

**RULES & REGULATIONS**

These rules and regulations cover areas such as Venue Regulations, Fire Safety, Insurance, Stand Fitting Display Regulations, Code of Conduct, etc. Some sections are difficult to read, we admit, but it is necessary that you do so in order to ensure that your participation is as smooth and trouble free as possible. If you have any questions or require advice or extra explanation of a regulation, then please do not hesitate to contact the Organising Manager, who will be ready to offer you every assistance.

**PART I**

**1. DEFINITIONS:**

- 1.1 In this Rules & Regulations, these words and expressions have the following meanings:
- 1.1.1 The term 'Exhibitor' shall include all employees, servants and agents of any Company, Partnership, Firm or individual to whom space has been allocated for the purpose of exhibiting.
- 1.1.2 The term 'Exhibition' shall mean the event as named and dated above.
- 1.1.3 The term 'Exhibition Venue' shall mean the location for the Exhibition as shown above.
- 1.1.4 The term 'Organisers' shall mean: ZAK TRADE FAIRS & EXHIBITIONS PVT. LTD.
- 1.1.5 The term 'Landlord' shall mean: The owners and management of the appointed Exhibition venue, its employees or agents.
- 1.1.6 (a) The term 'Contract' shall mean the contract for space or space plus shell stand or pavilion package stand at the Exhibition entered into between the Organisers and the Exhibitor which incorporates these Rules & Regulations and the Exhibition Manual.
- 1.1.6 (b) The Contract represents the entire agreement between the Exhibitor and the Organisers to take space at the Exhibition and supersedes all promises and statements between the parties other than those expressly incorporated into the Contract. In addition, the Exhibitor acknowledges that he has not entered into the Contract in reliance upon any representation, warranty or undertaking which is not expressly set out or referred to in this Contract. This does not exclude liability for fraudulent misrepresentation.
- 1.1.7 The term 'Authorities' shall mean the Local Authority and the Fire Authority.
- 1.1.8 The term 'Rental' means the sum payable under the Contract, for space or space plus shell stand or package deal stand, plus V.A.T. or GST in accordance with the appropriate legislation.
- 1.1.9 The term 'Exhibition Manual' shall mean the manual to be prepared by the Organisers and distributed to Exhibitors prior to the Exhibition setting out practical aspects of their participation and of the Exhibition.
- 1.2 The title to each Rule & Regulation hereinafter set out is for ease of reference only and shall not be construed as limiting or defining the content of any Rule & Regulation.

**2. ELIGIBILITY OF EXHIBITS:**

- 2.1 Exhibits must fall within the defined scope of the Exhibition. The Exhibitor shall not display on his stand any products which fall into classes other than those described on the application for space, and/or the sales brochure unless prior consent has been given in writing by the Organisers.
- 2.2 An Exhibitor who is either associated with or a selling agent for another firm or firms and who wishes to exhibit the products of another firm or firms must state at the time of making application for space the name of the firm(s) to be represented at the Exhibition and undertake to confine the exhibits to the goods of such firm(s). The names of such firm(s) must be displayed on the stand throughout the Exhibition period.
- 2.3 Allotment of space by the Organisers shall not imply acceptance of proposed exhibits, and the Exhibitor must satisfy himself that his exhibits comply with the Rules & Regulations. The Organisers reserve the right to exclude and/or require to be removed any exhibit which in their reasonable opinion is not within the scope of the Exhibition or is not suitable for the site allocated to the Exhibitor. The decision of the Organisers as to the eligibility of exhibits will be absolutely final and binding.

**3. PARTICIPATION COST:**

- 3.1 The cost of space does not include any stand fitting, unless specified.
- 3.2 The Exhibitor must conform to the stand fittings guidelines and regulations according to those set in the Exhibition Manual.
- 3.3 The Exhibitor who decides to shift from Shell Space to Space Only must inform the organiser 3 months in advance and change the contract accordingly. Any request later than that will not affect the price of the booth

**4. CONDITIONS OF PAYMENT:**

- The Rental shall be paid by the Exhibitor as stated in the Contract Form. Payments shall be made within fourteen days in arrears (whether demanded or not). The Contract may at any time thereafter be terminated forthwith by notice in writing by the Organisers to the Exhibitor. In such event all Rental paid shall be forfeited and the balance of the Rental shall become due and payable forthwith. Such termination shall not prejudice any rights or claims by the Organisers against the Exhibitor in respect of any antecedent breach, and where applicable the provisions of Regulation 20 in Part II shall apply.

**5. CANCELLATION:**

- If the Exhibitor withdraws from this contract after having concluded the said contract, the Exhibitor hereby agrees to indemnify the exhibition management/organiser for the losses, by paying 100% of the stand rent.

**6. OCCUPATION & COMPLETION OF SITE:**

- 6.1 The Exhibitor and contractors may (subject to any special conditions contained within the Exhibitor's Manual) enter the Exhibition premises for the purpose of erecting his stand and preparing exhibits in accordance within the build-up schedule stipulated in the exhibitor manual. In the interest of the Exhibition, the Organisers may in exceptional cases, request for the erection of particular stands on days and at times to be specified by them. Such requests to be at the complete discretion of the Organisers and to be adhered to by the Exhibitor.
- 6.2 All handling of non-portable exhibits within the Exhibition Venue must be carried out by the contractors appointed by the Organisers.
- 6.3 The Exhibitor undertakes that his site or stand will be ready, and all exhibits (other than those which are small and have special value) installed and arranged thereon for display and all arrangements in connection therewith completed in accordance with the build-up schedule stipulated in the exhibitor manual.
- 6.4 **IN NO CIRCUMSTANCES WILL THE EXHIBITOR BE PERMITTED TO ERECT OR OCCUPY A STAND OR SITE IF THE RENTAL HAS NOT BEEN PAID IN FULL.** Should an Exhibitor be prevented from occupying his site for this reason, all Rental paid shall be forfeited and the balance of the Rental shall be recoverable forthwith by the Organisers. The Organisers shall be entitled to utilize the site, which had been allotted to such Exhibitor in such manner as the Organisers shall think fit and to recover from the Exhibitor any expenditure incurred in doing so.
- 6.5 The Exhibitor will not remove any of his exhibits prior to the closing of the Exhibition, in accordance with the breakdown schedule stipulated in the exhibitor manual. Notwithstanding instructions issued specifically for the closing night of the Exhibition, the security of stands and their contents during the entire breakdown period remains wholly the responsibility of the Exhibitor, his agent or contractor. The Organisers cannot be held liable for any damage or losses that might occur.
- 6.6 Mezzanine floor or Two Storey Stands are not permitted
- 6.7 Minimal fabrication work will be allowed for bare space booths inside the halls. Exhibitors have to bring prefabricated booths and assemble on site. Carpentry, cutting, sawing & painting must be

avoided as much as possible on site. Only final touch up work and fixing must be done. The contractors will get only 60 hrs to assemble and 6 hours for dismantling after the show. The details for move-in and move-out timings are mentioned below:

Move-in and Construction		
01 <sup>st</sup> December 2025	Possession of Raw Space	10.00 hrs
03 <sup>rd</sup> December 2025	Completion of Raw & Shell Space work in all Aspects	22.00 hrs
03 <sup>rd</sup> December 2025	Possession of Shell Scheme Stands	10.00 hrs

Dismantling and Move-Out		
07 <sup>th</sup> December 2025	All Exhibits and Booth Materials to be completely Removed	21.00 hrs

The booth contractors will have to provide a security deposit of amount as per the below given table by Demand Draft or Cash before taking the possession of the booth at the venue. Security deposit to be provided should be in name of "ZAK TRADE FAIRS AND EXHIBITIONS PVT LTD.". This security deposit will be forfeited in case your appointed stand construction company fails to finish the construction of the booth by 10.00 pm on **December 03<sup>rd</sup> 2025**.

Security Deposit Details	
Upto 36 Sqms	Rs. 25000
36 to 75 Sqms	Rs. 50000
75 to 100 Sqms	Rs. 75000
Above 100 Sqms	Rs. 100000

**PART II**

**1. REGULATIONS:**

The Exhibitor must comply with the requirements of the Authorities and with the regulations issued by the Landlords.

**2. EXEMPTIONS:**

Applications for any consent by the Organisers must be in writing and must set out full details of the matters for which consent is sought. Exemptions from any Regulation may be granted at the organisers discretion. No exemption given by the Organisers will be effective unless it is in writing.

**3. ALTERATION OF SPACE ALLOTTED:**

The contract constitutes a license to exhibit and not a tenancy. The Organisers reserve the right at any time and from time to time to make such alterations in the ground plan of the Exhibition as may in their opinion be necessary in the best interests of the Exhibition and to alter the shape, size or position of the space allotted to the Exhibitor. No alteration to the space allotted will be made in such a way as to impose on the Exhibitor any greater liability for Rental than that undertaken in the Contract.

**4. SUB-LETTING:**

The Exhibitor shall not assign the Contract, sub-let or part with his site or stand or any portion of it without prior written consent from the Organisers. Other than as permitted by Rules & Regulations 2.2 and 2.3 of part 1 of these Rules & Regulations no name other than that of the Exhibitor may be displayed on the site or stand, nor may any literature in respect of goods other than those of the Exhibitor be displayed or distributed, without the consent of the Organisers.

**5. CONDUCT EXHIBITORS:**

- 5.1 Every Exhibitor shall ensure that his stand is open to view and staffed by competent representatives during Exhibition hours. In the event of any Exhibitor failing to open his stand or uncover his Exhibits the Organisers may do so or may arrange for the stand and exhibits to be removed and the Exhibitor shall be liable for any changes that may be incurred. The Organisers will not be liable for any losses, including consequential losses, sustained by the Exhibitor as a result of this action.
- 5.2 Every Exhibitor, and all persons for whom he may be considered responsible in any way whatsoever, must conduct himself in such a manner as shall not be objectionable to any other Exhibitor or visitor or the Organisers. Any person who does not comply with these requirements shall be liable, at the discretion of the Organisers to be removed from the Exhibition buildings and refused re-admission during the period of the Exhibition.
- 5.3 The Exhibitor must conduct his business ONLY FROM HIS OWN STAND and must not under any promote sales and operate exhibits must be conducted so as not to cause annoyance or inconvenience to other Exhibitors and visitors Solicitations (in person or by any sound process) above the ordinary speaking tone of voice are prohibited without the written consent of the Organisers.

**6. TICKETS AND PASSES:**

The Organisers will issue official tickets of admission and no other form of admission ticket will be valid. No Exhibitor will be admitted to the Exhibition without producing to the gate official the Exhibitors' pass issued to him by the Organisers. The Organisers reserve the right at their discretion to withdraw the pass issued to any person if complaints have been received concerning his conduct. The number of free passes issued to an Exhibitor is at the discretion of the Organisers.

**7. DAMAGE TO BUILDINGS:**

The Exhibitor shall not cause or permit any damage to the Exhibition buildings or any part thereof or to any of the fixtures and fittings therein not the property of the Exhibitor and shall not alter or interfere with the structure of the Exhibition buildings. Any Exhibitor in breach of the Rules & Regulations shall indemnify the Organisers in respect of any claim for such damage for which the Organisers shall be liable to any third party.

**8. INSURANCE:**

- 8.1 After Third Party Claims, The Exhibitor is responsible for all claims, actions or costs for personal injury and after loss of expenses or damage to property caused by or arising from the erection and

**Signature & Stamp of Exhibiting Company (compulsory)**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGN & STAMP: \_\_\_\_\_

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- dismantling of the Exhibitor's stand and anything permitted, omitted or done thereon or there from during the period of the Exhibition or the construction and dismantling periods, caused directly or indirectly by the Exhibitor or any contractor, sub-contractor, licensee or invitee of his or the act, omission or neglect of or by any such person or by any exhibit machinery or other article belonging to, or in the possession of, or used by, the Exhibitor. The Exhibitor will indemnify the Organiser in respect of each and every claim, and all actions, proceedings, costs, claims and demands in respect thereof.
- 8.2 The Organisers shall not be responsible for loss or damage to exhibits or other property in the custody of the Exhibitor, his invitees or licensees howsoever caused. The Exhibitor must take out and maintain adequate insurance in respect of all such claims.
- 8.3 Loss of Expenses - Exhibitors must insure against costs and expenses which they may incur in the event of the Exhibition being abandoned, canceled, postponed or curtailed in whole or in part for causes outside the Organisers control, since the Organisers accept no responsibility in such an eventuality.
- 9. FIRE RISK AND SAFETY:**
- 9.1 An Exhibition stand is a workplace in itself and the Exhibitor is responsible for the Health and Safety of that work place during the construction, use and dismantling of the stand. The Exhibitor thus has a legal duty of care for anyone on or near the stand who may be affected by the actions or omissions of the stand contractors or exhibitors or exhibiting staff.
- 9.2 The Exhibitor shall do nothing to jeopardise the current insurance policies or the licenses of the Landlords or the Organisers and the Exhibitor shall in all cases comply with any requirements of the Authorities. Exhibitors who do or omit to do anything which renders the Organisers or the Landlords current insurance policy liable for premium loading are responsible for the extra premium payable. An Exhibitor, in breach of any of the provisions of this Regulation 9 will indemnify the Organisers in respect thereof.
- 9.3 Fireproofing: All display materials must be fire resisting or treated to be fire resisting to the current and relevant standard and must be installed to the Rules & Regulations relevant to the Exhibition Venue and Authorities, and the Organisers satisfaction.
- 9.4 Dangerous Substances and Naked Lights/Flames Explosive, radioactive, highly inflammable or other dangerous substances may not be exhibited or brought into the Exhibition nor may naked lights or lamps be used during the period of the Exhibition or the periods of fitting up and dismantling, without the prior written consent of the Organisers.
- 9.5 Lasers: Laser equipment may not be used or exhibited without the written consent of the Organisers
- 9.6 LPG: The use of LPG is strictly prohibited.
- 9.7 Water Features: Strict regulations govern the use of water features. Exhibitors wishing to position a water feature on their stand must apply for written consent at least six weeks prior to tenancy. This consent is subject to approval of the Authorities and the Organisers reserve the right to pass on to the Exhibitor any inspection fees charged in connection with this.
- 10. AISLES:**  
The Exhibitor shall not encroach on the aisles in front of his stand and shall ensure that they are kept free from obstruction during the whole time the building is open for the purpose of the Exhibition.
- 11. OPERATING MACHINERY OR EXHIBITS:**
- 11.1 Moving machinery or equipment, shall at the expense of the Exhibitor, be installed and protected to the satisfaction of the Organisers, Landlords and the Authorities. If such machinery or equipment shall, in the opinion of the Organisers, be too noisy or cause any annoyance to other Exhibitors or to visitors, it shall be switched off on request from the Organisers.
- 11.2 Machinery for sale within India must comply with all relevant Indian legislations. Any machinery displayed at the Trade Fair, Exhibition, Demonstration etc that does not comply with the relevant legislation must carry visible notification that the machinery does not conform to the legislation and is not for sale until it has been brought into compliance by the Manufacturer, or his authorised representative established in the community. The responsibility for compliance with the requirements of such legislation lies totally with the stand holding company, any transgression from these regulations that come to the attention of the Organisers or Exhibition at the stand holder's expense, as under part 1 section 2 of these regulations.
- 11.3 Safety devices may be removed only when machines are not in operation and isolated from the source of motive power and only for the purpose of showing a visitor that design and construction of the uncovered part or parts. In such cases however, the safety devices which are removed must be placed immediately beside the machine.
- 12. DIRECTION SIGNS:**  
The Organisers reserve the right affix stand numbers or direction signs on any stand in any position.
- 13. AUDIO VISUAL EQUIPMENT & DEMONSTRATIONS:**  
Audio-Visual Equipment or amplifiers may not be used without the written consent of the Organisers. Where such consent is granted any equipment used and any seating arrangements made must be in accordance with the requirements of the Landlord and of the Authorities and will be subject to a final inspection on site to agree noise levels. If any presentation/demonstration causes obstruction within the gangway and/or excess noise or nuisance to any other Exhibitor, the Organisers reserve the right to cancel the presentation/demonstration or restrict the frequency.
- 14. OFFICIAL SHOW DIRECTORY:**  
An official show directory will be issued on the last day of the exhibition. The Organisers do not accept any responsibility for any omissions, misquotations or other errors which may occur in the compilation of the directory.
- 15. STAND CLEANING:**  
The Exhibitor is responsible to the Organisers for seeing that his stand is maintained in a clean and tidy state throughout the period of the Exhibition. The Exhibitor may not carry out his own stand cleaning and accordingly such stand cleaning will be carried out by the Official Stand Cleaning Contractor appointed by the Organisers.
- 16. CATERING:**  
All articles for human consumption, whether for eating, drinking or smoking within the Exhibition premises or dispensed or given away therein must be obtained from the Official Caterers to the Exhibition Venue.
- 17. PHOTOGRAPHS:**  
Stands or articles may not be photographed, drawn, copied or reproduced without the written permission of the Organisers.
- 18. FORCE MAJEURE:**  
If the Exhibition is abandoned, canceled or suspended in whole or in part by reason of war, fire, national emergency, labour dispute, strike, lock-out, civil disturbance, inevitable accident, act of God, the non-availability of the Exhibition premises or any other cause not within the control of the Organisers, whether ejusdem generis or not, the Organisers shall be under no obligation to repay the

whole or part of such Rental, and shall be under no liability to the Exhibitor in respect of any actions, claims, losses (including consequential losses), costs or expenses whatsoever which may be brought against or suffered or incurred by the Exhibitor, as the result of the happening of any such event.

- 19. ORGANISERS' RIGHT TO TERMINATE CONTRACT:**  
If any Exhibitor, shall during the period for which the License is hereby granted fail to observe or perform any of the provisions of the Contract the Organisers shall have the right to terminate the Contract forthwith by notice in writing to such an Exhibitor.
- 20. ORGANISERS' RIGHT TO CANCEL EXHIBITION:**  
The Organiser shall have the right at all times to abandon, cancel or suspend the Exhibition in whole or part in the event that there is likely to be insufficient exhibitor participation in and support for the Exhibition, the likelihood of such insufficiency to be determined by the Organise whose decision shall be final. In the event of such an abandonment, cancellation or suspension, the Exhibitor shall be entitled to receive repayment of all Rental paid, but the Organiser shall not be further responsible to the Exhibitor in respect of any actions, claims, losses (including consequential losses), costs or expenses which may be brought against or suffered or incurred by the Exhibitor as the result of the abandonment, cancellation or suspension of the event.
- 21. FAILURE OF SERVICES:**  
The Organisers will use their best endeavors to ensure the supply of the services of the Landlords and of those mentioned in the Exhibitor's Manual, but they shall not incur any liability to an Exhibitor for any loss or damage, if any such services shall wholly or partially fail or cease to be available nor shall the Exhibitor be entitled to any allowance in respect of capital due or paid.
- 22. BANKRUPTCY OR LIQUIDATION:**  
Should an Exhibitor being an individual or firm become bankrupt, have a Receiving Order made against him or them or make any arrangements with his or their creditors, or being a limited liability company, go into liquidation (other than a voluntary liquidation for the purpose of amalgamation or reconstruction) or have an administrative receiver appointed, or an administrative order is made against the Exhibitor or its assets or the Exhibitor enters into any arrangement with its creditors or is unable to pay its debts as they become due the contract with such Exhibitor shall terminate forthwith save that all Rental paid shall be forfeited and the balance of the Rental shall become due and payable forthwith and such termination shall be without prejudice to any claim of the Organisers against the Exhibitor in respect of any antecedent breach.
- 23. COPYRIGHTS AND PATENTS:**  
The Organisers will not be liable for any loss or damage. The Exhibitor may sustain in respect of the infringement of any of his copyrights or patents arising out of his participation in the Exhibition. The Exhibitor is strongly advised to make formal application for the grant or the registration of a design, as the case may be, not later than six months after the opening of the Exhibition. Exhibitors shall not display exhibits or other materials which infringe the patents, copyright or other intellectual property rights of another exhibitor or third party. The Organisers reserve the right to assist the relevant authorities to take appropriate action against infringers.
- 24. RIGHTS OF THE ORGANISERS AND LANDLORDS:**  
The Organisers, the Landlords and those authorised by them respectively have the right to enter the Exhibition Venue at any time to execute works, repairs and alterations and for any other purposes. No Compensation will be payable to an Exhibitor for damage, loss or inconvenience so caused. The Organisers may at any time in the interest of the good management of the Exhibition, impose such further regulations of general application as they may, in their absolute discretion, think fit.
- 25. INTERPRETATION OF RULES & REGULATIONS IN TRANSLATION:**  
In the event of any dispute as to the interpretation of these Rules & Regulations as a result of their translation into a foreign language, the English version shall be taken as authentic.
- 26. DISPUTES:**  
The proper law of the Contract shall be Indian Law and all disputes as to the construction of application of these Rules & Regulations or the rights and liabilities of any person hereunder shall be determined by Indian Law.
- 27. GENERAL LIEN AND POWER OF SALE:**  
All exhibits are subject to a general lien in favour of the Organisers for all sums, whether for unpaid rental or otherwise, due from an Exhibitor to the Organisers. The Organisers shall give written notice to the Exhibitor in the event of exercising their lien whereupon the Exhibitor shall not remove any exhibits from the Exhibition premises and the Organisers shall be entitled to take and retain possession of the same. If within seven days of such notice the Exhibitor shall not have paid all sums due and owing as aforesaid the Organisers may at any time thereafter sell the exhibits or any of them and shall apply the proceeds of such sale in payment: (i) of all costs of removal and storage of the exhibits; (ii) of all costs of the sale, and (iii) of all sums due to aforesaid and the balance (if any) of such proceeds shall be paid to the Exhibitor. The exercise of such power of sale shall be without prejudice to the Organisers' right to sue for and recover any balance which may remain outstanding and due after such sale.
- 28. PUBLIC PERFORMANCE:**  
If Exhibitors propose to use audio and/or audio visual equipment to play sound or audio visual recordings and/or relay television transmissions, whether by means of TV, video, record, CD's, cassettes or other electronic means, or if Exhibitors propose to provide live performances, it is the Exhibitors responsibility to obtain all appropriate licenses at the Exhibitors own expense.
- 29. PRIVACY POLICY:**  
By signing the Contract to Exhibit, the Exhibitor is consenting, under all relevant data protection legislation, to the Organisers using its personal information for the following purposes, namely: for the Organisers' internal purposes which will include accounts processing, internal analysis of Exhibitors, inviting Exhibitors to other events organised by the Organiser or its group, disclosure of information to Contractors including without limitation, stand builders and providers of security and registration services, disclosure to direct mailing contractors and disclosure or transfer of Exhibitors' personal data to members of the Organisers' group worldwide to allow the group to further develop its business and its services to Exhibitors. Please contact the Organisers in writing if you do not wish your personal information to be used in this way.

**Signature & Stamp of Exhibiting Company (compulsory)**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGN & STAMP: \_\_\_\_\_