



Ref : SSF/Exhi/Chembur/2022-23/SA Letters/

Date : 24 .12.2022

STALL ALLOTMENT LETTER

Dear Exhibitor,

This is in reference to your participation in the **Swayam Exhibition 2023** to be organized at Samaj Mandir Hall, Subhash Nagar, Chembur, Mumbai. We confirm receipt of your stall charges. Kindly note that the hard copy of this Stall Allotment Letter with your name and stall number shall be provided to you on the day of the Exhibition.

Kindly go through the guidelines and terms provided hereunder :

- 1) Please report at the Exhibition Hall on **7th Jan.,2023** at **09.00 am** sharp for taking charge of your Stall and making needful preparations.
- 2) You will be provided with the table (as per the size selected by you), Chair and other common amenities in the Exhibition Hall. You can avail additional amenities on paid basis, provided they are available.
- 3) You can carry one banner (ideal size 4 feet x 3 feet), which you can display on the front side of your table.
- 4) You will be provided with water, tea (two times) and other common amenities, arrangements for food items will be available in the food counters on paid basis.
- 5) The Inauguration of the Exhibition will be at 11.00 am on 07th Jan.,2023 at the hands of dignitaries.
- 6) Kindly ensure that you or your representative is available on both the days at the stall.
- 7) Our Support Team and Volunteers will be available at the Venue to assist you.
- 8) We have not yet assigned stall numbers as we want to ensure that same type of stalls are not placed near to one another. The stall numbers and finalized layout will be provided in the first week of Jan.,2023.
- 9) We will conduct one meeting of all the Stall Owners in the first week of Jan.,2023 for better coordination amongst ourselves.
- 10) We shall provide soft copy artwork which you can further edit and share it on your social media platforms and amongst your customers and clients inviting them to visit your Stall.
- 11) Please ensure following COVID specific protocols as directed by Government.

Kindly note the terms and conditions for smooth conduction of the Exhibition.

- 1) Allotted Stalls shall not be sublet / outsourced by the Stall Vendors.
- 2) Stall Allotment letter must be carried on both the days of Exhibition.
- 3) The Organizers reserve exclusive right to cancel / deny stall.
- 4) Stall Charges Refund: Stall Charges are normally non-refundable. In case you are unable to participate in the Exhibition at the very last moment, the stall charges won't be refunded. The refund of stall charges depends on multiple factors and are dealt on case to case basis. Swayamsiddha reserves exclusive right to decide upon refund of stall charges which will be binding on the participants.
- 5) No inflammable or hazardous items will be allowed in the Exhibition.
- 6) Proper decorum should be followed during the Exhibition. Each Stall Owner shall ensure that his/her behaviour shall not disturb others in the Exhibition Hall. Playing of loud music / Public Announcement Systems etc in the Hall is prohibited.

- 7) Participants will be provided with a room to keep their belongings, however, Swayamsiddha Foundation does not takes responsibility of safety and security of the belongings of Stall Owners or any person visiting the stalls. Stall Owners may keep their belongings at their risk. Swayamsiddha Foundation shall not be held responsible for any loss / theft of belongings.
- 8) Participant shall remain vigilant at their stalls and shall not keep their personal purses, mobile phones or other valuables on the exhibition table. Swayamsiddha shall in no way be responsible for any theft / loss of belongings during the Exhibition.
- 9) Swayamsiddha shall undertake measures to disseminate information of the Exhibition for visitor inflow. However, the organization shall not be held responsible for low business / poor visitor turnout.
- 10) The Photographs and Video Bytes of Stalls and Stall Owners shall be taken by Swayamsiddha or its appointed person, the photographs / video bytes shall be used for publicity purpose on various print / digital media for wider publicity.

Come, lets together make this Event a Grand Success. **Wishing you all BEST OF LUCK !!**

Yours sincerely,

(Mansi Joshi)
Hon'ble Trustee
Swayamsiddha Foundation

ISSUED TO :

Name of the participant : _____
Enterprise Name : _____
Stall Number Allotted : _____

In acceptance of above terms and conditions I sign hereunder :

Signature of the Stall Owner : _____