



45TH INDIA CARPET EXPO

8 – 11 OCTOBER 2023, Bhadohi Carpet Expo Mart

Exhibitors Manual



info@cepc.co.in | www.cepc.co.in

Dear Exhibitor,

*Thank you for your participation in **45th India Carpet Expo**, scheduled from 8 – 11 October, 2023 at Bhadohi Carpet Expo Mart, Bhadohi U.P.*

In our endeavor to make your preparations and planning more convenient and effective in the 45th edition of India Carpet Expo, we are providing you with this comprehensive Exhibitor's Manual, which is also available online on our website www.cepc.co.in.

These manual answers several frequently asked questions like timings & schedules for exhibitors and information on services provided for exhibitors and visitors. It will also help you identify vendors for various services. Through this manual, our effort is to support your participation process in a manner that you can focus on your primary objective of enhancing your business interests. The manual will help you in making your participation more competitive and create better facilities for the visitors at your booth, most of whom are your current or potential buyers.

Please feel free to contact our team for any further assistance you may need.

*Wishing you a successful participation in **45th India Carpet Expo**, Bhadohi.*

Team CEPC

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Organizers Details/ CEPC Staff

For any assistance during the fair, you can connect with the Following Staff Member's

. No.	Responsibilities	Name	Location	Contact No.
1	Overall, In-charge	Dr. Smita Nagarkoti	CEPC Fair Office	9540055101
2.	Overall Supervision for Exhibitor Stands, AC, Fascia, Electricity etc.	Mr. P.N.S Bisht	Fair Office - Ground Floor	9910045269
		Mr. Pawan Deep Singh		9971601805
3.	Help Desk – Registration of Complaints & Requests	Mr. Neeraj Kumar	Help Desk – Ground Floor	8736990258
4.	Issuance of <ul style="list-style-type: none">• Welcome Kit to Exhibitors• Exit Pass• Carpet Clamps	Mr. Faiz Nissar	CEPC Fair Office- Ground Floor	9469374371
		Mr. Nitin Pandey		6307260384
5.	Issuance of Exhibitor Passes & IT Related Assistance	Mr. Anuj	CEPC Fair Office- Ground Floor	9013131503
Registration of Media, Buying agents and Exhibitors and VIP Protocol				
6.	Registration and Issuance of Welcome Kits to Buyers, Buying Agents, Media & VIP Protocol	Mr. Jagmohan	Registration Desk Ground Floor	8527055248
		Mr. Akhilesh Kumar		8858187497
Travel Desk				
7.	Transport arrangement	Mr. S. N. Shokeen	Travel Desk, Ground Floor	9818898344
Buyers Reimbursement / Hotel Arrangement / Accounts				
8.	Buyers Registration & Reimbursement / Hotel arrangements	Mr. PSC Pillai	Buyers Registration Desk Ground Floor, Buyers Reimbursement Desk Second Floor	9968045434
9.	Queries related to payment / Membership / Buyer Reimbursement	Mr. Ashwani Singh	CEPC Fair Office Ground Floor, Buyers Reimbursement Desk Second Floor	9873490547
Buyers Lounge & VIP Lounge				
10.	Buyer’s Lounge	Ms. Manisha Rawat	Buyers Lounge Ground Floor	8586905821
11.	VIP Lounge	Mr. Sushil Kumar	VIP Lounge Ground Floor	9469374371
General Assistance				
12	General Assistance	Mr. Mukesh Kumar	CEPC Fair Office	9716333744
13	General Assistance	Mr. J N Pandey	CEPC Fair Office	9968650681

Schedule

Venue

Bhadohi Carpet Expo Mart, Carpet City, Bhadohi (U.P.)

EXPO Timing

Business Timings	9.30 a.m. to 5.00 p.m.
Exhibitors Time	9.00 a.m. to 5.30 p.m.
Open to Public	After 12:30 PM onwards on 11th October 2023

Schedule for Possession, Entry and Move- out

Possession of Stand	4 October 2023 for Bare Stands 6 October 2023 after 10:00 A.M. to the participants Second Floor Shop to the participants at Ground Floor Hall and Shop
Entry for Exhibits	Entry from Mart Main Gate. Bhadohi Carpet Expo Mart
Move-out of Exhibits	11th October, 2023 – after 5.00 P.M.
NOTE - GOODS TRUCKS WILL NOT BE ALLOWED AFTER 01:00 P.M. ON 7TH October 2023	

Built-up Stand

A built-up stand of 12 sq. mtr. shall include the following facilities without any additional charge:

- Stall in Front Maxima systems
- Fascia
- Ten Spot Lights
- One Waste Paper Basket
- One Table
- Three Chairs
- Carpeting on floor of the stand

Bare Space

The height of the stand should not exceed 3 mtrs. for those participants opting for Construction of their booth at their own in the Expo to maintain uniformity of the stands. **Moreover, the stand must be ready by 12:00 P.M., 7th October 2023.**

Note: - Electricity Requirement to be share before hand with the Contractor. (Details in Annex- 1)

Prior permission at least one week before the start of ICE from CEPC for any construction in the space provided for display is necessary. Bigger stands having area more than 12 sq. meters the number of Chairs, Tables and Spot lights will be made available, if required, on pro-rata basis.

Note:

- ✓ For any additional requirements the Exhibitors can contact the Contractor on payment basis directly with them. (Details in Annex- 1)
- ✓ Pillars in the Exhibition Hall should not be covered.

- ✓ Constructions in Shops area is not allowed.

Visitors Information

Entry to India Carpet Expo (ICE) is open to –

- Exhibitors
- Overseas Buyers
- Buyers Representative
- Invitees

All visitors have to register themselves at the Registration Counter at the venue for India carpet Expo, in the ICE and required to wear their badges issued during the ICE.

Exhibitor Badges (Photo ID cards)

In order to restrict the entry in ICE, Photo Identity Badges for entry will be issued to all the Exhibitors and their Staffs. All Exhibitors are requested to fill this online form here with details of the staff who will be on the stand and the passes can be collected from the CEPC fair Office at Bhadohi Carpet Expo Mart from 6th October, 2023 from 10.00 A.M. onwards. These badges are non-transferable. Only Exhibitors & their staff carrying such badges will be allowed entry in the Exhibition Hall. You are requested to kindly fill the online application form for the Exhibitor Badges by or before 30th September 2023.

Link as below.

<http://cepc.co.in/exhibitors-batch-form>

The criteria for issuance of exhibitor passes to the exhibitors is as under:

Stand Size	No. of Passes
upto 12 sq. mtr.	03
upto 24 sq. mtr.	05
upto 36 sq. mtr.	06
Additional pass for every addl. 12 sq. mtr. (Above 36 sq. mtr.)	01

Note: Note: No passes will be issue after 8th October 2023, exhibitor make sure that they have collected their passes before.

Other Services

Services like Photo Copy machine and printer shall be available at Buyers Reimbursement Desk at 2nd Floor and Ground Floor.

Food Cafeteria

Cafeteria in the expo premises shall be provided to facilitate availability of food and snacks at reasonable prices for the buyers and exhibitors.

Other Facilities

All exhibitors shall be provided complimentary drinking water and tea during the fair against coupons, on the basis of the following criteria:

Stand Size	Mineral Water	Tea per day
Upto 12 sq. mtr	1 Crate of 24 Bottles of 250ml each	4 Coupons
Upto 24 sq. mtr.	2 Crate of 24 Bottles of 250ml each	6 Coupons
Above 24 sq. mtr.	2 Crates of 24 Bottles of 250ml each. Further Available on request	8 Coupons

Carpet Hanging Clamps

Carpet Export Promotion Council has already provided Carpet Clamps to most of the exhibitors and are requested to please bring the same along with their goods for hanging of their exhibits (carpets). However, the limited number of clamps will be available with the Council which shall be provided on subsidized rate on payment basis@ Rs. 100/-per clamp for Carpet Hanging from CEPC office at fair ground. Please note that the clamps will not be taken back and the exhibitors will be issued clamps of 8 / 10 nos. for 12 Sq. mtrs. stands and thereafter on pro-rata basis.

COVID-19 Standard Operating Procedure (SOP)

- Aarogya Setu Mobile App is recommended for all the persons manning the stall and is mandatory for the ones with a smart-phone.
- All the personnel at the stall should use Face Mask at all times.
- The visitors/delegates should not enter the venue ground if their temperature is not normal
- In case a person falls sick having fever, body ache, sore throat etc., he must report to the COVID help desk
- Exhibitors who are double vaccinated must carry their certificates along with them in soft copy / hard copy.
- Exhibitors who are Single vaccinated must have Negative RT-PCR report not older than 48 Hours or they have to undergo rapid antigen test at their own cost (Facility for Rapid test will be available at venue)
- Exhibitors must follow the social distancing Norms



Exit Permit for Goods / Exhibits (GATE PASS)

Exit of exhibits is permitted through Exit Permit (Gate Pass). The CEPC Office in the Fair Ground will issue Exit Permit (Gate Pass on 11th October 2023. Performa of Exit Permit is annexed as "Form – I".

Note: Please fill up the Exit Permit in triplicate on letter head of the exhibitors and submit it at CEPC Fair office for stamping latest by 2.00 PM of 11th October, 2023.

EXIT OF GOODS:

The stamped Exit Permit (Gate Pass) should be handed over to the following:

- First copy shall be handed over to the CEPC Fair Office at Ground floor.
- Second copy shall be handed over to the Security Personnel at the Fair Gate of the Hall.
- Third copy shall be retained by the Exhibitor.

Parking

Free vehicle parking facility at owner's risk is available at Fair Ground. The entry of vehicle is not permitted through the Bhadohi Carpet Expo Mart Main Gate.



“Form – I” Gate Pass
(TO BE PRINTED ON THE LETTER HEAD OF THE PARTICIPANT)

To,
Officiating Executive Director-Cum-Secretary,
Carpet Export Promotion Council
India Carpet Expo, 2023
Bhadohi Carpet Expo Mart, Bhadohi

Sub: Exit Permit - India Carpet Expo 8 - 11 October -2023

Ref: Stand No._____.

Sir,

We have cleared all the dues of the ICE – Bhadohi. Therefore, kindly allow us to take out the following goods, which we had brought in for display during the Expo:-

Sl. No.	Description of Items	No. of Packs/ Rolls
1.		
2.		
3.		
4.		
5.		

Yours faithfully,

Authorized Signatory

Name: _____

Designation_____

Seal of Company

Allowed

Authorized Signatory

Seal of CEPC

Annex- 1

M/s. Marquee one Events LLP, M.G. Road, Gurgaon (Haryana) is the official Contractor. In case of additional requirement exhibitor may contact the Contractor directly well is advance to enable them to manage the material etc.

Mr. SHUBHAM SINGH	7979025121	Shubhamsingh000003@gmail.com
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The representatives of the contractor shall also be available at the site.

