

No.ITPO/KOL/EHE/15-16
Sept 21, 2015

**Sub: 7th East Himalayan Expo, Kanchanjanga Stadium, Siliguri,
West Bengal, December 5 – 13, 2015**

Dear Sir,

After grand success of 6th East Himalayan Expo, India Trade Promotion Organisation (ITPO) will be organizing the 7th edition of East Himalayan Expo in Siliguri in Kanchanjanga Stadium, West Bengal from December 5 to 13, 2015.

Siliguri is strategically and commercially important city due to its close access to the neighboring countries like Bangladesh, Nepal, Bhutan and China. We propose to organize the event as an international trade fair, wherein the countries such as Bangladesh, Nepal, China, Myanmar, Thailand shall also be invited for their participation.

The fair shall remain open on all days from 12.00 noon to 8.00 p.m from December 5 to 13, 2015.

Participation charges :

	Shell Scheme (per sq.mtr.)	Bare Space (under iron hanger) (per sq.mtr.)	Open Space (per sq.mtr.)
National Participants	Rs.4400/-	Rs.3800/-	Rs.2700/-
Foreign participants	US \$ 100	US\$ 90	US\$ 80
Service tax 14% extra			

Minimum booking : *Shell Scheme:* 6 sq.mtrs. with multiples of 3 sq.mtrs. *Bare / open space:* Minimum Bookable area 36 sq.mtrs. **Inclusions under Shell Scheme:** One table, two chairs, fascia writing, 3/ 4 spot lights , one 5 amp & 220 V 3 pin socket, one waste paper basket , 2/3 one meter rack

The fact sheet, application form etc. are enclosed along with the terms and conditions. The payment will be made in the form of demand draft/cheque in favour of India Trade Promotion Organisation, payable at Kolkata, Delhi, Chennai & Mumbai. For RTGS/ Wire Transfer of participation Fees / Advertisement charges, bank details are given as under:

State Bank of India, La Martiniere Branch

MICR code : 700002058
IFS Code : SBIN0003681
Account No. : 3322801223-2
Account Name : "India Trade Promotion Organisation"

The fair will provide opportunities to display their products and interact with the national and international trade visitors/ buyers. ITPO plans to mount a publicity campaign targeting buyers/ distributors of the products from the region. This presents a unique opportunity to explore the possibilities of business tie-ups and trade promotion with this part of the country. Retail sales are permissible in the event.

For further details, you may please contact Mrs Hema Maity, DGM, ITPO, New Delhi (ph; 01123381819, email: :hemamaity@itpo.gov.in or Mrs. Rumela Roy, Manager, ITPO Kolkatta(Ph: 033-22825820/2904/ 9874649720 fax: 033-22828269 , email: itpocal@cal3.vsnl.net.in).

We look forward for your confirmation towards participation in the show.

Thanking you,

Yours faithfully,

(Jayanta Das)

FACT SHEET

Name of the Fair	7 th East Himalayan Expo
Dates	December 5 – 13, 2015
Venue	Kanchanjangha Stadium, Bidhan Road, Siliguri
Timings	12 .00 noon to 8.00 p.m.

DISPLAY PROFILE

Engineering Products: Agricultural machinery & equipment; Tea manufacturing and processing machinery, equipment, plants etc; Food Processing machinery & equipment; Poultry & animal husbandry Equipment; Confectionery making machinery; Dairy products equipments; Packaging machinery & materials; Cement, building hardware and road construction machinery & materials; Hand, Machine and Garden tools; Electrical goods; Automobiles, auto parts and accessories; Generator sets/invertors; Solar energy equipment and other non traditional power driven machinery and equipments.

Consumer Products: Textiles including fabrics, furnishings, garments, footwear, leather goods, handicrafts and woolens; Food, processed and agriculture produce; Home and Kitchenware, Sports goods items like all kinds of trekking equipments, water rafting equipments and other traditional outdoor & indoor sport goods; Forest products; Organic products; Wooden, cane and bamboo Furniture; Health & beauty products; Pharmaceuticals; Hotel related items like (domestic), electrical appliances , electronic goods, Stationary Items etc

Services Sector : Hospitals & Nursing Homes; Laboratories and Diagnostics centres; Insurance & Bank; Tourism Sectors; NGOs; IT and computer sector

Participation charges :

	Shell Scheme	Bare Space (under iron Hanger)	Open Space
National Participants	Rs.4400/- per sq.mtrs.	Rs.3800/-per sq.mtrs.	Rs.2700 per sq.mtrs.
Foreign participants	US \$ 100 per sq.mtrs.	US\$ 90 per sq.mtrs.	US\$ 80 per sq.mtrs.

Service tax 14% extra

Minimum booking : 6 sq.mtrs. for shell scheme and in multiples of 3 sq.mtrs. and 36 sq.mtrs. for bare and open space.

Shell Scheme Stand includes Display aids provided in a built up stand of 6 sq.mtrs. are 2/3 side partition, one table / counter, two chairs, fascia with company name, 3 shelves of 1 mtr. each, 3 spot lights, one 5 amp & 220 V 3-pin socket and waste paper basket.

Advertisement Tariff for Fair Catalogue :

Position	Indian companies (Rs)	Foreign companies (US\$)
Inside page (B/W)	2000/-	45
Inside page (colour)	3000/-	65
2nd cover, 3rd cover and 4th cover (colour)	5000/-	110
Service tax 14%		

Payment procedure: By demand draft/cheque in favour of ' India Trade Promotion Organisation', payable at Kolkata, Delhi, Mumbai or Chennai. For wire transfer/ RTGES The bank details is as below :

State Bank of India, La Martiniere Branch ,
MICR code : 700002058
IFS Code : SBIN0003681
Account No. 3322801223-2
Account Name : "India Trade Promotion Organisation"

For further information, space booking and enquiries, please contact:

Shri Jayanta Das , General Manager
Mrs. Hema Maity, Dy. General Manager
India Trade Promotion Organisation
Pragati Bhawan, Pragati Maidan
New Delhi – 1110 001
Tel: 91-11-23378929/23371819
Fax: 91-11-23371673
Email: jayantadasin@yahoo.com /
hemamaity@itpo.gov.in

Manager
India Trade Promotion Organisation
International Trade Facilitation Centre
1/1, Wood Street, Kolkata – 700 016
Ph: 91-33-22825820/2904/
Fax: 91-33-22828269
Email: itpocal@cal3.vsnl.net.in



INDIA TRADE PROMOTION ORGANISATION

**7th East Himalayan Expo, Siliguri
December 5 – 13, 2015**

Application Form

(To be submitted in duplicate)

Name of the Company/Organisation: _____

Address: _____

Tel/ Mobile No. _____ **Fax No.** _____

E-Mail : _____

Name of the Chief Executive : _____

Name of the Contact Person : _____

Registration No./VAT no/sales Tax no : _____

Product to be displayed : _____

Space Requirement in sq.mtrs. : _____

Shell Scheme or Bare Space : _____

We enclose herewith demand draft no. _____ dated _____

Drawn on _____ for Rs. _____ towards participation charges

Dated _____

Authorised Signatory of the Organisation

Company's name with rubber stamp

Note: Kindly note that the possession of the stand by ITPO will be given on only full receipt of participation fees and any other charges.

**7th East Himalayan Expo, Siliguri
December 5 – 13, 2015**

RULES & REGULATIONS OF PARTICIPATION

1. ITPO reserves the right to select participants/exhibits to be displayed at its sole discretion.
2. Space allocation will be made by ITPO at its discretion and the decision will be final and binding.
3. Stall of 6/9 sq mtr comprise of a built up stand with fascia writing and general lighting. No nailing will be allowed for fixing photographs etc. The interior design of the stalls will have to be within the architectural guidelines prescribed by ITPO. Participants will be responsible for the interior decoration, maintenance of cleanliness etc. of their stall.
4. No stand should be left unattended during the exhibition hours. The staff of the participants must be present at least half an hour before the opening and upto the close of the fair.
5. Activity which in the opinion of ITPO amounts to nuisance or annoyance will not be allowed. ITPO shall have the right to take remedial action in such cases.
6. Exhibits must not obstruct passages, fire extinguishers, cable terminals for phone connections, outlet for electricity and water etc.
7. Space will be vacated within one hour of the close of the Fair. Participants who fail to vacate the space will be liable to pay penalty to ITPO (as prescribed by ITPO) and ITPO shall have the right to remove the exhibits/material etc. of participants at the risk and cost of the participants.
8. No refund/adjustment of participation fee will be made by ITPO.
9. The decision of CMD, ITPO or his nominee shall be final and binding on the participants on the interpretation of these rules and regulations.
10. Empty case(s) will not be allowed to lie anywhere in the exhibition grounds. These will have to be removed at least 24 hours before the opening of the fair, failing which ITPO will have the right to remove them at the cost of the exhibitor.
11. ITPO will make general security arrangements. However participant will be responsible for the security of their exhibits and stall. They will make security arrangements of their stall through security agencies approved by ITPO.
