

## **Rules and Regulations for participation in Fair Abroad**

### **1. Space Booking :**

Application in prescribed form for participation in overseas activities of CHEMEXCIL is to be submitted within the prescribed date for booking. No application/request will be accepted on or before 15 days of exhibition date.

### **2. Allotment of space to the Participants :**

Submission of application for booking of space does not automatically confer a right for allotment of space. Approval of application for space will rest with CHEMEXCIL.

### **3. Eligibility For Subsidised Stall Rates / Reimbursement of Airfare:**

- a) The participating company should be a Member of the Council at least for a period of 12 Months.
- b) As per the Revised MAI guidelines of the Ministry, a company that has participated THRICE in a particular fair will not be eligible for subsidized stall rates / reimbursement of airfare and hence, would be required to pay the full cost of stall as charged by the organizer.
- c) Members who have participated in two exhibitions through CHEMEXCIL in the same financial year under MAI scheme will not be eligible for subsidized stall rates / reimbursement of airfare. In such eventuality, the company will have to pay the full cost of stall as per point b.
- d) For reimbursement of airfare, export turnover of the participating company in the immediate preceding year should not be more than Rs 30 Crores.
- e) The Ministry of Commerce & Industry (MoC&I) has "in principle" approved the reimbursement of Airfare to the Member-Exporters participating in this exhibition. The reimbursement will be done as per the terms and conditions laid down by the MoC&I under old MDA Scheme and after receipt of funds from the ministry.
- f) It is mandatory for the participating company to submit export returns to the Council regularly.

### **4. Refund of Participation Fee :**

- If any member wants to cancel their participation after making the payment due to unforeseen circumstances and requests for refund of payment made before remitting the payment to the organizer by the Council, we may refund their payment after deducting 10% of the stall charges.
- Once we release the payment to the Organizer and thereafter any member wants to cancel their participation and request for refund of the stall charges, then we may consider 90% refund of the stall charges, only if we get confirmation from any other member for said cancelled stall before 15 days of the exhibition.
- If any member could not participate in the event after making the payment and requests for refund of the stall charges (after exhibition), there will be no refund in such cases.
- In the case of Delegations/Buyer-Seller Meet being organized by the Council, once the concerned firm registers their name for participation and makes payment towards the same to the Council, request for refund of the same shall not be considered under any circumstances.

### **5. Visa :**

- CHEMEXCIL shall issue visa recommendation letter to exhibitors with copy to the concerned Mission for obtaining his/her visa.
- CHEMEXCIL shall not be liable in case the concerned Mission of the host/transit country denies visa to a representative of the participating company for any reason

- Since CHEMEXCIL, on behalf of the participating company, has already committed for booking of space/stalls, construction/decoration of stand, Publicity of event / charges for telemarketing person etc., it will not consider any refund on account of denial of Visa/delay in receipt of visa.
- Visa recommendation letter will be issued only in favor of the Indian Executive/Proprietor/Senior Officer dealing with exports of the company.

6. **General :**

- It is mandatory for the firms to put Chemexcil logo and Indian flag at appropriate place of the stall if the company is creating their own stall and participating through Chemexcil.
- Only goods of Indian Origin will be allowed for display at Indian Pavilion.
- Company Banners/Posters must be attractive, clean, wrinkle free, and should be properly pasted on the panels of stall.
- Chemexcil shall not allow any exhibitors to put hanging banners by screw or hook. It is strictly not allowed
- Kids will not be allowed in exhibition area.
- It is mandatory for exhibitor to be present at the site of event during the exhibition, BSM and inaugural programs related to it. Chemexcil shall not allow any exhibitor for any Site visit/Client Visit outside the venue during the exhibition or BSM.
- As an organizer of standalone shows, Chemexcil always extends courtesy to their exhibitors and support such event with value added services which is a complement from Chemexcil. Services such as helping in hotel booking, Local transport, Lunch, Dinner, Cocktail, etc. **are complementary services and Chemexcil reserves the right to extend it or not, these services are extended based on the nature of event, nature of country, Budget provisions, internal management approvals, etc. Members are requested to take the note of it.**
- It is mandatory for exhibitors to submit the outcome report, this report will be submitted to Ministry of Commerce and Industry for settling the account of the event. Hence we request all exhibitors and BSM participants to make the note of below details during the event
  - ☞ Orders Booked/ Spot Business in USD
  - ☞ Orders Booked/ Spot Business in INR
  - ☞ Anticipated incremental Exports after Exhibition in INR
  - ☞ Depth of Penetration achieved during the show-(Good/Better/best/OK/bad)
  - ☞ No. of Visitors /Foot fall in Indian Pavilion
  - ☞ Number of Enquiry Generated
- In the event of postponement / abandonment / cancellation of the Fair / Exhibition, or in exhibits not being displayed due to any reason beyond the control of the CHEMEXCIL, it shall not be liable for any loss or liability.
- The space allotted to the approved participation is to be exclusively used by them for display of their exhibits as approved by CHEMEXCIL. Subletting of space is not permissible. Violation of this clause may lead to cancellation of space allotted, forfeiting of space rent, etc. paid to CHEMEXCIL and debarring the participant from future participation in CHEMEXCIL's event.
- For adequate Publicity and generation of foot-fall in the exhibitions, Council makes best efforts by appointing telemarketing agency, advertising in print and digital media of that country. The Council also takes inputs from Indian mission on suitable dates and telemarketing so that desired foot-falls are achieved. However, in addition to Council's efforts, participants are also encouraged to make sufficient efforts through their dealers in that country and direct mailers to target customers so that desired hype / publicity is created which will result into desired foot-falls and inquiries.

- h. In case of default of any payment due from the participants and non-submission of TDS Certificates, CHEMEXCIL reserves the right to debar them from future participation in CHEMEXCIL's Fairs in India and Abroad.
- i. Any dispute or differences arising out of these terms and condition of participation shall be referred to the Chairman of CHEMEXCIL whose decision of award shall be final and binding.
- j. The terms and conditions of participation shall be subject to the jurisdiction of courts in the State of Maharashtra.

## **7. DRESS CODE FOR EXHIBITIONS**

- a. Most important DRESS CODE for Exhibitors (This we are informing because we came across inappropriate dressing of exhibitors during our past events, Also the photographs which we publish in report for such dressing has objections).
- b. In a formal business environment, the standard of dressing for men and women is a suit, a jacket, tie, pants or a skirt, or a dress paired with appropriate accessories.
- c. Clothing that reveals too much cleavage, your back, your chest, your feet, is not appropriate for a place of business event. In our event, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable.
- d. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other is unacceptable.
- e. T-Shirts, Jeans, Sports Shoes, casual Sandals, Chappals will not be allowed in exhibition area during the event.