



26-27 APRIL, 2012  
Hall 1, Bombay Exhibition Centre  
NSE, Goregaon (E), Mumbai  
Maharashtra, INDIA

Dear Exhibitor,

We have the pleasure in enclosing your copy of the Exhibitors Manual for the forthcoming **ChemProTech India 2012** exhibition. The manual has been designed to help you plan, co-ordinate and administer the various services that are needed for a successful show.

Please complete and return all the order forms to the various addresses by the date shown on the checklist, as this will ensure a trouble free build up to the exhibition.

The manual is designed to ensure that you have a record of the items ordered. By using our checklist, the ordering of the services you require is made as easy as possible. We suggest your Stand Manager has the Manual at the show to confirm details should any problems arise. Its retention after the show will enable you to check invoices against the original orders.

Remember the Manual should be read in conjunction with the official 'Rules and Regulation' a copy of which is attached to your booking confirmation.

If you have any queries, please do not hesitate to contact us.

Yours faithfully

**Krunal Goda**



**Koelnmesse YA Tradefair Pvt. Ltd.,**  
# 1102, 11th Floor, DLH Park, Near MTNL Office,  
S.V.Road, Goregaon (W), Mumbai-400063, Maharashtra, INDIA  
Tel : +91-22-28715207; Fax : +91-22-28715222,  
k.goda@koelnmesse-india.com; www.koelnmesse-india.com

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Dear Exhibitors,  
Please note important contact details

#### ORGANISER :

☞ **Ashwani Pande**  
Managing Director  
**Koelnmesse YA Tradefair Pvt. Ltd.**  
# 1102, 11th Floor, DLH Park,  
Near MTNL Office, S.V.Road,  
Goregaon (W), Mumbai - 400063  
Tel : +91-22-28715208  
Fax: +91-22-28715222  
E-mail: a.pande@koelnmesse-india.com

**Vijay Raghavan**  
Director  
**Chemical Weekly**  
602-B, Godrej Coliseum,  
K.J. Somaiya Hospital Road,  
Sion (East), Mumbai - 400 022, INDIA  
Tel : +91-22-2404 4477  
Fax : +91-22-2404 4450  
E-mail: vijay@chemicalweekly.com

#### OPERATIONS :

☞ **Krunal Goda**  
**Koelnmesse YA Tradefair Pvt. Ltd.,**  
# 1102, 11th Floor, DLH Park, Near MTNL Office,  
S.V.Road, Goregaon (W), Mumbai - 400063  
Maharashtra, INDIA  
Tel : +91-22-28715207; Fax : +91-22-28715222,  
k.goda@koelnmesse-india.com; www.koelnmesse-india.com

#### OFFICIAL FREIGHT FORWARDER :

**Garcia Newell**  
**Agility Fairs and Events Logistics Ltd.**  
7th Floor,  
26, Elmfield Road, Bromley  
Kent, BR1 1WA - U.K.  
Tel: +44-208-461-8756  
Fax: +44-208-228-1172  
E-mail: dfernandez@agilitylogistics.com  
URL: www.agilitylogistics.com

**Darayus Palia,**  
**R.E. Rogers (INDIA) Pvt. Ltd.,**  
501/502, Midas, Sahar Plaza Complex,  
Mathuradas Vasanji Road, Andheri(E),  
Mumbai - 400 059, INDIA.  
Tel : +91-22-28203823 / 24 / 25  
Fax : +91-22-28208942; Mobile: +91-9821052536  
E-mail : rerogers\_mumbai@vsnl.com  
URL : www.rogersworldwide.com

#### TRAVEL & ACCOMODATION AGENT :

Mr. Shashidharan  
**Orbitz Corporate & Leisure Travels (I) Pvt. Ltd.**  
202, Navyug Industrial Estate, T.J.Road, Sewri (W), Mumbai - 15, India  
Tel: +91-22-39504592  
Fax: +91-22-24184659 / 24102805  
Mobile: +91 9322037954 / 9322225790  
E-Mail: shashi@orbit-star.com  
URL: www.orbit-star.com

**OFFICIAL STAND CONTRACTOR :**

**Meroform India Pvt. Ltd.**

306, ACME Industrial Park, I.B.Patel Road,  
W. E. Highway, Goregaon (E), Mumbai - 400063  
Maharashtra, INDIA

Tel: +91-22-66780431/32

Fax: +91-22-66780430

E-mail : meroform@gmail.com

URL : www.meroformindia.net

**DESIGN COMPANIES FOR CHEMPROTECH INDIA 2012**

**ArtWorks**

245, A2, Shah & Nahar Industrial Estate,  
Lower Parel, Mumbai - 400 013.

Ph: +91-22-43430101

Mobile: +91-9821615898

E-mail: robertjoseph.artworks@gmail.com

**Span Exhibiton Design**

Mr. Devendu

13-B, Hindustan Kohinoor Industrial Complex  
LBS Marg, Vikhroli (West), Mumbai - 400 083

Telefax: +91-22-25772478

E-mail: exhibitions@artdesk.in

**Creative Concepts Advertising Pvt. Ltd.**

Unit 11, Gr. Floor, Tirupati Udyog, I.B. Patel Road,  
Near W.E.Highway, Goregaon (East), Mumbai - 400 063

Ph: +91-22-26860371, 26861964

Telefax : +91-22-26854771

E-mail: exhibit@roltanet.com

URL : www.creativecons.com

## VISA INVITATION LETTER FOR VISA APPLICATION

CAPITAL LETTERS PLEASE

Company Name: .....

Stand No : .....

Address : .....

.....

Tel : ..... Fax : ..... E-mail : .....

Contact : .....

### Application Form for Invitation Letter for Visa purposes

Please complete ALL the details below. An invitation letter will be issued to the requesting person. Please duplicate this form for each person.

NAME OF PERSON	
DATE OF BIRTH	
PASSPORT NUMBER	
DATE OF ISSUE	
PLACE OF ISSUE	
DATE OF EXPIRY	
NAME AND ADDRESS OF COMPANY IF DIFFERENT TO ABOVE.	

Signature .....

Date.....

#### PLEASE RETURN FORM TO :

Mr Tata Rao/ Mr Vijay Raghavan  
**Chemical Weekly**  
 602, B-Wing, Godrej Coliseum, Behind Everard Nagar,  
 K.J. Somaiya Hospital Road, Sion (E), Mumbai - 400 022, INDIA  
 Tel.: +91-22-2404 4477, Fax: +91-22-2404 4450  
 Email: tatarao@chemicalweekly.com or vijay@chemicalweekly.com

## GENERAL INFORMATION

### 1. VENUE

Hall 1, Bombay Exhibition Centre, NSE  
Goregaon (E), Mumbai, Maharashtra, INDIA  
Tel : +91-22-66450123  
Fax : +91-22-66450101

### 2. DATE

APRIL 26-27, 2012

## EXHIBITION –

### BUILD UP :

April 24, 2012	☞	For Bare Space Move in	08:00 - 22:00 hrs
April 25, 2012	☞	Shell Scheme Stall Move in Exhibitor Registration	08:00 hrs onwards 14:00 hrs onwards

***Please note all the heavy equipment must arrive at the Grounds by April 24, 2012.  
Please also furnish the details of your equipments.***

### SHOW TIME :

April 26, 2012 - 09:30 hrs to 18:30 hrs

April 27, 2012 - 09:30 hrs to 17:00 hrs

### DISMANTLING :

April 27, 2012	-	Power supply cutoff at	17:30 hrs
	-	Collection of rented equipment by the official service provider	17:30 hrs onwards

### 3. ADMISSION

#### ☞ EXHIBITORS :

- ☞ Exhibitors may access the exhibition hall **one hour before the show starts** and **half an hour after the show closes**, on each day, to service their booths and equipment, during exhibition days.
- ☞ Approval should be obtained from Koelnmesse YA Tradefair Pvt. Ltd. / Chemical Weekly for working or entry, other than the prescribed hours.

### 4. EXHIBITION HALL SPECIFICATION

Hall height available	Maximum Height of the hall 6 meters
Floor loading capacity	2 MT/sqm
	Prior information has to be given to organiser regarding heavy exhibits. The delivery schedule must be adhered to avoid any delay in build up.
Permissible height	4m (subject to prior approval from the organiser)

### 5. EXHIBITOR BADGES

- ☞ Exhibitor Badges will be provided with both personal and company names printed on them. Please see **Form 03** and state exact names to be printed on your badges. These will not be sent out before the show but can be collected from the Registration Desk during build-up.

### 6. EXHIBITOR REGISTRATION

- ☞ Registration of Exhibitors will start from April 24, 2012 at 14:00 hrs at the exhibition venue. All exhibitors are requested to go to the registration desk and collect their badges before going to their respective stalls. They can also get additional badges if required.

### 7. EXHIBITION CATALOGUE

- ☞ The official catalogue is designed both as a guide and as an invaluable reference directory and will be in great demand not only during, but also after the Exhibition. Please complete your company's profile and editorial on the Exhibitor Services section of the website [www.chemspecindia.com](http://www.chemspecindia.com)
- ☞ For advertising in the exhibition catalogue, please fill **Form-1** and return by March 30, 2012.

### 8. FIRST AID

- ☞ In the event of any accidents please contact the Organiser's Office.

## 9. FLORAL DECORATIONS

- ☞ Plants and cut flowers for the decoration of stands can be ordered from the officially appointed contractor who will be available on site on build-up days.

## 10. ADDITIONAL FURNITURE ORDERS

- ☞ The official stall contractor will supply additional requirements as mentioned in **Form 4&5**.

## 11. ELECTRICITY

- ☞ Supply voltage :     Single phase, alternating at 220 V, 50 Hz (+10%).  
                              Three phase, neutral alternating at 415 V, 50 Hz (+10%).

Exhibitors must inform the organiser about their power requirements by filling up the relevant form. **Please refer Form 8 & 9.**

- ☞ Exhibitors requiring different voltages and frequencies or special connections to equipment must arrange for their own transformers, converters or boosters.
- ☞ **Fluctuations mentioned are only for reference. Exhibitors with SENSITIVE EQUIPMENT should make arrangements for a stabiliser. Organiser cannot 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.**
- ☞ Supply of electricity will be switched off, at source, 30 minutes after the show closes each day. Only specially installed 24 hrs connection will remain on.
- ☞ Only licensed electrical contractors can carry out work at stands. They should also submit a completion report and file it at the organiser office, after completion of all wiring and connections. Actual connected load for all machines and equipment are to be mentioned. Accessibility for operations and repairs are to be maintained. Main supply point will not be covered. Please use approved equipment and wiring for operational safety. These will be inspected by the electrical engineer appointed by organiser and only after this approval will power be released.
- ☞ All electrical installation and equipment will comply with the Government of India regulations. Only organiser is authorised to make the electrical mains installation work.
- ☞ The rates for power consumption are understood for show days and one day prior to opening, including testing. Exhibitors may apply for temporary power load, at an extra cost. Please refer **Form 9**.
- ☞ **INTERNET :**
  - ☞ Internet have to be applied for in advance. Please refer **Form 10**.

## 12. EXHIBITOR - STAND CONDITIONS

- ☞ Exhibitor's booth must be fully manned during the show time. Exhibitors are not allowed to participate in any other activities, which can cause any problem to visitor/ exhibitor.

All activities of the Exhibitor and his staff must be confined to the booth only. No advertising/ canvassing is allowed elsewhere in the exhibition hall.

### 13. WORKING EXHIBITS & DEMONSTRATION

#### ☞ SAFETY FIRST

- ☞ The following measures must be strictly observed, failing which, the organiser reserves the right to terminate the operation and demonstration of the working exhibits. Please note that this is done to avoid damage or injury, in the interest of safety.
- ☞ Inform the organiser in writing of any working machinery to be exhibited, with a brief description of its operation and the demonstration intended to be carried out.
- ☞ Provide safety conditions and standards as per international norms.
- ☞ Working exhibits to be fully manned.
- ☞ Sound generated should not disturb or interfere other exhibitors.
- ☞ If there is any form of effluence from the working of the exhibits, arrangements will have to be made for its disposal. No disposal of fumes and exhaust gases will be permitted inside the hall.
- ☞ The disposal, drainage of acids, petroleum products, hazardous chemicals, oils, lubricants and any other environment polluting substances must be taken care by the respective exhibitor.
- ☞ Laser, X-ray, and smoke / fire emitting devices will be permitted only after approval from the Organiser and the local fire department. Please inform in advance of any such requirement.
- ☞ In the event of any dispute between exhibitors, the Organiser reserves the right to arbitrate.
- ☞ The following items are **not allowed** in this Exhibition :
  - a) Internal Combustion Engines
  - b) Radio-active substances
  - c) Hazardous or poisonous gases
  - d) Weapons or fire arms
  - e) Open flames
  - f) Welding
  - g) Inflammable Items
  - h) Explosive items
  - i) Hot air ballons
  - j) Neon lights

### 14. LIABILITIES AND INSURANCE

- ☞ Exhibitors should possess a valid insurance policy covering theft, public liability, damage to property and effects personal injury, and any other such consequential risks with respect of their participation in this exhibition.

### 15. FIRE PRECAUTION

- ☞ Exhibitors displaying exhibits, which require chemical / foam extinguishers, must provide such fire fighting equipment in their booth at their own expenses.
- ☞ All passage must be kept clear. Aisles or back of booths shall not be used as storage space.
- ☞ Fire exits and access to fire fighting equipments shall be unobstructed.

## 16. DILAPIDATION :

- ☞ Exhibitors are responsible for the costs of making good or replacing any damages or dilapidation to the exhibition premises, whether caused by themselves, their agents, contractors or any other persons employed or engaged by them or their agents or contractors, on their behalf.

## 17. STAND CLEANING :

- ☞ The Organiser will provide for general cleaning in the exhibition halls, which includes carpet / floor cleaning and refuse disposal, daily after the show closes. Exhibitors with lockable rooms are requested to place the waste paper baskets outside for collection, prior to their departure.
- ☞ The exhibitor is responsible for cleaning of his own stand, exhibits and displays. Stand cleaning services may be ordered through the relevant forms.

## 18. PUBLICITY

- ☞ Any projection of cyber light or similar equipment must be kept within the stall limits. No part of the hall or other booths may be used for the same.

## 19. AUTHORITY ON THE PREMISES

- ☞ In the event of any dispute on site, KOELNMESSE YA TRADEFAIR PVT. LTD. reserves the right to arbitrate. As the organiser, the decision taken by KOELNMESSE YA TRADEFAIR PVT. LTD. shall be final.

## 20. ON SITE FREIGHT HANDLING :

- ☞ **Only the officially appointed freight forwarder is permitted to work in the Hall and handle the on site equipment.** You may use your forwarder to deliver the goods to the hall doors only. This regulation will be strictly enforced and is necessary for reasons of insurance, security, safety and control and for protection against damage to the exhibition.
- ☞ In the interest of an efficient, well coordinated move in and move out of goods, no private trucks, fork lifts or handling equipments (trolley, lift jacks etc) will be allowed inside the exhibition halls. All such equipments will be provided and controlled by the freight forwarder.
- ☞ Facilities for loading / unloading, unpacking / repacking, transportation of goods to booths, cargo handling equipment, skilled labour, removal and storage of empties will be available at the site through the official clearing and freight forwarding agency.

## 21. DELIVERY / REMOVAL OF EXHIBITS :

- ☞ **No delivery or removal of exhibits or other equipment during the exhibition open hours is permitted.** Such delivery, removal, replenishment of stocks may only be carried out before opening hours or after closing hours. Exhibitors have to obtain a **GATE PASS** from the Organiser to enable the taking out of any material during or after the show.

- ☞ If the Exhibitor requires use of a forklift, truck or crane, then a layout, drawn to scale, should be supplied to the forwarder. This is in order to position all equipment, early during build up period, as entry of lifting equipment, after an advanced stage of construction, is difficult.

## 22. BARE SPACE STALL / ARCHITECTURAL CONTROLS

- ☞ Exhibitors taking bare space sites are required to submit the layout plan **at least 30 days** before the start of the event.
- ☞ Exhibitors are at liberty to employ a stand contractor of their choice to carry out the construction and erection of their stand.
- ☞ Exhibitors, their agents or contractors should satisfy themselves on the first morning of construction that the site marked out on the floor confirms to the dimension shown on their plan and booking confirmation.
- ☞ All assembly work to be carried out on the protective covering only, without damaging the floor. The exhibitor is directly responsible for the same and would need to compensate for any damage. Exhibitors providing their own displays must ensure that these are completely finished including pre-mounting of exhibits before delivery to the exhibition halls.
- ☞ It is the responsibility of the exhibitors who have take "space only" sites to supply, erect and decorate free standing single clad partitioning to the periphery of their sites when they adjoin an adjacent stand. The minimum height of the partitioning must be 2.5 m of which above 2.5 metres must be of double-sided. **No logos to be any closer than 1metre from the back of the stand.**
- ☞ Stands above **4 metres in height** are required to have written approval from Koelnmesse YA Tradefair Pvt. Ltd. to ensure no violation of safety laws.

## 23. SHELL SCHEME STAND SPECIFICATION

- ☞ Shell Scheme Stand construction shall be done by the Official Stand Contractor. Please refer **Form 4**.

## 24. STORAGE

- ☞ There is no provision for the storage of packing materials within the exhibition halls. Exhibitors must make their own arrangements for the removal of all packaging materials, cartons, crates, etc. Exhibitors are not permitted to store packaging materials on, or in the vicinity of any exhibition stand.

## 25. CANCELLATION TERMS

- ☞ Because your withdrawal will cost us loss & further costs in reselling the stand, the organiser is entitled to charge cancellation fees as set out below. These are intended purely to compensate us, and once paid, we will acknowledge that you have no further liabilities to us in connection to this exhibition. Fee required to make total payment up to the following percentage :

25%	10 months before opening show date.
50%	8 months before opening show date.
75%	6 months before opening show date.
100%	with in 6 months before opening show date.

The date of cancellation shall be the date when the organiser receives the notice sent by the exhibitor. If the exhibitor fails to turn up for setting up the stall or cancels the participation at the last moment, the organiser shall utilize the stall in any manner they deem fit and the exhibitor forfeits all money paid.

## 26. DISPUTES

- ☞ Any dispute will be subject to Mumbai Jurisdiction.

## 27. LOST PROPERTY

- ☞ Articles found should be handed to the organisers. The organiser accepts no responsibility for articles lost or damaged in any way.

## 28. PHOTOGRAPHY

- ☞ The organisers reserve the right to take photographs / video films of any exhibit for publicity in their own publications. Nobody shall be allowed to undertake photography without prior permission of the organiser. Exhibitors can take photographs of their own stand only.

## 29. INFORMATION ON SHIPPING FOR THE EXHIBITORS :

- ☞ Goods entering under the ATA Carnet will be exempt from guarantee requirements. Exhibitors are requested to ship their good in good time so as to avoid any delays in clearance. The word "RUSH EXHIBITION GOODS" on all packing materials will be helpful, particularly with rail traffic.
- ☞ Materials can be sent via ATA Carnet or Embassy Guarantee or Bank Guarantee. Exhibits can be cleared through Indian Customs without payment of Customs Duty, against any of these instruments.
- ☞ A facility for duty free temporary import of exhibits is available only to foreign exhibitors who remit the space rent in foreign exchange or Indian agents paying in equivalent Indian rupees.
- ☞ Detailed information on arrival deadlines, documentation, requirements, packing instructions and other relevant information for both Indian and foreign exhibitors can be obtained from any RE Rogers office.
- ☞ R E Rogers will offer the exhibitors, information and assistance in respect of re-export. It is suggested that exhibitors discuss their requirements and enter into comprehensive arrangements.
- ☞ Handling of heavier exhibit cases will have to be entrusted to the approved agencies only. At the time of movement of exhibits, it is suggested that exhibitors adhere to the programme prepared by R E Rogers.

## 30. CONSIGNEE

- ☞ All consignment must be shipped prepaid and consigned as per instructions from the official freight forwarder. On NO account should cargo be shipped to any other party. Please contact the forwarder for the consignee details.

### 31. YOUR CHECKLIST TO THE SHOW

- ☞ All forms have to be returned to the contact address given by the March 30, 2012.
- ☞ Please fill out the summary of forms and send it to avoid confusion.
- ☞ Orders will be processed only upon receipt of full payment.
- ☞ Orders received after the deadline will entail a 30% surcharge. Further, these orders are also subject to availability.
- ☞ Organiser will send a confirmation note / invoice upon receipt of the order. Please contact us if you do not hear within two weeks of placement of the order.
- ☞ Cancellation of orders on site will not be entertained and the full price shall apply.
- ☞ All items offered are on rental basis, inclusive of delivery, installation, standby maintenance and removal. Exhibitors will be liable for items ordered, upon delivery until return.
- ☞ The price mentioned in the manual is exclusive of tax. Taxes applicable will be paid by the exhibitor.

### 32. SPONSORSHIP OPPORTUNITIES

- ☞ There are a wide range of sponsorship opportunities available that will enable you to promote your company in the lead up to the show. Please contact us quickly if you are interested.

#### Onsite Opportunities (Chemspec / ChemProTech)

Visitor Bag Sponsor (One Side)	Rs. 2,25,000 / Euro 3750	+ ST
Chemspec & ChemProTech Cafeteria	Rs. 1,75,000 / Euro 3000	+ ST
Internet Cafe (Each)	Rs. 1,25,000 / Euro 2100	+ ST
Pillar Cladding - 2 sides (for 10 pillars)	Rs. 1,00,000 / Euro 1750	+ ST
Gateway Flag Pole (per flag)	Rs. 5,000 / Euro 100	+ ST

For more information or to book please contact organiser.

#### SERVICE AVAILABLE ON SITE FOR THE BENEFITS OF THE EXHIBITORS ARE

- ☞ Show management office for all information, additional orders and grievances.
- ☞ Travel desk.
- ☞ VIP lounge.
- ☞ Cafeteria.
- ☞ Business center with telephone, fax, computers and Internet services.
- ☞ First aid.
- ☞ Internet cafe.
- ☞ Visitor seating areas

#### For Local Transport:

- 1) Cool Cab - 022-42 00 00 00
- 2) Meru Cab - 022-44 22 44 22
- 3) Mega Cab - 022-42 42 42 42
- 4) Easy Cab - 022-43 43 43 43



## **REQUEST FORMS**

Kindly Complete and Return by March 30, 2012

#### CONDITIONING FOR CATALOGUE ENTRY

**Overall size:**

297 mm height, 210 mm width

**Language:**

English

**Printed Page size:**

265 mm height, 180 mm width:1/1/page

**Materials accepted:**

For B&W Advertisements: Soft copy (high resolution - pdf, eps, cdr).

For Colour Advertisements: Soft copy (high resolution CMYK colour format - pdf, eps, tif, cdr, psd) with progressive proof.

**Screen to be used:**

133 lpi (For 4 Colour Advertisements)

90 lpi (For B & W Advertisements)

#### GENERAL CONDITIONS:

- ☞ Any verbal agreements made when placing orders for advertisements must be noted on the order form.
- ☞ Orders for entries in the catalogue are not confirmed by the publishing house.
- ☞ All insertions can be published correctly if perfect advertisement material are provided to the Organiser.

# FORM 01 – ADVERTISEMENT / SPONSORSHIP FORM

Kindly Complete and Return by March 30, 2012



Exhibitor: \_\_\_\_\_ Stand #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

We confirm the following (Tick as applicable).

<b>Sponsorships</b>			
Visitor Bag Sponsor (One Side)	Rs. 2,25,000 / Euro 3750	+ ST	
Chemspec & ChemProTech Cafeteria	Rs. 1,75,000 / Euro 3000	+ ST	
Internet Cafe (Each)	Rs. 1,25,000 / Euro 2100	+ ST	
Pillar Cladding - 2 sides (for 10 pillars)	Rs. 1,00,000 / Euro 1750	+ ST	
Gateway Flag Pole (per flag)	Rs. 5,000 / Euro 100	+ ST	
<b>Cover Positions</b>			
Front Gate Fold	Rs. 50,000 / Euro 875		
Inside Front (SC)	Rs. 22,000 / Euro 375		
Inside Back Cover (TC)	Rs. 20,000 / Euro 350		
Back Cover	Rs. 25,000 / Euro 425		
<b>Advertising - Inside Positions</b>			
Full Page (Colour)	Rs. 19,500 / Euro 325		
Full Page (B & W)	Rs. 10,000 / Euro 175		
Half Page Colour	Rs. 10,000 / Euro 175		
Half Page (B & W)	Rs. 6,000 / Euro 100		

#### Advertisement Size :

Full Page Size 297 mm X 210 mm with 3mm bleed on all 4 sides

Full Page Size 265 mm X 180 mm No bleed

Half Page Size 130 mm X 180 mm No bleed

All advertisement material should be supplied as high resolution 4 colour pdf's. If this is not possible then a high resolution tif, jpeg, eps or cdr file, with all fonts embedded, would be acceptable. They must be at the exact sizes stated above. **No other formats are acceptable.**

☞ **All payments to be made through DD in favour of "ChemProTech India Expo P. Ltd.", Payable at Mumbai**

Place :

Date:

Authorised Signatory with Company Stamp

☞ **Kindly Send the Form :**

#### **Chemical Weekly**

602-B, Godrej Coliseum, K.J. Somaiya Hospital Road, Sion (East), Mumbai - 400 022, INDIA

Tel : +91-22-2404 4477, Fax : +91-22-2404 4450, E-mail: vijay@chemicalweekly.com

## FORM 02 – INVITATION TICKETS

Kindly Complete and Return by March 30, 2012



Exhibitor: \_\_\_\_\_ Stand #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

**Please indicate the number of Invitation Tickets required by you in the space below.**

25 Tickets	
50 Tickets	
100 Tickets	
150 Tickets	
200 Tickets	
Additional Quantity	

Place :

Date:

Authorised Signatory with Company Stamp

**Kindly Send the Form :**

**Chemical Weekly**

602-B, Godrej Coliseum, K.J. Somaiya Hospital Road, Sion (East), Mumbai - 400 022, INDIA

Tel : +91-22-2404 4477, Fax : +91-22-2404 4450, E-mail: vijay@chemicalweekly.com



# FORM 04 – FASCIA BOARD / SHELL SCHEME

Kindly Complete and Return by March 30, 2012



Exhibitor: \_\_\_\_\_ Stand #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

Note: This form is applicable to exhibitors who have registered for **Shell Scheme Package**.

**A: Floor covering:** Shell scheme includes grey needle punch carpet. Additional rental cost to change the carpet colour as per available colours are Rs 120 per sqm. Your colour preference for the carpet to be changed is \_\_\_\_\_.

**Note:** *Liability for ordered items remain with the exhibitor until the end of the show. As stock is limited, late orders cannot be assured.  
Any late orders accepted after the March 30, 2012 will attract a 30% surcharge. Ordered items will be delivered only after receipt of payment.  
All items are on a rental basis. Service Tax at 10.3% will be extra, as per Service Tax Act.*

**B: Each Shell Scheme exhibition stand is inclusive of a Fascia Board showing the company name in English.** Please indicate below the name you wish to appear on your Fascia Board. Please write / type in BLOCK LETTERS. (maximum number of letters - 24)


**C: Electrical & furniture entitlement, as per area of stand:**

Item	Area in sqm		
	9-12	15	18
Partition walls, Carpet, grey, Fascia, white laminated 330 mm high, with company name in English			
Counter	1	1	2
Standard Chairs, grey plastic	3	4	6
Spotlights, 100W	3	5	6
Power point, 5 Amp, up to 500W	1	1	2
Wastepaper Basket	1	1	2

**D:** Corner stands will be built with 2 open sides and adjoining stands will be built without a centre wall unless otherwise specified to a stand contractor.

Place :

Date:

Authorised Signatory with Company Stamp

**Kindly Send the Form :**

**Krunal Goda, Koelnmesse YA Tradefair Pvt. Ltd.,**

#1102, 11th Floor, DLH Park, Near MTNL Office, S.V.Road, Goregaon (W), Mumbai-400063, INDIA

Tel: +91-22-28715207; Fax: +91-22-28715222; k.goda@koelnmesse-india.com; www.koelnmesse-india.com

# FORM 05 – FURNITURE AND ACCESSORIES

Kindly Complete and Return by March 30, 2012



Exhibitor: \_\_\_\_\_ Stand #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

**Note:** Liability for ordered items remain with the exhibitor until the end of the show. As stock is limited, late orders cannot be assured.

Any late orders accepted after the March 30, 2012 will attract a 30% surcharge. Ordered items will be delivered only after receipt of payment.

All items are on a rental basis. Service Tax at 10.3% will be extra, as per Service Tax Act.

S. No.	Item	Price		Qty.	Amt.	S. No.	Item	Price		Qty.	Amt.
		INR	Euro					INR	Euro		
01	Counter	1000	25			12	Display Podium (.5x.9m)	1200	30		
02	Lockable Counter	1800	45			13	Display Podium (1x.75m)	1500	37		
03	Bar Counter	2000	50			14	Display Podium (1x.9m)	1800	45		
04	Square Meeting Table	900	24			15	Glass Counter	3000	75		
05	Lounge Table (Round)	1200	30			16	Glass Showcase(Slim)	3600	90		
06	Novia Chair	400	11			17	Glass Showcase	4200	110		
07	Chair	300	9			18	Literature Stand	500	12		
08	Bar Stool	800	22			19	Shelf (Glass)	500	13		
09	Bar Stool (430mm dia)	1000	25			20	Shelf (Wooden)	800	22		
10	Display Podium (.5x.6m)	800	22			21	Wastepaper Basket	100	2		
11	Display Podium (.5x.75m)	1000	25			22	Plant	100	2		
Sub-Total-1						Sub-Total-2					
Total (Sub-Total-1 + Sub-Total-2)											
Add Service Tax* @ 10.30%											
Grand Total											

☞ All payments to be made through DD in favour of "ChemProTech India Expo P. Ltd.", Payable at Mumbai

Place :

Date:

Authorised Signatory with Company Stamp

☞ **Kindly Send the Form :**

Krunal Goda, Koelnmesse YA Tradefair Pvt. Ltd.,

#1102, 11th Floor, DLH Park, Near MTNL Office, S.V.Road, Goregaon (W), Mumbai-400063, INDIA

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# IMAGES

## Furniture and Accessories & Electricals



**Counter**  
W H D  
1080 750 540



**Lockable Counter**  
W H D  
945 750 400



**Bar Counter**  
W H D  
1010 1000 620



**Square Meeting Table**  
W H D  
750 750 750



**Lounge Table (Round)**  
Dia H  
750 750



**Nova Chair**  
W H D  
500 810 600



**Chair**  
W H D  
435 760 600



**Bar Stool**



**Bar Stool**  
Dia  
430 mm



**Display Podium**  
W H D  
500 750 500



**Glass Counter**  
W H D  
1050 1050 550



**Glass Show Case (Slim)**  
W H D  
500 2000 500



**Glass Show Case**  
W H D  
1000 2000 500



**Literature Stand**  
W H D  
300 1200 400



**Shelf (Glass)**  
W D  
1050 300



**Shelf (Wooden)**  
W D  
1050 300

## FORM 06 – HOTEL ACCOMMODATION

Kindly Complete and Return by March 30, 2012



For Hotel Accommodation, please contact :

Mr. Shashidharan

**Orbitz Corporate & Leisure Travels (I) Pvt. Ltd.**

202, Navyug Industrial Estate, T.J.Road,

Sewri (W), Mumbai - 15, India

Tel: +91-22-39504592

Fax: +91-22-24184659 / 24102805

Mobile: +91 9322037954 / 9322225790

E-Mail: shashi@orbit-star.com

URL: www.orbit-star.com

# FORM 07 – STAND CONSTRUCTION AND DECORATION

Kindly Complete and Return by March 30, 2012



Exhibitor: \_\_\_\_\_ Stand #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

**Note:** *Liability for ordered items remain with the exhibitor until the end of the show. As stock is limited, late orders cannot be assured.*

*Any late orders accepted after the March 30, 2012 will attract a 30% surcharge. Ordered items will be delivered only after receipt of payment.*

*All items are on a rental basis. Service Tax at 10.3% will be extra, as per Service Tax Act.*

S.No.	Items	Unit Price		Quantity	Amount
		INR	Euro		
1	System wall panel, 2.5m X 1.0m	1200	28		
2	System wall panel, 2.5m X 0.5m	700	19		
3	System door	3500	70		
4	Needle punch carpet, per square meter	150	4		
5	White laminated fascia board, per meter run	1200	28		
<b>Total</b>					
<b>Add Service Tax @ 10.3%</b>					
<b>Grand Total</b>					

☞ All payments to be made through DD in favour of "ChemProTech India Expo P. Ltd.", Payable at Mumbai

Place :

Date:

Authorised Signatory with Company Stamp

☞ **Kindly Send the Form :**

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#1102, 11th Floor, DLH Park, Near MTNL Office, S.V.Road, Goregaon (W), Mumbai-400063, INDIA

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# FORM 08 – LIGHTING AND ELECTRICALS

Kindly Complete and Return by March 30, 2012





Exhibitor: \_\_\_\_\_ Stand #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

**Note:** Liability for ordered items remain with the exhibitor until the end of the show. As stock is limited, late orders cannot be assured.

Any late orders accepted after the March 30, 2012 will attract a 30% surcharge. Ordered items will be delivered only after receipt of payment.

All items are on a rental basis. Service Tax at 10.3% will be extra, as per Service Tax Act.

S.No.	Item	Unit Price		Quantity	Amount
		INR	Euro		
01	Standard Long Arm Spot Light - 75W 	500	13		
02	Socket Out Let 	500	13		
<b>For lighting only (including consumption)</b>					
06	Single phase neutral, alternating at 220 V, 50 Hz, supply for the entire show period, including one day buildup, inclusive of cables and switch, laid up to a point in the booth, cost per Kw.	1,800	38		
07	Three phase neutral, alternating at 415V, 50 Hz, supply for the entire show period, including one day buildup, inclusive of cables and switch, laid up to a point in the booth, cost per kW	2,000	42		
<b>Total</b>					
<b>Add Service Tax* @10.3%</b>					
<b>Grand total</b>					

☞ All payments to be made through DD in favour of "ChemProTech India Expo P. Ltd.", Payable at Mumbai

Place :

Date: \_\_\_\_\_ Authorised Signatory with Company Stamp

☞ **Kindly Send the Form :**

**Krunal Goda, Koelnmesse YA Tradefair Pvt. Ltd.,**

#1102, 11th Floor, DLH Park, Near MTNL Office, S.V.Road, Goregaon (W), Mumbai-400063, INDIA

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# FORM 09 – POWER SUPPLY FOR MACHINERY / EQUIPEMENT

Kindly Complete and Return by March 30, 2012



Exhibitor: \_\_\_\_\_ Stand #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

**Note:** *Liability for ordered items remain with the exhibitor until the end of the show. As stock is limited, late orders cannot be assured.*

*Any late orders accepted after the March 30, 2012 will attract a 30% surcharge. Ordered items will be delivered only after receipt of payment.*

*All items are on a rental basis. Service Tax at 10.3% will be extra, as per Service Tax Act.*

S.No.	Item	Unit Price		Quantity	Amount
		INR	Euro		
<b>Machine / Equipment (including consumption)</b>					
01	Single phase neutral, alternating at 220v, 50 Hz, supply for the entire show period, including one day buildup, cost per KW	1,800	38		
02	Three phase neutral, (TPN) alternating at 415V, 50Hz, supply for the entire show period, including one day buildup, cost per KW	2,000	42		
<b>Connection to machine</b>					
03	TPN, up to 8 kW	900	24		
04	TPN, up to 17 kW	1,200	30		
05	TPN, up to 34 kW	2,000	46		
06	TPN up to 57 kW	5,800	130		
07	TPN up to 71 kW	7,000	165		
08	TPN up to 100 kW	9,000	200		
09	TPN up to 150 kW	12,000	260		
10	TPN up to 200 kW	18,000	400		
<b>Temporary Connection (including consumption)</b>					
11	Temporary Connection during build up (1kW)	2,000	46		
<b>Total</b>					
<b>Add Service Tax @10.3%</b>					
<b>Grand Total</b>					

☞ All payments to be made through DD in favour of "ChemProTech India Expo P. Ltd.", Payable at Mumbai

Place :

Date:

Authorised Signatory with Company Stamp

☞ **Kindly Send the Form :**

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# FORM 10 – INTERNET

Kindly Complete and Return by March 30, 2012



Exhibitor: \_\_\_\_\_ Stand #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

**Note:** *Liability for ordered items remain with the exhibitor until the end of the show. As stock is limited, late orders cannot be assured.*

*Any late orders accepted after the March 30, 2012 will attract a 30% surcharge. Ordered items will be delivered only after receipt of payment.*

*All items are on a rental basis. Service Tax at 10.3% will be extra, as per Service Tax Act.*

S.No.	Connection (General Browsing Speed)	Unit Price		Quantity	Amount
		INR	Euro		
1	Internet connection	7,000	170		
<b>Total</b>					
<b>Add Service Tax @10.3%</b>					
<b>Grand Total</b>					

Note : ☞ This price is exclusive of computers and peripherals.

☞ All payments to be made through DD in favour of "ChemProTech India Expo P. Ltd.", Payable at Mumbai

Place :

Date:

Authorised Signatory with Company Stamp

☞ **Kindly Send the Form :**

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# FORM 11 – COMPUTERS AND AUDIOVISUAL EQUIPMENT

Kindly Complete and Return by March 30, 2012



Exhibitor: \_\_\_\_\_ Stand #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

**Note:** *Liability for ordered items remain with the exhibitor until the end of the show. As stock is limited, late orders cannot be assured.*

*Any late orders accepted after the March 30, 2012 will attract a 30% surcharge. Ordered items will be delivered only after receipt of payment.*

*All items are on a rental basis. Service Tax at 10.3% will be extra, as per Service Tax Act.*

S.No.	Item	Unit Price/Day		No. of days	Quantity	Amount
		INR	Euro			
1	Computer with Multimedia, speakers Mouse, Keyboards and 15" Monitor	3,000	70			
2	Data Projector	5,000	110			
3	Palsma - 42"	4,500	100			
4	DVD Player	800	22			
5	LCD 32"	2,000	37			
<b>Total</b>						
<b>Add Service Tax 10.3%</b>						
<b>Grand Total</b>						

☞ All payments to be made through DD in favour of "ChemProTech India Expo P. Ltd.", Payable at Mumbai

Place :

Date:

Authorised Signatory with Company Stamp

☞ **Kindly Send the Form :**

**Krunal Goda, Koelnmesse YA Tradefair Pvt. Ltd.,**

#1102, 11th Floor, DLH Park, Near MTNL Office, S.V.Road, Goregaon (W), Mumbai-400063, INDIA

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# FORM 12 – MANPOWER /STAND HOSTESSES/STAND CLEANING

Kindly Complete and Return by March 30, 2012



Exhibitor: \_\_\_\_\_ Stand #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

**Note:** Liability for ordered items remain with the exhibitor until the end of the show. As stock is limited, late orders cannot be assured.

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All items are on a rental basis. Service Tax at 10.3% will be extra, as per Service Tax Act.

S.No.	Category	Rate		No. of People	Dates From to	Amount	Specific skills that are required
		INR	Euro				
01	General Labour, per hour	80	2				For help in booth. Not formaterial transportation
02	Stand hostess, per day	1,500	40				English speaking
03	Security guard, 12 hour shift	800	22				Please specify day or night shifts.
04	Stand cleaning, per sqm. for show period	25	1				With vaccum cleaners and clearing of wastebaskets.
05	Collection/disposal of waste materials/ samples and by-products of demonstration/working of machines.	Will be quoted as per material					Please contact Technical Department with details of waste or by products.
<b>Total</b>							
<b>Add Service Tax @ 10.3%</b>							
<b>Grand Total</b>							

☞ All payments to be made through DD in favour of "ChemProTech India Expo P. Ltd.", Payable at Mumbai

Place :

Date:

Authorised Signatory with Company Stamp

☞ **Kindly Send the Form :**

**Krunal Goda, Koelnmesse YA Tradefair Pvt. Ltd.,**

#1102, 11th Floor, DLH Park, Near MTNL Office, S.V.Road, Goregaon (W), Mumbai-400063, INDIA

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# FORM 13 – HEAVY / LARGE EXHIBITS

Kindly Complete and Return by March 30, 2012



Exhibitor: \_\_\_\_\_ Stand #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

HEAVY EXHIBITS : WEIGHT EXCEEDING 2000 kg.

LARGE EXHIBITS : SIZE EXCEEDING 3.5M x 1.5M

TALL EXHIBITS : HEIGHT EXCEEDING 2.5M

*Please note the following:*

- ☞ *Machines in the above mentioned category must arrive in good time for port clearances and reach the exhibition site on April 24, 2012. If such machines arrive after the scheduled dates, it would be difficult to allow entry into the site, as access may be obstructed due to stand construction.*
- ☞ *All machines at the site will be handled by the official freight forwarder . This applies without exception.*
- ☞ *Exhibitors with heavy exhibits are to refer to the floor loading capacity and must provide stell plates for load spreading, if necessary. Please do not overload the floor loading capacity.*
- ☞ *Kindly work in coordinatioin with the freight forwarder and the Technical Manager to avoid any last minute hassles, regarding your exhibits. Your freight forwarder will be allowed to bring in the equipment to the gates of the hall.*
- ☞ *Filling this form in is mandatory for bringing in large exhibits.*

S.No.	Items	Dimensions	Weiht(kg)	Date of arrival

☞ **All payments to be made through DD in favour of "ChemProTech India Expo P. Ltd.", Payable at Mumbai**

Place :

Date:

Authorised Signatory with Company Stamp

☞ **Kindly Send the Form :**

**Krunal Goda, Koelnmesse YA Tradefair Pvt. Ltd.,**  
#1102, 11th Floor, DLH Park, Near MTNL Office, S.V.Road, Goregaon (W), Mumbai-400063, INDIA  
Tel: +91-22-28715207; Fax: +91-22-28715222; k.goda@koelnmesse-india.com; www.koelnmesse-india.com

# FORM 14 – OUT PASS “EXIT PERMIT”

Kindly Complete and Return by March 30, 2012



Exhibitor: \_\_\_\_\_ Stand #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

**TO BE SUBMITTED IN DUPLICATE DULY SIGNED AND STAMPED BY EXHIBITOR.**

Dear Sir,

Please allow exit of the following materials / exhibits from **Hall No - 1, NESCO Ltd.,** Bombay Exhibition Centre, Western Express Highway, Goregaon (E), Mumbai - 400 063 INDIA

Please give details of loose items / number of packed boxes.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

These exhibits / materials belong to M/s. \_\_\_\_\_,

who has participating / providing services in **ChemProTech India 2012.**

Place :

Date:

Exhibitors' Authorised Signatory with  
Company Stamp

Organiser Authorised Signatory with  
Company Stamp

**Kindly Send the Form :**

**Krunal Goda, Koelnmesse YA Tradefair Pvt. Ltd.,**

#1102, 11th Floor, DLH Park, Near MTNL Office, S.V.Road, Goregaon (W), Mumbai-400063, INDIA

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# FORM 15 – CHECK LIST

Kindly Complete and Return by March 30, 2012



Exhibitor: \_\_\_\_\_ Stand #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_

E-mail \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

**NOTE:** Please INDICATE whether required -

Services	Form	Services required Yes/No
◆ Advertisement Order Form	01	
◆ Invitation Tickets	02	
◆ Exhibitor Badges	03	
◆ Fascia Board / Shell Scheme	04	
◆ Furniture	05	
◆ Hotel Accommodation	06	
◆ Stand construction / decoration	07	
◆ Lighting and electricals	08	
◆ Power supply for machinery / equipment	09	
◆ Internet	10	
◆ Computers / Audio Visual equipment	11	
◆ Manpower / stand hostesses / stand cleaning	12	
◆ Heavy / Large exhibits	13	
◆ Out Pass "Exit Permit"	14	

If any of the above services are required, kindly send this form together with the respective order form to Koelnmesse YA Tradefair Pvt. Ltd. However, if none of the services are required, please fax only this form.

Your cooperation will assist us to operate efficiently and ensure a hassle free operation on site.

Thank you.

Place :

Date:

Authorised Signatory with Company Stamp

**Kindly Send the Form :**

**Krunal Goda, Koelnmesse YA Tradefair Pvt. Ltd.,**

#1102, 11th Floor, DLH Park, Near MTNL Office, S.V.Road, Goregaon (W), Mumbai-400063, INDIA

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