WIND: Destination India

windergy
INDIA 2017

WIND POWER FOREVER
INTERNATIONAL CONFERENCE & EXHIBITION
25 - 27 APRIL 2017 | THE ASHOK, NEW DELHI

www.windergy.in

Exhibitor Manual

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Dear Exhibitor,

We thank you for your participation at WINDERGY INDIA 2017.

The Exhibitor Manual will guide you in order to have a successful participation in WINDERGY INDIA 2017 International Conference & Exhibition. Kindly go through the manual carefully and complete the necessary forms.

The manual contains a checklist of dates for returning the required forms. To ensure that the services required could be provided with the maximum of ease, these forms must be returned on, or before the date specified.

Wishing you a successful participation at WINDERGY INDIA 2017!

Best wishes,

WINDERGY INDIA 2017 Team
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- All these forms have to be submitted mandatorily before the deadline. The Organizers will not be responsible for any delay in services pertaining to these forms if they are not submitted as per deadline.

- It is the Exhibitor’s responsibility to check and verify if such forms have been received by the Organizers in time.
a) Venue
Hall Nos. 1, 2
The Ashok,
50-B, Diplomatic Enclave,
Chanakyapuri, New Delhi – 110021, India.

b) Important Dates for Exhibitors

**Exhibitor Move In:**
Bare Space Exhibitors: 23 April 2017
1000 hrs. - 1700 hrs.
Shell Space Exhibitors: 24 April 2017
1000 hrs. - 1700 hrs.

**Exhibition Timings:**
25 April 2017: 1030 hrs. to 1800 hrs.
26 April 2017: 1000 hrs. to 1800 hrs.
27 April 2017: 1000 hrs. to 1600 hrs.

**Dismantling:**
Dismantling of the stalls will start at 1800 hrs., on 27 April 2017
Completion in all respects including removal of unwanted material
by 00 00 hrs on 28 April 2017

c) Official Functions:

*Inauguration: 25 April 2017 (For Time and Program Schedule contact organizer by April 2017)*

(Note: organizer reserves the right to change the time of official functions. Please log on to www.windergy.in for updated information on all programs at WINDERGY INDIA 2017)
IWTMA - Windergy India
Coordinating Staff

T S Manoj Project-Head & Operations,
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Email: manoj@indianwindpower.com

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Gayathri Manoj – Key Accounts Manager,
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Email: gayathri@indianwindpower.com

Global Wind Energy Council (GWEC)
Carolyn Gill-Marketing and Event Manager
carolyn.gill@gwec.net
Tel: +32-2-213-1899

Exhibition Managers-PDA Trade Fairs

Nazeeba Zarin – President Trade Fairs & Conferences
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Jeevan Shenoy – Senior Manager – Trade Fairs
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Email: jeevan@pdatradefairs.com

Sharath Rao N –Manager – Operations
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Email: sharath@pdatradefairs.com

Conference Managers-CIM Global

Mukul Chahal- GM Business & Key Accounts
Mob: 9739937911
Email: mukul@cimglobal.net

Devender K Saini-Deputy Manager-CS&IT
Mob: 9034185281
devender@cimglobal.net

ORGANISER

Indian Wind Turbine Manufactures Association(IWTMA)
Transit House- Ground Floor New No: 11
Karpagam Gardens, Ist Main Road
Adyar,
Chennai-600020
Tel.: +91-44-43016132
Delhi Office: +91-11-41814744
www.indianwindpower.com

Global Wind Energy Council (GWEC)
GWEC - Global Wind Energy Council
Rue d’Arlon 80 - 1040 Brussels
tel +32-2-213-1899
www.gwec.net
EXHIBITION PARTNER

PDA Trade Fairs
(A division of PradeepDeviah& Associates Pvt. Ltd.)
‘PDA House’, No. 32/2, Spencer Road, Frazer Town
Bangalore - 560005, India
Tel.: +91-80-4250 5000
Fax: +91-80-2554 2258
E-mail: nazeeba@pdatradefairs.com/jeevan@pdatradefairs.com
Website: www.pdatradefairs.com

CONFERENCE PARTNER

CIM Global
#2, NG Complex, 2nd Floor, 30th Cross,
Bannerghatta Road Layout,
Jayanagar, 4th T Block,
Bangalore – 560041
Tel: +91 80 2608 0700
E-mail: conference@winergy.in

Marketing Associate

Overseas Representatives

CHINA
Ms. Tina Tian
Beijing Joining International Fair Co., Ltd
Beijing office: Rm.715, No.402, BaiziwanXili, Chaoyang
District Beijing, China
Hebei Office: Yangguang North Street, Xinshi District
Baoding, Hebei, China
Tel:+86 312 5881753 Fax:+86 312 5883829
skype:beijingjoining
Services

Official Services:

Official Accommodation Partner
The Ashok
50 B Diplomatic Enclave, Chanakyapuri,
New Delhi - 110021.
Tel: 011 2611 0101 (D) 011 2412 3474;
011 2412 3475 ; Fax: 011 26114401
Email ID: ashokrooms@gmail.com;
accommodation@theashok.com
Website: www.theashok.com
Contact Person: Mr.Kamlesh Kumar

Additional Electrical / Furniture items
/ Exhibition Related Services
For Hall 1 & 2
Inter Event Management Services Pvt. Ltd.
23, Bhawani Kunj, Behind Sector D-2, Vasant
Kunj,
New Delhi - 110070.
Telfax.: 011-26134173
Mr. Deepak Pandey (+91-9560695203)
Email: iems.iwtma@gmail.com, iemsnewdelhi@gmail.com,
nagpalharbans@gmail.com
Web : http://www.iemsnewdelhi.com

Audio-visual / Computer Accessories
For Hall 1 & 2
Inter Event Management Services Pvt. Ltd.
23, Bhawani Kunj, Behind Sector D-2, Vasant
Kunj,
New Delhi - 110070.
Telfax.: 011-26134173
Mr. Deepak Pandey (+91-9560695203)
Email: iems.iwtma@gmail.com, iemsnewdelhi@gmail.com,
nagpalharbans@gmail.com
Web : http://www.iemsnewdelhi.com

Freight Forwarding & Onsite Material
Handling (for exhibits)
R. E. Rogers India Pvt. Ltd.
1, Commercial Complex, Pocket H & J,
Sarita Vihar, New Delhi - 110 076.
Tel : 91-11- 29945402
Fax: 91-11-30899801
Contact : Mr. Puneet Sekhri
+91 9810553944
Mr.Sushil Upadhyaya
+91 9818451472
E-mail: puneet@rogersworldwideindia.com,
sushil@rogersworldwideindia.com
Website: www.rogersworldwideindia.com

Special Stand Design
Inter Event Management Services Pvt. Ltd.
23, Bhawani Kunj, Behind Sector D-2, Vasant
Kunj,
New Delhi - 110070.
Mr. Sangeeta Taluja (+91-9560456251,
9868122078)
Mr. Deepak Pandey (+91-9560695203)
Email: iems.iwtma@gmail.com,
iemsnewdelhi@gmail.com, nagpalharbans@gmail.com
Web : http://www.iemsnewdelhi.com

Additional Services:

i) Foreign Language Interpreters / Translators
Crystal Hues Limited 14 Palace View
Apartments,
Jayamahal Road, Bangalore – 560046
Tel.: +91 80 49499100
Ms.Sunitha
Mobile: +91 98100 05813
E-mail: assist@crystalhues.com

Temporary Personnel
Viablesoft Solutions Pvt. Ltd.
E-74, Street No.3, Pandav Nagar, (South),
Delhi-110091
Mobile: +91-9211884118
E-mail: manpowersupport@vssgroup.in
Facilities available on-site

1) Photography / Videography  • An official photographer / videographer will be available at the exhibition.

2) Foreign Exchange  • A counter will be set up at the venue.

3) Security  • Arrangements are made for the general security of the exhibition premises.
• If the exhibitor requires security guards for the stall during the build-up period, the same will be provided at extra cost only by the official service provider.

4) Fire Precautions  • Arrangements are made for Fire Brigades with firefighting equipment to stand by during the period of exhibition. Smoking is not permitted inside the exhibition venue.

5) House Keeping  • Arrangements are made for the general cleaning of the exhibition premises.
• If a particular stall has to be cleaned, Exhibitors may contact the official Housekeeping agency & the cost for the same will be charged extra.

6) Media Centre  • Exhibitors may place press releases here at any time during the exhibition.

7) Facilities Available  • Photocopy
• Internet browsing
• Printouts (Colour & Black and White)
• Stationery

8) Medical Facility  • Ambulance
• Doctor On Call
• First Aid Counter

Note: Please note all the above mentioned facilities will attract charges for services availed wherever applicable.
1) **Venue**

Hall No-1 (FRONT LAWN)
Hall No-2 (HARD COURT AREA)
The Ashok,
50-B, Diplomatic Enclave,
Chanakyapuri, New Delhi – 110021, India.
Participation Rules & Regulations-General

Exemptions & Notifications

On-site Operations
Participation Rules & Regulations-General

a. Organizer
The word ‘organizer’ used herein shall mean IWTMA, GWEC & Event Partners (PDA Trade Fairs & CIM Global) its Executives / Officers, Agents and Employees.

b. Administration of Exhibition halls
The administration of exhibition halls will be controlled by the organizer from their office at the venue. The organizer will appoint hall directors who will be stationed in the respective halls. Exhibitors may contact their respective hall directors for any assistance before, during and after the exhibition. The organizer has full authority to enforce all rules and regulations related to the exhibition. The Organizer’s decision will be final and binding in all respects.

c. Exhibitor
Any Company, Agency, Department or Organization which has applied to the organizer to take part in the exhibition and has entered into a contract for or otherwise been allocated space / booth stall(s) in such exhibition to display goods, materials, services or other exhibits.

d. Eligibility
The organizer has the sole right to determine the eligibility of any prospective exhibitor to take part in the exhibition.

e. Right to allot space
The organizer has the sole right to allot appropriate space (by way of a booth or stall or other open space) to an exhibitor and the decision of the organizer in this regard shall be final and binding on the exhibitor. The organizer further reserves the right to reallocate an exhibitor to any other space - booth(s) or stall(s) other than the first allocated. The stand rent is paid merely for the rented area i.e. (other installation for extensions are not included in this rent.)

f. No verbal Agreement
No verbal agreement between the organizer and the exhibitor is tenable, unless the same is confirmed in writing.

g. Amendment to Rules
Any matter(s) not specifically covered herein shall be left solely to the decision of the organizer, who shall also have full power in the matter of interpretation, amendment and enforcement of all said 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 subject to all of the conditions stipulated.

h. Non - observance / Default
In the event of non - observance of or default on any of the terms herein including without limitation of any rules or regulations framed pursuant to this contract, the organizer shall have the right to terminate this contract without notice, and retain all amounts received on account as liquidated damages. On such termination, the exhibitor must close his booth and remove himself and his exhibits from the exhibition.

i. Damage to Property
The exhibitor is liable for any damage caused to the building, floor, walls, panels and carpeting or to standard items and fittings provided within the venue & booths. The exhibitor may not apply paint, adhesive or any such material, which would damage the fixtures & fittings and furniture provided by the organizer & service providers.

j. Noise & Smell
The exhibitor will not be permitted to display anything which causes offensive levels of noise, smell or any other thing that accounts to pollution.

k. Decoration & Display
The exhibitor shall place items on display within their stalls / booths with the limited height of 3.5 mtrs. for the bare scheme exhibitors whose booth is located in the centre and 2.5 mtrs. for the Bare / shell scheme exhibitors whose booth is located in the eaves. During the buildup & dismantling time, exhibitors are requested not to carry out basic work like carpentry, painting, welding, woodwork, plaster polishing and any other dust inducing works.

l. Limitation of Liability
The organizer shall not be liable for neither the safety of Exhibitors, their representatives, agents, contractors or invitees during the exhibition, nor for any exhibits, articles or other property of any kind, brought into the exhibition by Exhibitors, their representatives, agents, contractors or invitees or members of the public.

The organizer shall not, in any event, be held responsible for any restriction or conditions which prevent the construction, erection, completion, alteration or dismantling of stands or the entry, setting or removal of exhibits, or for the failure of any services
or amenities provided by the venue owner or other third parties.

m. Exhibitor’s Insurance
Exhibitors shall make sure that they are fully covered by insurance, including but not restricted to, all risks on their property, exhibits or articles of any kind, public liability and comprehensive protection against any loss or damage caused by any circumstances whatsoever, whether by reason of fire, water, theft, accident or any other cause. The Exhibitor shall indemnify and hold the organizer harmless in respect of all costs, claims, demands and expenses to which the organizer may in any way be subject to, as a result of any loss or injury arising to any person (including members of the public or the Organizer’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 invitees. If the organizer so demands the Exhibitor shall provide proof to the organizer that the Exhibitor has obtained adequate insurance cover.

Exhibitors must ensure that their temporary staff, representatives, agents or contractors are insured against claims for workman’s compensation. The period for which such insurances shall be in force / maintained would begin from the time the Exhibitor or any of his representatives, agents or contractors first enters the exhibition grounds and shall continue to be in force till the Exhibitor has vacated the exhibition grounds and until all his exhibits and property have been removed.

n. Pavilion / Group Stands
Contracting parties for pavilion stands are responsible for ensuring that all Exhibitors within their group are fully aware of, and agree to abide by the Rules and Regulations of the Exhibition.

o. Subletting of Stands
The Exhibitor must not transfer, dispose of, part with or otherwise sublet the whole or any part of his site, whether for financial consideration or otherwise. The Exhibitor must, if he is an agent, distributor or licensee, state at the time of contract, the names of the principals to be represented. This does not prohibit an Exhibitor from displaying the products of a principal for whom he becomes agent, distributor or licensee after the time of contract, with the prior written permission from the organizer.

p. Force Majeure
The organizer shall not be liable to the Exhibitors by reason of any cancellation or part-time opening of the exhibition, either as a whole or in part, for any non-performance of their obligations under this contract, for any amendments or alterations to, all or any of the rules and regulations of the exhibition, in each case, to the extent that such occurrence is due to any circumstances not within their control or natural calamities.

q. Cancellation of Exhibition Space
In the event of the organizer agreeing to any request for release from the contract, the Exhibitor will be liable for all or part of the cost, stated in the contract, in accordance with the following scale:

- Cancellation of booked space on or before Oct 31st 2016 — 100% Refund of payments received & credited into our account until the date of cancellation.
- Cancellation of booked space between Oct 31st to Feb 15th 2017 – 25% of the invoice value will have to be paid to IWTMA mandatorily.
- Cancellation of booked space on or between 15th Feb till 16th March 2017 – 50% of the invoice value will have to be paid to IWTMA mandatorily.
- Reduction of originally booked space on or between 1st August 2016 and 28th Feb. 2017 – Exhibitor will be invoiced for 50 % of the released / reduced space cost in addition to the space cost for the eventual space booked after reduction.
- Cancellation or reduction of booked space on or after 1st March 2017 -- 100% of the invoice value will have to be paid to IWTMA mandatorily.
- No show after confirming space via Space Reservation Form - 100% of the invoice value will have to be paid to IWTMA mandatorily.

This scale of charges will apply only from the date the Organiser receives written notice by letter or fax. In addition to this scale, the Exhibitor will be liable for any specific cost incurred on his behalf by the Organiser. These terms cannot be varied under any circumstances.

r. Failure to Exhibit
Any organization which, having signed a contract for exhibition space, fails to exhibit on actual day whether or not for any reason of the Exhibitor’s own choice and has not been released from the contract by the organizer, the Exhibitor shall be liable for the full amount stated in the contract, plus any additional costs incurred by the organizer as a result of such failure to exhibit. These terms cannot be varied under any circumstances.
s. Admission

Only registered professional, trade and business visitors will be allowed into the exhibition halls during the show hours.

All exhibitors and visitors should be decently attired. Please note that admission will NOT be permitted to those with slippers, singlet and / or shorts.

For safety reasons, minors will not be allowed to accompany exhibitors nor visitors into the exhibition halls at any time, from build-up to dismantling period including show days.

The Organizer reserves the right to refuse admission or to remove any person from the venue without giving a reason.

All exhibitors should register at the Exhibitors’ Registration Counter, on arrival at the exhibition venue to collect their badges and Exhibitor Kit. Badges can be collected between 1000 hrs. - 1700 hrs, 23 April 2017 for Bare scheme exhibitors and 24 April 2017 Shell Scheme.

vi) Receipt of Exhibits at the stand

Exhibitors must arrange for an authorized representative to be present at their stand to receive the exhibits. Neither the Organiser nor the Official Freight Forwarder will be held responsible for any subsequent security of such items, if there is no representative at the respective stand.

vii) Arrangements for services by official service providers / contractors

Exhibitors are responsible for making their own arrangements for services directly with the service providers.

u. Exhibitor Booth Representatives

Exhibitor 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 organizer. All representatives in the exhibition stand must be decently attired and bear good moral character. Entry into other exhibitor’s stand, without their consent is forbidden.

v. 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 & other safety regulations. All electrical wiring & fittings must conform to the appropriate safety norms. Exhibitors should also install guards which are protectors placed on machine exhibits during demonstration to avoid injury or damage by flying chips, spark, heat, splashing of oil, coolant, etc., Usage of inflammable, poisonous, explosives (including gas cylinders), radioactive and other hazardous material, is strictly prohibited.

w. Registration of business visitors

Pre-registration: To avoid queues and to facilitate quick entry in to the exhibition premises, business visitors are encouraged to register online by visiting our official website http://windergy.in. Once registered, visitors will receive an email confirmation indicating their registration number. Visitor entry badges will be issued to pre-registered visitors.

All cartons should be clearly marked with the following:

- Stand No.
- Hall No.
- Exhibiting Company
- Name of the Freight Forwarder

Participation Rules & Regulations-General
against the same copy of the email confirmation, from the pre-registration counters located at the exhibition venue.

Spot Registration: Business visitors can also register on the spot during the exhibition from 25-27th April 2017 against a duly filled visitor registration form along with their business card at the visitor registration counters located at the entrance of the exhibition venue.

**FLOOR LOAD BEARING CAPACITY:**
- 150 - 200 kg/sqm
- No Machinery above 150-200kg will be allowed to exhibit in the exhibition venue. Since the floor Load bearing capacity is limited to 150-200 Kg
Exemptions & Notifications

TERMS & CONDITIONS FOR TEMPORARY IMPORT /MOVEMENT TO VENUE

Under the Custom notification No. 3 / 89, dated 9.1.1989 as amended by notification, No.66 dated 16.3.1995, import of exhibits for WINDERGY INDIA 2017 will be allowed without payment of Import Duty, Import License 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 Indian Trade Control purpose equivalent to 150% of CIF value.
- Provisional duty bond to the extent of 100% customs duty payable on 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. Further details would be available from the official freight forwarding agencies. Exhibitors are advised to contact the official agencies in this regard.
- Alternatively goods can be imported for temporary importation against ATA CARNET issued by Chamber of Commerce in respective country of origin. This is allowed in terms of notification No.157 / 90 - Cus dated - 28/03/1990.
- Sale of exhibits imported for WINDERGY INDIA 2017 may be allowed as per import policy against payment of customs duty at prevailing rates and the guidelines is force issued by the Govt. of India to an eligible importer in India.
- Official freight forwarding agencies will provide exhibitors up to date information on rules and regulations.
- 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 affected with in the stipulated six months period or may be extended upon the discretion of customs. On completion of sale, the guarantee or ATA CARNET gets cancelled accordingly. Detailed procedure and documentary requirements in this regard may be obtained from official freight forwarders.

Liberalised Provision: Freely importable exhibits like capital goods, raw materials, intermediaries, components, consumables, spare parts, accessories, instruments, & goods other than those covered under the negative list, may be imported by any person whether he / she is an actual user or not, without restrictions provided he / she is a registered importer in India. Negative list exhibits may be imported against a valid license, actual users alone may import such goods unless the actual user condition 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
- Packing list
- Confirmation of order from exhibitor
- Mode of payment
- Technical write up of sold items
- Printed catalog of items sold, if available
- Buyers importer code number
- Buyers GATT and customs declaration license, if item is under negative list

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 affected within two to five days. Further details could be obtained from the official freight forwarders.

Connections to India: All major airlines have connections to New Delhi. All major shipping lines touch Kolkata port, referring both FCL and LCL facilities. There are regular freight services with enough spare capacity. Alternatives are also available at Mumbai and Chennai port. Modern handling facilities are available at airports and ports.

Connection to The Ashok (Venue): On arrival at the Indira Gandhi International Airport, exhibits are transferred by road to The Ashok under bond. On arrival at Mumbai / Chennai / Kolkata ports, exhibits are transferred by rail or road directly to Hotel Ashoka again under bond. Transit time is approximately two
to eight days by road.

Post Exhibitions: Goods can be sold after the exhibition, to the 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…

Customs Requirements / ATA CARNET (Temporary Admission Document)

Under the custom notification No. 3 / 89, 9.1.1989 import of exhibits for WINDERGY INDIA 2017 will be allowed without payment of import duty. Import license 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 Indian trade control purpose equivalent to 150% of CIF value
- Provisional duty bond to the extent of 100% customs duty payable on Machines/equipment at the prevailing rates.
- Provisional duty bonds are required to be supported with bank guarantee equivalent to 100% duty applicable or the guarantee equivalent to 150% of CIF value of the exhibits issued by embassy of the concerned country.

Further details would be available from the official freight forwarding agencies. India is a signatory to the ATA CARNET and import of goods will be governed by the rules in respect to all international exhibitions being held in India.

Important Note: As per existing govt. regulations, facility of temporary import for exhibitions is only available to foreign exhibitors/participants who are registered by remitting space rent/participation fee is prescribed foreign exchange and rates.

All participants belonging to the member countries of ATA CARNET will get ATA CARNET issued from their chamber of commerce or any agency authorised to issue CARNET duly certified by the customs. When the goods arrive in India, the temporary importation for 6 months will be allowed on the basis of the ATA CARNET procedure. The following categories of items will however not be covered and participants are advised to file separate bills of entry as temporary import.

- All consumable goods meant for distribution or sale, which are not likely to be re-exported
- Goods imported though the medium of post
- Transit goods

A separate bill of entry will be required to be filed for such consignments and import clearance governed by normal rules of Government of India customs. Participants of those countries which are not availing ATA CARNET facility, their temporary import will be governed as under:

- The participants will be required to produce a guarantee from their respective mission in India
- If the mission does not guarantee the exhibits, some local Indian company acceptable to the commissioner of customs must give guarantee to the commissioner of customs
- In case, the participants cannot comply with (a) and (b) they will have to produce a bank guarantee under customs notification no. 3/89 dated 09-01-1989 to the tune of 150% of assessable value in case of restricted goods and 115% of assessable value in case of open general licensed goods. This percentage may change as per customs requirements from time to time.

Documents required for customs clearance:

- Invoice – 6 copies
- Packing list – 6 copies
- Bill of lading / airway bill – 3 original and 3 copies
- Insurance certificate – 1 original and 1 copy
- Catalogue of equipment
- Letter of authority
- Participation certificate from the organizer
- Re-export bond/bank guarantee or ATA CARNET
- Phytosanitary certificate
- ITPO APPROVAL
- ATA CARNET duly endorsed by customs of exporting country in favour of the official freight forwarding agency

Rules & Regulations

Exemptions & Notifications
**Schedule for Site Operations**

a) Exhibitors move-in:
   - Bare Space exhibitors: 23 – 24 April 2017, timings 1000 hrs. - 1700 hrs.
   - Shell Space exhibitors: 24 April 2017, timings 1000 hrs. - 1700 hrs.

b) Handing over the space to exhibitors under Bare Space will close by 1700 hrs. on 24 April 2017.

c) Handing over the booths to exhibitors under Shell Space will close by 1700 hrs. on 24 April 2017.

d) Completion of booth setup including placement of exhibits by exhibitors under Bare space and Shell space should be done by 24 April 2017 at 1800 hrs.

e) Disconnection of all utilities, 30 minutes after the exhibition timings during each show day.

f) Collection of all rented items will be done immediately after the show closes.

g) Dismantling of the stalls will start at 1800 hrs. on 27 April 2017 and complete in all respects including removal of unwanted material by midnight 27 April 2017.

h) The Exhibitor must ensure that no naked, unprotected flame is used in any demonstration in the exhibition premises.

i) Where a high level of noise or objectionable factor is involved, demonstrations may only take place at the time stipulated by the organizer who reserves the right to terminate a demonstration at any time.

j) The organizer reserves the right to disconnect the electrical supply to any installation which in their opinion or in the opinion of the official electrical contractor is dangerous or likely to cause a risk to visitors or other exhibitors.

k) Arms & ammunition and other goods of (explosive) dangerous nature and goods prohibited by the law in India will not be allowed at the exhibition.

l) Dust Extraction where necessary for the demonstration of the machine should be organised by the exhibitor. No dust should be left to fly around from the machines. All fuel-powered motors must have an exhaust system that will prevent any fumes from being emitted.

**Operating Machinery or Exhibits**

a) Moving machinery 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.

b) No motors, engines, contrivances or power-driven machinery may be used without adequate protection against fire risk.

c) All pressure valves or equipment under pressure must conform to safety standards and regulations. Approval for its use is required from the organizer.

d) The organizer reserves the right to determine the accepted sound level and extent of demonstrations for operating exhibits in the event of justifiable complaints from other Exhibitors.

e) The Exhibitor must provide the organizer with full details in writing of any exhibits involving movement.

f) Accepted sound levels for working exhibits is 75 decibels.

g) The Exhibitor must ensure that no demonstration of equipment emitting laser beam, dangerous chemicals or smoke, is conducted.
Guidelines To Exhibitors

On-Site Operations Guidelines

Electricity

a) All electrical installation on stands MUST BE APPROVED BY THE OFFICIAL ELECTRICAL CONTRACTOR.

b) General lighting will be provided at the halls during the construction period (23 - 24 April 2017).

c) The Stall power for the shell scheme exhibitors will be switched on for testing by 24 April 2017 at 1400 hrs.

d) The Bare Space exhibitors should order the power through order form no. 11 for permanent power (Minimum 5 KW). This power will be switched on by 24 April 2017 at 1400 hrs.

e) Temporary power should be ordered through order form no. 10 and the power will be given as follows:
   - 23 April 2017 @ 1200 hrs. - 2400 hrs.
   - 24 April 2017 @ 1000 hrs. - 2400 hrs.

f) Power will be switched on 30 minutes before show timings and switched off 30 minutes after the exhibition closes, everyday.

g) Standard electrical voltage available for use on shell scheme stands is 220 volts, single phase, 50 Hz. Any additional 415 volts 3 Phase power requirement will be provided at extra cost only.

h) Both permanent and temporary power will be supplied at any ONE point of the stall. Internal distribution must be carried out by the Exhibitor / Exhibitor's contractor.

i) Exhibitors requiring special arrangements (e.g. different voltages and frequency or special connections to equipment) must gain approval from the organizer and carry it out by their own contractor. Exhibitors can also appoint the official electrical contractor.

j) Licensed engineers appointed by the organizer will test all electrical equipment in the booths, prior to turning on the electricity supply.

k) The organizer / official electrical contractor will not take any responsibility for failure of any connections done by contractors other than the official electrical contractor.

i) Certified / licensed electrician shall carry out electrical installation within the booth. Electric wiring shall be laid without tapping and same shall be one metre away from any combustible material or covering materials and shall not be laid through decorative material. Electrical wiring shall be of copper having fire resistance, low smoke hazard (Fresh) cables.

Smoking, cooking, heating, dwelling, use of naked lights / flames, fire display, etc., shall be strictly prohibited in the premises.

Stall Possession

a) Exhibitors will not be allowed to occupy their space or stands until the Organizer has received full payment.

b) Exhibitors will be given possession of booths only after producing the Stall Possession Certificate on site.

Admission

The organizer reserves the right to refuse admission or to remove any person from the venue without giving a reason.

Payments

No financial adjustment will be done by the organizer to any of the service providers on behalf of the exhibitors.
Guidelines To Exhibitors

Build-Up Guidelines

General
a) No person will be allowed inside the exhibition area without a temporary pass during the construction period.
b) Nobody will be allowed to sleep at the venue during the entire period (includes build-up, exhibition & dismantling days).
c) All the contractors should give their detail to the respective exhibitors and exhibitors should provide the same to the organizer to collect the temporary passes.
d) Temporary passes will be valid during: Build-up Period (from 1000 hrs on 23 April 2017 - 2400 hrs. till 24 April 2017).
Dismantling Period (from 1800 hrs. on 27 April 2017 - midnight on 27 April 2017).
e) The entire exhibition area is a “NO SMOKING ZONE”.

For Exhibitors availing of Bare Space option
Exhibitors availing the Bare Space option are requested to use a contractor of their own choice subject to the following conditions.
a) Structure of maximum height of 3.5 metres will be permitted in the centre & 2.5 meters in the eaves. Organizer shall mark the permitted height limit in the layout & share it with Exhibitors as per their location.
b) The exhibitor shall submit the plan (along with structural stability certificate from qualified structural engineer) of the stall for getting the approval of the organizer. The responsibility of safety of structure shall lie solely with the exhibitor.
c) Stand construction should be independent of the walls, columns and roof of the halls.
d) No hanging or buntings will be allowed to be hung from the ceiling, electric conduits, cables, fixtures and air conditioning/ventilator grills.
e) No part of any structure may exceed beyond the boundaries of the site allocated.
f) No suspensions are to be made from the ceiling of the exhibition halls nor any fixing be made to the floor, walls or any part of the building.
g) The exhibitor will be allotted only space, without carpet, furniture, electrical accessories and power connection.
h) Power will be supplied only if the exhibitor has applied for the same within the stipulated time at the indicated cost.
i) Exhibitors are responsible and liable for any such contractor’s observance of all rules & regulations, including the strict observance of the build-up and dismantling schedule. The organizer reserves the right to charge any such Exhibitor and / or contractor who has violated any rule or regulation or delay in the build-up or tear down, for the additional work required as a result of the violation.
j) All booth designs and constructions must comply with guidelines, rules and regulations laid down by the relevant government authorities, as well as both the organizer and the exhibition venue owner’s requirements.
k) The name and stand number of the exhibitor must be prominently displayed inside the stall and not on the outside of the back wall or side walls.
l) Back wall of the stall must be covered by plywood with painting, which will not be permitted for branding.
m) It is mandatory for Bare Space exhibitors to design their stands in such a way that there is no obstruction in any emergency and also to give transparency to the booth and exhibits placed therein.
n) Stand designs and layout plans must be submitted to the organizer latest by 25 March 2017. Upon the Organizer’s approval of the stand designs and layout plans, the exhibiting company and their appointed contractor must submit 2 sets of the detailed drawings and calculations of the proposed stand design to:
WINDERGY INDIA 2017
‘PDA House’, No. 32/2, Spencer Road, Frazer Town, Bangalore - 560 005, INDIA
Tel.: +91-80-4250 5000
Fax: +91-80-2554 2258
E-mail: sharath@pdatradefairs.com
p) Only upon approval, the exhibiting company can commence work on site.
q) The booth must be constructed in accordance with the approved design and be ready within the build-up period specified by the Organiser (i.e. 24 April 2017, 1800 hrs.)
r) The Exhibitors will be allowed to work during build-up from 1000 hrs. to 2400 hrs. during 23 - 24 April 2017.
s) The temporary power will be switched off by 1400 hrs. on 24 April 2017. If the exhibitor requires using
Guidelines To Exhibitors

Build-Up Guidelines

beyond this time, the same will be provided at extra cost only.

t) The exhibiting company shall ensure that the booth is dismantled in a safe, systematic and organised manner within the specified time period. (i.e. 12 midnight on 27 April 2017).

u) With regard to general issues, the rules & regulations stipulated in the Exhibitor Manual must be complied with.

v) Refundable Security deposit Cheque in favour of IWITMA-WINDERGY INDIA is to be paid by the Raw Space Exhibitor's Stand Contractor along with the design submitted as per the slab mentioned below. This security cheque will not be deposited / encashed provided the stand contractor completes booth building / dismantling as per guidelines & rules and regulations.

INR 25,000/- per stand up to 50 sq.m
INR 50,000/- per stand for 51 - 100 sq.m
INR 1,00,000/- per stand for 101 - 200 sq.m

For Exhibitors availing of Shell Space option

a) No financial credit will be given by the organizer to the Exhibitors for any non-utilised item given under the ‘Shell Scheme’ option.

b) No painting or wall papering on the stand panel will be allowed in the exhibition hall. No grouting on the floor and drilling or nailing will be allowed.

c) No free standing fitments may exceed a height of 2.5 meters or extend the boundaries of the site allocated.

d) 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 Organiser and will be charged to the exhibitor. The Organiser, along with the venue owners will inspect the entire site before build up & after break-down of the exhibition.

e) The ‘Shell Scheme’ option does not include interior designing or decorating of the booths. This must be undertaken by the exhibitors at their own cost.

f) The exhibitors using the ‘Shell Scheme’ option cannot use any other fascia or signboard other than the one provided by the Organiser.

g) The Exhibitor will have the standard furniture and electrical fittings as follows for the 9 sq. mtrs booth.

All bookings for ‘Shell Scheme’ will be provided with a ‘Octonorm Stall’ as per the following specifications (based on a standard 9 sq.mtrs. Booth)

i) Back wall and side walls (3m x 3m x 2.5m) of a 4mm Laminated Polycem Panel white colour and Aluminium Frame Support.

ii) Fascia with company name & booth number in cut-out adhesive letters which cannot be removed.

iii) Not more than two companies name will be allowed on the fascia. Even those two names can be accommodated, only if they are within 32 characters.
Guidelines To Exhibitors

Build-Up Guidelines

iii) Exhibitors who block 15 sq. mtrs. will have 18 sq. mtrs standard furniture and electrical fittings.

iv) Exhibitors who avail two side open stand will have only two side covered panels.

v) Exhibitors who avail three side open stand will have the panels at the back side of the stall only.

Stand Boundaries and Design Restrictions

No Exhibitor may place any display material and exhibit or allow dividing wall or any part of their stand design and fittings beyond their contracted boundary.

Mezzanine Floor

No mezzanine floor will be allowed in any of the halls as the height limit is restricted to 3.5 mtrs for Raw Space exhibitors.

Permitted height limit for Stalls along the wall of Hangar will be strictly 2.5m in height due to the Air-conditioning Duct. Stall / Pavilion in the middle / centre portion of the hall is 3.5m

g) The Exhibitor will have the standard furniture and electrical fittings as follows for the 9 sq. mtrs booth.

All bookings for ‘Shell Scheme’ will be provided with a ‘Octonorm Stall’ as per the following specifications (based on a standard 9 sq.mtrs. Booth)

i) Back wall and side walls (3m x 3m x 2.5m) of a 4mm Laminated Polycem Panel white colour and Aluminium Frame Support.

ii) Fascia with company name & booth number in cut-out adhesive letters which cannot be removed.

iii) Not more than two companies name will be allowed on the fascia. Even those two names can be accommodated, only if they are within 32 characters.
Guidelines To Exhibitors

Pre Exhibition Information Kit

Info Kit

A pre-exhibition info kit will be sent to all exhibitors prior to the exhibition only on receipt of the full payment and will contain the following:

a) Copy of the ITPO approval for the ATA CARNET facility
b) Participation certificate (proof of participation at the exhibition) which could be used for the purpose of logistics
c) Stall possession certificate (only on receipt of 100% payment)
d) Venue Map with traffic movement
e) Exhibitor Guidelines
Guidelines To Exhibitors

Exhibitor Registration

Exhibitor Kit

Exhibitors shall collect the Exhibitor kit from the Exhibitor Registration Counter by producing the Participation Certificate on arrival at the exhibition venue. The Exhibitor kit will contain:

- Invoice for Space
- Invoice for Additional Services
- Exhibitor Badges
- Exhibitor Guidelines
- Stall Possession Certificate
- Contact Card

Exhibitor Directory and Exhibitor Badges will be handed over to you along with the Exhibitor Kit as per the below mentioned table.

<table>
<thead>
<tr>
<th>Area taken by the exhibitor</th>
<th>No. of Badges</th>
<th>Exhibitor Directory</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 - 14 sq. mtrs.</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>15 - 36 sq. mtrs.</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>37 – 72 Sq. mtrs</td>
<td>16</td>
<td>1</td>
</tr>
<tr>
<td>Above 72 Sq. mtrs</td>
<td>20</td>
<td>1</td>
</tr>
</tbody>
</table>

*Additional requirements of Exhibitor Badges, Exhibitor Directory will be provided at extra cost.
Acceptance Form:
I hereby acknowledge having read all terms and conditions and the guidelines in this Exhibitor Manual and agree to abide by the same.

YES  [ ]  NO  [ ]

Contact Details:
Send this form to:
WINDERGY India 2017
Mr. Sharath Rao N
Manager - Operations
‘PDA House’, No. 32/2, Spencer Road
Frazer Town, Bangalore - 560 005, India
Tel.: +91 80 42505000
Fax.: +91 80 25542258
E-mail: sharath@pdatradefairs.com

Authorised by: ____________________________
Name: _________________________________
Designation: __________________________
Company: _____________________________
E-Mail: _______________________________
Booth No.: ____________________________
Area taken: ___________________________
Order Forms

**Mandatory Order Forms**

1. Exhibitor Badges
2. Exhibitor Directory Listing
   - a. Company Name, Profile & Contact Details
   - b. Product Profile
3. Invitation to the Exhibition
4. Name on Fascia (Only for shell scheme exhibitors)

**Service Order Forms**

5. Additional Furniture & Electrical Items Rental
6. Freight Forwarding & Onsite Material Handling
7. Audio-visual Rental
8. Housekeeping
9. Security Services
10. Power - Temporary (Build-up period)
11. Power - Permanent (Event period)
12. Advertisement in Exhibitor Directory
## Exhibitor Badges

(Deadline 25th Mar, 2017)

<table>
<thead>
<tr>
<th>Area Booked</th>
<th>No. of Badges eligible</th>
<th>Please tick whichever applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 - 14 Sq. mtrs.</td>
<td>4 Nos</td>
<td></td>
</tr>
<tr>
<td>15 - 36 Sq. mtrs.</td>
<td>8 Nos</td>
<td></td>
</tr>
<tr>
<td>37 - 72 Sq. mtrs.</td>
<td>16 Nos</td>
<td></td>
</tr>
<tr>
<td>Above 72 Sq. mtrs.</td>
<td>20 Nos</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>Designation</th>
<th>Company Name</th>
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</thead>
<tbody>
<tr>
<td>1</td>
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<td>19</td>
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<tr>
<td>20</td>
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<td></td>
</tr>
</tbody>
</table>

Note: Kindly contact your hall manager if you need more than 20 badges!

### Declaration:
This is to acknowledge that I have read and understood the terms & conditions mentioned overleaf.

### Contact Details:
Send this form to:
WINDERGY India 2017
Mr. Sharath Rao N
Manager - Operations
‘PDA House’, No. 32/2, Spencer Road
Frazer Town, Bangalore - 560 005, India
Tel.: +91 80 42505000
Fax.: +91 80 25542258
E-mail: sharath@pdatradefairs.com

Authorised by: __________________________
Name: _________________________________
Designation: _________________________
Company: ___________________________
E-Mail: _____________________________
Booth No.: _________________________
Area taken: _________________________
Terms & Conditions:

- Exhibitors / Representatives will be required to wear the Official Exhibitor Badges in the exhibition area at all times during the exhibition / stand construction & dismantling periods.

- Please write names in capital letters with designations.

- Exhibitors’ badges can be collected from the Exhibitor registration counter from 25 - 27 April 2017 at 1000 - 1700 hrs.

- Badges requirement should reach before 25 March 2017.

- Exhibitors’ badges are for staff manning the Exhibition booths. Only exhibiting companies are eligible to apply for these badges.

- Exhibitors moving in and out of the exhibition site will be identified by such badges only. For security reasons no person will be allowed into the exhibition grounds without the appropriate badges.
## Exhibitor Directory Listing

(DEADLINE 25 Mar, 2017)

Filling in and submission of this form is mandatory for all exhibitors for a free entry of their company and product details in the Exhibitor Directory. All forms must be received no later than April 01, 2017 to guarantee each company’s listing being included in the Directory. Obvious spelling, grammar and format errors may be corrected by the publishers; however, please take care to make sure all information submitted is accurate. The publishers and event organizers reserve the right to edit all or part of the information before publishing in the Directory and take no responsibility for mistakes or omissions.

| Company Name: |  |
| Booth No: |  |
| Contact Person: |  |
| Address: |  |
| City: |  |
| Zip: |  |
| State: |  |
| Country: |  |
| Telephone No: |  |
| Fax: |  |
| Email: |  |
| Website: |  |
| Company Profile: | (Maximum 100 words) |
| Product Description: | (Maximum 100 words) |

Other OPTIONS IN EXHIBITOR DIRECTORY

Product Categories

Please also indicate which category or categories apply to your business. This section will be used to compile the “Product-wise Listings” in the Exhibitor Directory.
Order Form - 2

PRODUCT CATEGORY:

- Civil Engineering Surveyors and Contractors
- Wind Electric Generator (WEG) Manufacturers
- Component Repairers
- Consultants and Certification Agencies
- Electrical and Electronics Items Manufacturers
- Freight Forwarders
- Hydraulic and Mechanical Items Manufacturers and Suppliers
- Insurance Companies, Surveyors, Valuers, Operations & Maintenance Providers
- Stand-alone Small Aero-generator Manufacturers & Training Providers
- WEG Erection Contractors, Spares, Components, Tools and Lubricants Manufacturers
- Wind Monitoring and Analysis Systems Suppliers
- Assessment and Forecasting Service Providers
- Wind-Solar Hybrid Power System Integrators
- Wind Farm Owners
- IPPs

Contact Details:
Send this form to:
WINDERGY India 2017
Mr. Sharath Rao N
Manager - Operations
‘PDA House’, No. 32/2, Spencer Road
Frazer Town, Bangalore - 560 005, India
Tel.: +91 80 42505000
Fax.: +91 80 25542258
E-mail: sharath@pdatradefairs.com

Authorised by: ______________________
Name: ______________________
Designation: ______________________
Company: ______________________
E-Mail: ______________________
Booth No.: ______________________
Area taken: ______________________
Event Information

3 Invitation to the Exhibition (DEADLINE 25 Mar. 2017)

Filling in and submission of this form is mandatory for all exhibitors for a free entry of their company and product details. To enable important contacts to attend the exhibition, special invitations will be sent to them.

Please provide the full names, addresses and telephone / fax numbers and company profile of those you wish to invite (use additional sheets, if required).

Name: ____________________________

Designation: ____________________________

Company Name: ____________________________

Address: ____________________________

City: ____________________________ Pin code: ____________________________

State: ____________________________ Country: ____________________________

Telephone No: ____________________________ Fax: ____________________________

Email: ____________________________

Website: ____________________________

Company Profile: ____________________________

contact Details:

Yes, we need ____________________________ nos. of invitations extra.

No, we do not need more than 100 invitations to the exhibition.

Yes, we need ____________________________ nos. of invitations extra.

No, we do not need more than 100 invitations to the exhibition.

Send this form to:

WINDERGY India 2017

Mr. Sharath Rao N

Manager - Operations

‘PDA House’, No. 32/2, Spencer Road

Frazer Town, Bangalore - 560 005, India

Tel.: +91 80 42505000

Fax.: +91 80 25542258

E-mail: sharath@pdatradefairs.com

Authorised by: ____________________________

Name: ____________________________

Designation: ____________________________

Company: ____________________________

E-Mail: ____________________________

Booth No.: ____________________________

Area taken: ____________________________
4 Name on Fascia

(Deadline 25 Mar. 2017)

Only for exhibitors participating under shell scheme option

Please enter the name of your Company / Organisation in the grid, as it should appear on the fascia.

(Max. 32 letters)

No, I have booked bare space.

Contact Details:
Send this form to:
WINDERGY India 2017
Mr. Sharath Rao N
Manager - Operations
‘PDA House’, No. 32/2, Spencer Road
Frazer Town, Bangalore - 560 005, India
Tel.: +91 80 42505000
Fax.: +91 80 25542258
E-mail: sharath@pdatradefairs.com

Authorised by: __________________
Name: ________________________
Designation: __________________
Company: _____________________
E-Mail: _______________________
Booth No.: ____________________
Area taken: ___________________
## Event Information

### 5 Furniture & Electrical

(Deadline 25 Mar, 2017)

<table>
<thead>
<tr>
<th>Item Code No.</th>
<th>Items</th>
<th>Unit Price (incl. of Service Tax)</th>
<th>Quantity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1.</td>
<td>Executive Chair</td>
<td>1725/-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A2.</td>
<td>Visitor Chair</td>
<td>865/-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A3.</td>
<td>Sofa – White (Single Seater)</td>
<td>1725/-</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Single sofa seat</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A4.</td>
<td>Sofa – White (Double Seater)</td>
<td>3450/-</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Double sofa seater</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A5.</td>
<td>Bar Stool (High) 75cm</td>
<td>865/-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A6.</td>
<td>Centre Table</td>
<td>1150/-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A7.</td>
<td>Glass Top Round Table 70cm (Dia) x 75cm (H)</td>
<td>1725/-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A8.</td>
<td>Two Level Information Counter [100cm(L)x50cm (W)x70cm(H)]</td>
<td>3450/-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A9.</td>
<td>Octanorm Table 100cm x 60cm x 80cm</td>
<td>1150/-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A10.</td>
<td>Glass Counter [100cm (L)x50(W)x100cm(H)]</td>
<td>2875/-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A11.</td>
<td>Showcase [50cm(L)x50cm (W)x200cm(H)] Double</td>
<td>4600/-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A12.</td>
<td>Showcase [100cm(L) x60cm(W)x250cm(H)] With two Glass Shelf</td>
<td>5750/-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A13.</td>
<td>Podium [50cm (L)x50cm(W)x100cm(H)]</td>
<td>1150/-</td>
<td></td>
<td></td>
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<tr>
<td>A14.</td>
<td>Brochure Rack</td>
<td>1150/-</td>
<td></td>
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<tr>
<td>A15.</td>
<td>System Panel – Octanorm</td>
<td>1150/-</td>
<td></td>
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</tr>
<tr>
<td>A16.</td>
<td>Metal Halide (Yellow)</td>
<td>2300/-</td>
<td></td>
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<tr>
<td>A17.</td>
<td>Spot Light</td>
<td>600/-</td>
<td></td>
<td></td>
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<tr>
<td>A18.</td>
<td>Power Socket 5 A/15 amp</td>
<td>865/-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SERVICE TAX @ 15% is already levied on the above amount.

Any other items are subject to availability.

Please note: All additional material will be providing at the venue, subject to advance booking along with 100% advance payment. Booking of the material on site is subject to available

Please retain a copy for your records

Send this form to:
Inter Event Management Services Pvt. Ltd.
23, Bhawani Kunj, Behind Sector D-2,
Vasant Kunj, New Delhi - 110070.
Contact Person: Mr. Deepak Pandey
Mob: +91-9560695203
Telfax: 011-26134173
E-mail: iems.iwtma@gmail.com,
iemsnewdelhi@gmail.com,
nagpalharbans@gmail.com

Authorised by: ______________________
Name: ____________________________
Designation: ______________________
Company: _________________________
E-Mail: ___________________________
Booth No.: ________________________
Area taken: _______________________
## Event Information

### Freight forwarding and onsite material handling

**A. Handling Charges for Single Piece weighing up to 5 Tons only:**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Offloading &amp; shifting to stand,</td>
<td>Rs.1/- per kg, Rs.500/-Per job order (Minimum: Rs. 500/-)</td>
</tr>
<tr>
<td>2</td>
<td>Un-Packing and / Or de-palletisation in one operation</td>
<td>Rs.1/- per kg, Rs.500/-Per job order (Minimum: Rs. 500/-)</td>
</tr>
<tr>
<td>3</td>
<td>Removal of empties for storage &amp; return from storage to Stand</td>
<td>Rs. 150/- per CBM (Minimum: Rs. 350/-)</td>
</tr>
<tr>
<td>4</td>
<td>Re-Packing with same packing material</td>
<td>Rs.1/- per kg, Rs.500/-Per job order (Minimum: Rs. 500/-)</td>
</tr>
<tr>
<td>5</td>
<td>Removal from stand and loading on vehicle in one operation</td>
<td>Rs.1/- per kg, Rs.500/-Per job order (Minimum: Rs. 500/-)</td>
</tr>
</tbody>
</table>

**B. Hire of equipments for Assembly / Erection / Re-positioning & Dismantling:**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hydraulic Pallet Truck (2 metric tons)</td>
<td>Rs. 100/- 30Min. (Minimum Rs.300/-)</td>
</tr>
<tr>
<td>2</td>
<td>Forklift - 3 metric tons</td>
<td>Rs. 150/- 30Min. (Minimum Rs.850/-)</td>
</tr>
<tr>
<td></td>
<td>Forklift - 5 metric tons</td>
<td>Rs. 250/- 30Min. (Minimum Rs.850/-)</td>
</tr>
<tr>
<td></td>
<td>Forklift - 10 metric tons</td>
<td>Rs. 300/- 30Min. (Minimum Rs.1000/-)</td>
</tr>
<tr>
<td>3</td>
<td>Crane - 15 metric tons</td>
<td>Rs. 325/- 30Min. (Minimum Rs.1200/-)</td>
</tr>
<tr>
<td></td>
<td>Crane – for higher capacity</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Labour per hour</td>
<td>Rs. 60/- 30Min. (Minimum Rs.120/-)</td>
</tr>
<tr>
<td>5</td>
<td>Heavy Lift Surcharge (On above rates)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Single piece weighing between 5000kgs to 12000kgs</td>
<td>15% extra</td>
</tr>
<tr>
<td></td>
<td>b) Above 12000kgs (single piece)</td>
<td>20% extra</td>
</tr>
</tbody>
</table>

### Special Remarks, Terms & Conditions:

1. Rate will be calculated on weight / volume basis or part thereof, whichever yields higher.
2. 1CBM = 333Kgs (After physical check only)
3. Rates above are applicable for domestic exhibitors with Indian Exhibits and not for Temporary Import.
4. The above rates are applicable only during built-up & dismantling. (Special handling charges will be applicable during the show prior to Organizer's permission)
5. For Import cargo cleared by other freight forwarder:
6. Duty paid cargo above rate will be applicable
7. Temporary import, all rates will be applicable as per international tariff (On request)
PLEASE NOTE:

1. It is compulsory on part of the exhibitors to use services of approved freight handling / forwarding agency at the exhibition site (The exhibitors are not allowed to order equipment for assembly and erection work from outside). The packages which can be easily carried in hand can be handled by the exhibitors on their own, if they wish to do so.

2. Exhibitors should advise transporters to carry “Weigh-Bridge Certificate” so that, there would be proper assessment of the weight to be handled by the approved freight handling / forwarding agency.

3. Exhibitors should send product leaflets along with the packing list to the approved freight handling / forwarding agency to enable them to study the products in advance for handling at the site.

4. INSURANCE: Exhibitors should arrange for insurance cover for their booths / machines & all commodities involved throughout all stages of the exhibition. i.e. arrival on site till final departure from site.

Service Tax

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

Please retain a copy for your records

Send this form to:
R. E. Rogers India Pvt. Ltd.
1, Commercial Complex, Pocket H & J, SaritaVihar,
New Delhi - 110076, India
Tel.: +91-11-29945402
Fax: +91-11-30889801
Contact Person: Mr. PuneetSekhri / Mr. Sushil
Mobile: +91 9810553944 / +91 9818451472
E-mail: puneet@rogersworldwideindia.com
sushil@rogersworldwideindia.com
web: www.rogersworldwideindia.com

Authorised by: ________________
Name: ________________
Designation: ________________
Company: ________________
E-Mail: ________________
Booth No.: ________________
Area taken: ________________
## Audio Visual Equipment rental

**DEADLINE 25 Mar, 2017**

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Description</th>
<th>Specification</th>
<th>Rate for 3 days (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Plasma Display</td>
<td>42 Inches</td>
<td>6000.00</td>
</tr>
<tr>
<td>2</td>
<td>LCD Display</td>
<td>40 Inches</td>
<td>6000.00</td>
</tr>
<tr>
<td>3</td>
<td>Plasma Display</td>
<td>55 Inches</td>
<td>16500.00</td>
</tr>
<tr>
<td>4</td>
<td>Plasma Display</td>
<td>60 Inches</td>
<td>19500.00</td>
</tr>
<tr>
<td>5</td>
<td>Touch Screen</td>
<td>22 Inches With CPU</td>
<td>13500.00</td>
</tr>
<tr>
<td>6</td>
<td>Seamless Matrix Switcher</td>
<td>-</td>
<td>13500.00</td>
</tr>
<tr>
<td>7</td>
<td>Seamless Matrix Switcher</td>
<td>-</td>
<td>13500.00</td>
</tr>
<tr>
<td>8</td>
<td>LED Wall Minimum 50 Sq.ft.</td>
<td>4.8mm</td>
<td>60000.00 (minimum 50 Sq.ft./day)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.9 mm</td>
<td>75000.00 (Minimum 50 Sq.ft./day)</td>
</tr>
<tr>
<td>9</td>
<td>DVD Player</td>
<td>With USB</td>
<td>500.00</td>
</tr>
</tbody>
</table>

**Note:** *Local taxes will be additional as applicable at the time of final billing. Current applicable service tax is @ 15%.*

Please retain a copy for your records.

Send this form to:
Inter Event Management Services Pvt. Ltd.
23, Bhawani Kunj, Behind Sector D-2,
Vasant Kunj, New Delhi - 110070.
Contact Person: Mr. Deepak Pandey
Mob: +91-9560695203
Telfax.: 011-26134173
E-mail: iems.iwtma@gmail.com,
iemsnewdelhi@gmail.com,
nagpalharbans@gmail.com

Authorised by: _____________
Name: _________________
Designation: _________________
Company: _________________
E-Mail: _________________
Booth No.: _________________
Area taken: _________________
General Housekeeping is available at the Exhibition Site. Apart from this, Exhibitors can also order for the same. For your requirement, please fill in and submit this form.

<table>
<thead>
<tr>
<th>S.No</th>
<th>Description</th>
<th>Rate INR/ per person/ per 12 hr</th>
<th>Qty</th>
<th>No of Days</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Housekeeping Boy</td>
<td>1200/person/ 12 hours/day</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Supervisor</td>
<td>1500/person/ 12 hours/day</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Sub Total

Service Tax

Total

The above pricing includes: Transportation, Food and stay at venue.

Note: *Local taxes will be additional as applicable at the time of final billing. Current applicable service tax is @ 15%.

Please retain a copy for your records

Send this form to:
Inter Event Management Services Pvt. Ltd.
23, Bhawani Kunj, Behind Sector D-2,
Vasant Kunj, New Delhi - 110070.
Contact Person: Mr. Deepak Pandey
Mob: +91-9560695203
Telfax: 011-26134173
E-mail: iems.iwtma@gmail.com,
iemsnewdelhi@gmail.com,
nagpalharbans@gmail.com

Authorised by: ________________
Name: ________________
Designation: ________________
Company: ________________
E-Mail: ________________
Booth No.: ________________
Area taken: ________________
## Security Services

**(DEADLINE 25 Mar, 2017)**

<table>
<thead>
<tr>
<th>S.No</th>
<th>Description</th>
<th>Rate INR/ per person/ per 12 hr</th>
<th>Qty</th>
<th>No of Days</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Security Guard</td>
<td>1300/person/12 hours</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Security Supervisor</td>
<td>1500/person/12 hours/day</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Security Inspector</td>
<td>1800/person/12 hours</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Security Officer</td>
<td>2000/person/12 hours</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**Sub Total**

**Service Tax**

**Total**

### Payment Terms:

#### Terms and Conditions:

1. Security services herein are confined to guarding individual booth only.

2. There are two shifts in one day service:
   - Day shift: 7.00 am – 7.00 pm.
   - Night shift: 7.00 pm – 7.00 am.

3. Orders will be accepted when made in writing and accompanied with full payment no later than the above mentioned deadline. Payment by Electronic Wire Transfer must be certified by a proof of payment attached to the orders.

4. The final request for guards must be received by 25th March 2017 for onward intimation to security service provider

**Note:** Local taxes will be additional as applicable at the time of final billing. Current applicable service tax is @ 15%.

Please retain a copy for your records

Send this form to:

Inter Event Management Services Pvt. Ltd.
23, Bhawani Kunj, Behind Sector D-2, Vasant Kunj, New Delhi - 110070.

Contact Person: Mr. Deepak Pandey
Mob: +91-9560695203
Telfax: 011-26134173
E-mail: iems.iwtma@gmail.com,
iemsnewdelhi@gmail.com,
nagpalharbans@gmail.com

Authorised by: ________________
Name: ________________
Designation: ________________
Company: ________________
E-Mail: ________________
Booth No.: ________________
Area taken: ________________
**Order Form - 10**

**Power - Temporary (Build-up period)**

<table>
<thead>
<tr>
<th>Electrical items</th>
<th>Single Phase</th>
<th>3 phase</th>
<th>Cost per KW</th>
<th>Required Power</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary power from 23 - 24 April 2017</td>
<td></td>
<td>2500</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Service tax will be charged extra

Note: Minimum temporary power that can be ordered is 1KW and in multiples of 1KW thereof.

**TERMS & CONDITIONS:**

- Exhibitors who require power for build up of the stall, testing machinery / equipment, may place their order to PDA Trade Fairs
- All orders must be accompanied with full payment by Cheque / Demand Draft drawn in favour of IWTMA-WINDERGY INDIA at Chennai.
- Orders without payment will not be entertained.
- Temporary power will be supplied on 23rd April 2017 at 1200 hrs., only if payment is made in advance and before taking possession of the stall.

Please retain a copy for your records

Send this form to:

WINDERGY INDIA 2017
PDA Trade Fairs
‘PDA House’, No. 32/2, Spencer Road
Frazer Town, Bangalore - 560005, India
Contact Person: SharathRao N
Manager - Operations
Tel.:9886144334 +91-80-42505000
Fax.: +91-80-25542258
E-mail: sharath@pdatradefairs.com

Authorised by: ________________
Name: _______________________
Designation: ________________
Company: ____________________
E-Mail: _____________________
Booth No.: ___________________
Area taken: _________________
**Order Form - 11**

### Power - Permanent

*(Event period)*

<table>
<thead>
<tr>
<th>Electrical items</th>
<th>Single Phase (220 volts)</th>
<th>3 phase (415 volts)</th>
<th>Cost per KW (INR)</th>
<th>Required Power (in KW)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent power from 25 - 27 April 2017</td>
<td></td>
<td></td>
<td></td>
<td>2500</td>
<td></td>
</tr>
</tbody>
</table>

*Service tax will be charged extra

**Note:** Minimum permanent power that can be ordered is 5KW and in multiples of 1KW thereof.

**TERMS & CONDITIONS:**

- Exhibitors availing of Bare Space and exhibitors who have power requirement for operating their machinery / equipment, may place their order to PDA Trade Fairs
- All orders must be accompanied with full payment by Cheque / Demand Draft drawn in favour of IWTMA-WINDERGY INDIA
- Orders without payment will not be entertained
- Permanent power will be supplied on 24 April 2017 by 1400 hrs.
- Both permanent and temporary power will be supplied at any ONE point of the stall. Internal distribution must be carried out by the Exhibitor’s contractor. Exhibitors can also appoint the Organisers official contractor at an extra cost
- Temporary power if required will be given separately on a cost basis

Please retain a copy for your records

Send this form to:

**WINDERGY INDIA 2017**

PDA Trade Fairs

‘PDA House’, No. 32/2, Spencer Road

Frazer Town, Bangalore - 560005, India

Contact Person: SharathRao N

Manager - Operations

Tel.:+91-86144334  +91-80-42505000

Fax.: +91-80-25542258

E-mail: sharath@pdatradefairs.com

**Authorised by: _______________________
Name: _______________________
Designation: _______________________
Company: _______________________
E-Mail: _______________________
Booth No.: _______________________
Area taken: _______________________