



**BUILDING RESPONSIVE, INCLUSIVE
& COLLECTIVE SOLUTIONS**

BRICS TRADE FAIR & EXHIBITION
12th-14th OCTOBER, NEW DELHI

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Schedule for Stall Fabrication – BRICS Trade Fair-2016

DATE & TIME	DAY	EVENTS
Build-up Period		
9 October 2016 11.30 hrs	Sunday	Construction commences for Raw space Stand
9 October 2016 11.00hrs	Sunday	Delivery of freight to Raw Space Stand
10 October 2016 11.00 hrs	Monday	Shell Scheme booths to be handed over
10 October 2016 11:00hrs	Monday	Delivery of freight to Shell Scheme booths
From taking possession (if applied for)		Temporary electricity to exhibitors
9 - 11 October 2016	Sunday-Tuesday	<ul style="list-style-type: none"> • Setting-up and completion of booths - Both Raw & shell scheme • No work will be permitted on October 10, 2016 Post Midnight
11 October 2016	Tuesday	<ul style="list-style-type: none"> • Anti Sabotage & Counter Terrorist checks • All unwanted stores/refuse to be cleared • Final cleaning of Halls • Dry Run
11 October 2016 1500hrs	Tuesday	Permanent Electricity to be turned on 12 - 14 Oct, 2016
12-14 October 1000-1800 hrs	Wednesday-Friday	Exhibition open for Business Visitors, Delegates
15 October 2016	Saturday	Dismantling by 0800 hrs



ADMISSION POLICY

BRICS Trade Fair-2016, Pragati Maidan, NEW DELHI
12-14 October 2016

1. BRICS-2016 is open to official BRICS delegations, BRICS guests (India and overseas), exhibitors' guests and media and trade visitors. It is open for general public on the second half of the last day of the show as per promulgated timings.
2. **The entry to BRICS TRADE FAIRS IS STRICTLY BY ONLINE REGISTRATION , all Personnel who wish to attend the exhibition or are invitees for the event are requested to apply via the online registration system on website <http://bricsbusinesscouncil.in/>**
3. **During BRICS-2016 days (12-14 October 2016) there will be a limited onsite registration facility. Please carry your passport size photograph on digital media. Kindly expect and bear delays.**
4. **Media:-**
 - (a) All media personnel must apply online to comply with the accreditation process, which includes providing photographs for badges. Their entry to the show is subject to accreditation approval by FICCI.
 - (b) Organizers reserve the rights for media publicity including audio and/or visual advertisement at BRICS showground and related event venues including outdoor areas in their immediate vicinity. Any media publicity without prior written approval of the organizers is strictly prohibited. Use of BRICS/FICCI logo is authorized only for accredited media personnel. Any violation observed in this regard may lead to prosecution.
5. **Visitor Profile:**
 - Top Management, CEOs, Technocrats and Scientists
 - Marketing Chiefs, Professionals, Procurement Heads and Consultants
 - Investment Promotion Agencies & Investors from BRICS countries
 - Senior Government Officials including Diplomats from Private and Public sectors
 - Industry Associations and Business Delegations from BRICS countries.
 - Development Banks, Export Credit Agencies, Commercial Banks & Financial organizations from BRICS countries.
 - Innovators /Technology solution providers from BRICS countries.
6. **General**
 - (a) Rights of admission are reserved by the organizer
 - (b) Admission is restricted and is only against valid invitation/entry badges issued by the organizers.
 - (c) All Exhibitors, visitors, guests, contractors, service providers and invitees acknowledge that admission to BRICS-2016 is only against a valid admission badge/invitation issued by the organizers and worn/carried by the person named on it. The Badges remains the property of the organizers.
 - (d) All badges and invitations are non-transferable. **All personnel attending the exhibition are to carry and produce on request a supporting personal photographic identity document** at the exhibition/related event venues. This ID should be the same which is indicated at the time of registration and must be any one of the following :-



- Passport (Mandatory for all overseas visitors/exhibitors/invitees)
 - Government Photo ID
 - Armed Forces ID
 - Voter ID
 - Driving License
- (e) Any unauthorized individual/entry if observed will be removed from the exhibition. Such unauthorized entry may also lead to prosecution.
- (f) Organizers reserve the right to conduct Identity checks as a condition of entry. Any person found to have registered or is registering to attend BRICS-2016 using false/misleading information or credentials or deliberately with-holding information will have their application automatically rejected and entry denied. Such unauthorized actions or entry attempts may also lead to prosecution.
- (g) **Dress Code:** All persons attending the exhibition must wear business dress, lounge suit, national dress or service dress.
- (h) **Age:** No person under the age of 18 years is allowed in the exhibition.
- (i) Any person(s) attending BRICS-2016 must not take part in any canvassing, leafleting (except as authorized for media), demonstrations, objectionable behavior or any activity which may disrupt the show.
- (j) The organizers reserve the right to exclude or remove anyone from BRICS-2016 who does not comply with this admission policy or who they reasonably consider are likely to break any of the policy rules.

GENERAL INSTRUCTIONS

1. Exhibition Venue
2. Site Office
3. Admission to the Show
4. Dress Code
5. Official Opening of BRICS-2016
6. Official Catalogue / Advertising
7. Exhibitor Badges
8. Exhibitor Guarantee for Contractors, Contractor and Service Provider Passes
9. Car Parking
10. Media Centre
11. Business Centre
12. Stand Telephone, Fax Services
13. Heavy and Large Exhibits
14. Late arrival of Exhibits
15. Completion of Application / Order Forms
16. Handing over of Stands
17. Fascia
18. Restaurant Services
19. Clearance of Corridors, Dismantling / Removal of Material & Re-export
20. Security Regulations
21. Fire Safety Precautions



EXHIBITION VENUE

BRICS-2016 will be held at Pragati Maidan, New Delhi, India, from 12-14 October 2016.

Organizers (Event Manager) Address

The organizers office will be functional at the exhibition premises from 09 October 2016. Till then all the activities will be coordinated from the following address:

Federation of Indian Chambers Of Commerce & Industry
Industry's Voice for Policy Change
Federation House, 1 Tansen Marg, New Delhi - 110 001
Tel: 91-11-23765081(D), 23738760-70 (Ext.225)
Fax: 91-11-23359734;
Email: mehul.tyagi@ficci.com; deepak.boora@ficci.com

Contact details of the site office will be notified closer to the event date which will be operational from 09 October 2016 at Pragati Maidan.

ADMISSION TO THE SHOW

Admission to the show is permitted to Exhibitors and bonafide personnel only through passes / invitation cards issued by the Organizers. No other form of Invitation / ticket will be valid. The Organizers reserve the right to refuse admission to any person in the interest of the exposition or due to safety reasons.

DRESS CODE

The Organizers reserve the right to determine whether the attire of an exhibitor is acceptable and is in keeping with the best interest of the exposition. All exhibitors are expected to be dressed formally in a lounge suit / national dress/ service uniform or other appropriate wear.

OFFICIAL OPENING OF BRICS-2016

The exhibition shall open at 1000 hrs. on 12 October 2016.

Exhibition Timings		
Trade & Professional Visitors	12-14 October, 2016	1000-1800 Hrs
General Public	14 October, 2016	1300-1700 Hrs

Exhibitors must undertake to maintain their exhibits and stands throughout the period of the exhibition from 12-14 October 2016.

OFFICIAL CATALOGUE / ADVERTISEMENT

- (a) The Organizers will publish and distribute, a Show Directory or Catalogue of Companies and organizations participating in BRICS-2016. Each Exhibitor is entitled to a Free Entry in the Directory briefly describing their activities, together with details of company name, address, contact person etc. The details need to be submitted through the online Exhibitors registration available at <http://bricsbusinesscouncil.in/>
- (b) To avail free entry in the Directory, Exhibitors must return to Fair Secretariat the Catalogue Entry Form by the due date as stated on the form. The Organizers will not be responsible for non-inclusion of details of companies whose forms do not reach in time, due date 10 August 2016.
- (c) Official catalogue of the exhibition will be circulated among business visitors and widely distributed to various agencies in India. It will be provided free of charge to the exhibitors. Extra copies will be available on payment.
- (d) BRICS-2016 catalogue offers opportunity to the exhibitors to advertise and promote their products and services.
- (e) The exhibitors may distribute, only within their stands, hand bills or other printed material related to their exhibits. The Organizers reserve the right to prohibit distribution of any advertising material without assigning any reason.

EXHIBITOR BADGES

- (a) Each exhibiting company will be provided, free of charge, exhibitor badges at a scale of three exhibitor passes per 9sqm of area hired, subject to maximum of 50 Nos. For Raw space stand if the requirement of passes is more please contact organizers in advance.
- (b) Exhibitors must wear the badges at all the times inside exhibition area and at official functions.
- (c) Exhibitor badges are strictly personal and are not transferable.
- (d) Necessary details for personnel who will be manning the stalls may be submitted through the online Exhibitors registration available <http://bricsbusinesscouncil.in/> the last date for submitting the details is 10 August 2016.
- (e) Indian company personnel representing foreign participants can also apply for Exhibitor passes within the scale mentioned at (a) above, provided, a letter of authority nominating them as their Indian representatives is produced before the organizers. Such applications, however, must be made strictly under the name of the Foreign Company and not the Indian Company to which such personnel belong.

EXHIBITOR GUARANTEE FOR CONTRACTORS, CONTRACTOR AND SERVICE PROVIDER PASSES

- (a) The exhibitor shall inform the organizers of his contracting and/or subcontracting companies with their full address, telephone, and Fax Nos, for the construction and/or decoration of their stand etc. and import and re-export of his exhibition materials. Passport numbers of their staff including the head of the technical staff that will be responsible during the exhibition period should also be supplied to the organizers for arranging security passes. All particulars such as address, telephone/ fax/e-mail Nos. Must be intimated. **The antecedents of the workers and service personal will be verified through Delhi Police.** The exhibitor must also declare in this document that he accepts the responsibility and guarantee for payment of any dues/fines for import, export customs duties, taxes, penalties, etc., as a result of commissions or omissions of his contracting and/or sub-contracting companies.



- (b) Passes to contractors for allowing entry into the exhibition will only be issued after the police verification and on receipt of undertaking at (a) above. These passes will be valid from 09-11 October, 2016 & 14 October after 18:00hrs and till 15 October 10:00hrs. Exhibitor may provide details of such personnel who will be constructing / decorating their stands for issue of passes **Form No 4 by 10 August 2016. A workman who has to present during buildup, breakdown and exhibition period should apply for Service provider badge and not contractor badge.**
- (c) 'Service Provider' passes will be issued to such personnel of the contracting agency whose services are essentially required at the stall by the exhibitor during the show period. The scale of issue of such passes shall be at the rate of 5 for space booking upto 100 sqm limited to a maximum of 20 numbers. Details of such personnel may be furnished on the **website by 5th Oct, 2016.**
- (d) **For Host/Hostess, Caterers and essential service providers** fill the service provider passes to personnel including hostesses employed by the exhibitors. If personnel for these services are employed locally, their details for issuing of passes should be submitted to the organizer by the exhibitor at site prior to the show. Scale of contractor passes 10 for space booking upto 100 sqm limited to a maximum of 50 numbers. Registration available at <http://bricsbusinesscouncil.in/> **The last date for submitting the details is 5th Oct, 2016.**

CAR PARKING

Each exhibiting company will be granted a parking permit free of charge for allowing entrance for one car to the Exhibitor's parking area. The car parking permit duly completed must be prominently displayed on the cars. For security reasons, car permits are non-transferable.

MEDIA CENTER

A media Centre for BRICS-2016 would be set up at the exhibition venue. Exhibitors should provide press releases, photographs of their products and other relevant information to the media center for coverage. The show would be covered by the national and international media.

BUSINESS CENTER

Domestic and international telephone, e-mail and fax communications will be available at site on payment.

STAND TELEPHONE, FAX SERVICES, INTERNET SERVICES

Exhibitors requiring telephone / fax lines at their stand should indicate requirement in **Form No 7, last date of submission is 10 August 2016.**

HEAVY AND LARGE EXHIBITS

Exhibitors who wish to display large exhibits exceeding two cubic meters in volume / unit, as well as heavy exhibits which need special handling should inform the Official Freight Forwarder suitably, with requisite details as per **Form No 8 and Submission date is 10 August 2016.**

LATE ARRIVAL OF EXHIBITS

Schedules laid down should be strictly adhered to. In case of late arrival of exhibits and /or materials, the Organizers reserve the right to refuse their entry to the Exhibition, while the exhibitor, his contractors and/or subcontractors do not have any rights / claims said to arise from such refusal.

COMPLETION OF APPLICATION/ORDER FORMS

- (a) All Applications, Declarations and Order Forms mentioned/enclosed in this Manual must be submitted by the due date. Where no services are required or approvals sought, the relevant Form should be marked "Not-Applicable" or "Nil" and also returned to the organizers by the due date to avoid omission by default.
- (b) Care must be taken to complete these forms fully. Reference should be made to any applicable Exhibitor Regulation as well as any Supplementary Regulations which may be promulgated and also to any conditions mentioned in the text or on the Forms.
- (c) All Forms are to be returned to the organizers or Official Contractors as indicated on each form. Official contractors may seek additional information and/or payment directly from the exhibitor.
- (d) Payment to be made directly to the concerned service provider. A receipt may please be obtained. These services would include services such as phones/additional furniture for Built-up Stand, hostess, horticulture, conservancy etc.
- (e) Exhibitors to retain a copy of the Forms for their records.
- (f) The rented stand area will be handed over to the exhibitors only after full payment of participation fee has been received.
- (g) Standard shell stands with specified installations and equipment will be handed over to exhibitors on 10 October 2016 at 0900 hrs.
- (h) Raw space will be handed over on 09 October 2016.
- (i) All stands must be ready by 1700 hrs on 11 October 2016.

Attention: Any alteration and / or dismantling of the standard shell stands by the exhibitors, their contractors and / or sub-contractors is strictly prohibited.

HANDLING OVER OF THE EXHIBITORS RENTED STAND / AREA

This can be carried out only by the official stand fitting contractor with written approval from the organizers.

FASCIA

The exhibiting company's commercial title will appear in characters 12 cms high over the open aisle frontage of every exhibitor shell stand and shall be covered within the hire charges of booth packages. The information should be completed in Form No 9 and returned to the Organizers not later than **10 August 2016**.

RESTURANT SERVICES

A 5-star restaurant comprising of a buffet and A La Carte' Service. Details of same would be intimated on request.

CLEARANCE OF CORRIDORS/DISMANTLING/REMOVAL OF MATERIAL AND RE-EXPORT

- (a) Corridors / passage area to be kept clear at all times. Packed/empty cases and/or materials are not allowed to be placed in the corridors of the Exhibition Halls. The Organizers reserve the right to order removal of any cases and/or materials from the corridors at the exhibitor's cost. (Please also see Para 15 Section III on Rules & Regulations - Stand Cleaning).

- (b) The exhibition will close at 1700 hrs on 14 October 2016.
- (c) The dismantling and delivery of empty cases by the Official Freight Forwarder for re-packing will commence at 1700 hrs on 14 October 2016.
- (d) Re-packing of materials/exhibits and the clearance of all cases from the exhibition premises must be completed by 15 October 2016
- (e) All exhibits and exhibition material must be re-exported at the earliest but not later than 14 October 2016.

SECURITY REGULATIONS

All exhibitors shall abide by the Security Regulations of BRICS-2016 as stipulated below:

- (a) Alert and efficient security forces will be engaged to do the best to ensure the safety of exhibits. Nevertheless, arrangement may be made for own insurance to cover all stages of the event and be particularly careful to pack light, portable models and other attractive exhibits immediately after Exhibition closes. It is at this time that there is the risk of exhibits getting lost. The show organizers will not accept responsibility for theft, loss or damage of exhibits, stores or any other equipment belonging to exhibitors, contractors or visitors. It is strongly recommended that at least one person is at the booth. Exhibitors are also informed that rented furniture items will be collected after the closing of the exhibition. Therefore, drawers, cupboards, etc. should be emptied and contents kept secure after the show closes on 14 October 2016.
- (b) Explosives, highly inflammable and other hazardous material of any type are not allowed to be exhibited or brought into the exhibition premises.
- (c) The items stated in Para (c) and (d) above must also be rendered inactive and/or inert and so declared in all shipping / customs documents with their respective serial numbers.
- (d) The items stated in Para (d) will be delivered to the exhibitors stand on 11 October 2016 only.
- (e) After daily closing of the exhibition, no person will be allowed to remain inside the exhibition area.
- (f) For security reasons, the organizers reserve the right without giving any reason to refuse admission to anyone to the exposition area and to expel any person whose behavior, in their opinion, justifies such a measure.
- (g) Exhibitors/their representatives should be present at their stands at all times during the hours of the exhibition.

Exhibitors and the staff employed by them within the exhibition stand and occupants of offices etc. are directly responsible for ensuring fire safety measures, including, tackling of minor fire incidents. Their responsibilities are:

- (a) Study the general layout of exhibition halls; get acquainted with the location of exit doors, exit routes and emergency routes and emergency exits.
- (b) Not to use any flammable material for decorating the Standard Shell Stands, Office, restaurants, unless they are treated with fire retarding substances. Not to display/exhibit explosive, chemical, flammable, dangerous, harmful or noxious substance unless approved by FICCI/ Govt. of India.
- (c) Not to use any heating appliances to cook food products in the exhibition stands.
- (d) Keep away all flammable/combustible waste materials such as empty boxes, containers, wrappings etc. away from the exhibitor premises & deposit the same in areas designated by organizers. If not removed, the organizers will remove the same at the exhibitor's cost.

- (e) Ensure the electric wiring of equipment on display, decoration and those used for heating appliances used are of adequate capacity, quality and are as per approved specifications and cable joints, if any, be kept to the bare minimum and properly sealed to prevent sparking/overheating.
- (f) Drawing more power than what has been demanded should be avoided as this may lead to tripping of main circuit breaker and recovery of penalty charges/levies from the defaulters.
- (g) Alteration/interference with main circuit breaker & wirings/electrical fittings is prohibited. The official electrical contractors or stand fitting contractor's electricians for built-up space be contacted for any additional connections. In case of any fault in the electrical installation, call for help from complaint cell of organizer/service booth of stand fitting contractor.

FIRE SAFETY PRECAUTIONS

- (h) Observe and impose all fire precautions at all times, specially during Fabrication / Installation of the stalls.
- (I) Smoking in the exhibition halls, during the exhibition period is prohibited. These will be treated as "NO Smoking" areas and will be so marked.
- (k) The 3 meters aisles as provided in the original layout plan will be kept free for passage of fire personnel. This will also apply to the National Pavilions.

RULES AND REGULATIONS

1. Organizers
2. Exhibitors
3. Validity of the Contract
4. Allocation of Space
5. Payments & Exhibitors' Agreements
6. Refunds
7. Cancellation
8. Insurance & Exhibition Liabilities
9. Stand Fitting Services
10. Electrical Services
11. Operation of Devices & Sound Levels
12. Right to Reject Exhibits
13. Losses
14. Stand Cleaning
15. Photography
16. Governing Laws & Jurisdiction
17. Safety, Fire, Health & other Laws
18. Force Majeure
19. Additional Rules and Regulations
20. Duty Free Temporary Importation



ORGANIZERS

The show is being organized by Ministry of Commerce and Industry & Ministry of External Affairs, Government of India and BRICS-Business Council has appointed FICCI as the event manager of BRICS-2016. The Event Manager will be responsible for putting up and organizing the event. Hence the reference to the Organizer in this manual may please be treated as the reference to the Event Manager.

EXHIBITORS

- (a) License to participate in the exhibition is specific to the exhibitor and is non-transferable. No licensing or sub-licensing may be granted by the exhibitor to any other party.
- (b) Exhibits will be limited to materials, products or services related to the exposition. Organizers reserve the right to determine the eligibility of any material, product or services for display.

VALIDITY OF THE CONTRACT

Contract as set out in the Exhibitor Manual will be valid only after payment of full contract price. The exhibitor shall have a revocable permission to participate in the exhibition. This agreement is not and shall not be deemed to be a lease or an agreement for lease.

ALLOCATION OF SPACE

Space will be allotted according to availability on the date on which the application form is received. Organizers reserve the right to change or alter the space allotted in case of unforeseen contingencies.

PAYMENT AND EXHIBITORS AGREEMENTS

Applications for booking of space must be submitted on the Forms supplied by the Organizers as per following payment schedule:

- (a) Full payment to made on receipt of invoice
- (b) Government Taxes and levies as applicable would be charged extra on actuals.
- (c) Payments are also being planned through integrating payment gateway on website <http://bricsbusinesscouncil.in/> any payments/charges levied by bank/ secure gateway service providers are to be borne by Exhibitor/personnel making those payments by using the service. All payments to FICCI will be net of bank/other charges.

REFUNDS

- (a) Balance amount wherever applicable will be refunded to the Exhibitors after adjusting charges for services used at site at the time of according clearance on conclusion of the exhibition. Refunds shall be made through the official banking agency nominated for the show.
- (b) All exhibitors must make it convenient to obtain clearance from the official contractors and obtain a 'No dues' certificate from the organizers **Form No 11** prior to checking out, as this certificate would also be necessary at the exhibition exit gate for return/re-export of exhibition goods.

CANCELLATION

If the Exhibitor withdraws from this contract after having concluded the said contract, the company hereby agrees to indemnify the organizers for the losses at the following rates:

- (a) Once space is booked there shall be no refund. All money stands forfeited.
- (c) The Organizers shall insure the exhibition for third party risks only against accidents that may occur during the hours that the exposition is officially open to visitors.
- (d) The exhibitors are solely responsible for damage, which may occur to exhibits, equipment, decorations, stock or stand or any other possessions due to fire, theft, deterioration, loss or damage by water or damage suffered during any firefighting operations.
- (e) The exhibitors are responsible for all accidents that may occur to Staff (including the organizers personnel), technicians, employees or exhibitors on duty in his own or neighbouring stands, due to use by him or anyone else delegated by him of machines, motors or other appliances or electric power.
- (f) The exhibitors are responsible for all other damages, injuries or accidents, other than those already mentioned, or those that they themselves may foresee, and any other damage which may result from their participation in the exposition, whether directly through their own fault or through the fault of a third party under the exhibitors instructions, and affecting the possessions, furniture or building belonging to either the organizers or to another party.
- (g) The organizers disclaim all responsibilities for risks as mentioned in paragraphs above. The exhibitors shall not be entitled to make claims, whatsoever be the factors causing such damages.
- (h) The exhibitors will have to obtain third party liability insurance for a sum of per any one accident/any one period. This insurance should cover accidents suffered by third parties in the building or in the stand of the exhibitors which involves the liability of the exhibitor or of any of his employees.
- (i) The exhibitors may insure their exhibits on display against all possible risk that is permitted in the insurance rules.
- (j) Each exhibitor is reminded that he is responsible for effecting insurance cover for expenses incurred due to abandonment or postponement of the exhibition for any reason whatsoever.
- (i) The insurance policies mentioned above will have to include the insurer's renunciation of any legal action/penalty arising in the event of damages or accidents against the following parties:
 - (i) Federation of India Chambers of Commerce and Industry (FICCI)**
 - (ii) Ministry of Commerce and Industry & Ministry of External Affairs, Government of India.
 - (iii) BRICS-Business Council
 - (iv) Architects and contractors employed by the Organizers
 - (v) Executives, representatives, directors and employees of all the above organizations.
 - (vi) The period of liability of the exhibitor shall be deemed to run from the time the exhibitor or any of his servants, agents or contractors first enters the exhibition site and will continue until all his exhibits and property have been removed.

- (vii) The exhibitors shall insure, indemnify and hold the Organizers harmless in respect of all costs, claims, demands and expenses to which the Organizers may in any way be subject, as a result of any loss or injury arising to any person (including members of the delegations, visitors, public, the Organizers' staff, agents or contractors) howsoever caused as a result of any act or default of the exhibitors, his servants, agents, contractors or invitees. **If the Organizers find it necessary, the exhibitor shall provide proof that he has adequate insurance cover.** The organizers shall not be in any event be held responsible for any restriction or condition which prevents the construction, erection completion, alteration or dismantling of stands or for the failure of any service, opening of the exhibition either as a whole or in part, or for amendments or alterations to all or any of the rules and regulations caused by circumstances not under their control.

INSURANCE AND EXHIBITION LIABILITIES

The exhibitors may arrange their third party liability insurance from the appointed official Insurance Agency by FICCI (This will be a public sector Insurance Co. Under the Ministry of Finance, Govt. of India). Details and contact information of this Agency will be provided on request and published on official website <http://bricsbusinesscouncil.in/> relevant proposal format for insurance is available at **Form No 12**

SPA Insurance Broking Services Ltd.

Mr. Deepesh Goorha / Mr. Baljot Singh Sr-Vice President / Manager U/w & Operations

B-1, A/32 Sector-51 Noida-201301

Cell: 91 9810146812, 91 8588862925

Tel: 91 120-4142640/39/47, 91 120-4142647

Email: deepesh.goorha@spacapital.com, opsnoida1@spagroupindia.com

PARTICIPATION BY THE EXHIBITORS AND INFRINGEMENT OF RIGHTS

The exhibitors undertake that:

- (a) They are entering into an agreement for participation in BRICS-2016 as principals, manufacturers, and not as agents/nominees of any third party.
- (b) Only companies of Indian Origin will pay space rental charges in INR all other companies will pay US\$ rates applicable of foreign companies. Any violation will result in penalty of Rs.50 lakh and closer of booth (also amplified in clause)

None of the exhibits on display or present at the exhibition premises infringe, or is likely to infringe, any patent, trademark, copyright and other intellectual property rights of any party, and agree that in the event of the any breach, this contract may be terminated by the Organizers unilaterally. In such an event, the exhibitors shall indemnify the Organizers against all cost, claims, demands, losses, liabilities etc.

STAND FITTING SERVICES

The Organizers have appointed an official contractor to provide stand fitting services for the exhibition. For exhibitors who have booked space under the shell scheme, stand fitting work can only be carried out by the Official Stand Fitting Contractor. For other exhibitors stand fitting work can be carried out by the Official Stand Fitting Contractor or by a contractor appointed by an exhibitor at their cost. All designs of stands built on raw space will need the prior approval of the Organizers (for details see para 4 of Section IV on Guidelines & Specifications).



ELECTRICAL SERVICES

Electrical services will be available as per details in the Exhibitor Manual. Additional electrical work shall only be carried out by the official contractor. The exhibitor shall bear the cost of all such electrical work. (For details see Para 6, 7 & 8 of Section IV on 'Guidelines & Specifications')

OPERATION OF DEVICES AND THEIR SOUND LEVEL

Only such devices or exhibits are operated in the exhibition premises which do not distract or disturb visitors, other exhibitors or others present in the area.

RIGHT TO REJECT EXHIBIT

The exhibitor agrees that the exhibits shall be admitted and shall remain on display solely in strict compliance with the rules and regulations stipulated herein. The Organizers reserve the right to reject, or prohibit any exhibit in whole or in part, or any exhibitor or their representatives from participation in BRICS-2016 with or without giving any reason.

LOSSES

The Organizers will not be held liable for any losses/damages to the exhibits for any reason whatsoever.

STAND CLEANING

Organizers will be responsible for maintenance and daily cleaning of the exhibition area. Cleaning of the exhibits is the exhibitor's responsibility. The exhibitors must make arrangements to keep their exhibits presentable, clean and free from dust to the satisfaction of the Organizers. All materials for disposal must be deposited in the areas designated by the Organizers. (Please also see Para 24(a) of Section II on General Instructions).

PHOTOGRAPHY

General photography by the exhibitors / visitors during the exposition is permitted.

GOVERNING LAWS AND JURISDICTION

This agreement shall be governed by and construed in accordance with the laws prevalent in the Union of India. Each of the parties hereby irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts in India for all purposes in relation to this agreement and waives any objections.

SAFETY, FIRE, HEALTH AND OTHER LAWS

All fire, safety, health and other laws, rules and regulations imposed by local authorities and agencies and for the time being in force must be strictly observed by the exhibitor. (For general instructions on Fire Safety/ precautions see Para 25 Section II on General Instructions)

FORCE MAJEURE

The exposition may be cancelled, postponed, shortened or extended due to reasons beyond the control of Organizers. In this event, the Organizers shall not be responsible for any losses sustained by the exhibitors. Refund in such a case would be at the sole discretion of the Organizers.



DISPUTES

Disputes if any, arising out of unresolved matters between the exhibitors and the organiser shall be settled by arbitration in accordance with the Arbitration and Conciliation Act 1996. The arbitration proceedings will be conducted in English and at New Delhi, India only.

ADDITIONAL RULES AND REGULATIONS

Further rules and regulations pertaining to exposition found in the documents supplied or hereafter promulgated by the Organizers shall be deemed to form part of the agreement, and shall be binding on the exhibitors & their contractors.

DUTY FREE TEMPORARY IMPORT OF EXHIBITS

As per the Government of India, this facility is extended only to overseas exhibitors in BRICS-2016 who have registered by remitting space rent in foreign exchange.

If any one or more of the exhibits displayed by the domestic exhibitor is imported, under duty free temporary importation facility, the dollar rate will be charged for the proportionate space occupied by the major exhibits, for calculation of area to be charged, participants are requested to submit **Form No 15** or send request by email at mehul.tyagi@ficci.com along with list of total number of domestic and imported products on display and Bill of Lading, AWB, Invoice and packing list of items to be imported.

GUIDELINES AND SPECIFICATIONS

1. Standard Shell Stand and Equipment
2. Technical Specifications of Stands
3. Shell Scheme Stands
4. Space Only (Raw Space) & Special Designs
5. Electricity Charges
6. Electrical Connections and Installations

1. SHELL SCHEME STANDS AND EQUIPMENT

The Shell Scheme stands will be constructed only by the official stand fitting contractor **M/s Pavilions & Interiors (I) Pvt. Ltd.** The details of Shell Scheme stands are asunder:

A. Upgraded shell scheme stands:



The **Upgraded Shell Scheme** Stand of 9sqm will include the following:-

- Structure in pre-fab maxima type modular system with laminated panels
- One lockable information counter
- One round table
- Three folding chairs
- Four spotlights
- One outlet socket 5/13 Amps
- Carpet
- Fascia with Company name
- One waste paper basket
- Platform

B. Standard shell scheme stands:



The **Standard Shell Scheme** Stand of 9sqm will include the following:-

- Structure in pre-fab octonorm type modular system with laminated panels
- One lockable information counter
- One Round table
- Three folding chairs
- Three spotlights
- One outlet socket 5/13 Amps
- Carpet
- Fascia with Company name
- One waste paper basket

2. TECHNICAL SPECIFICATIONS OF UPGRADED SHELL SCHEME STANDS

Upgraded Shell Scheme Stall



ELEVATION



VIEW



PLAN

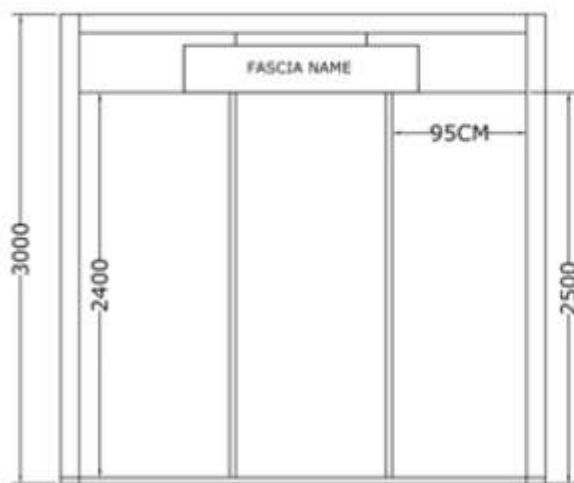
PACKAGE PER 09 SQM.

S.No.	COMPONENTS	QUANTITY
01	Lockable Info Counter	01
02	Round Table	01
03	Chairs	03
04	Spot Light	04
05	Waste Bin	01
06	Outlet Socket	01

The structure of the stands is made of pre-fabricated Maxima type system with laminated panels

4. TECHNICAL SPECIFICATIONS OF STANDARD SHELL SCHEME STANDS

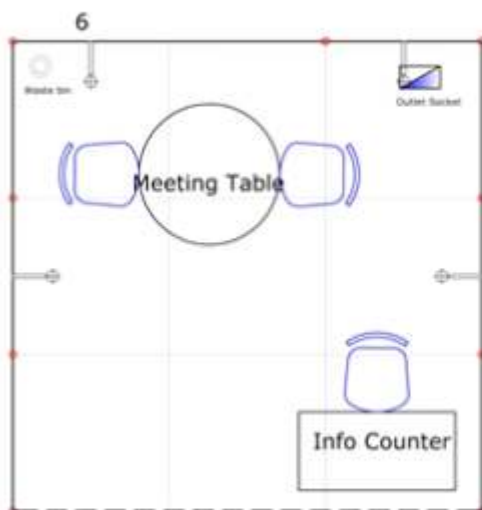
Standard Shell Scheme Stall



ELEVATION



VIEW



PLAN

PACKAGE PER 09 SQM.

S.No.	COMPONENTS	QUANTITY
01	Lockable Info Counter	01
02	Round Table	01
03	Chairs	03
04	Spot Light	04
05	Waste Bin	01
06	Outlet Socket	01

The structure of the stands is made of pre-fabricated Octonorm type system with laminated panels

(C) Participation Charges

	Bare Space/sqm (minimum area available 36 sqm)	Upgraded Shell Space/sqm (minimum area available 9 sqm)
Indian (INR) Exclusive of Service Tax	8,000	9,000
International (USD) Exclusive of Service Tax	135	150

For any queries: email:mehul.tyagi@ficci.com

Standard Accessories Package for Shell Scheme Stands:

S.No.	Standard Items	9 Sqm.	12 Sqm.	15 Sqm.	18 Sqm.	24 Sqm.
1	Lockable information counter	1	1	1	1	2
2	Round table	1	1	1	1	2
3	Folding Chairs	3	3	3	4	6
4	Spot Light	4	4	5	6	8
5	Outlet Sockets 5/13 Amp	1	1	1	2	2
6	Waste bin	1	1	1	1	2
7	Fascia Name	Yes	Yes	Yes	Yes	Yes
8	Carpeting	Yes	Yes	Yes	Yes	Yes
9	Partition Walls	Yes	Yes	Yes	Yes	Yes

(D) BARE SPACE BOOTHS

The Minimum space for bare space would be 36sqmtr.

RULES APPLICABLE FOR BARE SPACE & SPECIAL DESIGN BOOTHS

- a) Height of all fittings / exhibits should be restricted to 2.5mts. The rear and side walls should be 2.5mts high. Structures / exhibits (mounted or otherwise) between 2.5mts & 4mts in height must be approved by the organizers and placed at a minimum distance of 1mtr from all sides within the booth.

Size of stall	Maximum height of features
Upto 40 sqmtrs	2.5 meters
Upto 40 sqmtrs to 100 sqmtrs	3.0 meters
Over & Above 100 Sq.mtrs	4.0 meters

- b) For booths with 2 or 3 open sides or island booths, there shall be no partitions on the open sides. The inside partitions shall also be such that they do not obstruct the view or aesthetics of adjoining booth(s). In case these are found to be obstructive, such partitions shall have to be changed with clear glass / acrylic above a height of 1.2mts.

- c) No construction shall be permitted in front of emergency doors, service doors, electric distribution boards, switch rooms, toilets, and other fair facilities. The unauthorized construction undertaken in front of such facilities shall be got removed at the costs & expensed of defaulter participants and the organizers (FICCI) would also levy penalty as deemed fit.
- d) Individual booth(s) number(s) as allocated by the organizers should be displayed on the booth in such a manner that it is clearly visible to all visitors.
- e) No partitions / structures / features shall be placed in such a way / location that it obstructs the aisles or aesthetics of the overall exhibition or view of other booths surrounding it.
- f) Exhibitors are requested to submit for approval scaled stand layout plan, elevation with dimensions, artists impression (3D views) clearly showing the walls and major exhibits, structural calculations / drawings proving structural stability weight loadings, etc. and electrical single line drawing to the Organizer. On Form F10 within the stipulated deadline. Clearance / alterations that may be necessary will be intimated within 10 days from the receipt of the designs. No booth on bare space shall be built without the prior written approval of the Organizer.
- g) The exhibitors must keep one copy of the approved drawing at the work site at all the times during the show. h) In case any pre-fabrication is done by an exhibitor before the approval of the design by the Organizer, the exhibitor shall be bound by the changes / modifications advised at the time of approval of the design and will have to change the said pre-fabricated structure or any other feature so as to adhere to the basic design guidelines.
- i) Approval of booth designs will be at the sole discretion of the organizers.
- j) All booths in the exhibition are recommended, irrespective of height, to have at least half of the open sides (frontage / sides) open or fitted with transparent material to the underside of fascia. It is advisable to keep at least 30% of the floor area free for smooth movement of visitors ensuring equal access & information to all.
- k) All the material used in the construction of the booth, features and displays, including signs and fascias, shall be non-combustible, inherently non-flammable or durably flame proofed.
- l) NO WELDING or CUTTING that may be flammable or SAWING is allowed in the hall.
- m) Artificial plants and flowers are combustible and give off toxic fumes therefore they may not be used for booth decor.
- n) DESIGN AND CONSTRUCTION MUST CONCERN SAFETY FIRST. Use of proper and strong material or equipment is a definite requirement. Workmen employed for assembling / dismantling booths should be compulsorily above 18 years of age and skilled / suitably trained in their respective job functions & areas.
- o) Debris or stain from flammable material (like thinner) must be kept away from the working areas at the end of each working day.
- p) Do not knock, nail nor sharpen on the surface, wall or any part of the building.
- q) No glue, 2-sided foam tape or any material will be allowed to be pasted or stuck on the wall or on any structure of the building.
- r) Pulling sling or wire rope (hanging of any kind) against any structure of building is strictly prohibited.
- s) Covering materials laid directly on the floor is prohibited as use of floorboard underneath is required. If necessary, use of 2-sided tape is possible with prior permission from the organizers. If permitted, removal of the tape and polishing of the floor to return it to the same condition as before is required.
- t) Only exhibitors booking an area of more than 100sqm are allowed to construct a mezzanine up to a maximum area of 25% of the booth area contracted. Kindly contact the FICCI sales team for payments related to mezzanine structures.

- u) The mezzanine displays will be inspected during the build-up days and any exhibitor deviating from the regulations must make modifications, as suggested by the Organizer, at their own expense prior to the show opening.
- v) In the interests of the exhibition & safety aspects, the organizer reserves the right to close down / discontinue fabrication works of such exhibitors who fail to comply with the rules & regulations of the show and as advised by the Organizer.
- w) All booths that are designed to incorporate raised floor / platforms should necessarily provide 1mtr wide access ramp for the disabled on at least one side & within the periphery of their booth. The access ramp for disabled must be clearly shown in the booth design at the time of submission of the designs and is a must for design approval.
- x) Structures of special designs should remain within the boundaries of the space allotted and should not protrude into adjacent booths or aisle spaces.
- y) No aisle space may be obstructed by any exhibits or structures thus ensuring free flow of public / viewers.
- z) Cooking of any kind inside the booth / exhibition halls is strictly prohibited.
- aa) Neon or flashing lights / signs shall not be permitted unless they form an integral part of an exhibitor's product.
- bb) Cloth / synthetic banners will not be permitted.

Official stand fabricators:

M/s Pavilions & Interiors (I) Pvt. Ltd.
A-63, Sector 57, NOIDA (U.P.)
Ph.: 0120 4513400, 2581217-18

Contact Person:

Mr. Sanjeev Sinha
Email: sanjeev.sinha@pavilionsinteriors.com
Mobile. 9310159101

WALL PANEL

All wall panels are fabricated with laminated panels in white color fixed in aluminum modular frame.

FASCIA

The Fascia board is made of laminated panel, fixed in aluminum modular framed. The exhibiting company's name and stand number appear on the fascia board of the stand, 6cm high in white colored capital letters.

SPOTLIGHTS

Spot lights are usually placed on side wall unless different positions are indicated.

CARPET

All standard shell stands are provided with non-woven needle punched carpet.

SHELL SCHEME STANDS

The following rules will apply for shell scheme Stands

- (a) Minimum space for shell scheme is 9sqm.
- (b) No painting or wall papering of panels is permitted. Posters can be fixed with double sided tapes on the panels. Fixing with Nails, Thumb tacks, Bond, Glue, Stapler pins is Strictly prohibited. Any exhibitor found using such methods will be penalized.
- (c) No additional fitting or displays are allowed to be attached, nailed, screwed or drilled to the booth structure.
On violation of this instruction the exhibitor is liable to be charged by the official contractor for damages caused to the stand structure/panel.
- (d) The use of inflammable materials for decoration of the stand is prohibited unless such decorations have been treated with fire-retarding substance. Use of heating appliances is strictly prohibited.
- (e) No suspension from hall ceiling or fixtures to the walls columns & floor of the hall or any other part of the building structure / cloth banners is permitted. Exhibitors should only utilize the inner parts of the stall allotted to them, for display.
- (f) Height of all fittings/exhibits should be restricted to 2.50m. The rear and side walls should be 2.50m high. Structures/exhibits (mounted or otherwise) between 2.50 m & 4 m in height must be approved by the organizers and placed at a minimum distance of 1 m from the rear, sides / front of the stand.
- (g) No financial credit will be given by the show organizers/official contractor for any shell scheme stand items not utilized.
- (h) Exhibitors are requested to deal directly with the official stand fitting contractor for their requirement of additional items on extra payment, by furnishing details on Form No 13.

SPACE ONLY (RAW SPACE) & SPECIAL DESIGNS

Minimum area allotted for indoor raw space stand is 36 sqm. Exhibitors who have booked raw space areas may use the services of the official stand fitting contractor or employ any other contractor of their choice to build up their stands (Also refer para 10 Section III on 'Rules & Regulations for details on stand fitting services). The following rules will apply for raw space stands:

- (a) All partitions, including internal partitions / divisions not against any natural back wall / columns structure, should not exceed 2.50 mtrs. Rear wall against a natural wall or columns falling in stand – 4.0 mtrs.
- (b) For stands with 2 or 3 open sides or islands, there shall be no partitions on the open sides, the inside partitions shall also be such that they do not obstruct the view or aesthetics of adjoining stand(s). In case these are found to be obstructive, such partitions shall have to be provided with clear glass / acrylic above a height of 1.2 mtr.
- (c) In case of island stands i.e. 4 sides open stands or 3 sides, if it is found, during the erection period, that the location of any enclosure is such that it is obstructing the view of any other stand(s), the partitions of such enclosures shall have clear glass / acrylic above 1.2 mtrs height.
- (d) Single branding signage's up to a maximum surface area of 1 sq.mtr. and a maximum of 3.5 mtrs height in stands upto a 100 sq. mtr. and a maximum of height of 4.0 mtrs for stands above 100 sq.mtrs. area.
- (e) Area of conference / meeting rooms, stores, pantry etc. within a stand shall not exceed 20% of the stand area. Should any of the enclosure fall on the open side, the partitions shall have clear glass / acrylic above 1.2 mts. heights so as not to obstruct the view of other stands.

- (f) No partitions / structures / features shall be placed in a way / location that obstruct the aisles or aesthetics of the overall exhibition or view of other stands surrounding it.
- (g) In case any pre-fabrication is done by any Exhibitor before the approval of the design by the fair secretariat, the Exhibitor shall be bound by the changes / modifications advised at the time of approval of the design and to change the said pre-fabricated structure or any other feature so as to adhere to the basic design guidelines.
- (h) The Exhibitors must keep one copy of the approved drawing at the work site.
- (i) All displays will be inspected during the set-up days and any Exhibitor deviating from the regulations must make modifications, as suggested by the Fair Architect, at his own expenses prior to the show opening.
- (j) Exhibitors are requested to submit for approval stand layout plan, elevation, Artist's impression and electrical single line drawing to the Organizers in duplicate on Form No 14. Clearance/alterations that may be necessary will be intimated within 10 days from the receipt of the designs. No stand on raw space shall be built without the prior written approval of the Organizers.
- (k) All stands/exhibits that are designed to incorporate raised floor/platforms must necessarily provide access for the disabled to the stands. Raised floors/platforms as also access being planned must be clearly shown on the stand design at the time of submission for approval.
- (l) No suspensions are to be made from the ceiling frames of the Halls or any fixtures be made to the walls, columns, floor or any other part of the Halls.
- (m) Where a raw space stand abuts onto another stand, the walls of the adjacent stand may not be used by the raw space exhibitor.
- (n) Where raw space stands walls exceed the lower walls of an adjacent stand, the rear surface of the wall exceeding in height must be decorated by the exhibitor building the higher wall.
- (o) Structures of special designs should remain within the boundaries of the space allotted and should not protrude into adjacent stalls or aisle spaces.
- (p) The height of various fixtures on the stand(s) should not exceed 4m including platform height. Exhibitors planning to display exhibits more than 4 m height must take prior approval by indicating such details in the stand design to be submitted by them to the Organizers in Form No 14. Major construction above 4 mts. is unlikely to be approved.
- (q) A suitable floor covering must be provided for all stands. Carpeting of aisle areas will be, in the normal course, under the arrangements by Organizers. However, if the raw space booked by an Exhibitor falls on either sides of an aisle space, the exhibitor is permitted to cover such aisle space areas with carpet of his choice, under own arrangements, if so desired.
- (r) The height of the arches/canopy, if designed in the aisle space within the allotted area (para (i) above) should not be less than 2.5 m or more than 4 m. No deviation in this regard is permitted. No aisle space may be obstructed by any exhibits or structures thus ensuring free flow of public/viewers.
- (s) All materials used for stand construction and/or interior decoration should conform to minimum flame spread rating of class 2, when tested to BS 476, Part 7:1972. The use of inflammable material for the decoration of stand is prohibited unless such decorations have been treated with a fire retarding substance.
- (t) Cooking of any kind inside the booth is strictly prohibited.
- (u) Neon or flashing lights/signs shall not be permitted unless they form an integral part of an Exhibitor product.
- (v) Cleaning of the stands built in raw space shall be the responsibility of the Exhibitor.

- (w) Exhibitors desiring additional items for their stall may deal directly with the official stand fitting contractor for supply of such items on payment by furnishing details on **Form No 13**.
- (x) Cloth Banners will not be permitted from the ceiling of the Hall.
- (y) Mezzanine Floor maybe permitted to be constructed inside the stands having an area of above 100 Sq.Mts. subject to payment of additional space rent and on the following conditions:
- Area of mezzanine floor shall not exceed 10% of the stand area subject to a maximum of 200 Sqms.
 - Maximum height of the floor of mezzanine shall not exceed 2.1 Mts. The railing on the sides of the mezzanine shall be of transparent material in the portion extending beyond 2.5 Mts. Height from the ground level.
- A structural engineer shall duly certify the stability of the structure of the mezzanine and the organizers shall not be held responsible for any mishap due to the sub-standard design/ workmanship/material used while the construction of the mezzanine.
- The construction of mezzanine shall be permitted only if, in the opinion of the Fair Architect, it is not obstructing the display/ visibility of any adjoining stands.
 - The use of mezzanine floor area shall be subject to payment of 50% of the basic space rentals of BRICS-2016 for the area used for mezzanine floor.

5. ELECTRICITY CHARGES

Type	INR Rates per kw	USD Rates per kw
Temporary Power (9th -11th Oct, 2016)	1500 per kw/day	25 per kw/day
Permanent Power (12th-14th Oct, 2016)	4500 per kw for 3days	75 per kw for 3 days
24hr Uninterrupted Supply	9000 per kw for 3 days	150 per kw for 3 days

It is essential for all exhibitors to give complete details of power requirement and submit to the Organiser in the prescribed Reply Sheet for Power Requisition Form No 15 enclosed in this booklet and return the same to Organizers before 10 August 2016.

Under no circumstances the Exhibitors will be permitted to decrease their electricity requirement. Request for additional electricity load may be considered, subject to availability.

Temporary power supply for erection and testing of machines can be made available from the first day of construction on extra charges @Rs 2000 or US\$ 50 / kW/day. Permanent power will be supplied from 11 October 2016.

Exhibitors are requested to submit their requirement for temporary power connection during breakdown period i.e. 14 October 2016 (1800hrs Onwards till 15 October 2016 0800hrs) if it is required for disconnecting the equipment.

6. ELECTRICAL CONNECTIONS AND INSTALLATIONS

- (a) All electrical connections will be approved by the Official Contractor on behalf of the Organizers.
- (b) Any alterations and/or interference to the electrical installations of the standard shell stands by the exhibitors, is prohibited. This can only be carried out by the Official Stand Fitting Contractor.

DETAILS OF OFFICIAL CONTRACTORS & SERVICES

1. Official Stand Building, Furniture, Rental and Electrical Fitting Contractor (Official Stand Fitting Contractor)
2. Official Freight forwarding agency
3. Official Customized Stand Contractor
4. Official Travel Agent
5. Official Audio Visual Agency
6. Official Hostesses Facility Providing Agency
7. Official Security Agency
8. Official Conservancy / Housekeeping Agency
9. Official Agency for Hiring Fire Equipments
10. Official Publisher of Show Daily
11. Official Telephone / Fax, Internet and Wi-Fi provider
12. Horticulture Services
13. Official Insurance Agent
14. Organizer Bank

1. Official Stand Building, furniture Rental and Electrical Fitting Contractor

(Official Stand fitting Contractor)

Pavilions & Interiors (I) Pvt. Ltd.

Mr. Sanjeev K Sinha
General Manager (Marketing) Mob: +91 9310159101
Email: sanjeev.sinha@pavilionsinteriors.com

2. Official Freight forwarding agency

R.E. Rogers India Pvt. Ltd.

Mr. Sushil Upadhyay - Sr. G.M. - Sales & Operations - Mob: +91 9818451472
Mr. Puneet Sekhri - AGM - Sales - Mob: +91 9810553944
Tel: 91-11- 29945402
Email: sushil@rogersworldwideindia.com, puneet@rogersworldwideindia.com

3. Official Customized Stand Contractor

JR Group India

Mr. S S BHATIA & VIJAY BHALLA
Mobile: +91 9810068804, 9868146257
E-mail: jrgroupindia@gmail.com

Exhibit Exthetix

Mr. Dilpreet Singh
Mobile: +91-810179881, 9810023251
Email: exhibitexthetix@gmail.com

MILTON EXHIBITS (INDIA) PVT LIMITED

Ms. Priyanka Verma
Account manager
Mobile: +91-813 069 3013
Email: priyanka.r@milton-in.com

ADRIX EXHIBITS & DISPLAY PVT LTD.

Mr. Karan Bhalla
Director
Mobile: +91-9654494943
Email: karan.bhalla@adrixindia.com

4. Official Travel Agent

CONCORD TRAVELS & TOURS

Mr. Ravi Shekhar
Deputy Manager - Inbound
Mobile: +91 9810104394
Email: ravi@concordtravels.com

5. Official Audio Visual Agency

Visual Information Systems Pvt. Ltd

Ms. Anju Kalhan & Mr. Suresh Kumar
Mobile No.: +91 9810025546, +91 9910385058
E-mail: anjukalhan@gmail.com ; vis.suresh90@yahoo.com

6. Official Hostesses Facility Providing Agency

Onque Exhibitions

Mr. Siddharth Rath
Email: oqec@live.com
Mob: +91 9871711611

7. Official Security Agency

G4S Secure Solutions (India) Pvt. Ltd

Mr. AP Singh
Mobile: +91 98 105 09 539 / 9711 301 708
Email: ap.singh@in.g4s.com

8. Official Conservancy / Housekeeping Agency

Pragati Enterprises

Mr. Radhey Shyam
Mobile: 91-9899309864, 91-9971474403
Email: info@pragatienterprises.net

9. Official Agency for Hiring Fire Equipment's

United Fire Service

Mr. P.S. Aneja
Mobile: +91-9810297721
Email: ufs.pvt.ltd@gmail.com

10. Official Telephone / Fax, Internet and Wi-fi provider

Sai Enterprises

Mr. Navrattan Gautam
Mobile: 9811393599/ 9873092354
Email: gautamenterprises@hotmail.com, gautamenterprises1@yahoo.com

11. Horticulture Services

Radhey Shyam

Mr. Radhey Shyam
Mobile No.: 9899309864, 9582438249
Email: info@pragatienterprises.net

12. Official Insurance Agent

SPA Insurance Broking Services Ltd.

Mr. Deepesh Goorha / Mr. Baljot Singh
Sr-Vice President / Manager U/w & Operations
Mobile: 91 9810146812, 91 8588862925
Tel: 91 120-4142640/39/47, 91 120-4142647
Email: deepesh.goorha@spacapital.com, opsnoida1@spagroupindia.com

13. Organiser Bank

Axis Bank

Green Park Branch
Tel:011-46583032

Mr. Madhav Bagai

Email:madhav.bagai@axisbank.com
Cell no.9582800156/9911883705

Official Freight Forwarding Agency and Onsite Handler

R.E. Rogers India Pvt. Ltd.

1, Commercial Complex, Pocket H & J,
Sarita Vihar, New Delhi - 110 076.
Tel : 91-11- 29945402
Fax: 91-11-30889801
Email: sushil@rogersworldwideindia.com, puneet@rogersworldwideindia.com

Mr. Sushil Upadhyay Sr. G.M. - Sales & Operations - Mob: +91 9818451472
Mr. Puneet Sekhri - AGM – Sales - Mob: +91 9810553944

FREIGHT FORWARDING, RULES, TARRIFS AND SERVICES

The Organizers have appointed **M/s R E Rogers India Pvt. Ltd.** as the Official Freight Forwarding Agency.

On-site handling of goods will be done only by the official freight forwarding agency. Details of Exhibitor's nominated freight handler should be notified to the Organizers as well as the Official Freight Forwarding Agency well in advance under a letter of authority (see sub para (j) below). All general information, regulations tariffs etc. related to freight forwarding services & handling of goods at site are detailed in the succeeding paragraphs. For any other specific query or services required, the exhibitor may contact the official freight forwarding agency.

(A) GENERAL INFORMATION AND INSTRUCTIONS

Exhibitors are requested to adhere to the following terms and conditions and educate their forwarder, sub-suppliers and sub-contractors accordingly:

- (a) **Shipping Documents.** Invoice should be on the pattern of commercial invoice showing full description of the goods, number of units, each unit value and total value of the items. The value should be CIF destination. Separate invoice should be made for each category. Official Freight Forwarder be named as Organizers in these documents.
- (b) **Custom Formalities.** Exhibition area is not a duty free zone. Exhibits arriving at Pragati Maidan, New Delhi is therefore subject to normal customs procedure.
- (c) **Indian Custom Regulations.** Exhibits for BRICS-2016 will be allowed to be imported into India as per the current rules. These are exempted from the requirement of the import license subject to the following conditions:

Import of exhibits, including construction and decorative materials required for temporary stands of the foreign exhibitors at the exhibitions/fair is permitted for a period of six months on re-export basis. Extension beyond six months will be considered by the custom authorities on merits. Consumables, such as paints, printed materials, pamphlets, literature etc., pertaining to the exhibits need not be re-exported.

(B) MARKING OF PACKAGES

Packing list giving details of items packed in boxes as per the invoice should accompany the exhibits. As far as possible articles of the same category should be packed in one package. This will facilitate accounting and examination. Packages must be clearly marked on at least three sides as under:

Name of Exhibitor:

BRICS-2016, Pragati Maidan, New Delhi

Stand No: Hall No: Case No:

Dimensions:

C) DOCUMENTS REQUIRED FOR CUSTOM CLEARANCE

The following documents will be required:

a)	Invoice	5 copies
b)	Packing List	5 copies
c)	Bill of Lading / Airway Bill	3 original and 3 copies
d)	Certificate of Origin	one original and one copy
e)	Insurance Certificate	one original and one copy
f)	Catalogue of Equipment	1 copy
g)	Letter of Authority	1 copy
h)	Participation Certificate from Organizers	1 copy
i)	Transit Bond	
j)	Re-export Bond/Bank Guarantee or ATA Carnet duly endorsed by customs of exporting country alongwith authority in favour of Official Freight Forwarder. The above documents must reach the Official Freight Forwarder at least 12 days before arrival of the goods.	

D) LAST DATE FOR ARRIVAL OF EXHIBITS

Last date for arrival of exhibits are as under:

By Sea Freight		
At ICD TKD / ICD PPG	New Delhi	30th September
By Air Freight		
At IGI Airport,	New Delhi	30th September

Consignments arriving at Delhi Airport / Seaport after 30TH 2016 will be liable for 25% surcharge.

All gift articles are dutiable and duties will be required to be paid as per Indian custom regulations. No warehousing charges will be levied.

(E) STORAGE OF EMPTY CASES

Empty cases must be delivered to Official Freight Forwarder by 1800 hrs, on 11 October 2016 with labels/markings for storage under their arrangements.

(F) DELIVERY TO STAND

The following will be followed:

- Exhibits and/or stand fitting materials will be transferred to the exhibition premise beginning from 9th October 2016.
- Exhibitors are notified that after the entry of exhibits into the customs area, Official Freight Forwarder needs three working days for their delivery to their stands.
- Official Freight Forwarder will deliver the exhibits to the stand without unpacking, against the signature to the exhibitor's representative.
- In the absence of the exhibitor's representative, the goods, without unpacking will be off-loaded at the stand. For possible losses, damages or whatsoever may occur, Official Freight forwarder will not be responsible.

(G) SPECIAL TRANSPORT PERMITS

To avoid delays that may arise during the transportation, exhibitors must arrange/issue all necessary special transit permits for all countries involved enroute from the country of origin to India and back to country of origin.

(H) RE-EXPORT

- i. All exhibits/materials must be re-exported from India at the earliest but definitely within six months from the date of entry into India, otherwise import customs duties, VAT and penalties will be payable as per rules.
- ii. Exhibits/materials should be re-exported through the freight forwarder handling the import, to avoid difficulties and additional expenses. Exhibitors should give to Official Freight Forwarder clear instructions in writing before the exhibition closes, regarding the re-dispatch of the exhibits/materials.
- iii. For export, the exhibitors will be responsible for ensuring that the exhibits/materials are re-packed in their original cases or other kind of packing with exactly the same contents per package, when imported.
- iv. Packages must be marked with labels on at least three sides with the following identification:
 - Exhibitor's name and stand number
 - Port of destination
 - Consignee's name and full address

Packages without the above identifications will not be accepted for re-export.

- v. Exhibits/material must be removed from the exhibition area as per schedule in this manual. Exhibits/materials not dispatched as per the prescribed dates will be removed from the exhibition building to warehouses at the cost of the exhibitors.

Official Freight Forwarder will in no case undertake any formalities for destruction of materials by the exhibitors temporarily imported.

(I) TERMS OF PAYMENT TO OFFICIAL FREIGHT FORWARDER

Price tariff for foreign participants will be as per Price Tariff at 2(K) of this Section. Specifications of heavy and large exhibits may please be provided vide **Form No 9**.

All payments must be effected in Foreign exchange (EURO) by foreign exhibitors. Indian exhibitors can pay in Indian Rupees (INR).

(J) LETTER OF AUTHORITY

The following letter of authority, on the exhibitor's official letterhead should be forwarded to the freight forwarder:

"We hereby authorize M/s. (Name of Freight Forwarder) to import and re-export the exhibits in connection with our participation in BRICS-2016, Pragati Maidan, New Delhi on our behalf.

They are further authorized to handle the exhibits from the point of arrival in India till its arrival at the exhibition site and for their re-export and represent us to all the authorities concerned for the movement/clearance/handling of the exhibits."

for.....

(Auth. Signatory with Company Seal)

CHARGES TO BE LEVIED BY OFFICIAL FREIGHT FORWARDER.



A	From Free arrival at Delhi airport / ICD, TKD / CFS, PPG New Delhi till delivery at show Site within Delhi City Limits:	
	This Includes : Preparation, processing, finalisation of documents with customs, transportation, off-loading, completion of customs formalities, handling & delivery of exhibits at booth & removal of empty boxes etc.	
B	By Air :- Clearance at Delhi airport - Services as per point No A	
	Minimum charges	Euro 200 per shipment
	1 to 1000 kgs (per kg)	Euro 0.95 per kg
	1001 to 2000 kgs (per kg)	Euro 0.85 per kg
	2001 & above (per kg)	Euro 0.75 per kg
C	By Sea : Clearance at ICD. TKD / CFS, PPG Delhi - Services as per point No A - Charges shall apply @ Euro 120 per cbm	
	LCL minimum	4 cbm
	20'GP minimum	20 cbm
	40' GP minimum	40 cbm
	40' HC minimum	45 cbm
D	Additional charges	
	1 Communication charges per B/L,H.B/L, Exhibitor	Euro 40
	2 BG/EG/ATA Carnet Intervention charges	Euro 40
	3 Issuance of customs re-export bond	Euro 40
4	Bank Guarantee issuance charges:-	
	A) Without Security Deposit	B/G Charges
	Shipment Value	
	Upto Euro 2000	Euro 250 + Bank Processing Fee 3% or min. Euro 100 (whichever is higher)
	Euro 2001 Upto Euro 3000	Euro 300 + Bank Processing Fee 3% or min. Euro 100 (whichever is higher)
	Euro 3001 Upto Euro 5000	Euro 350 + Bank Processing Fee 3% or min. Euro 100 (whichever is higher)
	Euro 5001 upto Euro 20000	Euro 500 + Bank Processing Fee 3% or min. Euro 100 (whichever is higher)
	Euro 20001 upto Euro 50000	Euro 800 + Bank Processing Fee 3% or min. Euro 100 (whichever is higher)

B) With Security Deposit			
	Euro 5001 upto Euro 20000	Euro 350 + Bank Processing Fee 3% or min. Euro 100 (whichever is higher)	
	Euro 20001 upto Euro 50000	Euro 600 + Bank Processing Fee 3% or min. Euro 100 (whichever is higher)	
	NOTE :- Bank processing fee shall be applicable on the value of goods		
5	Cancellation and return of Bank / Embassy Guarantee / ATAEuro 75 per Document		
6	Cancellation of customs bond	Euro 40	
7	Empty Container Return to Shipping line	Euro 150/20'	Euro 200/40'
8	Shifting of container to Storage Area (space to be provided by the Organizer) / Bringing back the containers for stuffing	Euro 50/20'	Euro 75/40'
9	Procurement of New Empty Container from the shipping lines	Euro 150/20	'Euro 200/40'
10	Heavy Lift Surcharge for individual piece above 2000 kgs (No heavy lift surcharge till 2000 kgs)	Euro 40 per ton upto 9000 kilos	
11	Equipment Usage / Labour Hire Charges - minimum 4 hrs		
	Forklift (3 tons)	Euro 115 (per 8 hrs shift)	
	Crane (9 tons)	Euro 225 (per 8 hrs shift)	
	Labour	Euro 6 (per 8 hrs shift)	
12	Customs consumption entry of consumable or distributed items	Euro 100.00 plus any duty/tax + 10%	
	Important Note:- Other (All charges such as Delivery Order/Airport handling charges / Shipping line charges, demurrage etc will be extra as per (actual receipts) + 10% agency		
	ALL AIR / SEA SHIPMENTS ARRIVING LESS THAN 10 WORKING DAYS BEFORE THE DELIVERY DATE WOULD BE SUBJECT TO 25% LATE ARRIVAL SURCHARGE. WE CANNOT GUARANTEE TIMELY DELIVERY FOR LESS THAN 7 DAYS.		
E	Charges for transporting the courier shipments to show site after it is delivered at our office custom cleared will be minimum Euro 75 per shipment upto 20 kgs + Actual (if any)		
	Note:- We will not be responsible for any courier mode shipments stuck in customs for clearance.		
F	After close of the exhibition, the charges for Return of empties, repacking and shifting to storage area shall apply @ Euro 55 per cbm (minimum 4 cbm)		
G	Storage charges would be applicable (minimum Euro 75)	Euro 10 per cbm per week	
H	Conversion of Temporary Import into Permanent Import - Sale clearance Ex Exhibition		
	Custom Clearance Charges:-	1% of assessable value or minimum Euro 350 whichever is higher etc	
I	Loading on the vehicle	Euro 10 per cbm (minimum Euro 50)	
J	RE-EXPORT CLEARANCE		
	The services mentioned at Point A will be performed in reverse order until handed over to the airlines or shipping lines at port for re-export and the equal charges as per import shall be applicable once again.		

K	SERVICE TAX @15%
	OUR BANK DETAILS ARE:
	<u>NOSTRO ACCOUNT DETAILS</u>
	A) FOR REMITTANCES IN EURO CURRENCY
REMIT TO	COMMERZE BANK FRANKFURT, GERMANY
ACCOUNT NO.	400875067100
SWIFT CODE	'COBADEFF'
FOR CREDIT TO	INDUSIND BANK LIMITED NEHRU PLACE BRANCH NEW DELHI, INDIA
SWIFT CODE	"INDBINBBDEN"
IBAN NO.	DE12500400000875067100
FOR FURTHER CREDIT	
TO	R.E. ROGERS INDIA PVT. LTD.
ACCOUNT NO.	200001307386
	<u>Disclaimer</u>
	It is agreed that the laws in effect in India and as applicable therein, shall govern these Shipping Instructions & tariff/agreement and any action, proceeding or claim arising out of any dispute in relation under these Shipping Instructions & tariff/agreement shall be brought in the courts of India only to the exclusion of all other courts

SEA FREIGHT / AIR FREIGHT

For Transport from "IN" gate of kg Exhibition to exhibition stand including thereof, whichever Unloading (Min. Charge for Two cbm / 200 kg)	Euro 95.00	per cbm/100 or part is greater
From exhibition stand to client's Vehicle, including loading thereof, whichever is greater (Min. Charge for two cbm / 200 kg)	Euro 95.00	per cbm /100 kg or part
Packing and unpacking charges	Euro 10.00 per cbm or part (Min. Charge for two cbm)	
Storage Charges for empty cases	Euro 10.00 per cbm or part (Min. charge for two cbm)	

ADDITIONAL CHARGES

Any services other than specified above, shall be charged separately.



LATE ARRIVAL SURCHARGE

25% Late Arrival Surcharge would be applicable for both Airfreight and Sea freight, arriving beyond the deadlines as stipulated in the shipping instructions.

Service Tax

The Government of India has levied a service tax of 15 % on handling charges to be invoiced by all freight forwarders and handling agents at present. Therefore, the same or as applicable shall be charged accordingly.