



**NATIONAL SMALL INDUSTRIES CORPORATION LIMITED  
(A GOVERNMENT OF INDIA ENTERPRISE)  
OKHLA INDUSTRIAL ESTATE  
NEW DELHI-110020**

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**NSIC EXHIBITION COMPLEX**

**SALIENT FEATURES**

- \* Situated in the Heart of South Delhi near Kalkaji Mandir.
- \* **1500 sq.mtrs. fully Air Conditioned Built up Area.**
- \* 16000 sq.mtrs. Open space with hard standing base.
- \* Facility of Cafeteria including open theater.
- \* Separate Entry and Exit Gates.
- \* Ample parking space.
- \* 500 KVA Un- interrupt Power Supply through DG set.
- \* 24 hours water supply.
- \* Facility available for Conferencing and Business Meetings.

**RATES AND TERMS & CONDITIONS**

**LICENCE FEE:**

<b>AREA</b>	<b>PEAK PERIOD RATES (Per sq. mtr./Per Day) (10.00 AM to 09.00 AM) (1<sup>st</sup> Oct. to 31<sup>st</sup> March)</b>	<b>LEAN PERIOD RATES (Per sq. mtr./Per Day) (10.00 AM to 09.00 AM) (1<sup>st</sup> April to 30<sup>th</sup> Sept.)</b>
Exhibition Hall of 1500 sqm (Fully Air Conditioned)	100.00	70.00
Open Space	40.00	20.00

*Licence fee for Foreign Organizer - US\$ equivalent to Indian Rupees + Service Tax @10.30% on Licence Fee*

**DISCOUNT**

The following schedule of Discount is applicable for exhibitions/events of duration from 3 days to 7 days. No discount is admissible upto 2 days events.

<b>S.No.</b>	<b>Area</b>	<b>Discount</b>
1.	Up to 15000 Sq. Mtrs.	Nil
2.	15001 Sq. Mtrs. and above	5%

**Additional discount of 2% for exhibitions/events of duration, more than 7 days (except Sl.No.1).**

## **SECURITY DEPOSIT**

The organizer has to make interest free payment of 10% of total licence fee towards security deposit. The same is refundable at the close of the event after adjustment of dues, if any.

## **PAYMENT OF LICENCE FEE & SECURITY DEPOSIT**

The licence fee will be charged according to the gross covered area. The licence fee includes general/street lighting and general security on the gates & in and around NSIC Complex only. NSIC will confirm the availability of space on receipt of payment as per payment schedule given below:-

(a) 25% Booking amount – at the time of booking of space

25% Before Six months of the event

25% Before three months of the event

25% Before one month of the event

(however in case extra space is occupied based on actual measurement, the final invoice for the payment will be raised and payment due if any, by the organizer, should be remitted during event days.

(b) The payment will be made by the 'organizer' to the N.S.I.C. through Demand Draft / Pay order only payable in favour of The National Small Industries Corporation Ltd. ,New Delhi along with prescribed application for space booking duly filled in and signed by the 'organizer' or its authorized representative.

(c) The non-compliance with the above payment schedule shall imply annulment of this contract at the sole discretion of NSIC as well as forfeiture of the amounts paid/ deposited by the ORGANIZER.

(d) Licence fee will not be refunded by NSIC in case of cancellation of Exhibition / Event by the 'organizer'.

The payment should be made by way of Demand Draft/Pay Order in favour of The National Small Industries Corporation Limited, New Delhi alongwith prescribed Application Form for space booking duly filled in and signed.

## **Power Charges (10 hrs. per day)**

@ Rs.120/- per KW per day for the connected load.

@ Rs.180/- per KW - one time connection charges.

@ 5% contingencies charges.

@ 10.30% service tax.

## **CHARGES FOR AIR CONDITIONING OF THE HALL (10 Hours Per Day)**

Rs. 82,500/- per day + Service Tax @10.30%

**Charges for Water** - Rs.5000/- per day+10.30% ST

**Hoarding at Entry & Exit Gate** - Rs.10000/- per gate + 10.30% ST  
**during Event days**

## **PARKING**

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

## **PHOTOGRAPHY**

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

## **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.

## **SERVICE AGENCIES**

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

## **INSURANCE**

The organizer have at all times at his own cost during licence 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).

## **HANDING AND TAKING OVER OF EXHIBITION AREA**

The exhibition area for the purposes of organizing events/trade fairs etc. shall be handed over by Event Management Cell, 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 organisor should ensure to bring to the notice of concerned NSIC Officer about any damage etc. in writing before taking over the possession.

## **TAKING OVER THE EXHIBITION AREA**

The organizer shall hand over the space licenced for organizing event by 9.00 am on the date specified in the approval letter of NSIC. **The area should be handed over to NSIC after Cleaning and completing the repair work, if any, due to installation of Hangers and Barricading etc. failing which the expenditure incurred by NSIC towards cleaning and repair of the ground will be deducted from the Refundable Security Deposit.**

## **PENALTY**

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

- a. The admissible discount will be withdrawn.
- b. 50% increase in the licence fee will be levied for the extended period upto 10 days in case the organisor does not hand over the hall within the stipulated period and thereafter 100% licence fee will be levied. Amount will be calculated on the total gross area.
- c. 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.

## **LAYOUT PLANS, CONSTRUCTION / DECORATION AND DISPLAY ARRANGMENTS**

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

1. The organisor should get the layout plan approved by NSIC before carrying out any construction work at exhibition area.
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) Minimum 3.0 mtr wide passages are to be provided and it should be ensured that passages are kept free of any display aids/ exhibits.
  - iii) Stand construction should be independent of the walls, columns and roof of the halls.

5. The Organisers can put up their buntings/Boards on existing poles within NSIC Complex by carefully removing and keeping NSIC Buntings in their safe custody and place NSIC buntings on poles after the Event is over before handing over the possession to NSIC. 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 Exhibition Division of NSIC.
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.

### **TERMS & CONDITIONS FOR ORGANISING EXHIBITIONS**

1. Confirmation of space booking will be done on receipt of 25% Licence Fee 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 and open area to any other fair organiser(s) requiring space during that period.
2. NSIC will hand over the possession of Hall and open area only 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 Licenced Premises are public premises as defined in the Public Premises (Eviction of Unauthorized occupants) act, 1971 and the rules framed thereunder 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 licencing arrangement 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 licence fee and other deposit will be allowed.

#### **DISPLAY OF HOARDING/KIOSKS AS PER ADVERTISEMENT PLOICY:**

The formulation and its enforcement of advertisement policy is the exclusive jurisdiction of MCD which MCD regulates under the relevant provisions of DMC Act and Section 3 of Delhi Prevention of Defacement of Property Act-2007. Under this relevant Act – “Whosoever defaces any property in public view by writing, marking with ink, chalk, paint or any other material except for the purpose of indicating the name and address of the owner or occupier of such property, shall be punishable with imprisonment for a term which may extend to one year, or with fine which may extend to fifty thousand rupees or with both”.

The organizer who intends to put up any hoarding / kiosks in connection with their exhibition/event to be organized in NSIC Exhibition Complex should obtain prior approval for putting up of hoarding/kiosks from MCD and submit the copy of the approval to NSIC before commencement of the exhibition/event.

In case of any violation of the MCD Guidelines in this respect, the concerned organizer would be solely responsible for payment of any damages to MCD or any action whatsoever taken by MCD as per the provisions of the relevant Act / Guidelines.

#### **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 cutout 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 Event Management Cell 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.

## **DISPUTES**

1. All disputes arising in connection with these terms & conditions shall be finally settled by sole arbitrator to be appointed by CMD NSIC under the provision of Indian arbitration and conciliation Act 1996. The place of the arbitration shall be New Delhi.
2. The licence shall be subject to the exclusive jurisdiction of Courts at Delhi / New Delhi.