

TRADE FAIR GUIDELINES, RULES & REGULATIONS GENERAL INFORMATION

1. Venue, Dates & Timings

HEXPO 2016 will be held from 12th - 15th February, 2016
 at CODISSIA Trade Fair Complex,
 Avinashi Rd, Coimbatore - 641 014.

For Participants : 9.30 AM to 7.00 PM

For Visitors : 10.00 AM to 6.00 PM

2. Stall layout and construction

- The detailed Layout of the stall is given in brochure.
- Back drop and Side paneling to a height of 2.4 M.
- Facia with participant name.
- Needle punch carpet laid for stalls and Aisles.
- Spotlights and one 5 amps plug point.
- One Table and Two Chairs.

3. Trade Fair Hall

- Trade Fair Halls have heavy duty industrial flooring
- Doors openings are 5.4.M Height and 4.5 M Width.
- The stalls are spaciouly designed in a total area of 10,250 Sq Mt

4. Facilities and Services

- Restaurants & Snacks Bar
- Seminar Hall
- Information Centre
- FirstAid

5. Electricity Usage

(Note : 5 amps plug point is to be used only to power electronic gadgets. If it is used to power other equipments, a minimum of 1 kw will be charged)

STALL CHARGES, ADDITIONAL SERVICES & CHARGES

1. Stall Charges

Indian Exhibitor
 ₹ per Sq.Mt

- | | |
|---|-----------|
| 1.1 Built-up-stall (A/C) : | ₹ 6,000/- |
| 1.2 In-door Bare space (A/C) :
(Minimum 36 Sq Mt) | ₹ 5,500/- |
| 1.3 Vantage Position Charges :
(More than one side open) | 10% Extra |
| 1.4 Note: Service Tax & other Levies will be applicable as per Govt. Rules & notification | |

2. Discounts On Stall Charges(only for Indian Exhibitors)

- 2.1 Early Bird Discount 10% On Basic Charges (Stall reservation form received up to 30.11.2015)

Payments

- 2.2 All Payments towards any charges should be made by **A/C Payee Demand Draft** in favour of **HEXPO 2016**, Payable at Coimbatore.

- 2.2.1 **50% Advance payment for stall rent and 100% payment for amenities charges** of Electrical Power, Compressed Air, Water & others should be made along with Application Form.

- 2.2.2 **Balance 50%** of stall rent to be paid **within 21 days from the date of provisional allotment letter to avail the eligible discounts and confirmation of stall allotment.**

- 2.2.3 **Early Bird Discount will be accounted based on Demand Draft Date or Local Cheque realisation date.**

- 2.2.4 Discount will be deducted on Final Payment.

2.2.5 Bank Account Details:

- | | |
|--------------------------------------|-----------------------------------|
| a. Account No | : CBCA 504 |
| A/c No. for RTGS / NEFT Transactions | : 065001601000504 |
| b. Bank Name | : CORPORATION BANK |
| c. Branch | : GKNM Branch, Coimbatore 641 037 |
| d. RTGS / IFSC Code | : CORP0000650 |
| e. Swift Code | : CORPINBB562 |
| f. Account Name | : HEXPO 2016 |

- 2.2.6 For Indian Exhibitors, TDS may be deducted at 2% as applicable under Section 194 - C of the Income Tax Act and the FORM 16 A to be issued in the name of CODISSIA INTEC TECHNOLOGY CENTRE, CODISSIA G.D.NAIDU TOWERS, P.B.No: 3827, Huzur Road, Coimbatore -641018.

- 2.2.7 No application form will be entertained without advance payment

3. Facilities and Service Charges

Power required by exhibitor will be made available at extra cost as under Single Phase / Three Phase.

3.1 Cost of Power -Single Phase/Three Phase

On Connected load
₹ 2,500/- per KW
Subject to a minimum of 1 KW

The above charge include wiring up to the main switch board provided in the stall.

TERMS AND CONDITIONS

1. Security

The Organisers will provide round the clock security for the general surveillance of the Trade Fair Grounds.

If required, exclusive security guards will be provided at extra charges during installation and removal of the exhibits.

2. Seminar Hall (Air Conditioned)

Halls are available at extra charges. Unique opportunity to sell your product and services. Technology Promoters can have their video, audio presentation and technical talk. Halls are booked on "First Come-First served" basis.

3. Handling Facilities

The Services of Cranes and Forklifts through authorised contractors will be available at extra cost if required. Exhibitors are not permitted to use these facilities from other sources.

The exhibitor must mention in the application form the details of weight of the exhibits to be handled. This cost has to be settled to the organiser.

4. Transport Documents

Participants shall take care to see that the transport documents of exhibits are full and complete to satisfy the statutory requirements of sales tax, central excise and customs to avoid any difficulties on route. The exhibits should be consigned in the name of the participants themselves or their local agents and not in the name of the organiser.

5. Entry of Exhibits

Exhibitor Registration and Entry of Exhibits will be permitted only after 100% payments for all charges. Authorised representatives of the participants should be present at the time of entry of the exhibits at the venue. **Exhibits arriving after 07.00 PM on 11.02.2016 will be allowed only after the closure of the fair on 12.02.2016.**

6. Cancellation

Failure to make payments as per schedule would render cancellation of stall booking / allocation and no refund will be made. Cancellation of participation is not permitted

7. Stall Allotment

The allotment of stall will be made strictly on "First come First served" basis and will be decided by the Organisers.

8. Open Area Display

Exhibitors will not be permitted to construct stalls on their own. It can be provided at Extra cost.

9. Fair Directory

The organisers will release the exhibition Directory giving the following information

- Name and Addresses of various Exhibitors
- List of products exhibited
- Layout plan showing position of various stalls
- For advertisement in the fair directory, use the Advertisement Order Form.

10. Installation of Exhibits

The exhibitors can begin the work of installing their machines and exhibits from 10.02.2016 onwards and the same must be completed by 7.00pm on 11.02.2016.

11. General

1. Participants shall use the space only for exhibition purpose & not for cooking, staying or washing
2. The decision of the Chairman, HEXPO 2016 will be final and binding in regard to enforcement of these rules & regulations as laid down by the organisers.
3. The organisers reserve the right to alter the floor plan / conditions, Allot / Reject the stall application without assigning any reasons.
4. Product Demonstrations if any should be held with sufficient safety measures. Demonstration should be so arranged that Metal Burrs, Concrete, Wood and other scrap emanating out of demonstration should not fly and pose hazard to anyone. Exhibitor should conduct demonstration inside transparent enclosure and ensure that the waste be collected within the allocated stall space only. The exhibitor will be solely responsible for collection and cleaning of waste collected from the demonstration.
5. All display items should be positioned within the allocated stall space only. Any violation from this will not be entertained and the organizers reserve the right to close the stall.

12. Closure of Fair

On the day of completion of the fair, heavy vehicles with capacity above one ton will be permitted inside only after clearance of smaller vehicles. Mobile crane entry will also be permitted only after the small vehicles move out. The timing and procedure of closure of fair will be intimated on 15th Feb 2016 at 15.00 hours.

13. Advertising in Fair Venue

1. Printed matter and advertising material may be displayed / distributed only in their own stall and not in the hall gangways or outside the exhibitions hall.
2. Moving, acoustic advertising and music are prohibited. The organisers shall be entitled to intervene and discontinue or remove the equipment in case of disturbance.

14. Force majeure

Under the conditions of Force Majeure which also include strike, bandh, natural calamities and other events and decision beyond the control of the organisers, the organisers are entitled to alter the dates, duration or cancellation of the entire fair. In the event of cancellation of the fair, the participation charges will be refunded after deduction of the costs already incurred by the organisers.

At no cost cancellation is allowed. No refund will be done to the participant.

15. Limit of Liability

The organisers are not liable in any form for any loss or damage to Exhibitors property at the exhibition site or injury to their personnel and visitors.

16. Insurance

All the participants are advised to arrange for comprehensive insurance for their exhibits at their own cost.

17. Sales

Sale of any product in the fair premises will be subject to the Rules & Regulation of the government of Tamil Nadu and the Central Governments as the case may be.

18. Jurisdiction

All disputes are subject to Coimbatore jurisdiction.