



HOSTED FOREIGN BUYER PARTICIPATION 'TERMS AND CONDITIONS'

1. I have read and understood all the "Terms and Conditions". My filling up of the Registration Form at http://www.indiasteelexpo.in/hosted_buyer_registration.php and entering of the required information/ details, uploading the asked documents and pressing the '**SUBMIT**' button therein signifies my acceptance to all the below "Terms and Conditions" in entirety and without any deviation.
2. Organizers have send the 'request to register' email to only the shortlisted buyers nominated to them and have requested to register online within 3 days. My registration after 3 days of the first email or non-response within 24 hours of any subsequent email sent by the Organizers seeking any additional/ incomplete information may render my nomination as cancelled.
3. The online submission of 'Hosted Foreign Buyer Registration Form' is not an 'Offer'. Instead this is an 'Invitation to an Offer' and the registration shall be subsequently approved by the Organizers to qualify the same as an 'Offer'.
4. This invitation is non-transferable and any such request/s received subsequently shall not be entertained.
5. The Screening Committee constituted under Hosted Foreign Buyer Program will review specific buyer details as provided in Hosted Foreign Buyer Registration Form and decide on the quantum of facilities and hospitalities to be granted to the buyer.
6. As a part of hospitality, the 'Hosted Foreign Buyers' selected by the Screening Committee may be granted 5 star hotel accommodation with breakfast near to the event venue for 3 nights (check-in on 18th April and check-out on 21st April 2017), local transport, meals during networking lunches/ dinners, partial air fare reimbursement (if any, communicated to the buyer) and other suitable arrangements during the visit to INDIA STEEL EXPO 2017. Any request for extending additional facilities/ hospitalities shall not be entertained.
7. I have noted that following information will be required at the time of registration and approval: my full name as per passport, date of birth, designation, organization, address, email, mobile number, office telephone number, website, passport details and profile (upto 50 words) for uploading on website and detailed profile (upto 1000 words) for the screening committee to understand me, my organization and qualitatively analyze my qualification as a 'Hosted Foreign Buyer'. My recent color business digital photograph in close-up facing front white background (in jpg or jpeg format dimension 4cm x 4cm), passport (valid till 31st October 2017) scanned copy, employee photo ID Card issued by my organization and my visiting/business card also need to be provided. All these information shall be complete and correct in the very first instance only.



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8. The Organizers are fully authorized to approve / cancel any registration now or at a later stage without specifying any reason and will not be held liable for financial or any other loss occurred by me subsequently.
9. I understand that the Organizers may summarily reject my registration and are not bound to ask for any information asked but not provided by me while submitting my registration. All the information hereby entered by me during this registration is correct. I have not entered any incorrect or false information, either intentionally, fraudulently, or otherwise.
10. In case any information provided by me is subsequently found to be incorrect, with my intention to conduct fraud, the organizers/ co-organizers/ their solicitors hold the right to claim and recover the sponsorship amount (airfare, hotel booking and other expenses incurred on me during the event) and also to take any further legal action they may deem fit, subject to Indian Jurisdiction and at courts located at New Delhi, India.
11. After submission of my 'Hosted Foreign Buyer' ISE 2017 registration form, I will receive 'Registration Submitted' email from the Organizers on my email ID registered for communication. In case this email is not received, I will fill the Registration details in the enclosed 'ISE 2017 Registration Form' word file and send along with the required scanned documents to the Organizers immediately at **ise2017@ficci.com** and **sudhanshu.gupta@ficci.com** in order to have my registration done by Organizers. Subsequently, when my registration is qualified as 'Hosted Foreign Buyer', Organizers will send 'Registration Approved' email to me.
12. After both 'Registration Submitted' and 'Registration Approved' emails are received by me on my registered email, I am required to send, within 48 hours, my tentative economy class travel itinerary (with arrival in Mumbai, India on 18th April 2017 after noon and departure from Mumbai on 21nd April 2017 late evening) and Performa Invoice/ Quotation of the tickets under that itinerary to **ise2017@ficci.com** and **sudhanshu.gupta@ficci.com** for the approval by Organizers.
13. Organizers will suggest any changes required in the travel itinerary and will specify '**Approved air-ticket Reimbursement Amount**' and will seek my consent. After I give my consent on the advised changes in itinerary and reimbursement amount within 24 hours, I will purchase the ticket on the mutually agreed itinerary and send Confirmed Ticket scanned copy along with invoice/ fare statement, required for processing the reimbursement.
14. The Visa Invitation Letter with my travel schedule and stay arrangements will be sent to me and hotel stay will be booked by the organizers subsequently.
15. Upon receipt of Visa Invitation Letter, I am required to immediately apply for relevant Indian Travel VISA at <https://indianvisaonline.gov.in> and visit the designated Indian Embassy/ High Commission on the appointment date and time along with all requisite documents. Visa Fee and all related costs shall



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be paid and borne by me and the Organizers will not entertain any request for reimbursing these costs, even if my registration is cancelled subsequently.

16. My Name, Designation, Organization, Country, recent coloured business photograph and brief profile shall be uploaded on the event website so that Registered Indian Participants access this information and pre-fix a meeting with me. Similarly Organizers shall also put up the business profiles of the Indian Exhibitors on the website (and shall update the records from time to time) for fixing B2B and B2G meetings.
17. Additionally, my contact details and brief profile shall be published in the Catalogue for circulation to the steel fraternity.
18. I will be required to visit the event website and log into my dashboard using User ID and password provided to me by the Organizers. I am required to update information sought by the Organizers and also pre-fix and schedule B2B meetings here.
19. I will schedule and attend at least TEN B2B / B2G meetings each day.
20. Hotel will be allocated by the organizers and written confirmation will be sent directly to registered delegates indicating the hotel's name, address and contact details. No request for change of hotel/ room will be entertained before or after arrival.
21. Extra room/s or extra night(s) before or after the dates booked by Organizers, and all the additional facilities availed by me will be charged by the hotel and payment will be made directly by me upon checkout.
22. Colleague/ spouse can accompany me at my own expense. Any requirement for additional bed/ room at the hotel must be intimated to the Organizers at least 15 days prior arrival. Such requests will be entertained subject to availability and shall be payable directly to hotel.
23. Hosted Foreign Buyers can check-in at the designated hotel any time after 12:00 HRS on 18th April 2017.
24. All 'Hosted Foreign Buyers' upon arrival in India will be required to deposit a token amount of US\$ 100/- in CASH against registration fee (refundable after the event upon my successfully doing all assigned B2B and B2G meetings and fulfillment of all other 'terms and conditions') at the 'India Steel Expo 2017 Help Desk' located at the Hotel Lobby during check in.
25. Also need to provide Business Card and cell phone number that will be used during stay in India. Organizers will provide Exhibition Entry Badge, B2B Kits and Cash Deposit Receipt for US\$100 at 'ISE2017 Help Desk' at the Hotel. These need to be carried to the Exhibition daily.



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26. In case of any problem, 'Hosted Foreign Buyers' are required to immediately inform Organizers at ise2017@ficci.com and sudhanshu.gupta@ficci.com.
27. All hosted Buyers are required to register at the 'Hosted Foreign Buyers Lounge' at the Exhibition venue by 9 AM on the opening day i.e. April 19th, 2017. Here all will be guided with the meeting schedule/ will be provided other important instructions.
28. Every day upon arrival and before leaving the venue, all are required to have a short 5 minute meeting at 'Hosted Foreign Buyer Lounge' to collect blank 'B2B meeting form' and submit filled B2B meeting forms.
29. All are required to be present and available at the exhibition venue from 10:00 HRS till 18:00 HRS every day from 19-21 April 2017 for attending pre fixed meetings with registered Indian Participants.
30. It is mandatory to attend the inaugural function on 19th April 2017 and all networking events/ lunch/ dinner and Industry visits as intimated in due course.
31. If any problem is faced in locating the Exhibitor or if the Exhibitor is unavailable at his stall or for any other impediments pertaining to the event, please inform Organizers immediately at the 'Hosted Foreign Buyer Lounge'.
32. The Security Deposit of US\$ 100/- will be refunded to the 'Hosted Foreign Buyers' on 20th April 2017 (Evening) and 21st April 2017 (Morning) from the 'ISE2017 Help Desk' at the hotel upon submission of:
 - Original Security Deposit Receipt for US\$ 100/-.
 - Exhibitor Filled B2B sheets for all the days.
 - Buyer filled 'Feedback Form'.
 - Clear photocopy of valid Passport.
 - Photocopy of Passport page bearing Immigration stamp.
 - Photocopy of Air-tickets.
 - Proof of payment made for purchase of air-tickets.
 - Bank Account Details for the Electronic Transfer of Approved air-ticket Reimbursement Amount.
 - Name as per Bank Account
 - Bank Name
 - Bank Address
 - Bank City
 - Bank Account Number
 - Swift Code/ IBAN Number
 - Signed declaration of 'no business establishment in India'.



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33. The Approved Air ticket Reimbursement Amount, if any, shall be transferred to the Bank Account of the 'Hosted Foreign Buyers' by 22nd May 2017. Any request for Reimbursement in CASH shall not be entertained.
34. Organizers request to kindly inform them immediately about any cancellation of trip at ise2017@ficci.com and sudhanshu.gupta@ficci.com with a copy to the concerned Indian Embassy.
35. In case the registration is not approved as a 'Hosted Foreign Buyer' till 31st March 2017 and I still wish to attend India Steel Expo 2017, I am welcome to attend ISE 2017 on my own without any sponsorship. Organizers will be pleased to waive the 'Conference Delegate Fee' of USD 110/- (payable by the other international 'Conference Delegates') upon receipt of an email request for the same and will also send Visitor Visa Invitation Letter.
36. I have read and understood all the "Terms and Conditions". My filling up of the Registration Form at http://www.indiastelexpo.in/hosted_buyer_registration.php and entering of the required information/ details, uploading the asked documents and pressing the '**SUBMIT**' button therein signifies my acceptance to all the above "Terms and Conditions" in entirety and without any deviation.

For any clarifications, I am required to contact:

Sudhanshu Gupta
Senior Assistant Director
Trade Fairs
Federation of Indian Chambers of Commerce & Industry



Industry's Voice for Policy Change

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