

Kindly complete and return to:

GEO India 2018 Secretariat
Email: exhibitionsecretariat_geoindia2018@apgindia.org



FORM NO. 1

PROFORMA FOR COMPANY DATA FOR ENTRY IN THE OFFICIAL EXHIBITORS' DIRECTORY

Name of Organization:.....

Stand No: Hall No:.....

Address:
.....
.....

City: Country:

Telephone: Fax:

Name of the Chief Executive Officer:

Designation:

Contact person for "GEO India 2018" with designation:
.....

Company profile (Not more than 100 Words):

.....
.....
.....

(The number of words should not exceed 100. Organizer has right to edit the matter if it exceeds 100 words.)

Concept Notes (Not more than 50 Words):.....

.....
.....

(The number of words should not exceed 100. Organizer has right to edit the matter if it exceeds 50 words.)

4. Foreign Principals/Collaborators:

1) Name Country

2) Name Country

Company Name.....

Hall & Stall No.

Contact Person..... Designation

Signature Date.....

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FORM NO. 2

ELECTRICAL CONNECTION

THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR AFTER CAREFULLY READING THE CONTENTS. IF THIS SERVICE IS NOT REQUIRED, PLEASE ENDORSE "NOT APPLICABLE" AND RETURN THIS FORM TO THE ADDRESS MENTIONED BELOW.

Sr. No.	Type of Space	Charges	Quantity (Kw)	Amount
1	Bare space: Temporary during Built up**	INR 1500/USD 30 Per kw per day	_____	
2	Bare space: during event days	INR 5000/USD 100 per kw	_____	
3	shell space: Additional electricity	INR 5000/USD 100 Per kw	_____	
4	GST		@18%	
			Total	

For availing electrical connection the above amounts are mandatory. All the payments have to be made to the Organizers

Please fill and return this form along with full payment in advance in favor of " _____ " latest by August 25, 2018 otherwise a late fee @ 25% on these will be charged.

** Please give schedule for temporary power required (Number of days) _____

We are enclosing D.D. No.dt.....for

Rs.drawn on

Company Name.....	
Hall & Stall No.	
Contact Person.....	Designation
Signature	Date.....

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FORM NO. 3

FASCIA NAME FOR EXHIBITORS

THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR TAKING SHELL SCHEME STAND

Concerned exhibitors are requested to indicate here below the name, which they require on the fascia.

This will be provided on front fascia of the stall with standard English Alphabets (max 25 letters). Please use block letters only. Logos will not be allowed on the fascia. If the concerned exhibitor fails to submit this form within the deadline date, the organizer will have no upon but to incorporate on the fascia the name of the company on which the booth is contracted.

THE FOLLOWING IS TO APPEAR ON THE FRONT FASCIA OF OUR STAND

Please use block letters

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Additional Furniture: All built-up stands will be equipped with side and rear partitions, basic furniture, light fixtures, synthetic carpet inside the booth and a fascia name.

Concerned stand construction agency will supply additional furniture in their stand and deal directly with exhibitors on financial matters. The prices for additional furniture is mentioned in **Form No. 7**

Company Name.....	
Hall & Stall No.	
Contact Person.....	Designation
Signature	Date.....

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FORM NO. 4

PLAN APPROVAL FOR BARE SPACE

**THIS FORM MUST BE COMPLETED AND RETURNED BY ALL BARE SPACE EXHIBITORS.
FOR SHELL SCHEME EXHIBITORS, SUBMISSION OF THE SAME IS NOT COMPULSORY.**

PLAN APPROVAL

Exhibitors who have taken bare space areas must submit the plan of their booth on A3 size paper on a scale of 1:100 indicating the floor plan, the front elevation, the view and one cross section, indicating the height and material use. The exhibitors should stick to guidelines give.

Plans should be submitted in triplicate. The construction work will not be permitted to commence unless plans are approved. One copy will be returned to the exhibitor once it has been approved, subject to modifications if any.

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Please attach your plans with this form and send the same to the organizers at the address given below:

Company Name.....
Hall & Stall No.
Contact Person..... Designation
Signature Date.....

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FORM NO. 5

REGISTRATION OF EXHIBITOR STAND PERSONNEL

THE FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR

1. Application & Deadline

Please refer to the table on the reverse of this form, fill it up and return the same preferably on or before the deadline date as mentioned above. For exhibitors who book space after the above mentioned cutoff date, this form duly completed will have to be returned to the organizers immediately.

2. Badges/Invitations

In proportion of the booked space by the exhibitor/s, badges for the persons, manning the stall will be handed over to the exhibitors at the show management office on the day of possession at the fair ground. The Invitation mailers will also be sent to the exhibitors in sufficient quantity for inviting their buyers.

3. Inscription of the Badges

In order to make them readable & legible and to prevent mistakes in the preparation of exhibitor's badges, we will be grateful if you could TYPE all names in BLOCK LETTERS on them before they are used.

Badges will be issued to the exhibitor as per the following table:

Space	No. of Badges
9 sqm	3 nos
12 sqm	4 nos
18-27 sqm	6 nos
36 sqm and above	10 nos

Company Name.....
Hall & Stall No.
Contact Person..... Designation
Signature Date.....

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REGISTRATION OF EXHIBITOR STAND PERSONNEL

Name of Exhibitor..... Hall & Stall No.

Sr. No.	Name of the Stand Person and Job Title	Company's Name	Country	Passport No.	Date of Birth	Nationality

****Passport no. and country to be mentioned by foreign exhibitors**

Company Name.....	
Hall & Stall No.	
Contact Person.....	Designation
Signature	Date.....

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FORM NO. 6

FORMAT FOR EXIT PASS

THIS BELOW MENTIONED FORMAT MUST BE REPRODUCED BY ALL EXHIBITORS ON THEIR LETTERHEADS AND FOUR COPIES MUST BE PREPARED IN ORDER TO ENABLE THEM TO AVIAL OF AN EXIT PASS TO TAKE THEIR GOODS OUT OF EXHIBITION VENUE ON THE CONCLUDING DAY OF THE EXHIBITION

Dear Sir,

We have paid all our dues and there is no balance whatsoever. However our security lying with you may be released after adjusting any further dues that may be payable from our side.

Therefore, please allow us to take out the following goods, which we had brought for display during the Exhibition

Sr. No	Item description	Quantity/Number of packing cases

Company Name.....	
Hall & Stall No.	
Contact Person.....	Designation
Signature	Date.....