

# TRADE FAIR GUIDELINES, RULES & REGULATIONS

## GENERAL INFORMATION

### 1 Venue, Dates & Timings

**INTEC 2013, TOOLEX 2013 and INDUSTRIAL AUTOMATION EXPO 2013** will be held from 6<sup>th</sup> to 10<sup>th</sup> June 2013 at **CODISSIA TRADE FAIR COMPLEX, G.V.Fair Grounds, Avinashi Road, Coimbatore - 641014, India, Phone : +91 422 2222396, 2222397, 2221052 Fax: +91 422 2222131**

**Business Visitors - 9.30 am to 6.30 pm**

**Exhibitors - 9.00 am to 7.00 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 :

(Note : 5 amps plug point is to be used only to power electronic gadgets. If it is used to run other equipments, minimum 1 kw is charged.

## STALL CHARGES, ADDITIONAL SERVICES & CHARGES

### 1. Stall Charges

	Indian Exhibitors Rs. per SQM	Foreign Exhibitor Euro € per SQM
<b>1.1 Air-Conditioned Hall</b> (Hall A, C & E)		
Built-up Stalls	6500	130
Bare Space (Min 30 SQM)	6000	130
<b>1.2 Non Air-Conditioned Hall</b> (Hall B & D)		
Built-up Stalls	5500	110
Bare Space (Min 30 SQM)	5000	100
<b>1.3 Out-door open space</b>	4000	80

### 1.4 Vantage position

Stall charges will be extra for vantage positions colour coded

- For **BLUE** : 25% Extra
- For **YELLOW** : 15% Extra
- For **GREEN** : 10% Extra

### 2. Discounts on Stall Charges

#### 2.1 Early bird discount

Stall reservation form received

- on or before 31<sup>st</sup> Dec 2012 - 10%
- from 1<sup>st</sup> Jan 2013 to 31<sup>st</sup> March 2013 - 5%
- after 1<sup>st</sup> April 2013 - 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 50% of Stall Charges to be paid within 21 days from the date of 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 EUROs only.

### 4. Additional Service Charges

#### 4.1 Electrical Power

Single Phase 220VAC, 50 Hz

Three Phase 415V, 50Hz

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

- 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 2013.
- Additional lighting & power for same would be charged extra.
- Requirements for any new or additional loads received from 16<sup>th</sup> May 2013 charges will be extra on the above by 50%

### Cost of Power

	Indian Exhibitor	Foreign Exhibitor
On connection load / requested load whichever is higher (Subject to a minimum of 1 KW)	Rs.2500/- per KW	Euro 50 per KW

### 4.2 Compressed Air - 100 PSI

	Indian Exhibitor	Foreign Exhibitor
Compressed air connection will be provided at an extra of	Rs.15,000/- per connection	Euro 300 per connection

### 4.3 Water

	Indian Exhibitor	Foreign Exhibitor
Charges per connection will be	Rs.10,000/- per connection	Euro 200 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 with the contractor.

### 5 Bank Account Details:

- City Union Bank Limited**, Ramnagar Branch, Coimbatore 641 009.
- Branch Code : 034
- Account No : 034109000170168
- IFSC Code : CIUB0000034
- Account Name : **INTEC 2013**

### 6. Service Tax / TDS Deductions

- Any additional taxes such as service tax etc. will be charged extra as applicable - 12.36%.
- For Indian Exhibitors, TDS may be deducted at 2% as applicable under Section 194-C of the Income Tax Act and the FORM 16A to be issued in the name of CODISSIA INTEC 2013, CODISSIA G.D.Naidu Towers, P.B.No.3827, Huzur Road, Coimbatore 641018.

### 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 2013.
- Advance payment of 50% on Stall Charges and 100% for all additional service charges should be made along with application form.
- Balance payment of 50% of Stall Charges to be paid within 21 days from the date of allotment letter.
- No application will be entertained without advance payment.
- Entry of Exhibits will be permitted only after making 100% payment for all charges.

# GUIDELINES

## 1. Stall Allotment

The allotment of stalls will be made strictly on First come first served basis and will be decided by the Organisers.

## 2. Cancellation

Failure to make payment as per the schedule would render cancellation of Stall booking / allocation and no refund will be made. Cancellation of participation is not permitted.

## 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 en route. The exhibits should be consigned in the name of the participants themselves or their local agents and **not in the name of the organisers.**

## 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 4<sup>th</sup> June 2013 and there after no exhibits will be allowed inside.
- Exhibits arriving after 06.00 pm on 4<sup>th</sup> June 2013 will be allowed inside only after 07.00 pm on 6<sup>th</sup> June 2013 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 & above **30<sup>th</sup> May 2013 to 2<sup>nd</sup> June 2013**

Exhibits weighing below 1 tonne **3<sup>rd</sup> June & 4<sup>th</sup> June 2013**

### 5.2 Installation of Exhibits

The exhibitors can begin installation of exhibits from 4<sup>th</sup> June 2013

### 5.3 Removal of Exhibits

**After 7 pm on 10.06.2013** and should be completed before 7 pm on **11.06.2013**. Delayed removal will attract space rent.

## 6. Seminar Halls - Air conditioned

Halls are available at extra charges to provide an opportunity to market products and technology. Promoters can have their video, audio presentation and technical presentation. Halls are booked on First come first served basis. For more details contact **INTEC 2013 Office.**

## 7. Fair Directory

The organisers will release a Fair directory with the following information

- Name and address of all exhibitors
- List of products exhibited
- Layout plan showing positions of stalls.

For advertisement in the Fair Directory, contact INTEC 2013 office.

## 8. Insurance

All the participants are advised to arrange for comprehensive insurance cover for their exhibits at their own cost.

## 9. Sales

Sale of any product in the Fair premises is subject to the rules & regulations of the Government of Tamilnadu and the Government of India as the case may be.

## 10. 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.

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

**Vehicle Identification Passes** will be issued for parking the vehicles in the parking area.

There are strict parking restrictions around the venue.

## 11. Advertising in Fair Venue

1. Printed matter and advertising material may be displayed / distributed only in the stall and not in the hall gangways or outside the exhibition hall.
2. Moving, acoustic advertising, music, dance and any such performances are prohibited. The organisers shall be entitled to intervene and discontinue or remove the equipment / restrict the show in case of disturbance.

## 12. 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.

## 13. Force Majeure

Under the conditions of Force Majeure, which also include strike, bandh, natural calamities and other events and decisions 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.

## 14. 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.

## 15. General

The participant shall use the space only for exhibition purpose & not for cooking, staying or washing.

The decision of the Chairman, INTEC 2013 will be final and binding in regard to change in layout and enforcement of these rules & regulations as laid down by the organisers.

## 16. Jurisdiction

All disputes are subject to Coimbatore Jurisdiction.