

# Exhibitor's Manual & Order Book



The Total Print Event



**22 - 24 June 2012**  
**Chennai Trade Centre, Chennai, India**

[www.printexpo.in](http://www.printexpo.in)



**22 - 24 June 2012**  
**Chennai Trade Centre, Chennai, India**

Dear Exhibitor,

We are thankful to you for participating at the Print Expo 2012, 4th International Exhibition & Conference on Printing at the Chennai Trade Centre, CTC Complex, Nandambakkam, Chennai, India from 22-24 June 2012. We also take pleasure in presenting to you the **Exhibitor's Manual and Order Book**.

This manual will provide you all necessary information to make your participation at the event as smooth as possible. Please read this manual carefully as it encompasses all relevant information about the show and addresses many questions that you may have about the services available at the Chennai Trade Centre, CTC Complex, Chennai. All order forms contained in the manual are in duplicate. Please fill them carefully and mail back the first copy to us as soon as possible and certainly before the deadline indicated on each form. Wherever required, please ensure to send your payment with the forms as all orders will be processed only against full advance payment.

The rates for various items/services quoted in this manual are correct at the time it is printed. However, if there is any major variation in the rates/charges due to factors beyond our control, the difference will have to be borne by you. While we have taken every care to include all relevant details, please excuse us if there are any omissions or mistakes.

In case you need any further information or clarification in the above regard, please contact me for the same.

While wishing you a very successful participation, we look forward to the pleasure of welcoming you to the PrintExpo 2012.

Thanking you,

Aditya Ashok  
Head - Marketing & Sales

10th April 2012



**Intel Trade Fairs & Expositions Pvt. Ltd.**

113, New Sonal Link Industrial Estate, Building No.2, Link Road, Malad West, Mumbai 400 064, India.  
Tel: 022-2880 3977 / 2880 3978 Fax: 022-2881 9008, Email: mktg@intlexpo.com



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**IMPORTANT NOTE :**

1. Order forms checklist must be submitted with your request forms.
2. Services cannot be guaranteed for forms returned late.
3. Exhibitors who contract for space after the deadline dates must return the forms immediately.

Event Organised by :



**Intel Trade Fairs & Expositions Pvt. Ltd.**

Key Publication :



## INFORMATION FOR EXHIBITORS & RULES & REGULATIONS

### 1. The Event

Print Expo-2012, 4th International Exhibition & Conference on Printing

### 2. Date of Exhibition

22-24 June 2012

### 3. Venue

Chennai Trade Centre  
 CTC Complex  
 Nandambakkam  
 Chennai 600 089, INDIA  
 Tel: ++91 44 22316033 / 5551

### 4. Organisers

Intel Trade Fairs & Expositions Pvt. Ltd.  
 113, Sonal Link Industrial Estate  
 Building No.2, Link Road,  
 Malad West, Mumbai 400 064, INDIA  
 Tel: 022-28803977 / 28803978  
 Fax: 022-28819008  
 Email: [mktg@intelepox.com](mailto:mktg@intelepox.com)  
 Website: [www.intelepox.com](http://www.intelepox.com)

### 5. Dates & Time

#### *Exhibition Hall*

<b>Build-up Bare Space</b>	20th June 2012	11 a.m. onwards
<b>Build-up Shell Scheme</b>	21st June 2012	11 a.m. onwards
<b>Show Time</b>	22nd - 23rd June 2012	10.00 a.m to 6.00 p.m.
	24th June 2012	10.00 a.m. to 4.00 p.m.
<b>Dismantling and Clearance of Exhibits</b>	24th June 2012	Before Midnight

### 6. Admission

- a) Professionals, invited guests, trade and business visitors only. Minors and members of the general public will not be admitted.
- b) No photographic or video equipment is allowed in the exhibition hall unless prior approval from the Organiser.
- c) The Organiser reserves the right to refuse admission or to remove any person without giving a reason. This applies also to the build-up and dismantling periods.
- d) For safety reasons, children below the age of 16 will not be allowed to accompany exhibitors into the exhibition hall at any time, from build-up through to dismantling period.

### 7. Promotion During the Exhibition

Exhibitors are asked not to place stickers, signs or posters anywhere in the hall other than within their own stand. Likewise, exhibitors' representatives may not distribute brochures and invitations, etc., along the aisles or near the entrances/exits.

### 8. Demonstrations and Presentations

In the event of justifiable complaints from other exhibitors, the Organiser reserves the right to determine the acceptable sound level and extent of demonstrations.

## 9. Security

- a) General Security will be provided by the Organiser around the clock. Exhibitors and their staff will not be allowed in the exhibition hall after the official hours during the period of the show.
- b) All personnel in the exhibition hall must wear identification badges. Exhibitor passes are available from the Exhibitor Services Centre on site.
- c) Security guards will patrol the exhibition site in general, but their duties will not include specific attention to individual stands.
- d) If your displays are very valuable or sensitive and you wish to hire security personnel to attend to your stand exclusively for the build-up and dismantling days, please contact the Organiser for security rates. Please note that you may not use your own staff or personnel from any other security agency other than from the hall landlord's appointed security agency.
- e) For security and safety reasons, exhibit movement in or out of the hall during show hours is not permitted.

## 10. Liability and Insurance

The organisers will not accept liability for loss of, or damage to any exhibit, materials, machineries, etc. nor for injury to exhibitor's personnel at any time. Exhibitors are strongly advised to take insurance policy covering the following against theft, loss or damage, including the risk of fire, injuries and third party claims etc:

- i) Machinery
- ii) Transit and loading & unloading of machines
- iii) Exhibition personnel
- iv) Third party (visitors)

## 11. Demonstrations and Working Exhibits

An exhibitor intending to demonstrate working equipment on his stand must:

- i) Provide the organisers with full details in writing of any working exhibits involving moving parts, naked flame, lasers, or other items, which could be hazardous to visitors or the exhibitors.
- ii) Give proper consideration to the safety and conditions under which the exhibits will be demonstrated, as per rules laid down by Ministry of Environment, Pollution Control Act.
- iii) Cause no annoyance to visitors or other exhibitors. Where a high level of noise or other objectionable factor is involved, demonstrations may only take place at the time stipulated by the organisers, who reserve the right to terminate a demonstration at any time.
- iv) Isolate controls so that they cannot be operated by visitors.
- v) Not to use flashing or blinking lights.
- vi) Any other amendment of Acts by Government of India, Ministry of Environment and Pollution Control Act.

## 12. Fire Precaution

Chennai Trade Centre authorities shall provide fire-fighting equipment at different points in the exhibition halls. Exhibitors are however advised to take due precautions and install necessary safety and fire fighting equipment in their stands.

Exhibitors, who, because of the nature of their exhibits, require a special type of fire extinguisher, must take arrangements at their own cost for the provision of such equipment. The organisers will assist and advise, if required.

Any person seeing an outbreak of fire, however slight, must make immediate use of fire alarm system and make every endeavour to extinguish the outbreak or to confine it by the use of extinguishers and / or removal of goods in the vicinity.

## 13. Fire Brigade Areas

The marked areas for access by the fire brigade must not be obstructed by parked or parking vehicles or by storage of exhibits, building and packaging material or the like at any time including exhibition stand set-up and dismantling periods.

#### 14. Fire Extinguishers

Fire hydrants and fire extinguishers in the halls must not be obstructed or made unrecognisable or inaccessible.

#### 15. Electrical Installation and Electrical Appliances

All electrical equipment must comply with the safety regulations.

Electric cooker plates, irons, grills, cookers, immersion heaters and other electrical appliances are to be adequately supervised during operations. They must be placed on the fire proof, heat resistant bases so that even in the case of excessive heat, inflammable objects in their vicinity cannot be ignited.

#### 16. Safety Lighting

If exhibition stands or parts of the exhibition hall are darkened for operational/demonstration purpose, sufficient safety lighting is to be provided.

#### 17. Packing Material

Packing material, transport crates and the like which are not needed during the exhibition are to be handed over to the officially appointed freight forwarder of your choice who will store the material for you at a cost. During the stand set-up and dismantling periods, the transport paths in the halls are to be kept free as far as possible, transport and packing material and other equipment which is no longer needed should be removed immediately from the halls.

#### 18. Stand Fitting Regulations (For Official Shell Scheme Exhibitors)

The following regulations must be observed when preparing a stand presentation:

- i) No additional stand fitting or display may be attached to the shell stand structure. Neither nailing nor drilling will be allowed. If you require assistance in hanging or displaying your exhibits, please consult the official shell scheme contractor.
- ii) No painting or wall papering of shell scheme stand panels of shell scheme stands will be allowed in the exhibition halls. Exhibitors who wish to have panels painted must inform the official shell scheme contractor who will provide a quotation for the requirement.
- iii) No free standing fitment may exceed a height of 2.5 meters or extend beyond the boundaries of the site allocated.
- iv) Any change in the type or colour of the floor covering provided must be by prior approval of the architect. The cost must be borne by the exhibitor.
- v) An exhibitor occupying a corner booth has the choice to have either a wall or both sides open on to the aisle.
- vi) No financial credit will be given by the organisers for any package item not utilised.

#### 19. Procedure for taking Possession of Shell Scheme Stands / Bare Space Area

- i) Possession of shell scheme stands/bare space will be given to those exhibitors who have made full payment of all dues including security deposit.
- ii) The exhibitor must send a letter of authorization on his letterhead, requesting the organizers to give possession to his representative named in the letter to take possession of his shell scheme stand/ bare space. The authorization letter must be submitted to the site office of the organizers at the Chennai Trade Centre, Chennai.

#### 20. In-Hall Freight Handling

Only the officially appointed freight forwarders are permitted to work in-hall and handle onsite equipments. Any forwarder may deliver goods to the doors of the hall, but the officially appointed freight forwarders must handle from the point to your booth, unless the item can be hand-carried by one man. This regulation will be strictly enforced and is necessary for reasons of insurance, safety and control.

## 21. Sizes, Shell Scheme Package & Furniture Entitlement

The following table shows the proportionate pro-rate increase in number of spotlights, reception counters, folding chairs etc. that an exhibitor will be entitled to depending upon the shell scheme area booked by him in sq. mtrs.

**Table 1**

	9 sq. mtrs	12 sq. mtrs	15/18 sq. mtrs	27/30 sq. mtrs	36 sq.	60 sq.
Spot Light	2	3	4	5	8	12
Table	1	1	2	3	4	6
Chairs	2	2	3	4	6	8
Dust Bin	1	1	1	2	2	3
Fascia and Name	1	1	1	2	2	3

**NOTE: Additional fascia will cost Rs. 250/- each**

### The Shell Scheme covers the following:

- Charges for indoor exhibition space
- Quality carpet for the floor area of the stalls
- Octanorm sections for stand fittings
- Back and side walls in modular laminated panels (1mt wide x 2.5 mt. High)
- Fascia with exhibitors name in white cut-out lettering
- Spotlights as per table 1
- Electricity consumption for lighting for duration of exhibition period
- All services and facilities as mentioned in all the fact sheets & conditions of participation under the heading “**General Services and Facilities**”

## 22. Invitation for PrintExpo 2012 Exhibitor's Meet : Invitations will reach all exhibitor before 17th June 2012.

The following table shows the proportionate pro-rate increase in number of Invitations that an exhibitors will be entitled to depending upon the shell scheme area booked by the exhibiting company in sq.mtrs.

Booth Area	9/12 sq.mtrs.	15/18 sq.mtrs.	27/30 sq.mtrs.	36 sq.mtrs.	60 sq.mtrs.
Invitations for Exhibitor's Meet	1	2	3	4	6

The cost of ordering additional invitations for Exhibitor's Meets Rs.1000/- per person. To order additional invitations please refer FORM No.6.

## 23. Electrical Supplies and Installation

The organiser, in addition to normal stand lighting will provide hall lighting. The standard electrical voltage available for use on stands at the exhibition is 230 volts, single-phase alternating at 50 Hz and 415 volts, three-phase alternating at 50 Hz. A fluctuation of plus or minus 10% can be expected. Exhibitors whose equipment is particularly sensitive should install a stabilizer. Supplies to stands will normally be switched off at source 30 minutes after the exhibition closes each day (15 minutes on the final day).

a) Electric power supply available at the exhibition is as under:

- 1) 3 Phase : 400/440 volts 50 cycles  $\pm 10\%$
- 2) Single Phase : 230 volts  $\pm 10\%$
- 3) Frequency : 50 CPS  $\pm 3\%$

The fluctuations mentioned above are only for reference. Larger variation could be expected on some occasions.

- b) The event management personnel responsible for supply of power will be entrusted with authority for regulating and controlling the power supply to the exhibition halls and individual stalls.
- c) Each stall will be provided with electric power at one or more main points depending on the total load requirement. Exhibitors should use distribution boards for feeding power to their machines. Individual isolation switches should be provided for each machine. Exhibitors should use either armoured cables or metal conduits for connecting power supply to machines.

- d) The work of drawing power from main points to machines / exhibits are to be carried out by the exhibitors, at their own cost. Exhibitors may engage the services of their own personnel or authorized electrical contractors for cabling work inside their stall subject to the condition that they are duly licensed to undertake electrical work and their names and addresses are intimated to the organisers before the commencement of work. The service charges of electrical contractors are to be borne by the exhibitors and are payable directly to the contractors appointed by them.
- e) The exhibitors should connect power to machines and exhibits as per the requirement given in their applications. Connecting power to the exhibits other than those mentioned in the electricity requisition form or more than the specified load or the load allotted by the electrical department will not be permitted.
- f) Exhibitors must install separate and independent switch connections for their machines / exhibits. Alternate connection or throw-over switches are not allowed.
- g) In case, power is supplied to the stall from two or more main points, exhibitors must distribute the load as per the capacity of the respective switch boards in consultation with Intel Trade Fairs & Expositions Pvt. Ltd. officially appointed electrical contractors. Exhibitors requiring single-phase power for lighting purpose should carry out necessary wiring from 3-phase outlet through two poles single phase switches if necessary for further distribution.
- h) After the electrical wiring work is completed, the exhibitors must obtain a completion report from their electricians or contractors engaged by them and file the same with Intel Trade Fairs & Expositions Pvt. Ltd. officially appointed electrical contractors. Actual connected load for individual machines / exhibits are to be mentioned in the report.
- i) All the main electrical supply points must be kept easily accessible for operation and repairs in the event of any emergency. Main electrical supply points should not be concealed or covered.
- j) Power will be released only after the wiring work is carried out to the standards of Intel Trade Fairs & Expositions Pvt. Ltd. officially appointed electrical contractors.
- k) Temporary power supply for erection and testing of machines will be available from 20th June 2012.
- l) The exhibitors are advised to install equipment like voltage stabilizers / UPS for their sophisticated machines / exhibits. If the machines are sensitive to the alignment of the floor, placement of steel plates underneath is recommended.
- m) Exhibitors are advised to exercise highest levels of safety precautions and engage services of only qualified professionals for electrical wiring and installations.
- n) **Intel Trade Fairs & Expositions Pvt. Ltd. does not guarantee uninterrupted power supply nor does the fair authorities of Chennai Trade Centre. Any failure in regular power supply during the exhibition by unforeseen or any technical reason, no refund of money or any act of omission will be entertained by the organisers.**

**Note:**

- 1) Exhibitors desiring to have connected power load for demonstration of exhibits and or lighting load for illumination of their stands must complete and submit the necessary form.
- 2) Flashing lights and neon signs are not permitted.

**24. Removal of Exhibits**

No removal or delivery of exhibits and other exhibition stores in or out of the exhibition hall is permitted during the open hours of the exhibition. Such removal, delivery or replenishment to stock may only be carried out before opening hours in the morning or after closing time in the evening. If you wish to remove any item of your display from the hall during the show days, a "Goods Removal Pass" must be obtained from the show management office.

**25. Stand Cleaning**

The organisers will arrange for the general cleaning of the exhibition premises and stand (excluding exhibits and displays) prior to the opening of the exhibition and daily thereafter. It is the responsibility of all exhibitors to keep their own stands tidy. Exhibitors with working exhibits resulting in substantial quantities of waste materials, must inform the organisers in advance so that necessary arrangements may be made for which a charge will be raised.

## 26. Storage & Waste Material

The organisers are unable to provide storage facilities for packing cases, surplus materials, or other property of the exhibitors. Arrangements for safekeeping of such items at a cost must be made with the officially appointed freight forwarders of your choice. Also, for small entrepreneurs efforts will be made to provide storage space. They too should get in touch with official forwarder of their choice with their requirements.

During the move-in, construction of stands and removal of exhibits, the passageways of the exhibition hall must not be obstructed with packing materials, construction materials or debris. Contractors are responsible for removing their own off-cuts and waste each day of build-up and break down.

Exhibitors are requested to place their waste in the aisle for removal by the cleaners. The organisers reserve the right to invoice exhibitors for excessive packing materials and discarded crates or cartons, which will be removed by the cleaners.

## 27. Manning of Stands and General Conduct

Stands must be fully staffed and operational throughout the open hours of the exhibition. Exhibitors may not participate in any activity, which causes or is likely to cause annoyance to visitors or other exhibitors. In particular, audio / visual display equipment must be positioned and sound levels so adjusted to avoid disturbance to neighbours. In the event of any disagreement, the organisers decision in this matter will be final.

## 28. Damages

Exhibitors are responsible for cost of making good or replacing any damages or dilapidations to the exhibition premises, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors.

Exhibitors occupying shell scheme stands are also responsible for the cost of making good, restoring or renewing any damages or dilapidations to their shell stand structures, floor coverings, light fittings, or any part thereof, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors. The cost of making good any damage will be assessed by the official shell scheme contractor and charged to the exhibitor. The organisers, in conjunction with Chennai Trade Centre will inspect the halls before build-up and after break down of the exhibition.

## 29. Force Majeure

The exhibition may be postponed, shortened or extended due to any cause whatsoever outside the control of the organisers. The organisers shall not be responsible for any loss sustained by the exhibitor, directly or indirectly, attributable to the elements of nature, force majeure or orders and directives imposed by any governmental authority. In the event of such circumstances, the money paid by the exhibitors, or any part thereof, is refundable at the sole discretion of the organisers.

## 30. Authority on the Premises

The organisers shall be responsible for and be entitled to act as the owners of the premises throughout the tenancy period. The decision of the organisers in any problem or dispute will be final.

## 31. Retail Sales Prohibited

Retail sales of plants, machinery, ancillary equipment and samples is strictly prohibited. Spot orders for the same may be booked and delivered after the exhibition is over. However, free sale of books, periodicals and magazines is permitted.

## 32. Sales of Exhibits by Indian Exhibitors

The organisers appreciate that in many cases the exhibitors prefer to sell exhibits instead of carrying them back to their destination. Such sale of exhibits can be effected, if so desired by the exhibitors. This is however, subject to the condition that organisers shall not be responsible for collection or remission of duty, taxes such as import and excise duty, sales tax, octroi etc. Fulfillment of this obligation will be totally the responsibility of the exhibitors individually. The sold exhibits can be removed only after the conclusion of the exhibition along with removal of other exhibits after complying with the rules in all respects. It is advisable for exhibitors to refer the guidelines of the officially appointed clearing & forwarding agents in this regard.

## 33. Unforeseen Occurrences

In the event of any occurrence not foreseen in these Rules and Regulations the decision of the Organiser shall be final.

## DISMANTLING INSTRUCTIONS

To ensure your Company's smooth and trouble free breakdown from the Exhibition, we ask that the following information be passed to members of your staff who will be involved in the removal of your exhibits.

1. The Exhibition closes at 17.00 hrs. on Sunday, 24th June 2012. No exhibits or displays may be dismantled or removed before this time.
2. During Sunday 24th June 2012 from 10.00 hrs. Exhibitor's commercial vehicles up to 7 1/2 ton will be allowed to enter the controlled inner area adjacent to the halls. When this area is full all lorries and vans will be held on the Lorry Parks until such time as space becomes available. At 18.00 hrs. exit doors will be opened and portable items may be removed.
3. Please maintain adequate surveillance of your Company's portable items, and for security reasons ensure that they are removed on Sunday 24th June 2012 along with display material and personal effects. The shell scheme will be dismantled from 19.30 hrs on Sunday 24th June 2012. If you have anything on the shell walls or display panels within the shell, they must be removed immediately on the closing of the exhibition, Sunday 24th June 2012.
4. Contractors will be permitted to enter the halls from 19.00 hrs on Sunday 24th June 2012 for the purpose of assisting Exhibitors in the removal of portable items. The electrical supply to your stand will be terminated at 17.05 hrs. Catering equipment, furniture, flowers etc., which have been hired, remain the responsibility of the Exhibitor until such time as they are returned to the source from which they were obtained.
5. Kindly collect remaining Press Material from the Press Office.
6. **THE HALLS MUST BE CLEAR OF STANDFITTING INCLUDING WASTE MATERIALS, BY MIDNIGHT SUNDAY, 24<sup>th</sup> JUNE 2012 CHENNAI TRADE CENTRE AUTHORITIES WILL CHARGE EXHIBITORS FOR ANY CARPET TAPE LEFT BY SPACE ONLY CONTRACTORS.**
7. DURING THE BREAKDOWN, DO NOT TAKE A CHANCE BY LEAVING VALUABLE GOODS UNATTENDED ON YOUR STAND. THE ORGANISERS CAN ACCEPT NO RESPONSIBILITY FOR THEIR SAFETY.

WE THANK YOU IN ADVANCE FOR YOUR CO-OPERATION.

Issued by: Mr. Aditya Ashok - Head - Marketing & Sales  
Intel Trade Fairs & Expositions Pvt. Ltd.

## GUIDELINES FOR ALL EXHIBITORS

- i) No part of an exhibit should project out of the stand area, nor anything be placed outside the stand area by any exhibitor.
- ii) There should be sufficient free space in the stand for easy and safe movement of visitors. Entry and exit to stands must be at least 3 M wide.
- iii) Grouting, digging in floors or walls is not allowed. Raised wooden platforms of not more than 4 inches in height may be allowed.
- iv) Painting or nailing (use of screws) on the laminated panels supplied under shell scheme, is prohibited. Photographs, charts, etc. may be fixed with adhesive tape, or suspended with nylon thread with the help of clamps (Cyma hooks) hooked on the top horizontal channel.
- v) Multi-level use of space is permitted only at extra fee and subject to approval from architect as well as organizer.
- vi) Whereas no construction will normally be allowed to be of more than 2.5 M high, that part of machinery placed away from the open side of the stand could be higher, as strictly necessary.
- vii) If Audio / Visual equipment is used in the stand, the sound level should be so regulated as not to disturb adjoining exhibitors.
- viii) Exhibitor should endeavour to maintain a high standard of cleanliness, avoid littering and take all necessary care not to disturb neighbouring exhibitors. Their co-operation with the organizers in maintaining continuity and keeping with the general aesthetics of the show will be greatly appreciated. It will be obligatory on part of the exhibitor to segregate all waste plastic, glass, metals, wood & paper and eatables in separate polyethene bags.
- ix) All heights details mentioned in these guidelines are from the ground level and not from any raised flooring created by the exhibitors.
- x) Exhibitors are responsible for their own stand design and construction. The organizer would be pleased to offer advice and guidance, if required.
- xi) Suspending of display items from the hall ceiling or parts of it is prohibited. Storage of any kind of material behind the display walls is prohibited.
- xii) Height of panel against natural back wall along the periphery of the hall will be allowed upto 5.0 mtrs. subject to availability of height.
- xiii) Access must be given to any fire exit, electrical box, service room etc. falling within the exhibitor's stand area. It is mandatory to leave minimum one opening in the partitions against the natural wall to provide access for electrical fittings etc.
- xiv) Hall columns, roof trusses, air-conditioning vents and all other structures of the hall must not be used as support or be subject to load or stress by the stand structure.
- xv) Woodwork in the halls is prohibited. Platforms / panels and other decorations for the interior must be brought in prefabricated condition. Only assembly and finishing will be allowed in the halls.
- xvi) For Island / 3 side open stalls it is mandatory for exhibitors to design their stands a way that there is no obstruction on any of the open sides. This will ensure free movement and give exhibitors a feel of openness and transparency. Exhibitors are not allowed to obstruct the view or adversely affect the displays of other exhibitors.
- xvii) The officially appointed contractor for the show reserves the right to turn down approval for stands with any of the open sides blocked.

**FORM – 1**

**FASCIA NAME FOR SHELL SCHEME EXHIBITORS**

**LAST DATE OF SUBMISSION 15-05-2012**

*This form must be completed and returned by every Shell Scheme Exhibitor to the address below*

Concerned exhibitors are requested to indicate here below the name, which they require on the fascia. This will be provided on front fascia of the booth with White standard Cut-out lettering in ENGLISH ALPHABETS. Please use block letters only, Logos may not be allowed on the fascia. If the concerned exhibitor fails to submit this form within the deadline date, the organiser will have no option but to incorporate on the fascia the name of the company on which the stand is contracted.

Each exhibitor will be provided with only 1 fascia free of cost. Additional fascia will cost Rs. 250/- each

THE FOLLOWING NAME IS TO APPEAR ON THE FRONT FASCIA OF OUR BOOTH

--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--

**NOTE: Additional fascia will cost Rs. 250/- each**

Exhibiting Company: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name & Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

*Please fill and return this form to :*

**Intel Trade Fairs & Expositions Pvt. Ltd.**

113, New Sonal Link Industrial Estate, Building No.2, Link Road, Malad West, Mumbai 400 064, India.  
Tel: 022-2880 3977 / 2880 3978 Fax: 022-2881 9008, Email: mktg@intelepco.com



**FORM-2****EXHIBITOR BADGES****LAST DATE OF SUBMISSION 15-05-2012**

Exhibitor's badges are to be collected from the Exhibitors Services Centre at the exhibition hall during build-up days. Please provide below details of all personnel from your company and associated companies who will be manning the exhibition stand.

Note : Please provide the below in typewritten form and ensure it is clearly legible.

Company	Place	Name of Personnel	Job Title

Booth Area	9/12 sq.mtrs.	15/18 sq.mtrs.	27/30 sq.mtrs.	36 sq.mtrs.	60 sq.mtrs.
<b>Badges Entitlement</b>	3	4	6	8	10

**NOTE: Additional Badges will cost Rs. 50/- each**

Exhibiting Company: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name & Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please fill and return this form to :

**Intel Trade Fairs & Expositions Pvt. Ltd.**

113, New Sonal Link Industrial Estate, Building No.2, Link Road, Malad West, Mumbai 400 064, India.  
Tel: 022-2880 3977 / 2880 3978 Fax: 022-2881 9008, Email: mktg@intlexpo.com

**FORM – 3****EXHIBITION CATALOGUE ADVERTISING****LAST DATE OF SUBMISSION 15-05-2012**

**Print Expo 2011** the Show Directory offers exhibitors and non-exhibitors an excellent opportunity to showcase products and services in a visually attractive format which will be available to visitors and thus serve as an important reference guide. We invite you to place your advertisement in the Exhibition Directory and get your message across to thousands of visitors to this Mega Trade Show.

Print Order : 12,000 copies  
 Size of Publication : Height 210 mm x Width 135 mm  
 Print Area Format : Full page (height 190 mm x width 115 mm)  
 Bleed Area Format : Full Page (height 214 mm x width 119 mm)  
 Advertisement Material required  
 Colour and Black & White : High Resolution Soft copy should be in CDR / EPS / PDF format in CMYK colour with Fonts OR Converted to Curves

**Advertisement tariff and sizes**

POSITION	ADVERTISEMENT RATES			
	Colour		Black / White	
	Rupees	US Dollars	Rupees	US Dollars
Back Cover	25,000	750	-	-
Inside Front Cover	20,000	650	-	-
Inside Back Cover	18,000	600	-	-
Opening Page	16,000	550	-	-
Opp. Contents	14,000	500	-	-
Full Page	10,000	400	7,000	300

Payment for the advertisement should be made by cheque or demand draft drawn on Mumbai in favour of Intel Trade Fairs & Expositions Pvt. Ltd. with advertisement order and material.

We are pleased to release \_\_\_\_\_ advertisement in PrintExpo-2011 Show Directory. Our payment and the advertisement material is being send herewith.

Exhibiting Company: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name & Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please fill and return this form to :

**Intel Trade Fairs & Expositions Pvt. Ltd.**

113, New Sonal Link Industrial Estate, Building No.2, Link Road, Malad West, Mumbai 400 064, India.  
 Tel: 022-2880 3977 / 2880 3978 Fax: 022-2881 9008, Email: mktg@intelepvt.com

**FORM - 4****ELECTRICAL SERVICES****LAST DATE OF SUBMISSION 15-05-2012**

***This form must be completed and returned by every exhibitor. If this service is not required, please endorse "not applicable" and return this form to the address as stated below.***

1. All orders will be valid only when accompanied by full remittance. Payment should be made by Bank Draft favouring Intel Trade Fairs & Expositions Pvt. Ltd.
2. Late orders will be accepted against a surcharge and will be strictly subject to availability. Priority will be given to advance orders.
3. Exhibitors who have booked BARE SPACE and require power should inform their requirement in this form.
4. Send us the POWER CONNECTION ORDER FORM reach us by 15-05-2012.
5. For electrical requirements received after 15th May 2012, the charges will be three times the cost and connections will be given to your stall after 24 working hours. There will be no negotiations on Clause 4 & 5.
6. Taxes as applicable

**To calculate the amount payable for 2 KW, the calculation is as under**

**1st KW Rs.3000/- + Additional 1 KW Rs.1750/- = Rs.4750/- for 2 KW**

**A. POWER CONNECTION ORDER FORM**

Electrical Charges	Rate per KW	Rate per Additional KW	Power Required	Total Amount
A. Single Phase	Rs. 3000/-	Rs. 1750/-		
B. Three Phase	Rs. 3000/-	Rs. 1750/-		
C. 5 amps / 15 amps / 440 V 3 Phase supply 50 Hz, connection	Rs. 3000/-	Rs. 1750/-		

**B. COMPRESSED AIR CONNECTION**

6 Bar Pressure	Rs. 9500/-		
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**Note :** Govt. Service Tax as applicable will be charged extra.

Exhibiting Company: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name & Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please fill and return this form to :

**Intel Trade Fairs & Expositions Pvt. Ltd.**

113, New Sonal Link Industrial Estate, Building No.2, Link Road, Malad West, Mumbai 400 064, India.  
 Tel: 022-2880 3977 / 2880 3978 Fax: 022-2881 9008, Email: mktg@intlexpo.com

**FORM - 5****FURNITURE / EXTRA ACCESSORIES****LAST DATE OF SUBMISSION 15-05-2012**

This form must be completed and returned by exhibitors requiring additional facilities and return this form to the address below.

Product Code	Description Of Services/Items	Unit Cost per Item	Qty Reqd.	Total
<b>A. FURNITURES</b>				
IT-01	Counter (Table) 0.5 mtr x 0.5 mtr	900.00		
IT-02	Lockable Cabinet	1250.00		
IT-03	Reception Counter	1750.00		
IT-04	Glass Shelf	450.00		
IT-05	Wooden Shelf	350.00		
IT-06	Glass Counter	3000.00		
IT-07	Vertical Showcase (1 mtr x 0.5 mtr x 1 mtr)	4250.00		
IT-08	Vertical Showcase (0.5 mtr x 0.5 mtr x 2 mtr)	3500.00		
IT-09	Octonorm System Panel	1400.00		
IT-10	Octonorm System Door	1400.00		
IT-11	Round Table (Glass Top)	1500.00		
IT-12	Round Table (Wooden Top)	1000.00		
IT-13	Bar Stool	900.00		
IT-14	Folding Chair	350.00		
IT-15	Revolving Chair	1750.00		
IT-16	Novia Chair	650.00		
IT-17	Sofa ( 3 Seater + 2 x 1 Seater)	8000.00		
IT-18	Podium (0.5 mtr x 0.5 mtr x 1mtr)	1400.00		
IT-19	Podium (0.5 mtr x 0.5 mtr x 0.5 mtr)	1000.00		
IT-20	Garment Stand	750.00		
IT-21	Mesh	900.00		
IT-22	Magazine Rack	900.00		
IT-23	Chain Baricadding	1250.00/ running metre		
IT-24	Hammer Screw	25.00 Each		
IT-25	Photo Clip	25.00 Each		
<b>A. ELECTRICAL FITTINGS</b>				
IT-26	Spot Light	450.00		
IT-27	Metal Hallide Light	1500.00		
IT-28	Yellow Halogen Light	1250.00		
IT-29	5 amp Plug Point	1250.00		
<b>C. OTHER UTILITIES</b>				
IT-30	Refrigerator - 165 LTR	4500.00		
IT-31	TV 21" & VCR (VHS/PAL)	3600.00		
IT-32	Plasma TV 42"	7000.00 per day		
IT-33	LCD Projector	2500.00 per day		
IT-34	Laptop	1500.00 per day		

**Please Note :**

1. Applicable Govt. Service Tax will be charged extra in the above rates.
2. All items are on hire only for the duration of the exhibition.
3. Orders must accompany by full advance payment by a DD on Mumbai in favour Intel Trade Fairs & Expositions Private Limited.
4. Power Points/power sockets are without power consumption. For power consumption, please order separately in Form No. 4.
5. Orders once processed will not be cancelled or changed and no money will be refunded in this regard.

Exhibiting Company: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please fill and return this form to : **Intel Trade Fairs & Expositions Pvt. Ltd.**

113, New Sonal Link Ind Est, No.2, Link Road, Malad (W), Mumbai 64, .Tel: 2880 3977 / 2880 3978 Fax: 022-2881 9008

## FURNITURE / EXTRA ACCESSORIES



**IT-12** - WOODEN TOP ROUND TABLE



**IT-11** - GLASS TOP ROUND TABLE



**IT-13** - BAR STOOL



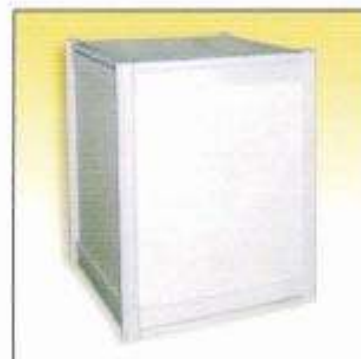
**IT-14** - FOLDING CHAIR



**IT-15** - REVOLVING CHAIR



**IT-19** - PODIUM (0.5M X 0.5M X 0.5M HT)



**IT-18** - PODIUM (0.5M X 0.5M X 1M HT)

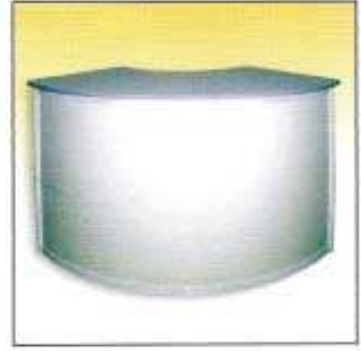
## FURNITURE / EXTRA ACCESSORIES



**IT-01** - COUNTER



**IT-02** - LOCKABLE CABINET



**IT-03** - NH RECEPTION COUNTER



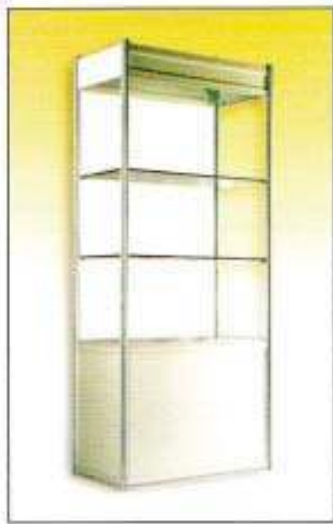
**IT-04** - GLASS SHELF



**IT-05** - WOODEN SHELF



**IT-06** - GLASS COUNTER



**IT-07** - VERTICAL SHOW CASE

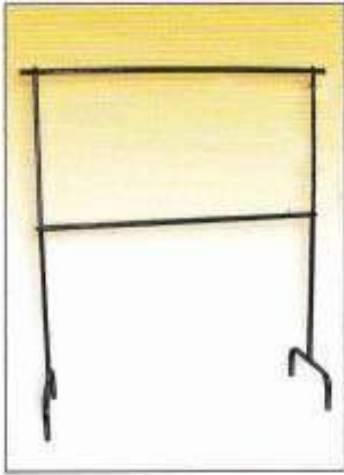


**IT-08** - OCTONORM PANEL



**IT-10** - OCTONORM DOOR

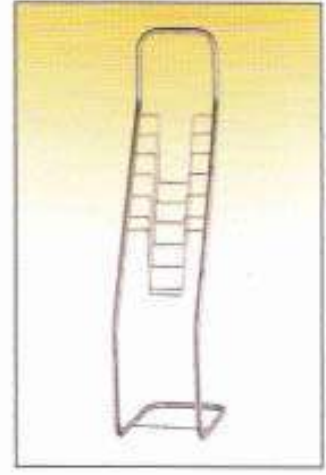
## FURNITURE / EXTRA ACCESSORIES



**T-20** - GARMENT STAND



**T-21** - MESH



**T-22** - MAGAZINE RACK



**T-26** - SPOT LIGHT



**T-29** - 5AMP PLUG POINT



**T-30** - 15AMP PLUG POINT



**T-24** - HAMMER SCREW



**T-25** - PHOTO CLAMP

**FORM – 6**

## ADDITIONAL INVITATION FOR EXHIBITOR'S MEET

**LAST DATE OF SUBMISSION 15-05-2012**

Invitations will reach all Exhibitors before 22nd June 2012. Please provide details of additional invitations required from your company. The cost of ordering additional invitation for the Exhibitor Meet is Rs.1,000/- per person.

The following table shows the proportionate pro-rate increase in number of Invitations that an exhibitors will be entitled to depending upon the shell scheme area booked by the exhibiting company in sq.mtrs.

Booth Area	9/12 sq.mtrs.	15/18 sq.mtrs.	27/30 sq.mtrs.	36 sq.mtrs.	60 sq.mtrs.
Invitations for Exhibitor's Meet	1	2	3	4	6

**COST OF ADDITIONAL INVITATION: Rs.1,000/- PER PERSON.**

Kindly provide us \_\_\_\_\_ additional invitation for the Exhibitor's Meet. We are enclosing herewith our payments by a cheque/DD in favour of Intel Trade Fairs & Expositions Pvt. Ltd. for Rs. \_\_\_\_\_ towards the cost of invitation.

Exhibiting Company: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name & Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

*Please fill and return this form to :*

**Intel Trade Fairs & Expositions Pvt. Ltd.**

113, New Sonal Link Industrial Estate, Building No.2, Link Road, Malad West, Mumbai 400 064, India.  
Tel: 022-2880 3977 / 2880 3978 Fax: 022-2881 9008, Email: mktg@intelepco.com

## FORM - 7

## FREIGHT INSTRUCTIONS

**LAST DATE OF SUBMISSION 15-05-2012**

We are participating in Print Expo 2012 and would like to avail of your services.

Sr. No.	Particulars	Please Tick
1	Do you require any equipment on Hire for Assembly / Installation	
2	Following On-Site Services	
	i. Offloading and movement of goods to stand	
	ii. Unpacking	
	iii. Removal for storage and return of empties	
	iv. Repacking of goods in old packing cases	
	v. Removal of cases and loading on vehicles	

Please furnish detailed shipping instructions / estimated costs for above-mentioned service

No. of Pkgs.:		Gross Weight:	
Volume:		Dimension:	

*For schedule of charges for the above services, please contact the official  
Official Clearing, Forwarding and Shipping Agents :*

Exhibiting Company: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name & Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

*Please fill and return this form to :*

**Intel Trade Fairs & Expositions Pvt. Ltd.**

113, New Sonal Link Industrial Estate, Building No.2, Link Road, Malad West, Mumbai 400 064, India.  
Tel: 022-2880 3977 / 2880 3978 Fax: 022-2881 9008, Email: mktg@intlexpo.com

**FORM – 8**
**FORMAT FOR EXIT GATE PASS**

The below mentioned format must be reproduced by all exhibitors on their letterheads and four copies must be prepared in order to enable them to avail of an exit gate pass to take their goods out of Chennai Trade Centre.

To,  
 Intel Trade Fairs & Expositions Pvt. Ltd.  
 Chennai Trade Centre  
 Chennai

Dear Sir,

We have cleared all our dues to "Intel Trade Fairs & Expositions Pvt. Ltd." and there is no balance whatsoever. However our security lying with you may only be released after adjusting any further dues that may be payable from our side.

Therefore, please allow us to take out the following goods, which we had brought for display during the exhibition.

Sr. No.	Description of Items	No. of Packing cases
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Exhibiting Company: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name & Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please fill and return this form to :

**Intel Trade Fairs & Expositions Pvt. Ltd.**

113, New Sonal Link Industrial Estate, Building No.2, Link Road, Malad West, Mumbai 400 064, India.  
 Tel: 022-2880 3977 / 2880 3978 Fax: 022-2881 9008, Email: mktg@intelepco.com

**FORM – 9**

**EXHIBITION DIRECTORY ENTRY**

**LAST DATE OF SUBMISSION 15-05-2012**

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CITY: \_\_\_\_\_ AREA CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

MOBILE: \_\_\_\_\_

EMAIL ID: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PRODUCT PROFILE: \_\_\_\_\_

TARGET AUDIENCE FOR YOUR COMPANY: \_\_\_\_\_

LIST OF COMPANIES (IF ANY) REPRESENTED BY YOU / PRINCIPALS: \_\_\_\_\_

COMPANY PROFILE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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*Please fill and return this form to :*

**Intel Trade Fairs & Expositions Pvt. Ltd.**

113, New Sonal Link Industrial Estate, Building No.2, Link Road, Malad West, Mumbai 400 064, India.  
Tel: 022-2880 3977 / 2880 3978 Fax: 022-2881 9008, Email: [mktg@intelepco.com](mailto:mktg@intelepco.com)

