

SPACE APPLICATION FORM FOR INTERNATIONAL EXHIBITIONS - 2008

Company : _____
 Address : _____
 City/Town : _____ Pin _____ State _____
 Telephone : _____
 Fax : _____ Email: _____
 Website : _____
 Contact Person : _____ Position _____

Application form will not be accepted without a proper email address. All Councils official communication will be done ONLY through the email address given on the application form while booking

Exhibit Brand (if any): _____

Exhibits (please tick)	
<input type="checkbox"/> Loose Diamonds	<input type="checkbox"/> Silverware
<input type="checkbox"/> Gold Jewellery-Plain & Studded	<input type="checkbox"/> Jewellery Making Machinery
<input type="checkbox"/> Platinum Jewellery	<input type="checkbox"/> Silver Jewellery
<input type="checkbox"/> Color stones	<input type="checkbox"/> Pearls / Beads

1. Our company details: (pls. tick as applicable)

A. We are Jewellery:

- | | | |
|--|--|---|
| <input type="checkbox"/> Wholesalers | <input type="checkbox"/> Designer | <input type="checkbox"/> Distributors |
| <input type="checkbox"/> Manufacturers | <input type="checkbox"/> Service Providers | <input type="checkbox"/> Raw material suppliers |
| <input type="checkbox"/> Retailers | <input type="checkbox"/> Chain-stores | <input type="checkbox"/> foreign representative |
| <input type="checkbox"/> Exporters | <input type="checkbox"/> Importers | <input type="checkbox"/> any other, _____ |

B. Product Dealing in :

- | | | |
|---|--|---|
| a) Couture Jewellery <input type="checkbox"/> | b) Mass product <input type="checkbox"/> | c) Only loose diamonds <input type="checkbox"/> |
| d) Color stones <input type="checkbox"/> | e) Plain Gold Jewellery <input type="checkbox"/> | f) Any other <input type="checkbox"/> |

C. Any other category, please specify : _____

2. To which countries do you export? (Please give the name of countries)

a.	b.
c.	d.
e.	f.

3. Please Give Value of your exports in Rs. During the last 3 years :

2004-2005 _____ **2005 -2006** _____ **2006-2007** _____

4. What is your export target for 2007-2008 for the item/s you wish to exhibit :

5. A brief description about our company (max 50 words):

6. We are interested in the following exhibition/s, Please confirm our participation(details given in the Circular)

Name of the Exhibitions	Dates	Sq.mts
a) _____	_____	_____
b) _____	_____	_____
c) _____	_____	_____
d) _____	_____	_____
e) _____	_____	_____
f) _____	_____	_____
g) _____	_____	_____

We enclose herewith our cheque/demand draft No: _____ dated _____ in the sum of Rs. _____/- drawn on _____ and payable to **The Gem and Jewellery Export Promotion Council**, towards initial deposit for participation at the India Joint participation organised by GJEPC at international exhibitions. (This application form will only be considered, if the same is accompanied by the **on account payment** of Rs.7500/- per sq. mt.* for each exhibition, you would like to participate).

* Rate for space at special couture section at **Jewellery Arabia, Bahrain will be Rs. 45,000/- per sq. mt.**

7. We hereby agree, undertake and covenant:

- a. to abide by the Participation Guidelines & Terms, Rules and Regulations as described overleaf
- b. to have and maintain our own valid and adequate insurance cover during the exhibition
- c. to confirm that all information provided by us is true and correct
- d. to not hold GJEPC responsible for any sundry charges or other payments as set out in the terms, rules and regulations overleaf
- e. to indemnify GJEPC, as set out in the terms, rules and regulations overleaf
- f. to guarantee & certify for the purity of jewellery & stones as mentioned in the catalogue/stamped on the jewellery and indemnify the Council of any claims/misdeclaration in this regard
- g. to declare that all the designs are original designs and indemnify the Council from patent violations, claims, lawsuits and etc. in this regard
- h. to indemnify the Council of any non- clearance of the goods by Customs due to inadequacy of papers/documents/declaration provided by the individual exhibitor

We hereby further agree that GJEPC reserves the rights to forfeit our participation fee/cost and debar us from participation at any future International exhibitions organised by GJEPC as per point V (4)

Name: _____

Designation: _____ Signature: _____

Date : _____ Company Stamp: _____

TERMS & CONDITIONS TO BE FOLLOWED FOR THE PARTICIPANTS AT INDIA PAVILION AT OVERSEAS EXHIBITIONS ORGANISED BY THE GEM AND JEWELLERY EXPORT PROMOTION COUNCIL (GJEPC)

(I) APPLICATION AND ALLOCATION OF SPACE:

1. GJEPC reserves all powers & rights to allocate stall/s and/ or space in any manner it deems fit and all decisions of GJEPC to such effect shall be final and binding on the applicants.
2. **Deposit:-**
 - a. Each applicant shall be bound and liable to pay a deposit in the sum of Rs.7500/-* (Rupees Seven Thousand Five Hundred Only) per sq.mt (min of 9 sqm booth) per exhibition that it confirms to participate in. * In case of **Jewellery Arabia 2008, Bahrain the rate will be Rs. 45,000/- per sq. mt.** (min of 9 sqm booth) at the special couture section. This amount shall be enclosed with this space application form sent by GJEPC along with the Circular.
 - b. Refund of the deposit shall be in accordance to clause (IX) "Rules for Cancellation" hereunder.
3. **Procedure for Allocation of space:-**
 - a. Applicants who have participated in the previous year's exhibition(s) shall be given preference while allotting space and in particular allotting prime space. Existing exhibitors will be given the same size and option to keep as the previous show, provided the floor remains the same. Stalls will be allotted on lottery, if multiple exhibitors opt for change of location. Extra space will be made available if demanded, only if the space is available after allotting to the existing old and new applicants.
 - b. New exhibitors will be allotted space on a lottery basis, wherever, space will be available after allotment to existing exhibitors.
 - c. If the number of applications received is more than the space available, then the remaining applicants will be kept on a waitlist. The waitlisted applicants shall also be chosen on a lottery basis and each applicant will be allotted space according to whose name appears first on the waitlist. The waitlist will be maintained from year to year for future vacancies or new area allotments, provided the "on account" payment is retained with the council.
 - d. The filling up and submission of this form does not entitle any applicant to receive space in any of the exhibition(s). GJEPC does not give any guarantee whatsoever that space shall be allotted to all applicants and GJEPC shall not take any responsibility or liability to ensure that all applicants are allotted space. Allocation of space in any exhibition shall be based solely on availability of space and all decisions of GJEPC in this regards shall be final and binding on the applicants.
 - e. Stall allotment letter will be issued to the exhibitors only on clearance of the total participation cost as communicated earlier by the Council.
 - f. **Rules for Allotment exclusively for Vicenza applicants**
All exhibitors of Vicenza shows will have to sign a bond with the GJEPC for commitment to participate at 3 consecutive Vicenza shows for 2008 i.e. January, May & September & would have to either give a bank guarantee in the sum of Rs. 4,00,000/- (Rupees four lakhs only) within a period of five days from the date on which the stall is allocated or interest free deposit with GJEPC a sum of Rs. 3,00,000/- (Rupees three lakhs only)- which sum shall be adjusted by GJEPC against the costs, charges, expenses (including legal expenses), claims, damages and/or losses which GJEPC may incur/suffer in the event the exhibitor fails to comply with its obligation mentioned above.
4. GJEPC reserves its right to change the rules, norms and procedure of allotment of space as per the requirements of each individual exhibition.
5. GJEPC reserves all rights and powers to allocate stall in any manner it deems fit and all GJEPC's decisions to such effect shall be final and binding on the participants.
6. GJEPC is entitled, in its absolute discretion, to change, withdraw or otherwise deal with the space allocated to an applicant. In such an event however, the contract between GJEPC and the concerned applicant shall continue to be valid and binding on the parties.

(II) CRITERIA FOR SELECTION

1. GJEPC reserves the right at all times to accept or reject the application of any of the applicants based on the following criteria:
 - a. New applicants shall be encouraged, with regard to allotment of space, though preference shall be given to the previous year's applicants.
 - b. Those applicants whose products are more suited to the region in which the exhibition is to be held shall be given preference above those applicants whose products are not suited to the region in which the exhibition is to be held.
 - c. Quality of products to be displayed at the exhibition should meet international standards. The applicants who are participating in the exhibition for the first time shall be required to send samples and photographs of the products which the applicant intends to display at the exhibition, alongwith this space application form.
 - d. Applicants may take adequate insurance of the samples sent to GJEPC. GJEPC may not take any responsibility for the safety of the sample goods sent by the applicants.

(III) STALL CONSTRUCTION:

1. GJEPC shall negotiate and appoint an official contractor for the construction of an India Pavilion for each exhibition and will inform the participants accordingly. Basic stalls usually consist of the following items, (but can vary from exhibition to exhibition), duly approved by the Council:
 - (a) Hard walls
 - (b) Full carpet flooring
 - (c) Fascia of company name
 - (d) Showcases (nos. & size differs exhibition wise)
 - (e) Spot light/s
 - (f) Table/s
 - (g) Folding chair/s
 - (h) Power socket/s
 - (i) Dust Bin/s
2. GJEPC shall not provide any further facilities. If any of the participants require any further facilities in the stall, then, with the prior permission of GJEPC, the participant may make arrangements for the same at its own expense. GJEPC shall not take any responsibility or liability for the same.
3. Upon stalls being allotted to the applicants, each applicant shall come and inspect its stall and give its complaints if any, in writing to the designated person appointed by GJEPC. If possible, then GJEPC shall rectify the problem. The applicant shall give its written approval of the stall allotted to it and thereafter GJEPC shall not be responsible for any further problems which may arise with regard to the space or otherwise.
4. GJEPC shall prepare the designs/layout of the stalls in such a manner so as to ensure that the India Pavilion will have a uniform look and shall promote the prestige and image of "BRAND INDIA". All the necessary publicity and stall decoration shall be carried out by GJEPC to invite targeted buyers / customers to visit the India Pavilion.
5. In the event of any damage occurring to any property or image of the participant, GJEPC shall not be held responsible for the same in manner whatsoever.

(IV) PROMOTIONAL MEASURES AND OTHER SERVICES OFFERED

Council will undertake promotional measures accordingly to the category of the exhibition/s as given in the attached circular:

Category A

1. GJEPC shall adopt such promotional measures as it deems fit for the purpose of attracting visitors and promote India's image as a whole in accordance to the requirements of each exhibition/country. The basic promotional measures usually undertaken by GJEPC are:
 - (a) Advertisements in Jewellery trade magazines and Press Releases in major trade journals
 - (b) Advertisement in show catalogues
 - (c) On-site publicity brochures as well as posters
 - (d) Pre-show publicity mailers/CDs to be sent to all the previous years' customers of each particular exhibition providing details of the participants' along with their respective stall numbers,
 - (e) Mass emailing to the trade buyers in the major/neighbouring countries inviting them to visit the India Pavilion
 - (f) Onsite signage (inside the venue) promoting the India Pavilion
 - (g) Press Conferences as well as Breakfast Meets during the exhibitions, if required
 - (h) A Public Relations officer may also be appointed by GJEPC, if required

The final decision on which activities, the Council will be undertaking for any particular exhibition will be solely at the discretion of the Council and the pro-rata rates for which will be charged to each individual exhibitor for any particular exhibition, the exhibitor will be participating.

Category B - Planned Participation:

Council will organise India Pavilion with minimum 5 exhibitors and would do the following promotion to promote the Pavilion

- (a) Advertisement in show catalogues
- (b) On-site publicity brochures as well as posters
- (c) Branding of booths in India Pavilion
- (d) Mass emailing to the trade buyers in the major/neighbouring countries inviting them to visit the India Pavilion

Note:

Please note that if the response from the members is less than 5, for the above category of shows, then Council will shift the exhibitors under Category C, (only if the members agrees for the same.) or else the participation will be cancelled 45 days in advance, which will be duly informed to the members accordingly and the participation charges received from the members will be refunded.

Category C - Individual Participation:

With regard to the participation at the Category C exhibition/s, Council will assist the members in following aspects of participation only, but will not be present with promotional booth or organise India Pavilion:

- (a) Coordinate with the organisers for prominent location/ space.
- (b) Mode of payment in Indian Rupees.
- (c) Branding the booth with India Neumonic.

(V) General

1. All expenditure relating to travel, accommodation, freight, samples of gems and jewellery to be exhibited, insurance, taxes, bank guarantees, or any other payments of any nature whatsoever and/or by whatever name called shall solely be borne by the participants. GJEPC shall not be responsible or liable to make any such payments for or on behalf of the participants
2. All participants are required to strictly adhere to the rules of participation in international fairs and the rules framed by the organisers of the respective exhibitions, and by the Council from time to time.
3. GJEPC is signing the space application form of each of the above mentioned trade fairs / exhibitions for and on behalf of all the participants towards their participation at India Pavilion. By signing this space application form, all the applicants / participants have bound themselves to the rules and regulations of the organisers of the respective trade fairs/exhibitions.
4. Anyone found to be violating the Code of Conduct is liable to be debarred from future participations organized by GJEPC. In this regard, please refer to point (VI & VIII) herein below and all payments /deposits will be duly forfeited.

(VI) INSURANCE, INDEMNITY BY THE PARTICIPANT AND GJEPC'S EXCLUSION OF LIABILITY

1. The Participants must have, at all times valid and adequate insurance cover, against theft, fire, public liability, damage to property, personal injury, third party loss, accidents, natural calamities, Acts of God and such other risks normally insured against while exhibiting goods at any trade fairs / exhibitions and whilst transporting the goods to and from the venue of each of the exhibitions.
2. The participant shall within a period of one month prior to each exhibition / trade fair which it is participating in, submit to GJEPC a copy of the insurance cover obtained by it failing which GJEPC shall have the right to cancel its participation and forfeit all the deposit paid by the participant in accordance to clause (I) hereinabove.
3. The participant agrees to indemnify GJEPC , against all and any actions, claims, demands, losses (including consequential losses), proceedings, damages, liabilities, costs and expenses incurred by or made against GJEPC in connection with:
 - i. Breach of any of these terms, rules and regulations', the code of conduct described hereunder and any other rules, terms, conditions
 - ii. Any act, omission, default or negligence of or loss or damage caused by the participant or any person connected to the participant.
 - iii. Any other costs which GJEPC may have incurred at any of the exhibitions for an on behalf of the participant
4. In the event of the exhibitor incurring any expenditure or consequential loss including business loss on account of any change in the floor plan, reduction of space, stall design, stall numbering, stall location, non inclusion of exhibitor's name in the show directory or for any other reason whatsoever, the applicant undertakes to indemnify GJEPC against all such expenditure or consequential loss including business loss incurred by it.
5. GJEPC shall not be liable for any losses (including consequential losses), damages, demands, costs, claims, charges or other expenses of any kind suffered or incurred by the participant including but without limitation to, any theft, fire, use of the strong room service, howsoever caused, cancellation or early closure of or delay in the opening or closing of any of the Exhibitions by the organisers or for whatever reason.
6. Force Majeure : In the event of any delay or failure of performance is caused by matters beyond reasonable control of GJEPC, but not limited to, the acts of God, acts of Governmental authority, delays in receipt of approvals/permissions/sanctions from statutory authorities, strikes, lockouts, trade disputes or other concerned acts of workmen, fire, flood, severe drought, explosion, riot, war, breakdown, etc., Exhibitors will not hold The Gem & Jewellery Export Promotion Council responsible for cancellation or postponement of the event.

(VII) VISA CLAUSES :

GJEPC shall not be responsible for the participant's visas, as granting of visa to any particular individual is at the sole discretion of the immigration authorities of the particular country where the exhibition is to be held. However GJEPC will issue due recommendation letters for the representatives of the applicant company for any particular exhibition in which they are participating under India Pavilion organized by GJEPC. GJEPC may also request the overseas fair organiser of the exhibition to send the letter of recommendation to the respective Consulates. If for any reason, a participant is unable to obtain visas or the visa authority rejects the visa application form, resulting in non-participation, GJEPC shall not refund any of the participation fees, thus deposited will be liable to pay in full all such charges to GJEPC or to the organisers as per the rules and circulars/letters or the invoices raised, issued by the Council

(VIII) CODE OF CONDUCT :

1. No booth shall be left unattended at any time during the opening hours of the Exhibition. The participants' staff must be present at the relevant booth at least 30 minutes before the opening hour and leave the Exhibition Hall not later than 30 minutes after the closing hour. The Participant shall be responsible for the good conduct of all its staff, agents or representatives.
2. No activity which, in the opinion of the Organisers amount to a nuisance or annoyance to the public or other participants shall be caused by the Participant within the vicinity of the Exhibition. In particular, audio-visual display equipment must be so positioned, and the sound level so adjusted so as not to annoy any reasonable person. GJEPC reserves the right to disconnect or discontinue any audio-visual presentation or other equipment, which is in their opinion, detrimental or offensive to others.
3. No exhibit is allowed to be taken into the booth once the Exhibition has been officially opened unless special permission is given by the Organisers.
4. No exhibit may be removed from the booth before the close of the Exhibition except for overnight storage.
5. Gathering & chatting in the aisles is strictly prohibited.
6. The Participants and their affiliated companies shall operate their business in accordance with all appropriate International Laws and Standards of Commerce.
7. The Participants and their affiliated companies shall be regulated in accordance with all applicable local laws and regulatory controls.
8. The Participants and their affiliated companies stand by their products and services and guarantee their quality.
9. The Participants and their affiliated companies should not use Conflict Diamonds.
10. The Participants should not sublet their booth to any other participant.
11. The Participant should not display any promotional posters/material outside the booth, which will bring disrepute to other Indian participants, group or country.
12. The Participant will abide by the Council's rules and regulations set in this regard.
13. No blatant or competitive display of rates shall be permitted
14. Maintain proper decorum and behaviour with the stand contractor, organisers, and representatives of the Council.

(IX) Rules for Cancellation

1. In the event of the applicant cancelling or withdrawing itself from any exhibition/s after submitting its application form but before GJEPC holds its negotiations with the overseas organiser, then Rs. 25,000/- per booth for the said exhibition will be charged as cancellation charges
2. In the event of an applicant either cancelling or withdrawing itself after the overseas organiser has allotted space to GJEPC for India Pavilion, but before GJEPC has allotted space to the applicant and due to such cancellation / withdrawal the space remains unsold, then the applicant will be liable to pay full charges on account of the following expenses which will be calculated during the time of final billing:
 - a) Space rental
 - b) 5% administrative cost
 - c) Secretarial expenses as applicable after the final billingIf the cancelled space is ultimately sold then in that case, Rs. 25,000/- from the initial deposited amount will be charged as cancellation fees.
3. In the event of a participant either cancelling or withdrawing itself after GJEPC has allotted space to it and the space remains unsold till the commencement of the exhibition then the applicant shall be liable to bear all the following expenses which will be calculated at the time of the final billing.
 - Stall rental - space rental with premium for corner stall/s if any applicable
 - Cost of stall construction
 - Branding of India Pavilion
 - Promotional expenses such as:
 - Pre-show publicity
 - On-site promotion
 - Advertisements
 - Participants Directory for India Pavilion
 - Administration and Secretarial manpower expenses
 - Cost of Council's stall for co-ordination of India Pavilion and all other expenses mentioned in clause (IV) hereinaboveIf the stall gets sold then the Council will forfeit the deposited amount.
4. In the event of a participant either cancelling or withdrawing itself for any reason whatsoever including refusal of visa of the organising country on or within one month of the exhibition, the participant shall be liable to bear the entire cost of its participation as described in Clause 3, together with forfeiting the deposit amount over and above the cost as describes in Clause 3.

Date _____

Company Name: _____

Contact Person: Mr./Ms : _____

Company stamp & Signature _____

