



Confederation of Indian Industry

EXHIBITOR INFORMATION MANUAL

8th edition



India's Premier Biennial Agro Technology Fair
28 November – 1 December 2008
Parade Ground, Chandigarh

Agro Tech 2008
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EXHIBITOR INFORMATION MANUAL



Confederation of Indian Industry
Northern Region Headquarters

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C O N T E N T S

- **Checklist**
- **Basic Information**
- **Additional Information**
- **Forms**

Checklist

Form No.	Particulars/Services	Deadline for Submission
	Application Form	Immediate
1	Information on Fascia Name	6 October
2	Order Form for the Advertisement	15 October
3	Details of Products on Display / New Launches	Immediate
4	Exhibitor Information Form	6 October
5	Form for Temporary Power requirement	6 October
6	Total Power Load Application	6 October
7	Order Form for Security Services	6 October
8	List for invitation for Inaugural/Valedictory Ceremony	6 October
9	Order Form for Additional Furniture/Electricals	6 October
	Particulars/Services	Deadline
	Settlement of dues	15 October
	Bringing in of Heavy Exhibits	25 November : 1400hrs
	Stand Possession (Indoor/Outdoor Raw Space)	21 November : 1400hrs
	Stand Possession (Built-up)	26 November : 1400hrs
	Stand Completion	27 November : 2000hrs
	Press Review	26 November
	Temporary power supply	21 – 27 November
	Fair inauguration	28 November
	Regular Power Supply	28 November – 1 December
	Fair Duration	28 November – 1 December
	Submission of Exit Pass	28 – 30 November
	Valedictory Ceremony	1 December
	Removal of Exhibits	1 December : after 1900hrs

PART- A: BASIC INFORMATION

A1 ORGANISERS

Confederation of Indian Industry

Northern Region

Sector 31-A, Dakshin Marg, Chandigarh 160 030

Phone: 0172 – 2607228, 2605868, 2605614; Fax: 0172 – 2606259, 2614974

Email: vijay.thakur@ciionline.org

URL: <http://www.cii.in>

A2 CII CAMP OFFICE

Effective **24 November 2008**, the CII Camp Office would be operational at the exhibition site. The phone numbers will be intimated separately.

A3 CLARIFICATIONS FOR EXHIBITOR INFORMATION MANUAL

Till **23 November 2008**, exhibitors may contact / call CII (Northern Region) Office for any clarification on the information given in this manual.

It is our endeavour to answer any query that the Exhibitor may have.

A4 REGULATIONS

The formulation and execution of the rules and regulations and all other matters regarding the Exhibition will be carried out by CII (Northern Region), Chandigarh (hereinafter referred to as the Organiser) or their authorised representatives, with the assistance of the Special Organising Committee.

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.

A5 DATES & VENUE

The exhibition will be held from **28 November to 1 December 2008** at **Parade Ground, Sector 17, Chandigarh**. The layout plan is given just after the content's page of this booklet. The fair will be formally inaugurated on **28 November 2008**.

A6 EXHIBITION TIMINGS

Business Visitor: 1000 hrs - 1400 hrs

General Visitor: 1400 hrs – 1800 hrs

Exhibition complex will open for exhibitors at 0900 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.

A7 ENTRY TICKET

Business Visitors: INR 25 per Person

General Visitor: INR 10 per Person

A8 ITPO APPROVAL

India Trade Promotion Organisation (ITPO) has approved Agro Tech 2008

A9 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. 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.

A10 CONCURRENT SHOWS:

Agri Expo 2008
Agri Services Showcase 2008
Biotech 2008
Dairy Expo 2008
Farm Tech 2008
Food Expo 2008
Poultry & livestock Expo 2008

A11 POSSESSION OF STALLS

Please note that the stalls would be made available to all the Exhibitors by **1100 hrs on 25 November 2008**, subject to the condition that all dues with regard to their participation are clear. **No stall possession will be given after 1400hrs on 27 November 2008.**

A12 STALL COMPLETION BY EXHIBITOR

Exhibitors must complete the set up of Stall by **2000hrs on 27 November 2008** with all exhibits in position. After this period, no work would be allowed to be carried out due to security reasons.

A13 WEIGHT & DIMENSIONS OF THE EXHIBITS

It is mandatory for the exhibitors to inform the weight & dimensions of the exhibits, which would be displayed at Agro Tech 2008 by 14 November 2008. We would not want a situation when the exhibits are not allowed to be displayed due to technical restrictions.

A14 INAUGURATION

The Exhibition would be inaugurated in the forenoon of **28 November 2008**. Exact timings and name of the Chief Guest will be intimated to all concerned in advance. Though the formal ribbon-cutting ceremony will be in the forenoon, **please note that exhibition will open at 1000hrs sharp on 28 November 2008.**

A15 CLOSING CEREMONY

Though Agro Tech 2008 will formally close at **1800hrs on 1 December 2008**, the Closing Ceremony would be held in the evening on 1 December. Exact timings and name of the Chief Guest will be intimated to all concerned in advance.

A16 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), needle punched carpet, 4 spot lights and waste paper basket.

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 1 by 6 October 2008**. A copy of the form is attached in the booklet. No changes would be accepted after the deadline.

A17 EXHIBITION SCOPE

Agri Expo 2008 & Biotech 2008

- Horticulture
- Floriculture
- Sericulture
- Aquaculture
- Hydroponics

Food Expo 2008

- Food processing equipment
- Preservation systems
- Refrigeration technology
- Packaging systems
- Beverages

- Bio-technology
- Tissue Culture
- Hybrid Seeds & Grains
- Social Forestry
- Greenhouse Technology
- Agro chemicals
- Fertilisers / Pesticides
- Agro Services
- Marketing organisations
- Financial institutions
- Nodal government agencies
- Specialized transport systems
- Processed and Frozen foods
- Edible Oils & Packaged foods
- Health Foods & Herbal Products

Dairy Expo 2008

- Dairy Equipment & Technology
- Dairy Management
- Dairy Products
- Dairy Services

Poultry & Livestock Expo 2008

- Resource Management
- Farm Management
- Post Harvest Management
- Risk Management
- Banking / Insurance Services
- Rural Credit
- Kisan Kendras
- IT Enabled Services
- Warehousing Services
- Broking Services
- Poultry Equipment and Technology
- Poultry Management
- Poultry Products
- Poultry Services

Farm Tech 2008

- Farm Implements
- Irrigation Equipment
- Tractors
- Harvesters

A18 APPLICATION FOR PARTICIPATION

Application for booking space in Exhibition should be made in the prescribed Application enclosed with this booklet, which involves acceptance of the **rules and guidelines**, by exhibitors.

It must be returned to the Organisers by **15 October 2008** together with a demand draft or cheque drawn on a bank in Chandigarh favouring Confederation of Indian Industry, Northern Region towards space rent, caution money, deposit for electricity charges and telephone charges (optional) in accordance with the schedule of payment. Applications which are incomplete or not accompanied by the requisite remittance and enclosures will not be considered.

Sub-letting or transferring of stall/space to a third party is forbidden.

The last date mentioned above is the closing date for booking. However, the organisers believe that the limited exhibition space might get booked well in advance i.e. before the cut off date of 15 October 2008. It is, therefore, desirable that intending exhibitors book space with appropriate remittance as early as possible. Booking is strictly on a first-come-first-served basis.

Overseas Exhibitors may also remit by Electronic Transfer to HDFC Bank Mumbai account number **001-1-406717** maintained with JPMorgan Chase Bank, New York, for further credit to the account of M/s Confederation of Indian Industry, Sector 31-A, Chandigarh- 160 030, account number **035259000030** with HDFC Bank, Sector 35, Chandigarh Branch, India. Swift Code: CHASUS33 under intimation to CII.

Please note that refund of Space Security, Balance of Electricity Deposit, advertisement charges etc will be made in Indian Currency only.

A19 TAX DEDUCTION AT SOURCE

In case the **space rental exceeds Rs. 1,20,000** a No-deduction Tax Certificate (issued by the Income Tax Department), under section 197 (I) of the Income Tax Act, 1961 related to **non-**

deduction of Tax under the head "Rent" will be forwarded to the exhibitor by the appropriate time against exhibitor's confirmed participation.

A20 OVERSEAS PARTICIPATION

Overseas companies willing to participate in the exhibition should contact the Organisers directly for the booking of space at the address given in this manual.

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

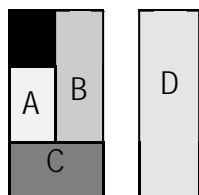
A21 EXHIBITION TARIFF

Category A : Shell Scheme Fully furnished modular indoor booth(s) @ INR 6900 per sqm / USD 200 per sqm (minimum 9sqm or multiples thereof).

Category B : Indoor Raw Space (gross) @ INR 6000 per sqm / USD 173 per sqm (Minimum 51sqm)

Category C : Outdoor raw space gross @ INR 5500 per sqm / USD 150 per sqm (Minimum 96sqm)

STAND TYPE SURCHARGE (Mandatory)



TYPE A : INLINE BOOTH	(opening onto an alley)	No surcharge	<input type="checkbox"/>
TYPE B : CORNER	(opening onto 2 alleys)	10% on space rentals	<input type="checkbox"/>
TYPE C : PENNINSULAR	(opening onto 3 alleys)	15% on space rentals	<input type="checkbox"/>
TYPE D : ISLAND	(opening onto 4 alleys)	20% on space rentals	<input type="checkbox"/>

SERVICE TAX (@12.36 % on the space rental)

A22 ELECTRICITY CHARGES

Organiser has formulated a flat rate of **INR 450 / USD 10 per KW per day** of connected load (Single and Three phase) which will be the basis of charging for power and lighting consumed during the fair. **Please refer to Point No. B5 of Additional Information. It is mandatory for the exhibitors to clear their dues pertaining to the electricity consumption.** Balance, if any, against the electricity deposit would be refunded in Indian Currency only.

It is essential for all exhibitors to give complete details through **form 6** (copy attached) of power requirement latest by **6 October 2008**

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

Exhibitors need to specify the load required for a temporary connection during the installation & dismantling period. No load would be provided incase exhibitor fails to apply. The necessary Form No.5 for applying is enclosed with this booklet.

A23 TELEPHONE CHARGES

Non STD connection: INR 6000 per line / USD 120 per line

STD connection: INR 15000 per line / USD 300 per line

Connection will be strictly subject to availability. Connection would be provided for the duration of the exhibition only.

Exhibitors must specify their requirement of phone connection by 6 October 2008. Consumption charges of the line will be charged on actuals and would be extra.

A24 CAUTION MONEY

The Organisers shall take Caution Money @ 10% of the total space rental from the Exhibitors. The amount of Caution Money shall be refunded to the Exhibitors after the closure of the Fair in Indian Currency, after adjusting the claim for damages / other charges, if any.

A25 SCHEDULE OF PAYMENT

All payments must be made by 15 October 2008. Exhibitors to note that possession of stall will only be given if all dues are clear.

Payment of Dues: Please note that payment through cheques will not be accepted by the organisers after **15 October 2008**. Exhibitors are advised to clear all the dues through a demand draft favouring Confederation of Indian Industry (Northern Region), Payable at Chandigarh or by Cash. Exhibitors are requested to follow the procedure to avoid any inconvenience.

A26 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.

A27 COMPRESSED AIR

Exhibitors are requested to make their own arrangements regarding Compressed Air. Exhibitors need to keep the organisers informed in case there is a usage of an air compressor. Placement of the Air Compressor would be decided by the Organisers. Exhibitors need to ensure that they have sufficient quantity of the hose / pipe available for the connection.

A28 APPROVAL OF LAYOUT PLAN OF STALL

The Exhibitors have to submit the design/drawing of their stall / space (**2 copies**) by **6 October 2008** for approval of the Fair Architect approved by CII alongwith 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 exhibitors.**

A29 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 ;
- Nothing would be allowed to be hanged / placed from the hanger structure ;
- Distribution of bills / pamphlets from the exhibition entry gates / passage or any other area except the exhibitor's stall is not allowed.

A30 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.

A31 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. However, the volume should be controlled so as not to disturb neighbouring stalls. This condition is binding on exhibitors.

A32 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 the stand so unoccupied, as they think fit and the Exhibitor shall not have any claims in this regard.

A33 RIGHT OF ENTRY TO VISITOR

The Organisers reserve the right of admission to visitors and may prescribe registration procedure and recover registration charges / secretariat costs from the visitors. Their decision in this matter would be final.

A34 VERBAL AGREEMENT

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

A35 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.

A36 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.

A37 CANCELLATION

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

A38 SALE OF EXHIBITS

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.

However, **consumable products can be sold subject to prior approval of the organiser in writing.** In that case, exhibitors are advised to obtain necessary clearance certificate from the respective Excise & Taxation Commissioner and submit a copy of the same to CII for scrutiny and records. It is mandatory to inform Excise & Taxation Department in advance for your company's participation in the exhibition.

CII 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.

The Organisers appreciate that in many cases the exhibitors prefer to sell exhibits instead of carrying them back to their destination. Such sale of exhibits can be affected, if so desired by the Exhibitors. This is however, **subject to the condition that organisers shall not be responsible for collection or remission of duty, taxes such as import and excise duty, sales tax, octroi etc.** Fulfillment of this obligation would be the responsibility of the individual exhibitor.

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.

A39 SALE OF EXHIBITS BY FOREIGN EXHIBITORS

General Information

- a) Exhibition goods, imported initially via Embassy Guarantee, ATA Carnet or Bank Guarantee, are allowed to be sold only after the exhibition closes and on following the prevailing procedure.
- b) The exhibits/goods would remain in the Customs Warehouse till such time the sales proceedings are not completed.
- c) The sale is subject to be counted for within the stipulated period of six months or any other period as may be stipulated by the Customs Authorities in India.
- d) On completion of the sale, the guarantee or ATA Carnet automatically stands cancelled.

Liberalised Provisions

- a) Sale of exhibits/items which are freely imported.
- b) The items covered in the above category are Capital Goods, raw material, intermediaries, components, consumables, spare parts, accessories and other goods not covered under the negative list.
- c) Sale of exhibits/items that are covered under the negative list may be made against a valid licence.
- d) For these items, the actual user along can import them, unless the actual user condition is specifically dispensed with by the Licencing Authority.

Simple Procedure

- a) Documents to be produced by buyers for Custom Clearance of sold exhibits :
 - i. Bank attested invoices drawn on buyers
 - ii. Packing List
 - iii. Confirmation of order from Exhibitor
 - iv. Mode of payment
 - v. Technical write-up of the item sold

- vi. Printed catalogue of the items sold, if available
 - vii. Buyer's Importer Code No.
 - viii. Buyer's GATT and Customs Declaration
 - ix. Licence, if the sold item is under the negative list
- b) The buyer, on the basis of the above documents and through a Custom Clearing Agent will submit necessary Bill of Entry for clearance of goods.
 - c) Upon completion of the sale clearance and payment of Customs Duty, the buyer can take possession the exhibit.
 - d) Upon producing proper and valid documents, the sale procedure is generally effected within two – five days.

A40 TRANSPORTATION OF EXHIBITION GOODS

Connections to India

- a) All major Airlines operate to & from New Delhi. There are regular freight services with enough spare capacity.
- b) All major Shipping Lines dock at Mumbai, offering FCL and LCL facilities. Alternates also available at Chennai and Calcutta Ports, which also offer the same.
- c) Modern handling facilities are available at ports and airports.

Connections to the Fair Grounds

- a) On arrival at the airport or the ports, our Official Freight, Forwarding Agents M/s R E Rogers India Ltd, after completion of necessary custom formalities will transport the exhibits to Chandigarh by road/rail.
- b) Safe and reliable inland transit facilities are available.

Custom Clearance at the Fair Site

- a) India, being a signatory of the ATA Carnet System offers the ATA Carnet as means of clearing exhibition goods. Alternately, goods can be cleared under simple Embassy Bonds, which does not entail any financial overheads. Bank guarantees can be a third alternate.
- b) Unlink in most parts of the world; no duty is required to be paid on exhibition goods at the time of initial entry.

Handling at the fair grounds

- a) Official Handling Agents operate with modern mechanical equipment (forklift, cranes, etc) and a specialized work force is present at the fair site.
- b) Through their International network, they will provide detailed shipping instructions and offer services to exhibitors from the point of origin to the fair and back.

Post Exhibition

- a) Goods can be sold after the exhibition, subject to the buyers complying with regular import procedures and payments. Goods can remain in the Customs Warehouse (in New Delhi) till then.
- b) Goods can be kept in the Customs Warehouse for a period of six months. This period may be extended on request. In this period exhibits can be taken for private demonstrations, subject to permission from Customs.
- c) No duties on consumables like printed matter, literature, pamphlets, etc.
- d) If not being sold, exhibits can be re-exported within the stipulated period of time.

A41 STAND DISMANTLING

Exhibitors' are allowed to dismantle/remove the exhibition material/exhibits from the stall only after **1900 hrs** on **1 December 2008**. The work of removing the exhibits must be completed by **2 December by 1400hrs**. Security arrangements need to be done by the exhibitor during the installation, fair period & dismantling.

A42 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.

A43 FORCE MAJEURE

Under the conditions of force majeure which also include strike, lock-out, war, fire, national emergency, labour dispute, non-availability of exhibition venue, closure, riot, natural calamities or any other cause not in control of the organiser, the Organisers reserve the right to alter the opening dates and duration or even cancel the entire Exhibition. In case of change in dates and duration of the Exhibition, the rules and regulations and the agreement between the Exhibitors and the Organisers will remain unaffected. In case of cancellation of the Exhibition, the stall rental will be refunded or part thereof, to the Exhibitors after deducting the non-recoverable proportionate costs already incurred by the Organisers.

A44 LIMIT OF LIABILITY, INSURANCE ETC.

Organisers are not liable in any form for any loss or damage to exhibitor's property on the exhibition site or injury to their personnel or visitors. By confirming their participation in the exhibition, the Exhibitors agree to refrain from making any claim on the organisers and to indemnify them against any claims by third party arising out of exhibitors' conduct.

Insurance against all ascertainable risks from transportation to display and removal should be done by the exhibitors at their cost. Organisers will in no way be responsible.

All unresolved matters, questions, disputes or differences whatsoever arising between the exhibitor and organisers shall be settled by arbitration in accordance with the rules of arbitration of the Arbitration and Conciliation Act 1996. The arbitration proceedings shall be conducted in the English Language in Chandigarh, India. The arbitration agreement contained in the paragraph shall be solely and exclusively governed by the laws of India.

A45 LOCAL AND SITE REGULATIONS

Exhibitors agree to abide by the local and site regulations with respect to law and order, parking, safety, etc. The Organisers will take necessary action against those who do not comply with the guidelines and regulations.

A46 EXHIBITION CATALOGUE

The organisers will bring out an official catalogue of the Exhibition containing the following information.

- | | |
|---|--|
| <input type="radio"/> Exhibition Layout Plan | <input type="radio"/> Acknowledgement |
| <input type="radio"/> About the fair | <input type="radio"/> Company Profiles |
| <input type="radio"/> Fair Utilities & Services | <input type="radio"/> Advertisements |

All Exhibitors are entitled to an entry in the official catalogue (without charge).

The catalogue will be compiled on the basis of the information given by the Exhibitors in **Form No. 4**. Please ensure to return the filled copy of the Form by **6 October 2008**. In case Organisers do not receive this within the stipulated date, the Company information will not be included in the Fair Catalogue or Organisers reserve the right to use any information available on the

Exhibitors. Organiser will not be responsible if the company profile is not included in the catalogue due to delay on the part of exhibitor. All Exhibitors will be entitled to a free copy of the catalogue.

A47 ADVERTISEMENT IN CATALOGUE

Organisers welcome paid advertisements in Agro Tech 2008 Catalogue. Form giving advertisement tariff is enclosed in this booklet. Last date for receiving advertisement is **15 October 2008** through **Form 2** (copy attached). Advertisers will be entitled to a free copy of the catalogue.

A48 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 area except their booth in the Exhibition Hall. **Distribution of Printed Pamphlets outside the stall and publicity by/of non-exhibitor is prohibited.**

A49 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.

PART B: ADDITIONAL INFORMATION

B1 ADMINISTRATION OF EXHIBITION HALLS

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

B2 ENTRY TO EXHIBITION SITE

Entry to the exhibition site will be allowed as under:

- All vehicles with the exhibition material will be allowed upto a certain point for loading / unloading.
- Visitors would be allowed to enter from all the gates.
- No vehicles would be allowed at the fair site during the Exhibition period.

B3 STAND POSSESSION & ENTRY OF GOODS

The possession of the stall will be given to the Exhibitors by **1400hrs** on **26 November 2008**. Exhibitors who have booked shell stalls can bring in their exhibits from this date.

Please Note: The possession of the stall will not be given till all dues are cleared by the Exhibitor.

There is no restriction on the timings for arrival of exhibit cases at the exhibition site during the non-exhibition period. However, exhibitors should depute their authorised representatives to accept the delivery of the material. Exhibit cases should be consigned in the name of exhibitors themselves or their local agents and not in the name of the organiser. It will not be possible for organisers to take the delivery. Exhibitors are advised to seek assistance of the approved Clearing & Forwarding agency only.

B4 STALL ERECTION AND DISPLAY

Exhibitors are advised to follow guidelines specified by the Organisers for the exhibition. **The organisers would particularly like to emphasize on the following points.**

- Woodwork in the Halls is prohibited** Platforms / panels and other decoration for the interiors must be brought in pre-fabricated condition for assembly and finishing inside the Hall. Use of systems will be encouraged to result in timely completion of stalls. Passage area is to be kept clear of packing cases, construction material etc.
- The Exhibitors should leave minimum 30% of the stall area free for movement of visitors.
- Stalls should be completed in every respect by **8.00 p.m.** on **27 November 2008** with all exhibits in position.
- The exhibitor who has booked **indoor raw space / outdoor raw space** can construct an office / cabin provided the area covered is 25% of the total booked area and the balance space should be kept open. Height of the sidewalls that open onto the passage area has to be of 1.5 mtrs. The wall touching the adjacent exhibitor or the backwall has to be of 2.5 mtrs in height, which ever applicable.

For island positions, the openings on all sides of the stall / space will have to be maintained. The height of the side walls should not be more than 1.5 mtrs. The display within the stall could go upto 3 mtrs.

Exhibitors should note that the **partition wall** between the two stalls / space in the indoor raw space/outdoor raw space will not be provided by the organisers. Exhibitor will have to finish well the partition/sidewalls from both the sides so that the get up of the exhibition is maintained. Exhibitors are advised to follow this condition strictly.

It is mandatory for exhibitors to maintain the stand types in terms of openings of a stall / space. Exhibitor may like to have an entry / exit point on the sides.

Organiser can ask exhibitors, anytime, to follow the above guidelines. Organiser's decision in this regard is final and binding.

Use of any kind of cloth banner and tent structure in the stall/exhibition site is prohibited.

Exhibitors should advise their display and advertising agents about the rules and guidelines for stall decoration, permissible size of display material, partition / side / back wall height restrictions, load bearing capacity, wall finish from both sides, panels, office cabins etc. **Organisers would not correspond with the advertising agents engaged by the Company / Exhibitor.** However, if the Exhibitors themselves require any information or clarification, the same can be obtained from the Organisers.

B5 POWER SUPPLY

- a) The electric power supply available at the Exhibition site is as under :
 - i. 3 Phases: 400 Volts AC
 - ii. Single Phase: 230 Volts AC
- b) CII personnel responsible for supply of power will be entrusted with the authority of regulating and controlling the power supply to the Exhibition Halls and individual stalls.
- c) Each Hall will be provided with electric power at one point depending on the total load requirement. Exhibitors should use **Distribution Boards** for feeding power to their machines. **Individual isolation switches should be provided for each machine.** Exhibitors should **use either armoured cables or metal conduits for connecting power supply to machines.**
- d) **The work of drawing power from main point 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 cabling work inside their stall subject to the condition that they are duly licensed to undertake electrical work and their names and addresses are intimated to the Organisers before the commencement of work. The service charges of electrical contractors are to be borne by the exhibitors and are payable directly to the contractors.
- e) **The Exhibitors Should Connect Power To Machines And Exhibits As Per The Requirement Given In Their Applications. Connecting Power To The Exhibits Other Than Those Mentioned In The Electricity Requisition Form Or More Than The Specified Load Or The Load Allotted By The Electrical Department Will Not Be Permitted.**
- f) Exhibitors must install separate and independent switch connections for their machines / exhibits. **Alternate connections or throw – over switches are not allowed.**
- g) In case power is supplied to the stall from two or more main points, exhibitors must distribute the load as per the capacity of the respective switchboards in consultation with the **Exhibition Electrical Department.**
- h) After the electric wiring work is completed, the exhibitors must obtain a completion report from their electricians or contractors engaged by them and file the same with Exhibition

Electrical Department. Actual connected load for the individual machines / exhibits is to be mentioned in the report.

- i) All the main electrical supply points must be kept easily accessible for operation and repairs in the event of emergency. **Main Electrical Supply Points should not be concealed or covered.**
- j) Power will be released only after the wiring work is carried out to the satisfaction of the Exhibition Electrical Department and approved by the CII Inspectors.
- k) In case exhibitor requires temporary load for installation & dismantling and for testing the equipment / machinery, a formal request is to be forwarded to the organiser mentioning the duration and the required load (in KW) through **Form 5.**
- l) Exhibitors are advised to install equipment like voltage stabilizers / UPS for their sophisticated machines/ exhibits. If the machines are sensitive to the alignment of the floor, placement of steel plates underneath is recommended.
- m) Exhibitors are advised to exercise highest level of safety precautions and engage services of only qualified personnel for electrical wiring and installations.

MOST IMPORTANT

Exhibitors must install a separate MCB for their stall/space. This condition is binding. All equipment / machinery connected to sockets must have shoe plugs. No loose wire connections to the sockets would be allowed.

A team of authorised Electrical Contractors of CII would inspect and check the electrical distribution / connections. Organisers have the right to disconnect power to any stall / space if found unsatisfactory.

This is extremely important from safety point of view

B6 EXHIBITION

A. Official Contractor:

Mr Jatinder Kapur, Director
M/s N.K. Kapur & Co Pvt Ltd
C-151-A, Mayapuri Industrial Area
Phase-11, New Delhi- 110064
Phones: +91-11- 28117927- 28-29
Fax: +91-11-28117930

Exhibitors are advised to contact CII's official contractors directly for their requirements.

B. Additional Furniture on Hire

Exhibitors who book space under the Shall Scheme (Built up) are advised to contact the Official Contractor for their requirement of Additional Furniture through **Form 9.** All such requirements must be registered by **6 October 2008. The additional furniture is strictly subject to availability.** All payments are to be made directly to the contractor. **It is advisable to tie up with the contractor in advance.**

Exhibitors will not be allowed to bring in their own furniture at the exhibition site. Details of additional furniture/hiring rates are given as annexure as part of furniture hire form. Rates are applicable for the duration of the exhibition.

C. Electrical Fittings on Hire

Exhibitors are at liberty to hire any electrical fittings from outside agencies with prior approval of the organiser. However, those Exhibitors who have booked built-up shell scheme space have to hire electrical fittings from the official contractor.

D. Official Security Agency

Organisers will arrange for the General Security. Organiser in no way is responsible for the security of the equipment / products in the stalls during the installation, dismantling as also the exhibition period. The Exhibitors are advised to hire security personnel for their stall from the approved agency only. No security or other personnel of exhibitor will be allowed to stay inside the stall/hall once the hall has been closed for the night. CII's decision would be final. Exhibitors should send in their requirements in advance through **Form No.7**. Group4 Securitas would be Official Security Agency for Agro Tech 2008.

E. Conservancy

While the organisers will make arrangements for cleaning the passages, it is the responsibility of the Exhibitors to get their stalls cleaned and their equipment dusted in the evening or early next morning before **0945hrs**. No sweeping of stalls will be allowed after 10.00 a.m. The official conservancy agency can be contacted for sweeping and conservancy services. Requirements should be sent to CII at an early date.

F. Insurance

It would be desirable for the Exhibitors to take Insurance Policy covering the following:

- i) Machinery
- ii) Transit, Loading & Unloading of machines
- iii) Exhibition Personnel
- iv) Third Party (Visitors)

G. Fire Safety Measures

Although general fire protection equipment will be provided at various points in the Exhibition Halls, exhibitors are, however, advised to take due precaution and install portable equipment in their own stalls. Exhibitors should also install Guards or Protectors on Machine / Exhibits during the demonstrations to avoid injury to visitors. Exhibitors are requested to acquaint themselves with the position of the nearest fire hydrants and telephones.

IMPORTANT

Exhibitors are advised to ensure that first aid kits / fire extinguishers are provided in their stalls for emergency.

H. Storage of Empty Cases

No empty cases or packing material will be allowed to be kept in and around the pavilion/stall / exhibition site. Exhibitors are responsible for arranging the disposal and storage of crates and other material at least three days before opening of the Fair.

B7a Handling of Exhibits, Customs and Import Procedure – Official Clearing, Forwarding & Material Handling Agency for AGRO TECH 2008

Domestic & overseas exhibitors need to co-ordinate in advance for service like handling, customs and import procedure, clearing and forwarding. R.E. Rogers India has been appointed as official freight forwarders, handling & clearing agents. Exhibitor would be required to contact them directly for such assistance. MOVEMENT OF EXHIBITS AT THE FAIR SITE BY ANYONE

OTHER THAN **R.E. ROGERS** IS PROHIBITED. EXHIBITOR MUST **CONTACT R.E. ROGERS** IN ADVANCE AND GIVE THEIR REQUIREMENTS AND SETTLE FINANCIAL TERMS.

M/s R E ROGERS INDIA PVT LTD

1, Pankaj Plaza, Pocket H & J
Commercial Complex, Sarita Vihar
New Delhi 110 076

T: +91-11-26949801/9802/5898/5899; **F:** +91-11-26949803/5900

E: rerid@rogersworldwideindia.com

Contact Person(s): Mr Ravinder Sethi, Managing Director
Mr Surjit Singh, Asstt. General Manager
Mr Puneet Sekhri, Asstt. Manager - Sales

On-site handling tariff chart is enclosed as Annexure.

B7b OFFICIAL TRAVEL AGENT

Organisers have appointed the following as the Official Travel Agent:

M/s Amber Tours Pvt Ltd

707, Akash Deep Building
Barakhamba Road
New Delhi 110 001

T: +91-11-23313229, 23312773, 23736523/24 **F:** +91-11-23312984

E: amber@nda.vsnl.net.in **M:** +91-98110-21534(Shanti)

Website: www.ambertoursntravels.com

Contact Person: Ms Shanti Kohli / Mr Sanjay Chitkaria

In order to avoid last minute disappointment, exhibitors are advised to approach the Official Travel Agent at the earliest for their requirements of accommodation and travel.

B8 SETTLEMENT OF DUES

The Exhibition will close on 1December 2008 It is mandatory that clearance of all dues in respect of Rentals, Electricity, Extra Furniture, Fittings be taken from the Organisers before the start of the event. This would help exhibitors in obtaining Final Exit Pass without delay. Respective Hall Directors may be contacted for any assistance / clarifications in this regard.

B9 EXIT PASS

There is no Entry Pass Procedure during installation period while entering Fair Site. However for taking out the exhibition material and exhibits after the closure of the Exhibition, participants would need to follow a standard Final Exit Pass Procedure. To obtain the Exit Pass from the Organisers, the following procedure would be observed --The Exhibitor should contact their respective Hall Director for obtaining No Dues Certificate and approach the Secretariat for Exit Pass in writing. The Exit Pass Format, to be reproduced on the Company Letter Head (in triplicate) is given as Annexure in this booklet. Exhibitor should make more copies of the format given as Annexure in this Manual.

Please Note: *Exit Passes will be issued to Exhibitors only on the condition that all Dues towards participation in the exhibition are cleared before the start of the event.*

The following will retain the copies of the permission granted:

- a) CII Secretariat
- b) Security
- c) Exhibitor

B10 STALL HOSTESS

Exhibitors requiring Hostesses for their stalls are free to make their own arrangements. Final terms of remuneration should be mutually settled between Exhibitor and the Hostess.

B11 EXHIBITOR BADGES

The exhibitor badges can be procured during the period **27 November 2008** from the CII Camp Office at the Fair Site. **PLEASE NOTE THAT BADGES WILL BE GIVEN ACCORDING TO THE SPACE BOOKED ONLY**

Space	No of Exhibitor Badges
9-12sqm	4
15sqm	6
18-36sqm	8
37-60sqm	10
61-80sqm	12
81-100sqm	15
100-400sqm	18

B12 PROTOCOL

The exhibition Protocol Office would be functioning out of the VIP Lounge for receiving VIPs, Diplomats and very senior guests. Exhibitors are advised to send lists of their VIP guests with date and time of visit well in advance to facilitate their entry to the Fair by utilising the Protocol Service offered by the Organiser.

B13 VIP LOUNGE

There will be a VIP Lounge located at the fair site for receiving VIPs and important guests. Exhibitors are requested to send names and details of the programme of their important visitors to enable organiser to receive them and to make arrangements for their visit to the Exhibition appropriately conducted by CII staff.

B14 CII – CAMP OFFICE

For any assistance / emergencies, Exhibitors may contact the CII Camp Office directly.

B15 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.

MAIL TO	APPLICATION FOR PARTICIPATION	SUBMISSION OF THIS FORM IS MANDATORY
The Head Trade Fair Confederation of Indian Industry Northern Region Sector 31-A Chandigarh 160 030 - India	EXHIBITOR'S COPY	MAIL IN DUPLICATE

<input type="checkbox"/> AGRI EXPO	<input type="checkbox"/> AGRI SERVICES SHOWCASE	<input type="checkbox"/> BIO TECH	<input type="checkbox"/> FOOD EXPO	<input type="checkbox"/> DAIRY EXPO	<input type="checkbox"/> FARM TECH	<input type="checkbox"/> POULTRY EXPO
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EXHIBITOR DETAILS

Company/Organisation: _____	Chandigarh/Delhi Address (if any) : _____
Corporate Address : _____	_____
_____	_____
Phone: _____ Fax : _____	Phone: _____ Fax : _____
Name of Chief Executive: _____	Contact Person for the fair : _____
Designation : _____	Designation: _____
_____	Resi Address: _____
_____	Ph : _____ Fax : _____

SPACE REQUIREMENT & OTHER DETAILS

Space Rentals	Category A: Shell Scheme fully furnished indoor built-up booths(s) @ INR 6900psqm/USD200psqm (min 9sqm) Category B: Indoor Raw Space(gross) @ INR 6000psqm/USD 173psqm Category C: Outdoor Raw space (gross) @ INR 5300psqm/USD 150psqm	_____sqm Stall No__	<u>Amount</u>
Caution Money (Refundable)	10% of space rent ,subject to a maximum of INR 50,000/USD 1200		
Electricity Deposits (Adjustable on Actuals)	10% of space rent, subject to a maximum of INR 30,000/USD 950		
Stand Type Surcharge (Mandatory)	Type B: 10% extra on base rate for corner stall, opening into two alleys Type C : 15% extra on base rate for peninsular stall, opening into three alleys		
Telephone Connection (Optional)	Non- STD connection - INR 6000/USD 120 STD Connection INR15000/USD 300 per line Fax connection(without fax machine) - INR 15000/USD 300 per line		

Note : Exhibitor to pay Space rentals without any tax deduction at source	Total Amount Payable
--	-----------------------------

<p style="text-align: center;">EXHIBIT DETAILS</p> <p>The following products would be on display in our stall</p> <p>1.....</p> <p>2.....</p> <p>3.....</p> <p>4.....</p> <p>5.....</p> <p>6.....</p>	<p style="text-align: center;">PAYMENT DETAILS</p> <p>I/ We hereby read the GENERAL EXHIBITION RULES printed on the reverse of this form and confirm we shall abide by them.</p> <p>Enclosed is our Demand Draft No _____ For INR/USD _____ towards The payment of Rental, Security etc. in favour of CONFEDERATION OF INDIAN INDUSTRY, CHANDIGARH.</p> <p>Signature _____</p> <p>Name _____</p> <p>Designation _____</p> <p>Company _____</p>
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GENERAL EXHIBITION RULES

1. ORGANISER

CONFEDERATION OF INDIAN INDUSTRY(CII), Northern Region,
Block No, Dakshin Marg, Sector 31-A, Chandigarh 160030, INDIA,
Phone : 0172- 2607228/2605868/ 2602365; Fax 0172-2606259; E mail
:vijay.thakur@ciionline.org

2. VENUE

Parade Ground, Sector 17, Chandigarh

3. TIMING

1000 hrs- 1800 hrs

4. EXHIBITOR

Any company /Organisation/State/Country participating in the Exhibition.

5. SPACE RENT AND BASIC CONDITIONS FOR PARTICIPATION SPACE RENTALS :

Category A: Shell Scheme Fully furnished modular indoor Booth(s)
@ INR 6900psqm / USD 200 (min. \$sqm)

Category B: Indoor Raw Space (gross) @ INR 6000psqm / USD 173
(min51sqm)

Category C: Outdoor Raw Space (gross) @ INR 5300psqm / USD
150sqm (min96 sqm)

The organiser will provide the following facilities in a fully furnished booth of 9/12sqm. Each booth will have - modular structure fascia with company name 1 table & 2 chairs, one electric plug point-5/15 amps, synthetic carpet, 4 spotlights, waste paper basket, 2 potted plants & general security.

Notes

- The prospective EXHIBITOR should apply on the application for Participation, together with payment including caution money, electricity deposit and stand type surcharge etc. All payments should be made first cum-first served basis subject to receipt of all advance payments. All payment should be made by Demand Draft payable to CONFEDERATION OF INDIAN INDUSTRY, NORTHERN REGION payable at Chandigarh.
- Payment of Rental- INS+DIAN EXHIBITORS should pay in Indian Rupees and FOREIGN EXHIBITORS in US dollars. No payment in Rupee will be accepted from Foreign Exhibitors (excepting Caution Money)
- PLEASE NOTE THAT THE CAUTION MONEY AND THE BALANCE OF ELECTRICITY DEPOSIT WILL BE REFUNDED IN INDIAN CURRENCY ONLY.
- Rental includes- Badges for EXHIBITORS staff manning stands during the fair, Free Entry in the Fair Catalogue/Buyer's Guide etc.
- ORGANISERS reserve the right to reallocate space, change the layout, add or delete corridors as shown in the printed Space Plan.

6. APPLICATION FOR PARTICIPATION

It is mandatory for exhibitors to forward the Application for participation to CII Chandigarh Office.

7. PAYMENT SCHEDULE

All payments are to be made by Demand Draft / Cheque favoring Confederation of Indian Industry, in Indian currency by 15 October 2008. Overseas exhibitors may remit by Telegraphic Transfer to our Account

8. DAMAGE

EXHIBITOR will be required to make good all damages (or make payment adjustable against Caution Money in lieu thereof) to be Fair facilities caused during the installation/dismantling/fair period.

9. 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, which is found not in accordance with the rules and can also cancel a confirmed booking without giving any reason/notice. The decision of the Organisers will be final and binding.

10. CANCELLATION

The prospective exhibitor is liable to forfeit the entire space rental incase of cancellation

11. SALE OF EXHIBITS

Removal of any exhibit during the fair period is prohibited. Negotiations for sale, however, may be conducted.

12. EXHIBITS FOR DISPLAY/POSSESSION OF STALL

Exhibits to be displayed during the fair can be brought from 26 November 2008 - 1400 hrs onwards

13. STAND COMPLETION

By 2000 Hrs, 27 November 2008 with all exhibits in position. Work will not be allowed after that due to security reasons.

14. MOVEMENT OF VEHICLES

Vehicles containing the exhibition material will be allowed up to a certain point.

15. HANDLING OF EXHIBITS, CUSTOMS AND IMPORT PROCEDURES

Services like handling, clearing and forwarding must be coordinated in advance by the exhibitor. R.E. Rogers India has been appointed as official freight forwarders. They would assist in handling and completing customs facilities. Exhibitor would be required to contact them directly for such assistance. Movement of exhibits at the fair site by anyone other than R.E. Rogers is prohibited. EXHIBITOR MUST CONTACT R.E. ROGERS IN ADVANCE AND GIVE THEIR REQUIREMENTS.

16. REMOVAL

All material is to be removed by 1 December 2008-2000 hrs. Organisers will not be responsible if any Exhibitor fails to comply with these dates. On 1 December, after the closure of the exhibition, material will only be allowed to go out after 2100 hrs.

17. ELECTRICITY

- Available at 230V single phase and 400v 3 phase AC Exhibition would be required to pay electricity consumption charges for the connected load for power required @ Rs. 450/- per KW per day during the fair.
- The Organisers will provide general lighting in indoor & open area. Exhibitor required special lighting/power to demonstrate machinery would need to apply with full details latest by 15, September 2008 (or immediately)
- The Organiser will provide Electricity at a suitable point near to exhibitor's Stall/Space. Internal distribution to the Machinery/Equipment will have to be completed by exhibitor at his own cost only through the licensed contractor appointed by CII for the Fair.

18. TELEPHONE/FAX

CONNECTION is strictly on subject to availability. Organisers will endeavor to provide connection for the duration of the fair only, at INR 6000/USD 120 for Non-STD, INR15000/USD 300 each for STD and Fax line (without fax machine). The actual consumption charges would be additional. No trunk call booking allowed on Non STD line.

19. BUYER'S GUIDE/CATALOGUE ENTRY

EXHIBITOR accepted for participation is entitled for a free entry in the fair catalogue. Format is given overleaf. Exhibitors name may not appear in the catalogue if he fails to comply with the prescribed time schedule.

20. CATALOGUE

Application Form giving Mechanical Data with rates for advertising in Fair Catalogue is part of this communication. NON-EXHIBITORS may also advertise.

21. INSURANCE

Against all ascertainable risks from transportation to display and removal would be done by EXHIBITOR at his own cost. Organiser will in no way be responsible.

22. PHOTOGRAPHY

The Organiser retains the right to photograph any exhibit for their use.

23. SETTLEMENT OF CHARGES

Any and all expenses chargeable to an Exhibitor must be settled before the close of the fair to ensure smooth removal of goods from the Fair site.

Mail to : Vijay Thakur Exhibition Management Confederation of Indian Industry Northern Region Sector 31-A, Chandigarh 160 030 Tel : 0172 – 2607228, 2605868 Fax No. : 0172 – 2606259	8th edition 	FORM 1 FASCIA NAME SUBMIT IN DUPLICATE Deadline 6 October 2008
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FASCIA NAME

**To be completed and returned by those exhibitors who have booked
Indoor Built-up Space**

Please mention below the name that you require on the fascia.

(Maximum limit is 25 letters, for a fascia of 3.0m in length. Only standard lettering will be used. Logos will not be allowed on the fascia).

Please use block letters:

Name _____

Designation _____

Company _____

Stall No. & Hall No _____

Note:

The last date for submission of this form is 6 October 2008. If an exhibitor fails to meet the deadline, the Organisers will have no option but to incorporate the name of the company on which the stall is contracted. Any request for change in the fascia name after 6 October will be accepted on payment of extra charges @ INR 1000.

EXHIBITOR CATALOGUE ADVERTISEMENT FORM

The catalogue will be a source-document on the agro industry and will be used as an investor's guide. This will feature editorials & advertisements of the exhibitors, listing their products and services. It will be distributed free of cost to all the exhibitors. Over 50,000 business visitors are expected to visit the fair.

Advertisement Rates

Color(s)	Single Color	Multi Color					
Page Cover	Inside Page	Inside Page	Page Facing Inside Back /Front Cover	Inside Back Cover	Inside Front Cover	Back Cover	Book Mark
INR	6,000	12,000	14,000	15,000	20,000	30,000	35,000
USD	150	300	350	400	520	720	850

Mechanical Data : Print Area : 11.5 cm (width) x 18.5 cm (length) Overall Area : 14.0 cm (width) x 22.0 cm (length)
 In the event of Artwork and Positives exceeding the size mentioned above, processing will be charged extra at actuals

General terms & conditions For Advertisements In Agro Tech 2008 Exhibitor Catalogue

- Advertisement opportunities in the Agro Tech 2008 Exhibitor Catalogue are 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 Confederation of Indian Industry, Chandigarh. There is no guarantee of advertisement appearance unless this condition is fulfilled.
- Rates shown are payable strictly net, without deduction, discount or agency commission
- 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 Corel-draw format) and positives of appropriate size to the Organizer **latest by 15 October 2008.**
- No clarity of reproduction will be guaranteed, if the advertiser sends block, etc.

Declaration

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

Name.....

Designation.....

Company.....

Address.....Country.....

Mobile.....Tel.....Fax

Website.....E-mail.....


Signature Date

Booking Details

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

We are enclosing herewith a Demand Draft for INR/USD dated No..... drawn in favor of Confederation of Indian Industry (Northern Region) payable at Chandigarh.



Mail to : Vijay Thakur Exhibition Management Confederation of Indian Industry Northern Region Sector 31-A, Chandigarh 160 030 Tel : 0172 – 2607228, 2605868 Fax No. : 0172 –2606259	8th edition 	<table border="1"> <tr> <td data-bbox="933 143 1378 338"> FORM 3 DETAILS OF PRODUCTS ON DISPLAY / NEW LAUNCHES </td> </tr> <tr> <td data-bbox="933 344 1378 454"> Deadline 6 October 2008 </td> </tr> </table>	FORM 3 DETAILS OF PRODUCTS ON DISPLAY / NEW LAUNCHES	Deadline 6 October 2008
FORM 3 DETAILS OF PRODUCTS ON DISPLAY / NEW LAUNCHES				
Deadline 6 October 2008				

CII will bring out Agro Tech Newsletter during the fair period carrying stories on New Products / Service being launched at Agro Tech 2008. Exhibitors are requested to send write-up on **new product / services launches**. Please complete and return this form at the earliest.

EXHIBIT DETAILS: The following products would be displayed in our stand

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

New products/services launch

Please find enclosed a write up on the new products/services to be launched at Agro Tech 2008 for fair publicity purpose. Pictures/photographs are also enclosed wherever possible.

Name _____

Designation _____

Company _____

Stall No. & Hall No _____

(Please attached additional sheets, if required)

<p>Mail to : Vijay Thakur Exhibition Management Confederation of Indian Industry Northern Region Sector 31-A, Chandigarh 160 030 Tel : 0172 – 2607228, 2605868 Fax No. : 0172 – 2606259</p>	<p>8th edition</p>  <p>AGRO TECH 2008</p>	<p>FORM 4A</p> <p>Exhibitor Information Form</p> <p>Deadline 6 October 2008</p>
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RETURN OF THIS FORM BEFORE 6 OCTOBER 2008 IS MANDATORY

GUIDELINES

- Information supplied in this Form No.4 would form the basis for the Exhibition Catalogue and the Computerized Information System.
- Exhibitor Information Forms received after 6 October 2008 will not be included in the Exhibition Catalogue and the Computerised Information System.
- The Catalogue will include general information about services available at the Exhibition, Floor Plans, Comprehensive Details of Companies exhibiting and their Hall Number plus a Product-wise Classification of Exhibitors.
- As a direct Exhibitor you are entitled to a free entry in the Catalogue based on the information provided by you.
- Even though every attempt is made to ensure the correctness of entries in the Catalogue the Organiser would not be responsible for any errors.

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 Organisers.

Organisation: _____

Name: _____

Designation: _____

Signature: _____

Date: _____

Mail to : Vijay Thakur
Exhibition Management
Confederation of Indian Industry
Northern Region
Sector 31-A, Chandigarh 160 030
Tel : 0172 - 2607228, 2605868
Fax No. : 0172 - 2606259



FORM 4B
Exhibitor
Information Form

Deadline
6 October 2008

PLEASE WRITE IN BLOCK LETTERS

Name of Organisation _____

Address _____

_____ PIN _____

Telephone _____

Fax _____

Email (for business enquiries) _____

Website _____

Chief Executive

Name _____

Designation _____

Contact Executive

Name _____

Designation _____

Annual Turnover (USD/INR) _____

Value of Exports (USD/INR) _____

List of Products Manufactured / Services Offered

- 1..... 2.....
 3..... 4.....
 5.....6.....
 7.....8.....
 9.....10.....
 11.....12.....

Hall No.....

Value of Exports: (USD/INR)

Products / Services Exported

Direction of Exports (Countries)


Value of Imports (USD/INR)

Products/Services Imported

Direction of Imports (Countries)

Purpose of Participation (Please [✓] Appropriate)

	A	Increase Exports
	B	Find Collaborators
	C	Corporate Projection
	D	Trade Partners / Commercial Agents
	E	Technology Transfer
	F	Product Launch
	G	Sourcing Opportunities

Mail to : Vijay Thakur Exhibition Management Confederation of Indian Industry Northern Region Sector 31-A, Chandigarh 160 030 Tel : 0172 – 2607228, 2605868 Fax No. : 0172 – 2606259	8th edition 	<p style="text-align: center;">FORM - 5</p> <p style="text-align: center;">Power Requirement for Installation/ Dismantling Period</p> <p style="text-align: center;">Deadline 6 October 2008</p>
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We give below our temporary requirement for temporary power load and lighting load and agree to pay at a flat rate of Rs.450/- per KW per day for each connection. We have noted and accepted our liability to a penalty of 30% on the total charges for any violation during that period.

We require temporary load of _____ KW from _____ to _____. (Specify duration)

Signature


Name

Designation

Company

Phone No

Stand/Hall No

Mail to : Vijay Thakur Exhibition Management Confederation of Indian Industry Northern Region Sector 31-A, Chandigarh 160 030 Tel : 0172 – 2607228, 2605868 Fax No. : 0172 -2606259	8th edition 	FORM - 6
		SUBMIT IN DUPLICATE
		Deadline 6 October 2008

Dear Sir,

REPLY SHEET FOR TOTAL POWER REQUIREMENT

We give below our requirements for total Connected Power Load and Lighting Load and agree to pay for KW indicated at a Flat Rate of **INR450 / USD 10 per KW per day**. We have noted and accept our liability to a penalty of 30% on the total charges for any Load Violation discovered during the Exhibition.

S. No.	Description of Machine Phase 400 V	Connected Load in KW/HP on Weight	Voltage 1 Phase 230 V	Size of Machine L x W x H
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Total Motive Load (Mention in KW only)

Lighting Load				
▪	Total Decorative Lights		Watts
▪	Total Decorative Lights		Watts
▪	Total Decorative Lights		Watts
▪	Total Decorative Lights		Watts
▪	Total Decorative Lights		Watts
	Total		Watts

Total load required KW


Name

Company

Designation

Date

*Important Note: - Attach extra sheet if number of machine is more than 8.
Please specify your requirement in KW only*

Mail to : Vijay Thakur Exhibition Management Confederation of Indian Industry Northern Region Sector 31-A, Chandigarh 160 030 Tel : 0172 – 2607228,2605868 Fax No. : 0172 – 2606259		FORM - 7
		SECURITY SERVICES
		Deadline 6 October 2008

We need the following for our stand(s)

Details	Date		Total Days	No of Shifts			Total Shifts
	From	To		1	2	3	
Security Supervisor							
Guard							

We agree to pay as per details given below for 12 hours shift.

Note: 12.24% service tax will be levied on total Invoice value

Name

Designation

Company

Phone No

Stand/Hall No

* Please specify the number incase you need more than one guard/supervisor.

<p>Mail to: Vijay Thakur Exhibition Management Confederation of Indian Industry Northern Region Sector 31-A, Chandigarh 160 030 Tel : 0172 – 2607228, 2605868 Fax No. : 0172 – 2606259</p>	<p>8th edition</p>  <p>AGRO TECH 2008</p>	<p>FORM – 8</p> <p>Invitations For Inaugural/Valedictory Ceremony</p> <p>Deadline 6 October 2008</p>
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Note: Capacity of the Auditorium is limited. Kindly give details of senior personnel only.

We would like following officers from our organisation to be invited to attend the Inaugural / Valedictory Ceremony of the Agro Tech 2008.

Inaugural		Valedictory	
1.	Name	1.	Name
	Designation		Designation
	Address		Address
2.	Name	2.	Name
	Designation		Designation
	Address		Address
3.	Name	3.	Name
	Designation		Designation
	Address		Address
4.	Name	4.	Name
	Designation		Designation
	Address		Address

Name

Designation

Company

Phone No

Stand/Hall No

	FORM - 9
	Requirement of Additional Furniture / Electrical
Deadline 6 October 2008	

Please complete and mail this form etc.

M/s N .K Kapur & Co. Pvt. Ltd
 C-151 A, Mayapuri Industrial Area
 Phase- II
 New Delhi 110 064 (India)
T: +91-11- 28117927 – 28 - 29
F: +91-11- 28117930
Contact Person: Mr Devender Kapur

We would need the following additional furniture / electrical on rental.

- 1.....2
- 3 4
- 5 6
- 7..... 8
- 910

Name

Company

Hall No. & Stand No.

Postal Address

City

Country

Tel

Fax

Email

Date

Signature

Note: - This form should be sent to the stand contractor by **6 October 2008**
 - Please use additional sheets, if required

RATE LIST FOR FURNITURE & ELECTRICALS ON RENTALS

FURNITURE	UNIT	RATE in INR
LAMINATED PANEL 1 M X 2.5 M	each	750
GLASS PANEL	each	900
DISPLAY PANEL	each	1000
DOOR	each	1000
SHOW WINDOW (1 M X 50 CM X 2.5 M WITH TWO GLASS SHELVES)	each	4000
SHOW WINDOW (1 M X 1 M X 2.5 M WITH TWO GLASS SHELVES)	each	5000
KITCHEN SINK (WITHOUT WATER CONNECTION) A M X 0.5 M X 0.75 M	each	2500
INFORMATION COUNTER (ONE SIDE OPEN) 1 M X 0.5 M X 0.75 M	each	700
LOCKABLE CABINET	each	1000
PODIUM 0.5 M X 0.5 M X 1 M	each	1000
WALL SHELVING 1 M X 0.30 M	each	300
FOLDING ARM CHAIR	each	200
CUSHIONED CHAIR (WITHOUT ARM)	each	300
EASY CHAIR	each	950
REVOLVING CHAIR	each	1200
SOFA CHAIR	each	1000
SOFA (THREE SEATER)	each	3000
BAR STOOL	each	450
COFFEE TABLE 60 CM X 60 CM	each	300
COFFEE TABLE 60 CM X 120 CM	each	400
COFFEE TABLE (ROUND/SQUARE) 75 CM DIA	each	600
ROUND TABLE 90 CM X 75 CM HIGH	each	500
ASH TRAY	each	30
WASTE PAPER BASKET	each	30
PLANTER BOX WITH PLANTS	each	150
CHAIN BARRIER (ONE PILLAR)	each	300
REFRIGERATOR	each	3000
CANE SOFA SET WITH CENTRE TABLE ONE THREE SEATER & TWO SINGLE SEATER	each	6000
GLASS COUNTER 1 M X 0.5 M X 1 M	each	2400
SYSTEM ACCESSORIES : GRAPHIC RETAINER, PHOTO CAMP, T-BOLT	each	50,10,10
VCR & TV 20"/29" PAL SYSTEM (PER DAY)	each	800, 1600
PEDESTAL FAN	each	600
1.2 M 40 W FLOURESCENT TUBE	each	200
100 WT. SPOT LIGHT	each	250
5/15 AMP POWER OUTLET	each	250
HALOGEN LIGHTS 500 WT	each	500
HALOGEN LIGHTS 1000 WT	each	1000
TRACK LIGHTS 100 W (4 SPOT LIGHTS)	each	800
UPTO 5 KW 3 PHASE 400 VOLTS ELECTRICAL CONNECTION	each	1500
ABOVE 5 KW & IN MULTIPLES OF 5 KW	each	300

TERMS OF PAYMENT: 100% PAYMENT IN ADVANCE BY DEMAND DRAFT PAYABLE AT NEW DELHI TO CONFIRM YOUR ORDER.

- NOTE:**
1. **CONSUMPTION AND SERVICE CHARGES FOR ELECTRICITY IS NOT INCLUDED IN THESE RATES.**
 2. **ADD SERVICE TAX 12.36% ON NET AMOUNT.**
 3. **REQUIREMENT MUST BE RECEIVED ATLEAST 7 DAYS BEFORE THE COMMENCEMENT OF THE EXHIBITION.**
 4. **THE RATES ARE APPLICABLE FOR THE DURATION OF THE EXHIBITION**

SPECIFICATIONS OF HALLS

HALL NO	MAXIMUM DOOR OPENING (H X W)	HEIGHT AT THE CENTRE OF THE HALL/HANGER	HEIGHT OF A STALL	LOAD BEARING CAPACITY OF FLOOR	TYPE OF STRUCTURE / MATERIAL OF THE ROOF
1-6	7' 6" X 6' 0"	7 METERS (usable height 3m due to the placement of fans)	2.5 METERS	200 KG/SQM	M.S. TABULAR HANGER STRUCTURE COVERED WITH FIRE RETARDANT/WATER PROOF MATERIAL

ON -SITE HANDLING TARIFF FOR INDIAN EXHIBITS

Charges for offloading from vehicle, shifting to booth and unpacking at one go for single piece weighing not more than 3000kgs.

1.	Offloading and Shifting to Booth	INR 250 per 500kgs or part there of
2.	Unpacking	INR 200 per 500kgs or part there of
3.	Positioning & Re-positioning of the exhibits (Each time)	INR 250 per 500kgs Minimum INR 200
4.	Removal of empties for storage & return of empty cases after the exhibition is over	INR 75 per CBM

Please Note:

- Handling charges will be charged on basis of actual weight or volume weight whichever is higher.**
- For Volume Shipments 1 CBM – 333kgs
- Heavy lift surcharge applicable in addition to the basic handling charges as mentioned in point 1 above.
 - For single piece weighing between 3000kgs to 5000kgs Surcharge 25% extra
 - For single piece weighing between 5000kgs to 8000kgs Surcharge 35% extra
 - For single piece weighing more than 8000kgs Surcharge 50% extra
- In case the machine is bare on the base, the removal of base would be treated as unpacking and would be charged accordingly.
- The above charges are applicable from 0930 hrs – 1930 hrs for services required after these hours a surcharge of 25% shall be applicable on the above.

Charges on the same basis would be applicable for the return movement as well.

**HIRE OF EQUIPMENT (with driver & without labour)
FOR ASSEMBLY & ERECTION PURPOSES ONLY**

1.	Hydraulic Pallet	02 – Ton Capacity	INR 200 per hour	Minimum INR 150
2.	Fork Lift	03 – Ton Capacity	INR 300 per hour	Minimum INR 300
	Fork Lift	05 – Ton Capacity	INR 500 per hour	Minimum INR 450
3.	Crane	10 – Ton Capacity	INR 700 per hour	Minimum INR 650
	Crane	15 – Ton Capacity	INR 800 per hour	Minimum INR 750
4.	Labour		INR 25 per hour/man	Minimum INR 25

Please note:

1. The above charges are applicable from 0930 hrs – 1930 hrs, for services required after these hours a surcharge of 25% shall be applicable on the above.
2. 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 50kgs each) can be handled by the exhibitors on their own, if they wish to do so.
3. Exhibitors should advise transporters to carry “Weigh-Bridge Certificate” so that, there would be proper assessment of the weight to be handled by handling agency.
4. 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.
5. 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.
6. These charges are not applicable to the exhibits cleared as temporary imports.