



Confederation of Indian Industry



Ministry of Road Transport & Highways
Government of India



National Highways Authority of India



**INDIA INTEGRATED
TRANSPORT
& LOGISTICS**

S U M M I T 2 0 1 7

May 3 - 5, 2017 Vigyan Bhawan, New Delhi
International Exhibition & Conference on Transport & Logistics



EXHIBITORS MANUAL

Contents

S. No.		Page
1.	Letter to Exhibitors	3
2.	Schedule at a Glance	4
3.	General Information about IITLS- 2017	5
4.	Rules and Regulations for Participation	6
5.	Facilities for a Shell Stand	11
7.	Guidelines for Construction and Setting up of Stands	13
8.	Other Fair Guidelines	16
9.	Cargo Movement & Clearance	18
10.	Electrical Services	20
11.	Fire, Safety and Security Regulations	22
12.	Services & Service Agencies	24
13.	Exhibition Facilities	26
14.	Forms	27

LETTER TO EXHIBITORS

Dear Exhibitor,

This Manual contains details, technical guidelines, rules and regulation for participation & stand construction for “India Integrated Transport & Logistics Summit- 2017 (IITLS- 2017)”. We request you to carefully go through these guidelines and specification and also to strictly adhere to these guidelines for your smooth participation at the show. The manual also contains forms for various facilities and services being either provided by FICCI or the service agency specially appointed for your hassle free participation. We request you to kindly fill these forms and sent it to the organizers or the concerned agency before the deadline date mentioned on each form to ensure timely delivery of services.

For clarifications and for return of the forms, please correspond with:

Trade Fair Secretariat
FICCI
Federation House,
1, Tansen Marg,
New Delhi – 110 001

Contact Person:-

Mr. Shaurav Pandey
Tel: +91-11- 23487371(D)
Mob: +91 8826246663
Fax: +91-11-23359734
Email: shaurav.pandey@ficci.com

We look forward to your continued support and cooperation and wish you a successful participation at the show.

Thank you,

**Trade Fairs Secretariat
FICCI.**

EXHIBITION SCHEDULE AT A GLANCE

DATE & TIME	DAY	EVENTS
Build-up-Period		
April 29, 2017 1130 hrs	Saturday	Handing over the space to Bare/ Raw Space Exhibitors
April 29, 2017 1130 hrs- 1800hrs	Saturday	Delivery of Freight to Bare/ raw space stands
May 1, 2017 1000 hrs-1400hrs	Monday	Handing over the space to Shell Space Exhibitors
May 1, 2017	Monday	Delivery of Freight to shell space stands
May 1, 2017 2000 hrs	Monday	Completion of all booths – both Raw & Shell Scheme
After taking possession (if applied for) April 29 - May 1, 2017	Saturday to Monday	Temporary Electricity to exhibitors
May 2, 2017 1200 hrs	Tuesday	Permanent Electricity
May 1, 2017 2000hrs	Monday	<ul style="list-style-type: none"> All unwanted stores/refuse to be cleared Final Cleaning of halls and completion of all booths.
Exhibition Period		
May 3, 2017	Wednesday	Opening Ceremony
May 3-5, 2017 1000-1800 hrs	Wednesday to Friday	Trade & Professional Visitors
May 5, 2017 1700 hrs	Friday	Exit Passes (All Exhibitors must take duly signed and Stamped Exit Pass from the Organizer's by 4.00 PM on May 05th , 2017)
Dismantling Period		
May 5, 2017 1800 hrs	Friday	Dismantling and removal of exhibits and materials
May 5, 2017 2230 hrs	Friday	Site Closes.

LIST OF SERVICE PROVIDERS FOR INDIA INTEGRATED TRANSPORT LOGISTICS SUMMIT (IITLS)

Stand Construction Company

SHRI BALAJI EXIMS

E-3, Dhawandeep Building,
6 Jantar Mantar Road,
Delhi – 110001 (INDIA)
Contact Person: Mr. Amith Mittal
Mobile No - +91-9311285028
Landline - +91-11-23748181
Fax. - +91-11-23343051
Email ID - info@shribalajixims.com

Material Handling at the Exhibition Site

A) R.E. ROGERS INDIA PVT. LTD.
1, Commercial Complex,
Pocket H & J, Sarita Vihar
New Delhi-110044, India
Tel.: 26949801-2, 26945898 / 5899
Fax: +91-11-26949803, 5900
Contact Person: Mr. Sushil Upadhyay
(M) 9818451472
Email: sushil@rogersworldwideindia.com

Mr. Puneet Sekhri
(M) 9810553944
Email: puneet@rogersworldwideindia.com

B) P S BEDI & CO LTD
D-14/1&2 Okhala Industrial Area
Phase-1 New Delhi-110020
Tel:+91-11-4605200
Contact Person: Mr. Bhupal Singh Rawat
(M) 9818188013
E-mail: exhibitions@psbedi.com

Official Security Agency

G4S Secure Solutions (India) Pvt. Ltd.

5th Floor, Tower –A
Unitech Cyber Park
Sector 39
Gurgaon
Tel 0124-2398888
Fax 0124-2398889
Contact Person: Mr. Bipin Rathore
Mob:+91-9818399308
Email: bipan.rathour@in.g4s.com

Fire Services

United Fire Services (UFS)

133, Vardhman Charve Plaza
Plot No. 23 KP Block
1st Floor, Pitampura
Delhi-110088
Contact Person: Mr. PS Aneja
Mob: +91-9810297721
Email: ufs.pvt.ltd@gmail.com

Flowers & Landscaping

Radhey Shyam

A-18
Sanjay Park
Shakarpur
New Delhi – 110092, India
Tel: +91-9582438249
Mobile: +91-9899309864
Email: info@pragatienterprises.net
Contact Person: Mr.Radhey Shyam

Conservancy

Pragati Enterprises

A-18
Sanjay Park
Shakarpur
New Delhi – 110092, India
Tel: +91-9582438249
Mobile: +91-9899309864
Email: info@pragatienterprises.net
Contact Person: Mr.Radhey Shyam

RULES & REGULATIONS FOR PARTICIPATION

Organiser

Federation of Indian Chambers of Commerce & Industry (FICCI), New Delhi is the organiser of “India Integrated Transport Logistics Summit (IITLS) 2017.”

Venue, Dates & Timing

“India Integrated Transport Logistics Summit (IITLS) 2017” will be held at back lawns of Vigyan Bhawan, New Delhi from May 3-5, 2017.

Visitors will be allowed from 10 AM to 6 PM from May 3-5, 2017.

Exhibitor

A company/organisation/association booking space for participation will be called exhibitor.

Participation charges

Type of Exhibitor	Raw Space	Shell Stand
Indian	INR 10,000 Per Sq. Mtr.	INR 11,000 Per Sq. Mtr.
International	USD 275 Per Sq. Mtr	USD 300 Per Sq. Mtr

- Raw space can be booked subject to a minimum of 36 sq meters. Shell stand can be booked in multiples of 9 sq meters.
- Shell stand will include three sides partition, fascia name, floor covering, Three spot lights, one 5/15 AMP socket, one trash bin, one reception desk and two chairs in 9 sq meters space. Electricity connection and consumption charges will be extra.
- Participation charges include Air-conditioning and general lighting.

Participation Payment Terms:

All payments to be clear before taking position of space.

All payments will be made either through a Bank draft or through a Bankers cheque payable at Delhi and drawn in favour of “Federation of Indian Chambers of Commerce and Industry”, New Delhi.

Transfer Details for Overseas Exhibitors:

Beneficiary Bank Details

Name & Address of Bank	HDFC Bank, K.G. Marg, New Delhi
Name of Account	FICCI
Type of Bank Account	Current
Bank A/c No to which the amount to be transferred	00030350015219
SWIFT Code of Bank	HDFCINBBDEL
Service Tax Code	AAA CF 1282 E ST 001
Pan No.	AAA CF 1282 E
Email:	ficciexhibition@ficci.com

Intermediary Bank Details

Name & Address of Bank JPMorgan Chase Bank, NEWYORK

Account No. of Beneficiary's 001-1-406717

Bank with Intermediary Bank

SWIFT Code CHASUS33

Allocation of space

FICCI will have sole discretion in allocation of space. However, due consideration will be given to the choice and requirement of applicant.

Catalogue entry charges

Each exhibitor will be required to pay ₹ 1000 or US\$ 30 for catalogue entry. This payment will be made along with participation charges. Exhibitors can also get the name of their collaborator / principal / agent / Group Company included in the directory provided they fall in the same line of business. For additional entry an amount of ₹ 500 / US\$ 15 will be charged.

Service Tax

Govt. of India has levy service tax and education cess on all exhibition services. This tax is applicable on the stall rentals, electrical charges and other fair services for the exhibition. The service tax including Swachh Bharat Cess & Krishi Kalyan Cess payable on the captioned fair will be 15% on the billing amount. FICCI's Service Tax Registration No is: Business Exhibition/DEL/73/F1/97 INDIAN CHAMBERS OF COMMERCE & INDUSTRIES, PAN No. is AAACF1282E and Service Tax Code No. is AAACF1282E-ST001.

Service Tax is not applicable on refundable security deposit and on all remittance made through foreign exchange. Foreign participants are exempted from service tax.

Electricity & Power connection and consumption

Shell stand will be provided with single-phase electricity for the spotlights and 5/15 Amp socket provided as per the standard package. Each exhibitor taking a Bare Stand has to pay for the electricity connection and consumption charges. Additional Electricity required for the Shell Stand for running equipment, machines or additional lights has to be paid by the exhibiting company. The charges are mentioned in the order Form No. 3.

Other services and facilities

A host of other services and facilities like telephones & security etc. will be made available on additional payment. Companies seeking these kinds of services are requested to send their requirement will in advance by filling up the forms, which are attached in the Forms Section at the end of the Manual.

In case, if the desired service is not provided by the organizer the amount will be refunded to the exhibitor.

Construction of stands

The interior design of the stand will have to be within the architectural controls laid down by FICCI. The exhibitors would only be allowed to construct the stand as per the design approved by FICCI. The exhibitors have to get their designs approved from FICCI before April 25, 2017. Exhibitors who do not comply with these guidelines and regulations will have to pay a penalty of Rs 5000/-/US\$ 125 and will not be allowed to construct their stand and will run the risk of closure of the stand. All construction material, waste and empties

etc. have to be removed by the exhibitors 8 p.m. on May 2, 2017. Work regarding construction of stands will be permitted within the stand area only or outside the hall and in no case in the walkways in the Halls.

Stand completion

Stands will be completed by 8 PM on May 1, 2017

Operation of Stands

No stand will remain unattended. All stands must open at least half an hour before the exhibition and shall remain open till half an hour after exhibition time on each day.

Storage of exhibits & empties

No exhibits or empties will be stored behind the exhibition stands.

Vacation of space

Stands will have to be vacated under shell scheme and bare space latest by 10:30 PM on May 5, 2017

Damages to the hall

Exhibitors will be required to make good all damages or make payment for damages in the Halls, if any.

Sale of exhibits

No counter sales will be permitted during the exhibition.

Handling of exhibits, customs and import

Exhibitors can avail the services of only those cargo agents empaneled by FICCI. No other cargo agent will be allowed to enter/operate in the exhibition.

Service Agencies

Service agencies like security, cleaning, phones, catering, courier etc. empaneled with FICCI will only be allowed to provide services to exhibitors. Other agencies will not be allowed to enter/operate in the exhibition.

Public Safety & Security

Exhibitors & their representatives should be present at their stands at all times during the opening hours of the Exhibition in order to receive visitors. They may not close their stands before the officially appointed time of closing.

Fire: All inflammable disposable materials (such as empty boxes and other wrappings) should be immediately removed from the exhibition premises.

Flammable Materials: The use of flammable materials for the decoration of the stand is prohibited unless such decorations have been treated with a fire retarding substance. Use of heating appliances within the stand is strictly prohibited.

Insurance and Exhibition Liabilities against Unforeseen Incidents

Insurance against all ascertainable risks from transportation to display and removal should be done by exhibitor. FICCI will not be responsible for any claim

The exhibitors are solely responsible for damage which may occur to exhibits, equipment, decorations, stock or stand or any other possessions due to fire, theft, deterioration, loss / damage by water or damage suffered during any firefighting operations or by natural calamities.

The exhibitors are responsible for all accidents that may occur to the staff (including the Organisers' personnel), technicians, employees or exhibitors on duty in his own or in neighboring stands, due to the use by him or anyone else delegated by him, of machines, motors, other appliances or electric power that cause fire.

The exhibitors are responsible for all other damages, injuries or accidents, other than those already mentioned, or those that they themselves may foresee, and any other damage which may result from their participation in the Exhibition, whether directly through their own fault or through the fault of a third party under the exhibitors' instructions and affecting the possessions, furniture or building belonging to either the Organisers or to another party.

The Organisers disclaim all responsibility for risks mentioned above and the exhibitor shall not be entitled to make any claim, whatsoever the factors be causing such damage.

The exhibitors will obtain third party liability insurance from an insurance company. This compulsory insurance must cover accidents suffered by third parties in the building containing the stand of the exhibitors, which involves the liability of the exhibitor or any of his employees and any liability due to accidents linked with "India Integrated Transport Logistics Summit (IITLS)".

The exhibitors may insure their exhibits on display against all possible risks that are permitted under the insurance rules.

Each exhibitor is reminded that he is responsible for effecting insurance cover for expenses incurred due to abandonment or postponement of the exhibition for any reasons whatsoever.

The insurance policies mentioned above will have to include the insurer's renunciation of any legal action/penalty arising in the event of damages or accidents against the Executives, Representatives, Directors and Employees of the following organisations:

- Organisers- Ministry of Road Transport & Highways, Govt of India and Federation of Indian Chambers of Commerce & Industry
- Municipality or Local Administration of New Delhi
- Architects and Contractors employed by the Organisers
- Overseas Associates
- Supporting organizations

The period of liability of the exhibitor shall be deemed to run from the time the exhibitor or any of his employees, agents or contractors first enters the exhibition site and will continue until all his exhibits and property have been removed.

The exhibitor shall insure, indemnify and hold the Organisers harmless in respect of all costs, claims, demands and expenses to which the Organisers may in any way be subject as a result of any loss or injury arising to any person (including members of the delegations, visitors, public, the Organisers' staff, agents or contractors) howsoever caused as a result of any act or default of the exhibitors, his employees, agents, contractors or invitees. If the Organisers find it necessary, the exhibitor shall provide proof that he has an adequate insurance cover. The organisers shall not in any event be held responsible for any restriction or condition which prevents the construction, erection, completion, alteration or dismantling of stands or for the failure of any service amenities provided by the Organisers, for the cancellation or part time opening of the Exhibition either as a whole or in part, or for amendments or alterations to all or any of the rules and regulations caused by circumstances not under their control.

Entry/Exit

Entry into Exhibition Halls will be on the basis of exhibitor passes issued by FICCI. Each exhibitor will be entitled to 3 passes for 9sq meter space. Entry of vehicles in Exhibition area will not be permitted during exhibition hours and other hours specified separately. Exit passes will be necessary for exhibits / material to be taken out of Exhibition Halls.

Violation of Rules

In the event of violation of any rules, FICCI will have the right to close down the stall of the exhibitor.

Disputes

Disputes, if any, arising out of unresolved matters between exhibitor and FICCI shall be settled by arbitration in accordance with the Arbitration and Conciliation Act 1996. The arbitration proceedings will be conducted in English and at New Delhi, India only.

Force Majeure

If the exhibition is abandoned, cancelled or suspended in whole or in part by reasons of war, fire, national emergency, labour, non-availability of exhibition premises or any other cause not within the control of FICCI. FICCI may, at its own discretion, refund the rental paid by the exhibitor after adjusting the basic expenses incurred or a part thereof, but FICCI shall be under no obligation to refund any such rental and part thereof and shall be under no liability for any actions, claims or losses.

FACILITIES FOR A SHELL STAND

Furniture/Fixtures in Built Up Stalls

SIZE OF STALL	TABLES	CHAIRS	SPOTLIGHTS	DUSTBINS	POWER SOCKETS	COMMON TO ALL
9 sq.m.	One	Two	Three	One	One 5 amp	Two/Three side walls with laminated vinyl infill panels, fascia with company name with vinyl computer cut-out lettering, synthetic carpet.
12 sq.m.	One	Two	Four	One	One 5 amp	
18 - 21 sq.m	Two	Four	Six	Two	Two 5 amp	
24-30 sq.m	Two	Four	Eight	Two	Two 5 amp	
40-56 sq.m	Three	Six	Ten	Three	Three 5 amp	
60 –80 sq.m	Four	Eight	Sixteen	Four	Four 5 amp	
120 sq.m.	Eight	Sixteen	Thirty Two	Eight	Eight 5 amp	

Technical Specification of Stands

(a) The structure of the stand is made of the Octanorm system with following

Specifications:-

A	Maximum Height of the Stand	2.50 M
B	Width of panel	0.95 M

(b) Wall Panels

All wall panels are made of laminated plywood in white colour and are aluminium framed.

(c) Fascia Board

The fascia board is made of plywood, laminated in red colour and is aluminum framed. The exhibiting company's name and stand number appear on the fascia board of the stand with 12 cm high, white capital letters.

(d) Spot Lights

Lights are placed on side walls unless different positions are indicated.

(e) Carpet

All standard shell stand areas are provided with non-woven needle punch carpet.

Rules for Shell Scheme Stands

- Minimum space for shell scheme is 9 Sqm
- No painting or wallpapering of panels is permitted. Exhibitors who desire to have any panel painted or wallpapered must inform the Official Stand Fitting Contractor for approval and execution of work on payment.
- No additional fitting or displays are allowed to be attached, nailed, screwed or drilled to the booth structure. On violation of this instruction, the exhibitor is liable to be charged by the Official Stand Fitting Contractor for damages caused to the stand.

- d. The use of flammable materials for decoration of the stand is prohibited unless such decorations have been treated with fire-retarding substance. Use of heating appliances is strictly prohibited.
- e. No suspension from hall's ceiling or fixtures to the walls columns and floor of the hall or any other part of the building structure is permitted. Exhibitors should only utilize the inner parts of the stall allotted to them, for display.
- f. Height of all fittings/exhibits should be restricted to 2.5 m. The rear and side walls should be 2.5 m high. Structures/exhibits (mounted or otherwise) between 2.5 m and 4 m in height must be approved by the Organisers and placed at a minimum distance of 1 m from the rear, sides and front of the stand.
- g. No financial credit will be given by the Organisers/Official Stand Fitting Contractor for any shell scheme stand items that are not utilized.
- h. Exhibitors are requested to deal directly with the Official Stand Fitting Contractor for their requirement of additional items on extra payment, by furnishing details on Form No.7. Any dispute regarding additional items has to be settled by the exhibitors directly with the official stand fitting contractors. Any damage to these items by the exhibitors will be liable for penalty.
- i. Each shell scheme stall of 9Sq.m. is provided with power supply of 1 Kw load including the lighting load, free of charge. For additional power requirements please refer to Form No. 3.

Additional Furniture and Electrical items:

The price list of additional furniture and electrical fittings is annexed as Form No. 7.

GUIDELINES FOR CONSTRUCTION AND SETTING UP OF STANDS

Procedure for taking possession of Stands

Possession of shell scheme stands and bare space area will be given to the exhibitors after full payment of all dues.

1. The person appointed to take possession of the stall must have a following authorization letter from the exhibiting company on their letter head.

“We hereby authorize Mr. (Name of Person) Designation----- to take the possession of our stall number ----- in hall number----- . The above mentioned person on behalf of the company will now be responsible for the stand and the exhibits on display.

2. The authorization letter must be submitted to the site office of the organizers at back lawns of Vigyan Bhawan, New Delhi

Time schedules for taking Possession of Stands

As per schedule given in Rules & Regulations (Page No. 6).

Construction of Stands

Considering the security of exhibits on display and general security of the entire exhibition, only the Official Stand Construction Agencies will be allowed to undertake the construction of bare stands in “India Integrated Transport Logistics Summit (IITLS) 2017”. In case the exhibiting company is using the services of any construction agency other than the officially appointed agency, they would have to take a prior approval from FICCI for the same. Contractors other than these will not be permitted to enter the halls and undertake construction work. The names and addresses of Official Stand Contractors are given on (Page No. 5)

Specific Architectural Control and Guidelines

The width of passages shall not be less than 3 meters or as marked on the copy of the layout plan while the passages inside the stands shall not be less than 2 meters in clear width.

The minimum width of the entry and exit of stands shall be 3 meters each while more width shall be appreciated.

The stands with one side, two side, three side or four side (island stands) open as shown in the layout plan, the participants are required to leave the open side clear of all panels which obstruct the view of the visitors. However, they may put up low partitions of 1.2 meter high or may have a combination of low partition and glazing in the upper area after leaving proper entry & exit points.

The exhibition hall is being specially air-conditioned and the AC Ducts from the ceiling restrict the height in the halls. AC Ducts would be at a height of 4mtr. Therefore the maximum height permissible 4mtr

The normal heights of construction of partitions shall be limited to 2.5 meters except open side as shown in the layout plan. However, additional height of one side/two sides features could be considered depending upon the area of stands as per details given below:

Size of stall	Maximum height of features
Upto 40 sqmtrs	2.5 meters
Upto 40 sqmtrs to 100 sqmtrs	3.0 meters
Upto 100 sqmtrs to 300 sqmtrs	3.5 meters
Upto 300 sqmtrs and above	4.0 meters

The above height of features and their locations is subject to approval of plans from the organisers (FICCI), in case exhibitors want to increase the height of the display / features to the above mentioned heights they may please take a prior approval from FICCI.

No construction shall be permitted in front of emergency doors, service doors, electric distribution boards, switch rooms, toilets, and other fair facilities. The unauthorized construction undertaken in front of such facilities shall be got removed at the costs & expenses of defaulter participants and the organisers (FICCI) would also levy penalty as deemed fit.

No support from the existing construction of Exhibition halls i.e. ceiling, walls, columns etc. shall be permitted. Any damage caused to the infrastructure shall be recovered along with the necessary penalty from the concerned participants.

The stands requiring water connection, water disposal, compressed air and special power requirements shall be preferably located at the periphery of the halls, as it will be convenient to provide such facilities without crossing over the public passages. In case these requirements are not made known to organisers (FICCI) at the time of booking space, or cause hindrance to the public movement or due to any technical constraints, these may not be provided.

Exhibitors booking raw space are required to submit their design drawings before April 25, 2017 to the organiser (FICCI) at least fifteen days before start of the exhibition and the plans would be scrutinized within 7 days after their submission to the organisers (FICCI). All exhibitors have to strictly follow the architectural guidelines laid down in the manual. Any deviations will not be permitted.

The decision of the organisers of “India Integrated Transport Logistics Summit (IITLS) 2017” as regards the approval of the plan shall be final and binding upon exhibitors and the work must be carried out as per the approved drawing only.

Exhibitors having bare space must submit design of the stand showing elevations and floor plan for approval, by April 25, 2017. The Exhibitors sending their plans after this date shall be liable to pay penalty of ₹ 5000/ US\$ 125. The drawings must also clearly show layout of exhibits, logo details, supporting stand electrical points etc. and clearly indicate wall/panel height; exhibits, meeting rooms etc.

The decision of the organizers as regard to the approval of the plan shall be final and binding upon exhibitors and the work must be carried out as per the approved drawing only.

All displays will be inspected during the set up days and any exhibitor deviating from the regulations must make modifications as suggested by FICCI on their own expense prior to the show opening.

Bare Space Stand holders can fabricate their stalls as per the approved design, however no damages/nailing/digging is permitted on the floor and subject to penalty.

The following are strictly prohibited:

- Use of electrical flash, flashguns etc.
- Cloth Banners, Velvet Banners or Velvet Covers on the panels/table.
- Stage show of presentations without prior permission in writing of the Organiser.
- Painting, Colouring, Wallpapering, and Sticking of Thermocole cut letters, Nailing or drilling of panels. If you require assistance in hanging or displaying your exhibits, please consult the Official Shell Contractor. Exhibitors would be charged @ ₹ 1500 per panel for any damages to the panels.
- Hanging of items from the Hall ceiling or parts of it
- Storage of any kind behind the display walls
- Digging, Grouting or cutting of the floor.

No additional stand fitting or display may be attached to the shell stand structure.

All interior stand fitting must be contained within the shell stand structure and must not exceed 2.5m height. No freestanding equipment may exceed a height of 2.5m or extend beyond the boundaries of the site allocated.

It is mandatory for Exhibitors with 2 or 3 or 4 side open stands, to arrange display in such a way that there is not obstruction on any of the open sides. This will ensure free movement and give exhibitors adequate visibility and transparency. Exhibitors are not allowed to obstruct the view or adversely affect the displays of other exhibitors.

Height of panel against natural back wall along the periphery of the Hall will be allowed upto 4.0mtrs subject to availability of Height.

Access must be given to any Fire Exit, Electrical box, Service room etc. falling within the exhibitor's stand area. It is mandatory to leave minimum one opening in the partitions against the natural wall to provide access for electrical fittings etc.

The exhibition hall has pillar at various locations which, may fall in the stall of an exhibitors. The pillars are marked on the layout. Exhibitor, while designing their stall may please take this into consideration. Any doubts may please be clarified with FICCI.

Sound engineering practice would be employed for work of electrical wiring from the main switches to the lights and other fixtures.

All electrical wiring work for Bare Stand will be carried out only by licensed electrical contractors. No overloading of connection at any point of electrical output than the sanctioned load is permissible.

Each Raw Stall should have an adequate rated switch fuse unit, MCB or cut-out to enable isolation in case of any emergency/overloading.

Electrical wiring under the carpets is a potential fire risk. Wherever these are unavoidable, adequate precaution should be taken by covering these wiring by wooden ramps. Wiring with joints should not be provided under the carpet.

The electrical equipment installed must be earthed as per Indian Electricity Rules, 1956 amended up-to-date.

Power factor improvement capacitor should be provided with the connected equipment wherever motors of 5 hp or above are used.

Penalty shall be imposed in case of not following the approved plan/deviation Organiser (FICCI) guidelines at ₹ 30,000/- per violation. In case of violation of any Guidelines specified above or specified by any other law enforcing agency, Organisers (FICCI) reserves the right to close the stand/stall/pavilion or levy a fine or get the construction removed at the risk and cost of the exhibitor.

No claim of refund or compensation would be entertained in such cases.

OTHER FAIR GUIDELINES

Storage, Removal of Waste and Cleaning

The Organizers will not provide any storage facilities for packing cases, surplus materials or other property of the Exhibitor. Arrangement for safekeeping of such items must be made with Official Freight Forwarder or they should be shifted to your local godown.

During the construction and dismantling period, aisles in the exhibition halls must not be obstructed with packing materials, construction materials or debris. Contractors are responsible for removing their own off-cuts and waste each day of buildup and break down. Failing this, the Organizer reserves the right to invoice the Exhibitors for the removal of excessive packing materials, discarded crates or cartons & stand building material.

Conservancy

While the Organiser will make arrangements for cleaning the passages, it is the responsibility of the Exhibitors to get their Stands cleaned and their equipment dusted in the evening. No Sweeping will be allowed after 9.00 a.m. The official conservancy agency can be contacted for organizing cleaning of your stand on payment. Their contact details are mentioned on (Page No. 5)

Replacement of Exhibits

No removal or delivery of exhibits and other exhibition material in or out of the exhibition hall during the open hours of the exhibition is permitted. Such removal, delivery or replacement of stock may only be carried out before opening hours in the morning or after closing time in the evening. For security, to remove any item of your display from the hall during the show days, an "EXIT PASS" must be obtained from the organisers.

Removal of Exhibits

Exhibitors are allowed to remove the exhibits from the stalls after 1800 hrs. on May 5, 2017.

All hall utilities will be disconnected after 1800 hrs and exhibitors are requested to keep the aisles clear of cartons and crates to enable removal of aisle carpeting. The removal of exhibits must be completed latest by 2230hrs on May 5, 2017. After this period, the organiser will be at liberty to remove and store the goods at other places at the cost and risk of exhibitors.

Entry Pass/Badges

Badges which permit entry into Exhibition Hall will be issued by the organisers (FICCI) from the site office from April 30, 2017 by 1200hrs to the Exhibitors and Service Agencies for the buildup period and for the Exhibition period. Entry of the hall will be permitted on the basis of these passes.

Exit Pass

For taking out the Exhibition Materials and Exhibits after the closure of Exhibition, participants would need to obtain a standard final exit pass from the Organisers. The Exhibitors should contact the Hall director/pavilion director for obtaining "No Dues certificates" and approach fair secretariat for exit pass.

Please Note: Exit passes will be given to exhibitors only on the condition that all dues towards participation in the exhibition are cleared.

The copies of permission granted will be retained by Fair Secretariat set up at the Exhibition Venue, Security Personnel at Gate and the Exhibitor.

Demonstrations of working exhibits

An exhibitor intending to demonstrate equipment on his stand must:

- Provide the Organiser with full details in writing of any working exhibits involving moving parts, naked flame, lasers or other dangers.
- Give proper consideration to the safety conditions under which the exhibits will be demonstrated, including safety guards and screen to prevent accident or injury to both visitors and staff.
- Cause no annoyance to visitors or other Exhibitors. If high levels of noise or other objectionable factors are involved, demonstrations may take place at the time stipulated by the Organiser, who reserves the right to terminate a demonstration at any time.
- Ensure that no naked switches are there so that machinery cannot be activated by accident or interface by visitors.

Entry and Exit into Exhibition Venue

Since the exhibition venue falls in NDMC area of New Delhi there are many restrictions for movement of Heavy vehicles in that area. Exhibitors may find out specified time schedules and permissions required from Delhi Traffic Police and accordingly plan their movement of exhibits into the exhibition venue. At the exhibition venue vehicles with the exhibition materials will be allowed to enter through a designed entry indicated through signage's.

For persons visiting the exhibition during exhibition day's specified alighting point/s will be indicated through signage's where they can get down. The car can go to the parking lot as indicated through the signage's at the venue.

CARGO MOVEMENT & CLEARANCE

Important Points to remember:

R E Rogers India Pvt. Ltd. and M/s P S Bedi & Co Ltd has been appointed as the freight forwarders for the event.

Connections to India

- All the major Airlines operate to & from New Delhi / Mumbai. There are regular freight services with enough spare capacity.
- All major Shipping Lines dock at Mumbai, offering FCL and LCL facilities. Alternates also available at Chennai and Calcutta Ports, which also offer the same.
- Modern handling facilities are available at ports and airports.
- All Major Shipping lines & Airlines have connections to Mumbai.

Material Handling At the Exhibition Site.

On arrival at the airport or the ports, our Official Freight Forwarding Agent M/s R E Rogers India Ltd and M/s. P. S. Bedi & Co. Ltd. after completion of necessary custom formalities will transport the exhibits to venue by road/rail. For contact details refer Page No. 5.

Safe and reliable inland transit facilities are available.

i) Custom Clearance at the Fair Site

India, being a signatory of the ATA Carnet System offers the ATA Carnet as means of clearing exhibition goods. Alternately, goods can be cleared under simple Embassy Bonds, which does not entail any financial overheads. Bank guarantees can be a third alternate.

Unlike in most parts of the world, no duty is required to be paid on exhibition goods at the time of initial entry.

ii) Handling at the fairgrounds.

Official Handling Agents operate with modern mechanical equipment (forklift, cranes etc) and a specialized work force is present at the fair site.

Through their International network, they will provide detailed shipping instructions and offer services to exhibitors from the point of origin to the fair and back.

iii) Post Exhibition

Goods displayed during the event can be sold after the exhibition, subject to the buyers complying with regular import procedures and payments.

Goods can be kept in the Customs Warehouse for a period of six months. The period may be extended upon request. During the tenure, display items can be taken for private demonstrations, subject to the permission from Customs.

There would be no duties on consumables like printed matter, literature, pamphlets, etc.

If not sold, exhibits can be re-exported within the stipulated period of time.

For site handling operations, cargo-handling equipment such as forklifts, mobile cranes and skilled labour will be available at the Fair Ground, from the Official Agents on hire. The rates for On-site handling will be settled by the exhibitor with the agents directly, depending upon the quantum of work and kind of job required as per the official on-site handling tariff approved by the organisers. The Official Agents will have their offices at the site during the pre & post exhibition period.

The Organisers will not be responsible for damages caused to exhibitors while handling at the site. Therefore, the exhibitors must insure for all their display against possible transit & handling damages, which are meant to exhibit.

ELECTRICAL SERVICES

1. Electrical Supplies & Installations

The electric power supply available in India is:

Single / 3 / Phase : 230/ 400 volts 10% fluctuations

Frequency : 50 cps 3% variation

FICCI personnel responsible for supply of power will be entrusted with the authority of regulating and controlling the power supply to the Exhibition Hall and individual stalls. Each stall will be provided with electric power at one or more main points depending on the total load requirements. Exhibitors should use Distribution Boards for feeding power to their machines. Individual isolation switches should be provided for each machine. Exhibitors should use either armored cables or metal conduits for connecting power supply to machines.

The work of drawing power from main points to machines/exhibits is to be carried out by the exhibitors, at their own cost. Exhibitors may engage the services of their own personnel or authorized electrical contractors for wiring work inside their stall subject to the condition that they are duly licensed to undertake electrical work. Exhibitors are advised to exercise highest level of safety precaution for electrical wiring and installations. The service charge of electrical contractor are to be borne by the Exhibitors and are payable directly to the contractors.

The Exhibitors should connect power to machines and exhibits as per the requirement given in their application. Connecting power to the Exhibits other than those mentioned in the Electricity requisition Form No. 3 or more than the specified load or the allotted by the Electrical Department will not be permitted.

Exhibitors must install separate and independent switch for their machines/exhibits. Alternate connections or throw-over switches are not allowed. In case power is supplied to the stall from two or more main points, Exhibitors must distribute the load as per the capacity of the respective switchboards in consultation with Fair Electrical Department. The Exhibitors requiring single-phase power for lighting purpose should carry out necessary wiring from three-phase outlet through two poles single phase switches if necessary for further distribution. After the electric wiring work is completed, the exhibitors must obtain a completion report from the Electricians or Contractors engaged by them and file the same with Fair Electrical Department. Actual connected load for the individual machines/exhibits is to be mentioned in the report. Power will be released only after the wiring work is carried out.

All the main electric supply points must be kept easily accessible for operation and repairs in the event of emergency. Main electrical supply points should be concealed or covered.

The exhibitors are advised to install equipment like stabilizer/UPS system for their sophisticated machines/exhibits. If the machines are sensitive to the floor, placement of steel plates underneath is recommended.

2. Electricity Charges

Organisers have formulated a flat rate of connected load (single and three phase), which will be the basis for charging for power and lighting consumed during exhibition. This rate is subject to revision. It is essential for all exhibitors to give complete details of power requirement and submit to the Organiser in the prescribed Form No. 3 for power.

Each Shell stand will be entitled to a single-phase load of 1 kW per 9 sq meters including the load they consume for lighting purpose without any extra charges. This load is sufficient for lighting three spot lights and using of a TV or a Computer. For running a machine all exhibitors have to apply for additional power. For this additional load the exhibitor has to pay Rs.4000/US\$ 100 per kw plus taxes as applicable for three days.

For Bare space Exhibitors the electricity connection and consumption charges are not included in participation charges. They have to pay the electricity charges depending upon the power and lighting load of their stall.

Under no circumstances will the Exhibitors be permitted to decrease their electricity requirement. Request for additional electricity load may be considered subject to availability. The electricity will be provided from May 2 - 5, 2017.

3. Temporary Electric Supply

Temporary power supply for erection and testing of machines can be made available from May 1, 2017 the first day of construction on extra charges @ Rs. 1500 or US\$ 40 per kw/day. However, no Temporary connections will be given after May 1, 2017.

The charges for electricity requirement are mentioned in Form No. 3.

FIRE SAFETY & SECURITY REGULATIONS

Fire Safety

Firefighting equipment will be provided at various vantage points in the exhibition halls. Exhibitors are, however, advised to take due precautions and provide necessary equipment in their own stalls. Exhibitors should also install Guards or Protectors on Machine/Exhibits during the demonstrations to avoid injury to visitors.

Exhibitors and the staff employed by them within the Exhibition stand are directly responsible for ensuring fire safety measures, including tackling of minor fire incidents. Their responsibilities will include:-

- a. Study the general layout of Exhibition Halls and get acquainted with the location of exit doors, exit routes, emergency routes and emergency exits.
- b. Not to use any inflammable material for decorating the standard shell stands, offices, restaurants, chalets etc. unless they are treated with fire retarding substances. Not to display/exhibit explosive, chemical, inflammable, dangerous, harmful or noxious substances unless approved by the Organisers.
- c. Not to use any heating appliances to cook food in the Exhibition stands.
- d. Ensure heating appliances used in business chalets are mounted on fireproof stands. Use of LPG is not permitted.
- e. Keep away all inflammable/combustible waste such as empty boxes, containers, wrapping etc. away from the Exhibition premises and deposit the same in areas designated by the Organisers. Empty Boxes, Containers, Wrappings etc if not removed, the Organisers will remove the same at the exhibitor's cost.
- f. No storage of any kind is allowed behind booths or near electrical services.
- g. All empty cartons and crates must be labeled and removed for storage
- h. Helium balloons are not allowed inside the halls.
- i. Ensure that electric wiring of equipment on display, decoration and those used for heating appliances are of adequate capacity, quality and are as per approved specifications. Cable joints, if any, be kept to the bare minimum and properly sealed to prevent sparking/overheating.
- j. Drawing more power than what has been demanded should be avoided as this may lead to tripping of main circuit breaker and recovery of penal charges/levies from the defaulting exhibitors.
- k. Alteration/interference with main circuit breaker and wirings/electrical fittings is prohibited. The Official Stand Fitting Contractor's electricians should be contacted for any additional connections. In case of any fault in the electrical installation, call for help from complaint cell of the Organisers / Service Booth of the Official Stand Fitting Contractor.
- l. Observe and impose all fire precautions at all times, especially during fabrication/ installation of the stalls/chalets. Avoid throwing lighted cigarette butts and matchsticks etc in Exhibition stands/chalets/offices.
- m. Smoking in the Exhibition halls and all public places during the Exhibition period is prohibited. These will be treated as "No Smoking" areas and will be so marked. Separate "Smoking Zone" may be used for this purpose.

- n. Tackle any minor fire incident in the stand, offices and restaurants by using the fire extinguisher installed.
- o. Know the exit routes to be followed in an emergency and the location of nearest emergency exit for escape in case of major fire incidents.
- p. Do not block the exit, exit route, emergency exit and passages.
- q. Instruct your employees / temporary staff not to leave the stands unattended whilst work is in progress or before officially appointed time of closing.

In case of a fire incident, take following action:

- (i) In case of fire not coming under control by portable extinguisher, raise fire alarm by shouting “Fire, Fire” to summon assistance. Rush to Fire Watch Personnel stationed in Exhibition halls.

In case of major fire incident, direct and guide the visitors and the occupants of Exhibition halls/ restaurants through routes to the exit as well as emergency exits for their quick dispersal.

- (ii) Provide access and co-operate with the Organisers’ fire safety supervisory staff and Fire Watch Personnel for inspection. Render all help possible to fight fire and salvage the equipment/materials.
- (iii) Ensure quick dispersal of equipment/cars parked in the area in the event of fire incident in static display/ car park areas.

Security Regulations

- i. Badges must be worn at all times by the exhibitors managing the stall and their temporary staff to gain entry to the exhibition halls.
- ii. Badges can be obtained at the time of taking possession of stalls from the organisers’ office at site.
- iii. During show days, exhibitors are allowed to enter half an hour prior to the opening of the show each day and will be allowed to remain half an hour after the close of the show.
- iv. Particular care should be taken of items, which are small & portable.
- v. Hand carried items or any equipment going out of the exhibition hall will require an exit pass.

While the Organizers will maintain general security surveillance throughout the exhibition period, security of individual stalls in the responsibility of the exhibitors. Stalls are not to be left unattended during the show period, particularly before the show starts and after the show closes on the final day.

Hence the exhibitors are advised to hire security personnel for their stall and the same has to be hired from the appointed agencies only.

Security personnel from an agency other than the appointed agencies will not be permitted to enter and manage the stalls of any individual exhibitor or group pavilion.

Exhibitors are requested to approach the official security agency directly with their requirement of personnel at the earliest, preferably before April 25, 2017 and Fill Form No 8.

SERVICE PROVIDERS

The Organisers have provided the following services to facilitate a smooth participation of Exhibiting companies. The services will be provided either by an official agency or by the organisers themselves as indicated against each service.

Stand Construction Agency

SHRI BALAJI EXIMS has been appointed as the official contractors to take up the work of setting up of stands. Exhibitors may contact the official contractor for additional furniture and electrical items. Additional requirement can be booked through Form No.7 directly form the agency.

SHRI BALAJI EXIMS

E-3, Dhawandeeep Building,
6 JantarMantar Road,
Delhi – 110001 (INDIA)
Contact Person: Mr. Bharat Achhra
Mobile No. - +91-9311285028
Landline. - +91-11-23748181
Fax. - +91-11-23343051
E-mail: info@shribalajixims.com

Cargo Movements & Clearance

M/s. R E Rogers India Pvt. Ltd. and M/s P S Bedi & Co Ltd have been appointed as the Clearing and Forwarding Agents (CFAS) for providing services related to customs clearance and also for material handling at the site. Please refer Form No. 9

A) R.E. ROGERS INDIA PVT LTD.

1, Commercial Complex, Pocket H & J,
Sarita Vihar, New Delhi - 110 076.
Tel : 91-11- 26949801 / 9802
Direct: 91-11-30889831
Fax: +91-11-2694 9803/590
Contact Person: Mr. Sushil Upadhyay
General Manager - Sales & Operations
Mob: +91- 9818451472
E-mail: Sushil@rogersworldwideindia.com

B) P S BEDI & CO LTD

D-14/1&2 Okhala Industrial Area
Phase-1 New Delhi-110020
Tel:+91-11-46055200
Contact Person: Mr. Bhupal Singh Rawat
(M) 9818188013
E-mail: exhibitions@psbedi.com

Conservancy

While the organisers will ensure cleanliness of the walkways and approaches to the halls however cleaning of individual stalls will be the responsibility of exhibitors'. Organisers have made arrangements with an official agency for cleanliness and housekeeping of the stalls. The Exhibitors may please contact the official agency at the fair ground itself for their stall cleaning requirements

Pragati Enterprises

28 – A, Vrindavan Garden,
Sahibabad, Ghaziabad, U.P.
Contact Person: Mr. Radhey
Mob: +91-9899309864, +91-9875553231
Email: info@pragatienterprises.net

Fire Services

Fire hydrants, Fire alarms and Fire extinguishers are placed in the halls but may not be adequate. Hence exhibitors are advised to arrange their own fire extinguishers to suit their requirements. Please order directly with agency appointed by the organizers as per the following contact details:

United Fire Services

133, Vardhman charve Plaza
Plot No.23 KP Block, 1st Floor, Pitampura
Delhi-110088
Contact Person: Mr. PS Aneja
Mob: +91-9810292271, +91-9810866352
E-mail: ufs.pvt.ltd@gmail.com

Florist & Horticulture

Organisers have made arrangements through agency for supply of fresh flowers, potted plants. The supplying agency will be available at the venue for providing plants & flowers to exhibitors.

Radhey Shyam

A-18, Shakarpur
Sanjay Park
Delhi – 110092
Contact Person: Mr. Shiva
Mob: +91-9582438249
E-mail: radhey68617@gmail.com

Host/Hostesses:

Organisers have made arrangements for hiring Boy/Girl Guides (Hosts/Hostesses) and will be available at the fair ground. Please send your requisition to:

Vikram Chopra

Director
Gurdasmal Hospitality & Consultancy Services Pvt Ltd
C - 2 / 83, Sector - 36
Noida - 201301, Gautam Budh Nagar
Uttar Pradesh, Delhi NCR, India
Mobile: +91 9810169720
email: ghcsindia@gmail.com

To be decided.

Medical / First aid booth

Organisers have made arrangements for a medical/ first aid booth in case of any medical emergency.

EXHIBITION FACILITIES

Business Visitors Registration Counters

Registration and ticket Counters are being set up at Main Entrance Gate for facilitating the Business and General visitors.

Business Centre

Exhibitors are requested to make use of the Business Centre located in fair facilities area. This will be equipped with essential communication facilities like Computers, Telephone with STD/ISD facility, photocopy, fax etc. However secretarial assistance, courier services etc. will be provided on chargeable basis.

Restaurant/Snack counters

The organisers have provided a restaurant run by a leading caterer to provide buffet lunch as well as snacks to exhibitors/visitors.

VIP/Protocol Lounge

This lounge will be at the Exhibition Site and will be manned by organisers. Exhibitors may submit information regarding the visits of VIPs to enable organiser to receive them at the VIP lounge.

Exhibitors' Parking

Vehicle can be parked at the Masjid parking, which is opposite to exhibition entry at Vigyan Bhavan Lawns.

Information Booths

Information booths will be available at all convenient locations in the Fair Ground. These booths will be equipped with information on Exhibition/Participants/Fair Facilities/Products on display etc. Exhibitors are advised to contact the officials available at these booths for any assistance.

Internet Kiosk

Organisers are providing an Internet Kiosk at a centrally located place within the Exhibition Halls. The Kiosks will have terminals for accessing web. The service is free for all the Exhibitors.

Restaurants and Snack Counters

Organisers have provided at various places at the fair ground for tea, coffee, snacks and lunch facilities for easy convenience of the exhibitors

FORMS

S. No.	Forms	Last date
1.	Entry for Exhibitors' Directory	25 April 2017
2.	Advertisement in Exhibitors' Catalogue	25 April 2017
3.	Electrical Connection	25 April 2017
4.	FASCIA name for exhibitors	25 April 2017
5.	Plan approval for Bare Space	25 April 2017
6.	Registration of Exhibitor Stand Personnel	25 April 2017
7.	Additional Furniture Requirement	25 April 2017
8.	Security Services	25 April 2017
9.	Exit Pass	5 May 2017

FORM NO. 1

PROFORMA FOR COMPANY DATA FOR ENTRY IN THE OFFICIAL EXHIBITORS' DIRECTORY

Kindly complete and return to:

FICCI Trade Fairs Secretariat

Federation House

Tansen Marg, New Delhi

Tel: 91-11-23487371 (D), 91-11-23487547(D)

Email: himanshu.rawal@ficci.com; shaurav.pandey@ficci.com

Last Date of Submission

25 April 2017

1. Name of Organization: _____
Stand No: _____ Hall No: _____
Address: _____

City & Code: _____ Country: _____
Telephone: _____ Fax: _____
E-mail: _____ Website: _____
Name of the Chief Executive Officer: _____
Designation: _____
Contact person for "India Integrated Transport & Logistics Summit- 2017 (IITLS- 2017)"
with designation: _____

2. Company profile (Not more than 100 Words): _____

(The number of words should not exceed 100. Organizer has right to edit the matter if it exceeds 100 words.)

3. Foreign principals/Collaborators:
1) Name _____ Country _____
2) Name _____ Country _____

Company Name _____
Hall & Stall No. _____ Contact Person _____
Designation _____ Signature _____ Date _____

FORM NO. 2

ADVERTISEMENT ORDER FORM

Kindly complete and return to:

FICCI Trade Fairs Secretariat

Federation House

Tansen Marg, New Delhi

Tel: 91-11-23487371 (D), 91-11-23487547(D)

Email:himanshu.rawal@ficci.com; shaurav.pandey@ficci.com

Last Date of Submission

25 April 2017

Option No.	Position	Rates	
			US\$
1	Double spread (colour)	50,000/-	1350
2	Back Cover (colour)	75,000/-	1850
3	Inside front cover (colour)	50,000/-	1350
4	Opening first page (colour)	24,000/-	750
5	Inside back cover (colour)	45,000/-	1250
6	Full Page (colour)	15,000/-	365
7	Full Page (B/W)	10,000/-	270
8	Half page (B/W)	6,000/-	250
9	Spine	25,000/-	670
10	Book Mark (2 sides)	50,000/-	1350

Full Page
Print Area
12 x 19 cms.

**Half Page
(Horizontal)**
Print Area
12 x 9.5 cms.

**Half Page
(Vertical)**
Print Area
6 x 19 cms.

Book Mark
Print Area
10 x 6 cms.

Double Spread
Print Area
24 x 19 cms.

Note: Advertisement material required

- CDR, TIF, EPS file in high resolution in CD with printed colour copy of the Advertisement as a reference proof.
- Positive or Artwork
- Book Mark should be provided by the advertiser

Circulation Among:

- Exhibitors of "India Integrated Transport & Logistics Summit- 2017 (IITLS- 2017)" from
- Visitors of "India Integrated Transport & Logistics Summit - 2017 (IITLS- 2017)" Senior Govt. Officials, Industry Representatives
- Policy makers, Industry Associations etc.
- Foreign Embassies in India, Indian Mission abroad, Industry Associations & Chambers of Commerce in foreign countries.

Please reserve _____ in Exhibitors' Catalogue.

We are enclosing bank draft no. _____ dated _____ in favour of Federation of Indian Chambers of Commerce and Industry, New Delhi.

Company Name _____
Hall & Stall No. _____ Contact Person _____
Designation _____ Signature _____ Date _____

FORM NO. 3

ELECTRICAL CONNECTION

Kindly complete and return to:

FICCI Trade Fairs Secretariat

Federation House

Tansen Marg, New Delhi

Tel: 91-11-23487547 (D), 91-11-23487371(D)

Email: himanshu.rawal@ficci.com; shaurav.pandey@ficci.com

Last Date of Submission

25 April 2017

THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR AFTER CAREFULLY READING THE CONTENTS. IF THIS SERVICE IS NOT REQUIRED, PLEASE ENDORSE "NOT APPLICABLE" AND RETURN THIS FORM TO THE ADDRESS MENTIONED BELOW.

Sr. No.	Type of Space	Charges Per KW	Qty.	Amount in (Rs.)
1	Bare Space	Rs 3000/USD 85	-----kws	
2	Addl. Electricity for Shell Space	Rs 3000/USD 85	-----kws	
3	Temporary power** (Per kw/ Day)	Rs. 1000/USD 30		
4	Service Tax	15%		
			Total	

For availing electrical connections the above amounts are mandatory. All the payments have to be made to FICCI.

Please fill and return this form along with full payment in advance in favor of "Federation of Indian Chambers of Commerce & Industry" latest by April 25, 2017 otherwise a late fee @ 25% on these will be charged.

** Please give schedule for temporary power required.

We are enclosing D.D. No. _____ dt. _____ for

Rs. _____ drawn on _____

Company Name _____

Hall & Stall No. _____ Contact Person _____

Designation _____ Signature _____ Date _____

FORM NO. 4

FASCIA NAME FOR EXHIBITORS'

Kindly complete and return to:

FICCI Trade Fairs Secretariat

Federation House

Tansen Marg, New Delhi

Tel: 91-11-23487547 (D), 91-11-23487371 (D)

Email:himanshu.rawal@ficci.com; shaurav.pandey@ficci.com

Last Date of Submission

25 April 2017

THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR TAKING SHELL STAND

Concerned exhibitors are requested to indicate here below the name, which they require on the fascia. This will be provided on front fascia of the stall with White standard 100 mm high (4") English Alphabets (max 25 letters). Please use block letters only. Logos will not be allowed on the fascia. If the concerned exhibitor fails to submit this form within the deadline date, the organizer will have no option but to incorporate on the fascia the name of the company on which the booth is contracted.

THE FOLLOWING IS TO APPEAR ON THE FRONT FASCIA OF OUR STAND

Please use block letters:

Additional Furniture: All built-up stands will be equipped with side and rear partitions, basic furniture, light fixtures, synthetic carpet inside the booth and a fascia name.

Concerned stand construction agency will supply additional furniture in their stand and deal directly with exhibitors on financial matters. The prices for additional furniture is mentioned in **Form No. 7**

Company Name _____
Hall & Stall No. _____ Contact Person _____
Designation _____ Signature _____ Date _____

FORM NO. 5

PLAN APPROVAL FOR BARE SPACE

Kindly complete and return to:

FICCI Trade Fairs Secretariat

Federation House

Tansen Marg, New Delhi

Tel: 91-11-23487547 (D), 91-11-23487371(D)

Email: himanshu.rawal@ficci.com; shaurav.pandey@ficci.com

Last Date of Submission

25 April 2017

THIS FORM MUST BE COMPLETED AND RETURNED BY ALL BARE SPACE EXHIBITORS. FOR SHELL SCHEME EXHIBITORS, SUBMISSION OF THE SAME IS NOT COMPULSORY.

PLAN APPROVAL

Exhibitors who have taken bare space areas must submit the plan of their booth on A3 size paper on a scale of 1:100 indicating the floor plan, the front elevation, the view and one cross section, indicating the height and material use. The exhibitors should stick to the architectural guidelines given in the manual.

Plans should be submitted in triplicate. The construction work will not be permitted to commence unless plans are

approved. One copy will be returned to the exhibitor once it has been approved, subject to modifications if any.

Please attach your plans with this form and send the same to the organizers at the address given below:

Mr. Kunal Chaudhary

Assistant Director

Federation of Indian Chambers of Commerce and Industry (FICCI)

1, Tansen Marg

New Delhi

Landline: +91-11-23487579

Email: kunal.chaudhary@ficci.com

Company Name _____

Hall & Stall No. _____ Contact Person _____

Designation _____ Signature _____ Date _____

FORM NO. 6

REGISTRATION OF EXHIBITOR STAND PERSONNEL

Kindly complete and return to:

FICCI Trade Fairs Secretariat

Federation House

Tansen Marg, New Delhi

Tel: 91-11-23487547 (D), 91-11-23487371(D)

Email: himanshu.rawal@ficci.com; shaurav.pandey@ficci.com

Last Date of Submission

25 April 2017

THE FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR

1. Application & Deadline

Please refer to the table on the reverse of this form, fill it up and return the same

preferably on or before the deadline date as mentioned above. For exhibitors who book space after the above-mentioned cutoff date, this form duly completed will have to be returned to the organizers immediately.

2. Badges/Invitations

In proportion of the booked space by the exhibitor/s, badges for the persons,

manning the stall will be handed over to the exhibitors at the show management office on the day of possession at the fair ground. The Invitation mailers will also be sent to the exhibitors in sufficient quantity for inviting their buyers.

3. Inscription of the Badges

In order to make them readable & legible and to prevent mistakes in the preparation of exhibitor's badges, we will be grateful if you could TYPE all names in BLOCK LETTERS on them before they are used.

Badges will be issued to the exhibitor as per the following table:

Space	No. of Exhibitor Badges
9 sq.m.	3
12 sq.m.	4
18 - 27sq.m	6
36 and above sq.m	10

Company Name _____
Hall & Stall No. _____ Contact Person _____
Designation _____ Signature _____ Date _____

REGISTRATION OF EXHIBITOR STAND PERSONNEL

Name of Exhibitor: _____ Hall & Stall No. _____

Kindly complete this form appropriately and return it to Federation of Indian Chambers of Commerce & Industry with the deadline date as stipulated.

Sr. No.	Name of the Stand Person and Job Title	Company's Name	Country	Passport No.	Date of Birth	Nationality
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

****Passport no. and country to be mentioned by foreign exhibitors**

Company Name _____

Hall & Stall No. _____ Contact Person _____

Designation _____ Signature _____ Date _____

FORM NO. 7

ADDITIONAL FURNITURE & ELECTRICAL GOODS ON RENTAL

Kindly complete and return to:

SHRI BALAJI EXIMS

Contact Person: Mr. Bharat Achhra

Mobile No. - +91-9311285028

Landline. - +91-11-23748181

Fax. - +91-11-23343051

Email- bharat.achhra@shribalajixims.com

Last Date of Submission






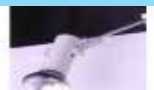

25 April 2017

For Details Contact : info@shribalajixims.com or Call us at : 91-9311285028 Additional Furniture IITLS– 2017

Item Code	Description of Items / Service	Picture	Rates		Quantity	Amount
			INR	USD		
SBE 01	Revolving CHAIR		1200	24		
SBE 02	Office Chair		600	12		
SBE 03	BAR STOOL		800	16		
SBE 04	BAR STOOL		1000	20		
SBE 05	SOFA SINGLE SEATER		1500	30		
SBE 06	SOFA 3/2 SEATER		2500	50		
SBE 07	INFORMATION COUNTER Ht. 75cm. Width 1mtr., Depth 0.5mtr.		600	12		
SBE 08	ROUND TABLE (Glass Top) Dia 75 CM.		1200	24		
SBE 09	LOCKABLE CABINET Ht. 75cm, Width 1m. Depth 25cm		1800	36		

Item Code	Description of Items / Service	Picture	Rates		Quantity	Amount
			INR	USD		
SBE 10	PODIUM Ht. 1m, Width 0.5m, Depth 0.5m		1000	20		
SBE 11	PODIUM Ht. 75cm, Width 0.5m, Depth 0.5m		800	16		
SBE 12	STEP PODIUM Ht. 1m, Width 1.5m, Depth 0.5m		1500	30		
SBE 13	JEWELLERY SHOWCASE Ht. 1m, Width 1m, Depth 0.5m		1800	36		

For Details Contact : info@shribalajixims.com or Call us at : 91-9311285028 Additional Furniture IITLS– 2017

Item Code	Description of Items / Service	Picture	Rates		Quantity	Amount
			INR	USD		
SBE 14	SHOWCASE Ht. 250cm., Width 0.5m Depth 0.5m		2800	56		
SBE 15	SHOWRACK Ht. 250 cm., Width 1m, Depth 0.5m		3500	70		
SBE 16	BROCHURE RACK		700	14		
SBE 17	WOODEN SHELF Width 1m, Depth 25 cm		300	6		
SBE 18	GLASS SHELF Width 1 m Depth 25cm		400	8		
SBE 19	SPOT LIGHT		400	8		
SBE 20	POWERPOINT SOCKET		300	6		
		Total				
		Service Tax @ 14.50%				
		Grand Total				

Rates mentioned above are on hire basis and applicable for show days

We enclose a Demand Draft No. _____ dated _____

in favour of SHRI BALAJI EXIMS, payable at New Delhi.

THE SUBJECT OF EMAIL SHOULD CONTAIN **Additional Furniture IITLS– 2017**

Exhibiting Company: _____

Company's Address: _____

Stand No : _____

Name of Person Incharge : _____

Tel : _____ Fax: _____

E-Mail : _____ Date : _____

Signature : _____

Orders are only valid only when accompanied with full payment before deadline.

Please make Company Cheque, Cash or Transfer payable to : SHRI BALAJI EXIMS

Other Details :-

Service tax registration no. ABTFS4753L SD001

PAN No ABTFS4753L

Bank Name HDFC BANK
H-37, Bali Nagar,
New Delhi -110015

For Domestic Use:

A/C No 1003-202-0000492

A/C Name SHRI BALAJI EXIMS

RTGS/NEFT/IFSC Code HDFC 0001003

For International Use:

A/C No 1003-202-0000492

A/C Name SHRI BALAJI EXIMS

SWIFT Code HDFC INBB

Please Note: -

1. There will be no refund for any cancellation during set-up and show day.
2. Late order may not be entertained and, if entertained, they will be subject to a surcharge of 15 % for order after the deadline and 40 % for order placed within 3 days of event and onsite with full cash payment.
3. Please email or fax us a copy of evidence of your payment for order confirmation (copy of cheque, transfer document etc.)

For Details Contact : info@shribalajisexims.com or Call us at : 91-9311285028 Additional Furniture IITLS-2017

FORM NO. 8

ORDER FORM FOR SECURITY SERVICES

Kindly complete and return to:
Stand Security
G4S Secure Solutions (India) Pvt. Ltd.
5TH Floor, Tower – A, Unitech Cyber Park
Sector 39, Gurgaon
Mobile: +91-9818399308
Contact Person: Mr. Bipin Rathore

Last Date of Submission
25 April 2017

We need the following for our stand(s)

Details	Date	Total Days	No of Shifts Hours.		Total Shifts
	From	To	1	2	
Security Supervisor					
Guard					
Security Officer					
Lady Guard					

We agree to pay as per details given above for 12 hours shift.

A) Approved Rates (Per 12 Hours Shift)

Security Supervisor Rs.

Security Guard Rs.

Security Officer Rs.

Lady Guard Rs.

HHMD Rs. /- Per Day

* 15% Government Service Tax Extra

Order form only valid with complete company details

Company Name: _____ Stand No: _____

Fax: _____ Tel: _____ Email: _____

Contact: _____ Date & Signature: _____

* Please specify the number in case you need more than one guard/supervisor.

FORM NO. 9

ON-SITE HANDLING TARIFF FOR EXHIBITS

Kindly complete and return to:
P S Bedi & Co. Pvt. Ltd.
D-14/1&2 Okhala Industrial Area
Phase-1 New Delhi-110020
Tel:+91-11-46055200
Contact Person: Mr. Bhupal Singh Rawat
(M) 9818188013
E-mail: exhibitions@psbedi.com
or
Sushil Upadhyay
General Manager - Sales & Operations
R. E. Rogers India Pvt Ltd
1, Commercial Complex, Pocket H & J Sarita Vihar,
New Delhi - 110 044, India
Tel : +91 11 2694801 / 91- 9818451472
Email:Sushil@rogersworldwideindia.com

Last Date of Submission
25 April 2017

On site handling tariff 2017 for international cargo, arriving at exhibition site from In Gate till delivery at booth excluding the customs clearance.

(i) Sea Freight

- | | |
|---|--|
| a) For transport from "IN" gate of the Exhibition
To Exhibition stand including unloading. | US\$ 45.00/CBM
(Min. charge US\$ 45.00) |
| b) Unpacking charges | US\$ 15.00/CBM
(Min. charge US\$ 15.00) |
| c) Removal of Empties, Storage and
Return of Empties | US\$ 10.00/CBM
(Min. charge US\$ 10.00) |
| d) Re-packing charges | US\$ 15.00/CBM
(Min. charge US\$ 15.00) |
| e) From Exhibition stand to client's
Vehicle (including loading) | US\$ 45.00/CBM
(Min. charge US\$ 45.00) |

(ii) Air Freight

- | | |
|---|--|
| a) For transport from "IN" gate of the Exhibition
To Exhibition stand including unloading. | US\$ 0.45/KG
(Min. charge US\$ 45.00) |
| b) Unpacking charges | US\$ 0.15/KG
(Min. charge US\$ 15.00) |
| c) Removal of Empties, Storage and
Return of Empties | US\$ 10.00/CBM
(Min. charge US\$ 10.00) |
| d) Re-packing charges | US\$ 0.15/KG
(Min. charge US\$ 10.00) |
| e) From Exhibition stand to client's
Vehicle (including loading) | US\$ 0.45/KG
(Min. charge US\$ 45.00) |

Service Tax

The Govt. of India has levied a service tax of 15% on handling charges.

ON-SITE HANDLING TARIFF FOR INDIAN EXHIBITS

Charges for offloading from vehicle, shifting to booth and unpacking at one go for single piece weighing not more than 3000 kgs.

1. Offloading and Shifting to Booth	Rs. 300.00/ per 500 kgs or part there off.
2. Unpacking & Placement of Exhibits	Rs. 300.00/ per 500 kgs or part there off.
3. Depallatization of Exhibits	Rs. 200.00/ per 500 kgs or part there off.
4. Positioning & Re-positioning of the exhibits (each time)	Rs. 200.00/ per 500 kgs Minimum Rs.300
5. Removal of empties for storage & return of empty cases after the close of exhibition.	Rs. 200.00/ per CBM
6. Repacking of Exhibits	Rs. 300.00/ per 500 kgs or part there off.
7. Pallatisation of Exhibits	Rs. 200.00/ per 500 kgs or part there off.
8. Shifting from Booth & Loading	Rs. 300.00/ per 500 kgs or part there off.

PLEASE NOTE

- Handling charges will be charged on basis of actual weight or volume weight whichever is higher. @ 1 CBM = 333 KGS.
- Heavy lift surcharge applicable in addition to the basic handling charges as mentioned in point 1 above.
 - For single piece weighing between 3000 kgs to 5000 kgs: Surcharge 25% extra
 - For single piece weighing between 5000 kgs to 8000 kgs: Surcharge 35% extra
 - For single piece weighing more than 8000 kgs: Surcharge 50% extra
- In case the machine is bare on the base, the removal of base would be treated as unpacking and would be charged accordingly. 4. The above charges are applicable from 0930 - 1930 hours, for services required after these hours a surcharge of 15% shall be applicable on the above.

HIRE OF EQUIPMENT (with driver & without labour) FOR ASSEMBLY & ERECTION PURPOSES ONLY

1	Hydraulic Pallet	02 - Ton Capacity	Rs.200.00/ per hour Minimum: Rs.200.00
2	Fork Lift	03 - Ton Capacity	Rs.500.00/ per hour Minimum: Rs.500.00
3	Fork Lift	05 - Ton Capacity	Rs. 750.00/ per hour Minimum: Rs. 750.00
4	Crane	10 - Ton Capacity	Rs. 950.00/ per hour Minimum: Rs. 950.00
5	Labour		Rs. 50.00/ per hour per man Minimum: Rs. 50.00

Please note:

1. The above charges are applicable from 0930 - 1930 hours, for services required after these hours a surcharge of 25% shall be applicable on the above.
2. It is compulsory on part of the exhibitors to use services of approved handling agencies at the exhibition site. The packages which can be easily carried in hand (package not exceeding 50 kgs each) can be handled by the exhibitors on their own, if they wish to do so.
3. Exhibitors should advise transporters to carry "Weigh-Bridge Certificate" so that, there would be proper assessment of the weight to be handled by handling agency.
4. Exhibitors should send product leaflets alongwith the packing list to the approved agencies to enable them to study the products in advance for handling at the site.
5. The exhibitors are not allowed to order equipment for assembly and erection work from outside. It is compulsory to use the facility made available by approved agencies.
6. These charges are not applicable to the exhibits cleared as temporary imports.

Service Tax

The Govt. of India has levied a service tax of 15% percent on handling charges plus on other charges except re-imburement expenses to be invoiced by all freight forwarder and handling agents. Therefore the same shall be charged accordingly.

Order form only valid with complete company details

Company Name: _____ Stand No: _____

Fax: _____ Tel: _____ Email: _____

Contact: _____ Date & Signature: _____

* Please specify the number in case you need more than one guard/supervisor.

FORM NO. 10

FORMAT FOR EXIT PASS

Kindly complete and return to:

FICCI Trade Fairs Secretariat

Federation House

Tansen Marg, New Delhi

Tel: 91-11-23487547 (D), 91-11-23487371(D)

Email: himanshu.rawal@ficci.com; shaurav.pandey@ficci.com

Last Date of Submission

25 April 2017

THIS BELOW MENTIONED FORMAT MUST BE REPRODUCED BY ALL EXHIBITORS ON THEIR LETTERHEADS AND FOUR COPIES MUST BE PREPARED IN ORDER TO ENABLE THEM TO AVIAL OF AN EXIT PASS TO TAKE THEIR GOODS OUT OF EXHIBITION VENUE ON THE CONCLUDING DAY OF THE EXHIBITION.

To

Federation of Indian Chambers of Commerce and Industry Tansen Marg
New Delhi

Dear Sir,

We have paid all our dues to Federation of Indian Chambers of Commerce and Industry and there is no balance whatsoever. However our security lying with you may be released after adjusting any further dues that may be payable from our side.

Therefore, please allow us to take out the following goods, which we had brought for display during the exhibition.

Sr. No.	Description of Items	No. of Packing cases
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Name: _____

Designation: _____

Company: _____

Stall No.: _____ Hall No.: _____

Note

1. Please obtain 'No objection from Federation of Indian Chambers of Commerce & Industry. Trade Fairs Department.
2. Please use letterheads of your company OR attach business card & take 4 copies while preparing this format that will enable you to avail of an exit pass.

