

Exhibitor's Manual & Order Book



Co-located with



FOODTEK
8th Exhibition and Conference on
Food Processing and Packaging
2012



PHARMAPACK
5th International Exhibition & Conference on Pharmaceutical Packaging

23 - 25 February 2012

Hall 6, Bombay Exhibition Centre
Mumbai, India

www.intelpack.in



Intel Trade Fairs & Expositions Private Limited

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Welcome to India's
Largest, Longest Running & Most Successful
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FOODTEK
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Food Processing and Packaging **2012**



PHARMAPACK
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Submit Forms/Requirements to:
response@inteleexpo.com



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PHARMAPACK
5th International Exhibition & Conference on
Pharmaceutical Packaging

23rd - 25th February 2012
Hall 6, Bombay Exhibition Centre, Mumbai, India

Dear Exhibitor,

We are thankful to you for participating at the IntelPack-2012, 12th International Packaging Exhibition & Conference co-located with Foodtek-2012, 8th Exhibition & Conference on Food Processing and Packaging and Pharmapack-2012, 5th International Exhibition & Conference on Pharmaceutical Packaging to be held from 23rd - 25th February 2012, Hall 6, Bombay Exhibition Centre, Mumbai, India.

We 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 Bombay Exhibition Centre, Mumbai. Please fill them carefully and courier or mail back the all the forms relevant to you duly filled together as soon as possible and certainly before the deadline indicated on each form. Wherever required, we request to please ensure to send your payment with the forms as all orders will be processed only against full advance payment.

You may also download the PDF version of Exhibitors' Manual and Order Book from our website www.intelpack.in. You may also download the various Forms from the event website and return the same to us duly filled by the Deadline mentioned on each form.

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 IntelPack-2012 co-located with Foodtek-2012 and Pharmapack-2012.

Best Regards,

Aditya Ashok

Head - Marketing & Sales

Intel Trade Fairs & Expositions Pvt. Ltd.

Mumbai, India



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

Contents

	Page No.
Information for Exhibitors and Rules & Regulations	3
Dismantling Instructions	9
Guidelines for all Exhibitors	10
Order Forms Checklist	
Form 1 : Fascia Name For Shell Scheme Exhibitors	11
Form 2 : Exhibitor Badges	12
Form 3 : Exhibition Catalogue Advertising	13
Form 4 : Electrical Services	14
Form 5 : Furniture / Extra Accessories	15 & 16
Photographs of Furniture / Extra Accessories	17 - 20
Form 6 : Additional Invitation for Exhibitor Meet & Awards.....	21
Form 7 : Freight Instructions	22
Form 8 : Format for Exit Gate Pass	23

IMPORTANT NOTE :

1. Order forms checklist must be submitted with your request forms.
2. Services cannot be guaranteed for forms returned to us or received by us after Deadline Dates.
3. Exhibitors who contract for space after the deadline dates must return the forms immediately.
4. All order will be processed only if accompanied by full payment
5. Requirement for Electrical Power Supply and Compressed Air requirement must be sent to us by the dates as we are depended on Electric Power Suppliers to supply power during the show. Orders must be strictly accompanied by full payment for us to process orders.

Submit Forms/Requirements to:
response@intelexpo.com

INFORMATION FOR EXHIBITORS & RULES & REGULATIONS

1. The Event

Intelpack -2012, 12th International Packaging Exhibition co-located with **Foodtek-2012 & Pharmapack-2012** to be held in **Hall 6** of the Bombay Exhibition Centre, Mumbai, India from 23rd - 25th February 2012.

2. Date of Exhibition

23rd - 25th February 2012

3. Venue

Hall 6

Bombay Exhibition Centre
Western Express Highway
Goregoan East,
Mumbai, India
Tel: ++91 22 66450123

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: response@intelepco.com
Website: www.intelpack.in

5. Exhibition Dates & Timing

Build-Up

Bare Space	21st Feb 2012	09.00 a.m. onwards
Shell Scheme	22nd Feb 2012	10.00 a.m
Show Time	23rd-24th Feb 2012 25th Feb 2012	10.00 a.m to 6.00 p.m. 10.00 a.m to 5.00 p.m.
Dismantling and Clearance of Exhibits	25th Feb 2012	6.30 p.m. onwards Till 11.30 p.m.

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

Bombay Exhibition 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 make 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 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 Bombay Exhibition Centre, Mumbai.

19A. Instructions for Booth Designers/Contractors/Booth Fabricators/Exhibitors of Bare Space

- I. Booth Designers, Contractors Fabricators, and Exhibitors who have booked Bare Space must ensure that the height of their designs do not exceed the **permissible 3.5 mtrs. in Height**.
- II. Booth Contractors, Fabricators and Exhibitors must ensure that no work is carried out in the passages and all debris must be cleared off the exhibition hall latest by 7 pm on 22nd February 2012
- III All Exhibitors, Contractors, Fabricators and all person working at the Bombay Exhibition Centre, Mumbai must strictly follow all safety norms. For details on Safety Norms please contact the organisers of the show.

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

	7.5/9 sq. mtrs	12/15 sq. mtrs	18/27 sq. mtrs	30/54 sq. mtrs	54/70 sq. mtrs	70sq. above
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. 500/- 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 Exhibitor's Meet & Awards:

Invitations will reach all exhibitor by 20th February 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	9/15 sq.mtrs.	18/27 sq.mtrs.	30/54 sq.mtrs.	54/70 sq.mtrs.	100& above sq.mtrs.
Invitations for Exhibitor's Meet & Awards	1	2	3	4	6

The cost of ordering additional invitations for Exhibitor's Meet & Awards is 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 on 22nd Feb 2012 from 4pm.
- 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 Bombay Exhibition 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 Bombay Exhibition 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 Saturday 25th February 2012 No exhibits or displays may be dismantled or removed before this time.
2. During Saturday 25th February 2012 from 15.00 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 Saturday 25th February 2012 along with display material and personal effects. The shell scheme will be dismantled from 18.00 hrs on Saturday 25th February 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, Saturday 25th February 2012.
4. Contractors will be permitted to enter the halls from 18.00 hrs on Saturday 25th February 2012 for the purpose of assisting Exhibitors in the removal of portable items. The electrical supply to your stand will be terminated at 18.00 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 23.30 HOURS SATURDAY 25TH FEBRUARY 2012. BOMBAY EXHIBITION CENTRE AUTHORITIES WILL CHARGE EXHIBITORS FOR ANY EXHIBITS OR 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.

Best regards,
Aditya Ashok
Head - Marketing & Sales
Intel Trade Fairs & Expositions Pvt. Ltd.
Mumbai, India

Submit Forms/Requirements to:
response@intelepko.com

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 27-01-2012**

*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. 500/- each

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

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

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

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

NOTE: Additional fascia will cost Rs. 500/- each

Exhibiting Company: _____

Signature: _____ Date: _____

Company Name & Address: _____

Tel: _____ Fax: _____ E-mail: _____

Submit Forms/Requirements to:
response@intelepox.com

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@intelepox.com

FORM-2
EXHIBITOR BADGES
LAST DATE OF SUBMISSION 27-01-2012

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	7.5/9/15 sq.mtrs.	18/27 sq.mtrs.	30/54 sq.mtrs.	54/70 sq.mtrs.	100 & above sq.mtrs.
Badges Entitlement	3	4	6	8	10

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

Exhibiting Company: _____

Signature: _____ Date: _____

Company Name & Address: _____

Tel: _____ Fax: _____ E-mail: _____

Submit Forms/Requirements to:
response@intelexpo.com

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@intelexpo.com

FORM – 3
EXHIBITION DIRECTORY ADVERTISING
LAST DATE OF SUBMISSION 31-01-2012

Intelpack-2012, Foodtek-2012 and Pharmapack-2012, the Mega Expo, will be the largest trade exhibition for the packaging, food, pharmaceutical and labelling technology in India. To complement this Mega Event, an Exhibition Directory will be published incorporating industry information and listing of exhibitors with the details of products/services offered by them. This will be the official directory of the event.

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 : Positive, right reading, emulsion side down, film separations (CMYK), with proofs.
 Black and White : Positive, right reading, emulsion side down.

Advertisement tariff and sizes

POSITION	ADVERTISEMENT RATES			
	Colour		Black/White	
	Rupees	US Dollars	Rupees	US Dollars
Back Cover	35,000	1200	-	-
Inside Front Cover	30,000	900	-	-
Inside Back Cover	28,000	850	-	-
Opening Page	25,000	800	-	-
Opp. Contents	22,000	750	-	-
Full Page	20,000	700	9,000	350

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 your Mega Trade Show 2012, Exhibition Directory. Our payment and the advertisement material is being send herewith.

Exhibiting Company: _____

Signature: _____ Date: _____

Company Name & Address: _____

Tel: _____ Fax: _____ E-mail: _____

Submit Forms/Requirements to:
response@intelepko.com

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@intelepko.com

FORM - 4
ELECTRICAL SERVICES
LAST DATE OF SUBMISSION 27-01-2012

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.

We give below our requirements for connected power load and lighting load and agree to pay for Power consumption, power connection and service charges as shown in the Schedule of Charges for Electrical services. We have noted and accepted our liability to a penalty of 30% on the total charges for any load violation discovered during the Exhibition.

A. POWER CONNECTION CHARGES

Description of Electrical Power	Electrical Charges Rate per KW	Rate Per Additional Kw of Power	Cable, Service & Connection Charges
3 Phase/Single Phase/15 amps 440 V 3 Phase supply 50 Hz, connection	Rs. 3000/-	Rs. 1750/-	Rs. 3000/-

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

1st KW Rs.3000/- + Additional 1 KW Rs.1750/- + Connection Charges Rs.3000/- **Total Charges Rs.7750/- for 2 KW**

B. COMPRESSED AIR CONNECTION

6 Bar Pressure	Rs. 9500/- per connection
----------------	---------------------------

CUT HERE

CUT HERE

ORDER FORM

We are placing our order for Electrical Services/Compressed Air Connection as follows:

Description of Electrical Power Requirement	Total Power Requirement in KW	Cable, Service & Connection Charges	Compressed Air Connection (if required)	Total
<input type="checkbox"/> 3 Phase <input type="checkbox"/> Single Phase <input type="checkbox"/> 15 amps Please ✓ tick appropriate box				
Amount in Rupees				

Payment Details:

Cheque No. _____ Date _____ Amount _____

Bank _____ Branch _____

Please Note:

- 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.**
- Late orders will be accepted against a surcharge and will be strictly subject to availability. Priority will be given to advance orders.

Exhibiting Company: _____

Signature: _____ Date: _____

Company Name & Address: _____

 Submit Forms/Requirements to:
response@intelepvt.com

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 - 5
FURNITURE / EXTRA ACCESSORIES
LAST DATE OF SUBMISSION 27-01-2012

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

Sr. No.	Product Code	Description Of Services/Items	Unit Cost per Item	Qty Reqd.	Total
1	PI 01	Executive Chair	960		
2	PI 02	Vip Sofa Single	1950		
3	PI 03	Vip Sofa Double	3200		
4	PI 04	Vip Sofa Three Seater	3750		
5	PI 05	Sofa Seat - Single	1200		
6	PI 06	Visitor Chairs	500		
7	PI 07	Sofa Chairs	1550		
8	PI 08	Conference Chairs	800		
9	PI 09	Wooden Chairs & High stool	750		
10	PI 10	Folding Chair	375		
11	PI 11	Bar Stool (High) 75 cm	1300		
12	PI 12	Bar Stool (Adjustable) 50 cm	1100		
13	PI 13	Round Table 70cm (Dia) x 75cm (H)	900		
14	PI 14	Round Table (Wooden/Cross Leg) 90cm (Dia) x 75cm (H)	1450		
15	PI 15	Round Table 80cm (Dia) x 75cm (H)	1400		
16	PI 16	Glass Counter 100cm (L) x 50cm (W) x 100 cm (H)	4250		
17	PI 17	Table 105 cm (L) x 60cm (W) x 70 cm (H)	850		
18	PI 18	Two Level Information Counter 100 cm(L) x 60cm (W) x 75 cm (H)	2500		
19	PI 19	Side Rack (Lockable) 40 cm(L) x 100cm (W) x 60 cm (H)	2500		
20	PI 20	Showcase 50 cm(L) x 50cm (W) x 200 cm (H)	5200		
21	PI 21	Showcase 50 cm(L) x 100cm (W) x 200 cm (H)	5750		
22	PI 22	Centre Table 120 cm(L) x 45 cm (H)	600		
23	PI 23	Square Table 70 cm(L) x 70cm (W) x 70 cm (H)	900		
24	PI 24	Standing Discussion Table	1100		
25	PI 25	Podium 50 cm(L) x 50cm (W) x 100 cm (H)	1250		
26	PI 26	Podium 50 cm(L) x 50cm (W) x 70 cm (H)	1000		
27	PI 27	Podium 50 cm(L) x 50cm (W) x 50 cm (H)	875		
28	PI 28	Grid Ceiling 100cm x 100cm	1750		
29	PI 29	Brochure Rack	950		
30	PI 30	Glass Shelf Set of Three	1750		
31	PI 31	Wooden Shelf Flat / Adjustable	650 per pc		
32	PI 32	Pin up board with grey fabric	1250		
33	PI 33	Wire Mesh with Hooks	1650		
34	PI 34	Lockable Door	3750		
Grand Total					

**** Service Tax Applicable @ 10.3% on Cost Per Item**
Please Note :

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

Exhibiting Company: _____

Signature: _____ Date: _____

 Submit Forms/Requirements to:
response@intelepvt.com

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

 <p>PI-01</p>	 <p>PI-02</p>	 <p>PI-03</p>	 <p>PI-04</p>
<p>Executive Chair</p>	<p>VIP Sofa Single</p>	<p>VIP Sofa Double</p>	<p>VIP Sofa Three Seater</p>
 <p>PI-05</p>	 <p>PI-06</p>	 <p>PI-07</p>	 <p>PI-08</p>
<p>Sofa Seat - Single</p>	<p>Visitor Chair</p>	<p>Sofa Chair</p>	<p>Conference Chair</p>
 <p>PI-09</p> <p>A B</p>	 <p>PI-10</p>	 <p>PI-11</p> <p>A B</p>	 <p>PI-12</p> <p>A B</p>
<p>Wooden Chair & High Stool</p>	<p>Folding Chair</p>	<p>Bar Stool (High) 75cm (H)</p>	<p>Bar Stool (Adjustable) 50cm (H)</p>
 <p>PI-13</p>	 <p>PI-14</p> <p>A B</p>	 <p>PI-15</p>	 <p>PI-16</p>
<p>Round Table 70cm(Dia) x 75cm(H)</p>	<p>Round Table (Wooden/Cross leg) 90cm(Dia) x 75cm(H)</p>	<p>Round Table 80cm (Dia) x 75 (H)</p>	<p>Glass Counter 100cm(L)x50cm(W)x100cm(H)</p>

Please fill and return this form to :



PI-17

Table
105cm(L)x60cm(W)x70cm(H)



PI-18

Two Level Information Counter
100cm(L)x60cm(W)x110cm&75cm(H)



PI-19

Side Rack (Lockable)
40cm(L) x 100cm(W) x 60cm(H)



PI-20

Showcase
50cm(L) x 50cm(W) x 200cm(H)



PI-21

Showcase
50cm(L) x 100cm(W) x 200cm(H)



PI-22

Centre Table
120cm (L) x 45cm (W)



PI-23

Square Table
70cm(L) x 70cm(W) x 70cm(H)



PI-24

Standing Discussion Table



PI-25

Podium
50cm(L) x 50cm(W) x 100cm(H)



PI-26

Podium
50cm(L) x 50cm(W) x 70cm(H)



PI-27

Podium
50cm(L) x 50cm(W) x 50cm(H)



PI-28

Grid Ceiling
100cm x 100cm



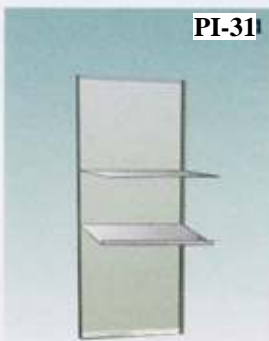
PI-29

Brochure Rack



PI-30

Glass Shelf Set of Three



PI-31

Wooden Shelf Flat/Adjustable



PI-32

Pin-Up Board with Grey Fabric

Please fill and return this form to :



Please fill and return this form to :



Please fill and return this form to :

FORM - 6**ADDITIONAL INVITATION FOR
EXHIBITOR MEET & AWARDS****LAST DATE OF SUBMISSION 15-01-2012**

Invitations will reach all Exhibitors before 15th Jan 2012 . Please provide details of additional invitations required from your company. The cost of ordering additional invitation for the Exhibitor Meet & Awards 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	9/15 sq.mtrs.	18/27 sq.mtrs.	30/54 sq.mtrs.	70 sq.mtrs.	70 & above sq.mtrs.
Invitations for Exhibitor's Meet & Awards	1	2	3	4	6

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

Kindly provide us _____ additional invitation for the Exhibitor Meet and Awards. 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: _____

Submit Forms/Requirements to:
response@intelepox.com

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@intelepox.com

FORM - 7
FREIGHT INSTRUCTIONS
LAST DATE OF SUBMISSION 15-01-2012

We would like to avail of your services, as per the following details.

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 us for names & contact details of
Official Clearing, Forwarding and Shipping Agents***

Exhibiting Company: _____

Signature: _____ Date: _____

Company Name & Address: _____

Tel: _____ Fax: _____ E-mail: _____

Submit Forms/Requirements to:
response@intelexpo.com

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@intelexpo.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 Bombay Exhibition Centre.

To,
Intel Trade Fairs & Expositions Pvt. Ltd.
Bombay Exhibition Centre
Mumbai,

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: _____

Submit Forms/Requirements to:
response@inteleexpo.com

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@inteleexpo.com