

## TERMS AND CONDITIONS

1. **Stall Allotment**  
The allotment of stall will be made strictly on "First come First served" basis and will be decided by the Organisers.
  2. **Cancellation**
    - 2.1 Failure to make payments as per schedule would render cancellation of stall booking / allocation and no refund will be made. Cancellation of participation is not permitted
    - 2.2 Exhibitors will be deemed to have withdrawn if for any reason whatsoever they fail to take possession of the allotted stall / bare space within 24 hours from the date of inauguration of the fair. The organiser may therefore dispose the unoccupied space and the said exhibitors will have no right to claim a refund or compensation even if the space is allotted to other exhibitors.
  3. **Transport Documents**  
Exhibitors shall take care to see that the transport documents of exhibits are full and complete to satisfy the statutory requirements of sales tax, central excise and customs to avoid any difficulties on route. The exhibits should be consigned in the name of the participants themselves or their local agents and not in the name of the organiser.
  4. **Entry of Exhibits**
    - 4.1 Exhibitor registration and Entry of Exhibits will be permitted only after making 100% payment for all charges.
    - 4.2 Exhibit entry gate will be closed by 06.00 pm on 1<sup>st</sup> Feb 2018 and there after no exhibits will be allowed inside.
    - 4.3 Exhibits arriving after 06.00 pm on 1<sup>st</sup> Feb 2018 will be allowed inside only after 07.00 pm on 2<sup>nd</sup> Feb 2018 with prior permission of the organisers.

Authorised representatives of the Exhibitor should be present at the time of entry of exhibits at the venue.
  5. **Closure of Fair**  
On the day of completion of the fair, heavy vehicles with capacity above one ton will be permitted inside only after clearance of smaller vehicles. Mobile crane entry will also be permitted only after the small vehicles move out.
    1. Ticket Counter will be closed at 6 PM
    2. Fair will close for Public at 07.00 PM
    3. Participants can collect their Clearance Certificates from the Help Desks of their respective halls from 6 PM onwards
    4. Hand carriable items will be allowed to move out between 07.00 to 09.00 PM
    5. Vehicles will be allowed inside the ground from 07.30 PM onwards
    6. Vehicles will be allowed inside the Halls after 09.30 PM
  6. **Open Area Display**  
Exhibitors will have to make their own stall arrangement as needed.
  7. **Security**  
The Organisers will provide round the clock security for the general surveillance of the Trade Fair Grounds, during the event.  
On completion of the event, exhibitors are advised to take care of their items.  
Organisers shall not be responsible for security of items during stall vacation by exhibitors.  
However, if required exclusive security guards will be provided at extra charges during installation and removal of the exhibits on prior request by exhibitors.
  8. **Seminar Hall (Air Conditioned)**  
Seminar Halls are available at extra charges. Providing an unique opportunity to sell your product and services. Technology Promoters can have their video, audio presentation and technical talk. Halls are booked on "First Come-First served" basis for bookings contact : 0422 2593505.
  9. **Fair Directory**  
The organisers will release the exhibition Directory giving the following information
    - 9.1 Name and Addresses of various Exhibitors
    - 9.2 List of products exhibited
    - 9.3 Layout plan showing position of various stalls
    - 9.4 For advertisement in the fair directory, use the Advertisement Order Form.
  10. **Insurance**  
All the participants are advised to arrange for comprehensive insurance for their exhibits at their own cost.
  11. **Sales**  
Sale of any product in the fair premises will be subject to the Rules & Regulation of the government of Tamil Nadu and the Central Governments as the case may be.
    - 11.1 For an Exhibitor who is carrying on business outside Tamil Nadu.
      - Must get registered as a 'Casual Trader' with the Commercial Tax Officer of the Tamilnadu Sales Tax Department under whose jurisdiction the trade fair venue falls.
      - Must submit a Return in the prescribed form after the closure of the trade fair and pay the necessary tax if any sale was effected during the fair.
    - 11.2 For an exhibitor who is already a 'Registered Dealer' with the Tamilnadu Sales Tax Department
      - Must get registered as a 'Branch' with their jurisdictional Commercial Tax officer.
      - Must incorporate all the transactions during the Trade Fair in their monthly Returns.
- We suggest you to avoid Sale of machinery/goods at the fair venue to avoid procedures & formalities like new VAT Registration, filing of returns etc.
12. **Advertising in Fair Venue**
    - 12.1 Printed matter and advertising material may be displayed / distributed only in their own stall and not in the hall gangways or outside the exhibitions hall.
    - 12.2 Moving, acoustic advertising and music are prohibited. The organisers shall be entitled to intervene and discontinue or remove the equipment in case of disturbance.
  13. **Photographs and films**  
Organisers have exclusive right to take photographs and films of the exhibition stands. Prior permission of the Organisers will be essential for taking photographs and films by Exhibitors for areas other than their own stands.
  14. **Force majeure**  
Under the conditions of Force Majeure which also include strike, bandh, natural calamities and other events and decision beyond the control of the organisers, the organisers are entitled to alter the dates, duration or cancellation of the entire fair. In the event of cancellation of the fair, the participation charges will be refunded after deduction of the costs already incurred by the organisers.  
At no cost cancellation is allowed. No refund will be done to the participant.
  15. **Limit of Liability**  
The organisers are not liable in any form for any loss or damage to Exhibitors property at the exhibition site or injury to their personnel and visitors.
  16. **General**
    - 16.1 Participants shall use the space only for exhibition purpose & not for cooking, staying or washing
    - 16.2 The decision of the Chairman, BUILD INTEC 2018 will be final and binding with regard to enforcement of these rules & regulations as laid down by the organisers.
    - 16.3 The organisers reserve the right to alter the floor plan, terms and conditions, Allot / Reject the stall Application, even after payment of all dues by exhibitors, without assigning any reason.
    - 16.4 Product Demonstrations if any should be held with sufficient safety measures. Demonstration should be so arranged that Metal Burrs, Concrete, Wood and other scrap emanating out of demonstration should not fly and pose hazard to anyone. Exhibitor should conduct demonstration inside transparent enclosure and ensure that the waste be collected within the allocated stall space only. The exhibitor will be solely responsible for collection and cleaning of waste collected from the demonstration.
    - 16.5 **All display items should be positioned within the allocated stall space only.** Any violation from this will not be entertained and the organizers reserve the right to close the stall.
  17. **Handling Facilities**  
The Services of Cranes and Forklifts through authorised contractors will be available at extra cost if required  
The participant must mention in the application form the details of weight of the exhibits to be handled. This cost has to be settled directly with the Contractor.
  18. **Jurisdiction**  
All disputes are subject to Coimbatore jurisdiction.



2<sup>nd</sup> - 5<sup>th</sup> February 2018

9<sup>th</sup> edition

# BUILD INTEC 2018

International Building & Construction Trade Fair

TRADE FAIR GUIDELINES,  
RULES & REGULATIONS

## GENERAL INFORMATION

### 1 Venue, Dates & Timings

BUILD INTEC 2018, will be held from 2<sup>nd</sup> to 5<sup>th</sup> Feb 2018 at CODISSIA TRADE FAIR COMPLEX, G.V.Fair Grounds, Avinashi Road, Coimbatore – 641014, India, Phone : +91 422 2222396, 2222397 Fax: +91 422 222131

For Exhibitors - 9.30 am to 7.00 pm  
For Visitors - 10.00 am to 6.00 pm

### 2. Basic facilities

A built up stall includes pre fabricated octonorm system, wall to wall carpet, fascia name board, one information table, two chairs, three spot lights, one 5 amps plug point and a dust bin.

### 3. Electricity Usage :

(Note : 5 amps plug point is to be used only to power electronic gadgets. If it is used to run other equipments, minimum 1 kw will be charged.

## STALL CHARGES, ADDITIONAL SERVICES & CHARGES

### 1. Stall Charges

Indian Exhibitors  
₹ per Sq Mt

#### 1.1 Air-Conditioned Hall (Hall A, B, C)

Built-up Stalls ₹ 6000  
Bare Space (Min 36 Sq Mt) ₹ 5500

#### 1.2 Out Door Bare Space (Minimum 50 Sq Mt)

₹ 3000

#### 1.3 Vantage Charges

- i. Two Side Open - 10%
- ii. Three / Four Side Open - 15%

NOTE : Service Tax & other Levies will be applicable as per Govt. Rules & notification

### 2. Additional Service Charges

#### 2.1 Electrical Power

Single Phase 220V AC, 50 Hz

Three Phase 415V, 50Hz

Power required by the exhibitor will be made available at the extra cost as follows:

- The above charges include wiring upto the main switch board provided in the stall and are valid for the requirements received upto 15<sup>th</sup> Jan 2018.
- Additional lighting & power for same would be charged extra.
- Requirements for any new or additional loads received from 16<sup>th</sup> Jan 2018 charges will be extra on the above by 50%

**Cost of Power** **Indian Exhibitor**

On connected load / requested load whichever is higher ₹ 3,000/-

(Subject to a minimum of 1 KW) per Kw

#### 2.2 Security

The organisers will provide round the clock service for the general surveillance of the Trade Fair Complex. If required, exclusive security guards can be provided at extra charges during installation and removal of exhibits.

### 3. Bank Account Details:

- a. Account Name : BUILD INTEC 2018
- b. Account Type : CBCA
- c. Account No : CBCA 537  
A/c No. for RTGS / NEFT Transactions : 065001601000537
- d. Bank Name : CORPORATION BANK
- e. Branch : GKNM Hospital Branch, Coimbatore
- f. RTGS / IFSC Code : CORP000650
- g. Swift Code : CORPINBB562
- h. Branch Code : 650

### 4. Service Tax / TDS Deductions

4.1 Any additional taxes such as service tax etc. will be charged extra as applicable - 15%.

4.2 CODISSIA INTEC TECHNOLOGY CENTRE (PAN No. AAATC2212N & Service Tax No. AAATC2212NST002) is a Trust formed by CODISSIA for the purpose of promotion of technology through Trade Fairs, Seminars, Conferences, Workshops etc. Accordingly CODISSIA INTEC TECHNOLOGY CENTRE organises a variety of fair on various subjects. One of the fair organised by CODISSIA INTEC TECHNOLOGY CENTRE, is BUILD INTEC 2018

Full payment is to be made without any TDS deduction. Upon submission of Form 16A, TDS amount will be refunded back, which is currently @ 2% under Section 194 - C of the Income Tax Act. The FORM 16 A is to be issued in the name of CODISSIA INTEC TECHNOLOGY CENTRE, BUILD INTEC 2018, GV Fair Grounds, Avinashi Road, Coimbatore, 641 014 Tamilnadu, India.

### 5. Application for Participation

The exhibitor must make application on enclosed Stall Reservation Form (Form A), which involves acceptance of Trade Fair Rules & Regulations.

### 6. Payments

- 6.1 All payments towards any charges should be made by A/c payee Demand draft payable at Coimbatore in favour of BUILD INTEC 2018.
- 6.2 Advance payment of 50% on Stall Charges and 100% for all additional service charges should be made along with application form.
- 6.3 Balance payment is to be paid within 21 days from the date of provisional allotment letter to get the confirmation of stall.
- 6.4 No application will be entertained without advance payment.
- 6.5 Entry of Exhibits will be permitted only after making 100% payment for all charges.

# STALL RESERVATION FORM

To  
THE CHAIRMAN  
**BUILD INTEC 2018**  
CODISSIA, Post Box No .3827, Huzur Road,  
Coimbatore- 6410 18, INDIA  
Ph : 91 - 422 - 2222396 , 2222397  
Fax : 91 - 422 -2222131  
E-mail: buildintec@codissia.com / Web : www.buildintec.codissia.com



2<sup>nd</sup> - 5<sup>th</sup> Feb 2018

Dear Sir,  
We hereby forward the application form duly filled in together with demand draft for stall charges and charges for additional facilities. We acknowledge explicitly that we have read and accepted in full the Rules and Regulations of the Fair as in the Trade Fair Guidelines & by submitting this application, we undertake to comply with the same.

## Exhibiting Company's Name :

Address for Billing :	Phone: (With Area Code)
	E-mail :
	Web :
	Tan No.
City :	Pincode :
Mobile No.	Name of the Tan Holder

The Executive who will liaise with BUILD INTEC 2018	Name and Address of the Local Representative, if any	
Name :	Name :	
Designation :	Address :	
Mobile :	City :	Pin Code :
	Phone (Office) :	Mobile:

**SHORT NAME OF THE COMPANY (FACIA)**  
Max 20 Characters

**WE WISH TO DISPLAY**  
(Please Tick)

Indian Exhibits  Foreign Exhibits

**COMPANY PRODUCTS**  
(Maximum 50 Words)

REQUIREMENT	STALL	B.INDOOR BARE SPACE (Minimum book able Space 36 Sq.Mts)
	Stall Size .....	.....Sq.M
	No. Of. Stalls .....	
	Preference: Stall Number	OPEN SPACE-OUTDOOR
	i. <input type="text"/> ii. <input type="text"/> iii. <input type="text"/>	.....Sq.M

**Facilities at Extra Cost**  
(ON REQUEST)

I. Electric Power .....

Unit	Rate per Unit	Amount in Rs.
<b>I. Service Charges for Participation</b>		
a. Built-up Stall : Size : ..... M x ..... M = ..... Sq. M	Rs. 6,000.00	.....
b. In-door Bare Space ..... Sq. M	Rs.5,500.00	.....
c. Out-door Open Space ..... Sq. M	Rs.3,000.00	.....
<b>d. Vantage Charges</b>		
I. Two Side Open ..... 10%		.....
ii. Three / Four Side Open ..... 15%		.....
	SUB TOTAL	.....
e. Electrical Power Charges. ....Kw	Rs.3,000.00	.....
	GROSS TOTAL	.....
f. Service Tax ..... 15%		.....
	Net Amount Payable	.....
	Advance Amount Paid	.....
	<b>Balance Amount Payable</b>	.....

\*We enclose herewith the remittance by A/c Payee Cheque / Demand Draft drawn in favour of **BUILD INTEC 2018** payable at **Coimbatore**.

Cheque / Demand Draft No. .... dated ..... For ₹ .....  
(Rupees.....) Drawn on  
(Banker's Name & Branch) .....

We have read and understood the terms and conditions & agree to abide by the same mentioned overleaf.

Station : Name :  
Date : Designation :

**Note : Participants are requested to indicate all their requirements at one time to enable the organisers to make arrangements accordingly.** Signature with Seal

**For Office Use Only**

Stall Reservation Form Received on .....

Payment Received on .....Receipt No. .... Date .....

Allotted Stall No. ....

Stall charges verified by .....

Manager Chairman