



Exhibitors` Manual

Jaipur Jewellery Show
23rd to 26th Dec'16

Jaipur Exhibition & Convention Centre (JECC),
Sitapura, Jaipur

Organizers:

Jaipur Jewellery Show: Goldsouk, TF-01, Third Floor, Adjoining Hotel The Lalit,
Jawahar Circle, Jaipur – 302017 Tel: +91 141 2725647 / 48

Mobile Nos.: +91 9950993993 / 9829038275 E-mail: info@jaipurjewelleryshow.org
www.jaipurjewelleryshow.org

INDEX

- ❖ Booth Construction
- ❖ Strong Room and Safes
- ❖ Power supply & Additional Electrical Requirements
- ❖ Exhibitors' Badges
- ❖ Knowledge Sharing Sessions
- ❖ Photography
- ❖ Taxes
- ❖ Daily Raffle Draw on Entry Ticket
- ❖ Parking for Exhibitors
- ❖ Shuttle Service
- ❖ Flowers & Plants
- ❖ Drinking Water
- ❖ Food & Beverages
- ❖ Rules & Regulations for Participation
- ❖ Timings
- ❖ General Safety & Security Guidelines
- ❖ Medical Emergency
- ❖ Fire & Medical Emergency Guidelines
- ❖ Procedure for Allocation of Space in JJS-2016
- ❖ Sponsorship Opportunities

BOOTH CONSTRUCTION

A) STANDARD BOOTH (SHELL SCHEME)

i) Basic Equipment Package

Exhibitors, who have taken the shell scheme package, will be provided the Stall Panels, Fascia and full Carpet Flooring along with the following accessories and furniture:

Table 1

Area (sq. mtr.)	Tables	Chairs	Glass Top Showcases	Tall Showcases (with white back)	Wastepaper Basket	Spotlights (100 watts)	Power Sockets
9	1	2	1	1	1	4	1
18	2	4	2	1	1	8	2
27	3	6	3	2	2	12	3
36	4	8	4	2	3	16	4
54	6	12	6	3	4	24	6

Please Note:

Corner Booths will have fascia on both sides with fascia boards carrying the company's name. Where Exhibitors are occupying 2 or more adjoining standard booths, the partitioning panels in-between the booths shall not be erected unless requested by the Exhibitor.

ii) Construction Timings & Schedule

Exhibitors having booths under Shell Scheme and Raw space should report to the site and commence their stall erection/ decoration / window display work as per the timings given below:

Work :	Shell Scheme	Raw Space
To Commence Booth erection/ decoration work by:	21 Dec. 10.00 am	18 Dec. 10.00 am
To Complete: Booth erection/ decoration work by:	21 Dec. 10.00 pm	21 Dec. 10.00 pm

- a) For basic entitlement of furniture, kindly refer to Table no.1 for Shell Scheme.
- b) Three phase power connection will be charged extra.
- c) No outside furniture will be allowed for shell scheme other than the ones booked with the official contractor of JJS.

iii) Fascia

A uniform size fascia will be provided to shell scheme Exhibitors.

Please fill up Form No.1 to ensure that the correct name of your firm appears on the fascia. If FORM No.1 Is not received by 30th October'16 then the name as appearing in the application for stall booking form will be used as it is. Only one name should appear on the fascia of the booth for shell scheme and also for raw space booths.

For any extra furniture requirements, kindly refer to Form No. 2. It is strongly recommended that any extra furniture requirements should be ordered well in advance to avoid the surcharge as well as non-availability of required furniture. On site orders should be avoided.

Please fill up Form No. 2 for stand fitting services and send the same to the JJS office (latest by 30th Oct'16) along with the necessary payment. Order form without payment will not be accepted.

Exhibitors are requested to handle the booth fitting contractor's material with due care. Exhibitors will be liable to pay for any damages done by them to the booth fittings contractor directly. In particular, it must be ensured that no pins, nails or screws are drilled into the stall panels. An N.O.C. from contractor effecting "No Damage" will be required before finalizing of accounts.

B) RAW SPACE

i) Definition:

Space to construct the booth will be earmarked to the exhibitors who have taken raw space. Design and material for construction of individual booths have to be arranged directly by the exhibitors at their own cost.

ii) Basic Equipment's:

No basic furniture / accessories will be provided to Exhibitors who have taken Raw Space. The organizers will only provide electrical connections for Raw Space Exhibitors. Hiring of furniture for Exhibitors who have taken Raw Space will be at an additional cost. (Please refer to Form no.2 for hiring extra furniture.)

iii) Construction Rules & Regulation (Raw Space & Shell Scheme):

All Exhibitors must strictly adhere to the following Rules & Regulations:

- Form no1 duly filled to be submitted to JJS Office before 30th October'16.
- Exhibitor is only allowed to exhibit the product of the selected category in their booth. Display of products other than the ones specified for each section will not be permitted in that area. The organizers reserve the right to close down such booth without any notice to the Exhibitors.
- A detailed blue print of the stall including the electrical requirements and distribution must be submitted to the JJS office before 30th Oct'16. (along with Form No.1).
- On completion of fabrication of booths by 10.00 pm on 21st Dec'16, all exhibitors must obtain the completion certificate from the architects which will only be issued to those exhibitors who have complied with all Rules & Regulation related to booth construction and planning.
- Due to the limited construction period, the use of pre-fabricated components is recommended. Exhibitors must ensure that pre-fabricated components being used adhere to all Fire Regulations. All construction material must be fire resistant. Responsibility / Liability for same lies with the exhibitor.
- Spray Painting of stand panels with oil based paints and any inflammable materials inside the halls are strictly prohibited.
- Welding is strictly prohibited.
- No plaster of Paris (POP), brickwork, melamine polishing or carpentry work will be allowed inside the halls.
- For the convenience of Exhibitors and also for the maintenance of electrical equipment's during the exhibition, it is suggested that the following specific colours of wires should be used for all types of electrical connections in the stalls. Red for the electrical phase, Black for neutral and Green for the earthing.
- The area of the booth must not exceed the allotted area (1 inch within the marked area.)

- Please note that the Organizers reserve the right to dismantle any stall, which exceeds the maximum specified height of 12 ft.
- Additional charges will be levied for duplex booths. The charges will be 50% of booth charges, more for the additional area that is two floors, rounded off to the nearest number multiple of 9 sq. mts. Interested exhibitor may contact JJS office for details.
- No projection will be allowed outside the booth. Playing of loud music or sound disturbing others is not allowed.
- During the construction phase, exhibitors must ensure that their materials/ furniture/ exhibits are not kept in the aisles/ gangways. Obstructing items are liable to be removed without warning.
- Exhibitors will be held liable and will be fined for any damage caused to the exhibition site by them, their agents or contractors. Please note that for any damage, the JJS will charge the exhibitor concerned to the extent of the damage caused.
- Sign boards, arches, lighting equipment, flags, furniture pieces or exhibits should not protrude into the aisles and not extend beyond the booth. Exhibitors should note that carpets covering their own booths should be limited to the contracted/ rented space. The organizers reserve the right to use aisles for booth number plates and other materials. Booth construction is confined to the contracted/ rented stand space only.
- Hanging of decorative materials such as banners or wires from the ceiling of the exhibition halls is strictly prohibited.
- All the decorative material should be placed within the booth space. Exhibitors are requested to hold demonstrations and presentations in their own booths, keeping enough room for their audience so that the audience's interest is focused at the individual booth and they do not disturb the gangway aisles.
- Smoking/spitting is strictly prohibited in the entire exhibition area, which includes Registration area, Exhibition Halls, Cafeterias / Coffee shops, Seminar hall and Business centers.
- Any decoration or exhibit must not obstruct fire-fighting equipment's and facilities, such as fire extinguishers, fire hydrants, sprinklers, emergency bells, emergency exit signs, etc. Also, Exhibitors must make sure that exhibits are not left in these areas.
- Items like neon lights/ artificial grass and similar decorative materials are not allowed.
- Exhibitors are requested to keep the dustbins outside the booths when they leave the booths at the end of the show every day. House Keeping personnel will be cleaning the passages and gangways and not the inside booths of the Exhibitors.
- Nail Grouting on the floor is strictly not allowed.
- JJS will not be responsible for any loss of exhibitors/ contractors material before, during or after the show which includes construction and dismantling period.
- Due to any re-alignment of the floor plan there could be a change in the booth size. JJS reserves the right for such alignment.
- **Any decision of the Organizer's architect on the Exhibitor's stall erection work will be final and binding.**

CHARGES FOR CONSTRUCTION OF BOOTHS BEYOND DEADLINE

Exhibitors will be liable to pay an extra charge if they continue to construct their booths beyond the deadline (i.e. 10 pm on 21st Dec'16)

The charges for the same would be as follows:

Construction of booths on 22nd Dec. till 3:00 PM. Rs. 10,000/- per 9 sq. mtr. booth for 12 hrs. or part thereof.

No construction or allied works will be allowed after 3:00 pm. on 22nd Dec'16.

STRONG ROOM AND SAFES

a. Strong Room Facilities:

Exhibitors should note that this year also there will be Strong Room facility available at the venue.

b. Timing for deposit of Valuable Merchandise (Pre Exhibition)

22nd Dec'16 4:00 PM- 6:00 PM

Vehicle entry on the above day will be permitted for cars that display the Exhibitor Car Stickers only.

Exhibitors can use this car prior to the show to deposit merchandise as per the timings given above.

c. Timing for taking back Valuable Merchandise (Post Exhibition)

26th Dec'16 6:00 PM- 9:00 PM

Vehicle entry on the above day will be permitted for cars that display the Exhibitor Car Stickers only.

Exhibitors can use this car for the removal of merchandise as per the timings given above.

Exhibitors are strongly advised not to leave any of their goods unattended after 7:00 pm on the last day of the Exhibition.

d. Timing for bringing in Valuable Merchandise (Only on First Day of Exhibition)

From 8:00 am on Day 1 of the Exhibition i.e. 23rd Dec'16.

e. Timing for display of Valuable Merchandise (23rd to 26th Dec'16)

Exhibitors will be allowed to enter the Exhibition Premises from 8:00 A.M. onwards on Day 1 of the exhibition to display their merchandise. From Day 2 onwards, exhibitors will be allowed to enter the premises from 8:30A.M. onwards.

POWER SUPPLY & ADDITIONAL ELECTRICAL REQUIREMENTS

Exhibitors are strictly advised NOT to directly draw electricity from the main distribution boxes. If detected, these would be immediately disconnected by the organizer's electrical engineers. The Organizers as per the Exhibitors requirement (up to the stipulated maximum load) will supply electricity.

From no. 3 must be filled up for specific requirement of electricity and electrical equipment's and it must reach the JJS office latest by 30th Nov'16. 50% surcharge will be applicable after the last date.

The Organizer's electrical engineer will check all electrical fittings and circuits. Please also read the section on EXTRA ELECTRICAL CONSUMPTION carefully (for the stipulated maximum load).

a. Basic Electricity Entitlement:

Lights/ power plug points will be provided strictly as per the type of stall allotted. See table 1 under the heading "Basic Booth Equipment". The electricity consumption charges for the spotlights mentioned in the table are included in the participation cost paid at the time of stall booking. Earthing is must for every type of electrical connection and accessory fitting.

Electricity of higher voltage, 3 phase will be supplied subject to prior arrangements with the JJS Authorities. Electricity whether from mains, batteries or generators, shall be supplied only through the official contractor. No individual arrangements will be allowed.

b. Extra Power / Electrical Consumption:

Extra electrical consumption above the basic entitlement will be charged @ **Rs. 200/- per extra 100 watts for 4 days.**

Exhibitors are requested to note that while ordering for additional light bulbs and plug points from the electrical contractors, they would be charged separately for electricity. The price indicated in Form No. 3 for electrical fittings do not include the electricity charges which will have to be paid to the JJS @ **Rs. 200/- per extra 100 watts** plus applicable service tax.

Table 2

Stall Area (Sq. mtrs.)	Basic Entitlement for a stall (watts)	Maximum Additional Load (Watts)	Total Load in Watts
9 Sq. mtrs.	700	600	1300
18 Sq. mtrs.	1200	1200	2400
27 Sq. mtrs.	1800	1800	3600
36 Sq. mtrs..	2400	2400	4800
54 Sq. mtrs	3600	3600	7200

The above electricity charges would be applicable to Exhibitors constructing their own booths. Exhibitors may request for additional load as per the table 2.

To facilitate smooth electricity supply, exhibitors should fill up Form No. 3 with their additional electrical consumption requirement on time.

Exhibitors may please note that floodlights/ metal halides & halogens for lighting purpose are strictly NOT ALLOWED as they are a fire hazard and heat generating thereby causing inconvenience to all.

C. Statement of Extra Electricity Consumption Security Deposit

- A team of inspectors will carry out the reading of electricity for each of the exhibitors during the show days. These readings will be based on the peak consumption reading on the electrical equipment used/ fitted at the stalls and their peak consumption making. Exhibitors are requested to co-operate with the inspectors when they come to their respective stalls for taking the readings. The inspector's assessment of this electricity consumption will be final and binding and no submission / complaints on this regard after the completion of the exhibition will be entertained.
- The organizers will provide statements of extra electricity consumption to the exhibitors and accordingly charge the exhibitors for any consumption over and above the security deposit and the additional electricity requirement paid for in advance.
- The organizers reserve the right to assess the safety and consumption of electricity at each booth.

EXHIBITORS' BADGES

a. Entry procedure into exhibition halls

(Code of Security comes into effect from 21st Dec'16 10.00 PM onwards)

Entry into exhibition halls is strictly restricted. No exhibitor, stand fitting contractor or cars are allowed to enter the exhibition halls without an official badge issued by organizers from 21st Dec'16 from 10.00 PM onwards. Exhibitors should apply for the required number of badges by filling up Form No. 4 as per requirement.

To avoid surcharge exhibitors should apply for badges before 30th Nov'16 after which an extra amount of Rs 800 plus applicable service tax will be charged per exhibitor badge within the eligible number as given at Table 3.

b. Badges Entitlement

Each exhibitor will be entitled to get free Exhibitor Badges as per the table 3 given below for personnel managing their booths. Exhibitors are requested to fill-up Form No 4 as per requirements, with the names of their persons who will be present during the exhibition at their booths, together with one-passport size photograph enabling the organizers to issue photo identity badges. Exhibitors should note that without a proper photograph on the badge, no one will be allowed to enter the halls / man the booths.

Each exhibitor is eligible for 2 service badges. Service Badge holders will be allowed inside venue only upto 10.00 AM and after 7.00 PM during the show.

Exhibitor may collect the badges from the JJS office at the venue from 20th Dec'16.

Table 3

Stall Area (sq. mtrs.)	Number of Badges	Extra Badges
Upto 9 Sq. mtrs.	4	2
Upto 18 Sq. mtrs.	8	4
Upto 27 Sq. mtrs.	10	5
Upto 36 Sq. mtrs.	12	6
Above 36 Sq. mtrs.	20	10

The Duplex Stalls will be eligible to get 50% more of entitled electricity, badges extra.

Any misuse of the Exhibitors badges will result in confiscation of the badges and the exhibitor might be **penalized** for this. Extra badges will be issued maximum as per the table 3 on payment of Rs. 1500/- plus applicable service tax per badge.

PLEASE NOTE: The badges for hostess/ interpreters should be within the entitled quota of badges that each Exhibitor is allowed. Numbers for the same are stated in the table 3.

KNOWLEDGE SHARING SESSIONS

The Gem & Jewellery industry has seen a big change over the years. When it comes to making informed decisions, one expects them to be based on the most authoritative information available.

It is always an effort of JJS to share the knowledge wherever possible with the upcoming trade fraternity. In the past years also, JJS has been instrumental in organizing various knowledge sharing seminars on designs, market trends, manufacturing, e-commerce and taxation.

This year also JJS will be organizing seminars for designers, students, manufactures & exporters on current topics with eminent faculties.

The topics, dates, & timings will be intimated in due course.

PHOTOGRAPHY

Exhibitors have a right to refuse their product photography. JJS may also refuse any photographer in the case of any formal request from exhibitor.

TAXES

All the exhibitors are required to submit the summary of sales right after the exhibition to JJS. Exhibitors from outside Rajasthan are supposed to take temporary Sales Tax No. from the commercial taxes department of Rajasthan. In the absence of that certificate of "No objection" will not be issued to the exhibitors.

a. VAT / Composite Scheme:

The exhibitors who are covered under the composite scheme are required to prepare a list of goods they are transferring from their premises to the exhibition ground and submit it to sales tax authorities directly or through JJS office. They are also required to submit a similar list of goods transferring from exhibition ground to their premises. This is just an advice from JJS. Organizers do not take any responsibility of solving any problem pertaining to sales tax, any changes in the sales tax system has to be taken care of by exhibitors individually.

b. Service Tax:

Service Tax will be charged extra wherever applicable.

DAILY RAFFLE DRAW ON ENTRY TICKET

To ensure a good attendance of visitors and to generate regular interest of all the visitors on all the days in the show, JJS organizing committee has ensured a Daily raffle draw on visitors' entry ticket from 23rd to 26th Dec'16.

PARKING FOR EXHIBITORS

Exhibitor's vehicles can be parked at the Exhibition parking from 18th Dec'16 onwards.

Parking for visitors

The Organizers have made arrangements of parking facility for visitor's vehicles for the duration for the exhibition at the venue.

a. Exhibitors' Car Stickers

Exhibitors are allowed to park their cars in the specified parking area (exhibitors parking) from 18th Dec'16 only if the car sticker meant for parking is displayed prominently on their car. All Exhibitors are eligible for one car sticker each per 9 sq. mtr. booth.

Any car found inside the show venue other than in the designated parking areas with or without proper car stickers will be towed away by the concerned authority.

The Organizers will not be held responsible for any theft or mishap occurred in the car parked in the show parking area.

SHUTTLE SERVICE

Free shuttle service will be available from specified areas to the Jaipur Jewellery show venue during the show days. The pick-up points will be informed later.

FLOWERS & PLANTS

For plants and decoration required during the show, exhibitors are requested to get in touch with the official supplier.

In case there is any pilferage or loss of the plants/ pots utilized by the exhibitors during the period of the show the same shall be compensated by the exhibitors at the actual cost. Exhibitors shall be permitted to bring their own plants/ pots to be placed within their booths during the exhibition period at their own risk and the organizers shall at no time be responsible for any theft loss or damage to such pots/ plants of the exhibitors.

DRINKING WATER

Drinking water facility will be available at the venue. JJS will provide 4 coupons per day per booth for water bottle that can be collected from the authorized canteen.

FOOD & BEVERAGES

a. Free Lunch Coupons

JJS will provide free lunch coupons for the exhibitors for all 4 days to the persons who have been registered for the authorized badges (in form no 4).

b. Cafeteria / Coffee shops

Suitable locations have been identified in the venue for tea, coffee and light snacks throughout the day.

c. Rules & Regulations

- Consumption of meals at booths is strictly prohibited
- Exhibitors are requested to have food only in the cafeteria/ coffee shops.
- Consumption of light refreshments (dry snacks) soft drinks, tea and coffee is allowed inside the booths.

RULES & REGULATIONS FOR PARTICIPATION

1. Exhibition : Jaipur Jewellery Show 2016, Jaipur

2. Definition : The Exhibition or JJS 2016 shall mean the Jaipur Jewellery Show. The "Exhibitor" shall mean the party to whom space has been allotted in the exhibition completing all formalities and the 'Organizers ' shall mean Jaipur Jewellery Show Organizing committee (who is organizing "the Exhibition").

Different Sections of booths in JJS 2016

Jewellery: Plain or studded Jewellery with Gold, Silver, Platinum and Palladium considered as precious metal Jewellery.

Gemstones: This section will contain Loose, Precious and Semi-Precious Gemstones, Diamonds and Synthetic stones.

Articles and Artifacts: Items made by Precious Metals are considered in this category.

Costume Jewellery: Jewellery with base metal (other than Precious Metals and Silver Jewellery of purity below 50%), are considered as Costume Jewellery

Allied & Machinery: This section indicates any machinery, tools, weighing balances etc. for gems & Jewellery trade along with gems & Jewellery trade publications, Institutes, Associates etc.

Note: to qualify for a specific section, a minimum of 70% of exhibits should be of that particular item or commodity.

3. Objectives:

- To provide a platform to the manufacturers of Gems & Jewellery to market these products.
- To create awareness about the potential of this industry.
- To set up research and training facilities.
- To create job opportunities at rural & urban level.
- To initiate social projects.

- To undertake projects for enhancement of gemstones & upgrading automation.

"Jaipur Jewellery Show is a Not-for-Profit-Organization. It is incorporated under Rajasthan Non Trading Companies Act 1960 and is also registered under section 12AA of the Income Tax Act 1961."

4. Participation Charges:

- Rs. 12,500 per sq. mtr. for the area being booked.
- Additional Rs. 1,000 per sq. mtr. for built in space.
- 10% extra on two side open booth.
- Government service tax and other taxes as applicable.

The organizers reserve all rights to accept or refuse any application to take part in the exhibition or regarding displaying any exhibits. All decisions of the organizers to such effect shall be final. No reason for any such decision shall be given and no claim or objection from any exhibitor in relation to this shall be entertained.

The organizers reserve all rights to cancel the exhibition (show) 45 days before the exhibition date without compensation to the exhibitor and the exhibitor hereby waives all rights, actions and claims whatsoever for compensation under this contract or otherwise in such event, provided that the organizer shall refund 90% payment made by the exhibitor to the organizer in relation to the exhibition, without interest.

5. Withdrawal from Participation:

An exhibitor cancelling or reducing his space reserved, cancellation charges will be applicable on the total stall rent as per the following scale. If cancelled on or before 30th Nov'16, 50% deduction i.e. 50% refund of applicable participation charges. If cancelled on or after 1st Dec'16, 100% deduction i.e. no refund. The scale of charges will apply only from the date the organizers receive written notice by letter. In addition to this scale the exhibitors will be liable for any specific cost incurred on his behalf by the organizers.

6. Space allocation and use:

- a) The Organizers reserve the right to allocate booths in any manner they deem fit and all decisions to such effect shall be final.
- b) The Organizers also reserve the right to change, withdraw or otherwise deal with exhibition space allocated to an exhibitor or change the date and/ or venue of the exhibition. Even if such matters have been confirmed and in such circumstances the contract between the Organizers and the exhibitor shall continue to bind the parties as appropriate.
- c) By signing this contract, exhibitors are deemed to have signed and agreed to the terms and conditions of the letter of lien included in the exhibitor's manual.
- d) The Organizers reserve the rights to close any machine or device and remove it any time before or during the exhibition, if in the opinion of the Organizers, such machine or device is dangerous, or is not in accordance with any regulation provided hereinafter or, if the exhibitor or its representative fails or observe and comply with any of these regulations. The Organizers may remove any such exhibitor or his representatives misbehaving at the exhibition center with reasonable force, if necessary at the expense of the exhibitors, without the Organizers being liable for any loss or damage which may be occurred by or through such removal: and any sums of money which may have been paid by the exhibitors for rent and charges shall not be refunded.

7. Booths & Exhibits

- a) Exhibitor should open the booth latest by 10.30 AM every day during the show.
- b) Shell scheme booths are all of uniform design including the fascia board with the Exhibitors name. No alterations or additions should be made to the standard fascia and lettering by the exhibitor.
- c) The exhibitor who has opted for raw space may employ his own contractor to erect and decorate his booth but the detailed plan of the booth must be submitted to the Organizers for approval by the declared last date of submission. No alteration may be made without the consent of the Organizers after the approval by the Organizers of the design.
- d) No booth should be designed to go beyond the height specified in their approved drawing. Exhibits and displays should not exceed this limit. No display will be done outside the limits of the booth area.
- e) The exhibitor using his own workers or contractors, to erect, decorate or dismantle his booth is responsible for the removal of all waste and rubbish resulting from such erection or dismantling from the exhibition hall before the opening of and after the exhibition period according to the arrangements of the Organizers. No storage facilities shall be provided for packing cases, surplus materials or other property of the exhibitor.
- f) Before an exhibitor decorates his booth, he must closely observe the following rules with the Organizers official contractor before the commencement of the works:
 1. No posters, wallpapers, paint, drilling or nails or screws may be applied to or used on the existing panel.
 2. All standard shells are framed with high quality aluminum and exhibitor must not screw, drill or nail on any of these frames. The exhibitor shall be liable for all losses, damages and costs resulting from a breach.
 3. The exhibitor may apply single or double-sided tapes on existing panel.
 4. No glue, scotch tape, self-adhesive paper, screws, nails, spikes, pins or paint should be used on floors, walls, pillars or on any part of the exhibition hall.
 5. All containers, packing items and any other articles not for display must be removed from the exhibition halls before the day of opening.
 6. No pressurized containers may be used in the exhibition hall without the prior approval of the Organizers.
 7. Spray painting of stand panels with oil based paints and any inflammable material inside the hall is strictly prohibited. Redecorating of booth during exhibition time is strictly prohibited.
 8. Please also note:
 - i. No side show will be allowed to any exhibitor.
 - ii. No ushers can be used for soliciting entry at any booth
 - iii. No fashion show and models will be allowed inside and outside the venue
 - iv. No music system will be allowed to play
 - v. Height of booth should be as specified by the Organizers.

8. Electrical Work

- a) All electrical works shall be carried out by the official contractor appointed by the Organizers during the show and all charges thereof shall be paid by the exhibitor. Any design or plan of electrical installation must be submitted to the Organizers for approval by their appointed engineer at least 20 days before the commencement of on-site works. No installation works can be carried out without the express permission of approved engineer.

- b) The electrical supply is for single phase; 210-230 volt and electrical current of higher voltage of 3 phases will be supplied only subject to prior permission and arrangement with the Organizers.
- c) Electricity will be supplied only through the Organizers or electrical contractors appointed by the Organizers. No multi plug is allowed to be used by an exhibitor.
- d) Any extra lighting requirement must be conveyed to Organizers on or before 30th Nov'16. All lights (extra) are subject to the availability of supply. No changes will be made while the exhibition takes place.
- e) For raw space: Exhibitors are required to submit the stall drawing of electrical work to be approved by engineers of Organizer by the declared last date of submission. The exhibitor will be liable for any kind of risk if the exhibitor fails to comply the rules.

9. Additional Accessories:

Exhibitor should place on order with the Organizers for additional accessories like furniture, showcase, and chairs by 30th Oct'16.

10. Moving in and out of the Exhibition Center:

- a) The Organizers shall provide each exhibitor with a schedule for the moving in and out of the exhibits and decoration items which must be strictly followed. In the process of moving the exhibits, the exhibitor must arrange for the authorized representative to be present at his booth to receive the goods as the Organizers are unable to accept on anybody's behalf nor are responsible for the subsequent safe keeping of any items.
- b) All exhibits and decoration material shall be removed immediately after the exhibition according to the arrangement of the Organizers. All the exhibits and decoration material left behind shall be deemed forsaken. The cost incurred for the removal of any such items shall be borne by the exhibitor.
- c) All goods must be carried by rubber tyre trolleys over protective boarding.
- d) No booths should be kept without exhibits till 3 PM on the last day of the show.

11. Sub-letting: The exhibitors are not allowed to transfer, dispose or part with or otherwise sublet the whole or part of his site whether for financial consideration or otherwise. The exhibitor must, if he is an agent distributor or licensee, state at the time of contract the names of principals to be represented. This does not prohibit an exhibitor displaying the products of a principal for whom he is an agent, distributor or so licensee with the prior written permission of the Organizers.

12. Terms of Payments: The application form must be submitted along with payment of 100% of the booth charges or as specified by the Organizer along with full security deposit. All payments must be crossed cheque/ DD payable at Jaipur in favour of 'Jaipur Jewellery Show'.

13. C&F Agent: The Organizers shall appoint an official agent for handling, clearing and forwarding exhibits. The exhibitors are required to contact the agent directly for utilizing their services. No other handling agent will be allowed to operate inside the venue. If the exhibitor desires, they may use the services of the official C&F agent for pick-up of their exhibits from their factory/ office on 22nd Dec'16 as per timing fixed in advance which will be handed over to the exhibitor at site of show on 23rd Dec'16 morning from 7:00 am onwards. Similarly, C&F Agents may be handed over the **exhibits on 26th Dec'16 from 7:00pm** onwards for delivering at your factory/ office on the same day or the next day. Vaulting facility at site could be used for daily safe keeping.

14. Insurance & Liability: Exhibitors are advised to obtain insurance cover against all risk. It is clearly understood that the Organizers stand indemnified by the Exhibitors in respect of

any loss or damage to property due to theft, fire or flood or injury etc., to any person as well as third party claims.

15. Lien of Exhibits: The Organizers reserve the right to retain all or any of an exhibitor's goods/ exhibits as collateral till all the dues including charges for services, damages, or penalties, if any, are settled by the Exhibitors. Any costs for retention of the collateral will also have to be paid by the Exhibitors.

16. Binding Terms of Contract: The submission of the application shall be deemed as confirmation of participation and acceptance of these terms of contract by the Exhibitor. The contract becomes effective as soon as the Organizers have confirmed the allotment of space to the applicant. Dispute if any, will be subject to Jaipur jurisdiction.

17. It is brought to the notice of all concerned that neither leaflets nor any other item will be permitted to be distributed within the premises of the JJS by any outsider. If found so the items will be confiscated. Exhibitors are permitted to sell their products only through & from their own booths at the show.

18. Fire extinguishers if provided to the exhibitors by the organizers will be on cost which will be the property of the exhibitor after the show.

19. Please note that the Organizers reserved the right to dismantle any stall, which exceeds the maximum specified height, for which approval is granted by the Organizers, on the basis of the drawing submitted earlier by the exhibitor.

20. Towards maximizing the security arrangements at the show, the Organizers strongly suggest that all exhibitors should avail the facility of close circuit television (CCTV) connection individually in their respective stalls to safeguard themselves from any thefts or misplacement of valuables.

21. All exhibitors are strictly advised not to place any items like chairs, couches etc. in any of the fire exits, causing hindrance at these points.

22. Supplementary rules & Regulations: All rules and regulations detailed as well as any further rules framed by the Organizers from time to time shall be deemed to be terms of contract and shall be binding on all exhibitors.

23. Arbitration: It is hereby agreed between the parties hereto that in the event of any dispute or difference arising between the parties with regard to the terms & conditions of this agreement or relating to the interpretation thereof and or implementation of respective rights obligations and / or responsibilities of the parties hereto, the same shall be referred to the arbitration and accordance with provisions of the Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof for the time being in force. The Arbitral Tribunal shall comprise of a Sole Arbitrator who shall be the Convenor of Jaipur Jewellery Show. The arbitration shall be held in Jaipur and the proceedings shall be conducted in the English language. The parties further agree that only the courts at Jaipur shall have jurisdiction in all matters arising thereunder.

TIMINGS

Day & Date	Business Hrs.	Open to Public
Friday, 23/12/2016	10:00 AM- 1:00 PM	1:00 PM - 7:00 PM
Saturday, 24/12/2016	10:00 AM - 1:00 PM	1:00 PM - 7:00 PM
Sunday, 25/12/2016	10:00 AM - 1:00 PM	1:00 PM - 7:00 PM
Monday, 26/12/2016	10:00 AM - 1:00 PM	1:00 PM - 6:30 PM

(Visitor entry to exhibition halls will be closed 30 minutes prior to closing time)

GENERAL SAFETY & SECURITY GUIDELINES

The following safety guidelines should be observed at all times in the "EXHIBITION AREA"

- Keep common sense for safety at all times and act responsibly.
- All entrances and exits are under constant surveillance and are guarded.
- Smoking is prohibited throughout the Exhibition premises.
- Possession of Weapon, Alcohol or illegal drugs is not permitted in the Exhibition Area.
- Do not run in the Exhibition Hall.
- Maintain vigil around Blind corners.
- Keep "LEFT" while walking at corners. Practice caution when approaching doors.
- If you have question(s), please approach JJS site office and we will be happy to assist you.

MEDICAL EMERGENCY

In case anybody requires Medical assistance please approach the Security/ Fire Marshal/ Registration Desk. Medical help in the form of Doctor/ Nurse/ Ambulance is available on site.

FIRE & MEDICAL EMERGENCY GUIDELINES

On Hearing the FIRE ALARM move towards the nearest emergency exits (The alarm signal for FIRE Is electrically operated Hooter sound)

- Do not panic, Shout or Run. All necessary arrangements have been taken to handle such an Emergency.
- Follow the instructions on the Public Address Systems or the instructions given by the volunteers.
- Do not move towards the direction of incidence & Do not crowd the place of incidence.
- Walk away from the Exhibition Hall by the nearest EXIT to a safe place outside.
- Do not obstruct the Fire Staff/ Security in the event of Emergency.
- Avoid using cell phones unless important and Do not spread rumors.
- Fire Extinguishers are placed at strategic positions including your booth.

PROCEDURE FOR ALLOCATION OF SPACE JJS-2016

1. New Applicant exhibitors will be allotted space on a lottery basis wherever space will be available after allotment to existing exhibitors. For the purpose of this section the New Applicant Exhibitor is defined to mean and include any such persons/ entity who submit the duly filled Application Form along with the prescribed fees before the last date prescribed by the JJS from time to time. Every such New Applicant exhibitor shall be deemed to be a last minute entrant and thus agree to relinquish all such rights as enjoyed by the previous exhibitor and / or the existing exhibitor applying within the time frame stipulated by the JJS.
2. In case of availability of 'new space' which shall be allotted to the existing exhibitor or new exhibitor by way of lottery. The words 'new space' mean, space that becomes available at the time of the lottery. This does not mean that more 'new space' might not be created subsequently. The allottee of the new space in the first lottery cannot lay claim on the new space created and the subsequent lottery, if it happens later on due to whatever reasons.
3. If the number of applications received is more than the space available, then after allotment of the space to the old and new Applicants whose Application Form has been received first (prioritized on quarterly basis.) the balance Applicants will be kept on the wait list. The wait list of 2015 applicants will be first priority. The waitlisted Applicants shall also be chosen on a lottery basis and each Applicant will be allotted space according to 3 month slot. The waitlist will be maintained from year to year for future vacancies or new area allotments, provided the deposit is retained with JJS.
4. The Filling up and submission of this Application form does not entitle any applicant to receive space in any of the exhibition(s) other than chosen herein. The JJS does not give any guarantee whatsoever that space shall be allotted to all Applicants and the JJS shall not take any responsibility or liability to ensure that all Applicants are allotted space. The allocation of space in any exhibition shall be based solely on availability of space and the decisions of the JJS organizing committee in this regards shall be final and binding on the Applicants. The Applicant shall agree and be bound by the decision of the JJS without any protest or demure in any manner whatsoever.
5. Jaipur Jewellery Show committee reserves the right to allot a booth(s) on barter/complimentary basis on priority.
6. The JJS reserves the right to change the rules, norms, and procedure pertaining to the allotment of space as per the requirement of each individual exhibition and such amended rules, norms and procedure shall govern the Applicant in the same manner as the pre-amended rules forming part of this Application form.
7. The JJS reserves all rights and power to allocate stall in any manner it deems fit and every such decision of the JJS to such effect shall be final and binding on the Applicants.
8. The JJS is entitled, in its absolute discretion to change, withdraw or otherwise deal with the space allocated to an applicant. In such event however, the contract continue to be valid and binding on the parties to the extent applicable.
9. The JJS committee can delegate the work of allotment as per the set rules at the time to an outside agency of its choice, but by doing this the JJS Is not relinquishing its right to change its decisions or its authority over the said agency against any disputes that may arise. Despite all negotiations or deliberations if there continues to be any dispute. Jaipur will be the jurisdiction for any litigation/dispute.

Priority of Allocation of booth/s will be in the following order

1. **First Priority:** Last year exhibitors who have submitted intent form for JJS 2016 before the last date for submission of intent form.
2. **Second Priority:** Companies who had applied for participation at JJS 2015, but could not get booth/s.
3. **Third Priority:** New applicants whose intent forms received after JJS 2015. These applicants are given priority on a quarterly basis i.e. First Quarter (Jan-Mar'16) applicant will be having first priority followed by second quarter etc.

Note: The allotment will be on a lottery basis and in each category requests with more number of booth/s will be given the first priority followed by the rest in a grading manner

SPONSORSHIP OPPORTUNITIES

The Organizing Committee welcomes sponsorship in form of cash or kind to promote the event as well as goodwill gesture to the visitors. Products related to gems & jewellery to help jewellers in manufacturing and marketing are welcome.

Interested parties to sponsor any kind of the items/ activities may please contact JJS office latest by 30th Nov'16. Final decision on sponsorship will be taken by JJS Organizing committee.

-
- | | | |
|--|--|---|
| <ul style="list-style-type: none"> ➤ Show Guide ➤ Carry Bag ➤ Pen ➤ Slip Pad ➤ Key-Chain ➤ Holder ➤ Dairy Raffle ➤ Prize ➤ Stationary Item ➤ Calendar 2017 | <ul style="list-style-type: none"> ➤ Bunting during fashion Show ➤ Shuttle Bus Sponsorship ➤ Banners (3'x6') / Posters at the show Entrance ➤ Bunting at Show ➤ Video Wall | <ul style="list-style-type: none"> ➤ External Flags ➤ Website Banner ➤ Badge with lanyards ➤ Display Window ➤ Any other item s as mutually agreed |
|--|--|---|

Sponsorship Items are the property of JJS, hence that will be distributed according to their discretion.