



Cir No.63<sup>rd</sup> NGF/ 07 / 2016

25<sup>th</sup> May, 2016

**63<sup>rd</sup> NATIONAL GARMENT FAIR**  
**13<sup>th</sup> July – 15<sup>th</sup> July 2016**  
**Bombay Exhibition Centre, NSE Complex, Goregaon (East), Mumbai 400 063.**

**HALL NO. VI**

1. **Check-In / Check – Out Procedure**

As a Standard Procedure, all Exhibitors are required to Check-in on the Specific Time as stated below before taking Possession of the Stall.

Date	Time	Stall Nos.
<b><u>CHECK – IN :</u></b>	<b>10 .00 A.M.</b>	<b>101 – 155</b>
<b>Tuesday 12<sup>th</sup> July 2016</b>	<b>12 .00 Noon</b>	<b>201 – 218 301 – 318</b>
	<b>2 .00 P.M.</b>	<b>401– 418 501– 518</b>
	<b>4.00 P.M.</b>	<b>601 – 649</b>
	<b><u>CHECK – OUT :</u></b>	
<b>Friday 15<sup>th</sup> July 2016</b>	<b>8.00 P. M. Onwards</b>	<b>All Stalls</b>

Exhibitors are requested to fill Check – in Form in Triplicate (Copy Enclosed) on their Letterheads and present the same at the Check - in Counter in Hall No. VI.

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**THE CLOTHING MANUFACTURERS ASSOCIATION OF INDIA**

902, Mahalaxmi Chambers, 22 Bhulabhai Desai Road, Mumbai – 400 026

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## 2. Stall Construction

All Exhibitors who have Booked their Stalls in Sizes 42, 48, 49, 56, 84, 96, 98, 112 Sq. Mtrs. will be allotted Bare Space for Construction of their Stalls on 9<sup>th</sup> July 2016 from 12.00 Noon onwards.

Construction of Stalls must be Completed by 10:00 A.M. on 12<sup>th</sup> July 2016.

Exhibitors are requested only to use the Services of Stall Designers / Contractors who are Empanelled with the Association.

In case you wish to use your own Stall Designer / Contractor, please ensure that they get themselves Empanelled with the Association Latest by 30<sup>th</sup> June 2016 and obtain the Stall Designer Badges from the Association. These Badges will be Valid only upto 12<sup>th</sup> July 2016 till 10 A.M.

Please note that Stall Designers / Contractors who are not Empanelled with the Association will not be Permitted to carry out any Work in the Exhibition Area.

The Association has asked all Empanelled Stall Designers / Contractors to Submit a List of all Stalls that they would be Designing / Constructing at the 63<sup>rd</sup> National Garment Fair Latest by 30<sup>th</sup> June 2016 to the Association.

All Exhibitors are requested to kindly Confirm their Stall Requirements with the Empanelled Stall Designers / Contractors Latest by 25<sup>th</sup> June 2016 and Handover an Authority Letter to them to take Possession of the Stall to enable them to Submit the Details to the Association by 30<sup>th</sup> June 2016.

## 3. Exhibitors Badges

Entry Procedure into Exhibition Venue at Bombay Exhibition Centre, NSE Complex, Goregaon (East), Mumbai 400 063 (Code of Security comes into effect from 13<sup>th</sup> July 2016 onwards)

All Exhibitors are requested to send Passport size Photos of their Staff immediately to CMAI's Office BUT NOT LATER THAN 30<sup>th</sup> June 2016.

The Eligibility for Number of Badges as per the Stall Area is given below:

Area ( Sq. Mtrs.)	Number of Badges
12	4
15 / 18	6
24 / 30 / 32 / 35	8
40 / 42 / 48 / 49 / 56	10
90 / 98 / 112	12

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**PLEASE NOTE THAT NO EXHIBITOR BADGES WILL BE MADE AT THE FAIR VENUE.**

All the Exhibitors are requested to Co-Operate with the Association to ensure that the Exhibitor Badges are handed over to them at the time of Check-In on 12<sup>th</sup> July 2016. Any misuse of the Exhibitors Badges will result in Confiscation of the same.

**4. Exhibitors Car Parking Sticker**

Due to limited Car Parking Space available at the Exhibition Venue, each Exhibitor will be allotted 1 (One) Car Parking Sticker. Exhibitor's Car Parking Sticker will be handed over to the Exhibitor at the time of Check in.

Exhibitors are requested to Display their Car Parking Sticker prominently on the Car and Park their Vehicle at the Designated Parking Area for Exhibitor's.

**5. Stall Amenities**

Exhibitors will be provided with the following Amenities in their Stall. Exhibitors are requested to handle the Amenities provided in the Stall with due care and will be liable to pay for any Missing / Damaged Amenities directly to the Stall Contractor.

Area (Sq. Mtr)	Table	Chairs	Power Socket	Spot Light	Wastepaper Basket
12	1	2	1	4	1
15 / 18	2	4	1	5	1
24	4	8	2	8	1
30 / 32 / 35	4	8	2	9	1

**6. Power Supply & Electrical Requirements**

Exhibitors will be provided with the Electrical supply (up to stipulated Maximum Load) as stated below:

Stall Area ( Sq. Mtr.)	Basic Entitlement for the Stall (Watts)
12 / 15 / 18	800
24	1500
30 / 32 / 35	2000
40 / 42 / 48 / 49 / 56	3000
90 / 98 / 112	4000

**Exhibitors are requested to Appoint only Licensed Electrical Contractor to Carry out the Electrical Work in their Stall.**

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## 7. Additional Fixtures

We request all Exhibitors to book their Additional Fixtures **WELL IN ADVANCE** to avoid disappointment at the last moment.

All Exhibitors must book their additional Fixtures directly with M/s. RMB Event Management Pvt. Ltd.

The Name and Contact Number of the Concerned Person is given below.

<b>REQUIREMENT FOR ADDITIONAL FIXTURES AT THE 63<sup>RD</sup> NATIONAL GARMENT FAIR 13<sup>th</sup> July – 15<sup>th</sup> July 2016 Bombay Exhibition Centre, NSE Complex Goregaon (East), Mumbai 400 063.</b>		
<b>Sr. No.</b>	<b>Item Description</b>	<b>Cost per Unit</b>
1	Desk Table 1000 L x 500 W x 750 H ( mm )	Rs. 750.00
2	Cushion Chair	Rs. 300.00
3	Glass Round Table – 900 Dia ( mm )	Rs. 900.00
4	Lockable Cabinet 1000 L x 500 W x 750 H (mm)	Rs. 900.00
5	Broucher Stand	Rs. 900.00
6	Single Wall Panel / Lockable Door	Rs. 800.00
7	Wooden Shelf	Rs. 300.00
8	Glass Shelf	Rs. 300.00
9	Bar Stool	Rs. 900.00
10	3 Seater Sofa with Teapoy	Rs. 5500.00
11	2 Seater Sofa with Teapoy	Rs. 3250.00
12	5 / 15 Amp / 230 V Single Phase 50 Plug Point	Rs. 250.00
13	Metal Halide ( 150 w ) White (Round)	Rs. 750.00
14	Metal Halide ( 70 w ) White	Rs. 600.00
<b><u>Please Note</u></b>		
( a )	Above Items are on Rental Basis Only.	
( b )	The above Rates are excluding of 14.5% Service Tax & 1.5% VAT	
<b>For Any Additional Fixtures, Please Contact: Mr. Vipul Panchal, Mobile No. 9322905318 e-mail : vipul.panchal@rmbevent.com</b>		

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## 8. Additional Electrical Fittings

We request all Exhibitors to book their Additional Electrical Fittings **WELL IN ADVANCE** to avoid disappointment at the last moment due to non-availability of the same.

All Exhibitors must book their additional Electrical Fittings directly with M/s. Navrang Electricals.

The Name and Contact Number of the Concerned Person are given below :

<b>REQUIREMENT FOR ADDITIONAL ELECTRICAL FITTINGS AT THE 63<sup>RD</sup> NATIONAL GARMENT FAIR 13<sup>th</sup> July – 15<sup>th</sup> July 2016 Bombay Exhibition Centre, NSE Complex Goregaon (East), Mumbai 400 063.</b>		
<b>Sr. No.</b>	<b>Item Description</b>	<b>Cost per Unit in INR</b>
1.	150 Watts Metal Halide (Round Fitting with Separate Ballast Unit)	Rs. 750.00
2.	150 Watts Metal Halide (Square Fitting in-build Ballast Unit)	Rs. 850.00
3.	400 Watts Metal Halide (Square Fitting in-build Ballast Unit)	Rs.1100.00
4.	100 Watts LED Light ( Square Fitting – Limited Quantity)	Rs.1000.00
<b><u>Please Note</u></b>		
(a)	For Booking please mail your requirements on : <b>ngf63@navrangelectricals.com</b>	
(b)	For LED Lights, booking will be done for limited quantity only. On first come first basis.	
(c)	Above items are on Rental Basis Only.	
(d)	The above Rates are excluding of 14.5% Service Tax & 1.5% VAT	
<b>For Any Additional Electrical Fixtures :</b> <b>M/s. Navrang Electricals</b> <b>4, Ann Villa, N.P. Thakkar Road, Opp. Rajpuriya Baug,</b> <b>Vile Parle (east), Mumbai 400 063</b>  <b>Please Contact :</b> <b>Mr. Sagar Walavalkar on 9820481111 / Mr. Ekanath Parab on 9820208400</b>		

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## 9. List of Display System Agencies

Exhibitors can book Display Systems from any of the following Agencies :

Sr.No	Company	Contact Person	Phone Numbers
1	<b>M/s. Artistic Display</b> Arondekar Bhavan Society Road Jogeshwari (East) Mumbai 400 060.	Mrs. Shaila M. Rao	Tel : 28248761 28223032  Mobile : 9820128580
2	<b>M/s. Anu's Display</b> 14 <sup>th</sup> Aanad Niwas, 2 <sup>nd</sup> Floor, Ahimsa Marg, 14 <sup>th</sup> - A Road Khar ( West) Mumbai – 400 052	Ms. Anupama Khanna	   Mobile : 9821341728
3	<b>M/s. Display Studio</b> 222, Parekh Market Kennedy Bridge Opera House Mumbai 400 004	Mr. Naveen Khanna Mr. Sanjay Khanna	Tel : 66344658 23852794 23889466 Mobile : 9820764586 9820216474
4	<b>M/s. Shree Sai Events &amp; More</b> 215, Ashok Nagar, cama Estate, Goregaon (East), Mumbai 400 063	Mr. Nitin Govardhankar	   Mobil : 982121919 9773333143

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#### 10. List of Mannequin Agencies

Exhibitors can book Mannequins from any of the following Agencies

Sr.No.	Company	Contact Person	Phone Numbers
1.	<b>M/s. Display Studio</b> 222, Parekh Market Kennedy Bridge Opera House Mumbai 400 004	Mr. Naveen Khanna Mr. Sanjay Khanna	Tel : 66344658 23852794 Mobile : 9820764586 9820216474
2.	<b>M/s. F. Y. Trading Corporation</b> 310, Adhyaru Industrial Estate, Sun Mill Compound, Lower Parel, Mumbai 400 013	Mr. Anand K. Doshi Ms. Preeti A. Doshi	Tel : 24941618 24943606 Mobile : 9820282621 9820588570
3.	<b>M/s. Gauri Mannequins Ent.</b> Bhagat Sing Nagar No. 3, Goregaon Bus Depot, LinkRoad, Goregaon (West), Mumbai 400 104	Mr. Nitin Sawant	Tel : 28769593 28775477 Mobile : 9224211211
4.	<b>M/s. Global Display Solution</b> B-48 /192, Siddharth Nagar, Road No:8, Opp: Sahara Studio Goregaon (West), Mumbai – 400 104.	Mr. Lokesh Shah	Mobile : 9820973595 9869019075
5.	<b>M/s. Japan Mannequin Co.</b> Unit No. 437, A / 2, Shah & Nahar Ind. Estate, Lower Parel, Mumbai 400 013	Mr. Deepak Wadhvani	Tel : 24945112
6.	<b>M/s. Salve Mannequins Co.</b> Shop No.5, Yaseen Chawl Ganesh Peth, Haruyali Village, Vikhroli (East) Mumbai 400 083.	Mr. Ramesh M. Salve	Tel : 24364412 Mobile : 9920309599 9820309599

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### 11. List of Hostess / Ushers Agencies

Exhibitors can book Hostesses / Ushers from any of the following Agencies:

Sr.No.	Company	Contact Person	Phone Numbers
1	<b>M/s. Leo</b> 38 / 48, Gate No. 6, NCC Malwani, Malad (West), Mumbai 400 095	Ms. Farah Shaikh	Mobile: 9967764731
2	<b>M/s. Rays Marketing Agency</b> Om Shanti Tower, 703, B Wing, Shanti Park, M T N L Road, Opp. D C Bank, Mira Road (East), Mumbai 401 107	Ms. Sangeeta Sharma	Mobile: 9892165400
3	<b>M/s. Shree Sai Events &amp; More</b> 215, Ashok Nagar, Cama Estate, Goregaon (East), Mumbai 400 063	Mr. Nitin Govardhankar	Mobile: 9821271919 9773333143

### 12. Insurance

The Organizers will not be responsible for the Insurance Coverage of all Articles of any kind brought by the Exhibitor to the Fair. Exhibitors are advised to arrange for full Insurance Coverage during transit (both ways) as well as during the days of the Exhibition. Each Exhibitor must have, at all the time, valid and adequate Insurance Cover against Theft, Fire, Public Liability, Damages to Property, Personal Injury, Third Party Loss, Accident, Natural Calamities, Act of God and such other risks normally insured against by the Exhibitors and / or the Organizer may require, Insurance against may be contacted further for advise.

### 13. First Aid

Basic First Aid facilities will be provided in the Fair Area at the Venue. An Ambulance will also be available at the Venue in case of Emergency.

Thanking you,

Yours faithfully,

**P. Chandrasekharan**  
**Secretary**

Encl : Check – in / Check – out Form





July 12, 2016

**The Secretary**  
**The Clothing Manufacturers Association of India**  
902, Mahalaxmi Chambers,  
22, Bhulabhai Desai Road,  
Mumbai 400 026.

**CHECK – IN / CHECK – OUT**  
**(TO BE SUBMITTED IN TRIPLICATE ON COMPANY'S LETTERHEAD)**

Name of the Company: \_\_\_\_\_

Authorized Person : \_\_\_\_\_ Stall No/s: \_\_\_\_\_

We hereby confirm that we have been provided with all Furniture / Amenities in our stall at the time of taking possession of the same.

**We hereby undertake that we will be responsible for any Missing / Damaged Furniture / Amenities, if found at the time of Check-out.**

Signature of Partner / Proprietor / Director: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
**RMB Event Management Pvt. Ltd.**

**Important Note**

1. In case of any Shortfall / Damage to the Furniture / Amenities at the time of taking possession of the Stall, the Exhibitor is requested to bring it to the Notice of RMB Event Management Pvt. Ltd. or the Association for replacement of the same.
2. Exhibits / Material / Furniture should be moved out in One Lot as Multiple Gate Passes will not be issued.
3. **Check-out Procedure will only start at 8.00 P.M. on 15<sup>th</sup> July 2016 and should vacant the Premises on 16<sup>th</sup> July 2016 before 9.00 A.M.**

**PLEASE RETAIN TWO COPIES OF THIS FORM WITH YOU AND SUBMIT THE SAME AT THE CHECK-OUT COUNTER AFTER OBTAINING CLEARANCE FROM RMB EVENT MANAGEMENT PVT. LTD.**