



75th Annual Conference Of The Delhi Ophthalmological Society

13th - 15th June, 2025
Bharat Mandapam, Pragati Maidan, New Delhi

EXHIBITOR MANUAL





General Information: A

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A1 The Venue

BHARAT MANDAPAM, PRAGATI MAIDAN, NEW DELHI



Distance from:



Distance from New Delhi Railway Station: 7Km / 17min



Distance from Indira Gandhi International Airport: 17km / 36min

A2 Conference Secretariat



Dr. Prafulla Kumar Maharana

Secretary, Delhi Ophthalmological Society

A-23, First Floor, Green Park Main, New Delhi – 110016, Delhi

Email: conferences@dosonline.org



A3 Official Show Contractor

PARAS ART STUDIO

A 25/7 Middle Circle, Connaught Place,
New Delhi 110001
Web: www.parasartstudio.com

Contact: - For Electrical Order, Additional Furniture and Raw Space Queries

Name: Ms. Akansha Chauhan
Designation: (Client Servicing - Exhibition)
Mob: +91 9520488765
Email: akansha@parasartstudio.com

Contacts: - For any Information on Exhibition Area and Venue

Name: Mr. Balbeer Singh
Designation: (Project-Manager)
Mob: +91 9873885596
Email: balbeer@parasartstudio.com

Name: Ms. Manya Joshi
Designation: (Project-Manager)
Mob: +91 7030595715
Email: manya@parasartstudio.com

PARAS ART STUDIO responsibility covers all shell scheme construction, custom built booths rental of furniture, electrical fitting installation, plumbing services, A/V Equipment rental, Water & Drainage & Temporary staff services in exhibition hall / Exhibition booths.



Some Important Information for Booth and Pavillion Exhibitors/Contractors

1. It is mandatory for exhibitors to make 100% Payment to get an NOC from Conference Secretariat before move in.
2. It is mandatory for exhibitors to get their designs approved by the Official Contractor.
3. It is mandatory for the Exhibitor contractors to follow the buildup time schedule for

Exhibition Booths & Pavillion – Setup Starting from, 11th June 2025 ,1200hrs onwards and all setup to be completed by 12th June 2025, 1800hrs.

4. It is mandatory for Exhibitors to order their Power Requirement during the buildup time (if required) and during show days to the Official Contractor by **6th June 2025**.
5. Height limit of the booths needs to be strictly followed as per mentioned below.

For Pavillion / Raw Space Exhibition Booth Contractor must have

1. **Submit a copy of Stand design Approval to be Approved by Official Show Contractor team before 6th June 2025 on below email address:**

- Mr. Balbeer Singh: balbeer@parasartstudio.com
- Ms. Manya Joshi: manya@parasartstudio.com
- Ms. Akansha: akansha@parasartstudio.com
- Mr. Nimit Soni: nimit.soni@parasartstudio.com

- Submit Following Forms Filled (*to be filed and submitted by all exhibitors who have opted for pre-fabricated structures or Raw Space*)

- Form 1 - Shell Scheme Fascia Form
- Form 2 - Additional Furniture Form
- Form 3 - Electricity Order Form
- Form 4 - Audio-Visual Requirements Form

- Any stand construction above the permissible height will strictly not be allowed and will be rectified by Official Contractor of **DOS** as they find correct.

Important Information for Raw Space Exhibitors/Contractor:

1. **Any Damages of the Venue, Structures, Shell Scheme Stalls and / or the disposal of booth construction wasteleft on-site after the event. Any breach of the organizers / venue's regulations may be Penalty towards Exhibitor or Contractor.**
2. **It is the individual booth contractor's responsibility to remove all packing and waste materials from the exhibition hall during both move-in and move-out. Garbage & waste materials from decoration work must not be discarded into the aisles & must be cleared. All material used must be removed during move-out and this must be done safely (no pushing over high pieces of booth, no smashing of glass panels etc.)**
3. **Organizing Committee have reserved the right to deduct an actual and appropriate amount for damages to the structures, made by the exhibitor or their design & handling agencies'. This is to ensure all the rules & regulations are abided by and to cover any damage arising directly or indirectly from infringement.**
4. **It is mandatory for Raw Space stands to order electrical load requirement to the Official Contractor.**
5. **Power Charges including Connection Charges would be INR 5000 per KVA shall be collected by Official Show Contractor from Raw Space Exhibitors**

A4 Overall Venue Layout



Note: "Organising Committee reserves the right to change/modify the Layout"



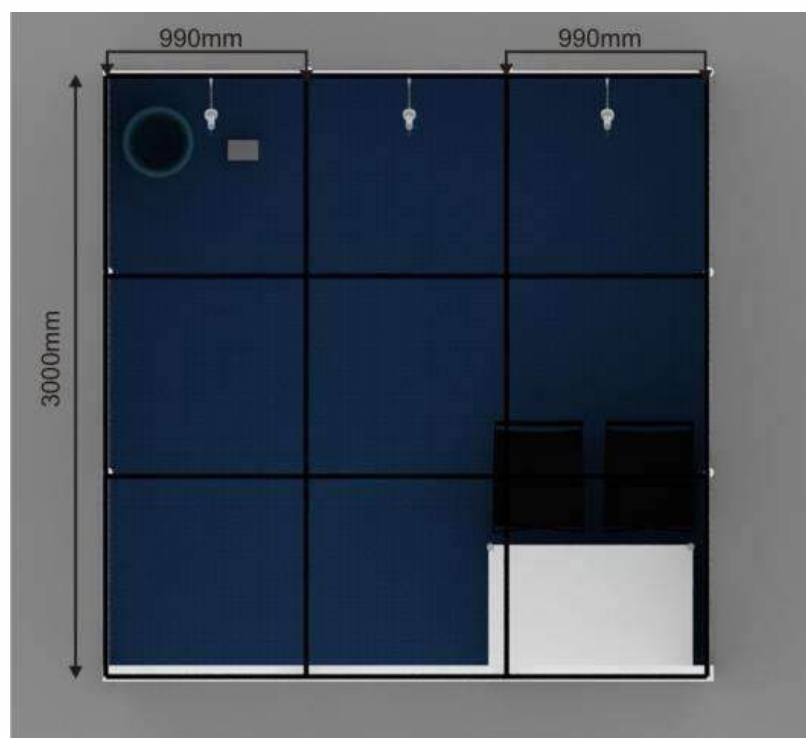
A5 Technical Specifications & Timeline : Exhibition Area

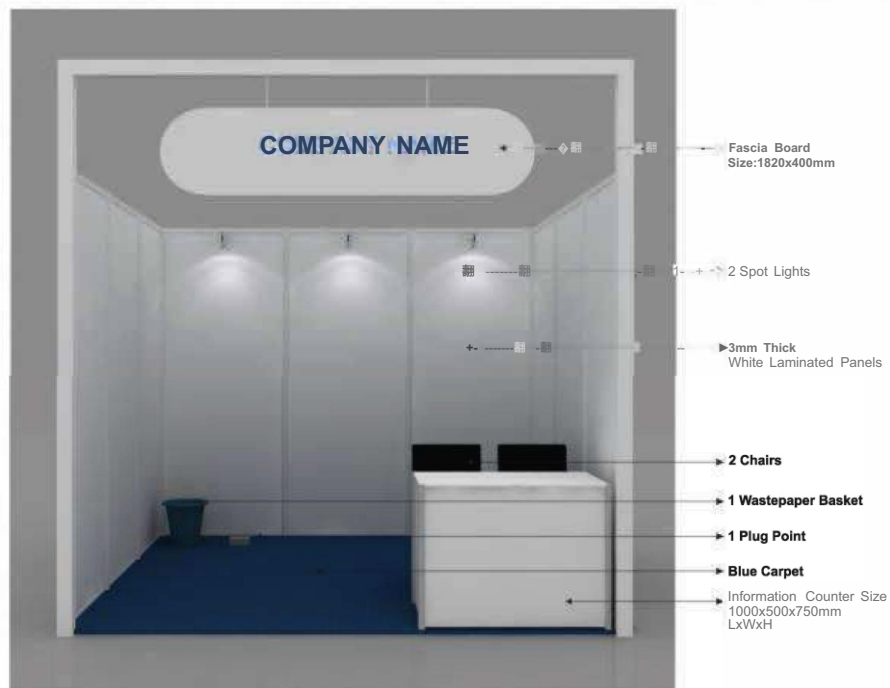
Exhibition Area	Exhibition Hall 12A
Maximum Allowance Height	4m
Maximum Height of Common Wall/Sharing Wall/Back Wall	3m
Floor Loading	N.A.
Exhibition Hall Flooring	PCC Flooring
Loading Gate (W x H)	5m x 4m
Air-conditioning of the Hall	Centralized Existing AirConditioned Hall
Setup Dates and Time	11th June 2025 from 1200 hrs onwards
Completion of Work	12th June 2025 before 1800 hrs

Note: No work allowed after 12th June 2025, 1800 hrs onwards

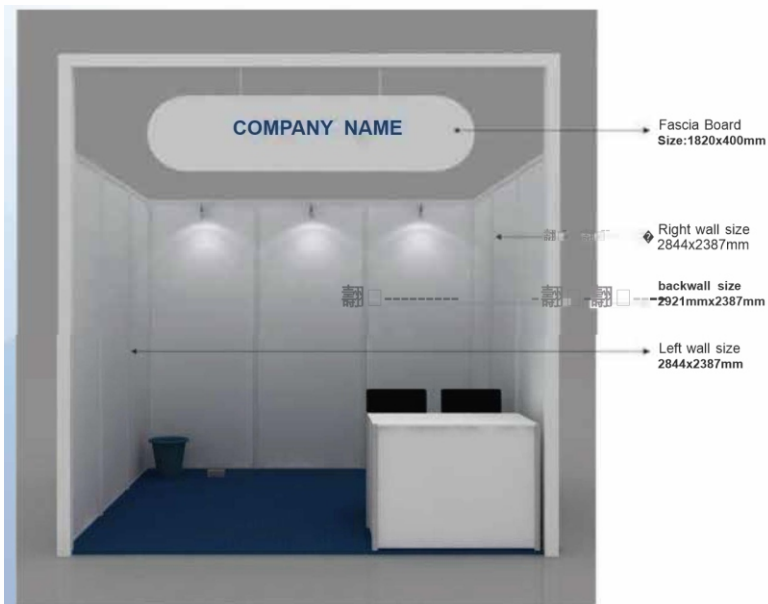
A6 Exhibition Booth (Shell Scheme Booth Prospective)

3m x 3m Standard Shell Scheme Booth

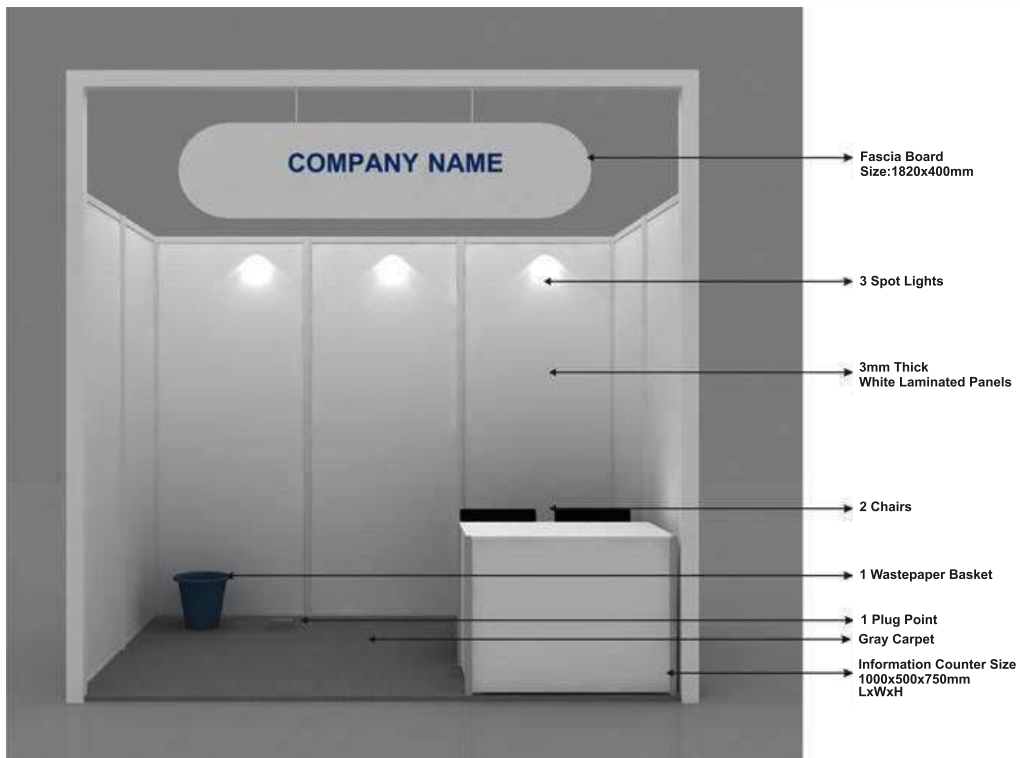




3m x 3m Standard Shell Scheme (Graphic Sizes)



3m x 2m Standard Shell Scheme Booth Package & Graphics Sizes



[illegible]

Technical drawing of the Ecolife 1000mm x 750mm wall-mounted water purifier, showing dimensions and graphic sizes for various components.

Left Wall Graphic Size: 1880mm(74") x 2387mm(94")

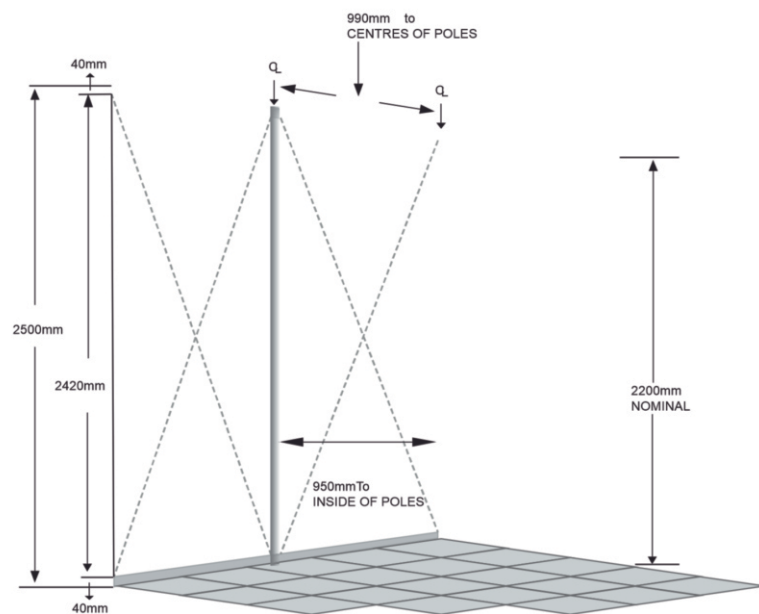
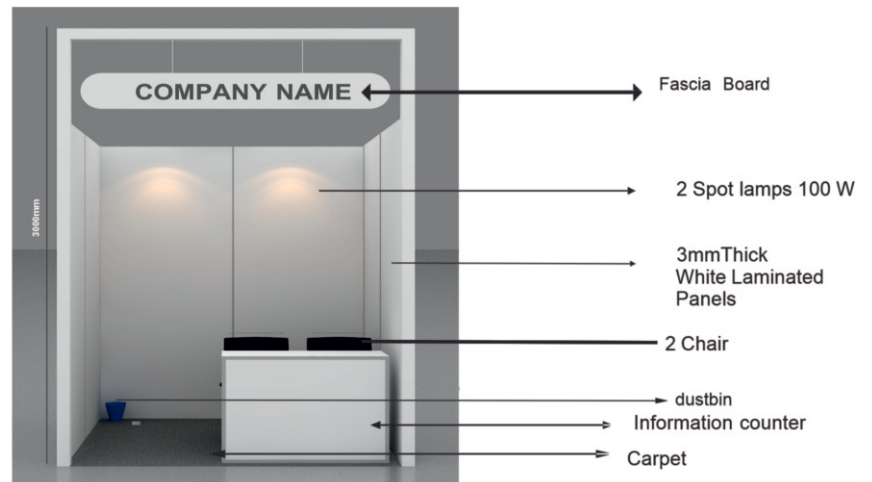
Back Wall Graphic Size: 2912mm(115") x 2387mm(94")

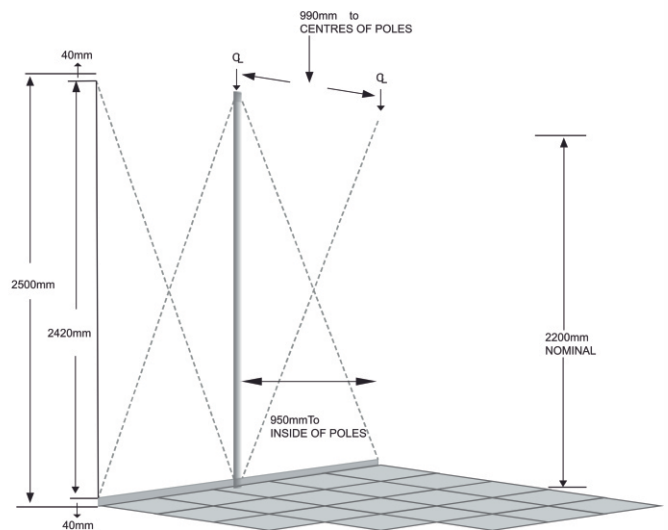
Right Wall Graphic Size: 1880mm(74") x 2387mm(94")

Information counter:
Graphic Size: 1000mm x 750mm

Tapwa Graphic Size: 1928mm x 457mm

Slit Panel Graphic Size:
945mm x 2136mm







A7 Access to Venue's Loading / Unloading Area

ACCESS TO VENUE LOADING / UNLOADING AREA

Access to the Venue unloading area during the buildup and dismantling periods is from Venue Service Gate only. Time-Schedule for On-Site Operations should be strictly followed by the exhibitor's appointed contractors.

- All exhibitor's appointed contractor are required to :
- Bring along the Appointed Contractor Acknowledgment Letter issued by the Official Contractor.
- Bring along the Delivery Challan to be used as entry pass to the event venue.
- NOC (NO OBJECTION CERTIFICATE) From **Conference Secretariat**.

Please note NOC will be issued only against 100% Payment and design approvals from the Official Contractor.

All booth contractors are required to submit the Delivery Challan clearly stating the list of equipment that will be brought into the Hall during the construction and dismantling periods at Service Gate of The Venue.

It is the responsibility of the exhibitor and their appointed contractors to ensure that their workmen do not enter other exhibitors' stand and other area of Venue.

A8 Additional Orders

1. Additional Furniture Rental (**Form 2**),
2. Electrical Supplies & Fittings Rental (**Form 3**),
3. Audio-Visual Requirements (**Form – 4**) can be hired from the Official Show Contractor. Please place your order by completing the respective forms and returning these to the Official Contractor appointed by the Organizer by the various deadlines stated on the forms.

PLEASE NOTE

For any additional order on site, you can only order directly with the Official Contractor PARAS ART STUDIO.

A9 General Cleaning

General cleaning of the exhibition hall will be provided by the official contractor who will also arrange for all shell scheme booths to be cleaned PRIOR TO THE OPENING OF THE EXHIBITION and daily thereafter, but it is the responsibility of the Exhibitor to maintain his booth in a clean condition at all times.

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 area outside the Exhibition Hall.

At the end of Exhibition, contractors must remove from the site all the materials. 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 Organiser reserves the right to charge the seller concerned for the removal of excessive waste (booth construction debris, crates/pallets, cartons, packing materials or literature)

GENERAL INFORMATION: B

B1	Time-Schedule For On Site Operations
B2	Demonstration of Heavy/Large Exhibits
B3	Standard Shell Scheme Booth Fitting Regulations
B4	Booth Decoration (Special Design of Raw Space or Upgrading of Shell Scheme Booth)
B5	Operation of Booth
B6	Electrical Contractor and Installations
B7	Removal of Exhibits
B8	Security and Insurance
B9	Fire Precaution
B10	Storage & Waste Material
B11	Dilapidation

B1 Time-Schedule for On Site Operations

BUILD-UP PERIOD	DATE/DAY	TIME
Moving - in of Official Contractor on site	11 th June 2025, Wednesday	10:00 hrs. onwards
- Floor Marking - Construction of Shell Scheme Booths	11 th June 2025, Wednesday	10:00 hrs. onwards
Moving-in of Special Design/ Raw Space /Interior Decoration & Other Contractors	11 th June 2025, Wednesday	1200 hrs. onwards
Raw Space Exhibition Booths Build-up time	11 th June 2025 To 12 th June	Setup Timing: 1200 hrs to 1800 hrs.
Moving-in of Shell Scheme Exhibitors for Booth Setup and Booth Decoration	12 th June 2025, Thursday	Setup Timing: 1000 hrs to 1800 hrs.
Completion of all displays & exhibits (No works allowed after)	12 th June 2025, Thursday	1800 hrs.
<p>Special Design Booths Exhibitors are advised to check with their appointed booth contractors on the date and time that their booths will be ready for moving-in of exhibits.</p> <p>The penalty charges are up to INR 50,000 / booth beyond the working time limits.</p> <p><u>No Work Allowed after 2330 hrs. during the setup dates.</u></p>		
TEAR-DOWN PERIOD	DATE/DAY	TIME
Removal of light and/or hand-carry exhibits and personal property	15 th June 2025, Sunday	18:00 hrs
Dismantling of booth fittings and electrical installations Removal of heavy exhibits (requiring mechanical handling of equipment)	15 th June 2025, Sunday	18:00 hrs
<p><u>Please Note:</u></p> <p>Individual booth fitting contractors must complete their work according to the listed schedule. Overtime work may not be permitted, and permission must be sought and granted by the Official Show Contractor</p> <p>Contractors / exhibitors are required to clear their booth space of all exhibits or debris before</p>		



B2 Demonstration of Heavy/Large Exhibits

An Exhibitor intending to demonstrate equipment in its booth:-

- a) Must provide the Official Show Contractor with full details (type of machinery, dimensions and weight requirements).
- b) Must give proper consideration to the conditions under which the equipment will be demonstrated. Precautions must be taken for protection of the public, and legible signs displaying **"DO NOT TOUCH"** must be placed on any working exhibit to warn Visitors to stay a safe distance.
- c) Must cause no annoyance to visitors or other Exhibitors. Where a high level of noise or other objectionable factors are involved, demonstrations may only take place at timing (s) stipulated by the Organizer, who reserves the right to disallow a demonstration at any time.
- d) Must not bring in or use at the exhibition site dangerous and hazardous goods and equipment such as poisonous gas, fuel, kerosene, noxious materials, inflammables, and equipment using such inflammable materials as gas stoves, kerosene stoves and electric stoves without the prior written consent of the Organizer. Even if consent is given, it will be subject to adequate precautionary measures being taken.
- e) Must not carry out any fire hazardous operation work.
- f) **Must keep their booths clean. Precautionary measures must be taken to prevent leakage of cutting fluid lubricant and oil or any staining. The Organizer reserves the right to charge the cost of cleaning the stains to the Exhibitor.**

B3 Standard Shell Scheme Booth Fitting Regulations

When planning the interior design of your booth, please take into account the following regulations:-

- a) **No painting may be applied to existing panels.**
- b) **Screwing, stapling, drilling or nailing on any of the aluminum frames and existing panels of the standard shell scheme are not allowed, in default whereof the Exhibitor or contractor shall be liable for the total loss resulting therefrom.**
- c) Exhibitor may apply single or double-sided tapes on the existing panel.
- d) **No glue, scotch tape, self-adhesive paper, screw, nail, spike, pin or paint may be used on floors, walls, pillars, or any part of the Exhibition Hall.**
- e) In order to keep the place clean and tidy, all the floors and pillars must be well covered with battens during the process of painting.
- f) Corner booths will be open on two sides only unless otherwise requested by the Exhibitor and approved by the Organizer.
- g) Exhibitors are not allowed to use any other area other than their allotted area for any branding purpose.

B4 Booth Decoration (Special Design of Raw Space & Upgrading of Shell Scheme Booth)

Exhibitors having "Special Design" booths or who wish to enhance their standard shell scheme booth are advised to use the services of the Official Show Contractor appointed by the Organizer to undertake the job as this will facilitate convenient installation. Otherwise, Exhibitors are required to obtain consent from the Organizer & Official Contractor before any of their own contractors are commissioned to work onsite and are subject to the following rules and regulations. The Organizer reserves the right to reject any contractor and design they deem inappropriate.



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- o) Exhibitors are reminded that it is the responsibility of their appointed booth fitting contractor to clean and vacuum the booth upon completion of construction, before handing over to the Exhibitor.
- p) Contractors Access: The exhibitors' appointed contractors shall have to apply for badges to enter and work in the exhibition hall during the construction and dismantling periods
- q) The official Contractor reserves the right to reject any contractor and design they deem inappropriate. In the event of a dispute, the Organizer's decision will be final.

B5 Operation of Booth

- a) The booth must be staffed and operational at all times during show opening hours.
The Exhibitor's staff must wear Exhibitor Badges issued by the Organizer for identification. The Exhibitor shall be responsible for the good conduct of all its staff, agents or representatives.
- b) No business activity shall be conducted by the Exhibitor and/or its staff outside its booth boundaries.
- c) No activity, which in the opinion of the Organizer, is tantamount to inconvenience or annoyance to the public or other Exhibitors, shall be caused by Exhibitors within the vicinity of the Exhibition. Examples include the noise level of equipment demonstration and audio-visual presentations.
- d) No Exhibitor may use air compressors or pressurized containers without prior approval of the Organizer & Official Contractor.
- e) The weight of all exhibit items shall not exceed the floor loading limit.
- f) All precautions must be taken by the Exhibitor against fire and to protect the public.
Exhibitors, who, because of the nature of their exhibits, require specific fire protection, must make arrangements, at their own cost, for the provision of such equipment.
- g) Without the special permission of the Organizer & Official Contractor, no exhibits can be taken into the booth once the Exhibition has been officially opened, no removed from the booth before the close of the Exhibition
- h) No stage shows will be permitted unless with prior approval.
- i) Unauthorized photo/video shooting in the venue is not allowed.
- j) **IMPORTANT: No cash sales of Exhibits are allowed in the Exhibition Hall**
- k) Exhibitors are not allowed to distribute promotional materials outside their booths. This is to observe fairness to other Exhibitors and to prevent inconvenience to Visitors.
- l) Fire & Safety regulations require that no goods or packing materials may be stored in access areas behind or between booths. Exhibitors should design proper storage areas with adequate access within their own booth or approach the Official Freight Forwarder for storage.
- m) Each Exhibitor is responsible for indemnifying the Organizer and its agents against liability to the owners of the exhibition premises, and public authority or department of Government and each and every other Exhibitor in respect of any action, cost, claim and demand of whatever nature consequential to any act or omission of the Exhibitor, its staff or agents.
- n) The Exhibitor shall be responsible for any damage caused to the structure, floor, walls, pillars and any part of the Exhibition Hall, the Property of the Organizer, and any other Exhibitor caused by its staff in transportation, removal of exhibits, refuse and/or decoration works.



B6 Electrical Contractor and Installations

Electricity will be supplied through the Official Show Contractor only. The Official Contractor has been appointed to carry out all electrical work (wiring and connections, lighting, etc) on all booths (Shell Scheme/Package and Special Design) at the exhibition and all charges thereof shall be paid by the Exhibitor. **For safety reasons, no other electrical contractor will be permitted to carry out electrical work onsite.**

- a) The number and type of additional electrical fittings and installations required must be indicated by the Exhibitor on the Electrical Supplies & Fittings Rental Form (**Form 3**). A quotation will be submitted on receipt of this form for unscheduled fittings or installations.
- b) No electrical installation may be suspended from the roof of the exhibition hall or affixed to any part of the building structure. No fitting may project beyond the boundaries of the installations and must be adequately protected against excess current.
- c) Any design or plan of electrical installation must be submitted to the official appointed contractor before the indicate deadlines. No installation work shall be carried out without the written permission of the Organizer. The Organizer reserves the right to disconnect electricity supply to any Exhibitor whose installations either violate the Organizer'

regulations or is deemed dangerous or is likely to cause annoyance to Visitors or other Exhibitors.

- d) **NO MULTI-PLUGS ARE ALLOWED.** All sockets are for machine operation only and not for lighting. Lighting connections MUST BE ordered with the official contractor. For safety reasons, please use one socket for one machine only.

B7 Removal of Exhibits

a) During Show Days

- Exhibits will NOT be allowed to be taken out of the exhibition halls during the exhibition period.
- Removal or delivery of exhibition stores in or out of the exhibition hall is not permitted during the open hours of the exhibition. 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.

b) On Show Closure

Exhibitors shall only start the tear-down procedure from 1800 hrs on the last day of exhibition (**15th June 2025**). Please refer to itemC1 for the allotted timings. Non-compliance to these official timings may incur additional charges on to the Exhibitors if delay is caused to officially hand over the hall to the hall owner.

In order to reduce the possibility of theft, it is strongly recommended that at least one person remains in the booth to oversee the process of moving-out of your exhibits. While the Organizer will maintain security surveillance at all times, Exhibitors are reminded that goods will be most at risk at this time and that booths should not be left unattended until all portable items have been removed and hired items and/or equipment collected by the appropriate suppliers.

At the close of the exhibition, in order to remove your goods smoothly, safely and easily, the following paperwork must be carried out:



Every reasonable precaution will be taken by the Organizer to ensure the security and safety of the Exhibition Hall and adjacent areas and the contents thereof. However, the Organizer cannot be held responsible for any loss or damage which may befall the person or property of the Exhibitors from any cause whatsoever.

While the Organizer is insured for Public Liability, it is the responsibility of the Exhibitors to take up insurance cover in respect of:

- a) Exhibits and contents of booth against loss and damage by theft, fire and any other natural calamities, or any cause whatsoever.
- b) Expenses incurred due to abandonment or postponement of the exhibition.
- c) Bodily injury or illness to their representative or agent, or visitors in their booth area.
- d) Any other liability due to the negligence, inadvertence or misbehavior of the Exhibitor and/or its workmen, staff, representatives or agents.

B 9 Fire Precaution

Exhibitors, who because of the nature of their exhibits require specific fire protection, must make arrangements at their own cost for the provision of such equipment.

Any person, on seeing an outbreak of fire, however slight, must make immediate use of the fire alarm system, and subsequently make every endeavor to extinguish the outbreak or to confine it by the use of extinguishers and/or removal of goods in the vicinity.

B10 Storage & Waste Materials

For fire & safety regulations, Exhibitors are not permitted to store their empty cartons or packing materials behind or between booths.

During the build-up and teardown periods, passageways in the exhibition hall must not be obstructed with packing materials, construction materials or debris.

B11 Dilapidation

Exhibitors are responsible for the cost of making good or replacing any damage or dilapidation to the exhibition premises, whether caused by themselves, their agents, 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 good, restoring or renewing any damage or dilapidation to their Shell booth structures, floor covering, light fittings, and/or any part thereof, whether caused by themselves or their agents, contractors or by any persons employed or engaged on their behalf by such agents or contractors.

The cost of making good any damage will be assessed by the Official Contractor and charged to the Exhibitor. The Organizer, together with the Official Contractor, will inspect the area before and after the exhibition.



Email: akansha@parasartstudio.com

1

FASCIA NAME - SHELL SCHEME PACKAGE

22



Return Form to: PARAS ART STUDIO

A25/7, Middle Circle Connaught Place

New Delhi - 110001

P: 91 – 9520488765

Email: akansha@parasartstudio.com

FORM

2

Deadline: 6th June 2025

ADDITIONAL FURNITURE REQUIREMENTS

This form must be completed and returned by every exhibitor. If service is not required, please endorse 'NOT APPLICABLE' and return/email to the address above.

PLEASE TYPE /WRITE IN BLOCK LETTERS

Company Name: _____

Booth No: _____

Address: _____

Tel: _____ **Fax:** _____

Email: _____




Authorized by (Signature): _____

Date: _____

Please use this Form to order your furnishing needs. The **STANDARD SHELL SCHEME** package stand includes one Information Counter (T6), Two Chairs (C3) and one Waste Paper Basket. **ORDER ONLY YOUR ADDITIONAL REQUIREMENTS:**

Code No.	PARTICULARS	Unit-Price (INR)	QTY	Total Price
A1	Standard Chair (Black)	1,000/-		
A2	Capsule Chair (White)	1,500/-		
A3	Standard Chair (White)	1,500/-		
A4	Bar Stool	2,000/-		
A5	Leather Bar Stool	2,000/-		
A6	Steel Brochure Stand	1,500/-		
A7	Single Seater Sofa	2,250/-		
A8	Double Seater Sofa	4,500/-		
A9	Triple Seater Sofa	5,500/-		
A10	Glass Round Table	2,000/-		
A11	Standard Octonorm Information Counter	1,500/-		
A12	Octonorm Lockable Table	2,500/-		
A13	Glass Showcase	5,500/-		
A14	Standing Glass Showcase	7,500/-		
A15	Tower Glass Showcase	6,500/-		
NET TOTAL (INR)				
GST 18%				
GRAND TOTAL (INR)				

REFERENCE PICTURES OF FURNITURE

 <p>A1 Standard Chair (Black)</p>	 <p>A2 Capsule Chair (Black/White)</p>	 <p>A3 Standard Chair</p>	 <p>A4 Bar Stool</p>
 <p>A5 Leather Bar Stool</p>	 <p>A6 Steel Brochure Stand</p>	 <p>A7 Single Seater Sofa</p>	 <p>A8 Double Seater Sofa</p>
 <p>A9 Triple Seater Sofa</p>	 <p>A10 Glass Round Table</p>	 <p>A11 Standard Octonorm Information Counter</p>	 <p>A12 Octonorm Lockable Table</p>
 <p>A13 Glass Showcase</p>	 <p>A14 Standing Glass Showcase</p>	 <p>A15 Tower Glass Showcase</p>	



1. Services will not be provided until payment has been received. Payment should be in favor of **"PARASART STUDIO."**
2. If the order is placed after **6th June 2025**, then the exhibitor will pay an additional **Surcharge of 30%.**

For USD Transfers: Bank: J.P. Morgan chase Bank SWIFT code: CHASUS33
For credit to A/C 001 – 1 – 407376
AXIS Bank Ltd. Mumbai

For further credit to: Swift Code: AXISINBBA51
Bank name: AXIS Bank Ltd.
Branch: East Patel Nagar, New Delhi
Ultimate beneficiary Account No: 912020056125854
Name : PARAS ART STUDIO
Branch : 26/5, East Patel Nagar, New Delhi

For Transfers within India

Account Name: PARAS ART STUDIO
Account No : 912020056125854
Branch : 26/5, East Patel Nagar, New Delhi
Branch Code : 1006
IFSC Code : UTIB0001006
MICR Code 110211075

*Please mail us a copy of your payment slip for confirmation.

1. If payment is drawn in a foreign currency, please include any potential bank commissions in the transfer amount. If the final amount received is less than amount invoiced due to exchange rate variances or charges levied by the transferring bank, you will be responsible for clearing the balance amount ahead of receiving requested services.
2. Late Orders received after the deadline – **6th June 2025**, will be provided subject to availability, will be subject to a 30% surcharge and 50% surcharge for onsite orders. Priority will be given to advance orders.
3. 30% cancellation fees will be imposed for cancellation of confirmed order. There will be no refund for cancellation during show days.
4. All Prices are in INR (please remit in equivalent to foreign exchange).
5. All materials to be available subject to availability and first come first served basis.
6. Applicable Government Service Taxes (GST @ 18%) are extra.



Return Form to: PARAS ART STUDIO

A25/7, Middle Circle Connaught Place

New Delhi - 110001

P: 91 – 9520488765

Email: akansha@parasartstudio.com

FORM

3

Deadline: 6th June 2025

ADDITIONAL ELECTRICAL REQUIREMENTS

This form must be completed and returned by every exhibitor. If service is not required, please endorse 'NOTAPPLICABLE' and return/email to the address above.

PLEASETYPE/WRITEINBLOCKLETTERS

Company Name: _____

Address: _____

Booth No: _____

Tel: _____ Fax: _____ Email: _____

Authorized by(Signature): _____ Date: _____











This is mandatory for the Raw Space (Bare Space) Exhibition Booths

1. In The Shell Scheme Only includes three (3) 60W Spot Lights, one 5/15AMP plug point and 1 KVA Electrical Power for every Booths.
2. For services not stated below, please contact the Official Contractor for a quotation.
3. The supply available is 220V Single Phase 50Hz AC (1-5 KVA only)
4. 400V Three Phase 50Hz AC can be provided on additional charges – please email if you require 3 phase power to the above-mentioned email address

ORDER ONLY YOUR ADDITIONAL REQUIREMENTS :

DESCRIPTION OF SERVICES / ITEMS	Unit Cost (INR)	KVA	Cost (INR)
Power Supply per KVA including Connection Charges (by PARAS ART STUDIO) per unit (220v, Single Phase 50hz)	5000		
GST 18%			
Total Cost (INR)			

DESCRIPTION OF SERVICES	ITEM Code	Unit Cost (INR)	Qty	Cost (INR)
Fluorescent light 1.2 meters,40W	E1	800		
Spotlight 100W long arm	E2	800		
Halogen Spot 50W	E3	1200		
Arm Halogen Spot 50W	E4	1350		
Down light 50W	E5	1200		
Arm Flood Light 150W	E6	1350		
Metal Halide 125W	E7	1650		
Track light with 3nos.Spot	E8	1650		
Plug socket, Standard 220V,5/15amp	E9	800		
Refrigerator 165liters	E10	5850		
GST 18%				
Total Cost (INR)				

REFERENCE PICTURES OF ELECTRICAL ACESSORIES				
				
E1 Fluorescent Light 40(w)	E2 Spotlight 100(w) longarm	E3 Halogen spot 50(W)	E4 Arm Halogen Spot 50W	E5 Down light 50w
				
E6 Arm Flood Light 150w	E7 MetalHalide125W	E8 Track Light with 3nos Spot	E9 Plug socket, standard220v	E10 Refrigerator, 165lit

PLEASE NOTE:

For USD Transfers: Bank: J.P. Morgan chase Bank SWIFT code: CHASUS33
For credit to A/C 001 – 1 – 407376
AXIS Bank Ltd. Mumbai

For further credit to: Swift Code: AXISINBBA51
Bank name: AXIS Bank Ltd.
Branch: East Patel Nagar, New Delhi
Ultimate beneficiary Account No: 912020056125854
Name : PARAS ART STUDIO
Branch : 26/5, East Patel Nagar, New Delhi

For Transfers within India
Account Name: PARAS ART STUDIO
Account No : 912020056125854
Branch : 26/5, East Patel Nagar, New Delhi
Branch Code : 1006
IFSC Code : UTIB0001006
MICR Code 110211075



*Please mail us a copy of your payment slip for confirmation.

1. If payment is drawn in a foreign currency, please the bank induces the bank commission and please also if the final amount received is less than the invoiced is the invoiced amount due to exchange rate variance, you will be responsible for reimbursing the relevant beneficiary.
2. Late Orders received after the deadline **6th June 2025**, will be provided subject to availability, will be subject to a 30% surcharge and 50% surcharge for onsite orders. Priority will be given to advance orders.
3. 30% cancellation fees will be imposed for cancellation of confirmed order. There will be no refund for cancellation during show days. The exhibitor will be liable for full cost of rental.
4. All Prices are in INR (please remit in equivalent to foreign exchange)
5. All materials to be available subject to availability and first come first served basis.
6. As docket must be used for one exhibit at a time. Multi-point connection is not allowed to prevent the risk of power overload.
7. The standard supply is 110V, 220V or 380V with approximately 10% fluctuation. For the safety of your equipment, please use a stabilizer.
8. As an up charge of 100% of electrical equipment will be added if you enquire 24-hour operating services.
9. Applicable Government Service Taxes (GST @ 18%) are extra.

RULES AND REGULATIONS RELATED TO ELECTRICAL SERVICES

1. The standard shell scheme includes:

3 (Three) Spot Lights (60W), 1 (One) Plug Points 5/15 AMP and 1 KVA Electrical Power

The above items are readily provided by organizers. **Additional requirements have to be ordered through Electrical Services Order Form.**

2. Locations of lights and socket points in the standard booth are fixed locations and may not be moved.

3. The organizer has appointed the Official Electrical Contractor to be responsible for:

(i) Standard supply of electricity:

- a. The standard supply is single phase AC 220V/50Hz with +10% fluctuation. For the safety of your equipment, please use a stabilizer.
- b. Other requirements such as single phase 110V/50Hz or three phase 220V/50Hz can be specially arranged for if requested in the electrical order form.
- c. There are two main power supply circuits: "Lighting Power Circuit" and "For Exhibit Power Circuit".

(ii) All Electrical motors have independent automatic protection against excessive current surge.

The following starter systems should there for be used

- a. Direction line: up to 5HP
- b. Star delta: 5 to 25HP
- c. Auto transformer above 25HP

(iii) Power supplies to the exhibits will be switched off at source 30 minutes after the exhibitions closes every evening and 60 minutes after close on the final day of the exhibition.

(iv) Exhibitors who require 24 hours electricity supply for their specific requirements should indicate accordingly on the electrical order form before the deadline.

(v) The two units of Spot lights and One 5-Amp Plug Point which are included in the shell scheme package include electricity supply.

(vi) Cost of electricity consumption is inclusive in all items offered in Section A (1), B (1), A (2), (B2) and C.

(vii) All electrical installation must conform strictly to the required standard safety regulation without exception.



Return Form to: **PARAS ART STUDIO**

A25/7, Middle Circle Connaught Place

New Delhi - 110001

P: 91 – 9520488765

Email: akansha@parasartstudio.com

FORM

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Deadline: 6th June 2025

AUDIO VISUAL REQUIREMENTS

This form must be completed and returned by every exhibitor. If service is not required, please endorse 'NOT APPLICABLE' and return/email to the address above.

PLEASE TYPE /WRITE IN BLOCK LETTERS

Company Name: _____ Booth No: _____

Address: _____

Tel: _____ Fax: _____ Email: _____

Authorized by (Signature): _____ Date: _____

Sr.	DESCRIPTION OF SERVICES / ITEMS	Unit Cost (INR)	QTY	AMOUNT (INR)
1	LED TV 40" with Stand	12,000		
2	LED TV 50" with Stand	14,000		
3	LED TV 60" with Stand	20,000		
NET TOTAL (INR)				
GST 18%				
GRAND TOTAL (INR)				

REFERENCE PICTURES OF AUDIO VISUAL ACCESSORIES



LED TV 40" with Stand



LED TV 50" with Stand



LED TV 60" with Stand