MESSAGE

Dear Exhibitor,

A warm welcome from the AERODROME INDIA 2012 team. We wish you a purposeful and growth oriented participation at the show.

This manual enables you with an overview of the exhibition, information and requirements that will facilitate a well-organised participation for you at the show.

The manual has been designed to provide you with all details about the show team, official services and facilities available at the show venue, the Organiser, schedule of official functions & events, on-site arrangements and the checklist for the show.

The manual has various information sections that involve your action as part of participation

- Schedules for on-site operations
- Rules and Regulations
  - About your participation
  - Pre-exhibition arrangements
  - Registration procedure at the exhibition site
- Requirements have to be submitted online for both Mandatory Order Forms & Service Order Forms.
- Opportunity to promote your organisation, product, services, technology, etc. through valuable advertisement options in the Exhibitor Directory.
- Official Accommodation Partner. Though the deadline for booking your accommodation is 30 March 2012. Request you to book your accommodation as early as possible. The contact details are mentioned at Page No. 6, 10, 11 & 12.

Should you require any additional information / clarification, we would only be glad to support you. We are sure that your participation at AERODROME INDIA 2012 will be a prolific and memorable experience.

Best Regards

AERODROME INDIA 2012 Team
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A. INFORMATION

1) Event Information
   a) Venue
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   c) Official Functions

2) AERODROME INDIA 2012 National Advisory Council

3) AERODROME INDIA 2012 Organising Committee

4) AERODROME INDIA 2012 Team

5) Organiser & Co-Organiser Contact Details

6) Services
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   b) Facilities available on-site

7) Venue / Route Map

8) Official Accommodation Partner
1. EVENT INFORMATION

a) Venue
   Bombay Convention & Exhibition Centre (BCEC)
   NSE Nesco Complex, Off. Western Express Highway, Goregaon (East)
   Mumbai – 400063, Maharashtra, India.

b) Important Dates for Exhibitors

   Exhibitor Move In:
   Bare Space Exhibitors: 10 April 2012, 1000 hrs. – 1700 hrs.
   Shell Space Exhibitors: 11 April 2012, 1000 hrs. – 1700 hrs.

   Exhibition Timings:
   12 April 2012 - 0935 hrs. to 1800 hrs.
   13 April 2012 - 1000 hrs. to 1800 hrs.
   14 April 2012 - 1000 hrs. to 1600 hrs.

   Dismantling:
   Dismantling of the stalls will start at 1600 hrs. on 14 April 2012 and should be completed in all respects including removal of unwanted material by 14 April 2012, 2300 hrs.

c) Official Functions

   Inauguration: 12 April 2012, 0935 hrs. to 1030 hrs.

   (Note: Organisers reserve the rights to change the time of official functions. Please log on to www.aerodromeindia.com for updated information on other programmes at AERODROME INDIA 2012)
2. AERODROME INDIA 2012: NATIONAL ADVISORY COUNCIL

Chairman
Shri. V. P. Agrawal
Chairman, Airports Authority of India

Co-Chairman
Dr. C. G. Krishnadas Nair
Honorary President, SIATI (Society of Indian Aerospace Technologies & Industries)

Members (in alphabetical order)
Mr. Bhupesh Joshi, Vice President, Delhi Indira Gandhi International Airport Ltd.
Shri. N. R. Das, Director General, Central Industrial Security Force
Mr. Gaurav Bhatia, Executive Director, Bird Worldwide Flight Services Pvt. Ltd.
Mr. Gurcharan Bhatura, Director General, Foundation for Aviation and Sustainable Tourism
Mr. Hari Marar, President, Bangalore International Airport Ltd.
Mr. R. K. Jain, Chief Executive Officer, Chhatrapati Shivaji International Airport Ltd. Mumbai
Mr. Milan. R. Zatakia, Chairman & CEO, Millennium Aero Dynamics Pvt. Ltd.
Wg. Cdr. R. S. Murthy, Chief Convenor - Aerodrome India 2012, PDA Trade Media
Mr. A. C. K. Nair, Airport Director, Cochin International Airport Ltd.
Mr. Pradeep Devaiah, Chairman & CEO, PDA Trade Fairs
Mr. Radharamanan G Panicker, CEO, Cargo Service Centre India Pvt. Ltd.
Mr. Raj Nanda, President, Shakin Group
Shri. Ravi Prakash, Executive Director, (CNS-OM), Airports Authority of India
Mr. S. N. Ravi Shankar, Global Segment Leader Airports - Travel & Transportation, IBM
Mr. Sanjay Aggarwal, Chief Executive Officer, Kingfisher Airlines
Mr. R. Sareen, Executive Director (Aviation), Indian Oil Corporation Ltd.
Mr. Saroj K Datta, Executive Director, Jet Airways
Mr. Sathyam Nayar, Secretary General, Association of Private Airport Operators
Mr. Shymal. B. Bhattcharya, Head - (Aviation), Bharat Petroleum Corporation Ltd.
Mr. S. Srinivasan, President & Director, PDA Trade Fairs
Gp. Capt. H. C. Srivastava (Retd.), MD and Chief Consultant, Sri Aviation Solutions (P) Ltd.
Mr. D. Sudhakara Reddy, Founder & National President, Air Passengers Association of India
Mr. Umesh Chandra, Executive Director (Defence Business), BEML Ltd.
Mr. Vikram Jaisinghani, Chief Executive Officer, GMR Rajiv Gandhi Hyderabad International Airport Ltd.
Mr. A. S. Viswanathan, Global Head Mobility, Siemens IT Solutions and Services
3. AERODROME INDIA 2012: ORGANISING COMMITTEE

Chairman

Dr. C. G. Krishnadas Nair
Honorary President, SIATI (Society of Indian Aerospace Technologies & Industries)

Members

Air Commodore (Retired) Joseph Varkey
Honorary Secretary General, SIATI (Society of Indian Aerospace Technologies & Industries)

Wg. Cdr. L. N. Rao
Chief Operating Officer, SIATI (Society of Indian Aerospace Technologies & Industries)

Mr. Ravi Shankar, S. N
Global Segment Leader, Airports (Travel & Transportation), IBM India

Mr. Pradeep Devaiah
Chairman & CEO, PDA Trade Fairs

Mr. Srinivasan, S
President & Director, PDA Trade Fairs

Wg. Cdr. R. S. Murthy
Chief Convenor, Aerodrome India 2012

Mr. Prashant. H. Pillai
DGM – Events & Expos, PDA Trade Fairs

Mr. Daniel Ship
Managing Editor, Airports International Indian Edition, PDA Trade Media
4. AERODROME INDIA 2012 TEAM

Mr. Pradeep Devaiah  
Chairman & CEO

Mr. Prashant H Pillai  
DGM – Events & Marketing Services

Mr. Srinivasan S  
President & Director

Mr. Wg. Cdr. R S Murthy (Retd.)  
Chief Convenor-Business Forum

Mr. Raghupathi  
VP - Accounts & Finance

Mr. Prashant H Pillai  
DGM – Events & Marketing Services

Mr. Madan Shidhore  
DGM - Operations & Liaisons

Mr. Sasi Kumar G  
Manager - Operations

Mr. Nagaraj A  
Manager - Events & Expos

Mr. Madan Shidhore  
DGM - Operations & Liaisons

Mr. Sasi Kumar G  
Manager - Operations

Mr. Nagaraj A  
Manager - Events & Expos

Mr. Madhusudanan C V  
Sr. Manager - IT

Mr. Amareesh  
Manager - Data Base Services

Mr. Rajesh P  
Manager - Events & Expos

Mr. Madhusudanan C V  
Sr. Manager - IT

Mr. Amareesh  
Manager - Data Base Services

Mr. Rajesh P  
Manager - Events & Expos

Mr. Santosh Jogal  
Executive - Events & Expos

Ms. Surumda Narona  
Event Co-ordinator & Research Assistant

Mr. P V Bhaskaran Achari  
Creative Consultant

Mr. Santosh Jogal  
Executive - Events & Expos

Ms. Surumda Narona  
Event Co-ordinator & Research Assistant

Mr. P V Bhaskaran Achari  
Creative Consultant

Mr. Ramesha K S  
Graphic Designer

Mr. Andrew Hung  
Executive - Operations

Mr. Ramesha K S  
Graphic Designer

Mr. Andrew Hung  
Executive - Operations

Mr. Nikesh C  
Graphic Designer

Mr. Nikesh C  
Graphic Designer
5. ORGANISER & CO-ORGANISER CONTACT DETAILS

Organiser

PDA Trade Fairs
A division of Pradeep Deviah & Associates Pvt. Ltd.
‘PDA House’, No. 32/2, Spencer Road
Frazer Town, Bangalore – 560 005
Tel: +91 080 42505000
Fax: +91 080 2554 2258
E-mail: aerodrome@pdatradefairs.com
Website: www.pdatradefairs.com

Co-Organiser

Association of Private Airports Operators (APAO)
4th Floor, Birla Tower, 25 Barakhamba Road
New Delhi – 110001.
Tel.: +91-11-2376354 - 56
E-mail: info@apaoindia.com
Website: www.apaoindia.com

Society of Indian Aerospace Technologies & Industries
AeSI Building, Suranjandas Road, Bangalore, 560 025
Karnataka, INDIA
Tel.: +91-80-25275262 / 2519951
Fax: +91-80-25292440
Website: www.siati.in
# 6. SERVICES

## A) LIST OF SERVICE PROVIDERS

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name of the Service</th>
<th>Contact</th>
<th>Name</th>
<th>Address</th>
<th>Tel / Fax / Mob</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Official Accommodation partner</td>
<td>Ibis Hotel, Mumbai Airport</td>
<td>Ms. Sunayana Chipulkar</td>
<td>Plot No. F77, Near Domestic Airport, Junction of Nehru Road Western Express Highway, Vile Parle (E), Mumbai – 400099.</td>
<td>Tel: 022 67087777</td>
<td><a href="mailto:H6367-SL2@accor.com">H6367-SL2@accor.com</a>, <a href="mailto:H6367-re@accor.com">H6367-re@accor.com</a></td>
</tr>
<tr>
<td>2</td>
<td>Additional Electrical / Furniture</td>
<td>Pavilions &amp; Interiors (I) Pvt Ltd</td>
<td>Mr. Praveen Balan</td>
<td>017, Brahmashiddhi, Century Bazar Lane, Prabhadevi, Mumbai – 400 025.</td>
<td>Tel: 022 24314891 / 24322190</td>
<td><a href="mailto:p.balan@pavilionsinteriors.com">p.balan@pavilionsinteriors.com</a>, <a href="mailto:balan.praveen@gmail.com">balan.praveen@gmail.com</a></td>
</tr>
<tr>
<td>3</td>
<td>Audio Visual Equipments</td>
<td>Premiere Audio Visuals</td>
<td>Mr. Ryan Desa</td>
<td>38, Kakal Building 59, Dr. S. Bahl Path (Goa St.), Fort Mumbai – 400 001</td>
<td>Tel: +91-22-2267 2211 / 6533 / 1050, Fax: +91-22-2267 1652</td>
<td><a href="mailto:premiere@reddiffmail.com">premiere@reddiffmail.com</a></td>
</tr>
<tr>
<td>4</td>
<td>Computer &amp; Accessories / Internet / Telephone / Temporary Personnel</td>
<td>Zest Events &amp; Services</td>
<td>Mr. Ashok Bharti</td>
<td>Office No.13 to 20, Unity Complex, Bharati Park, Off. Mira-Bhayander Road, Mira Road (E), Mumbai - 401 107.</td>
<td>Telefax: +91-22-2855 0115, Mob: +91 99302 52223</td>
<td><a href="mailto:zestgroup6@gmail.com">zestgroup6@gmail.com</a>, <a href="mailto:zestgroup6@yahoo.com">zestgroup6@yahoo.com</a></td>
</tr>
<tr>
<td>5</td>
<td>Freight Forwarding &amp; On-site material handling for exhibits</td>
<td>R. E. Rogers India Pvt Ltd.</td>
<td>Mr. Darayus Palia / Mr. Manoj Sharma</td>
<td>501/502 Mudas, Sahar Plaza, M. V. Road, Andheri East, Mumbai - 400 059.</td>
<td>Tel: +91-22-3088 0314 / 3088 0309, Mob: +91 98210 52536 / +91-98210 33809</td>
<td><a href="mailto:darayus@rrogerindia.com">darayus@rrogerindia.com</a>, <a href="mailto:manoj@rrogerindia.com">manoj@rrogerindia.com</a></td>
</tr>
</tbody>
</table>
## 6. SERVICES

### A) LIST OF SERVICE PROVIDERS

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name of the Service</th>
<th>Contact</th>
<th>Name</th>
<th>Address</th>
<th>Tel / Fax / Mob</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Housekeeping</td>
<td>Matoshri Construction Co.</td>
<td>Mr. Rajan Mangle</td>
<td>Ground Floor, Room No. 30, Sarvodaya Trust Bldg, Gokhale Road (SI Near Portuguese Church, Dadar (W), Mumbai - 400 028.</td>
<td>Tel: + 91-22-24228330, Fax: + 91-22-24228330</td>
<td><a href="mailto:matoshri_cons@yahoo.co.in">matoshri_cons@yahoo.co.in</a></td>
</tr>
<tr>
<td>7</td>
<td>Power – Temporary &amp; Permanent</td>
<td>PDA Trade Fairs</td>
<td>Mr. Andrew Hung</td>
<td>No.32/2, Spencer Road, Frazer Town, Bangalore - 560005.</td>
<td>Tel: +91-80-42605007 Fax: +91-80-25642258</td>
<td><a href="mailto:ae-orderforms@pdatradefairs.com">ae-orderforms@pdatradefairs.com</a></td>
</tr>
<tr>
<td>8</td>
<td>Security</td>
<td>A1 Squad Protection</td>
<td>Mr. Qawee Gujjar</td>
<td>Plot No.76, Office No. 6, Akshata CHS Ltd., SVP Nagar, Nearby Jankidevi Public School, 4 Bungalows, Mhada, Andheri (W), Mumbai - 400053.</td>
<td>Tel: +91-22-6581-2111 Mob: +91 98219 22111</td>
<td><a href="mailto:a1squad@live.com">a1squad@live.com</a></td>
</tr>
<tr>
<td>9</td>
<td>Special Stand Design &amp; Execution Company</td>
<td>Tekchnoin Shapes &amp; Solutions (India) Pvt. Ltd.</td>
<td>Mr. Ajit Murthy</td>
<td>No. 15, 1st Floor, Favourite Plaza, Jai Bharath Nagar Banaswadi Main Road, Bangalore - 560 033</td>
<td>Tel: +91-80-4292 2222 Fax: +91-80-4292 2200 Mob: +91 99860 67835</td>
<td><a href="mailto:ajit@fi-dd.com">ajit@fi-dd.com</a></td>
</tr>
</tbody>
</table>
B. FACILITIES AVAILABLE ON-SITE

1) Photographer / Videographer
   - 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 security for their particular stalls 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 appropriate fire fighting equipments to be installed 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) Food Court
   - A multi-cuisine food court will be set up at the venue.

6) 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.
7. VENUE / ROUTE MAP

Venue:
Bombay Convention & Exhibition Centre (BCEC)
NSE Nesco Complex
Off. Western Express Highway
Goregaon (East)
Mumbai – 400063
Maharashtra, India
8. OFFICIAL ACCOMMODATION PARTNER

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Rate for Single Occupancy / Double Occupancy (INR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>IBIS Hotel, Mumbai Airport</td>
<td>5000</td>
</tr>
</tbody>
</table>

The above rates include:

- Buffet Breakfast at Spice It
- Transfers to Domestic Airport
- In room amenities
  - 2 bottles of mineral water
  - Tea / Coffee maker in the room
  - Electronic safe in the room
  - Workstation with broadband net access
  - 26" LCD TV with international channels

Terms & Conditions:

- The corporate rates are applicable up to a maximum of seven rooms cumulatively booked for any given date from any and all online and offline reservation / booking source points in India and abroad. The applicability of the corporate rates for seven rooms or more is entirely at the discretion of the hotel. The corporate rates are not applicable towards bulk bookings. Bulk requirements for seven rooms and above of any size and duration whatsoever shall be governed by separately negotiated rates / arrangements on a case to case basis.
- All rates for Ibis India Hotels are in Indian National Rupee and applicable to all Resident Indian Nationals and Foreign Nationals subject to Government Taxes.
- The rooms should be used only for residential purpose of guest and family, who have been contracted to stay in the rooms.
- This communication and the related corporate rates shall not be construed as a facility for credit and bills shall be settled directly on check out in cash or a recognized credit card.
8. OFFICIAL ACCOMMODATION PARTNER

The payments would have to be made at the time of check-out with a Valid Credit Card, Cash (PAN Card required for Indian Nationals making payments in excess of INR 25,000)

The check-out time is 12 noon and check-in time is 1400 hrs. Early check-in and late check-out will only be given subjected to availability.

The corporate rates are negotiated on the basis of expected volume of room nights per annum and are contingent to the usage of the same; subject to be reviewed quarterly. Non usage could result in the corporate rates being rescinded.

Should the public rates be lower than the contracted room rates, the public rates would automatically be applicable. The rates offered are on a non – last room availability basis.

A formal acknowledgement and agreement of these rates is required from your end and in the absence of the same all booking made shall be on Public Rates.

All bills must be settled by the guest directly on check out, in cash or by Credit Card. No personal cheques are accepted. Credit Card number with expiry date is required to hold the room.

**Early check in / late check out (subject to availability):**

- For arrivals before 0700 hrs, the room is required to be booked the night before i.e., 100% room rate charge is applicable.
- For arrivals between 0700 hrs and 1200 hrs, the room is required to be pre-booked and 50% of room rate charge is applicable, subject to availability.
- For departures post 1200 hrs and before 1800 hrs, late check-out fee applicable to 50% room charge will be applicable.
- For departures post 1800 hrs, one night’s charge i.e., 100% room charge will be applicable.

**Cancellation Clauses:**

- If cancelled before 1800 hrs prior to arrival, no retention will be charged.
- If cancelled after 1800 hrs attracts a retention charge equivalent to 1 night room tariff.
- If no intimation is received or in case of a no-show, a retention charge equivalent to full duration of stay is applicable.
8. OFFICIAL ACCOMMODATION PARTNER

Please call to book your room

Ms. Sunayana Chiplunkar
IBIS Hotel, Mumbai Airport
Plot No. F77, Near Domestic Airport,
Junction of Nehru Road Western Express Highway,
Vile Parle (E), Mumbai – 400099.
Maharashtra, INDIA.

Tel: 022 67087777
Fax: 022 67087778
Mob: +91 9167797744
Email: H6367-SL2@accor.com; H6367-re@accor.com
B. RULES & REGULATIONS

1) Participation Rules & Regulations – General

2) Exemptions & Notifications

3) On-site Operations
1. PARTICIPATION RULES & REGULATIONS - GENERAL

a) Organiser

The word ‘Organiser’ used here in shall mean PDA Trade Fairs its Executives, Officers, Appointed Agents and Employees.

b) Administration of Exhibition Hall

The administration of exhibition hall will be controlled by the Organiser from its onsite office in Mumbai Exhibition Centre (MEC). The Organiser will appoint a hall manager who will be stationed in the hall. Exhibitors will have to contact the hall manager for any assistance before, during and after the exhibition. The Organisers have full authority to enforce all rules and regulations related to the exhibition. The Organisers’ decision will be final and binding in all respects.

c) Exhibitor

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 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 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.
1. PARTICIPATION RULES & REGULATIONS - GENERAL

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 any 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 on 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 other effects of pollution.

k) Decoration & Display

The exhibitor shall place items on display within their stalls/booths with the limited height of 5 Mtrs for the bare scheme exhibitors and 2.5 Mtrs for the shell scheme exhibitors.

l) Limitation of Liability

The Organiser shall not be liable for neither the safety of the Exhibitors, their representatives, agents, contractors or invitees during the exhibition, nor 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 hall owner or other third parties.

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, 5TH INTERNATIONAL EXHIBITION & FORUM ON AIRPORT INFRASTRUCTURE, OPERATIONS, SECURITY & CONNECTIVITY | 12-14 APRIL 2012, BOMBAY CONVENTION AND EXHIBITION CENTRE, MUMBAI, INDIA
1. PARTICIPATION RULES & REGULATIONS - GENERAL

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) Sub-letting 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:

<table>
<thead>
<tr>
<th>Cancellation Period</th>
<th>Exhibitor Pays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancellation made between 12 February 2012 to 11 March 2012</td>
<td>50% of cost</td>
</tr>
<tr>
<td>Cancellation made after 12 March 2012 to 11 April 2012</td>
<td>100% of cost</td>
</tr>
</tbody>
</table>

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.
1. PARTICIPATION RULES & REGULATIONS - GENERAL

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.

s) Admission

- Only registered professional, trade and business visitors will be allowed into 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 tear-down 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 hours – 1700 hours on 10 & 11 April 2012.

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 not 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.
1. PARTICIPATION RULES & REGULATIONS - GENERAL

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 10 April 2012 at 1100 hrs. and not later than 11 April 2012 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.
- Exhibiting Company
- 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.

viii) Air Conditioning

Air conditioning in the hall will be switched on only on exhibition days & not during the buildup & dismantling period.

u) Octroi

An Exhibitor who wants to avail of Octroi Exemption should contact the authorised Octroi agent mentioned below:
1. PARTICIPATION RULES & REGULATIONS - GENERAL

Octroi Consultant
Mr. Jitu Mehta / Mr. Devendra Patil
N R Shivprasad Hotel, Western Express Highway,
Dahisar Check Naka, Post Mira
Dist., Thane - 201104
M: +91 983350704 / 9820142809
Email: ddoctroi@yahoo.co.in

Our official Octroi agent will charged a fee for Rs. 2000/- as Octroi clearing & refund charges for completion of incoming & outgoing Octroi formalities.

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 Organisers. All representatives in the exhibition stands must be decently attired and bear good moral character. Entry into other exhibitor stands, 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 safety regulations. All electrical wiring & fittings must conform to the appropriate safety norms. Exhibitors should also install safety guards on machine exhibits during demonstration to avoid any 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 into the exhibition premises, business visitors are encouraged to register online by visiting our official website www.aerodromeindia.com. 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 site.

Spot Registration: Business visitors can also register on the spot during the exhibition from 12 – 14 April 2012 against a duly filled visitor registration form along with their business card at the Visitor Registration Counters located at the entrance of the exhibition site.
2. EXEMPTIONS & NOTIFICATIONS

- Customs requirements / ATA Carnet (Temporary Admission Document)
  
  Under the Custom Notification No. 3 / 89, dated 9.1.1989 as amended by Notification No. 66 dated 16.03.1995, import of exhibits for AERODROME INDIA 2012 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 the 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.
2. EXEMPTIONS & NOTIFICATIONS

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 Organiser
   viii) Re-export bond / Bank Guarantee or ATA CARNET
   ix) Phytosanitary Certificate
   x) ATA Carnet duly endorsed by customs of exporting country in favor of Official FreightForwarding agency.

■ Sales Tax Exemption

The Exhibition has been granted exemption of Sales Tax, since no sales or business transactions will take place in the exhibition.

A. Indian 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.
■ 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
■ 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
2. EXEMPTIONS & NOTIFICATIONS

of the buyer to where the consignment is finally expected to be delivered.

B. International Exhibitors

- 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

Central Excise Duty Exemption

Exhibitors may claim exemption from payment of Central Excise Duty on the exhibits for the purpose of display in AERODROME INDIA 2012, 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 AERODROME INDIA 2012 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.

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.
2. EXEMPTIONS & NOTIFICATIONS

THE SCHEDULE

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
21. Instrument and apparatus falling under Chapter 90

2. EXEMPTIONS & NOTIFICATIONS

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 in Page No. 19.
3. ON-SITE OPERATIONS

Schedule for Site Operations

a) Setting up of Organiser’s office at the venue on 10 April 2012 at 0900 hrs.
b) Exhibitor move-in
   - Bare Space exhibitors: 10 April 2012, timings 1000 hrs. - 1700 hrs.
   - Shell Space exhibitors: 11 April 2012, timings 1000 hrs. - 1700 hrs.
c) Handing over the booths to exhibitors under Bare Space will close by 1700 hrs on 10 April 2012.
d) Handing over the booths to exhibitors under Shell Space will close by 1700 hrs on 11 April 2012.
e) Completion of booth setup including placement of exhibits by exhibitors under Bare Space and Shell space should be done by 11 April 2012 by 1800 hrs.
f) Utilities will be opened 30 minutes before show timings and disconnected 30 minutes after the exhibition closes, everyday.
g) Collection of all rented items will be done immediately after the show closes.
h) Dismantling of the stalls will start at 1600 hrs. on 14 April 2012 and complete in all respects including removal of unwanted material by 14 April 2012 by 2300 hrs.

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 70 decibels.
g) The Exhibitor must ensure that no demonstration of equipment emitting laser beam, dangerous chemicals or smoke, is conducted.
h) The Exhibitor must ensure that no naked, unprotected flames are 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 dangerous nature and goods prohibited by the law in India will not be allowed at the exhibition.
C. GUIDELINES TO EXHIBITORS

1) On-site Operations Guidelines
2) Build-up Guidelines
3) Pre-exhibition Information Kit
4) Exhibitor Registration
1. ON-SITE OPERATIONS GUIDELINES

Electricity

a) All electrical installation on stands MUST BE APPROVED BY THE OFFICIAL ELECTRICAL CONTRACTOR appointed for AERODROME INDIA 2012.

b) General lighting will be provided at the hall during the construction period (10 - 11 April 2012).

c) The Stall power for the shell scheme exhibitors will be switched on for testing on 11 April 2012 at 1400 hrs.

d) The Bare Space exhibitors should order the power through order form no. 13 for permanent power (Min 5 KWi). This power will be switched on by 11 April 2012 at 1400 hrs.

e) Temporary power should be ordered through order form no. 12 and the power will be provided as follows:
   - 10 April 2012 at 1200 hrs. – 2400 hrs.
   - 11 April 2012 at 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 3Phase 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 gain approval from the Organiser and carry it out by their own contractor. Exhibitors can also appoint the official 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 contractor will not take any responsibility for failure of any connections done by contractors other than the official contractor.
1. ON-SITE OPERATIONS GUIDELINES

i) A 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 (new) cables. Smoking, cooking, heating, dwelling, use of naked lights / flames, fire display, etc., shall be strictly prohibited in the premises.

■ 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.

c) Stall Possession will be given to exhibitors who have made all the payments regarding space and other utilities.

■ 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 exhibitors.
2. BUILD-UP GUIDELINES

■ General

a) No person will be allowed inside the exhibition area without a temporary pass during the construction period.

b) Temporary passes will be valid from 1000 hrs on 10 April 2012 till 2400 hrs. on 11 April 2012 and between 1600 hrs. to 2300 hrs. on 14 April 2012.

c) Nobody will be allowed to sleep at the venue during the entire period (Including build-up, exhibition & dismantling days).

d) 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.

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 5 metres will be permitted.

b) No part of any structure may exceed beyond the boundaries of the site allocated.

c) No suspensions are to be made from the ceiling of the exhibition hall nor any fixing be made to the floor, walls or any part of the building.

d) The exhibitor will be allotted only space, without carpet, furniture, electrical accessories and power connection.

e) Power will be supplied only if the exhibitor has applied for the same within the stipulated time at the indicated cost.

f) 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 rights 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.

g) 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 hall owner’s requirements.
2. BUILD-UP GUIDELINES

h) The name and stand number of the exhibitors must be prominently displayed inside the stall and not on the outside of the back wall or side walls.

i) The back wall of the stall must be covered by plywood with painting. This area will not be permitted for branding.

j) 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.

k) Stand designs and layout plans must be submitted to the Organiser latest by 30 March 2012. 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

AERODROME INDIA 2012
PDA Trade Fairs, ‘PDA House’
No. 32/2, Spencer Road, Frazer Town, Bangalore - 560 005. INDIA.
Tel: +91-80-42505000; Fax: +91-80-25542258
Email: prashant@pdatradefairs.com
Website: www.aerodromeindia.com

l) Only upon approval, the exhibiting company can commence work on site.

m) Mezzanine floors will be allowed only to exhibitors who occupy more than 200 sq. mtrs. of paid space. The size of the same can be 25% of the total availed space. Mezzanine will be charged at Rs. 2000 per sq.mtr. Refer page nos. 29,30 and 31 for rules & regulations for building mezzanine floor.

n) 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. 11 April 2012, 1800 hrs).

o) The Exhibitors will be allowed to work during build-up from 1000 hrs to 2400 hrs on 10 April 2012 and 11 April 2012.

p) The temporary power will be switched off by 1400 hrs on 11 April 2012. If the exhibitor requires power to use beyond this time, the same will be provided at extra cost only.

q) 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 2300 hrs on 14 April 2012).
2. BUILD-UP GUIDELINES

r) 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 objects may exceed a height of 2.5 metres or extend the boundaries of the site allocated.

d) Exhibitors occupying shell stands are responsible for the cost of repairing, 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 repairing any damage will be assessed by the official stand contractor and the Organiser and will be charged accordingly 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. mtrsbooth. All bookings for ‘Shell Scheme’ will be provided with an ‘Octonorm Stall’ as per the following specifications (based on a standard 9 sq. mtrsbooth)

i) Back wall and side walls (3m x 3m x 2.5m (h)) of a 4mm Laminated Polycem Panel in white colour and Aluminum Frame Support.

ii) Fascia of golden yellow colour with company name & booth number in cut- out adhesive letters of black color which cannot be removed.
2. BUILD-UP GUIDELINES

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 by a contractor, the same will be charged extra.

vi) One information counter of 100 cms (L) x 50 cms (W) x 75 cms (H)

vii) Two chairs

viii) Four spotlights

ix) One waste paper basket

x) Carpet for the Floor

h) Exhibitors who avail more than 9 sq. mtrs.,

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 of walls or any part of their stand design and fittings beyond their contracted boundary.

Guidelines for building of mezzanine floor

General

Mezzanine floors will be allowed only to exhibitors who occupy more than 200 sq. mtrs of paid space. The size of the same can be 25% of the total availed space. Mezzanine will be charged at Rs. 2000/ sq. mtr.
2. BUILD-UP GUIDELINES

- The mezzanine floor design and drawings must be certified by a chartered structural engineer / consultant for structural stability as per the guidance given below, and must be approved by the Organiser before construction. Copy of the certificate must be submitted along with stand layouts.

- The mezzanine floor can be used only as a visitor hospitality lounge. Exhibits / display will not be permitted on the mezzanine floor.

**Stand Design**

- Offices / cabins with closed walls and ceilings are strictly prohibited on the mezzanine floor. The mezzanine must be an open area only with safety railings on open sides.

- 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.

- Branding will be allowed on the mezzanine railings, not exceeding a maximum height of two meters.

**Maximum Height:**

- The Overhaul height including the mezzanine floor should not exceed 5 metres.

**Escape Routes:**

- A hall aisle must be no farther than 20 meter from any location within the stand. For stand areas >400 sq. mtrs, please consult the Organiser.

- Mezzanine floors with the areas >100 sq. mtrs must have two stairways as escape routes.

**Stairways:**

- Horizontal steps must be completely closed.

- The rise of each step should not exceed 20 cm and the tread depth must be at least 25 cm in the middle of the steps.

- Handrails are required on both sides of the stairway. They must provide a safe grip and must be free of gaps even on landings.

- Handrail clearance to an adjacent structure must be at least 10 cm.

- The width of stairways should be at least 1.25 metre and should not exceed 1.5 metre.
2. BUILD-UP GUIDELINES

Railings:

- Safety railings must be at least 1.25 m high and consist of a top, middle & bottom rail.
- A strip of at least 10 cm must be mounted along the edge of the mezzanine floor beneath the rail to prevent falling objects.
- Walls adjoining neighboring stands on the mezzanine floor must be sufficiently stable so as to prevent accidental falling of persons or objects.

Fire Prevention:

- Any load bearing elements of the mezzanine floor must be flame retardant.
- The mezzanine floor should be equipped with at least one fire extinguisher.
3. PRE-EXHIBITION INFORMATION 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 (will be sent to foreign exhibitors paying in foreign currency).

b) Participation certificate (proof of participation at the exhibition) which could be used for the purpose of logistics.

c) Venue Map with traffic movement

d) Exhibitor Guidelines
4. EXHIBITOR REGISTRATION

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
- Stall Possession Certificate
- Exhibitor Guidelines
- Contact Card

Exhibitor Directory and Exhibitor Badges will be handed over to you as per the below mentioned table:

<table>
<thead>
<tr>
<th>Area taken by the exhibitor</th>
<th>No. of Badges</th>
<th>Exhibitor Directory</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 - 12 sq. mtrs.</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>15 - 36 sq. mtrs.</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>37 – 72 Sq. mtrs</td>
<td>16</td>
<td>1</td>
</tr>
<tr>
<td>Above 72 Sq. mtrs</td>
<td>20</td>
<td>1</td>
</tr>
</tbody>
</table>

Additional requirements of Exhibitor Badges and Exhibitor Directory will be provided at an extra cost only.