



# EXHIBITOR MANUAL

**HIMTEX 2024**

**16-19 August 2024**  
HITEX, Hyderabad

**Release 1**  
Version – 1 dated 24/06

## Preface

Dear Exhibitors,

Greetings once again from HITEX and team behind HIMTEX 2024.

As we embark on the journey towards the 8th edition of the Hyderabad International Machine Tool & Engineering Exhibition (HIMTEX), it is with great anticipation and excitement that I extend my warm welcome to each and every one of you.

Your presence at HIMTEX 2024 is not only appreciated but essential to the vibrancy and success of this event. We understand the significance of your participation and are committed to ensuring that your experience is seamless and rewarding.

In continuation of our efforts to facilitate your engagement, we are pleased to present the exhibition manual for HIMTEX 2024. This comprehensive guide has been meticulously crafted to equip you with all the necessary information and resources to optimize your presence, from pre-event preparations to onsite management.

We urge you to explore into the contents of this manual, familiarize yourselves with its offerings, and adhere to the outlined procedures and deadlines. By doing so, you will not only enhance your own experience but also contribute to the overall effectiveness and efficiency of the exhibition.

As we look forward to a successful HIMTEX 2024, we extend our best wishes for fruitful interactions, meaningful collaborations, and enduring business relationships. Together, let us seize the opportunities that lie ahead and pave the way for a future of innovation and growth.

Thank you for your continued support, and wish you all a remarkable journey ahead.



**Srikanth T.G**  
Business Head  
Hyderabad International Trade Expositions Limited

Organised by



## Fact Sheet

Exhibition	Hyderabad International Machine Tool & Engineering Expo (HIMTEX) <a href="http://www.himtex.in">www.himtex.in</a>
Edition	8th
Dates	16-19 August 2024
Venue	<b>Hall 1, Hall 2 and Hall 3</b> Hyderabad International Trade Expositions Limited Trade Fair Office Building, HITEX Exhibition Centre, Izzat Nagar, Kondapur PO, Hyderabad - 500 084, INDIA. Phone: +91-40-23112121/22/23   Fax: +91-40-23112124
Exhibition Timings	10:00 hrs to 18:00 hrs on all event days
Closure of the exhibition	18:00 hrs on 19 <sup>th</sup> August 2024
Product Coverage	CNC Machines, CNC & PLC Controls, Cutting Tools and Accessories, Special Purpose Machines, Pneumatics, Hydraulics, Industrial Robotics & Automation, Instrumentation, Machinery & Machine Tools, Welding, Material Handling Systems, Energy Saving Solutions, Sheet Metal Press, Laser Cutting, Cleaning Systems, Cold Forging Machines, Co-ordinate Measuring Machines, Control Devices, Power Tools, Testing & Measurement Equipment, 3D Printing, Laser Cutting, Laser Marking, Related IT & Consultancy Services.
Entry	Open to business visitors only. <b>Children below 18 years are not allowed.</b>
Concurrent events	India Process Expo & Conference (IPEC) - <a href="http://www.ipeexpo.in">www.ipeexpo.in</a> Eco Sustain Expo – <a href="http://www.ecosustainexpo.in">www.ecosustainexpo.in</a>
Organisers	<b>Hyderabad International Trade Expositions Limited</b> Trade Fair Office Building, HITEX Exhibition Centre, Izzat Nagar, Kondapur PO, Hyderabad - 500 084, INDIA. Phone: +91-40-23112121/22/23   Fax: +91-40-23112124

## Facilities at the Venue

The following services will be made available for the exhibitors and visitors of the expo during the event days

- 24-hour ambulance
- First Aid
- Wheel chairs
- ATM
- Food court
- Luggage Counter
- Stationary Shop

### Important Contact Details

Vinoth Sasidharan	Project Head, HIMTEX	9121211159   <a href="mailto:sv@hitex.co.in">sv@hitex.co.in</a>
Syed Abdul Samad	Team member, HIMTEX	9154265906   <a href="mailto:sas@hitex.co.in">sas@hitex.co.in</a>
Shanthi Kumari Bora	Team member, HIMTEX	9154214270   <a href="mailto:bsk@hitex.co.in">bsk@hitex.co.in</a>
Prithivi	Fire Safety Manager. HITEX	9248590885
Nearest police station	Madhapur Police Station	040 - 27852916
Nearest Hospital	KIMS, Kondapur	040 – 47505050 / 44885000

## General Information

### Please read the Exhibitor Manual Carefully

- Be sure to order your requirements in advance, including Additional electrical services, Compressed Air Connection, Furniture, Other Special requests
- Place your orders with payments to ensure that your order is fulfilled. **Ordering of any services after the deadlines will be charged 25% extra**
- Try not to order on-site as all onsite orders are subject to availability only
- Bring copies of all your advance order forms for ready reference.

**POSSESSION OF BOOTHS WILL BE GIVEN ONLY TO EXHIBITORS WHO HAVE PAID ALL DUES AS PER PROFORMA INVOICES RAISED. CASH PAYMENT OR CHEQUES WILL NOT BE AT ACCEPTED ON SITE.**

### Helpful Reminders on shipping

- Ship your freight through a reliable transport agency to ensure that they arrive on your target date.
- While making your shipping plans to the show, plan for return of articles after the show is over.
- GST/IGST documentation is to be taken care of

### Procedure to generate E Way bill

- Log in E Way bill portal (<https://ewaybillgst.gov.in/Index.aspx>)
- Select E Way bill > Generate New
- Under Supply type: Select Outward
- Select Exhibition / Fair under Sub Type
- Same procedure to be followed for material returning.

For your ready reference screen shot given below



The screenshot shows the 'E-WAY BILL SYSTEM' portal. The main heading is 'WayBill Entry Form'. Below it, there are several sections:

- Transaction Details:** Includes 'Supply Type' (Outward), 'Sub Type' (Exhibition or Fair), 'Document Type' (Delivery Chalan), 'Document No.', 'Document Date', and 'Transaction Type' (Regular).
- From:** Includes 'Name' (M/S HYDERABAD INTERNATIONAL TRADE), 'Address' (HITEK 1ST FLOOR TRADE FAIR), 'GSTIN' (35AACH984R1Z2), 'State' (TELANGANA), 'Place' (Hyderabad), and 'Pincode' (500084).
- To:** Includes 'Name' (M/S HYDERABAD INTERNATIONAL TRADE) and 'Address' (TRADE FAIR OFFICE BUILDING).

### Freight Handling inside the hall

- **R.E. Rogers India Pvt Ltd and PS Bedi & Co. Pvt Ltd** are the official logistics service providers for HIMTEX 2024. The detailed guidelines on in-hall freight handling are available in this Manual on **Page No. 23 & 24**.
- To provide security, safety and protection against damage to the exhibition hall and in the interest of an efficient, co-ordinated move-in and move-out of goods, trucks, cars, fork lifts, or handling equipment (trolleys, lift jacks, etc.,) of R.E. Rogers India Pvt Ltd and PS Bedi & Co. Pvt Ltd only will be allowed inside the exhibition hall. All other vehicles have to be parked at the designated area.

### No Delivery / Replenishment / Removal of exhibits during exhibition days

Removal or delivery of exhibits and other exhibition items on exhibition days, whether during exhibition hours or otherwise is not permitted. Replenishment of catalogues/consumables may be carried inside the halls by hand in the morning.

At the end of the show on **19<sup>th</sup> August 2024**, exhibitors may arrange for packing and clearance of their exhibits. All goods must be removed from the site by **12 noon on 20 August 2024**. After that time, all items/materials in the hall, will be considered as abandoned and will be disposed of at the risk and cost of the concerned exhibitors.

### Manning of stands / audio / video equipment

All booths must be properly staffed and remain operational throughout the exhibition hours. Exhibitors should not engage 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 as to avoid disturbance to others. In the event of any disagreement, the decision of show organizers is final and the concerned exhibitors have to follow the advice given by the organizers.

### Censorship of Film / Audio Demonstration

Cassettes, tapes and other materials should have been cleared by the designated statutory authorities. Concerned exhibitors will be fully responsible for any violation of rights, rules/procedures in this regard.

### Dilapidations

Exhibitors are responsible for the cost of making good or replacing any damages to HITEX, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors. Such costs will be assessed by the official shell scheme contractor and will be charged to the exhibitor. The show organizers inspect the hall before build-up and after dismantling of the stalls.

### **Force Majeure**

The Exhibition may be postponed, shortened or extended due to any cause, whatsoever outside the control of the show organisers. The show organisers shall not be responsible for any loss sustained by the exhibitors, directly or indirectly, on account of elements of nature, force majeure or orders and directives imposed by any governmental authorities, venue providers, etc. In the event of such circumstances, the exhibition organisers may refund some part of the participation charges paid by the participants at their sole discretion. The decision of the Organisers in this regard is final.

### **Authority on the premises**

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

### **Observance of Rules & Regulations**

All Exhibitors and their personnel must observe the rules and regulations stated in this Exhibitor Manual, and the Rules & Regulations accompanying the space booking form, while working or present in the exhibition halls.

### **Safety and Behaviour**

Public Safety is of paramount importance.

No person present inside the exhibition halls is to behave or act in a manner that may cause harm, injury or damage to other persons, exhibits, exhibition hall property or fixtures.

Exhibitors, their staff, agencies/contractors must take all required precautions while operating machines, handling tools, materials etc and ensure no untoward incident happens at any cost.

Additional precautions should be taken for demonstration, operation of electrical equipment, etc. They should wear proper protection gears including footwear. Anyone found to be wanting in this regard will not be allowed inside the Hall. Decisions of the Organisers are final.

Exhibitors will be fully responsible and liable for any damage, untoward incident happened out of their actions/inactions.

Power connections temporary or regular will be given by the Show authorized electrical contractors. No employee of the exhibitors or their contractors/agencies should resort to tapping power. Anyone found to be indulging in such practices will be debarred from the exhibition halls.

### **Withdrawal from Participation**

In case of cancellation or withdrawal from participation or non-occupation of the stand by any exhibitor, money paid by them will be forfeited.

**Schedule for handing over of exhibition space to participants / moving in exhibits / dismantling of booths and removal of exhibits**

**Stall Space Handing Over Schedule**

Exhibitor's stall scheme	Time	Date
Bare space exhibitors	08:00 hrs	14 <sup>th</sup> August 2024
Shell Scheme exhibitors	08:00 hrs	15 <sup>th</sup> August 2024

**Timelines before start of the expo**

Activity	Time	Date
Stall Construction to be completed before	20:00 hrs	15 <sup>th</sup> August 2024
Decoration of all stalls to be completed before	22:00 hrs	15 <sup>th</sup> August 2024
Passage / Aisle Carpeting Starts at	22:00 hrs	15 <sup>th</sup> August 2024

**Timelines after conclusion of the expo**

Activity	Time	Date
Removal of passage carpets	18:00 hrs	19 <sup>th</sup> August 2024
Removal of light exhibits	19:00 hrs	19 <sup>th</sup> August 2024
Dismantling of shell scheme stalls	20:00 hrs	19 <sup>th</sup> August 2024
Removal of heavy exhibits	21:00 hrs	19 <sup>th</sup> August 2024
Air & Power Connections will be disconnected at	19:00 hrs	19 <sup>th</sup> August 2024
All exhibits and materials to be cleared before	12:00 noon	20 <sup>th</sup> August 2024

**Exhibitors and their Construction/decoration contractors should not dump any materials / exhibits / waste material on the passage. All their construction work and storage should be within their booth. Any violation will attract penalty on both the exhibitors and their contractors.**

**Display & Stand Construction Guidelines**

As part of environment and safety requirements, no welding, cutting, polishing or any process which generates dust, noise, fire or causes air pollution will be allowed inside the halls. Please arrange pre-fabrication of the confirmed stand design at the fabricators' own premises. In case of requirement for grinding onsite, the same has to be taken up only after obtaining clearance from the fire safety manager of HITEX. (Contact details of the Fire Safety Manager is given in Page No. 3)

- Products / exhibits particularly the operative machines must be placed at least 1-meter away from the boundary of open sides of the stand with proper safety cover. No part of any exhibit should project out of the stand boundaries.



- Clustering or crowding of exhibits in the stands is not allowed. At least 1-meter gap between two machines / exhibits must be provided. Overall 30% of the stand space must be left free for movement of visitors and safety during demonstration of exhibits.
- All machines / equipment should be placed in such a way that they would indicate the normal operating position on the shop floor.
- Grouting or drilling in the walls / floor is not allowed. However, in case of heavy machines, Exhibitors may be allowed to install at their own cost concrete blocks / platforms on a polyethylene sheet without damaging the floor.
- Partitions and / or dividers in the stand are allowed subject to the following conditions:
  - They are not erected on the open side of the stand.
  - The height of the partition or divider does not exceed 1.75 mtrs
  - Both the sides of partition wall are properly finished or painted; particularly the side from the adjacent stand side should not look unfinished. It would be desirable that side partitions are made with mutual agreement with neighbouring booths.
- Display panels, name boards, sample holders, photographs and other display materials are permitted in the stand subject to the condition that their height does not exceed 1.5 mtrs.
- Show-cases are permitted subject to the condition that their height does not exceed 1.5 mtrs and they are placed at least 1 mtr away from the open side of the stand.
- Spotlights, small machine lamps or reading lamps are permitted, provided these are fitted along the stand structure erected within the limits of above-mentioned specified heights.
- Exhibitors should not take support of any permanent structure in Exhibition Hall for decoration purposes.
- Electrical wiring should conform to safety standards.
- Noise levels should be within the permissible limits

### **Construction Guidelines for Bare Space Participants**

- All exhibitors who have taken bare space are required to submit their booth design and construction plan to the organisers before **15<sup>th</sup> July 2024** and take clearance for construction. Booth design and construction plans may be sent by email to [sv@hitex.co.in](mailto:sv@hitex.co.in).
- All exhibitors who have taken bare / raw space stalls shall build their stall after placing a carpet or a flex (used or new) on the floor.
- All exhibitors who are displaying heavy machinery in their stall shall make sure that some carpet (New / Used) is spread on the ground and then the machinery is placed so that there is no damage done to the floor.
- Permitted height of construction is 4 mtrs.

- Only Pre-Fabricated booths will be allowed to be set up. All cutting, welding, polishing, painting and any process which involves generation of dust, smoke, smell will not be allowed inside the halls.
- Trucks of stand contractors will not be allowed inside the halls. Movement of prefabricated booths inside the halls will have to be coordinated by the stand construction agency with the official freight forwarding & on-site handling agencies (R.E. Rogers India Pvt Ltd and PS Bedi & Co. Pvt Ltd). Exhibitors are requested to advise the stand construction agencies accordingly.
- Sound Systems / Presentations
  - The organisers reserve the right to restrict operation of exhibits, because of noise, vibrations, method of operation or any other reason. The sound level from any booth shall not intrude into adjacent exhibit areas.
  - Presentations should be confined to the exhibitor's space
- Construction of Mezzanine floors will be allowed subject to structural suitability and on **payment of 50% additional participation charges**. Design and construction plans have to be submitted to the Organisers before **15 July 2024** for approval. Decision of Organisers is final on such matters.
- All the exhibitors who have taken bare / raw space and appointing a Stall Contractor for the design and execution of your stall are required to fill up the below from **mandatorily**.

**Stall Contractor Form** - <https://forms.office.com/r/QQtr0aY71y>

### Electrical Supply & Installations

Hall general lighting will be arranged by show organisers. The standard electrical voltage available for use on stands at the exhibition is 230 volts single - phase A.C. at 50Hz, and 415 volts 4-wire-three-phase and neutral alternating at 50Hz. A fluctuation of + or - 10% can be expected. Exhibitors whose equipment are particularly sensitive should arrange for stabilizers. Organisers will not be responsible for any damage to machines due to power fluctuations. Power Supply to stands will normally be switched off at source 30 minutes after the exhibition closes each day.

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

It is essential that all exhibitors submit the prescribed form (**Form No.6**) on Power Requirement before the deadline of **24<sup>th</sup> July 2024**.

NB: Flashing lights and neon-signs are not permitted

## Guidelines for electrical works (For both stall contractors & machinery installations)

- The stall contractors undertaking lighting work shall possess valid electrical wireman license.
- The Load shall be provided as follows:

Load Details	Supply Type	Voltage	Frequency
load $\leq$ 3 kW	Single Phase 3 Wire	230V AC $\pm$ 6 %	50Hz $\pm$ 3%
load >3kW	Three Phase 5 Wire	415V AC $\pm$ 6 %	50Hz $\pm$ 3%

- The exhibitor requiring supply at voltage level other than above shall make necessary arrangement for the level matching equipment such as transformer, voltage stabilizer, inverter etc. to match the supply voltage level to their load.
- Single point of power supply will be provided to below 50 kW load. If any additional extra point required below 50kW load will be on charge separately.
- **Mark the Point of Supply in Stall layout when upload the power requirement form. (Kindly fill the Point of Supply Form in page number 20 given in this manual and mail the scanned copy to [sv@hitex.co.in](mailto:sv@hitex.co.in) )**
- No reduction of load during setup period.
- Wherever 3 phase connection is requested, the load shall be evenly distributed on all three phases. The current through neutral conductor or in other words, the current unbalance shall not exceed 5%.
- UPS/Stabilizer with rating greater than 3kVA should have 3 Phase Input.
- The frame of stationary motor and the metallic parts, not intended as conductors, including transformers and any other apparatus used for regulating or controlling electricity of voltage exceeding 250V but not exceeding 650V shall be earthed firmly by the conductor size as mention at clause (10) below.
- The contractor shall use following size of protective conductors for equipment at their stall from point of supply (MCB Box).

Size of phase conductor	Size of protective conductor of the same material as phase conductor
Up to 4mm <sup>2</sup>	Same size as that of phase conductor
Above 4mm <sup>2</sup> & up to 16mm <sup>2</sup>	Same size as that of phase conductor
Above 16mm <sup>2</sup> & up to 35mm <sup>2</sup>	16mm <sup>2</sup>
Above 35mm <sup>2</sup>	Half size of phase conductor

- The earth wires shall be connected to the main earth firmly. After switching the entire load at stall, the voltage between neutral & earth shall not exceed 10V.
- Exhibitor are advised to make arrangement for power conditioning equipment such as UPS, CVT etc. for their critical & supply sensitive load/ equipment operating under very narrow band of tolerance. The contractors shall use BIS marked PVC insulated 650/1100 V copper conductor wire for supplying electrical power to lighting & motive load to be installed in stall.
- All switch boards shall conform to BIS & to Indian Electricity Act (amended).
- The insulation tape used shall carry IS marking.

## Guidelines for electrical works

### (For both stall contractors & machinery installations) - Continued

- For lighting circuit, the minimum wire size shall be 1.5/2.5 sq.mm PVC insulated 650V grade FRLS copper wire. For 16A power point, the minimum wire size shall be 4sq.mm PVC insulated 650V grade FRLS copper wire. The IR value of cable used shall not be less than 1MΩ when measured with 500V DC megger.
- Exhibitor shall ensure that, the contractor shall carry out all electrical works in the stall area as per Indian Electricity Rules 2005/ CEA Regulation 2010/ General Specifications for Electrical Works, Part I & II by CPWD
- Exhibitors must install separate and independent MCBs/MCCBs/RCCBs of appropriated rating for their individual machines so as to automatically disconnect the supply in case of a) Overload b) Earth leakage or earth fault c) short circuit.
- Exhibitors requesting for 3-phase supply shall provide DP MCB/ RCCB for lighting purpose. The double pole MCB/RCCB shall be arranged by the exhibitor.
- Exhibitors may contact the Electrical Consultant at venue office for any technical queries.
- The Contractor shall carry out wiring at their installation as per IS-732:2010 with all safety precautions.
- The load connected to power point shall be suitable for the socket and under no circumstances exceed the rated current capacity of the socket.
- It is mandatory to use only reputed make wires like Polycab, KEI, Anchor etc and MCB/RCCB like Legrand, Siemens, ABB, Schneider for the electrical installation.
- The contractor shall also ensure that conductor size of the cable/ wire is suitable to cater connected load without overloading/overheating in normal operation and during abnormal conditions. This may be checked and verified by electrical consultant. In case any material used by the contractor is found to be of inferior or sub-standard quality, the contractor shall be responsible for replacing the same without any loss of time as per the quality mutually agreed and mentioned above.
- It is recommended to make use of low loss/ low heating choke manufactured as per IS and of reputed make namely Philips, Crompton, Bajaj, Wipro or equivalent.
- The contractor shall control maximum 10 points or 800 watts whichever less, from single point.
- Joint to the wires in any place is unacceptable.
- Use of 3-pin top / industrial top shall be provided to draw the power supply from sockets. It is strictly prohibited to insert wires directly into socket for drawing supply.
- Adequate access to main power supply (relieving point) at stall shall be provided for maintenance & operational purpose. A clear space of not less than 1 meter shall be provided in front of the switchboard. These should not be concealed or covered under any circumstances. Combustible material shall not be dumped/placed at this location.
- The electrical supply will be released only after completion of wiring work conforming to the Indian standards & codes of wiring and to the satisfaction of Electrical consultant.

*In case of any dispute arising in case of "Safety" and "consumption of power drawn". The judgment by auditor will be final & binding on the contractor/Exhibitor.*

### **Stand Fittings Regulations (Official Shell Scheme)**

- No additional stand fittings or display may be attached to the shell stand structure. No nailing or drilling will be allowed. If assistance is required in hanging or displaying exhibits, please consult the official Shell scheme Contractor. Please note that internal dimensions of shell-scheme stands are approximately 5 cm lesser than the contracted area as the walls are contained within the booth.
- No Painting or wall papering of the shell stand panels will be allowed. Exhibitors who wish to have panels painted must inform the official shell scheme contractor who will provide estimates on cost involved
- No free-standing fitment may exceed a height of 2.5 m or extend beyond the boundaries of space allocated.
- No financial credit will be given by the organisers for any shell scheme package item not utilised.
- Under shell scheme Packages

Package shell scheme booths will be built from modular extruded aluminum system. Details of display aids given under package scheme are given at page no. 13 of this Manual. For any extra requirements please contact the shell scheme contractor.

### **Demonstration and Working of Exhibits.**

Any exhibitor intending to demonstrate equipment must:

- Provide the organisers with full details in writing of any working exhibits involving moving parts, naked flame, lasers or other hazardous exhibits.
- Keep the required safety equipment like Fire extinguishers, follow the conditions/precautions, including safety guards and screens to prevent accident or injury to both visitors and staff. Qualified and trained personnel to be in position during demonstrations.
- Cause no annoyance to visitors or other exhibitors. Where a high level of noise, heat, or other objectionable factors are involved, demonstrations may only take place at the times stipulated by the show organisers who reserve the right to terminate a demonstration at any time.
- Ensure that no naked flame is used in any demonstration in the exhibition premises. Welding demonstrations should be done only in a fully enclosed chamber after taking prior approval of the Exhibition Organisers.
- Isolate controls and switches so that machinery cannot be activated by accident or interference by anyone.

### **Storage, Cleaning & Removal of Waste**

Arrangements for storage facilities for package cases, surplus materials, etc may be coordinated with Official logistics service providers. Service charges are payable to the logistics service agency.

During the move-in, construction of stands and removal of exhibits, the passage ways in the exhibition halls must not be obstructed with exhibits, construction materials or debris. Contractors of stalls are responsible for removing their own off-cuts / waste each day of build and break down.

During event days, Exhibitors are requested to place the waste in a bag on the aisle, from where it will be removed by the cleaners. The Show Organisers reserve the right to invoice Exhibitors for placing excessive packing materials, discarded crates or cartons and stand building materials on the aisles. Exhibitors are advised to use waste-bins in their stalls for throwing waste material.

### **Liabilities & Insurance (Optional)**

It would be advisable for the exhibitors to take Insurance covering the following

- Machinery & Other Exhibits
- Transit and loading & Un-loading of machines
- Exhibition personnel
- Third parties (Visitors)

The Show Organisers will not accept liability for loss or damage to any exhibit or injury to exhibitor's 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.

### **Entry / Exit Procedure**

- All exhibitors must carry the participation letter for transporting the exhibiting products / equipment.
- All exhibitors / vendors need to obtain stall allotment letter (which are sent in advance by email to you on receipt of full payment) from the organizer office before entering the halls.
- Parking facility for the trucks carrying exhibitor's equipment will be provided at the venue from **13th August 2024 in P2 PARKING**.
- Exhibitors need to get the exit pass to move their material from the halls on the last day of the show from the organizer office.

### **Right of Lieu**

The organisers reserve the right to refuse Exit Gate Pass to any exhibitor if he has not settled all his dues, and to retain his exhibits or other goods as collateral security, till debts are discharged. The exhibitors expressly indemnify the organisers against claims for damage to their goods held as collateral security.

### General Fire and Safety Regulations

- Exhibitors should ensure that all materials used in construction and decoration of stall and exhibits are fire retardant.
- All exits, entry areas and exit aisles must be kept clear and unobstructed.
- Compressed gas cylinders, including LPG are prohibited in the exhibition halls.
- All temporary wiring should conform to safety standards and the aisle must be free from debris and storage material.
- No storage of any kind is allowed behind booths or near electrical services.
- All empty cartons and crates must be removed and arrangements for storage are to be made by exhibitors direct.
- Flammable or combustible liquids are prohibited inside the Halls.
- Helium balloons are not allowed inside the halls.
- No live fire is allowed.

**Note:** - Smoking is strictly prohibited inside the exhibition halls.

### Procedure for removal of exhibits after the exhibition

- Packing of materials should not be started before 18:00 hrs on 19<sup>th</sup> August 2024.
- Moving of hand carried goods and light equipment (hand carried without use of rollers) should commence only at 18:00 hrs on 19<sup>th</sup> August 2024.
- The premises will be handed over to venue by 12:00 noon on 20<sup>th</sup> August 2024 by which time all exhibitors should remove their materials/exhibits from HITEX. Participants are requested to take care of their stalls / goods.
- All participants are requested to organize necessary transport arrangements in line with the above schedule.
- Participants who do not follow the above schedule and do not remove their exhibits / materials will be charged penalty as determined by the organisers.
- Participants should not drain out coolants, oil, etc in the hall or in HITEX Premises. They should bring their own barrels. Cans, etc for taking such liquids, hazardous materials, etc for disposal outside of HITEX.

All the participants are requested to co-operate in smooth moving-out.

**Important:** The organisers reserve the right to modify / change the guidelines / provisions / rules / regulations / time schedule at any time in the interest of the exhibition and their decision in this regard is final.

## Standard Shell Scheme Packages



Area (in sqm)	Info Counter – 1m (L) x 0.5 m(W)	Chair	Spot Light	15 amp Power Socket	Dustbin
6	1	1	2	1	1
9	1	2	3	1	1
12	1	2	4	1	1
15	1	2	5	1	1
18	2	4	6	2	2
21	2	4	7	2	2
24	2	4	8	2	2
27	3	6	9	3	3
30	3	6	10	3	3
36	4	8	12	4	4

**Note: -** All the shell scheme stalls will also have carpeted floor and fascia name board given under the package



Form 1

## Exhibitor Category

Applicable & Mandatory for **all exhibitors** (Submission deadline – 24th July 2024)

A Fascia panel will be running the length of open sides of the stand and will have the Stand Number and Exhibitor's name in uniform lettering. Please give here exactly how the name of your company is to appear on the fascia.

If the form is not received on the due date, the name as supplied in the space application form will be put on the fascia.

Kindly fill the form using this link - <https://forms.office.com/r/CtbKjTrW7S>

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Form 2

## Name on Stand Fascia

Applicable & Mandatory for **Shell Scheme Exhibitors** only (Submission deadline - 24th July 2024)



A Fascia panel will be running the length of open sides of the stand and will have the Stand Number and Exhibitor's name in uniform lettering. Please give here exactly how the name of your company is to appear on the fascia.

If the form is not received on the due date, the name as supplied in the space application form will be put on the fascia.

Kindly fill the form using this link - <https://forms.office.com/r/DyYiZV7VQK>

**Note:** - If we do not receive this form by July 24, 2024, we will use the company's name submitted in your space application form.

## Exhibitor Badges

Mandatory for both Shell Scheme and Bare Space Exhibitors (**Submission deadline - 24th July 2024**)



Please use the below link to fill up form to order the number of badges required for personnel manning the exhibition stand. The badges may be collected from the organiser's office on arrival at the exhibition venue. All exhibitors are expected to wear the official exhibitor badge inside the venue at all times during the stand construction, exhibition and dismantling periods.

Link to fill form 3 - <https://forms.office.com/r/HYa1FJ2Qn5>

Exhibitor badges are for staff manning the exhibition stalls. Only contracted companies are eligible to apply for the badges. Exhibitors moving in and out of the exhibition site will be identified by these badges only and for security reasons, no person will be allowed into the exhibition halls without their respective exhibitor badge.

Exhibitor Badges Entitlement Chart	
Stall Size (in SQM)	No. of Badges
9	2
12	3
15-20	4
21-25	6
27-36	8
40 and above	10

Form 4

## Show Catalogue Entry

Mandatory for both Shell Scheme and Bare Space Exhibitors (**Submission deadline - 24th July 2024**)



Please fill up the below link with details that has to be printed in the exhibitor catalogue.

Link to fill form 4 - <https://forms.office.com/r/Qd0VJxjb7g>

Form 5

## Advertising option in Show Catalogue

Optional service for all exhibitors (On paid basis) (**Submission deadline - 24th July 2024**)

Official Show Catalogue will be printed and distributed to the visitors from the registration desks. There is an opportunity for all the exhibitors of HIMTEX 2024 to advertise in it and reach out to the clients.

Advertising Options			
Content	Position	Charges	No. of Slots available
Full Page Multi Color (A5 Size)	Back Wrapper <b>(Sold)</b>	Rs.50,000/- plus 18% GST	±
	Front Inner Wrapper <b>(Sold)</b>	Rs.30,000/- plus 18% GST	±
	Back Inner Wrapper <b>(Sold)</b>	Rs.30,000/- plus 18% GST	±
	Random	Rs.15,000/- plus 18% GST	No Limit

Please fill up the link below if you are interested to advertise in the Show Catalogue

Link to fill form 5 - <https://forms.office.com/r/nM5EA4SMyz>

**Note:** - Allocation for the position preference will be on first come first served basis only.

## Additional Power Requirement

Optional service for all exhibitors (On paid basis) (**Submission deadline - 24th July 2024**)

Exhibitors those who need additional power (Single Phase or Three Phase) are requested to please fill up the below link.

Note: While the shell scheme exhibitors get a 15 Amps power socket as part of the package, bare space exhibitors will not be having any power connection provided. They have to order it separately if they need power for their stall lighting, machinery and for other requirements.

Power Connection Tariff (Includes consumption & connection charges for all the show days)	
Single Phase additional power supply with MCB & Cable	Rs.3,000/- per KW plus 18% GST
Three Phase additional power supply with MCB & Cable	Rs.4,000/- per KW plus 18% GST

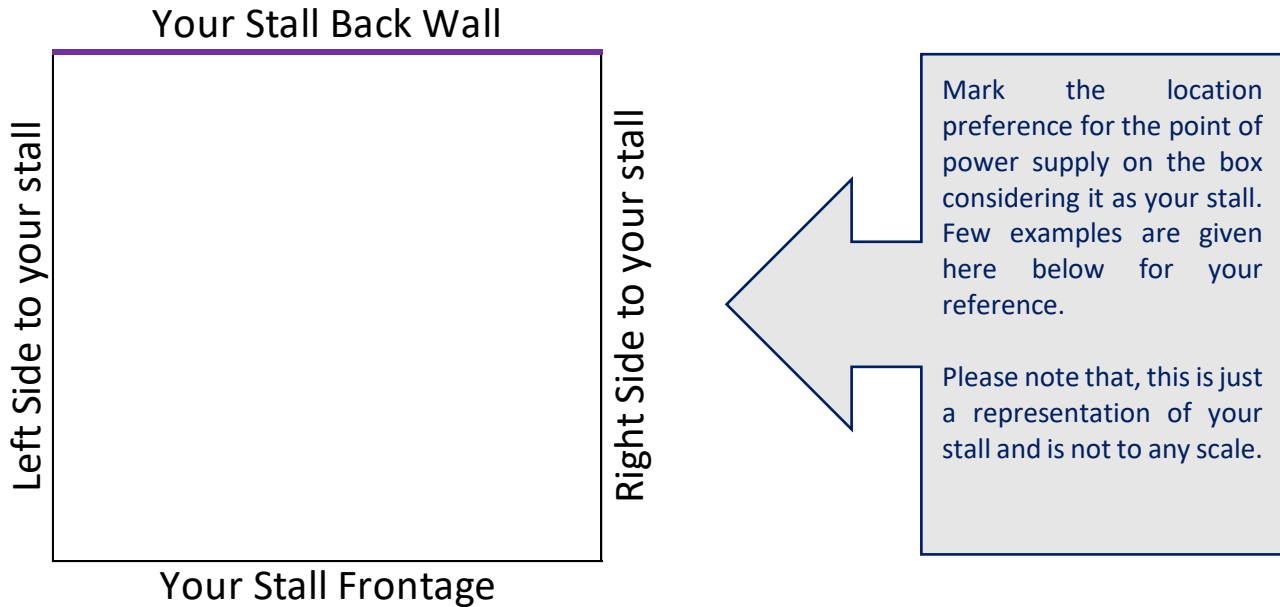
Link to fill form 6 - <https://forms.office.com/r/wR0D4VAiUQ>

Please make sure that you are filling up the "Point of Supply Form" given in the next (page number 20) and submit the scanned copy to [sv@hitex.co.in](mailto:sv@hitex.co.in)

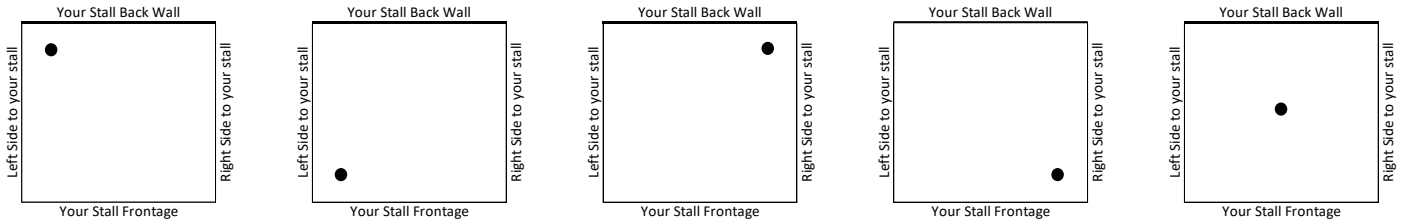
**Note:** Any requirements from **25<sup>th</sup> July 2024 till 10<sup>th</sup> August 2024** will be charged **25% extra on the card rates** and any requirements **from 11<sup>th</sup> August 2024 onwards** will be charged **50% extra on the card rates**.

## Point of Supply Form

Mandatory for all exhibitors applying for additional power (**Submission deadline - 24th July 2024**)



Few examples on how to mark your location preference for point of supply at your stall are given below for your easy understanding



Please maintain a copy of the point of supply form for any future references and mail the scanned copy of form to [sv@hitex.co.in](mailto:sv@hitex.co.in)

Hall No: - \_\_\_\_\_

Stall No: - \_\_\_\_\_

Exhibiting Company's Name: - \_\_\_\_\_

Submitted by (Name & Designation): - \_\_\_\_\_

Email ID: - \_\_\_\_\_

Mobile No.: - \_\_\_\_\_

Seal & Signature

Form 7

## Compressed Air Connection Requirements

Optional service for all exhibitors (On paid basis) (**Submission deadline - 24th July 2024**)

Exhibitors those who need a compressed air connection are requested to please fill up the below link.

10 CFM @ 6 Bar Pressure - Rs.15,000/- plus 18% GST per connection for all the show days

Link to fill form 7 - <https://forms.office.com/r/wHrQ9AQA6>

**Note:** Any requirements from **25<sup>th</sup> July 2024 till 10<sup>th</sup> August 2024 will be charged 25% extra on the card rates** and any requirements **from 11th August 2024 onwards will be charged 50% extra on the card rates.**

**Additional Furniture Requirements**

Optional service for all exhibitors (On paid basis) (Submission deadline - 24th July 2024)

**ADDITIONAL FURNITURE / ELECTRICAL ITEMS**

001  System Table	002  Locking Cabinet	003  Information Counter	004  Round Glass Table	005  Cocktail Table	006  Display Plinth <small>ALUMI + (2500 x 1000) RL 500 x 2500 x 10750 GLASS + (2500 x 10750)</small>
007  Glass Top Signage Counter	008  Tall Showcase	009  Slim Showcase	010  Glass / Book Shelf	011  Lockable Door	012  1 Meter Octacore Panel
013  Banquet Chair	014  Computer Chair	015  Bar Stool	016  Special Chair	017  Executive Chair	018  Leather Chair
019  Leather Sofa Single Seat Without Arm	020  Leather Sofa With Arms 1,2 & 3 Seater	021  LED Spot Light	022  LED 100w	023  Plug Point	024  Plug Point (split)
025  Pedestal Fan	026  Flex Roll-up Stand	029  Waste Paper Basket	030  Magazine Stand	031  Coffee Machine	

## Additional Furniture Requirements - continued

Optional service for all exhibitors (On paid basis) (**Submission deadline - 24th July 2024**)

To be filled manually and scanned copy to be submitted by mail to [sv@hitex.co.in](mailto:sv@hitex.co.in)

SI NO	ITEM	SPECIFICATION	COST / UNIT for all show days		ORDER QTY	AMOUNT
			In ₹	In USD \$		
001	System Table	1m x 0.5m x 0.75m	1100	25		
002	Locking Cabinet		1850	40		
003	Information Counter 2 Tier	0.5m x 1m x 1.2m	3750	80		
004	Round Glass Table	1m Dia x 0.75m H	1500	32		
005	Cocktail Table		1850	40		
006	Display Plinth		3700	80		
007	Glass Top Display Counter	1020 x 524 x 992 (mm)	3000	65		
008	Tall Showcase	1030 x 534 x 2440 (mm)	5000	110		
009	Slim Showcase	534 x 534 x 2440 (mm)	4300	95		
010	Glass / Book Shelf	1.2m x 0.3m each	600	13		
011	Lockable Door		3700	80		
012	1 Meter Octonorm Panel	Running Meter	1200	26		
013	Banquet Chair		600	13		
014	Computer Chair		750	16		
015	Bar Stool		1500	32		
016	Special Chair		750	16		
017	Executive Chair		1250	27		
018	Leather Chair		850	18		
019	Leather Sofa Single Seat without arm	Black	1500	32		
020	Leather Sofa Single Seat with arm	Black	1800	40		
	Leather Sofa (2-Seater)		3700	80		
	Leather Sofa (3-Seater)		6000	130		
021	LED Spot Light		700	15		
022	LED Spot Light	100 Watts	1500	32		
023	Plug Point	5 / 15 Amps	300	7		
024	Plug Point (Spike)		500	11		
025	Pedestal Fan		1100	25		
026	Flex Roll-Up Stand (Rental)	3' (W) x 6' (H)	1800	40		
029	Waste Paper Basket		125	3		
030	Magazine Stand		1100	25		
031	Coffee Machine with consumables (for 4 days)	Max. 500 cups /day	25000	400		



Form 8

## Additional Furniture Requirements - continued

Optional service for all exhibitors (On paid basis) (**Submission deadline - 24th July 2024**)

To be filled manually and scanned copy to be submitted by mail to [sv@hitex.co.in](mailto:sv@hitex.co.in)

SI NO	ITEM	SPECIFICATION	COST / UNIT for all show days		ORDER QTY	AMOUNT
			In ₹	In USD \$		
033	LED TV	32"	5000	90		
034	LED TV	43"	6000	110		
035	LED TV	50"	8000	150		
036	LED TV	55"	11000	225		
037	LED TV	65"	20000	360		
038	Refrigerator	90 L	2500	50		
039	Refrigerator	165 L	3500	70		

- Note: -
- 1) All the above given rates are exclusive of 18% GST
  - 2) Please maintain a copy of the order copy for any future references and mail the scanned copy of **form 8** to [sv@hitex.co.in](mailto:sv@hitex.co.in)

Stall No: - \_\_\_\_\_

Exhibiting Company's Name: - \_\_\_\_\_

Submitted by (Name & Designation): - \_\_\_\_\_

Email ID: - \_\_\_\_\_


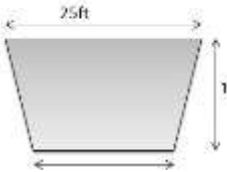





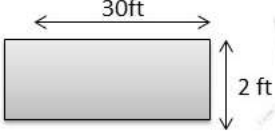

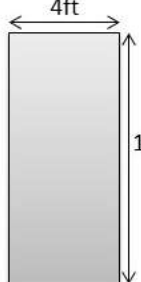

Mobile No.: - \_\_\_\_\_

Seal & Signature

## Branding Opportunities at Venue

Optional service for all exhibitors (On paid basis) (**Submission deadline - 24th July 2024**)

Option	Display on site	Dimensions	Location	Available Qty	Cost
Hoarding at Main Entrance - Digital (4 Slots)		1600 x 800 Pixels 	 Location of the display in the Venue	1	₹40000 /- plus 18% GST per slot
Road Medians (Backlit) A		Frame Size: 9.10 ft W x 4.3 ft H Text Visibility: 8.8 ft W x 4 ft H		2	₹25000 /- plus 18% GST per unit
Road Medians (Backlit) B		Frame Size: 3.2 ft W x 4.3 ft H Text Visibility: 2.7 ft W x 3.7 ft H 		49	₹5000/- plus 18% GST per unit
Pole Bunting		Frame Size: 2 ft W x 5 ft H (front & back)		30 Poles	₹10000 /- plus 18% GST per unit
Entrance Display (SOLD OUT)		Size: 30ft W x 10ft H 	 Location of the display in the Venue	2	₹50000 /- plus 18% GST per unit

Trapezium Display at Entry Plaza		<p>Frame Size: Top W 25ft, H 14ft Bottom W x 13.5 ft H Text visibility: Top W 24ft, H 13ft Bottom W x 12.5 ft H</p> 		9	₹100000/- plus 18% GST per unit (all 4 sides)
Pole Display in Entry Plaza		<p>Size: 6ft H x 3ft W</p> 		14	₹5000/- plus 18% GST per unit
Entry Plaza Rear (SOLD OUT)		<p>Size: 30ft W x 2ft H</p> 		1	₹25000 /- /- plus 18% GST
Hall Bunting (SOLD OUT)		<p>Size: 10ft H x 4ft W</p> 		30 (10 each in Hall 1, 2 & Hall 3)	₹10000 /- plus 18% GST per unit

Note: 1. All the above charges mentioned are per unit in INR which includes printing and mounting  
2. The charges are for the period of the expo (i.e for 4 days)

Exhibitors who are interested to take up any of the above branding opportunities are requested to fill up the link below.

Link to fill form 9 - <https://forms.office.com/r/XbRvnaz40m>

**Note:** - Allocation for the branding opportunities will be on first come first served basis only.

## Freight Handling Charges

R.E. Rogers India Pvt Ltd and PS Bedi & Co. Pvt Ltd are the official freight forwarding & on-site handling agencies appointed by the organisers for HIMTEX 2024. Exhibitors who need the services are free to work with either of them as per their convenience

### On-Site Handling Tariff

S No	Item Description	UOM/Qty	Rate in INR
<b>A</b>	<b>ON-SITE HANDLING TARIFF FOR EXHIBITS</b>	<b>PER KGS/ PER CBM</b>	
1	Offloading and shifting to stand	Per 500 kgs	500
2	Un-Packing and/or de-palletisation in one operation	Per 500 kgs	
3	Positioning & Re- Positioning of the exhibits (each time)	Per 500 kgs	300
4	Repacking of exhibits or Palletisation of Exhibits with same packing material	Per 500 kgs	500
5	Removal from stand and loading on vehicle in one	Per 500 kgs	
6	Removal of empties for storage & return after closure of the show	Per CBM	350
<b>B</b>	<b>HEAVY LIFT CHARGES</b>	<b>Parameter</b>	
1	For single piece weighing between 3001 to 5000kgs	Percentage	10
2	For single piece weighing between 5001 to 8000 kgs	Percentage	15
3	For single piece weighing more than 8001kgs	Percentage	20
<b>C</b>	<b>HIRE CHARGES OF EQUIPMENT AND LABOUR FOR ASSEMBLY, REPOSITIONING AND ERECTION OF EXHIBITS</b>	<b>PER HOUR</b>	
1	1. Hydraulic Pallet -02 Ton Capacity	Per hour	200
	2. Forklift -03 Ton Capacity	Per hour	500
	3. Forklift -05 Ton Capacity	Per hour	800
	4. Forklift -10 Ton Capacity	Per hour	On Request
	5. Crane -12 Ton Capacity	Per hour	700
	6. Crane - 15 Ton Capacity	Per hour	On Request
	7. Crane - 20 Ton Capacity	Per hour	On Request
	8. Crane - 25 Ton Capacity	Per hour	On Request
	9. Crane - 50 Ton Capacity	Per hour	On Request
	10. Labour Charges	Per Labour Per hour	85

Taxes Extra as Applicable

## Freight Handling Charges (continued)

**Please Note:**

- The above charges are flat across 24 hrs of services. No surcharge shall be applicable on night operations. However, for better operations, it is advised that your machinery reaches the venue during day time.
- It is compulsory on part of the exhibitors to use the services of approved handling agencies at the exhibition site. The packages which can easily carried in hand (packages not exceeding 50 kgs each) can be handled by the exhibitors on their own, if they wish to do so.
- Exhibitors should advise transporters to carry “Weigh-Bridge Certificate” so that, there would be proper assessment of the weight to be handled by handling agency.
- Exhibitors should send product leaflets along with the packing list to the approved agencies to enable them to study the products in advance for handling at the site.
- The exhibitors are not allowed to order equipment for assembly and erection work from outside. It is compulsory to use the facility made available by approved agencies.
- These charges are not applicable to the exhibits cleared as temporary imports
- **Insurance:** Exhibitors should arrange their own insurance cover for their stalls / machines & all commodities involved throughout all stages of Exhibition. i.e. starting from arrival on-site till final departure from site.
- **Service Tax:** Government of India has levied a GST of 18% on handling charges plus on other charges except reimbursement expenses to be invoiced by all freight forwarder and handling agents. Therefore, the same shall be charged accordingly.

**Contact details of our Official Freight Handling Agencies**

<p><b>R.E.Rogers India Pvt Ltd</b></p> <p>Name: Mr. Surendhar K Mobile: +919945083076 Email: <a href="mailto:surender@rogersworldwideindia.com">surender@rogersworldwideindia.com</a></p> <p>Name: Mr. Vikas Mobile: +919066325321 Email: <a href="mailto:vikasn@rogersworldwideindia.com">vikasn@rogersworldwideindia.com</a></p> <p>Name: Mr. Vinay Mobile: 9900003413 Email: <a href="mailto:vinay@rogersworldwideindia.com">vinay@rogersworldwideindia.com</a></p>	<p><b>PS Bedi &amp; Co. Pvt Ltd</b></p> <p>Name: Mr. C Sudhir Babu Mobile.: 9315654664, 9810146613 Email id: <a href="mailto:cs1exh@psbedi.com">cs1exh@psbedi.com</a></p> <p>Name: Mr. Pankaj Sharma Mobile.: 9702949733 Email id: <a href="mailto:mumbai@psbedi.com">mumbai@psbedi.com</a></p>
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## Vendor Contacts

### Designer Stalls Fabricators Contacts

Vendor	Contact Person	Contact Number
TAMSA Integrated Services	Mr. Sherif Imad	9930451906
Lasai Exhibitions	Ms. Kushbu	8699264543
XLNC	Mr. Ahmed	9985221951
MI EVENTS	Mr. Mohammed Salman	9701493009 / 8247468447
Bold Marker	Mr. Jena Ranjan	8093339890
Sea Foam	Mr. Shankar	8978599078
Spark Events	Mr. Ibrahim	9030984689

### Hyderabad based Hosts / Hostess Suppliers

Vendor	Contact Person	Contact Number
Izza Events	Mr. Aameer	9052561157
MI Events	Mr. Mohammed Salman	9701493009; 8247468447

### For Flex & Vinyl printing and fixing for the stalls

Vendor	Contact Person	Contact Number
Krishnaveni Digitals	Mr. Rama Krishna	9052555301
XLNC	Mr. Ahmed	9985221951

**Note: -** The organiser provides the above details for reference purpose only. However, the exhibitors are free to hire the contractor of their choice.

## Accommodation Options

SL.NO	PROPERTY NAME	CATEGORY	Tariff ( Inclusive of Taxes) Approx			DISTANCE	CONTACT PERSON	CONTACT NUMBER
			Single	Package	Double	To HITEX		
1	HOTEL AVASA	5 Star	₹ 11,500	CPAI	₹ 12,500	5 KM	Abhirup	910065597
2	THE ALTRUIST BUSINESS HOTEL (HITECH)	3 Star Category	₹ 4,000	CPAI	₹ 4,500	1 KM	Srinivas Reddy	7981708392
3	LE MERIDIEN HYDERABAD	5 star Category	₹ 12,000	CPAI	₹ 13,000	4 Km	Mr.vijay	9642993231
4	NOVOTEL	5 star	₹ 8,500	CPAI	₹ 10,000	500 Mtrs	Mr.Kiran Rama Raju	9966235085
5	OAKWOOD RESIDENCE KAPIL HYDERABAD	5 Star Service Apartments	₹ 12,000	CPAI	₹ 13,000	8.6 KM	Ms.Ruchi	7729985823
6	SWISS LEE GRAND - KONDAPUR	Budget Category	₹ 1,500	EPAI	₹ 1,800	2 KM	Mr.Sidhaarth	9642700789
7	THE WAY INN HOTEL	Service Apartment	₹ 2,000	CPAI	₹ 2,300	2 km	Mr.Ved Vyas	9951938519
8	THE ELITE HOTEL	Budget Category	₹ 2,000	EPAI	₹ 2,500	3 KM	Mr. praveen	8142681427
9	DE ALPHABET	Service Apartment	₹ 1,300	CPAI	₹ 1,700	1 KM	Amruth	9963854639
10	MINERVA GRAND	3 Star Category	₹ 5,500	CPAI	₹ 6,500	3.5 KM	Mr.Avanish Kumar Tripathi	9000294548
11	IBIS HYDERABAD HITEC CITY	3 Star Category	₹ 7,500	CPAI	₹ 8,500	4 KM	Ms.Anamika Roy	7337367628
12	LEMON TREE	4 star delux	₹ 9,500	CPAI	₹ 10,500	4 KM	Nagesh Mohan	8008798764
13	RED FOX	Budget Category	₹ 8,000	CPAI	₹ 9,000	4 KM	Nagesh Mohan	8008798764
14	ITC KOHENUR	5 Star Luxury Hotel	₹ 16,000	CPAI	₹ 18,000	4 KM	Mr. Srinibas Patro	9908848242
15	THE WESTIN HYDERABAD MINDSPACE	5 Star Luxury Hotel	₹ 10,000	CPAI	₹ 12,000	4 Km	Chaitanya	9959387979
16	DECCAN SERAI	3 Star Category	₹ 6,000	CPAI	₹ 7,000	4 km	Joseph	9848029179
17	DECCAN SERAI GRAND	4 Star Deluxe	₹ 7,000	CPAI	₹ 8,000	6 km	Dattatreya K	9704998989
18	RADISSON HYDERABAD HITEC CITY	5 Star Luxury Hotel	₹ 10,000	CPAI	₹ 11,000	5 Km	Pavan	9246892933
19	AT HOME SERVICE APARTMENTS	Budget Category	₹ 3,000	CPAI	₹ 4,000	3 km	Joseph	9848029179
20	THE WAY INN	Service Apartment	₹ 1,800	CPAI	₹ 2,000	5 Km	Mr.Ved Vyas	9951938519
21	DE ALPHABET ( MASJD BANDA)	Service Apartment	₹ 1,700	CPAI	₹ 2,000	4 km	Amruth	9963854639
22	OAK HITEC CITY	Service Apartment	₹ 2,000	CPAI	₹ 2,000	4.9 KM	Manju Chauhan	8882786496
23	MONDAY HOTELS HITECH	Premium Hotel	₹ 3,200	CPAI	₹ 3,500	3 KM	Manju Chauhan	8882786496
24	HOTEL HALCYON DECCAN	Service Apartment	₹ 1,700	CPAI	₹ 1,700	4.3 KM	Manju Chauhan	8882786496
25	OYO SLIVERKEY JV COLONY	Service Apartment	₹ 1,200	CPAI	₹ 1,200	4.1 KM	Manju Chauhan	8882786496
26	TOWNHOUSE 388 MADHAPUR	Service Apartment	₹ 1,600	CPAI	₹ 1,600	4.1KM	Manju Chauhan	8882786496
27	EASTIN HOTEL	3 Star Category	₹ 3,700	CPAI	₹ 4,200		Manju Chauhan	8882786496
28	TOWNHOUSE WHITE RIDGE	Service Apartment	₹ 1,800	CPAI	₹ 1,800	3.3 KM	Manju Chauhan	8882786496
29	CAPITAL O QUALIA HIGHTS MADHAPUR	Service Apartment	₹ 1,500	CPAI	₹ 1,500	3.5 KM	Manju Chauhan	8882786496
30	SAHARSH GRAND	Service Apartment	₹ 1,400	CPAI	₹ 1,400	2.9 KM	Manju Chauhan	8882786496
31	TOWNHOUSE EAGLEWOOD	Service Apartment	₹ 1,800	CPAI	₹ 1,800	4.0KM	Manju Chauhan	8882786496
32	LAND CORP HOTEL	Service Apartment	₹ 1,500	CPAI	₹ 1,500	3.8KM	Manju Chauhan	8882786496
33	TREEBO TRIP BLUE DAWN SUITES	Service Apartment	₹ 1,750	CPAI	₹ 2,200	4 KM	Mr.Uday	8009962884
34	TREEBO TREND PRIDE INN BOTANICA	Service Apartment	₹ 1,650	CPAI	₹ 1,960	4 KM	Mr.Uday	8009962884
35	TREEBO TRIP TALS HYTEK	Service Apartment	₹ 1,800	CPAI	₹ 2,200	3 km	Mr.Uday	8009962884
36	TREEBO TREND ACSYS	Service Apartment	₹ 2,200	CPAI	₹ 2,500	4 km	Mr.Uday	8009962884

**Note:** - The above rooms are subject to availability & rates are subject to change.

## Check List for Exhibitors

Points to check	Links	Deadline	Reference	Tick if done
Read through the manual	N/A	N/A	Full Manual	
Stall Contractor Form (Mandatory for Bare / Raw Space Exhibitors)	<a href="#">Form</a>	05/8/24	Page 9	
Exhibit Category Form Filled (Mandatory) – Form 1	<a href="#">Form 1</a>	15/7/24	Page 14	
Fascia Name (Mandatory for Shell Scheme Exhibitors) – Form 2	<a href="#">Form 2</a>	24/7/24	Page 14	
List of Exhibitor Badges Form Filled (Mandatory) – Form 3	<a href="#">Form 3</a>	24/7/24	Page 15	
Show Catalogue Entry Form Filled (Mandatory) – Form 4	<a href="#">Form 4</a>	24/7/24	Page 16	
Catalogue Advertisement Form Filled (Optional) – Form 5	<a href="#">Form 5</a>	24/7/24	Page 16	
Additional Power Requirements filled (Optional) – Form 6	<a href="#">Form 6</a>	24/7/24	Page 17	
Point of Supply Form (Mandatory for all exhibitors applying for additional power) (To be filled manually and scanned copy to be submitted by mail to sv@hitex.co.in)		24/7/24	Page 12	
Compressed Air Connection requirement filled (Optional) – Form 7	<a href="#">Form 7</a>	24/7/24	Page 17	
Additional Furniture requirement ordered (Optional) – Form 8 (To be filled manually and scanned copy to be submitted by mail to sv@hitex.co.in)		24/7/24	Page 18 , 19 & 20	
HIMTEX 2024 - Branding Opportunities at Venue (Optional) - Form 9	<a href="#">Form 9</a>	24/7/24	Page 21 & 22	
Insurance for exhibits and personnel (Optional)	N/A	N/A	Page 11	
Stand design approval has been got it from the organisers (Mandatory for bare space exhibitors only)	N/A	15/7/24	Page 8 & 9	
Received Participation Letter from organisers	N/A	N/A	Page 11	
Weigh Bridge Certificate (Mandatory for those who need on-site material handling)	N/A	N/A	Page 24 & 24	
100% payment for Stall and other additional services ordered are paid	N/A	25/7/24	Page 4	

### Bank account details of the organisers

Account Name - Hyderabad International Trade Expositions Ltd  
Bank Name - HDFC Bank  
Branch – Madhapur  
Account Number - 05452050000073  
IFSC Code - HDFC0000545  
SWIFT Code - HDFCINBB