



Registration of the contractors for stall design and construction for IIJS 2011

Executive Director  
 The Gem & Jewellery Export Promotion Council  
 Office No. AE 1010, Tower A, G-Block, Bharat Diamond Bourse  
 Next to ICICI Bank, Opp: NABARD, Bandra Kurla Complex  
 Bandra East, Mumbai, India 400 051, India.  
 Tel: +91 22 26544600 Fax: 26524764 Email: iijs@gjepcindia.com

Dear Sir,  
 Ref: India International Jewellery Show 4 – 8 August, 2011  
 Venue: Bombay Exhibition Centre, Goregaon (East), Mumbai, India

We have pleasure in registering our company as per the details given below" (Please write CAPITAL letters)

1. Name of Firm : \_\_\_\_\_

2. PAN No : \_\_\_\_\_ TAN No : \_\_\_\_\_

3. Full Address (for correspondence): \_\_\_\_\_  
 \_\_\_\_\_

4. City: \_\_\_\_\_ Pin Code: \_\_\_\_\_

5. Country: \_\_\_\_\_

6. Tel No. (with area code) : \_\_\_\_\_

7. Fax No. (with area code): \_\_\_\_\_  
 Email: \_\_\_\_\_

8. Website: \_\_\_\_\_

9. Name of the Contact Person : \_\_\_\_\_  
 Designation \_\_\_\_\_ Mobile: \_\_\_\_\_

10. Company details: (pls. tick as applicable):

We are

- Designers
- Interior designer
- Architecture
- Event Company
- Printing Company
- Stall Construction Company
- Others (Please specify): \_\_\_\_\_

11. We are under taking construction of stall nos. (if any.):

- i. Stall No/s. \_\_\_\_\_ Hall No: \_\_\_\_\_ Area \_\_\_\_\_ sq. mts
- ii. Stall No/s. \_\_\_\_\_ Hall No: \_\_\_\_\_ Area \_\_\_\_\_ sq. mts
- iii. Stall No/s. \_\_\_\_\_ Hall No: \_\_\_\_\_ Area \_\_\_\_\_ sq. mts
- iv. Stall No/s. \_\_\_\_\_ Hall No: \_\_\_\_\_ Area \_\_\_\_\_ sq. mts
- v. Stall No/s. \_\_\_\_\_ Hall No: \_\_\_\_\_ Area \_\_\_\_\_ sq. mts

3. Personnel Details:

Sr. No.	Person Name	Designation	Qualification
1			
2			
3			
4			
5			
6			

9. Details of Affiliation with any Associations/Premium Institute/Organisation:

\_\_\_\_\_

\_\_\_\_\_

We have enclose herewith our cheque/demand draft No: \_\_\_\_\_ dated \_\_\_\_\_ for Rs. 11,236/- (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. Pre-Qualification criteria & Supporting documents.

- 1. Certificate of Incorporation.
- 2. Copy of audited financial statements for last 3 consecutive financial years.
- 3. Copy of Order from client clearly stating the Scope of Work and the total value of the project.
- 4. Project Completion certificate.
- 5. Direct or Indirect manpower employed with documentary proof .

Name: \_\_\_\_\_ Designation: \_\_\_\_\_ \*Signature: \_\_\_\_\_

Date : \_\_\_\_\_ Company Stamp: \_\_\_\_\_

**We, Agree to abide by the attached Guidelines & Terms, Rules and Regulations.**

- Agree to abide by the attached Guidelines & Terms, Rules and Regulations.
- 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.
- 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.
- We are bound and liable to complete the \*construction, \*electrical, and decoration work of our stall/s, booth/s and / or space on or before the midnight of Monday, 1st August 2011 i.e. 48 hours prior to the opening day of IIJS 2011, the opening day being Thursday, 4th August, 2011. In the event of our not completing the \*construction, \*electrical and decoration works on or before midnight of Monday 1st August 2011, we agree and undertake that we shall be bound and liable to pay to Council the penalty in the form of cash or demand draft in the following manner
- . Agree to Under no circumstances, neither the Council shall permit, nor we will carry out, any kind of \*construction and / or \*electrical works after 6 p.m. on 1st August 2011, irrespective of completion of any work
- Agree, Council reserves the rights to forfeit our participation cost along with security deposit and debar/ Blacklist us from participation during and after IIJS 2011.
- Agree that the Electrical Consumption should be strictly within the limit specified
- h. 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.
- No painting or wall papering of panel is allowed to any Exhibitors.
- No free-standing fitment may exceed a height of 2.5Mtr. This include towers, logos, names, etc.
- No part of any structure or exhibit may extend beyond the boundaries of the site allocated.
- No suspension or 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.
- 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.
- One time charge of RS.100 will be levied for each badge during construction period.

**CONSTRUCTION RULES & REGULATIONS All Exhibitors must strictly adhere to the following rules and regulations:**

- A detailed blue print of the stall including the electrical requirement and distribution must be submitted to the Council's office before 3th July, 2011 (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 1st August, 2011. 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 and grouting 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 3rd July, 2011. 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.
- The height of the Mezzanine booth must not exceed 16ft. Please note that the Organizers reserve the rights to dismantle any stall, which exceeds the maximum specified height of 16ft.
- No projection will be allowed which may cause any obstruction to the neighboring stands.
- 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.
- Plasma TV and other display Equipments to be installed within the stall Area: 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. Playing of loud music is not allowed.
- Any decision of the organizer's architect on the exhibitor's stall erection work will be final and binding.

Name: \_\_\_\_\_ Designation: \_\_\_\_\_ \*Signature: \_\_\_\_\_

Date : \_\_\_\_\_ Company Stamp: \_\_\_\_\_