

**FORM 1**

**EXHIBITION STALL RESERVATION AND CONTRACT FORM**

We hereby enter into a contract and reserve a stall at  
**ITMACH India 2017** as below:

Length \_\_\_\_\_ mtr. X Width \_\_\_\_\_ mtr.

**Total:** \_\_\_\_\_ sq.mtr.

Our choice is Hall No. \_\_\_\_\_ Stall No. \_\_\_\_\_ Or \_\_\_\_\_  
 (Please refer Floor Plan)

**Participation Fee**

Cost per m<sup>2</sup> : US\$ 250 / ₹ 11000/- for **Shell Scheme**

Cost per m<sup>2</sup> : US\$ 225 / ₹ 10000/- for **Bare Space**

**Note:** Foreign Exhibitors displaying imported machinery **MUST**  
 pay Participation Fee in US Dollar

**Our preferred stall design is:** (Please refer to Floor Plan)

- One side open (minimum space 12 m<sup>2</sup>)
- Two sides open 10% premium on base price
- Three sides open 15% premium on base price
- All sides open 20% premium on base price

- We shall order Shell Scheme Stall (please use Form 2)
- We shall assign our own stall construction company.
- We shall display heavy machinery.

**Contact Details**

Company Name \_\_\_\_\_

PAN \_\_\_\_\_ TAN \_\_\_\_\_ ARN \_\_\_\_\_ GSTIN: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_ Post Code \_\_\_\_\_

Contact Person (Mr/Ms/Miss/Dr) \_\_\_\_\_ Designation \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

E-mail \_\_\_\_\_ Website \_\_\_\_\_

Local  Office  Agent: \_\_\_\_\_

We have read the conditions and regulations and agree to be bound by them.

**Utility Requirement**

**Electricity:** Single Phase (230V ± 6%)      3 Phase (415V ± 6%, 50Hz ± 3%)

Lighting \_\_\_\_\_ Sub Total \_\_\_\_\_ kw

M/C \_\_\_\_\_ Sub Total \_\_\_\_\_ kw

Total Connected Load to M/C and Lighting \_\_\_\_\_ kw

Electricity charges @ US\$ 70/ ₹ 4000/- per kw for all exhibition days and  
 one pre-exhibition day for machine trial.

**Water requirement** (1/2 inch in/out let only): No. of connection(s) \_\_\_\_\_

Water charges @ US\$ 260/ ₹ 15000 per M/C per connection

**Compressed Air requirement:** No. of connection(s) \_\_\_\_\_

Required Air Pressure: \_\_\_\_\_ bar, Air Consumption: \_\_\_\_\_ m<sup>3</sup>/hr

Comp. Air Charges @ US\$ 260/ ₹ 15000 per m/c per connection

**Participation Cost**

	Area	Rate	Total
<b>A. Space Cost</b>	_____	_____	_____
<b>B. Premium for stall</b> (if Any)			
<input type="checkbox"/> 2 sides open 10%			_____
<input type="checkbox"/> 3 sides open 15%			_____
<input type="checkbox"/> 4 sides open 20%			_____
<b>C. Utility Charges</b>			
1. Electricity _____ kw			_____
2. Compressed Air connection(s) _____			_____
3. Water connection(s) _____			_____
		<b>Sub Total</b>	_____
<b>D. GST applicable @18%</b>			_____

**Note:** TDS @ 2% on Taxable Value      **Total Payable** \_\_\_\_\_  
 under section 194C

Booking Amount 50% along with the Stall Reservation and Contract Form

Authorized Signatory with Company Seal

**K AND D ITMACH EXPOSITIONS LLP**

Registered Office: 3rd Floor, Kailash-A, Sumangalam Society, Above HDFC Bank, Opp. Drive-In Cinema, Bodakdev, Ahmedabad – 380054, Gujarat, INDIA

Admin Office: 711, The Summit Business Bay, WEH Metro Station, Opp. Cinemax Andheri Kurla Road, Andheri (East), Mumbai - 400093

Tel: +91 22 - 26820284/86/87/88 | E-mail: info@itmach.com | services@itmach.com | Web: www.ITMACH.com | GSTIN: 24AAQFK9800Q2ZK | PAN: AAQFK9800G

**FORM 2**

**SHELL SCHEME STALL RESERVATION AND CONTRACT FORM**

We hereby enter into a contract and reserve a Shell Scheme stall at ITMACH India 2017 as below:

Hall No: \_\_\_\_\_ Stall No. \_\_\_\_\_ of \_\_\_\_\_ sq. mtr. area as per Floor Plan

**Participation fee @ US\$ 250 / ₹ 11,000/- per sq. mtr.**

Plus GST @ 18% as per Government rule.

**Furnishing & Electrical Installations for non standard stalls**

Stall Area Sq. Mtr	Reception Desk w/o drawers (Nos.)	Chair	Spotlights (Nos)	Plug points 5A 200V (Nos)	Plug points 15A 200V (Nos)	Waste Paper Basket
12	1	2	3	1	—	1
15/16	1	3	4	1	—	1
18/20	2	3	5	1	—	1
24/27	2	4	6	1	1	1
30	2	4	8	1	1	2
35/36	2	6	8	1	1	2

Stalls above 36 Sq. meters would be Bare Space only

**The Shell Scheme Package includes: Stall Construction**

- System material: White
- Wall elements 1mtr. width x 2.42 mtr. height, white
- Fascia board

**Furnishing (for standard 12 sq. mtr. Stall)**

- 1 Reception Desk    ■ 2 Chairs    ■ Carpeted floor
- 1 Waste basket

**Electrical Installation**

- 3 pcs spotlights for 12 Sq mtr
- Single phase main terminal with 1 socket
- Including standard electricity consumption
- 3 phase power connection, it will be charged extra @ US\$ 70/ ₹ 4000/- per kw for all exhibition days and one pre-exhibition day for machine trial.

**Fascia Text In Capital Letters (24 Alphabets)**

**Additional furniture, services & electrical installations has to be ordered separately.**



Image for representation only

We have read the conditions and regulations and agree to be bound by them. The Organizer will confirm the application upon receipt.

**Authorised Signatory with Company Seal**

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**FORM 3**

**APPLICATION FOR EXHIBITOR PASSES**

**K AND D ITMACH EXPOSITIONS LLP**

711, The Summit Business Bay, WEH Metro Station,  
Opp Cinemax, Andheri (E), Mumbai - 400093  
Tel: +91 22 - 26820284 | 26820286 | 26820287 | 26820288  
E-mail: info@itmach.com | services@itmach.com Web: www.ITMACH.com  
GSTIN: 24AAQFK9800Q2ZK | PAN: AAQFK9800Q

**Company:** \_\_\_\_\_

**Hall No:** \_\_\_\_\_ **Stall No:** \_\_\_\_\_

**Contact Person: (Mr/Ms/Dr)** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**We Order The Following Exhibitor Passes For Our Staff:**

Mr.  Ms. First Name \_\_\_\_\_

**Last Name** \_\_\_\_\_

**Position** \_\_\_\_\_

Mr.  Ms. First Name \_\_\_\_\_

**Last Name** \_\_\_\_\_

**Position** \_\_\_\_\_

Mr.  Ms. First Name \_\_\_\_\_

**Last Name** \_\_\_\_\_

**Position** \_\_\_\_\_

Mr.  Ms. First Name \_\_\_\_\_

**Last Name** \_\_\_\_\_

**Position** \_\_\_\_\_

Mr.  Ms. First Name \_\_\_\_\_

**Last Name** \_\_\_\_\_

**Position** \_\_\_\_\_

**Note:** If you wish to have more Exhibitor Passes, please provide the Names as per above Format

During building up and dismantling period no passes are required. Exhibitor passes are available from 05<sup>th</sup> December 2017 at the on-site administration office or at the entrance of exhibition hall. Additional passes available upon request.

**K AND D ITMACH EXPOSITIONS LLP**

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**FORM 4**

**CATALOGUE ENTRY**

Please complete, and e-mail the documents to [services@itmach.com](mailto:services@itmach.com) or [info@itmach.com](mailto:info@itmach.com) until 15<sup>th</sup> November 2017

Please publish the following information in the ITMACH India 2017 Catalogue

[If the contact details are same as the Space Booking Form, please do not fill the contact details]

Hall No.: \_\_\_\_\_ Stall No.: \_\_\_\_\_

Company Name \_\_\_\_\_

Street/PO Box \_\_\_\_\_

Post Code \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

Contact Person  Mr  Ms  Dr \_\_\_\_\_ Designation \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

E-Mail \_\_\_\_\_

Website \_\_\_\_\_

The Catalogue entry includes a text entry with the Company profile and/ or product information and Company Logo (High Resolution)  
Please send 200 words in English in word format.

If the submitted text exceeds 1 page, the Organizer reserves the right to edit text entries.

Please type your text entry here:

**Important Note:** Please complete the form and email it to [services@itmach.com](mailto:services@itmach.com) or [info@itmach.com](mailto:info@itmach.com) along with the Company Logo (High Resolution)  
You may also send a word document containing all the information required and email it to [services@itmach.com](mailto:services@itmach.com) or [info@itmach.com](mailto:info@itmach.com) with subject line:  
Catalogue Entry + Your Company Name

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## EXHIBITION PARTICIPATION SERVICE CONTRACT RULES AND REGULATIONS

- (1) Exhibition Participation Contract between the Organizer K AND D ITMACH EXPOSITIONS LLP and the Exhibitors to be filled in the prescribed contract forms, in duplicate, which involves acceptance of the Rules & Regulations by the exhibitors.
- (2) The prospective exhibitors should apply on application for participation together with payment. Allotment will be on "first come-first served" basis, subject to receipt of all payments. All payment should be made by Account Payee Cheque / DD / Electronically Fund Transfer payable to **K AND D ITMACH EXPOSITIONS LLP**.
- (3) The Contract form which are incomplete or not accompanied by the appropriate remittance, enclosure will not be considered. There is no legal right of participation occurring to anybody. Organizers in their sole discretion may not accept participation to any applicant without disclosing reason thereof. The advance amount paid with the application will be refunded if the application is rejected by the Organizers. However, space once booked cannot be canceled or if there is a reduction in the space after application by the exhibitor, would be subject to cancellation charges. The Organizer shall be authorized to cancel admission if this was based on incorrect criteria of information or if an exhibitor no longer satisfies the criteria for admission.
- (4) Participation charges include prefabricated stall with the added facilities and One entry in participant directory.
- (5) In case if the exhibitor fails to meet payment schedule on given dates, organizer reserves sole right to cancel the participation and the refund of the stall booking amount would be in accordance with the applicable rules and regulations of the cancellation.
- (6) Organizer reserves the right to reallocate Exhibition Participation, change the layout, add or delete corridors in Exhibition Participation plans, which may affect the orientation of some of the exhibitors. The organizer's decision shall be final. The organizer also reserves rights to turn down applications for participation or even deny participation to exhibitors already confirmed. All participants shall make the full payment on or before 31st October, 2017. The booking of the Exhibition Participation is liable to be cancelled if full payment is not received by the above date. In case the booking is cancelled by the exhibitor, booking amount paid shall stand forfeited. The organizers will do their best to ensure supply by the authorized contractors, but shall in no circumstance the Organizers will be responsible if such services cease to exist due to loss or damage.
- (7) The Company (Exhibitor) enters into a contract, with the organizer upon submission of the document. The company (proposed exhibitor) agrees to participate at the exhibition ITMACH INDIA 2017 and to abide by the rules, regulations and bye-laws. Upon any breach of contract by the company (proposed exhibitor), the company is liable to pay the participation charges in full to the organizer.
- (8) Electricity: Available at 230 Volt Single Phase and 415 Volt Three Phase A.C. 50Hz. Charges as additional requirement per HP or KW on chargeable basis, these charges are subject to revision. The organizer will provide electricity at a suitable point in the stall. Internal distributions to the machinery / equipment will have to be arranged by the exhibitor's electrical contractor at their own cost. The service provider is not responsible for any damage due to electricity supply.
- (9) Water: The requirement must be intimated along with form. (Water connection will not be provided for any other purpose including use in the pantry), water will be provided in 200 litre barrel or through pipe for machine demonstration only.
- (10) Air Connection: The compressed air connection will be provided on paid request. It is Available with each Connection of 3 cfm, 6 cfm & up to 10 cfm at 100 psi (approx 6 bar) in respected terms. The service Provider is not responsible for any damage due to air supply.
- (11) Products / exhibits must be placed at least 1 meter away from the boundary of open sides of the stand. No part of any exhibit should project out of the stand boundaries. Clustering or crowding of exhibits in the stands is not allowed. Overall 33% of the stand Exhibition Participation must be left free for movement of visitors.
- (12) Use of loud speakers, musical instruments etc. in the stands is forbidden. Video / animation films on exhibited products may however be screened within the stands, provided the sound level is kept low to avoid disturbance to others. Information headphones are allowed provided these are set up inside the stand at least 1 meter away from aisles. Exhibitors should not take support of any permanent structure in exhibition hall for decoration.
- (13) Approval for design of stand dimensions: Every exhibitor will have to submit their stall drawing and to scale mock up, complete with details of exhibit, electricity, telephone and other installation and elevation in four copies for approval of the organizer before 31st October, 2017. Exhibitors who do not comply with the time schedule of submitting the stall design will have to pay a penalty of Rs. 1000/per week after 31st October, 2017.
- (14) Sale of exhibits: The retail and the cash sale are not allowed during the exhibition. However negotiations for sale may be conducted. Removal of any exhibit during the exhibition period is also prohibited.
- (15) Handling of exhibits, customs and import: Services for handling, clearing and forwarding would be organized at the exhibition grounds at extra cost payable to respective agency. The organizer would appoint clearing and forwarding agents for ITMACH INDIA 2017 who would assist in handling and completing customs formalities, if required. Exhibitor would be required to contact them directly for such assistance. Movement of exhibits in the exhibition grounds by agencies other than the official clearing and forwarding agents is prohibited. Organizer(s) is not responsible for any damage, loss caused by freight forwarding agency.

Name Authorized Person \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

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## EXHIBITION PARTICIPATION SERVICE CONTRACT RULES AND REGULATIONS

- 16) Stand Completion: It is compulsory to complete the exhibits and decoration work before 5.00 pm on 6th December, 2017. Stands may be dismantled only after official closure of the exhibition. Dismantling and restoration of the flooring must be completed no later than 11th December, 2017 by 11.00 am positively. Thereafter, organizers shall be at liberty to remove and store goods until claimed by the exhibitor. All costs of removal, storage and their risk of theft, loss or damage shall be borne by the exhibitor.
- 17) Damages to the exhibition ground: Cost of damages / losses caused to the prefabricated stands and accessories provided with such stands, or to the exhibition halls, fixtures and fittings of the hall due to lapses on the exhibitor's part would be borne by the exhibitors themselves. Organizers would have the full authority to decide the cost of damages and enforcement of this rule as deemed fit towards recovery of such damages, cost of which should be paid by the exhibitors before leaving the exhibition premises.
- 18) Insurance: Against all ascertainable risks from transportation to display and removal should be done by the exhibitors at their cost. Organizers will in no way be responsible. Participants will insure their exhibits against loss, damage, theft, fire or any cause whatsoever. They will also ensure third party insurance cover for the total duration. ITMACH INDIA 2017 will make general security arrangements. However, participants will be responsible for the exhibits and the stall. This would, however, not cover insurance of individual stalls, exhibit's or any other material in the stands. Exhibitors are advised to insure their exhibits and other material separately. Third party insurance accident, insurance of exhibitor's personnel, handling damage insurance etc. will be the responsibility of the exhibitors.
- 19) Photography: The organizer shall appoint audio and video company to record the advertising materials for the show and shall have the copyright of the recorded materials. No company or individual shall have the right to record at the booths without the permission of the Organizers. Photography is strictly prohibited unless the following applies:
  - a. The photographer is a media reporter
  - b. The photographer takes picture of his own booth or of his/her own exhibits.
  - c. The photographer has got a special license from the Organizers
- 20) All disputes will be subject to Ahmedabad jurisdiction.
- 21) Force Majeure: If the exhibition is abandoned, cancelled or suspended in whole or in part by reason of war, fire, natural calamity, national emergency, election, labor dispute, riots, strike, the non-availability of ground or any other cause not within the control of the organizers, the organizer reserves the right to change the opening dates and duration or even cancellation of the entire exhibition. In case of such condition the organizer may at their entire discretion, repay the Exhibition Participation Charges paid by the exhibitor or part thereof after deduction of the proportionate costs already incurred by the organizers and shall be under no liability in respect to any actions, claims or losses.
- 22) Organizers are not liable in any form for any loss or damage to exhibitor's property at the exhibitions site or injury to their personnel and visitors. Exhibitors agree to refrain from making any claim on the organizers and indemnify claims, if any, by third party arising out of exhibitor's conduct. All disputes will be subject to Ahmedabad jurisdiction.
- 23) Organizers will have the right to decide on the fulfillment of the above guidelines and the authority to demand removal / change of anything that is not according to these guidelines. Decision of the organizers in this regard will be final and binding.
- 24) Conservancy: Organizers will arrange for general conservancy of the aisles within the exhibition halls, public utility services etc. Exhibitors are responsible for the cleanliness of their stands for which they may hire conservancy staff at their own cost from the approved agencies only. Refuse generated from the stands could be placed in bins on the adjoining sisals which will be suitably disposed of by the organizers conservancy staff.
- 25) Octroi / Entry Tax Clearance: At the time of ITMACH INDIA 2017, any goods entering Gandhinagar, which is owned by respective exhibitors & with the purpose of display has to be paid the Octroi / Entry Tax, if applicable at the time. Organizers might try to obtain permission from the concern Authority for bringing in exhibits / consignments for the exhibition in Gandhinagar (if applicable & possible) & exemption might be requested. Yet the exhibitors will have to stay prepared for further consequences and Octroi/ Entry Tax issues prevailing at the time of exhibition. As such presently there is no Octroi/Entry Tax applicable in Gandhinagar.
- 26) Fire Prevention: No flammable material, whether it be decorative materials or processing materials. Smoking is strictly prohibited inside the Exhibition Hall, whether in the public gangways or in booths or booth based offices.
- 27) Exhibitors are not responsible for checking legal rights of the product & services displayed by participant in stall
- 28) Local Regulations: It shall be the exhibitor's duty to respect and honor all local regulations, in particular safety and fire regulations, and local administration laws and regulations. The Organizers has been entrusted with the execution of all regulations on the premises and exhibition venue and shall be authorized in case of non-compliance to take necessary action.
- 29) Taxes & Duties: Government applicable tax under 'Business Exhibition Category will be levied extra as may be applicable from time to time as per the provisions by the Government laws. Exhibition participation charges being contractual activities for providing services, TDS on payment by participant to exhibitor would be at applicable rate at respective time under section 194C of The Income Tax act 1961.

Name Authorized Person \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

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