



Ref No. N-14 / 169 / 2023

Date: 8<sup>th</sup> May 2023

**NORTH INDIA GARMENT FAIR**  
30<sup>th</sup> & 31<sup>st</sup> May and 1<sup>st</sup> June 2023  
India Exposition Mart,  
Greater Noida 201310  
Uttar Pradesh

**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
SUNDAY 28 <sup>TH</sup> MAY 2023	42 SQM	6:00 PM ONWARDS
MONDAY 29 <sup>TH</sup> MAY 2023	12, 15, 16, 18, 24, 28, 30, 35 SQM	11:00 AM ONWARDS
CHECK – OUT THURSDAY 1 <sup>ST</sup> JUNE 2023	ALL STALLS	7:00 PM ONWARDS

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

**2. Food & Soft Drink Including Water**

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

**3. Exhibitors Badges**

Entry Procedure into Exhibition Venue at India Exposition Mart, Greater Noida 201310 (Code of Security comes into effect from 30<sup>TH</sup> MAY 2023 onwards)

All Exhibitors are requested to upload Passport size Photos of their staff on the link mentioned in Allotment Letter. The Association will email the Allotment Letter by 11<sup>th</sup> May 2023. The Last Day to upload the Photograph will be 20<sup>th</sup> May 2023.

Contd....2

...2...

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

Area (Sq. Mtrs.)	Number of Badges
12	4
15 / 16 / 18	6
24 / 28	8
30 / 35	10
42	12

**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 29<sup>th</sup> May 2023.

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

#### 4. 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 (Sq. Mtr)	Table	Chair	LED Light 40W	Plug Point	Dustbin	Rack or Stand
12	1	2	4	1	1	2
15 / 16 / 18	2	4	5	1	1	2
24 / 28 / 30	3	6	6	2	1	3
35	4	8	8	2	1	3
42	6	8	8	3	1	3

**The Association will provide Packed Lunch as mentioned Below**

SIZE OF STALL	PACKED LUNCH PER STALL / PER DAY
12 / 15 / 16 / 18	2
24 / 28 / 30	3
35 / 42	4

Contd....3

...3...

## 5. Power Supply & Electrical Requirements

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

Stall Area (Sq. Mtr.)	Basic Entitlement for the Stall (Watts)
12	1000
15 / 16 / 18	1200
24 / 28 / 30	1500
35	2000
42	2500

**EXHIBITORS CAN APPLY ADDITIONAL POWER BY PAYING RS. 3500/- + 18% GST PER KW. BUT NOT LATER THAN 24<sup>TH</sup> MAY 2023.**

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

## 6. 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.**

<b>REQUIREMENT FOR ADDITIONAL FIXTURES AT THE NORTH INDIA GARMENT FAIR 30th &amp; 31st May and 1st June 2023 India Exposition Mart, Greater Noida 201310.</b>		
Sr. No.	Item Description	Cost per Unit
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	Lockable Cabinet - 1000 L x 500 W x 750 H (mm)	Rs. 900.00
5	Brochure Stand	Rs. 900.00
6	Single Wall Panel - 1000 L x 2500 H (mm)	Rs. 800.00
7	Lockable Door	Rs. 2000.00
8	Wooden Shelf / Glass Shelf	Rs. 300.00
9	Bar Stool	Rs. 900.00
10	3 Seater Sofa	Rs. 4500.00
11	2 Seater Sofa	Rs. 3000.00
12	LED Light (40 W)	Rs. 550.00
13	Plug Point	Rs. 400.00
14	50W Metal Halide	Rs. 900.00

Contd....4



...4...

<b>Please Note</b>	
(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 26th May 2023. Orders will be taken on site from 29th May 2023. <b>At site materials will be limited it will be on first come first serve basis.</b>
(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)	<b>NOTE: No Booking will be taken on WhatsApp or Messages.</b>
<b>For Booking contact: Mr. Paresh Chambavane, Mobile: +91 9309767287</b>	
<b>Email ID: cmainorth@rmbevent.com</b>	

Contd....5

...5...

## 7. 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 are Rates approved by the Association for additional Lighting Fixtures. All exhibitors must book their additional Lighting Fixtures directly with **M/s. Navrang Electricals**. Outside additional lights will NOT be allowed to install in the stands.

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

<b>REQUIREMENT FOR ADDITIONAL LIGHT FITTINGS AT THE NORTH INDIA GARMENT FAIR</b>			
<b>Sr. No.</b>	<b>Item Description</b>	<b>Images</b>	<b>Cost per Unit (INR)</b>
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
<b>For Any Additional Electrical Lights Contact: <u>M/s. Navrang Electricals</u></b> <b>Contact Person: Mr. Jaywant: 9821835129 / Mr. Sagar Walavalkar :9820481111</b> <b>Email :- <a href="mailto:accounts@navrangelectricals.co">accounts@navrangelectricals.co</a></b>			
(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)	<b>NOTE: - No Booking will be taken on WhatsApp or Messages</b>		
(c)	For LED Light booking will be done for a limited quantity only. <b><u>On first come first basis.</u></b>		
(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 <b>Navrang Electricals</b>		
(g)	No outside agency will be allowed to install additional lights in any stall.		
<b>Bank Details:</b> <b>Navrang Electricals</b> A/c Name: Navrang Electricals, <b>Bank Name: Saraswat Bank, Branch: Nehru Road, Vile Parle East, Mumbai 400057</b> <b>A/c No: 008100102853003, IFSC Code: SRCB0000008</b>			

Contd....6

...6...

### 8. 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. Patel Display System</b> A 101, Street No. 5, Gharauli Extn, Mayur Vihar – III, New Delhi - 110096	Mr. Arif Sheikh	Mobile : 9899441502 9654934016
2.	<b>M/s. Ishu Arts</b> 1/3819, Bhagwan Pur, Khera Loni Road, Shahdra, Delhi - 110032	Mr. Aman Agarwal Mr. Rakesh Agarwal	Mobile : 9899975076 9810120622

### 9. List of Hostess / Ushers Agencies

Exhibitors can book Hostesses / Ushers from any of the following Agencies:

Sr. No.	Company Name	Contact Person	Phone Numbers
1	<b>M/s. Leo</b> 38 / 48, Gate No. 6, NCC Malwani, Malad (West), Mumbai 400 095	Ms. Farah Shaikh	Mobile: 9967764731
2	<b>M/s. Rays Marketing Agency</b> Om Shanti Tower, 703, B Wing, Shanti Park, M T N L Road, Opp. D C Bank, Mira Road (East), Mumbai 401 107	Ms. Sangeeta Sharma	Mobile: 9892165400 7021609706
3	<b>M/s. Perficient Events &amp; Exhibition Pvt. Ltd.</b> #1, Surjit Singh Compound, Shivaji Industrial Estate, Vakola, Santacruz (East), Mumbai - 400 055	Mr. Gaurav Sawant	Mobile: 81698 96604

**\* Please note that the Association will not be responsible for any Commercial Transaction / Deal between the Exhibitors and the above Suggested Agencies.**

Contd....7



...7...

## 10. 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.

## 11. 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,

**P. Chandrasekharan**  
**Sr. Director & Secretary**

Encl : Check – in / Check – out Form



28<sup>th</sup> May 2023

**The 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: \_\_\_\_\_

\_\_\_\_\_  
**RMB Event Management Pvt. Ltd.**

**Important Note**

1. In case of any Shortfall / Damage to the Furniture / Amenities at the time of taking possession of the Stall, the Exhibitor is requested to bring it to the Notice of RMB Event Management Pvt. Ltd. or the Association for replacement of the same.
2. Exhibits / Material / Furniture should be moved out in One Lot as Multiple Gate Passes will not be issued.
3. **Check-out Procedure will only start at 7.00 P.M. on 1<sup>st</sup> June 2023.**

**PLEASE RETAIN TWO COPIES OF THIS FORM WITH YOU AND SUBMIT THE SAME AT THE CHECK-OUT COUNTER AFTER OBTAINING CLEARANCE FROM RMB EVENT MANAGEMENT PVT. LTD.**