

HIMTEX

Hyderabad International Machine Tool &
Engineering Expo

Empowering Engineering Excellence

Concurrent show



IPEC

(INDIA PROCESS EXPO & CONFERENCE)

elevating transformative engineering

18-21, August 2023

HITEX, HYDERABAD

EXHIBITOR MANUAL

Organized by:



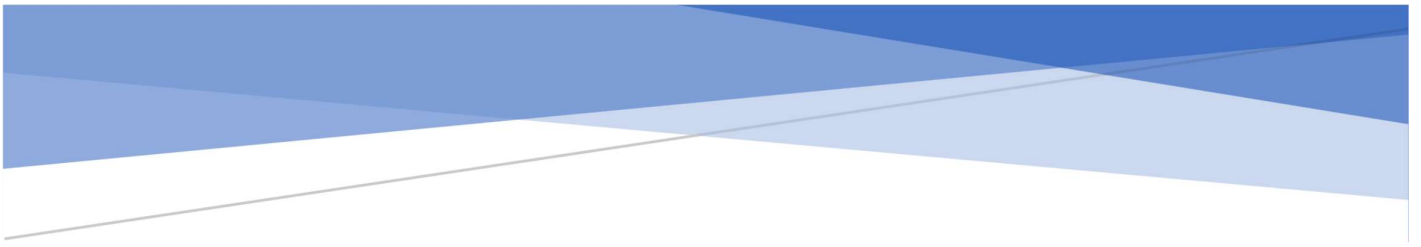
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Ministry of MSME, Govt. of India



EXHIBITION MANUAL

HIMTEX 2023

18-21 August 2023
HITEX, Hyderabad

Release 1
Version - 1



Preface

Dear Exhibitors,

Greetings to you from HITEC and team HIMTEX 2023.

It gives me immense pleasure to welcome you onboard as one of our esteemed exhibitors at the 7th edition of the Hyderabad International Machine Tool & Engineering Exhibition (HIMTEX 2023).

We value your participation and would like it to be smooth and profitable to all our participants. Accordingly, this exhibition manual has been prepared to provide you with all the essential information and guidance with all aspects of the physical preparation and onsite management of your stand, other additional resources and information that you may need.

Adequate care has been taken to ensure inclusion of all details. We strongly recommend that you read the entire content to make the best use of this manual and fill up the relevant forms well in advance as per the given deadlines.

Wishing everyone a successful participation at HIMTEX 2023 and a long-term business association.

Yours Sincerely,



Srikanth T.G
Business Head
Hyderabad International Trade Expositions Limited

Organised by





Fact Sheet

Exhibition	Hyderabad International Machine Tool & Engineering Expo (HIMTEX) www.himtex.in
Edition	7th
Dates	18-21 August 2023
Venue	Hall 1, Hall 3 and Hanger A Hyderabad International Trade Expositions Limited Trade Fair Office Building, HITEX Exhibition Centre, Izzat Nagar, Kondapur PO, Hyderabad - 500 084, INDIA. Phone: +91-40-23112121/22/23 Fax: +91-40-23112124
Exhibition Timings	10:00 hrs to 18:00 hrs on all event days
Closure of the exhibition	18:00 hrs on 21 st August 2023
Product Coverage	CNC Machines, CNC & PLC Controls, Cutting Tools and Accessories, Special Purpose Machines, Pneumatics, Hydraulics, Industrial Robotics & Automation, Instrumentation, Machinery & Machine Tools, Welding, Material Handling Systems, Energy Saving Solutions, Sheet Metal Press, Laser Cutting, Cleaning Systems, Cold Forging Machines, Co-ordinate Measuring Machines, Control Devices, Power Tools, Testing & Measurement Equipment, 3D Printing, Laser Cutting, Laser Marking, Related IT & Consultancy Services.
Entry	Open to business visitors only. Children below 16 years are not allowed.
Concurrent event	India Process Expo & Conference (IPEC) www.ipecexpo.in
Organisers	Hyderabad International Trade Expositions Limited Trade Fair Office Building, HITEX Exhibition Centre, Izzat Nagar, Kondapur PO, Hyderabad - 500 084, INDIA. Phone: +91-40-23112121/22/23 Fax: +91-40-23112124



Facilities at the Venue

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

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

Important Contact Details

Vinoth Sasidharan	Project Head, HIMTEX	9121211159 sv@hitex.co.in
Harshitha Reddy	Team member, HIMTEX	8341865558 hnr@hitex.co.in
Himanshu Dwivedi	Team member, HIMTEX	9154365906 hd@hitex.co.in
Nearest police station	Madhapur Police Station	040 - 27852916
Nearest Hospital	KIMS, Kondapur	040 - 47505050



General Information

Please read the Exhibitor Manual Carefully

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

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

Helpful Reminders on shipping

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

Procedure to generate E Way bill

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

For your ready reference screen shot given below



Freight Handling inside the hall

- RE Rogers India Pvt Ltd is the sole logistics service provider for HIMTEX 2023. The detailed guidelines on in-hall freight handling are available in this Manual (**Page No. 23 & 24**)
- To provide security, safety and protection against damage to the exhibition hall and in the interest of an efficient, co-ordinated move-in and move-out of goods, trucks, cars, fork lifts, or handling equipment (trolleys, lift jacks, etc.,) of RE Rogers only will be allowed inside the exhibition hall. All other vehicles have to be parked at the designated area.

No Delivery / Replenishment / Removal of exhibits during exhibition days

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

At the end of the show on 21st August 2023, exhibitors may arrange for packing and clearance of their exhibits. All goods must be removed from the site by **12 noon on 22 August 2023**. After that time, all items/materials in the hall, will be considered as abandoned and will be disposed of at the risk and cost of the concerned exhibitors.

Manning of stands / audio / video equipment

All booths must be properly staffed and remain operational throughout the exhibition hours. Exhibitors should not engage in any activity, which causes or is likely to cause annoyance to visitors or other exhibitors. In particular, audio / visual display equipment must be positioned and sound levels so adjusted as to avoid disturbance to others. In the event of any disagreement, the decision of show organizers is final and the concerned exhibitors have to follow the advice given by the organizers.

Censorship of Film / Audio Demonstration

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

Dilapidations

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



Force Majeure

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

Authority on the premises

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

Observance of Rules & Regulations

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

Safety and Behaviour

Public Safety is of paramount importance.

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

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

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

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

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

Withdrawal from Participation

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



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

Stall Space Handing Over Schedule

Exhibitor's stall scheme	Time	Date
Bare space exhibitors	08:00 hrs	16 th August 2023
Shell Scheme exhibitors	08:00 hrs	17 th August 2023

Timelines before start of the expo

Activity	Time	Date
Stall Construction	20:00 hrs	17 th August 2023
Decoration of all stalls	22:00 hrs	17 th August 2023
Passage Carpeting Starts	22:00 hrs	17 th August 2023

Timelines after conclusion of the expo

Activity	Time	Date
Removal of passage carpets	18:00 hrs	21 th August 2023
Removal of light exhibits	19:00 hrs	21 th August 2023
Dismantling of shell scheme stalls	20:00 hrs	21 th August 2023
Removal of heavy exhibits	21:00 hrs	21 th August 2023
Air & Power Connections will be disconnected at	19:00 hrs	21 st August 2023
All exhibits and materials to be cleared before	12:00 noon	22 nd August 2023

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

Display & Stand Construction Guidelines

As part of environment and safety requirements, no welding, cutting, polishing or any process which generates dust, noise, fire or causes air pollution will be allowed inside the halls. Please arrange pre-fabrication of the confirmed stand design at the fabricators' own premises

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



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

Construction Guidelines for Bare Space Participants

- All exhibitors who have taken bare space are required to submit their booth design and construction plan to the organisers before **15th July 2023** and take clearance for construction. Booth design and construction plans may be sent by email to sv@hitex.co.in.
- Permitted height of construction is 4 mtrs.
- Only Pre-Fabricated booths will be allowed to be set up. All cutting, welding, polishing, painting and any process which involves generation of dust, smoke, smell will not be allowed inside the halls.



- Trucks of stand contractors will not be allowed inside the halls. Movement of prefabricated booths inside the halls will have to be coordinated by the stand construction agency with the nominated logistics service provider Viz., R.E.Rogers India Pvt Ltd. Exhibitors are requested to advise the stand construction agencies accordingly.
- Sound Systems / Presentations
 - The organisers reserve the right to restrict operation of exhibits, because of noise, vibrations, method of operation or any other reason. The sound level from any booth shall not intrude into adjacent exhibit areas.
 - Presentations should be confined to the exhibitor's space
- Construction of Mezzanine floors will be allowed subject to structural suitability and on **payment of 50% additional participation charges**. Design and construction plans have to be submitted to the Organisers before **15 July 2023** for approval. Decision of Organisers is final on such matters.

Electrical Supply & Installations

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

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

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

NB: Flashing lights and neon-signs are not permitted

Stand Fittings Regulations (Official Shell Scheme)

- No additional stand fittings or display may be attached to the shell stand structure. No nailing or drilling will be allowed. If assistance is required in hanging or displaying exhibits, please consult the official Shell scheme Contractor. Please note that internal dimensions of shell-scheme stands are approximately 5 cm lesser than the contracted area as the walls are contained within the booth.



- No Painting or wall papering of the shell stand panels will be allowed. Exhibitors who wish to have panels painted must inform the official shell scheme contractor who will provide estimates on cost involved
- No free-standing fitment may exceed a height of 2.5 m or extend beyond the boundaries of space allocated.
- No financial credit will be given by the organisers for any shell scheme package item not utilised.
- Under shell scheme Packages

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

Demonstration and Working of Exhibits.

Any exhibitor intending to demonstrate equipment must:

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

Storage, Cleaning & Removal of Waste

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

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



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

Liabilities & Insurance

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

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

The Show Organisers will not accept liability for loss or damage to any exhibit or injury to exhibitor's personnel at any time. Exhibitors are strongly advised to insure their exhibits against theft, loss or damage, including the risk of fire and to cover themselves against third party liability.

Entry / Exit Procedure

- All exhibitors must carry the participation letter for transporting the exhibiting products / equipment.
- All exhibitors / vendors need to obtain stall allotment letter (which are sent in advance by email to you on receipt of full payment) from the organizer office before entering the halls.
- Parking facility for the trucks carrying exhibitor's equipment will be provided at the venue from **14th August 2023 in P2 PARKING**.
- Exhibitors need to get the exit pass to move their material from the halls on the last day of the show from the organizer office.

Right of Lieu

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

General Fire and Safety Regulations

- Exhibitors should ensure that all materials used in construction and decoration of stall and exhibits are fire retardant.
- All exits, entry areas and exit aisles must be kept clear and unobstructed.
- Compressed gas cylinders, including LPG are prohibited in the exhibition halls.
- All temporary wiring should conform to safety standards and the aisle must be free from debris and storage material.
- No storage of any kind is allowed behind booths or near electrical services.
- All empty cartons and crates must be removed and arrangements for storage are to be made by exhibitors direct.



- Flammable or combustible liquids are prohibited inside the Halls.
- Helium balloons are not allowed inside the halls.
- No live fire is allowed.

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

Procedure for removal of exhibits after the exhibition

- Packing of materials should not be started before 18:00 hrs on 21st August 2023.
- Moving of hand carried goods and light equipment (hand carried without use of rollers) should commence only at 18:00 hrs on 21st August 2023.
- The premises will be handed over to venue by 12:00 noon on 22nd August 2023 by which time all exhibitors should remove their materials/exhibits from HITEX. Participants are requested to take care of their stalls / goods.
- All participants are requested to organize necessary transport arrangements in line with the above schedule.
- Participants who do not follow the above schedule and do not remove their exhibits / materials will be charged penalty as determined by the organisers.
- Participants should not drain out coolants, oil, etc in the hall or in HITEX Premises. They should bring their own barrels. Cans, etc for taking such liquids, hazardous materials, etc for disposal outside of HITEX.

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

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

Standard Shell Scheme Packages



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

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

Form 1

Exhibitor Category

Applicable & Mandatory for **all exhibitors** (Submission deadline - 15th July 2023)

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

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

Kindly fill the form using this link - <https://forms.office.com/r/z7C0baAWNt>

Form 2

Name on Stand Fascia

Applicable & Mandatory for **Shell Scheme Exhibitors** only (Submission deadline - 24th July 2023)



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

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

Kindly fill the form using this link - <https://forms.office.com/r/7CUQM0VTuA>

Note: - If we do not receive this form by July 24, 2023, we will use the company's name submitted in your space application form.

Form 3

Exhibitor Badges

Mandatory for both Shell Scheme and Bare Space Exhibitors (Submission deadline - 24th July 2023)



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

Link to fill form 3 - <https://forms.office.com/r/PuLZVHU2zk>

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

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

Form 4

Show Catalogue Entry

Mandatory for both Shell Scheme and Bare Space Exhibitors **(Submission deadline - 24th July 2023)**



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

Link to fill form 4 - <https://forms.office.com/r/Dpe2mnp6yK>

Form 5

Advertising option in Show Catalogue

Optional service for all exhibitors (On paid basis) **(Submission deadline - 24th July 2023)**

Official Show Catalogue will be printed and distributed to the visitors from the registration desks. There is an opportunity for all the exhibitors of HIMTEX 2023 to advertise in it and reach out to the clients.

Advertising Options			
Content	Position	Charges	No. of Slots available
Full Page Multi Color (A5 Size)	Back Wrapper	Rs.50,000/- plus 18% GST	1
	Front Inner Wrapper	Rs.30,000/- plus 18% GST	1
	Back Inner Wrapper	Rs.30,000/- plus 18% GST	1
	Random	Rs.15,000/- plus 18% GST	No Limit

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

Link to fill form 5 - <https://forms.office.com/r/A4hd1xZPC6>

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

Form 6

Additional Power Requirement

Optional service for all exhibitors (On paid basis) **(Submission deadline - 24th July 2023)**

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

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

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

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

Form 7

Compressed Air Connection Requirements

Optional service for all exhibitors (On paid basis) **(Submission deadline - 24th July 2023)**

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

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

Link to fill form 7 - <https://forms.office.com/r/dDuzF38HnA>



HIMTEX

Hyderabad International Machine Tool & Engineering Expo

Empowering Engineering Excellence

18 19 20 21

AUGUST 2023

HITEX Exhibition Centre

Form 8

Additional Furniture Requirements

Optional service for all exhibitors (On paid basis) (Submission deadline - 24th July 2023)

ADDITIONAL FURNITURE / ELECTRICAL ITEMS

001  System Table	002  Locking Cabinet	003  Information Counter	004  Round Glass Table	005  Cocktail Table	006  Display Plinth <small>ALUMINUM 0500 x 1000 RIL 500 x 0500 x 10750 GLASS 0500 x 0500 x 10750</small>
007  Glass Top Display Counter	008  Tall Showcase	009  Slim Showcase	010  Glass / Book Shelf	011  Lockable Door	012  1 Meter Glasswork Panel
013  Bencher Chair	014  Computer Chair	015  Bar Stool	016  Special Chair	017  Executive Chair	018  Leather Chair
019  Leather Sofa Single Seat Without Arm	020  Leather Sofa With Arm 1.2 & 2 Seater	021  LED Spot Light	022  LED 100w	023  Plug Point	024  Plug Point (Splice)
025  Pedestal Fan	026  Free Roll-up Stand	029  Waste Paper Basket	030  Magazine Stand	031  Coffee Machine	



HIMTEX

Hyderabad International Machine Tool & Engineering Expo

Empowering Engineering Excellence

18 19 20 21

AUGUST 2023

HITEX Exhibition Centre

Form 8

Additional Furniture Requirements - continued

Optional service for all exhibitors (On paid basis) (Submission deadline - 24th July 2023)

SI NO	ITEM	SPECIFICATION	COST / UNIT for all show days		ORDER QTY	AMOUNT
			In ₹	In USD \$		
001	System Table	1m x 0.5m x 0.75m	1100	25		
002	Locking Cabinet		1850	40		
003	Information Counter 2 Tier	0.5m x 1m x 1.2m	3750	80		
004	Round Glass Table	1m Dia x 0.75m H	1500	32		
005	Cocktail Table		1850	40		
006	Display Plinth		3700	80		
007	Glass Top Display Counter	1020 x 524 x 992 (mm)	3000	65		
008	Tall Showcase	1030 x 534 x 2440 (mm)	5000	110		
009	Slim Showcase	534 x 534 x 2440 (mm)	4300	95		
010	Glass / Book Shelf	1.2m x 0.3m each	600	13		
011	Lockable Door		3700	80		
012	1 Meter Octonorm Panel	Running Meter	1200	26		
013	Banquet Chair		600	13		
014	Computer Chair		750	16		
015	Bar Stool		1500	32		
016	Special Chair		750	16		
017	Executive Chair		1250	27		
018	Leather Chair		850	18		
019	Leather Sofa Single Seat without arm	Black	1500	32		
020	Leather Sofa Single Seat with arm	Black	1800	40		
	Leather Sofa (2-Seater)		3700	80		
	Leather Sofa (3-Seater)		6000	130		
021	LED Spot Light		700	15		
022	LED Spot Light	100 Watts	1500	32		
023	Plug Point	5 / 15 Amps	300	7		
024	Plug Point (Spike)		500	11		
025	Pedestal Fan		1100	25		
026	Flex Roll-Up Stand (Rental)	3' (W) x 6' (H)	1800	40		
029	Waste Paper Basket		100	2		
030	Magazine Stand		1100	25		
031	Coffee Machine with consumables	Max. 500 cups / day	24000	400		
032	Water Dispenser (Hot & Cold) with 40 litres water / day plus 100 disposable glasses / day		4000	85		

Form 8

Additional Furniture Requirements - continued

Optional service for all exhibitors (On paid basis) (Submission deadline - 24th July 2023)

SI NO	ITEM	SPECIFICATION	COST / UNIT for all show days		ORDER QTY	AMOUNT
			In ₹	In USD \$		
033	LED screen 32"		4000	85		
034	LED screen 42"		5000	100		
035	LED Screen 50"		7000	150		
036	LED Screen 55"		10000	225		
037	LED Screen 65"		18000	350		
038	Refrigerators – 90 L		2000	45		
039	Refrigerators - 165 L		3000	65		

Note: -

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

Stall No: - _____


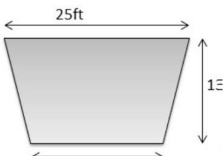
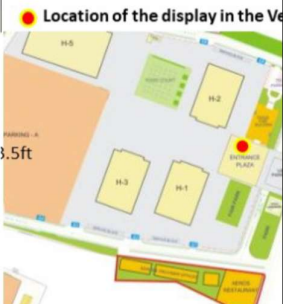
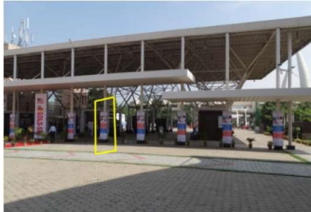
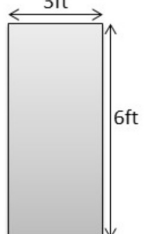


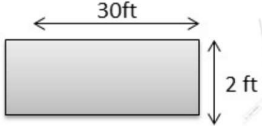
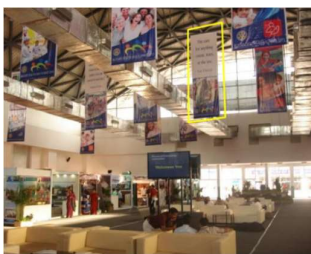
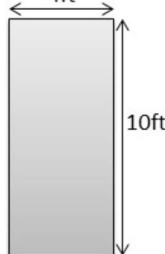

Exhibiting Company's Name: - _____

Submitted by (Name & Designation): - _____

Email ID: -

Mobile No.: -

Seal & Signature

Trapezium Display at Entry Plaza		<p>Frame Size: Top W 25ft, H 14ft Bottom W x 13.5 ft H Text visibility: Top W 24ft, H 13ft Bottom W x 12.5 ft H</p> 		9	₹40000
Pole Display in Entry Plaza		<p>Size: 6ft H x 3ft W</p> 		14	₹4000
Entry Plaza Rear		<p>Size: 30ft W x 2ft H</p> 		1	₹20000
Hall Bunting		<p>Size: 10ft H x 4ft W</p> 		20 (10 each in Hall 1 & Hall 3)	₹10000

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

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

Link to fill form 9 - <https://forms.office.com/r/YMpbDBvin3>

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

Freight Handling Charges

On-Site Handling Tariff

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

On-site Handling Tariff for Exhibits	Rate INR	Per Kg / Per CBM	Minimum Chargeable
Offloading and Shifting to Booth, Unpacking / de-palletization in one operation upto 3000 kgs	Rs.500/-	500 / 1 CBM	Rs.500/-
Re-positioning and shifting within the booth (each time)	Rs.250/-	500 / 1 CBM	Rs.500/-
Removal of empties for storage & return after closure of exhibition.	Rs.350/-	500 / 1 CBM	Rs.500/-
Re-packing or palletization with same packing material and loading into vehicles	Rs.500/-	500 / 1 CBM	Rs.500/-

Heavy Lift surcharge applicable in addition to the basic handling charges as mentioned above

For single piece weighing between 3001 kgs to 8000 kgs	Surcharge 10% extra
For single piece weighing between 8001 kgs to 12000 kgs	Surcharge 15% extra
For single piece weighing more than 12000 kgs	Surcharge 20% extra
<ul style="list-style-type: none"> Handling charges will be charged on basis of actual weight or volume weight whichever is higher. @1CBM = 500 Kgs In case the machine is bare on the base, removal of base would be treated as unpacking and would be charged accordingly. Charges on the same will be applicable for the return movement. 	

Hire of Equipment (with Operator & without labour) for assembly & erection purposes only		
Hydraulic Pallet	2 Ton Capacity	Rs.200/- per hour (Min 2 hrs)
Fork Lift	3 Ton Capacity	Rs.500/- per hour (Min 2 hrs)
Fork Lift	5 Ton Capacity	Rs.800/- per hour (Min 2 hrs)
Crane	12 Ton Capacity	Rs.700/- per hour (Min 2 hrs)
Crane	15 Ton Capacity	Rs.900/- per hour (Min 2 hrs)
Crane	20 Ton Capacity	Rs.1200/- per hour (Min 2 hrs)
Labour		Rs.85/- per hour per labour (Min 2 hrs)

Freight Handling Charges (continued)

Please Note:

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

Contact details of Freight Handling Agency

R.E.Rogers India Pvt Ltd

Name: Surendar K
 Designation: Sr. General Manager - Southern Region
 Mobile: +919945083076
 E-mail: surender@rogersworldwideindia.com

Name: Vikas N
 Designation: Assistant Manager
 Mobile: 9066325321
 Email: vikasn@rogersworldwideindia.com

Vendor Contacts

Hyderabad based Designer Stalls Fabricators

Mr. Virendra	9818856622
Bold Marker, Mr. Jena Ranjan	8093339890
Mr. Ahmed, XLNC	9985221951
Mr. Hemanth	7702796161
Mr. Iqbal	9966953535, 9160835051
Mr. Rajeev Singh	9885319524
Mr. Samiran Ghosh	9391070190
Namdhari Mr. Dharampal	9885272829
Universal Mr. Parvez	9704858029
Mr. Sunil Singh	9704682269
Amaze Expos	9700077711
Sea Foam Mr. Shankar	8978599078
Mr. Farooq Shabaaz	9959572762; 9381516965
Mr. Mohammed Salman	9701493009; 8247468447
Mr. Ibrahim Spark Events	9030984689
Mr. Akhil Reddy	9492808889

Hyderabad based Hosts / Hostess Suppliers

Namdhari Mr. Aameer	9052561157
Mr. Mohammed Salman	9701493009; 8247468447
Mr. Zeeshan	8801597359; 9347447732
Mr. Akhil Reddy	9492808889

For Flex & Vinyl printing and fixing for the stalls

Mr. Rama Krishna, Krishnaveni Digitals	9052555301
Mr. Ahmed, XLNC	9985221951

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

Accommodation Options

SL.NO	PROPERTY NAME	CATEGORY	Tariff (Inclusive of Taxes) Approx			Distance to HITEX	CONTACT PERSON	CONTACT NUMBER
			Single	Packag e	Double			
1	HOTEL AVASA	5 Star	₹ 6,490	CPAI	₹ 7,670	5 KM	Ms.Sonali	91211161407
2	THE ALTRUIST BUSINESS HOTEL (HITECH)	3 Star	₹ 3,500	CPAI	₹ 4,000	1 KM	Mr.Rizwan	9177138905
3	LE MERIDIEN HYDERABAD	5 Star	₹ 9,000	CPAI	₹ 10,000	4 Km	Mr.Vijay	9642993231
4	NOVOTEL	5 Star	₹ 7,080	CPAI	₹ 8,260	500 Mtrs	Mr.Asish Kumar	9899238525
5	OAKWOOD RESIDENCE KAPIL HYDERABAD	5 Star	₹ 9,000	CPAI	₹ 10,000	8.6 KM	Mr.Ishit Mohanty	7729985823
6	SWISS LEE GRAND - KONDAPUR	Budget	₹ 1,500	EPAI	₹ 1,800	2 KM	Mr.Sidhaarth	9642700789
7	THE WAY INN HOTEL	Service Apartment	₹ 2,000	CPAI	₹ 2,300	2 km	Mr.Ved Vyas	9951938519
8	SWISS HOTEL GSTAAD - HITECH CITY	Budget	₹ 2,000	EPAI	₹ 2,200	2 Km	Mr.Sidhaarth	9642700789
9	DE ALPHABET	Service Apartment	₹ 1,300	CPAI	₹ 1,700	1 KM	M.Teja	9640706062
10	MINERVA GRAND	3 Star	₹ 5,500	CPAI	₹ 5,500	3.5 KM	Mr.Ramesh	9000294548
11	IBIS HYDERABAD HITEC CITY	3 Star	₹ 5,950	CPAI	₹ 6,300	4 KM	Ms.Sriparna	7337367628
12	LEMON TREE	4 Star	₹ 6,720	CPAI	₹ 7,840	4 KM	Mr.Anand	8008798764
13	RED FOX	Budget	₹ 5,600	CPAI	₹ 6,720	4 KM	Mr.Anand	8008798764
14	ITC KOHENUR	5 Star	₹ 14,200	CPAI	₹ 16,200	4 KM	Mr. Srinibas Patro	9908848242
15	THE WESTIN HYDERABAD MINDSPACE	5 Star	₹ 12,980	CPAI	₹ 14,160	4 Km	Ms.Ankitha	8008302163
16	DECCAN SERAI	3 Star	₹ 4,480	CPAI	₹ 5,600	4 km	Dattatreya K	9704998989
17	DECCAN SERAI GRAND	4 Star	₹ 6,720	CPAI	₹ 7,840	6 km	Dattatreya K	9704998989
18	RADISSON HYDERABAD HITEC CITY	5 Star	₹ 8,299	CPAI	₹ 9,500	5 Km	Pavan	9246892933
19	AT HOME SERVICE APARTMENTS	Budget	₹ 2,800	CPAI	₹ 3,920	3 km	Dattatreya K	9704998989
20	THE WAY INN	Service Apartment	₹ 1,800	CPAI	₹ 2,000	5 Km	Mr.Ved Vyas	9951938519
21	DE ALPHABET (MASJD BANDA)	Service Apartment	₹ 1,700	CPAI	₹ 2,000	4 km	M.Teja	9640706062
22	OAK HITEC CITY	Service Apartment	₹ 2,000	CPAI	₹ 2,000	4.9 KM	Poornima Chopra	9550301603
23	A3 EMPIRE	Service Apartment	₹ 2,000	CPAI	₹ 2,000	4.6 KM	Poornima Chopra	9550301604
24	HOTEL HALCYON DECCAN	Service Apartment	₹ 1,700	CPAI	₹ 1,700	4.3 KM	Poornima Chopra	9550301605
25	OYO SLIVERKEY JV COLONY	Service Apartment	₹ 1,200	CPAI	₹ 1,200	4.1 KM	Poornima Chopra	9550301606
26	TOWNHOUSE 388 MADHAPUR	Service Apartment	₹ 1,600	CPAI	₹ 1,600	4.1KM	Poornima Chopra	9550301607
27	TOWNHOUSE JAHANAVI GROUP	Service Apartment	₹ 1,800	CPAI	₹ 1,800	2.1KM	Poornima Chopra	9550301608
28	TOWNHOUSE WHITE RIDGE	Service Apartment	₹ 1,800	CPAI	₹ 1,800	3.3 KM	Poornima Chopra	9550301609
29	RCC FORTUNE BLIZZ	Service Apartment	₹ 1,500	CPAI	₹ 1,500	3.5 KM	Poornima Chopra	9550301610
30	SAHARSH GRAND	Service Apartment	₹ 1,400	CPAI	₹ 1,400	2.9 KM	Poornima Chopra	9550301611
31	TOWNHOUSE EAGLEWOOD	Service Apartment	₹ 1,800	CPAI	₹ 1,800	4.0KM	Poornima Chopra	9550301612
32	LAND CORP HOTEL	Service Apartment	₹ 1,500	CPAI	₹ 1,500	3.8KM	Poornima Chopra	9550301613
33	TREEBO TRIP BLUE DAWN SUITES	Service Apartment	₹ 1,750	CPAI	₹ 2,200	4 KM	Mr.Mehul	7978975961
34	TREEBO TREND PRIDE INN BOTANICA	Service Apartment	₹ 1,650	CPAI	₹ 1,960	4 KM	Mr.Mehul	7978975961
35	TREEBO TRIP TALS HYTEK	Service Apartment	₹ 1,800	CPAI	₹ 2,200	3 km	Mr.Mehul	7978975961
36	TREEBO TREND ACSYS	Service Apartment	₹ 2,200	CPAI	₹ 2,500	4 km	Mr.Mehul	7978975961

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

Check List for Exhibitors

Points to check	Deadline	Reference	Tick if done
Read through the manual	N/A	Full Manual	
Exhibit Category Form Filled (Mandatory) – Form 1	15/7/23	Page 14	
Fascia Name (Mandatory for Shell Scheme Exhibitors) – Form 2	24/7/23	Page 14	
List of Exhibitor Badges Form Filled (Mandatory) – Form 3	24/7/23	Page 15	
Show Catalogue Entry Form Filled (Mandatory) – Form 4	24/7/23	Page 16	
Catalogue Advertisement Form Filled (Optional) – Form 5	24/7/23	Page 16	
Additional Power Requirements filled (Optional) – Form 6	24/7/23	Page 17	
Compressed Air Connection requirement filled (Optional) – Form 7	24/7/23	Page 17	
Additional Furniture requirement ordered (Optional) – Form 8	24/7/23	Page 18 , 19 & 20	
HIMTEX 2023 - Branding Opportunities at Venue (Optional) - Form 9	24/7/23	Page 21 & 22	
Insurance for exhibits and personnel	N/A	Page 11	
Stand design approval has been got it from the organisers (Mandatory for bare space exhibitors only)	15/7/23	Page 8 & 9	
Received Participation Letter from organisers	N/A	Page 11	
Weigh Bridge Certificate (Mandatory for those who need on-site material handling)	N/A	Page 23 & 24	
100% payment for Stall and other additional services ordered are paid	25/7/23	Page 4	

Bank account details of the organisers

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

Organized by:



Supported By



Supporting Federation



Silver Partners



Associate Partner



Compressed Air Partner



Media Partners



E-Magazine Partner



Official Magazine Partner



www.himtex.in
www.ipecexpo.in