

STALL RESERVATION FORM



Venue: Surat International Exhibition and Convention Centre - SIECC

Date: 3 | 4 | 5 May 2025

Surat Edition

Form 1

Company Information

Company Name: _____
Billing Address: _____
City: _____ State: _____ Pin Code: _____
GST No: _____ PAN No: _____
Contact Person: _____ Designation: _____
Mobile No: _____ Email: _____
Company Website: _____

Note:

- i) Please attach the GST certificate to ensure accuracy
- ii) Exhibition updates will be communicated via WhatsApp and email

Sector:

- ☐ Dyes ☐ Pigments ☐ Inks ☐ Specialty ☐ Chemicals
- ☐ Basic Chemicals ☐ Compliance ☐ Auxiliaries & Additives
- ☐ Intermediates ☐ Lab Equipment ☐ Design Software
- ☐ Others _____

Stall Booking

We would like to reserve a stall of _____ Sq. meter. Our choice of stall is _____

- ☐ Shell Stall | Rate: Rs. 9000/ SqM ☐ Bare Stall | Rate: Rs. 8000/SqM (plus 18% GST applicable)

Note: Exhibitors selecting a bare stall will need to separately order electricity for Stall construction and lighting purposes.

ABS Media And Events

A1 Setu, Dattatray Road, Santacruz West, Mumbai - 400054, Maharashtra, India

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Fascia Name(only for Shell Stall Exhibitors, Text in CAPTIAL LETTERS and up to 24 characters only)

Shell Stall Deliverables

Stall Size (in Sq.M)	Reception Desk	Chairs	Spotlights	Power Socket	Dust Bin
9	1	2	3	1	1
12	1	2	3	1	1
18	2	4	6	1	1
24	2	4	6	2	1
27	3	6	9	2	1

Exhibiting Company Logo

Exhibitors are requested to share their logo in High Resolution in any of the below format at **colorworldexpo@gmail.com**

☐ JPG

☐ PNG

☐ PDF

☐ CDR

Payment Details

■ Cheque/DD in favor of 'ABS Media and Events'

■ For NEFT /RTGS

Account Number: 50200080617264

Bank Name: HDFC Bank, Address: Regal Apt, Santacruz (W)

IFSC Code: HDFC0001579

■ 25% in advance with the stall reservation form by 15th February 2025 and balance payment by 25th March 2025

■ 2% TDS applicable on Taxable Value under section 194C

Authorised Signatory with Company Seal

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Form 2

Exhibitors Badges

Exhibitor Name: _____ Stall No: _____

We would like to have badges for the following individuals.

Sr No.	Name	Designation
1		
2		
3		
4		
5		
6		
7		

Note: During the setup and dismantling periods, passes are not required. However, an authorization letter from the exhibitor is necessary. Exhibitor passes will be issued one day before the show at the on-site administration office. Additional passes are available upon request.

Stall Possession

Exhibitors will receive possession of their stalls on May 1st, 2025 from 11:30 am onwards for Bare Stall and on May 2nd, 2025 from 9:30 am onwards for Shell Stalls.

Note: All exhibitors MUST bring the **Participation Letter and No Due Certificate**, when taking possession of their stall, and Stall contractors MUST present the **Authorization Letter** from the exhibitor as well.

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Rules & Regulations For Exhibitors:

Exhibitors are requested to carefully review the following rules and regulations to ensure a smooth and enjoyable experience during the exhibition:

- Exhibitors must bring their Participation Letter and No Due Certificate to receive possession of the stall.
- Stall possession will only be granted to the authorized representative of the exhibiting company.
- The organizer will provide general insurance for the show; however, exhibitors are advised to obtain insurance cover against all risks. The organizer will not be held responsible for any damages or loss of exhibitor materials.
- No reduction or cancellation will be permitted once the stall is confirmed. In special cases, the organizers may permit reduction/cancellation **until March 1st, 2025**, after forfeiting 25% of the total Stall charges. In extremely exceptional situations, as determined solely by the organizer, cancellation may be permitted by carrying forward the amount to the credit of the exhibitor for the next exhibition. However, there will be no refunds.
- Exhibitors must submit additional service requests such as power or additional furniture requirements latest by **April 10, 2025**.
- The Exhibition organizer will arrange for general security for the hall. However, exhibitors with valuable materials are advised to deploy security personnel from the official security agency.
- All exhibitors must complete their stalls by **5:00 pm on May 2nd, 2025**.
- Exhibitors will be allowed to remove goods from the exhibition hall from **7:00 p.m. onwards on May 5th, 2025**, and must vacate the premises by 10 pm on the same day.
- Exhibitors are allowed to enter the exhibition hall from **9 am onwards** on exhibition days and shall **leave latest by 7 pm**.
- Exhibitors are advised to ensure that their stands are adequately staffed during visiting hours to effectively engage with visitors. Additionally, they should take precautions to prevent the theft of small exhibits during busy periods.
- Spitting, smoking, littering, or engaging in any behavior that could dirty or damage any part of the exhibition space, furniture, or walls is strictly prohibited and will result in penalties.
- In the event of postponement or cancellation of an exhibition due to circumstances beyond the control of the Event Partner (e.g., force majeure, political events, government orders), the organizer will refund to exhibitors only that portion of money paid by them, calculated after accounting for incurred expenditures.
- Due to unforeseen circumstances, the organizer reserves the right to change the venue, location dates, floor plan, dimensions, stand allotted duration, or timings of an exhibition, entry/exit points, etc., at any time before the erection of stands. If circumstances demand such changes, exhibitors are obligated to accept the decision of the organizers, provided they are informed about the changes via written or verbal communication.
- Exhibitors expressly agree to accept the organizer's decisions in these matters. All legal disputes and settlements will be subject to the jurisdiction of Mumbai Courts.

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Guidelines and Rules for Bare Stall Exhibitors and their Contractors

Exhibitors are urged to ensure that their stall designers adhere to the rules and regulations of the exhibition.

- Exhibitors must obtain prior approval of their stall design from the organizers before April 2nd, 2025. Please email the design to colorworldexpo@gmail.com
- The maximum height of the stall can be 12 ft.
- Stall possession will only be granted to the authorized representative of the exhibiting company. All exhibitors must provide an authority letter to the stall designer, to be submitted to the organizer before taking possession of the stall.
- Exhibitors should provide the stall designer's key person and on-site supervisor's contact details when taking possession of the stall.
- Stall designers must refrain from interfering with or disturbing adjacent stalls.
- Stall designers are expected to cooperate with the Hall Managers.
- Bare stall designers should ensure that the panel facing the passage or adjacent stall is covered with white flex.
- Fabricators must comply with all the rules and regulations of the Exhibition. Fabricators need to adhere strictly to the designated timing, with working allowed from 8 am to 10 pm. Overnight working will not be permitted, and no requests will be entertained.
- Fabricators must bring all design elements in prefabricated form. On-site cutting and painting should be avoided for a clean and healthy environment. (Safety first)
- Fabricators should strictly operate within the allotted working area while fabricating the stall.
- Fabricators must maintain the area clean and open to assemble the pre-designed stall.
- All fabricators, along with their laborers/workers, must cooperate with hall managers' instructions during the setup days to ensure a smooth and speedy setup.
- Support of structure is not permitted, and nailing, drilling on the floor, and welding are strictly prohibited.
- In the event that fabricators fail to adhere to the standard rules and regulations of the exhibition during setup hours, organizers reserve the right to halt the work, and penalties may be applicable to the fabricator. It is the responsibility of the exhibiting company to recover the damage value from the fabricator.
- Fabricators should carry their letterheads, which will serve as an exit pass for moving their materials out of the halls/venue.
- Laborers/workers should carry a copy of their photo identity cards and photographs to be submitted to the organizers.

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