



**Bus, Truck, Special Vehicles and Systems**  
**1-3 March 2017**  
**India Expo Mart, Greater Noida, Uttar Pradesh, India**

## **SPACE BOOKING CONTRACT & EXHIBITOR RULES**

***SIAM***

Society of Indian Automobile Manufacturers

**Mail To:**  
**Society of Indian Automobile  
Manufacturers**  
Core 4-B, 5<sup>th</sup> Floor, India Habitat Center,  
Lodi Road, New Delhi-110 003, India.  
Ph: +91-11-47103010, 24647810-12  
Fax: +91-11-24648222  
Email: dnegi@siam.in/manoj@siam.in  
Website: [www.siamindia.com](http://www.siamindia.com)



**Bus, Truck, Special Vehicles and Systems**  
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India Expo Mart, Greater Noida, Uttar Pradesh, India

**SPACE BOOKING CONTRACT**

**EXHIBITOR DETAILS**

Company/Organization:.....  
Address:.....  
City:.....State: .....PIN Code:.....Country:.....  
Phone.....Fax..... Mobile .....

Email:..... Website:.....  
Chief Executive..... Designation:.....  
Contact Executive:..... Designation:..... Mobile:.....  
Phone:.....Fax:.....Email:.....

**SPACE RENTAL DETAILS**

Space Type	Rate per SQM		Space Required (SQM)	AMOUNT	
	INR for Domestic Exhibitors	USD for Overseas Exhibitors		INR	US\$
Raw Space (min 150 sqm)	Rs. 3,500/- per sqm	US\$ 150/- per sqm			
Built-up Space (min 12 sqm)	Rs. 6,000/- per sqm	US\$ 200/- per sqm			
<b>Total Space Rent</b>					
<b>LESS: Discounts (Please refer Exhibitor Rule 1.7)</b>					
<b>Sub Total</b>					

**OTHER CHARGES**

<b>Electricity Charges</b> (100% Power backup through captive generators. Rates are subject to revision depending on diesel price)	Raw Space: Rs.3,000.00/ US\$ 75.00 - per KW X .....KW Built-up Space: Rs.3,000.00/ US\$ 75.00 - per KW X .....KW		
<b>Total Amount</b>			
<b>Service Tax+Cess @ 15 %</b> <b>[Service Tax 14% +Swachh Bharat Cess .5%+ Krishi Kalyan Cess .5%]</b>			
<b>Security Deposit (Refundable)</b>	@ Rs.200 per sqm with a minimum of Rs. 25,000/- and maximum of Rs. 50,000/-		
<b>GRAND TOTAL</b>			

For overseas exhibitors rates mentioned in US\$ are applicable

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EXHIBIT DETAILS	GROUP COMPANIES
Products / Services to be displayed:	The following Group companies would also be represented in our stand:
1. ....	1. ....
2. ....	2. ....
3. ....	3. ....
4. ....	4. ....
5. ....	5. ....

**Please study the General Exhibitor Rules, while finalizing this contract.**

I / We have read the GENERAL EXHIBITOR RULES and confirm that we shall abide by them. Enclosed is the  
 Cheque No./Bank Draft No./Remittance details ..... dated.....  
 For INR/USD. ....towards payment of rental and other charges in favour of **Society of Indian Automobile  
 Manufacturers** payable at New Delhi.  
 Name: ..... Designation ..... Signature: .....  
 Date: ...../...../ 2016  
 (Company seal)

Any location preference\*: \_\_\_\_\_

(Refer 1.8a of General Exhibitor Rules – Give three preferences in order of priority)

\* Preferences are subject to availability. The decision of Organisers on space allotment is final.

<p><b>NEFT / RTGS Payment Transfer Details:</b>  <b>( for domestic exhibitors)</b>          A/c Name: "Society of Indian Automobile Manufacturers"          A/c No.: 3311480028          Bank: Kotak Mahindra Bank Ltd          IFSC Code : KKBK0000199          Address: A-270, Bhisma Pitamah Marg, Defence Colony,          New Delhi-110024</p>	<p><b>Remittance Details:</b>          Correspondent Bank : JP Morgan Chase Bank, New York, USA          Correspondent Bank Swift Code: CHASUS33; Nostro Account          Number: 400913062  <b>The remittance is to be credited in India as per below details:</b>          Bank Name: Kotak Mahindra Bank Ltd          SWIFT Code of Kotak Mahindra Bank Ltd: KKBKINBB          Branch Address: A-270 , Bhisma Pitamah Marg , Defence          Colony , New Delhi-110024, India          Beneficiary Name: <b>Society of Indian Automobile Manufacturers</b>          Beneficiary Account No.: 3311357368</p>
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Society of Indian Automobile Manufacturers



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**MAIL TO :**  
**Society of Indian Automobile Manufacturers**  
 Core 4-B, 5<sup>th</sup> Floor,  
 India Habitat Center, Lodi Road,  
 New Delhi-110 003, India.  
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 Fax: +91-11-24648222  
 Email: [dnegi@siam.in](mailto:dnegi@siam.in)

**APPLICATION FORM FOR  
 ADVERTISEMENT IN  
 OFFICIAL SHOW GUIDE of  
 "COMVECS 2017"**

**DEADLINE  
 31 January 2017**

**OFFICIAL SHOW GUIDE**

- ◆ "COMVECS 2017" is scheduled from 1 - 3 March 2017 at India Expo Mart, Greater Noida, Delhi NCR, India. It will list and provide salient details of all participants of "COMVECS 2017". Official Show Guide will be distributed to a wide range of business officials, diplomats, government officials and embassies. Therefore the Show Guide of "COMVECS 2017" will act as a valuable source of information during and after the exhibition.
- ◆ Official Show Guide of "COMVECS 2017" gives an opportunity to both Exhibitors and Non - Exhibitors to project their Corporate Image by advertising in the Show Guide.

**GENERAL CONDITIONS**

1. Advertising opportunities in the "COMVECS" Official Show Guide are available to exhibitors and non-exhibitors.
2. The submission of this form by the Company / Organization shall constitute a firm order to the Organisers.
3. Order will be accepted by the Organisers provided it is received along with required full advance payment in favour of Society of Indian Automobile Manufacturers payable at New Delhi. Advertisement position in the show guide is subject to availability.
4. Overseas Advertisers can remit the payment in USD through Bank transfer as per the details given in the exhibitor rule
5. No agency commission is applicable on rates.
6. Advertisement Material: All the advertisement material should be submitted in a CD in Corel Draw or high resolution PDF format along with sample print-out.
  - Size of the Official Show Guide:  
Magazine size : 6 inches (h) by 8.25 inches (b)
7. The last date for submission of advertisement material is 31 January 2017.

**ADVERTISEMENT RATES**

*All Pages are in Four Colour*

Advertisement Type	Rate(INR)	Rate(USD)
1. Full Page	Rs. 50,000/-	US\$ 1,500/-
2. Double Spread	Rs. 1,00,000/-	US\$ 2,500/-
3. Back Cover*	Rs. 1,00,000/-	US\$ 2,500/-
4. Inside Front Cover*	Rs. 75,000/-	US\$ 2,000/-
5. Inside Back Cover*	Rs. 75,000/-	US\$ 2,000/-
6. Page facing inside Back Cover*	Rs. 60,000/-	USD 1,500/-

\* Premium positions are on "first-come-first-serve" basis

**Note: Rates mentioned above are for exhibitors. For non-exhibitor an additional 50% will be charged on each advertisement category.**

*Taxes are applicable as per the Government of India rules & regulations.*

**ADVERTISEMENT ORDER**

I / We have read the General Conditions for advertisement in the catalogue and confirm that they are acceptable to us.  
 I enclose the Bank Cheque/DD No. / Remittance \_\_\_\_\_ dated \_\_\_\_\_ for INR /USD \_\_\_\_\_  
 The Advertisement Material is enclosed as per the specifications and formats mentioned.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name: \_\_\_\_\_ Designation: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_



**Bus, Truck, Special Vehicles and Systems**  
**1-3 March 2017**  
**India Expo Mart, Greater Noida, Uttar Pradesh, India**

**1. GENERAL EXHIBITOR RULES**

**1.1. Organisers:**

Society of Indian Automobile Manufacturers (SIAM)

**Address for Communication:**

Society of Indian Automobile Manufacturers  
 Core 4-B, 5<sup>th</sup> Floor, India Habitat Center,  
 Lodi Road, New Delhi -110 003, India.  
 Ph: +91-11-47103010, 24647810-12  
 Fax: +91-11-24648222  
 Email: [siam@siam.in](mailto:siam@siam.in)  
 Website: [www.siamindia.com](http://www.siamindia.com)

1.2. **Venue :** India Expo Mart, Knowledge Park II, Greater Noida, Uttar Pradesh

1.3. **Exhibitor:** Any Company / Organisation participating in "COMVECS 2017".

1.4. **Exhibition Dates:** 1-3 March 2017

1.5. **Exhibition Timings :** 1000 hrs. to 1800 hrs.

1.6. **Permissible Exhibits:** Buses, luxury buses, school buses, passenger buses, tourist buses, ambulances, SUV's, vans, minivans, trucks, agricultural trucks, cargo vans, car carriers, catering trucks, cement mixers, delivery vans, food trucks, motor homes, limousines, pickup trucks, pump trucks, tank trucks, tow trucks, refrigerated trucks, garbage trucks, and other utility commercial vehicles. It also includes commercial vehicle systems, accessories, tires and tubes, automobile services, styling and designing institutions, ITES systems, bank and insurance companies, oil and lubricants, raw materials, etc.

**1.7. Space Rentals :**

Space Types	Space Rent	
	INR for Domestic Exhibitors	USD for Overseas Exhibitors
Raw Space (min 150 sqm)	Rs. 3,500/- per sqm	US\$ 150/- per sqm
Built-up* Space (min 12 sqm)	Rs 6,000/- per sqm	US\$ 200/- per sqm

\*Fascia, Carpet, 4 Spot lights, 1 Round Table, 1 Reception Counter, 3 Chairs, One 5/15 Amp Power socket and 1 Waste Basket for every 12 sqm. Built-up stall included in space rental.

Rental includes passes for staff manning stands during the show as per eligibility and one free entry in the Official Show Guide.

**Discount Structure:**

- 2% Early Bird discount on space rent for space booked before 31 October 2016
- 2% discount on space rent for stall area upto 150 sqm.
- 2% addl. discount on space rent for stall area 151-1000 sqm.
- 2% addl. discount on space rent for stall area above 1000 sqm.
- 2% discount on space rent for Bus & Special Vehicle Show 2015 participants

**1.8. Space Booking Procedure**

Exhibitor Category	Advance Payment	Deadline	Balance cum Final Payment Deadline
Early Bird	50% Advance	31 <sup>st</sup> October 2016	31 <sup>st</sup> December 2016
Others	75% Advance	30 <sup>th</sup> November 2016	31 <sup>st</sup> December 2016



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**Notes:**

- a. The prospective Exhibitor must apply on the Space booking contract form for participation in "COMVECS 2017" indicating requirement for built-up and/or raw space. Stall allocation preference will be considered on first cum first serve basis. Exhibitors may indicate their preferences of location which will be considered subject to receipt of booking with required payment within the stipulated time. The decision of the Organisers in this case will be final.
- b. The Exhibition will be held in Hall 14, 15, India Expo Mart, Greater Noida, Uttar Pradesh.
- c. **Domestic Exhibitors** should pay in Indian Rupees by Demand Draft/Cheque in favour of **Society of Indian Automobile Manufacturers**, payable at New Delhi as per schedule.  
**Overseas Exhibitors** should pay in US Dollars through Bank Transfer or by Demand Draft as per the Remittance details mentioned below as per schedule.

**Remittance Details:**

Correspondent Bank : JP Morgan Chase Bank, New York, USA

Correspondent Bank Swift Code: CHASUS33; Nostro Account Number: 400913062

**The remittance is to be credited in India as per below details:**

Bank Name: Kotak Mahindra Bank Ltd

SWIFT Code of Kotak Mahindra Bank Ltd: KKBKINBB

Branch Address: A-270 , Bhisma Pitamah Marg , Defence Colony , New Delhi-110024

Beneficiary Name: Society of Indian Automobile Manufacturers

Beneficiary Account No.: 3311357368

**Filling up Forms:** It is mandatory to fill the form completely. Incomplete forms will not be entertained. Do not leave any items blank. In case of not relevant please write NA (Not Applicable)

- d. Wherever Raw Space is allocated, the exhibitor will have to construct the stand at their own cost in line with "**The Rules and Guidelines for Design and Construction of Stand**" for "**COMVECS 2017**" as per pre-approved design.
- e. The Organisers reserve the right to reallocate space, change the layout, change the stand nos., add or delete corridors in Space Plans that may affect some exhibitors stand orientations. The Organisers' decision shall be final, the Organisers reserve the right to turn down the application for participation, or even deny participation to exhibitors already confirmed. **Exhibitors shall not organise any concurrent competing events/shows outside of "COMVECS 2017" in Delhi NCR during the "COMVECS 2017".**
- f. **The Contract:** The Exhibitor enters into a contract upon submission of this document. The Company (prospective exhibitor) agrees to participate at "COMVECS 2017" and to abide by the rules and regulations & bye- laws, handed out by "COMVECS 2017" secretariat to the Exhibitor, before the exhibition. Upon any breach of contract by the Exhibitor, the Exhibitor is liable to pay the space rentals in full to the Organisers.
- g. None of the exhibits on display or present at the exhibition premises should infringe or likely to infringe, any patent trademark, copyright and other intellectual property rights of any party and agree that in the event of any breach, this contract may be terminated by the Organisers unilaterally. In such an event, the exhibitors shall indemnify the Organisers against all costs, claims & demands.

**1.9. Electricity:** Single Phase: 230V; Three Phase: 400V; A.C. 50 Cycles.

**Charges:**

Built-up Space: Rs.3,000.00/US\$ 75.00 - per KW (additional power requirement other than stall lighting which will be provided by the Organisers)

Raw Space: Rs.3,000.00/US\$ 75.00 - per KW

Exhibitors must give their power requirements in KW, in writing. All these rates are subject to revision (depending on diesel price).

Exhibitors requiring special lighting /power to demonstrate machinery would need to apply with full details with required payment latest by 15<sup>th</sup> January 2017 (or immediately, if application is sent after this date). The Organisers will provide general hall lighting.

Electricity will be provided at a suitable point near exhibitor's stand. Internal distributions to be completed by exhibitors at their own

cost, only through licensed contractors.

**Note: During the show hours, power will be supplied through captive DG sets only.**



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**Temporary Power during setup/dismantling period:**

**Charges:** Rs. 1,000/- per KW per day. Exhibitors requiring temporary power need to apply with full details with required payment latest by 15<sup>th</sup> January 2017 (or immediately, if application is sent after this date)

- 1.10. **Security Deposit:** Besides the charges mentioned above, Exhibitors need to pay a refundable security deposit to the Organisers @ Rs. 200/- per sqm with minimum of Rs. 25,000/- and maximum Rs. 50,000/-. These charges are payable with the application. Security deposit will not be adjusted against any dues. Security deposits would be refunded to Exhibitors approximately 60 days after the end of the exhibition, provided all dues payable by the Exhibitor to the Organisers (including cost of damages, if any, caused by the exhibitor / authorised representatives of exhibitors, or damages / losses suffered by the Organisers due to any act / omission of the exhibitor / agent) are cleared, and the exhibits have been removed from the exhibition grounds as per schedule.
- 1.11. **Cancellation:** By signing and concluding this contract, the exhibitor hereby agrees to indemnify the Organisers for the losses at the following rates, in case of withdrawal of participation OR reduction of space at a later stage, the Exhibitor is liable to pay for the space rentals to the Organisers as follows.
- 15<sup>th</sup> November 2016: 25% of total space rentals
  - From 16<sup>th</sup> November 2016 to 30<sup>th</sup> November 2016: 75% of total space rentals
  - From 1<sup>st</sup> December 2016 onwards: with 100% space rentals
- 1.12. **Approval for Design of Stand:** The stand design drawings along with to-scale mock-ups, complete with details of exhibits, electricity, water, fire hydrant and other installation, including provision for fire escape route, in 4 copies, should be submitted for Organisers' approval, latest by 31<sup>st</sup> December 2017. **A penalty of Rs. 50,000/- per week will be levied on drawings received after this date.** In case of non-receipt of stand drawings by 15<sup>th</sup> January, 2017, the Organisers are at liberty to allot the stand to another exhibitor. The exhibitor is liable to pay for the space rentals in full to the Organisers.
- 1.13. **Sale of Exhibits:** Sale of Exhibits is subject to Government approvals (to be taken by exhibitors and submit the copy to the Organisers) and fulfilling tax formalities of all relevant Government authorities. Any violation will attract Government Sanction including violation of tax provisions of relevant Government Authorities.
- 1.14. **Exhibit handling**  
Handling services of exhibits i.e. unloading, unpacking, placement of exhibits in stand, re-packing and loading etc., shall be taken from the authorized agencies appointed by the Organisers only.
- 1.15. **Clearance of Exhibits:** Removal of any exhibit during the fair period is prohibited. Exhibits on display will be allowed to be removed only after the closure of the show on 3<sup>rd</sup> March 2017. All Exhibits including stand material have to be removed latest by 0800 hrs on 4<sup>th</sup> March 2017. If exhibitors fail to comply with this schedule, after closure of Exhibition on 3<sup>rd</sup> March 2017, the Organisers will not be responsible for the loss / theft of any of the exhibits/ stand material or imposition of penalty by the venue authorities; if Exhibitors fail to comply with these dates. It is advisable for exhibitors to deploy Security in their stands during dismantling period to take care of the products in their stand.
- 1.16. **Handling of Exhibits Customs and Import Procedures:** The Organisers will appoint official clearing and freight forwarding agencies for COMVECS 2017. They will assist in handling customs formalities, if required. Exhibitors would have to contact them directly for such assistance. Movement of exhibits in the Fair Grounds by agencies other than the official clearing and forwarding agents is strictly prohibited.
- 1.17. **Duty Free Temporary Import of Exhibits:** This facility is extended only to overseas exhibitors in COMVECS 2017 who have registered by remitting space rent in foreign exchange.  
*If any one or more of the exhibits displayed by a domestic exhibitor is imported, under duty free temporary import facility, USD rate will be charged for space.*
- 1.18. **Possession of Stands:**
- a. Built-up Space – 28<sup>th</sup> February 2017, 1000 hrs.
  - b. Raw Space – 26<sup>th</sup> February 2017, 1000 hrs.
- 1.19. **Stand Completion:** By 1800 hrs. on 28<sup>th</sup> February 2017 with all exhibits in position.



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**1.20. Official Show Guide Entry:** All Confirmed Exhibitors will get a free entry in the COMVECS 2017 Show Guide. Exhibitors are required to submit the Form duly filled in, as per the schedule.

**1.21. Advertisement in the Official Show Guide:** All Exhibitors are invited to advertise in the Official Show Guide. The rates for advertisements in the COMVECS 2017 Official Show Guide are given below. Exhibitors are required to return the Form duly filled in along with advertisement material as per schedule.

Advertisement Type	Rate (INR) for domestic exhibitors	Rate (USD) for overseas exhibitors
Full Page	INR 50,000/-	USD 1,500/-
Double Spread	INR 1,00,000/-	USD 2,500/-
Back Cover*	INR 1,00,000/-	USD 2,500/-
Inside Front Cover*	INR 75,000/-	USD 2,000/-
Inside Back Cover*	INR 75,000/-	USD 2,000/-
Page facing inside Back Cover*	INR 60,000/-	USD 1,500/-

**Note:** Rates mentioned above are for exhibitors. For non-exhibitor an additional 50% will be charged on each advertisement category. Taxes are applicable as per the Government of India rules & regulations. \* Premium positions are on "first-come-first serve" basis.

**1.22. Insurance:** Against all ascertainable risks – from transportation to display and removal of exhibits - should be done by the exhibitors at their cost. Organisers will not be responsible for the same. Exhibitors are advised to take insurance of the following:

- Exhibits (including transit, loading & unloading)
- Own Personnel including third party personnel (visitors/workers of suppliers). The period for the insurance should be from the time of stand possession till dismantling and complete removal of exhibits.

**1.23. Security**

General security will be provided at entry/exit points of the halls on all days; Exhibitors are advised to keep security during constructions/dismantling days for safeguarding their exhibits.

**1.24. Safety regulations**

Safety regulations relating to technical services, labour, safety and accident prevention must be followed by the exhibitors. Proper safeguards must be provided for exhibits protection against spark, fire, heat etc. Organisers are entitled to prohibit operation of such exhibits which are danger to both visitor and other exhibitor.

**1.25. Exit passes**

Exit Passes will be issued subject to clearance of all dues and cleaning of stalls. For removal of exhibits from the stall after the exhibition is over, exhibitors need an exit pass duly signed by the respective Hall Director.

**1.26. Damage**

The Exhibitor will be required to repair all damages, (or make payment in lieu thereof) to the facilities/ building etc. incurred during setting up / fair period and or dismantling period to the fairground authorities.

**1.27. Waste disposal**

Exhibitors are responsible for the disposal of waste materials generated in their stalls during the show (including construction and dismantling).

**1.28. Liability**

Organisers are not liable for any loss or damage to Exhibitors' property at the exhibition site or injury to their personnel and visitors in their stand. All disputes shall be subject to Delhi jurisdiction.

**1.29. Photography:** The Organisers reserve the right to take photograph/ video shooting of any stand/ exhibit / performance /personnel for their use.

**1.30. Settlement of Dues:** Any and all expenses chargeable to an exhibitor must be settled before taking possession of the stand. In an event of outstanding payment, Organisers have the right to refuse possession to any exhibitor.





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1.31. **Force Majeure:** If the exhibition is abandoned, cancelled or suspended in whole or in part by reasons of natural calamity, war, fire, national emergency, labour dispute, non-availability of exhibition premises or any of the cause not within the control of the Organisers, the organizer may, at their own discretion refund the space rental paid by the exhibitor, or part thereof, but shall be under no liability in respect of any action, claim for losses or under obligation to refund space rental or any other expenses borne by exhibitor for participating at the above said event. Disputes, if any, will be settled under the court of Delhi's jurisdiction (Government of India).

**SCHEDULE: "COMVECS 2017"**

S No.	Activity	Deadline
1.	Early Bird Booking	31.10.2016
2.	Space Booking	30.11.2016
3.	Stall Allocation	15.12.2016
4.	Balance payment	31.12.2016
5.	Submission of Stall Layout/Design	15.01.2017
6.	Power Requirement	15.01.2017
7.	Settlement of Dues, if any (power, etc.)	15.02.2017
8.	Show Guide Entry Form	15.01.2017
9.	Show Guide Advertisement Form	31.01.2017
10.	Possession for Raw Space - Exhibitors	26.02.2017
11.	Possession for Built-up Space Exhibitors	28.02.2017
12.	Stand Completion	28.02.2017
13.	Exit Pass Form	03.03.2017
14.	Exit Pass Sign & handover (1700 hrs onwards)	03.03.2017
15.	Dismantling (1900 hrs onwards)	03.03.2017
16.	Dismantling, Removal of Exhibits & Stall handover(before 0800 hrs)	04.03.2017

**SIAM**

**Society of Indian Automobile Manufacturers**

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