

# EXHIBITOR'S MANUAL



**INTERNATIONAL TEXTILE MACHINERY  
& ACCESSORIES EXHIBITION**

## Indian Textile Sourcing Exhibition

Fibers | Yarns | Fabrics  
Denim | Home Textile

**INDIAN TEXTILE  
SOURCING EXHIBITION**



Show Dates: 7-10th December, 2017  
Venue: The Exhibition Center, Helipad Ground,  
Gandhinagar, Gujarat, India

### **K AND D ITMACH EXPOSITIONS LLP**

**Registered Office:** 3rd Floor, Kailash-A, Sumangalam Society,  
Above HDFC Bank, Opp. Drive-In Cinema,  
Bodakdev, Ahmedabad – 380054, Gujarat, India  
Tel: +91-79-40048594/40305602 | Fax: +91-79- 40305602

**Admin Office:** 711, The Summit Business Bay, WEH Metro Station, Opp.  
Cinemax Andheri Kurla Road, Andheri (East), Mumbai - 400093 India  
Tel: +91 22 - 26820284/86/87/88 | E-mail: info@itmach.com | services@itmach.com  
Web: www.ITMACH.com | www.ITSExhibition.com | www.TextileSourcing.net



## FOREWORD

Dear Exhibitors,

We value your participation in **ITMACH INDIA 2017** and **Indian Textile Sourcing Exhibition 2017**. This manual is designed to simplify your preparations for the event smooth and profitable.

The Exhibitor's manual has been prepared to provide you with not only the essential information and guidance with all aspects of the physical preparation and onsite management of your stand, but also other additional resources and information details that you may need.

We strongly recommend that you read the entire text to make the best use of this manual. Please furnish the detail and return the forms well in advance of the deadlines.

Adequate care has been taken to ensure inclusion of all details. A list of contacts is included to answer any queries that you may have.

We look forward to a mutually profitable association.

Yours Sincerely,



Kamlesh Gohil  
Managing Director

**K AND D ITMACH EXPOSITIONS LLP**



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### IMPORTANT INFORMATION

Exhibition: **ITMACH INDIA 2017 & ITS Exhibition 2017**

Venue: Exhibition Centre, Helipad Ground, Gandhinagar, Gujarat, India.

Dates: 7th December to 10th December, 2017

### EXHIBITION TIMINGS

**Business Hours:** 10:00 a.m. to 04:30 p.m., General Hours 4:30 p.m. to 6:00 p.m.

**Exhibitors Timing:** 09:00 a.m. to 06:30 p.m.

**Last Day Visitors Timing:** 10:00 a.m. to 04:00 p.m, General Hours 4:00 p.m. to 5:00 p.m.

**Last Day Exhibitors Timing:** 09:00 a.m. to 06:00 p.m.

### ORGANISERS

#### K AND D ITMACH EXPOSITIONS LLP

3rd Floor, Kailash-A, Sumangalam Society, Above HDFC Bank,  
Opp. Drive-In Cinema Road Bodakdev, Ahmedabad – 380054, Gujarat, India

Telephone: +91-79-40048594, 40305602 | Fax: +91-79-40305602

E-mail: [info@itmach.com](mailto:info@itmach.com) | URL: [www.ITMACH.com](http://www.ITMACH.com)

### CO-ORGANISERS

#### SPINNERS ASSOCIATION (GUJARAT)

“Elegance”, 150 Ft Ring Road, Near Bengal Sweets, Rajkot - 360 005, Gujarat, India

Telephone: +91 0281 2577811

### OFFICIAL SERVICE PROVIDERS

#### STAND BUILDING CONTRACTOR

##### YOGINE ENTERPRISE

11, Shringar App., Nr. Ishan Tower  
100 ft. Ring Road, Satellite  
Ahmedabad - 380015, Gujarat, India

**Contact Person:** Mr. Devang Shah

Mobile: +91 99251 45462

#### ELECTRICITY AGENCY

##### HITESH LIGHT DECORATION

N/1 Kalpataru Society  
Mirambica Road, Naranpura,  
Ahmedabad, Gujarat, India

**Contact Person:** Mr. Hitesh Patel

Mobile: +91 9879016016

#### CARRIER & FORWARDING AGENTS

##### SIDDHARTHA LOGISTICS CO. PVT. LTD.

Mr. Parag Padhya - Director

Tel: +91 22 4089 4800

Cell: +91 9930260118

Email: [parag@siddharthalogistics.com](mailto:parag@siddharthalogistics.com)

#### ORIENT MARINE LINES PVT. LTD.

2nd Floor, 49, Rani Jhansi Road,  
New Delhi-110055

Telephone : +91 11 23670995, 23543111, 23514055

Email: [info@orientm.com](mailto:info@orientm.com), [infomum@orientm.com](mailto:infomum@orientm.com)

**Contact Person:** Mr. Asish Kulkarni

Mobile: +91 9818683392



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## THE ORGANISING COMMITTEE

**Mr. Kamlesh Gohil**  
Director

**Dr. Bharat Boghara**  
President, Spinners Association (Gujarat)

**Mrs. Dhara Gohil**  
Director

**Mr. Arvind Semlani**  
Director

**Mr. Dewang Shah**  
Director

**Mr. DJ Gohain**  
Director

## THE EXHIBITION TEAM

**Mr. Bhadresh Mistry**  
Mobile: +91 9426012207  
bhadresh@kdclglobal.com

**Mrs. Radhika Boddu**  
info@ITSExhibition.com

**Mr. Bhavesh Thakar**  
Mobile: +91 9375322449  
allgujaratspinnersassociation@gmail.com

**Mr. Naman Kawa**  
Mobile: +91 9426012207  
naman@ITMACH.com

**Mr. Amey Dangarwala**  
Mobile: +91 9375064401  
amey@ITMACH.com

**Mr. Henry D'souza**  
epaper@TextileExcellence.com

**Mr. Brijen Shah**  
Mobile: +91 9574544123  
brijen@ITMACH.com

**Mrs. Aleykutty Michael**  
services@ITMACH.com

### K AND D ITMACH EXPOSITIONS LLP

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## WELCOME TO ITMACH INDIA 2017 AND ITSE 2017

We request you to study the contents of this manual carefully. Please return us all duly filled Forms irrespective of the services required by you before the due date. Please also put your company stamp and contact person name in each of the Forms, since each service category mentioned in the Form would be handled individually by a separate agency.

Please return all forms at the earliest, to enable the service providers to meet your requirement in time.

Exhibitors are requested to note the following important information:

- \* The exhibition halls would be open from 09:00 hours to 20:00 hours during build-up and break-down period .
- \* Possession of the stall area and temporary electrical connection during build-up period will be given to exhibitors only after their obtaining "No Dues" certification from K AND D ITMACH EXPOSITION LLP's accounts department.
- \* All exhibitors must submit three copies each of the layout plan of their stalls, showing positions of equipment, exhibits, fittings, furniture and office cubicles etc, with their dimensions in meters, and elevation drawing, showing various heights of partitions, cabins, logo, name fascia exhibits & other display material to the Organizer's approval.
- \* The stall-in charge of each exhibitor should be available at site on 4th December 2017, to attend to last minute requirements, if any, and to ensure completing the stall arrangements before 14:00 hrs on 5th December 2017.
- \* Trade invitations are valid only for genuine trade visitors. Entry for persons below 16 years is strictly prohibited during business hours. Right of admission is reserved with Organizing Committee.
- \* All items/exhibits and stall structures must be removed before 12:00 hours on 11th December 2017.
- \* Charges mentioned in the forms for relevant services are exclusive of all Taxes and Levies.

Exhibitors are requested to contact K AND D ITMACH EXPOSITION LLP office for their specific requirements at following address.

**To,**

**K AND D ITMACH EXPOSITIONS LLP**

711, The Summit Business Bay, WEH Metro Station, Opp. Cinemax,  
Andheri Kurla Road, Andheri (East), Mumbai - 400093 India

Tel: +91 22 - 26820284/86/87/88 | E-mail: [info@itmach.com](mailto:info@itmach.com) | [services@itmach.com](mailto:services@itmach.com)

Web: [www.ITMACH.com](http://www.ITMACH.com) | [www.ITSExhibition.com](http://www.ITSExhibition.com) | [www.TextileSourcing.net](http://www.TextileSourcing.net)

## SECTION 1: GENERAL INFORMATION

In the text throughout this manual, 'The Organisers' shall mean K AND D ITMACH EXPOSITION LLP. The Exhibitor' shall mean any Exhibitor, who has been allotted space in the exhibition and the Exhibition' shall mean ITMACH INDIA 2017.

### EXHIBITION MANAGEMENT

The Exhibition is organised by K AND D ITMACH EXPOSITION LLP with Spinners Association (Gujarat) as Co-Organisers. In case of any dispute, the final decision binding on all concerned parties shall rest with the management of K AND D ITMACH EXPOSITION LLP.

**Children:** Children below 16 are not allowed in the exhibition.

### BUSINESS HOURS

Business Hours: 10:00 a.m. to 4:30 p.m. General Hours: 4:30 p.m. to 6:00 p.m. For last day of the exhibition Business Hours: 10:00 a.m. to 4:00 p.m. General Hours: 4:00 p.m. to 5:00 p.m.

## SECTION 2: FACILITIES & PRIVILEGES OFFERED TO EXHIBITORS

Exhibitor's staff badges must be requisitioned in advance vide Form 3 and collected from the organisers' site office at the time of possession of stand. 3 exhibitor badges will be provided per 9 sq. mtr. Additional badges for exhibitors would be charged at Rs 500 each.

### CAR ENTRY:

For vehicles, exhibitor car parking is located just outside the venue. Two parking passes will be provided to each exhibitor per stall.

## SECTION 3:

### ALLOTMENT OF EXHIBITION STANDS & WITHDRAWAL FROM PARTICIPATION

#### ALLOTMENT OF STANDS:

The Organisers reserve the right to refuse allotment of stand to any applicant or to change the stall location allotted to any exhibitor, without assigning any reason. Even after full payment is made by an exhibitor, the Organisers reserve the right to change the stall location of any exhibitor due to changes in floor plan considered necessary by the organisers.

#### IMPORTED EXHIBITS/ FOREIGN PRINCIPALS:

As per the directives of India Trade Promotion Organisation, the nodal agency attached to Ministry of commerce, Govt. of India, which approves all International Exhibitions, duty-free import facility (Under ATA Carnet or Re-Export Bond Supported by bank Guarantee) is available to only foreign exhibitors who have paid participation charges in foreign exchange at the rates applicable to foreign exhibitors. Indian exhibitors interested in displaying exhibits imported from foreign principals, must ensure that each of their foreign principals register as an exhibitor with ITMACH INDIA 2017 and reserve appropriate space (min. 12 Sq.m.) for which payment will be made in US\$. At the request of Indian exhibitor and foreign principals, an integrated stand with their combined space will be provided.

#### WITHDRAWAL FROM PARTICIPATION:

In case of cancellation or withdrawal from participation after the deadline (31st October 2017) or non occupation of the stand by any exhibitor, money paid by him will be forfeited.

## SECTION 4: EXEMPTION OF DUTIES

### BONAFIDE EXHIBITOR CERTIFICATE

To avail exemptions from payment of various duties such as Customs, Excise or Sales Tax, a Bonafide Exhibitor Certificate issued by the organisers. This certificate should be enclosed with your application and other necessary documents to the appropriate authorities. 'Bonafides Exhibitor' Certificate will be issued to each exhibitor on receipt of full payment.

## SECTION 5: PLANNING YOUR STAND DESIGN

Design & Decoration Contractors: Entire exhibition will be built by the official stand building contractors and all the stand will be built with standard Octonorm / Maxima system.

Stand Designer (contractor) need to carry an authority letter from the Participating company (exhibitor) for taking possession from the organiser or concern authority in charge of stall allocation. (Form 7).

All design stall agency should maintain the timings & discipline of the exhibition team management.

Drill, grouting on the Floor, welding or any support of the semi constructed premises is strictly restricted, anyone found guilty, Rs. 50,000/- penalty will be levied on the offender Exhibitor. Self-declaration by the Exhibitor on their letter head along with Exit form to be submitted to organizer with assurance to pay the penalty in case such incident happens.

Note: Painting, wall-papering, nailing/ drilling on wall panel supplied under the shell scheme is strictly prohibited. A penalty of Rs. 5000/- will be levied per panel for violation of this rule.

### EXHIBITOR NAME ON FASCIA

Exhibitor's name and stand number will be provided on the fascia only for shell scheme exhibitors. The name will be in uniform lettering of 10 cm height. A maximum of 24 characters can be displayed on 3 meter fascia in case of stands with 2 or 3 sides open; exhibitor may indicate a short name to be displayed on additional fascia.

Please submit this information vide Form 6.

### SHELL SCHEME ENTITLEMENT

Exhibitors with shell scheme package are entitled to the following (per 12 sq. mtr.)

- 1) Up to 3 side walls in Octonorm like System with white laminated panels 2.5m high x 1m wide.
- 2) Unless specifically advised, Corner stalls will have two sides open.
- 3) Needle punched carpet for the floor area.
- 4) Fascia panel with Exhibitor name and stand number in uniform white lettering 10 cm high.
- 5) Three Spotlights, one 5 amp electricity socket, two chairs, one laminated table & one dustbin.

Shell Scheme and Bare space Entitlement: Exhibitor is entitled to the following

- 1) Three Exhibitor Badges (per 12 sq. mtr.)
- 2) Two Car Passes
- 3) One Exhibitor Directory

\* Additional badges for exhibitor would be charged at Rs 500 each.

## SECTION 6: REGULATION FOR STAND DESIGN

### STAND DESIGN

1. Offices/cabins with closed walls & ceilings are strictly prohibited on the mezzanine floor.
2. The mezzanine must be an open area only with safety railings on open sides.
3. Rear and side walls of stands adjacent to/facing neighboring stands must not be transparent and must be clean and covered in a uniform neutral colour, above a height of 2m.
4. Branding will be allowed on the mezzanine railings, not exceeding a maximum height of 1.2m.  
No hanging of stall structures or branding are allowed from the ceiling of the exhibition hall.

### MAXIMUM HEIGHT

5. The height of the mezzanine floor itself should be 1.2m only.
6. The maximum permissible height below the mezzanine floor is 3m.
7. The maximum permissible height of the stand covered with mezzanine floor cannot exceed 4.2m (i.e. 3m+1.2m) Height of the stand in all other areas not covered by mezzanine floor cannot exceed 3m.

### ESCAPE ROUTES

8. A hall aisle must be no further than 20m from any location within the stand.
9. For stand areas >400 sqm, please consult the Organiser.
10. Mezzanine floors with areas >100 sqm must have two stairways as escape routes.

### STAIRWAYS

11. Stairways should be within the stall limit.
12. Horizontally steps must be completely closed.
13. The rise of each step should not exceed 0.20m and the tread depth must be at least 0.25m in the middle of the steps.
14. Handrails are required on both the sides of the stairway. They must provide a safe grip and must be free of gaps even on landings.
15. Handrail clearance to an adjacent structure must be at least 0.10m.
16. The width of stairway should be at least 1.25m and should not exceed 1.5m.

### RAILINGS

17. Safety railings must be at least 1.2m high and consist of a top, middle and bottom rail.
18. A strip of at least 0.10m must be mounted along the edge of the mezzanine floor beneath the railing to prevent falling objects.
19. Walls adjoining neighboring stands on the mezzanine floor must be sufficiently stable so as to prevent accidental falling of persons or objects.

### FIRE PREVENTION

20. Any load bearing elements of the mezzanine floor must be flame retardant. The mezzanine floor should be equipped with at least one fire extinguisher.





## SECTION 7: REGULATION FOR STAND DESIGN

### EXHIBITORS WITH SHELL SCHEME

No structure should exceed 8 ft in height. Special prior permission from the organiser for any display higher than 8 ft should be taken. No part of the exhibit should project out of the stand area and nothing should be placed outside the stand. Grouting / Digging in floors or walls are prohibited.

Exhibitors are not allowed to raise the flooring artificially or construct wooden flooring in their stall.

All items supplied under Shell Scheme Package and additional items supplied by official contractors are only on hire basis and exhibitors are required to hand them over back to the contractors at the end of exhibition in good order and condition. Any damage or loss of these items will have to be compensated by the exhibitors to the contractors.

No rebate will be allowed to exhibitors if any item under Shell Scheme is not availed by exhibitors.

### EXHIBITORS WITH BARE SPACE

Exhibitors will have to submit their stall drawing and to scale mock-up, complete with details of exhibits, Electricity, telephone and other installations and elevation for approval of the Organiser before 31st October 2017. If exhibitor fails to submit the same before deadline, the exhibitor will have to pay a penalty of Rs. 1000/- per week after 1st November 2017.

Exhibits must be placed at least 1 mtr. away from the boundary of the open sides of the stand. No part of the exhibit should project out of the stand boundaries even when the exhibits are demonstration. In case any construction guidelines are violated, the Organiser will take corrective measures at the risk and the cost of exhibitors. Charges for such modifications will have to be borne and paid by the exhibitor before the closure of the exhibition.

Note: No fabrication or construction work in any medium will be allowed to be executed within the hall (Exhibition Site). Only read made/ prefabricated structures/ components/ items will be allowed to be installed in the stand area. No Part of the hall will be allowed to be used as workshop space for production of exhibition/ display requirements. Exhibitors are to have their jobs executed and well finished at their own outside places and bring them in only for installation/ display in permitted areas in the halls.

## SECTION 8: REQUISITION FOR ADDITIONAL SERVICE

### COMPRESSED AIR & WATER

Compressed air connection & water (Connection) will be made available to exhibitors on prior requisition vide Form 9. The volume and pressure is to be mentioned.

Exhibitors will have to arrange connection to the machines from the sources provided at their own cost. Exhibitors are not permitted to use their own compressors.

Water connection will not be provided for wash basin or kitchen facilities. Exhibitor would be provided the water connection pipe from where they have to connect it their machine. Care has to be taken that no water spills and damages exhibits and other goods in the exhibition hall. Exhibitors will be required to make special arrangements to collect and dispose off the waste water. However, exhibitors may seek assistance from the official agency for this purpose.

### ELECTRICAL POWER, FITTING & APPLIANCES

It is essential to inform the organizers by 31st October 2017, your power requirements for lighting (in addition to spot lights covered by the Shell Scheme package) and operating machinery, glow signs etc. vide Form 8.

The Electric Power available is: Single Phase: 230V, 50Hz (+10%) Three Phase: 430V, 50 Hz (+10%) Voltage fluctuation is not uncommon still it is advisable to install stabilizers to protect sensitive equipment/instruments. No halogen lights or any other focus lights can be put in the stands only spot lights are to be used.

There would be machine demonstration timings as below for carrying out smooth business discussions.

### MACHINE RUNNING TIMING

To control excessive noise in the halls, particularly noisy machines are only authorised to operate for 20 minutes within each hour. Machine running timing will be provided to the exhibitors during the show.

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### TEMPORARY HOSTESSES/ STAFF

Temporary Hostesses will be available from approved agencies. Please submit the requirement by 31st October 2017.

### TEMPORARY SECURITY GUARDS

Temporary Security Guards will be available from approved agencies. Please submit the requirement by 31st October 2017. Organiser will arrange for general security of the halls. Exhibitors with valuable materials & machines are advised to deploy security personnel from the approved security agency. Exhibitors are requested to co-operate by paying the greatest attention to materials, goods, and articles belonging to them that are stand in the aisles, which will be emptied by the official agency during the night.

### STAND FITTING & FURNITURE

Additional partitions, cabins with doors, furniture and such other fittings may be ordered with advance payment vide Form 10 latest by 31st October 2017.

Contact Person:

**Mrs. Aleykutty Michael**

services@itmach.com

## SECTION 9: AT THE EXHIBITION SITE

### TAKING POSSESSION OF THE STAND

Possession of stands for raw space exhibitors will be given at 10.00 a.m. on 3rd December 2017 & for shell scheme will be given after 10.00 a.m. on 4th December 2017 to authorised personnel of the exhibitors or contractors mentioned in Form 7, only if full payment is made. No personnel either exhibitors or contractors will be allowed without valid entry pass during the construction of the stalls. The passes can be collected from the organiser's site office.

- a) Exhibitors must submit packing lists of all consignments at organiser's site office while taking their exhibition goods into the exhibition hall.
- b) Exhibitors bringing their own furniture, fans, potted plants, refrigerators, TV/VCR, Computer or any other appliance, which are also being supplied by the official contractors, must submit a separate challan for the items (listing specifications and identification marks) while bringing them into the exhibition hall and obtain a copy of the challan duly stamped and signed by the site Manager.
- c) The same challan must be produced while obtaining gate pass for removing the items from the exhibition hall at the end of the exhibition.
- d) No work will be allowed after 20:00 hours during setup days.
- e) No worker / labor/contractor / sub contractor will be allowed to stay at venue in night. Kindly make the necessary arrangement of the night stay at your end.

### EXHIBITOR'S CAR PASS

Organiser has made arrangement for the exhibitor's car to be park at the Exhibitors Parking. The passes for the same can be collected from the organiser site office from 5th December 2017.

### MATERIAL HANDLING AT SITE

Services for loading/ unloading, packing / unpacking, transportation of goods to exhibitor's stand, hiring of forklifts and trolleys, skilled/ unskilled labour, removal and storage of empties, etc. are offered at a price by the official materials handling contractors. No private labour or contractor will be allowed for this purpose. Regulations for Workmen: It is the responsibility of the exhibitor and their contractors to ensure that:

- i. Their workmen do not enter other exhibitor's stand/ or passage.
- ii. The workmen do not sleep or cook in the exhibition halls & do not wash clothes or have bath in the toilet blocks.
- iii. The workmen or exhibitors staffs do not behave in drunken or disorderly manner. Anybody disregarding the above instructions will be evicted from the exhibition hall.

### MACHINERY TO BE DISPLAYED

All machines to be displayed in the exhibition should be brought inside the hall latest by 14.00 hours. on 5th December 2017.

### STORAGE OF EMPTIES, REMOVAL OF DEBRIS

Storage of empty cases/cartons, in the stand, in passages or in open area near your stand is not allowed. Official materials handling contractors, should be contacted to arrange this service. Exhibitors must remove all debris, empty cartons and other wastes from their stand daily during the construction period and finally before passage carpeting is begins laid.

### SAFETY AND FIRE PROTECTION

Exhibitors are required to strictly follow the regulations laid down by concerned authorities towards safety precautions & prevention of accidents or fire. All electrical installations must be checked by the official electrical contractors before, and other hazardous materials should be used only with written permission of the organisers and after taking all safety precautions.

### COMPLETION OF STAND DISPLAY

Display in stands/ pavilions must be completed latest by 18:00 hours on 6th December 2017.

### Outer Surface or Stand Walls, Partitions

Exhibitors are not allowed to display anything on the outer surface of stand-walls or on partition walls inside the exhibition halls without written permission of the organisers. The organisers reserve the exclusive right to display posters or notices on all such surfaces, nailing the panels is not allowed.



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### SECTION 10: DURING EXHIBITION DAYS

#### ENTRY AND EXIT OF EXHIBITOR STAFF

Exhibitor staff will be allowed to enter the exhibition hall at 9.00 a.m. during exhibition days, & all must leave the hall by 7:00 p.m. unless written permission has been obtained from Exhibition hall manager to enter early or leave late.

#### ENTRY & EXIT OF GOODS

Entry or exit of goods during the daily exhibition hours is strictly prohibited. These may be allowed before or after the exhibition hours at the discretion of the organisers, on written request from exhibitors.

#### MANNING YOUR STAND

Exhibitors are advised to ensure that their stands are effectively manned during the visiting hours. They should also guard against pilferage of small exhibits during the rush of visitors.

#### AUDIO-VISUAL EQUIPMENT

Sound volume of AV equipment should be regulated to avoid a nuisance to neighboring exhibitors.

#### PROHIBITED AND UNSUITABLE EXHIBITS

The organiser/ Venue owner may prohibit exhibition, distribution or sale of any article including printed literature which it considers unsuitable or objectionable and may confiscate the same. It can debar the exhibitor from selling/distributing or demonstrating to the public if his conduct or that of his agent is likely to cause offence to or is otherwise considered objectionable in any manner.

#### CLEANING AND COLLECTION OF WASTE

The organisers have appointed a cleaning contractor to clean the passages and other areas in the exhibition halls, to collect the waste from the waste baskets supplied to the exhibitors and to ensure cleanliness of the stall. However, cleaning of individual stands is the responsibility of each exhibitor.

Smoking and Other Nuisance Forbidden Spitting, smoking, committing nuisance of any kind or otherwise making any portion of the exhibition space or furniture, walls etc. dirty in any way is strictly prohibited.

#### CATERING BY AUTHORISED CATERERS

No catering by any outsider is permitted in the premises of the exhibition space. Catering services have to be obtained from the authorised caterer appointed by the organisers.

#### FAILURE OF SERVICES

The exhibition space is equipped with electric supply and water facility, provided by the venue owners, while every effort shall be made to maintain the services in order, the organisers shall not be responsible for any failure or break- down or curtailment thereof or any damage/ loss caused to the exhibitor thereof.



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### SECTION 11: DISMANTLING & REMOVAL FROM HALL

#### COMMENCEMENT FOR REMOVAL OF GOODS

Exhibitors will be allowed to remove goods from exhibition hall from 8.00 p.m. onwards on 10th December 2017 and vacate the stand latest by 10.00 a.m. on 11th December 2017. Four copies of the exit pass duly filled is to be submitted at the organizer's office in the morning of 10th December 2017 for approval and stamping. These passes can be collected from the organisers office at the exhibition site after 5 pm.

All items received from our official contractors must be handed over to them in good condition. Any damage of these items will have to be made good by the exhibitors. No goods will be allowed to be taken out of the exhibition halls unless a "Gate Pass" is obtained from site office of organisers listing items to be removed. The Gate Passes will be issued only when all the due of organisers & contractors are settled.

If an exhibitor fails to remove his goods and vacate the stand within stipulated period, the organiser may reverse right to remove the said goods. All cost in this connection will be debited to the concerned exhibitors

#### GATE PASSES FOR REMOVAL OF GOODS.

There is no entry pass procedure during installation period for entering the venue. However for taking out the exhibition material and exhibits after closure of the exhibition, participants would need to obtain a standard final exit pass from the organiser. Exhibitors must settle all dues to organisers and/ or various official contractors before the closing of the exhibition.

#### RIGHT OF LIEU

The organisers reserve the right to refuse Exit Gate Pass to any exhibitor if he has not settled all his dues, and to retain his exhibits or other goods as collateral security, till debts are discharged. The exhibitors expressly indemnify the organisers against claims for damage to their goods held as collateral security.



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## SECTION 12: LEGAL MATTERS

### **INSURANCE & LIABILITY**

Exhibitors are advised to obtain insurance cover against all risks. It is expressly understood that the organisers stand indemnified by the exhibitors in respect of any loss or damage to their goods due to theft, fire, etc. or injury to any person as well as third party claims.

### **PERMISSION / CONCESSIONS**

All agreements, permissions and concessions granted to any exhibitor shall be valid only if given in writing by an authorised officer of the organisers.

### **CHANGE OF VENUE, DATES, AND TIMING**

The organisers reserve the right to change the venue, dates, duration or timings of an exhibition, if the circumstances so demand, and the exhibitors are bound to accept the decision of the organisers, so long as the exhibitors are informed about the changes either by individual communication or by a press advertisement. No refund shall be allowed, if an exhibitor withdraws from participation on account of the changes.

### **CHANGES IN FLOOR PLAN, LOCATION & DIMENSIONS OF STAND**

The organisers also reserve the right to make changes in the floor plan, location and dimensions of any stand allotted to an exhibitor or entry/ exit points etc. at any time before the erection of stands, if such changes are necessary in the opinion of the organisers.

### **CANCELLATION OF EXHIBITION**

In the event of cancellation of an exhibition due to circumstances beyond the control of the organisers, i.e. due to force majeure, political events, government orders etc. the organisers shall refund to exhibitors only that portion of money paid by them, which is calculated by the organisers after accounting for expenditure incurred. The exhibitors expressly agree to accept the organiser's decision in the matter.

### **BREACH OF PEACE**

The organisers reserve the right to close any exhibitor's stand temporarily or permanently. If the exhibitor commits breach of peace in any way or causes disturbance in the normal functioning of the exhibition. In such an event, the organisers stand indemnified by the concerned exhibitor against any claim of any kind whatsoever.

### **BINDING TERMS OF CONTRACT**

The submission of the Application and Contract Form duly signed by an exhibitor, shall be deemed as confirmation of participation in the exhibition, and acceptance of all rules and regulations printed at the back of the Application and Contract Form and in this Exhibitor Manual as well as any amendments or additions from time to time, notified to exhibitors through circular/letters. These are binding on all parties concerned.

### **CLAIMS DEADLINE**

All claims arising out of settlement of accounts and participation in this exhibition must be submitted in writing to the organisers within sixty days from the close of the exhibition, after which the claims shall not be tenable.

### **SETTLEMENT OF LEGAL DISPUTES**

The competent court and place for settlement of all disputes in connection with these Rules & Regulation for Exhibitors is Ahmedabad court jurisdiction, India.



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## ANNEXURE 1

### IMPORTANT DOCUMENTS

We request our exhibitor to kindly bring along the following documents for receiving Exhibitor Badges:

- 1) 2 Passport Size Photographs
- 2) Photo ID Proof
- 3) Address proof

We further request you to kindly advise your stall designer/fabricators to bring along the following documents at the time of taking stall possession:

- 1) Letter from the company authorizing them as the official stall designer
- 2) 2 Passport Size Photographs of the workers working in the stall
- 3) Photo ID Proof of the workers working in the stall
- 4) Letter from the Stall Designing Company (on company letterhead) with details of Workers with name, address and contact number.
- 5) Working Hours at the Exhibition Site: Morning 9 a.m. to Evening 8 p.m.
- 6) Note: Workers will not be allowed to work at the Exhibition Site after 8 p.m. and during night hours.



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### FORM 3: APPLICATION FOR EXHIBITOR PASSES

Exhibitors must return this form by 15th November 2017.

Company: \_\_\_\_\_ Stall No: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: Mr/Ms/Dr \_\_\_\_\_ Email: \_\_\_\_\_

**We Order The Following Exhibitor Passes For Our Staff:**

Mr.  Ms. First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Position \_\_\_\_\_

Mr.  Ms. First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Position \_\_\_\_\_

Mr.  Ms. First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Position \_\_\_\_\_

Mr.  Ms. First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Position \_\_\_\_\_

**Note:** If you wish to have more Exhibitor Passes, please provide the Names as per above Format

During building up and dismantling period no passes are required. Exhibitor passes are available from 1<sup>st</sup> December 2017 at the on-site administration office or at the entrance of exhibition hall. Additional passes available upon request.

**Send This Form To,**

**K AND D ITMACH EXPOSITIONS LLP**

711, The Summit Business Bay, WEH Metro Station, Opp. Cinemax,  
Andheri Kurla Road, Andheri (East), Mumbai - 400093 India

Tel: +91 22 - 26820284/86/87/88 | E-mail: [info@itmach.com](mailto:info@itmach.com) | [services@itmach.com](mailto:services@itmach.com)

Web: [www.ITMACH.com](http://www.ITMACH.com) | [www.ITSExhibition.com](http://www.ITSExhibition.com) | [www.TextileSourcing.net](http://www.TextileSourcing.net)





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**FORM 4: CATALOGUE ENTRY**

Please complete, and e-mail the documents to [services@ITMACH.com](mailto:services@ITMACH.com) or [info@ITMACH.com](mailto:info@ITMACH.com) until 15<sup>th</sup> November 2017

Please publish the following information in the ITMACH India 2017 Catalogue

[If the contact details are same as the Space Booking Form, please do not fill the contact details]

Stand Number \_\_\_\_\_

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

Street/PO Box \_\_\_\_\_

Post Code \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

Contact Person  Mr  Ms  Dr \_\_\_\_\_ Designation \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

E-Mail \_\_\_\_\_ Website \_\_\_\_\_

**The Catalogue entry includes a text entry with the Company profile and/ or product information and Company Logo (High Resolution) Please send 200 words in English in word format.**

If the submitted text exceeds 1 page, the Organizer reserves the right to edit text entries.

Please type your text entry here:

**Important Note:** Please complete the form and email it to [services@itmach.com](mailto:services@itmach.com) or [info@itmach.com](mailto:info@itmach.com) along with the Company Logo (High Resolution) You may also send a word document containing all the information required and email it to [services@itmach.com](mailto:services@itmach.com) or [info@itmach.com](mailto:info@itmach.com) with subject line: Catalogue Entry + Your Company Name

**Send This Form To,**

**K AND D ITMACH EXPOSITIONS LLP**

711, The Summit Business Bay, WEH Metro Station, Andheri Kurla Road, Andheri (East), Mumbai - 400093 India

Tel: +91 22 - 26820284/86/87/88 | E-mail: [info@itmach.com](mailto:info@itmach.com) | [services@itmach.com](mailto:services@itmach.com)

Web: [www.ITMACH.com](http://www.ITMACH.com) | [www.ITSExhibition.com](http://www.ITSExhibition.com) | [www.TextileSourcing.net](http://www.TextileSourcing.net)

**FORM 5: Exhibits Details**

TO BE SENT TO ORGANISER BEFORE 31<sup>st</sup> OCTOBER 2017 BY EXHIBITOR (For ITMACH India Participants Only)

Exhibitor Name: \_\_\_\_\_ Stall No: \_\_\_\_\_

**EXHIBITS OF THE COMPANY (Please type/print)**

7-10<sup>th</sup> December 2017, Gandhinagar, Ahmedabad

Sr. No.	General Description Machine/Product	Model	Quantity No.	Floor Space of Exhibit Length (Mtr) X Width (Mtr) = Sq. Mtr.	Height Mtr	Weight Kg.	Value	Power Requirement per Exhibit (KW/HP)	Manufactured by (Name of Company and city/town/state)	If Imported
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
				Total:	Sq. Mtrs.			Total:	Total:	

**Notes:**

- 1) Please enclose illustrated Catalogues/Leaflets of all the exhibits
- 2) It is essential to mention power in terms of concerned load of individual exhibits in Column No. 9
- 3) Exhibits other than mentioned above will not be allowed to be displayed
- 4) Use additional sheets, if necessary.

Signature & Stamp

**Send This Form To: K AND D ITMACH EXPOSITIONS LLP**

711, The Summit Business Bay, WEH Metro Station, Opp. Cinemax Andheri Kurla Road, Andheri (East), Mumbai - 400093

Tel: +91 22 - 26820284/86/87/88 | E-mail: info@itmach.com | services@itmach.com | Web: www.ITMACH.com

**Authorised Signatory with Company Seal**



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**FORM 6: NAME ON STAND FASCIA**

Exhibitors must complete and return this by 31st October 2017. (Applicable for shell space exhibitors only)

A Fascia panel will be running the length of open sides of the stand and will have the Stand Number and Exhibitor's name in uniform lettering. Please give here exactly how the name of your company is to appear on the fascia.

If the form is not received on the due date, the name as supplied in the space application form will be put on the fascia.

(Please fill in Capital letters, use one box for each letter and a blank box for space)


Signature

Authorised Signatory with Company Seal

**Send This Form To:**

**K AND D ITMACH EXPOSITIONS LLP**

711, The Summit Business Bay, WEH Metro Station, Opp. Cinemax,  
Andheri Kurla Road, Andheri (East), Mumbai - 400093 India

Tel: +91 22 - 26820284/86/87/88 | E-mail: [info@itmach.com](mailto:info@itmach.com) | [services@itmach.com](mailto:services@itmach.com)

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**FORM 7: POSSESSION OF STAND**

**Exhibitors must complete and submit at the time of possession**

We have completed all participation formalities as prescribed by the organisers and paid all due payments vide

Receipt No. \_\_\_\_\_ dated \_\_\_\_\_, Please hand over possession of our stand to the following person authorized by us:

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Company: \_\_\_\_\_

The Following are the authorized contractor for stand design/ decoration:

Name of the Contractor: \_\_\_\_\_

Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_

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

We hereby confirm that we shall be responsible for the conduct of all persons engaged by us or our contractors for erection/ decoration of our stand in conformity with the organisers' Rules & Regulation and we agree to compensate the organisers or their official Shell Scheme contractors for any damage or loss of goods supplied to us and for damage to hall floor, walls and other installations.

Signature

**Authorised Signatory with Company Seal**

**Send This Form To,**

**K AND D ITMACH EXPOSITIONS LLP**

711, The Summit Business Bay, WEH Metro Station, Opp. Cinemax,  
Andheri Kurla Road, Andheri (East), Mumbai - 400093 India

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**FORM 8: ELECTRICITY POWER CONNECTION**

**Exhibitors must complete and return this by 31st October, 2017.**

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

@ Rs. 4000/- or US\$ 70 per hp for all exhibition days and one pre-exhibition day for machine trial.

Power required (HP)	Amount (INR/US\$)
<b>GST @ 18%</b>	
<b>Total</b>	

Signature

Single Phase: 230 Volts  $\pm$  10%  
3 Phase neutral: 400 Volts  $\pm$  10%  
Frequency: 50 CPS  $\pm$  3%

**Authorised Signatory with Company Seal**

**FORM 9: COMPRESSED AIR/WATER CONNECTION**

**Exhibitors must complete and return this by 31st October, 2017.**

Please provide **Compressed Air** connection to us at Hall \_\_\_\_\_ Stall \_\_\_\_\_ with following specifications:

No. of Connection: \_\_\_\_\_ Nos. Air Consumption: \_\_\_\_\_ m3/hr Pressure: \_\_\_\_\_ Bar

@ Rs.15,000/- or US\$ 260 per Compressed Air Connection

Goods & Service Tax OR GST @ 18%

Please provide **Water Connection** to us at Hall \_\_\_\_\_ Stall \_\_\_\_\_

No. of Connection: \_\_\_\_\_ Nos. Water Consumption: \_\_\_\_\_ m3/hr

@ Rs.15,000/- or US\$ 260 per Compressed Water Connection

Goods & Service Tax OR GST @ 18%

Signature

**Send This Form To,**

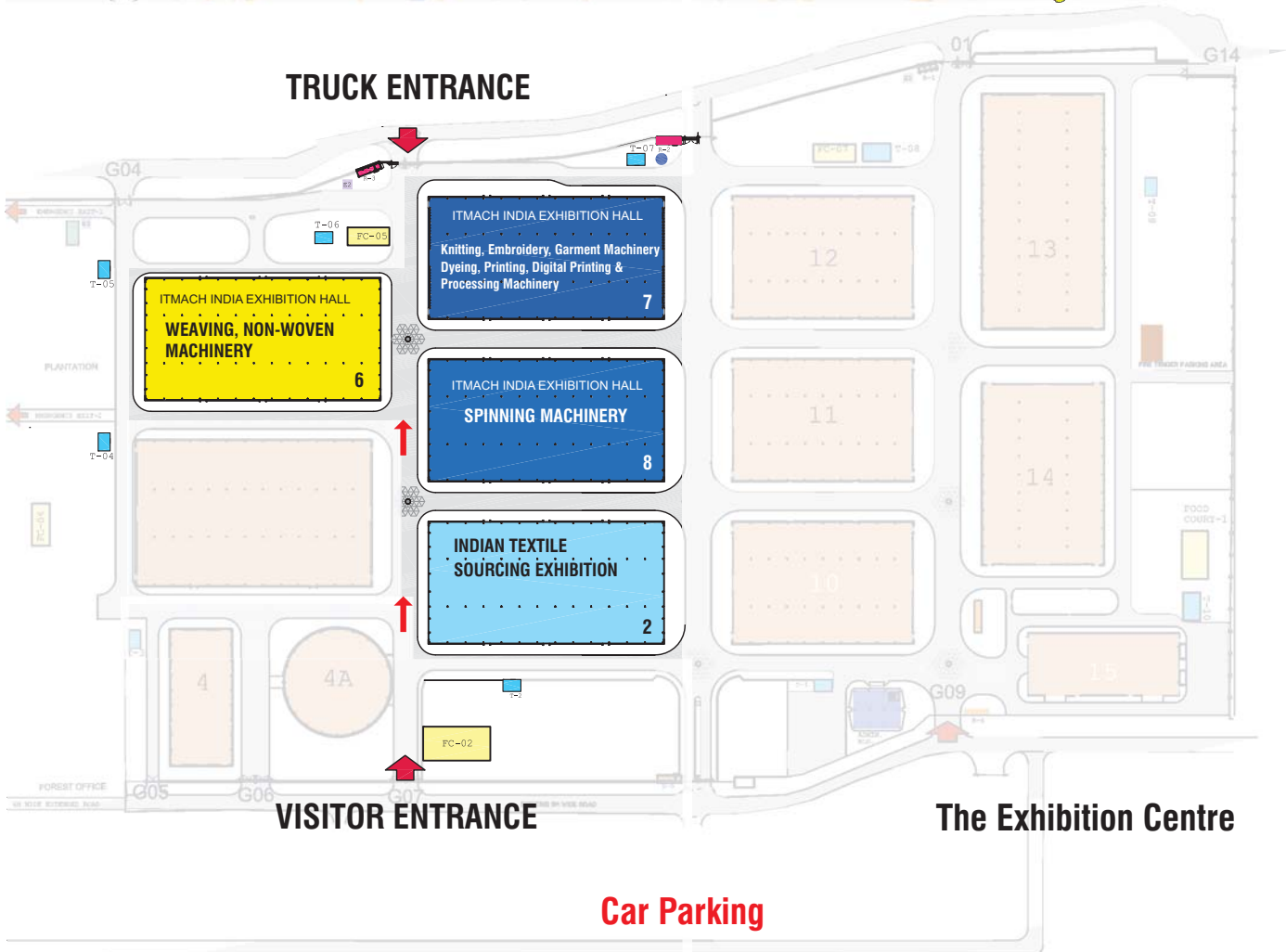
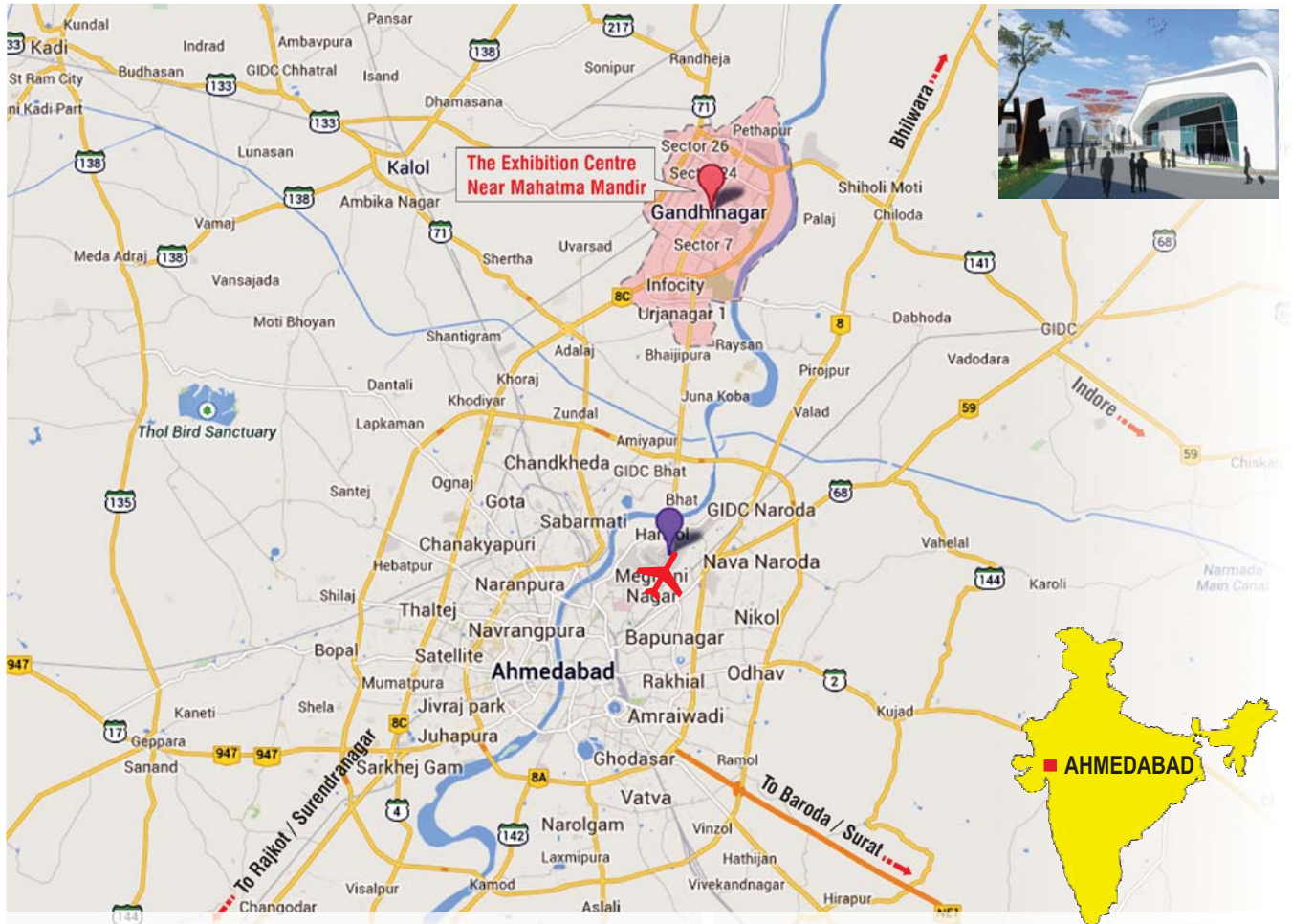
**K AND D ITMACH EXPOSITIONS LLP**

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Web: www.ITMACH.com | www.ITSExhibition.com | www.TextileSourcing.net

**Authorised Signatory with Company Seal**



The Exhibition Centre

## Form 11 EXIT PASS

Company: \_\_\_\_\_

Stand No: \_\_\_\_\_

Please allow the following goods to be taken out of exhibition after the necessary clearance and approval:

S.No.	Items	Quantity

**For K AND D ITMACH EXPOSITIONS LLP**

(Authorized Signatory)



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### For Further Information:

#### **K AND D ITMACH EXPOSITIONS LLP**

**Registered Office:** 3rd Floor, Kailash-A, Sumangalam Society,  
Above HDFC Bank, Opp. Drive-In Cinema,  
Bodakdev, Ahmedabad – 380054, Gujarat, India  
Tel: +91-79-40048594/40305602 | Fax: +91-79- 40305602

**Admin Office:** 711, The Summit Business Bay, WEH Metro Station, Opp.  
Cinemax Andheri Kurla Road, Andheri (East), Mumbai - 400093 India  
Tel: +91 22 - 26820284/86/87/88 | E-mail: [info@itmach.com](mailto:info@itmach.com) | [services@itmach.com](mailto:services@itmach.com)  
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