



सत्यमेव जयते
Ministry of Education
Government of India



THEME
75
Azadi Ka
Amrit Mahotsav



IN FOCUS
G20
भारत 2023 INDIA

NEW DELHI WORLD BOOK FAIR

25 February-5 March 2023

**GUEST
OF HONOUR
COUNTRY**
FRANCE



PM's
MENTORING
YUVA2.0
SCHEME



PRAGATI MAIDAN, NEW DELHI
11.00 AM TO 8.00 PM

Ensure Your Participation in the Largest International Book
Fair of the Afro-Asian Region

SCAN



Organizer
NATIONAL BOOK TRUST, INDIA
Ministry of Education, Government of India



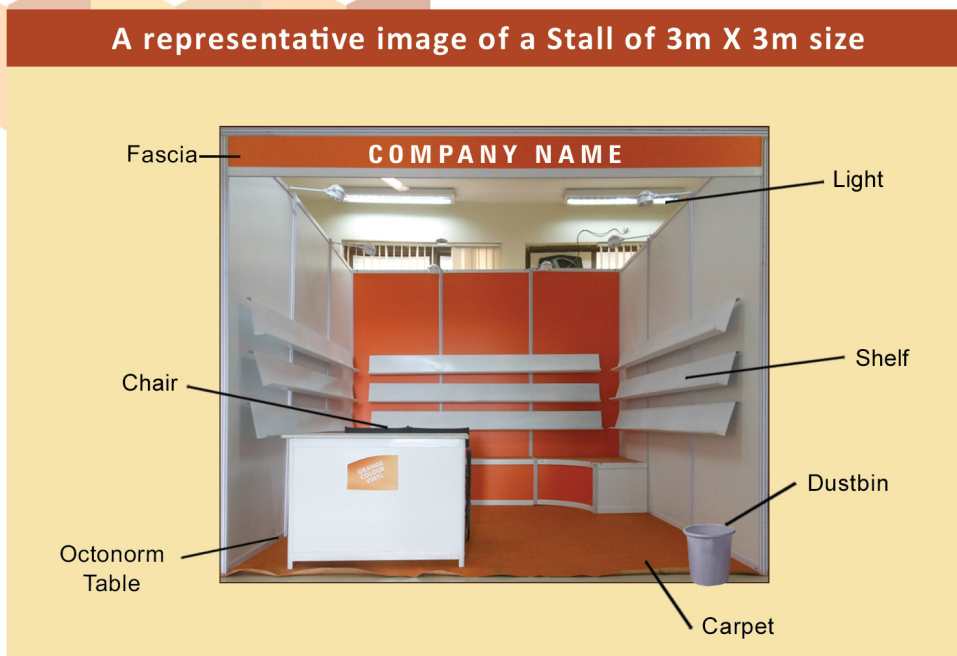
Knowledge
PARTNER of
THE
NATION



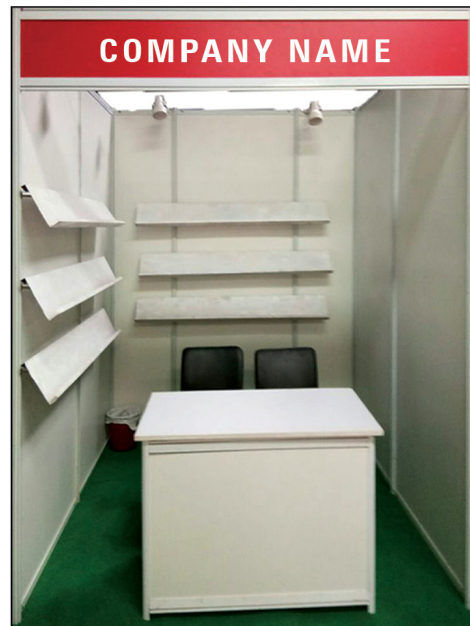
Co-organizer
**INDIA TRADE PROMOTION
ORGANISATION**

Specifications of EXHIBITION STALL

A representative image of a Stall of 3m X 3m size



STALL 3MX2M size



STALL 2MX2M size

New Delhi World Book Fair 2023

25 February to 5 March 2023

The 31st edition of New Delhi World Book Fair (NDWBF), being held for the past 50 years, is a major calendar event in the publishing world. **NDWBF 2023** is scheduled to be held from **25 February to 5 March 2023** in newly constructed Halls 2-5 GF at the centrally located Pragati Maidan, New Delhi. The Fair is organized by National Book Trust, India, an autonomous organization of the Government of India under the Ministry of Education in collaboration with India Trade Promotion Organization.

Today, Indian publishing stands poised at significant crossroads towards the path of growth. NDWBF offers the exhibitors a unique opportunity for business with this growing book industry. It is also an ideal venue for promoting titles, co-publication arrangements and trade. Besides the many literary and publishing conferences and programmes that are organized during the Fair, it opens up a gateway to the publishing and intellectual world of South Asia. The Fair attracts participation from major publishing houses across the globe. In 2021, the Fair was organized virtually and the platform had more than 2.8 million hits, visitors from 70 countries across the world, 150 Indian Exhibitors and about 15 Foreign Exhibitors.

Theme - AZADI KA AMRIT MAHOTSAVA

With India celebrating 75 years of Independence, Azadi Ka Amrit Mahotsav is an initiative of the Government of India to celebrate and commemorate 75 years of progressive India and the glorious history of its people, culture and achievements. This Mahotsav is dedicated to the people of India and is an embodiment of all that is progressive about India's socio-cultural, political and economic identity. With various activities marking the Festival across the country, the NDWBF 2023 has chosen Azadi Ka Amrit Mahotsav as its theme, and there will be many literary and cultural activities around the theme during the fair days.

Children's Pavilion

A number of activities promoting children's literature and reading habit such as skits, dramas, street plays, musical presentations, storytelling sessions, workshops, panel discussions, etc. are organized in a specially designed Children's Pavilion. Conducted by renowned authors and illustrators as well as professionals from education and publishing fields, these activities see huge participation by teachers and children from various government and private schools/non-governmental organizations as well as those associated with the children's literature or reading promotional activities.

Authors' Corners

Aesthetically designed Authors' Corners created in various halls of the Fair provide the right platform for dialogues, panel discussions, book launches for the domestic publishers, authors and book lovers. Aply named as Reflections & Conversations, Lekhak Manch and Sahitya Manch, these Corners have become synonymous with lively literary activities, and also serve as meeting place for the visitors.

YUVA Corner

To mark the celebrations of India@75 and pay tribute to heroes of India's freedom struggle, the Ministry of Education (Government of India) launched a scheme called 'YUVA-Prime Minister's Scheme for Mentoring Young Authors' with the objective of training young and budding authors. The 75 young writers thus chosen through an All India Contest and mentored by established authors, will have their books ready for launch. These authors will interact with book lovers, visitors and other panelists in the specially-designed YUVA corner.

Child Authors' Corner

One of the first of its kind, NBT will put up a special Corner for published Child Authors, who will discuss their books and talk about their inspiration to write, their role model, favourite authors, etc.

International Events Corner

It is an engaging platform for sharing ideas and enhancing literary understanding. The foreign Exhibitors/ Missions /Embassies/Cultural Centres/Book Promotion Agencies are encouraged to book slots at the Events Corner for organizing Book Launches, Panel Discussions, Literary Programmes and Workshops for children as well as adults.

CEO Speak (a forum for publishing)

The CEOs and Senior Executives are welcome to participate in the B2B event CEO Speak over Chairman's Breakfast organized by National Book Trust, India, and FICCI, on the sidelines of the Fair to share and exchange ideas about Indian and International book trade.

New Delhi Rights Table

It is one of the exciting features of NDWBF which will take place on 27 and 28 February 2023. The New Delhi Rights Table offers B2B match making sessions among publishers in a refreshingly new business ambience. The unique format of this event enables exhibitors to book their own Rights Table, meet each other, present their products and ideas, and also finalize their interests and agreements for transfer of translation and other rights of books available in English, Hindi and other Indian languages.

Cultural Programmes

On the sidelines of the New Delhi World Book Fair, and adding to the festivities, NBT also organizes cultural presentations by leading organizations in the field such as Song and Drama Division, Sahitya Kala Parishad, etc. at the Fair. Cultural programmes organized on the occasion have received wide appreciation from all quarters, particularly from foreign participants.

GENERAL INFORMATION

Organizer:

National Book Trust, India

Ministry of Education, Department of Higher Education, Government of India

Co-organizer:

India Trade Promotion Organization, Ministry of Commerce, Government of India

Venue:

Pragati Maidan, Mathura Road, New Delhi - 110001

Duration & Timings

25 February to 5 March 2023, 11:00 a.m. to 8:00 p.m.

1. INFORMATION FOR INDIAN EXHIBITORS

- (a) Subsidized Rental for English language publishers for maximum of 50 Stalls

Types of Spaces	Basic Rental	GST @ 18%	Total Rental (in INR)
Bare Space (3m x 3m)	61,027	10,984	72,011
Stall (3m x 3m)	63,130	11,364	74,494
Stall (3m x 2m)	42,087	7,576	49,663
Stall (2m x 2m)	18,939	3,410	22,349

Cost to NBT per stall is Rs. 1,75,000/-

Note:

Booking of Stalls for an individual exhibitor or on collective basis under the general category is restricted to a maximum of 50 Stalls.

1. (b) Subsidized Rental for Hindi and other Indian language publishers for maximum of one Stall for each exhibitor

Types of Spaces	Basic Rental	GST @ 18%	Total Rental (in INR)
Bare Space (3m x 3m)	39,667	7,140	46,807
Stall (3m x 3m)	41,035	7,386	48,421
For additional stalls (Upto max. 50 stalls)	63,130	11,364	74,494
Stall (2m x 2m)	12,311	2,216	14,527

Cost to NBT per stall is Rs. 1,75,000/-

The participants may book their stalls as per the following:

S. No.	Particulars	Minimum Qty.	Maximum Qty.
1	Stall (3m x 3m)	1	50
2	Stall (3m x 2m)	1	1
3	Stall (2m x 2m)	1	1
4	Bare Space (3m x 3m)	2	50

Note:

- The subsidized rates are applicable only to those publishers, who are exhibiting books in Hindi or any of the Indian languages. To avail these discounted rental rates, **it is mandatory for the exhibitors to submit copy of PAN Card of their company** while filing online application form. The subsidized rates are allowed on the rent of one Stall only.
- Exhibitors seeking clubbing with other exhibitors **may either avail for discounted stall or for clubbing. Both options are not allowed.**

National Book Trust, India is exempted from Tax Deduction Source (TDS) as per provision of section 196 of Income tax Act, 1961, no deduction of tax shall be made by a person from any sum payable to (i) the Government, or (ii) the Reserve Bank of India, or (iii) a corporation established by or under a Central Act which is, under any law for the time being in force, exempt from payment of Income Tax on its income. National Book Trust, India is a society established by the Government of India in 1957 for promotion of books and developing reading habit in the country. The income of NBT is exempted from Income Tax under section 10 (23c) of the Income Tax Act. Therefore payment of rental may be made without deduction of any Tax Deduction Source (TDS).

1 (c) Specification of Stall/Bare Space, Furniture and Electrical Fittings

A stall of 2m x 2m: It consists of 6 panels with one octonorm counter, 6 MS shelves, 2 chairs, maxima style fascia, carpet and one dustbin.

A Stall of 3m x 2m: It consists of 7 panels with one octonorm counter, 6 MS shelves, two chairs, maxima style fascia, carpet and one dustbin.

A Stall of 3m x 3m: It consists of 9 panels with one octonorm counter, 9 MS shelves, two chairs, maxima style fascia, carpet and one dustbin.

Bare Space of 3m x 3m: Only carpet and electric connection will be provided for the exhibitors opting for Bare Space. No subsequent request will be entertained in this regard. Total admissible load per Stall will be 300 watts. For additional electricity consumption, extra charges will be levied.

1 (d) **Additional Furniture:** It can be hired from the authorized contractor approved by the Organizer after making an advance payment at the rate duly approved by the Organizer.

1. (e) **Electrical Fittings**

(a) Stall of 2m x 2m: Four LED and one point for computer connection. Total load admissible will be 150 watts. For additional electricity consumption, extra charges will be levied. Payment of additional electrical charges will be made by the exhibitor at the rate decided by the Organizer.

(b) Stall of 3m x 2m: Four LED and one point for computer connection will be provided. Total admissible load will be 150 watt, for additional electricity consumption, extra charges will be levied. (Payment of additional electrical charges will be made by the exhibitor at the rate decided by the Organizer).

(c) Stall of 3m x 3m: Six LED and one point for computer connection will be provided. Total admissible load per Stall will be 200 watts. For additional electricity consumption, extra charges will be levied. (Payment of additional electrical charges will be made by the exhibitor at the rate decided by the Organizer). Additional electricity charges for the following items to be used during the New Delhi World Book Fair:

(d) Extra electricity charges: If the publisher(s) used the following items at their stalls during the book fair, they will be bear the following charges:

(A) Television @ Rs. 3000/- each

(B) Tea/Coffee Machine @ Rs. 5000/-each.

(C) Water Dispenser @ 1000/-each

Note:

The Organizer reserves the right to alter the dimensions of the Stall/Bare Space without assigning any reason thereof and the Organizer's decision will be final and binding on the exhibitors. However, in such a case, exhibitors will be informed in advance.

1 (f) **Mode of Bookings**

The process for booking of space at NDWBF 2023 is on first-cum-first-serve basis and after realization of payment till the hall is fully booked. Exhibitors are advised to book their space online through our website www.nbtindia.gov.in only, because the number of Stall/Bare Space thus booked would automatically be deducted from the total number of Stall/Bare Space as available in the selected Hall. Also the bookings made through the website will receive immediate confirmation.

Mode of Payment

- Full payment needs to be deposited at the time of online booking. Part payment will not be accepted.
- Through Bank Draft/Pay Order (Payment by cheques will not be accepted).
- Through Bank Transfer via RTGS/NEFT

Cash payment can be deposited in the Canara Bank situated at NBT, Vasant Kunj office premises or in any other Canara Bank Branch (Cash will not be accepted in NBT Office).

Note: Documentary proof of payment made to NBT should be sent nbtexhibition@gmail.com/[nbtexhibition1@gmail](mailto:nbtexhibition1@gmail.com) for confirmation of the bookings.

Details of Bank Transfer

Beneficiary	NATIONAL BOOK TRUST, INDIA
Bank	CANARA BANK
A/C	3159101000299
IFSC	CNRB0003159
MICR Code of Bank	110015187
Address	Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj, New Delhi - 110070, India

Bookings Start: 21 November 2022

Last Date for Booking: 15 December 2022

Participation is open to

- Indian and Foreign Publishers
- Dealers and Manufacturers of Educational Aids / Educational Toys
- Booksellers & Distributors
- Government Organizations/Institutions

Categories of Exhibitors

The exhibitors are classified into the following broad categories:

- English Language Publishers/Booksellers/Distributors
- Hindi & Other Indian Language Publishers
- Foreign Publishers

Detailed categorization:

1. General & Trade
2. Children's Books
3. Social Science and Humanities
4. Educational Books (including Education Aids / Educational Toys)
5. Science and Technology
6. E-books
7. Government Organizations/Institutions
8. Hindi & Indian Languages
9. Philosophy & Spiritualism
10. Book Sellers

Note:

Publishers of Children's books in Hindi and other Indian languages can also apply for Stall in Children's book category but in such cases they will not be entitled for any concession/subsidy.

- Each English language exhibitor may therefore indicate the category (**one only**) under which they would like to be placed. The option once exercised will be final and binding on the exhibitors. However, if no option is indicated in the Application Form, the Organizer reserves the right to place the exhibitors in a suitable category on the basis of the information furnished by them in the Application Form.

Allotment of Stalls/Bare Space

Allotment of Stalls/Bare Space will be made by a **computerized draw of lots**. Allotment letters with layout plans, indicating the Hall nos. and Stall nos. will be intimated to the exhibitors in advance via email and it will also be notified on the Fair website.

Registration of Exhibitors and Possession of Stalls/Bare Space

Registration will start at 2.00 p.m. on 24 February 2023 at the main entrance of the respective halls in which Stalls/Bare Space of the exhibitors have been allotted.

Possession of the Stalls will be given at 2:00 p.m. on 24 February 2023 and possession of **Bare Space** to the allotted exhibitors will be made available on **23 February 2023 at 2.00 p.m.**

Please note that the exhibitors and their fabricators may enter the Pragati Maidan for construction work by purchasing ticket from ITPO.

Assistance

For any assistance during the Fair, exhibitors may contact the respective hall in-charges of the Organizer, whose names and contact details will be communicated at the time of registration or possession of Stalls/Bare Space.

2. INFORMATION FOR FOREIGN EXHIBITORS

(a) For participants from SAARC countries		
Types of Space	Per Stand	Stall/Bare Space
Basic Rental	US \$ 280	US \$ 1,212
GST @18%	US \$ 50	US \$ 218
Total Rental	US \$ 330	US \$ 1,430

(b) For participants from other countries		
Types of Space	Per Stand	Stall/Bare Space
Basic Rental	US \$ 700	US \$ 2,424
GST @18%	US \$ 125	US \$ 436
Total Rental	US \$ 825	US \$ 2,860

2. (c) Specification of Stalls/Bare Space, Furniture and Electrical Fittings

- (a) **Stall of 3m x 3m:** It consists of 9 panels with one octonorm counter, 9 MS shelves, one glass table, three chairs, maxima style fascia, carpet and one dustbin.
- (b) **Bare Space of 3m x 3m:** Only carpet and electric connection will be provided to the exhibitors opting for Bare Space.
- (c) **Stand of 2m x 2m:** It consists of six panels with one octonorm counter, 6 MS shelves, 2 chairs, maxima style fascia, carpet and one dustbin.

Additional Furniture: Additional furniture can be hired from the authorized contractors approved by the Organizer after making an advance payment at the rates duly approved by the Organizer.

Electrical Fittings

- (a) **Stall of 3m x 3m:** Six LED and one point for computer connection will be provided. Total admissible load per Stall is 750 watts. For additional consumption, extra electricity charges will be levied. Payment of additional electrical charges will be made by the exhibitors at the rate decided by the Organizer.
- (b) **Stand of 2m x 2m:** Four LED and one point for computer connection. Total load admissible will be 150 watts. For additional electricity consumption, extra charges will be levied. Payment of additional electrical charges will be made by the exhibitor at the rate decided by the Organizer.

Note: The Organizer reserves the right to alter the dimensions of the Stall without assigning any reason thereof, and the decision of the Organizer will be final and binding on the exhibitors. However, in such a case, exhibitors will be informed in advance.

2. (d) Booking of Space

Booking of Stalls/Bare Space will be made on receipt of the prescribed and duly completed Application Form along with a Bank Draft payable at New Delhi (India) towards full payment of rental of the Stall/Stand/Bare Space in favour of National Book Trust, India, on or before 15 December 2021 or through Bank Transfer. Bank details are given below:

Details of Bank Transfer

SWIFT CODE	CNRBINBDFS
FOR CREDIT OF	NATIONAL BOOK TRUST, INDIA
ACCOUNT NO.	3159101000299
CANARA BANK	VASANT KUNJ BRANCH NEHRU BHAWAN, 5, INSTITUTIONAL AREA, PHASE-II, VASANT KUNJ, NEW DELHI- 110070
TRANSFER IN US\$	ACCOUNT No. 6550791917 of Canara Bank International Division, Mumbai (SWIFT: CNRBINBBID) with BANK OF AMERICA, NY (SWIFT: BOFAUS3N)

The participants may book their stalls as per the following:

Sr. No.	Particulars	Minimum Qty.	Maximum Qty.
1	Stall (3m x 3m)	1	50
2	Stall (3m x 2m)	1	1
3	Stall (2m x 2m)	1	1
4	Bare Space (3m x 3m)	2	50

Bookings Start: 21 November 2022

Last Date for Booking: 15 December 2022

Allotment of Stalls/Bare Space

Allotment of Stalls/Bare Space will be made by a draw of lots. Allotment letters with layout plan, indicating the allotted Hall Nos. and Stalls Nos. will be sent to the exhibitors in advance by email/post and it will also be notified on the Fair website.

Registration of Exhibitors and Possession of Stalls/Bare Space

Registration will start at 12:00 noon on **23 February 2023**, in the Reception Area inside Hall 7, where Stalls/Bare Space would be allotted to the exhibitors. **Possession of Stalls** will be given at **2:00 p.m. on 24 February 2023** and **possession of Bare Space** to the allotted exhibitors will be made on **23 February 2023 at 2:00 p.m.**

Clearing of Consignment

The Organizer has not appointed any clearing agent and will not be responsible for the clearing of the consignment on behalf of the foreign exhibitors. The exhibitors should, therefore, make their own arrangement through their respective Embassy/High Commission in India. They may also get it done through any authorized agent of their choice.

Assistance

For any assistance during the Fair, exhibitors may contact the respective hall in-charges, whose names and contact details will be communicated at the time of registration or possession of Stall/Bare Space.

Entry Passes/Exhibitor Passes

Exhibitors will be given complimentary multiple entry passes and exhibitor passes as per the availability to be provided by ITPO.

3. Penalty

1. In case of booking of Stalls by an exhibitor, the Organizer will provide duly constructed Stall with octonorm system having provision for display of books. Once the Stall is booked, no exhibitor will be allowed to

withdraw their name or remove the structure of Stall(s). In case the Stall(s) is/are dismantled under any compelling need by the exhibitor, 50% of the Stall rent as penalty will be levied on the exhibitor.

2. **Fascia:** Any partial modification of the constructed stall which includes fascia, shelves, tables and electrical fitting, etc. other than those provided by the Organizer will not be allowed and such exhibitor will be penalized 50% of the booking amount.
3. The maximum height for Stall construction on Bare Space is 12 feet. Exhibitor should not cross the permitted limit while constructing their Stalls on Bare Space. In case of violation of this limit, the Organizer reserves the right to remove the construction at the cost of the exhibitor and a penalty of 50% of the booking amount will be charged.
4. Distribution of leaflets/pamphlets inside or outside the hall is strictly prohibited. Anyone found with such material will be penalized Rs. 10,000/- for unauthorized distribution.
5. Any unauthorized hoarding, standee, banner, stickers, posters, banners are banned inside the fair venue by ITPO. If found, the party/exhibitor will be charged Rs. 20,000/- per day.
6. No modification of Stall to Bare Space or vice versa shall be allowed at the site/venue. If such a modification is detected, a penalty of 50% of the booking amount will be charged and they will be debarred from participation in NBT's future book fairs.
7. Mezzanine construction will be taken up only on ITPO's written approval/permission. Charges for the construction on Mezzanine area created by the exhibitor will be as per license fee of the Hall and will be payable by the exhibitor before seeking an approval of the layout. In case of non-adherence to any of the approved guidelines/plans, a penalty of Rs. 1,20,000/- per violation will be imposed.

TERMS AND CONDITIONS

1. Overview

- 1.1 The Organizer reserves the right to accept or reject Applications without assigning any reason thereof.
- 1.2 Allotment of the halls to each category of publishers will be at the sole discretion of the Organizer.
- 1.3 In case of a natural disaster or if circumstances so warrant, the Organizer reserves the right to postpone, alter or cancel the Fair. In case the Fair is cancelled before the inauguration, rental collected will be refunded at the earliest after deducting the GST.
- 1.4 The accepted applications will be considered as an agreement (under the accepted terms) between the exhibitor and the Organizer subject to the availability of space.
- 1.5 Applications received after the last date may be considered subject to the availability of space and on a first-come-first-served basis, according to the waiting list.
- 1.6 Display of relevant banners, posters, etc. on or within the Stall is permitted. However, no display will be allowed outside the Stall. In case, exhibitor is found not complying with these guidelines, penalty as per ITPO's terms will be imposed.
- 1.7 Sale of books and other reading materials is permitted on the following terms & conditions: (a) Exhibitor(s) are not allowed to sell toys, key chains, masks, honey, medical products, etc. (b) A uniform discount of 10% is allowed on the printed price of books, higher discount is not allowed. (c) Hawking and sale of used/old books and also the sale of books at specially reduced prices is strictly prohibited. (d) No pirated books or the materials banned/forbidden by the rule of law, including violation of copyright act will be displayed or sold during the fair, exhibitors will solely be responsible for any such violation and the organizer will not be liable for any such violation. (e) Exhibitors will indemnify the organizer from and against all proceedings or expenses whatsoever, if arises in consequences of any such violation.
- 1.8 Exhibitors playing audio or video DVDs/CDs at the Stalls will ensure that the decibel level of sound does not cause any annoyance to either the neighbouring exhibitors or to the visitors. The Organizer will be the sole judge to decide in this regard and can prohibit exhibitors from playing such audio/video.
- 1.9 Distribution of leaflets/pamphlets inside or outside the hall is strictly prohibited. Anyone found with such material will be penalized Rs. 10,000/- for unauthorized distribution.
- 1.10 Any unauthorized hoarding, standee, banner, stickers, posters, banners are banned inside the fair venue by ITPO. If found, the party/exhibitor will be charged Rs. 20,000/- per day.
- 1.11 To maintain peace and order during the New Delhi World Book Fair, no literary and cultural programmes will be held at a place or Stall in the Fair Grounds other than at the places designated for such activities by the Organizer. If any exhibitor desires to organize a programme at the designated places, it is mandatory for the exhibitors to submit a written request to the Organizer in advance. The same shall be accepted on first-come-first-served basis.
- 1.12 No encroachment or extension in the passages is allowed. Exhibitors are, therefore, advised to arrange the display within the space allotted to them, otherwise penalty as per the ITPO's terms will be imposed.
- 1.13 Exhibitors are advised not to participate in the Fair if they are subjected to bankruptcy proceedings before a court of law. If any such proceedings are initiated following registration for the Fair, the Organizer needs to be informed by the exhibitor without delay.
- 1.14 Only those articles and products may be exhibited which fulfill the applicable legal requirements.
- 1.15 The Organizer will decide on its discretion whether any product may be permitted in the Fair in case it does not appear to be directly related to the publishing industry.

- 1.16 Provisional or unofficially submitted applications or mere reservation requests are invalid and will not be processed until a formal registration along with payment is submitted by the stated deadline.
- 1.17 Keeping in mind the feedback received from various publishers in the Publishers' Meets, convened by the organizer from time to time, it is hereby informed that an Enforcement Team will be deployed in the Fair venue, wherein the stall allotment of such exhibitors who violate the terms and conditions as mentioned in this Brochure, will be summarily cancelled and they will be required to vacate the Fair premises on the same day without entertaining any claim for refund. The Organizer reserves the right to further allot such vacated stalls to any other exhibitor(s) for the remaining period of the Fair.

2. Booking of Space

- 2.1 The process for booking of space at NDWBF 2023 is on first-cum-first-serve basis and after realization of payment till the hall is fully booked.
- 2.2 No application will be entertained after the last date of booking i.e. 15 December 2022.
- 2.3 In case of booking of Stalls by an exhibitor, the Organizer will provide duly constructed Stall with octonorm system having provision for display of books. Once the Stall is booked, no exhibitor will be allowed to withdraw their name or remove the structure of Stall(s). In case the Stall(s) is/are dismantled under any compelling need by the exhibitor, 50% of the Stall rent as penalty will be levied on the exhibitor.
- 2.4 Exhibitor is not permitted to sublet the items provided to them by the Organizer, to a third party. The Exhibitor is obliged to keep the items in their immediate possession and only to use them within their exhibition area.
- 2.5 Exhibitors opting for Bare Space will be responsible for the construction and dismantling of Stall(s). The construction of Stalls must have adequate and proper provision for display of books.
- 2.6 The maximum height for Stall construction on Bare Space is 12 feet. Exhibitor should not cross the permitted limit while constructing their Stalls on Bare Space. In case of violation of this limit, the Organizer reserves the right to remove the construction at the cost of the exhibitor and a penalty of 50% of the booking amount will be charged.
- 2.7 Mezzanine construction will be taken up only on ITPO's written approval/permission. Charges for the construction on Mezzanine area created by the exhibitor will be as per license fee of the Hall and will be payable by the exhibitor before seeking an approval of the layout. In case of non-adherence to any of the approved guidelines/plans, a penalty of Rs. 1,20,000/- per violation will be imposed.
- 2.8 Removal of panel between two or more Stalls is not permitted even if any exhibitor has booked its Stall under different names and wishes to club them into one.
- 2.9 Indian language publishers have to provide a copy of PAN Card of the company (mandatory) for availing language subsidy (PAN card in the individual name will not be considered for subsidy).
- 2.10 Applicants may indicate if they want their Stalls to be placed adjacent to the Stall of any other exhibitor. If so, written consent of the other exhibitor is required and it should be submitted with the filled in Application Form. However, clubbing shall not be allowed for more than 50 stalls.
- 2.11 No Bare Space will be provided to the exhibitor who has not opted for the same in the Application Form. In case the exhibitor wishes to change the same to Stall after the booking, they will have to pay 20% extra of the rental amount paid as administrative expenses. However, this request will not be entertained after Computerized Draw of Lots is conducted. The same penalty will apply, in case the exhibitor wishes to change from Stall to Bare Space.

- 2.12 No modification of Stall to Bare Space or vice versa shall be allowed at the site/venue. If such a modification is detected, a penalty of 50% of the booking amount will be charged and they will be debarred from participation in NBT's future book fairs.
- 2.13 Any partial modification of the constructed stall which includes fascia, shelves, tables and electrical fitting etc. other than those provided by the Organizer will not be allowed and such exhibitor will be penalized 50% of the booking amount.
- 2.14 Efforts will be made to provide Stalls to the exhibitors in the indicated category but the Organizer has the right to modify or provide Stalls in some other category.
- 2.15 Exhibitor is obliged to allow the Organizer and its service partners to see and check their Stall and items at any time.
- 2.16 No correspondence will be done with those exhibitors who fail to get confirmed allotment in NDWBF.

3. Clubbing of Stalls/Bare Space

- The subsidized rates are applicable only to those publishers, who are exhibiting books in Hindi or any of the Indian languages. To avail these discounted rental rates, **it is mandatory for the exhibitors to submit copy of PAN Card of their company** while filing online application form. The subsidized rates are allowed on the rent of one Stall only.
- Exhibitors seeking clubbing with other exhibitors may either avail for discounted stall or for clubbing. Both options are not allowed.

4. Assignment/Subletting

Without the Organizer's prior consent in writing, no exhibitor will transfer, sublet or share with or without payment all or part of their allotted space or item within the Fair.

5. Withdrawal/Cancellation

- 5.1 Once booking of the Stall is made by an exhibitor, the same cannot be cancelled or altered under any circumstances. No refund of rental will be made or adjusted against any other forthcoming Fair under any circumstances.
- 5.2 Cancellation is possible only if the exhibitor submits a request in writing before the last date of the booking, i.e. before 15 December 2022. However, 20% will be deducted from the amount towards administrative expenses. Any cancellation request received after 15 December 2022 will not be entertained.
- 5.3 Exhibitors will be deemed to have withdrawn if for any reason whatsoever they fail to take possession of the allotted Stall/Bare Space within 24 hours from the date of inauguration of the Fair. The Organizer may, therefore, dispose off the unoccupied space and the said exhibitors will have no right to claim a refund or compensation even if the space is allotted to other exhibitors.

6. Terms of Payment

Payment can be made through Demand Draft/Pay Order in favour of National Book Trust, India payable at New Delhi. Payment can also be transferred via RTGS/NEFT. Cash payment can also be deposited in any of the Canara Bank Branches. Note: Cash payment or cheques will not be accepted in NBT Office.

7. Allotment of Space

Allotment of Stalls shall be made by a computerized draw of lots. Allotment letters with layout plans, indicating the Hall nos. and Stall nos. will be intimated to the exhibitors in advance via email and it will also be notified on the Fair website.

8. Possession and Vacation

- 8.1 Exhibitors will be given possession of the **Stall at 2:00 p.m. on 24 February 2023**. The Stalls may not be dismantled prior to the official breakdown period, that is, on the last day of the Fair. Exhibitor will however, be obligated to vacate their exhibition space in full, prior to the end of the breakdown period.
- 8.2 Exhibitors who have applied for the **Bare Space** will be given the possession of the space at 2:00 p.m. **on 23 February 2023**. However the entry is strictly through tickets to be purchased from ITPO.
- 8.3 Exhibitors need to follow the guidelines as issued by ITPO for smooth entry into Pragati Maidan, as mentioned herewith:
 - a. Entry through Gate No. (to be informed later).
 - b. Entry on production of Allotment Letter, Gate Pass and Insurance Certificate.

9. Dismantling of Stalls

It shall be the responsibility of the exhibitors to remove all exhibits, tools and other materials at the end of the Fair and leave the Stalls in the same condition in which they were allotted to them. If any panels, racks, tables or any other item provided are found to be broken/not further usable or missing, then the cost of those items will be borne by the respective exhibitor.

10. Telephone Service

Exhibitors are advised to seek telephone connection from MTNL office located at ITPO for their Stalls on their own. The rental of the telephone connection will be borne by the exhibitor, and the Organizer will only certify their participation before seeking telephone connection from MTNL, wherever necessary. The exhibitors are advised to obtain the certificate of participation.

11. Wi-fi Facility

Exhibitors who wish to have wi-fi facility may visit ITPO's website www.itpooonline/wifi.com for the same.

12. Removal of Displays and Goods

No goods or displays shall be removed from the Stalls during the Fair without the written permission of the Organizer.

13. Cleaning

While the Organizer will carry out general cleaning, exhibitors will be responsible for the cleanliness of their respective Stalls during the Fair.

14. Insurance Coverage

- 14.1 The Organizer generally subscribes to an insurance policy covering the financial consequences of the public liability in its role as the Organizer.
- 14.2 Exhibitor will bear the sole responsibility to insure their own furniture and exhibits against damage incurred due to burglary, riots, strikes, theft, fire, rain water, including natural calamities during the Fair, etc., and against damages incurred in transit to and from the Fair. There is no collective insurance policy. Possession of the Stalls shall be given on production of evidence of insurance. The Organizer will not be liable to pay for any damages and loss incurred due to any reason including natural calamities. The Organizer is entitled, but not obliged, to inspect such policy before handing over possession of the Stall. In the event of a claim against the Organizer, the exhibitor(s) will indemnify the Organizer.

15. Intellectual Property Rights

It is the sole responsibility of the exhibitors to obtain rights or authorization necessary from the authors whose works are being exhibited or represented in the Fair.

16. Fair Directory

- 16.1 The Organizer reserves the exclusive right to publish and sell the Fair Directory with the advertisements appearing in it.
- 16.2 The information necessary for the entries in the Fair Directory will be furnished by the exhibitors and they will be responsible for all given information. The Organizer cannot be held responsible for any factual omissions or errors in reproduction or composition or any other mistakes that may occur. The Organizer reserves the right to modify or edit the text supplied by the exhibitors.
- 16.3 The Organizer will have the sole discretion to refuse an entry or to modify the text for the paid advertisements which may be detrimental to the interest of the stakeholders.

17. Timings for Exhibitors

- 17.1 Exhibitors will be allowed entry into the Halls from **10:30 a.m.** and they have to vacate the halls latest by **8:00 p.m.** every day during the Fair.
- 17.2 In order to replenish the stock/books, etc. for their Stalls exhibitors will be allowed to bring such goods through designated Gate number only (to be informed later) in their commercial vehicles before 10:00 a.m. during the Fair days.

18. Modification of Terms and Conditions:

Any of the terms and conditions mentioned above may be relaxed or modified at the discretion of the Competent Authority of the Organizer whose decision will be final and binding.

19. Security:

The Organizer will provide round-the-clock security arrangement in all the Halls during the Fair. However, the Organizer is not liable for the loss or damage to the goods and property of the exhibitors. Exhibitors are, therefore, advised not to leave their Stalls or their belongings unattended during the Fair timings. Exhibitors, if they so desire, may make their own security arrangements at their Stalls during the Fair timings through the security agencies approved by the ITPO.

20. Jurisdiction:

Any dispute or claim arising out of the participation in the Fair will be subjected to the exclusive jurisdiction of the Delhi Courts.

21. Tax Invoice

- 21.1 Local GST Number registration is required as per the place of service / place of Book Fair and need to be mentioned on the Application Form while booking the space, so that same can be mentioned on Tax Invoice.
- 21.2 Tax Invoice will be raised after completion of the Book Fair

22. Others:

Use of polythene bag is prohibited by the Delhi Government. Therefore, all exhibitors are required to strictly adhere to this ban.



Please address all communication to:
Deputy Director (Exhibition)
National Book Trust, India
Ministry of Education, Government of India,
Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj,
New Delhi-110070
Phone: +91-7065192354
E-mail: nbtexhibition1@gmail.com, exhibition@nbtindia.gov.in
Website: www.nbtindia.gov.in



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शिक्षा मंत्रालय, भारत सरकार

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