

India's Biggest Travel Show Network



07 08 October 2023

Samrat Ashok Convention Centre, Gyan Bhawan
PATNA

EXHIBITOR'S INFORMATION & ORDER BOOK

CONTENTS	PAGE
A. Useful Show Information Venue Details, Opening Hours / Schedule, Show Secretariat / Organiser / Organising team, Freight Forwarder, Booth Fabricators / Designers etc.	2 - 3
B. Important Information for the Show Venue Fire Precaution During the Fair / Important Brief for Security / Extra Requisition / Badges and their Significance / Standard Shell Scheme Booth	4 - 11
C. Record of Orders & Order Forms (Forms 1 to 3)	12 - 14
D. Awards Programme & Forms (Forms 4A to 4E)	15 - 20
E. Final Checklist & Show Implementation	21-23

**INDIA'S BIGGEST TRAVEL
SHOW NETWORK**

**KOLKATA • AHMEDABAD • HYDERABAD • DELHI
PATNA • MUMBAI • BENGALURU • CHENNAI**

A. THE EXHIBITION

Travel and Tourism Fair (**TTF**)

A1. Venue

Samrat Ashok Convention Centre,
Gyan Bhawan, Patna

A2. Hours & Dates

Friday	06 October	08:00 - 20:00 hrs Registration & Booth set-up (Bare Space)
		16:00 - 20:00 hrs Registration & Booth set-up
Saturday	07 October	08:00 - 10:00 hrs Registration & Booth set-up
		11:00 hrs Inauguration
		11:00 - 19:00 hrs Exhibition Open for B2B
Sunday	08 October	11:00 - 19:00 hrs Exhibition Open for all
		19:00 - 23:00 hrs Dismantling of booths & removal of exhibits

Participants will not be allowed to leave their stall before the official closing time everyday.

A3. Show Secretariat / Organiser

Fairfest Media Limited

New Delhi : U1, Green Park Main, Delhi - 110016

Tel : (91) (11) 4615 0947

Mumbai : 305, 3rd Floor, The Summit Business Bay, Near WEH Metro Station, Off Andheri Kurla Road
Andheri (E), Mumbai 400 093

Tel : (91) (22) 4555 8555 Fax : (91) (22) 4555 8585

Kolkata : 74/2 AJC Bose Road, Tirupati Plaza, 4C, 4th Floor

Tel : (91) (33) 4028 4028

E-mail : contact@fairfest.in URL : www.ttfotm.com, www.fairfest.com

A4. Recommended Air Cargo

BLUE DART EXPRESS LTD

Web : www.bluedart.com

Toll Free No. 1860 233 1234

A5. Recommended Surface / Air Cargo

Gati Ltd.

Web : www.gati.com

Toll Free No. 1860-123-4284

A6. CONTACT DETAILS OF LEADING BOOTH FABRICATORS / DESIGNERS

JMD DESIGN DESK PVT. LTD.

702, Ruby Crescent Business Boulevard,
Ashok Nagar, Kandivali
East, Mumbai - 400101
Tel : +91 22 28850759 / 28852951
Mr. Rohit Saraogi, Director
Mobile : (91) 9769914770
Email : rohit@designdesk.in
Web : www.designdesk.in

N.K KAPUR & COMPANY

Mr. J K Kapur
Mobile : (91) 9810016473
Email : nkkapur@gmail.com

PRATHIROOPI

Mr. Hariprasad Shetty
Creative Director - Exhibitions & Events
#18 Sri Venkateshwara Nilaya, 2nd Floor
Sankey Road, Bangalore - 560020
Mobile : (91) 9449077074
Telefax : (91) 8023564104
E-mail : prathiroopi@gmail.com
haryshetty@gmail.com
Website : www.prathiroopi.com

PARAS ART STUDIO

A-25/7, Middle Circle, Connaught Place,
New Delhi 110001
Tel - 011- 25844805
Email : info@parasartstudio.com
Contact Number - 09873882196
Email : nimit.soni@parasartstudio.com

SARDANA'S ART CENTRE

Mr. Mr.Tarun Sardana
Tel : 011-25993608
Mobile : (91) 9810016463.
Email : rajiv@sardanaartcentre.com

PAVILIONS & INTERIORS (I) PVT. LTD.

Ashok Industries,
M N Dsoza Compound, Kherani Road, Sakinaka
Andheri - East, Mumbai - 400072
Tel : +91 22 28521408 / 10
Mr. Kunal Mhatre, Asst. Manager Client Servicing,
Mobile : (91) 9867018132
Email : kunal.mhatre@pavilionsinteriors.com
Website : www.pavilionsinteriors.com

INCREDIBLE DESIGNS

Mr.Harman Singh
Mobile : (91) 9210062410
Email- harman.expodesigns@gmail.com

EASTMAN (THE EXHIBITION DESIGN & PRODUCTION GROUP)

Mr. Sumit Garg
Mobile : (91) 9911420011, (91) 120 3551212
Email- sumit@eastmanexhibitions.com
www.eastmanexhibitions.com

EXPOGURU CONCEPTS PVT. LTD.

906 , 9th floor,
Hemkunt Chambers Nehru place,
New Delhi - 110019 India
Mobile : +91 9582744848
Email : mayank@projectexpoguru.co.in
Website : www.projectexpoguru.co.in

EXHIBIT DZINES

B-17, St No.1, Madhu Vihar,
Near Dwarka Sec-3,
New Delhi-110059 India.
Mr. James, BD- Manager
Mobile: +91 8510007689
Email: exhibitdzines@gmail.com
Website:www.exhibitdzines.com

B. IMPORTANT INFORMATION FOR THE SHOW VENUE

B1. CONSTRUCTION OF BOOTH / PAVILION - ALL CONSTRUCTION WORK MUST BE FINISHED BY 21:00 HRS ON 06 OCTOBER, 2023

Exhibitors must ensure that all parts of their work are self supporting and secure.

Exhibitors who have ordered bare space may begin building their booths at 08:00 hrs on 06 October and all Contractors / Exhibitors are required to complete all their work within 20:00 hrs on the same day.

B2. MOVE IN OF EXHIBITS

Exhibitors who have booked shell scheme may move in their exhibits at 16 hrs on 06 October and all work must be completed by 10:00 hrs on the following day.

Exhibitors must arrange for an authorised representative to be present at the site to receive and position goods as the organiser is unable to accept delivery.

B3. DISMANTLING AND REMOVAL OF EXHIBITS - ALL EXHIBITS and/or DEBRIS MUST BE CLEARED BY 22:00 HRS ON 08 October, 2023

Dismantling of booths is prohibited before 19:00 hours on 08 October, 2023. Exhibits must be removed between 19:00 hours and 22:00 hours.

Contractors / Exhibitors are required to clear their booth space of all their exhibits or debris before 22:00 hours on 08 October 2023.

Removal, delivery or replenishment of stock may only be carried out before the opening hours of the exhibition in the morning or after closing time in the evening. If the removal of any valuable item or display from the hall is necessary, exhibitors must obtain permission from the organiser.

B4. ARCHITECTURAL / STAND LAYOUT / PAVILION DESIGN / INSTALLATIONS LAYOUT SUBMISSION

Exhibitors shall strictly comply with all the guidelines set forth by TTF at Samrat Ashok Convention Centre, Gyan Bhawan. Exhibitor shall submit the architectural / stand layout / pavilion design / installations layout plans to TTF at least 20 days prior to the event.

Exhibitor shall comply with any modifications / changes suggested by the authorised person of TTF / Samrat Ashok Convention Centre, Gyan Bhawan, failing which we reserve the right to deny access to the Event Venue and the Centre including cause Exhibitor to dismantle and/or remove at its costs the temporary infrastructure.

If Exhibitor fails to dismantle and/or remove the temporary infrastructure, its other facilities or possessions from Event Venue and the Centre within the specified time, TTF at Samrat Ashok Convention Centre, Gyan Bhawan may (at its option) dismantle and/or remove the same or have it dismantled and removed, at Exhibitor's cost, expense and risk.

Exhibitor shall take responsibility of customs clearance for their exhibits being imported from foreign country

B5. INFRASTRUCTURE BUILD UP

All installations at Event Venue and the Centre should be temporary and not damage the venues during installation or removal.

The Exhibitors shall ensure these installations are such that are not capable of damaging the structure, fixtures and fittings of the Event Venue while installation, dismantling or otherwise.

Exhibitor shall, and shall ensure that the infrastructure shall be built by qualified and experienced contractors for the Event.

Contractors of exhibitors may be permitted to work at the Event Venue only after such contractor having provided to TTF at Samrat Ashok Convention Centre, Gyan Bhawan an undertaking to comply with all applicable laws including all safety, health and environment guidelines as may be issued by Owner from time to time.

Any floor marking of the layout for setting up of temporary infrastructure at Event Venue shall be carried out by white masking tapes which do not leave any residue on the floor or any other location.

Exhibitor / Exhibitor's Contactor shall not carry out any build up work during the Event.

B6. STRUCTURE HEIGHTS

Maximum stall structure height permissible is 4 mtrs (including the platform height) on open side and 8 feet for the common wall / backwall in the Main Hall.

Exhibitor agrees and undertakes to follow all the rules and regulations in respect of the design and construction of stands.

All the infrastructure including stand structures, mobile stands, special structures and designs shall be subject to prior written approval of TTF

Exhibitor shall submit the plans to a scale of not less than 1:100, with ground plans and elevations and with indications of dimensions TTF's authorised personnel for approval at least 20 days prior to the event.

TTF shall have a right to demand the structure stability certificate from a qualified and/or government approved agency.

Exhibitor shall bear all the costs of the approvals. Any stand or structures which are not approved, do not confirm to the rules and regulations, must be altered or removed by Exhibitor / Exhibitor's Contractor at the costs of Exhibitor.

In the event Exhibitor fails to comply with the instructions issued by TTF at Samrat Ashok Convention Centre, Gyan Bhawan and fails to perform its obligations within the specified time, TTF shall be authorised to have changes made at Exhibitor's cost, expense and risk including to shut down the stand.

Exhibitor shall ensure that the structures, including all equipment, exhibits and advertising material should be set up with such stability as to pose no danger to public safety and order, and specially to life and health.

B7. FLOOR COVERINGS.

Bare space exhibitor has to place a layer of carpet covering the bare space area allotted to them on the exhibition floor before starting work.

Carpets and any other floor covering should be laid in a manner to avoid accidents and should be fixed in place using appropriate PE or PP adhesive tape, ensuring no residue is left on removal.

Carpets, drapes and other material should be either flame retardant or fire retardant spray from a competent authority to be sprayed..

The use of fasteners/anchors or fixing by digging, drilling, driving nails or screws into the walls or flooring of the venues and surrounding areas is strictly prohibited.

All the standard/Vertical Posts of the scaffold should be provided with the Base plates or Sole Plates.

B8. FIRE FIGHTING ACCESS ZONES.

The necessary access routes and mobility zones for the firefighting services must be kept free at all times.

Vehicles and objects left on rescue service access routes and safety areas will be removed at Exhibitor's cost, expense and risk.

Though we have made adequate security arrangements this is to ensure the safety of you and your staff.

In case of fire

- 1) In case you discover fire or smoke remove anyone from danger only if safe to do so.
- 2) Sound fire alarm / look for fire extinguisher
- 3) Evacuate by going to the nearest safe area or exit

If you are on fire

- 1) Stop where you are
- 2) Drop to the floor or ground
- 3) Roll your body to smother fire

Fire prevention

- 1) Do not smoke
- 2) Keep pathways clear of obstruction, don't block the exit area
- 3) Store flammable materials in an approved area

B9. EMERGENCY EXITS, AISLES.

Exhibitors shall ensure that the emergency exits are kept free at all times.

The aisles should always be kept clear across its entire width and length.

Any costs and expense arising from the need to clear the exits and / or aisles will be borne by Exhibitor

B10. STRUCTURE CONSTRUCTION AND DECORATION MATERIAL.

Exhibitor is prohibited to use highly inflammable materials and the materials which drip when burning or form toxic gases.

For safety reasons, load bearing structural elements may in certain cases, be required to satisfy certain specific requirements (e.g. no flammability).

If some normally flammable decoration materials are used by their mode of installation should provide adequate protection against catching fire.

All stand larger than or equal to 36 sqm must have one suitable type of fire extinguisher for every 36 sqm stand area.

B11. EXPLOSIVES AND AMMUNITIONS.

Explosives, hazardous substances and ammunitions (fire arm) shall not be exhibited or used

B12. BALLOONS AND FLYING OBJECTS

The use of air balloons filled with gas and remote-controlled flying objects with in the Event Venue is not permitted.

B13. ARTIFICIAL MIST/SMOKE

Use of machines producing artificial mist / smoke is subject to consultation with the TTF team.

B14. SPRAY GUNS, NITRATE PAINTS/LACQUERS

Use of spray guns, spray painting or Nitrate paints / lacquers is prohibited.

B15. ROTARY CUTTERS AND WORK USING NAKED FLAME.

Use of power tools for cutting, welding, painting, varnishing, buffing etc is strictly not allowed in any of Event Venue halls or Centre

B16. EMPTY PACKING MATERIAL.

It is prohibited to store empty containers, packing & packaging material on or off the stand in the exhibit area. All empties are to be disposed of without delay.

B17. GLASS AND ACRYLIC GLASS.

Only glass suitable for intended use shall be employed. All glass employed on glass structures shall be safety glass.

The edges of the glass panes shall be ground or protected so that personal injuries are precluded.

Building elements fabricated entirely from glass shall be marked at eye level

B18. EXITS AND ESCAPE ROUTES.

The distance from each point of an exhibition space / built up structure to an aisle may not be more than 20 M. on foot.

Enclosed stand areas which cover more than 100 Sq.m, must have at least two separate exits to escape routes which are as far away as possible from each other and at opposite ends.

These routes should be clearly marked.

B19. HEALTH AND SAFETY GUIDELINES

1. General Rules

Exhibitor is responsible for operational safety and compliance with health, safety and accident prevention regulations.

Stand set-up and dismantling must be performed according to prevailing industrial safety regulations and other applicable laws.

Exhibitor and their contractors must ensure that others are not endangered by their set-up and dismantling activities.

In relation to the work carried out Exhibitor must coordinate with others at TTF at Samrat Ashok Convention Centre, Gyan Bhawan, Event Venue, and if this coordination is not possible or if the procedure is dangerous for either, the work should be stopped temporarily.

At TTF at Samrat Ashok Convention Centre, Gyan Bhawan, "Safety of Person overrides all the protection targets". TTF at Samrat Ashok Convention Centre, Gyan Bhawan also believes that all injuries, occupational illnesses as well as safety and environmental incidents are preventable.

During the build-up and dismantling period, all staff at Event Venue should be equipped with appropriate Personal Protective Equipment such as shoes, gloves, helmets.

Bare foot and slippers are strictly not permitted for any staff at the Event Venue.

2. Built up and Dismantling Timings

If dismantling works are not completed on time, then the Exhibitor will incur the penalty as well as the cost of clearing away any remaining elements.

3. Damages.

Exhibitor shall be responsible for making good to the satisfaction of TTF at Samrat Ashok Convention Centre, Gyan Bhawan for any loss of or any damage to any or all structures and properties belonging to TTF at Samrat Ashok Convention Centre, Gyan Bhawan or being executed or procured or being procured by TTF at Samrat Ashok Convention Centre, Gyan Bhawan or of other agencies at the Event Venue, including for loss or damage due to fault and/or the negligence or wilful acts or omission of Exhibitor or its subcontractors or its and their employees, agents or representatives or third parties visiting the Event Venue for the Event.

4. Electrical Installations.

All temporary electrical installations fitted on stands shall be installed by the trained and licensed electricians of the approved contractors and operated in compliance with latest statutory regulations.

Exhibitor shall be fully liable for damage caused by defective electrical installations.

Any conductive stand structural elements must be included in measures taken for protection in the event of indirect contact (earthing of stand).

Further, the cables used must be as per statutory codes. Bare electric leads and crocodile clips are not allowed. All the wiring must be protected against short circuit and overloading.

The cables should not have any cuts on them. All joints to be made from appropriate industrial standard (C-form) connectors.

The switch and fuse boxes on the individual stands must be installed outside the stalls in a visible and permanently accessible position. Installation in the locked cabinets is not permitted.

No open joints will be allowed. All joints to terminate in a junction box or electrical panel, and the panel should have individual rated trip switches, ELCB and fuses.

Wooden junction boxes & Switch boards are strictly not allowed at Event Venue.

All lighting systems and lights must be switched off before leaving the stand in the evening. Any special requirements for overnight usage needs to be intimated to the TTF at Samrat Ashok Convention Centre, Gyan Bhawan for necessary permissions and approvals

For the reasons of safety, the electrical supply is made available 30 minutes before the scheduled Event timings and switched off 30 minutes after closing time.

Do not draw extra electricity load without written approval of the organizers.

5. Safety Measure

For particular protection, heating and heat generating electrical items (hot plates, spotlights, transformers etc.) must not be installed on flammable, non-heat resistant or heat conductive surfaces.

According to the level of heat generation, appliances must be placed at an adequate distance from flammable materials.

Lighting units must not be attached to flammable decorations or the like.

All staff working at a height of 1.8 meters or above ground level should wear a rated full body harness, the same should be anchored to an appropriate anchor point.

All types of stunts performed by professional artists for any shows during the event shall be at the risk of the Exhibitor. The Exhibitor has to inform details about any such performance to the TTF at Samrat Ashok Convention Centre, Gyan Bhawan at least 14 days prior to the event along with an undertaking given in writing.

6. Environment Protection

Protection of environment is of prime concern and important business objective at TTF at Samrat Ashok Convention Centre, Gyan Bhawan.

TTF at Samrat Ashok Convention Centre, Gyan Bhawan is committed to prevent pollution, maximize recycle reduce waste, discharges and emissions.

Exhibitors and their contractors are required to make a positive contribution to achieving this aim at all stages of the Event.

Recyclable materials and / or those least harmful to the environment are generally to be used for construction and running of the Event.

Any materials left behind will be disposed without verification of their value and at Exhibitor's expense.

7. Firecrackers.

Use of Firecrackers is strictly prohibited within the Centre

B20 IMPORTANT BRIEF FOR SECURITY

Do's

- **Foreign Visitors / Exhibitors** entering the Exhibition Venues are requested to carry only **Photo copies of their passport.**
- Follow **Safety & Security** Procedures.
- **Visitors / Exhibitors need to carry the valid Id Badge issued by the organisers** for entering the Show Areas & need to **display the same** during the exhibition time.
- Exhibitors need to keep their **valuables** in **safe custody** during the exhibition time.
- Need to have a proper Exit Pass for taking out any **Material / Equipment** during the **Exhibition Dates.**
- In case of **Emergency** use Exit gates.
- **Visitors / Exhibitors** need to **park their vehicles** in **designated** areas by the organisers.
- **Keep your work area clean** & tidy in accordance to safety regulations.
- Use **trash skips** for all waste & debris.
- Obey the **Safety & Security Instructions** from Management.
- Use Security Desk in case of any help.

Dont's

- **Foreign Visitors / Exhibitors** are requested **not to carry their Passport** at Exhibition Area.
- **Do not enter** the exhibition hall **without the valid Id Badge issued by the organisers.**
- **Smoking is prohibited** in **Exhibition Area.**
- No Material will be allowed out without valid Exit Pass.
- **Don't carry any Explosive Items or any Restricted Weapons.**
- **Never leave** any of **Items / Materials** unsecured.
- Maintain the **Speed Limits** of your **Delivery vans & Cars** while entering the Exhibition Area.

B21. Exhibitor Sound Level

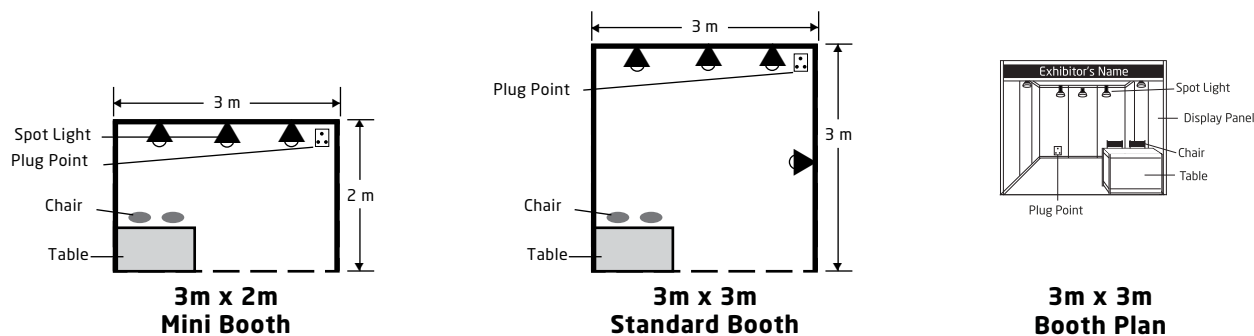
TTF maintains an 80 decibel sound level for all exhibitors. This level has been identified as being a safe Travel & Tourism Fair demonstrations. To ensure a successful Trade Show for all exhibiting companies and their guests, Fairfest Media, as Show Management, reserves the right to closely monitor sound usage and, where necessary, restrict and possibly eliminate the music / musical instruments and other audio demonstrations in an exhibitor's booth at its discretion. Show Management's actions can include, but are not limited to, reviewing and adjusting all sound system and loud-speaker placements within an exhibit, restricting sound levels within a booth, and restricting demonstrations within a booth.

B22. Cautionary Note:

Please go through the following rules carefully as not adhering to it will attract penalties.

- Exhibits must not be placed beyond the stand booked by the Exhibitor from the Organiser in which case, the Organiser reserves the right to charge @ 200% of the rate contracted, for the additional stand charges, over and above the charges for the actual stand booked. The distribution of brochures from the gangways is strictly forbidden. Equipment presentations, artistic shows and other promotional activities of the Exhibitor must be consulted with the Organiser in advance and cannot hinder or make impossible the operation of other stands or the free movement of participants and public.
- Removing furniture and electrical equipments from another booth will tantamount to snatching and strict action will be taken in such cases. On the spot requisitions will be serviced one by one till the stocks are available, at a premium of 10% on usual rates. Participants are advised to make this extra requisition well in advance.
- The exhibitor indemnifies the organisers against all actions, expenses, costs, charges, or claims which the organisers or any of their contractors may be liable for any consequence or damage or injury to any person or property occasioned by or arising out of the act, default or negligence of the exhibitor, his representatives, servants or workmen or any person or persons or persons under his direction or any independent contractor engaged by him.

B23. Standard Shell Scheme Booth



Note:

1. No nailing, stickers or painting allowed on aluminium frames.
2. No nailing or painting allowed on panels.
3. Double-sided tape, stickers, placed by Exhibitors on panels must be removed by Exhibitors at the end of the exhibition.
4. Exhibitors can request for coloured panels at extra cost from the Official Contractor.
This is subject to availability

I. STANDARD SHELL SCHEME BOOTH INCLUDES

The Official Contractors will provide the following items for each shell scheme booth (3m x 2m) and (3m x 3m)

- Fascia :** Blue / Red background with Exhibitor's name in English (max. 25 letters) using white cut out lettering.
- Wall Panelling :** Three side walls (white laminated panels) held by prefabricated aluminium system. In the case of corner booths it will be two side walls and two fascia boards.
- Furniture :**
- a. One information counter
 - b. Two chairs
 - c. One waste paper basket
- Lighting :** Three Spot-lights
- Power :** 1 Power socket (5 Amp)

II. ADDITIONAL RENTAL FURNITURE & ELECTRICAL FITTINGS

In addition to items provided in the basic Standard Shell Scheme Booth, Exhibitors may require additional furniture/electrical items which can be supplied on a rental basis by the Official Contractor. Please complete the attached Form 2 and return to the Organiser by the deadline given.

C. RECORD OF ORDERS

(Put a 3 if submitted)			Amount Rs / US\$	Last Date of Submission Patna
FORM 1	Registration of outside Contractor			06.10.2023
FORM 2	Fascia Board / Furniture / Electrical			06.10.2023
FORM 3	Temporary Staff			06.10.2023
FORM 4	Award Forms		N A	06.10.2023

Total payment committed :

Date : _____

- Note :**
- 1) Prices are quoted in Indian Rupees (INR), Current rate of US\$ 1 = INR 82 approximately.
 - 2) Exhibitors are advised to make payment to and deal directly with individual suppliers/contractors concerned.
 - 3) This is for your record. Please retain it for future reference.

FORM 1

For official use :
Exhibitor :
Received :

Mail To :
Fairfest Media Ltd.
U1, Green Park Main
Delhi - 110016
Tel : 91 11 4615 0947
E-mail : contact@fairfest.in
URL : www.ttfotm.com

Return within 06 October 2023

APPLICATION FOR OUTSIDE CONTRACTOR - DAMAGE & PERFORMANCE BOND

(Please fill in this form if you plan to engage your own contractor instead of the Official Contractor for any booth design, decoration or construction work.)

Exhibitor's Name

Sq. mtr. booked

This upper portion of the application form should be completed by the contractor appointed by the individual Exhibitor, and must be accompanied by a demand draft (issued by the contractor) made payable to "Fairfest Media Ltd." which will be held against possible damages to the Exhibition Hall, and/or the disposal of extra waste left on site after the event (if any).

BOOTH HEIGHT LIMIT : The maximum height of construction in TTF Patna is 4 mtrs for bare space booths (including platform height) on open side and 8 feet for the common wall / backwall in the Main Hall.

Damage & Performance Bond

(1) A Damage & Performance Bond of INR 25,000 for booths below 100sqm or INR 50,000 for booths above 100sqm must be paid in cash or by demand draft by the booth contractor to the Organisers when they register at the exhibition site for booth possession. This will be held against damages to the venue, and / or the disposal of booth construction waste left on-site after the event. Any breach of the organisers / venue's regulations may also cause the deposit to be forfeited.

(2) It is the individual booth contractor's responsibility to remove all packing and waste materials from the exhibition hall during both move-in and move-out. Garbage & waste materials from decoration work must not be discarded into the aisles & must be cleared. All material used must be removed during move-out and this must be done safely (no pushing over high pieces of booth, no smashing of glass panels etc). Failure to comply will result in the Damage & Performance Bond being totally forfeited.

(3) The Damage & Performance Bond will be refunded by showing the receipt after the exhibition subject to the clearance of the site by the contractors and no damage or garbage being recorded by the exhibition centre management and the organisers.

(4) Organisers reserve the right to deduct an actual and appropriate amount for damages to the hall structures / venue, made by the exhibitor or their design & handling agencies' staff during build-up, show days and dismantling time, from the Damage & Performance Bond paid by the exhibitor. This is to ensure all the rules & regulations are abided by and to cover any damage arising directly or indirectly from infringement. This is without prejudice to any additional claims the organisers may have on the exhibitor if the damages exceed the bond amount. Balance amount if any, will be returned if no damage is found.

On receipt of this Form and the deposit payment CONTRACTOR PASSES will be issued. Only holders of CONTRACTOR PASSES will be allowed access to the site.

Please supply CONTRACTOR PASSES : No. required :

The deposit will be refunded after the exhibition subject to the clearance of the site by the contractors and no damage being recorded.

Contractor's Name : _____

Address : _____

Contact Person : _____ Designation : _____

Tel : _____

Signee's Name : _____

Exhibitor's signature / company stamp

Date : _____

N.B. : Electrical installations must be carried out by the Official Contractor only.

Approval of plan and elevation of the booth design is required to be taken from organisers by submitting the same 15 days prior to the show. Stalls constructed in contravention of the rules (see point nos. B1 to B6 on page 6, specially the cautionary note) or not as per approved drawing, are liable to be dismantled, and, in addition, will attract penalties.

Please make copy for your own reference

DEADLINE FOR SUBMISSION : 06 OCTOBER 2023

FORM 3

For official use :
Exhibitor :
Received :

Return within 06 October 2023

Mail To :
Fairfest Media Ltd.
U1, Green Park Main
Delhi - 110016
Tel : 91 11 4615 0947
E-mail : contact@fairfest.in
URL : www.ttfotm.com

TEMPORARY STAFF

Temporary staff may be hired through a manpower agency on daily basis. If you are not requiring staff through the whole period, please indicate the dates that temporary staff will be needed.

We require :

Service : Information counter personnel

(a) Daily rate per person : Rs. 2800/-* per person per day

(b) For the following dates (October 2023)

07	08	all 2 days

Put a ✓ :

(c) Number of persons required on the above dates :

(d) Total amount payable (@ Rs.2800/-* per person per day) :

Rs.

#Add GST @ 18%

EXHIBITOR'S AUTHORISATION

Exhibitor : _____

Contact Person : _____

Address : _____

Tel : _____

Signature : _____

Note : All prices are current and subject to change without prior notice.

Please make copy for your reference.

DEADLINE FOR SUBMISSION : 06 OCTOBER 2023

D. EXHIBITOR AWARD PROGRAMME

Deadline for submissions is 7 days before the opening of fair

Dear participant :

Thank you for participating in TTF Patna the inaugural event promises to be a resounding success due to your support!

Entry for all awards are on the following five pages. There is no entry fee but entry forms **must be completed and received before 7 days from the opening date of TTF**. This is to ensure all entries receive proper consideration. Fax or mail the completed forms to Fairfest. Winners will be notified at the exhibition (**TTF**). All decisions made by the Judging Panel are final.

Award Categories (also see attached Entry Forms)

D1. Best Print Promotional Material (two categories : NTO or Tour Operator, Airline, Car Rental Company or Hotel) - judging committee will judge all categories of printed material including posters, leaflets, brochures, pamphlets etc. as part of overall print campaign. Consideration will be made for design concept/creativity as well as print quality. Promotional material must be submitted with completed entry form.

D2. Most Promising New Destination (two categories: India, International) - Candidates will provide brief description of new destination on entry form. Consideration will be made for construction of new facilities, offerings of surrounding locale environment, and wealth of local features (entertainment or other).

D3. Most Innovative Product - judged with respect to providing an overall educational service, whether educating visitors on an indigenous population/ cultural heritage or promotion of local environmental awareness.

D4. Most Exclusive Leisure Product - targeted to upscale clientele, where cost is no bounds. Judged with respect to comprehensiveness and uniqueness of overall package.

D5. Best Value Leisure Product - product should be comprehensive but maintain cost-effectiveness and be intriguing to general populace (not targeted to select upscale market).

In addition we have Best Decorated Stall Awards. These awards shall be judged on site. No entry forms are required in advance for these.

Thank you again for your time and participation. We look forward to seeing you at TTF.

Fairfest Media Ltd.

FORM 4A

Deadline : 7 days before opening of fair

AWARDS PROGRAMME

BEST PRINT PROMOTIONAL MATERIAL AWARD

Details

Name of entrant : _____

Position : _____

Name of company : _____

Address : _____

Telephone : _____

Category (tick one)

Govt. Sector / NTO

Private Sector Participant

Rules and Procedures

1. Please attach three copies of all print and promotional material you will use at TTF (including brochures, posters, leaflets, pamphlets, etc.)
2. Please attach separate form on company letterhead which details target audience, objectives of print campaign, results or expected results.
3. Completed entry forms must be received before 7 days of the fair :

TTF Awards Programme

Fairfest Media Ltd.

U1, Green Park Main

Delhi - 110016

Tel : 91 11 4615 0947

E-mail : contact@fairfest.in

URL : www.ttfotm.com

4. All decisions made by Judging Panel are final.

FORM 4B

Deadline : 7 days before opening of fair

AWARDS PROGRAMME

MOST PROMISING NEW DESTINATION AWARD

Details

Name of entrant : _____

Position : _____

Name of company : _____

Address : _____

Telephone : _____

Region (tick one)

India International

Rules and Procedures

1. Please attach separate form on company letterhead which gives brief description of new destination on entry form. Details should include:
 - description of new facilities constructed, offerings of surrounding locale / environment and wealth of local features (entertainment or other).
 - target market
 - statistics on tourism to the destination in recent years, as well as statistics on expected tourism to the region if available.
2. Completed entry forms must be received before 7 days of the fair :

TTF Awards Programme

Fairfest Media Ltd.

U1, Green Park Main

Delhi - 110016

Tel : 91 11 4615 0947

E-mail : contact@fairfest.in

URL : www.ttfotm.com

3. All decisions made by Judging Panel are final.

FORM 4C

Deadline : 7 days before opening of fair

AWARDS PROGRAMME

MOST INNOVATIVE PRODUCT AWARD

Details

Name of entrant : _____

Position : _____

Name of company : _____

Address : _____

Telephone : _____

Rules and Procedures

1. Please attach separate form on company letterhead which gives brief description of your product and how it provides overall educational service, such as educating visitors on an indigenous population/cultural heritage or promotion of local environmental awareness. Details should include:
 - historical development of programme or project
 - source of funding for project or programme
 - target market
 - results achieved in increasing awareness of programme or project's cause

2. Completed entry forms must be received before 7 days of the fair :

TTF Awards Programme

Fairfest Media Ltd.

U1, Green Park Main

Delhi - 110016

Tel : 91 11 4615 0947

E-mail : contact@fairfest.in

URL : www.ttfotm.com

3. All decisions made by Judging Panel are final.

FORM 4D

Deadline : 7 days before opening of fair

AWARDS PROGRAMME

MOST EXCLUSIVE LEISURE PRODUCT AWARD

Details

Name of entrant : _____

Position : _____

Name of company : _____

Address : _____

Telephone : _____

Rules and Procedures

1. Please attach separate form on company letterhead with details:
 - brief description of product
 - target market (should be geared towards upscale, select market)
 - reasons why this product offers the most comprehensive or unique way to access destinationPlease also attach brochures, pamphlets, or other supporting documentation if available.

2. Completed entry forms must be received before 7 days of the fair :

TTF Awards Programme

Fairfest Media Ltd.

U1, Green Park Main

Delhi - 110016

Tel : 91 11 4615 0947

E-mail : contact@fairfest.in

URL : www.ttfotm.com

3. All decisions made by Judging Panel are final.

FORM 4E

Deadline : 7 days before opening of fair

AWARDS PROGRAMME

BEST VALUE LEISURE PRODUCT AWARD

Details

Name of entrant : _____

Position : _____

Name of company : _____

Address : _____

Telephone : _____ Fax : _____

Rules and Procedures

1. Please attach separate form on company letterhead with details:
 - brief description of product
 - cost of product to various markets (product should be targeted to large market)
 - reasons why this product is the best value of its kind

Please also attach brochures, pamphlets, or other supporting documentation if available.

2. Completed entry forms must be received before 7 days of the fair :

TTF Awards Programme

Fairfest Media Ltd.

U1, Green Park Main

Delhi - 110016

Tel : 91 11 4615 0947

E-mail : contact@fairfest.in

URL : www.ttfotm.com

3. All decisions made by Judging Panel are final.

F. FINAL CHECKLIST & SHOW IMPLEMENTATION

FINAL CHECKLIST

- Furniture ordered for exhibition booth and/or trade show contractor hired?
- Hotel accommodation and travel bookings made?
- Informational materials prepared for the general public?
- Business cards printed?
- How will the packaged material be brought to the booth?
- Arrangement for temporary staff made?
- What invoices are still outstanding?

SHOW IMPLEMENTATION

During TTF it is important that your stand personnel converse professionally with customers. These interactions must be documented properly to collect information for professional trade show follow-up.

1. Conversation with customers

- Every opportunity to make contact is priceless and must be converted to dialogue with a great deal of attention and willingness.
- Even seemingly disinterested customers present a window of opportunity for fruitful communication.
- Understand the visitor's busy schedule and compress your sales pitch accordingly.
- Leave room for the visitors to explore, instead of overwhelming them with attention.
- Recognize the interests of the visitor and build your conversation around it.

2. Documentation

Each conversation forms the basis for your trade show follow-up and hence must be documented by stand personnel whenever a visitor shows keen interest.

- When a business card is available do not ask for information already mentioned there.
- Only begin taking notes after a short warm-up phrase.
- Because your notes are not secret, allow the person concerned to see what you write down.
- Use copies of the enclosed "Conversation Record" for evaluating significant contacts.

3. Follow-up

In no later than 10 days after TTF, the following activities when efficiently handled directly influence the business decisions of important contacts:

- Thank-You mailings
- Phone calls to initiate contacts
- Business proposals
- Live up to the promises made

**WE WISH YOU SUCCESS IN THE UPCOMING EVENTS
&
HOPE YOU FIND THESE GUIDELINES USEFUL**

YOUR TTF TEAM

CONVERSATION RECORD

Visitor's Name : _____

Designation : _____

Company : _____

Address : _____

Phone No. : _____

Business Card Attached?

Customer Category

New Old Potential Other

Interests : _____

Results : _____

Special Note : _____

Staff Member :

Date :

Samrat Ashok Convention Centre, Gyan Bhawan - Location Map

