

# STALL RESERVATION FORM

To  
**THE CHAIRMAN**  
**AGRI INTEX 2017**  
 CODISSIA Post Bag No.3827, Huzur Road  
 Coimbatore 641 018. Tamil Nadu, India  
 Ph : 91 - 422 - 2222396 / 397  
 Fax : 91 - 422 - 2222131 Web : agriintex.codissia.com  
 E-mail : agriintex@codissia.com



17<sup>th</sup> Edition

## AGRI INTEX 2017

INDIA'S PRIME AGRICULTURAL TRADE FAIR  
 CODISSIA Trade Fair Complex, Coimbatore, Tamil Nadu, INDIA

14<sup>th</sup> - 17<sup>th</sup> July 2017

Organised by



CODISSIA  
 Intec Technology Centre

Dear Sir.

We hereby forward the application form duly filled in together with demand draft for stall charges and charges for additional facilities. We acknowledge explicitly that we have read and accepted in full the Rules and Regulations of the Fair as in the Trade Fair Guidelines & by submitting this application, we undertake to comply with the same.

Exhibiting Company's Name :

Contact Person : Mr. / Ms.

Address for Billing :

Telephone :  
 (Include Area Code)

Fax :

E-mail :

Website :

City :

Country :

PIN / ZIP Code :

Mobile No. :

TAN No.

Name of the  
 TAN Holder :

The executive who will liaise with AGRI INTEX 2017

Name and Address of the Local Representative, if any

Name :

Name :

Designation :

Address :

Phone (Resi) :

City :

Pincode :

Phone : Off -

Resi :

2. **SHORT NAME OF THE COMPANY (FACIA)**  
 Max. 20 Characters

3. **WE WISH TO DISPLAY**  
 (Please Tick)

Indian Exhibits

Foreign Exhibits

4. **List of Exhibits to be displayed in Agri Intex 2017**  
 (Max. 50 Characters)

5. **Requirement**

**A. STALL**

Stall Size.....

No. of Stalls.....

Preference : Stall Number

i.

ii.

iii.

**B. INDOOR BARE SPACE**

(Minimum Bookable Space 36 Sq.M.)

..... Sq. M.

**C. OPEN SPACE - OUTDOOR**

..... Sq. M.

6. **Facilities at Extra Cost (on Request)**

1. Electric Power ..... 2. Water Line Connection .....

Please maintain a photo copy of this form for your records

Unit	Rate per Unit	Amount in Rs.	Amount in US\$
<b>I. Participation Charges :</b>			
a. Built-up Stall : Size : ..... M x ..... M = ..... Sq. M (Airconditioned)	₹ 5,000.00 US \$ 200		
b. In-door Bare Space (A/c). ..... Sq. M (Airconditioned)	₹ 4,500.00 US \$ 180		
c. Out-door Open Space ..... Sq. M	₹ 3,000.00 US \$ 120		
d Vantage Charges ..... %			
Less Discount on Stall Charges			
SUB TOTAL			
e. Electrical Power Charges : .....Kw	₹ 2,500.00 US \$ 100		
GROSS TOTAL			
f. Water Line Connection .....			
g. Service Tax ..... @ 15%			
Net Amount Payable			
Advance Amount Paid			
Balance Amount Payable			

\*We enclose herewith the remittance by A/c Payee Cheuqe / Demand Draft drawn in favour of **AGRI INTEX 2017** payable at Coimbatore.

Cheque / Demand Draft No. .... dated ..... For Rs./US\$.....

(Rupees / US\$.....) Drawn on

(Banker's Name & Branch) .....

We have read and understood the terms and conditions & agree to abide by the same.

Station Name :

Date : Designation : Signature with Seal

**Note : Participants are requested to indicate all their requirements at one time to enable the organisers to make arrangements accordingly.**

**For Office Use only**

Stall Reservation Form Received on .....

Payment Received on ..... Receipt No. .... Date .....

Allotted Stall No. ....

Stall charges verified by .....

Manager

Chairman

17<sup>th</sup> Edition**AGRI INTEX 2017**

INDIA'S PRIME AGRICULTURAL TRADE FAIR

Organised by

CODISSIA  
Intec Technology Centre

In Association with

Agricultural Machinery  
Manufacturers' Association

## TRADE FAIR GUIDELINES, RULES & REGULATIONS

### GENERAL INFORMATION

#### 1. Venue, Dates & Timings

**AGRI INTEX 2017** will be held from 14<sup>th</sup> to 17<sup>th</sup> July 2017 at **CODISSIA Trade Fair Complex, Avinashi Road, Coimbatore - 641 014, Tamil Nadu, INDIA**

**For Exhibitors : 10.00 AM to 6.30 PM**

**For Visitors : 10.30 AM to 6.00 PM**

#### 2. Stall layout and construction

- Back drop and Side paneling to a height of 2.4 m.
- Fascia with exhibitor name
- Synthetic carpet laid for stalls and Aisles
- Three Spotlights and One 5 amps plug point
- One Table and Two Chairs.

#### 3. Trade Fair Hall

- Trade Fair Halls have heavy duty industrial flooring
- Doors openings are 5.4 m (Height) and 4.5 m (Width).
- The stalls are spaciouly designed.

#### 4. Facilities and Services

- Restaurants & Snacks Bar
- Seminar Hall
- Information Centre
- First Aid

#### 5. Electricity Usage

One 5 amps plug point will be provided only to power electronic gadgets like Mobile Charger, Laptop or TV set. If it is used to run other equipments, minimum of 1 KW will be charged.

### STALL CHARGES, ADDITIONAL SERVICES & CHARGES

#### 1. Stall Charges

	Indian Exhibitor ₹ per Sq.m	Foreign Exhibitor US \$ per Sq.m
1.1 Built-up-stall (A/C)	5,000/-	200
1.2 In-door Bare space (A/C) (Minimum 36 Sq.m)	4,500/-	180
1.3 Out - door Bare Space (Minimum 50 Sq.m)	3,000/-	120
1.4 Vantage Position Charges	10% Extra	
1.5 Note: Service Tax & other Levies will be applicable as per Govt. Rules & notification		

#### 2. Payments

- All Payments towards any charges should be made by **A/C Payee Demand Draft** in favour of **AGRI INTEX 2017**, Payable at Coimbatore.
- 50% Advance payment for stall rent and 100% payment for amenities like Electrical Power & others** should be made along with Application Form.
- Balance 50%** of stall rent to be paid **within 21 days from the date of Provisional allotment letter to have the confirmation of stall allotment.**
- The exhibitor must make application on enclosed Stall Reservation Form, which involves acceptance of Trade Fair Rules & Regulations.
- No application form will be entertained without advance payment.
- Entry of Exhibits will be permitted only after making 100% payment for all charges.

#### 3. Bank Account Details:

- Account No** : 016150050801019
- Bank Name** : **Tamilnad Mercantile Bank Ltd**
- Branch** : Coimbatore Main
- RTGS / IFSC Code** : TMBL0000016
- Swift Code** : TMBLINBBCHE
- MICR Code** : 641 060 002
- Account Name** : **AGRI INTEX 2017**

- CODISSIA INTEC TECHNOLOGY CENTRE (PAN No. AAATC2212N & Service Tax No. AAATC2212NST002) is a Trust formed by CODISSIA for the purpose of promotion of technology through Trade Fairs, Seminars, Conferences, Workshops etc. Accordingly CODISSIA INTEC TECHNOLOGY CENTRE organises a variety of fairs on various subjects. One of the fairs organised by CODISSIA INTEC TECHNOLOGY CENTRE is AGRI INTEX 2017.

Full payment is to be made without any TDS deduction. Upon submission of Form 16A, TDS amount will be refunded back, which is currently @ 2% under Section 194 - C of the Income Tax Act. The FORM 16 A is to be issued in the name of **CODISSIA INTEC TECHNOLOGY CENTRE, AGRI INTEX 2017** GV Fair Grounds, Avinashi Road, Coimbatore, 641 014 Tamilnadu, India.

#### 4. Facilities and Service Charges

Power required by exhibitor will be made available at extra cost as given below.

##### 4.1. Cost of Power

	Indian Exhibitor	Foreign Exhibitor US\$
On connection load / requested load whichever is higher	Rs.2500/-	\$ 100
(Subject to a minimum of 1 KW)	per KW	per KW

- The above charges include wiring upto the main switch board provided in the stall and are valid for the requirements received upto 15<sup>th</sup> June 2017.
- Additional lighting & power for same would be charged extra.
- For requirements of additional loads received from 15<sup>th</sup> June 2017, 50% additional charges will be levied on the above.

##### 4.2. Water

Water Charges per connection	Rs.10,000/-	\$ 400
------------------------------	-------------	--------

# TERMS AND CONDITIONS

## 1. General

- 1.1 Participants shall use the space only for exhibition purpose & not for cooking, staying or washing
- 1.2 The decision of the Chairman, AGRI INTEX 2017 will be final and binding with regard to enforcement of these rules & regulations as laid down by the organisers.
- 1.3 The organisers reserve the right to alter the floor plan, terms and conditions, Allot / Reject the stall Application, even after payment of all dues by exhibitors, without assigning any reason.
- 1.4 Product Demonstrations if any should be held with sufficient safety measures. Demonstration should be so arranged that Metal Burrs, Concrete, Wood and other scrap emanating out of demonstration should not fly and pose hazard to anyone. Exhibitor should conduct demonstration inside transparent enclosure and ensure that the waste be collected within the allocated stall space only. The exhibitor will be solely responsible for collection and cleaning of waste collected from the demonstration.
- 1.5 All display items should be positioned within the allocated stall space only. Any violation from this will not be entertained and the organizers reserve the right to close the stall.

## 2. Stall Allotment

The allotment of stall will be made strictly on "First come First served" basis and will be decided by the Organizers.

## 3. Cancellation

- 3.1 Failure to make payments as per schedule would render cancellation of stall booking / allocation and no refund will be made. Cancellation of participation is not permitted
- 3.2 Exhibitors will be deemed to have withdrawn if for any reason whatsoever they fail to take possession of the allotted stall / bare space within 24 hours from the date of inauguration of the fair. The organiser may therefore dispose the unoccupied space and the said exhibitors will have no right to claim a refund or compensation even if the space is allotted to other exhibitors.

## 4. Transport & Government (VAT Registration etc.) Documents

Exhibitors shall take care to see that the transport documents of exhibits are full and complete to satisfy the statutory requirements of sales tax, central excise and customs to avoid any difficulties enroute. **The exhibits should be consigned in the name of the exhibitors themselves or their local agents and not in the name of the Organizer.**

## 5. Installation of Exhibits and Timings

5.1 Exhibitor Registration and Entry of Exhibits will be permitted only after 100% payments for all charges. Authorised representatives of the exhibitor should be present at the time of entry of the exhibits at the venue. **Exhibitors arriving after 07.00 PM on 13.07.2017 will be allowed only after 8.00 PM on 14.07.2017.**

5.2. The exhibitors can begin the work of stall construction and handling their exhibits from 12.07.2017 onwards and the same must be completed by 6.00 pm on 13.07.2017.

## 6. Handling Facilities

On site Materials handling will be done only by either the organizer or by the authorized agency appointed for this purpose. Exhibitors are not permitted to use other private material handling equipments & machineries.

The exhibitor must mention in the application form the details of weight of the exhibits to be handled. This cost has to be settled directly with the Organizer.

The Services of Cranes and Forklifts through authorised contractors will be available at extra cost if required

The exhibitor must mention in the application form the details of weight of the exhibits to be handled. This cost has to be settled directly with the Contractor.

## 7. Security

The Organisers will provide round the clock security for the general surveillance of the Trade Fair Grounds, during the event.

On completion of the event, exhibitors are advised to take care of their items.

Organisers shall not be responsible for security of items during stall vacation by exhibitors.

However, if required exclusive security guards will be provided at extra charges during installation and removal of the exhibits on prior request by exhibitors.

## 8. Seminar Hall (Air Conditioned)

Halls are available at extra charges. Unique opportunity to sell your product and services. Technology Promoters can have their video, audio presentation and technical talk. Halls are booked on "First Come-First served" basis.

## 9. Insurance

All the Exhibitors are advised to arrange for comprehensive insurance for their exhibits at their own cost.

## 10. Sales

Sale of any product in the fair premises will be subject to the Rules & Regulation of the Government of Tamil Nadu and the Central Governments as the case may be. Refer clause 4.

10.1 For an Exhibitor who is carrying on business outside Tamil Nadu.

¢ Must get registered as a 'Casual Trader' with the Commercial Tax Officer of the Tamilnadu Sales Tax Department under whose jurisdiction the trade fair venue falls.

¢ Must submit a Return in the prescribed form after the closure of the trade fair and pay the necessary tax if any sale was effected during the fair.

10.2 For an exhibitor who is already a 'Registered Dealer' with the Tamilnadu Sales Tax Department

¢ Must get registered as a 'Branch' with their jurisdictional Commercial Tax officer.

¢ Must incorporate all the transactions during the Trade Fair in their monthly Returns.

We suggest you to avoid Sale of machinery/goods at the fair venue to avoid procedures & formalities like new VAT Registration, filing of returns etc.

## 11. Closure of Fair

On the day of completion of the fair, heavy vehicles with capacity above one ton will be permitted inside only after clearance of smaller vehicles. Mobile crane entry will also be permitted only after the small vehicles move out. Timing of entry of vehicle inside the complex will be announced on 17.07.2017.

## 12. Advertising in Fair Venue

1. Printed matter and advertising material may be displayed / distributed only in their own stall and not in the hall gangways or outside the exhibitions hall.
2. Moving, acoustic advertising and music are prohibited. The organisers shall be entitled to intervene and discontinue or remove the equipment in case of disturbance.

## 13. Force majeure

Under the conditions of Force Majeure which also include strike, bandh, natural calamities and other events and decision beyond the control of the organisers, the organisers are entitled to alter the dates, duration or cancellation of the entire fair. In the event of cancellation of the fair, the participation charges will be refunded after deduction of the costs already incurred by the organisers.

## 14. Fair Directory

The organisers will release the exhibition Directory giving the following information

- Name and Addresses of various Exhibitors
- List of products exhibited
- Layout plan showing position of various stalls
- For advertisement in the fair directory, use the Advertisement Order Form.

## 15. Exhibitor Entry Passes

- Each exhibitor shall receive two free exhibitor entry passes for stalls upto 16 sq.mtrs. One additional free pass shall be issued for each additional 10 sq.mtrs. Additional passes can be obtained at extra cost of Rs.100/- each.
- Invitee Business Visitor Passes would be provided for mailing to their business prospects.
- Vehicle Passes will be issued for parking the vehicles in the parking area.
- There are strict parking restrictions around the venue.

## 16. Photographs and films

Organisers have exclusive right to take photographs and films of the exhibition stands. Prior permission of the Organisers will be essential for taking photographs and films by Exhibitors for areas other than their own stands.

## 17. Limit of Liability

The organisers are not liable in any form for any damage to Exhibitors property at the exhibition site or injury to their personnel and visitors.

## 18. Jurisdiction

All disputes are subject to Coimbatore jurisdiction.