



6, 7, 8 January 2012

Chennai Trade Centre
Chennai

13, 14, 15 January 2012

Palace Grounds, Gayathri Vihar
Near Mekhri Circle, **Bangalore**

Exhibitors' Information & Order Book

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A. The Exhibition

	TTF CHENNAI 2012	TTF BANGALORE 2012
	92nd Travel and Tourism Fair (TTF) Outbound Travel Mart (OTM)	93rd Travel and Tourism Fair (TTF) Outbound Travel Mart (OTM)
Venue	Chennai Trade Centre Nandambakkam Chennai 600 089 Tel : (91) (44) 22262640	Palace Grounds Gayathri Vihar, Near Mekhri Circle Bangalore 560 080
Registration & Booth Set-up	5 Jan (Thurs) 16.00 – 20.00 hrs	12 Jan (Thurs) 16.00 – 20.00 hrs
DAY 1	Registration & Booth Set-up	6 Jan (Fri) 8:00 – 09:00 hrs
	Inauguration	6 Jan (Fri) 12:00 hrs
	Travel Trade	6 Jan (Fri) 12:00 – 19:00 hrs
DAY 2	Open for all	7 Jan (Sat) 11:00 – 19:00 hrs
DAY 3	Open for all	8 Jan (Sun) 11:00 – 19:00 hrs
	Dismantling of booths & removal of exhibits	8 Jan (Sun) 19:00 – 20:00 hrs
Fairfest Contact Person	R Mahesh - (91) 98806 76884 N Ram - (91) 7305666778	R Mahesh - (91) 98806 76884 Deepti V. Murthy - (91) 98808 28883 Tarique Ebrahim - (91) 98310 75090
Recommended Freight Forwarder	R.E. ROGERS INDIA PVT. LTD. 501/502, Midas, Sahar Plaza Complex, Mathuradas VasANJI Road, Andheri (E), Mumbai- 400 059. Tel : (91) (22) 28203845 Dir.: 30880315 E-mail : sudhir@rogersworldwideindia.com E-mail : kartik@rogersworldwideindia.com Contact : Mr. Sudhir Dhavan - (91) 9920728175 Contact : Mr. Kartik Soman - (91) 9821043858	R.E. ROGERS INDIA PVT. LTD. 501/502, Midas, Sahar Plaza Complex, Mathuradas VasANJI Road, Andheri (E), Mumbai- 400 059. Tel : (91) (22) 28203845 Dir.: 30880315 E-mail : sudhir@rogersworldwideindia.com E-mail : kartik@rogersworldwideindia.com Contact : Mr. Sudhir Dhavan - (91) 9920728175 Contact : Mr. Kartik Soman - (91) 9821043858
Recommended Air/Surface Cargo	GATI LIMITED 98A Menapedu Road SIDCO Industrial Estate, Chennai 600 098 Tel : (91) (44) 2625 7900 / 8281 / 0777 Fax : (91) (44) 2625 0555 Call Free No. : 1600-33-4284 URL : www.gati.com	GATI LIMITED No. 27 SR Godown, SR Nagar Opp. Sindi Hospital, Mission Road Bangalore 560027 Tel : (91) (80) 2223 7070 Telefax : (91) (80) 2224 6192 Mobile : (91) 98861 46819 Call Free No. : 1600-33-4284 URL : www.gati.com

Note : Participants will not be allowed to leave their stall before the official closing time everyday.

SHOW SECRETARIAT / ORGANISER

FAIRFEST MEDIA LIMITED

Bangalore : 2454, 17th 'E' Cross, 9th Main, Ground Floor, Banashankari, 2nd Stage, Bangalore 560 070
 Tel : (91) (80) 2676 1598 Telefax : (91) (80) 2676 1577

Mumbai : D-1, Plot No. 76, RSC 6, MHADA S. V. P. Nagar, Andheri (W), Mumbai 400 053
 Tel : (91) (22) 2637 2883, 2637 2895 Fax : (91) (22) 2637 2760

New Delhi : 216A/1 Gautam Nagar, Gulmohar Park, New Delhi 110 049
 Tel : (91) (11) 2686 6874, 2686 6875 Fax : (91) (11) 2686 8073

Kolkata : 25 C/1 Belvedere Road, Alipur, Calcutta 700 027
 Tel : (91) (33) 2479 0010 - 14 (5 Lines) Fax : (91) (33) 2479 0019

Ahmedabad : 6, 1st Floor, Shraddha Apartments, Opp. Navneet House, Gurukul Road
 Ahmedabad 380052 Tel : (91) (79) 3000 6991 Telefax : (91) (79) 4005 6435

Hyderabad : No. 9, R & D Defence Colony, Kakaguda, Secunderabad 500 015
 Tel : (91) (40) 2789 6149 Telefax : (91) (40) 2789 6179

E-mail : service@fairfest.com **URL** : www.ttfotm.com, www.fairfest.com

B. EXHIBITION HALL

CONSTRUCTION OF BOOTH

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

Exhibitors who have ordered bare space may begin/complete building their booths at-

	CHENNAI 2012	BANGALORE 2012
Begin	16:00 hrs on 5 Jan (Thurs)	16:00 hrs on 12 Jan (Thurs)
Complete	09:00 hrs on 6 Jan (Fri)	09:00 hrs on 13 Jan (Fri)

* The hall shall be open overnight for construction.

* Exhibitors who have ordered space and shell may move in their exhibits within the timings mentioned above

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

DISMANTLING AND REMOVAL OF EXHIBITS

Exhibits must be moved between –

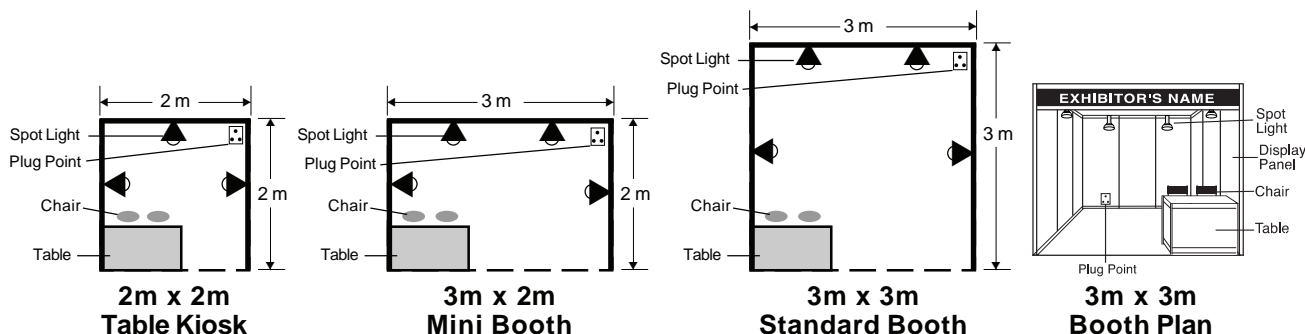
CHENNAI 2012	BANGALORE 2012
19:00 – 20:00 hrs on 8 Jan	19:00 – 20:00 hrs on 15 Jan

* Dismantling of booths is prohibited before the close of the exhibition

* 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.

B4. STANDARD SHELL SCHEME BOOTH



Note:

1. No nailing, stickers or painting allowed on aluminium frames.
2. No nailing or painting allowed on panels.
3. Double-sided tape, stickers, placed by Exhibitors on panels must be removed by Exhibitors at the end of the exhibition.
4. Exhibitors can request for coloured panels at extra cost from the Official Contractor.

I. STANDARD SHELL SCHEME BOOTH INCLUDES

The Official Contractors will provide the following items for each shell scheme booth (2m x 2m) / (3m x 2m) and (3m x 3m)

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

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

	Kiosk (2m x 2m)	Mini Booth (3m x 2m)	Standard Booth (3m x 3m)
Furniture :	a. One information counter b. Two chairs c. One waste paper basket	a. One information counter b. Two chairs c. One waste paper basket	a. One information counter b. Two chairs c. One waste paper basket
Lighting :	Three Spot-lights (60 W)	Four Spot-lights (60 W)	Four Spot-lights (60 W)
Power :	1 Power socket (5 Amp)	1 Power socket (5 Amp)	1 Power socket (5 Amp)

II. ADDITIONAL RENTAL FURNITURE & ELECTRICAL FITTINGS

In addition to items provided in the basic Standard Shell Scheme Booth, Exhibitors may require additional furniture/electrical items, which can be supplied on a rental basis by the Official Contractor. Please complete the attached Form 2 and return to the Official Contractor by the deadline given.

Note : The organiser prohibits any change of colour scheme or attachment of logo or other lettering or alteration to the standard fascia.

C. RECORD OF ORDERS

(Put a ✓ if submitted)		Amount Rs / US\$	Last Date of Submission	
			Chennai	Bangalore
FORM 1	Registration of outside Contractor		30.12.2011	30.12.2011
FORM 2	Fascia Board / Furniture / Electrical		30.12.2011	30.12.2011
FORM 3	Telecom Services		30.12.2011	30.12.2011
FORM 4	Temporary Staff		30.12.2011	30.12.2011
FORM 5	Preferred Customer Pass	N A	30.12.2011	30.12.2011
FORM 6	Award Forms	N A	30.12.2011	07.01.2012

Total payment committed : _____

Date : _____

- Note :1) Prices are quoted in Indian Rupees (INR), Current rate of US\$ 1 = INR 51 approximately.
- 2) Exhibitors are advised to make payment to and deal directly with individual suppliers/contractors concerned.
- 3) This is for your record. Please retain it for future reference.

For official use :
 Exhibitor :
 Resolved :

Deadline for Submission : 30 December 2011

Fax or Mail To : **Fairfest Media Ltd.**
 2454, 17th 'E' Cross, 9th Main, Ground Floor,
 Banashankari, 2nd Stage, Bangalore 560 070
 Tel : (91) (80) 2676 1598, Telefax : (91) (80) 2676 1577
 E-mail : service@fairfest.com

APPLICATION FOR OUTSIDE CONTRACTOR

(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.)

Exhibitor's Name

Sq. m. booked

This upper portion of the application form should be completed by the contractor appointed by the individual Exhibitor, and must be accompanied by a cheque (issued by the contractor) made payable to "Fairfest Media Ltd." which will be held against possible damages to the Exhibition Hall, and/or the disposal of extra waste left on site after the event (if any).

The deposit is an amount equivalent to Rs.500/- per sq.m. of exhibition space. The minimum deposit is Rs. 2000/- per booth. The Organiser reserves the right to demand additional compensation if there is damage costing more than the deposit amount.

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

Please supply CONTRACTOR PASSES : No. required :

The deposit will be refunded after the exhibition subject to the clearance of the site by the contractors and no damage being recorded.

Contractor's Name : _____

Address : _____

Contact Person : _____ Designation : _____

Tel : _____ Fax : _____

Signee's Name : _____

Exhibitor's signature / company stamp

Date : _____

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

Please make copy for your own reference

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 Exhibitor :
 Resolved :

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Please supply CONTRACTOR PASSES : No. required :

The deposit will be refunded after the exhibition subject to the clearance of the site by the contractors and no damage being recorded.

Contractor's Name : _____

Address : _____

Contact Person : _____ Designation : _____

Tel : _____ Fax : _____

Signee's Name : _____

Exhibitor's signature / company stamp

Date : _____

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

Please make copy for your own reference

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 Received :

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 E-mail : service@fairfest.com

TELECOM SERVICES

Description	Quantity	Rental Charge (Rs.)	Deposit (Rs.)	Total (Rs.)
a. Telephone line (local calls only, call charges included)		3000.00	3000.00	
b. Telephone line (local & STD calls, call charges NOT included)		3000.00	10,000.00	
c. Handsets		--	1000.00	
d. Telephone line for using Internet		4000.00	--	
Total:				
Site order surcharge 20%				
Total Amount :				

AUTHORISATION FROM HIRER/USER

Exhibitor : _____
 Contact Person : _____
 Address : _____

 Tel : _____ Fax : _____
 Signature : _____

- N.B.**
1. Handset deposits will be refunded on safe return of handsets at the time of checking out.
 2. STD line deposit will be refunded as and when the bill is settled by the P&T Department, Government of India.
 3. Hiree promises to pay for call charges in excess of the deposit amount.

Please make copy for your reference.

For Official use :
 Exhibitor :
 Received :

Deadline for Submission : 30 December 2011

Fax or Mail To : Fairfest Media Ltd.
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c. Handsets		--	1000.00	
d. Telephone line for using Internet		4000.00	--	
Total:				
Site order surcharge 20%				
Total Amount :				

AUTHORISATION FROM HIRER/USER

Exhibitor : _____

Contact Person : _____

Address : _____

Tel : _____ Fax : _____

Signature : _____

- N.B.**
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 Recieved :

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 Banashankari, 2nd Stage, Bangalore 560 070
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 E-mail : service@fairfest.com

TEMPORARY STAFF

Temporary staff may be hired through a manpower agency on daily basis. If you are not requiring staff through the whole period, please indicate the dates that temporary staff will be needed.

We require :

Service : Information counter personnel

(a) Daily rate per person : Rs. 900.00

(b) For the following dates (January 2012)

6	7	8	all 3 days

Put a ✓ :

(c) Number of persons required on the above dates :

(d) Total amount payable (@ Rs.900.00 per person per day) :

Rs.

AUTHORISATION FROM HIRER/USER

Exhibitor : _____

Contact Person : _____

Address : _____

Tel : _____ Fax : _____

Signature : _____

Please make copy for your reference.

For Official use :
 Exhibitor :
 Recieved :

Deadline for Submission : 30 December 2011

Fax or Mail To : **Fairfest Media Ltd.**
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 E-mail : service@fairfest.com

TEMPORARY STAFF

Temporary staff may be hired through a manpower agency on daily basis. If you are not requiring staff through the whole period, please indicate the dates that temporary staff will be needed.

We require :

Service : Information counter personnel

(a) Daily rate per person : Rs. 900.00

(b) For the following dates (January 2012)

13	14	15	all 3 days

Put a ✓ :

(c) Number of persons required on the above dates :

(d) Total amount payable (@ Rs.900.00 per person per day) :

Rs.

AUTHORISATION FROM HIRER/USER

Exhibitor : _____

Contact Person : _____

Address : _____

Tel : _____ Fax : _____

Signature : _____

Please make copy for your reference.

For Official use : Exhibitor : Recieved :

Fax or Mail To : **Fairfest Media Ltd.**
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 Tel : (91) (80) 2676 1598, Telefax : (91) (80) 2676 1577

 25C/1 Belvedere Road, Alipur, Kolkata 700 027
 Tel : (91) (33) 24790010 - 14 (5 Lines)
 Fax : (91) (33) 24790019

 D-1, Plot No 76, RSC 6, MHADA
 S. V. P. Nagar, Andheri (W)
 Mumbai 400 053
 Tel : (91)(22)2637 2895 / 2883 Fax : (91)(22) 2637 2760

E-mail : service@fairfest.com URL : www.fairfest.com

PREFERRED CUSTOMER PASS

DEADLINE : DECEMBER 30, 2011

Improve Your Response by Sending Free Invitations to Your Most Important Customers and Prospects !

Distributing Preferred Customer Passes has proven to be one of the easiest, most effective methods of increasing booth traffic - yet many exhibitors simply do token mailings or even worse, don't use them at all! An effective Preferred Customer Pass campaign is the most important step to exceeding your goals at **TTF&OTM**. Research conducted by the *Center for Exhibition Industry Research* confirms that exhibitors who use Preferred Customer Passes attract better, more qualified traffic at their booths than exhibitors rank as the number one incentive for show attendance.

YES! I want to maximise my booth traffic at TTF&OTM with preferred Customer Passes

Please tick Chennai Bangalore

Quantity Requested * : _____ Date Ordered : _____

SHIP PASSES TO :

Name : _____

Company : _____

Address : _____

Tel : _____ Fax : _____ E-mail : _____

* You will automatically receive 50 passes. Show management must receive this completed order form to process your request for additional passes.

Please make copy for your reference.

Deadline for Submission : 30 December, 2011

D. EXHIBITOR AWARD PROGRAMME

Deadline for submission is 7 days before the opening day.

Dear participant :

Thank you for participating in TTF & OTM. This year's event promises to be a resounding success due to your support!

Entry for all awards are on the following five pages. There is no entry fee but entry forms **must be completed and received before 7 days from the opening date of the Exhibition**. This is to ensure all entries receive proper consideration. Fax or mail the completed forms to Fairfest. Winners will be notified at the exhibition. All decisions made by the Judging Panel are final.

Award Categories (also see attached Entry Forms)

C1. BEST PRINT PROMOTIONAL MATERIAL (two categories : NTO or Tour Operator, Airline, Car Rental Company or Hotel) - judging committee will judge all categories of printed material including posters, leaflets, brochures, pamphlets etc. as part of overall print campaign. Consideration will be made for design concept/creativity as well as print quality. Promotional material must be submitted with completed entry form.

C2. MOST PROMISING NEW DESTINATION (two categories: India, International)—Candidates will provide brief description of new destination on entry form. Consideration will be made for construction of new facilities, offerings of surrounding local environment, and wealth of local features (entertainment or other).

C3. MOST INNOVATIVE PRODUCT - judged with respect to providing an overall educational service, whether educating visitors on an indigenous population/ cultural heritage or promotion of local environmental awareness.

C4. MOST EXCLUSIVE LEISURE PRODUCT - targeted to upscale clientele, where cost is no bounds. Judged with respect to comprehensiveness and uniqueness of overall package.

C5. BEST VALUE LEISURE PRODUCT - product should be comprehensive but maintain cost-effectiveness and be intriguing to general populace (not targeted to select upscale market).

We have in addition Stall Awards. These awards shall be judged on site. No entry forms are required in advance for these.

Thank you again for your time and participation. We look forward to see you at TTF&OTM

Fairfest Media Ltd.

AWARDS PROGRAMME

Please tick

Chennai Bangalore

BEST PRINT PROMOTIONAL MATERIAL AWARD

Details

Name of entrant : _____

Name of company : _____

Address : _____

Telephone : _____ Fax : _____

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 TTF&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.

Bangalore : 2454, 17th 'E' Cross, 9th Main, Ground Floor, Banashankari, 2nd Stage
Bangalore 560 070 Tel : (91) (80) 2676 1598, Telefax : (91) (80) 2676 1577

Kolkata : 25C/1 Belvedere Road, Alipur, Kolkata 700027
Tel : (91) (33) 2479 0010 - 14 (5 Lines) Fax : (91) (33) 2479 0019

Mumbai : D-1, Plot No 76, RSC 6, MHADA, S. V. P. Nagar, Andheri (W), Mumbai 400 053
Tel : (91)(22)2637 2895 / 2883 Fax : (91)(22) 2637 2760

4. All decisions made by Judging Panel are final.

AWARDS PROGRAMME

Please tick

Chennai Bangalore

MOST PROMISING NEW DESTINATION AWARD

Details

Name of entrant : _____

Designation : _____

Name of company : _____

Address : _____

Telephone : _____ Fax : _____

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

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Bangalore 560 070 Tel : (91) (80) 2676 1598, Telefax : (91) (80) 2676 1577

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3. All decisions made by Judging Panel are final.

AWARDS PROGRAMME

Please tick

Chennai Bangalore

MOST INNOVATIVE PRODUCT AWARD

Details

Name of entrant : _____

Designation : _____

Name of company : _____

Address : _____

Telephone : _____ Fax : _____

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.

Bangalore : 2454, 17th 'E' Cross, 9th Main, Ground Floor, Banashankari, 2nd Stage
Bangalore 560 070 Tel : (91) (80) 2676 1598, Telefax : (91) (80) 2676 1577

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Mumbai : D-1, Plot No 76, RSC 6, MHADA, S. V. P. Nagar, Andheri (W), Mumbai 400 053
Tel : (91)(22)2637 2895 / 2883 Fax : (91)(22) 2637 2760

3. All decisions made by Judging Panel are final.

AWARDS PROGRAMME

Please tick

Chennai Bangalore

MOST EXCLUSIVE LEISURE PRODUCT AWARD

Details

Name of entrant : _____

Designation : _____

Name of company : _____

Address : _____

Telephone : _____ Fax : _____

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.

Bangalore : 2454, 17th 'E' Cross, 9th Main, Ground Floor, Banashankari, 2nd Stage
Bangalore 560 070 Tel : (91) (80) 2676 1598, Telefax : (91) (80) 2676 1577

Kolkata : 25C/1 Belvedere Road, Alipur, Kolkata 700027
Tel : (91) (33) 2479 0010 - 14 (5 Lines) Fax : (91) (33) 2479 0019

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3. All decisions made by Judging Panel are final.

AWARDS PROGRAMME

Please tick

Chennai Bangalore

BEST VALUE LEISURE PRODUCT AWARD

Details

Name of entrant : _____

Designation : _____

Name of company : _____

Address : _____

Telephone : _____ Fax : _____

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 targetted 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 recieved before 7 days of the fair :

Awards Programme

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3. All decisions made by Judging Panel are final.

Extracts from Indian Customs Tariff 2010-2011

HS CODE DESCRIPTION

49.11 Other printed matter, Including printed picture and photographs.

(Basic duty) 10% + (CVD) Nil + (Ex.Ed.Cess) nil + (Custom Ed.cess) 3% + (SAD) 4% = 14.7120% – FREELY IMPORTABLE.

● Tourist literature

*Covers tourist literature, technical and publicity material under Additional Protocol to the convention concurring customs facilities for touring, relating to the importation of tourist publicity documents and materials. **Duty fully exempted.***

Notification 33 Goods described below 0 0 0 0
 of 22.06.35 and subject to the limitations

or conditions, if any, specified in the corresponding entry in column (3) of the Schedule below are exempt from the whole of the customs duty leviable thereon.

- (i) ***Documents (folders, pamphlets, books, magazines, guides, posters, framed or unframed photographs and photographic enlargements, maps, whether illustrated or not, printed window transparencies).***
- (ii) ***Lists and year-books of foreign hotels published or sponsored by official tourist agencies and time-tables of transport services operating abroad.***
- (iii) ***Technical material sent to the accredited representatives or correspondents appointed by national official tourist agencies, not intended for distribution, i.e. year books, telephone directories, lists of hotels, catalogues of fairs, samples of negligible value of handicraft, documentation about museums, universities, saps and similar institutions.***
- (iv) ***Technical material sent to the accredited representatives of correspondents appointed by national official tourist agencies, or in other places approved by the Customs authorities, pictures and drawings, framed photographs and photographic enlargements, art books paintings, engravings or lithographs, sculptures and tapestries and other similar works of art.***

Conditions (Col.3) : provided that-

- (a) they are imported from a country which has ratified or acceded to the Additional Protocol to the Convention concerning Customs facilities for touring relating to the importation of tourist publicity documents and materials;
- (b) they are imported chiefly for the purpose of encouraging the public to visit the country of despatch inter alia to attend cultural, tourists, sporting, religious or professional meetings or demonstrations held in that country;
- (c) they are imported either by an official tourist agency or by a national tourist publicity agency affiliated therewith and proof thereof is furnished by presenting to the Customs authorities a declaration made out in accordance with the model (not reproduced);
- (d) they are imported for and on the responsibility of either the accredited representative of the official national tourist agency of the country of despatch or of the correspondent appointed by the aforesaid agency and approved by the Customs authorities. The responsibility of the accredited representative or of the approved correspondent includes in particular the payment of the import duties which will be chargeable if the conditions laid down here are not fulfilled;
- (e) they are re-exported without alteration by the importing agency unless they have been destroyed in accordance with any conditions laid down by the Customs authorities, in which event, the importer shall be freed from the obligation to re-export;
- (f) in the event of fraud, contravention or abuse, the Customs authorities shall be free to take proceedings for the recovery of the Customs duties and also for the imposition of any penalties in accordance with any provision of law for the time being in force;
- (g) their importation is not prohibited on consideration of public morality, public security, public health or hygiene, in accordance with any law for the time being in force.
- (v) ***Display material (show cases, stands and similar articles), including electrical and mechanical equipment required for operating such display.***
- (vi) ***Documentary films, records, tape recordings and other sound recordings intended for use in performances at which no charge is made, but excluding those whose subjects lend themselves to commercial advertising and those which are on general sale in the country of importation.***
- (vii) ***A reasonable number of flongs.***
- (viii) ***Diagrams, scale models, lantern slide, printing blocks, photographic negatives.***
- (ix) ***Specimens in reasonable number, of articles of national handicrafts, local customs and similar articles of folklore.***

Notification History: Original No./Date: 33/22.06.35

Amended by 113/16.05.57

F. Final Checklist & Show Implementation

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 TTF&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.
- Recognize 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 if a visitor shows genuine 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 writing down.
- Use copies of the enclosed "Conversation Record" for evaluating significant contacts.

3. Follow-up

In no later than 10 days after TTF&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 TTF&OTM TEAM

Conversation Record

Visitor's Name : _____

Address : _____

Phone No. : _____

Company : _____

Designation : _____

Business Card Attached?

Customer Category

New Old Potential Other

Interests : _____

Results : _____

Special Note : _____

Staff Member :

Date :