

**COMMUNICATIONS AND EXHIBITIONS (P) LTD**

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**GLOBAL LIFT & ESCALATOR****EXPO COLOMBO 2017****23rd - 25th February 2017**

Srilanka Exhibition & Convention Centre,
Colombo, Srilanka

Application Form For Space Booking

Exhibiting Company's Name _____

Contact: Mr/Ms. _____ Address: _____

City _____

Pin Code _____ Country: _____

Tel: (with Country & Area Codes) _____ Cell Phone _____

Fax _____ E-mail: _____ Website _____

Space Requirement Particulars

Booth Size _____ No. Of Booths _____

Booth Stall Preferences 1. _____ 2. _____ 3. _____

Booth Cost Particulars**Unit**

Shell Scheme/ Built-up Booth	Area	<input type="text"/>	Sq. Mtr.	US\$ 250.00/Sq. Mtr.	
					Service Tax @ 15.00% <input type="text"/>
					Total Amount <input type="text"/>
Bare Space only	Area	<input type="text"/>	Sq. Mtr.	US\$ 225.00/Sq. Mtr.	
					Service Tax @ 15.00% <input type="text"/>
					Total Amount <input type="text"/>

Payment Schedules: Advance Payment - 50% along with this application. Balance payment - 50% due on or before Dec 10, 2016.

Advance/Full payments particulars

We enclose DD/Cheque payable to "Virgo Communications & Exhibitions (P) Ltd." as participation fee.

DD/Cheque No. _____ dated _____ for INR / US\$ _____ (Amount in words _____) drawn on (Banker's Name) _____

_____ towards our advance (Min. 50%)/Full payment for the Booth No. _____ measuring _____

Overseas Companies:

Payment by Bank Transfer: ING Vysya Bank Ltd. A/c No. 209011052515, Indiranagar Branch, RTGS/NEFT : VYSA0002090, MICR: 560064036, Swift Code: VYSAINBBMGR
Beneficiary Name : Virgo Communications & Exhibitions Pvt Ltd, Bank Address : #776, 100 Feet Road, HAL 2nd Stage, Indiranagar, Bangalore, India 560008

Indian Companies:

Payment by Bank Transfer: Exhibitors making payments by telegraphic bank transfer should arrange payment direct to our Bankers - HDFC Bank Ltd., Golden Tower, Airport Road, Kodihali, Bangalore - 560017, India with instructions to be credite to "Virgo Communications & Exhibitions (P) Ltd. - A/c No. 00752320001343.
Payment by DD/Cheque: Indian exhibitors making payments by DD/Cheque should make the same in favour of "Virgo Communications & Exhibitions (P) Ltd.", Payable at Bangalore.

We have read the Rules and Regulations relating to the administration of the exhibition given overleaf and we hereby agree to abide by them.

Name of the Authorised Signatory.....

Designation:.....

Signature.....

Company Seal.....

Date.....

Please maintain a copy of this form for your records

RULES & REGULATIONS

The Organizers reserve all rights in connection with Global Elevator & Escalator Expo Colombo - 2017 (GLE Expo Colombo - 2017)

TERMS OF REFERENCE: In these Rules and Regulations, the term "Exhibitor" shall include the management team, all employees, staff and agents of any company, partnership firm, or individual to whom space has been allocated for the purpose of participating. The term "Exhibition" shall mean the exhibition known as Global Elevator & Escalator Expo Colombo 2016 (GLE Expo Colombo 2017).

THE ORGANIZERS shall mean "Virgo Communications And Exhibitions (P) Ltd." Office address: No 250, Virgo House, 7th Main, Amarjyothi Layout, Domlur, Bangalore - 560071, Karnataka, India.

ALLOTMENT OF BOOTHS:

- (a) Booths will be allocated on a first-come-first-serve basis after receiving the fully filled space contract form with 50% advance booking amount.
- (B) Allocation of booths will be made at the sole discretion of the organizers.
- (C) The booths allocated will be used solely by the exhibitor for display of goods mentioned in their application form. Subletting of booths or displaying goods not listed out in the original application will not be allowed.

NO EXHIBITORS WILL BE ALLOWED TO DISPLAY EXHIBITS OF FOREIGN ORIGIN UNLESS THE PAYMENT FOR THE PARTICIPATION IS MADE IN FOREIGN CURRENCY (USD).

BOOTH CONSTRUCTION: The booths under shell scheme will be erected by the contractor appointed by the Organizers. Exhibitors are permitted to make no structural alteration or any alteration to the size/position of the booths without prior written approval from the organizers.

Exhibitors may carry out additional work(or) interior decoration (or) fittings in their booths through a contractor of their choice and at their expense. However, before doing so, organizers are to be intimated in writing the names and contact details of such contractors and work to be carried out and obtain a "No Objection Letter" from the organizers. Organizers reserve the right to allow (or) disallow any such work at their discretion.

Exhibitors who have opted for Bare Space area are liable to submit the organizers for approval a drawing of the stand showing plan and elevations and details of construction materials, details of contractor etc ... The position of all display features must be clearly indicated. No structure which obstructs the visibility of the neighboring booths or projecting to the gangway is permissible.

OCCUPATION OF THE BOOTHS: Exhibitors are advised to take possession of their booths by the time stipulated from organizers and complete setting up all the exhibits in the booth at least 8 hours before the exhibition opens. If an exhibitor fails to occupy the stand allocated to him by the stipulated time, organizers reserve the right to deal with the booth unoccupied as they deem fit.

EXHIBITS: Exhibitors are allowed to display the exhibits listed out in the original exhibition space application form. Any addition/deletion of exhibits from the aforesaid list must be intimated to the organizers in writing beforehand.

Substances of dangerous (or) inflammable nature (or) machinery generating noise pollution (or) obscene pictures/sculptors & loud sound systems will not be permitted in any part of the exhibition area. An organizer reserves all rights to allow (or) disallow any display items without assigning any reasons.

SAFETY/SECURITY NORMS : Organizers will arrange for the general security of the exhibition area. However, it is the responsibility of the exhibitors to take care of their exhibits and belongings in their booths for the entire duration of the exhibition, including the move-in and move -out periods. Exhibitors are recommended to arrange for adequate insurance coverage to their belongings in their booths.

Exhibitors are advised to take maximum care to ensure that no damage is done to the venue, exhibits/belongings to the neighboring booths or inflict injury to any person during the construction/dismantling of the booths as also during the open hours of the exhibition. In the event of an exhibitor damaging any parts of the venue or the exhibit of a neighboring booth, he/she will be held responsible for compensating for the loss incurred. Under no circumstances organizers will be accountable for any such loss/damages of/to the things or personal injury.

BOOKING POLICY: Booth space will be booked only on submission of the duly filled & signed Space Contract Form received along with 50% advance payment.

CANCELLATION POLICY: No refund of advance paid will be made after signing the space application form and advance payment of 50% received. Any cancellation on or after Oct 10th 2016, will attract complete payment of the participation charges due. In case of non-compliance, legal action will be initiated.

DEFAULT ON PAYMENTS : The organizers reserve the right to cancel any reservation of space in the event of an exhibitor not having paid the dues of rental charges stipulated on the rate card.

ELECTRICAL INSTALLATION: All on-site electrical installations must be carried out by the officially appointed electrical contractor.

FAILURE OF SERVICE: The organizers will make all the efforts to ensure that supply of items/services being provided by the official contractors are of good quality, but as the supply of these items/services are not within the control of the contractors, neither they nor the organizers shall incur any liability to the exhibitors for the shortfall or non-availability of such services and in this event, no refund or concessions will be allowed to the exhibitors.

ABANDONMENT OF THE EXHIBITION : In the event of the exhibition being abandoned because of unanticipated reasons such as natural calamities, riots and events beyond human control, the payment will not be refunded to the exhibitors. Further, organizers will not be responsible for any amount that exhibitors would have spent for the preparation of participation in the exhibition.

ALTERATION OF TERMS & CONDITIONS: Organizers reserve the right to alter/add/delete any terms and conditions whenever they deem it necessary and the same will be applicable to all the exhibitors.

JURISDICTION: Any dispute between the organizers and the exhibitors is subject to the jurisdiction of the courts of Bangalore, India only.