

CIDCO Exhibition & Convention Centre (CECC)

Terms & Conditions

- ✓ The Venue Booking will be confirmed subject to receipt of requisite advance payment.
- ✓ The total compensation shall be required to be paid before taking possession and shall not raise any dispute about the same.
- ✓ Goods & Service Tax – GST is applicable on lease rent, parking, water, lighting & air-conditioning charges and shall be payable before taking possession of the premises.
- ✓ All payments are required to be made by Local or At Par Cheque / Bank Draft / Bank Transfer in favour of '**Asian Conventions & Expositions Pvt. Ltd.**' along with booking form & other requisite documents.
- ✓ Entire payment to be cleared 30 days prior to occupation of the venue.
- ✓ The interest free Security deposit shall be refunded on settlement claims towards repairs, replacement and damages etc., if any, attributable to your function, and also subject to submission of TDS certificate by the organisers, within 40 days of post event.
- ✓ The licenses from Local Police, Traffic Police, Fire Brigade, Electrical Inspector (PWD), Municipal Corporation (NMMC), IPRS (for performance of artists), PPL (for playing of copyright music), Novex Communications & other necessary statutory permissions (as applicable) are to be obtained by the organizer and submitted to us 7 days prior, enabling us to provide smooth possession of the venue.
- ✓ AC & Lighting charges shall include only air conditioning (10 Hours) & general power (upto 70 KW for Hall 1 & 2, upto 40 KW for Central Hall) charges as provided by the centre, any extra electricity or usage of water shall have to be paid as per the calculated rates / load.
- ✓ Lift service provided to Senior Citizens and Divyangjan (Handicapped) during the function.
- ✓ Serving of alcohol / liquor shall be permitted in only after requisite permission is obtained from State Excise Department (Liquor License).
- ✓ Organiser needs to install CCTV's at strategic locations and their footage shall be made available to Police as and when required; the services of private security agency is also to be availed by the Organiser.
- ✓ Sticking of Posters & Branding material is strictly prohibited on Pillars & Walls and same will attract penalty of Rs. 1000/- per poster / banner.
- ✓ Contractor will not paste / nail / drill / grout the side walls, auditorium stage & wings, hall flooring, internal roads for any purpose without prior and written permission of CECC Management.
- ✓ Generators needs to be hired for Open terrace on 1st floor, 2nd floor, 3rd floor, Lawns & Auditorium (if Power requirement is over & above 15 Kw) at CIDCO Convention centre.
- ✓ Organiser should submit details of appointed vendors for various works prior to taking possession of halls.
- ✓ Organiser should have a meeting with CECC Operations Team informing details of various activities and set-up to be done, event timings, etc. 7 days prior to the show. Organiser must submit the final floorplan of the exhibition / event mentioning exact atleast 15 days prior to the show.
- ✓ Organiser will be fully responsible for any damages caused to the venue facilities during the entire tenancy.
- ✓ Extra Days for Built-Up and Dismantling will attract additional charges as per tariffs.
- ✓ The Dismantling work involves clearing & cleaning the hall of exhibits, panels, carpets etc. from the hall and the Centre. In the event of dismantling and cleaning of the Exhibition hall is not completed as per scheduled time & date then the Organiser is liable to pay CECC a penalty of Rs. 75,000/- per hour of delay caused.
- ✓ Organisers and their vendors should not block entry / exit gates and emergency doors.
- ✓ Cleaning of Restrooms / Toilets, exhibition area and nearby areas will be the sole responsibility of the organizer, once possession of hall is handed over to the organiser.
- ✓ Cleaning of debris, wastage, leftovers along with cleaning and housekeeping of the entire premises will be responsibility of the organiser. Handing over of the premises after completion of the event in neat & clean condition is responsibility of organiser itself.
- ✓ Organiser and their contractors will not paste / nail / drill / grout the side walls, hall flooring, and internal roads for any purpose without prior and written permission of CIDCO Exhibition & Convention Centre management.
- ✓ Use of DJ, loudspeakers, Bands, Fire Crackers or any other equipment / machine which shall generate Noise pollution shall not be allowed inside the premises of CIDCO Exhibition & Convention Centre.

- ✓ Sound levels of any outdoor demonstration should not exceed 90db (50') and 50 db (within halls).
- ✓ While taking possession of the halls the electrical plug points & panel boards can be inspected by the appointed electrical contractor. Any damages caused to the electrical infrastructure after conclusion of the exhibition will be repaired at cost to the organizer. Also, any missing switches, fuses, etc. will have to be replaced promptly by the organizer or their electrical contractor.
- ✓ The electrical appliances & fixtures used for the exhibitions should be of ISI standard and should be used within their current capacity.
- ✓ CECC shall point out any damage done by the organizer's contractors during the show and after the show, get acknowledgement of the same from the organiser's representative.
- ✓ Contractors will not be allowed to stay in Estate except their security persons to take care of their belongings. No empty trucks/tempo will be allowed in complex for overnight stay after unloading.
- ✓ Generator sets will not be permitted inside halls.
- ✓ Organiser should take a third-party insurance indemnifying organizer & the venue CIDCO Exhibition & Convention Centre (Managed by Asian Conventions & Expositions Pvt. Ltd.) against any untoward incidents that may arise.
- ✓ For carrying out temporary cabling work, organizers or their contractors will take CECC Estate Team's permission with layout plan/location of D.B./M.S.
- ✓ Lawns in front of halls should not be used for any activity without prior consent of CECC Estate Team. Only flower pots could be displayed in the corner of the roads. Any tampering / damage to the lawn will result into penalty to the organiser.
- ✓ No holy fire allowed inside the Air-Conditioned premises.
- ✓ If the event is cancelled in any circumstances, the amount paid will be forfeited and our cancellation penalty shall apply.
- ✓ CIDCO Exhibition and Convention Centre Management is not responsible for theft or loss of personal property.
- ✓ You shall abide by all the terms & conditions of the allotment of CIDCO Exhibition & Convention Centre, Vashi, Navi Mumbai, which has been perused by you in the said premises and all the said terms & conditions shall be binding upon you and no dispute shall be raised by you regarding any of the said terms in future. You shall be responsible for maintaining the law & order in the said premises.

I have read and agree to Terms & Conditions

Organiser's Signature

Name _____

Mob. No. _____

Date _____