

*(Sponsor/Exhibitor registration proforma (all fields are mandatory)*

(Tick one) I am participation as a (i) Sponsor (mention Sponsorship category) or as an (ii) Exhibitor.

**1. EXHIBITING COMPANY CATEGORY:**

**Tour Operator Hotel any other, please specify**

**H**

**a**

**2. SELLERS INFORMATION**

**Representative Name:**

**Designation:**

**Company Name:**

*(This will be uploaded on the website and will be the fascia name of the booth)*

**Address:**

**City**

**Pin**

|  |  |
| --- | --- |
| **Telephone No:** |  |
| **Fax No:** |  |
| **Mobile No:** |  |
| **Email Id:** |  |
| **Website:** |  |

**3. BOOTH BOOKING DETAILS** (or please select as per sponsorship module for Sponsors)

**Booth Size Booth Description**

**3X3 sqm**

**Table Space**

No of Booths taken :

**4. PERSON TO BE CONTACTED FOR SETTING UP THE BOOTH**

|  |  |
| --- | --- |
| **Name:** |  |
| **Designation:** |
| **Company Name: Address:** |  |

**City**

**Pin**

|  |  |
| --- | --- |
| **Telephone No:** |  |
| **Fax No:** |  |
| **Mobile No:** |  |
| **Email Id:** |  |
| **Website:** |  |

|  |  |
| --- | --- |
| **5. PAYMENT DETAILS** |  |
| **Total Amount: Rs** |  |
| **Cheque/DD No :** |  |
| **Date:** |  |
| **Bank:** |  |

Please draw the cheque in favour of ‘FICCI’

 Booth will be blocked only after receipt of payment.

 Payment is not refundable

**Please note:**

**Exhibitors are responsible for their personal belongings and are therefore reminded to safeguard these at all times during and after the exhibition. FICCI assumes no responsibility for any personal belongings in the event of loss or damage.**

**6. B2B MEETINGS**

1. Please fill the below Business Profile form which is required for the B2B meetings.

2. Pre scheduled B2B meetings with foreign buyers will be organized for only those who have taken up the booth’s

and thus become the registered sellers

3. It is mandatory for all Indian sellers to fix 15 appointments on each day i.e.  **. Day 1 on August 27, 2018 and**

**Day 2 on August 28, 2018** with the foreign buyers by using their passwords to log in into their online accounts on the website www.

4. Please note that the password will be provided for fixing the B2B meetings with the foreign buyers only after receipt of payment.

**Registration will not be confirmed if the below profile is left blank**

|  |  |
| --- | --- |
| **Business Profile for B2B meetings** | |
| **Name of the Company:**  *(Must be same as given in section 2 of the form)* |  |
| **Name of the Representative:** |  |
| **Designation:** |  |
| **Brief Company Profile (Not more than**  **100 words):** |  |
| **Main Services:** *(this will be printed in the*  *buyer seller official catalogue)* |  |
| **Approx. Annual Turnover (INR)** |  |
| **Business Interests/Purpose of participation:** *(this will be printed in the*  *buyer seller official catalogue)*  *]* |  |

**7. DETAILS OF YOUR ORGANIZATION’S REPRESENTATIVES WHO WILL BE PRESENT AT THE BOOTHS (Maximum of 3 OFFICIALS allowed per allocated booth): Please submit a soft copy of photographs of all representatives as this would be printed in the entry badge. No entry would be permitted without photograph. The soft copy file must be in the name of the representative.** *(Contact details of name given in Section 2 of the form will be considered as the first representative who will be at the booth)*

**1. Name:**

**Designation:**

**Mobile No:**

**Email id:**

**2. Name:**

**Designation:**

**Mobile No:**

**Email id:**

**Takeover of booth:**

**8. TERMS AND CONDITIONS**

**1.** Booth construction by exhibitors who have taken a raw space can begin by August 25, 2018 at 0000 hrs

**2.** Fully built up booths will be handed over to the exhibitor by August 26, 2018 at 20.00hrs onwards.

**Registration:**

**3.** All exhibitors must submit their passport size photographs maximum one month before the event for the entry badges. No entry will be allowed without photograph. **No new registration/change of name will be possible at the exhibition venue.**

**4.** Only 3 representatives per booth (i.e. as per booth size booked) are allowed in the exhibition. This is applicable to both Partners and Exhibitors. No requests for additional entry will be entertained.

**5.** All exhibitors can collect their entry badges at Venue on Aug 26 and 18 from 10:00 a.m. to 5:00 p.m..

**6.** All exhibitors must collect the B2B meeting cards, UPTM ‘18 numbered stickers, B2B schedule and feedback form from the B2B counter on August 27 and August 28, 2018 between 08:00 – 09:00 a.m.

**7.** Three registration kits will be given per booth.

**B2B Meetings:**

**8.** One username and password will be allotted per company. A company may have a maximum of 2 usernames and passwords only if they have purchased 2 or more than 2 booths. This is applicable to both Partners and Exhibitors.

**9.** A State Government who is either a Sponsor State or a Theme State Sponsor will get 2 username and passwords. In addition, the private sellers who are exhibiting through the Sponsor States will get a maximum of one username and password per company.

**10.** Please note that every Indian exhibitor will be given UPTM 18 numbered stickers and will be required to put their signatures on the stickers and place it at the designated slot on the FTO B2B meeting card.

*Note:* All foreign buyers have to pay a refundable fee of 300 USD before the start of the B2B meetings. This fee is refunded only when the foreign buyers complete their prescheduled meetings. Their B2B cards will be verified based on the signature and stamp put by the Indian sellers.

**11.** Every exhibitor has to complete the B2B meeting card for day 1 and day 2, collect the signature from the foreign buyer and submit it at the B2B meeting counters at the end of each day.

**Please note:** Exhibitors are responsible for their personal belongings and are therefore reminded to safeguard these

at all times during and after the exhibition. FICCI assumes no responsibility for any personal belongings in the event of loss or damage.

I have read the attached covering letter and registration form and accept the conditions there in.

*Company Stamp:*

*Signature:*

***Date:***

*Please return this performa and cheque to:*

|  |  |  |  |
| --- | --- | --- | --- |
| **FICCI – Delhi Office**  Federation House, Tansen Marg, New Delhi – 110001 | | **FICCI – Lucknow Office**  P - 135, Nehru Enclave, Gomti Nagar, Lucknow - 226010 | |
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