

CELEBRATING TECHNOLOGY & INNOVATIONS AT

12th
ENGIMACH 2015

INDIA'S LARGEST TECHNOLOGY AND INNOVATION SHOW

Technology & Innovation

Dates: 3rd December to 7th December, 2015
Venue: Exhibition Center, Nr. Mahatma Mandir,
Gandhinagar, Gujarat, India



K AND D Communication Limited

3rd Floor, Kailash-A, Sumangalam Society,
Above HDFC Bank, Drive-In Cinema Road,
Bodakdev, Ahmedabad – 380054, Gujarat, INDIA

Telephone: +91-79-40048594, 40305602 | Fax .: +91-79-40305602

E-mail.: admin@imtos.com, info@kdclglobal.com | URL.: www.kdclglobal.com

FOREWORD

Dear Exhibitors,

We value your participation in ENGIMACH 2015 and would like it to be smooth and profitable. This manual is designed to simplify your preparations for the event.

The Exhibitor's manual has been prepared to provide you with not only the essential information and guidance with all aspects of the physical preparation and onsite management of your stand, but also other additional resources and information details that you may need.

We strongly recommend that you read the entire text to make the best use of this manual. Please fill up and return the forms well in advance of the deadlines.

Adequate care has been taken to ensure inclusion of all details. A list of contacts is included to answer any questions that you may still have.

We look forward to a mutually profitable association.

Yours Sincerely,



Kamlesh Gohil
Chairman & Managing Director
K AND D COMMUNICATION LIMITED Communication Ltd.

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IMPORTANT INFORMATION

Exhibition: **ENGIMACH 2015**
Venue: Exhibition Centre, Nr. Mahatma Mandir,
Gandhinagar, Gujarat, India.
Dates: 3rd December to 7th December, 2015.

Exhibition Timings:

Business Hours : 10:00 a.m. to 04:30 p.m.
General Hours : 04:30 p.m. to 06.30 p.m.
Exhibitors Timing : 09:00 a.m. to 07:00 p.m.
Last Day Exhibitors Timing : 09:00 a.m. to 06:00 p.m.
Last Day Visitors Timing : 10:00 a.m. to 04:30 p.m.

ORGANISERS :

K AND D Communication Lintied
3rd Floor, Kailash-A, Sumangalam Society,
Above HDFC Bank, Drive-In Cinema Road,
Bodakdev, Ahmedabad – 380054, Gujarat, INDIA
Telephone: +91-79-40048594, 40305602 | Fax .: +91-79-40305602
E-mail.: admin@imtos.com, info@kdclglobal.com | URL.: www.kdclglobal.com

OFFICIAL SERVICE PROVIDERS

STAND BUILDING CONTRACTOR

EXHIBITION SOLUTION

12, Aaryan Corporate Park,
Nr. Shilaj Railway Crossing, Thaltej - Shilaj Road,
Ahmedabad - 380059, Gujarat, INDIA
Contact Person : Mrs. Monika Shah
E-mail: monikashah9117@gmail.com
Mobile: +91 98257 30683

ELECTRIC AGENCY

S. P. ELECTRICAL

30, Vashisth Nagar Society, Old Bhaduat Nagar,
Nr. Yamunajini Haveli, Isanpur Road, Maninagar,
Ahmedabad - 380009, Gujarat, India
Contact Person :
Mr. Nimesh Bhavsar
E-mail : bhavsarnimesh@ymail.com

CARRIER & FORWARDING AGENTS

ORIENT MARINE LINES PVT. LTD.

2nd Floor, 49, Rani Jhansi Road,
New Delhi-110055
Phone : +91-11-23670995, 23543111, 23514055
Email: info@orientm.com, infomum@orientm.com
Mobile : +91-9350739829
Contact Person: Mr. Manoj Gautam

UTILITY & SERVICES & STALL DECORATION

YOGINE ENTERPRISE

11, Shringar App., Nr. Ishan Tower
100 ft. Ring Road, Satellite
Ahmedabad - 380015, Gujarat, India
Contact Person :
Mr. Devang Shah (+91 99251 45462)
Email : infoyogine@gmail.com

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THE ORGANISING COMMITTEE

Mr. Kamlesh Gohil
Chairman & Managing Director
K AND D COMMUNICATION LIMITED

Mrs. Dhara Gohil
Director
K AND D COMMUNICATION LIMITED

TEAM ENGIMACH

Mr. Barindrasinh Jhala
M: +91 - 93288 99503

Mr. Dharmendrasinh Zala
M: +91 - 98206 13025

Mr. Samir Kapur
M: +91 - 98250 39438

Mr. Dewang Shah
M: +91 - 98690 25868

Mr. Amit Mistry
M: +91 - 98250 83530

Mr. Tarique Ansari
M: +91 - 90290 94208

Mr. Prashant Gohil
M: +91 - 95588 10572

Mr. Pawan Yadav
M: +91 - 90290 94205

Mr. Rajesh Parmar
M: +91 - 98795 66567

Mr. Mangalesh Kumar
M: +91 - 97247 20601

Mr. Aditya Khandelwal
M: +91 - 97278 69123

Mr. Jagdish Barot
M: +91 - 98985 55228

Mr. Nilesh Chauhan - Office - Administration
M: +91 - 98797 54570

Mr. Dhiraj Songara - Account
M: +91 - 90160 51923

K AND D Communication Limited

3rd Floor, Kailash-A, Sumangalam Society,
Above HDFC Bank, Drive-In Cinema Road,
Bodakdev, Ahmedabad - 380054, Gujarat, INDIA
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CELEBRATING TECHNOLOGY & INNOVATIONS AT
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To,
K AND D COMMUNICATION LIMITED Communication Ltd.
3rd Floor, Kailash-A, Sumangalam Society,
Above HDFC Bank, Drive-In Cinema Road,
Bodakdev, Ahmedabad – 380054, Gujarat, INDIA
Telephone: +91-79-40048594, 40305602 | Fax .: +91-79-40305602
E-mail.: admin@imtos.com, info@kdclglobal.com | URL.: www.kdclglobal.com

RECEIPT OF THE EXHIBITOR'S MANUAL ACKNOWLEDGMENT

NAME OF THE CONTACT PERSON :
DESIGNATION :
NAME OF THE EXHIBITING COMPANY :
ADDRESS :
TELEPHONE :
FAX :
E-MAIL :
COMPANY STAMP :
SIGNATURE AND DATE :

UPON RECEIPT OF THE MANUAL PLEASE TEAR THIS PAGE OFF IMMEDIATELY, FULL AND RETURN IT BY COURIER/FAX TO **K AND D COMMUNICATION LIMITED Communication Ltd.**

CELEBRATING TECHNOLOGY & INNOVATIONS AT
12th ENGIMACH 2015
INDIA'S LARGEST TECHNOLOGY AND INNOVATION SHOW

THIS COPY IS TO BE RETAINED BY THE EXHIBITOR
EXHIBITORS' MANUAL (EXHIBITOR'S COPY)

NAME OF THE CONTACT PERSON :
DESIGNATION :
NAME OF THE EXHIBITING COMPANY :
ADDRESS :
TELEPHONE :
FAX :
E-MAIL :
COMPANY STAMP :
SIGNATURE AND DATE :

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Welcome to ENGIMACH 2015

We request you to study the contents of this manual carefully. Please return all Forms irrespective of the services required by you **before the due date**. Please do not forget to put your company stamp and details of the contact person for the stall requirement on each form, since each form would be handled individually by a separate agency.

Please return all forms at the earliest, to enable the service providers to meet your requirement in time.

Exhibitors are requested to note the following important information :

- * The exhibition halls would be open from 09:00 hours to 20:00 hours during build-up and break-down period [see Time table of hall operation].
- * Possession of the stall area and temporary electrical connection during build-up period will be given to exhibitors only after their obtaining "No Dues" certification from **K AND D Communication Ltd.** accounts department.
- * All exhibitors must submit three copies each of the layout plan of their stalls, showing positions of equipment, exhibits, fittings, furniture and office cubicles etc, with their dimensions in meters, and elevation drawing, showing various heights of partitions, cabins, logo, name facia exhibits and other display material to the Organisers for approval.
- * The stall-in-charge of each exhibitor should be available at site on **1st December 2015**, to attend to last minute requirements, if any, and to ensure completing the stall arrangements before 14:00 hrs. on **2nd December 2015**.
- * Trade invitations are valid only for genuine trade visitors. Entry for persons below 16 years is strictly prohibited during business hours. Right of admission is reserved with Organising Committee.
- * All items/exhibits and stall structures must be removed before 12:00 hours on **8th December 2015**.
- * Charges mentioned in the forms for relevant services are exclusive of all Taxes and Levies.

Exhibitors are requested to contact K AND D Communication Ltd. office for their specific requirements at following address.

To,
K AND D Communication Limited
3rd Floor, Kailash-A, Sumangalam Society,
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Section 1 General Information

In the text throughout this manual, 'The Organisers' shall mean **K AND D Communication Ltd.** The Exhibitor' shall mean any Exhibitor, Who has been allotted space in the exhibition, and the 'Exhibition' shall mean ENGIMACH 2015.

Exhibition Management

The Exhibition is organised by **K AND D Communication Ltd.** In case of any dispute, the final decision binding on all concerned parties shall rest with the management of **K AND D Communication Ltd.**

Children : Children below 16 are not allowed in the exhibition.

Visiting Hours, Entry Fee

Only trade visitors allowed. Free Entry on registration of visitors. 3rd December to 7th December, 2015

Business Hours

10:00 a.m. to 04:30 p.m.

General Hours

04:30 p.m. to 06.30 p.m. **7th December : 10:00 a.m. to 04:30 p.m.**

Section 2 Facilities & Privileges Offered to Exhibitors

Exhibitor's staff badges must be requisitioned in advance vide Form 3 and collected from the organisers' site office at the time of possession of stand. 3 exhibitor badges will be provided per 9 sq. mtr. Additional badges for exhibitors would be charged at Rs 500 each.

Car Entry:

For vehicle bound exhibitor car parking is provided outside. Two parking passes will be provided to each exhibitor per stall.

Section 3 Allotment of Exhibition Stands & Withdrawal from Participation

Allotment of Stands:

The Organisers reserve 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 full payment is made by an exhibitor, 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 the directives of India Trade Promotion Organisation, 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 ENGIMACH 2015 and reserve appropriate space (min. 9 Sq.m.) for which payment will be made in US\$. At the request of Indian exhibitor and foreign principals, an integrated stand with their combined space will be provided.

Withdrawal from Participation:

In case of cancellation or withdrawal from participation or non occupation of the stand by any exhibitor, money paid by him will be forfeited.

Section 4 Exemption of Duties

Bonafide Exhibitor Certificate

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

Custom 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.

Section 5 Planning Your Stand Design

Design & Decoration Contractors: Entire exhibition will be built by the official stand building contractors and all the stand will be built with standard octonorm system.

Stand Designer need to carry authority letter from the Participation company for taking possession, & Concern agency in charge contact detail

All design stall agency should maintain the timings & discipline of the exhibition team management.

Drill, grouting on the Floor welding or any support of the semi constructed premises is strictly restricted, anyone found guilty, Rs. 50000 penalty will be levied
Self-declaration along with Exit form by the Company on their letter head.

Note: Painting, wall-papering, nailing/ drilling on wall panel supplied under the shell scheme is strictly prohibited. A penalty of Rs. 5000/- will be levied per panel for violation of this rule

Exhibitor Name on Fascia (Form 2).

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 24 characters can be displayed on 3 meter fascia in case of stands with 2 or 3 sides open; exhibitor may indicate a short name to be displayed on additional fascia.

Please submit this information vide Form 2.

Shell Scheme Entitlement: Exhibitors with shell scheme package are entitled to the following (per 9 sq. mtr.)

- 1) Up to 3 side walls in Octonorm like System with white laminated panels 2.5m high x 1m wide.
- 2) Unless specifically advised, Corner stalls will have two sides open.
- 3) Needle punched carpet for the floor area.
- 4) Fascia panel with Exhibitor name and stand number in uniform white lettering 10 cm high.
- 5) Three Spotlights, one 5 amp electricity socket, two chairs, one laminated table & one dustbin.

Shell Scheme and Bare space Entitlement: Exhibitor is entitled to the following

- * Three Exhibitor Badges (per 9 sq. mtr.)
- * Two Car Passes
- * One Exhibitor Directory
- * Additional badges for exhibitor would be charged at Rs 500 each.
- * Any Additional requirement will be charged additionally.

GUIDELINES FOR BUILDING OF MEZZANINE FLOOR

- 1) Mezzanine floors are permitted only for exhibitors who applied for 72 sqm or more.
- 2) The area of the mezzanine floor cannot exceed 50% of the allotted stand area.
- 3) The mezzanine floor design & drawings must be certified by a chartered structural engineer/consultant for structural stability as per the guidelines given below and must be approved by the Organiser before construction. Copy of the certificate must be enclosed along with stand layouts.
- 4) The mezzanine floors can be used only as a visitor hospitality lounge. Exhibits/display will not be permitted on the mezzanine floor.

STAND DESIGN

- 5) Offices/cabins with closed walls & ceilings are strictly prohibited on the mezzanine floor.
- 6) The mezzanine must be an open area only with safety railings on open sides.
- 7) Rear and side walls of stands adjacent to/facing neighboring stands must not be transparent and must be clean and covered in a uniform neutral colour, above a height of 3m.
- 8) Branding will be allowed on the mezzanine railings, not exceeding a maximum height of 1.2m.

MAXIMUM HEIGHT

- 9) The height of the mezzanine floor itself should be 1.2m only.
- 10) The maximum permissible height below the mezzanine floor is 3m.
- 11) The maximum permissible height of the stand covered with mezzanine floor cannot exceed 4.2m (i.e 3m+1.2m). Height of the stand in all other areas not covered by mezzanine floor cannot exceed 3m.

ESCAPE ROUTES

- 12) A hall aisle must be no further than 20m from any location within the stand.
- 13) For stand areas >400 sqm, please consult the Organiser.
- 14) Mezzanine floors with areas >100 sqm must have two stairways as escape routes.

STAIRWAYS

- 15) Stairways should be within the stall limit.
- 16) Horizontally steps must be completely closed.
- 17) The rise of each step should not exceed 0.20m and the tread depth must be at least 0.25m in the middle of the steps.
- 18) Handrails are required on both the sides of the stairway. They must provide a safe grip and must be free of gaps even on landings.
- 19) Handrail clearance to an adjacent structure must be at least 0.10m.
- 20) The width of stairway should be at least 1.25m and should not exceed 1.5m.

RAILINGS

- 21) Safety railings must be at least 1.2m high and consist of a top, middle and bottom rail.
- 22) A strip of at least 0.10m must be mounted along the edge of the mezzanine floor beneath the railing to prevent falling objects.
- 23) Walls adjoining neighboring stands on the mezzanine floor must be sufficiently stable so as to prevent accidental falling of persons or objects.

FIRE PREVENTION

- 24) Any load bearing elements of the mezzanine floor must be flame retardant. The mezzanine floor should be equipped with at least one fire extinguisher.

Section 7 Regulation for Stand Design

EXHIBITORS WITH SHELL SCHEME

No structure should exceed 8 ft in height. Special prior permission from the organiser for any display higher than 8 ft should be taken. No part of the exhibit should project out of the stand area and nothing should be placed outside the stand. Grouting / Digging in floors or walls are prohibited.

Exhibitors are not allowed to raise the flooring artificially or construct wooden flooring in their stall.

All items supplied under Shell Scheme Package and additional items supplied by our official contractors are only on hire basis and exhibitors are required to hand them over back to the contractors at the end of exhibition in good order and 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.

EXHIBITORS WITH BARE SPACE

Exhibitors will have to submit their stall drawing and to scale mock-up, complete with details of exhibits, Electricity, telephone and other installations and elevation for approval of the Organiser before 31st October 2015. If exhibitor fails to submit the same before deadline, the exhibitor will have to pay a penalty of Rs. 1000/- per week after 1st November 2015.

Exhibits must be placed at least 1 mtr. away from the boundary of the open sides of the stand. No part of the exhibit should project out of the stand boundaries even when the exhibits are demonstration.

In case any construction guidelines are violated, the Organiser will take corrective measures at the risk and the cost of exhibitors. Charges for such modifications will have to be borne and paid by the exhibitor before the closure of the exhibition.

Note: No fabrication or construction work in any medium will be allowed to be executed within the hall (Exhibition Site). Only ready made/ 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 8 Requisition for Additional Service

* **Compressed Air & Water (Form 7)**

Compressed air connection & water (limited to 200 ltr Barrel only) will be made available to exhibitors on prior requisition. The volume and pressure is to be mentioned.

Exhibitors will have to arrange connection to the machines from the sources provided at their own cost. Exhibitors are not permitted to use their own compressors.

Water connection will not be provided for wash basin or kitchen facilities, There is no facility provided in the exhibition halls. Exhibitors will be required to make special arrangements to collect and dispose off the waste water. However exhibitors may seek assistance from the official conservancy agency for this purpose.

* **Electrical Power, Fitting & Appliances (Form 8)**

It is essential to inform the organizers by 31st October 2015, 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. vide Form 9.

The Electric Power available is:

Single Phase: 230V, 50Hz (+10%)

Three Phase: 430V, 50 Hz (+10%)

Voltage fluctuation is not uncommon still 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 only spot lights are to be used.

K AND D Communication Lintied

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* **Temporary Hostesses/ Staff**

Temporary Hostesses will be available from approved agencies. Please submit the Form by 31st October 2015.

* **Temporary Security Guards**

Temporary Security Guards will be available from approved agencies. Please submit the Form by 31st October 2015
Organiser will arrange for general security of the halls. Exhibitors with valuable materials & machines are advised to deploy security personnel from the approved security agency.

Exhibitors are requested to co-operate by paying the greatest attention to materials, goods, and articles belonging to them that are stand in the aisles, which will be emptied by the official agency during the night.

* **Stand fitting & furniture**

Additional partitions, cabins with doors, furniture and such other fittings may be ordered with advance payment vide Form 7 latest by 31st October 2015.

* **Potted Plants & Floral Decorations**

A variety of potted plants in small & large sizes will be available at site for selection. However, please place your order vide Form 11 in advance to ensure that the best plants are delivered to your stand.

Approved Contractor:-

EXHIBITION SOLUTION - Mrs. Monika Shah

12, Aaryan Corporate Park, Nr. Shilaj Railway Crossing,

Thaltej - Shilaj Road, Ahmedabad - 380059, Gujarat, INDIA

Mobile: +91 98257 30683 | **E-mail:** monikashah9117@gmail.com

Taking Possession of the Stand (Form 7)

Possession of stands for raw space exhibitors will be given at 10.00 a.m. on 1st December 2015 and for shell scheme will be given after 10.00 a.m. on 2nd December 2015 to any authorised personnel of the exhibitors or contractors mentioned in Form 9, only if full payment is made. No personnel either exhibitors or contractors will be allowed without valid entry pass during the construction of the stalls. The passes can be collected from the organiser site office.

- a) Exhibitors must submit packing lists of all consignments at our site office while taking their exhibition goods into the exhibition A hall.
- b) Exhibitors bringing their own furniture, fans, potted plants, refrigerators, TV/VCR, Computer or any other appliance, which are also being supplied by the official contractors, must submit a separate challan for the items (listing specifications and identification marks) while bringing them into the exhibition hall and obtain a copy of the challan duly stamped and signed by the site Manager.
- c) The same challan must be produced while obtaining gate pass for removing the items from the exhibition hall at the end of the exhibition.
- d) No work will be allowed after 20:00 hours during setup days.
- e) No worker / labor/contractor / sub contractor will be allowed to stay at venue in night. Kindly make the necessary arrangement of the night stay at your end.

Exhibitor's Car Pass

Organisers have made arrangement for the exhibitor's car to be park behind the exhibition hall. The passes for the same can be collected from the organiser site office from 2nd December 2015.

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.

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

- i. Their workmen do not enter other exhibitor's stand/ or passage.
- ii. The workmen do not sleep or cook in the exhibition halls & do not wash clothes or have bath in the toilet blocks.
- iii. The workmen or exhibitors staffs do not behave in drunken or disorderly manner. Anybody disregarding the above instructions will be evicted from the exhibition hall.

Machinery to be displayed

All machines to be displayed in the exhibition should be brought inside the hall latest by 14.00 PM on 2nd December 2015.

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 is begins laid.

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 must be checked by the official electrical contractors before, and other hazardous materials should be used only with written permission of the organisers and after taking all safety precautions.

Completion of Stand Display

Display in stands/ pavilions must be completed latest by 14:00 PM. on 2nd December 2015.

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, nailing the panels is not allowed.

Section 10
During Exhibition Days

Entry and Exit of Exhibitor 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 by 7:00 p.m. unless written permission has been obtained from Exhibition hall manager to enter early or leave late.

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 to avoid a nuisance to neighboring exhibitors.

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.

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.

Catering by Authorised Caterers

No catering by any outsider is permitted in the premises of the exhibition space. Catering services have to be obtained from the authorised caterer appointed by the organisers.

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 break-down or curtailment thereof or any damage/ loss caused to the exhibitor thereof.

Section 11
Dismantling & Removal from Hall

Commencement for Removal of Goods

Exhibitors will be allowed to remove goods from exhibition hall from 7.00 p.m. onwards on 7th December 2015 and vacate the stand latest by 10.00 a.m. on 8th December 2015. Four copies of the exit pass duly filled is to be submitted at the organizer's office in the morning of 7th December 2015 for approval and stamping. These passes can be collected from the organisers office at the exhibition site after 5 pm.

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 due of organisers & contractors are settled.

If an exhibitor fails to remove his goods and vacate the stand within stipulated period, the organiser may reverse right to remove the said goods. 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 organisers 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 12
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 or damage to their goods due to theft, fire, etc. or injury to any person as well as third party claims.

Permission / Concessions

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

Change of Venue, Dates, and 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 organisers shall refund to exhibitors only that portion of money paid by them, which is calculated by the organisers after accounting for expenditure incurred. 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

The competent court and place for settlement of all disputes in connection with these Rules & Regulation for Exhibitors is Ahmedabad court jurisdiction, India.

**ADDENDUM
ANNEXURE 1**

IMPORTANT DOCUMENTS:

Ø We request our exhibitor to kindly bring along the following documents for receiving Exhibitor Badges:

- 1) 2 Passport Size Photographs
- 2) Photo ID Proof

We further request you to kindly advise your stall designer/fabricators to bring along the following documents at the time of taking stall possession:

- 1) Letter from the company authorizing them as the official stall designer
- 2) 2 Passport Size Photographs of the workers working in the stall
- 3) Photo ID Proof of the workers working in the stall
- 4) Letter from the Stall Designing Company (on company letterhead) with details of Workers with name, address and contact number.
- 5) Working Hours at the Exhibition Site: Morning 9 am to Evening 8 pm
- 6) Note: Workers will not be allowed to work at the Exhibition Site after 8 pm and during night hours.

FORM 1
Exhibitors Details
 Exhibitors must complete and return this by 31st October, 2015.

Kindly provide us with the following information (**Compulsory**) for our records:

COMPANY NAME:

HALL NO. :	STALL NO.:	SIZE.:
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PRODUCT ON DISPLAY

Give a description of products that you will display in the exhibition

PRODUCT NAME	HEIGHT	WIDTH	LENGTH	DEPTH	WEIGHT	APPLICATION INDUSTRIES

Email:

Website:

Send this form to:

K AND D Communication Lintied

3rd Floor, Kailash-A, Sumangalam Society,
 Above HDFC Bank, Drive-In Cinema Road,
 Bodakdev, Ahmedabad – 380054, Gujarat, INDIA
 Telephone: +91-79-40048594, 40305602 | Fax .: +91-79-40305602
 E-mail.: admin@imtos.com, info@kdclglobal.com | URL.: www.kdclglobal.com

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FORM 2
NAME ON STAND FASCIA
Exhibitors must complete and return this by 31st October 2015.
(Applicable for shell space exhibitors only)

A Fascia panel will be running the length of open sides of the stand and will have the Stand Number and Exhibitor's name in uniform lettering. Please give here exactly how the name of your company is to appear on the fascia.

If the form is not received on the due date, the name as supplied in the space application form will be put on the fascia.

(Please fill in Capital letters, use one box for each letter and a blank box for space)

Send this form to :

K AND D Communication Lintied
3rd Floor, Kailash-A, Sumangalam Society,
Above HDFC Bank, Drive-In Cinema Road,
Bodakdev, Ahmedabad – 380054, Gujarat, INDIA
Telephone: +91-79-40048594, 40305602 | Fax .: +91-79-40305602
E-mail.: admin@imtos.com, info@kdclglobal.com | URL.: www.kdclglobal.com

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FORM 3
EXHIBITOR BADGES / PASSES
Exhibitors must complete and return this by 31st October 2015.

Exhibitor Name : _____ **Hall** _____ **Stall** _____

Please use this form to order the number of badges required for personnel manning the exhibition stand. These may be collected from the organisers' office on arrival at the exhibition venue. Exhibitors will be required to wear the official exhibitor badges inside the venue at all times during the exhibition / stand construction & dismantling periods.

1.	<input type="text"/>	Designation	<input type="text"/>
2.	<input type="text"/>	Designation	<input type="text"/>
3.	<input type="text"/>	Designation	<input type="text"/>

NOTE: Please write the names in capital letters with designations. In case of insufficient space, kindly type this information in a separate sheet and attach to the form.

Exhibitors' passes are for staff manning the Exhibition booths. Only contracted companies are eligible to apply for these badges. Exhibitors moving in and out of the exhibition site will be identified by such passes only and for security reasons, No persons, will be allowed into the exhibition halls without the appropriate passes.

Send this form to :

K AND D Communication Lintied

3rd Floor, Kailash-A, Sumangalam Society,

Above HDFC Bank, Drive-In Cinema Road,

Bodakdev, Ahmedabad – 380054, Gujarat, INDIA

Telephone: +91-79-40048594, 40305602 | Fax .: +91-79-40305602

E-mail.: admin@imtos.com, info@kdclglobal.com | URL.: www.kdclglobal.com

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**FORM 4
POSSESSION OF STAND**
Exhibitors must complete and submit at the time of possession

We have completed full payment of our participation costs, the last installment having been paid vide your

Receipt No. _____ dated _____, Please hand over possession of our stand to the

Following person authorized by us:

Name: _____ Designation: _____

Company: _____

The Following are the authorized contractor for stand design/ decoration:

Name of the Contractor: _____

Tel.: _____ Fax: _____

Contact Person: _____ Designation: _____

We hereby confirm that we shall be responsible for the conduct of all persons engaged by us or our contractors for erection/ decoration of our stand in conformity with the organisers' Rules & Regulation and we agree to compensate the organisers or their official Shell Scheme contractors for any damage or loss of goods supplied to us and for damage to hall floor, walls and other installations.

Send this form to :

K AND D Communication Lintied

3rd Floor, Kailash-A, Sumangalam Society,
Above HDFC Bank, Drive-In Cinema Road,
Bodakdev, Ahmedabad – 380054, Gujarat, INDIA

Telephone: +91-79-40048594, 40305602 | Fax .: +91-79-40305602

E-mail.: admin@imtos.com, info@kdclglobal.com | URL.: www.kdclglobal.com

12th **ENGIMACH** 2015

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FORM 5 ELECTRICITY POWER CONNECTION

Exhibitors must complete and return this by 31st October, 2015.

Exhibitor Name : _____ Hall No.: _____ Stall No.: _____

(1hp @ Rs. 3000/-) (Foreign US \$ 100 per hp)

Power required (HP)	Amount (INR)
Service Tax @ 14%	
Total	

Single Phase: 230 Volts +_ 10%

3 Phase neutral: 400 Volts +_ 10%

Frequency: 50 CPS +_ 3%

Form 6 COMPRESSED AIR

Exhibitors must complete and return this by 31st October, 2015.

Please provide us with compressed air connection at our booth with following specifications:

- > Rs. 12,500/- per Connection, of 3CFM with 100 psi Foreign US \$ 300 per Connection
- > Rs. 16,500/- per Connection, of 6CFM with 100 psi Foreign US \$ 400 per Connection
- > Rs. 20,500/- per Connection, of 10CFM with 100 psi Foreign US \$ 500 per Connection

No. of Connection:

Volume:

Pressure:

* Service Tax @ 14%

Send this form to:

K AND D Communication Lintied

3rd Floor, Kailash-A, Sumangalam Society,

Above HDFC Bank, Drive-In Cinema Road,

Bodakdev, Ahmedabad – 380054, Gujarat, INDIA

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E-mail.: admin@imtos.com, info@kdclglobal.com | URL.: www.kdclglobal.com

Form 11
EXIT PASS

Company:

Stand No.

Please allow the following goods to be taken out of exhibition after the necessary clearance and approval:

S.No.	Items	Quantity

For, K AND D Communication Ltd..

(Authorized Signatory)



इण्डिया ट्रेड प्रमोशन आर्गनाइजेशन
India Trade Promotion Organisation

भारत सरकार का उद्यम
A Government of India Enterprise

संदर्भ
Reference :

144-ITPO(181APP/2015

दिनांक
Date :

13th August, 2015

फोन
Phone :

Service Tax No.: AAAT12955CST001

K & D Communications Ltd.
4th Floor, Chinubhai House, 7-B Amrutbag Society,
Navrangpura, Ahmedabad-380014

Subject :- ENGIMACH 2015, 3RD to 7TH December, 2015 at The Exhibition Centre, Gandhinagar, Gujarat

Ref: Application/Letter dated 21.7.2015

a. India Trade Promotion Organisation (ITPO), in exercise of powers conferred on it vide Customs Notification No.3 dated 9.1.1989 as amended by Notification No.66 dated 16/3/1995, approves the holding of the above event subject to the following:-

Products: Engineering, Machinery, Machine Tools, Electrical, Electronics, Instrumentation Technology

Countries: USA, UK, Germany, Spain, Sweden, France, Italy, South Africa, Philippines, Israel, Indonesia, Korea, Taiwan, China, Netherlands, Japan, Singapore, Sri Lanka, Bangladesh, Austria, Turkey, Denmark

NOTE : In case of participation from Taiwan, Pakistan, Afghanistan, China, Sudan, Iran, Iraq, you are advised to obtain NOC from Co-ordination Division, Ministry of External Affairs, Govt. of India, New Delhi with complete details of the foreign participants (full personal particulars).

b. The approval is issued to your organization and not to any individual person/participants, who have confirmed their participation in the above exhibition by remitting participation fee in foreign exchange. Temporary import will be allowed under ATA Carnet System and/or against Undertaking, Bond or Bank Guarantee as required by the Customs authorities in India. In this connection, Ministry of Finance (Department of Revenue) Notifications No.157/90- Cus; 14/90-(NT)- Cus; No.158/90- Cus all dated 28/03/1990, as amended from time to time and Central Board of Excise and Customs circular No.55-CBEC dated 3/8/1998, etc. refer.

c. The exhibition will be open to general public or to a particular section of the general public for which it has relevance and will be in public interest.

d. The goods will be re-exported within a period of six months from the date of import or any other period, as may be stipulated by the Customs Authorities in India.

e. Parties/exhibitors whose intention is to sell or dispose of exhibits in India should not avail the facility of duty-free import of exhibits facility extended through this letter.

Bhalla

....2

पंजीकृत कार्यालय : प्रगति भवन, प्रगति मैदान, नई दिल्ली-110001 टेलीफोन : 23371540, 23371491 फॅक्स : 91-11-23371492
Registered Office : Pragati Bhawan, Pragati Maidan, New Delhi-110001 Tel : 23371540, 23371491 Fax : 91-11-23371492
ई-मेल/E-mail : info@itpo.gov.in वेबसाइट/Website : www.inditradeair.com

Name/Date of the Fair	ENGIMACH 2015, 3 RD to 7 TH December, 2015
Venue	The Exhibition Centre, Gandhinagar, Gujarat

f. Participation charges from all foreign participants should be collected in foreign currency. Temporary importation may be facilitated only to those exhibitors who pay participation charges in foreign exchange

g. The approval is in no way indicative of sponsorship or support of the event by ITPO and any projection of such indication by the organizers by using the name or logo of ITPO would render withdrawal/cancellation of this letter.

h. ITPO reserves the right to withdraw/cancel the approval at any time without assigning any reason.

i. A copy of the report of the event with one copy of the fair catalogue/exhibitors list should be submitted to ITPO within one month of the conclusion of the event.

Please acknowledge receipt of this letter.

Yours faithfully,


(B N Gupta)
Manager

Copy to :

1	The Assistant Commissioner of Customs, Bond Section, Trade Fair Unit, New Customs House, Near IGI Airport Terminal- II, New Delhi- 110 037	With the request that the required facilities may kindly be accorded to the above organizers or their nominee, when approached
2	The Commissioner of Customs, New Customs House, Ballard Estate, Mumbai - 400 038	
3	The Commissioner of Customs, Customs House, 15/1, Strand Road, Kolkata - 700 001	
4	The Commissioner of Customs, Customs House, 33, Rajaji Salai, Chennai - 600 001	
5	The Section Officer (Co-Ordination), Ministry of External Affairs(Co-Ordination Division), New Delhi- 110 011	
6	The Director General -- Inspection, Customs & Central Excise (ATA Carnet), D- Block, Indraprastha Bhavan, New Delhi- 110 001	
7	The Chief Documentation Officer, Ministry of Home Affairs, 26, Jaiselmer House, Man Singh Road, New Delhi- 110 011	
8.	Federation of Indian Chamber of Commerce and Industry (FICCI), Federation House, New Delhi- 110 001	

CELEBRATING TECHNOLOGY & INNOVATIONS AT

12th **ENGIMACH** 2015

INDIA'S LARGEST TECHNOLOGY AND INNOVATION SHOW

For Further Information:



K AND D Communication Limited

3rd Floor, Kailash-A, Sumangalam Society,

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