



ELECRAMA
we are all about **electricity**

10-14 MARCH 2018
INDIA EXPO MART
GREATER NOIDA, NCR, INDIA

Supported by



Ministry of Commerce & Industry, Department of Commerce (For RBSM)
Ministry of New and Renewable Energy
Ministry of External Affairs, Investment and Technology Promotion Division
Ministry of Heavy Industries & Public Enterprises, Department of Heavy Industry
GOVERNMENT OF INDIA

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ieema
your link to electricity

RULES AND REGULATIONS

INDIAN AND INTERNATIONAL EXHIBITORS

IEEMA is pleased to inform our valued patrons that some necessary changes have been made to space booking procedure, since we have introduced online space booking process for the convenience, transparency and ease of operations.

We therefore request all prospective exhibitors to carefully read and confirm the new terms and conditions for participating as an exhibitor in ELECRAMA -2018 as the same will be applicable to all exhibitors for ELECRAMA-2018.

Online Application (contract) for Participation: Prospective exhibitors shall apply online for bare space/ shell stall booking on the prescribed Application Form for all Exhibitors. The Organizer's IEEMA reserve all the rights to reject any application for space without assigning any reasons.

- **Stall Booking:** Organiser reserves the rights to limit/alter the space booking request.
 - » For Shell scheme Stalls - Prospective exhibitor should apply for minimum 9 sqm of Space
 - » For Bare space - Prospective exhibitor should apply for minimum 40 sqm of Bare Space
- **Bare Space/Shell Stall Allotment:** Allotment will be on first-come-first-served basis subject to receipt of advance payment as per the laid down rules and schedule along with fully filled application form.
- **Security Deposit:** Exhibitors are required to pay without fail the refundable security deposit before 30th December 2017 applicable as under:

For Shell constructed stalls	Rs. 25,000/-
For Bare space up to 200 sq. meter	Rs. 50,000/-
For Bare space more than 200 sq. meter	Rs. 1, 00,000/-

- **Cancellation charges:** Cancellation charges as under will be applicable and deducted on cancellation of space booking.

Date of Cancellation	Charged Amount
Before 30 th June 2017	15% of the amount due/paid till date whichever is higher
Before 30 th September 2017	50% of the amount due/paid till date whichever is higher
On and After 31 st October 2017	75% of the amount due/paid till date whichever is higher
On and After 1 st November 2017	100% of the amount due/paid till date whichever is higher

- **Mezzanine Floor:** Subject to prior approval of the stall layout from our approved architect and in accordance with ELECRAMA-2018 Rules and Regulations, exhibitors who have booked bare space of minimum 100 sqm or more, may be permitted to create a mezzanine floor up to 40% of the bare space area booked at an additional charge of 20% over and above the applicable rates of that respective area.
- **Approval of stall design:** All exhibitors must submit their layout plan and elevation drawing, showing dimensions, positions and height of various partitions, cabin, display boards, logos and exhibits within their stalls to the organiser for approval, before 30th December 2017. Shell Scheme Stalls converted into Bare Space after the following due process need to display the online certificate of design approval from our approved architect subject to submission of

refundable security deposit from stall contractor. All Bare space stalls will make provision for a one meter ramp for physically challenged persons inside their stall area.

- **Possession of the stall:** Possession of Bare space stalls will be given on 5th March 2018 from 1000 hours onwards and shell scheme stalls on 7th March 2018 from 1000 hours onwards, only after the exhibitor obtaining the No Dues Certificate from IEEMA/ ELECRAMA 2018 accounts department at Site.
- **Stall Completion:** All stalls must be complete in all respects such as Construction Work, Painting, Electrical Wiring, Lighting Decoration etc. before 1600 hours on 9th March 2018.
- **Violation of Rules:** The security deposit will be forfeited, if the stall is not completed in all respects before 1600 hours on 9th March 2018 or any other violation of rules as per our terms conditions.
- **Electrical supply:** All exhibitors' must inform their power requirement without fail before 30th December 2017. If the same is not intimated as above, organiser will not be responsible for providing the required electrical connection.
- **Exhibitor Manual:** Online manual will be available for hiring various services from 1st June 2017. Exhibitors are required to fill & submit their forms online before the deadline mentioned in the applicable form. Exhibitors can contact organizing secretary at IEEMA Mumbai office for any queries/ specific requirement on contact details given below:

Payment Schedule

Payment Schedule	Booking amount	Second Installment	Final Payment
Booking from 15-04-2017 to 30-06-2017	40%	30% before 30-09-2017	30% before 01.12.2017
Booking from 01.07.2017 but before 30- 09-2017	70%	30%	30% before 01.12.2017
Booking after 01-10-2017	100%	-	-

Capt. Vilas Katre,

Organising Secretary, ELECRAMA 2018 501, Kakad Chambers

132, Dr. Annie Besant Road, Worli, Mumbai 400 018, Maharashtra, India

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E: elecrama@ieema.org | **W:** www.elecrama.com / www.ieema.org

All information contained in these above mentioned rules and regulations are deemed correct at the time of printing. The organiser cannot be held responsible or liable for any misprint, omission, error.

13th International Exhibition of Electrical and Industrial Electronics Industry

March 10-14, 2018, India Exposition Mart Ltd., Greater Noida, Uttar Pradesh, India

Table No: 2.1 Operational Timetable

Activity	Day and Date	Time
Bare Space stall holders to take possession	5 th and 6 th March 2018	1000 hours to 1600 hours
Truck entry for delivery of exhibits in bare space stalls	5 th and 6 th March 2018	1000 hours to 1800 hours
Shell Scheme stall holders can take possession	7 th and 8 th March 2018	1000 hours to 1600 hours
Tempo / Car entry for delivery of exhibits for shell scheme	7 th and 8 th March 2018	1000 hours to 1800 hours
Last date for truck/tempo entry for delivery of exhibits of all categories.	No truck/tempo will be allowed to enter into the Halls from 8 th March 2018	After 1800 hours.
Completion of all stalls	8 th March 2018	Before 2359 hours
No working Day for Contractors/Stall Fabricators	All stall fabrication work to be completed by 9 th March 2018	0001 hours
Final Hall and Stall cleaning	9 th March 2018	0001 hours
Laying of Carpet in all Aisles	9 th March 2018	0001 hours
Hall vacated & sealed for security and sanitation	9 th March 2018	2000 hours
Hall reopen for Exhibitors only	10 th March 2018 only	0700 hours
Opening Ceremony	10 th March 2018	1000 hours
Exhibition Period & timings	10 th March 2018 to 14 th March 2018	1000 hours to 1800 hours
Dismantling Period	14 th March 2018	From 1900 Hours
	15 th March 2018	Till 2000 Hours
Disconnection of all utilities	14 th March 2018	1900 hours
Repacking of exhibits and returning the rented furniture to the contractors	14 th March 2018	1900 hours
Dismantling of Shell Scheme Stalls starts	14 th March 2018	2200 hours
Vehicles will be allowed to enter inside the halls for removal of exhibition material	14 th March 2018	2300 hours onwards
All Exhibits removal	Before 15 th March 2018	2000 hours

Exhibitors Please Note - Important Information

- The exhibition halls will remain open for stall construction from 0900 to 2300 hours daily, during the construction period and break-down period.
- On exhibition days, exhibitors are permitted to enter the exhibition halls one hour before opening of Exhibition (i.e. from 0900 hours) and remain up to one hour after closing of exhibition (i.e. till 1900 hours) to service their stalls. For security reasons, exhibitors who want to stay beyond closing time must obtain permission in advance from the Organizer's.
- In case your exhibits are arriving earlier or later than the date specified, Please liaise with the official freight clearing and forwarding agents for movement or storage at their respective warehouses.
- Exhibitors should intimate Organizer's at least 2 month in advance regarding their products, in case of heavy exhibits. *(fill-up online manual form)*
- Truck/Tempo carrying the exhibition material is required to be parked in the allotted parking area only.
- The concerned in charge of the stall/ Bare Space will have to report the arrival of their material, along with a copy of delivery challan & vehicle number to the Organizer's, who will in turn issue a unique token number for the vehicle to move inside the hall.
- Based on the traffic situation within hall, organiser will call for unique token numbers and only such vehicles will deliver the exhibition material to the respective stall.
- Small, portable, costly and attractive exhibit items are most at risk of theft, usually after the closing time of the exhibition each day. Exhibitors are therefore advised to keep such items under lock each day before leaving the exhibition halls. While adequate security arrangements will be made, organizers cannot be held responsible for misplacement / loss of exhibits.
- Only small and portable items can be removed on 14th March 2018 between 1800 to 2200 hours.
- Removal of non-portable and heavy exhibits will be permitted only after 2200 hours, 14th March 2018. Further, Repacking/ removing exhibits and material may be continued on to the next day, i.e. 15th March 2018 All Stalls must be dismantled and all material must be removed before 2100 hours on 15th March 2018.

(Organizers reserve all the rights to alter/amend the above schedule without assigning any reasons This schedule is correct at the time of printing. Should there be any amendment to the above timetable; an updated copy will be uploaded online on the ELECRAMA website)

ORGANIZERS

IEEMA (Indian Electrical and Electronics Manufacture's Association)
501, Kakad Chambers, 132, Dr. A. B. Road, Worli, Mumbai 400 018, India
Tel: +91 22 2493 6528 / 2493 0532 (0900 – 1700 IST)
Fax: +91 22 2497 5140 / 2493 2705
Email: ajay.mahajan@ieema.org, elecrama@ieema.org
Website: www.elecrama.com | www.ieema.org

VENUE

India Exposition Mart Ltd.
Plot No. 25,27,28,29, Knowledge Park-||,
Greater Noida - 201306 Uttar Pradesh , India

EXHIBITION DATES

Saturday, 10th March 2018 to Wednesday, 14th March 2018.

EXHIBITION TIMINGS

For Exhibitors: 0900 to 1900 hours

For Business Visitors: 1000 to 1800 hours

- » Admission will be regulated during business hours, by pre-registration through internet- App/ invitation cards/ on-site-registration by presentation of business /identity card/filling visitor registration form
- » Entry for persons below 18 years: No Persons below the age of 18 will be permitted.

EXHIBITION HALLS

All the Halls at the INDIA EXPOSITION MART LTD.

- » Inauguration and Opening of Exhibition
- » Saturday, 10th March 2018 at 1000 hours.
- » Online Application for Participation
- » Prospective exhibitors should sign the contract for participation by agreeing to the same and filling the online form for space/stall booking. (However, the organizers reserve the right to reject the application for space booking. organizers also reserve the right to limit/alter the space booking to accommodate more number of exhibitors)
- » Space booking of the bare space/shell stall will be on first-come-first-served basis subject to receipt of payment towards booking in ELECRAMA to be done via the payment gateway provided.
- » Please note that, to accommodate more number of exhibitors, the organising committee of ELECRAMA-2018 has decided to restrict booking up to 500 sqm only by any single firm/ organisation. Acceptance of booking is at the sole discretion of the Organizers.

EXHIBITION TARIFF

INR Tariff - Eligibility:

- » Company/firm of Indian Origin Registered & incorporated in India displaying products manufactured in India

» Company/firm of foreign origin and their Indian subsidiaries but having manufacturing facility in India. For this documentary evidence (certificate SSI/Central Excise/Factory License) needs to be sent to nitin.pachpande@ieema.org

USD Tariff – Eligibility:

- » Foreign firms/Organisations - Those companies not registered or incorporated in India
- » Indian agent / distributor of foreign companies displaying products not manufactured in India
- » If the Indian agent / distributor of foreign companies desire to pay on behalf of their principal, in INR should pay based on the USD tariff. For Rupee (₹) conversion the exchange rate will be considered to be the previous working day closing exchange rate as announced by Reserve Bank of India (RBI) in their website. The link to RBI website is given for ready reference <http://www.rbi.org.in/scripts/referenceratearchive.aspx>
- » If the exchange rate adopted is less than the RBI rates as detailed above, the application for allotment of space will stand rejected.

NOTES ON TABLE

- » Tariff is exclusive of Service Tax and other government taxes and levies, if any, and the same will be collected along with stall charges.
- » Display of foreign products in the stalls of Indian companies availing discounted domestic rates is prohibited.
- » Subletting of space by Indian traders/domestic exhibitors to foreign companies or foreign products is prohibited.
- » Non compliance of any of the above will lead to severe penalty/barring of participation by disciplinary committee and fine of Rs.15 lakhs.
- » Separate invoice will be raised for any additional service requirements given by the exhibitor.
- » Availability of 2 and 3 sides open shell booth/Bare space are limited and are allotted on the first-come-first-serve basis hence the organizer does not guarantee such facility to all exhibitors.
- » Invoice will be raised in the name of exhibiting company only as per the details furnished in the ONLINE APPLICATION Form.
- » Exhibitors, who have booked Bare space must seek prior approval of their stall design by official ELECRAMA 2018 Architect appointed by Organizers.
- » For Open Mezzanine floor, only those having booked Bare Space minimum 100 sqm or more (not exceeding 40% of the area booked by them) will be eligible and charged 20% extra over on the basis of the applicable stall rate for that respective area and a separate invoice will be raised once approved by the official architect of ELECRAMA 2018. The payment for the same must be made by the exhibitors before December 30th 2017.
- » The pending payment if made after applicable due dates, attracts an additional amount of Rs. 300/- per sqm. Per month (in case of bare space) and Rs. 500/- per sqm per month (in case of shell scheme) which will be payable before taking possession.
- » No dues certificate, for stall possession will be handed over to the Exhibitors on the date specified, subject to payment of all dues to ELECRAMA, including Electricity charges, security deposit etc. and the submission of TDS certificate in form 16 A in lieu of deduction of tax' made from the payment remitted to ELECRAMA-2018.

- » Payment Procedure, Schedule and Details of Bankers

Exhibitors are requested to strictly adhere to the payment schedule appearing in their Proforma invoice.

For payments made after the applicable due dates, extra charge as mentioned in the application form will be payable. In the event that payment is not made by the deadline, the *exhibitor will lose all rights to the space reserved, which will there upon be placed at the Organisers disposal and may be offered to any other exhibitor. In any event, exhibitor cannot occupy exhibition space for which payment is pending, and a no dues certificate is not issued by IEEMA/ELECRAMA 2018.*

All payments should be made through ELECRAMA-2018 payment gateway/ RTGS/ NEFT/ SWIFT/ TT Only.

SECURITY DEPOSIT

- » Indian Exhibitors are required to pay the refundable security deposit before December 30th 2017 as under:

For Shell constructed stalls: Rs. 25,000/-

For Bare space up to 200 sq. meter: Rs. 50,000/-

For Bare space Minimum 200 sq. meter and more: Rs. 1, 00,000

- » Security deposit shall be returned to the exhibitors within 3 months of closure of the exhibition, on receipt of the tax deduction at source (TDS) certificate, if any and after deducting the claim for damages and other recoveries of IEEMA, if any. Overseas exhibitors are not required to pay security deposit. The security deposit will be forfeited, if the stall is not complete in all respects before 2359 hours on 8th March 2018.

SPACE BOOKING

- » Bare Space: Organizers will allot only bare space (for booking of minimum 40 sqm or more). Organizers will properly and clearly mark the borders of the space booked by the exhibitor on the hall floor. Constructing of partition walls as per the laid down rules is the responsibility of the bare space stall holders.
- » Electrical Power Consumption and other costs (including energy Meters, if installed) will be borne by the exhibitors. Bare space stall holders must pay electrical charges separately on the basis of their total connected load in kW, including power required for lighting load. For 3 phase supply, exhibitors must inform their requirement to the Organizers before December 30th, 2017 in the appropriate form.
- » Shell Scheme Stalls: Under shell scheme, (for booking of minimum 9 sqm upto 36 sqm), stalls will be provided with partition walls on maximum 3 sides, needle punch carpet, name fascia and basic furniture like Table, Chair, Spotlights, Dustbin will be provided on pro rata basis of the area booked as mentioned below in table no 2.4.

Table No: 2.4

List of furniture and fittings provided on the basis of the stall are under shell scheme						
Stall Area	Reception Table	Folding Chair	Spotlight	Plug	Plug	Waste paper basket
9	1	2	3	1	-	1
12	1	2	4	1	-	1
15/18	1	3	5	1	-	1
21/24	2	4	8	1	-	2
27/30	2	5	10	2	-	2
33/36	2	6	12	2	-	2

- » Electrical A.C. supply with 5 Amp, 220V plug and socket for connected load up to 1 kW will be provided to shell stalls at no extra cost as mentioned in table no. 2.4
- » However, for connected load more than 1 kW upto 3 kW including power required for lighting load, charges will be extra as decided by the organizer for Electrical supply above 3kw, which is 3 phase in nature.
- » For Electrical supply above 3 kW, which is 3 phase in nature; separate charges per connection and consumption/KW are applicable. All exhibitors must inform their requirement to the Organizers before 15th December 2017.



ON LINE SPACE BOOKING & ALLOCATION

Booking Guidelines

- **Sign in using your 'Exhibitor ID' and 'Password'**: IEEMA members as on 31st March 2017 and non members but EL'16 or EL'14 exhibitors are pre-registered and would have received their user id and password. In case of non receipt please write to elecrama@ieema.org. All others to register as New Exhibitor. Fill in the data form and submit. You will get user id and password on your registered email ID.
- **Verification using OTP (One time password)**: After successful 'Sign in' an OTP will be sent to your registered mobile number and E-mail id. Enter the OTP (One Time Password)

Confirmation and updation of your data form : Verify/ edit all submitted details in your 'Application Form' and 'UPDATE'

Explore hall layouts and stall categories & generate Proforma Invoice: Check out the Hall layouts and stalls. Shortlist your preferred option from the dropdown menu. Get the estimate for area selected by you. Remember to read and accept the 'Terms and Conditions'. Submit the

selection to generate a formal proforma invoice. You would receive the Proforma Invoice by email. You are now ready for making the payment.

Note: Once the Proforma Invoice is generated no changes in the selection of preferred stall is possible.

MAKE YOUR PAYMENT:

Make payment using any of the following options,

- » Real Time Gross Settlement (RTGS)
- » National Electronic Fund Transfer (NEFT)
- » Immediate Payment Service (IMPS)
- » Society for Worldwide Interbank Financial Telecommunications (SWIFT)
- » Debit card/ Credit Card/ Net Banking via Payment Gateway

1. Confirmation of your payment

- » Login and enter your Payment Details. Remember to upload the proof of payment.
- » Once the payment reflects in our bank, you will get a E-mail confirmation to proceed for stall selection.

2. Online Stall Selection and allocation (*open from 5th of May*)

- » On receiving the email confirmation to select your stall, Login to the exhibitor portal, Select your desired (available) stall and 'SUBMIT'. You will receive an E-mail confirming allocation of your selected stall.

BOOKING TIPS

- A stable internet connection of 512 kpbs or more is required. Clear cache and browser history before you log onto "the elecrama booking" page
- if you are pre registered (IEEMA Members, Past Exhibitors of Elecrama 2016 & 2014 , etc) please use the exhibitors ID and pass word already sent to your registered email ID and you have to mandatorily sign-in only by using the exhibitor ID and password received via email
- if you have not received the email with your exhibitor ID and password please check the spam folder or contact help desk
- At the pro-forma step you can download the floor plans
- At the proforma invoicing step (refer booking guidelines step 4) select and pay advance for a higher booth size than what you maybe interested in. This will give you a wider choice during the booking step. The additional amount could be adjusted in your second payment instalment.
- Do not use Google auto form fill option
- Fields marked * in the forms are mandatory
- System has been set not to time out any "Session" Please ensure you reconfirm all the details filled in the form before you hit "Submit" or "Continue"
- For your safety we recommend that you take "Screenshots" of every step
- Payment mode once selected cannot be changed

- Ensure the 40% Amount matches the proforma invoice amount after deducting TDS, to avoid possible rejection of your booking by TEAM ELECRAMA
- Link will go live on 2nd May 2017 Post 11:00 am
- Technical Specifications of Exhibition halls of INDIA EXPOSITION MART LTD

Halls	Level	Gross Area Available (sq. mtr)	Usable Height (mtr)	Floor Loading Capacity (kg/sq meters)
Hall 1	Ground Floor	13824	5.3	1500
Hall 1A	Ground Floor (Hanger)	4400	6	1500
Hall 2	Ground Floor	25000	9	3000
Hall 3	Ground Floor	12500	9	3000
Hall 3A	Ground Floor (Hanger)	3000	6	1500
Hall 4	Second Floor	6912	5.7	750

ADMINISTRATION OF EXHIBITION

Administration of exhibition will be controlled by the organizer's (IEEMA) from the site office i.e. at INDIA EXPOSITION MART LTD., Greater Noida. Exhibitors should contact IEEMA / ELECRAMA staff at the site office for taking possession of their bare space/ Shell stall, for information about obtaining various services related to the exhibition. The Organizers' will depute ELECRAMA official at-site in each hall throughout the construction period, exhibition days and the break down period. ELECRAMA officials and staff members of Organizers' will always be available to answer queries, handle problems and be of assistance to exhibitors. Any problem which may arise on-site affecting exhibitors or contractors should immediately be referred to the Organizers' help desk in respective halls for prompt action.

POSSESSION OF STALLS

- For Bare Space Stall holders: Possession of bare space will be given from 1000 hours onwards on Monday, 5th March 2018 till 1800 hours on Tuesday, 6th March 2018. Possession of the stall would be given only after obtaining No Dues Certificate from IEEMA/ELECRAMA Accounts Department.
- For Shell stall holders: Possession of shell stalls will be given from 1000 hours onwards on 7th & 8th March 2018 only after obtaining No Dues Certificate from IEEMA/ELECRAMA accounts department.
- No dues certificate, for all stall possession to the participants will be handed over on the dates specified, subject to the receipt of all dues to ELECRAMA, including power charges, security deposit etc. and the submission of TDS certificate in Form. 16 A, in lieu of deduction of tax from the payment made to ELECRAMA.

STALL COMPLETION

- All construction work and electrical wiring must be completed in all respects, before 1800 hours on 8th March 2018. The Organizers reserve the right to stop the construction work after 1800 hours on Thursday, 8th March 2018. The security deposit will be forfeited, if the stall is not complete in all respects before 1800 hours on Thursday, 8th March 2018.

The Committee Members for the Best Stall Contest will consider a contestant as qualified, only if the stall construction work is complete in all respects before 1159 hours on Thursday, 11th March 2018. Organizers advise all stall holders and their contractors to store the waste material at one place within their stall area, from where the Organizers would arrange to remove the same through their official contractor.

SCHEDULE FOR VEHICLE ENTRY TO EXHIBITION HALLS

- All exhibitors must submit online the layout plan and elevation drawing, showing dimensions, positions and height of various partitions, cabin, display boards, logos and exhibits within their stalls to the Organizers for approval, on or before 30th December 2017. The exhibitors are requested to forward copy of the approved layout plan to their stall construction team. All exhibitors are required to keep one copy of the approved plan at stall during the construction period. Modifications and/or alterations suggested by the Organizers will be binding on the exhibitors. If the actual display arrangement of the stalls is not in conformity to the approved layout plan, the Organizers reserve the right to remove or cause removal of unapproved installations from the stall at the cost and risk of the exhibitors.

SCHEDULE FOR VEHICLE ENTRY TO EXHIBITION HALLS

- All exhibitors must submit online the layout plan and elevation drawing, showing dimensions, positions and height of various partitions, cabin, display boards, logos and exhibits within their stalls to the Organizers for approval, on or before 30th December 2017. The exhibitors are requested to forward copy of the approved layout plan to their stall construction team. All exhibitors are required to keep one copy of the approved plan at stall during the construction period. Modifications and/or alterations suggested by the Organizers will be binding on the exhibitors. If the actual display arrangement of the stalls is not in conformity to the approved layout plan, the Organizers reserve the right to remove or cause removal of unapproved installations from the stall at the cost and risk of the exhibitors.

During Breakdown Period from 1900 hours on 14th March 2018 to 2100 hours on 15th March 2018.

- Freight vehicles for removing exhibition goods must enter from the designated gate of INDIA EXPOSITION MART LTD., as per schedules provided by the Organizers and will not be allowed to park inside the exhibition halls and its surrounding areas before and after reloading of exhibition goods. Freight vehicles should be parked only in the designated parking area outside INDIA EXPOSITION MART LTD. complex before reloading of exhibition goods. Movement of freight vehicles will be managed by the official security agency in co-ordination with the Hall Managers and staff of the respective halls. Freight vehicles will be permitted to approach hall gates only after 2200 hours on Wednesday, 14th March 2018. Vehicles like Tempos, Sumo, Trax, Scorpio, Innova etc can approach only up to hall gates for loading exhibits but will not be allowed to enter the halls before 2330 on 14th March 2018. Heavy material can only be packed and removed on 15th March 2018 from 0900 hours onwards. Only light motor vehicles like Taxis, Rickshaws, and private vehicles will be permitted to reach the nearest entry of the venue on 14th March 2018 after 2000 hours, for removing exhibition material. INDIA EXPOSITION MART LTD. would allow only goods carrying rickshaws, Maruti

Vans etc to the nearest entry to the hall. However, Portable hand carrying exhibits can be removed from 1800 hours onwards on 15th March 2018 itself for loading to their respective vehicles parked at the parking ground.

ADMISSION TO THE VISITORS

- Exhibitors can also send their own Invitation cards, and request their clients to register themselves in advance through internet by logging on ELECRAMA website www.elecrama.com. The invited trade visitors should register themselves through internet. Visitors registered themselves through internet by logging on www.elecrama.com, should carry a printout of the email message with unique visitor number confirming their registration. They can obtain the visitor badge from the registration center by producing the printout and photo ID proof, before entering the exhibition halls.

APPROVAL OF LAYOUT PLAN OF STALLS

- All exhibitors must submit online the layout plan and elevation drawing, showing dimensions, positions and height of various partitions, cabin, display boards, logos and exhibits within their stalls to the Organizers for approval, on or before 30th December 2017. The exhibitors are requested to forward copy of the approved layout plan to their stall construction team. All exhibitors are required to keep one copy of the approved plan at stall during the construction period. Modifications and/or alterations suggested by the Organizers will be binding on the exhibitors. If the actual display arrangement of the stalls is not in conformity to the approved layout plan, the Organizers reserve the right to remove or cause removal of unapproved installations from the stall at the cost and risk of the exhibitors.

GUIDELINES FOR STALL AREA UTILIZATION

General Guidelines applicable to all exhibitors

- » The exhibitor is responsible for safety at the stand and for ensuring that industrial safety and accident prevention regulations are complied with. The exhibitor is liable for any damage that results from the construction or running of his stand or the exhibits displayed in it. Conditions inside and outside the halls as well as on the open-air site are similar to those on a building site throughout the construction and dismantling periods. The personnel working in this environment must be made aware of the dangers that exist.
- » Please Note: Stall height in in hall 1,3,5 & 7 should not exceed more than 2.5 meters for shell scheme/ 3.5 meters for bare space in height as the clear ceiling height of these halls is 5.3 meters
- » To achieve uniformity in display and appearance of the entire exhibition and to ensure proper presentation of all exhibits, Exhibitors are advised to strictly follow the guidelines for stand construction, decoration and display specified by the Organizers.
- » There would be general lighting within the hall. Temporary electrical connection would be provided to carry on the construction work only from 0900 hours to 2100 hours, which will be disconnected and the hall will be vacated and sealed by the security from 2100 hours till 0900 hours next morning.
- » Aisles in the halls must be kept clear at all times, even during the construction and dismantling periods since they are required as rescue and escape routes. Construction material, empty packaging and exhibits are not allowed to be stored in the aisles.
- » Digging, grouting or cutting of floor is not permitted in any Hall.
- » Exhibitors should leave minimum 30% of the stall area free for movement of visitors.
- » To ensure safety of stall personnel and visitors, there should be no loose wiring or hanging wires. All wiring must be carried out in PVC, Elastomeric or other plastic sheathed cables. No exposed cable joints are permitted.

- » Sides, which are open to the aisles, should not be blocked by panels more than 30% of the length of such side. Any structure, publicity material, photographs, charts, should not have height exceeding 3.5 meters (bare space) and 2.5 meters (Shell stall). However, height of products on display can be more than 3.5 meters.
- » The panels adjacent to other stand areas and the ceilings of the stand areas that are visible from above must be properly finished. Electric wires must be covered by proper casing. If this is not done, Organiser will carry out the necessary work and charge all expenses to the defaulting exhibitors account.
- » The main supply points and electrical installations in the stand should be easily accessible and should not be concealed /covered by the panels / partitions or even by the exhibits.
- » Wall, if any, along the aisles should not carry any projections, texts, other than name of the exhibitor and his logo on the side facing the aisles.
- » Logos can be displayed up to a height of 5.0 meters (for bare space) and 3.5 meters for shell stall exhibitors, provided they are away from adjacent stalls by a minimum distance of 2 meters.
- » Enclosures for office, conference or pantry can be set up in the stalls, provided the height and area covered by such enclosures is not more than 3.5 meters and 30% of the stall area respectively. Such enclosures should be located along the building wall of the exhibition hall, if any, or at the rear of the stall. Enclosures should be at least 2 meters away from aisles.
- » For stands with 3/4 open sides, there shall be no partitions more than 30% on the open sides and the inside partitions should also be such that they do not obstruct the view or aesthetics of the adjoining stand/s. In case they are found to be obstructive, such partitions shall have to be provided with clear glass/acrylic above 1.2 meters height.
- » Use of suitable floor covering inside the stall, without damaging the floor is recommended.
- » Use of loudspeakers, musical instruments etc. in the stalls is prohibited. Films, multimedia presentations, video or slide shows on products, systems and services may however be conducted within the stalls provided the sound level is kept sufficiently low to avoid causing disturbance to others. Information headphones are allowed, provided these are set up inside the stall at least 1 meter away from the aisles. Noisy demonstrations that may annoy other exhibitors are forbidden. The noise level should not be more than 60 decibels, measured at the stand limits.
- » Cellulose paints should not be sprayed on any type of object within the Exhibition Halls. Use of exhibit materials that are dangerous, inflammable, explosive, unhealthy, foul-smelling or which may, in general, annoy other Exhibitors or visitors is not permitted. Use of spray painting for stall decoration is not permitted within any hall. Organizers advise exhibitors to bring in prefabricated stand to avoid delay in completion of stands as well as inconvenience to other exhibitors.
- » Use of bright and/or colored lights, neon signs of any size, shape or colour or any other electrical decorative material is forbidden. Depicting exhibitors name or logo in non flickering/ non off-on type light is however permitted. Use of cloth banner inside and outside the stall is not allowed. Use of all types of publicity materials such as posters, banners, hanging decorations made of any material is not allowed outside the stall area of the exhibitors. Suspending of display items from the Hall ceiling or any other structure falling within the stands is also not permitted.
- » All Bare space stalls will make provision for a one meter ramp for physically challenged persons inside their stall area
- » Posters, banners, hangings and advertisement boards will be put up by the Organizers and will be available for the exhibitors.

- » Use of potted plants is allowed only inside the stall area of the exhibitor.
- » An exhibitor, whose design has been approved by our architect, can commence erection after taking official possession of the stall area. No exhibitor shall be allowed to start work on their stands without prior approval of the layout plan. The decision of our architect as regards to the approval of the plan shall be final and binding upon exhibitors and the work must be carried out as per the approved drawing only.
- » Exhibitors are requested to note that it is the responsibility of their appointed stall-fitting contractors to clean the stalls upon completion of construction, before handing over to the Exhibitor. Thereafter, the official cleaning contractor will clean the aisles.
- » The guidelines for bare space stalls (given below) are also applicable to the contractors/exhibitors carrying out interior decoration for the stalls under shell scheme.
- » Exhibitors are advised to take insurance policy covering their machinery/exhibit, transit and loading and unloading of machines, their exhibition personnel, and third parties (visitors).
- » In case, any exhibitor wishes to use the logo of INDIA EXPOSITION MART LTD in their promotional material, they shall do so by contacting the INDIA EXPOSITION MART LTD. authorities directly for specifications and approval.

General Guidelines Applicable to all Exhibitors

Exhibitors can appoint a contractor of their choice for stall design and stall construction, subject to the following rules.

- » Organizers will allot only bare space with proper marking of the borders on the floor for the area booked by the exhibitors. Construction of partition walls is the responsibility of the bare space stall holder. For example, a single side open bare space stall holder will have the responsibility of constructing partition walls on 3 sides.
- » Exhibitors are required to submit stall design, elevation and 3D artist's impression, online for its approval positively before 30th December 2017.
- » An exhibitor, whose design has been approved by the fair architect, can commence erection after taking official possession of the stall area. No exhibitor shall be allowed to start work on their stands without prior approval of the layout plan, and getting approval certificate from our architect. The decision of our official architect will be final authority.
- » The stall contractor should be approved by the Organizers and should obtain NOC from the Organizers to carry out the work of stall construction within the premises of ELECRAMA halls.
- » Such contractor must submit a list of his workers, working on site and should obtain official passes from the Organizers for hall entry during construction and break-down period.
- » Workers Below 18 years will not be permitted to enter the premises and undertake any work at the venue. Exhibitors to ensure that this rule is strictly adhered to by their contractors.
- » Workers are allowed to carry out their work only till 2100 hours. Any worker, Contractor, Exhibitors representative, material supplier, wanting to enter the exhibition halls must have an official badge issued by the Organizers.
- » Subject to prior approval of the stall layout and in accordance with ELECRAMA-2018 rules and regulations, a Mezzanine floor with total height of the stall not more than 5 meters can be constructed at extra charges of 20% of the total stall charges applicable to IEEMA/ELECRAMA-2018. The area booked by such exhibitors should be 100 sq. meters or more. Area of the

mezzanine floor should not be exceeding 40% of the ground area booked. Such mezzanine floor should be constructed at minimum distance of 2 meters away from the adjacent stalls.

- » Construction of Mezzanine floor shall be allowed only after submission of a structural and fire safety certificate from a registered Structural Engineer and an indemnity bond discharging the Organizers of any liability or responsibility in the unlikely event of any mishap caused due to poor design / workmanship of such structure. The mezzanine floor should be equipped with at least one fire extinguisher.
- » Organizers suggest co-operation between neighboring exhibitors for construction and painting of common partitions wall.
- » Sides, which are open to the aisles, should not be blocked by panels, more than 30% of the length of such side. Any structure, publicity material, photographs, charts, should not have height exceeding 3.5 meters. However, height of products on display can be more than 3.5 meters. Height of panels and common panels between stalls should not be more than 3.5 meters and should have smooth surface on both sides. However, the back wall of the stall against natural wall of the hall or column can go up to a height of 5 meters.
- » Pillars in the stalls should be covered with paneling up to height of 5.0 meters without grouting on the wall, floor or causing damage of any nature to the structure of the exhibition hall. A door / window should be provided on such paneling, in case the pillar has electrical main supply point / distribution boards for access to electric supply.
- » No suspensions are to be made from the trusses of the Exhibition Hall. No fittings or display may be attached, nailed, screwed or drilled on to the floor, columns, wall or any other part of the hall. If this instruction is ignored, the Exhibitor/ Contractor concerned will be penalized for the damage caused.
- » A back wall must be provided, except in the case of an island stall. The Organiser reserves the right to change, modify, lower or shorten any back wall or sidewall, if such, in the opinion of the Organiser, may obstruct the reasonable view or exposure of other Exhibitors stall.
- » A Bare Space stall cannot display name boards over an adjacent Exhibitor back and/or on side-wall, but may display it on any location facing the aisles.
- » Enclosures for office, conference or pantry can be set up in the stalls provided the height and area covered by such enclosures is not more than 3.5 meters and 30% of the stall area respectively. Such enclosures should be located along the building wall of the exhibition hall, if any, or at the rear of the stall. Enclosures should be at least 2 meters away from the aisles.
- » For stands with 3 / 4 open sides, there shall be no partitions more than 30% on the open sides and the inside partitions should also be such that they do not obstruct the view or aesthetics of the adjoining stands. In case they are found to be obstructive, such partitions shall have to be provided with clear glass / acrylic above 1.2 meters height.
- » No part of any structure or exhibit would be allowed to extend beyond the boundaries of the stall allocated. This includes, symbols, logos, lighting, floral decorations, furnishings etc.
- » Logos and single branding signage up to a maximum surface area of 1 sq. meter can be displayed up to a height of 5.0 meters, provided they are away from adjacent stalls by a minimum distance of 2 meters.
- » Exhibitors under bare space category must pay electricity consumption charges on the basis of their maximum demand of connected load, including lighting load for their stall illumination. Standard single phase A.C. Supply (15 Amp - 220V) will be made available on request.

- » Exhibitors must inform their power requirement in KW and 3 phase connection if required, before 30th December 2017.

Guidelines for Exhibitors under Shell Scheme Package

- » Organizers will appoint official contractors for constructing stalls under shell scheme package and will inform all exhibitors separately. Exhibitor may appoint any other contractor only to decorate stall interiors and arrange any free- standing display or fitments that may be required, subject to following conditions:
 - » Exhibitors are required to submit stall layout plan, for approval of the Organizers, before 30th December 2017 positively, only in case exhibitors are planning to modify their standard shell package by removing partition walls, name fascia, lamps, etc. and erect their own structure The elevation and 3D artist's impression should be submitted before 30th December 2017, to avoid last minute changes. Last minutes modification request will not be accepted by the Organizers.
 - » No additional fittings or display, including additional name boards, covers, logos, balloons, etc, should be carried out by the exhibitor on the panel partitions of the shell scheme. Nailing, screwing, cutting and drilling on the partition wall of shell scheme are not permitted. If this instruction is ignored, the official shell contractor reserves the right to charge the exhibitor concerned for damage to his material. The official shell contractor will provide assistance in hanging or displaying exhibits on the stall structure.
 - » Logos and single branding signages up to a maximum surface area of 1 sq. meter can be displayed up to a height of 3.5 meters, provided they are away from adjacent stalls by a minimum distance of 2 meters.
 - » No painting or wallpapering of panels is allowed Exhibitors who wish to have panels painted must inform the official contractor, who will provide a quotation and carry out the work.
 - » Sides, which are open to the aisles, should not be blocked by panels more than 30% of the length of such side. Any structure, publicity material, photographs, charts, should not have height exceeding 2.5 meters. However, height of products on display can be more than 2.5 meters. Height of free-standing fitment within the stalls should not be more than 2.5 meters.
 - » No suspensions are to be made from the ceiling of the exhibition hall, nor any fixing be made to the floor, columns, walls or any other part of the building structure.
 - » Any change to the type of colour of the floor covering provided, must be negotiated with the official shell contractor. All such costs of modifications must be borne by the exhibitors.
 - » No financial credit will be given by the Organiser for any unutilized shell scheme package

ELECTRIC POWER SUPPLY AND GUIDELINES FOR CONNECTION

- Electric power supply is available in the Exhibition Halls as under:
 - » A.C. 3 Phase: 415 volts \pm 10%
 - » A.C. 1 Phase: 220 volts \pm 10% Frequency: 50 Hz \pm 3% No D.C. supply is available.
 - » Fluctuations mentioned above are only for reference large variations could be expected on some occasions. For precision instruments exhibitors are advised to use stabilizers spike guards to protect their equipment. Energy Meters to measure the electricity consumption, wherever applicable will be installed at the exhibitors cost.
- To ensure safety of stall personnel and visitors there should be no loose wiring or hanging wires. All wiring must be carried out in PVC, Elastomeric or other plastic sheathed cables. No exposed cable joints are permitted.

- Exhibitors under bare space category are required to apply for electric power supply and pay electricity consumption charges on the basis of Maximum Demand of connected load, including lighting load. Exhibitors should inform their power requirement before 30th December 2017. 3 phase power supply can also be provided, if required, at extra cost, which can be obtained from the online exhibitor manual, which will be uploaded in due course. IEEMA/ELECRAMA officials responsible for supply of power will be entrusted with the authority for regulating and controlling the power supply to the exhibition halls and individual stalls.
- Exhibitors under shell scheme package would be provided with a plug point socket and a switch for a 220 V 5 Amp A.C. supply. Consumption of power through this plug point for the connected load up to 1 kW is included in the cost of shell scheme package. However, additional power would be made available on the basis of maximum demand of connected load, including lighting load. Exhibitors should inform their power requirement before 30th December 2017.
- Organizers will provide electric power at one main point to all exhibitors depending on their total requirement of power. Exhibitors must install separate and independent switch connections for each machine/exhibit. Exhibitors should use Fuse, Distribution Boards for feeding power to their equipment/machines. Exhibitors should use armored cables or insulated wires for connecting power supply to machines. These insulated wires should pass through conduits. Alternate connections or throw-over switches are not allowed. All machines should be earthed firmly at two places through bare copper earthing wire of the size appropriate to the load connected to the machines.
- Drawing of power from the main point provided for individual stall and connecting it to machines/exhibits is to be carried out by the exhibitors at their own cost. Connecting power more than the specified load is not permitted
- Exhibitors are advised to exercise highest level of safety precautions and engage services of only qualified personnel for electrical wiring and installations. Exhibitors are advised to engage services of the licensed electrical contractor for cabling work inside their stalls. Exhibitor may engage their own personnel for this work subject to the condition that they are duly licensed to undertake electrical work. Name and contact details of the electrical contractor are to be intimated to the Organizers before the commencement of work.
- The installation should conform to National Electricity Code 4, and especially rules in respect of ELCB for safety.
- In case power is supplied to the stall from two or more main points, exhibitors must distribute the load as per the capacity of the respective switchboards in consultation with the Organizers.
- After completing the electric wiring work, exhibitors must obtain a completion report from the electrician or contractor engaged by them and files the same with the Electrical consultant/ inspector appointed by the Organizers. On approval of the wiring work by the appointed inspector, the mains will be switched on. Actual connected load for individual machines/exhibits is to be mentioned in the report.
- The main electrical supply point must be kept easily accessible for operation and repairs in the event of emergency. These should not be concealed or covered with any partition wall/stored material. In case of emergencies these should be easily accessible for switching off.
- Power will be supplied only after the wiring work is carried out to the satisfaction of the Organizers and duly inspected by authorized representatives
- Exhibitors are advised to install equipment like Voltage Stabilizers/UPS for their sophisticated machines/exhibits. If the machines are sensitive to the floor alignment, placement of steel plates underneath is recommended.

- Temporary power supply for erection and testing of machines can be made available from March 5th, 2018 onwards. However, no temporary connections will be given after 8th March 2018. Exhibitors may apply for temporary power connection while taking possession of space. (All types of power charges are applicable)

COMPRESSED AIR

- Compressed air will be provided by the service provider as per online exhibitor manual. Exhibitors are however allowed to use their own compressor for demonstrating their product. Exhibitors are advised to use sound proof compressor and keep the same within their stall area only.

WATER

- Water will not be provided for running/demonstration machines by the Organizers. Exhibitors are requested to make their own arrangements for the same. Drainage system is also not available in the exhibition hall. Therefore disposal of waste water shall be the responsibility of exhibitor.

SERVICES/FACILITIES TO BE BOOKED

- For booking of additional services/facilities Organiser will upload the exhibitor manual on ELECRAMA website which will be accessible only to the confirmed exhibitors before June 30th, 2017. The order forms given in the manual should be submitted online before the due dates mentioned in the form for following additional services

Exhibition Directory listing (in alphabetic order)

- » Product Listing
- » Advertising in the Exhibitor Directory
- » Communication Facilities
- » Wi fi connection
- » Complimentary Invitation cards.
- » Best Stall Contest
- » Best Product Contest
- » Advertisement Opportunities at Exhibition Venue
- » Electrical Power Requirement
- » Extra Electrical Fittings and Additional Furniture for Shell Stall
- » Hotel Accommodation and Travel Programme
- » Hiring of Temporary Staff
- » Official e-Invitations
- » Freight Handling
- » Registration of Stall Personnel
- » Seminar Hall Booking
- » Car Parking
- » Press Information
- » Registration of Stall Design Contractor and Temporary Passes during construction period

- » Clearance from Accounts Department and Stand Possession
- » Gate Pass for Exhibits/Goods

Exhibitors are requested to contact the ELECRAMA-2018 site office to get further details of the above services.

PROTECTION OF INTELLECTUAL PROPERTY RIGHTS

- The exhibitor shall not exhibit counterfeit goods or any goods which infringe on any persons intellectual property right (collectively, "Infringing Goods") at the Exhibition. The Organizers shall have the right, without recourse, to physically remove any good that are Infringing Goods and related materials and close down such Exhibitors Stall. Further, such Exhibitor shall not have the right to make any financial claim against the Organizers.

SAFETY PRECAUTIONS

- Use of inflammable material is prohibited. Special mention must be made of the fire resistance level of materials such as those used for covering floors and in the construction of walls and ceiling. Decorative elements must be fire proof and should not include materials or products that are easily ignited, such as straw, wood shavings, paper shavings, sawdust, peat, etc. Use of gas cylinders /stoves within the stall is strictly prohibited. In order to carry out work, demonstrations that require naked flames, Exhibitors must request the corresponding permit from the Organizers. Firefighting equipment will be provided at various points in the exhibition halls by the Organizers. Exhibitors are advised to provide necessary space in their stall, if required to keep these equipment and should take due precaution of such equipment in their stall. Exhibitors should also install protecting shielding on machine/ exhibits during the demonstration to avoid injury to visitors.

REMOVAL OF EXHIBITS

- Exhibitors will be allowed to remove any exhibit from the stalls only after the official closure of exhibition i.e. after 1800 hours on March 14th, 2018 from 1900 hours. Exhibitors are required to obtain prior permission from the organiser for removing any exhibit for testing; repairing or replacing the same during the exhibition period such removal will be allowed only after closer of exhibition timing. Exhibitors are also advised that rented furniture items will be collected after exhibition closes on 14th March 2018. The drawers, cupboards etc. should be emptied and the contents packed after the exhibition closes on 14th March 2018. The work of removing the exhibits could be undertaken after the closure of the exhibition and must be completed before 1200 hours on 16th March 2018. After this period, the Organizers will be at liberty to remove and store the goods at other places at the cost and risk of the exhibitors.

IMPORT OF GOODS/EXHIBITS

- Exhibits and goods covered by ATA Carnet while in India must be checked and endorsed by Customs prior to departure from India. Please consult the official Freight Forwarding Agencies regarding the correct documentation procedure. It is vital that Exhibitors complete and satisfy this Customs procedure, otherwise the whole consignment will be deemed by customs to have been disposed off in India, resulting in a deduction from deposit or bond or revocation of bank guarantee for customs duty. No customs duty refund is allowed for goods and services consumed, disposed off or left behind in India, such as accommodation, meals and beverages, car rental, brochures, giveaways, stand materials, etc. Please consult the official freight forwarding agent who is aware of all formalities for the same. Temporary duty free import of goods which are hand carried, in the accompanied baggage is not possible. Customs may levy duty on such hand carried imported exhibits as per the baggage rules subject to the valuation by

Customs Authority. Any exhibition material sent through courier; consult the official forwarding agent for its provision and regulations in this regard.

CUSTOMS DUTY ON GOODS AND EXHIBITS

- Following information is a summary of the regulations applicable to the import of exhibits/ materials into Mumbai, India for exhibition purposes. Under the laws of the Republic of India, all imports including hand carried items into India, whether exhibits, brochures, promotional items, giveaways or stall materials, are subject to payment of appropriate import duty. The Customs and Excise Department of the Republic of India in its role of enforcing these laws requires that all imports must be covered by documentation which shows that either customs and excise duty has been paid on the said imports (wherever applicable) or is being deferred if the said imports are covered by an ATA Carnet or with necessary permissions.

Terms and Conditions for Import of Exhibits

- India is a member Country for ATA Carnet. The Indian Customs, therefore, will honor ATA Carnet Documents issued by other member countries. This can cover a large cargo consignment or a single Exhibitor hand carried item, except for all consumable goods meant for distribution or sale which are not likely to be re-exported. For goods imported through medium of post, transit goods, separate bills of entry will be required to be filled in and has 6 months validity. Exhibitors who wish to use the ATA Carnet should contact the International Chamber of Commerce in their respective countries regarding application procedure.
- Government of India has also issued notifications/instructions facilitating entry of exhibits against bond for re-export and even procedure for sale of such exhibits against payment of appropriate import and other duties. For further information, exhibitors are requested to contact official Freight and Forwarding Agency.
- As Organizers, we strongly recommend that the exhibitor should engage services of the Official Freight Forwarder, who is familiar with the Customs procedures and is also capable of handling exhibits and consignments from arrival in any Indian Port/Airport to final departure from any Indian Port/Airport. Should you use your own freight forwarder, please ensure that your freight forwarder is familiar with the Customs Regulations and is also in a position to provide Bank Guarantee, if required.

EXCISE DUTY ON EXHIBITS AND DISPLAY MATERIAL

- By issuance of Central Excise Notification No. 21/2006 CE dated 1st March 2006, The Government of India has rescinded the Central Excise Notification No. 215/84-CE dated 9th November 1984, which gave the facility of clearance of goods from the factory without payment of excise duty for display in an exhibition in India. As a result, there is no exemption for the excise duty on exhibits now. Exhibitors are therefore required to pay excise duty and bring the exhibits to the exhibition venue.

SALE OF EXHIBITS/GOODS

- Physical sale and delivery of any material/exhibit is not permitted during the exhibition days. However, orders can be booked during the exhibition days. Goods which have been imported into India for exhibition purposes under ATA Carnet or a Temporary Import permit without payment of Customs & Excise Duty on entry and if an exhibitor subsequently wishes to sell all or part of such consignment, he must engage services of the Official Freight.
- Forwarder, who has been authorized to both make an application to Customs for permission to do so against valid import license and to collect the duty and pay to the Customs Department, following prescribed methods and procedures. Otherwise, please ensure that your nominated freight forwarder is aware of the customs procedure and is capable of handling such

documentation and duty payment on your behalf. Sold exhibits can be removed only after conclusion of exhibition.

STORAGE OF EMPTIES AND PACKING

- Exhibitors will have to organize storage of their packing cases, surplus materials or other properties. They can take help of their freight agents to remove large packing boxes. Packing boxes should not be placed behind the stalls. At the conclusion of the exhibition, exhibitors must remove all materials from their respective stalls latest by 1200 hours on 8th March 2018. Should they fail to do so; the same will be removed by the Organizers at the cost and risk of the exhibitor.

REMOVAL OF WASTE AND CLEANING OF STALLS

- During the build-up and break-down of the exhibition, the aisles of the Hall must not be obstructed with packing and construction materials or debris. Contractors constructing Bare Space stalls or stall interior decorators are responsible for removing their own waste and off-cuts from the site from time to time and at the end of each day. Organizers will arrange for the general cleaning of the exhibition Halls. This includes cleaning of the aisles and of waste disposal before opening the exhibition in the morning and after closure of the exhibition in the evening. The Organizers will not be able to provide cleaning service to the individual exhibitors. The exhibitors are responsible for maintaining their own stall in a tidy condition at all times.

SECURITY

- Organizers will be engaging alert and efficient security service to ensure safety of all exhibits. However, the exhibitors are advised to hire their own security personnel for their stalls. Exhibitors must arrange their own Insurance, to cover all stages of the event and be particularly careful to pack light, portable exhibits and other attractive exhibits immediately after the exhibition closes on March 14th, 2018. It is at this time that there is the greatest risk of theft.
- The Organizers will not accept responsibility for theft, loss or damage to exhibits, stores or any other equipment belonging to exhibitors, contractors or visitors. It is strongly recommended that at least one person is present at the exhibition Stall at the time of closure. Organizers will arrange for general security and patrolling of the exhibition site which will not include specific attention to individual stalls. Exhibitors interested in engaging security guards for their individual stalls are advised to hire security personnel from the approved security agency for ELECRAMA-2018. Movement of exhibits during exhibition days will be permitted after 1900 hours only after obtaining prior written permission from the Organizers. Exhibitors and their representatives must wear identification badges provided by the Organizers during the exhibition days without which they will not be permitted to enter the exhibition halls.

SAFETY MEASURES

- Safety of Exhibitors, visitors as well as that of exhibits is of paramount importance. Exhibitors must therefore strictly comply with all relevant fire and safety regulations. All electrical wiring and fittings must conform to the appropriate safety norms. Exhibitors should also install guards or protectors on machine exhibits during demonstration to avoid injury or damage by spark, heat, fumes etc. Use of inflammable, poisonous, explosive (including gas cylinders), radioactive and other hazardous material is strictly prohibited.

FIRE PRECAUTIONS

- Firefighting equipment will be installed at various points in the Exhibition halls. However, exhibitors are advised to take due precautions and provide necessary firefighting equipment in

their own stands. To ensure clear access to fire extinguishers, no obstruction or display material will be allowed in the aisles and emergency exits. Fire tenders will be stationed at the exhibition site during the period of the exhibition. Exhibitors should also install protective shielding on machine exhibits during the demonstration to avoid injury to visitors.

LOCAL AND SITE REGULATIONS

- Exhibitors have to abide by the local and site regulations with respect to safety, law and order etc. The Organizers will take necessary action against those who do not comply with the regulations.

PHOTOGRAPHS/FILMS

- Organizers have exclusive right to take photographs and video shooting of the exhibition and of individual stalls. The Exhibitors can, however, take photographs of their own stall and of their visitors.

CANCELLATION

- Once the Organizers confirm acceptance of application, cancellation/withdrawal of participation by Exhibitor on account of any reason including personnel, Force Majeure, strike, lockout etc. will attract cancellation charges, subject to a written communication for cancellation is received from the exhibitor.

The cancellation charge as under will be applicable and deducted on cancellation of confirmed bookings.

Table No: 1.4

Date of Cancellation	Charged Amount
Before 30 th June 2017	15% of the amount due/paid till date whichever is higher
Before 30 th September 2017	50% of the amount due/paid till date whichever is higher
On and After 31 st October 2017	75% of the amount due/paid till date whichever is higher
On and After 1 st November 2017	100% of the amount due/paid till date whichever is higher

- The date on which the written communication conveying cancellation is received by the Organizers, shall be considered as the effective date of determining cancellation charges.
- Organizers shall not deviate from the rules pertaining to cancellation even if the space is allotted to another applicant from the wait list. Decision of the Organizers shall be final and binding on all applicants.

FORCE MAJEURE

- Under the conditions of force majeure, which include strike, lock-out, closure, riot, natural calamities and terrorist attack etc., the Organizers reserve the right to alter the opening dates and duration or even cancel the entire exhibition. In case of change in dates and duration of the exhibition, the rules and regulations and the agreement between the exhibitors and the Organizers will remain unaffected. In case of total cancellation of the exhibition, payments made by the exhibitors will be refunded after deducting the proportionate non-recoverable costs already incurred by the Organizers.

DAMAGE CAUSED BY EXHIBITORS

- The stall area must be restored to its original condition after closure of the exhibition. Exhibitors will be required to make good all damages caused to the floor, building or other exhibition structure, equipment by repairing the same or paying the cost specified by the Organizers within 15 days from the date of closure of the exhibition.

LIABILITY AND INSURANCE

- Every reasonable precaution will be taken by the Organizers to ensure the security and safety of the exhibition halls and adjacent areas. However, the Organizers will not accept any liability and will not be under any liability to exhibitors or their employees or agents, in respect of any direct or indirect damage, loss, theft or damage to any exhibit, person or property arising out of or in any way connected with the exhibition.
- Therefore, exhibitors must insure their exhibits against such loss or theft and damage, including risk of fire, natural calamities and any act of terrorism. Organizers are not liable in any form for any loss or damage to exhibitor's property on the exhibition site or injury to their personnel and visitors. Exhibitors agree to refrain from making any claim on the Organizers and to indemnify the Organizers against any claim by third party arising out of exhibitors conduct. Exhibitors will be held responsible for damage or injury to property or persons caused by themselves, their employees, contractors or agents. This includes the loss of rented furniture, equipment or instruments. Exhibitors are required to provide their own third party insurance in respect of their participation in the exhibition. It would be desirable for the exhibitors are advised the exhibitors to take insurance policy covering their machinery/exhibit, transit and loading and unloading of machines, their exhibition personnel, and third parties (visitors).

ACCEPTANCE OF RULES

- Formulation and execution of the rules and regulations of ELECRAMA-2018 and all other matters with regard to ELECRAMA-2018 will be carried out by IEEMA, Mumbai office, or their authorized representatives, under the guidance of the organizing committee. The Organizers are vested with the full authority to enforce all rules and regulations pertaining to ELECRAMA-2018. Their decisions will be final and binding in all respects and for all concerned. Any dispute will be subject to Mumbai Jurisdiction only. By booking space in ELECRAMA-2018 exhibition, the exhibitors undertake to adhere to all rules and regulations laid down by the Organizers or to be framed by them from time to time.