

**RULES & REGULATIONS OF**  
**SWAMI VIVEKANAND NATIONAL BOOK FAIR – 2026**

**TERMS AND CONDITIONS**

**1. General**

- 1.1 The Organizer - SURAT MUNICIPAL CORPORATION (SMC) reserves the right to accept or reject online registration / application without assigning any reason thereof.
- 1.2 Allotment of book stall (s) category wise (see 2.4) will be done according to layout displayed on the website <https://www.suratmunicipal.gov.in/Stallbooking> (on first come first serve basis). The Organizer reserves the right regarding allotment.
- 1.3 In case of a natural disaster or if circumstances so warrant, the organizers reserve the right to postpone, alter or cancel the Fair. In case the Fair is cancelled before the inauguration, rent collected shall be refunded at the earliest after making the necessary deductions as decided by the organizer.
- 1.4 Online Registration / Application is being accepted by the organizer will be considered as an agreement (under the accepted terms) between the participant and the organizer.
- 1.5 Online Registration / Application received after the last date may be considered subject to 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 display of posters, banners belongs to Special price, special discount rate or offer is strictly prohibited.
- 1.7 Display or sale of product like toys, specs, face mask etc., are strictly prohibited in the book fair Dome No. 1 to 5.
- 1.8 Sale of books and other reading materials shall be permitted on the following terms:
  - (a) A minimum discount of 10% shall be allowed on the printed price.
  - (b) Hawking and sale of books at specially reduced price / second hand books / re-sale of books will not be allowed
  - (c) No books or materials will be displayed or sold, forbidden by the law, including the violation of copyright act. Participants are solely responsible for any violation in this regard, organizer will not be liable for such a violation. Participants shall indemnify the organizer from and against all proceedings and expenses whatsoever in consequence of any such violation.
- 1.9 Participants playing Audio or Video Cassettes/CDs at the stalls shall ensure that the decibel level of sound does not cause any annoyance to either the neighbouring participants or to the visitors. The organizer will be the sole judge to decide on this regard and can prohibit participants to play such Audio/Video.

- 1.10 To maintain peace and order during the fair, no literary and cultural programmes shall be held at a place or stall in the Fair Grounds other than at the places designated for such activities by the organizer.
- 1.11 If any participants so desire to organize any literature based programme such as Lecture, Seminar, Presentation, workshop, Book Launch, Book Review etc. it is mandatory for the participant(s) to submit online request in advance with details like Date, Session, Description about program are mandatory. Allotment on first come first serve basis. Participants are solely responsible for such a programme. Organizer reserve the right to postpone, alter or cancel such activity.
- 1.12 No encroachment extension in the passages is allowed. Participants are, therefore, advised to arrange the display within the space allotted to them.
- 1.13 If required, Visitors/Participants are allowed to view/see CCTV footage/recording of fair in presence of Police dept. after due permission from authority only.
- 1.14 Participants must have to submit the proper bank detail which mentioned the registered firm name or organisation name, in which they wish to get refund amount if any after completion of book fair. (if any participant have booked the stall in the name of organisation or firm and they submit the personal bank details instead of firm or organisation in such case no refund amount will be credited in their personal bank account as bank detail is mismatched).

## 2. **Booking of Stall:**

- 2.1 All Participants require to book stall for SVNBF, 2026 from the website <https://www.suratmunicipal.gov.in/Stallbooking> Booking shall be done through online mode only. Participant can select stall from the layout displayed on the website before booking and opt for booking of selected stalls. If any participant infringes the rules of book fair, they will be barred for forthcoming book fair.
- 2.2 In case of booking of stalls by the participant, the organizers will provide duly constructed stall with octonorm system having provision for display of books. Once the stall is booked, participants are not allowed to withdraw / change / transfer it or to remove the structure of stalls.
- 2.3 Participants shall not be allowed to make any changes in stall's structure. In case the stall(s) is/are dismantled under any compelling need by the participant, it should be done after confirming the safety of the structure. However, no refund will be paid.
- 2.4 Participants have to book stalls in their respective stall category only viz.

Stall Category	Eligibility Criteria	Dome Number
Publication Houses	Publishing companies enrolled in Fiction & Literature, Computing, Science, Engineering, Children's Literature, Books for young Adults, Non-Fiction, Social Sciences, Reference & Philosophy. (Publishing company must have published at least 50 titles of above mentioned subjects)	1, 2
Book Distributors	Distributors/Sellers of above mentioned subjects	3
Book Distributors & Religious & Spiritual books	Distributors/Sellers of above mentioned subjects & Publishers & Distributors of Religion & Spiritual books	4

Distributors of Educational aids & Stationary	Education/Academics materials including educational Aids and CDs etc.	5
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**Note:** Agency has to book stalls in above mentioned category only. During the event if any booked stall is found not related to particular category then in such case stall shall be cancelled and no refund shall be made at any cost.

### 3. Assignment/Subletting

Without the organizer's prior consent in writing, no participant shall transfer, sublet or share with or without payment all or part of their allotted space within the Fair. Violation may attract rejection of the stall with full security deposit amount will be forfeited as a penalty.

### 4. Withdrawal / Cancellation

4.1 Once stall is booked and payment made by the participants, no cancellation, no refund will be entertained or adjusted against any forthcoming fair under any circumstances.

4.2 Participant shall be deemed to have withdrawn if for any reasons whatsoever they fail to take possession of the allotted Stall / Extra open Space within 24 hours from the date of inauguration of the Fair. The organizers may, therefore, dispose the unoccupied space and the said participants will have no right to claim a refund or compensation even if the space is allotted to other participants.

### 5. Terms of Payment

5.1 Payment for the Bookings must be done online at our website <https://www.suratmunicipal.gov.in/Stallbooking> Online payment or e-wallet is available options for payment of rent for stall. However, all rental amounts shall be paid 100% in advance. No request for the payment through DD/Cheque or by any other means will be entertained.

5.2 All participants have to pay online Rs. 7,500.00 (Rupees Seven thousand Five hundred only) per stall as a security deposit. If any, participants infringe the rules of book fair, full security deposit amount will be forfeited as a penalty. The rent amount for any damage incurred by participant during fair will be deducted from the security deposit and balance amount shall be refunded to participants without any interest after 30 working days at the end of book fair after getting permission from sanctioned authority.

5.3 Charges for extended days such as stall rent, rack charges (if any/happened or extended so) will have to be paid. It will be adjusted against balance amount in e-wallet / amount of security deposit / the difference in amount will have to be paid accordingly.

### 6. Verification of Participants

6.1 It is required to submit the following documents for verification purpose.

(1) Proof of business in publishing/selling books/stationery

a. Shop & Establishment License or Business Registration License or Certificate, etc.

b. Membership certificate of Book Seller's/Stationer's Association, etc.

c. Certificate issued by the publisher for appointment as dealer/retailer/distributor, etc.

(2) Property Tax Bill / Light Bill / Telephone Bill.

6.2 For further details please contact.  
Kavi Narmad Central Library,  
Opp. Umra Police Station,  
Ghod Dod Road, Athwalines,  
Surat – 395 001.  
Tel. No. 0261-2665873  
Time : 11.00 am to 5.00 pm  
E-mail : library@suratmunicipal.org

## 7. Allotment of Stall

Allotment of Stalls is on **First Come First Serve Basis**. Based on the category (2.4) under which they want to participate. Participants can choose stall location from the layout displayed on the website. Allotment is confirmed upon receipt of online payment. Booking of stall chosen by the participant shall be frozen for 30 minutes. The frozen stall shall be reopened for booking if payment is not made in this time limit. Allotment details indicating the stall numbers shall be intimated to the participants in advance via email and it shall also be notified on the Fair website.

## 8. Possession and Vacation

Participants shall be given possession of the Stalls at 10.00 am on prior day of starting book fair. On the opening day, Participants vehicles are allowed in the ground upto 7.00 am only. The Stall may not be dismantled prior to the official breakdown period, that is, on the last day of the Fair. Participants shall however, be obligated to vacate their exhibition space in full, prior to the end of fair. On the last day, Participants vehicles are allowed in the ground after 12.00 midnight only.

## 9. Dismantling of Stalls

It shall be the responsibility of the participants 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. In case if any panels, racks, tables or any other item provided is found to be broken/not further useable or missing, then the cost of those items shall be borne by the respective participant.

## 10. Removal of Displays and Goods

No goods or displays may be removed from the stalls during the Fair without the written permission of the organizer.

## 11. Cleaning

Organizer shall carry out general cleaning in fair area and participants shall be responsible for the cleanliness of their stalls during the Fair.

## 12. Insurance

It is mandatory for all participants to arrange their own insurance of their own furniture and exhibits to cover loss by fire, flood, water, storms, strikes, burglary, theft, riots, natural calamities etc., and against damages incurred in transit to and from the Fair. It is the exclusive and absolute responsibility of the participants to insure their exhibits as well as the hired stand equipments and stock against break-in, thefts and damage by fire and other natural calamities during the Fair. The organizer will not be liable to pay for any damages and loss incurred due to any reason including natural calamities.

### **13. Intellectual Property Rights**

It is the participant's responsibility to obtain necessary rights or authorization from the authors whose works are being exhibited or represented within the Fair.

### **14. Entry of Participants**

Participants shall be allowed entry into the stall/s 1(one) hours prior to the opening for public and they have to vacate the stall/s latest by 10:30 p.m. every day during the fair.

### **15. Modification of Terms and Conditions**

Any of the terms and conditions mentioned above may be relaxed or modified at the discretion of the concerned authority of the organizer whose decision will be final and will be binding to all.

### **16. Jurisdiction**

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

### **17. Security**

The organizer shall provide day and night security arrangement at all the halls during the fair, however, the organizer is not liable for the loss or damage to the goods and property of the participants. Participants are therefore, advised not to leave their stalls unattended during the Fair timings. Participants, if they so desire, may make their own security arrangements at their stalls during the fair timings through the security agencies approved by the SMC.

### **18. Tables and chairs/Fans etc**

18.1 Participants have to submit online request for extra tables, chairs, fans or lights etc. Charges for the additional items are to be paid immediately to organizer at site.

18.2 Participants have to submit online request for extra book racks. They have to contact SMC authority at site.

18.3 Participants are not allowed to transfer, sublet or share materials which provided during the allotment of stall.

18.4 Participants will have to fill the details in online form about their own materials which they brought and used inside the stall.

### **19. Miscellaneous**

Use of polythene bags shall be as per SMC norms. As such, all participants shall observe this and use paper carry bags.

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**RULES & REGULATIONS OF**  
**SHILP GRAM FAIR – 2026**

**TERMS AND CONDITIONS**

**1. General**

- 1.1 The Organizer - SURAT MUNICIPAL CORPORATION (SMC) reserves the right to accept or reject online registration / application without assigning any reason thereof.
- 1.2 Allotment of Shilp Gram stall (s) will be done according to layout displayed on the website <https://www.suratmunicipal.gov.in/Stallbooking> (on first come first serve basis). The Organizer reserves the right regarding allotment.
- 1.3 In case of a natural disaster or if circumstances so warrant, the organizers reserve the right to postpone, alter or cancel the Fair. In case the Fair is cancelled before the inauguration, rent collected shall be refunded at the earliest after making the necessary deductions as decided by the organizer.
- 1.4 Online Registration / Application is being accepted by the organizer will be considered as an agreement (under the accepted terms) between the participant and the organizer.
- 1.5 Online Registration / Application received after the last date may be considered subject to 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 display of posters, banners belongs to Special price, special discount rate or offer is strictly prohibited.
- 1.7 Participants playing Audio or Video Cassettes/CDs at the stalls shall ensure that the decibel level of sound does not cause any annoyance to either the neighbouring participants or to the visitors. The organizer will be the sole judge to decide on this regard and can prohibit participants to play such Audio/Video.
- 1.8 To maintain peace and order during the fair, no literary and cultural programmes shall be held at a place or stall in the Fair Grounds other than at the places designated for such activities by the organizer.
- 1.9 No encroachment extension in the passages is allowed. Participants are, therefore, advised to arrange the display within the space allotted to them.
- 1.11 If required, Visitors/Participants are allowed to view/see CCTV footage/recording of fair in presence of Police dept. after due permission from authority only.
- 1.12 Participants must have to submit the proper bank detail which mentioned the registered firm name or organisation name, in which they wish to get refund amount if any after completion of fair. (if any participant have booked the stall in the name of organisation or firm and they submit the personal bank details instead of firm or organisation in such case no refund amount will be credited in their personal bank account as bank detail is mismatched).

**2. Booking of Stall:**

- 2.1 All Participants require to book stall for Shilp Gram, 2026 from the website <https://www.suratmunicipal.gov.in/Stallbooking> Booking shall be done through online mode only. Participant can select stall from the layout

displayed on the website before booking and opt for booking of selected stalls. If any participant infringes the rules of Shilp Gram fair, they will be barred for forthcoming Shilp Gram fair.

- 2.2 In case of booking of stalls by the participant, the organizers will provide duly constructed stall. Once the stall is booked, participants are not allowed to withdraw / change / transfer it or to remove the structure of stalls.
- 2.3 Participants shall not be allowed to make any changes in stall's structure. In case the stall(s) is/are dismantled under any compelling need by the participant, it should be done after confirming the safety of the structure. However, no refund will be paid.
- 2.4 Participants have to book stalls in their respective stall category only viz.

Dome Nuber	Stall Category	Stall size	Eligibility Criteria
6	Shilp Gram	10' x 10'	Sellers of Handicraft products only

**Note:** Agency has to book stalls in above mentioned category only. During the event if any booked stall is found not related to particular category then in such case stall shall be cancelled and no refund shall be made at any cost.

### 3. Assignment/Subletting

Without the organizer's prior consent in writing, no participant shall transfer, sublet or share with or without payment all or part of their allotted space within the Fair. Violation may attract rejection of the stall with full security deposit amount will be forfeited as a penalty.

### 4. Withdrawal / Cancellation

- 4.1 Once stall is booked and payment made by the participants, no cancellation, no refund will be entertained or adjusted against any forthcoming fair under any circumstances.
- 4.2 Participant shall be deemed to have withdrawn if for any reasons whatsoever they fail to take possession of the allotted Stall / Extra open Space within 24 hours from the date of inauguration of the Fair. The organizers may, therefore, dispose the unoccupied space and the said participants will have no right to claim a refund or compensation even if the space is allotted to other participants.

### 5. Terms of Payment

- 5.1 Payment for the Bookings must be done online at our website <https://www.suratmunicipal.gov.in/Stallbooking> Online payment or e-wallet is available options for payment of rent for stall. However, all rental amounts shall be paid 100% in advance. No request for the payment through DD/Cheque or by any other means will be entertained.
- 5.2 All participants have to pay online Rs. 7,500.00 (Rupees Seven thousand Five hundred only) per stall as a security deposit. If any, participants infringe the rules of Shilp Gram fair, full security deposit amount will be forfeited as a penalty. The rent amount for any damage incurred by participant during fair will be deducted from the security deposit and balance amount shall be refunded to participants without any interest after 30 working days at the end of fair after getting permission from sanctioned authority.

5.3 Charges for extended days such as stall rent, rack charges (if any/happened or extended so) will have to be paid. It will be adjusted against balance amount in e-wallet / amount of security deposit / the difference in amount will have to be paid accordingly.

## 6. Verification of Participants

6.1 It is required to submit the following documents for verification purpose.

- (1) Proof of business in relevant category.
  - a. Copy of PAN card.
  - b. Copy of GST registration.
  - c. Copy of cancelled cheque.
- (2) Property Tax Bill / Light Bill / Telephone Bill.

6.2 For further details please contact.

Science Centre Surat,  
Surat Municipal corporation  
City Light Road,  
City Light,  
Surat- 395 007  
Mobile No.: (0261) 2255946  
Time : 10.00 am to 4.30 pm  
E-mail : sciencecentre@suratmunicipal.org

## 7. Allotment of Stall

Allotment of Stalls is on **First Come First Serve Basis**. Based on the category (2.4) under which they want to participate. Participants can choose stall location from the layout displayed on the website. Allotment is confirmed upon receipt of online payment. Booking of stall chosen by the participant shall be frozen for 30 minutes. The frozen stall shall be reopened for booking if payment is not made in this time limit. Allotment details indicating the stall numbers shall be intimated to the participants in advance via email and it shall also be notified on the Fair website.

## 8. Possession and Vacation

Participants shall be given possession of the Stalls at 10.00 am on prior day of starting book fair. On the opening day, Participants vehicles are allowed in the ground upto 7.00 am only. The Stall may not be dismantled prior to the official breakdown period, that is, on the last day of the Fair. Participants shall however, be obligated to vacate their exhibition space in full, prior to the end of fair. On the last day, Participants vehicles are allowed in the ground after 12.00 midnight only.

## 9. Dismantling of Stalls

It shall be the responsibility of the participants 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. In case if any panels, racks, tables or any other item provided is found to be broken/not further useable or missing, then the cost of those items shall be borne by the respective participant.

**10. Removal of Displays and Goods**

No goods or displays may be removed from the stalls during the Fair without the written permission of the organizer.

**11. Cleaning**

Organizer shall carry out general cleaning in fair area and participants shall be responsible for the cleanliness of their stalls during the Fair.

**12. Insurance**

It is mandatory for all participants to arrange their own insurance of their own furniture and exhibits to cover loss by fire, flood, water, storms, strikes, burglary, theft, riots, natural calamities etc., and against damages incurred in transit to and from the Fair. It is the exclusive and absolute responsibility of the participants to insure their exhibits as well as the hired stand equipments and stock against break-in, thefts and damage by fire and other natural calamities during the Fair. The organizer will not be liable to pay for any damages and loss incurred due to any reason including natural calamities.

**13. Intellectual Property Rights**

It is the participant's responsibility to obtain necessary rights or authorization from the authors whose works are being exhibited or represented within the Fair.

**14. Entry of Participants**

Participants shall be allowed entry into the stall/s 1(one) hours prior to the opening for public and they have to vacate the stall/s latest by 10:30 p.m. every day during the fair.

**15. Modification of Terms and Conditions**

Any of the terms and conditions mentioned above may be relaxed or modified at the discretion of the concerned authority of the organizer whose decision will be final and will be binding to all.

**16. Jurisdiction**

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

**17. Security**

The organizer shall provide day and night security arrangement at all the halls during the fair, however, the organizer is not liable for the loss or damage to the goods and property of the participants. Participants are therefore, advised not to leave their stalls unattended during the Fair timings. Participants, if they so desire, may make their own security arrangements at their stalls during the fair timings through the security agencies approved by the SMC.

**18. Tables and chairs/Fans etc**

- 18.1 Participants have to submit online request for extra tables, chairs, fans or lights etc. Charges for the additional items are to be paid immediately to organizer at site.
- 18.2 Participants are not allowed to transfer, sublet or share materials which provided during the allotment of stall.
- 18.3 Participants will have to fill the details in online form about their own materials which they brought and used inside the stall.

**19. Miscellaneous**

Use of polythene bags shall be as per SMC norms. As such, all participants shall observe this and use paper carry bags.

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**RULES & REGULATIONS OF**  
**NATIONAL HORTICULTURE FAIR – 2026**

**TERMS AND CONDITIONS**

**1. General**

- 1.1 The Organizer - SURAT MUNICIPAL CORPORATION (SMC) reserves the right to accept or reject online registration / application without assigning any reason thereof.
- 1.2 Allotment of nursery stall (s) category wise (see 2.4) will be done according to layout displayed on the website <https://www.suratmunicipal.gov.in/epay/> (on first come first serve basis). The Organizer reserves the right regarding allotment.
- 1.3 In case of a natural disaster or if circumstances so warrant, the organizers reserve the right to postpone, alter or cancel the Fair. In case the Fair is cancelled before the inauguration, rent collected shall be refunded at the earliest after making the necessary deductions as decided by the organizer.
- 1.4 Online Registration / Application is being accepted by the organizer will be considered as an agreement (under the accepted terms) between the participant and the organizer.
- 1.5 Online Registration / Application received after the last date may be considered subject to 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 display of posters, banners belongs to Special price, special discount rate or offer is strictly prohibited.
- 1.7 Display or sale of product like toys, specs, face mask etc., are strictly prohibited in the horticulture fair Dome No. 7 to 10.
- 1.8 Plants and other materials shall not be permitted to sell at exorbitant price:
- 1.9 Participants playing Audio or Video Cassettes/CDs at the stalls shall ensure that the decibel level of sound does not cause any annoyance to either the neighbouring participants or to the visitors. The organizer will be the sole judge to decide on this regard and can prohibit participants to play such Audio/Video.
- 1.10 To maintain peace and order during the fair, no literary and cultural programmes shall be held at a place or stall in the Fair Grounds other than at the places designated for such activities by the organizer.
- 1.11 No encroachment extension in the passages is allowed. Participants are, therefore, advised to arrange the display within the space allotted to them.
- 1.12 If required, Visitors/Participants are allowed to view/see CCTV footage/recording of fair in presence of Police dept. after due permission from authority only.
- 1.13 Participants must have to submit the proper bank detail which mentioned the registered firm name or organisation name, in which they wish to get refund amount if any after completion of fair. (if any participant have booked the stall in the name of organisation or firm and they submit the personal bank details instead of firm or organisation in such case no refund amount will be credited in their personal bank account as bank detail is mismatched).

## 2. Booking of Stall:

- 2.1 All Participants require to nursery stall for NHF, 2026 from the website <https://www.suratmunicipal.gov.in/epay/> Booking shall be done through online mode only. Participant can select stall from the layout displayed on the website before booking and opt for booking of selected stalls. If any participant infringes the rules of horticulture fair, they will be barred for forthcoming horticulture fair.
- 2.2 In case of booking of stalls by the participant, the organizers will provide duly constructed stall with plant display facility. Once the stall is booked, participants are not allowed to withdraw / change / transfer it or to remove the structure of stalls.
- 2.3 Participants shall not be allowed to make any changes in stall's structure. In case the stall(s) is/are dismantled under any compelling need by the participant, it should be done after confirming the safety of the structure. However, no refund will be paid.
- 2.4 Participants have to book stalls in their respective stall category only viz.

Stall Category	Stall size	Eligibility Criteria	Dome Number
Nursery -Sellers of plants (Nurseryman), Fertilizers, Garden tools - tackles, Pesticides, Pots etc.	30' x 30'	Sellers of plants (Nurseryman) and Wanders of Fertilizers, Garden tools - tackles, Pesticides, Pots etc., (Minimum 50% live plants have to be kept in the stall)	7 To10
Horticultural tools - tackles ,Pots, Fertilizers, Pesticide etc	15' x 30'	Wanders of Pots, Fertilizers, Pesticide & Horticultural tools - tackles	7 To10

**Note:** Agency has to book stalls in above mentioned category only. During the event if any booked stall is found not related to particular category then in such case stall shall be cancelled and no refund shall be made at any cost.

## 3. Assignment/Subletting

Without the organizer's prior consent in writing, no participant shall transfer, sublet or share with or without payment all or part of their allotted space within the Fair. Violation may attract rejection of the stall with full security deposit amount will be forfeited as a penalty.

## 4. Withdrawal / Cancellation

- 4.1 Once stall is booked and payment made by the participants, no cancellation, no refund will be entertained or adjusted against any forthcoming fair under any circumstances.
- 4.2 Participant shall be deemed to have withdrawn if for any reasons whatsoever they fail to take possession of the allotted Stall / Extra open Space within 24 hours from the date of inauguration of the Fair. The organizers may, therefore, dispose the unoccupied space and the said participants will have no right to

claim a refund or compensation even if the space is allotted to other participants.

## **5. Terms of Payment**

- 5.1 Payment for the Bookings must be done online at our website <https://www.suratmunicipal.gov.in/epay/> Online payment or e-wallet is available options for payment of rent for stall. However, all rental amounts shall be paid 100% in advance. No request for the payment through DD/Cheque or by any other means will be entertained.
- 5.2 All participants have to pay online Rs. 7,500.00 (Rupees Seven thousand Five hundred only) per stall as a security deposit. If any, participants infringe the rules of horticulture fair, full security deposit amount will be forfeited as a penalty. The rent amount for any damage incurred by participant during fair will be deducted from the security deposit and balance amount shall be refunded to participants without any interest after 30 working days at the end of fair after getting permission from sanctioned authority.
- 5.3 Charges for extended days such as stall rent, rack charges (if any/happened or extended so) will have to be paid. It will be adjusted against balance amount in e-wallet / amount of security deposit / the difference in amount will have to be paid accordingly.

## **6. Verification of Participants**

- 6.1 It is required to submit the following documents for verification purpose.

- (1) Proof of business in relevant category.
  - a. Copy of PAN card.
  - b. Copy of GST registration.
  - c. Copy of cancelled cheque.
- (2) Property Tax Bill / Light Bill / Telephone Bill.

- 6.2 For further details please contact.  
Public Parks & Garden Dept.,  
Surat Municipal corporation  
Gandhi Baug, Chauk Bazar,  
Surat- 395 003  
Mobile No.: 63599 06590  
Time : 11.00 am to 5.00 pm  
E-mail : [gardensuperintendent@suratmunicipal.org](mailto:gardensuperintendent@suratmunicipal.org)

## **7. Allotment of Stall**

Allotment of Stalls is on **First Come First Serve Basis**. Based on the category (2.4) under which they want to participate. Participants can choose stall

location from the layout displayed on the website. Allotment is confirmed upon receipt of online payment. Booking of stall chosen by the participant shall be frozen for 30 minutes. The frozen stall shall be reopened for booking if payment is not made in this time limit. Allotment details indicating the stall numbers shall be intimated to the participants in advance via email and it shall also be notified on the Fair website.

#### **8. Possession and Vacation**

Participants shall be given possession of the Stalls at 10.00 am on prior day of starting book fair. On the opening day, Participants vehicles are allowed in the ground upto 7.00 am only. The Stall may not be dismantled prior to the official breakdown period, that is, on the last day of the Fair. Participants shall however, be obligated to vacate their exhibition space in full, prior to the end of fair. On the last day, Participants vehicles are allowed in the ground after 12.00 midnight only.

#### **9. Dismantling of Stalls**

It shall be the responsibility of the participants 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. In case if any panels, racks, tables or any other item provided is found to be broken/not further useable or missing, then the cost of those items shall be borne by the respective participant.

#### **10. Removal of Displays and Goods**

No goods or displays may be removed from the stalls during the Fair without the written permission of the organizer.

#### **11. Cleaning**

Organizer shall carry out general cleaning in fair area and participants shall be responsible for the cleanliness of their stalls during the Fair.

#### **12. Insurance**

It is mandatory for all participants to arrange their own insurance of their own furniture and exhibits to cover loss by fire, flood, water, storms, strikes, burglary, theft, riots, natural calamities etc., and against damages incurred in transit to and from the Fair. It is the exclusive and absolute responsibility of the participants to insure their exhibits as well as the hired stand equipments and stock against break-in, thefts and damage by fire and other natural calamities during the Fair. The organizer will not be liable to pay for any damages and loss incurred due to any reason including natural calamities.

#### **13. Intellectual Property Rights**

It is the participant's responsibility to obtain necessary rights or authorization from the authors whose works are being exhibited or represented within the Fair.

#### **14. Entry of Participants**

Participants shall be allowed entry into the stall/s 1(one) hours prior to the opening for public and they have to vacate the stall/s latest by 10:30 p.m. every day during the fair.

## **15. Modification of Terms and Conditions**

Any of the terms and conditions mentioned above may be relaxed or modified at the discretion of the concerned authority of the organizer whose decision will be final and will be binding to all.

## **16. Jurisdiction**

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

## **17. Security**

The organizer shall provide day and night security arrangement at all the halls during the fair, however, the organizer is not liable for the loss or damage to the goods and property of the participants. Participants are therefore, advised not to leave their stalls unattended during the Fair timings. Participants, if they so desire, may make their own security arrangements at their stalls during the fair timings through the security agencies approved by the SMC.

## **18. Tables and chairs/Fans etc**

- 18.1 Participants have to submit online request for extra tables, chairs, fans or lights etc. Charges for the additional items are to be paid immediately to organizer at site.
- 18.2 Participants are not allowed to transfer, sublet or share materials which provided during the allotment of stall.
- 18.3 Participants will have to fill the details in online form about their own materials which they brought and used inside the stall.

## **19. Miscellaneous**

Use of polythene bags shall be as per SMC norms. As such, all participants shall observe this and use paper carry bags.

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