

# EXHIBITOR M A N U A L

**INDIA  
ELECTRONICS  
WEEK**

**IOTSHOW.IN**  
PROFIT FROM IOT

26-28 FEB 2019 • KTPO • BENGALURU

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EFY CONFERENCES

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## **WELCOME!**

Dear Exhibitor,

At the outset, we would like to extend a BIG THANK YOU for choosing to exhibit at India Electronics Week 2019 (and its co-located sub shows).

This Exhibitor Manual has been prepared to help you with your show arrangements and to help make your participation as successful and hassle-free as possible. It is divided into sections, addressing all the key items that you will require to experience a successful participation and maximize the value of your investment.

Please refer to this exhibitor manual carefully so you do not miss out on any important deadlines and announcements.

### **Here are 3 easy steps to help you use this Exhibitor Manual:**

#### **Step 1: Refer to the Exhibitor Action Checklist**

Please post this checklist on a bulletin board for easy reference. We request you to pay close attention to the deadlines listed. In some instances, you may even save money!

#### **Step 2: Do a Quick Review**

Familiarize yourself with all the sections of this Exhibitor Manual. Each section provides a brief description of the services, regulations and procedures required for you to exhibit. Please be sure to pass on any information to colleagues who may need to know more about such things as Marketing, Sponsorships or Public Relations.

#### **Step 3: Spend 60 minutes of Reading Time**

We guarantee it will be beneficial to take an hour to read this manual. Some important things to remember:

- Keep copies of all your orders, payments and shipping documents and remember to bring them to the Show.
- Order your utilities early! Utilities are installed at certain times during set-up, and orders placed on-site often need to be processed and fulfilled during off-hours, which may prolong your set-up and incur overtime charges.

Please feel free to contact Ms. Reepika Saini/Ms. Rama Jha at our Exhibitor Service Desk for any queries regarding your set up at the expo on 9958881961/9607743666/91-11-40596005, or email at [efyevents@efy.in](mailto:efyevents@efy.in).

We look forward to hosting you and wish you a very successful show!

Sincerely,  
Rahul Chopra  
Editorial Director | EFY Group | [rahul.chopra@efy.in](mailto:rahul.chopra@efy.in)

#### **SURCHARGE REMINDER**

*Please help us ensure that you get everything you need on time by filling out your orders well in advance of the deadlines. We cannot guarantee provisions of orders received after deadlines. In addition, 20% surcharge will be applicable for late orders. On-site orders will be surcharged at 30%.*

## IEW 2018 – Organizer contacts

### **Atul Goel**

Vice President - Events

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## **FACT FILE**

**Exhibition Name:** India Electronics Week 2019

**Date:** 26<sup>th</sup> to 28<sup>th</sup> February 2019

**Venue:** Karnataka Trade Promotion Organization (KTPO), Whitefield, Bengaluru, INDIA

**Show Hours:** Tuesday, 26<sup>th</sup> February 2019; 10am - 6 pm

Wednesday, 27<sup>th</sup> February 2019; 10am - 6 pm

Thursday, 28<sup>th</sup> February 2019; 10am - 4 pm

**Objective:** Promotion of adoption of technology

**Entry:** While the show is open to all business visitors, entry is strictly by registration/invitation only. No one under the age of 16, including infants, will be admitted in the exhibition hall at any time and absolutely no exceptions will be made to this rule.

**Website:** [www.IndiaElectronicsWeek.com](http://www.IndiaElectronicsWeek.com)

**Frequency:** Annual

**Organizer:** EFY Group

A division of EFY Enterprises Pvt. Ltd.

D-87/1, Okhla Industrial Area

Phase 1, New Delhi 110 020

T: +91 11 2681 0601 / 02 / 03

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W: [www.efy.in](http://www.efy.in)

## EXHIBITOR ACTION CHECKLIST

**PLEASE NOTE:** Please double-check the dates for these services by going through the forms in this Manual.

**PLEASE PRINT AND KEEP A COPY OF THIS CHECKLIST FOR YOUR RECORDS.**

**SURCHARGE REMINDER:** Please help us ensure that you get everything you need on time by filling out your orders well in advance of the deadlines. We cannot guarantee provisions of orders received after the deadlines. In addition 20% surcharge will be applicable for late orders. Onsite orders will be surcharged at 30%.

THINGS TO DO OR ORDER	DO BEFORE	SEND TO	STATUS
<b>COMPULSORY</b>			
Exhibitor Badges	10/02/2019	Submit Online	
Contractor Badges	15/02/2019	Submit Online	
Fascia	10/02/2019	Submit Online	
Stand Design/Contractor Approval (RAW Booths)	10/02/2019	Reepika Saini	
<b>OPTIONAL</b>			
Electricity	10/02/2019	Submit Online	
Compressed Air	10/02/2019	Submit Online	
Audio Visuals	10/02/2019	Submit Online	
Plants and Floral	10/02/2019	Submit Online	
Security Staff	10/02/2019	Submit Online	
Cleaning Services	10/02/2019	Submit Online	
Temporary Staff	10/02/2019	Submit Online	
Additional Stand Fittings & Furnishings	10/02/2019	Submit Online	
Visa Assistance	25/01/2019	Reepika Saini	

Your Login ID and password will be sent to you in a separate email, in-case you do not receive the same, kindly contact us on the below details. Fill in all the required details before the cut-off date above.

Ms. Reepika Saini

E: efyevents@efy.in

Phone: 9958881961/+91-11-40596005

## SHOW SCHEDULE

<b>Activity</b>	<b>Starting Date &amp; Time</b>	<b>Completion Date &amp; Time</b>
Stand possession – Raw Space Only	From 9.00 am on 24th February 2019	11:30 pm on 25th February 2019
Stand possession - Shell Space	From 12:00 noon on 25th February 2019	9:00 pm on 25th February 2019
Package furniture delivery	From 1:00 pm on 25th February 2019	10:00 pm on 25th February 2019
Pre-orders fulfilment*	From 2:00 pm on 25th February 2019	6:00 am on 26th February 2019
Onsite orders fulfilment	From 5:00 pm on 25th February 2019	8:00 am on 26th February 2019
Cleaning of halls	10.30 pm on 25th February 2019	12:00 am on 26th February 2019
Carpet laying in aisles	From 10:00 pm on 25th February 2019	4:00 am on 26th February 2019
Final completion of all stands	8:00 pm on 25th February 2019	
Exhibitors badges	From 4:00 pm on 25th February 2019	6:00 pm on 25th February 2019
Show open days	Tuesday, 26th February 2019; 10am - 6pm	
	Wednesday, 27th February 2019; 10am - 6pm	
	Thursday, 28th February 2019; 10am - 4pm	
Exhibitors' access to halls**	26th to 28th February 2019; 09.00 am to 6.30 pm	
Halls to be vacated by all (including stall dismantling staff)	28th February 2019 11.00 pm	

\*For orders received before 4:00 pm on 18<sup>th</sup> February 2019

\*\* During the exhibition period, exhibitors will have access to the halls: one hour before the opening and 30 minutes after the closing hours to service their stands or exhibits. Exhibitors who require access beyond given hours should contact Exhibitor Service Desk at least 4 hours in advance, for them to make necessary arrangements for electricity as well as security.

## SHOW INFORMATION: (A - Z SHOW GUIDELINES)

**ADMISSION POLICY:** IEW 2019 is a strictly B2B event and entry is open to all business visitors. The Organizer however reserves the right to refuse admission or to remove any person without giving any reason whatsoever. This applies also to the build-up and dismantling periods. No person under the age of 16 years will be admitted to the exhibition. This rule also applies to Exhibitor's children. Animals are absolutely not permitted into the exhibition hall. (Except guide dogs, but only with prior approval of the Organizer)

**AISLES, GANGWAYS & EXITS:** During build up and dismantling, it is essential to maintain clear aisles at all times. Please keep your products/displays on your stand and remove packaging as soon as practically possible. Continued blockage of aisles by any Exhibitor will result in the materials being removed by the Onsite Material Handling Contractor at the Exhibitor's cost. No obstacles on aisles, walkways or any obstruction to traffic flow especially at the main entrance, exit and fire exits are permitted. All Emergency Exits are to be opened in case of emergency only. They must not be used for any other purposes i.e. smoking etc.

**AMENITIES ON SITE:** Basic amenities like drinking water, toilets etc. are available on-site.

**ALCOHOLIC BEVERAGES:** In accordance with local government regulations, consumption or serving of alcoholic beverages is strictly prohibited within the entire exhibition complex.

**AUDIO VISUALS:** Please refer to the Order Forms section of this Manual for the price list and ordering information.

**AUTHORITY ON PREMISES:** In the event of any dispute on-site, EFY Group reserves the right to arbitrate. As the Organizer, the decision taken by EFY Group shall be final.

**CHILDREN:** No one below 16 years of age, including infants will be allowed into the halls during build up, break down and show open days. This rule also applies to Exhibitors' children.

**CLEANING:** Cleaning crews will be available for general exhibit hall clean up (including aisles) everyday, before the show opens and also at regular intervals during show open hours. All Exhibitors will be provided with basic stand cleaning before the show opens (includes sweeping, dusting and dry/wet wiping of furniture. Exhibits will NOT be cleaned) and trash removal at stipulated times during the day. If Space Only exhibitors require full time cleaning staff, they must order their services. Exhibitors must utilize the services of the Official Cleaning Contractor ONLY. Please refer to the Order Forms section of this Manual for the price list and ordering information.

**CUSTOMER INVITATIONS:** Entry to the exhibition is free for professionals, trade and business visitors. The Organizer will provide invitation tickets to Exhibitors for the purpose of inviting their customers and prospects.

**DAMAGE TO STAND STRUCTURE AND EXHIBITION PREMISES:** No person under any circumstances shall cut into or through the floor covering or wall nor alter any stand service. Any such damage to the stand service structure will be invoiced to the concerned Exhibitor.



**DANGEROUS MATERIAL:** No naked lights and lamps or temporary gas or electrical fittings may be used in the exhibition halls. Neon lights need prior approval before the exhibition. No radioactive materials, explosives, petrol, dangerous gases or highly inflammable substances are allowed in the halls.

**DECORATION GUIDELINES (VERY IMPORTANT):**

1. Shell Scheme stands will be provided in accordance with the specifications mentioned.  
Please note that the internal dimensions of the Shell Scheme area are approximately 5 cm smaller than the contracted area as the walls are contained within circular upright aluminium members within the booth area.
2. No alterations may be made to the Shell Scheme structure & Fascia.
3. No alterations / removal of panels / podiums etc will be allowed.
4. Private furniture / carpets etc. are not permissible
5. Major woodwork, if any, must be approved in advance by the Operations Manager before starting such work.
6. The following is strictly prohibited:
  - a. Cloth Banners, Velvet Banners or Velvet Covers on the panels / table.
  - b. Painting, colouring, wallpapering, sticking of thermocol cut letters, nailing or drilling of panels. If you require assistance in hanging or displaying your exhibits, please consult the Exhibitor Service Desk. Exhibitors will be charged @ Rs. 2500 / USD 60 per panel for any damage to panels.
  - c. Storage of any kind behind the display walls.
  - d. Raising the height of the back wall / fascia for promoting the company name / logo.
  - e. No additional stand fitting or display may be attached to the shell stand structure.
  - f. All interior stand fittings must be contained within the shell stand structure, and must not exceed 2.5m height. No free standing equipment or display may exceed a height of 2.5m or extend beyond the boundaries of the site allocated.
  - g. It is mandatory for Exhibitors with 2 or 3 side open stands, to arrange exhibits or display in such a way that there is no obstruction on any of the open sides. This will ensure free movement and give exhibitors a feel of openness and transparency. Exhibitors are not allowed to obstruct the view or affect the exhibits or displays of other exhibitors.
  - h. A minimum of 30% of Stand area must be left free for movement.
  - i. Natural pillars falling within stand area may be covered to a maximum height of 2.5m
  - j. Exhibits of over 2.5m height must not be placed on any raised platform.
  - k. Any presentation / demonstration / exhibit likely to interest groups of 10 or more must be located towards the centre / rear portion of the stand and clearly shown on stand drawings.
  - l. To avoid inconvenience to other exhibitors and to enable the Organizer to complete repair work of passages, cable ducts etc., before the exhibition starts, Exhibitors are requested to move in their exhibits within the stipulated time.
  - m. Audio Visual Films, Video Walls etc. can be used in the stand area, provided the sound level is confined to the exhibitor's booth to avoid spill over and the resulting disturbance in adjoining booths. The sound level from an Exhibitor's booth should not intrude or violate the rights of any of the adjacent exhibit areas. The sound speakers must not be placed higher than 1.5m. They must be positioned downward and inward towards the centre of the exhibit booth or display area and may not be pointed towards the aisle. The sound level volume shall not exceed 40 dB peaks on sound level meters (ANSI Type Z) on the SLOW meter position at 3m distance. The Organizer reserves the right to restrict exhibitors' use of sound and other devices which may interfere with the

best interest of the fair environment as a whole and reserves the right to disconnect the supply of electricity of any Exhibitor violating the same.

- n. The Organizer reserves the right to change / alter / remove any exhibit interfering with the aesthetics of the exhibition or that which hinders the general public in any way.

#### **DELIVERY/REMOVAL OF EXHIBITS (Very Important!):**

An authorized Gate Pass will need to be obtained from the Exhibitor

Service Desk to enable removal of any material during or after the show. Please refer to the Show Schedule, on page 7 of this Manual.

1. No delivery or removal of exhibits or other equipment during the exhibition open hours is permitted. Such delivery, removal, replacement of stocks may be carried out either before the show opens or after it has closed for the day.
2. If any exhibitor requires the use of forklift, trucks or crane, then a layout, drawn to scale, should be supplied to the Official Freight and Material Handling Contractor. This is to help the Contractor position all equipment, early during the build-up period, as entry of lifting equipment when stand construction nears completion is difficult. Please refer to page 4 of this Manual for contact information.

#### **DEMONSTRATIONS AND PRESENTATIONS:**

Exhibitors who intend to hold product demonstrations or presentations during the show must ensure that such demonstrations and presentations are confined to their exhibit space and do not spill over into the aisles. If large crowds gather to watch the demonstration or presentation, this should be managed in a way that does not hinder the flow of aisle traffic. It should also not cause hindrance to other exhibitors and prevent them from effectively conducting their business. The Organizer reserves the right to determine acceptable sound level and extent of demonstration or if it is causing inconvenience or annoyance to visitors or other exhibitors.

#### **DESIGN, BUILDING & FIRE REGULATIONS (Very Important!):**

Exhibitors constructing their own stands must submit detailed drawings of their stand to the Exhibitor Service Desk by the stipulated deadline for approval by the Operations Manager. This is to ensure that the interests of show aesthetics as well as other exhibitors are observed. Failure to do so, may incur extra costs to exhibitors for special or late scrutiny. All materials used in the stand construction must be properly fireproofed in accordance with local regulations. Please send your technical drawings with specifications to Ms. Reepika Saini at [efyevents@efy.in](mailto:efyevents@efy.in) no later than 10th February 2019. We will NOT be able to allow any RAW booths that are not submitted by 10th February 2019.

#### **DISMANTLING:**

At the close of the exhibition, it is the joint responsibility of the Exhibitor and contractor to dismantle and remove all the display materials within their stand, in accordance with the dismantling schedule issued by the Organizer. All debris must be cleared by Exhibitors and/or their contractors at the latest by 6:00 pm on 28<sup>th</sup> February 2019. Failure to do so will result in the Exhibitor being liable for services fees incurred.

#### **DISPUTES:**

The proper law of the Contract shall be Indian Law and all disputes as to the construction of application of these Regulations or the rights and liabilities of any person hereunder shall be determined by Indian Law.

**ELECTRICAL SUPPLY:**

Electricity to shell scheme and raw space stands will be supplied as per the orders placed in the Contract to Exhibit. Exhibitors who have additional electricity requirements can order them. Please refer to the Order Forms section of this Manual for the price list and ordering information.

Exhibitors must ensure that all equipment connected to electric points in their stands must be switched off at the end of the show each day to avoid damage to their displays as the mains supply will be switched off every evening at 07.00 pm.

**ELECTRICAL INSTALLATION REGULATIONS & GUIDELINES:**

- a. Electrical wiring and installation required for connecting machine(s) for demonstration purpose must be undertaken by Exhibitors employing registered professional technicians using proper wiring switches etc. so as to ensure safety. The Organizer shall not be responsible or liable in case of any mishap due to use of sub - standard material or unskilled labour.
- b. All wiring must be carried out in PVC or other plastic sheathed cables. No exposed means of cable joints will be permitted.
- c. The Organizer reserves the right to disconnect any installation, which in their opinion is dangerous or likely to cause annoyance to visitors or other Exhibitors.
- d. In order to take care of voltage fluctuations, the Exhibitors are advised to install suitable constant voltage transformers or insulation transformer or stabilizers for CNC and other sensitive machines. Exhibitors are encouraged to use MCB wherever necessary.

**EXHIBITOR BADGES:**

Exhibitor badges will be issued to all exhibitor staff manning the stand. Exhibitor badges will be issued only after clearance of all dues including participation fees, service fees, deposits as well as payments for extra requirements on site. Please note that badges are non-transferable. Please refer to the Order Forms section of this Manual for ordering information or login into your account alternatively.

**EXHIBITOR REGISTRATION:**

Exhibitor badges can be picked up on-site from 4.00 pm to 6.00 pm on 25<sup>th</sup> February 2019 at the Exhibitor Service Desk near the entrance to the hall.

**• CONTRACTOR BADGES:**

A limited number of Stand Service badges will be issued to Space Only stand-contractors who need to be present during the exhibition open period (e.g. Maintenance, remedial purposes etc.) Please refer to the Order Forms section of this Manual for ordering information. Alternatively, you can also login into your account.

**IDENTITY TAGS:**

For the purpose of stand construction and moving of exhibits, Identity Tags will be issued by the Organizer on-site, permitting approved contractors and their workmen to enter the exhibition hall during build up and dismantling period only. For security reasons, it is mandatory that all contractors and their workmen wear their tags while in the exhibition hall at all times. The Organizer reserves the right to refuse entry or remove the staff / workers not wearing these tags from the exhibition complex at any / all times. Please ask your Contractor's representative to contact the Exhibitor Service Desk on-site for these tags. Tags will be issued only on presentation of an authorization letter from the Exhibitor (see possession of stands above).

**Note: EXHIBITORS' SERVICES will operate an on-site Exhibitor Service Desk from 10.00 am on 24th February 2019 to facilitate the exhibitors' requirements and provide hands-on service. Exhibitors with queries or requiring any assistance may contact any member of the EFY Team, during or after closure of the show.**

**FIRE & SAFETY PRECAUTIONS:**

Fire Marshals and appropriate fire-fighting equipment will be stationed at various points in the halls. A Fire Tender will also be stationed at the venue. Any exhibitors who, because of the nature of their exhibits, require special extinguishers are required to make their own arrangements.

**FIRST AID:**

Basic First Aid facilities are available within the exhibition halls. An ambulance will also be present at the venue in case of an emergency.

**FLOOR COVERING:**

Exhibitors constructing their own stands must arrange to have all carpet and floor coverings affixed with double-sided tapes only. These tapes are to be removed during the dismantling period. The use of paint or glue on the floor of the exhibition hall is strictly forbidden.

**FOOD AND BEVERAGES:**

The Organizer has made adequate arrangements for light catering within the Exhibition Hall. Snacks, hot / cold beverages will be served (at a cost) throughout the day within the complex.

**FORCE MAJEURE:**

If the Exhibition is abandoned, cancelled or suspended in whole or in part by reason of war, fire, national emergency, labour dispute, strike, lock-out, civil disturbance, inevitable accident, the non-availability of the exhibition premises or any other cause which is not within the control of the Organizer, whether *ejusdem generis* or not, the organizer may, at their entire discretion, repay the rental paid by the exhibitor, or part thereof, but shall be under no obligation to repay the whole or part of such rental, and shall be under no liability to the exhibitor in respect of any actions, claims, losses (including consequential losses), costs or expenses whatsoever which may be brought against or suffered or incurred by the Exhibitor, as the result of the happening of any such event.

**HALL STRUCTURES:**

Exhibitors are advised to refrain from using existing hall fixtures or walls in any manner whatsoever (i.e. nailing, wiring, fixing or hanging of exhibits and other materials to any existing hall structure). The operable walls and pillars shall not have anything attached to, leaning against nor hung from. This will be strictly enforced.

**HANDOVER OF HALLS:** The halls have to be handed over to KTPO on the final day of breakdown. **Exhibitors must ensure that their exhibits, stand materials are removed by 6:00 pm on 28<sup>th</sup> February 2019.** The Organizer will dispose off any items remaining in the hall beyond this time, and EFY Group will not accept any responsibility for any loss or damage. Costs involved will be borne by the defaulting exhibitor.

**HAZARDOUS MATERIALS:**

Hazardous, toxic materials are strictly prohibited inside the hall. Equipment emitting smoke and noxious fumes will not be allowed to run inside the hall.

**HEAVY EXHIBITS (Important):**

**Please Note:** Any heavy exhibit which requires forklifts to move **must reach the venue latest by 2.00 pm on 24th February 2019**, after which exhibits that cannot be hand carried will not be allowed to enter the halls. During the show open days, entry for exhibits / materials for replacement will be allowed between 6.00 pm to 7:00 pm only provided they can be hand carried.

**HEIGHT RESTRICTIONS (VERY IMPORTANT!):**

All height details mentioned in these guidelines are from ground level and not from raised flooring created by the Exhibitors. For Space Only stands the maximum height of the peripheral walls is 2.5m. However, free standing exhibits may go up to 3.5m, subject to prior approval of design and non-obstruction of other stalls. For shell scheme stands the maximum permissible height of all exhibits is 2.5m. Machinery may exceed the height limit of 3.5m subject to availability of height at that location. For any clarifications regarding height restrictions. Please contact Ms. Reepika Saini – [efyevents@efy.in](mailto:efyevents@efy.in)

**INTERNATIONAL SHIPPING:**

Our Official Freight Forwarding Contractor will provide international shipping, customs brokerage, freight forwarding and related services for IEW 2019. It is the sole responsibility of the Exhibitor to adhere to Indian and international customs laws and guidelines. The Exhibitor must ensure that all documents provided are valid and complete and that procedures prescribed are followed correctly. The Organizer will not be held liable for freight held up due to customs issues, duty payments or any other problems related to inbound or outbound international shipments. Please refer to the Freight Forwarding / Shipping section of this manual for additional information.

**INSURANCE:**

The Organizer will not be responsible for the insurance coverage of articles of any kind brought to the exhibition. Exhibitors are advised to arrange for full insurance coverage during transit (both ways) as well as during the days of the exhibition. Any Exhibitor material stored in any place at any time before, during or after the stipulated period of the exhibition is stored solely at the Exhibitor's own risk. Each Exhibitor must have, at all times, valid and adequate insurance cover against theft, fire, public liability, damage to property, personal injury, third party loss, accidents, natural calamities, acts of God and such other risks normally insured against by exhibitors and/or as the Organizer may require. Insurance agents may be contacted further for advice.

**INVOICES:**

Please consult the Exhibitor Service Desk for any queries related to invoices received towards your orders. If you have any doubts with respect to the charges, Exhibitor Service personnel would be happy to explain them to you. Please do not wait until after the show is over to resolve problems that can easily be settled onsite. Please note that all Orders will not be fulfilled unless payments towards invoices are received in full.

**LAYOUT LIMITATIONS:**

Please refer layout limitations mentioned in Annexure I, II and III of this Manual to avoid inconvenience to adjoining exhibitor stands. Failure to comply with these regulations may result in the delayed installation of electricals and movement of equipment, and any consequential costs incurred will be charged to the Exhibitor.

**NATIONAL PAVILIONS:**

Organizers of group pavilions and national pavilions are responsible for ensuring that all exhibitors on their pavilions are fully aware of, and agree to abide by the rules and regulations laid down in this Manual.

**OBSERVANCE OF RULES & REGULATIONS:**

Each exhibitor is responsible and liable for their own and their Contractors' observance of all rules and regulations set by the Organizer from time to time.

**OCTROI DUTY:**

The exhibitors are advised to follow Octroi formalities in their respective cities as per the prevailing rules to avoid incidence of Octroi levies on return of exhibits. Prescribed Forms together with the IEW exhibition participation certificate must be completed and necessary endorsement from authorities obtained at the relevant check post through which goods leave the city limits.

**OPEN FRONTAGES:**

It is recommended that all stands in the exhibition, irrespective of height, should have at least half of the frontage on each side open or fitted with transparent material to the underside of fascia. It is advisable that at least 30% of the floor area is kept free for smooth movement of visitors.

**PAINTING:**

All back walls and side walls or any other exposed areas must be completely finished. The walls have to be painted both in the front and back, to the complete height of the back wall of the display. All flammable materials (i.e. thinners etc) are to be removed from the hall immediately after use.

**PATENTS & COPYRIGHTS:**

By entering into an agreement to exhibit at and attend IEW 2019 you warrant to EFY Enterprises Pvt. Ltd., that all designs and artwork on or relating to your stand and any items displayed on your stand shall not infringe any trade or copyright or patents or other intellectual property rights of any third party in any way.

**PAYMENTS (Very Important):**

All charges towards stand rental must be paid in full on or before 31st January 2019. Exhibitors will not be allowed to participate in the show unless all dues are cleared.

**PERFORMANCE BOND & SERVICE FEE:**

The Organizer reserves the right to charge exhibitors, their contractors or visitors to their stand, for any damage to the venue caused by them during build-up and dismantling time. Valuation of the damages will be at the discretion of the Organizer. Should the exhibitor fail to pay for the damages, the Organizer reserves the right to confiscate the exhibit and take appropriate legal action against the Exhibitor.

**POSSESSION OF STANDS:**

Exhibitor Representatives / Contractors taking possession of Stands must furnish a duly signed (by the Exhibitor) Authorization Letter on the Exhibitors Company Letterhead.

**PRE-EVENT PROMOTIONS (Important!):**

The most successful exhibitors at an exhibition are those that actively promote their presence at

an event. There are many ways in which IEW can help you with your promotional activities. Please contact on [efyevents@efy.in](mailto:efyevents@efy.in) for more information on our promotional opportunities.

**PROMOTION DURING THE SHOW:**

Exhibitors are requested not to place stickers, signs, banners, posters or any other form of POP materials anywhere in the exhibition premises (pillars, walls, included) other than within their own stand and on paid advertising poster sites and billboards. Likewise, exhibitors' representatives may not distribute brochures, invitations, etc. along the gangway nor near the entrances / exits or anywhere else in the exhibition premises. The Organizer reserves the right to confiscate such materials if noticed by any of the Organizer Staff / Official Agencies.

**SALE OF EXHIBITS:**

As this is a trade show, "over the counter" sales are not permitted. Sale of exhibits by overseas exhibitors of exhibition goods, imported initially via Embassy Bond, At Carnet or Bank Guarantee can be sold during the exhibition but removed from customs bonded warehouse only upon the completion of customs sale formalities and payment of applicable customs duties and taxes within the stipulated six month period.

**SECURITY:**

While elaborate round-the-clock security arrangements have been made at the venue, we cannot accept any responsibility for any injury, loss or damage which may befall Exhibitor personnel & their property. Exhibitors should take care of their exhibits during the exhibition hours and not leave their stands unattended. Please read the Insurance Clause on "Organizer's Responsibility". We highly recommend that valuables, particularly of a portable nature, are not left unattended at any time on your stand. This is especially important on the evening of 28th February 2019, once dismantling commences and throughout the dismantling period - Please do not let laptops, mobile phones, wallets or handbags out of your sight.

**SHOW CATALOGUE/DIRECTORY:**

An Official Show Catalogue providing information about the show and also about the exhibitors will be printed and distributed to all visitors to IEW. Advertising in the Show Catalogue is open only to Exhibitors at IEW. Exhibitors who wish to advertise in the Show Catalogue should please contact Ms. Reepika Saini on 9958881961/+91-11-40596005 or [efyevents@efy.in](mailto:efyevents@efy.in)

**SPACE ONLY STANDS:**

Space only as the term denotes is only bare floor space, without any basic amenities like stand structure, carpet, furniture, fascia or energy load. Any of the above amenities required by an exhibitor would be made available by the official stand contractor upon request against extra charges, requisition for which will have to be submitted within the period specified in the exhibitor manual. For exhibitors requesting any of these amenities onsite, their availability needs to be ascertained from the official stand contractor and would be provided only if available after all shell scheme exhibitors have been serviced. It is the responsibility of every exhibitor whose stand includes the construction of a mezzanine level; the same will demand structural engineers' certification for stability and safety.

**SAFETY:**

Any unsafe condition or activity must be immediately reported to the Organizer or event department and supervisory personnel of the responsible party for immediate corrective action.

**SPECIAL REQUESTS:**

The Exhibitor Service Desk will help Exhibitors with special requests, including temporary plug in internet connections, adaptors, printing of posters, display panels, standees, flyer printing, etc. To know more, please contact Ms. Reepika Saini at [efyevents@efy.in](mailto:efyevents@efy.in)

**STAND FURNISHINGS:**

Stand furniture, services, furnishings and accessories are available through the Official Stand Fitting Contractors. Order Forms for these services should be completed and returned promptly to take advantage of advance discount pricing. Please refer to the Order Forms section of this Manual for the price list and ordering information or log on through the login ID and password provided to you.

**STAND NUMBER:**

The stand number as allocated by the organizer must be clearly indicated on all sides, in case of special designed stands / space only displays.

**STORAGE OF EMPTIES:**

Exhibitors should make direct arrangements with the Official Freight Forwarding Contractor to store their empty crates and re-usable cartons. These will be returned to your stand at the end of the show. In the event you do not use the storage services offered by the Official Freight Forwarding Contractor, you are required to transport your empty and non-usable cartons and cases back to their own premises before the show opens.

**TEMPORARY STAFF:**

English and Hindi speaking temporary personnel, male and female as well as interpreters will be available to Exhibitors who need them. All staff will be dressed in formals, i.e. men in formal shirt and tie and women in saris or western formals depending on exhibitors' requirements. If Exhibitors require personnel to wear their own uniform, a photograph of the uniform MUST be sent along with the Order Form. Please refer to the Order Forms section of this Manual for daily rates and ordering information.

**UNPACKING & REPACKING:**

Exhibitors should ensure that all equipment is packed in a strong, waterproof packing case, which lends itself to being repacked after the show. The packing should provide security against rough handling, water, weather and pilferage.

1. The Official Freight Forwarder and Onsite Materials Handling Contractor will assist in unpacking and repacking of exhibits under supervision of and responsibility of the Exhibitor. No installation or dismantling of exhibits should be requested.
2. All packing cases will be stencilled with the following:
  - a. Name of the Exhibiting Company & Booth Number, Exhibition Name, Exhibition Venue, City, State, Country
  - b. Dimension and weight in metric system
  - c. Allotted case number
  - d. Notify name of the freight forwarder

**VEHICLES & EQUIPMENT:**

1. **Load capacities of halls is 4000 kg/sqm** Any vehicles or exhibits exceeding the above weight will require an authorization and are required to provide a floor protection with steel sheet 12 mm thick for load spreading.



2. No movement of pallet trucks or any kind of vehicles are allowed to run on floor of granite, marble, tiles or similar type of floor, unless authorized by the centre. If authorized, either plastic sheet, carpet or plywood of 10 mm thickness will be required to cover the floor.
3. No exhibit or machines exceeding capacity of the building structure are allowed to enter the building without prior permission from the authorized representative of the centre.

**WASTE & RUBBISH DISPOSAL:**

During the build-up and dismantling period, exhibitors and their contractors will be responsible for a day-to-day removal of waste within their stands (i.e. empty paint cans, lumber scraps, etc.). Failure to do so will result in the exhibitors being liable for the service fees involved in removing waste. Rubbish (paper, plastic, etc.) will be collected from stands at pre-defined times during build-up and open days. During build up, dustbins will be placed around the halls for collection of garbage.

**WATER & DRAINS:**

Running water facility will be available on request. Water and drainage facility is available at specific locations only. All requests related to water connections must be informed to the Organizer as early as possible. Please refer to Order Forms section of this Manual for applicable rates and ordering information. Please note that no requests will be entertained after the due date specified.

## ANNEXURE I

### ADDITIONAL SPECIFICATIONS, RULES & REGULATIONS:

#### SHELL SCHEME BOOTHS

**INCLUSIONS:** The standard Shell Scheme will include Floor Space contracted for pre-laminated wall partitions, fascia name and board, synthetic carpet and the following components:

Facilities	6-sqm	9-sqm	12 to 16-sqm	18 to 21-sqm	24 to 30-sqm	32 to 36-sqm	40 to 50-sqm	52 to 60-sqm
Information Desk	1	1	1	2	3	3	5	6
Chairs	2	2	3	4	5	6	7	8
100 W Spotlight	2	3	4	6	8	10	14	18
15 A Socket	1	1	1	1	2	2	2	4
Waste Basket	1	1	1	1	1	1	2	2

#### FASCIA & PARTITIONS:

Corner booths will have fascia on both / all sides with fascia boards carrying the Exhibitor company name. Where Exhibitors have contracted for 2 or more adjoining standard booths, partition panels between the booths shall not be erected unless requested by the Exhibitor.

#### HEIGHT RESTRICTIONS:

The maximum height of any display should not exceed 2.5m. Any violations to this would demand alterations onsite, the cost of which will have to be borne by the exhibitor.

#### POWER FOR DEMONSTRATION:

Apart from light fixtures, one power socket (5 AMP) for TV, VCR, computers etc. will be provided in each booth of 9-sqm and multiples thereof. **Exhibitors must order additional power if required for demonstration or running of machinery and exhibits.**

#### ADDITIONAL FURNITURE ON HIRE:

A comprehensive range of standard items, including wall panels to form office enclosures, shelving, display panels, etc. is available. For the product catalogue, ordering information and the price list, please refer to the Order Forms section of this Manual.

#### CEILING:

Ceilings shall be open but braced for stability (wherever required).

## **ANNEXURE II**

### **ADDITIONAL SPECIFICATIONS, RULES & GUIDELINES:**

#### **SPACE ONLY STANDS (RAW BOOTHS)**

##### **A) GENERIC GUIDELINES**

1. Exhibitors may appoint their own special stand fitting contractors subject to prior approval from the Organizer.
2. The services of official contractors are for the convenience of exhibitors. The Organizer will accept no liability in respect of any direct contract between exhibitors and contractors for the negligence or default of any such persons, their employees and agents.
3. The Organizer will not be held responsible for any issues / disputes arising out of any contractors services if the same are not requisitioned through the Exhibitor Service Desk.
4. Space to construct space only stands will be drawn out (without any basic amenities like stand structure, carpet, furniture, fascia or energy load) on the hall floor for all exhibitors who have taken. Space Only Stands. Design and material for construction of individual booths have to be arranged directly by the Exhibitors. Any of the above amenities required by an exhibitor would be made available by Official Stand Fitting Contractor upon request against extra charges.

##### **B) STAND BOUNDARIES AND DESIGN RESTRICTIONS**

The rules and guidelines for IEW 2019 shall be governed by the following restrictions. Barring these restrictions, exhibitors will be at liberty to design and create their stand as per individual requirements.

1. All partitions, including internal partitions / divisions not against any natural back wall / columns structure, should not exceed 2.5m. Rear wall against a natural wall or columns can extend up to a maximum height of 5m.
2. For stands with 3 or 4 open sides, there shall be no partitions on the open sides, the inside partitions shall also be such that they do not obstruct the view or aesthetics of adjoining stand(s). In case these are found to be obstructive, such partitions shall have to be provided with clear glass / acrylic above a height of 1.2m.
3. It is permissible to display one element of branding signage up to a maximum of 3.5m height in stands up to a 100 sqm and a maximum height of 5m for stands above 100 sqm area.
4. Area for conference / meeting rooms, stores, pantry etc. within a stand shall not exceed 20% of the stand area. Should any of the enclosure fall on the open side, the partitions shall have clear glass / above 1.2m height so as not to obstruct the view of other stands.
5. No partitions / structures / features shall be placed in a way / location that obstruct the aisles or aesthetics of the overall exhibition or view of other stands surrounding it.
6. It is necessary that panels erected against glass walls in the Halls be properly finished on both sides. Exhibitors failing to do so would be penalized Rs 2500 per running meter. The Organizer reserves the right to cover such partitions up to 2.5m height.
7. All open or unfinished sides of the exhibit space, which may appear unsightly, must be covered or the Organizer will have them covered at the Exhibitor's sole expenses @ Rs 2500 / USD 60 per sqm. Any portion(s) of partitions bordering another Exhibitor's space must have the rear portions finished and must not carry any identification signs or other marks that could detract from the adjoining Exhibitor's stand.

8. Digging or cutting up of the floor is not allowed.
9. All loose wiring must be properly tacked in an aesthetic manner to ensure safety to Exhibitor and visitors alike.
10. Use of electrical flashes, flashguns etc. are not permitted. However, the Fair Architect may allow Neon signs above 2.5m height specifically subject to approval.
11. Cloth Banners will not be permitted.
12. Suspending of display items from the Hall ceiling or any other structure falling within the stands is not permitted.
13. Display of Hazardous / dangerous equipment involving use / display of explosive or hazardous material is not permitted.
14. Storage of any kind, behind the display / stand walls will not be permitted.
15. All exhibit space must be fully carpeted or covered. No brick work or landscaping will be permitted directly on the floor. The use of cement or paste is prohibited fastening floor coverings. Tapes should be used to fasten carpets to the floor.
16. Access must be given to any fire exit, electrical box, service room etc, falling within the exhibitor's stand area. It is mandatory to leave a minimum of one opening in the partitions against the natural wall to provide access to electrical fittings etc.
17. To avoid inconvenience to other Exhibitors and to enable the Organizer to complete repair work to passages, cable ducts etc., before the exhibition starts, Exhibitors are requested to move in their exhibits within stipulated time given.
18. It is strongly recommended to bring in pre-fabricated stand structures onsite.
19. Building of mezzanine floor by exhibitors within a stand is permissible subject to 50% of the basic rentals for the area used for mezzanine and on the following conditions:
  - It is permissible only in stands having an area of 60-sqm or more.
  - The area used for Mezzanine floor shall not exceed 50% of the floor area of the stand.
  - The area used for Mezzanine shall be payable as additional rental at the normal Space Only rate for the stand.
  - The construction of Mezzanine shall be allowed only after the submission of a Structural design, fire Safety Certificate from a registered Structural Engineer and an indemnity bond discharging the organizer of any liability or responsibility in the unlikely event of any mishap caused due to poor design / workmanship of such a structure, etc.
  - The overall height of the stand including the Mezzanine structure shall not exceed 5m from the natural floor.
20. Electrical Installation Regulations
  - Exhibitors must provide for electrical wiring and installation through registered professional technicians using proper wiring switches etc. so as to ensure safety. The Organizer shall not be responsible or liable in case of any mishap due to use of sub - standard material or unskilled labour.
  - All wiring must be carried out in PVC, Elastomeric or other plastic sheathed cables. No exposed means of cable joints will be permitted.
  - Lamps and appliances with high temperature surfaces must be guarded and used well away from combustible materials.
  - No light fitting or other appliance may be suspended from the roof of the exhibition hall.
  - The Organizer reserves the right to disconnect any installation, which in their opinion is dangerous or likely to cause annoyance to visitors or other Exhibitors.
  - The main supply points and electrical installations in the stand should be easily

accessible and should not be concealed.

#### 21. Stand Approval:

- The decision of the Show Architect as regards the approval of the plan shall be final and binding upon Exhibitors and the work must be carried out as per the approved drawings only.
- Exhibitors must submit the design of the stand showing 3D views, elevations and floor plan for approval by 31<sup>st</sup> January 2019. The drawings must also clearly show layout of exhibits, logo details, supporting stand electrical points etc. and clearly indicate wall / panel height, exhibits, meeting rooms etc.
- An exhibitor whose design has been approved by the Show Architect may commence erection only on or after the due date, provided space rent, deposit and other dues have been paid in full to the Organizer. No Exhibitor shall be allowed to start work on their stands without the prior approval of the plan. The decision of the Fair Architect with regards to the approval of the plan shall be final and binding upon exhibitors and the work must be carried out as per the approved drawing only.
- The exhibitors must keep one copy of the approved drawing at the work site.
- All displays will be inspected during the set-up days and any Exhibitor deviating from the regulations must make modifications, as suggested by the Fair Architect, at his own expense prior to the show opening.
- Any decision of the Show Architect on the exhibitor's stall erection work will be final and binding.
- Back support wall has to be independent and no support should be taken from adjoining walls in the hall or the exhibitors' wall adjoining to the stand.

#### **C) POWER SUPPLY & LIGHTING (Very Important)**

The electric power supply available in India is:

Single / 3 phase: 415/220volts, 50 Hz Frequency: 50 cps  $\pm$  3%

Only the Official Electrical Contractor responsible for supply of power will be entrusted with the authority of regulating and controlling the power supply to the Exhibition Halls and individual stands.

1. Each stand will be provided with electric power at one or more main points depending upon the total load requirement. Exhibitors should use Distribution Boards for feeding power to their machines / equipments / exhibits etc.
2. The work for drawing power from main points to machine / exhibits is to be carried out by the exhibitors, at their own cost. Exhibitors may engage the services of their own personnel or authorized electrical contractors for wiring work inside their stall subject to the condition that they are duly licensed to undertake electrical work. Exhibitors are advised to exercise the highest level of safety precautions for electrical wiring and installations. The service charges of electrical contractor are to be borne by the exhibitors and are payable directly to the contractors.
3. The exhibitors should connect power to machines / exhibits as per the requirement given in their application. Connecting power to the exhibits / equipment other than those mentioned in the electricity requisition form or more than the specified load or the load allotted by the Official Electrical Contractor will not be permitted.
4. Exhibitors must install separate and independent switch connections for their machines / exhibits. Alternate connections or throw-over switches are not allowed. In case power is supplied to the stall from two or more main points, exhibitors must distribute the load as

per the capacity of the respective switch boards in consultation with the Official Electrical Contractor. Exhibitors requiring single phase power for lighting purpose should carry out necessary wiring from 3 phase outlet through two pole single phase switches if necessary for future distribution. After the electric wiring work is completed, the Exhibitor must obtain a completion report from their Electricians or Contractors engaged by them and file the same with the Exhibitor Service Desk. Actual connected load for the individual machines / exhibits is to be mentioned in the report. Power will be released only after the wiring work is carried out and on receipt of the completion report.

5. All the main electric supply points must be kept easily accessible for operation and repairs in the event of emergency. Main electrical supply points should not be concealed or covered.
6. Exhibitors are advised to install equipment like voltage stabilizer / UPS equipment for their sophisticated machines / exhibits. If the machines are sensitive to the floor, placement of steel plates underneath is recommended.

#### **D) LAYOUT APPROVAL (Very Important)**

- a. Exhibitors making any changes in the stands provided to them must submit the design of stand showing 3D views, elevations and plan for approval, by 31<sup>st</sup> January 2019.
- b. All stands will be inspected during the set-up days and any Exhibitor deviating from the regulations will have to make modifications as mandated by the Show Architect at his own expense, prior to the show opening.
- c. Any decision made by the Show Architect with reference to an Exhibitor's stand design, erection and display will be final and binding.