

# Guidelines & Application Form



**08 - 11 August 2019**

Pragati Maidan, New Delhi

Delivered by the organiser of **IMTEX**



Organiser:



Indian Machine Tool Manufacturers' Association

[www.mtx.co.in](http://www.mtx.co.in)



## **DELHI MACHINE TOOL EXPO 2019**

**08 - 11 August 2019, New Delhi**

Dear Exhibitor,

Indian Machine Tool Manufacturers' Association (IMTMA) is pleased to announce Delhi Machine Tool Expo 2019. Spreading its reach, Delhi Machine Tool Expo 2019 will be held at Pragati Maidan, New Delhi from 08 - 11 August 2019.

Delhi Machine Tool Expo 2019 will focus on taking the futuristic manufacturing technologies to the doorsteps of various industry sectors in the region. The exhibition features metal cutting, metal forming, automation & robotics, material handling and quality control systems, equipment, metrology, welding, and CAD/CAM, besides new generation technologies like additive manufacturing and industry 4.0.

Delhi Machine Tool Expo 2019 is the 3rd edition being held in Pragati Maidan, previous edition of Delhi Machine Tool Expo 2017 was successful with participation from over 200 exhibitors representing 7 countries attracting over 11,000 visitors.

I take this opportunity to cordially invite you to take part at Delhi Machine Tool Expo 2019 and benefit with the unique business opportunities by exhibiting the latest products and technologies.

We enclose the 'Guidelines & Application Form' of Delhi Machine Tool Expo 2019, which will give you all the details for your participation in the show.

I look forward to receiving your application.

Warm regards

Yours sincerely,

V. Anbu  
Director General & CEO

# EXHIBITION GUIDELINES

## SUMMARY

- Show** : Delhi Machine Tool Expo 2019
- Organisers** : Indian Machine Tool Manufacturers' Association (IMTMA)
- Dates & Venue** : 08 - 11 August 2019, Pragati Maidan, New Delhi
- Product Scope** :
- Metal cutting machines
  - Metal forming & sheet metal working machines
  - Welding machines
  - Machine tool accessories
  - Measurement & quality control equipment
  - Hand tools
  - Material handling equipment
  - Robotics & Automation
  - Consumables-cutting Tools, Grinding wheels, Welding Electrodes, Coolants, Oils, Lubricants, Packing Materials etc.
  - Factory & Workshop Furniture
  - Factory Storage Systems
  - Shop Floor Maintenance
  - Lighting Systems
  - Cleaning Equipment
  - Energy Efficient Devices
  - Safety Equipment
  - Pollution Control Equipment
  - Low cost Automation
  - Enterprise Software-low cost Tally, ERP, Daily work management software etc
  - Design software - CAD/CAM/CAE
  - Financing
  - Skill building - Educational institutes, Training institutes etc.
  - Logistics & Supply chain management
  - Industrial development authorities
  - Technical journals
  - Additive Manufacturing
  - Industry 4.0
- Eligibility** : Indian and Overseas Manufacturers and Distributors of eligible products & services Space is available in either Raw (bare) form or as shell scheme (constructed booth).
- Stand details** : Exhibitors need to book a minimum of 12 sqm (Shell Scheme Space) or a minimum of 24 sqm. (Raw Space). Allotment of stall on first-come-first serve basis.

# EXHIBITION GUIDELINES

<b>Space Rentals</b> :	Raw Space: Min. 24 sqm. Shell Scheme : Min. 12 sqm.	Raw	Shell
	IMTMA Member Companies	5550	6665
	IMTMA Members (under Category IV) [rate applicable upto 12 sqm only]	5050	6160
	Other Companies (Non SSI)	6175	7280
	Other Companies (SSI) (rate applicable upto 12 sqm only)	5825	6950
	Foreign Companies (in USD)	146	168
	Any other Companies (displaying products manufactured outside India)	7175	8280
	<i>Please refer application form for rates if you participate in two shows - DMTX 2019 &amp; CMTX 2019</i>		

For additional open sides charges are as follows:

2 sides open : 20% extra; 3 sides open : 30% extra; 4 sides open : 50 % extra

<b>Security Deposit</b> :	Area	Indian Exhibitor	Foreign Exhibitor
	12-50 sqm.	Rs. 25,000	US\$ 600
	51-100 sqm.	Rs. 50,000	US\$ 1200
	101 sqm. & above	Rs. 75,000	US\$ 1800

<b>Utility charges</b> :	Utility	Indian Exhibitor	Foreign Exhibitor
	Power (per KW)	Rs. 3,000	US\$ 60
	Compressed Air (per conn)	Rs. 23,000	US\$ 400
	Water	Rs. 9,000	US\$ 220

- Payment** :
- Stage 1 : Application form with 25% advance including open side charges  
deadline: 31 Dec 2018
  - Stage 2 : Application form with 25% + 35% + 100% security deposit  
deadline: 31 March 2019  
(This payment is necessary for confirmation of space)
  - Stage 3 : Balance 40% deadline: 31 May 2019

- Cancellation** :
- Before 30 April 2019: 25% of space charges +GST as applicable (excluding open side + Prime location + Mezzanine charges)

1 May - 31 May 2019: 50% of space charges + GST as applicable (Including open side + Prime location + Mezzanine charges + Service charges)

On / After 1 June 2019: 100% of total space charges including open side + 100% utility charges + Other charges if any

- Exhibitor Info** :
- A detailed Exhibitors' Manual would be furnished to all exhibitors, to facilitate their participation in the show

- Fair Catalogue** :
- Each exhibitor will be given a free entry in the official fair catalogue

# EXHIBITION GUIDELINES

## Important information

To ensure that arrangements run smoothly and your participation in Delhi Machine Tool Expo is a success, please take a careful note of the following conditions and the dates mentioned under 'Schedule'.

### 1. Deadline for submitting applications

Please return your application form latest by 31.03.2019 (see Article II/7d). Space will be allotted on first-come-first serve basis.

### 2. Deposit

Please note that the Organisers will not process application forms which are not accompanied by the necessary deposit (25% of total space charges including open side charges, deadline 31 Dec 2018).

To avoid unnecessary delays in registering your requirements, please make sure that you attach your deposit amount to your application.

35% of space charges (deadline 31 March 2019) + 100% security deposit is necessary for confirmation of space. (See Article III/15b)

### 3. Exhibits

Only the products listed in Article I/5 are permitted as exhibits.

### 4. Minimum stand size

Please note that in accordance with Article III/11a, the minimum stand size for raw space is 24 sqm. and for shell scheme stand is 12 sqm.

### 5. Stand facilities

Please ensure that you fully comply with the conditions on stand facilities, especially the stand height not to exceed 3 m in Pragati Maidan (Article IV/22)

### 6. Exhibitors' Manual

The Exhibitors' Manual will be sent out on 30 April 2019. It would include order forms which you should use to order additional services you may require.

## Schedule

### 31.03.2019

Last date for application

### 30.04.2019

Proforma Invoice for balance payment, Stand allotment, Participation Certificate and Exhibitors' Manual.

### 31.05.2019

Last date for balance payment

Stand possession for exhibitors opting for raw space	Stand possession for exhibitors opting for shell scheme construction	Duration of exhibition	Dismantling
5 - 7 August 2019	7 August 2019	08 - 11 August 2019	12 August 2019 (by 10:00 pm)

# Contents

## Article I

1. Sponsor.....	6
2. Organiser .....	6
3. Dates and venue .....	6
4. Exhibition hours .....	6
5. Permissible exhibits.....	6
6. Exhibitors.....	6

## Article II

7. Application .....	7
8. Admission and contract .....	7
9. Stand allocation.....	7
10. Sub-exhibitors.....	7

## Article III

11. Stand rental.....	8
12. Open side .....	9
13. Additional charges .....	9
14. Security deposit .....	9
15. Conditions of payment.....	9
16. Withdrawal & non-participation .....	10

## Article IV

17. Other services .....	11
18. Exhibitor passes .....	11
19. Exhibition catalogue.....	11
20. Exhibitors' Manual .....	11
21. Stand erection.....	11
22. Stand facilities.....	11
23. Site handling agencies.....	11
24. Technical services .....	12
25. Security .....	12
26. Cleaning .....	12
27. Dismantling .....	12
28. Damage .....	12
29. Access to third-party stands.....	12
30. Sales .....	12
31. Advertising on fair grounds.....	12

## Article V

32. Force Majeure .....	13
33. Intellectual Property Rights.....	13
34. Limit of liability.....	13
35. Local & site regulations.....	13
36. Safety regulations.....	13
37. Photographs & films .....	13

# EXHIBITION GUIDELINES

## Article I

1. Sponsor
2. Organiser
3. Dates and Venue
4. Exhibition hours
5. Permissible exhibits
6. Exhibitors

### 1. Sponsor

Delhi Machine Tool Expo 2019 is sponsored by the Indian Machine Tool Manufacturers' Association (IMTMA)

### 2. Organiser

Indian Machine Tool Manufacturers' Association (IMTMA)

BIEC, 10th Mile, Tumkur Road, Madavara Post Bangalore - 562 123.

Tel : +91 80 66246600, Fax : +91 80 6624 6661

E-mail : info@imtma.in, Web : www.imtma.in

### 3. Dates and venue

Delhi Machine Tool Expo 2019 will take place from 08 - 11 August 2019.

Stand possession for exhibitors opting for		Dismantling
Raw Space	Shell Scheme	
05.08.2019 to 07.08.2019	07.08.2019	12.08.2019 (by 10:00 pm)

### 4. Exhibition hours

For business visitors: 10:00 am - 06:00 pm on all exhibition days. During this period the stands must be staffed and exhibits uncovered.

For exhibitors : 09:00 am - 07:00 pm

### 5. Permissible exhibits

- Metal cutting machines
- Metal forming & sheet metal working machines
- Welding machines
- Machine tool accessories
- Measurement & quality control equipment
- Hand tools
- Material handling equipment
- Robotics & Automation
- Consumables-cutting Tools, Grinding wheels, Welding Electrodes, Coolants, Oils, Lubricants, Packing Materials etc.
- Factory & Workshop Furniture
- Factory Storage Systems

- Shop Floor Maintenance
- Lighting Systems
- Cleaning Equipment
- Energy Efficient Devices
- Safety Equipment
- Pollution Control Equipment
- Low cost Automation
- Enterprise Software-low cost Tally, ERP, Daily work management software etc
- Design software - CAD/CAM/CAE
- Financing
- Skill building - Educational institutes, Training institutes etc.
- Logistics & Supply chain management
- Industrial development authorities
- Technical journals
- Additive Manufacturing
- Industry 4.0

Display of second hand exhibits is strictly prohibited.

Stands offering only information material, shall be permissible for service companies covered by 6 below.

Exhibitors may use machines for the demonstration of their products, subject to the following conditions:

- Sale and publicity of the machines used for demonstration, will not be permitted
- Space and power utilised by the machines will be chargeable in accordance to Article III
- Details of machines used for demonstration will not feature in the exhibition catalogue
- Only new machines should be used for demonstration

### 6. Exhibitors

Any company, agency or organisation which has applied to the Organiser to participate in Delhi Machine Tool Expo 2019 and has been allotted space, to display their products /services as per details submitted by them to the Organiser in the application form. The following companies shall be admitted as exhibitors:

- a. Manufacturers
- b. Sales companies of domestic and foreign manufacturers
- c. Trading firms of domestic and foreign manufacturers

# EXHIBITION GUIDELINES

- d. Services: Finance, publishing, educational & training institutes, leasing and engineering firms dealing with the product groups listed under article 1/5 above. Right of admission of service companies reserved with the Organisers.

## Article II

- 7. Application
- 8. Admission and contract
- 9. Stand allocation
- 10. Sub-exhibitors

### 7. Application

Application must be made on the enclosed application form which involves acceptance of the conditions laid down in this booklet for Exhibitors, the conditions in Exhibitors' Manual to be issued later, and any circulars issued by the Organisers from time to time.

Application forms must be fully completed and returned to: Indian Machine Tool Manufacturers' Association (IMTMA), BIEC, 10th Mile, Tumkur Road, Madavara Post, Bangalore - 562 123

- a. The exhibits must be clearly designated.
- b. Conditions or reservations written in the application shall have no validity. Special requests shall be met wherever possible but shall not form a condition of the application. No exclusion of competition shall be accepted.
- c. Applications shall only be valid on receipt of the application forms and the necessary deposit by the Organisers.
- d. Applications complete in all respects must be returned by 31.03.2019

### 8. Admission and contract

- a. Only companies whose range of exhibits complies with the list in Article I/5 shall be admitted as exhibitors.
- b. The Organiser shall decide on admission of exhibitors and exhibits. There shall be no legal entitlement to admission.
- c. Exhibitors shall be notified of admission. Notice of admission shall apply solely to the specified exhibitor. Notification of admission shall constitute a legal contract between the Organiser and the Exhibitor.
- d. The Organiser shall be authorised to cancel admission if this was based on incorrect

criteria or information, or if an Exhibitor no longer satisfies the criteria for admission.

### 9. Stand allocation (first-come-first)

- e. Exhibitors shall be sent a stand allotment plan by approximately 30 April 2019, showing the exhibition site, halls and stand location, together with a copy of the Exhibitors' Manual and order forms for additional services.
- f. The stand allocation shall only be valid for the exhibitor specified in the application. Subletting to third parties shall not be permitted.
- g. If the allocated area is not available for reasons beyond the control of the Organisers, the Exhibitor shall be entitled to a refund of the rental. Claims for further damages would not be admitted.
- h. If circumstances urgently require, the Organisers may on stating the reasons change a stand allocation or change the area of a stand allotted to the exhibitor(s).
- i. The Organisers reserve the right to change the position of the entrances and exits to the exhibition site and halls and of any passages.

### 10. Sub-exhibitors

- a. Sub-exhibitors may only be admitted additionally on stands of distributors or trading companies and must be entered in the application form. Stands would be allotted in the name of one (main) applicant only who will be responsible for making all payments mentioned in the application.
- b. Sub-exhibitors shall be companies which at the request of the main exhibitor are to be listed by name and product range in the Exhibition Catalogue.

## Article III

- 11. Stand rental
- 12. Open side charges
- 13. Additional charges
- 14. Security deposit
- 15. Conditions of payment
- 16. Withdrawal and non-participation



# EXHIBITION GUIDELINES

## 11. Stand rental

The net stand rental for Delhi Machine Tool Expo 2019 shall be:

Space Rentals :

Raw Space: Min. 24 sqm. Shell Scheme: Min. 12 sqm.	Raw	Shell
IMTMA Member Companies	5550	6665
IMTMA Members (under Category IV) [rate applicable upto 12 sqm only]	5050	6160
Other Companies (Non SSI)	6175	7280
Other Companies (SSI)	5825	6950
Foreign Companies (in USD)	146	168
Any other Companies (displaying products manufactured outside India)	7175	8280

Note: IMTMA Members SSI rate is applicable only to IMTMA members registered under Category IV, displaying Products manufactured in India.

SSI rate is applicable to Non Member Indian companies (SSI) against SSI certificate for Manufacturing, for a maximum of 12 sqm.

- a. The minimum raw space area that may be booked by an exhibitor is 24 sqm.  
The minimum shell scheme space that may be booked by an exhibitor is 12 sqm.
- Shell scheme space would include side and Rear wall panels. One reception counter.
  - One round discussion table.
  - Three chairs.
  - 4(100 W) spotlights.
  - One 5amp socket point for either a pedestal fan or laptop (no exhibits will be permitted to be connected to this plug point).
  - One waste paper basket.
  - Needle punched carpet, for every 12 sqm. of space booked.

Further details would be available in the Exhibitors' Manual.

- Part shell scheme construction of stands shall not be entertained by the Organisers.
- Exhibitors apportioning space for their overseas principals, shall have to pay space charges for space so apportioned in US\$ only.
- Additional furniture required by Exhibitors would be available on hire, details of which would be available in the Exhibitors' Manual.

- IMTMA member's rate is applicable to companies which are registered members of IMTMA as on 31 March 2018 and have no outstanding dues towards IMTMA on any account.
- Members of IMTMA participating directly in their own name and displaying products manufactured by themselves can avail members' rate for space.
- Associate companies of IMTMA member companies, which are not members of IMTMA, shall not be treated as members of IMTMA, while calculating space charges.
- Indian agents/distributors of foreign products must apportion a minimum of 5 sqm. space or double the floor space occupied by the exhibits (whichever is higher) displayed by each foreign principal. Payment of space so apportioned is payable as per rates applicable for foreign companies, in US\$ only.
- Indian exhibitors displaying products made by their Indian associate companies, must apportion a minimum of 5 sqm. space or double the floor space occupied by the exhibits (whichever is higher) of their associate companies. Payment for space so apportioned is payable as per rates applicable for Indian companies.
- To suit the requirement and overall layout of the exhibition, the area allotted by the Organisers may vary from the area applied for. However the maximum variation in such cases will be confined to the following limits:  
For stands upto 100 sqm. = +/- 20%  
For stands above 100 sqm. = +/- 10%

### Exhibitors shall be liable to pay space charges for the area actually allotted.

Fraction of a sqm. will be invoiced as one full sqm.

- While applying for space exhibitors may note the following apportioning of space:  
Not more than 60% of the total space be used for display of exhibits.  
Not more than 20% of the total space be used for office area.  
A minimum of 20% of the total space should be left open for free movement of visitors.
- All charges indicated above are net. As per Govt. of India regulations, GST would be levied on total space charges and additional

# EXHIBITION GUIDELINES

charges like power, compressed air and water.

The present rate of GST is 18%.

## 12. Open side

Exhibitor should pay additional open side charges as per rates specified below. These charges should be paid proportionately by each indirect exhibitor also, based on the space apportioned for.

2 sides open	20% of space charges
3 sides open	30% of space charges
4 sides open	50% of space charges

To suit the overall layout of the exhibition, if Organisers allot more open sides than requested for in the Application Form, Exhibitors would have to pay the cost of additional open sides allotted.

## 13. Additional charges

Utility	Indian Exhibitors (Rs.)	Foreign Exhibitors (US\$)
Power (per KW)	3,000	60
Compressed Air	23,000	400
Water	9,000	220

- a. Power : Exhibitors must indicate their power requirement in terms of maximum connected load for lighting and exhibits separately, in KW. Exhibitors should pay for power in complete KW only. Exhibitors opting for shell scheme may only apply for power for exhibits and additional lighting, if any.

The electric power supply available at the exhibition is as under :

Single Phase	:	230 Volts	+/- 6%
3 Phase	:	415 Volts	+/- 10%
Frequency	:	50 CPS	+/- 3%

- b. Compressed Air : Exhibitors are not permitted to use their own compressors for exhibiting their products. A maximum pressure of 6 bar would be made available during the exhibition through ½ inch quick release coupling. Further technical details for compressed air supply will be given in the Exhibitors' Manual.
- c. Water : Water will not be available for use in Pantry/Kitchen. Drainage system is not available in the Exhibition Hall. Therefore disposal of Collants & waste water shall be

the Exhibitor's responsibility after exhibition hours.

- d. In case of mixed display of Indian and foreign exhibits in a stand, charges for services like power, compressed air and water utilised by the foreign exhibit would be paid in US\$ only. Organisers reserve the right to determine the extent of space/power/compressed air/water to be apportioned for the direct/indirect Exhibitors and Exhibitors should agree to abide by such observations and remit charges to Organisers accordingly.
- e. Charges mentioned above are as per existing tariffs. In case of revision in the tariff structure, the Organisers reserve the right to change tariffs and intimate Exhibitors accordingly.

## 14. Security deposit

Besides the charges mentioned above, Exhibitors need to pay a refundable security deposit to the Organisers as per the table given below. These charges are payable with the application.

Area	Indian Exhibitors (Rs.)	Foreign Exhibitors (US\$)
12-50 Sqm	25,000	600
51-100 Sqm	50,000	1,200
101sqm /above	75,000	1,800

- a. Security deposit will not be adjusted against any amounts due, for which debit notes have been raised on exhibitors.
- b. Security deposits would be refunded to Exhibitors approximately 60 days after the end of the exhibition, provided all dues payable by the Exhibitor to the Organisers (including cost of damages caused by the exhibitor/authorised representatives of Exhibitors, or damages/losses suffered by the Organisers due to any act/omission of the Exhibitor/agent) are cleared, and the exhibits have been removed from the exhibition grounds as per schedule.
- c. Exhibitors having a mixed display of Indian & foreign exhibits and Indian agents/ companies displaying foreign exhibits only, may pay security deposit in Indian Rupees only.

# EXHIBITION GUIDELINES

## 15. Conditions of payment

- a. Terms & conditions
  - i. Payments towards space charges should be made after considering provisions under Article 11 & 12.
  - ii. Exhibitors should calculate payments as indicated in application form and remit the amounts to the Organiser as per the schedule of payments given hereunder. Organisers will issue a Proforma Invoice along with stand allotment advice on 30 April 2019 indicating all charges and balance payment. Final Invoice will be issued after the show together with refund of security deposit.
  - b. Schedule of payments
    - i. Application form with 25% advance deadline: Dec 2018  
Application form with 25% + 35% + 100% security deposit deadline: Mar 2019  
Balance 40% deadline: May 2019
    - ii. If balance payment is not received by 30 May 2019, interest @ 2.5% p.m. will be charged on the outstanding payment. Beyond 30 May 2019, Organisers reserve the right to cancel the allotment of space of the defaulting exhibitor levying full cancellation charges and shall allot the stand to any wait-listed applicant willing to participate at Delhi Machine Tool Expo 2019.
  - c. Mode of payment
    - i) Indian Exhibitors By Demand Draft in favour of **Indian Machine Tool Manufacturers' Association** payable at Bangalore only.
    - ii) US\$ payments by SWIFT transfer only  
J.P. Morgan Chase Bank, New York Branch  
Swift Code : CHASUS33  
Chips ABA No. : 0002  
Favouring : HDFC Bank, Mumbai  
Beneficiary A/C No. : 00412430000403  
Beneficiary : Indian Machine Tool Manufacturers' Association  
HDFC Bank, Bangalore,  
Malleshwaram Branch  
Swift Code : HDFCINBB
- Purpose : Participation charges for Delhi Machine Tool Expo 2019.

## RTGS/NEFT

Beneficiary name : Indian Machine Tool Manufacturers' Association  
Name of the Bank : HDFC BANK LTD  
Branch : Malleshwaram  
Bank Address : No. 47, Margosa Road, Next to BSNL Office, 15th Cross Malleshwaram Bangalore-560003, Karnataka  
Account type : Savings Account  
IFSC Code : HDFC0000041  
Bank Account No. : 00411450000131  
9 Digit MICR Code : 560240003  
Note : All bank charges for remittance are to be borne by the applicant.)

## 16. Withdrawal & non-participation

Once Organisers confirm acceptance of application; cancellation/withdrawal of application or any reduction in requirement for space and service will attract cancellation charges as indicated below. Withdrawal of application by Exhibitor on account of any reason including force majeure, strike, lockout etc. will also be treated as cancellation of participation.

Before 30 April 2019 : 25% of total space charges including open side  
1 May - 31 May 2019 : 50% of total space charges including open side + 100% utility charges + other charges if any  
On/After 1 June 2019: 100% space charges including open side + 100% utility charges + other charges if any

The date on which the written communication conveying cancellation or reduction of stall space or services like power, compressed air and water is received by the Organisers, shall be considered as the effective date of determining cancellation charges. Organisers shall not deviate from the rules pertaining to cancellation even if the space is allotted to another applicant from the wait list. Decision of the Organisers shall be final and binding on all applicants.

## Article IV

17. Other services
18. Exhibitor badges
19. Exhibition Catalogue
20. Exhibitors' Manual
21. Stand erection

# EXHIBITION GUIDELINES

- 22. Stand facilities
- 23. Site handling agencies
- 24. Technical services
- 25. Security
- 26. Cleaning
- 27. Dismantling
- 28. Damage
- 29. Access to third-party stands
- 30. Sales
- 31. Advertising on the fair grounds

## 17. Other services

The stand rental includes the following services:

- Stand area with load bearing capacity.
- General hall lighting
- General hall cleaning
- General hall security
- Inclusion of exhibitor details in alphabetic order in the exhibition catalogue
- One copy of the catalogue per stand to the exhibitor
- Exhibitor passes (see pt.18) General advertising & publicity of the exhibition
- Visitor promotional material depending upon area booked

## 18. Exhibitor passes

- a. Each exhibitor shall receive three free exhibitor passes for stands up to 12 sqm. and one additional free exhibitor pass for every additional 10 sqm. or part thereof. Further passes may be requested on the appropriate form accompanying the Exhibitors' Manual against payment of Rs.100 for each additional pass.
- b. The passes are solely for the use of the exhibitor and their representatives for attending to visitors in their stand. In the event of misuse, passes will be forfeited.
- c. The inclusion of sub-exhibitors shall not increase the entitlement to free exhibitor passes.

## 19. Exhibition catalogue

- Organisers shall publish an official trade fair catalogue containing the following information:
- General information
- Exhibitor information in alphabetical order
- Hall plan
- Product-wise information on Exhibitors

- Country-wise company index
- Advertisements from exhibiting companies and members of IMTMA

## 20. Exhibitors' Manual

With the stand allocation advice, exhibitors shall receive a copy of the Exhibitors' Manual with order forms for:

- advertisements in exhibition catalogue
- furniture on rent
- additional exhibitor passes
- freight forwarding & site handling services
- security services
- hotel accommodation

## 21. Stand erection

- a. Exhibitors applying for raw space may start stand erection work from 5 - 7 Aug 2019, and must complete work latest by 7 Aug 2019 noon.
- b. Exhibitors applying for shell scheme construction may take possession of their constructed stands on 7 Aug 2019.
- c. If the stand possession is not taken on time the Organiser shall be free to rent the stand to third party. The exhibitor shall not be entitled to any refund or damages if exhibitor arrives at site later than stipulated dates. Further under such event exhibitor will be liable to pay full stand rental and charges for additional services ordered.

## 22. Stand facilities

The maximum height of booths and decoration material shall be 3m. Discussion cubicles should not occupy more than 20% of the total stand area. Further conditions on stand decoration will be announced in the Exhibitors' Manual. Exhibitors must comply with relevant legislation and administrative regulations.

## 23. Site handling agencies

Handling of exhibits at exhibition site i.e unloading, unpacking, placement of exhibits in stand, re-packing and loading etc., shall be the sole responsibility of the agencies appointed by the Exhibition Committee. Contact details of the approved agencies and tariff for site handling will be provided in the Exhibitors' Manual.

# EXHIBITION GUIDELINES

## 24. Technical services

The Organisers will provide for general lighting in the hall.

The costs of installing water, electricity and compressed air connections to the exhibits in individual stands shall have to be borne by the exhibitor. Each stand will be provided with one outlet for electricity, compressed air and water of adequate capacity depending upon the requirements received from each exhibitor. The installation work inside the stand should be carried out by authorized/specialist electrical contractors which must be informed to the Organisers in advance. The Organisers shall be authorised but not obliged to supervise the installation work. The exhibitor shall be liable for any damage caused by the installations.

Machinery and equipment which are not authorised, do not comply with the relevant regulations or have a higher consumption of power and other services than stated in the application, will be removed at the exhibitor's expense. The exhibitor shall be liable for all damages resulting from unregulated consumption of energy. The technical implementation committee shall not be liable for any losses or damage resulting from disruptions in energy supply.

## 25. Security

The Organisers shall be responsible for general hall security. Security services will be in place from erection period till the close of the dismantling period. The Organisers shall be entitled to carry out any checks needed for security.

The general security service provided by the Organisers shall not affect the exclusion of liability for all personal injury and damage to property.

Exhibitors may hire security staff from the security company appointed by the Organisers to guard their exhibits in their own interest. Tariff and order forms for ordering security by exhibitors would be available in the Exhibitors' Manual.

## 26. Cleaning

The Organisers shall be responsible for general cleaning of the hall and aisles. Exhibitors shall be responsible for stand cleaning, which must be completed daily before the exhibition opens.

Exhibitors who wish to engage cleaning services may employ companies approved by the Organisers, details of which would be available in the Exhibitors' Manual.

## 27. Dismantling

Stands may be dismantled only after end of the exhibition. The halls must be completely cleared including restoration of flooring before 10:00 pm on 12.08.2019. Thereafter, Organisers shall have the discretion to remove and store goods until claimed by the Exhibitor. All costs of removal and storage as well as the risk of theft, loss or damage shall be borne by the Exhibitor.

## 28. Damage

At the close of the exhibition the stand including hall flooring shall be restored by the exhibitor to its original condition at the time of occupation.

The exhibitor shall be liable for any damage to fixtures and fittings made available, and specifically for damage to hall flooring.

## 29. Access to third-party stands

Third-party stands may not be entered outside opening hours without the permission of the exhibitor.

## 30. Sales

Exhibits may be delivered to customers after the end of the exhibition. Legislation and regulations must be complied with by the exhibitor in connection with sales and delivery to customers.

## 31. Advertising on fair grounds

- a. Printed matter and advertising material may only be distributed from the stand and not in hall passages or outside the exhibition hall.
- b. All exhibitor advertising material must relate to the exhibition, complying with the law and public policy and should not be political or ideological in character. Comparison and superlative advertising are not permitted. The Organiser shall be entitled to prohibit the distribution and display of advertising which may arouse objection and shall confiscate such material for the duration of the exhibition.
- c. Audio visual displays by exhibitors should be restricted to their stands only. Causing of

# EXHIBITION GUIDELINES

disturbance to outsiders is prohibited. The Organiser shall be entitled to intervene and discontinue or remove equipment if they cause any disturbance in their opinion.

## Article V

- 32. Force majeure
- 33. Intellectual Property Rights
- 34. Limit of liability
- 35. Local & site regulations
- 36. Safety regulations
- 37. Photographs & Films

### 32. Force Majeure

Under the conditions of Force Majeure, which also include strike, lock-out, bandh or riot, natural calamities and other events and decisions beyond the control of the Organisers, the Organisers are entitled to alter the opening dates and duration, or even cancel the entire exhibition. In the event of cancellation of the exhibition the participation charges will be refunded to Exhibitors after deduction of costs already incurred by the Organisers, proportionately.

### 33. Intellectual Property Rights

Organisers are not liable for any loss or damage to Exhibitors' property at the exhibition site or injury to their personnel and visitors. Exhibitors shall agree to refrain from making any claim on the Organisers and indemnify claims, if any, by third party, arising out of Exhibitors' conduct. All disputes shall be subject to bangalore Court jurisdiction.

### 34. Limit of liability

Organisers are not liable for any loss or damage to Exhibitors' property at the exhibition site or injury to their personnel and visitors. Exhibitors shall agree to refrain from making any claim on the Organisers and indemnify claims, if any, by third party, arising out of Exhibitors' conduct. All disputes shall be subject to bangalore Court jurisdiction.

### 35. Local & site regulations

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

Exhibitors are requested to co-operate with the Organisers and their authorised representatives who wish to inspect/examine all the exhibits displayed in their stands.

### 36. Safety regulations

Generally accepted safety regulations relating to technology, labour, safety and accident prevention must be followed by the exhibitors. Proper safeguards must be provided on the exhibits for protection against sparks, flying chips, heat etc. Organisers are entitled to prohibit operation of machines or equipment, if in their opinion, they pose a danger and annoyance to visitors/other Exhibitors.

### 37. Photographs & films

Organisers have exclusive right to take photographs and films of the exhibition stands. Prior permission of the Organisers will be essential for taking photographs and films by Exhibitors for areas other than their own stands.

New Delhi  Chennai  (✓ Select)

The Organiser Indian Machine Tool Manufacturers' Association 10th Mile, Tumkur Road Madavara Post Bangalore - 562 123 (Karnataka) India	<h2 style="margin: 0;">APPLICATION FORM</h2>
Application form with 25% advance deadline: December 2018 Application form with 25% + 35% + 100% security deposit deadline: March 2019 Balance 40% deadline: June 2019	

We apply for participation at MTX 2019 . We have read the guidelines, rules and regulations, and under take to abide by them.

Company.....  
 Address.....  
 City..... Pin/Zip..... State..... Country.....  
 Phone..... Fax.....  
 Email..... Website.....

CEO's Name..... Email.....  
 Phone (Direct)..... Mobile.....

Contact Person for Exhibition..... Designation.....  
 Email..... Phone(Direct)..... Mobile.....

**Local office / India Agent**  
 Contact Person.....  
 Address.....  
 Phone..... Fax..... Mobile..... Email.....

**Short Name of the Company**  
 Max. 15 characters for listing in Exhibition Catalogue

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**We are:**       Manufacturers     Sales Trading Company     Service Company     Others

**Pavilion:**     Metrology     Welding     AME     Factory of Future

1. Participation Charges (Please tick your option) [ Raw Space : Min. 24 sqm., Shell Scheme : Min. 12 sqm. ]

Enter your GST No	Single Show			Two Shows			Rupees	US\$
	Raw	Shell		Raw	Shell			
IMTMA Member Companies	5550 <input type="checkbox"/>	6665 <input type="checkbox"/>	x.....sqm	4995 <input type="checkbox"/>	5995 <input type="checkbox"/>	x.....sqm		
IMTMA Members <small>(under Category IV) [rate applicable upto 12 sqm. only]</small>	5050 <input type="checkbox"/>	6160 <input type="checkbox"/>	x.....sqm	4545 <input type="checkbox"/>	5545 <input type="checkbox"/>	x.....sqm		
Other Companies (Non SSL)	6175 <input type="checkbox"/>	7280 <input type="checkbox"/>	x.....sqm	5550 <input type="checkbox"/>	6550 <input type="checkbox"/>	x.....sqm		
Other Companies (SSI) <small>(rate applicable upto 12 sqm. only)</small>	5825 <input type="checkbox"/>	6950 <input type="checkbox"/>	x.....sqm	5240 <input type="checkbox"/>	6250 <input type="checkbox"/>	x.....sqm		
Foreign Companies (in USD)	146 <input type="checkbox"/>	168 <input type="checkbox"/>	x.....sqm	130 <input type="checkbox"/>	150 <input type="checkbox"/>	x.....sqm		
Any other Indian Companies <small>(displaying products manufactured outside India)</small>	7175 <input type="checkbox"/>	8280 <input type="checkbox"/>	x.....sqm	6450 <input type="checkbox"/>	7450 <input type="checkbox"/>	x.....sqm		

2. Open side charges     20% of space charges     30% of space charges     50% of space charges

**Total Space Charges (Total 1 to 2)**

**3. Electric Power**

a. Indian exhibits (Rs 3,000/kw) x Single Phase ..... kw + Three Phase ..... kw = Total ..... kw  
 b. Foreign exhibits (US\$ 60/kw) x Single Phase ..... kw + Three Phase ..... kw = Total ..... kw

**4. Compressed Air**

a. Indian exhibits (Rs. 23,000/connection) x ..... connection(s) volume ..... connection  
 b. Foreign exhibits (US\$ 400/connection) x ..... connection(s) Pressure (Max 6 bar)

**5. Water**

a. Indian exhibits (Rs. 9,000/connection) x ..... connection(s)  
 b. Foreign exhibits (US\$ 220/connection) x ..... connection(s)

**Total Additional Charges (Total of 3 to 5)**

**6. Net Amount Payable (Total Space charges + Total Additional charges [ Total 1 to 5 ] )**

**7. GST [ 18% of net amount payable (6) ]**

**8. Security Deposit**     12 - 50 sqm. (Rs. 25,000/US\$ 600)     51 - 100 sqm (50,000/US\$1,200)     101 sqm/above(75,000/US\$1,800)

**Total Amount payable (Net amount payable + GST + Security Deposit) [Total of 6 to 8]**

Advance amount payable [25% of Total Space Charges (1 to 2)]

Note: Invoice will be raised as per application name and address. It cannot be changed at any stage.

Other Indian & Foreign Sub-Exhibitors displaying products in our stand (use additional sheets if necessary)										New Delhi	Chennai
Company	City								Country		
1 .....	.....								.....		
2 .....	.....								.....		
3 .....	.....								.....		
4 .....	.....								.....		
5 .....	.....								.....		

Details of Indian Exhibits (use additional sheets if necessary)													
Sl. No.	General Description of Machines/Product	Model No.	Exhibition Code as per Product Index	Qty	Length (m)	Width (m)	Height (m)	Wgt. (kgs.)	Value (Rs/US\$) million	Power (Kw)	Manufacture Company/City/Country	New Delhi	Chennai
	Total												

Details of Foreign Exhibits (use additional sheets if necessary)													

Notes:

1. Please enclose illustrated catalogue/leaflets of all exhibits.
2. It is essential to mention power requirement in terms of connected load of individual exhibits.
3. Give Exhibit code numbers as per the Product Index for all the exhibits individually for classifications in Exhibition Catalogue.
4. Exhibits other than mentioned above will not be allowed for display.
5. Keep a copy of the Application Form for your future reference and use.

**Other Special Requirement**

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<p><b>Enclosures with Application</b></p> <ol style="list-style-type: none"> <li>1. Product catalogues, Excise registration certificates, SSI certificates if applicable</li> <li>2. Indian Rupee payments: by <b>Demand Draft / Cheque</b> payable at Bangalore in favour of <b>Indian Machine Tool Manufacturers' Association</b></li> <li>3. US\$ payments by <b>SWIFT transfer</b> only J.P. Morgan Chase Bank, New York Branch Swift Code : CHASUS33, Chips ABA No. : 0002 Favouring : HDFC Bank, Mumbai Beneficiary A/C No. : 00412430000403 Beneficiary : Indian Machine Tool Manufacturers' Association HDFC Bank, Bangalore, Malleshwaram Branch Swift Code : HDFCINBB Purpose : Participation charges for Machine Tool Expo 2019.</li> </ol>	<p><b>RTGS/NEFT</b></p> <p>Beneficiary name : Indian Machine Tool Manufacturers' Association Name of the Bank : HDFC BANK LTD Branch : Malleshwaram Bank Address : No. 47, Margosa Road, Next to BSNL office, 15th Cross, Malleshwaram, Bangalore - 560003, Karnataka Account type : Savings Account IFSC Code : HDFC0000041 Bank Account No. : 00411450000131 9 Digit MICR Code : 560240003</p> <p>Note : All bank charges for remittance are to be borne by the applicant.)</p>	<p><b>For foreign Exhibitors Only</b></p> <p>Please provide bank account details with SWIFT code for post-show refund for security deposit</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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Approval Note of Organisation office	Company stamp and authorised signature
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