

Application for Empanelment as Booth Contractor / Fabrication Agency

To,
 Virgo Communications and Exhibitions Pvt. Ltd.
 412, Atlanta Estate,
 Near Virwani Ind. Estate,
 Vltt Bhatti, Goregaon East,
 Mumbai- 400 063.

Dear Sir,

Ref: GSSE 2023: Global Stainless Steel Expo, 14-16 September
Venue: Hall no. 4, Bombay Exhibition Centre, Mumbai

We have pleasure in registering our company as per the details given below (Please write CAPITAL letters)

1. Name of Firm : _____
2. PAN No.: _____ GST No.: _____
3. Full Address (for correspondence): _____

4. City: _____ Pin Code: _____ State: _____
5. Tel No. (with area code): _____
6. Email: _____ Website _____
7. Name of the Contact Person : _____
8. Designation: _____ Mobile No.: _____
9. Company details: (pls. tick as applicable):

<input type="checkbox"/> Designers	<input type="checkbox"/> Interior Designer	<input type="checkbox"/> Architecture
<input type="checkbox"/> Printing Company	<input type="checkbox"/> Stall Construction Company	<input type="checkbox"/> Event Company
<input type="checkbox"/> Others (Please specify): _____		
10. Details of Affiliation with any Associations/Premium Institute/Organisation:

We are enclosing herewith our cheque/demand draft No: _____ dated _____ for Rs. 15,000/- + 18 % GST drawn on _____ and payable to Virgo Communications and Exhibitions Pvt. Ltd. towards Empanelment charges which are non-refundable.

Standard Operating Procedure to Note:

- a. Electrical Consumption should be strictly within the limit specified in Exhibitors Manual and as per client's entitlement.
- b. No additional fitting or display can be attached, nailed, screwed or drilled to the shell scheme stand structure. If this instruction is ignored, charges may be recovered for damage to the material.
- c. No free-standing fitment should exceed a height of 3 mtrs from the floor. This includes lights, towers, logos, names, etc.
- d. No part of any structure or exhibit may extend beyond the boundaries of the site allocated.
- e. No suspension or attachment will be made from the trusses, beams or rafters of the exhibition hall, nor any fixing will be done to the floor, columns, walls or any other part of the Venue structure.
- f. After completion of fabrication and before the start of the exhibition, we will ensure anti fire retardant is sprayed on the stall.
- g. We will ensure stall construction is completed before opening of exhibition failing which our security deposit can be forfeited.
- h. We will ensure that site is vacated on last day with no leftover material failing which our security deposit can be forfeited.
- i. We agree to the organizers listing our agency information in the Exhibitors Manual.

Declaration: We, declare that we have read & understood the guidelines as stated above and agree to abide by the same.

Name: _____ Designation: _____

Signature: _____ Co. Stamp _____

Date: _____