



#25, 3rd Floor, 8th Main Road, Vasanthnagar, Bangalore – 560 052.

Tel: +91-80-4600 0606

Email: info@plastasia.in

Dear Exhibitors,

I take pleasure in extending you a very warm welcome to the PLASTASIA 2022 Exhibition scheduled to be held from 20th to 23rd APRIL 2022 at Pragati Maidan, New Delhi, India.

We have made special efforts to improve through innovation and implementing new ideas, thus ensuring we stay ahead always and meet and sometimes exceed your expectations.

The Exhibitor Manual is your guide to prepare well for the Exhibition.

Form Nos. 1, 2 and 3 are Mandatory and have to be filled and sent to us positively by 10th March 2022.

For any Additional requirements of Furniture, Power, Compressed Air, Water Connection, Housekeeping, Hostess, Security etc., the requirements should be confirmed by filling in the requisite forms by 10th March 2022.

Ordering of Additional requirements after 10th March 2022 will be delivered on 20th April 2022 and 20% extra will be charged on the applicable rates.

I also request you to read the '**Very Important Information**' given on Useful Tips & guidelines for the Exhibitors. This is important and I suggest you go through the same.

All dues should be cleared by 10th March 2022.

The Exhibitor Passes / Vehicle Passes will be issued at The Organizer's Office located at Hall No. 7 I Floor Pragati Maidan, New Delhi from 18th April 2022 between 10.00 am to 6.00 pm.

Please find attached the following:

1. Details/contact of Official C & F Agents. You may contact them directly for your requirements.
2. Details/contact of Official Hospitality Partner to provide Hotel/accommodation in various categories. You may contact them directly for your requirements.
3. Details/contact of Official Interior Decorators. You may contact them directly for your requirements.
4. Details of Official Architect for approval of Stall Designs and other constructions

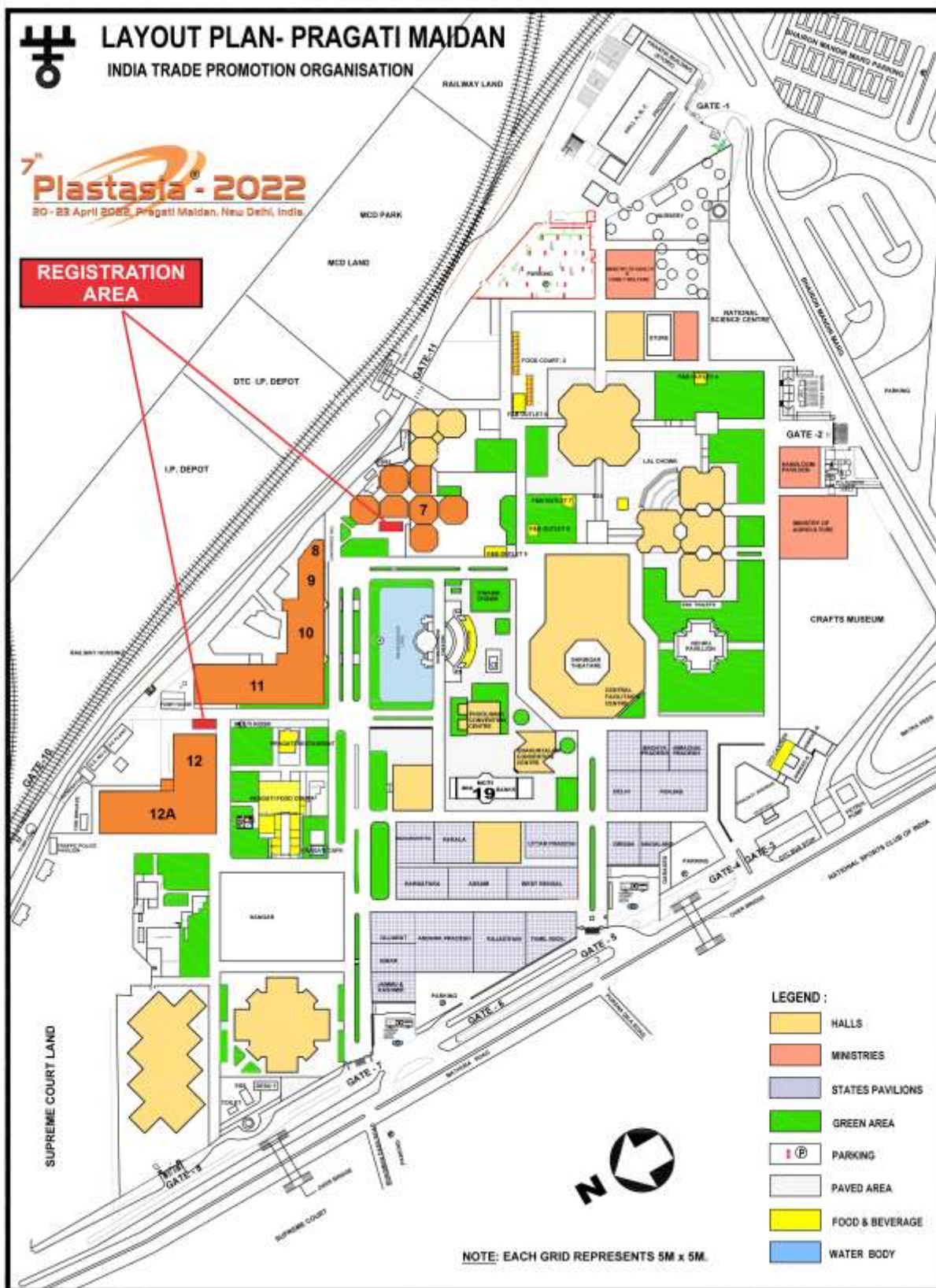
For any commercial clarifications you may call Naseer - +91 7619267071 / Vijayanand: +91-7619267070

Thanking you,

Very truly yours:

For TRIUNE EXHIBITORS PVT. LTD.,

Cyril Pereira
Managing Director



Exhibition Site* Plan of Hall – 7 to Hall – 12 & Hall – 12A

PLASTASIA 2022 EXHIBITION
20th to 23rd April 2022 at Pragati, Maidan, New Delhi.

STALL DESIGNING APPROVAL

Official Architect for approval of Stall Designs and other constructions



M/s SSS Designtek Private Limited

Contact Person: Mr.Sachin Handa

e-Mail: sachin@designtek.in (preferred mode of communication)
info@plastasia.in

Mobile No: +91 98111 76036

PLASTASIA 2022 EXHIBITION

20th to 23rd April 2022 at Pragati, Maidan, New Delhi.

Official C & F Agents and Freight forwarder & On – Site Handling Agent Contact details:



1. R. E. Rogers India Pvt. Ltd.

1, Commercial Complex, Pocket H & J, Sarita Vihar, New Delhi - 110076, India

Tel: 91-11- 2994 5402, 2694 9801/02/5898/5899

Fax: 91-11-2694 9803 / 2694 5900

Contact person:

Mr. Sushil Upadhyay : Mobile No: +91-9818451472 , Email - sushil@rogersworldwideindia.com

Mr. Puneet Sekri : Mobile No: +91-9810553944 , Email - puneet@rogersworldwideindia.com

Mr. Anand Bisht : Mobile No: +91-8750398816, Email - anand@rogersworldwideindia.com

Mumbai Office

R. E. Rogers India Pvt. Ltd.

510/511, Midas, Sahar Plaza Complex, Mathuradas VasANJI Road, Andheri (E),

Mumbai- 400059, India

Tel.: +91-22-2820 3845 / 23 / 24

Fax:. +91-22-2820 8942

Contact Details

Mr. Damodar Shenoy : Mobile No: +91-9920108787, Email -

damodar@rogersworldwideindia.com

Mr. Sanjeev Thakur : Mobile No: +91-9987219657, Email - sanjeev@rogersworldwideindia.com

Mr. Abdul Shafique : Mobile No: +91-7666024757, Email - abdul@rogersworldwideindia.com

Bangalore Office

R.E.Rogers India Pvt. Ltd.

R.E.R House,

2383/1, 11th Main,15th Cross, 'E' Block, Sahakara Nagar

Bangalore – 560092 , India

Contact Details

Mr. Pradeep Gowda: Mobile No: +91-9880182856, Email – pradeep@rogersworldwideindia.com

Mr. Surender ; Mobile No: +91- 9945083076, Email – surender@rogersworldwideindia.com

Charges for handling exhibits in Pragati Maidan, New Delhi

On site handling (For single piece not exceeding above 03 tons)

- i. Offloading from vehicle (one lift only) up to 500kg. Or part thereof Rs. 250/- (Minimum Rs. 250)
- ii. Shifting to Booth Rs. 250/- (Minimum Rs. 250)
- iii. Unpacking & Positioning of Exhibits up to 500kg. Or part thereof Rs. 250/- (Minimum Rs. 250)
- iv. Repacking up to 500kg. Or part thereof Rs. 250/- (Minimum Rs. 250)
- v. Palletisation – up to 500kg. Or part thereof..... Rs. 250/- (Minimum Rs. 250)
- vi. Shifting from booth & loading on vehicle up to 500kg. Or part thereof..... Rs. 250/- (Minimum Rs. 250)
- vii. (One lifts only)
- viii. Shifting of empties from booth to storage area, Storage & Return per CBM.... 600/- per CBM (Min.2 CBM)
- ix. 1 CBM = 333 Kg.
- x. Hiring of equipments for placement / Re-positioning & dismantling (if above mentioned Services availed)
 - a) Hydraulic pallet Truck (2 metric tons) Rs. 150/- per Hour (Min. 02 Hours)
 - b) Forklift – 3 metric tons Rs. 350/- per Hour (Min. 04 Hours)
 - c) Forklift – 5 metric tons Rs. 550/- per Hour (Min. 04 Hours)
 - d) Forklift – 10 metric tons Rs. 1000/- per Hour (Min. 02 Hours)
 - e) Crane– 10 metric tons Rs. 1000/- per Hour (Min. 02 Hours)
 - f) Crane – 20 metric tons Rs. 1500/- per Hour (Min. 02 Hours)
 - g) Crane – 50 metric tons Rs. 2300/- per Hour (Min. 02 Hours)
 - h) Labour per hour Rs. 80/- per Hour (Min. 01 Hours)

- ix) Heavy lift surcharge (on above rates) (%)
 - a) Single piece weighing above 4000 Kgs to 7000 Kgs 15% extra
 - b) Single Piece weighing more than 7001 Kgs to 10,000 Kgs 20% extra
 - c) Single Piece weighing above 10,001 Kgs 30% extra
 - d) Night Charges for Above Services from i to ix 25% extra
 - e) (From 2100 Hrs to 0800 Hrs)
 - f) Shifting of empties from booth to storage area,
 - g) 200 per CBM (Min. 2 CBM) storage & return cbm = l x b x h(mtrs)

- x) Special Remarks, Terms & Conditions
 - a) Chargeable weight will be charged as 1 CBM = 333 kilos, whichever is higher Gross or volume, final chargeable weight ill be calculate after physically check on site.
 - b) Rates above are application for local exhibitors with Indian exhibits only.
 - c) In case the Machine is bare on the base, the removal of base would be treated as unpacking & would be charged accordingly.
 - d) Goods & Service Tax (GST) @ 18% is applicable

xi) **For any import cargo handling, brought by other freight forwarder or client directly international rates will be applicable to the exhibitor as per international tariff for all important shipment for PLASTASIA 2022 Exhibition 20th to 23rd April 2022, New Delhi.**

PLASTASIA 2022 EXHIBITION
20th to 23rd April 2022 at Pragati Maidan, New Delhi.

OFFICIAL INTERIOR DECORATORS

<p>Pavilions & Interiors (I) Pvt Ltd S.No.50/3, KADIRENAHALLI Lakshmipura Panchayat, Dasanpura Hobli BANGALORE- 562162</p> <p>Mr. Vinu KK Mobile: +91 80957 91333 / 9962978733 e-mail: vinu.kk@pavilionsinteriors.com</p> <p>Joseph Pinto V Mob: +91-7406428777/9886484118 e-mail: joseph.pinto@pavilionsinteriors.com</p>	<p>Watermark Event Solutions LLP # 1, Presidency, St Marks Road, Bangalore - 560001</p> <p>Mr.Sreejith</p> <p>Mobile: 9387522014 e-mail: sreejith@watermarkevents.in aj@watermarkevents.in</p>
<p>Flare Expo Designs</p> <p>Mr. Zaid Ahmad</p> <p>Mobile: +91- 9312920188 e-mail: zaid@flaredesignsexhibits.com</p>	<p>Eeternal Designs 303/B , building no 28 , New mhada , near Mantri park , Malad east , Mumbai 400071</p> <p>Ms. Arti Mobile : 9322002144 /9223501427 e-Mail : sales@eeternaldesigns.com</p>
	<p>Dsigner Studio 404, 4th Floor, Ocus Quantum, Sector 51, Gurgaon, 122003 (Haryana),</p> <p>Mr.Kompal Bharadwaj / Mr.Rishabh</p> <p>Mobile: 9811862452 / 9654410042 e-Mail: kompal@dsignerstudio.com ; operations@dsignerstudio.com</p>

OFFICIAL TRAVEL AGENT

Exhibitors are advised to reserve their hotel accommodation at the earliest to avoid any last minute disappointment. To avail travel and accommodation services exhibitors may directly contact the official travel agent



DELMOS WORLD PVT LTD

Contact Person: MITHUN BHAYANI

Contact No.: +91 9099931520 / +91 79 40393348

Mail Id: mithun.bhayani@delmosworld.com www.delmosworld.com



Mysha India Services Pvt Ltd

Contact Person: Amitabh Shukla

Contact No.: +91 9819587537

Mail Id: Amitabh@myshaservices.com

Services offered by Official travel agent;

- ☐ Air Tickets
- ☐ Transport Arrangements
- ☐ Accommodation from Budget to 5 star category at most affordable rates
- ☐ Facilitation of the interpreter in different languages

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1. Rules & Regulations for Participation:

1.1 Exhibits

The products manufactured by the exhibitor and related to Plastics Industry will only be allowed for display during PLASTASIA 2022 exhibition.

- Entries to Exhibition Site – Trucks / Heavy Vehicles with exhibits coming to the Exhibition site have to follow the scheduled vehicle entry and exit time into the city limits. The vehicles should reach Pragati Maidan vehicle parking lot near Gate – 1. ***Please note that parts of Pragati Maidan are under renovation therefore entry and exit to the Exhibition site will have restrictions. To avoid any inconvenience at the Exhibition site, Exhibitors are requested to follow the guidelines as issued by the management of Pragati Maidan, New Delhi**
- Pre – exhibition period from – 18th – 19th April 2022 – Trucks / Heavy Vehicles with exhibits will have to follow the schedule provided by the Organiser; freight vehicles will not be allowed to park inside the Pragati Maidan and will have to be parked at the designated area only before off-loading of exhibition goods. Movement of freight vehicles will be regulated and will be in co-ordination with the official site handling agencies. Personal vehicles of any type will not be allowed to carry in / off load goods / exhibits in any case during setup and dismantling period.
- **Vehicle Entry Timings into New Delhi**
Heavy Vehicles above 20Ft length – Between 11:00pm to 6:00am
Heavy Vehicles Less than 19Ft length – Between 11:00am to 5:00pm
- During the exhibition days from 20th – 23rd April 2022, vehicles (personal and / or freight vehicles) will not be allowed inside Pragati Maidan complex. Parking to be done in the designated area only with proper parking passes / stickers
- Post Exhibition period from 23rd April 2022 (4 pm onwards) till 24th April 2022 (up to 6 am) all goods must be removed from the Exhibition Halls as per the schedule & in coordination with official site handling agencies. Movement of freight vehicles will be allowed according to the Schedule, exhibitors are requested to coordinate with the official site handling agencies only.
- For smooth operation of exhibitor services, Organiser office will operate from the Exhibition site (Hall – 7) from 18th – 23rd April 2022.
- Technical Specification of all Halls are enumerated below;

HALLS**	Carpet Area	Height (Approx)
HALL – 7/A/B/C	2278.77 SQ.M.	5.5 Mtrs
HALL – 8, 9Foyer, 10Foyer, 11Foyer, 12AFoyer	1393.26 SQ. M.	4.0 Mtrs
HALL – 9 & 10	Between 1764 sq. m.	5.5 Mtrs
HALL - 11	5266,71 SQ. M.	5.5 Mtrs
HALL – 12	1681 SQ. M.	5.5 Mtrs
HALL – 12 A	4633 SQ. M.	5.5 Mtrs

****Please note: there are certain restrictions at specific location in different parts of the Halls including ceiling heights. It is mandatory for all Exhibitors to follow such restrictions**

- Organiser will provide for daily overall cleaning of the exhibition halls and common areas after show hours. However, it will be the responsibility of the exhibitors to keep their individual stands tidy. Exhibitors are advised to keep their waste bins on the aisles after show hours, which will be

cleared by the official housekeeping agency. Exclusive housekeeping services for individual stands can be provided by the official housekeeping agency at a cost.

- Firefighting equipment will be installed at various points in the Exhibition halls. However Exhibitors are advised to take due precautions and provide necessary fire extinguisher equipment in their own stands. To ensure clear access to fire exits, no obstructions or display material will be allowed in the aisles and emergency exits. Fire tenders will be stationed at the exhibition site during the period of the exhibition.
- Food court will be operational at the Exhibition site during the show days. In addition to this various fast food outlets and restaurants will operate at Pragati Maidan during the show days. Bottled drinking water will be available from food counters.
- First Aid room with medical assistance including doctor and ambulance, in case of emergency, will be available at Exhibition site during the fair period, including pre & post exhibition period.
- General Security of all the exhibition Halls from 7 – 12 & Hall - 12 A will be provided by the Organiser. Further Organiser will not be held liable for any losses or damage to any property, person or otherwise during the installation, exhibition and dismantling period. Exhibits which are small in size must be safely kept and locked in cupboards. Exhibitors are advised to safeguard their goods and articles and never leave stands unattended during show hours. During non-show hours exhibitors must not leave any personal valuables (like cell phones, laptops, tablets, etc.) inside the stand. No security personals will be allowed inside the Hall after exhibition Hours. Exhibit movement (if any) after 7.00 pm, will be permitted only with prior written permission from the Organiser, subject to feasibility.
- Exhibitors and their representatives must wear Exhibitor badges provided by the Organiser during the show days without which they will not be permitted to enter the exhibition halls. Transfer or exchange of identification badges is strictly prohibited.

1.2 Participation & Subletting

There is no legal right of participation accruing to anybody. Triune Secretariat has the sole discretion to deny participation to any applicant without assigning any reason there for.

Subletting or transferring of stall space to a third party is forbidden. Exhibitor will not be allowed to display products, which are not mentioned in the Application Form submitted to Triune Secretariat Prior permission is to be obtained from Triune Secretariat for any alterations in the exhibits list.

1.3 Payment

All payments should be remitted through Online, Account Payee Cheque or Demand Draft drawn in favor of **Triune Exhibitors Pvt Ltd**. Bank Commission/Charges etc., if any, to participant's account.

Full & Final payment should be made on or before 28th February 2022. Failure to remit the installments in time will not be consider for early bird discount.

No participant will be allowed to bring in the exhibits into the Exhibition Ground, if any arrears to Triune Secretariat, either towards Space Rentals / Electric / Compressed Air / Water Charges / or charges of any other nature are outstanding.

1.4 Late Application

Subject to availability of space, late Application from exhibitor may be entertained by Triune Secretariat. The last date for such application is 15th April 2022. Allotment of space or rejection of such late application will be at the sole discretion of Triune Secretariat.

1.5 Cancellation

In case of cancellation of participation by any of the participant at any stage, refund will be made by Triune Secretariat as per the Terms & Conditions mentioned in the Application Form / Terms & Conditions.

Triune Secretariat is not liable for any kind of refund in case of postponement or cancellation of the Exhibition by Triune Secretariat due to force majeure and reasons beyond its control.

In the event of such postponement or cancellation of PLASTASIA 2022, Triune Secretariat shall not be liable for any losses or damages, consequential or otherwise, arising out of such postponement or cancellation, to the participants.

1.6 Stall Allocation

Based on first-come-first served, allocation of the stall will be made by Triune Secretariat. The details of stall/space allotted will be communicated to the participant maximum by 10th March 2022.

Triune Secretariat reserves the right to re-allocate the space allotted to the participant at any time, prior to the commencement of the Exhibition, should exceptional circumstances warrant such change to the location, size and dimensions of the stall. Triune Secretariat further reserves the right to shift or close entrances and exits of the stall or remove any of the proposed amenities and undertake any structural alterations. Such re-allocations will be at the sole discretion of Triune Secretariat and the exhibitor shall have no claim for compensation as a result of the re-allocation, as above.

1.7 Use of Stall Space

The exhibitor is required to exhibit the goods/services and to man the stall with competent personnel during the Exhibition hours.

The exhibitor will be liable for any damage to walls and floors etc., of the structures in which the exhibits are housed.

Except for basic Light Fittings, Fascia, Carpet, 2 Chairs, 1 Table, 3 Spot Lights with an 15Amp Electric Socket outlet and 1 Dustbin provided in stall under Shell Space Scheme (per 9 Sq.Mtrs and on pro-rata basis) by Triune Secretariat, all other decorations, furnishings, fittings, display, lightings etc., will have to be carried out by the exhibitor at his cost.

1.8 Load Calculation

Load calculation should be done on the basis of Connecting Load of the Machines to be displayed in the stall. Exhibitor drawing excess power than the power applied would be charged at double the rates.

Shell Space will have General Lighting. As such participant booking Shell Space should only indicate Power Load for running machines, if any.

The participant booking Bare Space should include Lighting Load (General lighting) also while applying for Power Load for the running machines.

Revised requirement for Power should be furnished as per Form-5, on or before 10th March, 2022.

1.9 Prohibitions on Power Supply

The exhibitor is prohibited from:

- a) Drawing electric power in excess of the Connected Load without the approval of Triune Secretariat.
- b) Re-selling electricity to a third party.
- c) Utilizing electricity by making alterations, modifications etc., to electrical equipments.
- c) The exhibitor shall get his electrical installations inspected and certified conforming to the relevant Acts, Rules and Specifications of the Indian Electricity Act/ Rules by the venue's electrical Engineer at site.
- e) Triune Secretariat reserves the right to discontinue the Power Supply to an exhibitor in the event of infringement of the prescribed rules and regulations.
- f) Triune Secretariat shall not be held responsible for any damage or loss sustained by the exhibitor due to suspension, limitation or discontinuance of Power Supply service in case of natural disasters, failure of bulk Power Supply to the exhibition, suspension of Power Supply for safety reasons or due to any other causes beyond the control of Triune Secretariat or for disconnecting of Power Supply to any exhibitor for infringement of the above regulations.
- g) The exhibitor shall be solely responsible for any claim for damages or loss arising out of faulty wiring in his stand, infringement of the regulations, any injury to third person or visitor, damage to property of the neighbouring exhibitor or the assets of Triune Secretariat. The exhibitor shall make good any such loss to Triune Secretariat and to the affected party.

Note: The generation, distribution and use of electricity in the Union of India are regulated by the Indian Electricity Act, 1956 as amended from time to time. The provisions of the above Act/ Rules shall apply to all the exhibitors.

1.10 Stand Construction, Decoration & Display Guidelines for stand construction, decoration & display

Exhibitor in Bare Space must submit to **M/s SSSDesignetek Pvt Ltd the official Architect and Triune Secretariat** the design and drawing of their stall (floor plan & elevation) and 3D view (three-dimensional view) showing the position of machines/exhibits, fittings, furniture and office cubicles etc., along with their dimensions in Meters, latest by **10th March, 2022**. The height of the side panel and walls not to exceed 4.0 Mtrs. In Halls 7 (A to H), 10, 11, 12, 12A and 3.0 Mtrs in Halls 9, Foyers in Hall 9, 10 & 12A. Modifications/ alterations suggested by Triune Secretariat will be binding on the exhibitor.

Exhibitors must issue a letter of authorization to their representative or their respective Stand Contractors to take stand possession and start the work of installing machines and exhibits from **18th April 2022**.

Stands must be completed in all respect by **18:00 hrs on 19th April, 2022**. Thereafter no work will be permitted to be carried out in the Halls, due to cleaning & security purpose.

It is proposed to hold the Inaugural Function on **20th April 2022 at 11:00 hrs**. The exhibitor should, therefore, ensure that the stall is completed in all respects by the deadline date and time.

Note: It is highly desirable on the part of the exhibitor to plan arrival of exhibit-cases well in advance at the venue, immediately on commencement of the entry period, as per the table below. The exhibitor is also advised to discuss and plan their schedules of bringing in exhibits with the approved Freight Forwarders and On-site Material Handling Agents to ensure trouble free handling of exhibits.

1.11 Guidelines for Stall Contractors:

1. Exhibitors are responsible for their own stand design and construction. The contractors responsible for building stall will have to submit a demand draft of Rs. 10,000/- and a maximum of Rs. 50,000/- as caution money which can be forfeited in case of failing to conform to design guideline, time, safety and sound and light engineering.

2. A Damage / Security Deposit of Rs. 10,000 for stands below 100 Sqm. or Rs. 25,000 for stands above 100 Sqm. either in cash or demand draft must be paid by the stand contractor(s) appointed by the exhibitors to the Organisers when they register at the exhibition site. This will be held against damages to the venue, noncompletion of construction work on time and as per deadline schedule shared by organisers in this manual, and/or the disposal of stand construction waste left on-site after the event. Any breach of the organisers/venue's regulations may also cause the deposit to be forfeited.

3. It is the individual stand contractor's responsibility to remove all packing and waste materials from the exhibition halls during both move-in and move-out. Garbage & waste materials from decoration work must not be discarded into the aisles & must be cleared. All material used must be removed during move-out and this must be done safely (no pushing over high pieces of stand, no smashing of glass panels etc). Failure to comply will result in the deposit being totally forfeited

4. The deposit will be refunded by showing the receipt after the exhibition subject to completion of construction work on time and as per deadline schedule shared by organisers in this manual, clearance of the site by the contractors and no damage or garbage being recorded by the exhibition centre management and the organisers.

5. The security deposit of the exhibitor's appointed stand contractor will also be forfeited if the stall design doesn't comply or abide by the construction guidelines enlisted in the manual.

6. Organisers reserve the right to deduct an actual and appropriate amount for damages to the hall structures /venue, made by the exhibitor or their design & handling agencies' staff during build-up, show Exhibitor Manual 2022

days and dismantling time, from the security deposit paid by the exhibitor. This is to ensure all the rules & regulations are abided by, and to cover any damage arising directly or indirectly from infringement. This is without prejudice to any additional claims the organisers may have on the exhibitor if the damages exceed the deposit. Balance amount if any, will be returned if no damage is found.

To achieve uniformity in display and appearance of the entire exhibition and to ensure proper presentation of all exhibits, Exhibitors are advised to strictly follow the guidelines for stand construction, decoration & display specified as mentioned below:

General

- a) Organizer will demarcate the stands within the Halls. Exhibitor may take assistance from the Hall Manager for locating their stand.
- b) There will not be vehicle movement inside the Halls after 18:00hrs of 19th April 2022. As such, exhibitor is advised to ensure that, his exhibits are installed/ placed in his stall before the cut-off Date/Time.
- c) Exhibitor shall ensure that his booth is built & dismantled in a safe, systematic and organized manner, within the specified build-up & dismantling period.
 - d) In case actual display arrangement of a stand is not in conformity to the approved layout plan or guidelines, the Organizer shall remove such installation from the Stand at the cost and risk of the Exhibitor. Further, any part of the exhibit/stand which appears objectionable to the Organizer must be covered by the Exhibitor, failing which the Organizer will have the same covered at Exhibitor's cost & risk. Decision of the Organizer in this regard will be final and binding.
- e) Any display which may require support from the permanent structures in Exhibition Halls is subject to prior written approval from Triune Secretariat.
- f) Wood/metal working to fabricate fixtures, inside/outside the Exhibition Halls is prohibited. Exhibitor is advised to bring prefabricated stands for assembly in the Exhibition Halls. If any Exhibitor fails to abide the above guidelines, he will have to pay penalty which will be decided by the Organizer on site.
- g) Exhibitor is advised not to use any vacant space around their stands for storage or otherwise. This could be hazardous and could restrict the movement of service personnel. Organizer reserves the right to remove such material at the risk & cost of the Exhibitor.
- i) Any type of Installation of Air-conditioners inside the stand is not permitted.
- j) Grouting/drilling of holes in the floor or walls is prohibited.
- k) Spray painting is not allowed inside the Exhibition Hall.
- l) No suspended structures are permitted from the ceiling of the exhibition Halls.

Approval of stand layout design (Raw space)

- 1.1 All stand designs will have to be pre-approved by **M/s SSSDesignetek Pvt Ltd the official Architect and Triune Secretariat** by the stipulated deadlines (last date of submission of final design with complete dimensional details is 10th March 2022) with all pages/elements without which exhibitors should not start fabrication of stalls/ pre-fab structures. Organisers will not be responsible for any losses due to strict adherence of guidelines on unauthorized construction.
- 1.2 All height details, mentioned in these guidelines, are from the ground level and not from any raised flooring created by the exhibitors.
- 1.3 **The following are strictly prohibited:**
- Construction on dotted lines under any circumstance.
 - Use of electrical flashes, flashguns etc.
 - Neon signs below 2.5 Mtrs height.
 - Cloth Banners.
 - Stage shows or presentations without prior permission in writing from the Organiser & without a concept note on the proposed show, subject to Police approval. Stage show timings must be pre-determined but organisers may change the timing/ stop performance for any reason.
 - Suspending of any item from the Hall ceiling or parts of it (No rigging).
- 1.5. The maximum height of the artificial floor should not exceed 10 cm / 4" and any other area raised artificially or for display purpose shall be such that it does not obstruct the adjoining stand. The artificial floor should have slopes in such a manner that people should not trip on them.
- 1.6 A COMMON BACK WALL OF 4.0 MTRS CAN BE BUILT WHERE STALLS ARE ALLOCATED BACK-TO- BACK.
- NO WALL CAN BE BUILT ON SIDES WITH DOTTED LINES INDICATING THE OPEN SIDE OF ANY STALL AND IT IS MANDATORY TO KEEP THE DOTTED SIDES OPEN AND EXHIBITS SHOULD BE KEPT **1 MTR INSIDE** FROM THE DOTTED LINES.
- IN CASE SOME WALL IS TO BE CONSTRUCTED FOR DESIGN PURPOSES (OFFICE, STAGE, VIDEO WALL, BRANDING ETC.) SUCH WALLS HAVE TO BE AT LEAST 2.0 MTS INSIDE FROM THE DOTTED LINE AND THE TOTAL LENGTH OF SUCH WALL OR WALLS CANNOT EXCEED 20% OF THE LENGTH OF SUCH OPEN SIDES.
- 1.7 Branding up to a maximum of 4.0 mtrs height for stalls up to a 100 sq. mtrs and a maximum height of 5.0 mtrs subject to availability (refer point 1 Specification of exhibition halls) for stands above 100 sq. mtrs area provided they do not obstruct the view / orientation of any other stand subject to approval from the Organiser.
- 1.8 Height of panel against natural back wall along the periphery of the Hall will be allowed up to a maximum of 5.0 mtrs subject to availability of Height (refer point 1 Specification of exhibition halls).
- 1.9 Access must be given to, Emergency exit, Fire exit, Electrical box, Fire Hydrants, Service entry, Exhibitor Manual 2022

Service room, Elevators, air conditioning vents / ducts etc. falling within the exhibitor's stand area. It is mandatory to leave openings in the partitions against the natural wall to provide access for electrical fittings etc. In case the existing pillars inside the Halls are used for branding or/and as an integral part of the stand design, provision has to be left to access the fire/ electrical panel, which may be there in this pillar for any emergencies/ electrical repairs, if any. Also, though the floor layout plan has been mapped thoroughly but we will still request and strongly recommend you to please make and keep provision of 30cm variation on the exact location of pillar onsite to be on a safer side.

- 1.10** Free movement of visitors should be ensured by the exhibitors for Hall entry & exit, Toilets and movement through interconnecting passages with neighboring halls. Exhibitors should also ensure barrier free movement of visitors in their stalls.
- 1.11** Building of turntables / ramps would be permitted after clearance from the Show Architect. If approved the Height of such a turntable / ramp must not exceed 1.0 mtr. Exhibitors wishing to use turn table / ramps must clearly show the location in their drawings and obtain written clearance from the Show Architect failing which they would not be permitted to construct such turntables / ramps.
- 1.12** Exhibitors may be permitted to construct a Conference / Meeting Room within their area alongside the natural wall, if any, up to 4.0 mtrs. height. The area of the meeting room may be up to 20% of the total area booked by the exhibitor. The location of the Conference / Meeting room would require specific clearance by the Fair Architect. However, for stands with all sides open, the conference room shall have to be placed at least 2.0 Mts inside from the Aisle with Transparent (Glass/ Acrylic) walls without any Blinds facing the aisle. The total length of the partitions for meeting rooms shall not exceed 20% of the total length of the open sides.
- 1.13** Mezzanine floor maybe permitted to be constructed inside the stands having an area of above 100 Sqm. subject to payment of additional space rent and on the following conditions: -
 - Area of mezzanine floor shall not exceed 30% of the stand area subject to approval of the Triune Secretariat.
 - Maximum clear height below the mezzanine floor shall not exceed 2.5 mtrs.
 - Any stall which is not along the natural wall; mezzanine covering through the solid wall is not allowed and only open mezzanine with railing of maximum 1.5 Mtr. height is permissible.
 - A strip of at least 0.10 Mtr. must be mounted along the edge of the mezzanine floor beneath the railing to prevent falling of objects.
 - Walls adjoining neighbouring stands on the mezzanine floor must be sufficiently stable so as to prevent accidental falling of persons or objects.
 - Exhibitor to get a structural engineer to duly certify the stability of the structure of the mezzanine and the Organisers shall not be held responsible for any mishap due to the sub-standard design / workmanship / material used while the construction of the mezzanine. Any sub-standard construction leading to collapse of mezzanine / accidents will be penalised and blacklisted for future editions.
 - The construction of mezzanine shall be permitted only if, in the opinion of the Show Architect, it is not obstructing the display / visibility of any adjoining stands.
 - No branding is allowed on and above the mezzanine floors or 5.0 Mtrs whichever is higher.

- Only railing of maximum height of 1.5 Mtr without any branding is allowed in the front and open sides of the stand.
- Meeting rooms on mezzanine floor, if required, should be constructed in the center leaving 1.5 Mtr from the periphery in case the mezzanine floor is to be placed along a partition that is common with another stand.
- Walls of meeting rooms on mezzanine floor should be of transparent material.
- The approval and use of mezzanine floor area shall be subject to payment at 50% the Floor rate per Sq. Mtr. + GST for the area used for mezzanine floor.
- The mezzanine floors can be used only as a visitor hospitality lounge and meeting areas. Exhibits / graphic display/ Video walls will not be permitted on the mezzanine floor.

Escape routes

- Nearest escape route / exit should have been provided no further than 10 mtrs from any location within the stand. Exhibitors are to ensure that such routes / exits are not blocked or obstructed in any way.
- Mezzanine floors with areas > 50 sq.mtrs. must have two stairways – one for entry and one for exit. Such staircases must be placed separately and not next to each other for better escape route.
- Fire extinguishers need to be provided in the mezzanine area as per the Fire safety guidelines issued by ITPO from time to time.

Stairways

- Staircase risers in all steps must be completely closed.
- The riser of each step should not exceed 0.20 mtrs and the tread depth must be at least 0.25 mtrs in the middle of the steps.
- Handrails are required on both the sides of the stairway. They must provide a safe grip and must be free of gaps even on landings.
- Handrail clearance to an adjacent structure must be at least 0.10 mtrs.
- The width of stairway should be at least 1.25 mtrs and should not exceed 1.5 mtrs.

Railings

- Safety railings must be at least 1.5 mtrs high and consist of a top, middle and bottom rail.

Fire prevention

- Any load bearing elements of the mezzanine floor must be flame retardant.
- The mezzanine floor should be equipped with at least one fire extinguishers per 20 Sq. Mts of Mezzanine area

Mezzanine floor Structural Stability Certificate with technical specifications approved by Structural Engineer has to be submitted to the Triune Secretariat for approval at the time of submission of design.

The completion certificate from the structural engineer has to be provided before the use of such a mezzanine structure.

- 1.14** All open or unfinished sides of the exhibit space which may appear unsightly must be covered or the Organiser will have them covered at the Exhibitor's sole expenses @ Rs. 2000 per running Meter. Any portion of the Exhibit bordering another Exhibitor's space or an aisle must have the exhibits facing the other exhibitor or the aisle.. **No structure can be built within 2 mtrs. of the aisle for any purpose.**

- 1.15** All exhibit floor space must be fully carpeted or covered.

- 1.16** Use of hazardous materials like woodworking and spray painting inside Hall is discouraged. Platforms / panels and other decorations for the interior must be brought in a pre-fabricated condition for assembly and finishing inside the Halls. Use of modular systems is strongly recommended for timely completion of stands. Passage area to be kept clear of packing cases, construction material etc.
- 1.17** For Island / 3 side open stalls it is mandatory for exhibitors to design their stands in such a way that there is no obstruction of view and movement of visitors on any of the open sides. This will ensure free movement and give visitors a feel of openness. Exhibitors are not allowed to obstruct the view or adversely affect the displays of other exhibitors.
- Triune Secretariat shall not approve stands with any of the open sides (dotted lines) blocked.
- 1.18** A maximum of 60% of Stand area may be used for exhibits and the balance 40% must be left free for circulation. The Exhibitors shall not arrange the display of material in a way that would obstruct the passage area or the adjoining stalls.
- 1.19** Natural Pillars falling within stand area may be covered to a height of 4.0 mtrs only. Stands with over 200 sqm area may cover pillars up to a height of maximum 5.0 mtrs subject to approval of Show Architect and availability of height and leaving access for the services mounted on such pillars, if any.
- 1.20** Hall Pillars, Walls, Roof Trusses, Air Conditioning Vents / Ducts and all other structures of the Hall must not be used as support or be subjected to load or stress by the stand structure or any related feature.
- 1.21** Exhibits over 2.5 mtrs. height must not be placed on any raised height. In a hall with multiple exhibitors, the bigger exhibits (in height & length) should be displayed in such a manner that it does not obstruct view of products of other stands. Exhibitors are requested to be sensitive to the view of the neighbouring stall.
- 1.22** There is no restriction on height and weight of exhibits on display except imposed by the load bearing capacity of the floor and height of the entry doors. The same should be checked with the Organisers before finalising large / heavy exhibits for display.
- 1.23** Any presentation / demonstration / exhibit likely to attract groups of 10 or more persons must be located towards the center of the stand and clearly shown on stand drawings. The location of such an exhibit must not result in blocking of the Aisles by overflowing visitors.
- 1.24** It is mandatory for the exhibitors to highlight, if any of their exhibits conform to any of the following parameters:
- Exhibit dimension is 10 sqms or more.
 - Exhibit exceeds 2.5 mtrs in height or 5 mtrs in length.
 - Exhibit material exceeds 3 tons.
 - Exhibit contains liquid fuel / natural gas / hydrogen / propane.
 - Exhibits requiring water/air for demonstration purposes.
- 1.25** The Organisers reserve the right to change / alter / remove any exhibit interfering with the aesthetics of the exhibition or hinders the movement of general public in any way.
- 1.26** To avoid inconvenience to other exhibitors and to enable the Organisers to complete repair work of passages, cable ducts etc., before the exhibition starts, exhibitors are requested to move in their exhibits within stipulated time given.

- 1.27** For uniform display and presentation of the entire exhibition, Exhibitors are advised to strictly follow the guidelines for stand construction.
- 1.28** Organisers will demarcate the stands within the halls. Locating the stand, exhibitors may take help from hall directors.
- 1.29** Exhibitors will be allowed to work inside halls round the clock during the build-up period. Stands should be complete in every respect by 20:00 Hrs. on 19th April 2022.
- 1.30** Exhibitors shall ensure the completion of work, within the specified build-up & dismantling period. Stands shall be built according to the design approved by the Organisers.

Organisers reserve the right to demand modification/alterations to the stand design in case actual display arrangement of a stand is not in conformity to the approved design.

Organisers shall remove such installations from the stands at the cost and risk of the Exhibitor. Further, any part of the exhibit/stand which appears unsightly to the Organisers, must be covered by the Exhibitor as per advice of the Organisers in terms of quality failing which Organisers will have the same covered at Exhibitor's cost (@ Rs. 2000/- per Running Metre) & risk. Decision of the Organisers in this regard will be final and binding.

- 1.32** Exhibitors are advised not to use any vacant space around their stands for storage or otherwise. The access to all services including fire hydrants, electrical panels, A/C ducts and other services shall be kept clear of all obstructions at all times. This could be hazardous and could restrict the movement of service personnel. Organisers reserve the right to remove such material at the risk & cost of the Exhibitor at any point in time.
- 1.33** Installation of Air conditioners, compressors, gensets etc. of any type is strictly prohibited.

1.34 Display of exhibits

- Not more than 60% of the total space to be used for display of exhibits along with office and conference areas.
- Not more than 20% of the total space to be used for office area (including conference, meetings etc.).
- A Minimum of 40% of the total space should be left open for free movement of visitors.
- No part of any exhibit / display should project out of the stand boundaries. Exhibits or any other display material be placed at least 2 mtrs away from the boundary of open sides in the stand.

- 1.35** Exhibitors can cover permanent structure of the hall in their stand with panels without causing damage to the permanent structure. Clear access must be left in front of all fire or electric panels or duct doors if any, at all times.

1.36 Floor Covering

Carpeting / covering of floors of the stands is compulsory for all Exhibitors. Use of other suitable material for floor covering inside the stands is permitted. Floor covering / carpet shall not be stuck permanently to the floor. Gluing / pasting of floor covering / carpets on the floor may be done only by using easily removable adhesive tape that leaves no marks on the floor. All marks are to be removed before handing back the area to get exit pass. Original floor of the halls shall not be grouted, primed, painted or varnished.

1.37 AUDIO VISUAL FILMS, VIDEO WALLS, STAGE SHOWS

Stage events / shows – Exhibitors can organize stage events in their stalls for short durations (not exceeding 15 minutes) which should not disturb other Exhibitors or create problems related to crowd control. It is required that exhibitors take all statutory permits from the Government and permissions from the Organisers with submission of detailed concept note well in advance before going ahead with such shows. The shows will have to be synchronized as per the pre-approved schedule given by the Secretariat. The shows should be conceptualised keeping local sensitivities in mind.

- The Organisers reserve the right to regulate or restrict exhibits within a reasonable sound level or the sound level of 70 dB peak on sound level meters (ANSI Type 2) on the SLOW meter position at 3 mtrs distance. The sound speakers must not be placed higher than 6 mtrs subject to availability of hall height. They must be positioned downward and inward towards the center of the exhibit booth or display area and must not be facing the aisle.
- Exhibitors shall not play music during media visit in the neighbouring stall and hall during the exclusive media days. No exhibitor shall play any music during the fair inaugural ceremony, the time of which can vary from the scheduled time depending on the availability of the dignitaries. On other days no exhibitor shall play music or do stage shows out of turn.
- The Organisers reserve the right to restrict exhibitors the use of sound and other devices which are not permitted by the venue authorities and may interfere with the best interest of the fair environment as a whole.
- The Organisers reserve the right to disconnect the supply of electricity to the sound system and restrict them to turn on the sound system for half an hour in case any exhibitor is found violating the above guidelines. It is advisable to have a separate power control for the sound system so that the Organisers are not forced to disconnect the power supply of the complete stand.

2. ELECTRICAL INSTALLATION REGULATIONS

- 2.1 Electrical wiring and installation must be done by Exhibitors through registered professional technicians using proper wiring, switches etc. so as to ensure safety. The Organisers shall not be responsible or liable in case of any mishap due to use of sub-standard material or unskilled labour.
- 2.2 All wiring must be carried out in PVC, Elastomeric or other plastic sheathed cables. No cable joints will be permitted without proper connectors. **Taped joints are strictly prohibited.**
- 2.3 Lamps and appliances with high temperature surfaces should be guarded and used well away from combustible materials.
- 2.4 No light fitting or other appliance may be suspended from the roof of the exhibition hall.
- 2.5 Exhibitors are requested to review their internal wiring and connections thoroughly before going live. Also, Members should estimate the power requirement in advance so that, appropriate load management can be done. Switching from temporary to permanent power supply should be done in advance clear two days, so that testing and balancing can be done properly.

Exhibitor shall submit Electrical Work Completion Report to Hall Managers for permanent power connection as per the format. Power will be released on receipt of the completion report.

- 2.6** The Organisers reserve the right to disconnect any installation, which in their opinion is dangerous or likely to cause annoyance to visitors or other Exhibitors.
- 2.7** In order to take care of voltage fluctuations, the Exhibitors are advised to fix up constant voltage transformers or insulation Transformer or stabilizers for CNC and other sensitive machines. Exhibitors are encouraged to use MCB wherever necessary. The main supply points and electrical installations in the stand should be kept open for easy access and should not be concealed.
- 2.8** Electrical power should be drawn from designated points allocated to the exhibitor only. Any exhibitor or its designated contractor found drawing power from unauthorized sources will be liable to forfeiture of security deposit.

Overall Height

a) The maximum height of any structure should not exceed 4 m.

- b) Partitions and/or dividers in the stand should not be erected on the open side of the stand. The height of the partition or divider should not exceed 4 m. Both sides of the partition should be properly finished and painted, particularly the partition on the side of neighbouring stand. Exhibitor is advised to make side partitions in mutual agreement with neighbours.
- c) Display panels, branding towers, sample holders, photographs and other display material are permitted in the stand, subject to a maximum height of 4 m. These must be erected at least 1 m away from the boundary.
- d) Spot-lights, focus-lights etc., are permitted provided these are fitted along with the stand structure within the maximum height of 4 m.
- e) Exhibitor having wall(s) along with his stall boundary or pillar within stands, may cover the same with wooden panels without causing damage to the walls, pillars, floor or any structure of the Exhibition Halls. However, electric panels on the walls or duct doors in the pillars, if any, should be kept accessible for the Organizer, for maintenance.

Identification

All Exhibitors' staff should have proper Identity Cards and shall produce the same whenever demanded by the authorized security personnel or representative of Triune Secretariat at any time during the construction, exhibition or dismantling periods. Anyone found to be without proper identification or of dubious character or behaving in a drunken or disorderly manner or committing any offence, trespassing or exhibiting rude behavior, shall be forthwith removed from the Exhibition Ground.

Handling Facilities

Unloading and handling of exhibit cases at the exhibition site is to be arranged by the exhibitor himself through Triune Secretariat approved Material Handling Agents only.

Clearing & Forwarding

Triune Secretariat has appointed official Freight Forwarding & On-Site Material Handling Agents for handling local and imported exhibit consignments. Their services include assistance in carrying out formalities for the customs clearance of imported exhibits, transport and handling of exhibits at the

exhibition ground, loading/unloading & storage of exhibit cases. The exhibitor is, however, free to appoint any one of the official agents for such work.

Business Visitors Guide

A Business Visitors Guide on exhibitors and exhibits will be published in English for use by exhibitors and visitors to PLASTASIA 2022. The Guide will contain:

- **Exhibition Floor Plan**
- **Alphabetical list of Exhibitors along with their details.**
- **Products on Display.**

Under 'Products on Display', exhibitor should list only those products which are actually on display within the booth of the exhibitor.

No changes will be entertained in the details after 10th March 2022, as the Business Visitors Guide would have to be printed well in advance for distribution at the exhibition.

Exhibitor's Kit

For convenience and trouble free participation, an Exhibitor's Kit will be provided to all the exhibitors. The Kit will contain Exhibitor Pass, Stand Possession Letter, Business Visitor Guide and other information.

Name Boards & Stall Display etc.

The exhibitor is not permitted to put up any Name or Sign Board of his own outside or at the entrance of the stand. However, the exhibitor will be free to put up his company's or firm's logo, monogram or name inside the stall.

Dividers or partitions will not be allowed in front of the stall or the border lines of the stall or in front of the passages/alleys.

Use of bright and/or coloured decorative lights, neon signs of any size, shape or colour (including those depicting exhibitor's name or logo) or any other similar electrical decorative materials is strictly forbidden.

Use of any type of loudspeakers or musical instruments which cause inconvenience to other exhibitors is forbidden.

Exhibitor is permitted to set up office / consultation cabins but the height of the cabins should not obscure the display of adjacent stalls.

Exhibitor, who has applied for space under Shell Scheme, would be provided a fascia indicating Company Name and Stand Number.

Stands under Shell Scheme will not have Company Logo printed on the Name Boards/Fascia.

Other Services

a) Furniture

The exhibitor will make his own arrangements for hiring of furniture. Particulars of Triune Secretariat approved contractors for hiring furniture's are furnished in FORM 6.

b) Removal of Waste & Cleaning

Triune Secretariat will arrange for cleaning of the Exhibition Halls and collect waste material after the exhibition hours from the exhibitors' stalls.

c) Other Facilities

The following facilities will be provided by Triune Secretariat:

- Reception & Information Counters.
- Media Lounge.
- VIP Lounge.
- Cafeterias and Snack Bars.
- Car Parking.
- Ambulance with Paramedical Staff.
- Drinking Water (water Dispensers at specific points)

Housekeeping

For House Keeping, if desired, the exhibitor can hire Housekeeper through the Triune Secretariat approved agency, and at approved rate of Rs.2,000/- per person/10 hrs shift + GST@18% as applicable.

Security

Pragati Maidan will provide round-the- clock security service for the general surveillance of the Halls.

The respective exhibitor is, however, responsible for the custody and surveillance of his stall for the entire Exhibitor displaying easily removable objects is required to guard the stall from the opening time and till the very last minute of the evening closure time. Easily removable exhibits or valuables must be locked in the evening in drawers or cupboards. For the Security personnel, during setup period, in the day during exhibition, during dismantling, Guards will be available for hire by the exhibitor through Triune Secretariat approved agency and at approved rate of Rs.2,500/- per person/10hrs shift.

Fire Prevention

Pragati Maidan has all the necessary arrangements for fire prevention equipment within the exhibition Halls. The exhibitor is expected to acquaint himself with the location of the nearest Fire Hydrants/Extinguishers.

Insurance

Triune Secretariat has done basic insurance for visitors, however, the exhibitor should also make arrangements for insuring his individual stall/machines/ any other material. Third party insurance, accident insurance of exhibitor's personnel, third party damage insurance etc., should be covered by the exhibitor.

Exit Passes

The exhibitor will be issued exit passes to facilitate the movement of their exhibits out of the Exhibition Ground at the end of the exhibition. Exit passes will be issued only after verification that all charges due have been fully paid by the exhibitors to Triune Secretariat. The pass should be shown at the gate at the time of exit of the exhibitor and his exhibits from the Exhibition Ground.

Moving Out Period

The Exhibition will close officially at 16:00 hrs of 23rd April 2022. All stands and exhibits should be dismantled and moved out of the exhibition ground positively by 06:00 am of 24th April 2022.

Exhibitor must strictly adhere to this schedule. Triune Secretariat will not be responsible for Payment of any penalty for delays in removal of the exhibits.

The removal of machines from the Exhibition Ground may start from 18:00 hrs on 23rd April 2022 for those exhibitors who have settled all accounts and obtained the "EXIT PASS" from Triune Secretariat.

Safety Regulations

The generally accepted safety rules relating to technology, labour safety and accident prevention, should be observed in all the display arrangements. Proper safety guards must be provided on machines for protection from flying chips, sparks and heat etc. Triune Secretariat reserve the right to prohibit the operation of machines or equipment, if in their opinion, these pose danger and cause annoyance to visitors and other exhibitors.

Force Majeure

If the Exhibition is abandoned, cancelled or suspended in whole or in part by reason of war, fire, natural calamity, national emergency, labour dispute, the non-availability of exhibition premises or any other cause not within the control of the Organiser, the Organiser may, at their entire discretion, repay the Participation Expenses paid by the Exhibitor or part thereof but shall be under no liability in respect of any actions, claims or losses.

Supplementary Clauses

If and when necessary, Triune Secretariat shall have the right to issue supplementary regulations in addition to these regulations and guidelines to ensure the smooth management of the Exhibition. Any additional written regulations or instructions shall form part of the rules and regulations for participation and shall be binding on the exhibitor.

Domicile and Jurisdiction

The implementation of these regulations or supplementary regulations laid down by Triune Secretariat, relating to the Exhibition, shall be deemed to be domiciled at the office of the Bangalore courts. All disputes, arising from the exhibitor's participation and from the enforcement of the regulations laid down by Triune Secretariat, shall be judged according to Indian laws and subject to Bangalore jurisdiction.

Agreement to Conform to Regulations

The exhibitor agrees to comply with all the Rules & Regulations contained herein and to such other Rules & Regulations as may be notified by Triune Secretariat from time to time, relating to the participation of exhibitor in PLASTASIA 2022. Applicants should read all Rules & Regulations carefully for guidance/compliance.

Indemnification

The exhibitor agrees to indemnify Triune Secretariat and hold them harmless from and against any and all claims arising out of the acts of the exhibitor, his agents, representatives and employees, and all contractors, erectors, delivery persons, suppliers and material handling persons, furnishing services, delivery work or materials at the instance of the exhibitor.

SCHEDULE OF EVENTS

Venue	:	Pragati Maidan, New Delhi
Duration	:	20th April to 23rd April 2022
Inauguration	:	20th April 2022 at 11.00 am*
Valedictory& Award Function	:	23rd April 2022 at 2.30 pm*
Dates for:		
a) Stall Possession (Bare Space)	:	18th April 2022 after 10.00 am
b) Stall Possession (Shell Type)	:	19th April 2022 by 2.00 pm
c) Exhibition Hours	:	10.00am to 6.30pm from 20th to 22nd April 2022 10.00 am to 4.00 pm on 23rd April 2022
d) Exhibit Removal	:	23rd April 2022 – 4.00 pm onwards
f) Deadline for Removal of Exhibits	:	24th April 2022 by 06.00 am

****Tentative***

FORM 1

DATA FOR EXHIBITOR'S GUIDE

Deadline: 10th March 2022

(Mandatory)

Triune Exhibitors Pvt. Ltd. will be publishing **Exhibitor's Guide for visitors of the Exhibition**. This Guide will contain information about the Exhibitors, their products & services, etc. These Guides will be made available to the visitors for their reference.

(To be filled by the Exhibitor - Duly typed or written in Block Letters only)

Send/Mail to:

Triune Exhibitors Pvt. Ltd.,

No. 25, 3rd Floor, 8th Main, Vasanthnagar, Bangalore – 560052

Email: info@plastasia.in

We give below details of Entry for inclusion in Exhibitor's Guide:

Company Name : _____

Address : _____

Contact Person : _____

Phone No. : _____

Fax No. : _____

E-Mail : _____

Website : _____

*Activity : _____

(5 to 6 Lines Only)

Use additional sheet if Space is insufficient

Signature : _____

Stall No : _____

Company Seal : _____

COPY FOR ORGANISER

Exhibitor Manual 2022

FORM 2

NAME ON FASCIA
For Pre-Fabricated Stalls only
Deadline: 10th March 2022
(Mandatory)

The name of the Exhibitor will be displayed on the Fascia of approximately one feet height made from 6 mm plywood duly painted in approved colour with white letters. In order to have uniform appearance and aesthetics, letters of uniform height and standard style will be used on each stall, neither the logo nor the product details will be put on the Fascia.

Please send the information in the format given below:

- Use Block Letters only
- One alphabet in each block (max. 24 letters)

(To be filled by the Exhibitor duly typed or Written in Block Letters only)

Send/Mail to:
Triune Exhibitors Pvt. Ltd.,
No. 25, 3rd Floor, 8th Main, Vasanthnagar, Bangalore – 560052
Email: info@plastasia.in

NAME ON FASCIA

--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--

Signature : _____

Stall No : _____

Company Seal : _____

COPY FOR ORGANISER

FORM 3**DETAILS OF EXHIBITORS PASSES**

Deadline: 10th March 2022
(Mandatory)

We shall appreciate receiving the following details from you:

(To be filled by the Exhibitor - Duly typed or written in Block Letters)

Send/Mail to:

Triune Exhibitors Pvt. Ltd.,

No. 25, 3rd Floor, 8th Main, Vasanthnagar, Bangalore - 52.

Email: info@plastasia.in

We give below the details of Exhibitors Passes required by us:

Sr. No.	Name of the Person	Designation	Name of the Organisation
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Signature : _____

Stall No : _____

Company Seal : _____

COPY FOR ORGANISER

Exhibitor Manual 2022

FORM 4**DETAILS OF MACHINES / PRODUCTS TO BE DISPLAYED****Deadline: 10th March 2022**

We shall appreciate receiving the following details from you:

(To be filled by the Exhibitor - Duly typed or written in Block Letters only)

Send/Mail to:

Triune Exhibitors Pvt. Ltd.,

No. 25, 3rd Floor, 8th Main, Vasanthnagar, Bangalore – 560052

Email: info@plastasia.in

We give below the details of our Machines to be displayed during **Exhibition**.

S.No.	Machine/s to be Displayed	Width	Length	Height	Weight in Tons
1.					
2.					
3.					
4.					
5.					
6.					

Use additional sheet if Space is insufficient

Signature : _____

Stall No : _____

Company Seal : _____

COPY FOR ORGANISER

FORM 5

**HIRING OF ELECTRICAL LOAD/COMPRESSED AIR/
WATER CONNECTION**
Deadline: 10th March 2022

Triune Secretariat has made arrangements for providing additional single / 3 phase power supply as per your requirement. The Electricity consumption charges are as given below and will depend on the demanded / connected load whichever is higher since it will not be possible to arrange individual meter. For your additional requirements, kindly fill-up the format given below.

Send/Mail to:

**Triune Exhibitors Pvt. Ltd.,
No. 25, 3rd Floor, 8th Main, Vasanthnagar, Bangalore - 560 052
Email: info@plastasia.in**

We give below details of additional Electricity Load / Compressed Air / Running Water Connection required by us for Exhibition.

Temporary power supply for erection and Fabrication can be made available from **18th April, 2022** onwards.

Temporary Electrical Load (From 18th - 19th, April 2022):

Single Phase	3 Phase	Cost per KW ,		Total Cost
		Rs. 3,500		
TOTAL				`
GST @ 18%				`
GRAND TOTAL				`

Electrical Load during Exhibition for Lighting & Machinery (From 20th - 23rd April 2022):

Single Phase	3 Phase	Cost per KW ,		Total Cost
		Rs. 3,500		
TOTAL				`
GST @ 18%				`
GRAND TOTAL				`

Note:

- Shell Space will have Hall & Stall Lighting. As such, participant booking Shell Space should only indicate power requirement for running the machines.
- Bare space participants should include stall Lighting Load with the machine load while applying for Power.

Compressed Air:

	CFM	Cost per Connection ,	Qty	Power(KW)	Cost per KW	Total Cost
<input type="checkbox"/>	Upto 10 cfm	Rs. 15,000		3	Rs. 3,500	
<input type="checkbox"/>	Above 10 cfm Below 20 cfm	Rs. 25,000		5	Rs. 3,500	
<input type="checkbox"/>	Above 20 cfm Below 30 cfm	Rs. 40,000		8	Rs. 3,500	
<input type="checkbox"/>	Above 30 cfm Below 40 cfm	Rs. 50,000		11	Rs. 3,500	
<input type="checkbox"/>	Above 40 cfm (Individual Screw Compressor will be provided)	Rs.75,000		15	Rs.3,500	
		TOTAL				`
		GST @ 18%				`
		GRAND TOTAL				`

Note: Power Consumption for Compressed Air will be at extra cost of Rs.3,500/ KW.

Water Connection

No. of Connections	Cost per Connection ,		Total Cost
	Rs. 15,000		
		TOTAL	`
		GST @ 18%	`
		GRAND TOTAL	`

Signature: _____

Hall No.: _____ Stall No. _____

Company Seal:

COPY FOR ORGANISER

FORM 6**FURNITURE & ELECTRICAL FIXTURES & FITTINGS****Deadline: 10th March 2022**

As part of the complimentary facilities for pre-fabricated stalls carpeted area will be provided along with following facilities per 9 Sq. Mtrs.

- | | | |
|--------------------------------|---------------------------|-----------------------|
| 1. One Reception / Desk Table. | 3. One 15amp Power Socket | 5. Name on the Fascia |
| 2. Two Chairs | 4. Waste Bin | 6. 3 Spot Lights |

For additional requirements, kindly indicate below:

Send/Mail to:

Triune Exhibitors Pvt. Ltd.,

No. 25, 3rd Floor, 8th Main, Vasanthnagar, Bangalore – 560052

Email: info@plastasia.in

S. No	Item code	Description	Size / Specification	Cost for 4 days INR.	Qty	Cost
A	Furniture / System Accessories/Electrical Equipment					
1	PI-01	Executive Chair	Black/red	2000		
2	PI-02	VIP Sofa (1 Seater)	Black	2000		
3	PI-03	VIP Sofa (2 Seater)	Black	3000		
4	PI-04	Visitor Chair	Black	800		
5	PI-05	Fibre Chair	Black	300		
6	PI-07	Round Table (Wooden Top)	70CM (dia) x 75CM (H)	1500		
7	PI-08	Round Table Cross Leg (Glass Top)	90CM (dia) x 75CM (H)	2000		
8	PI-09	Bar Stool (Adjustable Chrome leg with Cup)	50CM (H)	2000		
9	PI-10	Glass Showcase (Big with 2 downlights)	1M x 50CM x 2M (H)	5000		
10	PI-11	Glass Showcase (Small)	50CM X 50CM X 2M (H)	4000		
11	PI-12	Glass Counter	1M X 50CM X 1M (H)	3500		
12	PI-13	Centre Table (Black Glass Top)	1.20M (L) x 45CM (W)	1500		
13	PI-14	Standing Discussion Table	1.0M (H) x 70CM (Dia)	1500		
14	PI-15	System Counter (Table)	1.05M X 60CM X 75CM	1500		
15	PI-16	Side Rack (Lockable)	40CM X 1M X 60CM (H)	3600		
16	PI-17	System Podium	50CM X 50CM X 1 M (H)	1000		
17	PI-18	System Podium	50CM X 50CM X 70CM (H)	1000		
18	PI-19	System Podium	50CM x 50CM x 50CM (H)	1500		
19	PI-20	Brochure Rack		1500		
20	PI-21	Round Table (White Top)	80CM (dia) x 75CM (H)	1500		
21	PI-22	Square Table	1.2M X 45CM	1200		
22	PI-23	Lockable Door		4000		
23	PI-24	System Panel	1M x 2.5M (H) - White	1500		
24	PI-25	Glass Shelf (each)	30CM x 1M	1000		
25	PI-26	Wooden Shelf Flat / Adjustable (each)	30CM x 1M	750		
26	PI-27	Long Arm Halogen Light	150W	1000		
27	PI-28	Spot Lights	75W	750		
28	PI-29	Metal Halide	150W	2000		
29	PI-30	5A/13A Power Socket		500		
30	PI-31	Photo Clip / T-Bolt		100		
31	PI-32	Waste Basket		150		

Signature: _____

Hall No.: _____ Stall No. _____

Company Seal:

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ExecutiveChair



VIP Sofa Single



VIP Sofa Double



VisitorChair



FibreChair



WoodenChair

Round Table
70cm(Dia)x75cm(H)Round Table (Cross leg)
90cm(Dia) x 75cm(H)BarStool(Adjustable)
50cm(H)Showcase
50cm(L) x 100cm(W) x 200cm(H)Showcase
50cm(L) x 50cm(W) x 200cm(H)GlassCounter
100cm(L)x50cm(W)x100cm(H)CentreTable
120cm(L) x 45cm(W)

StandingDiscussion Table

Table
105cm(L)x60cm(W)x70cm(H)SideRack
40cm(L)x100cm(W)x60cm(H)



PI-17

Podium
50cm(L) x 50cm(W) x 100cm(H)



PI-18

Podium
50cm(L) x 50cm(W) x 70cm(H)



PI-19

Podium
50cm(L) x 50cm(W) x 50cm(H)



PI-20

Brochure Rack



PI-21

Round Table
80cm(Dia) x 75cm(H)



PI-22

Square Table
70cm(L) x 70cm(W) x 70cm(H)



PI-23

Lockable door



PI-24

System Panel



PI-25

Glass Shelf Set of Three



PI-26

Wooden Shelf Flat/Adjustable



PI-27

Long Arm Halogen Light



PI-28

Spotlight



PI-29

Metal Halide



PI-30

Power Socket 5 A/15A



PI-31

Photo Clip



T-Bolts



PI-32

Waste Bin

FORM 7**AUDIO VISUAL EQUIPMENT****Deadline: 10th March 2022**

To facilitate an impressive display and good presentation at your booth, you may like to rent out Audio visual equipment detailed below.

Please arrange to provide Audio Visual Equipment on rental basis from 20th – 23rd April 2022 as per the details given below:

Send/Mail to:

**Triune Exhibitors Pvt. Ltd.,
No. 25, 3rd Floor, 8th Main, Vasanthnagar, Bangalore – 560 052
Email: info@plastasia.in**

	DESCRIPTION OF ITEM	COST FOR 4 DAYS	QUANTITY	TOTAL COST
1	LCD Projector (XGA 3000 ANSI Lumens)	20,000		
2	Laptop with Accessories	4,000		
3	Laser Jet B & W Printer / Scanner (Without Cartridges)	10,000		
4	PA Systems (150 w Speaker 2 nos., 400 w Amplifier 1 no)	10,000		
5	Cordless Hand Mike	2,000		
6	LCD / LED TV 42"	12,000		
7	LCD / LED TV 50"	16,000		
8	LCD / LED TV 55"	25,000		
			TOTAL	`
			GST @ 18%	`
			GRAND TOTAL	`

Company Name: _____

Signature: _____

Hall No.: _____ Stall No. _____

Company Seal:

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FORM 8**HIRING OF HOSTESS****Deadline: 10th March 2022****Send/Mail to:**

Triune Exhibitors Pvt. Ltd.,
No. 25, 3rd Floor, 8th Main, Vasanthnagar, Bangalore – 560052
Email: info@plastasia.in

Sl.No.	Category	Cost Per Day(10hrs)	No. of Days	Total Cost
1	A	Rs. 4,000		`
2	B	Rs. 3,000		
GST @18%				`
GRAND TOTAL				`

Company Name: _____

Signature: _____

Hall No.: _____ Stall No. _____

Company Seal:

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FORM 9**SECURITY FOR YOUR STALL****Deadline: 10th March 2022**

The Organisers will be providing the General Security in the exhibition hall from 20 - 23 April 2022 only. However, it may be noted that security at individual stall can be arranged from 18th to 19th April 2022. These facilities will be recruited from the approved Agency for the Exhibition.

For your requirements (if any) kindly fill up the details below:

Send/Mail to:

**Triune Exhibitors Pvt. Ltd.,
No. 25, 3rd Floor, 8th Main, Vasanthnagar, Bangalore – 560 052
Email: info@plastasia.in**

(To be filled by the Exhibitor - Duly typed or written in Block Letters only)

CATEGORY	CHARGES PER SHIFT(10HRS)	NO. OF DAYS	TOTAL COST
Security Guard	Rs. 2,500		
		GST @18%	
		GRAND TOTAL	

Company Name: _____

Signature: _____

Hall No.: _____ Stall No. _____

Company Seal:

COPY FOR ORGANISER

FORM 10**HIRING OF HOUSEKEEPING****Deadline: 10th March 2022**

The Organisers will be providing the General Housekeeping in the exhibition hall from 20 - 23 April 2022 only. However, it may be noted that Housekeeping at individual stall can be arranged from 18th to 19th April 2022. These facilities will be recruited from the approved Agency for the Exhibition.

For your requirements (if any) kindly fill up the details below:

Send/Mail to:

**Triune Exhibitors Pvt. Ltd.,
No. 25, 3rd Floor, 8th Main, Vasanthnagar, Bangalore - 560 052
Email: info@plastasia.in**

(To be filled by the Exhibitor - Duly typed or written in Block Letters only)

CATEGORY	CHARGES PER SHIFT(10HRS)	NO. OF DAYS	TOTAL COST
Housekeeping	Rs. 2,000		`
		GST @18%	`
		GRAND TOTAL	`

Company Name: _____

Signature: _____

Hall No.: _____ Stall No. _____

Company Seal:

COPY FOR ORGANISER

DOCUMENTS FOR TRANSPORTATION TO NEW DELHI FOR PLASTASIA 2022 EXHIBITION

The following documents are attached:

Kindly ensure you send a copy of the “PARTICIPATION CERTIFICATE” given below along with your relevant Bill/ Challan (4 copies) mentioning your GST No. while dispatching the goods/materials for the Exhibition.

IMPORTANT NOTE:

- A. In case of only Exhibiting/Display goods can be transported to the trade exhibition under a **DELIVERY CHALLAN, IT SHOULD BE CLEARLY MENTIONED ON THE CHALLAN**

“THE GOODS ARE BEING SENT FOR ONLY DISPLAY IN THE EXHIBITION- PLASTASIA 2022 Exhibition, PRAGATI MAIDAN, NEW DELHI DURING 20 – 23 April 2022.”

- B. **In the case of Selling of Goods in trade exhibition in different states-** When the goods are sent to a trade exhibition for sale in an another State where the supplier of the goods does not hold any office premises, he would be required to obtain a separate GST registration as a casual taxable person and would also require to make an advance deposit of the expected/applicable GST at the time of the casual GST registration.

TO WHOMSOEVER IT MAY CONCERN

This is to certify that

M/s. _____

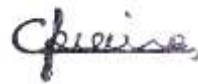
Is a certified participant of “**PLASTASIA 2022 EXHIBITION**” being held at Pragati Maidan, New Delhi from 20th to 23rd April 2022

Preparation Days: 18th & 19th April 2022

The Material/Machine(s) they are bringing is only for display in the **PLASTASIA 2022 EXHIBITION** as mentioned above.

We request you to kindly extend all facilities & assistance for movement of their exhibits from place of dispatch to Pragati Maidan, New Delhi & back.

For **TRIUNE EXHIBITORS PVT. LTD.**



Authorized Signatory

Issued Subject to receipt of Full Payment.



No. 25, 3rd Floor, 8th Main Road, Vasanthnagar, Bangalore-560 052
Tel: 080-4600 0606
Email: info@plastasia.in
Website: www.plastasia.in