

## Fast Action Order Form

Please make a photocopy and fill up; Fax / Mail to :

**Fairfest Media Ltd.** 25 C/1 Belvedere Road, Alipur, Calcutta 700 027 India  
 Fax : (91) (33) 2479 0019 Tel : (91) (33) 2479 0010 - 14 (5 Lines) E-mail : otmindia@fairfest.com

### Action Required

Please book space as follows :

- A. OTM Mumbai :** \_\_\_\_\_ sq m @ USD 395\* / sq m  
 **B. OTM New Delhi :** \_\_\_\_\_ sq m @ USD 395\* / sq m

Add 10% for Corner, 20% for Peninsula and 30% for Island locations.  
 Add 25% surcharge for extra upper floor area, if any.

**Total Amount : USD** \_\_\_\_\_

\* **Service Tax & Educational Cess extra @ 10.30%\*\***  
 \*\* **Subject to change**

- NB :**
1. **Payment Terms : 100% with order**
  2. **Cancellation Charges : 50%** if more than 30 days of the fair  
 100% within 30 days of the fair
  3. **Last date of Booking : 30 days** before the fair
  4. **Late fee for order / payment received within 30 days of the fair :** 5% of the amount payable
  5. **Size of booth :**
    - Standard Booth : 3m x 3m = 9 sq m
    - Mini Booth : 3m x 2m = 6 sq m
    - Kiosk : 2m x 2m = 4 sq m
  6. **Any multiple of above can be booked.**

**Payment is**

Enclosed Cheque / Draft No \_\_\_\_\_ dt \_\_\_\_\_  
 for USD \_\_\_\_\_ in favour of **Fairfest Media Limited**

Being transferred to :

**Standard Chartered Bank**  
 163, Rashbehari Avenue, Calcutta 700 019, India.  
 Account Name : Fairfest Media Limited  
 Account Number : 33305007043  
 Swift Code : SCBLINBB

We have read the Terms & Conditions mentioned overleaf and accept the same without any reservations.

Date : \_\_\_\_\_

Seal & legally binding signature

### Your Details

Name \_\_\_\_\_

Designation \_\_\_\_\_

Organisation \_\_\_\_\_

Address \_\_\_\_\_

Tel : \_\_\_\_\_

Fax : \_\_\_\_\_

E-mail : \_\_\_\_\_

Web : \_\_\_\_\_

Our company's products / services are : \_\_\_\_\_

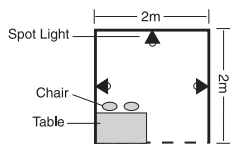
Association Membership (if any) : \_\_\_\_\_

*Fascia Details : Should be communicated at least 10 days before the event*

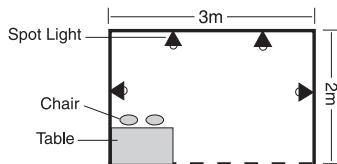
**Organisation Name will be used in case Fascia Details are not given.**  
**Last Minute intimation / changes will be charged extra @ USD 50 each**

## Participation Package

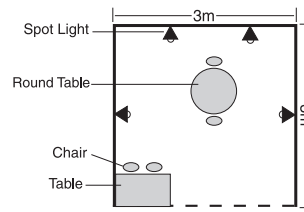
**Typical Booth Plans :**



**2m x 2m**  
**Kiosk**



**3m x 2m**  
**Mini Booth**



**3m x 3m**  
**Standard Booth**



**3m x 3m**  
**Booth Plan**

**Walk-in Package includes :**

- Standard prefab shell
- Display panel walls on 2/3 sides
- Tables & Chairs
- Nameboard fascia
- Spotlights
- Plug Point
- General lighting, air conditioning & electricity
- Round-the-clock security
- Booth cleaning services
- Advertising & publicity support to the fair
- Complimentary visitor invitations

## **Terms & Conditions of Participation**

Participation in **Outbound Travel Mart (OTM)** is subject to the following terms & conditions.

1. The Fast Action Order Form should be duly filled and signed by an authorised person along with company seal and submitted with requisite payment. Alternatively, applications may be made on participant's letterhead with payment. In any case, the booking will be subject to these Terms & Conditions governing participation.
2. Order acceptance shall be complete only when our written confirmation and Bill is received by the Applicants.
3. The allotment and location of stands shall be at the sole discretion of the Organiser. Even if a location has been indicated, the organiser reserve the right to change the same. No stall numbers are allotted in advance.
4. Exhibitors will not be allowed to sub-let or divide their stands unless a special written permission has been obtained from the organisers. Violation of this clause will lead to additional payment liability as decided by the organisers.
5. Any Exhibitor failing to occupy its assigned space one hour prior to show opening or who leaves his or her space unattended during the exhibit hours, forfeits their rights to the space. All exhibits must be open for business during the exhibit hours. Exhibitors should not dismantle their display until the event is officially closed by the organiser.
6. Exhibits must not be placed beyond the space booked by the Exhibitor from the Organiser in which case, the Organiser reserves the right to charge @ 200% of the rate contracted, for the additional space charges, over and above the charges for the actual space booked. The distribution of brochures from the gangways is strictly forbidden. Equipment presentations, artistic shows and other promotional activities of the Exhibitor must be consulted with the Organiser in advance and cannot hinder or make impossible the operation of other stands or the free movement of participants and public.
7. Removing furniture and electrical equipments from another booth will tantamount to snatching and strict action will be taken in such cases. On the spot requisitions will be serviced one by one till the stocks are available, at a premium of 10% on usual rates. Participants are advised to make this extra requisition well in advance.
8. Nameboard fascia will be exactly as per this order and no change on-the-spot will be entertained. If the fascia name is specified on-the-spot, the same may be arranged by our contractors again on additional charge of USD 50, on first-come-first-served basis.
9. The Exhibitor shall bear the total financial responsibility for the equipment and stand fittings provided by the Organiser. Costs of all damages and losses arising from improper use of the stand shall be borne by the Exhibitor.
10. Amounts due for participation charges and extra services shall be paid in full before taking possession of the stall. The Organiser shall be entitled to annul the Exhibitors' participation in the Fair without the right to damages in virtue thereof if the participation charges has not been paid before taking possession.

11. The Organiser shall not insure or take responsibility for the Exhibitor's property. Exhibitors taking part in the Fair shall themselves insure their property against burglary, fire and other Acts of God. The Organiser shall not be liable for damages resulting from theft, fire, gale, stroke of lightning, explosion, flood, cuts in power supply or other causes beyond the control of the Organiser.

12. Exhibitors shall not be entitled to cancel this agreement without the express written permission of the organisers and on terms acceptable to the organisers.

13. All statutory liabilities arising out of the participants' activities at the fair such as sales tax/VAT, octroi, customs duty, excise duty, service tax and/or any other taxes, levies or licenses required for their activities at the fair will be exclusive responsibility and liability of the participants.

14. The exhibitor indemnifies the organisers against all actions, expenses, costs, charges, or claims which the organisers or any of their contractors may be liable for in consequence or damage or injury to any person or property occasioned by or arising out of the act, default or negligence of the exhibitor, his representatives, servants or workmen or any person or persons or persons under his direction or any independent contractor engaged by him.

15. Any disputes arising from the fulfillment of provisions contained in "The Terms and Conditions of Participation" shall be submitted to the jurisdiction of a civil court competent at the registered address of the Organiser. Any and all matters pertaining to the event not specifically covered by this contract and the rules and regulations as described in the Exhibitor's Information & Order Book, shall be subject to determination by the organiser. The organisers reserve the right to add or alter these regulations at any time.

16. Change in order (change in listing / fascia etc. ) should be communicated in writing/through email at least 10 days prior to the event. The Company will not be responsible for any misunderstanding arising due to verbally communicated instruction/request given to any individual sales executive.

### **17. Force Majeure**

The exhibition may be postponed/shortened due to any cause whatsoever beyond the control of the Organisers. The Organisers shall not be responsible for any loss sustained by the exhibitors directly or indirectly, attributable to the elements of nature, force majeure or orders or directives imposed by any Governmental authorities. In such circumstances, the money paid by the exhibitors or any part thereof may be refunded at the sole discretion of the Organisers.

18. Use or public address systems, audio-visual systems and height of displays in the space booked is subject to no inconvenience to other participants and the organisers decisions in this regard shall be final.

19. Soliciting employment of organiser's staff is prohibited and in the event of a participant hiring organiser's staff, an amount equal to 6 months' of salary offered to said staff will have to be paid to the organiser as recruitment and training costs.

20. Jurisdiction of any dispute will be in the courts of Calcutta, India.