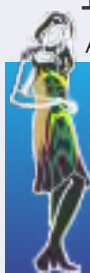




17th Edition

ASIA'S LARGEST KNITTING TECHNOLOGY TRADE FAIR



knit-tech

MAR 1-4 2024

TIRUPUR INDIA



EXHIBITOR'S MANUAL



CHECKLIST FOR KNIT-TECH 2024 EXHIBITORS

S.No.	Name of Service	Service Provider	Apply Date	Final Date
1.	Stall Booking	Hi-Tech International Trade Fair India P. Ltd., INDIA	1.1.2023 onwards	10.2.2024 (Subject to Availability)
2.	Advertisement in Fair Directory Size : Wrapper : 140mm x 210 mm Inner : 115mm x 185 mm	"		5.02.2024
3.	Fair Directory Product Profile for Printing	"		10.02.2024
4.	Stall Rent & Advt. Payments	"	Advance payment at the time of Stall Booking	Final Payment 20.01.2024
5.	For participants - Power, Air & other Furniture Requirements	"	At the time of Stall Booking	10.02.2024
6.	Invitations & Cover Collection. Car Pass + 2 Wheeler Pass + Exhibitor Pass	"	1.2.2024	25.2.2024
7.	Machinery Entry to Expo	"	First Entry 23.02.2024 10 am onwards	Final Entry 26.02.2024 11 am
8.	Customised Stall Fabrication	"	23.02.2024	28.02.2024
9.	Press Meet Arrangements (As per Request)	"	20.01.2024	20.02.2024
10.	Power & Air Supply for Machines Request	Hitech Gold Graphics	At the time of Stall Booking	10.02.2024
11.	Power & Air Available at Expo for M/c Testing	"	27th Feb Morning 10 am onwards	28th Feb Morning 10 am
12.	Man power for Stall, Receptionist & other Services Request	"	10.02.2024	15.02.2024

VERY IMPORTANT MESSAGE TO PARTICIPANTS

*** 29th February, Organisers take control of Expo Halls for cleaning, carpeting, all Electrical check-up, Invite the press & media peoples for before coverage of preday starting of Exhibition. Exhibitors must complete all the works, trial run, interior poster fixing and all other works will complete before 18.00 hrs of 28th Feb 2024.**

**** Forklift, Crane, Lorries, Vans are not allowed after 6 pm of 27.02.2024 to 10 am of 5.3.2024**

***** Pallet tracks, Trolleys, Manual carrying goods, Equipments allow upto 6.00 pm of 28.02.2024**

ORGANISERS & PARTICIPANTS MEET ON 07.02.2024 AT EXPO SITE

KNIT-TECH 2024 TIMINGS

Opening Ceremony	10.00 am of 1.03.2024
Exhibition Days Business Hours	10.00 am - 6.00 pm
Closure of the exhibition Halls	7.00 pm of 4.03.2024
Handing over the Stall To the Expo authorities for cleaning & press views	9.00 pm of 28.02.2024
Machinery Dismantling & Crane, Forklift allow for outgoing Machineries	10.00 am of 5.03.2024 onwards
All Materials Check-in Pass available	10.00 am of 15.02.2024 onwards
All Materials Check-out Pass available	10.00 am of 3.03.2024 onwards
All Materials + Packages + Machinery allow to go out	10.00 am of 5.03.2024 onwards

*** Wooden packing materials, wooden pallets and related repacking materials must keep in marked specific area only.**



EXHIBITORS SERVICE MANUAL

**Forms to be filled and returned to the ORGANISERS
This copy is to be retained by the EXHIBITOR**



To

[Here fill in the name of participant]

Dear Participant,

Seasons Choicest greetings from Hi-Tech International Trade Fair India P.Ltd.,

We are delighted to welcome you to **Asia's Largest Knitting Technology Trade Fair - KNIT-TECH 2024**

This comprehensive '**EXHIBITORS SERVICE MANUAL**' will provide you

All the informations to make your participation a fruitful affair to remember and cherish. Please read this manual carefully : it provides you with the information regarding:

- i) Details for operations at the show and your Travel plans.
- ii) Time table of in-hall operations at the show.
- iii) Informations regarding various services which are available to the exhibitors.
- iv) Rules and regulations associated with your participation at the event.
- v) Service to the exhibitors along with requisite order forms. The order forms must be filled in on or before the last date prescribed and returned to us to serve you better.

To avoid the inconvenience please read this manual carefully and if you have any doubt or clarifications, kindly revert back to us at Hi-Tech International Trade Fair India P.Ltd.

It is very important that you read this manual and revert to us at the earliest to avoid any inconvenience. We will very much appreciate your co-operation and support in this regard.

Thank You.

With Regards,

M.A.Rayappan
Chairman



Section I

EXHIBITOR'S FACT SHEET

1. Please read your Exhibitors Service Manual Carefully

The information it contains will help you to save time, money and needless inconvenience.

2. Help Reminder About Service Request

- a. Be sure to order your services in advance, including:
 - * Additional electrical & Air service
 - * Furniture
 - * Fair Directory Advertisement.
 - * Manpower
 - * Other special Requests.
- b. Place your order early with payment to ensure that your order will be fulfilled. **Please order before February 5, 2024**
- c. Bring copies of all your advance order forms and payment receipt to the show.

3. Helpful Reminders on Shipping :

- a. Ship your freight via recognized and reliable transport services only to ensure that they arrive at your target date.
- b. Be sure to remove all previous shipping labels before you send anything to the show, and attach clean labels, with your company name clearly marked, on each carton / case dispatched.
- c. While making your shipping plans to the show, also plan for shipping home after the show is over. Make sure that someone knowledgeable from your company will be on-site, to oversee the out bound shipment of your display and equipment.
- d. While transporting your exhibits to the site, Central Excise/Sales Tax documentation must accompany the consignment (e-way bill)
- e. Contact official service providers for assistance.

Common shipping Mistakes

- * Selecting a carrier that does not service trade shows on a regular basis. Unlike other shipment exhibit material is time sensitive.
- * Old labels on cartons cause confusion.
- * Be clear and specify what type of air freight is desired eg. Over night a.m., p.m. second day or deferred service.
- * Not giving clear instructions on how the freight is to be shipped.
 - Not advising your carrier about your target date.
 - Not including accurate description or piece count.
 - Not filling out the forms properly.
- * Tips for shipping

Please ensure that proper documentation concerning excise/sales tax authorities are to be sent only with the exhibits (Transporter's Copy) please avoid these common shipping mistakes and save your time, money and needless aggravation.

4. On - site:

- a. Set up your Booth / Machinery / Installation on time.
- b. Try not to change or cancel orders on site.

Section II

RULES AND REGULATIONS

1. Storage, removal of Waste and cleaning.

2. Liabilities & Insurance

It would be advisable for the exhibitors to take insurance Policies covering the following:

- a) Machinery and Other Exhibits
- b) Transit Loading and Unloading of machines
- c) Exhibition Personnel
- d) Third parties (Visitors)

The show Organizers will not accept liability for loss of, damage to any exhibit, or for injury to Exhibitor personnel at any time. Exhibitors are strongly advised to insure their exhibits against theft, loss or damage, including the risk of fire and to cover themselves against third party liability for visitors to their stands.

3. GATE PASS : The Exhibitor should present an in pass and outpass for bringing the materials in and out respectively from the exhibition hall.

4. Administration of Exhibition Hall

The organizers **Hi- Tech International** will control and manage all matters connected with **KNIT-TECH 2024** from it's Site Office.

5. Possession of stalls

Hall control managers stationed at **KNIT-TECH 2024** would issue the possession letter. Representatives of clearing and forwarding agency, shell contractors, travel agents and various other exhibition service providers can be contacted at **Hi- Tech International** site office for any help or assistance required by the exhibitors.

Show Managers will be stationed in the hall for supervision of various service and assistance to the participants.

6. Schedule of arrival of Exhibits

The Exhibitors who have booked Heavy Machinery can carry their exhibits inside the exhibition hall open from 10:00 hrs on 20.2.2024. The light exhibits can arrive from 10.00 hrs on 27.2.2024. In order to avoid last minute rush and strain on the material handling facility, exhibitors are requested to cooperate with the agencies for movement of exhibits inside the hall.

Exhibitors should depute their representatives to accept delivery of their exhibit cases at the Exhibition site from the transporters and make handling arrangement with the official contractors. It will not be possible for the Organizers to take delivery and make handling arrangement for the Exhibitors.

Organisers will allow exhibitors to install machineries from 9.00am to 7.00 pm only during the days allowed for installation i.e, 20.2.2024 to 27.2.2024

Any damage to floor or structure, fittings, etc, at the Exhibition Venue will have to be made good by participants and extra displays outside their stall, other passage area or anywhere else inside the expo compound or restaurant; such as Banners and Buntings are not allowed.

7. General Fire and Safety Regulations

- a) Exhibitors should ensure safety for all materials used in construction and decoration
- b) All exits, entry areas and exit aisles must be kept clear and unobstructed.
- c) Compressed gas cylinders, including LPG are prohibited in the exhibition area.
- d) All temporary wiring must be accessible and the aisle free from the debris and storage materials.
- e) No storage of any kind is allowed behind booths or near electrical services.
- f) All empty cartons and crates must be labeled and removed for storage.
- g) Flammable and combustible liquids are prohibited inside the building
- h) Helium balloons are not allowed inside the hall.

Note: smoking is strictly prohibited inside the exhibition halls.

8. Care of Building and Equipment

Exhibitors must not damage or deface the exhibition facility or other exhibits. When such damage occurs, the exhibitors is liable to the owner of the property so damaged.

9. Interiors and Event Managers of Participants

The job of interior companies must show the authorised letter from Participants, caution deposit of Rs.50,000 (refundable) must be paid to the organisers. If any damage is caused the deposit will be deducted accordingly. Interior companies must clean their stall area and outer area before leaving. Otherwise Rs. 10,000 is a penalty for non cooperation with the Organisers. Power charges of Rs. 5,000 per stall should be paid for interior fabrication. If any dispute raises, the organisers decision is final.

10. Stall erection by Exhibitors

Exhibitors are advised to follow guidelines specified by the Organizers in the Rules & Regulations of **KNIT-TECH 2024**. The Organizers would particularly like to emphasize on the following points.

- a) The exhibitors should leave minimum 30% of the stall area for free movement of visitors
- b) Stalls should be completed in every aspect by 8.00 pm of 28th February 2024
- c) Exhibitors should advise their display & advertising agent about the rules and guidelines for stall decoration, permissible size of display material, panels, office cabinets, etc. **KNIT-TECH 2024** would not correspond with the advertising agents. However, if any information or clarification is required by the exhibitors themselves, the same can be obtained from the organizing committee of **KNIT-TECH 2024**.

11. Booth Display

All demonstrations and promotional activities must take place within your exhibit space. There shall not be any distribution of pamphlets or brochures except inside their respective booth.

- a) Sound system / Presentations .
The organizers reserve the right to restrict exhibits. , which because of noise, method of operation or any other reason become objectionable. The sound level from an exhibitors booth shall not intrude into adjacent exhibit areas.
- b) Stall opening should be minimum 2.0 meters.

- c) No loft terraces or floors should be erected in stand areas (without prior permission).
- d) Exhibiting companies that share a common booth back wall boundary line must allow 9" of space from the common booth boundary line when setting up the construction of their exhibit back wall to allow a total of 18" for access to electrical and utility outlets.

12. Electrical supply and Installations

Hall Lighting will be provided by the Organizers in addition to normal stand lighting. The standard electrical voltage available for use on stands at the Exhibition is 230 volts single phase A. C. at 50 Hz and 415 volts 4-wire three-phase and neutral alternating at 50 Hz. A fluctuation of $\pm 10\%$ can be expected. Exhibitors whose equipment is particularly sensitive Should arrange for stabilizers. Supplies to stands will normally be switched off at source 30 minutes after the Exhibition closes each day (15 min on the final day)

Any exhibitor requiring electrical supply at times other than those stated should make application to **Hitech Gold Graphics** - official service provider on site at least 24 hours before hand. Supplies cannot be arranged at short notice. Cost of additional supply must be borne by the Exhibitor.

Exhibitors who have ordered additional electrical items in advance are requested to show the location of the extras on their booth design. All electrical installation on stands must be carried out by the official electrical contractor only.

NB : Flashing lights and neon - signs are permitted only if they cause no inconvenience to other Exhibitors.

13. Demonstrations and Working Exhibits

An exhibitor intending to demonstrate equipment on his stand must:

- a) Provide the Organizers with full details in writing of any working exhibits involving moving parts, lasers,...
- b) Give proper consideration to the safety conditions under which the exhibits will be demonstrated, including safety guards and screens to prevent accident or injury to both visitors and staff.
- c) 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 the times stipulated by the show Organizers, who reserve the right to terminate a demonstration at any time.
- d) Ensure that no naked flame is used in any demonstration in the exhibition premises.
- e) Isolate controls and switches so that machinery cannot be activated by accident or interference by visitors.
- f) In case of dispute, the Show Organizer's ruling will be the final.

14. Stand-fitting Regulations

- a) No additional stand fitting or display may be attached to the shell stand structure. No nailing or drilling will be allowed. If you require assistance in hanging or displaying your Exhibits, please consult the Official service provider.

- b) Please note that internal dimensions of shell scheme stands are Approximately 5 cm smaller than the contracted area as the Wall are contained within the booth
- c) No painting or wall papering of the shell stand panels will be Allowed in the Exhibition Halls. Exhibitors who wish to have Panels painted must inform the Official Service Provider who will provide a quotation for the requirement.
- d) No free standing figment may exceed a height of 2.5m or extend beyond the boundaries of the site allocated.
- e) Any change to the type or colour of the floor covering provided, Must be by prior negotiation with the Official Service Provider. Any cost incurred must be borne by the Exhibitor.
- f) An exhibitor occupying a corner booth has the choice to have either a wall or an additional open side onto the aisle.
- g) No financial credit will be given by the Organizers for any Package item not utilized.

ISLANDS

An island exhibits space is surrounding by aisles on all sides. These exhibits have a height restriction of 2.5 mts, provided the ceiling construction permits such a height.

- a) Side walls of stands should be 2.5mts, in height and should have smooth surface on both sides. The outer side of the wall should be painted neutral off white color
- b) Back wall construction: In the case of a raw space, if a booth has a back wall which does not permit a view across the height of the back wall should not exceed 1.5 Mts. In case the exhibitors structure is transparent and does not block the view, maximum height of 3.9 mts, Should be maintained. Any exhibit display within the exhibit area exceeding a height of 2.5mts, should have a maximum width of 1.25mts, only.
- c) No structure, publicity material, photographs, charts, and displayed products should have height exceeding 2.5 meters.
- d) Walls, if any, along the passage way should carry on charts, No displayed products should have height exceeding 2.5 meters.

Rental Display Package

Package shell scheme Booths will be built from modular extruded aluminum system to the following specification and facilities for every 9 sq.mtrs of spaces.

- * Floor space Wall partition * Name Facia * Colour carpet * 4units of spot light
- * 1 unit of 15 amps single phase socket * 1 table and 2 chairs

* Subject to change according to stall space.



Section III

1. Security

Exhibitors are requested to provide names of staffs to be deputed for management of stalls by **20th Feb 2024** for Exhibitor Badges. Badges may be obtained from reception counter on arrival and online also.

Badges must be worn at all times to gain admittance to the exhibition hall. Entry of hand carried items (except briefcase) exceeding 20 kgs. brought in through general entry gate will require an entry pass, to be obtained from **Hi- Tech International** office. Installation badges should be worn by the erection staff during all erection time. Erection staff found without the installation badge will not be allowed entry into the hall.

Exit

Exit pass for hand carried items brought in must be obtained and shown at the general exit gate, at the time of taking them out. During show days, exhibitors are allowed to enter one hour prior to the opening of the show each day and be allowed to remain one hour after the close of the show timings - 10.00 am to 6.00 pm.

Exhibitors are requested to inform the event organizers in case they require security personnel for their booths during set-up and dismantling. Only security personnel from the official security agency may be employed. Please note that no security staff other than those authorized by the organizers will be allowed in the exhibition halls between 20.2.2024 to 28.2.2024. The halls will be sealed during non show hours and hence nobody will be permitted to remain in the exhibition halls after the exhibition has closed for the day.

While the show organizers will maintain security surveillance at all times throughout the Exhibition, Exhibitors are reminded that goods will be participants risk immediately after the Show closes on the final day. Please be sure to see that your Stand is not left unattended at this time. Particular care should be taken of small portable items, tools and Instruments.

2. In- hall Freight Handling

To provide adequate security, safety and protection against damages to the Exhibition Hall and in the interest of an efficient, co-ordinated move-in and move-out of goods, no exhibitor's trucks, cars, (trolleys, lift jacks, etc) will be allowed inside the Exhibition hall.

3. Removal of Exhibits

The removal of machines & materials from the exhibition halls may take place starting from 10 a.m. on 05.03.2024 for all those exhibitors who have obtained an exit pass. For each removal of materials an gate pass for each single operations is required.

Section III

GENERAL INFORMATION

At the end of the show on 4th MARCH 2024 when Exhibitors may arrange for packing and clearance of their exhibits by Customs, the Official Freight will issue Goods Removable Passes and arrange to hand over to the organization responsible for the consignment. All goods must be removed from the site by 8.00 pm on 7th MARCH 2024. After that time, materials, stands and exhibits will be considered abandoned and will be disposed of.

4. Manning of stands

Your stand must be fully staffed and operational throughout the open hours of the Exhibition. Exhibitors must not participate in any activity, which causes or is likely to cause annoyance to visitors or other exhibitors. In particular, audio/visual display equipment must be positioned and sound levels so adjusted to avoid interference to neighbours. In the event of any disagreement, the Show Organizers' decision in this matter is final.

All activities of the exhibitor and his staff must be confined to the stand or site allocated. No advertising or canvassing for business may take place elsewhere in the Exhibition Hall. Exhibitors may not use the Exhibition to advertise for staff, other than to seek local agencies for the sale of their products.

5. Dilapidation's

Exhibitors are responsible for the cost of making good or replacing any damages or dilapidation's to the exhibition premises, whether caused by themselves, their agents, contractors or by any person or reasons employed or engaged on their behalf by such agents or contractors.

6. Force Majeure

The Exhibition may be postponed, shortened or extended due to any cause whatsoever outside the control of the Show Organizers. The Show Organizers shall not be responsible for any loss sustained by the Exhibitors, directly or indirectly, attributable to the elements of nature, force Majeure or orders and directives imposed by any governmental authority. In the event of such circumstances, money paid by the Exhibitors, or any part thereof, is refundable at the sole discretion of the Show Organizers.

7. Authority on the Premises

The show Organizers shall be responsible for and be entitled to act as the owners of the premises throughout the tenancy period. The decision of the show Organizers in any problem or dispute will be the final.

8. Observance of Rules and Regulations

All exhibitors and their personnel must observe the Rules and Regulations stated in this Exhibitors Kit, and the Rules and Regulations accompanying the Exhibition Control, while working or present in the Exhibition Halls.

9. Safety and Behaviour

No person inside the Exhibition Hall is to behave or act in a manner that may cause any harm, injury or damage to other persons or exhibits, nor to exhibition hall property or fixtures.

10. Utilities - Water and Compressed Air

The provision of these service is limited and takes time. Please dispatch your order at your earliest convenience so that supply can be arranged accordingly. If any it is essential to the running of your exhibit a special quotation will be made on request by official service provider.

Section IV

EXHIBITORS SERVICES

1. Booth Equipment and service

Exhibit supplies: The exhibitors can be provided with extra electrical and furniture requirements. The exhibitors are requested to contact in this regard.

2. Exhibitor Publicity & Promotional Services

- (a) Business, meeting and conferences may be conducted at the business center which is made for the purpose. Exhibitors are requested to make use of the business center which houses essential communication facilities viz, Computers, modems, telephones and fax machines, xerox and secretarial services.

- (b) Press Lounge

A fully furnished and operational media centre will be provided to the press for exclusive coverage.

- (c) Exhibition Invitation cards

Invitation cards for the exhibition are provided to every company well before the show date. Please fill in the order form at the earliest and send it to the sales department to avoid last minute disappointment.

- (d) Exhibition Directory. 110 mm X 190 mm (printing area)

The exhibitors directory offers a good exposure to the company both during and after the show. The exhibitors directory constitutes the product description, company name, addresses and telephone numbers. Advertising in the directory provides the benefit of calling more attention to your exhibit and company. Please send in company information at the earliest.

- (e) Other Services include, Restaurant, Canteen, Cafeteria, Coffee shop, Tea shop, Mineral water dispenser, Public address system, first Aid, Ambulance, Fire fighting Brigade, Computerized Visitor registration, internet coverage of the show.

Section IV

EXHIBITORS SERVICES

DISPLAY AND STAND DECORATION-GUIDELINES

In order to achieve uniformity in display and appearance of the entire Exhibition and to ensure proper exposure of all exhibits, the interior decorations of stands will be governed by the following guidelines.

- (a) Product/Exhibition particularly the operative machines must be placed by 1 mtrs away from the boundary of open sides of the stand. No part project out of the stand boundaries.
- (b) Clustering or crowding of exhibits in the stands is not allowed. At least 1 mts gap between two machine exhibits must be provided. Overall 30% of the stand space must be left free for movement of visitors and safety during demonstration of exhibits.
- (c) All machines / equipment should be placed in such a way that they would indicate the normal operating position on the shop floor.
- (d) Partitions and/or dividers in the stands are allowed subject to the following conditions.
 - * These are not erected on the open side of the stand.
 - * The height of the partition or divider does not exceed 2.50 mtrs.
 - * Both sides of the partition wall are properly finished or painted, particularly the partition from the neighbours side should not look un finished. It would be desirable that partitions are made with mutual agreement with neighbours.
- (e) Display panels, name boards, sample holders, photographs and other display material are permitted in the stand subject to the condition that their height does not exceed **2.5 mtrs**.
- (f) Show-cases are permitted subject to the condition that their height does not exceed 2.5 mtrs and they are placed atleast 1 Mt, away from the open side of the stand.
- (g) Spotlights, small machine lamps or reading lamps are permitted, provided these are fitted alongwith the stand structure erected within the limits of above mentioned heights.
- (h) Exhibitors should not take support of any permanent structures in Exhibition Hall for decoration purpose.

Section V

TIME- TABLE OF IN-HALL OPERATIONS

Heavier machines are arrival from **10:00 am on 23.2.2024**

All heavy goods /machinery handling equipment should arrive sufficiently in advance itself.

All exhibits must be unpacked and the light exhibits can arrive from 10:00 hrs on **26.2.2024** . The General Service Contractor will start laying the aisle carpets at this time. Exhibitors may remain in the hall to work but all activities must be confined to the exhibitors space. Please have all crates and cartons unpacked so that they may be removed to keep the aisles clear. All booth construction work must be completed latest by **28.2.2024** at 9.00 p.m.

	Date	Time
Interiors and Display of Booths	28.02.02024	9.00 p.m.
To be completed by		

Exhibitors may begin to pack equipment supplied and literature when the show closes on **4th March 2024**, 6.15 pm. All hall utilities will be disconnected at this time. Exhibitors are requested to keep the aisle clear of cartons and crates to enable of aisle carpeting.

Dismantling and packing of all machines will be permitted only from 10.00 am on **5th March 2024** onwards. No exhibitor is permitted to bring in packing materials before this time.

Section VI

TIME- TABLE OF VISITING HOURS

Opening Ceremony	10.00 am on 1.03. 2024
Exhibition Days		
Business Hours	10.00 am - 6.00 pm
Closure of the exhibition Halls	6.00 pm
Handing over the Hall		
To the authorities	6.00 pm on 6.03.2024

On the days of the exhibition, exhibitors are permitted to remain in the hall one hour before and after the exhibition hours to service their stall.

It is strongly recommended that the exhibitors arrive at 9:30 am everyday for security reasons. Your cooperation in this matter would be highly appreciated.



Section VII**PLANNING SCHEDULE CHECKLIST****ADVERTISEMENT IN EXHIBITORS DIRECTORY****ADVERTISEMENT RATES**

This will make the directory an important, up to date reference, which will continue to be useful after the event.

FULL PAGE (COLOUR)	RS. 20,000/- + GST	USD 500	Euro 450
BACK COVER (COLOUR)	RS. 75,000/- + GST	USD 1500	Euro 1250
FRONT INNER/BACK INNER (COLOUR)	RS. 50,000/- + GST	USD 1000	Euro 900

GST 18% Additional

Exhibition Directory

The advertiser will be held liable for any damages arising from the content of advertisements and entries. **KNIT-TECH 2024** will not be liable for printing errors, in accurate placement and incomplete or defective printing.

The entry given by the exhibitor on his order is final.

Prompt return of the order form ensures entry in the directory.

I/We have read the advertisement tariff and the connected rules and in acceptance of the same request the following entry as ticked to be accepted and advertised. The payment towards the same is enclosed.

Maximum Page Size : 135 mm X 210 mm

Method : All materials must be in CorelDraw, Photoshop, PDF and Adobe Illustrator file formats with one hard copy in paper.

All payments for advertisement to be made by RTGS / NEFT / DD / Cheque in favour of
M/s. HITECH INTERNATIONAL TRADE FAIR INDIA P. LTD.,

(IMPORTANT : The final date for advertisement request is 10 th FEB 2024)



KNIT-TECH 2024

Space reservation
Section VII

PLANNING SCHEDULE CHECKLIST

ORDER FORM (For Advertisement in the Fair Directory)

Yes, we would like to release an advertisement (please state location ie., Back Cover, Full Page, elsewhere etc.) in the **KNIT-TECH 2024** Exhibitors Directory cum Planner. Our Cheque / Draft for Rs / US\$ Payable to **Hi-Tech International Trade Fair India (P) Ltd.**, is enclosed.

Authorized By _____

Location of the Advt : _____

Company _____

Address _____

Tel Nos _____ Mob : _____ Email _____

Pen Drive enclosed (if) _____

Signature _____

Date _____

Booth No
(All materials must be in CorelDraw, Photoshop, Adobe Illustrator and PDF format with one hard copy in paper.)

Deadline for submission of Material : 10 th FEB 2024

PLANNING SCHEDULE CHECKLIST

INVITATION CARDS (This Information must be completed by all exhibitors.)

Exhibitors will receive 100 invitation cards free of charge for every stall (according to space booked) these invitation cards are for you to invite your special guests and clients during business hours at **KNIT-TECH 2024**

Additional quantities may be ordered @ Rs.1,000/- per 100 cards. Please refer below and send the completed form to us. Kindly note that invitation cards will be sent to the office from where the stall is booked, if this form is not submitted with relevant details well before time

Please send additional _____ Invitation cards @ Rs.1,000/-for 100 cards.

Enclosed is our cheque/DD for Rs. _____ in favour of **Hi-Tech International Trade Fair India (P) Ltd.**,

Name _____

Company _____

Address _____

Signature _____ Date _____



Section VII

PLANNING SCHEDULE CHECKLIST

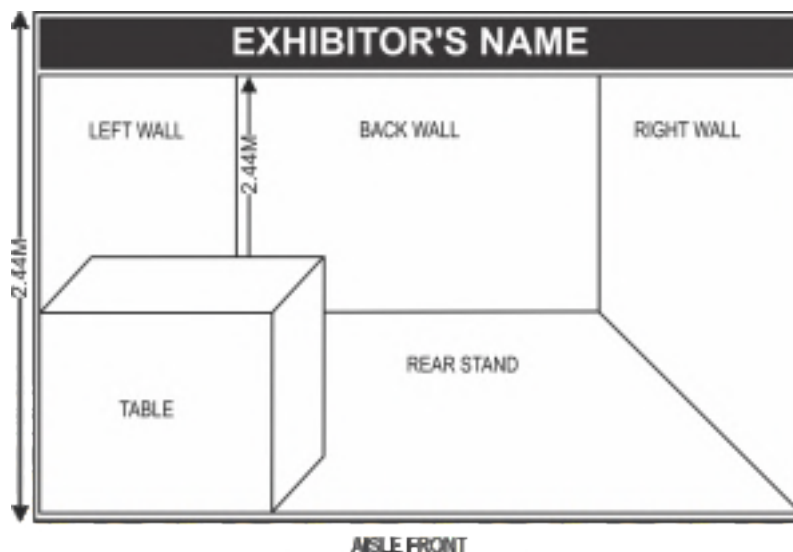
FASCIA NAMES

This information must be completed and returned by all exhibitors.

Please enter below the name which you require on the FASCIA (maximum 25 letters), for a fascia of 2.5 mtrs in length. Only standard lettering will be used.

No individual logos will be allowed on the FASCIA, If the exhibitor fails to meet the deadline the organizers will have no option but to incorporate the name of the company on which the booth is contracted. In case, the fascia name is to be changed, an amount of Rs.500.00 would be charged and the same has to be paid before taking possession of the booth.

Please use block letters



Note : Your design should not exceed 2.5 inches in height.

TO BE RETAINED BY THE EXHIBITORS

Section IV

EXHIBITORS SERVICES

The Chairman,

Hi- Tech International Trade Fair India Pvt. Ltd.
KNIT-TECH 2024

HiTech Tirupur Exhibition Center, Ring Road, T.M. Poondi, Tirupur - 641652, INDIA

REQUEST FOR HANDING OVER POSSESSION OF SPACE FOR STALL ERECTION

Hall No.

Stall No.

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

Name -

Designation -

Kindly issue the following nos. of installation badges_____.

We have paid all the dues as per the Debit notes sent by you.

Signature

Name & designation

Exhibitor Company

Date

Section VII

PLANNING SCHEDULE CHECKLIST

EXHIBITORS PROFILE

This information must be completed and returned by all the exhibitors.

All exhibitors are entitled to a free listing of their products in the Exhibitors Directory, which will be made available to selected visitors at the show. To ensure correct and complete information of your listing, please complete and return / email the information to us within the specified last date - **10th FEB 2024**

Name of the Company _____

Address _____

Principal's Name & Country _____

Telephone No. _____

Fax No. _____ Mobile : _____

Email ID _____

Website _____

Contact Person _____

Designation _____

Products (maximum 10 lines only) _____

(PLEASE FILL AND RETURN THIS FORM TO HI-TECH INTERNATIONAL)



Section VIII

SCHEDULE

1. Heavy Machinery 7 days before the fair days and 2 days after closing the fair for erections and dismantling.
2. Power testing and Air allowed only 4 days before 29-2-2024
Allowing timings : 10AM to 12 AM and 4PM to 6PM
3. Security Arrangements 7 days before 15-2-2024
4. Small type of machinery 5 days before the exhibition including for 2 days installation
5. Hand carry Exhibits 4 days before exhibition
6. Participants may be start their erections works from 9 AM to 6PM every day before 26-2-2024

Any clarifications and any special queries will be arises in this regard, we may consider on special request.

Applicant

Company			
Contact Address		H.O. Address	E-mail
			Website
Contact Person	Name		Designation
	Tel	Mobile	Fax :

Name Fascia

This information must be completed by exhibitors.

Please enter below the name which you required on the fascia (Maximim 25 letters) for a fascia of 2.5 Mtrs in Length.
 Only standard lettering will be used.

Stall Tariff

Classification	Stall No.	Total Sqmtrs	Detail	Unit Cost	Total
				INR	
				US\$	
				EURO	
				CGST @ 9%	
				SGST @ 9%	
				IGST @ 18%	
				Total	:

Payment Instructions

- 50% of total fee to be paid at the time of Registration.
- Balance payment on or before 10.02.2024 Amount
- Final payment (Cheque / D.D. Only) to be paid on or before 10.02.2024

We here by confirm our participation at the above mentioned EXPO and our acceptance of the rules and regulations printed on overleaf.

Date :	Signature :	Seal
We hereby confirm our participation at the above mentioned fair and we confirm our acceptance of the Rules and Regulations printed overleaf, which form apart of this contract.		

BANK DETAILS

NAME OF THE BENEFICIARY : **HI-TECH INTERNATIONAL TRADE FAIR INDIA PVT. LTD.,**

ACCOUNT NUMBER : 621405017699

BENEFICIARY BANK : ICICI BANK

Thirumurugan Poondi
Coimbatore - 641652
TAMILNADU, INDIA.

IFSC CODE : ICIC0006214

GST : 33AABCH29732ZW

PAN : AABCH2973D

ACCOUNT NUMBER : 200013740511

BENEFICIARY BANK : INDUSIND BANK LIMITED,
1 & 32(A) KMA BUILDING,
ESWARAN KOVIL NORTH STREET,
TIRUPUR – 641604
TAMILNADU, INDIA.

IFSC CODE : INDB0000580

TERMS & CONDITIONS

ACCEPTANCE OF RULES : The submission of the application for booking of the stalls is deemed to be an acceptance to adhere to the Rules & Regulations laid down by the organisers and also to those rules & regulations that would be formed by the organisers from time to time.

CONDUCT OF AGENTS & REPRESENTATIVES: The participants will be responsible for the proper conduct and behavior of their employees & representatives. **CLEANLINESS :** The organisers will arrange for the general cleaning of the entire floor area. Participants

shall ensure absolute cleanliness and upkeep of the stalls at their own expense to keep up the decorum. This is in addition to the general cleaning down by the organisers. **SAFETY PRECAUTIONS :** No participant will be allowed to mount panels, emblem, or neon signs in the

passages. The generally accepted rules concerning technology, labor safety and accident prevention should be observed in all the display arrangements. Proper safety guards must be provided on the machinery for protection from flying chips, sparks, heat etc., The organisers

are entitled to prohibit the operation of machines or equipment, if in their opinion these pose danger and annoyance to visitors & other

participants. **STORAGE OF PACKING MATERIAL :** All packing materials & empty cartons will have to be removed & stored in the reserved place meant for it. It is necessary that all materials should have clear identification marks, either by painting or otherwise.

INFRINGEMENTS OF REGULATIONS: In the event of infringement of regulations, the organisers are entitled to close down the operations of the participants immediately. Under such conditions the participants shall forfeit the amount deposited with the organisers. In

case the participants decides to withdraw his participation in the fair, his deposit will be forfeited totally. **GENERAL :** There is no legal right of participation accruing on Anybody. The organisers in their sole discretion deny participation to any applicant without assigning any reason

thereof. Subletting Or transferring of stall space to third party is forbidden. The participants will not be allowed to display product which are not included in the application or submitted to the organisers. **LIMIT OF LIABILITY :** Organisers are not liable in any form for any loss or

damage to participants property at their fair site or injury to the personnel and visitors. Participants shall refrain from making and agree to indemnify the organisers against any claim, by third party arising out of the participants conduct. **FORCE MAJEURE :** Under the

conditions of force majeure which also include strike, lock-out, closure, riot, the organisers reserve the right to alter the opening and closing dates and duration or even cancel the entire fair. In case of cancellation of the fair the charges will be refunded to the participants after

deducting the proportionate costs already incurred by the organisers. **CANCELLATION PROCEDURES :** Cancellation of the stall will be entitled before two months of the date of fair (i.e. on or before 30.12.2023) and 50% of the amount will be refundable. Under

any circumstances after 30.12.2023 the cancellation will not be accepted and no refund of amount paid by the participants.

All disputes are subjected to TIRUPUR JURISDICTION.



SERVICE PROVIDERS

POWER, COMPRESSED AIR & OTHER FURNITURES

HI-TECH GOLD GRAPHICS

12, Kennedy Street, Anupparpalayam, Tirupur - 641652

Mob : +91 82204 84747

Email : hitechgoldgraphics@gmail.com

AUTHORISED CLEANING & FORWARDING AGENTS, LOADING, UNLOADING & SITE HANDLING

BUHARIWALA LOGISTICS

BALMER LAWRIE BUILDING, 1ST FLOOR, 5.J.N. HEREDIA RD, BALLARD ESTATE, MUMBAI – 400001. INDIA

Telephone : +91 – 22 – 22625450 TO 53 / 22622724

Email : info@buhariwalasglobal.com exhibition@buhariwalasglobal.com events@buhariwalasglobal.com

WEB DESIGNING

ASSISTLY GLOBAL SOLUTIONS

3 A, Balan Nagar, South Masakalipalayam Road,
Peelamedu, Coimbatore - 641 004

Email : sales@assistlytech.com

Mob : +91 8111 00 2343

Contact Person : Mr. N. Nandhakumar
+91 98653 01967

TRADE TECH

#112, MSS Complex, Uthukuli Road, SRC Mill Compound,
Tirupur-641607 Email : info@tradetech.co.in

Mr. Antony +91 9843153164

HYBROWTECH

No: 55, 4th Layout, 7th Main Road, Teachers Colony,
Kolathur, Chennai - 600 099. Ph.: +91-44- 48551703

Mr. Nitin Rajesh +91-44- 48551703

DIGITAL MEDIA

SOLID BLOCKS

Suriyan Nagar, ABT Rd Karuvampalayam Tiruppur, Tamil Nadu 641604

+91 93666 52666

ADVERTISEMENT / PAPER / MAGAZINE

KALIMUTHU ADD AGENCIES

#28, SAP Residency, Municipal Office Road, Tirupur.

Contact Person : Mr. Kalimuthu - +91 94874 81222

Accommodation Details in Tirupur & Coimbatore

• TIRUPUR •

POPPYS VISTA HOTEL	reservation@poppysvista.com	+91 98948 84122
FORTUNE PARK	fom.fpt@fortunehotels.in	+91 91500 89334
R K RESIDENCY	reservation@rkresidency.co.in	+91 89400 04470
THE MAYBERRY BOUTIQUE HOTEL	reservations@hotelmayberry.com	+91-421 4957855
GINGER TIRUPUR	book@gingerhotels.com	+91 421 4333418
POPPYS TOWER	reservation@poppystower.com	+91 97879 58585
HOTEL MANIAM CLASSIC	westwing@maniamclassic.in	+91 96262 84000
HOTEL VISWA'S	hotelviswas@gmail.com	+91 81481 00200
HOTEL MKM RICH	info@mkmhotels.in	+91 421 2233300
THE RICHMAN HOTEL	bookings@richmanhotels.com	+91 421 2242271
HOTEL SRI SAKTHI	hotelsrisakthitup@gmail.com	+91 98435 20444
GAYATHRI HOTELS	gayathrihotels@gmail.com	+91 98430 35733

• COIMBATORE •

LE MERIDIEN	reservation@leroyalmeridien-chennai.com	+91 422 2364343
THE RESIDENCY TOWERS	resvcbe@theresidency.com	+91 97877 77770
GOKULAM PARK	revenue@gokulamhotels.com	+91 42 2452 3030
THE ACACIA HOTEL	info@hoteltheacacia.com	+91 73730 40001
HOTEL VIJAY ELANZA	info@vijayelanza.com	+91 422 4004000
ZONE BY THE PARK HOTEL	reservations@zonebythepark.com	+91 422 4005000
RADISSON BLU COIMBATORE	reservations.rdcB@radisson.com	+91 422 2226000
WELCOM HOTEL BY ITC HOTELS	reservations@itshotels.in	+91 422 2226555
O BY TAMARA	book.cbe@obytamara.com	+91 422 6656000
VIVANTA COIMBATORE	bookvivanta.coimbatore@tajhotels.com	+91 422 6681000

