

9th Edition**SUBCON 2025**

Source for Successful Outsourcing

CODISSIA Trade Fair Complex
Coimbatore, Tamil Nadu, INDIA**14th - 16th May 2025**

Organised by

**CODISSIA**
Intec Technology Centre**1 Venue**CODISSIA TRADE FAIR COMPLEX,
G.V.Fair Grounds, Avinashi Road,
Coimbatore - 641014, India,
Phone : +91 422 2222396, 2222397**Timing**Visitors - 10.00 am to 6.00 pm
Exhibitors - 9.30 am to 6.30 pm**2. Basic facilities**

- Trade fair Halls have heavy duty Industrial flooring
- Material entry gate dimensions - 5.4 m(Height) x 4.5 m(Width)

3. Electricity Usage :

One 5 amps plug point will be provided to power electronic gadgets. If it is used to operate other equipment, a minimum charge of 1 kw will be applicable

STALL CHARGES, ADDITIONAL SERVICES & CHARGES**STANDARD SHELL SCHEME****Built up stall charges : Rs.2,750 Sq.m.**

- ◆ A built up stall includes pre fabricated octonorm system with wall to wall carpet
- ◆ Fascia name board with company name and stall number in standard lettering
- ◆ One Information Table, Two Chairs, Three Spotlights
- ◆ One - 5 amps plug point and a dust bin.
- ◆ Listing in the Fair directory.

Vantage Charges

Note : Two side open - 10% Extra,
Above two Side open - 15% Extra,
Mezzanine Flooring - 50% Extra on the Stall Area

2. Refundable Security Deposit

Besides the charges mentioned above, Exhibitors need to pay a Refundable Security Deposit to the Organisers as per the table given below.

Area (Sq.M)	Indian Exhibitor (₹)
Upto 24 Sq.M.	₹ 10,000
From 25 - 50 Sq.M.	₹ 15,000
From 51 - 100 Sq.M.	₹ 25,000
101 Sq.M. & above	₹ 350 per Sq.M.

The above mentioned charges are to be paid along with the application. Security deposit will not be adjusted against any amounts due, for which Proforma Invoice has been raised on Exhibitors.

- 2.1** Security deposits would be refunded to Exhibitors approximately 60 days after completion of the exhibition, provided all dues payable by the Exhibitor to the Organisers are cleared. This Includes submission of TDS Certificates (if deducted), cost of damages caused by the exhibitor / authorised representatives of Exhibitor, or damages / losses suffered by the Organisers due to any act / omission of Exhibitor / Agent, and removal of exhibits from the exhibition grounds as per schedule.

Exhibitor must submit the TDS (Income Tax) certificate in original to claim the security deposit.

- 2.2** Furnishing of your bank account details in the digitalised stall reservation form is mandatory to effect refund of security deposit and other excesses if any.

3. Indian Agent / Distributor of Foreign Products

Indian agent / Distributor of Foreign products must apportion a minimum of 5 Sq. m. space or double the space occupied by the exhibit (whichever is higher) displayed by their foreign principal in their stalls. Payment for the space so apportioned is payable as per the stall charges applicable for Foreign Exhibitors in US \$ only.

4. Bank Account Details:

- a. Account Name : CODISSIA INTEC TECHNOLOGY CENTRE - EVENT SUBCON 2025
b. Account type : Savings
c. Account No : 19820100043298
d. Bank : The Federal Bank Limited
e. Branch : Papanayakanpalayam, Coimbatore 641 037.
f. RTGS / IFSC Code : FDRL0001982

5. TDS Deductions

- 5.1 CODISSIA INTEC TECHNOLOGY CENTRE (PAN - AAATC2212N & GST No.33AAATC2212N1Z3) is a Trust formed by CODISSIA for the purpose of promotion of technology through Trade Fairs, Seminars, Conferences, Workshops etc. Accordingly, CODISSIA Intec Technology Centre organises a variety of fairs on various subjects. One of the fairs organised by **CODISSIA Intec Technology Centre is SUBCON 2025.**

Tax as applicable under Section 194 - C of the Income Tax Act, may be deducted at source and FORM 16 A is to be issued in the name of **CODISSIA INTEC TECHNOLOGY CENTRE**, GV Fair Grounds, Avinashi Road, Coimbatore, 641 014, Tamilnadu, India. (This tax is currently @ 2%)

- 5.2 Filing of returns by participants have to be done on or before the due date in the respective year, to enable us to take note of the same.
5.3 In case of belated TDS, the concerned amount can be recognized and adjusted only when the Income Tax department allows due credit in our tax assessment.
5.4 Furnishing of GST & TAN is compulsory, without which stall booking cannot be processed.
5.5 **An exhibitor who fails to remit TDS, will not be allotted stall in the next edition. Delayed response from the exhibitor will result in their preferred stall / hall not being considered by the Organiser for the next edition of the event.**

6. Application for Participation

The exhibitor must apply online through the link shared by our team, which implies acceptance of Trade Fair Rules & Regulations.

7. Payments

- 7.1 All payments towards any charges should be made in favour of **CODISSIA Intec Technology Centre - Event SUBCON 2025**, payable at Coimbatore.
7.2 For payment made vide RTGS/ NEFT, the payment transaction details (UTR No.) must be shared via email for reconciliation.
7.3 Advance payment of 50% on Stall Charges and 100% for all additional service charges including refundable security deposit is mandatory for confirmation of stall.
7.4 Balance payment towards stall & other charges to be paid as per terms laid down in the Proforma Invoice.
7.5 **No application will be entertained without advance payment.**
7.6 Entry of Exhibits will be permitted only after receiving 100% payment for all charges including GST and security deposit.
7.7 Invoice will be raised on completion of the fair and on receipt of 100% payment including GST.
7.8 Invoice will be raised as per details submitted through the online stall reservation form. **No change in details will be permitted in the final invoice.**

8. Additional Service Charges

Power required by exhibitor will be made available at extra cost as given below

Cost of Power

On connected load / requested load, whichever is higher

(Subject to a minimum of 1 KW)

Indian Exhibitor
₹3,000/- per KW

- The above charges include wiring up to the main switch board provided in the stall and are valid for the requirements received up to 30th April 2025.
- Additional lighting (if any) & power for the same will be charged extra.
- Requirements of additional loads received after 1st May 2025, will attract an additional 50% of the per KW rates.

9. Security

The organisers will provide round the clock service for the general surveillance of the Trade Fair Complex. If required, exclusive security guards can be provided at extra charges during installation and removal of exhibits.

10. Exhibits Handling

The services of Cranes and Forklifts through authorised contractors will be available at extra cost. This cost has to be settled directly to the contractor.

TERMS AND CONDITIONS

1. Stall Allotment

The allotment of stall will be made strictly on "First come First served" basis and will be decided by the Organizers.

2. Withdrawal & Non- Participation - Cancellation Charges :-

Once the stall reservation form is submitted and advance paid, withdrawal of application or any reduction in requirement of space and service or not agreeing to pay for existing / additional taxes / levies as and when applicable will attract cancellation charges as indicated below. withdrawal of application by an exhibitor on account of any reason including Force majeure, strike, lockout etc., will also be treated as cancellation of participation. In such circumstance, the following cancellation charges will apply

2.1. 120 Days and more before the start of the fair 25% of space charges(including vantage, mezzanine charges and applicable GST)

2.2. Between 119 to 91 days of the start of the fair: 50% of space charges
(including vantage, mezzanine charges and applicable GST)

2.3. 90 days and less before the start of the fair:
100% of space charges
(including vantage, mezzanine charges and applicable GST)

The date on which the written communication conveying cancellation of participation or reduction of stall space or services like power, compressed air and water is received by the organisers, shall be considered as the effective date of determining cancellation charges. Organisers shall not deviate from the rules pertaining to cancellation even if the space is allotted to another applicant from the wait list.

3. Transport Documents

Participants shall take care to see that the transport documents of exhibits are full and complete to satisfy the statutory requirements to avoid any difficulties enroute. The exhibits should be consigned in the name of the participants themselves or their local agents and not in the name of the organiser.

4. Entry of Exhibits

- Exhibitor registration and Entry of Exhibits will be permitted only after making 100% payment for all charges including GST.
- Exhibit entry gate will be closed by 07.00 pm on 12th May 2025
- Exhibits arriving after 07.00 pm on 12th May 2025 will be allowed entry only after 07.00 pm on 14th May 2025, with prior permission of the organisers.

Authorised representatives of the Exhibitor should be present at the time of entry of exhibits at the venue.

5. Installation of Exhibits

Bare Space Exhibitors can begin stall construction on 11th May 2025 from 10.00 am.

Shell Scheme Exhibitors can begin installation of exhibits on 11th May 2025 from 10.00 am.

All installation / construction must be completed on 12th May 2025 on or before 5.00 pm.

Woodworking inside/outside the Exhibition Halls is prohibited. Exhibitors are advised to bring pre-fabricated stands for assembly in the Exhibition Halls.

13.05.2025 is NO ACTIVITY DAY

6. Closure of Fair

On the day of completion of the fair, heavy vehicles with capacity above one ton will be permitted inside only after clearance of smaller vehicles. Mobile crane entry will be permitted only after the small vehicles move out.

6.1 Entry will close at **5.00 PM**

6.2 Fair will close for Public at **6.00 PM**

6.3 Participants can collect their Clearance Certificates from their respective Help Desks from 5.00 pm

6.4 Vehicles will be allowed inside the ground from 7.00 PM

6.5 Vehicles will be allowed inside the Halls after 9.30 PM

6.6 All exhibits and materials to be cleared before 8.00 AM on 17.05.2025.

Penalty will be levied on late clearance.

7. Security

The Organisers will provide round the clock security for the general surveillance of the Trade Fair Grounds, during the event. On completion of the event, exhibitors are advised to take care of their items.

Organisers shall not be responsible for any loss of material, damage, destruction or loss of property of the exhibitor, before the start of the event and after completion of the event. However, if required, the exhibitors may hire security staff from our official security agency to guard their exhibits in their own interest.

8. Seminar Hall

Halls are available at extra charges providing a unique opportunity to sell your product and services. Technology Promoters can have their video, audio presentation and technical talk. Halls are booked on "First Come-First served" basis.

9. Fair Directory

The organisers will release the Fair Directory giving the following information

- Name and Addresses of the Exhibitors
- List of products exhibited
- Layout plan showing position of various stalls

10. Insurance

All the participants are advised to arrange for comprehensive insurance for their exhibits at their own cost.

11. Sales

Sale of any product in the fair premise will be subject to the Rules & Regulation of the Government of Tamil Nadu and the Govt. of India as the case may be.

11.1 For an Exhibitor who is carrying on business outside Tamil Nadu.

- Must get registered as a 'Casual Taxable Person' with the Proper Officer of the GST Department under whose jurisdiction the trade fair venue falls.
- Must submit a Return in the prescribed form after the closure of the trade fair and pay the necessary tax, if any sale was effected during the fair.

11.2 For an exhibitor who is already a 'Registered Person' with the GST Department

- Must get registered as an additional place of business' with the jurisdictional proper Tax officer.
- Must incorporate all the transactions during the Trade Fair in their monthly Returns.

12. Exhibitor Entry Passes

Each exhibitor shall receive two free exhibitor entry passes for stalls upto 18 Sq.M. One additional free pass shall be issued for each additional 9 Sq.M. Additional passes can be obtained at extra cost.

Vehicle Passes will be issued for parking the vehicles in the parking area.

There are strict parking restrictions around the venue.

13. Advertising in Fair Venue

- 13.1 Printed matter and advertising material may be displayed / distributed only in their own stall and not in the aisles or outside the exhibition halls.
- 13.2 Moving, acoustic advertising and music are prohibited. The organisers shall be entitled to intervene and discontinue or remove the equipment in case of disturbance.
- 13.3 Music systems and special lights used inside the stalls should not cause inconvenience or annoyance to other exhibitors and visitors. Any complaint in this regard will result termination of such display.

14. Photographs and films

Organisers have exclusive right to take photographs and films of the exhibition stands. Prior permission of the Organisers will be essential for taking photographs and films by Exhibitors for areas other than their own stands.

15. Force majeure

Under the conditions of Force Majeure which also include strike, bandh, natural calamities and other events and decisions, beyond the control of the organisers, the organisers are entitled to alter the dates, duration or cancellation of the entire fair. In the event of cancellation of the fair, the participation charges will be refunded after deduction of the costs already incurred by the organisers.

16. Limit of Liability

The organisers are not liable in any form for any loss or damage to Exhibitors property at the exhibition site or injury to their personnel and visitors.

17. Material Handling Facilities

On-site material handling will be done either by the organizer or by the authorized agency appointed for this purpose. Exhibitors are not permitted to use other private material handling equipment & machineries.

The services of cranes and forklifts through authorised contractors will be available at extra cost if required

The participant must mention in the application form the details of weight of the exhibits to be handled. This cost has to be settled directly to the Contractor.

18. General

- 18.1. Exhibitors shall use the space only for exhibition purpose & not for cooking, staying or washing
- 18.2 The decision of the Chairman, SUBCON 2025 will be final and binding with regard to enforcement of these rules & regulations as laid down by the organisers.
- 18.3 The organisers reserve the right to relocate the fair to any hall within the premise, alter the floor plan, terms & conditions, Allot / Reject the stall Application, even after payment of all dues by exhibitors, without assigning any reason.
- 18.4 Product Demonstrations if any should be held with sufficient safety measures. Demonstration should be so arranged that Metal Burrs, Concrete, Wood and other scrap emanating out of demonstration should not fly and pose hazard to anyone. Exhibitor should conduct demonstration inside transparent enclosure and ensure that the waste be collected within the allocated stall space only. The exhibitor will be solely responsible for collection and cleaning of waste collected from the demonstration.
- 18.5 All display items should be positioned within the allocated stall space only. Any violation from this will not be entertained and the organizers reserve the right to close the stall.
- 18.6 Exhibits must be positioned / displayed / demonstrated in such a way that it should not encroach into the pathway / public space (or) cause inconvenience to visitors / others.

If exhibits are found placed in the pathway the organizer reserve the right to raise an invoice to a tune of twice the area occupied by the exhibits as penalty.
- 18.7 Any exhibit or process which generates noxious or toxic fumes or smoke of any kind is strictly prohibited. Also no fuel or inflammable material is allowed in the exhibition premises. The concerned exhibitors are solely responsible for any untoward incident.

19. In addition to the above points, any other additional notifications/norms as brought out by the Government, will be applicable during the event.

20. Jurisdiction - All disputes are subject to Coimbatore jurisdiction.