



RENEWABLE  
ENERGY  
WORLD  
CONFERENCE & EXPO  
-INDIA-

Incorporating:

HydroVision.  
INDIA

DISTRIBUTECH®  
INDIA

5-7 MAY 2014  
PRAGATI MAIDAN  
NEW DELHI, INDIA

**POWER. KEY TO  
INDIA'S FUTURE GROWTH**

# Exhibitor Manual 2014

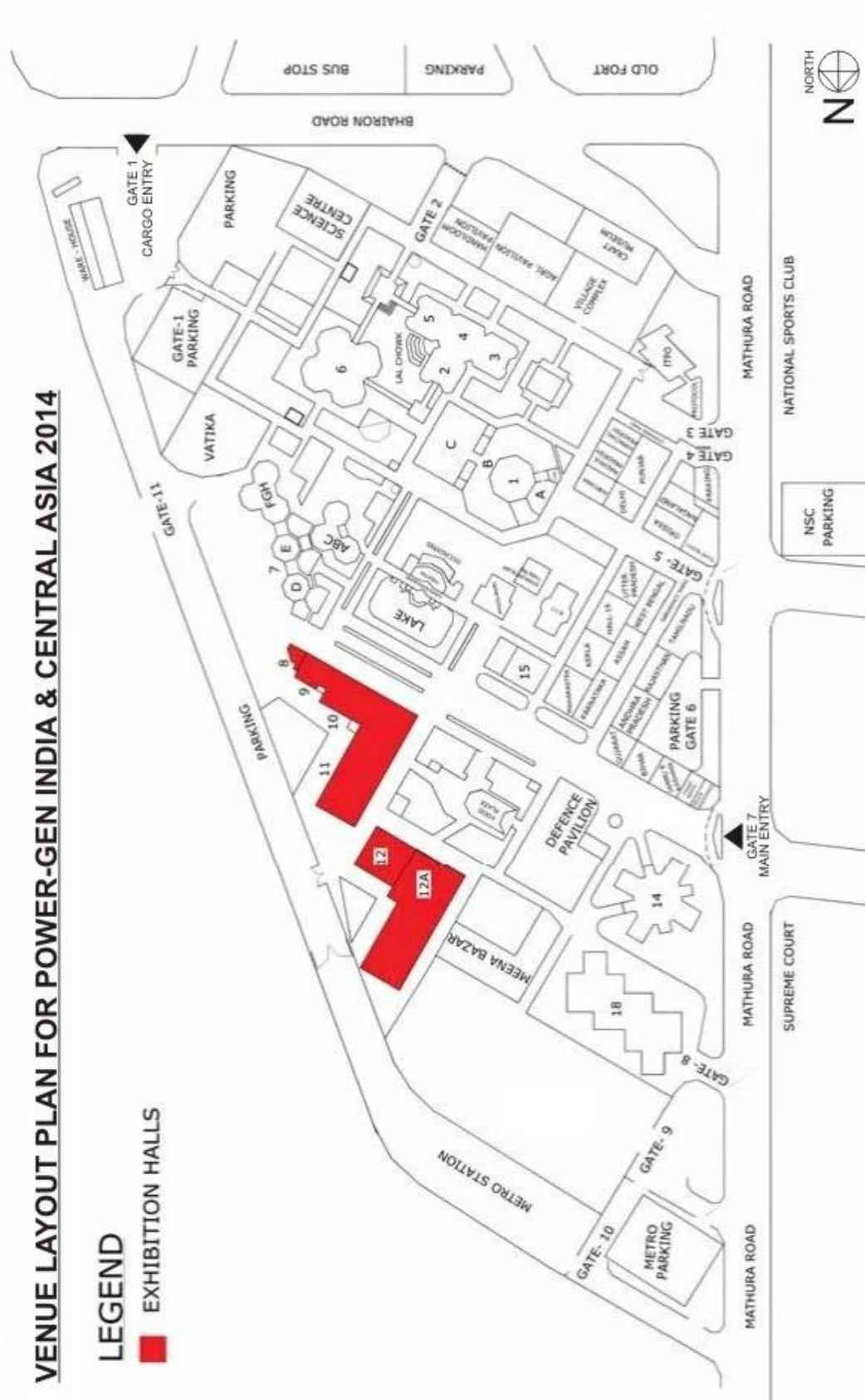
Organised by:



## CONTENT

<b>Particulars</b>	<b>Form No.</b>	<b>Page</b>
Layout Plan – Exhibition Centre		3
Contact Details		4
General Information		5
Important Points		9
Exhibition Policies & General Rules		10
Do's and Don'ts		15
Exhibitor Action Checklist		16
<b>Forms:-</b>		
<b>I Publicity/Advertising</b>		
- Participating Principals	Form 1	17
<b>III Booth Installation</b>		
- Standard Shell Scheme	Form 6	24
- Stand Design Approval	Form 7	26
- Stand Authorization	Form 8	28
<b>IV Booth Utilities</b>		
- Furniture	Form 9	29
- Lighting & Electrical	Form 10	34
- Audio Video	Form 11	36
<b>V Telecommunications</b>		
- Telephone & Internet Lines	Form 12	37
<b>VI Staff Arrangement</b>		
- Temporary Staff	Form 13	38
<b>VII Shipping Arrangement</b>		
- Heavy & Large Exhibits	Form 14	39
<b>IX Visa</b>		
- Invitation Request Form	Form 16	41

## LAYOUT PLAN – EXHIBITION CENTRE



## CONTACT DETAILS

### ORGANISERS:

PennWell Corporation  
The Water Tower, Gunpowder Mills  
Powdermill Lane, Essex, EN9 1BN  
United Kingdom  
Tel: +44 1992 656 654  
Fax: +44 1992 656 700  
E-mail: JoannaG@Pennwell.com  
Contact Person : Ms. Joanna Gillespie

Inter Ads Exhibitions Pvt. Ltd.  
Plot No.859, Phase-V, Udyog Vihar,  
Gurgaon-122 016, Haryana, India  
Tel.: +91 124 452 4508  
Fax: +91 124 438 1162  
E-mail: avnish-seth@interadsindia.com  
Contact Person : Mr. Avnish Seth

### CONVENTION VENUE:

India Trade Promotion Organization  
Pragati Maidan Exhibition Center  
New Delhi – 110 001, India.  
Tel: + 91-11-2337 1830  
Fax: +91-11 - 2337 1492

### OFFICIAL STAND & ELECTRICAL:

Milton Exhibits India Pvt. Ltd.  
A -54, DDA Shed. Okhla, Phase II,  
New Delhi-110044, India.  
Tel: +91 11 41454661 extn.-24  
Fax: +91 11 41454660  
Mobile: +91 8130693004  
E-mail: rajkumary@milton-in.com  
Contact: Mr. R. K. Yambungchou

### OFFICIAL SHIPPING AGENT

Agility Fairs & Events Logistics Ltd  
Mark Dawson  
ExCel, London, United Kingdom  
Telephone: 0044 (0) 207 069 5308  
Fax: 0044 (0) 843 227 2033  
Mobile: 0044 (0) 7788 718 854  
Email: mdawson@agilitylogistics.com  
Web Site: www.agilitylogistics.com

## GENERAL INFORMATION

### 1. Exhibition Venue

Hall No. 8, 9, 10, 11 & 12  
Pragati Maidan  
New Delhi – 110 001, India.

### 2. Exhibition Hall Specifications

S. No.	Description	Hall No.	Specifications
2.1	Floor Loading	8, 9, 10, 11, 12	500 kg per sqm
2.2	Floor Finish		Concrete-Vacuum dewatered
2.3	Ceiling Height		<ul style="list-style-type: none"> <li>5.0 Meters (Clear Height)</li> <li>Stand Construction should not exceed 3.5 meters height.</li> <li>The Maximum Height Permissible is 3.5 meters.</li> <li>Exhibitors must submit 3D view of full dimensional drawings to the Organiser for approval.</li> </ul>
2.4	Freight Entrance(s)		5.0 meters (W) x 5.0 meters (H)
2.5	Electricity Supply		AC Single Phase (230 V, 50 Hz.) $\pm$ 10% AC Three Phase (400 V, 50 Hz.) $\pm$ 10%
2.6	Lighting - General illumination level		150 to 200 lux
2.7	Compressed Air		6 bar pressure-outlets all along the wall

### 3. Admission to Exhibition Hall

Admission to Exhibition is exclusively for trade visitors. Minors under the age of 18 will not be permitted to enter the exhibition hall.

#### 4. Exhibition Time Table

S. No.	Particulars	Hall No.	Date	Timings*
4.1.	Last date for approval of bare space stand designs / drawings		31 <sup>st</sup> March 2014	
<b>4.2. Build up</b>				
4.2.1.	Move-in by official stand contractor		02 May 2014	1000-2000 hours
4.2.2.	Move-in by onsite material handling agency		02 May 2014	1000-2000 hours
4.2.3.	Move-in by special stand contractors on bare space		02 May 2014	1000-2200 hours
4.2.4.	Placement of heavy Exhibits to the respective bare stand	8, 9, 10,	02 May 2014	1000-1800 hours
4.2.5.	Move – in by exhibitors on standard shell scheme stand	11, 12	04 May 2014	1000-2000 hours
4.2.6.	Completion of special stand construction		04 May 2014	2000 hours
4.2.7.	Carpeting of Aisles and other common areas		04 May 2014	2000-2200 hours
4.2.8.	Exhibition hall closing for cleaning		04 May 2014	2200 hours
<b>4.3. Exhibitors move in and out time during exhibition days</b>				
		8, 9, 10,	05 May 2014	0800-1800 hours
		11, 12	06 May 2014	0900-1800 hours
			07 May 2014	0900-2200 hours
<b>4.4. Registration</b>				
4.4.1.	Collection of Exhibitor badges	Registration Counter	04 May 2014	1000-1800 hours
4.4.2.	On site Exhibitor registration	Registration Counter	04 May 2014	1000-1800 hours
4.4.3.	Visitor / Press registration	Registration Counter	05 May 2014	0930-1730 hours
		Registration Counter	06 May 2014	0930-1730 hours
		Registration Counter	07 May 2014	0930-1630 hours
<b>4.5. Exhibition Hours</b>				
		8, 9, 10,	05 May 2014	1000-1800 hours
		11, 12	06 May 2014	1000-1800 hours
			07 May 2014	1000-1700 hours
<b>4.6. Official Opening of the Exhibition</b>			05 May 2014	1000 hours
<b>4.7. Tear Down</b>				
4.7.1.	Disconnection of electricity for stands except for general lightings		07 May 2014	1705 hours
4.7.2.	Collection of rented items		07 May 2014	1705-1800 hours
4.7.3.	Removal of exhibits without requiring any mechanical assistance	8, 9, 10,	07 May 2014	1800-1900 hours
4.7.4.	Removal of heavy exhibits requiring mechanical assistance	11, 12	07 May 2014	1730-2200 hours
4.7.5.	Tear Down of stand fittings		07 May 2014	1705-2200 hours
4.7.6.	Clearing of all stand fittings, stand materials and exhibits		07 May 2014	2200 hours

\*Time mentioned is indicative and subject to change by the Organiser.

## 5. Stand Construction rules

- 5.1 **No Construction Work Will Be Allowed After 20.00 Hours. During Buildup, Exhibition And Tear Down Period.**
- 5.2 **Only CFL/LED lamps will be used in stalls as spot light.**
- 5.3 **Use of Halogen and compatalux lamps as spot lights has been totally banned in Pragati Maidan Exhibition Centre.**
- 5.4 All electrical installation work at the exhibition must be carried out solely by the organizer's official stand contractor or official electrician for further distribution.
- 5.5 Exhibitors requiring different voltages and special connections to equipment must arrange for their own transformers, converters, boosters etc.
- 5.6 All electrical equipment should be tested and approved by the organizer's appointed licensed electrical engineers prior to turning on the electrical supply.
- 5.7 Except for island booths, a back wall must be installed for every stand. Stands with immediate neighbour(s) should also be provided with necessary sidewall(s).
- 5.8 No part of any exhibit/display should project out of the stand boundaries. Exhibits/Machines/Showcases/Display podiums must be placed at least 0.7m away from the boundaries of open sides of the stand.
- 5.9 The permitted stand construction height is 3.5 meters and stand alone logo can go upto maximum height of 4.0 meters. Any design for structure exceeding 2.5 meters in height must be submitted for approval at least 6 weeks in advance and will be considered on a case-by-case basis.
- 5.10 Under no circumstances any type of cooking, use of burners, gas cylinders, tandoors etc. will be permitted during the fair inside & outside the halls. Cooking will only be permitted at designated places.
- 5.11 Freight / cargo are to be unloaded during the day time so as to facilitate effective checking thereof.
- 5.12 Use only fire retardant material in the exhibition as per rules of the government.
- 5.13 Strictly follow the guidelines of Delhi Fire Services.
- 5.14 Use only BIS certified wires, cables or other electrical appliances for safety reasons.
- 5.15 Don't overdraw power as it can be a fire hazard & also lead to stiff penalties.
- 5.16 Don't occupy hall areas/open space/ other services not demanded by you or not approved by Organisers.
- 5.17 Stalls construction should be done in such a way that it should not obstruct the visibility of adjoining or opposite stall.
- 5.18. Construction of Mezzanine floor is not allowed in the stalls.
- 5.19. Guidelines for Stand Construction:

To achieve uniformity in display and appearance of the entire exhibition and to ensure proper presentation of all exhibits, Exhibitors are advised to strictly follow the guidelines for stand construction specified by the Organisers.

### A. Approval of layout plan of stand:

- Exhibitors must submit the design and drawing of their stand (floor plan & elevation) in 3D view (three dimensional view) depicting position of exhibits, furniture, fittings, fixtures, brandings, office cubicles with complete dimensions in meters, in duplicate, to the Organisers for approval at least 6 weeks in advance.
- Exhibitors must issue a letter of authorization to their respective stand contractors to take stand possession.

### B. General Stand Design:

- Organisers will demarcate the stands within the hall by suitable means. Exhibitors may take assistance from the Halls Director(s) for locating their respective stands.
- Stands should be complete in every respect by 2000 hours on 4<sup>th</sup> May 2014.
- Exhibitors shall ensure that their booth is built & tear down in a safe, systematic and organized manner, within the specified build-up & tear down period.
- Stands should be constructed according to the layout approved by the Organisers. Organisers reserve the right to demand modifications/alterations to the stand. In case actual display arrangement of a stand is not in conformity to the approved layout plan or guidelines, Organisers shall remove such installations from the stands at the cost and risk of the Exhibitor. Further, any part of the exhibit/stand which appears unsightly to the Organisers must be covered by the Exhibitor failing which Organisers will have the same covered at Exhibitor's cost & risk. Decision of the Organisers in this regard will be final and binding.
- Exhibitors should not take support of any permanent structures in Exhibition Hall for display. Stand construction should be independent of the walls, columns and roof of the halls.
- Woodworking inside/outside the Exhibition Hall is prohibited. Exhibitors are advised to bring prefabricated stands for assembly in the Exhibition Hall. (If any Exhibitor fails to abide the above said guidelines, will have to pay penalty which will be decided by the Organisers on site).
- 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. Organisers reserve the right to remove such material at the risk & cost of the Exhibitor.
- Installation of Air conditioners of any type inside the stands is not permitted.
- Grouting/drilling of holes in the floor or walls and welding on columns, walls, doors, floor and truss are not permitted.
- Spray painting is not allowed inside the Exhibition Hall.
- Stand with glass top is not allowed.
- No suspended displays/structures are permitted from the ceiling of the exhibition halls.
- Exhibitors shall advise their advertising/construction/electrical and all other agencies about the guidelines for stand construction and ensure compliance. Organisers shall not correspond with any of the agencies engaged by the Exhibitor.

- Rear and side walls of stands adjacent to/facing neighbouring stands must not be transparent and must be clean and covered in a uniform neutral color, above a height of 2.5 meters.

**Overall height:**

- The maximum height of any structure/display should not exceed 3.5 meters.
- Partitions and/or dividers in the stand should not exceed on the open side of the stand. The height of the partition or divider should not exceed 3.5 meters. Both sides of the partition should be properly finished or painted, particularly the partition on the side of their neighbouring stand. Exhibitors are advised to make side partitions in mutual agreement with neighbours.
- Display panels, branding towers, name boards, sample holders, photographs and other display material are permitted in the stand, subject to a maximum height of 3.5 meters.
- Spotlight, focus light etc. are permitted provided these are fitted along with the stand structure within the maximum height of 3.5 meters.
- Exhibitors having natural wall(s) along with their stall boundary or pillar within stands, may cover the same properly without causing damage to the walls, pillars, floors or any structure of the Exhibition Halls, not exceeding the maximum permissible height of 3.5 meters. However, electric panels on the walls or duct doors in the pillars, if any, should be kept accessible for the Organiser, for maintenance.

**Floor Covering:**

- Carpeting of the stands is compulsory for all Exhibitors. Use of suitable commercial material for floor covering inside the stands is permitted. Gluing/pasting of carpets on the floor may be done only by using easily removable bi-adhesive tape that leaves no marks on the floor.
- Stand floor should not be primed, painted or varnished, nor floor covering be stuck permanently to the floor.

**6. Stand Cleaning**

General cleaning will be provided by the Organiser in all stands and aisles during exhibition days. However, cleaning of exhibit materials, products on display and dusting of furniture would be the responsibility of the exhibitor. Exhibitors are advised to keep their waste bins on the aisles after exhibition hours, which will be cleared by the official housekeeping agency. Exclusive housekeeping services for individual stands can be availed at a cost from the official housekeeping agency. Agencies other than the official housekeeping agency will not be permitted to carry out cleaning at exhibition hall during build up and exhibition period. The Show Management reserves the right to invoice the exhibitor for removal of excessive packing material and discarded crates or cartons.

**7. Site handling of material / exhibits**

- 7.1. Organiser has appointed R. E. Rogers India Pvt. Ltd. as the official freight forwarding & onsite material handling agency for Power Gen India & Central Asia 2014.
- 7.2. Exhibitors are advised to finalize their onsite material handling arrangements with R.E. Rogers India Pvt. Ltd. latest by 31<sup>st</sup> March 2014. Freight vehicles of exhibitors, who have not made prior arrangements with the Organiser and official onsite material handling agency, are advised to park their vehicle in the designated parking area and contact the Show Management Office.
- 7.3. Exhibitors should pay the concerned agency directly for their services. Hiring of labour or equipment for exhibit handling at site, other than the appointed agency is not permitted. Exhibitors are advised to deal with approved agency directly for handling their exhibits at site and not through any other clearing and forwarding agencies which they may use for bringing exhibits to site.
- 7.4. Cases weighing up to 50kgs can be hand carried by exhibitors. However, handling of heavier cases will have to be entrusted by appointed agency only.
- 7.5. **All heavy exhibits requiring mechanical assistance (fork lift/crane) are to arrive at the exhibition venue on 2<sup>nd</sup> May 2014 between 1000 – 1800 hours.**
- 7.6. Exhibits arriving later than the schedule specified by the Organiser and official agency will not be permitted at the exhibition. The Organiser's decision in this regard will be final and binding.
- 7.7. Empty cases will not be allowed to be placed anywhere inside the exhibition hall premises. Exhibitors are responsible to arrange for the storage or disposal of empty cases and other material. Empty cases should not be stacked behind the stand failing which the Organiser's reserve the right to remove the material at the cost of exhibitors if found lying material behind the stands. Exhibitors may seek assistance for storage facility from the approved agency at a cost.

**8. Entry to the Venue**

- 8.1. Entry to Pragati Maidan Exhibition Centre shall be from Gate No. 7 & Gate no 1.
- 8.2. Parking will not be allowed inside the Pragati Maidan Exhibition Complex and vehicles should be parked at the designated/allotted parking area.
- 8.3. Goods shall be entered through Gate No. 1 after 7 pm



## IMPORTANT POINTS

- 1) Under no circumstances any type of cooking, use of burners, gas cylinders, tandoors etc. will be permitted during the fair inside & outside the halls. Cooking will only be permitted at designated places.
- 2) **Freight / cargo are to be unloaded during the day time so as to facilitate effective checking**
- 3) **No construction work will be allowed after 20.00 hours.**
- 4) **Only CFL/LED lamps will be used in stalls as spot light.**
- 5) **Use of Halogen and comptalux lamps as spot lights has been totally banned in Pragati Maidan Exhibition Centre.**
- 6) Public liability insurance certificate to be provided beforehand.
- 7) To use only licensed contractors for electrical and other exhibition work.
- 8) To use only fire retardant material in the exhibition as per rules of the government.
- 9) Electric wiring under the carpets is a potential fire risk. Wherever these are unavoidable, adequate precaution should be taken by covering these wiring by wooden ramps. Wiring with joints should not be provided under the carpet.
- 10) Power factor improvement capacitor should be provided with the connected equipment wherever of 5 hp or above are used.
- 11) To strictly follow the guidelines of Delhi Fire Services.
- 12) Use only BIS certified wires, cables or other electrical appliances for safety reasons.
- 13) Don't overdraw power as it can be a fire hazard & also lead to stiff penalties.
- 14) Don't occupy hall areas/open space/ other services you are not entitled to
- 15) Don't use green areas as only earmarked open paved areas are available for display outside the halls.
- 16) Don't use inflammable material for construction decoration in the exhibition.
- 17) Exhibitors are requested to send their additional requirement directly to the service provider as details mentioned in the respective forms like Furniture, Lights & Electrical, Audio/Video, Telephone & Internet Line, Temporary Staff.

## EXHIBITION POLICIES & GENERAL RULES

### I DEFINITIONS

#### 1. ORGANIZERS

The word 'ORGANIZERS' as used here in shall mean

- "Inter Ads Exhibitions Pvt. Ltd." Plot No. 859, Phase V, Udyog Vihar, Gurgaon-122 016, Haryana, India.
- "Penn Well Corporation" The Water Tower, Gunpowder Mill, Powdermill Lane, Waltham Abbey, Essex EN9 1BN, UK.

#### 2. Exhibition

The Word 'exhibition' as used shall mean "POWER-GEN INDIA & CENTRAL ASIA - 2014". An exhibition scheduled to be held in Pragati Maidan Exhibition Complex, New Delhi.

#### 3. Exhibitor

The Word 'exhibitor' means any person, firm or company including their employee agents or distributors who had made application for and who has been granted space in the exhibition.

4. The Organisers are entitled to add, to delete or modify all or any of the terms and conditions for the Participation and will notify such change to the participants through email, correspondence or display the same on the Organisers/Exhibition website.

### II ADMISSION REGULATIONS

#### 1. Exhibition Regulations

The participation by the Exhibitor in the Exhibition implies acceptance in full and without reservation by the Exhibitor of Exhibition Regulations (submitted along with space application) and these Exhibition Policies and General Rules. Unless previously and formally agreed in writing by the Organiser, no special condition shall prevail over the said Exhibition Regulation and Exhibition Policies and General Rules. Failing such formal acceptance, any opposing provision on the part of the Exhibitor shall not be enforceable against the Organiser, regardless of when the latter may be informed of such provision.

#### 2. Dates and Place of the Exhibition

##### Dates of the Exhibition

Build up:	02 May 2014	10.00 - 20.00 hours
	03 May 2014	10.00 - 20.00 hours
	04 May 2014	10.00 - 20.00 hours
Exhibition:	05 May 2014	10.00 - 18.00 hours
	06 May 2014	10.00 - 18.00 hours
	07 May 2014	10.00 - 17.00 hours
Tear Down:	07 May 2014	17.00 - 22.00 hours

##### Place of the Exhibition

Hall No – 8, 9, 10, 11, & 12, Pragati Maidan Exhibition Centre, New Delhi

#### 3. Registration and Admission

Admission to the Exhibition will be by official badge obtained upon registration, entitling the person to attend the Exhibition in accordance with the Exhibition Regulation and Exhibition Policies and General Rules. The badge is not transferable. Organiser shall have sole authority over admission policies at all times. After opening day, Exhibitors will be permitted to enter the exhibit area one hour before the scheduled opening time of the Exhibition. If for any reason a properly badged Exhibitor or representative desires to enter the exhibit area in advance of the prescribed time, or after closing hours, a request specifying the reason and giving the names of all persons who will enter the exhibit area in accordance with such request shall be presented to the contractor designated by the Organiser for approval.

Exhibitors receiving approval will be required to have an official security representative escort the group to the designated booth. All costs associated with admission during non-official hours, including but not limited to security, will be the responsibility of the Exhibitor.

#### 4. Entry of Minors

In the interest of safety and injury prevention, person less than 18 years of age will not be permitted on the exhibit floor at anytime. The Organiser reserves the right to require proof of age prior to admission to the Exhibition.

## 5. Attendance

The Organiser makes reasonable attempts to attract quality exhibitors and attendees to its Exhibition but makes no representations or warranties with respect to the demographic nature, quality and / or number of exhibitors and / or attendees.

## III BUILD UP, EXHIBITION AND TEAR DOWN

### 1. Build up, Exhibition, Tear Down

Dates and hours for Build up, Exhibition, Tear Down will be as specified in the Exhibitor Service Manual. The Organiser reserves the right to alter the Exhibition hours in any manner whatsoever; if in its sole discretion such alteration is in the best interest of the Exhibition.

#### Build up

If Build up of any created display has not started by 1400 hours on 02<sup>nd</sup> May 2014 and no arrangements for set-up have been made, then the Organiser shall erect the exhibit and Exhibitor will be billed for and agrees to pay for all charges incurred. The Organiser shall not be liable for damages that may occur during this exhibit build up.

#### Exhibition

Each Exhibitor must keep its exhibit intact and staffed during the Exhibition hours.

#### Tear Down

No Exhibitor will be permitted to commence Tear Down any portion of the exhibit whatsoever, to commence packing crates or cartons or to abandon its display prior to official Exhibition closing. Failure to comply with this stipulation may result in the Exhibitor being barred from future participation in the Exhibition. Exhibitor requesting the scraping of any exhibit material, crates shall pay for any expenses involved thereby.

No Exhibitor will be permitted to occupy the allocated exhibit space and will not allow display materials to remain in the exhibit areas beyond 20:00 hours on 07<sup>th</sup> May, 2014. All stands, equipments, decors and merchandise must be removed by 20:00 hours on 07<sup>th</sup> May, 2014. After that time, the Organiser, without incurring any liability, will be entitled to take all steps if deem necessary, at the Exhibitor's risk and expense, to remove the equipment and merchandise that has not yet been removed and for destruction of the structures and decors of any nature whatsoever that have not been disassembled. The Organiser shall not be liable for any damage to the display or materials due to removal or storage.

### 2. Unoccupied Space

Any space not claimed and occupied prior to 1400 hours on 04<sup>th</sup> May, 2014 may be resold or reassigned by the Organiser without obligation for any refund whatsoever. In addition, should the Exhibitor fail to make any payment by specified dates in the Contract to Exhibit or invoice, the Organiser reserves the right to re-sell or reassign an exhibit space without any liability on its part. This clause shall not be construed as affecting the obligation of the Exhibitor to pay the full amount specified in its Contract to Exhibit.

### 3. Damage to the Exhibition Hall

The allocated site of the Exhibitor must be left in its initial condition. Any damage caused to the building or to the land by the Exhibitor's installations, materials, or equipments will be charged to the Exhibitors. The Exhibitor shall remain liable for, and shall indemnify the Organiser, affiliates, agents and employees, harmless from all losses, claims, suits, damages, liabilities, expenses and costs, including reasonable attorney's fees arising from or out of any such violation by Exhibitor, Exhibitor's agents, or employees.

### 4. Security

General hall security will be provided by the Organiser during the tenancy period. However, it is impossible to provide complete protection against theft. Exhibitors are advised to incorporate one lockable cabinet in their stand for valuables, telephone handset, etc and to ensure that exhibits are properly insured. Exhibitor Personnel must remain in their contracted exhibit space until Exhibitor's display materials are secured. All products should be securely packed before leaving the Exhibition. The Organiser and all official contractors assume no responsibility for exhibit material left unattended in the Exhibition hall during the Build up, Exhibition and Tear Down period.

## IV OPERATION AND CONDUCT

### 1. Allocation of Sites

The Organiser will work out the floor plan for the Exhibition and allocate the various sites in line with the sectoral distribution of the Exhibition and chronological order of admissions. The Organiser reserves the right to modify the layout and location of any site subscribed by an Exhibitor as and when deemed necessary. Participation of the Exhibitor in any of the earlier editions of the Exhibition shall not entitle him for any preferential location of a given site. The Exhibitor is communicated of the allocation of a site in the form of a floor plan which will be forwarded to him within the designated time period before the date of the Exhibition. Any claim with reference to the allocated site shall only be deemed receivable if they are addressed in writing to the Organiser within seven days following the mailing of

the floor plan. Any such claim must be supported by the required documents justifying the reasons. The Organiser will do its best efforts to satisfy such claims. After the expiry of the above-said seven days, the Exhibitor shall be deemed to have accepted the allocated site and under no circumstance shall the Organiser be held liable towards the Exhibitor for any consequence which may result from the site allocated to him.

2. **Products Allowed at the Exhibition**

All goods, products or services presented by the Exhibitor shall conform to applicable regulations and standards and shall be part of the Organiser's nomenclature of items which are acceptable as exhibits. All products and equipments displayed at the Exhibition must comply with the applicable laws and regulations. The Exhibitor will take whatever measures as may be necessary to safeguard the property rights applying to the equipments and products exhibited in accordance with applicable laws and regulations. These measures must be taken before the equipments or products are exhibited in the Exhibition. The Organiser accepts no responsibility in this regard.

The Exhibitor covenants, represents and warrants that all equipment or products which it will exhibit at the Exhibition shall be in full compliance with all applicable laws and regulations and that any licenses, authorizations or permits required by a governmental body will be obtained prior to the delivery of such equipment or products to Exhibition for exhibition purposes.

3. **Cancellation of the Event**

If availability of the venue for organizing the Exhibition were to become impossible or in the event of fire, war, public calamity or force majeure preventing the performance of all that is indispensable to the staging of the Exhibition., the Organiser may decide at any time to cancel all the applications for the Exhibition space already filled while notifying the Exhibitors of the decision. The Exhibitor will not be entitled to any compensation or indemnity whatever be the reason of such cancellation. Funds remaining available after payment of all costs will be distributed among the Exhibitors proportionately to the amounts paid by them. It is herewith expressly that the Exhibitor shall have no right of preferring any claims against the Organizer on any ground or any reason whatsoever.

4. **Sub-letting**

The Exhibitor may only display in his allocated space the equipment, products or services listed in his exhibiting entities in any form whatsoever. The Exhibitor must not relinquish or sublet (wholly or partially) the allocated space in the Exhibition.

5. **Customs, Excise and other applicable Regulation**

Each Exhibitor shall be responsible for complying with the Customs, Excise and other applicable Regulations in connection with goods, products or services allowed at the Exhibition. The Organiser shall not be held liable for difficulties that may arise in connection with these regulations. The Organiser cannot be held responsible for any non-compliance by the Exhibitor of the Customs, Excise and other applicable Regulations of India.

6. **Official Service Contractors**

In the best interest of the Exhibitors, Organiser has appointed various Official Service Contractors for services such as stand construction, security, handling of exhibits, furniture, booth and floral decorations, signs, photographers, telephone service, skilled labour, or any other service deemed necessary. (See listing of official contractors in Exhibitor Service Kit). Exhibitors utilizing the services of any contractor other than those appointed by the Organiser must obtain prior permission from the Organiser.

7. **Solicitation in the Exhibit**

The aisles and other spaces in the Convention Facility not leased to Exhibitors shall be under the control of the Organiser. All displays, interviews, conferences, distribution of literature, giveaways, lectures, audience seating/standing, and the transactions of business of any nature shall be made within the exhibit space contracted. Temporary booth personnel and costumed personnel hired by the Exhibitors shall be restricted to the same aforementioned rules as authorized Exhibitor personnel. Standing in aisles or in front of stand booths of other Exhibitors or the intercepting of those in attendance for advertising purposes is strictly prohibited. Persons connected with non-exhibiting concerns are prohibited from any dealing, exhibiting, or soliciting on the Convention Facility property, unless they are invited to an Exhibitor's booth space for such activities. Exhibitors are urged to immediately report violations of this rule to the Organiser.

8. **Space Restrictions**

Exhibits must be confined to the exact space allocated. Flyers, publications, advertising matter and all kinds of promotional giveaways must be distributed only within contracted exhibit spaces. Nothing can be posted on, tracked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. No portion of an exhibit may extend into the aisles or exceed the booth dimensions of the assigned booth. Exhibits/displays/equipment may not extend into the aisle at any height level.

9. **Meeting and Hospitality Rooms**

Only companies exhibiting at the Convention & Exposition will be permitted to utilise any of the official Exhibition hall facilities. The Organiser reserves the right to control all group activities associated with the Exhibition which are sponsored by the Exhibitor or others during the period of the meeting, whether inside or outside the convention facilities. Hospitality room hours shall not conflict with posted Exhibition exhibit or conference hours. No Exhibitor is

permitted to schedule or be affiliated with any functions, classes, seminars, exhibits or hospitality events that competes with official Exhibition or that conflicts with Exhibition hours, or official Exhibition events.

**10. Selling Policy**

Sales are forbidden during the Exhibition. Exhibitor may not make sales, which include or involve the payment or exchange of the purchase price in the exhibit hall. Exhibitors are required to adhere to sales tax rules and regulations.

**11. Unfair competition**

Exhibitors are expressly prohibited from emerging in any acts of unfair competition at any time during the Exhibition. This is taken to mean conducting surveys other than at their own stands, distributing promotions gifts elsewhere than at their own stands and any other action likely to divert the attention of Exhibition visitors away from other Exhibitors for their benefit.

**12. Fire, Safety and Health**

The Exhibitor agrees to accept full responsibility for compliance with local, city and state Fire, Safety and Health Ordinances regarding the installation and operation of equipment or otherwise relating to the Exhibitor or its booth. All exhibit materials and equipment must further be located within the booth and protected by safety guards and devices where necessary to prevent personal accident or injury to spectators or to other Exhibitors. Only fireproof materials will be used in displays, and the necessary fire precautions will be a responsibility of the Exhibitor. Exhibitors are required to be knowledgeable of and to abide by the safety regulations set forth by the authorities and by the Organiser. Should the Stand not be in accordance with those safety regulations the Organiser will close the Stand set.

**13. Hazards and Firearms**

Equipment with sharp or protruding edges posing a potential danger to attendees and /or exhibit personnel at whatever level, must have protective covering and /or be flagged. No firearms of any nature may be brought into the Convention Centre.

**14. Demonstrations, Presentations and Pictures**

Locations of demonstrations, presentations and give-aways must be far enough within the booth so that crowds, which gather, are contained within the limits of the booth. Spectators are not permitted to stand in the aisle to watch such demonstrations. Booth activities deemed too disruptive may be discontinued at the discretion of the Organiser. Showing of projected pictures (videos, holograms, slides, transparencies, opaque materials etc.) will only be permitted within the confines of the Exhibitor's booth. Exhibitors shall be required to provide adequate viewing space exclusive of aisle space for all video, computer or audio visual presentations.

**15. Music, Photographs & Other Copyrighted Material**

Each exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted material in Exhibitor's booth or display. No Exhibitor will be permitted to play, broadcast or have performed any music or use any other copyrighted material, such as photographers or other artistic works, without first presenting to the Organiser satisfactory proof that the Exhibitor has, or does not need, a license to use such music or copyrighted material. The Organiser reserves the right to remove from the exhibit hall all or any part of any booth or display which incorporates music, photographs or other copyrighted material for which the Exhibitor fails to produce proof of all required licenses. The Exhibitor shall remain liable for, and shall indemnify the Organiser, affiliates, agents and employees, harmless from all loss, cost, claims, causes of action, suits, damages, liability, expenses and costs, including reasonable attorney's fees arising from or out of any claimed or actual violation or infringement (or claims) by Exhibitor, Exhibitor's agents, or employees or any patent, copyright, trademark, or trade secret right or privileges.

**16. Photography**

Before, during or after show hours, no photography or videotaping will be permitted anywhere except by the official photographer appointed by the Organiser. Only those professional photographers approved by the Organiser will be allowed on the show floor. Further, the Exhibitor grants permission to the Organiser to use the photographs, video tapes taken by the official photographer of the Organiser in brochures, videos and other promotional material. Photos of the Exhibition will be taken during the course of the Exhibition. These photos might show logos, brands and items on display at the stands and are likely to be used to promote the Exhibition, appearing in printed matters or on the internet. Exhibitors who do not want all or a part of their or any of the elements featured (logo, brand, model etc.) to appear on the photos used for promotional purposes, must notify the Organizer in writing. Any individual, whether Exhibitor or attendee is prohibited from taking photographers or electronic images of exhibit displays or their contents without the permission of the Exhibitor involved. Violators will be escorted off the exhibit floor and will forfeit their credentials and/ or film. Violators will not be allowed re-entry.

**17. Promotion of other Exhibitions**

No Exhibitor shall display or distribute literature or any other media, which has as its primary purpose the solicitation or advertising, or any trade show other than Exhibition.

**18. Show Directory of the Exhibition**

The publishing rights of the Show Directory of the Exhibition vest solely with the Organiser and only the Organiser is entitled to publish the Show Directory of the Exhibition or to have it published and distributed. The Exhibitor shall be responsible to provide the information to be published in the Show Directory and the Organizer shall under no circumstance be held liable for any omissions, errors of reproduction, typesetting or other which may occur.

**19. Noise and Offensive Odors**

Exhibitors running demonstrators of any type in an open display should use an acoustically contained area to restrict sound levels from intruding on adjacent exhibits. Sound levels emanating from any exhibit space shall not exceed 70 db when measured by the Organiser from the centre of any adjacent aisle. Sound systems will be permitted provided that the sound is not objectionable to neighbouring Exhibitors. Loud machinery should only be operated for reasonable periodic demonstrations. Exhibits found by the Organiser to be objectionable due to noise level may be closed down after three warnings from the Organiser and the Exhibitor shall not receive a refund or any other compensation from the 'organiser'. No exhibits producing objectionable odors will be allowed.

**20. Food and Related Trash Removal**

Exhibitors wishing to distribute food and/ or beverages must use the exclusive in-house catering vendor. Any Exhibitor whose food distribution creates an excessive trash problem will be responsible for ensuring trash removal during show hours, at the exhibiting company's expense. Exhibiting companies must maintain their own individual booth cleaning. The Organiser shall have the sole authority in determining the application of this regulation.

**21. Fumes**

Motorized vehicles may not be operated within the exhibit halls without prior written approval of the Organiser.

**22. Animals**

No live animals of any size will be permitted within the Convention Facility.

**23. Balloons**

No balloons of any size or type will be permitted for display purposes or giveaways in the Convention Facility.

**V. LIABILITY, INSURANCE AND CLAIMS**

**1. Insurance**

The Exhibitor shall, at its sole cost and expense, procure and maintain through the term of this contract, comprehensive general liability insurance against all claims for bodily injury or death and property damage occurring in or upon or resulting from the Exhibitor participation in the Exhibition. Such insurance shall include contractual liability and product liability coverage.

The Organiser recommends the following insurance policies from authorized insurance provider:

Third Part liability;

Damage to goods

The policy should cover all the risks which may occur during the Exhibition (including build up and Tear Down) and the Organiser shall under no circumstance be held liable for any damages occurred during this period.

Such insurance policies shall name the Organiser and its affiliates as an additional insured. Workers Compensation and Occupational Disease insurance shall be in full compliance with all central and state laws, covering all the Exhibitor's employees engaged in the performance of any work for the Exhibitor. All property of the Exhibitor is understood to remain under its custody and control in transit to and from the confines of the exhibit hall and during the Exhibition.

The Exhibitor shall provide the Organiser with copies of such insurance policies. The Organiser is exempted from all liabilities for losses which may be suffered by the Exhibitors for any reason.

**2. Liability**

The Organiser, its affiliates, contractors, the Convention Facility and their officers, directors, agents, employees or representatives (hereafter referred to as the indemnities) shall not be responsible for any injury, loss or damage that may occur to the Exhibitor, or to the Exhibitor's employees or property, prior, during or subsequent to the period covered by the Exhibit Contract. The Exhibitor, on signing this Contract, expressly releases the indemnities from, and agrees to indemnify same against all claims for such loss, damage or injury. The Exhibitor also agrees to indemnify the indemnities from any and all liability, costs or damages arising out of or relating to acts or omissions of the Exhibitor, its agents or employees. Exhibitors desiring to carry insurance on their exhibits will place it at their own expense. Exhibitors desiring special security precautions should arrange for private guard service, if desired, or should make arrangements to have locked facilities available in their booth for the storage of display materials or products.

### 3. **Claims and Litigations**

All claims must be submitted by the Exhibitors within ten days of the closing of the Exhibition thru registered mail with acknowledgement receipt. In case of any dispute, only the India Laws shall be applicable and the courts of Delhi shall exclusively be competent.

## VI. **DOs and DON'Ts**

### **DO's**

1. Keep your exhibits accounted.
2. Verify the antecedents of all your employees and see that they are certified by Delhi Police.
3. Keep each item locked at the time of closing. Prepare inventory of each item.
4. Count each item at the time of opening and closing daily.
5. Take appropriate preventive measures for your own security. As and when required ensure giving proper charge of your stall to the security person employed by you.
6. Try to use steel material during construction in the pavilion instead of inflammable material.
7. Ensure keeping fire fighting, extinguishers inside your stall for any fire eventuality.
8. Checking / frisking with Door Frame Metal Detectors (DFMDs) at the entrance gate is must.
9. For surveillance, installation of CCTVs & DFMD at the entrance gate of the Pavilion / Hall is necessary.
10. Passage width should be maintained inside the Pavilion / Halls, as per guidelines.
11. Maximum number of the entry & exit point may be provided in the Pavilion / Hall. The exit point to be marked in the prominent and bold letters.
12. Ensure continuous flow of visitors in your stall so as to avoid heavy crowd at one point of time.

### **DON'Ts**

1. Do not rely on strangers and the recent acquaintances.
2. Do not rely on your newly employed staff / guard.
3. Do not touch any unclaimed packet / item if any. Please inform the security personnel
4. Do not leave your items exhibits unaccounted in the open at the time of closure.
5. Don't use combustible materials inside the stall / pavilion.
6. The emergency exits are NOT to be blocked.

## EXHIBITOR ACTION CHECKLIST

Services/Forms	Deadline	Contact Person E-mail
<b>1 Publicity/Advertising</b>		
<input type="checkbox"/> Form 1 : Participating Principals	31 March, 2014	<a href="mailto:avnish-seth@interadsindia.com">avnish-seth@interadsindia.com</a>
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<b>3. Booth Installation</b>		
<input type="checkbox"/> Form 6 : Standard Shell Scheme	31 March, 2014	<a href="mailto:avnish-seth@interadsindia.com">avnish-seth@interadsindia.com</a>
<input type="checkbox"/> Form 7 : Standard Design Approval	31 March, 2014	<a href="mailto:avnish-seth@interadsindia.com">avnish-seth@interadsindia.com</a>
<input type="checkbox"/> Form 8 : Standard Authorization	31 March, 2014	<a href="mailto:avnish-seth@interadsindia.com">avnish-seth@interadsindia.com</a>
<b>4 Booth Utilities</b>		
<input type="checkbox"/> Form 9 : Furniture	31 March, 2014	<a href="mailto:rajkumary@milton-in.com">rajkumary@milton-in.com</a>
<input type="checkbox"/> Form 10 : Lightings & Electrical	31 March, 2014	<a href="mailto:rajkumary@milton-in.com">rajkumary@milton-in.com</a>
<input type="checkbox"/> Form 11 : Audio / Video	31 March, 2014	<a href="mailto:raomaintenance@rediffmail.com">raomaintenance@rediffmail.com</a>
<input type="checkbox"/> Form 12 : Telephone and Internet Lines	31 March, 2014	<a href="mailto:gautamenterprises@hotmail.com">gautamenterprises@hotmail.com</a>
<b>5 Staff Arrangement</b>		
<input type="checkbox"/> Form 13 : Temporary Staff	31 March, 2014	<a href="mailto:swatibasus@hotmail.com">swatibasus@hotmail.com</a>
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<b>8 Visa</b>		
<input type="checkbox"/> Form 16 : Visa Invitation Form	31 March, 2014	<a href="mailto:avnish-seth@interadsindia.com">avnish-seth@interadsindia.com</a>



**Form 1**

**PARTICIPATING PRINCIPLES**

**DEADLINE: 31<sup>st</sup> March 2014**

Name of Principal Company	Full Address including Country	Products/Services (List a max. of 5 of your principal products/services in order to priority. DO NOT include brand names)

*\*Continue on a separate (Xeroxed) sheet if space is insufficient*

Exhibition Company: \_\_\_\_\_ Booth No. \_\_\_\_\_

Person in charge of exhibition details: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**NOTE: Form must be returned to INTER ADS EXHIBITIONS PVT. LTD., Plot No. 859, Udyog Vihar, Phase – V, Gurgaon – 122016 , Fax: 91- 124 – 438 1162, Email: [avnish-seth@interadsindia.com](mailto:avnish-seth@interadsindia.com)**

**Form 6                      STANDARD SHELL SCHEME PACKAGE                      DEADLINE: 31<sup>st</sup> March 2014**

**Exhibiting Company:** \_\_\_\_\_ **Booth No:** \_\_\_\_\_

For Exhibitors who have already booked the “Standard Shell Scheme” package. Please use the following inscription on the fascia board:

**Company Name:**


*(Please fill in Blocks letters)*

Only one fascia name not more than 35 characters is allowed on each exhibition stand. However, approval for more than one fascia name may be granted by the organisers for individual stand sizes of 15 square meters and above. The rules pertaining to “subletting of stand” mentioned on the space contract also applies.

**Important!**

**LOGO Insertion on Fascia Panel Rs. 10,000/- + Applicable Service Tax.**

If ADDITIONAL lighting and/or power sockets are required, please order using Form 9 and Form 10 to relevant service provider.

Exhibition Company: \_\_\_\_\_ Booth No. \_\_\_\_\_

Person in charge of exhibition details: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

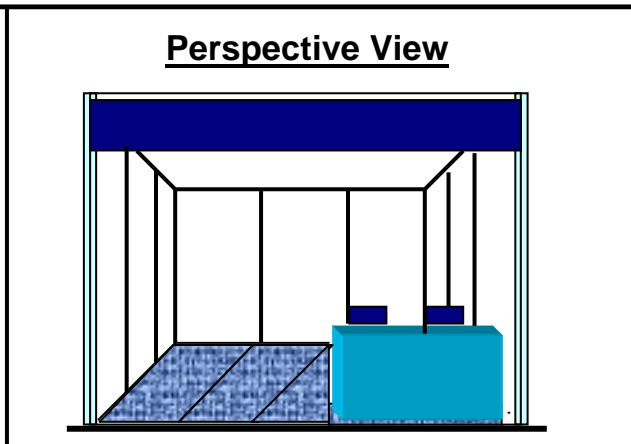
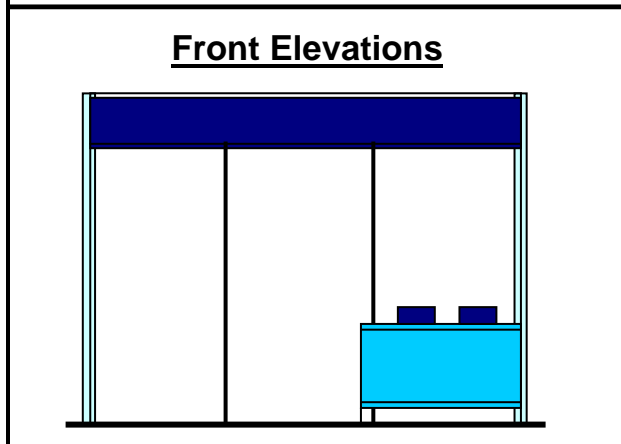
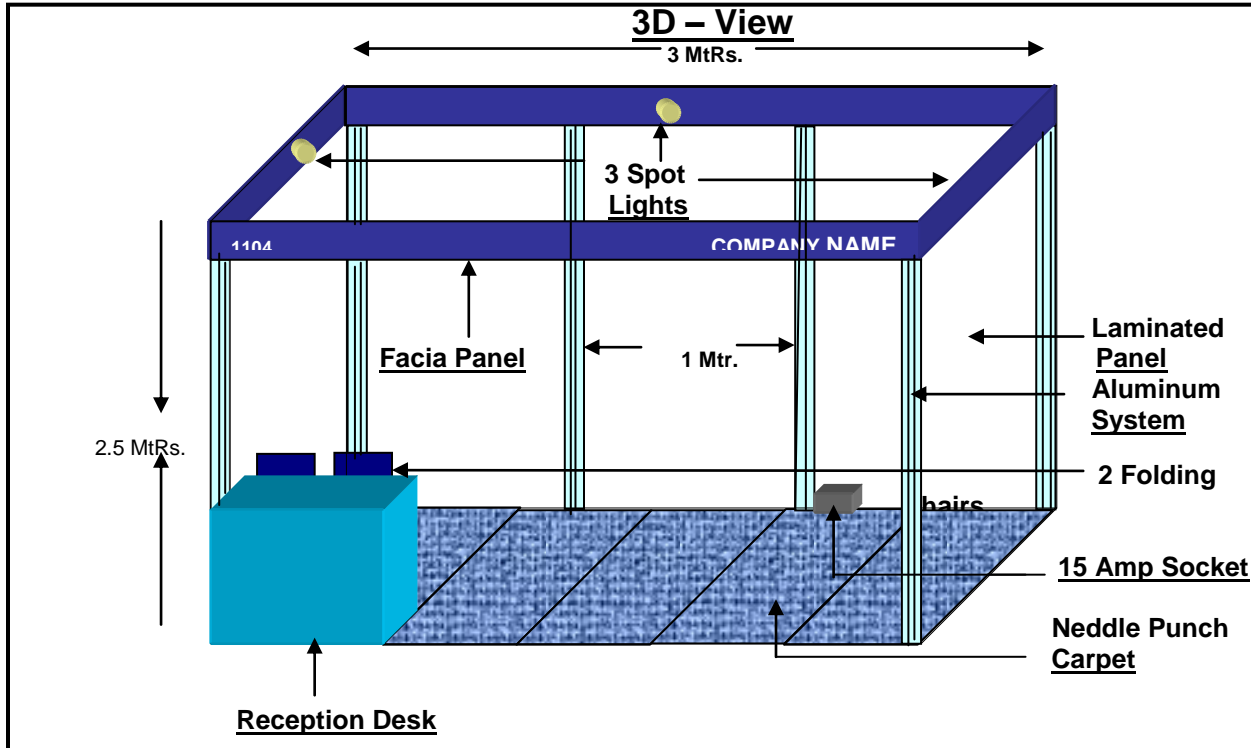
Company Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**NOTE: All forms must be returned to INTER ADS EXHIBITIONS PVT. LTD. , Plot No. 859, Udyog Vihar, Phase – V, Gurgaon – 122016 , Fax: 91- 124 – 438 1162, Email: [avnish-seth@interadsindia.com](mailto:avnish-seth@interadsindia.com)**

### Shell Stand

Shell Stand Electrical & Furniture Entitlement:								Shell Stand Specifications:
Stand Area in m <sup>2</sup>	9	12	15	18	21	24	27	a) Walls: 2.5 meters (8ft) high in white laminated 3mm thick plywood panel joined by aluminum section. b) Fascia: 230mm high, with exhibitor's name and stand number in cutout PVC sticker in English. c) Flooring: Needle punch carpet laid directly onto the floor. d) Lighting: 3 Spotlights mounted on the panels accordance with number of table below. e) Furniture: Reception counter, folding chairs.
Spot Light	3	4	5	6	7	8	9	
15 Amp Socket	1	1	1	2	2	2	3	
Reception Counter	1	1	1	2	2	2	3	
Chair	2	2	2	4	4	4	6	



NOTE: All forms must be returned to INTER ADS EXHIBITIONS PVT. LTD. , Plot No. 859, Udyog Vihar, Phase - V, Gurgaon - 122016 , Fax: 91- 124 - 438 1162 , Email: [avnish-seth@interadsindia.com](mailto:avnish-seth@interadsindia.com)

- This form is mandatory for bare/raw scheme stand i.e. space only exhibitors.
- Exhibitor should provide specifications of stand design as per the below prescribed format.
- Exhibitors must submit the design and drawing of their stall (floor plan & elevation) in 3D view (three dimensional view) depicting position of exhibits, furniture, fittings, fixtures, brandings, office cubicles with complete dimensions in meters, in duplicate, to the Organisers for approval latest by 31<sup>st</sup> March 2014.
- Exhibitors must issue a letter of authorization to their respective stand contractors to take stand possession.

**Guidelines for Stand Construction:**

To achieve uniformity in display and appearance of the entire exhibition and to ensure proper presentation of all exhibits, Exhibitors are advised to strictly follow the guidelines for stand construction specified by the Organisers.

**A. Approval of layout plan of stand:**

- Exhibitors must submit the design and drawing of their stand (floor plan & elevation) in 3D view (three dimensional view) depicting position of exhibits, furniture, fittings, fixtures, brandings, office cubicles with complete dimensions in meters, in duplicate, to the Organisers for approval at least 6 weeks in advance.
- Exhibitors must issue a letter of authorization to their respective stand contractors to take stand possession.

**B. General Stand Design:**

- Organisers will demarcate the stands within the hall by suitable means. Exhibitors may take assistance from the Halls Director(s) for locating their respective stands.
- Stands should be complete in every respect by 2000 hours on 4<sup>th</sup> May 2014.
- Exhibitors shall ensure that their booth is built & tear down in a safe, systematic and organized manner, within the specified build-up & tear down period.
- Stands should be constructed according to the layout approved by the Organisers. Organisers reserve the right to demand modifications/alterations to the stand. In case actual display arrangement of a stand is not in conformity to the approved layout plan or guidelines, Organisers shall remove such installations from the stands at the cost and risk of the Exhibitor. Further, any part of the exhibit/stand which appears unsightly to the Organisers must be covered by the Exhibitor failing which Organisers will have the same covered at Exhibitor's cost & risk. Decision of the Organisers in this regard will be final and binding.
- Exhibitors should not take support of any permanent structures in Exhibition Hall for display. Stand construction should be independent of the walls, columns and roof of the halls.
- Woodworking inside/outside the Exhibition Hall is prohibited. Exhibitors are advised to bring prefabricated stands for assembly in the Exhibition Hall. (If any Exhibitor fails to abide the above said guidelines, will have to pay penalty which will be decided by the Organisers on site).
- 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. Organisers reserve the right to remove such material at the risk & cost of the Exhibitor.
- Installation of Air conditioners of any type inside the stands is not permitted.
- Grouting/drilling of holes in the floor or walls and welding on columns, walls, doors, floor and truss are not permitted.
- Spray painting is not allowed inside the Exhibition Hall.
- Stand with glass top is not allowed.
- No suspended displays/structures are permitted from the ceiling of the exhibition halls.
- Exhibitors shall advise their advertising/construction/electrical and all other agencies about the guidelines for stand construction and ensure compliance. Organisers shall not correspond with any of the agencies engaged by the Exhibitor.
- Rear and side walls of stands adjacent to/facing neighbouring stands must not be transparent and must be clean and covered in a uniform neutral color, above a height of 2.5 meters.

**Overall height:**

- The maximum height of any structure/display should not exceed 3.5 meters.
- Partitions and/or dividers in the stand should not exceed on the open side of the stand. The height of the partition or divider should not exceed 3.5 meters. Both sides of the partition should be properly finished or painted, particularly the partition on the side of their neighbouring stand. Exhibitors are advised to make side partitions in mutual agreement with neighbours.
- Display panels, branding towers, name boards, sample holders, photographs and other display material are permitted in the stand, subject to a maximum height of 3.5 meters.

- Spotlight, focus light etc. are permitted provided these are fitted along with the stand structure within the maximum height of 3.5 meters.
- Exhibitors having natural wall(s) along with their stall boundary or pillar within stands, may cover the same properly without causing damage to the walls, pillars, floors or any structure of the Exhibition Halls, not exceeding the maximum permissible height of 3.5 meters. However, electric panels on the walls or duct doors in the pillars, if any, should be kept accessible for the Organiser, for maintenance.

**Floor Covering:**

- Carpeting of the stands is compulsory for all Exhibitors. Use of suitable commercial material for floor covering inside the stands is permitted. Gluing/pasting of carpets on the floor may be done only by using easily removable bi-adhesive tape that leaves no marks on the floor.
- Stand floor should not be primed, painted or varnished, nor floor covering be stuck permanently to the floor.

<b>Net area</b>			
<b>No. of open fronts</b>			
<b>Height of stand(in meter)</b>	<b>Back Wall</b>	<b>Side Walls</b>	<b>Middle Wall/ Structure</b>
<b>Mezzanine(If any)</b>			

Exhibition Company: \_\_\_\_\_ Booth No. \_\_\_\_\_

Person in charge of exhibition details: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**NOTE: Form must be returned to INTER ADS EXHIBITIONS PVT. LTD., Plot No. 859, Udyog Vihar, Phase – V, Gurgaon – 122016 , Fax: 91- 124 – 438 1162, Email: [avnish-seth@interadsindia.com](mailto:avnish-seth@interadsindia.com)**



**Form 9**
**FURNITURE & MISC. ITEMS**
**DEADLINE: 31<sup>st</sup> March 2014**
**Exhibiting Company:** \_\_\_\_\_ **Booth No:** \_\_\_\_\_

- Exhibitors who are using the Organiser's Standard Package are reminded to refer to Form 6 for the list of furniture supplied under the contract. This Form 9 is only for ADDITIONAL orders.
- As stocks are limited, late orders cannot be guaranteed. Late orders will not be guaranteed, and if accepted, will be subjected to the following surcharge rates:
- All items are on rental basis only.
- Order will be processed upon receipt of payment.

 Tick  the applicable

 We do not require any of the items listed below.

Sl. No.	Additional Equipment	Code	Unit Price (₹)	Quantity	Amount (₹)
1	Arm Black leather Chair	ME -C 01	750.00		
2	White leather Chair	ME -C 02	750.00		
3	Sofa Chair With Arm Single seat	ME -S 01	1625.00		
4	Sofa Chair With Arm 2 Seater	ME -S 02	3500.00		
5	Sofa Chair With Arm 3 Seater	ME -S 03	4625.00		
6	Glass Round Table	ME T 01	1315.00		
7	Round Cocktail Table	ME T 02	1315.00		
8	Round Table	ME T 03	1065.00		
9	Round Table Four Leg	ME T 04	815.00		
10	Meeting Table	ME T 05	1625.00		
11	Square Table Cross Leg	ME T 06	815.00		
12	Square Table- Single Leg	ME T 07	815.00		
13	Square Cocktail Table	ME T 08	1250.00		
14	White Barstool	ME T 09	1065.00		
15	Black Barstool	ME T 10	1065.00		
16	Information Counter	ME-SYS 01	1315.00		
17	Lockable Counter	ME-SYS 02	1625.00		
18	2-tier Information Counter	ME-SYS 03	2190.00		
19	Podium	ME-SYS 04	1250.00		
20	Small Show Case	ME-SYS 05	2875.00		
21	Slim Show Case	ME-SYS 06	3125.00		
22	Tall Show Case	ME-SYS 07	3750.00		
23	Folding & Sliding Door	ME-SYS 08	2750.00		
24	Fnt & Swing Door	ME-SYS 09	3125.00		
25	Wooden Shelve	ME-SYS 10	690.00		
26	Glass Shelve	ME-SYS 11	750.00		
27	Folding Brochure Rack	ME-A 01	1250.00		
28	Dust Bin	ME-A 02	125.00		
29	150W Long Arm Spot Light	ME-E 01	750.00		
30	100W Long Arm Spot Light	ME-E 02	625.00		
31	TS Tube Light 2 feet	ME-E 03	750.00		

32	TS Tube Light 3 feet	ME-E 04	690.00		
33	TS Tube Light 4 feet	ME-E 05	815.00		
34	12v 50W Down Light	ME-E 06	565.00		
35	15AMP Power Strip	ME-E 11	500.00		
36	3v Led Down Light	ME-E 07	625.00		
37	Metal Halide 150W	ME-E 08	2875.00		
38	Metal Halide 70W	ME-E 09	2875.00		
39	15 AMP Power Point	ME-E 10	500.00		
40	Display Cube- 500*500*500mm		910.00		
41	Q- Manager		1500.00		
42	Refrigerator		3250.00		
43	New Needle Punch Carpet		190 per sqmt.		
<b>Total Cost Exclusive of Taxes</b>					

<p>Form duly filled may please be sent to:</p> <p><b>Milton Exhibits India Pvt. Ltd.</b> A -54, DDA Shed. Okhla,Phase II, New Delhi-110044, India.</p> <p>Contact: Mr. R. K. Yambungchou Tel:+91 11 41454661 extn.-24 Fax:+91 11 41454660 Mobile:+91 8130693004 E-mail: rajkumary@milton-in.com</p>	<p>Name: .....</p> <p>Designation: .....</p> <p>Company:.....</p> <p>City.....Country.....</p> <p>Tel:..... Fax: .....</p> <p>Email.....</p> <p>Stand No.....</p> <p>Signature: ..... Date:.....</p>
---	--

**NOTE: Please send a copy of the above form for information to INTER ADS EXHIBITIONS PVT. LTD., Plot No. 859, Udyog Vihar, Phase – V, Gurgaon – 122016 , Fax: 91- 124 – 438 1162, Email: [avnish-seth@interadsindia.com](mailto:avnish-seth@interadsindia.com)**



## CHAIR, SOFA & TABLES.



**ME-C 01**  
Arm Black Leather Chair  
460L x 430W x 820H mm



**ME-C 02**  
White Leather Chair  
420L x 400W x 840H mm



**ME-S 01**  
Sofa Chair With  
Arm Single Seater  
680L x 680W x 740H mm



**ME-S 02**  
Sofa Chair With  
Arm Two Seater  
1400L x 680W x 740H mm



**ME-S 03**  
Sofa Chair With  
Arm Three Seater  
2080L x 680W x 740H mm



**ME-T 01**  
Glass Round Table  
800D x 760H mm



**ME-T 02**  
Round Cocktail Table  
600D x 1100H mm



**ME-T 03**  
Round Table  
850D x 760H mm



**ME-T 04**  
Round Table Four Leg  
850D x 760H mm



**ME-T 05**  
Meeting Table  
1200L x 800W x 760H mm



**ME-T 06**  
Square Table Cross Leg  
740L x 740W x 760H mm



**ME-T 07**  
Square Table Single Leg  
740L x 740W x 760H mm

## TABLES, BARSTOOL & MODULAR SYSTEM.



**ME-T 08**  
Square Cocktail Table  
550L x 550W x 1100H mm



**ME-T 09**  
White Barstool  
750H mm



**ME-T 10**  
Black Barstool  
750H mm



**ME-SYS 01**  
Information Counter  
1030L x 535W x 760H mm



**ME-SYS 02**  
Lockable Counter  
1030L x 535W x 760H mm



**ME-SYS 03**  
Two Tier Counter  
1030L x 535W x 1030H mm



**ME-SYS 04**  
Podium  
535L x 535W x 760H mm



**ME-SYS 05**  
Small Showcase  
1030L x 535W x 1030H mm



**ME-SYS 06**  
Slim Showcase  
535L x 535W x 2000H mm



**ME-SYS 07**  
Tall Showcase  
1030L x 535W x 2000H mm



**ME-SYS 08**  
Folding & Sliding Door  
950L x 2470H mm



**ME-SYS 09**  
Fnt & Swing Door  
950L x 2470H mm

## FURNITURE & MISC. ITEMS

### MODULAR SYSTEM, ACCESSORIES & ELECTRICAL



**ME-SYS 10**  
Wooden Shelf  
1000L x 300W x 15H mm



**ME-SYS 11**  
Glass Shelf  
1000L x 300W x 8H mm



**ME-A 01**  
Flooding Brochure Rack  
380L x 270W x 1380H mm



**ME-A 02**  
Dustbin  
260D x 280H mm



**ME-E 01**  
150W Long Arm Light



**ME-E 02**  
100 W Spot Light



**ME-E 03**  
T.S Tube Light 2 Ft



**ME-E 04**  
T.S Tube Light 3 Ft



**ME-E 05**  
T.S Tube Light 4 Ft



**ME-E 06**  
12v 50 W Down Light



**ME-E 11**  
15 AMP-Power Strip



**ME-E 07**  
3v Led Down Light  
(Showcase)



**ME-E 08**  
150 W Metal Light



**ME-E 09**  
70 W Metal Light



**ME-E 10**  
15 AMP - Power Point

**Form 10**
**LIGHTING & ELECTRICAL**
**DEADLINE: 31<sup>st</sup> March 2014**
**Exhibiting Company:** \_\_\_\_\_ **Booth No.** \_\_\_\_\_

- Exhibitors who are using organizer's stand package are reminded to refer to Form 6 for their lightings and electrical supplied under the contract. This Form 9 is only for ADDITIONAL orders.
- Exhibitors may order lighting and power requirements on this form, which must be returned by due date. Late orders will not be guaranteed.
- Only the Official Contractor and approved contractor will be permitted to undertake all electric connection work in the exhibition, in accordance to the Rules & Regulations.
- Order will be processed upon receipt of payment.
- **The Power consumption charges would be applicable for Raw/ Bare Stalls.**

**IMPORTANT NOTE:**
**All power outlets connections are to be used for running equipment/exhibits only, NOT for lighting purpose.**

Sl. No.	Item Name	Symbol/ Code	Watt	Rate (₹)	Qty.	Amount (₹)
<b>I</b>	<b>Light (230V/50Hz) fittings for Shell Scheme</b>					
1	Long Arm Spot Light (CFL/LED)	ME-E 01	100W	625.00		
2	Long Arm Spot Light (CFL/LED)	ME-E 02	150W	750.00		
3	Long arm halogen		150W	875.00		
4	Down light (12 v)	ME-E 06	50W	565.00		
5	Down light (3 v LED)	ME-E 07		625.00		
6	Halogen down light		150W	625.00		
7	Halogen track light		50W	2375.00		
8	Halogen flood light		300W	2000.00		
9	Metal Halide	ME-E 09	70W	2875.00		
10	Metal Halide	ME-E 08	150W	2875.00		
11	Electrical Kettle			1875.00		
<b>Note:</b> The above cost include connections and consumptions						
<b>II</b>	<b>Electrical power outlets connections for equipment/exhibits/Bare Space</b>					
1	13 Amps, Single Phase outlet	13A		500.00		
2	15 Amps, Single Phase outlet	15A		500.00		
3	30 Amps, Single Phase outlet	15A		1000.00		
4	15 Amps, Three Phase outlet	15B		1000.00		
5	30 Amps, Three Phase outlet	30B		1500.00		
6	60 Amps, Three Phase outlet	60B		2250.00		
7	Connection Charges	Applicable for taking Power Load		5000.00		
8	Consumption Charges	Per Kw		3000.00		
<b>Total Cost Exclusive Taxes</b>						

- All prices quoted include approval fees, installation, power consumption and standby maintenance.
- Lighting connection: The lighting connection work is done by the organizer's official electrician.
- Please contact the contractor for quotation of any other electrical requirement not list overleaf.
- **The power consumption would be charged as per the rates applicable for Raw space.**

<p>Form duly filled may please be sent to:</p> <p><b>Milton Exhibits India Pvt. Ltd.</b> A -54, DDA Shed. Okhla,Phase II, New Delhi-110044, India.</p> <p>Contact: Mr. R. K. Yambungchou Tel:+91 11 41454661 extn.-24 Fax:+91 11 41454660 Mobile:+91 8130693004 E-mail: rajkumary@milton-in.com</p>	<p>Name: .....</p> <p>Designation: .....</p> <p>Company:.....</p> <p>City.....Country.....</p> <p>Tel:..... Fax: .....</p> <p>Email.....</p> <p>Stand No.....</p> <p>Signature: ..... Date:.....</p>
---	--

**NOTE: Please send a copy of the above form for information to INTER ADS EXHIBITIONS PVT. LTD., Plot No. 859, Udyog Vihar, Phase – V, Gurgaon – 122016 , Fax: 91- 124 – 438 1162, Email: [avnish-seth@interadsindia.com](mailto:avnish-seth@interadsindia.com)**

**Form 11**

**AUDIO VIDEO EQUIPMENT**

**DEADLINE: 31<sup>st</sup> March 2014**

**Exhibiting Company:** \_\_\_\_\_ **Booth No:** \_\_\_\_\_

- Rates mentioned are for exhibition days (3 days) i.e. 5 - 7 May 2014.
- As stocks are limited, late orders cannot be guaranteed.
- All items are on rental basis only.
- Order will be processed upon receipt of payment.

We do not require any of items listed below.

S. No.	Description	Unit Cost	Quantity	Amount
		(₹)		(₹)
AV1	LCD / Plasma 32" with stand	6750.00		
AV2	LCD / Plasma 42" with stand	9000.00		
AV3	LCD / Plasma 50" with stand	13500.00		
AV4	LCD / Plasma 61" with stand	27000.00		
AV5	DVD Player	900.00		
AV6	Desktop Computer (19" TFT Monitor)	4500.00		
AV7	Laptop	4500.00		
<b>Total Cost Exclusive of Taxes</b>				

\* Please indicate what you intend to connect to the plasma screen:  DVD player or  Desktop Computer / Laptop.

Form duly filled may please be sent to:  <b>Rao Maintenance</b> B-181, Ground Floor, East of Kailash, New Delhi-110065, India.  Contact: Mr. Sudershan Rao Tel:+91 11 41626285 Fax:+91 11 26928611 Mobile:+91 9810135969 E-mail: raomaintenance@rediffmail.com	Name: ..... Designation: ..... Company:..... City.....Country..... Tel:..... Fax: ..... Email..... Stand No..... Signature: ..... Date:.....
---	---

**NOTE:** Please send a copy of the above form for information to INTER ADS EXHIBITIONS PVT. LTD., Plot No. 859, Udyog Vihar, Phase – V, Gurgaon – 122016 , Fax: 91- 124 – 438 1162, Email: [avnish-seth@interadsindia.com](mailto:avnish-seth@interadsindia.com)

**Form 12 TELEPHONE & INTERNET LINES DEADLINE: 31<sup>st</sup> March 2014**

**Exhibiting Company:** \_\_\_\_\_ **Booth No:** \_\_\_\_\_

- Rates mentioned are inclusive of installation and usage for show dates.
- As lines / stock are limited, late orders cannot be guaranteed.
- All items are on rental basis only.
- Order will be processed upon receipt of payment.

Tick ✓ as appropriate

We do not require any of items listed below.

Item	Description	Unit Cost (₹)	Quantity	Cost (₹)
TL1	Local Telephone Connection	6000.00		
TL2	STD Telephone Connection	12000.00		
TL3	ISD Telephone Connection	22500.00		
TL4	Broadband Connection (upto 1 Mbps downloading speed and upto 512 Kbps uploading speed)	15000.00		
TL5	Broadband Connection (upto 2 Mbps downloading speed and upto 700 Kbps uploading speed)	27000.00		
<b>Total Cost Exclusive of Taxes</b>				

<p>Form duly filled may please be sent to:</p> <p><b>Sai Enterprises</b> 3, Shastri Market, Gurdwara Road, Karol Bagh, New Delhi-110005, India.</p> <p>Contact: Mr. Ramesh Gautam Fax:+91 11 23232354 Mobile:+91 9873092354/9811393599 E-mail: gautamenterprises@hotmail.com</p>	<p>Name: .....</p> <p>Designation: .....</p> <p>Company:.....</p> <p>City.....Country.....</p> <p>Tel:..... Fax: .....</p> <p>Email.....</p> <p>Stand No.....</p> <p>Signature: .....Date:.....</p>
--	---

**NOTE: Please send a copy of the above form for information to INTER ADS EXHIBITIONS PVT. LTD., Plot No. 859, Udyog Vihar, Phase – V, Gurgaon – 122016 , Fax: 91- 124 – 438 1162, Email: [avnish-seth@interadsindia.com](mailto:avnish-seth@interadsindia.com)**

**Form 13** **TEMPORARY STAFF** **DEADLINE: 31<sup>st</sup> March 2014**

**Exhibiting Company:** \_\_\_\_\_ **Booth No:** \_\_\_\_\_

- Temporary staff service is available for exhibitors. For your requirements, please fill and return this form to Ms. Swati Basu ([swatibasuhotmail.com](mailto:swatibasuhotmail.com)).
- Organiser will not be responsible for the conduct of the temporary staff or for any loss or damage caused by such staff.
- Late orders will not be guaranteed.
- Order will be processed upon receipt of payment.

Category	Rate per day* (₹)	Number of Personnel Required	Total Hours	Total Cost (₹)	Special Instructions
Booth Attendant**	1,800.00				
Exhibition Hostess***	2,400.00				
<b>Total Cost Exclusive of Taxes</b>					

\* Minimum period of engagement of 8 hours per day.  
 \*\* This is a junior position filled by a temporary staff who will mainly man the booth and distribute the exhibitor's brochures and flyers.  
 \*\*\* This is a more senior position filled by a temporary staff who may have had previous experience with exhibitions and promotions and is skilled in answering simple questions pertaining to the exhibitors nature of business.

Form duly filled may please be sent to:  <b>Swati Basu</b> R-3, Hauz Khas, New Delhi-110016, India.  Contact: Ms. Swati Basu Tel:+91 11 26518209 / 26515825 Fax:+91 11 26516579 Mobile:+91 9810259659/9810833176 E-mail: <a href="mailto:swatibasuhotmail.com">swatibasuhotmail.com</a>	Name: ..... Designation: ..... Company:..... City.....Country..... Tel:..... Fax: ..... Email..... Stand No..... Signature: ..... Date:.....
---	---

**NOTE: Please send a copy of the above form for information to INTER ADS EXHIBITIONS PVT. LTD., Plot No. 859, Udyog Vihar, Phase – V, Gurgaon – 122016 , Fax: 91- 124 – 438 1162, Email: [avnish-seth@interadsindia.com](mailto:avnish-seth@interadsindia.com)**





