

WELCOME TO UPNEXT INDIA 2023!!

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This document incorporates the guidelines to be strictly followed by all Exhibitor's. This includes guidelines to the entry to the fair, stall construction, guidelines during the fair and finally guidelines for exiting the fair, information about AEPC facilitation services & main events during the fair.



WE VALUE YOUR PARTICIPATION!!

Dear Exhibitor,

We thank you for your participation in UPNEXT INDIA 2023 organized by Apparel Export Promotion Council to be held on 10th-11th Feb 2023 at Apparel House, Sector 44, Gurugram. The enclosed 'Exhibitor Manual' outlines the detailed procedure for the participation in the said event. You are requested to please go through this manual carefully and kindly make a note of all the Rules & Regulations and deadlines specified for the Order Forms for Additional Facilities and Services required. If you require any further information or assistance, please contact the AEPC Secretariat at the address given below and we shall assist in your participation for the said Fair.

We wish you a great business experience.

NAREN GOENKA
CHAIRMAN
AEPC

ASHOK G. RAJANI
CHAIRMAN (FAIRS& EXHIBITIONS)
AEPC

Apparel Export Promotion Council
Sector 44, Gurugram
Telephone: 0124-2708000
Email: upnextindia2023@aepecindia.com
Website: <https://aepecindia.com/upnext-india-2023>



CONTENT

SECTION	PAGE NUMBER
SECTION I: ENTRY TO THE FAIR	3-6
SECTION II: STALL CONSTRUCTION GUIDELINES	6-7
SECTION III: GUIDELINES DURING THE FAIR	7-8
SECTION IV: GUIDELINES FOR EXITING THE FAIR	8
SECTION V: AEPC FACILITATION SERVICES	9-10
SECTION VI: MAIN EVENTS DURING THE FAIR	11-12
SECTION VII: FINAL WORDS	13



SECTION I: ENTRY TO THE FAIR

1.1 Set up dates (handing over the possession of the stalls to exhibitors)

- **For Bare stall: 10.30am on 8th Feb until 7.00am on 10th Feb 2023**
- **For Built up stall: 10.30am on 9th Feb 2023 until 7.00am on 10th Feb 2023**

1.2 Entry at the fair venue would be allowed ONLY through entry badges. Badges will be handed over to the exhibitors on the set-up day. On reaching AEPC campus, please proceed to registration desk to get your exhibitor badges. For each stall of 9 sqm, 2 exhibitors are allowed. Proportionately 4 exhibitors for a stall size of 18sqm. Exhibitors are responsible for the safe custody of the badges. You are instructed to wear your badge throughout the fair. For reasons of safety, possession of Exhibitor badges by unauthorized persons is strictly prohibited.

AEPC contact point: Mr. Sanjay Kwatra (8920925368)

1.3 All exhibitor's profile is printed in the Fair Directory on complimentary basis. The e-copy of the directory can be scanned through the QR codes displayed across the exhibition centres. Buyers and the Buying agents will be provided a printed hard copy of the fair guide.

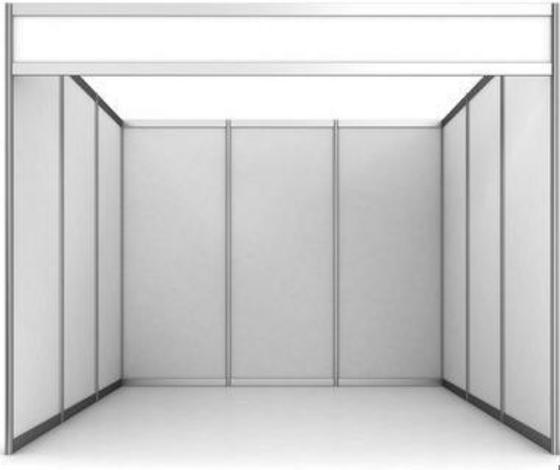
1.4 AEPC is providing the following in 9sq m on complementary basis in the stall. The items will be increased proportionately for bigger stalls.

1. Name fascia
2. Carpet flooring
3. One table
4. Two chairs
5. Six spotlights (White CFL – 20 W each)
6. One wastepaper basket
7. One socket
8. 100 hangers
9. 2 Hanger rails
10. Complimentary wifi
11. Packed vegetarian lunch for 2 people per day
12. Tea/ Coffee unlimited via vending machines
13. Drinking Water: 4 bottles of 500ml each per day
14. Refreshing drink 2 bottles per day
15. Free car parking for only personnel car within AEPC campus (1 car for each booth)

Any additional food and snacks are available at "Punjabi By Nature", restaurant in the Apparel House (AEPC) campus" on payment basis.



1.5 Dimensions of the 9sq m booth: 3*3 meter and 2.5-meter height. 3 panels in each wall. Each panel internal size will be 37" x 92" ht. Visual representation is as below.



Visuals of the Hanger Rail (dimensions: 5ft ht*5ft length)



Visuals of the hangers



1.6 Exhibitors are requested to check their Booth/Stall and ensure that all amenities as stated above are provided at the time of taking possession of their respective stalls. Possession of the stall to be notified to the hall co-ordinators. List as below.

1.7 Please note that the Exhibitors shall be solely responsible for any Missing/Damage Items in the property of AEPC, if found at the time of Move-out. Exhibitor shall be liable to pay such damages.

1.8 For any extra requirements for which the exhibitors have already paid to Dara Projects, exhibitors can collect their stuff from the facilitation desk next to the registration counter against their payment receipt.

Contact point: Ms. Anjana from Dara Projects @ +91 93505 91155

Rates as was indicated in the circular (per piece for both days)

- Mannequin: 2500/-
- LED TV (40 inches): 5000/-
- Hanger Rails: 600/-
- Metal halide light (150 watt): Rs. 850/-
- Hanger regular: 12/-
- Hanger (kids): 21/-



Visuals of Mannequin



- 1.9 Exhibitors are also allowed to bring their own mannequins, hangers, hanger rails or other display aids items to be used for displaying their collections in their stalls. These items would be permitted to bring inside the halls before 10.00 PM on 9th Feb 2023.
- 1.10 Entry of commercial vehicles such as tempos, taxi, trucks carrying samples for display in the fair would be allowed to enter Apparel House complex from Gate no 1 ONLY. After unloading of the exhibits, such vehicles will have to immediately go out of AEPC complex through Gate No. 2 ONLY.
- 1.11 AEPC will not be responsible for vehicles parked outside the AEPC campus at any time.
- 1.12 **For any assistance during setup, following AEPC staff may be contacted:**
- **Booth G1-G30 : Mr. Yogesh Ahuja (9990007599)**
 - **Booth G31-G59 : Mr. Inderjeet Banerjee (9810053645)**
 - **Booth F59-F102 : Mr. Narender Kumar (9891147080)**
 - **Booth F103-F111 : Mr. Vimal Agnihotri (9140371413)**
 - **Overall in charge : Mr. Sanjay Dudeja (9910805591)**
- 1.13 No show
- If any organization, having applied for space, fails to show at the set up day latest by 9th Feb 12.00pm, for whatever reasons, shall be liable to pay for full payment plus any additional costs incurred by Organizer as a result of such failure to exhibit.
 - The Organizer reserves the right to take over such space and reallocate or use the same as they deem fit.

SECTION II: STALL CONSTRUCTION GUIDELINES

Information:

- Colour of walls will be white (standard octanorm booth)
 - Colour of carpet inside the stall will be grey and passage area carpet is red.
- 2.1 Construction of customized stalls would be allowed to ONLY those exhibitors having stall size of 18 sq. The exhibitors, who are making customised stall, should keep their material inside their stall and should not use the aisles.
- 2.2 The height of the customised stall should not more than 8 fts. in any case.
- 2.3 Any kind of woodwork, brickwork, melamine polishing, or carpentry work is not allowed within the octonorm stalls provided by the organiser.
- 2.4 Painting, nailing, drilling, gluing on wall papering on the stall panels is not permitted. Exhibitors must use bi-adhesive tape for fixing purposes.
- 2.5 Exhibitors are advised not to use any vacant space around their stands for storage or otherwise. This could be hazardous and could restrict the movement of service personnel. Organizer reserves the right to remove such material at the risk & cost of the Exhibitor.
- 2.6 Grouting/drilling of holes in the floor or walls is not permitted.
- 2.7 No suspended displays/structures are permitted from the ceiling of the exhibition halls.
- 2.8 Organizer shall not correspond with any of the agencies engaged by the Exhibitor.
- 2.9 Welding is strictly prohibited.
- 2.10 Exhibitors are responsible for the cost of making goods, restoring or renewing any damages to the stand structure, floor covering, light fitting or part thereof.
- 2.11 No hanging displays/structures are permitted from the ceiling of the exhibition halls.



- 2.12 Use of Halogen and Comptalux lamps as spotlights is totally banned.
- 2.13 Unauthorized use of electrical load of more than the permissible limit as per the stand size will be severely penalized.
- 2.14 Use of cloth banners is prohibited in any form within the exhibition stand & anywhere within the exhibition area.
- 2.15 Display of mannequins outside the stall area is not allowed. Organiser has the right to remove the mannequin placed outside the stall area.
- 2.16 All promotion activities including distribution of literature, brochures, samples, handouts, etc. must be confined to the designated stand of the Exhibitor.
- 2.17 Exhibitors will not be permitted to display any equipment which causes high levels of pollution in terms of noise and smell.
- 2.18 Exhibitors should confine their exhibits within the space allotted to them and should not encroach upon the aisles or unused space/facilities provided by the Organizer. Clustering or crowding of exhibits in the stands is not allowed. Mannequins, posters, decoration material or any item placed in the aisles shall be removed by the fair authorities.
- 2.19 No part of any exhibit/display should project out of the stand boundaries. Exhibits/showcases/display podiums must be placed at least 0.3m away from the boundary of open sides of the stand. No display, construction or projection of construction element shall be permitted in the passages. The organizers have the right to confiscate the exhibits kept outside the stands.
- 2.20 Name Fascia
- A uniform size of Name Fascia will be provided to all the Exhibitors.
 - Please note that the fascia name for Exhibitors will be exactly as per the Company name mentioned in their application form. No Changes are allowed.
 - Display of Names/logos of any indirect Exhibitor on the fascia of the stands is strictly prohibited.
 - Booth Number Signage will be provided to each Exhibitor by the organizer. Exhibitors must adhere to the specifications of putting up this signage.
- 2.21 **All the participants have to ensure the completion of their stall decoration latest by 7.00 am on 10th Feb 2023.**

SECTION III: GUIDELINES DURING THE FAIR

- 3.1 The exhibitor is required to exhibit their products exactly as mentioned in the product list. You are not allowed to exhibit anything else which is NOT mentioned in your application form submitted to AEPC.
- 3.2 Manning the Exhibit Space with competent personnel during the business hours of the fair is mandatory. You are requested to be present at 9.00 am on 10th Feb 2023 at your stall.
- 3.3 Exhibitors should not vacate their stands before the official move-out time i.e 5.30pm on 10th Feb and 4.30pm on 11th Feb 2023 unless special permission has been obtained in writing from the Organizer in advance.
- 3.4 Exhibitors should keep their stands in an orderly manner. Exhibits should be displayed in a professional manner compatible with the image of the Fair.
- 3.5 No sale of exhibits at the venue is allowed during the exhibition.
- 3.6 The organizers shall not be liable for any delay/ penalty/cancellation/confiscation by any authority.
- 3.7 Visitors/Exhibitors are liable for Frisking/check at the entry gate
- 3.8 Children below 18 years of age are not permitted in the Exhibition Halls under any circumstances, even if are accompanied with parents/Guardian



- 3.9 Smoking is strictly prohibited in the entire Exhibition area and cafeteria.
- 3.10 Consumption of liquor is strictly prohibited in the entire exhibition area.
- 3.11 Use of loudspeakers, musical instruments etc. in the stand is prohibited.
- 3.12 Modelling outside of your exhibit space is strictly prohibited
- 3.13 Exhibitors must have to take the prior permission of the Organizer for taking photographs and films of the exhibition. Exhibitor may however take photographs of their own stands and visitors. Exhibitors are not allowed to take photographs of any other stall.
- 3.14 Exhibitors are NOT allowed to take pictures of the buyers without their consent.
- 3.15 Organizer has exclusive rights to capture photographs and films of the exhibition stands.
- 3.16 Video/animation films on the samples can be displayed within the stand area with NO sound to avoid disturbance to others.
- 3.17 During the exhibition days, exhibitors and their representatives will not be allowed inside the exhibition hall after 6.30 pm and movement of exhibits in or out of the exhibition halls are not permitted from 9.30 am to 6.30 pm. Exhibits movement (if any) after 6.30 pm, will be permitted only with prior written permission from the organizer, subject to feasibility.

SECTION IV: GUIDELINES FOR EXITING THE FAIR

4.1 Mandatory filling of Feedback: It is mandatory of all the exhibitors to fill the 'Feedback Form' in all respect and submit the same with the respective booth co-ordinator on the last day of the fair i.e. 11th Feb 2023 and subsequently take the Exit Passes for taking their goods out from AEPC complex. Participants are requested specifically to fill the column i.e. 'Details of enquiries received' and other business details, as this will help the organizer to improve the services for future fairs.'

4.2 **ALL EXHIBITORS TO EXIT THE FAIR LATEST BY 8.00PM ON 11TH FEB 2023**

4.3 MOVE-OUT /EXIT PASS PROCEDURE

- All Exhibitors will be required to submit four (04) copies of Form No. 3: Exit Pass at the Fair Secretariat which will be located at the Exhibition Hall. The duly stamped Exit Pass can be collected from the respective Fair Secretariat on 11th February, 2023 from 2.00 pm onwards after submission of Response Form.
- **After conclusion of the fair, the exhibitor shall take out their exhibits and other materials out of the exhibition hall/ground latest by 8.00 pm on 11th February, 2023.**
- The vehicles for loading the exhibits will be allowed inside Apparel House from 6.00 pm on 11th February, 2023 through Gate No. 1 and Exit from Gate No.2. Exhibitors may please note that no entry or exit will be allowed other than from the specified gate. However, organizers may at any time change the entry/exit plan due to administrative reasons.



SECTION V: AEPC FACILITATION SERVICES

5.1 Cloak Room facility: In case exhibitors would like to courier us their samples before hand, you may like to do so at the following address: Mr Yogesh Ahuja, Apparel House, Sector 44, Gurugram (Mobile: 9990007599). Same cloak room will also be available in case exhibitors would like to place their luggage during the exhibition days.

5.2 Security of Stalls:

The organizers will not be liable for any losses or damage to any property, personal or otherwise during the installation, exhibition and dismantling period.

Security during show hours

- Organizer will arrange for the general security of the halls from 10th Feb 2023 (10.00 AM – 6.00 PM).
- CCTVs are installed inside the exhibition area
- However, the exhibitors are advised to safeguard their goods and articles and never leave stands unattended during show hours.

Security of your stuff during non-show hours

- During non-show hours, exhibitors must not leave any personal valuable inside the stall.
- Organizer will arrange for general security, patrolling of exhibition site, which will not include specific attention to the inside of individual stalls.
- Participants are also requested not to allow any person other than the bonafide pass holders to visit their stall.
- **After the fair timings, participants may cover their stalls with cloth or tape etc.**
- Unauthorized persons if noticed by the participants may please be brought to the notice of the Secretariat.
- **Exhibitors may take care themselves of items like Personal Computers, mobile phones, laptops, purse etc.**

5.3 House Keeping

- The official housekeeping agency is appointed by organizer and no other agencies shall be permitted to operate during the exhibition.
- Organizer will provide for daily overall cleaning of the exhibition halls and common areas after show hours.
- However, it will be the responsibility of the exhibitor to keep their stalls tidy.
- **Exhibitors are advised to keep their waste bins on the aisles after show hours, which will be cleared by the official housekeeping agency.**

5.4 Fire precautions:

- Firefighting equipment are installed at various points in the exhibition halls.
- **To ensure clear access to the fire exists, no obstructions or display materials shall be allowed in the aisles and emergency exits.**
- Fire tender will be stationed at the exhibition site during the period of the exhibition.



5.5 Business centre within AEPC booth: Business Centre shall be operational during the period of the exhibition with printing facilities on direct payment basis. (Printing rate: 10rs/page).

5.6 First Aid/Medical Centre: First Aid booth with medical assistance including Doctor and Ambulance, in case of emergency, will be available at the Fair venue during the fair period.

5.7 Official Hotels

We have negotiated rates with the nearby hotels. Exhibitors are advised to book their hotel accommodation for the fair days

- M/s Ramada by Wyndham Gurgaon Central, Sector 44, Gurgaon**
Mobile (+91) 9582229512 | Telephone (+91) 1244886400
Email Id: ssm@ramadagurgaoncentral.com
Contact Person with AEPC reference: Mr. Anand Mohan, Sr Sales Manager

RATE CATEGORY	SINGLE ROOM RATE	DOUBLE ROOM RATE	INCLUSION	Remark
EXECUTIVE ROOM	6000 + 12% Taxes	7000 + 12% Taxes	Buffet B/Fast & WI-FI	Rates are Per Night
PREMIUM ROOM	7000 + 12% Taxes	8000 + 18% Taxes	Buffet B/Fast & WI-FI	
CLUB ROOM	8000 + 18 % Taxes	9000 + 18 % Taxes	Buffet B/Fast & WI-FI,	

- Lemon Tree Premier -2, Gurugram, 43-47 Leisure Valley, Sec 29, Gurugram**
Tel- +91 124 4887777 | M- +91-8588877328
Email Id: Sales5.pgn2@lemontreehotels.com
Contact Person with AEPC reference : Mr.Harshit Gupta, Sales Executive

RATE CATEGORY	SINGLE ROOM RATE	DOUBLE ROOM RATE	INCLUSION	Remark
Lemon tree Premier 1-	Single- 5500+GST	Double- 6500+GST	Breakfast & WI-FI	Rates are Per Night
Lemon Tree Premier 2-	Single- 6000+GST	Double- 7000+GST	Breakfast & WI-FI	
Lemon Tree Premier City Centre-	Single- 6000+GST	Double- 7000+GST	Breakfast & WI-FI	

5.8 Transport

AEPC has negotiated bulk rates for taxi and porter services. Exhibitors may like to get in touch with the concerned person as mentioned and get bulk rates with reference with AEPC. **The taxi service will be available on direct payment basis as detailed below:**

Cab Type	Rent Charges (In Rs.)				
	4 Hour/40 KM	8 Hour/80 KM	Extra Hour (per hour basis)	Extra KM (per KM basis)	Night Charges 11pm to 6Am
Dzire/Etios	800	1350	90	13	200
Innova/Ertiga	1000	1800	150	18	250
Innova Crysta	1200	2150	175	21	250
Honda City	1000	1775	175	17	250
Corolla Altis	1300	2500	220	25	300
Tempo Traveller	NA	2800	150	26	400
Tata ACE (Lodge)	NA	2000	200	20	300

Mr. Naveen, M/s. Ally Car Rental, Plot No 973, Sector, 45 Gurgaon Haryana 122003
Mobile No 9811010836
Email Id: naveen@allcarrental.com



SECTION VI: MAIN EVENTS DURING THE FAIR

6.1 EXHIBITION TIMINGS

6.1.1 10th Feb: 9.30am to 5.30pm

6.1.2 11th Feb: 9.30am to 5.30pm

6.2 INAUGURAL FUNCTION INVITATION

UPNEXT INDIA 2023 will be inaugurated by Shri Piyush Goyal, Hon'ble Minister for Commerce and Industry and Textiles in the presence of H.E Hiroshi SUZUKI, Ambassador of Japan to India and other senior Government officials from Ministry of Commerce and Textiles. **Exhibitors are encouraged to be present at the inaugural function/Ribbon cutting ceremony at 2.30pm on 10th Feb 2023 at Amphi theatre, Apparel House**

6.3 DISCUSSION FORUMS

10th FEBRUARY 2023 (FRIDAY)

DISCUSSION FORUM I: 12-15-1.15pm

INDO-JAPAN RMG TRADE – REALIZING FULL POTENTIAL UNDER CEPA

This panel will deliberate on how India and Japan can minimize the obstacles and make maximum use of India-Japan CEPA in the context of post-pandemic global recovery particularly for the apparel sector. The panel will also discuss practical challenges faced by Japanese apparel buyers while sourcing from India and Indian apparel exporters while exporting to Japan.

Moderator: Mr. Gautam Nair, Chairman-Export promotion, AEPC

Panelists:

- Ms. Shubhra, Trade Advisor, Ministry of Textiles
- Shri Anant Swarup, JS, DoC, -FT (Northeast Asia) *
- H.E Hiroshi SUZUKI, Ambassador of Japan to India*
- Mr. Ramesh Jethnani, Trade Expert, Asia pacific
- Mr. Naren Goenka, Chairman AEPC

11th FEBRUARY 2023 (SATURDAY)

DISCUSSION FORUM II: 11.00- 12.00

ESG COMPLIANCE: PREREQUISITE FOR ENHANCING EXPORTS TO JAPAN

Moderator: Mr. Varun Vaid, Business Director, Wazir Advisors Pvt. Ltd

Japanese Perspective

- Mr. Junji Iwata, Manager India, Business Promotion Dept., Nissen ken Quality Evaluation Center
- Mr. Hironobu Kato, Koizumi Clothing Co. Ltd.
- Mr. Sawami Hisashi, Marubeni Intex
- Mr. Naoto Higuchi, Muji

Indian Experiences

- Ms. Archana Panda, Operation Manager, India, Social Accountability International, New York
- Mr. Marius Golden, COO, Reverse Resources



DISCUSSION FORUM III: 12.30-1.30 pm
BLOCKCHAIN TECHNOLOGY IN SUPPLY CHAIN & TRACEABILITY TO ADVANCE APPAREL TRADE

FASHIONTECH has made a profound impact globally, from clothing to yarn, from supply chain to manufacturing and from finance to farming. Blockchain, is a suitable match for the global logistics and supply chain sector worth \$307 Billion and growing at 10.5% CAGR. Traceability can prove the sustainable claims of Apparel products. A blockchain is a great tool for transparency, traceability, and counterfeits in the supply chain management of advanced trade in the apparel sector. Tech in ESG helps fashion companies greatly enhance brands by adopting ESG programs with more eco-friendly products, minimizing wastes, maximizing recycling and reuse, and rethinking resource ownership. Clothing brands ESG scores will be an important factor for both investors and consumers.

Moderator: Mr. Yash Arya, CEO, Global Spin and Udaan

Panelists:

- Dr. Prateek Kanakia, Founder, Thegreenbillions Limited
- Dr. Amit Vishwakarma, Blockchain Consultant, AJNIFM, Ministry of Finance, India
- Mr. Aman Bandvi, Co-Founder, India Blockchain Alliance
- Mr. Navdeep Garg, CEO RevInfotech Inc
- Dr. Pranshu Gupta, Blockchain Trainer, UDAANSKILL
- Mr. Dharmveer Singh, Chief Operating Officer, TRACEYARN

PRESENTATION: 2.30-3.30
PRESENTATION BY TEXTILE STARTUPS

Moderator: Dr. Tamanna Chaturvedi, Secretary General (Acting), AEPC

1. TRACE YARN
2. ECLOSET
3. LOUJOJ TECHNOLOGY
4. INDYVERSE
5. GRAPHX
6. ANTI RADIATION TEXTILE (ART)
7. DIGITAL FASHION FACTORY
8. INFINITE X
9. ONLYGOOD
10. BEEJ
11. REVERSE RESOURCES



SECTION VII: FINAL WORDS

7.1 No verbal agreement: No verbal agreement between the Organizer and Exhibitors is acceptable, unless the same is confirmed in writing.

7.2 Force Majeure: Under the conditions of force Majeure, which also include covid, other pademic, strike, lockdown, closure, riot, natural calamities and other events & decisions beyond the control of the Organizer, the Organizer reserve 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 Exhibitor and the Organizer will remain unaffected. All disputes are subject to Delhi Jurisdiction.

E-WAY BILL COMPLIANCE

Kindly follow the E-Way Bill System and complete all compliance, as per GST Rules, it is mandatory. Regarding movement of goods pl. use below link to generate e-way document:-
<http://comtaxup.azurewebsites.net/>
Further details can be accessed from the following site – www.ewaybill.nic.in

Exhibitors who will not follow the Do's & Don'ts will be given a written warning during the fair. If the exhibitor does not comply with the Do's & Don'ts even after warning, appropriate remedial action will be enforced including barring for participation in the next fairs.

