



Ref. No. V-1 / 88 / 2023

VENDOR SOURCING FAIR

18th April 2023

3RD VENDOR SOURCING FAIR
26th to 28th April 2023
Bombay Exhibition Centre,
Nesco Complex, Goregaon (East), Mumbai 400 063.

CHECK-IN / CHECK-OUT PROCEDURE FOR PARTICIPATION

As a Standard Procedure, all Exhibitors are required to Check-in at the Time stated below before taking Possession of the Stalls.

CHECK IN / OUT	DATE / DAY	STALL SIZES (SQM)	TIME
CHECK - IN	TUESDAY 25 TH APRIL 2023	ALL STALLS	4:00 PM ONWARDS
CHECK - OUT	FRIDAY 28 TH APRIL 2023	ALL STALLS	08:00 PM ONWARDS

Exhibitors are requested to fill the Check-in Form in Triplicate (Copy Enclosed) on their Letterheads and present the same at the Check - in Counter.

The Maximum Height permissible for Stalls in Shell Scheme will be 2.35 Meter to maintain Uniformity.

Exhibitors Badges

Entry Procedure into Exhibition Venue at Bombay Exhibition Centre, Nesco Complex, Goregaon (East), Mumbai 400 063 (Code of Security comes into effect from 26th April 2023 onwards)

All Exhibitors are requested to mail the Passport size Photographs of their Staff immediately on marketing@cmaj.in **BUT NOT LATER THAN 21ST APRIL 2023.**



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

Area (Sqm)	Number of Badges
16	4

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 25th April 2023.

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

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.

Area (Sqm)	Table	Chairs	Power Sockets	200 Watt LED Lights	Waste Basket	Rack or Stand
16	2	4	1	4	1	2

Power Supply & Electrical Requirements

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

Stall Area (Sq. Mtr.)	Basic Entitlement for the Stall (Watts)
16	1500

EXHIBITORS CAN APPLY FOR ADDITIONAL POWER BY PAYING INR 4000/- + 18% GST PER KW.

ALL EXHIBITORS ARE REQUESTED TO APPOINT ONLY LICENSED ELECTRICAL CONTRACTORS TO CARRY OUT THE ELECTRIC WORK IN THEIR STALL.

- **All temporary electrical installations fitted in the stand shall be installed by a trained and licensed electrician of the approved contractors and operated in compliance with the latest statutory regulations. The cables used must be as per statutory codes, bare electric leads and crocodile clips are not allowed. All wiring must be protected against short circuits and overloading. No open joints will be allowed. Wooden junction boxes and switchboards are strictly not allowed at the event venue.**
- **No Carpentry, Painting or Polishing work will be allowed in the Exhibition Venue.**
- **No suspension or hanging display will be permitted from the Trusses or the Air Condition Ducts of the Exhibition Halls. Similarly, no fittings or display will be permitted to be Nailed, Screwed, or Drilled onto the floor, column, wall, or any other part of the Exhibition Hall. The same will be removed immediately and the Exhibitor will be Penalized for the damage caused to the Property.**
- **Stall Fabricators have to lay a carpet in the exhibition hall below all areas where stands structure / panels / brandings / installations / speakers / counter / barricading are being placed.**
- **All the Materials used in the Construction of the Stall shall be Non-Combustible, Non-Flammable. Artificial Plants, Flowers, Grass will not be allowed to Decorate the Stall. Uses of Fire-retardant Spray is Mandatory.**
- **All Stalls holder should strictly wear Shoes & Proper Clothes during the Setup and Dismantle Days.**
- **Chewing of tobacco, eating paan, chewing gum, gutkha, pan masala, Smoking, washing hand inside the hall or on the stand area, littering, and spitting is strictly prohibited in the event venue.**

Food & Beverages Including Water

As you are probably aware, Bombay Exhibition Centre does not permit outside Food, Soft Drink & Water inside the NESCO Complex. All Exhibitors have to Purchase their Food, Soft Drink and Water from the Cafeterias and the Food Courts that are located within the NESCO Complex.

List of Hostess / Ushers Agencies

Sr. No.	Company	Contact Person	Contact Number
1	M/s. Leo	Ms. Farah Shaikh	+91 99677 64731
2	M/s. Rays Marketing Agency	Mrs. Sangeeta Sharma	+91 98921 65400 +91 70216 09706
3	M/s. Perficient Events & Exhibition Pvt. Ltd	Mr. Gaurav Sawant	+91 81698 96604

Display System Agencies

Sr. No.	Company	Contact Person	Contact Number
1	M/s. Artistic Display	Mrs. Shaila M. Rao	+91 98201 28580 +91 95886 75097
2	M/s. Display Studio	Mr. Sanjay Khanna Mr. Naveen Khanna	+91 98202 16474 +91 98207 64586

Additional Fixtures

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

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






REQUIREMENT FOR ADDITIONAL FIXTURES AT THE CMAI'S FAB SHOW		
Sr. No.	Item Description	Cost per unit (in INR)
1	Desk Table - 1000 L x 500 W x 750 H (mm)	750.00
2	Chair	300.00
3	Wooden / Glass Round Table - 900 Dia (mm)	900.00
5	Lockable Cabinet - 1000 L x 500 W x 750 H (mm)	900.00
6	Brochure Rack	900.00
7	Single Wall Panel - 1000 L x 2500 H (mm)	800.00
8	Lockable Panel Door - 1000 L x 2500 H (mm)	800.00
9	Wooden Shelf / Glass Shelf	300.00
11	Bar Stool	900.00
12	Single Seat Sofa	2000.00
13	3 Seater Sofa	4500.00
14	2 Seater Sofa	3000.00
15	Spot Light (40W)	550.00
16	Plug Point & Switch	400.00
17	70W Metal Halide (White)	700.00
Please Note		
(a)	Above Items are on Rental Basis only for the period of the Exhibition.	
(b)	The above rates are Excluding 18% GST, which will be charged extra.	
(c)	Order once placed at office, no refund will be given if cancelled on site.	
(d)	Office booking will be till 23rd April 2023 . Orders will be taken on site from 25th April 2023. 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. & Hall No.) on the email ID given below	
(g)	NOTE: No Booking will be taken on WhatsApp or Messages.	
For Booking contact: Mr. Paresh Chambavane, Mobile: +91 93097 67287		
Email ID: cmaivsf@rmbevent.com		

Additional Electrical Fittings

We request all Exhibitors to book their Additional Light Fittings **WELL IN ADVANCE** to avoid disappointment at the last moment due to non-availability of the same.

Following Rates are approved by the Association for additional light Fittings. All Exhibitors must book their additional requirements directly with **M/s. Navrang Electricals**

The Name and Contact Number of the Concerned Person are given below:

REQUIREMENT FOR ADDITIONAL LIGHT FITTINGS AT THE CMAI'S FAB SHOW			
Sr. No.	Item Description	Images	Cost per Unit (INR)
1.	200 Watts LED Lights Square Fitting (Limited Qty.)		Rs. 1200.00
2.	200 Watts LED Lights (Yellow -Warm White) Square Fitting (Limited Qty.)		Rs. 1250.00
3.	300 Watts LED Lights (White) Square Fitting (Limited Qty.)		Rs. 1300.00
4	400 Watts LED Flood Lights with LENS (White) – (Limited Qty.)		Rs. 1500.00
5	12'ht T Type Tripod stand for mounting 2 Nos LED lights		Rs. 500.00
For Any Additional Electrical Lights Contact: <u>M/s. Navrang Electricals</u> Contact Person: Mr. Jaywant: 9821835129 / Mr. Sagar Walavalkar :9820481111 Email :- accounts@navrangelectricals.co			
(a)	For Booking of lights please mail your requirements and complete details of your Company (Firm Name, address, GST No., Contact details of authorized person)		
(b)	NOTE: - No Booking will be taken on WhatsApp or Messages		
(c)	For LED Light booking will be done for a limited quantity only. <u>On first come first basis.</u>		
(d)	Above items are on Rental Basis Only and not for sale.		
(e)	The Above Rates are excluding 18% GST		
(f)	The cheque should be drawn in favour of Navrang Electricals		
(g)	No outside agency will be allowed to install additional lights in any stall.		
Bank Details: Navrang Electricals A/c Name: Navrang Electricals, Bank Name: Saraswat Bank, Branch: Nehru Road, Vile Parle East, Mumbai 400057 A/c No: 008100102853003, IFSC Code: SRCB0000008			

NOTE: - FLOODLIGHTS AND HALOGEN LIGHTS ARE STRICTLY NOT ALLOWED in the Stalls as they are Hazardous and reduce the effectiveness of Air Conditioning thereby causing inconvenience to all.



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.

First Aid

Basic First Aid facilities will be provided in the Fair Area at the Venue. An Ambulance will also be available at the Venue in case of Emergency.

Thanking you,

Yours faithfully,

A handwritten signature in black ink, appearing to read 'P. Chandrasekharan', is written over a horizontal line.

P. Chandrasekharan

Sr. Director & Secretary

Encl : Check – In / Check – Out Form

The Decision of the VSF Sub-Committee in respect of all aspects of the Organising of the Fair will be Final and Binding on All Participants.



25th April 2023

To,
Sr. Director & Secretary
The Clothing Manufacturers Association of India
901, Naman Midtown, 'A' – Wing,
Behind Kamgar Kala Kendra,
Senapati Bapat Marg,
Prabhadevi (West)
Mumbai 400 013.

CHECK – IN / CHECK – OUT
(TO BE SUBMITTED IN TRIPLICATE ON COMPANY'S LETTERHEAD)

Name of the Company: _____

Authorized Person: _____ Stall No/s: _____

We hereby confirm that we have been provided with all Furniture / Amenities in our stall at the time of taking possession of the same.

We hereby undertake that we will be responsible for any Missing / Damaged Furniture / Amenities, if found at the time of Check-out.

Signature of Partner / Proprietor / Director: _____ Date: _____

Check-out Procedure will only start at 8.00 P.M. on 28th April 2023.