

## GENERAL INFORMATION

### 1 Venue, Dates & Timings

INTEC 2017, TOOLEX 2017 and INDUSTRIAL AUTOMATION EXPO 2017 will be held from 1<sup>st</sup> to 5<sup>th</sup> June 2017 at CODISSIA TRADE FAIR COMPLEX, G.V.Fair Grounds, Avinashi Road, Coimbatore - 641014, India, Phone : +91 422 2222396, 2222397 Fax: +91 422 2222131

Business Visitors - 10.00 am to 4.30 pm

Exhibitors - 9.30 am to 5.30 pm

Last Day - Fair closes at 4.00 pm

### 2. Basic facilities

A built up stall includes pre fabricated octonorm system, wall to wall carpet, fascia name board, one information table, two chairs, three spot lights, one 5 amps plug point and a dust bin.

### 3. Electricity Usage :

One 5 amps plug point will be provided to power electronic gadgets. If it is used to run other equipments, a minimum of 1 kw will be charged.

## STALL CHARGES, ADDITIONAL SERVICES & CHARGES

1. Stall Charges	Indian Exhibitors Rs. per SQM	Foreign Exhibitors US \$ SQM
1.1 Built-up Stalls	₹ 8000	\$ 300
Bare Space (Min 30 SQM)	₹ 7500	\$ 250

### 1.2 Vantage Charges

- Two Side Open - 20%
- Above Two Side Open - 30%

### 2. Discounts on Stall Charges

#### 2.1 Early bird discount

Stall reservation form received

- on or before 31<sup>st</sup> Dec 2016 - 10%
- from 1<sup>st</sup> Jan 2017 to 31<sup>st</sup> March 2017 - 5%
- from 1<sup>st</sup> April 2017 - Nil

**Note :** The discount is allowed only if

- advance payment of 50% on Stall Charges and 100% for all additional service charges be made along with application form.
- balance payment of Stall Charges to be paid within 21 days from the date of Provisional stall allotment letter.

### 3. Indian Agent / Distributor of Foreign Products

Indian agent / Distributor of Foreign products must apportion a minimum of 5 Sq. Mtr. space or double the space occupied by the exhibit (whichever is higher) displayed by their foreign principal in their stalls. Payment for the space so apportioned is payable as per the stall charges rates applicable for Foreign Exhibitors in \$ only.

### 4. Additional Service Charges

#### 4.1 Electrical Power

Single Phase 220V AC, 50 Hz

Three Phase 415V, 50Hz

Power required by the exhibitor will be made available at an extra cost as follows:

Cost of Power	Indian Exhibitor	Foreign Exhibitor US\$
On connected load / requested load whichever is higher (Subject to a minimum of 1 KW)	₹ 3000/- per KW	\$ 70 per KW

- The above charges include wiring upto the main switch board provided in the stall and are valid for the requirements received upto 15<sup>th</sup> May 2017.
- Additional lighting & power for same would be charged extra.
- For requirements of additional loads received from 16<sup>th</sup> May 2017, 50% additional charges will be levied on the above.

#### 4.2 Compressed Air - 100 PSI

Compressed air connection will be provided at an extra of ₹ 17,500/- per connection \$ 450 Per connection

#### 4.3 Water

Charges per connection will be ₹ 12,500/- per connection \$ 300 Per Connection

#### 4.4 Security

The organisers will provide round the clock service for the general surveillance of the Trade Fair Complex. If required, exclusive security guards can be provided at extra charges during installation and removal of exhibits.

#### 4.5 Exhibits Handling

The services of Cranes and Forklifts through authorised contractors will be available at extra cost. This cost has to be settled directly to the contractor.

### 5 Bank Account Details:

- The Federal Bank Ltd.,** P.N. Palayam Branch, Coimbatore 641037.
- Branch Code : 001982
- Account No : **19820200002376**
- IFSC Code : FDRL0001982
- MICR No. : 641049011
- Swift Code : FDRLINBBCBE
- Account Name : **INTEC 2017**

### 6. Service Tax / TDS Deductions

- Any additional taxes such as service tax etc. will be charged extra as applicable.
- CODISSIA INTEC TECHNOLOGY CENTRE (PAN No. AAATC2212N & Service Tax No. AAATC2212NST002) is a Trust formed by CODISSIA for the purpose of promotion of technology through Trade Fairs, Seminars, Conferences, Workshops etc. Accordingly CODISSIA INTEC TECHNOLOGY CENTRE organises a variety of fairs on various subjects. One of the fairs organised by **CODISSIA INTEC TECHNOLOGY CENTRE** is **INTEC 2017**.

Full payment is to be made without any TDS deduction. Upon submission of Form 16A, TDS amount will be refunded back, which is currently @ 2% under Section 194 - C of the Income Tax Act. The FORM 16 A is to be issued in the name of **CODISSIA INTEC TECHNOLOGY CENTRE, INTEC 2017, GV Fair Grounds, Avinashi Road, Coimbatore, 641 014 Tamilnadu, India.**

### 7. Application for Participation

The exhibitor must make application on enclosed Stall Reservation Form (Form A), which involves acceptance of Trade Fair Rules & Regulations.

### 8. Payments

- All payments towards any charges should be made by A/c payee Demand draft payable at Coimbatore in favour of INTEC 2017.
- Advance payment of 50% on Stall Charges and 100% for all additional service charges should be made along with application form.
- Balance payment of Stall Charges to be paid within 21 days from the date of Provisional stall allotment letter.
- No application will be entertained without advance payment.
- Entry of Exhibits will be permitted only after receiving 100% payment for all charges.

# TERMS AND CONDITIONS

- 1. Stall Allotment**

The allotment of stall will be made strictly on "First come First served" basis and will be decided by the Organisers.
  - 2. Cancellation**
    - 2.1 Failure to make payments as per schedule would render cancellation of stall booking / allocation and no refund will be made. Cancellation of participation is not permitted
    - 2.2 Exhibitors will be deemed to have withdrawn if for any reason whatsoever they fail to take possession of the allotted stall / bare space within 24 hours from the date of inauguration of the fair. The organiser may therefore dispose the unoccupied space and the said exhibitors will have no right to claim a refund or compensation even if the space is allotted to other exhibitors.
  - 3. Transport Documents**

Participants shall take care to see that the transport documents of exhibits are full and complete to satisfy the statutory requirements of sales tax, central excise and customs to avoid any difficulties enroute. The exhibits should be consigned in the name of the participants themselves or their local agents and not in the name of the organiser.
  - 4. Entry of Exhibits**
    - Exhibitor registration and Entry of Exhibits will be permitted only after making 100% payment for all charges.
    - Exhibit entry gate will be closed by 06.00 pm on 31<sup>st</sup> May 2017 and there after no exhibits will be allowed inside.
    - Exhibits arriving after 06.00 pm on 31<sup>st</sup> May 2017 will be allowed inside only after 07.00 pm on 1<sup>st</sup> June 2017 with prior permission of the organisers.
  - 5. Exhibits In - Exhibits Out**

Authorised representatives of the Exhibitor should be present at the time of entry of exhibits at the venue.

    - 5.1 Arrival of Exhibits at Site:**

Exhibits weighing 1 to 10 tonnes will be permitted from 8 am on 29<sup>th</sup> May 2017 onwards

Exhibits weighing below 1 tonne will be allowed on **30<sup>th</sup> & 31<sup>st</sup> May 2017**
    - 5.2 Installation of Exhibits**

Shell Scheme can begin installation of exhibits from 30<sup>th</sup> May 2017 and the same must be completed on 31<sup>st</sup> May 2017 before 5 pm.
  - 6. Closure of Fair**

On the day of completion of the fair, heavy vehicles with capacity above one ton will be permitted inside only after clearance of smaller vehicles. Mobile crane entry will also be permitted only after the small vehicles move out.

    - 6.1 Ticket Counter will be closed at 4 PM
    - 6.2 Fair will close for Public at 05.30 PM
    - 6.3 Participants can collect their Clearance Certificates from the Help Desks of their respective halls from 5 PM onwards
    - 6.4 Hand carriable items will be allowed to move out between 06.00 to 09.00 PM
    - 6.5 Vehicles will be allowed inside the ground from 07.00 PM onwards
    - 6.6 Vehicles will be allowed inside the Halls after 09.30 PM
  - 7. Security**

The Organisers will provide round the clock security for the general surveillance of the Trade Fair Grounds, during the event.

On completion of the event, exhibitors are advised to take care of their items.

Organisers shall not be responsible for security of items during stall vacation by exhibitors.

However, if required exclusive security guards will be provided at extra charges during installation and removal of the exhibits on prior request by exhibitors.
  - 8. Seminar Hall (Air Conditioned)**

Halls are available at extra charges providing an unique opportunity to sell your product and services. Technology Promoters can have their video, audio presentation and technical talk. Halls are booked on "First Come-First served" basis.
  - 9. Fair Directory**

The organisers will release the exhibition Directory giving the following information

    - Name and Addresses of various Exhibitors
    - List of products exhibited
    - Layout plan showing position of various stalls
    - For advertisement in the fair directory, use the **Advertisement Order Form**.
  - 10. Insurance**

All the participants are advised to arrange for comprehensive insurance for their exhibits at their own cost.
  - 11. Sales**

Sale of any product in the fair premises will be subject to the Rules & Regulation of the government of Tamil Nadu and the Central Governments as the case may be.

    - 11.1 For an Exhibitor who is carrying on business outside Tamil Nadu.
      - Must get registered as a 'Casual Trader' with the Commercial Tax Officer of the Tamilnadu Sales Tax Department under whose jurisdiction the trade fair venue falls.
      - Must submit a Return in the prescribed form after the closure of the trade fair and pay the necessary tax if any sale was effected during the fair.
    - 11.2 For an exhibitor who is already a 'Registered Dealer' with the Tamilnadu Sales Tax Department
      - Must get registered as a 'Branch' with their jurisdictional Commercial Tax officer.
      - Must incorporate all the transactions during the Trade Fair in their monthly Returns.
- We suggest you to avoid Sale of machinery/goods at the fair venue to avoid procedures & formalities like new VAT Registration, filing of returns etc.
- 12. Exhibitor Entry Passes**

Each exhibitor shall receive two free exhibitor entry passes for stalls upto 16 sq.mtrs. One additional free pass shall be issued for each additional 10 sq.mtrs. Additional passes can be obtained at extra cost of Rs. 100/- each.

**Invitee Business Visitor Passes** would be provided for mailing to their business prospects.

**Vehicle Passes** will be issued for parking the vehicles in the parking area. There are strict parking restrictions around the venue.
  - 13. Advertising in Fair Venue**
    - 13.1 Printed matter and advertising material may be displayed / distributed only in their own stall and not in the hall gangways or outside the exhibition halls.
    - 13.2 Moving, acoustic advertising and music are prohibited. The organisers shall be entitled to intervene and discontinue or remove the equipment in case of disturbance.
  - 14. Photographs and films**

Organisers have exclusive right to take photographs and films of the exhibition stands. Prior permission of the Organisers will be essential for taking photographs and films by Exhibitors for areas other than their own stands.
  - 15. Force majeure**

Under the conditions of Force Majeure which also include strike, bandh, natural calamities and other events and decision beyond the control of the organisers, the organisers are entitled to alter the dates, duration or cancellation of the entire fair. In the event of cancellation of the fair, the participation charges will be refunded after deduction of the costs already incurred by the organisers.
  - 16. Limit of Liability**

The organisers are not liable in any form for any loss or damage to Exhibitors property at the exhibition site or injury to their personnel and visitors.
  - 17. General**
    - 17.1 Participants shall use the space only for exhibition purpose & not for cooking, staying or washing
    - 17.2 The decision of the Chairman, INTEC 2017 will be final and binding with regard to enforcement of these rules & regulations as laid down by the organisers.
    - 17.3 The organisers reserve the right to alter the floor plan, terms and conditions, Allot / Reject the stall Application, even after payment of all dues by exhibitors, without assigning any reason.
    - 17.4 Product Demonstrations if any should be held with sufficient safety measures. Demonstration should be so arranged that Metal Burrs, Concrete, Wood and other scrap emanating out of demonstration should not fly and pose hazard to anyone. Exhibitor should conduct demonstration inside transparent enclosure and ensure that the waste be collected within the allocated stall space only. The exhibitor will be solely responsible for collection and cleaning of waste collected from the demonstration.
    - 17.5 All display items should be positioned within the allocated stall space only. Any violation from this will not be entertained and the organizers reserve the right to close the stall.
  - 18. Handling Facilities**

The Services of Cranes and Forklifts through authorised contractors will be available at extra cost if required

The participant must mention in the application form the details of weight of the exhibits to be handled. This cost has to be settled directly to the Contractor.
  - 19. Jurisdiction**

All disputes are subject to Coimbatore jurisdiction.