

## SECTION - 1

### 1.1 The Organiser

**Reed Triune Exhibitions Pvt. Ltd.**  
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Vasanthnagar, Bangalore - 560 052, India  
Tel. No: +91 80 4330 7474  
Email: [info@amtex-expo.com](mailto:info@amtex-expo.com)  
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(REED TRIUNE EXHIBITIONS PVT LTD is a joint venture between Reed Exhibitions & Triune Exhibitions Pvt. Ltd.)

Single point of contact for all exhibitors for any exhibition related feedbacks and suggestions,  
Please write to Mr. Tarun Ray, email – [tarun.ray@reedexpo.co.uk](mailto:tarun.ray@reedexpo.co.uk)

### 1.2 Exhibition Venue & Dates

This 11<sup>th</sup> edition of AMTEX will have 3 co-located shows: **Intertool, Automation & Robotics and QMET** will be held from 6<sup>th</sup> July – 9<sup>th</sup> July 2018 at Pragati Maidan, New Delhi in Hall Nos – 7 to 12 & Hall - 12A.

### 1.3 Hours of Exhibition

The 11<sup>th</sup> edition of AMTEX 2018 shall remain open for visitors from 10 am to 6.30 pm on all days.  
Business visitors are allowed to visit the show against online pre-registration at [www.amtex-expo.com](http://www.amtex-expo.com) or spot registration at the Exhibition venue (Visitor Registration Counter)

Exhibitors to ensure that their stands are manned and exhibits / displays should be uncovered during the hours of the show; exhibit timings will be from 9:00 am – 7:00 pm

### 1.4 Schedule of events for Exhibitors

<b>a) Entry of Machines inside Pragati Maidan</b>	<b>:</b>	<b>3<sup>rd</sup> July 2018 - 10.00 am onwards</b>
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**Deadline for entry of Machines:**

<b>a) (Above 3 tons) inside the Hall</b>	<b>:</b>	<b>3<sup>rd</sup> July 2018 – 10.00 am onwards</b>
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<b>b) (Below 3 tons) inside the Hall</b>	<b>:</b>	<b>4<sup>th</sup> July 2018 – by 04.00 pm</b>
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<b>c) Stall Possession (Bare Space)</b>	<b>:</b>	<b>3<sup>rd</sup> July 2018 after 10.00 am</b>
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<b>d) Stall Possession (Shell Type)</b>	<b>:</b>	<b>5<sup>th</sup> July 2018 by 2.00 pm</b>
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<b>e) Exhibit Removal</b>	<b>:</b>	<b>9<sup>th</sup> July 2018 – 05.00 pm onwards</b>
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## 1.5 Official Functions

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Venue	:	Pragati Maidan, New Delhi, India
Inauguration	:	6 <sup>th</sup> July 2018 at 11.00 am*
Valedictory Function	:	9 <sup>th</sup> July 2018 at 03.00 pm* (*tentative)

## 1.6 On-site arrangements

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- Entries to Exhibition Site – Trucks / Heavy Vehicles with exhibits coming to the Exhibition site have to follow the scheduled vehicle entry and exit time into the city limits. The vehicles should reach Pragati Maidan vehicle parking lot near Gate – 1. **\*Please note that parts of Pragati Maidan are under renovation therefore entry and exit to the Exhibition site will have restrictions. To avoid any inconvenience at the Exhibition site, Exhibitors are requested to follow the guidelines as issued by the management of Pragati Maidan, New Delhi**
- Pre – exhibition period from – 3<sup>rd</sup> July to 5<sup>th</sup> July 2018 – Trucks / Heavy Vehicles with exhibits will have to follow the schedule provided by the Organiser; freight vehicles will not be allowed to park inside the Pragati Maidan and will have to be parked at the designated area only before off-loading of exhibition goods. Movement of freight vehicles will be regulated and will be in co-ordination with the official site handling agencies. Personal vehicles of any type will not be allowed to carry in / off load goods / exhibits in any case during setup and dismantling period.
- During the exhibition days from 6<sup>th</sup> July to 9<sup>th</sup> July 2018, vehicles (personal and / or freight vehicles) will not be allowed inside Pragati Maidan complex. Parking to be done in the designated area only with proper parking passes / stickers
- Post Exhibition period from 9<sup>th</sup> July 2018 (5 pm onwards) till 10<sup>th</sup> July 2018 (up to 8 am) all goods must be removed from the Exhibition Halls as per the schedule & in coordination with official site handling agencies. Movement of freight vehicles will be allowed according to the Schedule, exhibitors are requested to coordinate with the official site handling agencies only.
- For smooth operation of exhibitor services, Organiser office will operate from the Exhibition site (Hall – 7) from 3<sup>rd</sup> July 2018 till 10<sup>th</sup> July 2018
- Technical Specification of all Halls are enumerated below;

HALLS**	Carpet Area
HALL – 7/A/B/C	2278.77 SQ.M.
HALL – 8, 9 + Foyer	1393.26 SQ. M.
HALL - 10	Between 1764 sq. m.
HALL - 11	5266,71 SQ. M.
HALL – 12	1681 SQ. M.
HALL – 12 A	4633 SQ. M.

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

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

## 1.7 USEFUL TIPS FOR THE EXHIBITORS

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1. Please read your Exhibitor Manual carefully. The information it contains will help you to save time & money.
2. Be sure to place your orders early and include applicable payments (wherever required) to ensure that your orders are executed. Try not to keep your orders for the last minute and wait to book them on site. Bring copies of all your advance order forms to the Exhibition site.
3. Exhibitors are requested to return all forms to the organizers by the deadline dates indicated.
4. Even if no services are required, please mark "NOT APPLICABLE" on the relevant forms.
5. Please enclose all necessary payments, samples, plans and other relevant materials.
6. Violation of rules: The Organizer reserves the right to demand removal / change of any structure which may not be in accordance with the laid down rules and regulations. The decision of the organizer in this regard will be final and binding.
7. The exhibitors are strongly advised not to hire any furniture / fittings / electrical fixtures & appliances etc. from any other suppliers other than the official agency so designated.
8. The Organizers will not be responsible for Insurance coverage of articles of any kind brought to the Exhibition except for 'Exhibition Fire Risk Insurance' and 'Civil Liability' only. Exhibitors are therefore, advised to arrange for full Insurance Coverage during Transit (both ways) as well as during the days of the exhibition
9. Visitors / Exhibitors are liable for Frisking / Check at the Entry Gate as a security Measure.
10. Smoking is strictly prohibited inside the Exhibition Halls.
11. Consumption of liquor inside the Exhibition Halls is strictly prohibited.
12. Organizer reserves the rights to frame or amend the rules regarding rights of admission to the exhibition, in keeping with the overall interest of the exhibition and the venue.
13. All decision will be subject to Bangalore Jurisdiction only.

## 1.9 Official Service Agencies

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### 1.8.1 Site handling of Exhibits

Siddhartha Logistics Co. Pvt. Ltd and R E Rogers India Pvt. Ltd have been appointed as the official site handling agencies. Exhibitors are hereby advised to finalise their site handling arrangements with any one of the appointed site handling agencies only.

Exhibitors may contact them directly as per the contact details mentioned in this Exhibitor Manual. Exhibitors should pay the concerned agency directly as per the tariff chart mentioned in this Exhibitor Manual. Hiring of workforce / labour or any other equipment for handling of exhibits at the site other than the appointed

agencies is strictly not allowed. Exhibitors are also advised to deal with appointed agencies directly for handling of their exhibits at site and not through any other clearing and forwarding agencies which they may use for bringing exhibits to the site.

**Charges for handling exhibits in Pragati Maidan, New Delhi**

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

- i) Offloading from vehicle (one lift only) up to 500kg. Or part thereof ..... Rs. 250/- (Minimum Rs. 250)
- ii) Shifting to Booth ..... Rs. 250/- (Minimum Rs. 250)
- iii) Unpacking & Positioning of Exhibits up to 500kg. Or part thereof ..... Rs. 250/- (Minimum Rs. 250)
- iv) Repacking up to 500kg. Or part thereof ..... Rs. 250/- (Minimum Rs. 250)
- v) Palletisation – up to 500kg. Or part thereof..... Rs. 250/- (Minimum Rs. 250)
- vi) Shifting from booth & loading on vehicle up to 500kg. Or part thereof..... Rs. 250/- (Minimum Rs. 250)  
(One lifts only)
- vii) Shifting of empties from booth to storage area, Storage & Return per CBM.... 600/- per CBM (Min.2 CBM)  
1 CBM = 333 Kg.
- viii) Hiring of equipments for placement / Re-positioning & dismantling (if above mentioned Services availed)
  - a) Hydraulic pallet Truck (2 metric tons) ..... Rs. 150/- per Hour (Min. 02 Hours)
  - b) Forklift – 3 metric tons ..... Rs. 350/- per Hour (Min. 04 Hours)
  - Forklift – 5 metric tons ..... Rs. 550/- per Hour (Min. 04 Hours)
  - Forklift – 10 metric tons ..... Rs. 1000/- per Hour (Min. 02 Hours)
  - c) Crane– 10 metric tons ..... Rs. 1000/- per Hour (Min. 02 Hours)
  - Crane – 20 metric tons ..... Rs. 1500/- per Hour (Min. 02 Hours)
  - Crane – 50 metric tons ..... Rs. 2300/- per Hour (Min. 02 Hours)
  - d) Labour per hour ..... Rs. 80/- per Hour (Min. 01 Hours)
- ix) Heavy lift surcharge (on above rates) (%)
  - a) Single piece weighing above 4000 Kgs to 7000 Kgs ..... 15% extra
  - b) Single Piece weighing more than 7001 Kgs to 10,000 Kgs ..... 20% extra
  - c) Single Piece weighing above 10,001 Kgs ..... 30% extra
  - d) Night Charges for Above Services from i to ix ..... 25% extra  
(From 2100 Hrs to 0800 Hrs )
  - e) Shifting of empties from booth to storage area,  
200 per CBM (Min. 2 CBM) storage & return cbm = l x b x h(mtrs)
- x) Special Remarks, Terms & Conditions
  - a) Chargeable weight will be charged as 1 CBM = 333 kilos, whichever is higher Gross or volume, final chargeable weight ill be calculate after physically check on site.
  - b) Rates above are application for local exhibitors with Indian exhibites only.
  - c) In case the Machine is bare on the base, the removal of base would be treated as unpacking & would be charged accordingly.
  - d) Goods & Service Tax (GST) @ 18% is applicable
- xi) For any import cargo handling, brought by other freight forwarder or client directly  
International rates will be applicable to the exhibitor as per international tariff for all important shipment for AMTEX 2018 July 6<sup>th</sup> to 9<sup>th</sup> 2018, New Delhi.