



EM/QAF/01

COIR BOARD

APPLICATION FOR PARTICIPATION IN EXHIBITIONS ABROAD

Event name : Place :

Period :

NAME OF THE COMPANY: _____

Sl. No.	Items	Description
1.	Address	
2.	Telephone	
3.	Fax	
4.	E-mail	
5.	Website	
6.	Name & Designation of Key executive	
7.	Name & Mobile No. of persons being deputed. (Attach copies of Passport)	
8.	Are you a registered exporter or registered manufacturer of Coir products. If yes, give Coir Board Registration No.	
9.	Space requirement in (sq. mtrs.) whether require corner space, if available.	
11.	Investment in Plant & Machinery in case of Enterprise/Manufacturer (Attach copy of Coir Board IE Registration)	INR..... Lakhs
10.	Total export turnover of the company, in case of Exporter	INR..... Lakhs
11	Brief profile of the company (not over 25 words)	
12	Whether belong to Women/ NE Region/ SC/ST	
13	Whether you have participated in this fair earlier, if so when?	
14.	Display requirements: <ul style="list-style-type: none">• Assembly arrangements• Display plan, if any (on payment basis) Additional requirement• Any other facility including display aids over and above shell scheme package	

We hereby accept the Rules & Regulations of participation published by Coir Board. Demand Draft for Rs. favouring Secretary, Coir Board, payable at Ernakulam is attached towards advance/full space rent / participation charges.

(Signature of the authorized signatory of the Company)

Dated: _____

Name _____
Designation _____



(Signed & to be sent with application form)
Brief Rules and Regulations for Participation in Fair Abroad

1. Space Booking:

Application in prescribed format for participation in overseas activities of Coir Board to be submitted within the prescribed date for booking of space. Space is offered in modules of 12 sq. mtrs. and in multiples of 12 sq. mtrs. thereof (subject to availability).

2. Allotment of space to the Participants:

Submission of application for booking of space does not automatically confer a right for allotment of space. Approval of application for space will rest with Coir Board.

3. Refund of Participation Fee:

- (i) Refund of Participation fee will be considered in case of non-availability of space, rejection of application or in the event of cancellation of participation by Coir Board due to unforeseen circumstances.
- (ii) In the event of withdrawal before the commencement of the event, the total participation fee will be considered for refund, only if the space is re-allotted.

4. Visa:

- (i) COIR BOARD, will provide necessary assistance to the representative of the participating company by way of issuance of recommendation letter to the concerned Mission for obtaining visas.
- (ii) COIR BOARD shall not be liable in case the Mission of the host/transit country concerned denies visa to a representative of the participating company for any reason.
- (iii) Since COIR BOARD, on behalf of the participating company, has already committed for certain financial bindings by way of booking of space, construction/decoration of stand, catalogue entry, general publicity support etc., it will not be able to consider any refund on grounds of denial of visa/delay in receipt of visa.
- (iv) Visa recommendation letter will be issued only in favour of the Chief Executive/Proprietor/Senior Level Officer dealing with exports of the company.

5. General:

- (i) 60 % of Exhibits at Indian Coir Pavilion should be Coir Products.
- (ii) In the event of postponement / abandonment / cancellation of the Fair / Exhibition, or in case of exhibits not being displayed due to any reason beyond the control of the COIR BOARD, the Board shall not be liable to compensate the applicant for any loss or liability.
- (iii) The space allotted to the approved participants is to be used exclusively by them for display of their exhibits as approved by COIR BOARD. Subletting of space is not permissible. Violation of this clause may lead to cancellation of space allotted, forfeiting of space rent, security deposit etc., paid to COIR BOARD and debarring the participant from the future participation in COIR BOARD's events.
- (iv) In case of default of any payment due from the participants, COIR BOARD reserves the right to debar them from participation of COIR BOARD's Fairs in India and Abroad.
- (v) Any dispute or differences arising out of these terms and conditions of participation shall be referred to the CHAIRMAN, COIR BOARD whose decision shall be final and binding.
- (vi) The terms and conditions of participation shall be governed by Indian Laws and subject to the jurisdiction of courts at Kochi, Kerala.
- (vii) Each participant shall keep cordial relation and business ethics while participating in events.

Terms & conditions accepted.

(Signature)
Name & Designation

Date: