



EXHIBITOR MANUAL

Dear Exhibitor,

Thank you for your participation in the IPHEX 2017 scheduled to take place from 27 - 29 April 2017 at Hitex Exhibition Centre, Hyderabad.

Please familiarize yourself with the contents of the IPHEX 2017 Exhibitor Manual. This manual is designed to act as your quick reference guide to all relevant aspects of your participation. It includes important dates and deadlines which Exhibitors should adhere to for ensuring a successful IPHEX 2017. We may like to especially draw your attention towards the following:

- a. The organizer has provided for 3 full days of build-up for IPHEX 2017, starting from 1300 hrs on 24 April 2017. To facilitate orderly transportation of booth and exhibit materials into the hall for the build-up, exhibitors will be assigned specific timings for entry into the halls on a staggered basis.
- b. To avoid excessive air pollution in the hall, sawing of timber inside the hall will not be allowed after 1200 hrs on 25 April 2017. Please inform your appointed contractor about this ruling. Any contractor caught sawing timber after the stipulated timing may be expelled from the hall at the discretion of the organizer and their security deposit forfeited.
- c. All booth construction work (excluding exhibit installation) must be completed by 2000 hrs on 25 April 2017. Only exhibit display installation and booth touch up are allowed on 26 April 2017.

You may like to refer to Exhibition Time Table and Forms Checklist as a quick reference guide. These are placed in the beginning of Exhibitor Service Forms Section. We have also given a step by step guide on how to exhibit successfully at the event.

All order forms contained in the manual should be submitted online or emailed or faxed as directed. *Please retain a photocopy of each form for your records*, so that queries, if any, can be settled quickly and invoices checked easily and accurately.

Although you may be tempted to skip through pages to focus your attention on specific items that interest you, we strongly urge you to read the Exhibitor Manual in its entirety, to ensure your smooth and successful participation at IPHEX 2017.

The manual does not replace our personal service. If you have any queries, please email, phone or fax us, and we will assist you promptly. We wish you a successful participation at the IPHEX 2017.

Sincerely,
IPHEX Team

USEFUL INFORMATION ABOUT THE VENUE

Location and Accessibility

HITEX Exhibition Center, Izzat Nagar,
Hyderabad - 500 084, Telangana, India.

Venue Map



KEY CONTACTS**Organizers**

PHARMEXCIL	Uday Bhaskar Rao Director General	T: + 91.40.23735462	F: + 91.40.23735464 E: dg@pharmexcil.com
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Notes

GENERAL INFORMATION

Event Information

Show Name :	iPHEX 2017 - International Exhibition for Pharma and Healthcare	
Exhibition Venue:	Hall 1, 2 & 3 & AC Hangar area- Hitex Exhibition Centre, Izzat Nagar, Hyderabad - 500 084, Telangana, India.	
Exhibition Website:	www.iphex-india.com	
Exhibition Dates:	27 - 29 April 2017	(Thu - Sat)
Opening Ceremony:	27 April 2017 (Thu)	1000 hrs - 1100 hrs
Registration Hours:	27 April 2017 (Thu)	0930 hrs - 1730 hrs
	28 April 2017 (Fri)	0930 hrs - 1730 hrs
	29 April 2017 (Sat)	0930 hrs - 1600 hrs
Exhibition Hours:	27 April 2017 (Thu)	1000 hrs - 1800 hrs
	28 April 2017 (Fri)	1000 hrs - 1800 hrs
	29 April 2017 (Sat)	1000 hrs - 1630 hrs
Admission - Visitors:	iPHEX 2017 is open to bonafide trade visitors only. Admission is free against production of visitor business card. Visitors must register online or onsite at the exhibition and wear the Visitor Badge during the exhibition. No visitor under the age of 18 will be admitted. The Organizer and the Event Manager reserve the right to refuse admission to any visitors without assigning any reason.	

Exhibition Timetable

Pre Show Period

Date	Time	Program	Location
24 April 2017 (Mon)	1300 hrs onwards	Move-in* (Space Only Exhibitors)	Hall 1, 2 & 3 & AC Hangar
26 April 2017 (Wed)	1000 hrs onwards	Move-in* (Shell Scheme Exhibitors)	

*The move in time mentioned above is subject to change and exhibitors will be informed accordingly.

Show Period

Date	Time	Program	Location
27 April 2017 (Thu)	0930 hrs - 1730 hrs	Registration	Hall 1, 2 & 3 & AC Hangar
	1000 hrs - 1100 hrs	Opening Ceremony	
	1000 hrs - 1800 hrs	Exhibition	
28 April 2017 (Fri)	0930 hrs - 1730 hrs	Registration	
	1000 hrs - 1800 hrs	Exhibition	
29 April 2017 (Sat)	0930 hrs - 1530 hrs	Registration	
	1000 hrs - 1630 hrs	Exhibition	

Post Show Period

Date	Time	Program	Location
29 April 2017 (Sat)	1700 hrs - 2359 hrs	Move-out	Hall 1, 2 & 3 & AC Hangar

Move-In and Move-Out Information

While the organizer will provide general security for the exhibit halls during move-in, show days and move-out period, **all exhibitors will be fully responsible for the safety and security of their own booth, exhibits and belongings and are required to arrange insurance coverage for any possible loss and damage.** The organizer cannot be held liable for any loss or damage to exhibitors' exhibits or booth construction during this period.

Move-in Deadline

Unavoidable sawing of wood required to be done at the venue should be completed before 1200 hrs on 25 April 2017. Please inform your appointed contractor about this ruling. Any contractor caught sawing timber after the stipulated timing may be expelled from the hall at the discretion of the organizer and their security deposit forfeited. Shell scheme package exhibitors with special booth design and construction should move in on 25 April 2017 at 1300 hrs. All booth construction work (excluding exhibit installation) should be completed by 2000 hrs on 25 April 2017. Booth contractors should strictly adhere to the deadline. All shipping crates and packing materials must be ready for removal by 1500 hrs for final cleaning and the laying of aisle carpet at 1700 hrs on 26 April 2017. Move-in, including all installation, decorating, set-up of exhibit materials and finishing touches must be completed by 2000 hrs on 26 April 2017.

Description	Date	Time
Booth Construction - Space Only Exhibitors	24 April 2017	1300 hrs - 2200 hrs
	25 April 2017	1300 hrs - 2200 hrs
Booth Decoration - Shell Scheme Exhibitors	26 April 2017	1000 hrs - 2200 hrs
Cessation of wood sawing in exhibition hall	25 April 2017	1200 hrs
Finishing Touches	26 April 2017	1000 hrs - 2000 hrs
Supply of Electricity*	24 April 2017	1600 hrs onwards

*The move in time mentioned above is subject to change and exhibitors will be informed accordingly.

Move-out and Dismantling

No dismantling or packing of exhibits or products may take place prior to the close of the Show at 1630 hrs on 29 April 2017. Exhibitors or their appointed contractors who fail to comply with this rule are at risk of being barred from exhibiting at future presentations of IPHEX. Contractors can commence dismantling of booths from 1700 hrs on 29 April 2017; however, no forklifts, cranes or pallet trucks are allowed in the hall until permission has been granted by the organizer.

Description	Date	Time
Move-out of Exhibits and Dismantling of Booths	29 April 2017	1800 hrs - 2200 hrs
Termination of Electricity*	29 April 2017	1800 hrs onwards

Remarks:

*The supply of electricity will start from 1600 hrs on 24 April 2017 according to move-in and terminate on 29 April 2017 at 1800 hrs. **The electricity will only be supplied under the condition that the installation is inspected and tested by the official booth contractor, and that it is found to be satisfactory.**

Schedules for Vehicle Entry to Exhibition Halls

Inward Movement of Booth Construction Material (24 April 2017)

1. To ensure smoother entry into the hall, access to the exhibition hall will be staggered zone wise.
2. All exhibitors and their nominated booth contractors will be informed about their zone based staggered entry schedule 15 days prior to the show. Vehicle movement label mentioning exhibitor zone and estimated Hall entry time will be sent to exhibitors and their nominated booth contractors as well.
3. All exhibitors and their nominated booth contractors are requested strictly adhere to the time slots allotted to them as per the schedule.
4. Each vehicle will be given a duration of 30 minutes to unload the exhibits.
5. Traffic Manager would be present to give directions in accordance to your zones.

Inward Movement of Display Material (25 – 26 April 2017)

1. Vehicles carrying only display material will be allowed to drive up to Loading Bay Area 25 / 26 April 2017.
2. Each vehicle is given a duration of 30 minutes to unload the exhibits.
3. All inwards movements for display material from the Loading Bay area to the exhibition hall, requiring the use of machinery, will be handled by our official onsite freight movement agency. No other external agency will be permitted to deploy any freight carrying machinery beyond the Loading Bay Area.
4. Traffic Manager would be present to give directions to Loading Bay Area

Outbound Movement of Display Material / Booth Construction Material (29 April 2017)

1. The official onsite freight movement agency, will start the delivery of empty boxes from 1700 hrs. on 29 April 2017.
2. Post Packing, all outwards movements for display material up to the Loading Bay area will be handled by the official onsite freight movement agency. No other external agency will be permitted to deploy any freight carrying machinery inside Halls. All loading to be done outside Halls.
3. All vehicles will be allowed inside Halls only after 2100 hrs. Trucks and small vehicles should enter the venue and park in the allocated parking zone. Instructions for hall entry will be issued once vehicle entry is permitted inside halls.

Freight Handling / Delivery and Removal of Exhibits

The Official Freight Forwarder will send to all exhibitors a copy of their "Shipping Instructions" containing instructions, customs and documentation procedures, shipping tariffs and deadlines. Please refer FORM 14 for freight instructions.

Please note that for safety and insurance purposes only the Official Freight Forwarder acting as the Sole On-site Handler may provide all lifting and handling equipment in-hall. Please ensure that all exhibits and displays are sufficiently insured for all the stages of the Exhibition, and that all exhibits and displays are properly packed and crated with shock absorbing materials to prevent damage caused in transit and during delivery to booths and vice-versa on-site.

- **Lifting and Handling On-site**

Only the official freight forwarding agency is permitted to work inside the Exhibition Hall as the Sole On-site handler to operate all mechanical and lifting equipment. Any forwarder/ contractor/ exhibitor may deliver goods/exhibits that required the aid of mechanical lifting or handling equipment up to the freight yard or unloading bays of the Hall and then handed over to them to deliver such goods/ exhibits to Exhibition booth unless such item/s can be hand-carried easily and safely by one (1) man. This regulation will be strictly enforced and is necessary for reasons of safety, insurance and control/co-ordination of in-hall movements. **The organizer will not be held responsible for any damage to exhibitor's equipment, display material or exhibits for any reason whatsoever.**

Storage of Materials

The Organizer / Show Manager are unable to provide in-hall storage facilities for packing cases, surplus materials or other property of the Exhibitor. Arrangements for safe-keeping of such items must be made with the Official Freight Forwarder. The Fire & Safety regulations prohibit surplus stores being placed behind perimeter booth and service access areas, other than that equipment needed to run the Exhibition, and those provided by the Official Contractor. The organizer reserves the right to remove/dispose of any carton, cases and/or packing materials left in the exhibition halls. Any removal / disposal cost incurred will be borne by the exhibitor.

BOOTH DESIGN & CONSTRUCTION

Custom-built (Space Only) Booths Specifications

“Custom-built booths” refer to booths ordered as space only and shell scheme package booth, having special design and construction.

Exhibitors who have ordered space only as participation format will be given space only, without any finishing such as carpet and furniture. Shell scheme package exhibitors can also have special booth design and construction. All booth designs are subject to approval. Under all circumstances, both exhibitors and their contractors should strictly obey the following rules and regulations stipulated in section as well as any other rules & regulations which the organizer may specify before and during the Show. **Shell scheme Exhibitor must inform their intention to change their shell scheme option to bare space in writing before 12 April 2017. No furniture will be provided as part of their earlier shell scheme entitlement if they choose to build their own stand.**

Refundable Deposit

Exhibitors may appoint their own contractor for booth design and construction subject to their approvals by the organizer. All approved contractors and exhibitors who construct their own booths must lodge a deposit of INR 50,000.00 in favour of “Pharmaceuticals Export Promotion Council of India”. This serves as a performance bond as well as waste removal / damage deposit. This deposit will be refunded after deduction for services and damages, if any. Any costs borne by the official contractor will be deducted from the bond without prior notice and/or approval. This includes (but is not restricted to) non-completion of work, unpaid orders and venue fees/fines etc. Contractors may not commence build-up before the bond is handed over to organizers.

To avoid excessive air pollution in the hall, sawing of timber inside the hall will not be allowed after 1200 hrs on 25 April 2017. Any contractor caught sawing timber after the stipulated timing may be expelled from the hall at the discretion of the organizer and their security deposit forfeited.

Custom-built (Space Only) Booth Design Layout and Proposals

1. No custom-built booth shall be permitted at the exhibition unless the booth design layout and proposals have been approved in writing by the organizer.
2. Custom-built booth design layout and proposals along with FORM 5 must be submitted to the organizer for approval no later than 1 April 2017. Site measurements are given in metric. Drawing submitted must be to a reasonable scale of not less than 1:100 in full dimensions and must contain information such as floor plan, booth elevation, telephone, electrical fittings, colours and materials to be used, any audio-visual equipment to be used etc.
3. The organizer may require amendments or variations to be made to the design layout or proposals before approving the same, or may withhold approval at its discretion if the booth structure causes obstruction to other exhibitors.
4. Exhibitors, upon arrival and before commencing construction work, are required to check if the site is set out as per floor plan issued by the organizer, and to report any error to the organizer immediately. If the contractors do not report immediately, the organizer will not be liable for the errors once construction work has been commenced by the party lodging the claim without reporting the error to the organizer.

Rules and Regulations for Custom-built (Space Only) Booth Design and Construction

1. Exhibitors and their contractors should be fully aware of all construction and decoration regulations at Hitex Exhibition Centre. Organizer reserves the rights to stop any activity in violation of the rules. No claim for loss and damages will be accepted.
2. Please ensure that the booth is self-standing and will not affect the structures of other booths or Hitex Exhibition Centre’s permanent fixtures.
3. No part of any structure may be extended beyond the boundaries of the site allocated. This includes booth displays, furnishings, or any other booth construction.
4. **For space only booth, any structure, publicity material, photographs, charts, should not have height exceeding 5m and panels should have smooth and clean surface on both sides.**

5. Any signage of company name or logo placed at the height over 2.44m facing an adjacent booth must be set back from 0.5m of booth boundary.
6. Booths which are higher than 2.44m and with at least one side adjacent to shell scheme package booths, should ensure that their back wall is with white finishing. Visible wooden or batten grid is not allowed. If the exhibitors or contractors violate the above regulations, the organizer reserves the right to deduct the deposit received from the contractors.
7. In case your booth has columns within the allocated area, please ensure that access to all electric points within the columns is maintained. This can be done by designing a small door within your booth design.
8. No suspensions are to be made from the Exhibition Hall ceiling.
9. Nailing or grouting in the floor is not permitted.
10. Double storey booths may be allowed for contracted floor space of at least 120 sq. meters and the built up area of the 2nd level must NOT exceed 40% of the contracted floor space.
11. The Exhibitor and the appointed booth contractor must apply for approval for any double storey construction from the organizer and venue owner, at least 1 month before the move-in day. The construction of the double storey booth shall be allowed only after the submission of a structural and fire safety certificate from a registered structural engineer and an indemnity bond discharging the organizers of any liability or responsibility in the unlikely event of any mishap caused due to poor design / workmanship of such structure. Organizer reserves the right to prohibit access to the booth if any safety guidelines are not observed and if approvals are not received from Hitex Exhibition Centre.
12. Space only exhibitors are responsible for laying their own floor covering. All carpets and floor coverings shall be affixed with double-side tape. In case of any floor covering work is done by the organizer, space only exhibitor will be responsible of bearing the entire incurred cost. The use of paint and glue on the floor of the Exhibition Centre is not permitted.
13. Exhibitors and their appointed contractors must strictly adhere to the time schedule given by the organizer. Failure to comply with these regulations may result in the delay of installation of electrics and equipment move-in, and any consequential costs incurred will be charged to the exhibitor.

Electrical Works

1. As per the rules and regulations of Hitex Exhibition Centre, electricity shall be supplied SOLELY by the Official Booth Contractor. Exhibitor's nominated booth contractors are not permitted to supply electricity from any external source including the mains, batteries or generators.
2. The official booth contractor will supply electricity as under:
 - a. Single phase 230 V, 50Hz.
 - b. Three phase 415 V, 50Hz.Voltage mentioned above is only for reference. Large variations could be expected on some occasion. Exhibitor should arrange a suitable UPS / Line Conditioner / Stabilisers/ Spike Guards as protection for all electrical systems. **The organizers will not be held responsible for any damage to exhibitor's equipment, display material or exhibits for any reason whatsoever.**
3. Exhibitors requiring different voltages, stabilisers, frequency or special connections to equipment should arrange for their own transformers, converters, boosters, etc. and keep the Organizer and Official Booth Contractor informed in advance.
4. Use of multi-plugs or extension cords is not allowed in the exhibition halls at all times. The organizer reserves the right to disconnect the electrical supply to any installation overdrawing more than permitted usage.
5. The exhibitors should ensure that all electrical installation work is carried out by qualified electricians with a valid "Certificate of registration of electrical worker" and complies with Indian Electricity Rules, 1956 amended up-to-date. **The exhibitors and their nominated booth contractors shall be liable for any damages caused if the electricians fail to comply with the above requirement.**
6. All electrical fittings and wiring must be installed in compliance with Electricity (wiring) Regulation. The organizer reserves the right to disconnect any installation that in their opinion is dangerous or is likely to cause inconvenience to visitors or other exhibitors.
7. All electrical wirings shall be tough overall sheathed or armoured or enclosed in protective conduit, trunking or cladding. Wiring may be PVC Electrometric or other plastic sheathed cables. Using zip cords, two-wire

- cords, latex cords or plastic cords is not allowed. Joints shall be made by block connectors. All wirings through overhead passages or gangways shall be firmly and adequately fixed and protected by guarding equipment.
8. The main electrical supply point should be kept easily accessible for operation and repairs in an event of emergency. These should not be concealed or covered with any partition wall/stored material.
 9. While supplying electricity, the Official Booth Contractor may install a main switch and distribution board within exhibitors allocated space at his discretion.
 10. Exhibitors and their nominated booth contractors should note that for single machine power main electricity requests, each service line is for one piece of equipment only. No tee-off and interconnection of the service cable is allowed.
 11. Installations may be inspected and tested by Official Booth Contractor / Hitex Exhibition Centre's authorised personnel / Electricity supplying company official before commencement of supplies.

Space Only Category Exhibitors

12. Exhibitors under space only category are required to apply for electric power supply as per FORM 6 and pay electricity consumption charges on the basis of maximum demand of connected load, including lighting load.
13. All Electric wiring layout drawings must be submitted along with booth designs for approval. The organizer may request for change in designs if the electric connections appear to be dangerous or ill planned.
14. Registration Certificate of electrical worker must be submitted to Official Booth Contractors for all 3-phase electricity requests.
15. All space only booths must have Electrical Circuit Breakers installed for automatically cut off of power supply in case of a spike / surge. Exhibitor should arrange a suitable UPS / Line Conditioner / Stabilisers/ Spike Guards as protection for all electrical systems. **The organizers will not be held responsible for any damage to exhibitor's equipment, display material or exhibits for any reason whatsoever.**
16. The Official Booth Contractor shall energise the power line in the presence of booth contractor's electrical worker who should ensure that the cable laying is error free and sufficient wattage has been ordered in advance. **The organizers will not be held responsible for any damage to exhibitor's equipment, display material or exhibits for any reason whatsoever.**

Shell Scheme Exhibitors

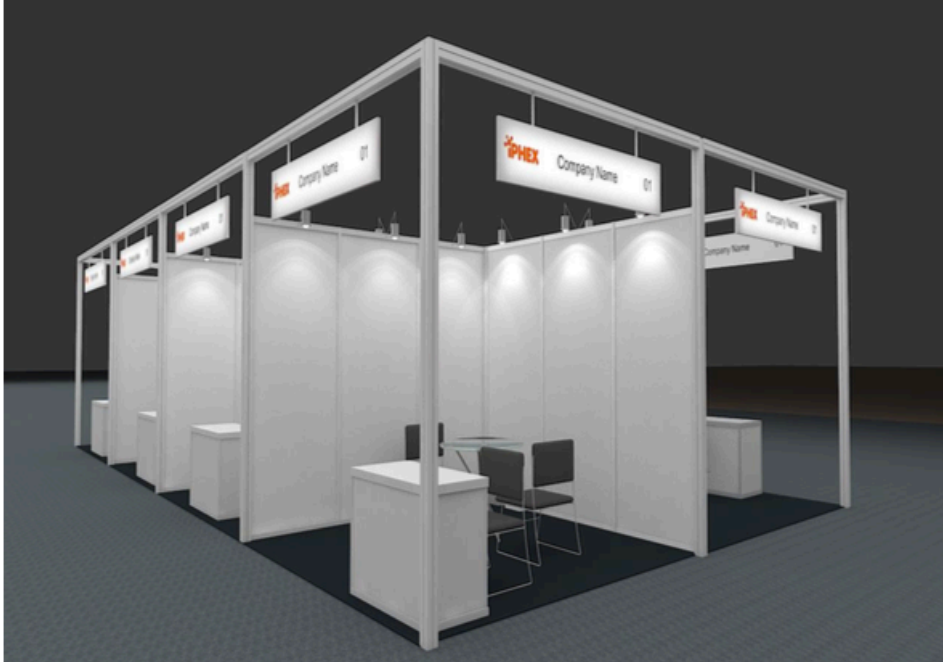
17. Exhibitors under shell scheme package would be provided with plug point sockets with a switch for a 230V 13 Amp A.C. supply. Consumption of power through this plug point for the connected load up to 1 kW is included in the cost of shell scheme package. However, additional power can be made available to them on payment by submission of FORM 6.
18. Registration Certificate of electrical worker must be submitted to Official Booth Contractors for all 3-phase electricity requests.

Supply Time

19. Electricity supplies to booths will normally be switched on/off 15 minutes before/after the Exhibition opens/closes each day.

Shell Scheme Booth Specifications

SHELL SCHEME BOOTH – 9 SQM



Each 9 sqm booth will have the following entitlements:

- **SIDE WALLS** – Two / Three Side walls with Polychem laminated panels of size 1 mt x 2.5 mt High
- **FASCIA** – Exhibitor Name on front side fascia in vinyl cut letters of 10 cm high in Helvetica font
- **STALL NUMBER** – Each booth shall have Booth no on one side and IPHEX logo on other
- **SPOTLIGHT** – Each 9 sqm shall have six 75/100 watt comtalux lamps with long arms
- **POWER SOCKET** – Each 9 sqm booth shall have 5/ 13 A power socket single phase universal multisocket
- **CARPET** – Booths shall have new non woven needle punch synthetic carpet
- **1 No Round Discussion Table**
- **3 No Chairs** of approved quality
- **1 No waste paper basket with black color waste paper disposable bag**
- **1 No Showcase table – counter :** 1000 x 750 x 500 mm high with laminated top

All shell scheme package booths shall be designed, erected and decorated by the Official Booth Contractor. Booth design and facilities will be provided as per space application contract.

Exhibitors are not allowed to make any alternation to the structure of the booth or remove any integral part from the booth. Exhibitors requiring special assistance to add / remove or relocate standard facilitates should submit their request to the organizer no later than 1 April 2017. Any unused items will not be refunded.

Name Panel will be provided free of charge, please submit FORM 4 online, on or before 1 April 2017. If we have not received the Form before deadline, the company names as supplied in your application form will be used.

**Graphical Representation of a 9 sqm Shell Scheme Booth, for illustration purpose only.*

Items	Description (Booth area in sq. meters)	9-17	18-26	27-35	>36
Furniture	Stackable Chairs	3	6	9	12
	Showcase Table	1	2	3	4
	Round Tables	1	2	3	4
	Waste Paper Basket	1	2	3	4
Electrical	100W Spotlight	6	12	18	25
	13 Amp Power Sockets	1	2	3	4

1. The shell space booth height is 2.44 meters.
2. Furniture and electrical items included in the Shell Scheme Package are not exchangeable.
3. Unless requested by the exhibitor, the organizer shall assume that exhibitor occupying 2 or more adjoining booths intend to remove the partition panels in between.
4. Additional booth fixture & furniture, e.g. special decoration, extra lighting, furniture etc., can be ordered separately. Please refer to FORM 11 enclosed. Please verify your existing furniture and electricity entitlement before you place your additional orders. **EXHIBITOR / CONTRACTOR REGISTRATION**

Exhibitor Badge

All exhibitors and their staff are required to display their badges during move-in, move-out and throughout the exhibition dates. Every 9 sqm of exhibition space entitles to 4 Exhibitor Badges.

To apply for your exhibitor badges, please complete online FORM 1 and submit before the deadline date. Exhibitor badges can be collected at the exhibitor check-in counter onsite from 26 April 2017 1000 hrs. Please DO NOT register your customers and booth contractors as “exhibitors” as this creates security and liability issues.

Contractor Registration

Appointed contractors will receive a form for application of contractor badges. Exhibitors should inform their appointed contractors to apply for contractor badges before commencing work on site. The contractor badge can only be used by personnel engaged in the design and construction of the booth during the move-in and dismantling periods. The temporary contractor badge is valid until 26 April 2017, 2200 hrs and from 29 April 2017 from 1630 hrs to 2359 hrs.

RULES AND REGULATIONS

Admission

Open to bonafide trade visitors only. Admission is free against production of visitors’ business card. Visitors must register online or onsite at the exhibition and wear the Visitor Badge during the exhibition. No visitor under the age of 18 will be admitted. The Organizers and Event Managers reserve the right to refuse admission to any visitors at its sole discretion.

Booth Cleaning

During the build-up and dismantling periods, exhibitors and/or appointed contractors are responsible for the removal of booth construction debris and rubbish on a daily basis. All aisles must be left clear.

During the exhibition days, the organizer will be responsible for the general cleaning of gangways daily. For additional cleaning requirement of your booth please refer to FORM 10. Booths must be cleaned and ready by 2000 hrs on 26 April 2017.

Damage to Booth Structures and Exhibition Premises

No person under any circumstances shall cut into or pierce through any floor covering or wall or alter booth service structure except where authorised in writing by the organizer. Any such damage to Hall premises or booth service structures will be invoiced to the Exhibitor.

Dangerous Materials & Fire Precaution

- Temporary gas (LPG), explosive, petrol, dangerous gases, radioactive materials or highly inflammable substances are strictly forbidden in the exhibition halls.
- No naked or open flame equipment should be used in the exhibition halls at any time.
- Incandescent lamps and other apparatus or appliances with high temperature surfaces shall be subject to testing and approval by Hitex Exhibition Centre.
- No flashing / blinking lights or neon lights will be permitted.

Entertainment / Recorded Music /Live Performance

Any Entertainment / Recorded Music /Live Performance played by Exhibitors at their booths requires approvals from Indian Performance Rights Society, Public Performance Licence and other concerned agencies Sound levels should not exceed 70 dB for all speech, music and sound effects.

Exhibits Move-In

Cargoes which are consigned to the exhibition site should NOT arrive at the exhibition hall before move-in period. Exhibitors, their agents or contractors are responsible for the early installation of their heavy or large exhibits according to the move-in schedule provided by the organizer. **If the overall booth structures in the exhibitions are erected, organizer reserves the right to refuse transportation / installation of heavy and large exhibits to booths should they arrive late.**

Please note that services of **Official Freight Forwarder must be used for mechanical handling within the exhibition hall. Apart from the official freight forwarder, no exhibitor or any other freight forwarder is permitted to ply forklifts, cranes and pallet trucks within the exhibition hall.** Exhibits arriving on site without a pre-appointed official freight forwarder will be referred to the official freight forwarder by the organizer. All costs incurred will be borne by the exhibitor.

Fire Precaution

1. Booth Construction and display materials shall strictly follow the "Fire and Safety Regulations" of Hitex Exhibition Centre.
2. Exhibitors are not allowed to store inflammable items in their booths during construction and exhibition period.
3. All booth materials, exhibits, advertisement panels and packing materials should be kept away from fire hydrant and other fire precaution equipment in the Exhibition Centre. Emergency Exits and aisles should be kept free at all times.

Food and Beverage

No outside food and beverage is allowed to be taken inside the exhibition venue for consumption. Onsite Cafeteria will be functional during the Exhibition Days for sumptuous snacks, beverages and luncheon.

Health & Safety

To cater for an emergency, an ambulance will be stationed near the Entry of Exhibition Hall 1 on all setup days and the days of the exhibition.

Insurance

The Exhibitor shall ensure that they are fully covered by insurance including, but not restricted to, all risks on their property, exhibits or articles of any kind, public liability and comprehensive protection against any loss or damage caused by any circumstances whatsoever whether by reason of fire, water, theft, accident or any other cause. The Exhibitor shall insure against, indemnify and hold the organizer harmless in respect of all costs, claims, demands and expenses to which the organizer may in any way be subject as a result of any loss or injury arising to any person (including members of the public or the organizer's staff, agents, or contractor(s) or property howsoever caused as a result of any act or default of the Exhibitor, his servants, agents or contractors or invitees. If the organizer so demands, the Exhibitor shall provide proof to the organizer that the Exhibitor has adequate insurance cover.

Intellectual Property Rights

The organizer reserves the right to request exhibitors to remove exhibits which are alleged of violating intellectual property rights. Any possible legal damage as a result there of will have to be borne by the exhibitors concerned.

Moving Exhibits

- Moving machinery must be fitted with safety devices when the machines are in operation. These safety devices may be removed only when the machines are disconnected from the source of power.
- Working machines must be placed at a relatively safe distance from the audience. We strongly recommend the use of safety guards.
- All pressure vessels or equipment under pressure must conform to the safety standards & regulations. Prior approval must be sought from the organizer before operating such equipment.

- No motors, engines, contrivances or power-driven machinery may be used without adequate protection against risk of fire.

Overtime Work

Application for overtime work must be submitted to the Organizer's Onsite Office by exhibitors or their contractors before 1800 hrs on the move-in days. The organizer reserves the right to reject any late application. During showdays, the exhibition hall will be locked at 1830 hrs. Any exhibitor requiring to work overtime during show days for maintenance and tuning of equipment must hire security personnel.

Parking Facilities

The entry & exit of vehicles will be permitted from allocated gate of Hitex Exhibition Centre. Exhibitors are required to park their private cars / lorries in the designated parking space in the Hitex Exhibition Centre.

Photography & Video

No sound recording, video or photo shoot is allowed inside the exhibition venue, unless advance approval is given by the organizer.

Sales

Over-the-counter sales are not allowed at any time during the exhibition. Should any Exhibitor fail to abide by this condition, the organizer reserves the right to take appropriate action as deemed necessary to stop such activities.

Security

General security in the exhibition hall will be provided by the organizer. Exhibitors and their staff will not be allowed in the exhibition halls before and after show official hours. Security guards will patrol the exhibition halls in general, but their duties will not include specific attention to individual booths.

For security & safety reasons, exhibit movement in or out of the halls during show hours is not permitted. The exhibitors are recommended to use locks for their laptop computers on display onsite. Lockable cupboards should be used to keep any valuable displays and personal belongings during or after official hours. Should you wish to hire security personnel to attend exclusively to your booth during the exhibition, please refer to FORM 13.

For overtime work during show day, an application must be submitted to the Organizer's Onsite Office. On approval from the organizer, the exhibitor will have to hire 2 security personnel during overtime after 1800 hrs.

Smoking

Smoking is not permitted in Hitex Exhibition Centre.

Structural Height Restrictions

The shell space booth height is 2.44 meters.

For Custom-built (Space only) booth any structure, publicity material, photographs, charts, should not have height exceeding 5 meters and panels should have smooth and clean surface on both sides.

Unforeseen Occurrences

In case of any unforeseen occurrences, the decision of the organizer shall be final.

Utilities & Internet

Air-Compressor & Water Supply can be provided by the Official Contractors against submission of the FORMS 8 by 1 April 2017.

SHIPPING INFORMATION

For details of shipping information, please submit FORM 14 by 1 April 2017.

TEMPORARY MANPOWER

Exhibitors, who require onsite manpower services, please submit FORM 12 before 11 April 2017.

INSURANCE

PLEASE INSURE ALL YOUR GOODS BEFORE SHIPPING. Organizers are not responsible for damage, pilferage or any other loss, during shipping, transportation and handling at the Exhibition.

As Organizers, we strongly recommend that the exhibitor should engage services of the Official Freight Forwarder, who is familiar with the procedures and is also capable of handling exhibits and consignments from arrival in any Indian Port/Airport to final departure from any Indian Port/Airport. Should you use your own freight forwarder, please ensure that your freight forwarder is familiar with the Regulations.

FORMS CHECKLIST AND DEADLINE

CATEGORY	TYPE	FORMS	ITEMS	SUBMISSION DEADLINE	RETURN TO
TECHNICAL	Compulsory	FORM 1	EXHIBITORS BADGE	10 April 2017	<input type="checkbox"/> ONLINE
	Compulsory	FORM 2	SHOW CATALOGUE ENTRY	1 April 2017	<input type="checkbox"/> ONLINE
	Optional	FORM 3	CATALOGUE ADVERTISING	1 April 2017	<input type="checkbox"/> FALCON
	Compulsory	FORM 4	NAME PANEL FORM FOR SHELL SCHEME	1 April 2017	<input type="checkbox"/> ONLINE
	Optional	FORM 5	NOTICE OF INTENT TO BUILD A BOOTH	1 April 2017	<input type="checkbox"/> FALCON
	Compulsory	FORM 6	UTILITIES - ELECTRICITY	1 April 2017	<input type="checkbox"/> ONLINE
	Optional	FORM 7	UTILITIES - TELECOMMUNICATION SERVICES, THROUGH EPABX	1 April 2017	<input type="checkbox"/> ONLINE
	Optional	FORM 8	UTILITIES - COMPRESSED AIR & WATER	1 April 2017	<input type="checkbox"/> ONLINE
	Optional	FORM 9	AUDIO VISUAL EQUIPMENT RENTAL	1 April 2017	<input type="checkbox"/> ONLINE
	Optional	FORM 10	BOOTH CLEANING	1 April 2017	<input type="checkbox"/> ONLINE
	Optional	FORM 11	ADDITIONAL FURNITURE & ELECTRICAL LIGHTING RENTAL	1 April 2017	<input type="checkbox"/> ONLINE
	Optional	FORM 12	TEMPORARY MANPOWER	1 April 2017	<input type="checkbox"/> ONLINE
	Optional	FORM 13	SECURITY	1 April 2017	<input type="checkbox"/> ONLINE
FREIGHT	Compulsory	FORM 14	FREIGHT INSTRUCTIONS	1 April 2017	<input type="checkbox"/> FALCON

- All items supplied are on a rental basis and no exchange, transfer or refund of ordered items on-site will be entertained. Exhibitors will have to make good of any damages or losses for various items supplied by respective vendors.
- Cheques/DD should be drawn in favour of the respective vendors as mentioned in the forms.
- Cancelled orders after deadline date are not refundable.
- Items not listed on the forms may be offered on request and are subject to a separate quotation.
- Any complaint regarding rental items or installation must be lodged before the show day. Otherwise all items are deemed to be received in good order and condition.
- Service Tax, as applicable, will be charged additionally on all orders.

EXHIBITORS BADGE

FORM 1

Submission via Online Exhibitor Zone - <http://iphex-india.com/login>

Deadline:
10 APRIL 2017

FORM 1 - Exhibitors Badge

Exhibitors and their personnel who need to access the exhibition halls during IPHEX 2017 must register for an EXHIBITOR BADGE. Exhibitor badges are strictly reserved for use by exhibitors and their booth staff and should not be transferred or “lent” to non-exhibiting personnel/visitors. Any visiting staff should register as a visitor. No request for an exhibitor badge should be made for any person below the age of 18. An Exhibitor Badge permits access to the exhibition halls during the build-up and open days of the show.

The number of badges available corresponds directly with space booked, as follows:

Booth Size (sqm)	< 18	18 - 26	27 -35	Each additional 9 sqm
Allocation of Badges	4	8	12	+4 Exhibitor badges

The guidelines for Online Exhibitor Badge request are as follows:

1. Exhibitors will be provided with a LOG-IN ID and PASSWORD which will allow access to their secured exhibition area through <http://iphex-india.com/login>
2. After 20 April 2017, all additional badge requests/changes will have to be made on site at our Registration Office, located at the Hitex Exhibition Centre..

The delivery time of badges that have to be produced on site will be as follows:

- Names handed in before 1400 hrs will be ready after 1600hrs on the same day.
- Names handed in after 1400 hrs will be ready the following morning.

EXHIBITOR BADGE COLLECTION

All exhibitors can collect Exhibitor Information Pack which will include their pre-ordered exhibitor badges and other useful show information from 1000 hrs onwards on 26 April 2017 at the Exhibitor Check-in Counter.

SHOW CATALOGUE ENTRY

FORM 2

Submission via Online Exhibitor Zone - <http://iphex-india.com/login>

Deadline:
1 APRIL 2017

FORM 2 - Show Catalogue Entry

Every exhibitor is entitled to one free Catalogue Entry with company name, address and a description of company products / services (**max. 300 words**). The organizer reserves the right to edit as appropriate and exclude entries received after the production deadline.

Submitted information will appear in the Official IPHEX 2017 Catalogue as well as on Online Listing.

Any Submission made after the Show Catalogue Deadline Date will only appear on IPHEX 2017 Online Listing.

CATALOGUE ADVERTISING

FORM 3

Please complete and return the form to:
Ms. Neena Agarwal - Email: neena.falcon@gmail.com or Fax: +91.11.23323953

Deadline:
1 April 2017

Company Name

Booth No:

Address

City + Pin

Tel

Fax

Email

Key Contact

Designation

Email

Mobile

FORM 3 - Catalogue & Show Dailies Advertising

IPHEX 2017 Show Directory

The Exhibitors Directory is one of the most important mediums to reach your target audiences and to build brand image. Most visitors also keep the Directory as a source of reference.

Display Advertisements:

Space	Rate (INR)**	Size (Width x Height – Trim size)
<input type="checkbox"/> Outside Back Cover	35000	8" X 10"
<input type="checkbox"/> Inside Front Cover	25000	8" X 10"
<input type="checkbox"/> Inside Back Cover	25000	8" X 10"
<input type="checkbox"/> Full Page	15000	8" X 10"
<input type="checkbox"/> Half Page	10000	8" X 10"

**15% Service tax applicable

* For all advertisements please provide bleed of 3mm on all four sides. Please keep live matter 6mm from trim on all sides.

Deadlines for Show Directory

Advertisement Booking Deadline: 1 April 2017

Advertisement Material Deadline: 8 April 2017

NAME PANEL FORM

FORM 4

Submission via Online Exhibitor Zone - <http://iphex-india.com/login>

Deadline:
1 APRIL 2017

FORM 4 - Name Panel Form

This form is applicable for the exhibitors who have opted for the shell scheme only.

- Please provide desired Name Panel in Maximum 30 letters.
- If your details are not received by the deadline date, the company name mentioned in your Space Application Contract will be used.

NOTICE OF INTENTION TO BUILD A BOOTH

FORM 5

Please complete and return the form to
Ms. Priyanka Mathur - Email: priyanka63.falcon@gmail.com or Fax: +91.11.23323953

Deadline:
1 April 2017

Company Name		Booth No:
Address		
		City + Pin
Tel	Fax	Email
Key Contact		Designation
Email		Mobile

FORM 5 - Notice of Intent to Build a Booth

This Form must be completed and returned by All Space Only Exhibitors

- Exhibitors who have booked 'SPACE ONLY' booths may use either the official booth contractor or appoint another contractor of their choice. Organizer reserves the right of not to approve any proposed contractor without assigning any reasons thereof.
- Technical drawings (original) of the booth design must be submitted to the organizers in duplicate or sent by email (in full colour in JPEG Format with resolution not less than 200 dpi) for approval before 1 April 2017. This should include:
 - Booth Design Layout Plan (Colour)
 - Floor Plan / Top View
 - Electrical Installation Plan
 - Section Elevation Plan (with booth height & dimension)
- Booth designs without the organizers approval will not be permitted for construction in the exhibition.
- Electrical power supply must be ordered through the Official Booth Contractor only.
- All electrical connections must be inspected by the official contractor before circuits are activated. The organizer will not held responsible for any damage to exhibitor's equipment, display material or exhibits for any reason whatsoever.
- Nominated booth contractors must provide contractor badge to all personnel engaged in the construction of booth during move-in & move-out period
- Nominated booth contractors should fully settle the Refundable deposit of INR 50,000 be paid by cheque in favour of "Pharmaceuticals Export Promotion Council of India "

Exhibitors Declaration

We herewith appoint the below contractor to build our booth in accordance with the rules and regulation set up by the organizer

Please provide nominated booth contractor details below:

Booth Contractor		
Address		
		City + Pin
Tel	Fax	Email
Key Contact		Designation
Email		Mobile

Company stamp and legally binding signature of exhibitor:

UTILITIES - ELECTRICAL POWER SUPPLY (RAW SPACE BOOTHS)

FORM 6

Submission via Online Exhibitor Zone - <http://iphex-india.com/login>

Deadline:
1 APRIL 2017

Company Name		Booth No:	
Address			City + Pin
Tel	Fax	Email	
Key Contact	Designation		
Email	Mobile		

FORM 6 - Utilities - Electrical Power Supply (Space Only Booths)

This form is mandatory for the exhibitors requesting additional power. All orders made are not refundable.

SECTION A: MAIN POWER SUPPLY FOR EXHIBITS AND LIGHTING FOR SHOW DAYS

Service/Items	Connection Charges (INR) (A)	Consumption Charges (INR) (B)	Quantity (KW) (C)	Amount (INR) (B x C) + A
220v, Single Phase, 50Hz (1KW – 5KW only)	2500	2500 per KW		
400v, Three Phase , 50Hz Power Supply - Please note that only Three Phase cables would be provided at the booth and not the 15 Amps Plug Point				
1KW - 5KW	2500	2500 per KW		
6KW - 15KW	7500	2500 per KW		
16KW - 25KW	12500	2500 per KW		
26KW - 50KW	25000	2500 per KW		
51KW & above	35000	2500 per KW		
			SUBTOTAL OF SECTION A (INR):	
			15% SERVICE TAX:	
			TOTAL OF SECTION A (INR):	

SECTION B: MAIN POWER SUPPLY FOR BUILD UP AND TEAR DOWN DAYS

Service/Items	Connection Charges (INR) (A)	Consumption Charges (INR) (B)	Quantity (KW) (C)	Amount (INR) (B x C) + A
Minimum Requirement for Buildup		2500 per KW	1	2500
230v, Single Phase, 50Hz (1KW - 5KW only)	2500	2500 per KW		
400v, Three Phase 50 Hz - Please note that only Three Phase cables would be provided at the booth and not the 15 Amps Plug Point				
1KW - 5KW	2500	2500 per KW		
6KW - 15KW	7500	2500 per KW		
16KW - 25KW	12500	2500 per KW		
26KW - 50KW	25000	2500 per KW		
51KW & above	35000	2500 per KW		
Grand Total INR (Total of Section A + Total of Section B) = INR _____			SUBTOTAL OF SECTION B (INR):	
			15% SERVICE TAX:	
			TOTAL OF SECTION B (INR):	

Note:

- Late order received after the form deadline will be subjected to availability, a 30% surcharge for orders received after **15 APRIL 2017**, and a 50% surcharge for orders received onsite. Full cost shall apply for cancellation after **15 APRIL 2017**.
- SPACE ONLY EXHIBITORS ARE REQUIRED TO INDICATE THE LOCATION OF THE MAINS REQUIRED TOGETHER WITH THE SUBMISSION OF THIS FORM.**

3. **SPACE ONLY EXHIBITORS ORDERING MAIN POWER HAVE TO SUPPLY A SINGLE LINE DRAWING ENDORSED BY A LOCAL QUALIFIED ELECTRICIAN. POWER SUPPLY WILL NOT BE TURNED ON WITHOUT AN ENDORSED SINGLE LINE DRAWING. ELECTRICAL TRIPS DUE TO OVERLOAD OF POWER BY THE CONTRACTOR WILL BE INVESTIGATED AND ALL COSTS WILL BE BORNE BY THE CONTRACTOR.**
4. **The organizers are not responsible for any damage to the exhibitor's equipment at the time of turning on or off of the power procedure.**
5. All items ordered are on a rental basis and exhibitors will be held responsible for any loss or damage.
6. A socket must only be used for one exhibit at any one time. Multi-point connection is not allowed to prevent possible short circuit, power overload as well as fire hazards.
7. All quoted prices are subjected to the prevailing government tax.
8. Orders will be fulfilled only when full payment is made. Bank charges for payment via **Telegraphic Transfer** have to be borne by the exhibitor. Any shortfall due to bank charges deduction will have to be paid by cash before orders are delivered. There will be no refund for cancellation of orders during show days.
9. The standard supply is 230V with approximately 10% fluctuation. Please use a voltage stabiliser for the safety of your equipment.
10. **ALL ORDERS ON SITE HAVE TO BE PAID BY CASH IN RUPEES ONLY.**

UTILITIES - TELECOMMUNICATION SERVICES, THROUGH EPABX

FORM 7

Submission via Online Exhibitor Zone - <http://iphex-india.com/login>

**Deadline:
1 APRIL 2017**

Company Name

Booth No:

Address

City + Pin

Tel

Fax

Email

Key Contact

Designation

Email

Mobile

FORM 7- Utilities - Leased Line Internet Service

Description	Unit Price INR*		Quantity	Total
	Installation & Consumption	Charges per line		
Telephone line including installation, activation, standard telephone instrument and local calling facility	3,000			
	Total			
	15% Service Tax:			
	Grand Total			

Kindly note the following:

- The rates mentioned above are for unlimited usage for the entire duration of the exhibition.

The organizer will accept no liability for unstable connection due to any reason whatsoever.

UTILITIES - COMPRESSED AIR & WATER

FORM 8

Submission via Online Exhibitor Zone - <http://iphex-india.com/login>

Deadline:
1 APRIL 2017

Company Name

Booth No:

Address

City + Pin

Tel

Fax

Email

Key Contact

Designation

Email

Mobile

FORM 8 - Utilities - Compressed Air & Water

S.No.	Description	Rate per connection (INR)	No. of Connections	Total
1.	Water Connection: 32mm dia connection, at 1.5 kg/ sq cm pressure appx	2,000		
2.	Water Consumption Charge (per connection)	1,000		
3.	Sewerage connection (per connection)	1,000		
3.	Compressed Air connection (per connection) DN 20 pipe with 15 dia quick coupler Connected to compressor at 6 bar (6 atm) pressure	9,000		
			Total	
			15% Tax:	
			Total Cost	

Order should be accompanied with 100% payment.

Note:

- Exhibitors are required to mark on the position of all items ordered. The official contractor will install at their discretion if they do not receive this booth layout before move in. On-site requests for re-positioning will be subject to a relocation charge of 50% on the rental price.
- For water supply and air compressor services, exhibitors are required to bring along their own adaptor to connect to the equipments. Exhibitors with sensitive equipment are advised to bring their own stabiliser.

AUDIO VISUAL EQUIPMENT RENTAL

FORM 9

Submission via Online Exhibitor Zone - <http://iphex-india.com/login>

**Deadline:
15 APRIL 2017**

Company Name			Booth No:
Address			
			City + Pin
Tel	Fax	Email	
Key Contact		Designation	
Email		Mobile	

FORM 9 - Audio Visual Equipment Rental

Item Description	Unit Price (INR)	Quantity	Cost (INR)
42" LED TV with Stand	12000		
	SUB TOTAL (INR):		
	15% SERVICE TAX (INR):		
	TOTAL (INR):		

Note:

- The rates mentioned above are for the entire duration of the exhibition.
- Late order received after the form deadline will be subjected to availability, a 30% surcharge for orders received after **15 April 2017**, and a 50% surcharge for orders received onsite. Full cost shall apply for cancellation after **15 April 2017**.
- All items ordered are on a rental basis and exhibitors will be held responsible for any loss or damage.
- All quoted prices are subjected to the prevailing government tax.
- Orders will be fulfilled only when full payment is made. Foreign cheques are **NOT** accepted. Bank charges for payment via **Telegraphic Transfer** have to be borne by the exhibitor. Any shortfall due to bank charges deduction will have to be paid by cash before orders are delivered.
- Contractors ordering main power have to supply a single line drawing endorsed by a local qualified electrician. Power supply will not be turned on without an endorsed single line drawing. Electrical trips due to overload of power by the contractor will be investigated and all costs will be borne by the Contractor
- ALL ORDERS ON SITE MUST BE PAID BY CASH IN RUPEES ONLY.**

BOOTH CLEANING

FORM 10

Submission via Online Exhibitor Zone - <http://iphex-india.com/login>

Deadline:
1 APRIL 2017

Company Name

Booth No:

Address

City + Pin

Tel

Fax

Email

Key Contact

Designation

Email

Mobile

Type	Booth size sqm	Date		INR/sqm	Cost - INR
		From	To		
Booth Cleaning		27 April 2017	29 April 2017	100	
Total					
15% Services Tax					
Total Cost					

FORM 10 - Booth Cleaning

Note:

- Services will be provided for all show days, once daily before commencement of the show.
- Booth cleaning service includes floor cleaning, counter cleaning, emptying waste paper bins etc.

ADDITIONAL FURNITURE & ELECTRICAL LIGHTING RENTAL

FORM 11

Submission via Online Exhibitor Zone - <http://iphex-india.com/login>

Deadline:
15 APRIL 2017

FORM 11 - Additional Furniture & Electrical Lighting Rental

Company Name		Booth No:
Address		
		City + Pin
Tel	Fax	Email
Key Contact		Designation
Email	Mobile	

Exhibitors who are using the Organizer Shell Scheme Package are reminded to refer to page 12 of the manual for the list of entitlement supplied under the package. FORM 11 is only for ADDITIONAL orders. All orders made are not refundable.

Code	Item Description		Unit Price (INR)	Quantity	Total (INR)
FURNITURE					
MI 01	Sofa Chair Cushion Upholstered		2000		
MI 02	Sofa Two Seater		4000		
MI 03	Revolving Arm Chair Cushion	Upholstered	800		
MI 04	Novia Chair		500		
MI 05	Centre Table with Glass top	750 mm Dia x 750 mm	800		
MI 06	Square table white laminate top	750 mm diameter	800		
MI 07	Lockable cabinet	945 x 750 x 400 mm	1800		
MI 08	Glass show window	1000 x 500 x 2000 mm	4500		
MI 09	Standard Long Arm Spotlight	23 Watts	500		
MI 10	Metal Halide	150 Watts	1000		
MI 11	Socket	5/15 Amp	500		
MI 12	Halogen light	300 Watt	950		
MI 13	Fridge	165 litres	4000		
MI 15	Tea / Coffee vending Machine		6000		
MI 16	Glass Shelf	1050 x 300 mm	550		
MI 17	Wooden Shelf	1050 x 300 mm	500		
			Total Amount		
			15% Service Tax :		
			Grand Total		

Note:

- The rates mentioned above are for the entire duration of the exhibition.
- Late order received after the form deadline will be subjected to availability, a 30% surcharge for orders received after **15 April 2017**, and a 50% surcharge for orders received onsite. Full cost shall apply for cancellation after **15 April 2017**.
- All items ordered are on a rental basis and exhibitors will be held responsible for any loss or damage.
- All quoted prices are subjected to the prevailing government tax.
- Orders will be fulfilled only when full payments made. Foreign cheques are **NOT** accepted. Bank charges for payment via **Telegraphic Transfer** have to be borne by the exhibitor. Any shortfall due to bank charges deduction will have to be paid by cash before orders are delivered.
- The standard supply is 230V with approximately 10% fluctuation. Please use a voltage stabiliser for the safety of your equipment.
- ALL ORDERS ON SITE HAVE TO BE PAID BY CASH IN RUPEES ONLY.**

<p>MI-01</p>  <p>Sofa Chair cushion upholstered Rs. 2000</p>	<p>MI-02</p>  <p>Two Seater Sofa Rs. 4000</p>	<p>MI-03</p>  <p>Revolving Arm Chair Rs. 8000</p>
<p>MI-04</p>  <p>Novia Chair Rs. 500</p>	<p>MI-05</p>  <p>Centre Table with glass top Rs. 800</p>	<p>MI-06</p>  <p>Square Table Laminated top Rs. 800</p>
<p>MI-07</p>  <p>Lockable Counter Rs. 1800</p>	<p>MI-08</p>  <p>Tall Showcase with spotlights Rs. 4500</p>	<p>MI-09</p>  <p>Spotlight 23 W Rs. 500</p>
<p>MI-10</p>  <p>Metal Halide 150 Watts Rs. 1000</p>	<p>MI-11</p>  <p>Socket 5 / 15 Amp Rs. 500</p>	<p>MI-12</p>  <p>Halogen Light 300 W Rs. 950</p>

<p>MI-13</p>  <p>Fridge 165 L Rs. 4000</p>	<p>MI-14</p>  <p>LED TV with Stand Rs. 12000</p>	<p>MI-15</p>  <p>Tea & Coffee Vending Machine Rs. 6000</p>
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TEMPORARY MANPOWER

FORM 12

Company Name		Booth No:	
Address			
			City + Pin
Tel	Fax	Email	
Key Contact		Designation	
Email		Mobile	
Submission via Online Exhibitor Zone - http://iphex-india.com/login			Deadline: 1 APRIL 2017

FORM 12 - Temporary Manpower

Type	Charges Per Day - INR	Date		No. Of Staff Required	Cost - INR
		From	To		
Booth Host (English Speaking Only)	2000				
Booth Hostesses (English Speaking Only)	2500				
				Total	
				15% Services Tax	
				Total Cost	

Cancellation Terms: Partial or total cancellation of the above order can be made up to 15 April, 2017 without charge. Exhibitors will be liable for full payment of all orders thereafter and no refunds will be made.

Please take note of the following:

- All orders are subject to applicable Service Tax and should be accompanied with 100% payment.
- The minimum period of employment is an average of 8 hrs /day. 30 minutes, lunch break is included.
The assigned staff will report directly to exhibitor's booth on-site. The first day of the show staff will be present at least 1 hour before the show starts.
- The Hostess/Host must not to be entrusted with handling of cash or valuable. Exhibitors will be responsible for Hostess/Host whilst in their booths and the show organizer will not be responsible for any loss or damage caused by such personnel.
- Exhibitors will be responsible for the safety of temporary staff while on their booth.
- Order should be Form received after the deadline will be attended subject to availability.

SECURITY

FORM 13

Submission via Online Exhibitor Zone - <http://iphex-india.com/login>

Deadline:
1 APRIL 2017

Company Name

Booth No:

Address

City +
Pin

Tel

Fax

Email

Key Contact

Designation

Email

Mobile

FORM 13 - Security

Date	Shift Details	Charges per 12 hour shift INR	No. Of Guards Required	Total
Built Up Days				
24 April 2017	0800 hrs - 2000 hrs	2,000		
24 April 2017	2000 hrs - 0800 hrs	2,000		
25 April 2017	0800 hrs - 2000 hrs	2,000		
25 April 2017	2000 hrs - 0800 hrs	2,000		
26 April 2017	0800 hrs - 2000 hrs	2,000		
26 April 2017	2000 hrs - 0800 hrs	2,000		
Exhibition Days				
27 April 2017	0900 hrs - 1900 hrs	2,000		
28 April 2017	0900 hrs - 1900 hrs	2,000		
29 April 2017	0900 hrs - 1800 hrs	2,000		
			Total	
			15% Services Tax	
			Total	

Note:

- The exhibition halls during the exhibition days will be sealed at the end of the day and no guard or person will be permitted to stay in the hall.

FREIGHT INSTRUCTIONS

FORM 14

Please complete and return the form to
jbharadwaj@psbedi.com

Deadline:
1 APRIL 2017

Company Name

Booth No:

Address

City + Pin

Tel

Fax

Email

Key Contact

Designation

Email

Mobile

FORM 14 – Onsite Handling

Please advise P S Bedi & Company Ltd, the Official Forwarding Agent and On-Site Installation Contractor about the services needed on site

No. of pieces	Description of contents	Dimensions (metres)	Weight (kg)