

# Guidelines & Application Form

**FACTEQ** 2025

**Factory Equipment Expo**

**8 - 11 May 2025**

**Bharat Mandapam (Pragati Maidan)  
New Delhi**

Powered by IMTMA, organiser of **IMTEX**



Organiser



Indian Machine Tool  
Manufacturers' Association

[www.mtx.co.in](http://www.mtx.co.in)

# **FACTEQ** 2025 Factory Equipment Expo

## **FACTEQ 2025**

**8 - 11 May 2025, Bharat Mandapam (Pragati Maidan), New Delhi**

Dear Sir/Madam,

Indian Machine Tool Manufacturers' Association (IMTMA) is pleased to announce the second edition of Factory Equipment Expo (FACTEQ 2025) and fifth edition of Delhi Machine Tool & Manufacturing Technology Expo (DMTX 2025) from 8 - 11 May 2025 at Bharat Mandapam (Pragati Maidan), New Delhi.

A unique show for the manufacturers of Factory Equipment, FACTEQ 2025 will bring the entire range of products and services under one roof to design, build, operate and maintain the factories of tomorrow. FACTEQ 2025 will enable industries from Delhi-NCR and other prominent states in north India and from eastern India to acquaint themselves with the new and cutting-edge technologies for factory needs.

The first edition of FACTEQ held alongside with Pune Machine Tool Expo in Pune in May 2024 was a grand success.

FACTEQ 2025 is being organised along with DMTX 2025, northern region's largest machine tool and manufacturing technology exhibition. The last edition of DMTX held in 2023 featured 208 exhibitors representing 10 countries and attracted a footfall of 13,528 visitors.

Besides covering all other products and services, FACTEQ 2025 will also have special pavilions for products related to Material Handling & Logistics, Hand Tools, Power Tools & Fasteners and Occupational Safety & Health.

FACTEQ 2025 and DMTX 2025 are expected to be showstoppers that will enable the factories of tomorrow and the machine tool industry to scale up their business.

Don't miss the opportunity to be a part of this important expo brought to you by IMTMA, the organizer of IMTEX. The Application Form and Guidelines are attached for your participation.

I take this opportunity to invite you to participate in FACTEQ 2025 and DMTX 2025.

Yours Sincerely,



Jibak Dasgupta  
Director General & CEO  
IMTMA

# EXHIBITION GUIDELINES

## SUMMARY

**Show** : FACTEQ 2025

**Organisers** : Indian Machine Tool Manufacturers' Association (IMTMA)

**Dates & Venue** : Bharat Mandapam (Pragati Maidan), New Delhi

**Product Scope** :

- Air & Water Systems
- HVAC
- Material Storage & Transportation
- Factory Security & Industrial Safety Systems
- Electrical & Lighting Systems
- Sustainable & Environment Solutions
- Maintenance Systems & Equipment
- Information System & Hardware
- Factory Furniture
- Clean Rooms
- Building & Construction

**Eligibility** : Indian and Overseas Manufacturers and Distributors of eligible products & services Space is available in either Raw (bare) form or as shell scheme (constructed booth).

**Stand details** : Exhibitors need to book a minimum of 9 sqm (Shell Scheme Space) or a minimum of 27 sqm. (Raw Space).  
Allotment of stall on first-come-first serve basis.

**Space Rentals** :

Raw Space: Min. 27 sqm. Shell Scheme : Min. 9 sqm.	Raw	Shell
IMTMA Member Companies	7000	8500
IMTMA Members (under Category IV) [rate applicable upto 9 sqm only]	6400	7800
Other Companies (Non SSI)	7800	9200
Other Companies (SSI) (rate applicable upto 9 sqm only)	7400	8800
Foreign Companies (in USD)	190	215
Any other Companies (displaying products manufactured outside India)	9100	10400

**Early Bird** : 10% on Total Space charges on receipt of Payment  
(last date for Early Bird 31 Jan 2025)

**Security Deposit** :

Area	Indian Exhibitor	Foreign Exhibitor
9-50 sqm.	Rs. 25,000	US\$ 600
51-100 sqm.	Rs. 50,000	US\$ 1200
101 sqm. & above	Rs. 75,000	US\$ 1800

# EXHIBITION GUIDELINES

- Utility charges** :
- | Utility                   | Indian Exhibitor | Foreign Exhibitor |
|---------------------------|------------------|-------------------|
| Power (per KW)            | Rs. 3,000        | US\$ 60           |
| Compressed Air (per conn) | Rs. 23,000       | US\$ 400          |
| Water                     | Rs. 9,000        | US\$ 220          |
- Payment** :
- Stage 1 : Application form with 25% advance  
deadline: 31 Jan 2025
  - Stage 2 : Application form with 25% + 35% + 100% security deposit  
deadline: 28 Feb 2025  
(This payment is necessary for confirmation of space)
  - Stage 3 : Balance 40% deadline: 31 Mar 2025
- Cancellation** :
- Before 28 Feb 2025: 25% of space charges + GST as applicable
  - 1 Mar - 31 Mar 2025: 50% of space charges + GST as applicable
  - On / After 1 Apr 2025: 100% of total space charges including 100% utility charges + Other charges if any
- Exhibitor Info** :
- A detailed Exhibitors' Manual would be furnished to all exhibitors, to facilitate their participation in the show
- Fair Catalogue** :
- Each exhibitor will be given a free entry in the official fair catalogue

# EXHIBITION GUIDELINES

## Important information

To ensure that arrangements run smoothly and your participation in FACTEQ 2025 is a success, please take a careful note of the following conditions and the dates mentioned under 'Schedule'.

### 1. Deadline for submitting applications

Please return your application form latest by 31 Jan 2025 (see Article II/7d). Space will be allotted on first-come-first serve basis.

### 2. Deposit

Please note that the Organisers will not process application forms which are not accompanied by the necessary deposit (25% of total space charges, deadline 31 Jan 2025).

To avoid unnecessary delays in registering your requirements, please make sure that you attach your deposit amount to your application.

35% of space charges (deadline 28 Feb 2025) + 100% security deposit is necessary for confirmation of space. (See Article III/15b)

### 3. Exhibits

Only the products listed in Article I/5 are permitted as exhibits.

### 4. Minimum stand size

Please note that in accordance with Article III/11a, the minimum stand size for raw space is 27 sqm. and for shell scheme stand is 9 sqm.

### 5. Stand facilities

Please ensure that you fully comply with the conditions on stand facilities, especially the stand height not to exceed 3 m in Bharat Mandapam (Pragati Maidan).

(Article IV/22)

### 6. Exhibitors' Manual

The Exhibitors' Manual will be sent out on / after 21 Mar 2025. It would include order forms which you should use to order additional services you may require.

## Schedule

### 31.01.2025

Last date for application

### 28.02.2025

Proforma Invoice for balance payment, Stand allotment, Participation Certificate and Exhibitors' Manual.

### 31.03.2025

Last date for balance payment

Stand possession for exhibitors opting for raw space	Stand possession for exhibitors opting for shell scheme construction	Duration of exhibition	Dismantling
<b>5 - 7 May 2025</b>	<b>7 May 2025</b>	<b>8 - 11 May 2025</b>	<b>12 May 2025 (by 6 : 00 pm)</b>

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# EXHIBITION GUIDELINES

## Article I

1. Sponsor
2. Organiser
3. Dates and Venue
4. Exhibition hours
5. Permissible exhibits
6. Exhibitors

### 1. Sponsor

FACTEQ 2025 is sponsored by the Indian Machine Tool Manufacturers' Association (IMTMA)

### 2. Organiser

Indian Machine Tool Manufacturers' Association (IMTMA)

BIEC, 10th Mile, Tumkur Road, Madavara Post  
Bangalore - 562 123.

Tel : +91 80 66246600, Fax : +91 80 6624 6661

E-mail : info@imtma.in, Web : www.imtma.in

### 3. Dates and venue

FACTEQ 2025 will take place from 08 - 11 May 2025.

Stand possession for exhibitors opting for		Dismantling
Raw Space	Shell Scheme	
5 - 7 May 2025	7 May 2025	12 May 2025 (by 6:00 pm)

### 4. Exhibition hours

For business visitors: 10:00 am - 06:00 pm on all exhibition days. During this period the stands must be staffed and exhibits uncovered.

For exhibitors : 09:00 am - 07:00 pm

### 5. Permissible exhibits

- Air & Water Systems
- HVAC
- Material Storage & Transportation
- Factory Security & Industrial Safety Systems
- Electrical & Lighting Systems
- Sustainable & Environment Solutions
- Maintenance Systems & Equipment
- Information System & Hardware
- Factory Furniture
- Clean Rooms
- Building & Construction

(for details refer Annexure - A)

Display of second hand exhibits is strictly prohibited.

Stands offering only information material, shall be permissible for service companies covered in point no. 6 below.

Exhibitors may use machines for the demonstration of their products, subject to the following conditions:

- Sale and publicity of the machines used for demonstration, will not be permitted
- Space and power utilised by the machines will be chargeable in accordance to Article III
- Details of machines used for demonstration will not feature in the exhibition catalogue
- Only new machines should be used for demonstration

### 6. Exhibitors

Any company, agency or organisation which has applied to the Organiser to participate in FACTEQ 2025 and has been allotted space, to display their products /services as per details submitted by them to the Organiser in the application form. The following companies shall be admitted as exhibitors:

- a. Manufacturers
- b. Sales companies of domestic and foreign manufacturers
- c. Trading firms of domestic and foreign manufacturers
- d. Services: Finance, publishing, educational & training institutes, leasing and engineering firms dealing with the product groups listed under article 1/5 above. Right of admission of service companies reserved with the Organisers.

## Article II

7. Application
8. Admission and contract
9. Stand allocation
10. Sub-exhibitors

### 7. Application

Application must be made on the enclosed application form which involves acceptance of the conditions laid down in this booklet for Exhibitors, the conditions in Exhibitors' Manual to be issued later, and any circulars issued by the Organisers from time to time.

# EXHIBITION GUIDELINES

Application forms must be fully completed and returned to: Indian Machine Tool Manufacturers' Association (IMTMA), BIEC, 10th Mile, Tumkur Road, Madavara Post, Bangalore - 562 123

- a. The exhibits must be clearly designated.
- b. Conditions or reservations written in the application shall have no validity. Special requests shall be met wherever possible but shall not form a condition of the application. No exclusion of competition shall be accepted.
- c. Applications shall only be valid on receipt of the application forms and the necessary deposit by the Organisers.
- d. Applications complete in all respects must be returned by 31 Jan 2025

## 8. Admission and contract

- a. Only companies whose range of exhibits complies with the list in Article I/5 shall be admitted as exhibitors.
- b. The Organiser shall decide on admission of exhibitors and exhibits. There shall be no legal entitlement to admission.
- c. Exhibitors shall be notified of admission. Notice of admission shall apply solely to the specified exhibitor. Notification of admission shall constitute a legal contract between the Organiser and the Exhibitor.
- d. The Organiser shall be authorised to cancel admission if this was based on incorrect criteria or information, or if an Exhibitor no longer satisfies the criteria for admission.

## 9. Stand allocation (first-come-first)

- e. Exhibitors shall be sent a stand allotment plan on/after 28 Feb 2025, showing the exhibition site, halls and stand location, together with a copy of the Exhibitors' Manual and order forms for additional services.
- f. The stand allocation shall only be valid for the exhibitor specified in the application. Subletting to third parties shall not be permitted.
- g. If the allocated area is not available for reasons beyond the control of the Organisers, the Exhibitor shall be entitled to a refund of the rental. Claims for further damages would not be admitted.

- h. If circumstances urgently require, the Organisers may on stating the reasons change a stand allocation or change the area of a stand allotted to the exhibitor(s).
- i. The Organisers reserve the right to change the position of the entrances and exits to the exhibition site and halls and of any passages.

## 10. Sub-exhibitors

- a. Sub-exhibitors may only be admitted additionally on stands of distributors or trading companies and must be entered in the application form. Stands would be allotted in the name of one (main) applicant only who will be responsible for making all payments mentioned in the application.
- b. Sub-exhibitors shall be companies which at the request of the main exhibitor are to be listed by name and product range in the Exhibition Catalogue.

## Article III

11. Stand rental
12. Additional charges
13. Security deposit
14. Conditions of payment
15. Withdrawal and non-participation

## 11. Stand rental

The net stand rental for FACTEQ 2025 shall be:  
Space Rentals :

	Raw	Shell
Raw Space: Min. 27 sqm. Shell Scheme: Min. 9 sqm.		
IMTMA Member Companies	7000	8500
IMTMA Members (under Category IV) [rate applicable upto 9 sqm only]	6400	7800
Other Companies (Non SSI)	7800	9200
Other Companies (SSI)	7400	8800
Foreign Companies (in USD)	190	215
Any other Companies (displaying products manufactured outside India)	9100	10400

Note: IMTMA Members SSI rate is applicable only to IMTMA members registered under Category IV, displaying Products manufactured in India. SSI rate is applicable to Non Member Indian companies (SSI) against SSI certificate for Manufacturing, for a maximum of 9 sqm.



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- a. The minimum raw space area that may be booked by an exhibitor is 27 sqm.  
The minimum shell scheme space that may be booked by an exhibitor is 9 sqm.
- Shell scheme space would include side and Rear wall panels. One reception counter.
  - One round discussion table.
  - Three chairs.
  - 4(100 W) spotlights.
  - One 5amp socket point for either a pedestal fan or laptop (no exhibits will be permitted to be connected to this plug point).
  - One waste paper basket.
  - Needle punched carpet, for every 9 sqm. of space booked.

Further details would be available in the Exhibitors' Manual.

- Part shell scheme construction of stands shall not be entertained by the Organisers.
- Exhibitors apportioning space for their overseas principals, shall have to pay space charges for space so apportioned in US\$ only.
- Additional furniture required by Exhibitors would be available on hire, details of which would be available in the Exhibitors' Manual.

- b. IMTMA member's rate is applicable to companies which are registered members of IMTMA as on 31 March 2024 and have no outstanding dues towards IMTMA on any account.
- c. Members of IMTMA participating directly in their own name and displaying products manufactured by themselves can avail members' rate for space.
- d. Associate companies of IMTMA member companies, which are not members of IMTMA, shall not be treated as members of IMTMA, while calculating space charges.
- e. Indian agents/distributors of foreign products must apportion a minimum of 5 sqm. space or double the floor space occupied by the exhibits (whichever is higher) displayed by each foreign principal. Payment of space so apportioned is payable as per rates applicable for foreign companies, in US\$ only.
- f. Indian exhibitors displaying products made by their Indian associate companies,

must apportion a minimum of 5 sqm. space or double the floor space occupied by the exhibits (whichever is higher) of their associate companies. Payment for space so apportioned is payable as per rates applicable for Indian companies.

- g. To suit the requirement and overall layout of the exhibition, the area allotted by the Organisers may vary from the area applied for. Exhibitors shall be liable to pay space charges for the area actually allotted. Fraction of a sqm. will be invoiced as one full sqm.
- h. While applying for space exhibitors may note the following apportioning of space:  
Not more than 60% of the total space be used for display of exhibits.  
Not more than 20% of the total space be used for office area.  
A minimum of 20% of the total space should be left open for free movement of visitors.
- I. All charges indicated above are net. As per Govt. of India regulations, GST would be levied on total space charges and additional charges like power, compressed air and water.  
The present rate of GST is 18%.

## 12. Additional charges

Utility	Indian Exhibitors (Rs.)	Foreign Exhibitors (US\$)
Power (per KW)	3,000	60
Compressed Air	23,000	400
Water	9,000	220

- a. Power : Exhibitors must indicate their power requirement in terms of maximum connected load for lighting and exhibits separately, in KW. Exhibitors should pay for power in complete KW only. Exhibitors opting for shell scheme may only apply for power for exhibits and additional lighting, if any.  
The electric power supply available at the exhibition is as under :
- |              |   |           |         |
|--------------|---|-----------|---------|
| Single Phase | : | 230 Volts | +/- 6%  |
| 3 Phase      | : | 415 Volts | +/- 10% |
| Frequency    | : | 50 CPS    | +/- 3%  |
- b. Compressed Air : Exhibitors are not permitted to use their own compressors

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for exhibiting their products. A maximum pressure of 6 bar would be made available during the exhibition through ½ inch quick release coupling. Further technical details for compressed air supply will be given in the Exhibitors' Manual.

- c. Water : Water will not be available for use in Pantry/Kitchen. Drainage system is not available in the Exhibition Hall. Therefore disposal of Collants & waste water shall be the Exhibitor's responsibility after exhibition hours.
- d. In case of mixed display of Indian and foreign exhibits in a stand, charges for services like power, compressed air and water utilised by the foreign exhibit would be paid in US\$ only. Organisers reserve the right to determine the extent of space/power/compressed air/water to be apportioned for the direct/indirect Exhibitors and Exhibitors should agree to abide by such observations and remit charges to Organisers accordingly.
- e. Charges mentioned above are as per existing tariffs. In case of revision in the tariff structure, the Organisers reserve the right to change tariffs and intimate Exhibitors accordingly.

## 13. Security deposit

Besides the charges mentioned above, Exhibitors need to pay a refundable security deposit to the Organisers as per the table given below. These charges are payable with the application.

Area	Indian Exhibitors (Rs.)	Foreign Exhibitors (US\$)
12-50 Sqm	25,000	600
51-100 Sqm	50,000	1,200
101sqm /above	75,000	1,800

- a. Security deposit will not be adjusted against any amounts due, for which debit notes have been raised on exhibitors.
- b. Security deposits would be refunded to Exhibitors approximately 60 days after the end of the exhibition, provided all dues payable by the Exhibitor to the Organisers (including cost of damages caused by the exhibitor/authorised representatives of Exhibitors, or damages/losses suffered by the Organisers due to any act/omission of the Exhibitor/agent) are cleared, and

the exhibits have been removed from the exhibition grounds as per schedule.

- c. Exhibitors having a mixed display of Indian & foreign exhibits and Indian agents/ companies displaying foreign exhibits only, may pay security deposit in Indian Rupees only.

## 14. Conditions of payment

- a. Terms & conditions
  - i. Payments towards space charges should be made after considering provisions under Article 11 & 12.
  - ii. Exhibitors should calculate payments as indicated in application form and remit the amounts to the Organiser as per the schedule of payments given hereunder. Organisers will issue a Proforma Invoice along with stand allotment advice on/after 28 Feb 2025 indicating all charges and balance payment. Final Invoice will be issued after the show together with refund of security deposit.
- b. Schedule of payments
  - i. Application form with 25% advance deadline: Jan 2025  
Application form with 25% + 35% + 100% security deposit deadline: Feb 2025  
Balance 40% deadline: Mar 2025
  - ii. If balance payment is not received by 31 Mar 2025, interest @ 2.5% p.m. will be charged on the outstanding payment. Beyond 31 Mar 2025, Organisers reserve the right to cancel the allotment of space of the defaulting exhibitor levying full cancellation charges and shall allot the stand to any wait-listed applicant willing to participate at FACTEQ 2025.
- c. Mode of payment
  - i) Indian Exhibitors By Demand Draft in favour of **Indian Machine Tool Manufacturers' Association** payable at Bangalore only.
  - ii) US\$ payments by SWIFT transfer only  
Beneficiary A/C No. : 00412430000403  
Beneficiary Name : Indian Machine Tool Manufacturers' Association  
Beneficiary Bank : HDFC Bank, Malleswaram Branch, Bangalore  
Swift Code : HDFCINBB  
Purpose : Participation charges for FACTEQ 2025.

# EXHIBITION GUIDELINES

## RTGS/NEFT

Beneficiary name : Indian Machine Tool  
Manufacturers' Association

Name of the Bank : HDFC Bank Limited

Branch : Udyog Vihar  
Gurgaon, Haryana

Account type : Current Account

IFSC Code : HDFC0000485

Bank Account No. : 04852820000044

9 Digit MICR Code: 110240077

Note : All bank charges for remittance are to be borne by the applicant.)

## 15. Withdrawal & non-participation

Once Organisers confirm acceptance of application; cancellation/withdrawal of application or any reduction in requirement for space and service will attract cancellation charges as indicated below. Withdrawal of application by Exhibitor on account of any reason including force majeure, strike, lockout etc. will also be treated as cancellation of participation.

Before 28 Feb 2025 : 25% of total space charges

1 - 31 Mar 2025: 50% of space charges + GST as applicable

On / After 1 April 2025: 100% of total space charges + 100% utility charges + Other charges if any

The date on which the written communication conveying cancellation or reduction of stall space or services like power, compressed air and water is received by the Organisers, shall be considered as the effective date of determining cancellation charges. Organisers shall not deviate from the rules pertaining to cancellation even if the space is allotted to another applicant from the wait list. Decision of the Organisers shall be final and binding on all applicants.

## Article IV

16. Other services

17. Exhibitor badges

18. Exhibition Catalogue

19. Exhibitors' Manual

20. Stand erection

21. Stand facilities

22. Site handling agencies

23. Technical services

24. Security

25. Cleaning

26. Dismantling

27. Damage

28. Access to third-party stands

29. Sales

30. Advertising on the fair grounds

## 16. Other services

The stand rental includes the following services:

- Stand area with load bearing capacity.
- General hall lighting
- General hall cleaning
- General hall security
- Inclusion of exhibitor details in alphabetic order in the exhibition catalogue
- One copy of the catalogue per stand to the exhibitor
- Exhibitor passes (see pt.17) General advertising & publicity of the exhibition
- Visitor promotional material depending upon area booked

## 17. Exhibitor passes

- a. Each exhibitor shall receive two free exhibitor passes for stands up to 9 sqm. and one additional free exhibitor pass for every additional 9 sqm. or part thereof. Further passes may be requested on the appropriate form accompanying the Exhibitors' Manual against payment of Rs.100 for each additional pass.
- b. The passes are solely for the use of the exhibitor and their representatives for attending to visitors in their stand. In the event of misuse, passes will be forfeited.
- c. The inclusion of sub-exhibitors shall not increase the entitlement to free exhibitor passes.

## 18. Exhibition catalogue

- Organisers shall publish an official trade fair catalogue containing the following information:
- General information
- Exhibitor information in alphabetical order
- Hall plan
- Product-wise information on Exhibitors
- Country-wise company index
- Advertisements from exhibiting companies

# EXHIBITION GUIDELINES

and members of IMTMA

## 19. Exhibitors' Manual

With the stand allocation advice, exhibitors shall receive a copy of the Exhibitors' Manual with order forms for:

- advertisements in exhibition catalogue
- furniture on rent
- additional exhibitor passes
- freight forwarding & site handling services
- security services
- hotel accommodation

## 20. Stand erection

- a. Exhibitors applying for raw space may start stand erection work from 5 - 7 May 2025, and must complete work latest by 7 May 2025 noon.
- b. Exhibitors applying for shell scheme construction may take possession of their constructed stands on 7 May 2025.
- c. If the stand possession is not taken on time the Organiser shall be free to rent the stand to third party. The exhibitor shall not be entitled to any refund or damages if exhibitor arrives at site later than stipulated dates. Further under such event exhibitor will be liable to pay full stand rental and charges for additional services ordered.

## 21. Stand facilities

The maximum height of booths and decoration material shall be 3m. Discussion cubicles should not occupy more than 20% of the total stand area. Further conditions on stand decoration will be announced in the Exhibitors' Manual. Exhibitors must comply with relevant legislation and administrative regulations.

## 22. Site handling agencies

Handling of exhibits at exhibition site i.e unloading, unpacking, placement of exhibits in stand, re-packing and loading etc., shall be the sole responsibility of the agencies appointed by the Exhibition Committee. Contact details of the approved agencies and tariff for site handling will be provided in the Exhibitors' Manual.

## 23. Technical services

The Organisers will provide for general lighting in the hall.

The costs of installing water, electricity and compressed air connections to the exhibits in individual stands shall have to be borne by the exhibitor. Each stand will be provided with one outlet for electricity, compressed air and water of adequate capacity depending upon the requirements received from each exhibitor. The installation work inside the stand should be carried out by authorized/specialist electrical contractors which must be informed to the Organisers in advance. The Organisers shall be authorised but not obliged to supervise the installation work. The exhibitor shall be liable for any damage caused by the installations.

Machinery and equipment which are not authorised, do not comply with the relevant regulations or have a higher consumption of power and other services than stated in the application, will be removed at the exhibitor's expense. The exhibitor shall be liable for all damages resulting from unregulated consumption of energy. The technical implementation committee shall not be liable for any losses or damage resulting from disruptions in energy supply.

## 24. Security

The Organisers shall be responsible for general hall security. Security services will be in place from erection period till the close of the dismantling period. The Organisers shall be entitled to carry out any checks needed for security.

The general security service provided by the Organisers shall not affect the exclusion of liability for all personal injury and damage to property.

Exhibitors may hire security staff from the security company appointed by the Organisers to guard their exhibits in their own interest. Tariff and order forms for ordering security by exhibitors would be available in the Exhibitors' Manual.

## 25. Cleaning

The Organisers shall be responsible for general cleaning of the hall and aisles. Exhibitors shall be responsible for stand cleaning, which must be completed daily before the exhibition opens.

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Exhibitors who wish to engage cleaning services may employ companies approved by the Organisers, details of which would be available in the Exhibitors' Manual.

## 26. Dismantling

Stands may be dismantled only after end of the exhibition. The halls must be completely cleared including restoration of flooring before 6:00 pm on 12 May 2025. Thereafter, Organisers shall have the discretion to remove and store goods until claimed by the Exhibitor. All costs of removal and storage as well as the risk of theft, loss or damage shall be borne by the Exhibitor.

## 27. Damage

At the close of the exhibition the stand including hall flooring shall be restored by the exhibitor to its original condition at the time of occupation.

The exhibitor shall be liable for any damage to fixtures and fittings made available, and specifically for damage to hall flooring.

## 28. Access to third-party stands

Third-party stands may not be entered outside opening hours without the permission of the exhibitor.

## 29. Sales

Exhibits may be delivered to customers after the end of the exhibition. Legislation and regulations must be complied with by the exhibitor in connection with sales and delivery to customers.

## 30. Advertising on fair grounds

- a. Printed matter and advertising material may only be distributed from the stand and not in hall passages or outside the exhibition hall.
- b. All exhibitor advertising material must relate to the exhibition, complying with the law and public policy and should not be political or ideological in character. Comparison and superlative advertising are not permitted. The Organiser shall be entitled to prohibit the distribution and display of advertising which may arouse objection and shall confiscate such material for the duration of the exhibition.

- c. Audio visual displays by exhibitors should be restricted to their stands only. Causing of disturbance to outsiders is prohibited. The Organiser shall be entitled to intervene and discontinue or remove equipment if they cause any disturbance in their opinion.

## Article V

31. Force majeure
32. Intellectual Property Rights
33. Limit of liability
34. Local & site regulations
35. Safety regulations
36. Photographs & Films

## 31. Force Majeure

Under the conditions of force Majeure which also include but doesn't restricts to earthquakes, floods, fires, explosions, acts of God, acts of state, wars, terrorism, action of any Government, tempests, pandemics, epidemics, quarantine restriction, serious industrial disputes, strikes, lockouts, local unrest, shipwrecks, civil war, act of the public enemy including, but not restricted to, block of passage, riots, directives by any statutory authority, compliance with directives or orders of any law court or directives from state government or Government of India and other events & decisions beyond the control of the Organiser, the Organiser reserves the right to alter the opening and duration or even cancel the entire exhibition. In case of change in dates and duration of the Exhibition, The rules and regulations and the agreement between the Exhibitor and the Organiser will remain unaffected. In case of cancellation of the exhibition, the stall rental will be refunded to the Exhibitor after deducting the non recoverable proportionate costs already incurred by the Organiser. All disputes are subject to Bangalore Jurisdiction.

## 32. Intellectual Property Rights

- The exhibitor/exhibitors hereby undertake that they shall not breach any intellectual property rights owned by other participants/exhibitors ("third party intellectual property rights") which may include but is not limited to Trademarks, Copyrights, Patents and Designs.

# EXHIBITION GUIDELINES

- The exhibitor/exhibitors further undertake that IMTMA shall not be made party to disputes if any arising out of such violation of third party intellectual property rights.
- The exhibitor/exhibitors agree that no legal recourse shall be taken within the exhibition premises against any other participant/exhibitor at the show without prior intimation to IMTMA.
- IMTMA reserves the right to temporarily suspend/disqualify the participation of exhibitor/exhibitors in the event of the breach of third party intellectual property rights.

The exhibitor/exhibitors hereby undertake to indemnify and to keep IMTMA indemnified from and against all actions, demands, claims, liabilities, losses, damages, costs, expenses and other liabilities whatsoever suffered or incurred, resulting from or arising in connection with the disputes pertaining to violation of third party intellectual property rights by exhibitors, if any.

## 33. Limit of liability

Organisers are not liable for any loss or damage to Exhibitors' property at the exhibition site or injury to their personnel and visitors. Exhibitors shall agree to refrain from making any claim on the Organisers and indemnify claims, if any, by third party, arising out of Exhibitors' conduct. All disputes shall be subject to Bengaluru Court jurisdiction.

## 34. Local & site regulations

Exhibitors agree to abide by the local and site regulations with respect to law and order, safety etc. The Organisers will take necessary action against exhibitors who do not comply with the guidelines and regulations.

Exhibitors are requested to co-operate with the Organisers and their authorised representatives who wish to inspect/examine all the exhibits displayed in their stands.

## 35. Safety regulations

Generally accepted safety regulations relating to technology, labour, safety and accident prevention must be followed by the exhibitors. Proper safeguards must be provided on the exhibits for protection against sparks, flying chips, heat etc. Organisers are entitled to prohibit operation of machines or equipment, if in their opinion, they pose a danger and annoyance to visitors/other Exhibitors.

## 36. Photographs & films

Organisers have exclusive right to take photographs and films of the exhibition stands. Prior permission of the Organisers will be essential for taking photographs and films by Exhibitors for areas other than their own stands.

# EXHIBITION GUIDELINES

## Annexure - A

### Product Profile

A01.00 Air & Water Systems

A02.00 HVAC

A03.00 Material Storage & Transportation

A04.00 Factory Security & Industrial Safety Systems

A05.00 Electrical & Lighting Systems

A06.00 Sustainable & Environment Solutions

A07.00 Maintenance Systems & Equipment

A08.00 Information System & Hardware

A09.00 Factory Furniture

A10.00 Clean Rooms

A11.00 Building & Construction

#### **A01.00 Air Systems**

A01.01 After-coolers

A01.02 Air Accessories

A01.03 Bearing temperature monitors

A01.04 Centrifugal compressors

A01.05 Condensate drains

A01.06 Cooling systems

A01.07 Cooling water pressure switches

A01.08 Dryers

A01.09 Dust enclosures

A01.10 End connections

A01.11 Filters (air, oil, water etc.)

A01.12 Heat Recovery System

A01.13 Lube oil circulation pumps and pressure switches

A01.14 Nitrogen generators

A01.15 Oil coolers

A01.16 Oil Free Compressors

A01.17 Oil Lubricated Compressors

A01.18 Other accessories & Elements

A01.19 Piston-type air compressors

A01.20 Portable Compressors

A01.21 Reciprocating Air Compressors

A01.22 Rotary Screw Air Compressors

A01.23 Scroll compressors

A01.24 Separators (air-oil and oil-water for non-oil free compressors)

A01.25 Vacuum Generators

#### **Water Systems**

A01.26 Clarifiers

A01.27 Disinfection Equipment

A01.28 Filtration Systems

A01.29 Float Switch

A01.30 Float Valve

A01.31 Flow Meter

A01.32 Fluid management systems

A01.33 Hot water Generators

A01.34 IoT device for water management

A01.35 Membrane Systems

A01.36 Mixers and Aerators

A01.37 Other Accessories & elements

A01.38 Paper bed filters

A01.39 Piping and pipe connections

A01.40 Pumps & Valves

A01.41 Reverse Osmosis Systems

A01.42 Sedimentation Tanks

A01.43 Softening Equipment

A01.44 Solid bowl centrifuges

A01.45 Solvent system

A01.46 Tramp Oil Separators

A01.47 Vacuum filters

A01.48 Water level controllers

A01.49 Water level indicator

A01.50 Water Tank Overflow Alarms

#### **A02.00 HVAC**

A02.01 Air Curtains

A02.02 Air filter

A02.03 Air Handling Units

A02.04 Boiler

A02.05 Chillers

A02.06 CHW Primary & Secondary Pumps

A02.07 Control

A02.08 Cooling tower

A02.09 Ductable Split Units

A02.10 Ducts

A02.11 DX Units

A02.12 Exhaust Fans and Air outlet

A02.13 Fan Coil Units

A02.14 Floor Mount Air Cooler

A02.15 Fume Collector

A02.16 G4 Air Filter

A02.17 Heating and cooling coils

A02.18 Humidification and dehumidification equipment

A02.19 Industrial Fans

A02.20 Mixed-air plenum and outdoor air control

A02.21 Mobile Fume Collector

A02.22 Open Space cooler

A02.23 Outdoor air intake

A02.24 PIP Air Ducts

A02.25 PIP Drop Duct W/Air Diffuser

# EXHIBITION GUIDELINES

A02.26 Precision AC (PAC) units  
A02.27 Return air system  
A02.28 Roof Exhaust Fan  
A02.29 Roof Mount Air Cooler  
A02.30 Self-contained heating or cooling unit  
A02.31 Split Air Conditioners  
A02.32 Supply fan  
A02.33 Terminal devices  
A02.34 Thermal energy Storage (TES) system  
A02.35 Tower Air Conditioners  
A02.36 Treated Fresh Air Units  
A02.37 Ventilation Air Unit  
A02.38 Volume Control Dampers  
A02.39 VRF (Variable Refrigerant Flow) Units  
A02.40 Wall Exhaust Fan  
A02.41 Wall Mount Air Cooler  
A02.42 Water chiller

## **A03.00 Material Storage & Transportation**

A03.01 Automated Guided Vehicles (AGV)  
A03.02 Automated Storage and Retrieval System  
A03.03 Automatic identification and data collection  
A03.04 Bins  
A03.05 Bridge Crane  
A03.06 Bucket Elevators  
A03.07 Cantilever Racks  
A03.08 Casters and wheels  
A03.09 Controls  
A03.10 Conveyor Belts  
A03.11 Crawler Crane  
A03.12 Dock equipment  
A03.13 Drawers  
A03.14 Dumb Lifts  
A03.15 Elevators  
A03.16 EOT Cranes  
A03.17 Flow Racks  
A03.18 Forklifts  
A03.19 Gantry Crane  
A03.20 Hand trucks  
A03.21 Hoisting equipment  
A03.22 Hoppers  
A03.23 Industrial robots  
A03.24 Infrared AGV  
A03.25 Integrated material handling systems  
A03.26 Inventory Control Systems  
A03.27 Item Order Fulfillment Systems  
A03.28 Jib Crane  
A03.29 Lift trucks  
A03.30 Monorails and workstation cranes  
A03.31 Order pickers  
A03.32 Other accessories and elements

A03.33 Overhead Crane  
A03.34 P & H Cranes  
A03.35 Pallet trucks  
A03.36 Platform trucks  
A03.37 Protective guarding  
A03.38 Racks  
A03.39 Rail Guided Vehicles (RGV)  
A03.40 Railroad Crane  
A03.41 Rough Terrain Crane  
A03.42 Scissor Lifts  
A03.43 Screw Conveyor  
A03.44 Shelves  
A03.45 Side Loaders  
A03.46 Side-loaders  
A03.47 Software  
A03.48 Stackers and reclaimers  
A03.49 Storage  
A03.50 Tower Crane  
A03.51 Truck Mounted Crane  
A03.52 Walkie stackers  
A03.53 Warehouse automation  
A03.54 Workstation Crane

## **A04.00 Factory Security & Industrial Safety Systems**

A04.01 Access control systems  
A04.02 Air and gas leak detectors  
A04.03 Anti-slip flooring  
A04.04 Automatic fire detectors  
A04.05 Building Management System (BMS)  
A04.06 CCTV Cameras  
A04.07 Disaster prevention equipment  
A04.08 Dust mask and respirators  
A04.09 Ear protection  
A04.10 Factory surveillance system  
A04.11 Fire alarm panels  
A04.12 Fire detection systems  
A04.13 Fire fighting systems  
A04.14 Fire Suppression System  
A04.15 Intrusion Alarm System  
A04.16 IOT & Smart Devices for Factory Security  
A04.17 Mobile and Biometric systems  
A04.18 Notification appliances  
A04.19 Other accessories and elements  
A04.20 Parking management systems  
A04.21 Personal Protection Equipment  
A04.22 Personnel Identity systems  
A04.23 Remote Services  
A04.24 Rodent Protection  
A04.25 Safety and Personnel protection  
A04.26 Safety Fences



# EXHIBITION GUIDELINES

- A04.27 Shutters
- A04.28 Smoke detectors
- A04.29 Supplier management systems
- A04.30 Time and attendance systems
- A04.31 VESDA
- A04.32 Visitor management systems
- A04.33 Voice Alarms and public address systems
- A04.34 WLD

## **Occupational Safety and Health**

- A04.35 Safety Training and Consultancy
- A04.36 Safety Software
- A04.37 Height Safety Products
- A04.38 Safety Accessories
- A04.39 Safety Uniforms & Occupational Workwear
- A04.40 Occupational Health Services

## **A05.00 Electrical & Lighting Systems**

- A05.01 A.C.Bs
- A05.02 Accumulators
- A05.03 Automatic transfer switch
- A05.04 Boilers
- A05.05 Bus bars, Bus couplers, Busbar Trunking
- A05.06 Cable trays
- A05.07 Cables
- A05.08 Capacitor Bank
- A05.09 Circuit Breaker
- A05.10 Control Panel
- A05.11 Control panels
- A05.12 Data centers
- A05.13 Distribution Transformer
- A05.14 Distributors
- A05.15 Electric Safety
- A05.16 Electrical Power Systems
- A05.17 Emergency Power Off Panels
- A05.18 Energy efficiency & saving equipment
- A05.19 Factory Light Bulbs
- A05.20 Feeders
- A05.21 Generators
- A05.22 Ground Bars
- A05.23 Lighting Controls & Sensors
- A05.24 Lighting distribution board
- A05.25 Lighting Fixtures
- A05.26 Load Break Switch
- A05.27 LT Panels & Sub-LT Panels
- A05.28 Metering Devices
- A05.29 Metering Panel
- A05.30 Other accessories and elements
- A05.31 Panelboards
- A05.32 Plug-in Boxes
- A05.33 Power Control
- A05.34 Power distribution boards

- A05.35 Protection Relays
- A05.36 Sensors
- A05.37 Shrouded Busbar for EOT cranes
- A05.38 Smart Energy Solutions
- A05.39 SMPS
- A05.40 Solar Batteries
- A05.41 Solar Panel
- A05.42 Sub-distribution boards
- A05.43 Switchboards
- A05.44 Switchgear
- A05.45 Transformers & Protection systems
- A05.46 UPS
- A05.47 Utility Cabinets

## **A06.00 Sustainable & Environment Solutions**

- A06.01 Air compressor equipment monitoring system
- A06.02 Air quality monitoring system
- A06.03 Combustible gas monitoring system
- A06.04 Diesel fuel flow monitoring and control system
- A06.05 Dust monitoring system
- A06.06 Effluent treatment management
- A06.07 Energy consumption visualization system
- A06.08 Environmental monitoring of high-risk goods storage
- A06.09 ESG Audit firms
- A06.10 Green Factories
- A06.11 Heat recovery ventilation system
- A06.12 Horticulture
- A06.13 Humidity control system
- A06.14 Natural gas energy monitoring and control system
- A06.15 Rainwater harvesting systems
- A06.16 Renewable energy monitoring system
- A06.17 Sewage treatment systems
- A06.18 Solid waste management systems
- A06.19 Temperature monitoring systems
- A06.20 Trash bins
- A06.21 Water quality monitoring systems
- A06.22 Water recycling systems
- A06.23 Water testing systems

## **A07.00 Maintenance Systems & Equipment**

- A07.01 Aerators
- A07.02 Cleaning Chemicals
- A07.03 Clippers
- A07.04 Cotton Waste
- A07.05 Data management
- A07.06 Electrical analysis equipment
- A07.07 Floor washing equipment

# EXHIBITION GUIDELINES

- A07.08 Fume killers
- A07.09 Hand Tools & Power Tools
- A07.10 Hygiene Products & Consumables
- A07.11 Ladders
- A07.12 Lockers
- A07.13 Lubricants
- A07.14 Mist collectors
- A07.15 Oil and lubricant systems
- A07.16 On-line oil analyzer
- A07.17 Paints & Varnishes
- A07.18 Pest control
- A07.19 Roof cleaning equipment
- A07.20 Safety Gloves
- A07.21 Safety goggles
- A07.22 Safety Signage
- A07.23 Shelving units
- A07.24 Tool belts
- A07.25 Tool boxes
- A07.26 Tools for remote visual inspection
- A07.27 Tools for thermal imaging
- A07.28 Trimmers
- A07.29 Vacuum Cleaners
- A07.30 Vibration monitoring
- A07.31 Water leak detectors
- A07.32 Window washing tools
- A07.33 Wire and Cable strippers
- Fastener**
- A07.34 Standard Fasteners
- A07.35 Specialized Fasteners
- A07.36 Custom Fasteners
- A07.37 Fastening Tools and Systems
- A07.38 Fastener Coatings and Treatments
- A07.39 Innovative Fastening Solutions

## **A08.00 Information Systems & Hardware**

- A08.01 Cloud based solution providers
- A08.02 Desktops
- A08.03 Display monitors
- A08.04 ERP Developers
- A08.05 Ethernet
- A08.06 HVAC Control systems
- A08.07 Intercoms
- A08.08 LED Lighting Control Solutions
- A08.09 PLC and HMI Software Developers
- A08.10 RFID
- A08.11 Routers
- A08.12 Servers
- A08.13 Tablets
- A08.14 Wi-fi Equipment
- A08.15 WLAN

## **A09.00 Factory Furniture**

- A09.01 Cable Managers
- A09.02 Cafeteria & Canteen equipment
- A09.03 Conference Tables & Chairs
- A09.04 Desks
- A09.05 Executive Tables & Chairs
- A09.06 Light and Heavy Duty Racking & Shelving Systems
- A09.07 Other accessories and elements
- A09.08 Pallets & Box Containers
- A09.09 Public address systems
- A09.10 Shopfloor furnitures, cabins
- A09.11 Signage & Display Boards (Shopfloor & Office)
- A09.12 Storage (Office & Shopfloor)
- A09.13 Tool Cabinets
- A09.14 Trolleys
- A09.15 Visual display system
- A09.16 Warehouse Management System
- A09.17 Work Benches
- A09.18 Work Stations (Office & Shopfloor)

## **A10.00 Clean Rooms**

- A10.01 Clean Room apparel
- A10.02 Clean Room cleaning supplies
- A10.03 Clean Room construction components
- A10.04 Clean Room documentation materials
- A10.05 Clean Room equipment
- A10.06 Clean Room furniture
- A10.07 Clean Room mats & flooring
- A10.08 Clean Room safety products
- A10.09 Clean Room sterile supplies
- A10.10 Doot Interlock System
- A10.11 Modular Clean Rooms
- A10.12 Passbox

## **A11.00 Building & Construction**

- A11.01 Bridges
- A11.02 Building Automation Systems
- A11.03 Certification & Liasoning agencies
- A11.04 Dry walls
- A11.05 Facility management system
- A11.06 Factory Building Architect & Designers
- A11.07 Factory Flooring
- A11.08 Factory project management consultants
- A11.09 Factory renovators
- A11.10 Interiors & Fitout
- A11.11 Pre Engineered Buildings
- A11.12 Prefabricated factories
- A11.13 UG Tunnel construction

	<b>APPLICATION FORM</b>				
The Organiser Indian Machine Tool Manufacturers' Association 10th Mile, Tumkur Road Madavara Post Bangalore - 562 123 (Karnataka) India	Application form with 25% advance deadline: Jan 2025 Application form with 25% + 35% + 100% security deposit deadline: Feb 2025 Balance 40% deadline: Mar 2025 <i>Early Bird -10% on total space charges on receipt of payment (last date: 31 Jan 2025)</i>				
We apply for participation at FACTEQ 2025 . We have read the guidelines, rules and regulations, and under take to abide by them.					
Company..... Address..... City ..... Pin/Zip..... State ..... Country ..... Phone ..... Fax..... Email..... Website.....					
CEO's Name..... Email..... Phone (Direct)..... Mobile.....					
Contact Person for Exhibition ..... Designation ..... Email ..... Phone(Direct) ..... Mobile.....					
<b>Local office / India Agent</b> Contact Person ..... Address ..... Phone ..... Fax..... Mobile ..... Email .....					
<b>Short Name of the Company</b> <input style="width: 100%;" type="text"/> Max. 15 characters for listing in Exhibition Catalogue					
<b>We are:</b> <input type="radio"/> Manufacturers <input type="radio"/> Sales Trading Company <input type="radio"/> Service Company <input type="radio"/> Others					
Participation Charges (Raw Space : Min. 27 sqm., Shell Scheme : Min. 9 sqm. )					
<b>Enter your GST No:</b> .....	<b>Raw</b>	<b>Shell</b>		<b>Rupees</b>	<b>US\$</b>
IMTMA Member Companies	7000	8500	x.....sqm		
IMTMA Members (under Category IV) [rate applicable upto 9 sqm. only]	6400	7800	x.....sqm		
Other Companies (Non SSI)	7800	9200	x.....sqm		
Other Companies (SSI) - [rate applicable upto 9 sqm. only]	7400	8800	x.....sqm		
Foreign Companies (in USD)	190	215	x.....sqm		
Any other Indian Companies (displaying products manufactured outside India)	9100	10400	x.....sqm		
<b>Total Space Charges</b>					
<b>2. Electric Power</b>					
a. Indian exhibits (Rs 3,000/kw) x Single Phase ..... kw + Three Phase ..... kw = Total ..... kw					
b. Foreign exhibits (US\$ 60/kw) x Single Phase ..... kw + Three Phase ..... kw = Total ..... kw					
<b>3. Compressed Air</b>					
a. Indian exhibits (Rs. 23,000/connection) x ..... connection(s) volume ..... connection					
b. Foreign exhibits (US\$ 400/connection) x ..... connection(s) Pressure (Max 6 bar)					
<b>4. Water</b>					
a. Indian exhibits (Rs. 9,000/connection) x ..... connection(s)					
b. Foreign exhibits (US\$ 220/connection) x ..... connection(s)					
<b>Total Additional Charges (Total of 2 to 4)</b>					
5. <b>Net Amount Payable</b> (Total Space charges + Total Additional charges [ Total 1 to 4 ] )					
6. <b>GST</b> [ 18% of net amount payable (5) ]					
7. <b>Security Deposit</b> <input type="checkbox"/> 9 - 50 sqm. (Rs. 25,000/US\$ 600) <input type="checkbox"/> 51 - 100 sqm (50,000/US\$1,200) <input type="checkbox"/> 101 sqm/above(75,000/US\$1,800)					
<b>Total Amount payable</b> (Net amount payable + GST + Security Deposit) [Total of 6 to 7]					
Advance amount payable [25% of Total Space Charges					
Note: Invoice will be raised as per application name and address. It cannot be changed at any stage.					

**Other Indian & Foreign Sub-Exhibitors displaying products in our stand (use additional sheets if necessary)**

Company	City	Country
1 .....	.....	.....
2 .....	.....	.....
3 .....	.....	.....
4 .....	.....	.....
5 .....	.....	.....

**Details of Indian Exhibits (use additional sheets if necessary)**

Sl. No.	General Description of Machines/Product	Model No.	Exhibition Code as per Product Index	Qty	Length (m)	Width (m)	Height (m)	Wgt. (kgs.)	Value (Rs/US\$) million	Power (Kw)	Manufacture Company/City/Country
	Total										

**Details of Foreign Exhibits (use additional sheets if necessary)**


Notes:  
 1. Please enclose illustrated catalogue/leaflets of all exhibits.  
 2. It is essential to mention power requirement in terms of connected load of individual exhibits.  
 3. Give Exhibit code numbers as per the Product Index for all the exhibits individually for classifications in Exhibition Catalogue.  
 4. Exhibits other than mentioned above will not be allowed for display.  
 5. Keep a copy of the Application Form for your future reference and use.

**Other Special Requirement**  
 .....

<p><b>Enclosures with Application</b></p> <ol style="list-style-type: none"> <li>Product catalogue, SSI certificates if applicable</li> <li>Indian Rupee payments: by <b>Demand Draft / Cheque</b> payable at Bangalore in favour of <b>Indian Machine Tool Manufacturers' Association</b></li> <li>US\$ payments by <b>SWIFT transfer</b> only Beneficiary A/C No. : 00412430000403 Beneficiary : Indian Machine Tool Manufacturers' Association Beneficiary Bank : HDFC Bank, Malleswaram Branch, Bangalore Swift Code : HDFCINBB Purpose : Participation charges for FACTEQ 2025.</li> </ol> <p>We have read the guidelines, rules and regulations, and under take to abide by them.</p>	<p><b>RTGS/NEFT</b></p> <p>Beneficiary name : Indian Machine Tool Manufacturers' Association                  Name of the Bank : HDFC Bank Limited                  Branch : Udyog Vihar Gurgaon, Haryana                  Account type : Current Account                  IFSC Code : HDFC0000485                  Bank Account No. : 04852820000044                  9 Digit MICR Code : 110240077</p> <p>Note : All bank charges for remittance are to be borne by the applicant.)</p>	<p><b>For foreign Exhibitors Only</b></p> <p>Please provide bank account details with SWIFT code for post-show refund for security deposit</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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Approval Note of Organisation office	Company stamp and authorised signature
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