

Welcome to Utsav 2018

We are delighted to welcome you to Utsav 2018.

This Manual contains following information / Forms:

1. Information / Rules and regulations for participation.
2. Extra amenities Requirement Form

Please read this information manual carefully since it gives information about schedules and norms to be followed, what you can expect at Utsav 2018 and Regulations to be followed by you. Please fill up the form and book your additional requirements in advance. Should you require any additional information, please feel to be in touch with us at Utsav office. It's our endeavour to make your participation more rewarding. Best Regards,

Utsav 2018 COMMITTEE

Dombivli Gymkhana P-9, MIDC, Phase – 1, Dombivli (East)

Phone: (0251) 2445144 / 2452106

Note: Payments for booking of stalls and amenities can be made by cheque / DD on or before 4th December 2018.

Modular stalls of Both Sizes are displayed at Gymkhana Premises:

Do this before 4th December, 2018

- Ensure balance final payment reaches Utsav Office
- Give names and photographs for official identity badges of staff managing the stalls
- Give correct name that should appear on stall fascia
- Give list of additional amenities with requisite payment
- Book your concessional advertisement in Inaugural supplement
- Give advertisement artwork and matter

22nd to 30th December 2018

1. Utsav 2018 – INFORMATION:

22nd to 30th December 2018

EXHIBITION HOURS:

16.00 Hrs. to 22.00 Hrs. on all days.

ADMISSION:

Entry to exhibition is on entry coupons for general visitors.

2. STALLS:

- a) **Modular Stalls:** Preferably board walled modules with excellent aesthetics on modern concept.
- b) **Open Stalls Space:** These are areas demarcated on ground, on which the exhibitors can erect their own stalls subject to approval by Utsav 2018 Committee.
- c) **Stall Facia:** Exhibitor's name would be displayed in style suitable for the type of stalls and will include only the name of exhibitor and stall number in white or dark background. No Banner or exhibitor's display is allowed on facia or below it.

3. REGISTRATION & STALL ALLOCATION:

- a) Every endeavour will be made to meet requests for specific sites, such requests cannot be recognized as a condition for participation.
- b) If the stall booked by third party (e.g. Representative) this person should be duly authorized to do so and will be responsible for all the liabilities arising from the application and the participation in the exhibition.
- c) Full payment for booking of stalls, including extra amenities, will have to be made before 5th Dec, 2018 positively.

4. HAND-OVER OF STALL TO PARTICIPANTS:

- a) The stall would be handed over to the exhibitor 24 hours before the event (i.e. 21st December, 2018 at 11.00 am). A space shall not be occupied merely by placing there a sign and goods other than those described in the particulars furnished in the official catalogue.
- b) The organizers may, if required, under the circumstances, allocate space in another position or slightly reduce or increase the stall size.
- c) Organizers reserve the right to alter entrances and exits to and from the Fair grounds, halls and the passages.
- d) The organizers reserve the right to cancel stall booking approved on the basis of misleading or false information, or if the requirements for participation are no longer met by the applicant.
- e) The exhibitor must occupy the space allotted to them by 12.00 Noon on 22nd December 2018 with complete readiness, otherwise the organizers reserve the right to re-allot the stalls.
- f) Exhibitors are cautioned to make their own arrangement for stabilizers to guard power fluctuations. Organizers are not responsible for any failure / breakdown of any exhibit/appliances of the stall owner.
- g) Nobody will be allowed to stay inside the stall after the daily timings.
- h) All the stalls should be vacated by 11.00pm on 30th Dec, 2018

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REGISTRATION FORM

Name of the Company: _____

Address: _____

Tel. No: _____

Fax No.: _____

Mobile No.: _____

E-mail: _____

Name as appearing on Stall Facia: _____

Product to be Displayed: _____

Stall No.: _____

Contact Person: _____

I/we have read the participant's manual and accept the same.

Signature: _____

Designation: _____

Place: _____

Date: _____

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5. FACILITIES AVAILABLE:

Standard facilities available with stall size.

Particulars	2.5mX2.5m	3.5 m X 2.5 m
Chairs	Two	Two
Table	One	Two
Tube lights	Two	Three
Power Socket (15 amp)	One	One
Carpet throughout the Stalls		

To get the additional facilities listed on Page No.11. Extra requirements from along with the requisite payment should reach Utsav 2018 office before **17th Dec, 2018**

6. CONCESSIONAL ADVERTISEMENTS:

Participants of Utsav 2018 will enjoy a special concessional rate for the advertisement to be released between 22nd to 30th Dec, 2018. To avail this, book your advertisement through us & mention Utsav 2018 logo on the advertisement.

7. LIST OF EXTRA ITEMS:

Please refer to items and rates mentioned under point No.21. Kindly intimate your requirements well in advance. Extra amenities requisition forms received on or before 18th Dec. 2018 will be considered. The organizers do not take the responsibility of providing extra facilities for requisition made at the venue.

8. ELECTRICAL CONNECTIONS:

The stall holders should get their electrical work done from the electrical contractor appointed by the organizers only. Exhibitors getting their own generator sets and electrification should seek prior permission of the organizers. The exhibitors should give requisitions for power points required & details about the electrical load consumption have to be informed before 17th Dec. 2018.

9. INSURANCE AND SECURITY:

The exhibitors are requested to get all their goods insured, before they are brought on to the Exhibition grounds. Though adequate measures are taken by deploying round the clock private security, the organizers are in no way responsible for any theft or loss of goods.

10. WATER SUPPLY:

Drinking water facility will be made available at the venue. If exhibitors require water for demonstration of their machines or equipments they should contact the organizers with written request latest by 17th Dec. 18.

11. CLEANLINESS AND HOUSEKEEPING:

Arrangements have been made by the organizers for the cleaning of the venue in general. The cleaning of the stalls and exhibits will remain the responsibility of the exhibitors.

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12. GOVERNMENT TAXES:

Government Taxes if any should be borne by stall holder.

13. GUIDELINES FOR EXHIBITS AND DISPLAYS:

- The height of stand decoration materials should not exceed 3 m (i.e. height of the stall).
- The level of sound of the amplifying systems and the intensity of lights used must be such that no inconvenience or annoyance is caused to other exhibitors/visitors. Any complaint received will result in termination of such display.
- Exhibits must be positioned/displayed in such a manner that at no time will it intrude into the passage or cause hazard to visitors or other stall holders.
- The Organizers are empowered to order permanent cessation of working of exhibit or display if adjacent exhibitors make valid and serious objections to the noise or any other disturbance resulting from such a working exhibit or display.
- The Organizers reserve the right to terminate an exhibit demonstration at any time if found harmful or is a nuisance.
- Storage of combustible or inflammable items is strictly prohibited.

14. EXHIBITOR'S BADGES:

Other than exhibition timings, entry to the exhibition grounds is not permitted without the Exhibitor's badges. For each stall holder, 4 badges would be provided to specific (four) personnel whose photographs will be affixed on the badges. These badges will also serve as identity badges. Extra badges would be provided at a rate of Rs. 125/- per badge at the discretion of organizers depending on genuineness of the requirement. Any loss of badge should be immediately reported to Utsav Office.

15. GATE PASS:

- Exhibitors are requested to not that they would require a Gate Pass for security purpose, in case they wish to take any exhibits / items out of the fair grounds. The Gate Passes would be available on written request at the office.
- A final Gate Pass would be needed on last day for the exhibitors to move out their belongings from the exhibition ground.

16. DISTRIBUTION OF PROPAGANDA MATERIALS:

- Price list, Pamphlets, Advertisements etc. may only be distributed by exhibitors at their own stalls and not in the public passages or at any other locations of the exhibition venue.
- Such literature must relate to the goods of the exhibitors as displayed.
- If stall owners desire to invite their officials / special visitors, from offices etc., they should get their invitation cards printed form organizers with a 'Utsav 18' logo. Design of invitation card will be approved by Organizers. Such card will be printed at a charge fixed by organizers.

22nd to 30th December 2018

REGISTRATION FORM

Name of the Company: _____

Address: _____

Tel. No: _____

Fax No.: _____

Mobile No.: _____

E-mail: _____

Name as appearing on Stall Facia: _____

Product to be Displayed: _____

Stall No.: _____

Contact Person: _____

I/we have read the participant's manual and accept the same.

Signature: _____

Designation: _____

Place: _____

Date: _____

17. GENERAL:

We also declare and undertake that:

The participants are participating in Utsav 2018 at their own responsibility. Utsav 2018 committee shall not be responsible for any unlikely incident during 10 days. However we take utmost care to avoid any mishap.

In addition to the above, the organizers reserve the following right.

- a) The rules and regulation in this manual are subject to alteration and in such cases, the Organizers will keep the exhibitors informed.
- b) All matters in connection with the exhibition, not provided for in these rules & regulations, shall be settled or determined by the Organizers. Those decisions in relation there of shall be final and binding on the exhibitor.
- c) Organizers hold the right to remove from the exhibition grounds the goods of an exhibitor who violates any of the rules and regulations in force.
- d) In case of cancellation or postponement of Utsav 2018 caused by natural calamities, act of God or Governments instructions, the exhibitors shall comply with the decision of the organizers. In that case stall fees will be refunded at appropriate time.
- e) During the exhibition period all materials required by transport must be brought before 3.00 pm. No entry for vehicles with material will be allowed after 3.00 pm. on any of the exhibition days.

18. AGREEMENT ENDORSEMENT (GENERAL):

IMPORTANT

We have read this manual giving Information, Rules and Regulations, Terms and Conditions of Utsav 2018.

We acknowledge and accept all the contents therein.

- a) The products and services exhibited by us shall conform and comply with statutory, safety and legal requirements / standards.
- b) We shall not indulge in any methodology or process that may involve deception and/or gambling.
- c) We appreciate and accept the fact that organizers may not be in a position to provide us with facilities listed in this agreement if we do not give the required information and payment in time.
- d) We undertake not to use plastic bags, which do not comply with Govt. Regulation.

18-A. AGREEMENT ENDORSEMENT (GENERAL): (FOR FOOD STALLS)

1. Eatables should be displayed and distributed as per KDMC Regulations.
2. All eatables must be prepared using potable water and edible substances only.
3. All ingredients must be properly checked before being used for preparation.
4. Containers must be clean & eatables palatable.

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KDMC/Govt. Officials may visit stalls at anytime for inspection of food and stalls. Stall holders are responsible for all compliance during the Inspector's visits.

1. Cleanliness in and around the stall will always be the responsibility of stall holders should clear garbage and maintain absolute cleanliness.
2. Stall holders should not accept orders after 10.00 pm. All lights will be switched off at 11.00 pm. Stall holders must finish service and clearing of the stall by that time.
3. No material or furniture should be kept outside the boundaries of stall.
4. No stall holder's personnel will call / invite visitors by standing inside or outside of stall.
5. If any stall holder or his personnel are found violating these rules, it may lead to strict action from the organizers as may be deemed fit.
6. No handcraft will be allowed inside the stalls for selling food material.
7. Food stall holders will abide by agreement of distribution / sales of soft drinks (beverages) on monopoly basis, entered into the organizers with sponsoring company. A separate note will be issued by organizers to all stall holders.
8. Organizers take no responsibility and food stall owner is solely responsible for any food poisoning incidents that may arise.

I / We agree to strictly abide by above conditions.

18-B. सर्व फुड स्टॉल धारकांना विशेष सुचना

१. कल्याण - डोंबिवली महानगरपालिकेच्या आदेशान्वये सर्व खाद्यपदार्थ हे पॅक फुड मटेरियल (प्लॅस्टिक आवरण केलेले) असेच असावेत.
२. पिण्यास योग्य (Potable) अशाच पाण्याचा वापर करून अन्नपदार्थ बनविणे.
३. आपल्या स्टॉलवर दिले जाणारे खाद्यपदार्थ हे स्वच्छ व खाण्याजोगे असेच असावे.
४. खाद्य पदार्थांची तपासणी करण्यासाठी सरकारी / नगरपालिका आरोग्य अधिकारी कधीही येऊ शकतात, याची सर्व ती जबाबदारी स्टॉलधारकांची राहिल याची कृपया नोंद घ्यावी.
५. स्वच्छता ही फारच महत्वाची गोष्ट असून आपल्या स्टॉल सभोवती कोणत्याही प्रकारचा कचरा, घाण पडणार नाही याची दक्षता घ्यावी व सभोवतालची जागा स्वच्छ ठेवावी.
६. सर्व स्टॉल धारकांनी रात्री १०.०० नंतर कोणत्याही प्रकारची ऑर्डर स्विकारू नये तसेच ११.०० वाजता सर्व दिवे बंद केले जातील. तत्पुर्वी स्टॉल धारकांनी आपली सर्व कामे आटपुन बाहेर पडावे त्यानंतर कोणालाही आत राहण्यास परवानगी नाही. या संबधी कोणाशीही वाद घालू नये.
७. हात गाड्यांवर अन्नपदार्थ ठेवून विकण्यास परवानगी दिली जाणार नाही.
८. स्टॉलच्या बाहेर कोणत्याही प्रकारची उपकरणे / वस्तु ठेवण्यास मनाई आहे.
९. स्टॉलच्या बाहेर स्टॉलधारकांनी उभे राहून ग्राहकांना बोलविण्यास सक्त मनाई आहे.
१०. वरील नियमांचे कोणत्याही प्रकारे उल्लंघन केल्यास स्टॉल रद्दबादल केला जाईल.
११. शीतपेयाची 'मोनोपॉली' विक्री प्रायोजका बरोबर उत्सव आयोजकांनी ठरविल्यास त्याचे पालन आयोजकांनी दिलेल्या विशेष सुचनेनुसार केले जाईल. (वेगळ्या सुचनेसाठी उत्सव कार्यालयाशी संपर्क साधावा)

वरील सर्व नियम मला मंजूर असून मी योग्य ती काळजी घेईन.

22nd to 30th December 2018

21. FORMS FOR ADDITIONAL REQUIREMENTS

(Book well in advance as these items are subject to availability)

Name of the Exhibitor:

Stall No.:

Sr.No.	Item	Rate per unit	Requirement	Amount in Rs.
1.	Plastic Chair	Rs. 220/-	Nos.	
2.	Wooden Table	Rs. 250/-	Nos.	
4.	Table-Modular	Rs. 1200/-	Nos.	
5.	Spot Light (150 W)	Rs. 400/-	Nos.	
6.	Halogen (500 W)	Rs. 800/-	Nos.	
9.	Power point 5amp	Rs. 500/-	Nos.	
7.	Power point 15amp	Rs. 900/-	Nos.	
9.	Extra Badges	Rs.125/-	Nos.	
Total				
(Rupees				only)

(Signature of Stall Holder)

NOTE:

- All rates inclusive of GST @ 18%
- Rs. 4,000/- extra for the usage of each fridge & deep freezer.
- All rates are inclusive of Service Tax.
- The Organizers reserves the right to alter/ change/ modify the layout without assigning any reason whatsoever.

19. SUBMISSION TO BE MADE BY STALL HOLDERS

A) PAYMENT DETAILS

Demand Draft No. _____

Dated: _____

Drawn on Bank:

For Rupees:

(Draft to be draw in favour 'Dombivli Gymkhana A/c Utsav') For Payment Schedule, refer next page

B) EXHIBITOR'S DETAILS

- Name of exhibiting Company

- Name to be displayed on stall facia
(In CAPITAL letters only)

(No Changes will be permitted in this)

- List & description of Products and services to be exhibited

- Name and designation of Person to be Contacted

Phone _____ Mobile _____

Fax _____ E-mail _____

20. PHOTOGRAPHS FOR EXHIBITORS IDENTITY BADGES AND NAME:

Complementary _____

Extra Badges _____

(Exhibitors should submit names and photographs of their personnel manning the stalls. entry to exhibition grounds will be given only to those exhibitors and their personnel wearing identity badges.)

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PAYMENT DETAILS

- 1) 1st Installment of Rs. 10,000/- at the time of booking.
- 2) 2nd Payment full and final before 5th December 2018.

NOTE

- 1) Allotment of stall will be confirmed only on receipt of Rs. 10,000/-
- 2) Change of location of stall will be at the sole discretion of the Utsav Managing Committee.
- 3) Following will be the deduction in the event of cancelling of booked stall/s.
 - a. 25% of the total cost of the stall upto 9th Nov. 2018.
 - b. 50% of the total cost of the stall after 9th Nov. 2018 but before 17th Nov. 2018
 - c. 75% of the total cost of the stall after 17th Nov 2018 but before 4th Dec. 2018
 - d. Total Service tax paid will be deducted.
- 4) Charges and terms for providing the additional requirements will be as specified in Information Manual.

22nd to 30th December 2018

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Dombivli Gymkhana
Mhaiskar Sports Complex

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Design Den Media | www.designden.in

Utsav
उत्सव

EVERYTHING FOR EVERYONE
सर्वासाठी सर्वकाही



Organised by:
Dombivli Gymkhana
Mhaiskar Sports Complex

Participant's Manual