



Ref No. 79th NGF/ 434 /2024

25th June 2024

**79th NATIONAL GARMENT FAIR
23rd to 26th July 2024
Bombay Exhibition Center,
Nesco Complex, Goregaon (East),
Mumbai - 400 063.**

CHECK-IN / CHECK-OUT PROCEDURE FOR BARE SPACE ONLY

As a Standard Procedure, all Exhibitors / Stall Designers / Fabricators are required to Check-in at the Time stated below before taking Possession of the Bare Space Area.

CHECK IN / OUT	DATE / DAY	STALL SIZES (SQM)	TIME
CHECK - IN	SATURDAY 20 TH JULY 2024	63 SQM & ABOVE	3.00 P.M. ONWARDS
CHECK – OUT WITH HAND CARRY MATERIAL	FRIDAY 23 RD JULY 2024	ALL STALLS	08:00 PM ONWARDS
CHECK – OUT WITH VEHICLE MOVEMENT	FRIDAY 23 RD JULY 2024	ALL STALLS	11:00 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 located in Hall 1.

KINDLY REFER TO THE BELOW TABLE FOR BARE SPACE STALL HEIGHT RESTRICTION		
STALL SIZE	FRONTAGE	BACK WALL
63SQM & ABOVE	3.5 MTRS	2.5 MTRS

All Bare Space Stalls need to Submit the Technical Stall Design for Approval by 10th JULY 2024. Please note that Stall Possession will not be given to the Exhibitors, without Approval. Kindly Email your Stall Design to services@cmai.in.

**PLEASE NOTE THAT ANY EXHIBITOR WISH TO APPLY FOR A SHELL SCHEME STALL.
KINDLY SEND US THE MAIL ON SERVICES@CMAI.IN**

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Following is the list of Stall Designers / Fabricators who have previously created Bare Space Stalls at the Fabric Accessories & Beyond Sourcing Show organized by the Association.

COMPANY NAME	EMAIL ID	NAME OF REPRESENTATIVE	MOBILE NO.
Access Advertising, (Mumbai)	abhijit@toolmpl.com	Mr. Abhijit Galgutkar	9867501642
Aimsite Display Pvt. Ltd. (Mumbai)	sales@aimsitedisplay.com	Mr. Shivali Mehta	9820803888
Dreamworks Unlimited, (Mumbai)	ankit.bagadia@dreamworksunlimited.in	Mr. Ankit Bagadia	9820969277
Kira (Harsh Exhibition Display), (Mumbai)		Mr. Rajesh Joshi	9769530134
RMB Event Management Pvt. Ltd. (Mumbai)	vipul.panchal@rmbevent.com ; rmb ltd@rmbevent.com	Mr. Vipul Panchal	9322905318
Perficient Events & Exhibition Pvt. Ltd	parag@perficientevents.com	Mr. Parag Belwalkar	7400151179
Arihant Digiprint	sales@arihantdigiprint.com	Mr. Salim	9833803699

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

Exhibitors Badges

CODE OF SECURITY COMES INTO EFFECT FROM 23RD JULY 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 29th June 2024. The Last Day to upload the Photograph will be 12th July 2024.

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

Area (Sqm)	Number of Badges
63/ 64	12
70 / 72 / 84	15
96 / 98	18

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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 22nd July 2024.

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

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)
63/ 64	3000
70 / 72 / 84	4000
96 / 98	5000

EXHIBITORS CAN APPLY FOR 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.

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.

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FOLLOWING ARE THE REQUIREMENTS OF BOMBAY EXHIBITION CENTRE

- 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. The Stall Designers / Fabricators can only do a touch up at the Venue.
- No suspension or hanging display will be permitted from the Trusses or the AirCondition 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 Penalised 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 Bare Space Stalls Fabricators should strictly wear Shoes & Proper Clothes during the Setup and Dismantle Days.
- All Bare Space Stands must have 1 suitable type of Fire Extinguisher in the stall.
- 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

- 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.

Thanking you,

Yours faithfully,



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