



EM/QAF/01

COIR BOARD

APPLICATION FOR PARTICIPATION IN EXHIBITIONS ABROAD

Name of the Event:

Place :

Period :

1	Name of MSME Unit:		
2	Address:		
	Tel:	Fax:	
	E-mail	Web:	
3	Contact Person		
	Name:	Mob:	
	Designation:	Email ID:	
4	Person Deputed		
	Name:	Mob:	
	Designation:	Email ID:	
5	Entrepreneur Details: (Please put a ✓ mark on the appropriate column)		
	<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Manufacturer Exporter	<input type="checkbox"/> Merchant Exporter
	Registration No., whether registered in Coir Board		
	Udyam Registration No.		Whether Manufacturer / Service Provider
6	Name of products being manufactured / Services rendered		
7	Whether any of your sister concerns, registered in Coir Board, is participating in this fair. If so, give details.		Yes / No Name of the firm:
8	Space requirement		
	Area Space required:		Whether require corner space, if available: Yes / No
9	Total export turnover of the company, in case of Exporter		INR..... Lakhs
10	Brief profile of the company (not over 25 words)		
11	Whether belong to Women/ NE Region/ SC/ST		
12	Specify if any additional display facility is required		
13	Details of payment of advance participation charges		Amount: UTR No. Date:

We hereby accept the Rules & Regulations of participation published by Coir Board.

(Signature of the authorized signatory of the Company)

Name _____

Designation _____

Date: _____

P.T.O.



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

1. Space Booking:

- i. Application in prescribed format for participation in overseas activities of Coir Board to be submitted within the prescribed time, for advance booking of space.
- ii. Separate application should be furnished for participation in each fair.
- iii. Space is offered in modules of 6 sq. mtrs. and in multiples of 3 sq. mtrs. thereof (subject to availability).

2. Payment of Space rent:

- i. 50% of the rent of the space required should be remitted at the time of submitting the application.
- ii. 100% space rent should be remitted by the applicant prior to the allotment of the space, i.e. two months before commencement of the fair.
- iii. The payment of participation fee / space rent may be remitted by Bank Transfer. The 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

3. Allotment of space to the Participants:

- i. Submission of application for booking of space does not automatically confer a right for allotment of space.
- ii. 100% space rent should be remitted to Coir Board before allotment of space.
- iii. The allotment of space will be made on a first-come-first-served basis, after full and final payment of participation charges.
- iv. Approval of application for space will rest with Coir Board.

4. Refund of advance Participation Fee:

- i. Refund of Advance Participation fee will be considered only 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. No refund of advance participation fee will be considered in the event of withdrawal of application by the applicant.

5. 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. The expenditure if any required for arranging Visa Invitation letters for the participants will have to be borne by the participants themselves.
- iii. 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.
- iv. 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.
- v. Visa recommendation letter will be issued only in favour of the Chief Executive/Proprietor/Senior Level Officer dealing with exports of the company.

6. General:

- i. The application will be rejected if any of the sister concern of the applicant is found to be participating in the same fair.
- ii. 60 % of Exhibits at Indian Coir Pavilion should be Coir Products.
- iii. The representative of the co-exhibitors in the Indian MSME Pavilion should follow proper dress code of international standard.
- iv. 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.
- v. 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 debaring the participant from the future participation in COIR BOARD's events.
- vi. 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.
- vii. 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.
- viii. The terms and conditions of participation shall be governed by Indian Laws and subject to the jurisdiction of courts at Kochi, Kerala.
- ix. Each participant shall keep cordial relation and business ethics while participating in events.
- x. Participation in exhibitions abroad and disbursement of financial assistance to the participants will be strictly in accordance with the International Co-operation Scheme of the Ministry of MSME.

Terms & conditions accepted.

(Signature):
Name & Designation:

Date:



Score Card for Selection of MSMEs for participation in International Exhibition / Fair
(Total Score – 65 Points)

Name of MSME Unit & Udyam No.:

Sl. No	Subject	Scoring Methodology	Points Allocation (to be filled up by MSME Unit or Applicant Organization)
1.	Frequency of participation of a Unit in a trade fair during the last 5 financial years	First time participation – 10 Second time participation – 02 Third Time participation - 0	
2.	Proprietor of Enterprise	Woman belonging to SC/ST – 10 Men SC/ST – 09 General – 08	
3.	Location of unit	NER Region – 05 Other – 04	
4.	Remote location of unit	Located in rural area – 10 Located in city – 08 Located in metropolitan City – 06	
5.	Quality of products manufactured	ISO Certified – 05 Non-ISO certified – 03	
6.	Innovative / patented /product/technology	Patented – 05 Non Patented – 04	
7.	Category of Enterprise	Micro – 10 Small – 08	
8.	Objective of unit for the participation in a trade fair	B2B engagements / opportunities/meeting – 10 Retail sale of products – 05	
	Total		

This is to certify that the score card details given above are correct and nothing has been concealed.

Date:
Place:

(Signature of Authorized signatory)
Name:
Designation:
Company Seal: