

Important Guidelines and Forms
for
Exhibitors Participating at India Pavilion
in 79th IZMIR International Fair

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LETTER TO EXHIBITOR

Dear Exhibitor,

Welcome to **79th IZMIR INTERNATIONAL FAIR 2010!**

Enclosed is the guidelines of the event which address all crucial issues relating to the exhibition in detail, and to provide you with vital information for your successful participation.

Please study the contents carefully to familiarize yourself with deadlines, guidelines, policies, available services and their related costs.

All order forms should be mailed or faxed as directed. Please retain a photocopy of each form for your records, so that queries, if any, can be settled quickly and invoices checked easily and accurately.

If you have any queries, please phone or fax FICCI, CIS & Turkey Desk, We will revert to you immediately.

We look forward to welcome you at **79th IZMIR INTERNATIONAL FAIR.**

Sincerely,

FICCI CIS & Turkey Desk

RULES & REGULATION FOR PARTICIPATION

Official India Pavilion Organiser

Federation of Indian Chambers of Commerce & Industry (FICCI), New Delhi is the official India Pavilion Organiser of 79th IZMIR INTERNATIONAL FAIR 2010, Turkey.

Exhibitor

A company/organization/ Association booking space for participation will be called exhibitor.

Venue:

Hall No 3, Izmir International Fair Center, Izmir, Turkey

Exhibition Timing

1600 hrs- 2300 hrs

Participation Charges

Shell Stand - \$ 80 per sqmtr (1 US\$ = INR 47.00)

Shell stand can be booked in the multiples of 9 sq mtrs only.

Shell stand will include three side partition, fascia name, floor covering, three lights, 220 V with socket, one trash bin, one table and two chairs in 9 sq mtrs.

Participation Payment Terms

All payments will be made either through a Bank draft or through a Bankers cheque payable at Delhi and drawn in favour of "Federation of Indian Chambers of Commerce and Industry", New Delhi.

Allocation of Space

FICCI will have sole discretion in allocation of space. However, due consideration will be given to the choice and requirement of applicant.

Procedure for taking possession of Stands

1. Possession of shell scheme stands and bare space area will be given to the exhibitors after full payment of all dues.

2. The exhibitors must bring a letter of authorization to taking possession of their stand to their representative named in the letter. The authorization letter must be submitted to the site office of the organizers.

Time schedules for taking Possession of Stands

Possession of stalls will be given as follows:

Bare Space : On August 24, 2010 from 1100 hrs

Shell Scheme : On August 25, 2010 from 1600 hrs

Stand Completion

All Stands (Bare / Shell) will be **completed by 1700hrs on August 26, 2010.**

Operation of Stands

No stand will remain unattended. All stands must open at least half an hour before the exhibition and shall remain open till half an hour after exhibition time on each day.

Storage of Exhibits & Empties

No exhibits or empties will be stored behind the exhibition stands

Retail Sales

Retail sales are strictly forbidden in the fair due to the Governmental Law of the Republic of Turkey. Show organizer and FICCI have the right to close the stands if any sale is being seen and approved in the Fair.

Handling of Exhibits, Customs and Import

Exhibitors can avail the services of only official cargo agent empanelled by FICCI. No other cargo agent will be allowed to enter/operate in the exhibition premises.

Damages to the Hall

Exhibitors will be required to make good all damages or make payment for damages in the Halls, if any.

Insurance

Against all ascertainable risks from transportation to display and removal should be done by exhibitor. FICCI will not be responsible for any claim.

Violation of Rules

In the event of violation of any rules, FICCI will have the right to close down the stall of the exhibitor.

Disputes: Disputes, if any, arising out of unresolved matters between exhibitor and FICCI 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.

Force Majeure

If the exhibition is abandoned, cancelled or suspended in whole or - in part by reasons of war, fire, national emergency, labour, non-availability of exhibition premises or re-allocation of exhibition premises or any other cause not within the control of FICCI. FICCI shall be under no obligation to refund such rental or part thereof and shall be under no liability for any actions, claims or losses.

Specific Architectural Controls and Guidelines

1. The width of passages shall not be less than 3 meters or as marked on the copy of the layout plan while the passages inside the stands shall not be less than 2.5 meters in clear width.
2. The minimum width of the entry and exit of stands shall be 3 meters each while more width shall be appreciated.
3. The stands with one side, two side, three side or four side (island stands) open as shown in the layout plan, the participants are required to leave the open side clear of wall panels which does not obstruct the view of the visitors. However, they may put up low partitions of 1.2 meter high or may have a combination of low partition and glazing in the upper area after leaving proper entry & exit points.
4. The normal height of construction of partitions shall be limited to 2.44 meters

Maximum heights of features

| | |
|--------------------|--------------------|
| Shell Stand | 2.44 meters |
| Raw Space | 3 meters |

The above heights of features and their locations is subject to approval of plans from the organisers (FICCI)

5. No construction shall be permitted in front of emergency doors, service doors.
6. No support from the existing construction of hall i.e. ceiling, walls, columns etc shall be permitted. Any damage caused to the infrastructure created by the organizers shall be recovered along with the necessary penalty from the concerned participants.
7. **Exhibitors having Raw space must submit 2 copies of the design of the stand showing elevations and floor plan for approval, by July 20, 2010.** The drawings must also clearly show layout of exhibits, logo details, supporting stand electrical points etc. and clearly indicate wall/panel height; exhibits, meeting rooms etc.

The decision of the organizers as regard to the approval of the plan shall be final and binding upon exhibitors and the work must be carried out as per the approved drawing only.

All displays will be inspected during the set up day and any exhibitor deviating from the regulations must make modifications as suggested by FICCI on their own expense prior to the show opening.

Woodwork in the Halls is prohibited. Platforms/panels and other decorations for the interior must be brought in a pre-fabricated condition for assembly and finishing inside the halls.

8. The following are strictly prohibited:

- Use of electrical flashes, flash guns etc.
- Cloth Banners, Velvet Banners or Velvet Covers on the panels/table.
- Stage shows or presentations without prior permission in writing of the Organiser.
- Painting, Colouring, Wallpapering, Sticking of Thermocole cut letters, Nailing or drilling of panels. If you require assistance in hanging or displaying your exhibits, please consult the Official Shell Stand Contractor. Exhibitors would be charged @ \$ 500 per panel for any damages to the panel.
- Hanging of items from the Hall ceiling or parts of it.
- Storage of any kind behind the display walls.
- Digging, Grouting or cutting of the floor.

9. No additional stand fitting or display may be attached to the shell stand structure.

10. All interior stand fittings must be contained within the shell stand structure, and must not exceed 2.44 mtr height. No freestanding equipment may exceed a height of 2.44 mtr or extend beyond the boundaries of the site allocated.

11. It is mandatory for Exhibitors with 2 or 3 or 4 side open stands, to arrange display in such 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.

12. 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 electric fittings etc.

13. Exhibitors will not be allowed to use high power sound systems, which may cause disturbance to the other exhibitors in the hall.

Cargo Movements & Clearance

Shipment of Exhibits/Freight Handling/Customs Procedures

- **Material Handling at the Exhibition Site:**

For facilitating the freight handling and shipment of exhibits FICCI has engaged the below mentioned agency as the official freight-handling agency of India Pavilion at 79th izmir International Fair. The exhibition materials at the venue site will be handled by the official agency as per the freight rules. To ensure security, safety and protection against damage to the exhibits and the exhibition halls official freight forwarding agency will only be allowed inside the exhibition venue. We request you to use the official agency in the interest of efficient and co-ordinated move-in and move-out of goods.. The contact details of Freight Forwarding Agency are:-

Mr.Kuldeep Razdan

Head of Fairs & Exhibitions
India

DID +91 (124) 464 5126

HP +91 98 100 75066

Email: kuldeep.razdan@dbschenker.com

Schenker India Pvt. Ltd.

Corp Off. : 12th Floor, Tower No. 8C,

Cyber City, DLF Phase - II

Gurgaon - 122 002

Haryana, INDIA

Tel.: +91 (124) 464 5000

Fax: +91 (124) 464 5100

Hotel Stay

FICCI has negotiated the special prices with Hotel Anemon Edge in Izmir, Turkey and it is suggested to all that hotel booking may be done through FICCI only as that would be cost effective. Also free shuttle service between Hotel and exhibition ground during the Fair will be provided to the Indian group booked through FICCI in Anemon Edge Hotel.

Rates: Single room 75 Euro incl taxes and breakfast

Twin Room 85 Euro incl taxes and breakfast

Please note that there will be scarcity of rooms in Izmir, Turkey during this event and therefore you are advised to make your bookings much in advance to avoid last minute hassles.

FACILITIES FOR A SHELL STAND

A Shell stand of 9 sq mtr will include:

- Three/Two sides partition
- FASCIA Name
- Three Spotlights
- 220 V with Socket
- One Table and two chairs
- One Waste Paper Basket

IMPORTANT FORMS

Kindly complete and return to:

FICCI
Federation House
Tansen Marg, New Delhi - 01
Ph: 91-11-23738760-70, ext.: 489 & 484, 23322564 (D)
Fax: 91-11-23765316(D), 23320714
Email: nikhil.sharma@ficci.com, pankajverma@ficci.com
Contact Person: Mr Nikhil Sharma / Mr Pankaj Verma

**Last Date of Submission
July 31, 2010**

FORM NO. 1

PROFORMA FOR COMPANY DATA FOR ENTRY IN THE OFFICIAL EXHIBITORS' DIRECTORY

1. Name of Organisation: _____

We would like to book _____ sqmts. (In multiple of 9 sqmts.)

Stand No: _____

Address: _____

City & Code: _____ Country: _____

Telephone: _____ Fax: _____

E-mail: _____ Website: _____

Name of the Chief Executive Officer: _____

Designation: _____

Contact person for "**79th izmir INTERANTIONAL FAIR**" with designation: _____

2. Company profile (Not more than 50 Words): _____

(The number of words should not exceed 50. Organiser has right to edit the matter if it exceeds 50 words.)

3. Foreign principals/Collaborators:

1) Name _____ Country _____

2) Name _____ Country _____

3) Name _____ Country _____

Contact Person _____ Designation _____

Signature _____

Kindly complete and return to:

FICCI
Federation House
Tansen Marg, New Delhi - 01
Ph: 91-11-23738760-70, ext.: 489 & 484, 23322564 (D)
Fax: 91-11-23765316(D), 23320714
Email: nikhil.sharma@ficci.com, pankajverma@ficci.com
Contact Person: Mr Nikhil Sharma / Mr Pankaj Verma

**Last Date of Submission
July 20, 2010**

FORM NO. 2

PLAN APPROVAL FOR BARE SPACE

**THIS FORM MUST BE COMPLETED AND RETURNED BY ALL BARE SPACE EXHIBITORS.
FOR SHELL SCHEME EXHIBITORS, SUBMISSION OF THE SAME IS NOT COMPULSORY.**

PLAN APPROVAL

1. Exhibitors who have taken bare space must submit the plan of their booth on A3 size paper on a scale of 1:100 indicating the floor plan, the front elevation, the view and one cross section, indicating the height and material use. The exhibitors should stick to the architectural guidelines.
2. Plans should be submitted in triplicate. The construction work will not be permitted to commence unless plans are approved. One copy will be returned to the exhibitor once it has been approved, subject to modifications if any.
3. Please attach your plans with this form and send the same to the organizer

(PLEASE TYPE IN BLOCK LETTERS)

Exhibitor's Name _____
Company Name _____
Stall No. _____
Hall No. _____
Date _____

(Authorized Signatory)

Kindly complete and return to:

FICCI
Federation House
Tansen Marg, New Delhi - 01
Ph: 91-11-23738760-70, ext.: 489 & 484, 23322564 (D)
Fax: 91-11-23765316(D), 23320714
Email: nikhil.sharma@ficci.com, pankajverma@ficci.com
Contact Person: Mr Nikhil Sharma / Mr Pankaj Verma

Last Date of Submission
July 10, 2010

FORM No. 4

REGISTRATION OF EXHIBITOR STAND PERSONNEL

THE FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR TO THE ADDRESS AS STATED ABOVE.

- 1. Application & Deadline** Please refer to the table appended below of this form, fill it up and return the same preferably on or before the deadline date as mentioned above. For exhibitors who book space after the above mentioned cutoff date, this form duly completed will have to be returned to the organizers immediately.
- 2. Badges/Invitations** In proportion of the booked space by the exhibitor/s, badges for the persons, manning the stall will be handed over to the exhibitors at the show management office on the day of possession at the fair ground. The Invitation mailers will also be sent to the exhibitors in sufficient quantity for inviting their buyers.
- 3. Inscription of the Badges** In order to make them readable & legible and to prevent mistakes in the preparation of exhibitor's badges, we will be grateful if you could TYPE all names in BLOCK LETTERS on them before they are used.

(PLEASE TYPE IN BLOCK LETTERS)

Exhibitor's Name _____
Stall No. _____
Date _____

(Authorised Signatory)

REGISTRATION OF EXHIBITOR STAND PERSONNEL

Name of Exhibitor : _____ Stall No. _____

Kindly complete this form appropriately and return it to Federation of Indian Chambers of Commerce & Industry with the deadline date as stipulated.

| Sr. No. | Name of the Stand Personnel | Company's | Country | Passport Number / Date of Birth / Nationality |
|---------|-----------------------------|-----------|---------|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |

Kindly complete and return to:

FICCI
 Federation House
 Tansen Marg, New Delhi - 01
 Ph: 91-11-23738760-70, ext.: 489 & 484, 23322564 (D)
 Fax: 91-11-23765316(D), 23320714
 Email: nikhil.sharma@ficci.com, pankajverma@ficci.com
 Contact Person: Mr Nikhil Sharma / Mr Pankaj Verma

**Last Date of Submission
 August 9, 2010**

EXTRA ACCESSORIES



FORM No. 5**EXTRA ACCESSORIES**

| CODE NO | MATERIALS | PRICE (EURO) | PIECE | TOTAL |
|---------|--|--------------|-------|-------|
| A10 | Video VCD/ DVD | 40.00 | | |
| A11 | Refrigerator | 50.00 | | |
| A12 | Television (17'') | 80.00 | | |
| A13 | Plasma TV | 80.00/ Day | | |
| A14 | Kettle | 15.00 | | |
| A15 | Hot-Cold Water Machine | 75.00 | | |
| A16 | Coffee Machine | 80.00 | | |
| B10 | Office Desk | 40.00 | | |
| B11 | Office Chair | 15.00 | | |
| B12 | Circular Table | 10.00 | | |
| B13 | Square Table | 10.00 | | |
| B14 | Chair | 7.00 | | |
| B15 | Metal Table | 60.00 | | |
| B16 | Metal Chair | 25.00 | | |
| B17 | Glass Table | 60.00 | | |
| B18 | Wooden Table | 40.00 | | |
| B19 | Wooden Chair | 30.00 | | |
| B20 | Armchair | 50.00 | | |
| B21 | Lockable Cabinet | 30.00 | | |
| B22 | Small Locker | 10.00 | | |
| B23 | Coffee Table | 10.00 | | |
| B24 | Information Desk | 30.00 | | |
| B25 | Bar Stool | 15.00 | | |
| B26 | TV Table | 15.00 | | |
| B27 | Clothing Rack | 10.00 | | |
| C12 | Glass Display Case | 25.00 | | |
| C13 | Glass Display Case with shelf (one door) | 40.00 | | |
| C14 | Glass Display Case with shelf (two doors) | 55.00 | | |
| C15 | Aluminum Brochure Holder | 25.00 | | |
| C16 | Glass Shelf | 7.00 | | |
| C17 | Vertical Exhibition shelf | 7.00 | | |
| C18 | Single static shelf | 5.00 | | |
| C19 | Corner shelf | 10.00 | | |
| C20 | Platform(1m) | 20.00 | | |
| C21 | Hanging Clothing Rack | 7.00 | | |
| C22 | Wall Partition | 10.00 | | |
| C23 | Lockable Door | 30.00 | | |
| C24 | Curtain | 7.00 | | |
| C25 | Glass (100cm x 150cm) | 10.00 | | |
| C26 | Venetian Blind | 10.00 | | |
| C27 | Ceiling Structure (1m) | 15.00 | | |
| D10 | Spotlight (100 W) | 7.00 | | |
| D11 | Projector (500 W) | 15.00 | | |
| D13 | Triple plug (3'lu) | 7.00 | | |
| D14 | Three-Phase Energy Connection | 30.00 | | |
| E10 | Vinyl Sticker Cutting(1m) | 15.00 | | |
| E11 | Digital edition (1m2) | 20.00 | | |
| F10 | Mirror (1m) | 15.00 | | |
| F11 | Kitchen | 50.00 | | |
| F12 | Staff (1 hour) | 10.00 | | |
| F13 | Cub form | 10.00 | | |
| G10 | Carpet (1m2) | 5.00 | | |

VAT is not included (18%)

The deadline for this form is 9 August 2010.

Total :
VAT 18% :
Total :