

The Leading Travel Show in Asia

**OTM**<sup>®</sup>

**30, 31 JANUARY & 1 FEBRUARY 2025**

Jio World Convention Centre, Mumbai

**EXHIBITOR'S MANUAL**



**#1 TRAVEL TRADE SHOW IN ASIA**

# ORGANISER

## Fairfest Media Limited

305, 3rd Floor, The Summit Business Bay, Near WEH Metro Station, Off Andheri Kurla Road Andheri (E),  
Mumbai 400 093 | Tel: +91 22 4555 8555

E-mail: [contact@fairfest.in](mailto:contact@fairfest.in) | [www.otm.co.in](http://www.otm.co.in), [www.fairfest.com](http://www.fairfest.com)

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Organised by

 **FAIRFEST**  
MEDIA LIMITED

### MUMBAI

305, 3rd Floor,  
The Summit Business Bay,  
Near WEH Metro Station,  
Off Andheri Kurla Road  
Andheri (E), Mumbai 400 093  
Tel : +91 22 4555 8555

### KOLKATA

74/2 AJC Bose Road,  
Tirupati Plaza, 4C, 4th Floor,  
Kolkata - 700 017  
Tel : +91 33 4028 4028  
Registered Office:  
25 C/1 Belvedere Road,  
Alipur, Kolkata 700 027

### AHMEDABAD

302A, Eternia Complex,  
Behind City Center,  
Swastik Cross Road,  
C G Road, Navrangpura,  
Ahmedabad 380 009  
Tel : +91 79 2646 1217

### NEW DELHI

U-1, Green Park Main New  
Delhi - 110 016  
Tel : +91 11 2686 6874 / 75

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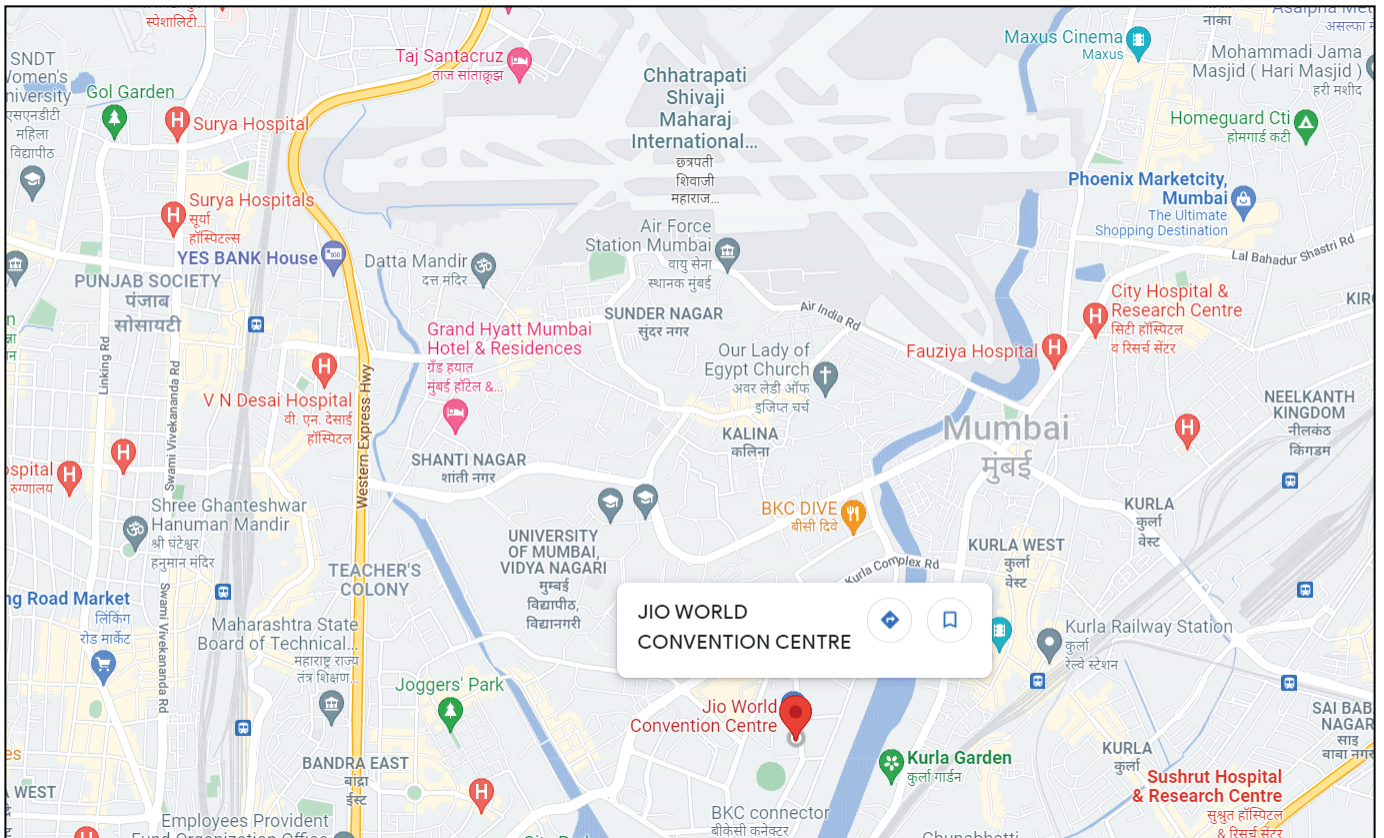
# EXHIBITION VENUE & DATES

**OTM** - The Leading Travel Show in Asia

## VENUE

### Jio World Convention Centre

G Block BKC, Bandra Kurla Complex, Bandra East, Mumbai, Maharashtra 400051



Organised by



4

OTM 2025

# EXHIBITION SCHEDULE

SETUP DAYS		
DATE & TIME	Pavilion Hall	Jasmine Hall
<b>Schedule for 27th January, Monday</b> Space hand over for booth construction <b>(BARE SPACE)</b>	14:00 hrs - 24.00 hrs	-
<b>Schedule for 28th January, Tuesday</b> Space hand over for booth construction <b>(BARE SPACE)</b>	00:00 hrs - 16:00 hrs	12:00 hrs - 16:00 hrs
<b>Schedule for 29th January, Wednesday</b> Exhibitor Registration Booth Set-up <b>(BUILT UP BOOTH)</b>	12:00 hrs - 20:00 hrs 12:00 hrs onwards	
Deadline to complete Booth Construction	18:00 hrs	
EXHIBITION DAYS		
<b>Schedule for 30th January, Thursday</b> Exhibitor Registration Inauguration Open for Travel Trade	08:00 hrs - 09:00 hrs 11:00 hrs 10:00 hrs - 18:00 hrs	
<b>Schedule for 31st January, Friday</b> Open for Exhibitors Open for Travel Trade	09:00 hrs - 10:00 hrs 10:00 hrs - 18:00 hrs	
<b>Schedule for 1st February, Saturday</b> Open for Exhibitors Open for Travel Trade	09:00 hrs - 10:00 hrs 10:00 hrs - 17:00 hrs	
<b><i>Participants will not be allowed to leave their stall before the official closing time everyday.</i></b>		
DISMANTLING PERIOD		
<b>Schedule for 1st February, Saturday</b> Dismantling of booths and removal of exhibits	17:00 hrs - 23:00 hrs	17:00 hrs - 21:00 hrs

## CONTACT DETAILS OF LEADING BOOTH FABRICATORS / DESIGNERS

<p><b>JMD DESIGN DESK PVT. LTD.</b> 702, Ruby Crescent Business Boulevard, Ashok Nagar, Kandivali - East, Mumbai - 400101 Tel : +91 22 28850759 / 28852951 Mr. Rohit Saraogi, Director Mobile : (91) 9769914770 Email : rohit@designdesk.in Web : www.designdesk.in</p>	<p><b>MEROFORM INDIA PVT LTD.</b> 306, Acme Industrial Park, I B Patel Road, Goregoan - East, Mumbai - 400069 Tel : +91 22 66780432 Mr. Ravi Upadhyay, Manager Mobile : (91) 9821062214 Email : ravi@meroformindia.com</p>
<p><b>PAVILIONS &amp; INTERIORS (I) PVT. LTD.</b> Ashok Industries, M N Dsoza Compound, Kherani Road, Sakinaka, Andheri - East, Mumbai - 400072 Tel : +91 22 28521408 / 10 Mr. Kunal Mhatre, Sr. Marketing Manager, Mobile : (91) 9867018132 Email : kunal.mhatre@pavilionsinteriors.com Website : www.pavilionsinteriors.com</p>	<p><b>CACHET EVENTS AND DESIGN SOLUTIONS</b> 301 - Shant Industrial Estate, Goregaon East, Mumbai - 400052 Ms. Pallavi Jayakar, Director Mobile : (91) 9819977397 / 9769857397 Email : pallavijayakarr@gmail.com Mr. Vinod Meher, Director Mobile: (91) 9819501441 Email : Vmeher9@gmail.com Website : www.cachet.in</p>
<p><b>STELLAR EXHIBITIONS INDIA</b> 119, Topiwala Centre, Goregoan West, Opp Goregoan Railway Stn., Mumbai 400101, Maharashtra, India Mr. Nimish Shroff Mobile : +91 9867515003 Email : nimish@stellarexhibitions.com Website : www.stellarexhibitions.com</p>	<p><b>D CRAFT EVENTS AND EXHIBITIONS</b> B21, Shanti Shopping Centre, Mira Road (E), Mumbai-401107. Mr. Ravinder Khanna, Director Mobile : +91 9049412211 Mr. Anil Khanna, Operations Head Mobile : +91 9004756781, Email : exhibitions@dcraft.co.in Website : www.dcraftevents.com</p>
<p><b>MIXTURES</b> 404/Neo Corporate Plaza, Ramchandra Lane, Kachpada, Malad West, Mumbai - 400064 Raipur Office - 2nd Floor, 312 A.S.K. Plaza, Anand Talkies Road, Moudhapura, Raipur, Chhattisgarh Email: vishalmaja36@gmail.com / infomixtures786@gmail.com Website: www.mixtures.co.in GSTIN/UIN : 22AAGPA0174R1ZT</p>	<p><b>CREATIVE FOCUS</b> (A Division of EXHICON) 103, Crystal Paradise, DS Road, off Veera Desai Road, Andheri (W), Mumbai 400053 Mr. Umar Nadkar, Business Head Mobile : +91 7021668008 Email : nadkar@exhicongroup.com Website : www.exhicongroup.com</p>
<p><b>EXPOGURU CONCEPTS PVT. LTD.</b> 906 , 9th floor, Hemkunt Chambers Nehru place, New Delhi - 110019 India Mobile : +91 9582744848 Email : mayank@projectexpoguru.co.in Website : www.projectexpoguru.co.in</p>	<p><b>EXHIBIT DZINES</b> B-17, St No.1, Madhu Vihar, Near Dwarka Sec-3, New Delhi-110059 India. Mr. James, BD- Manager Mobile: +91 8510007689 Email: exhibitdzines@gmail.com Website:www.exhibitdzines.com</p>
<p><b>PROPWOOD PRODUCTION PVT. LTD</b> B-212, Crystal plaza, Link Road, Andheri west, Mumbai-400059 . BSI Business Park, H-15, 404, Sector 50, Noida- 201301 Mobile - 9819159957, 9372604624 Email : propwoodmumbai@gmail.com / propwooddelhi@gmail.com Website : www.propwood.in</p>	<p><b>THE WOODPECKERS</b> 404, Powai Plaza Premises, Opp. Nirvana Park, Hiranandani Gardens, Powai, Mumbai - 400 076. India. Tel: 022 -25708678 Navreet Kaur Brar, Business Devt. Executive Mobile : (91) 7977717410 Email : navreetwoodpeckers@gmail.com Web : www.woodpeckersglobal.com</p>

# EXHIBITOR GUIDELINES



## 1. Construction of Booth / Pavilion - All Construction work must be finished by 18:00 hrs on 29th January, 2025

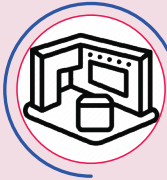
Exhibitors must ensure that all parts of their work are self supporting and secure.

Exhibitors who have ordered bare space may begin building their booths as mentioned below.

<b>Pavilion Hall</b>	14:00 hrs onwards on 27th January
<b>Jasmine Hall</b>	10:00 hrs onwards on 28th January

**Deadline for Booth Construction :** Contractors / Exhibitors are required to complete all their work within 18:00 hrs on 29th January 2025.

**Delay in completion of work:** The penalty charges for delay in completion of work is INR 10,000/- per hour per booth / pavilion from 18:00 hrs to 22:00 hrs only on 29th January 2025.



## 2. Move in of Exhibits

Exhibitors who have booked shell scheme may move in their exhibits as per timing mentioned below.

<b>Pavilion Hall</b>	12:00 hrs - 18:00 hrs on 29th January
<b>Jasmine Hall</b>	

**Exhibitors must arrange for an authorised representative to be present at the site to receive and position goods as the organiser is unable to accept delivery.**



## 3. Badge Entitlement

Stand Size (sq m)	Exhibitor Badges
9 sq m	5
18 sq m	10

**Charges for Additional Exhibitor badges : INR 5,000 / USD 63 + GST @ 18%**

Each Exhibitor will be entitled to get free Exhibitor Badges as per the table given below for personnel managing their stands. Any misuse of the Exhibitor badge will result in confiscation of the badge.

Exhibitor badges will be issued by the organisers from the Exhibitor Registration area on 29th January 2025, between 12:00 – 18:00 hrs.

Exhibitors can collect their badges by presenting their business card on arrival at the venue. For security reason exhibitors are requested to wear the badges all the times during exhibition, setup and tear down days.

Badges will not be posted / couriered earlier.



## 4. Dismantling and removal of Exhibits - All Exhibits and/or debris must be cleared By 21:00 hrs on 1st February 2025

Dismantling of booths is prohibited before 17:00 hours on 1st February, 2025. Exhibits must be removed between 17:00 hours - 23:00 hours from Pavilion Hall and 17.00 hrs - 21.00 hrs from Jasmine Hall.

Contractors / Exhibitors are required to clear their booth space of all their exhibits or debris before 21:00 hours on 1st February 2025, failing which a penalty charge of INR 10,000/- per hour per booth / pavilion will be levied.

Removal, delivery or replenishment of stock may only be carried out before the opening hours of the exhibition in the morning or after closing time in the evening.

If the removal of any valuable item or display from the hall is necessary, exhibitors must obtain permission from the organiser.



### 5. Online Meeting Diary

The online meeting diary is accessible on your browser with your email id and password. After completing your profile and answering a few basic questions on your company activity and who you are looking to meet at OTM 2025, you will be able to see visitors in the Attendees section.

Attendees are ordered by 'match' based on your answers. The online meeting diary opens 22nd January 2025. The link for the online meeting diary will be sent to the registered email address.

The deadline to submit the details is 16th Jan 2025



### 6. Exhibitor Food & Beverages

JWCC reserves exclusive catering rights at the Centre. Outside Food and Beverages, Mineral Water is strictly prohibited.

Only Food and Beverages items provided by the JWCC can be consumed inside the premises.

#### Catering Services: JIO World Convention Centre

**Contact:** Mr. Christin Pereira

**Email:** christin.pereira@ril.com

**Mobile:** +91 22 35708632



### 7. Architectural / Stand Layout / Pavilion Design / Installations Layout Submission

Exhibitors shall strictly comply with all the guidelines set forth by OTM / JWCC. Exhibitor shall submit the architectural / stand layout / pavilion design / installations layout plans to OTM by **15th December, 2024**.

Exhibitor has to submit a complete lighting / rigging plot along with the stand layout and also submit an AutoCAD plan (to the scale Grid Layout) on the number of fixtures, rigging points to be used and load per point.

Exhibitor shall comply with any modifications / changes suggested by the authorised person of OTM / JWCC, failing which we reserves the right to deny access to the Event Venue and the Centre including cause Exhibitor to dismantle and/or remove at its costs the temporary infrastructure.

If Exhibitor fails to dismantle and/or remove the temporary infrastructure, its other facilities or possessions from Event Venue and the Centre within the specified time, OTM / JWCC may (at its option) dismantle and/or remove the same or have it dismantled and removed, at Exhibitor's cost, expense and risk.

A penalty of **Rs. 1.00 Lakh + Applicable Taxes** would be charged from the Exhibitor for non-submission of the layout plan within the above stipulated time.

Exhibitor shall take responsibility of customs clearance for their exhibits being imported from foreign country



### 8. Structure Construction and Decoration Material

Exhibitor is prohibited to use highly inflammable materials and the materials which drip when burning or form toxic gases.

For safety reasons, load bearing structural elements may in certain cases, be required to satisfy certain specific requirements (e.g. no flammability).

If some normally flammable decoration materials are used by their mode of installation Fire Extinguishers should provide adequate protection against catching fire.

Scaffold above 4 m in height should be supported with support scaffold and in the ratio of 4:1.



### 9. Structure Heights

Maximum permissible height for fabricated booth is 4 meter including platform height.



If the Exhibitor wants to create a structure above 4 metre they need to take a written permission by submitting the booth design to OTM / JWCC along with a **structural stability certificate** from a qualified and government approved structural engineers. Exhibitor agrees and undertakes to follow all the rules and regulations in respect of the design and construction of stands.

All the infrastructure including stand structures, mobile stands, special structures and designs shall be subject to prior written approval of OTM

Exhibitor shall submit the plans to a scale of not less than 1:100, with ground plans and elevations and with indications of dimensions OTM's authorised personnel for approval before **15th December, 2024.**

OTM shall have a right to demand the structure stability certificate from a qualified and/or government approved agency.

Exhibitor shall bear all the costs of the approvals. Any stand or structures which are not approved, do not conform to the rules and regulations, must be altered or removed by Exhibitor / Exhibitor's Contractor at the costs of Exhibitor.

In the event Exhibitor fails to comply with the instructions issued by OTM / JWCC and fails to perform its obligations within the specified time, OTM shall be authorised to have changes made at Exhibitor's cost, expense and risk including to shut down the stand.

Exhibitor shall ensure that the structures, including all equipment, exhibits and advertising material should be set up with such stability as to pose no danger to public safety and order, and specially to life and health.



#### 10. Infrastructure Build Up

All installations at event venue and the centre should be temporary and not damage the venues during installation or removal.

The exhibitors shall ensure these installations are such that are not capable of damaging the structure, fixtures and fittings of the event venue while installation, dismantling or otherwise.

Exhibitor shall, and shall ensure that the infrastructure shall be built by qualified and experienced contractors for the Event.

**Temporary installations / customized stand constructions on raw space shall be allowed only for areas of 18 square meters and above. Booths below 18 sqm will be constructed in standard shell scheme only.**

Contractors of exhibitors may be permitted to work at the event venue only after such contractor having provided to OTM / JWCC an undertaking to comply with all applicable laws including all safety, health and environment guidelines as may be issued by Owner from time to time.

Any floor marking of the layout for setting up of temporary infrastructure at event venue shall be carried out by erasable chalks or white masking tapes which do not leave any residue on the floor or any other location.

Exhibitor / Exhibitor's Contractor shall not carry out any build up work during the event.



#### 11. Rigging

The rigging point is at a height of 12 mtr and the rigged element can be suspended till 5 mtrs above the exhibition floor.

Maximum permissible weight per rigging point is 500 kgs

Rigging will require prior approval from OTM / JWCC by submitting a complete lighting / rigging plot along with the stand layout.

Exhibitor has to also submit an AutoCAD plan (to the scale Grid Layout) on the number of fixtures, rigging points to be used and load per point.

1. TPI (form 11) Certificates of all lifting tools and tackle.
2. TPI (form 13) Certificate of Compressed Vessels or Compressor Machine.
3. Structure Stability Certificate from government authorised person for Hanged Trusses, Fabricated Stages, Mezzanine Structures, etc.
4. Power Load Distribution of Trusses to be shared as per the deadline dates
5. Connectors shall be used in Electrical joints.
6. Machines used for Set Up, Event and Dismantle shall possess safety guards. (Grinding Machines, Compressor Machine Guard, etc.)
7. For Height Work, Double Anchor Safety Harness Compulsory and Helmet are mandatory.
8. Safety Shoes are mandatory for all workers.



### 12. Live / Design Loads

The floor live load bearing capacity should not exceed 5 tonnes per square metre inside the Exhibition Halls.

The details and drawings of all exhibits / structures weighing more than 500 Kgs individually should be submitted to OTM / JWCC authorised personnel at least 30 days in advance otherwise these may not be allowed to be exhibited.



### 13. Floor Coverings

**Bare space exhibitor has to place a layer of carpet covering the bare space area allotted to them on the exhibition floor before starting work.**

Carpets and any other floor covering should be laid in a manner to avoid accidents and should be fixed in place using appropriate PE or PP adhesive tape, ensuring no residue is left on removal.

Carpets, drapes and other material should be either flame retardant or fire retardant spray from a competent authority to be sprayed.

The use of fasteners/anchors or fixing by digging, drilling, driving nails or screws into the walls or flooring of the venues and surrounding areas is strictly prohibited.

All the standard/Vertical Posts of the scaffold should be provided with the Base plates or Sole Plates.



### 14. Housekeeping

The organisers will not be in charge of any booth cleaning during setup or show days, thus fabricators must designate their own housekeeping personnel for the final booth cleaning. Vacuum Cleaners is mandatory for inside cleaning of the Booths above 50 Sq. Meters.



### 15. Waste Water & Garbage Disposal

Exhibitor / Exhibitor's Contractor shall ensure that waste water is disposed at designated places only.

Indoor and outdoor drainage, wash basins and water closets at the Event Venue shall not be used for disposal of waste water, food or garbage.

Cleaning of polluted ditches, blockages in the drainage system and carry out any other remedial work caused due to damage by use thereof shall be borne and paid by the Exhibitor

Garbage to be segregated at source.

Dustbins in different colours should be used for segregation of wet and dry garbage.

All waste should be bagged and tagged in different colour bags; wet and dry waste should be stacked separately.

Depending on the pavilion size, appropriate bins should be placed inside the pavilion.



### 16. Fire Extinguishers

All stand larger than or equal to 36 sqm must have one suitable type of fire extinguisher for every 36 sqm stand area.



### 17. Fire Fighting Access Zones

The necessary access routes and mobility zones for the fire fighting services must be kept free at all times.

Exhibitor / Fabricator shall ensure that the fire hydrants is not covered over, obscured or rendered inaccessible in any way.

Exhibitor / Fabricator shall ensure that Sprinklers, fire alarms, fire extinguishing equipment, trigger points for smoke extractors, smoke alarms for the hall entrances and other safety equipment, the corresponding signs as well as the emergency exit signs must be accessible and visible at all times.

All the stand should have a fire extinguishers is mandatorily during setup, show & dismantling days. Fire marshals & extinguishers to be deployed by the user throughout the period of the setup, show & dismantling days.



### 18. Emergency Exits, Aisles

Exhibitors shall ensure that the emergency exits are kept free at all times.

The aisles should always be kept clear across its entire width and length.

Any costs and expense arising from the need to clear the exits and / or aisles will be borne by Exhibitor



### 19. Exits, Escape routes and Doors

The distance from each point of an exhibition space / built up structure to an aisle may not be more than 20 M. on foot.

Enclosed stand areas which cover more than 100 Sqm, must have at least two separate exits to escape routes which are as far away as possible from each other and at opposite ends.

These routes should be clearly marked.

The use of swing doors, revolving doors, code-activated doors, sliding doors and other access barriers in escape routes is not permitted.



### 20. Explosives and Ammunitions

Explosive, hazardous substances and ammunitions are regulated by the Explosives Act and may not be displayed at trade fairs or exhibitions.



### 21. Balloons and Flying Objects

The use of air balloons filled with gas and remote-controlled flying objects within the Event Venue is not permitted.



### 22. Artificial Mist/Smoke

Use of machines producing artificial mist / smoke is subject to consultation with the JWCC



### 23. Lounges and Closed Rooms

All lounges and rooms which are surrounded and / or enclosed on all sides (closed rooms) and have no optical and acoustic links with the exhibition / display area shall be equipped with an optical and acoustical warning system in order to guarantee the possibility of warning on the stand at all times.

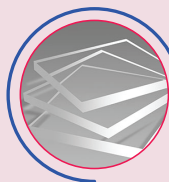
In exceptional cases, substitute measures can be adopted as per the discretion of JWCC.



### 24. Platforms, Ladders, Stairs

Areas accessible to general pedestrian circulation lying over 0.20 metres lower shall be surrounded by railings with height of at least 1 metre.

Evidence of structural soundness for platforms / stages must be provided at the request of OTM / JWCC.



### 25. Glass and Acrylic Glass

Only glass suitable for intended use shall be employed. All glass employed on glass structures shall be safety glass.

The edges of the glass panes shall be ground or protected so that personal injuries are precluded.

Building elements fabricated entirely from glass shall be marked at eye level.



### 26. Spray Guns, Nitrate Paints/Lacquers

Use of spray guns, spray painting or Nitrate paints / lacquers is prohibited.



### 27. Rotary Cutters and work using naked flame

Use of power tools for cutting, welding, painting, varnishing, buffing etc is strictly not allowed in any of Event Venue halls or Centre



### 28. Use of Sand, Turf or similar Material

If sand, soil, garden use turf, moss or any other similar material are required for exhibition, decoration or presentation, an anti-leak protective layer approved by the OTM / JWCC shall be put on the floor by Exhibitor.

Exhibitor shall take all necessary precautions to prevent any part of the Event Venue being damaged and shall ensure that there is no water leakage.

Exhibitor shall be fully liable for all the costs incurred to repair the damages resulting from or arising out of use of such sand, soil, garden use turf, moss or any other similar material.



### 29. Advertising Materials / Presentations

Exhibitor must not place any advertising or other signage in the Isle, Concourse areas or any other area of the event venue.

Presentations, slowly moving visual advertising and acoustic advertising and / or musical reproductions are permitted provided that, they cause no nuisance to others, create no jams in the aisles, not drown announcements on the public address systems.

The noise level must not under any conditions exceed 70dB (A) at the edge of the stand or such levels as may be prescribed under applicable laws.



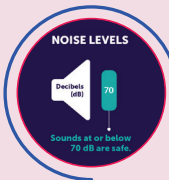
### 30. Empty Packing Material

Packing material, transport crates and the like which are not needed during the exhibition are to be handed over to the officially appointed freight forwarder of your choice who will store the material for you at a cost. During the stand set-up and dismantling periods, the transport paths in the halls are to be kept free as far as possible, transport and packing material and other equipment which is no longer needed should be removed immediately from the halls.



### 31. Damages

Exhibitor shall be responsible for making good to the satisfaction of OTM / JWCC for any loss of or any damage to any or all structures and properties belonging to OTM / JWCC or being executed or procured or being procured by OTM / JWCC or of other agencies at the Event Venue, including for loss or damage due to fault and/ or the negligence or wilful acts or omission of Exhibitor or its subcontractors or its and their employees, agents or representatives or third parties visiting the Event Venue for the Event.



### 32. Exhibitor Sound Level

OTM maintains an 70 decibel sound level for all exhibitors. This level has been identified as being a safe level for trade show demonstrations. To ensure a successful Trade Show for all exhibiting companies and their guests, Fairfest Media, as Show

Management, reserves the right to closely monitor sound usage and where necessary, restrict and possibly eliminate the music and other audio demonstrations in an exhibitor's booth at its discretion. Show Management's actions can include, but are not limited to, reviewing and adjusting all sound system and loud-speaker placements within an exhibit, restricting sound levels within a booth, and restricting demonstrations within a booth.



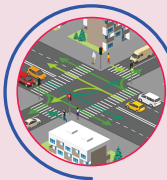
### 33. Goods Transportation

Exhibitors shall ensure that the goods and cargo vehicles shall enter from designated gates and parked at designated bays for unloading in pre-arranged order through any of the referred logistics, clearing and handling agents.

The Exhibitor shall ensure that the transport vehicles for the Event adhere to the logistics traffic management as per the guidelines issued by the OTM / JWCC.

The movement of goods through public area, audience passage, entry plaza and other non designated areas including movement of goods during the event / exhibition is strictly prohibited. Any goods arriving at venue shall be received and handled by Exhibitor.

JWCC shall not allow any vehicles to enter the Event Venue in advance. The exit of exhibits shall be through exit passes duly authenticated by JWCC security team, as per the scheduled move out timings.



### 34. Traffic Regulations

In order to ensure smooth circulation of traffic during the entire Event, all rules regulating and directing traffic shall be strictly observed without exception.

The speed of the vehicles including truck, lorry or any other vehicle shall not exceed 10 km per hour within the Event Venue and the Centre.

If any vehicles or trailers are parked at such areas not specifically designated and approved in writing for parking of vehicles or trailers of the Exhibitor, or containers, boxes or empty receptacles of any kind or packaging material are not placed at the designated and approved locations, the Exhibitor shall and shall cause to remove such vehicles or trailers or containers, boxes or empty receptacles of any kind or packaging material at its costs.

Any instruction from the authorized staff of the JWCC with directing and controlling traffic shall be followed at all times.

JWCC shall not allow any parking for trucks within the premises.



### 35. Motor Vehicles Display

Vehicles with internal combustion engines may be exhibited only on the condition that their fuel tanks are almost empty.

The battery must be disconnected, and fuel tank locked.

For Gas fuelled engines, the gas storage vessel must comply with relevant statutory rules and regulations.



### 36. Wifi

Wifi will be available on paid basis at the venue. It is advised to download as much data on the hard drive and carry your own wifi dongles/hotspots as the onsite wifi has limited bandwidth which is usually slow when there are excessive concurrent users.

# HEALTH AND SAFETY GUIDELINES



## 1. General Rules

Exhibitor is responsible for operational safety and compliance with health, safety and accident prevention regulations.

Stand set-up and dismantling must be performed according to prevailing industrial safety regulations and other applicable laws.

Exhibitor and their contractors must ensure that others are not endangered by their set-up and dismantling activities.

In relation to the work carried out Exhibitor must coordinate with others at OTM/ JWCC, Event Venue, and if this coordination is not possible or if the procedure is dangerous for either, the work should be stopped temporarily.

At OTM / JWCC, "Safety of Person overrides all the protection targets". OTM / JWCC also believes that all injuries, occupational illnesses as well as safety and environmental incidents are preventable.

During the build-up and dismantling period, all staff at Event Venue should be equipped with appropriate Personal Protective Equipment such as shoes, gloves, helmets.

Bare foot and slippers are strictly not permitted for any staff at the Event Venue.



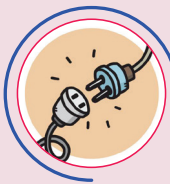
## 2. Use of Materials for Work

The use of bolt guns is forbidden.

The use of cranes and forklift trucks is restricted to certain areas of Event Venue and or Centre.

Digging or pegging is not permitted in the Event Venue and /or Centre. User agrees and undertakes to protect the surface of the Venues, Ceiling, Walls, Installations, Wash Rooms, Loading bays and the entire premises in a manner as may be specified by Owner from time to time

Spray painting, cutting / grinding metal / wood cannot be done in the Centre.



## 3. Electrical Installations

All temporary electrical installations fitted on stands shall be installed by the trained and licensed electricians of the approved contractors and operated in compliance with latest statutory regulations.

Exhibitor shall be fully liable for damage caused by defective electrical installations. Any conductive stand structural elements must be included in measures taken for protection in the event of indirect contact (earthing of stand).

Further, the cables used must be as per statutory codes. Bare electric leads and crocodile clips are not allowed. All the wiring must be protected against short circuit and overloading.

The cables should not have any cuts on them. All joints to be made from appropriate industrial standard (C-form) connectors.

The switch and fuse boxes on the individual stands must be installed outside the stalls in a visible and permanently accessible position. Installation in the locked cabinets is not permitted.

No open joints will be allowed. All joints to terminate in a junction box or electrical panel, and the panel should have individual rated trip switches, ELCB and fuses.

Wooden junction boxes & Switch boards are strictly not allowed at Event Venue.

All lighting systems and lights must be switched off before leaving the stand in the evening. Any special requirements for overnight usage needs to be intimated to the OTM / JWCC for necessary permissions and approvals

For the reasons of safety, the electrical supply is made available 60 minutes before the scheduled Event timings and switched off 30 minutes after closing time.



## 4. Safety Measure

For particular protection, heating and heat generating electrical items (hot plates, spotlights, transformers etc.) must not be installed on flammable, non-heat resistant or heat conductive surfaces.

According to the level of heat generation, appliances must be placed at an adequate distance from flammable materials.

Lighting units must not be attached to flammable decorations or the like.

All staff working at a height of 1.8 meters or above ground level should wear a rated full body harness, the same should be anchored to an appropriate anchor point.

All types of stunts performed by professional artists for any shows during the event shall be at the risk of the Exhibitor. The Exhibitor has to inform details about any such performance to the OTM / JWCC at least 14 days prior to the event along with an undertaking given in writing.



#### 5. Emergency Lighting

Stands on which general emergency lighting is ineffective due to their construction require their own additional emergency lighting which shall be laid out such that it will reliably allow finding one's way to the general escape routes.



#### 6. Contractor Food & Beverages

JWCC reserves exclusive catering rights at the Centre.

Outside Food and Beverages, Mineral Water is strictly prohibited.

Only Food and Beverages items provided by the JWCC can be consumed inside the premise including the distribution of free food & beverage Samples, Tea/Coffee for Vendors etc.

Consumption of Food & Beverages by labour/fabricators are strictly not allowed within the halls/on the booths during set up/dismantle/event days. They should dine at the designated lounge areas within the Event Venue as advised by the JWCC.

**Contractor Catering Services: Sukh Sagar Hospitality**

**Contact:** Mr. Girijan Nair / Mr. Prashant Bhatt

**Email :** girijan.k.nair@cggroup.co.in / prashantbhatt@cggroup.co.in

**Mobile:** +91 9607167888 / 8291284450 / 8928512150



#### 7. Environment Protection

Protection of environment is of prime concern and important business objective at OTM / JWCC.

OTM / JWCC is committed to prevent pollution, maximize recycle reduce waste, discharges and emissions.

Exhibitors and their contractors are required to make a positive contribution to achieving this aim at all stages of the Event.

Recyclable materials and / or those least harmful to the environment are generally to be used for construction and running of the Event.

Any materials left behind will be disposed without verification of their value and at Exhibitor's expense.



#### 8. No Smoking

Entire Event Venue is a no smoking zone and smoking is strictly prohibited within the centre or its premises.



#### 9. Unattended Item/Additional Security

OTM / JWCC cannot ensure the security of items / belonging left unattended in function rooms.

Special arrangements may be made with the OTM / JWCC for securing a limited number of valuable items.

If the Exhibitor requires additional security with respect to such items or for any other reason, the OTM / JWCC will assist in making these arrangements at an additional charge.

All security personnel to be utilized during the Event are subject to OTM / JWCC approval.



#### 10. Firecrackers

Use of Firecrackers is strictly prohibited within the Centre.

## IMPORTANT CONTACTS

Hospitals	Address	Contact No.	Distance from Venue	Website
Asian Heart Institute	Bandra Kurla Complex, G/N, Bandra (E), Mumbai 400051	+91 9820027691	750 mtrs/ 0.5 miles	www.asianheartinstitute.org
Guru Nanak Hospital	S-341, Gandhi Nagar, Bandra(E), Near Collector Office, Mumbai 400051	+91 22 42227777	2.8 kms/ 1.7 miles	www.gurunankhospital.com
S.L. Raheja Hospital (A Fortis Associate)	Raheja Rugnalaya Marg, Mahim (W), Mumbai 400050	+91 22 66529999	4.9 kms/ 3 miles	www.rahejahospital.com
Leelavati Hospital and Research Centre	A-791, Bandra Reclamation, Bandra (W), Mumbai 400050	+91 22 26751000 / 26568000	5.4 kms/ 3.4 miles	www.lilavatihospital.com
P.D. Hinduja Hospital & Medical Research Centre	Veer Savarkar Marg, Mahim, Mumbai 400016	+91 22 24452222 / 24451515	6.3 kms/ 3.9 miles	www.hindujahospital.com
Holy Family Hospital	St. Andrew's Road, Bandra (W), Mumbai 400050	+91 22 62670555	7.5 kms/ 4.6 miles	www.holyfamilyhospital.in

Police Station	Address	Contact No.	Distance from Venue
BKC Police Station	Bandra Kurla Complex Road, Opp. ICICI Bank, G-Block, Bandra (E), Mumbai 400051	+91 22 26504482 100	1.5 kms/ 0.9 miles

Fire Brigade	Address	Contact No.	Distance from Venue
BKC Fire Station	3VC9+565, G-Block BKC, MMRDA Area, Bandra Kurla Complex, Bandra (E) Mumbai 400098	101 +91 22 23085991 / 992	2 kms/ 1.5 miles



## LIST OF LICENSES FOR PERFORMANCE (PPL, IPRS, ISRA, NOVEX, FRRO)

(List of General Licenses along with terms and conditions for liquor license).

Name of the License / Permission	Remarks	Particulars
Phonographic Performance Ltd. License (PPL)	In Case of any DJ and the DJ should also have the license to perform (PPL)	Relevant permissions required and needs to be submitted 10 days prior to the event
IPRS License	This is required for Entertainment Programme, i.e. Dance, Live Musical Performance, DJ, Exhibitions, Mela, etc.	Relevant permissions required and needs to be submitted 10 days prior to the event
Indian Singers' Rights Association ISRA	This is required for Recorded Performances of Singers within the Premises by way of Mechanical means like a DJ etc., Client needs to obtain the Indian Singers' Rights Association (ISRA) Collection Clearance Certificate (C3) before the start of the function by paying the necessary Royalties to ISRA.	Relevant permissions required and needs to be submitted 10 days prior to the event
Novex Music Copyright License	This is required for Entertainment Programme, i.e. Dance, Musical Performance, DJ, Exhibitions, Mela, etc.	Relevant permissions required and needs to be submitted 10 days prior to the event
Foreign Artist - FRRO	Required for foreign artists on work & business visa	NOC FRRO to be submitted 10 days prior to the event
Letter of Intimation to GST Authority (Subject to Jurisdiction under State/ Central)	Required for any sales during the exhibition/ event by the Exhibitor.	Relevant permissions required and needs to be submitted 10 days prior to the event

### LIQUOR LICENSE

Liquor purchase is mandatory from the JWCC either in the form of packages or as per the beverage list.

Liquor purchased from JWCC must be consumed on day of the event at the function venue.

Alcohol to be consumed with-in the designated banquet /venue/ hall/ event space only as per license procured from excises department.

No leftover alcohol shall be permitted outside the banquet / venue/ hall/ event space.

As per the prevailing excise policies the alcoholic beverages served in the party are to be from the JWCC licensed bar and JWCC can procure it on behalf of Exhibitor at a price of INR 17,700 + applicable taxes / USD 221 + applicable taxes per event per day inclusive of administrative charges.

It is the responsibility of Exhibitor to comply with provisions of The Maharashtra Prohibition Act, 1949.

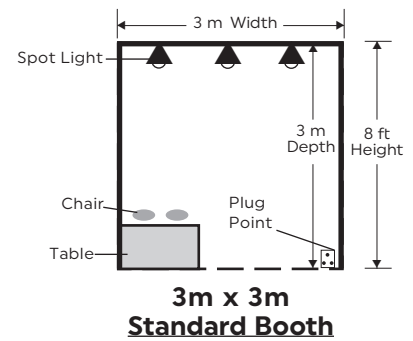
The charge of the liquor license is subject to change as per government norms.

Liquor will be served latest till 2200 Hrs. No deviation from the license terms and conditions will be done.

# STANDARD SHELL SCHEME BOOTH

## IMPORTANT NOTES:

- Nailing, stickers, or painting on aluminum frames are prohibited.
- Nailing or painting on panels is not allowed.
- Exhibitors must remove any double-sided tape or stickers they place on panels at the end of the exhibition.
- Coloured panels are available from the Official Contractor at an additional cost.
- The organiser does not permit changes to the colour scheme, attachment of logos or other lettering, or alterations to the standard fascia.
- External electrical contractors are not allowed inside the exhibition hall to provide metal lights, halogen lights, spotlights, or plug points.



## I. STANDARD SHELL SCHEME BOOTH INCLUDES

The Official Contractors will provide the following items for each shell scheme Standard Booth (3m x 3m)

**Fascia** : Red background with Exhibitor's name in English (max. 25 letters) using white cut out letterings.

**Wall Panelling** : Three side walls (white laminated panels) held by prefabricated aluminium system. In the case of corner booths it will be two side walls and two fascia boards.

## II. ADDITIONAL RENTAL FURNITURE & ELECTRICAL FITTINGS

In addition to the items included in the basic Standard Shell Scheme Booth as listed in the table above, exhibitors may need extra furniture or electrical items. These can be rented from the Official Contractor. Please refer to Form No. 4 (Page No. 20 & 21) and submit it to the Organiser by the specified deadline.

UTILITY CHART	3 mtr depth	
	9 sqm	18 sqm
<b>Table</b>	1	2
<b>Chairs</b>	2	4
<b>Spotlight</b>	3	6
<b>Plug Point</b>	1	2
<b>Dustbin</b>	1	2

FLEX PRINT DIMENSIONS							
Size	3 mtr	4 mtr	5 mtr	6 mtr	7 mtr	8 mtr	9 mtr
<b>Width (feet)</b>	9.5	13	16	19.5	22.5	26	29
<b>Height (feet)</b>	8	8	8	8	8	8	8

VINYL PRINT DIMENSIONS	
Per Panel	
<b>Width (feet)</b>	3.25
<b>Height (feet)</b>	8

TABLE BRANDING DIMENSIONS	
Vinyl Print	
<b>Width (feet)</b>	3.25
<b>Height (feet)</b>	2

## RECORD OF ORDERS

Mandatory Forms	Last Date of Submission
FORM 1 Registration of Contractor	15.12.2024
FORM 2 Electrical Requirement	15.12.2024
FORM 3 Contractor Security Deposit	15.12.2024
FORM 4 Exhibition Catalogue Entry	15.12.2024

Requisition Forms	Last Date of Submission
FORM 5 Rigging Services	15.12.2024
FORM 6 Additional Furniture	15.12.2024
FORM 7 Temporary Staff	15.12.2024
FORM 8 Internet Requisition Form	15.12.2024
FORM 9 Housekeeping Staff	15.12.2024
FORM 10 Water Connection	15.12.2024
FORM 11 In Booth Catering	15.12.2024

Award Forms	Last Date of Submission
FORM 12A Best Print Promotional Material Award	20.01.2025
FORM 12B Most Promising New Destination Award	20.01.2025
FORM 12C Most Innovative Product Award	20.01.2025
FORM 12D Most Exclusive Leisure Product Award	20.01.2025
FORM 12E Best Value Leisure Product Award	20.01.2025

PLEASE COMPLETE AND RETURN THIS FORM TO:

**Fairfest Media Ltd.**

305, 3rd Floor, The Summit Business Bay, Near WEH Metro Stn. Off Andheri Kurla Road, Andheri (E), Mumbai 400 093  
 Tel : +91 22 4555 8555 | E-mail : contact@fairfest.in

**Deadline for Submission : 15 December 2024**

(Please fill in this form if you plan to engage your own contractor instead of the Official Contractor for any booth design, decoration or construction work.)

Booth No	Exhibitor's Name	Sq. mtr. booked
<input type="text"/>	<input type="text"/>	<input type="text"/>

**BOOTH HEIGHT LIMIT** : Maximum permissible height for fabricated booth is 4 meter including platform height.

**LAYING ONE TIME USED CARPET** : All fabricators need to lay one time used carpet on the entire booth area before constructing their booth, failing to which refundable security deposit will be forfeited.

**NO STORAGE SPACE** : Fabricators are not permitted to store or retain materials behind the booth; if they do, their performance bond will be forfeited.

**HOUSEKEEPING** : The organisers will not be in charge of any booth cleaning during setup or show days, thus fabricators must designate their own housekeeping personnel for the final booth cleaning.

**FIRE EXTINGUISHERS** : For safety precautions, fabricators must have Fire Extinguishers within their booths and it must also be implemented in the design in order for the approval of the design.

**Damage & Performance Bond**

(1) A Damage & Performance Bond must be paid by demand draft by the booth contractor to the Organisers when they register at the exhibition site for booth possession. This will be held against damages to the venue, and / or the disposal of booth construction waste left on-site after the event. Any breach of the organisers / venue's regulations may also cause the deposit to be forfeited. The DD should be made in the name of "Fairfest Media Ltd." The deposit will be refunded after the exhibition subject to the clearance of the site by the contractors and no damage being recorded.

No.	Booth Sq.	Amount in INR/USD
1	0 - 36	INR 25,000 / USD 313
2	37 - 100	INR 50,000 / USD 625
3	101 - 199	INR 75,000 / USD 938
4	200 and above	INR 1,00,000 / USD 1250

(2) It is the individual booth contractor's responsibility to remove all packing and waste materials from the exhibition hall during both move-in and move-out. Garbage & waste materials from decoration work must not be discarded into the aisles & must be cleared. All material used must be removed during move-out and this must be done safely (no pushing over high pieces of booth, no smashing of glass panels etc). Failure to comply will result in the Damage & Performance Bond being totally forfeited.

(3) The Damage & Performance Bond will be refunded by showing the receipt after the exhibition subject to the clearance of the site by the contractors and no damage or garbage being recorded by the exhibition centre management and the organisers.

(4) Organisers reserve the right to deduct an actual and appropriate amount for damages to the hall structures / venue, made by the exhibitor or their design & handling agencies' staff during build-up, show days and dismantling time, from the Damage & Performance Bond paid by the exhibitor. This is to ensure all the rules & regulations are abided by and to cover any damage arising directly or indirectly from infringement. This is without prejudice to any additional claims the organisers may have on the exhibitor if the damages exceed the bond amount. Balance amount if any, will be returned if no damage is found.

On receipt of this Form and the deposit payment CONTRACTOR BANDS will be issued. Only holders of CONTRACTOR BANDS will be allowed access to the site.

Please supply CONTRACTOR BANDS : No. required :

N.B. : Electrical installations must be carried out by the Official Contractor only.

Approval of booth design is required to be taken from organisers by submitting the same **15 December, 2024.**

**CONTRACTOR'S DETAILS**

Organisation : \_\_\_\_\_

Contact Person : \_\_\_\_\_ Designation : \_\_\_\_\_

Mob : \_\_\_\_\_ Email : \_\_\_\_\_

Exhibitor's Signature \_\_\_\_\_ Date & Stamp : \_\_\_\_\_

*Please make copy for your own reference*

**Deadline for Submission : 15 December, 2024**

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**Fairfest Media Ltd.**

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**Deadline for Submission : 15 December 2024**

This form must be completed and returned by every exhibitor under Bare Space / Shell Space

1. Exhibitors who have booked BARE SPACE / SHELL SPACE must inform their power requirements in this form.
2. Only standard single phase supply will be available is the Shell Scheme package. For three phase supply for connected load more than 1 KW please fill up this form and send it to contact@fairfest.in
3. The Shell Scheme / Pre-fabricated Stall Exhibitors Package includes Fluorescent tube/s spot lights and 230V.5 Amp plug points (for consumption up to 1KW only).

Item	Unit Cost (Per KW)	Electrical Load Requirements (KW)	Total Amount
Single Phase/Three Phase Power	INR 3,500/USD 44		

**Note :** All prices are current and subject to change without prior notice.

**Electrical requirements can be serviced only if order is placed on or before 15th Dec 2024. There is no provision of making last minute / onsite request after 15th Dec 2024.**

**\* Orders are valid only when accompanied by full remittance with 18% GST.**

Being transferred to: **Standard Chartered Bank**, 21A, Shakespeare Sarani, Kolkata 700 017, India

**Account Name:** Fairfest Media Ltd. **Account Number:** 33305007043 **IFSC Code:** SCBL0036010 **Swift Code:** SCBLINBB

Please Note: All prices are current and subject to change without prior notice.

**Rules for Electrical Work**

Exhibitors are requested to make the payment for the same 20 days prior to the show along with the Form. The cheque / DD should be drawn in favour of "Fairfest Media Limited"

1. All exhibitors must appoint a licensed electrical contractor for carrying out the internal wiring within the stands & must submit a photocopy of the contractor's license to the Organisers.
2. It is mandatory to use only ISI mark new material for doing the electrical installation and the wires shall be PVS copper insulated 1100 V.
3. For lighting circuit the wires must be 3x2.5 sq mm copper wire. For 16A power point. 3x4 sq mm PVC insulated copper wire must be used.
4. Wires must be run in a safe manner through conduit or casing capping. No wires must hang loose and must be terminated using crimping lugs.
5. The type of light must be LED & if halogen lights are used, they must have a transformer attached to it.
6. The load connected to power point must be suitable for the socket.

Booth No	Exhibitor's Name	Sq. mtr. booked
<input type="text"/>	<input type="text"/>	<input type="text"/>

BILLING DETAILS	
Organisation :	_____
Address :	_____
GST No.	_____
Contact Person :	_____ Designation : _____
Mob :	_____ Email : _____
Date _____	Signature & Stamp : _____

*Please make copy for your own reference*

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**Deadline for Submission : 15 December 2024**

Booth No	Exhibitor's Name	Sq. mtr. booked
<input type="text"/>	<input type="text"/>	<input type="text"/>

Contractor Company Name : \_\_\_\_\_  
 Contractor Person Name : \_\_\_\_\_  
 Mobile Number : \_\_\_\_\_ Email ID : \_\_\_\_\_  
 Contractor GST Number : \_\_\_\_\_ Contractor PAN Number : \_\_\_\_\_

Particulars	Amount
On Account of:	
Payment Mode: DD Only By DD No.: _____ Bank Name: _____ Branch _____ Dated: _____	
Amount in words: _____	

**Notes:**

- The Security deposit should be submitted only by Demand Draft. No other mode of payment will be accepted.
- Refundable Security deposit must be paid by demand draft in the name of "Fairfest Media Ltd." payable.
- If the contractor fails to submit the security deposit by demand draft the booth possession will not be given, no cash will be accepted as security deposit. In an exceptional case if security deposit accepted in cash, there will be a service charge of INR 5000 / USD 63 + 18% GST will be applicable and the same will be deducted from the security deposit.
- Please note that the security deposit has to be paid by the booth contractor and NOT the exhibitor, unless the exhibitor themselves are undertaking their own stand fabrication.
- If booth contractor fails to meet the deadline for final completion of booth building / dismantling, then the complete security deposit given by the booth contractor will be fully forfeited as a penalty charges for non - completion of booth on time.
- Kindly bring 2 copies of this form at the time of possession with the authorized signature and company stamp.
- Kindly submit the signed copy of this form while collecting your security deposit.

No.	Booth Sq.	Amount in INR/USD
1	0 - 36	INR 25,000 / USD 313
2	37 - 100	INR 50,000 / USD 625
3	101 - 199	INR 75,000 / USD 938
4	200 and above	INR 1,00,000 / USD 1250

For Contractor

For Fairfest Media Ltd

Date: \_\_\_\_\_ Signature & Stamp: \_\_\_\_\_

Authorised Signatory

**Please make copy for your reference.**

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**Fairfest Media Ltd.**

305, 3rd Floor, The Summit Business Bay, Near WEH Metro Stn. Off Andheri Kurla Road, Andheri (E),  
Mumbai 400 093 Tel : +91 22 4555 8555 | E-mail : contact@fairfest.in

**Deadline for Submission : 15 December 2024**

## EXHIBITION CATALOGUE ENTRY

Exhibitor Name: \_\_\_\_\_

Booth No. \_\_\_\_\_ Address: \_\_\_\_\_

City \_\_\_\_\_ PIN \_\_\_\_\_

Country \_\_\_\_\_

Website: \_\_\_\_\_

Product & Services \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Deadline for Submission : 15 December, 2024

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**Deadline for Submission : 15 December 2024**

**JWCC provides rigging points for branding and design elements.**

The rigging point is positioned at a height of 12 meters, allowing the suspended element to hang up to 5 meters above the exhibition floor. The maximum allowable weight per rigging point is 500 kilograms.

Approval from Jio World Convention Centre is required for rigging, necessitating the submission of a detailed lighting and rigging plot along with the stand layout. Additionally, exhibitors must submit an AutoCAD plan (scaled to the grid layout) indicating the number of fixtures, rigging points to be used, and the load per point.

Description of Branding / Design Element to be rigged		
Describe items to be rigged, including dimensions and approximate weights.		
Summary of Costs	Unit Cost (INR / USD)	Total Amount (INR / USD)
Rigging Package (inclusive of 4 rigging points)	INR 50,000 / USD 625	
Additional Rigging Points	INR 10,000 / USD 125	
<b>Total Amount</b>		

**\* Orders are valid only when accompanied by full remittance with 18% GST.**

Being transferred to: **Standard Chartered Bank.** 21A, Shakespeare Sarani, Kolkata 700 017, India

**Account Name:** Fairfest Media Ltd. **Account Number:** 33305007043 **IFSC Code:** SCBL0036010 **Swift Code:** SCBLINBB

Please Note: All prices are current and subject to change without prior notice.

1. TPI (form 11) Certificates of all lifting tools and tackle.
2. TPI (form 13) Certificate of Compressed Vessels or Compressor Machine.
3. Structure Stability Certificate from government authorised person for Hanged Trusses, Fabricated Stages, Mezzanine Structures, etc.
4. Power Load Distribution of Trusses to be shared as per the deadline dates
5. Connectors shall be used in Electrical joints.
6. Machines used for Set Up, Event and Dismantle shall possess safety guards. (Grinding Machines, Compressor Machine Guard, etc.)
7. For Height Work, Double Anchor Safety Harness Compulsory and Helmet are mandatory.
8. Safety Shoes are mandatory for all workers.

<b>Booth No</b>	<b>Exhibitor's Name</b>	<b>Sq. mtr. booked</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

BILLING DETAILS	
Organisation :	_____
Address :	_____
GST No.	_____
Contact Person :	_____ Designation : _____
Mob :	_____ Email : _____
Date _____	Signature & Stamp : _____

Deadline for Submission : 15 December, 2024



PLEASE COMPLETE AND RETURN THIS FORM TO:

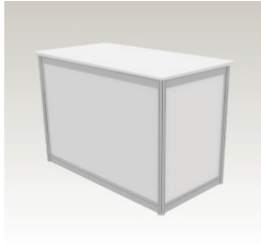
**Fairfest Media Ltd.**

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Tel : +91 22 4555 8555 | E-mail : contact@fairfest.in

**Deadline for Submission : 15 December 2024**

Deadline for Submission : 15 December, 2024



**System Table**

₹ 900 / \$ 12



**Lockable Cabinet**

₹ 2500 / \$ 32



**Glass Round Table**

₹ 1200 / \$ 15



**Centre Table**

₹ 1200 / \$ 15



**Leather Chair**

₹ 600 / \$ 8



**Leather Chair**

₹ 600 / \$ 8



**Fibre Chair**

₹ 300 / \$ 4



**Bar Stool**

₹ 900 / \$ 12



**Sofa Double**

₹ 3500 / \$ 44



**Sofa Single**

₹ 2000 / \$ 25



**Brochure Stand**

₹ 800 / \$ 10



**LED Spotlight**

₹ 450 / \$ 6



**Metal Halide**

₹ 1200 / \$ 15



**Power Socket**

₹ 450 / \$ 6



**Waste Bin**

₹ 50 / \$ 1



**LED TV with Stand**

₹ 2000 / \$ 25

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**Deadline for Submission : 15 December 2024**

Item	Unit Cost		Qty	Amount (INR / USD)
	INR	USD		
System Table	900	12		
Lockable Cabinet	2,500	32		
Leather Chair (Black)	600	8		
Leather Chair (White)	600	8		
Fibre Chair	300	8		
Centre Table	1,200	15		
Single Seater Sofa	2,000	25		
Double Seater Sofa	3,500	44		
Glass Round Table	1,200	15		
Bar Stool	900	12		
Brochure Rack	800	10		
Waste Basket	50	1		
LED Spot Lights	450	6		
5/15 AMP Power Socket	450	6		
Metal Halide	1,200	15		
LCD TV (42") with stand - Per Day	2,000	25		

Note : All prices are current and subject to change without prior notice.

**Additional furniture can be serviced only if order is placed on or before 15th Dec 2024.**

**\* Orders are valid only when accompanied by full remittance with 18% GST.**

Being transferred to: **Standard Chartered Bank**, 21A, Shakespeare Sarani, Kolkata 700 017, India

**Account Name:** Fairfest Media Ltd. **Account Number:** 33305007043 **IFSC Code:** SCBL0036010 **Swift Code:** SCBLINBB

Please Note: All prices are current and subject to change without prior notice.

Booth No	Exhibitor's Name	Sq. mtr. booked
<input type="text"/>	<input type="text"/>	<input type="text"/>

BILLING DETAILS	
Organisation :	_____
Address :	_____
GST No.	_____
Contact Person :	_____ Designation : _____
Mob :	_____ Email : _____
Date _____	Signature & Stamp : _____

*Please make copy for your own reference*

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**Deadline for Submission : 15 December 2024**

Temporary personnel must not be entrusted with handling of cash or valuable. Exhibitors will be responsible for the temporary personnel in their stands during the show. The Organiser will not be responsible for any loss or damage caused by such personnel.

Particulars	Unit Cost (INR / USD)	Qty	Amount (INR / USD)
Hostess - Per Day	INR 3500 / USD 44		
Male Promoter	INR 2500 / USD 32		

**\* Orders are valid only when accompanied by full remittance with 18% GST.**

Being transferred to: **Standard Chartered Bank**, 21A, Shakespeare Sarani, Kolkata 700 017, India

**Account Name:** Fairfest Media Ltd. **Account Number:** 33305007043 **IFSC Code:** SCBL0036010 **Swift Code:** SCBLINBB

Please Note: All prices are current and subject to change without prior notice.

**Important Notes:**

1. The working hour for service is 8 hrs./person/day
2. The duration of service is 10.00 - 18.00 hrs.
3. On-site order MUST be paid immediately via RTGS / UPI along with the order form only.
4. No refund for any cancellation once the order is placed.
5. Temporary Staff must not be entrusted with handling of cash or valuables.
6. Exhibitors will be responsible for the temporary staff in their stands during the show.
7. Organiser will not be responsible for any damage caused by temp staff.

Booth No

Exhibitor's Name

Sq. mtr. booked

**BILLING DETAILS**

Organisation : \_\_\_\_\_

Address : \_\_\_\_\_

GST No. \_\_\_\_\_

Contact Person : \_\_\_\_\_ Designation : \_\_\_\_\_

Mob : \_\_\_\_\_ Email : \_\_\_\_\_

Date \_\_\_\_\_ Signature & Stamp : \_\_\_\_\_

Deadline for Submission : 15 December, 2024

PLEASE COMPLETE AND RETURN THIS FORM TO:

**Fairfest Media Ltd.**

305, 3rd Floor, The Summit Business Bay, Near WEH Metro Stn. Off Andheri Kurla Road, Andheri (E), Mumbai 400 093  
Tel : +91 22 4555 8555 | E-mail : contact@fairfest.in

**Deadline for Submission : 15 December 2024**

**1. Wired Connection**

Particulars	Connection	Minimum Speed	Duration	Price	Quantity
Wired Internet Connection	Single Line	05 mbps	One Full Day	INR 15,000 / USD 19	
		10 mbps		INR 25,000 / USD 213	
		30 mbps		INR 50,000 / USD 625	
		50 mbps		INR 75,000 / USD 938	
		100 mbps		INR 1,00,000 / USD 1250	

**2. WiFi Connection**

Particulars	Connection	Minimum Speed	Duration	Price	Quantity
WiFi	Per Device	15 mbps	One Full Day	INR 750 / USD 10	
		30 mbps		INR 1,500 / USD 19	
Particulars	Connection	Minimum Speed	Duration	Price	Quantity
WiFi	20	15 mbps per Connection	One Full Day	INR 6,500 / USD 82	
	100			INR 30,000 / USD 375	

**\* Orders are valid only when accompanied by full remittance with 18% GST.**

Being transferred to: **Standard Chartered Bank**, 21A, Shakespeare Sarani, Kolkata 700 017, India

Account Name: Fairfest Media Ltd. Account Number: 33305007043 IFSC Code: SCBL0036010 Swift Code: SCBLINBB

Please Note: All prices are current and subject to change without prior notice.

Booth No

Exhibitor's Name

Sq. mtr. booked

**BILLING DETAILS**

Organisation : \_\_\_\_\_

Address : \_\_\_\_\_

GST No. \_\_\_\_\_

Contact Person : \_\_\_\_\_ Designation : \_\_\_\_\_

Mob : \_\_\_\_\_ Email : \_\_\_\_\_

Date \_\_\_\_\_ Signature & Stamp : \_\_\_\_\_

Deadline for Submission : 15 December, 2024

PLEASE COMPLETE AND RETURN THIS FORM TO:

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 Tel : +91 22 4555 8555 | E-mail : contact@fairfest.in

**Deadline for Submission : 15 December 2024**

Housekeeping personnel must not be entrusted with handling of cash or valuable. Exhibitors will be responsible for the temporary personnel in their stands during the show. The Organiser will not be responsible for any loss or damage caused by such personnel.

Date	Rate (INR / USD)	No of Housekeeping Staff	Amount (INR / USD)
30 January, 2024	INR 1300 / USD 17 per day		
31 January, 2024	INR 1300 / USD 17 per day		
1 February, 2024	INR 1300 / USD 17 per day		

**\* Orders are valid only when accompanied by full remittance with 18% GST.**

Being transferred to: **Standard Chartered Bank**, 21A, Shakespeare Sarani, Kolkata 700 017, India

**Account Name:** Fairfest Media Ltd. **Account Number:** 33305007043 **IFSC Code:** SCBL0036010 **Swift Code:** SCBLINBB

Please Note: All prices are current and subject to change without prior notice.

**Important Notes:**

1. Rates mentioned above are on hire basis and applicable as per dates available.
2. This is only manpower cost. Cost of Consumables/Equipment requirement will be extra
3. The working hour for service is 10 hrs./person/day
4. The duration of service is 08.00 - 18.00 hrs.
5. On-site order MUST be paid immediately via RTGS / UPI along with the order form only.
6. No refund for any cancellation once the order is placed.
7. Housekeeping Staff must not be entrusted with handling of cash or valuables.
8. Exhibitors will be responsible for the housekeeping staff in their stands during the show.
9. Organiser will not be responsible for any damage caused by temp staff.

Booth No

Exhibitor's Name

Sq. mtr. booked

**BILLING DETAILS**

Organisation : \_\_\_\_\_

Address : \_\_\_\_\_

GST No. \_\_\_\_\_

Contact Person : \_\_\_\_\_ Designation : \_\_\_\_\_

Mob : \_\_\_\_\_ Email : \_\_\_\_\_

Date \_\_\_\_\_ Signature & Stamp : \_\_\_\_\_

Deadline for Submission : 15 December, 2024

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**Deadline for Submission : 15 December 2024**

**Exhibitors having Water Supply requirements are requested to submit this form.**

Description	Quantity	Unit Cost (INR / USD)	Total Amount (INR / USD)
Providing & laying Water supply pipe line connection with cutting etc. with all necessary fittings, clamps, on hire basis		INR 10,000 / USD 125	
Laying outlet drain pipe line in open trenches		INR 12,000 / USD 150	

**\* Orders are valid only when accompanied by full remittance with 18% GST.**

Being transferred to: **Standard Chartered Bank.** 21A, Shakespeare Sarani, Kolkata 700 017, India

**Account Name:** Fairfest Media Ltd. **Account Number:** 33305007043 **IFSC Code:** SCBL0036010 **Swift Code:** SCBLINBB

Please Note: All prices are current and subject to change without prior notice.

Booth No

Exhibitor's Name

Sq. mtr. booked

**BILLING DETAILS**

Organisation : \_\_\_\_\_

Address : \_\_\_\_\_

GST No. \_\_\_\_\_

Contact Person : \_\_\_\_\_ Designation : \_\_\_\_\_

Mob : \_\_\_\_\_ Email : \_\_\_\_\_

Date \_\_\_\_\_ Signature & Stamp : \_\_\_\_\_

Deadline for Submission : 15 December, 2024

TO PLACE YOUR REQUIREMENT, PLEASE CONTACT TO THE BELOW DETAILS:

Contact: Mr. Christin Pereira

Mobile: +91 22 35708632

Email: christin.pereira@ril.com CC: shishir@fairfest.in

**Deadline for Submission : 15 December 2024**

Deadline for Submission : 15 December, 2024

Sandwiches & Wraps (Per Dozen)	
Vegetarian	Non-Vegetarian
<ul style="list-style-type: none"> <li>- Cucumber slithers, tomato, chutney and cheese sandwich</li> <li>- Brie, caramelized onion on brioche</li> <li>- Barbequed cottage cheese sandwich</li> <li>- Crisp falafel and chickpea puree wrap (served warm)</li> <li>- Scallion and cheddar croissant (served warm)</li> <li>- Sous tomato and herbed ricotta crostini</li> <li>- Petite wada pao, garlic and tamarind chutney (served hot)</li> <li>- Dabeli pao, pomegranate seed and sev (served warm)</li> <li>- Paneer khurchan roomali wrapster, tamarind chutney (served warm)</li> </ul>	<ul style="list-style-type: none"> <li>- Confit tuna salad, finger sandwiches</li> <li>- Hawaiian Chicken Sandwich</li> <li>- Petite poppy seed bagels, horse radish crème fraiche, Scottish smoked salmon</li> <li>- Chicken tikka Kathi roll, mint and chili and relish</li> <li>- Gyros grilled chicken and pita roll, tahini and vegetable pickle, green harissa, hummus</li> </ul>

Hot Buffet (Per Dozen)	
Vegetarian	Non-Vegetarian
<ul style="list-style-type: none"> <li>- Young leek and asiago quiche</li> <li>- Jalapeno spiced cheese poppers, tomato salsa</li> <li>- Hara bhara kebab, kasundi mayo</li> <li>- Para tacos spiced mushroom and vegetable quesadillas, tomato salsa.</li> <li>- Crisp onion bhajjias, mildly spiced savory fritters served with garlic chutney</li> <li>- Mildly spiced, cocktail samosas</li> <li>- Vegetable and jack cheese flautas, tomato salsa</li> <li>- Masala Uttapam, stewed lentils and chutney</li> <li>- Steamed Malaga podi idlis, tomato chutney</li> <li>- Spanakopita, peri peri mayo</li> <li>- Vegetable spring roll, sweet chili</li> <li>- Corn and cheddar muffins</li> </ul>	<ul style="list-style-type: none"> <li>- Smoked chicken and jalapeno patties</li> <li>- Lamb lukmi, flaky pastry, mildly spiced ground lamb</li> <li>- Blackened chicken quesadillas, cilantro salsa</li> <li>- Afghani raan pita pockets</li> <li>- Lorraine quichettes, bacon and cheese</li> <li>- Thyme scented chicken and cheddar quiche</li> <li>- Curried Chicken wraps</li> <li>- Chicken and cheese chimichangas</li> <li>- Chicken vol au vent</li> <li>- Seafood thermidor vol au vent</li> <li>- Chicken and scallion spring roll</li> </ul>

Desserts (Per Dozen)	
<ul style="list-style-type: none"> <li>- Espresso tiramisu</li> <li>- 58% walnut brownie squares</li> <li>- Lemon meringue tart</li> <li>- White chocolate and black pepper cheesecake</li> <li>- Classic opera</li> <li>- Chocolate truffle pastry</li> </ul>	<ul style="list-style-type: none"> <li>- Hot Gulab jamuns</li> <li>- Crisp jalebis</li> <li>- Rasmalai</li> <li>- Almond lemon tea cake</li> <li>- Banana tea cake</li> </ul>

**Important Notes:**

Minimum order 07 Dozen (Per Item/Per Day) of any single food item.

**NON-VEGETARIAN: INR 1800++ PER DOZEN VEGETARIAN: INR 1500++ PER DOZEN**

Disposable cutlery and plates will be provided.

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**Deadline for Submission : 20 January 2025**

## BEST PRINT PROMOTIONAL MATERIAL AWARD

Category (check one)

Govt.-Sector/NTO

Private Sector Participant

### Rules and Procedures

1. Please attach three copies of all print and promotional material you will use at OTM (including brochures, posters, leaflets, pamphlets, etc.)
2. Please attach separate form on company letterhead which details target audience, objectives of print campaign, results or expected results.
3. Completed entry forms must be received before 7 days of the fair : Awards Programme

#### **Fairfest Media Ltd.**

305, 3rd Floor, The Summit Business Bay  
Near WEH Metro Stn. Off Andheri Kurla Road  
Andheri (E), Mumbai 400 093  
Tel : +91 22 4555 8555  
E-mail : contact@fairfest.in

4. All decisions made by Judging Panel are final.

Organisation : \_\_\_\_\_ Booth No. \_\_\_\_\_

Contact Person \_\_\_\_\_ Designation : \_\_\_\_\_

Mob: \_\_\_\_\_ Email: \_\_\_\_\_

Address : \_\_\_\_\_

Signature \_\_\_\_\_

Deadline for Submission : 20 January, 2025



PLEASE COMPLETE AND RETURN THIS FORM TO:

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**Deadline for Submission : 20 January 2025**

## MOST PROMISING NEW DESTINATION AWARD

Region (check one)

India

International

### Rules and Procedures

1. Please attach separate form on company letterhead which gives brief description of new destination on entry form. Details should include:
  - description of new facilities constructed, offerings of surrounding locale/environment and wealth of local features(entertainment or other).
  - target market
  - statistics on tourism to the destination in recent years, as well as statistics on expected tourism to the region if available.
2. Completed entry forms must be received before 7 days of the fair :  
Awards Programme  
**Fairfest Media Ltd.**  
305, 3rd Floor, The Summit Business Bay  
Near WEH Metro Stn. Off Andheri Kurla Road  
Andheri (E), Mumbai 400 093  
Tel : +91 22 4555 8555  
E-mail : contact@fairfest.in
3. All decisions made by Judging Panel are final.

Organisation : \_\_\_\_\_ Booth No. \_\_\_\_\_

Contact Person \_\_\_\_\_ Designation : \_\_\_\_\_

Mob: \_\_\_\_\_ Email: \_\_\_\_\_

Address : \_\_\_\_\_

Signature \_\_\_\_\_

Deadline for Submission : 20 January, 2025

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**Deadline for Submission : 20 January 2025**

## MOST INNOVATIVE PRODUCT AWARD

### Rules and Procedures

1. Please attach separate form on company letterhead which gives brief description of your product and how it provides overall educational service, such as educating visitors on an indigenous population/cultural heritage or promotion of local environmental awareness.

Details should include:

- historical development of programme or project
- source of funding for project or programme
- target market
- results achieved in increasing awareness of programme or project's cause

2. Completed entry forms must be received before 7 days of the fair :  
Awards Programme

**Fairfest Media Ltd.**

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Andheri (E), Mumbai 400 093  
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3. All decisions made by Judging Panel are final.

Organisation : \_\_\_\_\_ Booth No. \_\_\_\_\_

Contact Person \_\_\_\_\_ Designation : \_\_\_\_\_

Mob: \_\_\_\_\_ Email: \_\_\_\_\_

Address : \_\_\_\_\_

Signature \_\_\_\_\_

Deadline for Submission : 20 January, 2025

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Tel : +91 22 4555 8555 | E-mail : contact@fairfest.in

**Deadline for Submission : 20 January 2025**

## MOST EXCLUSIVE LEISURE PRODUCT AWARD

### Rules and Procedures

1. Please attach separate form on company letterhead which details:
  - brief description of product
  - target market (should be geared towards upscale, select market)
  - reasons why this product offers the most comprehensive or unique way to access destinationPlease also attach brochures, pamphlets, or other supporting documentation if available.
2. Completed entry forms must be received before 7 days of the fair :  
Awards Programme  
**Fairfest Media Ltd.**  
305, 3rd Floor, The Summit Business Bay  
Near WEH Metro Stn. Off Andheri Kurla Road  
Andheri (E), Mumbai 400 093  
Tel : +91 22 4555 8555  
E-mail : contact@fairfest.in
3. All decisions made by Judging Panel are final.

Organisation : \_\_\_\_\_ Booth No. \_\_\_\_\_  
Contact Person \_\_\_\_\_ Designation : \_\_\_\_\_  
Mob: \_\_\_\_\_ Email: \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_  
Signature \_\_\_\_\_

Deadline for Submission : 20 January, 2025

PLEASE COMPLETE AND RETURN THIS FORM TO:

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Mumbai 400 093 Tel : +91 22 4555 8555 | E-mail : contact@fairfest.in

**Deadline for Submission : 20 January 2025**

## BEST VALUE LEISURE PRODUCT AWARD

### Rules and Procedures

1. Please attach separate form on company letterhead which details:
  - brief description of product
  - cost of product to various markets (product should be targeted to large market)
  - reasons why this product is the best value of its kind

Please also attach brochures, pamphlets, or other supporting documentation if available.

2. Completed entry forms must be received before 7 days of the fair :  
Awards Programme

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Andheri (E), Mumbai 400 093  
Tel : +91 22 4555 8555  
E-mail : contact@fairfest.in

3. All decisions made by Judging Panel are final.

Organisation : \_\_\_\_\_ Booth No. \_\_\_\_\_

Contact Person \_\_\_\_\_ Designation : \_\_\_\_\_

Mob: \_\_\_\_\_ Email: \_\_\_\_\_

Address : \_\_\_\_\_

Signature \_\_\_\_\_

Deadline for Submission : 20 January, 2025

# BADGES AND THEIR SIGNIFICANCE



**Exhibitor**  
Participants exhibiting at OTM



**Hosted Buyer**  
Very Important travel trade buyers hosted by OTM



**Corporate Buyer**  
Very important corporate buyers focused on business travel and MICE purchases



**Wedding Planner**  
Very important wedding planners hosted by OTM



**VIP Buyer**  
Very important buyers focused on business travel and MICE purchases



**Cine Locales**  
Participants for Cine Locales - marketplace connecting commercial, film & television professionals to global destinations and locations.



**Speaker**  
Eminent Personalities and Industry Professionals speaking at conference sessions and panel discussions.



**VIP**  
Special guests at the show.



**Invitee**  
May or may not be a buyer



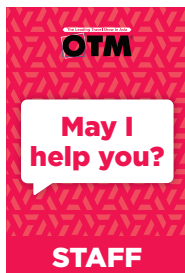
**Trade Visitor**  
Registered travel trade & corporate visitors from pan India



**Media**  
Journalists and bloggers from pan India



**Organising Team**  
OTM team members always available for your services



**Staff**  
Your point of contact if you need any help during the show



**Service**  
Vendors who would provide you with house keeping, structural and electrical services

## **FINAL CHECKLIST**

- Furniture ordered for exhibition booth and/or trade show contractor hired?
- Hotel accommodation and travel bookings made?
- Informational materials prepared for the general public?
- Business cards printed?
- How will the packaged material be brought to the booth?
- Arrangement for temporary staff made?
- What invoices are still outstanding?

## **SHOW IMPLEMENTATION**

During OTM it is important that your stand personnel converse professionally with customers. These interactions must be documented properly to collect information for professional trade show follow-up.

### **1. Conversation with customers**

- Every opportunity to make contact is priceless and must be converted to dialogue with a great deal of attention and willingness.
- Even seemingly disinterested customers present a window of opportunity for fruitful communication.
- Understand the visitor's busy schedule and compress your sales pitch accordingly.
- Leave room for the visitors to explore, instead of overwhelming them with attention.
- Recognise the interests of the visitor and build your conversation around it.

### **2. Documentation**

Each conversation forms the basis for your trade show follow-up and hence must be documented by stand personnel whenever a visitor shows keen interest.

- When a business card is available do not ask for information already mentioned there.
- Only begin taking notes after a short warm-up phrase.
- Because your notes are not secret, allow the person concerned to see what you write down.
- Use copies of the enclosed "Conversation Record" for evaluating significant contacts.

### **3. Follow-up**

In no later than 10 days after OTM, the following activities when efficiently handled directly influence the business decisions of important contacts:

- Thank-You mailings
- Phone calls to initiate contacts
- Business proposals
- Live up to the promises made

**WE WISH YOU SUCCESS IN THE UPCOMING EVENTS &  
HOPE YOU FIND THESE GUIDELINES USEFUL**

**YOUR OTM TEAM**



Fairfest Media Ltd. (CIN - U74140WB1988PLC045101)

**Kolkata**

**Tel** | +91 33 4028 4028

**Address** | 74/2 AJC Bose Road  
Tirupati Plaza, 4C, 4th Floor  
Kolkata - 700 016

**Registered Office:**

**Address** | 25 C/1, Belvedere Road  
Alipur, Kolkata - 700 027

**Mumbai**

**Corporate Office:**

**Tel** | +91 22 4555 8555

**Address** | 305, 3rd Floor  
The Summit Business Bay  
Near WEH Metro Station  
Off Andheri - Kurla Road  
Andheri East, Mumbai - 400 093

**New Delhi**

**Tel** | +91 11 2686 6874 / 75

**Address** | Fairfest Media Ltd.  
Green Park Main  
New Delhi - 110016