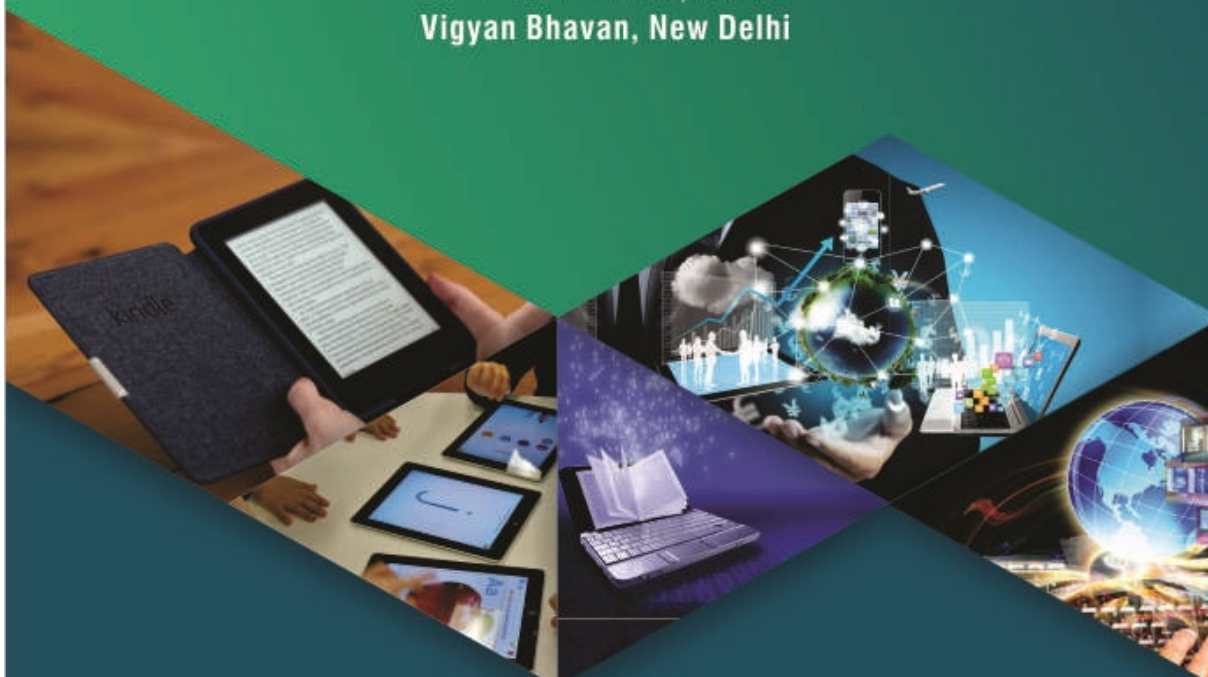




Global Conference & Exhibition

Education For Tomorrow: "Learn in India-Learn for the World"

November 10-12, 2016
Vigyan Bhavan, New Delhi



EXHIBITOR'S MANUAL

Exhibitor Manual



Trade Fair Secretariat
Federation House, Tansen Marg,, New Delhi – 110 001
Tel: +91-11-23722921 (D), 23738760-70 (Extn. 316/246/281)
Fax: +91-11-23721504
Email: vivek.mishra@ficci.com, ficcihes.2016@ficci.com
Website: www.ficci-hes.com

Letter to Exhibitor

Dear Exhibitor,

Welcome to **12th FICCI Higher Education Summit 2016!**

Enclosed is the exhibitor manual specially designed to address all crucial issues related to the exhibition, in detail and to provide you vital information for your successful participation.

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

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

Although you may be tempted to skip through pages to focus your attention on specific items that interest you, we strongly recommend you to read the Exhibitor Manual in its entirety, to ensure your smooth and successful participation at the **FICCI Higher Education Summit 2016** event.

If you have any queries, please phone or fax FICCI, Trade Fair Secretariat. We will revert to you immediately.

Again, we wish you a successful participation at the **FICCI Higher Education Summit 2016** and assuring our dedicated services at all times.

Sincerely

FICCI Trade Fair Secretariat
Vivek Mishra
Federation House, Tansen Marg., New Delhi – 110 001
Mob: 9015830574
Email: vivek.mishra@ficci.com, ficcihes.2016@ficci.com
Website: www.ficci-hes.com

For Logistics Issues:

Kunal Chaudhary
Mob: 9910307140
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Checklist

Particulars/Services	Deadline for Submission
1 Exhibitor Information Form/Catalogue Entry form	22 October 2016
2 Advertisement Order Form	22 October 2016
3 Electrical Connection Order Form	22 October 2016
4 Information on Fascia Name	22 October 2016
5 Stand Approval Form	22 October 2016
6 Telephone/Internet Service Order Form	22 October 2016
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Particulars/Services	Deadline
Settlement of dues	20 October 2016
bringing in of Heavy Exhibits	1200hrs: 8 November 2016
Stand Possession (Indoor Raw Space)	1030hrs: 8 November 2016
Stand Possession (Shell /Built-up)	1030hrs: 9 November 2016
Stand Completion	1800hrs: 9 November 2016
Temporary Power Supply	1300hrs:7- 9 November 2016
Fair inauguration	1000hrs: 10 November 2016
Regular Power Supply	1000-1800hrs: 10 - 12 November 2016
Exhibitor Registration	1100-1800hrs: 9 November 2016

Fair Duration
Submission of Exit Pass

1000-1800hrs: 10 - 12 November 2016
1600hrs: 12 November 2016

Dismantling of Exhibits
Removal of Exhibits (Site closes)

1800hrs: 12 November 2016
1000hrs: 13 November 2016

SCHEDULE AT A GLANCE

Exhibition Built-up – 8 - 9 November 2016

Exhibitor Move In (Raw Space)

India Gate Lawn, Vigyan Bhavan - 1030hrs - 8 November 2016

Exhibitor Move In (Shell Space)

India Gate Lawn, Vigyan Bhavan - 1030hrs - 9 November, 2016

Exhibitor Registration

Entrance of Vigyan Bhavan - 1100 hrs – 1800 hrs - 9 November, 2016

Exhibitor Stand Completion

All Stands (Bare / Shell) should be completed by 1800 hrs on 9 November 2016.

Exhibition – 10 - 12 November, 2016

Inauguration (by invitation)

Vigyan Bhawan - 10.00hrs - 10 November, 2016

(Inauguration by Hon'ble Minister of state for commerce and Industry, Govt. of India)*

Registration (Business Visitor)

Outside Vigyan Bhavan - 1000hrs – 1730hrs - 10 November, 2016

- 1000hrs – 1730hrs - 11 November, 2016

- 1000hrs – 1600hrs - 12 November, 2016

Conference – 10 - 11 November, 2016 (by registration)

Registration (Delegate)

<u>Outside Vigyan Bhavan (Main Gate)</u>	- 0900hrs – 1700hrs	-	9 November, 2016
	- 0900hrs – 1300hrs	-	10 November, 2016

Exhibitors' Gala Dinner – 10 November, 2016 (by invitation)

Gala Dinner will be organized at 1900hrs on 10 November, 2016 (for exact time and venue please refer to the invitation card).

EXIT PASS – 12 November, 2016

All Exhibitors must take duly signed and stamped Exit Pass from the organizers by 1500hrs on 12 November, 2016

Exhibition Teardown (Dismantling) – 12 November, 2016

India Gate Lawn, Vigyan Bhavan - Exhibit dismantling to be completed by 0200hrs on 13 November 2016 and all material should be removed from the Hangers latest by 0200hrs.

Note: *During exhibition period, to avoid hassles of parking, please travel in a metro to reach **Vigyan Bhavan**. Shuttle service will be provided for the Exhibitors' as well as for the Business visitors from **Udyog Bhawan Metro Station to Vigyan Bhavan** from 9.00 AM to 6.00 PM.*

OFFICIAL SERVICE PROVIDERS

	<p>Cargo Movements & Clearance</p> <p>R.E. Rogers India Pvt. Ltd. 1, Commercial Complex, Pocket H & J, Sarita Vihar, New Delhi-110076, India Tel: +91-11-29945402 Fax: +91-11-2694 9803/5900 Contact : Mr.Puneet Sekhri / Mr. Sushil Upadhaya Mob : +91 9810553944 / +91 9818451472 Email : puneet@rogersworldwideindia.com / sushil@rogersworldwideindia.com</p>
<p>Conservancy</p> <p>Pragati Enterprises 28 – A, Vrindavan Garden, Sahibabad, Ghaziabad, U.P. Mob: +91-9899309864 Email: info@pragatienterprises.net Contact Person: Mr. Radhey</p>	<p>Flowers & Landscaping</p> <p>Radhey Shyam A-18, Shakarpur, Sanjay Park, Delhi – 110092 Mob: +91-9582438249 Email : radhey68617@gmail.com Contact Person: Mr. Shiva</p>
<p>Security</p> <p><u>Hi-Secure Exhibition Services Pvt. Ltd.</u> Head Office: UG – 1, Ekta Bhawan, C-104-105, Ganesh Nagar Pandav Nagar Complex, Behind Kalsi Tyre, Delhi - 110092 Ph: +91-011-22485048 Web: www.hisecureexhibitions.com Contact person: Mr. Navin Tyagi</p>	<p>Fire Services</p> <p>United Fire Services 133, Vardhman Charve Plaza, Plot No 23, KP Block, 1st Floor, Pitam Pura, New Delhi – 110088 Mob: 9810292271, 9810866352 Email: ufs.pvt.ltd@gmail.com Ufs_2007@rediffmail.com Contact Person: Mr. P.S. Aneja</p>

<p>Hostesses</p> <p>Onque Exhibitions & Conference Address- B-11/23 Krishna NAGAR, DELHI - 110051 Hand phone-+919871711611 Landline- 01122021890 Email- oqec@live.com, onque_exhibitionsandconferences@yahoo.com Contact Person- Mr.Sidharth Rathi</p>	<p>Audio-visual agency</p> <p>Visual Information System Pvt. Ltd. Basement -4, Raj Tower, G-1, Alaknanda Shopping Complex, New Delhi-110019 Ph/Fax : +91-011-26023982 Mob : +91 – 9810025546 Email : anjukalhan@gmail.com Contact Person: Ms. Anju Kalhan Director (Operations)</p>
<p>Telephone & Internet Agency</p> <p>Sai Enterprises 2354, Street Ravidass Bazar Sita Ram, Delhi – 110006 Contact Person : Mr. Navrattan Gautam, Mr. Ramesh Gautam Mob : 9873092354 / 9811393599 Email: gautamenterprises@hotmail.com</p>	<p>Travel Agency</p> <p>CONCORD TRAVELS & TOURS Head Office: E-38, Hauz Khas, New Delhi- 110016, India Corporate Office: UMCS 20, Ansal Plaza Mall, Vaishali (NCR) Ghaziabad – 201010, India Tel. No.: 0120 4171600 – 09 Fax No.: 0120 4171610 Website: www.concordtravels.com</p> <p>Contact Person – Mr. Nikhil Pandey Email – nikhil@concordtravels.com Mobile- +91 9717991562</p>

Basic Information

1.1 ORGANISERS

Ministry of Human Resource Development and Ministry of Commerce & Industry, Govt. of India along with **Federation of Indian Chambers of Commerce & Industry (FICCI)** are the organisers of “**12th FICCI Higher Education Summit 2016**”.

1.2 CLARIFICATIONS FOR EXHIBITOR INFORMATION MANUAL

Till **12th November, 2016** exhibitors may contact / call **FICCI, Trade Fair Secretariat** for any clarification on the information given in this manual. It is our endeavor to answer any query that the Exhibitor may have.

1.3 REGULATIONS

The formulation and execution of the rules and regulations and all other matters regarding the Exhibition will be carried out by Organisers.

The Organiser is vested with full authority to enforce all the rules and regulations pertaining to the Exhibition. Its decision will be final and binding in all respect and to all concerned.

1.4 DATES & VENUE

The exhibition will be held from **10 - 12 November 2016** at **Vigyan Bhavan, New Delhi, India**.

1.5 EXHIBITOR

A company/organisation/association booking space for participation will be called exhibitor.

1.6 EXHIBITION TIMINGS

Business Visitor: 1000 hrs - 1800 hrs

Exhibition complex will open for exhibitors at 0930 hrs and close at 1830hrs. During exhibition hours, exhibitors must keep their stall fully manned and exhibits should be uncovered and demonstrated to the visitors.

1.7 ITPO APPROVAL

India Trade Promotion Organisation (ITPO) approval has been applied for 12th FICCI Higher Education Summit 2016.

1.8 ALLOCATION OF SPACE

Space will be allocated on first come first serve basis. The details of stall allotment will be communicated to the Exhibitors appropriately.

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

1.9 POSSESSION OF SPACE / STALLS

Possession to exhibitors taking **bare space** will be given after **10:30hrs** on **November 8, 2016**. For exhibitors under **shell scheme** possession will be given after **10:30 hrs** on **November 9, 2016**. The handing over of possession in both cases will be subject to final payment of Participation Charges, Catalogue entry fee, Tax, Electricity and Security deposit etc. as applicable to FICCI.

1.10 CONSTRUCTION OF STANDS

The interior design of the stand will have to be within the architectural controls laid down by FICCI. The approval for stand design has to be obtained from FICCI before **10 November 2016**. **Exhibitors who do not comply with these guidelines and regulations will have to pay a penalty of Rs 10,000/-/US\$ 300 and will run the risk of closure of the stand by FICCI.** All construction material, waste and empties etc. have to be removed by the exhibitor's **1800 hrs** on **November 9, 2016**. Work regarding construction of stands will be permitted within the stand area only or outside the hanger and in no case in the walkways in the Hangers.

1.11 WEIGHT & DIMENSIONS OF THE EXHIBITS

It is mandatory for the exhibitors to inform the weight & dimensions of the exhibits, which would be displayed at FICCI **Higher Education Summit 2016** by **10 October, 2016**. To avoid restriction of display or closure of stall due to technical constraints we request you to kindly follow the instructions laid down by the organizers.

1.12 STALL COMPLETION BY EXHIBITOR

Exhibitors must complete the set up of Stall by **1800hrs** on **9 November, 2016** with all exhibits in position. After this period all Hangers will be closed and no work/ person would be allowed inside due to ITPO norms and security reasons.

1.13 OPERATION OF STANDS

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

1.14 STORAGE OF EXHIBITS & EMPTIES

No exhibits or empties will be stored behind the exhibition stands.

1.15 STAND DISMANTLING

Exhibitors' will be allowed to dismantle/remove the exhibition material after **1800hrs** on **November 12, 2016** and **should clear all the exhibits** latest by **02:00hrs** on **November 13, 2016**. Security arrangements for the hand carryable materials need to be done by the exhibitor during the installation & dismantling period. Organiser will not be responsible for any theft or damages.

1.16 DAMAGE CAUSED TO ANY STRUCTURE BY THE EXHIBITOR

Once the Exhibition is closed, the stall / area must be restored to its original condition.

Exhibitor will be required to make good all damages, (or make payment adjustable against Caution money in lieu thereof) to the Fair facilities incurred during the Installation / Dismantling / Fair period.

Exit passes will be issued only after all dues are cleared.

1.17 DESIGN AND CONSTRUCTION

The Organisers will have the right to decide on the fulfillment of the rules, and the authority to demand removal / change of anything that is not in accordance with the rules. The decision of the organisers in this regard is final and binding.

1.18 APPROVAL OF LAYOUT PLAN OF STALL

The Exhibitors have to submit the design/drawing of their stall / space (3 copies) by **10 October, 2016** for approval by FICCI along with the front elevation and electrical distribution plan. The approved copy of the design drawing should also be available at site during the construction period for inspection. **This condition is mandatory for the exhibitors who have taken bare space.** Exhibitors who do not comply with these guidelines and regulations will have to pay a penalty of Rs. 10,000/-/US\$ 300 and will run the risk of closure of the stand by FICCI.

1.19 STAND INTERIORS

While the Exhibitors are free to decorate their stands to the best of their ability for projecting the right image of their products and company, they should take care not to cause any damage to the walls, pillars and floors or any other such facility. **CLOTH BANNERS ARE NOT ALLOWED TO BE USED EITHER INSIDE OR OUTSIDE THE STALL.**

Exhibitors are advised to inform the respective design agency, if any, regarding the ceiling height, pillars and other information mentioned in the Exhibition Manual (refer point no. 2.3).

1.20 SPACE NOT OCCUPIED

Every exhibitor shall occupy the full area booked by him. If an exhibitor fails to take up the stand allocated to him, **the Organisers reserve the right to use that area without giving any notice.**

1.21 EQUIPMENT INTERFERENCE

No equipment, which emits excessive noise or causes electrical interference or any other annoyance, can be operated. In this matter, the decision of the Organisers shall be final.

Audio-Visual films, television, video, stereo, slide presentations / demonstration shall be permitted within the confines of the Exhibitor's stall. Exhibitors will not be allowed to use high power sound systems, which may cause disturbance to the other exhibitors in the hall. **This condition is binding on exhibitors.**

1.22 RESTRICTIONS

The following are strictly prohibited.

- Holes, Nails, Screws on panels, furniture, carpet, ceiling and floor
- Wall paper or glue on panels
- Use of paint or other non-erasable material on the panels
- Carrying out any type of welding work, operation / demonstration using naked flames or LPG
- Loud noise or music
- Nailing, digging or cutting the floor without the prior permission of the organisers
- Smoking and consumption of alcoholic beverages within the stall or elsewhere during the construction, dismantling and exhibition period;
- Woodwork in the hall
- Use of any banner (inside / outside the stall / Exhibition Site), tent house furniture / structure in the

- stall will not be allowed
- No danglers or projection or encroachment in the passage area would be allowed
 - Any alteration / change in the stand type in terms of openings of a stall / space
 - Any change / alteration in the fascia / fascia name
 - Distribution of bills / pamphlets from the exhibition entry gates / passage or any other area except the exhibitor's stall is strictly not allowed.

1.23 BUILT-UP FACILITIES

A fully furnished built-up stall of 9 sqm will have a modular structure, fascia with company name with vinyl computer cut-out lettering, 1 table, 2 chairs and 1 electric plug point (5/15 amps), Floor covering, 3 spot lights and waste paper basket. Electricity connection and consumption charges will be extra (refer point no. 2.8).

The above facilities will not be provided in the Indoor Raw Space/Outdoor Raw Space categories.

Exhibitor needs to specify the fascia name by submitting Form 4. A copy of the form is attached in the manual. No changes would be accepted after the deadline.

1.24 EXHIBITION TARIFF

Details: Shell Scheme Fully furnished modular indoor booth(s) @ INR 1,30,000 per 9sqm / USD 3000 (minimum 9 sqm or multiples thereof).

1.25 OVERSEAS PARTICIPATION

Overseas companies willing to participate in the exhibition should contact the Organisers directly for the booking of space.

Please Note:

There is no legal right of participation accruing to anybody. The Organisers, in their sole discretion may deny participation to any applicant without disclosing the reasons thereof. Exhibitors will not be allowed to display products, which are not included in the application forms submitted to the Organisers. Permission of the Organiser must be obtained to alter or make additions in the Exhibits

1.26 SCHEDULE OF PAYMENT

All payments must be made by **20 October 2016**. Exhibitors may note that possession of stall will only be given if all dues are clear.

Payment of Dues: Exhibitors are advised to clear all the dues through a demand draft or Bankers cheque favouring Federation of Indian Chambers of Commerce and Industry Payable at New Delhi. Exhibitors are requested to follow the procedure to avoid any inconvenience.

Vendor Name :	FEDERATION OF INDIAN CHAMBERS OF COMMERCE AND INDUSTRY
Beneficiary Address	Federation House, Tansen Marg, New Delhi-110001
Beneficiary Bank Branch Address	TANSEN MARG, NEW DELHI- 110001
Beneficiary Bank Name	UNITED BANK OF INDIA

Beneficiary Bank A/c No	0 359018009732
Type of Bank A/c	CURRENT
Service tax code-	AAACF1282E ST 001
PAN NO-	AAA CF 1282 E
NEFT /IFSC/RTGS Code of the bank branch of the Beneficiary	UTBI0TNM709
MICR Code appearing on the cheque of the bank a/c of Beneficiary	110027020
Email ID	exhibition@ficci.com

1.27 SECURITY DEPOSIT

A refundable security deposit amounting to 10% of the participation charges will be payable by each exhibitor along with participation application. This deposit will be utilized by FICCI to adjust outstanding, if any. In the event of no outstanding, the amount will be refunded within 45 days of the close of the exhibition. Foreign exhibitors are exempted from paying security deposit

1.28 SERVICE TAX

Govt. of India has levy service tax and education cess on all exhibition services. This tax is applicable on the stall rentals, electrical charges and other fair services for the exhibition. The service tax applicable i.e. 15% would be chargeable on the billing amount. **FICCI's Service Tax Registration No is: Business/DEL/73/F1/97 INDIAN CHAMBERS OF COMMERCE & INDUSTRIES, PAN No. is AAA CF 1282 E and Service Tax Code No. is AAACF1282E-ST001**

The service tax payable by participating company will be 15%.

1.29 CANCELLATION

The prospective exhibitor is liable to forfeit 100% space rentals / advances in case of cancellation of participation.

1.30 ELECTRICITY & POWER CONNECTION CONSUMPTION

Shell stand will be provided with single-phase electricity for the spotlights and 5/15 Amp socket provided as per the standard package.

Each exhibitor taking a bare stand has to pay for the electricity connection and consumption charges. Additional Electricity required for the shell stand for running equipment, machines or additional lights has to be paid for. It is essential for exhibitors who so ever require additional power or temporary power to give complete details through form 3 (copy attached) of power requirement latest by **10 October 2016**.

Under no circumstances will the Exhibitors be permitted to increase or decrease their requirement after form submission deadlines. The decision of the Organisers in this regard would be final.

1.31 CATALOGUE ENTRY CHARGES (PLEASE CHECK)

Each exhibitor will be required to pay **Rs.2000/US\$50 for catalogue entry**. This payment will be made along with participation charges. Exhibitors can also get the name of their collaborator/principal/agent/group company included in the directory provided they fall in the same line of business.

1.32 ADVERTISEMENT IN CATALOGUE

Organisers are welcome for paid advertisements in **FICCI Higher Education Summit 2016** Catalogue. For details of advertisement tariff please see Form No. 2. Last date for booking of advertisement is **10 October 2016**.

1.33 OTHER SERVICES AND FACILITIES

A host of other services and facilities like telephones, Internet & security etc can be availed on payment. It is essential for exhibitors who so ever require these additional services to give complete details through respective forms before their submission deadlines.

1.34 HANDLING OF EXHIBITS, CUSTOMS & 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.

1.35 SERVICE AGENCIES

Service agencies like security, cleaning, phones, internet, catering etc. empanelled with FICCI will only be allowed to provide services to exhibitors. Other agencies will not be allowed to enter/operate in the exhibition premises.

1.36 PUBLIC SAFETY & SECURITY

Exhibitors & their representatives should be present at their stands at all times during the opening hours of the Exhibition in order to receive visitors. They may not close their stands before the officially appointed time of closing.

Fire: All inflammable disposable materials (such as empty boxes and other wrappings) should be immediately removed from the exhibition premises.

Flammable Materials: The use of flammable materials for the decoration of the stand is prohibited unless such decorations have been treated with a fire retarding substance. Use of heating appliances within the stand is strictly prohibited.

1.37 INSURANCE AND EXHIBITION LIABILITIES AGAINST UNFORSEEN INCIDENTS

Insurance against all ascertainable risks from transportation, electricity trips, to display and removal should be done by exhibitor. FICCI will not be responsible for any claim

The exhibitors are solely responsible for damage which may occur to exhibits, equipment, decorations, stock or stand or any other possessions due to fire, theft, deterioration, loss / damage by water or damage suffered during any fire fighting operations or by natural calamities.

The exhibitors are responsible for all accidents that may occur to the staff (including the Organisers' personnel), technicians, employees or exhibitors on duty in his own or in neighboring stands, due to the use by him or anyone else delegated by him, of machines, motors, other appliances or electric power that cause fire.

The exhibitors are responsible for all other damages, injuries or accidents, other than those already mentioned, or those that they themselves may foresee, and any other damage which may result from their participation in the Exhibition, whether directly through their own fault or through the fault of a third party under the exhibitors' instructions and affecting the possessions, furniture or building belonging to either the Organisers or to another party.

The Organisers disclaim all responsibility for risks mentioned above and the exhibitor shall not be entitled to make any claim, whatsoever the factors be causing such damage.

The exhibitors will obtain third party liability insurance from an insurance company. This compulsory insurance must cover accidents suffered by third parties in the building containing the stand of the exhibitors, which involves the liability of the exhibitor or any of his employees and any liability due to accidents linked with **FICCI Higher Education Summit 2016**.

The exhibitors may insure their exhibits on display against all possible risks that are permitted under the insurance rules.

Each exhibitor is reminded that he is responsible for effecting insurance cover for expenses incurred due to abandonment or postponement of the exhibition for any reasons whatsoever.

The insurance policies mentioned above will have to include the insurer's renunciation of any legal action/penalty arising in the event of damages or accidents against the Executives, Representatives, Directors and Employees of the following organisations:

- Organizers- Ministry of Human Resource Development, Ministry of Commerce and Industry & FICCI
- Vigyan Bhavan, New Delhi
- Municipality or Local Administration of Delhi
- Architects and Contractors employed by the Organisers
- Overseas Associates
- Supporting organizations

The period of liability of the exhibitor shall be deemed to run from the time the exhibitor or any of his employees, agents or contractors first enters the exhibition site and will continue until all his exhibits and property have been removed.

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

1.38 ENTRY / EXIT

Entry into Exhibition area will be on the basis of exhibitor passes issued by FICCI. Each exhibitor will be entitled to 3 passes per 9 sqm space. Entry of vehicles in Exhibition area will not be permitted during exhibition hours and other hours specified separately.

Exit passes will be necessary for exhibits/ material to be taken out of Exhibition Area.

1.39 VIOLATION OF RULES

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

1.40 RIGHT OF ENTRY TO VISITOR

The Organisers reserve the right of admission to visitors and may prescribe registration procedure. Their decision in this matter would be final.

1.41 VERBAL AGREEMENT

Any verbal agreement concerning any aspect of the contract or the exhibition is not valued unless confirmed in writing.

1.42 ENCROACHMENT

The exhibitors should confine their exhibits as well as personal furniture etc. within the area allocated to them. They should not encroach upon corridors, passages, vacant space or other facilities provided by the Organisers.

1.43 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.

1.44 FORCE MAJEURE

If the exhibition is abandoned, cancelled or suspended in whole or - in part by reasons of war, fire, national emergency, and 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.

1.45 ACCEPTANCE OF RULES

By submitting the application form for space booking or by confirming their participation in the Exhibition in writing, the applicants undertake to adhere to all the rules and regulations laid down by the Organisers or to be framed by them from time to time.

1.46 SALE OF EXHIBITS

Exhibitors to note that no exhibit(s) would be allowed to come in as also move out of the exhibition site during the exhibition hours. Sale can be made only after the conclusion of the exhibition.

Exhibitors are allowed to conduct negotiations for sale and book orders for their products subject to the condition that exhibits will not be removed during the exhibition hours. Removal of any exhibit during the fair is also prohibited.

FICCI reserves the right to inspect the sale proceedings during the exhibition period and can disallow such sales, if found that the exhibitor does not possess valid registration Certificate and / or that his bill / cash memo book(s) are not authenticated by the appropriate department.

1.47 SALE OF EXHIBITS BY OVERSEAS EXHIBITORS

Exhibition goods, imported initially via Embassy Bond. ATA Carnet or Bank Guarantee can be sold during the exhibitions but removed from the customs bonded warehouse only upon the completion of customs sale formalities & payment of applicable Customs duties and taxes within the stipulated six months.

1.48 MOVEMENT OF EXHIBITS IN THE EXHIBITION HANGERS

After taking possession of their stall as per the schedule mentioned in manual, exhibitors can move in their exhibits including machines and equipment and place these before **1500hrs** on **November 8, 2016**. After this time forklifts and cranes will not be allowed to move inside and the carpeting of hall will be done and other construction work also need to be completed. Only lightweight exhibits, which can be hand carried, will be allowed to move in after this time. Movement of all exhibits is strictly prohibited inside the hall during the exhibition hours.

1.49 PUBLICITY

The Organisers will undertake general publicity of the Exhibition. Posters and other publicity material to be prepared by the Organisers will be made available to Exhibitors for their own use. Exhibitors will be at liberty to carry out their own publicity independently at their own cost. Exhibitors are not allowed to put up posters etc. in any other are except their booth in the Exhibition Hall. **Distribution of printed pamphlets outside the stall and publicity by/of non-exhibitor is prohibited.**

1.50 PHOTOGRAPHS / FILMS

The organisers reserve the exclusive right to take photographs and films of the Exhibition stalls. Prior permission of the Organisers will be essential for taking photographs and films by the Exhibitors and others. The exhibitors can, however, take photographs of their particular stall and visitors to their stall.

Additional Information

2.1 ADMINISTRATION OF EXHIBITION HANGERS

The Organisers will control the administration of the exhibition from their site office. Exhibitors should contact FICCI staff at their site office for taking possession of their stall and for information on various exhibition services.

2.2 ENTRY TO EXHIBITION SITE

Entry to the exhibition site will be allowed as under:

- All vehicles with the exhibition material will be allowed up to a certain point for loading /unloading.
- No vehicles of any Exhibitor or Visitor would be allowed at the fair site during the Exhibition period.

2.3 GUIDELINES FOR CONSTRUCTION & SETTING UP OF STANDS

2.3.1 Procedure for taking possession of Stands

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

The representative of the exhibitors must bring a letter of authorization for taking possession of their stand. The authorization letter must be submitted to the site office of the organisers at India Gate Lawn Vigyan Bhavan, New Delhi.

The person appointed to take possession of the stall must have a following authorization letter from the exhibiting company on their letter head.

“We hereby authorise Mr. (Name of Personnel) Designation----- to take the possession of our stall number ----- in hall number----- . The above mentioned person on behalf of the company will now be responsible for the stand and the exhibits on display.”

2.3.2 Time schedules for taking Possession of Stands

Possession of stalls will be given as follows:

Bare Space	:	On November 8, 2016 from 1030hrs onwards
Shell Scheme	:	On November 9, 2016 from 1030hrs onwards

2.3.3 Construction of Stands

Construction of stands in “**FICCI Higher Education Summit 2016**” can be undertaken either by the Official Stand Construction Contractors or the construction agency engaged by the exhibitor for which they have taken an approval from FICCI. Contractors other than these will not be permitted to enter the

Hangers and undertake construction work. The names and addresses of Official Stand Contractors are given in this manual (refer point 2.11).

2.3.4 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 2.5 meters except open side as shown in the layout plan. However, additional height of one-sides/two features could be considered depending upon the area of stands as per details given below:

	<u>Maximum heights of features</u>
Up to 40 sq. Mtrs.	2.5 meters
40 sq. mtrs. to 100 sq. mtrs.	3.0 meters
100 sq. mtrs. to 300 sq. Mtrs.	3.5 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. Electric distribution boards, switch rooms, toilets and other fair facilities. The unauthorized construction undertaken in front of such facilities shall be removed at the expense of defaulter participants and the organizers (FICCI) would also levy penalty as deemed fit.
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. The stands requiring water connection, water disposal, compressed air and special power requirements shall be preferably located at the periphery of the Hangers, as it will be convenient to provide such facilities without crossing over the public passages. In case these requirements are not made known to organisers (FICCI) at the time of booking space, or cause hindrance to the public movement or due to any technical constraints, these may not be provided.

Exhibitors having Raw / Bare Space must submit 3 copies of the design of the stand showing elevations and floor plan for approval, by **October 10, 2016. The Exhibitors sending their plans after this date shall be liable to pay penalty of Rs. 10,000/ US\$ 300. 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 days and any exhibitor deviating from the regulations must make modifications as suggested by FICCI at their own expense prior to the show opening.

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

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 from the Organiser.
 - Painting, Coloring, Wallpapering, and Sticking of Thermo Cole 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 @ Rs.1500 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 2.5m height. **No freestanding equipment may exceed a height of 2.5 m 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. Height of panel against natural back wall along the periphery of the Hanger will be allowed upto 3.5 mtrs. Subject to availability of Height.
13. 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.
14. Exhibitors will not be allowed to use high power sound systems, which may cause disturbance to the other exhibitors in the hall.

2.4 VIOLATION OF RULES

The organisers reserve the right to decide on the fulfillment of the rules and have the authority to demand removal / change of any structure that is found not in accordance with exhibition rules or cancel the participation. The decision of the organisers in the regard will be final and binding.

2.5 FACILITIES FOR A SHELL STAND

2.5.1 A Shell stand of 9 sq mtr will include

- Three/Two sides partition
- FASCIA board with company name in English
- Floor Covering with Carpet
- Three Spotlights
- 5/15 AMP Socket
- One Table of size 1.0 mtr x 0.5 mtr x 0.75 mtr
- Two folding arm chairs
- One Waste Paper Basket

Colour of Carpet:

Isles (Passages) : Red Black
Stalls : Grey

Colour of Facia:

Base	:	Yellow
Lettering	:	Blue
Colour of Wall Panels	:	White

Technical Specification of Stands

(a) **The structure of the stand is made of the Octanorm system with following Specifications:-**

A	Maximum Height of the Stand	2.50 M
B	Clearance under fascia	2.20 M
C	Arial distance between vertical aluminum columns	95 CM
D	Width of panel	96.25 CM
E	Overall width of fascia	30.00 CM
F	Diameter of vertical aluminum column	4 CM

Rules for Shell Scheme Stands

- a. Minimum space for shell scheme is 9 Sqm.
- b. No painting or wallpapering of panels is permitted. Exhibitors who desire to have any panel painted or wallpapered must inform the Official Stand Fitting Contractor for approval and execution of work on payment.
- c. No additional fitting or displays are allowed to be attached, nailed, screwed or drilled to the booth structure. On violation of these instructions, the exhibitor is liable to be charged by the Official Stand Fitting Contractor for damages caused to the stand.
- d. The use of flammable materials for decoration of the stand is prohibited unless such decorations have been treated with fire-retarding substance. Use of heating appliances is strictly prohibited.
- e. No suspension from hall's ceiling or fixtures to the walls columns and floor of the hall or any other part of the building structure is permitted. Exhibitors should only utilize the inner parts of the stall allotted to them, for display.
- f. Height of all fittings/exhibits should be restricted to 2.5 m. The rear and side walls should be 2.5 m high. Structures/exhibits (mounted or otherwise) between 2.5 m and 4 m in height must be approved by the Organisers and placed at a minimum distance of 1 m from the rear, sides and front of the stand.
- g. No financial credit will be given by the Organisers/Official Stand Fitting Contractor for any shell scheme stand items that are not utilized.
- h. Exhibitors are requested to deal directly with the Official Stand Fitting Contractor for their requirement of additional items on extra payment, by furnishing details on **Form No.8**. Any dispute regarding additional items has to be settled by the exhibitors directly with the official stand fitting contractors. Any damage to these items by the exhibitors will be liable for penalty.
- i. Each shell scheme stall of **9 Sqm.** is provided with power supply of 1 KW load including the lighting load, free of charge. For additional power requirements please refer to **Form No. 3** (copy attached).

2.5.2 Additional Furniture and electrical items

The price list of additional furniture and electrical fittings is mentioned in **Form no. 8** (copy attached).

2.6 CARGO MOVEMENT & CLEARANCE

2.6.1 Material Handling at the Exhibition Site

The exhibition materials at the venue site can be handled by the approved official agency as per the rules. To provide adequate security, safety and protection against damage to the exhibition hall and in the interest of an efficient, co-ordinate move-in and move-out of goods, no private trucks, cars, forklifts or handling equipment (trolley, lift jacks etc.) will be allowed inside of the exhibition Hangers. For facilitating the freight handling and shipment of exhibits FICCI has engaged the following agency as our official freight-handling agency of the event. The contact details of the agency are as under: -

2.6.2 Official Freight Forwarder Address

R.E. Rogers India Pvt. Ltd.

1, Commercial Complex, Pocket H & J,

Sarita Vihar, New Delhi-110076, India

Tel: +91-11-29945402

Fax: +91-11-2694 9803/5900

Contact : Mr.Puneet Sekhri / Mr. Sushil Upadhaya

Mob : +91 9810553944 / +91 9818451472

Email : puneet@rogersworldwideindia.com / sushil@rogersworldwideindia.com

For site handling operations, cargo-handling equipment such as forklifts, mobile cranes and skilled labour will be available at the fair ground from the official agents on hire. The rates for on-site handling will be settled by the participants with this freight forwarder directly, depending upon the quantum of work and the kind of job required. The official agent will have their office at the site during the pre & post exhibition periods.

For overseas exhibitors, official freight forwarders will prepare comprehensive guidelines/ shipping instructions for time bound and smooth transition of exhibits right from country of origin to the exhibition stall at the fair ground.

All the exhibitors are requested to adhere to the shipping instructions and arrival deadlines fixed by the official forwarders regarding the movement and handling of exhibits for "**FICCI Higher Education Summit 2016**".

It is suggested that exhibitors discuss their requirements with official agents well in advance to avoid unnecessary delays and troubles.

The organisers will not be responsible for damages caused to exhibits while handling at the site. Therefore, the exhibitors must insure all their exhibits against possible transit and handling damages, which are meant for exhibition.

2.6.3 Handling charges will be charged on basis of actual Gr. Weight

Please note:

1. It is compulsory on part of the exhibitors to use services of approved handling agencies at the exhibition site. The packages which can be easily carried in hand (package not exceeding 50 kgs each) can be handled by the exhibitors on their own, if they wish to do so.

2. Exhibitors should send product leaflets along with the packing list to the approved agencies to enable them to study the products in advance for handling at the site.
3. The exhibitors are not allowed to order equipment for assembly and erection work from outside. It is compulsory to use the facility made available by approved agencies
4. A service tax of 15% would be applicable on the handling charges.
5. These charges are not applicable to the exhibits cleared as “temporary imports.”

2.6.4 Customs Clearance under Temporary Imports

Temporary duty free importation facilities are available to the bonafide participants of "**FICCI Higher Education Summit 2016**" provided the shipment is cleared under ATA Carnet or a Bank Guarantee or and Embassy Bond.

Under Custom Notification No. 3/89 dated 09, 19-1989, import of exhibits for "FICCI Higher Education Summit 2016" will be allowed without payment of Import Duty provided the exhibits are re-exported within a period of six months from the date of import or any other period stipulated by the Customs Authority.

The exhibitors are advised to contact the official freight forwarder who will provide them with up-to-date information on rules and procedures.

2.7 FIRE, SAFETY AND SECURITY REGULATIONS

2.7.1 Fire Safety

Firefighting equipment will be provided at various vantage points in the exhibition Hangers. Exhibitors are, however, advised to take due precautions and provide necessary equipment in their own stalls. Exhibitors should also install Guards or Protectors on Machine/Exhibits during the demonstrations to avoid injury to visitors.

- All exits, entry areas and exit aisles must be kept clear and unobstructed.
- Gas cylinders of any type are prohibited in the exhibition area.
- All temporary wiring must be accessible and free from debris and storage material. Live wire must be insulated.
- No storage of any kind is allowed behind booths or near electrical services.
- All empty cartons and crates must be labeled and removed for storage
- Helium balloons are not allowed inside the Hangers.
- Smoking is strictly prohibited inside the exhibition Hangers during show days.
- No person present inside the exhibition Hangers will behave or act in a manner that may cause any harm, injury or damage to other persons, exhibits/exhibition hall property/fixtures.

2.7.2 Security Regulations

- Badges must be worn at all times by the exhibitors managing the stalls and their temporary staff to gain entry to the exhibition Hangers.
- Badges can be obtained at the time of taking possession of stalls from the organisers' office Vigyan Bhavan, New Delhi.
- During show days, exhibitors are allowed to enter half an hour prior to the opening of the Show each day and will be allowed to remain half an hour after the close of the show
- Particular care should be taken of small portable items, tools and instruments.
- Hand carried items or any equipment going out of the exhibition hall will require an exit pass.

While the Organizers will maintain general security surveillance throughout the exhibition period, security of individual stalls is the responsibility of the exhibitors. Stalls are not to be left unattended during the show period, particularly before the show starts and after the show closes on the final day.

Hence the exhibitors are advised to hire security personnel for their stall and the same has to be hired from the appointed agencies only. The address of appointed agency is mentioned in this manual.

Security personnel from an agency other than the appointed agencies will not be permitted to enter and manage the stalls of any individual exhibitor or group pavilion.

Exhibitors are requested to approach the appointed agencies directly with their requirement of personnel before **October 10, 2016**.

2.8 ELECTRICAL SERVICES

2.8.1 Electrical Supplies & Installations

The electric power supply available in India is as under:

Single / Three Phase : **230 / 400 volts (10% fluctuation)**
Frequency : **50 cps (3% variation)**

FICCI personnel responsible for supply of power will be entrusted with the authority of regulating and controlling the power supply to the Exhibition Hangers and individual stalls. Each stall will be provided with electric power at one or more main points depending on the total load requirements. Exhibitors should use Distribution Boards for feeding power to their machines. Individual isolation switches should be provided for each machine. Exhibitors should use either armored cables or metal conduits for connecting power supply to machines.

The work of drawing power from main points to machines/exhibits is to be carried out by the exhibitors, at their own cost. Exhibitors may engage the services of their own personnel or authorised electrical contractors for wiring work inside their stall subject to the condition that they are duly licensed to undertake electrical work. Exhibitors are advised to exercise highest level of safety precaution for electrical wiring and installations. The service charges of electrical contractor are to be borne by the Exhibitors and are payable directly to the contractors.

The Exhibitors should connect power to machines and exhibits as per the requirement given in their application. Connecting power to the Exhibits other than those mentioned in the Electricity requisition Form or more than the specified load or allotted by the Electrical Department will not be permitted.

Exhibitors must install separate and independent switch for their machines/exhibits. Alternate connections or throw-over switches are not allowed. 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 switchboards in consultation with Fair Electrical Department. The 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 future distribution. After the electric wiring work is completed, the exhibitors must obtain a completion report from the Electricians or Contractors engaged by them and file the same with Fair Electrical Department. Actual connected load for the individual machines/exhibits is to be mentioned in the report. Power will be released only after the wiring work is carried out.

All the main electric supply points must be kept easily accessible for operation and repairs in the event of emergency. Main electrical supply points should be concealed or covered.

The exhibitors are advised to install equipment like stabilizer/UPS equipment for their sophisticated machines/exhibits. If the machines are sensitive to the floor, placement of steel plates underneath is recommended.

2.8.2 Electricity Charges

Organisers have formulated a flat rate of connected load (single and three phase), which will be the basis for charging for power and lighting consumed during the exhibition. This rate is subject to revision. It is essential for all exhibitors to give complete details of power requirement and submit to the Organiser in the prescribed **Form no. 3** for Power Requisition enclosed in this booklet and return the same to Organiser by **October 10, 2016**.

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

The cost of general stand lighting for a shell stand is built in the participation charges subject to a maximum of 1 kw single phase load per 9 sq. mtrs. This will take care of the electric load of the spot light or any computer or TV of the exhibitor. For running a machine all exhibitors have to apply for additional power load. Bare space exhibitor has to apply for electricity connection and consumption charges for lighting as well as running the machines. They will not be provided any electric connection unless they request for it. The charges for electricity requirement are mentioned in **Form No. 3**.

2.9 EXHIBITION FACILITIES

2.9.1 Business Visitors Registration Counters

Registration Counters are being set up at the entrance gates of the exhibition Hangers for registering the business visitors. A visitor will present his business card and in return receive a badge, which will entitle him to repeat entries into the Hangers on all the days of the exhibition.

2.9.2 Business Centre

Exhibitors are requested to make use of the Business Centre located in Vigyan Bhavan. This Business Centre is equipped with essential communication facilities viz. Computers, telephone with STD/ISD facility, photocopy, fax etc.

2.9.3 Restaurant/Snack counters

The organisers have provided a restaurant to provide buffet lunch as well as snacks and also snack counters in each hall for providing tea / coffee/ Soft Drinks and Snacks

2.9.4 VIP lounge

This lounge will be manned by officers of FICCI and will be used for hosting VIP visitors.

2.9.5 Show Management Office

In order to facilitate the exhibitors and provide hands-on service, organisers will operate a Show Management Office from November 8, 2016 operating from the site office near the entrance of exhibition area. Exhibitors having any query or requiring any assistance may contact their respective Coordinators, before, during or after closure of the Fair.

2.9.6 Information Booth

Information booth will be provided near the main entrance of exhibition area for giving information about the exhibition. Exhibitors are advised to contact FICCI officials available at this booth for any assistance.

2.10 OTHER IMPORTANT INFORMATION

2.10.1 Storage, Removal of Waste and Cleaning

The Organisers are unable to provide storage facilities for packing cases, surplus materials or other property of the Exhibitor. Arrangement for safe-keeping of such items must be made with Official Freight Forwarder or they should be shifted to your local godown.

During the construction and dismantling period, aisles in the exhibition Hangers 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 buildup and break down. Failing this, the Organiser reserves the right to invoice the Exhibitors for the removal of excessive packing materials, discarded crates or cartons & stand building material.

2.10.2 Conservancy

While the Organiser will make arrangements for cleaning the passages, it is the responsibility of the Exhibitors to get their Stands cleaned and their equipment dusted in the evening. No Sweeping will be allowed after 0900hrs. The official conservancy agency can be contacted for organising cleaning of your stand on payment. Their contact details are mentioned in this manual.

2.10.3 Replacement of Exhibits

No removal or delivery of exhibits and other exhibition stores in or out of the exhibition hall during the open hours of the exhibition is permitted. Such removal, delivery or replacement of stock may only be carried out before opening hours in the morning or after closing time in the evening. In case the exhibitor wants to remove any item from display from the hall during the show days, an “**EXIT PASS**” must be obtained from the organisers.

2.10.4 Removal of Exhibits

Exhibitors are allowed to remove the exhibits from the stalls after **1800hrs** on **November 12, 2016** as per following schedule.

All hall utilities will be disconnected after 1800 hrs and exhibitors are requested to keep the aisles clear of cartons and crates to enable removal of aisle carpeting. **The removal of exhibits must be completed latest by 0200hrs on November 13, 2016. After this period, the organiser will be at liberty to remove and store the goods at other places at the cost and risk of Exhibitors.**

2.10.5 Entry Pass

Entry passes to the “**FICCI Higher Education Summit 2016**” Exhibition Hangers will be issued by the organisers (FICCI) from the site office from **November 8, 2016** to the Exhibitors and Service Agencies for the build up period and for the Exhibition Period. Entry to the Hangers will be permitted on the basis of these Passes.

2.10.6 Exit Pass

For taking out the Exhibition Material and Exhibits after the closure of the Exhibition, participants would need to obtain a final exit pass from the organisers.

The Exhibitors should contact the site office of FICCI for obtaining “**No Dues Certificate**” and on that basis they will be issued the Exit Pass.

Please Note : Exit Passes will be given to Exhibitors only on the condition that all dues towards participation in the exhibition are cleared.

The copies of permission granted will be retained by Fair Secretariat, Vigyan Bhavan, New Delhi, Security staff at the gates and the Exhibitor.

2.10.7 *Demonstrations of working exhibits*

An exhibitor intending to demonstrate equipment on his stand must:

- Provide the Organiser with full details in writing of any working exhibits involving moving parts, naked flame, lasers or other dangers.
- Give proper consideration to the safety conditions under which the exhibits will be demonstrated, including safety guards and screen to prevent accident or injury to both visitors and staff.
- Cause no annoyance to visitors or other Exhibitors. If a high level of noise or other objectionable factors are involved, demonstrations may take place at the time stipulated by the Organiser, who reserve the right to terminate a demonstration at any time.
- Ensure that no naked switches are there so that machinery cannot be activated by accident or interface by visitors.

2.10.8 *Entry and Exit into Vigyan Bhavan, New Delhi*

All vehicles with the exhibition materials will be allowed to enter & exit into Vigyan Bhavan from the designated entrance as indicated through signage's onsite.

During this show, Visitors will be allowed to enter from the East Gate Vigyan Bhavan. Preferably the visitors should come through East Gate as ample parking is available nearby. To & fro AC Shuttle services will be provided by the organizers from Udyog Bhavan Metro Station, Gate 1 to parking and exhibition hangers.

No vehicles will be allowed to enter exhibition area during exhibition time.

The vehicles inside the Vigyan Bhavan should be parked at the earmarked parking areas. These areas can be easily located through the signages at the venue.

2.11 SERVICES & SERVICE AGENCIES

The Organisers have provided the following services to facilitate a smooth participation of Exhibiting companies. The services will be provided either by an official agency or by the organisers themselves as indicated against each service.

	<p>Cargo Movements & Clearance</p> <p>R.E. Rogers India Pvt. Ltd. 1, Commercial Complex, Pocket H & J, Sarita Vihar, New Delhi-110076, India Tel: +91-11-29945402 Fax: +91-11-2694 9803/5900 Contact : Mr.Puneet Sekhri / Mr. Sushil Upadhaya Mob : +91 9810553944 / +91 9818451472 Email : puneet@rogersworldwideindia.com / sushil@rogersworldwideindia.com</p>
Conservancy	Flowers & Landscaping

<p>Pragati Enterprises 28 – A, Vrindavan Garden, Sahibabad, Ghaziabad, U.P. Mob: +91-9899309864 Email: info@pragatienterprises.net Contact Person: Mr. Radhey</p>	<p>Radhey Shyam A-18, Shakarpur, Sanjay Park, Delhi – 110092 Mob: +91-9582438249 Email : radhey68617@gmail.com Contact Person: Mr. Shiva</p>
<p>Security</p> <p><u>Hi-Secure Exhibition Services Pvt. Ltd.</u> Head Office:</p> <p>UG – 1, Ekta Bhawan, C-104-105, Ganesh Nagar Pandav Nagar Complex, Behind Kalsi Tyre, Delhi - 110092 Ph: +91-011-22485048 Web: www.hisecureexhibitions.com Contact person: Mr. Navin Tyagi</p>	<p>Fire Services</p> <p>United Fire Services 133, Vardhman Charve Plaza, Plot No 23, KP Block, 1st Floor, Pitam Pura, New Delhi – 110088 Mob: 9810292271, 9810866352 Email: ufs.pvt.ltd@gmail.com Ufs_2007@rediffmail.com Contact Person: Mr. P.S. Aneja</p>
<p>Hostesses</p> <p>Onque Exhibitions & Conference Address- B-11/23 Krishna NAGAR, DELHI - 110051 Hand phone-+919871711611 Landline- 01122021890 Email- oqec@live.com, onque_exhibitionsandconferences@yahoo.com Contact Person- Mr.Sidharth Rathi</p>	<p>Audio-visual agency</p> <p>Visual Information System Pvt. Ltd. Basement -4, Raj Tower, G-1, Alaknanda Shopping Complex, New Delhi-110019 Ph/Fax : +91-011-26023982 Mob : +91 – 9810025546 Email : anjukalhan@gmail.com Contact Person: Ms. Anju Kalhan Director (Operations)</p>
	<p>Travel Agency</p> <p>CONCORD TRAVELS & TOURS Head Office: E-38, Hauz Khas, New Delhi- 110016, India Corporate Office: UMCS 20, Ansal Plaza Mall, Vaishali (NCR) Ghaziabad – 201010, India Tel. No.: 0120 4171600 – 09 Fax No.: 0120 4171610 Website: www.concordtravels.com</p> <p>Contact Person: Mr. Nikhil Pandey Email – nikhil@concordtravels.com Mobile- +91 9717991562</p>

Internet and Telephone Agency

Sai Enterprises

2354, Street Ravidass Bazar Sita Ram,

Delhi – 110006

Contact Person :

Mr. Navrattan Gautam, Mr. Ramesh Gautam

Mob : 9873092354 / 9811393599

Email: gautamenterprises@hotmail.com

2.11.1 *Stand Construction Company*

The following stand construction agency have been appointed as official construction agencies to take up the work of setting up of stands and providing display accessories, furniture and facilities to the exhibitors. Exhibitors may contact them for their requirements. **Kindly let us know the name of the agency from which you are getting your stall designed and constructed, so that FICCI can give them access to exhibition Hangers.**

2.11.2 *Cargo Movement & Clearance*

R.E. Rogers India Pvt. Ltd.

1, Commercial Complex, Pocket H & J,

Sarita Vihar, New Delhi-110076, India

Tel: +91-11-29945402

Fax: +91-11-2694 9803/5900

Contact : Mr.Puneet Sekhri / Mr. Sushil Upadhaya

Mob : +91 9810553944 / +91 9818451472

Email : puneet@rogersworldwideindia.com / sushil@rogersworldwideindia.com

2.11.3 *Audio-Visual*

Requirements of Audio Visual equipment's like TV, VCR, Projection system etc. has to be procured by exhibitors from the following official agency.

Visual Information System Pvt. Ltd.

Basement -4, Raj Tower,

G-1, Alaknanda Shopping

Complex, New Delhi-110019

Ph/Fax : +91-011-26023982

Mob : +91 – 9810025546

Email : anjukalhan@gmail.com

Contact Person: **Ms. Anju Kalhan**

Director (Operations)

2.11.4 *Stand Security*

The Organisers will provide the general security for the Hangers. However, exhibitors are advised to organise security guards for their stalls. It is advisable to have a security guard in case of high value

display items, which are portable. They can hire the security personnel only from the appointed authorities. Guards from any other agency will not be allowed in the exhibition premises.

Hi-Secure Exhibition Services Pvt. Ltd.

Head Office:

UG – 1, Ekta Bhawan, C-104-105, Ganesh Nagar Pandav Nagar Complex,

Behind Kalsi Tyre, Delhi - 110092

Ph: +91-011-22485048

Web: www.hisecureexhibitions.com

Contact person: Mr. Navin Tyagi

Exhibitors are requested to send their requisition of security personnel and payment directly to the agency.

Kindly send a copy of your requirement to FICCI for records.

2.11.7 Fire Services

Fire hydrants, Fire alarms and Fire extinguisher are in the Hangers but may not be adequate. Hence exhibitors are advised to arrange their own fire extinguishers to suit their requirements. Please order directly with agency appointed by the organizers as per the following contact details:

United Fire Services

133, Vardhman Charve Plaza,

Plot No 23, KP Block,

1st Floor, Pitam Pura,

New Delhi – 110088

Mob: 9810292271, 9810866352

Email: ufs.pvt.ltd@gmail.com

Ufs_2007@rediffmail.com

Contact Person: Mr. P.S. Aneja

2.11.8 Hostesses:

Following agency can be contact for hiring Boy/Girl Guides (Host/ Hostesses)

Onque Exhibitions & Conference

Address- B-11/23 Krishna NAGAR, DELHI -110051

Hand phone-+919871711611

Landline- 01122021890

Email- oqec@live.com, onque_exhibitionsandconferences@yahoo.com

Contact Person- Mr.Sidharth Rathi

2.11.9 *Telephone & Internet Connection*

Organisers will arrange to provide the telephone connection for those exhibitors who want to book this service.

Sai Enterprises

2354, Street Ravidass Bazar Sita Ram,
Delhi – 110006

Contact Person :

Mr. Navrattan Gautam, Mr. Ramesh Gautam

Mob : 9873092354 / 9811393599

Email: gautamenterprises@hotmail.com

Forms

Application for Participation

Exhibitor Information Form

Form 1

Exhibitor Catalogue Advertisement Form

Form 2

Electrical Connection Form

Form 3

Fascia Name

Form 4

Stand Approval Form

Form 5

Telephone/Internet Services Form

Form 6

Exhibitor Registration Form

Form 7

Additional Furniture/Electrical Form

Form 8

Audio Visual Form

Form 9

Format for Exit Pass

Form 10

Kindly complete and return to:

Vivek Mishra
Federation of Indian Chambers of
Commerce & Industry (FCCI)
Trade Fairs Secretariat,
Federation House, Tansen Marg
New Delhi 110 001, India
Mob:9821400199
Email: vivekmishra@fcci.com
fioches.2016@fcci.com



FORM 1
Exhibitor
Information Form

Deadline
22 October 2016
Organiser's Copy

PLEASE WRITE IN BLOCK LETTERS

Name of Organisation: _____

Address: _____

City: _____ Pincode: _____ Country: _____

Telephone: _____ Fax: _____

E-mail: _____ Website: _____

Stand No: _____

Chief Executive / Designation: _____

Contact Executive / Designation: _____

Contact person for " **Ficci Higher Education Summit 2016**" with designation: _____

Company profile (Not more than 50 Words, Organiser has right to edit the matter if it exceeds 50 words): _____

Foreign principals/Collaborators:

1) Name _____ Country _____

2) Name _____ Country _____

Business Sector: Please see the list overleaf and mark a maximum of five sectors.

Additional Entry:

Group company / principal / foreign collaborator's name and details of the participating company is possible as an additional entry you are required to fill the same form with the details of your group company / principal / foreign collaborator. A copy of this form can be used for sending the additional entry

Guidelines

- Information supplied in this Form No.1 would form the basis for the Exhibition Catalogue and the Computerized Information System.
- It is mandatory that the information is typed in order to make it legible.
- Even though every attempt is made to ensure the correctness of entries in the Directory, the Organisers will not be responsible for any ERROR
- Exhibitor Information Forms received after **10 October 2016** will not be included in the Exhibition Catalogue and the Computerized Information System.

I/We have read the Guidelines given above and I shall abide by these Guidelines and any others, which may be framed from time to time by the Organization

Kindly complete and return to:

Vivek Mishra
 Federation of Indian Chambers of
 Commerce & Industry (FICCI)
 Trade Fairs Secretariat,
 Federation House, Tansen Marg
 New Delhi 110 001, India
 Mob: 9821400199
 Email: vivekmishra@ficcicom,
ficches2016@ficcicom

**FORM 2****Exhibition Catalogue
Advertisement Form****Deadline****10 October 2016****Organiser's Copy**

Exhibitor Directory will be a source-document on the Higher Education Sector and will be used as an investor's guide. This will feature editorials & advertisements of the exhibitors, listing their products and services. This will be distributed to a wide range of Business Visitor, Indian & Foreign Government Officials, and Industrial Delegation from around the world, Embassies etc

Advertisement Tariff (Printed Catalogue)

Options	Positions	Exhibitor		Non Exhibitor	
		INR	US\$	INR	US\$
1	Double spread (colour)	40,000/-	1080	45,000/-	1200
2	Back Cover (colour)	70,000/-	1350	75,000/-	1500
3	Inside front cover (colour)	45,000/-	1125	50,000/-	1250
4	Opening first page (colour)	30,000/-	540	35,000/-	600
5	Inside back cover (colour)	40,000/-	750	45,000/-	1200
6	Full Page (colour)	20,000/-	333	25,000/-	370
7	Spine	30,000/-	585	35,000/-	650
8	Book Mark (2 sides)	45,000/-	1125	50,000/-	1250

Full Page

Print Area
12 x 19 cms

**Half Page
(Horizontal)**

Print Area
12 x 9.5 cms

**Half Page
(Vertical)**

Print Area
6 x 19 cms

**Book
Mark**

Print Area
10 x 6 cms

Double Spread

Print Area
24 x 19 cms

General terms & conditions

- Advertisement opportunities in the **12th Ficci Higher Education Summit 2016** Exhibitor Catalogue are not equally available to Exhibitors and non-Exhibitors
- The submission of this form by the company / organisation shall constitute a firm order on the Organizer
- Order will be accepted by the Organizer provided it is received with Demand Draft for the Full amount in advance payable to the FICCI, New Delhi. There is no guarantee of advertisement appearance unless this condition is fulfilled.
- Special position (Back Cover, Inside Cover etc.) will be allotted on *first-come-first serve* basis
- The Catalogue will be printed by offset process. Accordingly, the Advertiser must send Art Pulls or finished Art Work (preferably in CDR, EPS) in high resolution in CD/Flash drive and positives of appropriate size as a reference proof to the Organizer **latest by 10 October, 2016**.
- No clarity of reproduction will be guaranteed, if the advertiser sends block, etc.
- Book Mark should be provided by the advertiser.
- Service Tax of 15 % will be charged extra.

We would like to advertise in the Exhibition Catalogue on Page/Cover, in Colour.

We enclose a bank draft no. _____ dated _____ in favour of FICCI payable at New Delhi, We are enclosing herewith the material for the advertisement.

We have read the Rules and undertake to observe and follow them.

Name Designation..... Company.....

Address Country

Telephone Fax Email Website.....

Stall No.....Signature.....Date

<p>Kindly complete and return to: Vivek Mishra Federation of Indian Chambers of Commerce & Industry (FICCI) Trade Fairs Secretariat, Federation House, Tansen Marg New Delhi 110 001, India Mob:9821400199 Email: vivekmishra@fcci.com ficches2016@fcci.com</p>	 <p>12th FICCI HIGHER EDUCATION SUMMIT 2016 A Global Conference & Exhibition November 10-12, 2016, Vigyan Bhavan, New Delhi</p>	<p>FORM 3 Electrical Connection Form</p> <div style="background-color: black; color: white; padding: 5px; text-align: center;"> <p>Deadline 22 October 2016 Organiser's Copy</p> </div>
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This form must be completed and returned by every exhibitor after carefully reading the contents. If this service is not required, please endorse "not applicable" and return this form to the address mentioned below.

Electricity Charges Tariff

Power Type	Temporary Power during Construction period (Nov' 8-9 ,2016)		Permanent Power during Exhibition Period (Nov' 10-12, 2016)	
	INR/Kw/Day	US\$/Kw/Day	INR/Kw (all 3 days)	US\$/Kw (all 3 days)
Bare Space	1500/...../.....	35/...../.....	4000/.....	100/.....
Shell Space (Addl. Electricity)	1500/...../.....	35/...../.....	4000/.....	100/.....
Service Tax @ 15%				
Total				

General terms & conditions

- Temporary power will be charged at a flat rate of INR 1000/USD 35 per KW per day
- Exhibitors have to specify the temporary power schedule.
- Permanent Power will only be provided during exhibition period i.e. from **10-12 November, 2016**
- Permanent power will be charged at a flat rate of INR 4000/USD 100 per KW for all 3 days
- Service Tax of **15%** will be charged extra.

We give below our temporary requirement for (Please Tick)

- Temporary power load and agree to pay at a flat rate of Rs.1500/US\$ 30 per KW per day for each connection.
- Permanent power load and agree to pay at a flat rate of Rs. 4000/US\$ 100 per KW for all three days.

We enclose a bank draft no. _____ dated _____ in favour of FICCI payable at New Delhi, We are enclosing herewith the electrical charges tariff.

We have read the Rules and undertake to observe and follow them.

NameDesignation.....Company.....

AddressCountry

Telephone Fax Email Website.....

Kindly complete and return to:

Kunal Chaudhary
Federation of Indian Chambers of
Commerce & Industry (FICCI)
Trade Fairs Secretariat,
Federation House, Tansen Marg
New Delhi 110 001, India
Phone: 011-2376 6917
Mob: 9650282444
Email: kunal.chaudhary@fikki.com,
fiches.2016@fikki.com



FORM 5

**Stand Approval
Form**

Deadline

22 October 2016

Organiser's Copy

This form must be completed and returned by every exhibitor taking Bare Space and return this form to the address mentioned above.

General terms & conditions

- Exhibitors who have taken bare space areas 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 given in the manual
- 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
- Please attach your plans with this form and send the same to the organizer
- Exhibitors are strictly follow the Specific Architectural Controls and Guidelines mentioned in this manual (refer point no. 2.3.3)

We have read the Rules and undertake to observe and follow them.


Name Designation Company

Address Country

Telephone Fax Email Website

Hall No..... Stall No..... Signature..... Date

❖ TO FILL ONLINE FORM PLEASE LOGON TO OUR EVENT WEBSITE: www.ficci-hes.com

<p>Kindly complete and return to: Sai Enterprises 2354, Street Ravidass Bazar Sita Ram, Delhi – 110006 Contact Person : Mr. Navratian Gautam, Mr. Ramesh Gautam Mob : 9873092354 / 9811393599 Email: gautamenterprises@hotmail.com</p>	 <p>12th FICCI HIGHER EDUCATION SUMMIT 2016 A Global Conference & Exhibition November 10-12, 2016, Vigyan Bhavan, New Delhi</p>	<p>FORM 6 Telephone/Internet Services Form</p>
		<p>Deadline 22 October 2016 Organiser's Copy</p>

This form must be completed and returned by every exhibitor after carefully reading the contents. If this service is not required, please endorse "not applicable" and return this form to the address mentioned below.

Telephone/Internet Service Tariff

Connection Category	Qty	Days	Dates (Required from and up till)	Amount (Nonrefundable) (Rs)	Amount Payable in(Rs)
Local Connection				5,000	
STD Connection (with Dynamic Lock)				15,000	
ISD Connection (with Dynamic Lock)				20,000	
512 kbps, broad band internet connection (wired)				12,000	
1 Mbps Internet connection				20,000	
2 Mbps Internet connection				35,000	
Note:- For over and above requirement of 2 Mbps kindly contact the vendor					

General terms & conditions

- Collection of instrument/machine: Telephone instruments will be installed on site on **November 10, 2016** and should be returned by 1700 hours on **November 12, 2016**.
- Late orders may not be accepted.
- Any special communication requirements not listed above must be referred to the organizers as soon as possible
- Orders are valid only when accompanied by full remittance. Payment should be made by bank draft in favour of "Federation of Indian Chambers of Commerce & Industry", New Delhi.
- Service Tax of **15%** will be charged extra.

We enclose a bank draft no. _____ dated _____ in favour of FICCI payable at New Delhi, We are enclosing herewith the telephone /internet service tariff.

We have read the Rules and undertake to observe and follow them.

NameDesignation.....Company.....

AddressCountry

Telephone FaxEmailWebsite.....

Hall No.....Stall No.....Signature.....Date

Kindly complete and return to:

Vivek Mishra
Federation of Indian Chambers of
Commerce & Industry (FCCI)
Trade Fairs Secretariat,
Federation House, Tansen Marg
New Delhi 110 001, India
Mob:9821400199
Email: vkmishra@fcci.com,
foches.2016@fcci.com



FORM 7

**Exhibitor Registration
Form**

Deadline

22 October 2016

Organiser's Copy

The form must be completed and returned by every exhibitor to the address as stated below.

- 1. Application & Deadline** Please refer to the table on the reverse 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.

We have read the Rules and undertake to observe and follow them.

NameDesignation.....Company.....

AddressCountry

Telephone Fax EmailWebsite.....

Hall No.....Stall No.....Signature.....Date

Registration of Exhibitor Stand Personal

Company Name: _____
Hall & 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 Personal & Job Title	Company's Name	Country	Passport Number	Passport Expiry Date	Place of Issue	Nationality
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

* Passport No. and Country to be mentioned by foreign Exhibitors only *

Note: Photocopy of this form can be used for additional names.

Kindly complete and return to:

Mr. Dilpreet Preet
9810023251



FORM 8

**Additional Furniture/
Electricals Form**

Deadline
22 October 2016


**Service Agency –
Copy**

This form must be completed and returned by every exhibitor after carefully reading the contents. If this service is not required, please endorse "not applicable" and return this form to the address mentioned below.

Additional Furniture/Electrical Equipment Tariff

Item Code	Description of Items / Service	Picture	Rates		Quantity	Amount
			INR	USD		
SBE 01	OFFICE CHAIR		1300	22		
SBE 02	Chair		600	10		
SBE 03	BAR STOOL		800	13		
SBE 04	BAR STOOL		1100	18		
SBE 05	SOFA SINGLE SEATER		1700	28		
SBE 06	SOFA 2 SEATER		2800	47		
SBE 07	INFORMATION COUNTER Ht. 75cm. Width 1mtr., Depth 0.5mtr.		500	8		
SBE 08	ROUND TABLE (Glass Top)Dia 75 CM .		1300	22		
SBE 09	LOCKABLE CABINET Ht. 75cm, Width 1m. Depth 25cm		1200	20		
SBE 10	PODIUM Ht. 1m, Width 0.5m, Depth 0.5m		1100	18		

SBE 11	PODIUM Ht. 75cm, Width 0.5m, Depth 0.5m		800	13		
SBE 12	STEP PODIUM Ht. 1m, Width 1.5m, Depth 0.5m		1600	27		
SBE 13	JEWELLERY SHOWCASE Ht. 1m, Width 1m, Depth 0.5m		1700	28		
For Details Contact : furnituresbe@gmail.com or Call us at : 91-9311285028 Additional Furniture HES-2016, Vigyan Bhavan, New Delhi.						
Item Code	Description of Items / Service	Picture	Rates	Quantity	Amount	
INR						
SBE 14	SHOWCASE Ht. 250cm., Width 0.5m Depth 0.5m		2200	37		
SBE 15	SHOWRACK Ht. 250 cm.. Width 1m, Depth 0.5m		2900	48		
SBE 16	BROCHURE RACK		700	12		
SBE 17	WOODEN SHELF Width 1m, Depth 25 cm		300	5		
SBE 18	GLASS SHELF Width 1 m Depth 25cm		400	7		
SBE 19	SPOT LIGHT		300	5		
SBE 20	POWERPOINT SOCKET		500	8		
SBE 21	GARMENT STAND 4 feet x 2 metre(height)		2100	35		
SBE 22	Wall Mounted Hanging ROD (Width 1 Metre)		800	13		
SBE 23	Mannequin (Choice of Male or Female and Colour Black or White or Skin is Subject to Availability Only)		2300	38		

SBE 24	LCD 42 Inch with Stand and DVD Player		7100	118		
		Service Tax @ 15 %				
		Total				

Rates mentioned above are on hire basis and applicable for show days

We enclose a **Demand Draft** No. _____ dated _____

In favor of **SHRI BALAJI EXIMS**, payable at New Delhi.

THE SUBJECT OF EMAIL SHOULD CONTAIN 12th Ficci Higher Education Summit 2016.

Exhibiting Company : _____

Company's Address : _____

Stand No : _____

Name of Person Incharge : _____

Tel : _____

Fax: _____

E-Mail : _____

Date : _____

Signature : _____

Orders are only valid only when accompanied with full payment before deadline.

Please make Company Cheque, Cash or Transfer payable to : **SHRI BALAJI EXIMS**

Other Details :-

1. There will be no refund for any cancellation during set-up and show day.
2. Late order may not be entertained and, if entertained, they will be subject to a surcharge of 15 % for order after the deadline and 40% for order placed within 3 days of event and onsite with full cash payment.
3. Please email or fax us a copy of evidence of your payment for order confirmation (copy of cheque, transfer document etc.)

Visual Information Systems Pvt.

Ltd.

G-1, Raj Tower Alaknanda
Shopping Complex Below bank
Of Maharashtra New Delhi -
110019

E-mail: anjukalhan@gmail.com ;

vis.suresh90@yahoo.com

Contact Person: Ms. Anju Kalhan
& Mr. Suresh Kumar

Mobile No.: +91 9810025546; +91
9910385058



FORM 9

Audio Visual Form

Deadline

22 October 2016

**Service Agency –
Copy**

This form must be completed and returned by every exhibitor after carefully reading the contents. If this service is not required, please endorse "not applicable" and return this form to the address mentioned below

AUDIO VISUAL EQUIPMENT ON HIRE

THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR. IF THIS SERVICE IS NOT REQUIRED PLEASE ENDORSE "NOT APPLICABLE" AND RETURN THIS FROM TO THE ADDRESS AS STATED.

Presentation System for your exhibition stand

S.No	Item code	Description	Specification	Unit Cost in INR (for all show days)	Unit Cost in US\$ (for all show days)	Qty	Total
01	Vis 01	Plasma/ LED TV 42" with stand	Big/Table Stand	4,500.00	71.00		
02	Vis 02	LCD TV 32" with standee		3,500.00	55.00		
03	Vis 02	LCD Projector	Sharp/ Panasonic	3,000.00	47.00		
04	Vis 03	DVD /VCD Player	With connecting cable	750.00	13.00		
05	Vis 04	TFT Monitor 15"	With VGA input	1,500.00	25.00		
06	Vis 05	TFT Monitor 17"	With VGA input	1,800.00	28.00		
07	Vis 06	Desktop Computer with TFT 15"	CD Writer DVD ROM Combo	3,000.00	47.00		
08	Vis 07	Laptop Dual core with ROM	HP / IBM	2,500.00	39.00		

09	Vis 08	Screen 6 x 4 on tripod	Front Projection	600.00	10.00		
10	Vis 09	Screen 6 x 8 on tripod	Front Projection	750.00	13.00		
11	Vis 10	Sound System with 2 no of speaker, amplifier ect & 1 mike		5,000.00	78.00		
12	Vis 11	Laser Printer with normal cartridge	HP	4,500.00	71.00		

For Further Details Contact:
Ms. Anju Kalhan (Director)
Mr. Suresh Kumar (Operations)
Visual Information System Pvt. Ltd
Mob: +91 – 9810025546, 9910385058
Phone: +91-011-26023982,26027487
Email: anjukalhan@gmail.com
vis.suresh90@yahoo.com

Fund should be transferred To:
Name of Firm : Visual Information Systems Pvt Ltd.
Name of Bank : Punjab National Bank
Account Number: 0602002100299067
Bank Branch : Ravi Dass Marg Tuglakabad Exnt,
NewDelhi-110019
Bank Swift No. : PUNBINBBISB
RTGS/NEFT : PUNBO308700

Note:

1. All Rates include all transportation & installation charges
2. Rates does not include 15% Service Tax.
3. All payments have to be made in advance for confirmation of booking.
4. Equipment's will be handed over to M/s. Visual Information Systems Pvt. Ltd. On the last day of the exhibition.
5. Equipment will be handed over in running condition to the exhibitor, by the agency in case of any fault noticed by the exhibitor, he will immediately report to the agency.
6. No refund will be made for a normal fault as mentioned above.
7. Disputes if any rising due to any fault in the equipment's or service should be settled directly with the agency.

Please fill and return this form along with full payment in advance of “Visual Information Systems Pvt. Ltd”

We are enclosing D.D No. _____ dt. _____ for Rs.

Drawn on _____

(PLEASE TYPE IN BLOCK LETTER)

Contact PersonDesignation
Company Name
Stall NumberHall Number

Signature

Date

Kindly complete and return to:

Mayank Rastogi
Mob:9868465111
Email:Mayankrastogi@fcci.com
Vivek Mishra
Mob: 9821400199
Email:vivekmishra@fcci.com
Federation of Indian Chambers of
Commerce & Industry (FCCI)
Trade Fairs Secretariat,
Federation House, Tansen Marg
New Delhi 110001, India



FORM 10
Exit Pass Form

Deadline
12 November 2016

Organizer's Copy

This 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 pass to take their goods out of exhibition venue on the concluding day of the exhibition.

To
Federation of Indian Chambers of Commerce and Industry
Federation House, Tansen Marg
New Delhi 110001, India

Dear Sir,

We have paid all our dues to Federation of Indian Chambers of Commerce and Industry and there is no balance whatsoever. However our security lying with you may 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.

S. No.	Description of Items	No. of Packing Cases
1		
2		
3		
4		
5		
6		
7		
8		

General terms & conditions

- Exit Pass has to be submitted on **12th November 2016** for obtaining "No Objection Certificate" from Organiser ensure to get "No objection Certificate" from Organizer.
- Please use letterheads of your company OR attach business card & take 4 copies while preparing this format that will enable you to avail of an exit pass.

We have read the Rules and undertake to observe and follow them.

Name Designation Company

Address Country

Telephone Fax Email Website.....

Hall No.....Stall No.....Signature.....Date

