



# India Engineering Sourcing Show 2014

22 > 24 January 2014

Bombay Exhibition Centre, Mumbai



Department of Commerce  
Ministry of Commerce & Industry  
Government of India



## Exhibitor Service Manual



Dear Exhibitor,

**Welcome to India Engineering Sourcing Show 2014**  
**22-24 January 2014**  
**Hall-1, Bombay Exhibition Centre**  
**Goregaon (E), Western Express Highway**  
**Mumbai**

Thank you, for your participation in the India Engineering Sourcing Show 2014. To ensure that you have a great experience during the exhibition, please read the Exhibitor Service Manual carefully.

Exhibition Service Manual is specially designed to provide you with relevant information and to prepare you for a successful participation. The manual would familiarize you with deadlines, guidelines, available services and their related cost.

This manual is also available at <http://iesshow.in/>. You are requested to visit the website for the periodic updates.

The manual **does not** replace our personal service. If you have any queries, please email, phone or fax us, and we will assist you promptly. We wish you a successful participation at the **India Engineering Sourcing Show 2014**.

We look forward to your co-operation and support.

Yours sincerely

**TEAM IESS 2014**  
**less\_services@eepecindia.net**

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## General Instructions

- Order MUST be accompanied with 100% payment.
- Cheques/DD should be drawn in favour of the respective vendors.
- Cancelled orders are not refundable
- Items not listed in the manual may be offered on request and are subject to a separate quotation and availability
- All items are on the rental basis and no exchange, transfer or refund of ordered items on-site will be entertained and Exhibitors will have to make good of any damages or losses



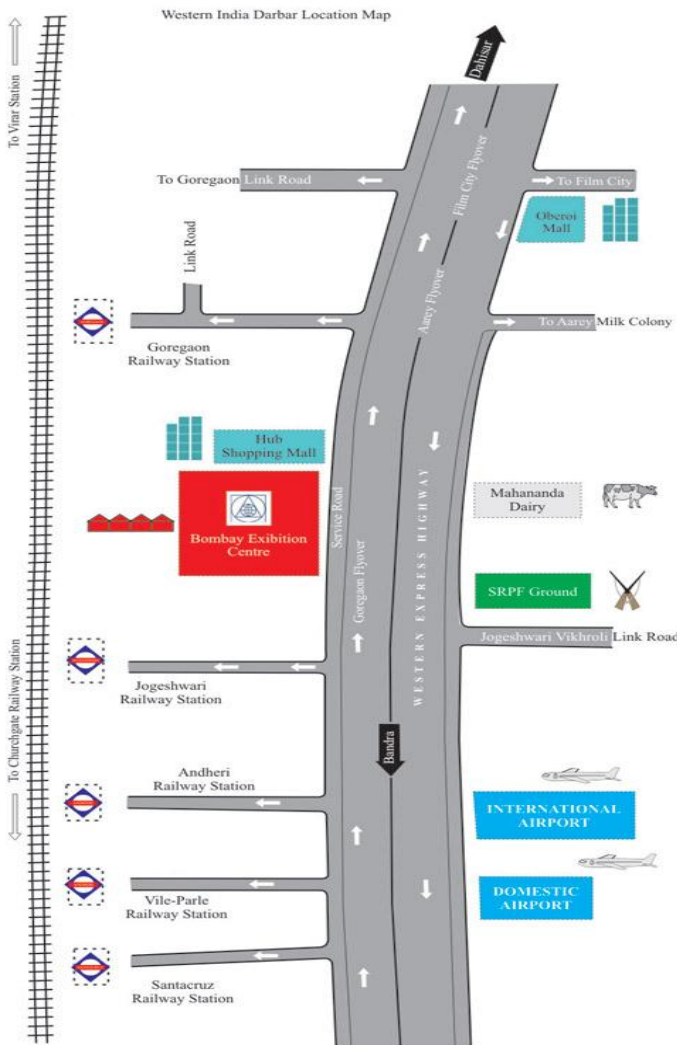
## About the Show

Exhibition Name:	India Engineering Sourcing Show 2014
Exhibition Date:	22 - 24 January 2014
Venue:	Hall 1, Bombay Exhibition Centre, Goregaon (East), Mumbai, India.
Exhibition Hours:	<b>22-23 January 2014 (Wed- Thu) 10.00 am -6.00pm</b> <b>24 January 2014 (Fri) 10.00am – 5.00 pm</b>
Event Website:	<a href="http://www.iessshow.in">http://www.iessshow.in</a>
Lead Agency:	EEPC INDIA
Supported by:	Department of Commerce, Ministry of Commerce & Industry, Govt. of India
Partner Region:	COMESA
Admission Policy:	Admission to the events is free. All visitors must register before entering the events and wear their badges during the show. Children below 12 are not permitted within the exhibition hall or seminar/ presentation rooms. The Organisers and Event Managers reserve the right to refuse admission to any visitors.

### Amenities on site:

- a) Business Centre (Fax, Telephone, Photocopy, Internet)
- b) Drinking water, Toilets etc.
- c) Basic First Aid facilities.
- d) Food Courts.
- e) Help Desk.

## General Information



### Bombay Convention & Exhibition Centre

Bombay Convention & Exhibition Centre (BCEC) is the largest exhibition centre, in the private sector, in India and was set up in 1991. BCEC has hosted several prestigious International trade fairs/exhibitions ever since.

The centre is ideally situated along the Western Express Highway in Goregaon, within 10 minutes from Airports, walking distance to train stations and a 20 minute drive from the heart of the city. There are numerous hotels, entertainment activities, retail shopping & sightseeing spots in close proximity.

BCEC consists of four halls occupying over 45,000 sq.mtrs of centrally air-conditioned space for conducting exhibitions. The halls are Wi-Fi enabled, have ample height, good lighting, well-designed ventilation and strong flooring to withstand even the heaviest machinery.

Major highlights of the available facilities for organizing large or medium scale events in the commercial and business capital of our country – Mumbai, include air-conditioned Seminar/ Convention halls, International lounges, operational air-conditioned restaurants, open air cafeterias, business communication centres, site offices, service centres and sufficient parking space

within the complex having serene and lush-green surroundings.

### Getting to Bombay Convention & Exhibition Centre

#### From Airport

Prepaid taxi services are available at the airport which will cost you approx. INR 350-400 and the travelling time would be about 30 -40 minutes depending upon the traffic.

We have local taxis and three wheelers coloured in yellow and black just outside the airport which will cost about INR 200-250 approx. and INR 140-160 approx. respectively.

#### From Railway station

The nearest railway station is Goregaon which is about 15 min ride by the most popular three wheeler service and cost you about INR 50.

From Goregaon station you can catch local train to all parts of Mumbai and subsequently catch express trains to major cities in India.

## Key Contacts

### Lead Agency

EEPC INDIA	Bhaskar Sarkar Executive Director & Secretary	T: +91.11.2371 1124/25	F: +91 11 2331 0920 E: ed@eepcindia.net
EEPC INDIA	Suranjan Gupta AED	T: +91.33.2289 0652/53	F: +91 33 2289 0654 E: sgupta@eepcindia.net

### Official Onsite Handling Agents

#### R.E. Rogers India Pvt. Ltd.

New Delhi	Sushil Upadhyay	T: +91.11.29945402 M: +91.9818451472	F: +91.11.26949803 E: sushil@rogersworldwideindia.com
Mumbai	Sudhir Dhawan	T: +91.22.3088 0314 M: +91.99207 28175	F: +91.22.2820 8942 E: sudhir@rogersworldwideindia.com
Bangalore	Shrenik Jain	T: +91 80 4269 0501 M: +91.98452 05424	F: +91.80.4153 5881 E: shrenik@rogersworldwideindia.com

#### BIG Logistics India Pvt. Ltd.

New Delhi	Uttam Gupta	T: +91.11.4243 7383 M: +91. 98101 29658	F: +91.11.2852 6468 E: guptau@brightindiagroup.net
Mumbai	Sudhir Surve	T: +91.22.6556 4002 M: +91.99202 36842	F: +91.22.2471 9533 E: surves@brightindiagroup.net

#### Schenker India Pvt. Ltd.

Gurgaon	Ajay Pathak	T: +91.124.464 5000 M: +91.9810048556	F: +91.124.464 5100 E: ajay.pathak@dbschenker.com
Mumbai	Santosh Prabhu	T: +91.22.4039 3996 M: +91.9769 446 660	F: +91.22.2823 8322/ 2835 5137 E: Santosh.prabhu@dbschenker.com
	Dinesh Tambe	M: +91.9920915375	E: Dinesh.tambe@dbschenker.com

### On-Site Stand Construction Support

Falcon Exhibitions Pvt. Ltd.	Achal Uppal	T: +91.11.23324288 M: +91.9968203729	F: +91.11.2332 3953 E: achal@falcon-mail.com
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### Octroi Exemption Agent

J V Enterprises	Jitu Mehta	T: +91 80821 16300 M: +91 98333 50704	E: jvoctroi@gmail.com
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## Operational Schedule

Event	Date	Time
Space Contractor move in	20 January 2014	06.00 am – 10.00 am
Bare Space –Build up period and heavy machinery move in	20 January 2014	10.00 am – 10.00 pm
Shell Scheme/ Constructed booth	21 January 2014	10.00 am -10.00 pm
Handing over of booths to exhibitors		
Raw space	20 January 2014	10.00 am
Shell Scheme	21 January 2014	12.00 pm
<b>Exhibition Period</b>		
Opening hours	22-23 January 2014( Wed-Thu)	10.00 am – 6.00 pm
	24 January 2014 (Friday)	10.00 am – 5.00 pm
Tear down	24 March 2014	5. 00 pm to Midnight

### 1. EXHIBITION HALL SPECIFICATION

Hall height available:	Height of the hall: 07 m to 10 m
Hall Lighting	Sufficient light
Floor loading capacity:	500 kg/m <sup>2</sup> (not concentrated)
Height for exhibits:	Maximum height allowed for display is 5 m.
For Mezzanine:	Stand with the Mezzanine may be up to 6m

### 2. ELECTRICITY

Light power and Plug points will be provided strictly as per the type of booth allotted. For details kindly refer to basic booth equipment package on page number 18. Each booth will be provided with electrical connections and will be allowed a maximum consumption of 1000 watts.

Other Specifications for running machines are as under. Electricity of higher voltage, 3 phases will be supplied subject to prior arrangements with the BCEC /Reliance Energy authorities. Electricity, whether from mains, batteries or generators, shall be supplied only through the official contractor.

#### Note:

Earthing is MUST for every type of electrical connection and accessory fitting.

Exhibitors are strictly advised NOT to directly draw electricity from the NSE Complex (BCEC) Distribution Boxes. If detected, these would be immediately disconnected by the NSE (BCEC) / Organizer's electrical engineers. The Organizers as per the Exhibitors requirement (up to the stipulated maximum load) will supply electricity.

Members requiring different voltages and frequencies or special connections to equipment must arrange for their own transformers, converters or boosters. EEPC India will assist upon written request, at least 15 days prior to the show.

All members must determine its power consumption and inform EEPC India accordingly to make necessary arrangements.

At the end of each day of the EVENT, all members must switch off all the lights. As such, should there be any equipment, appliances or products on the stand which require a continuous supply of power until they are removed from the PAVILION, Information regarding the same must be given in written to the Council and request for special electricity connection must be placed.

### **3. ALLOCATION OF SPACE**

The decision of the EEPC India in regard to stall / space allocation will be binding. However, due consideration will be given to the choice and requirement of applicant. The EEPC India reserve the right, If circumstances necessitate, changing the position, dimensions or area of the stall(s) without prior intimation and assigning any reasons.

### **4. HEIGHT OF THE BOOTH**

The height of the standard booth is 8 ft (2.5 mts.) but the Exhibitors Island Booths can extend the height of their booths up to 16 ft as per their requirements with the prior approval from the Council.

Note: Kindly note that height extension for the branding purpose can only be increased with the prior permission from the Council. The same will be permitted on a written application along with the blue print latest by 31.12. 2013

Please note that all mezzanine booths will be allowed to increase the height maximum up to 16 ft with the prior approval from the Council.

### **5. ACCESS TO THE HALL**

Exhibitors may access the Exhibition Hall one hour before the show starts everyday and depart half an hour after the show closes, on each day, to service their booths and equipment, during exhibition days. Approval should be obtained from the organizer for working or entry, other than the prescribed hours.

### **6. STALL POSSESSION**

Possession of the stand will be given to the exhibitors subject to receipt of full payment and clearing all dues whatsoever that may accrue before taking possession of their stand. Please keep the details of all the payments with you for the satisfaction of your hall in-charge and present it on demand. Please ensure that your team takes possession of your stall latest by **21<sup>st</sup> January 2014 by 1200 PM**. All necessary work on the stall should be completed not later than 1800 hrs on the same day.

### **7. STAND CLEANING**

EEPC India will provide general cleaning in the hall, which includes aisle carpet/floor cleaning including clearing of waste baskets after the exhibition hours. Exhibitors with enclosed area are requested to keep waste paper baskets outside for clearing.

All exhibitors are responsible for cleaning their own stands exhibits and displays. In case and exhibitor wishes to have a separate cleaning the same may be ordered through attached form.

### **8. OPERATION AT STAND**

Painting or nailing (use of screws) on the partitions supplied under shell scheme is strictly prohibited. Photographs, charts, etc. may be fixed with double side adhesive tape, or suspended with the help of clamps hooked on the top horizontal channel.

Exhibitor's booth must be fully staffed and operational throughout the show period. Exhibitors must not participate in any activity, which causes, or is likely to cause, annoyance to visitors, or other exhibitors.



All activities of the exhibitor and his staff must be confined to the booth or site allocated. No advertising or canvassing for business may take place elsewhere in the exhibition halls. This includes the distribution of leaflets, brochures, journals, etc.

Exhibitors should not use the exhibition for recruiting staff, other than to seek local agents for their products.

#### **9. STORAGE OF EXHIBITS & EMPTIES**

Arrangements for safe keeping of packing cases, surplus materials or other property of the exhibitors have to be arranged with the Official Freight Forwarders. They will give a quote for the same.

For small entrepreneurs efforts will be made to provide storage space. Please contact the Official Freight Forwarder for the same.

During the move in period, passages cannot be blocked with construction materials, packaging cases or debris. Contractors are responsible for removing their own debris and wastes on each day of build up and dismantling.

#### **10. IN HALL FREIGHT HANDLING**

Only the officially appointed freight forwarder is permitted to work inside the hall and handle the equipment on site. You may use your forwarder to deliver the goods to the hall doors, but only the officially appointed forwarder will carry it to your booth. This regulation will be strictly enforced for reasons of insurance, security, safety and control and the protecting other exhibits against damage.

Facilities for loading / unloading, unpacking/repacking, transportation of goods to booths, cargo handling equipment, skilled labour, removal and storage of empties will be available at the site through the official clearing and freight forwarding agency.

#### **11. SECURITY**

The general security of the exhibition hall is the responsibility of the organizers. Exhibitors are requested to take special care of items like mobile phones, laptops etc. It is recommended that all exhibitors must carry laptop locks and ensure not to keep booth vacant at any time during the exhibition. In case a special service of security staff is required, exhibitors can get in touch with the official agency appointed for the show. For further details kindly refer to page no.20

## Company Name for Stand Fascia

Booth No:

### Contact Person

Mr. Achal Uppal

Email: [iess\\_services@eepcindia.net](mailto:iess_services@eepcindia.net)

Mobile: +91 9968203729

Company Name.....

Address.....

City/Postal code.....

Contact Person.....

Tel..... Fax.....

Email.....

Please complete and return the form to EEPIC India

### EEPC India

Territorial Division

Vandhna (4<sup>th</sup> Floor), 11, Tolstoy Marg

New Delhi -110 001

Fax: +91 11 2332 3953

+91 11 2331 0920

### EEPC India

Mumbai –Regional Office

Centre1, 12<sup>th</sup> Floor, World Trade Centre

Cuffe Parade, Mumbai- 400 005

Fax: +91 22 4212 5556

+91 22 2218 0119

This form is applicable for the exhibitors who have opted for the shell scheme. Exhibitors who have taken space under raw scheme, kindly ignore this form


Please note:

- Please use CAPITAL letters
- Only name of the principal exhibitors will be printed on the fascia
- If the concerned exhibitor fails to submit this form within the deadline date, the company name and details from the application form will be used. Organiser will have no option but to incorporate on the fascia the name of the company on which the booth is contracted

Date.....

Signature.....

Place.....

Stamp.....



## Company Profile and Product Picture

Booth No:

**Contact Person**

Mr. Achal Uppal

Email: iess\_services@eepecindia.net

Mobile: +91 9968203729

Company Name.....

Address.....

City/Postal code.....

Contact Person.....

Tel..... Fax.....

Email.....

**Please complete and return the form to****EEPC India**Vandhna Building, 4<sup>th</sup> Floor, 11 Tolstoy Marg, New Delhi 110001

Fax: +91 11 23310920/23736480

Email: iess\_services@eepecindia.net

Every 9sqm space / booth is entitled to one free Catalogue Entry with one company name, address & short description of company products / services (**max. 150 words**). The Organizers have the right to edit any text exceeding the stipulated number of words

**Please write in CAPITAL Letters:**

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ Pin Code: \_\_\_\_\_ Country: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Key Contact: \_\_\_\_\_ Designation: \_\_\_\_\_

**Company Profile (not more than 150 words)**

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**Note**

All exhibitors are requested to use extra sheet in case they are not able to write the profile in the given space.  
All Exhibitors are requested to send only high resolution JPEG/TIFF file of their products to EEPC India representative whose details are mentioned above

**Product Picture**

Date.....

Place.....

Signature.....

Stamp.....

# EXHIBITOR BADGES

**Booth No:**

**Contact Person**

Mr. Achal Uppal  
Email: iess\_services@eepcindia.net  
Mobile: +91 9968203729

Company Name.....  
Address.....  
City/Postal code.....  
Contact Person.....  
Tel..... Fax.....  
Email.....

Please complete and return the form to

**EEPC India**  
Vandhna Building, 4<sup>th</sup> Floor, 11 Tolstoy Marg, New Delhi 110001  
Fax: +91 11 23310920/23736480  
Email: iess\_services@eepcindia.net

Sr. No.	NAME	DESIGNATION	COUNTRY

- Note**
- Please use CAPITAL letters only.
  - Only 2 passes for each 9sqm booth will be allocated. For additional passes please contact EEPC India representative in your respective region.
  - Please specify the name of temporary staff etc for the purpose of badges in the same form only.
  - Please note that entry to the exhibitor hall during set up is restricted. No person with the badge will be allowed to work during the set up period.
  - Badges can be collected at the registration counter of Hall 1 entrance on 20-21 January 2014 from 10.00 am – 6.00 pm.

Date..... Signature.....  
Place..... Stamp.....

## EXIT PASS

Booth No:

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## Contact Person

**Mr. Achal Uppal**

Email: [iess\\_services@eepecindia.net](mailto:iess_services@eepecindia.net)

**Mobile: +91 9968203729**

**Company Name.....**

**Address.....**

City/Postal code.....

**Contact Person.....**

**Tel..... Fax.....**

Email.....

Please complete and return the form to

## IESS Organisers Office on site

Please allow us to take the following material which we brought for display during the exhibitors. We have cleared all outstanding for the exhibition.

[illegible]

### Note

Please fill duly filled form in Triplicate at the organizer office on site at BCEC on **24 January, 2014** between 10 am – 1 pm for stamping and clearance.

Date.....

Signature.....

Place.....

Stamp.....



## FURNITURE & FIXTURES ENTITLEMENT

**Booth No:**

**Contact Person**
**Mr. Govind Raj**
**Email: Govind.r@milton-in.com**
**Mobile: +91 8130384448**
**Company Name.....**
**Address.....**
**City/Postal code.....**
**Contact Person.....**
**Tel..... Fax.....**
**Email.....**
**Please complete and return the form to EEPC India**
**MILTON EXHIBITS ( INDIA ) PVT LTD**
**B-11/8, Mohan Co-operative Industrial Estate, Badarpur, New Delhi - 44**
**Tel:+91 11 41454661 Email: rajkumary@milton-in.com**

This form is applicable for exhibitors who have registered under the shell scheme package.

As per the package all exhibitors will be entitled to furniture & Fixture as per below mentioned matrix.

Area in sqm	9	12	15	18	21	24	27
Items							
Partition wall, Needle punch Carpet, Hanging fascia name in English							
Lockable Information counter 53cm(L) x 103cm(W) x 76 cm(H)	1	1	1	2	2	2	3
Round Discussion Table 80 cm (Dia) x 76cm(H)	1	1	1	2	2	2	3
Chairs	3	3	4	6	6	7	9
Spotlight 100W	3	4	5	6	7	8	9
Power socket 5/15A	1	1	1	2	2	2	3
Waste basket	1	1	1	2	2	2	3

Exhibitors who wish to place the additional order may fill in the form 5 for placing necessary orders with payment in order to deliver material on site.

**Bank Details:**

Cheque payments to be made in favour of "MILTON EXHIBITS (INDIA) PVT LTD"

**Bank Transfer:**
**HDFC BANK LTD**
**SWIFT CODE - HDFCINBB**
**S-355, Panchshila Park**
**New Delhi-110017, New Delhi**
**RTGS/NEFT IFSC : HDFC0000248**
**A/c No. - 02482560001618**
**PAN NO: AACCP4520D**



# ADDITIONAL FURNITURE & FIXTURES

Booth No:

**Contact Person**

Mr. Govind Raj

Email: Govind.r@milton-in.com

Mobile: +91 8130384448

Company Name.....

Address.....

City/Postal code.....

Contact Person.....

Tel..... Fax.....

Email.....

Please complete and return the form to EEPC India

**MILTON EXHIBITS (INDIA) PVT LTD**

B-11/8, Mohan Co-operative Industrial Estate, Badarpur, New Delhi - 44

Tel:+91 11 41454661 Email: Govind.r@milton-in.com

**Note:** *Liabilities for ordered items remain with the exhibitor till the end of the show. As stock is limited, late orders cannot be assured. Any late orders accepted after 04 January, 2014 will attract a 25% surcharge. Ordered items will be delivered only after receipt of payment. Bank details on page 16.*

*All items are on a rental basis. Service Tax @ 12.36% will be extra, as per Service Tax Act.*

S. No.	Item	Price		Qty.	Amt.	S. No.	Item	Price		Qty.	Amt.
		INR	USD					INR	USD		
01	Counter	1200	20			11	Glass Counter	800	13		
02	Lockable Counter	1500	25			12	Glass Showcase(Slim)	3500	58		
03	Bar Counter	2500	42			13	Glass Showcase small	2500	42		
04	Square Meeting Table	850	14			14	Literature Stand	900	15		
05	Lounge Table (Round)	800	13			15	Shelf (Glass)	600	10		
06	Novia Chair	800	13			16	Shelf (Wooden)	500	8		
07	Chair	600	10			17	Standard Long Arm Spot light	500	8		
08	Bar Stool	800	13			18	Socket Outlet	600	10		
09	Bar Stool (430mm dia)	1000	17			19	Flood Light	700	12		
10	Display Podium (.5x.75m)	1000	17			20	Waste paper basket	150	3		
						21	System Panel	500	8		
<b>Sub-Total-1</b>						<b>Sub-Total-2</b>					
<b>Total (Sub-Total-1 + Sub-Total-2)</b>						<b>Add Service Tax* @ 12.36%</b>					
						<b>Grand Total</b>					

Date.....

Signature.....

Place.....

Stamp.....

## FURNITURE & ACCESSORIES



**Counter**

W	H	D
1080	750	540



**Lockable Counter**

W	H	D
945	750	400



**Bar Counter**

W	H	D
1010	1000	620



**Square Meeting Table**

W	H	D
750	750	750

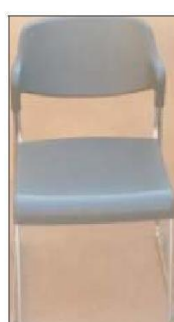


Lounge Table  
Dia H 750



**Nova Chair**

W	H	D
500	810	600



**Chair**

W	H	D
435	760	600



**Bar Stool**



**Bar Stool**

D
600



**Display Podium**

W	H	D
500	750	500



**Glass Counter**

W	H	D
1050	1050	550



**Glass Show Case  
(Slim)**

W	H	D
500	2000	500



**Glass Show Case**

W	H	D
1000	2000	500



**Literature Stand**

W	H	D
300	1200	400



**Shelf (Glass)**

W	D
1050	300



**Shelf (Wooden)**

W	D
1050	300



**Standard Long Arm  
Spot light(75W)**



**Socket Outlet**



**Flood Lights**

# ELECTRICAL ORDER FORM

Booth No:

**Contact Person**

Mr. Govind Raj

Email: Govind.r@milton-in.com

Mobile: +91 8130384448

Company Name.....

Address.....

City/Postal code.....

Contact Person.....

Tel..... Fax.....

Email.....

Please complete and return the form to EEPIC India

**MILTON EXHIBITS ( INDIA ) PVT LTD**

B-11/8, Mohan Co-operative Industrial Estate, Badarpur, New Delhi - 44

Tel:+91 11 41454661 Email: Govind.r@milton-in.com

This form is mandatory for exhibitors taking **raw space and exhibitors requesting additional power**

- We hereby require the additional power during the exhibition.

**Charges for the additional power**

	Connection charges	INR	USD	Quantity	Amount (Rs./USD)
<b>Temporary Power for set up (Mandatory for Raw space)</b>	Single Phase alternating at 220V, 50Hz, supply for the entire set period, inclusive of cables and switch, laid up to a point in the booth, cost is as per connection	<b>3000</b>	<b>50</b>		
	Three Phase , alternating at 415V, 50Hz, supply for the entire set period, inclusive of cables and switch, laid up to a point in the booth, cost is as per connection	<b>4000</b>	<b>67</b>		
	<b>Consumption Charges</b>				
Show Days	Single phase neutral, alternating at 220V, 50Hz, supply for the entire show period, inclusive of cables and switch, laid up to a point in the booth, cost per kW	<b>2000</b>	<b>34</b>		
	Three phase neutral, alternating at 415V, 50Hz, supply for the entire show period, inclusive of cables and switch, laid up to a point in the booth, cost per kW	<b>2300</b>	<b>38</b>		
	6 KW- 15 KW	<b>3500</b>	<b>58</b>		
	16 KW – 25 KW	<b>4500</b>	<b>75</b>		
	26 KW – 50 KW	<b>5500</b>	<b>92</b>		
	51 KW or above	<b>7000</b>	<b>117</b>		
	Total				

**Please take note of the following:**

- 25% surcharge on specified costs will be levied on orders received after 04<sup>th</sup> January 2014 and order acceptance shall be subject to availability.
- Orders will be processed only after receipt of full payment to the Event Manager.
- No refunds will be made for orders amended or cancelled.
- All orders are subject to 12.36% Service Tax and shall be invoiced in Equivalent Indian Rupees at the time of order confirmation.
- For Bank details, please refer to Page 16**

Date.....

Signature.....

Place.....

Stamp.....



## TEMPORARY MANPOWER/SECURITY/STAND CLEANING

Booth No:

### Contact Person

Mr. Achal Uppal

Email: iess\_services@eepcindia.net

Mobile: +91 9968203729

Company Name.....

Address.....

City/Postal code.....

Contact Person.....

Tel..... Fax.....

Email.....

Please complete and return the form to EEPC India

### EEPC India

Vandhna Building, 4<sup>th</sup> Floor, 11 Tolstoy Marg, New Delhi 110001

Fax: +91 11 23310920/23736480

Email: iess\_services@eepcindia.net

Please complete and submit this form for ordering of temporary manpower.

**Cancellation Terms:** Partial or total cancellation of the above order can be made up to 12 January 2014 without charge. Exhibitors will be liable for full payment of all orders thereafter and no refunds will be made.

Sr. No.	Category	Rate		No. Of People	Date		Amount	Remarks
		INR	USD		From	Till		
01	Stand hostess per day	2000	33					English speaking only
02	Security Guard (12 Hours shift)	1500	25					Please specify the day or night shift
03	Stand Cleaning per sqm only for show period	200	4					With Vaccum Cleaner and cleaning of waste baskets
04	Collection /disposal of water material/samples and by- products of demonstration/working machines							Actual cost will be quoted as per the material. Kindly contact the technical department with complete details.
Total								
Add Service Tax @12.36%								
Grand Total								

### Please take note of the following:

- All orders are subject to 12.36% Service Tax
- All exhibitors are requested to mark a copy of the order at iess\_services@eepcindia.net to ensure proper service.
- Order should be accompanied with 100% payment.
- The minimum period of employment is average 8 hrs/day. 30 minutes for lunch is included.
- The assigned staff will report directly to exhibitor's stand on-site. The first day of the show staff will be present at least 1 hr. before the show starts.
- Exhibitors will be responsible for the safety of temporary staff while on their stand.
- Order should be accompanied with 100% payment.
- The Hostess/Host must not to be entrusted with handling of cash or valuable. Exhibitors will be responsible for Hostess/Host whilst in their stands and the show organiser will not be responsible for any loss or damage caused by such personnel.
- Form received after the deadline will be attended subject to availability. An additional charge of 25% will be applicable for request received after the due date.

Date.....

Signature.....

Place.....

Stamp.....

## ONSITE HANDLING

Booth No:

Company Name.....

Address.....

City/Postal code.....

Contact Person.....

Tel..... Fax.....

Email.....

EEPC India has shortlisted 3 contractors for onsite handling. You may contact them for your individual requirements.

**R.E. Rogers India Pvt. Ltd.**

New Delhi	Sushil Upadhyay	T: +91.11.29945402 M: +91.9818451472	F: +91.11.26949803 E: <a href="mailto:sushil@rogersworldwideindia.com">sushil@rogersworldwideindia.com</a>
Mumbai	Sudhir Dhawan	T: +91.22.3088 0314 M: ++91.99207 28175	F: +91.22.2820 8942 E: <a href="mailto:sudhir@rogersworldwideindia.com">sudhir@rogersworldwideindia.com</a>
Bangalore	Shrenik Jain	T: +91 80 4269 0501 M: +91.98452 05424	F: +91.80.4153 5881 E: <a href="mailto:shrenik@rogersworldwideindia.com">shrenik@rogersworldwideindia.com</a>

**BIG Logistics India Pvt. Ltd.**

New Delhi	Uttam Gupta	T: +91.11.4243 7383 M: +91. 98101 29658	F: +91.11.2852 6468 E: <a href="mailto:guptau@brightindiagroup.net">guptau@brightindiagroup.net</a>
Mumbai	Sudhir Surve	T: +91.22.6556 4002 M: ++91.99202 36842	F: +91.22.2471 9533 E: <a href="mailto:surves@brightindiagroup.net">surves@brightindiagroup.net</a>

**Schenker India Pvt. Ltd.**

Gurgaon	Ajay Pathak	T: +91.124.464 5000 M: +91.9810048556	F: +91.124.464 5100 E: <a href="mailto:ajay.pathak@dbschenker.com">ajay.pathak@dbschenker.com</a>
Mumbai	Santosh Prabhu	T: +91.22.4039 3996 M: +91.9769 446 660	F: +91.22.2823 8322/ 2835 5137 E: <a href="mailto:Santosh.prabhu@dbschenker.com">Santosh.prabhu@dbschenker.com</a>
	Dinesh Tambe	M: +91.9920915375	E: <a href="mailto:Dinesh.tambe@dbschenker.com">Dinesh.tambe@dbschenker.com</a>

**Information on Shipment of Exhibits**

- India is signatory to the ATA Carnet System. Goods entering under the Carnet will be exempt from guarantee requirements. Exhibitors are requested to ship their goods in sufficient time so as to avoid any delays in clearance.
- R E Rogers/ Schenker India/ Big Logistics India, via their International Network will contact exhibitors in their own countries for all custom requirements and shipment details.
- Materials can be sent via ATA Carnet or Embassy Guarantee or Bank Guarantee. Exhibits can be cleared through Indian Customs without payment of Customs Duty, against any of these instruments.
- A facility for duty free temporary import of exhibits is available only to foreign exhibitors who remit the space rent in foreign exchange or Indian agents paying in equivalent Indian rupees.
- Detailed information on arrival deadlines, documentation, requirements, packing instructions and other relevant information for both Indian and foreign exhibitors can be obtained from any R E Rogers/ Schenker India/ Big Logistics India, India Offices.
- R E Rogers/ Schenker India/Big Logistics India will offer the exhibitors, information and assistance in respect of re-export. It is suggested that exhibitors discuss their requirements and enter into comprehensive arrangements.
- Handling of heavier exhibit cases will have to be entrusted to the approved agencies only. At the time of movement of exhibits, it is suggested that exhibitors adhere to the programme prepared by official freight handling agents.

**PROCEDURE TO AVAIL OCTROI CLEARANCE FOR  
IESS – 2014 (22 - 24 January 2014)  
BOMBAY EXHIBITION CENTRE, MUMBAI.**

Octroi clearance formalities have to be completed by the Participants for goods entering inside Mumbai city for exhibition **IESS 2014 (22-24 January 2014).**

**1: PROCEDURE AGAINST BANK GUARANTEE**

Every exhibitors has to deposit a refundable amount Rs.10000/- by Demand Draft in Favour of **"Municipal Corporation of Greater Mumbai, A/c. Name of the Participant".**

**2: Refund of Deposit:**

Procedure for refund claim of the deposit amount will commence six months after closure of Exhibition. The refund from MCGM will be obtained in the name of each individual exhibitor.

**"R FORM & CLEARING OF VEHICLE PROCEDURE"**

- 1) "R" Form in (3) three copies in ORIGINAL per truck.
- 2) Rubber stamp (Party Name with registered office)
- 3) Participant letter (Bonafide Copy) 3 Xerox with stamp & sign.
- 4) Invoice and Challan Showing the value of Consignment if the consignment is loaded in more than one truck, write all the no. of trucks on the Invoice.
- 5) **Rs. 100 "R" form Registration Fees (CASH)**
- 6) Octroi Service Charges with Refund Charges **per Truck Rs.2500/- (CASH)**
- 7) If the consignment is loaded in more than one truck in one Invoice, all the Vehicles should come at a time to clear under "R" Form.

You are requested to read the above instruction carefully or you may enquire the same over the phone to avoid the detention of Vehicles

**IMPORTANT NOTE:**

**EVERY EXHIBITOR'S HAS TO COMPLETE THEIR "R" FORM FORMALITIES FROM THE SAME CHECK POST WHILE RETURNING BACK AFTER COMPLETION OF EXHIBITION. IF ANY EXHIBITOR FAILS TO COMPLETE THE FORMALITIES THEN THEY HAVE TO PAY FULL OCTROI AMOUNT WITH THE PENALTY ON THEIR CONSIGNMENT VALUE.**

**"PLEASE DO NOT USE MULUND CHECKNAKA ON L.B.S. MARG"**

For your Octroi clearing process, please give below mention check post addresses to your vehicle drivers.

D.D.OCTROI SERVICE (Dahisar)	NATIONAL OCTROI SERVICE(Thane Naka)	D.D.OCTROI SERVICE (Vashi Naka)
NR.SHIVPRASAD HOTEL, WESTERN EXPRESS HIGHWAY, DAHISAR CHECK NAKA, DAHISAR (E), MUMBAI- 400 068 9820142809/9833350704	GAURAV ANAND BLDG., OFFICE NO.4, 1 <sup>ST</sup> FLOOR NR. EKVIRA HOTEL, KOPRI VILLAGE, THANE - 400603 9820142809/9833350704	NR. VIJAY LUNCH HOME, OCTROI CHECKPOST, MANKHURD, MUMBAI - 400088. 9820142809/9833350704

**DAHISAR CHECK NAKA:** - (FOR TRUCKS COMING FROM VASAI, GUJARAT, RAJASTHAN, MP, UP, NEW DELHI, PUNJAB AND HARYANA)

**EASTERN EXPRESS HIGHWAY NAKA (THANE NAKA):** -  
(FOR TRUCKS COMING FROM THANE, NASIK, AURANGABAD, MP, KOLKATTA AND BHIWANDI)

**BOMBAY PANVEL HIGHWAY NAKA (VASHI NAKA):** -  
(FOR TRUCKS COMING FROM VASHI, N.MUMBAI, PUNE, AP, AND KARNATAKA GOA AND SOUTH INDIAN STATES)

If you have any query or any further information your may please speak to

Mr. JITU MEHTA on 09833350704 & Mr. DEVENDRA PATIL on 09820142809, or

mail your queries on [jvoctroi@gmail.com](mailto:jvoctroi@gmail.com)

**Please prepare the following Certificate on Your Letterhead:**

**To whomsoever it may concern:**

This is to certify that we are sending \_\_\_\_ packages; in words ( ) of exhibition goods for “**IESS 2014**” exhibition schedule to be held at **BOMBAY EXHIBITION CENTRE, MUMBAI, (FROM 22 -24, JANUARY 2014.)**

The said goods are of no commercial value and not for sale.

The above mentioned goods are of value Rs. \_\_\_\_\_ only.

Thank you

Yours Faithfully

For Company: \_\_\_\_\_

Authorized Signatory.

# OFFICE EQUIPMENTS

Booth No:

## Contact Person

Contact Person: Ms. Sasneha Adhav

Rajhans Audio Visual

Mobile: + 91 91679 60396

Email: [sasneha@rajhansav.com](mailto:sasneha@rajhansav.com)

Tel: + 91 22 2824 2727 / 2828

Website: [www.rajhansav.com](http://www.rajhansav.com)

Company Name.....

Address.....

City/Postal code.....

Contact Person.....

Tel..... Fax.....

Email.....

Please complete and return the form to Rajhans Audio Visuals

Description	Unit Price INR	Unit Price USD	Quantity	Total
LCD Projector - Make : Sanyo / Sharp ( 2000 ) Lumens	9000	150		
LCD Data Projector - Make : Sharp ( 3500 Lumens )	10300	172		
LCD Data Projector - Sanyo ( 4500 Ansi Lumens )	13200	220		
Short Throw Projectors 3000 Ansi Lumens	13200	220		
Plasma 42" with Stand	5400	90		
Laptop	2100	35		
Computer PIV2	2100	35		
Laser Printer - Without Catridge	3500	58		
TFT Monitors 15" / 17" / 19"	1850	31		
VGA Splitter ( Analog ) Kramer	1650	28		
VGA Switcher - Kramer	4950	83		
CD or DVD Player	900	15		
Laser Pointer	600	10		
Slide Changer	1500	25		
VGA Cables of 15m & 20m	1650	28		
PA System for Announcement ( 2 speakers / Amp / Cables )	8250	138		
Cordless Hand Mike	1650	28		
Cordless Collar Mike	1650	28		
Sleek Mike	600	10		
Xerox Machine - Table Model	13500	225		
Tripod Screen 4ft x 6ft	1500	25		
Masking Screen 8ft x 6ft	4400	73		
			Total	
			Service Tax@12.36%	
			Grand Total	

Bank Details for 100% Payment Transfer –

Name	Rajhans Audio Visual
A/c No	026705001737
Bank Name	ICICI Bank Limited
Branch	Thakur Village Branch
Adderss	Thakur Village, Kandivali (East ), Mumbai 400101
Account Holder Address	Poornima A602, Vasant Utsav, Thakur Village, Kandivali (East), Mumbai 400101
RTGS / NEFT Code	ICIC0000267
Swift Code	ICICINBBCTS

Date.....

Place.....

Signature.....

Stamp.....



# WATER & COMPRESSED AIR

Booth No:

**Contact Person**

Mr. Achal Uppal

Email: [iess\\_services@eepcindia.net](mailto:iess_services@eepcindia.net)

Mobile: +91 9968203729

Company Name.....

Address.....

City/Postal code.....

Contact Person.....

Tel..... Fax.....

Email.....

Please complete and return the form to

**EEPC India**

Vandhna Building, 4<sup>th</sup> Floor, 11 Tolstoy Marg, New Delhi 110001

Fax: +91 11 23310920/23736480

Email: [iess\\_services@eepcindia.net](mailto:iess_services@eepcindia.net)

S.No.	Description	INR	USD	No. of Connections	Total
01	Water Supply and Drainage	15000	250		
<b>Compressed Air</b>					
01	82 l/min - 3 bar	14500	242		
02	164 l/min - 4 bar	15500	258		
03	246 l/min - 5 bar	16800	280		
04	410 l/min - 6 bar	18800	313		
<b>Total</b>					
<b>Service Tax@12.36%</b>					
<b>Grand Total</b>					

**Note:**

- Order should be accompanied with 100% payment.
- Exhibitors are required to mark on the position of all items ordered. The official contractor will install at their discretion if they do not receive this stand layout before move in.
- On-site requests for re-positioning will be subject to a relocation charge of 25% on the rental price.
- For water supply and air compressor services, exhibitors are required to bring along their own adaptor to connect to the equipments. Exhibitors with sensitive equipment are advised to bring their own stabilizer.
- All exhibitors are requested to mark a copy of the order at [iess\\_services@eepcindia.net](mailto:iess_services@eepcindia.net) to ensure proper service.

Date.....

Signature.....

Place.....

Stamp.....

## TELEPHONE, FAX & INTERNET

**Booth No:**

**Contact Person**
**Mr. Achal Uppal**
**Email: [iess\\_services@eepcindia.net](mailto:iess_services@eepcindia.net)**
**Mobile: +91 9968203729**
**Company Name.....**
**Address.....**
**City/Postal code.....**
**Contact Person.....**
**Tel..... Fax.....**
**Email.....**
**Please complete and return the form to EEPIC India**
**EEPC India**
**Vandhna Building, 4<sup>th</sup> Floor, 11 Tolstoy Marg, New Delhi 110001**
**Fax: +91 11 23310920/23736480**
**Email: [iess\\_services@eepcindia.net](mailto:iess_services@eepcindia.net)**

Description	Unit Price Installation & Consumption Charges		Quantity	Total Amount
	INR	USD		
Local Line	6500	108		
STD Line	5000.00 + Vcc card	83		
Direct Broad band Lines with Limited usages	12000 per line	200 per line		
		Service Tax @ 12.36%		
		<b>Total</b>		

**Note:**

- Please note that there is free wi-fi service for the exhibitors during the show days in hall no.1 but in case anyone requires a separate dedicated connection than they can take it on hire basis as per above charges.

- The above rates are for show days, if taken for more than 3 days it will be Rs 1,000/- per day extra.

- Rental for the fax machine will be charged extra at Rs 1000/- per day. For other details, please contact the above.

- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 25% after the deadline.

- For changes of confirmed and invoiced orders, a surcharge of 25% will be levied.

- Cancelled orders are not refundable.

- Exhibitors are required to mark on the Form 4 (Floor Carpet & Stand Layout) the position of all items ordered. The official contractor will install at their Discretion if they do not receive this stand layout before move in. On-site requests for re-positioning will be subject to a relocation charge of 25% on the rental price.

- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be entertained. And Exhibitors will have to make good of any damages or losses.

- Any complaint regarding rental items or installation must be lodged before the show day. Otherwise all items are deemed to be received in good order and Condition.

**Date.....**
**Signature.....**
**Place.....**
**Stamp.....**

## HEAVY /LARGE EXHIBITS

Booth No:

**Contact Person**

Mr. Achal Uppal

Email: [iess\\_services@eepcindia.net](mailto:iess_services@eepcindia.net)

Mobile: +91 9968203729

Company Name.....

Address.....

City/Postal code.....

Contact Person.....

Tel..... Fax.....

Email.....

Please complete and return the form to EEPC India

**EEPC India**

Vandhna Building, 4<sup>th</sup> Floor, 11 Tolstoy Marg, New Delhi 110001

Fax: +91 11 23310920/23736480

Email: [iess\\_services@eepcindia.net](mailto:iess_services@eepcindia.net)
**HEAVY EXHIBITS : WEIGHT EXCEEDING 2000 kg.**
**LARGE EXHIBITS : SIZE EXCEEDING 2 M x 1.5 M (L x W)**
**TALL EXHIBITS : HEIGHT EXCEEDING 2 M**
**Please note the following:**

- Machines in the above mentioned category must arrive in good time for port clearances and reach the exhibition site on **Monday, 20<sup>th</sup> January 2014 by 10:00 a.m.** If such machines arrive after the scheduled dates, it would be difficult to allow entry into site as access may be obstructed due to stand construction.
- All machines at site will be handled by the official freight forwarder. This applies without exception.
- Exhibitors with heavy exhibits area need to refer to the floor loading capacity and must provide stell plates for load spreading, if necessary. Please do not overload the floor loading capacity.
- Kindly work in coordinate with the designated freight forwarder and the Technical Manager to avoid any last minute hassles, regarding your exhibits. Your freight forwarder will be allowed to bring in the equipment till the gates of the hall.
- Filling this form is mandatory for bringing in large exhibits.

S.No.	Items	Dimensions	Weight (Kg)	Date of arrival

Date.....

Signature.....

Place.....

Stamp.....

## Advertising Opportunities in Exhibitor Catalogue

Booth No:

### Contact Person

Mr. Achal Uppal

Email: [iess\\_services@eepcindia.net](mailto:iess_services@eepcindia.net)

Mobile: +91 9968203729

Company Name.....

Address.....

City/Postal code.....

Contact Person.....

Tel..... Fax.....

Email.....

Please complete and return the form to EEPC India

### EEPC India

Vandhna Building, 4<sup>th</sup> Floor, 11 Tolstoy Marg, New Delhi 110001

Fax: +91 11 23310920/23736480

Email: [iess\\_services@eepcindia.net](mailto:iess_services@eepcindia.net)

Options	Position	Size	Rates		Preference
			Rs.	USD	
1.	Full Page	6.5" X 9.5"	15,000/-	250	
2.	Half Page	3.2" X 9.5"	9,000/-	150	
3.	Back Cover	6.5" X 9.5"	25,000/-	417	
4.	Inside Front Cover	6.5" X 9.5"	20,000/-	333	
5.	Inside Back Cover	6.5" X 9.5"	20,000/-	333	

### Note:

- Advertisement material should be CDR/ TIFF/ EPS File in high resolution in CD with printed colour copy of the Advertisement as a reference proof.

### Circulation Among:

- Exhibitors of "IESS 2014"
- Visitors of "IESS 2014" Senior Govt. Officials, Industry Representatives
- Policy makers, Industry Association, Embassies, etc

### Other Branding opportunities in the Hall

*In addition to the exhibitor catalogue, there are various other branding opportunities available in the exhibition hall. Please feel free to contact EEPC India representative in this regard.*

Date.....

Signature.....

Place.....

Stamp.....

## Travel Assistance

Booth No:

### Contact Person

Mr. Irfan Merchant



Company Name.....  
 Address.....  
 City/Postal code.....  
 Contact Person.....  
 Tel..... Fax.....  
 Email.....

Please complete and return the form to TCI for assistance

For any travel assistance please contact TCI Limited, our official travel partner.  
Following are the services TCI Limited can offer to our exhibitors and delegates.

1. Best guaranteed Hotel rates for IESS 2014 in 3 Stars / 4 Stars / 5 Stars hotels.
2. Air ticket booking
3. Transportation (Airport transfer and Local Commute in Mumbai city)

**Mr. Irfan Merchant**  
**THOMAS COOK INDIA LIMITED**  
 Thomas Cook Building, 3rd floor,  
 D.N.Road,  
 Mumbai-400001;  
 India  
 Mobile: +91 981 974 2222  
 Telephone: +91-22-66091547  
 Email id: - [imerchant@tci.co.in](mailto:imerchant@tci.co.in)


Date.....

Place.....

Signature.....

Stamp.....

ITPO Show Approval Letter

		<b>इण्डिया ट्रेड प्रमोशन</b> <b>India Trade Promotion Organization</b>
<b>संदर्भ</b> <b>Reference</b>		<b>मार्ग सरकार का उद्यम</b> <b>A Government of India Enterprise</b>
No.144-ITPO/(116)/App/2013	दिनांक Date:	28/05/2013 23371830
EEPC INDIA (formerly Engineering Export Promotion Council) Vanijya Bhava, 1st floor, International Trade Facilitation Centre, 1/1 Wood Street, Kolkata - 700017		
<b>Sub: Approval for holding of India Engineering Sourcing Show 2014, Mumbai, January 22 -24, 2014 at Mumbai Convention &amp; Exhibition Centre, Goregaon East, Mumbai</b>		
<b>Ref: Your Application/Letter dated May 15, 2013</b>		
Dear Sir,		
India Trade Promotion Organization (ITPO), in exercise of powers conferred on it vide Customs Notification No.3 dated 9.1.1989 as amended by Notification No.66 dated 16.3.1995, approves the holding of the above event subject to the following:		
<b>Products Covered:</b> Automobiles & Components, Industrial & Electrical Machinery, Sub-contracting, Research & Technological, Development.		
<b>Overseas Participation from :</b> USA, Canada, Mexico, Brazil, Argentina, Peru, Colombia, Chile, Austria, Belarus, , Belgium, Bulgaria, Cyprus, Denmark, Finland, France, Germany, Germany, Hungary, Poland, Slovenia, Slovakia, Spain, UK, Egypt, Iran, Iraq, Sudan, Syria, Turkey, UAE, Saudi Arabia, Bahrain.		
<b>NOTE :</b> In case of participation from Taiwan, Pakistan, Afghanistan, China, Sudan, Iran, Iraq, you are advised to obtain NDC from Co-ordination Division, Ministry of External Affairs, Govt. of India, New Delhi and Ministry of Home Affairs, Govt. of India, New Delhi with complete details of the participants (full personal particulars).		
b) The approval is issued to your organization and not to any individual person or participant in your exhibition. The facility of duty free temporary import will be available only to foreign exhibitors/participants, who have confirmed their participation in the above exhibition by remitting participation fee in foreign exchange. Temporary import will be allowed under ATA Carnet System and/or against Undertakings, Bond or Bank Guarantee as required by the Customs authorities in India. In this connection, Ministry of Finance (Department of Revenue) Notifications No.157/90-Cus, 14/90-(NT)-Cus, No.158/90-Cus. all dated 28.3.90, as amended from time to time and Central Board of Excise and Customs circular No.55-CBEC dated 3.8.1998, etc. refer.		
पंजीकृत कार्यालय : प्रगति मैदान, प्रगति मैदान, नई दिल्ली-110001 टेलीफोन : 23371540, 23371491 फेक्स : 91-11-23371492 Registered Office : Pragati Bhawan, Pragati Maidan, New Delhi-110001 Tel : 23371540, 23371491 Fax : 91-11-23371492 ई-मेल/E-mail : info@itpo-online.com वेबसाइट/Website : www.indiatradeshair.com		

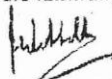
-2-

**India Engineering Sourcing Show 2014  
Mumbai, January 22 -24, 2014**

- c) The exhibition will be open to general public or to a particular section of the general public for which it has relevance; and will be in public interest.
- (d) The goods will be re-exported within a period of six months from the date of import or any other period, as may be stipulated by the Customs Authorities in India.
- (e) Parties/exhibitors whose intention is to sell or dispose of exhibits in India should not avail the facility of duty-free import of exhibits facility extended through this letter.
- (f) Participation charges from all foreign participants should be collected in foreign currency. Temporary importation may be facilitated only to those exhibitors who pay participation charges in foreign exchange.
- (g) The approval is in no way indicative of sponsorship or support of the event by ITPO and any projection of such indication by the organizers by using the name or logo of ITPO would render withdrawal/cancellation of this letter.
- (h) ITPO reserves the right to withdraw/cancel the approval at any time without assigning any reason.
- (i) A copy of the report of the event with one copy of fair catalogue/exhibitors list should be submitted to ITPO within one month of the conclusion of the event.

Please acknowledge receipt of this letter.

Yours faithfully,

  
( Hitesh Sethi )  
Manager (Mktg.)



No. 144-ITPO/(116)/App/2013 26/06/2013 23371830

Name of the Fair	India Engineering Sourcing Show 2014, Mumbai
Date	January 22 -24, 2014
Venue	Mumbai Convention & Exhibition Centre, Goregaon East, Mumbai

Copy forwarded with the request that the required facilities may kindly be accorded to the above organizers or their nominee, when approached.

1. (i) The Assistant Commissioner of Customs,  
Bond Section, Trade Fair Unit  
New Customs House, (Near IGI Airport Terminal-II),  
New Delhi-110 037
- (ii) The Commissioner of Customs, New Customs House,  
Ballard Estate, Mumbai-400 038
- (iii) The Commissioner of Customs,  
Customs House, 15/1, Strand Road,  
Kolkatta - 700 001.
- (iv) The Commissioner of Customs,  
Customs House, 33, Rajaji Salai, Chennai-600 001
2. The Section Officer (Co-ordination),  
Ministry of External Affairs, Co-ordination Division,  
New Delhi-110011
3. The Director General - Inspection,  
Customs & Central Excise, (ATA Carnet),  
D-Block, Indraprastha Bhavan, New Delhi-110001
4. The Chief Documentation Officer,  
Ministry of Home Affairs, 26, Jaiselmer House,  
Maan Singh Road, New Delhi-110 011.
5. Federation of Indian Chamber of Commerce and  
Industry, (FICCI), Federation House, New Delhi-110001
6. The Under Secretary,  
Ministry of Home Affairs, Foreigners-IV Division,  
Lok Nayak Bhawan, Khan Market, New Delhi.
7. Deputy Commissioner, Customs, Shillong Division,  
Meghalaya

  
( Hitesh Sethi )  
Manager (Mktg.)