



Dear Designer

First of all, let me thank you for support for Designers Fair 2017. We welcome you as an Exhibitor to this fair. As of now, 42 Designers/Design Institutions have confirmed their participation. Kindly note the following points.

1. **STAND** : As informed earlier, a fully constructed stand of 12 sq.mtr. will be provided to all Designers for display of their Designs/ Products. All Designers may bring their samples accordingly. The construction pattern of the stands will be circulated shortly.
2. **VISA**: Since Designer Fair is a commercial event, all designers are requested to apply for **business visa only**. The visa recommendation letter has already been sent by email to all the Designers. Hence kindly apply for business visa immediately at the concerned Indian Embassy/Consulate.
3. **FLIGHT TICKET**: You are requested to immediately book the flight ticket and send the **Flight ticket copy along with Invoice showing flight charges** - with arrival in Chennai in the afternoon/evening/night of Jan. 30, 2017 or in the morning of Jan. 31, 2017 and departure in the night of Feb. 3, 2017 or in morning of Feb. 4, 2017. This is required to make hotel accommodation and organize airport pick-up and drop.

As of now we have received flight details from the following two designers.

- a) Ms. Regina S Yoo, INTEUS INTERNATIONAL, USA
- b) Mr. Raquel Cozar Lado COZARLLADO, Spain

We would hence request other designers to book the flight ticket and send us the ticket copy wherein the prices are also mentioned. If the prices are not mentioned in the ticket then send us the copy of the invoice issued by the travel agent.

4. **PASSPORT COPY**: Kindly send us scanned copy of Passport indicating passport number, name, address etc., as this is required for processing your air ticket reimbursement. The air ticket reimbursement will be made during fair.
5. **SAMPLES** : The samples/products for display in the exhibition may be carried by all the Designers. We can issue a letter to facilitate customs clearance of the sample brought by you. In this connection, send us the details of samples being carried by you i.e. product description and quantity to enable us to issue the letter. As informed earlier, excess baggage charges incurred if any, will be reimbursed after the fair upon submission of excess baggage ticket/receipt issued by the airline.

6. **AIR TICKET REIMBURSEMENT:** It is proposed to send the Air ticket reimbursement for the Designers on Feb. 2 or 3, 2017 through Bank Transfer. In this regard, kindly send us your bank particulars as per format given below.

Account Holder Name	
Account Number	
Bank Name	
Bank Address	
IBAN Number	
Swift Code	

7. **WEBSITE :** We have updated the website of the fair [www.designersfairindia.com](http://www.designersfairindia.com)

As mentioned above, kindly send all the following details immediately to enable us to make hotel booking etc.

- a) **Flight ticket copy along with Invoice showing flight charges**
- b) **Scanned copy of Passport indicating passport number, name, address**
- c) **Details of samples being carried by you i.e. product description and quantity**
- d) **Bank Details as per format mentioned above.**

The Fact Sheet of the Fair is given below for your ready reference.

**DESIGNERS FAIR, FEB. 1-3, 2017 – FACT SHEET**

<b>Particulars</b>	<b>Details</b>
Fair Venue	Hotel ITC Grand Chola, Chennai
Fair Timing	09.30 a.m. to 06.00 p.m. (Feb. 1-3 2017)
Airport Pick-up and drop of Designers	Will be organised by Council for Leather Exports (CLE)
Introductory Meeting with Designers	3.00 p.m – Jan. 31, 2017 Rajendra Hall, Hotel ITC Grand Chola
Stand Construction	from 12.00 a.m. on Jan. 30, 2017 till 4.00 p.m. on Jan. 31, 2017
Stand Set-up by Designers	4.00 p.m. on Jan. 31, 2017

Fair Inauguration Feb. 1, 2017 – 09.30 a.m.	All Designers requested to participate
Visa Letter	Already sent to all Designers by CLE
Exhibitor Badges	Will be given on Jan. 31, 2017 to all designers
Visitor Badges + Kit (Catalogue + CLE mag. in CLE bag)	To be given at time of registration
Registration Desk	To be manned by 6 staff of event management agency
Hotel accommodation for designer	Will be booked as per flight details of the Designers in Hotel ITC Grand Chola

Thanks & regards,

**Naresh Bhasin**

Chairman-Task Force on Design  
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