



सत्यमेव जयते

Ministry of Steel
Government of India



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Department of Commerce
Ministry of Commerce & Industry
Government of India



**3rd INTERNATIONAL
EXHIBITION &
CONFERENCE ON
STEEL
INDUSTRY**



19-21 APRIL 2017

Mumbai Exhibition Centre, Mumbai, India

www.indiastelexpo.in

Contents

Sl. No.		Page
1.	Letter to Exhibitors'	
2.	Schedule at a Glance	
3.	General Information about "INDIA STEEL 2017"	
4.	Rules and Regulations for Participation	
5.	Business Opportunities	
6.	Sponsorship Opportunities	
7.	"INDIA STEEL 2017" - Conference	
8.	Guidelines for Construction and Setting up of Stands	
9.	Other Fair Guidelines	
10.	Cargo Movement & Clearance	
11.	Electrical Services	
12.	Fire, Safety and Security Regulations	
13.	Services & Service Agencies	
14.	Exhibition Facilities	
15.	Forms	



LETTER TO EXHIBITORS'

Dear Exhibitor,

This Manual contains details, technical guidelines, rules and regulation for participation & stand construction for INDIA STEEL 2017. We request you to carefully go through these guidelines and specification and also to strictly adhere to these guidelines for your smooth participation at the show. The manual also contains forms for various facilities and services being either provided by FICCI or the service agency specially appointed for your hassle free participation. We request you to kindly fill these forms and sent it to the organizers or the concerned agency before the deadline date mentioned on each form to ensure timely delivery of services.

For clarifications and for return of the forms, please correspond with:

Trade Fair Secretariat

FICCI
Federation House,
1, Tansen Marg,
New Delhi - 110 001

Mr. Mayank Rastogi- Deputy Director / **Mr. Kamal Bhardawaj**- Deputy Director

Tel: +91-11- 23766917(D), 23738760-70 (Ext. - 465)

Fax: +91-11-23359734 (D), 23721504

Email: mayank.rastogi@ficci.com

Ms. Pallavi Thakur- Assistant Director

Tel : +91-11- 2348 7503 | F : +91-11-2332 0714

Email: pallavi.thakur@ficci.com

We look forward to your continued support and cooperation and wish you a successful participation at the show.

Thank you,

Trade Fairs Secretariat

FICCI.

Email: indiasteexpo2017@ficci.com

EXHIBITION SCHEDULE AT A GLANCE

DATE & TIME	DAY	EVENTS
Build-up-Period		
17th April, 2017 1000hrs	Monday	Handing over the space to Bare Space Exhibitors in morning. Temporary Electricity will be provided, if applied
17th -18th April, 2017 1000hrs- 1800hrs	Monday & Tuesday	Delivery of Freight to raw space stands
18th April, 2017 1000hrs-1400hrs	Tuesday	Handing over the space to Shell Space Exhibitors
18th April, 2017	Tuesday	Delivery of Freight to shell space stands
18th April, 2017	Tuesday	Power supply testing
18th April, 2017 1800hrs	Tuesday	Completion of all booths - both Raw & Shell Scheme
18th April, 2017 1800hrs	Tuesday	Permanent Electricity
18th April, 2017 2000hrs	Tuesday	<ul style="list-style-type: none"> • All unwanted stores/refuse to be cleared • Final Cleaning of halls and completion of all booths.
Exhibition Period		
19th April, 2017 0900 hrs	Wednesday	Registration (Delegate / Speaker)
19th April, 2017 1000 hrs	Wednesday	Opening Ceremony
19th -21st April, 2017 1000-1800 hrs	Wednesday to Friday	Trade & Professional Visitors
21st April 2017 1500hrs	Friday	Exit Passes will be distributed

LIST OF SERVICE PROVIDERS FOR INDIA STEEL 2017

Stand Construction Agency

M/s N K Kapur & Co. Pvt. Ltd.

Contact: Mr. Manoj Daniel
Mobile: +91 8800300451
E-mail: nkkapur@gmail.com
Gala No. E-1, Sheetal Nagar,
J.M. Marg, Khaerani Road, Asalfa,
Ghatkoper (West), Mumbai - 400 084.
Tel: + 91 22 25102986

Security

VNS Security Services Pvt. Ltd

Contact: Mr. Ranjeet Singh
Mobile: +91 8130143630
E-mail: ranjeet@vnsservices.com
112 Main Frame, Royal Palm Complex,
Near Aarey Colony, Goregaon (East), Mumbai - 400065
Tel.: +91 22 28737424

Conservancy

Pragati Enterprises

Contact: Mr. Radhey
28 – A, Vrindavan Garden, Sahibabad, Ghaziabad, U.P.
Mob: +91-9899309864, +91-9875553231
Email: radhey.npnt@gmail.com

Fire Services

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
Contact Person: Mr. P.S. Aneja

Cargo Movements & Clearance

R. E. Rogers India Pvt. Ltd.

Contact: Mr. Sudhir Dhavan
Mobile: +91-99207 28175
E-mail: sudhir@rogersworldwideindia.com 510/ 511,
Midas, Sahar Plaza Complex, M. V. Road, Andheri (E),
Mumbai- 400 059
Tel.: +91- 22- 2820 3845 | Fax: +91- 22- 2820 8942
Contact: Mr. Kartik Soman
Mobile: +91 9821043858
E-mail: kartik@rogersworldwideindia.com 510/ 511,
Midas, Sahar Plaza Complex,
M. V. Road, Andheri (E), Mumbai- 400 059
Tel.: +91- 22- 2820 3845 | Fax: +91- 22- 2820 8942

Audio Visual Agency

Gobananas

Contact: Mr. Kapil Jain
Mobile: +91-7718951317
E-mail: kapil@gobananas.co.in
2nd Floor, Khil House, Orchid Hotel Premises, Behind
Sahara Star, Ville Parle (E), Mumbai - 400099

Flowers & Landscaping

Radhey Shyam

Contact: Mr. Radhey
28 - A, Vrindavan Garden, Sahibabad, Ghaziabad, U.P.
Mobile: + 91 9899309864
Email: radhey.npnt@gmail.com

Hostesses

Premier Marketing

Contact: Ms. Renuka Uchil & Ms. Ishita
Mobile: + 91 9820214536, +91-9820024536
E-mail: info@premiermktg.in
E203, Krishna Bldg, Vasant Sagar complex, Thakur
Village, Kandivali (E), Mumbai - 400101
Tel: +91 9833474292

OFFICAL TRAVEL AGENCY

Mr. Jishan Khan
Mobile: +91-8826150009 | Email: jishan@concordtravels.com

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



INDIA STEEL 2017

An International Exhibition & Conference

April 20-22, 2017

Exhibition	"INDIA STEEL 2017" - An International Exhibition and Conference on Steel Industry
Organizers	Ministry of Steel, Government of India Federation of Indian Chambers of Commerce & Industry
Dates	April 19-21, 2017
Exhibition Timing	10 AM - 6 PM
Venue	Bombay Exhibition Center, Mumbai
Area	Approx 10,000 sq. mtrs Gross
Objectives	<ul style="list-style-type: none"> ● To showcase the latest Products, Technology, Machinery & Equipment, Applications and Developments in the Steel Industry ● To disseminate knowledge about new applications of steel amongst the using sector ● To disseminate knowledge about the developments and best practices in analysis, design and construction methodology pertaining to Steel amongst the users. ● To Understand Global Steel Markets ● To Understand technologies for Raw Material ● To create awareness amongst potential consumers about the applications & benefits in usage of steel ● Joint Venture Partnership, Project Collaborations, Transfer of technology, investments and R & D ● Showcase the latest products and machinery, equipment developments in the industry for generating business
Highlights	<ul style="list-style-type: none"> ● Participation from Steel Producer, User segment like Construction Industry, Railways, Automobile Industry, Plant and Machinery Manufacturers etc. ● One of the focused exhibition cum conference on Steel in India ● 10,000 Sq. mtrs of Exhibition Area ● More than 200 Exhibitors expected ● Concurrent conference with brainstorming sessions on various aspects of steel ● International Participation ● Excellent Facilities of Business Center. Lounge, Information Desk, Travel & Transport desk, Business Informational Centre etc. ● Huge Networking Opportunities ● Focused Area on Stainless Steel ● Reverse Buyer Seller Meet ● Conference Seminar ● Investor Conclave
Participation Profile	<ul style="list-style-type: none"> ● Steel Manufacturers ● Iron & Steel Products (Plates, Tubes, Wires, Belts, Bars, Pipe & Tube, Coil Sheet) ● Plant & Equipment for Steel Making ● Plant & Equipment for Shaping Steel

	<ul style="list-style-type: none"> ● Raw Material Processing Technology & Equipment ● Steel Rolling, Drawing and Extrusion Technology & Equipment ● Surface Treatment & Corrosion Technology ● Environmental Protection Technology ● Instrumentations & Meters ● Steel Cutting Machines ● Blast Furnace Manufacturers ● Energy Efficiency Equipment ● Water Treatment Equipment ● Air Pollution Control Equipment ● Heating & Hardening Machines ● Laser Technology ● Welding Equipment & Services ● Logistics ● Merchants ● Material Handling Equipment ● Safety Equipment ● Stainless Steel Equipments Manufacturers ● Steel Furniture Manufacturers ● Stainless Steel Sculptures Manufacturers
<p>Visitor Profile</p>	<ul style="list-style-type: none"> ● Primary Steel Producers ● Secondary Steel Producers ● Government Procurement Departments ● State Level PWD Departments ● Ship Manufacturers ● Defense & Security ● White Good Manufacturers ● OEMs ● Logistic & Packaging Industry ● EPC Contractor ● Railway Vendors ● Automotive sector ● Infrastructure Sector ● Power Generation Companies ● Petrochemicals Companies ● Transportation companies ● Builders / Developers

	<ul style="list-style-type: none"> ● Pharmaceutical Machine Manufactures ● Vessels Manufactures ● Transportation Component Manufacturers ● Refining Sector ● Telecommunication Sector 			
Participation Charges	Type of Space	Min Area	Participation Charges in Rs. For Indian Participants (Per Sq. mtr.)	US\$ (Per Sq. mtr.) For International Participants
	Shell Space	12 sq. mtrs	10,500	330
	Bare Space	36 sq. mtrs.	9500	300
	*15% Service Tax as Applicable *Catalogue Entry Charges will be Rs. 1500/ USD 30 per entry *10 % Refundable Security Deposit			
Contact Us	Mr. Kamal Bhardwaj, Mr. Mayank Rastogi, Ms. Pallavi Thakur Mob: 9899392930, Mob: 9868465111, Mob: 9953038483 Federation of Indian Chambers of Commerce and Industry Federation House, Tansen Marg, New Delhi - 110001 Tel: 011 23357353, 23766917, 2348 7503 Fax: 011 23359734 Email: kamal@ficci.com, mayank.rastogi@ficci.com, pallavi.thakur@ficci.com			



RULES & REGULATIONS FOR PARTICIPATION

Organiser

Federation of Indian Chambers of Commerce & Industry (FICCI), New Delhi is the organizer of "INDIA STEEL 2017"

Venue, Dates & Timing

"INDIA STEEL 2017" will be held at NSE Complex (Bombay Exhibition Centre), Mumbai from April 20-22, 2017. Visitors will be allowed from 10 AM to 6 PM from April 19-21, 2017.

Exhibitor

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

Participation charges

Participation Charges	Type of Space	Min Area	Participation Charges in Rs. For Indian Participants (Per Sq. mtr.)	US\$ (Per Sq. mtr.) For International Participants
	Shell Space	12 sq. mtrs	10,500	330
	Bare Space	36 sq. mtrs.	9500	300

- Raw space can be booked subject to a minimum of 36 sq meters. Bare space holder has to apply for power as per the **FORM No. 3**
- Shell stand can be booked in multiples of 12 sq meters.
- Shell stand will include three sides partition, fascia name, floor covering, four spot lights, one 5/15 AMP socket, one trash bin, one table and two chairs in 12 sq meters space. Electricity connection and consumption charges will be extra.
- Participation charges include Air-conditioning and general lighting.

Participation Payment Terms:

Application for participation has to be submitted to FICCI-Trade Fair Secretariat along with 100% participation charges. Participation will be accepted on first-come-first served basis. Participation fee once paid will not be refundable.

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

Transfer Details for Overseas Exhibitors:

Vendor Name	FEDERATION OF INDIAN CHAMBERS OF COMMERCE AND INDUSTRY
Beneficiary Address	Federation House, Tansen Marg, New Delhi-110001
Beneficiary Bank Branch Address	G-3-4, Suryakiran Building, 19, Kasturba Gandhi Marg, New Delhi-110001
Beneficiary Bank Name	HDFC BANK LTD.
Beneficiary Bank A/c No	000 30350015219



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	HDFC0000003
MICR Code appearing on the cheque of the bank a/c of Beneficiary	110240001
Email ID	exhibition@ficci.com

Allocation of space

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

Catalogue entry charges

Each exhibitor will be required to pay Rs 1500 or US\$ 30 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. For additional entry an amount of Rs. 500 / US\$ 15 will be charged.

SERVICE TAX

Govt. of India has levy service tax on all exhibition services. This tax is applicable on the stall rentals, electrical charges and other fair services for the exhibition. The service tax, payable on the captioned fair will be 14.5 % respectively on the billing amount. FICCI's Service Tax No: FEDERATION OF INDIAN CHAMBERS OF COMMERCE & INDUSTRIES.

Security deposit

A refundable security deposit amounting to 10% of the participation charges will be payable by each exhibitor one month prior to the start of the exhibition by bank draft / banker's cheque only favouring FICCI payable at New Delhi. This deposit will be utilised by FICCI to adjust outstanding, if any. In the event of no-outstanding, the same demand draft/ banker cheque will be refunded within 30 days of the close of the exhibition. Foreign exhibitors are exempted from paying security deposit.

Electricity & Power connection and 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 by the exhibiting company. The charges are mentioned in the order **Form No. 3**.

Other services and facilities

A host of other services and facilities like telephones & security etc. will be made available on additional payment. Companies seeking these kinds of services are requested to send their requirement will in advance by filling up the forms, which are attached in the Forms Section at the end of the Manual.

In case, if the desired service is not provided by the organizer the amount will be refunded to the exhibitor.

Construction of stands

The interior design of the stand will have to be within the architectural controls laid down by FICCI. The exhibitors would only be allowed to construct the stand as per the design approved by FICCI. The exhibitors have to get their designs approved from FICCI before **March 15, 2017**. Exhibitors who do not comply with these guidelines and regulations will have to pay a penalty of Rs 5000/-/US\$ 150 and will not be allowed to construct their stand and will run the risk of closure of the stand. All construction material, waste and empties etc. have to be removed by the exhibitors 6 p.m on April 19, 2017. Work regarding construction of stands will be permitted within the stand area only or outside the hall and in no case in the walkways in the Halls.

Stand completion

Stands will be completed by 8 PM on April 19, 2017.

Operation of Stands

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

Storage of exhibits & empties

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

Vacation of space

Stands will have to be vacated under shell scheme and bare space latest by **23:59 on April 21, 2017**.

Damages to the hall

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

Sale of exhibits

No counter sales will be permitted during the exhibition.

Handling of exhibits, customs and import

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

Service Agencies

Service agencies like security, cleaning, phones, catering, courier 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.

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.

Insurance and Exhibition Liabilities against Unforeseen Incidents

Insurance against all ascertainable risks from transportation 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 **INDIA STEEL 2017**.

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:

Organisers: Federation of Indian Chambers of Commerce and Industry, New Delhi

- Bombay Exhibition Centre, Mumbai
- Municipality or Local Administration of Mumbai
- 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.

Entry/Exit

Entry into NSE Complex will be on the basis of exhibitor passes issued by FICCI. Each exhibitor will be entitled to 3 passes for 12 sq meter space. Entry of vehicles in NSE Complex 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 NSE Complex.

Violation of Rules

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

Disputes

Disputes, if any, arising out of unresolved matters between exhibitor and FICCI shall be settled by arbitration in accordance with the Arbitration and Conciliation Act 1996. The arbitration proceedings will be conducted in English and at New Delhi, India only.

Force Majeure

If the exhibition is abandoned, cancelled or suspended in whole or in part by reasons of war, fire, national emergency, labour, and non-availability of exhibition premises or any other cause not within the control of FICCI. FICCI may, at its own discretion, refund the rental paid by the exhibitor after adjusting the basic expenses incurred or a part thereof, but FICCI shall be under no obligation to refund any such rental and part thereof and shall be under no liability for any actions, claims or losses.

FACILITIES FOR A SHELL STAND

A Shell stand of 12 sq mtr will include:

Structure in pre-fab maxima type modular system with laminated panels

- One lockable information counter
- One round table
- Three folding chairs
- Four spotlights
- One outlet socket 5/13 Amps
- Carpet
- Fascia with Company name
- One waste paper basket

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	0.99 M
D	Width of panel	0.95 M
E	Overall width of fascia	0.30 M
F	Diameter of vertical aluminum column	0.04 M

(b) Wall Panels

All wall panels are made of laminated plywood in white colour and are aluminum framed.

(c) Fascia Board

The fascia board is made of plywood, laminated in red colour and is aluminum framed. The exhibiting company's name and stand number appear on the fascia board of the stand with 12 cm high, white capital letters.

(d) Spot Lights

Lights are placed on side walls unless different positions are indicated.

(e) Carpet

All standard shell stand areas are provided with non-woven needle punch carpet.

Rules for Shell Scheme Stands

- a. Minimum space for shell scheme is 12 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 this instruction, 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 12 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.

Additional Furniture and Electrical items:

The price list of additional furniture and electrical fittings is annexed as **Form No. 8**

GUIDELINES FOR CONSTRUCTION AND SETTING UP OF STANDS

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.

1. 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. The authorization letter must be submitted to the site office of the organizers at Bombay Exhibition Centre, Mumbai

Time schedules for taking Possession of Stands

Possession of stalls and bare space will be given as follows:

- Bare Space: On April 17, 2017 from 10.00 am onwards
- Shell Scheme: On April 18, 2017 from 10.00 am onwards

The exhibitors should complete the stall construction and decoration by 16:00hrs on April 18, 2017.

Construction of Stands

Considering the security of exhibits on display and general security of the entire exhibition only the Official Stand Construction Agencies will be allowed to undertake the construction of bare stands in “INDIA STEEL 2017”. In case the exhibiting company is using the services of the any other construction agency other than the appointed construction agency they would have to take a prior approval from FICCI for the same. Contractors other than these will not be permitted to enter the halls and undertake construction work. The names and addresses of Official Stand Contractors are given on **Page No.4**

Specific Architectural Control and Guidelines

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 meters in clear width.

The minimum width of the entry and exit of stands shall be 3 meters each while more width shall be appreciated.

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 all panels which 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.

The exhibition hall is being specially air-conditioned and the AC ducts from the ceiling restrict the height in the halls.

The normal heights 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 side/two sides features could be considered depending upon the area of stands as per details given below:

Size of stall	Maximum height of features
Upto 40 sq mtrs	2.5 meters
Upto 40 sq mtrs to 100 sq mtrs	3.5 meters
Over & Above 100 Sq.mtrs	4.0 meters

The above height of features and their locations is subject to approval of plans from the organisers (FICCI), in case exhibitors wants to increase the height of the display / features to the above mentioned heights they may please take a prior approval from FICCI.

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 got removed at the costs & expensed of defaulter participants and the organisers (FICCI) would also levy penalty as deemed fit.

No support from the existing construction of NSE halls i.e. ceiling, walls, columns etc. shall be permitted. Any damage caused to the infrastructure shall be recovered along with the necessary penalty from the concerned participants.

The stands requiring water connection, water disposal, compressed air and special power requirements shall be preferably located at the periphery of the halls, 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 booking 40 sq. meters or above are required to submit their design drawings at least one month before start of the exhibition and the plans would be scrutinized within 7 days after their submission to the organisers (FICCI). All exhibitors have to strictly follow the architectural guidelines laid down in the manual. Any deviations will not be permitted. Ref Form No.5

The decision of the organisers of “INDIA STEEL 2017” as regards 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.

Exhibitors having bare space must submit 2 copies of the design of the stand showing elevations and floor plan for approval, by April 2, 2017. The Exhibitors sending their plans after this date shall be liable to pay penalty of Rs. 10000/ US\$ 240. 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 on their own expense prior to the show opening.

Bare Space Stand holders can fabricate their stalls as per the approved design, however no damages/nailing/digging is permitted on the floor and subject to penalty.

The following are strictly prohibited:

- Use of electrical flash, flashguns etc.
- Cloth Banners, Velvet Banners or Velvet Covers on the panels/table.
- Stage show of presentations without prior permission in writing of the Organiser.
- Painting, Colouring, Wallpapering, and Sticking of Thermocole cut letters, Nailing or drilling of panels. If you require assistance in hanging or displaying your exhibits, please consult the Official Shell Contractor. Exhibitors would be charged @ Rs. 1500 per panel for any damages to the panels.
- 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.

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

All interior stand fitting must be contained within the shell stand structure and must not exceed 2.5m height. No freestanding equipment may exceed a height of 2.5m or extend beyond the boundaries of the site allocated.

It is mandatory for Exhibitors with 2 or 3 or 4 side open stands, to arrange display in such a way that there is not obstruction on any of the open sides. This will ensure free movement and give exhibitors adequate visibility and transparency. Exhibitors are not allowed to obstruct the view or adversely affect the displays of other exhibitors.

Stands with an area of over 100 sqm may use projections upto maximum 4 mtr. Height subject to availability of ceiling height in centre of the stand/pavilion after approval from FICCI provided they do not obstruct the view/orientation of any other fellow participants stand.

Height of panel against natural back wall along the periphery of the Hall will be allowed upto 2.5 mtrs. Subject to availability of Height.

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 electrical fittings etc.

The exhibition hall has pillar at various locations which, may fall in the stall of an exhibitors. The pillars are marked on the layout. Exhibitor, while designing their stall may please take this into consideration. Any doubts may please be clarified with FICCI.

Sound engineering practice would be employed for work of electrical wiring from the main switches to the lights and other fixtures.

All electrical wiring work for **Bare Stand** will be carried out only by licensed electrical contractors. No overloading of connection at any point of electrical output than the sanctioned load is permissible.

Each Raw Stall should have an adequate rated switch fuse unit, MCB or cut-out to enable isolation in case of any emergency/overloading.

Electrical wiring under the carpets is a potential fire risk. Wherever these are unavoidable, adequate precaution should be taken by covering these wiring by wooden ramps. Wiring with joints should not be provided under the carpet.

The electrical equipment installed must be earthed as per Indian Electricity Rules, 1956 amended up-to-date. Connections may be made to the nearest main earth lead.

Power factor improvement capacitor should be provided with the connected equipment wherever motors of 5 hp or above are used.

Penalty shall be imposed in case of not following the approved plan/deviation Organiser (FICCI) guidelines at Rs.30,000/- per violation. In case of violation of any Guidelines specified above or specified by any other law enforcing agency, Organisers (FICCI) reserves the right to close the stand/stall/pavilion or levy a fine or get the construction removed at the risk and cost of the exhibitor.

No claim of refund or compensation would be entertained in such cases.

OTHER FAIR GUIDELINES

Storage, Removal of Waste and Cleaning for Bare & Shell Space Holders

The Organizers will not provide any storage facilities for packing cases, surplus materials or other property of the Exhibitor. Arrangement for safekeeping 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 halls 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 build up and break down. Failing this, the Organizer reserves the right to invoice the Exhibitors for the removal of excessive packing materials, discarded crates or cartons & stand building material.

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 9.00 a.m. The official conservancy agency can be contacted for organizing cleaning of your stand on payment. Their contact details are mentioned on **Page No. 4**

Replacement of Exhibits

No removal or delivery of exhibits and other exhibition material 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. For security, to remove any item of your display from the hall during the show days, an "EXIT PASS" must be obtained from the organisers.

Removal of Exhibits

Exhibitors are allowed to remove the exhibits from the stalls after 1800 hrs. on April 21, 2017 as per following schedule.

Entry Pass

Entry passes to "INDIA STEEL 2017" Exhibition Hall will be issued by the organisers (FICCI) from the site office from April 17, 2017 to the Exhibitors and Service Agencies for the build up period and for the Exhibition period. Entry of the hall will be permitted on the basis of these passes.

Exit Pass

For taking out the Exhibition Materials and Exhibits after the closure of Exhibition, participants would need to obtain a standard final exit pass from the Organisers. The Exhibitors should contact the Hall director/pavilion director for obtaining "No Dues certificates" and approach fair secretariat for 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, NSE Complex Security Personnel at Gate and the Exhibitor.

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 high levels of noise or other objectionable factors are involved, demonstrations may take place at the time stipulated by the Organiser, who reserves 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.

Entry and Exit into NSE Complex

All vehicles with the exhibition materials will be allowed to enter NSE Complex only from Gate No. 2 only during non-exhibition times.

During the show, visitors will be allowed to enter from Gate No. 2. They can get down at the designated alighting point indicated through signages. The car can go to the parking lot as indicated through the signages at the venue.

CARGO MOVEMENT & CLEARANCE

R. E. Rogers India Pvt. Ltd.

Contact: Mr. Sudhir Dhavan

Mobile: +91-99207 28175

E-mail: sudhir@rogersworldwideindia.com

510/ 511, Midas, Sahar Plaza Complex, M. V. Road, Andheri (E), Mumbai- 400 059

Tel.: +91- 22- 2820 3845 | Fax: +91- 22- 2820 8942

Contact: Mr. Kartik Soman

Mobile: +91 9821043858

E-mail: kartik@rogersworldwideindia.com

510/ 511, Midas, Sahar Plaza Complex, M. V. Road, Andheri (E), Mumbai- 400 059

Tel.: +91- 22- 2820 3845 | Fax: +91- 22- 2820 8942

Movement of Exhibition goods

1. Connection to India

The City of Mumbai is one of the major ports of entry into India. All Major Shipping lines & Airlines have connections to Mumbai.

2. Material Handling At the Exhibition Site

The Exhibition materials at the venue site can be handled by the approved official agencies, 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-ordinated move-in and move-out of goods, no private trucks, cars, forklifts or handling equipment (trolley, lift jacks, etc) will be allowed inside any of the Exhibition Halls. The Organizers have appointed Official Clearing, Forwarding & On-site handling agencies for handling of exhibits at the site. For contact details refer to Page No.4

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 these agents directly, depending upon the quantum of work and kind of job required as per the official On-site handling tariff approved by the organisers. The Official Agents will have their offices at the site during the pre & post exhibition periods.

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

All the exhibitors are requested to adhere to the shipping instructions & arrival deadlines fixed by the official forwarders regarding the movement & handling of exhibits for "INDIA STEEL 2017".

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

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

3. Customs Clearance Under Temporary Imports

Temporary duty free importation facilities are available to the bonafide participants of “INDIA STEEL 2017” provided the shipment is cleared under an ATA Carnet or a Bank Guarantee or an Embassy Bond.

Under the Customs Notification No. 3/89 dated 09,19-1989, import of Exhibits for “INDIA STEEL 2017” 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 CFAs who will provide them with up-to-date information on rules and procedures.

Sale of Exhibits

No sale of Products will be allowed during the 3 days of the event.

Sale of exhibits by overseas Exhibitors

Exhibition goods, imported initially via Embassy Bond. ATA Carnet or Bank Guarantee can be sold during the exhibition but removed from Customs bonded warehouse only upon the completion of customs sale formalities & payment of applicable Customs duties & taxes within the stipulated six months period. ***Please contact our official agency R.E Rogers Pvt Ltd. Ref Page No.4***

Octroi Duty (Entry Tax) in Mumbai and its payment exemption for exhibitors

Mumbai city as per the local municipal rules of Municipal Corporation of Greater Mumbai levies an Octroi Duty (Entry Tax) on all materials entering into the city limits. This tax is applicable on imported exhibits from foreign countries also.

To avail of exemption from payment of Octroi duty a bonafide Exhibitor Certificate issued by the organisers and a photocopy of approval letter issued by ITPO should be enclosed with your application and other necessary documents to the appropriate authorities through the official freight forwarding agents. Both these certificates/letter will be issued by FICCI to each exhibitor on receipt of full payment of the charges for the stall/pavilion in the exhibition. Octroi Exemption facility will be offered only to those exhibitors who have paid security deposit and indemnified the organisers from any discrepancy in processing of 'R' form. The exhibitors are requested to get in touch with official freight handling agents for further information in this matter. ***Please contact our official agency R.E Rogers Pvt Ltd. Ref Page No.4***

ELECTRICAL SERVICES

1. Electrical Supplies & Installations

The electric power supply available in India is:

Single / 3 / Phase : 230/ 400 volts 10% fluctuations

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 Hall 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 charge 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 No. 3** or more than the specified load or the 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 three-phase outlet through two poles single phase switches if necessary for further 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 system for their sophisticated machines/exhibits. If the machines are sensitive to the floor, placement of steel plates underneath is recommended.

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 "INDIA STEEL 2017". 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.

Each Shell stand will be entitled to a single-phase load of 1 kw per 12 sq mtr. Including the load they consume for lighting purpose without any extra charges. This load is sufficient for lighting three spot lights and using of a TV or a Computer. For running a machine all exhibitors have to apply for additional power. For this additional load the exhibitor has to pay as per the rates mentioned in **Form No. 3**.

For Bare space Exhibitors the electricity connection and consumption charges are not included in participation charges. They have to pay the electricity charges depending upon the power and lighting load of their stall. The charges for electricity requirement are mentioned in **Form No. 3**.

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 electricity will be provided from **April 19th-21st, 2017**.

3. Temporary Electric Supply

Temporary power supply for erection and testing of machines can be made available from April 17, 2017 the first day of construction on extra charges. For charges kindly refer **Form No. 3** in the Forms Section. However, no Temporary connections will be given after April 18, 2017. Please see **Form No. 3**

The charges for electricity requirement are mentioned in **Form No. 3**

FIRE SAFETY & SECURITY REGULATIONS

Fire Safety

Fire fighting equipment will be provided at various vantage points in the exhibition halls. 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.

Exhibitors and the staff employed by them within the Exhibition stand are directly responsible for ensuring fire safety measures, including tackling of minor fire incidents. Their responsibilities will include:-

- a. Study the general layout of Exhibition Halls and get acquainted with the location of exit doors, exit routes, emergency routes and emergency exits.
- b. Not to use any inflammable material for decorating the standard shell stands, offices, restaurants, chalets etc. unless they are treated with fire retarding substances. Not to display/exhibit explosive, chemical, inflammable, dangerous, harmful or noxious substances unless approved by the Organisers.
- c. Not to use any heating appliances to cook food in the Exhibition stands.
- d. Ensure heating appliances used in business chalets are mounted on fireproof stands. Use of LPG is not permitted.
- e. Keep away all inflammable/combustible waste such as empty boxes, containers, wrapping etc. away from the Exhibition premises and deposit the same in areas designated by the Organisers. Empty Boxes, Containers, Wrappings etc if not removed, the Organisers will remove the same at the exhibitor's cost.
- f. No storage of any kind is allowed behind booths or near electrical services.
- g. All empty cartons and crates must be labeled and removed for storage
- h. Helium balloons are not allowed inside the halls.
- i. Ensure that electric wiring of equipment on display, decoration and those used for heating appliances are of adequate capacity, quality and are as per approved specifications. Cable joints, if any, be kept to the bare minimum and properly sealed to prevent sparking/over heating.
- j. Drawing more power than what has been demanded should be avoided as this may lead to tripping of main circuit breaker and recovery of penal charges/levies from the defaulting exhibitors.
- k. Alteration/interference with main circuit breaker and wirings/electrical fittings is prohibited. The Official Stand Fitting Contractor's electricians should be contacted for any additional connections. In case of any fault in the electrical installation, call for help from complaint cell of the Organisers / Service Booth of the Official Stand Fitting Contractor.
- l. Observe and impose all fire precautions at all times, especially during fabrication/ installation of the stalls/chalets. Avoid throwing lighted cigarette butts and matchsticks etc in Exhibition stands/chalets/offices.
- m. Smoking in the Exhibition halls and all public places during the Exhibition period is prohibited. These will be treated as "No Smoking" areas and will be so marked. Separate "Smoking Zone" may be used for this purpose.
- n. Tackle any minor fire incident in the stand, offices and restaurants by using the fire extinguisher installed.

- o. Know the exit routes to be followed in an emergency and the location of nearest emergency exit for escape in case of major fire incidents.
- p. Do not block the exit, exit route, emergency exit and passages.
- q. Instruct your employees / temporary staff not to leave the stands unattended whilst work is in progress or before officially appointed time of closing.

In case of a fire incident, take following action:

- (i) In case of fire not coming under control by portable extinguisher, raise fire alarm by shouting "Fire, Fire" to summon assistance. Rush to Fire Watch Personnel stationed in Exhibition halls.
- (ii) In case of major fire incident, direct and guide the visitors and the occupants of Exhibition halls/restaurants through routes to the exit as well as emergency exits for their quick dispersal.
- (iii) Provide access and co-operate with the Organisers' fire safety supervisory staff and Fire Watch Personnel for inspection. Render all help possible to fight fire and salvage the equipment/materials.
- (iv) Ensure quick dispersal of equipment/cars parked in the area in the event of fire incident in static display/car park areas.

Security Regulations

- Badges must be worn at all times by the exhibitors managing the stall and their temporary staff to gain entry to the exhibition halls.
- Badges can be obtained at the time of taking possession of stalls from the organisers' office at site.
- 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 items, which are small & portable.
- 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 through out the exhibition period, security of individual stalls in 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 on **Page No. 4**

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 official security agency directly with their requirement of personnel at the earliest, preferably before March 15, 2017.

EXHIBITION FACILITIES

❑ Business Visitors Registration Counters

Registration Counters are being set up at the entrance gates of the exhibition halls for the business visitors. Visitors are requested to present his business card and in return a badge will be provided to them. This badge will give them access to the exhibition halls.

❑ Business Centre

Exhibitors are requested to make use of the Business Centre located in fair facilities area. This will be equipped with essential communication facilities viz. Computers, Telephone with STD/ISD facility, photocopy, fax etc. Secretarial assistance, courier services etc. will be provided.

❑ Media Centre

A media centre is being set up to coordinate the media activities for better media exposure. Exhibitors are requested to inform the media centre on any major news worthy event they are organising, as well as if they would like their CEO to be interviewed by the media on some state of art technology developed in the recent past. Press releases issued by the exhibitors may also be given to the Media Centre for taking out useful information for inclusion in the daily updates on "INDIA STEEL 2017"

❑ Restaurant/Snack Counters

The organisers have provided a restaurant run by a leading caterer to provide buffet lunch as well as snacks to exhibitors/visitors.

❑ VIP/Protocol Lounge

This lounge within Hall No. 5 will be manned by officers of FICCI, Ministry of Steel, and Govt. of India. Information regarding the visits of VIPs may be given to the VIP lounge.

❑ Exhibitors' Parking

The Organisers are making arrangements for parking of vehicles for exhibitors inside the NSE Complex. For this parking, labels will be issued by the Organisers from the site office.

❑ Information Booths

Information booths will be provided in the Exhibition & Conference halls. These booths will be equipped with information on Exhibition/Participants/Fair Facilities/Products on display etc. Exhibitors are advised to contact FICCI officials available at any of these booths for any assistance.

❑ Medical Facilities

Organizers have made arrangements for a medical/ first aid booth in case of any medical emergency.

FORMS

S. No.	Forms	Last date of Submission
1.	Entry for Exhibitors' Directory	March 15, 2017
2.	Advertisement in Exhibition Catalogue	March 15, 2017
3.	Electrical Connection	March 15, 2017
4.	FASCIA Name for Exhibitors	March 15, 2017
5.	Plan Approval for Bare Space	March 15, 2017
7.	Registration of Exhibitor Stand Personal	March 15, 2017
8.	Addl. Furniture & Electrical Goods	March 15, 2017
10.	Exit Pass	April 21, 2017



Please fill and return to:

FICCI Trade Fair Secretariat
 Federation House, Tansen Marg,
 New Delhi-110001
 Tel : 011 23766917 (D), 23738760-70 (Ext. - 465)
 Fax : 23320714
 E-mail : indiasteexpo2017@ficci.com

**Last Date of Submission
 March 15, 2017**

FORM NO. 1

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

1. Name of Organisation:
 (Name as it should appear in the Directory)
 Stand No:
 Address:
 City & Code: Country:.....
 Telephone: Fax:.....
 E-mail: Website:.....
 Name of the Chief Executive Officer:
 Designation:
 Contact person for "INDIA STEEL 2017" with designation:.....
2. Company list of & range of products/services:

 (The number of words should not exceed 150. Organiser has right to edit the matter if it exceeds 150 words.)
3. Business Sector: Please see the list overleaf and mark accordingly
4. Foreign principals/Collaborators:
 1) Name Country
- 2) Name..... Country

Additional catalogue entry for Group Company can also be given by the exhibitor for an extra payment of Rs.500/US\$ 15 per additional entry. The payment should be made through Demand Draft/ Cheque in favour of Federation of Indian Chambers of Commerce & Industry (FICCI), New Delhi. A photocopy of this form can be used for sending the additional entry.

Contact Person	Designation
Company Name	
Stall Number	Hall Number
Signature	Date

Please fill and return to:

Mr. Vivek Mishra
 FICCI Trade Fair Secretariat
 Federation House, Tansen Marg,
 New Delhi-110001
Mob : +91-9015830574, 23738760-70 (Ext. - 589)
Fax : 23320714
E-mail : indiastelexpo2017@ficci.com

**Last Date of Submission
 March 15, 2017**

FORM NO. 2

**EXHIBITION CATALOGUE - "INDIA STEEL 2017"
 ADVERTISEMENT TARIFF (PRINTED CATALOGUE)**

ADVERTISEMENT TARIFF (PRINTED CATALOGUE)

Option No.	Position	Exhibitor		Non-Exhibitor	
		Rs.	US\$	Rs.	US\$
1.	Double spread (Colour)	40,000/-	1000	50,000/-	1250
2.	Back Cover (Colour)	35,000/-	875	45,000/-	1125
3.	Inside Front Cover (Colour)	25,000/-	625	35,000/-	875
4.	Opening First Page (Colour)	25,000/-	625	35,000/-	875
5.	Inside Back Cover (Colour)	22,000/-	550	30,000/-	750
6.	Full Page (Colour)	15,000/-	375	20,000/-	500
7.	Full Page (B/W)	10,000/-	225	15,000/-	375
8.	Half Page (Horizontal/Vertical) (B/W)	7,000/-	175	10,000/-	225
9.	Book Mark (2 Side)	25,000/-	625	35,000/-	875

Service Tax applicable-15%
 Technical Data

Full Page

- Print Area
26 x 19 cms.
(Width x Height)

Half Page (Horizontal)

- Print Area
13x19 cms.
(Width x Height)

Half Page (Vertical)

- Print Area
26 x 9.5 cms.
(Width x Height)

Book Mark

- Print Area
10 x 6 cms
(Width x Height)

Double Spread

- Print Area
26 x 19 cms.
(Width x Height)

Note: Advertisement material required:

- Advertisement material through Page maker or Coral Draw, EPS or TIFE in CD with print of the advertisement as reference proof.
- Book Mark should be provided by the advertiser.
- Half Page (Horizontal / Vertical) advertisement will be printed in Black & White only.

Circulation Among:

- Exhibitors from chemical, Petrochemical, Pharmaceutical Industry, Process Plant Machinery & Instrumentation Sector.
- Visitors from Chemical, Petrochemical, Pharmaceutical & Process Plant Machinery, Instrumentation and other (related) user Industry.
- Policy makers, Industry Associations, Scientists, and Research institutes etc.
- Foreign Embassies in India, Indian Mission abroad, Industry Associations & Chambers of Commerce in foreign countries.

Please reserve _____ in printed Catalogue/:

We enclose a bank draft no _____ dated _____ in favour of Federation of Indian Chambers of Commerce and Industry, New Delhi with necessary advertisement material.

Contact Person	Designation
Company Name	
Stall Number	Hall Number
Signature	Date

Please fill and return to:

FICCI Trade Fair Secretariat
 Federation House, Tansen Marg,
 New Delhi-110001
 Tel : 011 23766917 (D), 23738760-70 (Ext. - 465)
 Fax : 23320714
 E-mail : indiasteelexpo2017@ficci.com,
 aayush.jain@ficci.com,
 kunal.chaudhary@ficci.com

**Last Date of Submission
 March 15, 2017**

FORM No. 3
ELECTRICAL CONNECTION

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.

Permanent Load

Permanent Electric Load Phase	Connection & Consumption Charges (Rs) from April 18th-21st, 2017 (4 Days)	Qty. Required	Amount (Qty Req. X Single Charges / Three Phase Charges)
Single Phase	4500/- Per KW		
Three Phase	4500/- Per KW		
Total Amount			
Service Tax 15%			
Grand Total			

Temporary Load - Bare Space owner are requested to kindly send us your Temporary Power requirement so that it can be given to you during the construction of your stall.

Temporary Electric Load	Connection & Consumption Charges (Rs)	Qty. Required	No. of days	Amount (Qty. x No.of Days)	Date 17th & 18th April 2017
Single Phase	1500/- Per KW				
Three Phase	2000/- Per KW				
Total Amount					
Service Tax 15%					
Grand Total					

Kindly mention the dates for Temporary Connection before the event and after the event if required:

From	Till

**** Please give schedule for temporary power required.**

For availing electrical connections the above amounts are mandatory. All the payments have to be made to FICCI.

Please fill and return this form along with full payment in advance in favour of Federation of Indian Chambers of Commerce & Industry latest by March 15, 2017 otherwise late fee @ 25% on these rates will be charged.

We are enclosing D.D. No. dt. for Rs.
 drawn on

Contact Person	Designation
Company Name	
Stall Number	Hall Number
Signature	Date



Please fill and return to:

FICCI Trade Fair Secretariat
 Federation House, Tansen Marg,
 New Delhi-110001
 Tel : 011 23766917 (D), 23738760-70 (Ext. - 465)
 Fax : 23320714
 E-mail : indiasteexpo2017@ficci.com

**Last Date of Submission
 March 15, 2017**

FORM NO. 4
FASCIA NAME FOR EXHIBITORS

THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY SHELL SCHEME EXHIBITOR TO THE ADDRESS STATED ABOVE

Concerned exhibitors are requested to indicate here below the name, which they require on the fascia. This will be provided on front fascia of the stall with White standard 100 mm high (4") English Alphabets (max 25 letters). Please use block letters only. Logos will not be allowed on the fascia. If the concerned exhibitor fails to submit this form within the deadline date, the organiser will have no option but to incorporate on the fascia the name of the company on which the booth is contracted.

THE FOLLOWING IS TO APPEAR ON THE FRONT FASCIA OF OUR STAND

Please use block letters:

Contact Person Designation

Company Name

Stall Number Hall Number.....

Signature Date

Please fill and return to:

FICCI Trade Fair Secretariat
 Federation House, Tansen Marg,
 New Delhi-110001
 Tel : 011 23705468, 23738760-70 (Ext. – 579)
 Fax : 23320714
 E-mail : kunal.chaudhary@ficci.com, aayush.jain@ficci.com

**Last Date of Submission
 March 15, 2017**

FORM NO. 5
PLAN APPROVAL FOR BARE SPACE

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

PLAN APPROVAL

1. Exhibitors who have 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 used. The exhibitors should stick to the architectural guidelines given in the manual.
2. Plans should be submitted in duplicate. The construction work will not be permitted to commence unless plans are approved. One copy will be returned to the exhibitor once it has been approved, subject to modifications if any.
3. Please attach your plans with this form and send the same to the organisers at the address given above:
4. Natural pillars falling within stand areas may be covered upto a height of 5 mtrs.

Contact Person Designation

Company Name

Stall Number Hall Number

Signature Date



Please fill and return to:

Mr. Vivek Mishra
 FICCI Trade Fair Secretariat
 Federation House, Tansen Marg,
 New Delhi-110001
Mob : +91-9015830574, 23738760-70 (Ext. - 589)
Fax : 23320714
E-mail : indiastelexpo2017@ficci.com

**Last Date of Submission
 March 15, 2017**

FORM NO. 6
REGISTRATION OF EXHIBITOR STAND PERSONNEL
**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.

(PLEASE TYPE IN BLOCK LETTERS)

Exhibitor's Name

Company Name

Stall No.

Hall No.

Date

Contact Person Designation

Company Name

Stall Number Hall Number

Signature Date

Please fill and return to:

FICCI Trade Fair Secretariat
Federation House, Tansen Marg,
New Delhi-110001
Tel : 011 23766917 (D), 23738760-70 (Ext. - 465)
Fax : 23320714
E-mail : kunal.chaudhary@ficci.com,
aayush.jain@ficci.com

**Last Date of Submission
March 15, 2017**

FORM No. 7

**ADDITIONAL RATE LIST FOR FURNITURE ON LEASE BASIS
India Steel - 2017**

S. No.	Description of Items	Cost per Unit		Unit	Qty.	Amount
		Rs	US\$			
Furniture:						
NK 01	Laminated panel 1000mm x 2500mm	800	16	each		
NK 02	Glass shelf 1065mm x 300mm	300	6	each		
NK 03	Wooden white shelf 1065mm x 300mm	300	6	each		
NK 04	Glass Panel 1000mm x 1220mm	1000	20	each		
NK 05	Door (Lockable) 940mm x 2000mm	2000	40	each		
NK 06	Lockable cabinet 1065mm x 580mm x 750mm	1000	20	each		
NK 07	Information counter 1065mm x 580mm x 750mm	800	16	each		
NK 08	Glass counter 1016mm x 520mm x 1000mm	2000	40	each		
NK 09	Show Window 500mm x 500mm x 2000mm with 2 glass shelf	3500	70	each		
NK 10	Show Window 1000mm x 500mm x 2000mm with 2 glass shelf	4000	80	each		
NK 11	Foldable arm chair	200	4	each		
NK 12	Cushion chair (without arm)	400	8	each		
NK 13	Revolving chair	700	14	each		
NK 14	Bar stool	800	16	each		
NK 15	Glass Round table (Dia 600mm x High 460mm)	600	12	each		
NK 16	Glass Round table (Dia 900mm x High 700mm)	1200	24	each		
NK 17	Display Podium 500mm x 500mm x 750mm	1000	20	each		
NK 18	Sofa single seater	1800	36	each		
NK 19	Sofa two seater	3600	72	each		
NK 20	Sofa three seater	5400	108	each		
NK 21	Centre table 1050mm x 530mm x 470mm with glass top	800	16	each		
NK 22	Literature stand	700	14	each		
NK 23	Que manager (per pillar)	800	16	each		
NK 24	Planter box with plant	200	4	each		
NK 25	LED TV 42" (per day)	3000	60	per day		
NK 26	LED TV 30" (per day)	2500	50	per day		

S. No.	Description of Items	Cost per Unit		Unit	Qty.	Amount
		Rs	US\$			
Electricals:						
NK 27	Refrigerator 165 Ltr.	4500	90	each		
NK 28	100 Wt. spot light	300	6	each		
NK 29	Socket outlet 5/15amp	300	6	each		
NK 30	Power strip 5/15amp	500	10	each		
NK 31	1.2 M 40 W Flourescent tube	300	6	each		
NK 32	Metalhalide light 150 wt.	1200	24	each		
NK 33	Pedestal fan	800	16	each		
	Sub-Total Add Service Tax @ 15% Total Amount					

The above rates are for the entire period of the exhibition except for LCD screen.

The payment should be 100% in advance by Banker's Cheque / Demand Draft drawn in favour of "N.K. KAPUR & CO. PVT. LTD." payable at New Delhi to confirm your booking.

OUR BANK DETAILS

Name of Firm : **N.K. KAPUR & CO. PVT. LTD.**

Name of Bank : **CITI BANK, N.A.**

Account No. : **0085020005**

Bank Branch : **Jeewan Bharti Building, 124, Connaught Circus, New Delhi-110 001, India.**

Bank Swift code : **CITIINBX**

IFSC / RTGS code : **CITI0000002**

Please Note : All bank charges to be borne by client

Contact Details : To, M/s N.K. KAPUR & CO. PVT. LTD., N-14/9, L.G.F., DLF City, Phase-II, Gurgaon
Pin - 122002, Haryana.

Tel : 0124-2561666, 2562525.

E-mail : nkkapur@gmail.com, info@nkkapur.com

Contact Person : Naveen Chauhan (M. 093122 75540)

NOTE : 1. Service Tax to be charged extra @ 15%
2. Consumption & service charges for electricity is not included in these rates

Contact Person	Designation
Company Name	
Stall Number	Hall Number
Signature	Date



Please fill and return to:

FICCI Trade Fair Secretariat
 Federation House, Tansen Marg,
 New Delhi-110001
 Tel : 011 23705468, 23738760-70 (Ext. – 579)
 Fax : 23320714
 E-mail : indiasteexpo2017@ficci.com

**Last Date of Submission
 April 21st, 2017
 Exhibitor Copy**

**FORM NO. 8
 FORMAT FOR EXIT PASS**

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 AVIAL OF AN EXIT PASS TO TAKE THEIR GOODS OUT OF NSE COMPLEX ON THE CONCLUDING DAY OF THE EXHIBITION.

To
 Federation of Indian Chambers of Commerce and Industry
 Tansen Marg
 New Delhi

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 deposit 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.

Sr. No.	Description of Items	No. of Packing cases
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Note:

1. Please obtain 'No objection from Federation of Indian Chambers of Commerce & Industry. Trade Fair' Department.
2. 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.
3. Early submission will help to facilitate a smooth exit from NSE Complex

Contact Person	Designation
Company Name	
Stall Number	Hall Number
Signature	Date