

4TH HOME EXPO INDIA 2015

16th – 18th April 2015

Dear Exhibitors,

On behalf of the Export promotion Council for Handicrafts, I welcome you to the **4rd Home Expo India 2015**, the 3 in 1 show of **Home Furnishings, Textiles, Furniture, Houseware & Decoratives** to be held at the India Expo Centre & Mart at Greater Noida.

This **Exhibitor's Manual** is provided with the purpose to assist your organization in preparing for your participation in the HOME EXPO INDIA 2015.

Please read this manual carefully and thoroughly to ensure that all relevant matters are processed properly and therefore make your participation in this edition of the above events a memorable one. Please also note the deadline dates and return Forms to the contact numbers promptly.

Should you have any queries, please contact the responsible person, whose name and contact number and email is provided in this manual for your assistance.

Thank you for your co-operation.

Executive Director
Export Promotion Council for Handicrafts
New Delhi

GENERAL INFORMATION

FAIR NAME

HOME EXPO INDIA 2015

FAIR VENUE

India Expo Centre & Mart (IEML)
Plot No. 25 & 27, Knowledge Park II, Greater Noida, U. P.

FAIR DATES & TIMINGS

16th - 18th April 2015 10.00 to 18.00 hrs.

ORGANIZER

Export Promotion Council for Handicrafts
EPCH House, Pocket 6 & 7, Sector – C, LSC, Vasant Kunj
New Delhi-110070.

CONTACT PERSONS

Organizers	Rakesh Kumar Executive Director	011-26135256	Ext. 107
	R. K. Verma Director	011-26135256	Ext. 108
EPCH Trade Fair Division homeexpoexhibitors@epch.com	Sushil Kumar Agarwal	011-26135256	Ext. 110
Hotel – Help Line hotels@epch.com	Kushal Talwar	011-26130692 09871121212	011-26135256 Ext. 123
Shuttle Service – Help Line projects@epch.com	Siddhartha Tyagi	09818725533	011-26135256 Ext. 127
	Fax no. 1	011-26135518	
	Fax no. 2	011-26135519	
Site cum Accounts Office – Operational w.e.f. 12-04-2015	Rishi Sharma Laxmi Naudiyal	08800094192 09810835888	
Trade Tax Help Line Operational w.e.f. 10-04-2015	Rajesh Singh	09717703140	

HOME EXPO INDIA 2015

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U. P. GOVERNMENT TRADE TAX GUIDELINES – *GENERAL GUIDELINES FOR Home Expo India 2015 – Most Important*

As the trade tax department has abolished the trade tax check posts, all the goods that now enter U. P. or go out of U. P. require a Transit Pass, which is available at <http://www.comtaxup.gov.in/transitnew/Transit/Transit/login.aspx>

Other than U.P exhibitor will be required to fill up the transit pass online on the above mentioned website. All exhibitors who are from out-side U. P. (Uttar Pradesh) may please note, the Transit Declaration formalities are mandatory and exhibitors are advised to arrange necessary documents as per the U. P. Trade Tax requirements for their transporters who will be ferrying their goods to the exhibition venue at Greater Noida for the exhibition. **A detailed Trade Tax Manual along with FAQ is enclosed with the Exhibitor's Manual for your reference and information.**

Along with **printout of the Transit Permit** please attach copy of the following documents:-

1. PACKING INVOICE
2. ALLOTMENT LETTER
3. VEHICLE REGISTRATION CERTIFICATE
4. DRIVER LICENSE
5. VEHICLE INSURANCE CERTIFICATE

Kindly ensure that the following formality has been done by you before your Vehicle departs for Mart, Greater Noida. The Transit Permit shall also be required to be cancelled after the close of the fair and a copy of the cancellation filled online shall be required to be carried by the vehicle that will be transporting the exhibits as the U. P. Govt. Trade Tax Mobile Squads may require these documents.

You may contact the help line at the following no. 09717703140. The Help Line shall be operational from 12th April 2015 and shall be available till 19th April 2015.

Very Important:- All exhibitors may kindly note that the U. P. Trade Tax Authority is operating **Mobile Checking Squads** and the vehicles carrying the exhibits can be asked to furnish the necessary documents at any time after entering the U. P. borders. All exhibitors are requested to provide their transporters with the necessary documents to avoid unnecessary delay/penalty.

For any further assistance on the issue, exhibitors may contact:-

Mr. Rajesh Singh, Export Promotion Officer - EPCH.

Email:- ihgf.epch@epch.com

Tel:- 011-26135256 (ext. 118) / Mob. 09717703140
(in operation from 10-04-2015).

[Exhibitors may note, any change in the Trade Tax Rules of the U. P. Government shall be informed by the EPCH]

Indian Houseware & Decoratives Show*Indian Furnishings, Floorings & Textiles Show

***Indian Furniture & Accessories Show ***

MOVE-IN & MOVE-OUT SCHEDULE FOR DISPLAY

	Raw Space (Exhibitors constructing own stand)	Built – up Stand (EPCH built up stands)
Possession of Stand	April 12 – 12:00 noon onwards	April 14 – 10:00 am onwards *
Booth Construction	April 12 - 14, 2015	N. A.
Booth Decoration	April 15, 2015 (Imp.: All booths must be fully decorated by 6:00 pm on 14 April)	April 15, 2015 (Imp.: All booths must be fully decorated by 6:00 pm on 14 April)
Move-Out Exhibits	April 18, 2015 (after 6.00 p.m.)	April 18, 2015 (after 6.00 p.m.)
Termination of Booth Electricity	April 18, 2015 – 6:00pm	April 18, 2015 – 6:00pm

Important – Possession of stand will be given to the exhibitors on submission of the **Authority Letter** with the respective Hall Manager (***as per FORM IV encl.***).

Very Important - The exhibition will open on 16th April 2015 at 10:00 am. The exhibitors are therefore requested to kindly complete their display by 6:00 pm on 15th April 2015 so that necessary arrangements for the inauguration can be made.

ENTRY AND REMOVAL OF EXHIBITS

Entry of vehicles in the “India Expo Centre & Mart” complex will not be permitted during exhibition period. However, vehicles carrying exhibits will be allowed entry till 15th April 2015 up to 18.00 hours for the purpose of bringing in exhibits. Entry and exit of vehicles will be allowed only from the designated Gates.

IMP: It is requested that all vehicles carrying exhibits must display the enclosed colour **“HALL IDENTIFICATION STICKER”**.

WHERE ARE YOU LOCATED? (BLOCK WISE LOCATION)

You have been allotted a stand. The Blocks in the different Halls are as under:-

STANDS HAVING PREFIX	EXHIBITION HALL	LOCATION
E	1, 3, 5, 7	Ground Floor – Exhibition Halls

EXHIBITORS BADGES (Photo Identity Badges)

To restrict the entry of unwanted visitors, **Photo Identity Badges** will be issued to all exhibitors. These badges are not transferable. Exhibitor carrying such badges will only be allowed to enter the exhibition hall. **For general safety, exhibitors should not pass the badges to persons other than their staff.** All exhibitors are requested to display their Photo ID badges at all times during the exhibition.

The badges will be handed over to the exhibitors at the fair ground. They can collect it from their respective Hall Manager on submission of the **Authority Letter**.

Indian Houseware & Decoratives Show Indian Furnishings, Floorings & Textiles Show*

*Indian Furniture & Accessories Show *

Exhibitors are requested to bring with them the photographs of their staff who would attend the fair. It may please be noted that the Organizers will not provide free photography for Exhibitor Badges. Exhibitors will be required to pay for the Photographs at the fair ground.

NOTE : The exhibitors will be issued badges as per the following break up:

SIZE OF STAND IN SQ. MTR.	9-12	18-24	30	36	42
NO. OF BADGES ADMISSIBLE	THREE	FOUR	FIVE	SIX	SEVEN
ONE EXTRA BADGE ON EVERY ADDITIONAL 6 SQ. MTR. SPACE OVER 42 SQ. MT.					

Exhibitors may please note that no entry or exit will be allowed other than from the specified gates. However, organizers may at any time change the entry/exit plan due to administrative reasons.

CONSTRUCTION BADGES

Exhibitors may please note that entry of unauthorized labour / exhibitor's staff not carrying proper identification badges will not be allowed in the Mart Complex during the Built-up and Exhibition days.



The Council will issue **Construction Badges** to all exhibitors for entry & exit during the buildup period from 12 - 15 April 2015. The badges will be valid till the 15th April 2015. Exhibitors are requested to kindly instruct their staff and contractors to wear these badges at all times during the buildup period as entry into the Mart complex will only be allowed on the basis of these badges.

MODULAR STAND – EPCH BUILT UP STAND

A fully constructed stall with modular Stand will be provided by the organizers to the exhibitors of **12 sq mt.** stand during the exhibition with the following:

- Three sides partition for normal stand
- Floor Carpeting in stand.
- Fascia with participants name
- Electricity point 5/15 amp
- One waste paper basket
- Electricity fittings with 6 spotlight
- 1 table & 3 chairs

IMPORTANT – ELECTRICITY: It has been observed that exhibitors are using unlimited spot light / Halogen light or other equipment absorbing electricity more than the permissible limit as per the stand size. All exhibitors may please note for a 12 sq. mtr. Stand only 6 spot lights of 60 watts each are allowed. Exhibitors can have additional electricity on payment basis. **Requests for additional electricity load should reach the council's office on the prescribed Form III by 06st April 2015.** Please note unauthorized use of electrical loads of more than the permissible limit as per the stand size will be severely penalized. **No halogen lights will be allowed unless exhibitors obtain approval from the Organizers by paying for the requisite power load.** Further, the Organizers reserve the right to disconnect the stall electricity of the offending exhibitors without any prior communication/warning.

MODULAR STAND EXHIBITORS MUST ADHERE TO THE FOLLOWING POINTS:

- No additional booths fitting or display may be attached to the booths structure.
- No tapes, nails or fixtures of any kind are allowed to be affixed to the partitions, floor or ceiling. Exhibitors are liable to any damage caused to their booth fixtures and fitting at the fair.
- **No freestanding fitment may exceed a height of 10 ft. / 3.00 mt. or extend beyond the boundaries of the booth allocated. This includes exhibits, name fascia, advertising material and company logo.**
- **Don't spoil other booth outside/back/left/right panel it should be properly painted or covered with other medium. In case exhibitor don't follow the above EPCH reserve the right to execute the above job and charged to the participants**
- All exhibitors stand materials and the like shall be removed immediately after the closing of the exhibition according to arrangements and within the time limit specified by the Organizers. Any exhibits or stand material left behind at the Exhibition Venue shall be deemed abandoned. Exhibitors are responsible for the expenses incurred for disposing of all such items.
- Installation of electrical equipments, including lighting fixtures must adhere to the Electrical Regulations. Exhibitors are advised to make use of branded electrical fittings only.

HOW TO GET DISPLAY AIDS?

Display aids such as Shelves, Glass Show Cases, Soft Boards, Display Counters, Coat Racks, Podiums, and Mesh Panels etc. will have to be arranged by the exhibitors on their own. Please note the attachments should match with the Prefabricated Powder Coated Octanorm system. ***A list of empanelled agencies is enclosed.***

Kindly note, only the empanelled agencies will be allowed entry into the Mart complex. However, the Council does not assume any responsibility about payment and other transactions between the exhibitors and contractors.

ARE YOU CONSTRUCTING YOUR OWN STAND? (**BARE SPACE SITES- Architectural / Design Guidelines**)

In order to make your stand more attractive and harmonious with the overall hall design and décor, the following **Design Guidelines** have been formed to help your designer/decorator to conceive best possible design of your stand within the design parameters which needs to be followed by all concerned.

Maximum Permissible Height of Stands.

- A. **Design with dimension to be forward to EPCH for necessary approval. The last dated for submission of above is 06th April 2015.**
- B. **Maximum height of construction in stands from 24 sq. mt. or above area shall be upto 3.00 meters.**
 - **Important:-** The Council reserves the right in relaxation of height depending upon the location of the stand. Exhibitors are requested to please bring in **pre-fabricated structures** if constructing their own booths as the Built up & Display period is from 12 - 15 April 2015. ***Please do not allow your contractor to use poor quality electrical wirings and fittings, they are serious fire hazard.***
USE OF HALOGEN LIGHTS & ALUMINUM WIRING IS STRICTLY PROHIBITED, AND IF FOUND INSTALLED WOULD BE IMMEDIATELY REMOVED BY THE ORGANIZERS.

FIRE & SAFETY PRECAUTION & SPECIAL INSTRUCTIONS FOR EXHIBITOR'S CONSTRUCTING OWN BOOTHS - [TO BE FOLLOWED BY ALL]

- Exhibitors are permitted to construct their own booth under the supervision & guidance of a Structural Engineer. All exhibitors constructing their own booths must have the designs/plans duly certified by a Structural Engineer. The Council reserves the right to obtain a copy at any given time during the fair for the Council's information and record. **(KINDLY USE ENCLOSED FORM I.)**
- The Council reserves the right to stop construction if it is noticed that the construction is not safe and stable. It is the sole responsibility of the exhibitor to ensure that the construction is safe and the guidelines are followed.
- Exhibitors are requested to submit the details of their Contractor/Agency as per the enclosed format within the specified deadline for issuing contractor badges. **Kindly fill up and submit enclosed Form II for issuance of Construction Badges.**
- The Council will not be responsible for any delay on account of non-submission/late submission of the required information by the exhibitor.
- No display, construction or projection of construction element shall be permitted in the passages.
- Constructions of stands must be confined within the allotted area and should not project into or over the stands or gangways.
- Exhibitors are requested to kindly contact their hall manager for their exact location within the hall before commencing construction of their stall.
- Exhibitors opting for bare space are advised to bring pre-fabricated stands to avoid any delay in erection of their booth and damage to the mart property.
- **Use of inflammable material like dry grass/straw, bamboo sticks, jute, synthetic fabric, wall paper or fabric/flex masking, surgical cotton, wood chips & wooden scraps will be strictly prohibited.**
- Access to electric meters/main distribution boards, public conveniences and emergency exits shall be left clear during construction and display.
- Exhibitors opting for bare space will not be entitled to any refunds on their stand rent, any additional items or services etc. in lieu of the above during the Fair.
- Only the agencies empanelled and authorized by the Council (as per list enclosed) will be allowed to work inside the exhibition halls.
- Empty boxes, cartons and other packaging materials shall not be kept in the halls as the same pose serious fire hazard.

- **Electrical works in the stands MUST be entrusted to licensed electrical contractors and use of ISI Certified & Fire Insurance approved material shall be mandatory.**
- The electrical engineers of EPCH/IEML shall provide connections from the tapping point of main power line to each constructed and electrical fitted stand.
- **Fire Precaution:** For all construction with wooden material involved, raw space contractors are required to prepare one functional fire extinguisher at a conspicuous spot within the assigned area during the **construction period including the day of dismantling & exhibition days** for safety reason.
- **Exhibitors are advised to monitor the jobs executed by their contractors and ensure only Fire Insurance Approved branded wires and fittings are used. Electrical fire is a constant threat due to use of poor quality material and unauthorized tapping of electricity in the bare/raw space booths.**
- In case of any untoward incident on account of negligence on part of the exhibitor or the contractor engaged by the exhibitor the above matter – the exhibitor will be solely responsible for the loss including the loss caused to the property of the EPCH, Fair Venue and the Exhibition Contractor/Agencies engaged by the Council.
- **Use only one appliance per socket. Please do not use multi-point plugs.**

- **All Exhibitors constructing their own booths are required to install fire extinguishers during the construction & exhibition period including the period of dismantling. In case, the exhibitor's fail to do the same, the Council will install and charges shall be billed to the exhibitor.** The Council reserves the right to close the stall if the above guidelines are not followed by the exhibitor.

Indian Houseware & Decoratives Show*Indian Furnishings, Floorings & Textiles Show

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VERY IMPORTANT

DISTRIBUTION OF PROMOTIONAL LITERATURE.

Promotional materials such as product catalogues and brochures can only be distributed by the exhibitors within their booths.

Exhibitors may please note that distribution of promotional literature in passages, common area, lounge or restaurant or in the fairground (other than their stand) is strictly prohibited. Organizers have the right to confiscate such promotional literature.

POSSESSION OF STAND - AUTHORITY LETTER

Possession of the stand will be given to the exhibitors subject to receipt of full payment and clearing all dues whatsoever that may accrue before taking possession of their stand and on submission of Authority letter as per the Performa enclosed i.e., **FORM-IV**. Stands are to be vacated on the same day of the close of the Fair. **Please keep the details of all the payments with you for the satisfaction of your hall in-charge and present it on demand.**

EXHIBITS DISPLAY DEAD LINE

All exhibitors are requested to complete display of exhibits at their stands strictly by 1800 hours (6.00 P.M.) on 15TH April 2015. The cleaning process of Hall will start at 1800 hours (5.00 P.M.) on 15th April 2015.

STORAGE OF EMPTY BOXES

Empty boxes should be kept in the appropriate storage area. Empty boxes will not be allowed to be kept anywhere in the exhibition area. These will have to be removed latest by 6.00 P.M. on 15th April 2015, failing which, organizers shall have the right to confiscate these boxes and impose dumping charges for the material.

SELLING FROM STAND:- RETAIL SALE NOT ALLOWED

Please note it is strictly prohibited to sell anything from the stand. **Kindly submit your undertaking on the enclosed Form – V.**

OBSTRUCTION OF PASSAGE/OUTSIDE STAND AREA. (GANGWAYS)

No stand should be left unattended during Exhibition hour. Activity, which in the opinion of the organizers amounts to nuisance, will not be allowed. Exhibits must not obstruct the passages. Organizers shall have the right to take remedial action in such cases.

Exhibitors are advised to display exhibits only with-in the area of their stand. Obstruction of passages or exhibits display outside of stand will not be allowed. The organizers have the right to confiscate the exhibits kept outside the stands.

MANNING THE STAND

- Exhibitors should keep their stands in an orderly manner.
- Empty boxes should be kept in the appropriate storage area.
- Exhibits should be displayed in a professional manner compatible with the image of the fair.
- All exhibitors are required to remove the night sheets/curtains from their stands within 15 minutes of the opening of the exhibition, failing which, the organizers shall have the right to remove the curtains/night sheets.
- Stands must be manned by knowledgeable staff at all times during the exhibition period. Exhibitors should not vacate their stands before the official move-out time on the last exhibition day unless special permission has been given by the organizers.

GENERAL BEHAVIOUR

- Exhibitors should always behave in a courteous and businesslike manner throughout the exhibition. They must pay due respect to visitors and other exhibitors.
- Exhibitors should welcome all visitors to their stands. Under no-circumstance should they act in a discriminatory way or prevent certain visitors from approaching their stands.
- Exhibitor badges are not transferable and should be worn on all times for security reasons.

RIGHT TO PRIVACY

Exhibitors are expected to respect the right of all other exhibitors. They are prohibited from entering other exhibitors' booths unless they are being invited.

NO SMOKING ZONES:-

The stands are being erected in prefab systems within a covered structure and will have limited air circulation facility. As such it is advised to refrain from smoking in all the covered areas. You may also advise the same to visitors and your buyers.

WARNING

No person under any circumstances shall cut into or through any floor covering or wall, nor alter any structure of the exhibition hall. Any such damage to the exhibition hall will be recovered from the exhibitor.

SPEND 10 MINUTES IN THE EVENING AND RELAX THE NEXT MORNING

Exhibitors are advised to spend at least 10 minutes in the evening to clean their stands. You can take out all waste paper and brush the floor covering. Your 10 minutes in the evening will save you from dust the next morning and you can also come relaxed the next morning. Exhibition halls will be cleaned at 6.00 P.M. daily.

Exhibitors may please note, waste basket and be kept in gangways so that wastebasket may be cleaned. Cleaner will not enter inside the stands. If garbage etc. is found after 6.00 P.M. inside the stand, the exhibitors have to clean it themselves the next morning.

HALL/BOOTH CLEANING

The Organizers will be responsible for the general cleaning of the exhibition halls and gangways only. Exhibitors must clean their booths and put their rubbish in front of their booths after the show time daily to be picked up by the cleaners.

SECURITY

Participants will be responsible for security of their exhibits and stand. Organizers will make general security arrangements during the exhibition. Halls will be sealed daily at 7.00 P.M. & no person will be allowed to stay in exhibition halls between 7.00 P.M. to 8.00 A.M. Entry to exhibition area will be opened daily at 8.00 A.M. Every care will be taken for security. However, organizers do not take any responsibility for theft, loss, stealing, pilferage etc. and goods are to be kept at owner's risk.

DISPLAY OF BIG ITEMS IN OPEN NOT ALLOWED

Exhibitors may please note that the display of big items in the open areas, passages or entrances shall not be allowed. Any item displayed in the open shall be immediately confiscated. Exhibitors are requested to only display their items within their booths. The organizers shall not provide any security to any items left in the open.

SHARING OR SUBLETTING OF BOOTHS

Exhibition space will be allocated to exhibitors/companies by name of organization and sharing or sub-letting will not be allowed under any circumstances. If it is found that the exhibition space is not being used by the original allottee and has been sub-let to another company, the booth shall be immediately sealed and the companies in question shall be debarred from all future participations in the IHGF & other trade fairs organized by the Council.

VISITORS' INFORMATION

The fair opens to overseas trade buyers only. All visitors must register at the fair and wear the visitor badge during the fair. No visitor under age 18 will be admitted.

SERVICES

INTERNATIONAL BUYERS LOUNGE

For convenience of overseas trade visitors, International Buyers Lounge will be located in Hall – 7 (Ground Floor). The visitors can contact the help desk located in Central Function Building of Mart for any assistance.

RESTAURANT

Multi Cuisine Restaurants & Food Court will be operated during the fair days at the mart.

BUSINESS CENTER

Business Center with the following services like FAX, PHOTOCOPIES, & STD/ISD TELEPHONE will be located in Central Function Building.

FOREIGN EXCHANGE COUNTER

Foreign Exchange Counter will be located in Central Function Building.

MEDICAL AID

A medical aid center with first aid facilities will be operated during the exhibition at Central Function Building.

STAND ATTENDANTS

Exhibitors can hire stand attendants & hostesses from the agencies given in the enclosed list.

TRANSPORT / FREE SHUTTLE SERVICE

The Council will operate **Free Shuttle** Service from the listed hotels and designated pick – up points from Delhi. For further details, exhibitors may contact Mr. Siddhartha Tyagi, Export Promotion Officer at 011-26135256 (ext. 127) or email at projects@epch.com. You may also visit the Council's website www.epch.in for the Free Transport /Shuttle Bus Schedule (pick-up points) for the fair.

HOTELS IN NEW DELHI & NCR

Exhibitors may call Mr. Kushal Talwar on 011-26130692/09871121212 in the EPCH or visit www.epch.in for the list of hotels offering preferential rates for the Home Expo India 2015 (16 – 18 April 2015).

PUBLIC ADDRESS SYSTEMS (ANNOUNCEMENTS ON MIKE)

The public address system is for use by the organizers for official announcements only. It is not available to exhibitors for publicity purposes or for individual messages.

PHOTOGRAPHY & VIDEO SHOOTING

No photo taking, sound recording or video shooting will be allowed in the fair venue, unless approved by the organizers in writing in advance. However the organizers & their approved photographer have the right to take photographs of any stand or Exhibits for their official and media use.

IMPORTANT

CAR PARKING DURING THE FAIR

No car parking will be allowed within the Mart Complex and in front of the Mart Building before & during the Fair. However Car/Vehicles may be parked in the designated parking areas near the Mart Complex free of charge. Necessary parking stickers will be issued to all the exhibitors.

NON EXECUTION OF ORDER

Exhibitors are advised to book the orders, which they can surely execute. In case the organizers receive any complaints from buyer regarding quality 'or' non-execution of any orders, strict action will be initiated against such exhibitors. They will not be allowed to participate in future exhibitions organized by the Council. All Directors/Partners affiliated with such an organization will be responsible for the act and will be penalized.

VIOLATION OF GENERAL EXHIBITOR RULES

In case any exhibitor is violating any of the exhibitor's rules as stated in the "Fair Application Form" submitted for participation in the fair or is non-cooperative, the organizers shall have the right to close down the stand of the participant immediately.

UNFORSEEN OCCURRENCES

In the event of any occurrence unforeseen in these rules and regulations, the decision of the organizers would be final and binding on all exhibitors.

ASSISTANCE

In case you require any information pertaining please write to the EPCH. Quote your Stand Number with kind attention to Hall Manager of your stand. **In case of telephonic enquiry, please provide stand number & reference no. (both) quoted on your letter.**

BLOCKS	HALL	HALL INCHARGE	CONTACT NO.	MOBILE NO.
Block – E (Ground Floor)	1	Mr. Sanjeev Oberoi	011-26135256 (Ext. 114)	09810772504
Block – E (Ground Floor)	3	Mr. Rajesh Biswas	011-26135256 (Ext. 140)	09990223705
Block – E (Ground Floor)	5 & 7	Mr. Rikhi Ram	011-26135256 (Ext. 113)	09717703136

For suggestions, kindly address your letter(s) to: -

Mr. Rakesh Kumar

Executive Director (EPCH)

Export Promotion Council for Handicrafts

EPCH House, Pocket 6 & 7, Sector C, L.S.C., Vasant Kunj, New Delhi – 110070.

Email : homeexpoexhibitors@epch.com

DO's

- Please clean your stand in the evening by soft floor cleaning brush to avoid dust in the morning.
- Please leave the waste bin outside your stand while going.
- Please keep sufficient number of business cards, catalogues, file holder, stapler, carbon papers and your documents like Performa invoice / order books etc.
- Please reach by at least 9.30 A.M. at the entrance gate because screening at entry point for the exhibitors may take some time to clear you to enter exhibition halls. Kindly keep your exhibitor badges ready. Please co-operate with the security on duty.
- We request you to advise your junior staff to wear dresses presentable in the business environment.
- Please open your stands and remove all the curtains latest by 9.45 A.M., otherwise the curtains would be removed by the organizers.

DONT'S

- Please don't keep empty cartons, helmets, suitcases etc. in the stand.
- Avoid lighting of aggarbatti / dhoop or any other inflammable articles.
- Please avoid bringing samples' or heavy articles during the fair time.
- Please don't leave the stand unattended at any time or during lunch.
- Please don't keep any articles on the main bay / gang ways.
- Please don't hang articles on the outer portion of your stand.
- Don't alter name fascia board. (Even if your name is spelt out wrongly, please inform the organizers).
- Please don't load shelves heavily these can fall off.
- Please don't push the structure.

**Wish you a grand success during
HOME EXPO INDIA 2015**

INDEX OF FORMS

Sl. No.	Form No.	Page No.	Purpose	Submission Deadline
1.	Form - I		Request Form for Exhibitors for Bare Space / Own Construction of Stand (Design to be submitted for necessary approval)	6 th April 2015
2.	Form - II		Request Form for Issuance of Construction Badges for Bare Space / Own Construction of Stand	1 st April 2015
3.	Form - III		Form For Additional Electricity / Power Load	6 th April 2015
4.	Form - IV		Authority Letter for Possession of Stand – to be handed over to the hall manager	Between 12 th - 15 th April 2015 at the Exhibition Ground
5.	Form - V		Undertaking of No Retail Sale	16 th April 2015
6.			Declaration	
7.			List of Empanelled Stand Construction/Window Dressing Agencies	
8.			List of Empanelled Suppliers of Display Aids	
9.			List of Empanelled Agencies for Girl Guides & Hostesses & Interpreters	

FORM- I

HOME EXPO INDIA 2015

16th – 18th April 2015, India Expo Centre & Mart, Greater Noida

***REQUEST FORM FOR EXHIBITORS FOR
BARE SPACE / OWN CONSTRUCTION OF STAND***

Deadline – 6th April 2015

Return to:

Export Promotion Council for Handicrafts

EPCH House, Pocket 6 & 7, Sector – C
Local Shopping Centre, Vasant Kunj
New Delhi – 110070.

Fax : +11-26135518 / 26135519

Email: homeexpoexhibitors@epch.com

Sir,

We are constructing our own stand. Our request for bare space & architect / contractor is enclosed herewith for your information & records.

Exhibitor: _____ Stand No: _____

Contact Person: _____

Address: _____

Tel: _____ Fax : _____

Stand Contractor / Architect: _____

Contact Person: _____

Address: _____

Tel: _____ Fax: _____

- NOTE :
1. Please submit 2 sets of detailed drawings (elevations, layout plan & perspective) with dimensions, illustrating the design of your stand for the fair.
 2. Both the exhibitor & contractor must abide by all rules and regulations of the organizers.

Declaration:-

We confirm that we have read, understood and agree to comply with and to be bound by the Terms & Conditions

AUTHORISED SIGNATORY _____

DATE _____

SIGNATURE & STAMP _____

Important: - Please retain a copy of this Form for your records.

Indian Houseware & Decoratives Show*Indian Furnishings, Floorings & Textiles Show

***Indian Furniture & Accessories Show ***

FORM- II

HOME EXPO INDIA 2015

16th – 18th April 2015, India Expo Centre & Mart, Greater Noida

***REQUEST FORM FOR ISSUANCE OF CONTRACTOR BADGES
BARE SPACE / OWN CONSTRUCTION OF STAND***

Deadline – 6th April 2015

Return to:

Export Promotion Council for Handicrafts

EPCH House, Pocket 6 & 7, Sector – C
Local Shopping Centre, Vasant Kunj
New Delhi – 110070.

Fax : +11-26135518 / 26135519

Email: homeexpoexhibitors@epch.com

Only the Contractor/Agency who presents this form can collect the Contractor Badges by the number of workers. (Please fill out this form and send it to your contractor for collecting badges during the construction period).

Exhibitor: _____ **Stand No:** _____

We have appointed the following agency for stand construction:-

Stand Contractor / Architect: _____

Contact Person: _____ Position _____

Address: _____

Tel: _____ Fax: _____

The above person will collect _____ (number) of Contractor Badges on my behalf.

Declaration:-

We confirm that we have read, understood and agree to comply with and to be bound by the Terms & Conditions

AUTHORISED SIGNATORY _____

DATE _____

SIGNATURE & STAMP _____

Important: - Please retain a copy of this Form for your records.

FORM- III

HOME EXPO INDIA 2015

16th – 18th April 2015, India Expo Centre & Mart, Greater Noida

ADDITIONAL ELECTRICITY/POWER LOAD

Deadline – 6th April 2015

Return to:

Export Promotion Council for Handicrafts

Fax : +11-26135518 / 26135519

EPCH House, Pocket 6 & 7, Sector – C

Email: homeexpoexhibitors@epch.com

Local Shopping Centre, Vasant Kunj

New Delhi – 110070.

Please Note Our Additional Electricity / Power Load Requirement for "Home Expo India 2015" is Given Below:

POWER LOAD REQUIRED - _____ kw @ Rs. 1500/- + 14 % S. T. (Rs. 1710/- per k. w.)

Total Dues Rs. _____

PAYMENT DETAILS:

Demand Draft no. _____ for Rs. _____

Bank _____

Terms & Conditions:-

INCASE, EXHIBITORS REQUIRE EXTRA ELECTRICITY / POWER LOAD, THE CHARGES FOR THE SAME ARE RS. 1710/- PER KW (INCLUSIVE OF TAXES) THE REQUEST CAN BE SUBMITTED AS PER THE ABOVE FORMAT ALONG WITH REQUISITE FEE TO BE PAID BY WAY OF ADEMAND DRAFT / PAY ORDER DRAWN IN FAVOUR OF THE "EXPORT PROMOTION COUNCIL FOR HANDICRAFTS".

IMPORTANT:- REQUESTS RECEIVED WITHOUT PAYMENT WILL NOT BE ENTERTAINED. FURTHER, PAYMENT FOR ELECTRICITY LOAD ONCE DEPOSITED WILL NOT BE REFUNDED.

Declaration: -

We confirm that we have read, understood and agree to comply with and to be bound by the Terms & Conditions

EXHIBITOR _____

STAND NO. _____ HALL NO. _____

CONTACT PERSON _____ DATE _____

TEL _____ FAX _____ SIGNATURE & STAMP _____

FORM -IV

(AUTHORITY LETTER)

(To be typed on company letterhead and to be submitted at the time of taking possession of your stand – but not later than 15th April 2015 12.00 pm at the exhibition ground)

To,
The Executive Director
C/o Export Promotion Council for Handicrafts
New Delhi

Stand No. _____/Hall No. _____

HOME EXPO INDIA 2015

16th – 18th April 2015, India Expo Centre & Mart, Greater Noida

NAME OF THE ORGANISATION : _____

ADDRESS : _____

TELEPHONE : _____

E-MAIL : _____

CONTACT EXECUTIVE : _____

STAND NUMBER : _____

We are enclosing a copy of our stand allotment letter and confirm that payment for stand charges in full has already been made.

Signature.....

Date.....

Name.....

Designation.....

Stamp.....

FORM-V

UNDERTAKING OF NO RETAIL SALE

(To be typed on company letterhead and be submitted on or before
17th April 2015 5.00 P.M. at exhibition ground).

To,
The Executive Director
C/o Export Promotion Council for Handicrafts
New Delhi

Stand No. _____/Hall No. _____

HOME EXPO INDIA 2015

16th – 18th April 2015, India Expo Centre & Mart, Greater Noida

Declaration:-

We confirm that we have read, understood and agree to comply with and to be bound by the Terms & Conditions of this exhibition. We further declare that "NO RETAIL SALE" has been made from our booth.

Exhibitor: _____ Stand No: _____

Contact Person: _____

Address: _____

Tel: _____ Fax: _____

Authorized Signatory _____

Date _____ Signature & Stamp _____



EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

EPCH HOUSE, POCKET 6 & 7, SECTOR – C, VASANT KUNJ, NEW DELHI – 110 070.

Fax – 011-26135518/26135519 Email: homeexpoexhibitors@epch.com

HOME EXPO INDIA 2015

16th – 18th April 2015, India Expo Centre & Mart, Greater Noida

TO WHOM SO EVER IT MAY CONCERN

We hereby declare that the items mentioned below were displayed at the above stand and are the sole property of M/s. _____ and in no case belong to the organizers.

Further, the goods were brought in _____ number of cartons for the exhibition through truck no. _____ to the India Expo Mart Limited, Greater Noida on date _____. We are taking back the goods from the exhibition to its premises by truck number _____ on date _____ and the total no. of cartons are _____. Further, there has been no retail sale in the exhibition held at the India Expo Centre & Mart.

Thanking you,



Authorized signatory for IEML

Stand No. _____/Hall No. _____ Company _____

Sl. No. _____ Details of Invoice / Packing list _____

HOME EXPO INDIA 2015

STAND CONSTRUCTION / WINDOW DRESSING AGENCIES

<p>MR. JATIN MEHTA / MOHIT JATELY M/S. KUNJINC. 303, 3RD FLOOR, VIKAS SURYA PLAZA CU BLOCK, NEW DELHI - 110 034. TEL: 09811076358, 09313484260, 47502117 FAX: 011-47520996 EMAIL: kunjinc@gmail.com / jatin@kunjinc.com</p>	<p>MR. MAYANK KAPOOR M/S. KINGSMEN FAIRTECH INTERNATIONAL PVT. LTD. B - 25, LALA LAJPAT RAI MARG LAJPAT NAGAR II, NEW DELHI - 110 024. TEL: 011-46016816 - 38, 09818055003 FAX: 011-46606161 EMAIL: design@kingsmenfairtech.com</p>
<p>MR. B. M. TRIPATHI M/S. VANA EXHIBITION & INTERIORS PVT. LTD. PLOT NO. 4, STREET NO. 1/1C, VILLAGE JAGATPUR NEW DELHI - 110084. MOB: 09718120503 EMAIL: vanainteriors@gmail.com www.vanainteriors.in</p>	<p>MR. VINEET GOEL M/S. C TO R SPATIAL DESIGN PVT. LTD. B - 82, SECTOR - 60 NOIDA - 201 301. TEL: 0120-2581221, 2582565, 09811766441 FAX: 0120-2582564 EMAIL: info@c2rspatial.com</p>
<p>MR. ARUN GUPTA M/S. PENCILPOINT EXHIBITION DESIGNERS L - 415, SARITA VIHAR NEW DELHI - 110 076. TEL: 08377872991 EMAIL: pencilarun@gmail.com</p>	<p>MR. DINESH RASWANT / RAKESH HASIJA M/S. GRACE INDIA EXHIBITIONS & INTERIORS SHOP NO. 2, 1/17, LALITA PARK, LAXMI NAGAR, DELHI - 92. TEL: 09811081389, 09811061915, 65781909 FAX: 011-22455318 EMAIL: graceindia1@yahoo.co.in</p>
<p>MR. RAJMALHOTRA M/S. VAASTUKRITI A2/34/6 SAHIBABAD IND. AREA SITE IV DIST. GHAZIABAD. TEL: 09810258851/09312233457 FAX: 011-22159621 EMAIL: vaastukriti@gmail.com</p>	<p>MR. MOHINISH GARGA M/S. Z AXIS EXHIBITION DESIGN PVT. LTD. F-515, SARITA VIHAR NEW DELHI - 110 076. TEL: 29941419/41402258/9868855741 FAX: 011-29941420 EMAIL: zaxisindia@gmail.com / zaxisindia@yahoo.com</p>
<p>MS. SONALI MALHOTRA M/S. ALL AXIS D - 47, S. M. VIHAR, DELHI - 110 092. TEL: 09312233457, 09310355500 FAX: 011-22159621 EMAIL: allaxis@bol.net.in</p>	<p>MR. VIKRANT GUPTA M/S. ADWAVES ADVERTISING FIRST FLOOR, S - 513, SCHOOL BLOCK, SHAKARPUR, DELHI - 92. TEL: 09811148239, 42418301 FAX: 011-22481777 (Telefax) EMAIL: vikrant@adwaves.in</p>
<p>MR. RAMAN / KARAM BEDI M/S. PAVILLION FURNISHERS (P) LTD. A-2/73, RAJOURI GARDEN, NEW DELHI - 110 027. TEL: 25439174, 41447173, 20286025 FAX: 011-25156936 EMAIL: pavillionfurnishers@yahoo.com karambedi@hotmail.com</p>	<p>MR. NARENDER KAPOOR / KANT KUMAR M/S. ENN KAY ENTERPRISES 13/313 GEETA COLONY, NEAR HOUSE TAX OFFICE DELHI - 110031. TEL: 011-22435373, 9810717170, 8587942569 EMAIL: kapoor_ennkayent@yahoo.com nkassociates@yahoo.com</p>
<p>MR. PREET JUNEJA M/S. DESIGNER'S DOMAIN H - 53, SECTOR - 41, NOIDA - 201 301. TEL: 09871316714, 09313973676 FAX: 0120-4357456 EMAIL: designersdom@rediffmail.com designersdom@hotmail.com</p>	<p>MR. RAKESH RANA M/S. DESIGN ID 97A, GROUND FLOOR, REAR SIDE SECTOR 30 - 33, FARIDABAD (HARYANA). TEL: 0129-2274636 /09810237626 EMAIL: designed@yahoo.com designed@indiatimes.com</p>
<p>MR. ROHIT DHINGRA M/S. IMPACT MARKETING SERVICES PVT. LTD. B - 80 OKHLA INDUSTRIAL AREA, PHASE - I, N. D. TEL: 0990388399, 011 - 40503620 FAX: 011-40503620 (Telefax) EMAIL: rohithd@impactmarketingservice.com</p>	<p>MR. ANURAG VERMA / MS. NEHA M/S. A. V. DESIGN 26 - A, GROUND FLOOR, AMRIT NAGAR, SOUTH EX. - I, NEW DELHI - 110003. TEL: 24697263, 09810682432, 09810121883 EMAIL: av4design@gmail.com</p>
<p>MS. PAYAL RAMCHANDANI, M/S. aAdya-aAKAAR & ASSOCIATES, J-223, BASEMENT, SAKET, NEW DELHI - 110017 TEL : 09810173569 , 011-41089272 EMAIL : aadya.aakaar@gmail.com</p>	<p>MR. BALBIR SINGH M/s. STUDIOB DESIGN PVT. LTD. 9A, GROUND FLOOR, SFS CATEGORY 1 FLATS SHEIKH SARAI, PHASE 1, NEW DELHI- 110017 TEL: 09811112578 www.studiobspaces.com www.studiobworks.com / www.studiobindia.com</p>

PLEASE NOTE, THE COUNCIL DOES NOT TAKE ANY RESPONSIBILITY AS TO THE JOB CREDITABILITY OF THE AGENCIES LISTED ABOVE. EXHIBITORS ARE REQUESTED TO NEGOTIATE AT THEIR OWN LEVEL.

Indian Houseware & Decoratives Show Indian Furnishings, Floorings & Textiles Show*

*Indian Furniture & Accessories Show *

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**FOR ADDITIONAL DISPLAY AIDS
YOU CAN CONTACT THE FOLLOWING AGENCIES**

**MR. VINAY MITTAL
M/S. DEEPALI DESIGNS & EXHIBITS PVT.
LTD.**

9, 1ST FLOOR PRINTING PRESS AREA
WAZIRPUR, BEHIND PUNJAB KESRI
NEW DELHI - 110 035.

TEL: 011-27185021 - 23

FAX: 011-27185020

EMAIL: deepali@deepalidesigns.com

**MR. JITENDRA AHUJA
M/S. SILVER LINE**

150, ANTRIKSHA APARTMENT
BLOCK - H, VIKAS PURI
NEW DELHI - 110 018.

TEL: 011-28543254, 9811146691, 9873646691

FAX: 011-28543254

**EMAIL: silverlineahuja@rediffmail.com
silverlineahuja@gmail.com**

**MR. VIJAY KAPOOR
M/S. KINGSMEN FAIRTECH
INTERNATIONAL PVT. LTD.**

B - 25, LALA LAJPAT RAI MARG
LAJPAT NAGAR II
NEW DELHI - 110 024.

TEL: 011-46016816

FAX: 011-46606161

EMAIL: mailbox@kingsmenfairtech.com

**MR. DINESH RASWANT / RAKESH
M/S. GRACE INDIA EXHIBITIONS &
INTERIORS**

SHOP NO. 2, 1/17, LALITA PARK
LAXMI NAGAR
DELHI - 110 092.

TEL: 011- 9811081389, 9811061915, 65781909

FAX: 011-22455318

EMAIL: graceindia1@yahoo.co.in

**MR. RAJIV SARDANA / SHEFALI /
AMANPREET**

M/S. SARDANA'S ART CENTRE PVT. LTD.
WZ - 12, HIND NAGAR, CHAUKHANDI
ROAD, TILAK NAGAR
NEW DELHI - 110 018.

TEL: 011-25991597, 25993608, 9811087917

FAX: 011-25994139

EMAIL: rajiv@sardanaartcentre.com

**MR. NARENDER KAPOOR / KANT KUMAR
M/S. ENN KAY ENTERPRISES**

13/313 GEETA COLONY
NEAR HOUSE TAX OFFICE
DELHI - 31.

TEL: 011- 22435373, 9810717170, 8587942569

**EMAIL: kapoor_ennkayent@yahoo.com
nkassociates@yahoo.com**

N. B. THE ABOVE MENTIONED AGENCIES HAVE SHOWN INTEREST IN PROVIDING THEIR SERVICES TO THE EXHIBITORS OF THE ABOVE TRADE FAIRS.

IMPORTANT

PLEASE NOTE, THE COUNCIL DOES NOT TAKE ANY RESPONSIBILITY AS TO THE JOB CREDITABILITY OF THE AGENCIES LISTED ABOVE. EXHIBITORS ARE REQUESTED TO NEGOTIATE AT THEIR OWN LEVEL.

Indian Houseware & Decoratives Show* Indian Furnishings, Floorings & Textiles Show

***Indian Furniture & Accessories Show ***

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*FOR GIRL GUIDES/ HOSTESSES INTERPRETERS
YOU CAN CONTACT THE FOLLOWING AGENCIES*

GIRL GUIDES & HOSTESSES

1. MRS. SNEH PRABHA
1 – B, SECTOR 28
NOIDA – 201 303.
TEL: 0120-2455934
MOBILE: 09810948658
2. MR. SHIRISH BENJWAL
M/S. MASS MANAGEMENT
SERVICES PVT. LTD.
320, 3RD FL. ANSAL CHAMBER II
BHIKAJI CAMA PLACE
NEW DELHI – 110066
TEL: 011-26106111, 26185946, 26181044
MOBILE: 09818441822/09212510405
FAX: 011-26184899
shirishbenjwal2112@gmail.com
- 3 MS. RIDDHI JAIN
M/S. REASSURE EVENTS & EXHIBITION
14/B, 2ND FLOOR, STREET NO. 7
MAYUR VIHAR, PHASE I
NEW DELHI
TEL: 09899143586
riddhijain66@yahoo.co.in

INTERPRETERS

1. MR. VIVEK RAJ
M/S. LANGUAGE AIDE
91-A, 2ND FLOOR, PRATEEK MKT.
MUNIRKA, NEW DELHI – 110 067
TEL : 011-26103904, 45542470
MOBILE: 09811480781/09811280781
vivek.raj@languageaide.com
2. M/S. MASS MANAGEMENT
SERVICES PVT. LTD.
320, 3RD FL. ANSAL CHAMBER II
BHIKAJI CAMA PLACE
NEW DELHI – 110066
TEL: 011-26106111, 26185946, 26181044
MOBILE: 09818441822/09212510405
FAX: 011-26184899
shirishbenjwal2112@gmail.com

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पत्रांक- 1799 /14-15/ज्वाइंट(कार्यपालक)वाणिज्य सं-बी

कार्यालय : ज्वाइंट कमिश्नर (कार्यपालक) वाणिज्य कर,
सम्भाग-बी गौतमबुद्ध नगर ।
दिनांक: 27-3-2015

Mr. Sachin Kumar Sinha, Authorised Signatory
India Exposition Mart Ltd.,
Plot No.- 23-25 & 27-29 Knowledge Park -II, Gautambudh Nagar
Greater Noida - 201306 U.P.

महोदय,

कृपया अपने पत्र सं०- PIN/ IEM/L/14-15/4059 दि०- 18-03-2015 का संदर्भ ग्रहण करें, जिसके माध्यम से दि० 16-04-2015 से 18-04-2015 तक India Expo Centre & Mart, Greater Noida, Uttar Pradesh में आयोजित होने वाली HOME EXPO INDIA-2015 नामक प्रदर्शनी में विभिन्न प्रतिभागियों (Participants)के माल को लाने/वापस ले जाने की आप द्वारा अनुमति चाही गयी है। उक्त के सम्बन्ध में आप कमिश्नर, (सचल दल अनुभाग) वाणिज्य कर, उत्तर प्रदेश, लखनऊ के पत्र सं०-सा/प-25क-प्रदर्शनी निर्देश82/ वाणिज्य कर दि० 18-07-2014 (छायाप्रति संलग्न) के क्रम में निम्नानुसार कार्यवाही किया जाना सुनिश्चित करें :-

1-प्रान्त के अन्दर प्रवेश करने से पूर्व ही सम्बन्धित प्रतिभागियों द्वारा प्रदर्शनी स्थल में लाये जा रहे माल/ उत्पाद सम्बन्धित प्रपत्रों के साथ वाहनो का ट्रांजिट डिक्लरेशन फार्म परिपत्र सं०-1341/ 1314041 दि० 03-09-2013 एवं ट्रांजिट डिक्लरेशन फार्म परिपत्र सं०- 1341/1314054 दि० 01-10-2013 के प्रस्तर-9 (छायाप्रति संलग्न) में दी गयी व्यवस्था के अनुसार माल लाने व वापस ले जाने के सम्बन्ध में विहित प्रक्रिया के अनुसार कार्यवाही की जायेगी।

2-उपरोक्त प्रदर्शनी में यदि कोई माल/उत्पाद/मशीनरी लाये जाते हैं एवं उस पर प्रवेश कर की देयता बनती है, तो प्रदर्शनी स्थल जिस कर निर्धारण अधिकारी के क्षेत्राधिकार में आता है, वह उसका कर निर्धारक अधिकारी होगा तथा प्रवेशकर देय कर के सम्बन्ध में शुर्पाईटैक्स आन इन्दी आफ गुडस इन्द् लोकल एरियाज अधिनियम-2007 के अनुसार निर्णय लेगा। देय प्रवेश कर का भुगतान प्रदर्शनी अवधि में ही जमा कराया/वसूल किया जाना सुनिश्चित करेगा।

3-प्रदर्शनी हेतु वेण्डर द्वारा टेन्ट आदि की स्थापना/आपूर्ति की मद में प्राप्त भुगतान(रैन्ट) ट्रांसकर आफ राइट टू यूज की श्रेणी में आयेगा जिसके सम्बन्ध में सम्बन्धित कर निर्धारण अधिकारी द्वारा नियमानुसार उत्तर प्रदेश वैल्यू एडेड टैक्स अधिनियम-2008 की धारा-3(6) में विहित प्रक्रियानो के अन्तर्गत कार्यवाही प्रदर्शनी अवधि में ही जमा कराया/वसूल किया जाना सुनिश्चित किया जायेगा।

इस प्रकार उपरोक्तानुसार एवं मुख्यालय के उपरोक्त दोनों पत्रों में (प्रदर्शनी में माल को लाने एवं वापस ले जाने हेतु) दिये गये निर्देशो एवं शर्तों को पूर्ण करने के उपरान्त उपरोक्त प्रदर्शनी में माल को लाने एवं वापस ले जाने हेतु आपको स्वतः अनुमति की पात्रता ग्रहण हो जायेगी।

संलग्नक : उपरोक्तानुसार।

(अपके प्रधान)

ज्वाइंट कमिश्नर (कार्यपालक) वाणिज्य कर
सम्भाग-बी, गौतमबुद्धनगर।

पूण्यसं० व दि० : उक्त

प्रतिलिपि : डिप्टी कमिश्नर, वाणिज्य कर, खण्ड-3 गौतमबुद्ध नगर को उक्त संस्था द्वारा प्रस्तुत उक्त प्रार्थना पत्र दि०-18-03-2015, Export Promotion Council For Handicrafts, Vasant Kunj, New Delhi का पत्र सं०-EPCH-4/2(3)/ 2015-HEI दि० 16-03-2015, उक्त आयोजन के प्रतिभागियों (Participants) की सूची (13 पृष्ठ में), एवं कुल 851 Mart Owners की सूची (36 पृष्ठ में) की छायाप्रतियों सहित उक्त के सम्बन्ध में विधिक एवं आवश्यक कार्यवाही हेतु प्रेषित।

ज्वाइंट कमिश्नर (कार्यपालक) वाणिज्य कर
सम्भाग-बी, गौतमबुद्धनगर।

आनलाइन पारगमन घोषणा पत्र (Transit Declaration Form-TDF) की नवीन व्यवस्था के सम्बन्ध में जिज्ञासार्थ (FAQs)

- प्र01- आनलाइन पारगमन घोषणा पत्र (TDF) क्या है ?
- उ0- किसी वाहन द्वारा उत्तर प्रदेश राज्य के बाहर के किसी स्थान से राज्य से होते हुए राज्य के बाहर गन्तव्य के लिए उ0प्र0 वैट अधिनियम 2008 की धारा-50 की उपधारा (i) में निर्दिष्ट माल का परिवहन किया जाता है तो ट्रान्सपोर्टर / वाहन स्वामी / वाहन चालक / प्रभारी व्यक्ति द्वारा प्रदेश में प्रवेश करने से पूर्व माल से सम्बन्धित बिलों / चालानों एवं अन्य प्रपत्रों का सम्पूर्ण विवरण (वजन सहित) विभागीय वेबसाइट <http://comtaxup.nic.in> पर दर्ज करके उसका प्रिन्ट आउट लिया जाना अनिवार्य है। यह प्रपत्र ही पारगमन घोषणा पत्र (आनलाइन ट्रांजिट डिक्लरेशन फार्म) है।
- प्र02- ट्रांजिट डिक्लरेशन फार्म को आनलाइन जारी करने हेतु क्या वाहन का पंजीकरण कराया जाना है?
- उ0 आनलाइन TDF जनरेट करने के लिए प्रत्येक वाहन को वेबसाइट पर वाहन के निम्न विवरण को फीड करके केवल एक बार ही वाहन का पंजीकरण कराया जाना है -
- 1- वाहन संख्या
 - 2- वाहन स्वामी का नाम व पता-परिवहन विभाग की R.C. के अनुसार
 - 3- वाहन स्वामी का PAN
 - 4- वाहन स्वामी का मोबाइल नम्बर
 - 5- वाहन का चेसिस नम्बर
 - 6- वाहन का इंजन नम्बर
 - 7- ट्रान्सपोर्ट कम्पनी जिससे वाहन सम्बद्ध है।
 - 8- ट्रान्सपोर्ट कम्पनी के स्वामी का नाम व पता
 - 9- ट्रान्सपोर्टर की स्वामी का PAN
 - 10- ट्रान्सपोर्ट कम्पनी के स्वामी का मोबाइल नम्बर
 - 11- ट्रान्सपोर्टर की सर्विस टैक्स पंजीयन संख्या
- उपरोक्तानुसार कराया जाने वाला वाहन का पंजीयन निःशुल्क है। इसके फीड करते ही यूनिक रजिस्ट्रेशन नम्बर वाहन स्वामी तथा ट्रान्सपोर्टर के मोबाइल नम्बर पर SMS हो जायेगा। पंजीकरण के लिए कार्यालय आने की आवश्यकता नहीं है।
- प्र03- क्या वाहन के पंजीकरण के बाद यूजर आई0डी0 तथा पासवर्ड के लिए पुनः आवेदन करना होगा?
- उ0- नहीं। वाहन के एक बार पंजीकरण कराने के बाद यूजर आई0डी0 तथा पासवर्ड के लिए पुनः आवेदन नहीं करना होगा। TDF जनरेट करने के लिए वाहन संख्या यूजर आई0डी0 तथा रजिस्ट्रेशन नम्बर प्रथम बार पासवर्ड के रूप में स्वीकार्य होगा। यूजर के पास पासवर्ड को सुविधानुसार बदलने की सुविधा उपलब्ध है।
- प्र04- क्या पंजीकरण के बाद मोबाइल नम्बर या ई-मेल बदलने पर पुनः पंजीकरण कराना होगा ?
- उ0- नहीं। मोबाइल नम्बर या ई-मेल बदलने के लिए पुनः पंजीकरण आवश्यक नहीं है। पूर्व से प्रयोग किये जा रहे यूजर आई0डी0 तथा पासवर्ड से login करके मोबाइल नम्बर तथा ई-मेल अपडेट किया जा सकता है।
- प्र05- क्या वाहन को पंजीकरण के समय अंकित ट्रान्सपोर्टर से भिन्न ट्रान्सपोर्टर के माध्यम से परिवहन किया जा सकता है ?
- उ0- हाँ। पंजीकरण के समय अंकित ट्रान्सपोर्टर से भिन्न ट्रान्सपोर्टर के माध्यम से परिवहन कराने के login के भीतर Add Transporter का विकल्प उपलब्ध है। इस पर क्लिक करके नये ट्रान्सपोर्टर का विवरण अंकित किया जा सकता है।

- प्र014- यदि क्रेता / विक्रेता अपंजीकृत है तो TDF फार्म भरते समय टिन नम्बर को छोड़ा जा सकता है ?
उ0- नहीं, अपंजीकृत क्रेता या विक्रेता की स्थिति में टिन नम्बर की फील्ड में 09 लिखने के बाद नौ बार शून्य अर्थात् 09000000000 लिखा जायेगा ।
- प्र015- वाहन में यदि लदे माल को यदि दूसरे वाहन में लोड (पल्टी) किया जाता है तो क्या पुनः TDF जनरेट किया जायेगा ?
उ0- नहीं, वाहन में लदे माल को यदि किसी दूसरे वाहन में लोड (पल्टी) किया जाता है तो नया TDF जनरेट नहीं किया जायेगा । जिस use ID तथा पासवर्ड से TDF जनरेट किया गया है उससे login करके change vehicle पर click करके नया वाहन नम्बर अंकित किया जायेगा ।
- प्र016- क्या पल्टी के लिये प्रयुक्त वाहन का भी TDF जनरेट करने हेतु आनलाइन पंजीकरण आवश्यक है ?
उ0- हाँ, पल्टी के लिये प्रयुक्त वाहन के लिये भी TDF जनरेट करने हेतु प्रश्न सं0-2 के उत्तर में दी गयी प्रक्रिया के अनुसार आनलाइन पंजीकरण कराया जाना अनिवार्य होगा । यदि वाहन पूर्व में ही पारगमन हेतु पंजीकृत है तो उसे पुनः पंजीकरण कराने की आवश्यकता नहीं है ।
- प्र017- ट्रान्सपोर्टर / वाहन स्वामी द्वारा प्रदेश के भीतर प्रवेश के समय तथा प्रदेश के बाहर निकलते समय क्या SMS किया जायेगा ?
उ0- वाहन स्वामी / ट्रान्सपोर्टर / वाहन चालक द्वारा मोबाइल नम्बर 9235512608 पर प्रदेश में प्रवेश के समय अपने मोबाइल नम्बर से जिस TDF के संबंध में माल का परिवहन किया जा रहा है उसका क्रमांक लिखकर तथा स्पेस देने के बाद 1 लिखकर sms किया जाएगा । इसी प्रकार प्रदेश से बाहर निकलते समय जिस TDF के संबंध में माल का परिवहन किया जा रहा है उसका क्रमांक लिखकर तथा स्पेस देने के बाद 2 लिखकर sms किया जाएगा ।
- प्र018- क्या निर्धारित मार्ग से भिन्न मार्ग से भी माल का परिवहन किया जा सकता है ?
उ0- नहीं, माल के परिवहन हेतु TDF-1 में निर्धारित रुट का ही प्रयोग किया जायेगा । भिन्न रुट अपनाने पर विभागीय अधिकारियों द्वारा प्रतिकूल दृष्टिकोण अपनाते हुए तदनुसार कार्यवाही की जायेगी ।
- प्र019- क्या TDF-2 से सम्बन्धित सूचना के कागजात कहीं पास कराने हैं ?
उ0- नहीं, आपको TDF के utilization की सूचना आनलाइन ही देनी है ।
- प्र020- क्या TDF-2 अपलोड किए जाने के पूर्व उसी वाहन के लिए नया TDF-1 जनरेट किया जा सकेगा ?
उ0- नहीं । यदि पूर्व संव्यवहार के लिए TDF-2 अपलोड नहीं किया गया है तो इस वाहन से नया TDF-1 डाउनलोड नहीं हो सकेगा ।