



**Registration No:**

**The Gem & Jewellery Export Promotion Council**

Tower A, AE1010, Bharat Diamond Bourse  
Next to ICICI bank, BKC, Bandra (E) Mumbai – 400 051  
Tel + 9122 26524791 || Fax +9122 26524764  
Website: [www.gjepc.org](http://www.gjepc.org) / [www.iijs.org](http://www.iijs.org)

**Ref: Registration of the contractors for stall design and construction  
for India International Jewellery Show, 19th – 23rd August 2010.**

**Venue: NESCO COMPLEX (Bombay Exhibition Center,  
Eastern Express Highway, Goregaon(E).**

We have pleasure in registering our company as per the details given below. Please write in block letters.

1) Name of Firm:

2) Full Address :

City :  Pin:  Country :

3) Tel (Area code):  Fax :

4) Email :

5) website:

6) Contact Person (with designation) :   
Designation :   
Mobile No:

7) Our company details: (pls. tick as applicable)

**A. We are:**

- Designers
- Interior designer
- Architecture
- Event Company
- Printing Company
- Stall Construction Company
- Others Please specify

8) **Our stall number for construction**

- Stall No/s. \_\_\_\_\_ Hall No: \_\_\_\_\_ Area \_\_\_\_\_ sq. mts
- Stall No/s. \_\_\_\_\_ Hall No: \_\_\_\_\_ Area \_\_\_\_\_ sq. mts
- Stall No/s. \_\_\_\_\_ Hall No: \_\_\_\_\_ Area \_\_\_\_\_ sq. mts
- Stall No/s. \_\_\_\_\_ Hall No: \_\_\_\_\_ Area \_\_\_\_\_ sq. mts
- Stall No/s. \_\_\_\_\_ Hall No: \_\_\_\_\_ Area \_\_\_\_\_ sq. mts

9) **Personnel details.**

Sr.No	Person name	Qualification	Designation

10) Details of Affiliation with any Associations/Premium Institute/Organisation.

\_\_\_\_\_

\_\_\_\_\_

We enclose herewith our cheque/demand draft No: \_\_\_\_\_ dated \_\_\_\_\_ for Rs. 11,030/- (Incl. Service Tax) drawn on \_\_\_\_\_ and payable to **The Gem and Jewellery Export Promotion Council, (being 100% of the Registration cost)** (This application form should be accompanied by the amount payable at the time of registering).

**10.** We,

- a. Agree to abide by the attached Guidelines & Terms, Rules and Regulations.
- b. Contractors must provide list of their personnel for presentation to the security authorities by the Organizers at least two weeks before the exhibition date. The list must show names, nationality and profession. Please attach a passport size photograph for each person.
- c. The majority of the contractor's personnel will be permitted on site only during the build-up and breakdown period. Contractors must make a separate application for these personnel in writing to the show management at least two weeks before the exhibition date.
- d. No additional fitting or display may be attached, nailed, screwed or drilled to the shell scheme stand structure. If this instruction is ignored, the official contractors may charge the exhibitor of contractor concerned for damage to his material.
- e. No painting or wall papering of panel is allowed Exhibitors.
- f. No free-standing fitment may exceed a height of 2.5Mtr. This include toewers, logos, names, etc.
- g. No part of any structure or exhibit may extend beyond the boundaries of the site allocated.
- h. No suspension nor attachment may be mad from the trusses, beams or rafters of the exhibition hall, nor may any fixing be made to the floor, columns, walls or any other part of the building structure.
- i. Temporary badges for the each labour/contractor/designers/electricain will be provided during construction period under the category of Contractors badges. Entry to the Exhibition venue will be restricted to those who are not having Contractor's Badges.
- j. One time charge of RS.50 will be levied for each badge during construction period.

Sign :

Date :

Place:

## **CONSTRUCTION RULES & REGULATIONS**

**All Exhibitors must strictly adhere to the following rules and regulations:**

- For those companies in the Jewellery section in Hall 1, 5 & 6 displaying products other than Gems & Jewellery, the Organizers reserve the right to close down the booth without any notice to the Exhibitor.
- A detailed blue print of the stall including the electrical requirement and distribution must be submitted to the Council's office before **19<sup>th</sup> July, 2010** (along with **Form No. 2**) with the Electricity requirements as well as the location of Safe clearly mentioned.
- On completion of fabrication of booths by 11.00 pm on **16<sup>th</sup> August, 2010**. All Exhibitors must obtain the completion certificate from the architects, which will only be issued to those Exhibitors who have complied with all Rules & Regulations related to booth construction and planning.
- Exhibitors are requested to collect and endorse their stall completion certificate from their respective service stalls.
- Godrej (Official Safe Agency) has been instructed to handover keys of the individual Safes only on producing the stall completion certificate.
- Due to the limited construction period, the use of pre-fabricated components is recommended. Exhibitors must ensure that pre-fabricated components being used adhere to all Fire Regulations. All construction material must be fire resistant.
- All types of Spray Painting of stand panels with oil based paints and any inflammable materials inside the halls are strictly prohibited.
- Welding on the floor of the exhibition halls for stall construction is strictly prohibited due to fire hazards. In special cases it will be permitted, **ONLY** with prior permission from the Council, if obtained before **19<sup>th</sup> July, 2010**. Council reserves the rights to issue permission for welding inside the halls.
- Air Conditioning for Mezzanine Floor: Due to height constraint, A/C ducting cannot be brought inside the Mezzanine floor; therefore exhibitors have to make their own arrangement for A/C or any other viable option to be installed inside the booth. Additional power required for maintaining A/C will be provided by Council Free of Cost. For further clarification kindly get in touch with the Council.
- Plaster of Paris (POP), brickwork, melamine polishing or carpentry work is strictly prohibited inside the halls.
- For the convenience of Exhibitors and also the maintenance of electrical equipment during the exhibition, it is suggested that the following specific colors of wires should be used for all types of electrical connections in the stalls. Red for the electrical phase, Black for neutral and Green for the earthing.

- The area of the booth must not exceed the allotted area i.e., 1 inch within the marked area.
- The height of the booth must not exceed 2.5m. Please note that the Organizers reserve the rights to dismantle any stall, which exceeds the maximum specified height of 2.5 m. Not applicable for exhibitors with duplex/mezzanine stalls and the exhibitors of Island stalls, who has taken prior permission from the Council
- No projection will be allowed which may cause any obstruction to the neighboring stands.
- Playing of loud music is not allowed.
- During the construction phase, exhibitors must ensure that their materials/furniture/exhibits are not kept in the aisles/gangways for smooth functioning of safe placement & vehicle movement etc. Obstructing items are liable to be removed without warning.
- Exhibitors will be held liable and will be fined for any damage caused to the exhibition site, by them, their agents or contractors. Please note that for any damages, the Council will charge the exhibitor concerned to the extent of the damage caused.
- Signboards, arches, lighting equipment, flags, furniture pieces or exhibits should not protrude into the aisles nor extend beyond the rented space. Exhibitors should note that carpets covering their own booths should be limited to the contracted rented space. The organizers reserve the right to use aisles for booth number plates and other materials. Stand construction is confined to the contracted rented stand space only.
- Hanging of decorative materials such as banners or wires from the ceiling of the exhibition halls is strictly prohibited.
- All the decorative material should be placed within the booth space. Exhibitors are requested to hold demonstrations and presentations in their own booths, keeping enough room for their audience so that the audience's interest is focused at the individual booth and they do not disturb the gangway.
- Exhibitors are requested to keep the trashcans outside their booths when they leave the booths at the end of the show everyday. Housekeeping personnel will be cleaning the passages and gangways and NOT THE STALLS of the exhibitors. Any exhibitor who wants to clean the interiors of their stalls needs to requisition the same with the Housekeeping Supervisor. The Housekeeping personnel will be cleaning the inside of the stalls only in presence of the exhibitor's representatives. For further assistance exhibitors may please contact their respective customer service managers present at the service stalls.
- Exhibitors are responsible for the removal of all trash at the close of the exhibition. Large volumes of waste – any items including catalogues, books, etc. remaining in the booths will be regarded as trash, and exhibitors will be charged for its/their removal.

- Smoking is strictly prohibited in the entire Exhibition Area, which includes all Exhibition Halls, Cafeterias/Coffee shops, Seminar hall, Registration Area and Business Centre.
- Any decoration or exhibit must not obstruct fire-fighting equipment and facilities, such as fire extinguishers, fire hydrants, sprinklers, emergency bells, emergency exit signs, etc. Also, Exhibitors must make sure that exhibits are not left in these areas.
- Number signages for the booths will be provided to each exhibitor by the organizers. The size, exact dimensions, color and the position of the placard will be conveyed to the exhibitors by the organizers at the soonest possible date. Exhibitors must adhere to the specifications of putting up these signages.
- The carpet color in the aisles will be dark grey and in the stalls will be light grey.
- Plasma TV and other display Equipments to be installed at the stalls: Exhibitors who will be installing Plasma TV or other display equipments in their stalls are requested to indicate the position of those display equipments in their stall design to be submitted with **Form No. 2** to the Council. If not submitted, Council will not be responsible to displace if its own signage's and banners at a later date, if the same are found to be obstructing those displays installed at the stalls by the exhibitors.
- Any decision of the organizer's architect on the exhibitor's stall erection work will be final and binding.