

**THE ASHOK, NEW DELHI**  
**BANQUET DEPARTMENT**

**TERMS & CONDITIONS FOR THE EXHIBITORS/EVENT ORGANIZERS**

1. Convention Hall area is the Convention Hall inner area only and the Foyer in front of Convention Hall which may be used as a pre-function area or registration area. Aisles in the hall are to be kept at a minimum of 7 feet.
2. All the requisite permissions from the local authorities for organizing the event/programme shall be taken by the organizers well before the event and a copy of all these permissions to be submitted to the hotel before the start of the event.
3. The hotel can provide upto five local telephone lines for using credit card machines and in case of bulk requirement, the organizers have to organize these from the MTNL directly. However, the hotel's telephone department shall extend all assistance in this.
4. The organizers shall hire/have their own security agency and shall provide a list of the personnel to be deployed in the area with full particulars on their company's letter head under authorized signature to the hotel Chief Security Officer. The security arrangements inside the venue will be the responsibility of the organizers. However hotel shall deploy its guards on the outer periphery of the venue. The organizer shall submit a copy of the layout plan for the exhibition stalls, etc. for the exhibitions to the Banquet Office and the Chief Security Officer. Also, the organizer shall install CCTV cameras in the hall ensuring complete coverage of the stalls/pathways.
5. There should not be any damage done to the walls/ceiling, etc. by way of nailing, pasting or hammering. The carpet protector on the existing carpet shall be laid before the fabrication of stalls. No pasting should be done on the granite area or on the steps or on the existing carpet of the hall. All the safety steps including fire regulations as stipulated by the fire department shall be observed. The hotel in no case shall be liable for any damage done to the goods of the organizers. However, any damage to the hotel's property by any means will have to be indemnified by the organizers.
6. The emergency exits/fire exits of the hall should not be blocked for safety reasons. However anybody/anything obstructing the exits; the hotel management will have the authority to forcibly clear these obstructions for the safety. At least two emergency exits with signboard are to be kept.
7. Whenever any temporary structure/hangar is to be erected for trade exhibitions/events at lawns/open areas, necessary permissions from the local authorities should be obtained by the organizers well before the start of the event. Fire retardant material shall be used and all the safety precautions/guidelines issued by the fire department should be observed by the organizers. The hotel in no case shall be responsible for any damage/loss caused in any manner. The security should be deployed by the organizers around these areas to ensure safety. Adequate personnel will be deputed by the organizer for maintaining the cleanliness of such temporary structures/hangars and necessary co-ordination and support will be provided by hotel housekeeping. The open areas will be brought to their original level of cleanliness by the organizer after dismantling.

8. Wherever the gensets are required/used for the events/exhibitions, etc. proper cabling with circuit breakers should be provided by the organizers. The organizers are requested to ensure the technician of the hired vendor to be available throughout the active event. The placement of the gensets will be informed to hotel Chief Engineer & Chief Security Officer and the gensets will be removed immediately after the function.
9. The Foyer area adjacent to Convention hall is a non-air conditioned area, it is requested the same should not be used for putting up any exhibition stalls as it adversely affects the air-conditioning of the convention hall.
10. The hotel shall allow only one welcome/information panel at the main gate of the hotel. A vertical panel near the Cashiers counter. Besides, panels on self mounted stands can be displayed around/near the hall/inside the hall without damaging any wall/ceiling/floor or obstructing any passage. On the Annexe side, a welcome/information panel, a gate structure, buntings on the existing poles can be placed but these are to be cleared at the conclusion of the event. Branding inside the halls is allowed without causing any damage to the hotel property.
11. Wherever higher turnover of visitors is expected, a regulatory system shall be enforced by the organizers to avoid over-crowding/stampede. The functional area shall be thoroughly checked by the organizers/representatives or authorized security before and after the event to check for any unclaimed material/baggage for safety reasons. Hotel has the authority to stop the flow of guests to avoid excess rush or stampede.
12. After the hotel has received venue confirmation advance, the balance payment towards minimum guarantee has to be deposited with the hotel as per the schedule given or at least a week before the function and extras if any to be settled before or immediately at the conclusion of the event. TDS deductions if any; a letter will be required stating the amount of TDS deduction and certificate to the effect shall be submitted.
13. No eatables/drinks from outside shall be allowed to be brought in by the organizers or their guests for consumption at the venue.
14. List of employees/labour along with their particulars that would be working for erecting and dismantling the temporary structures/hangers would be given 3 days in advance to the Chief Security Officer, The Ashok for verification.
15. All hangar structure, exhibition stalls, electrical components, flower and conference arrangements etc would be done by organizers themselves

Signature of the organizer/  
Representative of the organizer

Signature of the representative of the hotel

Name & Address of the organizer