

5th
Edition



INTERNATIONAL MINING EXPO & CONCLAVE



VENDOR CONTRACT

29th & 30th September | Sunday - Monday | 2024
Chennai Trade Centre

VENDOR CONTRACT / AGREEMENT

- 1. A duly signed quotation copy of the event with the clear cost shall be obtained 30 days before the event.**
- 2. Whichever service is provided, testing is mandatory, for which, the required content, people, time, and duration shall be informed 30 days before the event. There is no testing charge given by the company.**
- 3. If any last time or additional requirement or on-site requirement is needed, an approval copy of the same needs to be procured from us either by audio or signed or mail copy. In case, the approval copy is not obtained by them, the company shall not initiate the payment for the same.**
- 4. All venue-related requirements such as size measurements, power supply, and time details have to be checked by the vendors themselves in advance, and at any cost, the event management company will not be liable.**
- 5. As more than 2 vendors are to collaborate in any event, they have to communicate with each other to procure needed information or details for the event, and they shall not blame the event management company for a shortage of information or any other. If any loss or extra charges happen due to this, they have to pay back to the event management company.**
- 6. A professional dress code and decent communication shall be followed. Unnecessary conversation and content must be avoided.**
- 7. Being punctual to the work is essential.**
- 8. Any branding, without the knowledge of the company's approval, is penalized.**
- 9. If any client requests for business inquiry, the vendors have to give them the visiting card of the event organizer only.**
- 10. If any mistake happens by the vendors, and due to which, any loss happens, the amount for the loss is carried over by the vendors themselves.**
- 11. There are 4 time factors: Transport/Travel time, Set-up time, Testing time, and Execution time on which the vendors have to be prompt and clear.**
- 12. Proper communication has to be given through any form, in case, the contact number is found to be not reachable or switched off.**

- 13. The team (technicians or anybody related to the event) to be involved in the event is found to be trained professionals, experienced and able persons to solve event-related problems if any. If those persons are found to be inexperienced or under-aged or incapable of solving any issues, the entire payment for the same will not be processed.**
- 14. Manpower, required for the stipulated time of the event, has to be deployed properly. In case, any shortage is found and, if any extra requirement happens, the cost of all has to be borne by the vendor.**
- 15. A detailed report of whatever the product machine or equipment is shown for the specifications, has to be confirmed and given to the event. In case of any inconvenience, the product equipment, or machine is found to be inadequate or changed in the specification given or damaged during the event, the loss of the same will be obtained from the vendors only.**
- 16. Whatever information is required for the event, the vendors have to obtain it in advance, and at any cost, the event management company will not take responsibility for the last-minute requirement.**
- 17. When the costing is given, a detailed costing with split up such as cost for mic or podium or any other requirement has to be given clearly.**
- 18. Technical Drawing: 2d drawing/3d drawing for the event have to be submitted and confirmed with the event management company. If they are unable to generate it, we will create the same, given that they supply the necessary technical content and essential technical details, and actively participate in the meetings.**
- 19. All the documents and important papers (checklist): government, private, or event-related documents have to be maintained properly, and they should be shown to any authority in case of necessity. In case, the document is found lost, the sole responsibility rests upon the vendors only.**
- 20. They should have a clear idea of what specified result they have to drive from the event. They have no right to say that they haven't been informed of anything.**
- 21. The vendors are not encouraged to use any of our event-related information, database, or resources. In case anything is found to be such, the company may take legal action against such issues.**
- 22. Vendors should get signatures from the project manager and operation manager on all the documents.**

VENDOR CONTRACT / AGREEMENT

VENDOR NAME: _____

IEMS: _____

Seal:

Seal:

Signature: _____

Signature: _____

Name: _____

Name: _____

Contact Number: _____

Contact Number: _____

S.V.SURIYA

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EVENT VENUE

Chennai Trade Centre
Chennai , Tamilnadu



29th & 30th - September - 2024
Sunday - Monday



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