

FIND THE RIGHT STRATEGY FOR YOUR BUSINESS

15 - 17 April 2020, Mumbai, India
itb-india.com



EXHIBITORS' OEM CHECKLIST

RAW SPACE

Exhibitors (or their nominated stand contractors) are required to submit for approval, stand layout plans, elevation and artist's impressions, in duplicate, to the organiser (Email: itbindia@indo-german.com; cc: weilin.tan@messe-berlin.asia) by **6 March 2020**, together with their nominated contractor's details (company name, address and contact person's name).

S/N	SERVICE FORMS	MANDATORY / OPTIONAL	CATEGORY	DEADLINE	CONTACT PERSON	SUBMITTED
1	Form 2: Additional Furniture & Electrical Order	Optional	Furniture, Electrical Fittings, LCD TV Equipments	06-March-2020	Mr. Arun Malasi (Meroform (India) Pvt. Ltd.)	
2	Form 3: Power Requirement	Mandatory	Power Requirement	06-March-2020	Mr. Arun Malasi (Meroform (India) Pvt. Ltd.)	
3	Form 4: Temporary Staff	Optional	Stand Personnel/ Interpreters for the Stand	06-March-2020	Mr. Arun Malasi (Meroform (India) Pvt. Ltd.)	
4	Form 5: Security Staff	Optional	Stand Personnel	06-March-2020	Mr. Arun Malasi (Meroform (India) Pvt. Ltd.)	
5	Form 6: Visa Invitation Letter	Optional	VISA Application	ASAP	Mr. Surjit Suri (Indo-German Chamber of Commerce)	
6	Form 7: Declaration Form	Mandatory	Indemnity / Declaration Form	06-March-2020	Mr. Surjit Suri (Indo-German Chamber of Commerce)	
7	Form 8: Exit Pass	Mandatory	For removal of items from the hall during teardown	17-April-2020	Mr. Surjit Suri (Indo-German Chamber of Commerce)	
8	Form 9: Approval of Raw Space Design	Mandatory	Stand Construction Approval	06-March-2020	Mr. Surjit Suri (Indo-German Chamber of Commerce)	
9	Form 10: Appointed Contractor & Performance Bond	Mandatory	Appointed Contractor	06-March-2020	Mr. Surjit Suri (Indo-German Chamber of Commerce)	
10	Food and Beverage Requirement	Optional	Booth Catering	06-April-2020	Nesco Foods (Bombay Convention & Exhibition Centre)	
11	Internet Service	Optional	Internet Service	06-April-2020	Mr. Surjit Suri (Indo-German Chamber of Commerce)	
12	Freight Form (Will be available soon)	Optional	Freight Service	06-April-2020	Juneli Roy (Schenker India Pvt. Ltd.)	

Click on the names of the Service Forms to download them.

Access the contact person email address by clicking on the name of the contact person.