

Form Sl. No.....

ISLAND TOURISM FESTIVAL-2025
(27th Dec 2025 to 31st Dec 2025)

Application form for allotment of stalls to be filled by applicant and submitted with duly signed copy of terms & conditions.

Sl. No.	Category	Rent of stall including all taxes	Security deposit
1.	Food Stall	Rs. 22,500/-	Rs.10,000/- each stall
2.	General Stall	Rs. 17,500/-	
3.	Kiosk (General)	Rs. 2,000/-	Rs.250/- for each stall
4.	Kiosk (Food)	Rs. 2,250/-	
5.	Open Space (Games)	Rs. 486.11/- per sq. m./day	
6.	Creative Expo (A)	Rs. 400/- each	
7.	Crafts Fair (B)	Rs. 400/- each	
1. Application will be scrutinized by a committee constituted by this department to see the quality of product of display and accordingly the stalls will be allotted on lottery system, if numbers of applicants are more than number of stalls.			
2. No applicant can apply for more than one stall.			

Sl. No.	Particulars	Information
1.	Name of the applicant	
2.	Name of the stall, which will be written on the fascia/in front of the stall	
3.	Full address for communication	
4.	Telephone, Fax, Email & Mobile numbers	
5.	Category of stall (Food/ General items/ Kiosk/ Open Space/ Creative expo/ Crafts fairs)	
6.	Details about the product to be displayed for food stall/general items	List of the items to be displayed for sale may be attached
7.	Demand draft number & date (Rent & Security deposit)	Rent-DD No..... dt..... Security deposit DD No..... dt.....
***Applicants for Food Stalls must submit a valid Food Safety Certificate issued by the competent authority along with their application.		

Signature of the Applicant

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TERMS AND CONDITIONS FOR ALLOTMENT OF STALLS IN ITF-2025

1	Application should be enclosed with two separate Demand Draft (One for Rental amount and one for Security Deposit) in favour of Sr. Accounts Officer, Directorate of IP&T, Sri Vijaya Puram.
2	Demand drafts for rental and security amount shall be refunded in case of non-allotment.
3	Fabrication and decoration of the stall including the electrical fitting and fascia lifting will be the responsibility of the stall holder and should be as per the layout/design and concept submitted along with application.
4	The tentative date for occupation of stall allotted is 01.12.2025 failing which the stall will be allotted to the waitlisted applicant.
5	The stalls allotted should be put up in a befitting manner and all the works related to the completion of stall including decoration should be done as per the design and layout submitted with the application, and may be kept open for inspection on 17.12.2025. The recommendations/suggestions of the department of Tourism, if any should be carried out imperiously by the stall holder at their own cost.
6	The decoration and furnishing has to be limited to the area inside the stalls. The decoration/furnishing/display should be good and without disturbing the whole ambience.
7	The Tourism Department reserves the right to cancel the allotment at any time during the ITF 2025, if the stall holders do not maintain the expected level of standard or not abiding the terms and conditions of allotment of stalls, in such conditions, the rent/Security Deposit shall be forfeited.
8	If any stall holder consumes more than 1.2 kw the power permitted, the connection to such stall will be automatically discontinued without notice. If additional requirement of power supply is felt necessary by the stall holder, he may contact the Executive Engineer, Workshop Division, APWD.
9	Food items should not be kept open. All food items should be prepared in good hygienic conditions and have compliance of standard, prescribed by the Directorate of Health Services/SVPMC/Food Safety Standard Act.
10	Application for food stall should be accompanied by a Food Safety and Standards Authority of India certificate obtained from the competent authority.
11	Own dustbins should be kept by the stall owners including food stalls for waste disposal and charges applicable by SVPMC for maintaining
12	If wash Basin/Hand wash facility is provided in the stall, it should be ensured that drainage pipe attached to it to take the waste water to a place/pit behind the stall.
13	All workers in the food stall should possess good health & checked by the allottee prior to commencement of functioning.
14	The staff deployed in the stall should be courteous, cordial to the visitors properly dressed and well-disciplined while on duty particularly in the food stalls.
15	Rate of each items should be properly displayed in front of the stall especially for Food stalls.
16	Chairs or display items should not be placed obstructing the passage in front of the stalls.
17	Cooking by using fire wood inside or outside of the stall is strictly prohibited. Proper fire safety arrangement should be made by the stall holder. All food vendors should follow the guidelines of the Chief Fire Officer in this regard.
18	Article other than those mentioned in the application form should not be sold or displayed in the allotted stalls.
19	It is the sole responsibility of the stall holder to handover the stalls to the APWD after the exhibition is over in perfect conditions and obtain a No Objection Certificate from the Junior Engineer, APWD, Site Office, PBSO for release of Security Deposit. The Directorate will not bear any responsibility for damages if any to the items caused by loss/theft/natural calamities or any other reasons thereof or non-handing over of the stall to APWD after the festival.
20	No vehicle will be allowed to go inside the venue from 27 th December to 31 st December 2025.
21	Single use plastic is completely banned. Advertisement/banners/posters etc. will be allowed in the venue, with prior permission.
22	The stall owners cannot sublet the entire stall or part of the stall allotted to them in any case, if anyone is found violating this conditions, the allotment shall be cancelled and rent/security deposit will be forfeited, Electrical connection will be disconnected, besides any other action as deemed fit also be initiated by the A & N Administration.
23	Articles, which may cause hurt to any community/religion/sex in any way, will not be allowed to be displayed in the stalls.
24	Food/drink items will not be permitted to be sold in the area of general display stalls.
25	Any dangerous, offensive, pornographic or illegal items; any form of alcohol, counterfeit goods are strictly not allowed.
26	The application form completed in all respect duly signed and stamped along with the following documents be submitted.
(a)	Demand Draft for Rent & Security Deposit in favour of Sr. Accounts Officer, Directorate of IP&T, Sri Vijaya Puram.
(b)	Copy of any ID proof like Aadhar/Pan Card etc.
(c)	Valid GST registration certificate.
(d)	Valid registration certificate under shop & Estt. Act /Trade license.
(e)	For Food Stalls-Food Safety and Standards of India certificate obtained from competent authority.
(f)	Internal Design, Concept and Layout of the stall to be displayed.
27	The Department reserves the right to accept or reject any application on the basis of merit and types of display proposed.
Declaration by the applicant	
Declaration : - I/We do hereby agree and undertake that I/We shall abide the terms and conditions of the Island Tourism Festival-2025 given above.	
Signature :	
Name & Address :	
Date :	