



ISO 9001:2008

NATIONAL SMALL INDUSTRIES CORPORATION LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
EXHIBITION –CUM- MARKETING BUSINESS PARK
MODULE NO.207, IInd FLOOR, EMDBP BUILDING
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NSIC EXHIBITION HALL

STATEMENT OF CHARGES

EXHIBITION HALL (Non- AC)

a)	Rent	Rs. 35,000/- per day plus GST (timings 9.00AM to 11PM)	
b)	Electricity Charges:	Fixed charges:	Rs. 5000/-per day of connected load 120 KVA shall be applicable as:
			i) 50% for construction & dismantling period
			ii) 100% for event period
		Variable charges:	Rs. 6.90 per actual unit consumed as per energy meter (Rate subject to revision & shall be applicable as per prevailing tariff of APCPDCL at the time of event.
c)	D.G Set :	Variable charges:	Rs.17.74/- per actual unit consumed derived on pro-rata basis plus GST (Rate subject to revision by NSIC from time to time depending upon the rate of diesel.)
d)	Water charges :	Rs. 2500/- per day for event period only.	
e)	Cleaning charges of Exhibition hall	The area has to be cleaned properly before handing over the same to us. In case if area is not cleaned properly an amount of Rs. 2500/- shall be levied separately.	

Note : Contingencies charges on total of S.No b & c of above @ 5% extra.

TERMS & CONDITIONS

1. SECURITY DEPOSIT

The organizer has to make a security deposit of Rs 50,000/- before the start of the exhibition. This amount would be refunded after adjusting costs/repairs for damages to hall, fittings etc. if any, immediately after the exhibition.

2. RENTAL AND OTHER CHARGES:

A. Exhibition Hall:

Sl No.	Description	Unit	Charges (9.00 AM to 11.00 PM)
1	Exhibition hall-lease rent (Non-AC)	Per day	Rs 35000/- plus GST
2	Construction period	day	2days prior to start of event
3	Dismantling period	day	1 day after conclusion of event
4	Electricity charges *		
	a) Fixed charges- Connected load 120 KVA and shall be applicable as under: i): 50% for construction and dismantling period ii) 100% for event period	Per day	Rs 5000/-
	b)Variable charges	Per unit	Rs 6.90/- per actual unit consumed as per energy meter (Rate subject to revision and shall be applicable as per prevailing tariff of APCPDCL at the time of event)
	C) D G Supply	Per unit	17.74/- per actual unit consumed derived on Pro-rata basis (Rate subject to revision by NSIC from time to time)
	a) * Contingencies charges on total of a+b+c above	LS	5%
5	Water charges: for events period only	Per day	Rs 2500/-
6	Cleaning of exhibition hall –One time	L S	Regular cleaning of exhibition hall, stall etc. shall be carried out by the party. The area has to be cleaned properly before handing over the same to us. In case if area is not cleaned properly an amount of Rs 2500/- shall be levied separately

Note: GST on Sl No. 4 to 6 as applicable shall be extra.

B. Open space:

Sl No.	Description	Unit	Charges (9.00 AM to 11.00 PM)
1	Open space- Lease rent	Per Sqm per day	Rs 14.00/- plus GST, shall be applicable for the event period only
2	Electricity charges		Electricity for exhibition to be organized in the open space area shall be arranged by the organizer
3.	Complimentary period		
	a) Construction period		5 days
	b) Dismantling period		3 days
4	Extra construction and dismantling period over and above at Sl no. 3 & 4		Shall be charged @ 50% of the specified lease rent
5	Cleaning of open area	L S	Regular exhibition and stall cleaning has to be done by the party. The area has to be cleaned thoroughly before handing over the same to us. In case if area is not cleaned properly an amount of Rs 2000- plus GST shall levied separately.
6	Timings		9.00 AM to 11.00 PM

C. Conference Hall:

Sl No.	Description	Unit	Charges (9.00 AM to 11.00 PM)
1	Conference hall rental charges (Non A C. (As is where is basis)	Per day	Rs 4000/- plus GST plus Electrical charges

Note: 1. Event organizer has to make their own arrangement for power supply in open space area. NSIC does not take any responsibility and does not guarantee for power supply for the exhibition to be organized by the organizer in the open area.

2. Allotment of open space for exhibition and conference hall shall be considered only on a specific request from the party.

3. PAYMENT OF LICENCE FEE & SECURITY DEPOSIT

The rent shall be charged on the per day basis. The rent includes general street lighting and general security on the gates & inside the building as already available. The organiser has to make their own security arrangement for safeguarding of their materials. NSIC shall no way be held responsible for any theft, pilferage or otherwise of any articles, materials etc. NSIC will confirm the availability of space on receipt of payment as per payment schedule given below:-

- (a) Rs 25000/- as booking amount along with application form.
- (b) Rs.25000/- before two months of start of event.
- (c) .Balance amount together with security deposit of Rs 50,000/- (As mentioned at SI No. 1 above), derived as per SI No. 2 above and as mentioned in the confirmation letter has to be paid in advance before start of event.
- (d) NSIC reserves the right not to allow the event organizer to conduct event in case of defaults of advance payments.
- (b) in case of cancellation of Exhibition / Event by the 'organizer' the booking amount paid by event organizer will be refunded by NSIC as under:

Notice period	Penalty rates (As % of rental charges/preform invoice)
More than 30 days	50 % of amount paid
30 or less than 30 days	100% of amount paid

Payment should be made by way of Demand Draft/Pay Order in favour of The National Small Industries Corporation Limited, Hyderabad along with prescribed Application Form for space booking duly filled in and signed.

4 COMPLIMENTARY DAYS FOR CONSTRUCTION/DISMANTLINGS:

A) Inside exhibition hall:

For construction: 2 days

For dismantling: 1 day

B) Open space for hangar:

For construction: 5 days

For dismantling: 3 days

Note: In case any organizer requires extra days other than complimentary days for construction/dismantling purposes, rental charges @ 50% will be charged for the extra days over and above complimentary days.

5. HANDING AND TAKING OVER OF EXHIBITION AREA

The exhibition area for the purposes of organizing events/trade fairs etc. shall be handed over by NSIC on “as is where is” condition to the authorized representative of the Organizer at 10.00 am on the date specified in the approval letter issued by NSIC. Name and signature of the person authorized to take the possession should be conveyed in writing to NSIC.

The organizer should ensure to bring to the notice of concerned NSIC Officer about any damage etc. in writing before taking over the possession.

6. TAKING OVER THE EXHIBITION AREA

The organizer shall hand over the space/exhibition hall allotted for organizing event, by 9.00 am on the date specified in the approval letter of NSIC.

7. PENALTY

In case the organiser fails to vacate the exhibition area on the stipulated date, the organiser will be liable for following penalties.

- a. 50% of rental charges will be levied for the extended period up to 10 days in case the organiser does not hand over the hall within the stipulated period and thereafter 100% rent will be charged. Amount will be calculated as per the statement of charges given at SI No. 2 above and on the basis of gross area occupied for hangar.
- b. Organizer's, infrastructure including display aids and material used for hangers if any will be removed by NSIC at the cost & risk of the organizer and stored in the premises of NSIC for which storage charges will have to be paid by the organizers before same are released on “As is Where is Basis” without any liability whatsoever on NSIC.

8. CHARGES FOR POWER CONSUMPTION ETC.

Charges for these services shall have to be deposited at least 15 days before the commencement of the event / licence period. The request for these services should be submitted one month in advance.

9. PARKING

Parking space on complimentary basis will be allotted for parking of the vehicle of the organizers, exhibitors and visitors.

10. PHOTOGRAPHY

The NSIC reserves the right to photograph/video filming of any exhibition/event.

11. SECURITY

Organizer will be responsible for the security of their stalls/exhibits and overall security of the exhibition site including products on display, showcase/material etc. They will make security arrangements through the approved Security Agencies.

12. SERVICE AGENCIES

Work of cargo handling, construction of stands, decoration, furniture and catering should be executed by the reputed agencies.

13. INSURANCE

The organizer have at all times at his own cost during event period shall obtain valid and adequate insurance cover against theft, damage to property, personal injury, third party losses, fire, accident, natural calamities, act of God and such other risks normally insured by exhibitors / or as the organizers may require insurance coverage in connection inter alia exhibitors property and its activities during the exhibition period (including the moving in and moving out period).

14. LAYOUT PLANS, CONSTRUCTION / DECORATION ANDDISPLAY

ARRANGMENTS

Architectural layout plans and construction of stalls etc. for the exhibition have to confirm the following guidelines:-

1. The organiser should get the layout plan approved by NSIC before carrying out any construction work.
2. The Exhibitors/Organizer must plan an event in NSIC Complex keeping in view the public safety, free access to public facilities, convenience and safety to NSIC property.

3. The organizer and their designers must inspect the hall / open area and make note of salient features like locations of columns, fire safety equipments, main electricity distribution board, arrangement for water supply / disposal arrangement, service doors and approach to toilets etc. The layout of the exhibition must clearly show all such features.
4. The organizer will prepare the layout of exhibition keeping in mind the guidelines mentioned in the succeeding paragraphs.
 - i) Clear access to main electrical distribution boards and fire safety equipment for easy operation.
 - ii) Stand construction should be independent of the walls, columns and roof of the halls.
5. The Organisers can put up their buntings/Boards in such a fashion that no part of the buildings damaged and shall take full care to safeguard the premises. The Organiser must ensure that no damage is done to the buntings/Boards of NSIC. Light weight buntings can be hung inside hall with high ceiling and from the existing hanging arrangement. No hanging of the buntings, however be arranged from electronic conduits cables fixtures. In case the organizer intends to provide specific hanging arrangement, the same should have the prior approval of the I/c of the EMDBP building.
6. The organizer to ensure that the host / hostess and presenters, engaged to promote different products and services on behalf of exhibitors, be decently attired keeping in view the law of the land and cultural ethos.
7. The sound decibel is to be regulated in the interest of all other users and visitors. To avoid nuisance / disturbance, sound level is not allowed to exceed 7 decibels due to use of any sound & music system.

15. TERMS & CONDITIONS FOR ORGANISING EXHIBITIONS

1. Confirmation of space booking will be done on receipt of Rs 25000.00 along with dully filled-in application form with written commitment to make payment as per the schedule of payment. In the event of any failure of honouring this payment schedule, NSIC has the discretion to cancel the reservation and allot hall to any other fair organiser(s) requiring space during that period.
2. NSIC will hand over the possession of Hall after receiving full payment.
3. Payment for utilization of any other additional facilities / services during the currency of the exhibition is required to be made before the close of event.
4. If dues are not settled as per payment schedule, the exhibition materials would not be allowed to be taken out of NSIC Premises. Delayed removal of exhibits on account of default in settling dues is liable to be penalized.
5. The damages caused during the currency of the tenancy to NSICs premises and infrastructure, if any, will be jointly inspected to see the extent of damages and assess the cost of restoration. The damages so assessed should be restored by the organiser or such cost will be adjusted from the security deposit.

6. No material will be allowed to be taken out of the premises of NSIC by the organizer without obtaining clearance to issue “out-passes” issued by NSIC Authorities.
7. A team of NSIC officers will visit the site of the exhibition and any violation of the Guidelines may result in imposition of compensatory payment and dismantling of contravening booths / structures at the cost and risk of the organizer. Serious violations may result in closing down of the exhibition keeping in view the safety of the public without any liability to NSIC.
8. Permission to display of banners, buntings, hoardings etc. at places in the NSIC Complex should be obtained at least 15 days prior to the event.
9. NSIC Logo can be utilized in publicity material of the event by the organizer with prior permission. For this, organizer is advised to submit proposal well in advance along with publicity material / text.
10. The Organizer will ensure removal of all abandoned material /trash from the premises and dispose off the same outside NSIC Complex at his own cost after close of the fair. If the exhibitors leave behind such items, it will result in the Organiser being billed for removal and disposal of the same. Such bill / bills is subject to adjustment against the Security Deposit.
11. If the exhibition involves foreign companies displaying their products and services, the organizer is to ensure that the Custom Department is informed well in advance and necessary formalities are completed before exhibits are disposed off in Indian market. The organizer will squarely be responsible for any violation of the applicable laws in this regards.
12. If the exhibition involves across-the counter-sales, the organizer is to ensure that the Sales Tax Department is informed in advance and all the payable tax is deposited by the exhibitors. The organizer will be solely responsible for any violation of the applicable laws and he will keep NSIC indemnified against any liability in this regards.
13. The allotted Premises are public premises as defined in the Public Premises (Eviction of Unauthorized occupants) act, 1971 and the 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.
14. In case of violation of any Guidelines specified above or specified by any other Law Enforcing Agency, NSIC reserves the right to close the stand /stall/pavilion and /or levy a fine as decided by the Committee of NSIC officers or any other law enforcing agency and / or get the construction removed at the risk and cost of the Organiser /exhibitor. No claim of refund or compensation would be entertained in such cases.
15. The NSIC reserves the right to cancel, withdraw the allotment in the event of unforeseen /unavoidable circumstances or for non- compliance of payment schedule.
16. The organizers shall indemnify NSIC from any claims from their exhibitors, contractors, service providers, visitors /others arising out of any account / reason whatsoever.
17. In the event of violation of these rules, NSIC shall have the right to close down the pavilion and no refund of amount paid will be allowed.
18. The organisor shall take all necessary precaution to ensure that no part of the building shall get damaged or create hindrance/nuisance to the occupants in the building.

16. PUBLIC SAFETY / MISCELLANEOUS

The following safeguards should be complied with by the organizer in order

to ensure safety while organizing the exhibition/event:-

1. Cooking is not allowed inside the exhibition halls/area. Due care of hygiene and sanitation should be maintained in and around exhibition halls.
2. 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.
3. Adequate first aid services /paramedical services should also be arranged by the organizers.
4. It will be the responsibility of the Organiser to ensure safety of workers inside NSIC Premises for which all precautionary steps should be taken.
5. No gas stove and other implements using live flame are permitted within the NSIC Complex for the purpose of any demonstration.
6. The organizers will ensure that no exhibitor keeps any hazardous chemicals, gases, and firearms in the stalls.
7. The organizer will keep required number of fire extinguishers and maintain fire fighting instruments within exhibition site as per safety regulation at his own cost. Use of fire hazard material like thatch, dry grass and other similar inflammable material is not permitted. Only fire retardant material should be used for construction and decoration of booths.
8. Sound engineering practice would be employed for work of electrical wiring from the main switches to the lights and other fixtures.
9. All electrical wiring work will be carried out only by licensed electrical contractors.
10. Each stall should have an adequate rated switch fuse unit, MCB or cut-out to enable isolation in case of any emergency / overloading.
11. 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.
12. The electrical equipment installed must be earthed as per Indian Electricity Rules 1956 amended up to date. Connection may be made to the nearest NSIC main earth lead.
13. Power factor improvement capacitor should be provided with the connected equipment wherever motors of 5 hp or above are used.

14. The Organizer should not draw electric power in excess of the requirement projected to NSIC and released by NSIC for the purpose.

15. Only spotlights are to be used for stall lighting. Halogen and other floodlights are not to be used.

16. 3-Phase/1-Phase power requirement for display/operation of machines needs to be forwarded to NSIC Hyderabad at least one month before start of the event.

17. The organizer will be liable to restore or pay restoration charges, if any, on account of damage to NSIC property.

18. Before starting of the programme/event, the organizer shall inform to local police authority about the programme/event.

17. DISPUTES

1. The allotment shall be subject to the exclusive jurisdiction of Courts at Hyderabad.

18. DECLARATION BY THE EVENT ORGANISOR:

We hereby confirm that we have gone through the terms and conditions as mentioned above and accept the same.

Name of event:

Name and address of event organizer:

SIGNATURE AND SEAL OF AUTHORISED SIGNATORY