



8th Edition
SUBCON 2023
 (An Event of CODISSIA Intec Technology Centre)
Source for Successful Outsourcing

Organised by



10th to 12th May 2023, CODISSIA Trade Fair Complex, Coimbatore

TRADE FAIR GUIDELINES, TERMS AND CONDITIONS

1. Venue, Dates & Timings

SUBCON 2023 will be held from **10th to 12th May 2023**
 at **CODISSIA Trade Fair Complex,**
Avinashi Road, Coimbatore - 641 014, Tamil Nadu, INDIA

For Exhibitors : 9.30 AM to 6.00 PM

For Visitors : 10.00 AM to 5.00 PM

2. Basic facilities

A built up stall includes pre fabricated octonorm system, wall to wall carpet, fascia name board, one information table, two chairs, three spot lights, one 5 amps plug point and a dust bin.

3. Trade Fair Hall

- Trade Fair Halls have heavy duty industrial flooring.
- Door openings are 5.4 m (Height) and 4.5 m (Width).
- The stalls are spaciouly designed.

5. Electricity Usage

One 5 amps plug point will be provided only to power electronic gadgets like Mobile Charger, Laptop or TV set. **If it is used to run other equipments, minimum of 1 kW will be charged.**

STALL CHARGES, ADDITIONAL SERVICES & CHARGES

1. Stall Charges

**Amount
per Sq.m**

- 1.1 Built-up-stall : 2,500/-
- 1.3 Two Side Open 10% Extra
Three Side Open 15% Extra
- 1.4 Note: Service Tax & other Levies will be applicable as per Govt. Rules & notifications

2. Payments

All Payments towards any charges should be made by **A/C Payee Demand Draft** in favour of **CODISSIA INTEC TECHNOLOGY CENTRE - EVENT SUBCON 2023**, Payable at Coimbatore.

2.1 Bank Account Details:

- a. Account Name : **CODISSIA INTEC TECHNOLOGY CENTRE - EVENT SUBCON 2023**
- b. Account Type : Savings
- c. Account No : **19820100037670**
- d. Bank : The Federal Bank Ltd.,
- e. Branch : Papanaikenpalayam, Coimbatore 641 037.
- f. Branch Code : 1982
- g. RTGS / IFSC Code : FDRL0001982

3. TDS Deductions

- 3.1 CODISSIA INTEC TECHNOLOGY CENTRE (PAN No. **AAATC2212N & GST No.33AAATC2212N1Z3**) is a Trust formed by CODISSIA for the purpose of promotion of technology through Trade Fairs, Seminars, Conferences, Workshops etc. Accordingly, CODISSIA Intec Technology Centre organises a variety of fairs on various subjects. One of the fairs organised by **CODISSIA Intec Technology Centre - Event SUBCON 2023.**

- 3.2 Tax as applicable under Section 194 - C of the Income Tax Act, may be deducted at source and FORM 16 A is to be issued in the name of **CODISSIA INTEC TECHNOLOGY CENTRE**, GV Fair Grounds, Avinashi Road, Coimbatore, 641 014, Tamilnadu, India. (This tax is currently @ 2%)
- 3.3 Tax deduction by participants have to be done on or before the due date in the respective years, to enable us to take note of the same.
- 3.4 In case of belated TDS, the concerned amount can be recognized and adjusted only when the Income Tax department allows due credit in our tax assessment.
- 3.5 Furnishing of GST & TAN is compulsory, without which stall booking cannot be processed.
- 3.6 **An exhibitor who fails to remit TDS, will not be allotted stall in the next edition. Delayed response from the exhibitor will result in their preferred stall / hall not being considered by the Organiser for the next edition of the event.**

4. No application will be entertained without advance payment.

5. Entry of Exhibits will be permitted only after receiving 100% payment for all charges including GST.

6. Invoice will be raised on completion of the fair and on receipt of 100% payment including GST.

7. Invoice will be raised as per details provided in the stall reservation form. **No change in details will be permitted in the final invoice.**

8. Facilities and Service Charges

The cost of additional power will be **3,000/- per kW** (Subject to a minimum of 1 kW)

The above charge include wiring up to the main switch board provided in the stall.

TERMS AND CONDITIONS

1. Stall Allotment

The allotment of stall will be made strictly on "First come First served" basis and will be decided by the Organisers.

2. Cancellation

2.1 Failure to make payments as per schedule would render cancellation of stall booking / allocation and no refund will be made. Cancellation of participation is not permitted

2.2 Exhibitors will be deemed to have withdrawn if for any reason whatsoever they fail to take possession of the allotted stall / bare space within 24 hours from the date of inauguration of the fair. The organiser may therefore dispose the unoccupied space and the said exhibitors will have no right to claim a refund or compensation even if the space is allotted to other exhibitors.

3. Transport Documents

Participants shall take care to see that the transport documents of exhibits are full and complete to satisfy the statutory requirements to avoid any difficulties enroute. The exhibits should be consigned in the name of the participants themselves or their local agents and not in the name of the organiser.

4. Entry of Exhibits

- Exhibitor registration and Entry of Exhibits will be permitted only after making 100% payment for all charges.
- Exhibit entry gate will be closed by 06.00 pm on 08May 2023 and there after no exhibits will be allowed inside.
- Exhibits arriving after 06.00 pm on 08May 2023 will be allowed inside only after 07.00 pm on 10 May 2023 with prior permission of the organisers.

09.05.2023 is NO ACTIVITY DAY

Woodworking inside/outside the Exhibition Halls is prohibited. Exhibitors are advised to bring prefabricated stands for assembly in the Exhibition Halls.

5. Exhibits In - Exhibits Out

Authorised representatives of the Exhibitor should be present at the time of entry of exhibits at the venue.

5.1 Installation of Exhibits

Shell Scheme can begin installation of exhibits from 08.05.2023 and the same must be completed on 09.05.2023 before 5 pm.

6. Closure of Fair

On the day of completion of the fair, heavy vehicles with capacity above one ton will be permitted inside only after clearance of smaller vehicles. Mobile crane entry will also be permitted only after the small vehicles move out.

- Fair will close for Public at 05.00 PM
- Participants can collect their Clearance Certificates from the respective Help Desk from 5 pm onwards.
- Hand carriable items will be allowed to move out between 06.00 to 09.00 PM
- Vehicles will be allowed inside the ground from 07.00 PM onwards
- Vehicles will be allowed inside the Halls after 09.30 PM

7. Security

The Organisers will provide round the clock security for the general surveillance of the Trade Fair Grounds.

If required, exclusive security guards will be provided at extra charges during installation and removal of the exhibits.

8. Seminar Hall

Halls are available at extra charges. Unique opportunity to sell your product and services. Technology Promoters can have their video, audio presentation and technical talk. Halls are booked on "First Come-First served" basis.

9. Fair Directory

The organisers will release the exhibition Directory giving the following information

- Name and Addresses of various Exhibitors
- List of products exhibited
- Layout plan showing position of various stalls
- For advertisement in the fair directory, use the Advertisement Order Form.

10. Insurance

All the participants are advised to arrange for comprehensive insurance for their exhibits at their own cost.

11. Sales

Sale of any product in the fair premise will be subject to the Rules & Regulation of the Government of Tamil Nadu and the Govt. of India as the case may be.

11.1 For an Exhibitor who is carrying on business outside Tamil Nadu.

- Must get registered as a 'Casual Taxable Person' with the proper Officer of the GST Department under whose jurisdiction the trade fair venue falls.
- Must submit a Return in the prescribed form after the closure of the trade fair and pay the necessary tax if any sale was effected during the fair.

11.2 For an exhibitor who is already a 'Registered Person' with the GST Department

→ Must get registered as a 'additional place of business' with the jurisdictional proper Tax officer.

→ Must incorporate all the transactions during the Trade Fair in their monthly Returns.

12. Exhibitor Entry Passes

Each exhibitor shall receive two free exhibitor entry passes for stalls upto 16 sq.mtrs. One additional free pass shall be issued for each additional 10 sq.mtrs. Additional passes can be obtained at extra cost.

Invitee Business Visitor Passes would be provided for mailing to their business prospects.

Vehicle Identification Passes will be issued for parking the vehicles in the parking area.

There are strict parking restrictions around the venue.

13. Advertising in Fair Venue

- Printed matter and advertising material may be displayed / distributed only in their own stall and not in the hall gangways or outside the exhibitions hall.
- Moving, acoustic advertising and music are prohibited. The organisers shall be entitled to intervene and discontinue or remove the equipment in case of disturbance.

14. Photographs and 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.

15. Force majeure

Under the conditions of Force Majeure which also include strike, bandh, natural calamities and other events and decision beyond the control of the organisers, the organisers are entitled to alter the dates, duration or cancellation of the entire fair. In the event of cancellation of the fair, the participation charges will be refunded after deduction of the costs already incurred by the organisers.

At no cost cancellation is allowed. No refund will be done to the participant.

16. Limit of Liability

The organisers are not liable in any form for any loss or damage to Exhibitors property at the exhibition site or injury to their personnel and visitors.

17. General

- Participants shall use the space only for exhibition purpose & not for cooking, staying or washing
- The decision of the Chairman, SUBCON 2023 will be final and binding in regard to enforcement of these rules & regulations as laid down by the organisers.
- The organisers reserve the right to alter the floor plan / Lay-out, Allot / Reject the stall / Application / Conditions.
- Product Demonstrations if any should be held with sufficient safety measures. Demonstration should be so arranged that Metal Burrs, Concrete, Wood and other scrap emanating out of demonstration should not fly and pose hazard to anyone. Exhibitor should conduct demonstration inside transparent enclosure and ensure that the waste be collected within the allocated stall space only. The exhibitor will be solely responsible for collection and cleaning of waste collected from the demonstration.
- All display items should be positioned within the allocated stall space only. Any violation from this will not be entertained and the organizers reserve the right to close the stall.

18. Handling Facilities

The Services of Cranes and Forklifts through authorised contractors will be available at extra cost if required

The participant must mention in the application form the details of weight of the exhibits to be handled. This cost has to be settled directly with the Contractor.

19. In Addition to the above points, due to the existing situation, Government may impose additional restrictions or norms which will be applied during the fair.

20. Jurisdiction

All disputes are subject to Coimbatore jurisdiction.