

Rules and Regulations

- **Organizer:** The Oil Technologists' Association Of India, Western Zone, India FOIC 2019
- **Exhibitor:** Any employee, staff, agent or authorized personnel belonging to a company, partnership or individual to whom space has been allotted for the purpose of exhibiting.
- **Venue:** The Lalit, Mumbai, India
- **Stall:** Exhibition space reserved for an exhibitor.

1. All applications for participation should be made in writing on the company letterhead and its submission will confirm acceptance of rules and regulations. A letter of confirmation of participation shall be issued by the organizing committee.

2. The organizers reserve the right to accept or refuse any application without assigning any reason whatsoever.

3. Stalls will be allotted on first come first serve basis and will be made at the sole discretion of the organizers. Stalls allotted will be used by the exhibitors solely for display of goods noted in their application or by subsequent counter approval by the organizers. Allotment of stalls is final only on receipt of full amount.

4. Although total subletting of a stall to a third party is not permitted, the organizers on written permission may allow partial subletting to a sister concern, associate or agent. Such company exhibiting may entail additional payment as fixed by the organizing committee.

5. Should any exhibitor decide to withdraw from participation in the conference, decision as to the refund depends totally as per the organizing committee.

6. No stall shall be left unattended during the exhibition. Staff of exhibitors must be present at least one hour before the visiting hours of the exhibition.

7. The exhibitors will carry out no activity, which in the opinion of the organizers amounts to nuisance or annoyance. The organizers shall have the right to take remedial action in such cases.

8. No alteration to the size or position of the stall is permitted without prior written approval of the organizers, who reserve the right to change the layout/stall number or gangways. The organizers also reserve the right to require exhibitors to make such alterations to their stands and setting of their exhibits as necessary to maintain an acceptable standard of presentation and to avoid interference with the display of other exhibitors.

9. No banners, placards, balloons, writings on any surfaces etc. will be allowed on the premises or complex or on the roads in the vicinity of the venue other than the space allotted. Such unauthorized display is liable to be removed by the organizers without notice, at the cost of the exhibitor.

10. Exhibits must not obstruct any passage at any time.

11. No part of exhibit should be located outside the boundaries of the hired stall by placement, projection or suspensions.

12. Exhibitors are prohibited to provide for their own sitting arrangement outside the boundaries of the stall.

13. No exhibit should be displayed by suspending it from above in the existing infrastructure. The framing or the structure of the roof is not designed for this. Any such suspension required should have its own weight bearing structure, which together with the suspended article should be confined to the area of the hired stall boundaries.

14. Holding of large organized gathering in front of the stall is prohibited.

15. The exhibitor should not cause any damage to the site /building/stand. Any such damage will be made good at the expense of the exhibitor. The exhibitor will also indemnify the organizers against any claims resulting from mishaps due to faulty equipment/faulty handling of equipment or material or non-observance of legal or safety requirements.

16. Driving of nails or screws in any part of the provided infrastructure or digging the ground is strictly prohibited.

17. Use of loud speakers is prohibited without written permission of the organizers.

18. Loading or unloading of equipment in the stall will cease from two hours before the start of the conference daily schedule to the end of the daily programme or as approved by the venue authorities.

19. In case of necessity to bring heavy moving vehicle close to the stand, prior written permission from the organizers is mandatory.

20. The organizers will not be responsible for any theft, pilferage, loss or damage of any material, goods or properties belonging to the individuals or exhibitors at any time before, during or after the exhibition for any reason or cause whatsoever. The exhibitors should get insurance cover against all risks perceived by them for their products/materials/exhibits at their own cost.

21. If due of Force Majeure or other unavoidable circumstances, the organizers are forced to cancel, modify, shift, change or reschedule the conference, the exhibitor will not be entitled to claim damages or compensation of any kind.

22. The organizers may alter or add new rules and regulations for the benefit of the exhibition. Such rules will be given in writing and will be binding on all the exhibitors.

23. Adjudication, in case of dispute is subject to Mumbai Jurisdiction.

24. All drawings/designs showing stand construction have to be submitted in duplicate and approved by the organizers, who reserve the right to recommend changes/modification, in the interest of the overall presentation of the exhibition. Exhibitors will ensure that the changes recommended are carried out.

25. A proposal for the kind of services to be offered by the exhibitor should be submitted to the organizer and any extra expenses incurred to allow exhibitor to carry out such services will be charged extra and will be payable in advance at the time of procuring such permission. Organizers reserve the right to deny such services without giving any reason whatsoever.

26. Any additional promotional activity to be carried out from the stall area or elsewhere, other than conventional activities, needs the written consent of the organizers.

27. No sale in cash or credit shall be allowed at the stands. The organizers shall in no way be responsible for any tax or legal liability incurred for any transaction undertaken by the exhibitor.

Important Notes

1. Assignment of Space

On behalf of FOIC 2019, the organizing committee reserves the right to relocate or reassign booths at any time for the overall benefit of the meeting.

2. Exhibitor Registration

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Two exhibitor badges will be given for the first 9 square meters booked and one additional badge for each 6 square meters booked. Any additional exhibitor attendees will be charged an exhibitor registration fee as per the current slab at the time of registration. An exhibitor registration form will be included in the exhibitors' manual.

Only those persons/delegates wearing badges will be allowed to move in the exhibition area, exhibition and conference areas. All companies are requested to register the names of their personnel manning exhibition stalls or participating in other events well in advance with the conference secretariat & obtain badges.

3. Exhibition Layout

Exhibitors occupying space-only stands are required to submit a detailed plan of their stand to the organizers for approval by 08/02/2019 Amendments to Exhibition Layout. While every effort is made to preserve the published layout of the exhibition, the organizers shall be entitled to vary the layout if this is the general interest of the exhibition.

4. Manning of Stands

Exhibitors will be required to ensure that their stands are manned during the opening hours of the exhibition and must not dismantle their stands before the published closing time.

5. Branding

Branding at the venue must be restricted to those spaces as allocated and any unauthorized branding will be promptly removed.

All branding must be on self-supporting stands, no sticking or nailing on walls or any other structure at the venue will be permitted.

6. Noise

Exhibitors may not use audible electronic, mechanical apparatus or open audio systems which may be heard outside the exhibitor's assigned space. The organizers reserve the right to require any exhibitor to discontinue any activity that may cause annoyance or interference with others.

7. Giveaways and Distribution of Printed Materials

Giveaways and printed material may only be distributed in the space allocated to the exhibitor in the exhibition hall. No such material may be distributed in any venue used by FOIC 2019. Product identification is permitted on giveaways. Contests, lotteries and raffles are subject to approval by the organizers.

8. Product Disclaimer

The acceptance of a product or service for exhibition does not in any manner constitute an endorsement by the organizers.

9. Security and Insurance

The organizers will not be held responsible for any loss or damage to exhibitors' goods and exhibitors are reminded that they should take out their own insurance to cover for this.

10. Health and Safety at Work Regulations

It is the responsibility of the exhibitor to ensure that his contractor, employees, displays and exhibits comply with the latest legislation regarding Health and Safety at Work regulations.

11. Allotted Ground Deliverable

The exhibitor will be allotted with electricity and de-marked bare space for their customized stall branding.