



Ministry of Steel
Government of India



**6th
INTERNATIONAL
EXHIBITION CUM
CONFERENCE ON
STEEL INDUSTRY**

**INDIA
STEEL
2025**

24 - 26 April 2025
Bombay Exhibition Centre (NESCO),
Mumbai

**EXHIBITORS'
MANUAL**

www.indiastelexpo.in

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Dear Exhibitor,

This manual contains details, technical guidelines, and rules and regulations for participation and stand construction at INDIA STEEL 2025. We request you to carefully review these guidelines and specifications and strictly adhere to them for a smooth participation experience at the show.

The forms for fascia name, additional electricity requirements, the exhibitor directory, and stand passes have been provided in your online exhibitor dashboard. The login credentials for the dashboard have been sent to your registered email address. Please complete all the required forms by March 15th, 2025. If you have not received your credentials, please contact the undersigned.

For clarifications or to submit the forms, please correspond with:

FICCI Trade Fair Secretariat
Federation House,
1, Tansen Marg,
New Delhi - 110001

Contact:
Mr. Mayank Rastogi – Additional Director / Mr. Navneet Gupta
Tel: +91-11-23766917 (Direct)/23738760-70 (Ext. 465)
Email: mayank.rastogi@ficci.com / navneet.gupta@ficci.com

We appreciate your continued support and cooperation and wish you a successful participation at the show.

Thank you,

India Steel Team.

SCHEDULE OF EVENTS

Date & Time	Day	Events
Build-up-Period		
22 nd April 2025 - 1000 hrs	Tuesday	Handing over space to Bare Space Exhibitors. Temporary electricity will be provided if applied.
22 nd - 23 rd April 2025 - 1000 hrs - 1800 hrs	Tuesday & Wednesday	Delivery of freight to raw space stands.
23 rd April 2025 - 1000 hrs - 1400 hrs	Wednesday	Handing over space to Shell Space Exhibitors.
22 nd April 2025	Tuesday	Delivery of freight to Shell Space stands.
22 nd April 2025	Tuesday	Power supply testing.
23 rd April 2025 1800 hrs	Wednesday	Completion of all booths - both Raw & Shell Scheme.
24 th April 2025 1800 hrs	Thursday	Permanent Electricity
23 rd April 2025 1800 hrs	Wednesday	<ul style="list-style-type: none"> - All unwanted stores/refuse to be cleared. - Final cleaning of halls and completion of all booths.
Exhibition Period		
24 th April 2025 0900 hrs	Thursday	Registration (Delegates / Speakers).
24 th April 2025 1000 hrs	Thursday	Opening Ceremony.
24 th - 26 th April 2025 1000 - 1800 hrs	Thursday to Saturday	Trade & Business Visitors
26 th April 2025 1500 hrs	Saturday	Exit Passes will be distributed.

<u>Official Stand Construction Agency</u> Mr. Nimit Soni Mob : +91-9873882196 Email : nimit.soni@parasartstudio.com PARAS ART STUDIO A 25/7, Middle Circle Connaught Place Delhi- 110001	<u>Cargo Movements & Clearance</u> Mr. Nanhe Mishra / Mr. Dinesh Tambe / Mr. Damodar Shenoy Mobile: +91-9819798027 / +91-9920915375 / +91-9920108787 E-mail: nanhe@rogersworldwideindia.com / dinesht@rogersworldwideindia.com / damodar@rogersworldwideindia.com R. E. Rogers India Pvt. Ltd. 501/502, Midas, Sahar Plaza Complex, Mathuradas Vasanji Road, Andheri (E), Mumbai- 400 059. Tel : +91-22-30880313 Fax : +91-22-28208942
<u>Hostesses Service Provider</u> Ms. Renuka Uchil Mobile: + 91 9820214536/+91-8779619982 E-mail: info@premiermktg.in Premier Marketing E203, Krishna Bldg, Vasant Sagar complex, Thakur Village, Kandivali (E), Mumbai - 400101	

Official Bare Space Stand Construction Agency:

Mr. Prashant Srivastav Mobile: +91-7042098589 Email id: Crystalrockevents@gmail.com Crystal Rock Events & Marketing Address: 10C/157, Vasundhara, Ghaziabad - 201012	Mr. Subhash Chamoli Mobile No: +91-9891108706 Email id: subhash@conceptdezind.com The Concept Dezine Address: B125,SF, JP Garden Estate , Mohan Nagar, Ghaziabad.
Mr. S S Bhatia / Mr. Vijay Bhalla Mobile: +91-9810068804/+91-9868146257 J R GROUP INDIA 7/5, West Patel Nagar New Delhi – 110008 Email - jrgroupindia@gmail.com	

6th Edition of INDIA STEEL 2025
An International Exhibition Cum Conference on Steel Industry
April 24th – 26th, 2025

Exhibition	"INDIA STEEL 2025" – An International Exhibition and Conference on Steel Industry
Organizers	Federation of Indian Chambers of Commerce & Industry Co-organizer Ministry of Steel, Government of India
Dates	April 24 th – 26 th , 2025
Exhibition Timing	10 AM – 6 PM
Venue	Hall 4, Bombay Exhibition Center, Mumbai
Area	11,900 Sqm
Objectives	<ul style="list-style-type: none"> • Showcase the latest products, technology, machinery, equipment, applications, and developments in the steel industry. • Disseminate knowledge about new applications of steel across various user sectors. • Share insights on developments and best practices in analysis, design, and construction methodologies related to steel. • Understand global steel markets and industry trends. • Explore advanced technologies for raw material processing. • Create awareness among potential consumers about the applications and benefits of steel usage. • Facilitate joint ventures, project collaborations, technology transfers, investments, and R&D initiatives. • Present the latest industry innovations in products, machinery, and equipment to drive business opportunities.
Highlights	<ul style="list-style-type: none"> • Over 250 exhibitors showcasing cutting-edge products and solutions. • Extensive educational seminars, technical meetings, and conferences attracting industry decision-makers and dedicated visitors. • CEOs Round Table featuring industry leaders and key stakeholders. • Live demonstrations showcasing the latest equipment and technologies. • Networking opportunities at the exhibition and related business events. • Buyer-Seller Meet to facilitate business collaborations. • Participation from Central Government Ministries and State Governments supporting industry growth. • International participation and dedicated pavilions from various countries.
Participation Profile	Steel Industry Stakeholders <ul style="list-style-type: none"> • Metal producing companies • Alloy manufacturers • Ferrous and Non-ferrous metal production plants and units • State Governments • Central Government Ministries

	Machinery & Technology for Steel & Metal Manufacturing <ul style="list-style-type: none"> • Domestic and International Steel Producers, Organizations & Associations • Automation & Instrumentation • Cutting Tools • Water & Pump Equipments • Welding Equipment & Services • Control & automation Systems • Quality Control, Testing & Analysis • Energy Efficiency Equipment • Energy Conservation • Engineering and Design • Environmental protection • Filtration & Separation • Induction Furnaces and Heat Treatment • Nanotechnologies • Palletization • Project Management & Consultation • Pumps & Valves • Refractories • Safety Equipment & Technology • Scientific Research & Development • Scrap Collecting and Recycling • Sheet metal, tube, section (ferrous and non-ferrous) • Sintering • Smelting and Refining • Software technology • Foundry Engineering Units Machinery & Technology for Mineral Mining & Processing • Domestic & International Mining Companies • Air Pollution Control Equipment • Communication System & Technology • Crushers, Diesel Engines & Grinding Mills • Conveyor Belting & Components • Cranes, Forklifts & Trucks • Drilling and Crushing • Earth Moving Equipment and accessories • Environment & Geology and Mining Related Services • Power Generation & Transmission Equipments • Fans and Dust Collectors • Locomotives, Lubricants & Greases • Mines Safety Equipment • Process Control Systems • Rock Drilling Equipment • Mineral Evacuation Machinery Manufacturer • Safety Equipment & Technology • Explosives, Drilling & Blasting • Earthmoving, Construction Machinery & Lighting • Information Technology Providers • Logistics Supporters • Environmental Protection Technology • Material Processing & Handling Equipment Manufacturers • Measuring & Testing Vendors
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	<ul style="list-style-type: none"> • Material testing agencies Metallurgical Equipment & Technology • Foundry Machinery & Technology • Welding Equipment & Technology • Rolling Mill equipment Minerals • Mineral Development Corporations • Minerals Exploration Technology • Handling & Processing • Transportation and Logistics Metal Machinery & Technology • Bearings & Shafts • Cutting, Shaping, Bending & Welding • Consulting Design & Service • Extrusion • Finished products, components, assemblies • Flexible sheet metal working • Forging, Casting equipment and accessories • Foundry Engineering • Furnace and Heat Treatment • Gears, Motors & Compressors • Joining, fastening • Lapping • Laser Cladding • Lubricants • Machine Tools and Dies • Polishing • Spray Painting Systems • Surface Treatment & Corrosion Technology • Tube / Section processing • Vibrator De-burring Machines & Consumable • Shaping Equipment • Signaling Equipment <p>Buying and Sourcing Mineral Processing</p> <ul style="list-style-type: none"> • Mineral Development Corporation • Mineral Processing Units • Contractors • Scientific Research & Development Institutions • MSMEs and Private companies <p>Buying and Sourcing Metal & Metal Working Machinery</p> <ul style="list-style-type: none"> • Casting, Forging and Foundry Industry • Component Manufacturers • Consulting Service providers • Iron and steel production • Non-Ferrous Metals Production • Sheet metal fabricators • Sheet metal products, components, assemblies' manufacturers • Shipbuilding and Ship Repair Industry • Steel & Aluminum Construction • Tube and Pipe Sector • Water Supplier Sector • Trucks, Wheels & Tyers
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Visitor Profile

- Aerospace
- Airport Infrastructure - Developers
- Automotive
- Buyers and Sourcing Personnel
- Chemical
- Construction
- Consultants and Contractor
- Consulting
- Consulting Design & Services
- Contractors of : Bridges , Roads, Coal, Mines, Cement Plants, Nuclear & Hydro Power Projects
- Decision-makers and top executives of manufacturing and engineering enterprises
- Defence
- Defence & Security
- Diplomats and Ministerial trade delegates
- Electrical
- Electrical Engineering
- Electronics
- Energy
- Engineering
- Environment
- EPC Contractor
- Government Procurement -Departments
- Industrial Entrepreneurs
- Information Technologies (IT)
- Logistic & Packaging Industry
- Machinery & Technology -Marine, Metallurgy
- Material Testing Agencies
- Mining
- OEMs
- Offshore
- Oil & gas Packaging
- Pipe
- Plastic
- Power
- Power Producers
- Primary Steel Producers
- Printing
- Railway Vendors
- Railways
- Refining
- Rolling Mills
- Rubber
- Secondary Steel Producers
- Ship Building & Ship Industry
- Ship Building & Ship Repairing
- Ship Manufacturers
- State Level PWD Departments
- Technical experts and academicians
- Telecommunication

	<ul style="list-style-type: none"> • Transportation • Vessels Manufactures • White Good Manufacturers • Pharmaceutical Machine Manufactures • Vessels Manufactures • Transportation Component Manufacturers • Refining Sector • Telecommunication Sector 			
Participation Charges	Type of Space	Minimum Area	Participation Charges in INR for Indian Participants (Per Sqm)	Participation Charges in USD for International Participants (Per Sqm)
	Shell Space	12 Sqm	12,500	370
	Bare Space	36 Sqm	11,000	350
	*GST as Applicable *Catalogue Entry Charges will be Rs. 1500 / USD 30 per entry			
Contact Us	Mr. Navneet Gupta Mob: +91-9654103029 Federation of Indian Chambers of Commerce and Industry Federation House, 1, Tansen Marg New Delhi – 110001 Tel: +91-11-23357353/23766917 Fax: +91-11-23359734 Email: navneet.gupta@ficci.com			

Organiser

The Federation of Indian Chambers of Commerce & Industry (FICCI), New Delhi is the organizer of INDIA STEEL 2025.

Venue, Dates & Timings

INDIA STEEL 2025 will be held at Hall 4, NESCO (Bombay Exhibition Centre), Goregaon (East), Mumbai, from April 24th - 26th, 2025. Visitors will be allowed from 10:00 AM to 6:00 PM on all show dates.

Exhibitor Definition

A company, organization, or association booking space for participation will be considered an exhibitor.

Participation Options

- Raw space can be booked with a minimum area of 36 sq. meters.
- Shell stands can be booked in multiples of 12 sq. meters.

Shell Stand Inclusions

Each 12 sq. meter shell stand will include:

- Three-side partition
- Fascia name
- Floor covering
- Four spotlights
- One 5/15 AMP socket
- One trash bin
- One table and two chairs

Note: Electricity connection and consumption charges will be extra. Participation charges include air-conditioning and general lighting.

Participation Payment Terms

Applications for participation must be submitted to the FICCI Trade Fair Secretariat along with 100% participation charges.

Space allocation will be on a first-come, first-served basis.

Participation fees are non-refundable.

All payments must be made via bank draft or banker's cheque, payable at Delhi, in favor of:
"Federation of Indian Chambers of Commerce and Industry", New Delhi.

Transfer Details for Overseas Exhibitors:

Company Name: Federation of Indian Chambers of Commerce and Industry / FICCI

Account Number: 50100519696242

Bank Name: HDFC Bank

Branch: Bengali Market

IFSC Code: HDFC0001376

SWIFT code: HDFCINBB

Type of Bank A/c: SAVING

Allocation of Space

- FICCI reserves the sole discretion in the allocation of exhibition space. However, due consideration will be given to the preferences and requirements of applicants.

Catalogue Entry Charges

- Each exhibitor is required to pay Rs. 1,500 or US\$ 50 for catalogue entry. This payment must be made along with the participation charges.
- Exhibitors may also include the name of their collaborator, principal, agent, or group company in the directory, provided they operate in the same line of business.
- For each additional entry, an extra charge of Rs. 1,500 or US\$ 50 will apply.

Taxes

- The Government of India levies GST on all exhibition services, including stall rentals, electrical charges, and other fair-related services.
- The applicable GST rate for the exhibition is 18% on the total billing amount.
- FICCI's GST Number: 07AAACF1282E1Z1

Vendor Registration Fee (Non-Refundable)

Please note the following important guidelines for Bare Space Exhibitors at India Steel 2025:

- Exhibitors are responsible for their own stand design and construction.
- The stall design must be submitted to the organizers for approval by March 15th, 2025.
- Contractors responsible for stall construction must pay a one-time, non-refundable registration fee of ₹10,000 before taking possession of the stall.

Electricity & Power Connection and Consumption

- Shell stands will be provided with a single-phase electricity connection for spotlights and a 5/15 Amp socket, as per the standard package.
- Bare space exhibitors must pay separately for electricity connection and consumption charges.
- Additional electricity requirements for shell stands (e.g., for running equipment, machines, or extra lighting) must be paid for by the exhibiting company. The applicable charges are detailed in the online electricity form.

Other Services and Facilities

- Additional services such as telephones, security, and other facilities will be available for an extra fee.
- Companies requiring these services must submit their requests in advance via email.
- If the requested service is not provided by the organizer, the amount paid will be refunded to the exhibitor.

Construction of Stands

- The interior design of each stand must comply with the architectural guidelines set by FICCI.
- Exhibitors are only permitted to construct stands as per the design approved by FICCI.
- All exhibitors must submit their stand designs for approval to FICCI by March 15, 2025.
- Non-compliance with the guidelines will result in:
- A penalty of Rs. 5,000 / US\$ 150.
- Denial of stand construction and potential stand closure.
- All construction materials, waste, and empty packaging must be cleared by 6:00 PM on April 23, 2025.
- Construction is only allowed within the designated stand area or outside the hall. Work in walkways is strictly prohibited.

Stand Completion

- All stands must be fully completed by 8:00 PM on April 23, 2025.

Operation of Stands

- No stand should remain unattended at any time.
- Stands must open at least 30 minutes before the exhibition begins and remain open for at least 30 minutes after closing each day.

Storage of Exhibits & Empty Packaging

- Storage behind the exhibition stands is not permitted. All exhibits and empty packaging must be stored in designated areas.

Vacation of Space

- Exhibitors must vacate their stands, including shell scheme and bare space, by 12:00 AM on April 27, 2025.

Damages to the Exhibition Hall

- Exhibitors are responsible for any damages caused to the hall. Any damage must be repaired or compensated by the exhibitor.

Sales of Exhibits

- On-site counter sales are strictly prohibited during the exhibition.

Handling of Exhibits, Customs, and Import

- Only FICCI-empanelled cargo agents are permitted to handle exhibits. No other cargo agents will be allowed to operate within the exhibition premises.

Service Agencies

- Service providers for security, cleaning, telephones, catering, courier, etc. will be limited to agencies empanelled by FICCI. Other service agencies will not be permitted to enter or operate within the exhibition.

Public Safety & Security

- Exhibitors and their representatives must be present at their stands at all times during exhibition hours to receive visitors.
- Early closure of stands before the official closing time is not permitted.

Fire Safety & Flammable Materials

- All disposable inflammable materials (e.g., empty boxes, wrappings) must be immediately removed from the exhibition premises.
- The use of flammable materials for stand decoration is strictly prohibited unless treated with a fire-retardant substance.
- Heating appliances are strictly prohibited inside the stands.

Insurance & Liability for Unforeseen Incidents

- Exhibitors must arrange their own insurance to cover risks from transportation, display, and removal of exhibits. FICCI assumes no liability for any claims.
- Exhibitors are solely responsible for any damage or loss to exhibits, equipment, decorations, stock, or stands due to fire, theft, water damage, or natural calamities.
- Exhibitors are responsible for accidents involving:
 - Their staff, Organizer's personnel, technicians, or employees within their stand or neighbouring stands.
 - Equipment, machines, or electrical appliances that may cause fire or injury.
- Exhibitors must obtain third-party liability insurance, covering:
 - Accidents involving third parties within the exhibitor's stand.
 - Any liability for accidents linked to INDIA STEEL 2025.
- Exhibitors should also insure their exhibits against all possible risks permitted under insurance regulations.
- Each exhibitor is responsible for obtaining insurance coverage for expenses incurred due to the abandonment or postponement of the exhibition for any reason.

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

Organizers: 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 Organizers
- Overseas Associates
- Supporting organizations

Exhibitor Liability Period

The exhibitor's liability period begins from the moment the exhibitor, their employees, agents, or contractors enter the exhibition site and continues until all exhibits and property are removed from the premises.

Insurance, Indemnification & Organizer’s Liability

- Exhibitors must insure, indemnify, and hold the Organizers harmless against all costs, claims, demands, and expenses arising from any loss or injury to any person, including:
 - Delegates, visitors, and the general public.
 - Organizers' staff, agents, and contractors.
- Such loss or injury may result from any act or default of the exhibitor, their employees, agents, contractors, or invitees.
- If deemed necessary, the Organizers may request proof of adequate insurance coverage from the exhibitor.
- The Organizers will not be held responsible for:
 - Delays or restrictions affecting stand construction, erection, completion, alteration, or dismantling.
 - Failure of services or amenities provided by the Organizers.
 - Cancellation, partial closure, or modifications to the Exhibition due to circumstances beyond their control.

Exhibitor Badges for Entry & Exit

- Entry to the exhibition will be allowed only with exhibitor passes issued by FICCI.
- Each exhibitor will receive three (3) passes per 12 Sqm of space.
- Entry of vehicles into NSE Complex will not be permitted during exhibition hours or during other restricted time slots.
- Exit passes are mandatory for any exhibits or materials being taken out of the exhibition premises.

Violation of Rules

- If an exhibitor violates any exhibition rules, FICCI reserves the right to close their stall without any compensation or refund.

Dispute Resolution

- Any disputes between an exhibitor and FICCI that cannot be resolved amicably will be settled through arbitration in accordance with the Arbitration and Conciliation Act, 1996.
- Arbitration proceedings will be conducted in English and held exclusively in New Delhi, India.

Force Majeure

- If the exhibition is abandoned, cancelled, or suspended (fully or partially) due to reasons beyond FICCI’s control—including but not limited to war, fire, national emergency, labour strikes, or venue unavailability—FICCI may, at its sole discretion:
 - Refund a portion of the rental fee after deducting essential expenses incurred.
 - Not be obligated to refund any amount and will not be liable for any associated claims, losses, or damages.

FACILITIES FOR A SHELL STAND

A Shell stand of 12 Sqm will include:

- Three / Two sides partition
- FASCIA Name
- Floor Covering with Carpet
- Four Spotlights
- 5/15 AMP Socket

- One Table of size 1.0 mt x 0.5 mt x 0.75 mt
- Two Chairs
- One Waste Paper Basket

Technical Specifications of Stands

(a) Stand Structure (Octonorm System)

The stands are built using the Octonorm system with the following specifications:

Feature	Specification
Maximum Height of the Stand	2.50 M
Clearance under fascia	2.20 M
Arial distance between vertical aluminum columns	0.99 M
Width of panel	0.95 M
Overall width of fascia	0.30 M
Diameter of vertical aluminum column	0.04 M

(b) Wall Panels

- All wall panels are made of laminated plywood in white color with aluminum framing.

(c) Fascia Board

- The fascia board is laminated in red color with aluminum framing.
- The exhibiting company’s name and stand number will be displayed on the fascia board in 12 cm high, white capital letters.

(d) Spot Lights

- Spotlights are mounted on the side walls unless a different placement is requested by the exhibitor.

(e) Carpet

- All standard shell scheme stands will be provided with non-woven needle punch carpet.

Rules for Shell Scheme Stands

Minimum Space Requirement

- The minimum space for a shell scheme stand is 12 sq. meters.

Panel Modifications

- Painting or wallpapering of panels is not permitted. Exhibitors who wish to modify the panels must seek approval from the Official Stand Fitting Contractor and pay for the modifications.

Fixing Restrictions

- No additional fittings, displays, nails, screws, or drilling are allowed on the booth structure. Any damage caused will result in penalties charged by the Official Stand Fitting Contractor.

Flammable Materials & Heating Appliances

- The use of flammable materials for decoration is prohibited unless treated with a fire-retardant substance.
- The use of heating appliances is strictly prohibited.

Structural Modifications

- No suspensions from the hall ceiling, walls, columns, floors, or any building structure are allowed.
- Exhibitors must only utilize the inner stall area allocated to them for display purposes.

Height Restrictions

- The maximum height for all fittings/exhibits is 2.5 m.
- Rear and side walls should be 2.5 m high.
- Structures or exhibits between 2.5 m and 4 m in height must:
- Be approved by the Organizers.
- Maintain a minimum distance of 1 m from the rear, sides, and front of the stand.
- Non-Utilized Items
- Exhibitors will not receive financial credit for any shell scheme stand items that they choose not to use.

Additional Items & Furniture

- Exhibitors must coordinate directly with the Official Stand Fitting Contractor for any additional furniture or fittings at an extra cost.
- Any disputes regarding additional items must be resolved directly between the exhibitor and the contractor.
- Exhibitors are liable for damages to any additional items they acquire.

Electricity Supply

- Each 12 sq. meter shell scheme stall will be provided with a 1 kW power supply, including lighting load, free of charge.

Additional Furniture and Electrical Items

- The price list for additional furniture and electrical fittings is available in the Additional Furniture List.

Guidelines for Construction and Setting Up Stands

Procedure for Taking Possession of Stands

- Possession of shell scheme stands, and bare space areas will only be granted after full payment of all dues.
- The designated representative collecting the stand must have an authorization letter from the exhibitor company, printed on company letterhead.

Sample Authorization Letter:

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

- The authorization letter must be submitted to the Organizers' site office at Bombay Exhibition Centre, Mumbai.

Time Schedule for Taking Possession of Stands

- Bare Space: April 22, 2025, from 10:00 AM onwards.
- Shell Scheme: April 23, 2025, from 10:00 AM onwards.
- Stall construction and decoration must be completed by 8:00 PM on April 23, 2025.

Construction of Stands

- To ensure security and uniformity, only the Official Stand Construction Agencies will be allowed to build bare stands for INDIA STEEL 2025.
- If an exhibitor wishes to use an alternative construction agency, prior approval from FICCI is required.
- Unauthorized contractors will not be allowed entry into the exhibition halls.
- Specific Architectural Control and Guidelines
- The minimum passage width must be:
 - o 3 meters for main walkways (or as marked on the layout plan).
 - o 2 meters for passages inside stands.
- Minimum entry and exit width for stands: 3 meters (wider entries are encouraged).
- Open-sided stands (one, two, three, or island stands) must leave their open sides clear of obstructions. However, low partitions up to 1.2 meters or glass partitions in the upper section are allowed.

Size of stall	Maximum height of features
Up to 40 Sqm	2.5 meters
Up to 40 Sqm to 100 Sqm	3.5 meters
Over & Above 100 Sqm	4.0 meters

- Any additional height requests must be approved by FICCI.
- Construction in front of emergency exits, service doors, electrical panels, switch rooms, or other facilities is strictly prohibited.
- Any unauthorized construction in restricted areas will be removed at the exhibitor's expense, and a penalty may be imposed.
- No fixtures, supports, or attachments can be made to the ceilings, walls, columns, or floors of the venue.

Special Requirements

- Stands requiring water, drainage, compressed air, or special power connections should preferably be located at the periphery of the hall.
- Any late requests for special utilities may not be fulfilled if they obstruct public movement or due to technical constraints.

Submission of Stand Design

- Exhibitors with 40 sq. meters or more must submit two copies of their stand design by April 10, 2025.
- Plans must include:
 - Floor layout
 - Elevations
 - Logo placement
 - Electrical points
 - Wall/panel heights
 - Meeting rooms and exhibit placement
- Approval Process:
 - Submitted plans will be scrutinized within 7 days by FICCI.
 - Any late submissions will incur a penalty of ₹10,000 / US\$ 240.
 - No deviations from the approved plan will be allowed.

Stand Construction and Display Guidelines

- Exhibitors must strictly adhere to approved designs.
- During setup, FICCI will inspect displays and enforce necessary modifications at the exhibitor's expense.
- Bare Space exhibitors must ensure:
 - No damage/nailing/digging on the floor.
 - Any violations will be subject to penalties.

Prohibited Activities

Not Allowed:

- Electrical flashes, flashguns, or similar devices.
- Cloth banners, velvet banners, or velvet covers on panels/tables.
- Stage shows or presentations without written approval.
- Painting, wallpapering, drilling, or nailing of panels (damage will incur a ₹1,500 per panel charge).
- Hanging items from the hall ceiling.
- Storage behind display walls.
- Digging, grouting, or cutting the floor.

Structural Guidelines

- All fittings must be contained within the stand area and must not exceed 2.5 meters in height.
- No freestanding equipment may exceed 2.5 meters.
- Exhibitors with multiple open sides must ensure an open and transparent display.

- Large stands (above 100 sq. meters) may use projections up to 4 meters, subject to ceiling height restrictions and FICCI approval.

Fire & Electrical Safety Guidelines

- Fire exits, electrical boxes, and service rooms must always remain accessible.
- Hall pillars may be present within certain stalls. Exhibitors must accommodate them in their stand design.
- Electrical wiring and installations must:
 - Be carried out by licensed electrical contractors.
 - Have proper insulation and overload protection.
 - Avoid running under carpets unless protected by wooden ramps.
 - Follow Indian Electricity Rules (1956, amended).
- Motors above 5 HP must have power factor improvement capacitors.
- Each stand must have an adequate-rated switch, fuse unit, MCB, or cut-out to enable safe power isolation.

Penalties and Compliance

- Failure to follow approved designs will result in a ₹30,000 penalty per violation.
- Violating guidelines may result in:
 - Stand closure
 - Additional fines
 - Removal of unauthorized construction at the exhibitor's cost
- No refunds or compensation will be provided for violations.

OTHER FAIR GUIDELINES

1. Stand Setup & Construction

- Shell Scheme Stands: Exhibitors get possession after full payment. Construction and decoration should be completed by 8 PM on April 23rd, 2025.
- Bare Space: Can begin setup from April 22nd, 2025, from 10 AM onwards.
- Height Restrictions: Stands should not exceed 2.5m in height, except with prior approval for larger structures.
- Prohibited Activities: No painting, nailing, or hanging items from the ceiling. No obstruction of emergency exits or other hall facilities.

2. Electrical and Safety Guidelines

- Electrical Work: Only licensed contractors can perform electrical installations. Electrical wiring must be safe, and no overloading is allowed.
- Fire Safety: The use of flammable materials is prohibited unless treated with fire-retarding substances.
- Wiring: Must be properly covered, especially under carpets, to avoid fire hazards.

3. Storage & Waste Removal

- Storage: No storage for packing or surplus materials inside the exhibition halls. Items must be stored with the Official Freight Forwarder.
- Waste Removal: Exhibitors must remove their own waste. Organizers can charge for disposal of excess waste or materials left behind.
- Cleaning: The official agency will clean public spaces; exhibitors are responsible for cleaning their stands.

4. Exhibit Removal & Entry/Exit

- Exhibit Removal: Only permitted after the exhibition hours (after 6 PM on April 23rd, 2025). Exhibitors need an exit pass for removal.
- Entry Passes: Issued to exhibitors and service agencies. Access is based on these passes.
- Exit Passes: Required for removing materials after the exhibition. All dues must be cleared before receiving an exit pass.

5. Demonstrations & Safety

- Working Exhibits: Exhibitors demonstrating equipment with moving parts, flames, or lasers must inform organizers in writing and ensure safety measures are in place.
- Noise & Safety: High-noise demonstrations may be scheduled at specific times and can be stopped by organizers if they cause disturbances.

6. Vehicle Access

- Entry: Vehicles carrying exhibition materials can only enter from Gate No. 2 during non-exhibition hours.
- Visitor Access: During the exhibition, visitors enter from Gate No. 2 with designated drop-off and parking areas.

CARGO MOVEMENT & CLEARANCE

Movement of Exhibition Goods - Key Guidelines for Exhibitors

1. Connection to India

- Mumbai Port is a major entry point for international shipping and air travel. Major airlines and shipping lines connect to Mumbai, facilitating transportation for exhibitors from abroad.

2. Material Handling at the Exhibition Site

- Handling Restrictions: Only official agencies are permitted to handle materials on-site to ensure security, safety, and avoid damage to the venue.
- Prohibited Equipment: No private trucks, forklifts, cars, or handling equipment (like trolleys or lift jacks) can enter the exhibition halls.
- Official Agencies: Exhibitors must engage with official clearing, forwarding, and on-site handling agents for assistance with unloading and handling materials. These agencies will have equipment like forklifts, cranes, and skilled labor.
- Rates & Tariffs: The rates for handling services will be set by the official agents. Exhibitors should contact them in advance to determine the cost based on the scale and type of their requirements.
- Shipping Instructions: Exhibitors, especially overseas participants, should consult with the official freight forwarders for detailed shipping instructions and deadlines to ensure smooth transition of goods.
- Damage Responsibility: Exhibitors are responsible for ensuring their exhibits against damage during transit or handling, as the organizers will not be liable for any damages.

3. Customs Clearance for Temporary Imports

- Temporary Duty-Free Import: Exhibitors can import exhibits duty-free if they clear the goods under ATA Carnet, Bank Guarantee, or Embassy Bond, following Customs Notification No. 3/89. Exhibits must be re-exported within six months or as specified by Customs.
- Customs Formalities: Exhibitors should work with official Customs Freight Agents (CFAs) to stay informed about rules and procedures regarding customs clearance.

4. Sales of Exhibits

- Prohibited Sales During the Event: Selling of products during the exhibition is not allowed.
- Sales by Overseas Exhibitors: Overseas exhibitors who have imported their goods through ATA Carnet, Bank Guarantee, or Embassy Bond can sell their exhibits, but only after completing customs sale formalities and paying applicable customs duties and taxes within the prescribed period.

5. Octroi Duty (Entry Tax) in Mumbai

- Octroi Duty: Mumbai imposes an Octroi Duty (Entry Tax) on goods entering the city, which applies to imported exhibits as well.
- Exemption from Octroi Duty: Exhibitors can avail of an exemption if they provide:
 - A Bonafide Exhibitor Certificate from the organizers.
 - A photocopy of the ITPO approval letter.

- **Exemption Process:** To receive the exemption, exhibitors must submit the required documents through the official freight forwarding agents after making full payment for the exhibition stall.
- **Eligibility:** The exemption applies only to exhibitors who have paid their full stall charges and provided security deposits and indemnities.

Recommendations:

- **Plan Ahead:** Contact official agents well in advance to ensure smooth shipping, handling, and customs clearance.
- **Insurance:** Consider insurance for your exhibits to safeguard against potential damages during transit or handling.
- **Customs Compliance:** Ensure you understand all customs clearance requirements and related procedures well before the event.

ELECTRICAL SERVICES

Electrical Supplies & Installations Guidelines for Exhibitors

1. Electrical Power Supply Details

- **Voltage Available:**
 - **Single/3-Phase:** 230/400 volts (with a 10% fluctuation)
- **Frequency: 50 cps (with a 3% variation)**
- **Responsibility of FICCI Personnel:**
 - FICCI personnel will regulate and control the power supply to the exhibition hall and individual stalls.
- **Power Distribution:**
 - Each stall will receive power at one or more main points, depending on the load requirements.
 - Exhibitors are required to use Distribution Boards to feed power to machines.
 - Isolation switches should be installed for each machine.
- **Electrical Wiring:**
 - Exhibitors must handle the wiring from the main power points to their machines at their own cost.
 - Authorized Electrical Contractors must carry out electrical work, and they must be licensed for electrical installations.
 - **Safety:** Exhibitors should exercise the highest level of safety in wiring and installation.
- **Regulation on Power Connection:**
 - Power connections for exhibits should align with the details provided in the online electricity requisition.
 - Exhibitors must not exceed the allotted load or connect power to machines not mentioned in the application.
- **Switching and Wiring:**
 - Each exhibit should have independent switches. Alternate connections or throw-over switches are prohibited.
 - In case of multiple main supply points, load distribution must be managed in consultation with the Fair Electrical Department.
- **Completion Report:**
 - After completing electrical work, exhibitors must file a completion report with the Fair Electrical Department, including details of the actual connected load.
- **Main Electrical Supply Accessibility:**
 - Main supply points should be easily accessible for repairs and emergencies and must not be concealed or covered.
- **Equipment Protection:**
 - Exhibitors are advised to install stabilizers or UPS systems for sensitive machines. Steel plates should be placed under machines sensitive to the floor.

2. Electricity Charges

- **Flat Rate for Power Supply:**
 - The organizers have set a flat rate for connected loads (single-phase and three-phase) based on the power and lighting consumed during India Steel 2025. These rates may change.
- **Shell Stand Power Entitlement:**
 - Each Shell Stand is entitled to 1 kW per 12 sqm for lighting (enough for three spotlights and a TV or computer).
 - Additional Power: Exhibitors using machinery must apply for additional power and pay as per the online electrical form rates.
- **Bare Space Exhibitors:**
 - Power and lighting consumption charges are not included in participation fees. Exhibitors must pay separately based on their stall's load.
 - Charges for electricity requirements are also available in the online electrical form.
- **No Decrease in Power Requirements:**
 - Exhibitors are not allowed to decrease their electricity requirements once submitted.
 - Requests for additional power will only be considered based on availability.
- **Electricity Availability Dates:**
 - Electricity will be provided from April 24th – 26th, 2025.

3. Temporary Electric Supply

- **Temporary Supply for Setup and Testing:**
 - Temporary power will be available from April 22nd, 2025, for setup and testing of machines, but will incur additional charges.
 - No temporary connections will be granted after April 23rd, 2025.
- Charges for temporary power are outlined in the online electrical form.

FIRE SAFETY & SECURICITY REGULATIONS

Fire Safety

Firefighting 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 Organizers.
- 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 Organizers. Empty Boxes, Containers, Wrappings etc. if not removed, the Organizers 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/overheating.

- j. Drawing more power than has been demanded should be avoided as this may lead to tripping of main circuit breakers 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 Organizers / 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-operation with the Organizers' 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 organizers' 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 throughout 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.

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, 2025.

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

<p><u>Official Stand Construction Agency</u></p> <p>Mr. Nimit Soni Mob : +91-9873882196 Email : nimit.soni@parasartstudio.com PARAS ART STUDIO A 25/7, Middle Circle Connaught Place Delhi- 110001</p>	<p><u>Cargo Movements & Clearance</u></p> <p>Mr. Nanhe Mishra / Mr. Dinesh Tambe / Mr. Damodar Shenoy Mobile: +91-9819798027 / +91-9920915375 / +91-9920108787 E-mail: nanhe@rogersworldwideindia.com / dinesht@rogersworldwideindia.com / damodar@rogersworldwideindia.com R. E. Rogers India Pvt. Ltd. 501/502, Midas, Sahar Plaza Complex, Mathuradas Vasanji Road, Andheri (E), Mumbai- 400 059. Tel : +91-22-30880313 Fax : +91-22-28208942</p>
<p><u>Hostesses Service Provider</u></p> <p>Ms. Renuka Uchil Mobile: + 91 9820214536/+91-8779619982 E-mail: info@premiermktg.in Premier Marketing E203, Krishna Bldg, Vasant Sagar complex, Thakur Village, Kandivali (E), Mumbai - 400101</p>	

Official Bare Space Stand Construction Agency:

<p>Mr. Prashant Srivastav Mobile: +91-7042098589 Email id: Crystalrockevents@gmail.com Crystal Rock Events & Marketing Address: 10C/157, Vasundhara, Ghaziabad - 201012</p>	<p>Mr. Subhash Chamoli Mobile No: +91-9891108706 Email id: subhash@conseptdezind.com The Consept Dezine Address: B125,SF, JP Garden Estate , Mohan Nagar, Ghaziabad.</p>
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Services and Facilities for Exhibitors and Visitors at India Steel 2025

1. Business Visitors Registration Counters

- Location: At the entrance gates of the exhibition halls.
- Process: Visitors will need to present their business card in order to receive a badge that grants access to the exhibition halls.

2. Media Centre

- Purpose: To coordinate media activities for increased exposure.
- Services for Exhibitors:
 - Exhibitors should inform the media center about any major newsworthy events they're hosting or if their CEO is available for interviews on cutting-edge technologies.
 - Press releases from exhibitors can be submitted to the media center for potential inclusion in the event's daily updates.

3. Restaurant/Snack Counters

- Catering: A leading caterer will provide a buffet lunch and snacks for both exhibitors and visitors.

- Convenience: Located within the exhibition area for easy access.

4. VIP/Protocol Lounge

- Location: Hall No. 4.
- Managed By: Officers from FICCI, Ministry of Steel, and Govt. of India.
- VIP Visits: Exhibitors can inform the lounge about any VIP visits for better coordination.

5. Information Booths

- Location: Available in both Exhibition and Conference halls.
- Purpose: To provide information about the Exhibition, Participants, Fair Facilities, and the Products on Display.
- Assistance: Exhibitors can approach FICCI officials at these booths for any required assistance.

ADDITIONAL FURNITURE REQUIREMENTS

This form must be completed and returned by every exhibitor. If service is not required, please endorse 'NOT APPLICABLE' and return/email to the address above.

PLEASE TYPE / WRITE IN BLOCK LETTERS

Company Name: _____ Booth No: _____

Address: _____

_____ Fax: _____ Email: _____

Authorized by (Signature): _____ Date: _____






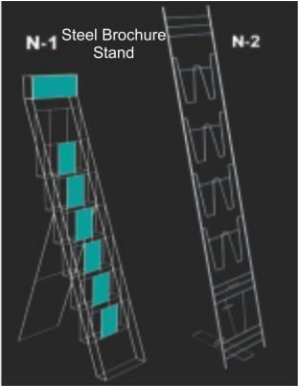







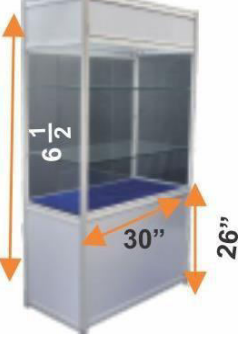


Please use this Form to order your furnishing needs. The STANDARD SHELL SCHEME package stand includes one Information Counter (T6), Two Chairs (C3) and one Waste Paper Basket.
ORDER ONLY YOUR ADDITIONAL REQUIREMENTS:

Code No.	PARTICULARS	Unit price (INR)	Price in (US \$)	QTY	Total Price
A1	Standard Chair (Black)	600/-	8.00		
A2	Capsule Chair (White)	1,500/-	19.00		
A3	Standard Chair (White)	1,500/-	19.00		
A4	Bar Stool	1,100/-	14.00		
A5	Leather Bar Stool	2,000/-	24.00		
A6	Steel Brochure Stand	950/-	12.00		
A7	Single Seater Sofa	3,000/-	37.00		
A8	Double Seater Sofa	4,800/-	60.00		
A9	Triple Seater Sofa	5,500/-	66.00		
A10	Glass Round Table	1,450/-	18.00		
A11	Standard Octonorm Information Counter	1,100/-	14.00		
A12	Octonorm Lockable Table	3,000/-	37.00		
A13	Glass Showcase	3000/-	37.00		

A14	Standing Glass Showcase	4,200/-	52.00		
A15	Tower Glass Showcase	6,500/-	78.00		
A16	Black Fiber Chair	360/-	5.00		
A17	Centre Table	1,100/-	14.00		
A18	System Podium	1,200/-	15.00		
A19	Lockable door	3,600/-	44.00		
A20	System Panel	1,450/-	18.00		
A21	Glass Shelf(each)	500/-	7.00		
A22	Led Spotlights(16w)	600/-	8.00		
A23	Metal Halide(75w)	1,800/-	22.00		
A24	5A /13A Power socket	600/-	8.00		
A25	Executive Black chair	1800/-	22.00		
	NET TOTAL (INR)				
	NET TOTAL (USD)				
	GST 18%				
	GRAND TOTAL (INR / USD)				

B.	Electronics Items	Unit price (INR)	Price in (US\$)	QUANTITY	TOTAL PRICE
1.	LED TV - 32" (on floor stand)	7,200/-	90.00		
2.	LED TV - 40" (on floor stand)	9,600/-	120.00		
3.	LED TV - 50" (on floor stand)	14,400/-	175.00		
4.	Refrigerator - 90/100 LTR	4,800/-	60.00		
5.	Refrigerator - 165-200 LTR	6,600/-	80.00		
6.	Hot & Cold Water Dispenser with consumables	9,600/-	120.00		
7.	Standard Coffee-Tea Vending Machine with consumables	18,000/-	220.00		
	NET TOTAL (INR)				
	NET TOTAL (USD)				
	GST 18%				
	GRAND TOTAL (INR / USD)				

REFERENCE PICTURES OF FURNITURE

			
A1 Standard Chair (Black)	A2 Capsule Chair (Black/White)	A3 Standard Chair	A4 Bar Stool
			
A5 Leather Bar Stool	A6 Steel Brochure Stand	A7 Single Seater Sofa	A8 Double Seater Sofa
			
A9 Triple Seater Sofa	A10 Glass Round Table	A11 Standard Octonorm Information Counter	A12 Octonorm Lockable Table
			
A13 Glass Showcase	A14 Standing Glass	A15 Tower Glass	A16 Black Fiber Chair

	Showcase	Showcase	
			
A17 Centre Table	A18 System Podium	A19 Lockable door	A20 System Panel
			
A21 Glass shelf	A22 Led Spotlights(16w)	A23 Metal Halide	A24 (5A/13A) power socket
			
A26 Executive chair			

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: navneet.gupta@ficci.com

Last Date of Submission

April 26, 2025

Exhibitor Copy

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 brought for display during the exhibition.

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

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 2 copies while preparing this format that will enable you to avail yourself of an exit pass.
3. Early submission will help to facilitate a smooth exit from NSE Complex

Contact Person _____ Designation _____
Company Name _____
Address _____
Stall Number _____ Hall Number _____
Signature _____ Date _____

**For Trade Fair Secretariat, FICCI (With
official Sign & Seal)**