



Ministry of Steel  
Government of India



4<sup>TH</sup>

**INTERNATIONAL  
EXHIBITION  
& CONFERENCE ON  
STEEL INDUSTRY**



January 22 - 24, 2019  
Mumbai Exhibition Centre,  
Mumbai, India



[www.indiastelexpo.in](http://www.indiastelexpo.in)

Supporting Association:



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## LETTER TO EXHIBITORS'

Dear Exhibitor,

This Manual contains details, technical guidelines, rules and regulation for participation & stand construction for INDIA STEEL 2019. We request you to carefully go through these guidelines and specification and also to strictly adhere to these guidelines for your smooth participation at the show. The manual also contains forms for various facilities and services being either provided by FICCI or the service agency specially appointed for your hassle free participation. We request you to kindly fill these forms and sent it to the organizers or the concerned agency before the deadline date mentioned on each form to ensure timely delivery of services.

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

Trade Fair Secretariat  
FICCI  
Federation House,  
1, Tansen Marg,  
New Delhi – 110 001

Ms. Pallavi Thakur - Assistant Director  
Tel: +91-11- 23487225  
Fax: +91-11-23721504  
Email: [pallavi.thakur@ficci.com](mailto:pallavi.thakur@ficci.com)

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

Thank you,

Trade Fairs Secretariat  
FICCI.

## EXHIBITION SCHEDULE AT A GLANCE

DATE & TIME	DAY	EVENTS
<b>Build-up-Period</b>		
20 <sup>th</sup> January, 2019 1000hrs	Sunday	Handing over the space to Bare Space Exhibitors Temporary Electricity will be provided, if applied
20 <sup>th</sup> -21 <sup>st</sup> January, 2019 1000hrs- 1800hrs	Sunday & Monday	Delivery of Freight to raw space stands
21 <sup>st</sup> January, 2019 1000hrs-1400hrs	Monday	Handing over the space to Shell Space Exhibitors
21 <sup>st</sup> January, 2019	Monday	Delivery of Freight to shell space stands
21 <sup>st</sup> January, 2019	Monday	Power supply testing
21 <sup>st</sup> January, 2019 1800hrs	Monday	Completion of all booths – both Raw & Shell Scheme
21 <sup>st</sup> January, 2019 1800hrs	Monday	Permanent Electricity
21 <sup>st</sup> January, 2019 2000hrs	Monday	<ul style="list-style-type: none"> <li>• All unwanted stores/refuse to be cleared</li> <li>• Final Cleaning of halls and completion of all booths.</li> </ul>
<b>Exhibition Period</b>		
22 <sup>nd</sup> January, 2019 0900 hrs	Tuesday	Registration ( Delegate / Speaker )
22 <sup>nd</sup> January, 2019 1000 hrs	Tuesday	Opening Ceremony
22 <sup>nd</sup> – 24 <sup>th</sup> January, 2019 1000-1800 hrs	Tuesday to Thursday	Trade & Professional Visitors
24 <sup>th</sup> January 2019 1500hrs	Thursday	Exit Passes will be distributed

**LIST OF SERVICE PROVIDERS FOR INDIA STEEL 2019**

<p><b><u>Stand Construction Agency</u></b></p> <p><b>M/s N K Kapur &amp; Co. Pvt. Ltd.</b></p> <p>Contact: Mr. Manoj Daniel          Mobile: +91 8800300451          E-mail: nkkapur@gmail.com          Gala No. E-1, Sheetal Nagar,          J.M. Marg, Khaerani Road, Asalfa,          Ghatkoper (West), Mumbai - 400 084.          Tel : + 91 22 25102986</p>	<p><b><u>Cargo Movements &amp; Clearance</u></b></p> <p><b>R. E. Rogers India Pvt. Ltd.</b></p> <p>Mr. Damodar Shenoy          General Manager –Exhibition Operations          +91-9920108787          E: damodar@rogersworldwideindia.com          M. V. Road, Andheri (E), Mumbai- 400 059          Tel.: +91- 22- 2820 3845   Fax: +91- 22- 2820 8942</p>
<p><b><u>Security :</u></b></p> <p><b><u>VNS Security Services Pvt. Ltd</u></b></p> <p>Contact: Mr. Ranjeet Singh          Mobile: +91 8130143630          E-mail: ranjeet@vnsservices.com          112 Main Frame, Royal Palm Complex,          Near Aarey Colony, Goregaon (East),          Mumbai - 400065 Tel.: +91 22 28737424</p>	<p><b><u>Stall Contractor Details :</u></b></p> <p><b><u>THE CONSEPT DEZINE</u></b></p> <p>Mr.Subhash Chamoli</p> <p>M: 9891108706</p> <p>E: subhash@conseptdezine.com</p>
<p><b><u>Conservancy</u></b></p> <p><b>Pragati Enterprises</b></p> <p>Contact: Mr. Radhey          28 – A, Vrindavan Garden,          Sahibabad,          Ghaziabad, U.P.          Mob: +91-9899309864, +91-9875553231          Email: <a href="mailto:radhey.nppt@gmail.com">radhey.nppt@gmail.com</a></p>	<p><b><u>Flowers &amp; Landscaping</u></b></p> <p><b>Radhey Shyam</b></p> <p>Contact: Mr. Radhey          28 - A, Vrindavan Garden,          Sahibabad, Ghaziabad, U.P.          Mobile: + 91 9899309864          Email: radhey.nppt@gmail.com</p>
<p><b><u>Fire Services</u></b></p> <p><b>United Fire Services</b>          133, Vardhman Charve Plaza,          Plot No 23, KP Block,</p>	<p><b><u>Hostesses</u></b></p> <p><b>Premier Marketing</b>          Contact: Ms. Renuka Uchil &amp; Ms. Ishita          Mobile: + 91 9820214536, +91-9820024536 E-</p>

1st Floor, Pitam Pura,  
New Delhi – 110088  
Mob: 9810292271, 9810866352  
Email: [ufs.pvt.ltd@gmail.com](mailto:ufs.pvt.ltd@gmail.com)  
Contact Person: Mr. P.S. Aneja

mail: [info@premiermktg.in](mailto:info@premiermktg.in)  
E203, Krishna Bldg, Vasant Sagar complex,  
Thakur Village, Kandivali (E), Mumbai - 400101  
Tel: +91 9833474292

### OFFICAL TRAVEL AGENCY

Mr. Nikhil Pandey  
Assistant Manager – Corporate  
Mobile: +91 9717991562  
**Concord Travels & Tours**  
UMCS 20, Ansal Plaza Mall, Vaishali (NCR)  
Ghaziabad – 201010, India  
Tel. No.: 0120 4295285  
Fax No.: 0120 4171610  
Website: [www.concordtravels.com](http://www.concordtravels.com)

**INDIA STEEL 2019**  
An International Exhibition & Conference  
January 22-24, 2019

<b>Exhibition</b>	“INDIA STEEL 2019” – An International Exhibition and Conference on Steel Industry
<b>Organizers</b>	Ministry of Steel, Government of India Federation of Indian Chambers of Commerce & Industry
<b>Dates</b>	January 22-24, 2019
<b>Exhibition Timing</b>	10 AM – 6 PM
<b>Venue</b>	Bombay Exhibition Center, Mumbai
<b>Area</b>	Approx 14,000 sq. mtrs Gross
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• To showcase the latest Products, Technology, Machinery &amp; Equipment, Applications and Developments in the Steel Industry</li> <li>• To disseminate knowledge about new applications of steel amongst the using sector</li> <li>• To disseminate knowledge about the developments and best practices in analysis, design and construction methodology pertaining to Steel amongst the users.</li> <li>• To Understand Global Steel Markets</li> <li>• To Understand technologies for Raw Material</li> <li>• To create awareness amongst potential consumers about the applications &amp; benefits in usage of steel</li> <li>• Joint Venture Partnership, Project Collaborations, Transfer of technology, investments and R &amp; D</li> <li>• Showcase the latest products and machinery, equipment developments in the industry for generating business</li> </ul>
<b>Highlights</b>	<ul style="list-style-type: none"> <li>• More than 250 exhibitors</li> <li>• Conferences attracting dedicated visitors and decision makers from the industry</li> <li>• CEOs Round Table</li> <li>• Live demonstration to showcase the equipments with latest technologies.</li> <li>• Networking Opportunities at the exhibition and related business events</li> <li>• ReverseBuyer Seller Meet</li> <li>• Participation from Central Government Ministries and State Governments</li> <li>• International participation and pavilions from various parts of the world</li> </ul>
<b>Participation Profile</b>	<p><b>Steel Industry Stakeholders</b></p> <ul style="list-style-type: none"> <li>• Metal producing companies</li> <li>• Alloy manufacturers</li> </ul>

- Ferrous and Non-ferrous metal production plants and units
- State Governments
- Central Government Ministries

**Machinery & Technology for Steel & Metal Manufacturing**

- Domestic and International Steel Producers, Organizations & Associations
- Automation & Instrumentation
- Cutting Tools
- Water & Pump Equipment's
- Welding Equipment & Services
- Control & automation Systems
- Quality Control, Testing & Analysis
- Energy Efficiency Equipment
- Energy Conservation
- Engineering and Design
- Environment protection
- Filtration & Separation
- Induction Furnaces and Heat Treatment
- Nano-Technologies
- Pelletisation
- 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
- 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
- Signalling Equipment

## **Buying and Sourcing Mineral Processing**

	<ul style="list-style-type: none"> <li>• Mineral Development Corporation</li> <li>• Mineral Processing Units</li> <li>• Contractors</li> <li>• Scientific Research &amp; Development Institutions</li> <li>• MSMEs and Private companies</li> </ul> <p><b>Buying and Sourcing of Metal &amp; Metal Working Machinery</b></p> <ul style="list-style-type: none"> <li>• Casting, Forging and Foundry Industry</li> <li>• Component Manufacturers</li> <li>• Consulting Service providers</li> <li>• Iron and steel production</li> <li>• Non-Ferrous Metals Production</li> <li>• Sheet metal fabricators</li> <li>• Sheet metal products, components, assemblies manufacturers</li> <li>• Shipbuilding and Ship Repair Industry</li> <li>• Steel &amp; Aluminum Construction</li> <li>• Tube and Pipe Sector</li> <li>• Water Supplier Sector</li> <li>• Trucks, Wheels &amp; Tyres</li> </ul>
<b>Visitor Profile</b>	<ul style="list-style-type: none"> <li>• Aerospace</li> <li>• Airport Infrastructure - Developers</li> <li>• Automotive</li> <li>• Buyers and Sourcing Personnel</li> <li>• Chemical</li> <li>• Construction</li> <li>• Consultants and Contractor</li> <li>• Consulting</li> <li>• Consulting Design &amp; Services</li> <li>• Contractors of : Bridges , Roads, Coal, Mines, Cement Plants, Nuclear &amp; Hydro Power Projects</li> </ul>

- Decision-makers and top executives of manufacturing and engineering enterprise
- Defence
- Defence & Security
- Diplomats and Ministerial trade delegates
- Electrical
- Electrical Engineering
- Electronics
- Energy
- Engineering
- Environment
- EPC Contractor
- Government Procurement -Departments
- Industrial Entrepreneurs
- 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

	<ul style="list-style-type: none"> <li>• Refining</li> <li>• Rolling Mills</li> <li>• Rubber</li> <li>• Secondary Steel Producers</li> <li>• Ship Building &amp; Ship Industry</li> <li>• Ship Bhuilding &amp; Ship Repairing</li> <li>• Ship Manufacturers</li> <li>• State Level PWD Departments</li> <li>• Technical experts and academicians</li> <li>• Telecommunication</li> <li>• Transportation</li> <li>• Vessels Manufactures</li> <li>• White Good Manufacturers</li> <li>• Pharmaceutical Machine Manufactures</li> <li>• Vessels Manufactures</li> <li>• Transportation Component Manufacturers</li> <li>• Refining Sector</li> <li>• Telecommunication Sector</li> </ul>															
<b>Participation Charges</b>	<table border="1" data-bbox="467 1161 1495 1493"> <thead> <tr> <th>Type of Space</th> <th>Min Area</th> <th>Participation Charges in Rs. For Indian Participants (Per Sq. mtr.)</th> <th>US\$ (Per Sq. mtr.) For International Participants</th> </tr> </thead> <tbody> <tr> <td>Shell Space</td> <td>12 sq. mtrs</td> <td>11,000</td> <td>330</td> </tr> <tr> <td>Bare Space</td> <td>36 sq. mtrs.</td> <td>10,000</td> <td>300</td> </tr> </tbody> </table> <p>*GST as Applicable</p> <p>*Catalogue Entry Charges will be Rs. 1500/ USD 30 per entry</p> <p>*10 % Refundable Security Deposit</p>				Type of Space	Min Area	Participation Charges in Rs. For Indian Participants (Per Sq. mtr.)	US\$ (Per Sq. mtr.) For International Participants	Shell Space	12 sq. mtrs	11,000	330	Bare Space	36 sq. mtrs.	10,000	300
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<b>Contact Us</b>	<p><b>Ms. Pallavi Thakur</b></p> <p><b>T: +91 1123487225</b></p> <p><b>E:pallavi.thakur@ficci.com</b></p> <p>Federation of Indian Chambers of Commerce and Industry</p> <p>Federation House</p>															

Tansen Marg New Delhi – 110001 Fax: 011 23359734
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## **RULES & REGULATIONS FOR PARTICIPATION**

### **Organiser**

Federation of Indian Chambers of Commerce & Industry (FICCI), New Delhi is the organizer of “INDIA STEEL 2019”

### **Venue, Dates & Timing**

“INDIA STEEL 2019” will be held at NSE Complex (Bombay Exhibition Centre), Mumbai from January 22-24, 2019. Visitors will be allowed from 10 AM to 6 PM from January 22-24, 2019.

### **Exhibitor**

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

### **Participation charges**

Type of Exhibitor	Raw Space	Shell Stand
Indian	Rs 10,000 per sq mtr	Rs 11,000 per sq mtr
Foreign	US\$ 300 per sq mtr	US\$ 330 per sq mtr

- Raw space can be booked subject to a minimum of 36 sq meters. Shell stand can be booked in multiples of 12 sq meters.
- Shell stand will include three sides partition, fascia name, floor covering, four spot lights, one 5/15 AMP socket, one trash bin, one table and two chairs in 12 sq meters space. Electricity connection and consumption charges will be extra.
- Participation charges include Air-conditioning and general lighting.

### **Participation Payment Terms:**

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

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

### **Transfer Details for Overseas Exhibitors:**

Vendor Name:

FEDERATION OF INDIAN CHAMBERS OF COMMERCE AND INDUSTRY

Beneficiary Address

Federation House, Tansen Marg, New Delhi-110001

### Beneficiary Bank Branch Address

G-3-4,Suryakiran Building,19,Kasturba Gandhi Marg, New Delhi-110001

Beneficiary Bank Name       HDFC BANK LTD.

Beneficiary Bank A/c No     000 30350015219

Type of Bank A/c       CURRENT

SWIFT CODE: HDFCINBBDEL

Name of Intermediary Bank JPMorgan Chase Bank, NEW YORK

Intermediary Bank Swift Code-     CHASUS33

A/c No. of Beneficiary's Bank with   001-1-406717  
Intermediary Bank or use link

Service tax code-     AAACF1282E ST 001  
PAN NO-     AAA CF 1282 E

NEFT /IFSC/RTGS Code of the bank-     HDFC0000003  
Branch of the Beneficiary

MICR Code appearing on the cheque-     110240001  
of the bank a/c of Beneficiary

### **Allocation of space**

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

### **Catalogue entry charges**

Each exhibitor will be required to pay Rs 1500 or US\$ 30 for catalogue entry. This payment will be made along with participation charges. Exhibitors can also get the name of their collaborator / principal / agent / Group Company included in the directory provided they fall in the same line of business. For additional entry an amount of Rs. 500 / US\$ 15 will be charged.

### **GST**

Govt. of India has levy GST on all exhibition services. This tax is applicable on the stall rentals, electrical charges and other fair services for the exhibition. The GST, payable on the captioned fair will be 18 % respectively on the billing amount

### **Security deposit**

A refundable security deposit amounting to 10% of the participation charges will be payable by each exhibitor one month prior to the start of the exhibition by bank draft / banker's cheque only favouring FICCI payable at New Delhi. This deposit will be utilised by FICCI to adjust outstanding,

if any. In the event of no-outstanding, the same demand draft/ banker cheque will be refunded within 30 days of the close of the exhibition. Foreign exhibitors are exempted from paying security deposit.

### **Electricity & Power connection and consumption**

Shell stand will be provided with single-phase electricity for the spotlights and 5/15 Amp socket provided as per the standard package. Each exhibitor taking a Bare Stand has to pay for the electricity connection and consumption charges. Additional Electricity required for the Shell Stand for running equipment, machines or additional lights has to be paid by the exhibiting company. The charges are mentioned in the order **Form No. 3**.

### **Other services and facilities**

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

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

### **Construction of stands**

The interior design of the stand will have to be within the architectural controls laid down by FICCI. The exhibitors would only be allowed to construct the stand as per the design approved by FICCI. The exhibitors have to get their designs approved from FICCI before **January 10, 2019**. Exhibitors who do not comply with these guidelines

and regulations will have to pay a penalty of Rs 5000/-/US\$ 150 and will not be allowed to construct their stand and will run the risk of closure of the stand. All construction material, waste and empties etc. have to be removed by the exhibitors 8 p.m on January 21, 2019. Work regarding construction of stands will be permitted within the stand area only or outside the hall and in no case in the walkways in the Halls.

### **Stand completion**

Stands will be completed by 8 PM on January 21, 2019.

### **Operation of Stands**

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

### **Storage of exhibits & empties**

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



### **Vacation of space**

Stands will have to be vacated under shell scheme and bare space latest by **23:59 on 24<sup>th</sup> January 2019.**

### **Damages to the hall**

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

### **Sale of exhibits**

No counter sales will be permitted during the exhibition.

### **Handling of exhibits, customs and import**

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

### **Service Agencies**

Service agencies like security, cleaning, phones, catering, courier etc. empanelled with FICCI will only be allowed to provide services to exhibitors. Other agencies will not be allowed to enter/operate in the exhibition.

### **Public Safety & Security**

Exhibitors & their representatives should be present at their stands at all times during the opening hours of the Exhibition in order to receive visitors. They may not close their stands before the officially appointed time of closing.

Fire: All inflammable disposable materials (such as empty boxes and other wrappings) should be immediately removed from the exhibition premises.

Flammable Materials: The use of flammable materials for the decoration of the stand is prohibited unless such decorations have been treated with a fire retarding substance. Use of heating appliances within the stand is strictly prohibited.

### **Insurance and Exhibition Liabilities against Unforeseen Incidents**

Insurance against all ascertainable risks from transportation to display and removal should be done by exhibitor. FICCI will not be responsible for any claim

The exhibitors are solely responsible for damage which may occur to exhibits, equipment, decorations, stock or stand or any other possessions due to fire, theft, deterioration, loss / damage by water or damage suffered during any fire fighting operations or by natural calamities.

The exhibitors are responsible for all accidents that may occur to the staff (including the Organisers' personnel), technicians, employees or exhibitors on duty in his own or in neighboring stands, due to the use by him or anyone else delegated by him, of machines, motors, other appliances or electric power that cause fire.

The exhibitors are responsible for all other damages, injuries or accidents, other than those already mentioned, or those that they themselves may foresee, and any other damage which may result from their participation in the Exhibition, whether directly through their own fault or through the fault of a third party under the exhibitors' instructions and affecting the possessions, furniture or building belonging to either the Organisers or to another party.

The Organisers disclaim all responsibility for risks mentioned above and the exhibitor shall not be entitled to make any claim, whatsoever the factors be causing such damage.

The exhibitors will obtain third party liability insurance from an insurance company. This compulsory insurance must cover accidents suffered by third parties in the building containing the stand of the exhibitors, which involves the liability of the exhibitor or any of his employees and any liability due to accidents linked with **INDIA STEEL 2019**.

The exhibitors may insure their exhibits on display against all possible risks that are permitted under the insurance rules.

Each exhibitor is reminded that he is responsible for effecting insurance cover for expenses incurred due to abandonment or postponement of the exhibition for any reasons whatsoever.

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

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

- Bombay Exhibition Centre, Mumbai
- Municipality or Local Administration of Mumbai
- Architects and Contractors employed by the Organisers
- Overseas Associates
- Supporting organizations

The period of liability of the exhibitor shall be deemed to run from the time the exhibitor or any of his employees, agents or contractors first enters the exhibition site and will continue until all his exhibits and property have been removed.

The exhibitor shall insure, indemnify and hold the Organisers harmless in respect of all costs, claims, demands and expenses to which the Organisers may in any way be subject as a result of any loss or injury arising to any person (including members of the delegations, visitors, public, the Organisers' staff, agents or contractors) howsoever caused as a result of any act or default of the exhibitors, his employees, agents, contractors or invitees. If the Organisers find it necessary, the exhibitor shall provide proof that he has an adequate insurance cover. The organisers shall not in any event be held responsible for any restriction or condition which prevents the construction, erection, completion,

alteration or dismantling of stands or for the failure of any service amenities provided by the Organisers, for the cancellation or part time opening of the Exhibition either as a whole or in part, or for amendments or alterations to all or any of the rules and regulations caused by circumstances not under their control.

### **Entry/Exit**

Entry into NSE Complex will be on the basis of exhibitor passes issued by FICCI. Each exhibitor will be entitled to 3 passes for 12 sq meter space. Entry of vehicles in NSE Complex will not be permitted during exhibition hours and other hours specified separately. Exit passes will be necessary for exhibits / material to be taken out of NSE Complex.

### **Violation of Rules**

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

### **Disputes**

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

### **Force Majeure**

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

## **FACILITIES FOR A SHELL STAND**

### **A Shell stand of 12 sq mtr will include:**

- Three/Two sides partition
- FASCIA Name
- Floor Covering with Carpet
- Four Spotlights
- 5/15 AMP Socket
- One Lockable Table
- One Glass Round Table
- Three cushion chairs

- One Waste Paper Basket

### Technical Specification of Stands

**(a) The structure of the stand is made of the Octanorm system with following Specifications:-**

A	Maximum Height of the Stand	2.50 M
B	Clearance under fascia	2.20 M
C	Arial distance between vertical aluminum columns	0.99 M
D	Width of panel	0.95 M
E	Overall width of fascia	0.30 M
F	Diameter of vertical aluminum column	0.04 M

#### **(b) Wall Panels**

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

#### **(c) Fascia Board**

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

#### **(d) Spot Lights**

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

#### **(e) Carpet**

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

### **Rules for Shell Scheme Stands**

- Minimum space for shell scheme is 12 Sqm
- No painting or wallpapering of panels is permitted. Exhibitors who desire to have any panel painted or wallpapered must inform the Official Stand Fitting Contractor for approval and execution of work on payment.
- No additional fitting or displays are allowed to be attached, nailed, screwed or drilled to the booth structure. On violation of this instruction, the exhibitor is liable to be charged by the Official Stand Fitting Contractor for damages caused to the stand.
- The use of flammable materials for decoration of the stand is prohibited unless such decorations have been treated with fire-retarding substance. Use of heating appliances is strictly prohibited.

- e. No suspension from hall's ceiling or fixtures to the walls columns and floor of the hall or any other part of the building structure is permitted. Exhibitors should only utilize the inner parts of the stall allotted to them, for display.
- f. Height of all fittings/exhibits should be restricted to 2.5 m. The rear and side walls should be 2.5 m high. Structures/exhibits (mounted or otherwise) between 2.5 m and 4 m in height must be approved by the Organisers and placed at a minimum distance of 1 m from the rear, sides and front of the stand.
- g. No financial credit will be given by the Organisers/Official Stand Fitting Contractor for any shell scheme stand items that are not utilized.
- h. Exhibitors are requested to deal directly with the Official Stand Fitting Contractor for their requirement of additional items on extra payment, by furnishing details on Form No.8. Any dispute regarding additional items has to be settled by the exhibitors directly with the official stand fitting contractors. Any damage to these items by the exhibitors will be liable for penalty.
- i. Each shell scheme stall of 12 Sqm. is provided with power supply of 1 Kw load including the lighting load, free of charge. For additional power requirements please refer to Form No. 3.

#### **Additional Furniture and Electrical items:**

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

### **GUIDELINES FOR CONSTRUCTION AND SETTING UP OF STANDS**

#### **Procedure for taking possession of Stands**

Possession of shell scheme stands and bare space area will be given to the exhibitors after full payment of all dues.

1. The person appointed to take possession of the stall must have a following authorization letter from the exhibiting company on their letter head.

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

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

#### **Time schedules for taking Possession of Stands**

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

- Bare Space: On January 20, 2019 from 10.00 am onwards
- Shell Scheme: On January 21, 2019 from 10.00 am onwards

The exhibitors should complete the stall construction and decoration by 6 pm on January 21, 2019.

### **Construction of Stands**

Considering the security of exhibits on display and general security of the entire exhibition only the Official Stand Construction Agencies will be allowed to undertake the construction of bare stands in “INDIA STEEL 2019”. In case the exhibiting company is using the services of the any other construction agency other than the appointed construction agency they would have to take a prior approval from FICCI for the same. Contractors other than these will not be permitted to enter the halls and undertake construction work. The names and addresses of Official Stand Contractors are given on **Page No. 4**.

### **Specific Architectural Control and Guidelines**

The width of passages shall not be less than 3 meters or as marked on the copy of the layout plan while the passages inside the stands shall not be less than 2 meters in clear width.

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

The stands with one side, two side, three side or four side (island stands) open as shown in the layout plan, the participants are required to leave the open side clear of all panels which obstruct the view of the visitors. However, they may put up low partitions of 1.2 meter high or may have a combination of low partition and glazing in the upper area after leaving proper entry & exit points.

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

The normal heights of construction of partitions shall be limited to 2.5 meters except open side as shown in the layout plan. However, additional height of one side/two sides features could be considered depending upon the area of stands as per details given below:

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

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

No construction shall be permitted in front of emergency doors, service doors, electric distribution boards, switch rooms, toilets, and other fair facilities. The unauthorized construction undertaken in

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

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

The stands requiring water connection, water disposal, compressed air and special power requirements shall be preferably located at the periphery of the halls, as it will be convenient to provide such facilities without crossing over the public passages. In case these requirements are not made known to organisers (FICCI) at the time of booking space, or cause hindrance to the public movement or due to any technical constraints, these may not be provided.

Exhibitors booking 40 sq. meters or above are required to submit their design drawings at least one month before start of the exhibition and the plans would be scrutinized within 7 days after their submission to the organisers (FICCI). All exhibitors have to strictly follow the architectural guidelines laid down in the manual. Any deviations will not be permitted.

The decision of the organisers of “INDIA STEEL 2019” as regards the approval of the plan shall be final and binding upon exhibitors and the work must be carried out as per the approved drawing only.

Exhibitors having bare space must submit 2 copies of the design of the stand showing elevations and floor plan for approval, by January 10, 2019. The Exhibitors sending their plans after this date shall be liable to pay penalty of Rs. 10000/ US\$ 240. The drawings must also clearly show layout of exhibits, logo details, supporting stand electrical points etc. and clearly indicate wall/panel height; exhibits, meeting rooms etc.

The decision of the organizers as regard to the approval of the plan shall be final and binding upon exhibitors and the work must be carried out as per the approved drawing only.

All displays will be inspected during the set up days and any exhibitor deviating from the regulations must make modifications as suggested by FICCI on their own expense prior to the show opening.

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

The following are strictly prohibited:

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

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

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

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

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

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

Access must be given to any Fire Exit, Electrical box, Service room etc. falling within the exhibitor's stand area. It is mandatory to leave minimum one opening in the partitions against the natural wall to provide access for electrical fittings etc.

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

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

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

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

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

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

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

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

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





## OTHER FAIR GUIDELINES

### **Storage, Removal of Waste and Cleaning**

The Organizers will not provide any storage facilities for packing cases, surplus materials or other property of the Exhibitor. Arrangement for safekeeping of such items must be made with Official Freight Forwarder or they should be shifted to your local godown.

During the construction and dismantling period, aisles in the exhibition halls must not be obstructed with packing materials, construction materials or debris. Contractors are responsible for removing their own off-cuts and waste each day of build up and break down. Failing this, the Organizer reserves the right to invoice the Exhibitors for the removal of excessive packing materials, discarded crates or cartons & stand building material.

### **Conservancy**

While the Organiser will make arrangements for cleaning the passages, it is the responsibility of the Exhibitors to get their Stands cleaned and their equipment dusted in the evening. No Sweeping will be allowed after 9.00 a.m. The official conservancy agency can be contacted for organizing cleaning of your stand on payment. Their contact details are mentioned on **Page No.4**

### **Replacement of Exhibits**

No removal or delivery of exhibits and other exhibition material in or out of the exhibition hall during the open hours of the exhibition is permitted. Such removal, delivery or replacement of stock may only be carried out before opening hours in the morning or after closing time in the evening. For security, to remove any item of your display from the hall during the show days, an "EXIT PASS" must be obtained from the organisers.

### **Removal of Exhibits**

Exhibitors are allowed to remove the exhibits from the stalls after 1800 hrs. on January 24, 2019 as per following schedule.

### **Entry Pass**

Entry passes to "INDIA STEEL 2019" Exhibition Hall will be issued by the organisers (FICCI) from the site office from **January 20, 2019** to the Exhibitors and Service Agencies for the build up period and for the Exhibition period. Entry of the hall will be permitted on the basis of these passes.

## **Exit Pass**

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

Please Note: Exit passes will be given to exhibitors only on the condition that all dues towards participation in the exhibition are cleared.

The copies of permission granted will be retained by Fair Secretariat, NSE Complex Security Personnel at Gate and the Exhibitor.

## **Demonstrations of working exhibits**

An exhibitor intending to demonstrate equipment on his stand must:

- Provide the Organiser with full details in writing of any working exhibits involving moving parts, naked flame, lasers or other dangers.
- Give proper consideration to the safety conditions under which the exhibits will be demonstrated, including safety guards and screen to prevent accident or injury to both visitors and staff.
- Cause no annoyance to visitors or other Exhibitors. If high levels of noise or other objectionable factors are involved, demonstrations may take place at the time stipulated by the Organiser, who reserves the right to terminate a demonstration at any time.
- Ensure that no naked switches are there so that machinery cannot be activated by accident or interface by visitors.

## **Entry and Exit into NSE Complex**

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

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

## CARGO MOVEMENT & CLEARANCE

### Movement of Exhibition goods

#### 1. Connection to India

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

#### 2. Material Handling At the Exhibition Site

The Exhibition materials at the venue site can be handled by the approved official agencies, as per the rules. To provide adequate security, safety and protection against damage to the Exhibition Hall and in the interest of an efficient, co-ordinated move-in and move-out of goods, no private trucks, cars, forklifts or handling equipment (trolley, lift jacks, etc) will be allowed inside any of the Exhibition Halls. The Organizers have appointed Official Clearing, Forwarding & On-site handling agencies for handling of exhibits at the site. For contact details refer to Page No 4

For site handling operations, cargo-handling equipment such as, forklifts, mobile cranes and skilled labour will be available at the Fair Ground, from the Official Agents on hire. The rates for On-site handling will be settled by the participants with these agents directly, depending upon the quantum of work and kind of job required as per the official On-site handling tariff approved by the organisers. The Official Agents will have their offices at the site during the pre & post exhibition periods.

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

All the exhibitors are requested to adhere to the shipping instructions & arrival deadlines fixed by the official forwarders regarding the movement & handling of exhibits for “**INDIA STEEL 2019**”.

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

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

### **3. Customs Clearance Under Temporary Imports**

Temporary duty free importation facilities are available to the bonafide participants of “INDIA STEEL 2019” provided the shipment is cleared under an ATA Carnet or a Bank Guarantee or an Embassy Bond.

Under the Customs Notification No. 3/89 dated 09,19-1989, import of Exhibits for “INDIA STEEL 2019” will be allowed without payment of Import duty provided the Exhibits are re-exported within a period of six months from the date of import or any other period stipulated by the Customs Authority.

The Exhibitors are advised to contact the official CFAs who will provide them with up-to-date information on rules and procedures.

#### **Sale of Exhibits**

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

#### **Sale of exhibits by overseas Exhibitors**

Exhibition goods, imported initially via Embassy Bond. ATA Carnet or Bank Guarantee can be sold during the exhibition but removed from Customs bonded warehouse only upon the completion of customs sale formalities & payment of applicable Customs duties & taxes within the stipulated six months period.

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

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

To avail of exemption from payment of Octroi duty a bonafide Exhibitor Certificate issued by the organisers and a photocopy of approval letter issued by ITPO should be enclosed with your application and other necessary documents to the appropriate authorities through the official freight forwarding agents. Both these certificates/letter will be issued by FICCI to each exhibitor on receipt of full payment of the charges for the stall/pavilion in the exhibition. Octroi Exemption facility will be offered only to those exhibitors who have paid security deposit and indemnified the organisers from any discrepancy in processing of ‘R’ form. The exhibitors are requested to get in touch with official freight handling agents for further information in this matter.

## ELECTRICAL SERVICES

### 1. Electrical Supplies & Installations

The electric power supply available in India is:

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

Frequency : 50 cps 3% variation

FICCI personnel responsible for supply of power will be entrusted with the authority of regulating and controlling the power supply to the Exhibition Hall and individual stalls. Each stall will be provided with electric power at one or more main points depending on the total load requirements. Exhibitors should use Distribution Boards for feeding power to their machines. Individual isolation switches should be provided for each machine. Exhibitors should use either armored cables or metal conduits for connecting power supply to machines.

The work of drawing power from main points to machines/exhibits is to be carried out by the exhibitors, at their own cost. Exhibitors may engage the services of their own personnel or authorised electrical contractors for wiring work inside their stall subject to the condition that they are duly licensed to undertake electrical work. Exhibitors are advised to exercise highest level of safety precaution for electrical wiring and installations. The service charge of electrical contractor are to be borne by the Exhibitors and are payable directly to the contractors.

The Exhibitors should connect power to machines and exhibits as per the requirement given in their application. Connecting power to the Exhibits other than those mentioned in the Electricity requisition **Form No. 3** or more than the specified load or the allotted by the Electrical Department will not be permitted.

Exhibitors must install separate and independent switch for their machines/exhibits. Alternate connections or throw-over switches are not allowed. In case power is supplied to the stall from two or more main points, Exhibitors must distribute the load as per the capacity of the respective switchboards in consultation with Fair Electrical Department. The Exhibitors requiring single-phase power for lighting purpose should carry out necessary wiring from three-phase outlet through two poles single phase switches if necessary for further distribution. After the electric wiring work is completed, the exhibitors must obtain a completion report from the Electricians or Contractors engaged by them and file the same with Fair Electrical Department. Actual connected load for the individual machines/exhibits is to be mentioned in the report. Power will be released only after the wiring work is carried out.

All the main electric supply points must be kept easily accessible for operation and repairs in the event of emergency. Main electrical supply points should be concealed or covered.

The exhibitors are advised to install equipment like stabilizer/UPS system for their sophisticated machines/exhibits. If the machines are sensitive to the floor, placement of steel plates underneath is recommended.

## **2. Electricity Charges**

Organisers have formulated a flat rate of connected load (single and three phase), which will be the basis for charging for power and lighting consumed during “INDIA STEEL 2019”. This rate is subject to revision. It is essential for all exhibitors to give complete details of power requirement and submit to the Organiser in the prescribed **Form No. 3** for Power.

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

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

Under no circumstances will the Exhibitors be permitted to decrease their electricity requirement. Request for additional electricity load may be considered subject to availability. The electricity will be provided from **January 22-24, 2019**.

## **3. Temporary Electric Supply**

Temporary power supply for erection and testing of machines can be made available from **January 20, 2019** the first day of construction on extra charges. For charges kindly refer **Form No. 3** in the Forms Section. However, no Temporary connections will be given after **January 20, 2019**. Please see **Form No. 3**

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

## **FIRE SAFETY & SECURITY REGULATIONS**

### **Fire Safety**

Fire fighting equipment will be provided at various vantage points in the exhibition halls. Exhibitors are, however, advised to take due precautions and provide necessary equipment in their own stalls. Exhibitors should also install Guards or Protectors on Machine/Exhibits during the demonstrations to avoid injury to visitors.

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

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



- l. Observe and impose all fire precautions at all times, especially during fabrication/ installation of the stalls/chalets. Avoid throwing lighted cigarette butts and matchsticks etc in Exhibition stands/chalets/offices.
- m. Smoking in the Exhibition halls and all public places during the Exhibition period is prohibited. These will be treated as “No Smoking” areas and will be so marked. Separate “Smoking Zone” may be used for this purpose.
- n. Tackle any minor fire incident in the stand, offices and restaurants by using the fire extinguisher installed.
- o. Know the exit routes to be followed in an emergency and the location of nearest emergency exit for escape in case of major fire incidents.
- p. Do not block the exit, exit route, emergency exit and passages.
- q. Instruct your employees / temporary staff not to leave the stands unattended whilst work is in progress or before officially appointed time of closing.

**In case of a fire incident, take following action:**

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

**Security Regulations**

- Badges must be worn at all times by the exhibitors managing the stall and their temporary staff to gain entry to the exhibition halls.
- Badges can be obtained at the time of taking possession of stalls from the organisers’ office at site.
- During show days, exhibitors are allowed to enter half an hour prior to the opening of the show each day and will be allowed to remain half an hour after the close of the show.
- Particular care should be taken of items, which are small & portable.
- Hand carried items or any equipment going out of the exhibition hall will require an exit pass.

While the Organizers will maintain general security surveillance through out the exhibition period, security of individual stalls in the responsibility of the exhibitors. Stalls are not to be left unattended during the show period, particularly before the show starts and after the show closes on the final day.

Hence the exhibitors are advised to hire security personnel for their stall and the same has to be hired from the appointed agencies only. The address of appointed agency is mentioned on **Page No.4**

Security personnel from an agency other than the appointed agencies will not be permitted to enter and manage the stalls of any individual exhibitor or group pavilion.

Exhibitors are requested to approach the official security agency directly with their requirement of personnel at the earliest, preferably before **January 10, 2019**.

## EXHIBITION FACILITIES

### ❑ **Business Visitors Registration Counters**

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

### ❑ **Business Centre**

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

### ❑ **Media Centre**

A media centre is being set up to coordinate the media activities for better media exposure. Exhibitors are requested to inform the media centre on any major news worthy event they are organising, as well as if they would like their CEO to be interviewed by the media on some state of art technology developed in the recent past. Press releases issued by the exhibitors may also be given to the Media Centre for taking out useful information for inclusion in the daily updates on “INDIA STEEL 2019”

### ❑ **Restaurant/Snack Counters**

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

### ❑ **VIP/Protocol Lounge**

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

### ❑ **Exhibitors' Parking**

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

□ **Information Booths**

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

FORMS

<u>S.No.</u>	<u>Forms</u>	<u>Last date of Submission</u>
1.	Entry for Exhibitors' Directory	December 31, 2018
2.	Advertisement in Exhibition Catalogue	December 31, 2018
3.	Electrical Connection	December 31, 2018
4.	FASCIA Name for Exhibitors	December 31, 2018
5.	Plan Approval for Bare Space	December 31, 2018
6.	Telephone Service	December 31, 2018
7.	Registration of Exhibitor Stand Personal	December 31, 2018
8.	Addl. Furniture & Electrical Goods	December 31, 2018
9.	Exit Pass Visual Equipment	January 24, 2019

Please fill and return to:  
FICCI Trade Fair Secretariat  
Federation House, Tansen Marg,  
New Delhi-110001  
Tel : 011 23487225  
Fax: 23320714  
E-mail: [pallavi.thakur@ficci.com](mailto:pallavi.thakur@ficci.com)

## INDIA STEEL LOGO

### FORM NO.1

Last Date of Submission

December 31, 2018

Organisers' Copy

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

1. Name of Organisation: \_\_\_\_\_  
(Name as it should appear in the Directory)  
Stand No.: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
City Code: \_\_\_\_\_ Country: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Website: \_\_\_\_\_  
Name of the Chief Executive Officer: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Contact person for "INDIA STEEL 2019" with designation: \_\_\_\_\_
2. Complete list of & range of products/services: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(The number of words should not exceed 150. Organiser has right to edit the matter if it exceeds 150 words)
3. Business Sector: Please see the list overleaf and mark accordingly
4. Foreign principals/Collaborators:
  - 1) Name \_\_\_\_\_ Country \_\_\_\_\_
  - 2) Name \_\_\_\_\_ Country \_\_\_\_\_

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

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: [mavank.rastogi@ficci.com](mailto:mavank.rastogi@ficci.com)**

**Last Date of Submission**

December 31, 2018

**Organisers' Copy**

**FORM No. 2**

**EXHIBITION CATALOGUE - "INDIA STEEL 2019"**

**ADVERTISEMENT TARRIF (PRINTED CATALOGUE)**

Option No.	Position	Exhibitor		Non-Exhibitor	
		Rs.	US\$	Rs.	US\$
1.	Double spread (Colour)	50,000/-	1000	60,000/-	1250
2.	Back Cover (Colour)	60,000/-	1000	70,000/-	1125
3.	Inside Front Cover (Colour)	50,000/-	1000	60,000/-	1250
4.	Opening First Page (Colour)	50,000/-	1000	60,000/-	1250
5.	Inside Back Cover (Colour)	50,000/-	1000	60,000/-	1250
6.	Full Page (Colour)	40,000/-	800	50,000/-	1000
8.	Half Page (Horizontal/Vertical) (B/W)	20,000/	175	30,000/-	225
9.	Book Mark (2 Side)	40,000/-	800	50,000/-	875

**Technical Data**

**Full Page**  
 • Print Area  
 26 x 19 cms.  
 (Width x Height)

**Half Page  
 (Horizontal)**  
 • Print Area  
 13x19c ms.  
 (Width x Height)

**Half Page  
 (Vertical)**  
 • Print Area  
 26 x 9.5 cms.  
 (Width x Height)

**Book Mark**  
 • Print Area  
 10 x 6 cms.  
 (Width x Height)

**Double Spread**  
 • Print Area  
 26 x 19 cms.  
 (Width x Height)

*Note:* Advertisement material required:

- Advertisement material through Page maker or Coral Draw, EPS or TIFE in CD with print of the advertisement as reference proof.
- Book Mark should be provided by the advertiser.

Contact Person \_\_\_\_\_ Designation \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Stall Number \_\_\_\_\_ Hall Number \_\_\_\_\_

Signature \_\_\_\_\_  
 Date \_\_\_\_\_

➤ Half Page (Horizontal / Vertical) advertisement will be printed in Black & White only.

Circulation Among:

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

☞ Please reserve \_\_\_\_\_ in printed Catalogue/:

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



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: [pallavi.thakur@ficci.com](mailto:pallavi.thakur@ficci.com)**

**Last Date of Submission**

December 31, 2018

**Organisers' Copy**

**FORM No. 3**

**ELECTRICAL CONNECTION**

**THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR AFTER CAREFULLY READING THE CONTENTS. IF THIS SERVICE IS NOT REQUIRED, PLEASE ENDORSE "NOT APPLICABLE" AND RETURN THIS FORM TO THE ADDRESS MENTIONED BELOW.**

**Permanent Load**

<b>Permanent Load</b>	<b>Electric</b>	<b>Connection &amp; Consumption Charges (Rs) from January 21-24, 2019 (4 Days)</b>	<b>Qty. Required</b>	<b>Amount (Qty Req. X Single Phase Charges / Three Phase Charges)</b>
Single Phase		4500/- Per KW		
Three Phase		4500/- Per KW		
Total Amount				
Service Tax 12.36%				
Grand Total				

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

<b>Temporary Load</b>	<b>Electric</b>	<b>Connection &amp; Consumption Charges (Rs)</b>	<b>Qty. Required</b>	<b>No. of days</b>	<b>Amount (Qty. x No.of Days)</b>
Single Phase		1500/- Per KW			
Three Phase		2000/- Per KW			
Total Amount					
Service Tax 10.30%					
Grand Total					

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

<b>From</b>	<b>Till</b>

Contact Person \_\_\_\_\_ Designation \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Stall Number \_\_\_\_\_ Hall Number \_\_\_\_\_

Signature \_\_\_\_\_  
 Date \_\_\_\_\_

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

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

Please fill and return this form along with full payment in advance in favour of Federation of Indian Chambers of Commerce & Industry latest by December 31, 2018 otherwise late fee @ 25% on these rates will be charged.

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

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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: [pallavi.thakur@ficci.com](mailto:pallavi.thakur@ficci.com)**

<b>Last Date of Submission</b>
December 31, 2018
<b>Organisers' Copy</b>

**FORM No. 4**

**FASCIA NAME FOR EXHIBITORS**

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

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

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

*Please use block letters:*


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

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: [mavank.rastogi@ficci.com](mailto:mavank.rastogi@ficci.com)

Last Date of Submission

December 31, 2018

Organisers' Copy

## FORM No. 5

### PLAN APPROVAL FOR BARE SPACE

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

#### PLAN APPROVAL

1. Exhibitors who have bare space areas must submit the plan of their booth on A3 size paper on a scale of 1:100 indicating the floor plan, the front elevation, the view and one cross section, indicating the height and material used. The exhibitors should stick to the architectural guidelines given in the manual.
2. Plans should be submitted in duplicate. The construction work will not be permitted to commence unless plans are approved. One copy will be returned to the exhibitor once it has been approved, subject to modifications if any.
3. Please attach your plans with this form and send the same to the organisers at the address given above:
4. Natural pillars falling within stand areas may be covered upto a height of 5 mtrs.

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: [mavank.rastogi@ficci.com](mailto:mavank.rastogi@ficci.com)

Last Date of Submission

December 31, 2018

Organisers' Copy

## FORM No. 6

### REGISTRATION OF EXHIBITOR STAND PERSONNEL

**THE FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR TO THE ADDRESS AS STATED BELOW.**

- 1. Application & Deadline**

Please refer to the table on the reverse of this form, fill it up and return the same preferably on or before the deadline date as mentioned above. For exhibitors who book space after the above mentioned cutoff date, this form duly completed will have to be returned to the organizers immediately.
- 2. Badges/Invitations**

In proportion of the booked space by the exhibitor/s, badges for the persons, manning the stall will be handed over to the exhibitors at the show management office on the day of possession at the fair ground. The Invitation mailers will also be sent to the exhibitors in sufficient quantity for inviting their buyers.
- 3. Inscription of the Badges**

In order to make them readable & legible and to prevent mistakes in the preparation of exhibitor's badges, we will be grateful if you could TYPE all names in BLOCK LETTERS on them before they are used.

(PLEASE TYPE IN BLOCK LETTERS)

Exhibitor's Name \_\_\_\_\_  
Company Name \_\_\_\_\_  
Stall No. \_\_\_\_\_  
Hall No. \_\_\_\_\_  
Date \_\_\_\_\_

Contact Person \_\_\_\_\_ Designation \_\_\_\_\_  
Company Name \_\_\_\_\_  
Stall Number \_\_\_\_\_ Hall Number \_\_\_\_\_

Signature \_\_\_\_\_  
Date \_\_\_\_\_

## **REGISTRATION OF EXHIBITOR STAND PERSONNEL**

Name of Exhibitor: \_\_\_\_\_ Hall & Stall No.: \_\_\_\_\_

Kindly complete this form appropriately and return it to Federation of Indian Chambers of Commerce & Industry with the deadline date as stipulated.

---

Passport Details to be mentioned by foreign exhibitors only.

S. No	Name & designation of Personnel	Nationality	Passport No.	Date & Place of Issue	Valid upto	Place of Stay in India (Address)

Company's stamp

Signature

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: [mavank.rastogi@ficci.com](mailto:mavank.rastogi@ficci.com)**

**Last Date of Submission**

**December 31, 2018**














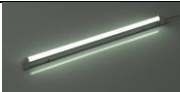
**Agency Copy**

**FORM No. 7**

**Additional Furniture & Electrical Goods on Rental**

Item Code	Description of Items / Service	Picture	Rates		Quantity	Amount
			INR	EURO		
01	Revolving CHAIR		1200	16		
02	Office Chair		600	8		
03	BAR STOOL		800	11		
04	BAR STOOL		1000	13		
05	SOFA SINGLE SEATER		1500	20		
06	SOFA 3/2 SEATER		2500	33		
07	INFORMATION COUNTER Ht. 75cm. Width 1mtr., Depth 0.5mtr.		600	8		
08	ROUND TABLE (Glass Top)Dia 75 CM		1200	16		
09	LOCKABLE CABINET Ht. 75cm, Width 1m. Depth 25cm		1800	24		



10	PODIUM Ht. 1m, Width 0.5m, Depth 0.5m		1000	13		
11	PODIUM Ht. 75cm, Width 0.5m, Depth 0.5m		800	11		
12	STEP PODIUM Ht. 1m, Width 1.5m, Depth 0.5m		1500	20		
13	JEWELLERY SHOWCASE Ht. 1m, Width 1m, Depth 0.5m		1800	24		
14	SHOWCASE Ht. 250cm., Width 0.5m Depth 0.5m		2100	28		
15	SHOWRACK Ht. 250 cm.. Width 1m, Depth 0.5m		2800	37		
16	BROCHURE RACK		700	9		
17	WOODEN SHELF Width 1m, Depth 25 cm		300	4		
18	GLASS SHELF Width 1 m Depth 25cm		400	5		
19	SPOT LIGHT		300	4		
20	POWERPOINT SOCKET		200	3		
21	Refrigerator 165 Ltrs		6500	100		
22	Power strip 5/15amp		500	8		
23	1.2 M 40 W Flourescent tube		500	8		

24	Metal halide light 150 wt.		1200	20		
25	Pedestal fan		2000	32		

26	LCD 42 Inch On Stand		6500	80		
		Total				
		GST 18 %				
		Grand Total				

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: [mayank.rastogi@ficci.com](mailto:mayank.rastogi@ficci.com)

Last Date of Submission

January 24, 2019

Exhibitor Copy

## FORM No. 9

### FORMAT FOR EXIT PASS

THIS BELOW MENTIONED FORMAT MUST BE REPRODUCED BY ALL EXHIBITORS ON THEIR LETTERHEADS AND FOUR COPIES MUST BE PREPARED IN ORDER TO ENABLE THEM TO AVIAL OF AN EXIT PASS TO TAKE THEIR GOODS OUT OF NSE COMPLEX ON THE CONCLUDING DAY OF THE EXHIBITION.

To

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

Dear Sir,

We have paid all our dues to Federation of Indian Chambers of Commerce and Industry and there is no balance whatsoever. However our security deposit lying with you may be released after adjusting any further dues that may be payable from our side. Therefore, please allow us to take out the following goods, which we had brought for display during the exhibition.

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

*Note:*

1. Please obtain 'No objection from Federation of Indian Chambers of Commerce & Industry. Trade Fair' Department.
2. Please use letterheads of your company OR attach business card & take 4 copies while preparing this format that will enable you to avail of an exit pass.
3. Early submission will help to facilitate a smooth exit from NSE Complex

**For Trade Fair Secretariat, FICCI**

(With official Sign & Seal)

Contact Person \_\_\_\_\_ Designation \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Stall Number \_\_\_\_\_ Hall Number \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_