhibits against fire, water, handling, transport, theft and other risks. Any damage to the property of ATPO during the license period will have to be made good by the licensee.

2E: LICENSE FEE/ RATES/ TARIFF:

The promotional discounted rates may be obtained from ATPO site www.atpo.biz

Terms & Condition:

1. The rates are applicable including the preparatory and dismantling period.
2. License fees/ Space rent with taxes to be deposited as booking advance and remaining 72 hrs before closing of event.
3. **The above rates/fees will be applicable up to 31st March '2013.**
4. Service tax @ 12.36 % & Luxury tax @ 8% will be applicable over discounted rate.
5. Electrical connection and consumption charges in case of use of power will be charged separately by way of total Unit Consumed as per APDCL charged.
6. Rs.7200/- will be charged extra on per day basis (irrespective of time uses during a day) for use of Air-conditions in any exhibition halls and 300 seater convention hall.
7. The organisers should equip with backup facilities by way of installation of Generator Set etc. at their cost during their fair/ event period.
8. The ATPO is not responsible for failure of electricity power supply from the source.
9. On request the ATPO may provide backup power from its 250 KVA Diesel Generator set only for lighting and others purpose (other than running of A/Cs of Halls), subject to advance payment of the cost of the diesel and Generator charge @Rs.200/-per Hr by the organizers.
10. Water connection and consumption charge is free. Subject to all connection works to be done by organizers, except for Canteen/ caterers uses.
11. Inside Pantry, which is charged @Rs.300/- per day will be free along with the booking of 20 and 100 seater rooms, subject to cleaning of pantry and surrounding to be done by the organizers?
12. Pantry constructed outside (Gras area) to be charged separately @Rs.500/- per day.

Payment may be made in favour of Assam Trade Promotion Organisation by Cash/ local or at par Cheque /Demand draft payable at Guwahati or RTGS transfer. Bank Code: 5240/ IFSC Code: SBIN0005240; Bank name: SBI Garchuk Branch; A/C No:30732752682

