



Department of Pharmaceuticals
Ministry of Chemicals and Fertilizers
Government of India



2nd

INTERNATIONAL EXHIBITION & CONFERENCE ON MEDICAL DEVICE SECTOR



**INDIA MEDICAL
DEVICE**™
2017

11th-13th February, 2017

Bangalore International Exhibition Centre, Bengaluru

www.indiamediexpo.in

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Letter to Exhibitor

Dear Exhibitor,

This Manual contains details, Technical Guidelines, Rules and Regulation for participation & stand construction for **"INDIA MEDICAL DEVICE 2017"**. We request you to carefully go through these guidelines and specification and also to strictly adhere to these guidelines for your smooth participation at the show. The manual also contains forms for various facilities and services being either provided by FICCI or the service agency specially appointed for your hassle free participation. We request you to kindly fill these forms and send it to the organizers or the concerned agency before the deadline date mentioned on each form to ensure timely delivery of services.

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

Mr. Mehul Tyagi
Senior Assistant Director
Federation of Indian Chambers of Commerce & Industry
Federation House, 1 Tansen Marg, New Delhi - 110 001
Tel: +91-11-23765081(D), 23738760-70 (Ext.225)
Fax: +91-11-23359734; Mobile: +91-9999829252
Email: mehul.tyagi@ficci.com

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

Thank you

Trade Fairs Secretariat
FICCI

SCHEDULE AT A GLANCE

DATE & TIME	DAY	TIME	EVENTS
9 th February 2017	Thursday	11:00hrs	<ul style="list-style-type: none"> Bare Space Exhibitors will get possession of their space Delivery of freight to Bare Space Stands Temporary Electricity for construction of space will be provided (if Applied)
10 th February 2017	Friday	12:00hrs	<ul style="list-style-type: none"> Shell Scheme booths to be handed over to the exhibitors Power Load to be given. Placement of Machinery & Equipment's
10 th February 2017	Friday	11:00hrs	Permanent Electricity
10 th February 2017	Friday	12:00hrs	Power supply for testing of machinery
10 th February 2017	Friday	17:00hrs	Completion of all booths - both Raw & Shell Scheme
10 th February 2017	Friday	19:00hrs	<ul style="list-style-type: none"> All unwanted stores/waste, empties to be cleared Final Cleaning of halls and completion of all booths.
Exhibition Period			
11 th February 2017	Saturday	10:00 hrs	Inaugural
12 th -13 th February 2017	Sunday to Monday	10:00-18:00hrs	Trade & Professional Visitors
Dismantling Period			
13 th February 2017	Monday	22:00hrs	Dismantling and removal of exhibits and materials

MANDATORY ORDER FORMS

Form No.	Subject	Deadline for Return
1.	Exhibitors Directory - Catalogue Entry	30.12.2016
2.	Exhibitors Directory - Advertisement Form	02.01.2017
3.	Electrical Connection (Mandatory for Bare Space Exhibitors)	16.01.2017
4.	Stand Fascia Board (Mandatory for Shell Scheme Exhibitors)	16.01.2017
5.	Approval of Raw Space Stand Design (Mandatory for Bare Space Exhibitors)	30.12.2016
6.	Registration of Exhibitor Stand Personnel	16.01.2017
7.	Additional Furniture	02.01.2017
8.	Exit Pass & No Dues Certificate	13.02.2017

Note: Exhibitors should retain the Exhibitor's copy of the forms for their records.

GENERAL INFORMATION

Full Name	: "INDIA MEDICAL DEVICE 2017"
Dates	: February 11 th -13 th 2017
Exhibition Timings	: 10 AM to 6 PM (Business Visitors Only)
Venue	: Bangalore International Exhibition Centre, Bangalore
Area	: Approx 15000 Sq. Mtrs. Gross
Objectives	: <ul style="list-style-type: none"> Joint Ventures, Collaborations, & Investment Opportunities Networking: Explore collaborations with domestic/foreign partners Visibility: Leverage branding opportunities and exhibit Showcase your products & Capabilities among the prospective customers Platform for Policy Deliberations: Listen to policymakers and provide your perspective Exposure to Global Best Practices in Manufacturing Skill Development and Capacity Enhancement in Medical Technology sector Showcase of Medical Technologies Platform to Launch New Products
Highlights	: <ul style="list-style-type: none"> 10,000 sq mtrs of exhibition area More than 300 exhibitors Only focused event on Pharmaceutical Industry Make In India International Buyers from over 15 countries Networking opportunities Excellent Infrastructure
Display Profile	: <ul style="list-style-type: none"> Medical Electronics Home Medical Electronics Hospital Equipment & Supplies Laboratory Chemical & Gases Laboratory Equipments Medical Instrument Medical Clothing Patient Aids Waste Management Plants and Equipments Hospital Furniture
Visitor's Profile	: <ul style="list-style-type: none"> Medical devices channel partners Hospital Purchase Heads/Owners from Tier 1, Tier 2 and Tier 3 Cities Chain pharmacies Consumer electronics channel partners Health care equipment dealers Health care products distributor Drug dealers Hospitals, health management centers E-commerce businesses Administration and logistics departments of large enterprises Individuals concerned with personal health management Overseas buyers Healthcare investment institutions Medical Colleges Relevant government departments

SERVICES & SERVICE AGENCIES

The Organizers have provided the following services to facilitate a smooth participation of Exhibiting companies. The services will be provided either by an official agency or by the organizers themselves as indicated against each service.

Stand Construction Agency

Shri Balaji Exims has been appointed as the official contractors to take up the work of setting up of stands. Exhibitors may contact the official contractor for additional furniture and electrical items. Additional requirement can be booked through **FORM No.7** directly from the agency.

Shri Balaji Exims

Contact Person Name: Mr. Bharat Achhra
Mobile: +91-9311285028
Email: bharat.achhra@shribalajixims.com

Cargo Movements & Clearance

R E Rogers India Pvt. Ltd has been appointed as the Clearing and Forwarding Agent (CFAS) for providing services related to customs clearance and also for material handling at the site.

R.E.Rogers India Pvt. Ltd.

Contact Person Name: Mr. Ashwin
Mobile: +91-8042690500/55
Email: ashwani@rogersworldwideindia.com

Travel and Stay

Exhibitors are requested to contact the organiser mekul.tyagi@ficci.com.

Stand Security

The Organizers will provide the general security for the halls. However, exhibitors are advised to organize security guards for their stalls. It is advisable to have a security guard in case of high value display items, which are portable. Exhibitor's can hire the security personnel only from the below mentioned official agency. Any other Security agency will not be allowed in the exhibition premises.

Exhibitors are requested to send their requisition of security personnel and payment directly to the agency. **Kindly send a copy of your requirement to FICCI for our records.**

Group 4

Contact Person: Name: Mr. Lokesh
Mobile: +91-9945922055
Email: s.lokesh@in.g4s.com

Conservancy

While the organizers will ensure cleanliness of the walkways and approaches to the halls cleaning of individual stalls will be the responsibility of exhibitors'. Organizers have made arrangements with an official agency for cleanliness and housekeeping of the stalls. The Exhibitors may please contact our official agency at the fair ground itself for their stall cleaning requirements.

UDS-UPDATER SERVICES

Contact Name: Mr. Satish Kumar
Mobile: +91-9880955888
Email: sathishkumar.r@uds.in

Fire Services

Fire extinguishers are placed in the halls in an appropriate quantity. However, exhibitors are advised to arrange their own fire extinguishers also to suit their requirements. Please order directly with agency appointed by the organizers as per the following contact details:

UFS FIRE SERVICES PVT. LTD

Contact Person Name: Mr. PS Aneja
Mobile: +91-9810297721 & +91-9810866352
Email: ufs.pvt.ltd@gmail.com

Hostesses

Organizers have made arrangements for hiring Boy/Girl Guides (Hosts/Hostesses) and will be available at the fair ground. Please send your requisition to below mentioned contact details directly
Bangalore

M/S Stage & Show Events

Contact Person Name: Mr. Harish Gowda
Mobile: +91-9448369309
Email: stageshowharish.events@gmail.com

Audio Visual Agency

For requirements of audio visual please send your requisition to:

M/S Stage & Show Events

Contact Person Name: Mr. Harish Gowda
Mobile: +91-9448369309
Email: stageshowharish.events@gmail.com

Florist & Horticulture

Organizers have made arrangements through agency for supply of fresh flowers, potted plants. The supplying agency will be available at the venue for providing plants & flowers to exhibitors.

M/s Global Boom

Contact Person Name: Mr. Kanthan
Mobile: +91-9900107304

Medical / First aid booth

Organizers have made arrangements for a medical/ first aid booth in case of any medical emergency.

RULES & REGULATIONS FOR PARTICIPATION

ORGANISER

Federation of Indian Chambers of Commerce & Industry (FICCI), New Delhi and Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers and Government of India, are the organizers of "INDIA MEDICAL DEVICE 2017".

VENUE, DATES & TIMING

"INDIA MEDICAL DEVICE 2017" will be held at Bangalore International Exhibition Centre, Bangalore from **February 11th-13th 2017**. Visitors will be allowed from 10:00 hrs to 18:00 hrs from **February 11th-13th 2017**.

EXHIBITOR

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

PARTICIPATION CHARGES

Spaces	Raw Space (Charges per sq. mtr)	
	Indian Exhibitor	Foreign Exhibitor
Bare Space	Rs. 8500 per sq. mtr	US\$ 275 per sq. mtr
	Built Up Space (Charges per sq. mtr)	
	Indian Exhibitor	Foreign Exhibitor
Shell Space	Rs.9000 per sq. mtr	US\$ 300 per sq. mtr

Raw space can be booked subject to a minimum of 27 sq meters. Shell stand can be booked in multiples of 9 sq meters.

Shell stand will include three sides partition, fascia, name, floor covering, three lights, one 5/15 AMP socket, one trash bin, one table and two chairs in 9 sq meters. Electricity connection and consumption charges will be extra.

PARTICIPATION PAYMENT TERMS

Application for participation has to be submitted to FICCI-Trade Fair Secretariat along with 25% participation charges. Participation will be accepted on first-come-first serve basis. Participation fee once paid will not be refundable. Balance participation will be payable in 2 installments viz 25% before 15.10. 2016 and 50% before 16.01. 2017.

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

Transfer Details for Overseas Exhibitors

Vendor Name:	FEDERATION OF INDIAN CHAMBERS OF COMMERCE AND INDUSTRY
Beneficiary Address	Federation House, Tansen Marg, New Delhi-110001
Beneficiary Bank Branch Address	G-3-4,Suryakiran Building,19,Kasturba Gandhi Marg, New Delhi-110001
Beneficiary Bank Name	HDFC BANK LTD.
Beneficiary Bank A/c No	000 30350015219

Type of Bank A/c	CURRENT
SWIFT CODE	HDFCINBBDEL
Name of Intermediary Bank	JPMorgan Chase Bank, NEW YORK
Intermediary Bank Swift Code	CHASUS33
A/c No. of Beneficiary's Bank with Intermediary Bank or use link	001-1-406717
Service tax code-	AAACF1282E ST 001
PAN NO-	AAA CF 1282 E
NEFT /IFSC/RTGS Code of the bank branch of the Beneficiary	HDFC0000003
MICR Code appearing on the cheque of the bank a/c of Beneficiary	110240001

ALLOCATION OF SPACE

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

CATALOGUE ENTRY CHARGE

Each exhibitor will be required to pay Rs 1000 or US\$ 20 for catalogue entry. This payment will be made along with participation charges. Exhibitors can also get the name of their collaborator / principal / agent / Group Company included in the directory provided they fall in the same line of business for additional entry an amount of Rs. 150 / US\$ 5 will be charged.

CONSTRUCTION OF STANDS

The interior design of the stand will have to be within the architectural controls laid down by FICCI and design of the stand will have to be approved from FICCI before **30th December 2016**. Exhibitors who do not comply with these guidelines and regulations will have to pay a penalty of Rs 10000/- / US\$ 300 and will run the risk of closure of the stand by FICCI. All construction material, waste and empties etc. will be removed by 17:00 hrs on **10th February, 2017**. Work regarding construction of stands will be permitted within the stand area only or outside the hall and in no case in the walk-ways in the Halls.

STAND COMPLETION

Stands will be completed by 17:00 hrs on **10th February, 2017**.

OPERATION OF STANDS

No stand will remain unattended. All stands must open at least half an hour before the opening of the exhibition i.e. 09:30 hrs and shall remain open till half an hour after the closing of the exhibition i.e. 18:30 hrs each day.

DISPLAY OF EXHIBITS

The exhibitors may not assign, sublet or grant licenses in respect of any part of the space allotted to it nor it may advertise the firm who are not bonafide exhibitors of the show in their stand. Only those products, Services and companies mentioned on the application form may be displayed in the stand.

STORAGE OF EXHIBITS & EMPTIES

No exhibits or empties will be stored behind the exhibition stands. Exhibitors are requested to kindly get in touch with the Freight Forwarding Agency for storing their empties.

VACATION OF SPACE

Stands will have to be vacated under shell scheme latest by 22:00 hrs on **11th February, 2017**. Stand material along with exhibits in case of raw space will be removed latest by 22:00 hrs on **11th February, 2017**. In order to claim refund of security, vacation certificate will have to be obtained from the organizers site office.

DAMAGES TO THE HALL

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

SALE OF EXHIBITS

No counter sales will be permitted during the exhibition.

SECURITY DEPOSIT

A refundable security deposit of 10% of the participation charges will be payable by each exhibitor along with participation charges along with space application form. This deposit will be utilized by FICCI to adjust outstanding, if any. In the event of no-outstanding, the amount will be refunded within 30 days of the close of the exhibition. Foreign exhibitors are exempted from paying security deposit.

SERVICE TAX

Govt. of India has levy service tax on all exhibition services. This tax is applicable on the stall rentals, electrical charges and other fair services for the exhibition. The service tax, payable on the captioned fair will be 15% respectively on the billing amount. FICCI's Service Tax No: FEDERATION OF INDIAN CHAMBERS OF COMMERCE & INDUSTRIES.

ELECTRICITY & POWER CONNECTION AND CONSUMPTION

Each exhibitor taking a shell/ bare stand has to pay extra electricity connection and consumption charges. The charges will be specified in **Form No. 3** attached is the Form Section. Exhibitors are requested to kindly bring their own Air Compressor and can put the same in their stall.

OTHER SERVICES AND FACILITIES

A host of other services and facilities like water, telephones & security etc can be availed on payment.

POSSESSION OF SPACE

Possession to exhibitors taking bare space will be given after 11:00 hrs on **9th February 2017**. For exhibitors under shell scheme possession will be given after 12:00 hrs on **10th February 2017**. The handing over of possession in both cases will be subject to final payment of participation charges, catalogue entry fee, electricity and water charges, security deposit etc. to FICCI.

HANDLING OF EXHIBITS, CUSTOMS AND IMPORT

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

SERVICE AGENCIES

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

PUBLIC SAFETY & SECURITY

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

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

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

INSURANCE AND EXHIBITION LIABILITIES AGAINST UNFORESEEN INCIDENTS

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

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

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

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

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

The exhibitors will obtain third party liability insurance from an insurance company. This compulsory insurance must cover accidents suffered by third parties in the building containing the stand of the exhibitors, which involves the liability of the exhibitor or any of his employees and any liability due to accidents linked with "**INDIA MEDICAL DEVICE 2017**".

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

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

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

- Organizers- FICCI and Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers and Government of India.
- Bangalore International Exhibition Centre, Bangalore
- Municipality or Local Administration of Karnataka
- Architects and Contractors employed by the Organizers
- Overseas Associates
- Supporting organizations

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

The exhibitor shall insure, indemnify and hold the Organizers harmless in respect of all costs, claims, demands and expenses to which the Organizers may in any way be subject as a result of any loss or injury arising to any person (including members of the delegations, visitors, public, the Organizers' staff, agents or contractors) howsoever caused as a result of any act or default of the exhibitors, his employees, agents, contractors or invitees. If the Organizers find it necessary, the exhibitor shall provide proof that he has an adequate insurance cover. The organizers shall not in any event be held responsible for any restriction or condition which prevents the construction, erection, completion, alteration or dismantling of stands or for the failure of any service amenities provided by the Organizers, for the cancellation or part time opening of the Exhibition either as a whole or in part, or for amendments or alterations to all or any of the rules and regulations caused by circumstances not under their control.

ENTRY / EXIT

Entry into Exhibition Area will be on the basis of exhibitor passes issued by FICCI. Each exhibitor will be entitled to 3 passes for 9 sq meter space. Entry of vehicles in Exhibition Area will not be permitted during exhibition hours and other hours specified separately. Exit passes will be necessary for exhibits / material to be taken out of Exhibition Area.

VIOLATION OF RULES

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

DISPUTES

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

FORCE MAJEURE

If the exhibition is abandoned, cancelled or suspended in whole or - in part by reasons of war, fire, national emergency, labour, non-availability of exhibition premises or re-allocation of exhibition premises or any other cause not within the control of FICCI, FICCI shall be under no obligation to refund such rental, part thereof and shall be under no liability for any actions, claims or losses.

IMPORTANT POINTS TO REMEMBER

- Possession of Bare Space: **9th February 2017** from 11:00 hrs
- Possession of Built Up Space: **10th February 2017** from 12:00 hrs
- All Stalls need to completed by: **10th February 2017** at 17:00HRS

(i) Procedure for taking possession of Stands

Possession of Built up and Raw space area will be given to the exhibitor only after full payment of all dues including the security deposit and service tax.

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

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

The authorization letter must be submitted to the site office of the organizers at Bangalore International Exhibition Centre, Bangalore.

(ii) Specific Architectural Control and Guidelines

- The width of passages shall not be less than 3 meters or as marked on the copy of the layout plan while the passages inside the stands shall not be less than 2 meters in clear width.
- The minimum width of the entry and exit of stands shall be 3 meters each while more width shall be appreciated.
- The stands with one side, two side, three side or four side (island stands) open as shown in the layout plan, the participants are required to leave the open side clear of wall panels which does not obstruct the view of the visitors. However, they may put up low partitions of 1.2 meter high or may have a combination of low partition and glazing in the upper area after leaving proper entry & exit points.
- The normal height of construction of partitions shall be limited to 2.5 meters except open side as shown in the layout plan. However, additional height of one-sides/two features could be considered depending upon the area of stands as per details given below:

Maximum heights of features

Upto 40 sq. mtrs.	2.5 meters
40 sq. mtrs. To 100 sq. mtrs.	3.0 meters
100 sq. mtrs. & above	3.5 meters

The above heights of features and their locations is subject to approval of plans from the organizers (FICCI)

- In case, the height of the feature goes beyond the mentioned limit, then the defaulting company will attract a penalty of **Rs. 5000.00 per sq. mtrs.**
- No construction shall be permitted in front of emergency doors, service doors. Electric distribution boards, switch rooms, toilets and other fair facilities. The unauthorized construction undertaken in front of such facilities shall be removed at the costs & expenses of defaulter participant and the organizers (FICCI) would also levy penalty as deemed fit.

- No support from the hanger structure out of which the halls are made shall be permitted. Any damage caused to the infrastructure created by the organizers shall be recovered along-with the necessary penalty from the concerned participants.
- The stands requiring water connection, water disposal, compressed air and special power requirements shall be preferably located at the periphery of the halls, as it will be convenient to provide such facilities without crossing over the public passages. In case these requirements are not made known to organizers (FICCI) at the time of booking space, or cause hindrance to the public movement or due to any technical constraints, these may not be provided.
- The decision of the organizers as regard to the approval of the plan shall be final and binding upon exhibitors and the work must be carried out as per the approved drawing only.
- Exhibitors having raw space must submit 2 copies of the design of the stand showing elevations and floor plan for approval, by **30.12.2016**. The Exhibitors sending their plans after this date shall be liable to pay penalty of Rs. 10000/ US\$ 300. The drawings must also clearly show layout of exhibits, logo details, supporting stand electrical points etc. and clearly indicate wall/panel height; exhibits, meeting rooms etc.
- All displays will be inspected during the set up days and any exhibitor deviating from the regulations must make modifications as suggested by FICCI at their own expense prior to the show opening.
- Woodwork in the Halls is prohibited. Platforms/panels and other decorations for the interior must be brought in a pre-fabricated condition for assembly and finishing inside the halls.
- The following are strictly prohibited:
 - i. Use of electrical flashes, flash guns etc.
 - ii. Cloth Banners, Velvet Banners or Velvet Covers on the panels/table.
 - iii. Stage shows or presentations without prior permission in writing of the Organiser.
 - iv. Painting, Colouring, Sticking of wallpaper or thermocole cut letters, Nailing or drilling of panels. If you require assistance in hanging or displaying your exhibits, please consult the Official Shell Stand Contractor. Exhibitors would be charged @ Rs. 2000 per panel for any damages to the panel.
 - v. Hanging of items from the Hall ceiling or parts of it.
 - vi. Storage of any kind behind the display walls.
 - vii. Digging, Grouting or cutting of the floor.

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

All interior stand fittings must be contained within the shell stand structure, and must not exceed 2.5m heights. No freestanding equipment may exceed a height of 2.5 m or extend beyond the boundaries of the site allocated. ***Please also note stalls sharing common wall, height of that wall not to exceed 2.5m regardless of space booked for and design needs to be approved from FICCI.***

It is mandatory for Exhibitors with 2 or 3 or 4 side open stands, to arrange display in such a way that there is no obstruction on any of the open sides. This will ensure free movement and give exhibitors a feel of openness and transparency. Exhibitors are not allowed to obstruct the view or adversely affect the displays of other exhibitors.

Height of panel against natural back wall along the periphery of the Hall will be allowed upto 3.5 mtrs. Subject to availability of Height.

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

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

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

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

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

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

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

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

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

(iii) Time schedules for taking Possession of Stands

Possession of Built up stalls and raw space will be given as follows:

Raw Space: On **9th February 2017** from 11:00 hrs onwards

Built Up: On **10th February 2017** from 12:00 hrs onwards.

No entry of goods will be allowed after 10.00 hrs on **10th February 2017** only hand carried material will be allowed. The exhibitors should complete the stall construction and decoration by 17:00 hrs on **10th February 2017**.

(iv) Placement of heavy machinery

The Exhibitors who are bringing heavy machinery for display should place the same in their respective stalls before **(12:00 hrs)** on **12th February 2017**. After that material handling equipment for lifting and placing the machinery brought by exhibitors will not be allowed in the halls. Only small display units that can be hand carried will be allowed to enter thereafter. **The exhibitors are requested to give full details of their exhibits particularly the heavy machinery at mehul.tyagi@ficci.com.** Exhibitors who are bringing light weight exhibits, which can be hand carried should also fill this form and return it to us. This will help us in planning various infrastructure facilities for such displays.

The exhibitors should take care of the security of these exhibits by hiring security personnel from the official security agency.

Construction of Stands

Construction of stands in "INDIA MEDICAL DEVICE 2017" can be undertaken either by the Official Stand Construction Contractors or the construction agency engaged by the exhibitor for which they have taken an approval from FICCI. Contractors other than these will not be permitted to enter the halls and undertake construction work.

Shri Balaji Exims has been appointed as the official contractors to take up the work of setting up of stands. Exhibitors may contact the official contractor for additional furniture and electrical items. Additional requirement can be booked through FORM No.7 directly from the agency.

Shri Balaji Exims

E – 3, Dhawandeeep Building

6 Jantar Mantar Road, New Delhi 110001

India

Tel: +91 - 9311285028

Email: bharat.achhra@shribalajixims.com

Contact Person: Bharat Achhra(Mr.)

Facilities for a Shell Stand

A Shell stand of 9 sq mtr will include:

- Three/Two sides partition
- Fascia Name in Vinyl Cut Letters
- Floor Covering with Carpet
- Three Spotlights
- 5/15 AMP Socket (One Power Point)
- One Table of size 1.0 mtr x 0.5 mtr x 0.75 mtr
- Two Chairs
- One Waste Paper Basket

A Diagram of 9 sq mtrs Shell Stand is as below:



Colour of Carpet:

- Isles (Passages) :
- Stalls :

Colour of Facia:

- Base : Yellow
- Lettering : Black
- Colour of Wall Panels : White

Technical Specification of Stands

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

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

Rules for Shell Scheme Stands

- a. Minimum space for shell scheme is 9 Sqm
- b. No painting or wallpapering of panels is permitted. Exhibitors who desire to have any panel painted or wallpapered must inform the Official Stand Fitting Contractor for approval and execution of work on payment.
- c. No additional fitting or displays are allowed to be attached, nailed, screwed or drilled to the booth structure. On violation of these instructions, the exhibitor is liable to be charged by the Official Stand Fitting Contractor for damages caused to the stand.
- d. The use of flammable materials for decoration of the stand is prohibited unless such decorations have been treated with fire-retarding substance. Use of heating appliances is strictly prohibited.
- e. No suspension from hall's ceiling or fixtures to the walls columns and floor of the hall or any other part of the building structure is permitted. Exhibitors should only utilize the inner parts of the stall allotted to them, for display.
- f. ***Height of all fittings/exhibits should be restricted to 2.5 m. The rear and side walls should be 2.5 m high. Structures/exhibits (mounted or otherwise) between 2.5 m and 4 m in height must be approved by the Organizers and placed at a minimum distance of 1 m from the rear, sides and front of the stand.***
- g. No financial credit will be given by the Organizers/Official Stand Fitting Contractor for any shell scheme stand items that are not utilized.
- h. Exhibitors are requested to deal directly with the Official Stand Fitting Contractor for their requirement of additional items on extra payment, by furnishing details on **Form No.7**. Any dispute regarding additional items has to be settled by the exhibitors directly with the official stand fitting contractors. Any damage to these items by the exhibitors will be liable for penalty.
- i. Each shell scheme stall of 9 Sqm. is provided with power supply of 1 Kw load including the lighting load, free of charge. For additional power requirements please refer to **Form No. 3**.

Additional Furniture and electrical items:

The price list of additional furniture and electrical fittings is annexed as **Form No. 7**

CARGO MOVEMENT & CLEARANCE

Important Points to remember:

M/s R E Rogers has been appointed as the freight forwarder for this event.

Material Handling at the Exhibition Site

For facilitating the freight handling and shipment of exhibits FICCI has engaged the following agency as the official freight-handling agency of the event. The contact detail of the agency is as under: -

R.E. Rogers India Pvt. Ltd.
R.E.R House,
2383/1, 11th Main,
15th Cross, 'E' Block,
Sahakara Nagar
Bangalore - 560 092
Tel: +91-80-42690500 / 55
Fax: +91-80-41535881
Contact Person: Mr. Ashwin, Mob: + 91 9880533988
Email: ashwin@rogersworldwideindia.com

For site handling operations, cargo-handling equipment such as forklifts, mobile cranes and skilled labour will be available at the fair ground from the official agents on hire. The rates for On-site handling will be settled by the participants with this freight forwarder directly, depending upon the quantum of work and the kind of job required. The official agent will have their office at the site during the pre & post exhibition periods.

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

All the exhibitors are requested to adhere to the shipping instructions and arrival deadlines fixed by the official forwarders regarding the movement and handling of exhibits for "**INDIA MEDICAL DEVICE 2017**".

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

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

Handling charges will be charged on basis of actual Gr. Weight

Please note:

1. It is compulsory on part of the exhibitors to use services of approved handling agencies at the exhibition site. The packages which can be easily carried in hand (package not exceeding 50 kgs each) can be handled by the exhibitors on their own, if they wish to do so.
2. Exhibitors should send product leaflets along with the packing list to the approved agencies to enable them to study the products in advance for handling at the site.
3. The exhibitors are not allowed to order equipment for assembly and erection work from outside. It is compulsory to use the facility made available by approved agencies

4. A service tax of 15% (0.5% Swachh Bharat Cess) would be applicable on the handling charges.
5. These charges are not applicable to the exhibits cleared as "temporary imports."

Arrival Date for Exhibits/Freight at the Exhibition Venue

For Heavy Exhibits: **9th to 10th February 2017**

For Exhibits, which can be hand carried: **10th February 2017**

Safe and reliable inland transit facilities are available.

- i) Custom Clearance at the Fair Site
 - a) India, being a signatory of the ATA Carnet System offers the ATA Carnet as means of clearing exhibition goods. Alternately, goods can be cleared under simple Embassy Bonds, which does not entail any financial overheads. Bank guarantees can be a third alternate.
 - b) Unlike in most parts of the world, no duty is required to be paid on exhibition goods at the time of initial entry.
- ii) **Handling at the fair grounds.**
 - a) Official Handling Agents operate with modern mechanical equipment (forklift, cranes etc) and a specialized work force is present at the fair site.
 - b) Through their International network, they will provide detailed shipping instructions and offer services to exhibitors from the point of origin to the fair and back.
- iii) **Post Exhibition**
 - a) Goods can be sold after the exhibition, subject to the buyers complying with regular import procedures and payments.
 - b) Goods can be kept in the Customs Warehouse for a period of six months. This period may be extended on request. In this period exhibits can be taken for private demonstrations, subject to permission from Customs.
 - c) No duties on consumables like printed matter, literature, pamphlets, etc.
 - d) If not being sold, exhibits can be re-exported within the stipulated period of time.

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

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

ELECTRICAL SERVICES

Important Points to remember:

M/s R E Rogers has been appointed as the freight forwarder for this event.

Electrical Supplies & Installations

The electric power supply available in India is as under:

Single / Three Phase	:	230 / 400 volts	10% fluctuation
Frequency	:	50 cps	3 % variation

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

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

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

Exhibitors must install separate and independent switch for their machines/exhibits. Alternate connections or throw-over switches are not allowed. In case power is supplied to the stall from two or more main points, Exhibitors must distribute the load as per the capacity of the respective switchboards in consultation with Fair Electrical Department. The Exhibitors requiring single-phase power for lighting purpose should carry out necessary wiring from 3-phase outlet through two poles single phase switches if necessary for further distribution. After the electric wiring work is completed, the exhibitors must obtain a completion report from the Electricians or Contractors engaged by them and file the same with Fair Electrical Department. Actual connected load for the individual machines/exhibits is to be mentioned in the report. Power will be released only after the wiring work is carried out. All the main electric supply points must be kept easily accessible for operation and repairs in the event of emergency. Main electrical supply points should be concealed or covered.

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

The exhibitors are advised to install equipment like stabilizer/UPS system for their sophisticated machines/ exhibits. **Exhibitors must install a separate MCB for their stall/space.** If the machines are sensitive to the floor, placement of steel plates underneath is recommended.

Electricity Charges

Organisers have formulated a flat rate of connected load (single and three phase), which will be the basis for charging for power and lighting consumed during "INDIA MEDICAL DEVICE 2017". This rate is subject to revision. It is essential

for all exhibitors to give complete details of power requirement and submit to the organiser in the prescribed **Form no. 3** for Power. Requisitions enclosed in this booklet and return the same to organizer by **16th January 2017**.

Each Shell stand will be entitled to a single-phase load of 1 kw per 9 sq mtr including the load they consume for lighting purpose without any extra charges. This load is sufficient for lighting three spot lights and operating a TV or a Computer. For running a machine all exhibitors have to apply for additional power For this additional load the exhibitor has to pay as per the rates mentioned in **Form no. 3**

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

Under no circumstances will the Exhibitors be permitted to decrease their electricity requirement. Request for additional electricity load may be considered subject to availability. The electricity will be provided from **10th-13th February 2017**.

Temporary Electric Supply

Temporary power supply for erection and testing of machines can be made available from **9th February 2017** the first day of construction on extra charges. However, no Temporary connections will be given after **9th February 2017**.

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

FIRE SAFETY & SECURITY REGULATIONS

Fire Safety

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

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

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

- p. Do not block the exit, exit route, emergency exit and passages.
- q. Instruct your employees / temporary staff not to leave the stands unattended whilst work is in progress or before officially appointed time of closing.

In case of a fire incident, take following action:

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

Security Regulations

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

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

Hence the exhibitors are advised to hire **security** personnel for their stall and the same has to be hired from the appointed agencies only. The address of appointed agency is mentioned on **Page No. 7**

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

Exhibitors are requested to approach the official security agency directly with their requirement of personnel at the earliest, preferably before **2nd January 2017**.

OTHER FAIR GUIDELINES

Storage, Removal of Waste and Cleaning

The Organisers have earmarked space for storage of empty materials, packing cases, surplus materials or other property of the Exhibitor. Arrangement for safekeeping of such items must be made with Official Freight Forwarder or they should be shifted to your local go-down.

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

Conservancy

While the Organisers will make arrangement for cleaning the passages, it is the responsibility of the Exhibitors to get their Stands cleaned and their equipment dusted in the evening. No Sweeping will be allowed after **9.00 a.m** during event days.

Replacement of Exhibits

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

Removal of Exhibits

Exhibitors are allowed to remove the exhibits from the stalls after 18:00 hrs on **13th February 2017**. Exhibitors having Heavy Equipments at their stall are allowed to shift their equipment on **13th February 2017 19:00hrs till 22:00hrs**.

All hall utilities will be disconnected after 18:00 hrs and exhibitors are requested to keep the aisles clear of cartons and crates to enable removal of aisle carpeting. The removal of exhibits must be completed latest by **22:00hrs on 13th February 2017**. After this period, the organizer will be at liberty to remove and store the goods at other places at the cost and risk of Exhibitors.

Exit Pass

For taking out the Exhibition Material and Exhibits after the closure of the Exhibition, participants would need to obtain a final exit pass from the organisers.

The Exhibitors should contact the site office of FICCI for obtaining "No Dues Certificate" and on that basis they will be issued the Exit Pass.

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

Fair Secretariat, Bangalore International Exhibition Centre, Bangalore, Security staff at the gates and the Exhibitor, will retain the copies of permission granted.

Demonstrations of working exhibits

An exhibitor intending to demonstrate equipment on his stand must:

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

AIR COMPRESSOR

The Service of Air Compressor is available at Bangalore International Exhibition Centre, Bangalore. Exhibitors are requested to kindly inform the organizers at Email: mehul.tyagi@ficci.com latest by **2nd January 2017** for Air Compressor service.

PASSES

■ Exhibitor Passes

Each exhibitor will be provided 3 exhibitors passes per 9sq. mtrs area hired. Exhibitors must wear the passes all times inside the exhibition venue. The passes are strictly personal and cannot be transferred to any other person.

Necessary details of personnel who will be manning the stall must be forwarded along with **Form No. 6 by 16th January 2017.**

It is compulsory for Foreign Exhibitors to fill their passport details, nationality, etc as mentioned in the form.

■ Service Provider Passes

Service Provider Passes will be issued to such personnel of the contracting agency or temporary staff whose services are required at the stall by the exhibitor during the show period and construction period.

■ Invitation Passes

Each exhibiting company will be sent invitations for distribution to their prospective visitors / customers.

■ Car Parking

Each exhibiting company will be granted one car parking permit. The car parking permit should be prominently displayed in the cars.

FACILITIES AT THE EXHIBITION GROUND

Exhibitors Registration Counter

Exhibitor Registration counter is being set in order to facilitate exhibitors. Exhibitors can get their badges and possession slips from the Exhibitors Registration counter and can get any fair related information.

Business Visitors Registration Counters

Registration Counters are being set up at exhibition venue for facilitating the business and general visitors.

Business Centre

Exhibitors are requested to make use of the Business Centre located in fair facilities area. This will be equipped with essential communication facilities viz. Computers, Telephone with STD/ISD facility, photocopy, fax and Internet facility etc. will be provided on chargeable basis.

Restaurant/Snack counters

The organizers have provided a restaurant to provide buffet lunch as well as snacks to exhibitors/visitors.

VIP/Protocol Lounge

This lounge will be at the Fair Site and will be manned by organisers. Exhibitors may submit information regarding the visits of VIPs to enable organiser to receive them at the VIP lounge.

Travel Desk

Travel Desk is being set at Fair Ground in order to facilitate exhibitors in their transportation.

FORMS

S. No.	Forms	Last date of Submission
1.	Entry for Exhibitors' Directory	30 December 2016
2.	Advertisement in Exhibitors' Catalogue	02 January 2017
3.	Electrical Connection	16 January 2017
4.	FASCIA name for exhibitors	16 January 2017
5.	Plan approval for Bare Space	30 December 2016
6.	Registration of Exhibitor Stand Personnel	16 January 2017
7.	Additional Furniture Requirement	02 January 2017
8.	Exit Pass	13 th February 2017



9th-11th February 2017
Bangalore International Exhibition Centre, Bengaluru

Kindly complete and return to:
FICCI Trade Fairs Secretariat

Mr. Shubhankar Barbalia

Federation House, Tansen Marg
Tel: 91-11-23487462
Fax: 91-11-23359734; Mobile: 91-9718989654
Email: shubhankar.barbalia@ficci.com

FORM NO. 1
PROFORMA FOR COMPANY DATA
FOR ENTRY IN THE OFFICIAL
EXHIBITORS' DIRECTORY

Last Date of Submission
30 December, 2016

1. Name of Organization: _____

Stand No: _____ Hall No: _____

Address: _____

City & Code: _____ Country: _____

Telephone: _____ Fax: _____

E-mail: _____ Website: _____

Name of the Chief Executive Officer: _____

Designation: _____

Contact person for "INDIA MEDICAL DEVICE 2017" with designation: _____

2. Company profile (Not more than 100 Words): _____

(The number of words should not exceed 100. Organizer has right to edit the matter if it exceeds 100 words.)

3. Foreign principals/Collaborators:

1) Name _____ Country _____

2) Name _____ Country _____

Company Name _____

Hall & Stall No. _____ Contact Person _____

Designation _____ Signature _____ Date _____

Kindly complete and return to:
FICCI Trade Fairs Secretariat

Mr. Shubhankar Barbalia

Federation House, Tansen Marg
Tel: 91-11-23487462
Fax: 91-11-23359734; Mobile: 91-9718989654
Email: shubhankar.barbalia@ficci.com

FORM NO. 2
ADVERTISEMENT ORDER FORM

Last Date of Submission
02 January, 2017

ADVERTISEMENT TARIFF (PRINTED CATALOGUE)

Option No.	Position	Rates	
		Rs.	US\$
1	Double spread (colour)	50,000/-	1350
2	Back Cover (colour)	75,000/-	1850
3	Inside front cover (colour)	50,000/-	1350
4	Opening first page (colour)	24,000/-	750
5	Inside back cover (colour)	45,000/-	1250
6	Full Page (colour)	15,000/-	365
7	Full Page (B/W)	10,000/-	270
8	Half page (B/W)	6,000/-	250
9	Spine	25,000/-	670
10	Book Mark (2 sides)	50,000/-	1350

Full Page
• Print Area
12 x 19 cms.

Half Page (Horizontal)
• Print Area
12 x 9.5 cms.

Half Page (Vertical)
• Print Area
6 x 19 cms.

Book Mark
• Print Area
10 x 6 cms.

Double Spread
• Print Area
24 x 19 cms.

Note: Advertisement material required

- CDR, TIF, EPS file in high resolution in CD with printed colour copy of the Advertisement as a reference proof.
- Positive or Artwork
- Book Mark should be provided by the advertiser

Circulation Among:

- Exhibitors of "INDIA MEDICAL DEVICE 2017"
- Visitors of "INDIA MEDICAL DEVICE 2017" Senior Govt. Officials, Industry Representatives
- Policy makers, Industry Associations etc.
- Foreign Embassies in India, Indian Mission abroad, Industry Associations & Chambers of Commerce in foreign countries.

Please reserve _____ in Exhibitors' Catalogue.

We are enclosing bank draft no. _____ dated _____ in favour of **Federation of Indian Chambers of Commerce and Industry, New Delhi.**

Company Name _____	
Hall & Stall No. _____	Contact Person _____
Designation _____	Signature _____ Date _____

**Kindly complete and return to:
FICCI Trade Fairs Secretariat**

Mr. Shubhankar Barbalia

Federation House, Tansen Marg

Tel: 91-11-23487462

Fax: 91-11-23359734; Mobile: 91-9718989654

Email: shubhankar.barbalia@ficci.com

FORM NO. 3
ELECTRICAL CONNECTION

Last Date of Submission
16 January 2017

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

Sr. No.	Type of Space	Charges Per KW	Qty.	Amount in (Rs.)
1	Bare Space	Rs 4500/USD 85	-----kws	
2	Addl. Electricity for Shell Space	Rs 4500/USD 85	-----kws	
3	Temporary power** (Per kw/ Day) - (Single Phase)	Rs. 1000/USD 30		
4	Temporary power** (Per kw/ Day) - (Three Phase)	Rs. 1500/USD 40		
5	Service Tax (15%)** Include 0.5% Swachh Bharat Cess	Total		

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

Please fill and return this form along with full payment in advance in favor of "Federation of Indian Chambers of Commerce & Industry" latest by (16 January 2017) otherwise a late fee @ 25% on these will be charged.

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

We are enclosing D.D. No. _____ dt. _____ for

Rs. _____ drawn on _____

Company Name _____		
Hall & Stall No. _____	Contact Person _____	
Designation _____	Signature _____	Date _____

**Kindly complete and return to:
FICCI Trade Fairs Secretariat**

Mr. Kunal Chaudhary
Federation House
Tansen Marg, New Delhi
Tel: +91-11-23487579
Mob: +91-9650282444 or +91-8527871666
Email: kunal.chaudhary@ficci.com or aayush.jain@ficci.com

FORM NO. 5
PLAN APPROVAL FOR BARE SPACE

Last Date of Submission
30 December, 2016

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

PLAN APPROVAL

Exhibitors who have taken bare space areas must submit the plan of their booth on A3 size paper on a scale of 1:100 indicating the floor plan, the front elevation, the view and one cross section, indicating the height and material use. The exhibitors should stick to the architectural guidelines given in the manual.

Plans should be submitted in triplicate. The construction work will not be permitted to commence unless plans are approved. One copy will be returned to the exhibitor once it has been approved, subject to modifications if any.

Please attach your plans with this form and send the same to the organizers at the address given below:

Mr. Kunal Chaudhary
Assistant Director
FICCI Trade Fairs Secretariat
Federation House
Tansen Marg, New Delhi
T: +91-11-23487579
F: +91-11-23359734
M: +91-9650282444
E: kunal.chaudhary@ficci.com

Company Name _____

Hall & Stall No. _____ Contact Person _____

Designation _____ Signature _____ Date _____

**Kindly complete and return to:
FICCI Trade Fairs Secretariat**

Mr. Shubhankar Barbalia

Federation House, Tansen Marg
Tel: 91-11-23487462
Fax: 91-11-23359734; Mobile: 91-9718989654
Email: shubhankar.barbalia@ficci.com

FORM NO. 6
REGISTRATION OF EXHIBITOR
STAND PERSONNEL

Last Date of Submission
16 January, 2017

THE FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR

1. Application & Deadline Please refer to the table on the reverse of this form, fill it up and return the same preferably on or before the deadline date as mentioned above. For exhibitors who book space after the above mentioned cutoff date, this form duly completed will have to be returned to the organizers immediately.
2. Badges/Invitations In proportion of the booked space by the exhibitor/s, badges for the persons, manning the stall will be handed over to the exhibitors at the show management office on the day of possession at the fair ground. The Invitation mailers will also be sent to the exhibitors in sufficient quantity for inviting their buyers.
3. Inscription of the Badges In order to make them readable & legible and to prevent mistakes in the preparation of exhibitor's badges, we will be grateful if you could TYPE all names in BLOCK LETTERS on them before they are used.

Badges will be issued to the exhibitor as per the following table:

Space	No. of Exhibitor Badges
9 sq.mtrs.	3
12 sq.mtrs.	4
18 - 27sq.mtrs.	6
36 and above sq.mtrs.	10

Company Name _____		
Hall & Stall No. _____	Contact Person _____	
Designation _____	Signature _____	Date _____



9th-11th February 2017
Bangalore International Exhibition Centre, Bengaluru

REGISTRATION OF EXHIBITOR STAND PERSONNEL

Name of Exhibitor: _____ Hall & Stall No. _____

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

Sr. No.	Name of the Stand Person and Job Title	Company's Name	Country	Passport No.	Date of Birth	Nationality
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

****Passport no. and country to be mentioned by foreign exhibitors only.**

**Kindly complete and return to:
FICCI Trade Fairs Secretariat**

Mr. Shubhankar Barbalia

Federation House, Tansen Marg

Tel: 91-11-23487462

Fax: 91-11-23359734; Mobile: 91-9718989654

Email: shubhankar.barbalia@ficci.com





FORM NO. 7

Additional Furniture
& Electrical Goods
on Rental

**Last Date of Submission
02 January, 2017**

**For Details Contact : furnituresbe@gmail.com or Call us at : 91-9311285028 Additional
Furniture INDIA MEDICAL DEVICE 2017 (9th-11th February 2017)**

Item Code	Description of Items / Service	Details	Picture	Rates		Quantity	Amount
				INR	USD		
SBE 01	CHAIR	Revolving Type		1500	30		
SBE 02	OFFICE CHAIR	Fixed Chair		600	12		
SBE 03	BAR STOOL	Fibre Type or Frame Type		1200	24		
SBE 04	INFORMATION COUNTER	Ht. 0.75mtr. Width 1mtr., Depth 0.5mtr.		600	12		
SBE 05	ROUND TABLE	(Glass Top) Dia 75 CM.		1500	30		
SBE 06	LOCKABLE CABINET	Ht. 75cm, Width 1m. Depth 25 cm		1250	25		
SBE 07	SHOWCASE	Ht. 2.1m, Width 0.5m Depth 0.5m Includes two glass shelves and one wooden shelf.		2800	56		
SBE 08	SHOWRACK	Ht. 2.1m. Width 1m, Depth 0.5m Includes two glass shelves and one wooden shelf.		4800	96		
SBE 09	BROCHURE RACK	Foldable Acrylic Type		900	18		
SBE 10	WOODEN SHELF	Width 1m, Depth 25 cm		500	10		

Item Code	Description of Items / Service	Details	Picture	Rates		Quantity	Amount
				INR	USD		
SBE 11	SPOT LIGHT	100 Watt		400	8		
SBE 12	POWERPOINT SOCKET	5/15 Amp.		300	6		
SBE 13	INDEPENDENT PANEL	Octanorm Wall Panel Size - Width 1 M, Height 2.5M		1200	24		
SBE 14	Jewellery Showcase			2800	56		
			Total				
			Service Tax @ 15% extra				
			Grand Total				

Rates mentioned above are on hire basis and applicable for all show days

We enclose a **Demand Draft** No. _____ dated _____

in favour of "**SHRI BALAJI EXIMS**", payable at New Delhi.

THE SUBJECT OF EMAIL SHOULD CONTAIN **Additional Furniture INDIA MEDICAL DEVICE 2017**

Exhibiting Company: _____

Company's Address: _____

Stand No : _____

Name of Person Incharge: _____

Tel: _____

Fax: _____

E-Mail: _____

Date : _____

Signature: _____

Orders are only valid only when accompanied with full payment before deadline.

Please make Company Cheque, Cash or Transfer payable to : SHRI BALAJI EXIMS

Other Details:-

Service tax registration no.

ABTFS4753L SD001

PAN No

ABTFS4753L

Bank Name

HDFC BANK

H-37, Bali Nagar,

New Delhi -110015



9th-11th February 2017
Bangalore International Exhibition Centre, Bengaluru

For Domestic Use :

A/C No 1003-202-0000492
A/C Name SHRI BALAJI EXIMS
RTGS/NEFT/IFSC Code HDFC 0001003

For International Use :

A/C No 1003-202-0000492
A/C Name SHRI BALAJI EXIMS
SWIFT Code HDFC INBB

Please Note : -

1. There will be no refund for any cancellation during set-up and show day.
2. Late order may not be entertained and, if entertained, they will be subject to a surcharge of 15 % for order after the deadline and 40 % for order placed within 3 days of event and onsite with full cash payment.
3. Please email or fax us a copy of evidence of your payment for order confirmation (copy of cheque, transfer document etc.)

**For Details Contact : furnituresbe@gmail.com or Call us at : 91-9311285028 INDIA MEDICAL
DEVICE 2017 (9th-11th February 2017)**

**Kindly complete and return to:
FICCI Trade Fairs Secretariat**

Mr. Shubhankar Barbalia

Federation House, Tansen Marg
Tel: 91-11-23487462
Fax: 91-11-23359734; Mobile: 91-9718989654
Email: shubhankar.barbalia@ficci.com

FORM NO. 8
FORMAT FOR EXIT PASS

Last Date of Submission
13th February 2017

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

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

Dear Sir,

We have paid all our dues to Federation of Indian Chambers of Commerce and Industry and there is no balance whatsoever. However our security lying with you may be released after adjusting any further dues that may be payable from our side.

Therefore, please allow us to take out the following goods, which we had brought for display during the exhibition.

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

Name: _____

Designation: _____

Company: _____

Stall No.: _____ Hall No.: _____

Note

1. Please obtain 'No objection from Federation of Indian Chambers of Commerce & Industry. Trade Fairs Department.
2. Please use letterheads of your company OR attach business card & take 4 copies while preparing this format that will enable you to avail of an exit pass.

Company Name _____		
Hall & Stall No. _____	Contact Person _____	
Designation _____	Signature _____	Date _____