

Procedure for Booking & Terms of Allotment of Exhibition Space

1. Application form: Application cum General Terms and Conditions (Annexure 1, II & III) for space booking can be downloaded from our official website: www.khra.in or can be availed from Office of the Organizing Committee, Room no. 106, Kalpaka bazar building, Kozhikode-1. Completed registration requests should reach “The General Convener, SALKKAR 2019, Room Number 106, Kalpaka bazar building, Kozhikode-1” by post or by email on or before 5 pm, 30th December 2018. Email applications shall accepted only in PDF format, addressed to salkkarevent@gmail.com.

2. License Fee Applicable: License fee structure for allotment of stalls as per the given layout shall be as follows:

- a. Serial No. 1 to 195. Each of size 10 Ft. x10 Ft.
- b. Paneling Stall: Including One Table, Two Chairs, One Tube Light, One Plug Point and Name Board.
- c. Lump sum Fee Payable per stall for whole 3 days period is **50000 INR** (Fifty Thousand Indian National Rupees)
- d. **50%** of the total amount of fee, i.e. 25000 INR (Twenty five thousand Indian National Rupees) should be paid at the time of stall booking (not refundable) and the remaining amount should be paid **at least 7 days** before the event (GST extra)

3. Allotment of Stalls, Period of allotment & Payment of License Fee:

Final allotment of Stalls will be keeping in view of the Type of Organization, Suitability of Exhibit Products/services, and Optimum utilization of Halls.

- a. The Period of space allotment and rates applicable shall be for the entire period of Exhibition i.e. for 3 days from 2019, January 27 to 29.
- b. In case of competing demands, applications are considered on First come First serve Basis and subject to prompt payment of license fee in full. The organizer shall reserve the discretionary right to reject an application on any reason whatsoever which he feel appropriate and without any liability on his part to issue notice to the applicant. Allottees shall be contacted in the given contact address. On intimation of allotment, the allottee shall have to sign the license agreement vide annexure-II and remit requisite license fee as applicable.
- c. License fee payable by successful applicant, fixed as per clause 2 and 3.b above shall be paid by way of Cash, Crossed Demand Draft or cheque drawn in favor of

Kerala Hotel & Restaurant Association Salkkar

Union Bank of India

A/C no. 425902010625745

IFSC: UBIN0542598

4. Requisitions for Security ID Cards, Parking Labels, etc.

Allottees of stall shall have to follow the following prior to occupy their exhibition space.

- a. Submit Name in full, residential address, Copy of valid ID proof, Color Photograph -2 Nos. of their personnel, including staff, agents who will attend the respective stalls.
- b. Organizer will issue ID Badges to all personnel of exhibitors and the exhibitor participator shall have to provide complete details of their personnel attending their respective stalls, on or before 10th January 2019.
- c. All personnel of exhibitors shall have to display their ID badges while inside the Exhibition premises.
- d. Details of vehicles proposed to be used by participants, should also be provided along with list of personnel to obtain entry passes.

5. Occupation and Vacation of Stall/Space and removal of Scraps and Garbage

- a. Participants should occupy their stalls as stipulated under clause 7 of the general terms and conditions. The exhibitors must vacate the space at the conclusion of tenancy period as per allotment. In the event of any delay penalty would be applicable. Exhibitors who delay the vacation of stalls beyond 6 Hours will be charged @ Rs. 10000/- for each hour of delay as penalty. For any delay beyond that the exhibitors have to pay damages for such occupation as stipulated by Calicut Trade Centre Management. The organizer shall also reserve the right to resort other legal remedies and removal of exhibits at the risk and cost of the exhibitor.
- b. The Exhibitors shall have to ensure cleanness of their stall premises on regular basis and make own arrangements at their cost for removal of garbage & scraps on vacating the stalls.

6. Food

Lunch, tea and dinner will be delivered by the organizer. Only for 2 person per stalls per day.

7. Contact personnel for information and clarifications.

Key Contact Personals			
No.	Name and Designation	Contact Number	E-mail ID
1	Azees Moosa Chairman, Marketing Department SALKKAR 2019	+91 94474 75656	salkkarevent@gmail.com
2	Shafee Ahmed Convenor, Marketing Department SALKKAR 2019	+91 98840 44555	salkkarevent@gmail.com

Note: Also visit our web site www.khra.in for details of events, layout, other key contacts and other updates and flash news.