



the  
**December**  
show

## Exhibitors` Manual

**Jaipur Jewellery Show**  
**23|24|25|26**  
**December'22**  
**JECC, JAIPUR**

Organizer's office:

**Jaipur Jewellery Show**

Goldsouk, TF-01, Jawahar Circle, Jaipur – 302017

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[www.jaipurjewelleryshow.org](http://www.jaipurjewelleryshow.org)

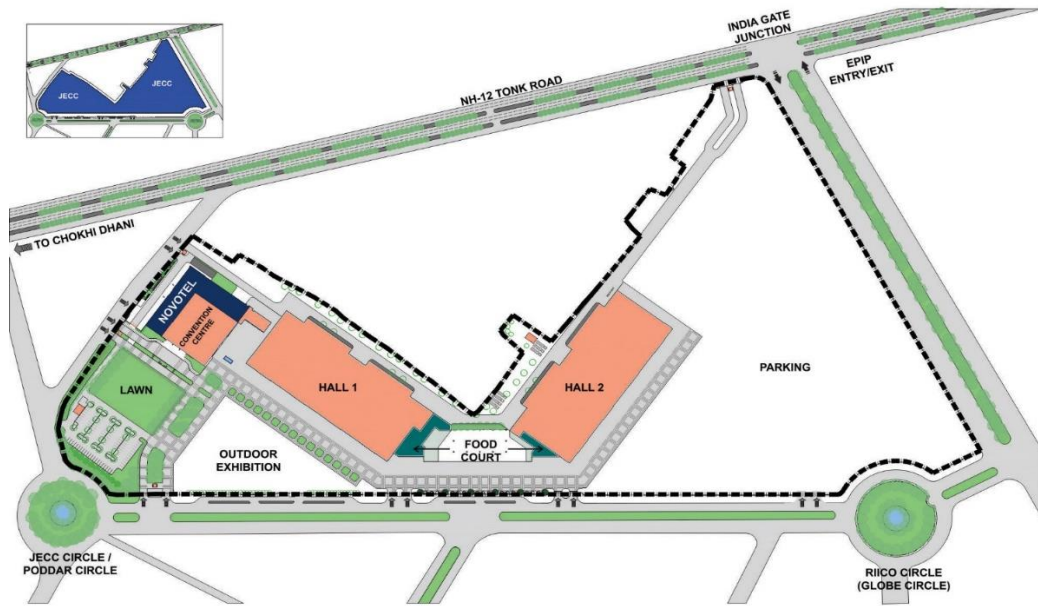
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## **COVID GUIDELINES**

- Highest measure of health & hygiene Safety standards will be maintained at the exhibition.
- Proper sanitization of the exhibition area will be done pre and post the show timings on all days.
- Mandatory temperature scan upon entry and regular hand sanitization needs to be followed.
- At least one Vaccination dose done, certificate is mandatory for all the exhibitors and visitors.

**Exhibitors along with all the members of their company, are requested to carry their vaccination certificate (1dose or 2 dose). In case of single dose, they are required to produce RT-PCR Covid-19 negative report, not older than 48 hours of their entry to the event. A photo copy will have to be submitted at the time of registration or entry.**

# Roadmap for JECCL



# Floor Plan for JJS 2022

the  
**December**  
show  
**JECC, JAIPUR**  
23-26 DEC. 2022



HALL NAME	STALL QTY
HALL - 1	528
HALL - 2	314
PINK CLUB	050
<b>TOTAL</b>	<b>892</b>

- Disclaimer:**
1. Exhibitor/s are advised to select their booths taking into consideration the locations and varying dimensions.
  2. The plans provided are not to scale but are accurate as possible, however due to site constraints and ongoing site up-gradations minor variations and changes may occur.
  3. JJS retains the right to make any necessary changes on the floor plan as necessitated by safety and regulatory requirements on site which all exhibitors are liable to strictly adhere to.



## How to reach Jaipur

### AIRWAYS:

Jaipur is connected to all metro cities as well as tier II cities via the Jaipur Airport located at Sanganer. The international and domestic terminal lie 7 km and 10 km away respectively from the main city. Daily domestic destinations' facility provided here are to Udaipur, Jodhpur, Pune, Indore, Aurangabad, Delhi, Mumbai, Ahmedabad, Chennai, Kolkata, Goa, Hyderabad and Bangalore. International flights connect to Dubai, Muscat and Sharjah. Chartered service to Dublin and London are also offered here. Main international airlines available are Etihad Airways, Oman Air and Air India Express; the popular domestic carriers available are Air India, Jet Konnect, Jet Airways, Indigo, Spice Jet, Indian Airlines, GoAir, Air Asia India and Air Costa. Taxis and buses are available readily to reach the designated destinations.



### RAILWAYS:

Jaipur has a widespread connectivity with every part of the country via its three railways junctions:

- Jaipur Railway Station
- Gandhinagar Railway Station
- Durgapara Railway Station



### BY ROAD:

Delhi-Jaipur-Agra together form the most-visited circuit named golden triangle. These three cities, located roughly within proximity of 250 km, form a triangle on the Indian map. This circuit is well-connected by buses and roads. National Highway 8 especially links the Pink City to the metro hubs – Delhi & Mumbai. This excellent road connectivity further extends to the states of Haryana, Uttar Pradesh, Gujarat, Madhya Pradesh, Himachal Pradesh and Jammu & Kashmir.

## BOOTH CONSTRUCTION

### A) Standard / Built-up Booth

#### 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	Tables	Chairs	Glass Counter	Tall Showcases	Wastepaper Basket	Spotlights (100 watts)	Power Sockets
9 Sqmtr.	1	2	1	1	1	4	1
18 Sqmtr.	2	4	2	2	1	8	2
27 Sqmtr.	3	6	3	3	2	12	3
36 Sqmtr.	4	8	4	4	3	16	4
54 Sqmtr.	6	12	6	6	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 :	Raw Space	Built-up
To Commence Booth erection/ decoration work by:	10.00 AM on 18 <sup>th</sup> Dec'22	10.00 AM on 21 <sup>st</sup> Dec'22
To Complete: Booth erection/ decoration work by:	10.00 PM on 21 <sup>st</sup> Dec'22	10.00 PM on 21 <sup>st</sup> Dec'22

- For basic entitlement of furniture, kindly refer to Table no.1 for Built-up.
- Three phase power connection will be charged extra.
- 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 built-up booth Exhibitors.

Please fill up form for 'Contractor Information' to ensure that the correct name of your firm appears on the fascia. If form for 'Contractor Information' is not received by 30<sup>th</sup> Nov'22, 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 built-up and also for raw space booths

## 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 Equipments:

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. The hiring of furniture for Exhibitors who have taken Raw Space will be at an additional cost. (Please refer to the form for 'Stand Fitting Services' for hiring extra furniture.)

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

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

- Form for 'Contractor Information' duly filled to be submitted online before 30<sup>th</sup> Nov'22.
- Each exhibitor has to qualify for a specific section, and a minimum of 70% of the exhibits shall be of that particular item or commodity. The organizers reserve the right to close down such booth without any notice to the Exhibitors.
- A detailed blueprint of the stall including the electrical requirements and distribution must be submitted online before 30<sup>th</sup> Nov'22, via the form for 'Contractor Information'.
- On completion of fabrication of booths by 10.00 PM on 21<sup>st</sup> Dec'22, all exhibitors must obtain the completion certificate from the architects which will only be issued to those exhibitors who have complied with all Rules & Regulations related to booth construction and planning.
- Due to the limited construction period, the use of pre-fabricated components is recommended. Exhibitors must ensure that the pre-fabricated components being used adhere to all Fire Regulations. All construction materials must be fire-resistant. Responsibility / Liability for the same lies with the exhibitor.
- Spray Painting of stand panels with oil-based paints and any inflammable materials inside the halls is 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 during the exhibition, it is suggested that the following specific colors 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.)
- The height of the booth must not exceed 12 ft. please note that the organizers reserve the right to dismantle any stall, which exceeds the maximum specified height of 12 ft.. Penalty per foot of fraction thereof will be Rs. 1,000 Per Sqmtr. of the booth. For eg. If your booth height is 12.9", your penalty will be 9Sqmtr size booth – Penalty Rs. 9,000/- & 36 Sqmtr size of the booth Rs. 36,000/- etc. Please note that the Organizers reserve the right to dismantle any booth, 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 exhibitors may contact JJS office for details.
- No projection will be allowed outside the booth. Playing 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.
- The hanging of decorative materials such as banners or wires from the ceiling of the exhibition halls is strictly prohibited.
- All decorative materials 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 on the individual booth and they do not disturb the gangway aisles.
- JJS will not be liable in case of any accident or injury caused to anybody during the pre, post, or during construction or dismantling period during or after the show.
- Smoking/spitting is strictly prohibited in the entire exhibition area, which includes the Registration area, Exhibition Halls, Cafeterias / Coffee shops, Seminar halls, and Business centers.
- Any decoration or exhibit must not obstruct fire-fighting equipment 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/ contractor's material before, during, or after the show which includes the 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. 10.00 PM on 21<sup>st</sup> Dec'22)

The charges for the same would be as follows:

Construction of booths on 22<sup>nd</sup> Dec'22 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 22<sup>nd</sup> Dec'22**

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 Exhibitor's requirement (up to the stipulated maximum load) will supply electricity.

Form for 'Electrical Fittings' must be filled up for specific requirements of electricity and electrical equipment and it must submit online latest by 30<sup>th</sup> Nov'22. 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 a must for every type of electrical connection and accessory fitting.

The 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. 250/- 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 for 'Electrical Fittings' do not include the electricity charges which will have to be paid to the JJS **@ Rs. 250/- per extra 100 watts** plus Applicable Govt. Taxes.

**Table 2**

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

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

To facilitate a smooth electricity supply, exhibitors should fill up the form for 'Electrical Fittings' with their additional electrical consumption requirement on time.

Exhibitors may please note that floodlights/ metal halides & halogens for lighting purposes 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 cooperate 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 18<sup>th</sup> Dec'22 onwards)

Entry into exhibition halls is strictly restricted. No exhibitor, stand fitting contractor are allowed to enter the exhibition halls without an official badge issued by organizers from 18<sup>th</sup> Dec'22 onwards. Exhibitors should apply for the required number of badges by online filling up the form for 'Exhibitors Badges' as per requirement.

To avoid surcharge exhibitors should apply for badges before 30<sup>th</sup> Nov'22, after which an extra amount of Rs. 800/- will be charged per exhibitor badge within the eligible number as given in Table 3.

### b. Badges Entitlement

Each exhibitor will be entitled to get free Exhibitor Badges as per table 3 given below for personnel managing their booths. Exhibitors are requested to fill up the form for 'Exhibitors Badges' as per requirements, with the names of the persons who will be present during the exhibition at their booths, together with a 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 the venue only up to 10.00 AM and after 7.00 PM during the show days.

Exhibitors may collect the badges from the JJS office at the venue from 18<sup>th</sup> Dec'22.

**Table 3**

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

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

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

In case of lost/ damaged badges, the reprinted paper badges can be done at a cost of Rs.200/-. The individual is required to be available in person to collect the reprinted badge. **In case of any Badge replacement, it will cost Rs.500/- per badge.**

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

## OVERNIGHT VAULTING AND SAFES

### **a. Vault Facilities:**

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

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

22<sup>nd</sup> Dec'22- 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)**

26<sup>th</sup> Dec'22 - 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., 23<sup>rd</sup> Dec'22

### **e. Timing for display of Valuable Merchandise (23<sup>rd</sup> to 26<sup>th</sup> Dec'22)**

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 8:30 A.M. Onwards.

## 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.

**Goods & Service Tax:**

As you would be aware that now, as a policy, the Casual Interstate GST Registration is MANDATORY for all the exhibitor participants coming from outside the state of Rajasthan, to the Jaipur Jewellery Show to be held from 23<sup>rd</sup> to 26<sup>th</sup> Dec'22 at JECC, Jaipur.

Also please note the following for circulating to those taking CTP registration.

State Jurisdiction for CTP registration: Circle C Jaipur.

Central Jurisdiction for CTP registration: Division-F Jaipur, Range XXVII

Please provide a copy of the casual GST registration to [info@jaipurjewelleryshow.org](mailto:info@jaipurjewelleryshow.org), latest by 30<sup>th</sup> Nov'22. In case of any assistance please contact Mr. Sanjay Vijay at +91 9351499022.

## **PARKING FOR EXHIBITORS**

Exhibitor's vehicles can be parked at the Exhibition parking from 18<sup>th</sup> Dec'22 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 18<sup>th</sup> Dec'22, 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 a specified area to the Jaipur Jewellery show venue during the show days.

## **FLOWERS & PLANTS**

For plants and decorations required during the show, exhibitors are requested to get in touch with the officially approved vendor.

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**

A drinking water facility will be available at the venue. JJS will provide 4 coupons per day per booth for a 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, Jaipur

**2. Definition:** The Exhibition or JJS 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

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

### Jewellery:

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

### Gemstones:

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

### Costume, Articles & Artifacts Jewellery:

Jewellery with base metal (other than Precious Metals and Silver Jewellery of purity below 50%), are considered as Costume Jewellery. Items are made by Precious Metals are also considered in this category.

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

## **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 the 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:**

<b>Pink Club Section</b>	<b>Gemstones, Jewellery &amp; Costume, Articles &amp; Artifacts Section</b>	<b>Allied &amp; Machinery Section</b>
✓ Buil-up Booth ₹22,000/- Per Sqmtr.	✓ Area Space Cost ₹14,000/- Per Sqmtr.	✓ Area Space cost ₹11,000/- Per Sqmtr.
✓ 10% extra on two side open booth.	✓ Additional ₹1,000.00 per sq. mtr. for built in space.	✓ Additional ₹1,000 per sq. mtr. for built in space.
✓ Applicable Govt. Taxes	✓ 10% extra on two side open booth.	✓ 10% extra on two side open booth.
	✓ Applicable Govt. Taxes	✓ Applicable Govt. Taxes

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 Organizer's reserves 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:**

If an exhibitor cancels or reduces his space reserved, cancellation charges will be applicable to the total booth charges as per the following scale. If canceled on or before 30<sup>th</sup> Nov'22, 50% deduction i.e. 50% refund of applicable participation charges. If canceled on or after 1<sup>st</sup> Dec'22, 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 their 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 right 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 30<sup>th</sup> Nov'22. 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.

## **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 3.00 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 NEFT/cheque/ DD payable at Jaipur in favour of '**Jaipur Jewellery Show**'.

Bank details are as under:

Bank Details:

Name of Beneficiary: JAIPUR JEWELLERY SHOW

Bank: ICICI Bank Limited

Branch: Jaipur M I Road, Branch

Account No.: 676405601844

RTGS / NEFT / IFS Code: ICIC0006764

Please share the copy of the payment remittance challan.

**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 22<sup>nd</sup> Dec'22, as per timing fixed in advance which will be handed over to the exhibitor at site of show on 23<sup>rd</sup> Dec'22, morning from 8:30 AM onwards. Similarly, C&F Agents may be handed over the **exhibits on 26<sup>th</sup> Dec'22, from 7:00 PM** onwards for delivering at your factory/ office on the same day or the next day. The vaulting facility at the site could be used for daily safekeeping.

**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 the 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 <sup>rd</sup> Dec'22	10:00 AM- 1:30 PM	1:30 PM - 7:00 PM
Saturday, 24 <sup>th</sup> Dec'22	10:00 AM - 1:30 PM	1:30 PM - 7:00 PM
Sunday, 25 <sup>th</sup> Dec'22	10:00 AM - 1:30 PM	1:30 PM - 7:00 PM
Monday, 26 <sup>th</sup> Dec'22	10:00 AM - 1:30 PM	1:30 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

1. New Applicant 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 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 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' means, 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 2018 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 regard 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 continues 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 full booth charges for JJS 2021 before the last date for submission of booth booking.
2. **Second Priority:** Companies who had applied for participation at JJS 2021, but could not get booth/s.
3. **Third Priority:** New applicants whose intent forms received after 1<sup>st</sup> January, 2022. These applicants are given priority on a quarterly basis i.e. First Quarter (Jan-Mar'22) 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 30<sup>th</sup> Nov'22. Final decision on sponsorship will be taken by JJS Organizing committee.

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- |                             |   |   |
|-----------------------------|---|---|
| ➤ <b>Show Guide</b>         | ➤ <b>Shuttle Bus Sponsorship</b>                        | ➤ <b>External Flags</b>                     |
| ➤ <b>Carry Bag</b>          | ➤ <b>Banners (3'x6') / Posters at the show Entrance</b> | ➤ <b>Website Banner</b>                     |
| ➤ <b>Pen</b>                | ➤ <b>Bunting at Show</b>                                | ➤ <b>Badge with lanyards</b>                |
| ➤ <b>Slip Pad</b>           | ➤ <b>Video Wall</b>                                     | ➤ <b>Display Window</b>                     |
| ➤ <b>Key-Chain Holder</b>   | ➤ <b>Social Media Walls</b>                             | ➤ <b>Any other items as mutually agreed</b> |
| ➤ <b>Dairy Raffle Prize</b> | ➤ <b>Banner/Flex at the Venue</b>                       |   |
| ➤ <b>Stationary Item</b>    | ➤ <b>Updates or Newsletters</b>                         |   |
| ➤ <b>Calendar 2022</b>      |   |   |

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