

PATA Travel Mart 2023

Pragati Maidan
New Delhi, India
October 4-6, 2023

This is to acknowledge that you have already downloaded the Exhibitor Manual for PATA Travel Mart 2023

Company Name : _____

Contact Person : _____

Address : _____

Telephone : _____

Fax : _____

Email : _____

Booth No. : _____

Signature : _____

Date : _____

Company Stamp : _____

Please fill in this page, complete it and email to:

Attn: Monica Pawa
Events Manager – Sales and Marketing
Email: Monica@PATA.org

Content

PTM2023 Floor Plan

	Page
Time Table of In-Hall Operations	1
Order Forms Deadline Checklist	2
Important Matters	3
1. General Information	
1.1 Venue	4
1.2 Organizer	4
1.3 Media Workroom	4
1.4 Sponsoring, Supporting and Associate Organizations	4
1.5 Security - General / Individual	4
1.6 Public Address (PA) System	4
1.7 Internet / Wi-Fi Services	4
1.8 Medical Assistance	4
1.9 Parking	4
1.10 Taxi Service	4
1.11 Loading Capacity	4
2. Official Contractor	
2.1 Official Contractor / Agencies	5
2.2 Official Freight Forwarder	5
3. Rules and Regulations	
3.1 Presentations and / or demonstrations of exhibits / products	6
3.2 General Booth Cleaning	6
3.3 Removal of Waste	6
3.4 Operation of Booth / Conduct and Behaviour	7
3.5 Liabilities	7
3.6 Dilapidation	7
3.7 Force Majeure	7
3.8 Authority of Premises	7
3.9 Payment for Exhibition Space	7
3.10 Sound Level / Film and Audio / Visual Demonstrations	7
3.11 Industrial Gas and Naked Flame Demonstration	8
3.12 Fire Precaution	8
3.13 Photography of Exhibits	8
3.14 Removal of Exhibits	8
3.15 Refund of security deposit	8
3.16 Approval of layout plans of Stands	8
3.17 Contractor badges	8
4. Accommodation, Transport and Registration	
4.1 Visa and Entry Facilities	9
4.2 More Information about New Delhi, India	9
4.3 Hotel Accommodation	9
4.4 Transportation	9-10
5. Freight and Shipping Instructions	
5.1 Consignment of Exhibits / Materials to New Delhi, India	10
5.2 Freight Handling / Delivery and Removal of Exhibits	10-11
5.3 Storage of Materials	11
5.4 Shipping by Courier Companies	11
6. Hall Specifications/Booth Fitting Regulations and Specification	
6.1 Shell Scheme Specification	12
6.2 Electrical Supplies and Installation	13
6.3 Booth Fitting Regulations	13
(a) Shell Scheme Package	14
(b) Raw Space Booth / Shell Scheme Under Decoration	14-15
6.4 Seller Nominated Booth Contractor	15-16

Floor Plan

(To be released)

Time Table of In-Hall Operations

The

Event	Day/Date/Time
<u>Build - Up Period</u>	
1. Official Contractor moves into mark floor space from	Tuesday, October 3, 09.00 - 12.00 hrs.
1.1 Official Contractor moves in material & Set-Up from	Tuesday, October 3, 11.00 – 20.00 hrs.
1.2 Official Contractor continue set-up & Final set-up	Tuesday - Wednesday, October 3 - 4, 09.00 – 20.00 hrs.
2. Outside Contractors move-in from	Tuesday, October 3, 12.00 - 20.00 hrs.
2.1 Outside Contractor continue Set-up	Tuesday - Wednesday, October 3 - 4, 09.00 – 20.00 hrs.
2.2 Outside Contractor Final Touch Up	Wednesday, October 4, 09.00 – 16.00 hrs.
3. Delivery of Freight to Raw booth from Note: Delivery of freight for Shell Scheme booth from	Wednesday, October 4, 09.00 hrs.
4. Shell Scheme booth ready for occupancy on	Wednesday, October 4, 10.00 hrs.
5. Registration of Sellers from	Tuesday, October 3, 14.00-17.30 hrs.
6. Electrical Supply to booth from	Wednesday, October 4, 09.00 hrs.
7. Completion of all booth construction by	Wednesday, October 4, 16.00 hrs.
8. Hall cleaning from	Wednesday, October 4, 18.00 hrs.
9. Completion of booth dressing and product display by	Wednesday, October 4, 18.00 hrs.
<u>Exhibition Period</u>	
10. Business Session (For Delegates) Business Session #1 Business Session #2 Business Session #3 Business Session #4	Thursday, October 5, 10:30-12:20 hrs. Thursday, October 5, 14:00-17:10 hrs. Friday, October 6, 10:15-12:45 hrs. Friday, October 6, 14:15-17:25 hrs.
11. Open to Trade Visitor Registration	Friday, October 6, 09:30-17:00 hrs.
<u>Break-Down Period</u>	
12. Packing of Exhibits, emptying rented furniture (drawers/cupboards)	Friday, October 6, 18.00 hrs.
13. Disconnection of all utilities	Friday, October 6, 18.00 hrs.
14. Collection of rented items/distribution of packing materials by contractors	Friday, October 6, 18.15 hrs.
15. Dismantling of Shell Scheme Booth	Friday, October 6, 18.30 hrs.
16. All exhibits must be packed and removed from the Hall by	Friday, October 6, 20.00 hrs.
17. All booth materials must be dismantled and removed from the hall by Outside Contractors.	Friday, October 6, 20.00 hrs
18. All sellers and outside contractors must leave the Hall by	Friday, October 6, 23.00 hrs
19. All booth materials must be dismantled and removed from the Hall by Official Contractor	Friday, October 6, 23.00 hrs
20. Cleaning of Hall	Friday, October 6, 23.00 hrs
21. Hand-over of Hall to Owner (ITPO)	Friday, October 6, 24.00 hrs

Exhibition Hall is open from 09.00-20.00 hrs. during build-up on Tue - Wed, October 3-4 and from 18.00-20.00 hrs. on Friday, October 6, 2023, for break-down.

On Exhibition days (October 5 & 6, 2023) Exhibitors are permitted to enter the Exhibition Hall after 08.30 hrs and remain for half an hour after closing (18.00 hrs.) to service their booths. For security reasons, sellers requiring to start earlier/stay later must obtain prior permission from the Organizer

Exhibits may be delivered to the booth earlier than the date specified if construction (in the case of “Raw space” booth) has progressed sufficiently to receive the exhibits. Please liaise with the Official Freight Forwarder for such arrangements. Exhibitors must be presented to receive such exhibits.

Sellers are reminded that small, portable, and attractive items especially Laptop are most at risk after the Exhibition closes each day or even during lunch time. Therefore, sellers are advised to keep these safely stored each day before leaving the Exhibition Hall. Exhibitors should pay particular attention to these items during the break-down period. PATA assumes no responsibility for any personal belongings in the event of loss or damage.

Please note that ALL EXHIBITS MUST BE REMOVED BY THE RESPECTIVE TIMINGS STATED ABOVE.

**PATA Travel Mart 2023
Order Forms Deadline Checklist**

**All exhibitors must complete this checklist and return to the respective
Addresses by the deadline indicated**

Company Name : _____

Country: _____

Contact Person : _____ Job Title: _____

Tel : _____ Email: _____

Booth No. : _____ Date: ____/____/2023 Signature: _____

Form No.	Description of Services (click to download the form)	Deadline	Return To	Email	Tick ✓ if Required
-	Media Information	As soon As Possible	PATA	Communications@PATA.org	
-	Hotel Booking Form	Friday, September 29, 2023	Hotel's Contact Person	https://www.pata.org/pata-travel-mart-2023/#official-hotels	-
1	Fascia Name - Shell Scheme Package	Monday, September 25, 2023	Incredible Design	pata2023india@gmail.com	
2	Electrical Service	Wednesday, September 20, 2023	Incredible Design	pata2023india@gmail.com	
3	Furniture Orders	Monday, September 11, 2023	Incredible Design	pata2023india@gmail.com	
4	Service Location Plan	Wednesday, September 20, 2023	Incredible Design	pata2023india@gmail.com	
5	AV Equipment Rental	Wednesday, September 20, 2023	Incredible Design	pata2023india@gmail.com	
6 A	Outside Contractor - Shell Scheme (A)	Friday, September 15, 2023	Incredible Design	pata2023india@gmail.com	
6 B	Outside Contractor - Raw Space (B)	Friday, September 15, 2023	Incredible Design	pata2023india@gmail.com	
7	Plant and Floral Services	Monday, September 25, 2023	Incredible Design	pata2023india@gmail.com	
8	Contractor Badges	Monday, September 25, 2023	Incredible Design	pata2023india@gmail.com	
9	Booth cleaning service	Monday, September 25, 2023	Incredible Design	pata2023india@gmail.com	
-	Freight Instruction	Under 5.2 (Instructions with deadline)	APT Showfreight (Thailand) Ltd.	Apiwat@aptshowfreight.com / Hasnai@aptshowfreight.com	
11	Food and Beverages	Monday, September 25, 2023	Incredible Design	pata2023india@gmail.com	
12	Manpower Services and Interpreter	Friday, September 15, 2023	Incredible Design	pata2023india@gmail.com	
-	Internet of WI-FI Access	TBA	TBA	TBA	

- Exhibitors are requested to return this checklist to the relevant addresses by the deadline indicated. Please remember to attach forms for all required services.
- Exhibitors who sign up after the stipulated deadlines are requested to submit this checklist **IMMEDIATELY**.

PATA Travel Mart 2023
Pragati Maidan
October 4-6, 2023

Welcome to PATA Travel Mart 2023. In order to assist you in preparing for this Exhibition, we have designed this Manual to expedite your arrangements. Please return the necessary forms by the due dates so that we can ensure that the services you required are arranged before the Exhibition.

Exhibitors Should Be Aware of the Following Important Matters

1. The Exhibition Hall is open from 09.00-2000 hrs. During build-up on Tuesday and Wednesday, October 3 - 4, and from 1800-2000 hrs. On Friday October 6 for break-down.

Thereafter, all persons must leave the Hall for security reasons.
2. Exhibitor who has reserved "Raw Space" must have their layout, design plans and elevation scale drawings (2 copies) to reach the Official Contractor by, **September 15, 2023** for approval.
3. A "Decision Maker" from each company is recommended to be available at/before 10.00 hours on Wednesday, October 4, 2023 to facilitate any last-minute requirements.
4. Only general cleaning is provided in-hall. This includes cleaning of carpet and emptying of wastepaper baskets. Please note that cleaning of exhibits is the responsibility of the exhibitor. The removal/disposal of all construction debris and waste materials during the Exhibition are also the responsibility of the exhibitor and the appointed contractors.
5. Persons below 18 years of age are NOT permitted on-site through the build-up, break-down and the Exhibition days. Please note that this includes the children of exhibitors, contractors, and visitors. The accepted dress code during Exhibition days is Business Attire.
6. Trade Visitors registration is open from 0930-1700 hrs. On Friday, October 6, 2023. Children and persons not connected to the travel industry will not be permitted entry into the Exhibition, even with such invitations.
7. Packing/removal of exhibits followed by dismantling of booths can only commence after the Exhibition closes at 17.30 hrs. on Friday, October 6, 2023. All exhibits and booth materials must be removed from the hall between Friday 6, 2023 by 22.00 hrs.
8. All exhibitors and their personnel must be aware of the Exhibition's Time-Table of In-hall Operations, especially the build-up and break-down period, and must ensure that all activities are planned and carried out within these timing.
9. Exhibitors must have adequate insurance cover against any and all eventuality throughout the whole duration of the Exhibition for their personnel, equipment, third party liability claims and movements of equipment in and out of the Exhibition premises.

If you have any queries, please contact:

PATA Travel Mart Team

Ms. "Mam" Puangthip Chotipantawanon, Director of Events
Ms. Angkana Sakulpensuk (Buyer-specific), Assistant Director - Industry
Ms. Jitpisut Meetham (Seller-specific), Assistant Events Manager – Sales and Marketing
Ms. Nantharat Wathanasrimongkol (Buyer-specific), Assistant Events Manager – Buyer Relations

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All information contained in this manual is correct at the time of printing, as the Organizer has done their utmost to ensure their accuracy. The Organizer apologizes for any misprint, omission or error, and express regret. However, we cannot be held liable on any account whatsoever for them.

General Information

1.1 Venue

Pragati Maidan
Address: Mathura Road, New Delhi – 110001, India

Access: Gate 6, Pragati Maidan, located 15 km. from Airport

1.2 Organizer

The Organizer will maintain the PATA Working Office on-site throughout the build-up, break-down and Exhibition days. Staff member will always be on hand to answer questions, handle problems, and be of assistance to all sellers. **Any problem, which may arise on-site affecting exhibitors or contractors, should be referred to the Organizer immediately, so that prompt action can be taken.**

1.3 Media Workroom

The Media Workroom location will be advised on-site. These rooms will operate from 0900-1700 on **October 5-6, 2023**.

1.4 Sponsoring, Supporting and Associate Organizations

The Host Committee

- Ministry of Tourism, Government of India

Official Daily

- TTG Asia

1.5 Security - General / Individual

The Organizer has engaged alert and efficient security personnel to ensure the safety of all exhibits. Nevertheless, exhibitors must arrange their own insurance to cover all stages of Exhibition and be particularly careful to pack all items / exhibits immediately after the Exhibition close on **Friday, October 6, 2023**. It is at this time that there is the greatest risk of exhibits and valuables going astray.

The Organizer will not accept responsibility for theft, loss or damage of exhibits, stores or any other equipment belonging to exhibitors, contractors or visitors.

It is strongly recommended that at least one representative is at your booth to supervise all deliveries, packing, unpacking, installing, and dismantling until hand-over to your nominated agent.

Exhibitors are advised that rented furniture will be collected when the Exhibition closes, drawers, cupboards, storerooms, etc. should be emptied and contents packed away.

1.6 Public Address (PA) System

The PA system is for use by the Organizer and Hall Owner for **Official Announcements Only**. Paging services cannot be provided, nor can exhibitors' announcements be made.

1.7 Internet / Wi-Fi Services

TBA

1.8 Medical Assistance

TBA

1.9 Parking

TBA

1.10 Taxi Service

TBA

1.11 Loading Capacity

The loading capacity of Hall 14 is : 5 Tonne/sq.mt

2. Official Contractor / Official Freight Forwarder

2.1 Official Contractors / Agencies

The following companies have been appointed as Official Contractors/Agencies for the Exhibition:

(a) **Shell Scheme, Furniture Rental, Electrical, A/V Equipment Rental and Manpower Service**

Incredible Design

Address: 420, Ave One,
West End Greens, Rangpuri,
New Delhi, Delhi 110037

Contact: Ar. Sanjay Soni
Email: pata2023india@gmail.com
Contact: +919910065530

Incredible Design Responsibility covers all shell scheme construction, rental of furniture, electrical fitting installation, A/V Equipment rental in Hall.

2.2 Official Freight Forwarder

(b) **Freight Forwarding, Lifting and Handling**

APT Showfreight (Thailand) Limited

98/7-8 Yannawa Road, Chongnonsee,
Yannawa, Bangkok 10120, Thailand

Tel: + (66-2) 165-6152-58

Fax: + (66-2) 165-6159

Website: www.aptshowfreight.com

Email: Apiwat@aptshowfreight.com / Hasnai@aptshowfreight.com

Contact: Mr. Apiwat Israngkoon Na Ayuttaya / Mr. Hasnai Kongkaew

APT Showfreight (Thailand) Limited will provide and handle (for a fee) all the movements of freight and exhibits into and out of the Exhibition Hall that require any form or mean of mechanical lifting and handling equipment. They also provide customs documentation and censorship clearance as well as the hiring of labour on-site.

3. Rules and Regulations

The rules and regulations listed below are designed for safety, security, and to provide equal exposure for all exhibitors.

Exhibitors and their personnel/appointed agents must observe the rules and regulations stated in this Exhibitor Manual and those attached to the Exhibition Participation Agreement.

3.1 Presentations and / or demonstrations of exhibits / products

An exhibitor intending to present and/or demonstrate equipment, exhibit or product at his booth must:

- (a) Give proper consideration to the safety conditions under which the exhibit will be demonstrated.
- (b) Ensure that toxic fumes, exhaust or other irritants caused by the exhibits/products are not released into Exhibition Hall. Prior approval from the relevant controlling authority, in addition to that of the Organizer, must be obtained for such purpose.
- (c) Ensure that gas cylinders, naked flames and welding demonstrations are not exposed in the Exhibition Hall and booths. Prior Fire Safety Bureau (FSB) approval must be obtained and their conditions for such purpose fully met and satisfied before any demonstration is carried out.
- (d) Ensure that adequate protection is catered to prevent damage to the hall flooring, carpet and facilities. Any damages caused will be at the responsibilities of the seller concerned.
- (e) Ensure that any product or display like roofing, awning, ceiling or lighting pelmet must be highlighted in the respective stand plan and submitted to the Organizer for the Fire Safety Bureau (FSB) approval. Without this FSB approval, no such product or display will be permitted in this Exhibition by the FSB.
- (f) Ensure that all the relevant local government authority license(s) and / or permit(s) are obtained, and its stipulated regulations and conditions observed and abided with for the demonstration and/or use of electronics, radio and / or satellite transmitting equipment.
- (g) Ensure that only products for which they are agent, distributor, or dealer, are displayed. In the event of a dispute between / among exhibitors, the Organizer reserves the right to rule on the right to exhibit.

3.2 General Booth Cleaning

The Organizer will arrange for the general cleaning of the Exhibition Hall and booths. This only includes cleaning of carpet / flooring and rubbish disposal before the Exhibition opens in the morning and after the Exhibition closes in the evening. It excludes cleaning of exhibits and displays. Exhibitors are responsible for always maintaining their own booth in a tidy condition. Exhibitors with lockable offices are requested to place refuse outside the office before departure each evening, for disposal. Exhibitors may contact Official Contractor for quotation, should addition cleaning services be required.

3.3 Removal of Waste

During the build-up and breakdown days of the Exhibition, the aisle of the Hall must not be obstructed with packing and construction materials or debris. Contractor building space only booths or booth interiors are responsible for removing their own building waste and off-cuts from the site at the end of each day. Painting and sawing can only be carried out at a certain designated areas outside the Exhibition Hall.

At the end of Exhibition, contractors must remove from the site all the materials especially the double-sided carpet tape used from their clients' booths by the respective timings stated in the Time Table of in Hall Operations. Should they fail to do so; the monies of their performance bond will be used to pay for such removal by the Official Cleaning Contractor.

The Organizer reserves the right to charge the exhibitor concerned for the removal of excessive waste (booth construction debris, crates/pallets, cartons, packing materials or literature).

3.4 Operation of Booth / Conduct and Behaviour

All exhibition booths must be fully staffed and operational throughout the opening hours of the Exhibition. Exhibitors must not participate in any activities that may cause, or is likely to cause, annoyance to visitors or other sellers.

All activities of the exhibitor and his staff must be confined to the booth or site allocated. No advertising or canvassing for business may take place elsewhere in the Exhibition Hall. This includes the distribution of leaflets, brochures, journals, etc. Sellers may not use the Exhibition for recruiting staff, other than to seek local agents for their products.

3.5 Liabilities

It is agreed that neither the Organizer nor any of its officer, directors, members or employees shall have any liability or responsibility for any personal injury, property damage or loss suffered by a delegate or any of his/her family members or other persons attending the PATA Travel Mart with the delegate resulting from the action or inaction of any person other than an employee of PATA.

In the event of, or likelihood of, any circumstance which may create an extraordinary risk of injury or damage, PATA shall have the right in its sole discretion, to determine the course of action to be followed in respect to the 2023 PATA Travel Mart. In the event that PATA cancels or limits the Mart for reasons of safety, neither PATA nor any of its officer, directors, members or employees shall have any liability or responsibility in connection with such cancellation or limitation and their failure to perform any further obligations shall not constitute a breach of contract on the part of PATA to hold such Mart.

3.6 Dilapidation

Exhibitors are responsible for the cost of making goods or replacing any damage or dilapidation to the Exhibition premises, whether caused by themselves, their agents, and contractors or by any person or persons employed or engaged on their behalf by such agents or contractors.

Exhibitors occupying shell scheme booths are also responsible for the cost of making goods, any damage to the contractor's booth structures, floor coverings, light fittings and any other hired items, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by their agents or contractors. The cost of damages and losses will be stated by the relevant contractor and charged to the exhibitor concerned.

3.7 Force Majeure

The Exhibition may be postponed, shortened, or extended due to any cause whatsoever outside the control of the Organizer. In such an event, the Organizer shall not be responsible for any loss sustained by the exhibitor, directly or indirectly attributable to the elements of nature, force majeure or orders and directives imposed by any governmental authority, and fees paid by the exhibitor, in full or any part thereof, are refundable at the sole discretion of the Organizer.

3.8 Authority of Premises

In the event of any problems or disputes on-site, the decision of the Organizer, being lessee of the premises, will be final. The Organizer also reserves the right to amend any earlier decision made in order to meet and satisfy any unforeseen or prevailing circumstance for the benefit of the Exhibition and concerned parties.

3.9 Payment for Exhibition Space

No exhibitor may begin booth construction or move their exhibits into the Hall or surrounding area until full payment, including deposits, have been received by the Organizer.

3.10 Sound Level / Film and Audio / Visual Demonstrations

Sound levels should not exceed 65dB or 70dA measured from the nearest point of adjoining stands, which cause no interference with or annoyance to other Exhibitors.

If the Exhibitor continues to refuse to comply with the request to reduce the volume, the Organizer reserves the right to disconnect all power supplies to the stand and no compensation will be made to the Exhibitor.

3.11 Industrial Gas and Naked Flame Demonstration

The use of industrial gases of an inflammable or toxic nature for demonstration purposes will not be permitted in the Exhibition Hall.

3.12 Fire Precaution

All materials used in stands and exhibition constructions must be properly fireproofed in accordance with local regulations. Fire marshals will patrol the Exhibition facilities and will be authorized to stop any demonstration that is of potential fire hazards.

🚭 SMOKING IS PROHIBITED IN THE EXHIBITION HALL AT ALL TIMES 🚭

3.13 Photography of Exhibits

Commercial photographers, representing the appropriate media or individual visitors to the Exhibition may wish to photograph Exhibition booths or an individual exhibit. General photography of the Exhibition and exhibits is permitted; however, 'head-on' photography or 'close-ups' of any exhibits lies within the Exhibitor's jurisdiction. Please note that the Exhibitors have the right to request any such person not to carry out photography without specific permission.

Exhibitors wishing to restrict photographs for any reason should place notice to that effect, adjacent to the exhibit, and are advised to hire their own security guards to enforce this restriction.

3.14 Removal of Exhibits

Exhibitors can remove exhibits from their stands only on conclusion of PATA Travel Mart 2023 on October 6, 2023. The work on dismantling of the stand and removal of exhibits must be completed latest by 2200 hrs (TBC) on October 6, 2023. After this date, the Organiser reserves the right to remove the goods from the exhibition site at the exhibitor's expense and risk

3.15 Refund of security deposit

Security deposit of exhibitors would be refunded approximately within 30 days from the last date of the Exhibition, provided all dues towards participation and other charges.

3.16 Approval of layout plans of stands

Exhibitors must submit the design and drawing of their stall (floor plan & elevation) in 3D view (three-dimensional view) depicting position of exhibits, furniture, fittings, fixtures, brandings, office cubicles with complete dimensions in meters, in duplicate, to the Organiser and official contractor for approval by **Friday, September 15, 2023** on pata2023india@gmail.com.

Exhibitors failing to submit their stall drawings for approval by deadline: Shall **not be allowed to fabricate stall on site**.

3.17 Contractor badges

Each Exhibitor, if required may collect Contractor Badges from the official contractor by filling up the FORM 8. Contractor Badges Form 8 is available on the website. These badges will not be mailed. Badges will be distributed from the Registration counters inside of the **Exhibition Hall** from **October 3, 2023** onwards. Badges will be handed over only to the authorized representatives of Exhibitors. Exhibitors in possession of Exhibitor Badges will be entitled to enter Exhibition Venue during Setup, Exhibition period and Dismantling.

Persons in possession of Contractor Badges will be allowed to enter the Exhibition Venue during Setup and Dismantling only.

During show days (4-6 October), head of each contractor company require to exchange their "contractor badge" to "Working Staff Badge" at Exhibitor Registration Counter.

Exhibitors are responsible for the safe custody of the badges. For reasons of safety, possession of Exhibitor badges by unauthorized persons is strictly prohibited. Exhibitor badges are not transferable and must be worn in/on person at all times within the Hall, Pragati Maidan and other official function venues mentioned in the program.

Five (5) Contractor Badges will be issued for every 9 sq. m. of construction, up to a maximum of thirty (30) badges per contractor.

4. Accommodation, Transportation and Registration

4.1 Visa and Entry Facilities

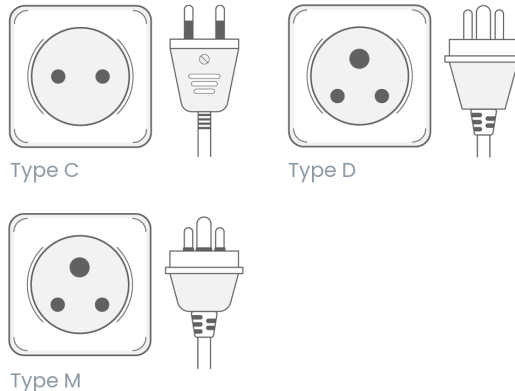
All visitors must hold a passport valid for at least six (6) months. Please click to visit <https://indianvisaonline.gov.in/evisa/tvoa.html> for more useful details on VISA.

4.2 More Information about New Delhi

- Official Languages: Hindi are spoken by the local population. English is widely spoken and usually used by staff of major tourism companies and hotels.
- Time: GMT +5:30hours
- Weather: TBA
- Average Temperature in October
- Min (°C) 9.4 / Max (°C) 39.4
- Min (°F) 48.9 / Max (°F) 102.9
- Currency: Rupee is Indian's official currency.

Some hotels do accept other notes or offer foreign exchange. The current exchange rate is around INR 82.67 to USD. (As on August 10, 2023)

- Telephone: The country code for India is +91, the area code for New Delhi is (11)
- Electricity: India's electricity follows the 230 volt 50-cycle system. The power socket use in India is of type C, D & M.



- Dress Code: Business attire is the official dress code during PTM2023 business sessions at the Exhibition Hall. The dress code for evening social functions, unless otherwise specified within the programme, is smart casual or national costume.

You can visit the website <https://tourism.gov.in/> for other useful details.

4.3 Hotel Accommodation:

Please complete the Hotel Booking Form and submit it directly to the Hotel. The form is also available on the PATA Website <https://www.pata.org/pata-travel-mart-2023>

4.4 Transportation

(a) Arrival Transfer:

From below arrival port:

- Indira Gandhi International Airport

To all PTM2023 official hotels will be provided to all registered delegates arriving October 3 - 4, 2023.

Departure Transfer: Departure transfer will be provided on October 7-8, 2023 to all delegates who stay at all the PTM2023 Official Hotels to the below departure port:

- Indira Gandhi International Airport

Please check transfer schedule at the Hospitality Desk onsite again.
If you arrive or depart prior to or after these dates, or if you are not staying at one of the official hotels, you will be required to make your own transfer arrangements.

- (b) **Show Days / Official Functions Shuttle** - Transfer to all business and official social events will be provided.

5. Freight and Shipping Instructions

5.1 Consignment of Exhibits / Materials to New Delhi (India)

To ensure that your exhibit materials imported into New Delhi, India are customs-cleared and delivered to your booth in time, please contact the official freight forwarder for consignee details and notify party. Please DO NOT send the shipment to Pragati Maidan or via courier service as it is not recommended.

Shipment via courier may cause problems at customs or high amount of import duty & tax. And we do not have any control on couriers.

If you have any query, please consult our Official Freight Forwarder, **APT SHOWFREIGHT (THAILAND) LIMITED**

5.2 Freight Handling / Delivery and Removal of Exhibits

The Official Freight Forwarder or their agent(s) will make contact with each exhibitor regarding documentation procedures and deadlines for shipping exhibits.

The Official Freight Forwarder, **APT SHOWFREIGHT (THAILAND) LIMITED** will provide all lifting and handling equipment in-hall as well as labour.

Please ensure that all exhibits and displays are sufficiently insured for all the stages of the Exhibition, and that all exhibits and displays are properly packed and crated with shock absorbing materials to prevent damage caused in transit and during delivery to booths and vice-versa on-site.

(a) Shipping Deadlines

The following is a schedule of deadline dates for action by Sellers' nominated forwarder(s) and information of / action by the Official Freight Forwarder.

Receipt of documents for sea freight consignments	: August 25, 2023
Arrival of sea freight	: September 08, 2023
Receipt of documents for electric equipment/TV. Computers / Monitors	: September 01, 2023
Receipt of documents for air freight consignments	: September 4, 2023
Arrival of air freight (Indira Gandhi Int'l Airport)	: September 18, 2023

(b) Lifting and Handling On-site

Only **APT SHOWFREIGHT (THAILAND) LIMITED** is permitted to work inside the **Exhibition Hall** at Pragati Maidan and operate lifting equipment. Any forwarder may deliver to the door of the Exhibition Hall, but **APT SHOWFREIGHT (THAILAND) LIMITED** must handle it from the freight entry up to Exhibition booth, unless the item(s) can be hand-carried by one (1) man. This regulation will be strictly enforced and is necessary for reasons of safety, insurance and control / co-ordination of in-hall movements.

(c) Local Deliveries and Hand-carried Items

Exhibits should not be sent to the Exhibition Hall until the booth construction has progressed sufficiently to receive them (see the Time-Table of In-Hall Operations). The Seller and / or his representative must be present at his own booth to accept delivery of freight. The Organizer will not accept any delivery on behalf of the Seller, nor can we be responsible for any failures in delivery. The Organizer will not be responsible for the safekeeping of items, which arrive in advance of the Seller's staff.

It is recommended that a representative of the Seller, who is authorised to make decisions, should be available on **Tuesday, 03 October 2023** to facilitate any last-minute requirements. This representative

should also be present earlier if required to hand over or receive goods from the Official Freight Forwarders to avoid any loss or damage.

Access to the Exhibition site is restricted. Sellers must ensure that the delivery, loading and unloading of goods is via the bay designated by the Official Freight Forwarders. Vehicles at these loading / unloading bays will be under the supervision and direction of **APT SHOWFREIGHT (THAILAND) LIMITED** and the Pragati Maidan's Security Officers, who will see that the operation is carried out smoothly.

(d) Delivery of Exhibits during Build-up (03-04 October 2023)

Exhibits requiring mechanical assistance must be handed over to the Official Freight Forwarder at the loading / unloading bay. Sellers using their own freight forwarder to these areas are requested to email their details to **APT SHOWFREIGHT (THAILAND) LIMITED** at Apiwat@aptshowfreight.com / Hasnai@aptshowfreight.com by September 20, 2023 in order to facilitate co-ordination.

To avoid congestion in-hall, only small items and / or goods that can be taken out of their cases without risk of damage to the floor and Hall should be unpacked inside the Exhibition premises. For major items, Sellers should arrange with the Official Freight Forwarder to unpack away from the Exhibition premises and bring these items to the stand for positioning.

Exhibits should only be sent into the Exhibition Hall when the booth construction has progressed sufficiently to receive them. The Seller and / or his representative must be present at his own booth to accept delivery of freight/exhibits. The Organizer will not accept any delivery on behalf of the Seller, nor can we be responsible for failure in delivery, nor safekeeping of items, which arrive in advance of the Seller's staff.

(e) Delivery of Exhibits during Exhibition Days (06 October 2023)

Removal or delivery of exhibits and other Exhibition stores **Will Not Be Permitted during Exhibition Opening Hours**. Such removal, delivery or replenishment of stock may only be carried out before opening hours in the morning or after closing time in the evening.

(f) Removal of Exhibits

Should Sellers and their contractors / agents / suppliers wish to remove any items from the Hall, a **"GOODS REMOVAL PASS"** must be obtained from the Exhibitor Service Centre on-site. This applies to the Build-up, Tear-down, and Exhibition days. For removal of VCR, TV, projector, refrigerator, etc, the registration serial number(s) of the unit must be provided for the "GOODS REMOVAL PASS" application.

In order to reduce the possibility of theft, all valuable and portable items / exhibits must not be left unattended and be removed from the Hall on the evening of **October 06, 2023**. Sellers are strongly advised to ensure that at least one member of their staff is on-site to supervise and co-ordinate the re-packing and removal of their exhibits. Dismantling of all the booths will commence on the evening of **October 06, 2023**. All items / exhibits must be removed by the respective timings stated in the "Time-Table of In-Hall Operations".

Please ensure that all your exhibits and displays are properly packed and handed over to your agents / contractors before leaving the Exhibition Hall.

5.3 Storage of Materials

The Organizer is unable to provide in-hall storage facilities for packing cases, surplus materials or other property of the Seller. Arrangements for safekeeping of such items must be made with the Official Freight Forwarder.

5.4 Shipping by Courier Companies

Exhibitors are strongly advised not to courier goods for this exhibition as it could be detained by the customs. In any case that exhibitors insist to send it via courier, please check with official forwarder for the address.

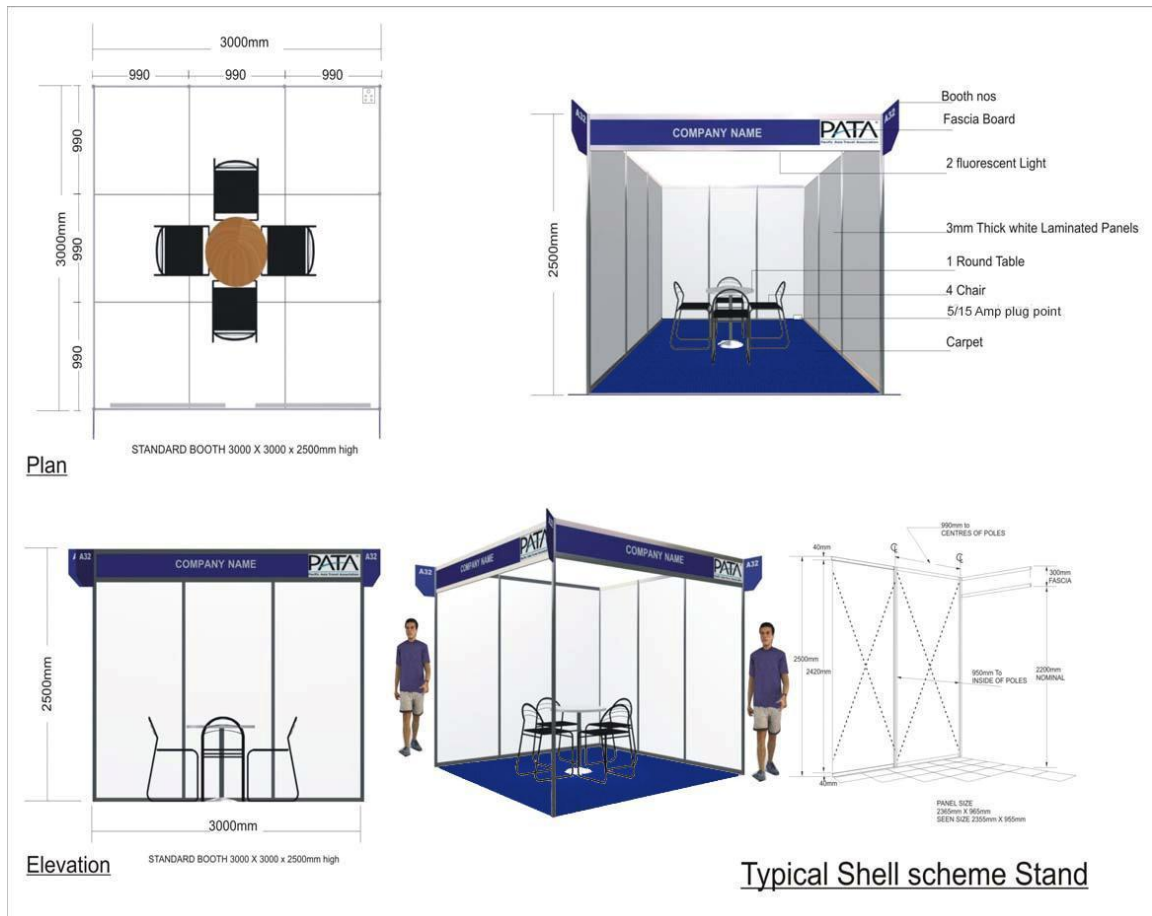
Please send copy of AWB / courier waybill and commercial invoice & packing list to official forwarder as soon as the shipment uplifted (via fax or email) so that they can monitor the shipment for you.

Please kindly be informed that there will be a delivery charge for courier shipment, rate will be quoted upon

6. Hall Specification / Booth Fitting Regulations and Specifications

6.1 Shell Scheme Specifications

Shell scheme booths will be built from Octanorm modular system. The following items will be provided in the package (based on a 9 sq. m. booth),



(a) Rear and Dividing Walls

2.50 metre high walls, with 950mm wide panels painted white, set in aluminium frames

(b) Fascia

The fascia is approximately 300mm deep, with in-fill panel of 230mm, and runs the length of the aisle faces, with white upper-case letterings & blue colour background. PATA logo and Booth numbers.

(c) Floor Covering

Blue colour needle punch carpet (FB-2 Dark Blue).

(d) Electrical and Furniture Items

- One (1) White System counter (size: 100x50x75cm LxBxH)
- One (1) White round Table (size: 80 x 80 cm)
- Four (4) Black Conference Chairs
- Three (3) 12W LED Spotlights
- One (1) 13Amp/220V Power Socket (max 500W)
- One (1) Wastepaper Basket

6.2 Electrical Supplies and Installation

General Hall lighting is available in hall, depending on location.

The standard electrical current supplies available for use on stands at the Exhibition are: -

- (a) Single-Phase alternating current at 240 volts, 50Hz (+/- 10%)
- (b) Three-Phase with neutral alternating current at 380 volts, 50 Hz (+/- 10%)

For safety reasons and for the protection of electrical installation at the Exhibition premises, **all power main installations from source to outlet (Exhibition booths) must only be carried out by the Official Electrical Contractor**. Any deviation from this regulation will only result in supplies not being switched on. As Organizer / Show Manager, we seek your kind cooperation in this matter as it is only beneficial to all parties concerned.

Connection of exhibits within the booth may be carried out by the Exhibitor's technician, but they must be inspected by the Official Electrical Contractor before circuits will be made live.

Each electrical supply provided is intended for one equipment or machine on display. Multipoint sockets outlets are not permitted as an overload may be caused, leading to a trip in the incoming power supply. Severe trips may take hours to rectify, thereby causing inconvenience to all Exhibitors.

No electrical installation or fittings may be suspended from the ceiling of the Exhibition Hall or fixed to any part of the building structure without any prior permission of the Organizer / Show Manager and the Hall Owner and, if permitted, a fee may be levied.

The Organizer / Show Manager reserves the right to disconnect electrical supply to any installation, which in the opinion of the Electrical / Safety Officer is dangerous or will cause annoyance to visitors or to other exhibitors.

Please place orders early to facilitate submission of electrical plans to the Authority for approval. Late or wrong orders will cause delays in the supply to your booth. Please note that the physical conditions of the Exhibition being different from those of the Seller's premises, may affect the electrical supplies and installations and thus allowances must be factored onto the orders made.

Electrical arrangements for Exhibition booths can be ordered by using **Form 2**.

Exhibitors requiring 24-hour supply must submit in writing their requirement, at least one (1) month prior to the build-up date, to the Official Electrical Contractor, and any additional cost due to wiring, consumption, inspection fees, levies, etc. must be borne by the exhibitor concerned.

Requests for any items not listed in Form 2 can be directed to the Official Electrical Contractor (Incredible Design).

Supplies to booths will be from one (1) hour before to thirty (30) minutes after Exhibition hours each day. And supplies to booths during Build-up and Break-down period are stated in the Time table of In Hall Operations.

Please remember to indicate the locations of any additional electrical fittings you require on Form 2, so that the electrical and service engineers and staff can prepare your requirements before you arrive at the Exhibition site.

6.3 Booth Fitting Regulations

Exhibitors are advised to inform their nominated booth contractors of these regulations and to ensure their strict compliance:

- All parts of this Section are inter-related and are to be complied with collectively, where applicable.
- All dimensions and positions of stands and utilities services are estimate and must be verified and confirmed only onsite, and adjustments to the stand construction must be made to accommodate any such variation.
- Exhibitors and their contractors must take note and adhere to the timings for the build-up and breakdown periods stated in the Time table of In Hall operations when preparing and constructing their booths and exhibit display as extension of these timings may not be possible due to the fact that the Exhibition Hall

might have already been booked for other events; and when an extension is possible, the charges involved are very costly and must be borne by the Exhibitor or their contractor concerned.

- The exhibitors who used the private contractor should submit the design of stand and working plan to the Organizer for approval by **September 8, 2023** on **pata2023india@gmail.com**.
- No fittings of any kinds are allowed onto neighbouring side or real walls.
- Outward facing advertisements must be at least 1 m away from neighboring stands. Exhibits are not subject to this restriction.
- The exhibitors allowed to build the tower on the condition that is erect minimum 1 meter beyond the neighboring stand partition.
- No part of any structure may extend beyond the boundaries of the site allocated.

(a) Shell Scheme Package

PATA has appointed Incredible Design as the Official Contractor for all Shell Scheme booths. However, an Exhibitor may employ a contractor of his choice to construct booth interiors and any free-standing displays or fitments that may be required, subject to all rules and regulations:

- (i) No additional fittings or displays, including additional name boards, covers, logos, balloons, etc are to be attached, nailed, screwed or drilled to the Shell Scheme booth structure. If this instruction is ignored, the Official contractor reserves the right to charge the Seller or Contractor concerned for any damages to the materials. The Official Contractor may provide assistance in hanging or displaying exhibits on the booth structure whenever possible. Please consult them if you require their assistance.
- (ii) No painting, wallpapering or pasting of panels is allowed. Exhibitors who wish to have such works done on the panels must inform the Official Contractor, who will provide a quotation and carry out the work. Any double-sided or adhesive tapes belonging to the Seller or contractor must be removed from the panels after the Exhibition.
- (iii) The fascia is approximately 2970mm broad, including the aluminium frame. Exhibitors may add their company logo not wider than 210mm (size of the in-fill panel), and not more than 10mm thick, by arrangement with the Official Shell Scheme Contractor.
- (iv) Exhibitor occupying a corner booth has the choice of a wall or an additional open side to the aisle. And any such wall may be required to be set into the booth or by half metre as deemed necessary by the Organizer / Show Manager for safety reason or exposure of other Exhibitors.
- (v) No financial credit or item exchange will be given by the Organizer / Show Manager for any Shell Scheme package items not utilized.

(b) Raw Space Booth / Shell Scheme Under Decoration

These rules also apply to contractors doing addition works or interior decoration to Shell Scheme Booths.

Exhibitors, who have booked "Raw Space" booths may use either the Official Contractor or appoint another contractor of their choice, subject to the approval of the Organizer / Show Manager and Hall Owner. The Seller and his contractor will have to comply with the following rules and regulations.

- (i) All works in the Exhibition Hall should be confined to installation and minor alternation works only. Fabrication works like welding, cutting, sawing, laminating, painting, spraying etc. should not be carried out inside the Exhibition Hall. Severe restrictions and penalties will be imposed on anyone who infringes this regulation. This is a safety and health measure.
- (ii) **The Company Name and Stand Number of the Exhibitor must be prominently displayed.** If this requirement is not observed, the Organizer reserves the right to affix stand numbers and charge the cost incurred to the Exhibitor concerned.
- (iii) Where the stand abuts onto another stand, the walls of the adjacent stand may not be used by the Exhibitor, i.e. every exhibitor is responsible to build their own wall to separate their stands.
- (iv) Stand structure of any form of fitting / display elements may be erected to a height of 4.0m only. The exhibitors are requested to follow this very strictly.

- (v) The exhibitors allowed to build the tower on the condition that is erect minimum 1 meter beyond the neighbouring stand partition.
- (vi) Stand with perimeter or sidewalls or partitions facing the aisles should be set in from the aisle. This is a **safety** precaution and also to ensure that sufficient **exposure** is given to the neighbouring Exhibitors. Any exception must be permitted by the Organizer in writing. The following guidelines should be observed:
 - i. to be set into the standby at least half a metre from the aisle or edge
 - ii. no longer than half of the total length of the aisle it sits on
 - iii. not higher than 2.5 metres
- (vii) A back wall must be provided, except in the case of an island stand. The Organizer reserves the right to request an Exhibitor to change, modify, lower or shorten any back wall, if such, in the opinion of the Organizer, may obstruct the reasonable view or exposure of other Exhibitors' stands.
- (viii) Where a stand wall on the common boundary line is higher than the adjacent stand wall, the visible rear surface must be finished in plain white only by the Exhibitor building the higher wall.
- (ix) The Exhibitor cannot display his name boards or signs over on the sides of another adjacent Exhibitor's back wall or sidewall other than on his own sides. Any structures to be used for logos and graphics like towers and signboards should be set in by at least half a metre from the common walls.
- (x) No part of any structure or exhibit or promotional displays to that effect (other than those permitted by the Organizer) may extend beyond the boundaries of the site allocated. This includes symbols, logos, lighting, floral decorations, furnishings and etc.
- (xi) A suitable floor covering, such as carpet or matting must be provided for all stands.
- (xii) No fitting or display may be attached, nailed, screwed or drilled on to the flooring. If this instruction is ignored, the Exhibitor/Contractor concerned will be responsible for any damages caused.
- (xiii) No suspensions are to be made from the trusses of the Exhibition Hall nor may any fixings be made to the floor, columns, walls or any other part of the Hall.
- (xiv) Neon lights or signs may be permitted; but continuously flashing ones will not be permitted unless it forms an integral part of an Exhibitor's product. Sequentially lighted displays may be used subject to the Organizer's approval of the rate of light change. All neon lights or signs must be fitted with a "safety fireman" switch.
- (xv) No air conditioning unit or system is permitted in the stands at any location.
- (xvi) Exhibitors and their contractor must inform and consult the Official Electrical Contractor whenever works are carried out near any electrical installations, fuse switches, isolator and/or power points. The Official Electrical Contractor has the right to switch off the supplies for **safety** reasons as well as to prevent any damages to the Exhibitor's equipment. And it is the responsibility of the Exhibitor and their contractor to ensure a thorough integrity check is carried out on all circuits, switches, outlets and/or connections before supply is switched on again. Failing which, the Organizer and the Official Electrical Contractor shall assume no responsibility for whatsoever damage caused. The official contractor only connects electricity from the panel to the outlet in the stand. For electrical installations in the stand will be made by each participant or their appointed stand contractor.
- (xvii) Exhibitors are reminded that it is the responsibility of their appointed stand contractor to clean and vacuum the stand upon completion of construction, before handing over to the Exhibitor. Thereafter, the Official Cleaning Contractor will clean the aisle carpet only.
- (xviii) Exhibitors and their nominated stand contractor must adhere to the timings stated in the Time-table of In-Hall Operations and are responsible for moving their excess materials including waste, paints, debris and off cuts daily during build-up, and all their materials including adhesive tapes and padding used in the laying of floor coverings, at the end of the Exhibition.

6.4 Exhibitor Nominated Booth Contractor

As Organizer / Show Manager, we recognize that each Seller selects the booth contractor that they believe will best serve their needs before, during and after the Exhibition.

If an Exhibitor chooses to engage such a booth contractor other than the Official Contractor, we are happy to have them on the Exhibition Floor.

However along with the growing number of these booth contractors on the Exhibition Floor have come numerous added expenses - related costs resulting from an increase in liability claims, Hall damage, excess cleaning charges, and extra administrative costs for badging, contractor, insurance tracking, security etc. Rather than passing on these added costs to all Exhibitors, including those who do not use such contractors, we have implemented a formal approval, fee and performance bond system.

- (a) Exhibitors (or their nominated booth contractors) are required to submit for approval, stand layout plans, elevation and artist's impressions, in duplicate to the Official Contractor "**Incredible Design.**" office by **September 15, 2023** together with their nominated contractor's details (company name, address and contact person's name) using **Form 6A or Form 6B**. This is to prevent costly alterations being required on-site, Hall Owner and / or Organizer / Show Manager. All drawings must have clear dimensions and scale drawings should not be smaller than 1:200. Faxed copies are acceptable, but original drawings must be submitted for final approval. Late submission may mean that approval may not be granted in time for construction to commence on site. And although such an approval may have been given already, the Organizer / Show Manager Reserves the right to request the Exhibitor concerned to modify certain portions of their booth to meet Hall or government or the Exhibition's prevailing conditions and circumstances. **And please note that the design must include booth number.**

Before the nominated booth contractor is permitted to start work in hall, either he or his employing Exhibitor / group is **required to pay administration fee and refundable performance bond to Incredible Design, please refer Form 6B** and sign an undertaking to guarantee conduct and behaviour, proper schedule of works, and observance of the Exhibition and Hall regulations. The Organizer / Show Manager reserves the right to increase this maximum limit on any Seller and their contractor who had previously performed or behaved unsatisfactorily, without having to assign any reason.

Only when the performance bond and administrative / management fee are received, and the undertaking signed, the contractor will then be allowing to bring stores into the Hall and commence work.

All Performance bond and administrative / management fee monies must be lodged in T/T or cashier's orders. Please note that any bank charges, levies or exchange rate differences will be deducted accordingly from the performance bond money. No banker's guarantees (BG), credit card payments, or other forms than those stated are acceptable for this purpose. Contractors will also have to bear any charges levied by the Hall Owner for damages caused to their property and / or flooring.

Contractors, especially foreign-based ones must engage a local sub-contractor for the installation and dismantling works. They should make prior arrangements with the Official Cleaning Contractor for the cleaning and disposal of waste materials daily during the Build-up and Breakdown periods. The standard working areas used and occupied by the contractors should be kept tidy at all times.

Provided that the booth is completed by 2200 hrs. On **Wednesday, October 4, 2023**, unused materials and debris disposed of and discarded, and no damage is caused, or any claim made during the build-up, breakdown and Exhibition days, the Performance Bond will be returned to the contractor in full, within 30 days of the completion of the Exhibition.

Five (5) Contractor Badges will be issued for every 9 sq. m. of construction, up to a maximum of thirty (30) badges per contractor.

Please note that a complete name list, with details of identification card / passport / work permit numbers must be provided.

A limited number of contractor badges for maintenance work or standby crew will be issued by the Organizer / Show Manager on a case-by-case basis, upon receipt of written application by the contractor concerned.

All foreign employees and staff must be in possession of valid work permits. We expect Government Officials to visit during build-up, to check on work permit. Please note that the issuance of Exhibitor and Contractor Badges by the Organizer / Show Manager does not imply in any way that permission is granted for any person to work onsite without the necessary permits.

Please be noted that the exhibitor or their contractor can only get the badges if they already paid for the refundable deposit, and they have to return the badges after the event or the deposit will cut off automatically depends on the badges and we will cut off the deposit too if there are happen damage during setup or dismantling.

Thank You