



General Information

THE EXHIBITOR

'The Exhibitor' shall mean any company, which has been allotted space/ Sponsorship in the exhibition, and the 'Exhibition' shall mean **India Warehousing Show 2017**.

VENUE OWNER

Venue Owner shall mean India Trade Promotion Organisation, Pragati Bhawan, Pragati Maidan, New Delhi, India.

EXHIBITION MANAGEMENT

The Exhibition is managed by **Reed Manch Exhibitions (P) Ltd** In case of any dispute, the final decision binding on all concerned parties shall rest with the **Board of Directors** of Reed Manch Exhibitions (P) Ltd.

ADMISSION & AGE LIMIT

Admission only with Badges: The organizers will issue Exhibitor badges on July 26, 2017 from 02:00 noon – 07:00 PM at Exhibitor Facilitation Counter, Hall 10 Foyer Area, Pragati Maidan, New Delhi, India. Exhibitor can collect their badges by presenting their business card on arrival at the venue and clearing all the dues.

Admission during the Exhibition Period

1. Exhibitors/Personnel with badges (issued by the Organiser) only will be allowed inside the exhibition; these badges are name specific and Non – Transferable.
2. Admission badges for all local India Staff of foreign representative offices, foreign business agencies and joint ventures who need to enter the exhibition halls to work at the booths will be issued by the organizers onsite office.

Age Limit; The exhibition is open to **buyers** and **trade visitors** only. As the exhibition is for **TRADE ONLY, no persons under the age of 18 Years are permitted either as a visitor or as an Exhibitor**. Families of the exhibitors are not allowed inside the exhibition. We seek your support for the same.

VISITING HOURS & ENTRY FEE

Only trade visitors are allowed. There is a **Free Entry** on registration of visitors from July 27-29, 2017

Day 1 & 2 – 10:00 am to 06:00 pm

Day 3 – 10:00 am to 05:00 pm

Section 1

FACILITIES & PRIVILEGES OFFERED TO EXHIBITORS

FREE SUPPLY OF PROMOTIONAL MATERIALS

The following promotional material will be offered free of cost to exhibitors:

Personalised Invitations: Every distinguished invite to carry your company name, booth number. Please fill in the order form – ‘**Exhibitor Invitation**’. Please mention the number of the invitations required as well and send it to Organisers as per the deadline.

VAP Invites: A VIP invite will be sent to your clients or prospects from organisers office. **Please Note, No VIP Invites will be sent to exhibitors.**

Exhibitor’s Staff Badges: Exhibitors’ staffs badges must be requisitioned in advance vide form available in this manual. Badges may be collected from the organizers’ site office at the time of possession of stand.

Section 2

ALLOTMENT OF EXHIBITION STANDS & WITHDRAWAL FROM PARTICIPATION

ALLOTMENT OF STANDS:

The organiser reserves the right to refuse allotment of stand to any applicant or to change the stand location allotted to any exhibitor before full payment is made, without assigning any reason. Even after an exhibitor makes full payment, the Organisers reserve the right to change the stand location of any exhibitor due to changes in floor plan considered necessary by the organizers.

IMPORTED EXHIBITS / FOREIGN PRINCIPALS:

As per directives of India Trade Promotion Organization, the nodal agency attached to Ministry of commerce, Govt. of India, which approves all International Exhibitions, duty-free import facility (Under ATA Carnet or Re-Export Bond Supported by bank Guarantee) is available to only foreign exhibitors who have paid participation charges in foreign exchange at the rates applicable to foreign exhibitors. Indian exhibitors interested in displaying exhibits imported from foreign principals, must ensure that each of their foreign principals register as an exhibitor with Reed Manch Exhibitions (P) Ltd and reserve appropriate space (min. 9 Sqm.) for which payment will be made other than Indian National Rupee. At the request of Indian exhibitor and foreign principals, an integrated stand with their combined space will be provided.

PARTICIPATION WITHDRAWAL:

In case of cancellation or withdrawal from participation or non occupation of the stand by any exhibitor, monies paid by the Company/Individual will be forfeited.

Section 3

EXEMPTION OF DUTIES

BONAFIDE EXHIBITOR CERTIFICATE:

To avail of exemptions from payment of various duties such as Customs, Excise or Sales Tax, a Bonafide Exhibitor Certificate will be issued by the organisers and a Xerox copy of approval letter issued by ITPO should be enclosed with your application and other necessary documents to the appropriate authorities. 'Bonafide Exhibitor' Certificate will be issued to each exhibitor on receipt of full payment.

CUSTOMS DUTY:

Duty Free import of exhibits from abroad will be allowed to only foreign exhibitors who have paid the space charges in foreign exchange. This facility is available under ATA Carnet or Re-export Bond supported by Bank Guarantee or Embassy Surety. For details, Procedures and documentation requirement, please contact official freight forwarding & Customs clearance agents:

Section 4

PLANNING YOUR STAND DESIGN

DESIGN & DECORATION CONTRACTORS:

1. Exhibitor Booths under Shell Scheme:

The official stand building contractor will build the entire exhibition stands in standard Octonorm system. Please refer to Shell Scheme package info in Section 2 of Exhibitor Manual on our website.

2. Exhibitor Booths under Bare Space Scheme:

For any special designing may be done by the exhibitors through their designer or the recommended designers. In case you like us to suggest you stand design contractor, please get in touch with your Reed Manch Contact.

EXHIBITOR NAME ON FASCIA:

Exhibitor's name and stand number will be provided on the fascia only for shell scheme exhibitors. The name will be in uniform lettering of 10 cm height. A maximum of 25 characters can be displayed on 3 meter fascia in case of stands with 2 or 3 sides open; exhibitor may indicate a short name of self to be displayed on additional fascia.

Section 5

REGULATION FOR STAND DESIGN

EXHIBITOR WITH SHELL SCHEME:

No Structure should exceed 3.5 mtrs in height. Special prior permission from the organizer for any display higher than 2.5 mtrs should be taken. No part of the exhibit should project out of the stand area nor did anything place outside of stand. Grouting/ Digging in floors or walls are prohibited and a punishable act.

Exhibitors are not allowed to raise the flooring artificially or construct wooden flooring in their stall without taking approval from the organizers.

EXHIBITOR WITH BARE SPACE:

Exhibitors with bare space can use up to 3.5 Meter as stall height where products/exhibits are allowed up to 4.0 Meters. It is mandatory for all the exhibitors to cover the back wall of the stall/booth (with black cloth) which is visible by others or if demanded by the organiser.

Moving Machinery/ Exhibits must be enclosed by continuous rigid expanded metal mesh and or guardrail of suitable height from the ground. It is mandatory to deploy responsible and competent technicians on duty to control machinery in motion. Organiser will not be responsible in case of any damage to life occurred by the exhibitor display items/exhibits.

The organiser suggests the entire exhibitor to insure their Exhibits/Display Products by any reputable insurance agency during the transit of the Exhibits/Display Products. Organiser will not be responsible in case of any damage occurred to the Machinery/Exhibits/Product Display under any circumstances.

Fuels and exhaust pipes must be constructed of noncombustible material and protected so that they do not come in contact with combustible objects. If necessary, exhausted pipes must be fitted with mufflers. Their Installation has to be got approved by the concerned department of the venue. Painting, wall-papering, nailing/ drilling on wall panel supplied under the shell scheme is strictly prohibited. A penalty of Rs. 3500/- will be levied per panel for violation of this rule. Photographs, charts, etc. may be fixed with double side adhesive tape or suspended with nylon from clamps, which are available with official Contractors.

All items supplied under Shell Scheme Package and additional items supplied by our official contractors are only on rental basis and exhibitors are required to return them back to the contractors at the end of exhibition in good condition. Any damage or loss of these items will have to be compensated by the exhibitors to the contractors. No rebate will be allowed to exhibitors if any item under shell scheme is not availed by exhibitors.

No fabrication or construction work in any medium will be allowed to be executed within the hall or the premises of the Venue. Only readymade / prefabricated structures/ components/ items will be allowed to be installed in the stand area. No Part of the hall will be allowed to be used as workshop space for production of exhibition/ display requirements. Exhibitors are to have their jobs executed and well finished at their own outside places and bring them in only for installation/ display in permitted areas in the halls.

Section 6

REQUISITION FOR ADDITIONAL SERVICE

ELECTRICITY/POWER CONNECTION:

It is compulsory to inform the organizers by July 05, 2017, your power requirements for lighting (in addition to spot lights covered by the Shell Scheme package) and operating machinery, glow signs, air cons, TV/VCR, etc..

The Electric Power available is:

- **Single Phase: 200 - 220V, 50Hz (+10%)**
- **Three Phase: 380 - 430V, 50 Hz (+10%)**

Voltage fluctuation is common and it is advisable to install stabilizers to protect sensitive equipment/instruments. No halogen lights or any other focus lights can be put in the stands without prior permission of organizers, only spot lights are to be used.

Please note: No power will be given to Raw Space exhibitors unless ordered separately vide form available in the manual. Please order for the power required by July 05 along with advance payment latest by July 10, 2017.

TEMPORARY STAFF REQUIREMENT:

Temporary Hostesses / Host will be available from approved agencies on rates mentioned in Online Form. Please submit the Order Form latest by July 05, 2017 with the advance payment latest by July 10, 2017.

SECURITY GUARDS:

Organiser will secure the Exhibition Halls during July 27-29, 2017, and the halls will be sealed after show timings. However, during the construction period (i.e. on July 25-26) and exhibition hours (as mentioned above), exhibitors shall secure their exhibits and personal belongings. The Organisers will deploy general security during construction period and exhibition hours. The personal security will not be allowed to stay after exhibition hours at their booths during 25th & 26th July as the halls will be properly sealed. Temporary Security Guards will be available from approved agencies on the rates mentioned in Form. Please submit the Form by July 05, 2017.

ADDITIONAL FURNITURE:

Additional furniture, extra partitions, cabin with door, lights and such other fittings may be ordered latest by July 05, 2017 with advance payment latest by July 10, 2017.

Section 7*AT THE EXHIBITION SITE***POSSESSION OF THE STAND:**

Possession of **Shell Scheme Stands** will be issue on July 25 2017, after 02:00 pm to any authorized personnel of the exhibitors or contractors mentioned in the Form, only if full payment is received. No personnel either exhibitors or contractors will be allowed without valid entry pass during the construction of the booth. The passes can be collected from the organizer site office.

Please Note that it is mandatory to show the No Dues Certificate (issued by the organisers) at the time of taking the possession of the stand.

Exhibitors with **Bare Space** can take the possession on 6 July 2017, after 11:00 am onwards. The space allotted to the exhibitor can be identified by the help of the Site Manager, please carry your approved design (from the organiser) along with No Dues Certificate at the time of taking the possession of the booth.

Regulations for Workmen: It is the responsibility of the exhibitor and their contractors to ensure that:

1. Their workmen do not enter other exhibitor's stand/ or passage.
2. The workmen do not sleep or cook in the exhibition halls and do not wash clothes or have bath in the toilet blocks.
3. The workmen will not be allowed bare foot or sandals or Chappals. The work men will be allowed to work wearing either Leather safety shoes, work and safety long boots or sport shoes.
4. The workmen or exhibitors staffs do not behave in drunken or disorderly manner.
5. Anybody disregarding the above instructions will be evicted immediately from the exhibition hall.

MATERIAL HANDLING AT SITE:

Services for loading/ unloading, packing/ unpacking, transportation of goods to exhibitor's stand, hiring of forklifts and trolleys, skilled/ unskilled labour, removal and storage of empties, etc. are offered at a price by the official materials handling contractors. No private labour or contractor will be allowed for this purpose.

STORAGE OF EMPTIES, REMOVAL OF DEBRIS:

Storage of empty cases/ cartons, in the stand, in passages or in open area near your stand is not allowed. Our official materials handling contractors should be contacted to arrange this service. Exhibitors must remove all debris, empty cartons, and other wastes from their stand daily during the construction period and finally before passage carpeting begins laid i.e 10:00 PM on July 26, 2017 onwards. Please note that no exhibitor is allowed to keep the empty cartons or unused exhibits behind the booth walls.

SAFETY AND FIRE PROTECTION:

Exhibitors are required to strictly follow the regulations laid down by concerned authorities towards safety precautions and prevention of accidents or fire. All electrical installations will be checked by the official electrical contractor. Any hazardous materials should be used only with written permission of the organizers and after taking all safety precautions. Any discrepancy, if found anywhere in terms of laying the electrical installation, the power will be disconnected with immediate effect until the approval of the organizer. The exhibitor will be responsible for their Booth designers and organisers will not contact the contractor directly in any case.

COMPLETION OF STAND DISPLAY:

Display in stands/ pavilions must be completed latest by 10:00 pm of July 26, 2017.

AT THE TIME OF EXIT:

Exhibitors at the time of exit, i.e. on July 29, 2017, require Exit Pass to take their exhibits/machinery out of the Hall or venue. Exit pass can be obtained from the organisers office on the last day of the exhibition i.e on July 29, 2017 (The Exit Pass will be issued only after the payment clearance from the Finance Deptt of Organisers). Please note, that the exhibitors who have cleared all the dues will receive exit pass on their booth only.

OUTER SURFACE OR STAND WALLS, PARTITIONS:

Exhibitors are not allowed to display anything on the outer surface of stand-walls or on partition walls inside the exhibition halls without written permission of the organisers. The organisers reserve the exclusive right to display posters or notices on all such surfaces.

Section 8

DURING EXHIBITION DAYS

ENTRY AND EXIT OF EXHIBITION STAFF:

Exhibitor staff will be allowed to enter the exhibition hall at 9.00 a.m. during exhibition days, and all must leave the hall fifteen minutes after closing hour unless written permission has been obtained from organisers to enter early or leave late during the show days i.e. from July 27 – 29, 2017.

ENTRY & EXIT OF GOODS:

Entry or exit of goods during the daily exhibition hours is strictly prohibited. These may be allowed before or after the exhibition hours at the discretion of the organisers, on written request from exhibitors.

MANNING YOUR STAND:

Exhibitors are advised to ensure that their stands are effectively manned during the visiting hours. They should also guard against pilferage of small exhibits during the rush of visitors.

AUDIO – VISUAL EQUIPMENT:

Sound volume of AV equipment should be regulated so as not to be a nuisance to neighboring exhibitors. Please do not broadcast any message or picture which can create any kind of trouble in sense of Religious, political or general administration.

PROHIBITED AND UNSUITABLE EXHIBITS:

The Organiser/ Venue owner may prohibit exhibition, distribution or sale of any article including printed literature which it considers unsuitable or objectionable and may confiscate the same. It can debar the exhibitor from selling/ distributing or demonstrating to the public if his conduct or that of his agent is likely to cause offence to or is otherwise considered objectionable in any manner.

CLEANING AND COLLECTION OF WASTE:

The Organisers have appointed a cleaning contractor to clean the passages and other areas in the exhibition halls, to collect the waste from the waste baskets supplied to the exhibitors and to ensure cleanliness of the toilets. However, cleaning of individual stands is the responsibility of each exhibitor. Please fill the order form for the service in case you may need it.

SMOKING AND OTHER NUISANCE FORBIDDEN:

Spitting, smoking, committing nuisance of any kind or otherwise making any portion of the exhibition space or furniture, walls etc. dirty in any way is strictly prohibited and a punishable act.

CATERING BY AUTHORIZED CATERERS:

No catering by any outsiders is permitted in the premises of the exhibition space. Catering services have to be obtained from the authorized caterer appointed by the organizers. Availing the services of any caterer other than appointed caterer by the organiser is strictly prohibited.

FAILURE OF SERVICES:

The exhibition space is equipped with electric supply and water facility, provided by the venue owners, while every effort shall be made to maintain the services in order, the organisers shall not be responsible for any failure or breakdown or curtailment thereof or any damage/ loss caused to the exhibitor thereof.

Section 9

DISMANTLING & REMOVAL FROM HALL

COMMENCEMENT FOR REMOVAL OF GOODS:

Exhibitors will be allowed to remove goods from exhibition hall from 05:30 pm of 29 July 2017 and vacate the stand latest by 11:59 pm of 29 July 2017. Three copies of the exit pass would be distributed to all exhibitors who have cleared payments for all services before the exhibition starts.

All items received from our official contractors must be handed over to them in good condition. Any damage of these items will have to be made good by the exhibitors. No goods will be allowed to be taken out of the exhibition halls unless a "Gate Pass" is obtained from site office of organisers listing items to be removed. The Gate Passes will be issued only when all the dues of organisers & contractors are settled. If an exhibitor fail to remove his goods and vacate the stand within stipulated period, the organizer reversed right to remove the said goods and return possession of the hall to the venue authority. All cost in this connection will be debited to the concerned exhibitors.

GATE PASSES FOR REMOVAL OF GOODS:

There is no entry pass procedure during installation period for entering the venue. However, for taking out the exhibition material and exhibits after closure of the exhibition, participants would need to obtain a standard final exit pass from the organiser. Exhibitors must settle all dues to organizers and/ or various official contractors before the closing of the exhibition.

RIGHT OF LIEU:

The organisers reserve the right to refuse Exit Gate Pass to any exhibitor if he has not settled all his dues, and to retain his exhibits or other goods as collateral security, till debts are discharged. The exhibitors expressly indemnify the organisers against claims for damage to their goods held as collateral security.

Section 10

LEGAL MATTERS

INSURANCE & LIABILITY:

Exhibitors are advised to obtain insurance cover against all risks. It is expressly understood that the organisers stand indemnified by the exhibitors in respect of any loss of or damage to their goods due to theft, fire, etc. or injury to any person as well as third party claims. The organiser will only insure the exhibition under The Public Liability Regulation Act 1991.

PERMISSION / CONCESSIONS:

All agreements, permissions and concessions granted to any exhibitor shall be valid only if given in writing by an authorized officer of the organizers.

CHANGE OF VENUE, DATES & TIMING:

The organisers reserve the right to change the venue, dates, duration or timings of an exhibition, if the circumstances so demand and the exhibitors are bound to accept the decision of the organisers, so long as the exhibitors are informed about the changes either by individual communication or by a press advertisement. No refund shall be allowed, if an exhibitor withdraws from participation on account of the changes.

CHANGES IN FLOOR PLAN, LOCATION & DIMENSIONS OF STAND:

The organisers also reserve the right to make changes in the floor plan, location and dimensions of any stand allotted to an exhibitor or entry/ exit points etc. at any time before the erection of stands, if such changes are necessary in the opinion of the organisers.

CANCELLATION OF EXHIBITION:

In the event of cancellation of an exhibition due to circumstances beyond the control of the organisers, i.e. due to force majeure political events, government orders etc. the organizers shall NOT refund to exhibitors money paid by them. The exhibitors expressly agree to accept the organiser's decision in the matter.

BREACH OF PEACE:

The organisers reserve the right to close any exhibitor's stand temporarily or permanently. If the exhibitor commits breach of peace in any way or causes disturbance in the normal functioning of the exhibition. In such an event, the organisers stand indemnified by the concerned exhibitor against any claim of any kind whatsoever.

BINDING TERMS OF CONTRACT:

The submission of the Application and Contract Form duly signed by an exhibitor, shall be deemed as confirmation of participation in the exhibition, and acceptance of all rules and regulations printed at the back of the Application and Contract Form and in this Exhibitor Manual as well as any amendments or additions from time to time, notified to exhibitors through circular letters. These are binding on all parties concerned.

CLAIMS DEADLINE:

All claims arising out of settlement of accounts and participation in this exhibition must be submitted in writing to the organisers within sixty days from the close of the exhibition, after which the claims shall not be tenable.

SETTLEMENT OF LEGAL DISPUTES:

Any dispute or case filed in the court (related to the exhibition) where organiser is partially or impartially involved shall be filed within the Govt of Delhi jurisdiction only.