

To  
**The Chairman**  
**INTEC 2015**

CODISSIA G.D. Naidu Towers, Coimbatore 641 018, INDIA.  
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16<sup>th</sup> Edition



Concurrent Events



Organised by



CODISSIA  
 Intec Technology Centre

**STALL RESERVATION FORM**

**FORM - A**

We hereby apply for participation in INTEC 2015 at CODISSIA Trade Fair Complex, Avinashi Road, Coimbatore 641 014. We have read the Rules & Regulations of the Fair stated in the Trade Fair Guidelines and by submitting this form we undertake to comply with the same.

Exhibiting Company's Name :

Contact Person : Mr. / Ms.

Address for Billing :

Telephone :  
 (Include Area Code)

Fax :

City :

E-mail :

Country :

PIN / ZIP Code :

Mobile No. :

Website :

**LOCAL REPRESENTATIVES DETAILS**

**Brief Company Profile (Directory Purpose)**

**LIST OF EXHIBITS**

(if necessary enclose additional sheet)

S.No.	Item & Description	Space Required Sq. Mtr.	Weight - Kgs

**DETAILS OF STALL REQUIREMENT**

Stall Size : ..... No. of Stalls : ..... Preference of Stall Nos.  i  ii  iii

Out-Door Open Space ..... Sq. Mtrs. (Minimum Bookable Area 30 sq. mtrs.)

**ADDITIONAL FACILITIES AT EXTRA COST**

**Electrical Power :**

a) For Exhibits : .....Kw Required  Not Required   
 b) For Lighting & Display : .....Kw Single Phase  Three Phase   
 Total : .....Kw

**Compressed Air Connection - 100 psi** : Required  ..... HP No. of Connections  Not Required

**Water Connection** : Required  ..... Litres No. of Connections  Not Required

**PLEASE MAINTAIN A PHOTO COPY OF THIS FORM FOR YOUR RECORDS**

## 8. PAYMENT TOWARDS PARTICIPATION

Unit		Rate Per Unit	Amount Per Unit
<b>a. Stall Charges</b>			
<b>Air-conditioned Hall</b>			
Built up Stall	- .....	Sq.mtr.	₹ 7,000
Bare Space	- .....	Sq.mtr.	₹ 6,500
<b>Non-Airconditioned Hall</b>			
Built up Stall	- .....	Sq.mtr.	₹ 6,000
Bare Space	- .....	Sq.mtr.	₹ 5,500
<b>Vantage Position</b>			
Add : Charges for vantage position on stall charges .....			
<b>BLUE</b> 30%	<b>YELLOW</b> 20%	<b>GREEN</b> 15%	
<b>TOTAL</b>			
Less Discount on Stall Charges			
SUB TOTAL			
<b>b. Electrical Power Charges :</b>			
i. Cost of Power :			
Connection Charges		.....Kw	₹ 2,500
<b>c. Compressed Air Connection :</b>			
.....No(s)			₹ 15,000
<b>d. Water Line Connection :</b>			
.....No(s)			₹ 10,000
GROSS TOTAL			
@ 12.36%			
<b>Net Amount Payable</b>			
<b>Advance Paid</b>			
<b>Balance Payable</b>			

We enclose herewith the remittance by Demand Draft drawn in favour of **INTEC 2015 A/c Payee** payable at Coimbatore. Demand Draft.....

No..... dated ..... for ₹..... (₹ - Rupees /.....  
.....) Drawn on (Banker's Name).....

We have read and understood the terms and conditions & agree to abide by the same mentioned overleaf.

Station :

Name :

Date :

Designation :

Signature with seal

Note : Participants are requested to indicate all their requirements at one time to enable the organisers to make arrangements accordingly.

### FOR INTEC 2015 OFFICE USE

Stall Reservation form received on : ..... Registration No. : .....

Payment Received. DD No. .... dated ..... ₹.....

Stall Charges, Payment particulars verified : Correct  Not Correct  Accountant ..... Manager .....

Stall No(s) preferred : ..... Allotted : ..... Manager ..... Chairman .....

Date : .....

# TRADE FAIR GUIDELINES, RULES & REGULATIONS

## GENERAL INFORMATION

16<sup>th</sup> Edition



5<sup>th</sup> - 9<sup>th</sup> June 2015

Concurrent Events



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Intec Technology Centre

### 1 Venue, Dates & Timings

INTEC 2015, TOOLEX 2015 and INDUSTRIAL AUTOMATION EXPO 2014 will be held from 5<sup>th</sup> to 9<sup>th</sup> June 2015 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 - 10.30 am to 5.00 pm

Exhibitors - 10.00 am to 6.00 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 Rate per SQM

<b>1.1 Air-Conditioned Hall</b> (Hall A, B, C & E)	
Built-up Stalls	₹ 7000
Bare Space (Min 30 SQM)	₹ 6500
<b>1.2 Non Air-Conditioned Hall</b> (Hall D)	
Built-up Stalls	₹ 6000
Bare Space (Min 30 SQM)	₹ 5500
<b>1.3 Out-door open space</b>	₹ 4500
<b>1.4 Vantage position</b>	
Stall charges will be extra for vantage positions colour coded	
i. For <b>BLUE</b>	: 30% Extra
ii. For <b>YELLOW</b>	: 20% Extra
iii. For <b>GREEN</b>	: 15% Extra

### 2. Discounts on Stall Charges

#### 2.1 Early bird discount

Stall reservation form received

- on or before 31<sup>st</sup> Dec 2014 - 10%
- from 1<sup>st</sup> Jan 2015 to 31<sup>st</sup> March 2015 - 5%
- from 1<sup>st</sup> April 2015 - Nil

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

- a) advance payment of 50% on Stall Charges and 100% for all additional service charges be made along with application form.
- b) 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	220V AC, 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 2014.
- Additional lighting & power for same would be charged extra.
- Requirements for any new or additional loads received from 16<sup>th</sup> May 2014 charges will be extra on the above by 50%

### Cost of Power

On connection load / requested load whichever is higher ₹ 2500/- per KW  
(Subject to a minimum of 1 KW)

### 4.2 Compressed Air - 100 PSI

Compressed air connection will be provided at an extra of ₹ 15,000/- per connection

### 4.3 Water

Charges per connection will be ₹ 10,000/- 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:

- a. **City Union Bank Ltd**, Ramnagar Branch, Coimbatore 641009.
- b. Branch Code : 034
- c. Account No : **CA510909010006866**
- d. IFSC Code : **CIUB0000034**
- e. Account Name : **INTEC 2015**

### 6. Service Tax / TDS Deductions

- 6.1 Any additional taxes such as service tax etc. will be charged extra as applicable - 12.36%.
- 6.2 Full payment has 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**, GV Fair Grounds, Avinashi Road, Coimbatore, 641 014.

### 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

- 8.1 All payments towards any charges should be made by A/c payee Demand draft payable at Coimbatore in favour of INTEC 2015.
- 8.2 Advance payment of 50% on Stall Charges and 100% for all additional service charges should be made along with application form.
- 8.3 Balance payment of 50% of Stall Charges to be paid within 21 days from the date of allotment letter.
- 8.4 No application will be entertained without advance payment.
- 8.5 Entry of Exhibits will be permitted only after making 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

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

## 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 on route. 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 3<sup>rd</sup> June 2015 and there after no exhibits will be allowed inside.
- Exhibits arriving after 06.00 pm on 3<sup>rd</sup> June 2015 will be allowed inside only after 07.00 pm on 5<sup>th</sup> June 2014 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 **31<sup>st</sup> May 2015 to 1<sup>st</sup> June 2015**

Exhibits weighing below 1 tonne **2<sup>nd</sup> June & 3<sup>rd</sup> June 2015**

### 5.2 Installation of Exhibits

Shell Scheme can begin installation of exhibits from 3<sup>rd</sup> June 2014 and the same must be completed on 4<sup>th</sup> June 2014 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.

1. Ticket Counter will be closed at 4 PM
2. Fair will close for Public at 05.30 PM
3. Participants can collect their Clearance Certificates from the Help Desks of their respective halls from 5 PM onwards
4. Hand carryable items will be allowed to move out between 06.00 to 09.00 PM
5. Vehicles will be allowed inside the ground from 07.00 PM onwards
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.

If required, exclusive security guards will be provided at extra charges during installation and removal of the exhibits.

## 8. Seminar Hall (Air Conditioned)

Halls are available at extra charges. 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.

## 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.

**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.

## 13. Advertising in Fair Venue

1. Printed matter and advertising material may be displayed / distributed only in their own stall and not in the hall gangways or outside the exhibitions hall.
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.

At no cost cancellation is allowed. No refund will be done to the participant.

## 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

1. Participants shall use the space only for exhibition purpose & not for cooking, staying or washing
2. The decision of the Chairman, INTEC 2015 will be final and binding in regard to enforcement of these rules & regulations as laid down by the organisers.
3. The organisers reserve the right to alter the floor plan / Lay-out, Allot / Reject the stall / Application / Conditions.
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.
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 with the Contractor.

## 19. Jurisdiction

All disputes are subject to Coimbatore jurisdiction.