



**EPCH**  
Export Promotion Council  
for Handicrafts  
Connecting. Empowering. Transforming.

## EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

EPCH HOUSE, POCKET 6 & 7, SECTOR 'C', LOCAL SHOPPING CENTRE  
VASANT KUNJ, NEW DELHI-110070.

Tel: 011-26135256 (ext. 109/110)

Email:

[mukesh.sharma@epch.com](mailto:mukesh.sharma@epch.com)

EPCH-4/2[1]/2024-IHGF/AUTUMN

Urgent – For Immediate Attention

Dated: 01<sup>ST</sup> MAY 2024

Email & Speed Post

**Last Date for Submission: 10<sup>TH</sup> JUNE 2024**



AUTUMN 2024

## 58<sup>TH</sup> IHGF DELHI FAIR - AUTUMN (16 – 20 OCTOBER 2024)

(India Expo Centre & Mart, Greater Noida, Delhi NCR)

**APPLICATION FORM FOR PARTICIPATION – REG.**

Dear Member(s),

The 58<sup>th</sup> edition of IHGF Delhi Fair (AUTUMN) will be held from 16 - 20 October 2024 at India Expo Centre & Mart, Greater Noida, Delhi NCR. IHGF Delhi Fair objective is to provide the best of the services to the members and overseas buyers, the Council has planned IHGF Delhi Fair – AUTUMN 2024 with new product range, section-wise display and extensive publicity & promotion for inviting overseas buyers.

The display of products in exhibition will be divided into section wise product display and even if one displays a mix of different products, the applicant has to select a product category out of the listed categories as one of the pre-dominant categories for his products by virtue of their appearance, nature or use so that he can be placed only in one of the categories (subject to availability). The product list viz-a-viz categories are also annexed for reference.

We are attaching with this letter an **Application Form for Participation** to be submitted along with a fee of Rs. 50,000/- (if space applied up to 18 sq. mt.) or Rs. 75,000/- (if space applied is 24 sq. mt. or above). This will facilitate EPCH to understand your space requirement and also the kind of products you would like to display in the show. Please assess your space requirement carefully as space allotted once will have to be accepted completely. The participation is subject to attached 'participation terms and conditions' as enclosed with this application form. The new & first time applicant or not participated in last IHGF (AUTUMN 2023) may be provided space subject to availability in respective section otherwise will be accommodated in mart area or space available elsewhere and that too on availability. Please note, the EPCH will review the space requirement of applicants with the space available and devise suitable criteria for allotment of space.

The last date for submission of the Application Form is **10<sup>TH</sup> JUNE 2024**. Applications received with the requisite application fees as stated above shall only be accepted. "Incomplete application forms and applications received without the application fees are liable to be rejected". The Terms & Conditions of participation, participation charges and the schedule of payment may please be read carefully as the same is to be strictly adhered.

Looking forward to your immediate response.

Thanks and regards,

(R. K. Verma)

Executive Director

Enclosed:-

- Application Form for Participation – page 01 to 07.

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AUTUMN 2024

APPLICATION FORM

**58<sup>TH</sup> IHGF DELHI FAIR - AUTUMN (16 – 20 OCTOBER 2024)**

(India Expo Centre &amp; Mart, Greater Noida, Delhi NCR)

**Last Date for Submission: 10<sup>TH</sup> JUNE 2024**

Organization Name \_\_\_\_\_

EPCH Membership No. \_\_\_\_\_ EPCH RCMC No. \_\_\_\_\_

Address \_\_\_\_\_

Name of the Contact Person \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

IEC no. \_\_\_\_\_ PAN no. \_\_\_\_\_ GST no. \_\_\_\_\_

1 [A]. Whether you had participated in IHGF Delhi Fair (AUTUMN) 2023? YES  NO 

[if yes, size of stall \_\_\_ sq. mt.]

1 [B]. Have you been served a notice during or after the fair on any deviations or non-compliance of the General Exhibitions Rules/Terms & Conditions of Participation in any of the previous IHGFs (SPRING) or (AUTUMN) YES  NO 

[If Yes, pl. attach a copy of the notice received along with your reply, if any]

2 [A]. What is your Primary Product Category (Main Line) and Secondary Product Categories? Important:- The Primary Category selected by you should consist of a minimum of 60% of your product range to qualify for display under the said category. All forms are to be submitted with 4 good quality color photographs of products proposed to be displayed properly pasted on the enclosed attached sheet. [Please select only one primary product category].

Sl. No.	Primary Product Categories [Product Category in which you would like to display]	Select only one Product Category
1.	House ware, Tableware, Kitchenware and Hotel ware including EPNS	
2.	Decorative and Gifts (including Corporate Gifts)	
3.	Bathroom Accessories	
4.	Lawn, Garden Ornaments & Accessories	
5.	Lamps & Lighting Accessories	
6.	Furniture, Furniture Hardware & Accessories including Cane, Bamboo, Natural Fiber & Eco Friendly Products (other than Jute/Cotton Bags)	
7.	Home Furnishings & Made-ups	
8.	Carpets, Rugs & Flooring Coverings including made from Coir & Jute and Natural Fibers	
9.	Fashion Jewellery, Canvas/Cotton/Jute Bags, Leather Bags, Scarves, Tie & Accessories, Garments including Chikankari & Zardozi	
10.	Christmas and Festive Decor	
11.	Handmade Paper, Products & Stationery, Gift Wraps & Ribbons and Toys	
12.	Candles, Incense, Dried Flowers & Potpourri, Spa Therapy & Aromatics	

2 [B]. Secondary Product Category. Kindly provide details in the below column.

Secondary Category	
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3. Please mention your EXPORT PERFORMANCE (even if Nil) of Handicraft Items in the proforma given below.

	2021-22	2022-2023	2023-2024
* In Rs. (April to March) (Amount in Lakhs)			

\* **Important:-** All applications are to be submitted with a "SELF CERTIFIED EXPORT PERFORMANCE" certificate. However, the Committee may seek additional information including a Chartered Accountant Certified Export Performance Certificate if required.

**4. Business Results of participations in IHGF Delhi Fair (AUTUMN) 2022 & (AUTUMN) 2023.**

**(It is mandatory for all participants to provide the information)**

	No. of Trade Enquiries Received	Trade Enquiries Converted in Business (in Rs.)	Business Generated (Rs. in lacs)
IHGF (AUTUMN) 2022			
IHGF (AUTUMN) 2023			

**5 [A]. Whether participated in international trade fairs in the year 2022 & 2023**

Yes /  No.

**5 [B]. If yes, kindly give their details as per below-**

Name of the International Exhibition (outside India with or without EPCH)	Year of Participation	Size of Booth in sq. mt.	Total Trade Enquiries Received	Trade Enquiries Converted in Business	Business Generated (Rs. in lacs)
a.					
b.					
c.					
d.					

**6. Applicants wishing to club their booths with other member organization may submit their request by completing all the Columns as per the below given proforma:-**

**Important:- Request for Clubbing received from member organizations may be considered by the Fair Committee subject to the following:-**

- The Committee may consider requests from Proprietor / HUF / Partner / Director or other key persons and interested to club their stands with other member organization(s). Please note, key persons do not include manager or other salaried employee (clubbing may be allowed to facilitate the member organization(s) having extended family or common partners or directors in each organisation for a closer business interaction with them during the fair).
- In case of Partnership, or Private Limited Company, requests from organizations with Common Partners / Directors may also be considered & same is subject to scrutiny by the Committee.
- In case the Organization with whom you wish to club your stand is a First Time Applicant or the Applicant was a First Time Participant in IHGF Delhi Fair – Autumn 2023, please do not propose the clubbing.
- If export Performance of applicant(s) is Nil, such requests may not be entertained.
- The Committee may decide the limit of maximum size of a clubbed booth.
- Mere submission of request for clubbing does not guarantee clubbing of booths.
- The decision of the Committee shall be final and binding on all applicants submitting requests for clubbing.

<b>Applicant Organization</b> Name of Proprietor / Partner / Director _____ Mr. / Mrs. _____ Relation with Mr. _____ (Give Relation _____) Signature & Stamp _____	<b>Sister Organization 1.</b> _____ Name of Proprietor / Partner / Director _____ Mr. / Mrs. _____ Relation with Mr. _____ (Give Relation _____) Signature & Stamp _____
<b>Sister Organization 2.</b> _____ Name of Proprietor / Partner / Director _____ Mr. / Mrs. _____ Relation with Mr. _____ (Give Relation _____) Signature & Stamp _____	<b>Sister Organization 3.</b> _____ Name of Proprietor / Partner / Director _____ Mr. / Mrs. _____ Relation with Mr. _____ (Give Relation _____) Signature & Stamp _____

**Important:-** Pl. mention the Common Category of Display (Refer to Para 2[a] on page1)

**7. Whether you would be interested in supplying to “Volume Buyers engaged in Retail/Domestic Sales”**

Yes /  No

**8. Would you be interested in “Quick Delivery” or “Ready Stock” to Buyers**

Yes /  No

**[As a normal practice under this, you are communicating that you have ready stocks or quick delivery merchandise for export (not by order only)].**

**9 [A]. Whether handicrafts manufacturing/exports is your Core Business**

Yes /  No

**9 [B]. In case of No, do you have other business such as a Buying Agency**

Yes /  No

**(If yes, pl. provide details thereof) Important:- The information sought in column 7, 8 & 9 is a must to be provided and the same will be followed in practice in the fair as “Visitor Right” for it’s business implications incase of any violations by the exhibitor.**

**10. Whether you would extend invitation to Buyers for the fair on your own.**

Yes /  No

**[A]. If yes, how many buyers will be invited by you to the IHGF Delhi Fair (AUTUMN) 2024**

\_\_\_\_\_

**[B]. How many contacts to be shared for the IHGF Delhi Fair (AUTUMN) 2024**

\_\_\_\_\_

**[C]. How many valid contacts (addresses) of overseas buyers with email/mobile no. or any other available data for communication was shared by you for invitation to Buyers by EPCH in last IHGF (AUTUMN) 2023**

\_\_\_\_\_

**Important:-** The above information is a must and to be provided to the EPCH within 15 days of submission of the Application Form for Participation.

**11. How much space you require for IHGF DELHI FAIR [AUTUMN] 2024 ? \_\_\_\_\_sq. mt.**

**[Please take a cautious decision regarding your space requirement in the fair. Once allotted, withdrawal will not be allowed.]**

(Stall sizes available in sq. mt. 12 / 18 / 24 / 30 / 36 / 42 / 48. Bigger sizes available in multiples of 6 sq. mt.)

- Require Modular Shell Stand (Built-up Stand) @ Rs. 8,500 + 18 % GST per sq. mt. Yes  / No
- Require Bare Space @ Rs. 8,000 + 18 % GST per sq. mt., (min. 30 sq. mt. or above) Yes  / No
- Require a 2 side open stand with 10% additional Charges Yes  / No

**(In case of Clubbed Stands, 2 side charges shall be charged on the gross area of the clubbed stall allotted)**

[There may be a possibility for exhibitors to design a Double Storey Booth subject to submission of Structural Designs duly certified by a Structural Engineer. The height of booths in general may also be allowed upto 10 ft. and if double storey, it may be allowed higher].

**12. Are you a New (first time) applicant in IHGF Delhi Fair – AUTUMN 2024?  Yes  No**

**(The new, first time applicant or applicants not participated in IHGF Delhi Fair [Autumn] 2023 be provided space subject to availability in respective section otherwise will be accommodated in mart area or space available elsewhere and that too on availability).**

**13. Directory Entry Form is available “On Line” to facilitate the exhibitors.**

**14. Advertisement in the Fair Directory is available for the following positions.**

**[Pl. select from below].**

<input type="checkbox"/> Inside Front Cover (Colour)	Charges - Rs. 50,000+GST	Size – 18.5 x 11.5 cm
<input type="checkbox"/> Inside Back Cover (Colour)	Charges - Rs. 45,000+GST	Size – 18.5 x 11.5 cm
<input type="checkbox"/> Book Mark (Colour)	Charges - Rs. 30,000+GST	Size – 14 x 5 cm
<input type="checkbox"/> Full Page (Colour)	Charges - Rs. 20,000+GST	Size – 18.5 x 11.5 cm
<input type="checkbox"/> Full Page (B & W)	Charges - Rs. 15,000+GST	Size – 18.5 x 11.5 cm
<input type="checkbox"/> Half Page (Colour)	Charges - Rs. 12,500+GST	Size – 9 x 11.5 cm

**(GST @ 18% extra)**

**15. Advertisement Material**

**(We are enclosing – Please tick one).**

- Text Matter  - Artwork (EPS File with colour proof)

**16. Checklist (please ensure the following).**

- Paid membership renewal fee for the year 2024-25
- No Previous Dues on account of fair participation(s) in previous year(s)
- Application Fees enclosed by way of a demand draft / submitted by NEFT
- Self Certifies Export Performance Certificate

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**Important:-** All Applications for Participation are to be submitted with application fees that can be paid through a demand draft/pay order of through Bank Transfer (NEFT/RTGS) in **Your Virtual Bank Account No.** in favour of the Export Promotion Council for Handicrafts payable at New Delhi. For space applied upto 18 sq. mt., application to be submitted with Rs. 50,000/- as application fee. For space applied 24 sq. mt. or above, application to be submitted with Rs. 75,000/- as application fee.

**In Case of payment by Demand Draft/Pay Order:- No. \_\_\_\_\_ Dated \_\_\_\_\_**

**Bank \_\_\_\_\_ Amount \_\_\_\_\_**

**In Case of NEFT (Bank Transfer):- UTR Code \_\_\_\_\_ Date \_\_\_\_\_**

**Bank \_\_\_\_\_ Amount \_\_\_\_\_**

<b>**VIRTUAL ACCOUNT INFORMATION for payment by RTGS/NEFT</b>	
Account Name : Export Promotion Council for Handicrafts	Bank Name : Union Bank of India
<b>**YOUR VIRTUAL BANK ACCOUNT NUMBER</b> is a combination of the first Nine letters of EPCH account ( <b>17730EPCH</b> ) and the last Six Digits of your EPCH Membership number.	Branch : FCS Centre Bangalore, Bangalore
	IFSC Code : UBIN0996335

- In case payment is made through RTGS/NEFT, please email the details to [varun.verma@epch.com](mailto:varun.verma@epch.com) & [ravinder.kumar@epch.com](mailto:ravinder.kumar@epch.com)
- RTGS/NEFT payment received after last date will not be entitled to allotment of stand and such payments will be refunded on receiving a request from the applicant on the following email [varun.verma@epch.com](mailto:varun.verma@epch.com) & [ravinder.kumar@epch.com](mailto:ravinder.kumar@epch.com)
- For any query or clarification on the subject, members are requested to kindly contact the EPCH on the following no. 011- 26135256 ext. 109 or send email to [ravinder.kumar@epch.com](mailto:ravinder.kumar@epch.com)

**Declaration**

This is our Application Form for Participation for the 58<sup>th</sup> IHGF Delhi Fair (AUTUMN) 2024 and we declare that the information given by us is true & correct to the best of our knowledge. We confirm that we have read, understood and agree to comply with and be bound by the Exhibition Terms & Conditions as well as the General Exhibitor Rules. We further undertake to comply with the Standard Operating Procedures (SOPs) issued by the Ministry of Home Affairs, Ministry of Commerce & Industry, Government of India, State Government & Local Administration and any specific or general instructions / directions issued time to time by the EPCH before or during the fair.

Signature & Stamp	Name
Designation	Date

**"The above information is for use by the Council only and will be kept strictly confidential"**

## Participation Terms & Conditions for 58<sup>th</sup> IHGF Delhi Fair – AUTUMN 2024

1. **Eligibility Criteria for participation -**
    - The Applicant must be a member of the EPCH with the annual membership renewal fee paid for the year 2024-25 and there must not be any previous dues upon him/her.
    - Application should be submitted along with a copy of the Export Performance Certificate (as per col. 3 of the Application form) for the preceding three years i.e., 2021-22, 2022-23 and 2023-24 (April – March basis). In case of Nil/Zero Export Performance, the same may also be mentioned. Submission of export performance along with HSN Codes as required is essential for consideration of application.
    - If the total space requirement as borne out from all the applications received on or before the last date fixed for the purpose is less than or equal to the available space, all the applicants may be allotted space as per the duly filled Applications.
    - If the total space requirement is more than the space available for allotment, the Committee reserves the right to devise suitable criteria for allotment of space.
    - The Committee may review the space allotted in the previous fair(s) and Export Performance submitted by the participant for the last 3 financial years. In case of NIL Exports, but regularly participating in the last 3 fairs, the Committee may take the decision on allotment of space to all such applicants.
    - The Committee reserves the right to accord priority to the applicants who have participated in IHGF (AUTUMN) 2022 and repeated their participation in IHGF (AUTUMN) 2023 or earlier year IHGF AUTUMN edition participants, recipient of export awards, best stall design & display award, unique products, product groups, less represented crafts or regions, or earlier year unsuccessful applicants or based on any other reasonable criteria. Material and new variety of products from other regions / or a particular region may also be considered as priority.
    - The Committee reserves the right to allot the large booth in the fair to any specific product category/group with a view to give inputs to newly developed products in the IHGF (AUTUMN) 2024, also larger booth may be allowed for making proper setting up of a section-wise display or participants or to give exposure to less represented products of regions.
  2. Applicants may note, the Council can at any time ask them to furnish documents in support of the facts & figures submitted by them.
  3. The last date for submission of the application Form is 10<sup>th</sup> June 2024. Only applications received within time and along with the prescribed application fees shall be considered. Incomplete forms received are liable to be rejected.
  4. It is mandatory to fill in all the columns of the Application Form. The information is a must to be provided and the same will have implications for consideration of the increased space.
  5. (a). The participation charges shall be Rs. 8,500/- per sq. mt. for Modular Stand and Rs. 8,000/- per sq. mt. for Raw Space. GST @ 18% shall be charged extra.  
 (b). Two Side open stands with 10% additional charges. In case of clubbed stands, two side charges will be charged on the gross area allotted.  
 (c). A Compulsory Directory Entry Charge of Rs. 2,000/- plus applicable taxes and Web Media Charge of Rs. 1,000/- plus applicable taxes i.e., Rs. 3,000/- plus 18% GST shall be charged extra.
- Raw Space** - means only space with one electrical supply point. Does not include carpet and any other item to be given in Modular Stand.
- Modular Shell Stand** – Octanorm Shell Structure with 3 side wall panels available for the duration of the exhibition. A 12 sq. mt. stand includes the following:-
- |                       |                    |  |
|-----------------------|--------------------|--|
| - Floor Carpeting     | - Fascia with name | - Electricity Fittings with 6 spotlights |
| - 1 Electricity point | - 1 Octanorm Table | - 2 Chairs                               |
6. The Competent Authority of EPCH reserves the right to accept the application for space allotment, reduce the size of the stall and availability of space. It reserves the right to Include, Enlarge, Mix and Merge or Club any of the product sections. The Competent Authority of EPCH also reserves the right to place the complete or part of an individual section in the Temporaries.
  7. The Competent Authority of EPCH reserves the right to accept or reject any application. It reserves the right to allocate or re-allocate any stall to any applicant. It also reserves the right to ask the applicant for additional details/photographs of the products to be displayed in the fair. The Competent Authority of the EPCH, keeping in view the objectives of the Council may exercise these discretionary powers.
  8. The refund of any amount either on account of excess payment or due to non-allotment or withdrawal/cancellation of participation shall not bear any interest and shall be subject to deduction of the application processing fees as decided by the competent authority. However, refund would be made within 45 days after the close of the exhibition.
  9. The Competent Authority of the EPCH reserves the right to deduct Processing Fees from the refund of application fees due to Withdrawal /cancellation of application.
  10. Submission of application/deposit of application fee does not mean the confirmation of allotment of space.
  11. Space will be allocated to member exhibitors by name of organization and sharing / sub-letting shall not be allowed under any circumstances. The Council reserves the right to close such stands and debar the member exporter from any future participation.
  12. The general exhibition rules are enclosed with the application form. The same are to be complied by all the exhibitors and a copy of the same duly signed and stamped is to be submitted along with the application form.

Company Name	
Signature & Stamp	Name
Designation	Date



AUTUMN 2024

**"GENERAL EXHIBITOR  
RULES & PARTICIPATION  
TERMS & CONDITIONS"**

1. The Council reserves the right to cancel/reschedule the Fair or change its venue at any point of time or revise visiting hours for reasons beyond its control. No claim whatsoever shall be entertained from any exhibitor/ Visitor on this account.
2. The Council reserves the right to allot/allocate/reallocate or rejects the application for the space to the applicant.
3. The Council reserves the right to allocate/reallocate space, change the layout, add or delete corridors which may affect the orientation of stalls. Its decision in this regard shall be final and binding. The layout of the stands shall be determined by the EPCH and shall be final and binding.
4. In case space in any stall gets reduced due to pillar or any other obstruction the Council will not be liable for any compensation to the exhibitor except the adjustment of space charges of unutilized space covered by such obstructions.
5. Space will be allocated to exhibitors/companies by name of organization and sharing or sub-letting will not be allowed under any circumstances.
- 6 [a]. The cases of those applicants who have been served notice(s) for non-compliance of General Exhibitor Rules in any of the previous IHGFs shall be placed before the Council along with reply/explanation, if any, furnished by the applicant for its consideration. If the Council feels that the applicant should be debarred from participating in the forthcoming fair, the Council shall issue notice in writing to the applicant and grant a personal hearing to the applicant and shall take a final decision on this issue thereafter. The decision of the Council shall be final and binding on the applicants. In deciding the fate of such applicants, the Council will be guided by the seriousness of non-compliance/breach of the General Exhibitor Rules by the applicant.
- 6 [b]. In case the Council receives any complaint from the buyer's about the quality / delivery or any other issue related with a shipment or order booked by any exhibitor, the Council shall examine the complaint and take necessary action to resolve the issue. However, if the exhibitor is found to be at fault, they may be disqualified from participating in future fairs as per the General Exhibitor Rules.
- 6 [c]. No sharing or subletting of booths is permitted. The Council reserves the right to close the booth and debar the erring member from all future participation in the fair.
7. If at any stage it is found that any applicant does not fulfill the eligibility criteria or that the applicant has made a false declaration or misstatement in the application for allotment of space, the Council reserves the right to cancel the allotment of space at any stage before or during the fair.
8. Entry to the Fair will be strictly for business visitors and invitees between 09 a.m. and 06 p.m. on the fair days except on 20<sup>th</sup> October 2024 the fair will close at 05.00 pm.
9. The stalls shall be handed over to the participants, approximately 18 hours before the start of the Fair and the participants are expected to decorate their stalls well before the scheduled opening. Participants are expected to take away their exhibits immediately after the close of the fair after which the responsibility of the Fair Council shall cease immediately.
10. Modular shell stand structure along with the items already mentioned would be provided to the exhibitors. Participation charges include charges for electrical consumption. Exhibitors constructing their own booths in Raw Space will be charged extra for the electrical consumption. Additional display aids would be arranged by the participants themselves at their own cost. No alterations to the stands shall be permitted.

11. Special Instructions to Exhibitors of Raw Space or Own Built Space – Fire Safety Guidelines
  - [i] Participants constructing their own stalls have to forward **drawings of structure including all dimensions, material to be used** for construction, a ground plan, elevation drawings & electrical plan, etc. to the Council for approval including the full contact details of the architect/designer engaged.
  - [ii] Use of inflammable material like dry grass/straw, jute & synthetic fabric, cotton/flex masking will be strictly prohibited.
  - [iii] Use of halogen lights or any other high-intensity lights that generate excessive heat will be strictly prohibited.
  - [iv] Electrical works in the stands must be entrusted to licensed electrical contractors and use of ISI certified & fire retardant material of approved manufacturers shall be mandatory.
  - [v] For all raw space stalls, exhibitors are required to install fire extinguishers during the construction & exhibition period including the period of dismantling.
  - [vi] In case, the exhibitor's fail to do the same, the Council will install and charges shall be billed to the exhibitor.
  - [vii] In case of any untoward incident (fire threat) on account of negligence on part of the exhibitor or the contractor engaged by the exhibitor, the exhibitor will be solely responsible for the loss including legal action by the authorities and the loss caused to the property of the Council, the fair venue, neighboring exhibitors, exhibition contractor/agencies engaged by the Council.
  - [viii] The Council reserves the right not to provide electrical current and also to close the stall if the above fire safety guidelines are not followed by the exhibitor.
12. Platforms, podiums etc. leading to exhibits must be constructed within stand area in such a way that they are safe and enable visitors to move freely. No exhibit or any article would be allowed outside the stall or in the passage area. The Council reserves the right to confiscate/remove exhibits displayed outside the booth.
13. All passages, emergency exits, main entrance and access to the service area is to be kept clear at all times.
14. Maximum height of exhibits permitted would be 8 ft. from ground level unless permitted by the Director, IHGF.
15. Participant's name on Fascia will be provided in standard lettering by the Council.
16. In case any exhibitor/visitor having any claim about the design displayed by any exhibitor, he/she should contact the Council with documentary evidence i.e. registration of design in the Design Register of EPCH or with Registrar of Copyright / Controller of Patents & Designs, Trade Marks etc. The Council on satisfaction can ask the exhibitor for removal of such products from display at the fair.
17. Fire safety rules and regulations will be observed at all times. It is not permitted to store or use inflammable liquids/packaging material or any other such material in the hall.
18. It is not permitted to affix coverings by bonding or to paint hall walls, pillars or any other parts of the hall. Drilling or shooting-in of bolts, as well as hammering of steel nails, dowel, etc. into floor, pillars & panels is not permitted. The cost of damage caused by the exhibitor, its employees, representatives or agents to the exhibit space will be billed to & paid for by the exhibitor before the closing of exhibition.
19. No stand should be left unattended during the exhibition hours. No activity which in the opinion of the Council amounts to nuisance or annoyance will be caused by the participants. The playing of music system shall not be allowed. The Council shall have the right to take remedial action in such case.
20. All participants are required to remove the night sheets/curtains from their stands before 09 a.m. at the time of opening of fair. In defiance of the same, the Council reserves the right to have the night sheets/curtains removed or declare the stand officially closed. No claim on account of closure, theft, pilferage etc. will be entertained.
21. In case any exhibitor is found not maintaining proper decorum in the fair by not following the participation protocol as laid down and implemented by the EPCH, distributing literature, bag or any

other promotional item, or canvassing in any form in and around the exhibition venue, or not complying with the General Exhibitor Rules, will be served a notice by the Director of the fair to explain their actions. In case this proves unsatisfactory to the fair Council, the participant will be asked to either close the stand or will be debarred from future participation in the fair.

22. Entry to the Fair by representatives of participants will be on the basis of exhibitor badges issued by the Council.

23. Vehicles carrying exhibits etc. can be allowed to come in Expo centre from the designated gates well before the prescribed time of opening of exhibition & upto 8 hrs after the close of the exhibition with the prior approval of the authorized representative of the Council.

24. Exit permit will be required for taking out any material out of Expo Center during the Fair period. Exit permit will be issued by the authorized representative of the Council.

25. No exhibits/cases/display material will be allowed to be taken out of Expo Center after the closing of the Fair without exit permit. Exit permit will be issued by the authorized representative of the Council upon taking over of the stand from the participant in the same condition.

26. Limited car parking is available within Expo Centre; however Cars/Vehicles may be parked in the designated parking areas near to the Expo Centre.

27. Participants will be responsible for the security of their exhibits and stalls. The Council will, however, make general security arrangements at the exhibition halls in particular.

28. In the event of cancellation of participation or no-show by any exhibitor, the entire amount deposited till then by the applicant shall stand forfeited.

29. The Council reserves the right to cancel allotted booth if any applicant is found to be indulging in a malicious campaign against the organizers. The Council also reserves the right to restrain any participant from displaying exhibits which the Council finds objectionable.

30. The Council reserves the right to photograph any exhibit for its use without permission of the exhibitors.

31. The Council reserves the right of selection, position of advertisements and editing of advertisement material before printing in the Official Fair Directory.

32. For any other disputes, the decision of the IHGF DELHI FAIR COMMITTEE shall be final and binding on the applicant/participant.

33. The space may be allotted either in exhibition halls, extended areas or mart areas as the case may be.

34. The Council can extend the total exhibition area, add additional halls or by adding temporary structure in or outside the

main halls. The stand fee however will be same for stands in both the permanent structures and temporary structures.

35. The quality of such temporary halls will be reasonably good but amenities in temporary halls may affect during heavy rain or otherwise for which no refund shall be made. The visitors flow in such temporary halls be attracted by way of directory only and may be limited.

36. The Council does not take any responsibility for or guarantee the procurement of any business or trade enquiry in the fair.

37. The Exhibitors displaying the SR logo (Source Retail) shall attend and entertain the "Domestic Volume Buyers" and shall provide access to their booths to all such buyers in the exhibition.

38. Infringement of Designs: The Exhibitors must ensure & undertake that the handicraft products on display in their booths are their own designs. If any exhibitor informs that he is the owner of such designs and has registered these designs in the Council's "Design Register" or has copyrights of the designs as per law, the Council shall reserve its right to remove such exhibits from display in the exhibition and or closure of the booth. Further, the membership of the member found violating the above clause is also liable to be cancelled.

39. The Exhibitors are expected to take ownership of their commitment to buyers, both in terms of quality and timely supply of goods. In case, any exhibitors receives advance payment in part or full or procures orders during the fair and fails to supply the goods, the Council shall reserve it's right to close the booth or not to consider for allotment of both in future fairs.

40. The Council shall not be responsible for any damage/theft/pilferage in any of the halls/permanent or temporary structures due to any acts of god or man.

41. The participation in IHGF Delhi Fair IHGF AUTUMN 2024 does not guarantee or give preferential status for space allotment in future fairs unless otherwise decided by the Council.

42. The Council may provisionally allot space to certain applicants which may be subject to change any time before the start of the fair.

43. As the fair would be held in IEML, Greater Noida, the participants would be governed by GST/E'Way Bill rules.

44. The Courts in Delhi shall have exclusive jurisdiction in all disputes.

45. The participant will be participating in the fair at their own risk and cost.

46. The interpretation of these rules by the Council will be final.

### Declaration

We declare that the information given by us is true & correct to the best of our knowledge. We confirm that we have read, understood and agree to comply with and be bound by the General Exhibition Rules & Participation Terms & Conditions. We further undertake to comply with the general or specific instructions / directions issued time to time by the EPCH before or during the fair.

Company Name	
Signature & Stamp	Name
Designation	Date



EXPORT PROMOTION COUNCIL FOR HANDICRAFTS (EPCH)  
**58<sup>th</sup> IHGF DELHI FAIR - AUTUMN (16 - 20 OCTOBER 2024)**  
"Kindly Attach Product Photographs"

Organization Name \_\_\_\_\_

EPCH Membership No. \_\_\_\_\_ EPCH Registration No. \_\_\_\_\_
