



Ministry of Ports, Shipping & Waterways  
Government of India



# GLOBAL MARITIME INDIA SUMMIT 2023

17th - 19th October | MMRDA GROUND, BKC, MUMBAI

**CONNECT | COLLABORATE | CREATE**

In Association with



# EXHIBITORS' MANUAL



## LETTER TO EXHIBITORS'

Dear Exhibitor,

This Manual contains details, technical guidelines, rules and regulation for participation & stand construction for GLOBAL MARITIME INDIA SUMMIT 2023. We request you to carefully go through these guidelines and specification and also to strictly adhere to these guidelines for your smooth participation at the show. The manual also contains forms for various facilities and services being either provided by FICCI/IPA or the service agency specially appointed for your hassle free participation. We request you to kindly fill these forms and sent it to the organizers or the concerned agency before the deadline date mentioned on each form to ensure timely delivery of services.

For clarifications and for return of the forms, please correspond with:

Trade Fair Secretariat  
FICCI  
Federation House,  
1, Tansen Marg,  
New Delhi – 110 001

Mr. Vivek Mishra, Senior Assistant Director  
Tel: +91-11- 23766917(D), 23738760-70 (Ext. – 465)  
Fax: +91-11-23359734 (D), 23721504  
Email: Vivek.mishra@ficci.com

Shri Prema Kumar J Pillai  
Indian Ports Association,  
1st Floor, South Tower, NBCC Place, Lodhi Road,  
New Delhi, 110003  
Mobile : +91-9822388841  
Email: prem.mpt@gmail.com

We look forward to your continued support and cooperation and wish you a successful participation at the show.

Thank you,

Trade Fairs Secretariat  
FICCI.

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## EXHIBITION SCHEDULE AT A GLANCE

DATE & TIME	EVENTS
14th October, 2023 1000hrs	Handing over the space to Bare Space Exhibitors Temporary Electricity will be provided, if applied
16th October, 2023 1000hrs-1400hrs	Handing over the space to Shell Space Exhibitors
16th October, 2023	Delivery of Freight to shell space stands
16th October, 2023	Power supply testing
16th October, 2023 1800hrs	Completion of all booths - both Raw & Shell Scheme
17th-19th October, 2023 1800hrs	Permanent Electricity
16th October, 2023 2000hrs	<ul style="list-style-type: none"> <li>• "All unwanted stores/refuse to be cleared</li> <li>• Final Cleaning of halls and completion of all booths."</li> </ul>
16th October, 2023 0900 hrs	Registration ( Delegate / Speaker )
17th October, 2023 1000 hrs	Opening Ceremony
17th -19th October, 2023 1000-1800 hrs	Trade & Professional Visitors
19th October 2023 1500hrs	Exit Passes will be distributed

## LIST OF SERVICE PROVIDERS FOR GLOBAL MARITIME INDIA SUMMIT 2023

<p><b>Stand Construction Agency</b> <b>M/s Pavilions &amp; Interiors (I) Pvt. Ltd.</b> A-63, Sector 57, NOIDA (U.P.), India 201301 Phone: 0120-4513400, 2581217-18 <b>Contact: Mr. Abhishek Mishra</b> Email: orders@pavilionsinteriors.com PH : 9506106836</p>	<p><b>Cargo Movements &amp; Clearance</b> <b>R.E. Rogers India Pvt. Ltd.</b> 501/502, Midas, Sahar Plaza Complex, Mathuradas VasANJI Road, Andheri (E), Mumbai- 400 059. Tel : +91-22-30880313 Fax : +91-22-28208942 <b>Contact: Mr. Damodar/Mr. Kartik Soman</b> Mobile: +91 99201 08787/+91-9821043858 E-mail: damodar@rogersworldwideindia.com</p>
<p><b>Security :</b> <b>M/s Pavilions &amp; Interiors (I) Pvt. Ltd.</b> A-63, Sector 57, NOIDA (U.P.), India 201301 Phone: 0120-4513400, 2581217-18 <b>Contact: Mr. Abhishek Mishra</b> Email: orders@pavilionsinteriors.com PH : 9506106836</p>	<p><b>Fire:</b> <b>M/s Pavilions &amp; Interiors (I) Pvt. Ltd.</b> A-63, Sector 57, NOIDA (U.P.), India 201301 Phone: 0120-4513400, 2581217-18 <b>Contact: Mr. Abhishek Mishra</b> Email: orders@pavilionsinteriors.com PH : 9506106836</p>
<p><b>Conservancy</b> <b>M/s Pavilions &amp; Interiors (I) Pvt. Ltd.</b> A-63, Sector 57, NOIDA (U.P.), India 201301 Phone: 0120-4513400, 2581217-18 <b>Contact: Mr. Abhishek Mishra</b> Email: orders@pavilionsinteriors.com PH : 9506106836</p>	<p><b>Flowers &amp; Landscaping</b> <b>M/s Pavilions &amp; Interiors (I) Pvt. Ltd.</b> A-63, Sector 57, NOIDA (U.P.), India 201301 Phone: 0120-4513400, 2581217-18 <b>Contact: Mr. Abhishek Mishra</b> Email: orders@pavilionsinteriors.com PH : 9506106836</p>
	<p><b>Hostesses</b> <b>M/s Pavilions &amp; Interiors (I) Pvt. Ltd.</b> A-63, Sector 57, NOIDA (U.P.), India 201301 Phone: 0120-4513400, 2581217-18 <b>Contact: Mr. Abhishek Mishra</b> Email: orders@pavilionsinteriors.com PH : 9506106836</p>



## OFFICIAL SPECIAL STAND CONSTRUCTION AGENCY:

**M/s Pavilions & Interiors (I) Pvt. Ltd.**

A-63, Sector 57, NOIDA (U.P.), India 201301  
Phone: 0120-4513400, 2581217-18

**Contact: Mr. Abhishek Mishra**

Email: [orders@pavilionsinteriors.com](mailto:orders@pavilionsinteriors.com)  
PH : 9506106836

**Strides Dezine**

Name : Mr Jaspal kukreja  
Head of department for designing and execution

M:- 9810119546

Email:- [jaspal@stridesdezine.com](mailto:jaspal@stridesdezine.com)



## GLOBAL MARITIME INDIA SUMMIT 2023

### An International Exhibition & Conference

### October 17-19, 2023

<b>Exhibition</b>	"GLOBAL MARITIME INDIA SUMMIT 2023" - An International Exhibition and Conference
<b>Organizers</b>	Ministry of, Ports, Shipping and Waterways, Government of India Indian Port Association Federation of Indian Chambers of Commerce & Industry
<b>Dates</b>	October 17-19, 2023
<b>Exhibition Timing</b>	10 AM - 6 PM
<b>Venue</b>	MMRDA Ground, BKC, Mumbai
<b>Area</b>	
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• To showcase the latest Products, Technology, Machinery &amp; Equipment, Applications and Developments in the Industry</li> <li>• To disseminate knowledge about new applications amongst the using sector</li> <li>• To disseminate knowledge about the developments and best practices in analysis, design and construction methodology pertaining amongst the users.</li> <li>• To Understand Global Markets</li> <li>• To Understand technologies for Raw Material</li> <li>• To create awareness amongst potential consumers about the applications &amp; benefits in usage</li> <li>• Joint Venture Partnership, Project Collaborations, Transfer of technology, investments and R &amp; D</li> <li>• Showcase the latest products and machinery, equipment developments in the industry for generating business</li> </ul>
<b>Highlights</b>	<ul style="list-style-type: none"> <li>• International Exhibitions</li> <li>• Country sessions</li> <li>• Thematic Sessions</li> <li>• State sessions</li> <li>• Maritime Excellence Achievers</li> <li>• Investment Opportunities</li> <li>• Govt-to-Govt Meetings</li> <li>• International collaborations</li> <li>• Policy discussions &amp; agreements</li> <li>• Networking &amp; business opportunities</li> </ul>



	<ul style="list-style-type: none"> <li>• Innovation &amp; technology showcase</li> <li>• Tapping skilled workforce</li> </ul>												
<b>Participation Profile</b>	<ul style="list-style-type: none"> <li>• Ports</li> <li>• Shipping</li> <li>• Innovation &amp; Technology</li> <li>• Shipbuilding , repair &amp; recycling</li> <li>• Water transport</li> <li>• Tourism</li> <li>• Education &amp; skillng</li> <li>• Maritime professional services</li> </ul>												
<b>Visitor Profile</b>	<ul style="list-style-type: none"> <li>• Indian &amp; International Leaders and Policy Makers from Maritime Sector</li> <li>• CEOs and Senior Management Executives of Indian and International MNCs in Maritime Sector</li> <li>• Indian and International Financial Institutions Focussed on Investment</li> <li>• Entrepreneurs and SMEs from the Maritime Sector</li> <li>• Industry and Trade Associations</li> <li>• Thought Leaders, Academicians &amp; Researcher</li> </ul>												
<b>Participation Charges</b>	<table border="1"> <thead> <tr> <th>Type of Space</th> <th>Min Area</th> <th>Participation Charges in Rs. For Indian Participants (Per Sq. mtr.)</th> <th>US\$ (Per Sq. mtr.) For International Participants</th> </tr> </thead> <tbody> <tr> <td>Shell Space</td> <td>9 sq. mtrs</td> <td>13,000</td> <td>240</td> </tr> <tr> <td>Bare Space</td> <td>36 sq. mtrs.</td> <td>12,000</td> <td>175</td> </tr> </tbody> </table> <p>*Service Tax as Applicable</p>	Type of Space	Min Area	Participation Charges in Rs. For Indian Participants (Per Sq. mtr.)	US\$ (Per Sq. mtr.) For International Participants	Shell Space	9 sq. mtrs	13,000	240	Bare Space	36 sq. mtrs.	12,000	175
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<b>Contact Us</b>	<p><b>Mr. Vivek Mishra,</b>  Mob: +91-9821400199,  Federation of Indian Chambers of Commerce and Industry  Federation House, Tansen Marg, New Delhi - 110001  Tel: 011 23357353, 23766917  Fax: 011 23359734  Email: vivek.mishra@ficci.com</p> <p><b>Shri Prema Kumar J Pillai</b>  Indian Ports Association,  1st Floor, South Tower, NBCC Place, Lodhi Road,  New Delhi, 110003  Mobile : +91-9822388841  Email: prem.mpt@gmail.com</p>												





## RULES & REGULATIONS FOR PARTICIPATION

### Organiser

Federation of Indian Chambers of Commerce & Industry (FICCI)/Indian Ports Association(IPA), New Delhi is the organizer of “**GLOBAL MARITIME INDIA SUMMIT 2023**”

### Venue, Dates & Timing

“GLOBAL MARITIME INDIA SUMMIT 2023” will be held at MMRDA, Ground, BKC, Mumbai from October 17-19, 2023. Visitors will be allowed from 10 AM to 6 PM from October 17-19, 2023.

### Exhibitor

A company/organisation/association booking space for participation will be called exhibitor.

### Participation charges

Type of Exhibitor	Raw Space	Shell Stand
Indian	Rs 12,000 per sq mtr	Rs 13,000 per sq mtr
Foreign	US\$ 240 per sq mtr	US\$ 175 per sq mtr

- Raw space can be booked subject to a minimum of 36 sq meters. Shell stand can be booked in multiples of 12 sq meters.
- Shell stand will include three sides partition, fascia name, floor covering, four spot lights, one 5/15 AMP socket, one trash bin, one table and two chairs in 12 sq meters space. Electricity connection and consumption charges will be extra.
- Participation charges include Air-conditioning and general lighting.

### Participation Payment Terms:

Application for participation has to be submitted to IPA-Trade Fair Secretariat along with 100% participation charges. Participation will be accepted on first-come-first served basis. Participation fee once paid will not be refundable.

All payments will be made either through a Bank draft or through a Bankers cheque payable at Delhi and drawn in favour of “INDIAN PORTS ASSOCIATION”, New Delhi.

### Transfer Details for Overseas Exhibitors:

#### **Vendor Name:**

Vendor Name: INDIAN PORTS ASSOCIATION



Beneficiary Name: Global Maritime India Summit 2023

Beneficiary Address: 1st Floor, South Tower, NBCC Place Lodhi Road, New Delhi-110003

Beneficiary Bank Branch Address: Indian Overseas Bank, 20 Lodi Institutional Area, Lodhi Road, New Delhi Lodhika -110003

Beneficiary Bank A/c No.: 149801000059000 Type of Bank A/c: SAVINGS

NEFT / IFSC / RTGS Code of the bank branch of the Beneficiary: IOBA0001498

MICR Code appearing on the cheque of the Bank A/c of Beneficiary: 110020046

IPA's GST No. 07AAATI0349A1Z9

IPA's Pan No. - AAATI0349A

### Allocation of space

FICCI/IPA will have sole discretion in allocation of space. However, due consideration will be given to the choice and requirement of applicant.

### TAX

Govt. of India has levy GST on all exhibition services. This tax is applicable on the stall rentals, electrical charges and other fair services for the exhibition. The GST, payable on the captioned fair will be 18 % respectively on the billing amount. IPA's GST No. 07AAATI0349A1Z9.

### Security deposit

A refundable security deposit amounting to 10% of the participation charges will be payable by each exhibitor one month prior to the start of the exhibition by bank draft / banker's cheque only favouring INDIAN PORTS ASSOCIATION (IPA) payable at New Delhi. This deposit will be utilised by IPA to adjust outstanding, if any. In the event of no-outstanding, the same demand draft/ banker cheque will be refunded within 30 days of the close of the exhibition. Foreign exhibitors are exempted from paying security deposit.

### Electricity & Power connection and consumption

Shell stand will be provided with single-phase electricity for the spotlights and 5/15 Amp socket provided as per the standard package. Each exhibitor taking a Bare Stand has to pay for the electricity connection and consumption charges. Additional Electricity required for the Shell Stand for running equipment, machines or additional lights has to be paid by the exhibiting company. The charges are mentioned in the order **Form No. 3**.

### Other services and facilities

A host of other services and facilities like telephones & security etc. will be made available on additional payment. Companies seeking these kinds of services are requested to send their requirement will in advance by filling up the forms, which are attached in the Forms Section at the end of the Manual.



In case, if the desired service is not provided by the organizer the amount will be refunded to the exhibitor.

### Construction of stands

The interior design of the stand will have to be within the architectural controls laid down by FICCI/IPA. The exhibitors would only be allowed to construct the stand as per the design approved by FICCI/IPA. The exhibitors have to get their designs approved from FICCI/IPA before **September 30, 2023**. Exhibitors who do not comply with these guidelines and regulations will have to pay a penalty of Rs 5000/-/US\$ 150 and will not be allowed to construct their stand and will run the risk of closure of the stand. All construction material, waste and empties etc. have to be removed by the exhibitors 6 p.m on October 16, 2023. Work regarding construction of stands will be permitted within the stand area only or outside the hall and in no case in the walkways in the Halls.

### Stand completion

Stands will be completed by 8 PM on October 16, 2023.

### Operation of Stands

No stand will remain unattended. All stands must open at least half an hour before the exhibition and shall remain open till half an hour after exhibition time on each day.

### Storage of exhibits & empties

No exhibits or empties will be stored behind the exhibition stands.

### Vacation of space

Stands will have to be vacated under shell scheme and bare space latest by **4 AM on October 20, 2023**.

### Damages to the hall

Exhibitors will be required to make good all damages or make payment for damages in the Halls, if any.

### Sale of exhibits

No counter sales will be permitted during the exhibition.

### Handling of exhibits, customs and import

Exhibitors can avail the services of only those cargo agents empanelled by FICCI/IPA. No other cargo agent will be allowed to enter/operate in the exhibition.

### Service Agencies

Service agencies like security, cleaning, phones, catering, courier etc. empanelled with FICCI/IPA will only be allowed to provide services to exhibitors. Other agencies will not be allowed to enter/operate in the exhibition.

## Public Safety & Security

Exhibitors & their representatives should be present at their stands at all times during the opening hours of the Exhibition in order to receive visitors. They may not close their stands before the officially appointed time of closing.

**Fire:** All inflammable disposable materials (such as empty boxes and other wrappings) should be immediately removed from the exhibition premises.

**Flammable Materials:** The use of flammable materials for the decoration of the stand is prohibited unless such decorations have been treated with a fire retarding substance. Use of heating appliances within the stand is strictly prohibited.

## Insurance and Exhibition Liabilities against Unforeseen Incidents

Insurance against all ascertainable risks from transportation to display and removal should be done by exhibitor. FICCI/IPA will not be responsible for any claim

The exhibitors are solely responsible for damage which may occur to exhibits, equipment, decorations, stock or stand or any other possessions due to fire, theft, deterioration, loss / damage by water or damage suffered during any fire fighting operations or by natural calamities.

The exhibitors are responsible for all accidents that may occur to the staff (including the Organisers' personnel), technicians, employees or exhibitors on duty in his own or in neighboring stands, due to the use by him or anyone else delegated by him, of machines, motors, other appliances or electric power that cause fire.

The exhibitors are responsible for all other damages, injuries or accidents, other than those already mentioned, or those that they themselves may foresee, and any other damage which may result from their participation in the Exhibition, whether directly through their own fault or through the fault of a third party under the exhibitors' instructions and affecting the possessions, furniture or building belonging to either the Organisers or to another party.

The Organisers disclaim all responsibility for risks mentioned above and the exhibitor shall not be entitled to make any claim, whatsoever the factors be causing such damage.

The exhibitors will obtain third party liability insurance from an insurance company. This compulsory insurance must cover accidents suffered by third parties in the building containing the stand of the exhibitors, which involves the liability of the exhibitor or any of his employees and any liability due to accidents linked with **GLOBAL MARITIME INDIA SUMMIT 2023**.

The exhibitors may insure their exhibits on display against all possible risks that are permitted under the insurance rules.

Each exhibitor is reminded that he is responsible for effecting insurance cover for expenses incurred due to abandonment or postponement of the exhibition for any reasons whatsoever.



The insurance policies mentioned above will have to include the insurer's renunciation of any legal action/penalty arising in the event of damages or accidents against the Executives, Representatives, Directors and Employees of the following organisations:

Organisers: Federation of Indian Chambers of Commerce and Industry, New Delhi/ Indian Ports Association (IPA)

- MMRDA Ground, BKC, Mumbai
- Municipality or Local Administration of Mumbai
- Architects and Contractors employed by the Organisers
- Overseas Associates
- Supporting organizations

The period of liability of the exhibitor shall be deemed to run from the time the exhibitor or any of his employees, agents or contractors first enters the exhibition site and will continue until all his exhibits and property have been removed.

The exhibitor shall insure, indemnify and hold the Organisers harmless in respect of all costs, claims, demands and expenses to which the Organisers may in any way be subject as a result of any loss or injury arising to any person (including members of the delegations, visitors, public, the Organisers' staff, agents or contractors) howsoever caused as a result of any act or default of the exhibitors, his employees, agents, contractors or invitees. If the Organisers find it necessary, the exhibitor shall provide proof that he has an adequate insurance cover. The organisers shall not in any event be held responsible for any restriction or condition which prevents the construction, erection, completion, alteration or dismantling of stands or for the failure of any service amenities provided by the Organisers, for the cancellation or part time opening of the Exhibition either as a whole or in part, or for amendments or alterations to all or any of the rules and regulations caused by circumstances not under their control.

### **Entry/Exit**

Entry into exhibiton will be on the basis of exhibitor passes issued by FICCI/IPA. Each exhibitor will be entitled to 3 passes for 12 sq meter space. Exit passes will be necessary for exhibits / material to be taken out of Exhibition.

### **Violation of Rules**

In the event of violation of any rules, FICCI/IPA will have the right to close down the stall of the exhibitor.

### **Disputes**

Disputes, if any, arising out of unresolved matters between exhibitor and FICCI/IPA shall be settled by arbitration in accordance with the Arbitration and Conciliation Act 1996. The arbitration proceedings will be conducted in English and at New Delhi, India only.

## Force Majeure

If the exhibition is abandoned, cancelled or suspended in whole or in part by reasons of war, fire, national emergency, labour, and non-availability of exhibition premises or any other cause not within the control of FICCI/IPA. FICCI/IPA may, at its own discretion, refund the rental paid by the exhibitor after adjusting the basic expenses incurred or a part thereof, but FICCI/IPA shall be under no obligation to refund any such rental and part thereof and shall be under no liability for any actions, claims or losses.

## FACILITIES FOR A SHELL STAND

A Shell stand of 9 sq mtr will include:

- Three/Two sides partition
- FASCIA Name
- Floor Covering with Carpet
- Four Spotlights
- 5/15 AMP Socket
- One Table of size 1.0 mt x 0.5 mt x 0.75 mt
- Two folding arm chairs
- One Waste Paper Basket

### Technical Specification of Stands

**(a) The structure of the stand is made of the Octanorm system with following**

#### Specifications:-

A	Maximum Height of the Stand	2.50 M
B	Clearance under fascia	2.20 M
C	Arial distance between vertical aluminum columns	0.99 M
D	Width of panel	0.95 M
E	Overall width of fascia	0.30 M
F	Diameter of vertical aluminum column	0.04 M

#### (b) Wall Panels

All wall panels are made of laminated plywood in white colour and are aluminum framed.

#### (c) Fascia Board

The fascia board is made of plywood, laminated in red colour and is aluminum framed. The exhibiting company's name and stand number appear on the fascia board of the stand with 12 cm high, white capital letters.

**(d) Spot Lights**

Lights are placed on side walls unless different positions are indicated.

**(e) Carpet**

All standard shell stand areas are provided with non-woven needle punch carpet.

**Rules for Shell Scheme Stands**

- a. Minimum space for shell scheme is 9 Sqm
- b. No painting or wallpapering of panels is permitted. Exhibitors who desire to have any panel painted or wallpapered must inform the Official Stand Fitting Contractor for approval and execution of work on payment.
- c. No additional fitting or displays are allowed to be attached, nailed, screwed or drilled to the booth structure. On violation of this instruction, the exhibitor is liable to be charged by the Official Stand Fitting Contractor for damages caused to the stand.
- d. The use of flammable materials for decoration of the stand is prohibited unless such decorations have been treated with fire-retarding substance. Use of heating appliances is strictly prohibited.
- e. No suspension from hall's ceiling or fixtures to the walls columns and floor of the hall or any other part of the building structure is permitted. Exhibitors should only utilize the inner parts of the stall allotted to them, for display.
- f. Height of all fittings/exhibits should be restricted to 2.5 m. The rear and side walls should be 2.5 m high. Structures/exhibits (mounted or otherwise) between 2.5 m and 4 m in height must be approved by the Organisers and placed at a minimum distance of 1 m from the rear, sides and front of the stand.
- g. No financial credit will be given by the Organisers/Official Stand Fitting Contractor for any shell scheme stand items that are not utilized.
- h. Exhibitors are requested to deal directly with the Official Stand Fitting Contractor for their requirement of additional items on extra payment, by furnishing details on Form No.8. Any dispute regarding additional items has to be settled by the exhibitors directly with the official stand fitting contractors. Any damage to these items by the exhibitors will be liable for penalty.
- i. Each shell scheme stall of 9 Sqm. is provided with power supply of 1 Kw load including the lighting load, free of charge. For additional power requirements please refer to Form No. 3.

**Additional Furniture and Electrical items:**

The price list of additional furniture and electrical fittings is annexed as **Form No. 8**

## GUIDELINES FOR CONSTRUCTION AND SETTING UP OF STANDS

### Procedure for taking possession of Stands

Possession of shell scheme stands and bare space area will be given to the exhibitors after full payment of all dues.

1. The person appointed to take possession of the stall must have a following authorization letter from the exhibiting company on their letter head.

“We hereby authorise Mr. .... (Name of Personnel) Designation----- to take the possession of our stall number ----- in hall number----- . The above mentioned person on behalf of the company will now be responsible for the stand and the exhibits on display.

1. The authorization letter must be submitted to the site office of the organizers at Bombay Exhibition Centre, Mumbai

### Time schedules for taking Possession of Stands

Possession of stalls and bare space will be given as follows:

- Bare Space: On October 14, 2023 from 10.00 am onwards
- Shell Scheme: On October 16, 2023 from 10.00 am onwards

The exhibitors should complete the stall construction and decoration by 6 pm on October 16, 2023.

### Construction of Stands

Considering the security of exhibits on display and general security of the entire exhibition only the Official Stand Construction Agencies will be allowed to undertake the construction of bare stands in “GLOBAL MARITIME INDIA SUMMIT 2023”. In case the exhibiting company is using the services of the any other construction agency other than the appointed construction agency they would have to take a prior approval from FICCI/IPA for the same. Contractors other than these will not be permitted to enter the halls and undertake construction work. The names and addresses of Official Stand Contractors are given on Page No. -----

### Specific Architectural Control and Guidelines

The width of passages shall not be less than 3 meters or as marked on the copy of the layout plan while the passages inside the stands shall not be less than 2 meters in clear width.

The minimum width of the entry and exit of stands shall be 3 meters each while more width shall be appreciated.

The stands with one side, two side, three side or four side (island stands) open as shown in the layout plan, the participants are required to leave the open side clear of all panels which obstruct





the view of the visitors. However, they may put up low partitions of 1.2 meter high or may have a combination of low partition and glazing in the upper area after leaving proper entry & exit points.

The exhibition hall is being specially air-conditioned and the AC ducts from the ceiling restrict the height in the halls.

The normal heights of construction of partitions shall be limited to 2.5 meters except open side as shown in the layout plan. However, additional height of one side/two sides features could be considered depending upon the area of stands as per details given below:

Size of stall	Maximum height of features
Upto 40 sq mtrs	2.5 meters
Upto 40 sq mtrs to 100 sq mtrs	3.5 meters
Over & Above 100 Sq.mtrs	4.0 meters

The above height of features and their locations is subject to approval of plans from the organisers, in case exhibitors wants to increase the height of the display / features to the above mentioned heights they may please take a prior approval from FICCI/IPA.

No construction shall be permitted in front of emergency doors, service doors, electric distribution boards, switch rooms, toilets, and other fair facilities. The unauthorized construction undertaken in front of such facilities shall be got removed at the costs & expensed of defaulter participants and the organisers would also levy penalty as deemed fit.

Any damage caused to the infrastructure shall be recovered along with the necessary penalty from the concerned participants.

The stands requiring water connection, water disposal, compressed air and special power requirements shall be preferably located at the periphery of the halls, as it will be convenient to provide such facilities without crossing over the public passages. In case these requirements are not made known to organisers at the time of booking space, or cause hindrance to the public movement or due to any technical constraints, these may not be provided.

Exhibitors booking 40 sq. meters or above are required to submit their design drawings at least one month before start of the exhibition and the plans would be scrutinized within 7 days after their submission to the organisers. All exhibitors have to strictly follow the architectural guidelines laid down in the manual. Any deviations will not be permitted.

The decision of the organisers of “GLOBAL MARITIME INDIA SUMMIT 2023” as regards the approval of the plan shall be final and binding upon exhibitors and the work must be carried out as per the approved drawing only.

Exhibitors having bare space must submit 2 copies of the design of the stand showing elevations and floor plan for approval, by September 30, 2023. The Exhibitors sending their plans after this date shall be liable to pay penalty of Rs. 10000/ US\$ 240. The drawings must also clearly



show layout of exhibits, logo details, supporting stand electrical points etc. and clearly indicate wall/panel height; exhibits, meeting rooms etc.

The decision of the organizers as regard to the approval of the plan shall be final and binding upon exhibitors and the work must be carried out as per the approved drawing only.

All displays will be inspected during the set up days and any exhibitor deviating from the regulations must make modifications as suggested by FICCI/IPA on their own expense prior to the show opening.

Bare Space Stand holders can fabricate their stalls as per the approved design, however no damages/nailing/digging is permitted on the floor and subject to penalty.

The following are strictly prohibited:

- Use of electrical flash, flashguns etc.
- Cloth Banners, Velvet Banners or Velvet Covers on the panels/table.
- Stage show of presentations without prior permission in writing of the Organiser.
- Painting, Colouring, Wallpapering, and Sticking of Thermocole cut letters, Nailing or drilling of panels. If you require assistance in hanging or displaying your exhibits, please consult the Official Shell Contractor. Exhibitors would be charged @ Rs. 1500 per panel for any damages to the panels.
- Hanging of items from the Hall ceiling or parts of it
- Storage of any kind behind the display walls
- Digging, Grouting or cutting of the floor.

No additional stand fitting or display may be attached to the shell stand structure.

All interior stand fitting must be contained within the shell stand structure and must not exceed 2.5m height. No freestanding equipment may exceed a height of 2.5m or extend beyond the boundaries of the site allocated.

It is mandatory for Exhibitors with 2 or 3 or 4 side open stands, to arrange display in such a way that there is not obstruction on any of the open sides. This will ensure free movement and give exhibitors adequate visibility and transparency. Exhibitors are not allowed to obstruct the view or adversely affect the displays of other exhibitors.

Stands with an area of over 100 sqm may use projections upto maximum 4 mtr. Height subject to availability of ceiling height in centre of the stand/pavilion after approval from FICCI/IPA provided they do not obstruct the view/orientation of any other fellow participants stand.

Height of panel against natural back wall along the periphery of the Hall will be allowed upto 2.5 mtrs. Subject to availability of Height.

Access must be given to any Fire Exit, Electrical box, Service room etc. falling within the exhibitor's stand area. It is mandatory to leave minimum one opening in the partitions against the natural wall to provide access for electrical fittings etc.



The exhibition hall has pillar at various locations which, may fall in the stall of an exhibitors. The pillars are marked on the layout. Exhibitor, while designing their stall may please take this into consideration. Any doubts may please be clarified with FICCI/IPA.

Sound engineering practice would be employed for work of electrical wiring from the main switches to the lights and other fixtures.

All electrical wiring work for **Bare Stand** will be carried out only by licensed electrical contractors. No overloading of connection at any point of electrical output than the sanctioned load is permissible.

Each Raw Stall should have an adequate rated switch fuse unit, MCB or cut-out to enable isolation in case of any emergency/overloading.

Electrical wiring under the carpets is a potential fire risk. Wherever these are unavoidable, adequate precaution should be taken by covering these wiring by wooden ramps. Wiring with joints should not be provided under the carpet.

The electrical equipment installed must be earthed as per Indian Electricity Rules, 1956 amended up-to-date. Connections may be made to the nearest main earth lead.

Power factor improvement capacitor should be provided with the connected equipment wherever motors of 5 hp or above are used.

Penalty shall be imposed in case of not following the approved plan/deviation Organiser guidelines at Rs.30,000/- per violation. In case of violation of any Guidelines specified above or specified by any other law enforcing agency, Organisers reserves the right to close the stand/stall/pavilion or levy a fine or get the construction removed at the risk and cost of the exhibitor.

No claim of refund or compensation would be entertained in such cases.

## OTHER FAIR GUIDELINES

### Storage, Removal of Waste and Cleaning

The Organizers will not provide any storage facilities for packing cases, surplus materials or other property of the Exhibitor. Arrangement for safekeeping of such items must be made with Official Freight Forwarder or they should be shifted to your local godown.

During the construction and dismantling period, aisles in the exhibition halls must not be obstructed with packing materials, construction materials or debris. Contractors are responsible for removing their own off-cuts and waste each day of build up and break down. Failing this, the Organizer reserves the right to invoice the Exhibitors for the removal of excessive packing materials, discarded crates or cartons & stand building material.

### Conservancy

While the Organiser will make arrangements for cleaning the passages, it is the responsibility of the Exhibitors to get their Stands cleaned and their equipment dusted in the evening. No Sweeping will be allowed after 9.00 a.m. The official conservancy agency can be contacted for organizing cleaning of your stand on payment. Their contact details are mentioned on Page No.

### Replacement of Exhibits

No removal or delivery of exhibits and other exhibition material in or out of the exhibition hall during the open hours of the exhibition is permitted. Such removal, delivery or replacement of stock may only be carried out before opening hours in the morning or after closing time in the evening. For security, to remove any item of your display from the hall during the show days, an "EXIT PASS" must be obtained from the organisers.

### Removal of Exhibits

Exhibitors are allowed to remove the exhibits from the stalls after 1800 hrs. on October 19, 2023 as per following schedule.

### Entry Pass

Entry passes to "GLOBAL MARITIME INDIA SUMMIT 2023" Exhibition Hall will be issued by the organisers from the site office from October 14, 2023 to the Exhibitors and Service Agencies for the build up period and for the Exhibition period. Entry of the hall will be permitted on the basis of these passes.

### Exit Pass

For taking out the Exhibition Materials and Exhibits after the closure of Exhibition, participants would need to obtain a standard final exit pass from the Organisers. The Exhibitors should contact the Hall director/pavilion director for obtaining "No Dues certificates" and approach fair secretariat for exit pass.



Please Note: Exit passes will be given to exhibitors only on the condition that all dues towards participation in the exhibition are cleared.

The copies of permission granted will be retained by Fair Secretariat, MMRDA Ground Security Personnel at Gate and the Exhibitor.

### **Demonstrations of working exhibits**

An exhibitor intending to demonstrate equipment on his stand must:

- Provide the Organiser with full details in writing of any working exhibits involving moving parts, naked flame, lasers or other dangers.
- Give proper consideration to the safety conditions under which the exhibits will be demonstrated, including safety guards and screen to prevent accident or injury to both visitors and staff.
- Cause no annoyance to visitors or other Exhibitors. If high levels of noise or other objectionable factors are involved, demonstrations may take place at the time stipulated by the Organiser, who reserves the right to terminate a demonstration at any time.
- Ensure that no naked switches are there so that machinery cannot be activated by accident or interface by visitors.

### **Entry and Exit into NSE Complex**

During the show, visitors will be allowed to enter from Gate No \_\_. They can get down at the designated alighting point indicated through signages. The car can go to the parking lot as indicated through the signages at the venue.

## CARGO MOVEMENT & CLEARANCE

### Movement of Exhibition goods

#### 1. Connection to India

The City of Mumbai is one of the major ports of entry into India. All Major Shipping lines & Airlines have connections to Mumbai.

#### 2. Material Handling At the Exhibition Site

The Exhibition materials at the venue site can be handled by the approved official agencies, as per the rules. To provide adequate security, safety and protection against damage to the Exhibition Hall and in the interest of an efficient, co-ordinated move-in and move-out of goods, no private trucks, cars, forklifts or handling equipment (trolley, lift jacks, etc) will be allowed inside any of the Exhibition Halls. The Organizers have appointed Official Clearing, Forwarding & On-site handling agencies for handling of exhibits at the site. For contact details refer to Page No-----.

For site handling operations, cargo-handling equipment such as, forklifts, mobile cranes and skilled labour will be available at the Fair Ground, from the Official Agents on hire. The rates for On-site handling will be settled by the participants with these agents directly, depending upon the quantum of work and kind of job required as per the official On-site handling tariff approved by the organisers. The Official Agents will have their offices at the site during the pre & post exhibition periods.

For overseas exhibitors, the official freight forwarders will prepare comprehensive guidelines/shipping instructions for time bond & smooth transition of exhibits right from country of origin to exhibition stall at the fairground.

All the exhibitors are requested to adhere to the shipping instructions & arrival deadlines fixed by the official forwarders regarding the movement & handling of exhibits for **“GLOBAL MARITIME INDIA SUMMIT 2023”**.

It is suggested that Exhibitors discuss their requirements with official agents well in advance to avoid unnecessary delays & troubles.

The Organisers will not be responsible for damages caused to Exhibits while handling at the site. Therefore, the exhibitors must ensure all their exhibits against possible transit & handling damages, which are meant for exhibition.

### 2. Customs Clearance Under Temporary Imports

Temporary duty free importation facilities are available to the bonafide participants of **“GLOBAL MARITIME INDIA SUMMIT 2023”** provided the shipment is cleared under an ATA Carnet or a Bank Guarantee or an Embassy Bond.

Under the Customs Notification No. 3/89 dated 09,19-1989, import of Exhibits for **“GLOBAL MARITIME INDIA SUMMIT 2023”** will be allowed without payment of



Import duty provided the Exhibits are re-exported within a period of six months from the date of import or any other period stipulated by the Customs Authority.

The Exhibitors are advised to contact the official CFAs who will provide them with up-to-date information on rules and procedures.

### **Sale of Exhibits**

No sale of Products will be allowed during the 3 days of the event.

### **Sale of exhibits by overseas Exhibitors**

Exhibition goods, imported initially via Embassy Bond. ATA Carnet or Bank Guarantee can be sold during the exhibition but removed from Customs bonded warehouse only upon the completion of customs sale formalities & payment of applicable Customs duties & taxes within the stipulated six months period.

### **Octroi Duty (Entry Tax) in Mumbai and its payment exemption for exhibitors**

Mumbai city as per the local municipal rules of Municipal Corporation of Greater Mumbai levies an Octroi Duty (Entry Tax) on all materials entering into the city limits. This tax is applicable on imported exhibits from foreign countries also.

To avail of exemption from payment of Octroi duty a bonafide Exhibitor Certificate issued by the organisers and a photocopy of approval letter issued by ITPO should be enclosed with your application and other necessary documents to the appropriate authorities through the official freight forwarding agents. Both these certificates/letter will be issued by FICCI/IPA to each exhibitor on receipt of full payment of the charges for the stall/pavilion in the exhibition. Octroi Exemption facility will be offered only to those exhibitors who have paid security deposit and indemnified the organisers from any discrepancy in processing of 'R' form. The exhibitors are requested to get in touch with official freight handling agents for further information in this matter.

## ELECTRICAL SERVICES

### 1. Electrical Supplies & Installations

The electric power supply available in India is:

Single / 3 / Phase : 230/ 400 volts 10% fluctuations

Frequency : 50 cps 3% variation

FICCI personnel responsible for supply of power will be entrusted with the authority of regulating and controlling the power supply to the Exhibition Hall and individual stalls. Each stall will be provided with electric power at one or more main points depending on the total load requirements. Exhibitors should use Distribution Boards for feeding power to their machines. Individual isolation switches should be provided for each machine. Exhibitors should use either armored cables or metal conduits for connecting power supply to machines.

The work of drawing power from main points to machines/exhibits is to be carried out by the exhibitors, at their own cost. Exhibitors may engage the services of their own personnel or authorised electrical contractors for wiring work inside their stall subject to the condition that they are duly licensed to undertake electrical work. Exhibitors are advised to exercise highest level of safety precaution for electrical wiring and installations. The service charge of electrical contractor are to be borne by the Exhibitors and are payable directly to the contractors.

The Exhibitors should connect power to machines and exhibits as per the requirement given in their application. Connecting power to the Exhibits other than those mentioned in the Electricity requisition Form No. 3 or more than the specified load or the allotted by the Electrical Department will not be permitted.

Exhibitors must install separate and independent switch for their machines/exhibits. Alternate connections or throw-over switches are not allowed. In case power is supplied to the stall from two or more main points, Exhibitors must distribute the load as per the capacity of the respective switchboards in consultation with Fair Electrical Department. The Exhibitors requiring single-phase power for lighting purpose should carry out necessary wiring from three-phase outlet through two poles single phase switches if necessary for further distribution. After the electric wiring work is completed, the exhibitors must obtain a completion report from the Electricians or Contractors engaged by them and file the same with Fair Electrical Department. Actual connected load for the individual machines/exhibits is to be mentioned in the report. Power will be released only after the wiring work is carried out.

All the main electric supply points must be kept easily accessible for operation and repairs in the event of emergency. Main electrical supply points should be concealed or covered.





The exhibitors are advised to install equipment like stabilizer/UPS system for their sophisticated machines/exhibits. If the machines are sensitive to the floor, placement of steel plates underneath is recommended.

## 2. Electricity Charges

Organisers have formulated a flat rate of connected load (single and three phase), which will be the basis for charging for power and lighting consumed during “GLOBAL MARITIME INDIA SUMMIT 2023”. This rate is subject to revision. It is essential for all exhibitors to give complete details of power requirement and submit to the Organiser in the prescribed **Form No. 3** for Power.

Each Shell stand will be entitled to a single-phase load of 1 kw per 9 sq mtr. Including the load they consume for lighting purpose without any extra charges. This load is sufficient for lighting three spot lights and using of a TV or a Computer. For running a machine all exhibitors have to apply for additional power. For this additional load the exhibitor has to pay as per the rates mentioned in **Form No. 3**.

For Bare space Exhibitors the electricity connection and consumption charges are not included in participation charges. They have to pay the electricity charges depending upon the power and lighting load of their stall. The charges for electricity requirement are mentioned in **Form No. 3**.

Under no circumstances will the Exhibitors be permitted to decrease their electricity requirement. Request for additional electricity load may be considered subject to availability. The electricity will be provided from **October 17-19, 2023**.

## 3. Temporary Electric Supply

Temporary power supply for erection and testing of machines can be made available from October 14, 2023 the first day of construction on extra charges. For charges kindly refer **Form No. 3** in the Forms Section. However, no Temporary connections will be given after October 16, 2023. Please see **Form No. 3**

The charges for electricity requirement are mentioned in **Form No. 3**

## FIRE SAFETY & SECURITY REGULATIONS

### Fire Safety

Fire fighting equipment will be provided at various vantage points in the exhibition halls. Exhibitors are, however, advised to take due precautions and provide necessary equipment in their own stalls. Exhibitors should also install Guards or Protectors on Machine/Exhibits during the demonstrations to avoid injury to visitors.

Exhibitors and the staff employed by them within the Exhibition stand are directly responsible for ensuring fire safety measures, including tackling of minor fire incidents. Their responsibilities will include:-

- a. Study the general layout of Exhibition Halls and get acquainted with the location of exit doors, exit routes, emergency routes and emergency exits.
- b. Not to use any inflammable material for decorating the standard shell stands, offices, restaurants, chalets etc. unless they are treated with fire retarding substances. Not to display/exhibit explosive, chemical, inflammable, dangerous, harmful or noxious substances unless approved by the Organisers.
- c. Not to use any heating appliances to cook food in the Exhibition stands.
- d. Ensure heating appliances used in business chalets are mounted on fireproof stands. Use of LPG is not permitted.
- e. Keep away all inflammable/combustible waste such as empty boxes, containers, wrapping etc. away from the Exhibition premises and deposit the same in areas designated by the Organisers. Empty Boxes, Containers, Wrappings etc if not removed, the Organisers will remove the same at the exhibitor's cost.
- f. No storage of any kind is allowed behind booths or near electrical services.
- g. All empty cartons and crates must be labeled and removed for storage
- h. Helium balloons are not allowed inside the halls.
- i. Ensure that electric wiring of equipment on display, decoration and those used for heating appliances are of adequate capacity, quality and are as per approved specifications. Cable joints, if any, be kept to the bare minimum and properly sealed to prevent sparking/over heating.
- j. Drawing more power than what has been demanded should be avoided as this may lead to tripping of main circuit breaker and recovery of penal charges/levies from the defaulting exhibitors.
- k. Alteration/interference with main circuit breaker and wirings/electrical fittings is prohibited. The Official Stand Fitting Contractor's electricians should be contacted for any

additional connections. In case of any fault in the electrical installation, call for help from complaint cell of the Organisers / Service Booth of the Official Stand Fitting Contractor.

- l. Observe and impose all fire precautions at all times, especially during fabrication/ installation of the stalls/chalets. Avoid throwing lighted cigarette butts and matchsticks etc in Exhibition stands/chalets/offices.
- m. Smoking in the Exhibition halls and all public places during the Exhibition period is prohibited. These will be treated as “No Smoking” areas and will be so marked. Separate “Smoking Zone” may be used for this purpose.
- n. Tackle any minor fire incident in the stand, offices and restaurants by using the fire extinguisher installed.
- o. Know the exit routes to be followed in an emergency and the location of nearest emergency exit for escape in case of major fire incidents.
- p. Do not block the exit, exit route, emergency exit and passages.
- q. Instruct your employees / temporary staff not to leave the stands unattended whilst work is in progress or before officially appointed time of closing.

**In case of a fire incident, take following action:**

- (I) In case of fire not coming under control by portable extinguisher, raise fire alarm by shouting “Fire, Fire” to summon assistance. Rush to Fire Watch Personnel stationed in Exhibition halls.
- (ii) In case of major fire incident, direct and guide the visitors and the occupants of Exhibition halls/restaurants through routes to the exit as well as emergency exits for their quick dispersal.
- (iii) Provide access and co-operate with the Organisers' fire safety supervisory staff and Fire Watch Personnel for inspection. Render all help possible to fight fire and salvage the equipment/materials.
- (iv) Ensure quick dispersal of equipment/cars parked in the area in the event of fire incident in static display/car park areas.

### Security Regulations

- Badges must be worn at all times by the exhibitors managing the stall and their temporary staff to gain entry to the exhibition halls.
- Badges can be obtained at the time of taking possession of stalls from the organisers' office at site.
- During show days, exhibitors are allowed to enter half an hour prior to the opening of the show each day and will be allowed to remain half an hour after the close of the show.



- Particular care should be taken of items, which are small & portable.
- Hand carried items or any equipment going out of the exhibition hall will require an exit pass.

While the Organizers will maintain general security surveillance through out the exhibition period, security of individual stalls in the responsibility of the exhibitors. Stalls are not to be left unattended during the show period, particularly before the show starts and after the show closes on the final day.

Hence the exhibitors are advised to hire security personnel for their stall and the same has to be hired from the appointed agencies only. The address of appointed agency is mentioned on Page No. \_\_\_\_\_

Security personnel from an agency other than the appointed agencies will not be permitted to enter and manage the stalls of any individual exhibitor or group pavilion.

Exhibitors are requested to approach the official security agency directly with their requirement of personnel at the earliest, preferably before September 30, 2023.

## SERVICE PROVIDERS TO GLOBAL MARITIME INDIA SUMMIT 2023

The Organisers have provided the following services to facilitate a smooth participation of Exhibiting companies. The services will be provided either by an official agency or by the organisers themselves as indicated against each service.

<p><b>Stand Construction Agency</b> <b>M/s Pavilions &amp; Interiors (I) Pvt. Ltd.</b> A-63, Sector 57, NOIDA (U.P.), India 201301 Phone: 0120-4513400, 2581217-18 <b>Contact: Mr. Abhishek Mishra</b> Email: orders@pavilionsinteriors.com PH : 9506106836</p>	<p><b>Cargo Movements &amp; Clearance</b> <b>R.E. Rogers India Pvt. Ltd.</b> 501/502, Midas, Sahar Plaza Complex, Mathuradas VasANJI Road, Andheri (E), Mumbai- 400 059. Tel : +91-22-30880313 Fax : +91-22-28208942 <b>Contact: Mr. Damodar/Mr. Kartik Soman</b> Mobile: +91 99201 08787/+91-9821043858 E-mail: damodar@rogersworldwideindia.com</p>
<p><b>Security :</b> <b>M/s Pavilions &amp; Interiors (I) Pvt. Ltd.</b> A-63, Sector 57, NOIDA (U.P.), India 201301 Phone: 0120-4513400, 2581217-18 <b>Contact: Mr. Abhishek Mishra</b> Email: orders@pavilionsinteriors.com PH : 9506106836</p>	<p><b>Fire:</b> <b>M/s Pavilions &amp; Interiors (I) Pvt. Ltd.</b> A-63, Sector 57, NOIDA (U.P.), India 201301 Phone: 0120-4513400, 2581217-18 <b>Contact: Mr. Abhishek Mishra</b> Email: orders@pavilionsinteriors.com PH : 9506106836</p>
<p><b>Conservancy</b> <b>M/s Pavilions &amp; Interiors (I) Pvt. Ltd.</b> A-63, Sector 57, NOIDA (U.P.), India 201301 Phone: 0120-4513400, 2581217-18 <b>Contact: Mr. Abhishek Mishra</b> Email: orders@pavilionsinteriors.com PH : 9506106836</p>	<p><b>Flowers &amp; Landscaping</b> <b>M/s Pavilions &amp; Interiors (I) Pvt. Ltd.</b> A-63, Sector 57, NOIDA (U.P.), India 201301 Phone: 0120-4513400, 2581217-18 <b>Contact: Mr. Abhishek Mishra</b> Email: orders@pavilionsinteriors.com PH : 9506106836</p>
	<p><b>Hostesses</b> <b>M/s Pavilions &amp; Interiors (I) Pvt. Ltd.</b> A-63, Sector 57, NOIDA (U.P.), India 201301 Phone: 0120-4513400, 2581217-18 <b>Contact: Mr. Abhishek Mishra</b> Email: orders@pavilionsinteriors.com PH : 9506106836</p>



## OFFICIAL SPECIAL STAND CONSTRUCTION AGENCY:

**M/s Pavilions & Interiors (I) Pvt. Ltd.**

A-63, Sector 57, NOIDA (U.P.), India 201301  
Phone: 0120-4513400, 2581217-18

**Contact: Mr. Abhishek Mishra**

Email: [orders@pavilionsinteriors.com](mailto:orders@pavilionsinteriors.com)  
PH : 9506106836

**Strides Dezine**

Name : Mr Jaspal kukreja  
Head of department for designing and execution

M:- 9810119546

Email:- [jaspal@stridesdezine.com](mailto:jaspal@stridesdezine.com)

## EXHIBITION FACILITIES

### ■ Business Visitors Registration Counters

Registration Counters are being set up at the entrance gates of the exhibition halls for the business visitors. Visitors are requested to present his business card and in return a badge will be provided to them. This badge will give them access to the exhibition halls.

### ■ Business Centre

Exhibitors are requested to make use of the Business Centre located in fair facilities area. This will be equipped with essential communication facilities viz. Computers, Telephone with STD/ISD facility, photocopy, fax etc. Secretarial assistance, courier services etc. will be provided.

### ■ Media Centre

A media centre is being set up to coordinate the media activities for better media exposure. Exhibitors are requested to inform the media centre on any major news worthy event they are organising, as well as if they would like their CEO to be interviewed by the media on some state of art technology developed in the recent past. Press releases issued by the exhibitors may also be given to the Media Centre for taking out useful information for inclusion in the daily updates on “GLOBAL MARITIME INDIA SUMMIT 2023”

### ■ Restaurant/Snack Counters

The organisers have provided a restaurant run by a leading caterer to provide buffet lunch as well as snacks to exhibitors/visitors.

### ■ VIP/Protocol Lounge

This lounge will be manned by officers of FICCI, Ministry of Ports, Shipping & Waterways, Govt. of India and IPA. Information regarding the visits of VIPs may be given to the VIP lounge.

### ■ Exhibitors' Parking

The Organisers are making arrangements for parking of vehicles for exhibitors inside the MMRDA Ground. For this parking, labels will be issued by the Organisers from the site office.

### ■ Information Booths

Information booths will be provided in the Exhibition & Conference halls. These booths will be equipped with information on Exhibition/Participants/Fair Facilities/Products on display etc. Exhibitors are advised to contact FICCI officials available at any of these booths for any assistance.

## FORMS

S.No.	Forms	Last date of Submission
1.	Entry for Exhibitors' Directory	September 30, 2023
2.	Advertisement in Exhibition Catalogue	September 30, 2023
3.	Electrical Connection	September 30, 2023
4.	FASCIA Name for Exhibitors	September 30, 2023
5.	Plan Approval for Bare Space	September 30, 2023
6.	Telephone Service	September 30, 2023
7.	Registration of Exhibitor Stand Personal	September 30, 2023
8.	Addl. Furniture & Electrical Goods	September 30, 2023
9.	FREIGHT INFORMATION/ INSTRUCTION FORM	September 30, 2023
10.	Exit Pass	October 19, 2023





## GLOBAL MARITIME INDIA SUMMIT 2023

### FORM NO. 1

#### PROFORMA FOR COMPANY DATA FOR ENTRY IN THE OFFICIAL EXHIBITORS' DIRECTORY

1. Name of Organisation:

\_\_\_\_\_

(Name as it should appear in the Directory)

Stand No.: \_\_\_\_\_

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

\_\_\_\_\_

City Code: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Name of the Chief Executive Officer: \_\_\_\_\_

Designation: \_\_\_\_\_

Contact person for "GLOBAL MARITIME INDIA SUMMIT 2023" with designation: \_\_\_\_\_

2. Complete list of & range of products/services: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(The number of words should not exceed 150. Organiser has right to edit the matter if it exceeds 150 words)

3. Business Sector: Please see the list overleaf and mark accordingly

4. Foreign principals/Collaborators:

1) Name \_\_\_\_\_ Country \_\_\_\_\_

2) Name \_\_\_\_\_ Country \_\_\_\_\_

Additional catalogue entry for Group Company can also be given by the exhibitor for an extra payment of Rs.1500/US\$ 50 per additional entry. The payment should be made through Demand Draft/ Cheque in favour of Indian Ports Association. A photocopy of this form can be used for sending the additional entry.



Please fill and return to:  
FICCI Trade Fair Secretariat  
Federation House, Tansen Marg,  
New Delhi-110001  
Tel : 011 23766917 (D),  
23738760-70 (Ext. - 465)  
Fax: 23320714  
E-mail: vivek.mishra@ficci.com

Last Date of Submission

September 30, 2023

Organisers' Copy

## FORM NO. 3 ELECTRICAL CONNECTION

THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR AFTER CAREFULLY READING THE CONTENTS. IF THIS SERVICE IS NOT REQUIRED, PLEASE ENDORSE "NOT APPLICABLE" AND RETURN THIS FORM TO THE ADDRESS MENTIONED BELOW.

Contact Person _____	Designation _____
Company Name _____	
Stall Number _____	Hall Number _____
Signature _____	
Date _____	

Permanent Electric Load	Connection & Consumption Charges (Rs) from October 19-22, 2023 (4 Days)	Qty. Required	Amount (Qty Req. X Single Phase Charges / Three Phase Charges)
Single Phase	5000/- Per KW		
Three Phase	5000/- Per KW		
Total Amount			
Service Tax 12.36%			
Grand Total			

**Temporary Load - Bare Space owner are requested to kindly send us your Temporary Power requirement so that it can be given to you during the construction of your stall.**



Temporary Electric Load	Connection & Consumption Charges (Rs)	Qty. Required	No. of days	Amount (Qty. x No.of Days)
Single Phase	2500/- Per KW			
Three Phase	2500/- Per KW			
Total Amount				
Service Tax 10.30%				
Grand Total				

**Kindly mention the dates for Temporary Connection before the event and after the event if required:**

From	Till

**\*\* Please give schedule for temporary power required.**

For availing electrical connections the above amounts are mandatory. All the payments have to be made to IPA.

Please fill and return this form along with full payment in advance in favour of IPA latest by September 30, 2023 otherwise late fee @ 25% on these rates will be charged.

We are enclosing D.D. No. \_\_\_\_\_ dt. \_\_\_\_\_ for Rs. \_\_\_\_\_ drawn on \_\_\_\_\_

Contact Person _____	Designation _____
Company Name _____	
Stall Number _____	Hall Number _____
Signature _____	
Date _____	



Please fill and return to:  
FICCI Trade Fair Secretariat  
Federation House, Tansen Marg,  
New Delhi-110001  
Tel : 011 23766917 (D),  
23738760-70 (Ext. – 465)  
Fax: 23320714  
E-mail: vivek.mishra@ficci.com

Last Date of Submission

September 30, 2023

Organisers' Copy

## FORM NO. 4 FASCIA NAME FOR EXHIBITORS

THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY SHELL SCHEME EXHIBITOR TO THE ADDRESS STATED ABOVE

Concerned exhibitors are requested to indicate here below the name, which they require on the fascia. This will be provided on front fascia of the stall with White standard 100 mm high (4”) English Alphabets (max 25 letters). Please use block letters only. Logos will not be allowed on the fascia. If the concerned exhibitor fails to submit this form within the deadline date, the organiser will have no option but to incorporate on the fascia the name of the company on which the booth is contracted.

THE FOLLOWING IS TO APPEAR ON THE FRONT FASCIA OF OUR STAND

*Please use block letters:*


Contact Person \_\_\_\_\_ Designation \_\_\_\_\_

Company Name \_\_\_\_\_

Stall Number \_\_\_\_\_ Hall Number \_\_\_\_\_

Signature

Date \_\_\_\_\_



Please fill and return to:  
FICCI Trade Fair Secretariat  
Federation House, Tansen Marg,  
New Delhi-110001  
Tel : 011 23766917 (D),  
23738760-70 (Ext. – 465)  
Fax: 23320714  
E-mail: vivek.mishra@ficci.com

Last Date of Submission

September 30, 2023

Organisers' Copy

## FORM NO. 5 PLAN APPROVAL FOR BARE SPACE

THIS FORM MUST BE COMPLETED AND RETURNED BY ALL BARE SPACE EXHIBITORS FOR SHELL SCHEME EXHIBITORS, SUBMISSION OF THE SAME IS NOT COMPULSORY

### PLAN APPROVAL

1. Exhibitors who have bare space areas must submit the plan of their booth on A3 size paper on a scale of 1:100 indicating the floor plan, the front elevation, the view and one cross section, indicating the height and material used. The exhibitors should stick to the architectural guidelines given in the manual.
2. Plans should be submitted in duplicate. The construction work will not be permitted to commence unless plans are approved. One copy will be returned to the exhibitor once it has been approved, subject to modifications if any.
3. Please attach your plans with this form and send the same to the organisers at the address given above:

Contact Person _____	Designation _____
Company Name _____	
Stall Number _____	Hall Number _____
Signature _____	
Date _____	

4. Natural pillars falling within stand areas may be covered upto a height of 5 mtrs.



Please fill and return to:  
FICCI Trade Fair Secretariat  
Federation House, Tansen Marg,  
New Delhi-110001  
Tel : 011 23766917 (D),  
23738760-70 (Ext. – 465)  
Fax: 23320714  
E-mail: vivek.mishra@ficci.com

Last Date of Submission

September 30, 2023

Organisers' Copy

## FORM NO. 6

### REGISTRATION OF EXHIBITOR STAND PERSONNEL

THE FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR TO  
THE ADDRESS AS STATED BELOW.

- 1. Application & Deadline** Please refer to the table on the reverse of this form, fill it up and return the same preferably on or before the deadline date as mentioned above. For exhibitors who book space after the above mentioned cutoff date, this form duly completed will have to be returned to the organizers immediately.
- 2. Badges/Invitations** In proportion of the booked space by the exhibitor/s, badges for the persons, manning the stall will be handed over to the exhibitors at the show management office on the day of possession at the fair ground. The Invitation mailers will also be sent to the exhibitors in sufficient quantity for inviting their buyers.
- 3. Inscription of the Badges** In order to make them readable & legible and to prevent mistakes in the preparation of exhibitor's badges, we will be grateful if you could TYPE all names in BLOCK LETTERS on them before they are used.

**(PLEASE TYPE IN BLOCK LETTERS)**

Exhibitor's Name \_\_\_\_\_

Company Name \_\_\_\_\_

Stall No. \_\_\_\_\_ Hall No. \_\_\_\_\_ Date \_\_\_\_\_

### REGISTRATION OF EXHIBITOR STAND PERSONNEL

Name of Exhibitor: \_\_\_\_\_ Hall & Stall No. \_\_\_\_\_

Kindly complete this form appropriately and return it to Federation of Indian Chambers of Commerce & Industry with the deadline date as stipulated.



Sr. No.	Name of the Stand Person and Job Title	Company's	Country Name	Passport No.	Date of Birth	Nationality
1.						
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20.						

**\*\*Passport no. and country to be mentioned by foreign exhibitors only.**

Please fill and return to:  
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**Federation House, Tansen Marg,**  
**New Delhi-110001**  
**Tel : 011 23766917 (D),**  
**23738760-70 (Ext. – 465)**  
**Fax: 23320714**  
**E-mail: vivek.mishra@ficci.com**

**Last Date of Submission**

**September 30, 2023**

**Agency Copy**

## FORM NO. 7

### ADDITIONAL FURNITURE & ELECTRICAL GOODS ON RENTAL

Pavilions & Interiors (I) Pvt Ltd						
Additional Accessories Rate List - GMIS 2023						
S. No	Item code	Description	Size / Specification	Representative Image	Unit Cost in INR.	Unit Cost in US\$
1	PI-01	Executive Chair	Black		1,500.00	22.00
2	PI-02	VIP Sofa (1 Seater)	Black/White		2,500.00	35.00
3	PI-03	VIP Sofa (2 Seater)	Black/White		4,000.00	55.00
4	PI-04	Visitor Chair	Black		500.00	7.00
5	PI-05	Fibre Chair	Black		300.00	5.00
6	PI-06	Round Table Cross Leg (Glass Top)	90 CM (dia) x 75 CM (H)		1,200.00	17.00
7	PI-07	Bar Stool (Adjustable Chrome leg with Cup)	50 CM (H)		1,000.00	13.00
8	PI-08	Glass Showcase (Big)	1 M x 50 CM x 2 M (H)		4,000.00	50.00
9	PI-09	Glass Counter	1 M x 50 CM x 1 M (H)		3,000.00	40.00
10	PI-10	Centre Table (Glass/wooden Top)	1.20 M (L) x 45 CM (W)		1,200.00	13.00
11	PI-11	System Counter (Table)	1.05 M x 50 CM x 75 CM		1,000.00	13.00



12	PI-12	Side Rack (Lockable)	1M x 50 CM x 60 CM (H)		2,500.00	35.00
13	PI-13	System Podium	50 CM x 50 CM x 1 M (H)		1,000.00	14.00
14	PI-14	Brochure Stand			900.00	11.00
15	PI-15	Lockable Door			3,000.00	40.00
16	PI-16	System Panel	1 M x 2.5 M (H) - White		1,200.00	17.00
17	PI-17	Glass Shelf (each)	30 CM x 1 M		400.00	6.00
18	PI-18	LED Spot Lights	16 W		500.00	7.00
19	PI-19	Metal Halide	75 W		1,500.00	22.00
20	PI-20	5A/13A Power Socket			500.00	7.00

Please note: The images are representative. Actual item may differ in size, color and shape from the images shown above

B	Electronic Items					
1		LED TV - 32" (on floor stand)	For entire three day event		5,500.00	7.00
2		LED TV - 40" (on floor stand)	For entire three day event		7,500.00	80.00
3		LED TV - 50" (on floor stand)	For entire three day event		10,500.00	125.00
4		Refrigerator - 90/100 Ltr	For entire three day event		3,500.00	45.00
5		Refrigerator - 165-200 Ltr	For entire three day event		5,500.00	70.00
6		Hot & Cold Water Dispenser with consumables	For entire three day event		7,000.00	88.00
7		Standard Coffee-Tea Vending Machine with consumables	For entire three day event		15,000.00	185.00



**Please note:**

- 1 The images are representative. Actual item may differ in size, color and shape from the images shown above
- 2 **GST extra @18%.**
- 3 Last date for receiving advance orders will be October 10, 2023 through email. No orders will be entertained after this date.
- 4 On-site Order may be taken subject to availability of items and payment of 10% surcharge on Card rates
- 5 Please share your company's complete address with GST for making proforma invoices.
- 6 Tax invoices will be raised after the event and on receipt of full payment.
- 7 Payment to be made in favor of "Pavilions and Interiors India Pvt. Ltd." through bank transfer/DD/UPI
- 8 Orders will be supplied only after receipt of full payment

**Contact details:**

**Email ID:**

- 1 orders@pavilionsinteriors.com

**2 Contact person:**

**Ms. Shikha Kandhari**

**Mr. Abhishek mishra**

**Mob.: 9506106836**

Company Name _____
Stall Number _____ Hall Number _____
Contact Person _____



**Kindly complete and return to**

Please fill and return to:  
**FICCI Trade Fair Secretariat**  
**Federation House, Tansen Marg,**  
**New Delhi-110001**  
**Tel: 011 23766917 (D),**  
**23738760-70 (Ext. – 465)**  
**Fax: 23320714**  
**E-mail: vivek.mishra@ficci.com**

**Last Date of Submission**

September 30, 2023

Agency Copy

**FORM NO. 8**

**FREIGHT INFORMATION/ INSTRUCTION FORM**

Name of the show : .....

Hall No. : .....

Stand No. : .....

- As an official handling agency R.E. Rogers India Pvt. Ltd. would provide services for handling of exhibits for the show.
- We strongly recommend you to have a comprehensive insurance to cover all your exhibits from your premises to the show site and back.
- We plan to import exhibits for display at this show from (Please provide contact details of your foreign Principals)  
 .....  
 .....  
 .....
- We plan to display Indian exhibits as per details below:-

No of Pieces (Carton, Cases, Crates)	Dimensions L*W*H(cm)	Gross Weight	Packed/ Unpacked/Crated	ETA On Site



**SERVICES : (PLEASE TICK AGAINST THE SERVICES REQUIRED)**

	Offloading and Shifting to booth		Repacking
	Unpacking & Placement of exhibits		Reloading after the show
	Removal of empties for storage and return after the show		

**Name of the Company** .....

**Contact Person** .....

**Address** .....

**Tel/ Fax/ Email** .....

Please fill & return this form to:

**R. E. Rogers India Pvt. Ltd.**  
**1, Commercial Complex, Pocket H & I,**  
**Sarita Vihar, New Delhi-110076**  
**Tel: +91-11-2694 9801/9802/5898/5899**  
**Fax: +91-11-2694 9803/5900**  
**E-mail: rerid@rogersworldwideindia.com**



**Please fill and return to:**  
**FICCI Trade Fair Secretariat**  
**Federation House, Tansen Marg,**  
**New Delhi-110001**  
**Tel: 011 23766917 (D),**  
**23738760-70 (Ext. – 465)**  
**Fax: 23320714**  
**E-mail: vivek.mishra@ficci.com**

**Last Date of Submission**

**September 30, 2023**

**Exhibitor Copy**

## **FORM NO. 9**

### **FORMAT FOR EXIT PASS**

THIS BELOW MENTIONED FORMAT MUST BE REPRODUCED BY ALL EXHIBITORS ON THEIR LETTERHEADS AND FOUR COPIES MUST BE PREPARED IN ORDER TO ENABLE THEM TO AVIAL OF AN EXIT PASS TO TAKE THEIR GOODS OUT OF NSE COMPLEX ON THE CONCLUDING DAY OF THE EXHIBITION.

To

Federation of Indian Chambers of Commerce and Industry  
Tansen Marg  
New Delhi

Dear Sir,

We have paid all our dues to Federation of Indian Chambers of Commerce and Industry and there is no balance whatsoever. However our security deposit lying with you may be released after adjusting any further dues that may be payable from our side. Therefore, please allow us to take out the following goods, which we had brought for display during the exhibition.

Sr. No.	Description of Items	No. of Packing cases
1.		
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**Note:**

1. Please obtain 'No objection from Federation of Indian Chambers of Commerce & Industry. Trade Fair' Department.
2. Please use letterheads of your company OR attach business card & take 4 copies while preparing this format that will enable you to avail of an exit pass.
3. Early submission will help to facilitate a smooth exit from NSE Complex

**For Trade Fair Secretariat, FICCI**

(With official Sign & Seal)

Contact Person _____	Designation _____
Company Name _____	
Address _____	
Stall Number _____	Hall Number _____
Signature _____	
Date _____	





# GLOBAL MARITIME INDIA SUMMIT 2023

17th - 19th October | MMRDA GROUND, BKC, MUMBAI

**CONNECT | COLLABORATE | CREATE**

## CONTACT US

Ministry of Ports, Shipping and Waterways  
Government of India  
408, Transport Bhawan, 1, Parliament  
Street, New Delhi-110001

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Joint Secretary, MoPSW  
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E-mail : [jssm-ship@gov.in](mailto:jssm-ship@gov.in)

Mr. Rajesh Asati  
Dy. Secretary, MoPSW  
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Mr. Amit Kakkar  
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<https://maritimeindiasummit.com>



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[https://www.instagram.com/gmis\\_2023](https://www.instagram.com/gmis_2023)