



STAND REGISTRATION

11 - 13 SEPTEMBER 2024 | ITB-INDIA.COM

CO-LOCATED WITH:



ORGANISED BY:



Contact Details

www.itb-india.com/contact
exhibitor@itb-india.com

Contact in Singapore

Office Address

Messe Berlin (Singapore) Pte Ltd
the Hive Tanjong Pagar
#23-01, 79 Anson Road
Singapore 079906
Email: exhibitor@itb-india.com
Tel: +65 6635 1188

Ms Intan Syuhada

Senior Director of Business Development

Ms Clarissa Lim

Business Development Executive

Ms Cheah Mincui

Business Development Executive

Contents	page
1. ITB India Product Group Index	2
2. Stand Registration Form I Exhibitors Details.....	3
3. Stand Registration Form II Choice of Stand Space & Complete Stand Packages	
3.1 Complete Stand Packages	4
3.2 Space Only.....	5
5. Shell Scheme Booth.....	6 - 8
4. Data Privacy Policy.....	9
5. Stand Registration Form III (Co-exhibitors)	10
6. Terms & Conditions	11 - 20

Important Information

Event duration

11 - 13 September 2024

Registration deadline

15 August 2024

Opening hours

Exhibition 10:00 a.m. – 6:00 p.m.

We reserve the right to make alterations to this schedule. Please note any subsequent updates.

For further questions and assistance please contact Messe Berlin (Singapore).

1. Product Group Index 2024



1. Accommodation

- 1.1 Apartments
- 1.2 Guest House
- 1.3 Hotels
- 1.4 Luxury Hotel Chains
- 1.5 Private Game Reserve or Safaris
- 1.6 Resort
- 1.7 Service Apartments
- 1.8 Spas
- 1.9 Villas

2. Association

3. Consulting Services

- 3.1 Financial Service
- 3.2 Hospitality Management Companies
- 3.3 Real Estate Services
- 3.4 Schools, Universities & Institutes of Higher Learning
- 3.5 Travel Insurance
- 3.6 Travel Recruitment Services

4. Destination Management Companies

5. Meetings and Incentives Industry

- 5.1 Convention Visitor Bureau
- 5.2 Event Management Company
- 5.3 Incentive House / Agency
- 5.4 Independent Meeting Planner
- 5.5 MICE (Events) Agency
- 5.6 Professional Conference Organiser
- 5.7 Professional Exhibition Organiser
- 5.8 Venues

6. Tour Agencies

- 6.1 Business Travel
- 6.2 Group Travel
- 6.3 Online Travel Agency
- 6.4 Retail Travel Agency

7. Tour Operators

- 7.1 Domestic
- 7.2 Inbound
- 7.3 Outbound
- 7.4 Special Interest Tours

8. Tourism Organisation

- 8.1 City Tourist Board
- 8.2 National Tourist Board
- 8.3 Regional Tourist Board
- 8.4 State Tourist Board

9. Tourist Attraction and Entertainment Services

- 9.1 Integrated Resorts
- 9.2 Casinos
- 9.3 Leisure Parks
- 9.4 Museum
- 9.5 Musicals
- 9.6 Shopping
- 9.7 Theatres

10. Transportation

- 10.1 Airlines
- 10.2 Airports
- 10.3. Airport Services
- 10.4 Car Rental
- 10.5 Charter Operators
- 10.6 Coach Travel
- 10.7 Cruise Lines
- 10.8 Ground Handling Services
- 10.9 Ports
- 10.10 Trains/ Rail
- 10.11 Yachts

11. Travel Management Companies

12. Travel Technology Services

- 12.1 Distribution Technologies
- 12.2 Hotel Technology
- 12.3 Mobile / App Providers
- 12.4 Payment Solutions
- 12.5 Reservation and Booking Technologies
- 12.6 Transport Technology

13. Wholesalers

Registration deadline: 15 August 2024



2. Stand registration ITB India

(Point 1 – 8 for catalogue entry)

■

1 Exhibitor Name

2 Street

3 Postal Code **4 City** **5 Country**

6 Country / Destination for catalogue entry

7 Internet address **8 Company Email**

9 Tel. **10 Fax**

11 Contact person Ms. Mr. **12 Personal Email**

Cell phone Contact Tel./Fax

13 CEO Surname, First name Ms. Mr. **16 Chief Marketing/CMO Surname, First name** Ms. Mr.

14 Specific job title (if different) **17 Specific job title (if different)**

15 Email CEO **18 Email CMO**

ITB India
 Connecting you to the
 Indian Travel Market

11 - 13 September 2024
 Messe Berlin (Singapore) Pte. Ltd.
 the Hive Tanjong Pagar
 #23-01, 79 Anson Road
 Singapore 079906
 Singapore
 Tel. +65 6635-1188

Germany
 Tel +49(0)30 / 3038-2307
 Fax +49(0)30 / 3038-2330

www.itb-india.com
 exhibitor@itb-india.com

19 Product(s)
Important! Please define your product(s) in accordance with the index on page 2.
Please select at most 5 products, additional indications will be charged.

Important: The details requested above (point 1 - 19) are obligatory!

■

Invoice address

Street

Postal Code City Country

Phone Email

■

Mailing address for invoice (if different)

Street

Postal Code City Country

Internet address Email

Phone Fax

Date Signature



For Messe Berlin (Singapore) – ITB India



3. Choice of stand space & complete stand packages

3.1. Complete stand packages

ITB India
Connecting you to the Indian Travel Market

11 - 13 September 2024

Messe Berlin (Singapore) Pte. Ltd.
the Hive Tanjong Pagar
#23-01, 79 Anson Road
Singapore 079906
Singapore
Tel. +65 6635-1188

Germany
Tel +49(0)30 / 3038-2307
Fax +49(0)30 / 3038-2330

www.itb-india.com
exhibitor@itb-india.com

Exhibitor Name

In accordance with exhibition terms and conditions, we would like to order the following (please checkmark):

Please Note:

- It is mandatory to choose a complete stand package when renting 9sqm.
- Every 9sqm package includes the following entitlements :
 - o One (1) Appointment Set
 - o One (1) Entity Listing in ITB India Digital Show Catalogue*
 - o Two (2) Exhibitor Badges
- Every 9sqm package allows the following maximum additional purchases:
 - o One (1) Appointment Set including Entity Listing (@ US\$1,250/set)*
 - o Two (2) Entity Listings (@ US\$100/listing)
 - o Four (4) Exhibitor Badges (@ US\$90/badge)

* Only ONE (1) Company Name is allowed per listing . In an event that two or more company names are provided, only the FIRST Company Name will be used.

Desired Size: _____ m Front u _____ m Depth = _____ sqm Total (multiples of 9 only)

► **Shell Scheme Booth, Complete Stand Package**

	Listed Rate	Early Bird Rate 5% Discount*	Super Early Bird Rate 15% Discount**
<input type="checkbox"/> Basic shell scheme per 9sqm	US\$ 3,634.00	US\$ 3,443.00	US\$ 3,060.00
<input type="checkbox"/> Premium shell scheme per 9sqm	US\$ 4,495.00	US\$ 4,258.00	US\$ 3,785.00

► **Enhanced Shell Schemes**

<input type="checkbox"/> 27sqm Peninsula Basic Package Scheme	US\$ 14,086.00	US\$ 13,345.00	US\$ 11,862.00
<input type="checkbox"/> 27sqm Peninsula Premium Package Scheme	US\$ 15,531.00	US\$ 14,714.00	US\$ 13,079.00
<input type="checkbox"/> 36sqm Island Basic Package Scheme	US\$ 20,949.00	US\$ 19,847.00	US\$ 17,642.00
<input type="checkbox"/> 36sqm Island Premium Package Scheme	US\$ 21,672.00	US\$ 20,531.00	US\$ 18,250.00

* Sign up until 15 July 2024

**Sign up until 15 May 2024

All of the above prices are subjected to 18% value-added tax (GST) [Goods and Service Tax - a single tax on the supply of goods and services implemented since July, 2017 by the Government of India @ 18% (subject to change) as applicable].

For Messe Berlin (Singapore) – ITB India

Date

Signature



3. Choice of stand space & complete stand packages

3.2. Space only



ITB India
Connecting you to the Indian Travel Market

11 - 13 September 2024

Messe Berlin (Singapore) Pte. Ltd.
the Hive Tanjong Pagar
#23-01, 79 Anson Road
Singapore 079906
Singapore
Tel. +65 6635-1188

Germany
Tel +49(0)30 / 3038-2307
Fax +49(0)30 / 3038-2330

www.itb-india.com
exhibitor@itb-india.com

Exhibitor Name _____

In accordance with exhibition terms and conditions, we would like to order the following (please checkmark):

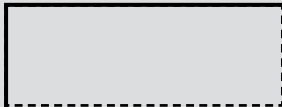
Please Note:

- **Raw space options are only available when renting 18sqm and above.**
- **Every 9sqm of raw space includes the following entitlements :**
 - o One (1) Appointment Set
 - o One (1) Entity Listing in ITB India Digital Show Catalogue*
 - o Two (2) Exhibitor Badges
- **Every 9sqm of raw space allows the following maximum additional purchases:**
 - o One (1) Appointment Set including Entity Listing (@ US\$1,250/set)*
 - o Two (2) Entity Listings (@ US\$100/listing)*
 - o Four (4) Exhibitor Badges (@ US\$90/badge)

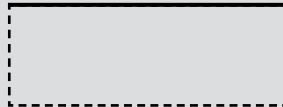
* Only ONE (1) company name is allowed per listing. In an event that two or more company names are provided, only the FIRST company name will be used.

- **US\$100 per sqm of Airspace Charges will be applicable for two-storey structures**


Desired Size: _____ m Front × _____ m Depth = _____ sqm Total (multiples of 9 only)



Corner Stand
Two (2) Sides Open



Peninsula Stand
Three (3) Sides Open



Island Stand
Four (4) Sides Open

Sides that are **Closed**
 Sides that are **Open**

***Selection of sides be open may vary based on Organiser's discretion**

▶ Raw Space, 18sqm and above	Listed Rate	Early Bird Rate 5% Discount*	Super Early Bird Rate 15% Discount**
<input type="checkbox"/> Corner Stand per 9sqm	US\$ 3,822.00	US\$ 3,621.00	US\$ 3,219.00
<input type="checkbox"/> Peninsula Stand per 9sqm	US\$ 4,420.00	US\$ 4,188.00	US\$ 3,723.00
<input type="checkbox"/> Island Stand per 9sqm	US\$ 5,139.00	US\$ 4,868.00	US\$ 4,328.00

* Sign up until 15 July 2024
**Sign up until 15 May 2024

Row stand price of US\$ 3,463 is applicable for exhibitors taking raw space larger than 400sqm.

All of the above prices are subjected to 18% value-added tax (GST) [Goods and Service Tax - a single tax on the supply of goods and services implemented since July, 2017 by the Government of India @ 18% (subject to change) as applicable].

For Messe Berlin (Singapore) – ITB India

Date _____ Signature _____

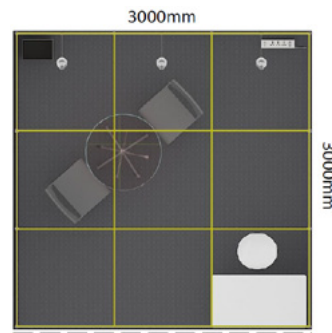


Shell Scheme Booths

Basic Shell Scheme



BASIC SHELL SCHEME PACKAGE			
Items	9 SQM	18 SQM	27 SQM
FLOORING			
New Needle Punch Synthetic Carpet - Dark Grey	9 Sqm	18 Sqm	27 Sqm
FURNITURE			
Lockable information Counter (1mH)	1	2	3
Waste Paper Basket	1	2	3
PVC Chair	2	4	6
Round Discussion Table	1	2	3
Bar Stool	1	2	3
ELECTRICAL			
Spot Light 100W	3	6	9
Power Point 13AMP/220V	1	2	3

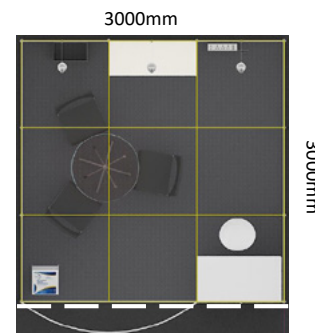


Layout Plan- 1 Side Open

Premium Shell Scheme



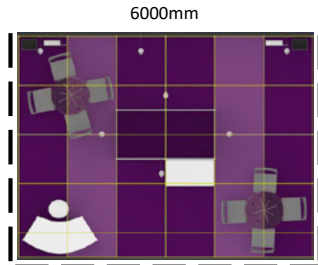
PREMIUM SHELL SCHEME PACKAGE			
Particulars / Item	9 SQM	18 SQM	27 SQM
FLOORING			
New Needle Punch Synthetic carpet- Dark Grey	9Sqm	18Sqm	27Sqm
FURNITURE			
Lockable information Counter (1mH)	1	2	3
Waste Paper Basket	1	2	3
PVC chair	3	6	9
Round Discussion Table	1	2	3
Barstool	1	2	3
Brochure Rack	1	2	3
System Shelf	1	2	3
Digital Print on front counter (Exhibitor's Logo or Graphics)	1	2	3
ELECTRICAL			
Spot Light 100W	3	6	9
Power Point 13AMP/220V	1	2	3



Layout Plan- 1 Side Open

Enhanced Shell Scheme Booths

27 Sqm Peninsula Basic Shell Scheme



Layout Plan- 3 Side Open



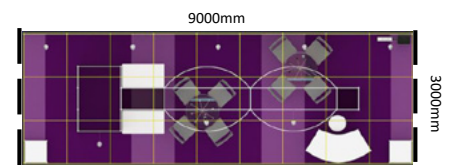
Front Elevation

FURNITURE PACKAGE	
Item	27 SQM
FLOORING	
New Needle Punch Synthetic Carpet - Dark Grey	27 Sqm
FURNITURE	
Curve Info Desk (1mH)	1
Bar Stool	1
Round Discussion Table	2
PVC Chair	8
Lockable Cabinet	1
Waste Paper Basket	1
ELECTRICAL	
Spot Light 100W	6
Power Point 13AMP/220V	3

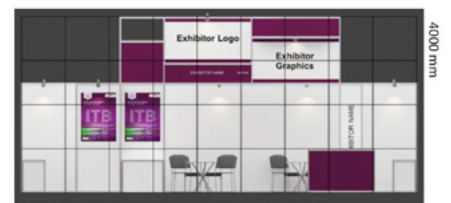
27 Sqm Peninsula Premium Shell Scheme



FURNITURE PACKAGE	
Item	27 SQM
FLOORING	
New Needle Punch Synthetic Carpet - Dark Grey	27 Sqm
FURNITURE	
Curve Info Desk (1mH)	1
Bar Stool	1
Round Discussion Table	2
PVC Chair	8
Lockable Cabinet	2
Display Plinth	2
Waste Paper Basket	1
ELECTRICAL	
Spot Light 100W	6
Power Point 13AMP/220V	3

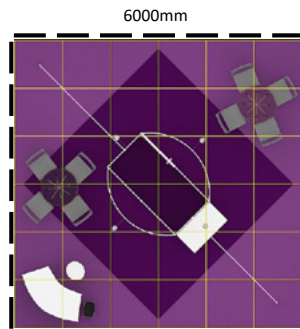
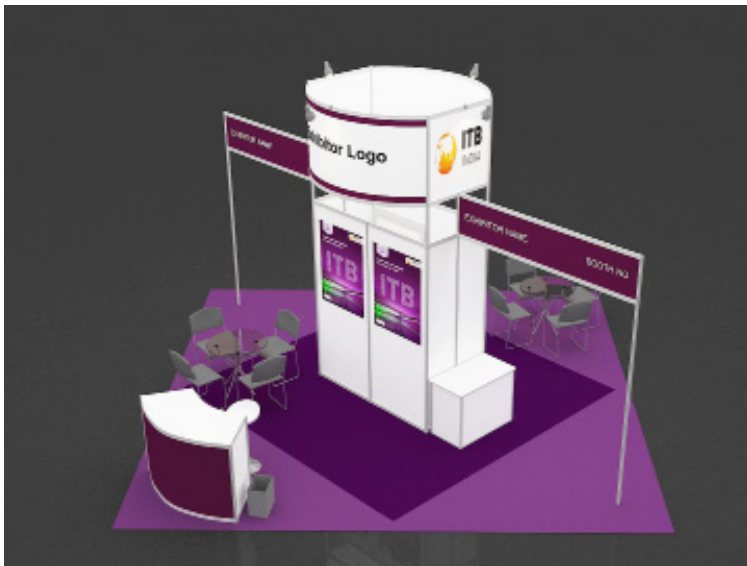


Layout Plan-3 Side Open



Front Elevation

36 Sqm Island Basic Booth



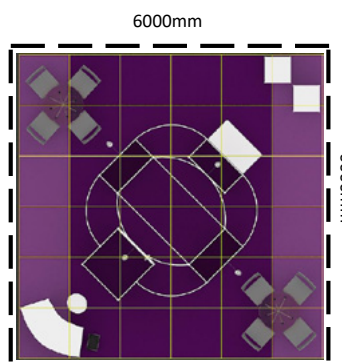
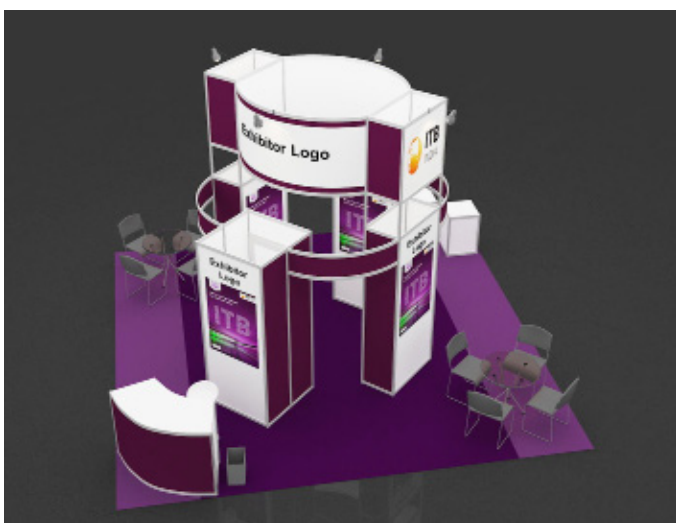
Layout Plan-4 Side Open

FURNITURE PACKAGE	
Item	36 SQM
FLOORING	
New Needle Punch Synthetic Carpet - Dark Grey	36 Sqm
FURNITURE	
Curve Info Desk (1mH)	1
Bar Stool	1
Round Discussion Table	2
PVC Chair	8
Lockable Cabinet	1
Waste Paper Basket	1
ELECTRICAL	
Spot Light 100W	4
Power Point 13AMP/220V	4



Front Elevation

36 Sqm Island Premium Booth



Layout Plan-4 Side Open

FURNITURE PACKAGE	
Item	36 SQM
FLOORING	
New Needle Punch Synthetic Carpet - Dark Grey	36 Sqm
FURNITURE	
Curve Info Desk (1mH)	1
Bar Stool	1
Round Discussion Table	2
PVC Chair	8
Lockable Cabinet	1
Display Plinth	2
Waste Paper Basket	1
ELECTRICAL	
Spot Light 100W	4
Power Point 13AMP/220V	4



Front Elevation

4. Data Privacy Policy



■ Exhibitor Name

Consent to disclosure of personal data to business partners

Our business partners would be pleased to support the appearance of your company at the trade fair. Data protection law requires that we obtain your consent to the disclosure of your contact information to our partners. You can withdraw this consent from us at any time with effect for the future. Please note the data protection information in our data privacy policy on our website: itb-india.com/privacy.

I agree that Messe Berlin (Singapore) Pte. Ltd. may transfer my contact information, i.e. my name, my phone number, my e-mail address and my fax number, to third parties for the purpose of optimising and supporting the participation of my company at the trade fair and so that they can offer me their own specialised services for preparing and implementing my presentation at the fair, such as logistics services, PR services, ITB India catalogue/Quickfinder, ITB India App, Match Making Tool and ITB India News.

The presently know recipients are Reliance Industries Limited (Jio World Convention Centre), Meroform (India) Pvt. Ltd., R. E. Rogers India Pvt. Ltd., Aventri, Focusinc International Corporation, GlobalSign.In Pte Ltd, Jublia Pte Ltd and Opportunities Galore LLP. More service providers may be added as and when the service offering changes or is expanded. I can withdraw this consent to the use of my personal data and e-mail address obtained as part of the exhibitor stand registration at any time with effect for the future. To do so, I simply need to send an e-mail to data-protection@messe-berlin.asia.

.....
Date

.....
Signature

Please send us back per Email this page with the legally binding stamp and signature.

ITB India

Connecting you to the Indian Travel Market

11 - 13 September 2024

Messe Berlin (Singapore) Pte. Ltd.
the Hive Tanjong Pagar

#23-01, 79 Anson Road
Singapore 079906
Singapore

Tel. +65 6635-1188

Germany

Tel +49(0)30 / 3038-2307

Fax +49(0)30 / 3038-2330

www.itb-india.com

exhibitor@itb-india.com

5. Co-exhibitors

ITB India
Connecting you to the
Indian Travel Market
11 - 13 September 2024

Messe Berlin (Singapore) Pte. Ltd.
the Hive Tanjong Pagar
#23-01, 79 Anson Road
Singapore 079906

Singapore
Tel. +65 6635-1188

Germany
Tel +49(0)30 / 3038-2307
Fax +49(0)30 / 3038-2330

www.itb-india.com
exhibitor@itb-india.com

Exhibitor Name

Please note:

Any co-exhibitor listed here will appear in the ITB India Digital Show Catalogue. Only ONE (1) company name is allowed per listing. In an event that two or more company names are provided, only the FIRST company name will be used.

For the included entitlements with your selected space option and maximum additional purchases of entity listings and/or appointment sets kindly refer to '3. Choice of stand space & complete stand packages' of the stand registration.

If you wish to also purchase additional exhibitor badges, listings or appointment sets for these co-exhibitors please check the appropriate field on the right.

Please inform your co-exhibitors about the data protection information in our data privacy policy on our website: itb-india.com/privacy.

1. Company name			
Street			
Postal code, city, country			
Company Email	Internet Address		
Contact Person	Personal Email		

Product Group Index

Booth-No.

1 Listing (US\$ 100)

1 Set of Appointments
incl. entity listing (US\$ 1,250)

1 Badge (US\$ 90)

If you are authorised, please submit the declaration of consent in the name of co-exhibitor(s) and the corresponding authorisation letter(s) issued by your co-exhibitor(s):

I agree that Messe Berlin (Singapore) Pte. Ltd. may transfer my contact information, i.e. my name, phone number, my e-mail address and my fax number, to third parties for the purpose of optimising and supporting the participation of my company at the trade fair and so that they can offer me their own specialised services for preparing and implementing my presentation at the fair such as logistics services, PR services, ITB India catalogue/ Quickfinder, ITB India App, Match Making Tool and ITB India News. The presently known recipients are Reliance Industries Limited (Jio World Convention Centre), Meroform (India) Pvt. Ltd., R. E. Rogers India Pvt. Ltd., Aventri, Focusinc International Corporation, GlobalSign.In Pte Ltd, Jublia Pte Ltd and Opportunities Galore LLP. More service providers may be added as and when the service offering changes or is expanded. I can withdraw this consent to the use of my personal data and e-mail address obtained as part of the exhibitor stand registration at any time with effect for the future. To do so, I simply need to send an e-mail to data-protection@messe-berlin.asia.

If you are not authorised to submit declaration of consent in the name of co-exhibitor(s) please allow us to contact your co-exhibitor(s) directly:

We hereby consent to having information send to our co-exhibitors by Messe Berlin (Singapore) Pte. Ltd.. This also includes the Consent to disclosure of personal data to business partners as defined in point 4 of the application form.

2. Company name			
Street			
Postal code, city, country			
Company Email	Internet Address		
Contact Person	Personal Email		

Product Group Index

Booth-No.

1 Listing (US\$ 100)

1 Set of Appointments
incl. entity listing (US\$ 1,250)

1 Badge (US\$ 90)

If you are authorised, please submit the declaration of consent in the name of co-exhibitor(s) and the corresponding authorisation letter(s) issued by your co-exhibitor(s):

I agree that Messe Berlin (Singapore) Pte. Ltd. may transfer my contact information, i.e. my name, phone number, my e-mail address and my fax number, to third parties for the purpose of optimising and supporting the participation of my company at the trade fair and so that they can offer me their own specialised services for preparing and implementing my presentation at the fair such as logistics services, PR services, ITB India catalogue/ Quickfinder, ITB India App, Match Making Tool and ITB India News. The presently known recipients are Reliance Industries Limited (Jio World Convention Centre), Meroform (India) Pvt. Ltd., R. E. Rogers India Pvt. Ltd., Aventri, Focusinc International Corporation, GlobalSign.In Pte Ltd, Jublia Pte Ltd and Opportunities Galore LLP. More service providers may be added as and when the service offering changes or is expanded. I can withdraw this consent to the use of my personal data and e-mail address obtained as part of the exhibitor stand registration at any time with effect for the future. To do so, I simply need to send an e-mail to data-protection@messe-berlin.asia.

If you are not authorised to submit declaration of consent in the name of co-exhibitor(s) please allow us to contact your co-exhibitor(s) directly:

We hereby consent to having information send to our co-exhibitors by Messe Berlin (Singapore) Pte. Ltd.. This also includes the Consent to disclosure of personal data to business partners as defined in point 4 of the application form.

(If necessary please duplicate this form.)



Important! Please define your product(s) in accordance with the index on page 2. Please indicate at most 5 products, additional indications will be charged.



ITB
INDIA

Exhibition Terms and Conditions

ITB India 2024

1. Event and Organiser

ITB India is organised Messe Berlin (Singapore), at Jio World Convention Centre, Mumbai, India. The owner of ITB India event is Messe Berlin GmbH.

2. Dates and Times

- a) Duration of ITB India 2023: Wednesday, 11 September - Friday, 13 September
- b) Daily opening hours: 10:00 a.m. – 6:00 p.m.
- c) Deadline for application: 1 August 2024
- d) Submission of building plans: 10 August 2024
- e) Orders for entries in the catalogue (company names and addresses of exhibitors): 1 August 2024
- f) Commencement of construction: 9 September 2024
- g) Commencement of dismantling: after 6 p.m. on the final day of the exhibition
- h) Conclusion of dismantling: 13 September 2024 (until 10:00 p.m.)
- i) Other important dates regarding applications and orders can be found in the following folders:
 - o Exhibitor Service Manual
 - o Advertising Services

3. Application

Applications can only be made by using the official stand application forms. Applicants are requested to fill in the forms carefully. Receipt of the application form does not imply any subsequent entitlement to participate in the exhibition.

Applications received after the application deadline can only be considered in case of remaining available spaces. The application is binding. To permit automated processing of applications, the details submitted will be filed in a data storage system and may be passed on to their parties as required to fulfill the agreement.

A successful application will be sent a contract. This contract should be completed carefully and should include a legally binding signature. The signed contract is binding.

4. Stand Rental

Minimum stand size 9 sqm. The prices include the rent for the exhibition space for the entire duration of the event, the registration fee, a specific number of exhibitor and construction/dismantling passes, the use of all general technical and service facilities in the fair halls like hall lighting, ventilation, air conditioning and cleaning of the aisles.

The prices do not include electricity and water utilisation on the stand. Maximum two co-exhibitors may be registered per 9 sqm.

4.1 Raw space (18 sqm and above)

Corner stand (2 sides open - area only) US\$3,822 / 9 sqm
Peninsula stand (3 sides open - area only) US\$4,420 / 9 sqm
Island Stand (all sides open - area only) US\$5,139 / 9 sqm

For Exhibitors taking Raw Space larger than 400 sqm, the Row Stand price of USD 3,463/ 9sqm is applicable.

Two-storey stands and the usage of airspace will be subject to an additional charge of US\$ 100 for each square meter of upper structure.

4.2 Complete stands

It is mandatory to choose a complete stand package when renting 9 sqm.

Basic Package Scheme US\$3,634 / 9 sqm
Premium Package Scheme US\$4,495 / 9 sqm Peninsula
Basic Package Scheme US\$14,086 / 27 sqm
Peninsula Premium Package Scheme US\$15,531 / 27 sqm
Island Basic Package Scheme US\$20,949 / 36 sqm
Island Premium Package Scheme US\$21,672 / 36 sqm

All of the above prices are subject to Goods and Services Tax (GST) at the applicable rates. All payments made by the Exhibitor to Messe Berlin (Singapore) shall be subject to deduction of tax pursuant to the provisions of the Indian Income Tax Act, 1961 and the Rules framed thereunder.

5. Appointments

Per 9sqm each exhibitor receives one set of appointments (of up to 30 appointments). The Match Making System helps to match the supply and demand of both the buyers and exhibitors. However, as a technical facilitator, Messe Berlin (Singapore) cannot be held responsible if buyers are not interested to meet up with some of the exhibitors and thus exhibitors may not be able to get their targeted number of appointments and vice versa. A certain number of accepted appointments is not guaranteed, neither 30 nor any other number of targeted appointments. The exhibitor agrees to indemnify Messe Berlin (Singapore) against non fulfilment of exhibitor's target number of appointments. Additional sets of appointments incl. entity listing may be purchased at US\$1,250 each with a maximum of ONE additional set per 9sqm.

6. Reduction of Booth Space

For reduction of exhibition space after 01 May 2024, a charge equivalent to 50% of the reduced exhibition space will be payable. This increases to 100% for reduction after 01 June 2024.

7. Cancellation

If exhibitors, by way of advance written notification to the Organisers, withdraw after the official application deadline, 01 May 2024, a charge equivalent to 50% of the stand rental will be payable, and after 1 June 2024, the full stand rental is payable.

8. Terms of payment

The period of payment is specified in the stand rental invoice. Please quote the invoice number and client number. All payments should be made to one of the accounts indicated on the invoice. Exhibitors are to pay all money remittance charges on top of the invoiced amounts. In no circumstances will the exhibitor be permitted to erect or occupy a stand or site if the participation cost has not been paid in full.

9. Official Catalogue

An official catalogue will be issued; the Organisers shall not accept any responsibilities for any omissions, misquotations or other errors, which may occur in the compilation of this catalogue.

10. Regulations Governing Halls and Indoor Places

- a) Night work ban and early stand set-up: There is a general night work ban during the set-up and dismantling phases. The work period is from 9:00 a.m. - 7:00 p.m.
- b) Events at the stand must be registered using the appropriate form in the Exhibitor Service Manual. According to the size of the event, the exhibitor is charged extra costs for additional security personnel (compulsory) and additional services, e.g. barriers, personnel for providing sanitary fittings, checkroom, sanitary services, etc. The technical department will coordinate with you on the details. Events can take place at the stand from 10:00 a.m. - 6:00 p.m.
- c) Direct sale like food, drinks, typical souvenir at ITB India is not permitted.
- d) Product presentations and events during the trade show may not be so loud as to disturb other exhibitors. In

order that exhibitors can conduct meetings and appointments undisturbed, the voice level resulting from presentations on the stand must remain below 60 decibels.

- e) Advertising of all kinds is only permitted within the exhibitor's official stand area.
- f) No information material of a political nature may be distributed in the form of posters, information material etc. Moreover, no political statement may be included in the design and decoration of the stands.
- g) It is forbidden to stick posters and other stickers on the wall and the floor outside the hired stand.
- h) No animals are admitted to the exhibition grounds.
- i) Exhibitors must comply with ITB India and Jio World Convention Centre's Rules & Regulations, technical guidelines including operation, fire safety, construction. For further details on the Rules & Regulations please refer to the Exhibitor Service Manual. Exhibitors must also comply with rules and regulations as specified by work and safety laws of India.

11. Installations, partition walls

Installations of electricity and water, partition walls, according to requirements, must in all cases be expressly ordered (see Exhibitor Service Manual).

12. Exhibitors Passes

Exhibitors receive two (2) badges free for stands of 9 sqm and two (2) for each additional 9 sqm or fraction thereof. Additional exhibitor passes may be purchased, up to four (4) per 9 sqm, at US\$ 90 each.

It is not permitted to use the pass to give another person access to the exhibition grounds.

Lost, forgotten passes will not be replaced.

13. Admission for exhibitors

Exhibitors passes provide access to the exhibition grounds from 09:00 a.m. - 7:00 p.m.

14. Change of the form of company

The lessee undertakes to notify Messe Berlin (Singapore) immediately about any change in the form of the company (merger or transformation), even if the change only affects the legal form, with no devolution of property. The obligation to provide such information also applies to links between companies and structural changes to the company's legal form (changes in holdings resulting from the inclusion or withdrawal of shareholders and holdings by the lessee in other or previous companies which have or have had a contractual relationship with Messe Berlin (Singapore) etc. In the above cases, the lessor is entitled to withdraw from the rental agreement with immediate effect. Any down payments made up to that time will be reimbursed. No claims for damages by the lessee will be entertained, regardless of their legal basis.

15. Copyright Fees / Licenses & Permits

Permission must be obtained by Exhibitors from the appropriate authorities for all public presentations of copyrighted music, either on records or other sound carriers or for musical presentations involving the reproduction of radio or television broadcasts.

16. Terms of Business

The enclosed Regulations contained in the Exhibitor Service Manual apply to these Special Conditions of Participation as well as the General Terms of Business for Trade Fairs and Exhibitions by Messe Berlin (Singapore).

17. Singapore Personal Data Protection Act 2012 (PDPA)

All personal data (as defined in the Singapore Personal Data Protection Act 2012) shall be collected, used, stored, and processed in accordance with Clause 22 of the General Terms of Business and the Singapore Personal Data Act 2012.

General Terms of Business for Trade Fairs and Exhibition organised by Messe Berlin (Singapore)

General Regulations

1. Applications
2. Joint Exhibitors
3. Restrictions on the Exhibitor and Exhibits
4. Allocation of Stands
5. Exhibits
6. Terms of Payment
7. Liability, Insurance
8. Withdrawal from the Contract
9. Force Majeure
10. Workers and Exhibitors Passes
11. Photographs and Film, Video and Sound Recordings
12. Advertising
13. Official Approval, Legal Regulations, Technical Guidelines
14. Regulations for the Maintenance of Order

Stand Construction

15. General Regulations, Deadlines
16. Stand Design

Other Services

17. Exhibitor Service Manual
18. General Inspection, Cleaning
19. Technical Installation
20. Photography
21. Catering Services
22. Data Protection
23. Concluding Regulations

Concluding Regulations

1. Applications

1.1. Stand Applications and Contract

Applications to participate in a trade fair or exhibition (event) must be made using the form marked "Application Form". A successful application will be sent a contract. This contract should be completed carefully and should include a legally binding signature. The contract is an irrevocable offer to enter into a contractual agreement with Messe Berlin (Singapore), to which the exhibitor is committed until the commencement of the event.

1.2. Details of the Contract

The main sections of the contract are

- a) the Application Form,
- b) the Special Conditions of Participation,
- c) the Regulations as contained in the Exhibitor Service Manual,
- d) the General Terms of Business. Where there is conflict between these various regulations they shall apply in the order listed above.

1.3. Conclusion of the Contractual Regulations

By signing the Contract, the exhibitor recognises as binding the Terms of Business and Conditions of Participation, as well as the Regulations contained in the Exhibitor Service Manual. He is responsible for ensuring that those persons employed by him during the event also comply with the terms of the contract in every respect.

2. Joint Exhibitors

If a number of exhibitors intend to hire a stand jointly, they must name one of their number in their application who will be authorised to negotiate with Messe Berlin (Singapore) on their behalf.

The authorised party bears the same liability for any faults or cases of negligence on the part of those whom he is authorised to represent as he does for his own faults and negligence. The participating exhibitors are liable jointly and severally to Messe Berlin (Singapore).

3. Conclusion of Contract

3.1. Confirmation of Order

Messe Berlin (Singapore) will confirm its decision to accept the contract with a written confirmation.

3.2. Restrictions on the Exhibitor and Exhibits

If relevant grounds exist, and in particular if there is insufficient space, Messe Berlin (Singapore) may exclude individual exhibitors from participating and may also limit the event to specific groups of exhibitors, if this becomes necessary in order to attain the objectives of the event. This also applies to exhibits.

4. Allocation of Stands

4.1. Principle

In allocating the stand Messe Berlin (Singapore) will take into account the subject and the way in which a particular event is subdivided, as well as the space that is available. Messe Berlin (Singapore) will endeavor to meet specific requirements for stand locations wherever possible.

4.2. Changes to Adjoining Stands

The exhibit should accept that changes may take place in the situation on other stands at the beginning of the event, compared with the time at which initial acceptance was granted. No claims for damages by either party can be entertained.

4.3. Exchanging Stands or Transferring them to Third Persons

The allocated stand may not be exchanged for that of another exhibitor, nor may it be transferred either partially or completely to a third person unless agreement has been reached with Messe Berlin (Singapore).

5. Exhibits

5.1. Removal, Exchange

Only the agreed exhibits may be displayed. Furthermore, they may only be removed subject to the approval of Messe Berlin (Singapore). Exhibits may only be replaced by other items if written agreement has been obtained from Messe Berlin (Singapore), and replacement must take place at least one hour before the official daily opening time, or one hour after the official closing time.

5.2. Exclusions

Messe Berlin (Singapore) is entitled to demand that exhibits should be removed if these were not included in any prior agreement, or if they subsequently prove to cause annoyance or danger or are incompatible with the objectives of the event. In the event of noncompliance, Messe Berlin (Singapore) is entitled to have recourse to law in removing the exhibits at the exhibitor's expense.

5.3. Direct Sales

Unless expressly permitted, no items may be sold directly. If such approval is given the exhibits must be marked with clearly legible price tickets. It is the exhibitor's responsibility to obtain the necessary approval from the trading and health authorities, and to observe these regulations. The Exhibitor Service Manual contains further details.

5.4. Protection of Copyrights and Patents

Protection of copyright or other patent rights of exhibits is the responsibility of the Exhibitor. The Exhibitor hereby warrants that listed exhibits shall not contravene the intellectual property rights of any third party. Also, if Messe Berlin (Singapore) is subject to any litigation or penalty for any such violation, the Exhibitor shall be liable to indemnify Messe Berlin (Singapore) for the legal fees and any penalty imposed.

6. Payment Conditions

6.1. Date when Payment becomes Due

The stand rental shall be payable to Messe Berlin (Singapore) bank accounts listed on the invoice. These payments must be made within the time period specified in the special conditions of participation and be annotated with the invoice and customer number. The amounts are due for payment at the time the invoice is issued.

6.2. Exhibitor Claims

All exhibitors' claims against Messe Berlin (Singapore) must be made in writing and in accordance with the laws of the Republic of India.

Claims against Messe Berlin (Singapore) are not transferrable. Claims may only be offset in the case of uncontested counter-claims or counter-claims which have been ruled valid.

6.3. Objections

Objections to invoices will only be considered if submitted to Messe Berlin (Singapore) in writing within 14 days following issue of the invoice.

6.4. Hirer's Rights of Lien

In order to secure any claims it may have, Messe Berlin (Singapore) shall be entitled to exercise its rights of lien as hirer, and to sell the items thus withheld as it wishes, following notification in writing. Messe Berlin (Singapore) is only liable for any damage to the items held in lien if such damage was caused maliciously or by gross negligence.

7. Liability, Insurance

7.1. Messe Berlin (Singapore) shall not be responsible for the loss, damage or destruction to any property of the Exhibitor or of any other related person (including Co-exhibitors and Joint Exhibitors) by theft or by fire or any other cause whatsoever which includes any damage, sustained by any Exhibitor on the Exhibition premises caused by fire, storm, tempest, lightning, national emergency, war, labour disputes, strikes or lockouts, civil disturbances, explosion, inevitable accident, force majeure, or any other cause not within the control of the Messe Berlin (Singapore), whether ejusdem generis or not. Messe Berlin (Singapore) shall not be liable to any Exhibitor, if by reason of the happening of any of the above events, the opening of the exhibition is prevented or postponed or abandoned or the Exhibition premises becomes wholly or partially unavailable for the purpose of holding the ITB India event.

7.2. The Exhibitor shall be liable for all third-party claims arising from their own stand fittings and for their proportion of the shell scheme and for any loss or damage to the basic shell scheme stand. Messe Berlin (Singapore) is not liable for pre-existing deficiencies associated with rented space and equipment regardless of fault.

7.3. If in the opinion of Messe Berlin (Singapore), by postponement of the period of the Event or by substitution of another hall or building or by any other reasonable clause, the Event can still be carried through, this contract shall be binding upon the parties except as to their size and position as to which any modification or rearrangement may be made as considered necessary by the Messe Berlin (Singapore).

7.4. As Messe Berlin (Singapore) cannot be held responsible for any of the matters aforesaid, the Exhibitor must cover themselves by sufficient insurance in respect thereof to any extent available and Messe Berlin (Singapore) reserves the right to demand sight of such a policy.

8. Cancellation, Non-participation on the Part of the Exhibitor; Withdrawal from the Contract by Messe Berlin (Singapore)

8.1. Cancellation, Non-participation on the Part of the Exhibitor

The full stand rental charge shall still be payable if the exhibitor cancels or fails to take part in the event without notification of cancellation. If the exhibitor cancels and another new exhibitor can be found for the stand, Messe Berlin (Singapore) retains the right to demand 25% of the invoiced stand rental charge from the original lessee to cover costs. The full stand rental must be paid when Messe Berlin (Singapore) rents the agreed upon stand space, although the overall area is reduced as a result of the cancellation/non-participation.

8.2. Withdrawal by Messe Berlin (Singapore)

Messe Berlin (Singapore) is entitled to withdraw under the following circumstances:

- a) if the rental charge is not received in full at the latest by the date stated in the invoice for participation costs and if the exhibitor does not pay before the expiry of any extension period that may be granted;
- b) if the stand is not occupied in time, i.e. if it is not obviously occupied within 24 hours of the official opening;
- c) if the exhibitor infringes domiciliary rights, and does not refrain from such actions even after being advised to do so;
- d) if the registered exhibitor, as a private or corporate entity, no longer conforms to the requirements for granting acceptance, or if Messe Berlin (Singapore) subsequently becomes aware of any reasons which, had they been known before, would have excluded that person from participation. This applies in particular when bankruptcy or insolvency proceedings have been instituted, or if the exhibitor becomes insolvent. Exhibitors are required to inform Messe Berlin (Singapore) immediately in such circumstances.

In the cases, referred to above, Messe Berlin (Singapore) is entitled to claim damages. No. 8.1 may be applied accordingly.

9. Force Majeure

9.1. Cancellation of the Event

If Messe Berlin (Singapore) is prevented from holding the event for reasons outside its own control or that of the exhibitor, all claims to the stand rental become void. However, Messe Berlin (Singapore) may still invoice the exhibitor for work carried out in the latter's instructions, to cover any expenses already incurred, if the exhibitor is unable to furnish evidence that the results of this work are of no interest to him.

9.2. Rescheduling of the Event

If Messe Berlin (Singapore) is in a position to hold the event at a later date it must notify exhibitors immediately. Exhibitors are entitled to cancel their participation in the event if it is rescheduled, provided such cancellation is given within one week following receipt of this notification. In such cases claims for payment of stand rental no longer apply.

9.3. For Events that have Already Commenced

If Messe Berlin (Singapore) is obliged to shorten or cancel an event that has already begun, as a result of force majeure, exhibitors are not entitled to assert claims for repayment or for exemption from the stand rental charge.

10. Exhibitors Passes

10.1. Exhibitors Passes

Exhibitors will receive a limited number of special passes valid for the duration of the exhibition or fair, for use by themselves and their employees, and entitling them to admission free of charge. Additional details can be found in the conditions of participation.

10.2. Regulations Applying to Both Types of Passes

Passes are issued in the holder's name, or must be filled in correctly by the holder, who should also sign them. They are not transferable and are only valid in conjunction with an official ID document. In cases of misuse the passes will be withdrawn without compensation. In the case of joint participation by a number of exhibitors, only the authorised exhibitor will receive the required passes. Additional passes are available, for which a charge will be made.

11. Photographs and Film, Video and Sound Recordings

Messe Berlin (Singapore) is entitled to take photographs, make drawings, or to make films or video recordings of events taking place at the fair, of structures and stands, or of exhibits, and to use these for advertising purposes or for publication in the media. No objections for whatever reason by exhibitors will be entertained. This also applies to photographs or recordings made directly by the press or television with the approval of Messe Berlin (Singapore).

12. Advertising

12.1. Scope

Advertising of all kinds is permitted but only within the stand hired by the exhibitor, on behalf of the exhibitor's own company, and only for exhibits manufactured or distributed by the exhibiting firm.

12.2. Approval

Advertising by means of loudspeakers, the display of slides or films, or the inclusion of performances or shows require the written approval of Messe Berlin (Singapore). Written approval must also be obtained for the use of other equipment and installations intended to enhance the impact of advertising either optically or acoustically. Advertising of a political nature is strictly prohibited.

13. Official Approval, Legal Regulations, Technical Guidelines

In all cases it is the responsibility of the exhibitor to obtain official approval. Exhibitors are responsible for ensuring the compliance with applicable regulations pertaining to trading and industrial law, police regulations, health regulations and other legal requirements. Moreover, exhibitors must observe the "Technical Guidelines" as specified in the Exhibitor Service Manual, in particular with regard to the regulations contained therein relating to stand construction and design, and the extensive safety regulations also specified in this folder.

14. Regulations for the Maintenance of Order

14.1. Parking Spaces

The parking spaces offered by Jio World Convention Centre, Mumbai are available to exhibitors and need to be paid individually. Messe Berlin (Singapore) is not responsible for any vehicle parked in all parking facilities provided by Jio World Convention Centre.

14.2. Access to the Exhibition Grounds

Vehicles which do not have the correct authorisation or a document entitling them to park within the Exhibition Grounds will not be allowed access to the grounds during the event. Regulations pertaining to the delivery of goods and other items are covered by the conditions of participation.

14.3. Leaving the Grounds

Exhibitors and accompanying persons must leave the halls within one hour following the official closing time each day. Any persons wishing to leave the exhibition with packages must furnish proof that they are entitled to do so to the security staff at the exits.

14.4. Miscellaneous

No animals are permitted on the Exhibition Grounds. Water required for use in connection with foodstuffs or for the cleaning of utensils coming into immediate contact with foodstuffs may only be obtained from taps supplying hygienic water. Water for such purposes may not be obtained from toilet facilities.

14.5. Environmental Protection

Exhibitors are required to make every effort to protect the environment. In this respect they should also observe the Environmental Guidelines of Messe Berlin (Singapore) which are enclosed with the Exhibitor Service Manual.

15. General Regulations, Deadlines

15.1. Deadlines

The construction and dismantling periods will be specified in the Special Conditions of Participation.

15.2. Construction, Services for Exhibitors

The Exhibitor Service Manual contains a list of services available from companies authorised by Messe Berlin (Singapore), regarding planning, construction and design of standard and individual stands.

15.3. Dismantling Period

Stands may not be cleared before the end of the event. Dismantling must be completed by the end of the allotted dismantling period. On expiry of this period Messe Berlin (Singapore) is entitled to undertake dismantling, removal of exhibits and their storage at the exhibitor's expense, or to order such arrangements to be made at the exhibitors' expense. Messe Berlin (Singapore) will only be liable for losses or damage to exhibits when such losses or damages are due to deliberate action or gross negligence. Messe Berlin (Singapore) is entitled to impose a lien to cover any expenses thus incurred.

16. Stand Design

16.1. Authorisation Certificate

Exhibitors with ground-level, single-story stands without roofs are not required to submit plans for approval, providing the stand is in compliance with all other technical guidelines. Any other type of stand, mobile stand, or special constructions require approval. Construction plans (floor plan and front view) must be submitted in duplicate to Messe Berlin (Singapore) for approval.

Complete details can be found in the Exhibitor Service Manual.

16.2. General Appearance

The exhibition stand must comply with the overall plan for the exhibition. Messe Berlin (Singapore) reserves the right to prohibit construction of unsuitable or inadequately designed stands.

16.3. Stand Equipment and Fittings during the Hours that the Event is Open

The stand must be correctly equipped and furnished and staffed by competent personnel throughout the duration of the fair or exhibition, between the stipulated opening times.

16.4. Penalty Clause

If the exhibitor fails to comply with the regulations as stated above (No. 16, Item 2, 3), Messe Berlin (Singapore) is entitled to impose a penalty of US\$ 1,000.00 per day if its instructions and warnings are not heeded.

17. Exhibitor Service Manual

Together with the confirmation of order exhibitors will be supplied with the Exhibitor Service Manual, containing information about the following:

Technical guidelines, technical equipment standards in the halls, installations, stand constructions, design and furnishing, as well as about other services at trade fairs provided by Messe Berlin (Singapore), insurance, PR work, the catalogue, room reservations and other services. It also contains the necessary forms.

18. General Inspection, Cleaning

- a) Messe Berlin (Singapore) will provide security cover for the halls. However, it will only be liable for damages in the case of gross negligence. Security cover for the exhibition stand itself is a matter for the exhibitors. They are advised to take out appropriate insurance cover against such risks. During the night valuable and easily removed items should be securely locked up. Private security staff to guard the stands during the night-time may only be employed subject to written agreement by Messe Berlin (Singapore).
- b) Messe Berlin (Singapore) will provide general cleaning on the grounds and in the aisles. Exhibitors are responsible for cleaning their own stands. Such cleaning work must be completed each day prior to the opening of the event.
- c) If the exhibitors do not employ their own personnel, stand cleaning and security must be arranged through the relevant company appointed by Messe Berlin (Singapore).
- d) The exhibitor or his appointed stand constructor are responsible for disposing of any waste materials resulting from their work. In this respect the rules laid down in the environmental guidelines in the Exhibitor Service Manual must be observed.

19. Technical Installations

Regular supplies of electricity, water, gas and telephone services, along with other services in the halls, will be provided by companies authorised by Messe Berlin (Singapore). Further details are contained in the conditions of participation.

20. Photography

The taking of photographs, films or videos on behalf of exhibitors during the daily opening hours of the event may only be carried out by photographers, film or video production companies thus authorised by Messe Berlin (Singapore) and in possession of the appropriate pass. Such authorisation also applies prior to and after the daily opening hours of the event. No other photographers or production companies will be permitted access to the Exhibition Grounds. Information on this matter can be obtained from the Messe Berlin (Singapore).

21. Catering Services

Catering services are provided exclusively by companies authorised by Messe Berlin (Singapore).

22. Data Protection

The exhibitor expressly agrees that Messe Berlin (Singapore) may store, process, or disseminate personal information – including electronically processed data – for business purposes in accordance with Singapore data protection laws.

The exhibitor expressly agrees that Messe Berlin (Singapore) may store, process, or disseminate business information – including electronically processed data – as long as necessary to achieve the objectives of Messe Berlin (Singapore) or its affiliates, or to fulfill any other justifiable needs.

Consent to the use of data: The exhibitor consents to the use/transfer of his contact information, i.e., his name, phone number, email address and fax number to third parties for the purpose of optimizing and supporting the participation of his company/entity at ITB India. This consent may be withdrawn by the exhibitor by notifying Messe Berlin (Singapore), at any time, with effect from the future.

23. Concluding Regulations

23.1. Changes and Amendments in Writing

Any changes to the contents of this agreement (No. 1 Item 2), and ancillary agreements, are only legally binding if they have been confirmed in writing by Messe Berlin (Singapore).

23.2. Place of fulfilment and jurisdiction

This contract shall be governed in accordance with prevailing laws of the Republic of India.

In the event of any dispute or disagreements arising out of or in connection of this contract, the same shall be resolved amicably by mutual discussions. In case the dispute or disagreement remains unresolved for a period of seven (7) days after commencement of such discussions, the same shall be referred to arbitration.

All disputes arising out of or in connection with the present contract shall be finally settled under the applicable Rules of Arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with the said Rules. Due to its reputation as a preferred arbitration venue, the Parties have chosen the seat of arbitration as Singapore. The proceedings shall be conducted in English language.

The award rendered by the arbitral tribunal under this Agreement, shall be final and binding on both Parties.

23.3. Severability Clause

If any of the provisions stated above are partially void or incomplete, this shall not affect the validity of the remaining provisions. In such cases, the parties agree to replace the void or incomplete.

Notes



A series of horizontal lines for writing notes, consisting of 25 evenly spaced lines across the page.

Your Travel Trade Shows in Asia



Travel Meet Asia

3 - 4 July 2024

Jakarta, Indonesia

travelmeetasia.com



Co-located with:



ITB India

11 - 13 September 2024

Mumbai, India

itb-india.com



Co-located with:



ITB Asia

23 - 25 October 2024

Singapore

itb-asia.com