



Please return the completed form to  
 Hyderabad International Trade Expositions Ltd.  
 HITEX Exhibition Centre,  
 Izzatnagar, Hyderabad 500 084, A.P., INDIA  
 Fax: 0091 40 2311 2124, e-Mail: rvrss@hitex.co.in

**SERVICE  
 REQUEST  
 FORM**

Version 2.2 (2010-11) w.e.f 1st April, 2011.

Please print the details, to avoid misinterpretation from illegible hand writing

Event Name	: _____
Organizer (Name & Address)	: _____ _____ _____
Contact Person	: _____
Designation	: _____
Telephone & Fax	: _____
Email	: _____
No. of Days (Including stall assembly and dismantling days)	: _____ (From _____ to _____)

A	TECHNICAL SERVICES	CHARGES For Show Duration	QTY. REQ.
1	Electricity through HITEX mains and distribution network <ul style="list-style-type: none"> <li>• Power Consumption charges (Unit Charges)</li> </ul> Note: Addl. Load requirements during the exhibitions would be met only subject to extra load availability and at additional cost	Available on Request	
2	Telecommunication Services, through HITEX's EPABX) <ul style="list-style-type: none"> <li>• Telephone line <i>including installation, activation, standard telephone instrument and local calling facility</i></li> </ul> Note: Dial-up Internet connections not permitted	Available on Request	
3	Water Connection Charge <ul style="list-style-type: none"> <li>• 32mm dia connection, at 1.5 kg/ sq cm pressure appx.</li> <li>• Water Consumption Charge (per connection)</li> </ul>	Available on Request	
4	Sewerage connection (per connection) <ul style="list-style-type: none"> <li>• 75 mm dia pipe</li> </ul>	Available on Request	
5	Compressed Air connection (per connection) <ul style="list-style-type: none"> <li>• DN 20 pipe with 15 dia quick coupler Connected to compressor at 6 bar (6 atm) pressure</li> </ul>	Available on Request	
6	<ul style="list-style-type: none"> <li>• House Keeping including stand build-up and dismantling days, trash collection from stalls, carpet cleaning etc.</li> </ul>	Available on Request	

- Show duration means a maximum of 7 days.

B	ANCILLARY FACILITIES	AVAILABLE	CHARGES For Show Duration	QTY REQ.
7	• Registration & Ticketing Booths	9 nos.	Available on Request	
	• Organizers' Office – (GF)	1 no.	Available on Request	
	• Conference Room (GF)	1 no. (20 pax)	Available on Request	
	• Conference Room -VIP	1 no. (10 pax)	Available on Request	
	• VIP Lounge – (GF)	1 no.	Available on Request	
	• Press Room – (GF)	1 no. (24 pax)	Available on Request	
<i>The facilities mentioned above are fully furnished.</i>				

C	DISPLAY FACILITIES	AVAILABLE	CHARGES For Show Duration	QTY REQ.
8	• Display – Front of each Hall - <i>Includes printing and fixing charges.</i>	3 positions (20ft x 8 ft)	Available on Request	
9	• Flag Poles with Flags	34 nos.	Available on Request	
	• Flag Poles without Flags		Available on Request	
10	• Hangings inside Halls per Hook - <i>Includes fixing charges only</i>		Available on Request	
11	• Branding/Display at any place or premises of the Venue		Available on Request	
12	• Printing display/banners on flex and mounting		Available on Request	
<i>Special rates for unlimited branding in the venue can be provided on customer's requirements.</i>				

D	MANPOWER FACILITIES	CHARGES Per Day	QTY. REQ.
13	• Security Guards (12 hours shift)	Available on Request	
14	• Stand Host / Hostesses (For brochure distribution)	Available on Request	
15	• Stand Host / Hostesses (For Stalls)	Available on Request	
16	• Interpreters – Please specify language required.	(This is subject to language & availability)	
17	• General Labour – unskilled	Available on Request	

- *Designs for all signage have to be provided in high resolution images on CDs.*
- *Show Duration means a maximum of 7 days.*

E	COMPUTERS, AUDIOVISUAL EQUIPMENT & NET CONNECTIVITY	CHARGES Per Day	QTY. REQ.
18	<ul style="list-style-type: none"> <li>• Computer <ul style="list-style-type: none"> <li>- Desktop multimedia computer of standard configuration with 15" monitor</li> <li>- Laptop of standard configuration</li> </ul> </li> </ul>	Available on Request	
19	<ul style="list-style-type: none"> <li>• Televisions <ul style="list-style-type: none"> <li>- 21" TFT screen</li> <li>- 32" LCD screen with DVD player</li> <li>- 42" LCD screen with DVD player</li> </ul> </li> </ul>	Available on Request	
20	<ul style="list-style-type: none"> <li>• LCD Projector without projection screen (3000 Anci lumens)</li> </ul>	Available on Request	
21	<ul style="list-style-type: none"> <li>• Projection white screen of size 6' x 4'</li> </ul>	Available on Request	
	<ul style="list-style-type: none"> <li>• Projection white screen of size 8' x 6'</li> </ul>	Available on Request	
	<ul style="list-style-type: none"> <li>• Projection white screen of size 8' x 10'</li> </ul>	Available on Request	
22	<ul style="list-style-type: none"> <li>• DVD Player</li> </ul>	Available on Request	
23	<ul style="list-style-type: none"> <li>• Walkie-Talkies per hand set with preset frequency</li> </ul>	Available on Request	

F	COMPUTERS, AUDIOVISUAL EQUIPMENT & NET CONNECTIVITY	CHARGES	QTY. REQ.
24	Internet Services with general browsing speed, through HITEX LAN/ Wi-Fi per connection.	Available on Request	

G	OTHERS	CHARGES Per Day	QTY. REQ.
25	<ul style="list-style-type: none"> <li>a) Parking space – A</li> <li>b) Parking space – B</li> <li>c) Parking space – C</li> <li>d) Parking space – D</li> <li>e) Parking space – 1</li> <li>f) Parking space – 2</li> </ul>	Available on Request	
26	Conference Room (First Floor) ; 1 no.(60 pax)	Available on Request	
27	Ceremonial Lamp	Available on Request	
28	Ambulance	Available on Request	
29	Potted Plants – Per Plant	Available on Request	
30	Drinking Water <ul style="list-style-type: none"> <li>a) Water Dispenser (Cooler)</li> <li>b) Mineral Water Bottle – 20 Litres capacity</li> <li>c) Disposable Glasses – 100 Nos.</li> </ul>	Available on Request	
31	<ul style="list-style-type: none"> <li>a) Shuttle Service (25 seater A/c.Bus)</li> <li>b) Shuttle Service (25 seater Non- A/c.Bus) (Up to 8 hours – 80 KMs)</li> </ul>	Available on Request	
32	Door Frame Metal Detector	Available on Request	

- Per Day means maximum of 10 hours
- Service Charge @ 2.50% and Service Tax @10.30% will be extra as applicable

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(Signature)