



WATER TODAY'S WATER EXPO

18th Edition

EXHIBITOR'S MANUAL

26th, 27th, 28th - FEBRUARY 2025
CHENNAI TRADE CENTRE





WATER TODAY'S WATER EXPO

18th Edition

26th, 27th, 28th FEBRUARY 2025

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Redefining Water Exhibitions in South Asia

3D, 3rd Floor, Bhageeratha Residency, 124, Marshall's Road, Egmore, Chennai - 600 008.

Email info@watertoday.org | Website: www.waterexpo.biz



WATER TODAY'S WATER EXPO

18th Edition

26th, 27th, 28th FEBRUARY 2025

WELCOME LETTER

Dear Exhibitors,

Greetings from Water Today!

We are glad to announce the 18th Edition of Water Today's WATER EXPO, the Largest & Premium Annual Water Event in South Asia, will be held on 26th, 27th, 28th, February 2025, at Chennai Trade Centre, Nandambakkam, Chennai, Tamil Nadu, India.

As part of its 18th Edition of the WATER EXPO, Water Today would like to present you with this Exhibitor's Manual, laying out guidelines and important aspects that you need to know as an Exhibitor/ Visitor at the Expo. The manual has been designed to ensure a smooth and successful participation from your end.

In order to have a hassle-free experience at the WATER EXPO, you are hereby kindly requested to study the contents of the manual carefully. Once read, you are requested to revert all the forms duly signed and filled via email or fax to the Water Today office. Further, you are advised to retain a copy of each form for your records in order to settle any query and also to ensure a quick invoice settlement.

You can contact Water Today Pvt Ltd for any query with regards to the WATER EXPO. We ensure our best cooperation, support, and wish you a smooth participation at WATER EXPO.

Thanks & regards,

WATER TODAY TEAM

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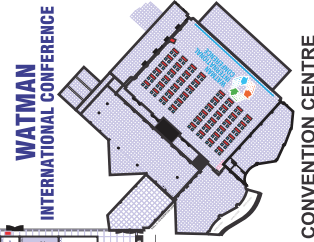
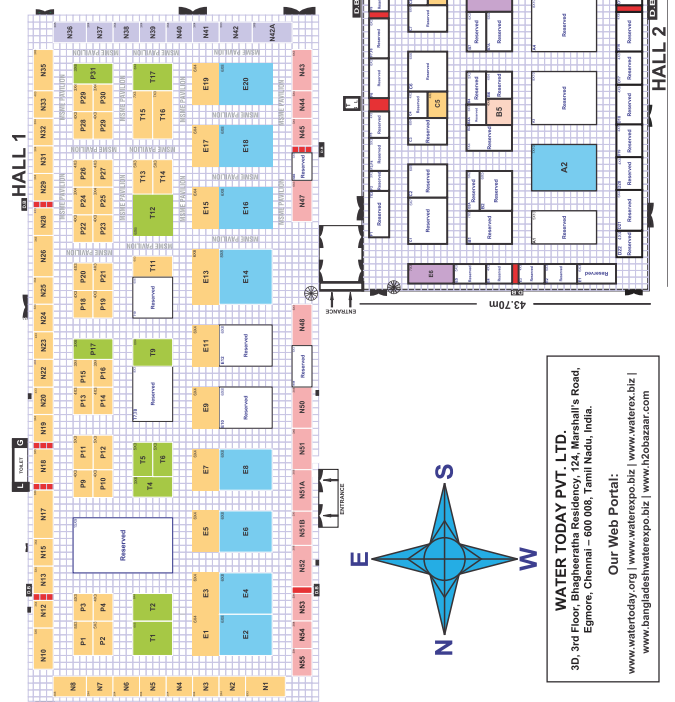
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STALL PLAN

- 1. Octonorm Table - 1 No
- 2. Folding Chair - 2 Nos
- 3. Spot Light - 3 Nos
- 4. 5 amps Plug Point - 1 No
- 5. Wastebin - 1 No



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EXHIBITORS PROGRAMME, DATE AND VENUE

EVENT	DATE	VENUE	TIME (Hrs)
INAUGURATION	FEB 26, 2025	HALLS 1, 2 & 3	10:00 - 11:00
EXHIBITION	26 - 28 FEB 2025	HALLS 1, 2 & 3	10:00 - 18:00
CONFERENCE	26 - 28 FEB 2025	CONVENTION CENTRE	10:00 - 17:30

EXHIBITION BUILD-UP SCHEDULE

EVENT	DAY	DATE	TIME (Hrs)
RAW SPACE BOOTH LOCATION WITH FLOOR MARKING FOR EXHIBITORS	MONDAY	FEB 24, 2025	12:00
COMPLETION OF SHELL SCHEME STALLS	TUESDAY	FEB 25, 2025	18:00
POSSESSION OF SHELL SCHEME STALLS	TUESDAY	FEB 25, 2025	18:00

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GENERAL INFORMATION

1. Venue Entry

Visitors' Entry to the exhibition will be free. Visitors are requested to be present at the VENUE 15-30 minutes prior to the exhibition opening hours to ensure a smooth registration process.

Business Visitors Only

Children not allowed below 16 yrs.

2. Exhibition Hall Specification

Hall 1, 2 & 3, Chennai trade centre

Total carpet area	: 12,000 Sqm
Ceiling Height	: 5.5 meter (Hall 2 & 3)
Vehicle entry into hall	: 4 x 4 Meter
Floor loading	: 3 Ton per sq.m.
Total Power	: 1600 kW
Vehicle Parking	: 140 meters

An arrangement has also been made for a Meeting Lounge and Business Centre. All the halls at the trade centre are centrally air-conditioned.

3. Exhibition Facilities

Arrangements have been made for Trade and Business; and Visitors' registration counters at the entrance of the Hall 3. Trade, Business as well as Exhibition Visitors can avail a badge after duly filling the registration form and/or submitting their business cards. The badge will be valid for all three days of the WATER EXPO.

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4. Transport Centre

A Helpdesk Counter will be set up on behalf of the official travel partner of WATER EXPO. The counter will be a one stop place for all your travel related queries. The Exhibitors/Visitors can contact the Helpdesk directly for their travel purpose.

5. Cafeteria

Lunch and Refreshment will be available for the Exhibitors at the Cafeteria food court located outdoor area hall at a nominal cost fixed on their own by the official hospitality partner of WATER EXPO.

6. Show Management Office

The organizers will operate from the show management office, inside Halls 2 and 3, from 10:00 AM or Feb 26th onwards. For any assistance during the Expo, the Exhibitors can contact the office.

7. Duty Exemption

For the purpose of display at the exhibition the exhibitor, can claim exemption from payment of central excise duty on machinery/ products requiring clearance vide notification No. 157/90-Cus, 14/90 - (NT)- Cus, No: 158/90- Cus.

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Procedure for availing exemption:

- a) 5 Copies of invoice with full description should be submitted by the exhibitors to the excise authorities during the transit from various locations.
- b) Exhibitor should mention the item listed in the invoice "For Display purpose only at Water Today's WATER EXPO at Chennai Trade Centre and not for sale", along with the WATER EXPO participation certification provided by the Organizes.
- c) Participants can remove the material from their premises without payment of excise duty by producing TNTPO/organizer approval letter along with participation certificate.
- d) Exhibitors are advised to take care of other transport related documents to satisfy the statutory requirements. In case of clarification, exhibitors are advised to take assistance from the Official freight for warder.
- e) Exhibitors are strongly advised to consign the exhibits in the name of exhibitor themselves/ local agents and not in the name of Organizers.
- f) Water Today (The Organizer) strongly advises the exhibitors to ensure the safety of all their goods before shipping.
- g) The organizers are not responsible for any pilferage or loss during shipping / transportation / handling at the exhibition hall.

8. Material Handling

As per the rules, the exhibition materials at the venue / onsite can be handled only by the approved official agency. No private fork lifts/ handling equipments will be allowed inside the exhibition hall.

For on site handling related services & costs, exhibitors are advised to contact the Official on-site handling agent directly.

9. Carpeting

Contractors & Exhibitors are requested to strictly observe that carpeting inside the halls during build-up is permitted.

10.Waste

Throwing of waste material by the exhibitors on the aisles from their stand is strictly forbidden.

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11. Removal of Exhibits

The exhibitors will be allowed to remove their exhibits from their respective stall only after the closure of the expo on 28th Feb, 18:00 hrs. further dismantling of the Exhibits should be completed before 12 midnight on the 28th Feb, 2025.

12. Transport

Vehicle carrying the exhibition goods will be allowed inside Chennai Trade Centre through Gate No. 1 only on Feb 27, 2024 after 17:00 hrs.

EXHIBITION SERVICE AND CONTRACTORS

1. POWER SUPPLY, WATER & COMPRESSED AIR

a) Additional Power charge

Additional power required by the Exhibitor will be made available at an extra cost as per charges liable for service connection in prior to the 15 days before to the event Start date, However, an Exhibitor will first have to make a request to the organizer by filling online form.

REFER FORM 1

b) Water connection can be given only at a few stall locations, please check with the organizers. Contact Water Today for further details.

2. RAW SPACE BOOTH Guidelines

a) Exhibitors are encouraged to utilize booth construction services from the approved list of fabricators only for raw space, encompassing both design and construction aspects. Please be advised that entrance will be denied to any external vendors not included in the designated panel for booth construction.

b) The construction of the Raw Space Booth may proceed only after the design has received approval from the organizer. Additionally, specific guidelines will be provided for the approved stall design.

c) Any charges levied by the hall owner due to the damages caused to the property of the Exhibition Hall during the construction of Raw Space Booth, will be born by the Exhibitor/Contractor.

d) Power is not included for the Raw Space Booth Exhibitors, in that case exhibitor need to get power on charges basis as per their requirement.

e) Power requirement to be shared to organizer in prior to the 15 days before the event start Date.

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- g)** Design stall fabrication / Contractor has to issue Security Deposit Cheque of Rs.50,000/- Per Stall in favour of "Water Today Pvt Ltd" the same shall be returned after dismantling.
- h)** Design stall has to be complete their work on or before 5 pm of 25th Feb 2025 failing which organiser has right to stop work or deduct value from the Security Deposit amount from the contractor.
- l)** Any damages at the venue centre, Conductor liable to pay the damages value.

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3. EXHIBITION BADGE

- a) The Exhibition Badge is a MUST for all the Exhibitors for entry to the hall on all the three days of the EXPO. Organizers will issue the Exhibitor Badges from the Registration Counter on Feb 26th, 2025 between 8:00 - 9:00 am. Each Exhibitor will be allotted a maximum of four badges.
- b) The List has to be shared in prior to 7 days of the event start date, last minute submission may get delay on providing badges.

4. SHOW DIRECTORY LISTING

REFER FORM 4

5. VENDOR LIST

Day N8 Classic Events

Contact : Mr.Satya - 96000 78625

6. STALL FABRICATION / STALL INTERIOR DECORATORS/EMPANELLED VENDOR LIST

B SEEN DESIGNS, No.33/1, Parthasarathi Street, Teynampet, Chennai – 600 086, Tamilnadu, India.

Contact Person : Mr. Siraj, Contact Number : +91-8870496115, E-Mail : support@bseendesigns.com

GST No : 33ABAFB0773C1Z4

HYLITE SOLUTIONS, No.5/31, 3rd Main Road, Sri Ayyappa Nagar, Virugambakkam, Chennai - 600 092, Tamilnadu, India. Contact Person : Mr. S.Nandakumar, Contact Number : +91-9841540034

E-Mail: hylite.nandakumar@gmail.com, GST No : 33AFSPN0169E1ZF

EVENTO, No.5, First Floor, Jothi Ramanlingar Main Street, Kavarapalayam, Tiruvallur, Chennai - 600072, Tamilnadu, India. Contact Person : Mr. Richardson Contact Number : +91-8680828000

E-Mail: mark.evento@gmail.com GST No: 33BKBPR4718L2ZX

Contact : WATER TODAY PVT. LTD.

Email : info@watertoday.org

7. LOGISTICS & FREIGHT MOVEMENT

P.S. Bedi Group

Mr. Azam Pasha - 92410 65293

B-301, 3rd Floor, Manglya Building, Marol Maroshi Road, Marol, Andheri East Mumbai-400059, India

Tel: +91 22 40321000 | Fax: +91 22 40321010 & 2850 9820 | Mob: +91 9004 407 888

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8. ACCOMMODATION

All accommodation expenses during the three day stay in Chennai will be borne by the Exhibitors themselves. The Exhibitors are therefore requested to contact the below mentioned hotel for this purpose.

Le Royal Méridien Chennai (Madras)

1 GST Road, St. Thomas Mount,
Chennai - 600 016, Tamil Nadu,
Phone +0091 44 2231 4343
+0091 44 4353 4545

Hablis

No.19 GST Road,
Guindy Chennai - 600032
Phone: 44223 34000

ITC Grand Chola

No.63, Mount Road,
Guindy, Chennai - 600032
Phone: 044 2220 0000

Hyatt

365 Anna Salai, Teynampet,
Chennai 600 044
044 6100 1234

Radisson Hotels

No. 531, GST Road,
Saint Thomas Mount, Chennai - 600 016
044 2231 0101

Ambica Empire

79, 100 Feet Road, Vadapalani,
Chennai - 600 026
Phone: 2362 1986, 2362 1818

The Oberoi Group

1/24, G.S.T. Road, Chennai - 600 027,
Phone: 044-2242 8511 | Mob: 91+98848 51104

9. PLANT HIRE

Contact : RENEWABLE ENERGY EXPO TEAM (A Division of **WATER TODAY PVT. LTD.**)
R.BABU,
Dynamic Services,
Mob: 9962885474 -9524461588

10. ADDITIONAL FURNITURE:

Any additional Furniture requirements it has to be shared in prior to the 10 days of the Event start date, last minute intimation may lead to delay on providing. Rate Annexure enclosed with Product Images.

REFER FORM 8

REFER FORM 9

11. FASCIA NAME & SHELL SCHEME PACKAGE

REFER FORM 10



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FORMS

FORM 1 – POWER SUPPLY & WATER:-

Additional Power and Water request for Raw Space & Shell Space Exhibitor

Power Load	Connection		Consumption		KW required	Amount
	Rs		Rs			
1 KW	350		3500			

The above rates include wiring up to the main switch board provided in the stall. Cost of power consumed (single /3 phase) on connected load KW (min)

Electric Load

Exhibitors requiring heavy electricity load for the exhibits should submit their requirements to the organizer on or before 23rd Feb 2025.

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FURNITURE/ ELECTRICAL

1. Photos – Furniture
2. Photos – Electrical Accessories
3. Dimensions – Furniture & Electrical Items
4. Rates – Furniture & Electrical Items
5. Form 8 (Furniture)
6. Form 9 (Electrical Accessories)

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Product Catalogue



Octonorm Table - Rs.1100



Lockable Table - Rs.2000



Standard Chair - Rs.450



White Chair - Rs.550



Glass Top Round Table - Rs.1500



Wooden Top Round Table - Rs.1400



Hydraulic Bar Stool -Rs.1000 Each



Fridge - Rs.3750



LED TV 40" - Rs.5000 (3 Days)



LED TV 50" - Rs.7000 (3 Days)



Single Seater Sofa - Rs.1500



Double Seater Sofa - Rs.3000 (Each)

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Product Catalogue



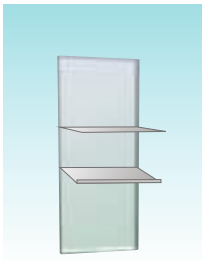
Teaphoy - Rs.750 (Each)



100w LED Light - Rs.1750



Glass shelves - Rs.600 (Each)



Wooden shelves - Rs.450 (Each)



Spot Light - Rs.450



5amp Power Socket - Rs.500



Magazine Rack - Rs.1200 (Each)

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Please Note:-

- Additional elements required by individual participation should be made known to Water Today, at least 2 weeks prior to show date (i.e. Feb15th, 2025).
- Any requirements after the above date will be provided on available basis
- Additional elements will be provided against advance payment only.
- GST / Other tax as applicable will be charged extra on the total amount

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Exhibitors are requested to share requirement in prior to the 10 days before event start date , last minute requirement may provide based on availability

Audio Visual Service

Code	Particulars	Qty	Price for 1 day INR	Price for 1 day USD
WT 001	Projector	1	1,260	26
WT 002	Speaker with Amplifier	1	1,890	35
WT 003	Laptop	1	630	15
WT 004	Cordless Hand Mic	1	315	8
WT 005	Cordless Collar Mic	1	882	18
WT 006	Podium Mic	1	504	12
WT 007	DVD Player	1	378	10
WT 010	Front Projection Screen 6' X 4'	1	158	4
WT 011	Front Projection Screen 8' X 6'	1	315	8
SGK03	40'' / 42'' TV HD LED Plasma	1	2,000	36

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For all above services all-in-rate ----- @ US\$ 90.00 per CBM

Minimum charges --- LCL Cargo : 3 CBM per Consignment (House B/L) per exhibitor

FCL 20' Contr. : 20 CBM

FCL 40' Contr. : 40 CBM

(1.1) Storage of empty cases and return of empties after closure of the exhibition including loading, transportation to our warehouse and handling ----- US\$ 20.00 per CBM

GOVT. SERVICE TAX

The Govt. of India has levied a service tax of 12.36 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.

(2) Additional Charges: We have not included the following in the foregoing tariff of charges

(2.1) Documentation

- i) ATA Carnet Intervention ----- US\$ 100.00
- ii) Intervention with Bank Guarantee ----- US\$ 100.00
- iii) Providing of Re-Export Bond ----- US\$ 50.00
- iv) Definitive Importation ----- US\$ 100.00
- v) Communication Fee ----- US\$ 35.00

(2.2) Delivery of empty container to Chennai Port ----- US\$ 200/20' Contr. // US\$ 250/40' Contr.

(2.3) Statutory Charges: Port Trust Fee, Shipping Handling, THC, Delivery Order, ATA Carnet endorsement charges, Amendment Charges (if any), Local taxes, Customs Duty (if any): All at actuals, as per receipts + 10% outlay charges

(3) Late Arrival Surcharge: Shipments reaching after deadline dates would incur 20% late arrival surcharge.

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(4) Hire of Equipments for Assembly, Erection & Dismantling

i) Hydraulic Pallet Truck (2 metric tons) --- @ US\$ 5.00 per Hour / Minimum 02 Hours

ii) Forklift 3 Metric Tons --- @ US\$ 15.00 per Hour / Minimum 02 Hours

5 Metric Tons --- @ US\$ 25.00 per Hour / Minimum 02 Hours

10 Metric Tons --- @ US\$ 30.00 per Hour / Minimum 02 Hours

iii) Crane 10 Metric Tons --- @ US\$ 30.00 per Hour / Minimum 02 Hours

20 Metric Tons --- @ US\$ 30.00 per Hour / Minimum 02 Hours

25 Metric Tons --- @ US\$ 40.00 per Hour / Minimum 02 Hours

50 Metric Tons --- @ US\$ 40.00 per Hour / Minimum 02 Hours

iv) Labour per worker --- @ US\$ 5.00 per Hour / Minimum --- 02 Hours

Return this form along with the details to:

P.S. Bedi Group

Mr. Azam Pasha - Manager Exhibition

B-301, 3rd Floor, Manglya Building, Marol Maroshi Road, Marol, Andheri East Mumbai-400059, India

Tel: +91 22 40321000 | Fax: +91 22 40321010 & 2850 9820 | Mob: +91 9004 407 888

abharadawaj@psbedi.com | www.psblogistics.com

Exhibitor.....Booth No.....

Address.....

Telephone.....Fax.....Email.....

Contact Person.....Designation.....

Signature.....Date.....

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DISCOVERING CHENNAI

About Chennai

Chennai initially known as Madras is the capital of Tamil Nadu. The city has for long been the cynosure of water enthusiasts as its arid conditions make water conservation all the more sensible. The city witnesses emerging, established and innovative water technologies more than most other Indian cities. It lies 13° 5' 24' N, 80° 16' 12' E of the equator. Chennai is one of the leading Indian metro cities. Its 4 million plus population includes a good percentage of educated and informed elitist's Pin code 600 0**

Tel Code: +91 44

The currency used in India is Rupees (Rs)

Best Hotels

The city of Chennai boasts of range of accommodation from five star beach resorts to budget hotels. There is a variety of luxury hotels, semi luxury to deluxe hotels and economy hotels that offer a range of national and international cuisine.

Life Style

Chennai being a metropolitan city is always buzzing with activities. This city while accepting the changed life styles intone with the current trend, continues to value its traditions and customs. Any international visitor will find this city diffusing warmth and friendliness offering a variety of leisure life styles. This city boasts of variety of cuisine from all over the world. Most of the tourists and visitors are attracted and crave for the South Indian delicacies.

Site Seeing

Chennai has a number of tourist and places of importance around it. This city boasts of a number of archeological temples, churches and mosques depicting cultural and artistic value. A little drive off the city limits will take the visitors to the world famous Mahabalipuram a UNESCO classified World Heritage site. A little farther drive in scenic east coast road leads to Pondicherry once ruled by the French and now proudly hosts Aurovil Global village. For those, who have time at their disposal excellent and economical tourist packages covering South India will offer a change from the mundane routine.

VISA

Visa for India is a must unless you are a national of neighboring country like Nepal, Bhutan, Maldives and Srilanka.

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TRANSIT VISAS

As a bonafide transit passenger you will be issued a visa for a maximum period of 15 days with single or double entry permit.

ADDED INFORMATION

The validity of visa may be for more than 6 months, but the duration of stay in India for each visit on a tourist visa or business visa will not exceed 6 months. Visa is given for a period for which passport is valid. For example, if a passport is valid up to 31st March 2019 and the applicant is applying for a 5 year visa on the 31st of December 2018 then the applicant will not get 5 year visa as the passport expires before that.

TOURIST VISA

It is given for 6 months normally, rest specifically depends on the country of residence. The applicant is required to produce/ submit documents in proof of his financial standings. If you are a group of tourist (traveling in-groups of not less than four members) under the auspices of a recognized travel agency, you may be considered for grant of collective tourist visa.

BUSINESS VISAS

If you are on a business visit, you can avail a visa that is valid for one or more years with multiple entries.

DOCUMENTS REQUIRED

A letter from your sponsoring organization mentioning the nature of Business, probable duration of stay with itinerary. A guarantee to meet all expenses incurred during your stay itinerary.

STUDENT VISA

This visa is issued for the duration of the academic course of study or for a period of five years whichever is less, on the basis of letters of admission issued from the recognized Universities / colleges or educational institutions in India. While applying for this visa also, the applicant is required to produce/ submit documents in proof of his financial standing.

NOTE:

You must obtain a MULTIPLE-ENTRY visa for India if you are entering the country more than once the your itinerary.

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CURRENCY INFORMATION

Any amount in the form of currency, traveler's cheque and the likes can be brought in and the same amount can be taken back. In case the amount exceeds US \$10,000 in the form of currency notes, travelers cheques or bank notes/ or currency notes alone of more than US\$ 2,500, they have to be declared on arrival on the Currency declaration Form (CDF), duly attested by the Custom officer.

MONEY CHANGING

The unit of currency is the rupee and all money should be changed with authorized money changers available at various places. You should insist on a receipt which will help in reconverting the money wherever you desire so. It is better to avoid touts who may offer higher sums than the prevailing value. Please keep certificate of changing money from foreign currency to Indian Rupees safely.

Redefining Water Exhibitions in South Asia

3D, 3rd Floor, Bhageeratha Residency, 124, Marshall's Road, Egmore, Chennai - 600 008.

Email info@watertoday.org | Website: www.waterexpo.biz



WATER TODAY'S WATER EXPO

18th Edition

26th, 27th, 28th FEBRUARY 2025

FORM 12 – INTERNATIONAL FREIGHT FORWARDING:

On- site Handling – only exhibits which can be carried by one person, may be delivered to/ removed from the exhibition hall by the exhibitor. The Official Freight Forwarder on site must handle all other exhibits.

Delivery of items – Delivery of any item during the exhibition open-hours will not be allowed. Removal of exhibits will not be allowed during the entire exhibition period.

Special attention should be paid to the location of heavy and awkward exhibits as well as the location of the utility service.

Price list for International Freight forwarding:

INWARD MOVEMENT TO INDIA

The following services and tariffs are for individual pieces up to 2000 kg (gross weight). Please send full details / specifications of exhibitors shipping pieces in excess of 2000 kilos, mobile units or FCL stand fitting containers

SEA FREIGHT MOVEMENT

(1) Free arrival from Chennai Port Customs Clearance, Port formalities & Site Handling covering following scope of activities:

- Co-ordination with shipping line about arrival of cargo.
- Preparation and presentation of temporary import entry supported by exhibitor Bank Guarantee, Embassy Bond / ATA Carnet or Guarantee provided by us.
- Documentation for Custom Clearance
- Processing of Custom permission.
- Loading, Transportation to fair site and Offloading
- Customs examination, opening & re-packing.
- Shifting to booth (one lift only)
- Placement of exhibits (Excluding stand dressing or assembly work)
- Supervision for above by PSBCPL staff

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