



Incense Media Expo-2023

RULES & REGULATIONS FOR EXHIBITORS

Incense Media Expo – 2023 is a B2B (Business to Business) exhibition; hence sales of the products shall not be permitted to consumers/visitors. Exhibitors can only do sampling, branding and booking of the orders, displaying of the products during the exhibition.

Cancellation Policy: Booked stalls can't be cancelled/part cancelled after 06-Feb-23. Cancellations within the 3 months period (7-Feb-23 to 06-May-23) will be charged a 100% cancellation fee that means no refund shall be made out of stall value. Prior to the 3 months period a 50% cancellation fee of total stall cost will be applied.

Possession of stalls shall be given to exhibitors one day prior to the show. Exact time of possession shall be informed by email/sms well in time. Please note that the possession of the stall will not be given till all the dues are cleared by the exhibitor.

Exhibitors need to send the stall contractor's details to organizer latest by **31-Mar-23**. All the exhibitors getting their stall designed need to instruct the contractor to finish the complete work of stall design by **05-May-23 evening latest by 11 PM**.

Exhibitors are allowed to remove their exhibits only after **7-May-23 (7 PM)**. The work of removing the exhibits from the venue must be completed same day (**7-May-23 by 11 PM**). After this period the organizers will be at the liberty to remove the exhibits at the cost and risk of exhibitors.

Space allocated to exhibitors can't be sublet or shared. Organizer reserves the right to cancel the participation of exhibitor in any such case. Even other brands/companies flexes/printed material can't be kept on the stall by exhibitor.

All the details of third party service providers (vendors) like Extra Furniture Supplier, Stall Contractor, Hotel booking agent, Octroy agent, Hostess services etc. are for information purpose only. They are not empaneled with us. You can choose your own vendors too. Organizer will do their best to ensure supply by contractors, but shall in no circumstances the organizers will be responsible for any above services. Load charges (electricity) shall be extra and well in time it will be informed to you.

Publicity of any other exhibition by any visitor / exhibitor is strictly prohibited.

No loud speaker or any other sound instrument is allowed within stalls, outside stalls in exhibition premise by any exhibitor.

Nobody without the consent of organizer is allowed to distribute any promotional printed material during the exhibition. Exhibitors can do the same within their allocated area.

The organizer reserves the right to change the floor plans and/or location of space allotted or stalls no. to an exhibitor or exit/entry points, passages etc. Any such changes shall not be sufficient for exhibitors to cancel their participation and in case of withdrawal from participation, no refund will be permissible.

Organizer reserves the right to change the dates of the exhibition or cancel for reason beyond their control.

Exhibitors are not allowed to use space/passage other than allotted to them. Similarly, exhibitors will not be allowed product demonstrations or any other activity which will cause objection to others.

Disturbing other stall holders - The organizer will decide as to what constitute a nuisance and their decision will be binding on the exhibitors.

Organizer is not responsible for any octroy exemption & formalities if the same is not sanctioned by the local authority even after the serious efforts are made.

Exhibitors are not allowed to put the banners outside their allocated stall.

Any verbal agreement concerning any particular clause/rule of this contract or the Exhibition are not valid unless confirmed in writing.

Exhibitors requiring extra electrical load, compressed air, extra furniture, logistic help etc. have to intimate organizers along with space booking form.

Exhibitors or their agents shall not deface any part of the exhibit, the booths, or booth contents or equipment and décor. Under those circumstances, the exhibitors are liable to the owner of the property so damaged.

All demonstrations or other activities must be confined to the limits of the exhibitor's booth space. Distribution of circulars may be made only within the space assigned to the exhibitor.

Organizers have no smoking policy inside the exhibition area.

All exhibitors are responsible for the cleaning of stall furnishing, exhibits and the general tidiness of the stall.

Packaging and other materials (LPG cylinder) presenting fire risk must not be stored in the stands, or on the Expo floor.

The height of stand is limited to 8 feet in shell scheme. Designer stall can take it to 10 feet, but the shared (common with other exhibitors) wall needs to be within the 8 feet of height.

Exhibitors are reminded that their insurance for goods and exhibits should take effect from the day that the goods are brought to the exhibition venue and should remain in force until their exhibits are removed. Exhibitors are required to take out adequate insurance cover against the kinds of risks they will incur in connection with the Exhibition, especially public liability, all risks on property, employer's liability and personal accidents to staff. In addition, exhibitors may also wish to take out insurance for loses and wasted expenditure in the event of the exhibition being abandoned or curtailed.

Please do not send any stand material and/or literature in the name of organizers or in the name of any members of the organizing committee at the venue.

The organizers will make general security arrangements. However, participants will be responsible for the security of the exhibits and the stall.

Exhibitors are not allowed to use hazardous chemicals dangerous to building, persons etc.

The exhibitors bringing heavy machinery should bring plates/concrete slabs to place the machinery in the stall. The same should be informed to organizers prior to commencement of the exhibition.

The very fact that an Exhibitors/Speaker participate in the event, it is presumed that he/she, his/her company has read the rules and regulations formulated by the organizers and confirmed to abide by them.

Disputes, if any, shall be subjected to jurisdiction of the courts in Jaipur only.