CLE/HO/IMD/MOSSHOES-MOSPEL/2023 8th June, 2023

To.

**The Members of CLE**

Dear members,

Sub:- **Participation of CLE members in the MOSSHOES/MOSPEL Fair, Moscow, Russia (August 28-31, 2023) with funding support of Ministry of MSME under IC Scheme**

The 87th edition of the Mosshoes/Mospel exhibition will be held from 28th to 31st August, 2023 at the World Trade Center (WTC), Krasnopresnenskaya NABEREZHNAYA 12, near to the Expo center in Moscow.

**MOSSHOES-MOSPEL Fair:**

The Mosshoes exhibition has been operating since 1997. For many years, thousands of manufacturers from over 30 countries have been exhibiting **footwear, bags, accessories, leather garments, finished leather and component materials in the fair**. The exhibition takes place 2 times a year and each time gathers up to more than 12 thousand visitors from all over Russia and the CIS. Business meetings are held at Mosshoes, an assortment is formed and contracts are concluded. The exhibition brings together retailers, manufacturers and suppliers.

**CLE’s participation in the 87th edition of the MOSSHOES/MOSPEL Fair**

CLE propose to organize group participation of member-companies in the above said fairwith the funding support of Ministry of MSME under IC Scheme. CLE for the first time is planning to organize participation of our members in this fair, with MSME funding support.

**Booth Package**

Each company will be provided with a standard 9 sq.mtr size booth with Booth accessories as detailed below.

|  |  |
| --- | --- |
| **For 3\*3= 9 Sq.mt booth** **OPTION ONE:  footwear & accessories** | **For 3\*3= 9 Sq.mt booth** **OPTION TWO:  for leather** |
| One Side Open/Two Sides Open1 Table; 3 Chairs; 6 Spot Lights; 1 Trash Basket; 1 3\*3 Carpet; 27 100\*30cm Shelves; 1 Socket up to 1kw 220; Stuffing paper ( for booths with bags); 2 Bottles (1 liter bottle) of water per day; Fascia  | One Side Open/Two Sides Open1 Table; 3 Chairs; 6 Spot Lights; 1 Trash Basket; 1 3\*3 Carpet; 9 Rods; 1 Socket up to 1kw 220V; 2 Bottles  (1 liter bottle)  water per day; 50 plastic hangers/bottom (SPECIFY THE LENGTH OF HANGERS); Fascia |

         *Cost on account of any other Additional Accessories /Extra Requirement has to be paid by the participants directly to the Stand Constructor/fair organizer.*

**Product Display**

*Footwear (leather and non-leather), Bags, Accessories, leather garments, finished leather and Footwear components / materials.*

**Important (Visa):**

Members have to arrange Visa to Russia on their own.  However, CLE will arrange for the Invitation Letters from Demlink Travel Agency and charges for one visa letter has been included in the participation fee. For additional letters, companies have to pay @ Euro 80-100 per invitation letter. *Kindly note that non-issuance of Visa will not be considered as valid reason for withdrawal subsequent to confirmation of participation. Hence, withdrawal from participation after confirmation will not be allowed. However, CLE will make all possible efforts, for timely issue of visa for our participants.*

**CLE’s Participation with Ministry of MSME funding support**

CLE is organizing participation of members in this fair with the funding support of Ministry of MSME under IC Scheme.

The eligible items for participation of MSME units and the scale of assistance provided by Ministry of MSME would be as under:

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Eligible items of expenditure** | **Scale of assistance**  |
| A. | Space Rent (Stall Charges) | For Micro, Small and Medium entrepreneurs: 100% of the space rent subject to a maximum of Rs.3.00 lakh or actual rent paid, whichever is lower (for one MSME unit).  |
| B. | Air Fare | For Micro, Small and Medium entrepreneurs: 100% of the economy class airfare subject to a maximum of Rs.1.50 lakh or actual fare paid, whichever is lower (for one MSME unit) subject to following condition: a) **Journey/Stay should be within a span of 30 days including the period of event.** |
| C. | Freight charges | Actual subject to maximum of Rs. 50,000/- per MSME unit and Rs. 75,000/- per MSME for Latin American Countries. |

**Major guidelines for availing MSME funding support**

The Ministry of Micro, Small & Medium Enterprises (MSME) has conveyed approval for CLE’s proposal seeking funding support for organizing group participation of members in the 87th edition of the Mosshoes/Mospel exhibition (August28-31, 2023) under International Cooperation (IC) Scheme of the Ministry, **subject to compliance of the following conditions and requirements by the participating companies**:-

(1)   The member-participants should have valid ‘Udyog Aadhar Registration Certificate (UARC), issued by the Ministry of MSME. Udyog Aadhar filed after the date of event will not be accepted for settlement of claim.

(2)   Re-imbursement of airfare will be done for one representative from one MSME unit which participated in the event.

(3) Participants have to submit the a ‘Score Card’ (format attached) duly filled in to CLE. The minimum qualifying score/points (for become eligible for MSME funding support) should be 60%  of the Score Card .

(4)   **Original Boarding Pass**: In case of multiple Boarding Passes, provision of Original Boarding pass of destination city (host city of the event under consideration) is must. In case of non-availability of original boarding pass, reasons to be conveyed in writing and a certificate from the airlines stating that the journey has been undertaken will be acceptable.

(5)   Copy of PAN Card & TAN number (if applicable)

(6)   Copy of valid **Udyog Aadhar Registration Certificate (UARC)** of the individual Unit/Enterprise. UARC filed after the date of event will not be accepted for claim.

(7)   Copy of e-ticket complete in all respect **with fare information on e-ticket** for air travel. Reasons for variation in air fare, if any, satisfactory justification would have to be furnished by the applicant.

**(8)   Original invoice/bills for stall charges/construction, freight charges etc. along with receipt of payment in original should be submitted.**

**(9)    Participants are advised to take the Direct/Shortest route (whichever is cheaper) for to and fro journey). Participants may also try to restrict their travel to Brazil only during the trip, for avoiding any queries/objections by the Ministry of MSME while settlement of payment.**

(10)   The Ministry/CLE reserves the right to ask for any other relevant information/ document, which may be required for settlement of claim.

**Participants have to comply the above guidelines/parameters prescribed by the Ministry of MSME, Government of India, for ensuring reimbursement of sanctioned grant in aid.**

**Participation fee**

Keeping in view the overall expenses with regard to space cost, stand construction, insurance charges and all other related expenses, the participation cost for a 9 sq. mtrs built up booth would be @ Rs. 2,88,900/- + 18% GST (unsubsidized fee) per participant. The quoted charges are inclusive of space rent, booth construction with all basic display accessories, registration charges, marketing and promotion expenses, visa invitation letter charges for one per/company, common services i.e. water, interpreter etc.

**After the event, upon submission of the claim form along with other documents to CLE, as written above, participants will get the following amounts on reimbursement basis (subject to MSME approval for each individual claims):-**

         **Space Rent (stall charges):-** For Micro, Small and Medium entrepreneurs: 100% of the space rent subject to a maximum of **Rs.3.00 lakh** or actual rent paid, whichever is lower (for one MSME unit).

         **Airfare:-** For Micro, Small and Medium entrepreneurs: 100% of the economy class airfare subject to a maximum of Rs.**1.50 lakh** or actual fare paid, whichever is lower (for one MSME unit) subject to following condition: a) **Journey/Stay should be within a span of 30 days including the period of event.**

         **Freight Charges:-** Actual subject to maximum of Rs. 50,000/- per MSME unit and **Rs. 75,000/- per MSME for Latin American Countries.**

**The fair organizer has given time till 26th June, 2023, for confirming CLE’s total space requirement.**

Keeping in view all the above, members those who are interested to participate in the 87th edition of the Mosshoes/Mospel exhibition (August28-31, 2023) **with funding support of Ministry of MSME under IC Scheme,**  may confirm their participation to CLE by sending the attached formats, duly filled in, **on or before 26th June, 2023 (Monday)** so that we can confirm our space requirement to the fair organizer accordingly. Full and final participation fee of Rs. 2,88,900/- + 18% GST (Rs. 3,40,910/- inclusive of GST) may be remitted to CLE’s below given bank account and inform us the UTR details:-

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| --- | --- |
| Customer ID | 5219031810 |
| Account Title | COUNCIL FOR LEATHER EXPORTS |
| Account Number | **60003456780** |
| Account Activated date | 25/05/2023 |
| Account Type | SAVINGS ACCOUNT |
| Bank Name | IDFC FIRST Bank Limited |
| Branch Address | CHENNAI – NUNGAMBAKKAM BRANCH |
| Bank IFSC code | IDFB0080102 |

Based on the quantum of MSME funding support, we have taken 15 booths in this fair and booth allocation will be made on first-come-first-served basis, based on the order of receipt participation fee in CLE’s bank account.

Best regards,

R. Selvam, IAS
Executive Director
Council for Leather Exports