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Vision for AIOS

I express my heartfelt gratitude for reposing the faith and trust in us and electing me and Dr. Rajesh Sinha in AIOS, as Hony. Secretary & Treasurer respectively.

The first thing that comes to comes to anyone's mind when we think of AIOS is the fact that AIOS is of the members, by the members and for the members. So, every step, every policy and every action of AIOS should be for maximizing the benefits for all the members i.e. AIOS for ALL.

Communication is the key to success. The most important thing for us to reach each one of you and for each of you to communicate with us is the data base updating of the AIOS. A software will be worked on so that the member can change his or her profile on the website on his/her own if and when there is a change in the contact address, email or telephone.

This will also augment the "Go Green Revolution", wherein most communications would be sent by emails. However, having said this there are some vital communications which will still go as hard copies. We need to strengthen and help our young ophthalmologists in all the possible manner we can, which should be inclusive of post graduate teaching, fellowship programs, acquiring surgical skills, finding employment in corporate sectors and government institutions and even setting up of private practices. Exchange fellowship programmes with international institutions of repute and ophthalmic societies is already on the way but will be further augmented.

As a part of responsibility towards our patients, it is imperative that AIOS takes out patient education pamphlets which may be used or modified by all ophthalmologists to suit their clinics and practices. Similarly, SOPs or step-by-step instructions will be formulated for basic procedures and routine operations in ophthalmology to achieve efficiency, quality output and uniformity of performance of investigative and ophthalmic surgical disciplines all over the country.

Web based interactive Session and/panel discussions is ongoing in the form of Webinars. This would include not only ophthalmic topics but would be beyond ophthalmology such as practice management, career planning, medicolegal issues, empanelment issues, accreditation etc.

AIOS Resource centre at headquarters will be made which will include a dedicated state of the art Wet Laboratory for hands on training, a museum and a library. AIOS - Industry wing/Partnership program will be launched which will help ophthalmologists to know the various products or machines available in Indian market and highlights and features of each will be displayed so that practitioners and physicians can decide their requirement. Further liaison will be done to help members by making a legal cell.

Advocacy is the key component and a game changing component for any society to make a difference. It is important to build and advocate communication with the various governmental agencies and key non-governmental organisations to facilitate policies in favour of ophthalmologists. All this can be achieved with close cooperation of the members and vibrant and active participation of the state as well as city ophthalmic societies. I am confident that with the active cooperation of the GC, MC and AIOS members, we will reach our goal soon: AIOS is for ALL.

Prof. (Dr.) Namrata Sharma,
Hony. General Secretary, AIOS
secretary@aios.org
The Venue

Jio World Convention Centre
3V78+6MG, G Block, Bandra Kurla Complex, Bandra East, Mumbai, Maharashtra 400098

Jio World Convention Centre is located in Mumbai, India and is well connected by multiple daily international and domestic flights to and from the G20 nations. The Chhatrapati Shivaji Maharaj International Airport is 9 kms away, and the Domestic Airport terminal is 6 kms away. There is local transportation including car hailing services that are available to and from airports, railway stations and other key locations in the city. The upcoming metro station will be 2 kms away from the Centre.

Google Map Location:
https://www.google.com/maps/place/Jio+World+Centre/@19.0630544,72.8667087,15z/data=!4m5!3m4!1s0x0:0x6d3883f7179587e318e213d19.0630544!4d72.8667087
A3

AIOS Headquarters

Mr. Kripal Rana
Mob. +91 9811350896
Email: aiosoffice@aios.org
8A, Karkardooma Institutional Area, Near DSSB Building,
Manglam Road, Karkardooma, Delhi-110092
Tel: 011- 22373701 - 05

A4

Official Show Contractor

PARAS ART STUDIO

A 25/7 Middle Circle, Connaught Place, New Delhi 110001
Web: www.parasartstudio.com

<table>
<thead>
<tr>
<th>Name</th>
<th>Mr. Nimit Soni</th>
<th>Mr. Balbeer Singh</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designation</td>
<td>(Project Head)</td>
<td>(Project Manager)</td>
</tr>
<tr>
<td>Mob.</td>
<td>91 9873882196</td>
<td>+919873885596</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:nimit.soni@parasartstudio.com">nimit.soni@parasartstudio.com</a></td>
<td><a href="mailto:balbeer@parasartstudio.com">balbeer@parasartstudio.com</a></td>
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| Contact: - For Raw Space Exhibitors Requiring Customized Stands and Pavilion Solutions |
|-----------------------------------------------|------------------------------------------------|
| Name                       | Mr. Aman Awal                        | Ms. Surbhi Grover            |
| Designation                | (Manager - Client Servicing)         | (Executive - Client Servicing) |
| Mob.                       | +91 8766260348                       | +919891306861 and 919953072715 |
| Email                      | aman@parasartstudio.com              | surbhi@parasartstudio.com    |

PARAS ART STUDIO is responsible for all shell scheme construction, custom built booths rental of furniture, electrical fitting installation, A/V Equipment rental & temporary staff services in exhibition hall / Exhibition booths.
A5  Exhibition / Trade Layout – PAVILION 2 & 3 (Ground Floor L0)

Note: "AI OC 2022 Organizing Committee reserves the right to change/modify the Layout"

101 to 108 & 117 = Rs. 62,000/- Per Sqm
109 to 116 = Rs. 58,000/- Per Sqm
Note: "AIOC 2022 Organizing Committee reserves the right to change/modify the Layou
### A7: Technical Specifications & Timeline: Exhibition Area (Raw Space Booths)

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<td><strong>Venue Exit Gate of Material Vehicles</strong></td>
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<td><strong>Maximum Height Allowed</strong></td>
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<td><strong>Maximum Height of Common Wall/Sharing Wall/Back Wall</strong></td>
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<td><strong>Rigging From Ceiling</strong></td>
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<td><strong>Exhibition Hall Flooring</strong></td>
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<td><strong>Air-conditioning of the Hall</strong></td>
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<td><strong>Setup Dates and Time for Raw Space Booths</strong></td>
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<td><strong>Completion of Work</strong></td>
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<table>
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<tr>
<th>Technical Specifications for Exhibitors – Jasmine 1 (Third Floor – L3)</th>
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<td><strong>Venue Entrance Gate for Material Vehicles</strong></td>
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<tr>
<td><strong>Exhibition Hall Flooring</strong></td>
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<td><strong>Special Point</strong></td>
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<tr>
<td><strong>Setup Dates and Time for Booth Construction</strong></td>
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</tbody>
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Completion of Work | 1st June 2022 by 1500 hrs

Note: No work allowed after 1st June 2022, 1500 hrs onwards.

For Pavilion / Raw Space Exhibition Booth Contractor must have

1. Deposit Security of amount INR 50,000/- Cash or DD will be in favour of PARAS ART STUDIO, date of the refund back 5th June 2022 from site itself.

2. Submit a copy of Stand design for approval (to be Approved by Mr. Balbeer Singh: balbeer@parasartstudio.com & Mr. Nimit Soni: nimit.soni@parasartstudio.com

3. Any stand construction above the permissible height will strictly not be allowed and will be rectified by Official Contractor of AIOC 2022 as they find correct.

A8 Important Information for Booth Construction at Pavilion 2 and 3 (Ground floor)

1. Move in from 30th May 2022 from 10 am Onwards for Pavilion hall 2 and 3
2. Work to be completed by 1st June 2022 by 3pm for Pavilion Hall 2 and 3
3. Fabrication including paint is allowed in Pavilion hall on ground floor.
4. Height limit of stall is 6m and for adjoining wall if any is 3m for Pavilion hall 2 and 3 on ground floor.
5. Rigging is allowed with prior permission. For any rigging related query please send drawings and get in touch with nimit.soni@parasartstudio.com
6. Mezzanine stalls are allowed.
7. Design approval is mandatory
8. Electricity order is mandatory for raw space booths
9. Security deposit for INR 50,000 is mandatory for all raw space booths. Non adherence of the guidelines may lead to forfeit of security deposit.
10. On site - Wrist bands for workers will be issued only after 100% payment for electricitly is received ,design is approved and refundable deposit in form of DD or Cash for INR 50,000 is received.
11. For any other query, feel free to get in touch with Official contractor at +91-9873882196 Nimit Soni or Mr. Aman Awal at 8766260348
12. Workers should be wearing shoes and carry their Adhar Cards as a norm by venue

A9 Important Information for Fabrication at JASMINE HALL- 3rd Floor

1. Move in from 31th May 2022 from 10 am Onwards for Jasmine hall
2. Work to be completed by 1st June 2022 by 3pm
3. Any type of fabrication is not allowed in the Jasmine Hall in the Octonorm Stalls.
4. Carpet needs to be laid underneath the materials and the platform (over and above Jasmine hall carpet for the halls carpet safety)

5. Paint, cutting, carpentory work is strictly not allowed in jasmine hall by VENUE

6. Prior permission from AIOS will be required, at least three weeks in advance, if the company wants to do some fabrication with a payment of Rs.50,000/- per stall payable to AIOS. (Mr. Kripal Rana is the contact person)

7. Fabrication should be done at the vendor’s workshop, beforehand. Only assembling will be allowed at the venue within the specified timing.

8. No double decker (mezzanine) stalls will be allowed.

9. Height restriction will be limited to 3meters.

10. No painting will be permitted on site.

11. Security deposit for INR 50,000 is mandatory for carrying out construction at the booth. Non adherence of the guidelines may lead to forfeit of security deposit.

12. On site - Wrist bands for workers will be issued only after 100% payment for electricity is received, design is approved and refundable deposit in form of DD or Cash for INR 50,000 is received.

13. As per the venue guidelines the construction of stall in the venue (Jasmine Hall) from raw material is strictly forbidden. (eg. Carpentry, cutting by saw or painting work etc)

14. Companies opting for fabrication of stall will be given their allotted places by 6:00AM (time) on 31st May 2022 (date) and will have to furnish and vacate the place after completion of work by 3:00PM (time) on 1st June 2022 date).

15. The above are strict guidelines of JWCC, hence you are requested to refrain from violating them, as it may lead to cancellation of stall booking without any refund.

16. Workers should be wearing shoes and carry their Adhar Cards as a norm by venue

17. For Any clarifications regarding booth construction at Jasmine hall you can contact Mr. Aman Awal at 8766260348 or Mr. Nimit Soni at 9873882196

A10 Moving in of materials at Jio World Trade Center

1. Entry for commercial vehicles is from Service gate of Jio world trade center.
2. There’s an online registration of the vehicle at the time of check in. This process takes about few minutes on site. If you wish to do it in advance you can get in touch with team from RE Rogers appointed by Venue.
3. There is a charge of 500 plus gst for commercial vehicle for 2 hours payable at the time of check in of the vehicle.
4. The process for checking in of commercial vehicle is simple and can be either done on site or in advance by getting in touch with RE Rogers below.
5. Re Rogers is appointed agency by Jio World Trade Center

<table>
<thead>
<tr>
<th>Contacts: - For any Information on related Exhibition and Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Mob.</td>
</tr>
</tbody>
</table>
6. At the time of design approval and electricity payment, NOC from Official Contractor – M/S PARAS ART STUDIO will be issued on email.

7. Exhibitors have to let official contractor know the number of badges (wrist bands) they would require at the time of build up for workers.

8. These wrist bands will be issued at the time of moving in of materials at the venue.

9. For Exhibitors equipment, exhibitors can get in touch with official freight forwarding agency RE rogers.

10. No private vehicle is allowed in the bay area hence the material must be carried in commercial vehicle as per above process.

### A11 Electrical Load and Connection Charges

**Mandatory for raw space booths:**

Power Charges would be **INR 5500 per KW** shall be collected by **Official Show Contractor** from Raw Space and Shell Scheme Booth Exhibitors.

**Note:** Connection Charges @ 1500 Per KW must be paid Exhibitor/Contractor directly to the Official Show Contractor.

*It is mandatory for Raw Space Booths to order electrical load requirement to the Official Contractor.

There is no Complementary Power will be Provided by OC / Official Contractor.*

- **Electricity:**
  - 415/200 Volts, 50Hz, 3 Phase
  - Exhibitors must inform PARAS ART STUDIO about their power requirements by filling up the relevant form.
  - Exhibitors requiring different voltages and frequencies or special connections to equipment must arrange for their own transformers, converters or boosters.

Temporary connection will be made available for construction during build up.

Fluctuations mentioned are only for reference. Exhibitors with SENSITIVE EQUIPMENT should make arrangements for a stabiliser. Neither organisers nor the fairground owners guarantee uninterrupted power supply. Any failure in regular power supply during the exhibition or during the installation, due to technical or unforeseen reasons, will not qualify for refund of money or any act of omission.
A11a  Electrical Contractor and Installations

Electricity will be supplied through the Official Show Contractor only. The Official Contractor has been appointed to carry out all electrical work (wiring and connections, lighting, etc) on all booths (Shell Scheme/Package and Special Design) at the exhibition and all charges thereof shall be paid by the Exhibitor. For safety reasons, no other electrical contractor will be permitted to carry out electrical work onsite.

a) The number and type of additional electrical fittings and installations required must be indicated by the Exhibitor on the Electrical Supplies & Fittings Rental Form (Form 3). A quotation will be submitted on receipt of this form for unscheduled fittings or installations.

b) No electrical installation may be suspended from the roof of the exhibition hall or affixed to any part of the building structure. No fitting may project beyond the boundaries of the installations and must be adequately protected against excess current.

c) Any design or plan of electrical installation must be submitted to the official appointed contractor before the indicated deadlines. No installation work shall be carried out without the written permission of the Organizer. The Organizer reserves the right to disconnect electricity supply to any Exhibitor whose installations either violate the Organizer’

regulations or is deemed dangerous or is likely to cause annoyance to Visitors or other Exhibitors.

d) NO MULTI-PLUGS ARE ALLOWED. All sockets are for machine operation only and not for lighting. Lighting connections MUST BE ordered with the official contractor. For safety reasons, please use one socket for one machine only.

A12  Additional Orders

Additional Furniture Rental (Form 2), Electrical Supplies & Fittings Rental (Form 3) can be hired from the Official Show Contractor. Please place your order by completing the respective forms and returning these to the Official Contractor appointed by the Organizer by the various deadlines stated on the forms.

PLEASE NOTE
For any additional order on site, you can only order directly with the Official Contractor PARAS ART STUDIO.

A12  General Cleaning

General cleaning of the exhibition hall will be provided by the official contractor who will also arrange for all shell scheme booths to be cleaned PRIOR TO THE OPENING OF THE EXHIBITION and daily thereafter, but it is the responsibility of the Exhibitor to maintain his booth in a clean condition at all times.

During the build-up and breakdown days of the Exhibition, the aisle of the Hall must not be obstructed with packing and construction materials or debris. Contractor building space only booths or booth interiors are responsible for removing their own building waste and off-cuts from the site at the end of each day. Painting and sawing can only be carried out at a certain designated area outside the Exhibition Hall.

At the end of Exhibition, contractors must remove from the site all the materials Should they fail to do so, the monies of their performance bond will be used to pay for such removal by the Official Cleaning Contractor. The Organiser reserves the right to charge the seller concerned for the removal of excessive waste (booth construction debris, crates/pallets, cartons, packing materials or literature).

B1  Tear Down period
Stand Construction Exhibitors and their contractors must take note and adhere to the timings for the build-up and teardown periods stated in the in-hall operations schedule when preparing and constructing their stands and exhibiting displays.

The Organizer has appointed (Paras Art Studio), as the official stand builder for all shell scheme package stands.

An exhibitor may employ a contractor of its choice to construct stand interiors and any free-standing display or fixture that may be required, subject to the following rules and regulations:

Exhibitors are responsible for the cost of restoring any damage or dilapidation to the stand structure, floor covering, light fitting, or any part thereof, caused by themselves, their agents or by any person employed or engaged on their behalf.

No additional fittings or displays, including additional name boards, covers, logos, balloons, etc., are to be attached, nailed, screwed or drilled to the stand structure provided by the official stand builder. If this instruction is ignored, the official stand builder (Paras Art Studio) reserves the right to charge the exhibitor or contractor concerned for any damage to their materials.

The official stand builder (Paras Art Studio) may provide assistance in hanging or displaying exhibits on the stand structure whenever possible. Please consult them if you require their assistance. Any cost incurred will be borne by the exhibitor.

No painting, wallpapering or pasting on panels is allowed. Exhibitors who wish to have such works done on the panels must inform the official stand builder, who will provide a quotation and carry out the work. Any double-sided or adhesive tapes belonging to the exhibitor or contractor must be removed from the panels after the exhibition before leaving the premises.

| B2 Booth Decoration (Special Design of Raw Space & Upgrading of Shell Scheme Booth) |
|---|---|---|
| Raw Space Booths |

Stand Construction Exhibitors and their contractors must take note and adhere to the timings for the build-up and teardown periods stated in the in-hall operations schedule when preparing and constructing their stands and exhibiting displays.

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Shell Scheme Booths
Paras Art Studio has a complete range of furnishings, stand fittings, AV, graphics and lighting to decorate and make your stand exclusive. Please ensure that any standard items hired by you for the exhibition are supplied by the official contractor- Paras Art Studio.

All standard items supplied by other contractors are not authorized and may be removed from your stand. All standard items are supplied by the official contractor – Paras Art Studio and are on a rental basis.

**All shell scheme packages include:**
- 1 X Table - 2 Chairs
- 1 X Waste paper basket
- 1 X company name on fascia board including the stand number
- 3 X 100W spotlights
- 1 X power socket.

Booth Fascia Names are to be submitted to Nimit Soni (Nimit.soni@parasartstudio.com) and Balbeer Singh (balbeer@parasartstudio.com) Deadline for Fascia Name submission is 25th May 2022.

**Please ensure the below is being adhered to in order to avoid any charges for any damage caused:**

a. No additional fitting or display, including additional name board, cover, logo, balloon, etc. shall be attached, glued, nailed, screwed or drilled to the shell scheme booth structure. The official stand contractor Paras Art Studio Consulting reserves the right to charge the exhibitor / contractor for any damage caused. If you require assistance in hanging or displaying your exhibits, please consult the official stand contractor.

b. No painting, placing printed graphics or wall papering of the shell scheme panels is allowed. Exhibitors who wish to change the colour of their panels or have a graphic print incorporated must inform the official stand contractor who will provide a customized quotation.

c. No part of any structure or exhibit may extend beyond the boundaries of the space allocated.

C. Exhibitors are reminded that it is the responsibility of their appointed booth fitting contractor to clean and vacuum the booth upon completion of construction, before handing over to the Exhibitor.

**B3 Demonstrate**

**An Exhibitor intending to demonstrate equipment in its booth:**

a) Must provide the Official Show Contractor with full details (type of machinery, dimensions and weight requirements).

b) Must give proper consideration to the conditions under which the equipment will be demonstrated. Precautions must be taken for protection of the public, and legible signs displaying "DO NOT TOUCH" must be placed on any working exhibit to warn Visitors to stay a safe distance.

c) Must cause no annoyance to visitors or other Exhibitors. Where a high level of noise or other objectionable factors are involved, demonstrations may only take place at timing (s) stipulated by the Organizer, who reserves the right to disallow a demonstration at any time.

d) Must not bring in or use at the exhibition site dangerous and hazardous goods and equipment such as poisonous gas, fuel, kerosene, noxious materials, inflammables, and equipment using such inflammable materials as gas stoves, kerosene stoves and electric stoves without the prior written consent of the Organizer. Even if consent is given, it will be subject to adequate precautionary measures being taken.

e) Must not carry out any fire hazardous operation work.

f) Must keep their booths clean. Precautionary measures must be taken to prevent leakage of cutting fluid lubricant and oil or any staining. The Organizer reserves the right to charge the cost of cleaning the stains to the Exhibitor.
a) Each Exhibitor is responsible for indemnifying the Organizer and its agents against liability to the owners of the exhibition premises, and public authority or department of Government and each and every other Exhibitor in respect of any action, cost, claim and demand of whatever nature consequential to any act or omission of the Exhibitor, its staff or agents.

b) The Exhibitor shall be responsible for any damage caused to the structure, floor, walls, pillars and any part of the Exhibition Hall, the Property of the Organizer, and any other Exhibitor caused by its staff in transportation, removal of exhibits, refuse and/or decoration works.

### B4 Removal of Exhibits

**a) During Show Days**

- Exhibits will NOT be allowed to be taken out of the exhibition halls during the exhibition period.
- Removal or delivery of exhibition stores in or out of the exhibition hall is not permitted during the open hours of the exhibition. Such removal, delivery or replenishment of stock may only be carried out before opening hours in the morning or after closing time in the evening.

**b) On Show Closure**

Exhibitors shall only start the tear-down procedure from 1400 hrs on the last day of exhibition (5th June 2022). Please refer to item C1 for the allotted timings. Non-compliance to these official timings may incur additional charges on to the Exhibitors if delay is caused to officially hand over the hall to the hall owner.

In order to reduce the possibility of theft, it is strongly recommended that at least one person remains in the booth to oversee the process of moving-out of your exhibits. While the Organizer will maintain security surveillance at all times, Exhibitors are reminded that goods will be most at risk at this time and that booths should not be left unattended until all portable items have been removed and hired items and/or equipment collected by the appropriate suppliers.

At the close of the exhibition, in order to remove your goods smoothly, safely and easily, the following paperwork must be carried out.

### B5 Security and Insurance

Every reasonable precaution will be taken by the Organizer to ensure the security and safety of the Exhibition Hall and adjacent areas and the contents thereof. However, the Organizer cannot be held responsible for any loss or damage which may befall the person or property of the Exhibitors from any cause whatsoever.

While the Organizer is insured for Public Liability, it is the responsibility of the Exhibitors to take up insurance cover in respect of:

**a)** Exhibits and contents of booth against loss and damage by theft, fire and any other natural calamities, or any cause whatsoever.

**b) **Expenses incurred due to abandonment or postponement of the exhibition.

**c) **Bodily injury or illness to their representative or agent, or visitors in their booth area.

**d) **Any other liability due to the negligence, inadvertence or misbehavior of the Exhibitor and/or its workmen, staff, representatives or agents.

### B6 Fire Precaution

Exhibitors, who because of the nature of their exhibits require specific fire protection, must make arrangements at their own cost for the provision of such equipment.
Any person, on seeing an outbreak of fire, however slight, must make immediate use of the fire alarm system, and subsequently make every endeavor to extinguish the outbreak or to confine it by the use of extinguishers and/or removal of goods in the vicinity.

**B7  Access to Venue’s Loading / Unloading Area**

*Access to the Venue unloading area during the buildup time (Service Gate of JWCC Gate No. 23) and dismantling periods is from (Gate No. 8)*

Time-Schedule for On-Site Operations should be strictly followed by the exhibitor’s appointed contractors.

All exhibitor’s appointed contractors are required to:

- Bring along the Appointed Contractor Acknowledgment Letter issued by the Official Contractor.
- Bring along the Delivery Challan to be used as entry pass to the event venue.
- **NOC From AIOS Headquarters**

Please note NOC will be issued only against 100% Payment and design approvals from the Official Contractor.

All booth contractors are required to submit the Delivery Challan clearly stating the list of equipment that will be brought into the Hall during the construction and dismantling periods at Service Gates of The Venue.

This form needs to be completed and submitted onsite to venue security /official show contractor/organizer for security reasons.

It is the responsibility of the exhibitor and their appointed contractors to ensure that their workmen do not enter other exhibitors’ stand.

**B8  COVID – 19 Guideline and SOPs**

1. Arogya Setu Mobile App is recommended for all the persons manning the stall and is mandatory for the ones with a smart-phone.
2. All the stalls should have hand sanitizers. They should ensure that a sufficient gap (of two yards) is maintained at all time between the people manning the stall. All the personnel at the stall should use Face
4. Every stall should have a covered dustbin.
5. To maintain social distancing the number of individuals that can be permitted in any given stall / booth at any particular time may be moderated such that the latest MHA / MoHFW guidelines on social distancing are compiled-with.
6. Exhibitors should encourage Digital Payment Options at Food & Beverage (F&B) outlets.
Deadline: 20th May 2022

Return Form to: PARAS ART STUDIO
A25/7, Middle Circle Connaught Place
New Delhi - 110001
P: +91 9873882196, +91 9873885596
Email: Nimit.soni@parasartstudio.com
balbeer@parasartstudio.com

FASCIA NAME - SHELL SCHEME PACKAGE

This form must be completed and returned by every exhibitor. If service is not required, please endorse 'NOT APPLICABLE' and return/email to the address above.

PLEASE TYPE/WRITE IN BLOCK LETTERS

Company Name: _______________________________ Booth No: ________
Address: ______________________________________
Tel: ___________________ Fax: ___________ Email: __________________
Authorized by (Signature): ______________________ Date: ____________

Please enter below the Exhibitor name, which you require, on the fascia. This will be provided in block letters, white standard English Alphabet (maximum 30 letters).

PLEASE TYPE/WRITE IN BLOCK LETTERS.

1. FASCIA NAME


2. Customized Fascia

A customized fascia can be ordered additional (at Exhibitor’s expense). The Ready to print file of size 48” (W) x 12” (H) can be sent for processing.

If you wish to have fascia customized, please send a sample with this Form, for quotation by the Official Shell Scheme contractor, PARAS ART STUDIO and tick the box below:

☐ Please send us a quotation based on our attached logo (Tick if required)

3. SHELL SCHEME PACKAGE

Fascia Board : Backlit Fascia with Trans lite  Size 48” x 12”
Carpet Color : Blue Color
4. DRAWINGS / DIAGRAMS (3m x 3m Standard Shell Scheme Booth)
The perspective, side and elevation views of the Standard Shell Scheme are here as below:
4a. Dimensions of Branding and Graphics of Booth Size: 3m x 3m

The Dimensions of Branding and Graphics of the Standard Shell Scheme booth are here as below:

**Stall Graphic Sizes**

- **Left Wall Graphic Size:** 2870mm (113") x 2387mm (94")
- **Back Wall Graphic Size:** 2912mm (115") x 2387mm (94")
- **Right Wall Graphic Size:** 2870mm (113") x 2387mm (94")

- **Information Counter Graphic Size:** 1000mm x 750mm
- **Podium Graphic Size:** 1528mm x 457mm

**Stall Panel Graphic Sizes**

- **Width:** 946mm
- **Height:** 2336mm
5. DRAWINGS / DIAGRAMS (3m x 3m Standard Shell Scheme Booth)

The perspective, side and elevation views of the Standard Shell Scheme are here as below:
Information counter

Graphic Size: 1000mm x 750mm

Fascia Graphic Size: 1528mm x 457mm

Exhibition Panel Graphic Sizes

940mm

2339mm
ADDITATIONAL FURNITURE REQUIREMENTS

This form must be completed and returned by every exhibitor. If service is not required, please endorse 'NOT APPLICABLE' and return/email to the address above.

**PLEASE TYPE/WRITE IN BLOCK LETTERS**

Company Name: ___________________________  Booth No: ______________

Address: ____________________________________________

Tel: ___________________________  Fax: ___________________________  Email: ___________________________

Authorized by (Signature): ___________________________  Date: ______________

---

Please use this Form to order your furnishing needs. The STANDARD SHELL SCHEME package stand includes one Information Counter (T6), Two Chairs (C3) and one Waste Paper Basket. ORDER ONLY YOUR ADDITIONAL REQUIREMENTS:

<table>
<thead>
<tr>
<th>Code No.</th>
<th>PARTICULARS</th>
<th>Color/Kind/Size</th>
<th>Dimension (mm)</th>
<th>Unit-Price (INR)</th>
<th>Unit</th>
<th>QTY</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>FURNITURE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C1</td>
<td>Visitor Chair</td>
<td>Black/Blue</td>
<td>500(L)X600(W)X1000 (H)mm</td>
<td>1350</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C2</td>
<td>Revolving Chair</td>
<td>Black/Blue</td>
<td>500(L)X600(W)X1000 (H)mm</td>
<td>2000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C3</td>
<td>Standard Chair</td>
<td>White/Black</td>
<td>500(L)X500(W)X900 (H)mm</td>
<td>1000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C4</td>
<td>Typist Chair</td>
<td>Black &amp; Blue</td>
<td>500(L)X600(W)X800 (H)mm</td>
<td>1650</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C5</td>
<td>Typist Chair-with arms</td>
<td>Chrome &amp; Black</td>
<td>500(L)X600(W)X800 (H)mm</td>
<td>1650</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C6</td>
<td>Rotating white leather chair</td>
<td>White Only</td>
<td>500(L)X600(W)X900 (H)mm</td>
<td>1900</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C7</td>
<td>Exhibition Chair-with arms</td>
<td>Black</td>
<td>500(L)X600(W)X900 (H)mm</td>
<td>500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C8</td>
<td>Exhibition Chair-without arms</td>
<td>Grey</td>
<td>450(L)X450(W)X750 (H)mm</td>
<td>500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C9</td>
<td>Exhibition Visitor Chair</td>
<td>Black</td>
<td>500(L)X500(W)X750 (H)mm</td>
<td>750</td>
<td></td>
<td></td>
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<tr>
<td>C10</td>
<td>Sofa White</td>
<td>White</td>
<td>600(L)X750(W)X900 (H)mm</td>
<td>1900</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>C11</td>
<td>Chrome Sofa Black</td>
<td>Chrome &amp; Black</td>
<td>750(L)X750(W)X600 (H)mm</td>
<td>1450</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>C12</td>
<td>Single Seat leather Sofa</td>
<td>White &amp; Black</td>
<td></td>
<td>2650</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C13</td>
<td>Double Seat leather Sofa</td>
<td>White and Black</td>
<td></td>
<td>5500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HS1</td>
<td>Bar Stool-Bucket Seat</td>
<td>Chrome &amp; Grey</td>
<td>600(W)X1000(H)mm</td>
<td>1350</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HS2</td>
<td>Leather Bar Stool</td>
<td>Grey &amp; Black</td>
<td>600(W)X1200(H)mm</td>
<td>1650</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T1</td>
<td>Computer Table</td>
<td>Chrome &amp; White/Gray</td>
<td>500(L)X500(W)X1000 (H)mm</td>
<td>2750</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T2</td>
<td>Discussion Table</td>
<td>Chrome &amp; White</td>
<td>900(W)X750(H)mm</td>
<td>1100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Code No.</td>
<td>PARTICULARS</td>
<td>Color/Kind/Size</td>
<td>Dimension(mm)</td>
<td>Unit-Price(INR)</td>
<td>Unit</td>
<td>QTY</td>
<td>Total Price</td>
</tr>
<tr>
<td>---------</td>
<td>-------------------------------------</td>
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<td>---------------------</td>
<td>-----------------</td>
<td>------</td>
<td>-----</td>
<td>-------------</td>
</tr>
<tr>
<td>SP1</td>
<td>Panel, System Construction</td>
<td>Chrome &amp; White/ Grey</td>
<td>1000(W)X2500(H)mm</td>
<td>1100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SD2</td>
<td>Door Lockable system construction</td>
<td>White</td>
<td>1000(W)X2100(H)mm</td>
<td>2200</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SB1</td>
<td>Pin up board wall mount</td>
<td>Blue&amp; Red</td>
<td>1800(L)X1200(W)mm</td>
<td>1100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SB2</td>
<td>Pin up board self standing</td>
<td>Blue&amp; Red</td>
<td>1800(L)X1200(W)mm</td>
<td>825</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F1</td>
<td>Fascia with name standard text</td>
<td>White/ Grey</td>
<td>250mm height</td>
<td>550</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DP1</td>
<td>Poster Display: Landscape A3,pinup</td>
<td>Chrome &amp;White/ Grey</td>
<td>500(L)X750(W)X1500 (H)mm</td>
<td>1100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DP2</td>
<td>Poster Display: Portrait A3, pinup</td>
<td>Chrome &amp;White/ Grey</td>
<td>750(L)X500(W)X1500 (H)mm</td>
<td>1100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CH1</td>
<td>Coat Rack</td>
<td>Chrome&amp; Black</td>
<td>1500(H)mm</td>
<td>900</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>W1</td>
<td>Waste Bin</td>
<td>Different Color</td>
<td>500(H)mm</td>
<td>400</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Z1</td>
<td>Literature Holder –Zig Zag</td>
<td>White/ Grey</td>
<td>1500(H)mmA4</td>
<td>1850</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L1</td>
<td>Literature Holder</td>
<td>Acrylic</td>
<td>A4size</td>
<td>1100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L2</td>
<td>Literature Holder-Swivel</td>
<td>Black</td>
<td>1500(H)mmA4</td>
<td>1650</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L3</td>
<td>Literature Holder, Hanging, Acrylic</td>
<td>Acrylic</td>
<td>A4size</td>
<td>1000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**GST 18%**

**Total Cost (INR)**
1. Services will not be provided until payment has been received. Payment should be in favor of “PARAS ART STUDIO.”

2. If the order is placed after 20th May 2022, then the exhibitor will pay an additional Surcharge of 30%.

For USD Transfers: Bank: J.P. Morgan chase Bank SWIFT code: CHASUS33
For credit to A/C 001 – 1 – 407376
AXIS Bank Ltd. Mumbai

For further credit to: Swift Code: AXSINBB066
Bank name: AXIS Bank Ltd.
Branch: East Patel Nagar, New Delhi
Ultimate beneficiary Account No: 912020056125854
Name : PARAS ART STUDIO
Branch : 26/5, East Patel Nagar, New Delhi

For Transfers within India
Account Name: PARAS ART STUDIO
Account No : 912020056125854
Branch : 26/5, East Patel Nagar, New Delhi
Branch Code : 1006
IFSC Code : UTIB0001006
MICR Code 110211075

*Please mail us a copy of your payment slip for confirmation.

1. If payment is drawn in a foreign currency, please include any potential bank commissions in the transfer amount. If the final amount received is less than amount invoiced due to exchange rate variances or charges levied by the transferring bank, you will be responsible for clearing the balance amount ahead of receiving requested services.

2. Late Orders received after the deadline – 20th May 2022, will be provided subject to availability, will be subject to a 30% surcharge and 50% surcharge for onsite orders. Priority will be given to advance orders.

3. 30% cancellation fees will be imposed for cancellation of confirmed order. There will be no refund for cancellation during show days.

4. All Prices are in INR (please remit in equivalent to foreign exchange).

5. All materials to be available subject to availability and first come first served basis.

6. Applicable Government Service Taxes (GST @ 18%) are extra.
<table>
<thead>
<tr>
<th>C1 Visitor Chair</th>
<th>C2 Revolving Chair</th>
<th>C3 Standard Chair</th>
<th>C4 Typist Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>C5 Typist Chair with arms</td>
<td>C6 Rotating white leather Chair with back rest</td>
<td>C7 Exhibition Chair with arms</td>
<td>C8 Exhibition Chair without arms</td>
</tr>
<tr>
<td>C9 Exhibition visit or chair</td>
<td>C10 Sofa White</td>
<td>C11 Chromes of a black</td>
<td>C12 Single Seat Sofa</td>
</tr>
<tr>
<td>C13 Double Seat Sofa</td>
<td>HS1 Bar Stool - Bucket Seat</td>
<td>HS2 Leather Bar Stool</td>
<td>T1 Computer Table</td>
</tr>
<tr>
<td>T2 Discussion Table 900 Dia Round</td>
<td>T3 Discussion Table: Square</td>
<td>T4 Cocktail Table: Round</td>
<td>T5 Board Room Table</td>
</tr>
<tr>
<td>T6 Information Counter</td>
<td>T7 Discussion Table 700 Dia Round</td>
<td>T8 Coffee Table</td>
<td></td>
</tr>
</tbody>
</table>
## REFERENCE PICTURES OF STORAGE AND DISPLAY

<table>
<thead>
<tr>
<th>D1 Reception Desk</th>
<th>D2 Reception Desk Half Round</th>
<th>DP3 Counter Showcase</th>
<th>DP4 Display Showcase</th>
</tr>
</thead>
<tbody>
<tr>
<td>DP5 Podium, Small</td>
<td>DP6 Podium, large</td>
<td>DP7 Glass Shelf</td>
<td>DP8 Wooden Shelf</td>
</tr>
</tbody>
</table>

**ST1 Storage Counter-Lockable**

## REFERENCE PICTURES OF STRUCTURE ACCESSORIES

<table>
<thead>
<tr>
<th>SP1 Panel System Construction</th>
<th>SD2 Door lockable system</th>
<th>SB1 Pinup board wall-mount</th>
<th>SB2 Pinup board self standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1 Fascia with name</td>
<td>DP1 Poster Display: LandscapeA3 pinup</td>
<td>DP2 Poster Display PortraitA3 pinup</td>
<td>CH1 Coat Rac</td>
</tr>
<tr>
<td>W1 Waste Bin</td>
<td>Z1 Literature Holder-zigzag</td>
<td>L1: Literature Holder wall-mount</td>
<td>L2: Literature Holder-swivel</td>
</tr>
</tbody>
</table>

**L3 Literature Holder Hanging Acrylic**
Return Form to: PARAS ART STUDIO  
A25/7, Middle Circle Connaught Place  
New Delhi - 110001  
P: +91 9873882196, +91 9873885596  
Email: Nimit.soni@parasartstudio.com  
balbeer@parasartstudio.com

**Deadline: 20th May 2022**

### ADDITIONAL ELECTRICAL REQUIREMENTS

This form must be completed and returned by every exhibitor. If service is not required, please endorse 'NOTAPPLICABLE' and return/email to the address above.

**PLEASE TYPE/WRITE IN BLOCK LETTERS**

Company Name:  
Address:  
Tel:  
Fax:  
Email:  
Booth No:  
Authorized by (Signature):  
Date:  

---

**This is mandatory for the Raw Space (Bare Space) Exhibition Booths**

1. In The Shell Scheme Only includes two (3) 60W Spot Lights, One 5/15AMP plug point and 1 KVA Electrical Power for every Booths.
2. For services not stated below, please contact the Official Contractor for a quotation.
3. The supply available is 220V Single Phase 50Hz AC (1-5 KVA only)
4. 400V Three Phase 50Hz AC can be provided on additional charges – please email if you require 3 phase power to the above mentioned email address

**ORDER ONLY YOUR ADDITIONAL REQUIREMENTS**

<table>
<thead>
<tr>
<th>DESCRIPTION OF SERVICES / ITEMS</th>
<th>Unit Cost (INR)</th>
<th>Qty</th>
<th>Cost (INR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power Supply per KW</td>
<td>5500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Connection Charges (by PARAS ART STUDIO) per unit (220v, Single Phase 50Hz)</td>
<td>1500 Per KW</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Connection Charges is mandatory to pay for all Raw Space Exhibitors.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GST 18%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Cost (INR)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DESCRIPTION OF SERVICES</td>
<td>ITEM Code</td>
<td>Unit Cost (INR)</td>
<td>Qty</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>-----------</td>
<td>----------------</td>
<td>-----</td>
</tr>
<tr>
<td>Fluorescent light 1.2 meters,40W</td>
<td>E1</td>
<td>800</td>
<td></td>
</tr>
<tr>
<td>Spotlight 100W long arm</td>
<td>E2</td>
<td>800</td>
<td></td>
</tr>
<tr>
<td>Halogen Spot 50W</td>
<td>E3</td>
<td>1200</td>
<td></td>
</tr>
<tr>
<td>Arm Halogen Spot 50W</td>
<td>E4</td>
<td>1350</td>
<td></td>
</tr>
<tr>
<td>Down light 50W</td>
<td>E5</td>
<td>1200</td>
<td></td>
</tr>
<tr>
<td>Arm Flood Light 150W</td>
<td>E6</td>
<td>1350</td>
<td></td>
</tr>
<tr>
<td>Metal Halide 125W</td>
<td>E7</td>
<td>1650</td>
<td></td>
</tr>
<tr>
<td>Track light with 3nos.Spot</td>
<td>E8</td>
<td>1650</td>
<td></td>
</tr>
<tr>
<td>Plug socket, Standard 220V,5/15amp</td>
<td>E9</td>
<td>800</td>
<td></td>
</tr>
<tr>
<td>Refrigerator 16Sliters</td>
<td>E10</td>
<td>5850</td>
<td></td>
</tr>
</tbody>
</table>

**GST 18%**

**Total Cost (INR)**

**PLEASE NOTE:**

- **For USD Transfers**: Bank: J.P. Morgan chase Bank SWIFT code: CHAESUS33
  For credit to A/C 001 – 1 – 407376
  AXIS Bank Ltd. Mumbai

- **For further credit to**: Swift Code: AXSINBB066
  Bank name: AXIS Bank Ltd.
  Branch: East Patel Nagar, New Delhi
  Ultimate beneficiary Account No: 912020056125854
  Name : PARAS ART STUDIO
  Branch : 26/5, East Patel Nagar, New Delhi

- **For Transfers with in India**
  Account Name: PARAS ART STUDIO
  Account No : 912020056125854
  Branch : 26/5, East Patel Nagar, New Delhi
  Branch Code: 1006
  IFSC Code : UTIB00001006
  MICR Code 110211075

*Please mail us a copy of your payment slip for confirmation.

1. If payment is drawn in a foreign currency, please the bank induce the bank commission and please also if the final amount received is less than the invoiced amount due to exchange rate variance, you will be responsible for reimbursing the relevant received is less than the invoiced amount due to exchange rate variance, you will be responsible for reimbursing the relevant beneficiary.

2. Late Orders received after the deadline **20th May 2022**, will be provided subject to availability, will be subject to a 30% surcharge and 50% surcharge for onsite orders. Priority will be given to advance orders.

3. 30% cancellation fees will be imposed for cancellation of confirmed order. There will be no refund for cancellation during show days. The exhibitor will be liable for full cost of rental.

4. All Prices are in INR (please remit in equivalent to foreign exchange)

5. All materials to be available subject to availability and first come first served basis.

6. As docket must be used for one exhibit at a time. Multi-point connection is not allowed to prevent the risk of power overload.

7. The standard supply is 110V, 220Vor380Vwithapproximately 10% fluctuation. For the safety of your equipment, please use stabilizer.

8. As up charge of 100% of electrical equipment will be added if you enquire 24-hour operating services.

9. Prices are inclusive of Applicable Government Service Taxes.
RULES AND REGULATIONS RELATED TO ELECTRICAL SERVICES

1. The standard shell scheme includes:
3 (Three) Spot Lights (60W), 1 (One) Plug Points 5/15 AMP and 1 KVA Electrical Power

The above items are readily provided by organizers. Additional requirement have to be ordered through Electrical Services Order Form.

2. Locations of lights and socket points in the standard booth are fixed locations and may not be moved.

3. The organizer has appointed the Official Electrical Contractor to be responsible for:

   (i) Standard supply of electricity:
   a. The standard supply is single phase AC220V/50Hz with +10% fluctuation. For the safety of your equipment, please use stabilizer.
   b. Other requirements such as single phase 110V/50Hz or three phase 220V/50Hz can be specially arranged for if requested in the electrical order form.
   c. There are two main power supply circuits: "Lighting Power Circuit" and "For Exhibit Power Circuit".

   (ii) All Electrical motors have independent automatic protection against excessive current surge.

   The following starter systems should there for be used
   a. Direction line: upto5HP
   b. Stardelta:5to25HP
   c. Auto transformer above 25HP

   (iii) Power supplies to the exhibits will be switched off at source 30 minutes after the exhibitions closes every evening and 60 minutes after close on the final day of the exhibition.

   (iv) Exhibitors who require 24 hours electricity supply for their specific requirements should indicate accordingly on the electrical order form before the deadline.

   (v) The two units of Spot lights and One 5-Amp Plug Point which are included in the shell scheme package include electricity supply.

   (vi) Cost of electricity consumption is inclusive in all items offered in Section A (1), B(1), A(2), (B2) and C.

   (vii) All electrical installation must confirm strictly to the required standard safety regulation without exception.

---

<table>
<thead>
<tr>
<th>ELECTRICAL ACESSORIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1 Fluorescent Light 40(w)</td>
</tr>
<tr>
<td>E6 Arm Flood Light 150w</td>
</tr>
</tbody>
</table>

PRINT THIS FORM AND KEEP A COPY FOR YOUR RECORDS
Deadline: 5th June 2022

Return Form to: PARAS ART STUDIO
A25/7, Middle Circle Connaught Place
New Delhi - 110001
P: +91 9873882196, +91 9873885596
Email: nimit.soni@parasartstudio.com
balbeer@parasartstudio.com

GATE PASS

Gate Pass is required to ensure smooth removal of goods at the close of the exhibition.

### Gate Pass

<table>
<thead>
<tr>
<th>Exhibition</th>
<th></th>
<th>Account Clearance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
<td>Marketing Clearance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Security Clearance</td>
</tr>
<tr>
<td></td>
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Signature ___________________________ Date ____________

Please fill this form and submit it at the Show Management Office. Exhibitors will not be allowed to remove their goods/equipments unless approved by the organiser.

PRINT THIS FORM AND KEEP A COPY FOR YOUR RECORDS