

## 2. Rules & Regulations / Guidelines

### 2.1 Rules & regulations

#### 2.1.1 Organiser

The word 'Organiser' used herein shall mean 'IMTMA', its employees and its official agencies.

#### 2.1.2 Administration of exhibition halls

The administration of exhibition halls will be controlled from the Organiser's office. The Organiser will appoint Hall Directors who will be stationed in respective halls. Exhibitors may contact their respective hall directors for any assistance before, during and after the exhibition. Organiser has full authority to enforce all rules and regulations related to the exhibition. The Organiser's decision will be final and binding in all respects.

#### 2.1.3 Exhibitor

The word Exhibitor / Exhibitors used herein shall mean any company, agency or organisation which has applied to the Organiser to participate in IMTEX 2019 / Tooltech 2019 and has been allotted space at IMTEX 2019 / Tooltech 2019, to display their products / services as per details submitted by them to the Organiser in the application form.

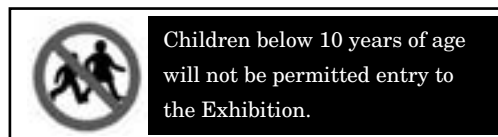
#### 2.1.4. Stand possession

Exhibitors must submit the Stand Possession form 4.1 to the Hall Director stationed at entry plaza, to obtain stand possession from 15 Jan 2019 onwards. Shell scheme stands will be handed over on/after 21 Jan 2019. Space/stands shall be handed over to Exhibitors by Hall Directors subject to clearance of all outstanding payments towards their participation and approval of their stall layout plan. Exhibitors deducting TDS will have to submit the original TDS certificates (Form 16A) before taking the possession of the stalls. TDS amount deducted will be considered as the balance amount payable by the exhibitors, till such time original TDS certificate is submitted. Stall possession will be given only upon clearance of all dues, including TDS certificates

#### 2.1.5 Rights of admission

Organiser reserves the right of admission to BIEC.

- Students/Children below 10 yrs of age will not be permitted entry to the exhibition under any circumstances ; even if they are accompanied by Exhibitor / Parents / Guardian.
- Children / Students of the technical colleges will be allowed only after 2:00 p.m. (above 10 years only)
- Visitors / Exhibitors badges must be worn on person at all times and is not transferable.



- Visitors / Exhibitors are liable for Frisking / Check at the Entry Gate as a security measure.
- Smoking is strictly prohibited inside BIEC campus including the Exhibition Stall. Smoking area is located at the Exit gate of BIEC.
- Consumption of liquor inside the Exhibition Stall is prohibited except at designated lounges.
- Organiser 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.

#### **2.1.6 No verbal agreement**

No verbal agreement between the Organiser and Exhibitors is acceptable, unless the same is confirmed in writing.

#### **2.1.7 Agreement and amendment to rules**

Exhibitors and their employees, agents and representatives agree to fully abide by the foregoing rules mentioned herein and by any amendments that may be put into effect by the Organiser.

Any subject(s) not specifically covered herein will be left solely to the decision of the Organiser, who will also have full and final authority in the matter of interpretation, amendment and enforcement of all rules and regulations to aid any one or more Exhibitors, and further any such amendments when made and brought to the notice of the Exhibitor shall be and become part of these rules and regulations hereof as though duly incorporated herein and subject to all of the conditions stipulated.

#### **2.1.8 Non-Compliance / Non-observance / Default**

In the event of non-observance of or default on any of the rules and regulations mentioned herein, the Organiser reserves the right to terminate the participation of the Exhibitors without notice, and retain all payments received on account as liquidated damages. On such termination, the Exhibitor must close their stand.

#### **2.1.9 Failure to exhibit**

If any organization, having applied for space, fails to exhibit its products for whatever reasons, shall be liable for full payment plus any additional costs incurred by Organiser as a result of such failure to exhibit. Should an Exhibitor fail to occupy allotted space by the date and time specified for installation of exhibits, the Organiser reserves the right to take over such space and reallocate or use the same as they deem fit.

#### **2.1.10 Damage to property**

The Exhibitor is liable for any damage caused to the building, floor, walls, panels and carpet or to the standard items and fittings & fixtures provided within the stand. The Exhibitor should

not apply paint, adhesive or any such material, which would damage the fittings, fixtures and furniture provided by the Organiser.

#### **2.1.11 Exhibitor booth representatives**

Exhibitors stands should be manned at all times during exhibition hours only by the employees or their authorized representatives. Such representatives must at all times wear identification badges provided by the Organiser. All representatives in the exhibition stands must be decently attired and bear good moral character. Entry into other exhibitor's stands, without their consent, is forbidden. (Any dispute arises during exhibition by any reasons, should be resolved outside the exhibition premises. Any such cases, exhibitor should vacate the stand, or close the stand. The final decision lies with the Organiser)

#### **2.1.12 Safety measures**

The safety of Exhibitors, visitors as well as that of exhibits is of paramount importance. Exhibitors must strictly comply with all relevant fire and other safety regulations. All electrical wiring and fittings must conform to the appropriate safety norms. Exhibitors should also install guards or protectors on machine/exhibits during demonstration to avoid injury or damage by flying chips, spark, heat, splashing of oil, coolant etc. Usage of in flammable, poisonous, explosives (including gas cylinders), radioactive and other hazardous material, is strictly prohibited.

#### **2.1.13 Noise & Smell**

Exhibitors will not be permitted to display/demonstrate any equipment or exhibit which causes high levels of pollution in terms of noise and smell.

#### **2.1.14 Limitation of liability**

Organiser shall not be liable for the safety of Exhibitors, their representatives, agents, contractors or visitors during the exhibition, nor for any exhibits, articles or other property whatsoever. Organiser shall not be held responsible for any restriction or conditions which prevent the construction, erection, completion, alteration or dismantling of stands or the entry, placement or removal of exhibits, or for non-conformance of any services or amenities provided by third parties.

#### **2.1.15 Insurance**

Exhibitors are advised to take insurance policy covering the following:

- Machinery
- Transit, loading & unloading of machines
- Exhibitor's personnel including contractor's personnel
- Third party (Visitors ) risk

Exhibitors shall ensure that they are fully covered by insurance including, but not restricted to, all risks on their property, exhibits or articles of anykind, public liability and comprehensive protection against any loss or damage caused by any circumstance whatsoever whether by reason of fire, water, theft, accident or any other cause.

Exhibitor shall indemnify the Organiser in respect of all costs, claims, demands and expenses to which the Organiser may be subjected, as a result of any loss or injury arising to any person (including the members of the public or the Organiser's staff, agents or contractors) or property, howsoever caused, as a result of any act of default of the exhibitor, his agents or contractors or visitors.

If the Organiser so demands, the Exhibitor shall provide proof of adequate insurance cover. Exhibitors must ensure that their temporary staff, representatives, agents, contractors are insured against claims for workman's compensation. The period for which such insurance should be maintained, shall run from the time the Exhibitor or any of his representatives, agents or contractors first enter the Exhibition grounds, and to continue until they have vacated the exhibition grounds and all their exhibits and property have been removed.

#### **2.1.16 Pavillion/Group Participation**

Organisations responsible for group participation shall ensure that all Exhibitors within their group are fully aware of, and agree to abide by the rules and regulations of IMTEX 2019 / Tooltech 2019.

#### **2.1.17 Sub-letting of stand**

Exhibitors cannot transfer, dispose off, part with or otherwise sublet the whole or any part of their display space/stand, whether for financial consideration or otherwise. Exhibitors must inform the Organiser, the names of their principals, if they are agents, distributors or licensees of the exhibits in their stand.

#### **2.1.18 Force majeure**

Under the conditions of force Majeure which also include strike, lockout, closure, riot, natural calamities and other events & decisions beyond the control of the Organiser, the Organiser reserves the right to alter the opening and duration or even cancel the entire exhibition. In case of change in dates and duration of the Exhibition, The rules and regulations and the agreement between the Exhibitor and the Organiser will remain unaffected. In case of cancellation of the exhibition, the stall rental will be refunded to the Exhibitor after deducting the non recoverable proportionate costs already incurred by the Organiser. All disputes are subject to Bangalore Jurisdiction.

#### **2.1.19 Intellectual Property Rights**

- The exhibitor/exhibitors hereby undertake that they shall not breach any intellectual property rights owned by other participants/exhibitors ("third party intellectual property

rights”) which may include but is not limited to Trademarks, Copyrights, Patents and Designs.

- The exhibitor/exhibitors further undertake that IMTMA shall not be made party to disputes if any arising out of probable violation of third party intellectual property rights.
- The exhibitor/exhibitors ensure that no legal recourse shall be taken within the exhibition premises against any other participant/exhibitor at the show without prior intimation to IMTMA.
- IMTMA reserves the right to temporarily suspend/disqualify the participation of exhibitor/exhibitors in the event of the breach of third party intellectual property rights.
- The exhibitor/exhibitors hereby undertake to indemnify and to keep IMTMA indemnified from and against all actions, demands, claims, liabilities, losses, damages, costs, expenses and other liabilities whatsoever suffered or incurred by IMTMA, resulting from or arising in connection with the disputes pertaining to violation of third party intellectual property rights by exhibitors, if any.
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#### **2.1.20 Registration of business visitors**

**Pre-Registration:** To avoid queues and facilitate fast track registration into the exhibition premises, business visitors are encouraged to register online at [www.imtex.in](http://www.imtex.in) till 15 Jan 2019. Visitors will receive an email confirmation indicating their registration number. Visitors can avail of shuttle bus service from Bangalore City to BIEC & back, against a copy of the email confirmation. Bus service schedule shall be intimated to visitors in due course of time. Visitor entry badges will be issued to pre-registered visitors against the same copy of the e-mail confirmation, from the pre-registration counters at the Entry plaza, entrance of exhibition site. (IMTMA reserves the rights of admission for the site.)

**Spot Registration:** Business visitors can also register on the spot during the exhibition from 24 - 30 Jan 2019 against a duly filled visitor registration form along with their business card at Visitor Registration counters located at the Entry Plaza, entrance of exhibition site.

#### **2.1.21 Exhibit publicity**

All sales promotion activities including distribution of literature, brochures, samples, handouts, etc. must be confined to the designated stand of the Exhibitor.

Only brand new exhibits are permitted for display. Display and promotion of used/second hand/reconditioned machines either in the form of exhibits, literature, posters or any other medium is strictly forbidden. Exhibitors found violating this condition will be immediately barred from participation and their stands will be closed.

### **2.1.21 Filming/photography**

Organiser have exclusive rights to take photographs and films of the exhibition stands. Exhibitors will have to take prior permission of the Organiser for taking photographs and films of the exhibition. Exhibitor may however take photographs of their own stands and visitors.

### **2.1.22 Terms and Conditions for Temporary Import of exhibits**

Under the Customs Notification No.3/89 dated 9.1.1989, import of Exhibits for IMTEX 2019 / Tooltech 2019 will be allowed without payment of Import Duty, Import Licence or Customs Clearance Permit, 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 Exhibitor/Importer will have to furnish the following documents to the Customs authority in India:

Re-export Bond for ITC purpose equivalent to 150% of CIF value.

Provisional duty bond to the extent of 100% customs duty payable on the Machines/ Equipment at the prevailing rates.

- Provisional duty bonds are required to be supported with bank guarantee equivalent to 100% of duty applicable or the guarantee equivalent to 150% of the CIF value of the exhibits issued by embassy of the concerned country. Exhibitors are advised to contact the official site handling agencies for further details.
- Alternatively goods can be imported for temporary importation against ATA Carnet issued by Chamber of Commerce in respective country of origin, allowed in terms of Notification No.157/90-Cus dated 28/03/1990.
- Sale of exhibits imported for IMTEX 2019 / Tooltech 2019 may be allowed as per import policy against payment of customs duty at prevailing rate and guidelines in force issued by the Govt. of India to eligible importer in India.
- Official site handling agencies will provide exhibitors up-to-date information on rules and regulations.

Sale of exhibits by overseas exhibitors: Exhibition goods, imported initially via embassy bond, ATA Carnet or bank guarantee, can be sold after the exhibition, after following the statutory procedure. The goods remain in the Customs warehouse till such time as the buyers comply with sale conditions. The sale can be effected within the stipulated six months period and may be extended/cancelled accordingly. Detailed procedure and documentary requirements in this regard may be obtained from official site handling agencies.

Liberalised Provision : Freely importable exhibits like capital goods, raw material, intermediaries, components, consumables, spare parts, accessories, instruments and goods

other than those covered under the Negative List, may be imported by any person whether he is an Actual User or Negative List exhibits may be imported against a valid licence. Actual users alone may import such goods unless the Actual User condition is specifically dispensed with, by the Licensing Authority.

Simple Procedures: Following documents should be produced by buyers for Customs Clearance of sold exhibits

- Bank attested invoices drawn on buyer
- Packing List
- Confirmation of order from Exhibitor
- Mode of Payment
- Technical write-up of sold items
- Printed catalogue of items sold, if available
- Buyer's importer Code Number
- Buyer's GATT and Customs Declaration License, if item is under Negative list

The buyer, on the basis of the above documents, and through a customs clearing agent, should submit necessary Bill of Entry for clearance of goods. Upon completion of sale clearance and payment of customs duty, the buyer can take custody of exhibits. Upon producing proper and valid documents, the sale procedure can be effected within two to five days. Further details could be obtained from the official site handling agencies.

Connections to India : All major airlines have connections to Bangalore. All major shipping lines touch Mumbai and Chennai, offering both FCL and LCL facilities. There are regular freight service facilities available at airports and ports.

Connections to BIEC : On arrival at the Bangalore airport, exhibits are transferred by road to BIEC under bond. On arrival at Mumbai/Chennai/Kolkata ports, exhibits are transferred by rail or road directly to Bangalore, again under bond. Transit time is approximately two to eight days by road.

Post Exhibition : Goods can be sold after exhibition, to buyers complying with regular import procedures, Goods may be taken for other private demonstrations, subject to permission from Customs. If not being sold or kept for further demonstrations, goods should be re-exported within the stipulated period. The mode of transport for re-export need not be the same as that of import. Generally, there is no duty on consumables like printed matter, literature, pamphlets etc.

### **2.1.23 Removal of exhibits**

Exhibitors are allowed to remove exhibits from their stands only on conclusion of IMTEX 2019 / Tooltech 2019 on 30 Jan 2019. The work on dismantling of the stand and removal of exhibits must be completed latest by 6.00 pm on 03 Feb 2019. After this date, the Organiser reserves the right to remove the goods from the exhibition site at the cost and risk of Exhibitors.

#### **2.1.24 Disposal of Metal Chips, Coolant, Oil and other Machine waste**

Disposal of any metal chips, coolant, oil and other machine waste after conclusion of the exhibition has to be done through IMTMA's approved vendor only. Contact details of the approved vendor would be provided later. Disposal of coolants and other machine waste within the BIEC premises is strictly prohibited.

#### **2.1.25 Scrap & Waste Materials**

Disposal of any scrap/stall material, after conclusion of the exhibition has to be done through IMTMA's approved vendor only. This is being done to avoid theft/damage to exhibits. Contact details of the approved vendor would be provided on request from the respective Hall Director.

#### **2.1.26 Exit pass procedure**

Exit Passes will be issued to exhibitors only if all dues towards participation charges in the exhibition have been fully paid and all the formalities stipulated from time to time are completed.

For removing exhibits from the exhibition halls, on conclusion of the exhibition, exhibitors would need an exit pass duly authorized by the Hall Directors in the respective halls. Exhibitors should fill in the Exit Pass Form 4.5 with their company seal and submit 4 copies of the same to the respective Hall Directors. The Hall Directors will retain one copy and return three copies duly stamped and signed. One copy should be submitted to the security at the hall gate, one copy to the security at the main gate and the remaining copy should be retained by the exhibitor.

#### **2.1.27 Refund of security deposit**

Security deposit of exhibitors would be refunded approximately within 60 days from the last date of the Exhibition, provided all dues towards participation and other charges including receipt of TDS certificate towards tax deducted on final Invoice and credit of the TDS amount into our account on NSDL server.

### **2.2.1 Stand construction, decoration & display**

#### **Approval of layout plans of stands**

Exhibitors must submit the design and drawing of their stall (floor plan & elevation) in 3D view(three dimensional view) depicting position of exhibits, furniture, fittings, fixtures, brandings, office cubicles with complete dimensions in meters, in duplicate, to the Organiser for approval by 15 Dec 2018.

Exhibitors failing to submit their stall drawings for approval by 15 Dec 2018, will be charged a late submission fee of Rs. 20,000.



Exhibitors must issue a letter of authorisation to their respective stand contractors to take stand possession.

### **Guidelines for stand construction, decoration & display**

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

### **General**

- Organiser will demarcate the stands within the halls by suitable means. Exhibitors may take assistance from the Hall Directors for locating their respective stands.
- Exhibitors will be allowed to work inside hall between 9.00 am - 9.00 pm during the build-up period excepting on 23 Jan 2019 till 3.00 pm. Stands should be complete in every respect by 3.00 pm on 23 Jan 2019.

**Exhibitor must obtain STALL COMPLETION CERTIFICATE from the respective Hall Directors by 3:00 pm on 23 Jan 2019. Any Exhibitor fail to complete the stall within the stipulated period will be charged a penalty of Rs. 25,000/-**

- Please note: There will not be Vehicle movement on 23 Jan 2019.
- Exhibitors shall ensure that their booth is built & dismantled in a safe, systematic and organised manner, within the specified build-up & dismantling period.
- Stands should be constructed according to the layout approved by the Organiser. Organiser reserves the right to demand modifications/alterations to the stand. In case actual display arrangement of a stand is not in conformity to the approved layout plan or guidelines, Organiser shall remove such installations from the stands at the cost and risk of the Exhibitor. Further, any part of the exhibit/stand which appears unsightly to the Organiser, must be covered by the Exhibitor failing which Organiser will have the same covered at Exhibitor's cost & risk. Decision of the Organiser in this regard will be final and binding.
- More than 20% of any open side cannot be blocked
- Exhibitors should not take support of any permanent structures in Exhibition Halls for display. Woodworking inside/outside the Exhibition Halls is prohibited. Exhibitors are advised to bring prefabricated stands for assembly in the Exhibition Halls. (If any Exhibitor fails to abide the above said guidelines, will have to pay penalty which will be decided by the Organiser on site).

- Exhibitors are advised not to use any vacant space around their stands for storage or otherwise. This could be hazardous and could restrict the movement of service personnel. Organiser reserve the right to remove such material at the risk & cost of the Exhibitor.
- Installation of Air conditioners of any type inside the stands is not permitted.
- Grouting/drilling of holes in the floor or walls is not permitted.
- Spray painting is not allowed inside the Exhibition Hall.
- No suspended displays/structures are permitted from the ceiling of the exhibition halls.
- Exhibitors shall advise their advertising/construction/electrical, and all other agencies about the guidelines for stand construction, decoration & display and ensure compliance. Organiser shall not correspond with any of the agencies engaged by the Exhibitor.

**Presentation and installation of exhibits and machines**

- Not more than 60% of the total space be used for display of exhibits.
- Not more than 15% of the total space be used for office area.
- A Minimum of 25% of the total space should be left open for free movement of visitors.
- All exhibits and machines should be placed in normal operating position as if on shop floor.
- No part of any exhibit/display should project out of the stand boundaries. Exhibits / machines / showcases / display podiums must be placed at least 0.7m away from the boundary of open sides of the stand. (see figure 1)

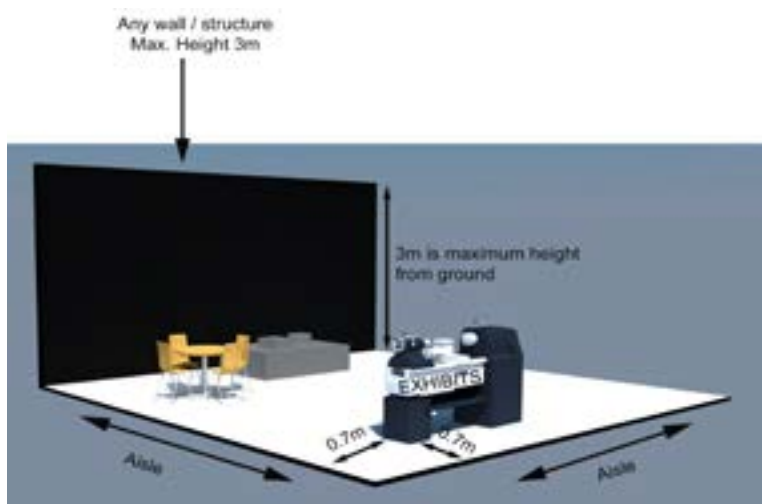


Figure 1

### Overall height

- The maximum height of any structure/display should not exceed 3m. (see figure 2)
- Partitions and/or dividers in the stand should not be erected on the open side of the stand. The height of the partition or divider should not exceed 3m. Both sides of the partition should be properly finished or painted, particularly the partition on the side of their neighbouring stand. Exhibitors are advised to make side partitions in mutual agreement with neighbours.
- Display panels, branding towers, name boards, sample holders, photographs and other display material are permitted in the stand, subject to a maximum height of 3m.
- Show cases are permitted in stands subject to the condition that their height does not exceed 3m.
- Spotlights, focus lights etc. are permitted provided these are fitted along with the stand structure within the maximum height of 3m.
- Exhibitors having wall(s) along with their stall boundary or pillar within stands, may cover the same with wooden panels without causing damage to the walls, pillars, floor or any structure of the Exhibition Halls, not exceeding the maximum permissible height of 3m. However, electric panels on the walls or duct doors in the pillars, if any, should be kept accessible for the Organiser, for maintenance.
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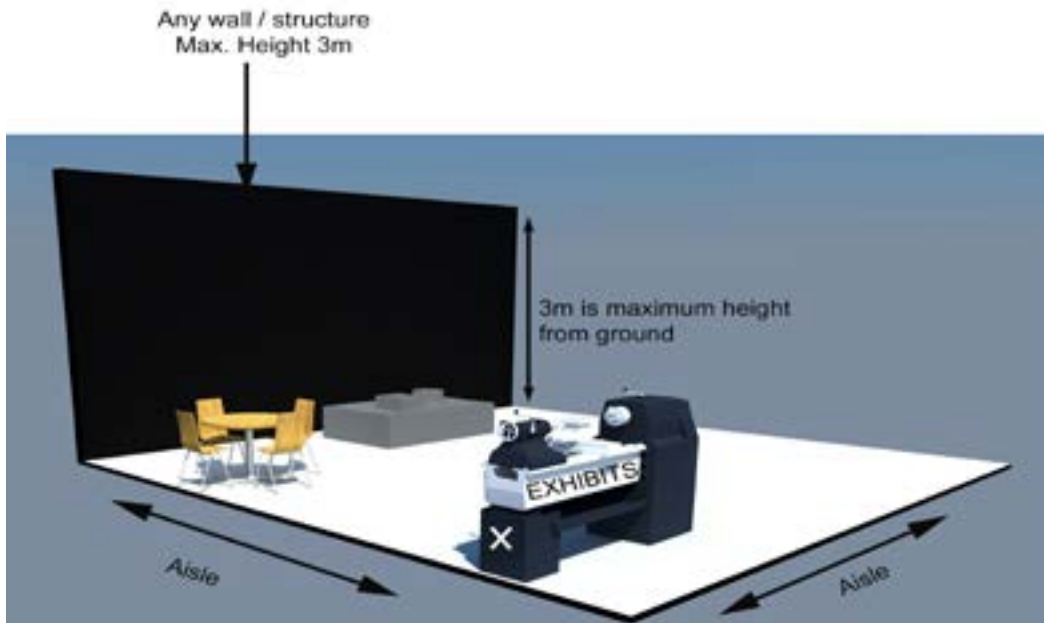


Figure 2

### Floor Covering

- Carpeting of the stands is compulsory for all Exhibitors. Use of suitable commercial material for floor covering inside the stands is permitted. Gluing/pasting of carpets on the floor may be done only by using easily removable bi-adhesive tape that leaves no marks on the floor.
- Stand floor should not be primed, painted or varnished, nor floor covering be stuck permanently to the floor.

### Office areas

- Exhibitors can set up office enclosures in their stands. Height of the office enclosures cannot exceed 3m. The area of the office enclosure should be proportionate to the area of the stand as under

Area of stand	Maximum permitted area of office enclosure
Upto 50 sqm.	10 sqm.
More than 50 sqm.	Not more than 15% of total stand area

- Office enclosures/cabins must be located either along the wall, if any, at the rear side of the stand, or at the back along the adjoining wall of their neighbouring stand. Extension of office enclosures/cabins up to open aisles is not permitted. (see figure 3)
- Cabins should not be covered from top unless covered by Mezzanine floor.

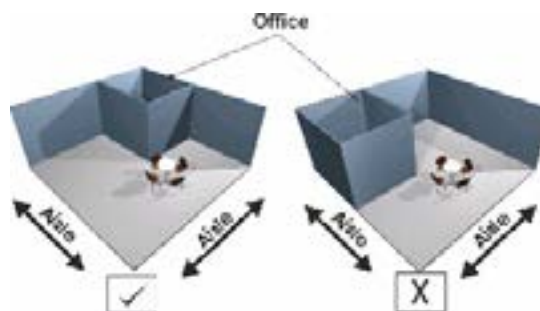


Figure 3

### Advertising & Display

- Display of Names/logos of any indirect Exhibitor on the fascia of the stands is strictly prohibited.
- Use of cloth/flex banners etc is prohibited in any form within the exhibition stand & anywhere within the BIEC complex.
- Only LED lights of any kind is permitted to use in the stalls
- Use of loud speakers, musical instruments etc. in the stands is prohibited. Video/ animation films of the exhibits, may however be displayed within the stands, provided

the sound level is kept low to avoid disturbance to others. Information headphones are allowed in the stands, provided these are setup inside the stand at least 0.7m away from the aisles.

- Use of bright and/or coloured decorative lights, neon signs of any size, shape or colour (including those depicting Exhibitors name or logo) or any other similar electrical decorative material is prohibited.
- Use of potted plants is allowed in the stand.

**Guidelines for building of mezzanine floor ( [✓] please tick the appropriate box in FORM 4.6) and send along with stall layout plan for approval) by 15th Dec 2018.**

General

A. Mezzanine floors are permitted only for exhibitors who applied for 150 sqm or more. The area of the mezzanine floor cannot exceed 25% of the allotted stand area.

- The total area allotted is 150 sqmtrs or more
- Area of Mezzanine floor is 25% of the allotted stand area

B. The mezzanine floor design & drawings must be certified by a chartered structural engineer/ consultant for structural stability as per the guidelines given below and must be approved by the Organiser before construction. Copy of the certificate must be enclosed along with stand layouts.

- The design of the mezzanine floor is certified by chartered structural engineer

C. The mezzanine floors can be used only as a visitor hospitality lounge. Exhibits/display will not be permitted on the mezzanine floor.

- The mezzanine floor will be used only for visitor hospitality. There will not be any exhibits /display (including electronic media)

### Stand design

D. Offices/cabins with closed walls & ceilings are strictly prohibited on the mezzanine floor. The mezzanine must be an open area only with safety railings on open sides.

- No offices / cabins with closed walls & ceilings are on mezzanine floor.
- Mezzanine area is fully open and covered with safety railings on open sides.

E. Rear and side walls of stands adjacent to/facing neighbouring stands must not be transparent and must be clean and covered in a uniform neutral colour, above a height of 3m.

- The rear side wall of the mezzanine is covered neatly with uniform neutral color and is not transparent.

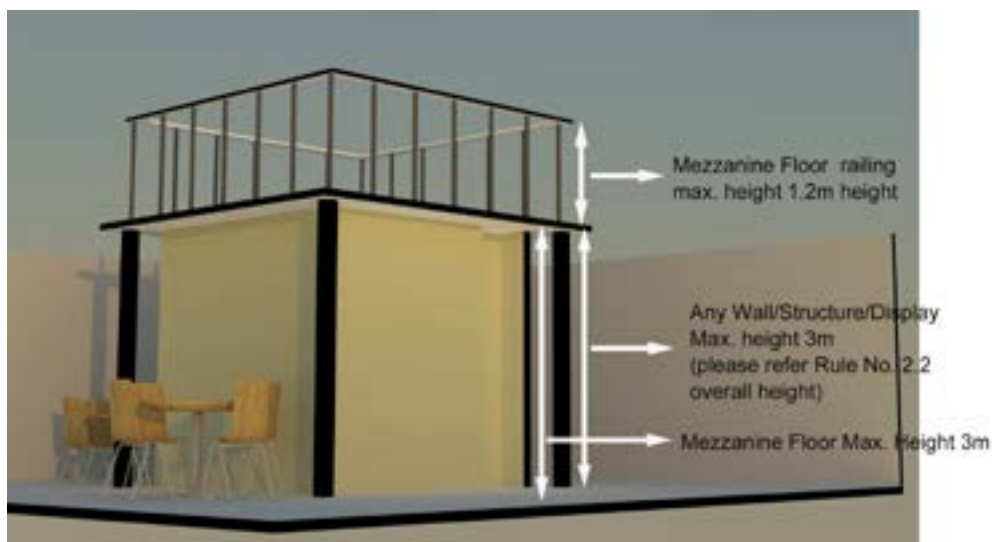
F. Branding will be allowed on the mezzanine railings, not exceeding a maximum height of 1.2m.

- The maximum height of the branding is 1.2mtrs on the mezzanine railings.

G. Construction of mezzanine floor must be at least 3m away from the boundary of all open sides of the stand.

- Mezzanine structure is 3mtrs inside from the boundary of all open sides





### Maximum height

- The height of the mezzanine floor itself should be 1.2m only.
- The maximum permissible height below the mezzanine floor is 3m.
- The maximum permissible height of the stand covered with mezzanine floor cannot exceed 4.2m (i.e. 3m+1.2m). Height of the stand in all other areas not covered by mezzanine floor cannot exceed 3m.

### Escape routes

- A hall aisle must be no further than 20m from any location within the stand.
- For stand areas > 400 sqm, please consult the Organiser.
- Mezzanine floors with areas > 100 sqm must have two stairways as escape routes.

### Stairways

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

### **Railings**

- Safety railings must be at least 1.2m high and consist of a top, middle and bottom rail.
- A strip of at least 0.10m must be mounted along the edge of the mezzanine floor beneath the railing to prevent falling objects.
- Walls adjoining neighbouring stands on the mezzanine floor must be sufficiently stable so as to prevent accidental falling of persons or objects.

### **Fire prevention**

- Any load bearing elements of the mezzanine floor must be flame retardant.
- The mezzanine floor should be equipped with at least one fire extinguisher.

### **2.2.2 Electrical installations & power supply**

The electric power supply available at the exhibition is as under:

3 Phase – Neutral	:	415 Volts $\pm$ 10%
Single Phase	:	230 Volts $\pm$ 10%
Frequency	:	50 Hz $\pm$ 3%

- The fluctuation in the parameter for power supply mentioned above is only for reference. Larger variations cannot be ruled out.
- Exhibitors are advised to install equipment like Voltage Stabilizers/CVTs/UPS/ Isolation Transformer for their sensitive machine/exhibits. If the machines are sensitive to the alignment of the floor, placement of steel plates underneath is recommended.
- IMTMA personnel responsible for supply of power have been entrusted with the authority to regulate and control power supply to the Exhibition Halls and individual stands.
- Power supply for erection and testing of machines will be made available from 22 Jan 2019. Exhibitors may apply for temporary power connection for stand construction/testing of exhibits while taking possession of space.
- Each stand will be provided with electric power at one or more main points depending on the total requirement. Exhibitors should use Fuse distribution Boards for feeding power to their machines. Individual isolation switches should be provided for each machine. Exhibitors should use either armoured cables or metal conduits for connecting power supply to machines. All machines should be earthed firmly at two places through bare copper earthing wire of the size appropriate to the load connected to the machines.
- The work of drawing power from main point(s) given in the stand area to machines/ exhibits is to be carried out by the Exhibitors at their own cost. Exhibitors may engage the services of their own personnel for cabling work inside their stand subject to the condition that these personnel are duly licensed to undertake electrical work and their names and addresses are intimated to the Organiser before the commencement of work. However, in case the services of electrical contractors are required to make connections, exhibitors may contact Organiser for assistance in locating a contractor. The service charges of electrical contractors are to be borne by the exhibitors and are payable directly to contractors.



- Exhibitors should connect power to machines/exhibits as per the requirement given in their application forms. Connecting power to exhibits other than those mentioned in the application or more than the specified load or the load allotted by the Electrical Department is strictly prohibited.
- Exhibitors must install separate and independent switch connections for their machines/exhibits. Alternate connections or throw-over switches are not allowed.
- Exhibitors requiring Single Phase power for lighting purpose should carry out necessary wiring from 3 Phase outlet through two pole single phase switches, if necessary, for further distribution.
- After the electric wiring work is completed the exhibitors must obtain a completion report from their electricians or contractors engaged by them and file the same with IMTMA Electrical Department. Actual connected load for the individual machines/exhibits should be mentioned in the report.
- All main electrical supply points must be kept easily accessible for operation and repairs, in the event of emergency. These should not be concealed or covered.
- Power will be released only after the wiring work is carried out to the standards of the Electrical Department.
- Exhibitors should fill up the Electrical Work Completion Report Form 4.4, after completion of their stall wiring work and submit the same to the Electrical Department at the Exhibition Site.
- Exhibitors are advised to take highest level of safety precautions and engage services of only qualified and licensed personnel for electrical wiring and installations.
- Under no circumstances, Exhibitors will be permitted to reduce their electricity requirement and ask for refund.
- Exhibitors may contact the Engineering Services offices in their respective halls for electrical work and guidance.
- Permanent power will be made available from 22 Jan 2019

### **2.2.3 Compressed air & water**

Exhibitors who have applied for compressed air and/or water connection will be provided with outlets for compressed air and/or water connection near the space allotted to them. Exhibitors will have to arrange connection to the machines from the source provided at their own cost. Organiser will provide temporary compressed air and water connections to exhibitors, on request, from 22 Jan 2019. Exhibitors are not permitted to use their own compressors. Water connection will not be provided for wash basin or kitchen facilities. Exhibitors may seek assistance from the official housekeeping agency for this purpose at an extra cost payable directly.

### **2.2.4 Operating machinery or exhibits**

- Machines/exhibits with moving parts must be fitted with safety devices and these safety devices may be removed only when the machines are not in operation and not connected to the source of power.

- Motors, engines or power driven machinery should not be used without adequate protection against fire risk.
- All pressure valves or equipment under pressure must conform to safety standards and regulations. Approval for its use is required from the Organiser.
- Organiser reserves the right to determine the accepted noise level and extent of demonstrations for operating exhibits in the event of justifiable complaints from other Exhibitors. In the event of high level of noise or any objectionable factors, such demonstrations may only take place at the time stipulated by Organiser, who also reserves the right to terminate a demonstration at any time.
- Demonstration of equipment emitting hazardous chemicals and fumes is not permitted. Exhibitors must ensure that no naked, unprotected flame is used in any demonstration in the exhibition premises.
- Exhibitors must make provision for dust extraction units, wherever necessary, for demonstration of the machine.
- Organiser reserves the right to disconnect the electrical supply to any installation which in their opinion is dangerous or likely to cause a risk to visitors or other exhibitors. Arms and ammunition, explosives, contraband and/or other goods prohibited by Indian law, will not be allowed inside the BIEC complex.
- Exhibitors must ensure safe disposal of coolants / lubricating oils / chemicals / metal chips and other consumables as per applicable statutory regulations. There is no provision for such disposal in and around BIEC premises.

### **2.2.5 Jurisdiction**

All disputes are subject to Bangalore Jurisdiction only.

### **2.2.6 Key contact at IMTMA**

Single point of contact for all exhibitors for any exhibition related issues, feedbacks and suggestions, please email or call: Mr. Balasubramanian (Executive Director & Head - Trade Fairs) at bala@imtma.in, Tel: +91 80 66246600

### **2.3 Registration Process**

On arrival at the exhibition venue, Exhibitors are requested to collect the following from the registration counters at the Entry Plaza:

Inaugural function invitation : Exhibitors are requested to fax/mail the Form 4.2 for Inaugural invitation to the Organiser by 15 Nov 2018. Invitations will be handed over to exhibitors at the exhibition site and shall not be mailed.

Inaugural reception invitations : Each exhibitor will receive Inaugural reception invitations based on the space booked as given below

Upto 50 sqm	2 invitations
51 - 200 sqm	3 invitations
201 - 500 sqm	4 invitations
Above 500 sqm	5 invitations

Exhibitors requiring additional invitations may collect the same at a cost.

**Exhibitor badges :** Each exhibitor shall receive three free exhibitor badges for stands up to 15 sqm. And one additional free exhibitor badge for every additional 10 sqm. or part thereof. Additional Exhibitor badges may be purchased on payment of Rs.100/- per badge. Exhibitors should use the Exhibitor Registration Form 4.3 available in this manual.

**Service badges :** Each Exhibitor, if required may collect Service Badges from the respective Hall Directors as per the table given below. Exhibitor should use the Service Badges Form 4.3A available in Manual.

Sqm.	No. of Badges entitled
15-30	3
31-50	5
51-100	10
101-500	25
501-750	30
Above 750	40

Note: Additional Service Badges are available on payment of Rs. 100 per Badge.

These badges will not be mailed. Badges will be distributed from the Registration counters at the entry plaza of the exhibition site/respective Halls from 15 Jan 2019 onwards. Badges will be handed over only to the authorized representatives of Exhibitors. Exhibitor in possession of Exhibitor Badges will be entitled to enter Exhibition Venue during Setup, Exhibition period and Dismantling.

Person in possession of Service Badge will be allowed to enter the Exhibition Venue during Setup and Dismantling only.

Exhibitors are responsible for the safe custody of the badges. For reasons of safety, possession of Exhibitor badges by unauthorized persons is strictly prohibited. Exhibitor badges are not transferable and must be worn in/on person at all times within the BIEC complex.

Exhibitor representative to obtain temporary badge from the BIEC Entry Gate and proceed to their respective Exhibition Hall and hand over Form 4.1 (Stand possession) along with approved stall layout to the Hall Director. Hall Director after checking clearances, approve stand possession and issue Service Badges as required by the Exhibitor for stand construction. Exhibitor to collect Exhibitor Badges from Camp Office, located at Hall 1 A entrance.

### **3.1 Advertisement in Exhibition Catalogue**

Organiser will publish the IMTEX 2019 / Tooltech 2019 Exhibition Catalogue which will serve as a ready reckoner for visitors during the exhibition. Considering its wide circulation and a shelf life of two years, till next exhibition, exhibitors are advised to release advertisements in the Exhibition catalogue. Exhibitors may use the Exhibition catalogue advertisement Form 6.1 to request for advertisement in the Exhibition catalogue. The same should be sent to the organiser by 15th Dec 2018.

### **3.2 Advertisement in Show Daily**

Magic Wand Media Inc. will publish a show daily on every day during the show. This show daily will be widely distributed to all exhibitors and visitors. Exhibitors may fax / mail the advertising order Form 6.2 directly to Magic Wand Media Inc. Exhibitors are also encouraged to send their product write-ups (not exceeding 100 words) with colour photographs on latest innovations and technology trends to Magic Wand Media Inc. with a copy to IMTMA. However, Magic Wand Media Inc. & IMTMA reserve the right to decide publishing of such information in the newsletter.