



Dear Exhibitor,

We are delighted to have you as an esteemed exhibitor at IAAPI's 19th Amusement Expo from 6 March – 8 March 2019 at Hall 2(formerly Hall V), Bombay Exhibition Centre, Goregaon East, Mumbai, India.

This EXHIBITOR MANUAL has been prepared to assist you in your participation. We are sure it will help you to plan, to exhibit better and meet deadlines. We request you to take time to read this MANUAL.

Ensure that you call / contact the contractors on time to clarify every point with the contractors.

Should you require any further information or assistance, please contact our office prior to the exhibition on:

(Cell) +91- 99674 99933

(Tel) 91 9029031643

Email: aarti@iaapi.org

Contact Person: Ms. Aarti Vedpathak

Have a great show!

Best Wishes

For IAAPI Exhibition Committee

Sd/-

N. D. Rana

Chairman- Trade Show

ABOUT IAAPI'S 19TH AMUSEMENT EXPO

DATES – 6 - 8 March 2019

Exhibitor Moves in:

From 19:00 hrs of 4th March, 2019 up to 21:00 hrs of 5th March, 2019

Exhibitor Moves out:

16:00 hrs up to 23:59 hrs of 8th March, 2019

VENUE:

IAAPI AMUSEMENT EXPO 2019

Exhibition Hall no. 2(formerly Hall 5),
Bombay Exhibition Centre
Off Western Express Highway,
Goregaon (East), Mumbai. India

SHOW SCHEDULE

DAY 1

March 6, 2019 / Wednesday

Inauguration

10:30 hrs

Expo Timing

11:00 hrs to 18:00 hrs

Networking Evening
(Paid /Ticketed Event)

18: 15 hrs to 20:15 hrs

Venue- The Grande – B

DAY 2

March 7, 2019 / Thursday

FEC Connect

09:00 hrs to 11:00 hrs The Grande - C

Expo Timing

11:00 hrs to 18:00 hrs

**National Awards
for Excellence**
followed by Dinner
(By Invitation only)

The Grande – B & C

18:30 hrs to 21:30 hrs

DAY 3

March 8, 2019 / Friday

Expo Timing

11:00 hrs to 16:00 hrs

TRADE SHOW CLOSURE

16:00 hrs onwards till 23:59 hrs

Facility Information:

Exhibition Hall 2 (formerly Hall 5) has 1 emergency exit.

Location of Emergency Exit in Hall 2 (formerly Hall 5): Gate G2

All exhibitors should ensure that no flooring is exposed.

Parking Facility: Exhibitors to borne the parking charges. The parking charges are as mentioned below:

Four Wheelers	Rs. 100/-
Two Wheelers	Rs. 20/-
Trucks & Buses	Rs. 200/-
Trailers	Rs. 500/-

Ceiling Height: The clear height in Hall 2 (formerly Hall 5) is 6.75m i.e 20.25ft. However, the AC ducts run horizontally in the hall at a height of 6.75m.

The exhibitors can safely have their exhibits till the height of 6.75m at any point in the Hall (and more than 6.75m, if the stall falls between two ducts). However, it is still advisable to check your stall position before you design the prop too high.

COLUMNS: Columns are located all over the exhibit halls. However, they have been marked in the floor layout plan. Column size is 0.45 x 1.53. Some booths have columns at the left or right corners in the rear end of the booths.

MOVE-IN SCHEDULE: With the limited time available for moving in, it is very important to follow the instructions so that contractors may serve you better.

LIGHTING: Exhibit hall A.C. will be on from 11:00 hrs to 18:00 hrs only on the 3 main exhibition days and not on exhibit in & out days. Lighting may be reduced which is at the discretion of the Bombay Exhibition Center authorities. All costs associated with the adjusted lightings & points will be the exhibitor’s responsibility.

MOVE OUT SCHEDULES: Move Out will begin immediately after the closure of the show at 16:00 hrs on Friday, March 8, 2019 till 23:59 hrs of the same day. **Dismantling of any part of the exhibit prior to 16:00 hrs on March 8, 2019 will not be permitted under any circumstances.** This may result into awarding of a penalty or fine to the exhibitor. Exhibitors should not move out with their material without obtaining ‘EXIT CERTIFICATE’ from the organizers. The same will be available at the IAAPI site office on March 8, 2019 between 14:00 hrs & 16:00 hrs only.

In case payments of any kind are outstanding, please settle before 12:00 hrs **of March 8, 2019** to obtain EXIT CERTIFICATE & ensure smooth exit.

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SECTION I

GENERAL INFORMATION

1) THE EXHIBITION - IAAPI Amusement Expo 2019

(India's Only Largest Exhibition for the Amusement, Leisure, Entertainment & Allied Sectors)

2) ORGANIZERS

INDIAN ASSOCIATION OF AMUSEMENT PARKS & INDUSTRIES

404, Shreya House, Pareira Hill Road, Off M. V. Road, Opp. Gurunanak Petrol Pump, Andheri East, Mumbai - 400 099

Cell: 91- 99674 99933

Tel: 91 -9029031643

Email: info@iaapi.org

Website: www.iaapi.org

3) DATES & VENUE

6th – 8th March 2019

Hall 2 (formerly Hall 5), Bombay Exhibition Centre, Goregaon (East), Mumbai, India.

4) TIMINGS

11:00 hrs – 18:00 hrs (6th & 7th March 2019)

11:00 hrs – 16:00 hrs (8th March 2019)

5) ADMISSION

Rights of Admission Reserved.

6) INAUGURATION - Ribbon Cutting Ceremony

March 6, 2019 – 10:30 hrs

Hall 2 (formerly Hall 5), Bombay Exhibition Centre, Goregaon (East), Mumbai.

7) EXHIBITOR BADGES

Each Exhibitor will be issued Exhibitor Badges as follows:

- | | |
|--|-----------------------|
| 1. Badges for booths upto 6-12 Sq. mts. | : 2 nos. |
| 2. Badges for booths of 13-18 Sq. mts. | : 4 nos. |
| 3. Badges for booths of 19-27 Sq. mts. | : 6 nos. |
| 4. Badges for booths of 28- 36 Sq. mts | : 8 nos. |
| 5. Badges for booths of 37 Sq. mts or more | : 12 nos. |
| 6. Additional Badges | : Rs.100/- per badge. |

IMPORTANT: Please note that no exhibitor will be allowed in the exhibition premises without the "EXHIBITOR BADGE".

Please send email on sudarshan@iaapi.org for the badge names.

8) IAAPI EXHIBITION DIRECTORY

Each Exhibitor will have an entry in the Exhibition Directory giving his Name, Addresses, Stand No., Tel. / Fax No.; Product(s) range etc. Please complete **Form No.5** and send it before the deadline mentioned. Those exhibitors who fail to send the Form within the stipulated time will be listed with whatever information about them is available with the organizers at that time. The Organizers will not be responsible, in such cases, for incomplete or inaccurate data published about those exhibitors.

9) DEADLINE FOR STOPPAGE OF ERECTION WORK

The booth display should be completed latest by 21:00 hrs on the 5th March 2019. The booths have to be cleared and set in total by 09:00 hrs on 6th March 2019 for the preparation of the inauguration ceremony.

10) DISMANTLING & REMOVAL OF EXHIBITS

Exhibitors are requested to dismantle their booths only after 16:00 hrs on Friday, 8th March 2019. All exhibits must be packed and removed from the trade show premises by 11:59 hrs of 8th March 2019. Material that is not cleared beyond this deadline will remain at the risk and responsibility of the exhibitor and is liable to be removed / forwarded back at the cost of the exhibitor. Advance written permission should be obtained from the organizer for any delay. The holder of exhibitor entry badge will enter his particulars with the security staff at the exit point, before moving merchandise from the venue.

11) AMENDMENTS TO REGULATIONS

The Organizers reserve the right to issue amendments / additions to the rules & regulations if required.

12) OFFICIAL SHELL SCHEME CONTRACTOR

The official shell scheme contractor for the booths, fittings, furniture is:

Meroform (India) Pvt. Ltd.

305/306, Acme Industrial Park

I.B. Patel Road. Goregoan (East)

Mumbai - 400063

www.meroformindia.com

13) OFFICIAL FREIGHT FORWARDING & CLEARING AGENTS

R. E. Rogers India Pvt. Ltd. is the official freight forwarding and clearing agent to the show, for International Cargo handling. International Exhibitors may avail of their services through any of their offices worldwide. Their Office address in Mumbai, India is: (refer to page no.28 for contact details)

R. E. Rogers India Pvt. Ltd.

510 / 511, Midas, Sahar Plaza Complex,

M. V. Road, Andheri (E), Mumbai- 400 059

Tel: +91- 22- 2820 3845

14) SHELL SCHEME PACKAGE FURNITURE & FITTINGS entitlement

Exhibitors will be provided with standard furniture, fittings etc. at no extra cost as follows:

Booths will be constructed of Octanorm Systems with laminated panels, carpeting, furniture and fittings as per respective stand areas along with Fascia with Company's name in English and a Dustbin:

Area	Table	Chairs	Spotlight	Plug point	Dustbin
9 Sqm.	1	2	3	1	1
12 -18 Sqm.	1	2	4	1	1
21 - 32 Sqm.	2	3	4	2	1
36 Sqm	2	4	6	2	1
37 Sqm and above	3	5	8	2	2

15) EXHIBITOR'S NAME ON FASCIA

Exhibitor's name will be put on fascia with pre-cut lettering of standard 4 inch size. No Logo will be allowed on the Fascia. Depending on the length of the Fascia, standard abbreviations will be used.

16) PROCEDURE FOR GETTING POSSESSION OF BOOTHS

a) The Exhibitor must send a letter of authorization on his letterhead, requesting the organizers to give possession to his representative named in the letter to take

possession of the booth. The authorization must be submitted to the IAAPI Site Office of the organizers in duplicate.

b) An approval on Drawings / Designs of the Stall has to be necessarily obtained from the organisers' before beginning the work (in case exhibitors use their own interior decorators other than the standard booth provided to them).

17) GUIDELINES FOR STALL CONSTRUCTION & DISPLAY

*The Standard height of all booths should not exceed to 8 feet. (2.5 mtrs) However, a logo can extend upto 3.5 mtrs on the floor. Specific design and location of the logo design needs to be approved well in advance by the organizers.

*** The following requirements should be strictly ensured during the set-up:**

- i) Electrical and other technical services behind / adjacent to your booth must be kept accessible.
- ii) All display, exhibits, merchandise, fittings, etc. should be free-standing and self-supporting, to avoid damage to the panels.
- iii) No part of an exhibit should project out of the stall area, nor should anything be placed outside the stall area or on the aisles.
- iv) **Grouting, digging in floors or walls is not permitted.**
- v) Any display on the panels directly should be with easily removable self-adhesive material or two - sided tapes or with ('S' hooks) .
- vi) **No carpentry work allowed inside exhibition hall.**

***The following are strictly prohibited:**

- i) Holes, Nails, Drawing Pins, Screws on the Panels, furniture, carpet and floor.
- ii) Wallpaper or glue on panels.
- iii) Use of paint or other easily non-erasable material on the panels.
- iv) Carrying out any type of welding work using naked flames.
- v) Loud Noise or music.

18) ADDITIONAL SERVICES (Optional):

Various services such as Hostesses, Furniture on rentals, Refrigerator, Color TVs + VCD/DVDs, cabins with lockable doors, etc. are listed in individual order forms. In case you wish to place your order for any of the optional services, forms duly filled must be sent (as directed on the forms). Organizers do not guarantee any supply of the above services if deadlines are not met.

19) BUSINESS CENTRE:

Computers & printer will be available. The charges for the same will be borne by the users as per rates.

20) VISA:

1. Most Non-Indian Residents require a Visa to enter and stay in the country.
2. Check with your usual Travel Agent who may be able to obtain the Visa on your behalf.
3. PLEASE APPLY FOR THE VISA AT LEAST 4 WEEKS BEFORE IT IS NEEDED.
4. It is probable that you will require a letter of Invitation to accompany your Visa application.

For invitation letter please contact Ms. Aarti Vedpathak / Ms. Padma Aryal
aarti@iaapi.org / padma@iaapi.org or Cell: +91 9967499933 / 9867829998

SECTION II

RULES & REGULATIONS

21) FIRE REGULATIONS & PRECAUTIONS:

In the common interest, co-operation of exhibitors is solicited to prevent fire. **All aisles, common areas, must be kept free of obstacles.** Exhibitors, who, because of the nature of their exhibits require special kind of fire extinguishers, must make arrangements at their own cost for the provision of such equipment's. All electrical wirings, fittings etc. will be done strictly by the organizer's authorized electrical contractors only. Prior written permission must be obtained for using electrical appliances / gadgets etc. consuming more than 200 watts each (at extra cost). Storage / Use of inflammable item is strictly prohibited. Exhibitors are requested to refrain from smoking within the exhibition premises. Any person seeing an outbreak of fire, (if any) must raise an immediate alarm and make all efforts to extinguish the same with extinguishers and inform the authorities of the same.

Also participants must make efforts to remove inflammable items from the vicinity.

22) LIABILITIES & INSURANCE:

IAAPI does not insure the personnel and property of exhibitor's goods whether in transit or within, and / or outside the trade show premises. Exhibitors are advised to insure their personal merchandise, equipments, furniture, fittings etc. adequately at their own cost.

23) REMOVAL OF EXHIBITS:

After 16:00 hours on Friday, 8th March, 2019, exhibitors are requested to pack their exhibits into transportable packages and complete the formality of entering particulars of the official Staff of the Exhibitor (Badge Holder) with the security before leaving the venue. Materials will be permitted to leave the premises only after the EXIT CERTIFICATES (given by the organizers) are handed over to the security.

24) FORCE MAJEURE:

The Exhibition may be postponed, shortened or extended due to reasons whatsoever outside the control of the Organisers. The Organisers shall not be responsible for any loss sustained by the Exhibitors, directly or indirectly, attributable to the elements of nature, force majeure or orders and directives imposed by any relevant authorities.

SECTION III

SITE OPERATIONS & SERVICES

25) OBSERVING OF RULES & REGULATIONS:

All Exhibitors and all their personnel must observe the Rules & Regulations stated in this Exhibitor Manual under 'Section II' and in the Exhibition Participation Agreement, while working or present in the Exhibition Halls.

26) PROMOTION RULES & SUITCASING POLICY:

ONLY bonafide Exhibitors may distribute printed promotional materials, from within their own booth. However, no such distribution / promotion should be done from outside the booth area or from any other common areas within or near the trade show premises. No banners, posters etc. should be put up anywhere within the Bombay Exhibition Center premises, unless expressly authorized in writing by the organisers. Exhibitors may also note that putting up of hoardings, banners, posters

etc. on roads and other common areas, without the permission of the Municipal Corporation of Greater Mumbai is an offence, attracting penalty of upto Rs. 15,000/-

27) SAFETY AND BEHAVIOUR:

No person present inside the Exhibition Hall is expected to behave or act in a manner that may cause any harm, injury or damage to other persons or exhibits, nor to the exhibition hall property or fixtures.

28) SECURITY - LOSS / THEFT:

While the Organizers will maintain security surveillance at all times throughout the exhibition, the organizers cannot be held responsible for any theft / damage / loss of the exhibits or any other property of the exhibitor. Exhibitors are reminded that goods will be vulnerable immediately after the Show closes on the final day. Please be sure to see that your stall(s) are not left unattended at this time. Particular care should be taken of small portable items, tools and instruments, including mobile phones. However, exhibitors are responsible for the organizer’s property made available to them within the stall(s).

FORMS DEADLINE CHECKLIST

FORM No.	SUBJECT	DEADLINE DATE	RETURN FORM TO
1	Fascia Name	25th January 2019	IAAPI
2	Additional Furniture Display Form	11th February 2019	Meroform
2 A	AV Equipment Rental Form	11th February 2019	SADGURU EVENTS & IAAPI
3	Interior Decorator Undertaking	11th February 2019	IAAPI
4	Temporary Personnel	11th February 2019	FAITH - X
5	Exhibitor Directory Listing	25th January 2019	IAAPI
6	Hotel Reservation form	11th February 2019	Ahika Rooms & Space Pvt Ltd
7	Clearing & Forwarding forms	31st January 2019	R. E. Rogers India Pvt. Ltd.

Form submission:

1. Exhibitors are requested to return all forms to IAAPI and/ or the agency as indicated above within the deadline indicated on each form. If deadlines are not met the organizers cannot be held responsible for any act undone.
2. When no service is required please mark “NOT APPLICABLE” on the relevant Form and enter your Company’s name / booth number.
3. Please enclose all necessary payments, samples, plans and other relevant materials as appropriate.

KEY: IAAPI= INDIAN ASSOCIATION OF AMUSEMENT PARKS AND INDUSTRIES

**INDIAN ASSOCIATION OF AMUSEMENT PARKS AND INDUSTRIES
IAAPI AMUSEMENT EXPO 2019
BOMBAY EXHIBITION CENTRE, MUMBAI
6 - 8 March 2019**

DEADLINE 25th January 2019
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**EXHIBITOR’S COPY
FORM NO 1**

FASCIA NAME

THIS FORM MUST BE COMPLETED AND RETURNED BY ALL EXHIBITORS. EXHIBITORS WHO DO NOT REQUIRE FASCIA NAME SHOULD ENDORSE “NOT APPLICABLE” AND RETURN THIS FORM TO THE ADDRESS BELOW.

Please enter below the Exhibitor name that you require on the fascia. This will be provided in upper case, with letters height 100 mm (4 inch) in ENGLISH ALPHABET (max 24 letters). Please use block letters.

1. FASCIA NAME

(PLEASE TYPE IN BLOCK LETTERS OR ATTACH BUSINESS NAME CARD)

Stand No: _____

Company Name: _____

Authorized Person: _____

Title: _____

Address: _____

Tel: _____ Fax : _____

Signature: _____

**INDIAN ASSOCIATION OF AMUSEMENT PARKS AND INDUSTRIES
IAAPI AMUSEMENT EXPO 2019
BOMBAY EXHIBITION CENTRE, MUMBAI
6 - 8 March 2019**

DEADLINE 11th February 2019

**EXHIBITOR'S COPY
FORM NO 2**

ADDITIONAL FURNITURE DISPLAY FORM

Booth No: _____
Company Name: _____
Authorized Person: _____
Title: _____ Address: _____

Tel: _____ Fax: _____
Email id: _____ Signature: _____

For details on furniture's for expo please have a look at the attachment.

Note :

- 1. All the items in furniture catalogue on rental basis for the duration of Exhibition.**
- 2. The furniture catalogue items does not include any consumption like electricty & water etc.**
- 3. The catalogue is valid for shell scheme exhibitors only.**
- 4. Subject to availability of goods at the time of placing the order.**
- 7. GST 18 % as applicable or New Government Tax**

NAME OF EXHIBITOR:.....

BOOTH NO.....

Contact person for participants' requirement of additional furniture:

**Mr. Ravi Upadhyay
Cell: +91 9821062214
Tele: 022 6780432
Email: ravi@meroformindia.com**

**INDIAN ASSOCIATION OF AMUSEMENT PARKS AND INDUSTRIES
IAAPI AMUSEMENT EXPO 2019
BOMBAY EXHIBITION CENTRE, MUMBAI
6 - 8 March 2019**

DEADLINE
11th February 2019

**EXHIBITOR'S COPY
FORM NO 2A
A V EQUIPMENT RENTAL FORM**

Booth No: _____

Company Name _____

Authorized Person: _____

Title: _____

Address: _____

Tel: _____ Fax: _____

Email: _____ Signature: _____

LCD PROJECTORS			
SL.NO.	EQUIPMENTS		RATE PER DAY PER UNIT (RS.)
1	LCD PROJECTORS	SUPER BRIGHT RESOLUTION 5000 LUMEN	5000.00
2		SHORT THROUGH 5000 LUMEN	7000.00

PRINTERS AND LAPTOPS			
1	PRINTERS	LASER PRINTER MAKE HP 1020 (BLACK & WHITE)	800.00
		LAZER PRINTER ALL IN ONE (BLACK & WHITE)	1000.00
2	LAPTOPS	LAPTOP i3	800.00

LED TV AND LED WALL			
1	LED TV WITH STAND	LED TV 40"	1500.00
2		LED TV 55"	4000.00

3		LED TV 60"	6000.00
4	LED WALL	LED SCREEN PITCH 3.91MM	200.00/sq.ft

LIGHT			
1	LIGHT	LED PARKEN	500.00
2	DIMMER	LIGHT CONTROL BOARD	1000.00

Note:

1. Good & Service Tax 18% will be added to above mention rates.
2. Please make the payments directly to service provider at the IAAPI EXPO – 2019 venue. Bill will be provided to you on the spot.
3. Kindly send your requirement to SADGURU EVENTS (provider for AV Equipment's) sadguruevents16@gmail.com.
Mark a cc to IAAPI Secretariat at padma@iaapi.org

Contact Detail:-

Mr. K BALAN

Mob: 91- 9320472770

Mr. ASHOK GAVHANE

Mob: 91 -9324535154

SADGURU EVENTS

(EVENTS, EXHIBITIONS AND AUDIO VIDEO VISUAL SERVICES)

A-3, Sai Nagar, Marol Maroshi Road,

Marol, Andheri (E), Mumbai 400 059

Tel.+91 -22-29251260

Email: sadguruevents16@gmail.com

DEADLINE
11th February 2019

EXHIBITOR'S COPY
FORM NO 3

INTERIOR DECORATOR UNDERTAKING

THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR USING INTERIOR DECORATOR OTHER THAN THE OFFICIALLY APPOINTED. PLEASE ENDORSE “**NOT APPLICABLE**” ON THIS FORM IF YOU ARE USING THE ORGANIZERS DECORATORS.

If you are using an Interior Decorator for stand construction other than the Official Stand Contractor, Please fill in the following details:

CONTRACTOR: _____
CONTACT PERSON: _____
ADDRESS: _____
TELEPHONE: _____
EMAIL: _____

UNDERTAKING:

We hereby undertake and declare that:

- i. We will work as per the design approved by the Organizers.
- ii. We shall strictly abide by the rules and regulations as required and laid out by the Organizers.
- iii. We will ensure that existing structures such as floors, walls, ceiling, columns / pillars, as well as electrical installation / wiring and other fittings in the halls, are not damaged or tampered with. However, if such damages are determined by the organizers, their decision in this matter shall be final and binding upon us.
- iv. Stand designs without the organizer's approval may not be permitted.
- v. Maximum stand height permitted is 2.5 m inclusive of the platform or plywood flooring constructed for your stand. However a Logo can extend upto 3.5 mtrs. On Ground Floor subject to the organizers approval.

(PLEASE TYPE IN BLOCK LETTERS OR ATTACH BUSINESS NAME CARD)

Stand No: _____
Company Name: _____
Authorized Person: _____
Title: _____
Address: _____

Tel: _____ Fax: _____
Signature: _____

**INDIAN ASSOCIATION OF AMUSEMENT PARKS AND INDUSTRIES
IAAPI AMUSEMENT EXPO 2019
BOMBAY EXHIBITION CENTRE, MUMBAI
6 - 8 March 2019**

DEADLINE
11th February 2019

**EXHIBITOR'S COPY
FORM NO 4
TEMPORARY PERSONNEL**

Temporary exhibition personnel are available for the exhibitors if required. Please complete and return this Form within the deadline date shown above:

Contact: Mr. Vinod Kumar on +91- 9911214198 or Email: vinod@faith-x.com, faithservices@gmail.com

Description	@per day 10.00 hrs – 18.00 hrs	No. of personnel required daily	Date From	Date To	Total Cost Rs.
Stand Hostess	Rs.2000/-				
Stand Host	Rs. 1200/-				
		Grand Total			Rs.

IMPORTANT:

1. Temporary staff should be trusted with handling of cash and other valuables at one's own risk only.
2. Exhibitors will be wholly responsible for the security of the temporary staff during the working hours.
3. Show management will not be responsible for loss or damage caused by such temporary personnel.

PLEASE TYPE IN BLOCK LETTERS OR ATTACH BUSINESS NAME CARD

Stand No: _____

Company Name: _____

Authorized Person: _____

Title: _____

Address: _____

Tel: _____ Fax: _____

Signature: _____

INDIAN ASSOCIATION OF AMUSEMENT PARKS AND INDUSTRIES

IAAPI AMUSEMENT EXPO 2019

BOMBAY EXHIBITION CENTRE, MUMBAI

6 - 8 March 2019

DEADLINE

25th January 2019

**EXHIBITOR'S COPY
FORM NO 5**

EXHIBITION DIRECTORY LISTING

THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR.

All participating companies are entitled to a free listing of their products in the Exhibition Directory. To ensure correct and full information for your listing, please complete and return the same. **Any information received after the deadline is NOT GUARANTEED of inclusion in the IAAPI Amusement Expo Exhibition Directory.**

1. EXHIBITORS DETAILS (Please type)

Company Name: _____ Booth No: _____
(Name as it should appear in the Directory)

Address: _____

City & Code: _____ Country: _____

Telephone (code): _____

E-Mail: _____ Website: _____

**2. BRIEF DESCRIPTION OF THE COMPANY'S PRODUCTS & SERVICES
(Please type or send details separately by email)**

(PLEASE TYPE IN BLOCK LETTERS OR ATTACH BUSINESS NAME CARD)

Stand No: _____

Company Name: _____

Authorized Person: _____

Title: _____

Address: _____

Tel: _____

Signature: _____

HOTEL ACCOMMODATION BOOKING FORM

To make your reservation, Please complete the booking request information below:

PERSONAL PARTICULARS			
First Name :			
Last Name :			
City			
Postal Code			
Phone	_____	Fax	_____
Mobile	_____	E-mail	_____
Accompanying Persons			
HOTEL RESERVATION			
Name of Hotel			
Single Room		Double Room	
Check-in date		Check-out date	
ARRIVAL / DEPARTURE DETAILS			
Date of Arrival		Date of Departure	
Flight Number		Flight Number	
Arrival Time		Departure Time	
Arrival From		Departure To	

Please send your booking to Official Travel Partner:



Aihika Rooms and Spaces Pvt. Ltd

Contact Person: Mr. Rohit Behra Mobile: +91 – 98209 04132
185/2nd Floor, Sunrays Shopping Center, Charkop,
Next to Apna Bazar, Kandivali (West), Mumbai – 400067, India
Tel: + 91 - 22 – 2869 2592 Fax: + 91 - 22 – 2860 8099
Email: rohit@aihika.in

PLEASE KEEP A COPY FOR YOUR RECORDS

HOTEL ACCOMMODATION TARIFF

HOTEL	ROOM TYPE		DISTANCE FROM		LOCATION
	SINGLE	DOUBLE	VENUE	AIRPORT	
5-STAR					
Hotel Taj Santacruz	10000	11000	4 Km	0 km	Domestic Airport
The Fern	7500	8500	0.5 Km	6 km	Goregaon
Hotel Westin Mumbai	9500	10500	1.5 km	7 km	Goregaon
Grand Sarovar Premiere	7000	8500	2.1 Km	8 Km	Goregaon
The Lalit	7000	8500	5.3 Km	1.5 Km	Intl. Airport, Andheri
Orchid Mumbai	6500	7500	5.3 Km	1.5 Km	Dom Airport
4-STAR					
Hotel T-24	5500	6500	5.1 km	2 km	Andheri
Sarovar Residency	5800	6700	2.5 Km	7.5 Km	Goregaon
Vits	5000	6000	5 Km	3 Km	Andheri
IBIS	4800	5500	6 Km	2 Km	Intl. Airport, Andheri
Holiday inn	6500	7500	7.1 km	2 km	Andheri
3-STAR					
Grand Hometel	4500	5000	3 Km	8 Km	Goregaon
Oriental Aster	4500	5000	4 Km	4 Km	Andheri
Aureole Hotel	4000	4750	4 Km	3 Km	Andheri
Hotel Solitaire	3700	4500	4.5 Km	2.5 Km	Andheri
Hotel Ginger	4000	5000	4.5 Km	3.5 Km	MIDC, Andheri
2-STAR					
Hotel J. K Regency	2500	2500	2 Km	4 Km	Andheri
Highway Residency	2500	3000	4.5 Km	3 Km	Andheri
Bamboo Residency	2200	2700	4 Km	3.5 Km	Andheri
If any alternate hotels options required, please contact the Official Travel Partner					

Inclusions

1. Accommodation in Standard Room
2. Buffet Breakfast
3. Venue transfer will be arranged on special case for more than 10 rooms per day

Please note the above-mentioned rates are Exclusive of taxes,

4.

TRANSPORT TARIFF (in Indian Rupees)

Sr. No.	Nature of Duty	A/c. Medium	A/c. Large	A/c. Luxury	A/c. Micro Van	A/c. Tempo Traveller	A/c. Large Coach	A/c. Volvo Coach
1.	Airport transfers (one way)	1400	1600	2800	2000	3500	5500	7000
2.	Local Use 4 hrs / 40 Kms	1200	1400	2800	2000	3300	7000	9000
3.	Local Use 8 hrs / 80 Kms	1900	2000	4200	2500	4700	9000	15000
4.	Extra hrs Over 8 hrs	95	125	225	145	395	900	1800
5.	Extra Kms Over 80 Kms	19	26	49	29	39	470	800

DESCRIPTION OF CARS

- A/c. Medium : Logan / Indigo or similar
- A/c. Large : Toyota Corolla / Swift D'zire or similar
- A/c. Luxury : Honda Accord / Toyota Camry or similar
- A/c. Micro Van : Innova / Xylo or similar
- A/c. Tempo Traveller : Tempo Traveller (9 seater / 11 seater)
- A/c. Large Coach : Large Coach (35 seater)

TERMS & CONDITIONS

1. Time and Mileage will be calculated from Garage to Garage
2. Toll & Parking will be at actuals
3. Tariff applicable within Mumbai Municipal Limits
4. Once the vehicle has moved out from the garage and then cancelled, cancellation charges (based on the nature of duty) will be charged.

Govt. Service Tax will be charged extra on the total billing amount

TERMS & CONDITIONS

The above room rate are inclusive of the following :-

- Accommodation
- Daily buffet breakfast at a designated venue.
- Airport transfers (EXCEPT HOTELS WHICH ARE MARKED WITH AN *** AIRPORT TRANSFERS IS NOT INCLUDED)

In Mumbai, the check-in time is 1400 hrs & check-out time at the hotel is 1200 noon. However, should there be an early check-in or a late check-out and you would like us to allocate the rooms upon arrival of the delegates, we will provide the accommodation, subject to availability, based on the following terms & conditions :

- Early arrivals between 1100 hrs to 1400 hrs or late departures between 1200 hrs to 1400 hrs will be charged additionally @ 50% of the above mentioned rates plus taxes
- Early arrivals before 1100 hrs or late departures after 1400 hrs will be charged additionally @ 100% of the above mentioned rates plus taxes
- Service tax @ 3.09% will be applicable on the entire billing amount.
- **Taxes Applicable are subject to change without prior notice & will be levied as per Government regulations.**

BOOKING PROCEDURE

- To confirm your booking, please send us the full payment in advance as we have to pay upfront to the hotels in advance while confirming the rooms.
- Hotel reservations are on “**first come first serve**” basis.

CANCELLATION POLICY

30 days before arrival	Nil cancellation charges
Between 29 to 20 days	One night room charges
Between 19 to 15 days (before check-in)	50% of the total billing amount
14 days before check-in	No refund
Early check-in or check-out will be billed on actually booked or actual nights consumed whichever is higher	

- All cancellations / amendments have to be made in writing either by fax or mail
- Refunds, if any will be processed within 20 working days after the end of the conference

MODE OF PAYMENT

DEMAND DRAFT: If payment is made by Bank Demand Draft, kindly ensure that the same is made in favor of “**Aihika Rooms And Spaces Private Limited** ” payable at Mumbai and marked “ Account Payee only ” to prevent any fraudulent encashment of cheque / drafts

WIRE TRANSFER

Account Name	AIHIKA ROOMS AND SPACES PRIVATE LIMITED
Bank Name	Axis Bank
Account No.	917020075059502
Branch	Shop:8-12, Raj Arcade, Mahavir NG, Kandivali -W, Mumbai, Maharashtra 400067
IFSC Code	UTIB0000201

Form No 7 (A)

(Suggested)

R. E. ROGERS INDIA PVT LTD

Form for International Exhibitors to avail Freight Forwarding Services

We wish to ship our freight/exhibits for IAAPI Amusement Show 2018 to be held from 6th – 8th March, 2019 at Hall 2(formerly Hall 5), Bombay Exhibition Centre, NESCO Compound, Goregaon East, Mumbai, India. We would appreciate it, if your office /associates could get in touch with us in our country at the earliest for shipping of our goods.

Our Contact Details are:-

Contact Person:

Tel:

Fax:

Email id:

Thanking you,

Please email your forms directly to or contact them for any enquiry: -

Sudhir Dhavan - + 91-99207 28175 – sudhir@rogersworldwideindia.com

Damodar Shenoy : +91-9920198787 –damodar@rogersworldwideindia.com

Dinesh Tambe : +91-9833389595 – dinesht@rogersworldwideindia.com

Form No 7 (B)

R. E. Rogers India Pvt. Ltd
Form for Material Handling of Exhibits and Freight for Domestic Exhibitors



R. E. ROGERS INDIA PVT LTD

Name of Exhibition	<u>IAAPI 2019</u>
Dates	06 MARCH TO 08 MARCH 2019
Venue	BOMBAY EXHIBITION CENTER MUMBAI

ON-SITE HANDLING TARIFF FOR INDIAN EXHIBITORS (PERMANANENT EXHIBITS)

Charges for offloading from vehicle, shifting to booth and unpacking at one go for single piece weighing not more than 3000 Kgs.

• Offloading and Shifting to Booth	Rs. 500/- per 500 kgs or part there off.
• Unpacking & Placement of Exhibits	Rs. 400/- per 500 kgs or part there off.
• Depalletization of Exhibits	Rs. 400/- per 500 kgs or part there off.
• Positioning & Re-positioning of the exhibits (each time)	Rs.300/- per 500 kgs Minimum Rs.300
• Removal of empties for storage & return of empty cases after the close of exhibition.	Rs 250/- per CBM
• Repacking of Exhibits	Rs. 400/- per 500 kgs or part there off.
• Palletization of Exhibits	Rs. 400/- per 500 kgs or part there off.
• Shifting from Booth & Loading	Rs. 500/- per 500 kgs or part there off.
Handling charges will be charged on basis of actual weight or volume <u>weight whichever is higher.</u> @ 1 CBM = 333 KGS.	

Heavy lift surcharge applicable in addition to the basic handling charges as mentioned in point 1 above.

For single piece weighing between 3000 kgs to 5000 kgs	Surcharge 15% extra
For single piece weighing between 5000 kgs to 8000	Surcharge 25% extra

kgs	
For single piece weighing more than 8000 kgs	Surcharge 35% extra
<ul style="list-style-type: none"> • In case the machine is bare on the base, the removal of base would be treated as unpacking and would be charged accordingly. • The above charges are applicable from 0930 – 1930 hours, for services required after these hours a surcharge of 25% shall be applicable on the above. • CHARGES ON THE SAME WILL BE APPLICABLE FOR THE RERUTN MOVEMENT. 	

HIRE OF EQUIPMENT (with Operator & without labour) FOR ASSEMBLY & ERECTION PURPOSES ONLY

Hydraulic Pallet	02 – Ton Capacity	Rs.250 per hour (Min Rs.250/-)
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Fork Lift	03 – Ton Capacity	Rs.600 per hour (Min Rs.600/-)
Fork Lift	05 – Ton Capacity	Rs.800 per hour (Min Rs.800/-)
Crane	12 – Ton Capacity	Rs.1200 per hour (Min Rs.1200/-)
Labour	-	Rs.100 per hour per Labour (Min Rs.100/-)

Please note:

1. The above charges are applicable from 0930 – 1930 hours, for services required after these hours a surcharge of 25% shall be applicable on the above.
2. It is compulsory on part of the exhibitors to use services of approved handling agencies at the exhibition site. The packages which can be easily carried in hand (package not exceeding 50 kgs each) can be handled by the exhibitors on their own, if they wish to do so.
3. Exhibitors should advise transporters to carry “**Weigh-Bridge Certificate**” so that, there would be proper assessment of the weight to be handled by handling agency.
4. Exhibitors should send product leaflets along with the packing list to the approved agencies to enable them to study the products in advance for handling at the site.
5. The exhibitors are not allowed to order equipment for assembly and erection work from outside. It is compulsory to use the facility made available by approved agencies.

6. These charges are not applicable to the exhibits cleared as temporary imports.
7. INSURANCE: Exhibitors should arrange their own insurance cover for their stalls / machines & all commodities involved throughout all stages of Exhibition. i.e. arrival on-site till final departure from site.
- 8.

Service Tax

The Govt. of India has levied a Goods service tax of 18.00% percent on handling charges plus on other charges except re-imburement expenses to be invoiced by all freight forwarder and handling agents. Therefore, the same shall be charged accordingly.

R.E.ROGERS INDIA PVT LTD.

Route MAP to BOMBAY EXHIBITION CENTRE GOREGAON EAST, MUMBAI, INDIA

