



INDIA ENGINEERING MEET & EXHIBITION

22 – 24 January, 2007

Organised by:

Engineering Export Promotion Council

Vandhna (4th Floor)

11, Tolstoy Marg

New Delhi – 110 001

Tel.: 91-11-23711124/25, 23353353

Fax: 91-11-23310920

E-mail: eepcto@eepc.gov.in / csshukla@eepc.gov.in

Website : [http:// www.indiaengineeringmeet.com](http://www.indiaengineeringmeet.com)/www.eepcindia.org

Venue:

India Expo Centre

New Delhi – Greater Noida Expressway

Plot Nos. 25, 27, 28, 29, Knowledge Park – II

Dist. Gautam Budh Nagar

Greater Noida, UP

Tel: 95120 – 2328011 – 20

Fax: 95120 – 2328010

Website: www.indiaexpocenter.com

Exhibits Manual

Guidelines for move in and move out of Exhibits for display at IEME

1. CONSIGNMENT ADDRESS:

All Exhibitors should deliver their exhibits on the following address:

India Expo Centre

New Delhi – Greater Noida Expressway
Plot Nos. 25, 27, 28, 29, Knowledge Park – II
Dist. Gautam Budh Nagar
Greater Noida, UP

C/O India Engineering Meet & Exhibition (EEPC)

Tel: 95120 – 2328011 – 20

Fax: 95120 – 2328010

Website: www.indiaexpoctr.com

2. CONSIGNMENT INSTRUCTIONS/LABELING :

All Exhibits should be labeled as follows:

India Engineering Meet & Exhibition
Engineering Export Promotion Council

Exhibitor Name :

Hall No: 2

India Expo Centre

New Delhi – Greater Noida Expressway
Plot Nos. 25, 27, 28, 29, Knowledge Park – II
Dist. Gautam Budh Nagar
Greater Noida, UP, India

3. CASE MARKING :

Please make sure that each package is clearly marked /labeled with the following information:

EXHIBITION GOODS FOR - India Engineering Meet & Exhibition
C/o Engineering Export Promotion Council

Exhibitor Name :

Case No:

No. of Pieces:

Weight(Kg)

Dimensions: (L)X(W)X(H) inches

4. RECEIVING OF EXHIBITS : DATE & TIMINGS:

Date : 15th January,2007 onwards to 21 January,2007

Timings : 9:00 A.M to 5:00 P.M

Place of delivery: Consignment address at EEPC Help Desk

5. YOUR CONTACT PERSONS

Exhibitors may contact the following for any assistance in regard to sending of their exhibits for display at India Engineering Meet & Exhibition.

- A. **EEPC HELP DESK:** The helpdesk of Engineering Export Promotion Council will be operational from 15th January,2007 at the Exhibition venue. The exhibits will be accepted from 15th January,2007. The following EEPC official may be contacted.

Mr. A.A.Kazmi , Dy. Director
Engineering Export Promotion Council
Vandhana(4th Floor), 11 Tolstoy Marg, New Delhi – 110 001(India)
Mobile : 9868272645 (Delhi)
Fax: 91-11-23310920
E-mail : aakazmi@eepc.gov.in ; alianwar51@yahoo.co.in

In case of any emergency the following India Exposition Mart Officials may be contacted:

- B. Mr. Sandeep Kampani
Dy. Manager (Logistics)
India Exposition Mart Limited
Tel.(D) : 95120 – 2328004
Fax: 95120 – 2328010
E -mail : dymgr.comm.@indiaexpocentre.com
- C. Mr. Jitender Sharma
Office Support Executive
Tel.: 95120 – 2328011 – 20
E-mail : jitender.Sharma@indiaexpocentre.com

6. TRADE TAX ISSUES

Trade Tax Liability for exhibits carried for exhibition at the India Expo Centre & Mart, Greater Noida, U.P.

- Exhibitors may please note, no sale is allowed during the exhibition.
- Entry & Exit of all vehicles carrying goods is only allowed from the TRADE TAX CHECK POST located at the Taj Expressway (Greater Noida) Entry Point, Uttar Pradesh (Kondli Bangar Check Post).
- It is important that all exhibitors must report to the Trade Tax Check Post at the Taj Expressway (Greater Noida) Entry Point.

7. EXHIBITS MOVE IN : The Exhibits should be delivered from 15th January,2007 (9:00 A.M to 5:00 P.M) at the Exhibition venue. It may kindly be noted that all exhibits should reach latest by 21 January,2007

All Exhibitors have to strictly follow the below mentioned guidelines

- (i) Other than U.P. Registered Exporters will be required to do the following

The following documents will be required at the “TRADE TAX CHECK POST”, Taj Expressway (Greater Noida) Entry Point, Uttar Pradesh. (Exhibitors are advised to keep these ready when they report at the above check post).

- **TRIP SHEET - [Form XXXIV \(34\)](#) also known as BAHETI in Quadruplicate – Four Copies. (Specimen enclosed: Annexure I)**
- Photocopy of Space Allotment Letter (Participation Confirmation Letter) issued by the EEPC - Four Copies.
- Photocopy of the Drivers License of the driver of the vehicle carrying exhibits -Four Copies.
- Photocopy of the Registration Certificate of the vehicle carrying exhibits -Four Copies.
- Consignment note (INVOICE) with details of exhibits in Triplicate - Four Copies.

(ii) (a) U. P. State Registered Exhibitors will be required to do the following:

- All Exhibitors already registered under U. P. Trade Tax Act – have to bring their material through CHALLAN / INVOICE in DUPLICATE . The same is to be submitted to the Trade Tax Officer at the check post.

(b) For Exhibitors coming from Noida & Ghaziabad

- All Exhibitors coming from NOIDA/ GHAZIABAD will be required to follow the O. C. Stamp Rules.
- On the basis of the above documents, entry of the exhibits will be allowed on temporary basis only for display purposes.

8. EXHIBITS MOVE OUT: Latest by 25 January,2007

After the close of the exhibition, when the exhibits are to be taken back, all exhibitors are liable to cancel their TRIP SHEET - Form XXXIV (34) at the TRADE TAX CHECK POST located at Taj Expressway (Greater Noida) Entry Point, Uttar Pradesh or produce the relevant forms. Otherwise duty will be levied as per U.P. Govt. Rules.

For canceling the TRIP SHEET – Form XXXIV (34), the following procedure has to be adopted :

- Collect a letter from the EEPC (Help Desk) by the Trade Tax Officer that no Trade Tax Liability accrues on these exhibits. In case any item is given as Free of Cost (FOC) in form of sample or otherwise, it will be the duty of the exhibitor to deposit the tax with the Trade Tax Authority stationed at the Mart Complex. The Trade Tax Authority in the mart will issue a Certificate to this effect, that the applicable Tax has been deposited.
- Copy of TRIP SHEET - Form XXXIV (34) – stamped at the TRADE TAX CHECK POST at the time of Entry of exhibits into the Taj Expressway (Greater Noida), Uttar Pradesh.
- Copy of Consignment Note as prepared at the time of Entry of exhibits.
- The above documents are to be submitted at the Trade Tax Check Post located at the Taj Expressway (Greater Noida) on return journey.

(8a) Important:- Please note, there should not be any difference in the Consignment Note submitted at the time of Exhibits Move In and Exhibits Move out. The Trip Sheet (Form 34) must be surrendered within 2 – 3 days after the close of the exhibition at the Trade Tax Check Post on return journey.

9. OTHER KEY INSTRUCTIONS :

A. CARGO ENTRY IN COMPLEX

Please note that in view of the Exhibition from 22-24 January,2007, movement of cargo will be allowed till 21st January,2007 only. As such you are requested to take possession and finish display of your products latest by 21 January, 2007 evening.

B. GATE PASS

Exit permit (Gate Pass) will be required for taking any material out of the exhibition complex. The organisers will issue exit permit (Gate Pass) from the Bell Desk/Help Desk. The Format of the Gate Pass is enclosed in Annexure II. You are advised to remove all your exhibits latest by 25 January,2007 otherwise the demurrage will be charges as per rules.

C. BELL DESK/LEFT LUGGAGE

The Bell desk/left luggage (not for empty cartoons) counter is situated in the CFB building.

D. RATES APPLICABLE:

Kindly note that for your convenience, we have arranged for "Porter Service" in India Expo Centre & Mart, Greater Noida for carrying your goods to your Booth.

If your Exhibits are upto 100 K.G , your exhibits will be delivered at your booth.

If your Exhibits are more than 100 K.G , you are requested to be in touch with EEPC help desk well in advance for ensuring proper delivery. You will be billed the nominal charges.

10. GENERAL GUIDELINES

- 1) The movement of material and labor in the mart complex is allowed only between 0900hrs till 2100 hrs and restricted on weekly off and holidays in order to provide utmost security concern of your valuable material in the mart.
- 2) The trolleys are available at the basement for the movement of material. A written permission is required from respective floor managers. However, four wheel trolleys are not allowed inside the mart area. The users are requested to return the trolleys after use.
- 3) Any material going out of the mart would need a gate pass signed by respective floor manager which is available at respective floor manager's office. It is advisable to obtain the same before 1800 hrs as the floor manager's office closes at 1800hrs. Without gate pass no material will be allowed to go out of the premises even in the personal vehicle in order to provide safety and security to your valuable product.
- 4) The first aid boxes are available at the Key Management room.
- 5) It is recommended that exhibitors provide insurance coverage for their goods from point of departure through to final destination. It is further recommended that such insurance coverage be provided for the transit period and while on-site at the exhibition (including move-in and dismantling periods). However, EEPC is ensuring proper security in the exhibition premises. EEPC is not liable for any loss, theft & damage of the exhibits because of any unforeseen reason.

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Form XXXIV

Trip Sheet to be submitted in Triplicate (See rule 83(68) of U. P. Trade Tax rules 1948)

Name and Address of the Transport Company.....

Vehicle Registration Number.....

Name and address of the Owner of the vehicle.....

Name and address of the driver of the vehicle.....

1	2	3(a)	4	5	6	7	8	9	
Sl. No.	G. R. No.	Consigner	Consignee	Station From	Station To	Description of Goods	Weight Qty./ No. of Goods	Value of Goods	If the goods are dispatched to a place in U. P. No. of form for declaration for Imports

In case the Goods are to be transported through the state

10(a) Name of the EXIT Check Post
 10(b) Date up to which the vehicle is to cross the exit check post

I hereby declare that the information given above is true to the best of my knowledge and belief.

Place.....
 Date.....

To be filled by the Officer-in charge of Entry Check Post
 S No Date up to which the vehicle is to cross Exit Check Post
 of Rs. 3

Signature.....
 (Full Name).....
 Status.....

To be filled by the Officer-in charge of Exit Check Post
 S No Actual date of crossing the exit check post
 R-4

Signature and seal of the officer I/C of Entry Check Post
 Signature and seal of the officer I/C of Exit Check Post

**(Kindly handover this Form to your Floor Manager)
EXHIBITS MOVE OUT GATE PASS**

(To be typed on company letterhead and be submitted in quadruplicate)
(4 copies)

(Kindly attach 4 copies of an invoice of items to be transported out along with this gate pass)

To
The Engineering Export Promotion Council,
Vandhna, 4th Floor,
11 Tolstoy Marg,
New Delhi-110001.

Exhibitors Name:

Dear Sir/Madam,

Kindly permit us to transport the display items as mentioned in the enclosed Performa invoice, out of Mart. We hereby declare that the items mentioned below were displayed at India Exposition Mart and are the sole property of our firm and in no case belong to the organizers or any other organization.

Thanking you,

Authorised Signatory.....

Designation.....

Enclose:

1. 4 copies of invoice
2. 4 copies of Packing List