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 <u>HOME EXPO</u> <u>INDIA 2015</u>.

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. <u>Please</u> also note the deadline dates and return Forms to the contact numbers <u>promptly</u>.

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.

^{*}Indian Houseware & Decoratives Show*Indian Furnishings, Floorings & Textiles Show* *Indian Furniture & Accessories Show * Page 1

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 Fax no. 2	011-26135518 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 16th – 18th April 2015

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 *

M 0 S Т I M Р 0 R Т A N T

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.

<u>IMP</u>: 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:

ONE EXTRA BADGE ON EVERY	ADDITIONA	L 6 SQ. MT	R. SPACE OV	ER 42 SQ. I	VT.
NO. OF BADGES ADMISSIBLE	THREE	FOUR	FIVE	SIX	SEVEN
SIZE OF STAND IN SQ. MTR.	9-12	18-24	30	36	42

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
- One waste paper basket
- Electricity fittings with 6 spotlight
- 1 table & 3 chairs
- Electricity point 5/15 amp

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. <u>*A list of empanelled agencies is enclosed*</u>.

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 <u>pre-fabricated</u> <u>structures</u> 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.* <u>USE OF HALOGEN LIGHTS & ALUMINUM WIRING IS STRICTLY</u> <u>PROHIBITED, AND IF FOUND INSTALLED WOULD BE IMMEDIATELY</u> <u>REMOVED BY THE ORGANIZERS.</u>

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 L.)

• 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 IL for issuance of Construction Badges.

• The Council will not be responsible for any delay on account of nonsubmission/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 <u>construction period including the day of dismantling & exhibition days</u> 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.

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

<u>All exhibitors are requested to complete display of exhibits at their stands strictly by</u> <u>1800 hours (6.00 P.M.) on 15TH April 2015</u>. 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.

^{*}Indian Houseware & Decoratives Show*Indian Furnishings, Floorings & Textiles Show* *Indian Furniture & Accessories Show * Page 8

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.

^{*}Indian Houseware & Decoratives Show*Indian Furnishings, Floorings & Textiles Show* *Indian Furniture & Accessories Show * Page 9

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 sublet 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.

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 <u>stand number & reference no. (both)</u> guoted on your letter.

4				
BLOCKS	HALL	HALL INCHARGE	CONTACT NO.	MOBILE NO.
Block – E	1	Mr. Sanjeev Oberoi	011-26135256	09810772504
(Ground Floor)			(Ext. 114)	
Block – E	3	Mr. Rajesh Biswas	011-26135256	09990223705
(Ground Floor)			(Ext. 140)	
Block – E	5&7	Mr. Rikhi Ram	011-26135256	09717703136
(Ground Floor)			(Ext. 113)	

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

SI.	Form No.	Page	Purpose	Submission
No.		No.		Deadline
1.	Form - I		RequestFormforExhibitors for Bare Space/ OwnConstructionStand(Designtosubmittedfornecessary 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	
5.	Form - V		Undertaking of No Retail Sale	16 th April 2015
6.			Declaration	
7.			List of Empanelled Stand Dressing Agencies	Construction/Window
8.			List of Empanelled Suppliers	s of Display Aids
9.			List of Empanelled Agenci Hostesses & Interpreters	es for Girl Guides &

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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:	
EPCH House	motion Council for HandicraftsFax : +11-26135518 / 26135519e, Pocket 6 & 7, Sector - CEmail: homeexpoexhibitors@epch.coming Centre, Vasant Kunj110070.
Sir,	
	nstructing our own stand. Our request for bare space & architect / s enclosed herewith for your information & records.
Exhibitor:	Stand No:
Contact Pers	son:
Address:	
Tel:	Fax :
Stand Contra	actor / Architect:
Contact Pers	son:
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.
We confirm th	<u>Declaration:-</u> hat we have read, understood and agree to comply with and to be bound by the Terms & Conditions
AUTHORISED	SIGNATORY
DATE	SIGNATURE & STAMP

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

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	Fax : +11-26135518 / 26135519
EPCH House, Pocket 6 & 7, Sector – C	Email: homeexpoexhibitors@epch.com
Local Shopping Centre, Vasant Kunj	
New Delhi – 110070.	

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).

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.
We confirm that we have read, understoo	<i>laration:-</i> d and agree to comply with and to be bound by s & 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 HandicraftsFax : +11-26135518 / 26135519EPCH House, Pocket 6 & 7, Sector - CEmail: homeexpoexhibitors@epch.comLocal Shopping Centre, Vasant KunjNew 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
<u>PAYMENT DETAILS:</u>
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.
<u>Declaration: -</u> 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

<u>FORM - I V</u>

(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)

Τo,

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

<u>FORM-V</u>

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

<u>Declaration:-</u>

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: <u>homeexpoexhibitors@epch.com</u>

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 Centi	re & Mart.	

Thanking you,



Authorized signatory for IEML

Stand No. _____/Hall No. _____ Company

SI. No.

Details of Invoice / Packing list

HOME EXPO INDIA 2015

STAND CONSTRUCTION / WINDOW DRESSING AGENCIES

ME. ATTIN MERTA / MORIT JATELY MR. MATANIK KAPOOR W/S. KUNINC. 03.3% FLOOR, VIKAS SURVA PLAZA BURSANDERSENTIONAL PVT. LTD. 203.3% FLOOR, VIKAS SURVA PLAZA BURSANDERSENTIONAL PVT. LTD. CUBLOCK, NEW DELHI - 110 034. B- 25, LALA LAJPAT RAIA MARG CUBLOCK, NEW DELHI - 110 034. B- 25, LALA LAJPAT RAIA MARG TEL: 0981 1076338, 09313484260, 47502117 FLS: 011-46006161 FAX: 011-47520096 FAX: 011-46006161 EMAIL: kunjinc@gmail.com / jatin@kunjinc.com MR. VINEPT GOEL W/S. VANA STREET NO. 1/1C, VILLAGE JAGATPUR MR. VINEPT GOEL NOB: 09718120503 FEI: 0120-2381221, 2382565, 09811766441 FMAIL: info@c2rspatial.com FAX: 0120-3582564 www.vanainteriors@gmail.com FAX: 0120-3582564 www.vanainteriors@gmail.com FAX: 0120-3582564 www.vanainteriors@gmail.com FAX: 0120-3582564 www.vanainteriors@gmail.com FEI: 0910242583408(ARD, ELHI - 4 MR. ARUM GDFTA MR. AND NE NEW DELHI - 110 076. FEI: 09810258851/09311233457 FAX: 011-22453318 FAX: 011-22453318 FAX: 011-2245318 FMAIL: gracificating@gmail.com FAX: 011-224531420 M	STAND CONSTRUCTION	•
303.399 FLOOR, VIRAS SURVA PLAZA B 25, LALA LAJPAT RAI MARG CU BLOCK, NEW DELH 110 034, LAIPAT NAGAR II, NEW DELH 110 024, TEL: 0981 1076358, 09313484260, 47502117 FAX: 011.465016316 - 38, 0981 8055003 FAMLI: Mainine@gmail.com / jatin@kunjinc.com FMLI: design@kingsmenfairtech.com MR, B. M. TRIPATHI MX: VAN EXHIBITION & INTERIORS PVT. LTD. PLOT NO. 4, STREET NO. 1/1C, VILLAGE JAGATPUR NR. VINEET GOEL MW, SUAMATINO & INTERIORS PVT. LTD. B 25, SECTOR - 60 NWN DELH 110024. TEL: 0120-2581221, 2582565, 09811766441 FAX: 0120-2581221, 2582564 FMAIL: design@kintlons & INTERIORS MY. SAVAATURETTON DESIGNERS MR. DIVESH RASWANT / RAKESH HASIJA MY: SAVATIONIA KUBBITION DESIGNERS MR: SURVERTI A UNAGAR, DELHI - 1 MY: SVAATURETTI MY: GAACE TONIA EXHIBITION SE INTERIORS MY: SVAATURETTI MY: SAATUR VIHAR MY: SVATURETTI MY: SAATURETTIN MY: SVATURETTIN MY: SAATURETTIN	MR. JATIN MEHTA / MOHIT JATELY	MR. MAYANK KAPOOR
CU BIOCK, NEW DELHI - 110 034. LAIPAT NAGAR IL, NEW DELHI - 110 024. TEL: 0981 1076358, 09313484260, 47502117 FAX: 011 - 47520996 FAX: 011 - 47520996 FMAIL: design@kingsmenfairtech.com FMB. B. M. TRIPATHI MK. VINERT GOEL MS. AR M. RUMPATHION & INTERIORS PVT. LTD. PAX: 011 - 201 301. MOB: 09718120503 FAX: 011 - 202582564. FMAIL: yanainteriors@gmail.com FMAIL: info@c2Crspatial.com MR. ARUM GUTA MR. DINESH RASWANT / RAKESH HASUA MYS. VAASTURATI MS. S. CAST SCH102 (STRES) L. 415, SARTA VIHAR FMAIL: graceindial@yahoo.co.in MR. RAUMALHOTRA MR. NOHINISH GARGA MYS. VAASTURATI MS. S. ZASTE SCH109151565741 FAX: 011-22159621 FAX: 011-22455318 FMAIL: yaastukrifi@gmail.com FMAIL: graceindial@yahoo.co.in MK. SAUMALHOTRA MR. NURRAT GUPTA MYS. VAASTURATI MS. S. ZASTE SCH10915765741 FAX: 011-22159621 F	M/S. KUNJ INC.	M/S. KINGSMEN FAIRTECH INTERNATIONAL PVT. LTD.
CU BLOCK, NEW DELHI - 110 034. LAIPAT NAGAR II, NEW DELHI - 110 024. TEL: 0031 076358, 00313484260, 47502117 FAX: 011 47520996 FAX: 011 47520996 FAX: 011 47520996 EMAIL: kunjinc@gmail.com / jatin@kunjinc.com FAX: 011 46606161 ME. B. M. TKIPATHI MK. VINET GOL MS. S. M. TKIPATHI MK. VINET GOL MS. S. M. TKIPATHI MK. VINET GOL MS. B. M. TKIPATHI MK. VINET GOL MK. ARUN GUPTA MK. DIVESH RASWANT / RAKESH HASHA MK. ARUN GUPTA MR. DIVESH RASWANT / RAKESH HASHA MK. ARUN GUPTA MR. DIVESH RASWANT / RAKESH HASHA MK. ARUN GUPTA MR. DIVESH RASWANT / RAKESH HASHA MK. SATATKA VIHAR MR. DIVESH RASWANT / RAKESH HASHA MK. SATATKA VIHAR MR. DIVESH RASWANT / RAKESH HASHA MK. SATATKA VIHAR MR. DIVESH RASWANT / RAKESH HASHA MK. SAUMAUSA DU DATA MR. MAININGA AGAR DELHI - 110 076. TEL: 098110389, 09811061915, 65781909 FX: 011 - 22453318 FMAL: gracelastic data data MR. MAININGA AGARGA MK. SAUMALI PERO	303, 3 RD FLOOR, VIKAS SURYA PLAZA	B – 25, LALA LAJPAT RAI MARG
TEL: 09811076358, 0931344260, 47502117 TEL: 011-46016816 - 38, 09818055003 FAX: 014-7520896 FAX: 014-7606816 - 38, 09818055003 FMAIL: kunjinc@gmail.com / jatin@kunjinc.com MR. VINEET GOEL MK. S. WAR XERIBITION & INTERIORS PVT. LTD. MR. VINEET GOEL PLOT NO. 4, STREET NO. 1/1C, VILLAGE JAGATPUR NS. CYAR XERIBITION & INTERIORS PVT. LTD. PLOT NO. 4, STREET NO. 1/1C, VILLAGE JAGATPUR B - 82, 5ECTOR - 60 NEW DELHT - 110096. FAX: 0120-2581221, 2582564 FWARLY AND		LAJPAT NAGAR II, NEW DELHI – 110 024.
FAX: 011-47520996 FAX: 011-47520996 EMAIL: kunjinc@gmail.com / jatin@kunjinc.com EMAIL: design@kingsmenfairtech.com MR: B. M. TRIPATHI MR: VIRET GOEL MS: S. VANA EXHIBITION & INTERIORS PVT. LTD. FAX: 011-46060161 PLOT NO. 4, STREET NO. 1/1C, VILLAGE JAGATPUR MR: VIRET GOEL MOB: 09718120503 B-82, SECTOR - 60 NMR: ARUN GUPTA MR: NURESH RASWANT / RAKESH HASUA MY: vyunainteriors@gmail.com FAX: 012-2581221, 2582563, 09811766441 MR: ARUN GUPTA MR: DIVESH RASWANT / RAKESH HASUA MY: vyunainteriors@gmail.com FAX: 012-2581221, 2582564 WWW.yamainteriors@gmail.com FAX: 012-2581221, 2582564 FEI: 0987782991 FAX: 011-22455318 FEI: 0987782991 FAX: 011-22453738 FEMAIL: pencilarun@gmail.com FMAIL: graceindial@yaboo.coin MR: RAJMALHOTRA MY. SLASST 40862 MY: VAASTURHTI FAX: 011-22455313 MY: SUB258851/09312233457 FEI: 29941419/41402258/9868855741 FAX: 011-22159621 FAX: 011-22159621 FAX: 011-22159621 FAX: 011-22451731 FAX: 011-22159621 FAX: 011-2245174 FAX: 011-22159621 FAX: 011-2245174 FAX: 0		TEL: 011-46016816 - 38, 09818055003
EMAIL: Email.com EMAIL: design@kingsmenfairtech.com MR. B. M. TRIPATHI MK. VINEET GOEL MK. VINEET GOEL MYS. VAA SEHIBITION & INTERIORS PVT. LTD. B. A.S. CTO R SPATIAL DESIGN PVT. LTD. PLOT NO. 4, STREET NO. 1/1C, VILLAGE JAGATPUR B 82, SECTOR - 60 NOBA: 0010A - 201 301. MOB: 09718120503 EMAIL: 11002-2582564 MR. RAUN CUPTA MK. CALL 26282564 MYS. SPARTERUBTION DESIGNERS MS. GRACE INDIA SENIBITION DESIGNERS L 415, SARITA VIHAR MK. DINESI RASWANT / RAKESH HASUA NYS. PROCEMENT RESIDENT RESIDENTIAL MS. GRACE INDIA SENIBITION DESIGNERS L 415, SARITA VIHAR FEI: 09811061195, 65781909 FIL: 08377872991 FL: 0811061395, 09811061915, 65781909 FIL: 083767872991 FL: 0811081385, 09811061915, 65781909 FAX: 011-22159621 FAX: 011-22455318 EMAIL: graceindial@yahoo.co.in MR. SAMALIOTRA MK. MARNATO DPTA MYS. CASUS SENTOR VILL MS. SONALIMOTRA MYS. CASUS SENTOR VILL FL: 09811233457 FL: 09812233457 FL: 09812333457 F		
MR. E. M. TRIPATHI MR. VINEET GOEL MS. VANA EXHIBITION & INTERIORS PVT. LTD. MS. C TO R SPATIAL DESIGN PVT. LTD. PLOTNO.4, STREET NO. 1/1C, VILLAGE JAGATPUR MS. C TO R SPATIAL DESIGN PVT. LTD. New Vorkanisteriors. Beaz, SECTOR - 60 NWW vanisteriors. TEL: 0120-2581221, 2582565, 09811766441 FAX: 0120-2582564 WWW vanisteriors. WWW vanisteriors. MR. ARUN GUPTA MR. ARUN GUPTA MR. DINESH RASWANT / RAKESH HASUA MY. SPENCLIPOINT EXHIBITION DESIGNERS J/17, LAITA PARN, LAXMI NAGAR, DELHI - ' L - 415, SARTA VIHAR SHOP NO. 2, 1/17, LAITA PARN, LAXMI NAGAR, DELHI - ' TEL: 09817872891 FAX: 011-22455318 EMAIL: pencilarun @gmail.com MR. NAMALHOTRA MR, RAMALHOTRA MR. NAMALHOTRA MY. SAPTUKRITI MS. SONALI MALHOTRA MS. SONALI MALHOTRA MR. NAMALHOTRA MS. SONALI MALHOTRA MR. NAMALTORA MS. SONALI MALHOTRA MR. MARANT CUPTA MS. SONALI MALHOTRA MR. NARKAGA MS. SONALI MALHOTRA MS. AUXESTANT CUPTA MS. SONALI MALHOTRA MR. MARANT CUPTA MS. SONALI MALHOTRA MR. NARKANT CUPTA MS. SONALI MALHOTRA		
M/S. VANA EXHIBITION & INTERIORS PVT. ITD. PLOTNO. 4, STREET NO. 1/1C, VILLAGE JAGATPUR NEW DELHI - 110084. M/S. C TO 8 SPATIAL DESIGN PVT. ITD. B - 82, SECTOR - 60 NOIDA - 201 301. MOB: 09718120503 B - 82, SECTOR - 60 NOIDA - 201 301. MR AUX CUPTA MR. AUXO CUPTA MR. ARUN CUPTA MR. DIVESH RASWANT / RAKESH HASUA M/S. PENCILPOINT EXHIBITION DESIGNERS L - 415, SARITA VIHAR NEW DELHI - 110076. HR. DIVESH RASWANT / RAKESH HASUA M/S. GRACE NDIA EXHIBITION & INTERIORS HAIL: gencilarum@gmail.com HAX: 011-22453318 EMAIL: gencilarum@gmail.com HAX: 011-22455318 EMAIL: gencilarum@gmail.com HAX: 011-22455318 FIL: 08377872991 HAX: 011-22455318 EMAIL: gencilarum@gmail.com HAX: 011-2245374 M/S. VAASTUKRITI M/S. ZAXIS EXHIBITION DESIGN PVT. LTD. P-515, SARITA VIHAR NEW DELHI - 110 076. FIE: 9914119/41402258/9868855741 FAX: 011-221580521 FAX: 011-2941420 EMAIL: gazsubkriti@gmail.com HAX: 101-2941420 M/S. SONALI MALHOTRA MR. VIRRANT GUPTA M/S. ADVAVES ADVERTISING M/S. ADVAVES ADVERTISING M/S. ALL 2159621 FAX: 011-22481777 (Telefax) EMAIL: gazsubkriti@gmail.com HAX: 101-22481777 (Telefax) FMAIL: alaxis@bol.net.in MR. NAR		0 0
PLOT NO. 4, STREET NO. 1/1C, VILLAGE JAGATPUR NEW DELHI - 110084. B = 82, SECTOR = 60 NOIDA = 201301. NOB: 09718120503 TEL: 0120-2581221, 2582564. WWW, vanainteriors@gmail.com FAX: 0120-2582564 WWW, vanainteriors.in EMAIL: info@c2rspatial.com MR. ARUN CUPTA MR. DINESH RASWANT / RAKESH HASUA M/S. PENCILPOINT EXHIBITION DESIGNERS N. GRACE INDIA EXHIBITIONS & INTERIORS L. 415, SARITA VIHAR SHOP NO. 2, 1/17, LAITA PARK, LAXMI NAGAR, DELHI = 1 NEW DELHI - 110 076. TEL: 09811081389, 09811061915, 65781909 FX: 013-22453181 EMAIL: graceIndia1@vahoe.co.in MR. RAJMALHOTRA MS. AASTUKRITI M/S. VASTUKRITI M/S. Z AXIS EXHIBITION DESIGN PVT. LTD. A2/34/6 SAHIBABAD IND. AREA F-515, SARITA VIHAR SITE IV DIST. GHAZIABAD. NEW DELHI - 110 076. TEL: 09810258851/09312233457 FAX: 011-22941419./41402258/9868855741 FAX: 011-22159621 FAX: 011-2294120 EMAIL: yaastukriti@gmail.com MS. NUARAS TOUCK SHAKARPUR, DELHI = 92. TEL: 09811042238457, 09310355500 FAX: 011-22481777 (Telefax) FAX: 011-22159621 FAX: 011-22481777 (Telefax) EMAIL: alxis@bol.net.in MS. NARNDER KAPOROK / KANT KUMAR M/S, DESIGNER'S		
NEW DELHI - 110094. NOIDA - 201 301. MOB: 097181 20503 TEL: 0120-2581221, 2582565, 09811766441 FAMLI: yanainteriors@gmail.com FAX: 0120-2582121, 2582564 www.vanainteriors.in MR. DRUNGSH RASWANT / RAKESH HASUA MK. ARUN GUPTA MR. DRUNGSH RASWANT / RAKESH HASUA MK. ARUN GUPTA MR. DRUNGSH RASWANT / RAKESH HASUA MY.S. PENCILPOINT EXHIBITION DESIGNERS M. DRUNGSH RASWANT / RAKESH HASUA L - 415, SARITA VIHAR MR. DRUNG & INTERIORS NEW DELHI - 110 076. FEL: 09811081389, 09811061915, 65781909 FEMAIL: genecilarum@gmail.com FEAMIL: graceindial@vahoo.coin MR. RAVIAHBARD IND. AREA FAX: 011-22455318 SITE I: V DIST. GHAZIABAD. MR: NOHINISH GARGA MS. SONALIMALHOTRA MR. NGRANT (JAR2SS 99868855741 FAX: 011-22159621 FAX: 011-22941420 EMAIL: gastukrit@gmail.com EMAIL: gastukrit@gmail.com / zaxisindia@yahoo.com MS. SONALIMALHOTRA MR. NARRAY (KARARPUR, DELHI - 110 076. TEL: 098112323457, 093102335500 FAX: 011-22435335, 9241492 FAX: 011-22159621 FAX: 011-224381777 (Telefax) EMAIL: glasis@bol.net.in MR. NARENDER KAPOOR / KANT KUMAR MY.S. DARAMM KARAM BEDI MR. NARENDER KAPOOR / K	M/S. VANA EXHIBITION & INTERIORS PVT. LTD.	M/S. C TO R SPATIAL DESIGN PVT. LTD.
NEW DELHI - 110094. NOIDA - 201 301. MOB: 097181 20503 TEL: 0120-2581221, 2582565, 09811766441 FAMLI: yanainteriors@gmail.com FAX: 0120-2582121, 2582564 www.vanainteriors.in MR. DRUNGSH RASWANT / RAKESH HASUA MK. ARUN GUPTA MR. DRUNGSH RASWANT / RAKESH HASUA MK. ARUN GUPTA MR. DRUNGSH RASWANT / RAKESH HASUA MY.S. PENCILPOINT EXHIBITION DESIGNERS M. DRUNGSH RASWANT / RAKESH HASUA L - 415, SARITA VIHAR MR. DRUNG & INTERIORS NEW DELHI - 110 076. FEL: 09811081389, 09811061915, 65781909 FEMAIL: genecilarum@gmail.com FEAMIL: graceindial@vahoo.coin MR. RAVIAHBARD IND. AREA FAX: 011-22455318 SITE I: V DIST. GHAZIABAD. MR: NOHINISH GARGA MS. SONALIMALHOTRA MR. NGRANT (JAR2SS 99868855741 FAX: 011-22159621 FAX: 011-22941420 EMAIL: gastukrit@gmail.com EMAIL: gastukrit@gmail.com / zaxisindia@yahoo.com MS. SONALIMALHOTRA MR. NARRAY (KARARPUR, DELHI - 110 076. TEL: 098112323457, 093102335500 FAX: 011-22435335, 9241492 FAX: 011-22159621 FAX: 011-224381777 (Telefax) EMAIL: glasis@bol.net.in MR. NARENDER KAPOOR / KANT KUMAR MY.S. DARAMM KARAM BEDI MR. NARENDER KAPOOR / K	PLOT NO. 4, STREET NO. 1/1C, VILLAGE JAGATPUR	B – 82, SECTOR – 60
MOR: 09718120503 TEL: 0120-2581221, 2582565, 09811766441 EMAIL: yanainteriors@gmail.com FAX: 0120-2582564 WWX.yanainteriors.in EMAIL: info@c2rspatial.com MR. RAUN GUPTA MR. DINESH RASWANT / RAKESH HASIIA M/S. PEOLIPOINT EXHIBITION DESIGNERS MS. GRACE RDIA EXHIBITIONS & INTERIORS L - 415, SARITA VIHAR MS. DINESH RASWANT / RAKESH HASIIA NEW DELHI - 110 076. TEL: 09811061915, 65781909 FAX: 011-22455318 EMAIL: graceIndia1@valuo.co.in MR. RAJMALHOTRA MR. MIMINISH GARGA MY, VASTUKRTI MS. VASTUKRTI A2/34/6 SAHBABAD IND. AREA F515, SARITA VIHAR SITE IV DISZ8851/09312233457 TEL: 29941419.41402258/9868855741 FAX: 011-22159621 FAX: 011-22941420 EMAIL: yaastukriti@gmail.com MS. NONAUKS ADVERTISING PA-47, S. M. VIHAR, DELHI - 110 092. FIE: 00811148239, 42418301 FAX: 011-22159621 FAX: 011-22454177 (Telefax) EMAIL: alaxis@bol.net.in MS. NARNDER KAPOOR / KANT KUMAR MY. ALLAXIS MS. NARNDER KAPOOR / KANT KUMAR MY. S. ALLAYS FEX: 011-22159621 EMAIL: alaxis@bol.net.in EMAIL: galitidid@gnala.com		NOIDA – 201 301.
EMAIL: yanainteriors:@gmail.comFAX: 0120-2582564www.yanainteriors.inEMAIL: info@c2rspatial.comMR. ARUN GUPTAMR. DINESH RASWANT / RAKESH HASUAMS. PENCILPOINT EXHIBITION DESIGNERSMr.S. GRACE INDIA EXHIBITIONS & INTERIORSL -415, SARITA VIHARMR. SRITA VIHARNEW DELHI - 110 076.TEL: 09811081389, 09811061915, 65781909FAX: 011-22455318EMAIL: genetidarun@gmail.comMR. ARUNALHOTRAMR. MOHINISH GARGAM/S. VAASTUKRITIMr.S. CAXIS EXHIBITION DESIGN PVT. LTD.A2/34/6 SAHIBABAD IND. AREAF-515, SARITA VIHARSITE I: 09812233457FAX: 011-2245851/09808855741FAX: 011-22159621FAX: 011-29941419/1402258/9868855741EMAIL: yacstukrit@gmail.comEMAIL: zaxisindia@gmail.com / zaxisindia@yahoo.comMS. SONALI MALHOTRAMR. VIKRANT CUPTAM/S. ALL AXISMr.S. ADWAVES ADVERTISINGD - 47, S. N. VIHAR, DELHI - 110 092.FEI. 098112233457, 09310355500FAX: 011-224381777 (Telefax)EMAIL: ifalais@bl.ot.cinEMAIL: gatis@bl.ot.cinEMAIL: vikrant@dwaves.inMR. RAMAN / KARAM BEDIMR. NARENDER KAPODR / KANT KUMARM/S. PAVILLION FURNISHERS (P) LTD.HA2/73, RAJOUR GARDEN, NEW DELHI - 100 027.TEL: 0981323347FAX: 011-22435733, 9810717170, 8587942569EMAIL: gatis@bl.ot.cinMR. NARENDER KAPODR / KANT KUMARM/S. DESICNER'S DOMAINMR. NARENDER KAPODR / KANT KUMARM/S. DAYATIJON FURNISHERS (P) LTD.HA2/73, RAJOUR GARDEN, NEW DELHI - 100 027.TEL: 25439174, 41447173, 20286025FAX: 011-22435733, 9810717170, 8587942569EM		
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Mr. Sachin Kumar Sinhu, 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 सं0- PIN/ IEML/14-15/4059 थि)- 18-03-2015 का संवर्भ ग्रहण करें, जिसके माख्यम से थि। 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 वाने को आप हारा अनुमति चाही गयी है । उक्त के सम्बन्ध में आप कमिश्नर, (सचल दल अनुभाग) वाणिज्य कर, उत्तर प्रदेश, लखनऊ के पत्र सं0-सा/दा/-25क-प्रदर्शनी निर्देश/882/ वाणिज्य कर थि। 18-07-2014 (ख्रायाप्रति संलग्न) के क्रम में निम्नानुसार कार्यवाही किया बाना सनिश्चित करें :-

। प्रान्त के अन्दर प्रवेश करने से पूर्व ही सम्बन्धित प्रतिभागियों द्वारा प्रदर्शनी स्थल में लाये जा रहे माल/ उत्पाद सम्बन्धित प्रपत्रों के साथ वाइनों का ट्रांजिट डिक्लरेशन फार्म परिपत्र संध-1341/ 1314041 दि0 03-09-2013 एवं ट्रांजिट डिक्लरेशन फार्म परिपत्र संध- 1341/1314054 दि0 01-10-2013 के प्रस्तर-9 (छायाप्रति संलगन) में दी गयी व्यवस्था के अनुसार माल लाने व वापस ले जाने के सम्बन्ध में विहित प्रक्रिया के अनुसार कार्यवाक्ष की जायेगी।

2-उपरोक्त प्रदर्शनी में यदि कोई माल/उत्पाद/मशीनरी लाये जाते हैं एवं उस पर प्रवेश कर को देवता बनती हैं, तो प्रदर्शनी स्थल जिस कर निर्धारण अधिकारों के क्षेत्राधिकार में आता है, वह उसका कर निर्धारक अधिकारों होगा तथा प्रवेशकर देय कर के नम्बन्ध में शुपर्धा:टैक्स आन इन्द्री आफ गुडस इन्द्रू लोकल एरियाज अधिनियम-2007 के अनुसार निर्णय लेगा। देव प्रवेश कर का भगतान प्रदर्शनी अवधि में ही जमा कराया/वसूल किया जाना सुनिश्चित करेगा।

3 प्रदर्शनी हेतु वेण्डर द्वारा टेन्ट आदि की स्थापनग्रआपूर्ति की मद में प्राप्त भुगतान(रेन्ट) ट्रांस्फर आफ राइट ट्रू यूज की श्रेणी में आएगा जिसके सम्बन्ध में सम्बन्धित कर निर्धारण अधिकारी द्वारा नियमानुसार उत्तर प्रदेश वैल्पू एडेड टैक्स अधिनियम 2008 को धारा-3(6) में निष्ठित प्राविधानों 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 निर्देशों एवं शातों को पूर्ण करने के उपरान्त उपरोक्त प्रदर्शनी में माल को लाने एवं वापस ले जाने हेतु आपको स्वत: अनुमति की पावला ग्रहण हो जायेगी।

संलग्नकः उपरोक्तानुसारः।

(प्रान्किर) प्रधान)

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

पुरुषरसंग व थिरु : उक्त

प्रतिलिपि : डिप्टी कमिशनर, वाणिज्य कर, खण्ड-3 गौतमबुद नगर को उक्त संस्था झारां प्रस्तुत उक्त प्रार्थना पत्र वि०-18-03-2015, Export Promotion Council For Handicrafts, Vasant Kunj, New Delhi को पत्र सं0-EPCH-4/2(3)/ 2015-IEEI वि0 16-03-2015, उक्त आयोजन के प्रतिभागियो (Priicipants) की सूची (13 पृष्ठ में), एवं कुल 851 Mart Owners की सूची (36 पृष्ठ में) की छायाप्रतियों संहित उक्त के सम्बन्ध में विधिक एवं आवश्यक कार्यवाद्य हेतु प्रेषित।

> ज्वाइंट कमिश्रनर (कार्यपालक) वाणिज्य कर सम्भाग-बी, गीत्तमबुद्धनगर ।

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

- प्र01- आनलाइन पारगमन घोषणा पत्र (TDF) क्या है ?
- 30- किसी वाहन द्वारा उत्तर प्रदेश राज्य के बाहर के किसी स्थान से राज्य से होते हुए राज्य के बाहर गन्तव्य के लिए 30प्र0 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?
- 30 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?

- 30- 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 रुप 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 ?
- 30- 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 ?
- 30- हॉ । 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 हैं तो TDF फार्म भरते समय टिन नम्बर को छोड़ा जा सकता है ?
- 30- नहीं, अपंजीकृत क्रेता या विक्रेता की स्थिति में टिन नम्बर की फील्ड में 09 लिखने के बाद नौ बार शुन्य अर्थात 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 ?
- 30- 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 हे ?
- 30- हॉ, 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 पुन: 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 ?
- 30- 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?
- 30- नहीं, माल के परिवहन हेतु TDF-1 में निर्धारित रुट का ही प्रयोग किया जायेगा । भिन्न रुट अपनाने पर विभागीय अधिकारियों द्वारा प्रतिकूल दृष्टिकोंण अपनाते हुए तदनुसार कार्यवाही की जायेगी।
- प्र019- क्या TDF-2 से सम्बन्धित सूचना के कागजात कहीं पास कराने हैं ?
- 30- नहीं, आपको TDF के utilization की सूचना आनलाइन ही देनी है।
- प्र0 20- क्या TDF-2 अपलोड किए जाने के पूर्व उसी वाहन के लिए नया TDF-1जनरेट किया जा संकेगा ?
- 30- नहीं। यदि पूर्व संव्यवहार के लिए TDF-2 अपलोड नहीं किया गया है तो इस वाहन से नया TDF-1 डाउनलोड नहीं हो सकेगा।