



The 40th Asia-Pacific Academy of Ophthalmology Congress

2025

APA



In Conjunction with
The 83rd All India Ophthalmological Society Annual Conference



April 3-6, 2025

YASHOBHOO MI

India International
Convention & Expo Centre
(IICC), New Delhi, India



**EXHIBITOR
MANUAL**

Section A: Venue Information	
A1 Venue overview	Brief description of the venue, including its location, accessibility, and facilities.
A2 Conference Secretariat	Contact details for the secretariat handling the event, including email, phone numbers, and office hours.
A3 Freight Forwarding Services	Information on logistics support for shipping exhibits, customs clearance, and storage options.
A4 Official Show Contractor	Details about the designated contractor for booth construction and additional services.
A5 Venue Layout Overview	Summary and small map or diagram of the venue layout.
A6 Layout: Trade/Exhibition Area	Detailed diagram of the exhibition area with labeled booth numbers.
A7 Technical Specifications & Timeline: Exhibition Area	Specifications for booths, including height restrictions and power requirements, along with key deadlines.
A8 Exhibition Booth (Shell Scheme Booth Prospective)	Details on the standard shell scheme booth package, including dimensions and included items.
A9 Access to Loading/Unloading Areas	Guidelines for using loading/unloading zones and timings for move-in/move-out.
A10 Additional Orders	Procedures for Requesting additional services, such as furniture or Internet access.
A11 General Cleaning	Overview of daily cleaning Schedules and options for Exhibitors requiring extra cleaning services.

Section B: On-site Operation	
B1 Time Schedule for On-site Operation	Timeline of key events and deadlines, from setup to breakdown.
B2 Demonstration of Heavy/Large Exhibits	Guidelines for demonstrations involving large or heavy exhibits, including safety protocols.
B3 Standard Shell Scheme Booth Fitting Regulations	Rules regarding modifications, decorations, and use of shell scheme booths.
B4 Booth Decoration	Specifications for booth design, including approved materials and height limits.
B5 Operation of Booths	Operating hours and staffing requirements for booths during the exhibition.
B6 Electrical Contractor and Installations	Details on electrical provisions and how to request additional installations.
B7 Removal of Exhibits	Instructions for dismantling booths and removing exhibits at the end of the event
B8 Security and Insurance	Security measures in place and recommendations for insurance coverage.

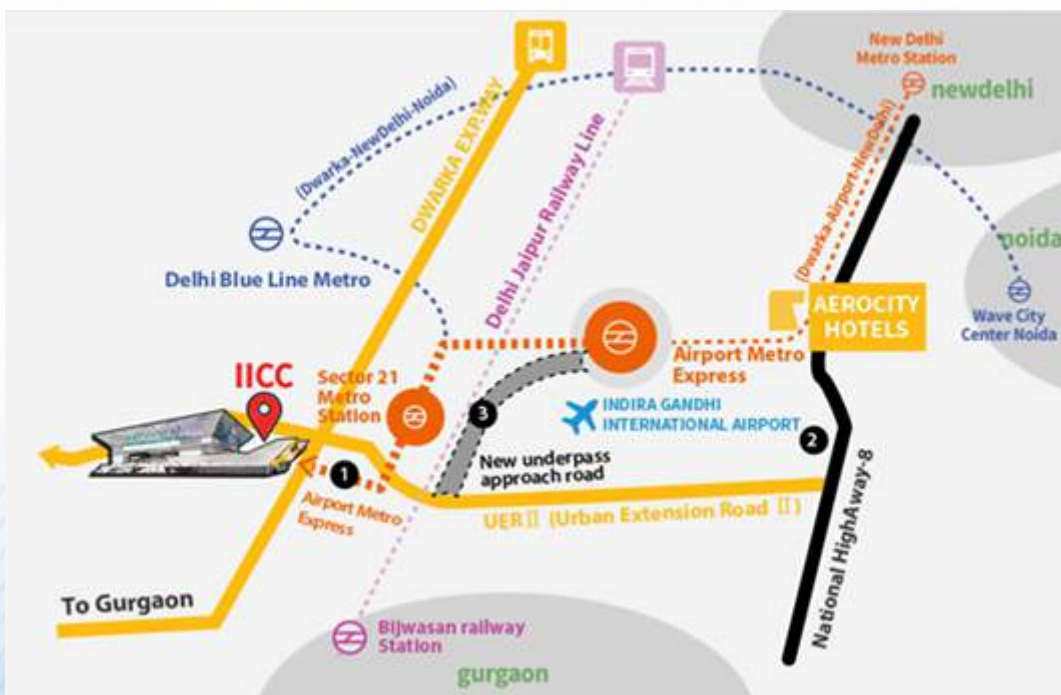
Section B: On-site Operation	
B9 Fire Precaution	Emergency procedures and fire safety measures.
B10 Storage & Waste Materials	Options for storage during the event and guidelines for waste disposal hours
B11 Dilapidation	Policy for handling damages to booths or the venue.
B12 Production Demonstrations & Presentation	Guidelines for conducting live demonstrations or presentations.
B13 Wet Labs	Special requirements and rules for wet lab setups, if applicable
B14 Governing Law	Regulations governing the event and participant compliance requirements.
B15 Dangerous Materials (e.g., Knife)	Protocols for bringing and handling hazardous materials.
B16 Laser	Rules and safety precautions for exhibits involving laser equipment.
B17 Animals	Requirements for exhibits involving live animals.
B18 Liability Risks and Insurance	Liability policies and mandatory insurance requirements for exhibitors.
B19 Photography and Videography	Rules regarding media coverage and permissions for taking photos or videos.
B20 Working Exhibit	Standards for ensuring safety and functionality of working exhibits.
B21 Waiver	Legal waivers required from exhibitors and attendees.
B22 Intellectual Property /Policies	Policies protecting intellectual property rights during the exhibition
B23 Cancellation of Exhibition	Steps and policies in the event of cancellation.
B24 Right to Privacy	Measures to protect personal data of attendees and exhibitors.
B25 Termination of Right to Exhibition	Conditions under which exhibition rights may be terminated.

Appendices	
Form 1: Exhibitor Indemnity	
Form 2: Shell Scheme Fascia Request Form	
Form 3: Additional Furniture Order Form	
Form 4: Electrical Requirements Submission Form	
Form 5: Audio-Visual Equipment Request Form	
Form 6: Contractor and Indemnity	

Section A: Venue Information

A1 Venue overview

YASHOBHOOMI (India International Convention & Expo Centre)
SECTOR 25, DWARKA, NEW DELHI - 110061, INDIA



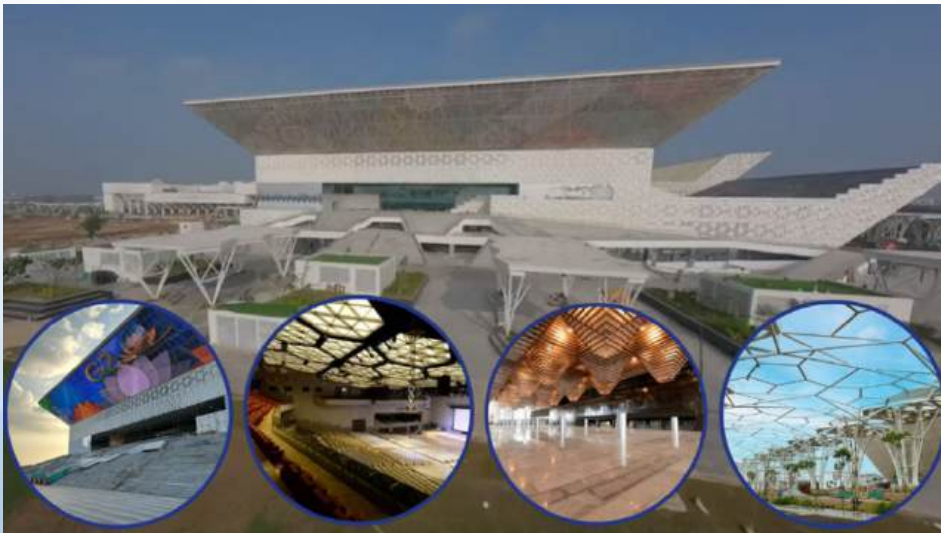
From New Delhi Railway Station: 25 km / 45 min
From Indira Gandhi International Airport: 10 km / 20 min

Green Practices

In support of sustainability, our Congress will implement green measures, including minimizing printed materials, as well as using linen materials and refillable water bottles.

Our chosen venue, Yashobhoomi, is known for its environmentally friendly features:

- Indian Green Building Campus (IGBC) Platinum Certification for the entire campus
- A sustainable architecture design
- More than 20% energy saving by green building design
- Renewable energy - rooftop solar photovoltaic panel for 5% solar energy generation of connected load
- Rainwater harvesting system for the entire campus
- Pneumatic solid waste management for the entire campus
- District cooling (central air conditioning) for the entire campus
- 40% dedicated Green & Open Spaces
- Emission-free transportation modes
- Recycling & re-use of water





A2 Conference Secretariat

Dr. Lalit Verma

Congress President

lalitretina@gmail.com

Dr. Santosh G. Honavar

Organising Secretary

secretary@aios.org

AIOS Headquarters, 8A, Karkardooma Institutional Area,
Near DSSB Building, Manglam Road, Karkardooma, Delhi-110092

Mr Kripal Rana

Executive Director, Kripal@aios.org | +91-9811350896

Mobile: +91 9848304001 Email ID: aiostrade@aios.org | aiosoffice@aios.org

Asia-Pacific Academy of Ophthalmology

Ms Cynthia Wong

Congress Manager

Ms Ada Lau

Assistant Event & Marketing Manager

The Department of Ophthalmology and Visual Sciences

The Chinese University of Hong Kong 4/F, Hong Kong Eye Hospital 147K Argyle Street,

Kowloon, Hong Kong Tel: +852 3943 5827 Fax: +852 2715 9490 Email: exhibition@apaophth.org

A3 Freight Forwarding Services

VISA APPLICATION

Should you require to apply for India Visa

Website: <https://2025.apaophth.org/visa-information/>



ROGERS
WORLDWIDE

R.E. ROGERS INDIA

R E ROGERS INDIA PVT LTD.

Building, Pocket H, Sarita Vihar

New Delhi, Delhi 110044

Web: <https://rogersworldwideindia.com/>

Contacts: - In case you are planning to send any materials from outside India, you may reach out to the Official Freight Forwarder.

Mr. Anand Bisht

Mobile: +91 8750398816

Email: anand@rogersworldwideindia.com

Mr. Sushil Upadhyay

Mobile: +91 9818451472

Email: Sushil@rogersworldwideindia.com



A4 Official Show Contractor

PARAS ART STUDIO

A 25/7 Middle Circle, Connaught Place,
New Delhi 110001
Web: www.parasartstudio.com

Contact: - For Electrical Orders and Additional Furniture

Name: **Ms. Akansha Chauhan**
Designation: (Manager - Client Servicing - Exhibition)
Mob: +91 9520488765
Email: akansha@parasartstudio.com

Name: **Ms. Kajal Sharma**
Designation: (Manager - Client Servicing - Exhibition)
Mob: +91 9993433570
Email: kajal@parasartstudio.com

Contact: - For Raw Space Exhibitors Requiring Customized Stands and Pavilion Solutions

Name: **Mr. Divy Banga**
Designation: (Client Servicing - Exhibition)
Mob: +91 7240320390
Email: divy@parasartstudio.com

Contact: - For any Information on Exhibition Area and Venue

Name: **Mr. Balbeer Singh**
Designation: (Project - Manager)
Mob: +91 9873885596
Email: balbeer@parasartstudio.com

PARAS ART STUDIO's responsibilities cover all shell scheme construction, custom-built booths, rental of furniture, electrical fitting installation, plumbing services, A/V equipment rental, water & drainage & temporary staff services in the exhibition hall / exhibition booths.



Rules And Regulations

A) Introduction

These rules and regulations governing the **APAO Congress** are an integral part of the contract for exhibit space. The overriding principle contained in this manual is equality for all. The following regulations have been designed particularly for the **APAO Congress**. Should you have any questions in connection with the rules and regulations, please contact the Congress Secretariat:

Asia-Pacific Academy of Ophthalmology:

c/o Department of Ophthalmology & Visual Sciences, The Chinese University of Hong Kong

Tel: (852) 3943-5827

Fax: (852) 2715-9490

E-mail: secretariat@apaophth.org

Address: 4/F, Hong Kong Eye Hospital, 147K Argyle Street, Kowloon, Hong Kong

Exhibitors must comply with the rules and regulations of the exhibition. The Organizer/Event Secretariat reserves the right to require the exhibitor to modify the exhibit(s) if exhibitors or exhibits are found violating the exhibition rules and regulations, either before the show or on-site. If any disagreement arises between exhibitors and the show management, the show management should override. All the necessary changes are to be made at the exhibitor's expense and are subject to approval of the Organizer/Event Secretariat.

The **APAO Congress** reserves the right to amend the rules and regulations at any time and written notice to the exhibitors will be given accordingly. The original rules and regulations, as well as the amendments, will be equally binding to all parties affected in the exhibition.

B) Definitions

In these regulations, the following words and expressions shall (unless otherwise specified) have the following meanings:

Applicant :- The sole proprietorship, partnership or limited company whose details are specified in the Application Form

Application Form : The application form for the Applicant to apply for the right to exhibit at the Exhibition.

Associates : (a) any employees, contractors, subcontractors, representatives, or agents of the Exhibitor or its Associates, and (b) in relation to an individual Exhibitor means any relatives of the Exhibitor and any company of which the Exhibitor or its relative is a shareholder or director; and in relation to a corporate Exhibitor means any shareholders or directors of the Exhibitor and any relatives of such shareholders or directors and any company of which the Exhibitor or its shareholders or directors or any of their relatives is a shareholder or director

Complainant: The Exhibitor filing a complaint to the Organizer in respect to an infringement of intellectual property rights at the Exhibition

Exhibition: The exhibition to be known as the 40th Asia-Pacific Academy of Ophthalmology Congress (40th APAO Congress) which will be organized by the Organizer at the Exhibition Venue during the Exhibition Period

Exhibition Period: The period from April 3-6 2025

Exhibitor: The relevant Applicant whose application to exhibit at the Exhibition has been accepted by the Organizer in writing, Organizer Asia-Pacific Academy of Ophthalmology

Products : Any goods, products, items, samples, or exhibits displayed by the Exhibitor at the Exhibition

Regulations : The provisions contained in these Exhibition Rules & Regulations

Space: The area within the Exhibition Venues where the Exhibition will be conducted.

Stand: The area within the Space designated to the Exhibitor for the purpose of exhibiting and promoting its Products. This may include the structure and partitioning of the booth as the case may be, but for the avoidance of doubt shall exclude any areas in front of the booth

Package Sponsors: Companies that have pledged Double Diamond Sponsorship Package, Diamond Sponsorship Package, Platinum Sponsorship Package, Gold Sponsorship Package, Silver Sponsorship Package and Bronze Sponsorship Package.

C) Confirmation Of Acceptance

- The Exhibitor acknowledges that by accepting the Confirmation of Acceptance, it has agreed and undertaken to comply with all its obligations under the Regulations and any other additional rules and regulations prescribed by the Organizer.
- Notwithstanding payment or acceptance of the Participation Fee or part thereof does not create, whether expressed or implied, any right on the part of the Applicant or any obligation or liability to perform any function or duty on the part of the Organizer.
- The Organizer has the sole and absolute discretion to accept or reject, without giving any reason or explanation, the Exhibitor to participate in the Exhibition.
- Where the Applicant/Exhibitor is a business entity or a corporation, the Organizer may at any time require the Applicant/Exhibitor to produce copies or certified copies of the Applicant's/Exhibitor's certificate of incorporation, business registration certificate and/or any other company registration documents.



Important Information for Booth and Pavilion Exhibitors/Contractors

1. It is mandatory for exhibitors to make 100% payment to get an NOC (No Objection Certificate) from AIOS Secretariat before moving in.
2. It is mandatory for exhibitors to get their designs approved by the Official Contractor.
3. It is mandatory for the exhibitors' contractors to follow the buildup time schedule for

Exhibition Booths – Setup Starting from, 31st March 2025, 1000hrs onwards and all setup to be completed by 2nd April 2025, 1400hrs.

1. It is mandatory for exhibitors to order their power requirement during the buildup time (if required) and during show days to the Official Contractor by 03/05/2025.
2. Height limit of the booths needs to be strictly followed as per mentioned below.

Important Information for Pavilion / Raw Space Exhibition Booth Contractors

1. Submit a copy of Stand design Approval to be Approved by Official Show Contractor team before 15th March 2025 at the email addresses below:

- Mr. Balbeer Singh: balbeer@parasartstudio.com
- Ms. Akansha Chauhan: akansha@parasartstudio.com

Submit Following Forms Filled (to be filed and submitted by all exhibitors who have opted for pre-fabricated structures or Raw Space)

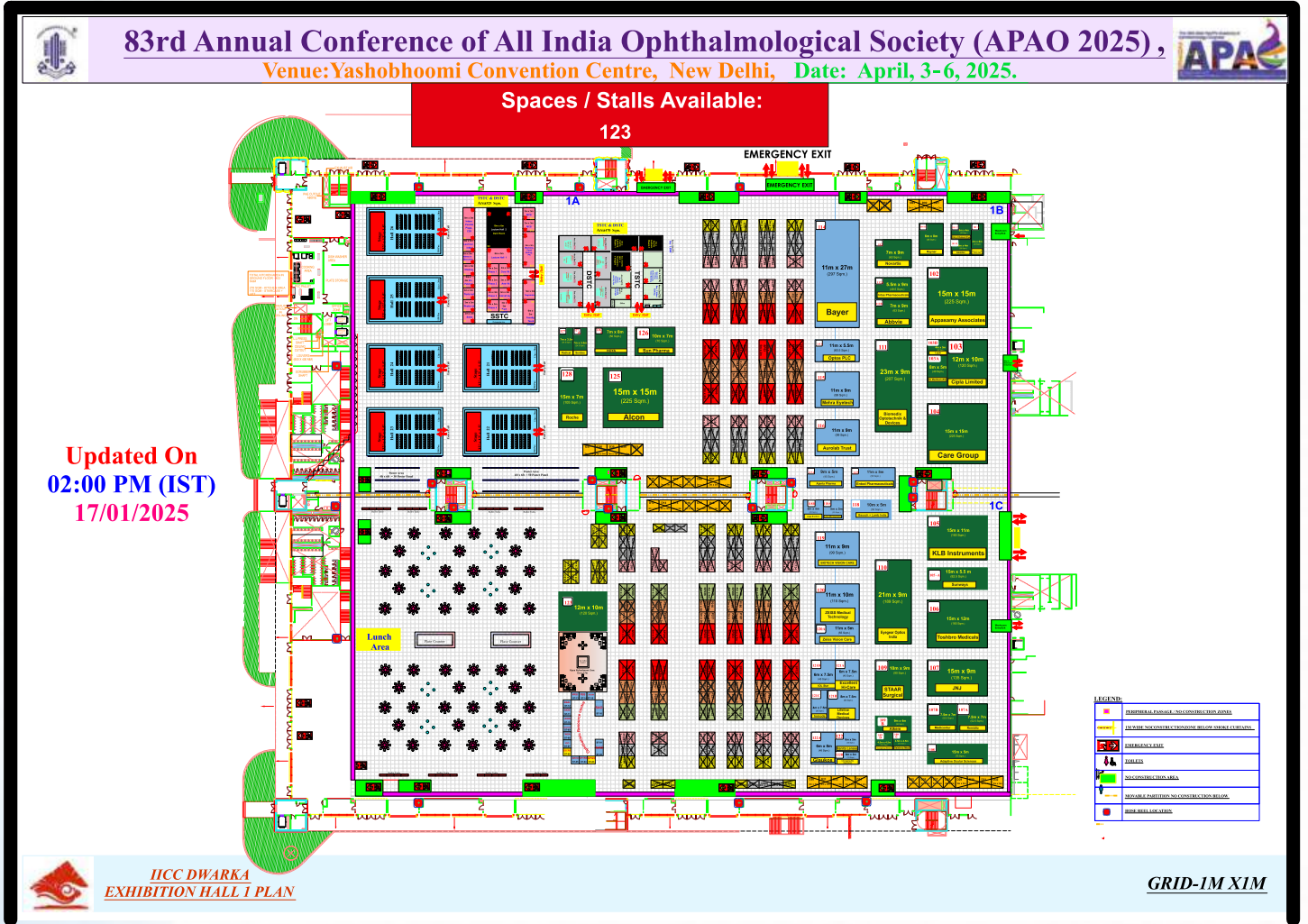
- Form 1 - Shell Scheme Fascia Form
- Form 2 - Additional Furniture Form
- Form 3 - additional Electrical Requirements Form
- Form 4 - Audio-Visual Requirements Form

Any stand construction above the details can be found on next page and P.14 will strictly not be allowed and will be rectified by Official Contractor of APAO 2025 as they find correct.

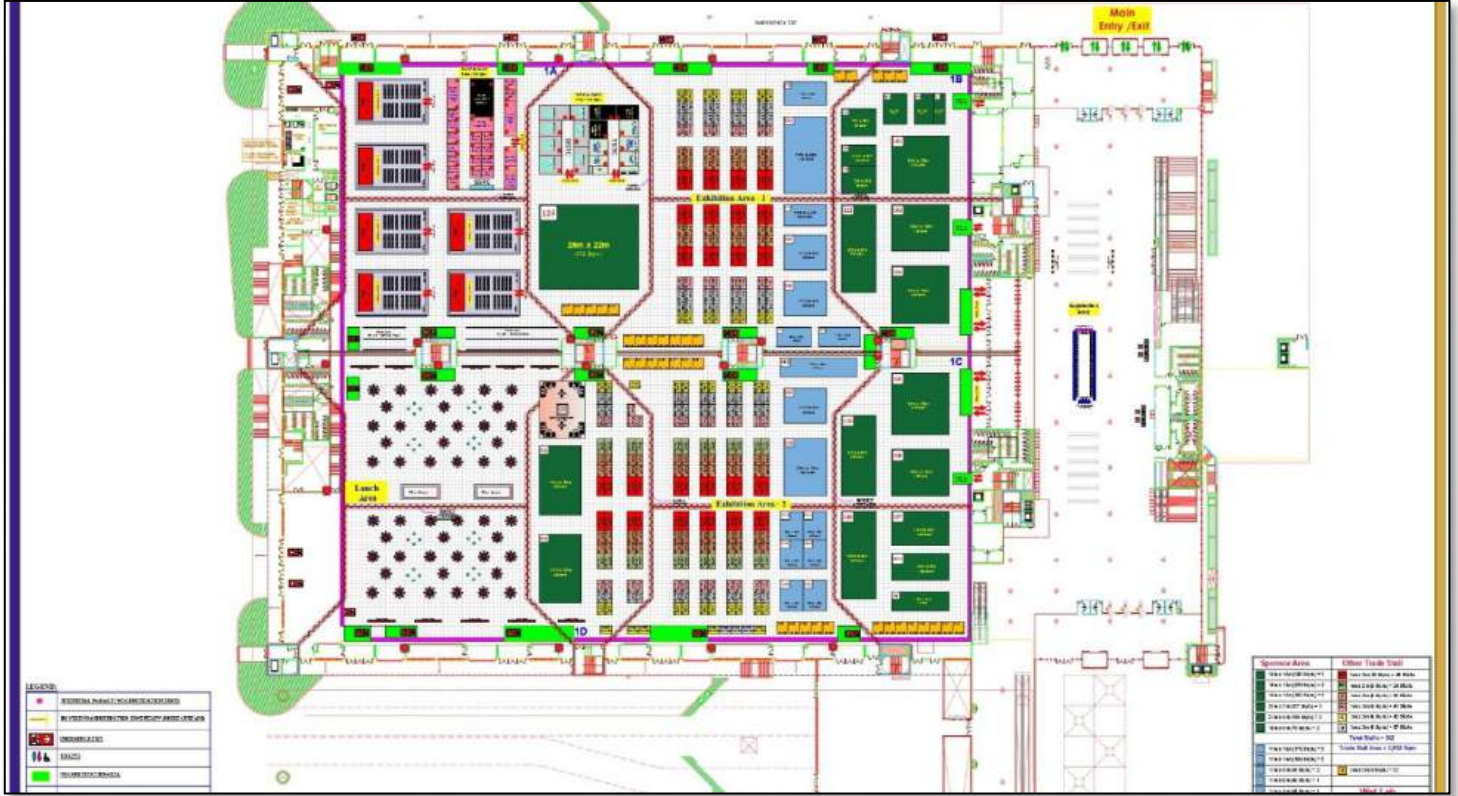
Important Information for Raw Space Exhibitors/Contractors

1. Any damage to the venue, structures, shell scheme stalls and / or the disposal of booth construction waste left on-site after the event and any breach of the organizers / venue's regulations may incur a penalty on the exhibitor or contractor.
2. It is the individual booth contractor's responsibility to remove all packing and waste materials from the exhibition hall during both move-in and move-out. Garbage and waste materials from decoration work must not be discarded into the aisles and must be cleared. All materials used must be removed during move-out and this must be done safely (no pushing over high pieces of booths, no smashing of glass panels etc.)
3. The Organizing Committee reserves the right to deduct an actual and appropriate amount for damages to the structures, made by the exhibitors or their design and handling agencies. This is to ensure all the rules and regulations are abided by and to cover any damage arising directly or indirectly from infringement.
4. It is mandatory for operators of raw space stands to submit orders of electrical load requirement to the Official Contractor.
5. Power charges, including connection charges, would be **INR 9000 / USD equivalent** per KVA and they shall be collected by **the Official Show Contractor** from raw space exhibitors.

convention center layout

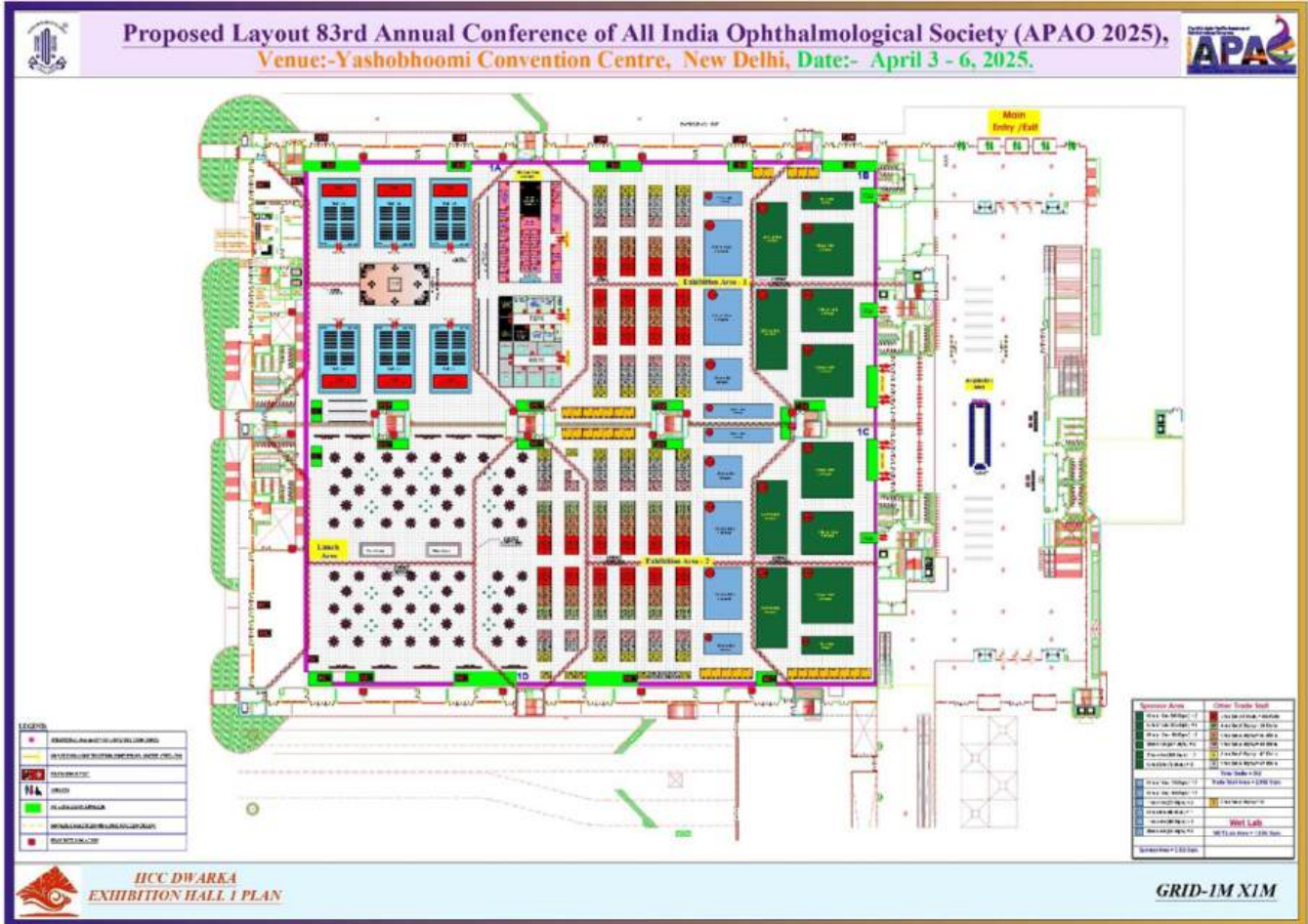


A5 Venue Layout Overview



A6 Layout: Trade/Exhibition Area

Note : The Organizing Committee reserves the right to change/modify the layout



A7 Technical Specifications & Timeline: Exhibition Area

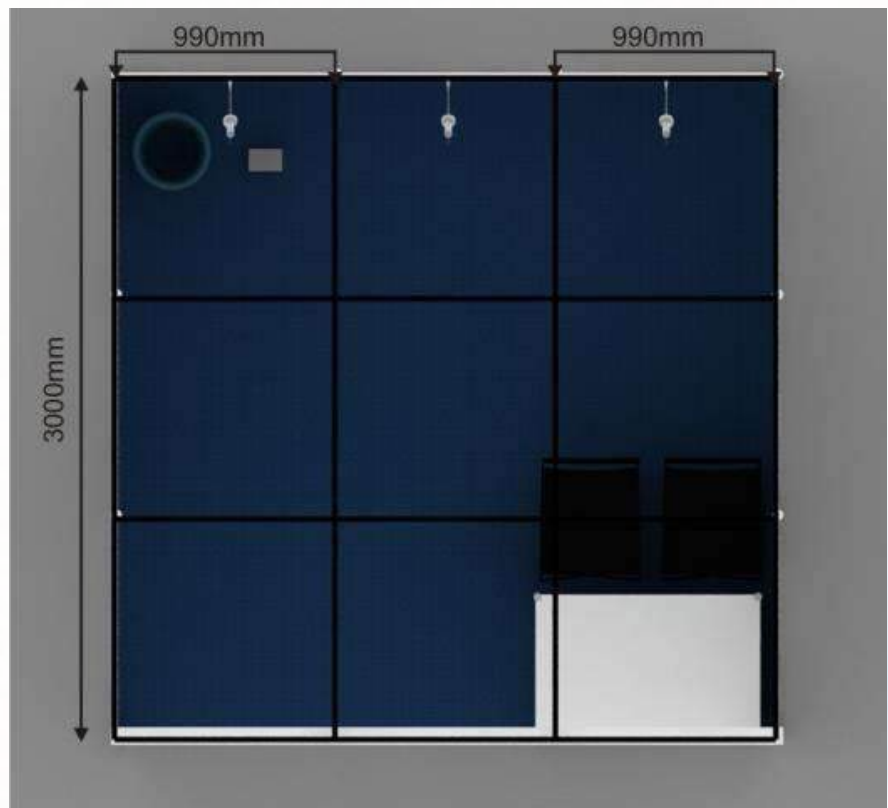
Exhibition Area	Exhibition Hall 1
Maximum Allowance Height	6m
Maximum Height of Common Wall/Sharing Wall/Back Wall	3m
Floor Loading	N.A.
Exhibition Hall Flooring	PCC Floor
Loading Gate (W x H)	5m x 5m
Air-conditioning of the Hall	Centralized Existing Air Conditioned Hall
Setup Dates and Time	31st March 2025 from 1000 hrs onwards
Completion of Work	2nd April 2025 before 1400 hrs

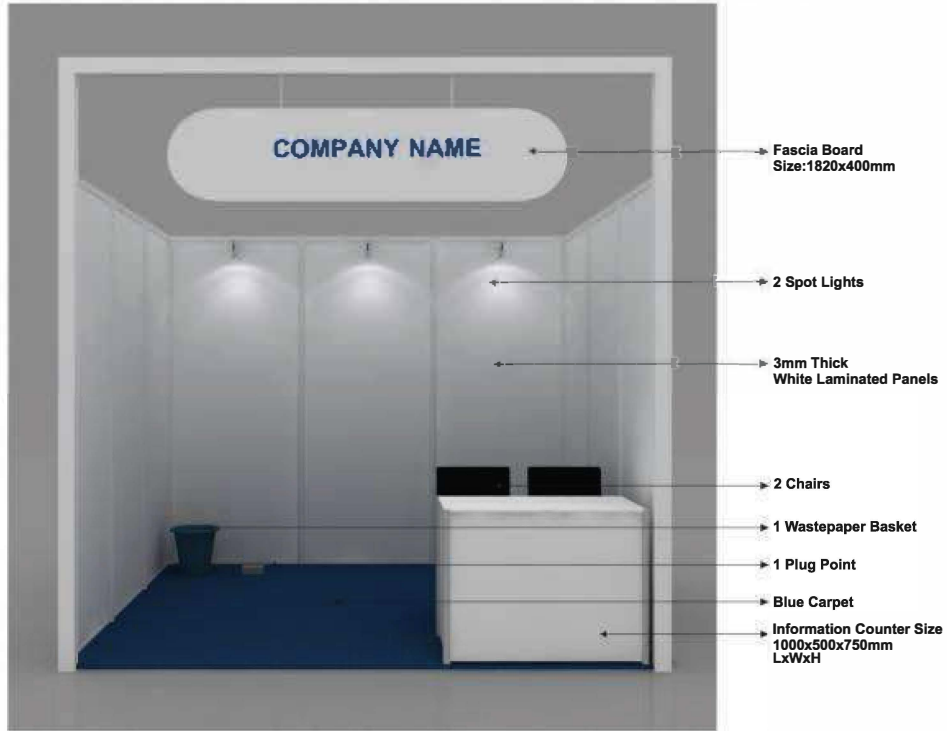
Note: No work allowed after 2nd April 2025, 1400 hrs onwards



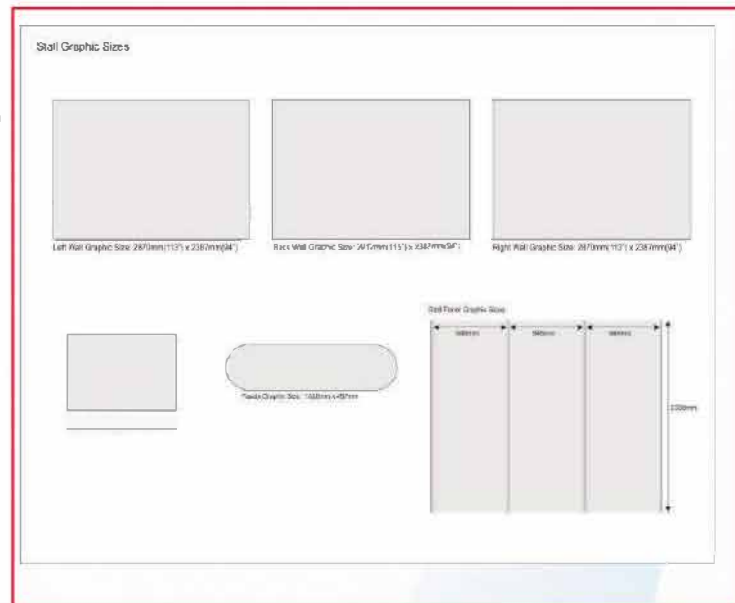
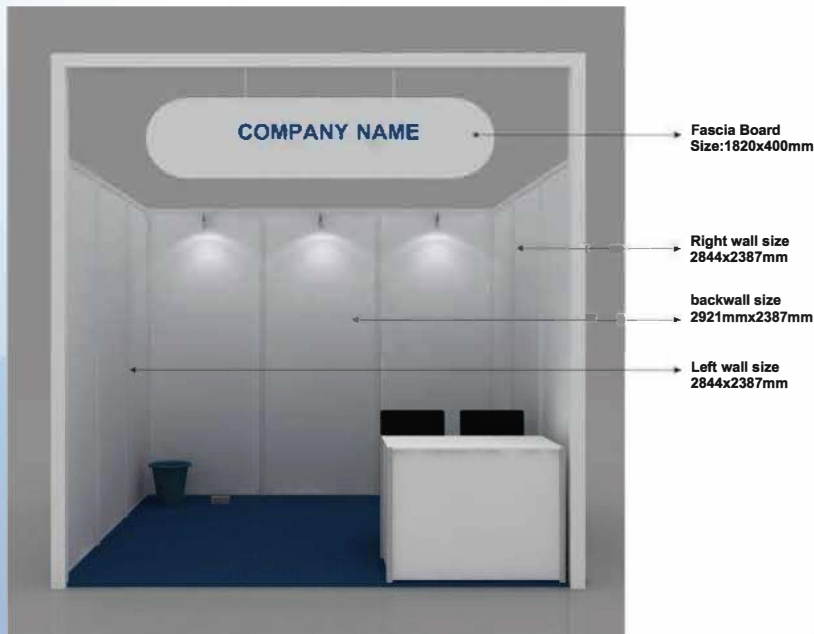
A8 Exhibition Booth (Shell Scheme Booth Prospective)

3m x 3m Standard Shell Scheme Booth



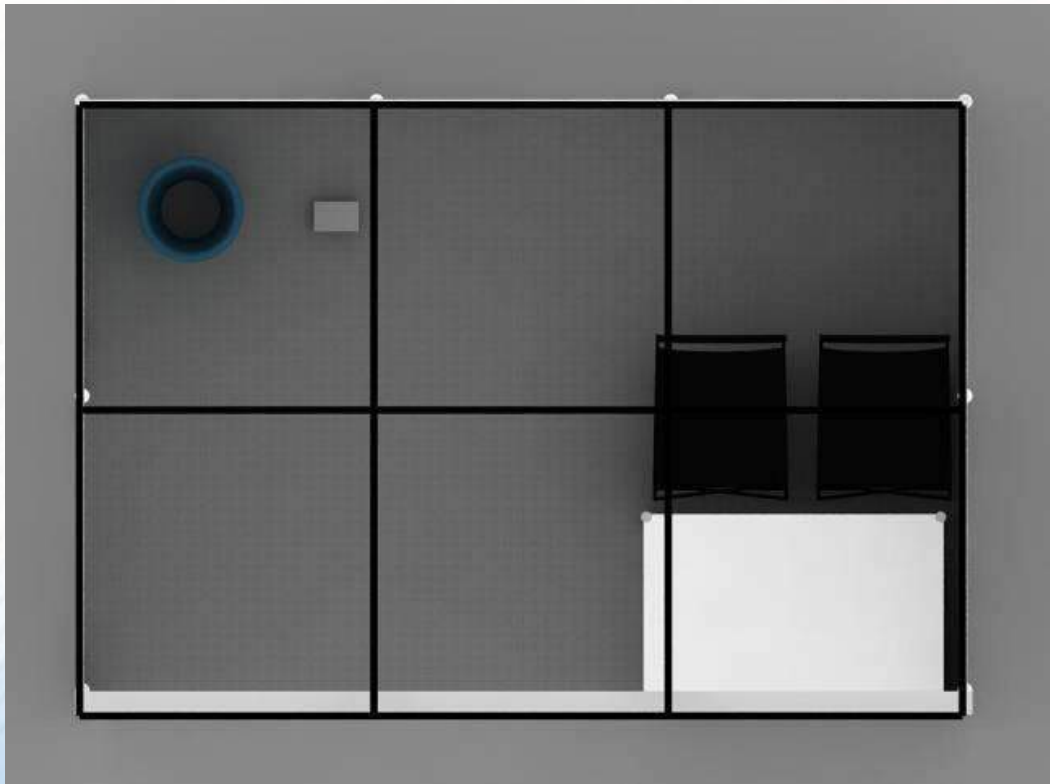
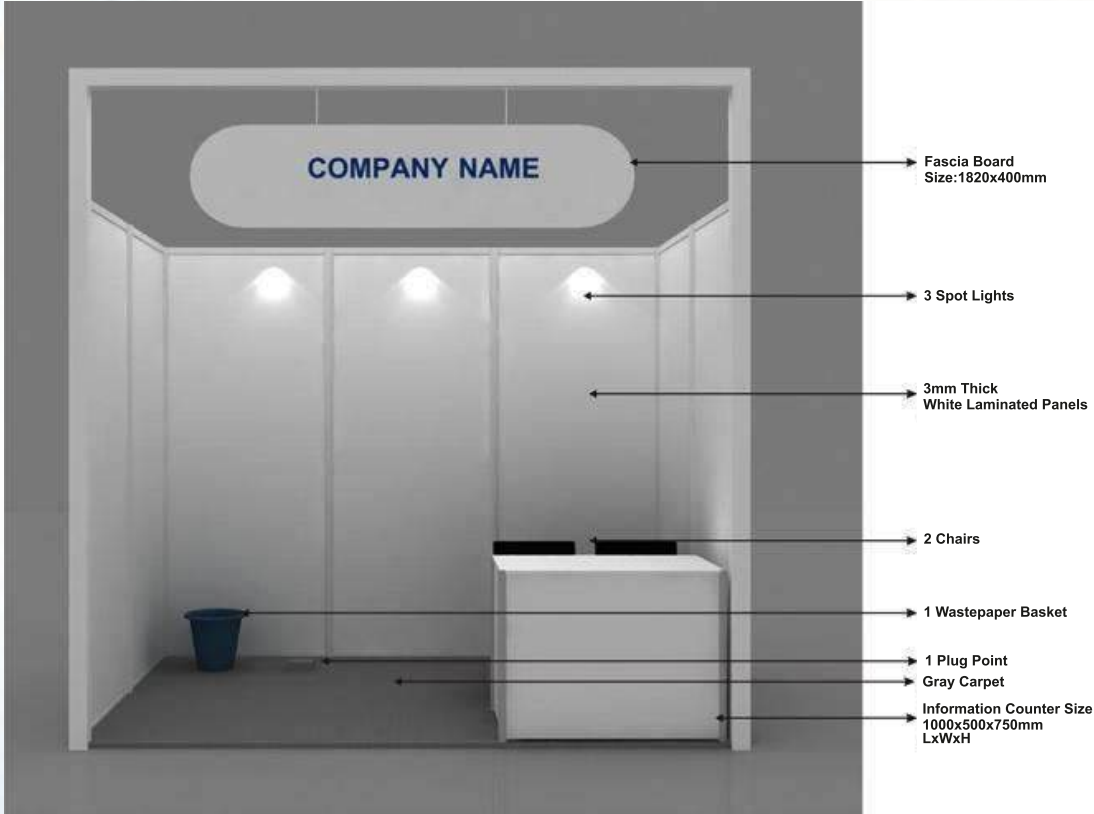


3m x 3m Standard Shell Scheme (Graphic Sizes)

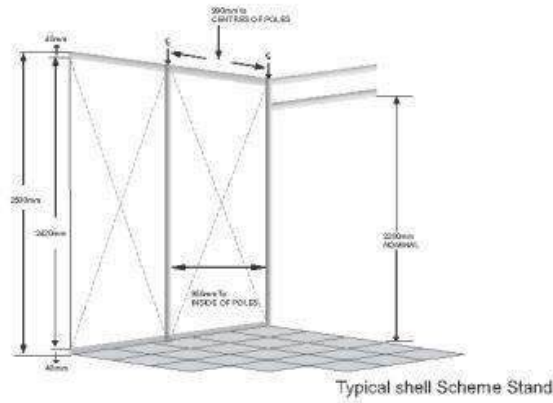
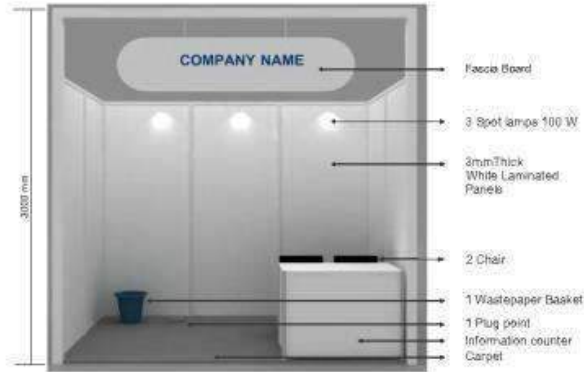
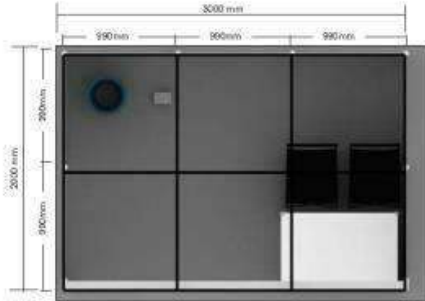




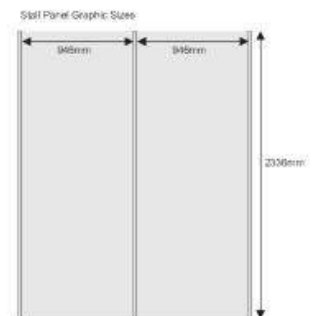
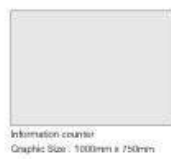
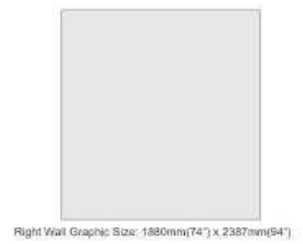
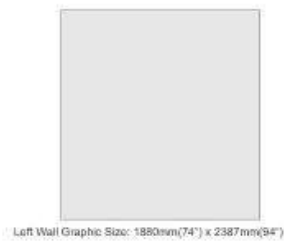
3m x 2m Standard Shell Scheme Booth Package & Graphics Sizes



3m x 2m Standard Shell Scheme Booth Package & Graphics Sizes



Stall Graphic Sizes





A9 Access to Loading/Unloading Areas

ACCESS TO VENUE LOADING / UNLOADING AREA

Access to the venue unloading area during the buildup and dismantling periods is from the Venue Service Gate only. The should be strictly followed by the exhibitors' appointed contractors.

All exhibitors' appointed contractors are required to:

- Bring along the Appointed Contractor Acknowledgment Letter issued by the Official Contractor.
- Bring along the Delivery Challan (i.e. delivery receipt) to be used as an entry pass to the event venue.
- No Objection Certificate from the AIOS Secretariat.

Please note NOC will be issued only upon 100% payment and design approvals from the Official Contractor.

All booth contractors are required to submit the Delivery Challan (i.e. delivery receipt) clearly stating the list of equipment that will be brought into the hall during the construction and dismantling periods at the Venue Service Gate.

It is the responsibility of the exhibitors and their appointed contractors to ensure that their workmen do not enter other exhibitors' stands and other areas of the venue.

A10 Additional Orders

1. Additional Furniture Form (Form 2)
2. Additional Electrical Requirements Form (Form 3)
3. Audio-Visual Requirements Form (Form 4)

These items can be hired from the Official Show Contractor. Please place your order by completing the respective forms and returning these to the Official Contractor appointed by the Organizer by the various deadlines stated on the forms.

PLEASE NOTE

For any additional order on-site, you can only order directly with the Official Contractor PARAS ART STUDIO.

A11 General Cleaning

General cleaning of the exhibition hall will be provided by the official contractor who will also arrange for all shell scheme booths to be cleaned PRIOR TO THE OPENING OF THE EXHIBITION and daily thereafter, but it is the responsibility of the exhibitor to maintain his booth in a clean condition at all times.

During the build-up and breakdown days of the exhibition, the aisle of the hall must not be obstructed with packing, construction materials, or debris. Contractors building space only booths or booth interiors are responsible for removing their own building waste and off-cuts from the site at the end of each day. Painting and sawing can only be carried out in a certain designated area outside the Exhibition Hall.

At the end of exhibition, contractors must remove from the site all the materials. Should they fail to do so, the monies of their performance bond will be used to pay for such removal by the Official Cleaning Contractor.

The Organizer reserves the right to charge the seller concerned for the removal of excessive waste (booth construction debris, crates/pallets, cartons, packing materials or literature).

Section B: On-site Operation

B1 Time Schedule for On-site Operation

Build-up Period	Date / Day	Time
Moving-in of Official Contractor on-site - Floor Marking - Construction of Shell Scheme Booths	31 st March 2025	0800 hrs onwards
Moving-in of Special Design/ Raw Space / Interior Decoration & Other Contractors	31 st March 2025	1200 hrs onwards
Raw Space Exhibition Booths Build-up Time	31 st March 2025 to 2 nd April 2025	Setup: 0800 to 2330 hrs
Moving-in of Shell Scheme Exhibitors for Booth Setup and Booth Decoration	2 nd April 2025	Setup: 0800 to 1400 hrs
Completion of all displays & exhibits (No works allowed after)	2 nd April 2025	1400 hrs
Exhibition Days	Date	Time
Exhibition halls open to Exhibitors	2 nd – 5 th April 2025	7:30 Hrs
Exhibition halls open to Delegates	3 rd – 5 th April 2025	8:00 Hrs
Exhibition halls close		18:00 Hrs
Collection of exhibitor passes	1 st April 2025 2 nd April 2025 3 rd April 2025	10:00 Hrs – 17:30 Hrs 7:30 Hrs – 18:00 Hrs 7:30 Hrs – 18:00 Hrs

Special Design Booths Exhibitors are advised to check with their appointed booth contractors on the date and time that their booths will be ready for moving-in of exhibits.

The penalty charges are up to INR 50,000/ USD 588\$ / booth beyond the working time limits.

No Work Allowed after 2330 hrs during the setup dates.

Tear-Down Period	Date /Days	Time
Removal of light and/or hand-carry exhibits and personal property	6 th April 2025	14:00 Hrs - 16:00 Hrs
Dismantling of booth fittings and electrical installations Removal of heavy exhibits (requiring mechanical handling of equipment)	6 th April 2025	16:00 Hrs - 23:00 Hrs

Please Note:

Overtime work is not allowed unless with permission from the Official Show Contractor

Contractors / exhibitors are required to clear their booth space, including the removal of all exhibits and debris, before 7th April 2025, 0800 hrs.

Section B: On-site Operation

B2 Demonstration of Heavy/Large Exhibits

An exhibitor intending to demonstrate equipment in its booth:-

- a) Must provide the Official Show Contractor with full details (type of machinery, dimensions and weight requirements).
- b) Must give proper consideration to the conditions under which the equipment will be demonstrated. Precautions must be taken for protection of the public, and legible signs displaying "**DO NOT TOUCH**" must be placed on any working exhibit to warn Visitors to stay a safe distance.
- c) Must cause no annoyance to visitors or other exhibitors. Where a high level of noise or other objectionable factors are involved, demonstrations may only take place at timing(s) stipulated by the Organizer, who reserves the right to disallow a demonstration at any time.
- d) Must not bring in or use at the exhibition site dangerous and hazardous goods and equipment such as poisonous gas, fuel, kerosene, noxious materials, inflammables, and equipment using such inflammable materials as gas stoves, kerosene stoves and electric stoves without the prior written consent of the Organizer. Even if consent is given, it will be subject to adequate precautionary measures being taken.
- e) Must not carry out any fire hazardous operation work.
- f) Must keep their booths clean. Precautionary measures must be taken to prevent leakage of cutting fluid lubricant and oil or any staining. The Organizer reserves the right to charge the cost of cleaning the stains to the Exhibitor.

B3 Standard Shell Scheme Booth Fitting Regulations

When planning the interior design of your booth, please take into account the following regulations:-

- a) No painting may be applied to existing panels.
- b) Screwing, stapling, drilling or nailing on any of the aluminum frames and existing panels of the standard shell scheme are not allowed, in default whereof the exhibitor or contractor shall be liable for the total loss resulting therefrom.
- c) Exhibitor may apply single or double-sided tapes on the existing panel.
- d) No glue, scotch tape, self-adhesive paper, screw, nail, spike, pin or paint may be used on floors, walls, pillars, or any part of the Exhibition Hall.
- e) In order to keep the place clean and tidy, all the floors and pillars must be well covered with battens during the process of painting.
- f) Corner booths will be open on two sides only unless otherwise requested by the exhibitor and approved by the Organizer.
- g) Exhibitors are not allowed to use any other area other than their allotted area for any branding purpose.

B4 Booth Decoration (Special Design of Raw Space or Upgrading of Shell Scheme Booths)

Exhibitors having "Special Design" booths or who wish to enhance their standard shell scheme booth are advised to use the services of the Official Show Contractor appointed by the Organizer to undertake the job as this will facilitate convenient installation. Otherwise, exhibitors are required to obtain consent from the Organizer and the Official Contractor before any of their own contractors are commissioned to work on-site and are subject to the following rules and regulations. The Organizer reserves the right to reject any contractor and design they deem inappropriate.



- a) Exhibitors are to submit the name, address and contact details of the appointed contractor, as well as booth layout plan and design (plan & perspective view) in duplicate, to the Official Contractor no later than 15th March 2025 for approval. A copy of the drawings will be returned, authorizing the commencement of construction if the design is approved.

Failure to obtain written approval can result in costly alteration on-site such as when designs or installations contravene fire and safety regulations, exceed maximum allowable booth height and boundary of contracted space.

The booth located against the side wall of the hanger structure must not exceed the height limit of 3m for any elements.

- b) Booth structures should not exceed a height of 6m. Written approval must be obtained from the Official Contractor on all special design booths.
- c) Back walls of adjoining booths must not exceed a height of 3m unless the Official Contractor grants permission. Structures / exhibits (mounted or otherwise) between 2.4m & 3m in height must be approved by the organizers and placed at a minimum distance of 1.5 m from all sides within the booth.
- d) All partition walls should not exceed 50% of the booth length/width it is constructed on, unless the partitions are constructed against the actual walls of the hall, and not obstructing the products on display on the other side of it. The Official Contractor reserves the right to request the exhibitor to change, modify, lower or shorten any backwall and sidewall proposed if, in the opinion of the Organizer, such backwall or sidewall obstructs the reasonable exposure of any adjacent exhibition booths. Backwalls must be provided, except in the case of an island booth. Booths with adjoining neighbors should also be provided with the necessary sidewalls.
- e) The name and booth number of the exhibitors must be prominently displayed. If this is not observed, the Organizer / Official Contractor reserves the right to affix booth numbers (using mounted foam boards) as they consider fit and charge the cost incurred to the Appointed Contractor.
- f) A suitable floor covering, such as carpet, must be provided for all booths.
- g) Where a 'Special Design' booth is located adjacent to a 'Shell Scheme' booth, the wall of the 'Shell Scheme' booth is considered rented by that exhibitor and may not be utilized by the 'Special Design' booth.
- h) All exposed rear surfaces of designs and structures must be decorated unless it is against the actual walls of the Exhibition Hall.
- i) The shell scheme walls have white laminate finish. Hence, no nailing, stapling, drilling or painting to these walls is allowed. Panels can be affixed to these walls with the use of double sided/Velcro tapes or with brackets rented from the Official Contractor.
- j) No part of any structure may extend beyond the boundaries of the site allocated.
- k) Materials for construction or decoration of the booths shall have a minimum flame spread. Evidence and proof may be required for on-site inspection by the Fire Safety Bureau. All precautions must be taken by the contractor or the exhibitor against fire and to protect the public.
- l) Exhibitors and/or contractors must clear out items not for display purposes (e.g. containers, packing items) by 2nd April 2025 and remove all exhibits and decoration materials immediately after the exhibition period according to the schedule listed under B1. Exhibitors will have to pay the Official Contractor for the cost of removing such articles from their booth if they fail to do so.
- m) Neon or flashing lights/signs will not be permitted, unless it forms an integral part of an Exhibitor's product. Sequence- lit displays may be used subject to the Official Contractor approval and the rate of light change.
- n) No false ceiling will be approved, unless, the material used will allow water to flow freely (e.g. egg box or mesh netting). Approval from the Organizer and the Fire Safety Bureau must be obtained in writing, if a portion of a booth is to be covered for a video presentation.



- a) Exhibitors are reminded that it is the responsibility of their appointed booth fitting contractors to clean and vacuum the booth upon completion of construction, before handing over to the exhibitors.
- b) Contractors Access: The exhibitors' appointed contractors shall have to apply for badges to enter and work in the Exhibition Hall during the construction and dismantling periods.
- c) The Official Contractor reserves the right to reject any contractor and design it deems inappropriate. In the event of a dispute, the Organizer's decision will be final.

B5 Operation of Booths

- a) The booth must be staffed and operational at all times during show opening hours.
The exhibitor's staff must wear exhibitor badges issued by the Organizer for identification. The exhibitor shall be responsible for the good conduct of all its staff, agents or representatives.
- b) No business activity shall be conducted by the exhibitor and/or its staff outside its booth boundaries.
- c) No activity, which in the opinion of the Organizer, is tantamount to inconvenience or annoyance to the public or other exhibitors, shall be caused by exhibitors within the vicinity of the exhibition. Examples include the noise level of equipment demonstration and audio-visual presentations.
- d) No exhibitor may use air compressors or pressurized containers without prior approval of the Organizer and the Official Contractor.
- e) The weight of all exhibit items shall not exceed the floor loading limit.
- f) All precautions must be taken by the exhibitor against fire and to protect the public.
Exhibitors, who, because of the nature of their exhibits, require specific fire protection, must make arrangements, at their own cost, for the provision of such equipment.
- g) Without the special permission of the Organizer and the Official Contractor, no exhibits can be taken into the booth once the exhibition has been officially opened, nor removed from the booth before the close of the exhibition.
- h) No stage shows will be permitted unless with prior approval.
- i) Unauthorized photo/video shooting in the venue is not allowed.
- j) **IMPORTANT: No cash sale of exhibits is allowed in the Exhibition Hall.**
- k) Exhibitors are not allowed to distribute promotional materials outside their booths. This is to observe fairness to other exhibitors and to prevent inconvenience to visitors.
- l) Fire & Safety regulations require that no goods or packing materials may be stored in access areas behind or between booths. Exhibitors should design proper storage areas with adequate access within their own booth or approach the Official Freight Forwarder for storage.
- m) Each exhibitor is responsible for indemnifying the Organizer and its agents against liability to the owners of the exhibition premises, and public authority or department of the Government and each and every other exhibitor in respect of any action, cost, claim and demand of whatever nature consequential to any act or omission of the exhibitor, its staff or agents.
- n) The exhibitor shall be responsible for any damage caused to the structure, floor, walls, pillars and any part of the Exhibition Hall, the property of the Organizer, and any other exhibitor caused by its staff in transportation, removal of exhibits, refuse and/or decoration works

B6 Electrical Contractor and Installations

Electricity will be supplied through the Official Show Contractor only. The Official Contractor has been appointed to carry out all electrical work (wiring and connections, lighting, etc) on all booths (Shell Scheme/Package and Special Design) at the exhibition and all charges thereof shall be paid by the exhibitor. **For safety reasons, no other electrical contractor will be permitted to carry out electrical work onsite.**

- a) The number and type of additional electrical fittings and installations required must be indicated by the exhibitor on the Additional Electrical Requirements Form **(Form 3)**. A quotation will be submitted on receipt of this form for unscheduled fittings or installations.
- b) No electrical installation may be suspended from the roof of the Exhibition Hall or affixed to any part of the building structure. No fitting may project beyond the boundaries of the installations and must be adequately protected against excess current.
- c) Any design or plan of electrical installation must be submitted to the appointed Official Contractor before the indicated deadlines. No installation work shall be carried out without the written permission of the Organizer. The Organizer reserves the right to disconnect electricity supply to any exhibitor whose installations either violate the Organizer's regulations or is deemed dangerous or is likely to cause annoyance to visitors or other exhibitors.
- d) **NO MULTI-PLUGS ARE ALLOWED.** All sockets are for machine operation only and not for lighting. Lighting connections **MUST BE** ordered with the official contractor. For safety reasons, please use one socket for one machine only.

B7 Removal of Exhibits

a) During Show Days

- Exhibits will **NOT** be allowed to be taken out of the Exhibition Halls during the exhibition period.
- Removal or delivery of exhibition stores in or out of the exhibition hall is not permitted during the open hours of the exhibition. Such removal, delivery or replenishment of stock may only be carried out before opening hours in the morning or after closing time in the evening.

b) On Show Closure

Exhibitors shall only start the tear-down procedure from 1800 hrs on the last day of exhibition (6th April 2025). Please refer to item C1 for the allotted timings. Non-compliance to these official timings may incur additional charges on to the exhibitors if delay is caused to officially hand over the hall to the hall owner.

In order to reduce the possibility of theft, it is strongly recommended that at least one person remains in the booth to oversee the process of moving-out of your exhibits. While the Organizer will maintain security surveillance at all times, exhibitors are reminded that goods will be most at risk at this time and that booths should not be left unattended until all portable items have been removed and hired items and/or equipment collected by the appropriate suppliers.

At the close of the exhibition, in order to remove your goods smoothly, safely and easily, the following paperwork must be carried out:

B8 Security and Insurance

Every reasonable precaution will be taken by the Organizer to ensure the security and safety of the Exhibition Hall and adjacent areas and the contents thereof. However, the Organizer cannot be held responsible for any loss or damage which may befall the person or property of the exhibitors from any cause whatsoever.

While the Organizer is insured for public liability, it is the responsibility of the exhibitors to take up insurance cover in respect of

- a) Exhibits and contents of booth against loss and damage by theft, fire and any other natural calamities, or any cause whatsoever.
- b) Expenses incurred due to abandonment or postponement of the exhibition.
- c) Bodily injury or illness to their representative or agent, or visitors in their booth area.
- d) Any other liability due to the negligence, inadvertence or misbehavior of the Exhibitor and/or its workmen, staff, representatives or agents.

B9 Fire Precaution

Exhibitors, who because of the nature of their exhibits require specific fire protection, must make arrangements at their own cost for the provision of such equipment.

Any person, on seeing an outbreak of fire, however slight, must make immediate use of the fire alarm system, and subsequently make every endeavor to extinguish the outbreak or to confine it by the use of extinguishers and/or removal of goods in the vicinity.

B10 Storage & Waste Materials

For fire and safety regulations, exhibitors are not permitted to store their empty cartons or packing materials behind or between booths.

During the build-up and teardown periods, passageways in the exhibition hall must not be obstructed with packing materials, construction materials or debris

B11 Dilapidation

Exhibitors are responsible for the cost of making good or replacing any damage or dilapidation 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.

Exhibitors occupying Shell Scheme booths are also responsible for the cost of making good, restoring or renewing any damage or dilapidation to their Shell booth structures, floor covering, light fittings, and/or any part thereof, whether caused by themselves or their agents, contractors or by any 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 Contractor and charged to the exhibitor. The Organizer, together with the Official Contractor, will inspect the area before and after the exhibition.

B12 Production Demonstrations & Presentation

The Organizer/Event Secretariat appreciates that demonstrations and presentations form an integral part of the exhibition. Exhibitors, however, should exercise discretion when carrying out demonstrations and presentations, in consideration of other exhibitors.

- Loudspeakers/sound devices and/or image projection equipment are to be placed in such a way that sound/image is directed downwards and into the stand, and not towards or across the aisles. The operation of any sound device or image projector must not interfere with or be an annoyance to neighbouring stands. Sound levels recorded at adjacent or opposite stands should not exceed 85dB for all speech, music and sound effects.
- The Organizer/Event Secretariat may also require such demonstrations or presentations to be carried out in accordance with a timetable as laid out after consultation with the exhibitors involved.
- Exhibitors planning stage demonstrations or presentations must provide a reasonable space for the audience within the confines of the stand.

Sound Control (IMPORTANT)

Should an exhibitor exceed the maximum sound levels (85db), they will be requested by the Organizer/Event Secretariat to reduce the volume.

If this request is ignored, a member of the organizing team will be called to the stand and will issue the exhibitor with a written warning (in duplicate). Once in receipt of the written warning, a further breach of the regulations will result in power to the stand being turned off.

On any occasion after this, the stand electrical supply will be turned off for 24 hours from the time of the infringement without further reference.

Exhibitors must obtain all/any licenses, permits or approvals required from the relevant authorities for the demonstration of the exhibits/products. Exhibitors must ensure they are the rightful agent, distributor or dealers for the exhibits/products at their stands. The Organizer/Event Secretariat reserves the right to make the final decision on any disputes regarding the right to exhibit.

B13 Wet Labs

The YASHOBHOOMI permits the use of animal eyes for wet lab purposes, just to make sure the animal eyes are clean, and no blood is spilled. Exhibitors are requested to pack the waste properly in sealed containers before disposal and place it in the designated rubbish bin.

B14 Governing Law

The Conditions and Terms stipulated shall be governed by and construed in all respects in accordance with the laws of India.

15 Dangerous Materials (e.g., Knife)

- All substances (in any form or state) regarded as dangerous, toxic, explosive, hazardous or objectionable in nature are forbidden to be brought into the Exhibition Venues.
- The Organizer/Event Secretariat may also require such demonstrations or presentations to be carried out in accordance with a timetable as laid out after consultation with the exhibitors involved.
- Exhibitors planning stage demonstrations or presentations must provide a reasonable space for the audience within the confines of the stand.

B16 Laser

Exhibitors are required to submit a proposal and specifications of using any laser in the venue to the Organizer/Event Secretariat for approval. No such equipment is allowed in the venue without prior approval from the Organizer/Event Secretariat. Any potentially dangerous laser beams must be enclosed and terminate in a beam block sufficient for the wavelength and energy of the team.

B17 Animals

Unless otherwise stated, animals are not allowed to be used as a stand attraction, for performance or demonstration purposes at the exhibition.

B18 Liability Risks and Insurance

- The Organizer/Event Secretariat, its agents, representatives, contractors or employees shall not be liable in any way whatsoever in respect to any loss, injury or other damages (other than death or personal injury caused by the negligence of the Organizer/Event Secretariat or its employees) suffered by or caused to the Exhibitor or its Associates or the Products or other property of the Exhibitor, its Associates or its visitors.
- The Organizer/Event Secretariat shall not be responsible in any manner whatsoever for the consequences of any introduction or commercial transaction made during or as a result of the Exhibition.
- The Exhibition undertakes to indemnify and, at all times, hereafter to keep indemnified the Organizer/Event Secretariat, its agents, representatives and employees, on demand from and against all liabilities, actions, proceedings, claims, damages, costs and expenses they may suffer or incur by reason howsoever in relation to any agreement with the Exhibitor or its Associates or any breach of the Regulations by the Exhibitor or its Associates.
- The Exhibitor shall be responsible for effecting insurance which shall include, but not be limited to, its displays, exhibits and the Stand against loss or damage by theft, fire, public (including occupier's liability) and any other natural causes, and shall produce such policy of insurance to the Organizer/Event Secretariat upon request.
- The Exhibitor shall take out insurance policies to cover itself against all potential liabilities imposed by the Regulations as well as possible legal liability for negligence and shall produce such policy of insurance to the Organizer/Event Secretariat upon request. The Exhibitor is fully liable for any loss or damage caused by an act or omission of the Exhibitor and/or its Associates to any property of the Exhibition Venues, the other Exhibitors, the Organizer/Event Secretariat or the visitors to the Exhibition.
- All Products, materials, items or things of the Exhibitor or its Associates are brought to and removed from the Exhibition Venues at the sole risk of the Exhibitor and should be safeguarded by the Exhibitor at all times.
- The Exhibitor acknowledges and agrees that its participation in the Exhibition is solely at the Exhibitor's own risk.
- The Organizer/Event Secretariat reserves the right to exercise a general lien over any property the Exhibitor has in the Exhibition Venues in respect to all monies due to the Organizer/Event Secretariat (including claims for damages) howsoever in connection with the Exhibition.

B19 Photography and/or Videography

The Exhibitor must not, and must ensure its Associates do not, take any photographs or video recording or record any sound at the Exhibition without the prior written approval of the Organizer/Event Secretariat.

B20 Working Exhibit

- Moving machinery must be fitted with safety devices when the machines are in operation. These safety devices may be removed only when the machines are disconnected from the electrical power source. Working machines must be placed at a relatively safe distance from the audience.
- All pressure vessels or equipment under pressure must conform to the safety standards and regulations. Approval for its use is required. No motors, engines or power-driven machinery may be used without adequate protection against the risk of fire.
- Welding works, naked lights and lamps, open flame, temporary gas or naked, live electrical fittings, explosives, petrol, dangerous gases, radioactive materials, or highly flammable substances are strictly forbidden in the area.

B21 Waiver

The Waiver by the Organizer/Event Secretariat of any of the Regulations will not prevent the subsequent enforcement of such regulations and will not be deemed to act as a waiver in respect of any subsequent breach.

B22 Intellectual Property /Policies

1. The Exhibitor hereby represents and warrants to the Organizer/Event Secretariat that the Products do not infringe or breach in any way any right (including, but not limited to, intellectual property rights) of any person or entity and do not constitute a contravention of any applicable rule or law whether in the country of the Exhibition Venues or any other country.
2. The Exhibitor shall at all times, and without limit in point of time, indemnify and hold indemnified the Organizer/Event Secretariat in full on demand against all liability, loss, damages, costs, and expenses (including legal costs and expenses on a full indemnity basis) awarded against or incurred or paid by the Organizer/Event Secretariat as a result of or in connection with:
 - Breach of any warranty given by the Exhibitor; and
 - Any claim that the Products infringe, or their importation, use or resale infringes, the patent, copyright, design right, trademark or other intellectual property rights of any other person or entity.

B23 Cancellation of Exhibition

1. The Organizer reserves the right to change the plan, site character or the Exhibition Venues at any time. The Organizer may in its sole and absolute discretion make proportional allowance for the space allocated to the Exhibitor. If the affected Exhibitor does not agree with the relocation and wishes to withdraw from the exhibition, all payments will be refunded.
2. Exhibitors may cancel their participation in writing to the Organizer, applying the cancellation penalty as below:
Cancellation up to January 31, 2025: 25% penalty, 75% refund, minus GST
Cancellation up to February 28, 2025: 50% penalty, 50% refund, minus GST
Cancellation from March 1, 2025: 100% penalty, no refund

B24 Right to Privacy

The Exhibitor is to conduct itself in a courteous manner and respect the rights of all other Exhibitors and visitors to the Exhibition. The Exhibitor and its Associates are prohibited from entering into the Stands of other Exhibitors unless expressly invited to do so.



B25 Termination of Right to Exhibition

The Organizer shall have the right to terminate at any time without notice the right of the Exhibitor to exhibit in the Exhibition and to immediately take possession of the Stand at the Exhibitor's expense in any of the following Circumstances: If the Exhibitor or any of its Associates commits a breach (whether capable of remedy or not) of any of the Regulations or any additional rules and regulations prescribed by the Organizer; or If the Exhibitor, being a body corporate, enters into liquidation whether compulsory or voluntarily or compounds with its creditors or has a receiver appointed over all or any part of its assets or takes or suffers any similar action in consequence of debt; or If the Exhibitor, being a sole proprietorship or partnership becomes, or one of its members becomes, bankrupt or insolvent or enters into any arrangements with its creditors or takes or suffers any similar action in consequence of debt; or If the Exhibitor conducts any activity which, in the sole opinion of the Organizer, does not conform to the nature and purpose of the Exhibition, or interferes with the rights of other Exhibitors.

The Exhibitor shall have no claim for refund of the Participation Fee (or any part thereof) or any other claim against the Organizer in the event that its right to exhibit in the Exhibition is terminated.



FORM 1 – EXHIBITOR INDEMNITY

Deadline: February 15, 2025

Name of Exhibiting Company:		Booth No.:
Address:		
Country:		
Tel (include country & area codes):	Fax (include country & area codes):	E-mail:
		Website:
Name of Authorized Person:		Signature & Date:

The Organizers shall not undertake any responsibility or liability whatsoever for damages to exhibits by loss, damage, theft, water, storms, strikes, riots, or any other cause whatsoever and it shall be a pre-condition of this Agreement that the Exhibitor arrange their own insurance of the exhibit to cover loss or damage by any of the abovementioned means. The Organizer shall also be entitled but not obliged to inspect such policies prior to the Exhibitor entering the Exhibition.

The Exhibitor will be liable for any damages to the venue in which they exhibit and shall not damage, paint or otherwise alter any floors, walls, or other fabrics.

Authorized By: _____

Signature: _____

Date: _____

Return Form To:
APAO Secretariat
Email: exhibition@apaophth.org
Attn: Ms Ada Lau



Deadline: 15th March 2025

SHELL SCHEME FASCIA FORM

This form must be completed and returned by every exhibitor. If service is not required, please endorse 'NOT APPLICABLE' and return/email to the address above.

PLEASE TYPE/WRITE IN BLOCK LETTERS.

Company Name: **Booth No**

Address: **Date:**.....

.....

Tel: **Email:**

Authorized by (Signature):

.....

Please enter below the exhibitor name, which you require, on the fascia. This will be provided in block letters, standard English alphabets (maximum 30 letters).

PLEASE TYPE/WRITE IN BLOCK LETTERS.

1.FASCIA NAME

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2.CUSTOMIZED FASCIA

A customized fascia can be ordered additional (at the exhibitor's expense). The ready to print file of size 72" (W) x 16" (H) can be sent for processing.

If you wish to have fascia customized, please send a sample with this Form, for quotation by the Official Shell Scheme contractor, PARAS ART STUDIO and tick the box below:

Please send us a quotation based on our attached logo (Tick if required)

3.SHELL SCHEME PACKAGE

Fascia Board /Carpet Color : Round Shape Hanging White Color Fascia /Blue
Letters/Numbers on Fascia : Blue Color



Return Form to: PARAS ART STUDIO
A25/7, Middle Circle Connaught Place
New Delhi – 110001
Email: akansha@parasartstudio.com

FORM

2

Deadline: 15th March 2025

ADDITIONAL FURNITURE FORM

This form must be completed and returned by every exhibitor. If service is not required, please endorse 'NOT APPLICABLE' and return/email to the address above.

PLEASE TYPE/WRITE IN BLOCK LETTERS.

Company Name: Booth No

Address: Date:.....

Tel: Email:

Authorized by (Signature):

Please use this Form to order your furnishing needs. The STANDARD SHELL SCHEME package stand includes one Information Counter (T6), two Chairs (C3) and one Waste Paper Basket.
ORDER ONLY YOUR ADDITIONAL REQUIREMENTS:

Code No.	PARTICULARS	Unit Price (INR)	Unit Price (US\$)	Currency	QTY	TOTAL
A1	Standard Chair (Black)	1,000/-	12 \$			
A2	Capsule Chair (White)	1,500/-	18 \$			
A3	Standard Chair (White)	1,500/-	18 \$			
A4	Bar Stool	2,000/-	24 \$			
A5	Leather Bar Stool	2,000/-	24 \$			
A6	Steel Brochure Stand	1,500/-	18 \$			
A7	Single Seater Sofa	2,250/-	27 \$			
A8	Double Seater Sofa	4,500/-	54 \$			
A9	Triple Seater Sofa	5,500/-	65 \$			
A10	Glass Round Table	2,000/-	24 \$			
A11	Standard Octonorm Information	1,500/-	18 \$			
A12	Octonorm Lockable Table	2,500/-	30 \$			
A13	Glass Showcase	5,500/-	65 \$			
A14	Standing Glass Showcase	7,500/-	89 \$			
A15	Tower Glass Showcase	6,500/-	77 \$			
				NET TOTAL (INR)		
				NET TOTAL (USD)		
				GST 18%		
				GRAND TOTAL (INR)		
				GRAND TOTAL (USD)		



REFERENCE PICTURES OF FURNITURE

<p>A1 Standard Chair (Black)</p>	<p>A2 Capsule Chair (Black/White)</p>	<p>A3 Standard Chair</p>	<p>A4 Bar Stool</p>
<p>A5 Leather Bar Stool</p>	<p>A6 Steel Brochure Stand</p>	<p>A7 Single Seater Sofa</p>	<p>A8 Double Seater Sofa</p>
<p>A9 Triple Seater Sofa</p>	<p>A10 Glass Round Table</p>	<p>A11 Standard Octonorm Information Counter</p>	<p>A12 Octonorm Lockable Table</p>
<p>A13 Glass Showcase</p>	<p>A14 Standing Glass Showcase</p>	<p>A15 Tower Glass Showcase</p>	

1. Services will not be provided until payment has been received. Payment should be in favor of “**PARAS ART STUDIO.**”

2. If the order is placed after Deadline: 15th March 2025, then the exhibitor will pay an additional surcharge of 30% .

For USD Transfers:

Bank: J.P. Morgan Chase Bank

SWIFT code: CHASUS33

For credit to A/C 001 – 1 – 407376

AXIS Bank Ltd. Mumbai

For further credit to:

Bank name: AXIS Bank Ltd.

Branch: East Patel Nagar, New Delhi

SWIFT Code: AXISINBBA51

Ultimate beneficiary Account No: 912020056125854 Name: PARAS ART STUDIO

Branch: 26/5, East Patel Nagar, New Delhi

For Transfers within India

Account Name: PARAS ART STUDIO

Account No: 912020056125854

Branch: 26/5, East Patel Nagar, New Delhi

Branch Code : 1006

IFSC Code: UTIB0001006

MICR Code :110211075

*Please mail us a copy of your payment slip for confirmation.

1.If payment is drawn in a foreign currency, please include any potential bank commissions in the transfer amount.

If the final amount received is less than amount invoiced due to exchange rate variances or charges levied by the transferring bank, you will be responsible for clearing the balance amount ahead of receiving requested services.

2.Late orders received after the deadline –**15th March 2025**, will be provided subject to availability, and will be subject to a 30% surcharge and 50% surcharge for on-site orders. Priority will be given to advance orders.

3.30% cancellation fees will be imposed for cancellation of confirmed order. There will be no refund for cancellation during show days.

4.All prices, unless otherwise stated, are in INR (please remit in equivalent to foreign exchange).

5.All materials are subject to availability on a first come first served basis.

6.Applicable Government Service Taxes (GST @ 18%) are extra.



Deadline: 15th March 2025

Return Form to: PARAS ART STUDIO
A25/7, Middle Circle Connaught Place
New Delhi – 110001
Email: akansha@parasartstudio.com

FORM

3

ADDITIONAL ELECTRICAL REQUIREMENTS FORM

This form must be completed and returned by every exhibitor. If service is not required, please endorse 'NOT APPLICABLE' and return/email to the address above.

PLEASE TYPE/WRITE IN BLOCK LETTERS.

Company Name: Booth No

Address: Date:.....

Tel: Email:

Authorized by (Signature):

This is mandatory for Raw Space (Bare Space) Exhibition Booths

1. In The Shell Scheme only includes two (3) 60W Spot Lights, one 5/15AMP plug point and 1 KVA Electrical Power for every booth.
2. For services not stated below, please contact the Official Contractor for a quotation.
3. The supply available is 220V Single Phase 50Hz AC (1-5 KVA only).
4. 400V Three Phase 50Hz AC can be provided on additional charges – please email if you require 3 phase power to the above-mentioned email address.

ORDER ONLY YOUR ADDITIONAL REQUIREMENTS:

DESCRIPTION OF SERVICES / ITEMS	Unit Cost (INR)	Unit Cost (USD)	Total KVA	Total Cost
Power Supply per KVA including Connection Charges (by PARAS ART STUDIO) per unit (220v, Single Phase 50hz)	9000/-	107 \$		
GST 18%				
TOTAL COST (INR)				
TOTAL COST (USD)				

DESCRIPTION OF SERVICES / ITEMS	Item Code	Unit Cost (INR)	Unit Cost (USD)	QTY	Total Cost
Fluorescent light 1.2 meters,40W	E1	800	10 \$		
Spotlight 100W long arm	E2	800	10 \$		
Halogen Spot 50W	E3	1200	15 \$		
Arm Halogen Spot 50W	E4	1350	16 \$		
Down light 50W	E5	1200	15 \$		
Arm Flood Light 150W	E6	1350	16 \$		
Metal Halide 125W	E7	1650	20 \$		
Track light with 3nos.Spot	E8	1650	20 \$		
Plug socket, Standard 220V,5/15amp	E9	800	10 \$		
Refrigerator 165liters	E10	5850	69 \$		
			NET TOTAL (INR)		
			NET TOTAL (USD)		
			GST 18%		
			TOTAL COST (INR)		
			TOTAL COST (USD)		

REFERENCE PICTURES OF ELECTRICAL ACCESSORIES

				
E1 Fluorescent Light 40(w)	E2 Spotlight 100(w) Longarm	E3 Halogen Spot 50(W)	E4 Arm Halogen Spot 50W	E5 Down Light 50w
				
E6 Arm Flood Light 150W	E7 MetalHalide125W	E8 Track Light with 3nos Spot	E9 Plug Socket, Standard 220v	E10 Refrigerator, 165 Lit

PLEASE NOTE:

For USD Transfers:

Bank: J.P. Morgan Chase Bank

SWIFT code: CHASUS33

For credit to A/C 001 – 1 – 407376

AXIS Bank Ltd. Mumbai

For further credit to:

Bank name: AXIS Bank Ltd.

Branch: East Patel Nagar, New Delhi

Ultimate beneficiary Account No:

912020056125854 Name :

PARAS ART STUDIO

Branch : 26/5, East Patel Nagar, New Delhi

For Transfers within India

Account Name: PARAS ART STUDIO

Account No: 912020056125854

Branch : 26/5, East Patel Nagar, New Delhi Branch Code : 1006

IFSC Code: UTIB0001006 MICR Code: 110211075

***Please mail us a copy of your payment slip for confirmation.**

- *Please mail us a copy of your payment slip for confirmation.
- If payment is drawn in a foreign currency, please include the bank commission. If the final amount received is less than the invoiced amount due to exchange rate variance, you will be responsible for clearing the balance pending amount ahead of receiving the requested services.
- Late orders received after the deadline **15th March 2025**, will be provided subject to availability, and will be subject to a 30% surcharge and 50% surcharge for on-site orders. Priority will be given to advance orders.
- 30% cancellation fees will be imposed for cancellation of confirmed order. There will be no refund for cancellation during show days. The exhibitor will be liable for full cost of rental.
- All prices are in INR except otherwise stated (please remit in equivalent to foreign exchange).
- All materials are available subject to availability on a first come first served basis.
- A docket must be used for one exhibit at a time. Multi-point connection is not allowed to prevent the risk of power overload.
- The standard supply is 110V, 220V or 380V with approximately 10% fluctuation. For the safety of your equipment, please use a stabilizer.
- An up charge of 100% of electrical equipment will be added if you enquire 24-hour operating services.
- Applicable Government Service Taxes (GST @ 18%) are extra.

RULES AND REGULATIONS RELATED TO ELECTRICAL SERVICES

1. The standard shell scheme includes:

Three (3) Spot Lights (60W), one (1) Plug Point 5/15 AMP and one (1) KVA Electrical Power

The above items are readily provided by the Organizer. Additional requirements have to be ordered through the Additional Electrical Requirements Form.

2. Locations of lights and socket points in the standard booth are fixed and may not be moved.

3. The Organizer has appointed the Official Electrical Contractor to be responsible for:

(i) Standard supply of electricity:

a. The standard supply is single phase AC 220V/50Hz with +10% fluctuation. For the safety of your equipment, please use a stabilizer.

b. Other requirements such as single phase 110V/50Hz or three phase 220V/50Hz can be specially arranged for if requested on the Additional Electrical Requirements Form.

c. There are two main power supply circuits: "Lighting Power Circuit" and "For Exhibit Power Circuit".

(ii) All electrical motors have independent automatic protection against excessive current surge.

The following starter systems should therefore be used:

a. Direction line: up to 5HP

b. Star-delta: 5 to 25HP

c. Auto transformer: above 25HP

(iii) Power supplies to the exhibits will be switched off at source 30 minutes after the exhibition closes every evening and 60 minutes after close on the final day of the exhibition.

(iv) Exhibitors who require 24 hours electricity supply for their specific requirements should indicate accordingly on the electrical order from before the deadline.

(v) The two units of spotlights and one 5-amp plug point which are included in the shell scheme package include electricity supply.

(vi) Cost of electricity consumption is inclusive in all items offered in Sections A (1), B (1), A (2), (B2) and C.

(vii) All electrical installation must conform strictly to the required standard safety regulation without exception.



Return Form to: PARAS ART STUDIO
A25/7, Middle Circle Connaught Place
New Delhi – 110001
Email: akansha@parasartstudio.com

FORM

4

Deadline: 15th March 2025

AUDIO-VISUAL REQUIREMENTS FORM

This form must be completed and returned by every exhibitor. If service is not required, please endorse 'NOT APPLICABLE' and return/email to the address above.

PLEASE TYPE/WRITE IN BLOCK LETTERS.

Company Name: Booth No

Address: Date:.....

Tel:..... Email:

Authorized by (Signature):

DESCRIPTION OF SERVICES / ITEMS	Unit Cost (INR)	Unit Cost (USD)	QTY	Currency	Total Cost
LED TV 40" with Stand	16,000	189 \$			
Spotlight 100W long arm	18000	212 \$			
Halogen Spot 50W	24000	283 \$			
NET TOTAL (INR)					
NET TOTAL (USD)					
GST 18%					
TOTAL COST (INR)					
TOTAL COST (USD)					

REFERENCE PICTURES OF AUDIO-VISUAL ACCESSORIES		
LED TV 40" with Stand	LED TV 50" with Stand	LED TV 60" with Stand

Services will not be provided until payment has been received. Payment should be in favor of "PARAS ART STUDIO"



1.If the order is placed after 15th March 2025, then the exhibitor will pay an additional surcharge of 30%.

For USD Transfers:

Bank: J.P. Morgan chase Bank

SWIFT code: CHASUS33

For credit to A/C 001 – 1 – 407376

AXIS Bank Ltd. Mumbai

For further credit to:

Bank name: AXIS Bank Ltd.

Branch: East Patel Nagar, New Delhi

Swift Code: AXISINBBA51

Ultimate beneficiary Account No: 912020056125854

Name : PARAS ART STUDIO

Branch : 26/5, East Patel Nagar, New Delhi

For transfers within India

Account Name: PARAS ART STUDIO

Account No: 912020056125854

Branch : 26/5, East Patel Nagar,

New Delhi Branch Code : 1006

IFSC Code : UTIB0001006

MICR Code : 110211075

*Please mail us a copy of your payment slip for confirmation.

1. If payment is drawn in a foreign currency, please include the bank commission. If the final amount received is less than the invoiced amount due to exchange rate variance, you will be responsible for clearing the balance pending amount ahead of receiving the requested services.
2. Late orders (received after the deadline, 15th March 2025) will be provided subject to availability, and will be subject to a 30% surcharge and 50% surcharge for on-site orders. Priority will be given to advance orders.
3. 30% cancellation fees will be imposed for cancellation of confirmed orders. There will be no refund for cancellation during show days.
4. All prices are in INR unless otherwise stated (please remit in equivalent to foreign exchange).
5. All materials are subject to availability on a first come first served basis.
6. Applicable Government Service Taxes (GST @ 18%) are extra.

CONTRACTOR AND INDEMNITY

Deadline: March 01, 2025

Name of Exhibiting Company:		Booth No.:
Address:		
Country:		
Tel (include country & area codes):	Fax (include country & area codes):	E-mail: Website:
Name of Authorized Person:		Signature & Date:

- We appoint Paras Art Studio as our Booth Contractor
- We appoint an Independent Contractor as our Booth Contractor (please complete the fields below).

Details of Independent Contractor:

Independent Contractor Name: <i>(Company name)</i>	
Contact Person:	
Contact Email:	
Contact Number:	

- Yes, we agree that the Independent Contractor will abide by all the rules and regulations of the YASHOBHOOMI (India International Convention & Expo Centre/ IICC) and rules and regulations as prescribed by the Organizers. If the Independent Contractor is found in violation of these rules the Company that hires his/her services, or the Independent Contractor will bear the necessary costs and prosecution.

All independent contractors are required to place a refundable security deposit of US\$ 100 per booth before **March 01, 2025**. Please contact the Official Contractor at balbeer@parasartstudio.com, divy@parasartstudio.com for further details.

:
Name of the Bank and Branch: IDBI Bank,
 Preet Vihar, Delhi, India
IFSC Code: IBKL0000170
SWIFT Code: IBKLINBB010
Account Number: 0026104000230001
Account: General Fund Account AIOS

Return Form To:
AIOS Secretariat
 Email: Kripal@aios.org
 Attn: Mr Kripal Rana