

GUIDELINES

1. Security

The Organizers will provide round the clock security for the general surveillance of the Trade Fair Grounds.

If required, exclusive security guards will be provided at extra charges during installation and removal of the exhibits.

2. Seminar Hall (Air Conditioned)

Halls are available at extra charges. Unique opportunity to sell your product and services. Technology Promoters can have their video, audio presentation and technical talk. Halls are booked on "First come First served" basis.

3. Handling Facilities

The services of Cranes and Forklifts through authorised contractors will be available at extra cost if required.

The participant must mention in the application form the details of the exhibits to be handled. This cost has to be settled directly with the Contractor.

4. Transport Documents

Participants shall take care to see that the transport the transport document of exhibits are full and complete to satisfy the statutory requirements of sales tax, central excise and customs to avoid any difficulties en route. The exhibits should be consigned in the name of the participants themselves or their local agents and not in the name

5. Entry of Exhibits

Exhibitor registration and entry of exhibits will be permitted only after 100% payments for all charges. Authorised representatives of the participants should be present at the time of entry of the exhibits at the venue. **Exhibits arriving after 07.00 PM on 11.08.2011 will be allowed only after the closure of the fair on 12.08.2011.**

6. Cancellation

Failure to make payments as per schedule would render cancellation of stall booking / allocation and no refund will be

7. Stall Allotment

The allotment of stall will be made strictly on "First come First served" basis and will be decided by the Organizers.

8. Fair Directory

The organizers will release the exhibition Directory giving the following information

- Name and addresses of various exhibitors List of products exhibited
- Layout plan showing position of various stalls
- For advertisements in the fair directory, use the Advertisements Order Form.

9. Installation of Exhibits

The exhibitors can begin the work of installing their machines and exhibits from 10.08.2011 onwards and the same must be completed on 11.08.2011.

9.1 Removal of Exhibits

The exhibitors can remove their Exhibits / Machines after 10 am on 16.08.2011 & same must be completed before 18.08.2011.

10. General

- Participants shall use the space only for exhibition purpose & not for cooking, staying or washing.
- The decision of the Chairman, HEXPO 2011 will be final and binding in regard to enforcement of these rules & regulations as laid down by the organisers.
- The organisers reserve the right to alter the floor plan / Lay out, Allot / Reject the stall / Application / Conditions.

11. Advertising in Fair Venue

- Printed matter and advertising material may be displayed / distributed only in their own stall and not in the hall gangways or outside the exhibitions hall.
- Moving, acoustic advertising and music are prohibited. The organizers shall be entitled to intervene and discontinue or remove the equipment in case of disturbance.

12. Force Majeure

Under the conditions of Force Majeure which also include strike, bandh, natural calamities and other events and decision beyond the control of the organisers, the organisers are entitled to alter the dates, duration or cancellation of the entire fair. In the event of cancellation of the fair, the participation charges will be refunded after deduction of the costs already incurred by the organisers.

At no cost cancellation is allowed. No refund will be done to the participant.

13. Limit of Liability

The organisers are not liable in any form for any loss or damage to Exhibitors property at the exhibition site or injury to their personnel and visitors.

14. Insurance

All the participants are advised to arrange for comprehensive insurance for their exhibits at their own cost.

Assistance for the above can be extended on request.

15. Sales

Sales of any product in the fair premises will be subject to the Rules & Regulation of the Government of Tamil Nadu and the Central Governments as the case may be.

16. Jurisdiction

All disputes are subject to Coimbatore jurisdiction.

INTRA 2011

INDIA TRAVEL AND LIVING EXPO
CODISSIA Trade Fair Complex, Coimbatore, INDIA.

TRADE FAIR GUIDELINES, RULES & REGULATIONS GENERAL INFORMATION



1. Organiser

The trade fair is organised by CODISSIA, The Coimbatore District Small Industries Association-an ISO 9001:2008 certified Organisation.

2. Address for Communication

All Communication shall be addressed to

The Chairman

INTRA 2011
Codissia G.D.Naidu Towers
PB No.3827, Huzur Road, Coimbatore – 641 018, India
Ph: +91-422-2222396, 2222397, 2221052, Fax: +91-422-2222131
E-mail: intra@codissia.com, Web: www.intra.codissia.com

3.Venue, Dates & Timings

INTRA 2011 will be held from **12th - 15th August 2011** at CODISSIA Trade fair Complex, Avinashi Road, Coimbatore - 641 014, India.

For Participant : 10.00AM to 7.30 PM

For visitors : 10.30 AM to 7.00 PM

STALL CHARGES, ADDITIONAL SERVICES & CHARGES

1. Stall Charges

	Indian Exhibitor ₹ Per Sq.Mt	Foreign Exhibitor \$ Per Sq.Mt
1.1 Built-up stall (A/C)	₹ 5,500.00	US\$ 130
1.2 In- door Bare space (A/ C) (Minimum Blockable space 30 Sq Mt)	₹ 5,000.00	US \$ 120
1.3 Built-up stall (Non A/C)	₹ 4,500.00	US\$ 110
1.4 In door Bare space (Non A/C) (Minimum Blockable space 30 Sq Mt)	₹ 4,000.00	US\$ 100
1.5 Vantage charges 10% extra		
1.6 Note: Services Tax & other Levies will be applicable as per Govt. Rules & notification		

2. Discounts on stall charges (Only for Indian Exhibitors)

- 2.1 Early Bird Discount.....10% On Basic charges
(Stall reservation from received up to 15.5.2011)

3. Payment

- 3.1 All payments towards any charges should be made by **A/C payee Demand draft** in favour of **INTRA 2011**, payable at Coimbatore.
- 3.2 **50% Advance payments for stall rent and 100% payment for amenities charges** of Electrical power, Compressed Air, Water & others should be made along with Application From.
- 3.3 **Balance 50%** of stall rent to be paid **within 21 days from the date of allotment letter to avail the eligible discounts.**
- 3.4 **Early Bird Discount will be accounted based on Demand draft date or local cheque realization date.**
- 3.5 Discount will be deducted on final payment.

4. Facilities and Services

- Restaurants & Snack Bar
- Public Phones & Fax
- First Aid
- Seminar Hall
- Information Center

5. Trade fair Hall

- Trade Fair Halls have heavy duty industrial flooring
- Doors opening are 5.4.M.Height and 4.5 Width
- The stalls are spaciously designed in a total of 10,250 Sq Mt

6. Stall layout and construction

- The detailed layout of the stall is attached
- Back drop and side paneling to a height of 2.4.M
- Facia with participant name
- Needle punch carpet laid for stalls and Aisles
- Spotlights and one 5 amps plug point
- One Table and Two Chairs.

3.6 Bank account details:

- a. Bank : CORPORATION BANK
b. Account No : CBCA01000232
c. SWIFT Code : CORPINBB562
d. RTGS / IFSC Code : CORP0000650
e. Account Name : INTRA 2011

- 3.7 For India Exhibitors, TDS may be deducted @ 2% as applicable under section 194-C of the income Tax Act and the form-16A to be issued in the name of INTRA 2011, CODISSIA, CODISSIA GD NADU TOWERS, P.B.No: 3827, Huzur Road, Coimbatore - 641 018.

- 3.8 No application from will be entertained without advance payment

4. Facilities and services charges

Power required by exhibitor will be made available at extra cost as under

4.1 Cost of Power

Single phase / Three Phase
India Exhibitor : ₹ 2000/- Per KW
Foreign Exhibitors : US \$ 60 Per KW

5. Compressed Air- 100Psi

Compressed Air Connection will be provided at an extra cost of

- I. India Exhibitors : **Rs.10,000/-**per connection
II. Foreign Exhibitor : **US \$ 285** per connection

6. Water

Water charges per connection
Rs. 10,000/- or US \$ 285

