



RULES & REGULATIONS

1. **Organiser :**
Confederation of Indian Industry
Prof C K Prahalad Centre, Southern Regional Headquarters,
98/1, Velachery Main Road, Guindy, Chennai-600032, India.
Tel: +91-44-42444555 | Fax : +91-44-42444510
 2. **Venue :**
Chennai Trade Centre, Mount Poonamallee High Road, Nandambakkam,
Chennai - 600 089, India.
 3. Hours of the Exhibition : 1000 Hrs - 1800 Hrs (first two days) & 1000 Hrs –
1700 Hrs (Last day)
 4. **Exhibitor :**
Any Company / Organization / Country participating in Surface & Coating
Expo 2016
 5. **Exhibition :**
Surface & Coating Expo 2016 - India's Largest Event on Surface Engineering,
Preparation, Finishing, Coating, Environment, Corrosion Protection &
Technologies
 6. **Exhibitor Eligibility :**
Any Indian / Overseas Company / Organisation with interest in Surface &
Coating Industry
 7. **Space Rent And Basic Condition For Participation :**
 - a. **Indoor Raw Space:** The organiser will provide only raw space. The exhibitor should apply separately in prescribed format before 40 days of event date for all other requirements like electricity, water, compressed air etc.
 - b. **Built-up Indoor Space:** The organiser will provide built-up modular stalls of international specifications for indoor exhibitors. Each stall will have
 - Basic furniture
 - Spot lights
 - Electric plug points (5/15 Amps) single phase with free electricity to the extent of 0.75 KW per day
 - Waste paper basket
 - Fascia with company name (**Mandatory**)
 - Carpeting
 - General security and conservancy
 - c. The prospective Exhibitor should apply on the Exhibition space booking form, along with payment. Allotment will be on "first-come-first served basis" subject to receipt of all payments. All payments should be made by Demand draft payable to Confederation of Indian Industry (SR), Chennai or by RTGS. The bank details is for sending DD/ RTGS payment are in below

Bank Details	Bank Name and Address:
Account Number : 42610034169	Standard Chartered Bank Grindlays Garden, 1, Haddows Road, Nungambakkam, Chennai – 600 006 Tel: 044 - 28219666 Fax: 044 - 28219660
PAN Number : AAATC0188R	
Service Tax Registration Number : AAATC0188RST003	
IFSC Code : SCBL0036079	
Swift Code : SCBLINBB	
- In Case of RTGS payment, exhibitor will communicate the unique transaction ID to CII for confirmation of payment
- d. The Organiser reserves the right to reallocate space, change the layout, add or delete corridors as shown in the printed space plan which may affect the orientation of some Exhibitors. The organizer's decision will be final in such matters.
8. **Cancellation - Refund of Space Rent:** In the event of cancellation of exhibition space by the exhibitor, the following rates of refund will be applicable. The Security Deposit will be refunded as a whole.

DATES	REFUND
45 days before event	50% of the total space rent
Between 45days – 30 days	25% of the total space rent

Exhibitors are not eligible for any refund, if cancellation is done within 30 days of event. All dates / days are from one day before the notified construction date of exhibition

9. **Application for participation :**
Application for space in the prescribed form must be mailed together with 50% of space rental & 100% space securities.
10. **Terms of Payment :**
50% advance on the invoice value 100% Space Security Deposit along with the space booking forms. Balance 50% payment within 30 days **after confirmation by the organiser**. Payment by the stipulated date is a prerequisite condition governing participation in the Exhibition. In the event of default in payment by the stipulated date, the organiser shall reserve the right to refuse participation by the exhibitor. Bookings from 30days from event date should be with full payment including security deposit.
11. **TDS :** Please discuss with CII official coordinating with you before any TDS deduction. Exhibitor in their covering letter along with the payment and space booking from must clearly mention the details about TDS amount & percentage deducted.
**** As per Income Tax Act 1961 under SEC 194(I),TDS is not applicable if the aggregate amount of rent paid or credit does not exceed Rs 1,80,000 during financial year.****
12. **Space Security Deposit :** 10% of space rent or INR ` 50,000 whichever is less to be sent along with the Exhibition space booking form as Security Deposit. Organisers reserve the rights to refund the Security Deposit after adjusting dues, if any, 45 days after the completion of the Exhibition in Indian Rupees only.
13. Service Tax as applicable and any other Taxes / Levied as applicable
14. **Electricity (Single Phase / Three Phases) :**
Permanent Load Charges - Rate per KW is INR ` 2,500/- (US \$ 50) for 4 days (25th Aug – 28th Aug). The above charge excludes service & cess tax and includes the wiring up to the Main Switch Board provided in the stall. Drawing power from the main supply points to the respective machines will have to be carried out by the participants themselves through licensed electrical contractors at their own cost. Power will be provided at one point at the periphery of the stall
Temporary Load@ INR ` 500/- (US \$ 10) per KW per day (24th August 2016).
Organisers will not alter the electricity requirement once confirmed by the exhibitor.
15. **Damages :**
Exhibitor will be responsible for all damages caused (or make payment adjustable against Security Deposits in lieu thereof) incurred during setting up and/or exhibition period and/or dismantling period at the exhibition venue.
16. **Approval for design of stand :**
The Exhibitor shall be required to submit the stand design drawings complete with details of exhibits, electricity, telephone and other requirements in triplicate. This should be in keeping with accordance to the "Exhibition stall design guidelines: which shall be furnished to the exhibitor three months before the exhibition.
17. **Sale of Exhibits :**
Removal of any exhibit during the Exhibition period is prohibited. Negotiations for sale, however, may be conducted
18. The Organiser shall appoint an official agent for handling, clearing and forwarding exhibits. The Exhibitors are required to contact the agent directly for utilizing their services. No other handling agent will be allowed to operate inside the venue.
19. No portable cooking equipment using charcoal, wood charcoal, gas, propane or butane can or any other substance which leads to fire hazardous should be used inside the exhibition hall. Only electrical cooking appliances and sterno hot plates are permitted for any demonstration.

Indoor Built-up stall will have the Standard Fascia with company name (Octonorm Structure). The same cannot be dismantled under any Circumstances.

20. **Entry In The Exhibition Catalogue :**
On firm allotment of stall, exhibitors shall fill the forms through online for free listing in the Surface & Coating Expo 2016 catalogue. The completed forms should be filled through online latest by **31st July 2016**. The Exhibitors who do not comply with the prescribed time schedule will not be featured in the exhibition catalogue. The correctness, alignment & proper filling up of details for exhibition catalogue is responsibilities of exhibitor.
21. **Advertisement In The Exhibition Catalogue :**
Advertisement in The Exhibition Catalogue is on paid basic. Exhibitor & Non-Exhibitors may advertise their product as multicolor pictorial view related to Surface & Coating industry. Traffic is available on request.
22. **Insurance :**
Against all ascertainable risks from transportation to display and removal should be done by Exhibitor at his own cost. The Organiser will be no way responsible for any damages to property or injury to the employee/labor at venue and during transport.
23. **Photograph :**
The Organiser retains the right to photograph or video tape of any exhibit for their use.
24. **Supervised Customs Clearance For Overseas Exhibitors :**
Exhibits of approved overseas exhibitors can be temporarily cleared through Indian customs without payment of customs duty against any of three instruments:
ATA Carnet or Embassy Guarantee or Bank Guarantee. The clearance will be subject to re-export within a period of six months from the date of import. The official handling and clearance agency of the organisers are well versed with the procedures and can help the exhibitors in obtaining the clearance. The agency, via their International network will contact the exhibitors and plan the despatches and advise about the customs requirements and shipments. The agency can also provide storage facilities for exhibits arriving prior to the opening of the show and similarly after the show and this facility are available to those exhibitors who wish to hold their goods till they are able to close the sales with the prospective buyers, with the approval of customs authorities. Please note that facilities for duty free temporary import of exhibits are available to those foreign participants who are registered by remitting participation charges in foreign exchange. Agents of participants will not be permitted to import exhibits/goods for exhibition if they remit the participation charges in Indian currency. Detailed advice on arrival, deadlines, documentation requirements, packing instructions and other relevant information will be furnished to exhibitors by the handling and clearance agents.
25. **Settlement of Charges :**
Any and all expenses chargeable to an exhibitor must be settled before the close of the exhibition to ensure smooth removal of goods from the exhibition site.
26. **Not Transferable :**
You cannot sell, assign, rent, sublease, transfer, trade or share any part of the exhibit area provided to you with any other company, person or organization. In short no subletting will be entertained
27. **Show hours :**
Exhibitors will be allowed to enter the venue one hour before opening and must leave at least half hour after closing for security reasons.
28. No exhibitor will be permitted to exhibit unless the all payments are made before the start of event. In case of raw space, the design approval is mandatory to start the work.
29. Exhibitors are expected to comply with any building regulations and ground regulations and all government rules and regulations.
30. Rights of an exhibitor shall not be assignable to other firm or person & no exhibitor may assign his space, or sublet the whole or any part of the space contracted for.
31. Attendance hours shall be controlled solely by the organiser who will specify hours etc., and admission shall be by ticket, invitation or badge.
32. No exhibitor will be allowed to remove his exhibits from the Exhibition venue prior to the official termination of the exhibition, and the exhibitor shall have an official representative present at the exhibition throughout the exhibition period and during the installation and dismantling of his exhibits.
33. The organiser will not be responsible for any loss or damage by fire or injury of any nature to any person or article. Security will be on duty, day and night, but the organiser, while taking precautions against loss, will not guarantee against it and it is hereby expressly released from any liabilities for injury, theft or damage there from.
34. The organiser will not be liable for loss, damage or delay resulting from acts of war, civil commotion, strikes, lockouts, invasion, regulations, natural calamities, military activity or any other circumstances which shall make it impossible or inadvisable for the organisers to hold the exhibition at the time and place provided, organiser reserve the right to re-schedule the exhibition to a later date and / or at an alternative venue.
35. The organiser is not responsible to assist the exhibitor in obtaining passport and visa, for entry into the country where the exhibition is to be held. The fact that the exhibitor is unsuccessful in obtaining his documents from the necessary Government authorities will not constitute a basis for cancellation of this contract / application and it is understood that no refund whatsoever will be made by the organiser. The exhibitor however, may substitute another company who meets the entry and Government formalities necessary for entry into the country where the exhibition is to be held. Such substitution shall be the sole responsibility of the contracting exhibitor.
36. The organiser is not responsible for any loss, damage or delay incurred in freight shipments (transport handling and clearing) in to and out of the country in which the exhibition is held. Exhibitors are urged to adequately insure all shipments.
37. **Detailed Exhibition Manual :**
The organiser will send the detailed exhibition manual with more information on the exhibition rules & regulations. The exhibitor will have to follow all guidelines and rules given in the manual.