

# DAHEJ INDUSTRIAL EXPO

**Date: 5, 6, 7 December 2023**

## CHECK LIST FOR PARTICIPANTS

1. Letter Pads to be brought for Entry Pass / Exit Pass Purpose.
2. Company's Rubber Stamp
3. Booth possession requisition typed in letter head as per format (Form 1)
4. Exit pass typed in letter head as per format (Form 2)
5. Additional requirements like Power, Air Connection, Electrical Fittings, Furniture, Exhibitors Advertisement, Hoardings Etc., ordered with the organizer through Email: [dahejindustrialexpo@gmail.com](mailto:dahejindustrialexpo@gmail.com) for any query **contact: Mayur (M) 9316431017**

### THE FOLLOWING ARE PROHIBITED IN THE STALLS:

1. Pasting of any material on Pillars and Channels through adhesives.  
You can paste it with any tape.
2. Pasting of full area Graphics & Posters through adhesives.
3. Using additional adhesives for pasting Graphics & Poster.
4. Nailing or Drilling on the Pillars, Channels and Panels.
5. Cutting, Spillage & Damage of Carpets.
6. Damaging / Breaking of Glass Items provided in the stalls.
7. Hanging and Attaching Display Items on Name Boards.
8. Fixing of Additional Fittings and Mechanical Fittings on Pillars, Channels and Panels.
9. Cost of damages will be collected from the Participants, before removal of the exhibits. For any further clarification, please contact the official Stall Contractor.

### Note:

1. All the participants must take their stall position **on 3rd December 2023. Between 10.30 am to 6.00 p.m. 4<sup>th</sup> December will be no workday.**
2. Stall holders who are having bare space stall or want to take their stall earlier they can take their stall position from **26<sup>th</sup> of November 2023.**
3. No vehicle with material will be allowed up to stall position after 6 pm. on **3<sup>rd</sup> December 2023. On 4<sup>TH</sup> December no extra heavy work or vehicle allowed.**
4. For any material entry or exit purpose you must use passage as per given.
5. For heavy machinery loading & unloading purpose forklift, hydra crane will be there on chargeable bases.

**Form No. - 1**  
**FORMAT FOR ENTRY PASS**

**IMPORTANT:**

**(To be typed on the Exhibitor's Letter Head) (Two copies to be brought)**

To,  
The Expo Chairman,  
DAHEJ INDUSTRIAL EXPO 2023  
Opp. GACL Circle, GIDC., Dahej

**Request for handing over possession of space for stall erection**

**Stall No..... Hall No.....**

Please hand over possession of space allotted to us, to our representative

.....  
.....  
..... (Name and Designation).

We have paid all the dues as per the Debit Notes sent by you.

Signature .....

Name: .....

Designation .....

Exhibitors Company: .....

Date: .....

Please present this duplicate form in your letter head to the Organizers Office for authorization.  
Authorization will be done in the Organizers Office from **10.30 a.m. to 6 pm on 3rd December 2023.**  
The following documents are to be enclosed along with this form.

(1) Payment details. (details of Payment paid by cheque, Rtgs., Neft, other)

(A) .....

(B).....

(2) Packing List, Number of Articles, Number of Machineries, Number of Products.

**To be brought by person while taking possession of stall, Possession will be given only when all dues are cleared.**

## Form No. - 2

# FORMAT FOR EXIT PASS

(To be typed on the Exhibitor's Letter Head) (Two copies to be brought)

To,  
The Expo Chairman,  
DAHEJ INDUSTRIAL EXPO 2023,  
Opp. GACL Circle, GIDC., Dahej

### Important Note:

- The Final Exit pass will be issued only if all the dues are cleared.
  - Must be submitted in quadruplicate on company letter heads on or before **1 pm on 7<sup>th</sup> Dec 2023**.
  - Your requisition must be typed & duly completed as per the format given below.
- Please allow us to take out the following items from Dahej Exhibition Ground, which were brought for display at **"DAHEJ INDUSTRIAL EXPO 2023" From 5, 6, 7 December 2023**.

### Sr. No: Items No. of Cases / Packing

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....

Name: .....

Designation: .....

Company: .....

Stall No: .....Hall No. ....

Signature: .....

Date:.....

### Note:

Please note that early submission will help in smooth Exit from Expo Ground, Dahej.  
To be given at the Site Office of Organizer before 1 pm on 7th December 2023.  
Stall holders having heavy material will be allowed to exit on **8<sup>th</sup> December**.  
No vehicle will be allowed up to stall position on **7<sup>th</sup> December 2023**.