



Exhibitors Manual



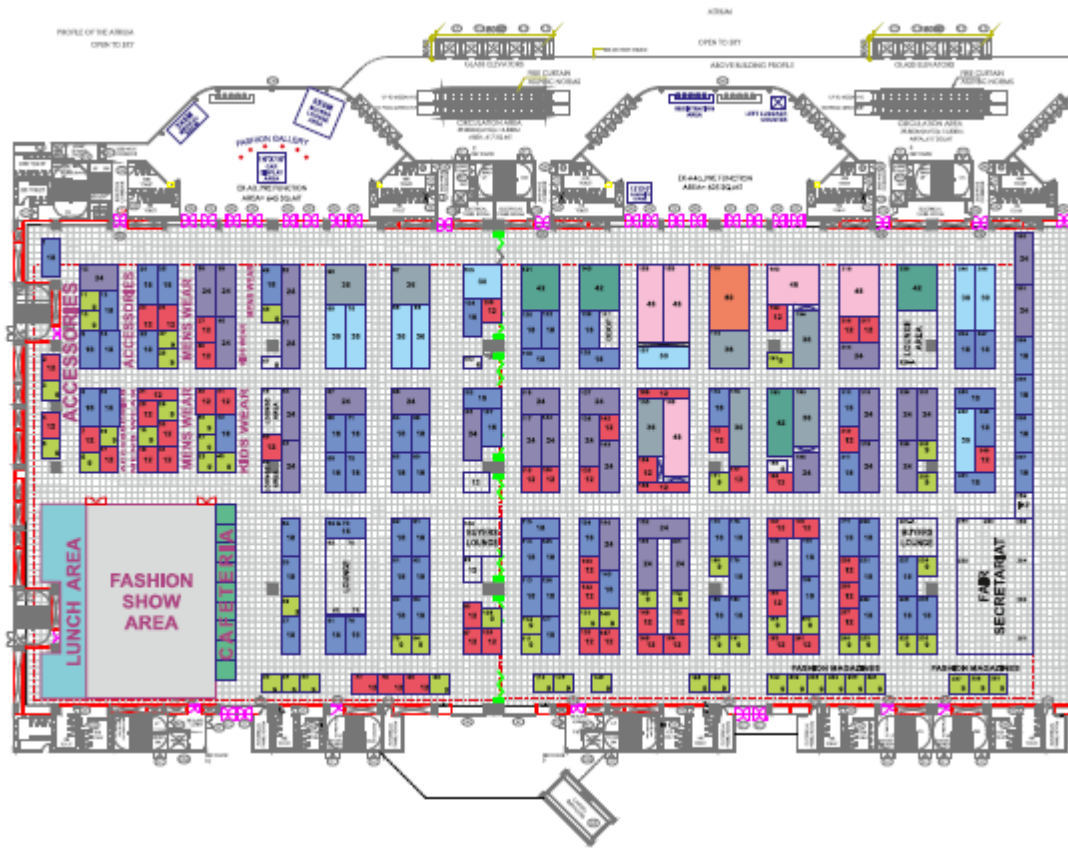
INDIA INTERNATIONAL GARMENT FAIR

20-22 January, 2020

Pragati Maidan, New Delhi

Showcasing Autumn/Winter 2020-21

HALL LAYOUT PLAN FOR 64TH INDIA INTERNATIONAL GARMENT FAIR



LEGENDS

- 6 SQ. MTR. - 03 NOS.
- 9 SQ. MTR. - 40 NOS.
- 12 SQ. MTR. - 53 NOS.
- 18 SQ. MTR. - 70 NOS.
- 24 SQ. MTR. - 31 NOS.
- 30 SQ. MTR. - 09 NOS.
- 36 SQ. MTR. - 07 NOS.
- 42 SQ. MTR. - 04 NOS.
- 48 SQ. MTR. - 05 NOS.
- 60 SQ. MTR. - 01 NOS.

Dear Exhibitor,

We thank you for your participation in 64th India International Garment Fair (IIGF) organized by International Garment Fair Association to be held from 20 - 22 January, 2020 at Pragati Maidan, New Delhi for Autumn/Winter 2020-21 Collections.

The enclosed 'Exhibitor Manual' outlines the detail procedure for the 64th India International Garment Fair (IIGF) Exhibition.

You are requested to please go through this manual carefully and kindly make a note of all the Rules & Regulations and deadlines specified for the Order Forms for Additional Facilities and Services required. If you require any further information or assistance, please contact the IGFA Secretariat at the address given below and we shall assist in your participation for the said Fair.

We wish you a successful Fair.

**International Garment Fair Association,
405, 4th Floor, Bhikaji Cama Bhawan,
Bhikaji Cama Place, New Delhi - 110 066.
Telephone: +91 11- 45859017, 45859001
Email: info@indiaapparelfair.com
Website: www.indiaapparelfair.com**

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E-WAY BILL COMPLIANCE

Kindly follow the E-Way Bill System and complete all compliance, as per GST Rules, it is mandatory.

Regarding movement of goods pl. use below link to generate e-way document:-

<http://comtaxup.azurewebsites.net/>

Further details can be accessed from the following site - www.ewaybill.nic.in

1.1. Organizer



International Garment Fair Association
405, 4th Floor, Bhikaji Cama Bhawan, Bhikaji Cama Place, New Delhi - 110 066.
Ph: + 91 11 45859017, 48859001
E-mail: info@indiaapparelfair.com
website: www.Indiaapparelfair.com

In association with



THE CLOTHING MANUFACTURERS ASSOCIATION OF INDIA
901, Naman Midtown, 'A' Wing, Behind Kamgar Kala Kendra,
Senapati Bapat Marg, Prabhadevi (West), Mumbai - 400 013.
Tel: 022-24390909

E-mail: cmai@vsnl.com, cmai@hathway.com Website: www.cmai.in



GARMENT EXPORTERS & MANUFACTURERS ASSOCIATION
FOF 004, 4th Floor, Gold Souk, Block - C, Sushant Lok, Phase - 1,
Sector - 43, Gurgaon - 122002.
Ph. No. 124-4119645

E-mail: gema@gema.co.in, gemanindia1974@gmail.com



GARMENT EXPORTERS ASSOCIATION OF RAJASTHAN
718, 5th Floor, Anchor Mall, Madrampura, Ajmer Road, Jaipur -302 006.
Ph: +91 141 2224380; Fax: 141 2224643,

E-mail: info@garment-india.com; Website: www.garment-india.com

1.2 DO'S AND DON'TS FOR 64th INDIA INTERNATIONAL GARMENT FAIR

Do's

1. Construction of Customized stalls would be allowed to the exhibitors having stall size of 24 sq mtr. onward only.
2. The possession of bare stall would be handed over to the participants on 18th January, 2020 at 12.00 Noon and built-up stall would be handed over to the participants at 11.00 am on 19th January, 2020. All the participants have to ensure the completion of their stall decoration latest by 8.00 pm on 19th January, 2020. Participants making their own customized stall should have to finish and decorate their stall by 8.00 pm on 19th January, 2020. After 8.00 pm, penalty would be imposed as deem fit by the organizer.
3. The possession of stalls to the participants of having built-up stall will be given at 11.00 am on 19th January, 2020.
4. Only empanelled stall contractor(s) would be allowed to decorate/design stalls with pre-fabricated material in bare stalls inside the halls during the fair
5. Only commercial vehicles such as tempos, trucks carrying samples for display in the fair would be allowed to enter Pragati Maidan, New Delhi from Gate no. 3 & 5.
6. Organizer has exclusive rights to capture photographs and films of the exhibition stands.
7. Video/animation films on the samples can be displayed within the stand area with minimum sound level to avoid disturbance to others.
8. Information headphones are allowed in the stand, provided these are setup inside the stand at least 0.3 m away from the aisles.
9. Participants can bring their own mannequins, hangers, hanger rails or other display aids items to be used for displaying their collections in their stalls. These items would be permitted to bring inside the halls before 8.00 PM on 19th January, 2020 only.
10. Complimentary Wi-Fi facility would be provided by the organiser during the fair days though Wi-Fi coupons. Only one Wi-Fi coupon would be given per participant during three days of the fair. For obtaining the Wi-Fi Coupon, the participants would get in touch with the designated counter at the fair venue.
11. All participants profile would be printed in the Fair Directory on complimentary basis.
12. Each participant would get one copy of Fair Guide on the second day of the fair on complimentary basis.
13. Entry at the fair venue would be allowed through photo entry badges only. Participants must e-mail the photographs in jpeg format of their representatives to IGFA or respective Associations before **6th January, 2020** for issuance of photo entry passes for hassle free entry to the fair venue. If

the participants have not received the photo entry passes through Associations on or before **6th January, 2020**, they should get in touch with the respective Association at the earliest.

14. Without photo badges no participant or their representatives would be allowed to enter the fair venue and no such entry badge would be issued at the fair venue.
15. Participants should wear the photo entry badges all the time during the fair timings at the fair venue.
16. Due to limited parking space available at Pragati Maidan, only one parking pass per participant will be given by the organiser which is subject to Pragati Maidan's Policy. No extra parking passes would be allowed at any point of time.
17. Participants must fill the 'Response Form' in all respect and submit the same with the respective Hall Director on the last day of the fair i.e. 22nd January, 2020 and take the Exit Passes for taking their goods out from Pragati Maidan, New Delhi. Participants are requested specifically to fill the column i.e. 'Details of enquiries received' and other business details, as this will help the organizer to improve the services for future fairs.'

Don'ts

1. No other outsider stall decorator/Interior Designer and stall contractor would be allowed.
2. The exhibitors, who are making customised stall, should keep their material inside their stall and should not use the aisles. The height of the customised stall should not more than 8 fts. in any case.
3. Any kind of woodwork, brickwork, melamine polishing or carpentry work is not allowed within the octonorm stalls provided by the organiser.
4. Painting, nailing, drilling, gluing on wall papering on the stall panels is not permitted. Exhibitors must use bi-adhesive tape for fixing purposes.
5. Exhibitors are responsible for the cost of making goods, restoring or renewing any damages to the stand structure, floor covering, light fitting or part thereof.
6. Participants, who required extra display aids, may get in touch with the empanelled vendors directly well in advance to source their requirements and un-empanelled vendors would not be allowed to supply any item at fair venue.
7. No hanging displays/structures are permitted from the ceiling of the exhibition halls.
8. Only white LED/CFL lights will be allowed in the stalls as spotlights. Use of Halogen and Comptalux lamps as spot lights has been totally banned in Pragati Maidan, New Delhi.
9. No vehicles shall be allowed to park near the exhibition halls during the course of the fair i.e. from 20 - 22 January, 2020, if found, such vehicle may be towed away by ITPO authorities.
10. Children below 18 years of age are not permitted in the Exhibition Halls under any circumstances; even if are accompanied with parents/Guardian
11. Smoking is strictly prohibited in the entire Exhibition area and cafeteria.

12. Consumption of liquor is strictly prohibited in the entire exhibition area.
13. Exhibitors will not be permitted to display any equipment which causes high levels of pollution in terms of noise and smell.
14. Exhibitors cannot transfer, dispose of, part-with or otherwise sublet the whole or any part of their display space/stand, whether for financial consideration or otherwise.
15. All promotion activities including distribution of literature, brochures, samples, handouts, etc. must be confined to the designated stand of the Exhibitor.
16. Exhibitors must have to take the prior permission of the Organizer for taking photographs and films of the exhibition. Exhibitor may however take photographs of their own stands and visitors. Exhibitors are not allowed to take photographs of any other stall.
17. Display of Names/logos of any indirect Exhibitor on the fascia of the stands is strictly prohibited.
18. Use of cloth banners is prohibited in any form within the exhibition stand & anywhere within the Pragati Maidan, New Delhi.
19. Use of loud speakers, musical instruments etc. in the stand is prohibited.
20. Display of mannequins outside the stall area is not allowed. Organiser has the right to remove the mannequin placed outside the stall area.
21. Modelling outside of your exhibit space is strictly prohibited.
22. Participants should not access of all social sites like Face book, YouTube, songs.pk, etc., as it results in slow down the speed of Wi-Fi.
23. Exhibitors who will not follow the Do's & Don'ts will be given a written warning during the fair. If the exhibitor does not comply with the Do's & Don'ts even after warning, appropriate remedial action will be enforced including barring for participation in the next fairs.

For Information

- a. Visitors/Exhibitors are liable for Frisking/check at the entry gate or any other place as a security measure.
- b. If the participant still does not adhere to don't, penalty as imposed by Competent Authority would be binding on the participant and the same has to be ensured by the Association to IGFA.

The representative of the Association would be responsible for removal of the anomalies with respect of their participants. If the participants still do not adhere to Don'ts, penalty as imposed by Chairman /Vice Chairman, IGFA would be binding on the participant and the same has to be ensured by the Association to IGFA, failing which the same would be the responsibility of the Association and shall be recovered from fair promotion expenses payable to the respective association.

1.3 Dates & Venue

Dates : 20 – 22 January, 2020
Venue : Hall Nos. A3, A4A & A4B, Pragati Maidan, New Delhi

1.4 Exhibition timings

<u>DAYS</u>	<u>DATE</u>	<u>TIMINGS</u>
Monday	20 th January, 2020	10.00 am - 6.00 pm
Tuesday	21 st January, 2020	10.00 am - 6.00 pm
Wednesday	22 nd January, 2020	10.00 am - 5.30 pm

During exhibition hours, the stands must be manned and exhibits should be uncovered. Stands must be manned by respective company authorized representatives at all time during the exhibition period.

1.5 Important dates for exhibitors / Official Functions

Date	Schedule
23 rd December, 2019	Last date for balance 75% payment
30 th December, 2019	Draw-of-lot function for allotment of stall numbers
6 th January, 2020	Date of submission of photographs for entry badges
18 th January, 2020 (12.00 Noon)	Move-in for Bare stall exhibitors
19 th January, 2020 (11.00 AM)	Move in for built-up stall exhibitors
20 th January, 2020 (11.000 am)	Inauguration/Ribbon Cutting Ceremony
22 nd January, 2020	Move-out and dismantling of stalls to be completed by 8.00 pm

✍ **Inaugural function invitation:** Exhibitors are encouraged to be present at the inaugural function/Ribbon cutting ceremony on 20th January, 2020.

EXHIBITS MOVE IN AND MOVE OUT FOR DISPLAY AT PRAGATI MAIDAN, NEW DELHI

General guidelines for 64th India International Garment Fair

Exhibitors may please note, no sale of exhibits at the venue is allowed during the exhibition.

The organizers shall not be liable for any delay/ penalty/cancellation/confiscation by any authority.

Move - in and Move-out Procedures

a. Move in Procedure

All Exhibitors are required to move into Pragati Maidan, New Delhi on the Specified date as stated in the table below for taking stall possession.

Saturday	Bare Stall participants	18 th January, 2020 (12 Noon onwards)	Stall decoration in all respect to be completed on 19 th January, 2020, by 8.00 PM
Sunday	Built-up Stall participants	19 th January, 2020 * (11 AM onwards)	Stall decoration in all respect to be completed on 19 th January, 2020, by 8.00 PM

IMPORTANT

*Subject to change by Fair Authorities

It may please be noted that Customized stalls would be allowed to be built-up by the participants who have applied for 24 sq. mtrs and above. Only Pre-fabricated materials would be allowed in the bare space stalls. Only fixing and fitting of pre-fabricated material would be allowed.

The **commercial** vehicles (Cars/tempo & other vehicles) carrying exhibits will be allowed to enter Pragati Maidan Complex from Gate No. 3 & 5. After unloading of the exhibits; such vehicles will have to immediately go out of Pragati Maidan complex through Gate No. 3&5. **Entry and exit of vehicles will be allowed only from Gate No. 3 & 5.**

Exhibitors including stall designers and other service providers are advised to make a note of the above and strictly comply with the timings.

In case of any difficulty, following persons may be contacted:-

Mr. R. R. Sharma - 98180 05746,
Mr. Somnath Kundu - 98106 47566

Exhibitors are also requested to check their Booth/Stall and ensure that all amenities as stated in Page No. 10 of the Exhibitor's Manual are provided before taking possession of their respective Stall. Please note that the Exhibitors shall be solely responsible for any Missing/Damage Items in the property of Pragati Maidan, New Delhi, if found at the time of Move-out. Exhibitor shall be liable to pay such damages.

b. Move-Out/Exit Pass Procedure

All Exhibitors will be required to submit four (04) copies of Form No. 3: Exit Pass at the "Help Desk", which will be located at each Hall. The duly stamped Exit Pass can be collected from the respective "Help Desk" on 22nd January, 2020 from 2.00 pm onwards after submission of Response Form (Form No. 4).

After conclusion of the fair, the exhibitor shall take out their exhibits and other materials out of the exhibition hall/ground latest by 8.00 pm on 22nd January, 2020. The vehicles for loading the exhibits will be allowed inside Pragati Maidan from 6.00 pm on 22nd January, 2020 through Gate No. 1. Exhibitors may please note that no entry or exit will be allowed other than from the specified gate. However, organizers may at any time change the entry/exit plan due to administrative reasons.

During the exhibition days, exhibitors and their representatives will not be allowed inside the exhibition hall after 6.30 pm and movement of exhibits in or out of the exhibition halls are not permitted from 10.00 am to 6.00 pm. Exhibits movement (if any) after 6.00 pm, will be permitted only with prior written permission from the organizer, subject to feasibility.

Exhibitor badges: Exhibitors will be given badges as per the following:-

Exhibitors may use the Exhibitor Registration Badges Form No. 1 for issuance of badges.

To restrict the entry of unwanted visitors, Photo Entry Badges will be issued to all exhibitors. Exhibitor badges are not transferable and must be worn in/on person at all times within the Pragati Maidan complex. Each Exhibitor will be entitled to get free Exhibitor Badges as stated in Table given below for personnel managing their Booths. Entry badges shall be sent to the Exhibitors with the name of the personnel and company representing. The Exhibitor Name Badge i.e. Form no. 1 should reach the Associations by 6th January, 2020- Exhibitors should note that without a proper photo Badge, no exhibitor would be allowed to enter 64th India International Garment Fair.

For issuance of photo entry badges, all the participants are requested to send the photographs of the representatives of their company (in JPEG format) as per the eligibility to the respective Associations on or before 6th January, 2020. The participants can collect their photo entry passes from their respective Association through which they are participating.

Booth Area (sq.mts.)	Number of Badges	
	Exhibitors badges	Vehicle badges
Upto 24	4	1
30 onwards	6	1

IMPORTANT

Any misuse of the Exhibitor Badges will result in confiscation of the same. In case of requirement of additional Exhibitor's badges other than the specified above, please contact your respective Associations. Exhibitors should note that further requirement or replacement of badges shall not be entertained under any circumstance.

Temporary Entry passes would be issued to the participants for labourers/helpers for setting-up the stalls. These passes would be valid for pre-fair/set-ups day only. The number of Temporary passes (for Pre-fair/set-up day) would be issued at the Registration counter at the fair venue itself. The total numbers of passes (for labourers/helpers) to be issued per participant are as follows:-

Booth Area (sq.mts.)	Number of Badges
Upto 24	2
30 onwards	3

IMPORTANT

Exhibitors may please note that no entry of unauthorized labour/exhibitor's staff not carrying proper identification badges will not be allowed in the 64th IIGF during the built-up and exhibition days. All the service providers, helpers would also be provided with 'Service' badges, which will be valid till the set-up day i.e. 19th January, 2020.

Exhibitors are responsible for the safe custody of the badges. For reasons of safety, possession of Exhibitor badges by unauthorized persons is strictly prohibited.

Registration of business visitors

- ✍ Pre-Registration: To avoid queues and facilitate quick entry into the exhibition premises, business visitors are encouraged to register online at www.indiaapparelfair.com . Visitors will receive an e-mail confirmation indicating their registration number. Buyer entry badges will be issued to pre-registered visitors against the same copy of the e-mail confirmation, from the pre-registration counters at the exhibitions site.
- ✍ Spot Registration: Business visitors can also register on the spot during the exhibition from 20th January, 2020 against a duly filled buyer registration form along with their business card at Buyer Registration counters located at the exhibition site.

Entry of Business Visitors shall be at the sole discretion of the Organizer.

- ✍ **The management reserves the right of admission of any kind of visitor without assigning any reason.**

Built-up stalls decoration

Basic Package

Exhibitors who have applied for built-up stall would be provided pre-fabricated Octonorm system stand, Name Fascia in Vinyl cut stickers, Spot Lights, Carpet and furniture as stated in the table, given below:-

Area (sq. mts)	Tables	Chairs	Dustbin	Spotlights	5 Amp. Power Sockets
9	1	2	1	6	1
12	1	3	1	8	1
18	2	4	1	10	1
24	2	6	1	12	2
30	3	8	1	14	2
36	3	9	1	16	2
42	4	11	1	18	2
48	4	13	1	20	3
54	4	13	1	22	3
60	5	15	1	24	3
Bare Stalls	One Plug point Socket only				

IMPORTANT

For bigger stalls, there would be proportionate increase in the above items.

Exhibitors have to mobilize the following at their cost:-

Built-up stall does not include interior designing or decoration of the booths. This must be carried out by the exhibitors at their own cost.

Exhibitors occupying built-up stalls are responsible for the cost of making goods, restoring or renewing any damages to the stand structure, floor covering, light fitting or part thereof, whether caused by themselves, their agents or contractor or by any person employed or engaged on their behalf.

Exhibitors requiring additional furniture's and fittings other than those specified above may hire them from the official stand construction agencies. The list of such agencies is given at page No. 17 of the manual.

Electricity: Exhibitors are using unlimited spot light or other equipment absorbing electricity more than the permissible limit as per the stand size shall not be allowed. All exhibitors may please note for a 9 Sq. mtr. stand only 6 spot lights of 14 watts each are allowed. Exhibitors can have additional electricity on payment basis. Request for additional electricity load should inform the same to the Official Stall Contract i.e. M/s Dara Projects (P) Ltd. (Contact details are given at page no. 17) by 6th January, 2020.

Please note unauthorized use of electrical load of more than the permissible limit as per the stand size will be severely penalized. No halogen lights will be allowed unless exhibitors obtain approval from the Organizers by paying for the requisite power load. Use of Halogen and Comptalux lamps as spot lights has been totally banned. Only white CFL/LED lamps will be used in stalls as spot lights. However, any exhibitor who does not want to use CFL/LED for any reason may please inform to ITPO directly with a copy to IGFA in advance with the reasons thereof. However, decision of IGFA management shall be final. Only white CFL/LED is allowed for decoration of the stalls. Participants opted for bare stalls should only use white CFL/LED to decorate their stalls.

Further, the Organizers reserve the right to disconnect the stall electricity of the offending exhibitors without any prior communication/warning.

Exhibitors are strictly advised **NOT** to directly draw electricity from the Distribution Boxes located at the Exhibition Halls. If detected, these would be immediately disconnected by the stall contractor. The organizer as per the exhibitor s requirement (up to the stipulated maximum load) will supply electricity as stated in table given below:

The Stall Contractor will check all electrical fitting and circuits to access the safety and consumption of electricity at each Booth/Stall.

Booth/Stall Area (Sq. Mtrs.)	Basic Entitlement for a Booth/ Stall (Watts)
Upto 12 sq. mtrs.	1000
Above 12 sq.mtr upto 24 Sq. Mtrs	2000
Above 24 sq.mtr. upto 36 Sq. Mtrs.	3000
Above 36 sq.mtr. upto 42 Sq. Mtrs.	3500
Above 42 sq.mtr.	4000

IMPORTANT

The organizers reserve the right to inspect and access the safety and consumption of electricity at each Booth/Stall. No extra electricity load will be provided at any stall, **other than the prescribed limit as specified above.**

i) Name Fascia

A uniform size of Name Fascia will be provided to all the Exhibitors. Please note that the fascia name for Exhibitors will be exactly as per the Company name mentioned in their application form. **No Changes are allowed.** Booth Number Signage will be provided to each Exhibitor by the organizer. Exhibitors **must adhere** to the specifications of putting up this signage.

ii) Manning the Exhibit Space

The exhibitor is required to exhibit the products mentioned in the Product List and to man the exhibited space with competent personnel during the business hours of the fair. You are requested to be present at 9.00 am on 20th January, 2020 at your stall. In case, your stall is found unmanned; the organizer, at your risk, shall open the same. Further,

- a. Exhibitors should keep their stands in an orderly manner.
- b. Exhibits should be displayed in a professional manner compatible with the image of the Fair.
- c. Stands must be manned by authorized and competent knowledgeable staff at all times during the exhibition period. Exhibitors should not vacate their stands before the official move-out time on the last exhibition day unless special permission has been obtained in writing from the Organizer in advance.

1.6 On-site arrangements

1.6.1 Help Desk

'Help Desk will operate at each hall to facilitate exhibition services. Exhibitors may take help of the Hall Co-ordinators from "Help Desk" located at each hall.

64th India International Garment Fair Secretariat will be located at the Hall No. 4, Pragati Maidan. The tele-contact details of the officials available in the secretariat are given below:-

Mr. R. R. Sharma - 9818005746
Mr. Somnath Kundu - 9810647566

1.6.2 House Keeping

The official housekeeping agency is appointed by IGFA and no other agencies shall be permitted to operate during the exhibition. Organizer will provide for daily overall cleaning of the exhibition halls and common areas after show hours. However, it will be the responsibility of the exhibitor to keep their stalls tidy. Exhibitors are advised to keep their waste bins on the aisles after show hours, which will be cleared by the official housekeeping agency. If any exhibitor need housekeeper to clean their stall, he can get in touch with official House Keeping Agency i.e. M/s High Secure Exhibition Services Pvt. Ltd. (Contact Person - Mr. Ranjeet, Mobile : 8130143630)

1.6.3 Fire precautions

Fire fighting equipments shall be installed at various points in the exhibition halls. To ensure clear access to the fire exists, no obstructions or display materials shall be allowed in the aisles and emergency exits. Fire tender will be stationed at the exhibition site during the period of the exhibition.

1.6.4 Business centre

A full-fledged Business Centre shall be operational during the period of the exhibition with the following facilities on direct payment basis:

- ✍ Photocopying
- ✍ Fax
- ✍ Internet browsing & email
- ✍ Telephone (STD/ISD/Local calls)

✍ Office stationery

1.6.5 Cafeteria

The Organizers have appointed an official caterer. The Official Caterer shall make adequate arrangements for catering on all Exhibition and Set-up days. Outside caterers shall not be allowed to operate in the exhibition halls during the fair.

- a. The Cafeteria will cater to lunch and will also provide Tea, coffee and Snacks on direct payment basis.
- b. Exhibitors are permitted to serve only light refreshments (Dry Snacks) at their booth/stall. Consumption of Meal at booths is strictly prohibited.
- c. Unauthorized Consumption of alcohol is totally prohibited in Pragati Maidan premises. Offenders shall be punished if found violating.

1.6.6 Parking

Exhibitor can park their vehicles only at designated parking slots at the Pragati Maidan (near Hall No. 7 only) at their own risk from 18th January, 2020 onwards from 9.30 am to 7.00 pm. Each Exhibitor will be entitled to get one complementary car parking sticker. These stickers shall be provided to exhibitors by the respective Association, through which they are participating in the fair.

No vehicles shall be allowed to be parked near the exhibition halls at all times during 20 - 22 January, 2020. IGFA management reserves the right to tow away the vehicle and recover towing charges.

1.6.7 Publicity

The organizers have undertaken extensive publicity campaign under the supervision of Chairman, IGFA and Vice Chairman, IGFA for promotion of the 64th India International Garment Fair. Some of them are as follows:-

- ✍ A dedicated website www.indiaapparelfair.com has been redesigned with new "Customer Relationship Management" (CRM) system, wherein each buyer and participants would have their own login id and password.
- ✍ The CRM has the facility of fixing meeting of the participants with the visiting buyers.
- ✍ A 'Missed You' letter to those buyers who were not able to come to visit 63rd IIGF and a 'Thank You' letter to those buyers who have attended the fair
- ✍ Regular IIGF E-Blasts to all buyers database by IGFA .

✍ Status of Social Media campaign

- I. Face book - Page created and videos and photographs posted. We have also done paid campaign.
<https://www.facebook.com/indiaapparelfair/>
 - II. Twitter - Done paid campaign and new page has been created.
<https://twitter.com/IIGFIndiaFair>
 - III. LinkedIn - We have created a new page and profile.
<https://www.linkedin.com/company/indiaapparelfair/>
 - IV. YouTube - We have uploaded videos on this IIGF India channel.
<https://www.youtube.com/watch?v=P64Kp2o8MeA&t=23s>
 - V. Instagram - We have created a page and the link of the page is
<https://www.instagram.com/indiaapparelfair/>
- ✍ Registration Form Update, Website Creation, Google Adwords set up, Website Content Creation, Unconventional Market Targeting, Analytics Monitoring, Social Media Push etc.
 - ✍ Promotion in various International Fair and BSMs in which AEPC participated/Organized.
 - ✍ Posters sent to HCI/Embassies over the world.
 - ✍ Data mining has been done by searching various websites etc. and new buyers have been added to the existing database of buyers available with IGFA.
 - ✍ Letter to Indian Missions abroad requesting them to send the name of the CEO's/Sourcing Directors of those apparel chain stores/departmental stores/buyers, who occupy the larger share in the garment import/business in the country of their accreditation.
 - ✍ Letter to approved buyers data of 62nd IIGF & 63rd IIGF, inviting them to register for 64th IIGF.
 - ✍ Invitation from Chairman, IGFA to buying houses announcing 64th IIGF and requesting them to recommend their buyers to visit the fair and avail the buyers' promotion scheme.
 - ✍ Execution of Buyer promotion scheme and promotion of scheme through E-blasts, letters, through Embassy, chambers/retailers association, website etc.
 - ✍ E-blast in different languages has been sent to country specific buyers.
 - ✍ Letter from Chairman, IGFA & Vice Chairman, IGFA to all 8000 member exporters of the Council requesting them to participate in the fair.
 - ✍ Letter from Vice Chairman, IGFA to all buyers as per database available inviting them to visit the fair and also requesting them to register on the website for availing benefits under Buyer Promotion Scheme.
 - ✍ Letter from Vice Chairman, IGFA to all buying agents requesting them to invite the buyers with whom they are working.
 - ✍ Professional tele-calling in various foreign languages

- ✍ Advertisement has been released in various national magazines.
- ✍ A special section has been created on the website for showcasing the various products of the participants to the buyers for match making.

1.6.8. Other services & facilities

- ✍ Help Desk
- ✍ Buyer's lounge

1.7 Official Services

1.7.1 First Aid/Medical Centre

First Aid booth with medical assistance including Doctor and Ambulance, in case of emergency, will be available at the Fair venue during the fair period.

1.7.2 Security

Organizer will arrange for the general security of the halls from 18th January, 2020 (9.30 AM - 7.30 PM). The organizers will not be liable for any losses or damage to any property, personal or otherwise during the installation, exhibition and dismantling period. Exhibitors are advised to safeguard their goods and articles and never leave stands unattended during show hours. During non-show hours, exhibitors must not leave any personal valuable inside the stall.

Organizer will arrange for general security, patrolling of exhibition site, which will not include specific attention to the inside of individual stalls. Participants are also requested not to allow any person other than the bonafide pass holders to visit their stall. After the fair timings, participants may cover their stalls with cloth or tape etc. Unauthorized persons if noticed by the participants may please be brought to the notice of the Secretariat. Exhibitors may take care themselves of items like Personal Computers, mobile phones, laptops, purse etc.

1.7.3 Official Hotels

We have negotiated rates with the Five-star hotels. Outstation Exhibitors are advised to book their hotel accommodation for the fair days at the official hotels of 64th IIGF. The list of such hotel are given at page no. 22, details are also available at the official website www.indiaapparelfair.com

1.7.4 Internet

Common Wi-Fi connectivity at normal available speed is being arranged on complimentary basis through coupons. Only one Wi-Fi coupon would be given per participant during three days of the fair. For obtaining the Wi-Fi Coupon, the participants would get in touch with the designated counters in respective halls. Exhibitors are not allowed to download/surf social sites like Facebook, Youtube, Twitter, Songs PK, etc.

1.7.5 Temporary personnel

The name and address of official agencies who would be providing the temporary personnel on hiring basis are given at page no. 21.

1.7.6 Additional Furniture

- It is strongly recommended that any Extra Furniture's required should be ordered well in advance to avoid last minute disappointment due to non-availability of the same. It may be mentioned here that the extra furniture may be hired from the empanelled vendors only, list is available at page no.18 to 21.
- On site orders should be avoided.
- Exhibitors are requested to handle the Extra Furniture with due care. Exhibitors will be liable to pay for any damage done by them directly to the Contractor/supplier. In particular, it must be ensured that no pins, nail or screws are drilled into the extra furniture. Painting, nailing, drilling, gluing on wall papering on the stall panels is not permitted. Exhibitors must use bi-adhesive tape for fixing purposes. Exhibitors are responsible for the cost of making goods, restoring or renewing any damages to the stand structure, floor covering, light fitting or part thereof, whether caused by themselves, their agents or contractor or by any person employed or engaged on their behalf. The cost of the making good any damage will be assessed by the stall contractor & the organizer and will be recovered from the Exhibitors.

1.8 List of Service Providers

The details of official stall contractors are given below:-

Company	Contact person	Phone numbers
Dara Projects P. Ltd A-47, Guru Nanak Pura, Laxmi Nagar, Vikas Marg, Delhi- 110 092.	Mr. Sarabjeet Dara	Tel: 011-42448106, 22050198, 22502448 Cell: 9811692676 E-mail: daraprojects@rediffmail.com info@daraprojects.com, daraprojects@daraprojects.com

For extra items at cost, exhibitors may contact the following empanelled vendors to source display aids:-

S. No	Company Name	Contact Person	Contact No.	Address	Email-ID	Deals in
1	Ishu Arts	Rakesh, Aman	9810120622, 9899975076	1/3819, Bhagwan Pur, Khera Loni Road, Shahdra, Delhi - 32	ishuarts1@gmail.com	Display Aid, Stall Fabrication
2	Grace India Exhibitions & Interiors Pvt. Ltd.	Dinesh Raswant Rakesh	9811061915, 9811081389	FF-15A, Laxmi Nagar, Delhi-110092	graceindia@yahoo.co.in	Interior Designing
3	Samridhi Designs	Harish Khanna	8527985050	C - 5/10, Krishna Nagar, Delhi - 110051	kidsdecor@gmail.com	Stall Design & Fabrication
4	Mod Interiors P. Ltd.	Girish Gujral	9999011036, 01122425347, 43065605	3/84, Geeta Colony, Delhi-110031	modinterior@hotmail.com , girishgujral384@gmail.com	Stall Design & Fabrication
5	Royal Hub	Jai Kapoor, Anurag Malhotra	8700249372, 9560224001	Central Market, Lajpat Nagar-2, New Delhi-110024	jaikapoor@royalhub.in	Stall Decoration & Design, Audio Visuals
6	Legend Expoevents	Mr. Ashwani Kalra	9971298653	RZ-112/A, Opp. Jain Bharti Public School, Near Sunil Dairy, New Uttam Nagar, NEW DELHI - 110 059	info@legendexpoevents.com ; info@legendexpoevents.co.in	Stall designing & Fabrications
7	Adam's Mannequins (Canopus India Private Limited)	Suhail	9910278630, 011-65354786	Plot No 992, Pocket-C, IFC, Gazipur DDA Paper Market, Gazipur, East Delhi - 11 00 96	business@adamsmannequins.com	Mannequins Supplier
8	Patel Display System	Rajan Patel/Yamin Patel	9899441502, 9654934016, 7210034326	Plot No. A-101, Street No.5 Gharoli Ext., Mayur Vihar, Phase-III, Delhi-110096	pateldisplay@gmail.com	Display Aid
9	Welkin Events & Exhibitions	Rohit Dhawan, Anju Dhawan	9810124153	A-80, IGNOU Road, Maidan Garhi, Delhi	info@welkinevents.com	Interior Designing & Stall Construction , Display Aid Supplier & Mannequine Supplier

10	Vishal Electricals & Display Systems	Anju Dhawan, Rajesh Dhawan	8860565867	A-80, IGNOU Road, Maidan Garhi, Delhi	anju.dhawan20@gmail.com	Interior Designing & Stall Construction , Display Aid Supplier & Mannequine Supplier
11	Harman Palace	Ravinder Singh, Ashwani	9599944495, 9717445161		harmanhouse1682@gmail.com	Mannequins Supplier
12	Image Creations	Deepak Gugnani	9312505155	Q-552,2 nd Floor,Rishi Nagar, Rani Bagh, New Dehi-110034	deepak_gugnani@yahoo.co.in	Interior Designing
13	Design Unicorn	Sunnit Gaur	9582587067, 9811096677	D - 278, F.No.11, Krishna Park, ND-62	designunicorn24x7@gmail.com	Interior Designing
14	HK Communication	Happy Kapoor	9958191313 / 011-65491313	CB-385/C, 3rd Floor, Ring Road, Naraina, Delhi-110028	h.hkcommunication@gmail.com	Stall Fabrication
15	Dezu Group	Arun Gupta	7292038393	T-311, Baljeet Nagar, New Delhi 110008.	info@dezugroup.com, dezugroup@gmail.com	Interior Designing
16	Shree Balaji Furniture	Dinesh/ Bajranglal	8290197478, 8058050388	Plot No. 13, Abhishek Vihar, Gandhi Path, Vaishali Nagar, Jaipur	shreebalajifurniture2@gmail.com	Stall Fabrication
17	Sardana's Art Centre Pvt Ltd	Tarun Sardana	9810016463, 9310016463	WZ-12, Hind Nagar, Chaukhandi Road, Tilak Nagar, New Delhi-110018	tarun@sardanaartcentre.com	Interior Designing & Stall Construction , Display Aid Supplier & Mannequine Supplier
18	Deepa Arts	Devender Kharkodia, Deepak Kharko	9953664423, 9999555932, 9310869212	254/3, Second Floor, Street no 1, P.O. Brahampuri,Ghonda Delhi -110053	deepaarts011@gmail.com	Exhibition stall designs and display design & Office interior
19	Dhurv Enterprises					
20	Design Area	Narad Kumar Singh	8802454841	E-140/B, Flat No 104, Vishwakarma Colony, Near Govt School, MB Road, New Delhi-110044	designsarea@gmail.com	Stall Designing, fabrication and Interior

21	Craft Innovation					
22	SHIVA SHAKTI PRODUCTION	Y.P.Singh	07053661137	1/6535, Pratap Gali, East Rohtash Nagar, Shahdara , Delhi - 110032 .	info@shivashakti production.com , ssp.ypsingh@gmail.com	Stall Designing, fabrication and Interior
23	Reidius Exhibits	Chandan Kumar	9717120431	C-108, (Lower Ground Office No. B-5, Sector -2, Gautam Budh Nagar, Noida - 201301).	info@reidiusexhibits.com	stall desinging
24	N N Design Studio	Nitika/ Nikhil	9873679812/ 9968194945/ 7701905790	C-116, Office No. 103, Raj International Business Centre, Near Nirman Vihar Metro Station, New Delhi - 110092.	marketing.nndesignstudio@gmail.com nndesignstudio2011@gmail.com	Stall Desinging
25	Dev Opus Pvt Ltd	Mr. Mahendra Bhatiya	+91 99045 10864	702, Corporate House, Opp. Dinesh Hall, Income Tax, Ahmedabad 380009	info@devcreation.com	Stall Desinging & Fabrication
26	The Yellow Pin	Prem Bhardwaj	9560560332	131A, Shahpur Jat, New Delhi-110049	prem@yellowpin.in	Stall Designing and Fabrication
27	Global Media	Prashant Dubey	8766267798, 8588891338	B-13, Ground Floor 1, Street No 2, Kotla Village, Mayur Vihar-1, Delhi-110091	info@globalmedia.net.in	Stall Designing and Fabrication
28	Exhibit8	Ujal Ghosh	9810994040	184/3, Ignou Road, Neb Sarai, New Delhi-110068	ugeight@gmail.com	Stall Designing and Fabrication
29	Alphabet Communications	Ikram Saifi / Atul Singh	9891219121 / 8586926272	C-37, Sector-6, Noida - 201301	ikram.timesexpo@gmail.com , atul@alphabetcommunication.in	Stall Designing & Fabrication

Hostess

Exhibitors can book Hostesses from any of the following agencies.

Vendor	Contact Person	Address	Mobile No.
M/s High Secure Exhibition Services Pvt. Ltd.	Mr. Ankit	C-104/105, Ganesh Nagar, Pandav Nagar Complex, Near Ganesh Chowk, Delhi - 110 092.	9654995323 navin@hiscureexhibitions.com

It is strongly recommended that hostess requirement should be ordered well in advance to avoid last minute disappointment due to non availability of the same.

Official Hotels

S No.	Name of the Hotel with Address	Name of the Contact person	Mobile	Fax	Email-id
1	The Le Meridien Windsor Palace, New Delhi	Mr. Rajesh Sikka	98182 56529	011-23716996	rsikka@lemeridien-newdelhi.com
2	The Surya Hotel New Friends Colony, New Delhi - 110 025.	Mr. N. Vinaayak	8588827307	011 2683 5070/ 4780 8080	n.vinaayak@thesurya.com

2.1 Rules & regulations

2.1.1 Organizer

The word 'Organizer' used herein shall mean 'International Garment Fair Association, and its official agencies

2.1.2 Administration of exhibition halls

The administration of exhibition halls will be controlled from the Fair Secretariat located at Hall No. 4, Pragati Maidan, New Delhi. The Organizer will appoint Hall coordinators who will be stationed in respective halls. Exhibitors may contact their respective hall coordinators for any assistance before, during and after the exhibition. Organizer has full authority to enforce all rules and regulations related to the exhibition. The Organizer's decision will be final and binding in all respects.

2.1.3 Exhibitor

The word 'Exhibitor/Exhibitors' used herein shall mean any company, agency or organization which has applied to the organizer to participate in 64th IIGF and has been allotted space at 64th India International Garment Fair to display their products as per details submitted by them to the organizer in the application form.

2.1.4. Stand possession

Exhibitors must submit the Stand Possession form to the Hall Co-ordinators stationed in their respective hall from 18th Janaury, 2020 onwards. Stands will be handed over to Exhibitors by Hall Co-ordinators subject to approval of their stall layout plan.

2.1.5 Rights of admission

- Organizer reserves the right of admission to Exhibition Area.
- Children below 18 years of age are not permitted in the Exhibition under any circumstances; even if are accompanied by parents/Guardian.
- Visitors/Exhibitors are liable for Frisking/check at the entry gate as a security measure.
- Smoking is strictly prohibited in the entire Exhibition area and cafeteria.
- Consumption of liquor is strictly prohibited in the entire exhibition area.
- These are punishable offence.

Organizer reserves the right to frame or amend the rules regarding rights of admission to the exhibition, in keeping with the overall interest of the exhibition and the venue.

2.1.6 No verbal agreement

No verbal agreement between the Organizer and Exhibitors is acceptable, unless the same is confirmed in writing.

2.1.7 Agreement and amendment to rules

Exhibitors and their employees, agents and representatives agree to fully abide by the foregoing rules and by any amendments that may be put into effect by the Organizer.

Any subject(s) not specifically covered herein shall be left solely to the decision of the Organizer, who shall also have full authority in the matter of interpretation, amendment and enforcement of all rules and regulations to aid any one or more Exhibitors, and further any such amendments when made and brought to the notice of the Exhibitor shall be and become part of these rules and regulations hereof as though duly incorporated herein and subject to all of the conditions stipulated.

2.1.8 Non-Compliance/Non-observance/Default

In the event of non-observance of or default on any of the rules and regulations mentioned herein, the Organizer reserves the right to terminate the participation of the Exhibitors without notice, and retain all payments received on account as liquidated damages. On such termination, the Exhibitor must close their stand.

2.1.9 Failure to exhibit

If any organization, having applied for space, fails to exhibit its products for whatever reasons, shall be liable to pay for full payment plus any additional costs incurred by Organizer as a result of such failure to exhibit. Should an Exhibitor fail to occupy allotted space by the date and time specified for installation of exhibits, the Organizer reserves the right to take over such space and reallocate or use the same as they deem fit.

2.1.10 Damage to property

The Exhibitor is liable for any damage caused to the building, floor, walls, panels and carpeting or to the standard items and fittings & fixtures provided within the stand. The Exhibitor should not apply paint, adhesive or any such material, which would damage the fittings, fixtures and furniture provided by the Organizer.

2.1.11 Exhibitor booth representatives

Exhibitor's stands should be manned at all times during exhibition hours only by the employees or their authorized representatives. Such representatives must at all times wear identification badges provided by the Organizers. All representatives in the exhibition stands must be decently attired and bear good moral character.

Entry into other exhibitor s stands, without their consent, is forbidden.

2.1.12 Safety measures

The safety of Exhibitors, visitors as well as that of exhibits is of paramount importance. Exhibitors must strictly comply with all relevant fire and other safety regulations. All electrical wiring and fittings must conform to the appropriate safety norms. Exhibitors should take precaution to avoid injury or damage to visitors and laborers.

Bringing of any inflammable materials inside the hall are strictly prohibited.

2.1.13 Noise & Smell

Exhibitors will not be permitted to display any equipment, which causes high levels of pollution in terms of noise and smell.

2.1.14 Limitation of Liability

Organizer shall not be liable either for the safety of Exhibitors, their representatives, agents, contractors or visitors during the exhibition nor for any exhibits, articles or other property whatsoever. Organizer shall not be held responsible for any restriction or conditions which prevent the construction, erection, completion, alteration or dismantling of stands or the entry, placement or removal of exhibits, or for non-conformance of any services, like ineffective air conditioning in the halls, or amenities provided by third parties.

2.1.15 Insurance

Exhibitors are advised to take insurance policy covering the following:

- ✍ Exhibits
- ✍ Transit, loading & unloading of Exhibits
- ✍ Exhibitor, Exhibitor's personnel including contractor s personnel
- ✍ Third party (Visitors) risk

Exhibitors shall ensure that they are fully covered by insurance including, but not restricted to, all risks on their property, exhibits or articles of any kind, public liability and comprehensive protection against any loss or damage caused by any circumstance whatsoever whether by reason of fire, water, theft, accident, handling, transport or any other cause.

Exhibitor shall indemnify the Organizer in respect of all costs, claims, demands and expenses to which the organizer may be subjected, as a result of any loss or injury arising to any person (including the members of the public or the Organizer s staff, agents or contractors) or property, howsoever caused, as a result of any act of default of the exhibitor, his agents or contractors or visitors.

If the Organizer so demand, the Exhibitor shall provide proof of adequate insurance cover. Exhibitors must ensure that their temporary staff, representatives, agents, contractors are insured against claims for workman's compensation. The period for which such insurance should be maintained, shall run from the time the Exhibitor or any of his representatives, agents or contractors first enter the Exhibition grounds, and to continue until they have vacated the exhibition grounds and all their exhibits and property have been removed.

2.1.16 Sub-letting of stand

Exhibitors cannot transfer, dispose of, part with or otherwise sublet the whole or any part of their display space/stand, whether for financial consideration or otherwise.

Exhibitors must inform the Organizer, the names of their principals, if they are agents, distributors or licensees of the exhibits in their stand.

2.1.17 Force Majeure

Under the conditions of force Majeure, which also include strike, lockout, closure, riot, natural calamities and other events & decisions beyond the control of the Organizer, the Organizer reserve the right to alter the opening and duration or even cancel the entire exhibition. In case of change in dates and duration of the Exhibition, The rules and regulations and the agreement between the Exhibitor and the Organizer will remain unaffected. All disputes are subject to Delhi Jurisdiction.

2.1.18 Exhibit publicity

All sales promotion activities including distribution of literature, brochures, samples, handouts, etc. must be confined to the designated stand of the Exhibitor.

2.1.19 Filming/photography

Organizer has exclusive rights to take photographs and films of the exhibition stands. Exhibitors will have to take prior permission of the organizer for taking photographs and films of the exhibition. Exhibitor may however take photographs of their own stands and visitors. Exhibitors are not allowed to take photographs of any other stall, etc.

2.1.20 Removal of exhibits

Exhibitors are allowed to remove exhibits from their stands only on conclusion of 64th India International Garment Fair on 22nd January, 2020 from 6.00 pm onwards only. The work of dismantling of the stand and removal of exhibits must be completed by 8.00 pm on 22nd January, 2020. After this said date & time, the Organizer reserves the rights to remove the goods at the cost and risk of Exhibitors.

Exhibitors including stall designers and other service providers are advised to make a note of the above and strictly comply with the timings. **Any exhibits or stand material left behind at the exhibition venue shall be deemed abandoned. Exhibitors are responsible for the expense incurred for disposing of all such items.**

2.1.22 Exit pass procedure

For removing exhibits from the exhibition halls, on conclusion of the exhibition, exhibitors would need an exit pass duly authorized by the Hall Co-ordinators in the respective halls. Exhibitors should fill in the Exit Pass (Form 3) and submit 4 copies of the same to the respective Hall Co-ordinators. The Hall Co-ordinators will retain one copy and return three copies duly stamped and signed. One copy should be submitted to the security at the hall gate, one copy to the security at the main gate and the remaining copy should be retained by the exhibitor.

2.2 Site operations - Information

2.2.1 Stand construction, decoration & display

No customized stalls would be allowed to be made by the participants. No carpentry work including painting shall be allowed inside the exhibition hall.

Exhibitors must use empanelled stand designers for carrying out their stall decoration work and should get themselves suitably insured against all risks. The exhibitors indemnify the organizers of 64th India International Garment Fair against all risks/damages/claims/law suits resulting out of any hazard/accident/ calamity resulting out of faulty construction

Guidelines for stand decoration & display

To achieve uniformity in display and appearance of the entire exhibition and to ensure proper presentation of all exhibits, Exhibitors are advised to strictly follow the guidelines for stand construction, decoration & display specified by the Organizer.

General

- ✍ Stands should be complete in every respect by 8.00 pm 19th January, 2020.
- ✍ Exhibitors should not take support of any permanent structures in Exhibition Halls for display. Woodwork, inside/outside the Exhibition Halls is prohibited.
- ✍ Exhibitors are advised not to use any vacant space around their stands for storage or otherwise. This could be hazardous and could restrict the movement of service personnel. Organizer reserves the right to remove such material at the risk & cost of the Exhibitor.
- ✍ Grouting/drilling of holes in the floor or walls is not permitted.
- ✍ No suspended displays/structures are permitted from the ceiling of the exhibition halls.
- ✍ Organizer shall not correspond with any of the agencies engaged by the Exhibitor.
- ✍ Welding is strictly prohibited.
- ✍ No brickwork melamine polishing or carpentry work will be allowed inside the hall.
- ✍ The Exhibitors give unconditional undertaking that no promotion would be undertaken outside the booth allotted area including hostess distributing business cards to the buyers. If the Fair Authorities detect such incidents, the hostess and publicity material should be removed/confiscated at the cost of Exhibitor.
- ✍ Exhibitors are responsible for the removal of trash at the close of the exhibition. Large volume of waste of any item including catalogues books, etc. remaining in the booth /stall will be regarded as trash, will be removed at the cost and risk to the Exhibitor.
- ✍ Sale of ready stocks/stock lot is prohibited at the fair venue.
- ✍ Weapons or any other similar objects as per the law are prohibited in the fair venue.

Presentation and installation of exhibits

- ✍ Exhibitors should confine their exhibits within the space allotted to them and

should not encroach upon the aisles or unused space/facilities provided by the Organizer. Clustering or crowding of exhibits in the stands is not allowed. Mannequins, posters, decoration material or any item placed in the aisles shall be removed by the fair authorities.

- ✍ No part of any exhibit/display should project out of the stand boundaries. Exhibits/ showcases/display podiums must be placed at least 0.3m away from the boundary of open sides of the stand. **No display, construction or projection of construction element shall be permitted in the passages. The organizers have the right to confiscate the exhibits kept outside the stands.**

Overall height

- ✍ The maximum height of any display should not exceed 2.5 mtr.
- ✍ Display panels, branding towers, name boards, sample holders, photographs and other display material are permitted in the stand, subject to a maximum height of 2.5m.
- ✍ Show cases are permitted in stands subject to the condition that their height does not exceed 2.5m.
- ✍ Spotlights, focus lights (only white CFL/LED lights) are permitted provided these are fitted along with the stand structure within the maximum height of 2.5m.
- ✍ Exhibitors having wall(s) along with their stall boundary or pillar within stands, may cover the same with wooden panels without causing damage to the walls, pillars, floor or any structure of the Exhibition Halls, not exceeding the maximum permissible height of 2.5m. However, electric panels on the walls or duct doors in the pillars, if any, should be kept accessible for the Organizer, for maintenance.

Name Boards

- ✍ Exhibitors would be provided a fascia indicating company name and stand number.
- ✍ Company logos will not be printed on the name boards/fascias of the participants.

Floor Covering

- ✍ Unicolour Carpeting of the stands is compulsory for Exhibitors, which shall be provided by the Organizer.
- ✍ Stand floor should not be primed, painted or varnished, nor floor covering be stuck permanently to the floor

Advertising & Display

- ✍ Display of Names/logos of any indirect Exhibitor on the fascia of the stands is strictly prohibited.
- ✍ Use of cloth banners is prohibited in any form within the exhibition stand & anywhere within the Pragati Maidan, New Delhi.
- ✍ Use of loud speakers, musical instruments etc. in the stand is prohibited. Video/animation films on the exhibits, may however be displayed within the stand, provided the sound level is kept low to avoid disturbance to others. Information headphones are allowed in the stand, provided these are setup inside the stand at

least 0.3m away from the aisles.

- ✍ Use of bright and/or coloured decorative lights, neon signs of any size, shape or colour (including those depicting Exhibitors name or logo) or any other similar electrical decorative material is prohibited. **Exhibitors are advised to make use of branded electrical fittings (ISI certified material) only**
- ✍ Use of potted plants is allowed in the stand.
- ✍ Building of Mezzanine floors in the stall is not permitted.

2.2.2 Electrical installations & power supply

The electric power supply available at the exhibition is as under (as provided by Pragati Authorities):-

Single Phase	:	230 Volts \pm 10%
Frequency	:	50 Hz \pm 3%

- ✍ The fluctuation in the parameter for power supply mentioned above is only for reference. Larger variations cannot be ruled out.
- ✍ Each stand will be provided with electric power at one or more main points depending on the total requirement. Exhibitors should use Fuse distribution Boards for further distribution. Exhibitors should use either armored cables or metal conduits for connecting power supply for further distribution. All electrical installations should be earthed firmly at two places through bare copper earthing wire of the size appropriate to the load connected.
- ✍ The work of drawing power from main point(s) given in the stand area to exhibits is to be carried out by the exhibitors at their own cost. Exhibitors may engage the empanelled agencies for stall decoration or cabling work inside their stall. The service charges of electrical contractors are to be borne by the exhibitors and are payable directly to contractors.
- ✍ Connecting power to exhibits other than the specified load or the load allotted by the Electrical Department is strictly prohibited.
- ✍ All main electrical supply points must be kept easily accessible for operation and repairs, in the event of emergency. These should not be concealed or covered.
- ✍ Power will be released only after the wiring work is carried out to the standard of the organizer.
- ✍ Exhibitors are advised to take highest level of safety precautions and engage services of only empanelled qualified and licensed personnel for electrical wiring and installations.
- ✍ Exhibitors may contact the organizer for electrical work and guidance.
- ✍ Permanent power will be made available from 20th January, 2020.
- ✍ Organizer reserves the right to disconnect the electrical supply to any installation which in their opinion is dangerous or likely to cause a risk to visitors or other exhibitors.
- ✍ Arms and ammunition, explosives, contraband and/or other goods prohibited by Indian law, will not be allowed inside the Pragati Maidan complex.

2.2.3 Jurisdiction

All disputes are subject to Delhi Jurisdiction.

3.1 Advertisement in Exhibition catalogue

Organizer will publish the 64th IIGF Exhibition catalogue which will serve as a ready reckoner for visitors during the exhibition. Considering its wide circulation and shelf life, till next exhibition, exhibitors are advised to release advertisements in the Exhibition catalogue.

Those participants, who have already paid charges for release of advertisement in Fair Catalogue but have not sent the advertisement matter so far, may please do so. The advertisement matter may be sent to the following address immediately by courier/e-mail.

The Organizer
International Garment Fair Association
405, 4th Floor, Bhikaji Cama Bhawan, Bhikaji Cama Place, New Delhi – 110 066.

In case the advertisement material is not received by 6th January, 2020, the advertisement will be released by a simple mention of 'With Best compliments from preceded by the name of the participants along with address, telephone and fax number etc. from whom advertisement charges have been received.

All the exhibitors are entitled to be listed free of charge in the fair catalogue before the cut-off date. The main items to be listed are:-

- | | |
|--------------------|---------------------------------------|
| a) Exhibitors name | g) Products manufactured/
exported |
| b) Booth No. | h) Export Markets |
| c) Address | i) Chief Representative
names |
| d) Telephone No. | |
| e) Fax Number | |
| f) E-mail Number | |

Hope you must have sent the above details to the respective Association through which you are participating at the time of submission of participation charges. If it is not received, the Fair Authority does not take any responsibility of printing the same in the Fair Guide.

3.2 Right of the Organizer to make Amendment

The Organizer reserves the right to make amendments to and of the forgoing provisions, without giving prior notice. Organizer has the right to use his discretion as he deems fit in respect of any changes and amendments in any rules and regulations and will be binding on the participants.

**64th India International Garment Fair
20 - 22 January, 2020, Pragati Maidan, New Delhi.**

EXHIBITOR'S BADGES

This form must be completed by all Exhibitors and returned to the office of the Association (through which the booth application was forwarded) by 6th January, 2020 (Participants would be allowed entry to the halls with photo badges only.

Name of the Exhibitor: _____

Contact Person: _____ Stall No: _____

Name of the person manning the Booth/Stall: _____

S. No.	Name	Designation	Photo (JPEG format)
1			
2			
3			
4			

Signature of Partner/Director: _____ Date: _____

Company seal: _____

Important Note:

1. Please refer to point no. 'Exhibitor's Badges' for total number of badges permissible.
2. The form should reach the Associations by 6th January, 2020.
3. Duplicate/Re-issue of badges may be issued against report of loss of original badges.

**64th India International Garment Fair
20 - 22 January, 2020, Pragati Maidan, New Delhi**

STAND POSSESSION

(Submit to the Hall Co-ordinator in your hall on 18th January, 2020 (Bare stall participants) and 19th January, 2020 (built-up stall participants) at the Exhibition site.

Please hand over possession of space allotted to us, to our representative:

Name : _____
Designation : _____

We have paid all the dues as per the Debit Note/s sent by you.

Stamp

Date/Signature

Please keep a copy for your records

64 th India International Garment Fair The Hall Co-ordinator Pragati Maidan, New Delhi.	Authorized by: Name _____ Designation _____ Company _____ City _____ E-mail _____ Stall No. _____,
--	--

**64th India International Garment Fair
20 - 22 January, 2020, Pragati Maidan, New Delhi.**

MOVE-OUT/EXIT PASS

(To be submitted in quadruplicate on 22nd January, 2020)

The Organizer
International Garment Fair Association
Pragati Maidan
New Delhi.

Name of the Company: _____

Authorized Person: _____ Stall No: _____

Dear Sir,

The following items were brought by the above said company for display in 64th India International Garment Fair. Party may allow taking out their garments/goods from Pragati Maidan, New Delhi.

S. No	Particulars	Units

We here by undertake that we will be responsible for any Missing/ Damage Furniture/ Amenities, if found at the time of move-out.

Signature of PARTICIPANT with Seal

To be signed by the official
(Signature with seal)

Authorized Signatory
64th India International Garment Fair

Important Note:-

- Participants are requested to fill-up the above and submit the same to the Hall Coordinators/Fair Secretariat in quadruplicate on 22nd January, 2020.
- Exhibits/Materials/Furniture should be moved out in one lot as multiple Exit Passes will not be issued.
- Move-out will only start from 6.00 pm on 22nd January, 2020.
- Halls will be handed over to Pragati Maidan Authority at 8.00 PM on 22nd January, 2020.

**64th India International Garment Fair
20 - 22 January, 2020, Pragati Maidan, New Delhi**

RESPONSE FORM

Hall No. _____ Stall No. _____

1. Name of the Company : _____

2. Whether Participated Earlier (Please √)

Yes	No.
-----	-----

3. How is the response to your participation in the 64th IIGF? (Please √):

Good	Average	Unsatisfactory
------	---------	----------------

4. How were the business prospect/leads at this Fair? (Please √):

Good	Average	Unsatisfactory
------	---------	----------------

5. Were you able to conclude firm business? (Please √):

Good	Average	Unsatisfactory
------	---------	----------------

6. How would you rate the buyer's turnout? (Please √):

Good	Average	Unsatisfactory
------	---------	----------------

7. What is your opinion about the quality of the buyers visited (Please √):

Good	Average	Unsatisfactory
------	---------	----------------

8. How would you rate the arrangements at this fair? (Please √):

Good	Average	Unsatisfactory
------	---------	----------------

9. How would you rate the 64th IIGF over previous Fair? (Please √):

Good	Average	Unsatisfactory
------	---------	----------------

10. Do you think IIGF is a useful platform for booking business? (Please √):

Yes	No.
-----	-----

11. Would you like to participate in the 65th India International Garment Fair scheduled to be held from 29 - 31 July, 2020 at Pragati Maidan, New Delhi

Yes	No.
-----	-----

12. Please tick mark (√) your objectives for participation in the fair:-

01.	Introduction of item	
02.	Foster business relations	
03.	Seek new business contact	
04.	Other (Specify)	

13. Have your objective been achieved (Please √)

25%	50%	75%	100%
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14. Details of enquiries received:

No. of Enquiries	Qty. in Pcs. (order expected)	Export value in US\$ (order expected)

15. Other Observation, if any:

Date _____

Signature _____
Name _____

(Kindly submit the form duly filled to the respective Hall Co-coordinators on 22nd January, 2020)