



## HOW TO PARTICIPATE IN EXHIBITIONS

### Step by Step Guide for the Participating Unit

- 1) The NSIC field offices are the first point of contact for any interested exhibitor.
- 2) The participating Unit has to approach the nearest NSIC office atleast 02 months in advance and submit their application of participation with required documents.
- 3) The NSIC Field office will enter the Application in the NSIC exhibitions portal thereafter issue the Unit an acknowledgement letter.
- 4) All the applications received are complied and submitted to the Competent Authority for their approval .
- 5) Only after approval is communicated by the concerned field office where the unit has deposited their application , they may participate in the said exhibition.
- 6) The Unit has to ensure that their participation in the exhibition is per the terms and conditions and undertaking submitted by them to NSIC while depositing their application in the concerned NSIC field office.
- 7) It may also be noted that the due diligence regarding each Exhibition such as Product Profile of the Fair, Participating unit Profile, Venue of the Exhibition, Rentals of the Stall, Credentials of the fair Organisers, Past experience, etc. is being done by the NSIC Office(s) both at Branch and Zonal level .

**Documents to be submitted by applicant Unit:**

- 1) Whether enrolled in MSME Databank
- 2) Udyog Adhaar or Udhyam registration
- 3) Request letter
- 4) PAN card (Used at the time of registration on MSME Databank)
- 5) (a) Bank Account Details – Bank Name, Current A/c, Saving A/c  
(b) Blank Cheque
- 6) Name of the Authorized Signatory
- 7) GST Number (*Optional*)
- 8) Intended Display in the Stall
- 9) Undertaking from the Unit and acceptance of NSIC terms and conditions
- 10) Number of times the applicant unit participated in domestic exhibitions during current Financial Year (please specify clearly name of the Scheme) – *Name of the Event, Place of Event, Duration & Organizer details, Under which Scheme eg. SMAS*

**Documents required to be submitted by Organizer (Private/Association/Chamber etc):**

- 1) Certificate of incorporation from Registrar of Companies along with Memorandum of Articles/Registration documents
- 2) Audited Balance sheet of last three years
- 3) GSTN Certificate
- 4) Mandate Form from Bank / PFMS Detail
- 5) Registration Certificate from Commerce Ministry/ITPO/EEPC/FIEO/Export Promotion Councils or any Central /State Govt. Bodies
- 6) If costing is more than Rs 50,000/- for participation, cost sheet along-with last three years prices, discount if any required. It is clearly mentioned that price is same for all including NSIC Ltd., Duly attested by Chartered Accountant.
- 7) Performa Invoice, Brochure of the event & Organizer letter stating rate & minimum stall size.

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02/05/2022