



10th UMI Conference cum Exhibition and CODATU XVII Conference

Intelligent, Inclusive & Sustainable Mobility

4th to 6th November, 2017, Hyderabad



Exhibitor Services Manual

www.urbanmobilityindia.in



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SHOW DETAILS & CONTACTS

The Exhibition:

10th UMI Conference cum Exhibition & CODATU XVII Conference
4th to 6th November 2017, Hyderabad
Theme: Intelligent, Inclusive & Sustainable Mobility

Venue:

Hall- 3
Hyderabad International Convention Centre (HICC)
Novotel & HICC Complex, Izzathnagar, Kothaguda, Hyderabad, Telangana 500081

Exhibition Timings:

Saturday, 04 November 2017 09:30 – 18:00 Inauguration of Exhibition at 11:30 and open to
Visitors from 12:00
Sunday, 05 November 2017 09:30 – 18:00
Monday, 06 November 2017 09:30 – 17:00

Exhibitor move-in:

Thursday, 02 November 2017 at 10:00 till 23:00 hrs on Friday, 03 November 2017 - Raw Spaces
Friday, 03 November 2017 11:30 – 23:00 - Shell scheme stalls set-up

Exhibitor move-out:

Monday, 06 November 2017 17:00 – 23:00 – Dismantling of booths & removal of exhibits

❖ **Note: Exhibitors will not be allowed to leave their stalls before the official closing time everyday**

Show Secretariat:

Institute of Urban Transport (India)
1st Floor, Anand Vihar Metro Station Building
(Entry adjacent to Gate No 1)
Delhi - 110092
Tel: +91 11 66578700-709 (10 lines)
Fax: 733 & 744

Contact:

Ms. Reena Arora Srivastava
Manager – UMI
Mobile: +91 7838217719 / +91 8800794100
E-mail: reena@iutindia.org

Exhibition Operations & Logistics:

S. Eknath Reddy
KW Conferences Pvt Ltd
Tel: +91 40 – 65987803
Mobile: +91 9849852644
E-mail: eknath@kwconferences.com

❖ **Note: Exhibitors will be responsible for their respective stalls and exhibits during the event**

The rules and regulations governing Urban Mobility India Conference cum Exhibition are an integral part of the contract for exhibit space and have been established for the protection of everyone. The overriding principle contained in these Exhibit Rules and Regulations is equality for all.

Exhibits installed at Urban Mobility India Conference cum Exhibition must comply with the rules and regulations of the exhibition. In the event that an exhibitor or exhibit activity are in violation of the exhibition rules and regulations or are not consistent with the standards of the exhibition, Organizers may require the exhibitor to alter the exhibit either before the exhibition or on-site. Necessary changes are to be made at the exhibitor's expense and are subject to approval.

All exhibition matters and questions not covered by these rules and regulations are subject to the decision of Organizers. These rules and regulations may be amended at any time by Organizers. The original rules and regulations, as well as any amendment to the original rules and regulations, shall be equally binding to all parties. In the event of any amendment or addition to these rules and regulations, written notice will be given by Organizers.

AISLES

Displays must be confined to within the exhibitor's booth and must not be designed to obstruct the clear view of other booths or interfere with the flow of traffic - example: video monitor(s) should be placed where visitors viewing the monitor(s) do not block the aisle.

BACKWALL

All booth configurations will be separated by a 2.5 meters/8 foot high back wall, spanning the length of the back wall. Exhibitors intending to build a back wall, must provide a full back wall, minimum 2.5 meters/8 feet in height. All exposed walls (back and/or side) must be finished on all sides at the expense of the exhibitor who owns the wall. All exposed wall areas or exposed structures must be finished in a neutral color that compliments your booth and must not contain any company identification.

BACK WALL CLEARANCE

All booth configurations (except for island configurations) have a mandatory 0.3048 meter/1 foot clearance on the back wall. The fire marshal requires that this area be kept clear at all times. Each exhibitor (except for island configurations) MUST allow 9 inches of space behind their booth boundary line when setting up their exhibit back wall (or sidewall for block configurations). This clearance is for access to electrical and utility outlets between the abutting back walls.

As per regulations, absolutely no other items may be stored behind the back wall at any time (including product, literature, empty crates and packing materials). Organizers will remove any storage material at the exhibitor's expense. Labels (blank stickers) to mark your boxes or cartons for storage by KW Conferences during the exhibition days are available at the Exhibitor Service Centre. KW Conferences also provides accessible storage during show hours on payment.

BADGE CONTROL

Anyone entering the show floor must wear a badge at all times. False certification of an individual as an exhibitor's representative, misuse of an exhibitor's badge, or any other method or device used to assist unauthorized personnel to gain admittance to the exhibit floor, will be just cause for expelling the exhibitor and their representative from the exhibition, and/or banning them from future entrance onto the exhibit floor. This may also lead to removal of the exhibitor's booth from the floor without obligation on the part of Organizers for refund of any fees. The exhibitor, their employees and agents, and anyone claiming to be on the exhibit floor through the exhibitor, waives any rights or claims for damages arising from enforcement of this rule.

BALLOONS/BLIMPS

Balloons and blimps are not allowed in the exhibition hall.

BOOTH DESIGN/DECORATION

Booth designs may not incorporate long runs of solid walling over 5m. At least 50% of each frontage must remain open or be fitted with an approved transparent material.

Painting of any part of your booth must be done using water-based paints only.

RULES & REGULATIONS

Timber less than 25mm thick, used in booth construction and displays, must be impregnated to Class 1 Standard. Boards, plywood, chipboard, etc must be treated in the same way if less than 20mm thick. Timber over 25mm thickness need not be treated.

Organizers has the authority to determine whether placement, arrangement and appearance of all items displayed by the exhibitor are in compliance with the exhibition Rules & Regulations. This may require the replacement, rearrangement or redecoration of any item or of any booth. Organizer is not liable for any cost that may be incurred by the exhibitor.

Please contact S. Eknath Reddy (email: eknath@kwconferences.com +91 40 65987803) with any questions or concerns regarding general booth design or the rules and regulations listed in this section.

If you would like to submit your booth drawings for an official approval, please email the renderings latest by **20 October 2017** to S. Eknath Reddy (email: eknath@kwconferences.com +91 40 65987803).

CAMERAS/PHOTOGRAPHY/VIDEOTAPING/RECORDING

Organizers will allow cameras on the show floor; although general photographing of the exhibition is not allowed (other than by the official show photographer and official press.) Exhibitors and attendees may take pictures within the show for purposes of company use in annual reports, media pieces, marketing material, etc., but are allowed to photograph their booth **ONLY**. Under no circumstances will anyone be permitted to take pictures of an exhibitor's product without the permission of the exhibitor.

CATERING

Dispensing of food and beverage is allowed from the booth for hospitality purposes. Please note that catering is an exclusive service of the facility, and exhibitors must arrange for ALL of their catering (including press conferences, meeting rooms and exhibit booths) by the Hyderabad International Convention Centre only.

COMPRESSED AIR

Compressed air is an exclusive service and must be ordered through Hyderabad International Convention Centre.

BOOTH DISMANTLE

Exhibitors are required to maintain their booth and exhibits intact, until the close of the exhibition. On the last exhibition day, "dismantle" procedures will be distributed to each exhibiting company. Each exhibitor will complete arrangements for the removal of exhibit material in accordance with the dismantle procedures. All exhibit materials must be fully dismantled and packed no later than 11 pm on 6 November 2017. **Failure to entirely dismantle an exhibit will result in labor and debris removal fees charged to the exhibitor.** Exhibitors shall also be liable for all storage and handling charges resulting from failure to remove crated and/or packed materials from the exhibition hall before the conclusion of the dismantling period.

ELECTRICAL WIRING

Use of another exhibitor's electrical hook-up is strictly forbidden due to potential fire and hazard risks. In the event that the exhibit hall is damaged or destroyed due to negligence or failure on the part of the exhibitor to comply with the local fire agency's fire and hazard regulations, the exhibitor is responsible and liable for all damages incurred.

FIRE PROTECTION MEASURES / FIREPROOFING

All materials used in the construction and decoration of an exhibit must be flame retardant. No storage of flammable materials is allowed in the utility areas.

GAS CYLINDERS

Gas cylinders are not allowed within the exhibition hall at the Hyderabad International Convention Centre.

GENERAL SECURITY

Each exhibitor must make provisions for the safety of their goods, materials, equipment and displays at all times. General overall security service will be provided for the exhibition period. The security service and/or Organizers are not responsible for the loss or damage of any property from any cause. Private security guards can be ordered through KW Conferences.

RULES & REGULATIONS

HALL ACCESS RESTRICTIONS

The halls will be cleared of all personnel approximately 30 minutes after the exhibition closes each day. The only exceptions will be with written permission in an "After Hours Pass" that can be obtained from the Organizers on-site.

HEIGHT LIMITS

The maximum height for all configurations, including all booth elements such as truss and signage, is 12 feet subject to prior approval from the Organizers.

Machinery, equipment, or products cannot be shown on a raised/built-up platform or counter if they interfere with height limitations.

INSURANCE

Exhibitors are requested to take necessary Insurance cover for their products for public liability and loss or damage to goods while on display at their stand. The organisers must be indemnified in case of any loss or damage during the display at the Exhibition.

LIGHTING

Overstatement in lighting design is to be avoided. Annoying devices such as the use of flashing, rotating, or blinking lights (strobe, beacons, etc.) in an exhibit is strictly prohibited. All lighting effects (including 'gobos') must be contained within the boundaries of the booth and may not be projected into the aisles, other exhibits or onto the ceilings surround the booth space without prior approval from Show Management. Lighting which is potentially harmful, such as lasers or ultraviolet lighting should comply with facility rules and also be approved by the Organizers.

MERCHANDISE / EQUIPMENT PASS

Any equipment or merchandise that is to be removed from the exhibit hall during show hours (this does not include briefcases or tool boxes) must be accompanied by a Merchandise/Equipment Pass to protect all exhibitors. This pass may be obtained from the HICC Security.

OUTSIDE PROMOTION

Exhibitors, by signing exhibit contract, agree to limit distribution of collateral, giveaways, prizes, beverages, etc. to confines of contracted booth area (unless it is approved by Organizers). Distribution of goods or materials, both inside or outside Hyderabad International Convention Centre, is in violation of exhibit rules

SALE OF GOODS:

No sale of goods is permitted in HICC

VEHICLES

Vehicles are not permitted in exhibit hall areas for purposes of loading and unloading freight. Delivery of any exhibit materials required for the installation and dismantle period must be cleared through the General Services Contractor. The vehicles can be unloaded at the loading docks, located at the rear of Hyderabad International Convention Centre. Labor costs for movement of goods to the exhibitors' booth are the sole responsibility of the exhibitor.

ORGANIZERS RESERVES THE RIGHT TO PURSUE ANY ACTION IT DEEMS NECESSARY IN THE BEST INTEREST OF THE EXHIBITION AND IN FAIRNESS TO ALL EXHIBITORS.



EXTERNAL VENDOR GUIDELINES

Procedure to enter the convention centre

- Any vendor who is working for an event has to provide a list of people and items to be allowed inside the venue.
- Security will check the list of items, brought by the vendor and stamp a seal on it.
- All vendors have to wear vendor pass which will be issued by the security when a government id proof is deposited per vendor.
- The vendor pass has to return the passes back to security while leaving the premises.
- Failure to deposit the pass back will lead to a fine of Rs 50 per pass.
- Security reserves the right to stop anyone from entering the place.

Vendor Do's and Don'ts

- Minors will not be allowed inside the building for any work as per the labour law.
- No tobacco, cigarette, bidi, alcohol or paan will be permitted inside the building.
- No flammable material will be allowed inside the convention centre.
- People with bare foot and improper clothing will not be allowed inside.
- Vendors should not use guest toilet and should use only vendor's toilet in the staff car parking.
- Vendor's dining room in the staff car park should be used for meals.
- No food or beverage will be allowed inside the building without prior permission.

Dock area rules

- Please contact client services before you start bump in.
- Materials should be dumped in designated vendors work area.
- DG should be parked only in designated areas (as per marking) only.
- Cabling from DG should pass through the hooks which are suspended from the ceiling.
- Always take care of the flooring and other surfaces while you work, any damage to the property will lead to appropriate fine.
- Any form of open fire for cooking will be allowed only after taking due permission from security.

Rules and regulations of the venue

- Always wear vendor's tag.
- All the equipments brought inside should be checked by security and stamped in.
- Entrance of the hall should be covered with an additional carpet before bump in.
- Wall to wall carpeting to be done in the stage area.
- No equipment to be placed on the venue carpet directly, a carpet or a flex sheet should be laid under any material that is placed.
- The usage of glitter and open fire is strictly prohibited
- Cold pyros, smoke machines and confetti blasts machines to be checked and approved by venue security prior to the event. Post the approval only these equipment would be allowed inside the venue.
- Mirchi lights along with cloth cannot be used together only LED mirchi lights are allowed. No silk wires are allowed for lighting.
- No par cans are allowed in the halls except for the truss which are rigged from the ceiling.
- All the cables in the walkway and in front of doors should always be masked before the event starts. Gaffer tape to be used for masking which is available at the reception on chargeable basis.
- 16 amps plug or three phase industrial socket to be used to draw power.
- All the wiring including behind the stage has to be properly masked using black or grey carpet and masking tape.
- All console wiring at the junction should be properly bunched together with no loose wiring visible.
- Console should be properly masked either with black masking screens.
- Console table to be brought by the vendor, HICC will not provide them.
- Power (electricity) can be drawn only with prior permission from Client services.
- Main switch of power from DG should be placed inside the venue for any emergency needs.
- Contact client services before you start any rigging work, they will explain the process.
- Four feet distance should be maintained from the wall while placing equipments /exhibits /branding /stalls.
- Spray painting, heavy carpentry (saw machine) and heavy banging will not be allowed inside the hall.
- The management is not responsible for any accidents.
- Vendors should wear proper safety gears, helmets, harness, protective glasses, gloves, shoes etc.
- No material or lighting to be kept back stage or under the stage which is not required for the setup.
- Fire exits and its signage cannot be blocked at any point of time.
- No drone camera will be allowed inside the premises.
- Only standard cooking equipments will be allowed in to the venue after due inspection by security.
- Any damage caused to the carpet, walls, pillars, doors or any venue property will not be tolerated and will be fined.
- No deviations from the authorized layout will be allowed until it is approved by the venue.
- Vendors are expected to keep the venue clean, use the dustbin provided to throw waste and misuse of the venue will not be tolerated.
- Any work in the public areas will be allowed only in the night or should be approved by client services.
- Management reserves the right to stop any work if there is any violation of the rules.
- Any damage to the property during bump-in, set-up and bump-out will be charged to the external event manager.
- Post event please ensure all the materials are cleared properly without damaging the property, the venue will not be responsible for any material left behind.

STANDARD SHELL SCHEME STALL

Standard Shell Scheme Booth (3mX3m):



***Indicative pic only, furniture package as mentioned below**

3mX3m booth Includes:

- *Octonorm booth*
- *Info Counter – 1no*
- *Chairs – 2nos*
- *Spot Lights – 3no*
- *Electrical Socket- 1no (Indian type)*
- *Waste Paper Bin – 1no*
- *Computer Cut Fascia and*
- *Carpet*

HIRING TERMS AND CONDITIONS

ADDITIONAL SERVICES

1. Orders without remittance will not be considered a valid order.
2. Cancellation of orders will only be accepted in writing. Any cancelled orders will be subject to a 30% cancellation charge.
3. All items ordered are on rental basis. Therefore, exhibitors have to ensure no damage or loss made to the items supplied.
4. Exhibitors are required to bring along their adaptor(s) for connection to their equipment.
5. Exhibitors with very sensitive equipment are advised to bring their own stabilizer to cater for voltage fluctuation.
6. Any complaints regarding rental item/installation must be lodged the day before Exhibition commences. Otherwise all items are deemed to have been received in good order.
7. Exhibitors or their contractor are not permitted to connect their own light fittings. All light fittings can only be connected by the Organizer's Official Contractor / Official Electrician and approved contractor in accordance to the Fire Regulations.
8. Unless otherwise stated, the prices quoted are for the duration of the exhibition.
9. Late orders: 30% surcharge will be imposed for any orders received after 20 October 2017. On site orders, if accepted, are subjected to a surcharge of 50% on the basic rates.
10. Payment Instructions: KW Conferences Pvt Ltd - bank details

Currency: EUR

Intermediary Bank: J P MORGAN CHASE BANK, FRANKFURT

SWIFT Code: **CHASDEFX**
Beneficiary Bank: IBAN: **DE81501108006231605392**
AXIS BANK LTD (FORMERLY UTI BANK LTD)
DEFENCE COLONY
SWIFT Code - **AXISINBB357**

Beneficiary Account No. 357010200000578
Beneficiary Name: K W Conferences Pvt Ltd

Currency: USD

Intermediary Bank: J P MORGAN CHASE BANK,
NEW YORK, USA

Currency: INR

SWIFT Code: **CHASUS33**
ABA – 021000021

Beneficiary Bank: Account no. 11407376
AXIS BANK LTD (FORMERLY UTI BANK LTD)
DEFENCE COLONY
SWIFT Code -AXISINBB357.

Beneficiary Account No. 357010200000578
Beneficiary Name: K W Conferences Pvt Ltd

ADDITIONAL SERVICES

AUDIO VISUAL DEADLINE:
DEADLINE: 20 OCTOBER 2017

- Rates mentioned are on PER DAY basis.
- As stock is limited, late orders cannot be guaranteed. Any late order, after 20 October 2017 will be subject to a surcharge of 30%. On-site orders, if accepted, are subject to a 50% surcharge.
- All items are on rental basis only.

Item	Description	Unit Cost (INR)	Quantity	Cost
AV1	LCD TV 42" with stand	5000		
AV2	LCD TV 52" with stand	10000		
AV5	Laptop	2000		
			Sub Total	
			GST @ 18%	
			Total	

Company: _____ Booth No. _____

Contact Person: _____

Company Address: _____

Tel: _____ Fax: _____ Email: _____

Signature: _____ Date: _____

**Please send this page to Eknath Reddy at Email: eknath@kwconferences.com
Tel: +91-040-65987803 (Monday-Friday between 10am-6pm IST)**

TEMPORARY STAFF
DEADLINE: 20 OCTOBER 2017

ADDITIONAL SERVICES

Category	Rate per day / 8 hrs (INR)	Number of personnel Required	Total Hours	Total Cost (INR)	Special Instructions
Booth Attendant**	2800				
Exhibition Hostess***	3800				
Interpreters	Upon request				
Other (Please specify)					
				Sub Total	
				GST @ 18%	
				Total	

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

.....

Company: _____ Booth No. _____

Contact Person: _____

Company Address: _____

Tel: _____ Fax: _____ Email: _____

Signature: _____ Date: _____

.....

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SECURITY ORDER FORM
 DEADLINE: 20 OCTOBER 2017

ADDITIONAL SERVICES

Category	Rate per day / 8 hrs (INR)	Number of personnel Required	Total Hours	Total Cost (INR)	Special Instructions
Security Guard	2000				
Security Supervisor	2500				
Other (Please specify)					
Sub Total					
GST @ 18%					
Total					

Company: _____ Booth No. _____

Contact Person: _____

Company Address: _____

Tel: _____ Fax: _____ Email: _____

Signature: _____ Date: _____

**Please send this page to Eknath Reddy at Email: eknath@kwconferences.com
 Tel: +91-040-65987803 (Monday-Friday between 10am-6pm IST)**

PHOTOGRAPHY & VIDEOGRAPHY
DEADLINE: 20 OCTOBER 2017

ADDITIONAL SERVICES

Category	Rate per day (INR)	Number of personnel Required	Total Hours	Total Cost (INR)	Special Instructions
Half Day Photography*	6500				
Full Day Photography*	9000				
Half Day Videography*	9000				
Full Day Videography*	10500				
Other (Please specify)					
Sub Total					
GST @ 18%					
Total					

*Please note the Photographs will be digital and will be provided on a CD. Physical Prints will be charged additional at Rs.50/- each of size 5"x7"

*Video Recording will be provided on DV Tapes and conversion to DVD will be charged additional at Rs.350 per DV Tape conversion

.....

Company: _____ Booth No. _____

Contact Person: _____

Company Address: _____

Tel: _____ Fax: _____ Email: _____

Signature: _____ Date: _____

.....

**Please send this page to Eknath Reddy at Email: eknath@kwconferences.com
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ELECTRICALS
DEADLINE: 20 OCTOBER 2017

ADDITIONAL SERVICES

Exhibiting Company: _____ Booth No. _____

Exhibitors who are using organizer's booth package are reminded to refer to the Shell Scheme Package Details Standard / Upgraded for their lightings and electricals supplied under the contract. This Form is only for ADDITIONAL orders only.

- 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.

IMPORTANT NOTE:

All power outlets connections are to be used for running equipment/exhibits only

S. No.	Item	Watt	Unit Cost (INR)	Qty.	Cost (INR)
II.	Electrical power outlets connections for equipments/exhibits/Bare Space				
	6 Amps, Single Phase outlet	Upto 500 wttts	2500		
	20 Amps, Single Phase outlet	Upto 5KW	3050		
	32 Amps, Three Phase outlet	Upto 10KW	8050		
	32 Amps, Three Phase outlet	Upto 15KW	12450		
	40 Amps, Three Phase outlet	Upto 20KW	16850		
	63 Amps, Three Phase outlet	Upto 30KW	24450		
	Connection Charges	Single Phase	6500		
	Connection Charges	3 Phase	6500		
	Consumption Charges for Single Phase	1 KW for 3 days	2500		
	Consumption Charges for Three Phase	1 KW for 3 days	4000		
				Sub Total	
				GST @ 18%	
				Total	

- 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 listed here.

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 Tel: +91-040-65987803 (Monday-Friday between 10am-6pm IST)**

ADDITIONAL SERVICES

BOOTH CARPETING DEADLINE: 20 OCTOBER 2017

Exhibiting Company: _____ Booth No: _____

- This facility is NOT available for exhibitors opting for RAW Space.
- Cost: Rs.200/- per sqm + applicable taxes



ORDER FORM

Booth Number: _____

Total Area to be covered: _____

Company: _____

Contact Person: _____

Company Address: _____

Tel: _____ Fax: _____ Email: _____

Payment Details: _____

Signature: _____ Date: _____

Carpet Color Options



**Please send this page to Eknath Reddy at Email: eknath@kwconferences.com
Tel: +91-040-65987803 (Monday-Friday between 10am-6pm IST)**

STORAGE

DEADLINE: 20 OCTOBER 2017

ADDITIONAL SERVICES

Exhibiting Company: _____ Booth No: _____

Terms & Conditions

- Rental charges are applicable from 4-6 October 2017 (duration of the show).
- Space will be assigned on first come first serve basis.
- Storage space can only be used for storing packaging material which will be used for re-packing.
- Exhibitors are not to store any valuables in the storage area.
- Tax will be extra @ 18%.

Particular	Unit Price (INR)	Total Area	Cost
4 sqm	1000 per sqm		
8 sqm	1000 per sqm		
12 sqm	1000 per sqm		
TOTAL COST EXCLUSIVE TAXES			

Company: _____ Booth No. _____

Contact Person: _____

Company Address: _____

Tel: _____ Fax: _____ Email: _____

Signature: _____ Date: _____

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SYSTEM TABLE  A - 1	LOCKABLE CABNET  A - 2	SMALL SHOWCASE  A - 3	DISPLAY CUBE  A - 4	INFORMATION TABLE  A - 5
TALL SHOWCASE  A - 6	SLIM SHOWCASE  A - 7	GLASS ROUND TABLE  A - 8	STANDARD CHAIR  A - 9	LEATHER CHAIR  A - 10
GLASS SHELF  A - 11	CENTER TABLE  A - 12	PLASMA  A - 13	BAR STOOL  A - 14	BROCHURE STAND  A - 15
SPOT LIGHT  A - 16	CARPET  A - 17	DUST BIN  A - 18	SPIKE  A - 19	HALOGEN  A - 20
METALHIDE  A - 21	HANGER STAND  A - 22	LAPTOP  A - 23	PIN BOARD  A - 24	PLATFOAM  A - 25
SOFA 2SEATER  A - 30				

FURNITURE ORDER FORM
 DEADLINE: 20 OCTOBER 2017

**ADDITIONAL
 SERVICES**

Furniture Rate List:

CODE	ITEM	RATE IN INR	QTY	TOTAL
A - 1	SYSTEM TABLE	1,500		
A - 2	LOCKABLE CABINET	3,500		
A - 3	SMALL SHOWCASE	5,000		
A - 4	DISPLAY CUBE	2,500		
A - 5	INFORMATION TABLE	3,500		
A - 6	TALL SHOWCASE	5,000		
A - 7	SLIM SHOWCASE	5,000		
A - 8	GLASS ROUND TABLE	1,500		
A - 9	STANDARD CHAIR	600		
A - 10	LEATHER CHAIR	1,000		
A - 11	GLASS SHELF	1,000		
A - 12	CENTER TABLE	1,800		
A - 14	BAR STOOL	1,500		
A - 15	BROCHURE STAND	1,500		
A - 16	SPOT LIGHT	800		
A - 18	DUST BIN	300		
A - 19	SPIKE	400		
A - 20	HALOGEN	1,500		
A - 21	METAL HIDE	2,000		
A - 22	HANGER STAND	2,000		
A - 24	PIN-UP BOARD	2,000		
A - 25	PLATFORM WITH CARPET (per sft)	500		
A - 30	SOFA TWO SEATER (per day)	3,000		
		Total		
		Add: GST at 18%		
		Grand Total		

Organization / Company Name: _____

Contact Person: _____

Exhibition Booth No: _____

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MANDATORY – EXHIBITOR BADGES
DEADLINE: 20 OCTOBER 2017

**EXHIBITOR
BADGES**

Exhibitors Badges

Dear Exhibitor,

The exhibitor badge (5 in no.) will be provided for the staff who would be manning your booth. Please be noted that exhibitor badges are issued as per you company name only. Kindly collect the same from event manager in the exhibition area at the time of possession of your stall.

Signature : _____

Full Name : _____

Exhibitors Badges - Duplicate

Dear Exhibitor,

The exhibitor badge (5 in no.) will be provided for the staff who would be manning your booth. Please be noted that exhibitor badges are issued as per you company name only. Kindly collect the same from event manager in the exhibition area at the time of possession of your stall.

Signature : _____

Full Name : _____

***Note: All participants are requested to display their badge during the 3 day program
Entry without badge will not be permitted***