



# Confair 2016 - Rules & Regulations



## GENERAL INFORMATION

### Venue, Date & Timings

**Venue:** CODISSIA International Trade fair Complex,  
Avinashi road, Coimbatore – 641 014.  
Tamilnadu, INDIA.

**Date:** 22, 23 & 24 April 2016.

#### **Time:**

Business Visitors : 10:00 am to 12:30 pm

Public Visitors : 10:00 am to 08:00 pm

### 1. Facilities and services:

1. Fully air-conditioned
2. International visitors reception desk ● VIP Lounge
3. Information centers ● First aid & Medical attention
4. Business Centre ● Travel agency
5. 24 hours security ● Fire service
6. Restaurant & Snack bars

#### **Trade Fair Hall**

- ⇒ Trade Fair halls have floors with wall to wall carpet
- ⇒ Door openings are 5m high and 4.6m wide
- ⇒ Headroom in halls are 10.6m
- ⇒ The stalls are spaciouly designed in a total area of 7,500 Sq.m

### 2. Stall Layout and construction

#### **a) Built up Stall**

- ⇒ Pavilion type stall layout as per detailed layout attached
- ⇒ Back and side panels will be to a height of 2.4m
- ⇒ Fascia with participant name and stall number
- ⇒ Exquisite carpet for stall and aisles
- ⇒ One 5amp plug point and two spot lights
- ⇒ Any additional lighting installed by you , above 500 W will be charged at Rs.100/- per 100 W exclusive of service tax
- ⇒ One table, two chairs and one waste bin will be provided.

#### **b) Bare space**

- ⇒ The area marked as per detailed layout will be allotted ( min area of stall is 36 Sqm.)
- ⇒ No carpet will be provided with in the stall
- ⇒ No lighting will be provided
- ⇒ lighting installed by you will be charged at Rs.100/- per 100 W exclusive of service tax
- ⇒ Three 5 amps/15 amps plug point will be provided
- ⇒ Two table, four chairs and one waste bin will be provided

#### **c) Outdoor stall**

- ⇒ Area marked as per detailed layout will be allotted
- ⇒ No carpet will be provided with in the stall
- ⇒ Only common lighting

- ⇒ Any lighting installed by you will be charged at Rs.100/- per 100 W exclusive of service tax
- ⇒ One umbrella of 6'0" diameter, two chairs, one table & waste bin will be provided

### 3. Stall allocation

- ⇒ The allotment of stall will be made strictly on first come first service basis and the decision of the organizers will be final
- ⇒ Exhibitors are requested to select their respective stalls according to the classification given overleaf

### 4. Cancellation

- ⇒ Failure to make payment as per schedule will result in Cancellation of stall booking / allocation and no refund will be made. Cancellation of participation will not be permitted after 31<sup>st</sup> December 2015.

### 5. Transport documents

- ⇒ Participants shall take care to see that the transport documents of exhibits are full and complete to satisfy the statutory requirements of sales tax, central excise, customs, etc. 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 of the organizers. The organizers will not be responsible for any such issues.

### 6. Entry of exhibits

- ⇒ Entry of exhibits will be permitted only after making 100% payment of participation fee, taxes and other additional charges, if any.
- ⇒ Exhibit entry gate will be closed by 20.00 hrs on 21<sup>st</sup> April 2016 and thereafter no exhibits will be allowed inside.
- ⇒ Exhibits arriving after 20:00 hrs on 21<sup>st</sup> April 2016 will be allowed inside only after 8.00 hrs on 22<sup>nd</sup> April 2016

### 7. Exhibits in - Exhibits out

- ⇒ Authorized representatives of the exhibitor should be present at the time of entry and removal of exhibits at venue
- ⇒ It is advised to bring all the exhibits, particularly heavy exhibits, well in advance
- ⇒ The exhibitors can begin installation of exhibits from 12.00 hrs on 21<sup>st</sup> April 2016
- ⇒ Removal of exhibits will be allowed only after 21.00 hrs on 24 April 2016 and should be completed before 14.00 hrs on 25 April 2016

### 8. Insurance

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

## 9. Sales

- Sale of any product in the trade fair premises is subjected to the rules & regulations of the Government of Tamilnadu and the Government of India as the case may be.

## 10. Exhibitors entry passes

- Business visitors passes will be provided free of cost to exhibitors  
3m x 3m stall – 50 passes  
6m x 3m stall – 75 passes  
6m x 6m stall – 100 passes

## 11. Advertising in fair grounds

- Printed matter and advertising material may be displayed/distributed only in the stall and not in the aisle, pathways and outside the exhibition hall
- The organizers shall be entitled to intervene and discontinue or remove the equipment / restrict any kind of show in case of disturbance.

## 12. Force majeure

- Under the conditions of force majeure, which also include strike, bandh, natural calamities and other acts beyond the control of the organizers, the organizers are entitled to alter the dates, duration or cancellation of the entire fair. In the event of cancellation of the fair, the participation fee will be refunded after deduction of the costs already incurred by the organizers.

## 13. Limit of liability

- The organizers are not liable in any form for any loss or damage to the exhibitor's property or injury to their personnel and visitors at the venue.

## 14. General

- The participant shall use the space allotted to them only to exhibit and promote their products and services and not for any other purpose.
- The decision of the Chairman, **CONFAIR 2016** will be final and binding in regard to change in layout and enforcement of these rules & regulations as laid down by the organizers.
- Participants are requested to indicate all their requirements at one time to enable the organizers to make arrangements.

## 15. Jurisdiction

- All disputes are subjected to Coimbatore Jurisdiction only

### TERMS AND CONDITIONS:

#### 1. Event participation fee

|  | Indian exhibitor Rs. Per sq.m | foreign exhibitor USD Persq.m |
|--|-------------------------------|-------------------------------|
| a. Indoor built up stalls (Air conditioned)    | 6000                          | 100 *                         |
| b. For 3x3 corner stall only (Air conditioned) | 7500                          | 120 *                         |
| c. Bare Space Rental                           | 5000                          | 85 *                          |
| d. Outdoor open space                          | 1500                          | 25 *                          |

\* USD Rates subjected to change as per prevailing rates.

## 2. Discount – (only for Indian exhibitors)

### Early bird discount

Advance payment received on or before 31<sup>st</sup> Oct 2015 -10%

### Loyalty discount

For exhibitors who have participated in previous editions (Payment received on or before 31<sup>st</sup> Oct 2015) -5%

## 3. Indian agent / distributors or foreign products

Indian agent / distributors / person booking stall in the name of foreign company and foreign address will be considered as foreign category and charged in USD only.

## 4. Additional service charges

### 4.1 Electrical power

Single phase: 220 V AC, 50Hz

Three phase : 415 V, 50Hz

### 4.2 Service connection charges

Additional power required by the exhibitors will be made available at extra cost as follows

|                       | Indian exhibitor Rs. | foreign exhibitor USD |
|-----------------------|----------------------|-----------------------|
| Upto 5 kw             | 5000                 | 85 *                  |
| From 5 kw upto 10 kw  | 7500                 | 120 *                 |
| From 10 kw upto 20 kw | 10000                | 170 *                 |
| Above 20 kw           | 15000                | 250 *                 |

The above charges include wiring up to the main switch board provided in the stall

The request for additional power should reach us on before **28<sup>th</sup> Feb 2016**

Any request for additional power after **28<sup>th</sup> Feb 2016** will be charged 50% extra on the above.

## 5. Security

The organizers will provide round the clock service for the general surveillance of the fair ground. If required, exclusive guards can be provided at extra charges during installation and removal of exhibits

## 6. Exhibits handling

The services of cranes and forklifts will be made available through authorized contractors at extra cost. This cost has to be settled then and there directly to the contractor by cash.

## 7. Service tax/ TDS deductions

Any additional taxes such as sales tax, VAT, Customs duty, service tax, etc. will be charged extra as applicable.

For payment of the event participation fee, TDS deduction shall be made as per the provision on income Tax Act.

## 8. Payments

All payments towards any charges should be made by A/C payee cheque/Demand draft payable at Coimbatore in favour of **"CONFAIR"**

No application will be entertained without advance payment.