



Ref No. 78<sup>th</sup> NGF/ 1386 /2024

5<sup>th</sup> January 2024

**78<sup>th</sup> NATIONAL GARMENT FAIR**  
**29<sup>th</sup> to 31<sup>st</sup> January 2024**  
**Bombay Exhibition Centre,**  
**Nesco Complex, Goregaon (East), Mumbai 400 063.**

**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>SATURDAY</b><br><b>27<sup>TH</sup> JANUARY 2024</b>                        | <b>40, 42, 48, SQM</b>  | <b>4:00 PM</b><br><b>ONWARDS</b>  |
| <b>SUNDAY</b><br><b>28<sup>TH</sup> JANUARY 2024</b>                          | <b>12, 15, 16, 18, 20,</b><br><b>24, 25, 28, 30, 32,</b><br><b>35, 36 SQM</b> | <b>10:00 AM</b><br><b>ONWARDS</b> |
| <b>CHECK – OUT</b><br><b>WEDNESDAY</b><br><b>31<sup>ST</sup> JANUARY 2024</b> | <b>ALL STALLS</b>   | <b>8:00 PM</b><br><b>ONWARDS</b>  |

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, 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.

**3. Exhibitors Badges**

Entry Procedure into Exhibition Venue at Bombay Exhibition Centre, NSE Complex, Goregaon (East), Mumbai 400 063 (Code of Security comes into effect from 29<sup>TH</sup> JANUARY 2024 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 13<sup>th</sup> January 2024. The Last Day to upload the Photograph will be 18<sup>th</sup> January 2024.

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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 / 20 | 6                |
| 24 / 25 / 28      | 8                |
| 30 / 32 / 35 / 36 | 10               |
| 40 / 42 / 48      | 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 28<sup>th</sup> January 2024.

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 | Chairs | LED Light 40W | LED Metal Light 200W | Plug Point | Dustbin |
|------------------------|-------|--------|---------------|----------------------|------------|---------|
| 12                     | 1     | 2      | 4             | 1                    | 1          | 1       |
| 15 / 16 / 18 / 20      | 2     | 4      | 5             | 1                    | 1          | 1       |
| 24 / 25 / 28 / 30 / 32 | 3     | 6      | 6             | 2                    | 2          | 1       |
| 35 / 36                | 4     | 8      | 8             | 2                    | 2          | 1       |
| 40 / 42                | 6     | 8      | 8             | 3                    | 3          | 1       |
| 48                     | 8     | 10     | 10            | 3                    | 4          | 2       |

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## 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 / 20     | 1200                                    |
| 24 / 25 / 28 / 30     | 1500                                    |
| 35 / 36               | 2000                                    |
| 40 / 42               | 2500                                    |
| 48                    | 3000                                    |

**EXHIBITORS CAN APPLY ADDITIONAL POWER BY PAYING RS. 3500/- + 18% GST PER KW.**

**ALL EXHIBITORS ARE REQUESTED TO APPOINT ONLY LICENSED ELECTRICAL CONTRACTORS TO CARRY OUT THE ELECTRIC 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 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.**

| <b>REQUIREMENT FOR ADDITIONAL FIXTURES AT THE<br/>78<sup>TH</sup> NATIONAL GARMENT FAIR<br/>29<sup>th</sup> to 31<sup>st</sup> January 2024<br/>Bombay Exhibition Centre, NSE Complex, Goregaon (East), Mumbai 400 063.</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 (Black)                                  | Rs. 300.00    |
| 3   | Chair (White)                                  | Rs. 500.00    |
| 4   | Wooden / Glass Round Table - 900 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 - 1000 L x 2500 H (mm)       | Rs. 1000.00   |
| 8   | Lockable Door                                  | Rs. 2000.00   |
| 9   | Wooden Shelf / Glass Shelf                     | Rs. 300.00    |
| 10  | Bar Stool                                      | Rs. 900.00    |
| 11  | 3 Seater Sofa (Black)                          | Rs. 4500.00   |
| 12  | 2 Seater Sofa (Black)                          | Rs. 3000.00   |
| 13  | LED Light (40 W)                               | Rs. 550.00    |
| 14  | Plug Point                                     | Rs. 400.00    |

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| <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 25th January 2024. Orders will be taken on site from 27th January 2024.<br><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: cmaingf@rmbevent.com</b>                                     |   |



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## 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 ELECTRICAL FITTINGS AT THE -<br/>78<sup>TH</sup> NATIONAL GARMENT FAIR, 29<sup>th</sup> – 31<sup>st</sup> January 2024<br/>Bombay Exhibition Centre, NSE Complex, Goregaon (East), Mumbai 400 063.</b> |   |   |               |
|--|---|---|---------------|
| Sr. No.  | Item Description  | Images  | Cost per Unit |
| 1  | 200 Watts LED Lights ( <b>White</b> ) -(Square Fitting - Limited Quantity)  |    | Rs. 1300/-    |
| 2  | 200 Watts LED Lights ( <b>Yellow</b> ) -(Square Fitting - Limited Quantity)   |    | Rs.1,350/-    |
| 3  | 300 Watts LED Flood Lights ( <b>White</b> ) -(Limited Quantity Only)  |    | Rs.1600/-     |
| 4  | 400 Watts LED Flood Lights ( <b>White</b> ) (Square Fitting – Limited Quantity)   |   | Rs.1800/-     |
| 5  | T Type Tripod stand for mounting LED lights 12'ht   |  | Rs. 500/-     |
| (a)  | For Booking please mail your Requirements to : <a href="mailto:accounts@navrangelectricals.co">accounts@navrangelectricals.co</a> |   |               |
| (b)  | <b>NOTE: Booking of lights will be accepted over the email ONLY.</b>  |   |               |
| (c)  | For LED Lights, booking will be done for limited quantity on first come first serve basis only.                                   |   |               |
| (d)  | <b><u>Stall holders should provide the location of lights with single line diagram along with the booking.</u></b>                |   |               |
| (e)  | Above items are on Rental Basis for exhibition period and <b>NOT FOR SALE.</b>  |   |               |
| (e)  | The above Rates are excluding of 18%GST   |   |               |
| <b>For Any Additional Electrical Lights, Please Contact :</b>  |   |   |               |
| <b><u>M/s. Navrang Electricals</u></b>   |   |   |               |
| 4, Ann Villa, N.P. Thakkar Road, Opp. Rajpuriya Baug, Vile Parle(East), Mumbai 400 057   |   |   |               |
| Please Call : <b>Mr. Jaywant: 9821835129</b>   |   |   |               |
| <b>Mr. Sandeep:9820975152</b>  |   |   |               |
| <b>Bank Details:</b>   |   |   |               |
| A/c Name: Navrang Electricals  |   |   |               |
| Bank Name: Saraswat Bank   |   |   |               |
| Branch: Nehru Road, Vile Parle East, Mumbai 400057   |   |   |               |
| A/c No: 008100102853003 IFSC Code: SRCB0000008   |   |   |               |

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### 8. List of Display System 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><br>Arondekar Bhavan<br>Society Road<br>Jogeshwari (East)<br>Mumbai 400 060.  | Mrs. Shaila M. Rao                     | Tel : 28223032<br><br>Mobile :<br>9820128580<br>9820041396     |
| 2.     | <b>M/s. Display Studio</b><br>222, Parekh Market<br>Kennedy Bridge<br>Opera House<br>Mumbai 400 004   | Mr. Naveen Khanna<br>Mr. Sanjay Khanna | Mobile :<br>9820764586<br>9820216474                           |
| 3.     | <b>M/s. Switch Worldwide</b><br>Unit No. 201, Kohinoor Indl. Estate,<br>W.E. Highway, Nr. Virwanilndl.<br>Estate, Goregaon (E), Mumbai 400<br>067 | Mr. Nirav Vasani                       | Tel : 022-<br>29271462<br>Mobile :<br>7902108108<br>9372943593 |
| 4.     | <b>M/s. Virat Display</b><br>RH-1 / D-18, Sector 8, Vashi,<br>Navi Mumbai 400 703   | Mr. Vipul Batavia                      | Mobile :<br>9820330029   |

### 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><br>38 / 48, Gate No. 6, NCC Malwani,<br>Malad (West), Mumbai 400 095   | Ms. Farah Shaikh       | Mobile:<br>9967764731               |
| 2.      | <b>M/s. Rays Marketing Agency</b><br>Om Shanti Tower, 703, B Wing, Shanti<br>Park, M T N L Road, Opp. D C Bank,<br>Mira Road (East), Mumbai 401 107                    | Ms. Sangeeta<br>Sharma | Mobile:<br>9892165400<br>7021609706 |
| 3.      | <b>M/s. Perficient Events &amp; Exhibition<br/>Pvt. Ltd.</b><br>#1, Surjit Singh Compound, Shivaji<br>Industrial Estate, Vakola, Santacruz<br>(East), Mumbai - 400 055 | Mr. Gaurav Sawant      | Mobile:<br>81698 96604              |
| 4.      | <b>M/s. Krupa Eventsources</b><br>32, 1 <sup>st</sup> Floor, Raghuleela Mall, Kandivali<br>(West), Mumbai 400 067  | Ms. Krupa Unadkat      | Mobile:<br>8425968881<br>8425960975 |

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**10. List of Mannequin Agencies**

| <b>Sr.No.</b> | <b>Company</b>   | <b>Contact Person</b>                  | <b>Phone Numbers</b>   |
|---------------|--|--|--|
| <b>1.</b>     | <b>M/s. Display Studio</b><br>222, Parekh Market<br>Kennedy Bridge<br>Opera House<br>Mumbai 400 004.   | Mr. Naveen Khanna<br>Mr. Sanjay Khanna | Tel : 66344658<br>40114658<br>Mobile :<br>9820764586<br>9820216474 |
| <b>2.</b>     | <b>M/s. Switch Worldwide</b><br>Unit No. 201, Kohinoor Indl.<br>Estate, W.E. Highway,<br>Nr. Virwani Indl. Estate,<br>Goregaon (E), Mumbai 400 067 | Mr. Nirav Vasani                       | Tel : 022-<br>29271462<br>Mobile :<br>7902108108                   |
| <b>3.</b>     | <b>M/s. Virat Display</b><br>RH-1 / D-18, Sector 8, Vashi,<br>Navi Mumbai 400 703  | Mr. Vipul Batavia                      | Mobile :<br>9820330029   |
| <b>4.</b>     | <b>M/s. Gauri Mannequins Ent.</b><br>Bhagat Sing Nagar No. 3,<br>Goregaon Bus Depot, Link Road,<br>Goregaon (West)<br>Mumbai 400 104               | Mr. Nitin Sawant                       | Tel : 28769593<br>28775477<br>Mobile :<br>9224211211<br>9967094411 |
| <b>5.</b>     | <b>M/s. Global Display Solution</b><br>New Ashirwad Ind. Estate No. 5,<br>Gala No. 138, Ram Mandir Road,<br>Goregaon (West)<br>Mumbai – 400 104.   | Mr. Lalit Shah                         | Mobile :<br>9820973595   |

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### 11. 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.

### 12. 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> January 2024**

**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 8.00 P.M. on 31<sup>st</sup> January 2024.**

**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.**