



WELCOME PARTICIPANTS

COMPEX has gained a strong foothold in South Bengal. You, the participants, are of essential importance to COMPEX in helping us bringing technology to the masses. A Key part of the Computer Association of Burdwan, is the annual Exhibition.

COMPEX 2010 in Bardhaman Utsab is the biggest IT event of the South Bengal region in an around Burdwan, Bankura, Birbhum, Hooghly & Murshidabad Districts. Approximately 5 to 6 Lacs of visitors come to the show and their active participation helps guarantee your business. It is also noted that a large no. of Principal Company like Intel , HP, Compaq, EPSON, Lenovo, TVSE, Canon, LG, HCL, Dlink has participated in previous years boost-up the successibility of the COMPEX.

So, why late? Book your space today for a guaranteed business success.

This participation Handbook imparts important information regarding the Rules and Terms as well as contains various forms for acquiring various needs at the Exhibition. Your kind support is solicited in making this event a great success.





1. THE EXHIBITION :

Compex 2010

VENUE :

Bardhaman Utsab
Municipal Boy's School Ground
G. T. Road, Burdwan – 713101

OPENING HOURS & DATES

22nd to 31st January 2010
03.00 p.m. - 09.00p.m.

ORGANISER :

Computer Association of Burdwan
112, R.B. Ghosh Road
Burdwan
email : cab@bardhaman.in

2. USEFUL CONTACTS :

2A OFFICE BEARERS AND EXECUTIVE COMMITTEE 2009 - 2010

President	: Sumit Ranjan Das	(M) 9932002299
		(M) 9333239000
Secretary	: Subhasish Hazra	(M) 9434002694
		(M) 9333238999
Joint Secretary	: Sanjay Ganguly	(M) 9434749649
		(M) 9932132132
Treasurer	: Sayan Banerjee	(M) 9233235344
Joint Convenor	: Sandip Bhattacharya	(M) 9933078326
	: Md. Samim	(M) 9333717154
Execuetive Members	: Shib Sankar Roy	(M) 9434312029
	Tapas Sarkar	(M) 9933160751
	Ujjal Das	(M) 9932006606
	Deba Prasad Mondal	(M) 9832208022
	Samaresh Samanta	(M) 9800894014
FAIR SUB-COMMITTEE:		
Chairman	: Shib Sankar Roy	(M) 9434312029
Fair Executives	: Sandip Bhattacharya	(M) 9933078326
	Samik Neogi	(M) 9933035450
	Abhijit Koley	(M) 9832208025
	Subhajit Chakraborty	(M) 9332282858



3. Rules and Regulations

3A. Construction

1. Exhibitions are not allowed to keep their exhibits in the middle space or passage area. The display is restricted within the allotted space.
2. All fire precaution facilities, fire exits and passages must be kept clear of any obstructions.
3. No adhesive paste, adhesive tape, gum-pails, nails, tacks, or any other items are to be affixed to the walls, pillars, floors, furniture or any fixture/fitting of the Exhibition Venue.
4. Exhibitors shall not be permitted a floor loading in excess of limited loading per square meter and shall distribute the weight of any heavy equipment over an area as possible, by use of battens or rubber wheeled forklift.
5. Use of inflammable articles for decoration is not allowed under any circumstances.
6. The exhibitor shall not alter, dismantle, or damage the exhibition site or its existing facilities.
7. The Exhibitor shall not do or permit to be done or upon the exhibition site or any part thereof, anything which may be noisy or troublesome to other users of the Exhibition Venue.
8. Exhibitors are responsible to pay all costs relating to any damage to the structure or items belonging to the Official Contractors or Authorities, caused by themselves, their contractors or their agents.
9. No pressurised containers or air-compressors shall be used at the Exhibition Venue for any purpose without the prior approval of the organisers. Fire hazard work is prohibited.

3B. Personal

1. To ensure security within the Exhibition Venue, all contractors and their staff, exhibitors and the organisers must wear their own badges duly signed along with their name at all time for identification.
2. All working parties and personnel should enter and leave the exhibition Venue according to the organiser's time table.
3. The security guards will be at liberty to check the items moved in and out of the Exhibition Venue.
4. Smoking is strictly prohibited inside the Exhibition Stalls.





3C. Electrical Apparatus

1. The Exhibitors are not permitted to any electrical apparatus or fittings of any kind to be attached or used in conjunction with existing electrical fittings in the Exhibition venue.
2. All wiring and connections must be installed by the Official Contractor only.
3. Multiway and bayonet cap adapters shall not be used.
4. No more than one flexible chord shall be connected to one plug.

3D. Cleaning

All tools and construction/packing materials must be moved out of the Exhibition venue by the exhibitors or their contractors before the exhibition opens.

3E. Construction and Decoration

Any damages caused by Exhibitors or their contractors to other exhibitor's common property shall be the responsibility of the exhibitor. All exhibitors must complete their decoration by the date and time stipulated by the organiser.

3F. Sound Level

Mechanical and Electrical devices which produces sound must be operated in a manner that is considered not disturbing to other exhibitors and must comply with the guidelines prevailing in Bardhaman.

3G. Storage

The organisers will provide no storage facility on site for packing cases, surplus materials or other properties of the exhibitors.

3H. Security

The organiser shall take all reasonable security precautions in the interest of the exhibitors and visitors. However, the organiser shall not be held responsible for loss or theft of exhibits of the Exhibition Hall during the buildup, exhibition and dismantling period. The organisers shall also not be held responsible for any loss or damage to exhibits or any article(s) belonging to the exhibitors in any circumstances.

3I. Special Services

Application for high voltage electricity, other utilities and special services (if any), should be submitted to the organisers at least 7 days in advance.





3J. Lighting and Electrical

1. Exhibitors using standard stalls will be provided with booth services as per schedule. The Main contractor reserves the right to charge double the scheduled rates for electrical installation for booths which are not completed within the stipulated time limit.
2. The exhibition uses electric lighting. No alternate source of light or power may be used except with the written consent of the organisers.
3. Electrical wiring must be carried out by the Official contractor (the organiser's appointed agents) and connections into permanent distribution boxes shall be made by the official contractor only.
4. The supply of electricity will be as follows
Lighting : Single phase
 220 Volts
 50 cycles per second AC supply
5. All exhibitors must submit their order for lighting and power requirements by 19-01-2010. Late orders will not be guaranteed, and if, accepted, will be subjected to additional charges as decided by the organiser.

3N. Terms of Contract

Exhibitors are advised to refer to the rules and regulations before signing the contract with the organiser.

30. Food & Beverage

Smoking is not permitted within the Exhibition Stalls. No food and drinks are permitted within the Exhibition hall except in particular food & Beverage outlets provided with the consent of the organiser. Also, outside food and drink for consumption are not allowed inside the exhibition Venue.

3P Prohibited Exhibits

Exhibitors are prohibited under the local law from displaying firearms, pornographic materials or similar items in any form. In cases of doubt, the advice of the organiser should be sought in advance.





4. General Terms & conditions

- 4A. The Organisers shall provide adequate Security, however the sole responsibility lies with the Exhibitor against any damage or loss of their exhibits.
- 4B. Persons participating in the exhibition are expected to behave in a manner that does not cause injury or damage or harm to any other person, exhibitor, or to the property of the Contractors and Exhibition Venue.
- 4C. Products causing loud noise, giving objectionable odour or inflammables in nature are not allowed. Food and drinks are not allowed inside the exhibition Stalls.
- 4D. Display of products and publicity material on stall fascia channel will not be permitted.
- 4E. No nails or screws can be used on the partition boards/furniture in the stall. Drilling or making holes on partition boards/furniture is prohibited. The exhibitor will compensate for damage of any kind to the partition board/furniture. The maximum compensation shall be replacement cost of the same.
- 4F. The booths & Pavilions are not transferable and cannot be sublet.
- 4G. Exhibitors shall be liable for any statutory obligations such as Sales Tax, Excise duty, Trade License etc.
- 4H. The Organisers only will finalise the allotment of Booths and Pavilions. The same shall be intimated to the exhibitor as soon as possible.
- 4I. In case of cancellation of booking or non-receipt of full payment within due date, 50% amount of the stall will be charged as cancellation fee.
- 4J. All Exhibitors must remove their entire material before 12 midnight on the last day of the exhibition.
- 4K. The organisers may amend these terms and conditions and floor plan to suit the atmosphere and viability of the exhibition.
- 4L. Stalls/pavilion decoration/display has to be completed by 12.00 noon on the opening day.





- 4M. No body can erect / decorate their stall beyond standard size.
- 4N. No one can use / display beyond their stall and / or common space.
- 4O. In case of any dispute, exhibition organiser committee decision will be final.
- 4P. No illegal, copyright products would be allowed to be displayed by the Exhibitor for which all liabilities would be of the Exhibitor..
- 4Q. The Exhibitor must arrange for their own security for the materials during the process of construction till the 22nd January 2010, 4.00 PM.
- 4R. Prescribed declaration form for group insurance of the exhibition materials must be duly filled and submitted within 22nd Jan, 2010, failing which all risk / liabilities to be borne by the Exhibitor.
- 4S. The participants representative should be present on each day for taking possession of their respective stall by 2.00 p.m. before the opening of the Venue and thereafter the onus of materials would fall on the participants. The Exhibition venue must be vacated by the participants by 10.00 p.m. at the end of each day of the show.
- 4T. Only organiser prescribed Gate pass will be used to take any material during exhibition hour.
- 4U. Please keep copy of purchase bill for the products displayed at the Exhibition Venue.
- 4V. The Exhibitors should not distribute or display any illegal or contradictory material or information of any kind.
- 4W. Use of plastic bags of any kind is strictly prohibited inside and / or outside the Exhibition Venue.
- 4X. Last minute Requisitions will not be entertained and contractors do not guarantee supplies.
- 4Y. By participating in the COMPEX 2010 exhibition, you agree to the various Terms, Conditions, Rules and regulations of the Event and shall abide by them.





STALL FACILITIES

1. The size of the each stall will be 10'X10' or their multiple. Minimum size is 100 sq.ft.
2. In case of one side open Stall, three side of the walls and the ceilings will be prefabricated with plain white cloth.
3. For each 100 sq.ft. two nos. of fluorescent tube light will be fitted at ceiling or as per your desired location.
4. Organiser will also provide one table along with two chair for each 10'X10' stall.
5. If the stall is corner stall, then either two wall or only the back wall will be furnished with white cloth depending on the position.
6. In case of Pavilion, side walls will be prefabricated with white painted plywood instead of white cloth.
7. Any type of Extra Tables, Chairs, Racks, Spotlights, Halogens, Power Sockets, Internet Connection, Cable TV Connection or any other Decorative / Electrical facilities will be available on payment basis and as per subject to the availability from the authorized exhibition contractors.

PAYMENT TERMS

1. By cheque/cash (50% of total amount on or before dated 17th Jan, 2010 along with duly filled complete application form for booking and rest as per normal shedule). Incomplete application form will not be accepted.
2. Payment made by cheque or DD should be in favour of '**COMPUTER ASSOCIATION OF BURDWAN**', payable at Burdwan.
3. In case of payment not realised in stipulated time, no space will be allotted and no refund will be given under any circumstances.

FORCE MAJEURE

The exhibition may be postponed/shortened due to any cause whatsoever beyond the control of the organisers. The organisers shall not be responsible for any loss sustained by the exhibitors directly or indirectly, attributable to the elements of nature, force majeure or orders and directives imposed by any Governmental Authority. In case of such circumstances, the money paid by the exhibitors or any part thereof is refundable at the sole discretion of the organisers.

AUTHORITY OF THE PREMISES

The organiser shall be responsible for and entitled to act as owners of the premises throughout the whole period of the show. The decision of the organiser in any problem or dispute will be final.



TITLE SPONSOR:

The event (i.e. COMPEX 2010) will be promoted as 'Your Brand' presents COMPEX 2010. Your brand/ company logo will be associated along with the COMPEX logo. Your logo will be displayed along with COMPEX logo in all promotional materials, backdrop, hoarding, banners and other advertisements etc. You will also be entitled for a 20'x10' (width x depth) pavilion complete with 3 side ply finish / flex frame at the prominent location of the exhibition venue. The pavilion will be completely furnished by the organisers with adequate lighting, customised furniture as per your requirement.

Sponsorship cost: Rs. 1,00,000.00 (Rupees one lakh only)

PRIME SPONSORS:

Your logo will be displayed in all promotional materials, backdrop, hoarding, banners and other advertisements etc. under 'Prime Sponsor' segment. You will also be entitled for a 20'x10' (width x depth) pavilion complete with 3 side ply finish / flex frame at the prominent location of the exhibition venue.

Sponsorship cost: Rs. 70,000.00 (Rupees seventy thousand only)

CO-SPONSORS:

Your logo will be displayed in all promotional materials, backdrop, hoarding, banners and other advertisements etc. under 'Co-Sponsors' segment. You will also be entitled for a 10'x10' (width x depth) pavilion complete with 3 side ply finish / flex frame.

Sponsorship cost: Rs. 50,000.00 (Rupees fifty thousand only)

ASSOCIATE SPONSORS:

Your logo will be displayed in all promotional materials, hoarding and other advertisements etc. under 'Associate Sponsors' segment. You will also be entitled for a 10'x10' (width x depth) Stall complete with 3 side cloth partition.

Sponsorship cost: Rs. 30,000.00 (Rupees thirty thousand only)

LOGO SPONSORS:

Your logo will be displayed in all promotional materials, hoarding and other advertisements etc. under 'Associate -Sponsors' segment

Sponsorship cost: Rs. 5,000.00 (Rupees five thousand only).





STALL BOOKING CONTACT FORM

To
Computer Association of Burdwan
112, R.B. Ghosh Road, Burdwan

Dear Sir,
We have read & accepted the "Terms and Conditions" set out and would like to book space at
COMPEX 2010, the mega IT Expo.

Please book the following for us :

SIZE (Width x Depth)	TYPE	RATE	QTY	AMOUNT
30' x 10'	Pavilion	75,000.00		
20' x 10'	Pavilion	60,000.00		
30' x 10'	Stall	40,000.00		
20' x 10'	Stall	30,000.00		
10' x 10'	Stall	15,000.00		
TOTAL AMOUNT				

Rupees In words
(_____)

We enclose our DD/Cheque No. _____ Dated _____
on _____ Bank for Rs. _____

(Rupees _____) in favour

of Computer Association of Burdwan payable at Burdwan, towards advance and undertake to
pay the balance by 31st January 2010.

Name of the participant _____

Address _____

_____ PIN _____

Phone : _____ FAX _____

e-mail : _____ Url _____

Brief Description about Productss & Services : _____

C.S.T.No. _____ VAT NO. _____

Contact person for the Exhibition _____

Date

Signature & Seal



FORM FOR FASCIA

Exhibition : Compex 2010

Timing : 22nd – 31st Janary 2010, daily 3:00PM – 9:00PM.

Venue : Bardhaman Utsab
Municipal Boy's School Ground
G. T. Road, Burdwan - 713101

English Lettering : (Please write in the Boxes given below)

Last Date of Receiving this Form : 20th January 2010

Please return this form duly filled to : The Secretary
Computer Association of Bardhaman
Subhasish Hazra
S. B. Electronics
Sulipukur North, Uttarphatak
Burdwan - 713104

OR

The President
Computer Association of Bardhaman
The CYBERZONE
¼ Tilottama Apartment,
Baranilpur More, G.T.Road
Burdwan – 713103.

Please make copy for your reference.





ADVERTISEMENT CONTACT FORM

Dear Sir/ Madam,

Computer Association of Burdwan is pleased to inform you that the association is going to publish its Sixth IT directory of South Bengal Computer Association of Bardhaman is committed to serve the IT industry, corporate professionals, students and even domestic users. We are sure that, the directory will be very helpful not only for the professionals in this field & the general people, but also for the channel partners & the principal companies. Our motto is to serve all sectors of IT related people and to make it a users' handbook. We hope to receive your valuable support through advertisements in the IT directory.

TECHNICAL DATA

Cover size : 5.5 inch x 7 inch (W x L)
Print area : 5 inch x 6.5 inch
Print media : Offset
Circulation : 10,000 nos. (approx.)

ADVERTISEMENT TARIFF

Full Page (B & W) : Rs. 1,500.00
Full Page (Colour) : Rs. 4,000.00
Inside Front Cover : Rs. 8,000.00
Inside Back Cover : Rs. 8,000.00
Back Cover : Rs. 12,500.00
Front Cover : Rs. 20,000.00
(1.5" x 5.5" panel)

All advertisements are to be supplied in CD media (non-returnable) inJPEG) / TIFF file format. The Network should follow the technical dimensions strictly. The artwork can be designed by the press for an additional Rs. 500 per design.

..... Please Cut Here

To
The Secretary
Computer Association of Burdwan
112, R.B. Ghosh Road, Burdwan

Dear Sir,
Please book the following advertisement at the 2nd IT Directory of South Bengal.

Page Category _____ Amount Rs. _____
Add: Art design charges Rs. _____
Total Amount Rs. _____

Please find enclosed the payment vide Cash/Cheque */Demand Draft No. _____

Dated _____ in favour of **COMPUTER ASSOCIATION OF BURDWAN** payable
at BURDWAN.

Signature with seal

* Cheques are subject to realisation

