



19th - 22nd JANUARY, 2024



SITA Member ID (if applicable)

Total Stall/s

Dome Name

Stall No.

[www.sitasurat.in](http://www.sitasurat.in)

## SPACE BOOKING FORM

To,  
The Chairman  
IT EXPO 2024  
Surat

Dear Sir,

We here by forward the space booking form duly filled in together with Demand Draft / Cheque for stall rent. We acknowledge explicitly that we have read & accepted in full the rules and regulations for the IT EXPO 2024 exhibition and by submitting this application, we undertake to comply with the same.

### NAME AND FULL ADDRESS OF THE ORGANISATION

	Telephones	
	Fax	Mobile
	E-Mail	
	Contact Person	

### NAME FOR FACIA PLATE AT THE ENTRANCE OF YOUR STALL

### BRIEF DETAILS OF THE PRODUCTS / SERVICES TO BE DISPLAYED

#### CATEGORY (Tick Only One)

- Company Dome
- Dome A** Software, Web, Education
- Dome B** Software, Web, Education
- Dome C** Software, Web, Education, SI & Peripherals
- Dome D** Consumables, Surveillance System
- Dome E** Power Products & Other IT Enabled Services
- Sponsored Dome**

#### PAYMENT DETAILS:

Amount : Rs. _____
Cheque / DD # _____
Date: _____ Bank: _____

#### ONLINE PAYMENT DETAILS

<b>NAME</b>	SOUTH GUJARAT INFORMATION TECHNOLOGISTS ASSOCIATION
<b>BANK NAME</b>	BANK OF BARODA
<b>BRANCH</b>	NANPURA, SURAT - 395001
<b>ACCOUNT NO.</b>	21850200000146
<b>IFSC CODE</b>	BARB0NANPUR

*We solemnly declare that we have taken the note of all the rules & regulations governing our participation in the IT EXPO 2024 exhibition and shall abide by the same.*

Signature with Seal

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

#### NOTE:

- Participants outside Surat should make their payment by Demand Draft payable at Surat only.
- Please attach your company's visiting card with this form.
- Terms & condition are mentioned overleaf

## RULES, REGULATIONS AND GUIDELINES

1. SITA reserves all the rights to amend / alter / add / make changes in the terms & conditions, ground, dome and stall layout and design.
2. In these 'rules & regulations', the terms EXHIBITOR shall include all employees, staff or agents of any company, partnership firm or individual to whom space / stall has been allocated for the purpose of participation.
3. No exhibitor shall be allowed to change the exterior layout, paint the interior or change the standard format for the company's name banner. No painting or touching will be permitted at the exhibition under any circumstances. Removal of partition between stall is not permitted. Exhibitor who violates this rule and cause damage to any property including the furniture, fitting frames etc. of the premises will be liable for penalties and damages. Amount for damages / loss of stall material, if any and any other amount debited to participants accounts will have to be paid by the participant before vacating the stall.
4. No alteration to the size or position of an exhibitor's stall is permitted. No posters or banners may be put outside the stall. The Exhibitors may not assign, sub-let or grant licenses in respect of the whole or any part of stands. Cards, advertisements or printed matter or of persons or of firms who are not bonafide Exhibitor will not be exhibited or distributed from any stall except that an Exhibitor may distribute cards, advertisements or printed matter in respect of companies or firms which are subsidiary of Exhibitors or the Exhibitors ultimate holding company.
5. Sub-letting of stall is strictly not allowed. If any one found to do so SITA will take possession of such stall, dome, space and amount will not be refunded in that case.
6. Inflammable materials will not be allowed inside the Exhibition area. The use of a naked flame or a direct/indirect-heating appliance is totally banned.
7. Creating any nuisance like playing music, which may disturb the other participants, is strictly prohibited.
8. No refund will be made under any circumstances against cancellation / withdrawal or stall(s) once booked. Joint participation, transfer, subdividing, or subletting of the booked stall(s) to third party is strictly prohibited. In case the exhibition is postponed, participants will be given an opportunity to participate on new dates. Further, the organizers are not liable for any change in the name or dates arising from circumstances that are beyond their control nor any refund be made to Exhibitors in respect thereof.
9. All Exhibitors shall insure, at their cost their merchandise, machineries, goods, etc. kept in the stalls, against all damages by fire, theft, strikes, riots, floods, storms, earthquakes, etc. for the entire duration of the Exhibition and also during the construction and dismantling period.
10. All on-site electrical installations must be carried out by the officially appointed electrical contractor before the connection to the main supply.
11. The Organizers will use their best endeavors to ensure supply of services of TORRENT POWER, SMC etc. and of those suppliers mentioned in the manual, but as the supply of such services are not within the control of TORRENT POWER, SMC etc. neither they nor the Organizers shall incur any liability to the Exhibitors for any loss of damage, if such service shall wholly or partially fail or cease to be available. The Exhibitor will not be entitled to any allowance in respect of rental due of paid under the contract.
12. The Organizers provide a round the clock security for the general purpose. Surveillance of the individual security guards will be provided at extra cost.
13. The removal of exhibits will be allowed only after all dues have been paid and relevant clearance certificate obtained.
14. The Organizers will in no way be responsible for damages caused to the property of the Exhibitors or loss of life or damage to the Exhibitors and or their staff members and visitors due to any reason whatsoever.
15. No vehicles will be allowed in the exhibition grounds during exhibition timings. Goods must be delivered to the stalls one hour before the opening and removed one hour after the closing of the exhibition. During the period before the exhibition, cars with permits only will be admitted to the grounds. To prevent congestion at the exhibition site, all vehicles must use parking area provided outside exhibition grounds.
16. The Organizers of the exhibition and those authorized by them have the right to enter the premises at any time to execute work, repairs and alterations and for other purposes.
17. In the event of any dispute, the decision of the President SITA shall be final and binding.
18. Any disputes between the Organisers and exhibitor are subject to Surat Jurisdiction only.
19. Exhibitor has to take charge of stall before public hours.

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Signature