



## 15<sup>th</sup> PRINTPACK INDIA<sup>®</sup>

India Expo Centre, Greater Noida, NCR Delhi

IPAMA

CONCURRENT EVENT

### INDIA SIGN & LED EXPO

May 26-30, 2022

# Exhibition Manual



WHERE THE WORLD

## CONVERGES

Dear Exhibitor,

## Greetings from IPAMA!!!

You will be fascinated to know that, after formation of IPAMA in the year 1988, it had successfully completed 14 editions of PRINTPACK INDIA Exhibition. You will see that each edition of the Show has set new records. During the last edition, which was organized at India Expo Centre from February 1 - 6 in 2019, 509 companies, 90,720 Business Visitors and Net space of 24,450 had added new colors to the Show.

The 15<sup>th</sup> PRINTPACK INDIA Exhibition is being organized, after facing the onslaught of COVID-19 on the industrial operations for more than a year. India has recorded a very fast recovery from the pandemic. This has been made possible due to the concerted efforts of the Officials of the Central and State Governments, Doctors, Scientists and the colleagues of the Indian Industry. The recovery from the impact of COVID-19, has given all of us a new energy and strength to take up more challenging works in spite of all odds. We will be meeting with you at India Expo Centre from May 26 - 30, 2022.

IPAMA has drafted the Works Manual for the guidance of the Exhibitors and the Business Visitors. It contains very useful information on different aspects of the Show. Kindly take out some time out of your business schedule and go through the Manual. It will not only save your time but also guide you about your requirements at the Venue. For any assistance, our Office Bearers, Members of the Governing Council and the officials of IPAMA Secretariat will be available on the spot during the Show to address your necessities please.

**Yours sincerely,**

**(Vinay Kumar Gupta)**  
**General Secretary**

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## **1. IPAMA:**

### **IPAMA – Face of Indian Graphic Arts Industry.**

The manufacturers of printing, packaging and allied machinery had assembled in New Delhi in the year 1988 and took the wisest decision to form an all-India based Association to safeguard the interests of the Indian Graphics Arts Industry which had been facing numerous problems at the relevant time. IPAMA has a one-point agenda of “Promotion and Transformation of the Indian Graphic Arts industry”. The Registered office of the Association is in New Delhi, the Capital of India. Its Corporate office is located in its own four-storied building in Sector-62, NOIDA, which is one of the most modern Industrial and Institutional hubs in the country. A new Film City is also proposed by the Government of Uttar Pradesh in Greater Noida. The work on the Asia’s biggest Jevair International Airport has already commenced.

IPAMA has been arranging financial assistance for its members from the concerned Government agencies for participation in international exhibitions. It is also providing financial assistance, from its own resources, for different events. The Membership of the Association has been increasing unabated. Most of the constituents of the fraternity have already been enrolled as its members. IPAMA is not only functioning as a dependable data bank and Centre for dissemination of information on latest market perspectives, technology and equipment, but also acting as a big Show Window for different products which are being manufactured by its Members.

The industry had to face many odds during the years 2020 & 2021 due to COVID-19. The lockdowns imposed by the respective State Governments had severely affected the industrial operations in the country. However, in spite of all the drawbacks, with the cooperation and assistance of the industrial colleagues, IPAMA has taken the decision to organize the 15<sup>th</sup> edition of PRINTPACK INDIA Exhibition at India Expo Centre & Mart, Greater Noida.

### 2.0

### Name of Exhibition, Date, Timings & Venue:

Name : 15<sup>th</sup> PRINTPACK INDIA

Timings : From 10:00 hrs to 18:00 hrs on all days

Venue : India Expo Centre, Greater Noida, NCR-Delhi, India

#### Pre-Event Days

Date	Opening Time	Closing Time	Location
23-May -22	09:00 hrs	-	Hall No. 1,3,5,7,9 (9A, 9B, 9C, 9D), 14 & 15
24-May -22		-	Hall No. 1,3,5,7,9 (9A, 9B, 9C, 9D), 14 & 15
25-May -22	-	21:00 hrs	Hall No. 1,3,5,7,9 (9A, 9B, 9C, 9D), 14 & 15

*Note: Additional days may also be permissible, on chargeable basis, subject to separate request and availability.*

#### Event Days

26-May -22	09:00 hrs	18:00 hrs	Hall No. 1,3,5,7,9 (9A, 9B, 9C, 9D), 14 & 15
27-May -22	09:30 hrs	18:00 hrs	Hall No. 1,3,5,7,9 (9A, 9B, 9C, 9D), 14 & 15
28-May -22	09:30 hrs	18:00 hrs	Hall No. 1,3,5,7,9 (9A, 9B, 9C, 9D), 14 & 15
29-May -22	09:30 hrs	1800 hrs	Hall No. 1,3,5,7,9 (9A, 9B, 9C, 9D), 14 & 15
30-May -22	09:30 hrs	1800 hrs	Hall No. 1,3,5,7,9 (9A, 9B, 9C, 9D), 14 & 15

#### Post-Event Days (Dismantling)

30-May -22	19:00 hrs	24:00 hrs	Only for hand carried materials (No Machine)
31-May -22	00:01 hrs	-	For Machines
1-June -22	-	08:00 hrs	Vacate the halls

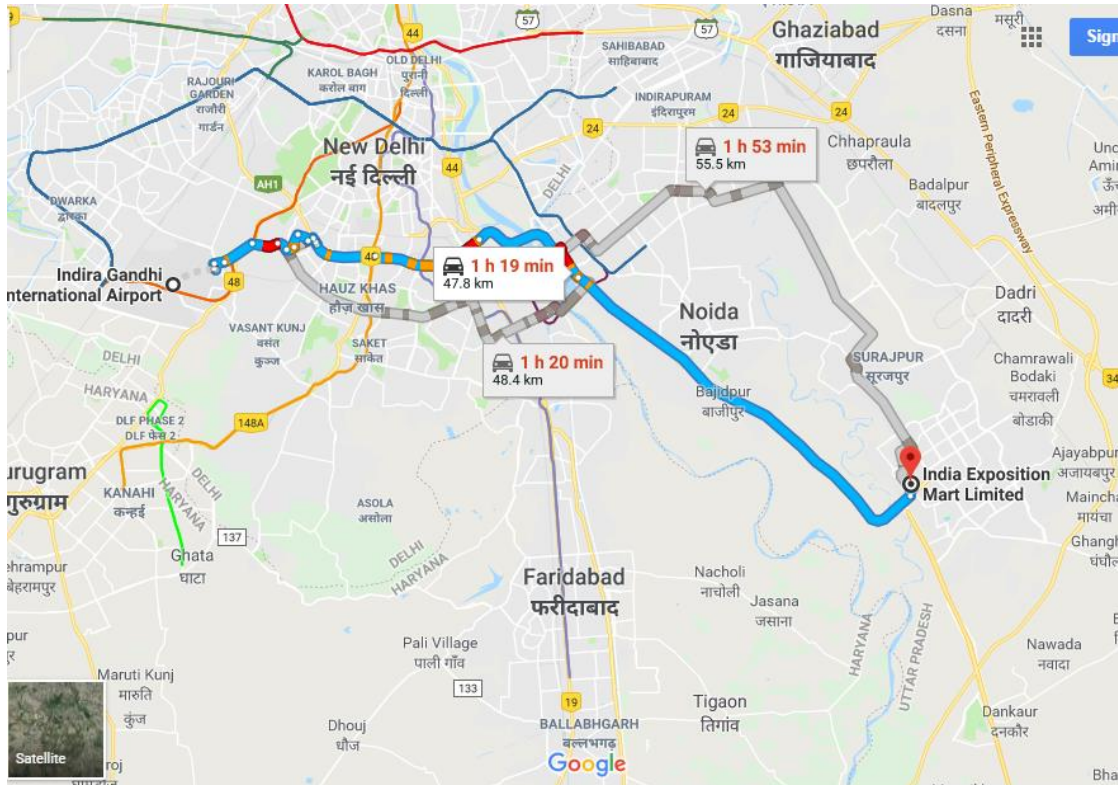
#### Note:

1. Entry of Visitors is permitted from 10.00 hours to 17:00 hours on all the Exhibition days.
2. Possession of bare space will start on 23<sup>rd</sup> May 2022 from 09:00 hrs.
3. Entry of Vehicles will be allowed as per the above timings from the selected gates.



### 3.Location Map & Connectivity:

India Expo Centre is situated in Greater Noida near Pari Chowk, District Gautam Budh Nagar, UP. The Venue is easily accessible from Domestic & International Airports, Railway Stations, Bus Terminals by Road on the new 8-Lane Greater Noida Expressway. In normal traffic conditions, a passenger takes around one hour to reach the Exhibition Venue from IGI Airport, Delhi.



Some of the identified/selected routes are as under: -

#### Route 1: Via Ring Road New Delhi

Take DND (Noida Toll) bridge and approach Greater Noida Expressway after the toll booths.

#### Route 2: Via Mathura Road - Apollo Hospital – Kalindi Kunj

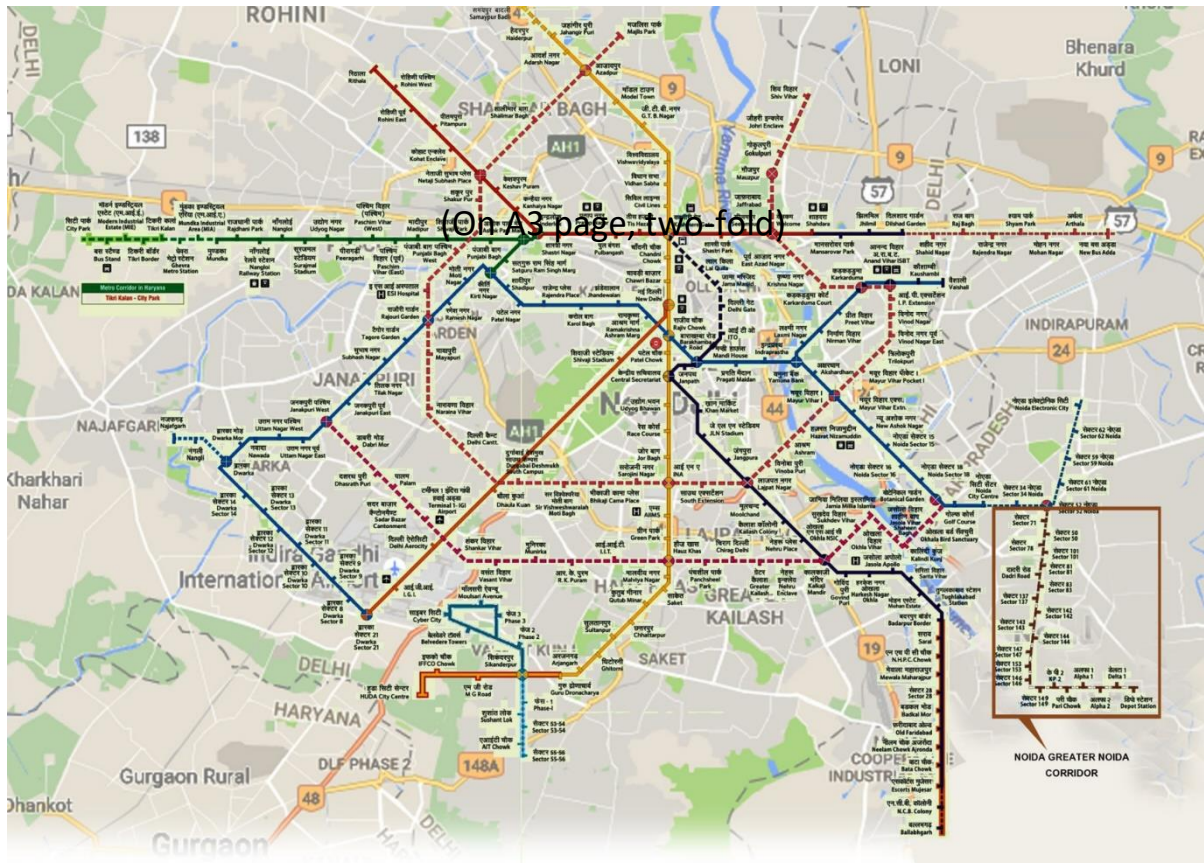
Drive past the Apollo Hospital & take left for Kalindi Kunj to reach Amity Flyover and take loop to get on the Expressway.

#### Route 3: Via Ghaziabad - NH24 – Mayur Vihar

Take NH 24 and turn left from Akshardham Setu on Mayur Vihar - Noida Road through DND underpass. Continue past Film City and onto the Expressway.

### 4.0 Metro Connectivity:

Metro services are available from Sector-52, Noida up to India Expo Centre (Pari Chowk). IPAMA will also provide free transport facility from the nearest Metro Station up to the Venue.





## 5.0 Layout Plan of India Expo Centre





## 6.0

## Technical Specifications of Halls:

Halls	Gross Area Available (Sq. Mtrs.)	Length (Mtrs.)	Breadth (Mtrs.)	Height (Mtrs.)	Floor Loading Capacity (Kg/Sq. Mtrs.)
Hall 1	3,456	72	48	5.3	1,500
Hall 3	3,456	72	48	5.3	1,500
Hall 5	3,456	72	48	5.3	750
Hall 7	3,456	72	48	5.3	750
Hall 9 (A,B,C & D)	25,000	125	200	9.5	30,000
Hall 14 & 15	12,000	120	100	9.5	30,000
<b>Total Area</b>	<b>50,824</b>				

**Note:** If the Load of a Machine or Exhibit is more than the Load Bearing Capacity of the Floor, plates must be used to share the excess load of the Exhibits.



# 15<sup>th</sup> PRINTPACK INDIA

**Concurrent Event – India Sign & LED Expo**

May 26 – 30, 2022, India Expo Centre, Greater Noida, Delhi-NCR

## 7.0 OFFICE BEARERS OF IPAMA:

**Mr. Rakesh K. Sodhi**  
**President**  
**Sodhisons Mechanical Works,**  
**Mob: 9810047747.**

Mr. Iqbal Singh, Vice President (West),  
Sond Engineering Works,  
Mob: 9592363636.

Mr. Jaiveer Singh, Vice President (North),  
Rotta Print India Pvt. Ltd.,  
Mob: 9811364359.

Mr. Harish Bansal, Vice President (South),  
Naph Graphics Pvt. Ltd.,  
Mob: 9810348049.

**Mr. Vinay Kumar Gupta**  
**Hon. General Secretary**  
**AEC Machinery Co. Pvt. Ltd.,**  
**Mob: 9814051029.**

Mr. Ravinder Singh, Jt. Secretary (West),  
Monu Graphics,  
Mob: 9311284076.

Mr. Gagan Singh, Jt. Secretary (South),  
Taniya Machinery Pvt. Ltd.,  
Mob: 9899461666 .

Mr. D.K. Garg, Jt. Secretary (East),  
Multi Hitech Inc.,  
Mob: 9810201637.

**Mr. R. Suresh Kumar**  
**Hon. Treasurer**  
**Imtech Marketing Services**  
**Mob: 9846112721.**

### 8.0 IPAMA MANAGEMENT:

#### Governing Council Members

Sl No.	Name	Company Name & City	Mobile No.
1	Abhay Dutta	U.V. Graphic Technologies Pvt. Ltd. Noida - 201301	9810114365
2	Adithya Gupta	Ronald Web Offset Pvt. Ltd. Faridabad - 121004	9910306205
3	Alpesh Thakar	Innovative Flexotech Pvt. Ltd. Ahmedabad - 380059	9824096180
4	D.K. Garg	Multi Hitech Inc. Greater Noida - 201308	9810201637
5	Dharam Pal Rawat	S.K. Steel & Forgings Co. Ballabgarh - 121004	9811110298
6	Gagan Singh	Taniya Machinery Pvt. Ltd. Faridabad - 121001	9899461666
7	Gurpratap Singh	Harbhajan Singh & Co. Amritsar - 143001	9814054725
8	Harish Bansal	Naph Graphics Pvt. Ltd. Noida - 201307	9810348049
9	Jaiveer Singh	Rotta Print India Pvt. Ltd. Faridabad - 121005	9811364359
10	Jaswinder Singh	Associated Industrial Corporation Amritsar - 143006	9815845454
11	K. S. Maan	Maan Machine Tools Ballabgarh - 121004	9871175777
12	Kartar Singh	Guru Nanak Printing Machines Mfg. Co. Amritsar - 143006	9814298577
13	Ketan K. Shah	Acme Machinery (India) Pvt. Ltd. Mumbai - 400019	9820516155
14	Mahesh Tanwar	S.S. Graphics Faridabad - 121004	9899735373
15	Mr.Iqbal Singh	Sond Engineering Works Amritsar - 143001	9592363636
16	Paramjit Singh	Friends Engineering Company Amritsar - 143001	9876179525
17	Prashanth Kumar B.R.	Vijaya Grafiks Inc. New Delhi - 110064	9899994379
18	R. Suresh Kumar	Imtech Marketing Services Thiruvananthapuram - 695010	9846112721
19	Rakesh K. Sodhi	Sodhisons Mechanical Works Sonipat - 131028	9810047747
20	Ravinder Singh	Monu Graphics Faridabad - 121004	9311284076



# 15<sup>th</sup> PRINTPACK INDIA

**Concurrent Event – India Sign & LED Expo**

May 26 – 30, 2022, India Expo Centre, Greater Noida, Delhi-NCR

21	S. Dayaker Reddy	Gutenberg Machinery Manufacturers Pvt. Ltd; Hyderabad - 500018	7021220085
22	Shiv Kumar Sharma	S.S. New Graphics Ballabgarh - 121004	9899792842
23	Vinay Kumar Gupta	AEC Machinery Co. Pvt. Ltd. Amritsar - 143001	9814051029



## **9.0 PROFILE OF PRINTPACK INDIA 2022:**

IPAMA has added two more segments of the Graphic Arts Industry in the Profile of 15<sup>th</sup> PRINTPACK INDIA Exhibition. Now the Profile contains PRINTING, PACKAGING & FLEXIBLE PACKAGING, CORRUGATION, LABEL PRINTING, SCREEN & TEXTILE PRINTING, SIGNAGE & LED, PAPER & NON-WOVEN, PRE-PRESS, DIGITAL, POST-PRESS, CONVERTING, SERVICES & SOFTWARE, CONSUMABLES & SPACES AND ALLIED MACHINES and more. Each Hall has been earmarked segment-wise for the convenience of the Exhibitors & the Business Visitors. The Visitors can directly go to the Halls of their interest without losing time in tracing the Stalls or the Halls. A special Online facility has also been created for the Exhibitors and the Business Visitors for fixing meetings.

For the first time, IPAMA will also be organizing concurrently an exclusive show INDIA SIGN & LED EXPO keeping in view the recommendations of the representatives of the Industry. During the last edition of PRINTPACK INDIA Exhibition, Business Visitors had come from 82 countries. The total turnout was 90720.

As per the information available with the Association, the latest models of Machinery and allied products will be on display during the Exhibition.

## 10.0 Tips for Visitors:

### 10.1 Commuting Facility:

a) Services of Delhi Metro Rail can be availed of by the Visitors and the Exhibitors from different parts of NCR up to India Expo Centre & Mart, Greater Noida. The Visitors can also avail complimentary Air-Conditioned Shuttle services of IPAMA from Botanical Garden and shuttle services to the nearest Metro Station.

b) The Visitors can also avail the Taxi Services on payment basis. The contact details of Taxi Services which have been approved by IPAMA for 15<sup>th</sup> PRINTPACK INDIA Exhibition are as under: -

#### Contact Details of few Cab Service Providers:

Name	Contact No.	Rate
Ola Cabs	Booking through App	Depend upon the travelling time and traffic conditions
Uber Cabs	Booking through App	Depend upon the travelling time and traffic conditions

\*Contact numbers & Rates are subject to change by the concerned approved Taxi Owners.

### 10.2 Official Travel Partner for reservation of Hotel accommodation and further assistance:

Mr. Chander Mohan

+91 981 837 4745

Chime Tours Pvt. Ltd.

Plot No 664, Udyog Vihar, Phase V, Sector 19, Gurgaon, Haryana - 122022, India.

chander@chime.travel

#### Link for accommodation details:

<https://www.printpackipama.com/pdf/15th%20Printpack%20India%202022-Accommodation%20Page.pdf>

## **11.0 Rules & Regulations for Participation:**

### **11.1 Exhibits:**

The products related to Graphic Arts Industry, will only be allowed for display during 15<sup>th</sup> PRINTPACK INDIA Exhibition.

### **11.2 Eligibility for Participation:**

Manufacturers, Traders and Companies dealing with **Printing, Packaging & Flexible Packaging, Label, Corrugation, Digital, Converting, Signage & LED, Allied Machinery, Consumables and Accessories** and spare parts.

Representatives of Printing, Packaging, Converting, Corrugation, Digital & Signage and Allied Machinery Associations and Embassies and Trade Offices representing their countries in India.

### **11.3 Participation & Subletting:**

**There is no legal right of participation accruing to anybody. IPAMA has the sole discretion to deny participation to any applicant without assigning any reason.**

Subletting or transferring of stall space to a third party is not allowed. The Exhibitors will not be allowed to display products, which are not mentioned in Para No. 11.2 under Eligibility for Participation. Prior permission is to be obtained from IPAMA for any alteration in the list of exhibits.

### **11.4 Minimum Space Booking:**

Under **Shell Space**, the minimum standard area to be booked is 15 Sq. Mtrs.

Under **Bare Space**, the minimum area to be booked is 30 Sq. Mtrs.

Fraction of Sq. meter, if any, will be rounded off to the next higher full Sq. meter for the purpose of calculating the rent. If the area allotted to a participant varies from the area applied for, to meet the overall requirements of the layout of the Exhibition, the exhibitor will be liable to pay rent for the allotted area.

Considering the large number of visitors to the Exhibition, minimum 25% of the area of the stall should be left vacant by the exhibitor for the movement of visitors, to avoid any congestion.

Participants are advised to keep this fact in view while booking the space.

### **11.5 Payment:**

All payments should be remitted through NEFT/ RTGS/ Account Payee Cheque/Demand Draft drawn on any Scheduled Bank payable at par at Noida/ New Delhi, in favour of **IPAMA PRINTPACK INDIA**. Bank Commission/Charges etc., if any, to be debited to participant's account. Outstation Cheques are not acceptable.

Full & final payment should be made on or before 10<sup>th</sup> May 2022. Failure to remit the installments in time will attract penal interest @ 2% per month or part thereof.

No participant will be allowed to bring in the Exhibits into the Exhibition Ground, if any arrears to IPAMA, either towards Space Rentals / Electricity / Compressed Air / Water Charges / or charges of any other nature are outstanding.

### **11.6 Late Application:**

Subject to availability of space, late receipt of Application from the exhibitor may be entertained by IPAMA, subject to the IPAMA's Governing Council decision. Allotment of space or rejection of such late application will be at the sole discretion of IPAMA.

### **11.7 Cancellation:**

In case of cancellation of participation by any of the participants at any stage, refund will be made by IPAMA as per the decision of Governing Council of the Association.

IPAMA is not liable for any kind of refund in case of postponement or cancellation of the Exhibition by IPAMA due to force majeure and reasons beyond its control.

In the event of such postponement or cancellation of PRINTPACKINDIA, IPAMA shall not be liable for any losses or damages, consequential or otherwise, arising out of such postponement or cancellation, to the participants.

### **11.8 Stall Allocation:**

Based on first come-first served formula, the allocation of the stall will be made by IPAMA. The details of the stall/space allotted will be communicated in writing.

IPAMA reserves the right to re-allocate the space allotted to the participant at any time, prior to the commencement of the Exhibition, if exceptional circumstances warrant such a change in the location, size and dimensions of the stall. IPAMA further reserves the right to shift or close Entrances and Exits of the stall or remove any of the proposed amenities and undertake any structural alterations. Such re-allocations will be at the sole discretion of IPAMA, and the exhibitor shall have no claim for compensation because of the re-allocation, as above.

### **11.9 Use of Stall Space:**

The exhibitor is required to exhibit the products and to man the stall with competent personnel during the Exhibition hours.

The exhibitor will be liable for any damage to walls and floors etc., of the structures in which the exhibits are housed/displayed.

**In Shell Scheme Stands :** Basic Light Fittings, Fascia, Carpet, **4** Chairs, **2** Tables, **6** Spot Lights with an Electric Socket outlet and **1** Dustbin will be provided (per 15 Sq. Mtrs) by IPAMA. All other decorations, furnishings, fittings, display, lightings etc., will have to be carried out by the exhibitor at his own cost.

**In Bare Space:** Only bare space will be provided. For additional services, the Exhibitor must order and make payment prior to the exhibition.



### 11.10 Tariff for Electric Connection and power consumption:

Power charges	Amount
Power Connection and Consumption Charges	Rs. 300/- Per KW/Per Day

*Note: Minimum a duration of 6 Days is mandatory to order power*

### 11.11 Load Calculation:

Load calculation will be done based on Connecting Load of the Machines to be displayed in the stall. Exhibitor drawing excess power than the power applied would be charged 10 times the rates as penalty.

Shell Space will have General Lighting. As such participant booking Shell Space should only indicate Power Load for running machines, if any.

The participant booking Bare Space should include Lighting Load including General lighting also while applying for Power Load for the running machines.

Requirement for Power should be furnished online as per the Electricity Form, on exhibitor's account at <https://booking.printpackipama.com/Login.aspx> on or before 31st March 2022.

### 11.12 Power Distribution:

- a) Power connections will be provided by IPAMA's authorized service provider only on receipt of the prescribed charges.
- b) One 5/15 amp. socket will be made available in Shell Stall up to 15 Sq. Mtrs. and in case of more, it will be on pro-rata basis, as a facility for lighting/fans etc.
- c) For bare space stand, one connection (normally of 3 phase) will be provided at the stall. Single phase connection, however, could also be provided on request. Further distribution of power within the stall will be the responsibility of the exhibitor.
- d) For bare space stand, the exhibitor will be responsible to get the wiring done inside the Stall at his own cost for the machines, lights and other electrical equipment and connect the wires in to the power outlet in the stall.
- e) Exhibitor should assign the work to his competent electrical contractor. The cost of all such electrical works within the stall will be solely borne by the exhibitor.

### 11.13 Prohibitions on Power Supply:

The exhibitor is prohibited from:

- a) Drawing electric power more than the Connected Load.
- b) Re-selling electricity to a third party.

- c) Utilizing electricity by making alterations, modifications etc., to electrical equipment.
- d) The exhibitor shall get his electrical installations inspected and certified conforming to the relevant Acts, Rules and Specifications of the Indian Electricity Act/ Rules by the venue's electrical engineer at site.
- e) IPAMA reserves the right to discontinue the Power Supply to an exhibitor in the event of infringement of the prescribed rules and regulations.
- f) IPAMA shall not be held responsible for any damage or loss sustained by the exhibitor due to suspension, limitation or discontinuance of Power Supply service in case of natural disasters, failure of bulk Power Supply to the exhibition, suspension of Power Supply for safety reasons or due to any other causes beyond the control of IPAMA or for disconnecting of Power Supply to any exhibitor for infringement of the above regulations.
- g) The exhibitor shall be solely responsible for any claim for damages or loss arising out of faulty wiring in his stand, infringement of the regulations, any injury to third person or visitor, damage to property of the neighbouring exhibitor or the assets of IPAMA. The exhibitor shall make good any such loss to IPAMA and to the affected party.

**Note:** The generation, distribution and use of electricity in the Union of India are regulated by the Indian Electricity Act, 1956 as amended from time to time. The provisions of the above Act/ Rules shall apply to all the exhibitors.

#### **11.14 Water & Compressed Air for machines:**

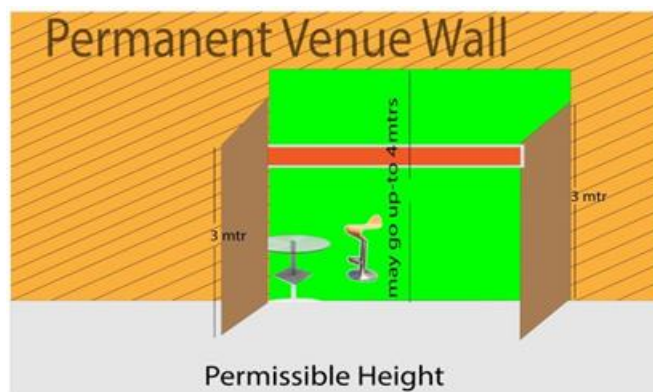
Tariff for Water Connection will be provided separately as per the technical specifications.

Tariff for Compressed Air: ₹ 20,000/- per connection, for the entire duration of the exhibition. Tax, as applicable is extra. (For more than 7 CFM or any specific requirement, the Exhibitor is advised to contact service provider)

Order can be placed at <https://booking.printpackipama.com/Login.aspx>

#### **11.15 Stall Fabrication:**

1. Exhibitor in Bare Space must submit to IPAMA the design and drawing of their stall (floor plan & elevation) in 2D & 3D view (two- & three-dimensional view) showing the position of machines/exhibits, fittings, furniture and office cubicles etc., along with their dimensions in Meters, latest by 31<sup>st</sup> March 2022.
2. **Height:** The height of any adjoining wall/fixture with other stand should not exceed 3.0 Mtrs. The front fascia may go up to 3.5 Mtr.



*\*4.0 Mtrs. height is only permissible to wall which is towards permanent structure/wall.*

However, stand towards permanent wall may build up to 4.0 Mtrs. Modifications/ alterations suggested by IPAMA will be binding on the exhibitor.

Violation of rules may attract penalty clause, as mentioned below:

### Penalty Clauses

Sl. No.	Particular	Height	Penalty
1.	Height of any wall/fixture	3.00m	Permitted
2.	Front Fascia	3.50m	Permitted
3.	Height of stand's wall adjoining the permanent wall of venue	4.00m	Permitted
4.	Wall height – if exceeds	More than permitted limit	Rs. 20 Lakh

**Stands more than permitted height will be sealed/demolished at the cost of the exhibitors.**

Exhibitors must issue a letter of authorization to their representative or their respective Stand Contractors to take stand possession, available online on exhibitor's account, and start the work of installing machines and exhibits from 0900 hrs, 23 May 2022 **in the Halls. Possession will be given at the venue by the Accounts/authorized department after complete payment of space.**

Stands must be completed in all respects by **20:00 hours on or before 25<sup>th</sup> May 2022.** Thereafter no work will be permitted to be carried out in the Halls, due to cleaning & security purposes.

It is proposed to hold the Inaugural Function on Thursday, 26th May, 2022, **at 11:00 hrs.** The exhibitor should, therefore, ensure that the stall is completed in all respects by the deadline date and time.

**Note:** It is highly desirable on the part of the exhibitor to plan arrival of exhibit-cases well in advance at the venue, immediately on commencement of the entry period, as per the table below. The exhibitor is also advised to discuss and plan their schedules of bringing in exhibits with the approved Freight Forwarders, On-site Material Handling Agents and with site managers to ensure trouble free handling of exhibits.

Period	Dates	Days
Set up days	23 <sup>rd</sup> – 25 <sup>th</sup> May 22	3
Exhibition days	26 <sup>th</sup> – 30 <sup>th</sup> May 22	5
Dismantling day	31 <sup>st</sup> May 22	1

\*Halls to be vacated anyhow by 08:00 hrs on 1<sup>st</sup> June 2022.

\*Extra working days for setup of machines may also be permitted on chargeable basis, subject to the availability of space in the Venue.

### **11.16 Stand Construction, Decoration & Display:**

#### **Guidelines for stand construction, decoration & display:**

To achieve uniformity in display and appearance of the entire exhibition and to ensure proper presentation of all exhibits, Exhibitors are advised to strictly follow the guidelines for stand construction, decoration & display as mentioned below:

#### **General:**

- a) Organizer will demarcate the stands within the Halls. Exhibitor may take assistance from the Hall Managers for locating their stand.
- b) There will not be vehicle movement inside the Halls after 1800 hrs of 25<sup>th</sup> May 2022. As such, exhibitor is advised to ensure that the exhibits are installed/ placed in the stall before the cut-off Date/Time.
- c) Exhibitor shall ensure that his booth is built & dismantled in a safe, systematic and organized manner, within the specified build-up & dismantling period.
- d) Bare space design must be approved by the organizer. No construction of stands will be allowed without approval of the organizer.
- e) In case actual display arrangement of a stand is not in conformity to the approved layout plan or guidelines, the Organizer shall remove such installation from the Stand at the cost and risk of the Exhibitor. Decision of the Organizer in this regard will be final and binding.
- f) Up to 40% of the open side can be blocked at the maximum height of 3 Mtrs and rest 60% can only be blocked at the height of 1mtr.
- g) For display, any kind of support from the permanent structures in Exhibition Halls is subject to prior written approval from IPAMA.
- h) Fabrication of fixtures, in the venue is prohibited. Exhibitor is advised to bring prefabricated stands for assembly in the Exhibition Halls. If any Exhibitor fails to abide the above guidelines, he will have to pay penalty which will be decided by the Venue/Organizer.



i) Exhibitor is advised not to use any vacant space around their stands for storage or otherwise. This could be hazardous and could restrict the movement of service personnel. Organizer reserves the right to remove such material at the risk & cost of the Exhibitor.

j) Any type of Installation of Air-conditioners inside the stand is not permitted.

k) Grouting/drilling of holes in the floor or walls is prohibited.

l) Spray painting is not allowed inside the Exhibition Hall.

m) No suspended structures are permitted from the ceiling of the exhibition Halls.

### **Presentation and installation of exhibits and machines:**

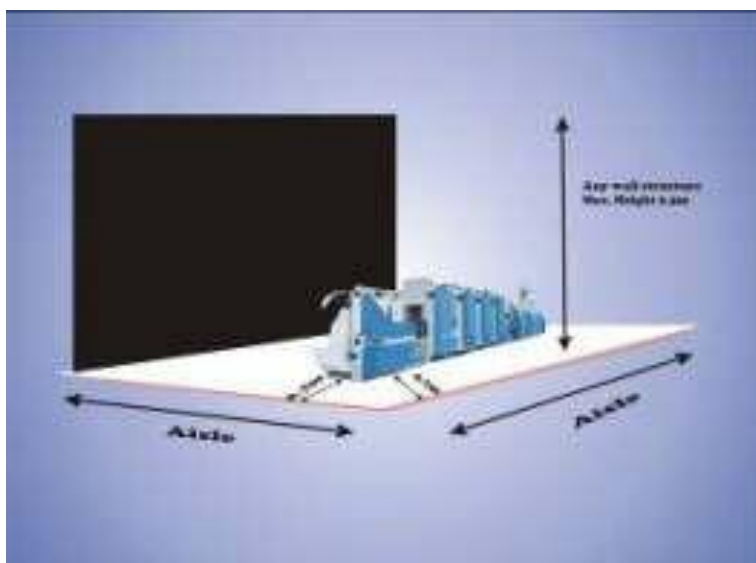
a) Not more than 60% of the total space should be used for display of exhibits.

b) Not more than 15% of the total space should be used for office area.

c) A Minimum of 25% of the total space should be left open for free movement of visitors.

d) All exhibits and machines should be placed in normal operating position as if on shop floor.

e) No part of any exhibit/display should project out of the stand boundaries. Exhibits / machines /showcases / display podiums must be placed at least 0.5 Mtr away from the boundary of open sides of the stand.(see figure)



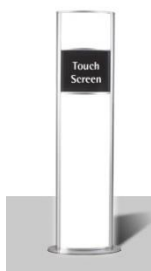
### **Overall Height:**

a) The maximum height of any adjoining structure should not exceed 3.0 m and Fascia maximum up to 3.5 Mtr. However, permanent wall side stand's wooden wall may exceed its

height up to 4.0 Mtrs, but it must not obstruct anyone's view. Modifications/ alterations suggested by IPAMA will be binding on the exhibitor.

b) Partitions and/or dividers in the stand should not be erected on the open side of the stand. The height of the partition or divider should not exceed 3 m. Both sides of the partition should be properly finished and painted, particularly the partition on the side of neighbouring stand. Exhibitor is advised to make side partitions in mutual agreement with neighbours.

c) Display panels, branding towers, sample holders, photographs and other display material are permitted in the stand, subject to a maximum height of 4 m, size **1mx1m**. Only One in a stand. It must be erected at least 1 m away from the boundary. As per below figure.



d) Exhibitor having wall(s) along with his stall boundary or pillar within stands, may cover the same with wooden panels without causing damage to the walls, pillars, floor or any structure of the Exhibition Halls. However, electric panels on the walls or duct doors in the pillars, if any, should be kept accessible for the Organizer, for maintenance. The Pillar can be covered up to full height, but branding can be done only up to the height of 4.0 mtr.

### **Floor Covering:**

a) Carpeting of the stands is compulsory for all Exhibitors. Use of suitable commercial material for floor covering inside the stands is permitted. Gluing/pasting of Carpets on the floor may be done only by using easily removable bi-adhesive tape that leaves no marks on the floor.

b) Stand floor should not be painted or varnished nor floor covering be stuck permanently to the floor.

### **Office Areas:**

Exhibitor can set up office enclosures in his stand. Height of the office enclosures cannot exceed 3 m. The area of the office enclosure should be proportionate to the area of the stand as under:

### **Advertising & Display:**

a) Display of Names/Logos of any indirect Exhibitor on the fascia of the stands is strictly prohibited.

b) Exhibitors will not be permitted to display /demonstrate any equipment or exhibit which causes high level of Air and Noise pollution beyond acceptable limits.

c) Use of potted plants is allowed in the stand.

### **11.17 Identification:**

All Exhibitors' staff should have proper Identity Cards and shall produce the same whenever demanded by the authorized security personnel or representative of IPAMA at any time during the construction, exhibition or dismantling periods. Anyone found to be without proper identification or of dubious character or behaving in a drunken or disorderly manner or committing any offence, trespassing or exhibiting rude behavior, shall be forthwith removed from the Exhibition Ground.

### **11.18 Octroi Duty:**

At present, no Octroi is payable in UP State on entry of goods from outside UP. However, in future, as and when Octroi duty becomes payable, the same will have to be paid by the exhibitors.

### **11.19 Handling Facilities:**

Unloading and handling of exhibit cases at the exhibition site is to be arranged by the exhibitor himself through IPAMA's approved Material Handling Agents only. Details are available on exhibitor's portal.

### **11.20 Clearing & Forwarding:**

IPAMA has appointed official Freight Forwarders for on-Site handling of Materials. Exhibitors are not allowed to use their own services provider inside the fair ground. The exhibitor is, however, free to appoint any Freight Forwarder to work outside the fairground.

### **11.21 Shipment of Exhibits:**

The exhibitor may write to the authorized Clearing Agent for clearance of their imported exhibits at the port and settle the charges directly with the Clearing Agent concerned. Crates and packages for the exhibition should be marked "**15<sup>th</sup> PRINTPACK INDIA**" at the top together with the name of the Clearing Agent of the exhibitor.

The following documents are to be prepared and sent along with the consignment; however, it is advised to reconfirm with the clearing agents for latest information:

- a) One original and three non-negotiable copies of the **Bill of Lading/Airway Bill** (freight pre-paid) duly endorsed in favour of the Clearing Agent. The name and address of the Clearing Agent must be mentioned as "First Notify" on Bill of Lading/Airway Bill.
- b) In case Bill of Lading/Airway Bill is not endorsed, **Authority Letter** addressed to Marine Lines / Air Lines to issue delivery order in favour of the Clearing Agent.
- c) **6 sets of Commercial Invoices**, showing CIF value and detailed description of goods.
- d) **6 copies of the Packing List**, giving quantity of items contained in each package, net/gross weight and sizes of the packages.

- e) **Certificate of Origin in duplicate.**
- f) **Insurance Cover in original plus one copy.**
- g) **Re-export Bond in triplicate, with bank guarantee and covering letter from the bank (details will be furnished on request by Clearing & Forwarding Agents).**
- h) **Importer's Declaration on exhibitor's letterhead (details will be furnished on request by Clearing & Forwarding Agents).**
- i) **Product Catalogue / Working Manual of exhibits, in triplicate.**

#### **11.22 Dispatching of Exhibits:**

On every exhibit sent for display at the exhibition, a label should be attached to show the following:

- a) **Manufacturer's/Exporter's name.**
- b) **Name of each exhibit with Certificate of Origin.**
- c) **Manufacturer's mark, if any.**
- d) **All packages should be secure and sturdy.**

#### **11.23 Packing Instructions:**

Exhibits for shipment by sea should be packed in strong wooden boxes capable of withstanding rough handling both at the ports and in transit, and marked: DRYPORT: ICD TUGLAKABAD DELHI or ICD Dadri, Greater Noida, INDIA

Each box/crate should have one copy of the Packing List prepared in accordance with the requirements indicated below.

In case the packages contain any easily breakable or damageable exhibits, the same may be indicated on the crate/package with the mark FRAGILE HANDLE WITH CARE.

#### **11.24 Packing List:**

Packing List with 6 copies should be sent to the Clearing & Forwarding Agent concerned. The Packing List should indicate the following:

- a) **Quantity case-wise**
- b) **Description of item with model and serial number.**
- c) **Net/gross weight of each exhibit.**
- d) **Size of each package and total number of packages**



### **11.25 Invoice for Exhibits:**

**15<sup>th</sup> PRINTPACK INDIA** should be marked at the top of the invoice and drawn in favour of the Clearing & Forwarding Agent appointed by the participant. The invoice should contain the following information:

- a) Quantity item-wise.
- b) CIF value in Indian Rupees for each item.
- c) Insurance Policy for comprehensive risk together with the total value for insurance purposes.
- d) Detailed description of goods, model & serial number and identification marks for each item. List of spare parts should be shown separately with individual values and not clubbed with the value of the machine.
- e) Total number of packages.
- f) Gross and Net weight of each case containing exhibits and other materials.

### **11.26 Import of Exhibits:**

a) Goods imported into India for 15<sup>th</sup> PRINTPACK INDIA are allowed without Import License or Customs Clearance Permit on the condition that the same are re-exported within a period of 6 months of the closure of the exhibition and a bond to that effect, supported by a Bank Guarantee or surety of the respective Embassy/High Commission/Trade Commissioner or ATA Carnet guaranteed by the Federation of Indian Chamber of Commerce & Industry, New Delhi, is furnished to the customs authorities at the time of clearance of goods. In the event of failure to re-export as aforesaid, the duty and Import Trade Control fine will be levied thereon.

**More information may be obtained from the Clearing & Forwarding Agent, on request.**

b) Consumables and goods meant for distribution or sale are NOT covered under ATA Carnet facility.

### **11.27 Business Visitors' Guide:**

A Business Visitors' Guide on exhibitors and exhibits will be published in English for use by exhibitors and visitors to 15<sup>th</sup> PRINTPACK INDIA. The Guide will contain:

- a) Exhibition Floor Plan
- b) Alphabetical list of Exhibitors along with their details.
- c) Products on Display.

Exhibitor is to fill necessary information online on their online account <https://booking.printpackipama.com/Login.aspx> on or before **31st March 2022**. Uploaded information will only be printed in Business Visitors' Guide. IPAMA is not responsible for exhibitor's mistake.

Under 'Products on Display', exhibitor should list only those products which are actually on display within the booth of the exhibitor.

No changes will be entertained in the details after **the due date** as the Business Visitors Guide would have to be printed well in advance for distribution at the exhibition.

### **11.28 Exhibitor's Kit:**

Due to the Covid, exhibitor's kit will not be provided. Exhibitor Pass/es, Stand Possession Letter, and other related items are available online. Business Visitor Guide, Mask, Gloves, double side tape, cello tape, Band-aid and Scissor may be provided on demand of the exhibitor at site.

### **11.29 Name Boards & Stall Display etc.:**

- a) The exhibitor is not permitted to put up any Name or Sign Board of his own outside the the stand. However, the exhibitor will be free to put up his company's or firm's logo, monogram or name inside the stall.
- b) Dividers or partitions will not be allowed in front of the stall or the border lines of the stall or in front of the passages/alleys.
- c) Use of bright and/or colored decorative lights, neon signs of any size, shape or colour (including those depicting exhibitor's name or logo) or any other similar electrical decorative material is strictly forbidden.
- d) Use of any type of loudspeakers or musical instruments which cause inconvenience to other exhibitors is forbidden.
- e) Exhibitor is permitted to set up office / consultation cabins, but the height of the cabins should not obscure the display of adjacent stalls.
- f) Exhibitor, who has applied for space under Shell Scheme, would be provided a fascia indicating Company Name and Stand Number.
- g) Stands under Shell Scheme will not have Company Logo printed on the Name Boards/Fascia.

### **11.30 Catalogues & Sales Pamphlets:**

All business activities of an exhibitor must be conducted from within the exhibitor's leased or allotted area. Distribution of Catalogue, Literature or any other promotional material will not be permitted outside the Stall. No exhibitor shall distribute literature pertaining to articles or Machines not included in the exhibition, except that which describes machines or products manufactured by an exhibitor.

Enough descriptive catalogues should be available in the stall so that the trade enquiries can be attended on- the-spot. Five copies of such publications are to be sent to IPAMA's office.

### **11.31 Other Services:**

#### **a) Furniture:**

The exhibitor will make his own arrangements for hiring of furniture. Particulars of IPAMA's approved contractors for hiring furniture are available on their online account <https://booking.printpackipama.com/Login.aspx>

#### **b) Removal of Waste & Cleaning:**

IPAMA will arrange for cleaning of the Exhibition Hall's passages and collect waste material after the exhibition hours from the exhibitors' stalls. Housekeeping boys are not allowed to enter anyone's stand without the permission of the exhibitor.

#### **c) Other Facilities:**

The following facilities will be provided by IPAMA:

- Reception & Information Counters.
- Left Luggage.
- Media Lounge.
- VIP Lounge.
- Cafeterias and Snack Bars.
- Railway/Air Booking-Domestic and International\*
- ATM
- Foreign Exchange Counter.
- Business Centre.
- Car Parking.
- Ambulance with Paramedical Staff.
  - Drinking Water (water Dispensers at specific points).
  - Public Address System.
  - Free shuttles from nearest Metro Station to Venue and back.
  - Radio Taxis on site.

\* Your requirements for Air Booking may be sent to the official Travel Partners for 15<sup>th</sup> PRINTPACK INDIA. For contact details refer <https://www.printpackipama.com/pdf/15th%20Printpack%20India%202022-Accommodation%20Page.pdf>

### **11.32 Housekeeping:**

For House Keeping, if desired, the exhibitor can hire Housekeeper through their online account <https://booking.printpackipama.com/Login.aspx>

### **11.33 Security:**

Organizer will provide round-the-clock security service for the general surveillance of the Halls.

The respective exhibitor is, however, responsible for the custody and surveillance of his stall for the entire duration of the exhibition, including Pre, During and Post Exhibition days.

Exhibitor displaying easily removable objects is required to guard the stall from the opening time and till the very last minute of the evening closing time. Easily removable exhibits or valuables must be locked in the evening in drawers or cupboards. For the Security personnel, during set-up period, in the day during exhibition, during dismantling, Guards will be available on hire by the exhibitor through IPAMA approved agency.

### **11.34 Fire Prevention:**

India Expo Centre has all the necessary arrangements for fire prevention equipment within the exhibition Halls. The exhibitor is expected to acquaint himself with the location of the nearest Fire Hydrants/Extinguishers.

### **11.35 Insurance:**

IPAMA has done basic insurance for visitor, exhibitor and Machines in the exhibition Ground; however, the exhibitor should also make arrangements for insuring his individual stall/machines or any other material. Third party insurance, accident insurance of exhibitor's personnel, third party damage insurance etc., should be covered by the exhibitor.

### **11.36 Exit Passes:**

The exhibitor will be issued exit passes to facilitate the movement of their exhibits out of the Exhibition Ground at the end of the exhibition. Exit passes will be issued only after verification that all charges due have been fully paid by the exhibitors to IPAMA. The pass should be shown at the gate at the time of exit of the exhibitor and his exhibits from the Exhibition Ground. Exhibitor can download passes from their online account <https://booking.printpackipama.com/Login.aspx>

### **11.37 Moving Out Period:**

The Exhibition will close officially at 18:00 hrs on **30<sup>th</sup> May 2022**. All stands and exhibits should be dismantled and moved out of the exhibition ground positively by 08:00 hrs of **1<sup>st</sup> June 2022**.

Exhibitor must strictly adhere to this schedule. IPAMA will not be responsible for Payment of any penalty for delays in removal of the exhibits.

At the end of the exhibition, initially hand carry material/service provider's material will only be allowed. The removal of heavy machines require fork lifts/Cranes, from the Exhibition Ground may start from **00:01** hrs on Monday, the **31<sup>st</sup> May 2022** for those exhibitors who have settled all accounts and obtained the "EXIT PASS" from IPAMA.

For removal of material, an "EXIT PASS" must be completed and submitted to IPAMA for endorsement and shown at the exit point, consignment- wise.

### **11.38 Safety Regulations:**

The generally accepted safety rules relating to technology, labour safety and accident prevention, should be observed in all the display arrangements. Proper safety guards must be provided on machines for protection from flying chips, sparks and heat etc. IPAMA reserve the right to prohibit the operation of machines or equipment, if in their opinion, these pose danger and cause annoyance to visitors and other exhibitors.

### **11.39 Trade Tax Formalities:**

For generating E-way Bill, click on the following link: -

<https://ewaybillgst.gov.in/Account/EWBUserRegistration.aspx>

After opening the site, go to the E-way Generating System. While generating e-Way Bill, keep the following documents with you: -

- 1) GSTIN of Recipient (Recipient at IEML, Noida will be the same party which will be sending the goods.)
- 2) Place of Delivery (IEML, Noida)
- 3) Invoice Number
- 4) Invoice Date
- 5) Value of Goods
- 6) HSN Code etc.

Note: Authorized person of the concerned State Government can check e-Way Bill or e-Way Bill Number during inter-State movements.

For any assistance, please contact:

Mr. Naresh Pal Singh,  
Mob: +91 - 9717836837

### **11.40 Force Majeure:**

Under the conditions of Force Majeure, which also include Government order for lockdown, strike, lock-out, riot, pandemic etc., IPAMA reserves the right to alter the opening dates and duration or even cancellation of the entire exhibition. In case of

cancellation of the exhibition, the stall rental will be refunded to the exhibitor after deducting the proportionate costs already incurred by IPAMA.

#### **11.41 Supplementary Clauses:**

If and when necessary, IPAMA shall have the right to issue supplementary regulations in addition to these regulations and guidelines to ensure the smooth management of the Exhibition. Any additional written regulations or instructions shall form part of the rules and regulations for participation and shall be binding on the exhibitor.

#### **11.42 Domicile and Jurisdiction:**

The implementation of these regulations or supplementary regulations laid down by IPAMA, relating to the Exhibition, shall be deemed to be domiciled at the office of the Noida courts. All disputes, arising from the exhibitor's participation and from the enforcement of the regulations laid down by IPAMA, shall be judged according to Indian laws and subject to Noida jurisdiction.

#### **11.43 Agreement to Conform to Regulations:**

The exhibitor agrees to comply with all Rules & Regulations contained herein and to such other Rules & Regulations as may be notified by IPAMA from time to time, relating to the participation of exhibitor in 15<sup>th</sup> PRINTPACK INDIA Exhibition. Applicants should read all Rules & Regulations carefully for guidance/compliance.

#### **11.44 Indemnification:**

The exhibitor and service providers agreed to indemnify IPAMA and hold them harmless from and against any and all claims arising out of the acts of the exhibitor, his agents, representatives and employees, and all contractors, erectors, delivery persons, suppliers and material handling persons, furnishing services, delivery work or materials at the instance of the exhibitor.

### **12.0 Distance and Estimated Time Taken**

Location	Approximate Distance (km)	Estimated Time taken (minutes)
Faridabad-Neelam Chowk	47	60
Gurgaon – IFFCO Chowk	60	80
IGI Airport	51	75
ISBT-Anand Vihar	37	55
ISBT-Kashmiri Gate	44	60
New Delhi Railway Station	41	55
Noida Sec 18	28	35
Pragati Maidan	40	50



Estimated travel time indicated above is during normal traffic conditions. Actual time taken may vary depending upon traffic conditions, weather and other reasons beyond the control. It is to be noted that the location of the Venue is on Noida-Greater Noida Expressway (About 25 kms far from Mahamaya Flyover), where the speed limit for cars is 100 kms/hr. and for buses it is 60kms/hr. A car can travel from Mahamaya Flyover to the Venue in 15-20 minutes.

## **Car Passes & BVG:**

Car Passes and Exhibitor Directory will be handed over to you at the venue:

### **Pass & BVG Entitlement Sheet**

<b>Area Taken by Exhibitor</b>	<b>No. of Car Passes</b>	<b>Exhibitor Directory</b>
Up to 15 m <sup>2</sup>	1	1
15 – 45 m <sup>2</sup>	2	1
46 – 75 m <sup>2</sup>	3	1
76 – 125 m <sup>2</sup>	4	2
125 – 200 m <sup>2</sup>	5	2
200 – 300 m <sup>2</sup>	6	2
300 m <sup>2</sup> +	7	2

**Organizer:**

**Indian Printing Packaging And Allied  
Machinery Manufacturers' Association (IPAMA)**

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**C-54, Sector-62, Institutional Area, Noida-201307, (U.P.) India**

**E-mail: [admin@ipama.org](mailto:admin@ipama.org); [info@ipama.org](mailto:info@ipama.org)  
[marketing@ipama.org](mailto:marketing@ipama.org)**

**Website: [www.printpackipama.com](http://www.printpackipama.com); [www.ipama.org](http://www.ipama.org)**