

EXHIBITOR MANUAL



16th - 18th SEPTEMBER, 2018
THE ASHOK HOTEL, NEW DELHI



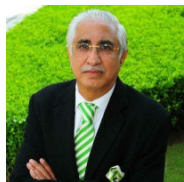
For further information, visit: www.indiatourismmart.com

General Information

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A1 The Invitation



Mr. Nakul Anand
Chairman FAITH

Greeting from FAITH

Federation of Associations in Indian Tourism & Hospitality was set up in May, 2013 as a strategic think tank by the 10 national associations in tourism, travel & hospitality in India.

Over these five years, FAITH has worked closely with the Government of India and the State Governments on ideating on key tourism policy issues including the e-Visa, the foreign trade policy for tourism, the national budgets and economic survey, tourism policies of states, international trade policies, women safety badges, econometric model for tourism, destination brainstorming, civil aviation and coastal & cruise development policies pertaining to tourism and many others.

We are very proud to bring the Incredible India Tourism Mart under the guidance of Ministry of Tourism, Govt. of India to showcase the beauty and diversity of Incredible India.

We wish you a most memorable experience here.



Mr. Subhash Goyal
Chairman,
Organizing Committee
Hony. Secretary, FAITH

Greeting from India Tourism Mart

As the Chairman of the Organising Committee, I am very pleased to welcome our valued guests i.e. our buyers, our exhibitors, our delegates and our valued State Government partners to the Incredible India Tourism Mart.

All our associations have worked day & night in creating, curating & coordinating this incredible event to bring to you the most cherished experience during the event and on a FAM trip. We believe you will have an experience that will remain with you for the rest of your lives.

I look forward to welcoming you all and wish you an incredible stay in India.

A2 Venue

The Ashok, New Delhi

50-B, Diplomatic Enclave, Chanakyapuri, New Delhi, Delhi 110021



➤ Distance from the Venue :



Indira Gandhi International Airport – 10 KM / 20 Mins.



New Delhi Railway Station – 7 KM / 15 Mins.



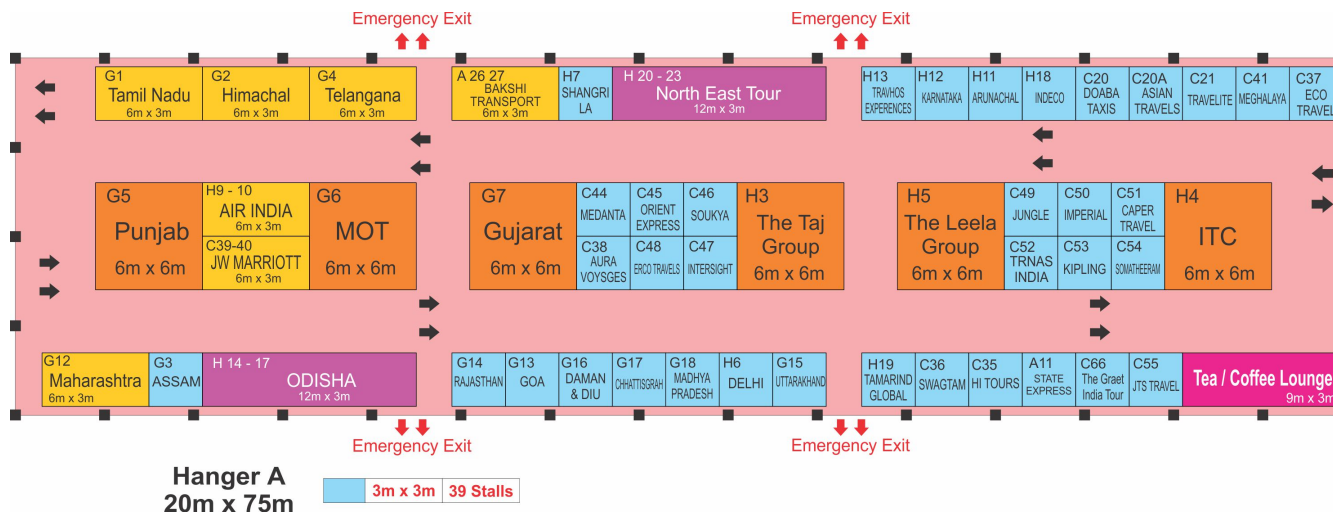
I.S.B.T. Kashmere Gate – 12 KM / 30 Mins.

Overall Layout Front Lawn - The Ashok

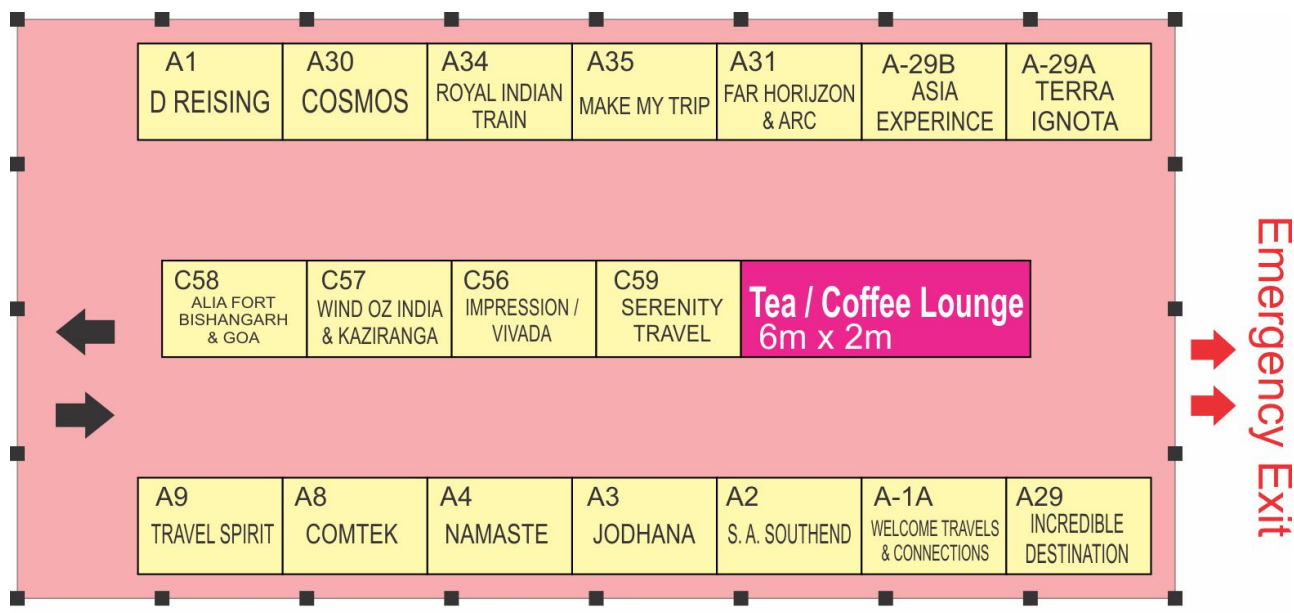


A4 Exhibition Floor plan

Hanger - A



Hanger - B



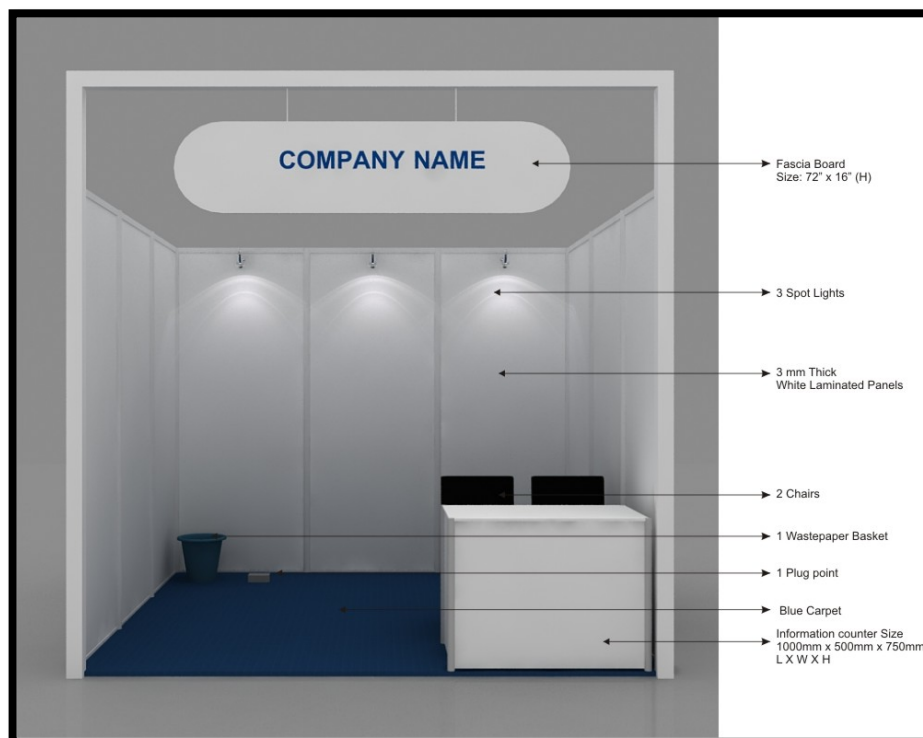
Hanger C
20m x 50m

Hanger D_12m x 24m

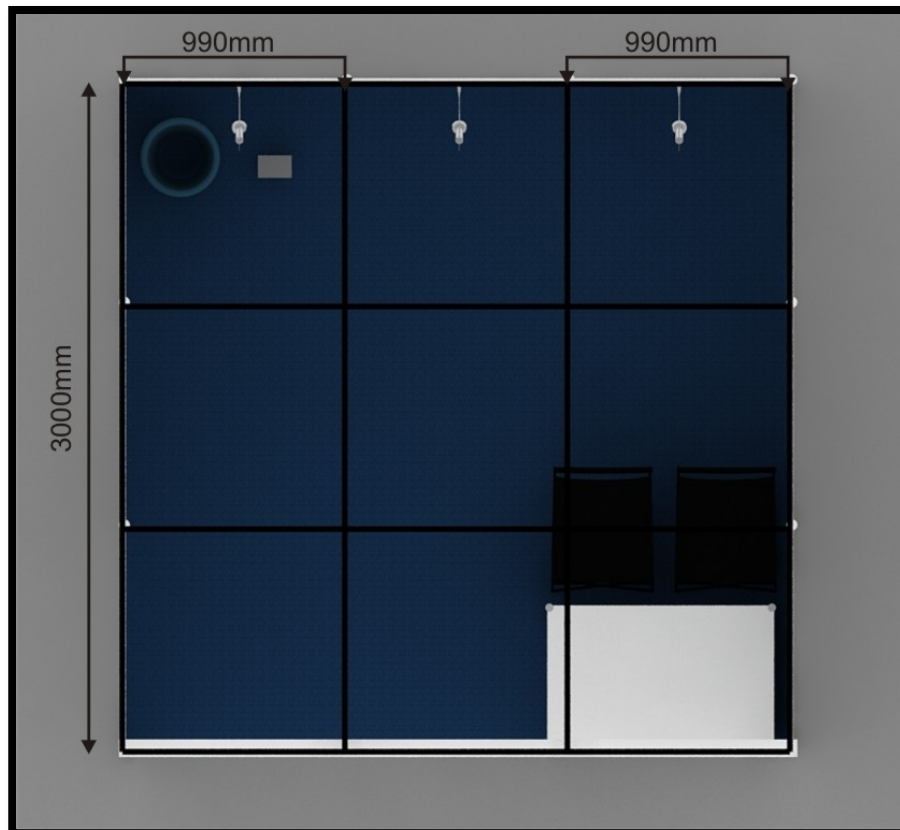
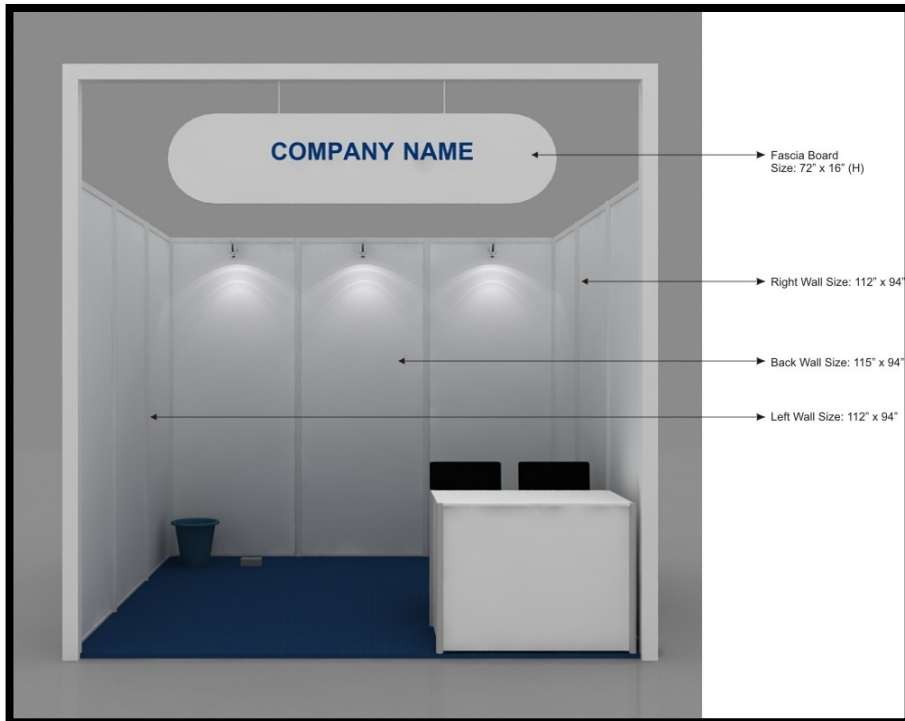
8 Stalls

A4 A Exhibition Booth (Shell Scheme Booth Prospective)

3m x 3m Standard Shell Scheme Booth

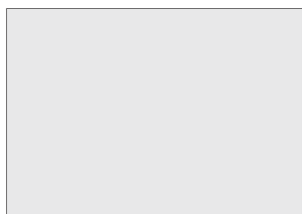


3m x 3m Standard Shell Scheme Booth

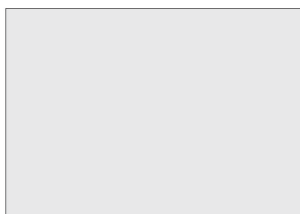


3m x 3m Standard Shell Scheme (Graphic Sizes)

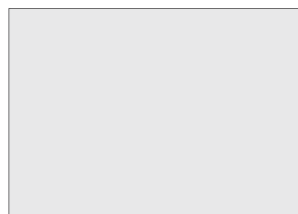
Stall Graphic Sizes



Left Wall Graphic Size: 2870mm(113") x 2387mm(94")



Back Wall Graphic Size: 2912mm(115") x 2387mm(94")



Right Wall Graphic Size: 2870mm(113") x 2387mm(94")



Information counter
Graphic Size : 1000mm x 750mm

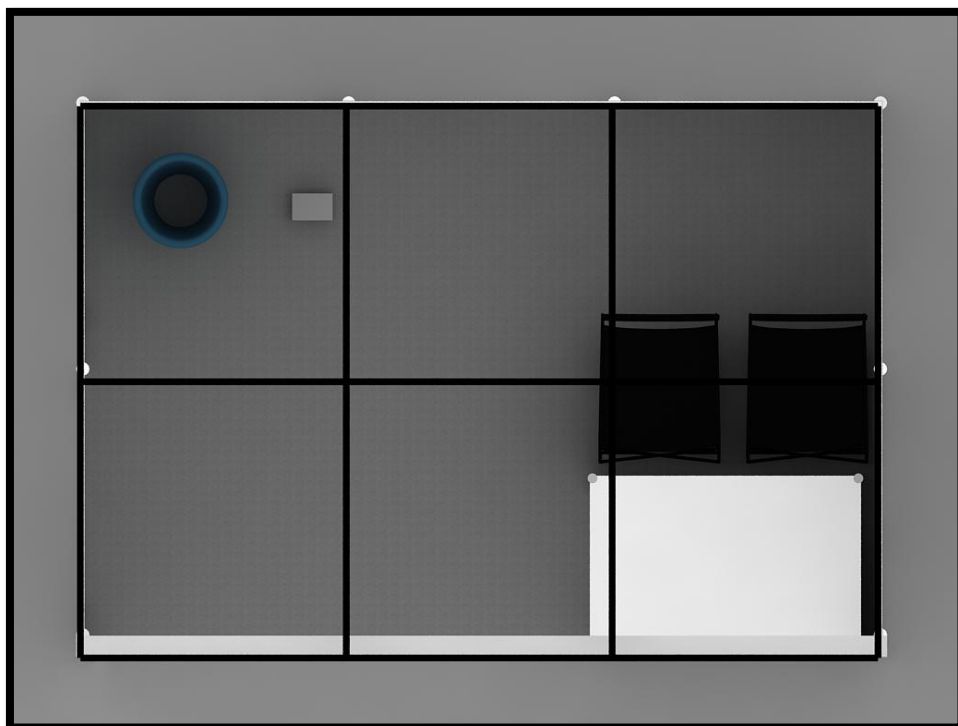
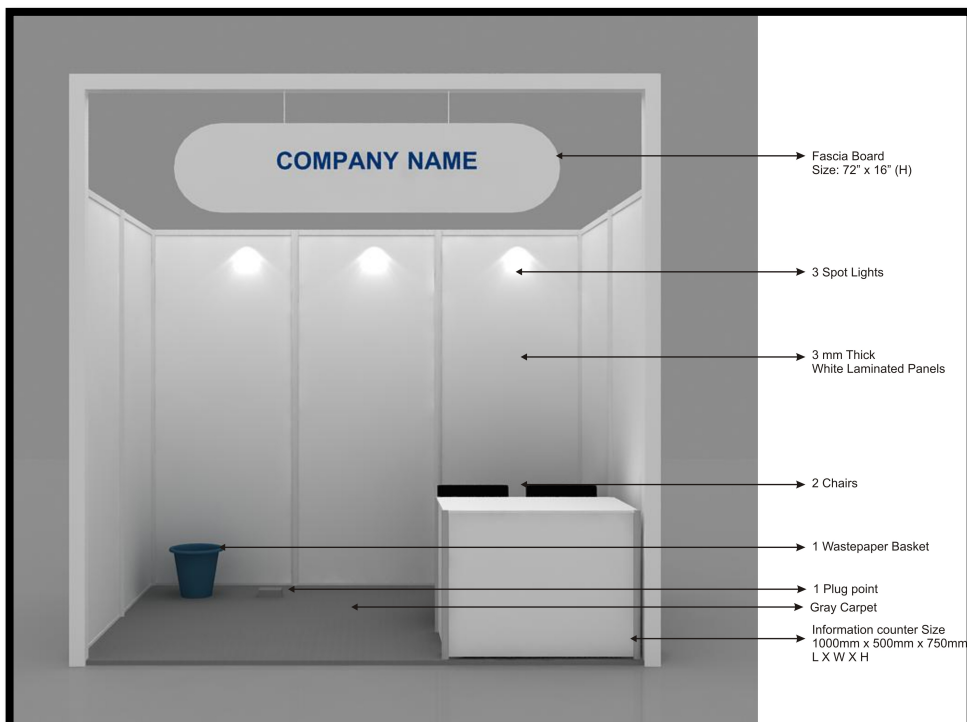


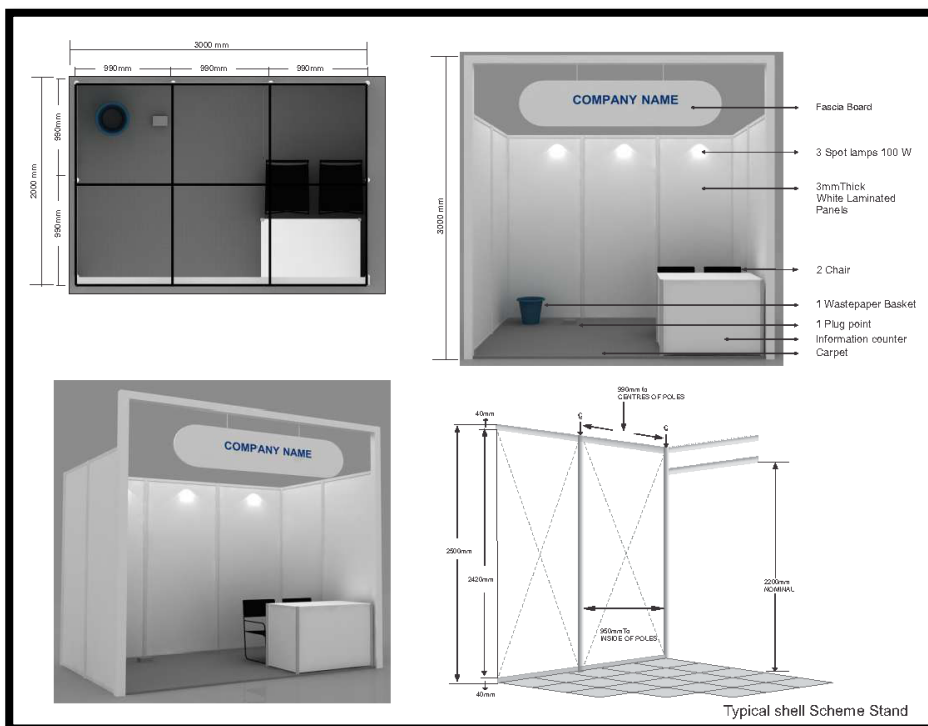
Fascia Graphic Size : 1828mm x 457mm

Stall Panel Graphic Sizes

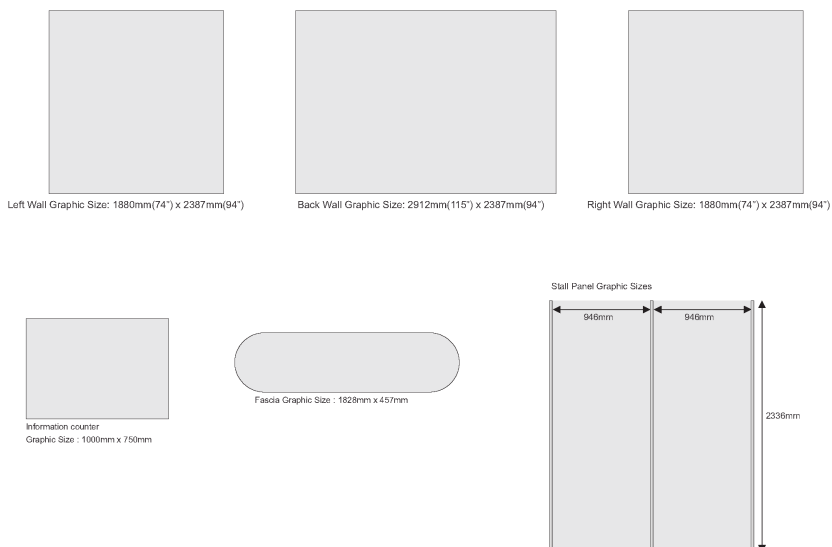


3m x 2m Standard Shell Scheme Booth Package & Graphics Size





Stall Graphic Sizes



A5 Organizers



G-55, Connaught Circus
New Delhi-110001
Tel: +91-11-46206627

Contacts: -

Name : Mr. P.P. Khanna
Designation: Chairman - Exhibition Committee
Mob: +91-9810032005
Email: diplomatictravels@gmail.com

Name : Ms. Kumkum Manaktala
Designation: Advisor – ITM 2018
Mob: +91 9810738739
Email: secretariat@faithtourismindia.in

A6 Official Show Contractor

PARAS ART STUDIO

A 25/7 Middle Circle, Connaught Place,
New Delhi 110001

Web: www.parasartstudio.com

Contacts: -

Name : Mr. Nimit Soni
Designation: (Project Director)
Mob: +919873882196
Email: nimit.soni@parasartstudio.com

Name : Mr. Balbeer Singh
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Mob: +919873885596
Email: balbeer@parasartstudio.com

Name : Mr. Vikrant Jaitly
Designation: (Co - Project Manager)
Mob: +919999127148
Email: vikrant@parasartstudio.com

PARAS ART STUDIO is responsibility covers all shell scheme construction, custom built booths rental of furniture, electrical fitting installation, plumbing services, A/V Equipment rental, Water & Drainage & Temporary staff services in exhibition hall.

A7 Access to Venue's Loading / Unloading Area

ACCESS TO VENUE LOADING / UNLOADING AREA

Access to the Venue unloading area during the buildup and dismantling periods is via hanger entry gates. Time-Schedule for On-Site Operations should be strictly followed by the exhibitor's appointed contractors.

All exhibitor's appointed contractor are required to :

- Bring along the Appointed Contractor Acknowledgment Letter issued by the Official Contractor.
- Bring along the Delivery Challan to be used as entry pass to the event venue.
- NOC From FAITH Secretariat.

Please note NOC will be issued only against 100% Payment and design approvals from the Official Contractor.

All booth contractors are required to submit the Delivery Challan clearly stating the list of equipment that will be brought into the Hall during the construction and dismantling periods at Service Gate of The Ashok .

This form needs to be completed and submitted onsite to venue security /official show contractor/organizer for security reasons.

It is the responsibility of the exhibitor and their appointed contractors to ensure that their workmen do not enter other exhibitors' stand.

A8 Exhibition Area Technical Specifications

INDIA TOURISM MART 2018 – The Ashok, New Delhi	
Exhibition Area A, B, C & D	20m x 50m , 20m x 75m & 12m x 24m x 2 Nos.(A Frame German Hanger Structure)
Maximum Allowance Height	4 Mtrs.
Floor Loading	N.A.
Exhibition Hall Flooring	Raised Wooden Platform 4"/ 6" high
Loading Gate (W x H)	2.5m x2.5m
Air-conditioning	Air Conditioning with Standard 7.5/8.5 tonne AC Units adequate enough to maintain temp. the hall.

A9 Additional Orders

Additional Furniture Rental (**Form 4**), Electrical Supplies & Fittings Rental (**Form 5**), AV Equipment Rental (**Form 6**) can be hired from the Official Show Contractor. Please place your order by completing the respective forms and returning these to the Official Contractor appointed by the Organizer by the various deadlines stated on the forms.

PLEASE NOTE

For any additional order on site, you can only order directly with the Official Contractor PARAS ART STUDIO.

A10 General Cleaning

General cleaning of the exhibition hall will be provided by the official contractor who will also arrange for all shell scheme booths to be cleaned PRIOR TO THE OPENING OF THE EXHIBITION and daily thereafter, but it is the responsibility of the Exhibitor to maintain his booth in a clean condition at all times.

During the build-up and breakdown days of the Exhibition, the aisle of the Hall must not be obstructed with packing and construction materials or debris. Contractor building space only booths or booth interiors are responsible for removing their own building waste and off-cuts from the site at the end of each day. Painting and sawing can only be carried out at a certain designated areas outside the Exhibition Hall.

At the end of Exhibition, contractors must remove from the site all the materials. Should they fail to do so, the monies of their performance bond will be used to pay for such removal by the Official Cleaning Contractor. The Organiser reserves the right to charge the seller concerned for the removal of excessive waste (booth construction debris, crates/pallets, cartons, packing materials or literature).

Rules & Regulations B

B1	Time-Schedule for On Site Operations
B2	Demonstration of Heavy/Large Exhibits
B3	Standard Shell Scheme Booth Fitting Regulations
B4	Booth Decoration (Special Design of Raw Space or Upgrading of Shell Scheme Booth)
B5	Operation of Booth
B6	Electrical Contractor and Installations
B7	Removal of Exhibits
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B9	Fire Precaution
B10	Storage & Waste Materials
B11	Dilapidation

B1 Time-Schedule for On Site Operations

For Exhibition Area (Inside the AC Hanger A, B, C & D)

BUILD-UP PERIOD	DATE/DAY	TIME
Moving - in of Official Contractor on site - Floor Marking - Construction of Shell Scheme Booths	10th September 2018 12 th September 2018	930 hrs. onwards 930 hrs. onwards
Moving-in of Special Design/ Interior Decoration & Other Contractors	14 th September 2018	1200 hrs. onwards
Booths Build-up Continues	14 th , 15 th & 16 th September 2018	0830hrs – 2300hrs
Moving-in of Shell Scheme Exhibitors		0830hrs – 1400hrs
Completion of all displays & exhibits (No works allowed after)	16th September 2018	1400 hrs.

Special Design Booths Exhibitors are advised to check with their appointed booth contractors on the date and time that their booths will be ready for moving-in of exhibits.

The penalty charges are INR 25,000 / booth beyond the working time limits.

TEAR-DOWN PERIOD	DATE/DAY	TIME
Removal of light and/or hand-carry exhibits and personal property	18 th September 2018	1800hrs -2000hrs
Dismantling of booth fittings and electrical installations Removal of heavy exhibits (requiring mechanical handling of equipment)	18 th September 2018	2000hrs onwards

Please Note:

Individual booth fitting contractors must complete their work according to the listed schedule. Overtime work may not be permitted, and permission must be sought and granted by the Official Show Contractor
Contractors / exhibitors are required to clear their booth space of all exhibits or debris before **1000 hrs of 19th September 2018**

➤ Some Important Information for Booth Exhibitors inside the Hangers

1. It is mandatory for exhibitors to make 100% Payment to get an NOC from ITM 2018 Organising Secretary before move in.
2. It is mandatory for exhibitors to get their designs approved by the Official Contractor.
3. It is mandatory for the Exhibitor contractors to follow the build time schedule for Exhibition Booth Starting from 14th September 2018 and all setup to be completed by 16th September 2018, 1400hrs.
4. It is mandatory for Exhibitors to order their Power Requirement during the build up time (if required) and during show days to the Official Contractor .
5. Height limit of the booths needs to be strictly followed.

B2 Demonstration of Heavy/Large Exhibits

An Exhibitor intending to demonstrate equipment in its booth:-

- a) Must provide the Official Show Contractor with full details (type of machinery, dimensions and weight requirements).
- b) Must give proper consideration to the conditions under which the equipment will be demonstrated. Precautions must be taken for protection of the public, and legible signs displaying **"DO NOT TOUCH"** must be placed on any working exhibit to warn Visitors to stay a safe distance.
- c) Must cause no annoyance to visitors or other Exhibitors. Where a high level of noise or other objectionable factors are involved, demonstrations may only take place at timing (s) stipulated by the Organizer, who reserves the right to disallow a demonstration at any time.
- d) Must not bring in or use at the exhibition site dangerous and hazardous goods and equipment such as poisonous gas, fuel, kerosene, noxious materials, inflammables, and equipment using such inflammable materials as gas stoves, kerosene stoves and electric stoves without the prior written consent of the Organizer. Even if consent is given, it will be subject to adequate precautionary measures being taken.
- e) Must not carry out any fire hazardous operation work.
- f) Must keep their booths clean. Precautionary measures must be taken to prevent leakage of cutting fluid lubricant and oil or any staining. The Organizer reserves the right to charge the cost of cleaning the stains to the Exhibitor.**

B3 Standard Shell Scheme Booth Fitting Regulations

When planning the interior design of your booth, please take into account the following regulations:-

- a) **No painting may be applied to existing panels.**
- b) **Screwing, stapling, drilling or nailing on any of the aluminum frames and existing panels of the standard shell scheme are not allowed, in default whereof the Exhibitor or contractor shall be liable for the total loss resulting therefrom.**
- c) Exhibitor may apply single or double-sided tapes on the existing panel.
- d) **No glue, scotch tape, self-adhesive paper, screw, nail, spike, pin or paint may be used on floors, walls, pillars, or any part of the Exhibition Hall.**
- e) In order to keep the place clean and tidy, all the floors and pillars must be well covered with battens during the process of painting.
- f) Corner booths will be open on two sides only unless otherwise requested by the Exhibitor and approved by the Organizer.
- g) Exhibitors are not allowed to use any other area other than their allotted area for any branding purpose.

B4 Booth Decoration (Special Design of Raw Space & Upgrading of Shell Scheme Booth)

Exhibitors having "Special Design" booths or who wish to enhance their standard shell scheme booth are advised to use the services of the Official Show Contractor appointed by the Organizer to undertake the job as this will facilitate convenient installation. Otherwise, Exhibitors are required to obtain consent from the Organizer & Official Contractor before any of their own contractors are commissioned to work onsite and are subject to the following rules and regulations. The Organizer reserves the right to reject any contractor and design they deem inappropriate.

- a) Exhibitors are to submit name, address and contact details of the appointed contractor, as well as booth layout plan and design (plan & perspective view) in duplicate, to the Official Contractor no later than **5th September 2018** for approval. A copy of the drawings will be returned, authorizing the commencement of construction if the design is approved. **Failure to obtain written approval can result in costly alteration onsite such as when designs or installations contravene fire and safety regulations, exceed maximum allowable booth height and boundary of contracted space.**

The Booth located against the side wall of the Hanger Structure must not exceed height limit of 2.5 mtr. for any elements.

- b) Booth structures should **not exceed a height of 4m**. Written approval must be obtained from the Official Contractor on all special design booths.
- c) Back walls of adjoining booth must **not exceed a height of 2.5m** unless the Official Contractor grants permission. **Structures / exhibits (mounted or otherwise) between 2.5mts & 3mts in height must be approved by the organizers and placed at a minimum distance of 1.5 mtr. from all sides with in booth.**
- d) All partition walls should not exceed 50% of the booth length/width it is constructed on, unless the partitions are constructed against the actual walls of the hall, and not obstructing the products on display on the other side of it. The Official contractor reserves the right to request the Exhibitor to change, modify, lower or shorten any backwall and sidewall proposed if, in the opinion of the Organizer, such backwall or sidewall obstruct the reasonable exposure of any adjacent exhibition booths.

Backwalls must be provided, except in the case of an island booth. Booths with adjoining neighbors should also be provided with the necessary sidewalls.

- e) **The Name and Booth Number of the Exhibitors must be prominently displayed. If this is not observed, the Organizer / Official Contractor reserves the right to affix booth numbers (using mounted foam boards) as they consider fit and charge the cost incurred to the Appointed Contractor.**
- f) A suitable floor covering, such as carpet, must be provided for all booths.
- g) Where a 'Special Design' booth is located adjacent to a 'Shell Scheme' booth, the wall of the 'Shell Scheme' booth is considered rented by that Exhibitor and may not be utilized by the 'Special Design' booth.
- h) All exposed rear surfaces of designs and structures must be decorated unless it is against the actual walls of the Exhibition Hall.
- i) **The shell scheme walls have white laminate finish. Hence, no nailing, stapling, drilling or painting to these walls is allowed. Panels can be affixed to these walls with the use of double sided/Velcro tapes or with brackets rented from the Official Contractor.**
- j) No part of any structure may extend beyond the boundaries of the site allocated.
- k) Materials for construction or decoration of the booths shall have a minimum flame spread. Evidence and proof may be required for on-site inspection by the Fire Safety Bureau. All precautions must be taken by the contractor or the Exhibitor against fire and to protect the public.
- l) Exhibitors and/or contractors must clear out items not for display purposes (e.g. containers, packing items) by **16th September 2018** and remove all exhibits and decoration materials immediately after the exhibition period according to the schedule listed under B1. The Exhibitors will have to pay the official contractor for the cost of removing such articles from their booth if they fail to do so.
- m) Neon or flashing lights/signs will not be permitted, unless it forms an integral part of an Exhibitor's product. Sequence-lit displays may be used subject to the Official Contractor approval and the rate of light change.

- n) No false ceiling will be approved, unless, the material used will allow water to flow freely (e.g. egg box or mesh netting). Approval from the Organizer and the Fire Safety Bureau must be obtained in writing, if a portion of a booth is to be covered for a video presentation.
- o) Exhibitors are reminded that it is the responsibility of their appointed booth fitting contractor to clean and vacuum the booth upon completion of construction, before handing over to the Exhibitor.
- p) Contractors Access: The exhibitors' appointed contractors shall have to apply for badges to enter and work in the exhibition hall during the construction and dismantling periods
- q) The official Contractor reserves the right to reject any contractor and design they deem inappropriate. In the event of a dispute, the Organizer' decision will be final.

Important Information :

1. **Any Damages of the Venue, Hanger Structures, Shell Scheme Stalls and / or the disposal of booth construction waste left on-site after the event. Any breach of the organizers / venue's regulations may be Penalty towards Exhibitor or Contractor.**
2. It is the individual booth contractor's responsibility to remove all packing and waste materials from the exhibition hall during both move-in and move-out. Garbage & waste materials from decoration work must not be discarded into the aisles & must be cleared. All material used must be removed during move-out and this must be done safely (no pushing over high pieces of booth, no smashing of glass panels etc.) Failure to comply will result in the Damage & Performance Bond being totally forfeited.
3. **Official Contractor reserve the right to deduct an actual and appropriate amount for damages to the Hanger structures , made by the exhibitor or their design & handling agencies'.** This is to ensure all the rules & regulations are abided by and to cover any damage arising directly or indirectly from infringement.
4. It is mandatory for Raw Space stands to order electrical load requirement to the Official Contractor.

B5 Operation of Booth

- a) The booth must be staffed and operational at all times during show opening hours. The Exhibitor's staff must wear Exhibitor Badges issued by the Organizer for identification. The Exhibitor shall be responsible for the good conduct of all its staff, agents or representatives.
- b) No business activity shall be conducted by the Exhibitor and/or its staff outside its booth boundaries.
- c) No activity, which in the opinion of the Organizer, is tantamount to inconvenience or annoyance to the public or other Exhibitors, shall be caused by Exhibitors within the vicinity of the Exhibition. Examples include the noise level of equipment demonstration and audio-visual presentations.
- d) No Exhibitor may use air compressors or pressurized containers without prior approval of the Organizer & Official Contractor.
- e) The weight of all exhibit items shall not exceed the floor loading limit.
- f) All precautions must be taken by the Exhibitor against fire and to protect the public. Exhibitors, who, because of the nature of their exhibits, require specific fire protection, must make arrangements, at their own cost, for the provision of such equipment.
- g) Without the special permission of the Organizer & Official Contractor, no exhibits can be taken into the booth once the Exhibition has been officially opened, no removed from the booth before the close of the Exhibition.
- h) No stage shows will be permitted unless with prior approval.
- i) Unauthorized photo/video shooting in the venue is not allowed.
- j) **IMPORTANT: No cash sales of Exhibits are allowed in the Exhibition Hall**
- k) Exhibitors are not allowed to distribute promotional materials outside their booths. This is to observe fairness to other Exhibitors and to prevent inconvenience to Visitors.
- l) Fire & Safety regulations require that no goods or packing materials may be stored in access areas behind or between booths. Exhibitors should design proper storage areas with adequate access within their own booth or approach the Official Freight Forwarder for storage.
- m) Each Exhibitor is responsible for indemnifying the Organizer and its agents against liability to the owners of the exhibition premises, and public authority or department of Government and each and every other Exhibitor in respect of any action, cost, claim and demand of whatever nature consequential to any act or omission of the Exhibitor, its staff or agents.

- n) The Exhibitor shall be responsible for any damage caused to the structure, floor, walls, pillars and any part of the Exhibition Hall, the Property of the Organizer, and any other Exhibitor caused by its staff in transportation, removal of exhibits, refuse and/or decoration works.

B6 Electrical Contractor and Installations

Electricity will be supplied through the Official Show Contractor only. The Official Contractor has been appointed to carry out all electrical work (wiring and connections, lighting, etc) on all booths (Shell Scheme/Package and Special Design) at the exhibition and all charges thereof shall be paid by the Exhibitor. **For safety reasons, no other electrical contractor will be permitted to carry out electrical work onsite.**

- a) The number and type of additional electrical fittings and installations required must be indicated by the Exhibitor on the Electrical Supplies & Fittings Rental Form (**Form 5**). A quotation will be submitted on receipt of this form for unscheduled fittings or installations.
- b) No electrical installation may be suspended from the roof of the exhibition hall or affixed to any part of the building structure. No fitting may project beyond the boundaries of the installations and must be adequately protected against excess current.
- c) Any design or plan of electrical installation must be submitted to the official appointed contractor before the indicated deadlines. No installation work shall be carried out without the written permission of the Organizer. The Organizer reserves the right to disconnect electricity supply to any Exhibitor whose installations either violate the Organizer's regulations or is deemed dangerous or is likely to cause annoyance to Visitors or other Exhibitors.
- d) **NO MULTI-PLUGS ARE ALLOWED.** All sockets are for machine operation only and not for lighting. Lighting connections **MUST BE** ordered with the official contractor. For safety reasons, please use one socket for one machine only.

B7 Removal of Exhibits

a) During Show Days

- Exhibits will NOT be allowed to be taken out of the exhibition halls during the exhibition period.
- Removal or delivery of exhibition stores in or out of the exhibition hall is not permitted during the open hours of the exhibition. Such removal, delivery or replenishment of stock may only be carried out before opening hours in the morning or after closing time in the evening. If you wish to remove any item, exhibitors must complete the "**GATE PASS (FORM 7)**" with the necessary information.

b) On Show Closure

Exhibitors shall only start the tear-down procedure from 1800 hrs on the last day of exhibition (**18th September 2018**). Please refer to item C1 for the allotted timings. Non-compliance to these official timings may incur additional charges on to the Exhibitors if delay is caused to officially hand over the hall to the hall owner.

In order to reduce the possibility of theft, it is strongly recommended that at least one person remains in the booth to oversee the process of moving-out of your exhibits. While the Organizer will maintain security surveillance at all times, Exhibitors are reminded that goods will be most at risk at this time and that booths should not be left unattended until all portable items have been removed and hired items and/or equipment collected by the appropriate suppliers.

At the close of the exhibition, in order to remove your goods smoothly, safely and easily, the following paperwork must be carried out:

Gate Pass Procedure

- a) Make 3 copies of an itemized list showing equipment's and materials required to exit from Exhibition Ground. These copies must be on the exhibitor company's letterhead, duly stamped with the company's official seal and signed by an authorized person.
- b) Attached a Gate Pass form on each set of the list. (Sample of Gate Pass is on page 16)
- c) Get all copies endorsed and stamped by the Official Contractor.
- d) These must be submitted to the Official Contractor Office **latest by 1800 hours on 18th September 2018**. The Official Contractor will not be responsible for the delay to exhibitors in removal of goods if goods removal passes are not received by the Official Contractor by the due date and time.
- e) The endorsement and stamping of "Gate Pass" will commence at 1800 hrs on 18th September 2018.

The removal of exhibits requiring mechanical assistance as well as the dismantling of booth fittings and electrical installations will commence after **2000 hrs on 18th September 2018**.

Note: Electricity supply to booths will be terminated one hour after the exhibition is closed on the final day of the exhibition. Exhibitors who need electricity to turn off or lock their machines must arrange for this within this period otherwise they will have to pay re-connection charges for electrical supply.

Please note the gate pass will be issued only after full payments for any item hired through the Official Contractor.

B 8 Security and Insurance

Every reasonable precaution will be taken by the Organizer to ensure the security and safety of the Exhibition Hall and adjacent areas and the contents thereof. However, the Organizer cannot be held responsible for any loss or damage which may befall the person or property of the Exhibitors from any cause whatsoever.

While the Organizer is insured for Public Liability, it is the responsibility of the Exhibitors to take up insurance cover in respect of:

- a) Exhibits and contents of booth against loss and damage by theft, fire and any other natural calamities, or any cause whatsoever.
- b) Expenses incurred due to abandonment or postponement of the exhibition.
- c) Bodily injury or illness to their representative or agent, or visitors in their booth area.
- d) Any other liability due to the negligence, inadvertence or misbehavior of the Exhibitor and/or its workmen, staff, representatives or agents.

B 9 Fire Precaution

Exhibitors, who because of the nature of their exhibits require specific fire protection, must make arrangements at their own cost for the provision of such equipment.

Any person, on seeing an outbreak of fire, however slight, must make immediate use of the fire alarm system, and subsequently make every endeavor to extinguish the outbreak or to confine it by the use of extinguishers and/or removal of goods in the vicinity.

B10 Storage & Waste Materials

For fire & safety regulations, Exhibitors are not permitted to store their empty cartons or packing materials behind or between booths.

During the build-up and teardown periods, passageways in the exhibition hall must not be obstructed with packing materials, construction materials or debris.

B12 Dilapidation

Exhibitors are responsible for the cost of making good or replacing any damage or dilapidation to the exhibition premises, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors.

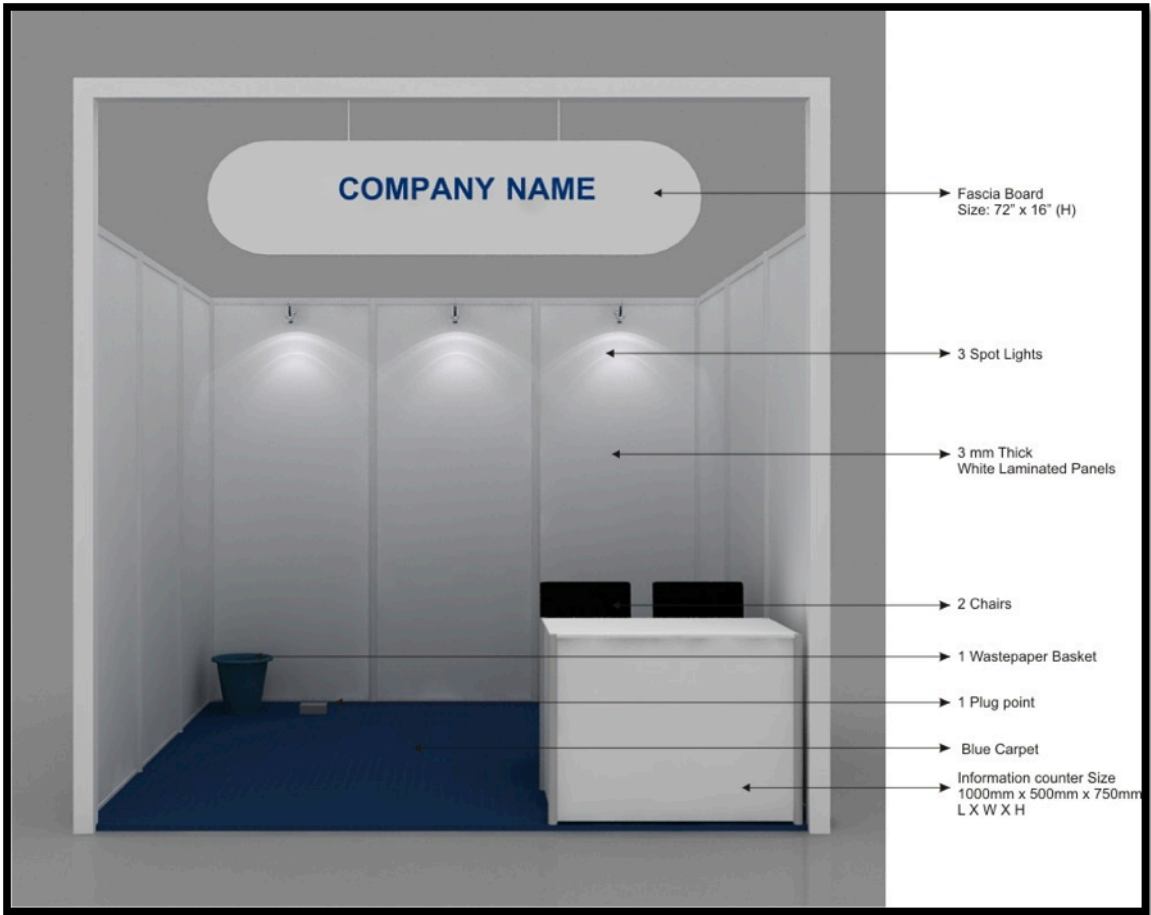
Exhibitors occupying Shell Scheme booths are also responsible for the cost of making good, restoring or renewing any damage or dilapidation to their Shell booth structures, floor covering, light fittings, and/or any part thereof, whether caused by themselves or their agents, contractors or by any persons employed or engaged on their behalf by such agents or contractors.

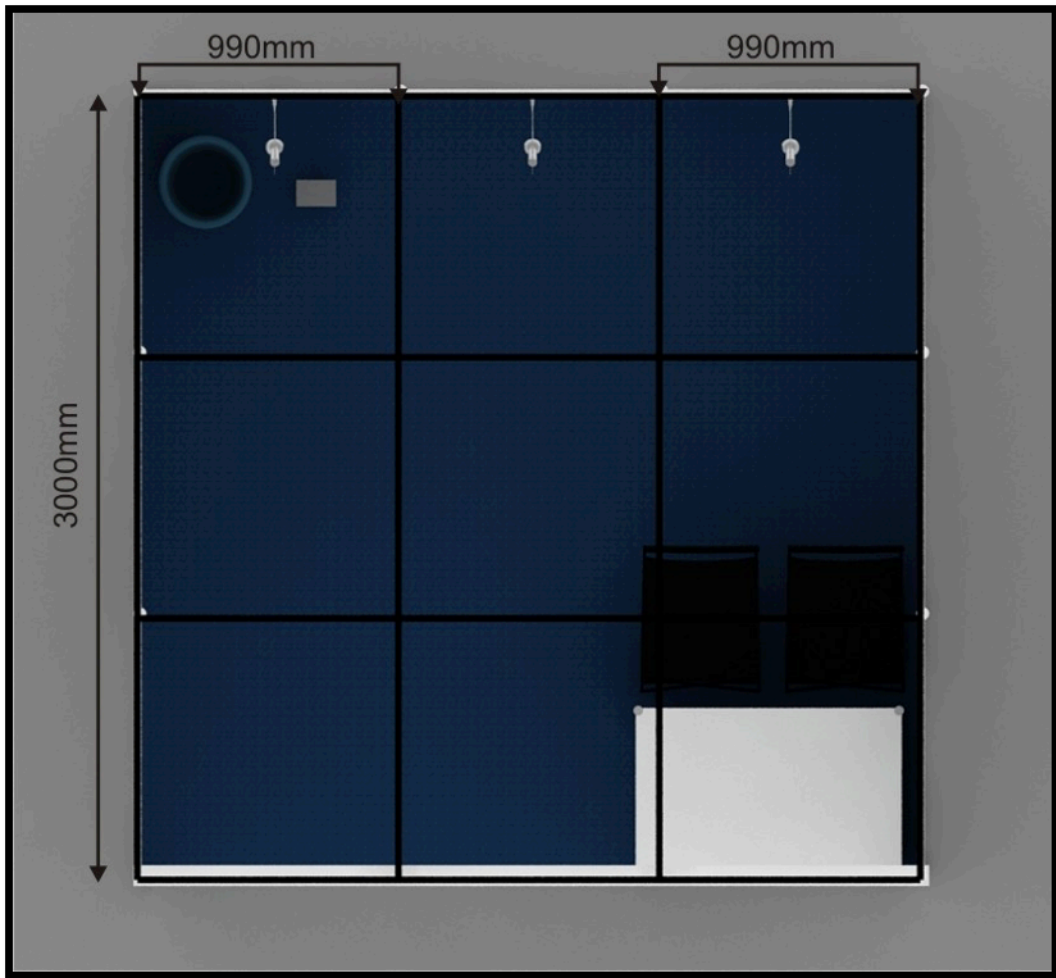
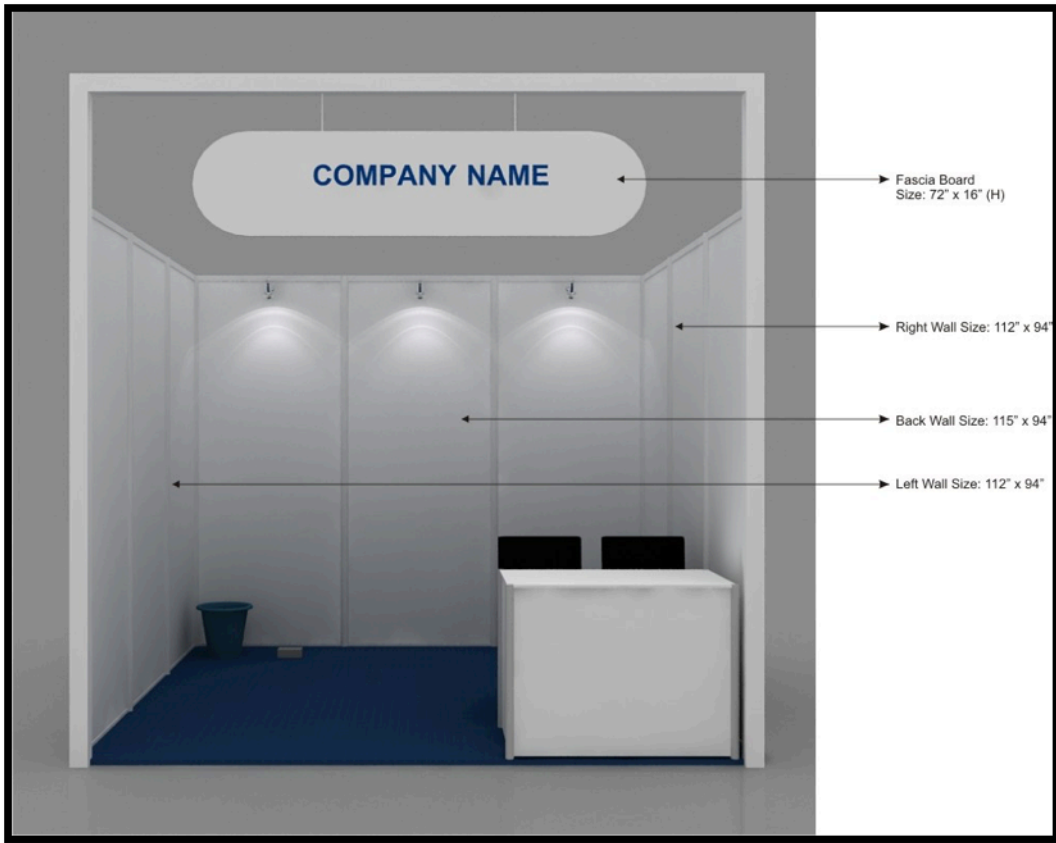
The cost of making good any damage will be assessed by the Official Contractor and charged to the Exhibitor. The Organizer, together with the Official Contractor, will inspect the area before and after the exhibition.

: Round Shape Hanging White color Fascia /Dark Grey
: Blue Color

4. DRAWINGS / DIAGRAMS (3m x 3m Standard Shell Scheme Booth)

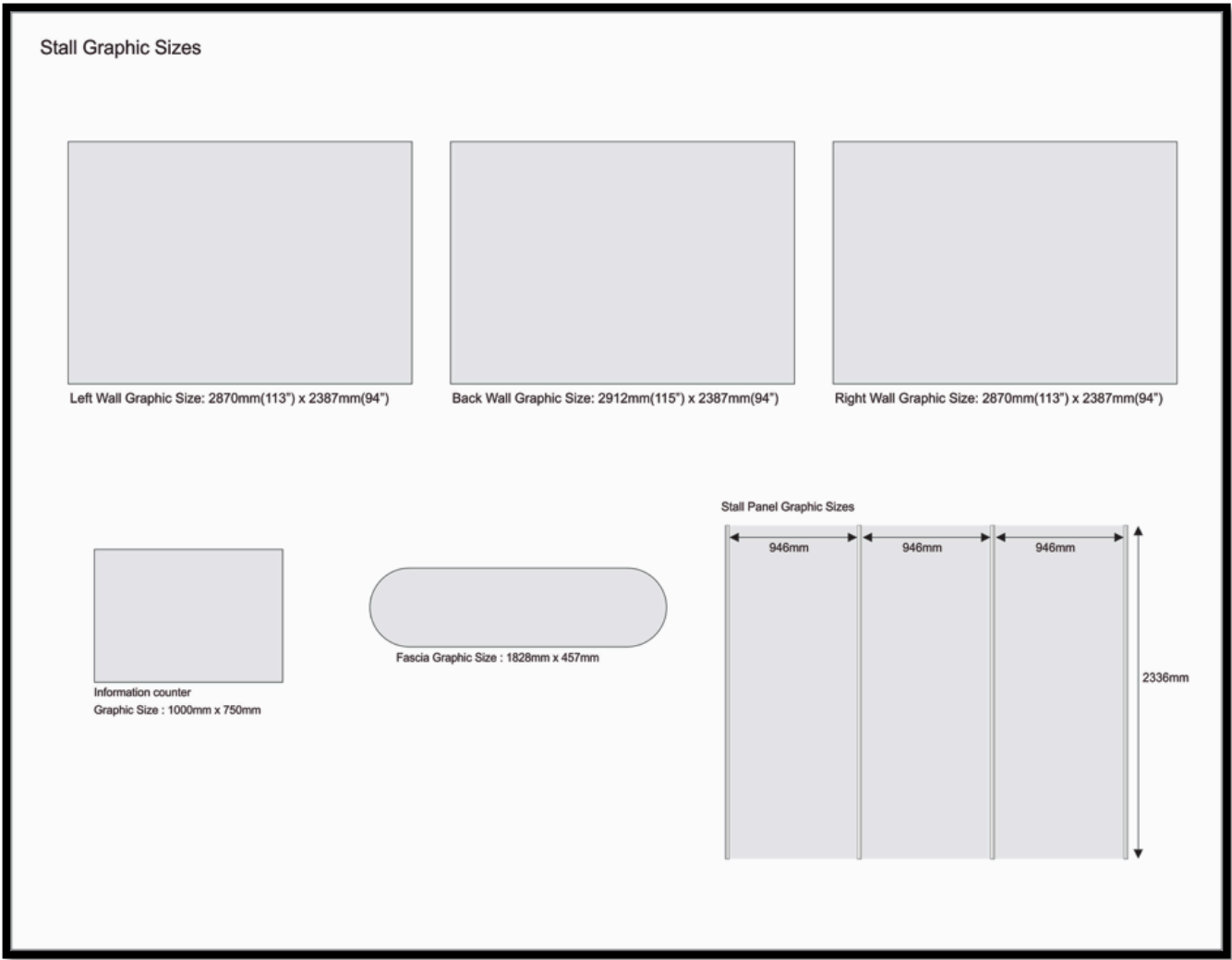
The perspective, side and elevation views of the Standard Shell Scheme are here as below:





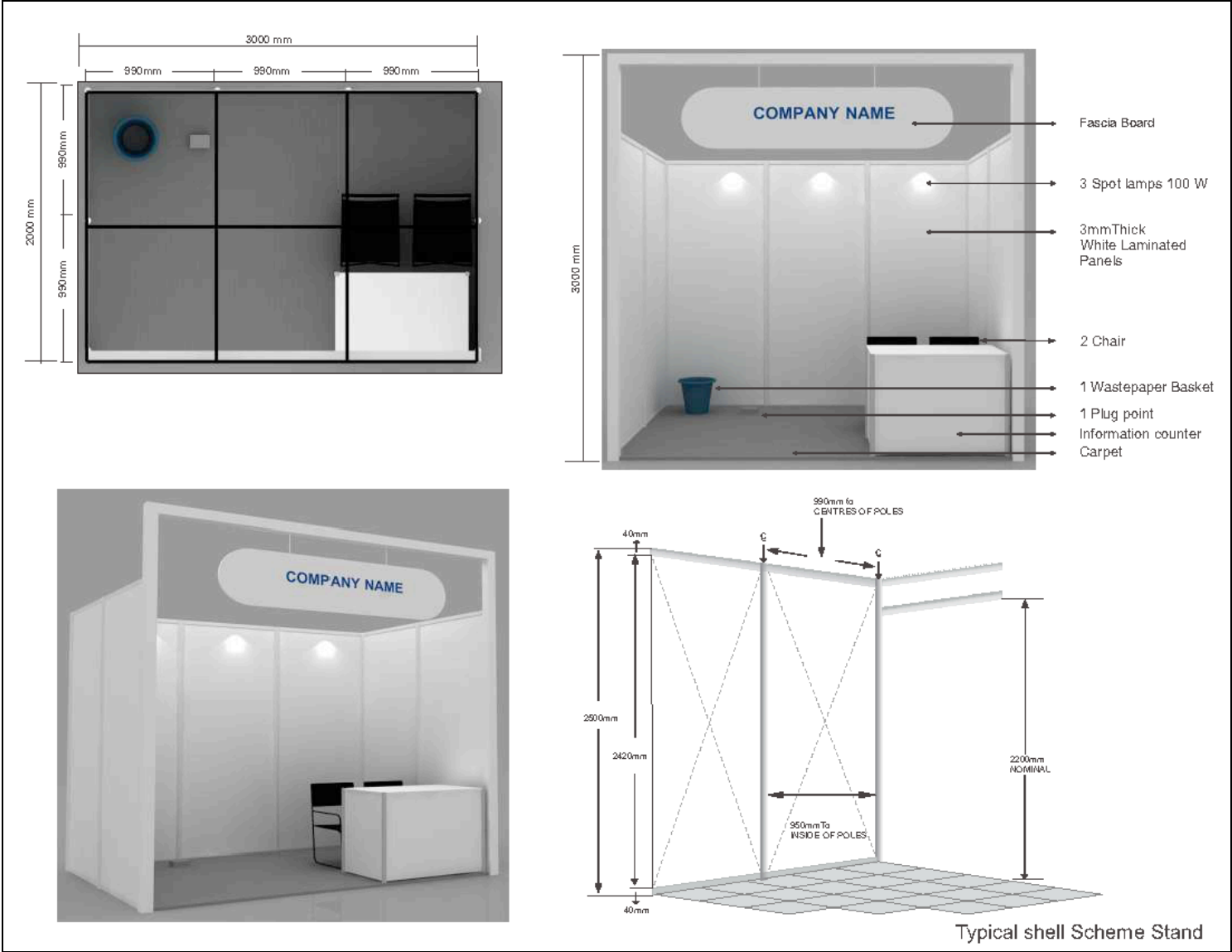
5. Dimensions of Branding and Graphics of Booth Size : 3m x 3m

The Dimensions of Branding and Graphics of the Standard Shell Scheme booth are here as below:.



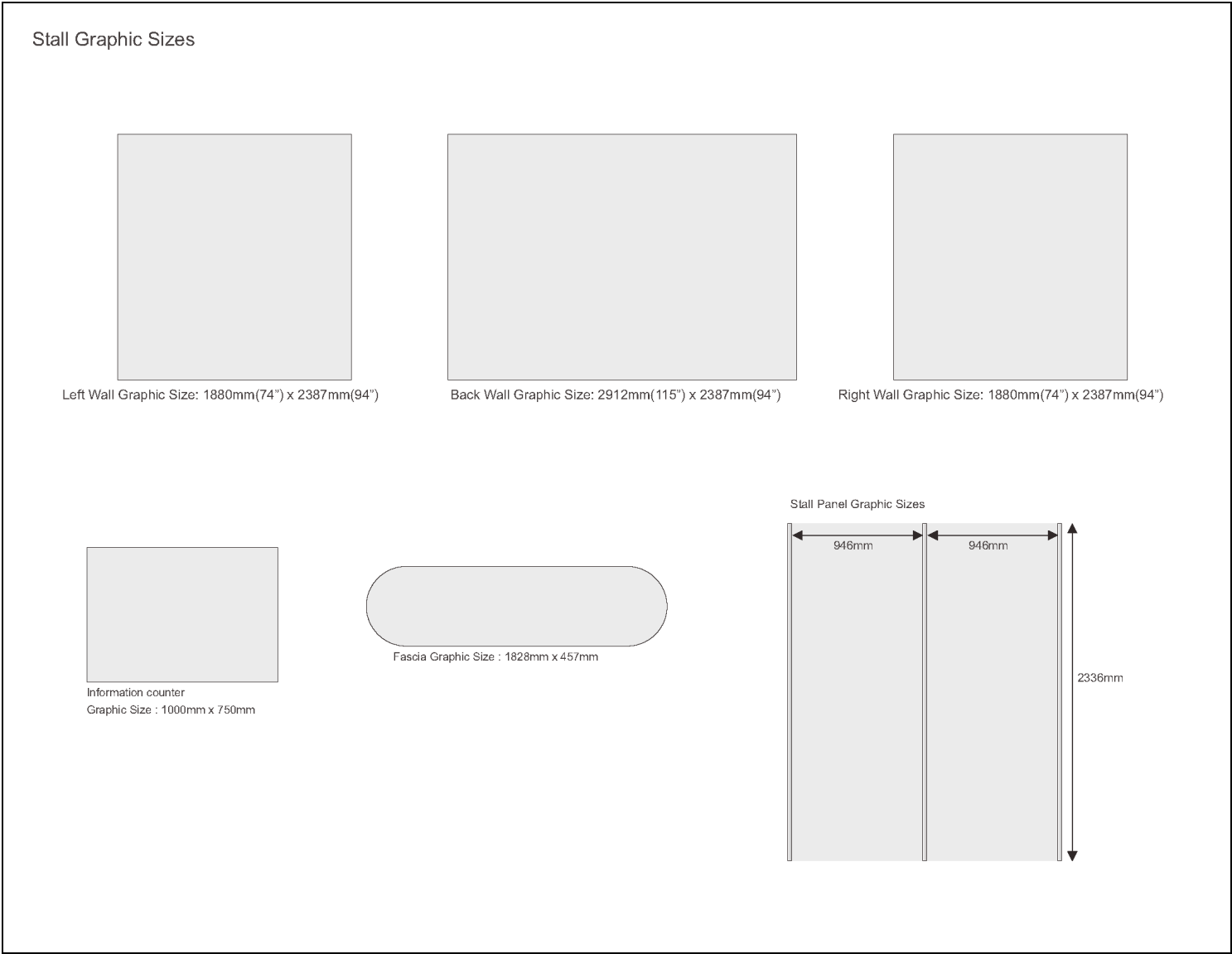
6. DRAWINGS / DIAGRAMS (3m x 2m Standard Shell Scheme Booth)

The perspective, side and elevation views of the Standard Shell Scheme are here as below:



7. Dimensions of Branding and Graphics of Booth Size : 3m x 2m

The Dimensions of Branding and Graphics of the Standard Shell Scheme booth are here as below:.





Return Form to: **PARAS ART STUDIO**

A25/7, Middle Circle Connaught Place

New Delhi - 110001

P: 91 - 9873885596

Email: info@parasartstudio.com

balbeer@parasartstudio.com

FORM

2

Deadline: 5th September 2018

SELLER NOMINATED BOOTH CONTRACTOR

This form must be completed and returned by sellers who require this service.

PLEASE TYPE / WRITE IN BLOCK LETTERS

Company Name: _____ **Booth No:** _____

Address: _____

Tel: _____ **Email:** _____

Authorized by (Signature): _____ **Date:** _____

Please note that PARAS ART STUDIO must approve your nominated contractor before they are permitted to work in the Exhibition. In order for us to contact them, please provide their details below:

My Nominated Contractor Company is: _____

Address: _____

Contact person: _____

Tel: _____ **Fax:** _____ **Email:** _____

Upon approval, your nominated contractor will be issued the relevant information on build-up and break-down timings, Services, utilities, order forms, rules and regulations pertaining to the Exhibition.

Only once PARAS ART STUDIO has received these documents duly signed along with the necessary payment made, will the Contractor is allowed to commence work in the Exhibition.

Important Note:

Sellers building their own stands must also abide by these rules and regulation.

For PARAS ARTSTUDIO's use only

This is to inform you that your nominated contractor is APPROVED / NOTAPPROVED by PARAS ART STUDIO to work in the Exhibition, subject to the compliance of all the rules and regulations stated and the early payment of the performance bond and administration/management fees, prior to move-in.

Signature: _____

Date: _____



Return Form to: PARAS ART STUDIO

A25/7, Middle Circle Connaught Place

New Delhi - 110001

P: 91 - 9873885596

Email: info@parasartstudio.com

balbeer@parasartstudio.com

FORM

3

Deadline: 5th September 2018

SERVICE LOCATION PLAN

This form must be completed and returned by every exhibitor. If service is not required, please endorse 'NOT APPLICABLE' and return / fax to the address above.

PLEASE TYPE / WRITE IN BLOCK LETTERS

Company Name: _____ **Booth No:** _____

Address: _____

Tel: _____ **Fax:** _____ **Email:** _____

Authorized by (Signature): _____ **Date:** _____

1. SKETCH THE LOCATION OF YOUR UTILITIES, SUCH AS POWER OUTLETS, SPOTLIGHT, WATER AND COMPRESSED AIR, WALL SHELF, FURNITURE ON THE REVERSE OF THIS FORM.
2. PLEASE NOTE THAT THE POSITIONS OF THE LIGHTS FOR THE STANDARD SHELL SCHEME PACK ARE FIXED AND CANNOT BE RELOCATED (SEE REVERSE OF FORM 4).
3. IT IS IMPERATIVE THAT YOU COMPLETE THIS FORM AS IT WILL BE USED TO INSTALL YOUR REQUIREMENTS IN THE CORRECT LOCATION BEFORE YOU ARRIVE ON SITE.
4. PLEASE ENSURE THAT THE POSITION OF THE LIGHTS ARE ON THE WALLS OR FASCIA (UNLESS YOUR BOOTH HAS AN INTERIOR STRUCTURE TO WHICH THEY CAN BE ATTACHED).
5. IF THE LOCATION PLAN OF ANY SERVICE IS NOT SUBMITTED, IT WILL BE PLACED AT THE DISCRETION OF THE OFFICIAL CONTRACTOR, AND ANY RELOCATION WILL BE AT THE EXHIBITOR'S EXPENSES

NOTE:

- PLEASE INDICATE THE LOCATIONS OF YOUR COMPRESSED AIR/WATER/DRAINAGE
- POINTS/WALL SHELF/FURNITURE AND ELECTRICAL REQUIREMENTS ON THE REVERSE OF THIS FORM.

PRINT THIS FORM AND KEEP A COPY FOR YOUR RECORDS

REVERSE OF FORM 3
SERVICE LOCATION PLAN

NAME OF EXHIBITOR: _____

BOOTH NUMBER: _____

PLAN OF STAND

← 1M →
← 0.5 M →

		REAR OF BOOTH											
LEFT												RIGHT	
← 1M →	← 0.5 M →												
LEFT													RIGHT



Return Form to: **PARAS ART STUDIO**
A25/7, Middle Circle Connaught Place

New Delhi - 110001

P: 91 - 9873885596

Email: info@parasartstudio.com

balbeer@parasartstudio.com

FORM

4

Deadline: 5th September 2018

ADDITIONAL FURNITURE REQUIREMENTS

This form must be completed and returned by every exhibitor. If service is not required, please endorse 'NOT APPLICABLE' and return/email to the address above.

PLEASE TYPE /WRITE IN BLOCK LETTERS

Company Name: _____ Booth No: _____

Address: _____

Tel: _____ Fax: _____ Email: _____

Authorized by (Signature): _____ Date: _____

Please use this Form to order your furnishing needs. The **STANDARD SHELL SCHEME** package stand includes one Information Counter (T6), Three Chairs (C3) and one Waste Paper Basket. **ORDER ONLY YOUR ADDITIONAL REQUIREMENTS:**

		Description					
Code No.	PARTICULARS	Color/Kind/Size	Dimension (mm)	Unit-Price (INR)	Unit-Price (US\$)	QTY	Total Price
FURNITURE							
C1	Visitor Chair	Black/Blue	500(L)X600(W)X1000 (H)mm	1350	22		
C2	Revolving Chair	Black/Blue	500(L)X600(W)X1000 (H)mm	2000	33		
C3	Standard Chair	White/Black	500(L)X500(W)X900 (H)mm	1000	17		
C4	Typist Chair	Black& Blue	500(L)X600(W)X800 (H)mm	1650	27		
C5	Typist Chair-with arms	Chrome& Black	500(L)X600(W)X800 (H)mm	1650	27		
C6	Rotating white leather chair	White Only	500(L)X600(W)X900 (H)mm	1900	31		
C7	Exhibition Chair-with arms	Black	500(L)X600(W)X900 (H)mm	500	9		
C8	Exhibition Chair-without arms	Grey	450(L)X450(W)X750 (H)mm	500	9		
C9	Exhibition Visitor Chair	Black	500(L)X500(W)X750 (H)mm	750	13		
C10	Sofa White	White	600(L)X750(W)X900 (H)mm	1900	31		
C11	Chrome Sofa Black	Chrome& Black	750(L)X750(W)X600 (H)mm	1450	24		
C12	Single Seat leather Sofa	White & Black		2650	43		
C13	Double Seat leather Sofa	White and Black		5500	89		
HS1	Bar Stool-Bucket Seat	Chrome& Grey	600(W)X1000(H)mm	1350	22		
HS2	Leather Bar Stool	Grey& Black	600(W)X1200(H)mm	1650	27		
T1	Computer Table	Chrome & White/Grey	500(L)X500(W)X1000 (H)mm	2750	45		
T2	Discussion Table 900DiaRound	Chrome& White	900(W)X750(H)mm	1100	18		

T3	Discussion Table: Square	Black& Beige texture	500(L)X500(W)X750 (H)mm	1100	18		
T4	Cocktail Table : Round	Chrome& Grey	500(W)X1000(H)mm	1900	31		
T5	Board Room Table	White	1600(L)X800(W)X750 (H)mm	1100	18		
T6	Information Counter	Chrome& White	1000(L)X500(W)X750 (H)mm	1100	18		
T7	Discussion Table700diaRound	Chrome& White	600(W)X750(H)mm	1100	18		
T8	Coffee Table	Black Top Glass	500(L)X600(W)X500 (H)mm	1000	17		
STORAGE AND DISPLAY							
D1	Reception Desk	Chrome & White/ Grey	1000(L)X500(W)X1000 (H)mm	2200	36		
D2	Reception Desk: Half round	Chrome &White/ Grey	1000(L)X500(W)X1000 (H)mm	3300	54		
DP3	Counter Showcase	Chrome& White +Glass	1000(L)X500(W)X1000 (H)mm	3300	54		
DP4	Display Showcase	Chrome & White +Glass	500(L)X500(W)X2000 (H)mm	3300	54		
DP5	Podium - Small	Chrome & White/ Grey	500(L)X500(W)X500 (H)mm	1100	18		
DP6	Podium - Large	Chrome &White/ Grey	500(L)X500(W)X1000 (H)mm	1800	30		
DP7	Glass Shelf each	Glass		900	15		
DP8	Wooden Shelf each	Wooden Top White		700	12		
ST1	Storage Counter-Lockable	Chrome &White/ Grey	1000(L)X500(W)X750 (H)mm	2200	36		
STRUCTURE ACCESSORIES							
		Description					
Code No.	PARTICULARS	Color/Kind/Size	Dimension(mm)	Unit-Price(INR)	Unit-Price (US\$)	QTY	Total Price
SP1	Panel, System Construction	Chrome &White/ Grey	1000(W)X2500(H)mm	1100	18		
SD2	Door Lockable system construction	White	1000(W)X2100(H)mm	2200	36		
SB1	Pin up board wall mount	Blue& Red	1800(L)X1200(W)mm	1100	18		
SB2	Pin up board self standing	Blue& Red	1800(L)X1200(W)mm	825	14		
F1	Fascia with name standard text	White/ Grey	250mm height	550	9		
DP1	Poster Display: Landscape A3,pinup	Chrome &White/ Grey	500(L)X750(W)X1500 (H)mm	1100	18		
DP2	Poster Display: Portrait A3, pinup	Chrome &White/ Grey	750(L)X500(W)X1500 (H)mm	1100	18		
CH1	Coat Rack	Chrome& Black	1500(H)mm	900	15		
W1	Waste Bin	Different Color	500(H)mm	400	7		
Z1	Literature Holder –Zig Zag	White/ Grey	1500(H)mmA4	1850	30		
L1	Literature Holder	Acrylic	A4size	1100	18		
L2	Literature Holder-Swivel	Black	1500(H)mmA4	1650	27		
L3	Literature Holder, Hanging, Acrylic	Acrylic	A4size	550	9		
				Total Cost(INR)			

1. Services will not be provided until payment has been received. Payment should be in favor of **"PARAS ART STUDIO."**
2. If the order is placed after **5th September 2018**, then the exhibitor will pay an additional **Surcharge of 30%.**

For USD Transfers: Bank: J.P. Morgan chase Bank SWIFT code: CHASUS33

For credit to A/C 001 – 1 – 407376

AXIS Bank Ltd. Mumbai

For further credit to: Swift Code: AXSINBB066

Bank name: AXIS Bank Ltd.

Branch: East Patel Nagar, New Delhi

Ultimate beneficiary Account No: 912020056125854

Name : PARAS ART STUDIO

Branch : 26/5, East Patel Nagar, New Delhi

For Transfers within India

Account Name: PARAS ART STUDIO

Account No : 912020056125854

Branch : 26/5, East Patel Nagar, New Delhi

Branch Code : 1006





















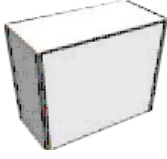


IFSC Code : UTIB00001006

MICR Code 110211075

*Please mail us a copy of your payment slip for confirmation.

1. If payment is drawn in a foreign currency, please include any potential bank commissions in the transfer amount. If the final amount received is less than amount invoiced due to exchange rate variances or charges levied by the transferring bank, you will be responsible for clearing the balance amount ahead of receiving requested services.
2. Late Orders received after the deadline – **5th September 2018**, will be provided subject to availability, will be subject to a 30% surcharge and 50% surcharge for onsite orders. Priority will be given to advance orders.
3. 30% cancellation fees will be imposed for cancellation of confirmed order. There will be no refund for cancellation during show days.
4. All Prices are in INR (please remit in equivalent to foreign exchange).
5. All materials to be available subject to availability and first come first served basis.
6. Applicable Government Service Taxes (GST @ 18%) are extra.








REFERENCE PICTURES OF FURNITURE

			
C1VisitorChair	C2 Revolving Chair	C3 Standard Chair	C4TypistChair
			
C5 Typist Chair-with arms	C6 Rotating white leather Chair with back rest	C7 Exhibition Chair-with arms	C8 Exhibition Chair-without arms
			
C9 Exhibition visit or chair	C10 Sofa White	C11 Chromes of a black	C12 Single Seat Sofa
			
C13 Double Seat Sofa	HS1Bar Stool- Bucket Seat	HS2 Leather Bar Stool	T1 ComputerTable
			
T2 Discussion Table 900DiaRound	T3 Discussion Table: Square	T4 Cocktail Table: Round	T5 BoardRoom Table
			
T6InformationCounter	T7 Discussion Table700dia Round	T8 coffee table	

REFERENCE PICTURES OF STORAGE AND DISPLAY

			
D1 Reception Desk	D2 Reception Desk Half Round	DP3 Counter Showcase	DP4 Display Showcase
			
DP5 Podium, Small	DP6 Podium, large	DP7 Glass Shelf	DP8 Wooden Shelf
			
ST1 Storage Counter-Lockable			

REFERENCE PICTURES OF STRUCTURE ACCESSORIES

			
SP1 Panel System Construction	SD2 Door lockable system	SB1 Pinup board wall-mount	SB2 Pinup board self standing
			
F1 Fascia with name	DP1 Poster Display:LandscapeA3 pinup	DP2 Poster Display PortraitA3 pinup	CH1 Coat Rac
			
W1 Waste Bin	Z1 Literature Holder-zigzag	L1: Literature Holder wall-mount	L2:Literature Holder-swivel
			
L3 Literature Holder Hanging Acrylic			



Return Form to: **PARAS ART STUDIO**

A25/7, Middle Circle Connaught Place

New Delhi - 110001

P: 91 - 9873885596

Email: info@parasartstudio.com

balbeer@parasartstudio.com

FORM

5

Deadline: 5th September 2018

ADDITIONAL ELECTRICAL REQUIREMENTS

This form must be completed and returned by every exhibitor. If service is not required please endorse

'NOTAPPLICABLE' and return/email to the address above.

PLEASE TYPE/WRITE IN BLOCK LETTERS

Company Name: _____

Address: _____

Booth No: _____

Tel: _____ Fax: _____ Email: _____

Authorized by(Signature): _____ Date: _____

This is mandatory for the Raw Space (Bare Space) Exhibition Booths

1. In The Shell Scheme Only includes two (3) 60W Spot Lights, One 5/15AMP plug point and 1 KVA Electrical Power for every Booths.
2. For services not stated below, please contact the Official Contractor for a quotation.
3. The supply available is 220V Single Phase 50Hz AC (1-5 KVA only) and 400V Three Phase 50Hz AC.

ORDER ONLY YOUR ADDITIONAL REQUIREMENTS

DESCRIPTION OF SERVICES / ITEMS	Unit Cost (INR)	Qty	Cost (INR)
Power Supply per 1KVA	4000		
Connection Charges (by PARAS ART STUDIO) per unit (220v, Single Phase 50hz)	3000		
Total Cost (INR)			

DESCRIPTION OF SERVICES	ITEM Code	Unit Cost (INR) before 05 th September 2018	Qty	Cost (INR
Fluorescent light 1.2 meters,40W	E1	800		
Spotlight 100W long arm	E2	800		
Halogen Spot 50W	E3	1200		
Arm Halogen Spot 50W	E4	1350		
Down light 50W	E5	1200		
Arm Flood Light 150W	E6	1350		
Metal Halide 125W	E7	1650		
Track light with 3nos.Spot	E8	1650		
Plug socket, Standard 220V,5/15amp	E9	800		
Refrigerator 165liters	E10	5850		
Total Cost (INR)				

PLEASE NOTE:

- **For USD Transfers** : Bank: J.P. Morgan chase Bank SWIFT code: CHASUS33

For credit to A/C 001 – 1 – 407376

AXIS Bank Ltd. Mumbai

- **For further credit to:** Swift Code: AXSINBB066

Bank name: AXIS Bank Ltd.

Branch: East Patel Nagar, New Delhi

Ultimate beneficiary Account No: 912020056125854

Name : PARAS ART STUDIO

Branch : 26/5, East Patel Nagar, New Delhi

- **For Transfers with in India**

Account Name: PARAS ART STUDIO

Account No : 912020056125854

Branch : 26/5, East Patel Nagar, New Delhi

Branch Code: 1006

IFSC Code : UTIB00001006

MICR Code 110211075

*Please mail us a copy of your payment slip for confirmation.

1. If payment is drawn in a foreign currency, please the bank induce the bank commission and please also if the final amount received is less than the invoiced is the invoiced amount due to exchange rate variance, you will be responsible for reimbursing the relevant received is less than the invoiced amount due to exchange rate variance, you will be responsible for reimbursing the relevant beneficiary.
2. Late Orders received after the deadline **5th September 2018**, will be provided subject to availability, will be subject to a 30% surcharge and 50% surcharge for onsite orders. Priority will be given to advance orders.
3. 30% cancellation fees will be imposed for cancellation of conformed order. There will be no refund for cancellation during show days. The exhibitor will be liable for full cost of rental.
4. All Prices are in INR (please remit in equivalent to foreign exchange)
5. All materials to be available subject to availability and first come first served basis.
6. As docket must be used for one exhibit at a time. Multi-point connection is not allowed to prevent the risk of power overload.
7. The standard supply is 110V, 220V or 380V with approximately 10% fluctuation. For the safety of your equipment, please use a stabilizer.
8. As up charge of 100% of electrical equipment will be added if you require 24-hour operating services.
9. Prices are inclusive of Applicable Government Service Taxes.

RULES AND REGULATIONS RELATED TO ELECTRICAL SERVICES

1. The standard shell scheme includes:

3 (Three) Spot Lights (60W), 1(One) Plug Points 5/15 AMP and 1 KVA Electrical Power

The above items are readily provided by organizers. **Additional requirement have to be ordered through Electrical Services Order Form.**

2. Locations of lights and socket points in the standard booth are fixed locations and may not be moved.

3. The organizer has appointed the Official Electrical Contractor to be responsible for:

(i) Standard supply of electricity:

- a. The standard supply is single phase AC220V/50Hz with +10% fluctuation. For the safety of your equipment, please use a stabilizer.
- b. Other requirements such as single phase 110V/50Hz or three phase 220V/50Hz can be specially arranged for if requested in the electrical order form.
- c. There are two main power supply circuits: "Lighting Power Circuit" and "For Exhibit Power Circuit".

(ii) All Electrical motors have independent automatic protection against excessive current surge.

The following starter systems should there for be used

- a. Direction line: upto 5HP
- b. Star delta: 5 to 25HP
- c. Auto transformer above 25HP

(iii) Power supplies to the exhibits will be switched off at source 30 minutes after the exhibition closes every evening and 60 minutes after close on the final day of the exhibition.

(iv) Exhibitors who require 24 hours electricity supply for their specific requirements should indicate accordingly on the electrical order form before the deadline.

(v) The two units of Spot lights and One 5-Amp Plug Point which are included in the shell scheme package include electricity supply.

(vi) Cost of electricity consumption is inclusive in all items offered in Section A (1), B(1), A(2), (B2) and C.

(vii) All electrical installation must conform strictly to the required standard safety regulation without exception.

ELECTRICAL ACCESSORIES				
				
E1 Fluorescent Light 40(w)	E2 Spotlight 100(w) long arm	E3 Halogen spot 50(W)	E4 Arm Halogen Spot 50W	E5 Down light 50w
				
E6 Arm Flood Light 150w	E7 Metal Halide 125W	E8 Track Light with 3 nos Spot	E9 Plug socket, standard 220v	E10 Refrigerator, 165lit

PRINT THIS FORM AND KEEP A COPY FOR YOUR RECORDS



Return Form to: **PARAS ART STUDIO**

A25/7, Middle Circle Connaught Place

New Delhi - 110001

P: 91 - 9873885596

Email: info@parasartstudio.com

balbeer@parasartstudio.com

FORM

6

Deadline: 5th September 2018

AUDIO VISUAL REQUIREMENTS

This form must be completed and returned by every exhibitor. If service is not required, please endorse 'NOT APPLICABLE' and return/email to the address above.

PLEASE TYPE /WRITE IN BLOCK LETTERS

Company Name: _____ Booth No: _____

Address: _____

Tel: _____ Fax: _____ Email: _____

Authorized by (Signature): _____ Date: _____

Sr.	DESCRIPTION OF SERVICES / ITEMS	Unit Cost (INR) before 05 th September 2018	Unit Cost (INR) After 05 th September 2018 (30% Surcharge)	Unit Cost (US\$) before 05 th September 2018	Unit Cost (US\$) After 05 th September 2018 (30% Surcharge)	QTY	AMOUNT (INR)
1	LED TV 30"	8800	11440	142	185		
2	LED TV 40"	13200	17160	213	277		
3	LED TV 50"	16500	21450	267	346		
4	LED TV 60"	22000	28600	355	462		
5	Stand for LED TV (for 50"/60")	2200	2860	36	47		
6	Desktop Computer- Multimedia configuration	5500	7150	89	116		
7	TFT Monitor 17"	4400	5720	71	93		
8	TFT Monitor 19"	5500	7150	89	116		
9	Par can Light with Dimmer (12 no's)	13200	17160	213	277		
10	LCD Projector	11000	14300	178	231		
11	Mackie/Dass sound system with mikes & controller with 2 speakers	33000	42900	533	692		
12	Sound system with 2no of speaker, amplifier etc & 1mike (cordless)	22000	28600	355	462		
13	Laser Printer with new cartridge	7700	10010	125	162		
14	DVD Player	2200	2860	36	47		
		Total Cost (INR)					

PRINT THIS FORM AND KEEP A COPY FOR YOUR RECORDS

PLEASE NOTE: Services will not be provided until payment has been received. Payment should be in Favor of "PARAS ART STUDIO."



- **For USD Transfers** : Bank: J.P. Morgan chase Bank SWIFT code: CHASUS33
For credit to A/C 001 – 1 – 407376
AXIS Bank Ltd. Mumbai

- **For further credit to:** Swift Code: AXSINBB066
Bank name: AXIS Bank Ltd.
Branch: East Patel Nagar, New Delhi
Ultimate beneficiary Account No: 912020056125854
Name : PARAS ART STUDIO
Branch : 26/5, East Patel Nagar, New Delhi

- **For Transfers with in India**
Account Name: PARAS ART STUDIO
Account No : 912020056125854
Branch : 26/5, East Patel Nagar, New Delhi
Branch Code : 1006
IFSC Code : UTIB00001006
MICR Code 110211075

*Please mail us a copy of your payment slip for confirmation.

1. If payment is drawn in a foreign currency, please include the bank commission. If the final amount received is less than the invoiced amount due to exchange rate variance, you will be responsible for clearing the balance pending amount ahead of receiving the requested services.
2. Late Orders (received after the deadline, **5th September 2018** will be provided subject to availability, will be subject to a 30% surcharge and 50% surcharge for onsite orders. Priority will be given to advance orders.
3. 30% cancellation fees will be imposed for cancellation of conformed order. There will be no refund for cancellation during show days.
4. All Prices are in INR (please remit in equivalent to foreign exchange)
5. All materials to be available subject to availability and first come first served basis.
6. Prices are inclusive of Applicable Government Service Taxes.

	
1. LCD 32"	2. Plasmamonitor42"/50"/60"

PRINT THIS FORM AND KEEP A COPY FOR YOUR RECORDS



Return Form to: **PARAS ART STUDIO**

A25/7, Middle Circle Connaught Place

New Delhi - 110001

P: 91 - 9873885596

Email: info@parasartstudio.com

balbeer@parasartstudio.com

FORM

7

Deadline: 18th September 2018

GATE PASS

Gate Pass is required to ensure smooth removal of goods at the close of the exhibition.

Gate Pass

Exhibition

Date: _____ Venue: _____

Company: _____ Booth No.: _____ Hall No.: _____

Address: _____

City: _____ Pin Code: _____ Country: _____

Tel.: _____ Fax: _____ Email: _____

Contact Person: _____ Designation: _____

(For Official Use Only)

Account
Clearance _____

Marketing
Clearance _____

Security
Clearance _____

S.No.	Products/Items List	Qty.	Remarks (If any)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			

Signature _____

Date _____

Please fill this form and submit it at the Show Management Office. Exhibitors will not be allowed to remove their goods/equipments unless approved by the organiser.

PRINT THIS FORM AND KEEP A COPY FOR YOUR RECORDS