



WATER TODAY'S WATER EXPO

16th Edition

EXHIBITOR'S MANUAL

23rd, 24th & 25th FEB 2023
CHENNAI TRADE CENTRE





Water Today's WATER EXPO

16th Edition

23rd, 24th & 25th February 2023

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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

16th Edition

23rd, 24th & 25th February 2023

WELCOME LETTER

Dear Exhibitors,

Greetings from Water Today!

We are glad to announce the 16th Edition of Water Today's WATER EXPO, the Largest & Premium Annual Water Event in South Asia, will be held on 23rd, 24th & 25th FEB 2023 at Chennai Trade Centre, Nandambakkam, Chennai, Tamil Nadu, India.

As part of its 16th 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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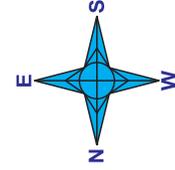
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16th Edition WATER TODAY'S WATER EXPO 23 - 25 FEBRUARY, 2023 - Chennai Trade Center, Nandambakkam, Chennai



WATER TODAY PVT. LTD.

3D, 3rd Floor, Bhageeratha Residency, 124, Marshall's Road, Egmore, Chennai - 600 008, Tamil Nadu, India.
www.watertoday.org | www.waterexpo.biz | www.h2obazaar.com | www.dealth2o.com

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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 23, 2023	HALL	10:00 - 11:00
EXHIBITION	FEB 23 - 25 2023	HALLS 2 & 3	10:00 - 18:00
CONFERENCE	FEB 24 - 25 2023	Chennai Trade Centre	10:00 - 17:30

EXHIBITION BUILD-UP SCHEDULE

EVENT	DAY	DATE	TIME (Hrs)
RAW SPACE BOOTH LOCATION WITH FLOOR MARKING FOR EXHIBITORS	TUESDAY	FEB 21, 2023	12:00
COMPLETION OF SHELL SCHEME STALLS	WEDNESDAY	FEB 22, 2023	17:00
POSSESSION OF SHELL SCHEME STALLS	WEDNESDAY	FEB 22, 2023	17:00

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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.

2. Exhibition Hall Specification

Hall 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 Halls 2 and 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 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 on Feb 23rd onwards. For any assistance during the Expo, the Exhibitors can contact the office.

7. Duty Exemption

Water Today's WATER EXPO event has been approved by the India Trade Promotion Organization (ITPO)

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 ITPO 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 Feb 25th, 18:00 hrs. further dismantling of the Exhibits should be completed before 12 midnight on the Feb 25, 2023.

12. Transport

Vehicle carrying the exhibition goods will be allowed inside Chennai Trade Centre through Gate No. 1 only on Feb 22, 2023 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. However, an Exhibitor will first have to make a request to the organizer by filling FORM 1.

REFER FORM 1

b) Water

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 PLAN APPROVAL

a) Exhibitors are advised to use the official stand construction contracted for the build up of Raw Space Booth

b) Exhibitors, who are using the service of private contractors other than the official stand construction contractor for their Raw Space Booth, must submit the layout of their stand design in triplicate for approval from the Organizer in advance to the 7 days.

c) Construction of the Raw Space Booth can commence only after the design has been approved by the organizer.

d) 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.

e) It is Mandatory to submit security deposit cheque of Rs. 25,000 per stall in favor of Water Today Pvt Ltd. By stall Fabricator.

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3. EXHIBITION BADGE

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 Show Management Office on Feb 23rd, 2023 between 17:00-19:00 hrs. Each Exhibitor will be allotted a maximum of five badges.

4. SHOW DIRECTORY LISTING

REFER FORM 4

5. TEMPORARY HOSTESS/STAFF

Exhibitors are requested to refer to **FORM 5** and submit the same duly filled, by due date, in order to seek a temporary staff/hostess for their stalls.

6. STALL FABRICATION / STALL INTERIOR DECORATORS

Contact : WATER TODAY PVT. LTD.

Email : info@watertoday.org

7. LOGISTICS & FREIGHT MOVEMENT

P.S. Bedi Group

Mr. Azam Pasha - Manager Exhibition

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

Mobile: +91 92410 65293

jbharadwaj@psbedi.com | blr@psbedi.com | exhibitions@psbedi.com | www.psblogistics.com

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 Méri dien 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

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

Hyatt

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

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9. PLANT HIRE

Contact : WATER TODAY PVT. LTD.

REFER FORM 7

10. ELECTRICAL ACCESSORIES/ FURNITURE

Contact : WATER TODAY PVT. LTD.

REFER FORM 8

REFER FORM 9

11. FASCIA NAME & SHELL SCHEME PACKAGE

REFER FORM 10

12. AUDIO VISUAL SERVICES

Contact : WATER TODAY PVT. LTD.

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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	USD	Rs	USD		
1 KW	350	8	3500	60		

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 19th Feb 2023.

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FORM 1 – POWER SUPPLY & WATER :- (CONTINUED)

Please return this form duly filled to

WATER TODAY PVT. LTD.

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

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

Orders are valid only when accompanied by full remittance. Payment should be made by bank draft/local cheques, payable at Chennai in favor of WATER TODAY PVT. LTD.

Enclosed is a draft/ cheque no.....Date.....for the amount
of USD/ Rs.....Drawn on Bank.....

In favor of

Specify the Requirements*

Power:

Water:

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

Address.....

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

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

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

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FORM 2 – RAW SPACE BOOTH PLAN APPROVAL

In order to ensure visitors reach all areas of the Expo, each stand should be located such that it neither blocks nor restricts the view of other stands.

DESIGN RULE (BOLD)

1. Outside walls must have a maximum length of 3mts after which an access into the stand should have a minimum width of 2m.
2. Overhead hangings or encroaching neighbouring stand's aisle must be avoided.
3. The height of the stand should always be in proportion to the size of the rented space.

Plan Approval

1. Raw Space Booth..... submitted on an A3 size..... in 1:10. The contractors name and address should be included in the plan.
2. For prior approval, the design should be submitted to the organizer in triplicate together with this form.
3. The construction work will be permitted only after the plan has been approved by the organiser.

Return this form to:

WATER TODAY PVT. LTD.

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

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

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

Address.....

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

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

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

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FORM 3 – EXHIBITORS BADGE:-

Exhibitors are requested to use this form to apply for booth personal badges. (write in BLOCK LETTERS)

Deadline:

On or before 10th Feb 2023

Badges can be collected from the Registration counter on site 8.00am – 10.00am on 23rd Feb 2023 by showing the company identity card.

Registration of Exhibition Personnel at Water Today's WATER EXPO

S. No	Name & Designation	City	Company	Name on badge
1				
2				
3				
4				

Send the form to

WATER TODAY PVT. LTD.

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

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

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

Address.....

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

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

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

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FORM 4 – SHOW DIRECTORY LISTING:-

Show Directory will be distributed to visitors at the main entrance free of cost during the exhibition. All exhibiting companies are entitled for a free listing in the show directory. Exhibitors are requested to complete and return the following to Water Today on or before 31st Jan 2023. Please attach a separate sheet with the profile of the company in not more than 200 words.

Exhibitor's Details

a) Company Name:

b) Contact Details:

Company:

Address

City.....Pin Code: Country

Send this form to:

WATER TODAY PVT. LTD.

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

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

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

Address.....

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

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

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

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FORM 5 – TEMPORARY HOSTESS / STAFF:-

Temporary exhibition personnel are available to exhibitors if required, please complete this form and return it to Water Today on or before the 20th Feb 2023

Description	Cost Per Day	Number of Personnel required	Date	Total cost
	Rs			
Stand Host	2500			
Stand Hostess	3000			

Additional Services tax of 18% will be applicable.

Important:

- There is a minimum charge of 1(One) day (8 hours inclusive of 1hour break for lunch).Overtime is billed at one and half times the normal rate. Overtime charges commence after 18.00hrs.
- Temporary staff should not be entrusted with the handling of cash or other valuables. Exhibitors will be responsible for the safety of temporary staff whilst on the stand and Show Management Office organizer will not responsible for loss or damage caused to such personnel.
- Temporary staff will be allocated to your booth once your payment has been received. Exhibitors are requested not to appoint temporary staff from elsewhere, for security purposes
- Orders are valid only when accompanied by full remittance.

Return this form to:

WATER TODAY PVT. LTD.

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

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

Orders are valid only when accompanied by full remittance. Payment should be made by bank draft / local cheques, payable at Chennai in favor of WATER TODAY PVT. LTD.

Enclosed is a draft / cheque no Date for the amount of USD/
Rs..... Drawn on Bank In favor of

.....

Exhibitor.....Booth No.....
Address.....
Telephone.....Fax.....Email.....
Contact Person.....Designation.....
Signature.....Date.....

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Return this form to:

WATER TODAY PVT. LTD.

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

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

• Exhibitors are requested to mark a copy of the form to Water Today as well. The organizer would not be liable for any kind of transaction happening directly between the exhibitor and the service provider.

• This form needs to be submitted to the organizer in advance of the exhibition. i.e. on or before 15th May 2022

.....

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

Address.....

Telephone.....Fax.....

Email.....

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

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

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

Address.....

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

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

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

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FORM 7 – PLANT HIRE / FLORAL DECORATION: -

Exhibitors are requested to fill in the requirements and submit the form to WATER TODAY PVT. LTD. on or before 22nd Feb 2023. Plant Hire charges for Water Today's WATER EXPO

Description	Cost for show days		Quantity	Total (Rs)
	Plant rate in INR	USD / per day		
Indoor plants – Assorted	150	1.82		
Floral Decoration	On Request			
Small				
Medium				
Large				

Note: Payment will be collected on the spot in cash only.

Return this form to:

WATER TODAY PVT. LTD.

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

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

* Exhibitors are requested to mark a copy of the form to Water Today as well. The organizer would not be liable for any kind of transactions happening between the exhibitor and the service provider.

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

Address.....

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

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

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

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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



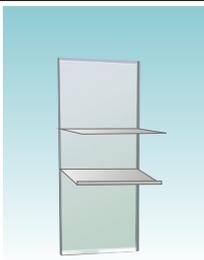
Teapoy - Rs.750 (Each)



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. Feb10th, 2023).
- 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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FORM 8 – FURNITURE

The Standard Shell Scheme Package of 12 Sqm booths include 2 Chairs, 1 Table, One waste paper basket. Use this form to order only your ADDITIONAL REQUIREMENTS.

S. No	Description	Cost for Show Days	Quantity	Total (USD/ INR)

* Use multiple copies for more requirements

Additional GST of (18%) will be applicable.

Return this form to the organizer on or before 5th of Feb 2023

WATER TODAY PVT. LTD.

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

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

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

Address.....

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

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

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

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FORM 9 – ELECTRICAL FITTINGS:

The Shell Scheme Package includes three (3) 100W spotlights and one (1) electrical socket – 15 amps fused to 5 amps (1KW) to every booth of 9 Sqm. Pro-rata entitlement will be given for booths in multiples of 9 Sqm. Prices include consumption during show hours only.

S. No	Description	Cost for Show Days	Quantity	Total (USD/ INR)

Note:

- The above rates are for full duration of the event unless specified
- 100% advance payment to be made in advance
- Additional GST of (18%) will be applicable.

Return this form to the organizer on or before 5th of Feb 2023

WATER TODAY PVT. LTD.

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

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

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

Address.....

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

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

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

Redefining Water Exhibitions in South Asia

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

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FORM 10 – FASCIA NAME & SHELL SCHEME PACKAGE:-

Please enter below Exhibitor Name, as you would want to display on the Fascia. This will be provided in Upper case in white standard 100mm height (4 inch) ENGLISH ALPHABET. FILL IN BLOCK LETTERS
Deadline – 15th of Feb 2023

Fascia Name

.....
Drawings / Diagrams

Attach additional sheets for more information

Return this form to the organizer on or before 15th of Feb 2023

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FORM 11 – AUDIO VISUAL SERVICE:

Exhibitors are requested to fill in the necessary requirements and submit the form to WATER TODAY PVT. LTD. on or before 15th of Feb 2023

(Rates are given below)

S No	Description	Cost for Show days		Quantity	Total (USD/ INR)

Note:

- The above rates are for full duration of the event unless specified
- 100% advance payment is to be made in advance
- Additional GST of (18%) will be applicable.

Return this form to: Return this form to the organizer on or before 15th of Feb 2023

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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

Mobile: +91 92410 65293

jbharadwaj@psbedi.com | blr@psbedi.com | exhibitions@psbedi.com | www.psblogistics.com

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

Address.....

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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.

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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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