**AIA INDUSTRIAL EXPO**

**Date: 18, 19, 20 JANUARY 2024**

**CHECK LIST FOR PARTICIPANTS**

1.Letter head to be brought for Entry pass / exit pass purpose

2.Company's Rubber Stamp

3.Booth possession requisition typed in latter head as per format (Form 1)

4.Exit pass typed in latter head as per format (Form 2)

5.Additional requirements like Power, Air Connection, Electrical Fittings, Furniture, Exhibitors Advertisement, banner Etc., ordered with the organizer through
Email: aiaindustrialexpo@gmail.com | info@ankleshwarexpo.com / **www.ankleshwarexpo.com**

**THE FOLLOWING ARE PROHIBITED IN THE STALLS:**

**1.**Pasting of any material on Pillars and Channels through adhesives. You can paste it with any tape.

**2.**Pasting of full area Graphics & Posters through adhesives.

**3.**Using additional adhesives for pasting Graphics & Poster.

**4.**Nailing or Drilling on the Pillars, Channels and Panels.

**5.**Cutting, Spillage & Damage of Carpets.

**6.**Damaging / Breaking of Glass Items provided in the stalls.

**7.**Hanging and Attaching Display Items on Name Boards.

**8.**Fixing of Additional Fittings and Mechanical Fittings on Pillars, Channels and Panels.

**9.**Cost of damages will be collected from the Participants, before removal of the exhibits. For any further clarification, please contact the official Stall Contractor.

Note:

1. All the participants must take their stall position **on 17th Jan 2024. Between 10.00 am to 6.30 p.m.**
2. Stall holders who have bare space stall or want to take their stall earlier can take their stall position from **14th Jan 2024.**
3. No vehicle with material will be allowed up to stall position on **18th Morning.**
4. For any material entry or exit purpose you must use Gate no-2.
5. For heavy machinery loading & unloading purpose forklift, hydra crane will be there on chargeable bases.

 **Form No. - 1**

**FORMAT FOR ENTRY PASS**

**IMPORTANT:**

**(To be typed on the Exhibitor's Letter Head) (Two copies to be brought)**

**To,**

**The Expo Chairman,**

**AIA INDUSTRIAL EXPO 2024
618/619, GIDC Ankleshwar - 393002**

**Request for handing over possession of space for stall erection**

**Stall No................................. Hall No……………………….**

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

……………………………………………………………….…………………………………………………………

………….……………………………………………………………….……………………..………………………

………………………………………. (Name and Designation).

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

Signature ……………………………………………

Name: ……………………………………………………...

Designation: ………………………………………………

Exhibitors Company: …………………………………….

Date: ...………………………………………………………

Please present this form in duplicate in your letter head to the Organizers Office for authorization. Authorization will be done in the Organizers Office from **11.00 a.m. to 6.30 pm on 17th Jan 2024.**

The following documents are to be enclosed along with this form.

1. Payment details. (details of Payment paid by cheque, rtgs., neft, other)

(A) ……………………………………………………………………………………………..

(B)………………………………………………………………………………………………

(2) Packing List, Number of Articles, Number of Machineries, Number of Products.

**To be brought by person while taking possession of stall, Possession will be given only when all dues are cleared.**

**Form No. - 2**

**FORMAT FOR EXIT PASS**

**(To be typed on the Exhibitor's Letter Head) (Two copies to be brought)**

**To,**

**The Expo Chairman,**

**AIA INDUSTRIAL EXPO 2024,
618/619, GIDC Ankleshwar - 393002**

**Important Note:**

• The Final Exit pass will be issued only if all the dues are cleared.

• Must be submitted in quadruplicate on company letter heads on or before **3 pm on 20th Jan 2024.**

• Your requisition must be typed & duly completed as per the format given below.

Please allow us to take out the following items from Ankleshwar Exhibition Ground, which were brought for display at **"AIA INDUSTRIAL EXPO 2024" From 18, 19, 20 January 2024.**

**Sr. No: Items No. of Cases / Packing**

1......................................................................................................................................................................

2.....................................................................................................................................................................

3......................................................................................................................................................................

4......................................................................................................................................................................

5......................................................................................................................................................................

**Name:** ............................................................................................................................................................

**Designation:** .................................................................................................................................................

**Company:** .....................................................................................................................................................

**Stall No**: .............................**Hall No.** …………………………………..

Signature: ........................................................................

Date: ...........................................................................

**Note:**

Please note that early submission will help in smooth Exit from Expo Ground, Ankleshwar.

To be given at the Site Office of Organizer before 3pm on 20th Jan. 2024.