

EXHIBITOR SERVICE MANUAL



Conference & Exhibition

22–24 August, 2013
***Bombay Exhibition Centre,
Goregaon, Mumbai,
INDIA***

CO-ORGANIZED BY:



SUPPORTED BY:

Ministry of
Petroleum and Natural Gas
Govt. of India

PRESENTED BY:

**OIL & GAS
JOURNAL**

Offshore

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ORGANIZERS:

<p>Inter Ads Exhibitions Pvt. Ltd. Plot No.859, Phase-V, Udyog Vihar, Gurgaon-122 016, Haryana, INDIA Tel.: +91 124 452 4200 Fax: +91 124 438 1162 E-mail: : siddharth@interads.in; ckarora@interadsexhibitions.com</p> <p>Contact Person : Mr. Siddharth Chibba Mr. C. K. Arora</p>	<p>PennWell Corporation</p>
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CONVENTION VENUE:

OFFICIAL STAND CONTRACTOR & ELECTRICAL SERVICES

<p>Bombay Exhibition Center Goregaon(E), Mumbai, India Tel: + 91 22 66450123 Fax: + 91 22 66450101 E-Mail: amar.vedpathak@nesco.in Contact: Mr. Amar Vedpathak, Manager (Marketing) Mobile: + 91 9870416640</p>	<p>Themes Events & Exhibitions Pvt. Ltd. Plot No. 859, Phase – V, Udyog Vihar Gurgaon – 122 016, Haryana, India Fax: + 91 124 4381162 Email: petroworldindia2013@gmail.com</p>
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FREIGHT FORWARDING AGENCIES:

<p><u>FREIGHT FORWARDING AGENCY FOR INDIAN EXHIBITORS</u></p> <p>R.E. Rogers Delhi office: 1, Local Shopping Centre, Pocket H & J, Sarita Vihar, New Delhi - 110 044, India Tel: + 91 11 2694 9801 / 02 Email: thakur@rogersworldwideindia.com, Manojk@rogersworldwideindia.com puneet@rogersworldwideindia.com Contact: Mr. Lekh Raj Thakur, Manoj Kumar,Puneet</p>	<p>Mumbai Office: 501/502, Midas, Sahar Plaza Complex, Mathuradas VasANJI Road, Andheri (E) Mumbai – 400 039, India Tel: + 91 22 28203823 Fax: + 91 22 28208942 Email: sudhir@rerogerindia.com Karthik@rerogerindia.com Contact: Mr. Sudhir Dhawan,Karthik Somar</p>
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<p><u>SHIPPING AGENT FOR INTERNATIONAL EXHIBITORS</u> Garcia Newell Agility Fairs & Events Limited One Western Gateway Royal Victoria Dock London, E16 1XL Tel: +44 (0) 20 7069 5312 gnewell@agilitylogistics.com</p>	<p><u>TRAVEL & ACCOMODATION: TRIPPLANNERS</u> Mr. Abhishek Jain Address: 101, 1st Floor, A-6 DDA CSC Market, Paschim Vihar, Delhi - 110063, India T: +91-11-4550 0000 M: +91-981161 6005 Toll Free: 1800-103-5567 E: enquiry@tripplanners.co.in</p>
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	General Information
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1. Exhibition Venue

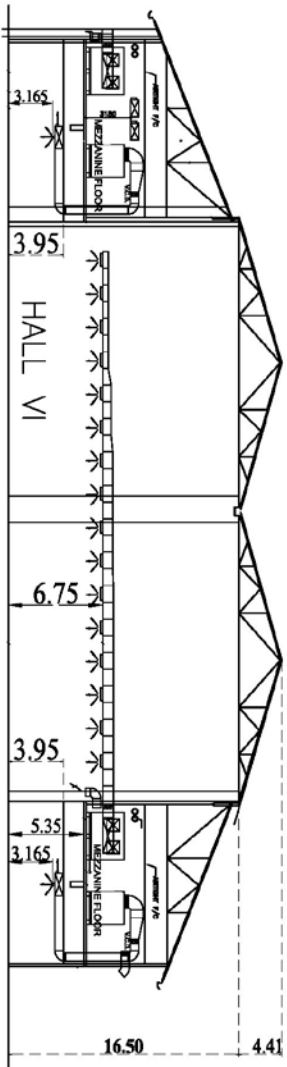
**Hall No. 6
Bombay Exhibition Centre
Goregaon (East), Mumbai India**

2. Exhibition Date & Time

22 August 2013	10.00 hrs – 18.00 hrs
23 August 2013	10.00 hrs – 18.00 hrs
24 August 2013	10.00 hrs – 17.00 hrs

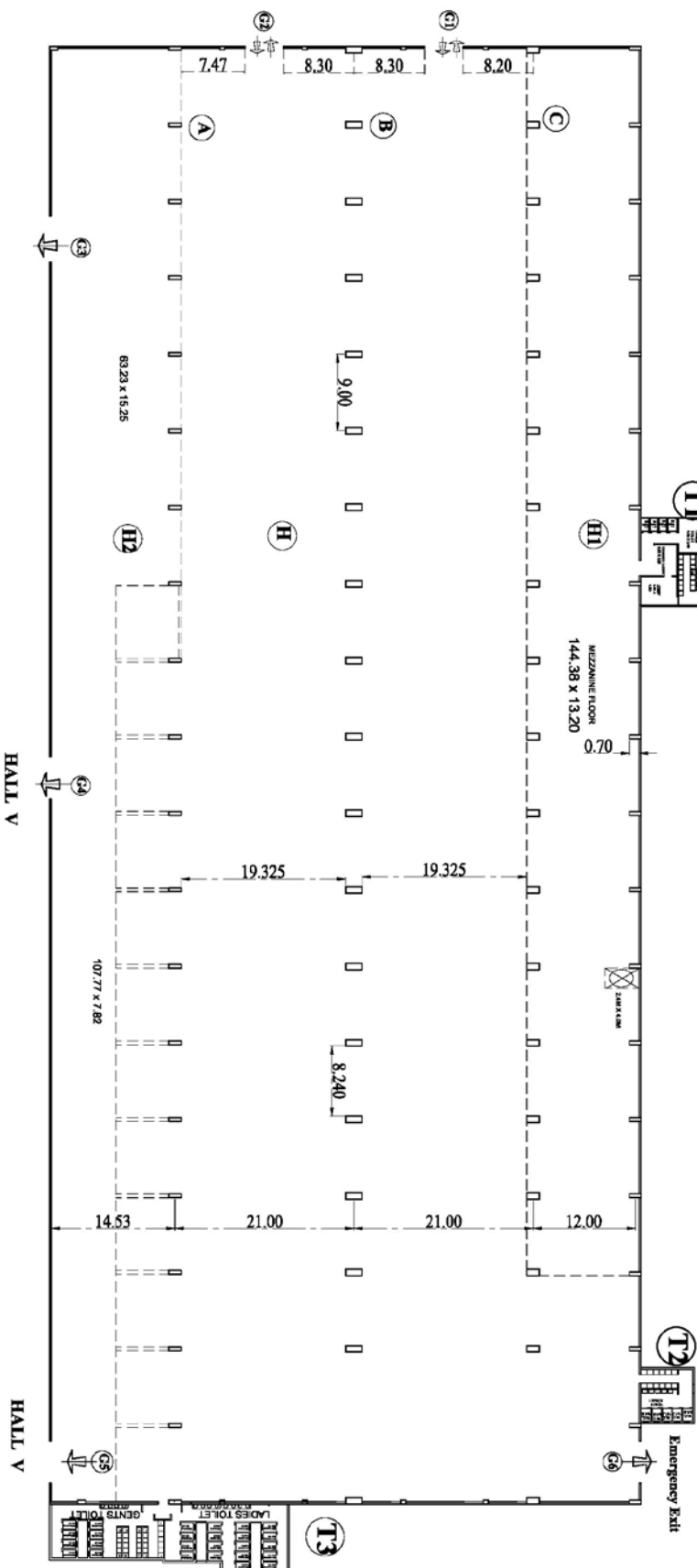
3. Exhibition Hall Specifications

Description	Hall No.	Specifications
Floor Loading	HALL NO 6	5 ton per sqm
Floor Finish		Concrete-Vacuum dewatered
Ceiling height		As per Page NO 5(See the Attached layout) Stand construction should not exceed 4 meters height. The Maximum Height Permissible is 4 Mtr. The Stand Height for the common wall of two stalls should not exceed more than 3 Mtr
Freight entrances		As per Page NO 5(See the Attached layout)
Electricity Supply		AC single phase 230 V-50 Hz AC three phase 400 V-50 Hz
Lighting general illumination level		150 to 200 lux
Compressed Air		1.5 bar pressure-outlets all along the wall



HALL VI		note : all dimensions are in metres	
GROSS COVERED AREA	11799 SQ M	171 x 69	
ENTR/EXIT DOORS	G1&G2	- 4.50 X 4.85	
	G3,G4,G5 & G6	- 4.50 X 4.50	
COLUMN SIZE	A	- 0.50 X 1.45	
	B	- 0.80 X 1.85	
	C	- 0.50 X 1.40	
CLEAR HEIGHT	H	- 6.75	
	H1 & H2	- 3.30	

CROSS SECTION



DATE: 08/06/06

HALL VI

BOMBAY EXHIBITION CENTER



	General Information
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4. Admission to Exhibition Hall-

Admission to Exhibition is exclusively for trade visitors and by invitation only. Minors under the age of 18 will not be allowed to enter the exhibition hall throughout the duration of build-up, Exhibition hours and teardown.

5. In-Hall Operations

4.	Build-up	Hall No.	Date	Timings
4.1	Move-in by official stand contractor & freight forwarder	6	20 th August, 2013	09.00 hrs
4.2	Beginning of stand construction for bare space by External contractors	6	20 th August, 2013	10.00 hrs
4.3	Exhibitor Move-in to shell scheme stand	6	21 st August 2013	10.00 hrs
4.4	Completion of bare space stand construction	6	21 st August 2013	18.00 hrs
5.	Registration			
5.1	Exhibitor registration	6	21 st August , 2013	10.00-18.00 hrs
5.2				
5.3	Visitor registration	6	22 nd August, 2013	09.30-17.30 hrs
			23 rd August, 2013	09.30-17.30 hrs
			24 th August, 2013	09.30-16.30 hrs
5.4	Conference Delegate Registration	6	22 nd August, 2013	10.00 hrs
6.	On Site programme			10.00 hrs*
6.1	Opening Ceremony	6	22 nd August, 2013	10.00 hrs
7.	Exhibition Date & Timing		22 nd August, 2013	10.00-18.00 hrs
			23 rd August, 2013	10.00-18.00 hrs
			24 th August, 2013	10.00-17.00 hrs
8.	Tear Down			
8.1	Disconnection of electricity for Booths except for general lightings	6	24 th August, 2013	17.00 hrs
8.2	Removal of exhibits requiring Mechanical assistance	6	24 th August, 2013	17.00 hrs
8.3	Dismantling of stand fittings	6	24 th August, 2013	17.00 hrs
8.4	All stand fittings, stand materials and exhibits be cleared	6	24 th August, 2013	24.00hrs

**Time mentioned is indicative.*

6. Stand Construction rules

- 6.2 All electrical installation work at the exhibition must be carried out solely by the organizer's official stand contractor or official electrician.
- 6.3 Exhibitors requiring different voltages and frequency or special connections to equipment must arrange for their own transformers, converters, boosters.
- 6.4 All electrical equipment should be tested and approved by the organizer's appointed licensed electrical engineers prior to turning on the electrical supply.
- 6.5 Except for island booths, a back wall must be installed for every stand. Stands with immediate neighbour(s) should also be provided with necessary sidewall(s).
- 6.6 The permitted stand height is 3.5 metre (8ft). Any design for structure exceeding 3.5 metre in height must be submitted for approval at least 6 weeks in advance and will be considered on a case-by-case basis.
- 6.7 Under no circumstances any type of cooking, use of burners, gas cylinders, tandoors etc. will be permitted during the fair inside & outside the halls. Cooking will only be permitted at designated places.
- 6.8 Freight / cargo are to be unloaded during the day time so as to facilitate effective checking thereof.
- 6.9 Use only fire retardant material in the exhibition as per rules of the government.
- 6.10 Strictly follow the guidelines of Delhi Fire Services.
- 6.11 Don't use non BIS certified wires, cables or other electrical appliances for reasons of safety.
- 6.12 Don't overdraw power as it can be a fire hazard & also lead to stiff penalties.
- 6.13 Don't occupy hall areas/open space/ other services not demanded by you.
- 6.14 Stalls construction should be done in such a way that it should not obstruct the visibility of adjoining or opposite stall.
- 6.15 Construction of Mezzanine floor is not allowed in the stalls.
- 6.16 **The Stand Height for the common wall of two stalls should not exceed more than 2.44Mtr.**

7. Stand Cleaning

The Show Management will be responsible for the general cleaning of shell stands and aisles during exhibition days. The Show Management reserves the right to invoice the exhibitor for removal of excessive packing material and discarded crates or cartons.

	Important Information
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Important points to be followed during PETROWORLD INDIA 2013

1. Under no circumstances any type of cooking, use of burners, gas cylinders, tandoors etc. will be permitted during the fair inside & outside the halls. Cooking will only be permitted at designated places.
2. **Freight / cargo are to be unloaded during the day time so as to facilitate effective checking**
3. Public liability insurance certificate to be provided beforehand.
4. To use only licensed contractors for electrical and other exhibition work.
5. To use only fire retardant material in the exhibition as per rules of the government.
6. To strictly follow the guidelines of Fire Services authorities.
7. Don't use non BIS certified wires, cables or other electrical appliances for reasons of safety.
8. Don't overdraw power as it can be a fire hazard & also lead to stiff penalties.
9. Don't occupy hall areas/open space/ other services you are not entitled to
10. Don't use green areas as only earmarked open paved areas are available for display outside the halls.
11. Don't use inflammable material for construction decoration in the exhibition.

Exhibitions Policies & General Rules

DEFINITIONS

1. ORGANIZERS

The word 'ORGANIZERS' as used here in shall mean

- "Inter Ads Exhibitions Pvt. Ltd." Plot No. 859, Phase V, Udyog Vihar, Gurgaon-122 016, Haryana, India.
- "Penn Well Corporation,

2. Exhibition

The Word 'exhibition' as used shall mean "PETROWORLD INDIA 2013". An exhibition scheduled to be held in Bombay Exhibition Centre, Goregaon Mumbai, India.

3. Exhibitor

The Word 'exhibitor' means any person, firm or company including their employee agents or distributors who had made application for and who has been granted space in the exhibition.

II ADMISSION REGULATIONS

1. Exhibition Regulations

The participation by the Exhibitor in the Exhibition implies acceptance in full and without reservation by the Exhibitor of Exhibition Regulations (submitted along with space application) and these Exhibition Policies and General Rules. Unless previously and formally agreed in writing by the Organiser, no special condition shall prevail over the said Exhibition Regulation and Exhibition Policies and General Rules. Failing such formal acceptance, any opposing provision on the part of the Exhibitor shall not be enforceable against the Organiser, regardless of when the latter may be informed of such provision.

2. Dates and Place of the Exhibition

Dates of the Exhibition

Build up	:	August 20 2013: 10.00 hrs to 20.00 hrs
		August 21 2013: 10.00 hrs to 20.00 hrs
Exhibition	:	August 22 2013: 10.00 hrs to 18.00 hrs
		August 23 2013: 10.00 hrs to 18.00 hrs
		August 24 2013 10.00 hrs to 17.00 hrs
Dismantling	:	August 24 2013: 17.00 hrs to 20.00 hrs

Place of the Exhibition

Hall No –6, Bombay Exhibition Centre, Goregaon Mumbai, India.

3. Registration and Admission

Admission to the Exhibition will be by official badge obtained upon registration, entitling the person to attend the Exhibition in accordance with the Exhibition Regulation and Exhibition Policies and General Rules. The badge is not transferable. Organiser shall have sole authority over admission policies at all times. After opening day, Exhibitors will be permitted to enter the exhibit area one hour before the scheduled opening time of the Exhibition. If for any reason a properly badged Exhibitor or representative desires to enter the exhibit area in advance of the prescribed time, or after closing hours, a request specifying the reason and giving the names of all persons who will enter the exhibit area in accordance with such request shall be presented to the contractor designated by the Organiser for approval.

Exhibitors receiving approval will be required to have an official security representative escort the group to the designated booth. All costs associated with admission during non-official hours, including but not limited to security, will be the responsibility of the Exhibitor.

4. **Entry of Minors**

In the interest of safety and injury prevention, person less than 18 years of age will not be permitted on the exhibit floor at anytime. The Organiser reserves the right to require proof of age prior to admission to the Exhibition.

5. **Attendance**

The Organiser makes reasonable attempts to attract quality exhibitors and attendees to its Exhibition but makes no representations or warranties with respect to the demographic nature, quality and / or number of exhibitors and / or attendees.

III BUILD UP, EXHIBITION AND DISMANTLING

1. **Build up, Exhibition, Dismantling**

Dates and hours for Build up, Exhibition, Dismantling will be as specified in the Exhibitor Service Manual. The Organiser reserves the right to alter the Exhibition hours in any manner whatsoever; if in its sole discretion such alteration is in the best interest of the Exhibition.

Build up

If Build up of any created display has not started by 1400 hrs on 21st August, 2013 and no arrangements for set-up have been made, then the Organiser shall erect the exhibit and Exhibitor will be billed for and agrees to pay for all charges incurred. The Organiser shall not be liable for damages that may occur during this exhibit build up.

Exhibition

Each Exhibitor must keep its exhibit intact and staffed during the Exhibition hours.

Dismantling

No Exhibitor will be permitted to commence dismantling any portion of the exhibit whatsoever, to commence packing crates or cartons or to abandon its display prior to official Exhibition closing. Failure to comply with this stipulation may result in the Exhibitor being barred from future participation in the Exhibition. Exhibitor requesting the scrapping of any exhibit material, crates shall pay for any expenses involved thereby.

No Exhibitor will be permitted to occupy the allocated exhibit space and will not allow display materials to remain in the exhibit areas beyond 20:00 hrs on 22nd August, 2013. All stands, equipments, decors and merchandise must be removed by 20:00 hrs on 22nd August 2013. After that time, the Organiser, without incurring any liability, will be entitled to take all steps if deem necessary, at the Exhibitor's risk and expense, to remove the equipment and merchandise that has not yet been removed and for destruction of the structures and decors of any nature whatsoever that have not been disassembled. The Organiser shall not be liable for any damage to the display or materials due to removal or storage.

2. **Unoccupied Space**

Any space not claimed and occupied prior to 1400 hrs on 21st August, 2013 may be resold or reassigned by the Organiser without obligation for any refund whatsoever. In addition, should the Exhibitor fail to make any payment by specified dates in the Contract to Exhibit or invoice, the Organiser reserves the right to re-sell or reassign an exhibit space without any liability on its part. This clause shall not be construed as affecting the obligation of the Exhibitor to pay the full amount specified in its Contract to Exhibit.

3. **Damage to the Exhibition Hall**

The allocated site of the Exhibitor must be left in its initial condition. Any damage caused to the building or to the land by the Exhibitor's installations, materials, or equipments will be charged to the Exhibitors. The Exhibitor shall remain liable for, and shall indemnify the Organiser, affiliates, agents and employees, harmless from all losses, claims, suits, damages, liabilities, expenses and costs, including reasonable attorney's fees arising from or out of any such violation by Exhibitor, Exhibitor's agents, or employees.

4. **Security**

General hall security will be provided by the Organiser during the tenancy period. However, it is impossible to provide complete protection against theft. Exhibitors are advised to incorporate one lockable cabinet in their stand for valuables, telephone handset, etc and to ensure that exhibits are properly insured. Exhibitor Personnel must remain in their contracted exhibit space until Exhibitor's display materials are secured. All products should be securely packed before leaving the Exhibition. The Organiser and all official contractors assume no responsibility for exhibit material left unattended in the Exhibition hall during the Build up, Exhibition and dismantling period.

IV OPERATION AND CONDUCT

1. **Allocation of Sites**

The Organiser will work out the floor plan for the Exhibition and allocate the various sites in line with the sectoral distribution of the Exhibition and chronological order of admissions. The Organiser reserves the right to modify the layout and location of any site subscribed by an Exhibitor as and when deemed necessary. Participation of the Exhibitor in any of the earlier editions of the Exhibition shall not entitle him for any preferential location of a given site. The Exhibitor is communicated of the allocation of a site in the form of a floor plan which will be forwarded to him within the designated time period before the date of the Exhibition. Any claim with reference to the allocated site shall only be deemed receivable if they are addressed in writing to the Organiser within seven days following the mailing of the floor plan. Any such claim must be supported by the required documents justifying the reasons. The Organiser will do its best efforts to satisfy such claims. After the expiry of the above-said seven days, the Exhibitor shall be deemed to have accepted the allocated site and under no circumstance shall the Organiser be held liable towards the Exhibitor for any consequence which may result from the site allocated to him.

2. **Products Allowed at the Exhibition**

All goods, products or services presented by the Exhibitor shall conform to applicable regulations and standards and shall be part of the Organiser's nomenclature of items which are acceptable as exhibits. All products and equipments displayed at the Exhibition must comply with the applicable laws and regulations. The Exhibitor will take whatever measures as may be necessary to safeguard the property rights applying to the equipments and products exhibited in accordance with applicable laws and regulations. These measures must be taken before the equipments or products are exhibited in the Exhibition. The Organiser accepts no responsibility in this regard.

The Exhibitor covenants, represents and warrants that all equipment or products which it will exhibit at the Exhibition shall be in full compliance with all applicable laws and regulations and that any licenses, authorizations or permits required by a governmental body will be obtained prior to the delivery of such equipment or products to Exhibition for exhibition purposes.

3. **Cancellation of the Event**

If availability of the venue for organizing the Exhibition were to become impossible or in the event of fire, war, public calamity or force majeure preventing the performance of all that is indispensable to the staging of the Exhibition., the Organiser may decide at any time to cancel all the applications for the Exhibition space already filled while notifying the Exhibitors of the decision. The Exhibitor will not be entitled to any compensation or indemnity whatever be the reason of such cancellation. Funds remaining available after payment of all costs will be distributed among the Exhibitors proportionately to the amounts paid by them. It is herewith expressly that the Exhibitor shall have no right of preferring any claims against the Organizer on any ground or any reason whatsoever.

4. **Sub-letting**

The Exhibitor may only display in his allocated space the equipment, products or services listed in his exhibiting entities in any form whatsoever. The Exhibitor must not relinquish or sublet (wholly or partially) the allocated space in the Exhibition.

5. **Customs, Excise and other applicable Regulation**

Each Exhibitor shall be responsible for complying with the Customs, Excise and other applicable Regulations in connection with goods, products or services allowed at the Exhibition. The Organiser shall not be held liable for difficulties that may arise in connection with these regulations. The Organiser cannot be held responsible for any non-compliance by the Exhibitor of the Customs, Excise and other applicable Regulations of India.

6. **Official Service Contractors**

In the best interest of the Exhibitors, Organiser has appointed various Official Service Contractors for services such as stand construction, security, handling of exhibits, furniture, booth and floral decorations, signs, photographers, drinking water, telephone service, skilled labour, or any other service deemed necessary. (See listing of official contractors in Exhibitor Service Kit). Exhibitors utilizing the services of any contractor other than those appointed by the Organiser must obtain prior permission from the Organiser.

- 7. Solicitation in the Exhibit**

The aisles and other spaces in the Convention Facility not leased to Exhibitors shall be under the control of the Organiser. All displays, interviews, conferences, distribution of literature, giveaways, lectures, audience seating/standing, and the transactions of business of any nature shall be made within the exhibit space contracted. Temporary booth personnel and costumed personnel hired by the Exhibitors shall be restricted to the same aforementioned rules as authorized Exhibitor personnel. Standing in aisles or in front of stand booths of other Exhibitors or the intercepting of those in attendance for advertising purposes is strictly prohibited. Persons connected with non-exhibiting concerns are prohibited from any dealing, exhibiting, or soliciting on the Convention Facility property, unless they are invited to an Exhibitor's booth space for such activities. Exhibitors are urged to immediately report violations of this rule to the Organiser.
- 8. Space Restrictions**

Exhibits must be confined to the exact space allocated. Flyers, publications, advertising matter and all kinds of promotional giveaways must be distributed only within contracted exhibit spaces. Nothing can be posted on, tracked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. No portion of an exhibit may extend into the aisles or exceed the booth dimensions of the assigned booth. Exhibits/displays/equipment may not extend into the aisle at any height level.
- 9. Meeting and Hospitality Rooms**

Only companies exhibiting at the Convention & Exposition will be permitted to utilise any of the official Exhibition hall facilities. The Organiser reserves the right to control all group activities associated with the Exhibition which are sponsored by the Exhibitor or others during the period of the meeting, whether inside or outside the convention facilities. Hospitality room hours shall not conflict with posted Exhibition exhibit or conference hours. No Exhibitor is permitted to schedule or be affiliated with any functions, classes, seminars, exhibits or hospitality events that competes with official Exhibition or that conflicts with Exhibition hours, or official Exhibition events.
- 10. Selling Policy**

Sales are forbidden during the Exhibition. Exhibitor may not make sales, which include or involve the payment or exchange of the purchase price in the exhibit hall. Exhibitors are required to adhere to sales tax rules and regulations.
- 11. Unfair competition**

Exhibitors are expressly prohibited from emerging in any acts of unfair competition at any time during the Exhibition. This is taken to mean conducting surveys other than at their own stands, distributing promotions gifts elsewhere than at their own stands and any other action likely to divert the attention of Exhibition visitors away from other Exhibitors for their benefit.
- 12. Fire, Safety and Health**

The Exhibitor agrees to accept full responsibility for compliance with local, city and state Fire, Safety and Health Ordinances regarding the installation and operation of equipment or otherwise relating to the Exhibitor or its booth. All exhibit materials and equipment must further be located within the booth and protected by safety guards and devices where necessary to prevent personal accident or injury to spectators or to other Exhibitors. Only fireproof materials will be used in displays, and the necessary fire precautions will be a responsibility of the Exhibitor. Exhibitors are required to be knowledgeable of and to abide by the safety regulations set forth by the authorities and by the Organiser. Should the Stand not be in accordance with those safety regulations the Organiser will close the Stand set.
- 13. Hazards and Firearms**

Equipment with sharp or protruding edges posing a potential danger to attendees and /or exhibit personnel at whatever level, must have protective covering and /or be flagged. No firearms of any nature may be brought into the Convention Centre.
- 14. Demonstrations, Presentations and Pictures**

Locations of demonstrations, presentations and give-always must be far enough within the booth so that crowds, which gather, are contained within the limits of the booth. Spectators are not permitted to stand in the aisle to watch such demonstrations. Booth activities deemed too disruptive may be discontinued at the discretion of the Organiser. Showing of projected pictures (videos, holograms, slides, transparencies, opaque materials etc.) will only be permitted within the confines of the Exhibitor's booth. Exhibitors shall be required to provide adequate viewing space exclusive of aisle space for all video, computer or audio visual presentations.

- 15. Music, Photographs & Other Copyrighted Material**
Each exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted material in Exhibitor's booth or display. No Exhibitor will be permitted to play, broadcast or have performed any music or use any other copyrighted material, such as photographers or other artistic works, without first presenting to the Organiser satisfactory proof that the Exhibitor has, or does not need, a license to use such music or copyrighted material. The Organiser reserves the right to remove from the exhibit hall all or any part of any booth or display which incorporates music, photographs or other copyrighted material for which the Exhibitor fails to produce proof of all required licenses. The Exhibitor shall remain liable for, and shall indemnify the Organiser, affiliates, agents and employees, harmless from all loss, cost, claims, causes of action, suits, damages, liability, expenses and costs, including reasonable attorney's fees arising from or out of any claimed or actual violation or infringement (or claims) by Exhibitor, Exhibitor's agents, or employees or any patent, copyright, trademark, or trade secret right or privileges.
- 16. Photography**
Before, during or after show hours, no photography or videotaping will be permitted anywhere except by the official photographer appointed by the Organiser. Only those professional photographers approved by the Organiser will be allowed on the show floor. Further, the Exhibitor grants permission to the Organiser to use the photographs, video tapes taken by the official photographer of the Organiser in brochures, videos and other promotional material. Photos of the Exhibition will be taken during the course of the Exhibition. These photos might show logos, brands and items on display at the stands and are likely to be used to promote the Exhibition, appearing in printed matters or on the internet. Exhibitors who do not want all or a part of their or any of the elements featured (logo, brand, model etc.) to appear on the photos used for promotional purposes, must notify the Organizer in writing. Any individual, whether Exhibitor or attendee is prohibited from taking photographers or electronic images of exhibit displays or their contents without the permission of the Exhibitor involved. Violators will be escorted off the exhibit floor and will forfeit their credentials and/ or film. Violators will not be allowed re-entry.
- 17. Promotion of other Exhibitions**
No Exhibitor shall display or distribute literature or any other media, which has as its primary purpose the solicitation or advertising, or any trade show other than Exhibition.
- 18. Show Directory of the Exhibition**
The publishing rights of the Show Directory of the Exhibition vest solely with the Organiser and only the Organiser is entitled to publish the Show Directory of the Exhibition or to have it published and distributed. The Exhibitor shall be responsible to provide the information to be published in the Show Directory and the Organizer shall under no circumstance be held liable for any omissions, errors of reproduction, typesetting or other which may occur.
- 19. Noise and Offensive Odors**
Exhibitors running demonstrators of any type in an open display should use an acoustically contained area to restrict sound levels from intruding on adjacent exhibits. Sound levels emanating from any exhibit space shall not exceed 85 db when measured by the Organiser from the centre of any adjacent aisle. Sound systems will be permitted provided that the sound is not objectionable to neighbouring Exhibitors. Loud machinery should only be operated for reasonable periodic demonstrations. Exhibits found by the Organiser to be objectionable due to noise level may be closed down after three warnings from the Organiser and the Exhibitor shall not receive a refund or any other compensation from the 'organiser'. No exhibits producing objectionable odors will be allowed.
- 20. Food and Related Trash Removal**
Exhibitors wishing to distribute food and/ or beverages must use the exclusive in-house catering vendor. Any Exhibitor whose food distribution creates an excessive trash problem will be responsible for ensuring trash removal during show hours, at the exhibiting company's expense. Exhibiting companies must maintain their own individual booth cleaning. The Organiser shall have the sole authority in determining the application of this regulation.
- 21. Fumes**
Motorized vehicles may not be operated within the exhibit halls without prior written approval of the Organiser.
- 22. Animals**
No live animals of any size will be permitted within the Convention Facility.
- 23. Balloons**
No balloons of any size or type will be permitted for display purposes or giveaways in the Convention Facility.

V. LIABILITY, INSURANCE AND CLAIMS

1. Insurance

The Exhibitor shall, at its sole cost and expense, procure and maintain through the term of this contract, comprehensive general liability insurance against all claims for bodily injury or death and property damage occurring in or upon or resulting from the Exhibitor participation in the Exhibition. Such insurance shall include contractual liability and product liability coverage.

The Organiser recommends the following insurance policies from authorized insurance provider:

Third Part liability;

Damage to goods

The policy should cover all the risks which may occur during the Exhibition (including build up and dismantling) and the Organiser shall under no circumstance be held liable for any damages occurred during this period.

Such insurance policies shall name the Organiser and its affiliates as an additional insured. Workers Compensation and Occupational Disease insurance shall be in full compliance with all central and state laws, covering all the Exhibitor's employees engaged in the performance of any work for the Exhibitor. All property of the Exhibitor is understood to remain under its custody and control in transit to and from the confines of the exhibit hall and during the Exhibition.

The Exhibitor shall provide the Organiser with copies of such insurance policies. The Organiser is exempted from all liabilities for losses which may be suffered by the Exhibitors for any reason.

2. Liability

The Organiser, its affiliates, contractors, the Convention Facility and their officers, directors, agents, employees or representatives (hereafter referred to as the indemnities) shall not be responsible for any injury, loss or damage that may occur to the Exhibitor, or to the Exhibitor's employees or property, prior, during or subsequent to the period covered by the Exhibit Contract. The Exhibitor, on signing this Contract, expressly releases the indemnities from, and agrees to indemnify same against all claims for such loss, damage or injury. The Exhibitor also agrees to indemnify the indemnities from any and all liability, costs or damages arising out of or relating to acts or omissions of the Exhibitor, its agents or employees. Exhibitors desiring to carry insurance on their exhibits will place it at their own expense. Exhibitors desiring special security precautions should arrange for private guard service, if desired, or should make arrangements to have locked facilities available in their booth for the storage of display materials or products.

3. Claims and Litigations

All claims must be submitted by the Exhibitors within ten days of the closing of the Exhibition thru registered mail with acknowledgement receipt. In case of any dispute, only the India Laws shall be applicable and the courts of Delhi shall exclusively be competent.

VI. DOs AND DON'Ts

DO's

1. Keep your exhibits accounted.
2. Verify the antecedents of all your employees and see that they are certified by Police.
3. Keep each item locked at the time of closing. Prepare inventory of each item.
4. Count each item at the time of opening and closing daily.
5. Take appropriate preventive measures for your own security. As and when required ensure giving proper charge of your stall to the security person employed by you.
6. Try to use steel material during construction in the pavilion instead of inflammable material.
7. Ensure keeping fire fighting, extinguishers inside your stall for any fire eventuality.
8. Checking / frisking with Door Frame Metal Detectors (DFMDs) at the entrance gate is must.
9. For surveillance, installation of CCTVs & DFMD at the entrance gate of the Pavillion / Hall is necessary.
10. Passage width should be maintained inside the Pavillion / Halls, as per guidelines.
11. Maximum number of the entry & exit point may be provided in the Pavillion / Hall. The exit point to be marked in the prominent and bold letters.
12. Ensure continuous flow of visitors in your stall so as to avoid heavy crowd at one point of time.

DON'Ts

1. Do not rely on strangers and the recent acquaintances.
2. Do not rely on your newly employed staff / guard.
3. Do not touch any unclaimed packet / item if any. Please inform the security personnel
4. Do not leave your items exhibits unaccounted in the open at the time of closure.
5. Don't use combustible materials inside the stall / pavilion.
6. The emergency exits are NOT to be blocked.
7. Don't keep any inflammable items like paint etc anywhere inside the halls.

Forms Submission Information

Services/Items	Last Date of Submission	Contact Person E-mail
1 Publicity/Advertising		
<input type="checkbox"/> Form 1 : Participating Principals	30 June, 2013	siddharth@interads.in ; ckarora@interadsexhibitions.com
<input type="checkbox"/> Form 2 : Complimentary Catalogue Listing	30 June, 2013	siddharth@interads.in ; ckarora@interadsexhibitions.com
<input type="checkbox"/> Proof of Insurance - certificate	31 July, 2013	joannag@pennwell.com
<input type="checkbox"/> Others		
2 Registration		
https://www.pennwellregistration.com/online/ExhibitorLoginServlet?confld=519	ASAP	registration@pennwell.com
3. Booth Installation		
<input type="checkbox"/> Form 6 : Standard Shell Scheme	30 June, 2013	siddharth@interads.in ; ckarora@interadsexhibitions.com
4 Booth Utilities		
<input type="checkbox"/> Form 7 : Furniture	30 June, 2013	siddharth@interads.in ; ckarora@interadsexhibitions.com
<input type="checkbox"/> Form 8 : Audio / Video	30 June, 2013	siddharth@interads.in ; ckarora@interadsexhibitions.com
<input type="checkbox"/> Form 9 : Lightings & Electrical	30 June, 2013	siddharth@interads.in ; ckarora@interadsexhibitions.com
<input type="checkbox"/> Form 10 : Compressed Air	30 June, 2013	siddharth@interads.in ; ckarora@interadsexhibitions.com
<input type="checkbox"/> Form 11 : Telephone Lines	30 June, 2013	
5 Staff Arrangement		
<input type="checkbox"/> Form 12 : Temporary Staff	30 June, 2013	siddharth@interads.in ; ckarora@interadsexhibitions.com
6 Shipping Arrangements		
<input type="checkbox"/> Form 13 : Heavy & Large Exhibits	30 June, 2013	siddharth@interads.in ; ckarora@interadsexhibitions.com
7 Conference Registration		
<input type="checkbox"/> Delegate Registration Form	30 June, 2013	registration@pennwell.com
8 Visa		
<input type="checkbox"/> Form 15 : Visa Invitation Form	20 June, 2013	siddharth@interads.in ; ckarora@interadsexhibitions.com

Bank Account Details:

Beneficiary Name : **THEMES EVENTS & EXHIBITIONS PVT. LTD.**
Address : Plot No. 859, Phase-V, Udyog Vihar, Gurgaon-122
016, Haryana, India
Current Account No. : 056010200015738
Name of Bank : **AXIS BANK LTD.**
Bank Address : **SECTOR – 14, NEAR HUDA OFFICE, OLD DELHI –
GURGAON ROAD, GURGAON – 122 001**
IFSC Code : **UTIB0000056**
SWIFT CODE : **AXISINBB056**

Form 2

	<p><u>Complimentary catalogue</u> <u>Listing</u> Deadline: 30th June, 2013</p>
--	--

Exhibiting Company: _____ Booth No: _____

Each contracted stand in the exhibition is entitled to a free insertion of 100 words in the Exhibition Directory describing the company's products/services. Exhibitors are encouraged to use their full 100 words.

Please note: Information received after specified deadline will not have guaranteed inclusion.

- Complete all sections. Typing is preferred. Hand written information must be clear and legible to avoid misinterpretation/errors.
- Use upper and lower cases throughout.
- The text should not be presented in the form of advertising copy, i.e., no paragraph headings, capital letters at random, italics, bold prints, underlining, exclamation marks etc.
- Text should be presented in prose form (not sectionalized) and in the third person; do not use, I, We, Our etc.

Name of exhibiting company (exactly as it will appear in the directory):		Booth No:
Address:		
Country:		
Tel: <i>(Include country & area codes)</i>	Fax: <i>(Include country & area codes)</i>	Email:
Type 100 words to be inserted in the Directory <i>(Continue on a separate sheet if space is insufficient)</i>		

**NOTE: Form must be returned to INTER ADS EXHIBITIONS PVT. LTD., Plot No. 859, Udyog Vihar, Phase – V, Gurgaon – 122016 ,
 Fax: 91- 124 – 438 1162, Email: siddharth@interads.in; ckarora@interadsexhibitions.com**

Form 6

	<u>Standard shell scheme package</u> Deadline: 30 th June, 2013
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Our stand fascia wordings are:

<i>Company Name:</i>

Only one fascia name not more than 35 characters is allowed on each exhibition stand. However, approval for more than one fascia name may be granted by the organisers for individual stand sizes of 15 square meters and above. The rules pertaining to “subletting of stand” mentioned on the space contract also applies.

Important!

LOGO Insertion on Fascia Panel Rs. 10,000/- + Service Tax.

If ADDITIONAL lighting and/or power sockets are required, please order using Form 9

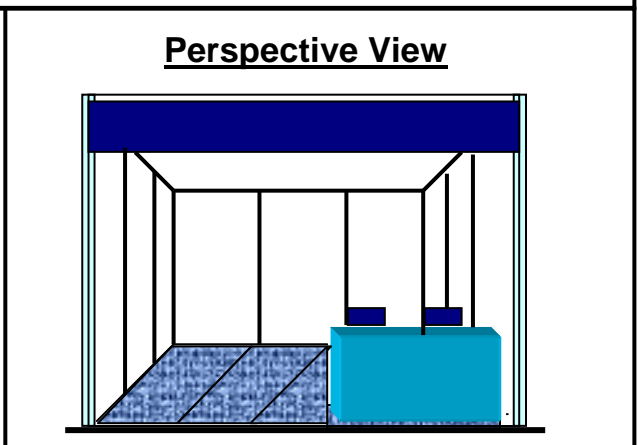
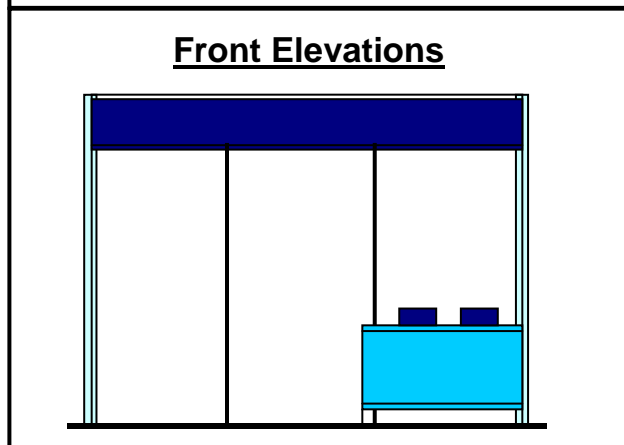
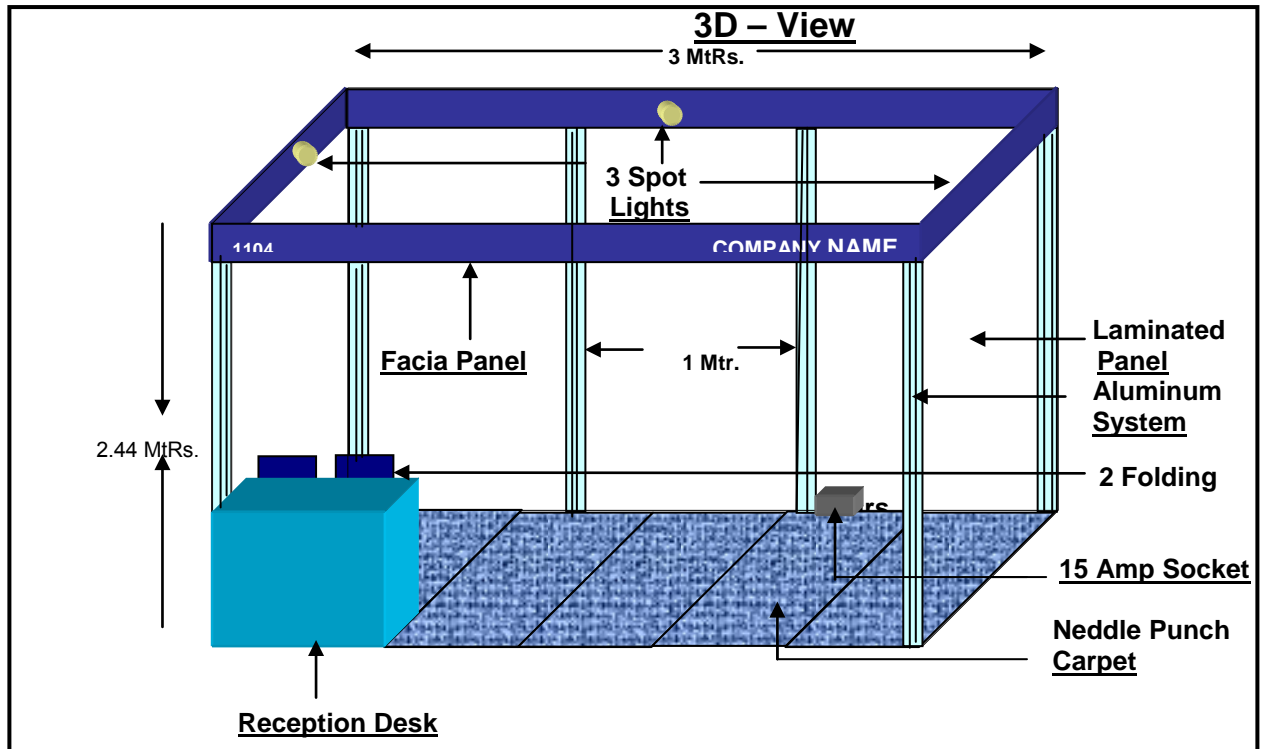
Exhibition Company: _____	Booth No. _____	
Person in charge of exhibition details: _____		
Signature: _____	Date: _____	
Company Address: _____		
Tel: _____	Fax: _____	Email: _____

NOTE: Form must be returned to INTER ADS EXHIBITIONS PVT. LTD., Plot No. 859, Udyog Vihar, Phase – V, Gurgaon – 122016 ,
Fax: 91- 124 – 438 1162, Email: siddharth@interads.in; ckarora@interadsexhibitions.com

Exhibiting Company: _____ Booth No. _____

Shell Stand

Shell Stand Electrical & Furniture Entitlement:								Shell Stand Specifications:
Stand Area in m ²	9	12	15	18	21	24	27	a) Walls: 2.44 (8ft) high in white laminated 3mm thick plywood panel joined by aluminium section.
Spot Light	3	4	5	6	7	8	9	b) Fascia: 30.5cm (1ft) high, with exhibitor's name and stand number in cutout PVC sticker in English.
15 Amp Socket	1	1	1	2	2	2	3	c) Flooring: Needle punch carpet laid directly onto the floor.
Reception Counter	1	1	1	2	2	2	3	d) Lighting: 3 S potlights mounted on the panels accordance with number of table below.
Folding Chair	2	2	3	4	4	4	6	e) Furniture: Reception counter, folding chairs.



NOTE: Form must be returned to INTER ADS EXHIBITIONS PVT. LTD., Plot No. 859, Udyog Vihar, Phase - V, Gurgaon - 122016 ,
 Fax: 91- 124 - 438 1162, Email: siddharth@interads.in; ckarora@interadsexhibitions.com

Form 7

Furniture

Deadline: 30th June, 2013

- Exhibitors who are using the Organiser's Standard Package are reminded to refer to Form 6 for the list of furniture supplied under the contract. This Form 7 is only for ADDITIONAL orders.
- As stock is limited, late orders cannot be guaranteed. Any **late order**, if accepted, from 15th July, 2013 onwards will be subjected to a surcharge of 30%; on-site order subjected to 50% surcharge.
- All items are on rental basis only.

Tick the applicable We do not require any of the items listed below.

S.No.	Description	Unit Cost (INR)	Quantity	Amount (Rs.)
1	Wooden Chair White	850.00		
2	Wooden Chair	850.00		
3	Folding Chair	550.00		
4	Square Chair	1000.00		
5	Stackable Chair	650.00		
6	Executive Chair	1500.00		
7	Office Chair	1000.00		
8	Barcelona Chair	1500.00		
9	Sofa Chair With Arm (SF 01)	2500.00		
10	Sofa Chair With Arm (SF 02)	5250.00		
11	Vegas Sofa (LF-01)	2750.00		
12	Vegas Sofa (LF-02)	5200.00		
13	Barstool (BF-01)	1100.00		
14	Barstool (BF-02)	1100.00		
15	Barstool (BF-03)	1100.00		
16	Coffee table (TF-01)	750.00		
17	Meeting Table (TF-02)	2500.00		
18	Glass Top Coffee Table (TF-03)	1250.00		
19	Cocktail Table (TF-04)	1750.00		
20	Folding Table (TF-05,06,07)	1600.00		
21	Round Table (TR-01)	1200.00		
22	Round Table Cross Leg (TR- 02)	1200.00		
23	Square Table (TR- 03)	1200.00		
24	Square Table cross leg (TR- 04)	1200.00		
25	Round Table Glass (TR-05)	2000.00		
26	Information Counter (PX-01)	1200.00		
27	Small Glass Showcase (PX-02)	4000.00		
28	Lockable Cupboard (PX-03)	1600.00		
29	Slim Glass Showcase (PX-04)	5000.00		
30	Tall Glass Showcase (PX-05)	6000.00		
31	Display Cube (PX-06)	1100.00		
32	2 Tier Info Counter (PX-07)	2000.00		
33	Wash Basin (PX-08)	5200.00		
34	Brochure Rack (AF-01)	1200.00		
35	Cloth Display Stand	2000.00		
36	Coat hanger wall mounted (AS-03)	750.00		
37	Velvet chain barricade (per running mtr.) (AF-04,05)	750.00		
38	Sliding Folding door (AS-01)	4500.00		
39	Lockable door (AS-02)	4000.00		
40	Shelf Flat or Slopes	900.00		
41	New Needle Punch Carpet per m2	300.00		
42	Fridge 165L	4500.00		
43	Pin board	2500.00		
44	Coffee vending machine (consumption items extra)	5500.00		
45	System panel (2500x 1000mm)	1000.00		
46	Electrical Kettle	2000.00		
47	Water Supply (In Let)	9000.00		
48	Dust Bin	150.00		
Total Cost exclusive of taxes				

We enclose herewith cheque/bank draft no. _____ for RS. _____ made payable to
THEMES EVENTS & EXHIBITIONS PVT. LTD.

Exhibition Company: _____	Booth No. _____
Person in charge of exhibition details: _____	
Signature: _____	Date: _____
Company Address: _____	
Tel: _____	Fax: _____
Email: _____	

**NOTE: Form must be returned to INTER ADS EXHIBITIONS PVT. LTD., Plot No. 859, Udyog Vihar, Phase – V, Gurgaon – 122016 ,
Fax: 91- 124 – 438 1162, Email: siddharth@interads.in; ckarora@interadsexhibitions.com**

Chairs and Sofa



Wooden Chair - White
Code: CF - 02
Dimension:
440W x 480D x 820H mm



Wooden Chair
Code: CF - 03
Dimension:
440W x 480D x 820H mm



Folding Chair
Code: CF - 05
Dimension:
600W x 660D x 850H mm



Square Chair
Code: CF - 06
Dimension:
440W x 440D x 935H mm



Stackable Chair
Code: CF - 07
Dimension:
460W x 460D mm



Executive Chair -Grey
Code: CF - 09
Dimension: 500W x 530D



Office Chair -Grey
Code: CF - 10
Dimension: 450W x 400D



Barcelona Chair
Code: CF - 11
Dimension:
520W x 590D x 715H mm



Sofa Chair With Arm
Code: SF - 01
Dimension:
760W x 440D x 800H mm



Sofa Chair With Arm
Code: SF - 02
Dimension:
1290W x 440D x 800H mm



Vegas Sofa
Code: LF - 01
Dimension:
800L x 720D x 790H mm



Vegas Sofa
Code: LF - 01
Dimension2
1300L x 720D x 790H mm

Bar Stools



Bar Stool
Code: BF - 01
Dimension:
360W x 540D x 730H mm



Bar Stool
Code: BF - 02
Dimension:
570W x 440D x 800H mm



Bar Stool
Code: BF - 03
Dimension:
440W x 440D x 730H mm

Modular System Furniture



Information Counter
Code: PX - 01
Dimension:
1030L x 535W x 760H mm



Small Showcase
Code: PX - 02
Dimension:
1030L x 535W x 1030H mm



Lockable Cupboard
Code: PX - 03
Dimension:
1303L x 535W x 760H mm



Slim Showcase
Code: PX - 4
Dimension:
535L x 535W x 2440H mm



Display Cube
Code: PX - 06
Dimension:
535W x 535D x 760H mm



2-Tier Information Counter
Code: PX - 07
Dimension:
760L x 535W x 1030H mm



Wash Basin
Code: PX - 08
Dimension:
1030L x 535W



Tall Showcase
Code: PX - 05
Dimension:
1030L x 535W x 2440H mm

Tables



Coffee Table
Code: TF - 01
Dimension:
900L x 500W x 560H mm

Meeting Table
Code: TF - 02
Dimension:
1200L x 900W x 760H mm

Glass Top Coffee Table
Code: TF - 03
Dimension:
900L x 500W x 560H mm

Cocktail Table
Code: TF - 04
Dimension:
600D x 1075H mm

Folding Table
Code: TF - 05/ 06/ 07
Dimension:
05- 800L x 700D x 750H mm
06-1200L x 700D x 750H mm
07-2400L x 700D x 750H mm



Round Table
Code: TR- 01
Dimension:
800D x 760H mm

Round Table - Cross Leg
Code: TR - 02
Dimension:
800D x 760H mm

Square Table
Code: TR - 03
Dimension:
750W x 750D x 760H mm

Square Table - Cross Leg
Code: TR - 04
Dimension:
750W x 750D x 760H mm

Round Table - Glass
Code: TR - 05
Dimension:
800D x 760H mm

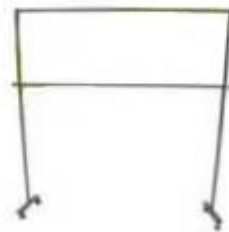
Additional Enhancement



Brochure Rack
Code: AF - 01



White Board
Code: WB - 01



Clothes Display Stand
Code: AF - 02



Barricade With Belt
Code: AF - 03



Velvet/ Chain Barricade
Code: AF - 04/ 05



Sliding Folding Door
Code: AS - 01



Lockable Door
Code: AS - 02



Coat Hanger - Wall Mounted
Code: AS - 03



Shelf Flat or Sloping
Code: DS - 01
Dimension:
1000L x 300W mm



Mirror
Code: MS - 01



Cone
Code: TC - 01

Drawers/ Lockers



Single Tier Locker
Code: CL - 01



Double Tier Locker
Code: CL - 02



Drawer Unit Small
Code: CL - 03



Drawer Unit Large
Code: CL - 04

Lighting



50W Long
Arm Halogen
Code: LE - 01



150W Long
Arm Halogen
Code: LE - 02



100W Long
Arm Spot Light
Code: LE - 03



50W Down Light
Code: LE - 04



150W Halogen
Down Light
Code: LE - 05



50W Halogen
Track Light
Code: LE - 06



300W Halogen
Floodlight
Code: LE - 07



Metal Halide
70W/ 150W
Floodlight
Code: LE - 08

Form 8

	<p><u>Audio / Video</u> Deadline: 30th June, 2013</p>
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- Rates mentioned are on per day basis.
- As stock is limited, late orders cannot be guaranteed. Any **late order**, if accepted, from 15th July, 2013 onwards will be Subjected to a surcharge of 30%; on-site order subjected to 50% surcharge.
- All items are on rental basis only.

We do not require any of items listed below.

Item	Description	*Cost (INR) (Per Day)	Quantity	Cost (INR)
AV1	LCD 21"/32"	4,000		
AV2	Plasma 40"	5,000		
AV3	Plasma 42"	6,000		
AV4	Plasma 47"	8,000		
AV5	Plasma 50"	12,000		
AV6	Plasma 61"	15,000		
AV7	Plasma 65"	18,000		
AV8	Plasma 84"	65,000		
AV9	VCD	700		
AV10	DVD	700		
AV11	Computer (Pentium/Multimedia/17" Col Monitor)	3,000		
AV12	Computer (Pentium/Multimedia/21" Col Monitor)	4,000		
AV13	Laptop	4,000		
Total Cost Exclusive of Taxes				

Note: For the entire duration of the exhibition

We enclose herewith cheque/bankdraft no. _____ for Rs. _____
 made payable to **THEMES EVENTS & EXHIBITIONS PVT. LTD.**

Exhibition Company: _____	Booth No. _____
Person in charge of exhibition details: _____	
Signature: _____	Date: _____
Company Address: _____	
Tel: _____	Fax: _____
Email: _____	

NOTE: Form must be returned to INTER ADS EXHIBITIONS PVT. LTD., Plot No. 859, Udyog Vihar, Phase – V, Gurgaon – 122016 , Fax: 91- 124 – 438 1162, Email: siddharth@interads.in; ckarora@interadsexhibitions.com

Form 9

	<p><u>Lighting & electrical</u> Deadline: 30th June, 2013</p>
--	---

Exhibiting Company: _____ **Booth No.** _____

- Exhibitors who are using organizer's stand package are reminded to refer to Form 6 for their lightings and electrical supplied under the contract. This Form 9 is only for ADDITIONAL orders.
- Exhibitors may order lighting and power requirements on this form, which must be returned by due date. Late orders will not be guaranteed, and if accepted, will be subjected to the following surcharge rates:
 - Orders received after 15th July, 2013 : 30% surcharge
 - On-site order : 50% surcharge
- Only the Official Contractor and approved contractor will be permitted to undertake all electric connection work in the exhibition, in accordance to the Rules & Regulations.
- **The Power consumption charges would be applicable for Raw/ Bare Stalls.**

IMPORTANT NOTE:

All power outlets connections are to be used for running equipment/exhibits only, NOT for lighting purpose

SI no	Item	Symbol	Watt	Cost(INR)	Qty.	Cost(INR)
1.	Light (230V/50Hz) fittings for Shell Scheme					
	long arm halogen		50W	1500.00		
	long arm halogen		150W	1800.00		
	long arm spot light		100W	1450.00		
	down light		50W	1000.00		
	halogen down light		150W	2000.00		
	halogen track light		50W	3000.00		
	halogen flood light		300W	3000.00		
	Metal Halide		150W	4000.00		
	<i>Note: "The above cost include connections and consumptions"</i>					
II	Electrical power outlets connections for equipments/exhibits/Bare Space					
	13 Amps Power Plug point			700		
	15 Amps Power Plug Point			800		
	Connection Charges	Applicable for taking Power Load		6000		
	Consumption Charges	Single Phase	Per/Kw	3000		
	Consumption Charges	Three Phase	Per/Kw	4000		

	TOTAL COST EXCLUSIVE TAXES					

- All prices quoted include approval fees, installation, power consumption and standby maintenance.
- Lighting connection: The lighting connection work is done by the organizer's official electrician.
- Please contact the contractor for quotation of any other electrical requirement not list overleaf.
- **The power consumption would be charged as per the rates applicable for Raw space.**

Payment

We enclosed herewith bankdraft no. _____ of Rs. _____ payable to **THEMES EVENTS & EXHIBITIONS PVT. LTD.**

Exhibition Company: _____ Booth No. _____

Person in charge of exhibition details: _____

Signature: _____ Date: _____

Company Address: _____

Tel: _____ Fax: _____ Email: _____

NOTE: Form must be returned to INTER ADS EXHIBITIONS PVT. LTD., Plot No. 859, Udyog Vihar, Phase – V, Gurgaon – 122016 , Fax: 91- 124 – 438 1162, Email: siddharth@interads.in; ckarora@interadsexhibitions.com

Form 10

	<p><u>Compressed air</u> Deadline: 30th June, 2013</p>
--	--

Exhibiting Company: _____ Booth No: _____

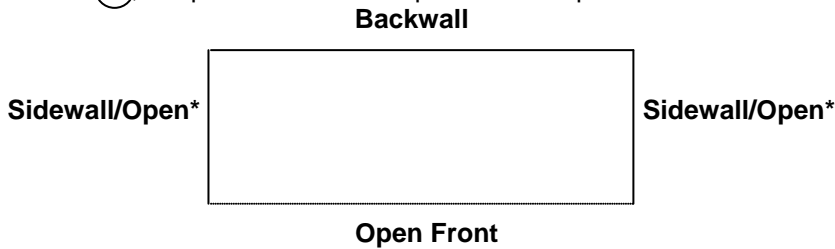
COMPRESSED AIR

Items	Unit Price (INR)	Quantity	Cost (INR)
1 HP (100/7 bar)	10700		
2 HP (100/7 bar)	14500		
3 HP (100/7 bar)	18000		
Total Cost Exclusive of Taxes			

(Rental charges Inclusive of installation upto the machine. standard installation of up to 5 meter length piping is inclusive of the cost)

Equipment/Usage	Pressure

Please indicate below with (A), the position of the compressed – air point.



- All above are based on rental basis.
Order will be processed upon receipt of payment.

Payment

We enclose herewith cheque/bank draft no. _____ of Rs. _____ made payable to **THEMES EVENTS & EXHIBITIONS PVT. LTD.**

Exhibition Company: _____ Booth No. _____
Person in charge of exhibition details: _____
Signature: _____ Date: _____
Company Address: _____
Tel: _____ Fax: _____ Email: _____

NOTE: Form must be returned to INTER ADS EXHIBITIONS PVT. LTD., Plot No. 859, Udyog Vihar, Phase – V, Gurgaon – 122016 ,
 Fax: 91- 124 – 438 1162, Email: siddharth@interads.in; ckarora@interadsexhibitions.com

Form 11

	<u>Telephone & internet lines</u> Deadline: 30 th June, 2013
--	---

Exhibiting Company: _____ Booth No: _____

- Rates mentioned are inclusive of installation and usage for show dates.
- As lines / stock are limited, late orders cannot be guaranteed. Any **late order**, if accepted, from 15th July, 2013, onwards will be subjected to a surcharge of 30%; on-site order subjected to 50% surcharge.
- All items are on rental basis only.

Tick as appropriate

We do not require any of items listed below.

Item	Description	Unit Cost (INR)	Quantity	Cost (INR)
TL1	Local Telephone Connection	7000		
TL2	STD Telephone Connection	18000		
TL3	ISD Telephone Connection	35000		
TL4	Broadband Connection	30000		
Total Cost Exclusive of Taxes				

We enclose herewith cheque/bankdraft no. _____ for Rs. _____

made payable to **THEMES EVENTS & EXHIBITIONS PVT. LTD.**

Exhibition Company: _____ Booth No. _____
Person in charge of exhibition details: _____
Signature: _____ Date: _____
Company Address: _____
Tel: _____ Fax: _____ Email: _____

NOTE: Form must be returned to INTER ADS EXHIBITIONS PVT. LTD., Plot No. 859, Udyog Vihar, Phase – V, Gurgaon – 122016 , Fax: 91- 124 – 438 1162, Email: siddharth@interads.in; ckarora@interadsexhibitions.com

Form 12

	<p><u>Temporary staff</u> Deadline: 30th June, 2013</p>
--	---

Category	Rate per day (INR)	Number of Personnel Required	Total Hours	Total Cost (INR)	Special Instructions
Booth Attendant**	Rs. 2,000				
Exhibition Hostess***	Rs. 3,000				
Interpreters	Upon request				
Others: (Please specify)					
Total Cost Exclusive of Taxes					

* Minimum period of engagement of 8 hours per day.

** This is a junior position filled by a temporary staff who will mainly man the booth and distribute the exhibitor's brochures and flyers.

*** This is a more senior position filled by a temporary staff who may have had previous experience with exhibitions and promotions and is skilled in answering simple questions pertaining to the exhibitors nature of business.

Payment

We enclose herewith cheque/bank draft no. _____ of Rs. _____ made payable to **THEMES EVENTS & EXHIBITIONS PVT. LTD.**

Exhibition Company: _____	Booth No. _____
Person in charge of exhibition details: _____	
Signature: _____	Date: _____
Company Address: _____	
Tel: _____	Fax: _____ Email: _____

NOTE: Form must be returned to INTER ADS EXHIBITIONS PVT. LTD., Plot No. 859, Udyog Vihar, Phase – V, Gurgaon – 122016 , Fax: 91- 124 – 438 1162, Email: siddharth@interads.in; ckarora@interadsexhibitions.com

Form 13

	<p><u>Heavy & large exhibits</u> Deadline: 30th June, 2013</p>
--	--

This form is to be returned only by exhibitors who have heavy or large exhibits, as specified below:

Heavy Exhibits: Any exhibit and/or packing case exceeding 2,000 kg

Large Exhibits: Any exhibit and/or packing case exceeding 1.83m (length) x 1.83m (length) x 1.22m (height) or 6ft (L) x 6ft (W) x 4ft (H)

- Such exhibits must arrive in good time for port clearance and reach the exhibition site on or by the first day of the build-up period.
- All such exhibits, without exception, must be handled by our official freight forwarder – R E Rogers
- Exhibitors with heavy exhibits are to observe the floor loading capacity (see General Information section), and to provide steel plates for spreading if necessary.

Item	Dimensions	Weight	Date of Arrival in India

Exhibition Company: _____ Booth No. _____

Person in charge of exhibition details: _____

Signature: _____ Date: _____

Company Address: _____

Tel: _____ Fax: _____ Email: _____

NOTE: Form must be returned to INTER ADS EXHIBITIONS PVT. LTD., Plot No. 859, Udyog Vihar, Phase – V, Gurgaon – 122016 , Fax: 91- 124 – 438 1162, Email: siddharth@interads.in; ckarora@interadsexhibitions.com

First Name: Last Name:
 Position:
 Company:
 Complete Mailing Address:

 Postal code:
 Country Code: Telephone: Fax:
 Email:

Registration confirmation will be sent via-email, if a unique email address is provided above.

1. Type of Company or Organization: <input type="checkbox"/> 10 Oil/Gas company <input type="checkbox"/> 30 Contractor <input type="checkbox"/> 50 Financial <input type="checkbox"/> 65 Government/Library/Education <input type="checkbox"/> 70 Other	2. Job Function: <input type="checkbox"/> 20 Consulting Company <input type="checkbox"/> 40 Engineering/Construction <input type="checkbox"/> 60 Service/Supply <input type="checkbox"/> 02 Management (CEO, Pres.VP) <input type="checkbox"/> 05 Engineering/Technical/Geoscience <input type="checkbox"/> 06 Superintendent/Field Professional/Foreman <input type="checkbox"/> 10 Purchasing/Consulting <input type="checkbox"/> 12 Other	3. Areas of Interest/Involvement: <input type="checkbox"/> 10 Exploration <input type="checkbox"/> 01 Production <input type="checkbox"/> 23 Pipeline/Transportation <input type="checkbox"/> 115 Refining <input type="checkbox"/> 46 Other <input type="checkbox"/> 39 Financial <input type="checkbox"/> 29 Gas Processing <input type="checkbox"/> 19 Petrochemical <input type="checkbox"/> 05 Drilling
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4. Purchasing Role: Specify Recommend Approve None

For Information on corporate packages, contact Registration
 Phone: +1 918-831-9160
 Email: registration@pennwell.com

3 ways to register:
 Pre-register on line before 16 August 2013
 Register on site after 16 August 2013

1
Fax:
 Direct: +1 918 831 9161
 Toll-Free (US only): +1 888 299 8057

2
Website:
 www.offshoreoilindia.com

3
Mail:
 PennWell C&E Registration (PWL)
 P.O. Box 973059
 Dallas, TX 75397-3059 USA

For questions please call:
 Phone: +1 918 831 9160
 Toll Free (US only): +1 888 299 8016



Conference Fees:

1. Individual Delegate (Full Conference Registration)*
 • Access to all Conference Sessions and Conference Proceedings
 • Access to the Exhibition Hall
 • Coffee Breaks in Exhibition Hall
 • Delegate Lunch on Wednesday Thursday and Friday (Ticketed)
 • Conference Proceedings

<input type="checkbox"/> Paid by 8 August 2013	\$ 500
<input type="checkbox"/> Paid after 8 August 2013	\$ 575

2. Corporate Plan (10 delegates)*
 • Access to all Conference Sessions
 • Access to the Exhibition Hall, including Opening & Networking Receptions
 • Coffee Breaks in Exhibition Hall
 • Delegate Lunch on Wednesday, Thursday and Friday (Ticketed)
 • Conference Proceedings

<input type="checkbox"/> Paid by 8 August 2013	\$ 4100
<input type="checkbox"/> Paid after 8 August 2013	\$ 4800

3. Exhibitor Delegate (Exhibiting Companies Only)
 Exhibit booth staff can upgrade their registration to include access to the conference at a discounted rate
 • Access to all Conference Sessions and Conference Proceedings
 • Access to the Exhibition Hall, including move-in and move-out
 • Access to Opening & Networking Receptions
 • Coffee Breaks in Exhibition Hall
 • Delegate Lunch on Wednesday, Thursday and Friday (Ticketed)
 • Conference Proceedings

<input type="checkbox"/> Paid by 8 August 2013	\$ 250
<input type="checkbox"/> Paid after 8 August 2013	\$ 300

4. Operators Partner Program (OPP)
 Unlimited Delegates - Open to Operators only. For further details please visit the Registration page on www.offshoreoilindia.com **\$ 2500**

5. Indian Oil Companies & Other Government Agencies

- Access to all Conference Sessions
- Access to the Exhibition Hall, including Opening & Networking Receptions
- Coffee Breaks in Exhibition Hall
- Delegate lunch on Wednesday, Thursday and Friday (Ticketed)
- Conference Proceedings

<input type="checkbox"/> Paid by 8 August 2013	\$ 225
<input type="checkbox"/> Paid after 8 August 2013	\$ 250

6. Single Day Conference Delegate

- Access to all Conference Sessions on the corresponding day
- Access to the Exhibition Hall, including both the Opening & Networking Receptions
- Coffee Breaks in Exhibition Hall.
- Luncheon on corresponding day (Ticketed)

	Paid by 8 August 2013	Paid after 8 August 2013
<input type="checkbox"/> Thursday	<input type="checkbox"/> @ \$ 225	<input type="checkbox"/> @ \$ 250
<input type="checkbox"/> Friday	<input type="checkbox"/> @ \$ 225	<input type="checkbox"/> @ \$ 250
<input type="checkbox"/> Saturday	<input type="checkbox"/> @ \$ 225	<input type="checkbox"/> @ \$ 250

7. Exhibit Visitor
 Pre-registered visitors FREE
 (Deadline to pre-register 16 August 2013, after 16 August 2013 register onsite).
 • Access to the Exhibition Hall, including Opening & Networking receptions, Coffee breaks in Exhibition Hall

Free before 16 August 2013

TOTAL PAYMENT
 (In US Dollars only)

= \$ _____

Payment must be received prior to the conference. If payment is not received by the conference date, the registration fee must be guaranteed on charge card until proof of payment is provided. Make check payable to PennWell/ PetroWorld India

*Your full-price registration fee includes a one-year paid subscription to Oil & Gas Journal. (US \$69 value)

Method of Payment: Check enclosed payable to Pennwell/PetroWorld India 2013
 Wire (Wire information will be provided on invoice) Credit Card: Visa Mastercard AMEX Discover

Credit Card Number _____ **Expiry Date** _____ / _____

Full Name (as it appears on card): _____

Card Holder Signature: _____ **Date:** _____

(Required for credit card payment)

Cancellation: Cancellation of registration must be received in writing. Any individual, exhibitor or corporate registrations cancelled before 8 August 2013 will receive a 50% refund of registration fee. After 8 August 2013 no refunds will be permitted. Substitutions may be made at any time by contacting the registration office in writing.

Form 15

	<u>VISA invitation form</u> Deadline: 20 June, 2013
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Exhibiting Company: _____ Booth No: _____

This form should be completed & returned by all exhibitors who need visa support.

Please fill out the following details in order to obtain the official invitation letter with which you can apply for an entry visa for India at the Indian embassy or consulate in your country.

(photocopy this form for each person)

Full Name: (As shown in passport) _____

Company Name: _____

Address: _____

Telephone No: _____

E mail address: _____

Gender: Male Female

Nationality: _____

Date of Birth: _____

Place of Birth: _____

Passport No: _____

Issued By: _____

Issued Date: _____

Expiry Date: _____

Date of Arrival in India: _____

Date of Departure in India: _____

Endorsed by: Company: INTER ADS EXHIBITIONS PVT. LTD.

Designation: _____ Sign: _____

Company Seal: _____

Place – Country where visa is to be issued: _____

Form duly filled may please be sent to:

NOTE: Form must be returned to INTER ADS EXHIBITIONS PVT. LTD., Plot No. 859, Udyog Vihar, Phase – V, Gurgaon – 122016 ,
Fax: 91- 124 – 438 1162, Email: siddharth@interads.in; ckarora@interadsexhibitions.com