

Exhibitor's Manual



GDCTECH 2025

International Conference & Exhibition on

Aluminium Diecasting Industry

**4-5-6 December 2025
(Thursday to Saturday)**



Venue

The Orchid Hotel, Balewadi, Pune, Maharashtra, India

ORGANISED BY



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ANNEXURES

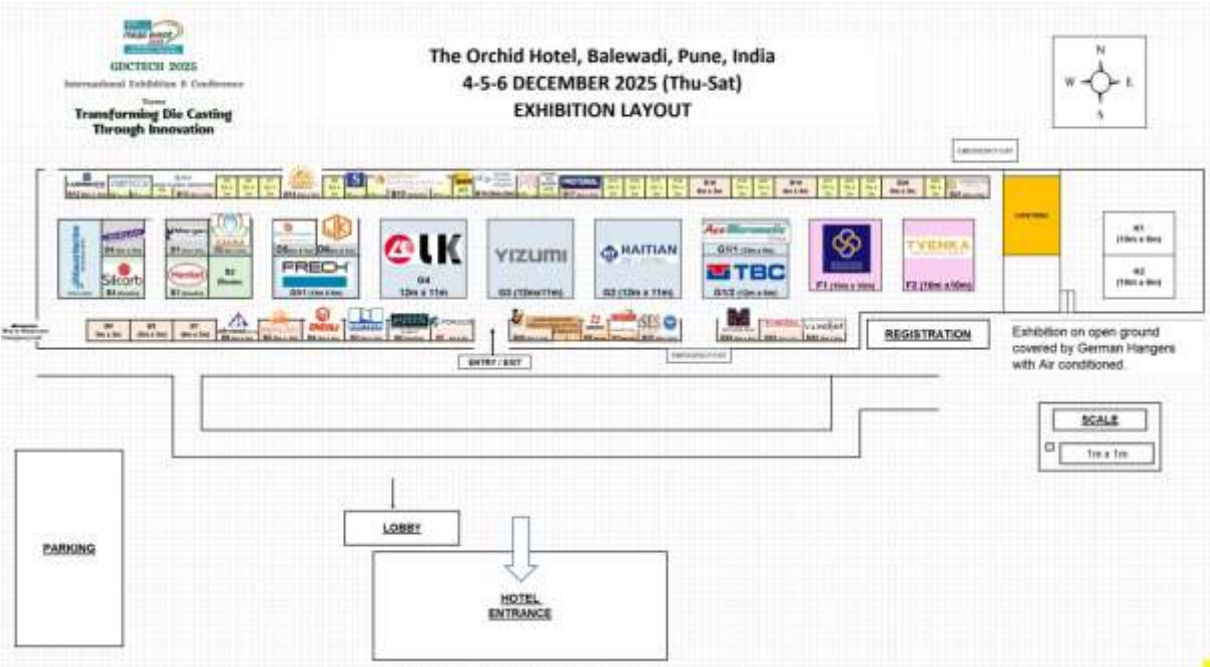
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ORDER FORMS

FORM NO.	DESCRIPTION	RETURN BY
1	Stand Possession For Machinery	7 th November 2025
2	Stand Possession For Constructed Stalls	14 th November 2025
3	Advertisement Booking Form	7 th November 2025
4	Requirement of Electrical / Air	7 th November 2025
5	Extra Requirements	15 th November 2025
6	Information of The Officials Attending Inaugural Function	15 th November 2025
7	Exhibitor Badges	15 th November 2025
8	Delegate Registration Form	15 th November 2025
9	Electrical Work Completion Report	3 rd December 2025
10	Exit Pass	6 th December 2025

EXHIBITION LAYOUT

HALL NO. 1



OPEN GROUND WITH GERMAN HANGERS. AC HALL

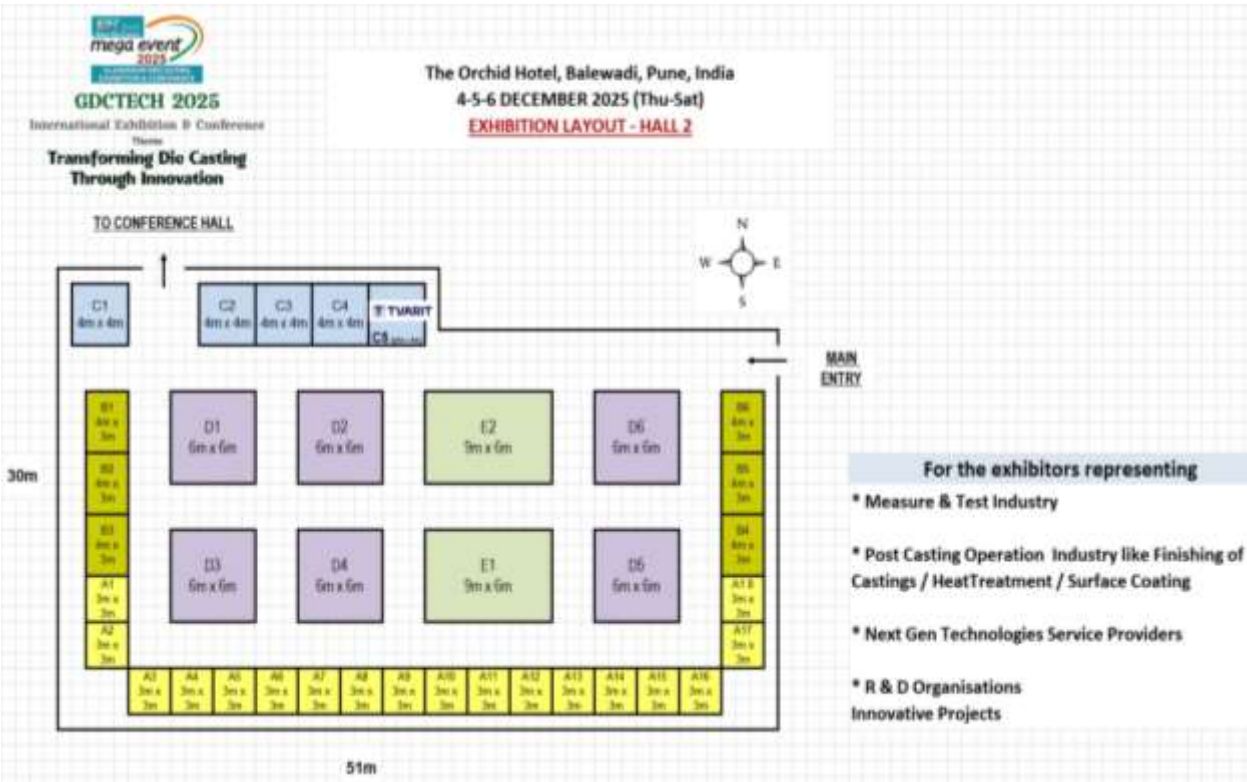
HALL NO. 1 - STALL DETAILS - GDCTECH 2025

TYPE	STALL AREA	STALL SIZE (sqm)	TOTAL STALL	TOTAL STALL AREA (sqm)	FOR CONSTRUCTED STALL FACILITIES
A	9 sqm	3 x 3	23	207	1 Table, 2 Chairs, 3 Spotlights, 1 Plug Point, Fascia, Carpet, 1 Dustbin
B	18 sqm	6 x 3	24	468	2 Tables, 4 Chairs, 6 Spotlights, 2 Plug Points, Fascia, Carpet, 1 Dustbin
D	30 sqm	6 x 5	05	150	Open Space / Constructed
E	36 sqm	6 x 6	03	108	Open Space / Constructed
F	100 sqm	10 x 10	02	200	Open Space
G	132 sqm	12 x 11	03	396	Open Space
G1	72 sqm	12 X 6	02	144	Open Space
G1/1	60 sqm	12 x 5	01	60	Open Space
H	12 sqm	4 X 3	03	36	1 Table, 2 Chairs, 3 Spotlights, 1 Plug Point, Fascia, Carpet, 1 Dustbin
J	66 sqm	11 x 6	01	66	Open Space
K	60 sqm	10 x 6	02	120	Open Space
	Total		68	1967	

EXHIBITOR TARIFF

Stall Type	Member		Non - Member	
	Rate in Rs. Per Sq. mtr	Rate in USD Per Sq. mtr.	Rate in Rs. Per Sq. mtr	Rate in USD Per Sq. mtr.
Constructed Stall	10,000=00	180/-	10,500=00	190/-
Open Space	9,500=00	170/-	10,000=00	180/-
+ 18% GST on all above tariff		For Constructed stall 2 side open 10% extra on tariff		

HALL NO. 2



AC HALL

HALL NO. 2 STALL DETAILS - GDCTECH 2025

TYPE	STALL AREA	STALL SIZE (sqm)	TOTAL STALL	TOTAL STALL AREA (sqm)	FOR CONSTRUCTED STALL FACILITIES
A	9 sqm	3 x 3	18	162	1 Table, 2 Chairs, 3 Spotlights, 1 Plug Point, Fascia, Carpet, 1 Dustbin
B	12 sqm	4 x 3	06	72	1 Table, 2 Chairs, 3 Spotlights, 1 Plug Point, Fascia, Carpet, 1 Dustbin
C	16 sqm	4 x 4	05	80	2 Tables, 4 Chairs, 6 Spotlights, 2 Plug Points, Fascia, Carpet, 1 Dustbin
D	36 sqm	6 x 6	06	216	Open Space
E	54 sqm	9 x 6	02	108	Open Space
			37	638	

EXHIBITOR TARIFF

	Member		Non - Member	
Stall Type	Rate in Rs. Per Sq. mtr	Rate in USD Per Sq. mtr.	Rate in Rs. Per Sq. mtr	Rate in USD Per Sq. mtr.
Constructed Stall	10,000=00	180/-	10,500=00	190/-
Open Space	9,500=00	170/-	10,000=00	180/-
+ 18% GST on all above tariff		For Constructed stall 2 side open 10% extra on tariff		

Event Manager

❖ ARKEY CONFERENCE & ENGINEERING SERVICES, PUNE

Address – “ Guruprasad”, 1st Floor, 37/4/A, 6th Lane, Prabhat Road, PUNE - 411 004, INDIA

Mobile	+91 9764711315
Email	gdctech@arkeycell.com ; arkeyconference@arkeycell.com
Website	www.gdctechforum.com

Contacts and Mobile Nos. :-

Director ARKEY CONFERENCE & ENGINEERING SERVICES Mr. R. T. Kulkarni	09422016768
Event Coordinator ARKEY CONFERENCE & ENGINEERING SERVICES Mrs. Anjali Garde	09422016770
Event Manager Office Bhagyashree	09764711315
Exhibition Committee GDCTECH 2025 Chairman Mr. Anand Joshi	09850976314
Member Mr. B. Jayaprakash	09545944666

- All communications should be sent to the address mentioned above.

4. DATES & VENUE

4-5-6 December 2025

The Orchid Hotel, Balewadi, Pune, Maharashtra, India

5. EXHIBITION HOURS

Inauguration:

10:30 a.m. on 4th December 2025

Timing for Exhibition:

4th Dec 2025 09.30 to 18.00 Hrs.

5th Dec 2023 09.30 to 18.00 Hrs.

6th Dec 2023 09.30 to 17.00 Hrs.

6. ENTRY TO EXHIBITION SITE (FOR TAKING POSSESSION)

1. For machinery display / Open Space holders – on 1st December 2025

From 10.00 a.m. onwards Machinery should reach at site on **1st December 2025**.

2. For Constructed stall holders – 3rd December 2025

All exhibitors should inform the approximate time of their arrival to organizers by 15th November 2023. If the exhibitors fail to take possession by 7.00 p.m. on **2nd December 2025** organisers are free to allot the stall to the other prospective participants. **The authorised person taking stall possession should carry a rubber stamp of the company & letter of authorisation on Company Letterhead.** If exhibitor has appointed contractor for stall decoration and installation, the concerned person should carry letter of authorisation of the company (Two Copies).

7. EXHIBITION OFFICE

The exhibition office will operate from the exhibition site, Chennai Trade Centre, Chennai, India from **1st December 2025 from 10.00 am onwards** For contact details refer page no. 6.

8. EXHIBITION HALLS

Technical specifications of all the halls are available in **ANNEXURE I**. Exhibitors are advised to refer to this information especially in context of exhibit placement / handling.

9. ADMINISTRATION OF EXHIBITION HALLS

The administration of exhibition halls will be controlled by Event Manager. Exhibitors should contact the Event Manager for any assistance during the exhibition.

The Event Manager will have full authority to enforce all rules and regulations related to the exhibition. The decision taken by event manager will be final and binding in all respects, for all concerned.

10. STAND POSSESSION

Exhibitors must submit the Stand Possession Form (**Form No. 1 or 2**) enclosed with this manual to the Event Manager and obtain Space/Stall Possession.

Stall will be handed over to exhibitors by Event Managers provided the exhibitor has cleared all payments towards participation.

11. INFORMATION OF THE OFFICIALS ATTENDING INAUGURAL FUNCTION

Please send the information of the persons attending the Inaugural Function (Submit Form No. 6)

Please note that invitations will be only for inaugural function & not for conference or any other event.

12. REGISTRATION AS DELEGATE

If any exhibitor wants to attend the conference, he needs to register as a delegate by payment of delegate fees separately.

13. EXHIBITORS' BADGES

Exhibitors will be given free badges for the stall in charge / Stall executives:-
The exhibitors should inform the names of the stall managers to prepare the badges before **10th November 2025**.

Exhibitor should use the Exhibitor Badges Form (**Form No. 7**) for this purpose. These badges will not be mailed. Badges will be handed over only to the authorised representatives of exhibitors at the time of taking possession of stall.

Exhibitors are responsible for the safe custody of the badges. For reasons of safety, possession of exhibitor badges by unauthorised persons is strictly prohibited. **Use of blank badges / Visiting Cards as Badges will not be permitted.**

14. PUBLICITY

The Event Manager will undertake general publicity of the exhibition. Exhibitors may carry out their own publicity independently at their own cost. Exhibitors are not allowed to use exhibition site for publicity without prior approval of Event Manager. Distribution of printed pamphlets outside the stall / hall and publicity by / of non-exhibitor is strictly prohibited.

15. ADVERTISEMENT IN EXHIBITOR CATALOGUE / TECHNICAL VOLUME

Event Manager will publish Exhibitor's Company Profile with Logo in Exhibitor's Catalogue. This will serve as a ready reckoner for visitors during the exhibition. Considering its wide circulation exhibitors are encouraged to release advertisements in the Exhibitor's Catalogue/ Technical Volume. (**Form No. 3**). Please refer Annexure IV for Advertisement Tariff.

16. STAND ERECTION, DISPLAY AND DECORATION GUIDELINES for Open Space holder

Exhibitors are advised to strictly follow the stand erection, display and decoration guidelines specified by Event Manager. A copy of these guidelines is given in **ANNEXURE II** for reference. Particular emphasis should be given to the following aspects.

- Stands should be constructed according to the layout approved by the Event Manager
- Exhibitors should leave minimum 30% of stall area free for movement of visitors.
- Stands should be complete in every respect by 7.00 p.m. on **3rd December 2025**.
- For maintaining the overall uniformity of the exhibition, height specification for panels, office walls, and show cases should be followed strictly. Deviation from the conditions of wall height is strictly prohibited.

If the exhibitors appoint external agency for stall erection, then they must ensure cleaning of their area after completion of stall work. If they do not clean it we will charge cleaning charges Rs. 500/- per hour basis.

In case construction guidelines are violated the Event Manager will take corrective measures at the risk and cost of exhibitors. Charges for such modifications will have to be borne and paid by the exhibitors before closure of the exhibition.

Exhibitors should advise their display and advertising agencies about the rules and guidelines for stall decoration and display. The Event Manager shall not correspond with display and advertising agencies. Exhibitors may seek information and clarification directly from the Event Manager.

17. APPROVAL OF LAYOUT PLANS –Open Space Holder

Exhibitors are required to submit the design and drawing of their stall in duplicate to the Event Manager by **10th November 2025**

18. SUPPLY OF ELECTRIC POWER

The electric power supply available at the exhibition is as under:

Supply Voltage available is 415 Volt, $\pm 10\%$, 3 Phase, 4 wires, 50 Hz, & 230 Volt, 1 Phase. If any exhibitor requires other than above specification, he is advised to contact Event Manager in Advance for making the suitable arrangements.

- a) The fluctuation in the parameter for power supply mentioned above is only for reference. Larger variations cannot be ruled out.
- b) Exhibitors are advised to install equipment like Voltage Stabilizers/CVTs/UPS Isolation Transformer for their sensitive machine exhibits. If the machines are sensitive to the alignment of the floor, exhibitors are recommended to take necessary steps for proper leveling, alignment etc.
- c) Event Manager's personnel responsible for supply of power have been entrusted with the authority to regulate and control power supply to the Exhibition Halls and individual stands.
- d) Each stand will be provided with electric power at one or more main points depending on the total requirement. Exhibitors should use Fuse Distribution Boards for feeding power to their machines. Individual isolation switches should be provided for each machine. Exhibitors should use either armored cables or metal conduits for connecting power supply to machines. All machines should be earthen firmly at two places through bare copper earthing wire of the size appropriate to the load connected to the machines. Extension wire has to be brought by the exhibitors.
- e) The work of drawing power from main point (s) given in the stand area to machines/ exhibits is to be carried out by the exhibitors at their own cost. Exhibitors may engage the services of their own personnel for cabling work inside their stand subject to the condition that these personnel are duly licensed to undertake electrical work and their names and addresses are intimated to the Event Manager before the commencement of work. He should provide the license if required. The service charges of electrical contractors are to be borne by the exhibitors and are payable directly to the contractors.
- f) Exhibitors should connect power to machines/ exhibits as per the requirement given in their application form. Connecting power to exhibits other than those mentioned in the application or more than the specified load or the load allotted by the Electrical Department is strictly prohibited. Personal/Individual Generator sets are not allowed.
- g) Exhibitors must install separate and independent switch connections for their machines / exhibits. Alternate connections or throw-over switches are not allowed.

- h) Exhibitors requiring Single Phase power for lighting purpose should carry out necessary wiring from 3 phase outlet through two pole Single Phase switches, if necessary, for further distribution.
- i) After the electric wiring work is completed the exhibitors should obtain a completion report from their electricians or contractors engaged by them and file the same with the Event Managers. Actual connected load for the individual machines/ exhibits should be mentioned in the report.
- j) All main electrical supply points must be kept easily accessible for operation and repairs, in the event of emergency. These should not be concealed or covered.
- k) **Exhibitors will fill up the Electrical Work Completion Report form as in Form No. 9 after completion of their stall wiring work and hand over the same to the Exhibition office by 7.00 pm on 3rd December 2025.**
- l) Exhibitors are advised to take highest level of safety precautions and engage service of only qualified personnel for electrical wiring and installations. Event Manager does not take any liability for actual happening at site.
- m) Under no circumstances. Exhibitors will be permitted to reduce their electricity requirement.

19.COMPRESSED AIR

Exhibitors who have applied for compressed air connection will be provided with outlets for compressed air connection near the space allotted to them. Exhibitors will have to arrange connection to the machines from the source provided at their own cost. **(Ref. Form No. 4).** Available compressed air pressure 6 bar only.

Service Providers

1. **GALAXY EXHIBITION SYSTEMS, PUNE** (M : 8208797694)
Plot No. 58, Ramnagar, NDA Road, Bawdhan, Pune - 21
E-mail : roshanmohile@galaxyexsystems.com
(STALL CONTRACTOR)

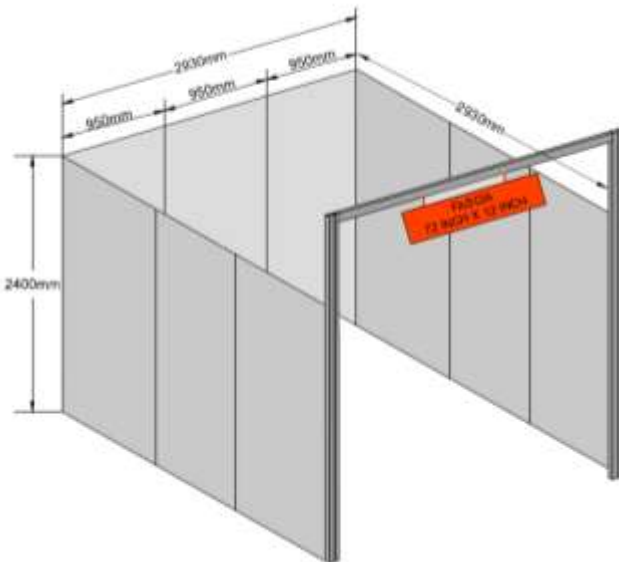
2. MS. Manju (M : +91 9940429087)
GOODWILL EXPOSITIONS, CHENNAI
NO : 102, Pycrofts Road, Real Regency Complex No; 46, Royapettah,
Chennai – 600014. TEL: +91 - 044 – 42877468
Email: goodwillexpositions@gmail.com
(STALL DESIGNER)

3. Mr. Shreekumar (M : 98410 14833)
DEKO EXHIBIT SOLUTIONS LLP, CHENNAI
44, Mount Poonamallee Road, Nandambakkam, Chennai – 600089
e-mail : sri@dekoexhibit.com
(STALL DESIGNER)

4. Mr. Amol Salave (M : 9881714776, 9922921363)
PROMPT COMPUTER, PUNE
B – 113, Business Court, Mukundnagar, PUNE – 411 037
E-mail : promptpune@yahoo.com
(TV, SCREEN & ADDITIONAL FACILITY)

5. Mr. Shirish Kulkarni (M : 98100 16180)
Orient Marine Line Pvt. Ltd.
75, Mint Road, Fort, MUMBAI – 400 002
E-mail : info@orienttm.com
(FREIGHT FORWARDER)

Visible graphic area on System panel will be: 950 mm x 2380 mm



1. SAFETY MEASURES

Fire fighting equipment will be installed at various points near the Exhibition sites. Exhibitors are however advised to take due precautions and provide necessary equipment in their own stands. Exhibitors should also install guards or protectors on machine exhibits during demonstration to avoid injury or damage by flying chips; spark, heat, splashing of all oil etc.

Exhibitors are advised to keep their stands clean even during setting-up and dismantling periods. Exhibitors are expected to remove all discarded materials at frequent intervals, placing the same in the aisles, piled up next to the stand. Exhibitors should not delay in unpacking materials and should ask official site handling agency to immediately remove packaging from the exhibition hall, bearing in mind that packaging materials are potential fire risk.

Place will be provided by the Event Manager to store the boxes/Packing material. It is forbidden to use, electric fires with elements or other electrical appliances of the kind.

2. ARRIVAL AND INSTALLATION OF EXHIBITS

Exhibitors must inform the date of exhibits reaching the exhibition site in advance to the approved handling agency to plan the movement at exhibits site. Exhibits must arrive at Exhibition Site as per the schedule given below, failing which a late arrival surcharge @ 20% of basic handling charges will be levied by the handling agency.

Heavy Goods / machinery should reach at site on 30th November 2025 Evening: 06.00 pm onwards till 1st December 2025 morning upto 09.00 a.m.

Exhibits arriving late may also be denied entry at the exhibition site by the Event Manager, if they are found

to obstruct Exhibition operation schedules. The Event Manager's decision will be final and binding in this regard, in all respects and for all concerned.

3. SITE HANDLING OF EXHIBITS

Event Manager has appointed following agency for material handling at the site.

ORIENT MARINE LINES

49, Rani Jhansi Road,

New Delhi- 110055

Tel .: + 91 11 23514050 / 23514040 / 43584062

Contact Person:

Mr. Sanjay Kulkarni

Cell No. : +91 98100 57414

E-mail: sanjayk@orienttm.com

Mr. Girish Hajarnis

Cell No. : +91 9890974141

girish@orientwarehousing.com

Mr. Romesh Atre

Cell No. : +91 9890974142

romesh@orientwarehousing.com

Exhibition material at exhibition will be handled only by official agencies.

Exhibitors are requested to contact above handling agency for their all requirements or contact the organisers for the guidance.

25. SECURITY

Event Manager will arrange for general security of the exhibition site. Exhibitors are advised to co-operate by paying the greatest attention to materials, goods, and articles belonging to them that are exhibited, and never leave stands unattended. During night, valuables must be kept in safes, cupboards, glass cases, locked drawers or the like. After the exhibition hours Halls will be locked & reopened in the morning at 8.30 am.

26. CONSERVANCY

Event Manager will provide for the daily clean-up of the common areas. Exhibitors are advised to keep waste bins for storing metal chips and other waste material in their own stalls. The appointed conservancy agency will clean aisles and public areas in the exhibition halls during the evening time. Exhibitors are advised to stack the trash containers outside the stand on the aisles, which will be emptied by the official agency during night.

27. OTHER SERVICES & FACILITIES

- Information
- Vending machines for Drinking water, Tea and Coffee in exhibition hall.
- VIP Lounge near the Conference Hall.
- Car parking at Premises.
- First aid services
- Fire Brigade Services
- Restaurant, Lunch packs and Fast Food Services at the venue
- Representatives of Florist, Site Handling Agencies, and Photographer will be located in the foyer.

28. STALL DESIGNING SERVICES FOR OPEN SPACE EXHIBITORS



GOODWILL EXPOSITIONS

MS. Manju (M: +91 9940429087)

NO : 102, Pycrofts Road, Real Regency Complex No; 46, Royapettah, Chennai - 600014

TEL: +91 - 044 – 42877468

email: goodwillexpositions@gmail.com

www.goodwillexpos.com

Mr. Shreekumar (M : 98410 14833)

DEKO EXHIBIT SOLUTIONS LLP, CHENNAI

44, Mount Poonamallee Road, Nandambakkam, Chennai – 600089

e-mail : sri@dekoexhibit.com

(STALL DESIGNER)

29. TERMS & CONDITIONS FOR TEMPORARY IMPORT OF EXHIBITS

Under the Customs Notification No. 3/89 dated 09.0.1989 and 157/90, import of Exhibits for GDCTECH 2025 : As per the conditions stipulated in this notification, details and provision there of will be provided by ORIENT MARINE LINES PVT.LTD on demand.

30. REMOVAL OF EXHIBITS

Exhibitors are allowed to remove exhibits from their stands only after the exhibition is over i.e.; on **6th December 2025 after 5.00 p.m. to 11.00 p.m.** after this date, the Event Manager will be at liberty to remove and store the goods at other places at the cost and risk of exhibitors. Exhibitors who are displaying heavy machineries please inform the M/s orient Marine lines regarding any specific schedule.

31. EXIT PASS PROCEDURE

For taking out exhibition material and exhibits after the closure of the exhibition, exhibitors would need an exit pass duly authorised by the Event Manager. The following procedure would be observed. Exhibitor should fill in the Exit Pass as given in Form No.10 and submit. Three copies on their letterheads to the Hall Managers in their Halls. The Hall Manager will retain one copy and return two copies duly stamped. One copy should be submitted to the security of the Hall gate and one copy is to be retained by the exhibitor (Triplicate). Exit Passes will be issued to exhibitors only if all dues towards participation charges have been fully paid by the exhibitor and all the formalities stipulated from time to time are completed by the exhibitor.

32. INSURANCE OF EVENT

Exhibitors are advised to take Insurance Policy covering the following:

- Machinery
- Transit, loading & unloading of machine
- Exhibitor's personnel including contractors personnel
- Third party (visitors) risk

Organisers or Event Manager will not be responsible for any damage/ losses/ theft of property of exhibitors and injury to their personnel or visitors.

33. PHOTOGRAPHS & FILMS

The Event Manager has exclusive rights to take photographs and films of the Exhibition stands. Exhibitors will have to take prior permission of the other stall holders if anyone wishes to take photographs of other exhibits/exhibitors. Exhibitors may however take photographs on their own stands and visitors.

34. FORCE MAJEURE

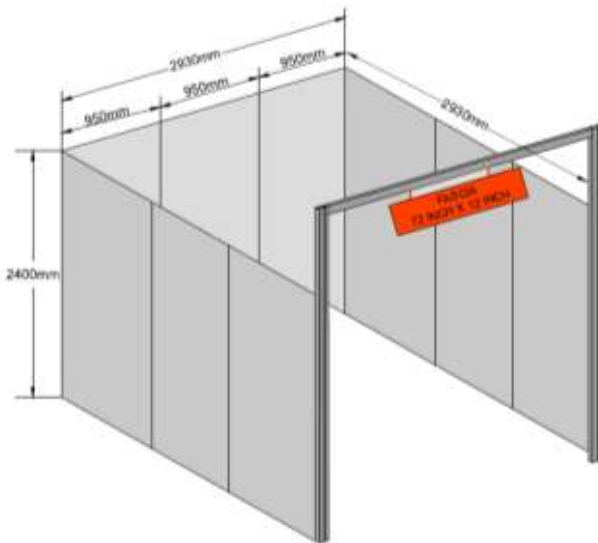
Under the conditions of Force Majeure which also include strike, lockout, closure, riot, terrorist attack, pandemic situation, natural calamities, and other events & decisions beyond the control of the Event Manager, the Event Manager reserves the right to alter the opening and duration or even cancel the entire exhibition. In case of change in dates and duration of the Exhibition, the rules and regulations and the agreement between the Exhibitors and the Event Manager will remain unaffected. In case of cancellation of the Exhibition, the Stall rental will be refunded to the Exhibitors after deducting the non-recoverable proportionate costs already incurred by the Event Manager.

Exhibitors are warned not to keep or store any hazardous material in the stall/space occupied by them.

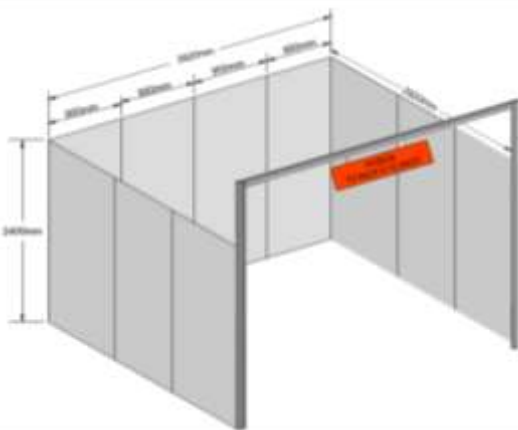
Any dispute between the organisers and exhibitors is subject to the jurisdiction of the Courts of Pune only. In case of unpaid charges, the organisers shall exercise the right of lien over the property of the exhibitor till he clears his dues.

35. EXHIBITION FURNITURE CATALOGUE

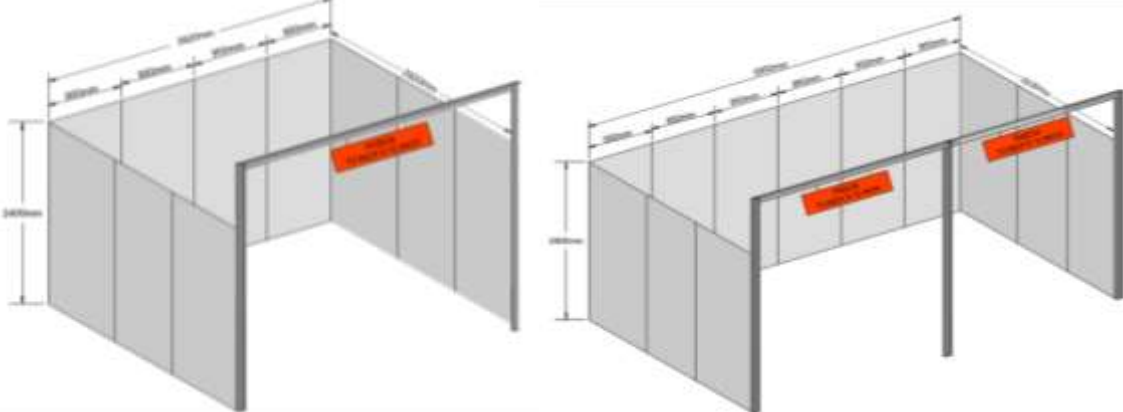
Stall Size – 3m x 3m



Stall Size – 4m x 3m



Stall Size – 6m x 3m



1. It is recommended that the maximum height of your exhibits may please be restricted to 2400mm only.
2. The Size of the Panel Surface available is 950mm (width) x 2400mm (height). This is the area available between the two Vertical aluminium sections and two Horizontal aluminium sections.
3. Each Stall would have a Fascia of RED colour.

4. Each Stall would be provided with the following facilities:-

Sr. No.	Item	Quantity
(a)	System Table – 3.5' x 2'	- 01/01/02 No.
(b)	Chairs	- 02/02/04 Nos.
(c)	Spotlights - LED	- 03/04/06 Nos.
(d)	Vinyl Name on the fascia	- 01 No.
(e)	5-amp Plug Point	- 01/01/02 No.
(f)	Small Dustbin	- 01 No.

5. The displays of the Stallholders should be fixed to the partition sheets by double-sided foam tapes or by tixo tape. Nails / staples / screws / Fevikwik / Writing etc are **NOT ALLOWED.**
6. Extra Items required in the stalls by the stallholders, would be provided to them, on firm demand, at the following rates :-

System Counter Table

- 3.5' x 2'
- Not Lockable
- Rs. 500/- each



Banquet Chairs

- Cushion Chairs
- Cloth Covers
- Rs. 200/- each



Glass Round Tables

- Diametre – 33”
- Rs. 1000/- each



Brochure Stand

- A4 Size
- Rs. 1200/- each



5-Amp Plug Point

- Rs. 200/- each



15-Amp Plug Point

- Rs. 400/- each



Spotlights

- 16W

- Rs. 400/- each



LED Lights

- 60W

- Rs. 1200/- each



Glass Shelves

- 1000mm x 200mm
- Rs. 500/- each



Jewellery Counter

- 1m x 0.5m x 1m
- No Lighting
- No Locks
- Rs. 2500/- each



Jewellery Showcase

- 1m x 0.5m x 2.5m
- No Lighting
- No Locks
- Rs. 5500/- each



Bar Stools

- Rs. 1000/-



Leather Chairs

- Rs. 1000/- each



Sofa - Single Seater

- Leather Sofa
- White Colour
- Rs. 4000/- each



Sofa - Double Seater

- Leather Sofa
- White Colour
- Rs. 6000/- each



TV – 42”

- Rs. 6000/-



TV – 42”

- Rs. 9000/-



Single Phase Electric Connection - Rs. 2000/-

Three Phase Electric Connection - Rs. 1500/- pe kW

NOTES:

- GST @ 18% applicable on the total amount.
- Payment to be done in advance or at the time of delivery at the Stall.
- Rates are fixed.

For Raw Space / Designer Stalls

- Exhibitors will be required to set up their booths at their own costs, including construction and operation fees, electricity, etc.
- For security reasons, exhibitors cannot occupy areas such as corridors, back parts, Emergency exits and storage. All exhibits must be kept within the contracted booth Boundary.
- A total of 1kW Power would be provided to the Stall during the duration of the event. Any additional requirement of power would be provided at additional costing.
- 400 kgs per sqft is the load bearing capacity of the wooden flooring.
- Any requirements for cranes have to be communicated in advance.

PRICE LIST OF EXTRA FURNITURE & OTHER ITEMS

(a) System Counter	Rs. 500/- each
(b) Chairs	Rs. 200/- each
(c) Spotlights	Rs. 300/- each
(d) 5-amp Plug Points	Rs. 200/- each
(e) 15-amp Plug Points	Rs. 300/- each
(f) Brochure Stands	Rs. 1000/- each
(g) Glass Topped Round Tables - 33" dia	Rs. 1000/- each
(h) Glass Shelves	Rs. 300/- each
(j) Jewellery Counters - 1m x 0.5m x 1m - Simple	Rs. 2000/- each
(k) Jewellery Towers - 0.5m x 0.5m x 2.1m - Simple	Rs. 3500/- each
(l) Jewellery Showcase - 1m x 0.5m x 2.5m - Simple	Rs. 5500/- each
(m) Pre- fabricated Panelling	Rs. 300/- per mtr
(n) Registration Counters with Curved Fascia	Rs. 1500/- each
(o) Single Phase Connection	Rs. 1000/- each
(p) Three Phase Connection	Rs. 1500/- per KW, plus connection charges lump sum Rs. 500/-

ANNEXURES

ANNEXURE I

36. TECHNICAL SPECIFICATION OF MACHINERY DISPLAY HALL

1. Ceiling height of halls - 5.5 mtrs there is no suspension in the ceiling, it is not permissible to touch the ceiling of the halls
2. The height of the loading bay shutter is 4 mtrs.
3. Load bearing capacity of the floor 5 tons per sq. mtrs. Maximum. Exhibitors with machinery displays should take this into account. Anchoring of machines is not permitted in the halls

ANNEXURE II

38.DISPLAY AND STAND DECORATION GUIDELINES

To achieve uniformity in display and appearance of the entire Exhibition and to ensure proper presentation of all exhibits, the interior decoration of stands will be governed by the following guidelines, which should be strictly observed:

(a) Presentation and Installation of machines and exhibits

- (i) All machines and exhibits should be placed in normal operating position as if on shop floor.
- (ii) Exhibitors must submit the layout plan of their stands depicting position of exhibits, furniture, fittings, fixtures, office cubicles with complete dimensions in meters to the Event Manager for Approval by **15th November 2025** along with **Form No. 1** The Event Manager has the right to demand modifications/ alterations to the stand and the Exhibitor shall be bound to comply with the same. In case actual display arrangement of a stand is not in conformity to the approved layout plan or guidelines, Event Manager shall remove or cause removal of unapproved installations from the stands at the cost and risk of the Exhibitor.
- (iii) Products / exhibits must be placed at least 0.5 meter away from the boundary of open sides of the stand. **No part of any exhibit should project out of the stand boundaries.**
- (iv) Exhibitors should confine their exhibits within the space allotted to them and should not encroach upon the corridors/ aisles or free space/ facilities provided by the Event Manager. Any part of the exhibit/ stand which appears unsightly to the Event Manager, must be covered by the Exhibitor failing which Event Manager will have the same covered at the Exhibitors sole risk & expense @ Rs. 1000/- per running meter.
- (v) Clustering or crowding of exhibits in the stands is not allowed. Overall 30% of the stand space excluding office area must be left free for movement of visitors.
- (vi) Exhibitors should not take support of any permanent structures in Exhibition Halls for decoration purpose.

- (vii) Woodwork, inside / outside the Exhibition Halls is prohibited. Exhibitors are advised to bring prefabricated stands for assembly in the Exhibition Halls.
- (viii) Entering into other exhibitors stands without their consent is strictly forbidden.
- (ix) Exhibitors must keep their stand in clean condition.

(b) Overall Height

- (i) The maximum height of any stand decoration material at its highest point should not exceed 10 ft.
- (ii) Partitions and/or dividers in the stands should not be erected on the open side of the stand. The height of the partition or divider should not exceed 10 ft. Both sides of the partition should be properly finished or painted, particularly the partition on the side of the neighboring stand. Exhibitors are advised to make side partitions in mutual agreement with neighbors.
- (iii) Display panels, name boards, sample holders, photographs and other display material are permitted in the stand, subject to a maximum height of 10 ft.
- (iv) Show cases are permitted in stands subject to the condition that their height does not exceed 10 ft., and they are placed at least 0.5 mtr. Away from the open side of the stand.
- (v) Spotlights are permitted, provided these are fitted along with the stand structure within the limits of specified heights.
- (vi) Exhibitors having wall(s) along their stall boundary or pillars within stands, may cover the same with wooden panels without causing damage to the walls, pillars, floor or any structure of the Exhibition Halls, not exceeding the maximum permissible height of 10 ft. However, electric panels on the walls or duct doors in the pillars, if any, should be kept accessible for the Event Manager

(c) Demarcation Of Stands

Event Manager will demarcate the stands within the halls by suitable means. Exhibitors may take assistance from the Event Manager for locating their respective stands.

(d) Floor Coverings

- (i) Carpeting of the stands is compulsory for all Exhibitors. Use of suitable commercial material for floor covering inside the stands is permitted. Gluing on to the floor for laying carpets may be done only by using easily removable by adhesive tape that leaves no residues on the floor.
- (ii) Stand floor should not be primed painted or varnished, no floor covering be stuck permanently to the floor. Any types of stands using either on floor or walls of the building or any other fixture is prohibited. Grouting/ drilling of holes in the floor or walls are not permitted.

(e) Office areas

- (i) Exhibitors can set up office enclosures in their stands to attend to visitors. External height of the office enclosures should not be more than 10 ft. The area of the office enclosure should be proportionate to the area of the stand as under:
 - Area of stand Maximum permitted area of office enclosure
 - Up to 50 sq.m 10 sq.m

More than 50 sq.m not more than 25% of total stand area

- (ii) Office enclosure should be located either along the concrete wall, if any, at the rear side of the stand, or at the back along the adjoining wall of the neighboring stand. Extension of office enclosure up to open aisles is not permitted. Office enclosures should be at least 0.5 meter away from the open sides of a stand.

(f) Advertising

- (i) **Display of Names/ logos of any indirect Exhibitor on the fascia of the stands are strictly prohibited.**
- (ii) Use of cloth banner is prohibited in any form and anywhere within the exhibition complex.
- (iii) Use of loud speakers, musical instruments etc. in the stands is prohibited. Video/ Animation Films on the exhibits, may however be displayed within the stands, provided the sound level is kept low to avoid disturbance to others. Information headphones are allowed in the stands, provided these are set up inside the stand at least 1 Mtr. Away from the aisles.

- (iv) Use of bright and/or coloured decorative lights, neon signs of any size, shape or colour (including those depicting Exhibitors name or logo) or any other similar electrical decorative material is prohibited.
- (v) **Exhibitors shall advise their advertising / construction / shipping transport/ electrical and all other agencies about the rules and regulations of the exhibition, including stand decoration. The Event Manager shall not correspond with any of these agents engaged by the Exhibitor.**
- (g) General
 - (i) Exhibitors are advised not to use any dead space as indicated on the layout drawings, nor the vacant space around their stands for storage or otherwise. This could be hazardous and could restrict the movement of service personnel. Event Manager reserves the option to remove the material stored in the dead space at the risk & expense of the Exhibitor or charge the Exhibitor for part/ entire dead space so used at the rate indicated in the Exhibitor's debit note, including open side charges.
 - (ii) Event Manager has the right to decide on the fulfillment of the above guidelines, and the authority to demand removal/ change of any thing that is not according to these guidelines. Decision of the Event Manager in this regard will be final and binding.

ANNEXURE III

Orient Marine Lines Pvt Ltd

75 Mint Road, Fort, Mumbai 400001 (India)

T +91 22 22659144 / 22694419

E info@orienttm.com

W www.orientmarinelines.com

GSTIN 27AAAC00334L1ZK | CIN No U74899DL1986PTC025049



On Site Handling Tariff TARIFF FOR HANDLING EXHIBITS (FOR Indigenous EXHIBITS)

On-Site Material Handling Charges GDC TECH 2025

Off loading & Shifting to Booth for goods 3000 kg or Dimension single case/box- 2 x 2 x 2 meter		
S.No	Description	Charges for Exhibitor
1	Off loading & Shifting to Booth	Rs.650 per 500 kg/per CBM Minimum Rs.1,500
2	Unpacking and Shifting to Booth	Rs.600 per 500 kg/per CBM Minimum Rs.1,500
3	Removal of empties from stand for storage in designated area at site return of empties at end of exhibition	Rs. 300 per CBM Min Rs. 600 per removal
4	Assistance Re-packing with same packing material	Rs.600 per 500 kg/per CBM Minimum Rs.1,500
5	Removal from Booth and Re-loading	Rs.650 per 500 kg/per CBM Minimum Rs.1,500

Heavy Lift Surcharges for goods above 3000 kg or Dimension single case/box- 2 x 2 x 2 meter

S.No	Description	Charges
1	3-5 Tones	10% Extra
2	5-8 Tones	20% Extra
3	For above 8 Tones	30% Extra
4	For above 15 Tones	Rate to be quoted as per details of exhibits.

**Equipment and Man power cost on Hire for Assembly and Dismantling work-
Advance intimation Required**

S.No	Description	Charges
1	Fork lift-3 Ton	Rs.650 Per 30 min/Minimum for 30 min
2	Fork lift-5 Ton	Rs.1250 Per 30 min/Minimum for 30 min
4	Crane /Hydra-10 Ton	Rs.950 Per 30 min/Minimum for 30 min
5	Crane 25 Ton	On request
6	Labour	Rs.550 per Hour for hire only for assembly work

Empty Storage

S.No	Description	Charges
1	Removal of empties to storage and Return after the closure of the exhibition.	Rs.350/-per CBM Min.Rs.350/-

Taxes

	GST Additional on all above charges	18%
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Important Note

Schedule of Timing

The above charges are applicable from 9:30 to 20:00 hrs. For services required after these hours, a surcharge of 25% shall be applicable on the above tariff

Volume- Weight ratio

Volumetric weight will be calculated up to 1 CBM will be 500kg per CBM. And all charges shall be applied on GROSS WEIGHT or VOLUMETRIC WEIGHT, whichever is higher.

Insurance

Insurance:: Exhibitors must arrange their own insurance cover for their stalls / Machines and all commodities involved throughout all stages of the exhibitors, i.e. from arrival on-site to final departure from Site.

Terms of Payment

Expected charges will be calculated prior to start of work. All payments prior to dispatch of goods from Booth. Overseas Exhibits - Please Bring Import documents for calculation of On Site Handling Charges.

ANNEXURE IV

TECHNICAL VOLUME ADVERTISEMENT:

Position	Size (cm.) (W) x (H)	Type	Rate (Rs.)	USD (\$)
Full Page Colour	17 x 24	Multicolour	11,800	220

Inclusive of G.S.T.

EXHIBITORS CATALOUGE:

Position	Size (cm.) (W) x (H)	Type	Rate (Rs.)	USD (\$)
Full Page Colour	11.5 X 15.5	Multicolour	8,850	165

Inclusive of G.S.T.

Advertisement in Technical Volume:

- Payment in favour of “**GREAT DIECASTING TECHNOLOGY FORUM**”, payable at Pune. Please add Rs. 50/- for outstation cheque, or pay by DD / at par cheque.
- For Colour Advertisement, material should be in suitable formats like CorelDraw (Open file), PDF (for Press), JPEG or TIFF (high resolution) along with its hard copy.
- The size of the advertisement should not be more than 17 cm (W) × 24 cm (H)
- Last date for receiving the advertisement is **30th October 2025**

ANNEXURE V

39. PAYMENT DETAILS:

BANK DETAILS

You can pay by RTGS / NEFT

Account Name : Great Diecasting Technology Forum
Bank Name : UCO Bank
Branch Name : Deccan Gymkhana Branch
Account No. : 06870210002889
IFSC Code : UCBA0000687
MICR : 411028009
Type of A/c : Current A/c

Bank details of GREAT DIECASTING TECHNOLOGY FORUM

Remittance Instructions : USD (\$)
Name of the Bank : Wells Fargo New York, USA.
Swift : P.N.B.P.U.S. 3 N.N.Y.C.
A/c No. : 2000191060245 (UCO)
Beneficiary Bank Details : UCO BANK, Pimpri MCU branch, Pune
Beneficiary Bank Swift : UCBAINBB024 (Ninth digit is zero)
Beneficiary's Account No.: 06870210002889
Beneficiary Name & Address:
GREAT DIECASTING TECHNOLOGY FORUM



VARIOUS FORMS

FORM NO. 1
GDCTECH 2025
STAND POSSESSION FOR MACHINERY

We hereby confirm that our exhibits will arrive at the exhibition site on 1st
December 2025 around _____ hrs.
For booth installation – 1st December 2025 _____ hrs.

The person responsible for stall possession is _____
Mobile No. _____

Signature
Company Seal:

Company Name:

Address:

Note: Exhibitor will not be allowed to take possession unless 100% payment
made. (Even Stall designer will also not allowed)

Last Date of Form Submission: 7th November 2025

FORM NO. 2
GDCTECH 2025
STAND POSSESSION FOR CONSTRUCTED STALLS

We hereby confirm that our exhibits will arrive at the exhibition site on 3rd
December 2025 around _____ hrs.

The person responsible for stall possession is _____

Mobile No. _____

Signature

Company Seal:

Company Name:

Last Date of Form Submission: 14th November 2025

FORM NO. 3
GDCTECH 2025
ADVERTISEMENT BOOKING FORM

We are pleased to book an advertisement in the Technical Volume / Exhibitors Catalogue of MEGA EVENT GDCTECH 2025, 4-5-6 December 2025, The Orchid Hotel, Balewadi, Pune, Maharashtra, India

	Technical Volume	Exhibitor Catalogue
Full Page (Multicolour)		

(Please tick mark)

Other Details

Organisation _____

Address _____

Tel. No. _____ E-mail _____

Website _____

By Online/NEFT/UPI Amount in Rs

in words

(Please send payment made details by mail)

Towards the Advertisement Charges in favour of “**Great Diecasting Technology Forum**” payable at Pune. Details as Below.

Deputing Authority Name : _____

Designation _____ Tel. No _____

Last Date of Form Submission: 7th November 2025

FORM NO. 4
GDCTECH 2025
REQUIREMENT OF ELECTRICAL / AIR

A	ELECTRICAL	KW	
1	MACHINE CONNECTED LOAD	Nos.	
2	THREE PHASE CONNECTION, 415 VOLTS, and 50 HZ.	Nos.	
3	SINGLE PHASE SOCKET, 230 VOLT, 15 AMP.	Nos.	
4	METAL HALIDE FITTINGS 400 WATTS	Nos.	
5	HALOGEN LIGHT FITTINGS 1000 WATTS	Nos.	
6	5 AMPS PLUG POINT	Nos.	
7	15 AMPS PLUG POINT	Nos.	

B	COMPRESSED AIR		
1	AIR CONNECTION	Nos.	
2	AIR PRESSURE	6 Kg/cm ²	

Company Seal: _____

Company Name: _____

Address: _____

For Rates Ref Page No. 22 to 30

Last Date of Form Submission: 7th November 2025

FORM NO. 5
GDCTECH 2025
EXTRA REQUIREMENTS

We require following things extra (Ref. Galaxy Exhibits Catalogue Attached)

Sr.	Code	Particulars	Rate
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Authorised Signature

Company Seal:

Company Name: _____

Address: _____

Last Date of Form Submission: 15th November 2025

FORM NO. 6
GDCTECH 2025
INFORMATION OF THE OFFICIALS ATTENDING
INAUGURAL FUNCTION

Following persons from our company will attend the inauguration function of the

Conference & Exhibition

1. _____
2. _____
3. _____
4. _____
5. _____

Authorised Signature

Company Seal:

Company Name:

Address : _____

Please note that invitations will be only for inaugural function & not for conference Registration.

Last Date of Form Submission: 15th November 2025

FORM NO. 7
GDCTECH 2025
EXHIBITORS BADGES

We require _____ no. of Exhibitor Badges.

Name 1. _____
2. _____
3. _____
4. _____
5. _____

Please note that these badges are considered to be the identification and entry pass for the Exhibition Area so essential to submit this form.

Authorised Signature

Company Seal: _____

Company name: _____

Address: _____

Last Date of Form Submission: 15th November 2025

FORM NO. 8

GDCTECH 2025
DELEGATE REGISTRATION FORM

We are pleased to nominate the following persons

1. Name _____
Designation _____ Mobile _____
Email _____

2. Name _____
Designation _____ Mobile _____
Email _____

3. Name _____
Designation _____ Mobile _____
Email _____

Organisation _____
Address _____
Tel. No: _____ Website _____
E-mail: _____ GST No: _____
Payment done by Online/NEFT/UPI Amount in Rs _____
in words _____

(Please send payment made details by mail) Towards the delegate fee in favour of
“GREAT DIECASTING TECHNOLOGY FORUM” payable at Pune

Deputing Authority Name _____
Designation _____
Tel. No _____ Mobile No _____
E-mail _____

Invoice to be raised in the name & address (In Case Different)

Signature: _____
Date: _____

Last Date of Form Submission: 15th November 2025

FORM NO. 9
GDCTECH 2025
ELECTRICAL WORK COMPLETION REPORT

1. Electrical load required _____kw.

2. Electrical load supplied _____kw.

Signature of electrical contractor

Company Seal:

Company Name:

Address:

Note: In case the stall constructed by external agency with electrical connections, then electrical work has to be approved by ELECTRICAL INSPECTOR.

Form Submission: 3rd December 2025

FORM NO. 10
GDCTECH 2025
EXIT PASS

All dues are cleared. Stamp & Signature

1. **GALAXY EXHIBITION SYSTEMS, PUNE (M : 8208797694)**
Plot No. 58, Ramnagar, NDA Road, Bawdhan, Pune - 21
E-mail : roshanmohile@galaxyexsystems.com
(STALL CONTRACTOR)

- MS. Manju (M : +91 9940429087)
GOODWILL EXPOSITIONS, CHENNAI
NO : 102, Pycrofts Road, Real Regency Complex No; 46, Royapettah,
Chennai – 600014. TEL: +91 - 044 – 42877468
Email: goodwillexpositions@gmail.com
(STALL DESIGNER)

- Mr. Shreekumar (M : 98410 14833)
DEKO EXHIBIT SOLUTIONS LLP, CHENNAI
44, Mount Poonamallee Road, Nandambakkam, Chennai – 600089
e-mail : sri@dekoexhibit.com
(STALL DESIGNER)

- Mr. Amol Salave (M : 9881714776, 9922921363)
PROMPT COMPUTER, PUNE
B – 113, Business Court, Mukundnagar, PUNE – 411 037
E-mail : promptpune@yahoo.com
(TV, SCREEN & ADDITIONAL FACILITY)

- Mr. Shirish Kulkarni (M : 98100 16180)
Orient Marine Line Pvt. Ltd.
75, Mint Road, Fort, MUMBAI – 400 002
E-mail : info@orientm.com
(FREIGHT FORWARDER)

- Great Diecasting Technology Forum (M : 9764711315)
(EVENT ORGANISER)

Company Name: _____

Address: _____

Note: To be submitted in Triplicate one copy to security and one copy to Event Manager.

Form Submission:

6th December 2025 before 11.00 a.m.