

# EXHIBITOR MANUAL



## 8<sup>th</sup> INDIA WATER WEEK-2024

Partnerships and Cooperation for Inclusive  
Water Development and Management

**17-18-19 SEPTEMBER 2024**

HALL 12-A, PRAGATI MAIDAN, NEW DELHI



# 8<sup>th</sup> INDIA WATER WEEK- 2024

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Water Development and Management

**17-18-19 SEPTEMBER 2024**

HALL 12-A, PRAGATI MAIDAN, NEW DELHI



## FOREWORD

Dear Exhibitor,

We value your participation in **INDIA WATER WEEK 2024** and would like it to be smooth and profitable. This manual is designed to simplify your preparations for the event.

The Exhibitor's manual has been prepared to provide you with not only the essential information and guidance about all aspects of the physical preparation and onsite management of your stall, but also other information and resources that you may need.

We strongly recommend that you read the entire text to make the best use of this manual. Please return all forms in this manual duly filled and before the stipulated date.

Yours Sincerely,

R K Jain  
Head  
India Water Week Secretariat

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Water Development and Management

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## ORGANISER:

Department of Water Resources, River Development & Ganga Rejuvenation  
Ministry of Jal Shakti, Government of India

Shram Shakti Bhawan, Rafi Marg, New Delhi – 110001

Phone...24121759, 24122379, 24195734

URL: <https://jalshakti.gov.in>

## | IMPORTANT INFORMATION |

Exhibition: **INDIA WATER WEEK 2024**

Venue: HALL NO 12A, PRAGATI MAIDAN, NEW DELHI

Dates: **17<sup>th</sup> TO 19<sup>th</sup> SEPT 2024**

Exhibition Timings: 09:30am... to ...06:00pm

Business Hours : 09:30am... to ...06:00pm

General Hours : 09:30am... to ...06:00pm

## Correspondence Address:

**INDIA WATER WEEK SECRETARIAT**

National Water Development Agency (NWDA)

Room no 204, Second Floor, Palika Bhawan,

Sector 13, R. K Puram, New Delhi – 110066, India

+91 11 24121759, 24122379, 24195734

[indiawaterweek@gmail.com](mailto:indiawaterweek@gmail.com)

## CONTACTS FOR

### General Information

**Shri R K Jain**

Head, IWW – Secretariat

☎98688477750

### Exhibition Co-ordination

**Shri Hari Om Varshney**

☎9958185511

&

**Shri R P Singh**

☎9718812006

### Website related

**Shri Ankit Kumar ☎9717790584**

### Conference and Registration

**Shri Nagesh Mahajan**

☎9810146845

### Official Event Managers

ITDC (ASHOK EVENTS)  
50, Niti Marg, Chanakya Puri  
New Delhi -21

**Shri Bhunesh Raj (Senior Manager)**

☎ 9599701001

[bhuneshashokaevents@gmail.com](mailto:bhuneshashokaevents@gmail.com)

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To,

## INDIA WATER WEEK SECRETARIAT

National Water Development Agency (NWDA)

Room no 204, Second Floor, Palika Bhawan,

Sector 13, R. K Puram, New Delhi – 110066, India

Phone: + 91 11 24121759, 24122379, 24195734

Email : [indiawaterweek@gmail.com](mailto:indiawaterweek@gmail.com)

### ACKNOWLEDGMENT OF RECEIPT OF THE EXHIBITOR'S MANUAL:

|   |         |
|---|---------|
| NAME OF THE CONTACT PERSON FOR THE EXHIBITION:<br>①:-                                     |         |
| DESIGNATION:  |         |
| NAME OF THE EXHIBITING COMPANY (FOR FACIA NAME) :<br>Name to be shown on FACIA of Stall : |         |
| ADDRESS:  |         |
| STALL No:   |         |
| TELEPHONE:  | E-MAIL: |
| COMPANY STAMP:  |         |

COMPANY/ DEPARTMENT/ ORGANIZATION PROFILE:

SIGNATURE AND DATE :

UPON RECEIPT OF THE MANUAL PLEASE TEAR THIS PAGE OFF IMMEDIATELY, FILL IT UP AND RETURN IT UP TO 1<sup>ST</sup> SEPTEMBER-2024.

TO

[indiawaterweek@gmail.com](mailto:indiawaterweek@gmail.com)

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Welcome to INDIA WATER WEEK 2024

We request you to study the contents of this manual carefully. Please return all Forms irrespective of the services required by you, before the due date. Please do not forget to put your company stamp and details of the contact person for the stall requirement on each form, since each form would be handled individually by a separate agency.

Please return all forms at the earliest, to enable the service providers to meet your requirements in time.

The Exhibitor is requested to note the following important information:

\* The Exhibition halls would be open during build-up and break down period

\* Possession of the stall area and temporary electrical connection during build-up period will be given to the Exhibitors only after they have obtained a "No Dues" certification from the India Water Week Secretariat

\* All Bare Space Exhibitors must submit three copies each of the layout plan of their stalls, showing positions of equipment, exhibits, fittings, furniture and office cubicles etc., with their dimensions in meters, and elevation drawing, showing various heights of partitions, cabins, logo, name fascia, exhibits and other display material to the Organizer for approval.

\* All items/exhibits and stall structures must be removed before **21:00 hrs on 19<sup>th</sup> September 2024**

\* Charges mentioned in the form for relevant services are exclusive of all Taxes and Levies.

**For specific requirements, the Exhibitor is requested to contact India Water Week Secretariat**

To,

**INDIA WATER WEEK SECRETARIAT**

National Water Development Agency (NWDA)

Room No 204, Second Floor, Palika Bhawan,

Sector 13, R. K Puram, New Delhi – 110066, India

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## Section 1 General Information

In the text throughout this manual, the 'Organizer' shall mean DoWR, RD&GR, **Ministry of Jal Shakti, Government of India**. The 'Exhibitor' shall mean any Exhibitor, who has been allotted space in the Exhibition, and the 'Exhibition' shall mean **India Water Week 2024**

### Exhibition Management

The Exhibition is organized by DoWR, RD&GR, **Ministry of Jal Shakti, Government of India**. In case of any dispute, the final decision binding on all concerned parties shall rest with the management of DoWR, RD&GR, **Ministry of Jal Shakti, Government of India**

### Visiting Hours, Entry Fee

Only trade visitors are allowed. Free Entry of visitors upon registration:

#### Business Hours:

...**09:30**...am to **06:00** pm

#### General Hours:

...**09:30**.....am to...**06:00**...pm (on last day of exhibition) : **09:30**...am to ...**04:00**...pm

## Section 2 Facilities & Privileges Offered to Exhibitors

Exhibitor's Badges for their staff must be requisitioned in advance vide **Form 3** and collected from the Organizer's site office at the time of possession of stand. **Three (3) Exhibitor badges** will be provided **per 9 sq. m.** Additional badges for the Exhibitor would be charged at **Rs. 5000/- each**. One Free Conference pass for each exhibitor for **9 sq.m.** Shell space & Two free conference pass for each exhibitor for **27 sq.m.** Bare space will be provided by organizer

### Car Entry:

**One parking pass** will be provided to each Exhibitor per stall.

## Section 3 Allotment of Exhibition Stands & Withdrawal from Participation

### Allotment of Stall:

The Organizer reserves the right to refuse allotment of stall to any applicant or to change the stall location allotted to any Exhibitor before full payment is made, without assigning any reason. Even after full payment is made by an Exhibitor, the Organizer reserve the right to change the stall location of any Exhibitor due to changes in floor plan considered necessary by the Organizer.

### Imported Exhibits/ Foreign Participants/ Partners:

As per the directives of India Trade Promotion Organization, the nodal agency attached to the Ministry of Commerce, Govt. of India, which approves all international exhibitions, duty-free import facility (Under ATA Carnet or Re-Export Bond supported by bank guarantee) is available to only foreign Exhibitors who have paid Participants charges in foreign exchange at the rates applicable to foreign Exhibitors. Indian Exhibitors interested in displaying exhibits imported from foreign participants, must ensure that each of their foreign principals register as an Exhibitor in India Water Week -2024 and reserve appropriate space (min. 9 sq. m.) for which payment will be made in US\$. At the request of the Indian Exhibitor and their foreign partners, an integrated stand with their combined spaces will be provided.

### Withdrawal from Participation:

In case of cancellation or withdrawal from participation or non-occupation of the stall by any Exhibitor, money paid by them will be forfeited.

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## Planning Your Stand

### EXHIBITORS WITH SHELL SCHEME

No structure should exceed **8ft.** in height. Special prior permission from the Organizer for any display higher than **8ft.** should be taken. No part of the exhibit should project out of the stand area and nothing should be placed outside the stall. Digging in the floor/ground is prohibited.

All items supplied under Shell Scheme package and additional items supplied by our official contractors are only on hire basis and the Exhibitors are required to hand them over back to the contractors at the end of Exhibition in good order and condition. Any damage or loss of these items will have to be compensated by the Exhibitor to the contractors.

No rebate will be allowed to the Exhibitor if any item under Shell Scheme is not availed by the Exhibitor.

**Design & Decoration Contractors:** Entire Exhibition excluding (bare spaces where Exhibitors want to construct through their own) will be built by the official stall building contractors and all the stalls will be built with standard wooden panels.

**Drilling, grouting on the floor welding or any support of the semi constructed structure is strictly prohibited. Anyone found guilty will be charged a penalty of Rs. 50,000/-.**

Excess material of stall design will be allowed to be carried out after the stall design with a Self-declaration on company's letterhead along with Exit form.

### Exhibitor Name on Fascia (Form 2)

Exhibitor's name and stall number will be provided on the fascia only for Shell Scheme Exhibitors. Exhibitor may indicate a name to be displayed on additional fascia.

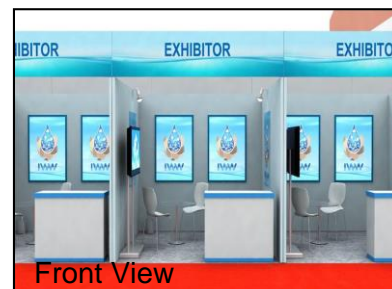
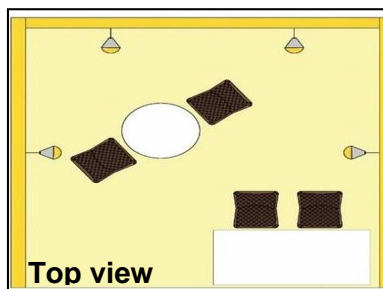
Please submit this information vide **Form 2.**

### Shell Scheme Entitlements:

Exhibitors with the Shell Scheme package are entitled to the following per 9 sq. m.

#### 1. Facilities to be provided for Shell / built up space of each 3m x 3m : 9 sq.m. stall

- 1) Flooring with new woven carpet
- 2) Two / Three side wooden walls
- 3) Fascia (digital printing) with company name
- 4) One Information Counter
- 5) Two chairs
- 6) Four Spotlight (LED) warm white
- 7) One electrical power point 5/15AMP
- 8) One Dustbin
- 9) One discussion table with two chairs
- 10) Charges for power consumption are included in the stall rate
- 11) **One free conference pass for each exhibitor for 9 sq. m. shell space (built up area)**



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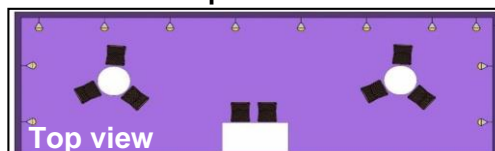
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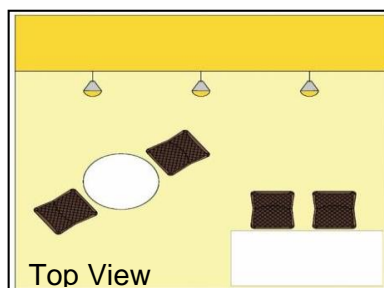
## 2. Facilities to be provided for Shell / built up space of each 3m x 9m : 27 sq. m. stall

- 1) Flooring with new woven carpet
- 2) Two / Three side wooden walls
- 3) Fascia (digital printing) with company name
- 4) One Information Counter
- 5) Two chairs
- 6) Twelve Spotlight (LED) warm white
- 7) Four Electrical power point 5/15AMP
- 8) One Dustbin
- 9) Two discussion table with six chairs
- 10) Charges for power consumption are included in the stall rate
- 11) **Three free conference pass for each exhibitor for 27 sq. m. shell space (built up area)**



## 3) Facilities to be provided for Start-up stalls shell scheme 2m x 2m : 4 sq. m. or 3m x 3m : 9 sq. m. based on requirement

- 1) Flooring with new woven carpet
- 2) Back wooden walls only
- 3) Fascia (digital printing) with company name
- 4) One Information Counter
- 5) Two chairs
- 6) Three Spotlight (LED) warm white
- 7) One Electrical power point 5/15AMP
- 8) One Dustbin



- 4) Facilities to be provided for Bare space (open space) of 27 sq. m.
  - i) Flooring with new woven carpet
  - ii) Four electrical power point 5/15 Amp
  - iii) Charges for power consumption are included in the stall rate
  - iv) Two free conference passes for 27sqmtrs Bare space (open area)

## 5) Other facilities

- i) Free water Dispensers as per requirement in the exhibition area
- ii) Cafeteria on paid basis
- iii) Registration counter for exhibitors
- iv) Help desk for sorting out routine issues

Additional badges for Exhibitor would be charged at **Rs 5000/-** each.

Any Additional requirement will be charged extra.



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## Section 5 Regulations for Stall Design

### **Bare Space**

Stall Designer needs to carry authority letter from the Exhibitor for taking Stall possession & provide the contact details of the concerned agency in-charge.

All stall designing agency should maintain the timings & discipline as per the guideline of Exhibition management team at the site.

### **EXHIBITORS WITH BARE SPACE**

The Exhibitor will have to submit their stall drawing and to scale mock-up, complete with details of exhibits, electricity, telephone and other installations and elevation for approval of the Organizer before **16<sup>th</sup> September 2024**. If the Exhibitor fails to submit the same before deadline, the Exhibitor will have to pay a penalty of **Rs 5000/-** per week after **16<sup>th</sup> September 2024**.

### **GUIDE LINES FOR STALL DESIGN APPROVAL**

For bare space stall designing maximum permissible height is **10 feet (3.04 m)** & the sharing wall with the neighboring stalls must not exceed **8 feet (2.44 m)**.

Exhibits must be placed at least **0.5 mtrs.** away from the boundary of the open sides of the stall. No part of the exhibit should project out of the stall boundaries even when the exhibits are demonstrated.

In case any construction guidelines are violated, the Organizer will take corrective measures at the risk and the cost of the Exhibitor. Charges for such modifications will have to be borne and to be paid by the Exhibitor before the closure of the Exhibition.

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## Section 8 At the Exhibition Site

### Taking Possession of the Stall (Form 4)

Possession of stalls for Bare space, Exhibitors will be given at **15:00 hrs.** on **14<sup>th</sup> September 2024** and for Shell Scheme will be given after **12:00 hrs.** on **16<sup>th</sup> September 2024** to any authorized personnel of the Exhibitor or contractors mentioned in Form 4, only if full payment is made.

No personnel, either of the Exhibitor or their contractors will be allowed without valid entry pass during the construction of the stalls. The passes can be collected from the Organizer site office.

a) Bare Space Exhibitors must submit packing lists of all consignments at our site office while taking their Exhibition goods into the Exhibition hall.

b) Exhibitors bringing their own furniture, fans, potted plants, refrigerators, TVNCR, computer or any other appliance, which are also being supplied by the official contractors, must submit a separate challan for the items (listing specifications and identification marks) while bringing them into the Exhibition hall and obtain a copy of the challan duly stamped and signed by the site Manager.

c) The same challan must be produced while obtaining gate pass for removing the items from the Exhibition hall at the end of the Exhibition.

d) **No worker/labor/contractor/sub-contractor will be allowed to stay in venue at night.** Kindly make the necessary arrangement of the night stay at your end.

### Exhibitor's Car Pass

The Organizer has made arrangement for the Exhibitor's car to be parked in the allotted Exhibitor parking space of Exhibition center. The pass for the same can be collected from the Organizer site office from **16-09-2024 at 16:00 hrs**

### Regulations for Workmen: It is the responsibility of the Exhibitors and their contractors to ensure that:

- Their workmen do not enter other Exhibitor's stall / or passage.
- The workmen do not sleep or cook in the Exhibition halls & do not wash clothes or have bath in the toilet blocks.
- The workmen or Exhibitor's staffs do not behave in drunken or disorderly manner. Anybody disregarding the above instructions will be evicted from the Exhibition hall.

### Machinery to be displayed

All machines to be displayed in the Exhibition should be brought inside the hall latest by 12.00 noon on **16<sup>th</sup> September 2024**

### Storage of Empties, Removal of Debris

Storage of empty cases/ cartons, in the stall, in passages or in open area near your stall is not allowed. Exhibitors must remove all debris, empty cartons and other waste from their stall daily during the construction period and in any case, before carpeting of the passage begins.

### Safety and Fire Protection

Fire Safety norms before/during/after Exhibition days:

- Fire existing wishers & Fire Marshals will be placed inside the hall
- Bare space exhibitors must apply coat of Fire retardant chemical / spray on their walls & exhibits with necessary certification

Exhibitor has to take care of any emergency of FIRE which can occur due to Electric Short Circuit in their Booth & Exhibitor is responsible for this.

### Completion of Stall Display

Display in stall /pavilions must be completed latest by **20:00 hrs on 16<sup>th</sup> September 2024**

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## Section 9 During Exhibition Days

### Entry and Exit of Exhibitor's Staff

Staff of the Exhibitor will be allowed to enter the Exhibition hall **at 9:00 hrs.** during Exhibition days, and all must leave the hall by **19:00 hrs.** unless written permission has been obtained from Exhibition hall manager to enter early or leave late.

### Entry & Exit of Goods

Entry or exit of goods during the daily Exhibition hours is strictly prohibited. These may be allowed before or after the Exhibition hours at the discretion of the Organizer, on written request from the Exhibitor.

### Manning Your Stall

Exhibitors are advised to ensure that their stall are effectively manned during the visiting hours. They should also guard against pilferage of small exhibits during the rush of visitors.

### Audio-Visual Equipment

Sound volume of AV equipment should be regulated so as not to be a nuisance to neighboring Exhibitors.

### Prohibited and Unsuitable Exhibits

The Organizer/ Venue owner may prohibit Exhibition, distribution or sale of any article including printed literature which it considers unsuitable or objectionable and may confiscate the same. It can debar the Exhibitor from selling/distributing or demonstrating to the public if his conduct or that of his agent is likely to cause offence to or is otherwise considered objectionable in any manner.

### Cleaning and Collection of Waste

The Organizer has appointed a **cleaning contractor to clean the passages and other areas in the Exhibition halls, to collect the waste from the waste baskets supplied to the Exhibitor and to ensure cleanliness of the toilets. However, cleaning of individual stands is the responsibility of each Exhibitor.**

Smoking, spitting and committing other nuisance of any kind is forbidden. Making any portion of the Exhibition space or furniture, walls etc. dirty in any way is strictly prohibited.

### Catering by Authorized Caterers

No catering by any outsiders is permitted in the premises of the Exhibition space. Catering services have to be obtained from the authorized caterer appointed by the Organizer on payment basis.

### Failure of Services

The Exhibition space is equipped with electric supply and water facility, provided by the venue owners. While every effort shall be made to maintain the services in order, the Organizer shall not be responsible for any failure or breakdown or curtailment thereof or any damage/ loss caused to the Exhibitor because of it.

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## Commencement for Removal of Goods

Exhibitors will be allowed to remove goods from Exhibition hall from **17:00 hrs** onwards on 19<sup>th</sup> September 2024 and vacate the stand latest by **21:30 hrs on 19<sup>th</sup> September 2024**. Four copies of the duly filled exit pass is to be submitted at the Organizer's office in the morning of **19<sup>th</sup> September 2024** for approval and stamping. These passes can be collected from the Organizer's office at the Exhibition site after **16:00 hrs**.

All items received from our official contractors must be handed over to them in good condition. Any damage to these items will have to be made good by the Exhibitor. No goods will be allowed to be taken out of the Exhibition halls unless a "Gate Pass" listing items to be removed, is obtained from site office of the Organizer. The Gate Passes will be issued only when all the dues of the Organizer & contractors are settled.

**If an Exhibitor fails to remove their goods and vacate the stand within the stipulated period, the Organizer reserves the right to remove the said goods. All cost in this connection will be debited to the concerned Exhibitor.**

## Gate Passes for Removal of Goods

For taking out the Exhibition material and exhibits after closure of the Exhibition, participants would need to obtain a standard final exit pass from the Organizer. The Exhibitor must settle all dues to Organizer and/or various official contractors before the closing of the Exhibition.

## Right of Lieu

The Organizer reserves the right to refuse Exit Gate Pass to any Exhibitor if he has not settled all his dues, and to retain his exhibits or other goods as collateral security, till debts are discharged. The Exhibitor expressly indemnifies the Organizer against claims for damage to their goods held as collateral security.

To,

### INDIA WATER WEEK SECRETARIAT

National Water Development Agency (NWDA)

Room No 204, Second Floor, Palika Bhawan,

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## IMPORTANT DOCUMENTS:

We further request you to kindly advise your stall designer/fabricators to bring along the following documents at the time of taking stall possession:

- 1) Letter from the company authorizing them as the official stall designer.
- 2) Photo ID Proof of the workers working in the stall.
- 3) Letter from the Stall Designing Company (on company letterhead) with details of workers with name, address and contact number.
- 4) Working Hours at the Exhibition Site: **Morning 9:00 hrs onwards**

**The Exhibitors need to take care of their valuable belongings like Passport, Laptop, Mobile phone, Money etc.**

**The Organizer is not responsible in case of any theft or loss of the Exhibitor's goods or belongings.**

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## FORM 2

### NAME ON STAND FASCIA

The Exhibitor must complete and return this by 16<sup>th</sup> August 2024)

(Applicable for Shell Scheme Exhibitors only)

A Fascia panel will be running the length of open sides of the stand and will have the Stall Number and Exhibitor's name in uniform lettering. Please give here exactly how the name of your company is to appear on the fascia.

If the form is not received on the due date, the name as supplied in the Application cum Contract form for participation will be put on the fascia

(Please fill in Capital letters, use one box for each letter and a blank box for space).

|                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
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**Note: Kindly submit this form with the correct name as it will not be changed once pasted up to 16 September 2024 at 10:30 hrs.**

### Exhibition Coordination Unit

**Shri Hari Om Varshney**

☎ 9958185511

**Shri R P Singh**

☎ 9718812006

91 11 24121759, 24122379, 24195734

Email [indiawaterweek@gmail.com](mailto:indiawaterweek@gmail.com)

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## Section11 Legal Matters

### **Insurance & Liability**

Exhibitors are advised to obtain insurance cover against all risks. It is expressly understood that the Organizer stands indemnified by the Exhibitor in respect of any loss or damage to their goods due to theft, fire, etc. or injury to any person as well as third party claims.

### **Permission/ Concessions**

All agreements, permissions and concessions granted to any Exhibitor shall be valid only if given in writing by an **authorized officer of the Organizer** / IWW Secretariat

### **Change of Venue, Dates, and Timing**

The Organizer reserves the right to change the venue, dates, duration or timings of an Exhibition, if the circumstances so demand. The Exhibitor is bound to accept the decision of the Organizer, so long as the Exhibitor is informed about the changes either by individual communication or by a press advertisement. No refund shall be allowed if an Exhibitor withdraws from participation on account of such changes.

### **Changes in Floor Plan, Location & Dimensions of Stall**

The Organizer also reserves the right to make changes in the floor plan, location and dimensions of any stand allotted to an Exhibitor or entry/exit points etc. at any time before the erection of stall, if such changes are necessary in the opinion of the Organizer.

### **Force Majeure**

If the Exhibition is abandoned, cancelled or suspended in whole or in part by a reason of war, fire, natural calamity, national emergency, election, labour disputes, riots, strike, non-availability of ground or any other cause not within the control of the Organizer, the Organizer reserves the right to change the opening dates and duration or even cancellation of the entire Exhibition. In such cases mentioned herein, the Organizer shall be under no liability in respect to any action, claims or to repay the exhibition participation charges collected or any losses occurred by the Exhibitor under this clause. It is expressly made clear that under these circumstances the exhibition participation charges which are given by the Exhibitor shall not be repaid or refunded by the Organizer.

### **Breach of Peace**

The Organizer reserves the right to close any Exhibitor's stall temporarily or permanently if the Exhibitor commits breach of peace in any way or causes disturbance in the normal functioning of the Exhibition. In such an event, the Organizer stands indemnified by the concerned Exhibitor against any claim of any kind whatsoever.

### **Binding Terms of Contract**

The submission of the Application cum Contract Form duly signed by an Exhibitor, shall be deemed as confirmation of participation in the Exhibition, and acceptance of all rules and regulations printed at the back of the Application cum Contract Form and in this Exhibitor Manual as well as any amendments or additions made to them from time to time and notified to Exhibitors through circular letters. These are binding on all parties concerned.

### **Claims Deadline**

All claims arising out of settlement of accounts and participation in this Exhibition must be submitted in writing to the Organizer within sixty days from the close of the Exhibition, after which the claims shall not be tenable.

### **Settlement of Legal Disputes**

The competent court and place for settlement of all disputes in connection with these Rules & Regulations for Exhibitors is Delhi court jurisdiction, India.

# 8<sup>th</sup> INDIA WATER WEEK-2024

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FORM 3

EXHIBITOR BADGES / PASSES

The Exhibitor must complete and return this by 7th September 2024.

Exhibitor Name: \_\_\_\_\_ Hall \_\_\_\_\_ Stall No. \_\_\_\_\_

Please use this form to order the number of badges required for personnel manning the Exhibition stand. These may be collected from the Organizer' office on arrival at the Exhibition venue. All personnel of the Exhibitors will be required to wear the official Exhibitor badges inside the venue at all times during the Exhibition/stall

|    | <u>Name</u>          | <u>Designation</u>   |
|----|----------------------|----------------------|
| 1. | <input type="text"/> | <input type="text"/> |
| 2. | <input type="text"/> | <input type="text"/> |
| 3. | <input type="text"/> | <input type="text"/> |

NOTE: Please write the names in capital letters with designations. In case of insufficient space, kindly type this information in a separate sheet and attach to the form.

Exhibitor's passes are for their staff manning the Exhibition booths. Only Exhibitors (companies who have signed the Exhibition participation contract) are eligible to apply for these badges. Exhibitor's personnel moving in and out of the Exhibition site will be identified by such passes only and for security reasons, no person will be allowed into the Exhibition halls without the appropriate passes.

To,

**Exhibition Coordination Unit**

(1.) Shri Hari Om Varshnay

☎ 9958185511

(2.) Shri R P Singh

☎ 9718812006



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## FORM 4 POSSESSION OF STALL

The Exhibitor must complete and submit at the time of possession

We have completed full payment of our participation costs. The last installment has been paid vide your Receipt

No. \_\_\_\_\_ dated \_\_\_\_\_. Please hand over possession of our stall to the

following person authorized by us:

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

Company: \_\_\_\_\_

The following are the authorized contractor for stall design/ fabrication/ decoration:

Name of the Contractor: \_\_\_\_\_

Tel.: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Designation: \_\_\_\_\_

We hereby confirm that we shall be responsible for the conduct of all persons engaged by us or our contractors for erection/ decoration of our stand in conformity with the Organizer's Rules & Regulations and we agree to compensate the Organizer or their official Shell Scheme contractors for any damage or loss of goods supplied to us and for damage to the walls and other installations to the hall door.

Verified by:

**Shri Himanshu Arora**

☎ 9354461085

Send this form to: Exhibition Coordination Unit

(1.) **Shri Hari Om Varshney**  
☎ 9958185511

(2.) **Shri R P Singh**  
☎ 9718812006

E-mail: [indiawaterweek@gmail.com](mailto:indiawaterweek@gmail.com)





***WE WISH YOU  
A SUCCESSFUL PARTICIPATION***



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