

Licensing of Exhibition Space & Facilities in Chennai Trade Centre

Guidelines



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July 2019

INDEX

CHAPTER	CONTENT	PAGE NO.
1	Introduction	3
2	Exhibition Halls	3
3	Convention Centre	4
4	Layouts	6
5	Other Facilities	7
6	Procedure for Booking Facilities	9
7	Terms & Conditions	11
8	Architectural and Engineering Guidelines	18

1. INTRODUCTION

1.1 TNTPO is a Public Sector Enterprises under the administrative control of department of Commerce, Government of India. TNTPO was set up in 2001 by the India Trade Promotion Organisation (Government of India) and Tamilnadu Industrial Development Corporation (Government of Tamilnadu) as a joint venture. Spread over 25.48 acres, the Centre has three large Exhibition Halls and a Convention Centre.

1.2 Chennai Trade Centre is architecturally and technically designed to be a “state-of-the-art” Exhibition Complex. The centre has 3 large Exhibition Halls & a Convention Centre. The Air – Conditioned halls with no intermittent pillars or columns, are eminently suitable for multi-purpose use of organising exhibitions, conferences, conventions and conducting other trade, commerce and industry-related events. All the halls are inter-linked and Hall No.3 is connected with convention centre.

2. EXHIBITION HALLS

2.1 The three Exhibition Halls extend over 10,560 square meters of air conditioned space, without any intermittent pillars or columns. They can be utilized for exhibitions, conference, conventions, product launches, and for conducting trade, commerce and other industry – related events. Halls 1 and 2, are interlinked by a large lobby which has a passage with two rooms for the organisers. Hall 3 is an extension of hall 2 and connected with a vestibule that leads to the Convention Centre’ banquet hall. The Exhibition Halls and Convention Centre are interconnected.

2.2 Facilities of Exhibition Halls

- i) Hall 1 – 4400 Sqmts
- ii) Hall 2 – 1760 Sqmts
- iii) Hall 3 – 4400 Sqmts
- iv) All the halls are interconnected and hall 3 is connected to the Convention Centre
- v) No intermediate pillers or columns
- vi) Suitable for all types of exhibitions, conferences and other trade and commerce related events
- vii) Four entries / exits in all the halls
- viii) Ramp for differently – abled persons
- ix) Adequate Rest Rooms in each hall
- x) Heavy duty flooring (bearing capacity of 5 tons per sq.mts. approx)
- xi) Hall Master Room, Organiser’s Room and Storage Room

2.3 Specification of the Exhibition Halls

Hall	Length (in mtrs)	Breadth (in mtrs)	Height (in mtrs)	Area (in mtrs)
Hall 1	100	44	6	4400
Hall 2	40	44	6	1760
Hall 3	100	44	6	4400
Hall Master Room	4.7	18	2.5	85
Hall 1 Service Room	7.4	4.6	3.4	35
Hall 3 – Service Room	7.5	24	3.4	180
Hall 1&2 Lobby	14.4	11	2.8	158
Hall 3 Lobby	11	75	3.8	825
Business Centre	7.5	4.6	2.6	35
Hall 3 to Convention Centre	10	15	3.8	150

3. CONVENTION CENTRE

3.1 Chennai Convention Centre's facilities are of international standards and include a range of halls from 250 sq.ft. to 20,000 sq.ft. accommodating from 25 to 2000 delegates. The Convention Centre has two halls – A and B – with a total seating capacity of 2000 delegates. It has a grand lobby area at the entrance, enhancing an equally large patio, landscaped with lush lawns and gushing fountains.

3.2 **Facilities**

- i) Sophisticated sound – Acoustic proof Conference Halls
- ii) Seating Capacity – 2000 Nos
- iii) Grand lobby areas
- iv) Sliding partition
- v) Theatrical lighting system
- vi) Fire detection and Prevention System with water sprinklers and smoke detectors
- vii) Modern Audio and Video system
- viii) Meeting Rooms – 3 Nos
- ix) Green Rooms – 4 Nos
- x) VIP Rooms – 2 Nos
- xi) Reception Rooms – 3 Nos
- xii) Reception and VIP Lobbies

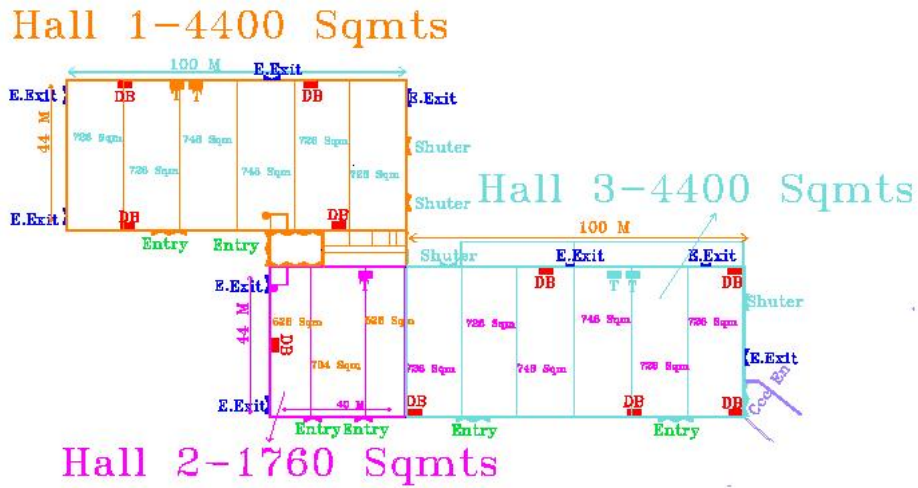
- xiii) Banquet Hall
- xiv) Protocol and VIP Lounge
- xv) Wi-Fi facility
- xvi) Bar facility during Event days
- xvii) Ample car parking
- xviii) Grand stage setup

3.3 Specification of the Convention Centre

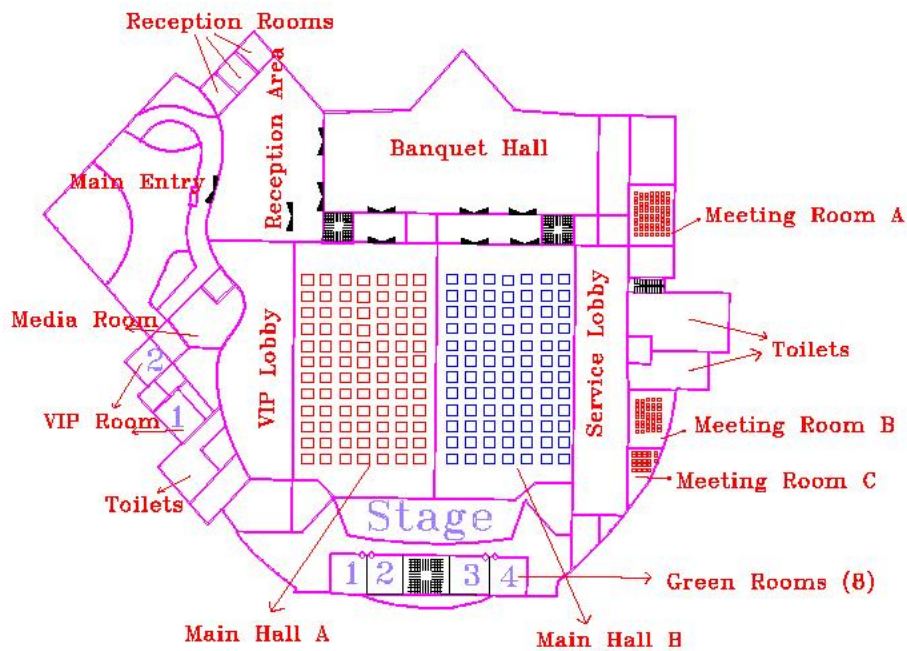
Hall	Length (in mtrs)	Breadth (in mtrs)	Height (in mtrs)	Area (in mtrs)
Main Hall	50	38	7.4	1900
Stage	48.3	10.35	7.5	500
Meeting Room A	14.6	9	2.7	131
Meeting Room B	9.6	7.1	3.2	70
Meeting Room C	6	6	3.2	36
Banquet Hall	17	50	6.6	850
Reception Area	23.9	17	4	406
VIPs Room	5.2	4.7	3.4	25
Green Room G-Floor	6.3	6	2.9	38
Hall A Organiser Room	6.7	4.8	2.7	32
Reception Room	4.2	4.1	4.2	17
Media Room	8.6	10.5	3.1	90
VIPs Lobby	38	9.6	3.1	368
Service Lobby	8.7	37.9	3.4	332

4. LAYOUTS

4.1 Exhibition Halls



4.2 Convention Centre



5. OTHER FACILITIES

5.1. Office Space

Organiser Room and hall master room are available in exhibition halls and in convention centre Media Room is available for setting up office space for the organizers per day.

5.2 VIP Lounge

VIP Rooms are available in Convention centre. The above facilities are available on request as per the prevailing tariff.

5.3 Visitor Registration Counter

The TNTPO permits setting up of the Visitor Registration Counter(s) at designated places near the entry gates of halls of Chennai Trade Centre to enable the organisers to register visitors. If the organisers take the outdoor for registration counter or ticket counter the outdoor area charges will applicable for these area. The organisers are expected to set up the counter(s) at their own cost.

5.4 Trolley Service / Ads in Trolleys

The organizers are requested to arrange their own, and they should take the service of TNTPO our empaneled service provider.

5.5 Restaurants

The organizers are permitted to arrange food court for their exhibitors and visitor inside the halls or outdoor area based on their requirements from the empanelled service providers.

5.6 Wi-Fi Services

Wi-fi services are available on cost basis with CTC.

5.7 Stands Construction / Decoration Materials

The organisers can hire stands and construction / decoration materials from the vendors and empanelled service provider.

5.8 Security Services

TNTPO operates a full-fledged Security Division to ensure security of the assets, properties and the infrastructure at Chennai Trade Centre. The gates are controlled by the security of the TNTPO. Security personnel are also posted at strategic locations within Chennai Trade Centre. Continuous patrolling is done to monitor proper security.

TNTPO does not undertake the security of exhibits / Stand within the halls. The exhibition organisers/ exhibitors are expected to hire their own security personnel from our empanelled service provider.

5.9 Metal Detectors

TNTPO has two nos metal detectors and the organisers can use the metal detector on paying the charges.

5.10 Fire & Safety

The organizers are required to make total fire safety precautions make security arrangements and obtain comprehensive insurance for the full tenancy period against all risks for workers/ exhibits/ exhibition/ visitors etc. at their own cost.

5.11 Liability of TNTPO limited to refund of deposit in the event of Halls being Unavailable

TNTPO is in the process of undertaking, a modernization programme of facilities in Chennai Trade Centre. TNTPO will inform the organisers in advance of any dislocation in the halls blocked by the organisers in the event of implementation of modernization programme. In such an eventuality, TNTPO's liability is limited to refunding the advance licence fee received from the organiser.

6. PROCEDURE FOR BOOKING FACILITIES

6.1 Organisers wishing to hold their events in Chennai Trade Centre have to give their requirements through online booking portal of TNTPO by making the application fees by online payment.

TNTPO will give 2 working days as time period for their tentative booking and only on making the payment as per the schedule of payment of TNTPO, booking shall be confirmed.

Booking of Halls and Convention centre can be made by paying the application money.

Application money payable at the time of booking.

1. Upto 4400 Sqmts (Hall 1 / 3) - Rs.1 Lakh
2. Hall No.2 - Rs.1 Lakh
3. 4400 Sqmts and above Rs.50,000/ - per 2200 Sqmts or part there off
4. Convention Centre (Hall A / B) - Rs.1 Lakh

The Application fee will be adjusted against the licence fee on allotment.

6.2 Halls are allotted after checking the status of booking and keeping in view the following:

- a. Slots for all regular events are reserved.
- b. Optimum utilization of Halls.
- c. In case of competing demands, applications are considered on first - come - first served basis subject to payment of advance licence fee as per the approved schedule.
- d. Normally 3 days gap would be ensured between two events having similar product profiles / coverage.
- e. Priority will be given for B2B events.

6.3 Hall Booking

<u>Exhibition Halls</u>	Minimum	Maximum
Hall 1	2200 Sqmts	4400 Sqmts
Hall 2	-----	1760 Sqmts
Hall 3	2200 Sqmts	4400 Sqmts
<u>Convention Centre</u>		
Hall A	750 Seats	1000 Seats
Hall B	750 Seats	1000 Seats
Hall A&B (Full Convention Centre)	1500 Seats	2000 Seats
Hall A	-----	950 Sqmts
Hall B	-----	950 Sqmts
Hall A&B (Full Convention Centre)	-----	1900 Sqmts

6.4 Tenancy period starts at 09.00 a.m on first day of occupancy and concludes at 09:00 am on the day following the last day of tenancy. No half day booking is permitted for construction or event days.

6.5 Delay in vacating of halls – Penalty

The organisers must vacate the halls at the conclusion of tenancy period as per allotment. In the event any delay penalty would be applicable – as follows:

Organisers who delay the vacation of halls upto 3 hours will be charged for the whole day's licence fee as penalty. For any delay beyond 3 hours, the organisers have to pay at 200% of the regular licence fee per day of such an occupation. TNTPO also reserves the right to other legal remedies and removal of exhibits at the risk and cost of organisers.

6.6 Charges for A/C Halls

Air conditioning charges shall be charged for the full area booked by the organiser.

6.7 In case any organiser wishes to order any service / facility not listed in the Preliminary cost estimate, a letter giving details of the requirement may be sent to Marketing Department of TNTPO.

6.8 The exhibition organisers are to authorise and nominate a representative to liaise with TNTPO.

6.9 Requisitions for Entry Pass Parking Labels etc.

Request for issue of entry passes for organisers, exhibitors, contractors, service agencies etc., and parking labels for cars may be sent to Manager Marketing, TNTPO, in writing, 30 days before the tenancy period.

6.10 Permission for setting-up Visitor registration counters, snacks counter and restaurants at Designated locations

Detailed proposals for any of the above facilities may be sent at least 15 days in advance to Marketing Manager, TNTPO for consideration.

6.11 Exit Permit

Request for exit permits (Gate Pass) may be submitted to the marketing department, TNTPO in advance exit permit will be issued by marketing division only after all dues to TNTPO have been cleared by the organiser. All exit permits should be signed by the authorised representative of the organiser.

6.12 Mode of Payment

All payments have to be made in advance as per rates and terms of payment to TNTPO through online payment portal / NEFT / RTGS of Tamilnadu Trade Promotion Organisation, Chennai.

6.13 CONTACT Officials Manager, Supervisor, Marketing Department.

7. TERMS & CONDITIONS

7.1 Allotment is purely provisional. In the event of the Exhibition/Conventional Hall being required for any function organised by Government of India / State Government / attended by central and state govt dignitaries, the Exhibition Halls/Convention Centre allotted provisionally shall be cancelled without prior notice, and in such a case the liability of TNTPO will be limited only to refund of advance amount received. Confirmation of booking space will be done on receipt of advance license fee as per the schedule of payment.

7.2 TNTPO will hand over possession of halls only on receiving full payment as per the estimate.

7.3 Payment for utilization of additional space and any other additional facilities/services during the currency of the exhibition is required to be made before availing of such facilities.

7.4 If dues are not settled, the exhibition materials would not be allowed to be taken out of Chennai trade Centre. Delayed removal of exhibits on account of default in settling dues is liable to be penalized as decided by TNTPO.

7.5 The damages caused during the currency of the tenancy to TNTPO's premises and infrastructure, if any, will be jointly inspected to see the extent of damages and assess the cost of restoration. Such a cost will be payable by the organizer within seven days of the intimation of the same.

7.6 Exhibition space

Licence fee for exhibition space is charged on the basis of per sqm. Per day for gross area. the licence fee includes general lighting in the ceilings of the halls, street lighting and general security on the gates in Chennai Trade Centre. The licence fee does not include (1) air-conditioning charges. (2) stand lighting charges and (3) electricity consumption charges for demonstration of machines etc.

7.7 Special Rates / Discounts

i) Special rates for lean period

In order to encourage organisers to organise exhibitions / events in Chennai Trade Centre during off-season period, TNTPO offers a 25% discount on license fee for all halls from 1st April to 30th June.

7.8 Applicable Charges at the time of the event

TNTPO has prescribed license fee and hire charges for licensing / hiring halls and other facilities in Chennai Trade Centre. Organizers wishing to book space and other facilities in advance will be required to pay all dues on account of license fee, charges for various services, penalty for surrender of space / cancellation, violation of guidelines, plan, etc. as per the rates / schedule as prevalent at the time of actual usage.

7.9 TNTPO reserves the right to add new provisions / delete / change any of the provisions in this Manual. The license agreement for extending facilities by TNTPO will be governed by rules and regulations as applicable at the time of the programme.

7.10 Payment Schedule shall be as follows:

License Fee payable on allotment/ approval – 5%
License Fee payable Two year before start of tenancy – 5%
License Fee payable One Year before start of tenancy – 10%
License Fee payable Eight months before start tenancy – 25%
License Fee payable 15 days before start tenancy – 55%.
Payment for refundable security, facilities and services
15 days before the start of the tenancy

Payment may be made either through bank transfer (RTGS / NEFT / Online payment) to Tamilnadu Trade Promotion Organisation. Necessary bank details are available in our website (www.chennai tradecentre.org).

The Organisers are expected to follow the above payment Schedule. For non adherence of the above schedule of payment, interest will be payable @ 3% from the due amount till the payment is released by TNTPO.

7.11 TNTPO reserves the right to cancel the booking in the event of organizers not adhering to the above schedule for payment of license fee and to allot space to other events.

7.12 Indents for D.G.Sets, Outdoor Space Air conditioning, additional electricity, power connection and consumption, water connection and consumption and other services are to be made at least 15 days before the start of the tenancy. The allottees are required to indicate and confirm the facilities and services required in the prescribed format supplied by TNTPO. Any services requisitioned with less than 48 hours (working days) notice period will be subjected to 10% additional service charges.

7.13 Halls if used for storage

If storage facilities are sought in the exhibition halls and convention centre, TNTPO may be informed and will be charged as per the TNTPO tariff. No Part hall will be allotted.

7.14 Charges for Air conditioning, Stand Lighting, Power Consumption etc.

Charges for these services shall have to be deposited at least 15 days before the commencement of the tenancy period. Request for the services have to be submitted at least 30 days before the tenancy period.

7.15 Security Deposit

5% Security Deposit on total billing will be payable by organizers of fairs / events in Chennai Trade Centre.

7.16 Surrender of Space

The organiser is permitted to surrender the space booked by them subject to their paying penalty as follows:

Notice period (to be taken from the date of event)	Penalty Rates (as % of License fee)	
	Non- peak period (April to June)	Peak period (July- March)
More than 365 days	2%	3%
271-365 days	5%	7.5%
181-270 days	10%	15%
91-180 days	20%	30%
16-90 days	30%	45%
1 – 15 Days	100%	100%

Surrender of space is not applicable for B2C exhibitions

If the organisers cancelling / rescheduling any of the exhibitions at any point of time due to any reason, the above penalty shall be applicable

Surrender of space shall be allowed for the full hall or for 2200 Sqmts. No part hall surrender shall be permitted

7.17 Rescheduling

The exhibition organizers may be permitted to reschedule their events subject to the following conditions:-

- Re-scheduling will be permitted only once and the rescheduled dates should be within 6 months of the original booking. Any rescheduling beyond 6 months will be treated as cancellation of original booking and applicable penalty has to be paid by organizers.
- Minimum of 5 months' notice from the date of the original leniency of the booking.
- At least 50% of the committed License Fee should have been paid.

The proposed re-scheduling should be for the same quantum of area booked in terms of per sqm./day. In the event of shortfall, the applicable penalty will have to be paid before such re-scheduling.

7.18 Layout Plans, Construction & Decoration and Display Arrangements

Architectural layout plans and construction of booths etc. for the exhibition have to confirm to the Guidelines give in chapter 8.

7.19 A team of TNTPO officers will visit the site of the exhibition. Any violation of the Guidelines by the organizers would result in imposition of compensatory payment and dismantling of contravening booths / structures at the cost and risk of the organizer. Serious violations may result in closing down of the exhibition keeping in view the safety of public without any liability to TNTPO.

7.20 Requisitioning of Services

The services requisitioned by the organizer for Conference Halls, air conditioning, blowers for ventilation, stand lighting, temporary power load, trolleys, protocol room, buntings, directional sign boards, fire extinguishers, walkie talkie sets etc. are provided subject to actual availability. Only those facilities and services, for which request has been received from the Organizer and acceptance of the same has been conveyed in writing by TNTPO, will be provided.

7.21 Timings and other relevant details of the exhibition should be intimated to TNTPO. If no such intimation is received, it will be presumed that the timings are from 10.00 A.M. to 07.00 P.M. TNTPO's approval would be required if the exhibition extends beyond 8.00 P.M.

7.22 Stand lighting and air conditioning charges are for 12 hours usage per day. For extended hours additional charges at pro-rate basis will be payable by the organisers.

7.23 Visit of VIPs

The organisers should inform TNTPO well in advance about visits of VIPs to co-ordinate Protocol arrangements

7.24 Insurance

The fire safety precautions, security and comprehensive insurance against all risk for the exhibits/exhibition / exhibitors/ organisers / visitors including but not limited to any natural calamity etc. during entire license period shall be carried out by organisers at their own cost. TNTPO shall, in no way, be responsible for any claims whatsoever. Similarly the exhibitors may be advised by the organizer to take insurance cover for their exhibits against fire, water, handling, transport, theft and other risks. Any damage to the property of TNTPO during the license period will have to be made good by the license.

A self-certified copy of this insurance policy should be provided to TNTPO at least two weeks before the start of the tenancy.

The following approvals / Certificates are to be provided by the organizer:

Fire Safety Certificate –detailed list of equipment provided and no. of fire guards to be placed on duty must be mentioned. Fire Tender(s), with staff, must be hired and placed on location during tenancy period.

(A)Clearance from Tamilnadu Fire and Rescue Service,

(B)Electrical safety certificate from construction / decoration agency,

(C)NOC from Local Police Authorities,

(D)Approval from Commercial Tax Authorities,

(E)Public Liability Insurance Certificate,

(F)Structural Stability certificate,

(G)Copy of Insurance Certificate as per the guidelines and any other certificate required by Collectorate of Chennai & Corporation of Chennai, must be obtained by the organizer. Any other certificate, necessary for conduct of any event should also be obtained by organiser and TNTPO is not responsible for any of the risks/default.

7.25 Handing and Taking Over of Halls

The hall(s) shall be handed over by Engineering Division on “as is where is” condition to the authorized representative of the organizer (the name and signature of authorized person of the organisers who would take possession should be conveyed in writing to TNTPO at least 10 days in advance). The hall(s) shall be handed over to the organizer at 09.00 AM on the first day, to be handed back to TNTPO at 09.00 AM on the day following the last day of licence period. Should any excess space be utilized, additional licence fee with penalty shall be payable by the organizer before the last day of the event. The representative would have to sign / witness the records/ registers maintained by the Engineering Division of TNTPO while handing / taking over of halls and operation of air conditioning / air handling unit (s).

7.26 Public safety /Miscellaneous

The organizers are required to make total fire safety precautions, make security arrangements and obtain comprehensive insurance, for the full tenancy period, against all risks, for workers/ exhibits/ exhibition/ visitors etc. at their own cost.

The organizers must ensure that electrical cables and equipments used by them during the tenancy are completely insulated and safe from all angles. Any liability arising out of any mishap in this regard will lie solely on the organizers themselves.

7.27 Cooking, live fire, operation of any machinery / equipment generating heat beyond normal tolerance level as adjudged by TNTPO, will not be allowed in exhibition halls/convention centre. Due care of hygiene and sanitation has to be maintained in and around exhibition halls.

7.28 Public safety is of paramount importance. The organizers will ensure regulated inflow of visitors to the halls and ensure that no untoward incident takes place. The organizers will post trained personnel to manage visitors’ movement properly. Adequate first aid services / paramedical services / medical services should also be arranged by the organizers

7.29 The organizers will ensure that no exhibitor keeps any hazardous chemicals, gases and firearms in the stalls.

7.30 Exhibitions are business-oriented events and attended by domestic and overseas business personnel and visitors. It is therefore necessary that hosts / hostesses and presenters,

who often promote different products and services on behalf of the exhibitors, are decently attired, keeping in view the law of the land and India's cultural ethos.

7.31 The charges at the approved rates are payable in advance by the organizers for putting up flags, banners, buntings, hoarding, etc. The organizers shall indemnify TNTPO from any claims from their exhibitors, contractors, service providers, visitors / others arising out of any account / reason.

7.32 All the Organizers/Event Managers must ensure that the exhibitors of the exhibitions should have temporary branch certificate obtained from the authorities concerned of Commercial Tax Department for the sale of any goods within the exhibition hall/convention centre. TNTPO reserves the right not to give possession of the halls in the event of organisers not obtaining permission from Commercial Tax Department.

7.33 Entertainment Tax, other Statutory Levies and Taxes:

The organizers will take clearance/No Objection Certificate/Authorization Certificate from Department of Entertainment Tax, Commercial Tax Department, and Government of Tamilnadu before taking possession of the venue.

7.34 If the exhibition involves across-the-counter-sales, the organizer has to ensure that the GST Department is informed in advance and all payable tax is deposited by the exhibitors.

7.35 The Organisers of musical and other events are also required to obtain Public Performance Licence from the concerned society such as Indian Performing Right Society Limited, Mumbai. The organiser is also required to follow all local rules and regulations governing such events.

7.36 It is the sole responsibility of the organizer to obtain No Objection Certificate/Authorization Certificate/License or any other certificate from the competent authority of the Government Department/ Agency and the organiser shall be held responsible for lapses, if any found in this regard.

7.37 All provision in this manual are taken as read by the organisers at the time of booking of space in Chennai Trade Centre and they agree to the terms and conditions of licensing /hiring of services by TNTPO spelt out in this manual.

7.38 TNTPO reserves the right to cancel, withdraw or change the halls in the event of unforeseen, unavoidable circumstance or non compliance of payment schedule.

7.39 Any liabilities on account of GST will be the sole responsibility of the organiser.

The organisers are requested to furnish the list of exhibitors along with their GST Nos, which is required to be submitted to the state GST authorities. The organiser will indemnify TNTPO from any amount to be paid / payable on this account

Inter – State Organisers / Exhibitors are requested to get the casual/temporary GST registration certificate from the local GST authority of Tamilnadu Government. Further, only CGST / SGST invoice will be issued to the Inter – State organisers and IGST invoice will not be issued to the organiser, who organise event / exhibition in the Chennai Trade Centre.

This is as per the provision of section 12 of CGST Act which will be applicable in cases of domestic supplies i.e. where the location of supplier of services and the location of the recipient of services is in India.

7.40 All disputes or differences between the parties arising out of or related to the construction, operation and manning or giving effect of this contract or the breach thereof shall be settled by arbitration in accordance with rules of the India Council of Arbitration and the award of pursuance thereof shall be finally binding on both parties. Arbitrator will be appointed by the MD, TNTPO.

7.41 In the event of TNTPO venue being required for the function to be organised by Government of Tamilnadu / Government of India with VVIPs in attendance, this provisional allotment given to you will be cancelled without prior notice and venue may be allotted to Government of Tamilnadu / Government of India. In such a case TNTPO will be limited only to refund of the advance/amount paid by you.

7.42 The visit of VIPs (Hon'ble Prime Minister, His Excellency the President of India, His Excellency the Governor, Hon'ble Chief Minister, Hon'ble Ministers and any other high dignitaries) to the fairs / events should be intimated to TNTPO 15 days in advance. In case of visit of the high dignitaries cost of structural arrangements specially made for security purpose will be borne by the organiser who invites the VVIP. In the event of visit of VVIP to a particular function held in a particular exhibition hall may likely to affect the trade of the other exhibitions in other exhibition hall / halls during the hour / hours of the visit of the VVIP due to stringent protocol / security arrangements, the loss, if any, to the other organisers must be borne by the organiser who brings VVIP to CTC.

7.43 The licence shall be subject to the exclusive jurisdiction of courts at Chennai.

7.44 The Licensed Premises are public premises as defined in the Public Premises (Eviction of Unauthorized Occupants) Act, 1971 and rules framed there under which are now in force or which may hereafter come into force shall be applicable for all matters provided in the said Act.

7.45 All the exhibition organizers on confirmation of allotment of halls have to sign a formal agreement with TNTPO for taking facilities in Chennai Trade Centre on licence basis.

8. ARCHITECTURAL AND ENGINEERING GUIDELINES

8.1 The Organizer should plan their event by providing ENTRY, EXIT, SERVICE ENTRY, EMERGENCY EXIT in view of public safety and free access to public facilities and conveniences and safety of TNTPO property within 15 days before the tenancy.

8.2 a. The Organizers/designers of the Exhibition are advised to inspect the Halls booked by them for their Exhibition and make note of the existing condition, columns and services, i.e., Fire equipment, Main distribution boards, service channels, tapping points for electricity.

b. Every gate in hall shall be free from display as also the area leading to toilet or outside. All passages should be planned in such a way that it will either emerge or terminate at the gates. The layout of the exhibition must clearly show all such features.

8.3 a. Organizers are requested to indicate overall requirements of Electric power, Water Supply, Drainage, Compressed air, etc., well in advance in writing so that necessary arrangements for those services which are not available in the hall could be made as per requirements of the Organizers at their own cost. TNTPO would be charging connection charges for connecting electrical networks done by the organizers to the available electrical tapping/power point.

b. The stand requiring special service such as compressed air, water supply, drainage etc., which are not available in the halls could be located on the periphery along with walls of the halls, so that the same could be supplied with required service from the peripheries itself. In case it becomes necessary to supply these services in the central areas of the halls, proper ramps should be provided over the cables/pipes of such services passing through passages.

8.4 Organizers will be required to submit layout plan of the Exhibition / Fair to the TNTPO for ensuring compliance to the Architectural Guidelines. Penalty for non submission of layout plan will be as follows:

<u>Space</u>	<u>Penalty</u>
0- 4400 Sqmts	Rs.1,00,000/-
4400 Sqmts & above	Rs.1,00,000/- plus Rs.50,000/- per 2200 Sqmts or part thereof

- i) Layout plan to be submitted before 15 days of the event for any Deviation penalty of Rs.50,000/- will be imposed.

8.5 In the case of non-adherence of any of the approved guidelines/plan, penalty of Rs.20,000/- per violation will be charged.

Compoundable

- i) Passage less than 3.0 m
- ii) Height beyond permissible limit of 3.5 m
- iii) No access to toilets, electrical panels etc.
- iv) Closing of emergency exit. Removal charges will also be levied.
- v) Cooking in the halls and outdoor area.
- vi) Exposed electrical cables on the path way.

Non-Compoundable

8.6 Clear access to main distribution board, emergency exits, stair-cases, toilets, etc. Direct access has to be left while preparing the layout design for the above mentioned service and enough space in front of the Main Distribution Board to allow convenient opening of the door panels.

8.7 Minimum 3.0 meter width of pathway should be maintained in B2B fairs and minimum 4.0 meter width for B2C fairs. Passage must be kept free from all display aids / exhibits. Entry & Exit must be kept clear of all obstructions. Emergency Exit should be kept free. Any failure in this regard will attract penalty as levied and imposed by TNTPO.

8.8 TNTPO, in case intends to undertake any construction, resulting in modification of plans, design, functioning or general appearance of the above mentioned halls, or the licensed space, shall reduce in writing, the modifications and shall inform the ORGANISER in advance and the ORGANISER shall have no objections to the decision communicated by TNTPO and the decision of the TNTPO in this regard shall be treated as final and conclusive. In such a case, the liability of TNTPO is limited only to refund of the advance amount received from the organiser.

- If the organizer is putting up temporary tent/structure, stage /dais they should produce necessary structural stability certificate from a competent qualified Structural Engineer.
- Charges for the temporary tent/structure area created by the organizers/exhibitors will be charged at the licence fee applicable for outdoor areas and will be payable by the organizers to TNTPO before seeking approval of the layout.

8.9 STAND CONSTRUCTION: Should be such that it stands independent from walls, RCC column etc., No hanging from the ceiling should be undertaken without prior permission of TNTPO.

The layout design and construction should ensure no damage to the Halls. i.e., no tampering and damage to the Floors, Ceiling, Walls, RCC columns, etc.

8.10 HANGING FROM WALLS, RCC COLUMNS & CEILING OF THE HALLS:

These are not permitted.

8.11 Fixed positions have been determined to place the name boards of the Exhibitions for the participants shall be place only at designated area.

8.12 STANDBY GENERATORS& EMERGENCY LIGHT: Provision for standby generators for general lighting and stall lighting has been made by TNTPO. In the event of VVIP visit, the organiser shall arrange additional standby generator along with change over arrangement as instructed by the security branch of police, electrical inspector and PWD at their own cost.

8.13 Fire Extinguishers: Fire safety measures in the form of Fire Alarms, sprinklers and fire hydrants have been provided in halls. However fire extinguishers are to be provide by the organisers within the halls, which should be directly visible and easily accessible. Use of fire service personnel may be undertaken by the organiser, if so required.

Fire protection arrangements have been made in TNTPO. Additional requirement of fire safety personnel and provided. Additional precautionary fire safety implements like fire extinguishers etc. are to be provided by the organizers. The organizers will deploy adequate number of fire fighting personnel. Use of fire hazard materials like thatched, dry grass and similar inflammable material is not permitted. Only fire retardant materials should be used for construction and decoration of booths.

8.14 Organizers must ensure that; All safety standards will be maintained regarding electrical and other equipment installation and structures being used by them during the tenancy period, and that the organizer will keep their premises absolutely sanitized from suspicious materials of sabotage, during the tenancy period. Organisers must also undertake to follow all rules/ terms & conditions of TNTPO. For any failure in this regard, organiser will be solely responsible.

8.15 The details of Electrical Loads to be connected should be submitted to the Assistant Executive Engineer (Electrical), 3 days prior to the event.

8.16 The heat emitting Light fittings such as Halogen fittings and incandescent bulbs should not be used inside the Halls and Convention Centre. Only spot lights are to be used for stall lighting.

8.17 The organizers must ensure that electrical cables and equipments used by them during the tenancy are completely insulated and safe from all angles. Any liability arising out of any mishap in this regard will lie solely on the organizers themselves.

The organizer should instruct their Electrical Contractors to strictly adhere to the following instructions to ensure safety to the staff and public against Electric shock.

Each worker should be made aware of the above conditions and the Central Electricity Authority Regulations. Any violations, in this regard shall not be tolerated. All precautionary

measures towards safety of workers inside TNTPO Halls will be the organizer's responsibility.

8.18 Cooking, use of burners. Gas cylinders, open flame, use of tandoori etc. is NOT permitted during the fair inside the halls. Cooking will only be permitted in the specific places earmarked in the premises of Chennai Trade Centre. Also it is the sole responsibility of the ORGANISER to ensure that, only Non-domestic gas cylinders (commercial) are used for cooking purposes.

8.19 The sound decibel inside the Hall is to be regulated in the interest of all other users and visitors. The sound decibel in common areas and in passages should not exceed 70 decibel.

8.20 All the electrical works should be carried out only by licensed Electrical Contractors, who are having a valid Electrical License issued by a competent authority. The Organizers should submit the details of the Electrical contractors along with a copy of the Electrical License to the Assistant Engineer (Electrical), TNTPO.

8.21 The organisers should use adequate size and type of flexible sheathed flat wires and cables corresponding to the Load and usage.

Overloading of electrical point is not permitted and organiser should ensure proper distribution of Power.

8.22 The Organisers should use only ISI marked good quality Electrical wires, cables and Electrical appliances.

In case it becomes necessary to supply these services in the central areas of the halls, proper pvc / wooden ramps should be provided over the cables/pipes of such services passing through passages. Wiring with joints should not be provided under the carpet.

The Electrification works should not be carried out in water or water logged areas.

Never attempt to extinguish electrical fire with water.

Use of silk wire and plastic wire should be strictly avoided.

Make sure that extension cords of portable/hand held appliances like drilling machines and cutting machines are free from cuts (breaks) improper insulation, patched-up insulation, kinks or multiple joints.

8.23 The electrical equipment installed must be earthed as per Central Electricity Authority Regulations, 2010 amended up-to-date. Connections may be made to the nearest TNTPO main earth lead.

8.24 Power factor improvement capacitor should be provided with the connected equipment wherever motors of 5hp or above are used.

8.25 The Organizers should not draw electric power in excess of the requirements projected to TNTPO and released by TNTPO for the purpose. Over drawal of authorized power load will attract 100% penalty.

8.26 Re-sale or supply electricity to third-party is not permitted.

8.27 The Organizer will be liable to restore or pay restoration charges, if any, on account of damage to TNTPO property.

8.28 Penalty shall be imposed in case of not following the approval plan/deviation from TNTPO guidelines at Rs.20,000/- per violation. In case of violation of any guidelines specified above or specified by any other law enforcing agency, TNTPO reserves the right to close the stand/stall/pavilion or levy a fine or get the construction removed at the risk and cost of the Organizer/exhibitor.

No claim of refund or compensation would be entertained in such cases

8.29 Organizers will be required to submit layout plan of the Exhibition / Fair to the Engineering Section of TNTPO at least 15 days before the start of tenancy period for ensuring compliance to the Architectural Guidelines.

8.30 The Organizers will ensure removal of packing boxes, unused display aids, handling equipment from the hall before opening of exhibition. If storage space is required, the same would be made available by TNTPO subject to availability and payment of storage charges.

8.31 The Organizer must remove all abandoned material/trash from the premises after close of fair. If the exhibitors leave behind such items, it will result in the Organizer being billed for removal and disposal of the same.

8.32 The movement of the exhibition material on the roads inside TNTPO would be regulated in accordance with the guidelines specified by Security Section of TNTPO.

8.33 The ORGANISER has to inform in writing at least 4 (four) weeks in advance its intention to establish the services such as catering services, Stall Fabrication & Pathway Carpet, Arch Gate, Electrical works, DG sets, Customs and Logistics, Housekeeping Services, Security Services, Manpower Agencies, Outdoor Catering Service, Plant Decoration, Stall Interior, Event Management Company, Audio & Visual Suppliers, Registration Management, Cultural Event Organizer, etc.,

8.34 No material will be allowed to be taken out of TNTPO by the organizers without “out-passes” issued by TNTPO Authorities.

8.35 Joint Inspection of representatives of organizer and Engineering Division, TNTPO on 1st day of exhibition at 11.00 AM would be held. Penalty would be imposed if any deviation is found on the above mentioned architectural guidelines. The decision of the TNTPO would be final and binding.