

1. **ORGANISERS:** INFOCAST SYSTEMS PRIVATE LIMITED (ISPL)
2. **VENUE:** NAVI MUMBAI - HALL A, HALL B AND HALL C
3. **EXHIBITION DAYS:** October 30, 31 and 1st November, 2025.
4. **Timings:** 10am to 6pm

5. **EXHIBITION TARIFF:**

Raw Space: Rs. 14,000 per sqm (Min 12sqm)

Shell Space: Rs. 15,000 per sqm (Min 12sqm)

Mezzanine construction charges will be applicable.

6. **Important Information**

Foreign companies or organizations submitting applications under their own name must directly apply to ISPL using the designated form.

A certificate for the import of materials will be provided to companies whose payments are received in foreign currency, in accordance with ITPO guidelines. If foreign companies or organizations participate through Indian agents or collaborators, it is mandatory for exhibitors to specify the division of the stall area in the application form. Additionally, 25% of the stall area cost must be paid based on international rates in US Dollars.

7. **SPACE ALLOCATION**

**Raw Space:** Only the space will be allocated by the organizers without any additional structures or fittings.

**Shell Scheme Booths:** Shell scheme booths will include partition panels, carpeting, name fascia, and standard furnishings such as 1 table, 2 chairs, 3 spotlights, and 1 electrical socket (220V/50Hz) for every 12 Sq.mtr booth. For larger booths, proportional furniture will be provided.

8. **Participation Application Process**

Interested exhibitors are required to submit their applications for space/stalls/booth using the official "Application Form."

- An initial 25% of the booking amount must be paid by **31st December 2024** to secure stall confirmation based on the Proforma Invoice (PI).
- The second installment of 25% is due by **April 2025**.
- A further 25% payment should be completed by **June 2025**.
- The final 25% payment must be made by **August 2025**.

## **9. AGREEMENT TO TERMS**

The organizers and their authorized representatives retain full authority to enforce all rules and regulations associated with PARA TECH EXPO 2025. Their decisions will be considered final and binding for all parties involved.

Should it become necessary to reschedule the event or change the venue, the organizers reserve the exclusive right to issue an official notice of such changes, which will supersede the previous confirmation of acceptance.

By submitting an application and entering into a participation agreement with ISPL, applicants confirm their obligation to pay the full fees from the moment the contract is executed. Once signed, the application and participation agreement cannot be revoked by the applicant.

By reserving space at PARA TECH EXPO 2025, exhibitors agree to comply with all regulations established by the organizers, including any future amendments or provisions made during the process.

All disputes will fall under the jurisdiction of Mumbai courts.

## **10. CANCELLATION POLICY**

Participants are not allowed to cancel their participation or reduce the size of the space/stall/booth once it has been booked. No refunds will be issued under any circumstances, and payments made will not be carried forward or adjusted for future events.

## **11. SPACE ALLOCATION**

Exhibitors will be provided with an opportunity to choose their preferred stalls, and the organizers will make every effort to honor their requests as far as feasible. If the requested stall is unavailable, a stall will be assigned at the closest available location to the exhibitor's initial preference.

Stall assignment details will be shared with exhibitors in a timely manner. The organizers reserve the right to modify the placement, size, or layout of the stalls if required by circumstances. In such cases, exhibitors will be notified with as much advance notice as possible.

## **12. GUIDELINES**

The organizer will provide comprehensive instructions covering exhibition schedules, stall space usage, layout plan approvals, timelines for stall setup, possession and dismantling procedures, additional facilities, and their associated costs. Exhibitors are required to adhere to these guidelines without exception. Space or stall possession will only be granted as per the outlined conditions and provided that all dues from participants are fully cleared.

All responsibilities related to the transportation of exhibits to the display area, storage of empty packaging materials, operation of lifting and conveying equipment, hiring of staff for packing and unpacking, assembling and dismantling exhibits, repacking, and any other related tasks will rest solely with the exhibitor. The organizers will not be held liable for any issues or damages arising in this regard. To facilitate logistics, the organizers will designate an official forwarding agent to manage all carrier-related activities.

### **13. EXHIBITOR RESPONSIBILITY FOR DAMAGES**

Once the exhibition concludes, the stall area must be returned to its original condition. Exhibitors are obligated to repair any damage caused to the floor, building, exhibition structures, or equipment. Alternatively, they must compensate the organizer by covering the costs specified before the exhibition ground is vacated.

Any damage to the floor, ceiling, or pillars will result in an immediate penalty of Rs. 1,10,000, which must be paid without delay.

### **14. LIMITATION OF LIABILITY**

The organizers shall not be held responsible for any loss or damage to the property of exhibitors at the exhibition venue or for any injury caused to the exhibitors, their personnel, or visitors. Exhibitors agree not to file claims against the organizers and further commit to indemnify them from any third-party claims arising due to the exhibitors' actions or conduct.

Participants are strongly encouraged to arrange insurance coverage for their exhibits and display materials to protect against risks such as loss, damage, theft, fire, or any other unforeseen events. Additionally, it is recommended to secure third-party insurance for the construction, exhibition, and dismantling periods.

### **15. SITE AND LOCAL REGULATIONS**

Exhibitors are required to comply with all local and venue-specific regulations, including those related to safety, law, and order. The organizers reserve the right to take appropriate action against any participant found violating these regulations.

### **16. FORCE MAJEURE**

In the event of force majeure circumstances, including but not limited to strikes, lockouts, closures, riots, or natural disasters, the organizers reserve the right to modify the opening dates, adjust the duration, or cancel the exhibition entirely.

If the exhibition dates or duration are changed, the terms and conditions outlined in the agreement between the exhibitors and the organizers will remain fully valid and binding.

In the case of a complete cancellation of the event, any payments made by exhibitors will be refunded after deducting non-recoverable costs that have already been incurred by the organizers.

## **17. SECURITY DEPOSIT**

This policy applies to all raw and constructed stalls.

Please take note of the security deposit requirements detailed below.

The security deposit must be paid by the exhibitor or stall designer.

The deposit amounts are categorized as follows:

- Rs. 21,000 for stalls up to 12 - 17 sq meters
- Rs. 31,000 for stalls up to 18 - 36 sq meters
- Rs. 41,000 for stalls up to 37 - 50 sq meters
- Rs. 51,000 for stalls up to 51 - 75 sq meters
- Rs. 61,000 for stalls above 75 sq meters

The security deposit will be refunded within 16-21 working days after the conclusion of the event.