

Checklist and Timetable for Exhibitors

1.	Registration closed		31 st Dec 2008
2.	Completion of payment Stall rent	foreign	15 th Dec 2008
		Indian	31 st Dec 2008
3.	Certification of admission issued to the exhibitors	foreign	15 th Jan 2009
		Indian	07 th Feb 2009
4.	Free passes, Vehicle entry passes Issued to the Exhibitors		07 th Feb 2009
5.	Catalogue entries issued for final Checking/Advt. & Company Profile		07 th Feb 2009
6.	Return of the Technical service forms and Non-technical service forms with full payment		15 th Jan 2009
7.	Stand plans, design and machinery layouts approved And returned to the exhibitors		15 th Jan 2009
8.	Entry for Exhibits opened (Heavy Machines) (Light Machines & Others)		09.00hrs 12 th Feb 2009
			16 th Feb 2009
9.	Entry for Exhibits Closed		18.00hrs 18 th Feb 2009
10.	Power, Air and water for Testing (10.00-12.00 hrs and 15.00-17.00 hrs) (10.00-13.00 hrs and 15.00-20.00 hrs)		17 th & 18 th Feb 2009 19 th Feb 2009
11.	Stand Build up starts, 09.00 hours		12 th Feb 2009
12.	Build up completed, 18.00 hours		18 th Feb 2009
13.	Opening of Knit-Tech 2009 10.00		20 th Feb 2009
14.	Closing of Knit-Tech 2009 18.00 hrs		23 rd Feb 2009
15.	Dismantling of exhibits and stands, 09.00 hours		24 th Feb 2009
16.	Breakdown ends, 20.00 hours	20.00hrs	27 th Feb 2009

For Foreign Participants

Apply for VISA Invitations
Hotel Reservations

1st January-15th Jan 2009

**Warehouse facilities available at
Fair site for heavy machineries and
Customized Stall making on charge basis**

2nd February – 20th Feb 2009



Dear Participant,

Seasons choicest greetings from Hi-Tech International Trade Fair India P.Ltd.,

We are delighted to welcome you to **Asia's Largest Knitting Technology Trade Fair (Air conditioned)-KNIT TECH 2009**

This comprehensive 'EXHIBITORS SERVICE MANUAL' will provide you

With all the information to make your participation a fruitful affair to remember and cherish. Please read this manual carefully:it provides you with the information regarding:

- i) Details for operations at the show.
- ii) Time table of in-hall operations at the show.
- iii) Information regarding various services which are available to all exhibitors.
- iv) Rules and regulations associated with your participation at the event.
- v) Service to exhibitors along with requisite order forms. The order forms must be filled in on or before the last date prescribed and returned to us to serve you better.

To avoid inconvenience please read this manual carefully and should you have any doubt or clarifications, kindly revert back to us at Hi-Tech International Trade Fair India P.Ltd.

It is very important that you read this manual and revert to us at the earliest to avoid any inconvenience. We will very much appreciate your co-operation and support in this regard.

Thank You.

Yours faithfully

A handwritten signature in black ink, appearing to read "M.A. Rayappan", with a horizontal line extending to the right.

M.A.Rayappan
Chairman

Section I

EXHIBITOR'S FACT SHEET

1. Please read your Exhibitors Service Manual Carefully

The information it contains will help you save time, money and needless inconvenience.

2. Help Reminder About Ordering

- a. Be sure to order your services in advance, including:
 - ♥ Additional electrical service
 - ♥ Furniture
 - ♥ Fair Directory Advertisement.
 - ♥ Manpower
 - ♥ other special Requests.
- b. Place your order early and include payment to ensure that your order will be Fulfilled.
Please order before January 1st, 2009
- c. Bring copies of all your advance order forms to the show.

3. Helpful Reminders on Shipping:

- a. Ship your freight via recognized and reliable transport services only to ensure that they arrive on your target date.
- b. Be sure to remove all shipping labels before you send anything to the show, and attach clean labels, with your company name clearly marked, on each carton / case dispatched.
- c. While making your shipping plans to the show, also plan for shipping home after the show is over. Make sure that someone knowledgeable from your company will be on-site, to oversee the out bound shipment of your display and equipment.
- d. While transporting your exhibits to the site, Central Excise/Sales Tax documentation must accompany the consignment (transporter's copy)
- e. Contact official service providers for assistance.

Common shipping Mistakes

- ♥ Selecting a carrier that does not service trade shows on a regular basis. Unlike other shipment exhibit material is time sensitive.
- ♥ Old labels on cartons cause confusion.
- ♥ Be clear and specify what type of airfreight is desired e.g. Over night a.m., P.m. second day or deferred service.
- ♥ Not giving clear instructions on how the freight is to be shipped.
 - Not advising your carrier about your target date.
 - Not including accurate description or piece count.
 - Not filling out the forms properly.
- ♥ Tips for shipping
Please ensure that proper documentation concerning excise/sales tax Authorities are to be sent only with the exhibits (Transporter's Copy) please avoid these common shipping mistakes and save your time, money and needless aggravation.

4. On - site:

- a. Set up your Booth / Machinery / Installation on time.
- b. Try not to change or cancel orders on site.

Section II

RULES AND REGULATIONS

1. Storage, removal of Waste and cleaning.

2. Liabilities & Insurance

It would be advisable for the exhibitors to take insurance Policies covering the following:

- a) Machinery and Other Exhibits
- b) Transit Loading and Unloading of machines
- c) Exhibition Personnel
- d) Third parties (Visitors)

The show Organizers will not accept liability for loss of, damage to any exhibit, or for injury to Exhibitor 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 for visitors to their stands.

3. GATE PASS : The Exhibitor should present an in pass and outpass for bringing the materials in and out respectively from the exhibition hall.

4. Administration of Exhibition Hall

The organizers **Hi- Tech International** will control and manage all matters connected With **KNIT TECH 2009** from it's Site Office.

5. Possession of stalls

Hall control managers stationed at **KNIT TECH 2009** would issue the possession letter. Representatives of clearing and forwarding agency, shell contractors, travel agents and various other exhibition service providers can be contacted at **Hi- Tech International** site office for any help or assistance required by the exhibitors. Show Managers will be stationed in the hall for supervision of various service and assistance to the participants.

6. Schedule of arrival of Exhibits

The Exhibitors who have booked Heavy Machinery can carry their exhibits inside The exhibition hall starting from 10:00 hrs on **12TH FEB 2009**. The light exhibits Can arrive from 10.00 hrs on **16TH FEB 2009**. In order to avoid last minute Rush and strain on the material handling facility, exhibitors are requested to Cooperate with the agencies for movement of exhibits inside the hall.

Exhibitors should depute their representatives to accept delivery of their exhibit cases at the Exhibition site from the transporters and make handling arrangement With the official contractors. It will not be possible for the Organizers to take delivery and make handling arrangement for the Exhibitors.

Organisers will allow exhibitors to install machineries from 8.00am to 9.00 pm only ; during the days allowed for installation i.e, **12TH FEB 2009 - 18TH FEB 2009**

Any damage to floor or structure, fittings, etc, at the Exhibition Venue will have to be made good by participants and no extra displays outside their stall, other passage area or anywhere else inside the expo compound or restaurant; such as Banners and Buntings are allowed.

7. General Fire and Safety Regulations

- a) Exhibitors should ensure safety for all materials used in construction and Decoration
- b) All exits, entry areas and exit aisles must be kept clear and unobstructed.
- c) Compressed gas cylinders, including LPG are prohibited in the exhibition area.
- d) All temporary wiring must be accessible and the aisle free from the debris And storage materials.
- e) No storage of any kind is allowed behind booths or near electrical services.
- f) All empty cartons and crates must be labeled and removed for storage.
- g) Flammable and combustible liquids are prohibited inside the building
- h) Helium balloons are not allowed inside the hall.

Note: smoking is strictly prohibited inside the exhibition halls.

8. Care of Building and Equipment

Exhibitors or their agents must not damage or deface the exhibition facility or other exhibits. When such damage occurs, the exhibitors responsible is liable to the owner of the property so damaged.

9. Children

Children under 16 will be permitted only under parental guidance on the show floor during show hours.

10. Stall erection by Exhibitors

Exhibitors are advised to follow guidelines specified by the Organizers in the Rules & Regulations of **KNIT TECH 2009**. The Organizers would particularly like to emphasize on the following points.

- a) The exhibitors should leave minimum 30% of the stall area for free movement of visitors
- b) Stalls should be completed in every aspect by 18.00 hrs on **18TH FEB 2009**.
- c) Exhibitors should advise their display & advertising agent about the rules and guidelines for stall decoration, permissible size of display material, panels, o f f i c e cabinets, etc. **KNIT TECH 2009** would not correspond with the advertising agents. However, if any information or clarification is required by the exhibitors themselves, the same can be obtained from the organizing Committee of **KNIT TECH 2009**.

11. Booth Display

All demonstrations and promotional activities must take place within your exhibit space. There shall not be any distribution of pamphlets or brochures except outside their respective booth.

- a) Sound system / Presentations .
The organizers reserve the right to restrict exhibits. , which because of noise, method of operation or any other reason become objectionable. The sound level from an exhibitors booth shall not intrude into adjacent exhibit areas.
- b) Stall opening should be minimum 2.0 meters.
- c) No loft terraces or floors should be erected in stand areas.
- d) Exhibiting companies that share a common booth back wall boundary line must allow 9" of space from the common booth boundary line when setting up the construction of their exhibit back wall to allow a total of 18"for access to electrical and utility outlets.

12. **Electrical supply and Installations**

Hall Lighting will be provided by the show Organizers in addition to normal stand lighting. The standard electrical voltage available for use on stands at the Exhibition is 230 volts single phase A. C. at 50 Hz and 415 volts 4-wire three-phase and neutral alternating at 50 Hz. A fluctuation of 10% can be expected. Exhibitors whose equipment is particularly sensitive Should arrange for stabilizers. Supplies to stands will normally be switched off at source 30 minutes after the Exhibition closes each day (15 min on the final day)

Any exhibitor requiring electrical supply at times other than those stated should make

Application to **R R Associates**, official service provider on site at least 24 hours before hand. Supplies cannot be arranged at short notice. Cost of additional supply must be borne by the Exhibitor.

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

NB : Flashing lights and neon - signs are permitted only if they cause no inconvenience to other Exhibitors.

13. **Demonstrations and Working Exhibits**

An exhibitor intending to demonstrate equipment on his stand must:

- a) Provide the Organizers with full details in writing of any working exhibits involving moving parts, naked flame, lasers or other dangers.
- b) Give proper consideration to the safety conditions under which the exhibits will be demonstrated, including safety guards and screens to prevent accident or injury to both visitors and staff.
- c) Cause no annoyance to visitors or other Exhibitors. Where a high level of noise or other objectionable factors are involved, demonstrations may only take place at the times stipulated by the show Organizers, who reserve the right to terminate a demonstration at any time.
- d) Ensure that no naked flame is used in any demonstration in the exhibition premises.
- e) Isolate controls and switches so that machinery cannot be activated by accident or interference by visitors.
- f) In case of dispute, the Show Organizers ruling will be final.

14. **Stand-fitting Regulations**

- a) No additional stand fitting or display may be attached to the shell stand structure. No nailing or drilling will be allowed. If you require assistance in hanging or displaying your Exhibits, please consult the Official service provider / Contractor. Please note that internal dimensions of shell scheme stands are Approximately 5 cm smaller than the contracted area as the Wall are contained within the booth
- b) No painting or wall papering of the shell stand panels will be Allowed in the Exhibition Halls. Exhibitors who wish to have Panels painted must inform the Official Service Provider who will provide a quotation for the requirement.
- c) No free standing figment may exceed a height of 2.5m or extend beyond the boundaries of the site allocated.

- d) Any change to the type or colour of the floor covering provided, Must be by prior negotiation with the Official Service Provider. Any cost incurred must be borne by the Exhibitor.
- e) An exhibitor occupying a corner booth has the choice to have either a wall or an additional open side onto the aisle.
- f) No financial credit will be given by the Organizers for any Package item not utilized.

ISLANDS

An island exhibits space is surrounding by aisles on all sides. These exhibits have a height restriction of 2.5 mts, provided the ceiling construction permits such a height.

- a) Side walls of stands should be 2.5mts, in height and should have smooth surface on both sides. The outer side of the wall should be painted neutral off white color
- b) Back wall construction: In the case of a raw space, if a booth has a back wall which does not permit a view across the height of the back wall should not exceed 1.5 Mts. In case the exhibitors structure is transparent and does not block the view, maximum height of 3.9 mts, Should be maintained. Any exhibit display within the exhibit area exceeding a height of 2.5mts, should have a maximum width of 1.25mts, only.
- c) No structure, publicity material, photographs, charts, and displayed products should have height exceeding 2.5 meters.
- d) Walls, if any, along the passage way should carry on charts, No being displayed products should have height exceeding 2.5 meters.

Rental Display Package

Package shell scheme Booths will be built from modular extruded aluminum system to the following specification and facilities for every 9 sq.mtrs of spaces.

- ♥ Floor space Wall partition ♥ Name Facia ♥ Colour carpet ♥ 4units of spot light
- ♥ 1 unit of 15 amps single phase socket ♥ 1 table and 2 chairs

First Payment, Other payments, Penalties and Refunds

♥ A First payment of 25 % of the stand rental charge (i.e. US dollars 150 per square metre of stand space applied for) must be remitted at the same time as the form "Application for Admission and space". This first payment will be refunded if the applicant is not admitted to the exhibition.

♥ If the exhibitor fails to pay by the stipulated dates, the failing exhibitors will be penalized from the day on which payment was due. The rate of penalty will be 1% per month. This and the following provisions apply to all payments (stand rental balance, technical services, etc.).

♥ In case of total withdrawal (i.e. on or before **20th DECEMBER 2008**) by the exhibitor, only 50% will be refundable from the amount paid by exhibitor after the date no refund will be made of the sums already paid. All invoices issued before the date of the exhibitor's official notification of withdrawal are to be paid in full, and penalties for late payments are also due as stipulated

♥ In case of partial withdrawal (reduction of space) between **01ST DECEMBER 2008 --- 20TH DECEMBER 2008**, and if the reduction of space is less than 20% of the space applied for by the exhibitor, a refund of 100% in proportion to the withdrawn space will be made for the sums already paid. This refund will be credited towards later invoices. Later invoices will then only be accounted towards the space kept. However, invoices issued before the date of the exhibitor's official notification of the partial withdrawal (reduction of space) are to be paid in full and penalties for late payments are also due as stipulated

♥ In case of partial withdrawal (reduction of space) between **01ST DECEMBER 2008 --- 20TH DECEMBER 2008**, and if the reduction of space is equal to or greater than 20% of the space applied for by the exhibitor, no refund will be made for the sums already paid. Later invoices will then only be accounted towards the space kept. However, invoices issued before the date of the exhibitor's official notification of the partial withdrawal (reduction of space) are to be paid in full and penalties for late payments are also due as stipulated.

♥ In case of partial withdrawal (reduction of space) after **20th December 2008**, no refund will be made of the sums already paid. However, invoices issued before the date of the exhibitor's official notification of the partial withdrawal (reduction of space) are to be paid in full and penalties for late payments are also due as stipulated.

Production of Intellectual Property Rights

All exhibitors must respect and are liable for ensuring protection of the Intellectual property rights of other exhibitors and of third parties such as e.g. patents, trademarks, copyrights etc. when displaying their products. The organizers are exempt from any liability in connection with the violation of intellectual property rights by an exhibitor. As part of the Rental Contract, each exhibitor will be obliged to sign a legally-binding statement confirming that he will not infringe the intellectual property rights of another exhibitor or third party.

Should it be proven to the organizer that an exhibitor has infringed property rights of another exhibitor or a third party through his exhibits on display, his printed papers, his advertising materials, his graphics, or indeed in any other way, then the Organizer is entitled, although not obliged, to remove the exhibits, printed papers, his advertising materials, his graphics etc causing the said infringement from the offender's stand and to store them until the end of knit Tech 2009 In such cases, the Organizer in his capacity as lessor is also entitled, although not obliged, to terminate the "Rental Contract" between the Organiser and the offending exhibitor and therefore also to withdraw the offender's admission by registered letter stating the reasons for termination and withdrawal. If such measures prove unjustified, no claim for damages can be made against the Organisers unless they are guilty of gross negligence or unlawful intent.

Section III

1. Security

Exhibitor Badges for Exhibitors are requested to provide names and photographs of staff to be deputized for management of stalls by **1st Feb. 2009**. Badges may be obtained from reception counter on arrival.

Badges must be worn at all times to gain admittance to the exhibition hall.

Entry of hand carried items (except briefcase) exceeding 20 kgs. brought in through general entry gate will require an entry pass, to be obtained from **Hi- Tech International** office. Installation badges should be worn by the erection staff during all erection time. Erection staff found without the installation badge will not be allowed entry into the hall.

Exit

Exit pass for hand carried items brought in must be obtained and shown at the general exit gate, at the time of taking them out. During show days, exhibitors are allowed to enter one hour prior to the opening of the show each day and be allowed to remain one hour after the close of the show timings - 9.30hrs to 18.30 hrs.

Exhibitors are requested to inform the event organizers in case they require security personnel for their booths during set-up and dismantling. Only security personnel from the official security agency may be employed. Please note that no security staff other than those authorized by the organizers will be allowed in the exhibition halls between **11th FEB to 19th FEB 2009**. The halls will be sealed during non show hours and hence nobody will be permitted to remain in the exhibition halls after the exhibition has closed for the day.

While the show organizers will maintain security surveillance at all times throughout the Exhibition, Exhibitors are reminded that goods will be participants risk immediately after the Show closes on the final day. Please be sure to see that your Stand is not left unattended at this time. Particular care should be taken of small portable items, tools and Instruments.

2. In- hall Freight Handling

To provide adequate security, safety and protection against damages to the Exhibition Hall and in the interest of an efficient, co-ordinated move-in and move-out of goods, no exhibitor's trucks, cars, (trolleys, lift jacks, etc) will be allowed inside the Exhibition hall.

3. Removal of Exhibits

The removal of machines & materials from the exhibition halls may take place Starting from 8 Hrs. on **24th FEB 2009** for all those exhibitors who have obtained An exit pass. For each removal of materials an exit pass gate for each single Operations are required.

Hands carry items	:	8.00 Hrs. on 24.02.2009
Light heavy machineries	:	10.00Hrs. on 24.02.2009
Closing date & hours	:	20.00hrs. on 27.02.2009

Section III

GENERAL INFORMATION

At the end of the show on 23rd FEBRUARY 2009 when Exhibitors may arrange for packing and clearance of their exhibits by Customs, the Official Freight will issue Goods Removable Passes and arrange to hand over to the organization responsible for the consignment. All goods must be removed from the site by 21.00 hrs on 27th FEB 2009. After that time, materials, stands and exhibits will be considered abandoned and will be disposed of.

4. **Manning of stands**

Your stand must be fully staffed and operational throughout the open hours of the Exhibition. Exhibitors must not participate 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 to avoid interference to neighbours. In the event of any disagreement, the Show Organizers' decision in this matter is final.

All activities of the exhibitor and his staff must be confined to the stand or site allocated. No advertising or canvassing for business may take place elsewhere in the Exhibition Hall. Exhibitors may not use the Exhibition to advertise for staff, other than to seek local agencies for the sale of their products.

5. **Dilapidation's**

Exhibitors are responsible for the cost of making good or replacing any damages or dilapidation's to the exhibition premises, whether caused by themselves, their agents, contractors or by any person or reasons employed or engaged on their behalf by such agents or contractors.

6. **Force Majeure**

The Exhibition may be postponed, shortened or extended due to any cause w h a t s o e v e r outside the control of the Show Organizers. The Show Organizers shall not be responsible for any loss sustained by the Exhibitors, directly or indirectly, attributable to the elements of nature, force Majeure or orders and directives imposed by any governmental authority. In the event of such circumstances, money paid by the Exhibitors, or any part thereof, is refundable at the sole discretion of the Show Organizers.

7. **Authority on the Premises**

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

8. **Observance of Rules and Regulations**

All exhibitors and their personnel must observe the Rules and Regulations stated in this Exhibitors Kit, and the Rules and Regulations accompanying the Exhibition Control, while working or present in the Exhibition Halls.

9. **Safety and Behavior**

No person inside the Exhibition Hall is to behave or act in a manner that may cause any harm, injury or damage to other persons or exhibits, nor to exhibition hall property of fixtures.

10. Utilities -Water, Compressed Air and Telephone

The provision of these service is limited and takes time. Please dispatch your order at your earliest convenience so that supply can be arranged accordingly. If any it is essential to the running of your exhibit a special quotation will be made on request by **R R Associates**, official service provider.

Local Laws

The organiser will exercise the right to enforce local laws throughout the exhibition site and will be entitled to take the necessary measures in the case of non-observance of the various regulations.

The exhibitors are under obligation to comply with all local regulation, in particular concerning prevention of fire and/or other accident or damages.

The provision of these "General Regulations" including its enclosures, in particular but not exclusively the "Technical Regulations", will prevail all local regulations or stipulations, if permissible by law.

Section IV

EXHIBITORS SERVICES

1. Booth Equipment and service

Exhibit supplies: The exhibitors can be provided with extra electrical and furniture requirements
The exhibitors are requested to contact **R R ASSOCIATES** in this regard

2. Exhibitor Publicity & Promotional Services

- (a) Business, meeting and conferences may be conducted at the business center which is made for the purpose Exhibitors are requested to make use of the business center which houses essential communication facilities viz, Computers, modems, telephones and fax machines, xerox and secretarial services.
- (b) Media centre
A fully furnished and operational media centre will be provided to the press for exclusive coverage.
- (c) Exhibition Invitation cards
Invitation cards for the exhibition are provided to every company well before the show date Please fill in the order form at the earliest and send it to the salesdepartment to avoid iast minute disappointment
- (d) Exhibition Directory. 110 mm X 190 mm (printing area)
The exhibitors directory offers a good exposure to the company both during and after the show The exhibitors directory constitutes the product description. company names, addresses and telephone numbers Advertising in the directory provides the benefit of calling more attention to your exhibit and company Please send in company information at the earliest
- (e) Other Services include, Canteen, Cafeteria, Coffee, Tea shop, Mineral water dispenser, Public address system, first Aid, Ambulance, Fire fighting Brigade, Computerized Visitor registration, internet coverage of the show.

Section IV

EXHIBITORS SERVICES

DISPLAY AND STAND DECORATION-GUIDELINES

In order to achieve uniformity in display and appearance of the entire Exhibition and to ensure proper exposure of all exhibits, the interior decorations of stands will be governed by the following guidelines.

- (a) Product/Exhibition particularly the operative machines must be placed by 1 mtrs away from the boundary of open sides of the stand. No part project out of the stand boundaries.
- (b) Clustering or crowding of exhibits in the stands is not allowed. At least 1 mts gap between two machine exhibits must be provided. Overall 30% of the stand space must be left free for movement of visitors and safety during demonstration of exhibits.
- (c) All machines / equipment should be placed in such away that they would indicate the normal operating position on a shop floor.
- (d) Partitions and/or dividers in the stands are allowed subject to the following conditions.
 - ♥ These are not erected on the open side of the stand.
 - ♥ The height of the partition or divider does not exceed 1.75 mtrs.
 - ♥ Both sides of the partition wall are properly finished or painted, particularly the partition from the neighbors side should not look un finished. It would be desirable that partitions are made with mutual agreement with neighbors.
- (e) Display panels, name boards, sample holders, photographs and other display material are permitted in the stand subject to the condition that their height does not exceed 1.5 mtrs.
- (f) Show-cases are permitted subject to the condition that their height does not exceed 1.5 mtrs and they are placed at least 1 Mt, away from the open side of the stand.
- (g) Spotlights, small machine lamps or reading lamps are permitted, provided these are fitted along with the stand structure erected within the limits of above mentioned specified heights.
- (h) Exhibitors should not take support of any permanent structures in Exhibition Hall for decoration purpose.

Section V

TIME- TABLE OF IN-HALL OPERATIONS

Heavier items arrival from **09:00 hrs. on 12TH FEB 2009**

All heavy goods /machinery handling equipment should arrive sufficiently in advance itself.

All exhibits must be unpacked and the light exhibits can arrive from 09:00 hrs on

16TH FEB 2009. The General Service Contractor will start laying the aisle carpets at this time. Exhibitors may remain in the hall to work but all activities must be confined to the exhibitors space. Please have all crates and cartons unpacked so that they may be removed to keep the aisles clear. All booth construction work must be completed latest by **18TH FEB 2009** at 9.00 p.m.

	Date	Time
Interiors and Display of Booths	19 TH FEB 2009	20.00 Hrs.
To be completed by		

Exhibitors may begin to pack equipment supplied and literature when the show closes on **23RD FEB 2009**, 18:00 hrs. All hall utilities will be disconnected at this time. Exhibitors are requested to keep the aisle clear of cartons and crates to enable of aisle carpeting.

Dismantling and packing of all machines will be permitted only from 9.00 hours on **24th FEB 2009** onwards. No exhibitor is permitted to bring in packing materials before this time by crane or forklift. Forklift & Cranes will permit only 09.00 hrs on **24.02.2009** onwards.

Section VI

TIME- TABLE OF VISITING HOURS

Opening Ceremony	20 th February 2009, 9:30 hrs
Exhibition Days		
Business Hours	09:30 hrs - 18.30 hrs
Closure of the exhibition Halls	24 th FEB 2009, 18.00 hrs
Handing over the Hall To the authorities	24 th FEB 2008, 18.00 hrs

On the days of the exhibition, exhibitors are permitted to remain in the hall one hour after the exhibition closes to service their stall.

It is strongly recommended that the exhibitors arrive at 9:00 hrs everyday for security reasons. Your cooperation in this matter would be highly appreciated.

Section VII

PLANNING SCHEDULE CHECKLIST

ADVERTISEMENT IN EXHIBITORS DIRECTORY

ADVERTISEMENT RATES

This will make the directory an important, up to date reference, which will continue to be useful after the event.

FULL PAGE (COLOUR)	USD 300	RS. 10,000/- + ST
BACK COVER (COLOUR)	USD 750	RS. 25,000/- + ST
FRONT INNER/BACK INNER (COLOUR)	USD 400	RS. 15,000/- + ST
SERVICE TAX EXTRA 12.36%		

Exhibition Directory

The advertiser will be held liable for any damages arising from the content of advertisements and entries. **KNIT TECH 2009** cannot be liable for printing errors, in accurate placement and incomplete or defective printing.

The entry given by the exhibitor on his order is final.

Prompt return of the order form ensures entry in the directory.

I/We have read the advertisement tariff and the connected rules and in acceptance of the same request the following entry as ticked to be accepted and advertised. The payment towards the same is enclosed.

Maximum Page Size : 135 mm X 210 mm
Method : All materials must be in Compact Disc, in CorelDraw, Photoshop or Adobe Illustrator file formats with one hard copy in paper.
Films are not accepted

All payments for advertisement to be made by DD in favor of
M/s. HITECH INTERNATIONAL TRADE FAIR INDIA P. LTD.,

*(IMPORTANT : The dead line date for advertisement request is **15th JAN 2009**)*

Space reservation

Section VII

PLANNING SCHEDULE CHECKLIST

ORDER FORM (For Advertisement in the Fair Directory)

Yes, we would like to release an advertisement (please state location ie., Back Cover, Full Page, elsewhere etc.,)

in the **KNIT TECH 2009** Exhibitors Directory cum Planner. Our Cheque / Draft for Rs / US\$ Payable to **Hi-Tech International Trade Fair India (P) Ltd.**, is enclosed.

Authorized By :

Location of the Advt :

Company :

Address :

Tel Nos :

Fax :

Email :

Compact Disc Enclosed :

Signature :

Date :

Booth No :

(All materials must be in Compact Disc, in CorelDRAW, Photoshop, Adobe Illustrator with one hard copy in paper.)

Deadline for submission of Material : 15th JAN 2009

PLANNING SCHEDULE CHECKLIST

INVITATION CARDS (This Information must be completed by all exhibitors.)

Exhibitors will receive 100 invitation cards free of charge for every stall (according to space booked) these invitation cards are for you to invite your special guests and clients during business hours at **KNIT TECH 2009**

Additional quantities may be ordered @ Rs.15,000/- per 100 cards. Please refer below and send the completed form to us. Kindly note that invitation cards will be sent the office from where the stall is booked, if this form is not submitted with relevant details well before time

Please send additional _____ Invitation cards @ Rs.15,000/-for 100 cards.

Enclosed is our cheque/DD for Rs. _____ in favour of **Hi-Tech International Trade Fair India (P) Ltd.**,

Name :

Company :

Address :

Signature :

Date :

Section IV

EXHIBITORS SERVICES

The Chairman,
Hi-Tech International Trade Fair India Pvt. Ltd.
KNIT TECH 2009
11, Senthil Nagar
Periyar Colony
Anupparpalayam post
Tirupur-641 652
India.

REQUEST FOR HANDING OVER POSSESSION OF SPACE FOR STALL ERECTION

Hall No.

Stall No.

Please hand over possession of space allotted to us, to our representative,

Name -

Designation -

Kindly issue the following nos. of installation badges _____.

We have paid all the dues as per the Debit notes sent by you.

Signature

Name & designation

Exhibitor Company

Date

Section VII

PLANNING SCHEDULE CHECKLIST

EXHIBITORS PROFILE

This information must be completed and returned by all the exhibitors.

All exhibitors are entitled to a free listing of their products in the Exhibitors Directory, which will be made available to selected visitors at the show. To ensure correct and complete information of your listing, please complete and return / fax the information to us within the specified deadline - date **15th JAN 2009**

Name of the Company

Address

Principal's Name & Country

Telephone No.

Fax No.

Mobile :

Email ID

Website

Contact Person

Designation

Products (maximum 10 lines only)

Location and Dates of Exhibition

KNIT TECH 2009 will be held at Hitech Tirupur Exhibition Centre, T.M.Poondi, Tirupur, India from **20thFEB to 23rdFEB 2009** (inclusive).

The Exhibition will be open daily

♥ To Exhibitors: from 08.00 hrs to 19.00 hrs

♥ To visitors: from 09.30 hrs to 18.30 hrs

Application for Admission and Space

Hi-Tech International Trade fair India Private Limited

Head Office : # 11, Senthil Nagar
Periyar Colony Anupparpalayam post
Tirupur-641 652 India
Ph: +91-421-6541408, 6541410
Fax: +91-421-2479392
E-Mail: info@hitechtradefairs.org
Web: www.hitechtradefairs.org

Branch Office: #57, Dr. Jagannathan Nagar,
Civil Aerodrome Post, COIMBATORE - 641 014. INDIA.
Phone : 0091 422 4399202, 4399303
Fax : 0091 422 4399404, 0091 421 2479392
Email : info@hitechtradefairs.org

For Technical and Non-Technical Service

R R Associates
12, Kennedy Street,
Anupparpalayam
Tirupur 641 652
Ph : +91 421 6541408
Fax : +91 421 2479392
E Mail : rra2007@gmail.com radha@hitechtradefairs.org
Web : www.hitechtradefairs.org

For Exhibitors from China

China Textile Machinery Association

Room no 426, 12 East Chang An Street,
100742 Beijing, P R China

Ph : +86 10 8522 9422

Fax : +86 10 8522 9026

E Mail : zhaoxg@ctma.net

Web : www.ctma.net

Shanghai Trusten International Trading Co Ltd

Room no: 805: No: 31, 1258 Long, Changde Road
Shanghai P.R

China-200 060

Tel: 0086 21 62989311

Fax: 0086 21 62982707

Email: trusten01@yahoo.com.cn

AUTHORISED CLEARING & FORWARDING AGENTS

BUHARIWALA LOGISTICS

Lalidhar Buildings, Ground Floor, 8/10, Bore Bazaar St,
Fort, Mumbai 400 001. INDIA.

Tel: (022) 22625451-53 Fax: (022) 22622724

Email : armayesh@buhariwalasglobal.com info@buhariwalasglobal.com

Contact person : Mr. Armayesh Buhariwala - 0091 98200 64594
Mr. Sheik - 0091 98925 03453

TRANSLINK EXPRESS (INDIA) P. LTD.,

123, Udyog Vihar,
Phase IV, Gurgaon, 122 001 India.

Tel: (124) 2399 273, 5012264

Fax: (124) 2399 272

Email: sandy@translinkindia.com

Contact person : Mr. Sandeep Mithal - 0091 98712 96501
Mr. Uttam Gupta 0091 - 0091 98712 96504

ELECTRICITY, COMPRESSED AIR, WATER, FURNISHING, LOADING, UNLOADING, SITE HANDLING and INTERIOR DECORATION, etc.,

R. R. ASSOCIATES

12, Kennedy Street, Anupparpalayam, Tirupur - 641 654 INDIA.

Phone : 0091 421 6541405 Fax : 0091 421 2479392

57, Dr. Jagannathan Nagar, Civil Aerodrome Post, Coimbatore 641 014. INDIA.

Phone : 0091 422 4399202 Fax : 0091 422 4399404

Email : rraindia@gmail.com radha@hitechtradefairs.org

Web: www.hitechtradefairs.org

Contact person : Mr. A. Radhakrishnan - 0091 93442 02309
Mr. G. Harishkumar - 0091 93630 30262

TOURS, TRAVELS, TICKET BOOKING

PRICOL TRAVELS

509-B, Avinashi Road, COIMBATORE - 641 004. INDIA.

Phone : 0091 422 5332233-40

Fax : 0091 422 5332244

Email : mail@pricoltravels.com

HOTEL RESERVATIONS & INFORMATIONS

Mrs. S. Sumathi

11, Senthil Nagar ,Periyar Colony

Anupparpalayam post

Tirupur-641 652 India

Ph: +91-421-6541408, 6541410

Fax: +91-421-2479392

E-Mail: info@hitechtradefairs.org

Web: www.hitechtradefairs.org

Mrs. R. Manjula

#57, Dr. Jagannathan Nagar,
Civil Aerodrome Post, COIMBATORE - 641 014. INDIA.

Phone : 0091 422 4399202, 4399303

Fax : 0091 422 4399404, 0091 421 2479392

Email : info@hitechtradefairs.org

FOR FOREIGN PARTICIPANTS

Payments for Stalls, Advertisements, Invitations to :

Intermediary Bank : WACHOVIA BANK, New York, USA
Nastro Account : 2000 191075023
Beneficiary Bank : Indus Ind Bank Ltd., 19, T.S. Puram (Logu Building),
Valipalayam, Tirupur - 641 601. India.
Beneficiary : Hi-Tech International Trade Fair India Pvt. Ltd.,
Account No. : 0580 682526 060
Address : #11, Senthil Nagar, Periyar Colony, Anupparpalayam (Po),
Tirupur - 641 652. India.
Phone : 0091 421 6541408, 6541410
Fax : 0091 421 2479392



HEAD OFFICE : # 11, Senthil Nagar, Periyar Colony, Anupparpalayam (Po), Tirupur - 641 652. India.
Phone : 0091 421 6541408, 6541410 Fax : 0091 421 2479392

BRANCHES

Coimbatore : # 57, 1st Floor, Dr. Jaganathan Nagar, Civil Aerodrome Po., Coimbatore - 641 014. India.
Phone : 0091 422 4399202, 4399303 Fax : 0091 422 4399404

Delhi : 2943/13, 2nd Floor, Ranjeet nagar, New Delhi-110 008 Tel: 0091 11 2589 1475

Mumbai : B-202, Garuav Shikhar, Thakur Village, Kandavali (E), Mumbai - 400 101
Phone : 0091 22 28842183 Fax : 0091 22 28767131 Mobile Phone : 098675 90314

Bangalore : M.S. Ravichandran Mobile Phone: 098455 11332

OVERSEAS OFFICE : Shanghai Trusten International Trading Co. Ltd., Room 805, No. 31, 1258 Long, ChangDe Road,
Shanghai, P.R. China - 200060 Tel: 0086 21 62989311 Fax: 0086 21 62982707
Email: trusten01@hotmail.com, trusten01@yahoo.com.cn

Flight Details

	Flight No.	Arrival	Departure	
International	Indian			
	Chennai - Coimbatore - Cochin - Sharjah (Tuesday, Thursday, Saturday)	IC 975	3.15	4.00
	Sharjah - Cochin - Coimbatore - Chennai		3.55	4.35
	Air Arabia			
	Coimbatore - Sharjah (Monday, Friday)	G9463/464	13.35	14.20
	Air Lanka			
	Colombo - Coimbatore - Colombo (4 times a week)			
	Silkair			
	Singapore - Coimbatore -Singapore (4 times a week)			
	Domestic	Air Deccan		
Bangalore - Coimbatore - Bangalore (Daily)		DN 107/108	6.50	7.10
Chennai - Coimbatore - Chennai (Daily)		DN 125/126	7.20	7.35
Hyderabad - Coimbatore - Cochin - Hyderabad (Daily)		DN 724/725	14.20	14.50
Mumbai - Coimbatore - Mumbai (Daily)		DN 615/616	9.50	10.20
Chennai - Coimbatore - Chennai (Daily)		DN 783/784	20.45	21.35
Indian				
Delhi - Mumbai - Coimbatore -Kozhikode(Daily)		IC 657	11.05 am	11.45 am
Kozhikode - Coimbatore - Mumbai - Delhi (Daily)		IC 658	1.30	2.10
Jet Airways				
Bangalore - Coimbatore - Bangalore (Daily)		9W 3545/3546	7.50	8.20
Mumbai - Coimbatore - Mumbai (Daily)		9W 414/413	14.20	15.00
Chennai - Coimbatore - Chennai (Daily)		9W 322/325	12.20	12.55
Chennai - Coimbatore - Chennai (Daily)		9W 3533/3534	20.20	20.50
Jetlite				
Coimbatore - Bangalore - Delhi (Daily)		S2121/S2141	11.00	11.40
Paramount Airways				
Coimbatore - Chennai (Daily)		17410/17411	8.20	8.45
Coimbatore - Chennai (Daily)		17472	11.25	11.55
Coimbatore - Chennai (Daily)		17461/17462	14.55	15.35
Coimbatore - Chennai (Daily)		17409/17412	19.35	20.00
Coimbatore - Hyderabad (Daily)		17517/17518	14.30	15.25
Kingfisher Airlines				
Coimbatore - Bangalore - Pune (Daily)		IT 2462/413	11.00	7.50
Spicejet				
Coimbatore - Chennai (Daily)	SG 403/404	10.40	7.55	
Coimbatore - Chennai (Daily)	SG 768/767	19.30	20.00	
Coimbatore - Hyderabad - Delhi (Daily)	SG 234/237	21.10	11.10	
Coimbatore - Mumbai (Daily)	SG 108/103	7.35	21.40	

Enquiry



Air Travel Enquiry and Flight Reservation

Jet Airways	: +91- 422- 2212034, 2212036, 2212037
Paramount	: +91 - 422 - 3250822/833
Indian Airlines	: +91 - 422- 2399833/1800/1801/407 Gen. Enq. : 1400, Reserv. : 1401
Jetlite	: +91 - 422 - 2575336/37 (Tollfree 180030302020)
Kingfisher Airlines	: 18001800101 (Toll Free)
Air Deccan	: +91 - 422 - 2599885, 6587487
Air Arabia	: +91 - 422 - 4393483
Spicejet	: + 91 - 98718 03333 / 18001803333 (Tollfree)