

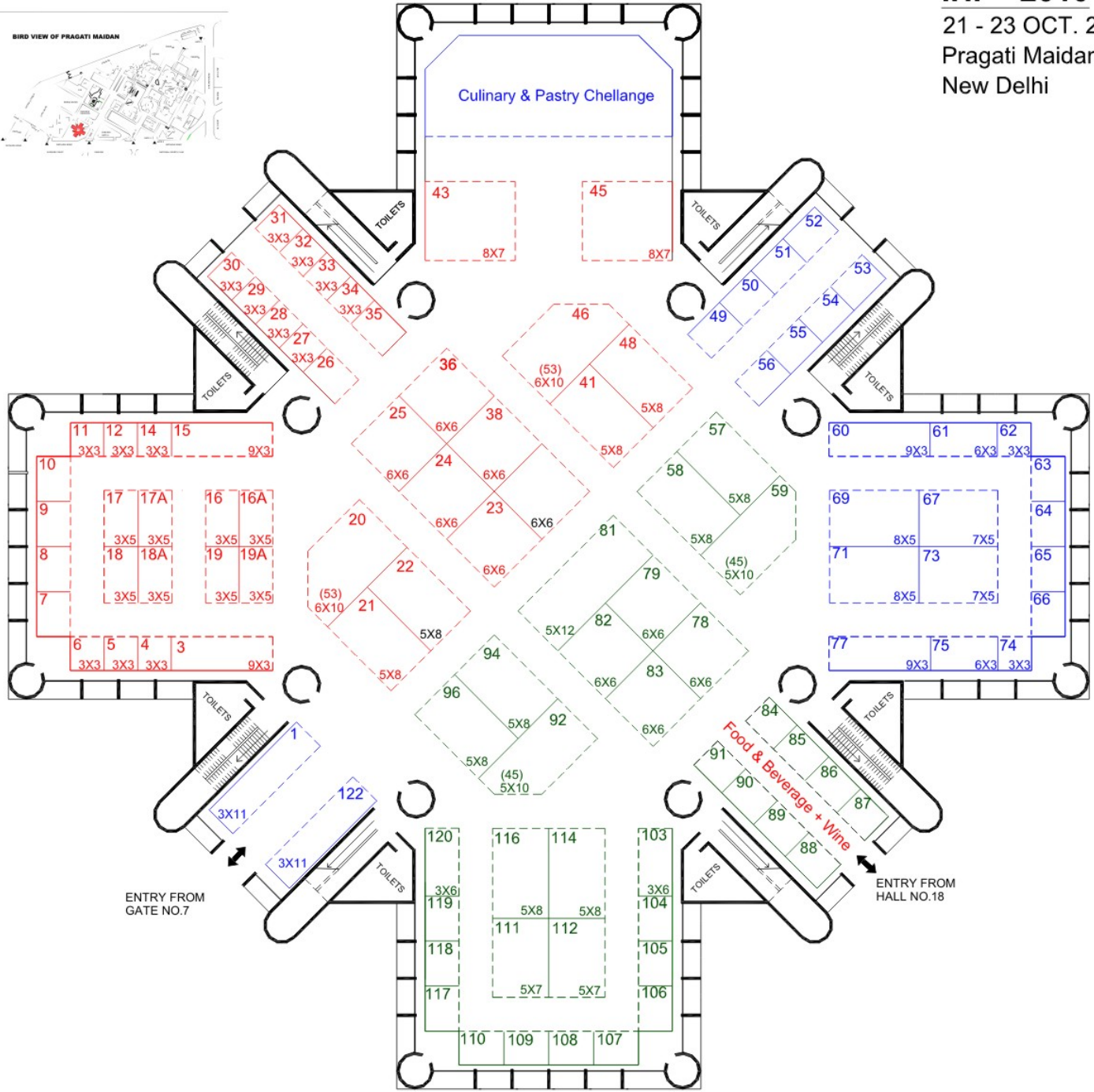
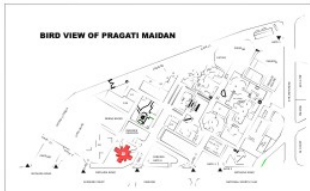
**3<sup>rd</sup>**  
**H**  **International**  
**spitality**  
**Fair 2010**

21-23 October 2010, Pragati Maidan, New Delhi, India

***Exhibitor Services Manual***

# IHF - 2010

21 - 23 OCT. 2010  
Pragati Maidan  
New Delhi



**LAYOUT PLAN  
HALL NO. -14**

- NOTES:**
- 1.All stands size 4mx3m, unless specified otherwise
  2. Stands numbers shown are for reference only.
  3. Organisers reserves the right to change numbering / alter the layout at any given time.

**Modified:-13/09/10**

**Date:-10/09/10**

**Checklist****PLANNING SCHEDULE**

<b><u>Service</u></b>	<b><u>Due Date</u></b>	<b><u>Form No.</u></b>
Space Booking Contract Form	Immediate	1
Order form for Catalogue Advertisement	10 October 2010	2
Exhibitor Information Form	10 October 2010	3
Power Requirement	08 October 2010	4
Fascia text	08 October 2010	5
Additional Furniture	08 October 2010	5A
Telephone on Hire	05 October 2010	6
Security Services	15 September 2010	7
Invitation for Inaugural Ceremony	25 September 2010	8
Details of Overseas Exhibitors	15 September 2010	9
Requirement of Exhibitors Badges	25 September 2010	10
Exit Pass	22 October 2010	11
Water connection	05 October 2010	
Layout Plan Approval	25 September 2010	
Stand Possession (Raw Space)	19 October 2010	
Brining in of Heavy Exhibits	19 October 2010 (1000 Hrs)	
Stand Possession (Built-up)	20 October 2010 (1000 Hrs)	
Stand Completion	20 October' 2010 (1800 Hrs)	
<b>Press Preview</b>	<b>07 October' 2010 (1700 Hrs)</b>	
Fair Inauguration	21 October 2010	
Fair Duration	21 - 23 October 2010	
Settlement of Dues (if any)	10 October' 2010	
Exit from the Ground	23 October' 2010 (1800 Hrs)	

**INDIA : FACT FILE**

***SECTION - 1***

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**Delhi**

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**Services**

**5**

**Inland Travel**

**5**

**Practical Information**

**5**

## India : Fact File

### GENERAL INFORMATION

The IHF 2010 Secretariat wishes you every success in your participation in the IHF 2010. To make your stay in Delhi pleasant you may find the following tips useful.

- 1.1 **Time Difference** : Indian Standard Time (IST) is the same throughout the country and is 5½ hours ahead of GMT.
- 1.2. **Monetary System** : In India, the unit of currency is the Rupee (₹) divided into 100 paisa (P). Change money with AUTHORISED MONEY CHANGERS (at the airport, most banks, hotels and certain large shops) and insist on a receipt as it will help you to reconvert unused rupees into the original foreign currency at the time of departure. Avoid people on the street who offer to change your money at a temptingly higher rate of exchange.
- 1.3. **Currency Regulations** : There is no restriction in bringing in any amount of foreign currency, travellers cheques, etc., and taking out as much as you brought in. However, if you are carrying more than US\$ 10,000 in the form of currency notes, bank notes or travellers cheques, and/or currency notes alone in excess of US\$ 5,000 (or equivalent) This should be declared, on arrival, on the Currency Declaration Form (CDF), to be attested by the Customs Officer. **When remitting money to India, indicate the bank, branch and full address. No Indian currency may be brought into or taken out of the country.**
- 1.4. **Export Regulations** : The visitor can take back all articles brought in by him. In addition, he can take out the following purchased in India ; (a) Souvenirs (including Indian Silk, wool, handicrafts, etc.) without any limit; (b) gold jewellery, silverware and jewellery with precious stones for which if the value is high or the quantity is large an advance RBI permit and export certificate should be obtained from the Customs authorities in advance of travel. In case of jewellery items the appraisal of a renowned jewellery could be presented on the basis of which an export certificate may be taken and declared to Customs. There are restrictions on the export of antiques and art objects more than 100 years old. In case of doubt, consult the Director, Antiquities, Archeological Survey of India, Janpath (Tel : 0091 11 2301 7443) or Suptdg. Arch ASI, Safdarjung Tomb (Tel : 0091 11 2301 7293, 2301 4186). It is advisable to obtain a certificate of proof. Export of most wildlife products is prohibited or strictly regulated.
- 1.5. **Income-Tax Clearance Certificate** : You will need this at the time of departure if your stay in India exceeds 6 months. The certificate is issued by the Foreign Section of the Income Tax Office (ITO), Indraprastha Estate, New Delhi, Tel : 0091 11 23379161 (extn. 1650). Observe the instructions under Currency Regulations and Changing Money (above) to facilitate its issue.

## **2 DELHI**

Delhi covers an area of 1,483 sq. km and is at 216 Mts. above sea level. The population is over 14 million.

- 2.1. Climate :** Winter in Delhi is truly delightful. Woollens are required in January – February when the temperature could drop to 5°C (40°F). Cottons or light tropicals will be comfortable the rest of the year. The average summer temperature is between 25.6°C (average in April) and 44°C (maximum in May and June). The rainy season is from July to September.
- 2.2. Visa :** The visa must be obtained from the Indian Mission in your Country. Tourist visas are generally valid for 120 days stay in India. If planning to visit a neighboring country such as Nepal and then re-entering India, a double/multiple entry visa should be obtained. For extending the visa apply for a letter of permission from the Ministry of Home Affairs, Lok Nayak Bhavan, Khan Market (Tel : 0091 11 24693334).
- 2.3. Health Regulations:** A valid yellow fever certificate is mandatory for all persons (including infants) who have been, even in transit, in Africa or South America or Papua New Guinea in the last six days. The Certificate becomes valid 10 days after vaccination. India does not require immunisation against smallpox and cholera. A person arriving in India, who is required to possess a Yellow Fever Vaccination Certificate in accordance with these requirements will, IN THE ABSENCE OF A VALID VACCINATION CERTIFICATE BE QUARANTINED FOR A PERIOD OF UPTO SIX DAYS, WITHOUT EXCEPTION.
- 2.4. Customs Clearance :** The Duty Free Allowance for passengers (above 12 years of age) is ` 25,000 for Indian residents or foreigners residing in India if the stay abroad is more than 3 days ( ` 4,000 for tourists of foreign origin; nil for tourists of Nepalese or Bhutanese origin coming from their respective countries) for bonafide baggage (i.e. for personal use or giving as gifts). the Allowance is ` 6,000 if the stay abroad is upto 3 days. These include 200 cigarettes (or 50 cigars or 250 gms tobacco) and liquor and wines upto 32 oz (1 litre). You may also bring in articles for your personal use including cameras with 5 rolls of film, a reasonable quantity of jewellery, one pair of binoculars, one portable musical instrument, one radio set, one tape recorder, one portable typewriter, laptop computer, one perambulator and professional equipment, on the undertaking that you will take them back with you when leaving India. The duty rate beyond the free baggage allowance is 61.4 percent. Drugs and narcotics and the import of firearms is prohibited. There are DUTY-FREE shops at the airport both at the Arrival and Departure lounges.
- 2.5. Transport :** Prepaid Taxis are available at the airport. Contact the Pre- Paid Taxi booth at the arrival building.
- 2.6. Public Taxi :** This is metered. Ensure that the driver flags down the meter before he starts. Minimum fare is ` 15.

## India : Fact File

### 3 SERVICES

- 3.1. **Banks** : Most Banks are open from 1000 hrs – 2000 hrs (Monday – Friday) and 1000 hrs – 1400 hrs (Saturday). Central Bank of India in Ashok Hotel and State Bank of India at the Airport are open round the clock. Banks in residential areas generally observe the weekly holiday of the area.
- 3.2. **Credit Cards** : American Express, Citibank, Master Card, Visa and Diners Club Credit Cards are generally accepted by large establishments, including hotels, shops and airlines.
- 3.3. **Sightseeing / Guides** : You can rent a chauffeur-driven car or join a conducted tour which is probably the best way to see the most in the least amount of time. Contact the official travel agency of the show to make your travel arrangements. English speaking guides approved by the Government of India can be hired at all important places of interest.

### 4 INLAND TRAVEL

- 4.1. **Air Travel** : India offers many facilities for tourists' travel within the country. However, special permits are required for visiting certain border areas as specified from time to time. These can be obtained from the Ministry of Home Affairs Office at Lok Nayak Bhavan, Khan Market New Delhi. Port Blair does not require a permit for stay upto 15 days. Indian Airlines offers foreigners packages for travel anywhere in India. 'Discover India': 21 days unlimited travel, at a fixed package rate; India Wonder Fares (limited region wise) 7 days.
- 4.2. **Foreign tourists and NRIs only** : You can enjoy unlimited travel on Indian Railways from 7 to 90 days with an Indrail 'Pass'. Fares range from US\$ 135 upwards according to the class of accommodation and period of validity. Also check out the Circular Journey Tickets.

### 5 PRACTICAL INFORMATION

- 5.1. **Doctor / Chemist** : Your hotel can contact a house physician. Apart from AIIMS, some private hospitals such as Apollo Hospital in Sarita Vihar, New Delhi and Batra Hospital in Tughlakabad Institutional Area are open 24 Hours. Many Chemist Shops in major Hospitals are open round the clock.
- 5.2. **Electricity** : Voltage in Delhi is 230 / 400 V AC 50 Hz.
- 5.3. **Food and Beverage** : India has an amazing variety of non-vegetarian and vegetarian cuisines. Contrary to what you may have heard, all Indian food is not hot and spicy – most dishes are only richly garnished to provide an exciting flavor. You will find excellent

Restaurants that serve Indian, Chinese, Continental and other cuisines. Liquor is available freely in wine shops. It is also served in bars and restaurants in all major hotels, and in some other restaurants. Theatres, etc. are not licensed to serve liquor. National holidays are dry days when all liquor shops remain closed. **THE CONSUMPTION OF LIQUOR IS PROHIBITED IN PUBLIC PLACES.**

## **India : Fact File**

- 5.4. Shopping :** India is a shopper's paradise. Of particular interest are carpets, handicrafts, jewellery, readymade garments and leather goods. It's best to buy goods only from the established shops and official Indian government outlets.
- 5.5. Postage Rates :** Foreign air mail rates : Letter ` 15, Aerogramme ` 8.50, Card ` 8, Post Card ` 7. Inland postal rates : Letter ` 5 (upto 20 gms plus ` 5 for every additional 20 gms). These rates are subject to revision by the Government of India.
- 5.6. Speed Post :** Ensured delivery of time-bound mail including registered letters and parcels within 24 to 72 hours. The International Speed Post Service offers delivery to many countries within 48 to 72 hours.
- 5.7. Telephone :** Direct dial to most cities in India and abroad. Established hotels have a multi-media telecom centre that offers video conferencing, high-speed transfer etc. Internet, fax and telephone facilities are available at kiosks in most parts of the city. Most areas have privately owned cyber cafes. Mobile phones are available for rent at hotels and with private cellular outlets.
- 5.8. Tourist Information :** Contact the Government of India Tourist Office, 88 Janpath, New Delhi Tel : 0091 11 2332-0005 / 0266.

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## Fair Facts

## 1 : GENERAL INFORMATION

### FIRST TIME EXHIBITOR'S FACT SHEET

- **Please read your Exhibitor Services Manual carefully** : It contains information that will help you save time, money and needless anxiety.
- **Helpful Reminders about Ordering** : Be sure to order your essential services in advance, including the following: Electrical Service, Water Connection, Advertisement, and Additional Entry in Catalogue, to ensure prompt service. Wherever required, the order should be accompanied with payment. Try not to order on-site. Bring copies of all your advance order forms to the show.
- **Helpful reminders on Shipping** : It is suggested that you ship your exhibits and related material via the official freight forwarders only, to ensure that they arrive in order.
- Be sure to remove all old shipping labels before you send anything to the show and attach clean labels, with your company name clearly marked, on each carton/case despatched.
- While making your shipping plans to the show, also plan for shipping after the show is over. Make sure that someone knowledgeable from your company will be onsite to oversee the return shipment of your display and equipment.
- **Common Shipping Mistakes** : Avoid selecting a carrier that does not service trade shows on a regular basis. Unlike other shipments, exhibit material is time-sensitive.
  - Old labels on cartons cause confusion.
  - Be clear and specify what type of air freight is desired e.g. Over night, a.m., p.m. second day or deferred service.
  - Not giving clear instructions on how the goods are to be shipped. Not advising your carrier about your target date. Not including accurate description or piece count. Not filling out forms properly.

Please avoid these common shipping mistakes and save yourself time, money and needless anxiety.

- **On-site** : Set up your booth on time. Try not to change or cancel your orders on site. If you experience any problems on-site, please contact your Hall Director or the Exhibitor Relations Department immediately, for assistance.

## **1 : GENERAL INFORMATION**

### **1. VENUE AND DATES**

The IHF 2010 is being held in Pragati Maidan, New Delhi, India, from Thursday 21 to Saturday 23 October, 2010. The Exhibition site-plan with Hall being used for IHF 2010 is given in this manual.

### **2. FEATURES :**

International Hospitality Fair (IHF) organised by CII, is the first truly B2B event for the hospitality sector in India. IHF will showcase the finest in food and beverage, food services, housekeeping, bakery, catering, hospitality equipment, products, services, technology and interiors & fixtures.

### **PODUCT PROFILE :**

- Food & Beverage
- Interiors & Fixtures
- Housekeeping
- Engineering & Technology
- Equipments
- Wines & Spirits

### **SPECIAL FEATURES:**

- Culinary Challenge
- Wine & Sprit Challenge
- Course on Wine Tasting
- Full Day Revenue Management, Seminar by Indian Institute of Management (IIM), Ahmedabad
- Presentation by Lead Sponsors.
- Pastry Challenge
- Bartending Challenge
- General Manager's Session

### **3. ORGANISER:**

Headquarters  
**Confederation of Indian Industry**  
The Mantosh Sondhi Centre  
23 Institutional Area  
Lodi Road  
New Delhi – 110 003, INDIA  
Phone : (91-11)24629994 (4 Lines)  
Fax : (91-11) 24626149/24633168  
Email : [ciico@cii.in](mailto:ciico@cii.in)

Trade Fair Division :  
Plot No. 249 F, Sector 18  
Udyog Vihar, Phase IV  
Gurgaon - 122 015, INDIA  
Phone : (91-124) 4014060-67  
Fax : (91-124) 401 4080/4057  
Email : [sujata.sudarshan@ci.in](mailto:sujata.sudarshan@ci.in)  
Website : [www.internationalhospitalityfair.in](http://www.internationalhospitalityfair.in)

## Fair Facts

# 1 : GENERAL INFORMATION

## 4. EXHIBITOR RELATIONS :

For smooth co-ordination with exhibitors there will be a team of CO-ORDINATORS for the IHF 2010. Please contact any of the following executives in CII Secretariat for any clarification / information required by you:

- |                                       |  |
|---------------------------------------|--|
| (1) Sanjeev Sethi - Consultant        | <a href="mailto:sanjeev.sethi@cii.in">sanjeev.sethi@cii.in</a> |
| (2) Kamal Khurana - Executive Officer | <a href="mailto:kamal.khurana@cii.in">kamal.khurana@cii.in</a> |
| (3) Jitesh Modi - Executive Officer   | <a href="mailto:jitesh.modi@cii.in">jitesh.modi@cii.in</a>     |

In addition to this, for any technical assistance or information not given in this manual, exhibitors are advised to contact Ms. Sujata Sudarshan, Director in CII Trade Fair Department at the above address or email : [sujata.sudarshan@cii.in](mailto:sujata.sudarshan@cii.in).

## 5. REGULATIONS

The formulation and execution of the rules and regulations for IHF 2010 and all other matters with regard to the Exhibition will be carried out by CII Secretariat, Gurgaon. (Hereinafter referred to as the Organiser) or its authorised representatives. The Organiser is vested with the full authority to enforce all the rules and regulations pertaining to the Exhibition. It's decision will be final and binding in all respects and for all concerned.

- 5.1 Local and site regulations :** Exhibitors must agree to abide by the local and site regulations with respect to law and order, safety etc. The Organiser will take necessary action against those who do not comply with the regulations.
- 5.2 Violation of rules :** The Organisers has the authority to demand removal/ change of any structure which in their view does not conform to the IHF 2010 rules or cancel participation. The decision of the Organiser in this regard will be final and binding.
- 5.3 Exemption from payment of Central Excise Duty :** Exhibits for display at Exhibitions held in India are now exempted from Central Excise Duty. As per notification No. 21/2006 – Central Excise dated 1st March 2006, Goods for Display can be taken out from production units without paying any Central Excise Duty.

Earlier notification No. 215/84-C.E. dated 9.11.1984 has been abolished by the above fresh notification. Copies of both the notifications are annexed at ANNEXURE - 1.

## Fair Facts

### 1 : GENERAL INFORMATION

**5.4 Exemption from Payment of Customs Duty :** Overseas Exhibitors & Indian Exhibitors displaying foreign manufactured products which are to be imported specifically for the Exhibition, are required to pay space rent in foreign exchange at the rates fixed for foreign participation. This cannot be waived as this is one of the conditions of ITPO, for Government of India's approval for organising the fair in India.

\* **Domestic exhibitors** participating alongwith their Foreign Principals, looking for Duty Free Importation of goods are advised to share space with their overseas counterparts and arrange remittance of foreign exchange at the rates fixed for foreign participation from an overseas bank.

Exhibitors will not be allowed to display products which are not included in the application forms submitted to the Organiser. Permission of the Organiser must be obtained to alter or make additions in the Exhibits.

***Please Note : The Organiser, in its sole discretion may deny participation to any applicant without disclosing the reasons thereof.***

**5.5 Cancellation :** If a Company withdraws from this contract after having concluded the said contract, the company hereby agrees to indemnify the Organiser, for the losses at the following rates :

***withdrawal till 31st August' 2010 : 50% of total space rental.***  
***withdrawal from 01 September' 2010 : Full space rental.***

**5.6 Administration of Exhibition Halls :** The administration of the Exhibition will be controlled by the Organiser from the Fair Secretariat in Hall. Participants should contact the Fair Secretariat for information on various Exhibition services. Representatives of the Official Clearing and Forwarding Agencies, Travel Agencies, shell scheme contractors etc will be available at the Exhibition Hall for support and assistance to participants.

During the Fair, Hall Directors will be stationed at their respective control points in all Halls. They may be contacted for taking possession of stands and any assistance required by the participants.

**5.7 Entry To Exhibition Site :** Entry / Exit of material to the Exhibition site will be permitted only from **Gate No1 on Bhairon Marg**. During the show days, entry for products for replacement is allowed only during non-exhibition hours. During the show, Visitors will be allowed to enter from Gate 7. Shuttle bus services will be available between the Halls and the gates to enable visitors to reach your hall. VIP's can be advised to use trolleys parked at Protocol, near Gate 3.

No vehicles will be allowed into Pragati Maidan during exhibition time. Official trolleys/buses will ply in the Fair Ground during the Exhibition period. Any Vehicle/Exhibit parked within the fair grounds during the exhibition timings, will be towed away by the Traffic Police Authorities Pragati Maidan and all related expenses thereof will be to the account of the vehicle owner(s).

## **Fair Facts**

- 5.8 Stand Possession :** Possession of space / stand will be given as per schedule given in Point No 1.0 of Sub-Section Pre Fair period (Fair Facts), subject to clearance of all dues by the Exhibitor.

Exhibitors who have booked raw / built-up space can carry their Exhibits inside the Exhibition Halls from these dates. In order to avoid last minute rush and strain on the material handling facilities, Exhibitors are requested to cooperate with the programme prepared by the approved agency for movement of Exhibits inside the Halls. There is no restriction on the timings for arrival of exhibit cases at Pragati Maidan during the pre-exhibition period.

Exhibitor should depute their representative to accept delivery of their exhibit / cases at the Exhibition Hall. It will not be possible for Organiser to take delivery and make handling arrangement for the Exhibitors.

- 5.9 Force Majeure :** Under the conditions of force majeure which also include strike, lockout, closure, riot, natural calamities, the Organiser reserves the right to alter the opening and duration, or even cancel the entire exhibition. In case of change in dates and duration of the Exhibition, the rules and regulations and the agreement between the Exhibitors and the Organiser will remain unaffected. In case of cancellation of the Exhibition, the space / Stall Rental paid by the Exhibitors or any amount thereof is refundable at the sole discretion of the Organiser.

- 5.10 Authority on the Premises :** The Organiser shall be responsible for and be entitled to act as the owner of the premises throughout the tenancy period. The decision of the Organiser with regard to any problem or dispute will be final.

- 5.11 Limit of Liability :** Organiser is not liable in any form for any loss or damage to Exhibitors property at the exhibition site or injury to their personnel and visitors. By submitting their application Form No 1 for participation, the Exhibitors also agree to refrain from making any claim on the Organiser and to indemnify it against any claim by their party arising out of other Exhibitor's conduct. All disputes will be subject to New Delhi jurisdiction.

- 5.12 Safety and Behaviour :** To make the exhibition smooth and in order, please keep your personal belonging safely. Visitors are advised to take care of their belongings. The organizer will not be responsible for any losses. Exhibitors are suggested to keep their bags and expensive properties in the cabinet and are advised not to leave their mobile phone on the table. Visitors are advised to keep their cash/passport safely to avoid any loss.

No person present inside any Exhibition Hall is to behave or act in a manner that may cause any harm, injury or damage to other persons or exhibits, nor to the exhibition hall property or fixtures.

## Fair Facts

## 2 : PRE FAIR PERIOD

### 1. CONSTRUCTION PERIOD

Schedule for giving space possession in Halls for IHF 2010 will be as under :

<b>Raw Space</b>	<b>19/10/2010</b>	<b>1000 hrs</b>
<b>Built-up Space</b>	<b>20/10/2010</b>	<b>1000 hrs</b>

### 2. TIME FOR SET-UP

All exhibits must be unpacked and placed by 1000 hrs on 19<sup>th</sup> October 2010. Laying of aisle carpets will start at 1800 hrs on 20<sup>th</sup> October 2010. Exhibitors may remain in the hall to work but all activity must be confined to their exhibit space. Please have all crates and cartons unpacked so that they may be removed to keep aisles clear.

### 3. STALL DESIGN / CONSTRUCTION AND DISPLAY

Exhibitors are advised to follow the guidelines stipulated by the Organiser in the Rules and Regulations for IHF 2010. The Organizer would particularly like to emphasis on the following points:

- There is no restriction on the size of product on display except those imposed by the load bearing capacity for indoor areas and the height of entry doors which must be checked with the Organiser in advance, before finalising large/heavy exhibits for display.
- Woodworking and Spray Painting inside Hall is prohibited. Platforms / panels and other decorations for the interior must be brought in a pre-fabricated condition for assembly and finishing inside the Halls. Use of modular systems will be encouraged for timely completion of stands. Passage area to be kept clear of packing cases, construction material etc.
- The Exhibitors should leave a minimum 30% of the stall area free for movement of visitors.
- Stalls and displays should be completed in every respect by **1800 Hrs** on 20<sup>th</sup> October 2010.

The Organiser will have the right to decide on the fulfilment of the above rules, and the authority to demand removal/change of anything that is not according to the rules. The decision of the Organiser in this regard will be final. Exhibitors should advise their Advertising Agents about the rules and guidelines for stall decoration such as permissible, size of display materials, panels, office cabin etc. The CII Fair Secretariat will not correspond with agents engaged by the company/Exhibitor.

### 4. STALL COMPLETION

Interior and Display of Booths to be completed by **1800 Hrs on 20<sup>th</sup> October 2010.**

## **Fair Facts**

### **2 : PRE FAIR PERIOD**

#### **5. GROUTING**

**GROUTING IS NOT PERMITTED IN EXHIBITION HALLS.**

#### **6. STORAGE, REMOVAL OF WASTE AND CLEANING**

The Organiser is unable to provide storage facilities for packing cases, surplus materials or other property of the Exhibitor. Arrangement for safe-keeping of such items must be made with the Freight Forwarder or should be shifted to your local go-down.

During the construction and dismantling periods, aisles in the exhibition halls must not be obstructed with packing materials, construction materials or debris. Exhibitor's contractors will be responsible for removing their own off-cuts and waste each day of build up and break down. Failing this, the Organiser reserves the right to invoice the Exhibitors for the removal of excessive packing materials discarded crates or cartons & stand building materials and waste.

#### **7. CONSERVANCY**

While the Organiser will make arrangements for cleaning the passages during the show, 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 0900 Hrs. Contact details of conservancy agency to be used for passage cleaning are given in Directory of Official Agencies (**Annexure 2**). Exhibitors may use their services on payment and deal with them directly on financial matters or make their own arrangements for cleaning of stands.

**3 : FAIR PERIOD**

**1. FAIR TIMINGS**

IHF 2010 will be open from 1000 - 1800 hrs.

The schedule of timings are:

- |                            |                    |                 |
|----------------------------|--------------------|-----------------|
| • <b>Business Visitors</b> | 21,22 & 23 October | 1000 - 1800 Hrs |
| • <b>General Visitors</b>  | on select days     | limited Hours   |

**2. REPLACEMENT OF EXHIBITS**

No removal or delivery of exhibits and other exhibition stores in or out of the exhibition hall during the Exhibition hours is permitted. Such removal, delivery or replenishment of stock may only be carried out before opening hours (by 0830 hrs) 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 Organiser.

**3. SALE OF EXHIBITS**

Direct sale or discount sale of exhibits is strictly prohibited during the exhibition. The exhibitors, however, can conduct technical, commercial and sales discussions as well as booking of orders during the exhibition.

The Organiser appreciates that in many cases the Exhibitors prefer to sell exhibits instead of carrying them back to their destination. Such sale of exhibits can be effected, if so desired by the Exhibitors. This is subject to the condition that Organiser shall not be responsible for collection or remission of duty, taxes such as customs and excise duty, sales tax etc. Fulfilment of this obligation would be the responsibility of the Exhibitor. The sold-out exhibits can be removed from the stands only after the conclusion of exhibition, alongwith other exhibits.

**4. MANNING OF STANDS**

Your stand must be fully manned and operational throughout the exhibition hours of the exhibition. All activities of the Exhibitor and staff must be confined to the stand or site allocated. No advertising or canvassing for business may take place elsewhere in the Exhibition Hall inside the exhibition ground.

**5. INAUGURATION**

IHF 2010 is scheduled to be inaugurated on Thursday, 21st October 2010. Details will be intimated closer to the event.

## **Fair Facts**

### **3 : FAIR PERIOD**

#### **6. TIMINGS FOR MANNING OF STANDS**

Personnel competent and responsible on behalf of the Exhibitor manning the stand must report at the stand latest by 0915 hrs every fair day.

The fair will close at 1800 hrs. For the sake of security, the stand must be vacated by all manning the stand by 1815 hrs every evening. For this purpose, the Hall Director and Exhibition Security personnel will be authorised to ensure this is complied with. To avoid inconvenience, all Exhibitors are requested to cooperate.

Please note, power supply to all stands will be stopped after 1815 hrs.

## 4 : POST FAIR PERIOD

### 1. CLOSURE OF THE EXHIBITION

IHF 2010 will close on **Saturday 23 October, 2010 at 1800 hrs.**

### 2. HELPFUL MOVE-OUT INFORMATION

Make sure you order your labour for dismantling well ahead of time.

- If using an Exhibitor Appointed Contractor for the dismantling of your exhibit, please make sure that the contractor has read the move-out schedule and planned labour according to the published hours.
- Please notify your van line or transportation specialist of the move-out schedule.
- Please remember to return telephone sets and lead capture systems to the concerned supplier within one hour after the show closes.
- Please be aware that the Pragati Maidan Exhibition Ground is a bonded area for customs purposes. Therefore, no display items imported temporarily for the show may be removed from the site without the Customs Gate Pass.

### 3. EXIT PASS

There is no entry pass procedure during installation period for entering Pragati Maidan from Gate 1. However for taking out the Exhibition Material and Exhibits after the closure of the Exhibition, participants would need to obtain a standard final exit pass from the Organiser. The following procedure would be observed.

The Exhibitors should contact their respective Hall Directors for Clearance of Dues, if any, and collect their Exit Pass by using the format given in Section 9.

***Please Note :*** Exit Pass will be given to Exhibitors only on the condition that all dues towards participation in the exhibition are cleared before the fair is over. The copies of Exit Pass will be retained by the Fair Secretariat, Hall Security, ITPO Security Personnel at exit Gate '1' and the Exhibitor.

### 4. REMOVAL OF EXHIBITS

Exhibitors will be allowed to remove the exhibits from the stalls after 1800 hrs on 23 October 2010 on the basis of valid "Exit Passes".

All hall utilities will be disconnected at 1815 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 by 2300 hrs on 23 October 2010. After this, the Organiser will be at liberty to remove and store the goods at other places at the cost and risk of Exhibitors.

### 5. HANDING OVER OF HALLS

As per the arrangements with India Trade Promotion Organisation (ITPO) the Organiser has to handover all exhibition halls by 1000 hrs on Sunday i.e. 24 October, 2010.

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## Design Guidelines

### 1 : GENERAL INFORMATION

This document contains several regulations, compliance of which is essential for the setting up of the IHF 2010 professionally. Every Exhibitor must study and follow these guidelines carefully. Should you need clarifications or require advice, please contact your Exhibitor Relation Team for assistance.

Exhibitors would be well advised to inform their advertising / construction agents regarding these rules and regulations governing stand decoration. Please note the Organiser will not correspond or deal with agents engaged by the Exhibitor.

The Exhibitor while planning stand design must observe the Stand Construction Regulations described in this section.

#### 1. **SUBMISSION OF LAYOUT FOR APPROVAL**

The Stand drawings alongwith to-scale mock-ups, complete with details of exhibits, electricity, water and other installations, in 4 copies, must be submitted to the Organisers for approval, latest by 25th September 2010. The exhibitor shall be bound by the changes / modifications advised by the fair architect. In case of non-receipt of stand drawings on time, the Organiser will be at liberty to allot the stand to another exhibitor. The Exhibitor will be liable to pay for the space rentals in full to the Organiser.

#### 2. **ENCROACHMENT**

The Exhibitor must confine their exhibits within the area allocated. No encroachment on corridors, free space or other facilities provided by the Organiser will be permitted. Each Exhibitor shall follow the centre of the markings on the floor for common sides and outside edge for open sides.

#### 3. **ELECTRICAL FITTINGS / FURNITURE ON HIRE**

Exhibitors who book space especially for the Shell Scheme are advised to contact the Fair Secretariat for requirements of additional furniture & electrical fittings. All such requirements must be registered by 25 September 2010. The Organiser will make arrangements with concerned stand contractor to deliver additional furniture directly in the Exhibitor's stand area. **All payments must be made directly to the contractor for additional items.**

#### 4. **CARE OF BUILDING AND EQUIPMENT**

Exhibitors or their contractors must not damage or deface the exhibition facility or the exhibits and equipment of other exhibitors. Should such damage occur, the Exhibitor responsible will be liable to compensate the owner of the property so damaged?

#### 5. **DEMONSTRATION OF WORKING EXHIBITS**

An Exhibitor intending to demonstrate equipment at his stand must :

## 1 : GENERAL INFORMATION

- Provide the Organiser with full details in writing of working exhibits involving moving parts, naked flames, lasers or of other hazards which could be potentially dangerous.
- Give proper consideration to safety conditions under which exhibits will be demonstrated, including safety guards and screens to prevent accident or injury to visitors and staff.
- Cause no annoyance to visitors or other Exhibitors. If a high level of noise or other objectionable factors are involved, the Organiser reserves the right to stipulate demonstration timings or to terminate a demonstration at any time.
- Ensure that no naked flames are used in any demonstration in the exhibition premises.
- Isolate controls and switches so that machinery cannot be accidentally activated.
- In case of dispute, the Organisers ruling will be final.

### 6. DAMAGES

Exhibitors are responsible for the cost of making good or replacing any damages 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 Stands will be held responsible for the cost of making good, restoring or renewing any damages to the shell stand structures, floor coverings, light fittings, or any part thereof, whether caused by themselves, their agents, contractors or by any person or 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 Shell Scheme Contractor and charged to the Exhibitor.

The Organiser, in conjunction with the ground authorities, will inspect the Halls before build-up and after break-down of the Exhibition.

### 7. FASCIA TEXT - Deadline

Exhibitors who book Shell Scheme built-up space are requested to send **Form No 5** giving the Fascia text for their Stand Fascia latest by 8th October 2010.

## Design Guidelines

### **2 : GUIDELINES : RAW SPACE**

#### **1. GENERAL RULES & GUIDELINES FOR DESIGN AND CONSTRUCTION**

- 1.1 All height details mentioned in these guidelines, are from the ground level and not from any raised flooring created by the exhibitors.
- 1.2 Exhibitors are responsible for their own stand design and construction. The Organiser would be pleased to offer advice and guidance if required.
- 1.3 The following are strictly prohibited:
  - Use of electrical flashes, flashguns etc. However, the Fair Architect may allow Neon signs above 2.5 Mtrs height subject to approval.
  - Cloth Banners.
  - Stage shows or presentations without prior permission in writing from the Organiser & without a concept note on the proposed show.
  - Suspending of display items from the Hall ceiling or parts of it.
  - Storage of any kind, behind the display walls.
- 1.4 **The maximum height of the artificial floor any should not exceed 15 cms and any other area raised artificially or for display purpose shall be such that it does not obstruct the adjoining stand.**
- 1.5 The maximum height of any stand should not exceed 2.5mtrs unless approved by the Fair Architect.
- 1.6 **Height of side partitions will be restricted to 2.5 Mtrs from the ground. If there is any difference (not more then 4") in the level of partitions of any two adjacent stands, the exhibitor with a bigger height shall finish properly the portion extending above the neighboring stand.**
- 1.7 Single branding signages up to a maximum surface area of 1 Sq. mtr. and a maximum of 3.5 Mts. height in stands upto a 200 sq.mtr. and a maximum height of 5.0 mts. (subject to availability) for stands above 200 sq.mtr. area, provided they do not obstruct the view / orientation of any other stand.
- 1.8 Height of panel against natural back wall along the periphery of the Hall will be allowed upto 5.0 mtrs subject to availability of Height.
- 1.9 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.
- 1.10 Building of turn- tables/ramps would be permitted after clearance from the Fair Architect. If approved the Height of such a turntable/ ramp must not exceed 1.0 mtrs. Exhibitors wishing to use turn table/ ramps must clearly show the location in their drawings and obtain positive clearance from the Fair Architect failing which they would not be permitted to erect such turn tables / ramps.

## **2 : GUIDELINES : RAW SPACE**

- 1.11 Exhibitors may be permitted to erect a Conference/ Meeting Room within their area up to 2.5 Mtrs height. The area of the meeting room may be up to 20% of the total area booked by the exhibitor. The location of the Conference / Meeting room would require specific clearance by the Fair Architect. However, for stands with all sides open, the conference room shall have clear transparent glass/ acrylic without any blinds/ curtains above 1.2 Mt. Height.**
- 1.12 Mezzanine floor maybe permitted to be constructed inside the stands having an area of above 100 Sq.Mts. subject to payment of additional space rent and on the following conditions :-**
- Area of mezzanine floor shall not exceed 20% of the stand area or 100 sqms which ever is more.
  - Maximum height of the floor of mezzanine shall not exceed 2.1 Mts.
  - The railing on the sides of the mezzanine shall be of transparent material in the portion extending beyond 2.5 Mts. Height from the ground level.
  - A structural engineer shall duly certify the stability of the structure of the mezzanine and the organizers shall not be held responsible for any mishap due to the sub-standard design/workmanship/material used while the construction of the mezzanine.
  - The construction of mezzanine shall be permitted only if, in the opinion of the Fair Architect, it is not obstructing the display/ visibility of any adjoining stands.
  - **The use of mezzanine floor area shall be subject to payment of 50% of the basic space rentals of IHF 2010 for the area used for mezzanine floor.**
- 1.13 It is necessary that panels erected against glass walls in the Halls be properly finished on both sides. Exhibitors failing to do so would be penalised Rs 800 per running meter. Covering would be done up to 2.5 mts height.**
- 1.14 All open or unfinished sides of the exhibit space which may appear unsightly must be covered or the Organiser will have them covered at the Exhibitor's sole expenses @ Rs 800 per sqm. Any portion of the Exhibit bordering another Exhibitor's space must have the backside of the portions finished and not carry any identification signs or other marks that could detract from the adjoining exhibit.**
- 1.15 All exhibit floor space must be fully carpeted or covered.**

## Design Guidelines

### 2 : GUIDELINES : RAW SPACE

- 1.16** Woodwork in the Halls is prohibited. Platforms/ Panels and other decorations for the interior must be brought in prefabricated condition. Only assembly and finishing will be allowed in the Hall. Spray painting inside the Exhibition halls is strictly prohibited and any exhibitor doing so shall bear the risk of disconnection of power supply to the stand.
- 1.17** For Island / 3 side open stalls it is mandatory for exhibitors to design their stands in such a way that there is no obstruction on any of the open sides. This will ensure free movement and give exhibitors a feel of openness and transparency. Exhibitors are not allowed to obstruct the view or adversely affect the displays of other exhibitors. For the meeting room, solid Partitions up to 1.2 mtrs and see-through glass / clear acrylic partitions for the balance 1.3 mtr on top may be used.
- Fair Architect reserves the right to turn down approval for stands with any of the open sides blocked.**
- 1.18** No solid partitions will be allowed within 3.0 mtrs from the aisle in stands covering an area of 500 sqm and above.
- 1.19** A maximum of 70% of Stand area may be used for exhibits and the balance 30% must be left free for circulation. The Exhibitors shall not arrange the display of material in a way that would obstruct the passage area.
- 1.20** Natural Pillars falling within stand area may be covered to a height of 2.5 mtrs only. Stands with over 500 sqm areas may cover pillars up to a height of 5 / 6 mtrs subject to approval and availability of height.
- 1.21** Hall columns, Roof Trusses, Air Conditioning Vents and all other structures of the Hall must not be used as support or be subject to load or stress by the stand structure.
- 1.22** Exhibits over 2.5m Height must not be placed on any raised height.
- 1.23** There is no restriction on height and weight of exhibits on display except imposed by the load bearing capacity of the floor and height of entry doors. The same should be checked with the organiser before finalising large/ heavy exhibits for display.
- 1.24.1** Any presentation/ demonstration/ exhibit likely to interest groups of 10 or more must be located towards the centre of the stand and clearly shown on stand drawings. If the location of such an exhibit results in blocking of the Aisles, the aisle space thus blocked shall be billed to the exhibitor.

## **2 : GUIDELINES : RAW SPACE**

- 1.25** It is mandatory for the exhibitors to inform the Organiser if any of their exhibits comply with the following: -
- Exhibit configuration is 10 sqms or more.
  - Exhibit exceeds 2.5 mtrs in height or 3 mtrs in length.
  - Exhibit material exceeds 3 tons.
  - Exhibit contains liquid fuel / natural gas / propane.
  - Exhibits requiring water for demonstration purposes.
- 1.26** The Organiser reserves the right to change/alter/remove any exhibit interfering with the aesthetics of the exhibition or hinders the general public in any way.
- 1.27** **Grouting is not permitted in Exhibition Hall 14.**
- 1.28** To avoid inconvenience to other exhibitors and to enable the Organiser to complete repair work of passages, cable ducts etc., before the exhibition starts, exhibitors are requested to move in their exhibits within stipulated time given.
- 1.29** **AUDIO VISUAL FILMS, VIDEO WALLS, STAGE SHOWS**
- For stage events / shows prior permission should be obtained from the organiser.
  - No stage events / shows with sound systems would be allowed during Media Day and Business Visitor Hours. These can be organised during General Visitor's hours only. Details of stage events / shows with time duration and intervals, to be submitted to the organisers for approval.
  - The Organiser reserves the right to regulate or restrict exhibits within a reasonable sound level or the sound level of 40 dB peak on sound level meters (ANSI Type 2) on the SLOW meter position at 3 mtrs distance. The sound speakers must not be placed higher than 1.5 mtrs. They must be positioned downward and inward towards the centre of the exhibit booth or display area and may not be pointed towards the aisle. The Organiser reserves the right to restrict exhibitors use of sound and other devices which may interfere with the best interest of the fair environment as a whole.
  - The organiser reserves the right to disconnect the supply of electricity to any exhibitor violating these guidelines.

## **2. ELECTRICAL INSTALLATION REGULATIONS**

- 2.1** Electrical wiring and installation must be done by Exhibitors through registered professional technicians using proper wiring switches etc. so as to ensure safety. The Organiser shall not be responsible or liable in case of any mishap due to use of sub - standard material or unskilled labour.
- 2.2** All wiring must be carried out in PVC, Elastomeric or other plastic sheathed cables. No exposed means of cable joints will be permitted.
- 2.3** Lamps and appliances with high temperature surfaces should be guarded and used well away from combustible materials.

## Design Guidelines

### **2 : GUIDELINES : RAW SPACE**

- 2.4 No light fitting or other appliance may be suspended from the roof of the exhibition hall.
- 2.5 The Organiser reserves the right to disconnect any installation, which in their opinion is dangerous or likely to cause annoyance to visitors or other Exhibitors.
- 2.6 In order to take care of voltage fluctuations, the Exhibitors are advised to fix up constant voltage transformers or insulation Transformer or stabilizers for CNC and other sensitive machines. Exhibitors are encouraged to use MCB wherever necessary. The main supply points and electrical installations in the stand should be easily accessible and should not be concealed.

### **3. STAND APPROVAL**

- 3.1 The decision of the fair architect 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.
- 3.2 **Exhibitors must submit 4 copies of the design of the stand clearly detailing the design along with the floor plan for approval, latest by 25 September 2010. 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.**
- 3.3 In case any pre-fabrication is done by any Exhibitor before the approval of the design by the fair secretariat, the Exhibitor shall be bound by the changes / modifications advised at the time of approval of the design and to change the said pre-fabricated structure or any other feature so as to adhere to the basic design guidelines.
- 3.4 An exhibitor whose design has been approved by the Fair Architect may only commence erection on or after the due date. No exhibitor shall be allowed to start work on their stands without the prior approval of the plan. The decision of the Fair Architect as regards 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.
- 3.5 The exhibitors must keep one copy of the approved drawing at the work site.
- 3.6 All displays will be inspected during the set-up days and any exhibitor deviating from the regulations must make modifications as suggested by the Fair Architect on his own expense prior to the show opening.
- 3.7 All exhibitors stand must be completed in all respects by **1800 Hrs on 20 October, 2010.**

## Design Guidelines

### **3 : GUIDELINES : BUILT-UP SPACE**

#### **1. GENERAL INFORMATION**

- 1.1 Features:** The Shell Scheme stands would be provided with the following :  
Rear and dividing walls of 2.5 mts. ht.  
Fascia with company's name on open stand frontage(s).  
Floor covering with synthetic carpet.  
Basic Furniture:- Two Table, Three Chairs, Four Light fixtures, 5 Amp Power Socket and waste paper basket.

- 1.2 Power for Demonstration :** Apart from light fixtures, one 5 Amp Power socket (for TV, Fridge, computers etc.) will be provided in each booth of 12 Sqm.

In case additional power is required for demonstration or running of machinery / exhibits, the exhibitors must inform the Organiser vide **Form No 4 before 8<sup>th</sup> October 2010.**

- 1.3 Additional Furniture on Hire :** A comprehensive range of standard items, including wall panels to form office enclosures, shelving, display panels, etc. may be hired from the Official Shell Stand Contractor. The Price List for additional furniture etc. is annexed as **Annexure 5.**

- 1.4 Discussion Room :** Additional fitments for a discussion room (maximum 20% of space) will be provided free of charge to Exhibitors who have booked an area of 48 Sqm and above. Exhibitors are requested to plan the location for this as per their display arrangements and submit the detailed drawing showing the location of conference room at the earliest but not later than **25 September 2010.**

- 1.5 Ceiling :** Ceilings shall be open but will be braced for stability where necessary.

#### **2. RULES AND GUIDELINES FOR DECORATION**

- 2.1** Shell Scheme stands will be provided in accordance with the specifications mentioned. Please note that the internal dimensions of the Shell Scheme area are approximately 5 cm smaller than the contracted area as the walls are contained within circular upright aluminum members within the booth area.

- 2.2** No alterations may be made in the Standard Shell Scheme structure.

- No Alterations may be made in the standard Shell Scheme Fascia.
- No alterations / removal of panels / podiums / etc will be allowed.
- Private furniture / carpets etc. are not permissible
- Raising the floor artificially or construction of wooden flooring is not permissible
- Major woodwork, if any, must be approved in advance by the Fair Architect before starting such work.

### 3 : GUIDELINES : BUILT-UP SPACE

- 2.3** The following are **strictly prohibited**.
- Use of electrical flashes, flash guns and neon signs.
  - Cloth Banners, Velvet Banners or Velvet Covers on the panels / table.
  - Stage shows or presentations without prior permission in writing of the Organiser.
  - Painting, Coloring, Wallpapering, 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 Stand Contractor of your Hall. Exhibitors would be charged @ ` .800 per panel for any damages to panels.
  - Suspending 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.
  - Raising the height of the back wall/ fascia for promoting the company name / logo.
- 2.4** No additional out sourced stand fitting or display may be attached to the shell stand structure.
- 2.5** All interior stand fittings must be contained within the shell stand structure, and must not exceed 2.5m height. No free standing equipment may exceed a height of 2.5m or extend beyond the boundaries of the site allocated.
- 2.6** It is mandatory for Exhibitors with 2 or 3 or 4 side open stands, to arrange display in such a way that there is no obstruction on any of the open sides. This will ensure free movement and give exhibitors a feel of openness and transparency. Exhibitors are not allowed to obstruct the view or adversely affect the displays of other Exhibitors.
- 2.7** A minimum of 30% of Stand area must be left for circulation. Exhibitors shall not arrange the display of material in a way that will obstruct passage areas.
- 2.8** Natural pillars falling within stand area may be covered to a height of 2.5 mtrs.
- 2.9** Exhibits of over 2.5 mtrs height must not be placed on any raised platform.
- 2.10** There is no restriction on height and weight of exhibits on display except imposed by the load bearing capacity of the floor and height of entry doors. Please refer **Annexure 3** giving technical specification of exhibition halls. The same should be cleared by the Organiser before finalising large / heavy exhibits for display.
- 2.11** Any presentation / demonstration / exhibit likely to interest groups of 10 or more must be located towards the centre / rear portion of the stand and clearly shown on stand drawings.

## Design Guidelines

### **3 : GUIDELINES : BUILT-UP SPACE**

- 2.12** It is mandatory for the exhibitors to inform the Organiser if : -
- Exhibit configuration is 10 sqms or more.
  - Exhibit exceeds 2.5 mtrs in height or 4 mtrs in length.
  - Exhibit material exceeds 3 tons.
  - Exhibit contains liquid fuel / natural gas / propane.
  - Exhibits require water for demonstration purposes.
- 2.13** To avoid inconvenience to other exhibitors and to enable the Organiser to complete repair work of passages, cable ducts etc., before the exhibition starts Exhibitors are requested to move in their exhibits within the stipulated time.
- 2.14** **AUDIO VISUAL FILMS, VIDEO WALLS, STAGE SHOWS**
- For stage events / shows prior permission should be obtained from the organizers.
  - No stage events / shows with sound systems would be allowed during Media Day and Business Visitor Hours. These can be organised during General Visitors hours only. Details of stage events / shows with time duration and intervals, to be submitted to the organisers for approval.
  - The Organiser reserves the right to regulate or restrict exhibits within a reasonable sound level or the sound level of 40 dB peak on sound level meters (ANSI Type 2) on the SLOW meter position at 3 mtrs distance. The sound speakers must not be placed higher than 1.5 mtrs. They must be positioned downward and inward towards the centre of the exhibit booth or display area and may not be pointed towards the aisle. The Organiser reserves the right to restrict exhibitors use of sound and other devices which may interfere with the best interest of the fair environment as a whole.
  - The organiser reserves the right to disconnect the supply of electricity to any exhibitor violating these guidelines.
- 2.15** The Organiser reserves the right to change/alter/remove any exhibit interfering with the aesthetics of the exhibition or that which hinders the general public in any way.

### **3. ELECTRICAL INSTALLATION REGULATIONS**

- 3.1** Electrical wiring and installation required for connecting machine(s) for demonstrations purpose, must be undertaken by Exhibitors employing registered professional technicians using proper wiring switches etc. so as to ensure safety. The Organiser shall not be responsible or liable in case of any mishap due to use of sub - standard material or unskilled labour.
- 3.2** All wiring must be carried out in PVC, Elastomeric or other plastic sheathed cables. No exposed means of cable joints will be permitted.

### **3 : GUIDELINES : BUILT-UP SPACE**

- 3.3 The Organiser reserves the right to disconnect any installation, which in their opinion is dangerous or likely to cause annoyance to visitors or other Exhibitors.
- 3.4 In order to take care of voltage fluctuations, the Exhibitors are advised to install suitable constant voltage transformers or insulation transformer or stabilizers for CNC and other sensitive machines. Exhibitors are encouraged to use MCB wherever necessary.

#### **4. STAND APPROVAL**

- 4.1 Exhibitors must move in as per schedule given in section 2 (Pre Fair Period) of the manual provided, space rent, deposits and other dues have been paid in full to the Organiser.
- 4.2 Exhibitors booking over 48 sqms of space must submit 4 copies of the design of stand showing elevations and plan for approval, by **25<sup>th</sup> September 2010**.
- 4.3 All stands will be inspected during the set-up days and any Exhibitor deviating from the regulations must make modifications as suggested by the Fair Architect on his own expense, prior to the show opening.
- 4.4 **All exhibition stands must be complete in all respects by 1800 Hrs on 20 October 2010.**

ELECTRICITY

**SECTION - 4**

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## Electricity

# ELECTRICAL SERVICES

## 1. ELECTRICAL SUPPLIES & INSTALLATIONS

The electric power supply available in India is as under:

- Single / 3 Phase : 230 / 400 volts  $\pm 10\%$
- Frequency : 50 cps  $\pm 3\%$

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

The work for 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 authorised 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 the highest level of safety precautions for electrical wiring and installations. The service charges 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. 4** or more than the specified load or the load allotted by the CII Fair Electrical Department will not be permitted.

Exhibitors must install separate and independent switch connections 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 switch boards in consultation with the CII Fair Electrical Department. Exhibitors requiring single-phase power for lighting purpose should carry out necessary wiring from 3 phase outlet through two pole single phase switches if necessary for future distribution. After the electric wiring work is completed, the Exhibitor must obtain a completion report from their Electricians or Contractors engaged by them and file the same with the CII 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 and on receipt of the completion report.

**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 not be concealed or covered.**

Exhibitors are advised to install equipment like voltage stabiliser/UPS equipment for their sophisticated machines/exhibits. If the machines are sensitive to the floor, placement of steel plates underneath is recommended.

## **ELECTRICAL SERVICES**

### **2. ELECTRICITY CHARGES**

Organiser has formulated a flat rate of US\$ 45 / Rs 2000/KW for overseas and domestic exhibition respectively of connected load (*single and three phases*) which will be the basis for charging for power and lighting load during the IHF 2010. These rates are subject to revision. It is essential for all exhibitors to give complete details of power requirement and submit to the Organiser in the prescribed Reply Sheet for Power Requisition Form No. 4 enclosed in this booklet and return the same to Organiser by 25<sup>th</sup> September 2010 or immediately on confirmation of space.

**Under no circumstances will Exhibitors be permitted to reduce their electricity requirement. Request for additional electricity load may be considered, subject to availability.**

### **3. TEMPORARY ELECTRIC SUPPLY**

Temporary power supply for erection and testing of machines can be made available from the first day of construction on extra charges @ ` 700 or US\$ 20 / kW / day. Permanent power will be supplied from 20th October 2010.

**ON-SITE SERVICES**

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## On-site Services

### 1. **BUSINESS CENTRE**

To facilitate exhibitors and visitors, there will be a Business Centre located in the Hall. This will be equipped with essential communication facilities viz. Computers, Telephone, Internet, Photocopying, Fax etc.

### 2. **CELLULAR PHONE**

Organiser has made arrangements for providing Cellular phone on rental basis during IHF 2010. This service will have ISD / STD / local call facilities. Please contact organiser for details.

### 3. **LAND LINE TELEPHONE** : This will be provided to Exhibitors only on demand. In order to get the telecommunication service installed on time, please send in the order form No. 6A immediately.

### 4. **EXHIBITORS PARKING**

The Organiser will make arrangements for **PARKING FOR EXHIBITORS** parking labels will be issued by the Organiser during the construction time at the venue.

### 5. **INSURANCE**

It will be advisable for Exhibitors to take Insurance coverage for the buildup, during and dismantling periods of the fair for the following: a) Machinery, b) Transit and Loading & Un-loading of machines, c) Electrical accidents, d) Exhibition personnel e) Third parties (visitors)

The Organiser will not accept liability for any loss or damage to any exhibit, or for injury to Exhibitor personnel at any time. Exhibitors are strongly advised to insure their exhibits against theft, loss or damage, including the risk of fire and to cover themselves against third party liability for visitors to their stands.

### 6. **SNACK BAR**

In addition to the existing Restaurants in Pragati Maidan, the Organiser will arrange a set of Snack Bar inside the Halls to facilitate exhibitors.

### 7. **SECURITY**

- Badges supplied by the Fair Secretariat must be worn at all times to gain entry to the exhibition halls.
- Badges may be obtained from the respective Hall Director or from the Organiser's Office.
- During show days, Exhibitors are allowed to enter one 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. Please check with the Hall Director if additional time is required.
- Hand carried items or any equipment going out of the exhibition hall will require an Exit Pass.

**8. STAND SECURITY**

“Exhibitors should inform the Organiser in case they require security personnel for their booths during set-up and dismantling. Security personnel from the official security agency may be employed.

“While the Organiser will maintain general security surveillance at all times throughout the Exhibition, Exhibitors are reminded that goods may be at risk after the show closes on the final day. Please be sure to see that your stand is not left unattended at this time. Particular care should be taken of small portable items, tools and instruments. The exhibitors are advised to hire the security personnel for their stall from the official security agency appointed for the IHF 2010. Details of Official agencies are given in Annexure 2. Tariff is given in order Form No 7. Exhibitors are requested to send their requisition by completing and returning **Form No 7**.

**9. TRANSPORTATION**

**9.1 Shuttle Bus** : There will be shuttle buses between Gates 1, 3 and 7 inside the exhibition grounds to facilitate VIPs and Visitors.

**10. TRAVEL AND STAY**

The Organiser will appoint an Official Travel Agent for IHF 2010. Exhibitors are advised to contact them for their travel arrangements, hotel booking, and local sightseeing and post Exhibition tour requirements etc. Exhibitors may contact the official travel agency for IHF 2010 for arranging cars for full / half day use on daily rental basis as per approved rates.

**11. WATER CONNECTION**

Water connection with drainage facilities will be available only for demonstration of machines. Charges are US\$ 250 or ` 10,000 per tap connection. Exhibitors are requested to apply before **5<sup>th</sup> October 2010**

## **FREIGHT HANDLING**

### ***SECTION – 6***

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## **Freight Handling**

### **1. IN-HALL FREIGHT HANDLING**

To provide adequate security, safety and protection against damage to the Exhibition Hall and in the interest of an efficient, co-ordinated move-in and move-out of goods, no private trucks, cars, fork-lifts or handling equipment (trolleys, lift jacks, etc.) will be allowed inside any of the Exhibition Halls. All such equipment will be provided and controlled by the Official Freight Forwarders who will take over from other forwarders, at the entrance to the Halls.

### **2. MATERIAL HANDLING AT THE SITE**

The Exhibition material can be handled only by the CII approved official agencies, as per the rules. The Organiser has appointed Official Clearing and Forwarding Agents (CFAs) for exhibits and also for material handling at the site.

For unloading of goods, cargo handling equipment such as, forklifts, mobile cranes and skilled labour will be available at the fair ground, from the official CFAs, on hire. The rates for clearing /forwarding and other services will be settled by the participants with those agents directly, depending upon the quantum of work and kind of job required. The Official CFAs will have their offices at the site during the pre-exhibition period. **Please note that no agency other than the approved agency by CII is allowed to operate for handling /clearing jobs inside the halls earmarked for IHF 2010.**

The Official CFAs operate with modern mechanical equipment (*Fork lift, Cranes, Palette Trucks etc*) and a specialised labour force of international standards. Through their international network, they will provide detailed shipping instructions and offer services to Exhibitors from the point of origin itself. Official Clearing and Forwarding Agents will offer to the Exhibitors, information and assistance in respect of (i) re-export, (ii) Warehousing, if exhibit is to be retained for further exhibitions etc. It is suggested that Exhibitors discuss their requirements with official agents and enter into comprehensive arrangements.

Normally cases / packets will be allowed, if carried in hand by the Exhibitor. However, handling of heavier exhibit cases will have to be entrusted to the approved agencies only. At the time of movement of exhibits, it is suggested that Exhibitors adhere to the programme prepared for the movement of exhibits by approved agencies. In no way will the Organiser be responsible for damages caused to Exhibits while loading/unloading at the site.

### **3. CUSTOMS CLEARANCE AT THE FAIR GROUND**

India offers the ATA Carnet as means for clearing exhibition goods. Alternatively, goods can be cleared under simple Embassy Bonds, without financial overheads. Bank Guarantees is a third alternative.

**4. TERMS AND CONDITIONS FOR TEMPORARY IMPORT**

Under the Customs Notification No 3/89 dated 09.01.1989, import of Exhibits for IHF 2010 will be allowed without payment of Import Duty, Import License or Customs Clearance Permit, provided the Exhibits are re-exported within a period of six months from the date of import or any other period stipulated by the Customs Authority. Please refer pt. 5.4 of the Fair Facts (General Information) section.

The Exhibitor/Importer will have to furnish following documents to the Customs authority in India :

- Re-export Bond for ITC purpose
- Provisional Duty Bond to the extent of Customs Duty payable on the Machines/equipment at the prevailing rates.
- These bonds are required to be supported by a Bank Guarantee at concessional rates approved by the Collectorate of Customs or the Guarantee of the Embassy of the concerned country. Details of Bank Guarantee rates will be available from approved C&F Agency. The Exhibitors are advised to contact the approved agencies in this regard.
- India is a Member Country for ATA Carnet. The Indian Customs, therefore, will honour ATA Carnet Documents issued by the other Member Countries keeping aside normal Import Procedure such as taking Bonds and preparation of Bills of Entry etc.
- Sale of Exhibits imported for IHF 2010 may be allowed against payment of Customs Duty at prevailing rates as per Import Policy and the Guidelines in force issued by the Reserve Bank of India.
- Official CFAs will provide the Exhibitors up-to-date information on rules and procedures for import of restricted or banned items

**5. SALE OF EXHIBITS BY OVERSEAS EXHIBITORS**

- 5.1 *General Information*** : Exhibition goods, imported initially via Embassy Bond, ATA Carnet or Bank Guarantee, can be sold after the exhibition after following the procedure laid down.

The goods remain in the Customs Warehouse till such time as the buyers comply with sale conditions. The sale can be effected within the stipulated six months period and may be extended upon the discretion of Customs. On completion of sale, the Guarantee or ATA CARNET will be cancelled.

**5.2 *Liberalised Provision*** :

- *Sale of Exhibits, of items which are freely imported* :  
The items covered are Capital Goods, Raw materials, Intermediaries, Components, Consumables, Spare parts, Accessories, Instruments and goods other than those covered under the Negative List. Any of these goods, may be imported by any person whether he is an Actual User or not without restrictions.
- *Sale of Exhibits, of items which are in the Negative List.*

## **Freight Handling**

These may be made against a valid license. For these items, the actual user alone may import such goods unless the Actual User condition is specifically dispensed with, by the Licensing Authority.

### **5.3 *Simple Procedures*** : Following documents to be produced by buyers for Customs clearance of sold exhibits:

- Bank attested invoices drawn on buyer
- Packing List
- Confirmation of order from Exhibitor
- Mode of Payment
- Technical write-up of solid items
- Printed catalogue of items sold, if available
- Buyer's importer Code No.
- Buyer's GATT and Customs Declaration License, if item under Negative List.

The buyer, on the basis of the above documents, and through a Customs Clearing Agent, should submit necessary Bill of Entry for clearance of Goods. Upon completion of Sale Clearance and Payment of Customs Duty, the buyer can take custody of Exhibits. Upon producing proper and valid documents, the sale procedure can be effected within two to five days.

## **6. EXHIBITION GOODS**

### **6.1 *Connections to India*** : All major Airlines have connections to New Delhi.

There are regular freighter services with enough spare capacity.

All major shipping lines touch Mumbai, offering both FCL and LCL facilities.

Alternatives also available at Chennai and Calcutta Ports.

Modern handling facilities are available at Airports and Ports.

### **6.2 *Connections to the Fair Grounds*** : On arrival at the New Delhi Airport, Exhibits are transferred by road to the Fair Grounds under bond. On arrival at Mumbai / Kolkata / Chennai Ports, Exhibits are transferred by rail or road directly to Delhi, again under bond. Transfer time is approximately four to six days by road.

### **6.3 *Post Exhibition*** : Goods can be sold after the exhibition, to buyers complying with regular import procedures. Goods may be taken for other private demonstrations, subject to permission from Customs. Consumables like printed matter, literature, pamphlets etc attract no duty. If not being sold or kept for further demonstrations, goods to be re-exported within the stipulated period. Mode of transport for re-export need not be the same as that of import.

**7. APPROVED ON-SITE HANDLING CHARGES**

**TERMS AND CONDITIONS**

- 1.0** It is compulsory on the part of Exhibitors to use the services of approved handling agencies at the Exhibition Site. The packages which can be easily carried in hand can be handled by Exhibitors on their own, if they so wish.
- 2.0** Exhibitors should advise transporters to carry "Weigh-Bridge Certificate" so that, there would be proper assessment of the weight to be handled by the handling agency.
- 3.0** 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.
- 4.0** 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 only.
- 5.0** These charges are not applicable to the exhibits cleared as temporary imports.
- 6.0** Charges for storage of empty cases are for the entire duration of the show.

## Freight Handling

### CHARGES FOR ON-SITE HANDLING OF EXHIBITS

*Charges for Handling exhibits in Pragati Maidan, New Delhi : (For Domestic Exhibitors Displaying Indian Exhibits)*

#### From free arrival at Pragati Maidan, New Delhi Fairground:

1. **Offloading from vehicle, shifting to booth.(one lift only)**  
upto 500 kgs or part thereof Rs. 300/- (Minimum Rs. 300)
2. **Unpacking & Positioning of exhibits**  
upto 500 kgs or part thereof Rs. 300/- (Minimum Rs. 300)
3. **Repacking**  
upto 500 kgs or part thereof Rs. 300/- (Minimum Rs. 300)
4. **Shifting from booth & loading on the vehicle (one lift only)**  
upto 500 kgs or part thereof Rs. 300/- (Minimum Rs. 300)
5. **Shifting of empties from booth to storage area, Storage & Return**  
per CBM Rs. 350/- per CBM (MIN. 2 CBM)  
1 CBM = 333 Kgs.
6. **Hire of equipments for Assembly / Erection / Re-positioning & Dismantling**
  - a) Hydraulic Pallet Truck (2 metric tons) Rs. 250/- per Hour  
Minimum for one Hour
  - b) Forklift - 3 metric tons Rs. 400/- per Hour (Min. 01 Hours)  
Forklift - 5 metric tons Rs. 750/- per Hour (Min. 01 Hours)  
Forklift - 10 metric tons on request
  - c) Crane - 10 metric tons Rs. 1250/- per Hour (Min. 01 Hours)  
Crane - 20 metric tons Rs. 1650/- per Hour (Min. 01 Hours)  
Crane - 25 metric tons Rs. 2050/- per Hour (Min. 01 Hours)  
Crane – for higher capacity on request
  - d) Labour per hour Rs. 50/- per Hour  
Minimum for one Hour
7. **Heavy Lift Surcharge (On above rates)** (%)  
Single piece weighing more than 5000 kgs 35% extra
- d) **Night Charges for above I, ii, iii & iv** (%)  
**(From 1930 hrs to 0900 hrs)** 35%
8. **Special Remarks, Terms & Conditions**
  - i. **1 CBM = 333 kilos, whichever is higher**
  - ii. Rate will be calculated 500 Kgs / per CBM or part thereof which ever yields higher
  - iii. Rates above are applicable for local exhibitors with Indian exhibits not for foreign exhibitor.
  - iv. Service Tax --- 10.30% (as applicable)

ADDITIONAL INFORMATION

**SECTION - 7**

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## Additional Information

### 1. FIRE & SAFETY REGULATIONS

Fire fighting equipment will be provided at various 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 demonstrations to avoid injury to visitors. Fire Tenders with firemen will be on duty round the clock in the fire station behind Hall 12A within the Fair Ground.

- a) All exit / entry areas and exit aisles must be kept clear and unobstructed.
- b) Compressed gas cylinders are prohibited in the exhibition area.
- c) All temporary wiring must be accessible and free from debris and storage material.
- d) No storage of any kind is allowed behind booths or near electrical services.
- e) All empty cartons and crates must be labeled and removed for storage.
- f) Helium balloons are not allowed inside the halls.

**Note : Smoking is strictly prohibited inside the exhibition halls during set-up, show days and dismantling periods.**

### 2. PROTOCOL

The Protocol will be functional from ITPO Administration Block, Gate No 3 (Pragati Bhavan) on Mathura Road for receiving VIPs, Diplomats and senior guests. Exhibitors are advised to send details of their most important guests with programme of their visits well in advance to facilitate their visit to the Fair.

### 3. EXHIBITION CATALOGUE AND ADVERTISEMENT

The Organiser will bring out an official **Catalogue** of the Exhibition. All confirmed Exhibitors are entitled to a free entry in the Fair catalogue. An Exhibitor representing a 'Group' of Companies will be entitled to one free entry in the Catalogue and additional entries for each participating company in the Group @Rs 5000 / - (*for Indian Companies*) or US\$ 150 (*for Overseas companies*). Details of each company must be submitted individually on **Form No 3**.

The catalogue will be compiled on the basis of the information given by the Exhibitors in **Form No 3** to be returned to Organiser before 10 October, 2010. In case Organiser does not receive this within the stipulated date, the company's information will either not be included in the Fair Catalogue or Organiser reserves the right to use any information available with him. All Exhibitors will be entitled to a free copy of the catalogue.

**Computerised Information System:** At the IHF 2010, the visitors would be able to have access to information on any Exhibitor from the computer terminals installed at the various information booths at the Fair Ground.

## **Additional Information**

Business visitors would be keen to know the business opportunity that your company can offer them at the fair.

Exhibitors are requested to complete and return the Form No 3 to Organiser by 10 October, 2010. This facility is free of charge. The return of this form is mandatory.

**Advertisement In Catalogue** : Advertisement opportunities are available in the Fair catalogue to promote products during and after the fair period. **Form No 2** giving details is attached with this booklet. Last date for receiving advertisement is 10 October, 2010. Advertisers are entitled to a free copy of the catalogue.

### **4. VISITOR REGISTRATION AT GATE**

Organiser has made arrangements for registering each business visitor to the IHF 2010. Registration Desks will be located outside Gate 7.

### **5. PHOTOGRAPHS / VIDEOS**

The Organiser has exclusive rights to take photographs and films of all Exhibition stalls. Prior permission of the Organiser will be essential for taking photographs and films by the Exhibitors. The Exhibitors can, however, take photographs of their own stall and visitors to their stands.

### **6. LITERATURE / FILM / AUDIO VISUAL DEMONSTRATION**

Exhibitors are requested to refrain from displaying Videos /films / Literature that may be considered politically or culturally objectionable or incorrect.

The Organiser is empowered to remove any such display material in order to facilitate a smooth conduct of the event.

**EXHIBITOR PUBLICITY**

**SECTION - 8**

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## **Exhibitor Publicity**

The Organiser will undertake general publicity of the Exhibition. Exhibitors are not allowed to use the Fair Ground and inside the Exhibition halls for publicity purpose. Distribution of printed pamphlets / literature is limited within the stalls of the respective Exhibitors.

### **1. SPONSORSHIP AVENUES**

A wide range of sponsorship avenues such as Exhibitor Catalogue & CD ROM, Exhibitor / Visitor delegate badges, Hall Layout Plans, Bus Shelters, Trolley, Kiosks on Flagpoles, Bunting on Lamp poles and Railings at Venue are available for Exhibitors at IHF 2010. Details of Charges and Quantity are Annexed as **Annexure 6**.

### **2. MEDIA / PRESENTATION LOUNGE**

A fully furnished and operational Presentation Lounge and Media Centre will be provided to the press for exclusive coverage of the show. The centre will house computers with modems, fax machines, telephones etc for the media to be operational on site. This is open to all Exhibitors for Press briefing during Media hour and Private Presentation with prior intimation and subject to availability.

### **3. ADVERTISEMENT IN EXHIBITOR CATALOGUE**

The Exhibitor Catalogue offers good exposure to the company both during and after the show. Advertising in the Catalogue provides the benefit of calling more attention to your products / services and company.

### **4. FAIR DAILY**

Organiser will publish a Daily News Bulletin each morning during the Exhibition period covering important events of the previous day. Every participant will receive a copy. Exhibitors may even consider sponsoring these Daily New Bulletins.

**ANNEXURES & FORMS**

**SECTION - 9**

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**ANNEXURE 1**

**CENTRAL EXCISE NOTIFICATION ON PAYMENT OF EXCISE DUTY**

Notification  
No. 21/2006-Central Excise

New Delhi Delhi, the 1st March 2006.  
10 Phalguna, 1927 (Saka)

G.S.R. (E).- In exercise of the powers conferred by sub-section (1) of section 5A of the Central Excise Act, 1944 (1 of 1944), the Central Government, on being satisfied that it is necessary in the public interest so to do, hereby rescinds the following notifications of the Government of India in the Ministry of Finance (Department of Revenue), excepts as respects things done or omitted to be done before such recession, namely :-

- (i) No. 115/75-Central Excise, dated the 30th April, 1975 and was last amended vide notification no. 39/2003 C.E dated the 8th of May, 2003 which is published in the Gazette of India, Extraordinary, vide no G.S.R. 389 (E) dated 8th May, 2003;
- (ii) No. 313/77-Central Excise, dated the 8th November 1977, and was last amended vide notification no. 84/86-Central Excise dated the 10th February 1986.
- (iii) No. 124/84-Central Excise, dated the 26th May 1984, which was published in the Gazette of India Extraordinary, vide number G.S.R. 402 (E), dated the 26th May 1984.
- (iv) No. 215/84-Central Excise, dated the 9th November 1984, which was published in the Gazette of India Extraordinary, vide number G.S.R. 757 (E), dated the 9th November 1984.
- (v) No. 167/86-Central Excise, dated the 1st March 1986, which was published in the Gazette of India Extraordinary, vide number G.S.R. 454 (E), dated the 1st March 1986.
- (vi) No. 27/97-Central Excise, dated the 7th May 1997, which was published in the Gazette of India Extraordinary, vide number G.S.R. 246 (E), dated the 7th May 1997.
- (vii) No. 6/2002-Central Excise, dated the 1st March 2002, which was published in the Gazette of India Extraordinary, vide number G.S.R. 127 (E), dated the 1st March 2002.
- (viii) No. 44/2003-Central Excise, dated the 14th May 2003, which was published in the Gazette of India Extraordinary, vide number G.S.R. 410 (E), dated the 14th May 2003.
- (ix) No. 32/2004-Central Excise, dated the 9th July 2004, which was published in the Gazette of India Extraordinary, vide number G.S.R. 423 (E), dated the 9th July 2004.
- (x) No. 36/2004-Central Excise, dated the 9th July 2004, which was published in the Gazette of India Extraordinary, vide number G.S.R. 427 (E), dated the 9th July 2004.
- (xi) No. 4/2005-Central Excise, dated the 1st March 2005, which was published in the Gazette of India Extraordinary, vide number G.S.R. 124 (E), dated the 1st March 2005.
- (xii) No. 13/2005-Central Excise, dated the 1st March 2005, which was published in the Gazette of India Extraordinary, vide number G.S.R. 133 (E), dated the 1st March 2005.

[F. No. 334/3/2006-TRU]

(Ajay)  
Under Secretary to Government of India

## Annexures

### **Text of Central Excise Notification No. 215/84 C.E.**

(Non Existing)

#### **General Exemption No 15**

*Exemption of certain goods if cleared for display in any fair or exhibition:* In exercise of the powers conferred by sub-rule(1) of Rule 8 of the Central Excise Rules, 1944, the Central Government hereby exempts goods of the description specified in the Schedule hereto annexed, when cleared for display in any Fair or Exhibition in India, from whole of the duty of exercise leviable there on under section 3 of the Central Excise and Salt Act, 1944 (1 of 1944) subject to the conditions that -

I) A certificate from the Central or State Government or the India Trade Promotion Organisation is produced to the Assistant Collector of Central Excise at the time of clearance of goods to the effect that such fair or exhibition has been approved or sponsored by the Central or State Government or the India Trade Promotion Organisation.

II) The manufacturer enters into a bond with surety or sufficient security to the satisfaction of the Assistant Collector of Central Excise to return the goods to the factory of production within three months from the date of clearance of goods or within one month from the date of closing of fair or exhibition, whichever is later, and in the event of a failure to return the goods as aforesaid, to pay the duty which would have been levied thereon but for the exemption contained herein :

Provided that the manufacturer may, in the circumstances of exceptional nature, sell in the Fair or Exhibition goods so cleared and shall within seven days of such sale - Intimate to the proper officer the circumstances of exceptional nature leading to such sale, and pay the duty which would have been levied thereon but for the exemption contained herein :

Many procedure for the movement and accounting of goods so cleared that may be specified by the Collector of Central Excise, is adhered to,

#### **The Schedule**

- |  |  |
|--|--|
| 1. Machinery   | 12. Cinematography projects and part thereof                               |
| 2. Typewriters   | 13. Television Image and Sound Recording and                               |
| 3. Internal Combustion Engines Reproducers                     |  |
| 4. Refrigerating and Air Conditioning appliances and machinery | 14. Photographic Apparatus and Goods                                       |
| 5. Electric Motors, all sorts                                  | 15. Television Cameras (including video)                                   |
| 6. Power Driven Pumps  | 16. Weighing machines  |
| 7. Office Machines   | 17. Safes and strong boxes   |
| 8. Computers   | 18. Control equipment  |
| 9. Musical Systems   | 19. Marbles, Granites and other stones                                     |
| 10. Motor vehicles and tractors, including trailers            | 20. Electrical machinery and electrical equipment falling under chapter 85 |
| 11. Work Trucks  | 21. Instruments and apparatus falling under                                |
| Chapter 90.  |  |

[Notification No 215/84-C.E dated 9.11.1984 as amended by No 200/85-C.E dated 30.8.1985; No 8/87-C.E dated 20.1.1987 and No 90/90-C.E dated 20.3.1990; No 66/95-C.E., dated 16.3.1995 and No. 96/95-C.E., dated 26.5.1995.]

## **DIRECTORY OF OFFICIAL AGENCIES**

- 1. CLEARING AND FORWARDING AGENTS**
- 2. BUILT-UP STAND CONTRACTORS**
- 3. CONSERVANCY**
- 4. SECURITY**
- 5. STD/ISD / LANDLINE TELEPHONES**

## Annexures

## OFFICIAL AGENCIES

### 1. CLEARING AND FORWARDING AGENTS

**Siddhartha Logistics Co. Pvt. Ltd.**

Unit No. 1, CSC No 7, Sector C,  
Pocket 8 Vasant Kunj,  
New Delhi – 110 070

Tel : 0091 11 26138501 - 03 Fax : 0091 11 26138504

Email : [slcdelhi@siddharthalogistics.com](mailto:slcdelhi@siddharthalogistics.com) [slexpo@vsnl.net](mailto:slexpo@vsnl.net);  
[sanjay@siddharthalogistics.com](mailto:sanjay@siddharthalogistics.com)

Contact: Sanjay Seth, General Manager (M) 9910346622, 9313829404

### 2. BUILT-UP STAND CONTRACTOR

Mr C Shibu

Director - Operations

**Pavilions and Interiors India Pvt Ltd**

A-63, Sector 57

Noida - 201 301 (U.P.)

Phone : 0091 120 258 1119, 258 1217, 258 1218, 98110 81715

Fax : 0091 120 258 1215

E-mail : [c\\_shibu@hotmail.com](mailto:c_shibu@hotmail.com)

[pinoida@pavilionsinteriors.com](mailto:pinoida@pavilionsinteriors.com); [mrinalini@pavilionsinteriors.com](mailto:mrinalini@pavilionsinteriors.com)

### 4. SECURITY

Mr A. P. Singh

Vice Personal - Special Events

**G4S Security Services (India) Pvt. Ltd (Common for All Halls)**

Panchwati, 82-A, Sector 18, Gurgaon - 122 016, Haryana

Phone : 0091 124 2398888, 9810509538

Fax : 0191 124 2398889

Email : [ap.singh@in.g4s.com](mailto:ap.singh@in.g4s.com)

Annexures

ANNEXURE 3

**TECHNICAL SPECIFICATIONS  
OF EXHIBITION HALLS (14)**

**All sizes in Mtrs.**

<b>Hall</b>	<b>Column Size</b>	<b>Door Opening (H x W)</b>	<b>Ceiling Height</b>	<b>Floor Strength (Kg / sq.m)</b>
<b>14</b>	<b>Dia 3.50</b>	<b>4.40 x 2.90</b>	<b>5.00**</b>	<b>500</b>

**Note :**

\*\* Height under Foyer Area.

**FORMS**

- **Form 1** - **Space Booking Contract\***
- **Form 2** - **Advertisement in the Fair Catalogue**
- **Form 3** - **Exhibitor Information for Catalogue Entry**
- **Form 4** - **Power Requirement**
- **Form 5** - **Fascia Text**
- **Form 5A** - **Additional Furniture**
- **Form 7** - **Security Services**
- **Form 8** - **Invitations for Inaugural Ceremony**
- **Form 9** - **Details of Overseas Exhibitors**
- **Form 10** - **Requirement of Exhibitor Badges**
- **Form 11** - **Format for Exit Pass**