



(FOR UAF ONLY)

**A. EVENT ORGANIZER INFORMATION**

Organizer: \_\_\_\_\_

Department: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Website: \_\_\_\_\_

**B. EVENT DETAILS**

1. Event Title: \_\_\_\_\_

2. Event date & duration: \_\_\_\_\_

3. Space/Halls required (clearly indicate Nos. with Floor): \_\_\_\_\_

4. Event Objectives:

5. Brief of Activities:

**C. Terms & Conditions:**

1. The booking will be made available on first come first serve basis.
2. Event Booking Advice will be issued to the Organizer after getting approval of the event requisition from competent authority.
3. EC Management reserves the right to accept or reject the request without giving any reason.
4. Organizer cannot charge any entry fee/ ticket without prior approval of EC Management.
5. Advertisements on stall by exhibitors will not contain any wording/statement of specific political/religious nature that may affect others and are against the State.
6. Display of messages/pictures on stalls by exhibitors must be in accordance with the local, social, cultural and religious values.
7. Exhibitor will be solely responsible for the protection of its products/accessories at stall during the exhibition time.
8. Selling of food items & beverages will not be allowed at stalls
9. Unauthorized music will not be allowed at the stalls.
10. Prior permission from EC Management will be required for the use of echo sound systems for which the noise level should not be more than 6 d.b.
11. Use of sub-standard stands and decoration tables / sub-standard counters in the stalls is not allowed and is subject to penalty.
12. Drilling, nailing and use of any sticking material, which may damage the building, either by organizer or any of the exhibitors, is not allowed.
13. If required, the Exhibition Center Management Committee reserves the right to change the dates of event.
14. The Exhibition Center Management Committee reserves the rights to accept or reject any space request without assigning any reason.

**SUBMITTED BY**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Endorsement**

**CHAIRMAN/DIRECTOR**

**DEAN**

**SPACE/HALLS AVAILABLE**

**A. Ground Floor**

<b>Sr.#</b>	<b>Exhibition Place</b>	<b>Covered Area (sq. ft.)</b>
1.	Hall No. 1	2064
2.	Hall No. 2	2223
3.	Hall No. 3	3128
4.	Hall No. 4	3128
5.	Hall No. 5	1463
6.	Hall No. 6	1463
7.	Hall No. 7	2223
8.	Hall No. 8	2064

**B. 1<sup>st</sup> Floor**

<b>Sr.#</b>	<b>Exhibition Place</b>	<b>Covered Area (Sq. ft.)</b>
1.	Hall No. 1	2064
2.	Hall No. 2	2836
3.	Hall No. 3	3128
4.	Hall No. 4	4591
5.	Hall No. 5	3686
6.	Hall No. 6	2064

**C. Optional Area**

1.	Open area (for Exhibition, Food Street and other entertainments)
2.	University facilities like auditorium or other conference halls