



EDU INTEC 2020

Futuristic Learning Inspired

03rd to 05th January 2020

CODISSIA Trade Fair Complex, Coimbatore



TRADE FAIR GUIDELINES, TERMS AND CONDITIONS

1. Venue, Dates & Timings

EDU INTEC 2020 will be held from 3rd to 5th January 2020 at CODISSIA Trade Fair Complex, Avinashi Road, Coimbatore - 641 014, Tamil Nadu, INDIA

For Exhibitors : 9.30 AM to 6.30 PM

For Visitors : 10.00 AM to 6.00 PM

2. Stall layout and construction

- The detailed Layout of the stalls is enclosed.
- Back drop and Side paneling to a height of 2.4 m.
- Fascia with exhibitor name.
- Needle punch carpet laid for stalls and Aisles.
- Three Spotlights and One 5 amps plug point.
- One Table and Two Chairs.

3. Trade Fair Hall

- Trade Fair Halls have heavy duty industrial flooring.
- Door openings are 5.4 m (Height) and 4.5 m (Width).
- The stalls are spaciouly designed.

4. Facilities and Services

- Restaurants & Snacks Bar
- Seminar Hall
- Information Centre
- First Aid

5. Electricity Usage

One 5 amps plug point will be provided only to power electronic gadgets like Mobile Charger, Laptop or TV set. **If it is used to run other equipments, minimum of 1 kW will be charged.**

STALL CHARGES, ADDITIONAL SERVICES & CHARGES

1. Stall Charges	Amount ₹ per Sq.m
1.1 Built-up-stall (A/C) (Hall - E)	₹ 4,500/-
1.2 Bare Space	₹ 4,000/-
1.3 Vantage Charges Two Side Open 10% Extra Three Side Open 15% Extra	
1.4 Note: Applicable Taxes & other Levies will be applicable as per Govt. Rules & notifications	

2. Payments

All Payments towards any charges should be made by **A/C Payee Demand Draft** in favour of **EDU INTEC 2020**, Payable at Coimbatore.

2.1 Bank Account Details:

- a. Bank : **THE FEDERAL BANK**
- b. Branch : P.N. Palayam Branch,
Coimbatore 641 037
- c. Branch Code : 001982
- d. **Account No** : **19820200003861**
- e. RTGS/IFSC Code : FDRL0001982
- f. MICR No. : 641049011
- g. Swift Code : FDRLINBBCBE
- h. Account Name : **EDU INTEC 2020**

2.2 No application form will be entertained without advance payment

2.3 TDS Deductions

2.4 CODISSIA INTEC TECHNOLOGY CENTRE (**PAN No. AAATC2212N & GST No.33AAATC2212N1Z3**) is a Trust formed by CODISSIA for the purpose of promotion of technology through Trade Fairs, Seminars, Conferences, Workshops etc. Accordingly CODISSIA INTEC TECHNOLOGY CENTRE organises a variety of fairs on various subjects. One of the fairs organised by **CODISSIA INTEC TECHNOLOGY CENTRE** is **EDU INTEC 2020**.

Tax which is currently at 2% under Section 194 - C of the Income Tax Act, may be deducted at source and FORM 16 A is to be issued in the name of **CODISSIA INTEC TECHNOLOGY CENTRE, EDU INTEC 2020**, GV Fair Grounds, Avinashi Road, Coimbatore, 641 014 Tamilnadu, India.

3. Facilities and Service Charges

The cost of additional power will be **₹2,500/- per kW** (Subject to a minimum of 1 kW)

The above charge include wiring up to the main switch board provided in the stall.

TERMS AND CONDITIONS

- 1. Stall Allotment**

The allotment of stall will be made strictly on "First come First served" basis and will be decided by the Organisers.
- 2. Cancellation**
 - 2.1 Failure to make payments as per schedule would render cancellation of stall booking / allocation and no refund will be made. Cancellation of participation is not permitted
 - 2.2 Exhibitors will be deemed to have withdrawn if for any reason whatsoever they fail to take possession of the allotted stall / bare space within 24 hours from the date of inauguration of the fair. The organiser may therefore dispose the unoccupied space and the said exhibitors will have no right to claim a refund or compensation even if the space is allotted to other exhibitors.
- 3. Transport Documents**

Participants shall take care to see that the transport documents of exhibits are full and complete to satisfy the statutory requirements to avoid any difficulties enroute. The exhibits should be consigned in the name of the participants themselves or their local agents and not in the name of the organiser.
- 4. Entry of Exhibits**
 - Exhibitor registration and Entry of Exhibits will be permitted only after making 100% payment for all charges.
 - Exhibit entry gate will be closed by 06.00 pm on 2 Jan 2020 and there after no exhibits will be allowed inside.
 - Exhibits arriving after 06.00 pm on 2 Jan 2020 will be allowed inside only after 07.00 pm on 3 Jan 2020 with prior permission of the organisers.
- 5. Exhibits In - Exhibits Out**

Authorised representatives of the Exhibitor should be present at the time of entry of exhibits at the venue.

 - 5.1 Installation of Exhibits**

Shell Scheme can begin installation of exhibits from 01.01.2020 and the same must be completed on 02.01.2020 before 5 pm.
- 6. Closure of Fair**

On the day of completion of the fair, heavy vehicles with capacity above one ton will be permitted inside only after clearance of smaller vehicles. Mobile crane entry will also be permitted only after the small vehicles move out.

 1. Fair will close for Public at 06.00 PM
 2. Participants can collect their Clearance Certificates from the respective Help Desk from 5 pm onwards.
 3. Hand carriable items will be allowed to move out between 06.30 to 09.00 PM
 4. Vehicles will be allowed inside the ground from 07.00 PM onwards
 5. Vehicles will be allowed inside the Halls after 09.30 PM
- 7. Security**

The Organisers will provide round the clock security for the general surveillance of the Trade Fair Grounds.

If required, exclusive security guards will be provided at extra charges during installation and removal of the exhibits.
- 8. Seminar Hall (Air Conditioned)**

Halls are available at extra charges. Unique opportunity to sell your product and services. Technology Promoters can have their video, audio presentation and technical talk. Halls are booked on "First Come-First served" basis.
- 9. Fair Directory**

The organisers will release the exhibition Directory giving the following information

 - ┆ Name and Addresses of various Exhibitors
 - ┆ List of products exhibited
 - ┆ Layout plan showing position of various stalls
 - ┆ For advertisement in the fair directory, use the Advertisement Order Form.
- 10. Insurance**

All the participants are advised to arrange for comprehensive insurance for their exhibits at their own cost.
- 11. Sales**

Sale of any product in the fair premise will be subject to the Rules & Regulation of the Government of Tamil Nadu and the Govt. of India as the case may be.

 - 11.1 For an Exhibitor who is carrying on business outside Tamil Nadu.
- 12. Exhibitor Entry Passes**

Each exhibitor shall receive two free exhibitor entry passes for stalls upto 16 sq.mtrs. One additional free pass shall be issued for each additional 10 sq.mtrs. Additional passes can be obtained at extra cost.

Invitee Business Visitor Passes would be provided for mailing to their business prospects.

Vehicle Identification Passes will be issued for parking the vehicles in the parking area.

There are strict parking restrictions around the venue.
- 13. Advertising in Fair Venue**
 1. Printed matter and advertising material may be displayed / distributed only in their own stall and not in the hall gangways or outside the exhibitions hall.
 2. Moving, acoustic advertising and music are prohibited. The organisers shall be entitled to intervene and discontinue or remove the equipment in case of disturbance.
- 14. Photographs and films**

Organisers have exclusive right to take photographs and films of the exhibition stands. Prior permission of the Organisers will be essential for taking photographs and films by Exhibitors for areas other than their own stands.
- 15. Force majeure**

Under the conditions of Force Majeure which also include strike, bandh, natural calamities and other events and decision beyond the control of the organisers, the organisers are entitled to alter the dates, duration or cancellation of the entire fair. In the event of cancellation of the fair, the participation charges will be refunded after deduction of the costs already incurred by the organisers.

At no cost cancellation is allowed. No refund will be done to the participant.
- 16. Limit of Liability**

The organisers are not liable in any form for any loss or damage to Exhibitors property at the exhibition site or injury to their personnel and visitors.
- 17. General**
 1. Participants shall use the space only for exhibition purpose & not for cooking, staying or washing
 2. The decision of the Chairman, EDU INTEC 2020 will be final and binding in regard to enforcement of these rules & regulations as laid down by the organisers.
 3. The organisers reserve the right to alter the floor plan / Lay-out, Allot / Reject the stall / Application / Conditions, without assigning any reason.
 4. Product Demonstrations if any should be held with sufficient safety measures. Demonstration should be so arranged that Metal Burrs, Concrete, Wood and other scrap emanating out of demonstration should not fly and pose hazard to anyone. Exhibitor should conduct demonstration inside transparent enclosure and ensure that the waste be collected within the allocated stall space only. The exhibitor will be solely responsible for collection and cleaning of waste collected from the demonstration.
 5. All display items should be positioned within the allocated stall space only. Any violation from this will not be entertained and the organizers reserve the right to close the stall.
- 18. Handling Facilities**

The Services of Cranes and Forklifts through authorised contractors will be available at extra cost if required

The participant must mention in the application form the details of weight of the exhibits to be handled. This cost has to be settled directly with the Contractor.
- 19. Jurisdiction**

All disputes are subject to Coimbatore jurisdiction.
- 11.2** For an exhibitor who is already a 'Registered Person' with the GST Department
 - ☐ Must get registered as a 'Casual Taxable Person' with the proper Officer of the GST Department under whose jurisdiction the trade fair venue falls.
 - ☐ Must submit a Return in the prescribed form after the closure of the trade fair and pay the necessary tax if any sale was effected during the fair.
- 11.2** For an exhibitor who is already a 'Registered Person' with the GST Department
 - ☐ Must get registered as a 'additional place of business' with the jurisdictional proper Tax officer.
 - ☐ Must incorporate all the transactions during the Trade Fair in their monthly Returns.