

# EXHIBITOR MANUAL



18<sup>th</sup> Indian Metal-Cutting Machine Tool Exhibition with  
International participation

Concurrent Show



19<sup>th</sup> International Exhibition of Cutting Tools, Tooling Systems,  
Machine Tool Accessories, Metrology & CAD / CAM

**26 Jan - 01 Feb 2017, Bangalore**

Venue



Organiser



Indian Machine Tool Manufacturers' Association

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



ATM



AMPHITHEATER



AMBULANCE



BUSINESS CENTER



CONFERENCE HALL



ENTRANCE PLAZA



EXIT GATE



ENTRY GATE



FIRE TENDER



PARKING



FIRST AID



FOOD COURT



FOOD PLAZA



GARDEN CAFE



HALL



INFOMATION



LUGGAGE COUNTER



LAGOON



REGISTRATION



REST ROOM



SECURITY OFFICE



TECHNOLOGY CENTER

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### deadline

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### deadline

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## 1. Important Information

### 1.1. Organiser

Indian Machine Tool Manufacturers' Association (IMTMA)  
10th Mile, Tumkur Road, Madavara Post, Bangalore - 562123, India

Tel: +91 80 66246600

Fax: +91 80 66246661

Email : info@imtma.in

Website : www.imtma.in

Single point of contact for all exhibitors for any exhibition related feedbacks and suggestions, please write or call to Mr. Balasubramanian at bala@imtma.in, Tel: +91 80 66246857

### 1.2 Dates & Venue

IMTEX 2017 and its concurrent show Tooltech 2017 will be held from 26 Jan - 01 Feb 2017 at Bangalore International Exhibition Centre (BIEC)

10th Mile, Tumkur Road, Madavara Post, Bangalore – 562123, India

Tel: +91 80 66246600

Fax: +91 80 66246661

Email : info@imtma.in

Website : www.imtma.in

### 1.3 Exhibition timings

IMTEX 2017/Tooltech 2017 shall remain open for visitors from 10:00 am - 6:00 pm on all days. Only business visitors will be allowed to visit the exhibition against online pre registration at www.imtma.in or spot registration at the venue. Students will be allowed only after 2:00 p.m.

Timing for Exhibitors : 9:00 am - 7:00 pm

During exhibition hours the stands must be manned and exhibits should be uncovered.

### 1.4 Important dates for exhibitors

30 Oct 2016	Last date for balance payment
17 Jan 2017	Move in for raw space exhibitors
23 Jan 2017	Move-in for shell scheme exhibitors
25 Jan 2017	Completion of Stall Setup (Raw & Shell) to be completed by 3.00 pm.
25 Jan & 01 Feb 2017	No vehicle movement day
25 Jan 2017	International Seminar
26 Jan 2017	Inauguration
27 Jan 2017	Inaugural Reception at 6.30 pm
02 Feb 2017	Move-out and dismantling of stands (to be completed by 6.00 pm on 04 Feb 2017)

## **1.5 Official functions**

### **1.5.1 Inauguration**

Information regarding IMTEX 2017 / Tooltech 2017 Inauguration Ceremony will be informed to all exhibitors separately.

### **1.5.2 Inaugural Reception (by invitation only)**

Date : 27 Jan 2017  
Time : 6.30 pm  
Venue : Conference Centre, BIEC

## **1.6 On-site arrangements**

### **1.6.1 Entry to Exhibition site**

- Trucks coming from Mumbai, Pune on NH4 will come on Tumkur Road and reach BIEC.
- Trucks entering from Hosur Road will have to take NICE Road from Electronics City which will touch Tumkur Road in front of BIEC.
- Trucks entering from Kanakapura Road will also have to take NICE road which will touch Tumkur Road in front of BIEC.
- Trucks entering from City will have to look for 'U' turn sign on Tumkur Road to enter into BIEC. (approximately 2 kms from Jindal Naturopathy)

### **Pre-exhibition period from 17 - 25 Jan 2017**

Freight vehicles carrying exhibition goods must enter from the main gate of BIEC. Exhibitors are requested to follow the schedule of arrival & installation of exhibit. In case, Exhibitor fails to follow the schedule provided by the Organiser, freight vehicles will not be allowed to park inside BIEC complex. However, freight vehicles may be parked in the designated parking area outside BIEC complex before off-loading of exhibition goods. Movement of freight vehicles will be managed by the official security agency in co-ordination with the official site handling agencies. Only Goods carrier vehicles would be allowed to enter inside the exhibition premises. Personal vehicles such as cars, Jeeps, Vans, SUV etc. carrying goods will not be allowed during setup and dismantling period.

### **During exhibition from 26 Jan - 01 Feb 2017**

During exhibition days from 26 Jan - 01 Feb 2017, vehicles (personal and/or freight vehicles) will not be allowed inside BIEC Complex. They are to be parked in designated parking areas only.

### **Post-exhibition period 02 - 04 Feb 2017**

Freight vehicles for removing exhibition goods must enter from the main gate of BIEC, as per schedules provided by the Organiser & official site handling agencies and will not be allowed

to park inside BIEC complex before and after reloading of exhibition goods. However, freight vehicles may be parked in the designated parking area outside BIEC complex only before reloading of exhibition goods. Movement of freight vehicles will be managed by the official security agency in co-ordination with the official site handling agencies. Heavy freight vehicles for removing exhibits above 1 Ton will not be allowed inside BIEC complex until 9.00 am on 02 Feb 2017.

## 1.6 On-site arrangements

### 1.6.2 Camp office

IMTEX 2017 / Tooltech 2017 Camp office to facilitate exhibition services will operate from Hall 1 front office, from 17 Jan 2017. The Contact details of the Camp office are as follows  
Ph : +91 80 66246600 / 66246666, Fax : +91 80 66246661, Email : info@imttx.in

### 1.6.3 Exhibition halls

Technical specification of all halls being used for IMTEX 2017 / Tooltech 2017 are as follows:

Halls	Load bearing capacity of the floor (tons/sqm)	Ceiling height at Centre (m)	Ceiling height on sides (m)	Dimesions of freight gates (m) (W X H)
Hall 1	30	14	9	5 x 9
Hall 2	30	14	9	5 x 9
Hall 3 A	30	13	7	6 x 6
Hall 3 B	20	4.5	3.25	6 x 6
Hall 3 C	1.5	13	7	3 x 3
Hall 4	10	14.5	10.5	6.9 x 7
Hall 6	4	5	3.5	5 x 5
Hall 7	4	5	3.5	5 x 5

There are height & weight restrictions at specific locations in all the halls.

### 1.6.4 House keeping

Organiser will provide for daily overall cleaning of the exhibition halls and common areas after show hours. However, it will be the responsibility of the exhibitors to keep their individual stands tidy. Exhibitors are advised to keep their waste bins on the aisles after show hours, which will be cleared by the official housekeeping agency. Exclusive housekeeping services for individual stands can be provided by the official housekeeping agency at a cost. Exhibitors may directly contact the agency for such services. Agencies other than the official housekeeping agency will not be permitted to operate in the BIEC complex.

### **1.6.5 Fire precautions**

Fire fighting equipment will be installed at various points in the Exhibition halls. However Exhibitors are advised to take due precautions and provide necessary fire extinguisher equipment in their own stands. To ensure clear access to fire exits, no obstructions or display material will be allowed in the aisles and emergency exits. Fire tenders will be stationed at the exhibition site during the period of the exhibition.

### **1.6.6 Business centre**

A full fledged business centre will be operational at Hall 1 entrance with the following services:

- Photocopying
- Fax
- Telephone (STD/ISD/Local calls)
- Cell phone SIM cards
- Office stationery
- Courier
- Hardware Items

### **1.6.7 Food Court**

A multi-cuisine food court will be operational at BIEC during IMTEX 2017 / Tooltech 2017. The fast food outlets will operate from ground floor of Food Court. The fast food outlets and a specialty restaurant will operate from the ground and first floor of the food court respectively. In addition there will be temporary food courts near Hall 4 (New Hall), dry snack bars will operate from Exhibition Halls. Bottled drinking water will be available from food counters. Outside caterers will not be allowed to operate in BIEC.

### **1.6.8 Medical facility**

First Aid room with medical assistance including doctor and ambulance, in case of emergency, will be available at BIEC during the fair period, including pre & post exhibition period.

### **1.6.9 Publicity**

Organisers will arrange for general publicity of IMTEX 2017 / Tooltech 2017. Exhibitors may arrange their company / product publicity, independently, at their own cost. A kit containing the following publicity material will be provided by the Organiser.

- Cube pads
- Letter Stickers
- Posters

Exhibitors may request for additional publicity material at a cost.

A Press Conference will be organised approximately 15 days before IMTEX 2017 / Tooltech 2017. Media members will be taken around the exhibition for a press review after the opening of the exhibition. However, the Organisers do not take any responsibility for publishing of any information provided by Exhibitors to the Media.

Exhibitors can reserve shelf space (upto A4 size brochures) in the Media Lounge, at a cost, to place their company/product brochures for media reference. Exhibitors will be responsible for the daily replenishment of brochures. However, Organiser do not take any responsibility for publishing of any information placed in the Media Lounge.

Interested exhibitors may contact IMTMA for using this facility.

#### **1.6.10 Other services & facilities**

- Information counters
- Sale of publications
- Protocol lounge
- Media lounge
- Parking
- ATM

#### **1.7 Official services**

##### **1.7.1 Site handling of exhibits**

##### **Official site handling agencies**

RE Rogers India Pvt. Ltd., Orient Marine Lines Pvt. Ltd. and PS Bedi & Co Pvt. Ltd. have been appointed as the official site handling agencies.

<b>Site Handling Agencies</b>	<b>Halls</b>
RE Rogers India Pvt. Ltd.	1, 2, 3A & 4
Orient Marine Lines Pvt. Ltd.	1, 2, 3A & 4
PS Bedi & Co Pvt.	3B, 3C, 6 & 7

Exhibitors are advised to finalise their site handling arrangements with one of these appointed site handling agents by sending Form 5.1 through fax/mail by 15 Nov 2016. Freight vehicles of exhibitors, who have not made prior arrangements with the Organiser and official site handling agencies, will not be allowed entry into BIEC complex.

Exhibitors should pay the concerned agency directly for their services. Hiring of labour or equipment for exhibit handling at site from any agency, other than the appointed agencies is not permitted. Exhibitors are advised to deal with approved agencies directly for handling their exhibits at site and not through any other clearing and forwarding agencies which they may use for bringing exhibits to the site.



Cases weighing upto 50 kgs can be hand carried by exhibitors. However, handling of heavier cases will have to be entrusted to the appointed agencies only.

### Arrival and installation of exhibits

Site handling services for exhibits will be operational from 9.00 am - 9.00 pm from 17 - 25 Jan 2017. Movement of any exhibits and stall construction materials on 25 Jan 2017 will not be permitted.

Based on location of individual stands, weight & dimension of exhibits, the Organisers in consultation with official site handling agencies will advise each exhibitor a specific schedule for arrival and installation of their exhibits which will be uploaded in OES (Online Exhibitor Service) closer to the exhibition dates

- Exhibits arriving later than the schedule specified by the Organiser, will not be permitted for display at the exhibition. The Organiser's decision in this regard will be final and binding.
- On arrival at BIEC, freight vehicle drivers must park the vehicle in the designated parking area and contact the site handling agency engaged by the exhibitor. The agency will provide a job order for the entry of the vehicle into BIEC. The vehicle will drive to the respective exhibition hall for offloading/unloading of exhibits, as directed by the official site handling agency and security. After unloading of exhibits, freight vehicles must leave the BIEC complex immediately.
- Empty cases will not be allowed to be placed anywhere inside BIEC premises. Exhibitors are responsible to arrange for the storage or disposal of empty cases and other material. Empty cases should not be stacked behind the stall failing which the Organiser reserves the right to remove the material at the cost of exhibitors. Exhibitors may seek assistance for storage facility from the approved site handling agencies at a cost.

### Approved site handling charges

#### I. For shipment weighing upto 5000 kg SINGLE PIECE

Sl. No.	Description	for Domestic consignment (in Rs.)	for International consignment (in USD.)
1	Offloading & Shifting to Stand	Rs. 275/- per 500 Kg (Min Rs. 275/-)	US\$ 9.5 per CBM (Min US\$ 9.5)
2	Unpacking & placement in one operation	Rs. 275/- per 500 Kg (Min Rs. 275/-)	US\$ 9.5 per CBM (US\$ Min 9.5)
3	Repacking with same packing material	Rs. 275/- per 500 Kg Min Rs. 275/-)	US\$ 9.5 per CBM (Min US\$ 9.5)
4	Removal from stand & loading on vehicle in one operation	Rs. 275/- per 500 Kg (Min Rs. 275/-)	US\$ 9.5 per CBM (Min US\$ 9.5)
5	Removal of empties to storage & return after the closure of the show	Rs. 275/- per CBM	US\$ 9.5 per CBM (US\$ Min 9.5)

## II. Chargeable Weight\*

Sl. No.	Description	Rate
1	1 CBM =	333 Kgs

\* Where applicable, Volumetric calculations shall not exceed charges based on tonnage calculations by more than 30%

## III. For the Shipment Weighing above 5000 Kg (Single Piece) Heavy Lift Charges

Sl. No.	Description	Rate
1	5001 Kg and 8000 Kg	10% Extra
2	8001 Kg to 10000 Kg	
3	10001 Kgs and above	
4	20001 Kgs and above	

## IV. Fire of Equipment for Assembly and Erection of Machines

Sl. No.	Description	Rate
1	Hydraulic Pallet Truck (2 Metric Ton)	Rs. 250/- per 60 Minutes
2	Fork Lift 3 Ton	Rs. 300/- per 60 Minutes
3	Fork Lift 5 Ton	Rs. 600/- per 60 Minutes
4	Fork Lift 10 Ton	Rs. 1,200/- per 60 Minutes
5	Crane - 10 Metric Ton	Rs. 1,250/- per 60 Minutes
6	Crane - 20 Metric Ton	Rs. 2,500/- per 60 Minutes
7	Crane - 25 Metric Ton	Rs. 3,000/- per 60 Minutes
8	Crane - 50 Metric Ton	Rs. 7,500/- per 60 Minutes
9	Labour Charges	Rs. 150 per Hour
10	Night Charges for Labour	Rs. 150 per Hour

To smoothen the exhibit movement at IMTEX 2017/Tooltech 2017, request all exhibitors to kindly finalise your site handling agency before 15th Nov 2016.

## Site Handling Charges - Deciding / Finalising Site Handling agencies at the Site

### I. For shipment weighing upto 5000 kg SINGLE PIECE

Sl. No.	Description	Rate
1	Offloading & Shifting to Stand	Rs. 345/- per 500 Kg (Min Rs. 345/-)
2	Unpacking & placement in one operation	Rs. 345/- per 500 Kg (Min Rs. 345/-)
3	Repacking with same packing material	Rs. 345/- per 500 Kg (Min Rs. 345/-)
4	Removal from stand & loading on vehicle in one operation	Rs. 345/- per 500 Kg (Min Rs. 345/-)
5	Removal of empties to storage & return after the closure of the show	Rs. 345/- per CBM

For any site handling related issues, feedback and suggestions, please contact:

1. Mr. Ravinder Sethi, Managing Director, RRE Rogers India Pvt. Ltd  
Mobile: +91 9810002063, email: ravi@rogersworldwideindia.com
2. Mr. Sanjay Kulkarni, Executive Director, Orient Marine Lines Pvt. Ltd  
Mobile: +91 9810057414, email: sanjayk@orientm.com
3. Mr. H.S. Bedi, Managing Director, S Bedi & Co Pvt. Ltd.  
Mobile: +91 9810000022, email: hsbedi@psbedi.com

Also please mark copy of your communications to Mr. Balasubramanian, Executive Director & Head - Trade Fairs at bala@imtma.in

Insurance: Exhibitors must arrange their own insurance cover for their stalls / Machines and all commodities involved throughout all stages of the exhibitors, i.e. from arrival on-site to final departure from site.

- The above charges are applicable from 9:00 to 21:00 hrs for the build up and dismantling period.

### Service Tax

The Govt. of India has levied a service tax of 15% on handling charges plus on other charges except reimbursement expenses to be invoiced by all freight forwarder and handling agents. Therefore the same shall be charged accordingly.

### 1.7.2 Security

Organiser will arrange for general security of the halls from 17 Jan 2017 to 04 Feb 2017. The Organiser will not be liable for losses or damage to any property, personal or otherwise during the installation, exhibition and dismantling period. Exhibitors are advised to safeguard their goods and articles and never leave stands unattended during show hours. Exhibits which are small in size must be safely locked in cupboards or glass cases. During non-show hours exhibitors must not leave any personal valuables inside the stand. No security personals will be allowed inside the Hall after exhibition Hours.

Organiser will arrange for general security patrolling of the exhibition site which will not include specific attention to individual stands. Exhibitors interested in engaging security guards for their individual stands during the exhibition hours are advised to hire security personnel only from the approved security agency SRF for IMTEX 2017/Tooltech 2017. SRF shall also operate from an office at the BIEC complex. Contact details together with charges for hiring security guards is mentioned in the Security service order Form 5.2. Exhibitors may fax / mail this form to SRF directly by 15 Nov 2016.

During the exhibition days, Exhibitors and their representatives / Security Guards will not be allowed inside the exhibition halls after 7.00 pm and movement (if necessary) of exhibits in or out of the hall is not permitted from 7.00 am - 7.00 pm . Exhibit movement (if any) after 7.00 pm, will be permitted only with prior written permission from the Organiser, subject to feasibility.

Exhibitors and their representatives must wear identification badges provided by the Organiser during the show days without which they will not be permitted to enter the exhibition halls. Transfer or exchange of identification badges is strictly prohibited.

### 1.7.3 Accommodation

To avail travel & accommodation services through the official travel agent, Exhibitors are advised to reserve their hotel accommodation latest by 15 Nov 2016.

Thomas Cook (India) Ltd. is the official agency for providing accommodation in superior category hotel, service apartments & budget hotels in Bangalore. For contact details and tariffs refer Hotel Accommodation service order Form 5.3. Exhibitors may fax / mail this form to Thomas Cook (India) Ltd. directly by 15 Nov 2016.

Hotel accommodation Details are also available on the IMTEX website : [www.imtex.in](http://www.imtex.in)

### 1.7.4 Shell scheme stand construction

Organiser has appointed the following agencies for providing shell scheme stands.

- Pavilions & Interiors Pvt. Ltd.
- Amanullah Khan's Sons

Exhibitors who have applied for shell scheme space would be provided pre-fabricated Octonorm systems stands with white polychem in-fill panels (1m width x 2.5m height), fascia with company name in vinyl-cut stickers, 75 W spot lights, synthetic carpet and furniture for every 15 sqm stall as per details below and thereby increase in multiples of 15 sqm

Stand Size	15-29 sqm.	30-44 sqm.	45-60 sqm.
Reception Table	1	2	3
Round Table	1	2	3
Folding chair	3	6	9
Spot Light(75 w)	5	10	15
Power Point 5/15 amp.	1	2	3
Waste Paper Basket	1	2	3
Cubicle of size 2m x 3m with cloth curtain	Nil	Nil	1

Exhibitors using 'Shell Scheme' cannot disturb the shell structure and also cannot use any other Fascia or signboard other than the one provided by the Organiser. The construction of platform is not permitted for shell scheme Exhibitors.

Financial credit / reduction in charges will not be given to the Exhibitors for any item not utilized under the 'Shell Scheme'.

Painting, nailing, drilling, gluing or wall papering on the stand panels is not permitted. Exhibitors must use bi-adhesive tape for fixing purposes. Exhibitors occupying shell stands

are responsible for the cost of making good, restoring or renewing any damage or dilapidation to shell stand structures, floor coverings, light fittings or any part thereof, whether caused by themselves, their agents or contractors or by any person or persons employed or engaged on their behalf. The cost of making good any damage will be assessed by the official stand contractor and the Organisers, and will be recovered from the Exhibitors.

Exhibitors requiring additional furniture and fittings other than those specified above, may hire them from the official shell scheme stand construction agency in their respective halls. The list of additional furniture and fittings and their rental charges will be sent to all exhibitors separately.

#### **1.7.5 Telephones**

Organiser will make arrangements to provide temporary telephone connections to exhibitors who apply for telephone connections. Exhibitors must ensure safety of the telephone instruments and avoid misuse of the same. At the close of the Exhibition, the telephone instrument should be returned to the Organiser. Exhibitors may fax / mail order Form 5.4. to the Organiser by 15 Nov 2016.

#### **1.7.6 Internet**

The Internet Cafe at IMTEX 2017 / Tooltech 2017 will be located at Hall No. 2. Exhibitors may use this facility on 'pay-per-use' basis, for Internet access.

#### **1.7.7 Cell phones**

Exhibitors may buy SIM cards from the Business Centre located at the entrance of Hall 1.

#### **1.7.8 Seminar halls**

Exhibitors may request for seminar halls available at the Conference Centre for their company/product presentations. The halls can be reserved (subject to availability) on half day (Shift I : 10.00 am - 1.00 pm & Shift II : 2.00 pm - 5.00 pm) or full day (both shifts) basis. Time required to make preparatory arrangements and winding up is included in the booking time. Exhibitors are required to leave adequate time margin, while arranging for the programmes.

For reservation log on to Online Exhibitor Services.

Organiser will provide only banquet chairs for seating in the seminar halls. Exhibitors may hire their audio/visual requirements, at additional cost from the official audio/visual equipment agencies.

For food & beverage catering service, Exhibitors may place orders directly with the multi-cuisine outlets at the BIEC Food Court. Outside caterers will not be allowed to operate in BIEC.

Seminar halls have to be reserved in advance along with payment by Demand Draft/ at par payable cheque, in favour of Indian Machine Tool manufacturers' Association, payable at Bangalore. Exhibitors may fax / mail the Seminar hall Order Form 5.5 to the Organisers by 15 Nov 2016. No refund will be made for cancellations after 30 Nov 2016.

**1.7.9 Audio/Visual equipment**

M/s Divyashree & M/s. IT Vision will provide Audio/Visual equipment on hire. Please refer to the Audio/Visual equipment booking order Form 5.6 for tariffs.

**1.7.10 Horticulture and Floriculture**

BVG will provide plants and flowers on hire. Please refer to Horticulture and Floriculture booking order Form 5.10 for tariffs.

## 1.8 List of Service Providers

Service	Service Providers
Audio/Visual Equipment	Divyashree Audio Visual # 63, 3rd A Cross, 3rd Block Thyagarajanagar Bangalore - 560 028, Karnataka, India Contact: Mr. Babu Mobile : +91 9845142072 / 9880443739 Email: divyashreeimt@gmail.com
	M/s. IT Vision No. 277, 2nd Cross, C.T. Bed 3rd Block, Thyagarajanagar Bangalore - 560 028, Karnataka, India Contact: Mr. Kumar Mobile: +91 9686826789 / 9686416789 Email: itvisionav@gmail.com
Interpreters & Translators	Crystal Hues Ltd. No. 002, Palace View Apartments 14 Jayamahal Main Road Bangalore - 560 046, Karnataka, India Contact: Mr. Sharad Dubey Tel : +91 80 49499100 Fax: +91 80 23544134 Mobile: +91 9663444008 Email : blrproject@crystalhues.com
Horticulture & Floriculture	BVG India Ltd BVG House , #47, 1st & 2nd Floor Miller Tank Road, Vasanth Nagar Bangalore - 560052 Karnataka, India Contact : Mr. Arjun / Mr. Vikram Jadhav Mobile: +91 9880373725 / 7760998851 E-mail: arjun@bvgindia.com / vikram.jadhav@bvgindia.com
Hotel Accommodation, Service Apartments & Travel arrangements	Thomas Cook (India) Ltd. Plot No. 520, Udog Vihar Phase III Gurgaon - 122 016 Contact : Ms. Mayuri Sharma Tel : +91 124 6120290 Mobile : +91 9599332246 Email: mayuri.mishra@in.thomascook.com

House Keeping	<p>Updater Services (P) Ltd.  No. 2 &amp; 3, 2nd Floor, 10th Main Road  HAL 3rd Stage, Jeevan Bhima Nagar  Bengaluru - 560 075, Karnataka, India  Contact: Mr. Rammohan Tangirala / Mr. Sathish Kumar R  Tel: +91 80 41488585  Mobile: +91 9840021822 / 9880955888  E-mail: rammohan.tangirala@uds.in / sathishkumar.r@uds.in</p>
Security	<p>SRF Detective &amp; Services Pvt. Ltd.  Keshava Nivas, # 24, 2nd Floor, Above Corporation Bank  Kalidasa Road, Gandhinagar  Bangalore - 560009, Karnataka, India  Contact: Mr. B.S. Sheetal Kumar  Tel: +91 80 22389009 Fax: +91 80 22389001  Mobile: +91 9845639009  Email: : srf@srfsecurity.com</p>
Shell Scheme Construction	<p>Amanullah Khan's Sons  No.81, Bamboo Bazaar  Bangalore - 560 002, Karnataka, India  Contact : Mr. Jameel  Tel: +91 80 22220700, 22238282 Fax: +91 80 22236986  Mobile: +91 9880244700  Email: abbask@bgl.vsnl.net.in, aksabbas@gmail.com</p>
	<p>Pavilions &amp; Interiors (I) Pvt. Ltd.  S. No. 53/6, Behind Swami Service Station,  Madanayakanahalli, 19 KM, Tumkur Road,  Bangalore- 562123, Karnataka, India  Contact : Mr. C. Shibu / Mr. Praveen Balan  Tel : +91 80 23715333 Fax : +91 80 23715444  Mobile : +91 9811081715 / 9845108042  E-mail : pi.bangalore@pavilionsinteriors.com,  shibu.ch@gmail.com, balan.praveen@gmail.com</p>
Temporary Personnel	<p>Freaky Heads  No.216, Goldline Aircity, Kadusonnappaiahalli  Off Hennur Bagalur Main Road  Kannur Post  Bangalore 562149, Karnataka, India  Contact : Ms. Shashwati Mondal / Mr. Feroz Baig  Mobile : +91 9886187781 / 9886293370  E-mail : freakyheads@gmail.com</p>



Site Handling of Exhibits	<p>R.E. Rogers India Pvt. Ltd.  R.E.R. House, 2383/1, 11th Main, 15th Cross 'E' Block  Opp. to State Bank of Mysore Sahakara Nagar  Bangalore - 560092, Karnataka, India  Contact : Mr. Ashwin V / Mr. Shrenik Jain  Tel: +91 80 42690500-55 Fax: +91 80 41535881  Mobile: +91 9880533988/+91 9845205424  Email: ashwin@rogersworldwideindia.com/  shrenik@rogersworldwideindia.com</p>
	<p>Orient Marine Lines Pvt. Ltd.  49, Rani Jhansi Road  New Delhi - 110055, India  Contact : Mr. Shirish Kulkarni  Tel : +91 11 4535999, 23514052 / 4  Fax: +91 11 23625477, 23550455  Mobile: +91 9810016180  Email: info@orientm.com</p>
	<p>P S Bedi &amp; Company Pvt. Ltd.  D - 14 /1, Okhla Industrial Area  Phase - 1  New Delhi - 110020, India  Contact : Mr. Jatin Bharadwaj  Tel : +91 11 46055200  Fax: +91 11 41552911  Mobile: +91 9910201927  Email: jbbharadwaj@psbedi.com</p>

## 2. Rules & Regulations / Guidelines

### 2.1 Rules & regulations

#### 2.1.1 Organiser

The word 'Organiser' used herein shall mean 'IMTMA', its employees and its official agencies.

#### 2.1.2 Administration of exhibition halls

The administration of exhibition halls will be controlled from the Organiser's office. The Organiser will appoint Hall Directors who will be stationed in respective halls. Exhibitors may contact their respective hall directors for any assistance before, during and after the exhibition. Organiser has full authority to enforce all rules and regulations related to the exhibition. The Organiser's decision will be final and binding in all respects.

#### 2.1.3 Exhibitor

The word Exhibitor / Exhibitors used herein shall mean any company, agency or organisation which has applied to the Organiser to participate in IMTEX 2017 / Tooltech 2017 and has been allotted space at IMTEX 2017 / Tooltech 2017, to display their products / services as per details submitted by them to the Organiser in the application form.

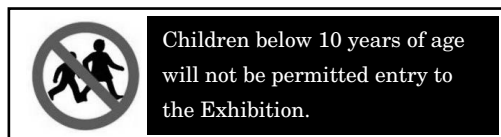
#### 2.1.4. Stand possession

Exhibitors must submit the Stand Possession form 4.1 to the Hall Director stationed at entry plaza, to obtain stand possession from 17 Jan 2017 onwards. Shell scheme stands will be handed over on/after 23 Jan 2017. Space/stands shall be handed over to Exhibitors by Hall Directors subject to clearance of all outstanding payments towards their participation and approval of their stall layout plan. Exhibitors deducting TDS will have to submit the original TDS certificates (Form 16A) before taking the possession of the stalls. TDS amount deducted will be considered as the balance amount payable by the exhibitors, till such time original TDS certificate is submitted. Stall possession will be given only upon clearance of all dues, including TDS certificates

#### 2.1.5 Rights of admission

Organiser reserves the right of admission to BIEC.

- Students/Children below 10 yrs of age will not be permitted entry to the exhibition under any circumstances ; even if they are accompanied by Exhibitor / Parents / Guardian.
- Children / Students of the technical colleges will be allowed only after 2:00 p.m. (above 10 years only)
- Visitors / Exhibitors badges must be worn on person at all times and is not transferable.



- Visitors / Exhibitors are liable for Frisking / Check at the Entry Gate as a security measure.
- Smoking is strictly prohibited inside BIEC campus including the Exhibition Stall. Smoking area is located at the Exit gate of BIEC.
- Consumption of liquor inside the Exhibition Stall is prohibited except at designated lounges.
- Organiser reserves the rights to frame or amend the rules regarding rights of admission to the exhibition, in keeping with the overall interest of the exhibition and the venue.

#### **2.1.6 No verbal agreement**

No verbal agreement between the Organiser and Exhibitors is acceptable, unless the same is confirmed in writing.

#### **2.1.7 Agreement and amendment to rules**

Exhibitors and their employees, agents and representatives agree to fully abide by the foregoing rules mentioned herein and by any amendments that may be put into effect by the Organiser.

Any subject(s) not specifically covered herein will be left solely to the decision of the Organiser, who will also have full and final authority in the matter of interpretation, amendment and enforcement of all rules and regulations to aid any one or more Exhibitors, and further any such amendments when made and brought to the notice of the Exhibitor shall be and become part of these rules and regulations hereof as though duly incorporated herein and subject to all of the conditions stipulated.

#### **2.1.8 Non-Compliance / Non-observance / Default**

In the event of non-observance of or default on any of the rules and regulations mentioned herein, the Organiser reserves the right to terminate the participation of the Exhibitors without notice, and retain all payments received on account as liquidated damages. On such termination, the Exhibitor must close their stand.

#### **2.1.9 Failure to exhibit**

If any organization, having applied for space, fails to exhibit its products for whatever reasons, shall be liable for full payment plus any additional costs incurred by Organiser as a result of such failure to exhibit. Should an Exhibitor fail to occupy allotted space by the date and time specified for installation of exhibits, the Organiser reserves the right to take over such space and reallocate or use the same as they deem fit.

#### **2.1.10 Damage to property**

The Exhibitor is liable for any damage caused to the building, floor, walls, panels and carpet or to the standard items and fittings & fixtures provided within the stand. The Exhibitor should

not apply paint, adhesive or any such material, which would damage the fittings, fixtures and furniture provided by the Organiser.

#### **2.1.11 Exhibitor booth representatives**

Exhibitors stands should be manned at all times during exhibition hours only by the employees or their authorized representatives. Such representatives must at all times wear identification badges provided by the Organiser. All representatives in the exhibition stands must be decently attired and bear good moral character. Entry into other exhibitor's stands, without their consent, is forbidden. (Any dispute arises during exhibition by any reasons, should be resolved outside the exhibition premises. Any such cases, exhibitor should vacate the stand, or close the stand. The final decision lies with the Organiser)

#### **2.1.12 Safety measures**

The safety of Exhibitors, visitors as well as that of exhibits is of paramount importance. Exhibitors must strictly comply with all relevant fire and other safety regulations. All electrical wiring and fittings must conform to the appropriate safety norms. Exhibitors should also install guards or protectors on machine/exhibits during demonstration to avoid injury or damage by flying chips, spark, heat, splashing of oil, coolant etc. Usage of in flammable, poisonous, explosives (including gas cylinders), radioactive and other hazardous material, is strictly prohibited.

#### **2.1.13 Noise & Smell**

Exhibitors will not be permitted to display/demonstrate any equipment or exhibit which causes high levels of pollution in terms of noise and smell.

#### **2.1.14 Limitation of liability**

Organiser shall not be liable for the safety of Exhibitors, their representatives, agents, contractors or visitors during the exhibition, nor for any exhibits, articles or other property whatsoever. Organiser shall not be held responsible for any restriction or conditions which prevent the construction, erection, completion, alteration or dismantling of stands or the entry, placement or removal of exhibits, or for non-conformance of any services or amenities provided by third parties.

#### **2.1.15 Insurance**

Exhibitors are advised to take insurance policy covering the following:

- Machinery
- Transit, loading & unloading of machines
- Exhibitor's personnel including contractor's personnel
- Third party (Visitors ) risk

Exhibitors shall ensure that they are fully covered by insurance including, but not restricted to, all risks on their property, exhibits or articles of anykind, public liability and comprehensive protection against any loss or damage caused by any circumstance whatsoever whether by reason of fire, water, theft, accident or any other cause.

Exhibitor shall indemnify the Organiser in respect of all costs, claims, demands and expenses to which the Organiser may be subjected, as a result of any loss or injury arising to any person (including the members of the public or the Organiser's staff, agents or contractors) or property, howsoever caused, as a result of any act of default of the exhibitor, his agents or contractors or visitors.

If the Organiser so demands, the Exhibitor shall provide proof of adequate insurance cover. Exhibitors must ensure that their temporary staff, representatives, agents, contractors are insured against claims for workman's compensation. The period for which such insurance should be maintained, shall run from the time the Exhibitor or any of his representatives, agents or contractors first enter the Exhibition grounds, and to continue until they have vacated the exhibition grounds and all their exhibits and property have been removed.

#### **2.1.16 Pavillion/Group Participation**

Organisations responsible for group participation shall ensure that all Exhibitors within their group are fully aware of, and agree to abide by the rules and regulations of IMTEX 2017 / Tooltech 2017.

#### **2.1.17 Sub-letting of stand**

Exhibitors cannot transfer, dispose off, part with or otherwise sublet the whole or any part of their display space/stand, whether for financial consideration or otherwise. Exhibitors must inform the Organiser, the names of their principals, if they are agents, distributors or licensees of the exhibits in their stand.

#### **2.1.18 Force majeure**

Under the conditions of force Majeure which also include strike, lockout, closure, riot, natural calamities and other events & decisions beyond the control of the Organiser, the Organiser reserves the right to alter the opening and duration or even cancel the entire exhibition. In case of change in dates and duration of the Exhibition, The rules and regulations and the agreement between the Exhibitor and the Organiser will remain unaffected. In case of cancellation of the exhibition, the stall rental will be refunded to the Exhibitor after deducting the non recoverable proportionate costs already incurred by the Organiser. All disputes are subject to Bangalore Jurisdiction.

#### **2.1.19 Registration of business visitors**

Pre-Registration: To avoid queues and facilitate fast track registration into the exhibition premises, business visitors are encouraged to register online at [www.imtex.in](http://www.imtex.in) till 15 Jan 2017.

Visitors will receive an email confirmation indicating their registration number. Visitors can avail of shuttle bus service from Bangalore City to BIEC & back, against a copy of the email confirmation. Bus service schedule shall be intimated to visitors in due course of time. Visitor entry badges will be issued to pre-registered visitors against the same copy of the e-mail confirmation, from the pre-registration counters at the Entry plaza, entrance of exhibition site. (IMTMA reserves the rights of admission for the site.)

**Spot Registration:** Business visitors can also register on the spot during the exhibition from 26 Jan - 01 Feb 2017 against a duly filled visitor registration form along with their business card at Visitor Registration counters located at the Entry Plaza, entrance of exhibition site.

#### **2.1.20 Exhibit publicity**

All sales promotion activities including distribution of literature, brochures, samples, handouts, etc. must be confined to the designated stand of the Exhibitor.

Only brand new exhibits are permitted for display. Display and promotion of used/second hand/reconditioned machines either in the form of exhibits, literature, posters or any other medium is strictly forbidden. Exhibitors found violating this condition will be immediately barred from participation and their stands will be closed.

#### **2.1.21 Filming/photography**

Organiser have exclusive rights to take photographs and films of the exhibition stands. Exhibitors will have to take prior permission of the Organiser for taking photographs and films of the exhibition. Exhibitor may however take photographs of their own stands and visitors.

#### **2.1.22 ITPO approval of IMTEX 2017/Tooltech 2017**

IMTEX 2017 / Tooltech 2017 exhibition has been approved by the India Trade Promotion Organisation (ITPO) vide letter No. 144-ITPO(67)BDD/2016 dated 09.3.2016 as given in Annexure I.

#### **2.1.23 Terms and Conditions for Temporary Import of exhibits**

Under the Customs Notification No.3/89 dated 9.1.1989, import of Exhibits for IMTEX 2017 / Tooltech 2017 will be allowed without payment of Import Duty, Import Licence or Customs Clearance Permit, provided the Exhibits are re-exported within a period of six months from the date of import or any other period stipulated by the Customs Authority.

The Exhibitor/Importer will have to furnish the following documents to the Customs authority in India:

Re-export Bond for ITC purpose equivalent to 150% of CIF value.

Provisional duty bond to the extent of 100% customs duty payable on the Machines/ Equipment at the prevailing rates.

- Provisional duty bonds are required to be supported with bank guarantee equivalent to 100% of duty applicable or the guarantee equivalent to 150% of the CIF value of the exhibits issued by embassy of the concerned country. Exhibitors are advised to contact the official site handling agencies for further details.
- Alternatively goods can be imported for temporary importation against ATA Carnet issued by Chamber of Commerce in respective country of origin, allowed in terms of Notification No.157/90-Cus dated 28/03/1990.
- Sale of exhibits imported for IMTEX 2017 / Tooltech 2017 may be allowed as per import policy against payment of customs duty at prevailing rate and guidelines in force issued by the Govt. of India to eligible importer in India.
- Official site handling agencies will provide exhibitors up-to-date information on rules and regulations.

Sale of exhibits by overseas exhibitors: Exhibition goods, imported initially via embassy bond, ATA Carnet or bank guarantee, can be sold after the exhibition, after following the statutory procedure. The goods remain in the Customs warehouse till such time as the buyers comply with sale conditions. The sale can be effected within the stipulated six months period and may be extended/cancelled accordingly. Detailed procedure and documentary requirements in this regard may be obtained from official site handling agencies.

Liberalised Provision : Freely importable exhibits like capital goods, raw material, intermediaries, components, consumables, spare parts, accessories, instruments and goods other than those covered under the Negative List, may be imported by any person whether he is an Actual User or Negative List exhibits may be imported against a valid licence. Actual users alone may import such goods unless the Actual User condition is specifically dispensed with, by the Licensing Authority.

Simple Procedures: Following documents should be produced by buyers for Customs Clearance of sold exhibits

- |   |  |
|---|--|
| • Bank attested invoices drawn on buyer | • Printed catalogue of items sold, if available                                |
| • Packing List                          | • Buyer's importer Code Number   |
| • Confirmation of order from Exhibitor  | • Buyer's GATT and Customs Declaration License, if item is under Negative list |
| • Mode of Payment                       |  |
| • Technical write-up of sold items      |  |

The buyer, on the basis of the above documents, and through a customs clearing agent, should submit necessary Bill of Entry for clearance of goods. Upon completion of sale clearance and payment of customs duty, the buyer can take custody of exhibits. Upon producing proper and

valid documents, the sale procedure can be effected within two to five days. Further details could be obtained from the official site handling agencies.

**Connections to India :** All major airlines have connections to Bangalore. All major shipping lines touch Mumbai and Chennai, offering both FCL and LCL facilities. There are regular freight service facilities available at airports and ports.

**Connections to BIEC :** On arrival at the Bangalore airport, exhibits are transferred by road to BIEC under bond. On arrival at Mumbai/Chennai/Kolkata ports, exhibits are transferred by rail or road directly to Bangalore, again under bond. Transit time is approximately two to eight days by road.

**Post Exhibition :** Goods can be sold after exhibition, to buyers complying with regular import procedures, Goods may be taken for other private demonstrations, subject to permission from Customs. If not being sold or kept for further demonstrations, goods should be re-exported within the stipulated period. The mode of transport for re-export need not be the same as that of import. Generally, there is no duty on consumables like printed matter, literature, pamphlets etc.

#### **2.1.24 Central Excise Duty**

The earlier exemption from payment of Central Excise Duty under Excise Notification No. 215/84-CE dated 9.11.1984 has been withdrawn and the new procedure prescribed by the Office of The Commissioner of Central Excise is given below :

Exhibitors are required to pay applicable Central Excise Duty on goods for the purpose of display in IMTEX 2017 / Tooltech 2017. However after completion of Exhibition / Trade fair, if the goods are received back into the factory, the credit of the duty can be taken back as if such goods are received as inputs and further transaction can be effected in terms of procedure of CENVAT Credit Rules 2002 read with Rule 16 (1) of Central Excise Rules 2002, by each individual Manufacturer cum Participants of the exhibition / Trade fair.

#### **2.1.25 Sales and Entry Tax exemption**

Sales and Entry Tax exemption to bring goods into Karnataka State is given on the basis that the goods are brought for display at the exhibition and there will be no sale involved.

#### **2.1.26 Removal of exhibits**

Exhibitors are allowed to remove exhibits from their stands only on conclusion of IMTEX 2017 / Tooltech 2017 on 01 Feb 2017. The work on dismantling of the stand and removal of exhibits must be completed latest by 6.00 pm on 04 Feb 2017. After this date, the Organiser reserves the right to remove the goods from the exhibition site at the cost and risk of Exhibitors.



### **2.1.27 Disposal of Metal Chips, Coolant, Oil and other Machine waste**

Disposal of any metal chips, coolant, oil and other machine waste after conclusion of the exhibition has to be done through IMTMA's approved vendor only. Contact details of the approved vendor would be provided later. Disposal of coolants and other machine waste within the BIEC premises is strictly prohibited.

### **2.1.28 Scrap & Waste Materials**

Disposal of any scrap/stall material, after conclusion of the exhibition has to be done through IMTMA's approved vendor only. This is being done to avoid theft/damage to exhibits. Contact details of the approved vendor would be provided on request from the respective Hall Director.

### **2.1.29 Exit pass procedure**

Exit Passes will be issued to exhibitors only if all dues towards participation charges in the exhibition have been fully paid and all the formalities stipulated from time to time are completed.

For removing exhibits from the exhibition halls, on conclusion of the exhibition, exhibitors would need an exit pass duly authorized by the Hall Directors in the respective halls. Exhibitors should fill in the Exit Pass Form 4.5 with their company seal and submit 4 copies of the same to the respective Hall Directors. The Hall Directors will retain one copy and return three copies duly stamped and signed. One copy should be submitted to the security at the hall gate, one copy to the security at the main gate and the remaining copy should be retained by the exhibitor.

### **2.1.30 Refund of security deposit**

Security deposit of exhibitors would be refunded approximately within 60 days from the last date of the Exhibition, provided all dues towards participation and other charges including receipt of TDS certificate towards tax deducted on final Invoice and credit of the TDS amount into our account on NSDL server.

## **2.2.1 Stand construction, decoration & display**

### **Approval of layout plans of stands**

Exhibitors must submit the design and drawing of their stall (floor plan & elevation) in 3D view(three dimensional view) depicting position of exhibits, furniture, fittings, fixtures, brandings, office cubicles with complete dimensions in meters, in duplicate, to the Organiser for approval by 15 Dec 2016.

Exhibitors failing to submit their stall drawings for approval by 15 Dec 2016, will be charged a late submission fee of Rs. 20,000.

Exhibitors must issue a letter of authorisation to their respective stand contractors to take stand possession.

### **Guidelines for stand construction, decoration & display**

To achieve uniformity in display and appearance of the entire exhibition and to ensure proper presentation of all exhibits, Exhibitors are advised to strictly follow the guidelines for stand construction, decoration & display specified by the Organiser.

#### **General**

- Organiser will demarcate the stands within the halls by suitable means. Exhibitors may take assistance from the Hall Directors for locating their respective stands.
- Exhibitors will be allowed to work inside hall between 9.00 am - 9.00 pm during the build-up period excepting on 25 Jan 2017 till 3.00 pm. Stands should be complete in every respect by 3.00 pm on 25 Jan 2017.

**Exhibitor must obtain STALL COMPLETION CERTIFICATE from the respective Hall Directors by 3:00 pm on 25 Jan 2017. Any Exhibitor fail to complete the stall within the stipulated period will be charged a penalty of Rs. 25,000/-**

- Please note: There will not be Vehicle movement on 25 Jan 2017.
- Exhibitors shall ensure that their booth is built & dismantled in a safe, systematic and organised manner, within the specified build-up & dismantling period.
- Stands should be constructed according to the layout approved by the Organiser. Organiser reserves the right to demand modifications/alterations to the stand. In case actual display arrangement of a stand is not in conformity to the approved layout plan or guidelines, Organiser shall remove such installations from the stands at the cost and risk of the Exhibitor. Further, any part of the exhibit/stand which appears unsightly to the Organiser, must be covered by the Exhibitor failing which Organiser will have the same covered at Exhibitor's cost & risk. Decision of the Organiser in this regard will be final and binding.
- More than 20% of any open side cannot be blocked
- Exhibitors should not take support of any permanent structures in Exhibition Halls for display. Woodworking inside/outside the Exhibition Halls is prohibited. Exhibitors are advised to bring prefabricated stands for assembly in the Exhibition Halls. (If any Exhibitor fails to abide the above said guidelines, will have to pay penalty which will be decided by the Organiser on site).
- Exhibitors are advised not to use any vacant space around their stands for storage or otherwise. This could be hazardous and could restrict the movement of service personnel. Organiser reserve the right to remove such material at the risk & cost of the Exhibitor.
- Installation of Air conditioners of any type inside the stands is not permitted.
- Grouting/drilling of holes in the floor or walls is not permitted.
- Spray painting is not allowed inside the Exhibition Hall.

- No suspended displays/structures are permitted from the ceiling of the exhibition halls.
- Exhibitors shall advise their advertising/construction/electrical, and all other agencies about the guidelines for stand construction, decoration & display and ensure compliance. Organiser shall not correspond with any of the agencies engaged by the Exhibitor.

#### Presentation and installation of exhibits and machines

- Not more than 60% of the total space be used for display of exhibits.
- Not more than 15% of the total space be used for office area.
- A Minimum of 25% of the total space should be left open for free movement of visitors.
- All exhibits and machines should be placed in normal operating position as if on shop floor.
- No part of any exhibit/display should project out of the stand boundaries. Exhibits / machines / showcases / display podiums must be placed at least 0.7m away from the boundary of open sides of the stand. (see figure 1)

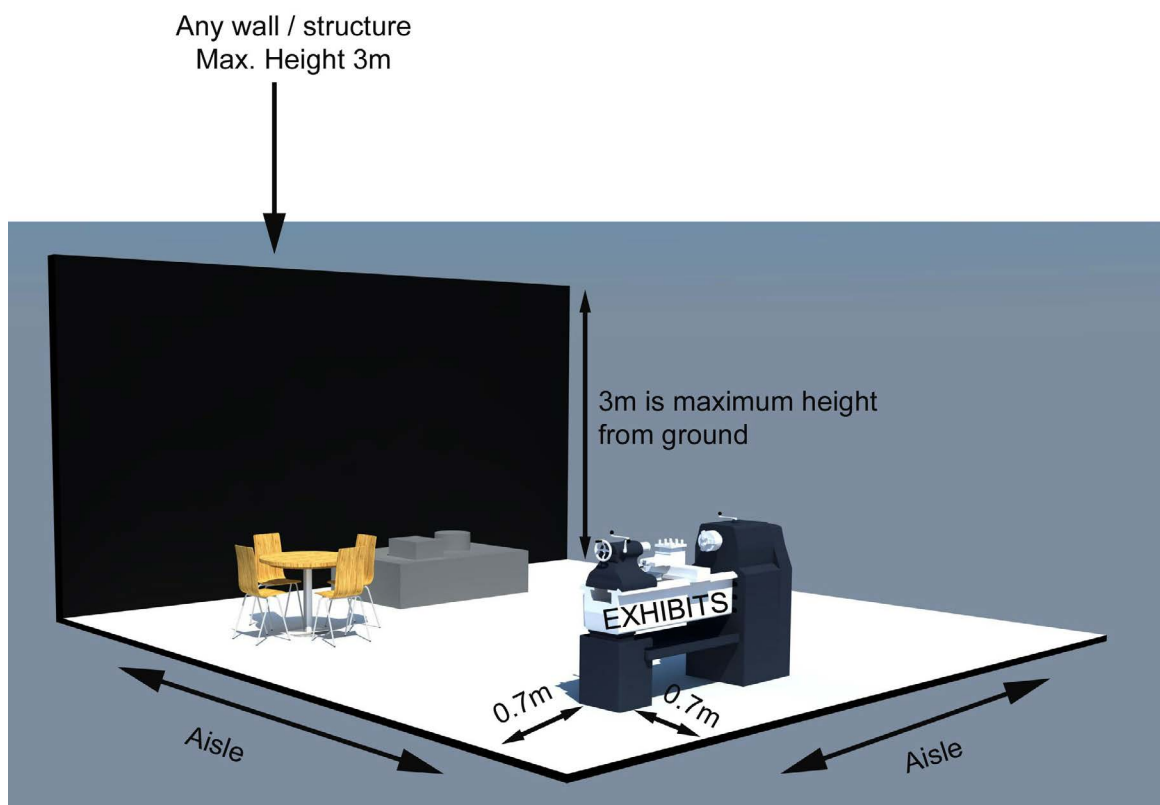


Figure 1

### Overall height

- The maximum height of any structure/display should not exceed 3m. (see figure 2)
- Partitions and/or dividers in the stand should not be erected on the open side of the stand. The height of the partition or divider should not exceed 3m. Both sides of the partition should be properly finished or painted, particularly the partition on the side of their neighbouring stand. Exhibitors are advised to make side partitions in mutual agreement with neighbours.
- Display panels, branding towers, name boards, sample holders, photographs and other display material are permitted in the stand, subject to a maximum height of 3m.
- Show cases are permitted in stands subject to the condition that their height does not exceed 3m.
- Spotlights, focus lights etc. are permitted provided these are fitted along with the stand structure within the maximum height of 3m.
- Exhibitors having wall(s) along with their stall boundary or pillar within stands, may cover the same with wooden panels without causing damage to the walls, pillars, floor or any structure of the Exhibition Halls, not exceeding the maximum permissible height of 3m. However, electric panels on the walls or duct doors in the pillars, if any, should be kept accessible for the Organiser, for maintenance.
- 

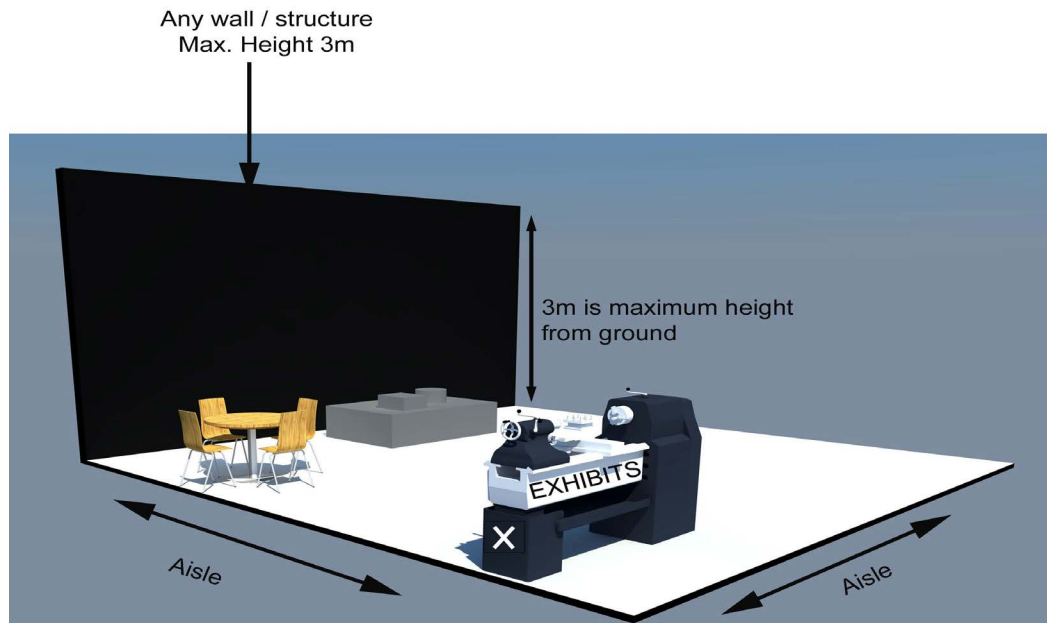


Figure 2

### Floor Covering

- Carpeting of the stands is compulsory for all Exhibitors. Use of suitable commercial material for floor covering inside the stands is permitted. Gluing/pasting of carpets on the floor may be done only by using easily removable bi-adhesive tape that leaves no marks on the floor.
- Stand floor should not be primed, painted or varnished, nor floor covering be stuck permanently to the floor.

### Office areas

- Exhibitors can set up office enclosures in their stands. Height of the office enclosures cannot exceed 3m. The area of the office enclosure should be proportionate to the area of the stand as under

Area of stand	Maximum permitted area of office enclosure
Upto 50 sqm.	10 sqm.
More than 50 sqm.	Not more than 15% of total stand area

- Office enclosures/cabins must be located either along the wall, if any, at the rear side of the stand, or at the back along the adjoining wall of their neighbouring stand. Extension of office enclosures/cabins up to open aisles is not permitted. (see figure 3)
- Cabins should not be covered from top unless covered by Mezzanine floor.

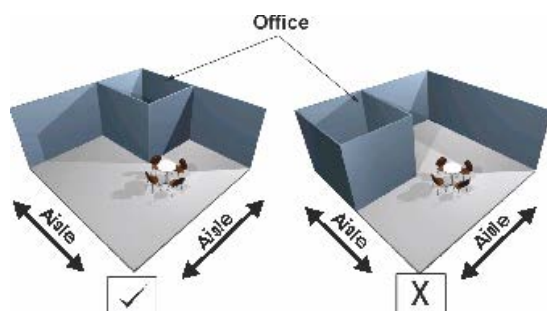


Figure 3

### Advertising & Display

- Display of Names/logos of any indirect Exhibitor on the fascia of the stands is strictly prohibited.
- Use of cloth/flex banners etc is prohibited in any form within the exhibition stand & anywhere within the BIEC complex.
- Use of loud speakers, musical instruments etc. in the stands is prohibited. Video/ animation films of the exhibits, may however be displayed within the stands, provided the sound level is kept low to avoid disturbance to others. Information headphones are allowed in the stands, provided these are setup inside the stand at least 0.7m away from the aisles.
- Use of bright and/or coloured decorative lights, neon signs of any size, shape or colour (including those depicting Exhibitors name or logo) or any other similar electrical decorative material is prohibited.
- Use of potted plants is allowed in the stand.

**Guidelines for building of mezzanine floor ( [✓]) please tick the appropriate box in FORM 4.6) and send along with stall layout plan for approval) by 15th Dec 2015.**

#### General

A. Mezzanine floors are permitted only for exhibitors who applied for 150 sqm or more. The area of the mezzanine floor cannot exceed 25% of the allotted stand area.

- The total area allotted is 150 sqmtrs or more
- Area of Mezzanine floor is 25% of the allotted stand area

B. The mezzanine floor design & drawings must be certified by a chartered structural engineer/ consultant for structural stability as per the guidelines given below and must be approved by the Organiser before construction. Copy of the certificate must be enclosed along with stand layouts.

- The design of the mezzanine floor is certified by chartered structural engineer

C. The mezzanine floors can be used only as a visitor hospitality lounge. Exhibits/display will not be permitted on the mezzanine floor.

- The mezzanine floor will be used only for visitor hospitality. There will not be any exhibits /display (including electronic media)

### Stand design

D. Offices/cabins with closed walls & ceilings are strictly prohibited on the mezzanine floor. The mezzanine must be an open area only with safety railings on open sides.

- No offices / cabins with closed walls & ceilings are on mezzanine floor.
- Mezzanine area is fully open and covered with safety railings on open sides.

E. Rear and side walls of stands adjacent to/facing neighbouring stands must not be transparent and must be clean and covered in a uniform neutral colour, above a height of 3m.

- The rear side wall of the mezzanine is covered neatly with uniform neutral color and is not transparent.

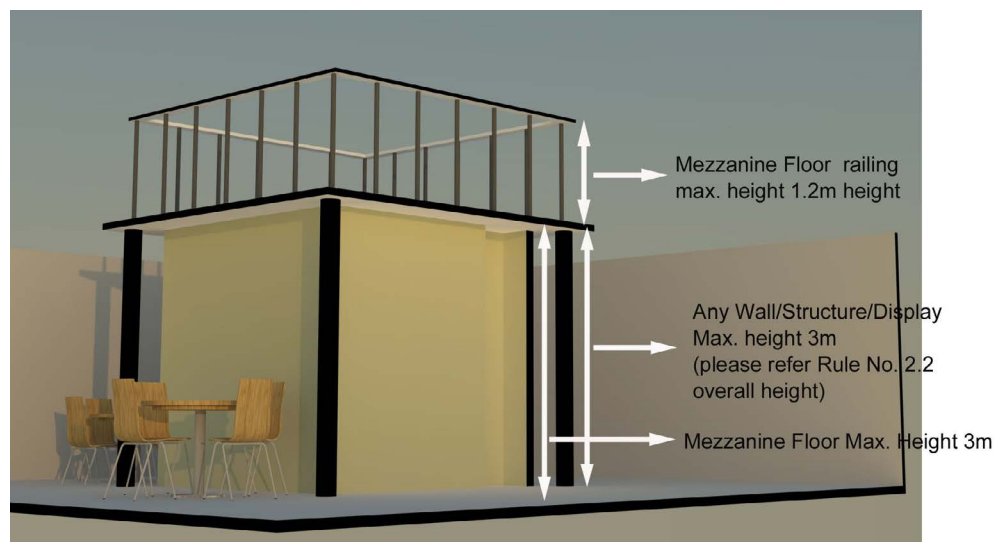
F. Branding will be allowed on the mezzanine railings, not exceeding a maximum height of 1.2m.

- The maximum height of the branding is 1.2mtrs on the mezzanine railings.

G. Construction of mezzanine floor must be at least 3m away from the boundary of all open sides of the stand.

- Mezzanine structure is 3mtrs inside from the boundary of all open sides





### Maximum height

- The height of the mezzanine floor itself should be 1.2m only.
- The maximum permissible height below the mezzanine floor is 3m.
- 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

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

### Stairways

- Horizontally steps must be completely closed.
- 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.
- 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.
- Handrail clearance to an adjacent structure must be at least 0.10m.
- The width of stairway should be at least 1.25m and should not exceed 1.5m.



## Railings

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

## Fire prevention

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

### 2.2.2 Electrical installations & power supply

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

3 Phase – Neutral	:	415 Volts $\pm$ 10%
Single Phase	:	230 Volts $\pm$ 10%
Frequency	:	50 Hz $\pm$ 3%

- The fluctuation in the parameter for power supply mentioned above is only for reference. Larger variations cannot be ruled out.
- Exhibitors are advised to install equipment like Voltage Stabilizers/CVTs/UPS/ Isolation Transformer for their sensitive machine/exhibits. If the machines are sensitive to the alignment of the floor, placement of steel plates underneath is recommended.
- IMTMA personnel responsible for supply of power have been entrusted with the authority to regulate and control power supply to the Exhibition Halls and individual stands.
- Power supply for erection and testing of machines will be made available from 25 Jan 2017. Exhibitors may apply for temporary power connection for stand construction/testing of exhibits while taking possession of space.
- Each stand will be provided with electric power at one or more main points depending on the total requirement. Exhibitors should use Fuse distribution Boards for feeding power to their machines. Individual isolation switches should be provided for each machine. Exhibitors should use either armoured cables or metal conduits for connecting power supply to machines. All machines should be earthed firmly at two places through bare copper earthing wire of the size appropriate to the load connected to the machines.
- The work of drawing power from main point(s) given in the stand area to machines/ exhibits is to be carried out by the Exhibitors at their own cost. Exhibitors may engage the services of their own personnel for cabling work inside their stand subject to the condition that these personnel are duly licensed to undertake electrical work and their names and addresses are intimated to the Organiser before the commencement of work. However, in case the services of electrical contractors are required to make connections, exhibitors may

contact Organiser for assistance in locating a contractor. The service charges of electrical contractors are to be borne by the exhibitors and are payable directly to contractors.

- Exhibitors should connect power to machines/exhibits as per the requirement given in their application forms. Connecting power to exhibits other than those mentioned in the application or more than the specified load or the load allotted by the Electrical Department is strictly prohibited.
- Exhibitors must install separate and independent switch connections for their machines/exhibits. Alternate connections or throw-over switches are not allowed.
- Exhibitors requiring Single Phase power for lighting purpose should carry out necessary wiring from 3 Phase outlet through two pole single phase switches, if necessary, for further distribution.
- After the electric wiring work is completed the exhibitors must obtain a completion report from their electricians or contractors engaged by them and file the same with IMTMA Electrical Department. Actual connected load for the individual machines/exhibits should be mentioned in the report.
- All main electrical supply points must be kept easily accessible for operation and repairs, in the event of emergency. These should not be concealed or covered.
- Power will be released only after the wiring work is carried out to the standards of the Electrical Department.
- Exhibitors should fill up the Electrical Work Completion Report Form 4.4, after completion of their stall wiring work and submit the same to the Electrical Department at the Exhibition Site.
- Exhibitors are advised to take highest level of safety precautions and engage services of only qualified and licensed personnel for electrical wiring and installations.
- Under no circumstances, Exhibitors will be permitted to reduce their electricity requirement and ask for refund.
- Exhibitors may contact the Engineering Services offices in their respective halls for electrical work and guidance.
- Permanent power will be made available from 26 Jan 2017

### **2.2.3 Compressed air & water**

Exhibitors who have applied for compressed air and/or water connection will be provided with outlets for compressed air and/or water connection near the space allotted to them. Exhibitors will have to arrange connection to the machines from the source provided at their own cost. Organiser will provide temporary compressed air and water connections to exhibitors, on request, from 25 Jan 2017. Exhibitors are not permitted to use their own compressors. Water connection will not be provided for wash basin or kitchen facilities. Exhibitors may seek assistance from the official housekeeping agency for this purpose at an extra cost payable directly.

#### 2.2.4 Operating machinery or exhibits

- Machines/exhibits with moving parts must be fitted with safety devices and these safety devices may be removed only when the machines are not in operation and not connected to the source of power.
- Motors, engines or power driven machinery should not be used without adequate protection against fire risk.
- All pressure valves or equipment under pressure must conform to safety standards and regulations. Approval for its use is required from the Organiser.
- Organiser reserves the right to determine the accepted noise level and extent of demonstrations for operating exhibits in the event of justifiable complaints from other Exhibitors. In the event of high level of noise or any objectionable factors, such demonstrations may only take place at the time stipulated by Organiser, who also reserves the right to terminate a demonstration at any time.
- Demonstration of equipment emitting hazardous chemicals and fumes is not permitted. Exhibitors must ensure that no naked, unprotected flame is used in any demonstration in the exhibition premises.
- Exhibitors must make provision for dust extraction units, wherever necessary, for demonstration of the machine.
- Organiser reserves the right to disconnect the electrical supply to any installation which in their opinion is dangerous or likely to cause a risk to visitors or other exhibitors. Arms and ammunition, explosives, contraband and/or other goods prohibited by Indian law, will not be allowed inside the BIEC complex.
- Exhibitors must ensure safe disposal of coolants / lubricating oils / chemicals / metal chips and other consumables as per applicable statutory regulations. There is no provision for such disposal in and around BIEC premises.

#### 2.2.5 Jurisdiction

All disputes are subject to Bangalore Jurisdiction only.

#### 2.2.6 Key contact at IMTMA

Single point of contact for all exhibitors for any exhibition related issues, feedbacks and suggestions, please email or call: Mr. Balasubramanian (Executive Director & Head - Trade Fairs)

at bala@imtma.in, Tel: +91 80 66246600

### 2.3 Registration Process

On arrival at the exhibition venue, Exhibitors are requested to collect the following from the registration counters at the Entry Plaza:

**Inaugural function invitation :** Exhibitors are requested to fax/mail the Form 4.2 for Inaugural invitation to the Organiser by 15 Nov 2016. Invitations will be handed over to exhibitors at the exhibition site and shall not be mailed.

**Inaugural reception invitations :** Each exhibitor will receive Inaugural reception invitations based on the space booked as given below

Upto 50 sqm	2 invitations
51 - 200 sqm	3 invitations
201 - 500 sqm	4 invitations
Above 500 sqm	5 invitations

Exhibitors requiring additional invitations may collect the same at a cost.

**Exhibitor badges :** Each exhibitor shall receive three free exhibitor badges for stands up to 15 sqm. And one additional free exhibitor badge for every additional 10 sqm. or part thereof. Additional Exhibitor badges may be purchased on payment of Rs.100/- per badge. Exhibitors should use the Exhibitor Registration Form 4.3 available in this manual.

**Service badges :** Each Exhibitor, if required may collect Service Badges from the respective Hall Directors as per the table given below. Exhibitor should use the Service Badges Form 4.3A available in Manual.

Sqm.	No. of Badges entitled
15-30	3
31-50	5
51-100	10
101-500	25
501-750	30
Above 750	40

Note: Additional Service Badges are available on payment of Rs. 100 per Badge.

These badges will not be mailed. Badges will be distributed from the Registration counters at the entry plaza of the exhibition site/respective Halls from 17 Jan 2017 onwards. Badges will be handed over only to the authorized representatives of Exhibitors. Exhibitor in possession of Exhibitor Badges will be entitled to enter Exhibition Venue during Setup, Exhibition period and Dismantling.

Person in possession of Service Badge will be allowed to enter the Exhibition Venue during Setup and Dismantling only.

Exhibitors are responsible for the safe custody of the badges. For reasons of safety, possession of Exhibitor badges by unauthorized persons is strictly prohibited. Exhibitor badges are not transferable and must be worn in/on person at all times within the BIEC complex.

Exhibitor representative to obtain temporary badge from the BIEC Entry Gate and proceed to their respective Exhibition Hall and hand over Form 4.1 (Stand possession) along with approved stall layout to the Hall Director. Hall Director after checking clearances, approve stand possession and issue Service Badges as required by the Exhibitor for stand construction. Exhibitor to collect Exhibitor Badges from Camp Office, located at Hall 1 A entrance.

### **3.1 Advertisement in Exhibition Catalogue**

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Organiser will publish the IMTEX 2017 / Tooltech 2017 Exhibition Catalogue which will serve as a ready reckoner for visitors during the exhibition. Considering its wide circulation and a shelf life of two years, till next exhibition, exhibitors are advised to release advertisements in the Exhibition catalogue. Exhibitors may use the Exhibition catalogue advertisement Form 6.1 to request for advertisement in the Exhibition catalogue. The same should be sent to the organiser by 15th Dec 2016.

### **3.2 Advertisement in Show Daily**

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The details will be circulated to all the registered exhibitors separately.



इण्डिया ट्रेड प्रमोशन आर्गनाइजेशन  
India Trade Promotion Organisation

भारत सरकार का उद्यम  
A Government of India Enterprise

संदर्भ  
Reference :

दिनांक  
Date :

फोन  
Phone :

144/ITPO(67)BDD/2016

29<sup>th</sup> March, 2016

Indian Machine Tool Mnfrs. Association,  
Plant No. 13, Extension Office  
Pirojshanagar, Vikhroli (E)  
Mumbai – 400 079.

Sub: IMTEX 20217/Tooltech 2017, Jan. 26 – Feb. 1, 2017 at BIEC, Bangalore

Ref : Your Application/Letter dated 15/03/2016.

Dear Sir,

a. India Trade Promotion Organisation (ITPO), in exercise of powers conferred on it vide Customs Notification No.3 dated 9.1.1989 as amended by Notification No.66 dated 16/3/1995, approves the holding of the above event subject to the following:-

**Products Covered :** Lathes, Automatic, Lathes, Drilling Machines, Boring Machines, Milling Machines, Gear Cutting and Finishing Machines, Screwing and Threading Machines, Planing Shaping, Slotting and Broaching Machines, Sawing and Cutting-off Machines, Grinding Machines, Special Purpose Grinding Machines, Tool Grinding Machines, Honing, Lapping, Polishing and Deburring Machines, Special Production Machines and Unit Head, Electro Erosion Machines, Machines for Unconventional and other Operations, Machining Centre, Heat Treating & Hardening Machines, Assembling systems and Industrial Robots, Wood Working Machines, Flexible manufacturing systems, Organisations, Finishing & Cutting Tools, Abrasive Tools and Products, Work and Tool Holders, Measuring & Testing Systems, Testing Machines, Production Control & Networks, Manipulation of Parts and Tools, Assembly, Computer Application, Software, Quality Control, Accessories, Electrical & Electronic equipment for Machine Tools, Taw material (for Eligible products)

**Overseas Participants :** Australia, Austria, Belarus, Belgium, Canada, China, Czech Republic, Denmark, Finland, France, Germany, Greece, Holland, Hong Kong, Israel, Italy, Japan, Korea, Portugal, Romania, Russia, Scotland, Singapore, Spain, Sweden, Switzerland, Taiwan, Thailand, The Netherlands, Turkey, UAE, USA, UK.

**NOTE :** In case of participation from Taiwan & Pakistan, you are advised to obtain NOC from Co-ordination Division, Ministry of External Affairs, Govt. of India, New Delhi and Ministry of Home Affairs, Govt. of India, New Delhi.

b. The approval is issued to your organization and not to any individual person or participant in your exhibition. The facility of duty free temporary import will be available only to foreign exhibitors/participants, who have confirmed their participation in the above exhibition by remitting participation fee in foreign exchange. Temporary import will be allowed under ATA Carnet System and/or against Undertaking, Bond or Bank Guarantee as required by the Customs authorities in India. In this connection, Ministry of Finance (Department of Revenue) Notifications No.157/90- Cus, 14/90-(NT )- Cus, No158/90- Cus all dated 28/03/1990, as amended from time to time and Central Board of Excise and Customs circular No.55-CBEC dated 3/8/1998, etc. refer.

c. The exhibition will be open to general public or to a particular section of the general public for which it has relevance and will be in public interest.

Contd....2/-

पंजीकृत कार्यालय : प्रगति भवन, प्रगति मैदान, नई दिल्ली-110001 टेलीफोन : 23371540, 23371491 फैक्स : 91-11-23371492  
Registered Office : Pragati Bhawan, Pragati Maidan, New Delhi-110001 Tel : 23371540, 23371491 Fax : 91-11-23371492  
ई-मेल/E-mail : info@itpo-online.com वेबसाइट/Website : www.indiatradefair.com



Name of the event	IMTEX 20217/Tooltech 2017, Jan. 26 – Feb. 1, 2017
Venue	BIEC, Bangalore

d. The goods will be re-exported within a period of six months from the date of import or any other period, as may be stipulated by the Customs Authorities in India.

e. Parties/exhibitors whose intention is to sell or dispose of exhibits in India should not avail the facility of duty-free import of exhibits facility extended through this letter.

f. Temporary importation may be facilitated only to those exhibitors who pay participation charges in foreign exchange.

g. The approval is in no way indicative of sponsorship or support of the event by ITPO and any projection of such indication by the organizers by using the name or logo of ITPO would render withdrawal/cancellation of this letter.

h. ITPO reserves the right to withdraw/cancel the approval at any time without assigning any reason.

i. A copy of the report of the event with one copy of the fair catalogue/exhibitors list should be submitted to ITPO within one month of the conclusion of the event.

Please acknowledge receipt of this letter.

Yours faithfully,

  
(Azam Khan)

Manager (Marketing)

Copy to :

1.	The Assistant Commissioner of Customs, Bond Section, Trade Fair Unit, New Customs House, IGI Airport Terminal - II, New Delhi – 110 037.	With the request that the required facilities may kindly be accorded to the above organizers or their nominee, when approached
2.	The Commissioner of Customs, New Customs House, Ballard Estate, Mumbai – 400 038.	
3.	The Commissioner of Customs, Customs House, Strand Road, Kolkata – 700 001.	
4.	The Commissioner of Customs, Customs House, 33, Rajaji Salai Marg, Chennai – 600 001.	
5.	The Section Officer (Co-ordination), Ministry of External Affairs, Co-ordination Division, New Delhi – 110 011.	
6.	The Director General-Inspection, Customs & Central Excise, (ATA Carnet), D- Block, Indraprastha Bhawan, New Delhi – 110 001.	
7.	The Chief Documentation Officer, Ministry of External Affairs, 26, Jaiselmer House, Maan Singh Road, New Delhi – 110 011.	
8.	Federation of Indian Chamber of Commerce and Industry, (FICCI) Federation House, New Delhi – 110 004.	

## 4.1 Stand Possession

Submit to the Hall Director in your hall on /after 17 Jan 2017 but before 25 Jan 2017 at Exhibition Site. Shell scheme stands will be handed over on 23 Jan 2017.

Please hand over possession of space allotted to us, to our representative:

Name : .....

Designation : .....

We have paid all the dues as per the Debit Note/s sent by you

Stamp

Date / Signature

ORDER FORMS  
MANDATORY

**Please keep a copy for your records**

<p>Submit this form to :</p> <p><b>Indian Machine Tool Manufacturers' Association</b></p> <p>IMTEX 2017 / Tooltech 2017</p> <p>The Hall Director</p> <p>Bangalore International Exhibition Centre</p> <p>10th Mile, Tumkur Road, Madavara Post</p> <p>Bangalore - 562 123, Karnataka, India</p> <p>T: +91 - 80 - 66246600</p> <p>F: +91 - 80 - 66246661</p> <p>E: info@imt看.in</p>	<p>Authorised by :</p> <p>Name : .....</p> <p>Designation : .....</p> <p>Company : .....</p> <p>City : .....</p> <p>Country : .....</p> <p>E-mail : .....</p> <p>Reg No : .....</p> <p>Hall No : .....</p> <p>Stand No : .....</p>
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## 4.2 Invitation for Inauguration

Fax/Mail to reach IMTMA before 15 Nov 2016. Please collect invitation cards from respective Hall Directors booth located in Halls from 17 Jan 2017 onwards.

The following executives from our organization would be attending the inauguration of IMTEX 2017 / Tooltech 2017. Please issue invitation cards for inauguration.

Name	Designation
1. ....	.....
2. ....	.....
3. ....	.....
4. ....	.....
5. ....	.....

Stamp

Date / Signature

ORDER FORMS  
MANDATORY

**Please keep a copy for your records**

Submit this form to : <b>Indian Machine Tool Manufacturers' Association</b> IMTEX 2017 / Tooltech 2017 The Hall Director Bangalore International Exhibition Centre 10th Mile, Tumkur Road, Madavara Post Bangalore - 562 123, Karnataka, India T: +91 - 80 - 66246600 F: +91 - 80 - 66246661 E: info@imttx.in	Authorised by : Name : ..... Designation : ..... Company : ..... City : ..... Country : ..... E-mail : ..... Reg No : ..... Hall No : ..... Stand No : .....
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## 4.3 Exhibitor Badges

Fax/Mail to reach IMTMA before 15 Nov 2016. Please collect Exhibitor badges from respective Hall Directors booth located in Halls from 17 Jan 2017 onwards.

Space allotted : ..... sqm.

No. of badges entitled : .....

Please provide us \_\_\_\_\_ no of exhibitor badges for the following personnel at our stand.

Name	Designation
1. ....	.....
2. ....	.....
3. ....	.....
4. ....	.....
5. ....	.....
6. ....	.....
7. ....	.....
8. ....	.....
9. ....	.....
10. ....	.....

Stamp

Date / Signature

**Please keep a copy for your records**

<p>Submit this form to :</p> <p><b>Indian Machine Tool Manufacturers' Association</b></p> <p>IMTEX 2017 / Tooltech 2017</p> <p>The Hall Director</p> <p>Bangalore International Exhibition Centre</p> <p>10th Mile, Tumkur Road, Madavara Post</p> <p>Bangalore - 562 123, Karnataka, India</p> <p>T: +91 - 80 - 66246600</p> <p>F: +91 - 80 - 66246661</p> <p>E: info@imttx.in</p>	<p>Authorised by :</p> <p>Name : .....</p> <p>Designation : .....</p> <p>Company : .....</p> <p>City : .....</p> <p>Country : .....</p> <p>E-mail : .....</p> <p>Reg No : .....</p> <p>Hall No : .....</p> <p>Stand No : .....</p>
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ORDER FORMS  
MANDATORY

## 4.3A Service Badges

Fax/Mail to reach IMTMA before 15 Nov 2016. Please collect Service badges from respective Hall Directors booth located in Halls from 17 Jan 2017 onwards.

Space allotted : ..... sqm.

No. of badges entitled : .....

Please provide us \_\_\_\_\_ no of service badges for the following personnel at our stand.

Name	Designation
1. ....	.....
2. ....	.....
3. ....	.....
4. ....	.....
5. ....	.....
6. ....	.....
7. ....	.....
8. ....	.....
9. ....	.....
10.....	.....

Stamp

Date / Signature

ORDER FORMS  
MANDATORY

**Please keep a copy for your records**

<p>Submit this form to :</p> <p><b>Indian Machine Tool Manufacturers' Association</b></p> <p>IMTEX 2017 / Tooltech 2017</p> <p>The Hall Director</p> <p>Bangalore International Exhibition Centre</p> <p>10th Mile, Tumkur Road, Madavara Post</p> <p>Bangalore - 562 123, Karnataka, India</p> <p>T: +91 - 80 - 66246600</p> <p>F: +91 - 80 - 66246661</p> <p>E: info@imt看.in</p>	<p>Authorised by :</p> <p>Name : .....</p> <p>Designation : .....</p> <p>Company : .....</p> <p>City : .....</p> <p>Country : .....</p> <p>E-mail : .....</p> <p>Reg No : .....</p> <p>Hall No : .....</p> <p>Stand No : .....</p>
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## 4.4 Electrical Work Completion Report

Submit to Engineering Services Dept. in you hall on/after 17 Jan 2017 but before 25 Jan 2017 at Exhibition Site

We hereby certify that electric wiring work is complete and all safety precaution are taken in our stand as per Indian Electricity Rules. Kindly arrange for permanent power supply. The connected load of all machines and stand lighting is as follows

Exhibts	Connected load in Kw	Compressed air in CFM
1. ....	.....	.....
2. ....	.....	.....
3. ....	.....	.....
4. ....	.....	.....
5. ....	.....	.....
6. ....	.....	.....
7. ....	.....	.....
8. ....	.....	.....
9. ....	.....	.....
10. ....	.....	.....

Stamp

Date / Signature

ORDER FORMS  
MANDATORY

**Please keep a copy for your records**

<p>Submit this form to :</p> <p><b>Indian Machine Tool Manufacturers' Association</b></p> <p>IMTEX 2017 / Tooltech 2017</p> <p>The Hall Director</p> <p>Bangalore International Exhibition Centre</p> <p>10th Mile, Tumkur Road, Madavara Post</p> <p>Bangalore - 562 123, Karnataka, India</p> <p>T: +91 - 80 - 66246600</p> <p>F: +91 - 80 - 66246661</p> <p>E: info@imttx.in</p>	<p>Authorised by :</p> <p>Name : .....</p> <p>Designation : .....</p> <p>Company : .....</p> <p>City : .....</p> <p>Country : .....</p> <p>E-mail : .....</p> <p>Reg No : .....</p> <p>Hall No : .....</p> <p>Stand No : .....</p>
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## 4.5 Exit Pass

Submit in 4 copies to respective Hall Directors at Exhibition Site on 01 Feb 2017

Item No.	Particulars	Out		Remarks
		Qty	Date	

For Organiser

For Exhibitor

Stamp

Stamp

Date/Signature

Date/Signature

Name

Name

**Please keep a copy for your records**

Submit this form to :  
**Indian Machine Tool Manufacturers' Association**  
 IMTEX 2017 / Tooltech 2017  
 The Hall Director  
 Bangalore International Exhibition Centre  
 10th Mile, Tumkur Road, Madavara Post  
 Bangalore - 562 123, Karnataka, India  
 T: +91 - 80 - 66246600  
 F: +91 - 80 - 66246661  
 E: info@imt看.in

Authorised by :  
 Name : .....  
 Designation : .....  
 Company : .....  
 City : .....  
 Country : .....  
 E-mail : .....  
 Reg No : .....  
 Hall No : .....  
 Stand No : .....

ORDER FORMS  
MANDATORY

## 4.6 Guidelines for building Mezzanine floor

Please tick the appropriate box and send along with stall layout plan for approval before 15 Dec 2016.

Area of Mezzanine floor does not exceed 25% of the allotted stand area.

- ☐ The mezzanine floor design & drawings is certified by a chartered structural engineer/ consultant for structural stability as per the guidelines given by IMTMA. Copy of the certificate is enclosed along with stand layouts.
- ☐ The mezzanine floor will be used only for visitor hospitality. No exhibits will be displayed on the mezzanine floor ( including Electronic/LED/Neon signages )
- ☐ No office/cabins with closed walls & ceilings are constructed on the mezzanine floor. The mezzanine floor is an open area with safety railings on open sides.
- ☐ Rear and side walls of stands adjacent to/facing neighbouring stands are not transparent and are in uniform neutral colour, above a height of 3 mts.
- ☐ Branding on the mezzanine railings does not exceed the height of 1.2 mts.
- ☐ Construction of mezzanine floor are 3 mts away from the boundary of all open sides of the stand .

We understand the Guidelines for building mezzanine floor and agree to abide by the same. In case of any deviations found at the site the Organiser reserves the right to enforce changes/ alterations.

I/We, the undersigned, hereby declare that I/We have read and understood the Rules and Regulations of participation in “IMTEX 2017 / Tooltech 2017” as well as the Exhibitor Manual and that I/We agree to abide by the said Rules and Regulations without reservation.

Name : .....

Designation : .....

Signature : ..... Date : .....

**Please keep a copy for your records**

Send this form to :

**Indian Machine Tool Manufacturers' Association**

IMTEX 2017 / Tooltech 2017

The Hall Director

Bangalore International Exhibition Centre

10th Mile, Tumkur Road, Madavara Post

Bangalore - 562 123, Karnataka, India

T: +91 - 80 - 66246600

F: +91 - 80 - 66246661

E: info@imt看.in

Authorised by :

Name : .....

Designation : .....

Company : .....

City : .....

Country : .....

E-mail : .....

Reg No : .....

Hall No : .....

Stand No : .....

ORDER FORMS  
MANDATORY

## 5.1 Site Handling of Exhibits

Fax/Mail to reach any one of the agencies before 15 Nov 2016.

We would require the following Services [Please tick ( ✓ ) your requirements].

- ☐ Offloading & Shifting to stand
- ☐ Unpacking & Placement in one operation
- ☐ Only removal of base without un-packing
- ☐ Only placement on base without re-packing
- ☐ Repacking with same packing material
- ☐ Removal from stand and loading on vehicle in one operation
- ☐ Removal of empties to storage & return after the closure of the exhibition
- ☐ Other services(Please Specify): .....

Details of Exhibits:

Description	Height(m)	Length(m)	Width(m)	Weight(kgs)	Quantity

Please send us detailed shipping instructions/estimated costs for the services

Stamp

Date/Signature

### Please keep a copy for your records

<p>Send this form to :</p> <p><b>R.E. Rogers India Pvt. Ltd.</b>  IMTEX 2017 / Tooltech 2017  R.E.R. House, 2383/1, 11th Main, 15th Cross, 'E' Block  Opp. to State Bank of Mysore, Sahakara Nagar, Bangalore - 560 092  Contact : Mr. Ashwin V. / Mr. Shrenik Jain  Tel: +91 80 42690500-55, Fax: +91 80 41535881  Mobile: +91 9880533988 / +91 9845205424  Email: ashwin@rogersworldwideindia.com  shrenik@rogersworldwideindia.com</p>	<p>Authorised by :</p> <p>Name : .....</p> <p>Designation : .....</p> <p>Company : .....</p> <p>City : .....</p> <p>Country : .....</p> <p>E-mail : .....</p> <p>Reg No : .....</p> <p>Hall No : .....</p> <p>Stand No : .....</p>
<p><b>Orient Marine Lines Pvt. Ltd.</b>  IMTEX 2017 / Tooltech 2017  49, 2nd Floor, Rani Jhansi Road, New Delhi - 110055, India  Contact : Mr. Shirish Kulkarni  Tel : +91 11 45359999, 23514052 / 3 /4,  Fax: +91 11 23625477, 23550455  Mobile: +91 9810016180  Email: info@orientm.com</p>	
<p><b>P S Bedi &amp; Company Pvt. Ltd.</b>  IMTEX 2017 / Tooltech 2017  D - 14 /1, Okhla Industrial Area, Phase - 1, New Delhi - 110020, India  Contact : Mr. Jatin Bharadwaj  Tel : +91 11 46055200, Fax: +91 11 41552911  Mobile: +91 9910201927  Email: jbbharadwaj@psbedi.com</p>	

## 5.2 Security

Fax/Mail to reach SRF before 15 Nov 2016.

Security Guard charges per 12 hrs shift is Rs. 1000/-

Security Supervisor charges per 12 hrs shift is Rs. 1500/-

No. of Guards	From	To	Total No. of days	No. of Shifts	Total No. of Shifts	Amount (Rs.)

Please add Service Tax @ 15%

We agree to pay as per rate mentioned above for 12 hrs. shift

Stamp

Date/Signature

ORDER FORMS  
OFFICIAL SERVICES

### Please keep a copy for your records

Send this form to :

**SRF Detective & Security Pvt. Ltd.**

IMTEX 2017 / Tooltech 2017

Keshava Nivas, # 24, 2nd Floor, Above Corporation Bank, Kalidasa Road, Gandhinagar

Bangalore - 560009

Contact: Mr. B.S. Sheetal Kumar

Tel: +91 80 22389009, Fax: +91 80 22389001

Mobile: +91 9845639009

Email: : srf@srfsecurity.com

Authorised by :

Name : .....

Designation : .....

Company : .....

City : .....

Country : .....

E-mail : .....

Reg No : .....

Hall No : .....

Stand No : .....



## 5.3 Hotel Accommodation

Online booking before the 15 Nov 2016

Booking and Confirmation

The recommended method of booking is through the official travel agent and details given below

<https://tciconferences.eventsair.com/imtex2017/hotel/Site/Register>

ORDER FORMS  
OFFICIAL SERVICES

**Please keep a copy for your records**

Send this form to :

**Thomas Cook (India) Ltd.**

IMTEX 2017 / Tooltech 2017

Plot No. 520, Udyog Vihar, Phase III

Gurgaon - 122016

Contact : Ms. Mayuri Mishra

Tel : +91 124 6120290

Mobile : +91 9599332246

Email: : mayuri.mishra@in.thomascook.com

Authorised by :

Name : .....

Designation : .....

Company : .....

City : .....

Country : .....

E-mail : .....

Reg No : .....

Hall No : .....

Stand No : .....

## 5.4 Telephone Connection

Fax/Mail to reach IMTMA before 15 Nov 2016.

Installation Charges : Installation charge (Non-refundable) is payable for each telephone connection. This amount includes Rs. 1000/- prepaid card which will be given along with the instrument. Local/STD/ISD calls can be made using prepaid card.

Additional prepaid cards will be available at cost from engineering service department.

Security deposit of Rs. 2000/- per connection will be refunded (along with security deposit) if the instrument is returned in good condition.

Collection of Instrument : Telephone instrument/s can be collected from the Engineering Services Dept. The instrument should be returned to the same office by 1800 hours on 01 Feb 2017.

Description of Service	Non-refundable installation charges and rent of instrument	Refundable Security Deposit	Total charges per connection	No. of connection	Total Amount (Rs.)

We wish to have \_\_\_\_\_ Nos. temporary telephone connection(s) as indicated above, in our stand at IMTEX 2017 / Tooltech 2017. Enclosed please find our DD/Cheque payable at Par for Rs. \_\_\_\_\_ in favour of "Indian Machine Tool Manufacturers' Association" payable in Bangalore, towards connection charges.

Stamp

Date/Signature

**Please keep a copy for your records**

<p>Submit this form to :</p> <p><b>Indian Machine Tool Manufacturers' Association</b></p> <p>IMTEX 2017 / Tooltech 2017</p> <p>The Hall Director</p> <p>Bangalore International Exhibition Centre</p> <p>10th Mile, Tumkur Road, Madavara Post</p> <p>Bangalore - 562 123, Karnataka, India</p> <p>T: +91 - 80 - 66246600</p> <p>F: +91 - 80 - 66246661</p> <p>E: info@imt看.in</p>	<p>Authorised by :</p> <p>Name : .....</p> <p>Designation : .....</p> <p>Company : .....</p> <p>City : .....</p> <p>Country : .....</p> <p>E-mail : .....</p> <p>Reg No : .....</p> <p>Hall No : .....</p> <p>Stand No : .....</p>
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## 5.5 Seminar Halls

Fax / Mail to reach IMTMA before 15 Nov 2016.

Particulars	Area	Seating Capacity	Seating Style	Shift Timing (Please tick)		
				10 am - 1pm	2 pm - 5 pm	10 am - 5 pm.
Jacaranda	1368	1300	Theater	86,250	86,250	1,72,500
Gulmohar	679	700	Theater	51,750	51,750	1,03,500
Parijatha	168	80	Theater	17,250	17,250	34,500

Dates : 26 Jan 2017 to 01 Feb 2017.

Please note : Jacaranda will not be available from 26 to 28 Jan 2017.

We wish to book Hall \_\_\_\_\_ on date \_\_\_\_\_ shift \_\_\_\_\_ at BIEC during IMTEX 2017 / Tooltech 2017. Enclosed please find our DD/at par cheque for Rs \_\_\_\_\_ drawn in favour of "Indian Machine Tool manufacturers' Association", payable at Bangalore.

Halls available is subject to availability

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### Please keep a copy for your records

<p>Send this form to :</p> <p><b>Indian Machine Tool Manufacturers' Association</b></p> <p>IMTEX 2017 / Tooltech 2017</p> <p>Bangalore International Exhibition Centre</p> <p>10th Mile, Tumkur Road, Madavara Post</p> <p>Bangalore - 562 123, Karnataka, India</p> <p>T: +91 - 80 - 66246600</p> <p>F: +91 - 80 - 66246661</p> <p>E: info@imtex.in</p>	<p>Authorised by :</p> <p>Name : .....</p> <p>Designation : .....</p> <p>Company : .....</p> <p>City : .....</p> <p>Country : .....</p> <p>E-mail : .....</p> <p>Reg No : .....</p> <p>Hall No : .....</p> <p>Stand No : .....</p>
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## 5.6 Audio/Visual Equipment

SI No..	PARTICULARS		RATE / DAY/ UNIT
1	LED / LCD / PLASMA 32" WITH STAND	01 SET	1,500-00
2	LED / LCD / PLASMA 40" / 42" WITH STAND	01 SET	2,000-00
3	LED / LCD / PLASMA 50" / 52" WITH STAND	01 SET	3,000-00
4	LAPTOP WITH ACCS., CORE I3 WITH O.S.	01 SET	1,000-00
5	DVD PLAYER WITH ACCS.,	01 SET	250-00
6	LED WALL 6mm INDOOR 07ft x 09ft	01 SET	15,000-00
7	LED WALL 6mm INDOOR 08ft x 12ft	01 SET	16,000-00
8	LED WALL 6mm INDOOR 09ft x 16ft	01 SET	20,000-00
9	LED WALL 6mm INDOOR 10ft x 20ft	01 SET	26,000-00
10	LED WALL 6mm INDOOR 12ft x 18ft	01 SET	35,000-00
11	LED WALL 6mm INDOOR 15ft x 15ft	01 SET	35,000-00
12	LED WALL 6mm INDOOR 12ft x 24ft	01 SET	44,400-00
AS PER YOUR REQUIREMENT WE CAN SUPPORT ALL KIND OF SIZES			
13	DIGITAL STILL CAMERA	01 SET	4,000-00
	DIGITAL CAMERA TO CD CONVERSION 1 No.		
14	DIGITAL INSTANT PHOTO'S	01 SET	4,000-00
	(MINIMUM 80 Nos. PHOTO'S) Rs.60/- EACH.		
15	D V CAMERA (WITH CASSEETE & CAMERAMAN)	01 SET	4,000-00
	FOR EXTRA CASSETTE 1 hr WITH DVD		
16	MULTIMEDIA SPEAKER	01 SET	250-00
17	LCD PROJECTOR 1,500 ANSI LUMENS WITH SCREEN.,	01 SET	1,500-00
18	LCD PROJECTOR 2,000 ANSI LUMENS WITH SCREEN.,	01 SET	1,750-00
19	LCD PROJECTOR 3,000 ANSI LUMENS WITH SCREEN.,	01 SET	2,000-00

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## 5.6 Audio/Visual Equipment

20	4 x 6 / 8 x 6 SCREEN	01 SET	50-00
21	COMPUTER WITH ACCS., CORE 2 DUO	01 SET	400-00
22	HP LAZER JET PRINTER BLACK	01 SET	400-00
23	HP LAZER JET PRINTER COLOUR	01 SET	2,500-00
24	PAR LIGHT WITH DIMMER	01 SET	250-00
25	LED PAR LIGHT	01 SET	500-00
26	CORDLESS COLLER / HAND MIKE	01 SET	500-00
27	PORTABLE P A SYSTEM WITH 1 MIC & 1 AUX INPUT	01 SET	750-00
28	BUILT IN POWER SPEAKER WITH STAND & 1 CORDLESS HAND MIC		1,250-00
29	P.A. SYSTEM [AHUJA] i. Amplifier 1 No. ii. Speakers 2 Nos.	01 SET	750-00
30	PRO SOUND SYSTEMS WHARFEDALE / TITAN P.A. SYSTEM i. Power Amplifier 1 No. ii. Speakers 2 Nos. iii. Mixer 1 No.	01 SET	1,500-00
31	BOSE SYSTEM i. BOSE 802 SPEAKERS 2 Nos. ii. POWER AMPLIFIER 1 No. iii. BOSE CONTROLLER 1 No. iv. MIXER 1 No. v. TECHNICIAN	01 SET	2,500-00
32	MACKIE SYSTEM i. MACKIE SRM 450 SPEAKERS 2 Nos. ii. POWER AMPLIFIER 1 No. iii. BOSE CONTROLLER 1 No. iv. MIXER 1 No. v. TECHNICIAN	01 SET	4,000-00

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## 5.6 Audio/Visual Equipment

33	JBL VRX 930 SYSTEM	01 SET	5,000-00
	i. JBLVRX 930 SPEAKERS 4 Nos.		
	ii. POWER AMPLIFIER 1 No.		
	iii. JBL CONTROLLER 1 No.		
	iv. MIXER 1 No.		
	v. TECHNICIAN		
34	AUDIO MIXER	01 SET	500-00
35	TAPE RECORDER	01 SET	100-00
36	D J SOUND SYSTEM / DAS / JBL – 930	01 SET	10,000-00
	TOP - 04 Nos.		
	DOUBLE BIN - 02 Nos		
	MIXER -01 No. – 01 No.		
	CONTROLLER – 01 No.		
	CROSSOVER – 01 No.		
	CORDLESS MIC- 01 No.		

As per your requirement we arrange all kind of audio visual equipments & exhibition requirements, stall design, furniture rental etc.,

Please add Service Tax @ 15% and other Govt taxes & levies as applicable.

### Please keep a copy for your records

<p>Send this form to :</p> <p><b>Divyashree Audio Visual</b>  IMTEX 2017 / Tooltech 2017  # 63, 3rd A Cross, 3rd Block, Thyagarajanagar  Bangalore - 560 028, Karnataka, India  Contact: Mr. Babu  Mobile : +91 9845142072 / 9880443739  Email: divyashreeimttx@gmail.com</p>	<p>Authorised by :</p> <p>Name : .....</p> <p>Designation : .....</p> <p>Company : .....</p> <p>City : .....</p> <p>Country : .....</p> <p>E-mail : .....</p>
<p><b>M/s. IT Vision</b>  IMTEX 2017 / Tooltech 2017  No. 277, 2nd Cross, C.T. Bed  3rd Block, Thyagarajanagar  Bangalore - 560 028, Karnataka, India  Contact: Mr. Kumar  Mobile: +91 9686826789 / 9686416789  Email: itvisionav@gmail.com</p>	<p>Reg No : .....</p> <p>Hall No : .....</p> <p>Stand No : .....</p>

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## 5.7 Temporary Personnel

Fax / Mail to reach Freaky Heads before 15 Nov 2016.

Temporary personnel service is available for exhibitors. For your requirements, please fill and return this form to Freaky Heads.

Particulars	Rate per day (Rs.)	No. of personnel	No. of days	Amount (Rs.)
Host	1,200			
Hostess	1,300			

Please add Service Tax @ 15% and other Govt. Taxes & levies as applicable

Temporary personnel must not be entrusted with handling of cash or valuable. Exhibitors will be responsible for the temporary personnel in their stands during the show. The Organiser will not be responsible for any loss or damage caused by such personnel.

All orders must be accompanied with full payment by DD / Cheque, payable in Bangalore drawn in favour of Freaky Heads.

### Please keep a copy for your records

Send this form to :

#### Freaky Heads

IMTEX 2017 / Tooltech 2017

No.216, Goldline Aircity, Kadusonnappannahalli Off  
Hennur Bagalur Main Road, Kannur Post Bangalore  
562149, Karnataka, India

Contact : Ms. Shashwati Mondal / Mr. Feroz Baig

Mobile : +91 9886187781 / 9886293370

E-mail : freakyheads@gmail.com

Authorised by :

Name : .....

Designation : .....

Company : .....

City : .....

Country : .....

E-mail : .....

Reg No : .....

Hall No : .....

Stand No : .....

## 5.8 Interpreters & Translators

Fax/Mail to the agency mentioned below before 15 Nov 2016. Cost of interpreters & translators will be provided on request.

Language	No. of Interpreters	No. of days

ORDER FORMS  
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**Please keep a copy for your records**

<p>Send this form to :</p> <p><b>Crystal Hues Ltd.</b></p> <p>IMTEX 2017 / Tooltech 2017</p> <p>Crystal Hues Ltd.</p> <p>No. 002, Palace View Apartments</p> <p>14 Jayamahal Main Road, Bangalore - 560 046</p> <p>Contact: Mr. Sharad Dubey</p> <p>Tel : +91 80 49499100, Fax: +91 80 23544134</p> <p>Mobile: +91 9663444008</p> <p>Email : blrproject@crystalhues.com</p>	<p>Authorised by :</p> <p>Name : .....</p> <p>Designation : .....</p> <p>Company : .....</p> <p>City : .....</p> <p>Country : .....</p> <p>E-mail : .....</p> <p>Reg No : .....</p> <p>Hall No : .....</p> <p>Stand No : .....</p>
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## 5.9 Horticulture/Floriculture

Fax/Mail to the agency mentioned below before 15 Nov 2016. Cost will be provided on request.

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**Please keep a copy for your records**

<p>Send this form to :</p> <p>BVG India Ltd</p> <p>IMTEX 2017 / Tooltech 2017</p> <p>BVG House , #47, 1st &amp; 2nd Floor, Miller Tank Road</p> <p>Vasanth Nagar, Bangalore - 560 052</p> <p>Contact : Mr. Arjun / Mr. Vikram Jadhav</p> <p>Mobile: +91 9880373725 / 7760998851</p> <p>E-mail: arjun@bvgindia.com</p> <p>vikram.jadhav@bvgindia.com</p>	<p>Authorised by :</p> <p>Name : .....</p> <p>Designation : .....</p> <p>Company : .....</p> <p>City : .....</p> <p>Country : .....</p> <p>E-mail : .....</p> <p>Reg No : .....</p> <p>Hall No : .....</p> <p>Stand No : .....</p>
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## 6.1 Advertisement in Exhibition Catalogue

Fax/Mail this Form to IMTMA before 15 Dec 2016

We are:

- ☐ IMTMA Member Exhibitor
 ☐ Indian Exhibitor (Non IMTMA Member)
 ☐ Foreign Exhibitor
 ☐ Others

All Colours Ads (4 colours)	Exhibitor			Others
	IMTMA Members	Indian (Non IMTMA Members)	Foreign (in US\$)	IMTMA Member (Non Exhibitor)
<b>Premium Positions</b>				
Back Cover	1,20,000	1,32,000	3,100	1,32,000
Inside Front Cover	68,000	80,000	2,400	80,000
Inside Back Cover	60,000	74,000	2,300	74,000
Page Facing Inside Back Cover	50,000	55,000	1,400	55,000
First Page in Ad Section	35,000	40,000	1,000	40,000
Book Mark	1,05,000	1,20,000	2,900	1,20,000
<b>Customary Positions</b>				
Full page	24,000	26,000	610	26,000
Full page ( <i>with Early Bird Incentive</i> )	22,000	24,000	550	24,000
Double Spread	42,000	46,000	1,150	46,000
Double Spread ( <i>with Early Bird Incentive</i> )	38,000	40,000	1,050	40,000

Please add Service Tax @ 15% and other Govt. Taxes & levies as applicable

### IN INDIAN RUPEES :

by Demand Draft only favouring **Indian Machine Tool Manufacturers' Association** payable at Bangalore only.

### IN US DOLLARS :

by SWIFT transfer only

J.P. Morgan Chase Bank, New York Branch

Swift Code : CHASUS33

Chips ABA No.: 0002

Favouring HDFC Bank, Mumbai, Account No. 001-1-406717

Beneficiary Name : Indian Machine Tool Manufacturers' Association  
HDFC Bank, Bangalore, Malleswaram Branch

Beneficiary Account No. : 00412430000403

Swift Code : HDFCINBB

Purpose : Advertisement Charges for Exhibition Catalogue of IMTEX 2017 / Tooltech 2017.

Note : Please enclose a copy of your US\$ remittance advice with this form

(Kindly mention complete SWIFT address while making fund transfer)

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## 6.1 Advertisement in Exhibition Catalogue

Mechanical Data

Print Area for :

Premium Position (except Book Mark)	105 mm(w) x 190 mm(h)
Full Page	105 mm(w) x 190 mm(h)
Double Spread	240 mm(w) x 190 mm(h)
Book Mark	75 mm(w) x 180 mm(h)

Ad Material Required : Positives with Progressive Colour Proofs/Softcopy in either CDR or EPS format.

Deadlines

Deadlines for receiving Ad material along with full payment in IMTMA Secretariat :

For Premium Positions	First - come - first served
For Ads with Early Bird Incentives (Any Ad reaching IMTMA Secretariat after this deadline SHALL NOT BE ENTITLED to this incentive)	15 Nov 2016
For All Ads	15 Dec 2016

- Note :
- Advertisement related to Metal Forming & Tooltech are only accepted.
- Any advertisement mentioning about second-hand products SHALL NOT BE accepted.
- Please add Service Tax @ 15% and other Govt taxes & levies as applicable.
- Organiser reserve the right to reject any advertisement(s) and / or reject the offer(s) for any advertisement, without assigning any reason.
- Seeking special slots for customary advertisement position, SHALL NOT BE entertained.
- Organiser reserve the sole rights for placement of advertisements for customary positions.

**Please keep a copy for your records**

<p>Send this form to :</p> <p><b>Indian Machine Tool Manufacturers' Association</b></p> <p>IMTEX 2017 / Tooltech 2017</p> <p>Bangalore International Exhibition Centre</p> <p>10th Mile, Tumkur Road, Madavara Post</p> <p>Bangalore - 562 123, Karnataka, India</p> <p>T: +91 - 80 - 66246600</p> <p>F: +91 - 80 - 66246661</p> <p>E: info@imttx.in</p>	<p>Authorised by :</p> <p>Name : .....</p> <p>Designation : .....</p> <p>Company : .....</p> <p>City : .....</p> <p>Country : .....</p> <p>E-mail : .....</p> <p>Reg No : .....</p> <p>Hall No : .....</p> <p>Stand No : .....</p>
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