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LARGEST INTERNATIONAL
BOOK FAIR
of the Afro-Asian Region



NEW
DELHI



WORLD
BOOK
FAIR
2018

CEOSpeak
a forum for publishing

NEW DELHI
RIGHTS TABLE
AUTHORS' CORNERS
CHILDREN'S PAVILION
CULTURAL PROGRAMMES



THEME
ENVIRONMENT
AND
CLIMATE
CHANGE

6 TO 14
JANUARY
PRAGATI MAIDAN
NEW DELHI

GUEST OF HONOUR



EUROPEAN UNION



Supported by
Ministry of
Human Resource
Development
Government
of India



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एन.बी.टी. इंडिया
Organiser
NATIONAL
BOOK TRUST, INDIA
Ministry of Human
Resource Development
Government of India

DAILY
11.00 am to
8.00 pm

FOCUS:
BOOKS
FROM
EUROPE



Co-organiser

इण्डिया ट्रेड प्रमोशन आर्गनाइजेशन
INDIA TRADE PROMOTION ORGANISATION
Pragati Bhawan, Pragati Maidan, New Delhi-110 001

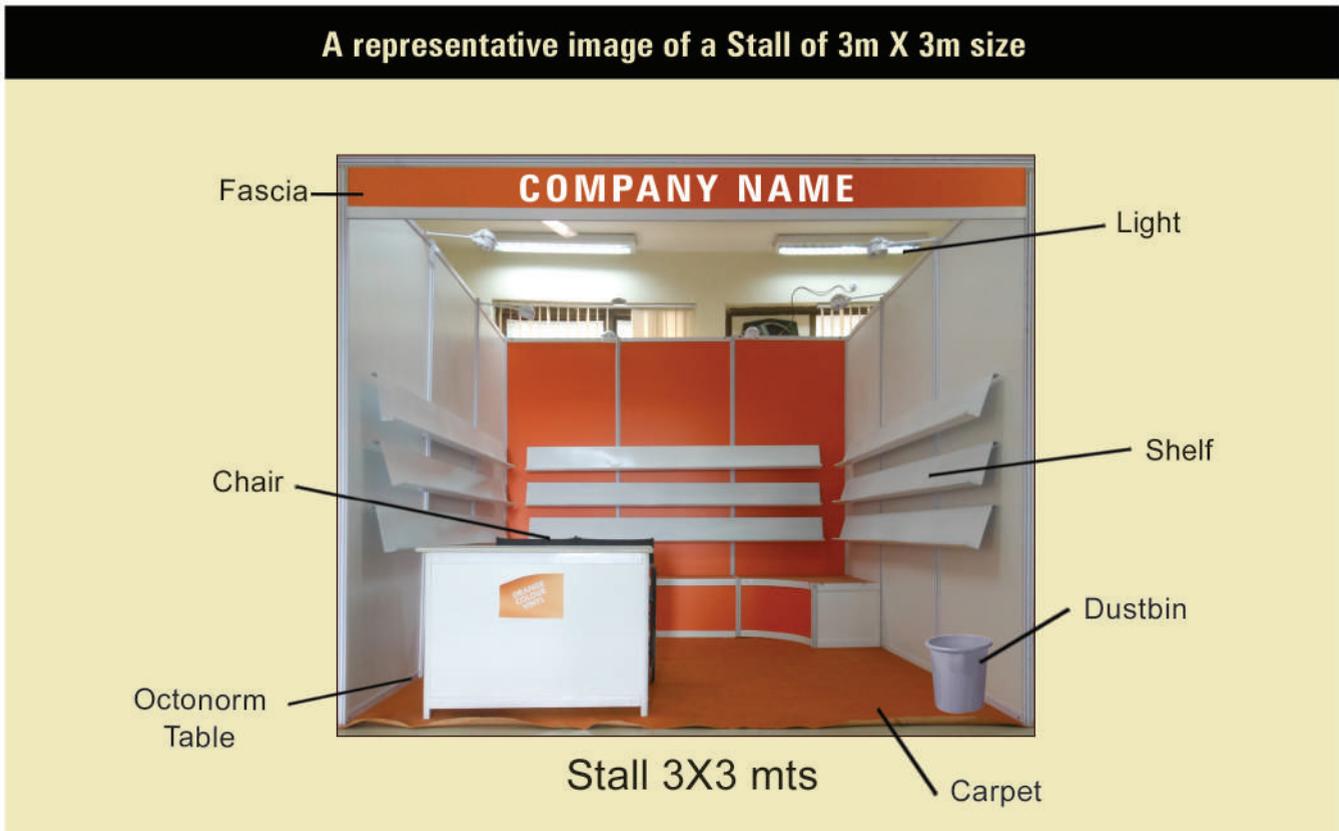


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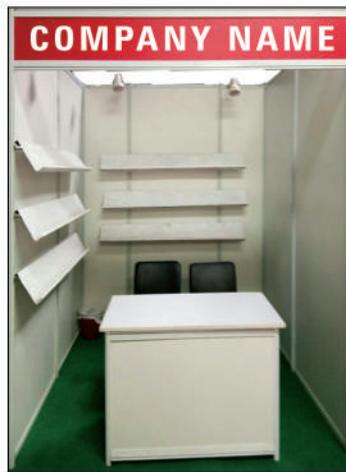
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EXHIBITION BOOTH

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



Stall 3X2 mts



Stall 2X2 mts



Stand 1x1 mts



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2018 WORLD BOOK FAIR



GENERAL
INFORMATION

The **New Delhi World Book Fair (NDWBF)**, held for the past 45 years, is a major calendar event in the publishing world. NDWBF 2018 is scheduled from 6 to 14 January 2018 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 Human Resource Development. India Trade Promotion Organization (ITPO), the nodal agency of the Government of India under the Ministry of Commerce, is the co-organizer of the Fair.

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 also 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 2017, the Fair, spread over an area of 40,000 sq. mt., attracted nearly 1,000 Indian Exhibitors and more than 30 Foreign Exhibitors.

Authors Corners

Four 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. Aptly named *Lekhak Manch*, *Sahitya Manch*, *Conversations* and *Reflections*, these Corners have become synonymous with lively literary activities, and also serve as meeting place for the visitors. To slot events please contact the Organizer.



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.



The CEOs and Senior Executives are welcome to participate in the B2B event CEOSpeak 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 8 and 9 January 2018. 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.



National Book Trust, India,
invites you to participate
in the **New Delhi World Book Fair 2018!**



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Organizer

NATIONAL BOOK TRUST, INDIA

Ministry of Human Resource Development, Department of Higher Education, Government of India

Co-organizer

India Trade Promotion Organization
Ministry of Commerce, Government of India

Venue

Hall Nos. 7A to H, 8, 9, 10, 11, 12, 12A, Hangar Pragati Maidan, Mathura Road, New Delhi - 110001

Duration & Timings

6 - 14 January 2018, 11:00 a.m. to 8:00 p.m.

Inauguration

6 January 2018

INFORMATION FOR INDIAN EXHIBITORS

● Subsidized Rental for English language publishers for maximum of 30 Stalls (in INR)

Types of Space	Bare Space (3m x 3m)	Stall (3m x 3m)	Stall (3m x 2m)	Stall (2m x 2m)	Stand (1m)
Basic Rental	55,479	57,391	38,261	17,218	13,391
GST @ 18%	9,986	10,331	6,887	3,099	2,411
Total Rental	65,465	67,722	45,148	20,317	15,802

Note

Booking of Stalls for an individual exhibitor or on collective basis under the general category is restricted to a maximum of 30 Stalls. In case of Stands, allotment is restricted to a maximum of two Stands per exhibitor and no combination of Stalls and Stands will be allowed.

● Subsidized Rental for Hindi and other Indian language publishers for maximum of one Stall/Stand for each exhibitor (in INR)

Types of Space	Per Bare Space (3m x 3m)	Stall (3m x 3m)	For additional stalls (Upto max. 20 stalls)	Stall (2m x 2m)	Stand (1m)
Basic Rental	36,061	37,304	57,391	11,191	8,704
GST @ 18%	6,491	6,715	10,331	2,015	1,567
Total Rental	42,552	44,019	67,722	13,206	10,271

Note

The subsidized rates are applicable to the exhibitors exhibiting books only in Hindi or any of the Indian languages. To avail these discounted rental rates, it is mandatory for the exhibitors to submit copy of their PAN Card. The subsidized rates are allowed on the rent of one Stand/Stall only. Allotment to an individual exhibitor or collective exhibitors is restricted to a maximum of 20 Stalls.

National Book Trust, India, being an organization established by the Government of India under the Government of India Resolution on 15 June 1958 published in the Gazette of India, is exempted from deduction of Tax at Source on its receipts under Section 196 of the Income Tax Act, 1961.

In view of the above, exhibitors are requested to deposit full amount of rental without deducting TDS.

Specification of Stand/Stall/Bare Space, Furniture and Electrical Fittings

A Stand of 1m Length: It consists of one panel with one octonorm counter, four shelves, one chair, fascia lettering on vinyl cutting, carpet and one dustbin.

A stall of 2m x 2m: It consists of six panels with one octonorm counter, 6 MS shelves, 2 chairs, fascia lettering on vinyls cutting, carpet and one dustbin.

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

A Stall of 3m x 3m: It consists of 9 panels with one octonorm counter, 9 MS shelves, two chairs, fascia lettering on vinyl cutting, 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 750 watts. For additional electricity consumption, extra charges will be levied.

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.

Electrical Fittings

(a) Stand: One LED and one point for computer connection will be provided. For additional electricity consumption, extra charges will be levied.



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(b) **Stall of 2m x 2m** : 4 LED and one point for computer connection. Total load admissible will be 400 watts. For additional electricity consumption, extra charges will be levied. Payment of additional electrical charges will be made by the exhibitor at the decided by the organizer.

(c) **Stall of 3m x 2m** : Four LED and one point for computer connection will be provided. 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).

(d) **Stall of 3m x 3m** : Six LED and one point for computer connection will be provided. Total admissible load per Stall will be 750 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 Stand/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.

Mode of Bookings

Exhibitors are advised to book their space online through our website www.newdelhiworldbookfair.gov.in only, because the number of Stall/Stand/Bare Space thus booked would automatically be deducted from the total number of Stand/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 by the last date of 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 (Bank Details are mentioned in the adjacent column).
- 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 to the NBT office 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 : 25 September 2017

Last Date for Booking : 31 October 2017

Participation is open to

- Indian and Foreign Publishers
- Dealers and Manufacturers of Teaching Aids/CD ROMs
- 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

The English language publishers are further classified according to the following categories for allotment of Stands/Stalls:

- General and Trade
- Social Sciences and Humanities
- Science and Technology
- Children's Books & Educational Aids
- Government Organizations/Institutions
- E-books

Note

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



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• 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 Stands/Stalls/Bare Space

Allotment of Stands/Stalls/Bare Space will be made by a computerized draw of lots. Allotment letters with layout plans, indicating the hall nos. and Stand/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 Stands/Stalls/Bare Space

Registration will start at 10:30 a.m. on 5 January 2018 at the main entrance of the respective halls in which Stands/Stalls/Bare Space of the exhibitors have been allotted.

Possession of the Stalls/Stands will be given at 2:00 p.m. on 5 January 2018 and possession of Bare Space to the allotted exhibitors will be made available on 3 January 2018 at 2.00 p.m

Please note that the exhibitors and their stand builders 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/Stands/Bare Space.



Fair Directory

Each exhibitor will be provided one Fair Directory, which will list out the names and addresses of all the exhibitors, with a brief description of the participating organizations on the basis of the information furnished by them in the Application Form. The Organizer has the right to suitably edit the text provided by the exhibitors. The Organizer reserves the exclusive right to publish and sell the Fair Directory of the exhibitors with the advertisements, which appear in the Fair Directory.

Advertisement in the Fair Directory

The rates for the advertisement in the Fair Directory are given below:

Back Cover - IV (Colour)	₹ 46174
Inside Cover - II (Colour)	₹ 41043
Inside Back Cover - III (Colour)	₹ 41043
Full Page (Colour)	₹ 25652
Full Page (Black & White)	₹ 18470
Book Mark	₹ 46174

Exhibitors interested in advertising in the Fair Directory may apply separately to the Organizer latest by 31 October 2017. Such requests will be considered on first-come-first-served basis. The Organizer reserves the right to accept or reject the requests for advertisement.

Flag Poles, Buntings and Hoardings

Allotment of flag poles and space for buntings and hoardings will be made in accordance with charges levied by ITPO against the poles/space provided by ITPO for this purpose. Intimation regarding allotment of poles/space will be notified separately on the Fair website and via emails.

For details please see [Annexure I](#)

Entry Passes/Exhibitor Passes

Exhibitors will be given complimentary multiple entry passes and exhibitor passes as per [Annexure II](#).





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INFORMATION FOR FOREIGN EXHIBITORS

A) For participants from SAARC countries		
Types of Space	Per Stand	Stall/Bare Space
Basic Rental	US \$ 243	US \$ 1,087
GST@18%	US \$ 44	US \$ 196
Total Rental	US \$ 287	US \$ 1,283

B) For participants from other countries		
Types of Space	Per Stand	Stall/Bare Space
Basic Rental	US \$ 609	US \$ 2,174
GST@18%	US \$ 110	US \$ 391
Total Rental	US \$ 719	US \$ 2,565

Specification of Stands/Stalls/Bare Space, Furniture and Electrical Fittings

A Stand of 1m Length: It consists of one panel with one octonorm counter, four shelves, one chair, fascia lettering on vinyl cutting, carpet and one dustbin.

A Stall of 3m x 3m: It consists of 9 panels with one octonorm counter, 9 MS shelves, one glass table, three chairs, fascia lettering on vinyl cutting, carpet and one dustbin.

Bare Space: Only carpet and electric connection will be provided to the exhibitors opting for Bare Space.

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) Stand: One LED and one point for computer connection will be provided. Total admissible load per Stand is 200 watts. For additional consumption, extra electricity charges will be levied.

(b) Stall: 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.

Note

The Organizer reserves the right to alter the dimensions of the Stand/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.

Booking of Space

Booking of Stands/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 **31 OCTOBER 2017** or through Bank Transfer. Bank details are given below:

IFSC	CNRBINBDDFS
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)

Bookings start : **25 SEPTEMBER 2017**

Last date for booking : **31 OCTOBER 2017**





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Allotment of Stands/Stalls/Bare Space

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

Foreign Exchange

For the foreign exchange requirements, exhibitors may contact the following, if they so wish, or they may get the same arranged through the agent of their choice.

M/s Thomas Cook (India) Ltd.,
E-mail: pankaj_kashyap@in.thomascook.com

Registration of Exhibitors and Possession of Stands/Stalls/Bare Space

Registration will start at 10:30 a.m. on 5 January 2018, in the Reception Area inside Hall 7, where Stands/Stalls/Bare Space would be allotted to the exhibitors. Possession of Stands/Stalls will be given at 2:00 p.m. on 5 January 2018 and possession of Bare Space to the allotted exhibitors will be made on 3 January 2018 at 2:00 p.m.

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 Stand/Stall/Bare Space.

Fair Directory

Each exhibitor will be provided with a copy of the Fair Directory, which would list out the names and addresses of all the exhibitors, with a brief description of the participating organization on the basis of the information furnished in the Application Form. The Organizer has the right to suitably edit the text provided by the exhibitors. The Organizer reserves the exclusive right to publish and sell the Fair Directory, with the advertisements which appear in the Fair Directory.

Advertisement in the Fair Directory

Rates for the advertisement in the Fair Directory are given below:

Back Cover	(IV) (Colour)	US \$ 616
Inside Cover	(II) (Colour)	US \$ 564
Inside Back Cover	(III) (Colour)	US \$ 564
Full Page	(Colour)	US \$ 308
Full Page	(Black & White)	US \$ 287

Interested exhibitors may apply separately to the contact details given at the end of this folder by **31 OCTOBER 2017**. Such requests will be considered on the first-come-first-served basis. The Organizer reserves the right to accept or reject the request for advertisement.

Flag Poles, Buntings and Hoardings

Allotment of flag poles and space for buntings and hoardings will be made in accordance with the charges levied by the ITPO on first-come-first-served basis against the poles/space provided by ITPO for this purpose. Intimation regarding allotment of poles/space will be notified on the Fair website and via email as per **Annexure I**.

Entry Passes

Exhibitors will be given complimentary multiple entry passes and exhibitors passes as per **Annexure II**.

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.





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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 service tax.

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 will be permitted on the following conditions: (a) Exhibitor(s) will not be allowed to sell toys, key chains and masks, honey, medicinal products, etc, (b) A uniform discount of 10% will be allowed on the printed price, higher discounts are prohibited, (c) Hawking and sale of books at specially reduced prices is strictly prohibited, (d) No books or materials forbidden by the law, including violation of copyright act, will be displayed or sold. Exhibitors are solely responsible for any violation in this regard and the Organizer will not be liable for such a violation. Exhibitors will indemnify the Organizer from and against all proceedings and expenses whatsoever in consequence 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 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.

1.10 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.

1.11 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.

1.12 Only those articles and products may be exhibited which fulfill the applicable legal requirements.

1.13 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.

1.14 Provisional or unofficially submitted applications or mere reservation requests are invalid and will not be processed until a formal registration is submitted by the stated deadline.

1.15 Keeping in mind the feedback received from various publishers in the Publishers' Meets, convened by the organiser 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 2018 may be seen at [Annexure III](#).

2.2 No application will be entertained after the last date of booking i.e. 31 October 2017.



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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 Stands once allotted at a specific Hall will not be allowed to shift to any other spot without prior written approval of the organizer. If any deviation is found, the exhibitors allotment will be cancelled immediately and they may be asked to vacate the Fair grounds, and/or be debarred from participation.

2.5 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.

2.6 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.

2.7 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 any penalty imposed by the ITPO on this count will be borne by the concerned exhibitor. 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 ₹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 (mandatory) for availing language 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. In case of online booking, a unique code will be generated, which is to be shared among the exhibitors for the purpose of clubbing.

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 Stand/Stall after the booking, they will have to pay 20% extra of the rental amount paid as penalty. 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 Stand/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 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.

2.14 Exhibitor is obliged to allow the Organizer and its service partners to see and check their Stall and items at any time.

3. Clubbing of Stalls/Bare Space

A group of companies/exhibitors can apply for a maximum of 20 Stalls in case of Hindi/Regional language publishers and 30 Stalls for English language publishers. (Subsidy towards rentals will be provided for only one Stall for Hindi/Regional language publishers). However, allotment will be subject to the availability of Stands/Stalls. The number of Stalls booked can be curtailed by the Organizer depending upon the availability of space. **No clubbing will be allowed in case of Stand of size 1m and Stalls of size 2m x 2m and 3m x 2m.** Booking for maximum two Stands only and in case of Stall of 2m x 2m and 3m x 2m only one will be 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.



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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 registration, i.e. before 31 October 2017. However, 20% will be deducted from the amount towards service tax and administrative expenses. Any cancellation request received after 31 October 2017 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/Stand/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 only through Demand Draft/Pay Order in favour of National Book Trust, India, payable at New Delhi. Payment can 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 Stands/Stalls shall be made by a computerized draw of lots. Allotment letters with layout plans, indicating the hall nos. and Stand/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 Stand/Stall at 2:00 p.m. on 5 January 2018. The Stand/Stall 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 3 January 2018. 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. 1
- 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 useable 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. 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.

12. Cleaning

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

13. Insurance Coverage

13.1 The Organizer generally subscribes to an insurance policy covering the financial consequences of the public liability in its role as the Organizer.

13.2 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 Stands/Stalls shall be given on



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TERMS AND CONDITIONS

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 Stand/Stall. In the event of a claim against the Organizer, the exhibitor(s) will indemnify the Organizer.

14. 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.

15. Fair Directory

15.1 The Organizer reserves the exclusive right to publish and sell the Fair Directory with the advertisements appearing in it.

15.2 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.

15.3 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.

16. Timings for Exhibitors

16.1 Exhibitors will be allowed entry into the Halls from 10:30 a.m. and they have to vacate the halls latest by 8:30 p.m. every day during the Fair.

16.2 In order to replenish the stock/books, etc. for their Stalls/Stands, exhibitors will be allowed to bring such goods through Gate No. 1 only, in their commercial vehicles before 10:00 a.m. during the Fair days.

17. 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.

18. 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.

19. Jurisdiction

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

20. 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 communications to:
Deputy Director (Exhibition)



NATIONAL BOOK TRUST, INDIA

Ministry of Human Resource Development
Government of India

Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj,
New Delhi-110070

Phone: 91-11-26707780/788 • Fax: 91-11-26707846

• E-mail: ndwbf1@gmail.com

• Website:

www.nbtindia.gov.in, www.newdelhiworldbookfair.gov.in



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APPLICATION FORM (Indian Participants)



NATIONAL BOOK TRUST, INDIA
Nehru Bhawan, 5, Institutional Area, Phase-II
Vasant Kunj, New Delhi – 110 070

1. Company Profile

Name of the Company/Publishing House (in BLOCK letters) (in English):
(in Hindi):
(For Fair Directory and Fascia on Stall/Stand)

2. Participation

Individual Clubbed

(In case of clubbed Stalls consent letters of both the parties are mandatory to be attached)

3. Head of the Organization

Mr./Ms.
Address: Pin:
Telephone: Mobile: Fax:
E-mail: Website:

4. Contact Person for the Fair

Mr./Ms.
Designation : Telephone: Mobile: Fax:
E-mail:

5. Select Language:

Indian Language (Maximum 20 stalls)

[Please attach a copy of PAN Card as per the Terms & Conditions of clause 2.9]

Hall No.12, 12A — (Please Specify the Language)..... Pan Card No.:

English Language

5a. Select your Hall

Hall No. 7FGH & Hangar (Children & Educational Books including Educational Aids/CDs, etc.)

Hall No. 8 to 11 (General & Trade, Science & Technology, Social Science & e-Books)

Hangar (General & Trade, Science & Technology, Social Science & e-Books)

(The location will be as per the space provided by ITPO.)

6. Select your Space:

Number of constructed Stalls (2mx2m) _____ (Maximum 1 stall)

Number of constructed Stalls (3mx2m) _____ (Maximum 1 stall)

Number of constructed Stalls (3mx3m) _____ (Maximum 30 stalls)

Number of Bare Space (3mX3m) _____ (Maximum 30 stalls)

Number of constructed Stand (1m) _____ (Maximum 2 stands)

7. Payment Details

DD /Pay Order Number: Date: Amount:

Bank Name:

Pan Card Number

8. Exhibitor's Profile (please attach a separate sheet with typed matter of not more than 50 words)

We have read the "Terms & Conditions" as attached and agree that they are part of this Application and also agree to abide by them.

Date (DD/MM/YY)

Authorized Signatory

Note: Incomplete Application Form will be rejected. The above information will be used for Fair Directory (Forms without profile details may not be included in the Fair Directory).

Application Deadline: 31 October 2017



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APPLICATION FORM (Foreign Participants)



NATIONAL BOOK TRUST, INDIA

Nehru Bhawan, 5, Institutional Area, Phase-II
Vasant Kunj, New Delhi – 110 070

1. Company Profile

Name of the Company/Publishing House (in BLOCK letters) :
(Name to be displayed in Fair Directory and Fascia on Stall/Stand)

2. Participation Individual Clubbed

(In case of clubbed Stalls, consent letters of both the parties are mandatory to be attached)

3. Head of the Organization

Mr./Ms. :
Address:
..... Pin:
Telephone: Mobile: Fax:
E-mail: Website:

4. Contact Person for the Fair

Mr./Ms.
Designation : Telephone: Mobile: Fax:.....
E-mail:

5. Booking Details

Number of Stalls Stands

6. Please tick your booking preference

Constructed Bare Space

7. Particulars of remittance

DD Number Date Amount US \$ Bank Name

8. Bank details for money transfer towards booking

PAYMENT TO BE SENT TO CANARA BANK, FOREIGN DEPARTMENT SOUTH, NEW DELHI

IFSC	CNRBINBDFS
FOR CREDIT OF	NATIONAL BOOK TRUST, INDIA
ACCOUNT NO.	3159101000299
BANK DETAILS	CANARA BANK, VASANT KUNJ BRANCH NEHRU BHAWAN, 5, INSTITUTIONAL AREA, PHASE-II VASANT KUNJ, NEW DELHI – 110 070
TRANSFER IN US \$	Account No. 6550791917 of CANARA BANK International Division, Mumbai (SWIFT: CNRBINBBID) with BANK OF AMERICA, NY (SWIFT: BOFAUS3N)

9. Exhibitor's Profile (Please attach a separate sheet with typed matter of not more than 50 words)

We have read the "Terms & Conditions" as attached and agree that they are part of this application and also agree to abide by them.

Date (DD/MM/YY)

Authorized Signatory

Note: Incomplete Application Form will be rejected. The above information will be used for Fair Directory. (Forms without profile details may not be included in the Fair Directory).

Application Deadline: 31 October 2017


Annexure – I
Table A

S. No.	Type of Site	Size	Rental charges per unit (INR)	USD
1.	Flag Poles	2.5 x 6 ft. (per side)	Rs. 650/- (Inclusive of GST @ 18%)	20
2.	Electric Poles	3 x 6 ft. (per side)	Rs. 950/- (Inclusive of GST @ 18%)	30
3.	Halogen Poles	3 x 23 ft. (per side)	Rs. 2100/- (Inclusive of GST @ 18%)	45
The above rates do not include Printing, Fixing charges etc. The same needs to be carried out by the exhibitor at his/her own cost.				Inclusive of printing + fixing charges

Table B

Rates for full duration				
S. No.	Type of Site	Remarks	INR	USD
1.	LED screen in front of Hall 7	10 Sec. video 3 Spots per day	Rs. 30,000/- + GST @18%	550
2.	Chocolate Box Hoarding (20 feet x10 feet) [Hall No. 14 to Hall No. 11]	One side	Rs. 27,500/- + GST @18%	500
3.	Triangular Hoarding (27 feet x 10 feet) [Hall No. 7,8,9,11]	One side	Rs. 77,000/-+ GST @18%	1500
4.	Tower Hoarding (20 feet x 5 feet) [Hall No. 15]	One side	Rs. 38,500/-+ GST @18%	800
5.	Hoarding (20 ft. X 20 ft.) [Hall No. 8-11, 12, 12A, 7]	One Side	Rs. 71,500/-+ GST @18%	1400
The above rates do not include Printing, Fixing charges etc. The same needs to be carried out by the exhibitor at his/her own cost.				Inclusive of printing + fixing charges

Table C

S. No.	Options	Size (WxH)	Rates for full duration	
			INR	USD
1.	Shuttle Vehicle	Side Panel 125 x 17 inch. (per side)	Rs. 15,000+ GST @18%	275
		Back Side 19 x 16 inch	Rs. 10,000/+ GST @18%	225
		All 3 sides	Rs. 35,000/+ GST @18%	600
		Driver side 23 x 14 inch	Rs. 10,000/+ GST @18%	225
The above rates inclusive of printing, fixing charges				

Table D

S. No.	Options	Size	Rates for full duration		Rates per day	
			INR	USD	INR	USD
2.	Hindi Newsletter (Mela Vaarta)	Quarter page	Rs. 25,000/-	400 USD	Rs. 3,000/-	50 USD
		Half page	Rs. 50,000/-	800 USD	Rs. 6,000/-	100 USD
		Full page	Rs. 1,00,000/-	1600 USD	Rs. 12,000/-	200 USD
3.	English Newsletter (Fair Daily)	Quarter page	Rs. 40,000/-	600 USD	Rs. 5,000/-	90 USD
		Half page	Rs. 60,000/-	900 USD	Rs. 8,000/-	150 USD
		Full page	Rs. 1,10,000/-	1700 USD	Rs. 15,000/-	250 USD
		Inside Page bottom/side strip	Rs. 30,000/-	500 USD	Rs. 4,000/-	75 USD
		Front Page (bottom strip)	Rs. 1,10,000/-	1700 USD	Rs. 15,000/-	25 USD
		Back Cover	Rs. 1,40,000/-	2000 USD	Rs. 20,000/-	300 USD
4.	Authors' Corner	Branding on side panels	Rs. 1,50,000/-	2200 USD	Not applicable	



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Annexure – II

Exhibitor & Entry Passes/Car passes for Exhibitors

Sr. No.	No. of Stalls	Car Passes	Exhibitor Passes	Entry Passes
1	1	Nil	2 passes	2
2	2-5	1 pass	4 passes	5
3	6-9	2 passes	5 passes	5
4	10-13	3 passes	6 passes	5
5	14-17	4 passes	7 passes	7
6	18-21	5 passes	7 passes	7
7	22-25	6 passes	8 passes	8
8	26-30	7 passes	8 passes	8

*For Stands : 2 Exhibitor passes and 2 Entry Passes will be issued





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Annexure – III

PROCEDURE FOR ALLOTMENT OF HALLS/STALLS (STANDS) [for Indian Exhibitors only]

All Application Forms will be accepted **online** only. Any offline Form so received will have to be uploaded by the Exhibitor online only.

After login, Select LANGUAGE > Select HALL > Select SPACE > PAYMENT details.

Each Hall at Pragati Maidan has been assigned a specific category: Children's Hall, Indian Language Hall, Foreign Exhibitors, and General & Trade (English) publishers. The allotment of stalls/stands/bare space will be done Hall-wise/category-wise through Computerized Draw of Lots.

- 1. Please Note:** Since there are more exhibitors for General & Trade category, hence there may be multiple Halls assigned to this category. The application will be accepted for the first Hall till it is fully booked (on first-cum-first-served basis and after realization of payment). The rest of the applications for this category will then be booked as per the next Hall assigned to General & Trade Category.
2. The Computerized Draw of Lots for each of the General & Trade category mentioned above will be done Hall-wise (i.e. separate for each Hall).
- 3. Please Note:** Hall No. 8-11 is a single entity (a single Hall), hence any booking received for 8-11 will be allotted space anywhere in the Hall as per Computerized Draw of Lots. No request for any change of Hall/Space will be entertained.



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- **CEOSpeak —**
a forum for publishing
- **New Delhi Rights Table**
- **International Events**
Corner
- **Authors' Corners**
- **Seminars & Discussions**
- **Theme Pavilion &**
Children's Pavilion
- **Literary Programmes**
- **Cultural Performances**



Organiser

राष्ट्रीय पुस्तक न्यास, भारत

मानव संसाधन विकास मंत्रालय, भारत सरकार

NATIONAL BOOK TRUST, INDIA

Ministry of Human Resource Development
Government of India

Nehru Bhawan, 5 Institutional Area

Phase-II, Vasant Kunj, New Delhi-110 070 (India)

Phone: 91-11-26707700 • Fax: 91-11-26707846

Website: www.nbtindia.gov.in

Co-organiser



इण्डिया ट्रेड प्रमोशन आर्गनाइजेशन

INDIA TRADE PROMOTION ORGANISATION

Pragati Bhawan, Pragati Maidan, New Delhi-110 001

Website: www.indiatradefair.com



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