

www.ibexindia.com



19-21 JANUARY 2017

MMRDA Grounds, Bandra Kurla Complex, Mumbai, India

5th International Exhibition and Conference on Banking Technology, Equipment & Services

Bridging banks with technology

3 Day Trade Exhibition - Featuring over 150 Exhibitors | Conference | Technoviti | Finnoviti | Round Tables | Start-up Corner | B2B Meetings

Exhibitor Manual

Organised by:



A Member of:



Conference Co-organiser:



Knowledge Partner:



MESSAGE



Dear Exhibitor,

On behalf of PDA Trade Fairs we would like to thank you for your participation at IBEX INDIA 2017.

The Exhibitor Manual contains vital information for all exhibitors to consider while planning their participation at IBEX India 2017. It is strongly recommended to review this document and send the order forms within the dates specified for a hassle free participation.

The manual contains a checklist of dates for returning the required forms.

Wishing you a successful participation at IBEX India 2017!

Best wishes

IBEX India Team

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Event Information

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Organising Team

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**Organiser &
Co-Organiser
Contact Details**

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**Marketing
Associates**

5

Official Services

6

**Venue / Route
Map**



Event Information

a) Venue

BANDRA KURLA COMPLEX
Plot No. 5, MMRDA Grounds, Bandra Kurla Complex, Bandra (East),
Mumbai 400051, INDIA

c) Important Dates for Exhibitors

Exhibitor Move In:

Bare Space Exhibitors:
17 JAN 2017, 1000 hrs. – 1700 hrs.
Shell Space Exhibitors:
18 JAN 2017, 1000 hrs. – 1700 hrs.

Exhibition Timings:

19 JAN 2017 - 1000 hrs. to 1800 hrs.
20 JAN 2017 - 1000 hrs. to 1800 hrs.
21 JAN 2017 - 1000 hrs. to 1800 hrs.

Dismantling:

Dismantling of the stalls will start at 1800 hrs. on 21 JAN 2017 and should be completed in all respects including removal of unwanted material by 21 JAN 2017, 2359 hrs.

d) Official Functions:

*Inauguration: 19 JAN 2017, 1000 hrs. to 1030 hrs.

*Note: Organisers reserve the right to change the time of official functions. Please log on to www.ibexindia.com for updated information on other programmes at IBEX INDIA 2017.

IBEX INDIA 2017 Team



Pradeep Devaiah
Chairman & CEO



Srinivasan S.
Managing Director



Raghupathi
President - Accounts &
Finance



Nazeeba Zarin
President - Trade Fairs &
Conferences



N. Ananthanarayan
Manager - Trade Fairs



Sandeep Singh
Senior Manager - Trade
Fairs



Deepika
Asst Manager-Trade fairs



Sharath Rao
Manager - Operations



Hannah Victoria
DGM - Marcom



Infant Vikas
GM - Design



Ramesha K S
Manager - Graphics
Design



Govinda Raju S
Executive - Design



Nagesh Kumar H N
Web Developer



Organiser Contact Details

PDA Trade Fairs

(A division of Pradeep Deviah & Associates Pvt. Ltd.)

'PDA House', No. 32/2, Spencer Road, Frazer Town

Bangalore - 560005, India

Tel.: +91-80-42505000

Fax: +91-80-25542258

Email: ibexsecretariat@pdatradeairs.com

Website: www.pdatradeairs.com



Member of:





Marketing Associates

MARKETING ASSOCIATES:

CHINA

Ms. Tina Tian,
Beijing Joining International Fair Co., Ltd.,
Rm 715, No.402, Baiziwn Xili Chaoyang District,
Beijing 100124,
China.
Tel.: +86 10 59574900/59574911 ext:810,
Fax: +86 10 59574811,
Mob: +8613810420382,
E-mail: joining03@zhongyingzhan.com
Website: www.zhongyingzhan.com

Mrs. Cindy Zou
China Hisee Convention & Exhibition Service Co. Ltd.,
Room 810, Chuangli Mansion, 666 of Gaoxin Five Road,
Nanchang City 330096,
China
Tel: +86 791 87638981
E-mail: fairagency@163.com

Official Services

Sl No	Name of the Service	Company	Name	Address	Tele/ Fax/Mob	Email
1	Accommodation	ITH	Mr. Sudip Sinha	T-2, Community Centre, Sheikh Sarai, Phase-i, Sheikh Sarai, New Delhi, Delhi 110017	T: 011 2601 7808 M: 09711155780	SudipSinha@ith.co.in
2	Audio Visual / Computer Accessories	Rajhans Audio Visual	Sasneha Adhav	Shed 1 & 2, Mehta Estate, Opposite Chintamani Plaza, Near Western Express Highway Metro Station, Andheri - Kurla Road, Chakala, Andheri (E), Mumbai 400 093	Tel.: 022 2682 5270 / 71 / 72 M: +91-91679 60396	sasneha@rajhansav.com
4	Freight Forwarding & Onsite Material Handling For Exhibits	R. E. Rogers India Pvt. Ltd.	Mr. Damodar Shenoy	510/ 511, Midas, Sahar Plaza Complex, M. V. Road, Andheri (E), Mumbai- 400 059	M: +91 99201 08787	damodar@rogersworldwideindia.com
5	Housekeeping	Matoshri Construction Company	Mr. Rajan Mangle	Ground floor room no. 13, Sarvodaya Trust Building, Gokhale Rd., (S), Dadar (West), Mumbai - 400 028	M: +91 98203 55492	matoshri.cons@gmail.com
6	Security Services			WILL BE UPDATED SHORTLY		
7	Special Stand Design	Target Advertising & Marketing	Mr. N. C. Kasad (Chief Executive)	16, Aradhana Society, Behind National Plaza, R.C. Dutt Road, Alkapuri, Baroda - 390 005, Gujarat, India.	T: +91-265-233 8297 / 645 2088 T/F: +91-265-233 8297	noshir.kasad@targetexhibition.com
		Studio 360	Mr. Sanjay Kapur	LGF 61, Block III, Charmwood Village, Surajkund Road, Faridabad 121009	T: +91 129 4117987, 40779897 M: +91 98111 55115, 97111 93360	sanjay@studio360.in
8	Octroi Consultant	D.D.Octroi Service	Mr. Jitu Mehata Mr. Devendra Patil	Octroi Clearing & Refund Agent Near Shiv Prasad Hotel, Dahisar Check Naka, Dahisar (E) Mumbai - 400 068	T: +91-22-2897 0637 / 2896 4401 M: +91-98333-50704 +91-98201-42809	ddoctroi@yahoo.co.in
9	Temporary Personnel			WILL BE UPDATED SHORTLY		



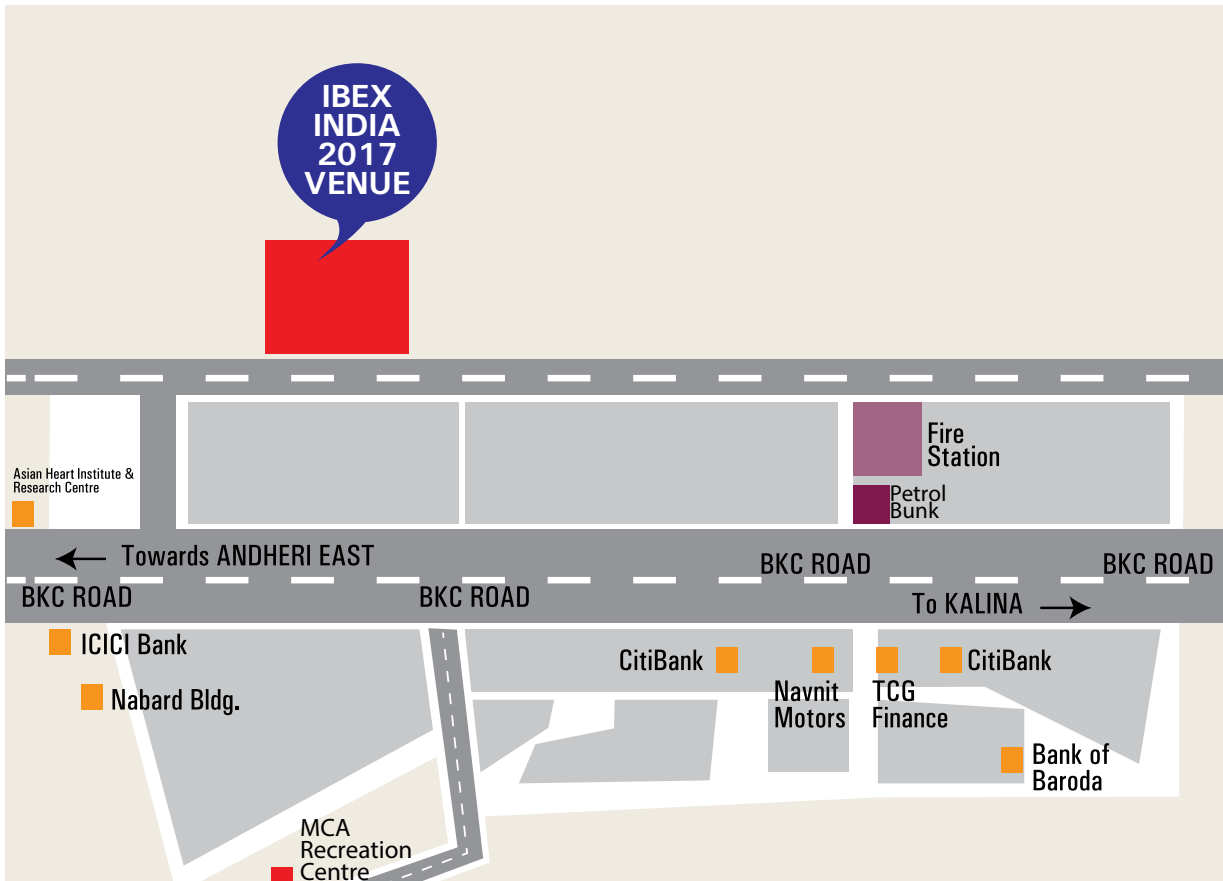
Facilities available on-site

- 1) Photography / Videography**
 - An official photographer / videographer will be available at the exhibition.
- 2) Security**
 - Arrangements are made for the general security of the exhibition premises.
 - If the exhibitor requires a security for their stall during the build-up period, the same will be provided at extra cost only by the official service provider.
- 3) Fire Precautions**
 - Arrangements are made for Fire Engines with firefighting equipment to stand by during the period of exhibition. Smoking is not permitted inside the exhibition venue.
- 4) House Keeping**
 - Arrangements are made for the general cleaning of the exhibition premises.
 - If a particular stall has to be cleaned, the same will be charged extra.
- 5) Media Centre**
 - Exhibitors may place press releases here at any time during the exhibition.
- 6) Business Centre**
 - Photocopy
 - Fax/ STD/ ISD/ PCO
 - Internet browsing
 - Printouts (Colour, Black & White)
 - Stationeries
- 7) Food Court**
 - A multi-cuisine food court will be set up at the venue.
- 8) Medical Facility**
 - Ambulance
 - Doctor On Call & First Aid Counter

Note: Please note all the above mentioned facilities will attract charges for services availed wherever applicable.



Venue Route Map



VENUE

BANDRA KURLA COMPLEX
Plot No. 5, MMRDA Grounds, Bandra Kurla Complex,
Bandra (East), Mumbai 400051, INDIA



1

**Participation
Rules &
Regulations-
General**

2

**Exemptions &
Notifications**

3

**On-site
Operations**



Participation Rules & Regulations - General

a) **Organiser**

The word 'Organiser' used herein shall mean 'PDA Trade Fairs' its Executives / Officers, Agents and Employees.

b) **Administration of exhibition halls**

The administration of exhibition halls will be controlled by the Organiser from its office in the Exhibition Hall. The Organiser will appoint hall director who will be stationed in the hall. Exhibitors may contact the hall director for any assistance before, during and after the exhibition. Organiser has full authority to enforce all rules and regulations related to the exhibition. The Organiser's decision will be final and binding in all respects.

c) **Exhibitor**

An exhibitor is any Company, Agency, Department or Organisation which has applied to the Organiser to take part in its exhibition and has entered into a contract for or has otherwise been allocated space / booth stall(s) in such exhibition to display goods, materials, services or other exhibits.

d) **Eligibility**

The Organiser has the sole right to determine the eligibility of any prospective exhibitor to take part in the exhibition.

e) **Right to allot space**

The Organiser has the sole right to allot appropriate space (by way of a booth or stall or other open space) to an exhibitor and the decision of the Organiser in this regard shall be final and binding on the exhibitor. The Organiser further reserves the right to reallocate exhibitor to any other space – booth(s) or stall(s) than the first allocated. The stand rent is paid merely for the rented area i.e. other installation for extensions are not included in this rent.

f) **No verbal Agreement**

No verbal agreement between the Organiser and the exhibitor is tenable, unless the same is confirmed in writing.

g) **Amendment to Rules**

Any matter(s) not specifically covered herein shall be left solely to the decision of the Organiser, who shall also have full power in the matter of interpretation, amendment and enforcement of all said rules and regulations to aid any one or more exhibitors, and further any such amendments when made and brought to the notice of the exhibitor shall be and

become part of these rules and regulations hereof as though duly incorporated herein subject to all of the conditions stipulated.

h) **Non – observance / Default**

In the event of non – observance of or default on any of the terms herein including without limitation of any rules or regulations framed pursuant to this contract, the Organiser shall have the right to terminate this contract without notice, and retain all amounts received on account as liquidated damages. On such termination, the exhibitor must close his booth and remove himself and his exhibits from the exhibition.

i) **Damage of property**

The exhibitor is liable for any damage caused to the building, floor, walls, panels and carpeting OR to standard items and fittings provided within the venue & booths. The exhibitor may not apply paint, adhesive or any such material, which would damage the fixtures & fittings and furniture provided by the Organiser & service providers.

j) **Noise & Smell**

The exhibitor will not be permitted to display anything which causes offensive levels of noise, smell OR anything else that effects pollution.

k) **Decoration & Display**

The exhibitor shall place items on display within their stalls/booths with the limited height of 3.5 mtrs for the bare scheme exhibitors and 2.5 mtrs for the shell scheme exhibitors. During the buildup & dismantling time, exhibitors are requested not to carry out basic work like carpentry, painting, welding, woodwork, plaster polishing and any other dust inducing works.

l) **Limitation of Liability**

The Organiser shall not be liable for either the safety of Exhibitors, their representatives, agents, contractors or invitees during the exhibition, or for any exhibits, articles or other property of any kind, brought into the exhibition by Exhibitors, their representatives, agents, contractors or invitees or members of the public.

The Organiser shall not, in any event, be held responsible for any restriction or conditions which prevent the construction, erection, completion, alteration or dismantling of stands or the entry, setting or removal of exhibits, or for the failure of any services or amenities provided by the venue owner or other third parties.

Participation Rules & Regulations - General

m) Exhibitor's Insurance

Exhibitors shall make sure that they are fully covered by insurance, including but not restricted to, all risks on their property, exhibits or articles of any kind, public liability and comprehensive protection against any loss or damage caused by any circumstances whatsoever, whether by reason of fire, water, theft, accident or any other cause. The Exhibitor shall indemnify and hold the Organiser harmless in respect of all costs, claims, demands and expenses to which the Organiser may in any way be subject to, as a result of any loss or injury arising to any person (including members of the public or the Organiser's staff, agents or contractors) or property, howsoever caused, as a result of any act of default of the Exhibitor, his agents or contractors or invitees. If the Organiser so demands, the Exhibitor shall provide proof to the Organiser that the Exhibitor has obtained adequate insurance cover.

Exhibitors must ensure that their temporary staff, representatives, agents or contractors are insured against claims for workman's compensation. The period for which such insurances shall be in force / maintained would begin from the time the Exhibitor or any of his representatives, agents or contractors first enters the exhibition grounds and shall continue to be in force till the Exhibitor has vacated the exhibition grounds and until all his exhibits and property have been removed.

n) Pavilion / Group Stands

Contracting parties for pavilion stands are responsible for ensuring that all Exhibitors within their group are fully aware of, and agree to abide by the Rules and Regulations of the Exhibition.

o) Subletting of Stands

The Exhibitor must not transfer, dispose of, part with or otherwise sublet the whole or any part of his site, whether for financial consideration or otherwise. The Exhibitor must, if he is an agent, distributor or licensee, state at the time of contract, the names of the principals to be represented. This does not prohibit an Exhibitor from displaying the products of a principal for whom he becomes agent, distributor or licensee after the time of contract, with the prior written permission from the Organiser.

p) Force Majeure

The Organiser shall not be liable to the Exhibitors by reason of any cancellation or part-time opening of the exhibition, either as a whole or in part, for any non-performance of their obligations under this contract,

for any amendments or alterations to, all or any of the rules and regulations of the exhibition, in each case, to the extent that such occurrence is due to any circumstances not within their control.

q) Cancellation of Exhibition Space

In the event of the Organiser agreeing to any request for release from the contract, the Exhibitor will be liable for all or part of the cost, stated in the contract, in accordance with the following scale:

Cancellation Period

Cancellation of booked space on or before 29th June 2016 – 100% Refund of payments received & credited into our account until the date of cancellation.

Cancellation of booked space between 30th June 2016 and 8th Oct. 2016 – 25% of the invoice value will have to be paid to PDA Trade Fairs mandatorily.

Cancellation of booked space on or between 9th Oct. 2016 and 16th Nov. 2016 – 50% of the invoice value will have to be paid to PDA Trade Fairs mandatorily.

Reduction of originally booked space on or between 9th Oct. 2016 and 16th Nov. 2016– Exhibitor will be invoiced for 50 % of the released / reduced space cost in addition to the space cost for the eventual space booked after reduction.

Cancellation or reduction of booked space on or after 17th Nov. 2016 - 100% of the invoice value will have to be paid to PDA Trade Fairs mandatorily.

No show after confirming space via SRF - 100% of the invoice value will have to be paid to PDA Trade Fairs mandatorily.

This scale of charges will apply only from the date the Organiser receives written notice by letter or fax. In addition to this scale, the Exhibitor will be liable for any specific cost incurred on his behalf by the Organiser. These terms cannot be varied under any circumstances.

r) Failure to Exhibit

Any organisation which, having signed a contract for exhibition space, fails to exhibit on actual day whether or not for any reason of the Exhibitor's own choice and has not been released from the contract by the Organiser, the Exhibitor shall be liable for the full amount stated in the contract, plus any additional costs incurred by the Organiser as a result of such failure to exhibit. These terms cannot be varied under any circumstances.

Participation Rules & Regulations - General

s) Admission

- Only registered professional, trade and business visitors will be allowed into the exhibition halls during the show hours.
- All exhibitors and visitors should be decently attired. Please note that admission will NOT be permitted to those with slippers, singlets, T-Shirts and / or shorts.
- For safety reasons, minors will not be allowed to accompany exhibitors nor visitors into the exhibition halls at any time, from build-up to dismantling period including show days.
- The Organiser reserves the right to refuse admission or to remove any person from the venue without giving a reason.
- All exhibitors should register at the Exhibitors' Registration Counter, on arrival at the exhibition venue to collect their badges and Exhibitor Kit. Badges can be collected between 1000 hrs - 1700 hrs from 17-18 JAN 2017.

t) Exhibits

i) Promotion during the Exhibition

Exhibitors are reminded not to place stickers, signages or posters anywhere in the hall other than within their own stand. Likewise, Exhibitors / Representative(s) shall not distribute brochures, promotional material etc. in the aisles, common areas or near the entrance.

ii) Pirated Exhibits

Due to regulatory laws neither pirated nor unlicensed exhibits will be allowed on display in the exhibition.

iii) Replenishment of exhibits or stock

Exhibitors are only allowed to move-in exhibits/stock until one hour before the exhibition opens.

Shifting during exhibition hours is strictly prohibited.

iv) Freight forwarding and on-site material handling

Exhibitors may appoint their own freight forwarder, but they must liaise with the Official Freight Forwarder on all arrangements for on-site material handling. The exhibitor will receive the schedule for their machinery check in & check out from the Organiser.

v) Arrival of Exhibits

Cargos which are consigned directly to the exhibition site should not arrive at the consigned address (exhibition venue) earlier than 17 JAN 2017 at 1000 hrs and not later than 18 JAN 2017 at 1500 hrs. Exhibitors, their agents or contractors are responsible

for the early installation of their heavy or large exhibits according to the move-in schedule provided by the Organiser. All cartons should be clearly marked with the following:

- Stand No.
- Hall No.
- Exhibiting Company
- Name of the Freight Forwarder

vi) Receipt of Exhibits at the stand

Exhibitors must arrange for an authorized representative to be present at their stand to receive the exhibits. Neither the Organiser nor the Official Freight Forwarder will be held responsible for any subsequent security of such items, if there is no representative at the respective stand.

vii) Arrangements for services by official service providers / contractors

Exhibitors are responsible for making their own arrangements for services directly with the service providers.

u) Octroi

An Exhibitor who wants to know about the Octroi formalities should contact the authorized Octroi agent mentioned below.

D.D. Octroi Service

Mr. Jitu Mehata / Mr. Devendra Patil

Octroi Clearing & Refund Agent

Near Shiv Prasad Hotel, Dahisar Check Naka,

Dahisar (E), Mumbai - 400 068

Tel. : +91-22-28970637 / 28964401

Mob: +91-9833350704 / +91-9820142809

E-mail: ddoctroi@yahoo.co.in

v) Exhibitor Booth Representatives

Exhibitor stands should be manned at all times during exhibition hours only by the employees or their authorized representatives. Such representatives must at all times wear identification badges provided by the Organiser. All representatives in the exhibition stand must be decently attired and bear good moral character. Entry into other exhibitor's stand, without their consent is forbidden.

w) Safety Measures

The safety of exhibitors, visitors as well as that of exhibits is of paramount importance. Exhibitors must strictly comply with all relevant fire & other

Participation Rules & Regulations - General

safety regulations. All electrical wiring & fittings must conform to the appropriate safety norms. Exhibitors should also install guards which are protectors placed on machine exhibits during demonstration to avoid injury or damage by flying chips, spark, heat, splashing of oil, coolant, etc., Usage of inflammable, poisonous, explosives (including gas cylinders), radioactive and other hazardous material, is strictly prohibited.

x) Registration of business visitors

Pre-registration: To avoid queues and to facilitate quick entry in to the exhibition premises, business visitors are encouraged to register online by visiting our official website www.ibexindia.com. Once registered, visitors will receive an email confirmation indicating their registration number. Visitor entry badges will be issued to pre-registered visitors against the same copy of the email confirmation, from the pre-registration counters located at the exhibition venue.

Spot Registration: Business visitors can also register on the spot during the exhibition from 19 - 21 Jan 2017 against a duly filled visitor registration form along with their business card at the visitor registration counters located at the entrance of the exhibition venue.

Exemptions & Notifications

a. Terms & conditions for temporary import of exhibits

Under the Custom notification No. 3 / 89, dated 9.1.1989 as amended by notification, No.66 dated 16.3.1995, import of exhibits for IBEX INDIA 2017 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.

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

- Re-export bond for Indian Trade Control purpose equivalent to 150% of CIF value.
- Provisional duty bond to the extent of 100% customs duty payable on Machines / Equipment at the prevailing rates.
- Provisional duty bonds are required to be supported with bank guarantee equivalent to 100% of duty applicable or the guarantee equivalent to 150% of the CIF value of the exhibits issued by embassy of the concerned country. Further details would be available from the official freight forwarding agencies. Exhibitors are advised to contact the official agencies in this regard.
- Alternatively goods can be imported for temporary importation against ATA Carnet issued by Chamber of Commerce in respective country of origin. This is allowed in terms of Notification No 157 /90 – Cus dated – 28/03/1990.
- Sale of exhibits imported for IBEX INDIA 2017 may be allowed as per import policy against payment of customs duty at prevailing rates and the guidelines in force issued by the Govt. of India to an eligible importer in India.
- Official freight forwarding agencies will provide exhibitors up to date information on rules and regulations.
- Exhibition goods, imported initially via embassy bond, ATA carnet or bank guarantee, can be sold after the exhibition, after following the statutory procedure. 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 month period or may be extended upon the discretion of customs. On completion of sale, the guarantee or ATA

carnet gets cancelled accordingly. Detailed procedure & documentary requirements in this regard may be obtained from official freight forwarders.

Liberalised provision:

Freely importable exhibits like capital goods, raw materials, intermediaries, components, consumables, spare parts, accessories, instruments & goods other than those covered under the negative list, may be imported by any person whether he / she is an actual user or not, without restrictions provided he / she is a registered importer in India. Negative list exhibits may be imported against a valid license. Actual users alone may import such goods unless the actual user condition specifically dispensed with, by the licensing authority.

Simple Procedures: Following documents should 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 sold items
- Printed catalog of items sold, If available
- Buyers importer code number
- Buyers GATT and customs declaration License, if item is 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. Further details could be obtained from the official freight forwarders.

Connections to India: All major airlines have connections to Mumbai. All major shipping lines touch Mumbai port, referring both FCL and LCL facilities. There are regular freight services with enough spare capacity. Alternatives are also available at Kolkata & Chennai port. Modern handling facilities are available at airports and ports.

b. Customs requirements / ATA Carnet (Temporary Admission Document)

Under the Custom notification No. 3 / 89, dated

Exemptions & Notifications

9.1.1989, import of exhibits for IBEX INDIA 2017 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.

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

- Re-export bond for Indian Trade Control purpose equivalent to 150% of CIF value.
- Provisional duty bond to the extent of 100% customs duty payable on Machines / Equipment at the prevailing rates.
- Provisional duty bonds are required to be supported with bank guarantee equivalent to 100% of duty applicable or the guarantee equivalent to 150% of the CIF value of the exhibits issued by embassy of the concerned country.

Further details would be available from the official freight forwarding agencies. India is a signatory to the ATA CARNET and import of goods will be governed by the rules in respect to all International Exhibitions being held in India.

Important Note: As per existing Govt. regulations, facility of temporary import for exhibitions is only available to foreign exhibitors / participants who are registered by remitting space rent / participation fee in prescribed foreign exchange and rates.

- a. All participants belonging to the member countries of ATA CARNET will get ATA Carnet issued from their Chamber of Commerce or any agency authorized to issue Carnet duly certified by the Customs. When the goods arrive in India, the temporary importation for six months will be allowed on the basis of the ATA Carnet procedure. The following categories of items will however not be covered and participants are advised to file separate bills of entry as temporary import.
 - i. All consumable goods meant for distribution or sale, which are not likely to be re-exported.
 - ii. Goods imported through the medium of post.
 - iii. Transit goods.
- b. A separate bill of entry will be required to be filed for such consignments & import clearance governed by normal rules of Government of India Customs. Participants of those countries which are not availing ATA Carnet facility, their

temporary import will be governed as under:

- i) The participants will be required to produce a guarantee from their respective Mission in India.
 - ii) If the Mission does not guarantee the exhibits, some local Indian Company acceptable to the Commissioner of Customs must give guarantee to the commissioner of customs.
 - iii) In case, the participants cannot comply with (i) and (ii) they will have to produce a Bank Guarantee under Customs Notification No. 3/89 dated 09.01.1989 to the tune of 150% of assessable value in case of Restricted Goods & 115% of assessable value in case of Open General Licensed Goods. This percentage may change as per customs requirements from time to time.
- c. Documents required for customs clearance**
- i) Invoice - 6 copies
 - ii) Packing list - 6 copies
 - iii) Bill of Lading / Airway bill - 3 original & 3 copies
 - iv) Insurance Certificate - 1 original & 1 copy
 - v) Catalogue of equipment
 - vi) Letter of Authority
 - vii) Participation certificate from the Organisers
 - viii) Re-export bond / Bank Guarantee or ATA CARNET
 - ix) Phytosanitary Certificate
 - x) ATA Carnet duly endorsed by customs of exporting country in favour of the Official Freight Forwarding agency.

c. Sales Tax

The Exhibition will not have any sales or business transactions taking place in the hall.

- i. Indian Exhibitors – are to carry along with their consignments the following:
 - Participation Certificate from the Organiser.
 - Declaration letter citing the consignment is being transported only for display at the Exhibition and not for sale, use or consumption.
 - Copy of the ITPO approval letter for the Exhibition.
 - Transportation Documents
 - Delivery Note from concerned Sales Tax Dept. of the respective state from which the consignment is originating.

Exemptions & Notifications

- In the case of pre-sold equipment or machinery or exhibits that are already intended to go to another location after display at the Exhibition mentioned in the subject line, the same would enter into Maharashtra with relevant sale documents and with all details of the buyer to where the consignment is finally expected to be delivered.
- ii. International Exhibitors - are to carry along with their consignments meant for the Exhibition, the following:
 - Participation Certificate from the Organiser.
 - Declaration letter citing the consignment is being transported only for display at the Exhibition and not for sale, use or consumption.
 - They are being instructed to carry the Bill of Lading or Import documents along with the consignment.
 - Copy of the ITPO approval letter for the Exhibition.
- b. The manufacturer enters into a bond with such surety or sufficient security to the satisfaction of the Assistant Commissioner 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 the 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 day 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.
- c. Any procedure for the movement and accounting of goods so cleared that may be specified by the Commissioner of Central Excise, is adhered to.

d. Central Excise Duty Exemption

Exhibitors may claim exemption from payment of Central Excise Duty on the exhibits for the purpose of display in IBEX INDIA 2017, against a copy of the Participation Certificate from the Organiser. The exemption from payment of Central Excise Duty has been granted under Excise Notification No.215/84-CE dated 9.11.1984.

The text of the Notification is as follows:

Copy of Central Excise Notification No-215/84 for obtaining exemption from excise duty on machines to be displayed at IBEX INDIA 2017. Exemption to 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 excise leviable thereon under Section 3 of the Central Excise Act, 1944 (1 of 1944) subject to the conditions that:

- a. A certificate from the Central or State Government or the India Trade Promotion Organisation is produced to the Assistant Commissioner 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 (ITPO).
1. Machinery
 2. Typewriters
 3. Internal Combustion Engines
 4. Refrigerating and Air-conditioning Appliances and Machinery
 5. Electric Motors, all sorts
 6. Power Driven Pumps
 7. Office Machines
 8. Computers
 9. Musical Systems
 10. Motor Vehicles and Tractors, including Trailers
 11. Work Trucks
 12. Cinematography Projectors and parts thereof
 13. Television Image and Sound Recording and Reproducers
 14. Photographic Apparatus and Goods
 15. Television Cameras (including Video)
 16. Weighing Machines
 17. Safes and Strong Boxes
 18. Control Equipment
 19. Marbles, Granites and other stones
 20. Electrical machinery and electrical equipment falling under Chapter 85

Exemptions & Notifications

21. Instrument and apparatus falling under Chapter 90

[Notification No.215/84-C.E. dated 9.11.1984 as amended by Notification No.200/85-C.E., dated 30.8.1985; No.8/87-C.E. dated 20.1.1987, 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]

Octroi Procedure

An Exhibitor can bring their exhibits by using R form procedure followed at the octroi check posts of Mumbai Municipal Corporation (MCGM) and enter Mumbai on payment of refundable deposit equivalent to Octroi amount. This deposit is refunded after the exhibits are taken out of Mumbai by canceling the R form filled at the time of entry. An exhibitor who wants to avail of this facility can contact our Octroi consultant whose contact details are listed below:

D.D.Octroi Service

Mr. Jitu Mehata / Mr. Devendra Patil

Octroi Clearing & Refund Agent

Near Shiv Prasad Hotel, Dahisar Check Naka,

Dahisar (E) Mumbai - 400 068.

Tel. : +91-22-28970637 / 28964401

Mobile : +91-9833350704 / 9820142809

E-mail : ddoctroi@yahoo.co.in

B Rules & Regulations



On-site Operations

Schedule for Site Operations

- a) Exhibitors move-in
Bare Space exhibitors 17 JAN 2017,
timings 1000 hrs - 1700 hrs.
Shell Space exhibitors: 18 JAN 2017,
timings 1000 hrs - 1700 hrs.
- b) Handing over the space to exhibitors under Bare Space will close by 1700 hrs on 17 JAN 2017.
- c) Handing over the booths to exhibitors under Shell Space will close by 1700 hrs on 18 Jan 2017.
- d) Completion of booth setup including placement of exhibits by exhibitors under Bare space and Shell space should be done by 18 Jan 2017 at 1800 hrs.
- e) Disconnection of all utilities, 30 minutes after the exhibition timings during each show day.
- f) Collection of all rented items will be done immediately after the show closes.
- g) Dismantling of the stalls will start at 1600 hrs on 21st JAN 2017 and complete in all respects including removal of unwanted material by 21st JAN 2017 at 2359 hrs.
- h) The Exhibitor must ensure that no naked, unprotected flame is used in any demonstration in the exhibition premises.
- i) Where a high level of noise or objectionable factor is involved, demonstrations may only take place at the time stipulated by the Organiser who reserves the right to terminate a demonstration at any time.
- j) The Organiser reserves the right to disconnect the electrical supply to any installation which in their opinion or in the opinion of the official electrical contractor is dangerous or likely to cause a risk to visitors or other exhibitors.
- k) Arms & ammunition and other goods of (explosive) dangerous nature and goods prohibited by the law in India will not be allowed at the exhibition.

Operating Machinery or Exhibits

- a) Moving machinery must be fitted with safety devices and these safety devices may be removed only when the machines are not in operation and not connected to the source of power.
- b) No motors, engines, contrivances or power-driven machinery may be used without adequate protection against fire risk.
- c) All pressure valves or equipment under pressure must conform to safety standards and regulations. Approval for its use is required from the Organiser.
- d) The Organiser reserves the right to determine the accepted sound level and extent of demonstrations for operating exhibits in the event of justifiable complaints from other Exhibitors.
- e) The Exhibitor must provide the Organiser with full details in writing of any exhibits involving movement.
- f) Accepted sound levels for working exhibits are 75 decibels.
- g) The Exhibitor must ensure that no demonstration of equipment emitting laser beam, dangerous chemicals or smoke, is conducted.

C Guidelines to Exhibitors



1

Onsite Operations
Guidelines

2

Build-up
Guidelines

3

Pre-exhibition
Information Kit

4

Exhibitor
Registration

5

Rules &
Regulations
Acceptance Form

Onsite Operations Guidelines

Electricity

- a) All electrical installation on stands MUST BE **APPROVED BY THE OFFICIAL ELECTRICAL CONTRACTOR.**
- b) General lighting will be provided at the halls during the construction period (17-18 JAN 2017).
- c) The Stall power for the shell scheme exhibitors will be switched on for testing by 17 JAN 2017 at 1400 hrs.
- d) The Bare Space exhibitors should order the power through order form no. 12 for permanent power (Minimum 5 KW). This power will be switched on by 18 Jan 2017 at 1400 hrs.
- e) Temporary power should be ordered through order form no. 11 and the power will be given as follows:
17 JAN 2017 @ 1000 hrs - 2400 hrs.
18 JAN 2017 @ 1000 hrs - 1400 hrs.
- f) Power will be switched on 30 minutes before show timings and switched off 30 minutes after the exhibition closes everyday.
- g) Standard electrical voltage available for use on shell scheme stands is 220 volts, single phase, 50 Hz. Any additional 415 volts 3 Phase power requirement will be provided at extra cost only.
- h) Both permanent and temporary power will be supplied at any ONE point of the stall. Internal distribution must be carried out by the Exhibitor / Exhibitor's contractor.
- i) Exhibitors requiring special arrangements (e.g. different voltages and frequency or special connections to equipment) must get approval from the Organiser and carry it out by their own contractor. Exhibitors can also appoint the official electrical contractor.
- j) Licensed engineers appointed by the Organiser will test all electrical equipment in the booths, prior to turning on the electricity supply.
- k) The Organiser / official electrical contractor will not take any responsibility for failure of any connections done by contractors other than the official electrical contractor.
- l) Certified / licensed electrician shall carry out electrical installation within the booth. Electric wiring shall be laid without tapping and same shall be one metre away from any combustible material or covering materials and shall not be laid through decorative material. Electrical wiring shall be of copper having fire resistance, low smoke hazard (Fresh) cables.

Smoking, cooking, heating, dwelling, use of naked lights / flames, fire display, etc., shall be strictly prohibited in the premises.

m) POWER CHARGES-RAW SPACE:

In a Bare Space booth, only marked area is provided. You will NOT be provided with any furniture, carpet and electrical fittings or booth panels / fascia name board. Temporary Power connection of 1 KW and Permanent Power connection of 5 KW will be mandatory for raw space at an additional cost of Rs.2500/- per KW + 15 % Service Tax. You will need to design your booth as per your theme / brand you intent to project with help of your advertising agency or stall designers. Raw Space booths are usually taken by companies who intend to have designer booths to project their theme / brand.

n) POWER CHARGES-SHELL SCHEME:

Additional Power requirement will be charged as above for Shell Scheme Exhibitors apart from the regular power outlet of 5/15 amp per 9 sq m which will be provided.

Stall Possession

- a) Exhibitors will not be allowed to occupy their space or stands until the Organiser has received full payment.
- b) Exhibitors will be given possession of booths only after producing the Stall Possession Certificate on site.

Admission

The Organiser reserves the right to refuse admission or to remove any person from the venue without giving a reason.

Payments

No financial adjustment will be done by the Organiser to any of the service providers on behalf of the exhibitors.

General

- a) No person will be allowed inside the exhibition area without a temporary pass during the construction period.
- b) Nobody will be allowed to sleep at the venue during the entire period (includes build-up, exhibition & dismantling days).
- c) All the contractors should give their detail to the respective exhibitors and exhibitors should provide the same to the Organiser to collect the temporary passes.
- d) Temporary passes will be valid during:
Build-up Period (from 1000 hrs on
17 JAN 2017– 0600 hrs on 18 JAN 2017.
Dismantling Period (from 1600 hrs on
21st JAN 2017 – 2359 hrs on 21st JAN 2017.
- e) The entire exhibition area is a “NO SMOKING ZONE”.

For Exhibitors availing of Bare Space option

Exhibitors availing the Bare Space option are requested to use a contractor of their own choice subject to the following conditions.

- a) Structure of maximum height of 3.5 metres will be permitted.
- b) The exhibitor shall submit the plan (along with structural stability certificate from qualified structural engineer) of the stall for getting the approval of the Organiser. The responsibility of safety of structure shall lie solely with the exhibitor.
- c) Stand construction should be independent of the walls, columns and roof of the halls.
- d) No part of any structure may exceed beyond the boundaries of the site allocated.
- e) No suspensions are to be made from the ceiling of the exhibition halls nor any fixing be made to the floor, walls or any part of the building.
- f) The exhibitor will be allotted only space, without carpet, furniture, electrical accessories and power connection.
- g) Power will be supplied only if the exhibitor has applied for the same within the stipulated time at the indicated cost.
- h) Exhibitors are responsible and liable for any such contractor's observance of all rules & regulations, including the strict observance of the build-up and dismantling schedule. The Organiser reserves the

right to charge any such Exhibitor and / or contractor who has violated any rule or regulation or delay in the build-up or tear down, for the additional work required as a result of the violation.

- i) All booth designs and constructions must comply with guidelines, rules and regulations laid down by the relevant government authorities, as well as both the Organiser and the exhibition venue owner's requirements.
- j) The name and stand number of the exhibitor must be prominently displayed inside the stall and not in the outside of the back wall or side walls.
- k) Back wall of the stall must be covered by plywood with painting, which will not be permitted for branding.
- l) It is mandatory for Bare Space exhibitors to design their stands in such a way that there is no obstruction in any emergency and also to give transparency to the booth and exhibits placed therein.
- m) Stand designs and layout plans must be submitted to the Organiser latest by 13 DEC 2016. Upon the Organiser's approval of the stand designs and layout plans, the exhibiting company and their appointed contractor must submit 2 sets of the detailed drawings and calculations of the proposed stand design to:
IBEX INDIA 2017,
'PDA House' No. 32/2, Spencer Road, Frazer Town
Bangalore - 560005 INDIA
Tel.: +91-80-42505000.
Fax: +91-80-25542258
Email: sharath@pdatradefairs.com
Website: www.ibexindia.com
- n) Only upon approval, the exhibiting company can commence work on site.
- o) The booth must be constructed in accordance with the approved design and be ready within the build-up period specified by the Organiser (i.e. 18 JAN 2017, 1800 hrs).
- p) The Exhibitors will be allowed to work during build-up from 1000 hrs to 2400 hrs during 17 JAN 2017 to 18 JAN 2017.
- q) The temporary power will be switched off by 1400 hrs on 18 JAN 2017. If the exhibitor requires using beyond this time, the same will be provided at extra cost only.

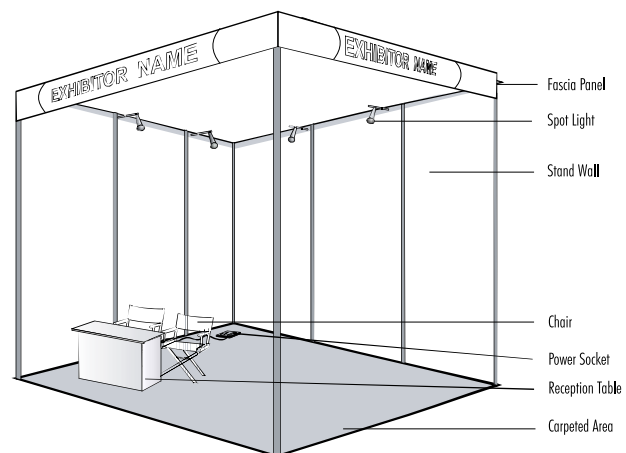
Event Information

- r) The exhibiting company shall ensure that the booth is dismantled in a safe, systematic and organised manner within the specified time period. (i.e. upto 2359 hrs on 21 JAN 2017).
- s) With regard to general issues, the rules & regulations stipulated in the Exhibitor Manual must be complied with.

For Exhibitors availing of Shell Space option

- a) No financial credit will be given by the Organiser to the Exhibitors for any non-utilised item given under the 'Shell Scheme' option.
- b) No painting or wall papering on the stand panel will be allowed in the exhibition hall. No grouting on the floor and drilling or nailing will be allowed.
- c) No free standing fitments may exceed a height of 2.5 meters or extend the boundaries of the site allocated.
- d) Exhibitors occupying shell stands are responsible for the cost of making good, restoring or renewing any damage or dilapidation to shell stand structures, floor coverings, light fittings, or any part thereof, whether caused by themselves, their agents or contractors or by any person or persons employed or engaged on their behalf. The cost of making good any damage will be assessed by the official stand contractor and the Organiser and will be charged to the exhibitor. The Organiser, along with the venue owners will inspect the entire site before build up & after break-down of the exhibition.
- e) The 'Shell Scheme' option does not include interior designing or decorating of the booths. This must be undertaken by the exhibitors at their own cost.
- f) The exhibitors using the 'Shell Scheme' option cannot use any other fascia or signboard other than the one provided by the Organiser.
- g) The Exhibitor will have the standard furniture's and electrical fittings as follows for the 9 sq. mtrs booth.
 - All bookings for 'Shell Scheme' will be provided with a 'Octonorm Stall' as per the following specifications (based on a standard 9 sq.mtrs. Booth)
 - i) Back wall and side walls (3m x 3m x 2.5m) Octonorm Panel and Aluminum Frame Support.
 - ii) Fascia with company name & booth number in cut-out adhesive letters which cannot be removed.
 - iii) Not more than two companies name will be allowed on the fascia. Even those two names can be accommodated, only if they are within 32

- characters.
- iv) One 5 or 15 Amp / 220 Volts / Ph.50 Hz Power point with 500 watts of free power, single phase.
- v) If the Exhibitor is found using more than 500 Watts of the free power, the same will be charged extra.
- vi) One information counter - 100 cms (L) x 50 cms (W) x 75 cms (H)
- vii) Two chairs
- viii) Four spotlights
- ix) One waste paper basket
- h) Exhibitors who avail more than 9 sq. mtrs.,



(Fig.: Shell scheme 9 sq. mtr. with amenities provided)

- i) Furniture's & electrical fittings will be provided in multiples of 9 sq.mtrs.
- ii) Exhibitors who block 12 sq. mtrs. will have 9 sq.mtrs. Standard furniture's and electrical fittings.
- iii) Exhibitors who block 15 sq. mtrs. will have 18 sq. mtrs standard furniture's and electrical fittings.
- iv) Exhibitors who avail two side open stand will have only two side covered panels.
- v) Exhibitors who avail three side open stand will have the panels at the back side of the stall only.

Stand Boundaries and Design Restrictions

No Exhibitor may place any display material and exhibit or allow dividing wall or any part of their stand design and fittings beyond their contracted boundary.

C Guidelines to Exhibitors



Pre Exhibition Information Kit

Info Kit

A pre-exhibition info kit will be sent to all exhibitors prior to the exhibition only on receipt of the full payment and will contain the following:

- a) Copy of the ITPO approval for the ATA Carnet facility.
- b) Participation certificate (proof of participation at the exhibition) which could be used for the purpose of logistics.
- c) Stall possession certificate (only on receipt of 100% payment).
- d) Venue Map with traffic movement
- e) Exhibitor Guidelines

C Guidelines to Exhibitors



Exhibitor Registration

Exhibitor Kit

Exhibitors shall collect the Exhibitor kit from the Exhibitor Registration Counter by producing the Participation Certificate on arrival at the exhibition venue. The Exhibitor kit will contain:

- Invoice for Space
- Invoice for Additional Services
- Exhibitor Badges
- Exhibitor Guidelines
- Stall Possession Certificate
- Contact Card

Exhibitor Directory, Car Passes and Exhibitor Badges will be handed over to you along with the Exhibitor Kit as per the below mentioned table.

Area taken by the exhibitor	No. of Badges	No. of Car Passes	Exhibitor Directory
9 - 14 sq. mtrs.	4	1	1
15 - 36 sq. mtrs.	8	2	1
37 – 72 Sq. mtrs	16	4	1
Above 72 Sq. mtrs	20	8	1

Additional requirements of Exhibitor Badges, Car Passes & Exhibitor Directory will be provided at extra cost.

C Guidelines to Exhibitors



Rules & Regulations Acceptance Form

Acceptance Form:

I hereby acknowledge having read all terms and conditions and the guidelines in this Exhibitor Manual and agree to abide by the same.

YES

NO

Contact Details:

Mr. Sharath Rao N

Manager - Operations

'PDA House', No. 32/2, Spencer Road

Frazer Town, Bangalore - 560 005, India

Tel.: +91 80 42505000

Fax.: +91 80 25542258

E-mail: operations@pdatradefairs.com

Authorised by: _____

Name: _____

Designation: _____

Company: _____

E-Mail: _____

Booth No.: _____

Area taken: _____



Mandatory Order Forms

1. Exhibitor Badges
2. Exhibitor Directory Listing
 - a. Company Name, Profile & Contact Details
 - b. Product Profile
3. Invitation to the Exhibition
4. Name on Fascia (Only for shell scheme exhibitors)

Service Order Forms

5. Accommodation / Travel
6. Advertisement in Exhibitor Directory
7. Audiovisual Equipment Rental
8. Computer & Accessories Rental
9. Freight Forwarding & Onsite Material Handling
10. Housekeeping
11. Power – Temporary (Build-up period)
12. Power – Permanent (Event period)
13. Security Services
14. Additional Electrical and Furniture Items Rental

D Order Forms



Mandatory Order Forms

1 Exhibitor Badges

(DEADLINE 31 Dec, 2016)

Area Booked	No. of Badges eligible	Please tick whichever applicable
9 - 14 Sq. mtrs.	4 Nos	
15 - 36 Sq. mtrs.	8 Nos	
37 - 72 Sq. mtrs.	16 Nos	
Above 72 Sq. mtrs.	20 Nos	

Sl. No.	Name	Designation	Company Name
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
9	_____	_____	_____
10	_____	_____	_____
11	_____	_____	_____
12	_____	_____	_____
13	_____	_____	_____
14	_____	_____	_____
15	_____	_____	_____
16	_____	_____	_____
17	_____	_____	_____
18	_____	_____	_____
19	_____	_____	_____
20	_____	_____	_____

Note: Kindly contact your hall manager if you need more than 20 badges!

Declaration:

This is to acknowledge that I have read and understood the terms & conditions mentioned overleaf.

Contact Details:

Mr. Sharath Rao N
Manager - Operations
'PDA House', No. 32/2, Spencer Road
Frazer Town, Bangalore - 560 005, India
Tel.: +91 80 42505000
Fax.: +91 80 25542258
E-mail: sharath@pdatradeairs.com

Authorised by: _____
Name: _____
Designation: _____
Company: _____
E-Mail: _____
Booth No.: _____
Area taken: _____

D Order Forms



Mandatory Order Forms

Terms & Conditions:

- Exhibitors / Representatives will be required to wear the Official Exhibitor Badges in the exhibition area at all times during the exhibition / stand construction & dismantling periods.
- Please write the names in capital letters with designations.
- Exhibitors' badges can be collected from the Exhibitor registration counter on 17 & 18 Jan 2017 between 1000 -1700 hrs.
- Badges requirement should reach before 31 Dec. 2016.
- All badge orders received after deadline will be provided only at a cost of Rs. 25/- per badge.
- Any badges ordered on site will be provided at the cost of Rs. 75/- per badge & the same will be delivered only within 24 hrs. from the time of order.
- Additional exhibitor badges / change of name in the exhibitor badges will be provided at an extra cost of Rs. 50/- per badge.
- Payment should be made at the counter while ordering the badges. Exhibitors badges are for staff manning the Exhibition booths. Only exhibiting companies are eligible to apply for these badges.
- Exhibitors moving in and out of the exhibition site will be identified by such badges only. For security reasons no person will be allowed into the exhibition grounds without the appropriate badges.

SAMPLE ONLY
PLEASE SUBMIT ONLINE

2 Exhibitor Directory Listing

(DEADLINE 31 Dec, 2016)

Filling in and submission of this form is mandatory for all exhibitors for a free entry of their company and product details in the Exhibitor Directory. All forms must be received no later than December 31st, 2016 to guarantee each company's listing being included in the Directory. Obvious spelling, grammar and format errors may be corrected by the publishers; however, please take care to make sure all information submitted is accurate. The publishers and event organisers take no responsibility for mistakes or omissions. After filling in all of the fields, click "submit". If your form has been received, you will receive a confirmation email within a few minutes.

Company Name: _____

Booth No: _____

Contact Person: _____

Address: _____

City: _____

Pin code: _____

State: _____

Country: _____

Telephone No: _____

Fax: _____

Email: _____

Website: _____

Company Profile: _____

(Maximum 100words) _____

Product Description: _____

(Maximum 100words) _____

I would like to include my company's Colour Logo to be included along with the listing in the Exhibitor Directory. (Cost: ` 5,000 + tax)

I would like my company's name to be listed in BOLD font in the Exhibitor Directory. (Cost: ` 2,500 + tax)

I would like both a Colour Logo, QR Code and a Bold Listing in the Exhibitor Directory. (Cost: ` 7,500 + tax)

Mandatory Order Forms

Security

- Alarms & CCTV
- Cameras
- Holographics
- Identity Systems
- Metal Detectors - Handheld
- Metal Detectors - Walk-through
- Remote Drive-up Units
- Safety Deposit Boxes
- Security Agencies
- Security Pens
- Security Papers
- Security Vans
- Teller Lockers
- Vault Doors
- Vaults

Office Equipment

- High Security Paper Shredders
- Franking Machines
- Paper Folder Inserters and Sealers

Access Control

- Electronic Time Recorders
- Fingerprint Time & Attendance Systems

Communication

- Token Dispensers
- Electronic Display Boards

Currency

- Banknote Counters - Desktop & Floor
- Change Vending Machines
- Coin Sorters
- Currency Note Sorting Machines
- Coin Strapping Machines
- Counterfeit Note Detectors
- Counterfeit Bundle Detectors
- Currency Strapping Machines

Queue Management Systems

- Queue Stands - Single & Double
- Queue Stanchions

Other Bank Equipment

- Automatic Check Writers
- POS Terminals
- Check Encoders
- Check Signers
- Cash Processing Solutions

- ATMs
- Cash Counters
- High Power Handheld Signal Jammer Cells
- ATM Magnetic Cleaning Cards
- Electric Coin Counters
- Automated Kiosks
- RFID Technology
- Motor Card Encoders
- Credit Card Manufacturers
- Smart Card Manufacturers
- Signages

Banking & Financial Software

- Core Banking
- Retail Banking
- Wholesale Banking
- Treasury & Investments
- Islamic Banking
- Wealth Management
- Private Banking
- Risk Management & Compliance
- Cards & Payments
- Insurance
- Electronic Trading Systems
- Market Data Platforms

Enterprise Application Software

- Enterprise Resource Planning
- Enterprise Content Management
- Business Intelligence
- Customer Relationship Management
- Business Process Management
- Enterprise Application Integration

IT Infrastructure

- Servers & Terminals
- Communications
- Networking
- Data Management & Storage
- Information Security
- Business Continuity & Disaster Recovery

IT Services

- Application Development
- Systems Integration
- Business Process Outsourcing (BPO)
- Infrastructure Management

Please login to the link <http://onlineforms.ibexindia.com/signin.html> to fill this form and submit.



Mandatory Order Forms

3 Invitation to the Exhibition

(DEADLINE 20 Dec, 2016)

To enable important contacts to attend the exhibition, special invitations will be sent to them. Please provide the full names, addresses and telephone / fax numbers and company profile of those you wish to invite (use additional sheets, if required).

Name: _____

Designation: _____

Company Name: _____

Address: _____

City: _____ Pin code: _____

State: _____ Country: _____

Telephone No: _____ Fax: _____

Email: _____

Website: _____

Company Profile: _____

Every Exhibitor will be provided with 100 invitations to the exhibition. If the exhibitor requires more invitations, it will be given on specific request.

Yes, we need _____ nos. of invitations extra.

No, we do not need more than 100 invitations to the exhibition

Contact Details:

Mr. Sharath Rao N

Manager - Operations

'PDA House', No. 32/2, Spencer Road

Frazer Town, Bangalore - 560 005, India

Tel.: +91 80 42505000

Fax.: +91 80 25542258

E-mail: operations@pdatradefairs.com

Authorised by: _____

Name: _____

Designation: _____

Company: _____

E-Mail: _____

Booth No.: _____

Area taken: _____



5 Accommodation Partner

(DEADLINE 20 Dec, 2016)

For booking of rooms, kindly log onto <http://ibexindia.com/accommodation.html>

INTERNATIONAL TRAVEL HOUSE

T-2, Community Centre, Sheikh Sarai,

Phase-i, Sheikh Sarai,

New Delhi, Delhi 110017

Contact Details:

Mr. Sudip Sinha

Tel.: +91 011 260 17808

Mob: +91 9711155780

Fax.: +91 011 26011543

E-mail: SudipSinha@ith.co.in

6 Advertisement in Exhibitor Directory

(DEADLINE 29 Dec, 2016)

Tariff	Exhibitor (Rates in Rs.)	Non Exhibitor (Rates in Rs.)	Bleed (mm)
Enhanced Listing (Colour Logo + QR Code + Bold Listing)	7,500	***	***
Colour Logo in Exhibitor listing	5,000	***	***
QR Code in Exhibitor Listing	5,000	***	***
Full Page	50,000	75,000	140 x 210
Page Facing Inside Back Cover	60,000	100,000	140 x 210
Page Facing Contents	70,000	115,000	140 x 210
Page Facing Section Divider B side	75,000	125,000	140 x 210
Section Divider B side	80,000	135,000	140 x 210
Inside Back Cover	85,000	140,000	140 x 210
Page Facing Section Divider A side	90,000	150,000	140 x 210
Page Facing Inside Front Cover	95,000	155,000	140 x 210
Inside Front Cover	1,00,000	165,000	140 x 210
Bookmark (3 only)	75,000	125,000	50 x 140
Back Cover	150,000	250,000	140 x 210

D Order Forms



Service Order Forms

TERMS & CONDITIONS

- Companies registered outside India please note that the exact equivalent of the Indian rupee rate has to be remitted to our account irrespective of the currency / currency fluctuation during transfer.
- Local taxes will be additional as applicable at the time of final billing. (Current applicable tax is 15%)
- Special Positions available on a first-come, first-basis.

Section Dividers Available for Branding Opportunities

- There will be three (only) special section dividers, (full page on heavy stock) and are as follows:
 - (a) Exhibitor Listings (Alphabetical and by Country)
 - (b) Exhibitor Profiles
 - (c) Listings by Product
- All advertisements will be in 4 colour.

Deadline for booking of space for advertisements: 29 Dec, 2016

Deadline for submission of advertisement materials and full payment: 03 Jan 2017

File Types Accepted

- Adobe illustrator 8.0 or greater (EPS preferred) or Adobe Acrobat PDF file 4.0 or greater (high resolution).

Graphic Files

- All color graphic files must be supplied in CMYK (not RGB) with a resolution of 300 dpi or higher. Line illustrations must be submitted at 1,200 dpi. If illustrator or EPS files are supplied that include type, make sure it is converted to outlines.
- The artwork should have minimum 3mm extra bleed on all the four sides, which is trim area.

PDF Files

- PDF files must be supplied with fonts embedded. Images within PDF files must be 300 dpi or higher.

Advertising Bookings:

Mr. Tony Doulton

Mob: +91 9986014770

E-mail: tony@pdatrademedia.com

Tel: +91 80 4250 5050

Ship all materials to:

PDA Trade Media

No.32/3 Spencer Road, Frazer Town,

Bangalore - 560 005, India

Tel: +91 80 4250 5050

E-mail: vikas@pdatrademedia.com

7 Audio Visual Equipment rental

(DEADLINE 20 Dec, 2016)

Sl. No.	Description	Specification	Unit Cost (in Rs.)	No.of.days	Qty	Total
1	Plasma Display	32 Inches	2000			
2	Plasma Display	42 Inches	2000			
3	LCD Display	40 Inches	2500			
4	Plasma Display	55 Inches	8000			
5	Plasma Display	60 Inches	12000			
6	Touch Screen	22 Inches With CPU	5000			
7	Seamless Matrix Switcher – Kramer	-	2000			
8	LED Wall	4.8mm	300 Per Sq. Ft.			
9	DVD Player	With USB	1000			

AUDIO	JBL VRX With High Power Amplifiers And Equalizers	MACKIE SRM 450
High Power Professional Stereo Sound System For 100 – 250 People (With Mixer & Amplifier)	20000	15000
High Power Professional Stereo Sound System For an audience of 250 – 500 (With Mixer & Amplifier)	30000	20000
High Power Professional Stereo Sound System For an audience of 500 – 2000 (With Mixer, Amplifier & Equalizer)	50000	NA
High Power Professional Stereo Sound System For an audience of 2000 – 6000 (With Mixer, Amplifier & Equalizer)	100000 - 200000	NA

D Order Forms



Service Order Forms

Note:

- Rates mentioned above are per day charges
- 100% payment in advance by Local Cheque / Demand Draft drawn in favor of "Rajhans Audio Visuals"
- All items subject to availability.
- Service taxes will be charged extra on the total amount.
- Setup on 18 Jan 2016

Vendor Details:

Sasneha Adhav

Rajhans Audio Visuals

Shed 1 & 2, Mehta Estate, Opposite Chintamani Plaza,

Near Western Express Highway Metro Station,

Andheri - Kurla Road, Chakala, Andheri (E), Mumbai 400 093

Tel.: 022 2682 5270 / 71 / 72

Mobile : +91-91679 60396

Email: sasneha@rajhansav.com

Authorised by: _____

Name: _____

Designation: _____

Company: _____

E-Mail: _____

Booth No.: _____

Area taken: _____

SAMPLE ONLY
PLEASE SUBMIT ONLINE

8 Computer & Accessories Rental (DEADLINE 20 Dec, 2016)

Sl. No.	Description	Specification	Unit Cost (in Rs.)	No.of.days	Qty	Total
1	LCD Projector	5000 Lumens	5000			
2	LCD Projector	6500 Lumens With Short Throw Lens	7000			
3	Projectors	12000 Lumens	65000			
4	Projectors	18000 Lumens	75000			
5	Notebook, Laptop, Computer	P4	500			
6	Remote Mouse for Laptop		500			
7	Desktop		800			
8	VOTING PADS		400 each			
9	Watchout 5.3 Screen With Projection	36Ft x 8Ft	150000			

Note:

- Rates mentioned above are per day charges
- 100% payment in advance by Local Cheque / Demand Draft drawn in favor of "Rajhans Audio Visuals"
- All items subject to availability.
- Service taxes will be charged extra on the total amount.
- Setup on 18 Jan 2017

Vendor Details:

Sasneha Adhav
 Rajhans Audio Visuals
 Shed 1 & 2, Mehta Estate, Opposite Chintamani Plaza,
 Near Western Express Highway Metro Station,
 Andheri - Kurla Road, Chakala, Andheri (E), Mumbai 400 093
 Tel.: 022 2682 5270 / 71 / 72
 Mobile : +91-91679 60396
 Email: sasneha@rajhansav.co

Authorised by: _____

Name: _____

Designation: _____

Company: _____

E-Mail: _____

Booth No.: _____

Area taken: _____

9 Freight forwarding and onsite material handling

(DEADLINE 20 Dec 2016)

Sl. No	Particulars	Rate (in Rs.)	Min. Charges (in Rs.)
1)	On-Site Handling Tariff for INDIAN and INTERNATIONAL Exhibits		
A.	For Single packages weighting upto 5 Ton's		
	Offloading and shifting to Stand	Rs.1.25 per kg	Rs.550/- per job order
	Un-Packing and / Or de-palletisation in one operation	Rs.1.25 per kg	Rs.550/- per job order
	Re-Packing with same packing Material	Rs.1.25 per kg	Rs.550/- per job order
	Removal from stand and loading on vehicle in one operation	Rs.1.25 per kg	Rs.550/- per job order
	Removal of empties for storage & return after closure of the show.	Rs. 250 per CBM	Rs.350/-
B.	Heavy Lift Charges		
	Above 5000 kgs to 12,000 kgs single piece	10%	
	12,000 kgs and above single piece	15%	
2)	Hire charges of equipment and labour for assembly, repositioning and erection of exhibits	Rate	Minimum Charges
	Hydraulic Pallet - 02 Ton Capacity	Rs.100/30 Mins	Rs.200/-
	Fork Lift - 03 Ton Capacity	Rs.125/30 Mins	Rs.800/-
	Fork Lift - 05 Ton Capacity	Rs.165/30 Mins	Rs.1000/-
	Crane - 10 Ton Capacity	Rs.200 / 30 mins	Rs.1200/-
	Crane - 15 Ton Capacity	Rs.275 / 30 mins	Rs.1500/-
	Labour Charges	Rs.60 / 30 mins	Rs.200/-
	Labour Charges	Rs.30 / 30 mins	Rs.90/-

D Order Forms



Service Order Forms

TERMS & CONDITIONS:

Insurance – Exhibitors must arrange their own insurance cover for their stalls / machines and all commodities involved throughout all stages of the exhibition, i.e. from arrival on-site to final departure from site. The above charges are applicable from 0900 hrs. to 2100 hrs. during the build up and dismantling period. Volumetric weight will be calculated as 1 CBM = 500 Kgs., and all charges shall be applied on GROSS WEIGHT or VOLUMETRIC WEIGHT, whichever is higher.

Vendor Details:

Mr. Damodar Shenoy
R. E. Rogers India Pvt. Ltd.
510/ 511, Midas, Sahar Plaza Complex,
M. V. Road, Andheri (E), Mumbai- 400 059
Mob: +919920108787
Email id: damodar@rogersworldwideindia.com

Authorised by: _____

Name: _____

Designation: _____

Company: _____

E-Mail: _____

Booth No.: _____

Area taken: _____

SAMPLE ONLY
PLEASE SUBMIT ONLINE

D Order Forms



Service Order Forms

10 Housekeeping

(DEADLINE 20 Dec, 2016)

General Housekeeping is available at the Exhibition Site. Apart from this, Exhibitors can also order for the same. For your requirement, please fill in and submit this form.

Sl. No.	Description	Rate(in INR) person per 12 hr.*
1	Housekeeping Boy	800/-
2	Housekeeping Supervisor	1000/-

*Service Tax as applicable

Terms & Conditions:

Any materials consumed for cleaning/up keeping of the stand will be charged extra. Applicable Service Tax will be charged extra.

Vendor Details:

Mr. Rajan Mangle
Matoshri Construction Company
Ground floor room no. 13,
Sarvodaya Trust Building, Gokhale Rd.,
(S), Dadar (West), Mumbai - 400 028
Mob: +91 98203 55492
E-mail: matoshri.cons@gmail.com

Authorised by: _____

Name: _____

Designation: _____

Company: _____

E-Mail: _____

Booth No.: _____

Area taken: _____

11 Power - Temporary (Build-up period)

(DEADLINE 20 Dec, 2016)

Electricals Items	Cost Per KW (INR)	Required Power (in KW)	Total
Temporary power from 17-18 Jan 2017	2500		

Note: Minimum temporary power that can be ordered is 1 KW and in multiples of 1KW thereof.
Applicable Service Tax will be charged.

Terms & Conditions:

- Exhibitors who require power for build-up of the stall, testing machinery / equipment, may place their order on M/s. PDA Trade Fairs
- All orders must be accompanied with full payment by Cash / Demand Draft drawn in favour of "PDA Trade Fairs" payable at Bangalore.
- Orders without payment will not be entertained.
- Temporary power will be supplied on 17 Jan 2017 at 1100 hrs, only if payment is made in advance and before taking possession of the stall.

Vendor Details:

Mr. Sharath Rao N
Manager - Operations
'PDA House', No. 32/2, Spencer Road
Frazer Town, Bangalore - 560 005, India
Tel. : +91 - 80 - 4250 5000
Fax : +91 - 80 - 2554 2258
E-mail: operations@pdatradefairs.com

Authorised by: _____

Name: _____

Designation: _____

Company: _____

E-Mail: _____

Booth No.: _____

Area taken: _____



12 Power - Permanent (Event period)

(DEADLINE 20 Dec, 2016)

Electricals Items	Cost Per KW (INR)	Required Power (in KW)	Total
Permanent power from 19-21 Jan 2017	2500		

Note: Minimum permanent power that can be ordered is 5kW and in multiples of 1 thereof. Applicable Service tax will be charged

Terms & Conditions:

- Exhibitors availing of Bare space and exhibitors who have power requirement for operating their machinery / Equipment, may place their order on M/s PDA Trade Fairs
- All orders must be accompanied with full payment by Cash / Demand Draft drawn in favour of "PDA Trade Fairs" Payable at Bangalore
- Orders without payment will not be entertained
- Permanent power will be supplied on 18 Jan 2017 by 1400 hrs.
- Both permanent and temporary power will be supplied at any ONE point of the stall. Internal distribution must be carried out by the Exhibitor's contractor. Exhibitors can also appoint the Organisers official contractor at an extra cost
- Temporary power if required will be given separately on a cost basis

Vendor Details:

Mr. Sharath Rao N
Asst. Manager Trade Fairs
'PDA House', No. 32/2, Spencer Road
Frazer Town, Bangalore - 560 005, India
Tel. : +91 - 80 - 4250 5000
Fax : +91 - 80 - 2554 2258
E-mail: operations@pdatradefairs.com

Authorised by: _____

Name: _____

Designation: _____

Company: _____

E-Mail: _____

Booth No.: _____

Area taken: _____

D Order Forms



Service Order Forms

13 Security Services

(DEADLINE 20 Dec, 2016)

WILL BE UPDATED SHORTLY

14 Additional Furniture and Electrical Fittings

(DEADLINE 20 Dec, 2016)

Item Code	Description	Size Specification	Unit Cost (in INR)
1	Desk Table	1000L x 500W x 750H (mm)	1,000
2	Round table / Bistro Table		750
3	Round Table Glass	900 Dia. (mm) – approx.	900
4	Lockable Cabinet	1000L x 500W x 750H (mm)	1,250
5	Teapoy		500
6	Conference Chair		400
7	Foloding Arm Chair		250
8	Cushion Arm Chair		500
9	Cushion Chair		500
10	Sofa chair single		1,500
11	Sofa two seater		2,500
12	Sofa three seater		3,500
13	Sofa set	1 two seaters + 2 single seater	5,500
14	Curved Reception Table		3,500
15	Single wall Panel/Lockable Door	1000 x 2500H (mm)	1,100
16	Coat Hook/Picture Retainer		50
17	Picture Clamp/Shelf Stopper		50
18	Broucher Rack		900
19	Full Height Showcase	1000L x 500W x 2000H (mm)	3,000
20	Glass Top Showcase	1000L x 500W (mm)	1,800
21	Glass Shelf		600
22	Metal Halide	150W	3,500
23	Standard spotlight	100W	350
24	Plug Point & Switch	5/15 Amp / 230V	400

D Order Forms



Service Order Forms

Terms & Conditions:

- All hired items will be provided on 17-8 January 2017 between 1200 hrs. & 1800 hrs.
- SERVICE TAX is additional and will be charged extra on Net Billing.
- Note: All the additional requirements should be requested for before the stipulated dates. The requests should reach the respective service provider along with 100% payment before scheduled deadlines.
- Requests later than the deadline will be accommodated only on availability & on first come first served basis.
- The above rates are excluding 15% Service Tax and 1.5% VAT, which will be charged extra.
- These are the prevalent rates, however should there be any revision, the service provider will be charging the same accordingly.

Vendor Details:

Ms. Vishwa
RMB Event Management Pvt. Ltd.
104, Bajaj Bhavan, Nariman Point,
Mumbai - 400 021
Tel.: +91-22-22023416, 30903400
Mob. : +91 9322905327
Fax : +91-22-22027415
E-mail : vishwa.birje@gmail.com
vishwakala.birje@gmail.com

Authorised by: _____

Name: _____

Designation: _____

Company: _____

E-Mail: _____

Booth No.: _____

Area taken: _____

Additional Furniture items

		
Conference Chair	Folding Arm Chair	Cushion Arm Chair
		
Cushion Chair	Moulded Bar Stool	Brochure Rack
		
Long Arm Spotlight	Metal Halide Plug Point	Revolving Chair

Additional Furniture items (Cont'd)

<p>Long Arm Spotlight</p>  <p>3 Seater Sofa Set</p>	<p>Metal Halide Plug Point</p>  <p>2 Seater Sofa Set</p>	<p>Revolving Chair</p>  <p>Red Curved Sofa</p>
 <p>Stoppers</p>	 <p>Picture Retainer</p>	 <p>Tall Showcase</p>
 <p>Curved Reception Counter</p>	 <p>Table Showcase</p>	

Additional Electrical items

		
Desk Table	Lockable Cabinet	Panel
		
Round / Bistro Table	Glass Round Table	Door
		
Teapoy	Grid Ceiling	Glass Shelf

A Order Forms



Terms & Conditions:

- All hired items will be provided on 17-18 January 2017 between 1200 hrs. & 1800 hrs.
- SERVICE TAX is additional and will be charged extra on Net Billing.
- Note: All the additional requirements should be requested for before the stipulated dates. The requests should reach the respective service provider along with 100% payment before scheduled deadlines.
- Requests later than the deadline will be accommodated only on availability & on first come first served basis.
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- These are the prevalent rates, however should there be any revision, the service provider will be charging the same accordingly.

Vendor Details:

Ms. Vishwa
RMB Event Management Pvt. Ltd.
104, Bajaj Bhavan, Nariman Point,
Mumbai - 400 021
Tel.: +91-22-22023416, 30903400
Mob. : +91 9322905327
Fax : +91-22-22027415
E-mail : vishwa.birje@gmail.com
vishwakala.birje@gmail.com

Authorised by: _____

Name: _____

Designation: _____

Company: _____

E-Mail: _____

Booth No.: _____

Area taken: _____