



INTRODUCTION - ISA (D) EXPO 2007

Instrumentation, Systems and Automation - Delhi Chapter

ISA (D) EXPO is the largest and most innovative exposition organized by ISA, India under the direct supervision of ISA, Delhi, ISA, Delhi Section with the mission of proliferation of knowledge in the field of Instrumentation, Systems and Automation have organized many national and international level meets and seminars on the latest and cutting edge technologies in the past and is proud to have organised ISA (D) Expo 2005 at New Delhi which has provided a common platform to both manufacturers and users for exchange of views and ideas. ISA, Delhi Section is the main catalyst in forming DISA-04-01 committee for framing rules and regulations on system integrators.

Pre-determining the growth of Instrumentation, Systems & Automation in this technology explosion scenario, ISA India is organising ISA(D) EXPO 2007 which is expected to have participation of professionals both from user groups and industrial houses from all over India and abroad. This mega event will showcase the global instrumentation, automation and systems industry and shall provide invaluable technology exposure and unbelievable business opportunities.

ISA (D) EXPO 2007 will offer everything to everybody in the Instrumentation, Systems and Automation Technology area, may it be manufacturer, user, test house or academic institutions.

ISA (D) EXPO 2007 - A Total Technology Exposure

ISA (D) EXPO 2007 with its focus on latest technologies in Instrumentation, Systems & Automation has been designed to provide opportunities par excellence and beyond imagination for every body including manufactures, users, consultants, system integrators, test houses and academic institutions.

Main focus of this event are:

- Representation of world leading manufacturers.
- Showcase of latest and state of the art technologies.
- Hardware and Software solutions to various applications.
- Futuristic approaches to Instrumentation, Systems & Automation.
- Face-to-face discussion with leading Technocrats/Manufacturers from around the globe.
- Participation of Academicians, Research Institutions, Government bodies and Test houses.
- Exposure to Safety, Environmental Protection and Fugitive Emission Technologies.
- Engineering Practices and 3-D Solutions to Plant Engineering.

ISA (D) EXPO 2007 - An Exhibition with a Difference

- ISA (D) EXPO 2007 is an application based exposition unlike a typical product based exhibition.
- The exhibited applications shall demonstrate the capabilities of latest technologies and products by operational models.
- Complex technical processes shall be practically simulated by experts to give first hand insight into the technologies.
- FAQ's (Frequently asked questions) about System Integration, Interface Development and Interacting System shall be answered by Configured Application Models.
- An Expert Committee shall address all Technology Myths and provide practical Solutions to NUD's (Normally unanswered doubts).
- A Platform shall be provided to know and interact with National and International Experts to give boost of Indian industry.
- Last but not the least, ISA (D) EXPO 2007 is a window to expose Indian Instrumentation, Systems & Automation Industry to International arena and vice versa.

ISA (D) EXPO 2007 - A Unique Trade Fair-Cum-Exhibition

- A unique** opportunity in India for industry to showcase the latest Instrumentation, Systems and Automation Technologies available Internationally.
- A unique** forum where manufacturers and users can freely discuss the gaps in the available technologies, standards, and training needs with a view to improve products / Systems, to meet user requirements.
- A unique** opportunity to obtain feedback by manufacturers, suppliers and integrators.
- A unique** platform for investors to obtain data on investment prospects and market opportunities.
- A unique** meeting place to exchange information regarding business opportunities and emerging technologies from all over the globe.

ISA (D) EXPO 2007 - Exposition Profile and Theme Topics

ISA (D) EXPO 2007 is a multi-event exposition and shall hold exhibition, workshops and seminar sessions simultaneously on KTA's (Key Technology Areas). The profile includes:

- On-line analysis techniques for process Industry.
- SCADA and Telecommunication techniques for pipeline applications.
- System Integration, Networking and Communication Techniques.
- Wireless Technology for Plant Control application.
- Cyber Securities.
- Automation of Electrical Systems for Generation and Distribution.
- Special Temperature Measurement and Measuring Techniques for Process Control application.
- Automation for Management - A fusion in waiting.
- Safety Systems - Standards and Practices.
- Advanced Control Strategies, Plant Production Planning and Scheduling.
- Field bus Technology and its impact on traditional Plant Control.
- Asset Management for Planned and Predictive Maintenance.
- Embedded Instrumentation for Plant Control application.
- Flow Measurement Techniques and Custody Transfer.
- Robotics for the Plant Control application.
- Use of Radioactive Techniques in Process Measurements and Safety Requirements.
- Standardisation and Testing Techniques for Instrumentation, System & Automation Industry.
- Engineering Tools and 3-D Techniques for Project Engineering.



ISA (D) EXPO 2007 - An Opportunity to Meet Expectation of Industry

ISA (D) EXPO 2007 offers an excellent opportunity to exhibitors for showcasing their products to the largest ever cross-section of Instrumentation, Systems & Automation Industry. Product and System manufacturers, suppliers, integrators along with system Hardware and Software Companies, Test houses, laboratories and the users of the Technologies shall find ISA (D) Expo 2007 an opportunity of mutual interest and benefit. ISA (D) Expo 2007 is a well thought of exposition and is expected to meet all expectations of Instrumentation, Systems & Automation Industry like :-

- An Application and Knowledge based event
- Exposure to existing and new Technologies
- Two set of Workshop on Demanding Technologies and Application.
- Five sessions of seminars covering Topics of demanding Technologies.
- Dedicated vendor product presentations and outstanding advertising opportunities.

ISA (D) Expo 2007 — Target Sectors

EXHIBITORS

Manufacturers, suppliers and system integrators in the area of

- ❖ Instrumentation, Systems and Automation
- ❖ System Engineering and Engineering tools
- ❖ IT Solutions
- ❖ Communication
- ❖ Publishers of technical books and journals related to instrumentation, systems and automation.
- ❖ Test Houses and Laboratories

VISITORS

- ❖ Technical staff from various plants and Commercial institutions dealing with instrumentation, systems and automation.
- ❖ Research Scientists and Teaching Staff from Engineering Institutions.
- ❖ Government, public sector and private sector employees in the related areas.
- ❖ Consultants and engineering contractors.

GENERAL INFORMATION

THE EXHIBITION	ISA (D) EXPO 2007
VENUE AND DATES	30th November - 2nd December, 2007, Hall No. 7 Pragati Maidan,, New Delhi, INDIA
EXHIBITOR'S CHECK IN	10.00hrs on 29 th November 2007
OPENING CEREMONY	10.00hrs on 30 th November 2007
CONSTRUCTION TIMINGS	The halls will be opened for work from 08.00 hrs to 22.00 hrs on 29 th November 2007
ENTRY FOR EXHIBITORS	During Exhibition, exhibitors have access to halls an hour before opening and half an hour after closing in order to service their stands .In case of special requirements not only an application should be made to the organizers in advance but also permission has to be obtained for an extension to these hours.
ADMISSIONS	During Business hours entry of General Public and Children below 12 years of age is not allowed. The general public will however be allowed to visit the exhibition during non- business hours as specified below:
BUSINESS VISITORS	10.00hrs to 14.30hrs daily However, Business Visitors will however ,be allowed entry at any time during “Show Days”
GENERAL VISITORS	14.30 hrs to 18.00 hrs daily
CLOSING CEREMONY	18.00 hrs on 2 nd December 2007
EXHIBITION CLOSE	18.00 hrs on 2 nd December 2007

EVENT BUILD UP PERIOD

- | | |
|--|---|
| ● 'Space Only' Contractors move in | 08.00 hrs on 29th November 2007 |
| ● Registration of Exhibitors commences | 10.00 hrs on 29th November 2007 |
| ● Completion of Shell Scheme stalls | 14.00 hrs on 29th November 2007 |
| ● Completion time of installing bulky / heavy exhibits | 14.00 hrs on 29th November 2007 |
| ● Completion of General exhibits move in for viewing | 22.00 hrs on 29th November 2007 |
| ● All stands to be dressed and exhibits ready | 07.00 hrs on 30th November 2007 |
| ● Final Hall cleaning commences | 07.00 hrs on 30th November 2007 |

EXHIBITION PERIOD

- **Opening Ceremony** **10.00 hrs 30th November 2007**

EXHIBITION HOURS :

- **On Show Days the Halls will be open to Business Visitors / Technical students** **Daily** **10.00 hrs**

- **Seminars**

- **On 30th Nov. and 1st Dec. entry open to paid delegates.**

- **Workshops**

- **On 30th Nov. 1st, 2nd December open to paid delegates.**

Closing of Halls **Daily** **18.00 hrs**

Business Visitors Hours will be from **1000 Hours to 14.30 Hours Daily.**

Business Visitors will, however , be allowed entry at any time during the “Show Days” Show Closes at 17.00 Hours on 2nd December, 2007

DISMANTLING OF EXHIBITION

Disconnection / cut off all utilities (Unless or otherwise permission obtained)	2 hours after the show closes.
Collection of rented items by Official Contractors	Immediately after the show closes.
Distribution of empty packing materials	Immediately after the show closes.
Completion of packing	4 hours after the show closes.
All exhibits and stand materials MUST be removed from the exhibition by	MID NIGHT of 2 nd December,2007
Handing over to authority	10.00hrs on 3 rd December 2007

DEADLINE FOR STOPPAGE OF ERECTION WORK

All work of setting up stands must stop latest by 9.00hrs on 30th November, 2007 and gangways & stands must be cleared of all empty cases, waste materials, etc. General cleaning of the exhibition halls will be carried out immediately thereafter for the halls to be ready by 10.00 hrs. On 30th November, 2007 for inauguration of the exhibition. No material / machinery will be allowed to be moved, brought in or taken out during show open hours. Goods will NOT be allowed to be taken out of exhibition halls during the exhibition period.

DESCRIPTION OF HALL 7 A, B, C & E SPECIFICATION

Total exhibition area of Halls 7A B C & E	2994.65 Sqmt.
Clear Height of Hall available	4.5 mt
Permissible ground loading kg / sqmt.	500 kg /sqmt.
Loading by fork lift trucks	1.5 T
Point loading 30 x 30 cm	1.0T
Entrance gates (W X H)	5 X5 mt
Illumination (General)	150 lux
Ventilation System	NA
Water Connection / Pressure	½”Ø /8-10 psi
Drainage disposal	NA
Electricity Supply	Refer Rules
Telephone Connections (MTNL)	UC /OH
Open Air area	NA
Access roads	Uneven Surface (300 kg / sq.mt.)
Road Covering	Bitumen
Ground covering of Exhibition area	Rough Concrete
Lighting	NA

UC Under Carpet, OH Over head , NA Not Applicable , Ø dia

Rules & regulations for Stand Construction

Observance of Rules:

Exhibitors are responsible for their contractor's adherence all rules and regulations, and are liable for any damages arising directly from any infringement.

Removal of Rubbish

During the build up period , exhibitors and their contractors will be responsible for day to day removal of debris. Failure to do so will result in the exhibitors being liable for the service fees involved in removing the debris.

Hall Structure

In the construction of the booth , existing fixtures or wall may not be used in any way (eg. Nailing, wiring or fixing of items to any existing structure).

Fire Regulations / Covered ceilings

All material used in the stand construction must be fire retardant in accordance with local regulations ie. a minimum flame spread rating of class 2. Approval for covered ceiling in exhibition stands must be sought from the Fire & safety Bureau through the organizer and plans and sample of material with certificate must be submitted.

Floor Covering

All booths must be carpeted or laid with some form of flooring as clear demarcation of contracted space. All carpet and floor covering must be affixed with double sided tapes.

These tapes are to be removed during the dismantling period. The use of paint or other adhesives on the floor of the exhibition hall is strictly forbidden.

Dismantling

At the close of the exhibition, it is the joint responsibility of the exhibitor & contractor to dismantle and remove the stand in accordance with the dismantling schedule specified by the organizer. All debris and carpets must be cleared by the exhibitors and / or their contractors as per the tear down schedule given by the organizers. Failure to do so will result in the contractors / exhibitors being liable for service fees incurred.

UNFORESEEN OCCURRENCES

In the event of any occurrence not foreseen in these rules & regulations, the decision of the organizer shall be final.

LIABILITY AND INSURANCE

The organizers will not accept liability for loss or damage to any exhibit , materials, machineries etc. nor for injury to exhibitor's personnel at any time. Exhibitors are strongly advised to take insurance policy covering the following against theft , loss or damage , including the risk of fire, injuries and third party claims etc. of the following:-

- I.** Machinery
- II.** Transit and loading & unloading of Machines
- III.** Exhibition personnel
- IV.** Third Party (Visitors)

DISMANTLING AND REMOVAL OF EXHIBITS

- i)** Work of dismantling and packing of exhibits begins from 17.00 hrs. on 2nd December, 2007 and all goods must be removed and vacant possession of space be handed over to the organizers latest by MIDNIGHT of 2nd December, 2007.
- ii)** All items received from our official contractors must be handed over to them in good condition. Any damage of these items will have to be made good by the exhibitors.
- iii)** No goods will be allowed to be taken out of the exhibition halls unless a "Gate Pass" is obtained from the site office of organizers, listing the items to be removed. Gate Passes will be issued only

when all dues of organizers and / or contractors are settled.

- iv) If an exhibitor fails to remove his goods and vacate the stand within the stipulated period, the organizers reserve the right to remove the said goods and return possession of halls to the ITPO authorities. All cost in this connection will be debited to the concerned exhibitor's account.

EXHIBITOR'S AUTHORIZATION

For various requisitions and official communications with organizers, exhibitor's letterheads and official rubber stamp will be required. During the exhibition period all exhibitors are advised to bring with them their letterheads and rubber stamp.

AMENDMENTS TO REGULATIONS

The organizers reserve the right to issue amendments / additions to rules & regulations, if required.

TRANSPORTATION

Taxi services are available for exhibitors and visitors. All taxis carry meters. You should ensure that these are activated when you commence your journey. You should also seek clarification from the driver as to any other sort of extra charges that will become payable before moving off. There is also an excess charge for night service. Most taxi drivers understand English.

TRAVEL DESK

A travel desk will be located at the Main Information Desk. Besides normal services like hotel bookings, airline ticketing, special sight seeing tours etc. can be arranged by the officially appointed travel agent upon request.

SMOKING

In accordance with the Delhi Smoking Act, it is prohibited by law to smoke in the exhibition halls, meeting rooms, function areas and restaurants with food services. However designated open air spaces are enmarked in exhibition area which may be accessed for smoking.

NOTE:

During Exhibition days, exhibitors are permitted to remain in the Exhibition Hall. Exhibitors requiring to stay later must obtain written permission from the organizer's office prior to close of the exhibition. This is required for security reasons and for hall lighting to be arranged at additional cost to the Exhibitor. The Exhibitor will have to fill in the required form for additional lighting load required in such cases.

DEMONSTRATIONS AND WORKING EXHIBITS

An exhibitor intending to demonstrate working equipment on his stand must:

- i) Provide the organizers with full details in writing of any working exhibits involving moving parts, naked flame, lasers or other items, which could be hazardous to visitors or the exhibitors.

- ii) Give proper consideration to the safety and conditions under which the exhibits will be demonstrated, as per rules laid down by Ministry of Environment, Pollution Control Act.
- iii) Cause no annoyance to visitors or other exhibitors. Where a high level of noise or other objectionable factor is involved, demonstrations may only take place at the time stipulated by the organizers, who reserve the right to terminate a demonstration at any time.
- iv) Isolate controls so that they cannot be operated by visitors.
- v) Not use flashing or winking lights.
- vi) Any other amendment of Acts by Government of India, Ministry of Environment and Pollution Control Act.

STAND FITTING REGULATIONS (FOR OFFICIAL SHELL SCHEME EXHIBITORS)

The following regulations must be observed when preparing a stand presentation:-

Rental Display / Shell Scheme

- i) No additional stand fitting or display may be attached to the shell structure. Neither nailing nor drilling will be allowed. If you require assistance in hanging or displaying your exhibits, please consult the official shell scheme contractor.
- ii) No painting or wall papering of stand panels of shell scheme stands will be allowed in the exhibition halls. Exhibitors who wish to have panels painted must inform the official shell scheme contractor who will provide a quotation for the requirement.
- iii) No free standing fitment may exceed a height of 2.5 metres or extend beyond the boundaries of the site allocated.
- iv) Any change in the type or colour of the floor covering provided must be by prior approval of the architect. The cost must be borne by the exhibitor.
- v) An exhibitor occupying a corner booth has the choice to have either a wall or both sides open on to the aisle.
- vi) No financial credit will be given by the organizers for any package item not utilized.

DILAPIDATION

Exhibitors are responsible for cost of making good or replacing any damages or dilapidations to the exhibition premises, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors. Exhibitors occupying shell scheme stands are also responsible for the cost of making good, restoring or renewing any damages or dilapidations to their shell stand structures, floor coverings, light fittings, or any part thereof, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors. The cost of making good any damage will be assessed by the official shell scheme contractor and charged to the exhibitor. The organizers, in conjunction with ITPO will inspect the halls before build-up and after break down of the exhibition.

FORCE MAJEURE

The exhibition may be postponed, shortened or extended due to any cause whatsoever outside the control of the organizers. The organizers shall not be responsible for any loss sustained by the exhibitor, directly or

indirectly, attributable to the elements of nature, force majeure or orders and directives imposed by any governmental authority. In the event of such circumstances, the money paid by the exhibitors, or any part thereof, is refundable at the sole discretion of the organizers.

AUTHORITY ON THE PREMISES

The organizers shall be responsible for and be entitled to act as the owners of the premises throughout the tenancy period. The decision of the organizers in any problem or dispute will be final.

GUIDELINES FOR STAND CONSTRUCTION & DISPLAY

A. For all Exhibitors

1. No part of an exhibit should project out of the stand area, nor everything be placed outside the stand area by any exhibitor.
2. There should be sufficient free space in the stand for easy and safe movement of visitors. Entry and exit to stands must be at least 3 M wide.
3. Grouting, digging in floors or walls is not allowed. Raised wooden platforms of not more than 4 inches in height, may be allowed.
4. Painting or nailing (Use of screws) on the plywood partitions supplied under shell scheme, is prohibited. Photographs, charts, etc, may be fixed with adhesive tape, or suspended with nylon thread with the help of clamps (Cyma hooks) hooked on the top horizontal channel.
5. Multi-level use of space is permitted only at extra fee and subject to approval from architect as well as organizer.
6. Use of air-conditioners will be allowed only with prior permission from organizers provided that the air-conditioners are self-standing and do not project out in the passages. Air-conditioning must be done in consultation with the official Architect. All costs will be borne by the exhibitor.
7. Whereas no construction will normally be allowed to be of more than 2.5 M high, that part of machinery placed away from the open side of the stand could be higher, as strictly necessary.
8. Naked lights are not allowed in the stand. Glow signs or any moving lights will not be allowed above 2.5 m high.
9. If Audio / Visual equipment is used in the stand, the sound level should be so regulated as not to disturb adjoining exhibitors.
10. Exhibitor should endeavour to maintain a high standard of cleanliness, avoid littering and take all necessary care not to disturb neighbouring exhibitors. Their co-operation with the organizers in maintaining continuity and keeping with the general aesthetics of the show will be greatly appreciated. It will be obligatory on part of the exhibitor to segregate all waste plastic, glass, metals, wood & paper and eatables in separate polythene bags.
11. All height details mentioned in these guidelines are from the ground level and not from any raised flooring created by the exhibitors.
12. Exhibitors are responsible for their own stand design and construction. The organizer would be pleased to offer advice and guidance, if required.

13. Suspending of display items from the hall ceiling or parts of it is prohibited. Storage of any kind of material behind the display walls is prohibited.
14. Height of panel against natural back wall along the periphery of the hall will be allowed upto 5.0 mtrs. Subject to availability of height.
15. Access must be given to any fire exit, electrical box, service room etc falling within the exhibitor's stand area. It is mandatory to leave minimum one opening in the partitions against the natural wall to provide access for electrical fittings etc.
16. **Natural pillars falling within stand area may be covered to a height of 2.5 mtrs only.** Stands with over 100 sqm. area may cover pillars upto a height of 5 mtrs subject to availability of height.
17. **It is mandatory for the exhibitors to inform the organizer if any of the exhibits comply with the following:**
 - **Exhibits configuration is 10 sqmt. or more**
 - **Exhibits exceeds 2.5 mtrs in height or 3 mtrs in length**
 - **Exhibits material exceeds 3 tons**
 - **Exhibits contain liquid fuel / natural gas / propane**
 - **Exhibits require water for demonstration purpose**
18. Hall columns, roof trusses, air-conditioning vents and all other structures of the hall must not be used as support or be subject to load or stress by the stand structure.
19. Woodwork in the halls is prohibited. Platforms / panels and other decorations for the interior must be brought in prefabricated condition. Only assembly and finishing will be allowed in the halls.
20. For Island / 3 side open stalls it is mandatory for exhibitors to design their stands in such a way that there is no obstruction on any of the open sides. This will ensure free movement and give exhibitors a feel of openness and transparency. Exhibitors are not allowed to obstruct the view or adversely affect the displays of other exhibitors. For the meeting room, solid partitions upto 1.5mtrs and see through glass / clear acrylic partitions for the balance 1.0 mtr on top may be used.
21. The officially appointed architect for the show reserves the right to turn down approval for stands with any of the open sides blocked.

STAND OPTIONS, SHELL SCHEME & FURNITURE ENTITLEMENT

There are various stand options as shown below:

Shell Scheme

The Following shall be provided as per area booked by the exhibitors and the instruction issued for any addition or alteration. The same may pleased be provided no extra.

TABLE I

Stall Area	Chair	Waste paper Basket	Counter	Power Socket	Spot light	Round Table
6-9 sqmt	2	1	1	1	3	1
12 - 20 sqmt	3	1	1	1	4	1
21 - 40 sqmt	4	2	2	2	6	2
41 - 60 sqmt	6	2	2	3	8	2

THE SHELL SCHEME COVERS THE FOLLOWING

- Needle punched synthetic carpet for the floor area of the stalls
- Fascia with exhibitors name in Helvetica style computerized lettering
- Spotlights as per table
- All services and facilities as mentioned in all the fact sheets & conditions of participation under the heading “General Services and Facilities”.

a) SPACE RENTAL COVERS THE FOLLOWING:

- All services and facilities as mentioned in all the fact sheets & conditions of participation under the heading “General Services and Facilities”

PROCEDURE FOR TAKING POSSESSION OF SHELL SCHEME STANDS / BARE SPACE AREA

- i) Possession of shell scheme stands / bare space / open-air area will be given to those exhibitors who have made full payment of all dues including security deposit.
- ii) The exhibitor must send a letter of authorization on his letterhead, requesting the organizers to give possession to his representative named in the letter to take possession of his shell scheme stand / bare space / open air area. The authorization letter must be submitted to the site office of the organizers in Pragati Maidan, New Delhi.
- iii) Prior approval of drawings / designs of stalls shall be taken from the organizers.



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OTHER SERVICES

Business Centre

Photocopying, fax, facilities, local and other business needs will be provided on site against a charge in the business center located in hall no.7. The Exhibitors/visitors who intend to transmitting and receiving messages through E-mail at site INTERNET facility will be available at Business centre.

Telephone

Organisers will make arrangements with MTNL, New Delhi to provide telephone connections to those exhibitors who have applied for telephone connections in their stalls. The applications for telephone must reach the organizers latest by 10 November,2007. The telephone connection will be given for maximum period of 7 days. The exhibitors should take precautions for the safety of the instruments and avoid misuse of the same. The telephone connections will be given with / without STD/ ISD, facility. At the close of exhibition, the telephone instruments should be returned to the organizers before obtaining the exit pass.

Catering and Restaurants

Cafeteria- in Hall No.7 - availability of Coffee, tea, snacks- No Lunch extra
- Cold drink + water dispensers - on payment basis . Check availability
-Tea, Coffee dispensers - on payment basis.

The Phoolwari, Vatika, Gulati's Tandoori Junction, Bhartiyaam, Crystal Restaurants in Pragati Maidan will offer catering facilities with Continental and Indian cuisines. The organizers will set up a special restaurant on the first floor of hall no.7, adjacent to the conference hall. For further details please contact the organizers.

CARPARKING

Car Parking facilities available inside Pragati Maidan entry from Gate No.1 (Bhairon Marg). Cars will be parked behind Hall. No.7.

AUDITORIUM FOR EXHIBITOR'S SEMINAR

Air- conditioned auditorium is available for hire by exhibitors / workshop for selected invitees for organizing private seminar / presentation

ADDITIONAL SERVICES

Various services such as hostesses , security guards, rental of furniture, green plants and bouquet, refrigerator , color TVs + VCD / DVD Players, cabins with lockable doors , podiums, Computers etc. are listed in individual order forms .These forms duly filled in must be sent as per the deadline indicated on each from.

TEMPORARY PERSONNEL & TRANSLATION SERVICE AND SETTING UP AND MANNING OF STANDS

- i) Secretaries, stand hostesses and interpreters can be arranged against prior request. For details please refer to Form 8 Temporary Personnel Services.
- ii) Temporary entry passes will be issued to exhibitors for their workers for their workers for setting up the stand. These temporary passes may be obtained from the site office of organizers by written request on exhibitors letterhead. These passes will not be valid for entry during exhibition days
- iii) Exhibitors' personnel must adequately man all stands during the visiting hours. Technical staff should be present to answer technical queries from visitors.

I) CONNECTIONS TO INDIA

- a) All major Airlines operate to Delhi. There are regular freight forwarders who offer their services with enough spare capacity.
- b) All major shipping lines touch Mumbai, offering both FCL and LCL facilities. Similar facilities are also available at Chennai and Kolkatta ports.
- c) Modern handling facilities are available at all major airports and sea ports.

II) CONNECTIONS TO THE FAIR GROUNDS

- a) On arrival at Delhi airport, exhibits are transferred by road to the fair grounds under bond by official freight forwarder.
- b) On arrival at Mumbai port, exhibits are transferred by rail or road directly to the fair grounds, again under bond. Transfer time is approximately six to ten days by road. Inland container Depot (ICD) is located at the fair ground itself.
- c) Safe and reliable island transit facilities are available, but it is however strongly recommended to use the official C&FA's of your choice for this purpose

III) CUSTOM CLEARANCE AT THE FAIR GROUND

- a) Custom facilities are available in the fair ground, which is a bonded area. Goods can be opened and examined in the presence of the exhibitors, if so required.
- b) Simplified custom procedure: India now offers the ATA carnet as means for clearing exhibition goods. Alternately, goods can be cleared under simple embassy bonds, with no financial overheads. Bank guarantee can be a third alternative.
- c) Unlike many parts of the world, no duties to be paid on exhibition goods at the time of initial entry.

INDIA is now a signatory of the ATA carnet system. Goods entering on carnet would be exempted from guarantee requirements. You are advised to ship your exhibits in good time to avoid any delays in clearance. The words "RUSH-EXHIBITION GOODS" on all packing materials can also be helpful, particularly with rail traffic.



OFFICIAL CLEARING, FORWARDING AND SHIPPING AGENTS

Translink Express (I) Pvt. Ltd.

123 Udyog Vihar Phase-IV Gurgaon -122001(Haryana) India

Tel.: ++91-124- 2399273, 5012264

Fax: ++91-124-2399272

E-mail: translink@vsnl.com

Ctc: Mr. Sandeep Mithal (Director)

MATERIAL HANDLING AT SITE

Facilities for loading / unloading, packing / unpacking, transportation of goods to exhibitor's stands, hire of cranes, forklifts or trolleys , removal and storage of empties, etc. are offered at extra cost by our officially appointed contractors. Please contact them for any further details.

GOODS ENTRY INTO UNION TERRITORY OF DELHI

1. The truck driver must carry the photocopy of the letter of ITPO approval for exhibition at Pragati Maidan New Delhi.
2. Official letter from exhibitor mentioning therein that the goods sent by them are for display at ISA Expo 2007 Exhibition to be held between 30th November-2nd December at Pragati Maidan New Delhi (in duplicate). One copy may be retained by the MCD at the Entry point to Delhi and the other copy for inspection by Traffic police in case the truck is stopped by them anywhere in Delhi enroute to Pragati Maidan.
3. Copy of the Bonafide participation certificate letter from ISA Expo 2007 office that they are exhibitors in ISA Expo 2007 and extend all cooperation to rush the goods to Pragati Maidan urgently.
4. We also suggest that standard label of size 12" x 15" (pre glued) are printed and given to all such exhibitors to display the same on the boxes of exhibits sent for display.
5. Copy of the Performa Invoice giving details of the exhibits, indicating in bold letters on the Invoice that the goods are for display at Pragati Maidan New Delhi during ISA Expo 2007.

PLEASE NOTE

Only official freight forwarders are permitted to work and operate lifting equipment inside the halls. Any forwarder may deliver goods to the doors of the hall, but official freight forwarder MUST handle them from there to your stand, unless the items can be hand-carried by one man. This regulation will be strictly enforced and is necessary for reasons of insurance and control

Flight details may be sent on fax to the officially appointed freight forwarder from whom services are being availed as soon as the exhibits are air-freighted.

1) Under ATA Carnet (Import duty free):

- a) India is signatory to the Customs Convention on ATA Carnet for temporary admission of goods, therefore, exhibition goods which are easily identifiable by means of a Model No., Serial No. or any other distinctive markings for the ease of identification, the same can be cleared from Customs on the basis of ATA Carnet issued in accordance with the Customs Convention on ATA Carnet by any issuing authority affiliated to the International Bureau of Chamber of Commerce and guaranteed in India by the Federation of Indian Chambers of Commerce and Industry, which has been appointed as the guaranteeing association for ATA Carnets in India, without need of any other Bond/ Guarantee involving additional financial cost.

- b) The exhibition goods should in all respects conform to the description, quantity, quality, value and other specifications given in the ATA Carnet duly certified by the Customs Authority on the exportation voucher at the country of exportation.
- c) The goods shall have to be exported within a period of six months from the date of importation; only the Department of Revenue, under the Ministry of Finance of the Central Government of India, for further period not exceeding six months if required, can grant extension.
- d) Consumables such as brochures, catalogues, pamphlets, food and beverages or any other items, which are not returnable and are for the consumption during the exhibition, should not be imported under the ATA Carnet.
- e) In the event of failure to re-export the goods within the stipulated period of six months from the date of importation as specified, the Customs Duty shall have to be paid as applicable.
- f) Goods imported are not allowed to be sold, loaned or used other than the purpose for display at the exhibition, the goods cannot be removed from the exhibition venue / site without prior permission from the Customs Authorities concerned.
- g) Goods can be re-exported back to origin or any other destination out of India after the official closure of the exhibition as per the instructions of the ATA Carnet holder or the exhibitor as the case may be.
- h) Exhibits / Goods brought under ATA Carnet can be sold during the exhibition and within the stipulated period of six months up to which goods can remain in India on payment of duty as applicable by the buyer.
- i) The agent handling the ATA Carnet has to be duly authorized by the ATA Carnet holder accordingly.

ATA Carnet should be obtained according to nature of exhibits and its sale / re-export possibilities since part shipment for sale / re-export involves additional formalities delaying either of activities.



ORDER FORMS

Dear Exhibitor

Arrangement has been made in house for the following services. In case the same are required by you you are requested to fill in the relevant form and send it back to us by the due dates mentioned against each.

Please note that requests received after the due date will be entertained after levy of 25% surcharge.

Please calculate the amount due and send the payment complete with the form and the forwarding letter to the **ISA Delhi Section 102, Ansal Chamber-II, Bhikaji Cama Place, New Delhi-110066**

Please draw all cheques / drafts in favour of **ISA Delhi Section** payable at Delhi INDIA.

Form No.	Subject	Deadline Date	Status
1	FASCIA NAME FOR SHELL SCHEME EXHIBITORS	15 th -Nov-2007	Reqd / not reqd
2	FURNITURE / FIXTURE	15 th -Nov-2007	Reqd / not reqd
3.	ELECTRICAL SERVICES	15 th -Nov-2007	Reqd / not reqd
4.	FIRE EXTINGUISHERS	15 th -Nov-2007	Reqd / not reqd
5.	STAND GUARD SERVICES (SECURITY)	15 th -Nov-2007	Reqd / not reqd
6.	FREIGHT INSTRUCTIONS	15 th -Nov-2007	Reqd / not reqd
7.	FREIGHT INSTRUCTIONS FOR OVERSEAS	15 th -Nov-2007	Reqd / not reqd
8.	TEMPORARY PERSONAL & TRANSLATION SERVICES.	15 th -Nov-2007	Reqd / not reqd



(PLEASE TYPE IN BLOCK LETTERS)

Exhibitor's Name _____

Address _____

Telephone No. _____ **Fax No.** _____

E- mail: _____

Contact Person: _____

Stall No. _____ **Hall No.** _____

Date _____

Thanking you

**Yours truly,
For**

(Authorised Signatory)

Return this form to:

ISA Delhi Section

102, Ansal Chamber-II, Bhikaji Cama Place, New Delhi-110066

Tel No : + 91-11-26164235

Fax : +91-11-91-11-26164232

Email : isadelhi.org@gmail.com

Website : www.isadelhi.org



FORM-1

FASCIA NAME

LAST DATE OF SUBMISSION 15th November,2007

THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY SHELL SCHEME EXHIBITOR TO THE ADDRESS AS STATED BELOW.

Concerned exhibitors are requested to indicate herebelow the name, which they require on the fascia. This will be provided on front fascia of the stall with White standard 75 mm high (3”) ENGLISH ALPHABETS (max 24 letters). Please use block letters only. Logos may not be allowed on the fascia. If the concerned exhibitor fails to submit this form within the deadline date, the organiser will have no option but to incorporate on the fascia the name of the company on which the booth is contracted.

THE FOLLOWING NAME IS TO APPEAR ON THE FRONT FASCIA OF OUR STAND

1	2	3	4	5	6	7	8	9	10	11	12
13	14	15	16	17	18	19	20	21	22	23	24

(PLEASE WRITE IN BLOCK LETTERS)


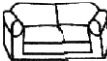







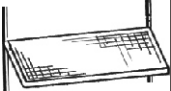
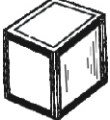




Exhibitor's Name _____ Stall No. _____ Hall No. _____ Date _____ <p style="text-align: right;">(Authorised Signatory)</p>	Exhibitor's Name _____ Company _____ _____ Address _____ _____ _____ Telephone: _____ Fax: _____ E-mail: _____
<p>Please return this form to: ARCH CONCEPT PVT. LTD. K-62, (S.F.), Fateh Nagar, New Delhi-110018 Tel. ++91-11-25133830, 25133999, 65456611 Fax: ++91-11-25409815, Email: archpvtl@bol.net.in Web : www.archconcept.in</p>	





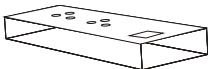
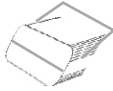


FORM-2

FURNITURE / FIXTURE / PLANTS & BOUQUET

LAST DATE OF SUBMISSION 15th November, 2007

THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR. IF THIS SERVICE IS NOT REQUIRED, PLEASE ENDORSE "NOT APPLICABLE" AND RETURN THIS FORM TO THE ADDRESS GIVEN BELOW.

ITEM No.	DESCRIPTION	PICTURE	QTY.	RATE(EACH)	TOTAL
F-1	Sofa single seater			600/-	
F-2	Sofa two seater			2000/-	
F-3	Revolving Arm chair cushion upholstered			500/-	
F-4	Chair cushioned seat & back			110/-	
F-5	Center table with glass top			500/-	
F-6	Round /Square table 750mm diameter white laminate top/Glass on stand			Wood: 500/- Glass: 700/-	
F-7	Counter 1000mm x 500mm x 750mm high in Octonorm system with white laminated top			650/-	
F-8	Lockable cabinet 1000mm x 500mm x 750mm high in Octonorm system with white laminated top & one shelf			1100/-	
F-9	Glass show window 1000 x 500 x 2500 mm high & with Front glass & one glass shelf & one laminated top shelf			2400/-	
F-10	Book shelf 1000mm(Length) x 300mm (wide) Laminated/ Glass			Wood: 250/- Glass: 300/-	
F-11	Podium of size ALT 1000mm x 500mm x 750mm high ALT 500mm x 500mm x 750mm high			600/-	
F-12	Panel in octonorm system of size 1000mm x 2500mm			500/-	
F-13	Glass Panel in octonorm system of size 1000mm x 2500mm			800/-	
F-14	Door in octonorm system with lock & key			1100/-	
F-15	Bar- Stool with cushioned seat			500/-	

ITEM No.	DESCRIPTION	PICTURE	QTY.	RATE EACH	TOTAL Rs.
F-16	Brouchure Stand			750/-	
F-17	Pin-up board with Grey / Green / Blue fabric covering on stand size 6' x 4' on stand			500/-	
F-18	Spot Light 75 / 100 watt			300/-	
F-19	Tube Light 1.2 m long Fluorescent tube light			200/-	
F-20	Socket 5/15 AMP(Electric consumption is not included order separately)			250/-	
F-21	Halogen Light 500 W(Electric consumption is not included order separately)			500/-	
F-22	Metal Halogen Light (White Light- 150 W) (Electric consumption is not included order separately)			800/-	
F-23	Glass Show Case (Jewellery Case) size 1000mm x 500mm x 1000mm high			2200/-	
		Total			
		VAT @ 12.5%			
		Grand Total			

Note : Above rates are for the duration of the fair

Please fill and return this form along with full payment in advance by D.D./ Payorder in favour of "ARCH CONCEPT PVT. LTD." payable at New Delhi, otherwise late fee charge @25% on these rates will be charged.

We are enclosing D.D. No. _____ dt. _____ for Rs. _____ Drawn on _____

(PLEASE WRITE IN BLOCK LETTERS)

<p>Exhibitor's Name _____</p> <p>Stall No. _____</p> <p>Hall No. _____</p> <p>Date _____</p> <p style="text-align: right;">(Authorised Signatory)</p>	<p>Exhibitor's Name _____</p> <p>Company _____</p> <p>_____</p> <p>Address _____</p> <p>_____</p> <p>_____</p> <p>Telephone: _____</p> <p>Fax: _____</p> <p>E-mail: _____</p>
<p>Please return this form to: ARCH CONCEPT PVT. LTD. K-62, (S.F.), Fateh Nagar, New Delhi-110018 Tel. ++91-11-25133830, 25133999 ,65456611 Fax: ++91-11-25409815, Email: archpvtl@bol.net.in Web : www.archconcept.in</p>	



FORM-3

ELECTRICAL SERVICES

LAST DATE OF SUBMISSION 15th Nov, 2007

THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITORS. IF THIS SERVICE IS NOT REQUIRED, PLEASE ENDORSE "NOT APPLICABLE" AND RETURN THIS FORM TO THE ADDRESS AS STATED BELOW.

We give below our requirements for connected power load and lighting load and agree to pay for Power consumption, power connection and service charges as shown in the Table 2 for Electrical services overleaf. We have noted and accepted our liability to a penalty of 30% on the total charges for any load violation discovered during the Exhibition.

Sr. No.	Description of Machines/Lights Power Requirement	Type of Connection	Connected load in Kw	Power at one source Charges which includes Consumption + Connection + Services charges	Total Amount
1.			Kw		
2.			Kw		
3.			Kw		
4.			Kw		
5.					
6.					

Please fill and return this form along with full payment in advance by D.D./ Payorder in favour of "ARCH CONCEPT PVT. LTD." payable at New Delhi, otherwise late fee charge @25% on these rates will be charged.

We are enclosing D.D. No. _____ dt. _____ for Rs. _____ Drawn on _____

(PLEASE WRITE IN BLOCK LETTERS)

Exhibitor's Name _____ Stall No. _____ Hall No. _____ Date _____ <div style="text-align: right; margin-top: 10px;">(Authorised Signatory)</div>	Exhibitor's Name _____ Company _____ Address _____ Telephone: _____ Fax: _____ E-mail: _____
Please return this form to: ARCH CONCEPT PVT. LTD. K-62, (S.F.), Fateh Nagar, New Delhi-110018 Tel. ++91-11-25133830, 25133999, 65456611 Fax: ++91-11-25409815, Email: archpvtl@bol.net.in Web : www.archconcept.in	

ELECTRICAL SERVICES

Type of connection at one source	Connected Load	Switch Capacity	Wire / cable Capacity	Power Charges which includes Consumption + Connection + Services charges
E1	For CL 1 kw to 5kw	16A-ICTPN switch	7/22 x 660 V Copper wire	4400/-
E2	For CL 6 kw to 10kw	16A-ICTPN switch	7/22 x 660 V Copper wire	7300/-
E3	For CL 11 kw to 18kw	30A-ICTPN switch	7/18 x 660 V Copper wire	11,940/-
E4	For CL 19 kw to 40kw	60A-ICTPN switch	25 sq mm x 1100 V AL. Cable Copper	24,700/-
E5	For CL 41 kw to 60 kw	100A-ICTPN switch	70 sq mm x 1100 V AL. Cable	36,300/-
E6	For CL 61 kw to 90 kw	200A-ICTPN switch	95 sq mm x 1100 V AL. Cable	53,700/-

Abbreviations:

A1: Aluminum, Kw: Kilowatt, V: Volt, CL: Connected load

Note:

- 1. Connected load to the machinery to be operated shall be taken from the main supply provided by officially appointed electrical contractor.**
- 2. Exhibitor's own personnel (licensed electrician) shall ensure all safety precautions.**
- 3. Completion cum testing report shall be obtained from official electrical contractor before the opening of the exhibition, to entire satisfaction & as per electricity rules in Delhi State.**



FORM-4

FIRE EXTINGUISHERS

LAST DATE OF SUBMISSION 15th Nov, 2007

THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR. IF THIS SERVICE IS NOT REQUIRED, PLEASE ENDORSE "NOT APPLICABLE" AND RETURN THIS FORM TO THE ADDRESS AS STATED BELOW.

1. Fire hydrants, fire alarms and fire extinguishers are not adequately placed in the existing halls of ITPO in Pragati Maidan, New Delhi.
2. Exhibitors must arrange their own fire extinguishers to suite their requirement according to the type of fire extinguisher required for immediate need in case of fire.
3. In case you require fire extinguishers for your stall / pavilion, please indicate your requirement in the table given below:

Code No.	Type of Fire Extinguisher	Capacity	Unit	Qty	Rental Rate	Amount (Rs.)
F1	Water CO2 Fire Extinguisher	9 ltrs	Each		Rs.290/-	
F2	Dry Chemical powder Fire Extinguisher	5 kgs	Each		Rs.440/-	
F3	Soda Acid Fire Extinguisher	9 ltrs	Each		Rs.280/-	
F4	CO2 Fire Extinguisher	2 kgs	Each		Rs.330/-	
F5	Halon 1211 (BCF) Aerosol	2.4 kgs	Each		Rs.450/-	
F6	Fire Man 8 hr shift				Rs.290/- per shift	
					Total Rs.	

Please note the following conditions:

1. Fire extinguishers will be handed over to the exhibitors and same will be returned back to the authorised representative of **ISA DELHI EXPO** exhibition. In case the equipment is not returned, money shall be deducted from the security deposit lying with **ISADELHISECTION**.
2. In case fire extinguishers has been used by exhibitors during fire fighting, they must get the equipment immediately refilled / replaced from the official fire agency. In case of any difficulty please report to hall director stationed in their own hall or the fair management office which will be located in hall no.1

Abbreviations: Ltr: Litres, Kgs: Kilograms, CO2: Carbon-dioxide

NOTE: The above rental rate is for entire duration of the exhibition

Please fill and return this form along with full payment in advance by D.D./ Payorder in favour of "**ARCH CONCEPT PVT. LTD.**" payable at New Delhi, otherwise late fee charge @25% on these rates will be charged.

We are enclosing D.D. No. _____ dt. _____ for Rs. _____ Drawn on _____

(PLEASE WRITE IN BLOCK LETTERS)

Exhibitor's Name _____ Stall No. _____ Hall No. _____ Date _____ (Authorised Signatory)	Exhibitor's Name _____ Company _____ Address _____ Telephone: _____ Fax: _____ E-mail: _____
Please return this form to: ARCH CONCEPT PVT. LTD. K-62, (S.F.), Fateh Nagar, New Delhi-110018 Tel. ++91-11-25133830, 25133999, 65456611 Fax: ++91-11-25409815, Email: archpvtl@bol.net.in Web : www.archconcept.in	



FORM-5

STAND GUARD SERVICES (SECURITY)

LAST DATE OF SUBMISSION 15th Nov, 2007

THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR. IF THIS SERVICE IS NOT REQUIRED, PLEASE ENDORSE "NOT APPLICABLE" AND RETURN THIS FORM TO THE ADDRESS AS STATED BELOW.

Number of Guards (A)	Date	Shift I (1000-1800 hrs) (B)	Shift- II (1800-0200 hrs) (C)	Shift- III (0200-1000 hrs) (D)	Total Shifts [(Ax(B+C+D))]
	29-11-2007				
	30-11-2007				
	1-12-2007				
	2-12-2007				
Rate per guard for 8 hrs shift= Rs.350/-				TOTAL SHIFTS	

Rate of guard per shift x Total shifts = Total Amount
Rs. 350/- x _____ = Rs. _____

Please fill and return this form along with full payment in advance by D.D./ Payorder in favour of "ARCH CONCEPT PVT. LTD." payable at New Delhi, otherwise late fee charge @25% on these rates will be charged.

We are enclosing D.D. No. _____ dt. _____ for Rs. _____ Drawn on _____

(PLEASE WRITE IN BLOCK LETTERS)

Exhibitor's Name _____ Stall No. _____ Hall No. _____ Date _____ <p style="text-align: right;">(Authorised Signatory)</p>	Exhibitor's Name _____ Company _____ Address _____ Telephone: _____ Fax: _____ E-mail: _____
Please return this form to: ARCH CONCEPT PVT. LTD. K-62, (S.F.), Fateh Nagar, New Delhi-110018 Tel. ++91-11-25133830, 25133999, 65456611 Fax: ++91-11-25409815, Email: archpvtl@bol.net.in Web : www.archconcept.in	



FORM-6

FREIGHT INSTRUCTIONS

LAST DATE OF SUBMISSION 15th Nov, 2007

FOR DOMESTIC EXHIBITORS

We are participating in ISA (D) EXPO 2007 & would like to avail of your services.

Sr. No.	Particulars	Please Tick
1.	Do you require any equipment on Hire for Assembly / Installation	
2.	Following On-Site Service	
	I. Offloading and movement of goods to stand	
	II. Unpacking	
	III. Removal for storage and return of empties	
	IV. Repacking of goods in old packing cases	
	V. Removal of cases and loading on vehicle	

Please furnish detailed shipping instructions / estimated costs for above-mentioned services.

HALL NO.:		STAND NO.:	
NO. OF PKGS.:		GROSS WEIGHT:	
VOLUME:		DIMENSIONS:	

(PLEASE WRITE IN BLOCK LETTERS)

Exhibitor's Name _____ Stall No. _____ Hall No. _____ Date _____ (Authorised Signatory)	Exhibitor's Name _____ Company _____ Address _____ Telephone: _____ Fax: _____ E-mail: _____
Please return this form to: M/s Translink Express (India) Pvt. Ltd. 123, Udyog Vihar Phase-IV, Gurgaon -122001 (Haryana) India Contact Person: Mr. Ajay Pathak (Country Manager) Mobile No.: 91-9910377817 Office Tel.: +91-124- 2399273-75/ 4012264	

Travel Agency :

M/s YTS Travel Service (P) Ltd.

118, Indraprakash Building,
21, Barakhamba Road,
Connaught Place, New Delhi
Ph.: 011-23739555/ 237722601/ 23738773
Fax: 011-23351184
Email: ytstravel@gmail.com

Contact Person: Ms. Charu Kumar



FORM-7

FREIGHT INSTRUCTIONS

LAST DATE OF SUBMISSION 15th Nov, 2007

FOR OVERSEAS EXHIBITORS

We are participating in ISA (D) EXPO 2007 & would like to avail of your services.

Sr. No.	Particulars	Please Tick
1.	Movement from Origin to Stand	
2.	From FOB port of shipment to stand	
3.	From arrival Mumbai / J.N. Port to stand	
4.	From arrival ICD/ Airport, New Delhi to stand	
5.	Goods Imported Temporary / Final	
6.	Temporary Importer Against ATA-Carnet or Against Bank Guarantee	
7.	<u>On-Site-Services required</u> Movement to Booth, unpacking, removal & return of empty cases, repacking, movement from booth, equipment for assembly / installation (Specify your requirement)	

Please furnish detailed shipping instructions / estimated costs for above-mentioned services.

HALL NO.:		STAND NO.:	
NO. OF PKGS.:		GROSS WEIGHT:	
VOLUME:		DIMENSIONS:	

(PLEASE WRITE IN BLOCK LETTERS)

Exhibitor's Name _____ Stall No. _____ Hall No. _____ Date _____ <p style="text-align: right;">(Authorised Signatory)</p>	Exhibitor's Name _____ Company _____ _____ Address _____ _____ _____ Telephone: _____ Fax: _____ E-mail: _____
<p>Please return this form to: M/s Translink Express (India) Pvt. Ltd. 123, Udyog Vihar Phase-IV, Gurgaon -122001 (Haryana) India</p> <p>Contact Person: Mr. Ajay Pathak (Country Manager) Mobile No.: 91-9910377817 Office Tel.: +91-124- 2399273-75/ 4012264</p>	

Travel Agency :

M/s YTS Travel Service (P) Ltd.
 118, Indraprakash Building,
 21, Barakhamba Road,
 Connaught Place, New Delhi
 Ph.: 011-23739555/ 237722601/ 23738773
 Fax: 011-23351184
 Email: ytstravel@gmail.com

Contact Person: Ms. Charu Kumar

FORM-8



TEMPORARY PERSONNEL & TRANSLATION SERVICE

LAST DATE OF SUBMISSION 15th Nov,2007

Temporary exhibition personnel can be made available to the exhibitors, If required, please complete and return this form by the deadline date as indicated above. Early application from the exhibitors end is recommended in order to enable us in turn to confirm the services as desired.

DESCRIPTION	COST PER DAY	NO. OF PERSONNEL REQUIRED DAILY	DATE		TOTAL COST
			FROM	TO	
Stand Hostess / Receptionist	1000/-				
Secretarial Assistance	1000/-				
Computer Operator	1000/-				
Interpreter	4500/-				
			GRAND TOTAL Rs.		

Translators and other specialised services may also be requested by using this form.

ROLE	LANGUAGE	NO. OF PERSONNEL	DATE	
			FROM	TO

IMPORTANT :

- PAYMENT IS TO BE MADE BY BANK DRAFT IN FAVOUR OF ARCH CONCEPT PVT. LTD.
- THERE IS A MINIMUM CHARGE OF 1 DAY (8 HOURS INCLUSIVE OF 1 HOUR BREAK FOR LUNCH). OVERTIME IS BILLED AT ONE AND A HALF TIMES NORMAL RATES. OVERTIME CHARGES COMMENCE AFTER 1800 HOURS.
- TEMPORARY STAFF SHOULD NOT BE TRUSTED WITH THE HANDLING OF CASH OR OTHER VALUABLES. EXHIBITORS WILL BE RESPONSIBLE FOR THE SAFETY OF TEMPORARY STAFF ON THEIR STANDS AND ISA DELHI SECTION. WILL NOT BE RESPONSIBLE FOR LOSS OR DAMAGE.

Please fill and return this form along with full payment in advance by D.D./ Payorder in favour of "ARCH CONCEPT PVT. LTD." payable at New Delhi, otherwise late fee charge @25% on these rates will be charged.

We are enclosing D.D. No. _____ dt. _____ for Rs. _____ Drawn on _____

(PLEASE WRITE IN BLOCK LETTERS)

Exhibitor's Name _____ Stall No. _____ Hall No. _____ Date _____ <p style="text-align: right;">(Authorised Signatory)</p>	Exhibitor's Name _____ Company _____ _____ Address _____ _____ Telephone: _____ Fax: _____ E-mail: _____
<p>Please return this form to: ARCH CONCEPT PVT. LTD. K-62, (S.F.), Fateh Nagar, New Delhi-110018 Tel. ++91-11-25133830, 25133999, 65456611 Fax: ++91-11-25409815, Email: archpvtl@bol.net.in Web : www.archconcept.in</p>	