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**14 - 18 June 2012**

**CHENNAI TRADE CENTRE, CHENNAI, INDIA**



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**14 - 18 June 2012**

**CHENNAI TRADE CENTRE**

**CHENNAI, INDIA**

# EXHIBITOR MANUAL

**Website : [www.acmee.in](http://www.acmee.in)**





Dear Participant,

I am delighted to welcome you to the 10<sup>th</sup> International Machine Tools & Auto Components Exhibition, "ACMEE 2012", the biggest Engineering Exhibition in this part of the country.

This "EXHIBITORS SERVICE MANUAL" provides you

- i) **Information on various services which are available to all exhibitors.**
- ii) **Rules & Regulations associated with your participation at the event.**
- iii) **A time-table of in-hall operations to enable you to co-ordinate your operations at the show.**

It is very important that the rules, regulations and time schedules associated with the event are followed.

If you have any queries please feel free to contact us at **AIEMA Technology Centre at +91-44-2625 8731**,  
email : [info@acmee.in](mailto:info@acmee.in) / [booking@acmee.in](mailto:booking@acmee.in) / [aiemaatc@vsnl.com](mailto:aiemaatc@vsnl.com)

Thank you for your co-operation and support.

Wishing you a successful participation in ACMEE 2012

Yours truly,

**M.V. ROBERT**  
**Chairman - ACMEE 2012**

**FACT SHEET**

- Name of the event : **ACMEE 2012**  
**10<sup>th</sup> International Machine Tools & Auto Components Exhibition**
- Dates : **June 14-18, 2012**
- Venue : **Halls 1, 2, Convention Centre (Hall 3), Hall 4**  
**Chennai Trade Centre**  
**Mount Poonamallee Road, Nandambakkam**  
**Chennai - 600 089, India**
- Inaugural Session : **10 : 30 hrs on 14<sup>th</sup> June 2012**
- Exhibition Timings : **Business Hours: 10 : 00 hrs to 15 : 00 hrs on all days**  
**For others :**  
**15 : 00 hrs to 18 : 30 hrs on June 14-17, 2012**  
**15 : 00 hrs to 17 : 00 hrs on June 18, 2012**
- Closure of the exhibition : **17 : 00 hrs on June 18, 2012**
- Participating countries : **India, China, France, Germany, Italy, Japan, South Korea, Spain**  
**Switzerland, Taiwan, Thailand, UK, USA,**
- Product Coverage : **Auto Components, Accessories, Special Purpose**  
**Machines, CNC Machines, CNC & PLC Controls, CAD /**  
**CAM Systems. Industrial Robotics, Communication**  
**Equipment, Co-ordinate Measuring Machines, Cutting**  
**Tools and Accessories, Electrical & Electronic Equipment,**  
**Generators, Hydraulics / Pneumatics, Instrumentation,**  
**Low Cost Automation, Motors, Machinery & Machine**  
**Tools, Material Handling Systems, Power Control Devices,**  
**Power Tools, Switch Gear, Software, System**  
**Consultancy, Sub Assemblies Services, Testing &**  
**Measuring Equipment, Welding, related IT and consultancy**  
**services**
- Entry : - **Business Visitors with Invitation**  
- **Business Visitors with their Business Card**  
- **Other Business Visitors on purchase of ticket**  
**of Rs 100 at Gate**  
- **Children below 16 years are not allowed**
- Concurrent events : **Seminars, Social Evenings**
- Organisers : **AIEMA Technology Centre**  
**First Cross Road**  
**Ambattur Industrial Estate**  
**Ambattur**  
**Chennai - 600 058.**  
**Tel : -91-44-26258619,26258731**  
**Fax : -91-44-26520814**  
**Email : info@acmee.in, booking@acmee.in, aiemaatc@vsnl.com**
- Web Site : **www.acmee.in**

## GENERAL INFORMATION

### 1. **Please read your Exhibitor Service Manual Carefully:**

The Information it contains will help you, save time, money.

### 2. **Helpful Reminders about Ordering – all order online : [www.acmee.in](http://www.acmee.in)**

- a. Be sure to order your essential services in advance, including
  - Additional electrical services
  - Compressed Air Connection
  - Furniture
  - Other Special requests
- b. Place your orders with payments to ensure that your order is fulfilled. Try not to order on-site.
- c. Bring copies of all your advance order forms for ready reference.

### 3. **Helpful Reminders on shipping:**

- a. Ship your freight through a reliable transport agency to ensure that they arrive on your target date.
- b. Be sure to remove all old shipping labels and attach clean labels, with your company name clearly marked on each carton / case.
- c. While making your shipping plans to the show, plan for return of articles after the show is over. Make sure that someone knowledgeable from your company is 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 (Transporter's copy)

### 4. **Booth Equipment and Services**

The exhibitors can be provided with extra electrical and furniture on payment of request for such services received before 30th April 2012. Please order online : [www.acmee.in](http://www.acmee.in)

### --Exhibition Invitation Cards

Invitation cards for the exhibition are provided to every participating company well before the show. In case you require additional cards, please fill in the order form and send it to the show organisers.

### ■ Show Directory

The Show directory offers a good exposure to the company both during and after the show. The exhibitors directory gives product profile, company names, addresses and telephone numbers. India Representatives of foreign companies may give the names of their Principals, address and country in the directory listing. A limited number of pages are available for advertisements. Only colour ads are accepted. Last date for booking ad space is 30th April 2012

### e. Other Services

Car & Two Wheeler parking, Official Photographer, Video, Cafeteria, Coffee, Tea shop, Public address system, First Aid, Ambulance, Fire Fighting Brigade, ACMEE Information Centre, Computerised Visitor registration, are available at the venue.

### 5. Time Schedule for booking services – online [www.acmee.in](http://www.acmee.in)

Services	Deadline
Power & Air Requirements	30 April 2012
Advertisement in Show Directory	30 April 2012

### 6. Security

- Exhibitor Badges may be obtained from Chennai Trade Centre - "ACMEE 2012", Exhibitor Reception Counter. Badges must be worn at all times to gain admittance to the exhibition hall.
- During show days, exhibitors are allowed to enter 30 minutes prior to the opening of the show each day and allowed to remain till 30 minutes past the close of show.
- Hand carried items or equipment going out of the exhibition hall will require an exit pass. A company letter-head with item description and the quantity must be mentioned and the stamp of "ACMEE" be obtained from the control room / site office.
- Exhibitors are requested to inform the organisers and the authorised Security service provider in case they require security personnel on payment basis for their booths during set-up and dismantling. No security staff other than those authorised by the organisers will be allowed inside the exhibition halls. The halls will be sealed during non-show hours and hence nobody will be permitted to remain in the exhibition hall after the exhibition is closed for the day.
- While the show organisers will maintain security surveillance at all times throughout the exhibition, exhibitors are reminded that goods will be risk-prone immediately after the show closes on the final day.

Please be sure that your stand is not left unattended at this time. Particular care should be taken of small portable items, tools and instruments and high value items.

## **7. In-hall Freight Handling**

**RE Rogers World Wide** is the sole logistics service provider for ACMEE 2012. The detailed guidelines on in-hall freight handling are in pages.....of this Manual.

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, no exhibitor's trucks, cars, fork lifts, or handling equipment (trolleys, lift jacks, etc.,) will be allowed inside the exhibition hall.

All exhibitors are required to give weight, dimension, power requirements of each exhibit in the prescribed form 3 before 30.4.2012.

## **8. No Delivery / Replenishment / Removal of exhibits during exhibition hours**

Removal or delivery of exhibits and other exhibition stores in and out of the exhibition hall during exhibition hours is not permitted. Such a removal, delivery or replenishment of stock may be carried out before opening hours in the morning or after closing time in the evening. To remove any item or your display from the Hall during the show days 'EXIT PASS' must be obtained from the Organisers Office.

At the end of the show on 18 June 2012, exhibitors may arrange for packing and clearance of their exhibits. All goods must be removed from the site by 1200 noon on 19 June 2012. After that time, all items/ materials in the hall, will be considered as abandoned and will be disposed of at the risk and cost to the concerned exhibitor. The concerned exhibitor will have to pay penalty for unauthorised occupation as levied by Chennai Trade Centre.

## **9. Manning of stands / audio / video equipment**

All booths must be properly staffed and remain operational throughout the exhibition hours of the exhibition. Exhibitors should 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 as to avoid disturbance to neighbouring booths. 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. Children below 16 years of age are not allowed to be in booths.

## **10. Censorship of Film / Audio Demonstration**

Cassettes, tapes and other materials should have been cleared by the concerned statutory authorities.

## **11. Dilapidations**

Exhibitors are responsible for the cost of making good or replacing any damages or dilapidations to the exhibition premises, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors. The cost of making good any damage will be assessed by the official shell scheme contractor and charged to the exhibitor. The show organisers in consultation with CTC, will inspect the hall before build-up and after dismantling of the stalls.

## **12. 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. In the event of such circumstances, the organisers may refund some part of the amount paid by the participants at their sole discretion. Their decision in this regard is final.

## **13. Authority on the premises**

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

## **14. Observance of Rules & Regulations**

All Exhibitors and their personnel must observe the rules and regulations stated in this exhibitor's manual, and the Rules & Regulations accompanying the exhibitors contract, while working or present in the exhibition halls.

## **15. Safety and Behaviour**

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 or exhibits, nor to exhibition hall property or fixtures.

## **16. Space Utilities - Additional Power & Compressed Air**

The provision of these services is limited and takes time. Please give your requirements at your earliest convenience so that supply can be arranged accordingly. Last date for requisitioning such services : 30th April 2012 – Please place your order online : [www.acmee.in](http://www.acmee.in)

## **17. Decorations Flowers / Plants**

- (a) Cut flowers, bouquets, etc. are available on payment. Kindly contact our official floral contractor Mr. Gopal / Mr. Gopi of M/s. Grand Florist at 9840477414 / 9840492922.
- (b) Potted plants are also available on payment.

- 18. Schedule for handing over of exhibition space to participants / moving in exhibits / dismantling of booths and removal of exhibits**
- a. HANDING OVER IN HALLS**
    - To Bare space participants 1600 hrs on 11-06-12
    - To Shell scheme participants 0900 hrs on 13-06-12
  
  - b. MOVING OF EXHIBITS / MACHINERIES IN HALLS....to be coordinated with RE Rogers**
    - Heavy Machinery (3 Tons and above) 1700 hrs on 11-06-12
    - Other machinery / exhibits 0900 hrs on 12-06-12
  
  - c. CUT OFF TIME FOR BRINGING MACHINERIES / FORKLIFTS**
    - To Work In Halls 2100 hrs on 13-06-12
  
  - d. HANDING OVER OF BOOTHS IN CONVENTION CENTRE** 1200 hrs on 13-06-12
  
  - e. CONSTRUCTION TO COMPLETE BEFORE** 2000 hrs on 13-06-12
  
  - f. DECORATION OF ALL STALLS TO COMPLETE BEFORE** 2000 hrs on 13-06-12
  
  - g. PASSAGE CRPETING TO START** 2100 hrs on 13-06-12
  
  - h. REMOVAL OF PASSAGE CARPETS** 1700 hrs on 18.06.12
  
  - i. REMOVAL OF EXHIBITS** 1800 hrs on 18-06-12
  
  - j. REMOVAL OF HEAVY EXHIBITS** 2000 hrs on 18-06-12
  
  - k. DISMANTLING OF BOOTHS** 1900 hrs on 18-06-12
  
  - j. ALL EXHIBITS AND MATERIALS TO BE CLEARED BEFORE** 1200 Noon on 19-06-12

All exhibits must be unpacked and the exhibits should be positioned by 2000 hours on 13th June 2012. The general service contractor will start laying the carpets on aisles at that time. Exhibitors may remain in the hall to work but all activities must be confined to their booth space. Please have all crates and cartons unpacked so that they could be removed. All booth internal work must be completed latest by 2000 hrs on 13th June 2012.

Exhibitors may start packing their equipment, when the show closes on 18 June 2012, at 17 00 hrs. All hall utilities will be disconnected at this time. Exhibitors are requested to keep the aisles clear of materials to enable removal of aisle carpet.

All exhibits and materials are to be removed from the Hall before 1200 Noon on 22 June 2012. Penalty will be levied on late clearance.

## 19. DISPLAY AND STAND DECORATION - GUIDELINES

Construction and decoration of stands will be governed by the following guidelines.

- a) Products / exhibits particularly the operative machines must be placed at least 1 mtr away from the boundary of open sides of the stand. No part of any exhibit should project out of the stand boundaries.
- b) 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.
- c) All machines / equipment should be placed in such a way that they would indicate the normal operating position on the shop floor.
- d) 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 the polyethylene sheet without damaging the floor.
- e) Partitions and / or dividers in the stand are allowed subject to the following conditions:
  - These are not erected in the open side of the stand.
  - The height of the partition or divider does not exceed 1.75 mtrs
  - Both sides of the partition wall are properly finished or painted; particularly the side from the neighbouring stand side should not look unfinished. It would be desirable that side partitions are made with mutual agreement with neighbour booths.
- f) 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.
- g) Show-cases are permitted subject to the condition that their height does not exceed 1.5 mtrs and they are placed atleast 1 mtr away from the open side of the stand.
- h) 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.
- i) Exhibitors should not take support of any permanent structure in Exhibition hall for decoration purposes.
- j) Electrical wiring should conform to safety standards.
- k) Noise levels should be within the permissible limits
- l) THE HEIGHT OF ANY EXHIBIT or PANELS SHOULD NOT EXCEED 2.5 m.

## 20. Construction Guideline for Bare Space Participants

- a. ALL PARTICIPANTS WHO HAVE TAKEN BARE SPACE ARE REQUIRED TO SUBMIT THEIR BOOTH DESIGN AND CONSTRUCTION PLAN TO THE ORGANISERS BEFORE 15 MAY 2012 AND TAKE FORMAL CLEARANCE FOR CONSTRUCTION. BOOTHS DESIGN AND CONSTRUCTION PLANS MAY BE SENT BY EMAIL TO: [info@acmee.in](mailto:info@acmee.in). **Permitted height of Construction : 2.5 meters.**

### b. 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 booth to avoid disturbance to neighbouring booths.

### c. Stall opening should be minimum 2 meters.

No banners will be allowed without prior approval.

- d. **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 May 2012 for Approval. Decision of ACMEE 2012 Organisers is final on such matters.**

- e. 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.

## 21. Electrical Supply & Installations

Hall lighting will be provided by show organisers 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 50Hz, and 415 volts 4-wire-three- phase and neutral alternating at 50Hz. A fluctuation of + or - 10% can be expected. **Exhibitors whose equipment is particularly sensitive should arrange for stabilizers.** Organisers will not be responsible for any damage to machine due to power fluctuations. Supplies to stands will normally be switched off at source 30 minutes after the exhibition closes each day (15 minutes on the final day) Any exhibitor requiring electrical power supply at times other than those mentioned above should make application to the management office before 30th April 2012. 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 extras on their booth design. All electrical installations on stands must be carried out by the official electrical contractor.

A flat rate of **Rs. 3500/- + Service Tax per KW** of connected load will be the basic rate for power and light consumed during **ACMEE 2012**. It is essential that all exhibitors submit the prescribed form (Form 3 & 6) on Power Requirement as per deadline 30th April 2012.

**NB:** Flashing lights and neon-signs are permitted only if they do not cause inconvenience to other exhibitors.

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

- a. No additional stand fittings 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 Shell Contractor. Please note that internal dimension of shell-scheme stands are approximately 5 cm smaller than the contracted area as the walls are contained within the booth.
- b. No Painting or wall papering of the shell stand panels will be allowed. Exhibitor who wish to have panels painted must inform the official shell scheme contractor who will provide estimates on cost involved
- c. No free standing fitment may exceed a height of 2.5 m or extend beyond the boundaries of site allocated.
- d. Any change to the type or colour of the floor covering provided, must be by prior permission of with the shell scheme contractor. Any cost incurred must be borne by the exhibitor.
- f. No financial credit will be given by the organisers for any package item not utilised.
- g. Under shell scheme Packages

Package shell scheme booths will be built from modular extruded aluminium system to the following specifications for every 9 sq.m of space. (Fractional area will not get extra items)

Floor space \* Wall partition space \* Fascia Name plate \* Carpet \* 3 spotlights.

One 5 amps single phase socket \* 1 Table and 2 chairs \* 1 Dustbin.

- h. EXHIBITORS MUST BEAR THE RESPONSIBILITY FOR PERFORMANCE AND BEHAVIOUR OF THEIR

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

Any exhibitor intending to demonstrate equipment on his stand must:

- a. Provide the organisers with full details in writing of any working exhibits involving moving parts, naked flame, lasers or other hazardous exhibits.
- 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, 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.
- 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 organisers ruling will be final.

#### **24. 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 open days, Exhibitors are requested to place the waste in 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.

#### **25. Liabilities & Insurance**

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

- a) Machinery & Other Exhibits
- b) Transit and loading & Un-loading of machines
- c) Exhibition personnel
- d) 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 for visitors to their stands.

#### **26. Entry / Exit Procedure**

Admit Pass may be taken from the organisers office for taking possession of booths (use Form 1). The transporter is required to show the Admit Pass invoice and packing list of the exhibits for ACMEE 2012 to the security office at the gate.

For taking out the materials and exhibit cases after the exhibition, gate pass procedure will be observed as follows:

The exhibitors should approach ACMEE 2012 site office for permission in writing (Form 2) in their official letter head quadruplicate before 17 June 2012. The copies of the permission granted will be retained by the following :

- a) Chennai Trade Centre Security Dept. - One copy
  - b) Chennai Trade Centre Control room. - One copy
  - c) Exhibitor. - One copy
  - d) Organiser. - One copy
- } at the gates

Four copies of this form should be handed over to ACMEE office by 1500 hrs. on 17 June 2012. These forms will be scrutinised by site office and will be returned to the exhibitors from 13.00 hrs. on 18.06.2012. The organisers will not be responsible for any delay in removing materials due to delay in submitting the forms.

#### **27. Schedule of Arrival of exhibits**

The exhibitors have to coordinate with the logistics service agency, viz. RE Rogers and plan the schedule of taking their exhibits inside the exhibition. The Show office should also be informed in advance of the schedule worked out by the exhibitor. Exhibitors who do not have heavy machines can bring their exhibits from 1100 hrs on 17 June 2012. In order to avoid last minute rush and strain on the material handling facility, exhibitors are requested to co-operate with the agencies for movement of exhibits inside the halls.

Exhibitors should depute their representatives to accept delivery of their exhibit cases at the Exhibition site. It will not be possible for the organisers to take delivery and make handling arrangements for the exhibitors.

Heavy vehicle movement within the city may be verified in advance to avoid any inconvenience.

#### **28. Exhibit Weight / Sizes**

All exhibitors have to give the details of their exhibits including weight, dimension, power requirements with weighbridge certificate in prescribed format (Form 3) before 30th April 2012.

#### **29. General Fire and Safety Regulations**

- a. Exhibitors should ensure that all materials used in construction and decoration of stall and exhibits are fire retardant
- 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 must be free from debris and storage material.
- e. No storage of any kind is allowed behind booths or near electrical services.
- f. All empty cartons and crates must be removed and arrangements for storage are to be made by exhibitors direct.
- g. Flammable or combustible liquids are prohibited inside the buildings.

- h. Helium balloons are not allowed inside the halls.
- i. No live fire is allowed.

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

### **30. Procedure For Removal Of Exhibits After The Exhibition**

- Packing of materials should not be started before 17 00 hrs on 18<sup>th</sup> June 2012.
- Moving of hand carried goods & light equipment (hand carried without use of rollers) should commence only at 2000 hrs on 18<sup>th</sup> June 2012.
- The premises will be handed over to CTC by 1200 noon on 19<sup>th</sup> June by which time all exhibitors should remove their materials/exhibits from CTC. Participants are requested to take care of their stalls / goods.
- Heavy exhibits requiring forklift / cranes can be moved out from 2000 hrs on 18<sup>th</sup> June 2012.
- 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.

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

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

**DETAILS OF DISPLAY ACCESSORIES UNDER THE SHELL SCHEME SERVICES  
FOR EXHIBITORS**

Area	Table	Chair	Spotlight	5 amp socket	Dustbin	Invitations	Badges
6 sqm	1	2	2	1	1	200	2
9 sqm	1	2	3	1	1	200	3
12 sqm	1	2	4	1	1	200	4
15 sqm	1	3	4	1	1	200	4
16 sqm	1	3	4	1	1	300	5
18 sqm	2	4	6	2	2	300	5
20 sqm	2	4	6	2	2	300	5
24 sqm	2	5	7	2	2	300	7
28 sqm	3	6	9	3	3	300	7
30 sqm	3	7	10	3	3	400	9
36 – 54 sqm						450	10
55 – 80 sqm						550	10
81 – 120 sqm						600	15
121 – 180 sqm.						650	15
181 and above						700	20

- Additional invitation cards to exhibitors can be provided on request.
- Please give names of representatives for whom exhibitor badges are required.

## LIST OF OFFICIAL SERVICE PROVIDERS

### 1. STAND CONSTRUCTION AND DECORATION

#### **A) Deko Exhibit Systems**

Contact person : Mr. R.R.Siva  
M/S. Deko Exhibit Systems  
# 15, 2nd Main Road, Karpagam Gardens  
Adyar, Chennai - 600 020.  
Ph : 044 42038511  
Mobile : 9841014866  
M-mail : [dekospace@vsnl.net](mailto:dekospace@vsnl.net)

#### **B) Swift Exhibits Corporation**

Contact person: Sanjay Wadhwa  
91, Udyog Vihar,  
Phase - I Gurgaon 22016 (Haryana),  
91-124-243 9446. F +91-124-400 3013 / +91-98101 38550  
email: [sanjay@swiftexhibits.com](mailto:sanjay@swiftexhibits.com)

#### **C) HostIndia Events & Marketing Pvt. Ltd**

Contact person : Ms. Geetha Rai  
Temporary Manpower services - Hostess / Host  
No. 33/B, opp to Florence English School,  
2nd Block, R.T. Nagar,  
Bengaluru - 560032  
Phone: 09986600826 / 09886312709  
Email: [services@hostindiaevents.com](mailto:services@hostindiaevents.com)

#### **D) Reliable Solutions**

Contact Person : Mr. G. Vijayakumar  
02/7A, Appathurai St., Shanthy Nagar,  
Ramapuram, Chennai – 600 089.  
Phone : 044 – 2249 3681  
Mobile : 91 - 9500034135, 9551060662 / 63 / +91-98400 44932  
E-mail : [marketing@reliablesolutions.in](mailto:marketing@reliablesolutions.in)  
Web site: <http://www.reliablesolutions.in>

### 2. FREIGHT FORWARDER / HANDLING & CLEARING AGENTS

#### **R.E. Rogers India Pvt. Ltd.,**

#### **RER HOUSE,**

Contact : Mr. Shrenik Jain / Mr. Ashwin. V  
#238/1, 11<sup>th</sup> Main, 15<sup>th</sup> Cross,  
Next to State Bank of Mysore, Sahakara Nagar,  
Bangalore – 560 092, Karnataka, India.  
Tel : +91-80-42690555, Fax : +91-80-415355881  
Mobile : +91-9845205424 / +91-9880533988  
E-mail : [rerogers@airtelmail.in](mailto:rerogers@airtelmail.in)

**3. Compressed Air:****Tapco Pneumatics Pvt. Ltd.****D-13, Mogappair Industrial Estate,  
Mogappair West, Chennai - 600 037.****Tamilnadu. India.****Phone: +91-44-26244369 / 26256632****Telefax: +91-44-26256631****E-Mail : [tapco2007@gmail.com](mailto:tapco2007@gmail.com)****Website: [www.tapco.co.in](http://www.tapco.co.in) & [www.grotal.com/TapcoPneumatics](http://www.grotal.com/TapcoPneumatics)****4. Electrical Services****Bharathi Elecricals****Plot No: 69 & 70 Shalimar Garden  
East coast Road ,Injambakkam,  
Chennai-600 041 India.****Contact : **Mr. T.K.V. Pathi /********Mr. T.K.V. Maaran******Tel : +91-44-29782009,****Mobile : +91-9840085142 / 9444257944****E-mail : [pathi.electrical@hotmail.com](mailto:pathi.electrical@hotmail.com)****5. HOSTESS SERVICE PROVIDER****Mrs. M. AJI SUPRABHA**

Rs. 750/- per day

**M/s. APN Associates**

416, Bazaar Street

Madhavaram

Chennai - 600 060.

Phone : 044 - 2553 0072

Cell : 94440 21441 / 98848 52481

Email : [apn75@rediffmail.com](mailto:apn75@rediffmail.com) / [aji.suprabha@yahoo.com](mailto:aji.suprabha@yahoo.com)**Ms. Geetha Rai****HostIndia Events & Marketing Pvt. Ltd**

No. 33/B, opp to Florence English School,

2nd Block, R.T. Nagar,

Bengaluru - 560032

Phone: [09986600826](tel:09986600826) / [09886312709](tel:09886312709)Email: [services@hostindiaevents.com](mailto:services@hostindiaevents.com)**6. Security Services****7. Flower & Plants****8. CONTACT CALL TAXI / TRAVEL SERVICE AT CHENNAI**

1.	CHENNAI CALL TAXI	2598 4455 / 2578 2292
2.	FAST TRACK	2473 2020 / 2446 4422
3.	BHARATHI	2814 4405 / 2814 0532

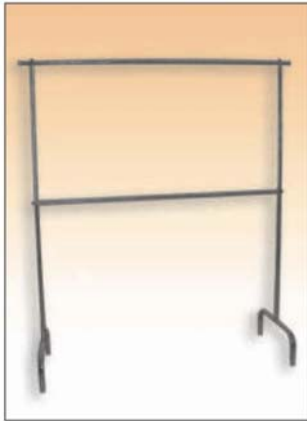
## DISPLAY ACCESSORIES

<b>ACMEE 2012 - Additional ItemsTariff</b>			
<b>Code No</b>	<b>Particulars</b>	<b>Dimension</b>	<b>Rate</b>
DE - 01	Counter	1m W x 0.75m H x 0.5m D	600.00
DE - 02	Lockable Cabinet	1m W x 0.75m H x 0.5m D	1,500.00
DE - 03	NH Reception Counter	1.25m W x 1m H x 0.5M D	2,250.00
DE - 04	Glass Shelf	1m W x 6mm H x 9" D	400.00
DE - 05	Wooden Shelf	1m W x 0.5 inch H x 9" D	300.00
DE - 06	Glass Counter	1m W X 1m H X 0.5m D	1,750.00
DE - 07	Vertical Show Case	1m W X 2m H X 0.5m D	3,750.00
DE - 07a	Vertical Show Case with ceiling lights	1m W X 2m H X 0.5m D	4,250.00
DE - 08	Octonorm Panel	1m W X 2.5m H	750.00
DE - 09	Octonorm Door	1m W X 2m H	2,000.00
DE - 9a	Lockable Wooden Door		3,500.00
DE - 10	Wooden Top Round Table	0.75m H X 30" Dia	750.00
DE - 11	Glass Top Round Table	0.75m H X 30" Dia	1,250.00
DE - 12	Bar Stool	1.02m H	750.00
DE - 12a	Hydraulic Bar Stool - Height Adjustable		1,250.00
DE - 13	Folding Chair		150.00
DE - 14	Revolving Chair		1,000.00
DE - 15	Podium	0.5m W X 0.5m H X 0.5m D	750.00
DE - 16	Podium	0.5m W X 1m H X 0.5m D	1,000.00
DE - 17	Garment Stand	1.5m H X 1.3m W	500.00
DE - 18	Mesh	1.5m H X 1m W	750.00
DE - 19	Magazine Rack	1.25m H	500.00
DE - 20	Spot Light		300.00
DE - 21	5 amp Plug Point		250.00
DE - 22	15 amp Plug Point		300.00
DE - 23	Hammer Screw		50.00
DE - 24	Photo clamp		50.00
DE - 25	Sofa Set with centre table	1 x 2 seater, 2 x single seater	6,500.00
DE - 26	Metal Hallide Light – White		1,500.00
DE - 27	Refrigerator		3,000.00
DE - 28	Novia Chair without arm		600.00
DE - 29	Novia Chair with arm		1,000.00

**NOTE :** All items subject to availability. Kindly confirm in advance in the following address  
Service tax of 12.36% will be charged extra on the total amount

### Contact Details for placing order

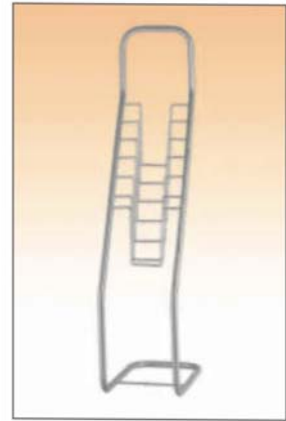
R.R.Siva  
M/S. Deko Exhibit Systems  
# 15, 2nd Main Road, Karpagam Gardens  
Adyar, Chennai - 600 020.  
Ph : 044 42038511  
Mobile : 9841014866  
e mail : dekospace@vsnl.net



DE17 - GARMENT STAND



DE18 - MESH



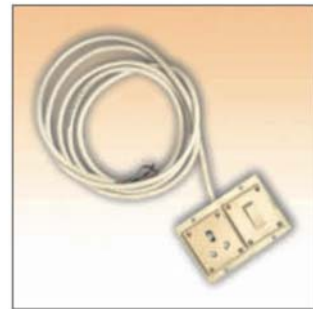
DE19 - MAGAZINE RACK



DE20 - SPOT LIGHT



DE21 - 5AMP PLUG POINT



DE22 - 15AMP PLUG POINT



DE23 - HAMMER SCREW



DE24 - PHOTO CLAMP



DE 26 - METAL HALLIDE



Specification of the items featured in the catalogue are subject to change without prior notice.

No. 15 (Old No. 8), 2nd Main Road, Karpagam Gardens, Adyar, Chennai - 600 020.

Telefax : 044 - 4205 4211, E-mail : dekospace@vsnl.net



DE01 - COUNTER



DE02 - LOCKABLE CABINET



DE03 - NH RECEPTION COUNTER



DE04 - GLASS SHELF



DE05 - WOODEN SHELF



DE06 - GLASS COUNTER



DE07 - VERTICAL SHOW CASE



DE08 - OCTONORM PANEL



DE09 - OCTONORM DOOR



DE10 - WOODEN TOP ROUND TABLE



DE11 - GLASS TOP ROUND TABLE



DE 27 - REFRIGERATOR



DE28 - NOVIA WITHOUT ARM



DE12 - BAR STOOL



DE13 - FOLDING CHAIR



DE14 - REVOLVING CHAIR



DE29 - NOVIA WITH ARM



DE15 -  
PODIUM (0.5M X 0.5M X 0.5M HT)



DE16 -  
PODIUM (0.5M X 0.5M X 1M HT)



DE25 - SOFA SET

## **ON-SITE HANDLING TARIFF FOR INDIAN EXHIBITS**

### **For ACMEE 2012**

Charges for offloading from vehicle, shifting to booth and unpacking at one go for single piece weighing not more than 3000 kgs.

1. Offloading and Shifting to Booth	Rs. 500/- per 500 kgs or part there off.
2. Unpacking & Placement of Exhibits	Rs. 400/- per 500 kgs or part there off.
3. Depallatization of Exhibits	Rs. 300/- per 500 kgs or part there off.
4. Positioning & Re-positioning of the exhibits (each time)	Rs.300/- per 500 kgs Minimum Rs.300
5. Removal of empties for storage & return of empty cases after the close of exhibition.	Rs 350/- per CBM
6. Repacking of Exhibits	Rs. 400/- per 500 kgs or part there off.
7. Pallatization of Exhibits	Rs. 300/- per 500 kgs or part there off.
8. Shifting from Booth & Loading	Rs. 500/- per 500 kgs or part there off.

#### **PLEASE NOTE:**

1. **Handling charges will be charged on basis of actual weight or volume weight whichever is higher. @ 1 CBM = 500 KGS.**
2. Heavy lift surcharge applicable in addition to the basic handling charges as mentioned in point 1 above.
  - a) For single piece weighing between 3000 kgs to 5000 kgs : Surcharge 25% extra
  - b) For single piece weighing between 5000 kgs to 8000 kgs : Surcharge 35% extra
  - c) For single piece weighing more than 8000 kgs : Surcharge 50% extra
3. In case the machine is bare on the base, the removal of base would be treated as unpacking and would be charged accordingly.
4. The above charges are applicable from 0930 – 1930 hours, for services required after these hours a surcharge of 25% shall be applicable on the above.

Charges on the same basis would be applicable for the return movement as well.

HIRE OF EQUIPMENT (with driver & without labour) FOR ASSEMBLY & ERECTION PURPOSES ONLY

1	Hydraulic Pallet	02 – Ton Capacity	Rs.250 per hour	Minimum Rs.250/-
2	Fork Lift	03 – Ton Capacity	Rs.300 per hour	Minimum Rs.300/-
3	Fork Lift	05 – Ton Capacity	Rs.500 per hour	Minimum Rs.500/-
4	Crane	10 – Ton Capacity	Rs.1250 per hour	Minimum Rs.1250/-
5	Labour		Rs.200 per hour per man	Minimum Rs.200/-

Please note:

1. The above charges are applicable from 0930 – 1930 hours, for services required after these hours a surcharge of 50% shall be applicable on the above.
2. It is compulsory on part of the exhibitors to use services of approved handling agencies at the exhibition site. The packages which can be easily carried in hand (package not exceeding 50 kgs each) can be handled by the exhibitors on their own, if they wish to do so.
3. 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.
4. 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.
5. 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.
6. These charges are not applicable to the exhibits cleared as temporary imports.

Service Tax

The Govt. of India has levied a service tax of 10.3% percent on handling charges plus on other charges except re-imbursement expenses to be invoiced by all freight forwarder and handling agents. Therefore the same shall be charged accordingly.

For more details please contact :

**R.E. Rogers India Pvt. Ltd.**

**RER HOUSE,**

#2382/1, 11th Main, 15th Cross,

Next to State Bank of Mysore, Sahakara Nagar,

Bangalore - 560 092, Karnataka, India.

Contact : Mr. Shrenik Jain / Mr. Ashwin. V

Tel : +91-80-42690555, Fax : +91-80-41535881

Mobile : +91-9845205424 / +91-9880533988

E-mail : rerogers@airtelmail.in

ICE - Integrated Conference & Event Management is the Official Hotel & Travel partner for ACMEE 2012. All hotel reservations are handled by ICE - Integrated Conference & Event Management, a division of Le Passage to India, the Indian joint-venture company of TUI Travel PLC. ICE has worked out special accommodation package with many hotels .... for more details on the hotels and special tariff package, please visit <http://acmee.in/travel.htm>

## LIST OF HOTELS AT CHENNAI

Current Published Rates		ACMEE 2012 Special Rates		Travel Time from			
Hotel	Category	Single	Double	Single	Double	Venue (CTC)	Airport
The Park	5 Star Deluxe	10500	11500	<b>6000</b>	<b>6000</b>	30 Min	35 Min
Le Royal Meridien	5 Star Deluxe	13000	14000	<b>7500</b>	<b>8500</b>	10 Min	15 Min
Hilton	5 Star Deluxe	15000	15000	<b>9500</b>	<b>9500</b>	10 Min	20 Min
*Trident	5 Star	9500	11500	<b>6000</b>	<b>6500</b>	15 Min	10 Min
Rain Tree, Anna Salai	5 Star	7500	8500	<b>6600</b>	<b>7100</b>	20 Min	20 Min
Lemon Tree	4 Star	6000	7000	<b>4500</b>	<b>5000</b>	20 Min	30 Min
The Checkers	4 Star	5000	6000	<b>4000</b>	<b>4500</b>	15 Min	20 Min
The Springs	4 Star	4500	5000	<b>3750</b>	<b>4000</b>	30 Min	35 Min
Hotel Ambica Empire	3 Star	4700	5400	<b>3500</b>	<b>4000</b>	25 Min	35 Min
The Ashok Residency	2 Star	1687	1920	<b>1600</b>	<b>1850</b>	10 Min	20 Min

**For More Information Please contact:**

CR Gugan ICE - Integrated Conference and Event Management  
 (A division of Le Passage to India Tours & Travels Pvt. Ltd)  
 New No. 59 / Old No. 29, Vijaya Raghava Road, T. Nagar, Chennai - 600017 (INDIA)  
 Tel: +91 44 30909000, 30909061 (Direct) | Fax : +91 44 30909001 | Mob : +91 9789666985  
 Email : [gugan@iceindia.in](mailto:gugan@iceindia.in) | Web: [www.iceindia.in](http://www.iceindia.in)



इण्डिया ट्रेड प्रमोशन आर्गनाइजेशन  
India Trade Promotion Organisation

भारत सरकार का उद्यम  
A Government of India Enterprise

संदर्भ 144-ITPO(272)/App/2010  
Reference:

दिनांक 7/03/2011  
Date:

23371830  
फोन :  
Phone :

AIEMA Technology Centre  
1<sup>st</sup> Cross Road, Ambattur Industrial Estate,  
Ambattur,  
**Chennai – 600058**

**Sub: Approval for holding of ACMEE 2012-tenth International Industrial Exhibition, June 14 -18, 2012 at Chennai Trade Centre, Nandambakkam, Chennai**

**Ref: Your Application / Letter dated November 10, 2010**

Dear Sir,

India Trade Promotion Organization (ITPO), in exercise of powers conferred on it vide Customs Notification No.3 dated 9.1.1989 as amended by Notification No.66 dated 16.3.1995, approves the holding of the above event subject to the following:

**Products Covered** : All engineering goods and services with a particular emphasis on manufacturing technology, auto components, machine tools, CNC, special purpose machines, electrical goods, welding technology industrial automation, material handling, energy efficient tools, industrial robotics, IT and consultancy services.

**Overseas Participation from** : Australia, Austria, Canada, China, France, Finland, Germany, Hong Kong, Indonesia, Italy, Israel, Japan, Malaysia, Russia, South Korea, Singapore, Spain, Sri Lanka, Switzerland, Sweden, Taiwan, Thailand, Turkey, UK , USA, UAE.

**NOTE** : In case of participation from Taiwan and Pakistan, you are advised to obtain NOC from Co-ordination Division, Ministry of External Affairs, Govt. of India, New Delhi and Ministry of Home Affairs, Govt. of India, New Delhi.


(b) The approval is issued to your organization and not to any individual person or participant in your exhibition. The facility of duty free temporary import will be available only to foreign exhibitors/participants, who have confirmed their participation in the above exhibition by remitting participation fee in foreign exchange. Temporary import will be allowed under ATA Carnet System and/or against Undertakings, Bond or Bank Guarantee as required by the Customs authorities in India. In this connection, Ministry of Finance (Department of Revenue) Notifications No.157/90-Cus, 14/90-(NT)-Cus, No.158/90-Cus. all dated 28.3.90, as amended from time to time and Central Board of Excise and Customs circular No.55-CBEC dated 3.8.1998, etc. refer.

**ACMEE 2012-tenth International Industrial Exhibition**  
**June 14 -18, 2012**

- c) The exhibition will be open to general public or to a particular section of the general public for which it has relevance; and will be in public interest.
- d) The goods will be re-exported within a period of six months from the date of import or any other period, as may be stipulated by the Customs Authorities in India.
- e) Parties/exhibitors whose intention is to sell or dispose of exhibits in India should not avail the facility of duty-free import of exhibits facility extended through this letter.
- f) Participation charges from all foreign participants should be collected in foreign currency. Temporary importation may be facilitated only to those exhibitors who pay participation charges in foreign exchange.
- g) The approval is in no way indicative of sponsorship or support of the event by ITPO and any projection of such indication by the organizers by using the name or logo of ITPO would render withdrawal/cancellation of this letter.
- h) ITPO reserves the right to withdraw/cancel the approval at any time without assigning any reason.
- i) A copy of the report of the event with one copy of fair catalogue/exhibitors list should be submitted to ITPO within one month of the conclusion of the event.

Please acknowledge receipt of this letter.

Yours faithfully,

  
( Sangeeta Sharma )  
Manager (Mktg)

## CHECK LIST FOR PARTICIPANTS

1. Letter Pads to be brought for Admit / exit pass purpose
2. Company's Rubber Stamp
3. Booth possession requisition typed in letter head as per format (Form 1) of this manual
4. Exit pass typed in letter head as per format (Form 2)
5. Read through the manual
6. Additional requirements like Power, Air Connection, Electrical Fittings, Furniture, Show Directory Advertisement Etc., ordered with the organizer through online : [www.acmee.in](http://www.acmee.in)
7. **Weigh Bridge Certificate :**

**It is mandatory for exhibitors to produce a weigh bridge certificate indicating exact weight of the exhibits alongwith the Form 3.**

**There should not be any variation between the details indicated in this form and the actual at the exhibition ground. ACMEE 2012 exhibitors are advised to provide above details with weigh bridge certificates of a) empty vehicle & b) with the exhibits, vehicle no. and the date of despatch.**

8. Fire and safety / security forms precautions. Insurance coverage for exhibits on those manning the stalls.

### **The following are PROHIBITED IN THE STALLS :**

1. Pasting of any material on Pillars and Channels.
2. Pasting of full area Graphics & Posters.
3. Using of additional adhesives for pasting of Graphics & Poster.
4. Nailing or Drilling on the Pillars, Channels and Panels.
5. Cutting, Spillage & Damage of Carpets.
6. Damaging / Breaking of Glass Items provided in the stalls.
7. Hanging and Attaching Display Items on Name Boards.
8. Fixing of Additional Fittings and Mechanical Fittings on Pillars, Channels and Panels.
9. Cost of damages will be collected from the Participants, before removal of the exhibits.

For any further clarification, please contact the official Stall Contractor



**Form 1**

**FORMAT FOR ADMIT PASS**

**IMPORTANT:**

**(To be typed on the Exhibitor's Letter Head)  
(Two copies to be brought)**

To,  
The Convenor,  
ACMEE 2012- AIEMA TECHNOLOGY CENTRE,  
1st Cross Road, Ambattur Industrial Estate,  
Ambattur, Chennai - 600 058.

**Request for handing over possession of space for stall erection**

Stall No .....

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

.....  
.....  
..... (Name and Designation ). We have paid all the dues as per the Debit

Notes sent by you.

Signature : .....

Name : .....

Designation : .....

Exhibitors Company : .....

Date : .....

Please present this form in duplicate in your letter head to the Organisers Office for authorisation. Authorisation will be done in the Organisers Office from 4.00 p.m. on 11th to 4.00 p.m. on 13th June 2012.

The following documents are to be enclosed along with this form

- (1) Invoice / Delivery Challan
- (2) Packing List
- (3) **Weigh Bridge Certificates [i] Empty Load & [ii] with exhibits**

**To be brought by person while taking possession of stall  
Possession will be given only when all dues are cleared.**

Form 2

**FORMAT FOR EXIT PASS**

**(To be typed on the Exhibitor's Letter Head)  
 (Four copies to be brought)**

To,  
 The Convener,  
 ACMEE 2012,  
 Chennai.

**Important Note:**

- The Final Exit pass will be issued only if all the dues are cleared.
- Must be submitted in quadruplicate on company letter heads on or before 17th June 2012.
- Your requisition must be typed & duly completed as per the format given below.

Please allow us to take out the following items from Chennai Trade Centre, which were brought for display at

**"ACMEE 2012"**

<b>Sl.No:</b>	<b>Items</b>	<b>No. of Cases / Packing</b>
1.....		
2.....		
3.....		
4.....		
5.....		

**Name :** .....

**Designation :** .....

**Company :** .....

**Stall No/s :** .....

**Signature :** ..... **Date :** .....

**Note:**

Please note that early submission will help in smooth Exit from Chennai Trade Centre, Nandambakkam.  
 To be given at the Site Office of Organiser before 16 June 2012





**ACMEE 2012**  
 10<sup>th</sup> INTERNATIONAL MACHINE TOOLS EXHIBITION  
*... An Opportunity For Growth*  
**14 - 18 June 2012**  
**CHENNAI TRADE CENTRE, CHENNAI, INDIA**

**TITLE SPONSOR**



**PLATINUM SPONSORS**



**GOLD SPONSORS**



**SILVER SPONSORS**



**ACMEE 2012 - AIEMA TECHNOLOGY CENTRE**  
 1st Cross Road, Ambattur Industrial Estate, Chennai - 600 058.  
 Phone : +91-44-2625 8731, 2625 8619, Fax : 2652 0814  
 Email : info@acmee.in, aiemaatc@vsnl.com, booking@acmee.in  
**www.acmee.in**