

EXHIBITORS MANUAL

	Date	Time
Move-In & Move-Out Period		
Contractor Move-in for Pavilions (Outdoor Bare Space only)	31 st January 2018	04PM onwards
Contractor Move-in for Raw Spaces or Special Design stalls	31 st January 2018	04PM onwards
Exhibitor Move-in (Shell scheme)	1 st February 2018	08AM onwards
Fabrication work in all aspects for Pavilions & Exhibition Stalls must be finished by 12pm on 1st February 2018		
Exhibition Timings	1 st February 2018	12PM – 07PM
Exhibition Timings	2 nd to 3 rd February 2018	09AM – 06PM
Contractor Move-out / Dismantling for Pavilions or Special designs or Raw Spaces	4 th February 2018	04PM onwards
Permissible Height for Special Design Stalls - 12ft in the center (or fascia) and 8ft for 3 side walls		
Note: Move-In/Out time for exhibition area (Bare Space/Shell Scheme/Designed Stall) is subject to change. Will be updated nearer to the conference dates.		
Contractors/Exhibitors are required to clear their booth space of all exhibits or debris before the above timeframe failing which penalty charges would be levied.		
Exhibitors are requested to dump / throw the wastage at a designated garbage area only failing which penalty would be levied.		

- Exhibitors are advised to work with pre finished and pre-fabricated materials as far as possible. No sawing, cutting of wood, jute, cloth work will be allowed inside the Exhibition hall.
- Where a **Special design Booth** is located to adjacent to a **Shell Scheme Booth**, the wall of the **Shell Scheme Booth** is considered rented by that Exhibitor and may be utilized by the **Special Design Booth**.
- All exposed rear surface of designs and structures must be covered / finished white unless it is against the walls of the Exhibition Hall.

- The **Shell Scheme** wall has white laminate finish. Hence, Stapling, drilling or painting to these walls is not allowed. Panels can be affixed to these walls with the help of double side/velcro tape or with brackets rented from the official contractor. Exhibitor has to pay for the damage if any @ 5000 per panel.
- No part any Structure may extend beyond the boundaries of the site allocated.
- Exhibitors are reminded that is the responsibility of their appointed booth fitting contractor to clean and vacuum the booth upon completion of construction or fabrication before handing over to the Exhibitor. Organizer doesn't take the responsibility of cleaning of Stall area.
- The Organizer reserves the right to reject any contractor and design they seem inappropriate. In the event of a dispute, the Organizer's decision will be final.
- The booth must be Staffed and operational all the during show opening hours. The Exhibitors staff must wear Exhibitor Badges issued by the Organizer for Identification. The Exhibitors must be responsible for the good conduct of all its staff, agents or representatives.
- No activity, which in the opinion of Organizer, is tantamount to inconvenience or annoyance to the public or the exhibitors, shall be caused by exhibitors within the vicinity of the Exhibition. Examples include the noise level of equipment demonstration and audio visual presentations.
- No Exhibitors may use air compressors or pressurized containers without prior approval of the Organizer & Official contractor.
- No stage shows will be unless with the prior approval.
- Un-authorized photo/Video shooting in the venue is not allowed.
- **IMPORTANT:** No Cash sales of Exhibits are allowed in the Exhibition Halls.
- Exhibitors are not allowed to distribute promotional materials outside their booth. This is to observe fairness to other Exhibitors and to prevent inconvenience to visitors.
- Each Exhibitor is responsible for indemnifying Organizer and its agents against liability to the owners of premises, and public authority or department of Government and each and every other exhibitor in respect of any action, cost, claim and demand of whatever nature consequential.

ELECTRICAL REQUIREMENT

Last Date for Receiving Request: 25th January 2018

This form must be completed and returned by every exhibitor. If service is not required, please endorse "Not Applicable" and return email/address.

PLEASE TYPE/WRITE IN BLOCK LETTERS

Company Name:		Booth No.:	
Address:			
Tel.:		Email:	
Authorized by (Signature):			Date:

1. The shell scheme package includes three (3) 60W spot lamps, one 5/15amp plug point for every 9 square meter stands.
 ORDER ONLY YOUR ADDITIONAL REQUIREMENTS
2. For services not stated below, please contact the Official Contractor for quotation.

	DESCRIPTION OF SERVICES / ITEMS	UNIT COST (INR)	QUANTITY / NO. OF KW	COST (INR)
FOR SHELL SCHEME ONLY				
E 01	Spotlight 100W long arm	700		
E 02	Halogen Spot 50W	1100		
E 03	Metal Halide 125W	1500		
E 04	Plug socket, Standard 220V, 5/15 amp	700		
FOR BARE SPACE ONLY				
	Main box charges (for upto) 5KW (one time cost inclusive of laying the electrical main line, connection and maintenance during the conference)	4500		

Please order your electric supply based on your load requirement both for the setup and show dates			
During Build-up Day (31 st January 2018)	4500 (only 1KW will be given)		
During Conference Days (1 st to 4 th February 2018)	7000 per KW		
Total Cost (INR)			
Plus GST @ 18%			
Gross Total			

ADDITIONAL FURNITURE

This form must be completed and returned by every exhibitor. If service is not required, please endorse "Not Applicable" and return email/address.

PLEASE TYPE/WRITE IN BLOCK LETTERS

Company Name:		Booth No.:	
Address:			
Tel.:		Email:	
Authorized by (Signature):			Date:

SNO	Particulars	Rate	Qty	Amount	Specification
1	Information Counter	1150			
2	2 Tier Info Counter	2000			
3	Wooden round table	1500			
4	Glass round table	2000			
5	Cocktail Table	2000			
6	Display Cube	1500			
7	Lockable Counter	1800			
8	Small Show case	2700			
9	Slim Showcase	2850			
10	Tall Show Case	3600			
11	Standard chair	750			
12	Cusioned Chair White/ Cream	1300			
13	Single seater sofa	1810			
14	Three seater sofa	3100			
15	Bar Stool	1560			
16	Meeting Table	2100			
17	Coffee table	2650			
18	Glass Shelf	1600			
19	Plug Point	350			
20	Spot Light	750			
21	Long arm spot light	1000			
22	Metal Halide	2300			

23	Day light 450w	1350			
24	Magazing stand Metal	1550			
25	Magazine stand Folding	1800			
26	Waste basket steel	350			
27	Gross Total				
28	Plus GST 18%				
29	Grand Total				

CATALOUGE - FURNITURE / AV FIXTURES



INFORMATION COUNTER (System Table)
 CODE : FE 01



INFORMATION DESK 2 TIER
 CODE : FE 02



WOODEN ROUND
 CODE : FE 03



ROUND GLASS TABLE 1M
 CODE : FE 04



COCKTAIL TABLE
 CODE : FE 05



DISPLAY CUBE
 CODE : FE 06



LOCKABLE COUNTER
 CODE : FE 07



SMALL SHOWCASE
 CODE : FE 08



SLIM SHOWCASE
 CODE : FE 09



TALL SHOWCASE
 CODE : FE 10



STANDARD CHAIR
 CODE : FE 11



CUSHIONED CHAIR- W/C
 CODE : FE 12



CATALOGUE - FURNITURE / AV FIXTURES



SOFA ARM LESS (Single seat)
 CODE : FE 13 (B&W)



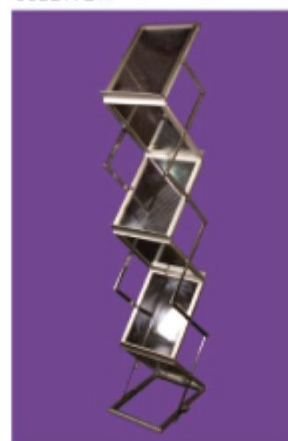
SOFA (3 seater)
 CODE : FE 14



BAR STOOL
 CODE : FE 15



MAGAZINE STAND - FOLDING
 CODE : FE 16



COFFEE TABLE
 CODE : FE 17



GLASS SHELF (1.2 M X 0.3M each)
 CODE : FE 18



PLUG POINT
 CODE : FE 19



SPOT LIGHT 75 W
 CODE : FE 20



HALOGEN FLOOD LIGHT 500 W
 CODE : FE 21



WASTE PAPER BASKET
 CODE : FE 22



DAY LIGHT 450 W
 CODE : FE 23



LED TV (Plasma) 42"
 CODE : FE 24



Terms:

- All Demand draft payment to be drawn A/c Payee M/s VIOLET EVENT MKTG (INDIA) PVT.LTD.
- All items quoted above are purely on rental basis & for the entire show period. All Power Connection charges does not include power consumption fee.
- Minimum time to deliver any order onsite would be 3 Hours & All orders Subject to availability. We do accept credit cards for payments which would attract 3% service charge which is apart from GST.

PLEASE NOTE: Payment/ Draft to be made as below

For Transfers

Account Name:	VIOLET EVENT MKTG (INDIA) PVT LTD
Account No:	50200000635570
IFSC CODE (For RTGS):	HDFC 0002019
Bank Name:	HDFC Bank
Branch:	Kondapur, Hyderabad

Please mail us a copy of payment slip for confirmation.

- If payment is drawn in a foreign currency, please the bank include the bank commission and please also if the final amount received is less than the invoiced is the invoiced amount due to exchange rate variance, you will be responsible for reimbursing the relevant beneficiary.
- Late Orders (received after the deadline, 28 January, 2018 will be provided subject to the availability, will be subject to a 30% surcharge. Priority will be given to advance orders.
- 30% cancellation fees will be imposed for cancellation of confirmed order. There will be no refund for cancellation during show days.
- All Prices are in INR and for the duration of the show mentioned or otherwise mentioned.
- All materials are subject to availability and first come first serve basis.
- A socket must be used for one exhibit at a time. Multi- point connection is not allowed to prevent the risk of power over load.
- The standard supply is 110V, 220V or 380V with approximately 10% fluctuation for the safety of your equipments.

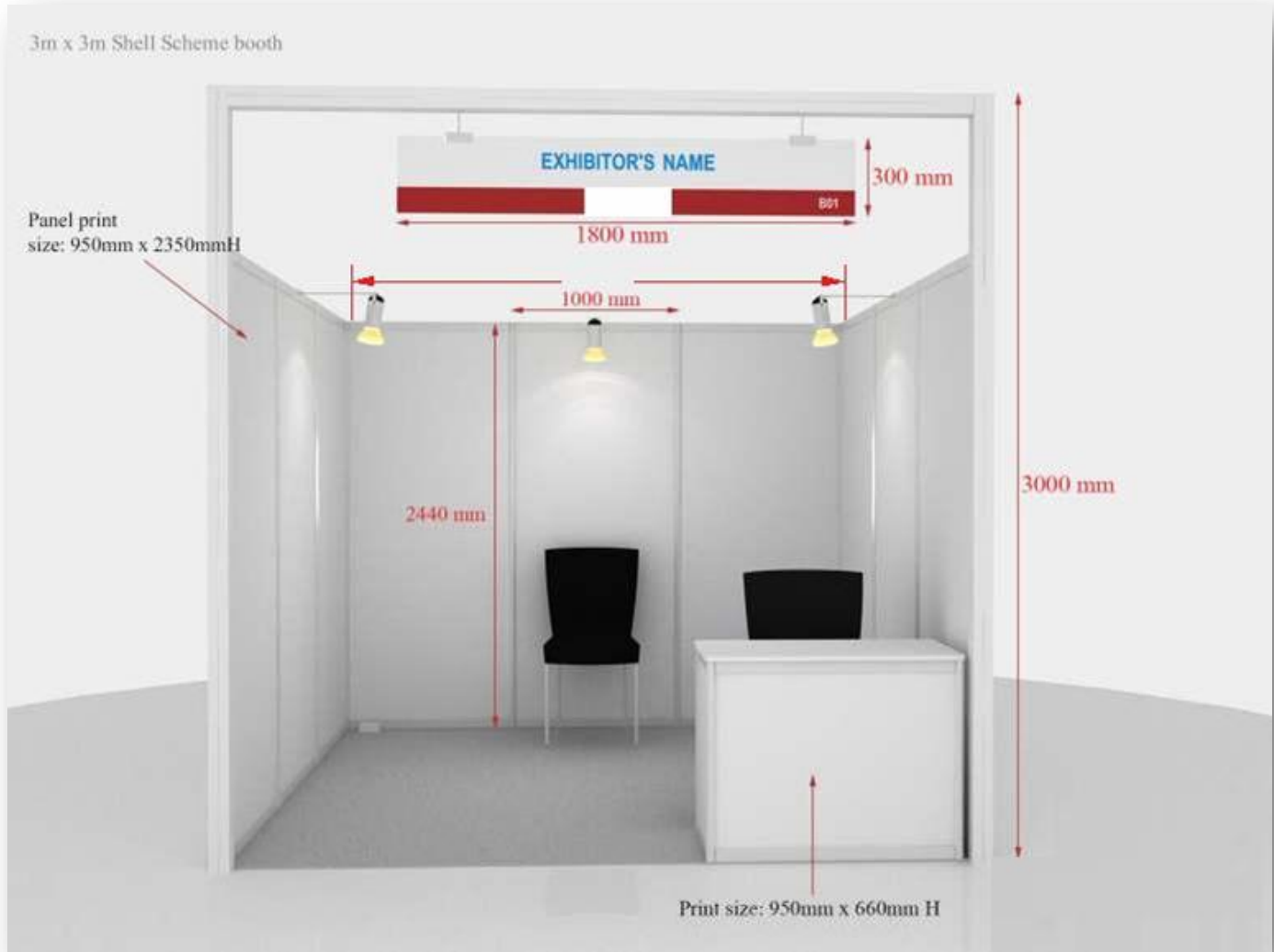
RULES AND REGULATIONS RELATED TO ELECTRICAL SERVICES

- The standard shell scheme includes: 3 spotlight and a plug socket for every 9 sqmt. The above items are readily provided by organizers. Additional requirement have to be ordered through Electrical Services Order Form.
- Locations of lights and socket points in the standard booth are fixed locations and may not be moved.
- The organizer has appointed us as the official show Contractor to be responsible for Standard supply of electricity:
- The standard supply is single phase AC 220v/50Hz with +10% fluctuations. For the safety of your equipment, please use stabilizer.

Contact Us:

<p><u>Additional Furniture and Electricity Requirements:</u></p>	<p><u>Others:</u></p>
<p>Dhruva Kumar Violet Event Marketing (India) Pvt. Ltd. Email: bd@violetww.com Mobile: +91 9490709708</p>	<p>Shubhang Dwivedi Thomas Cook India Ltd. Email: shubhang.dwivedi@in.thomascook.com Mobile: +91 9205105155</p>
 <p>German Structures Exhibitions Events M/s Violet Event Mktg (India) Pvt. Ltd.</p>	
<p>Official Fright/Shipment Partner</p>	
<p>Mr. Sam Siddhartha Logistics Co. Pvt. Ltd Email: sam@siddharthalogistics.com</p>	
	

PERSPECTIVE VIEW OFFICIALLY FABRICATED STALL
(SHELL SCHEME)



Each 2X2, 3X2 and 3X3 stall includes	Each 6X3 and 5X3 stall includes
Information Counter/Table: 1pc	Information Counter/Table: 2pc
Chairs: 2pc	Chairs: 4pc
Power Point (220V): 1pc	Power Point (220V): 2pc
Spot Lights: 3pc	Spot Lights: 6pc
Hanging Fascia: 1pc, Black Letters	Hanging Fascia: 2pc, Black Letters
Dustbin: 1pc	Dustbin: 1pc