



14-15 JANUARY 2019

INDIA EXPOSITION MART, GREATER NOIDA

RAW SPACE EXHIBITOR HAND BOOK

GUIDELINES FOR RAW SPACE EXHIBITORS

2nd Edition of Indus Food – World Food Supermarket

14 & 15 January 2019

Hall 2, Hall 4 & Hall 6

India Exposition Mart Limited, Greater Noida, Uttar Pradesh

IMPORTANT POINTS

1. Exhibitor appointed booth contractor Registration.
2. Design Approval from Organizer.
3. Set-up & Break Days:
 - a. Move In & Construction Timing.
 - b. Exhibit Display Set-up.
 - c. Freight Entry.
 - d. Set-up Passes.
 - e. Set-up Guide Lines.
 - f. Electricity during Set-up period.
 - g. House Keeping during Set-up period.
 - h. Break Down timing.
 - i. Removal of Debris.
4. Show Days:
 - a. Stand Cleaning during the show.
 - b. Power Load for Show Days.
 - c. Service Passes for Booth contractors and temporary manpower.
5. List of Suppliers
6. Indus Food Show Site Team Contacts
7. Forms

EXHIBITOR APPOINTED BOOTH CONTRACTOR REGISTRATION

1. Any Raw space exhibitor who wish to appoint any booth contractor company other than the following two recommended companies by organizer has to submit Form A1 for registering Third Party booth Construction Contractor latest by 27th of December 2018.
2. Exhibitor Appointed Booth Contractor as per the A1 form has to submit a refundable Demand Draft of INR 30,000/- in favour of " Trade Promotion Council of India" payable at New Delhi along with Form A2 latest by 7th January 2019.
3. IMPORTANT: No team member of the third party contractor is allowed to enter exhibition hall during set-up & break down period without valid Set-up Badges issued by "Trade Promotion Council of India". Set-up Badges will only be issued upon receipt of Form A2 along with Security Deposit.
4. IMPORTANT: Set-up Badges are not valid during 12 am of 14th January 2019 till 07 pm of 15th January 2019. For any maintenance work to be carried out during this period, contractors can collect "Service Passes" from Organizer Office Located at 1st Floor CFB Area on 13th January 2019 10 am onwards by filling Form A3. Maximum 3 numbers of "Service Passes" will be issued per 18 sqm area.
5. Please refer Form Section for A1 & A2 Form.

DESIGN APPROVAL FROM ORGANIZER

Any exhibitor who is constructing custom built booth has to take an approval on design from the Indus Food Organizing Team as per the deadlines mentioned below. Form D1 has to be submitted.

Following points has to be observed while designing any custom booth:

- a. Height Restrictions:
 1. Maximum permissible height for Back wall is 3.5 mts
 2. Maximum permissible Height of any wall touching the aisle is 1.5 mts unless it is 3 side open booth. The height can go up to 3.5 mts if the structure is at least at 1 mt distance from the Aisle.
 3. Maximum permissible Height of wall adjoining to any Shell scheme booth is 1 mt.
- b. All walls and sides of the booth including any visible back side of the wall to be finished properly with fabric masking or paint.
- c. No Cutting, sawing & welding is allowed on the show floor and the exhibitors are requested to instruct their stall contractor to bring prefabricated stall material.
- d. In case of any violation Indus Food Show Organizers reserves the right to instruct the booth contractor to do necessary modifications as deemed fit by them.
- e. Organizers are not responsible for daily booth cleaning for Raw Spaces and the Exhibitors are requested to order daily booth cleaning services from the venue on payment basis in case it is required by them.
- f. Exhibitors must instruct their appointed booth Contractors to start the break down process by 7 pm of 15th of January 2019 and clear all materials and debris by 12 am of 16th January 2019. Failure to clear the debris and booth material within stipulated time will lead to encashment of security deposit of INR 30,000/- by the Organizers.
- g. Design Submission (D1 Form) Deadline: 30th December 2018.

SET UP DAYS

1. MOVE IN & CONSTRUCTION TIMINGS:

11th January 2019		12th January 2019		13th January 2019	
Start Time	End Time	Start Time	End Time	Start Time	End Time
12:00	23:59	8:00	23:59	8:00	12:00

2. EXHIBIT DISPLAY TIMINGS:

Exhibitors can start displaying their samples and products in their booth starting from 12:00 hrs of 13th of January.

3. FREIGHT ENTRY:

Vehicles carrying Raw Space Exhibitor’s booth material can enter Indus Food venue (India Exposition Mart Ltd, Greater Noida) from Gate Number 9 & 10 by showing organizer allotted Vehicle Entry Passes at the entrance of the above gates starting from 10:00 hrs of 11th January 2018.

4. SET-UP PASSES:

Exhibitor Appointed Contractors can collect the Set-up passes and Vehicle Entry Passes from TPCI office (9 Scindia House, 2nd Floor, Connaught Place, New Delhi- 110001, Ph: 011-40727200) on 8th & 9th January 2019 from 09:30 hrs till 18:00 hrs by submitting completed A2 Form along with Security Deposit. Maximum 1 Set-up passes per sqm will be allotted to the Stand Contractor.

5. SET-UP GUIDELINES:

- a. Exhibitor Appointed Contractors has to follow the set-up timings as laid down by the show organizer.
- b. Exhibitor Appointed Contractors will not be allowed carry out any cutting, sowing & welding at the show floor.
- c. Exhibitor Appointed Contractor has to ensure sufficient security measures for their team members. Exhibitor Appointed Contractor and the Exhibitor will be solely responsible for any occupational injury or casualties to any of their staff members while working in Indus Food Show floor during the set-up and show period. Organizers will be held responsible for any untoward incident.

- d. If the Exhibitor Appointed Contractor does not complete the breakdown and clearance of the site within the stipulated time frame, Indus Food Organizing team will penalize the contractor by forfeiting the Security Deposit.

6. ELECTRICITY DURING SET-UP PERIOD:

In case the Exhibitor Appointed Contractor requires Electricity during set-up period, then they need to request the same at the Built-up Power Counter Located CFB 1st Floor on 11th & 12th of January 2019.

7. HOUSE KEEPING DURING SET-UP PERIOD:

In case the Exhibitor Appointed Contractor requires House Keeping Services during set-up period, then they need to request the same at the IEML Office located at the Ground Floor on 11th, 12th & 13th of January 2019.

8. BREAK DOWN TIMING:

Exhibitors are requested to clear their exhibits / samples from 18:00 hrs till 19:00 hrs of 15th of January 2019.

Exhibitor Appointed Contractors will be given the hall access at 19:00 hrs of 15th of January 2019 and they should complete the break down process and removal of all materials and debris from the halls latest by 00:00 hrs of 16th of January 2019.

9. REMOVAL OF DEBRIS:

Exhibitor Appointed Contractor has to clear all the debris properly from the hall within stipulated time lines failing which Indus Food Organizing team reserves the right to take penal action against the contractor by encashing the Security Deposit.

SHOW DAYS

1. STAND CLEANING DURING THE SHOW:

In case the Raw Space Exhibitor requires House Keeping Services during show days, then they need to request the same at the IEML Office located at the Ground Floor on 11th, 12th, 13th, 14th & 15th of January 2019 Or by Submitting form H1.

2. POWER LOAD FOR SHOW DAYS:

In case the Raw Space Exhibitor Electricity and Additional Power Load during the show days, then they need to request the same at the Built-up Power Counter Located CFB 1st Floor on 11th & 12th of January 2019.

3. SERVICE PASSES:

Set-up badges are not valid during 12 am of 14th January 2019 till 7 pm of 15th January 2019.

For any maintenance work to be carried out during this period, contractors can collect "Service Passes" from Organizer Office Located at 1st Floor CFB Area on 13th January 2019 10 am onwards by filling Form A3. Maximum 3 numbers of "Service Passes" will be issued per 18 sqm area.

LIST OF SUPPLIERS

Official Stand Contractor:

Pavilion & Interiors Pvt Ltd

A-63, Sector-57, Noida- 201301, UP

Tel: 0120-4513400,2581217

Mr. Sanjeev Sinha

Mob: 91 931059101

Email: sanjeev.sinha@pavilionsinteriors.com

Additional Furniture items

Pavilion & Interiors Pvt Ltd

A-63, Sector-57, Noida- 201301, UP

Tel: 0120-4513400,2581217

Mr. Praful Agrahari

Mob: 91 8470009928

Email: Praful.agrahari@pavilionsinteriors.com

Electrical Requirements

Pavilion & Interiors Pvt Ltd

A-63, Sector-57, Noida- 201301, UP

Tel: 0120-4513400,2581217

Mr. Praful Agrahari

Mob: 91 8470009928

Email: Praful.agrahari@pavilionsinteriors.com

Freight Forwarding & Onsite Material Handling for Exhibits:

Orient Marine Lines Pvt. Ltd.

49, Rani Jhansi Roads,
New Delhi 110055, INDIA

Mr. Ashish Kulkarni – Vice President

Email: ashishk@orientm.com
Mobile: +91 9818683392 / +91 9313219839
Phone: +91 11 4535 9931

Mr. Nitin Gupta – Deputy General Manager
Email: - niting@orientm.com
Mobile: +91 9810993392
Phone: +91 11 4535 9923

For Housekeeping/Security:

India Exposition Mart Ltd.
Plot No. 25,27,28 & 29, Knowledge Park II
Greater Noida 201308 U.P., India
Tel: +91-120-2328011-20
Fax: +91-120-2328010
Mr. Neeraj
Mobile: +91-8800790310
Email: exhibition@indiaexpocentre.com

For Accommodation:

Sun & Sand Tours & Travels
39, IIIrd Floor, Sardar Bhawan, Fashion Street,
Shahpurjat, Near Asiad Village Complex,
New Delhi – 110049
Tel: +91-11- 46738822 / 9871688224 / 7217690389
Mobile: +91-9810048224
Email: snstours@gmail.com

For Audio/Visual:

Shivam Videography
Mr. Santosh Kumar,
9310335073 / 9810335073
shivamvideo@yahoo.co.in

For Internet Connection/ Wi-Fi:

India Exposition Mart Ltd.
Plot No. 25,27,28 & 29, Knowledge Park II
Greater Noida 201308 U.P., India

Tel: +91-120-2328011-20
Fax: +91-120-2328010
Mr. Neeraj
Mobile: +91-8800790310
Email: exhibition@indiaexpocentre.com

For Car Rentals:

Orange Cabs

Mr. Rajkamal
Mob: 91-9818200844
Email: rajkamal@orangecabs.net

Mr. Shubhash
Mob: 91-9810657394
Email: booking@orangecabs.net

INDUS FOOD SHOW SITE TEAM CONTACTS

1. Mr. Tara Chand, Director- Admin, Trade Promotion Council of India

E-mail: admin1@tpci.in

Mob: +91-9711603400

2. Mr. Faraz Khan, Executive Officer, Trade Promotion Council of India

Email: faraz.khan@tpci.in

Mob: +91-9205883417

3. Mr. Masrur Anwer, Protocol Officer, Trade Promotion Council of India

Email: visa@tpci.in

Mob: +91-9870299618



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 India Exposition Mart Limited
 Greater Noida, Hall 2, Hall 4, Hall6

EXHIBITOR APPOINTED BOOTH CONTRACTOR REGISTRATION FORM	FORM A1
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Email this form to ops.indusfood@gmail.com	DEADLINE: 27th December 2018
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EXHIBITOR DETAILS	
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Exhibitor Name (Please mention company name)	
Hall Number	
Booth Number	
Contact Person Name & Designation	
Contact E-mail	
Contact Phone	
Contact Mobile	

DECLARATION	
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I, _____, on behalf of _____ authorize following company (details as mentioned below) to construct our Stall at 2nd edition of Indus Food 2019 and assure the organizers that our appointed contractor will follow and act as per the guidelines as laid by the show organizer.

EXHIBITOR APPOINTED CONTRACTOR DETAILS	
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Exhibitor Appointed Contractor	
Office Address	
Contact Person Name & Designation	
Contact E-mail	
Contact Phone	
Contact Mobile	
Website	

Signature of authorized Representative (Exhibiting Company)	
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Company Stamp	
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FORM FOR SUBMISSION OF SECURITY DEPOSIT BY EXHIBITOR APPOINTED CONTRACTOR (to be submitted separately for each exhibitor booth)

FORM A2

Email this form to ops.indusfood@gmail.com

DEADLINE: 7th January 2019

EXHIBITOR DETAILS

Exhibitor Name (Please mention company name)	
Hall Number	
Booth Number	
Contact Person Name & Designation	
Contact E-mail	
Contact Phone	
Contact Mobile	

DECLARATION

I, _____, representing _____ constructing booth of above mentioned exhibitor at 2nd edition of Indus Food 2019. I am enclosing refundable deposit of INR 30,000/- in favour of **Trade Promotion Council of India** vide **Demand Draft Number _____ dated _____** drawn _____ **Bank** payable at **New Delhi**. I on behalf of my company assure the organizers that our workers will follow and act as per the guidelines as laid by the show organizer failing which I fully understand that the organizers reserve the right to encash the Demand Draft and the Security Deposit stand forfeited.

EXHIBITOR APPOINTED CONTRACTOR DETAILS

Exhibitor Appointed Contractor	
Office Address	
Contact Person Name & Designation	
Contact E-mail	
Contact Phone	
Contact Mobile	
Website	

Signature of authorized Representative (Exhibiting Appointed Contractor Company)

Company Stamp



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RAW SPACE DESIGN APPROVAL FORM		FORM D1
Email this form to ops.indusfood@gmail.com		DEADLINE: 30th December 2018
EXHIBITOR DETAILS		
Exhibitor Name (Please mention company name)		
Hall Number		
Booth Number		
Contact Person Name & Designation		
Contact E-mail		
Contact Phone		
Contact Mobile		
DECLARATION		
I, _____, on behalf of _____ enclosing the design for our stall proposed to be constructed at 2nd edition of Indus Food 2019 as per the design guidelines set by the Indus Food Show Organizers. Please find enclosed (a) 3 D Views from all angles with height and dimension of each element (b) Top View of the Booth on Grid (c) Working Plan in AutoCAD		
EXHIBITOR APPOINTED CONTRACTOR DETAILS		
Exhibitor Appointed Contractor		
Office Address		
Contact Person Name & Designation		
Contact E-mail		
Contact Phone		
Contact Mobile		
Website		
Signature of authorized Representative (Exhibiting Company)		
Company Stamp		



Cleaning & Housekeeping

India Exposition Mart Limited
Plot No. 23 – 25 & 27 – 29,
Knowledge Park - II
Gautam Budh Nagar,
Greater Noida – 201306 (UP)
Mobile No. 8800790310
Attn: Mr. Niraj Kumar

FORM H1

This Form is Optional & must be returned before
03 Jan'19
Email: exhibition@indiaexpocentre.com

Dates	Rate Per Cleaner (A)	Number of Cleaners (B)	Amount INR (A X B)
12 Jan'19	1200		
13 Jan'19	1200		
14 Jan'19	1200	NA	
15 Jan'19	1200		
Sub Total			
Add: GST @ 18%			
Grand Total			

Note: (Note -This is only manpower cost. Cost of material requirement will be extra)

Payment Terms:

Orders are valid only when accompanied with full payment before the deadline 5 Jan '19 .

Please make DD or transfer payable to India Exposition Mart Ltd

Bank details

Bank Details	
Bank Name	FEDERAL BANK
Address	FEDERAL TOWERS, H-362, SHOPPING COMPLEX, SECTOR 22, NOIDA, GAUTAM BUDDHA NAGAR - 201 301, UTTAR PRADESH
Beneficiary Name	M/s India Exposition Mart Ltd.

Beneficiary Address	Plot No. 25 & 27-29, Knowledge Park 2, Greater Noida – 201 308. (U.P.)
Account No.	13400200026760
Swift Code	FDRLINBBIBD
IFSC Code	FDRL0001340
PAN No.	AAACI8678M
GST No.	09AAACI8678M1ZR

Terms and Conditions:

Booth Cleaning Service includes floor cleaning, with broom, emptying waste paper bins and ashtray, wiping counter & desktop etc. (not exhibit), one daily service either after or before exhibition hours, each booth per one cleaner.(Please refer Note)

Booth Cleaning Services does not cover removal of oil spillage, paints and other liquids dropped on the floor, walls and other surfaces.

Please note that only official housekeeping agency will be allowed to work inside the venue.

Exhibiting Company:**Booth No:****Contact Person:****Mobile No:****Tel:****Fax:****Email:****Authorized Signature:****Date:**