

RESPONSIBILITIES OF THE AGENCY

- 1.** All bye-laws to be ascertained by the agency.
- 2.** Taking over & handing over the possession of the site from ITPO, New Delhi
- 3.** Arrangement for all the required approvals from ITPO and other agencies and all liaison work.
- 4.** The fabrication & erection of the pavilion, to conform to the approved design.
- 5.** All graphics, art work, Theme panel of the pavilion & signage etc. to be designed by the agency as per the design concept of pavilion and got approved by the competent authority, before arranging/fixing etc.
- 6.** All translites, posters etc. will have to be prepared by the Agencies.
- 7.** The models/other display materials are to be suitably arranged in the pavilion, as per the layout and made operational by the agency well in advance to the opening of the exhibition.
- 8.** To manage the water/sewerage connection.
- 9.** To arrange the electricity & power connection, as per the requirements.
- 10.** Cleaning of the Pavilion twice a day.
- 11.** Furniture and counters should be of very good quality. Every participant should have lockable counter according to the area.
- 12.** Preparation of backdrops signage etc., for Inaugural function and Jharkhand Day Celebration.
- 13.** Coordinating with the ITPO authorities and remaining in constant touch with them to collect and provide necessary information from and to the Jharkhand Pavilion.
- 14.** Coordinating with various government departments/ institutions and other participants to collect information and display items as per their requirement and for the overall supervision of the pavilion.
- 15.** Any other work for smooth functioning of pavilion.