

# **ELECRAMA - 2020**

## **RULES AND REGULATIONS**

**for**

**INDIAN AND INTERNATIONAL EXHIBITORS**

## Contents

|  |                |                                 |
|--|----------------|---------------------------------|
| <b>General Information</b>   | Page No 3      |                                 |
| <b>Move in Move Out Schedule</b><br>1. Important Information   | Pages No 4-5   |                                 |
| <b>Space Booking and Allocation</b><br>→ Booking Guidelines<br>1. Sign in<br>2. Make Payment<br>3. Confirmation of Payment<br>4. Online Stall Selection and Allotment<br>5. Booking Tips<br>6. Specifications<br>7. Mezzanine Floor  | Pages No 6-8   |                                 |
| <b>Exhibition Tariff</b><br>1. Payment Procedure, Schedule and Details of Bankers<br>2. Security Deposit<br>3. Cancellation Charges  | Pages No 9-10  |                                 |
| <b>Administration of Exhibition</b><br>1. Approval of Stall designs<br>2. Possession of Stalls<br>3. Completion of Stalls<br>4. Applicability of GST Law to Exhibits and Display Material etc.<br>5. Schedule for Vehicle Entry to Exhibition Halls- Build up Period<br>5.1 Entry for Freight Vehicles<br>5.2 Customs Duty on Goods and Exhibits<br>5.3 Terms and Conditions for Import of Exhibits<br>6. Schedule during Breakdown Period<br>6.1 Removal of Exhibits<br>6.2 Freight Vehicles for removal of exhibition goods<br>7. Admission for Visitors | Pages No 11-13 |                                 |
| <b>Guidelines for Stall Area utilization – Construction</b><br>I. General Guidelines applicable to all exhibitors<br>I.I General Guidelines applicable to Bare Space Construction<br>I.II General Guidelines for exhibitors under Shell Scheme Package   | Pages No 14-18 |                                 |
| <b>Electric Power Supply and Guidelines for Connection</b>   | Pages 19-20    |                                 |
| <b>Exhibitor Manual</b>  | Page No 21     |                                 |
| <b>Available Services and Facilities- Onsite</b>   | Page No 20     |                                 |
| <b>Other Important Rules and Regulations</b>   | Pages No 23-25 |                                 |
| 1. Protection of Intellectual Rights   |                | 9. Fire Precautions             |
| 2. Safety Precautions  |                | 10. Local and Site regulations  |
| 3. Sale of Exhibit/ Goods  |                | 11. Photographs/ Films          |
| 4. Compressed Air  |                | 12. Force Majeure               |
| 5. Water   |                | 13. Damage caused by Exhibitors |
| 6. Storage of Empties and Packing  |                | 14. Liability and Insurance     |
| 7. Removal of Waste and Cleaning of Stalls   |                | 15. Acceptance of Rules         |
| 8. Security  |                |                                 |
| <b>Technical Specifications of Exhibition halls of INDIA EXPOSITION MART LTD</b>   | Page No 26     |                                 |

### General Information

IEEMA is pleased to inform our valued patrons that some necessary changes have been made to space booking procedure to bring in more convenience, transparency and ease of operations.

We therefore request all prospective exhibitors to carefully read and confirm the new Rules and Regulations which will be applicable to all exhibitors for ELECRAMA-2020.

#### Organiser – Indian Electrical and Electronic Manufacturers' Association

|   |  |
|---|--|
| Corporate Office<br>Rishyamook Building, First Floor<br>85 A, Panchkuian Road<br>New Delhi - 110001, INDIA<br>Tel.: +91 11 2336 3013 / 14<br>Fax: +91 11 2336 3015<br>Email: <a href="mailto:delhi@ieema.org">delhi@ieema.org</a> | Registered Office<br>501, Kakad Chambers, 132<br>Dr. Annie Besant. Road, Worli<br>Mumbai - 400018, INDIA<br>Tel.: +91 22 2493 0532 / 6528 / 6529<br>Fax: +91 22 2493 2705<br>Email: <a href="mailto:mumbai@ieema.org">mumbai@ieema.org</a> |
| Regional Office<br>503A, Oswal Chambers, 2<br>Church Lane<br>Kolkata - 700001, INDIA<br>Tel.: +91 33 2213 1327<br>Fax: +91 33 2213 1326<br>Email: <a href="mailto:kolkata@ieema.org">kolkata@ieema.org</a>                        | Regional Office<br>204, Swiss Complex, 33<br>Race Course Road<br>Bangalore - 560001, INDIA<br>Tel.: +91 80 2220 1316 / 1318<br>Fax: +91 80 2220 1317<br>Email: <a href="mailto:bangalore@ieema.org">bangalore@ieema.org</a>                |

#### Exhibition Venue

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

#### Exhibition Dates

Saturday, 18<sup>th</sup> January 2020 to Wednesday, 22<sup>nd</sup> January 2020.

#### Inauguration and Opening of Exhibition

Saturday, 18<sup>th</sup> January 2020 at 1000 hours.

#### Exhibition timings

For Exhibitors: 0900 to 1830 hours

For Business Visitors: 1000 to 1800 hours on 18<sup>th</sup> to 21<sup>st</sup> January 2020 and 1000 to 1700 hours on 22<sup>nd</sup> January 2020

- Admission will be regulated during business hours, by pre-registration through website & App and onsite registration by presentation of business card/identity card; filling visitor registration form
- Children below the age of 16 will not be permitted to enter the exhibition halls.

#### Organizing Secretary

**Mr. Ajay Mahajan**  
 ELECRAMA-2020 – Head Trade Fairs

Email- [os.elecrama@ieema.org](mailto:os.elecrama@ieema.org)

*All information contained in the rules and regulations is deemed to be correct at the time of printing. The organiser shall not be held responsible or liable for any misprint, omission or error.*

**Move in & Move out schedule - Table No: 1- Operational Timetable**

| <b>Build Up period<br/>January 12th to 17th, 2020</b>  | <b>Date</b>  | <b>Start Time</b>   | <b>End Time</b>                     |
|--|--|---|-------------------------------------|
| Freight forwarders start moving in heavy exhibits of exhibitors having No dues certificate   | 12 <sup>th</sup> 13 <sup>th</sup> & 14 <sup>th</sup> January 2020                      | 0800 hours onwards on 12 <sup>th</sup> January 2020                                       | 1800 hours -14th January 2020       |
| Heavy vehicle movement will be allowed inside the hall (Trucks /Trailers/Tempo)  | 12 <sup>th</sup> 13 <sup>th</sup> & 14 <sup>th</sup> January 2020                      | 1200 hours on 12 <sup>th</sup> January 2020   | 1800 hours -14th January 2020       |
| Entry of lighter vehicles for delivery of exhibits/ Brochures/and other hand carry material  | 12 <sup>th</sup> to 16 <sup>th</sup> January 2020                                      | 1200 hours on 12 <sup>th</sup> January 2020   | 1800 hours -16th January 2020       |
| Possession for Bare Space exhibitors   | 12 <sup>th</sup> & 13 <sup>th</sup> January 2020                                       | From 1200 hours on 12 <sup>th</sup> and 1000 hours on 13 <sup>th</sup>                    | 1800 hours                          |
| Possession for Shell Stalls Exhibitors, who wish to convert from shell to constructed booth or have applied for ELECRAMA Plus services | 12 <sup>th</sup> , 13 <sup>th</sup> & 14 <sup>th</sup> January 2020                    | From 1200 hours on 12 <sup>th</sup> and 1000 hours on 13 <sup>th</sup> & 14 <sup>th</sup> | 1800 hours                          |
| Possession for rest of the Shell Stall Exhibitors  | 15 <sup>th</sup> & 16 <sup>th</sup> January 2020                                       | 1000 hours  | 1800 hours                          |
| Stop Work for all the Contractors / Stall Fabricators  | 17 <sup>th</sup> January 2020  |   | 1300 hours                          |
| Exhibitors to give final finishing touch and setup Exhibits inside the stall   | 17 <sup>th</sup> January 2020  |   | 1700 hours                          |
| Exhibitors to Vacate the hall  | 17 <sup>th</sup> January 2020  |   | 1700 hours                          |
| Final Hall and Stall cleaning  | 17 <sup>th</sup> January 2020  | 1700 hours  | 1900 hours                          |
| Laying of Carpet in all Aisles & Finishing   | 17 <sup>th</sup> January 2020  | 1900 hours  | 2200 hours                          |
| Hall vacated & sealed for security and sanitation  | 17 <sup>th</sup> January 2020  |   | 2200 hours                          |
| <b>Show Days<br/>January 18th to 22nd, 2020</b>  | <b>Day and Date</b>  | <b>Start Time</b>   | <b>End Time</b>                     |
| Opening Ceremony   | 18 <sup>th</sup> January 2020  | 1000 hours  |                                     |
| Opening and closing of halls for Exhibitors  | 18 <sup>th</sup> January 2020  | 0700 hours  | 1830 hours                          |
|  | 19 <sup>th</sup> , 20 <sup>th</sup> , 21 <sup>st</sup> January 2020                    | 0900 hours  | 1830 hours                          |
|  | 22 <sup>nd</sup> January 2020  | 0900 hours  | 1630 hours                          |
| Exhibition Period & timings for visitors   | 18 <sup>th</sup> , 19 <sup>th</sup> , 20 <sup>th</sup> , 21 <sup>st</sup> January 2020 | 1000 hours  | 1800 hours                          |
|  | 22 <sup>nd</sup> January 2020  | 1000 hours  | 1700 hours                          |
| <b>Dismantling Period<br/>January 22nd to 23rd, 2020</b>   | <b>Day and Date</b>  | <b>Start Time</b>   | <b>End Time</b>                     |
| Taking out Hand Carried Material   | 22 <sup>nd</sup> January 2020  | 1630 hours  |                                     |
| Disconnection of all utilities   | 22 <sup>nd</sup> January 2020  | 1630 hours  |                                     |
| Repacking of exhibits and returning the rented furniture to the contractors  | 22 <sup>nd</sup> January 2020  | 1630 hours  |                                     |
| Freight Vehicle entry for move out of heavy exhibits   | 22 <sup>nd</sup> January 2020  | 1900 hrs  |                                     |
| Dismantling of Shell Scheme Stalls & Auxiliary areas   | 22 <sup>nd</sup> January 2020  | 1700 hours  | 23 <sup>rd</sup> January 1000 hours |
| Stalls Dismantling Period  | 22 <sup>nd</sup> January 2020  | 1830 hours  | 23 <sup>rd</sup> January 1700 hours |
| Vehicle entry for stall contractors  | 22 <sup>nd</sup> January 2020  | 2300 hours  |                                     |
| All Stalls & Exhibits removal out of IEML Premises   | 23 <sup>rd</sup> January 2020  | 1700 hours  |                                     |
| Hall handover to IEML  | 23 <sup>rd</sup> January 2020  | 1800 hours  |                                     |

**Exhibitors Please Note - Important Information:**

- The exhibition halls will remain open all 24 hours for stall construction from 12th to 16th January 2020. All exhibitors will have to vacate the halls at 1700 hrs on 17th January 2020.
- 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 half an hour after closing of exhibition (i.e. till 1830 hours) to service their stalls. For security reasons, exhibitors who want to stay beyond closing time must obtain permission in advance from the Organiser.
- In case your exhibits are arriving earlier or later than the date specified, please liaise with the official freight clearing and forwarding agent for movement or storage at its respective warehouse.
- In case of exhibits which require a crane or forklift, exhibitors should intimate the Organiser at least 1 month in advance. (fill-up the requisite 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 construction will have to report the arrival of their material along with a copy of delivery challan & vehicle number to the Organiser, 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 those 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, Organisers cannot be held responsible for misplacement / loss of exhibits.
- Only small and portable items can be removed on 22nd January 2020 from 1700 hours.
- Removal of non-portable and heavy exhibits will be permitted only after 2200 hours on 22<sup>nd</sup> January 2020.
- Repacking/ removing exhibits and material may be continued on the next day, i.e. 23<sup>rd</sup> January 2020. All Stalls must be dismantled and all material must be removed before 1700 hours on 23<sup>rd</sup> January 2020.

***(Organiser reserves all rights to alter/amend the above schedule without assigning any reason. 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)***

### Space Booking and Allocation

- Prospective exhibitors should fill the online application form for space/stall booking and accept the rules and regulations for participation (**However, the organiser reserve the right to reject the application for space booking without assigning any reason. Organiser also reserves the right to limit/alter the space desired to accommodate more number of exhibitors**)
- Any company while booking its stall under **SEZ category** must upload its registration certificate as SEZ unit. Also, post booking of the stall and generation of the invoice, the invoice must be endorsed by the specified officer of the SEZ zone stating that receipt of services is for authorized operations of the SEZ. A copy of the same must be sent to IEEMA within one month of stall booking.
- Any company can book only one stall in its name. Booking of multiple stalls under a single company/ organization name will not be allowed.

**Please note that in order to accommodate more exhibitors, the organising committee of ELECRAMA-2020 has decided to restrict stall size by any single company/exhibitor up to 540 sqm only. Acceptance of booking is at the sole discretion of the Organiser**

### Booking Guidelines

The online booking process is divided in two phases viz. Registration and Booking

#### I. Registration Phase

1. IEEMA members as on 31st March 2019 and non-members who were EL'18 , EL'16 exhibitors (those that have validated their contact person details) are pre-registered and will receive their user id and password from IEEMA.
2. All others companies to sign in and register as new exhibitors, fill in the data form and submit the same. You will get user id and password on your registered email ID.
3. **Login** at <https://exhibitor.elecrama.com> using your 'Exhibitor ID' and 'Password'. In case of non-receipt please write to [bookings.elecrama@ieema.org](mailto:bookings.elecrama@ieema.org)
  - **Verification through email:** After successful 'Log in' verification email will be sent to your registered E-mail id. Click on the link to verify your account.
  - **Updation and confirmation of your data:** Verify/ edit all submitted details in your 'Application Form' and 'UPDATE'. Also explore /check out the Hall layouts and stalls. Shortlist your preferred option from the dropdown menu. Specify the area required in the block given.
  - **Generate Estimate for area of your choice:** Submit the selection to generate a formal estimate. You would receive the estimate on your registered email id. You are now ready for making the payment. **Please note you have only indicated the area of preference. No stall is allotted at this stage**

#### II. Booking Phase -

##### 1. Payment Phase:

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

**\*No payment by cheque/DD will be accepted**

##### 1.1 Confirmation of your payment

- Login and enter your Payment Details. Remember to upload the proof of payment. Once you have uploaded the details you will get an E-mail confirmation with the Priority Number and the date and time slot to proceed for stall selection.
- Once the payment reflects in our bank, you will get a receipt and confirmation of your time slot within 3 working days. In case the payment does not reflect in our bank or you have updated incorrect details, the priority number becomes invalid and the stall selection slot assigned to you will become null and void and you will be assigned a fresh priority number and time slot of a different date as per availability.

## 2. Online Stall Selection and allocation Phase

→ After receiving the email confirmation to select your stall on the assigned time slot, Login to the exhibitor portal on the designated date, select your desired (available) stall and 'SUBMIT'. Available stalls in your category will appear in green and the unavailable stalls would appear in red. You will receive an E-mail confirming allocation of your selected stall along with the Final Tax Invoice for the first instalment.

### III. Booking tips

- A stable internet connection of minimum of 1 mbps or more is required. Clear cache and browser history before you log on
- if you have not received the email with your exhibitor ID and password please check the spam folder or contact ELECARAMA help desk number 022 24936529
- You can download the floor plans at all steps
- Select the area required carefully before generating the estimate.
- Fields marked \* in the forms are mandatory
- System has been programmed not to "time out" any session. Please ensure you reconfirm all the details filled in the form before you hit "Submit" or "Continue" button
- For your safety we recommend that you take "Screenshots" of every step
- Ensure that the amount paid against installments (including TDS) matches with the estimate to avoid possible rejection of your booking by TEAM ELECARAMA

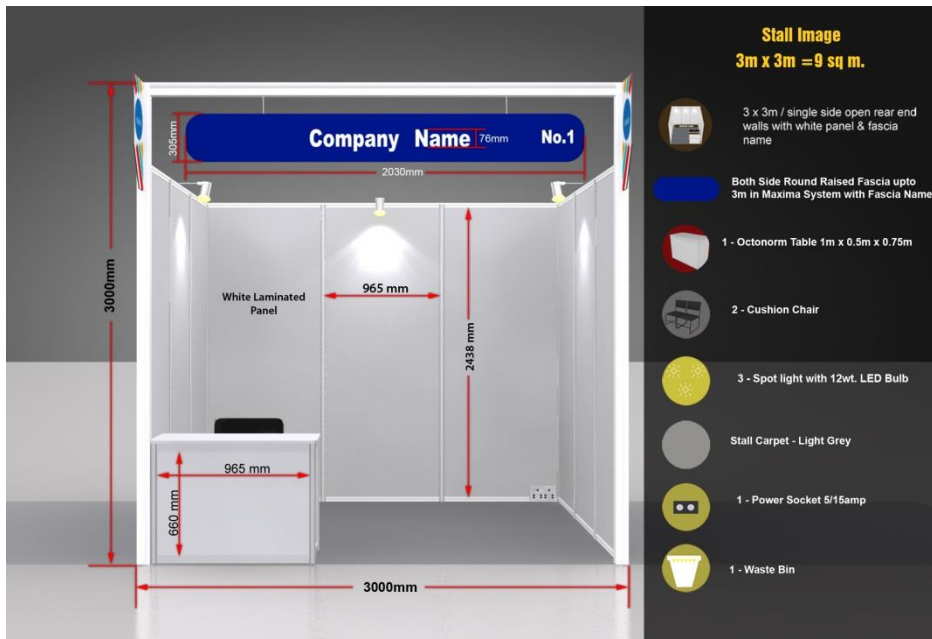
### IV. Specifications

- **Bare Space:** Only bare space will be allotted above 24 sqms. Organisers will clearly demarcate the borders of the space booked by the exhibitor on the hall floor. It is the responsibility of the bare space stall holders to construct the stalls within the border and as per the laid down rules.
- **Bare Space:** Electrical Power Consumption and Connection Charges 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 during set up period. Exhibitors must inform their requirement to the Organiser **on or before 30th November 2019** in the appropriate form provided in the exhibitor manual.
- **Shell Scheme:** Under shell scheme (from 9 sqm upto 24 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 on pro rata basis of the area booked as mentioned in the table below.

Table

| Stall Area in sqms | Desk Table | Round Table | Chairs | Spotlight | 5 Amp Plug Point | Waste paper basket |
|--------------------|------------|-------------|--------|-----------|------------------|--------------------|
| 9                  | 1          | 0           | 2      | 3         | 1                | 1                  |
| 12                 | 1          | 0           | 3      | 4         | 1                | 1                  |
| 15/18              | 2          | 0           | 4      | 6         | 2                | 1                  |
| 21/24              | 3          | 1           | 8      | 8         | 2                | 2                  |

Note: This image of preconstructed shell scheme stall is given below for pictorial representative only. Actual stall may differ in design.



- 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 the above table.
- For connected load above 1 kW, charges will be extra as decided by the Organiser and for Electrical supply above 2kw, 3 phase connection will be required with attendant costs.
- All shell exhibitors must inform their requirement, for set up and show days, to the Organiser **on or before 30th November 2019**. If the same is not intimated as above, the organiser will not be responsible for not providing the required electrical connection.

**Mezzanine Floor:** Subject to the prior approval of the stall layout from official architect and in accordance with ELECRAMA-2020 Rules and Regulations, exhibitors may be permitted to create a mezzanine floor up to 40% of the bare space area at an additional charge of 30% over and above the applicable rates of that respective area booked, only at specific locations marked in the layout. For details login to the exhibitor portal.

*(Permission to construct mezzanine floor is subject to approval of official architect of the exhibition)*



### Exhibition Tariff

**Indian exhibitors** (Meaning: those firms/ organizations which are registered & incorporated in India) will have to pay stall and any other charges in INR only. Estimate and Invoices will be generated in INR only.

**Foreign exhibitors** (Meaning: those firms/organizations registered or incorporated outside India and having no permanent establishment in India) will have to pay stall and any other charges in USD only. Estimate and Invoices will be generated in US Dollars only.

**IEEMA Member** concessional tariff is available only to those member companies who have no dues towards IEEMA membership as on 31.03.2019 and who continue to be members of IEEMA for F.Y. 2019 -2020. In case of non-payment of dues for current financial year, the concessional tariff shall be reversed and a debit note for the differential amount will be raised.

#### Please note:

- Tariff is exclusive of GST and other government taxes and levies, if any, and the same will be collected along with stall charges.

Tariff for international exhibitors is inclusive of all taxes

- 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 organiser do not guarantee such allocation 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-2020 Architect appointed by Organiser.
- Exhibitors may be permitted to create a mezzanine floor up to 40% of the bare space area at an additional charge of 30% over and above the applicable rates of that respective area booked, only at specific locations marked in the layout.
- For stall possession no dues certificate will be given to the Exhibitors on the specified date, subject to payment of all dues including electricity charges, security deposit etc.

#### Payment Procedure, Schedule and Details of Bankers

- Exhibitors are requested to strictly adhere to the payment schedule appearing in their estimate. (also given below for reference on pg. no. 10)
- The pending payments if made after applicable due dates, attract an additional amount of Rs. 50/- per sqm per day (in case of bare space) and Rs. 100/- per sqm per day (in case of shell scheme) which will be payable before taking possession.
- In case of non-payment of the next installment beyond 1 month from the due date, the exhibitor may lose all rights to the space reserved / booked. The amount already paid may be forfeited in such cases. The stall/ space can then be at the Organisers disposal to be offered to any other exhibitor.
- All payments should be made only via ELECRAMA-2020 payment gateway/ RTGS/ NEFT/ SWIFT/TT.
- No payment by cash/ cheque / DD will be accepted. Please do not deposit cash/ cheque/ DD directly into the bank account.

- **DETAILS FOR REMITTANCE:**

Funds to be remitted in favour of "IEEMA ELECRAMA"

For RTGS/NEFT please refer details below:

NAME OF THE BENEFICIARY : IEEMA ELECRAMA

CURRENT ACCOUNT NO : 50200037884185

BANK AND BRANCH : HDFC Bank

H69, Connaught Place, Outer Circle

New Delhi - 110001

SWIFT CODE : HDFCINBBDEL

IFSC : HDFC0000313

**Payment Schedule:**

| Payment Schedule                                      | Booking amount | Second Installment       | Final Payment            |
|---|----------------|--------------------------|--------------------------|
| <b>Booking Uptil 30-06-2019</b>                       | <b>40%</b>     | <b>30% by 31-08-2019</b> | <b>30% by 31-10-2019</b> |
| <b>Booking From 01-07-2019 to 30-09-2019</b>          | <b>70%</b>     |                          | <b>30% by 31-10-2019</b> |
| <b>Booking From 01-10-2019 onwards</b>                | <b>100%</b>    |                          |                          |
| GST, if applicable, is payable with each installment. |                |                          |                          |

**Security Deposit**

Exhibitors are required to pay the refundable security deposit before 31<sup>st</sup> August 2019. Exhibitors booking stalls on or after 1<sup>st</sup> September 2019 have to pay security deposit immediately. The invoice for the Security Deposit will be sent with the Tax Invoice of the first installment, post final selection of their stall.

| SECURITY DEPOSIT                                | Indian Exhibitors |
|---|-------------------|
| For Shell constructed stalls from 9 to 15 sqms  | Rs. 25000/-       |
| For Shell constructed stalls from 18 to 24 sqms | Rs. 50,000/-      |
| For Bare space upto 200 sq. meter               | Rs. 75,000/-      |
| For Bare space more than 200 sq. meter          | Rs. 1,50,000/-    |

The process of refunding security deposit shall commence after 3 months of the closure of the exhibition on receipt of the tax deduction at source (TDS) certificate (Form 16 A) and after deducting the claims for damages and other recoveries of IEEMA, if any. The security deposit may be forfeited, if the stall is not complete in all respects before 1300 hours on 17<sup>th</sup> January 2020.

**Cancellation charges:** Once the Organisers confirm acceptance of application\*, cancellation/withdrawal of participation by Exhibitor on account of any reason including personal, official, business scenario, force majeure, strike, lockout etc. will attract cancellation charges. Organiser will proceed with cancellation only after a written communication for cancellation is received from the authorized person (contact person) of the exhibitor.

\* Acknowledgment of the advance payment and/or generation of priority number is deemed as acceptance of application.

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

| Date of cancellation                        | Cancellation Charges                                     |
|---|--|
| By 30 <sup>th</sup> June 2019               | 30% of the amount due/paid till date whichever is higher |
| By 31 <sup>st</sup> August 2019             | 75% of the amount due/paid till date whichever is higher |
| On and After 1 <sup>st</sup> September 2019 | 100% of the amount paid                                  |

## Administration of Exhibition

Administration of exhibition will be controlled by the Organiser (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 stall and for information about obtaining various services related to the exhibition. The Organiser will depute its officials at site in each hall throughout the construction period, exhibition days and the break down period. ELECRAMA officials and staff members of Organisers will always be available to answer queries, handle problems and be of assistance to exhibitors. Any problem affecting exhibitors or contractors should immediately be referred to the Organisers help desk in respective halls for prompt action.

### 1. Approval of Stall designs

All exhibitors constructing their stalls must submit the stall design and elevation drawing, showing dimensions, positions and height of various partitions, cabin, display boards, logos and exhibits within their stalls to the Organisers online for approval, on or before **30th November 2019**. The exhibitors are requested to forward copy of the approved stall design plan to their stall construction team. All exhibitors are required to keep one copy of the approved plan at the stall during the construction period. **Modifications and/or alterations suggested by the Organisers will be binding on the exhibitors.** If the actual display arrangement of the stalls is not in conformity to the approved layout plan, the Organisers reserve the right to remove or cause removal of unapproved installations from the stall at the cost and risk of the exhibitors.

### 2. Possession of Stalls

For Bare Space Stall holders: Possession of bare space will be given from 1200 hours onwards on Sunday, 12<sup>th</sup> January 2020 and 1000 hours onwards on Monday, 13<sup>th</sup> January 2020 till 1800 hours on Monday, 13<sup>th</sup> January 2020. Possession of the stall would be given only after obtaining No Dues Certificate from IEEMA/ELECRAMA Accounts Department.

For Shell Stalls Exhibitors, who wish to convert from shell to constructed booth or have applied for ELECRAMA Plus services: Possession of bare space will be given from 1200 hours on 12<sup>th</sup> and 1000 hours on 13<sup>th</sup> & 14<sup>th</sup> January 2020 till 1800 hours on Tuesday, 14<sup>th</sup> January 2020 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 15<sup>th</sup> & 16<sup>th</sup> January 2020, only after obtaining No Dues Certificate from IEEMA/ELECRAMA accounts department.

No dues certificate, for giving possession to all 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.

### 3. Completion of Stall Construction

All construction work and electrical wiring must be completed in all respects, before 1300 hours on Friday, 17<sup>th</sup> January 2020. The Organisers reserve the right to stop the construction work after 1300 hours on Friday, 17<sup>th</sup> January 2020. Exhibitors can give final touchup and setup Exhibits inside the stalls latest by 1700 hours on 17<sup>th</sup> January 2020. The security deposit will be forfeited, if the stall is not complete in all respects before 1700 hours on Friday, 17<sup>th</sup> January 2020.

The Committee Members for the Best Stall Contest will consider an exhibitor as qualified, only if the stall construction work is complete in all respects before 1700 hours on Friday, 17<sup>th</sup> January 2020. Organisers advise all stall holders and their contractors to store the waste material at one place within their stall area, from where the Organisers would arrange to remove the same through their official contractor.

### 4. Applicability of GST Law to Exhibits and Display Material etc.

Any person engaged in supply/ movement of goods for the purposes of exhibition is required to fulfil prescribed procedures under the Goods and Services Tax (GST) laws in India, including registration under GST, movement of goods, articles under the cover of prescribed tax documents, generation of E-way Bill before transportation of goods etc. There may be legal requirement of payment of GST in case of non-compliance of procedures or otherwise. Freight paid to foreign shipping lines for transportation of goods into India, may also attract GST. Exhibitors are requested to obtain necessary consultation from their tax consultant to avoid non-compliance under GST laws.

## **5. Schedule for Vehicle Entry to Exhibition halls – Build Up period**

### **5.1 Entry for Freight Vehicles**

Freight vehicles carrying exhibition goods must enter from the designated gate of INDIA EXPOSITION MART LTD. and get parked in the designated parking area before off-loading the exhibition goods. The Organisers will allow the vehicles of Freight forwards to park inside the exhibition center premises or its surrounding areas before off-loading of exhibition goods depending on the availability of space. Parking of freight vehicles will not be allowed after off-loading of exhibition goods. Movement of freight vehicles will be managed by the official security agency in co-ordination with the Hall managers & staff of the respective halls. Freight vehicles carrying exhibition goods, will be allowed to enter exhibition halls only after 0800 hours from 12th January 2020. Please note, vehicles carrying heavy equipment/s which needs freight handling machinery, will not be allowed to enter the halls after 1800 hours on 14th January 2020. Person in charge of the stall construction will have to report the arrival of their material, along with a copy of delivery challan, Vehicle number and No dues certificate to the Organisers, who will in turn issue a token for the Vehicle to move inside the hall. Looking at the traffic situation within hall, organiser will call for token and only those vehicle/s will permitted to enter the hall to deliver the exhibition material to the respective stall holder. Exhibitors should depute their representatives to accept delivery of their exhibit packages at the exhibition site. Exhibitors are advised to seek assistance from official freight agency. Organisers will not accept/handle material on behalf of any exhibitors.

### **5.2 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.

### **5.3 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.

## **6. Schedule during Breakdown Period (from 1900 hours on 22nd January 2020 to 1700 hours on 23rd January 2020)**

### **6.1 Removal of Exhibits**

Exhibitors are required to obtain prior permission and gate pass from the organiser for removing any exhibit for testing; repairing or replacing the same during the exhibition period and such removal will be allowed only after closing of the exhibition. Exhibitors will be allowed to remove any hand carried exhibit from the stalls only after the official closure of exhibition i.e. after 1630 hours on 22nd January 2020 itself for loading to their respective vehicles parked at the parking ground. Exhibitors are also advised that rented furniture items will be collected after exhibition closes on 22nd January 2020. The drawers, cupboards etc. should be emptied and the contents packed after the exhibition closes. The work of removing the exhibits could be undertaken after the closure of

the exhibition and must be completed before 1700 hours on 23rd January 2020. After this period, the Organisers will be at liberty to remove and store the goods at other places at the cost and risk of the exhibitors.

#### **6.2 Freight vehicles for removing exhibition goods**

Freight vehicles for removing exhibition goods must enter from the designated gate of INDIA EXPOSITION MART LTD., as per schedule provided by the Organiser 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 1900 hours on Wednesday, 22nd January 2020. 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 2000 hrs on 22nd January 2020. Heavy material can only be packed and removed on 23rd January 2020 from 0900 hours onwards. Only light motor vehicles like Taxis, Rickshaws, Santro, Maruti, etc. will be permitted to reach the nearest entry of the venue on 22nd January 2020 after 2000 hours, for removing exhibition material. Admission for Visitors

- 7. Admission for 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](http://www.elecrama.com) The pre-registered trade visitors can obtain the visitor badge from the registration center by producing the printout and photo ID proof, before entering the exhibition halls.

## Guidelines for Stall Area utilization - Construction

### I. General Guidelines applicable to all exhibitors

- 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 stall construction, decoration and display specified by the Organisers.
- The exhibitor is responsible for safety at the stall 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 its stall or the exhibits displayed in it. Throughout the construction and dismantling period, conditions inside and outside the halls as well as at the open-air site are similar to those at a building site. The personnel working in this environment must be made aware of the dangers that exist.
- Exhibitors are required to submit stall layout plan, elevation and 3D artist's impression, online (Stall Design Approval Form) for its approval positively before **30th November 2019**.
- An exhibitor, whose design has been approved by the fair architect appointed by IEEMA, 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 the fair 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.
- The stall contractor should be approved by the Organisers and should obtain NOC from the Organisers 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 Organisers 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.
- Any worker, contractor, exhibitor's representative, material supplier wanting to enter the exhibition halls must have an official badge issued by the Organiser.
- The stall contractor should be approved by the Organisers and should obtain NOC from the Organisers 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 Organisers 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.
- Any worker, contractor, exhibitor's representative, material supplier wanting to enter the exhibition halls must have an official badge issued by the Organiser.
- There would be general lighting within the hall. Temporary electrical connection would be provided to carry on the construction work on chargeable basis. Aisles in the halls **must be kept clear at all times**, even during the construction and dismantling periods, since they the 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 and hanging of stall structure from the ceiling of the halls 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.
- The panels adjacent to other stall areas and the ceilings of the stall 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 stall should be easily accessible and should not be concealed /covered by the panels / partitions or even by the exhibits. Access also needs to be provided to such Fire Hydrants and/or Electrical Panels falling within or behind the Stall area, if any.
- 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.

- 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 stall 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. Organisers advise exhibitors to bring in prefabricated stall to avoid delay in completion of stalls 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 not allowed. Depicting exhibitors name or logo on flickering/ off-on type light is also not 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 stalls is also not permitted.
- Posters, banners, and advertisement boards including LED displays will be put up by the Organisers and will be available to the exhibitors for advertising on payment basis.
- Use of potted plants is allowed only inside the stall area of the exhibitor.
- An exhibitor, whose design has been approved by our official architect, can commence erection after taking official possession of the stall area. No exhibitor shall be allowed to start work on their stalls without prior approval of the layout plan. The decision of the official architect with regards to the approval of the stall design 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 construction contractors to clean the stalls upon completion of construction, before handing it over to them. Thereafter, the official cleaning contractor will clean the aisles only.
- 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/exhibits, transit, 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.

### **Height Restriction for Stall Construction for Halls 1,3,5,7:**

#### **Bare Space Stall Construction**

- Clear ceiling height of these halls is 5.3 meters.
- Height of panels and common Wall between two Neighbouring stalls should not be more than 3.5 meters and should have smooth surface on both sides. Logos and single branding signage can be displayed up to a height of 5 meters, provided they are away from adjacent stalls by a minimum distance of 2 meters.

#### **Mezzanine Construction**

- Bare space exhibitors eligible and desiring to construct Mezzanine floor in these halls have to restrict the total height of their stall with Mezzanine to 5 meters including the logo height

#### **Shell scheme stalls who wish to convert their Stalls to customized Design of their choice :**

- Logos and single branding signage up to a maximum surface area of 1 sq. meter can be displayed upto a height of 3.5 meters, provided they are away from adjacent stalls by a minimum distance of 1 meter.
- Height of panels and common Wall between two Neighbouring stalls should not be more than 2.5 meters and should have smooth surface on both sides.

## **Height Restriction for Stall Construction For Halls 2,4,6,8,9,10,11,12,13,14,15,16**

### **Bare Space Stall Construction**

- Height of panels and common Wall (Back Wall & Side Wall) between two Neighbouring stalls should not be more than 3.5 meters and should have smooth surface on both sides.
- Logos and single branding signage can be displayed up to a height of 5 meters, provided they are away from adjacent stalls by a minimum distance of 2 meters.

### **Mezzanine Construction**

- Bare space exhibitors eligible and desiring to construct Mezzanine floor in these halls have to restrict the total height of their stall with Mezzanine to 5 meters including the Logo height.

### **Shell scheme stalls who wish to convert their Stalls to customized Design of their choice:**

- Height of panels and common Wall between two Neighbouring stalls should not be more than 2.5 meters and should have smooth surface on both sides.
- Logos and single branding signage 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 1 meter.

## **I.I Detailed Guidelines for Bare Space -Stall construction**

- Exhibitors can appoint a contractor of their choice for stall design and stall construction, subject to the following rules.
- Organisers 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.
- Leave 70% of the Side which is open on the aisle, free of any construction to assist in the ingress of visitors to the stall and improve visibility. 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.
- Pillars in the stalls should be covered with paneling up to height of 3.5 meters without grouting on the wall, floor or causing damage of any nature to the structure of the exhibition hall.
- In case if the pillar of hall has electrical main supply point / distribution board, a door has to be provided on such paneling for access to electric supply.
- No suspensions are to be made from the trusses of the Exhibition Hall. No fittings or display should 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 in the opinion of the Organiser, it may obstruct the reasonable view or exposure of other Exhibitors stall.
- A Bare Space exhibitor cannot display name boards over an adjacent Exhibitor back wall 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 stalls 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 stalls. 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.
- Height of panels and common Wall (Back Wall & Side Wall) between two Neighbouring stalls should not be more than 4 meters and should have smooth surface on both sides.



- Logos and single branding signage can be displayed up to a height of 5 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 November 2019.**
- All exhibitors must inform their power requirement for Show days as well as Set-up day without fail **before 30th November 2019.** If the same is not intimated as above, organiser will not be responsible for providing the required electrical connection.
- All Bare space stalls building a platform in their stall will make provision for a **one meter ramp** to facilitate movement of physically challenged persons inside their stall area

#### **I.II Detailed Guidelines for Exhibitors under Shell Scheme Package** (24 sqm and below),

- Organiser will appoint official contractors for constructing stalls under shell scheme package and will inform all exhibitors separately.
- Exhibitors can appoint a contractor of their choice for stall design and stall construction, subject to the following rules.
- All Shell scheme exhibitors who wish to customize their stall can also avail this service through ELECRAMA PLUS service on the official website. This service shall be launched shortly
- Height of panels and common Wall (Back Wall & Side Wall) between two Neighboring stalls should not be more than 2.5 meters and should have smooth surface on both sides.
- Logos and single branding signage 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 1 meter.
- 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-stalling fitment within the stalls should not be more than 2.5 meters.
- Leave 70% of the Side which is open on the aisle, free of any construction to assist in the ingress of visitors to the stall and improve visibility. 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 panels and common panels between stalls should not be more than 2.5 meters and should have smooth surface on both sides.
- Pillars in the stalls should be covered with paneling up to height of 2.5 meters without grouting on the wall, floor or causing damage of any nature to the structure of the exhibition hall.
- In case if the pillar of hall has electrical main supply point / distribution board, a door has to be provided on such paneling for access to electric supply.
- 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
- 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.
- No painting or putting of wallpapers on the 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.

## Electric Power Supply and Guidelines for Connection

1. Electric power supply is available in the Exhibition Halls as under:  
A.C. 3 Phase: 415 volts  $\pm$  10%  
A.C. 1 Phase: 230 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.
2. To ensure safety of stall personnel and visitors there should be no loose wiring or hanging wires. All wiring must be carried out in XLPE/PVC, Elastomeric or other plastic sheathed cables. No exposed cable joints are permitted.
3. Exhibitors 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 November 2019**. 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.
4. 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 November 2019**.
5. Organisers 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.
6. 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
7. 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 Organisers before the commencement of work.
8. The installation should conform to prevalent National Electricity Code and especially rules in respect of RCD for safety.
9. 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 Organisers.
10. 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 Organisers. 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.
11. 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.
12. Power will be supplied only after the wiring work is carried out to the satisfaction of the Organisers and duly inspected by authorized representatives

13. 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.
14. Temporary power supply for erection and testing of machines can be made available from 12<sup>th</sup> January 2020 onwards. However, no temporary connections will be given after 16<sup>th</sup> January 2020. Exhibitors may apply for temporary power connection while taking possession of space. (All types of power charges are applicable)
15. Exhibitors must ensure the proper distribution of poly-phase load while their electrical contractor is connecting the load.

## Exhibitor Manual

For booking of additional services / facilities Organiser will upload the exhibitor manual on ELECRAMA website which will be accessible only to the confirmed exhibitors from 01 July 2019 onwards. 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
- Product Listing
- Advertising in the Exhibition Directory
- 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 Services Personnel
- Seminar Hall Booking
- Registration of Stall Design Contractor and Temporary Passes during construction period
- Gate Pass for Exhibits/Goods
- Application of Visa letter
- Florist

### Available Services and Facilities Onsite

Following services for the convenience of the exhibitors and visitors will be made available at site.

- Information booths
- Sale of IEEMA publications
- Food and beverage facilities
- Travel and Transport Desk
- ATM / Foreign Exchange
- Press / Media Room
- Prayer Room
- Business Center
- First Aid / Doctor / Ambulance
- Courier Services
- Audio-video Equipment on hire
- Drinking water
- Fire Brigade
- Car Parking
- Exhibitors are requested to contact the ELECRAMA-2020 site office to get further details of the above services.

## Other Important Rules and Regulations

### 1. 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 Organisers 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 Organisers.

### 2. Safety Precautions

- 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.
- 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 Organisers.
- Firefighting equipment will be provided at various points in the exhibition halls by the Organisers. 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.

**If the above points are not adhered to and cause any damage to the venue due to unforeseen mishaps /accidents, the exhibitor would be liable to pay the applicable charges for the damages incurred and a penalty upto Rs. 5 lakhs.**

### 3. 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.

### 4. 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.

### 5. Water

Water will not be provided for running/demonstration machines by the Organisers. Exhibitors are requested to make their own arrangements for the same. Therefore disposal of waste water shall be the responsibility of exhibitor.

## **6. 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 1700 hours on 23rd January 2020. Should they fail to do so; the same will be removed by the Organisers at the cost and risk of the exhibitor.

## **7. 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. Organisers 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 Organisers 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.

## **8. Security**

Organisers will be engaging security service provider to ensure safety of all exhibits. However, the exhibitors may engage 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 22<sup>nd</sup> January 2020. It is at this time that there is the greatest risk of theft.

The Organisers 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. Organisers 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 only from the approved security agency for ELECRAMA-2020. Movement of exhibits during exhibition days will be permitted only after 1900 hours after obtaining prior written permission from the Organisers. Exhibitors and their representatives must wear identification badges provided by the Organisers during the exhibition days without which they will not be permitted to enter the exhibition halls.

## **9. 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 stalls. 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 injuries.

## **10. Local and Site Regulations**

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

## **11. Photographs/Films**

Organisers 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.

## **12. Force Majeure**

Under the conditions of force majeure, which include strike, lock-out, closure, riot, natural calamities and terrorist attack etc., the Organisers 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 Organisers 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 Organisers.

### 13. 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 Organisers within 15 days from the date of closure of the exhibition or it will be recovered from the security deposit.

### 14. Liability and Insurance

Every reasonable precaution will be taken by the Organisers to ensure the security and safety of the exhibition halls and adjacent areas. However, the Organisers will not accept any liability towards 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. Organisers 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 Organisers and to indemnify the Organisers 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 to take insurance policy covering their machinery/exhibit, transit and loading and unloading of machines, their exhibition personnel, and third parties (visitors).

### 15. Acceptance of Rules

Formulation and execution of the rules and regulations of ELECRAMA-2020 and all other matters with regard to ELECRAMA-2020 will be carried out by IEEMA, or their authorized representatives, under the guidance of the organizing committee. **The Organisers are vested with the full authority to enforce all rules and regulations pertaining to ELECRAMA-2020.** Their decisions will be final and binding in all respects and for all concerned. Any dispute will be subject to New Delhi Jurisdiction only. By booking space in ELECRAMA-2020 exhibition, the exhibitors undertake to adhere to all rules and regulations laid down by the Organisers or to be framed by them from time to time.



**Technical Specifications of Exhibition halls of INDIA EXPOSITION MART LTD**

| Halls                   | Level        | Gross Area Available (sq. mtr) | Length (mtr) | Breadth (mtr) | Usable Height (mtr) | Floor Loading Capacity (kg/sq meters) |
|-------------------------|--------------|--------------------------------|--------------|---------------|---------------------|---------------------------------------|
| <b>Exhibition Halls</b> |              |                                |              |               |                     |                                       |
| Hall A1 / Hall 1        | Ground Floor | 3456                           | 72           | 48            | 5.3                 | 1500                                  |
| Hall C1 / Hall 2        | 2nd Floor    | 3456                           | 72           | 48            | 5.7                 | 750                                   |
| Hall A2 / Hall 3        | Ground Floor | 3456                           | 72           | 48            | 5.3                 | 1500                                  |
| Hall C2 / Hall 4        | 2nd Floor    | 3456                           | 72           | 48            | 5.7                 | 750                                   |
| Hall A3 / Hall 5        | Ground Floor | 3456                           | 72           | 48            | 5.3                 | 1500                                  |
| Hall C3 / Hall 6        | 2nd Floor    | 3456                           | 72           | 48            | 5.7                 | 750                                   |
| Hall A4 / Hall 7        | Ground Floor | 3456                           | 72           | 48            | 5.3                 | 1500                                  |
| Hall C4 / Hall 8        | 2nd Floor    | 3456                           | 72           | 48            | 5.7                 | 750                                   |
| Hall 9                  | Ground Floor | 6250                           | 125          | 50            | 9                   | 30000                                 |
| Hall 10                 | Ground Floor | 6250                           | 125          | 50            | 9                   | 30000                                 |
| Hall 11                 | Ground Floor | 6250                           | 125          | 50            | 9                   | 30000                                 |
| Hall 12                 | Ground Floor | 6250                           | 125          | 50            | 9                   | 30000                                 |
| Hall 14                 | Ground Floor | 6250                           | 125          | 50            | 9                   | 30000                                 |
| Hall 15                 | Ground Floor | 6250                           | 125          | 50            | 9                   | 30000                                 |