



# Order Forms & Checklist

FORM	PAGE	DESCRIPTION OF SERVICE	LAST DATE (DD/MM/YYYY)	RETURN TO
F1	21	Exhibition Directory Listing *	15.11.2007	IEEMA - Mumbai
F2	23	Product Listing *	15.11.2007	IEEMA - Mumbai
F3	25	Exhibition Directory Advertisement	30.11.2007	IEEMA - Mumbai
F4	27	Telephone/s on Rent *	30.11.2007	IEEMA - Mumbai
F5	29	Complimentary Invitations	30.11.2007	IEEMA - Mumbai
F6	31	Best Stall Contest	30.11.2007	IEEMA - Mumbai
F7	33	Best Product Contest	30.11.2007	IEEMA - Mumbai
F8	35	Sponsorship Opportunities	30.11.2007	IEEMA - Mumbai
F9	37	Standard Shell Scheme Package *	15.12.2007	Shell Contractor (copy to IEEMA)
F10	39	Electrical Power Requirement *	15.12.2007	IEEMA - Mumbai
F11	41	Additional Furniture on Rental	15.12.2007	Shell Contractor (copy to IEEMA)
F12	43	Hotel Accommodation (Tariff) & Travel	15.12.2007	SITA Kuoni Destination Management
F13	45	Hiring Temporary Staff	15.12.2007	Premier Marketing (copy to IEEMA)
F14	47	Official Invitations	15.12.2007	IEEMA - Mumbai
F15	49	Octroi Exemption	31.12.2007	Bombay Equipment Supply & Transport (copy to IEEMA)
F16	51	Freight Handling Instructions	31.12.2007	Freight Agent (copy to IEEMA)
F17	53	Registration of Exhibition Personnel *	15.12.2007	IEEMA - Mumbai
F18	55	Seminar Hall Booking	15.12.2007	IEEMA - Mumbai
F19	57	Car Parking Passes	15.12.2007	IEEMA - Mumbai
F20	59	Press Information	31.12.2007	IEEMA - Mumbai
F21	61	Temporary Entry Passes during Build-up Period *	12.01.2008	IEEMA - Mumbai
F22	63	Stall Possession *	At Site	ELECRAMA-2008 Site Office
F23	65	Gate Pass for Exhibits / Goods *	21.01.2008	ELECRAMA-2008 Site Office

1. Exhibitors are requested to return all forms to the relevant addresses by the deadlines indicated on each form. In case a particular service is not required, please indicate **“NOT REQUIRED” on the form and return the same mentioning the name of your company with hall number and stall number.**
2. **Orders received after the deadline, may be accepted, subject to availability, at an extra charge of 10%.**
3. **\* Indicates forms which are mandatory and need to be sent before the last date.**