

**1<sup>ST</sup> VENDOR SOURCING FAIR**  
**24<sup>th</sup> & 25<sup>th</sup> November 2021**  
**Hotel Sahara Star, Near Mumbai Domestic Airport**  
**Navpada, Vile Parle (East), Mumbai – 400 099.**

**1. Check-In / Check-Out Procedure**

**As a Standard Procedure, all Exhibitors are required to Check-in on the Specific Time as stated below before taking Possession of the Stall.**

CHECK - IN	STALL SIZE	TIME
<b>TUESDAY</b> 23 <sup>rd</sup> November 2021	<b>ALL STALLS</b>	<b><u>12:00 NOON</u></b> <b>TO</b> <b><u>6:00 PM</u></b>
<b>CHECK – OUT</b> <b>THURSDAY</b> 25 <sup>th</sup> November 2021	<b>ALL STALLS</b>	<b>8:00 PM ONWARDS</b>

**2. Exhibitors Badges**

**Entry Procedure into Exhibition Venue at Hotel Sahara Star, Near Mumbai Domestic Airport, Navpada, Vile Parle (East), Mumbai – 400 099. (Code of Security comes into effect from 24TH NOVEMBER 2021 onwards).**

All Exhibitors are requested to mail Passport size Photographs of their Staff immediately to [services@cmai.in](mailto:services@cmai.in) **BUT NOT LATER THAN 15th NOVEMBER 2021.**

The Eligibility for Number of Badges as per the Stall Area is given below:

Area (Sq. Mtrs.)	Number of Badges
<b>18</b>	<b>3</b>
<b>30</b>	<b>4</b>
<b>36</b>	<b>5</b>

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**PLEASE NOTE THAT NO BADGES WILL BE MADE AT THE EXHIBITION VENUE.**

All the Exhibitors are requested to Co-Operate with the Association to ensure that the Exhibitor Badges are handed over to them at the time of Check-In on 23 November 2021.

Any misuse of the Exhibitors Badges will result in Confiscation of the same.

**3. Stall Amenities**

Exhibitors will be provided with the following Amenities in their Stall. Exhibitors are requested to handle the Amenities provided in the Stall with due care and will be liable to pay for any Missing / Damaged Amenities directly to the Stall Contractor.

<b>Area in sqm.</b>	<b>Table</b>	<b>Chair</b>	<b>CFL Light</b>	<b>Plug Point</b>	<b>Dustbin</b>
<b>18</b>	<b>2</b>	<b>4</b>	<b>5</b>	<b>1</b>	<b>1</b>
<b>30</b>	<b>3</b>	<b>6</b>	<b>7</b>	<b>2</b>	<b>1</b>
<b>36</b>	<b>4</b>	<b>8</b>	<b>9</b>	<b>2</b>	<b>1</b>

**4. Power Supply & Electrical Requirements**

Exhibitors will be provided with the Electrical supply (up to stipulated Maximum Load) as stated below:

<b>Stall Area (Sq. Mtr.)</b>	<b>Basic Entitlement for the Stall (Watts)</b>
<b>18</b>	<b>1000</b>
<b>30</b>	<b>1200</b>
<b>36</b>	<b>1500</b>

**5. Additional Fixtures**

We request all Exhibitors to book their Additional Fixtures WELL IN ADVANCE to avoid disappointment at the last movement.

Following are the Rates approved by the Association for Additional Fixtures. All Exhibitors must book their Additional Fixtures directly with M/s. RMB Event Management Pvt. Ltd.

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The Name and Contact Number of the Concerned Person is given below.

<b>REQUIREMENT FOR ADDITIONAL FIXTURES AT THE 1<sup>ST</sup> VENDOR SOURCING FAIR 2021 24<sup>th</sup> &amp; 25<sup>th</sup> November 2021 Hotel Sahara Star, Near Mumbai Domestic Airport, Navpada, Vile Parle (East), Mumbai 400 099.</b>		
<b>Sr. No.</b>	<b>Item Description</b>	<b>Cost per Unit</b>
1	Desk Table 1000 L x 500 W x 750 H ( mm )	Rs. 750.00
2	Chair	Rs. 300.00
3	Glass Round Table – 900 Dia ( mm )	Rs. 900.00
4	Wooden Round Table – 750 Dia (mm)	Rs. 900.00
5	Lockable Cabinet 1000 L x 500 W x 750 H (mm)	Rs. 900.00
6	Brochure Stand	Rs. 900.00
7	Single Wall Panel (1m x 2.5m )	Rs. 800.00
8	Lockable Door (1m x 2.5m )	Rs. 800.00
9	Wooden Shelf	Rs. 300.00
10	Glass Shelf	Rs. 300.00
11	Bar Stool	Rs. 900.00
12	3 Seater Sofa (Black)	Rs.4500.00
13	2 Seater Sofa (Black)	Rs. 3000.00
14	CFL Light (70w Spiral Light White)	Rs. 550.00
15	5 / 15 Amp / 230 V Single Phase Plug Point	Rs. 250.00
16	Metal Halide ( 70 w ) White	Rs. 700.00
<b>Please Note</b>		
( a )	Above Items are on Rental Basis Only.	
( b )	GST 18% Additional.	
( c )	Order once placed at office, no refund will be given if cancelled on site.	
( d )	Office booking will be till 21 November 2021. Orders will be taken on site from 23rd November 2021. At site materials will be limited it will be on first come first serve basis.	
( e )	100% Payment must accompany this order only by NEFT / RTGS / Draft / Cash / Card Payment / Cheque in favour of "RMB Event Management Pvt. Ltd." (No IMPS & Cash Deposit allowed)	
( f )	For Booking of additional materials please mail your requirements and complete details of your Company (Firm Name, address, GST No. contact details of authorized person, Stall no. ) at the email ID given below	
( g )	NOTE: No Booking will be taken on WhatsApp or Messages.	
<b>For Booking contact: Mr. Paresh Chambavane, Mobile: +91 9619062174 Email ID: vsf21@rmbevent.com</b>		

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## **6. List of Display System / Mannequin Agencies**

Exhibitors can book Display Systems from any of the following Agencies:

Sr.No.	Company	Contact Person	Phone Numbers
1	<b>M/s. Artistic Display</b> Arondekar Bhavan Society Road Jogeshwari (East) Mumbai 400 060.	Mrs. Shaila M. Rao	Tel : 28223032  Mobile : 9820128580 9820041396
3	<b>M/s. Display Studio</b> 222, Parekh Market Kennedy Bridge Opera House Mumbai 400 004	Mr. Naveen Khanna Mr. Sanjay Khanna	Tel : 66344658 40114658  Mobile : 9820764586 9820216474

It is strongly recommended that any of the items mentioned above should be Booked well in advance to avoid last minute disappointment due to non-availability of the same.

## **7. Insurance**

The Organizers will not be responsible for the Insurance Coverage of all Articles of any kind brought by the Exhibitor to the Fair. Exhibitors are advised to arrange for full Insurance Coverage during transit (both ways) as well as during the days of the Exhibition. Each Exhibitor must have, at all the time, valid and adequate Insurance Cover against Theft, Fire, Public Liability, Damages to Property, Personal Injury, Third Party Loss, Accident, Natural Calamities, Act of God and such other risks normally insured against by the Exhibitors and / or the Organizer may require, Insurance against may be contacted further for advise.

Thanking you,

Yours faithfully,



**P. Chandrasekharan**

**Secretary**