Manual and Guidelines For Extra Services

Exhibition Details:

Name of Expo : **Agro & Machinery Expo 2019**

Venue : Sri Lakshmi Mahal, Salem Road, Namakkal, Tamil Nadu, India

Dates : May 3 - 5, 2019

Timings : 10 AM to 6 PM

Name of Participant :

Booth Number :

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JASH Trade & Exhibition, India welcome the participants and request them to note the followings:

It is very important to read these guidelines and revert back at the earliest to avoid any inconvenience.

Any damage to the floor, structure or fittings etc. at the venue will have to be made good by the participants and no extra display outside their stall such as banners, buntings, posters etc. are allowed.

The additional requirements detailed hereunder are to be advised within the deadline to avoid hardship at the exhibition. HENCE RETURN ANNEXURE “A” “B” & “C” WITHIN THE DEADLINE WITHOUT FAIL. ANY REQUESTS FOR THE ADDITIONAL SERVICES RECEIVED AFTER THE DEADLINE WILL CARRY ADDITIONAL COST OF 25% OVER THE TARIFF MENTIONED.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EXHIBITOR** | **MOVE-IN** | | **MOVE-OUT** | |
|  | Date | Time | Date | Time |
| Shell Scheme Exhibitor | 2nd May 2019 | 11:00 AM | 5th May 2019 | 10:00 PM |
| Shell Scheme Exhibitor (Outside Hall) | 2nd May 2019 | 11:00 PM | 16th Dec 2019 | 10:00 PM |
| Raw Space Exhibitor | 1st May 2019 | 02:10 PM | 16th Dec 2019 | 11:30 PM |
| Raw Space Exhibitor (Outside Hall) | 1st May 2019 | 02:10 PM | 16th Dec 2019 | 11:30 PM |

**All arrangements / decorations to be completed by:** 2nd May 2019 – 8 pm

**Inauguration is at 10.00 am on 3rd May 2019**

**B) Floor Plan & Location of Your Space:**

The Final Floor Plan and location of the space allotted to the participants will be sent **before May 1st 2019**.

**C) Facilities at the Stall:**

The participants are entitled for the following facilities free of cost for every Particular Shell Stall

**ITEMS NUMBER**

Table One

Chair Two

Spotlight Two

Plug Points One

(5 Amp. 220 V. Single Phase)

Waste Paper Bins One

Carpet

**Name Fascia:** Please give the Name Fascia along with the additional requirements of the above mentioned or other items.

**D) Free Listing In The Show Directory:**

Free listing of participant Company and their products will be arranged in the Show Directory. Please fill in the details as per the format given in **Annexure “A”** and return by fax / mail before the deadline. Any delay in receiving the information or late submission may involve missing of the information or incomplete information in the Show Directory, for which the organizers will not be liable. Though every care will be taken to reproduce the data in the Show Directory, for any errors whether printing or otherwise, the organizers will not be liable.

**E) Advertisement in The Show Directory:**

Participants are invited to place their exclusive advertisement in the Show Directory which will also be a Buyers’ Guide for which the tariff will be as under:

The advertisement material along with the format and Bank Demand Draft as per Annexure “B” may be sent within the deadline.

**F) Services of Hostesses:**

Services of hostesses, who can converse in English as well as local language fluently, can be arranged at additional cost. Please state your requirement on **ANNEXURE “C”**

**G) Services of Security Personnel:**

The organizers will arrange for the general security during the exhibition days (24hrs). If the participant needs additional exclusive security, the requirement may be given in **ANNEXURE “C”**

**BEST WISHES FOR ALL SUCCESS OF YOURS IN THE EXHIBITION**

**Thank you**

**Best Regards**

**JASH TRADE & EXHIBITIONS**

Shabana Begum

Asst.Manager  
[jashtrade05@gmail.com](mailto:jashtrade05@gmail.com)

**ANNEXURE “A”**

**Company / Product Profile for Show Directory**

**DEADLINE FOR SUBMISSION: 20th April 2019**

**Particulars Filled In and Returned**

**To,**

**Mrs. Shabana Begum**

Asst. Manager

**Agro & Machinery Expo**

JASH TRADE & EXHIBITIONS

# Old 11/1, New 23, Ballard Street, Agaram, Chennai – 600 082

Note: For any clarification you may call Mob. No. 99403 20902 or Email to: [jashtrade05@gmail.com](mailto:jashtrade05@gmail.com)

**Name of the Company:**

Address:

City: Country: Postal Code:

Telephone No:

Mobile No:

Fax No:

Email Id:

Website (URL):

Contact Person/s: Designation:

**Principle / Local Agent Taking Part**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Id: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website (URL): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEXURE “B”**

**Advertisement in Show Directory cum Buyers Guide**

Type of the Advertisement : Color\_\_\_\_\_\_\_\_\_\_\_\_ / B & W\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please tick appropriate box:

* Back Outer Cover (Color) US$ 750\_\_\_\_\_\_\_\_\_\_\_\_ Rs. 60,000\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Inside Front Cover (Color) US$ 440\_\_\_\_\_\_\_\_\_\_\_\_ Rs. 35,000\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Inside Back Cover (Color) US$ 440\_\_\_\_\_\_\_\_\_\_\_\_ Rs. 31,000\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Inner Full Page (Color) US$ 200\_\_\_\_\_\_\_\_\_\_\_\_ Rs. 15,000\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quantity : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Details of Artwork: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Artwork to be enclosed or sent by courier before the deadline in illustrator format , PNG, JPG, CRL)

The technical details of the Show Directory are as under:

Maximum Page Size : 21 cm (H) x 13cm (W)

Print Area : 20 cm (H) x 12 cm (W)

Method : Color Separation Positives for Color Advertisements.

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEXURE “C”**

**Additional Service Requirement Form**

**NAME FASCIA** (Free of Charge) – Please fill in all CAPITAL LETTERS or send an attachment of the

Expected FASCIA in illustrator format

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**1)** **ADDITIONAL ITEMS REQUIRED:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SL No** | **Items Requirement** | **Unit Cost**   |  |  | | --- | --- | | **Rs.** | **US$** | | **Quantity** | **Amount**  **Rs./US$** |
| 01 | Table | |  |  | | --- | --- | | 820 | 10 | |  |  |
| 02 | Chair | |  |  | | --- | --- | | 650 | 08 | |  |  |
| 03 | Spot/Tube Light | |  |  | | --- | --- | | 650 | 08 | |  |  |
| 04 | 15 Amps. 220V. Plug Point | |  |  | | --- | --- | | 4920 | 60 | |  |  |
| 05 | Halogen Light (500 W) | |  |  | | --- | --- | | 2460 | 30 | |  |  |
| 06 | Waste Paper Bin | |  |  | | --- | --- | | 650 | 08 | |  |  |
|  | **Total** | |  |  | | --- | --- | | 00 | 00 | |  |  |

**2) No. of Hostesses: \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount: Rs. 4100 / US$ 50 per hostess per day. Total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3) Exclusive Security Guards Required:**

Shift: 8 Hours - 0800 Hrs to 1600 Hrs.

Date: From 13.12.2012 to 16.12.2012

Amount: Rs. 860 / US$ 12 per shift per security guard. Total 01 Person.

**S U M M A R Y**

**Particulars Amount**

Annexure A Rs. /US$ = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annexure B Rs. /US$ = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annexure C Rs. /US$ = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total** =========================

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Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_