

## SPACE RESERVATION FORM

Please fill and Email this Form to [exhibitionsales@insouts.co.in](mailto:exhibitionsales@insouts.co.in)  
Booking closes on 10<sup>th</sup> August 2026

We shall be participating in INS/OUTS 25<sup>th</sup> -28<sup>th</sup> Sept 2026, Chandigarh.  
Kindly reserve the Exhibition Space for us.

Name of the Organisation \_\_\_\_\_  
 GST No. of the Organisation (Mandatory) \_\_\_\_\_  
 Complete Postal Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Pin/Zip Code \_\_\_\_\_  
 Telephone Nos. (with ISD/STD Code) \_\_\_\_\_ Fax No. \_\_\_\_\_  
 Email ID \_\_\_\_\_ Website \_\_\_\_\_  
 Name of the Authorised Signatory \_\_\_\_\_ Designation \_\_\_\_\_  
 Telephone Nos. (with ISD/STD Code) \_\_\_\_\_  
 Type of Organisation  Government Department  Public Sector  Joint Sector  Private  Others (Please specify) \_\_\_\_\_  
 Products Manufactured/Services Provided \_\_\_\_\_  
 Name on the Fascia of the Stall (25 letters only incl. space) \_\_\_\_\_  
 \_\_\_\_\_  
 Types of Products/Services to be displayed \_\_\_\_\_

Rental for Exhibition Space (per sqm)	Space Categories	Domestic Rates (INR)	Area : _____ sqm Stall No. : _____ Hall No. : _____	* 20% Premium on basic space rentals for Island stall * 15% for 3 side open * 10% for 2 side open
	Indoor Shell Space	8000		
	Indoor Raw Stall	6500		
	Outdoor Raw Space	5000		

\* Actual rates of premium on rentals may vary at the time of booking.

**PHDCCI MEMBERS:** All PHDCCI Members are entitled for 15% discount on the card rate.

APPLY FOR PHDCCI MEMBERSHIP : Pls contact Mr Sumit Kumar, Executive Officer. +91-7986452661, [sumit.kumar@phdcci.in](mailto:sumit.kumar@phdcci.in)

**GST number of all the Exhibitors is mandatory.** TDS should not be deducted on space rental, unless amount credited/paid on account of the rent during financial year exceeds Rs. 2,40,000/- under section 194 (l) of Income Tax Act. 1961 (w.e.f. 1 April 2019).

Payment Schedule	RTGS Details					
	Beneficiary	Bank	Current Account No.	IFSC Code	Branch Code	Bank Code
<ul style="list-style-type: none"> <li>• 50% of the total amount payable to be deposited with submission of this form</li> <li>• Balance &amp; full payment to be deposited on or before 10<sup>th</sup> August 2026</li> <li>• 100% advance payment of space rental &amp; all taxes (as applicable) for overseas participants</li> </ul>	PHD Chamber of Commerce & Industry	Bank of India, SCO 76-82 Sector 31 A, Chandigarh	621120110000016	BKID0006211	6211	013

Enclosed Cheque/DD No: \_\_\_\_\_ Dated \_\_\_\_\_ drawn in favour of "PHD Chamber of Commerce and Industry"  
payable at Chandigarh /New Delhi, on Bank \_\_\_\_\_ for (amount) Rs. \_\_\_\_\_

Date \_\_\_\_\_

Authorised Signatory \_\_\_\_\_

Allotment of Stalls is strictly on first-come-first served basis. PHDCCI reserves the right to change any specification without prior notice.

MAIL TO: [exhibitionsales@insouts.co.in](mailto:exhibitionsales@insouts.co.in)

### Regional Office

PHD House, Sector 31A, Chandigarh 160 030 India  
PHDCCI

GSTIN: 04AAACP1438L1ZK

HOTLINE: 0172-5076732

10:00 am to 5:00 pm

### For Space Booking and Partnerships :

+91-9814566547

+91-9810157669

+91-9914112334

+91-9914112335

+91-7986649704

+91-9812228026

# RULES & REGULATIONS

## ORGANISER

PHDCCI, PHD House, Sector 31A, Chandigarh  
160030, India

**Date: 25<sup>th</sup> – 28<sup>th</sup> SEPTEMBER, 2026**

**Timing:** 10:00 to 20:00 hrs

**Venue:** Parade Ground, Sector 17, Chandigarh

## EXHIBITOR:

Any company/organization/state/country participating in the exhibition. Organisers reserve the right of participation.

Space Categories	Domestic (INR)	Overseas (USD)
Indoor Shell Space	8000	125
Indoor Raw Stall	6500	100
Outdoor Raw Space	5000	90

Premium on basic rentals for 2, 3 & 4 side open stalls.

The Organiser will provide the following facilities in shell scheme.

Stall Size (Sqm)	Tables	Chairs	Focus Lamps
9	1	2	3
12	1	2	4
15	2	4	5
18	2	4	6
21	2	4	7
24	2	4	8
27	3	6	9
30	4	6	10
32	5	8	10
36	5	8	12

Each booth will have modular structure, fascia with company name, one electric plug point- 5/15 amps, synthetic carpet, waste paper basket & general security during the fair period

The prospective EXHIBITOR should apply on the application for participation, together with advance payment including 50% space rentals and security deposit. **GST as per Government of India Guidelines is applicable.** All bookings will be made on first-cum-first-served basis subject to receipt of all advance payments.

## EXTRA FURNITURE:

Extra furniture will be available with the contractor on chargeable basis.

## REGISTRATION FOR PARTICIPATION:

It is mandatory for exhibitor to forward the registration form to PHDCCI, Chandigarh, along with advance payment i.e. 50% space rentals for participation.

## ALLOTMENT OF EXHIBITION SPACE:

All bookings will be made on first-come-first-served basis subject to the receipt of all advance payments. Organizers will make confirmation of allotment of space on receipt of the registration form duly signed along with appropriate advance payment. Organisers reserve the right to allocate space, change the layout plan, add or delete corridors as shown in the space plan. Organisers reserve the right to reduce the allotment of space to any applicant without assigning any reason.

## PAYMENT SCHEDULE:

All payments should be made by Demand Draft payable to "PHDCCI Chamber of Commerce and Industry" payable at Chandigarh/ New Delhi. Advance payment including 50% space rentals at the time of booking. **Full payment by 1st September 2026 or before.**

## SETTLEMENT OF CHARGES:

Any and all expenses chargeable to an exhibitor must be settled before the close of fair to ensure smooth removal of goods from the fair site.

## STAND COMPLETION:

By 2000 hrs with all exhibits in position on 24th September 2026 positively. Work will not be allowed after that due to security reasons.

## REMOVAL OF EXHIBITS:

Removal of any exhibit during the fair period is prohibited. Negotiations for sale, however, may be conducted. Removal of exhibits and other materials shall be allowed only after 21:00hrs on the last day of INS & OUTS after the closure of the exhibition.

## MOVEMENT OF VEHICLES:

Vehicles containing exhibition material will be allowed up to a certain point at the venue. All vehicles must provide list of items being carried in the exhibition area and receive the pass for the same, which will be required at the end of the exhibition for the removal of exhibits and other material.

## CANCELLATION:

The prospective exhibitor is liable to forfeit the entire space rental in case of cancellation.

## SALE OF EXHIBITS:

Exhibitors are allowed to conduct negotiations for sale subject to mandatory clearance from Excise & Sales Tax Department and also ensure that exhibit will not be removed during the exhibition hours. Exhibits to be displayed during the fair can be brought one day before the start of the Fair.

## LOCATION TAX FORMALITIES:

Participation / Sale of Exhibits are subject to mandatory clearance from Excise & Sales Tax Department, Chandigarh. All Exhibitors are required to produce necessary clearance before taking possession of the stall.

## BINDING TERMS OF CONTRACT:

The submission of the registration form duly signed by an authorized officer of the exhibitor shall be deemed as confirmation of participation and acceptance and becomes binding as soon as the organisers have confirmed the allotment of space to the applicant. Dispute, if any, will be subject to Chandigarh Jurisdiction.

## VIOLATION OF RULES:

The organizers reserve the right to decide on the fulfillment of the rules and have the authority to demand removal/change of any structure, which is found not in conformity with the rules and can also cancel a confirmed booking without assigning any reason. The decision of the organizers will be final and binding.

## DAMAGE:

Exhibitor will be required to make good all damage to the fair facilities caused during the installation/ dismantling of their exhibits.

## SAFETY & SECURITY:

Organisers will not provide overnight security on the day prior to the exhibition and the last day of the exhibition. Safety & Security of all exhibits in the stalls will be responsibility of the exhibitors only.

## STALL POSSESSION:

Stall will be allocated after acquiring clearance and stall possession certificate from on-site accounts office of the organisers.

## INSURANCE OF EXHIBITS:

Exhibitors are responsible for insuring their exhibits for the fair period.

I/We have read the General Exhibition rules mentioned above and confirm that we shall abide by these rules.

Name \_\_\_\_\_ Designation \_\_\_\_\_ Mobile No. \_\_\_\_\_