

EXHIBITOR MANUAL



International Machine Tool & Manufacturing Technology Exhibition

Concurrent shows



International Exhibition of Cutting Tools, Tooling Systems,
Machine Tool Accessories, Metrology & CAD / CAM



International Exhibition on
Digital Manufacturing Technology

19 - 25 January 2023, Bengaluru, India

SITE PLAN



- | | | | | | |
|---|-----------------|---|-----------------|---|-------------------|
|  | ATM |  | PARKING | | |
|  | AMPHITHEATER |  | FIRST AID | | |
|  | AMBULANCE |  | FOOD COURT |  | LAGOON |
|  | BUSINESS CENTER |  | FOOD PLAZA |  | REGISTRATION |
|  | CONFERENCE HALL |  | GARDEN CAFE |  | REST ROOM |
|  | ENTRANCE PLAZA |  | HALL |  | SECURITY OFFICE |
|  | EXIT GATE |  | INFORMATION |  | TECHNOLOGY CENTER |
|  | ENTRY GATE |  | LUGGAGE COUNTER | | |
|  | FIRE TENDER | | | | |

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Order Forms - Mandatory

	deadline
4.1 Stand Possession Form	10 Jan 2023 (18 Jan 2023, No vehicle movement day)
4.2 Invitation for Inauguration	15 Dec 2022
4.3 Exhibitor Badges	15 Dec 2022
4.3A Service Badges	15 Dec 2022
4.4 Electrical Work Completion Report	17 Jan 2023
4.5 Exit Pass	25 Jan 2023 (only for Hand carried materials)

Order Forms - Official Services

	deadline
5.1 Site Handling of Exhibits	15 Dec 2022
5.2 Security	15 Dec 2022
5.3 Hotel Accommodation	15 Dec 2022
5.4 Telephone Connection	15 Dec 2022
5.5 Seminar Halls	15 Dec 2022
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1. Important Information

1.1. Organiser

Indian Machine Tool Manufacturers' Association (IMTMA)
 10th Mile, Tumkur Road, Madavara Post, Bangalore - 562123, India
 Tel: +91 80 66246600
 Fax: +91 80 66246661
 Email : info@imttx.in
 Website : www.imttx.in
 For any exhibition related queries feedback and suggestions, please write or call Mr. Mr. Guru Prasath at guru@imtma.in, Tel: +91 80 6624 6600

1.2 Dates & Venue

IMTEX 2023 and its concurrent shows Tooltech 2023 & Digital Manufacturing 2023 will be held from 19 - 25 January 2023 at Bangalore International Exhibition Centre (BIEC)
 10th Mile, Tumkur Road, Madavara Post, Bangalore - 562123, India
 Tel: +91 80 66246600
 Fax: +91 80 66246661
 Email : info@imttx.in
 Website : www.imttx.in

1.3 Exhibition timings

IMTEX 2023 and Tooltech 2023 & Digital Manufacturing 2023 will remain open for visitors from 10:00 am - 6:00 pm on all days. Only business visitors will be allowed to visit the exhibition against mandatory online Pre registration at www.imttx.in. No spot Registration facility will be available during exhibition. Students above 18 years of age only will be allowed after 2:00 p.m. Only FULLY VACCINATED visitors will be allowed entry into the exhibition premises. Non/ partially vaccinated visitors will be denied entry.
 Timing for Exhibitors : 9:00 am - 7:00 pm
 During exhibition hours the stands must be manned and exhibits should be uncovered.

1.4 Important dates for exhibitors

31 Oct 2022	Last date for balance payment
10 Jan 2023	Move in for raw space exhibitors
16 Jan 2023	Move-in for shell scheme exhibitors
18 Jan 2023	Completion of Stall Setup (Raw & Shell) to be completed by 3.00 pm.
18 & 25 Jan 2023	No vehicle movement day
19 Jan 2023	Inauguration
26 Jan 2023	Move-out and dismantling of stands (to be completed by 6.00 pm on 28 Jan 2023)

1.5 Official functions

1.5.1 Inauguration

Information regarding IMTEX 2023 / Tooltech 2023 / Digital Manufacturing 2023 Inauguration Ceremony will be shared with all exhibitors separately.

1.6 On-site arrangements

1.6.1 Entry to Exhibition site

- Trucks arriving from Mumbai, Pune on NH4 will come on to Tumkur Road to reach BIEC.
- Trucks entering from Hosur Road will have to take NICE Road from Electronics City which will connect to Tumkur Road in front of BIEC.
- Trucks entering from Kanakapura Road will also have to take NICE road which will connect to Tumkur Road in front of BIEC.
- Trucks entering from City will have to look for 'Right' turn sign on Tumkur Road to enter into BIEC. (just opposite to BIEC, approximately 1 km from Jindal Naturopathy)

Pre-exhibition period from 10 - 18 Jan 2023

Freight vehicles carrying exhibition goods must enter from the main gate of BIEC. Exhibitors are requested to follow the schedule of arrival & installation of exhibit. In case, Exhibitor fails to follow the schedule provided by the Organiser, freight vehicles will not be allowed to park inside BIEC complex. However, freight vehicles may be parked in the designated parking area outside BIEC complex before off-loading of exhibition goods. Movement of freight vehicles will be managed by the official security agency in co-ordination with the official site handling agencies. Only Goods carrier vehicles will be allowed to enter inside the exhibition premises. Personal vehicles such as cars, Jeeps, Vans, SUV etc. carrying goods will not be allowed during setup and dismantling period.

Please Note: A separate guideline will be shared with all Exhibitors for entry of vehicles into the Halls.

The drivers of all the freight vehicles must be fully vaccinated and should produce their Final Vaccination Certificate in order to get the Entry Pass.

- NO VACCINATION - NO ENTRY -

During exhibition from 19 - 25 Jan 2023

During exhibition days from 19 - 25 Jan 2023, vehicles (personal and/or freight vehicles) will not be allowed inside BIEC Complex. They are to be parked in designated parking areas only.

Post-exhibition period 26 - 28 Jan 2023

Freight vehicles for removing exhibition goods must enter from the main gate of BIEC, as per schedules provided by the Organiser & official site handling agencies and will not be allowed to park inside BIEC complex before and after reloading of exhibition goods. However, freight vehicles may be parked in the



designated parking area outside BIEC complex only before reloading of exhibition goods. Movement of freight vehicles will be managed by the official security agency in co-ordination with the official site handling agencies. Heavy freight vehicles for removing exhibits will not be allowed inside BIEC complex until 9.00 am on 26 Jan 2023.

1.6 On-site arrangements

1.6.2 Camp office

IMTEX 2023 / Tooltech 2023 & Digital Manufacturing 2023 Camp office to facilitate exhibition services will operate from Hall 1 front office, from 10 Jan 2023. The Contact details of the Camp office are as follows

Ph : +91 80 66246600 / 66246666, Fax : +91 80 66246661, Email : info@imtex.in

1.6.3 Exhibition halls

Technical specification of all halls being used for IMTEX 2023 / Tooltech 2023 & Digital Manufacturing 2023 are as follows:

Halls	Load bearing capacity of the floor (tons/sqm)	Ceiling height at Centre (m)	Ceiling height on sides (m)	Dimesions of freight gates (m) (W X H)
Hall 1	30	14	9	5 x 9
Hall 2	30	14	9	5 x 9
Hall 3	30	13	7	6 x 6
Hall 3B	20	4.5	3.25	6 x 6
Hall 4	10	14.5	10.5	6.9 x 7
Hall 5	10	14.5	10.5	6.9 x 7

There are height & weight restrictions at specific locations in all the halls.

1.6.4 House keeping

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. Exhibitors are advised to keep separate waste bin for disposing PPE waste and medical waste. Exclusive housekeeping services for individual stands can be provided by the official housekeeping agency at a cost. Exhibitors may directly contact the agency for such services. Agencies other than the official housekeeping agency will not be permitted to operate in the BIEC complex.

1.6.5 Fire precautions

Firefighting equipment will be installed at various points in the Exhibition halls. However Exhibitors are advised to take due precautions and provide for 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.

1.6.6 Business centre

A full-fledged business centre will be operational at Hall 1 entrance with the following services:

- Photocopying
- Fax
- Office stationery
- Courier
- Hardware Items

1.6.7 Food Court

A multi-cuisine food court will be operational at BIEC during IMTEX 2023 / Tooltech 2023 & Digital Manufacturing 2023. The fast food outlets and a specialty restaurant will operate from the ground and first floor of 1 the food court respectively. In addition there will be temporary Food Court and dry snack bars in Exhibition Halls. Bottled drinking water will be available from food counters. Outside caterers will not be allowed to operate in BIEC.

1.6.8 Medical facility / Covid related

First Aid room with medical assistance including doctor and ambulance, in case of emergency, will be available at BIEC during the fair period, including pre & post exhibition period. Separate isolation ward will be available in case of any Covid-19 related symptoms.

1.6.9 Publicity

Organisers will arrange for general publicity of IMTEX 2023 / Tooltech 2023 & Digital Manufacturing 2023. Exhibitors may arrange their company / product publicity, independently, at their own cost. A kit containing the following publicity material will be provided by the Organiser.

- Cube pads
- Letter Stickers
- Posters

Exhibitors may request for additional publicity material at a cost.

Exhibitors can place their press releases in the Media Lounge, for media reference. However, Organiser do not take any responsibility for publishing of any information placed in the Media Lounge. Interested exhibitors may contact IMTMA for using this facility.



1.6.10 Other services & facilities

- Information counters
- Sale of publications
- Protocol lounge
- Media lounge
- Parking
- ATM

1.7 Official services

1.7.1 Site handling of exhibits

Official site handling agencies

RE Rogers India Pvt. Ltd. and PS Bedi & Co Pvt. Ltd have been appointed as the official site handling agencies.

Site Handling Agencies	Halls
RE Rogers India Pvt. Ltd.	1, 2, 3, 4 & 5
P.S Bedi & Co Pvt.	1, 2, 3, 4 & 5

Exhibitors are advised to finalise their site handling arrangements with appointed site handling agents by sending Form 5.1 through fax/mail by 15 Dec 2022. To know your Site Handling agency, please refer to the above table. Freight vehicles of Exhibitors, who have not made prior arrangements with the Organiser and official site handling agencies, will not be allowed entry into BIEC complex.

Exhibitors should pay the concerned agency directly for their services. Hiring of labour or equipment for exhibit handling at site from any agency, other than the appointed agencies is not permitted. Exhibitors are advised to deal with approved 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.

Cases weighing upto 50 kgs can be hand carried by exhibitors. However, handling of heavier cases will have to be entrusted to the appointed agencies only.

Arrival and installation of exhibits

Site handling services for exhibits will be operational from 9.00 am - 9.00 pm from 10 - 17 Jan 2023. Movement of any exhibits and stand construction materials on 18 Jan 2023 will not be permitted.

Based on location of individual stands, weight & dimension of exhibits, the Organisers in consultation with official site handling agencies will advise each exhibitor a specific schedule for arrival and installation of their exhibits which will be uploaded in OES (Online Exhibitor Service) closer to the exhibition dates

- Exhibits arriving later than the schedule specified by the Organiser, will not be permitted for display at the exhibition. The Organiser’s decision in this regard will be final and binding.

- On arrival at BIEC, freight vehicle drivers must park the vehicle in the designated parking area and contact the site handling agency engaged by the exhibitor. The agency will provide a job order for the entry of the vehicle into BIEC. The vehicle will drive to the respective exhibition hall for offloading/unloading of exhibits, as directed by the official site handling agency and security. After unloading of exhibits, freight vehicles must leave the BIEC complex immediately.
- Empty cases will not be allowed to be placed anywhere inside BIEC premises. Exhibitors are responsible to arrange for the storage or disposal of empty cases and other material. Empty cases should not be stacked behind the stall. In case of non-compliance Organiser reserves the right to remove any material at the cost of exhibitors. Exhibitors may seek assistance for storage facility from the approved site handling agencies at a cost.

Approved site handling charges

I. For shipment weighing upto 5000 kg SINGLE PIECE

Sl. No.	Description	for Domestic consignment (in Rs.)	for International consignment (in USD.)
1	Offloading & Shifting to Stand	Rs. 300/- per 500 Kg (Min Rs. 300/-)	US\$ 10 per CBM (Min US\$ 10)
2	Unpacking & placement in one operation	Rs. 300/- per 500 Kg (Min Rs. 300/-)	US\$ 10 per CBM (Min US\$ 10)
3	Repacking with same packing material	Rs. 300/- per 500 Kg Min Rs. 300/-)	US\$ 10 per CBM (Min US\$ 10)
4	Removal from stand & loading on vehicle in one operation	Rs. 300/- per 500 Kg (Min Rs. 300/-)	US\$ 10 per CBM (Min US\$ 10)
5	Removal of empties to storage & return after the closure of the show	Rs. 300/- per CBM	US\$ 10 per CBM (Min US\$ 10)

II. Chargeable Weight*

Sl. No.	Description	Rate
1	1 CBM =	333 Kgs

* Where applicable, Volumetric calculations shall not exceed charges based on tonnage calculations by more than 30%



III. For the Shipment Weighing above 5000 Kg (Single Piece) Heavy Lift Charges

Sl. No.	Description	Rate
1	5001 Kg and 8000 Kg	10% Extra
2	8001 Kg to 10000 Kg	
3	10001 Kgs and above	
4	20001 Kgs and above	

IV. Hire of Equipment for Assembly and Erection of Machines

Sl. No.	Description	Rate
1	Hydraulic Pallet Truck (2 Metric Ton)	Rs. 250/- per Hour
2	Fork Lift 3 Ton	Rs. 300/- per Hour
3	Fork Lift 5 Ton	Rs. 600/- per Hour
4	Fork Lift 10 Ton	Rs. 1,200/- per Hour
5	Crane - 10 Metric Ton	Rs. 1,250/- per Hour
6	Crane - 20 Metric Ton	Rs. 2,500/- per Hour
7	Crane - 25 Metric Ton	Rs. 3,000/- per Hour
8	Crane - 50 Metric Ton	Rs. 7,500/- per Hour
9	Labour Charges	Rs. 150 per Hour
10	Night Charges for Labour	Rs. 150 per Hour

To smoothen the exhibit movement at IMTEX 2023 / Tooltech 2023 & Digital Manufacturing 2023 , we urge all exhibitors to finalise site handling agency services before 15th Dec 2022.

Site Handling Charges - Deciding / Finalising Site Handling agencies /services at site

I. For shipment weighing upto 5000 kg SINGLE PIECE

Sl. No.	Description	Rate
1	Offloading & Shifting to Stand	Rs. 345/- per 500 Kg (Min Rs. 345/-)
2	Unpacking & placement in one operation	Rs. 345/- per 500 Kg (Min Rs. 345/-)
3	Repacking with same packing material	Rs. 345/- per 500 Kg (Min Rs. 345/-)
4	Removal from stand & loading on vehicle in one operation	Rs. 345/- per 500 Kg (Min Rs. 345/-)
5	Removal of empties to storage & return after the closure of the show	Rs. 345/- per CBM

The above charges are applicable from 9:00 hrs to 21:00 hrs for the buildup and dismantling period

For any site handling related issues, feedback and suggestions, please contact:

1. Mr. Ravinder Sethi, Managing Director, RER Rogers India Pvt. Ltd
Mobile: +91 9810002063, email: ravi@rogersworldwideindia.com
2. Mr. H.S. Bedi, Managing Director, PS Bedi & Co Pvt. Ltd.
Mobile: +91 9810000022, email: hsbedi@psbedi.com

Also please mark copy of your communications to Mr. Guru Prasath Executive Director, - Trade Fairs at guru@imtma.in

Insurance: Exhibitors must arrange their own insurance cover for their stalls, machines and all exhibits through all stages of the exhibition, i.e. from arrival on-site to final departure from site.

GST

GST of 18% on is levied on all exhibition services including site handling charges (except reimbursement expenses) to be invoiced by all freight forwarders and handling agents.

1.7.2 Security

Organiser will arrange for general security of the halls from 10 Jan 2023 to 28 Jan 2023. The Organiser will not be liable for losses or damage to any property, personal or otherwise during the installation, exhibition and dismantling period. Exhibitors are advised to safeguard their goods and articles and never leave stands unattended during show hours. Exhibits which are small in size must be safely locked in cupboards or glass cases. During non-show hours exhibitors must not leave any personal valuables inside the stand. No security personnel will be allowed inside the Hall after exhibition Hours.

Organiser will arrange for general security surveillance of the exhibition site which will not include specific attention to individual stands. Exhibitors interested in engaging security guards for their individual stands during the exhibition hours are advised to hire security personnel only from the approved security agency Shashi Detective Services Pvt. Ltd. for IMTEX 2023 / Tooltech 2023 & Digital Manufacturing 2023. Shashi Detective Services Pvt. Ltd. shall also operate from an office at the BIEC complex. Contact details together with charges for hiring security guards is mentioned in the Security service order Form 5.2. Exhibitors may fax / mail this form to Shashi Detective Services Pvt. Ltd. directly by 15 Dec 2022.

During the exhibition days, Exhibitors and their representatives / Security Guards will not be allowed inside the exhibition halls after 7:00 pm and movement (if necessary) of exhibits in or out of the hall is not permitted from 7:00 am - 7:00 pm . 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 identification badges provided by the Organiser during the show days for entry into exhibition halls. Transfer or exchange of identification badges is strictly prohibited.

1.7.3 Accommodation

To avail travel & accommodation services through the official travel agent, Exhibitors are advised to reserve their hotel accommodation latest by 15 Dec 2022. Mice Hospitality Services Pvt. Ltd. is the official agency for providing accommodation in superior category hotel, service apartments & budget hotels in Bangalore. For contact details and tariffs refer Hotel Accommodation service order Form 5.3. Exhibitors may fax / mail this form to MICE Hospitality Services Pvt. Ltd. directly by 15 Dec 2022.

Hotel accommodation Details are also available on the IMTEX website : www.imtex.in



1.7.4 Shell scheme stand construction

Organiser has appointed the following agencies for providing shell scheme stands.

- Pavilions & Interiors Pvt. Ltd.
- Amanullah Khan's Sons

Exhibitors who have applied for shell scheme space would be provided pre-fabricated Octonorm systems stands with white polychem in-fill panels (1m width x 2.5m height), fascia with company name in vinyl-cut stickers, 75 W spot lights, synthetic carpet and furniture for every 15 sqm stall as per details below and thereby increase in multiples of 15 sqm

Stand Size	15-29 sqm.	30-44 sqm.	45-60 sqm.
Reception Table	1	2	3
Round Table	1	2	3
Chair	3	6	9
Spot Light(75 w)	5	10	15
Power Point 5/15 amp.	1	2	3
Waste Paper Basket	1	2	3
Cubicle of size 2m x 3m with cloth curtain	Nil	Nil	1

Exhibitors using 'Shell Scheme' cannot disturb the shell structure and also cannot use any other Fascia or signboard other than the one provided by the Organiser. The construction of platform is not permitted for shell scheme Exhibitors.

Financial credit / reduction in charges will not be given to Exhibitors for any item not utilized under the 'Shell Scheme'.

Painting, nailing, drilling, gluing or wall papering on the stand panels is not permitted. Exhibitors must use bi-adhesive tape for fixing purposes. Exhibitors occupying shell stands are responsible for the cost of making good, restoring or renewing any damage or dilapidation to shell stand structures, floor coverings, light fittings or any part thereof, whether caused by themselves, their agents or contractors or by any person or persons employed or engaged on their behalf. The cost of making goods any damage will be assessed by the official stand contractor and the Organisers, and will be recovered from the Exhibitors.

Exhibitors requiring additional furniture and fittings other than those specified above, may hire them from the official shell scheme stand construction agency in their respective halls. The list of additional furniture and fittings and their rental charges will be sent to all exhibitors separately.

1.7.6 Seminar halls

Exhibitors may request for seminar halls available at the Conference Centre for their company/product presentations. The halls can be reserved (subject to availability) on half day (Shift I : 10.00 am - 1.00 pm & Shift II : 2.00 pm - 5.00 pm) or full day (both shifts) basis. Time required to make preparatory arrangements and winding up is included in the booking time. Exhibitors are required to leave adequate time margin, while arranging for the programmes.

For reservation log on to Online Exhibitor Services.

Organiser will provide only banquet chairs for seating in the seminar halls. Exhibitors may hire audio/visual equipment, at additional cost from the official audio/visual equipment agencies.

For Food & Beverage catering service, Exhibitors may place orders directly with the multi-cuisine outlets at the BIEC Food Court. External caterers will not be allowed to operate in BIEC.

Seminar halls have to be reserved in advance along with payment by Demand Draft/ at par payable cheque, in favour of Indian Machine Tool Manufacturers' Association, payable at Bangalore. Exhibitors may fax / mail the Seminar hall Order Form 5.5 to the Organisers by 15 Dec 2022. Any cancellations after 30 Dec 2022 will not be eligible for refunds.

1.7.7 Audio/Visual equipment

M/s Divyashree & M/s. IT Vision will provide Audio/Visual equipment on hire. Please refer to the Audio/Visual equipment booking order Form 5.6 for tariffs.

1.7.8 Horticulture and Floriculture

Aesthetic Garden will provide plants and flowers on hire. Please refer to Horticulture and Floriculture booking order Form 5.10 for tariffs.



1.8 List of Service Providers

Service	Service Providers
Audio/Visual Equipment	Divyashree Audio Visual # 63, 3rd A Cross, 3rd Block Thyagarajanagar Bangalore - 560 028, Karnataka, India Contact: Mr. Babu Mobile : +91 9845142072 Email: divyashreeimtex@gmail.com
	M/s. IT Vision No. 277, 2nd Cross ESI Hospital Road, Thyagarajanagar Bangalore - 560 028, Karnataka, India Contact: Mr. Kumar Mobile: +91 9964322319 Email: itvisionav@gmail.com
Interpreters & Translators	Crystal Hues Ltd. SDF K-11, NSEZ Noida - 201305, Uttar Pradesh Contact: Ms. Neha Rani Tel : +91 120 4613200 Mobile: +91 9311412818 Email : neha.rani@crystalhues.com
Horticulture & Floriculture	Aesthetic Garden #57/2, singapura Main Road, Singapura Layout, Near Anjaneya Temple, Vidyaranyaapura Post Bangalore-560097, Karnataka, India Contact : Mr. Gopiprasad K Mobile: +91 9742273248 / 9591854433 E-mail: aesthetic7garden@gmail.com
Hotel Accommodation, Service Apartments & Travel arrangements	Mice Hospitality Services Pvt. Ltd. #1/4, Hanumanthappa Layout, Off Ulsoor Road, Bangalore -560 042 (Karanataka) INDIA Contact :Mr. Sandeep M / Ms. Kajal Mobile: +91 9686860140 / 9632657575 E-mail: sandeep@micehospitality.com

House Keeping	<p>Updater Services (P) Ltd. No. 2 & 3, 2nd Floor, 10th Main Road HAL 3rd Stage, Jeevan Bhima Nagar Bengaluru - 560 075, Karnataka, India Contact: Mr. Thimmaiah. BA / Mr. T. Ravindrakumar Tel: +91 80 41488585 Mobile:+91 9980033881 / 9686448106 E-mail: thimmaiah.ba@uds.in / ravindrakumar@uds.in</p>
Security	<p>Shashi Detective Services Pvt. Ltd. #28, Shashikiran Complex 12 Main, 1st Block, Rajajinagar Bangalore - 560010, Karnataka, India Contact: Mr. Ravindra Kumar / Ms. Jyothi Tel: +91 80 23133633 / 23134876 Mobile: +91 97422 22000 / 98804 95755 Email: gm@shashisecurity.com / contact@shashisecurity.com</p>
Shell Scheme Construction	<p>Amanullah Khan's Sons No.81,New Bamboo Bazaar Parallel to N.R Road City Market Bangalore - 560 002, Karnataka, India Contact : Mr.Jameel Tel:+91 80 22220700, 22238282 Fax: +91 80 22236986 Mobile: +91 9880244700 Email: aksabbas@gmail.com</p>
	<p>Pavilions & Interiors India Private. Limited. No. 241/N, G.A. Complex, 1st Stage, 4th Block HBR Layout, Service Road Outer Ring Road Bangalore-560043 Contact : Mr. Santosh Mobile : +91 8095856888 E-mail : pi.bangalore@pavilionsinteriors.com</p>
Temporary Personnel	<p>Eminent No. 10/1, Najnappa Layout Vidyaranyapura Bangalore 560097, Karnataka, India Contact : Mr. Naveen Sanjeev Mobile : +91 9886882940 / 8073681673 E-mail : myeminentact@gmail.com info@myeminentevents.com</p>



<p>Site Handling of Exhibits</p>	<p>R.E. Rogers India Pvt. Ltd. R.E.R. House, 2383/1, 11th Main, 15th Cross 'E' Block Opp. to State Bank of Mysore Sahakara Nagar Bangalore - 560092, Karnataka, India Contact : Mr. Surendhar / Mr. Rajath Naik Tel : +91 80 42690500-55 Fax: ++91 80 41535881 Mobile: +91 9945083076 / +91 9901597909 Email: surender@rogersworldwideindia.com / rajath@rogersworldwideindia.com</p>
	<p>P S Bedi & Company Pvt. Ltd. D - 14 /1, Okhla Industrial Area Phase - 1 New Delhi - 110020, India Contact : Mr. Shrenik Jain / Mr. C Sudhir Babu Tel : +91 11 46055200 Fax: +91 11 41552911 Mobile: +91 9538205424 / + 91 93156 54664 Email: sjain@psbedi.com / cs1exh@psbedi.com</p>



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 2023 / Tooltech 2023 & Digital Manufacturing 2023 and has been allotted space at IMTEX 2023 / Tooltech 2023 & Digital Manufacturing 2023, to display their products / services as per details submitted by them to the Organiser in the application form.

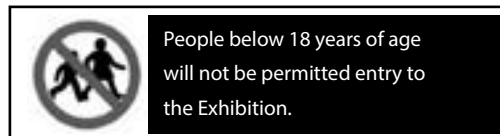
2.1.4. Stand possession

Exhibitors must submit the Stand Possession form 4.1 to the Hall Director stationed at entry plaza, to obtain stand possession from 10 Jan 2023 onwards. Shell scheme stands will be handed over on/after 16 Jan 2023. 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/people below 18 yrs of age will not be permitted entry to the exhibition under any circumstances ; even if they are accompanied by Exhibitor / Parents / Guardian.
- Students/people from technical colleges will be allowed only after 2:00 p.m. (above 18 years only)
- Visitors / Exhibitors badges must be worn on person at all times and is not transferable.
- Visitors / Exhibitors will be subject to physical security checks 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 and near Hall 4.
- 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 which may arise during the exhibition for whatever reason, should be resolved outside the exhibition premises. In such cases, exhibitor should vacate the stand, or close the stand. The final decision lies with the Organiser.)

2.1.12 [Covid Safety Measures](#)

2.1.12A 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. Use of inflammable, 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 2023 / Tooltech 2023 & Digital Manufacturing 2023.

[International Travel Policy](#)

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 may include but not limited to earthquakes, floods, fires, explosions, acts of God, acts of State, wars, terrorism, action of any Government, tempests, pandemics, epidemics, quarantine restriction, serious industrial disputes, strikes, lockouts, local unrest, shipwrecks, civil war, act of the public enemy including, but not restricted to, block of passage, riots, directives by any statutory authority, compliance with directives or orders of any law court or directives from state government or Government of India 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.

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 till 25 Jan 2023, 2:00 p.m. 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).

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 prohibited. Exhibitors found violating this condition will be immediately barred from participation and their stands will be closed.

2.1.22 Filming/photography

Organiser has 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.



2.1.23 Terms and Conditions for Temporary Import of exhibits

Under the Customs Notification No.3/89 dated 9.1.1989, import of Exhibits for IMTEX 2023 Tooltech 2023 & Digital Manufacturing 2023 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 2023 / Tooltech 2023 & Digital Manufacturing 2023 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 | • Confirmation of order from Exhibitor |
| • Packing List | • 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.

2.1.24 Removal of exhibits

Exhibitors are allowed to remove exhibits from their stands only on conclusion of IMTEX 2023 / Tooltech 2023 & Digital Manufacturing 2023 on 25 Jan 2023. Only hand carried items are allowed to be dismantle till 7:00 pm . The work on dismantling of the stand and removal of exhibits must be completed latest by 6.00 pm on 28 Jan 2023. After this date, the Organiser reserves the right to remove the goods from the exhibition site at the cost and risk of Exhibitors.

2.1.25 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.



2.1.26 Scrap & Waste Materials / Bio medical Waste

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.

2.1.27 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 will 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.

2.1.28 Refund of security deposit

Security deposit of exhibitors will be refunded 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 20 Dec 2022.

Exhibitors failing to submit their stall drawings for approval by 20 Dec 2022, 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

- Exhibitor (Raw/Shell) displaying both Indian & Foreign made Machines / Exhibits, are requested to submit the Machines / Exhibits Specifications, Model No. and Dimension in the stall layout.



- 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 pm during the build-up period except on 18 Jan 2023 till 3.00 pm. Stands should be complete in every respect by 3.00 pm on 18 Jan 2023.
- Exhibitor (Raw//Shell) should have sanitizers and bin placed separately for disposing of sanitary waste like gloves and mask.

Exhibitor must obtain STALL COMPLETION CERTIFICATE from the respective Hall Directors by 3:00 pm on 18 Jan 2023. 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 18 Jan 2023.
- 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 approved by the demand modifications/ display arrangement of layout plan or guidelines, Organiser shall constructed according to the layout Organiser. Organiser reserves the right to alterations to the stand. In case actual stand is not in conformity to the approved 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 Exhibitors failing to abide with the above said guidelines, will be penalized as 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 reserves 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 should be used for display of exhibits.
- Not more than 15% of the total space should 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)

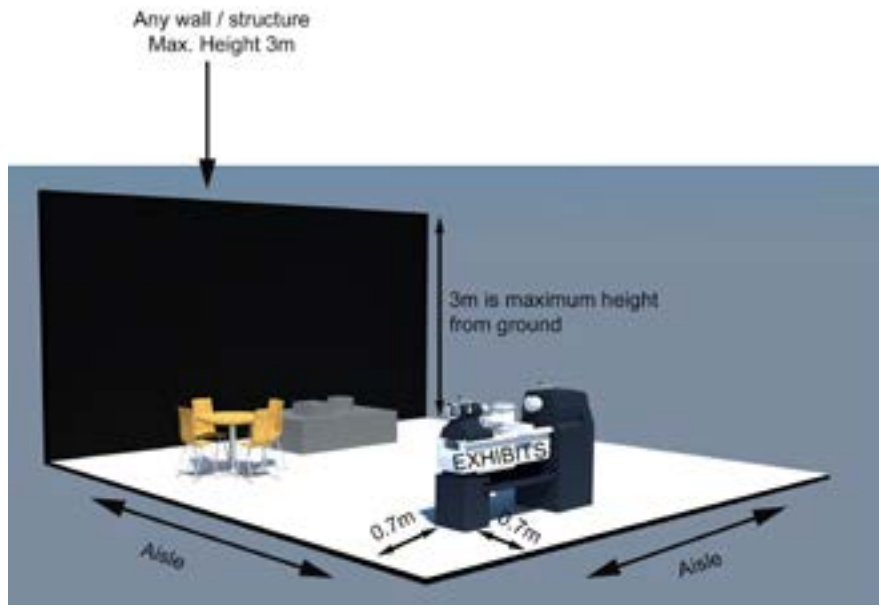


Figure 1

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 the 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.

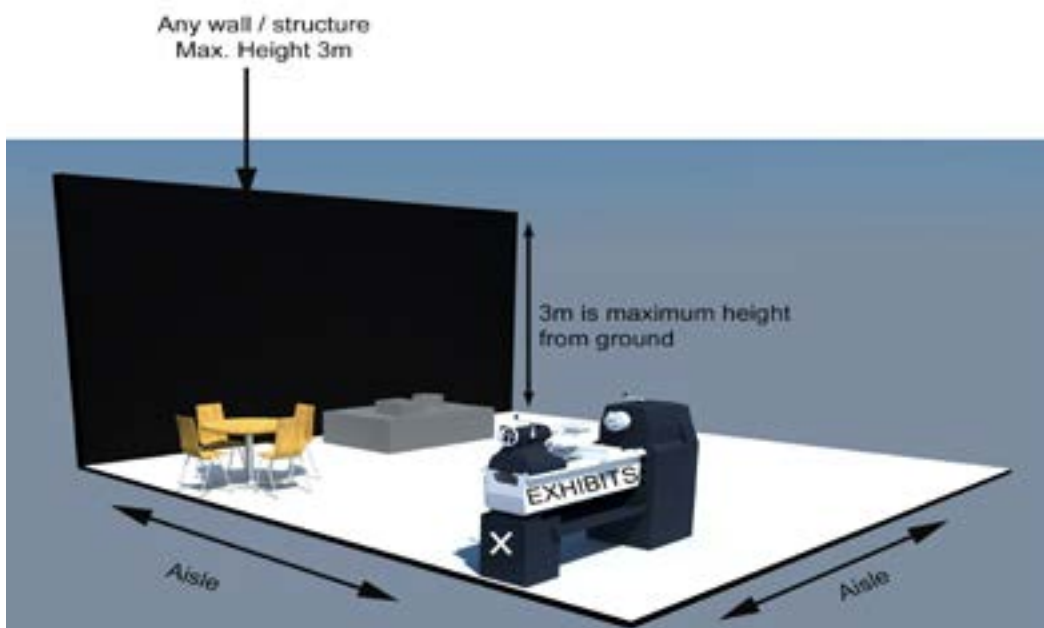


Figure 2



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.

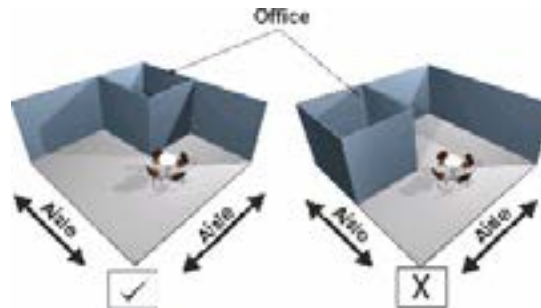


Figure 3

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.
- 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 2019.

General

A. Mezzanine floors are permitted only for exhibitors who applied for 100 sqm or more. The area of the mezzanine floor cannot exceed 25% of the allotted stand area.

- The total area allotted is 100 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 should be there on the mezzanine floor.
- Mezzanine area should be 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 should be covered neatly with uniform neutral color and should not be transparent.

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

- The maximum height of the branding can be 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 should 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 ± 10%
Single Phase	:	230 Volts ± 10%
Frequency	:	50 Hz ± 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 17 Jan 2023. 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 17 Jan 2023

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 17 Jan 2023.— 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. Guru Prasath, Executive Director - Trade Fairs at guru@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 Dec 2022. Invitations will be handed over to exhibitors at the exhibition site and shall not be mailed.

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 10 Jan 2023 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 periods 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 will have 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 will have to collect Exhibitor Badges from Entry Plaza.

3.1 Advertisement in Exhibition Catalogue

Organiser will publish the IMTEX 2023 / Tooltech 2023 & Digital Manufacturing 2023 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 20 Dec 2022.



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.

