

# COIR BOARD

(Govt. of India, Ministry of Micro, Small & Medium Enterprises)  
M. G. ROAD, KOCHI – 682 016, KERALA, INDIA  
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## EXPORT MARKETING SECTION

### **TRADE CIRCULAR No. 2 DATED 27.02.2018**

Coir Board proposes to organize participation of Indian Coir Sector in the following fair.

Name of fair : **National Hardware Show**  
Period : **8-10 May, 2018**  
Venue : **Las Vegas, USA**  
Space availability : **100 Sq.ft.**  
Tentative Participation fee : **Rs.2,00,000/- for a 100 Sq.ft. furnished booth**

Interested exporters/manufacturers/entrepreneurs may rush their application with space requirements along with advance space rent of Rs.50,000/-, immediately, but not later than **6<sup>th</sup> March, 2018**. Those who are not willing to take own booth can participate through Coir Board booth by paying a participation charge of ₹50,000/-, by way of common participation.

The payment of advance may be remitted through NEFT/RTGS/IMPS as per bank details for NEFT/RTGS are given below:

Name of Beneficiary	Name of Bank	Bank Branch	IFSC CODE	A/C No
THE SECRETARY COIR BOARD NON PLAN A/C	State Bank of India	Ravipuram, Kochi	SBIN0070261	57009832813

The formal application form with conditions for participation is attached and also can be downloaded from the Coir Board's website through the following link:

<http://coirboard.gov.in/wp-content/uploads/2016/06/Application-Form-and-Rules-Regulations-Exhibitions-abroad.pdf>

**Please rush your application along with space requirement. The space will be allotted on a first come-first served basis.**

**Please also attach scanned copy of the passport of company representative attending the fair, along with application, so as to initiate action for obtaining visa invitation.**

**For any further clarifications, please contact us through Email ID: [expo@coirboard.org](mailto:expo@coirboard.org) or over Telephone (0484 2383313).**

Sd/-  
**SECRETARY**

(Issued from File No. [I-12019/2/2018-EXPORT MARKETING-I](#))



EM/QAF/01

# COIR BOARD

## APPLICATION FOR PARTICIPATION IN EXHIBITIONS ABROAD

Event name : Place :

Period :

NAME OF THE COMPANY: \_\_\_\_\_

Sl. No.	Items	Description
1.	Address	
2.	Telephone	
3.	Fax	
4.	E-mail	
5.	Website	
6.	Name & Designation of Key executive	
7.	Name & Mobile No. of persons being deputed. (Attach copies of Passport)	
8.	Are you a registered exporter or registered manufacturer of Coir products. If yes, give Coir Board Registration No.	
9.	Space requirement in (sq. mtrs.) whether require corner space, if available.	
11.	Investment in Plant & Machinery in case of Enterprise/Manufacturer (Attach copy of Coir Board IE Registration)	INR..... Lakhs
10.	Total export turnover of the company, in case of Exporter	INR..... Lakhs
11	Brief profile of the company (not over 25 words)	
12	Whether belong to Women/ NE Region/ SC/ST	
13	Whether you have participated in this fair earlier, if so when?	
14.	Display requirements: <ul style="list-style-type: none"><li>• Assembly arrangements</li><li>• Display plan, if any (on payment basis) Additional requirement</li><li>• Any other facility including display aids over and above shell scheme package</li></ul>	

We hereby accept the Rules & Regulations of participation published by Coir Board. Demand Draft for Rs. .... favouring Secretary, Coir Board, payable at Ernakulam is attached towards advance/full space rent / participation charges.

(Signature of the authorized signatory of the Company)

Dated: \_\_\_\_\_

Name \_\_\_\_\_  
Designation \_\_\_\_\_



**(Signed & to be sent with application form)**  
**Brief Rules and Regulations for Participation in Fair Abroad**

**1. Space Booking:**

Application in prescribed format for participation in overseas activities of Coir Board to be submitted within the prescribed date for booking of space. Space is offered in modules of 12 sq. mtrs. and in multiples of 12 sq. mtrs. thereof (subject to availability).

**2. Allotment of space to the Participants:**

Submission of application for booking of space does not automatically confer a right for allotment of space. Approval of application for space will rest with Coir Board.

**3. Refund of Participation Fee:**

- (i) Refund of Participation fee will be considered in case of non-availability of space, rejection of application or in the event of cancellation of participation by Coir Board due to unforeseen circumstances.
- (ii) In the event of withdrawal before the commencement of the event, the total participation fee will be considered for refund, only if the space is re-allotted.

**4. Visa:**

- (i) COIR BOARD, will provide necessary assistance to the representative of the participating company by way of issuance of recommendation letter to the concerned Mission for obtaining visas.
- (ii) COIR BOARD shall not be liable in case the Mission of the host/transit country concerned denies visa to a representative of the participating company for any reason.
- (iii) Since COIR BOARD, on behalf of the participating company, has already committed for certain financial bindings by way of booking of space, construction/decoration of stand, catalogue entry, general publicity support etc., it will not be able to consider any refund on grounds of denial of visa/delay in receipt of visa.
- (iv) Visa recommendation letter will be issued only in favour of the Chief Executive/Proprietor/Senior Level Officer dealing with exports of the company.

**5. General:**

- (i) 60 % of Exhibits at Indian Coir Pavilion should be Coir Products.
- (ii) In the event of postponement / abandonment / cancellation of the Fair / Exhibition, or in case of exhibits not being displayed due to any reason beyond the control of the COIR BOARD, the Board shall not be liable to compensate the applicant for any loss or liability.
- (iii) The space allotted to the approved participants is to be used exclusively by them for display of their exhibits as approved by COIR BOARD. Subletting of space is not permissible. Violation of this clause may lead to cancellation of space allotted, forfeiting of space rent, security deposit etc., paid to COIR BOARD and debarring the participant from the future participation in COIR BOARD's events.
- (iv) In case of default of any payment due from the participants, COIR BOARD reserves the right to debar them from participation of COIR BOARD's Fairs in India and Abroad.
- (v) Any dispute or differences arising out of these terms and conditions of participation shall be referred to the CHAIRMAN, COIR BOARD whose decision shall be final and binding.
- (vi) The terms and conditions of participation shall be governed by Indian Laws and subject to the jurisdiction of courts at Kochi, Kerala.
- (vii) Each participant shall keep cordial relation and business ethics while participating in events.

**Terms & conditions accepted.**

**(Signature)**  
**Name & Designation**

**Date:**