



# EXHIBITOR MANUAL



## FACT SHEET

Name of the event	:	IESS XII International Engineering Sourcing Show (12th Edition)
Dates	:	27 to 29 November 2024 (Wednesday - Friday)
Venue	:	Chennai Trade Centre, Chennai, India
Exhibition Timings	:	10:00 AM to 06:00 PM on all days
Closure of the exhibition	:	5:00 PM on 29 November 2024
Entry	:	a. Online Registration at <a href="http://www.iesshow.in">www.iesshow.in</a> b. Registration at the Venue on all exhibition days with Business Card c. <b>Note:</b> Children below 16 years are not allowed
Concurrent events	:	Exhibition, Buyer & Seller Meet, Conferences, Global Sourcing Meets, Vendor Development Meets
Organised by	:	EEPC India ( <a href="http://www.eepcindia.org">www.eepcindia.org</a> )
Under the aegis of	:	Ministry of Commerce, Government of India
Website	:	<a href="http://www.iesshow.in">www.iesshow.in</a>

### Show Table

Opening Ceremony:	27 November 2024 (Wednesday)	1000 AM - 1130 AM
Registration Hours:	27 November 2024 (Wednesday)	0930 AM - 0530 PM
	27 November 2024 (Thursday)	0930 AM - 0530 PM
	27 November 2024 (Friday)	0930 AM - 0330 PM
Exhibition Hours:	27 November 2024 (Wednesday)	1000 AM - 0600 PM
	27 November 2024 (Thursday)	1000 AM - 0600 PM
	27 November 2024 (Friday)	1000 AM - 0500 PM

## KEY CONTACTS – EEPIC INDIA

EEPC India,

Head Office,  
International Trade Facilitation Centre,

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1/1, Wood Street,  
Kolkata - 700016

E-mail : eepcho@eepcindia.net

Phone : (+91 33) 22890651 / 52

CIN : U51900WB1955NPL022644

Organizers - EEPIC India					
Regional Office					
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Event Management					
Exhibitor Communications	Mukesh Samtani Sr. Assistant Director	T: M:	+91.22. 42125555 +91. 9820752827	F: E:	+91.22. 42125556 msamtani@eepcindia.net / iess.exhibition@eepcindia.net

## 1. Please read your Exhibitor Service Manual Carefully

The Information it contains will help you, save time, money.

## 2. Helpful Reminders about Ordering

- a. Be sure to order your essential services in advance, including additional electrical services, compressed Air Connection, Furniture, Other Special requests.
- b. Place your orders with payments to ensure that your order is fulfilled. Try not to order on-site as last minute requests may not be fulfilled.
- c. Bring copies of all your advance order forms for reference.

## 3. Helpful Reminders on Shipping:

- a. Ship your freight via our Official Service provider or your reliable service provider to ensure that they arrive on your target date.
- b. Be sure to remove all old shipping labels and attach clean labels, with your company name clearly marked, on each carton / case.
- c. While making your shipping plans to the show, plan for return of articles after the show is over. Make sure that someone knowledgeable from your company will be on-site, to oversee the out bound shipment of your display and equipment.
- d. While transporting your exhibits to the site, Central Excise / Sales Tax documentation and statutory documentation must accompany the consignment (Transporters copy)
- e. Be clear and specify what type of freight is directed e.g. overnight a.m., p.m. second day or deferred service.
- f. Clear instructions on how the consignment is to be shipped - target date, venue, stall number / hall, accurate description or piece count.
- g. Heavy Vehicles movement restrictions are in force during the daytime within the Chennai Corporation limits

## 4. On-site:

- a. Set up booth on time
- b. Try not to change or cancel your order on site.

## 5. Booth Equipment and Services

Exhibit Supplies

The exhibitors can be provided with extra electrical and furniture on payment, if request for such services is received before 10 November 2024 along with payment

## 6. Exhibitor Publicity & Promotional Services

- a. Business Centre (onsite)

Exhibitors are requested to make use of the business centre which houses essential communication facilities viz. Computers, Internet, telephones, fax machines, xerox, and secretarial services.

b. Media Centre (onsite)

A fully furnished and operational media centre will be provided to the press for exclusive coverage of the show. The centre will have computers, fax machines, telephones etc.

c. Printed Promotional Material

Exhibitors may distribute printed promotional materials, gifts, giveaways etc. from within their own stand. However, no such distribution/promotion should be done from outside the stand area or from any other common area within or near the tradeshow premises. No banners, posters etc should be put up anywhere within the Exhibition Complex, unless expressly authorized in writing by the organizers. Exhibitors may also note that putting up of hoardings, banners, posters etc on roads & other common area, without permission of the respective Municipal Corporation is an offence, attracting penalty.

d. Exhibitor Directory

The Exhibitor Directory offers a good exposure to the company both during and after the show. The Exhibitors' Directory gives product profile, company names, addresses and telephone numbers. A limited number of pages are available for advertisements.

e. Other Services

Car & Two Wheeler parking, Official Photographer, Video, Certificate of participation, Canteen, Cafeteria, Coffee, Tea shop, Mineral water dispenser, Public address system, First Aid, Ambulance, Fire Fighting Brigade, IESS XII Information Centre, Computerized Visitor registration, Internet, TV.

**7. Time Schedule for Booking Services**

<b>Services</b>	<b>Deadline</b>
o Additional electrical services	10 November 2024
o Compressed Air Connection	10 November 2024
o Furniture	10 November 2024
o Exhibitor Badges	10 November 2024
o Other Special requests	10 November 2024

## 8. Security

- a. Please register online, the names of your Executives for whom Exhibitor Badges are required and kindly submit the form by 10 November 2024. Badges can be collected from the venue at the IESS XII Site Office. Badges must be worn at all times to gain admittance to the exhibition hall.
- b. During show days, exhibitors are allowed to enter 30 minutes prior to the opening of the show each day and be allowed to remain 15 minutes after the close of the show.
- c. Hand carried items or equipment going out of the exhibition hall will required an exit pass. A company letterhead with item description and the quantity must be mentioned and the stamp of "EEPC INDIA" be obtained from the control room / site office.
- d. Round the clock security arrangements have been made for the entrance trade-show (only during the event period). However, exhibitors are requested to cover their merchandise and preferably also block the entrance to their stands by using temporary curtains, rope barriers or furniture before leaving every day. No security staff other than those authorised by the organizers will be allowed in exhibition halls. The halls will be sealed during non-show hours and hence nobody will be permitted to remain in the exhibition hall after the exhibition has closed for the day.
- e. While the show organizers will maintain security surveillance at all times throughout the exhibition, exhibitors are reminded that goods will be risk-prone immediately after the show closes on the final day. Please be sure that your stand is not left unattended at this time. Particular care should be taken of small portable items, tools and instruments and high value items.
- f. For security reasons unattended packages/objects are liable to be removed instantly.

## 9. In-Hall Freight Handling

To provide security, safety and protection against damage to the exhibition hall and in the interest of an efficient, co-ordinate move-in and move-out of goods, no exhibitor's trucks, cars, fork lifts, or handling equipment (trolleys, lift jacks, etc.,) will be allowed inside the exhibition hall.

All exhibitors are required to give weight, dimension, and power requirements of each exhibit before 10 November 2024

## 10. No Delivery / Replenishment / Removal of exhibits during exhibition hours

Removal or delivery of exhibits and other exhibition stores in and out of the exhibition hall during the exhibition hours is not permitted. Such removal, delivery or replenishment of stock may only be carried out before opening hours in the morning or after closing time in the evening. To remove any item or your display from the Hall during the show days 'EXIT PASS' must be obtained from the Organiser' Office. This is necessary for security reasons.

At the end of the show on 27 November 2024, exhibitors may arrange for packing and clearance of their exhibits. All goods must be removed from the site by 1200 AM (midnight) on 28 November 2024. After that time, materials stand and exhibits will be considered abandoned and will be disposed of and penalty for unauthorized occupation of Chennai Trade Centre premises will be levied.

## 11. Manning of Stands / Audio / Video Equipment

All booths must be properly staffed and remain operational throughout the exhibition hours of the exhibition. Exhibitors should not participate in any activity, which causes or is likely to cause annoyance to visitors or other exhibitors. In particular, audio / visual display equipment must be positioned and sound levels so adjusted to avoid disturbance to neighboring booths. In the event of any disagreement, the decision of show organizers in this matter is final.

## 12. Dilapidations

Exhibitors are responsible for the cost of making well or replacing any damages or dilapidations to the premises, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors. The cost of making good any damage will be assessed by the official shell scheme contractor and charged to the exhibitor. The show organizers in consultation with CTC will inspect the hall before build-up and after dismantling of the stalls.

## 13. Force Majeure

If a Force Majeure Event like war, act of God, natural calamities, governmental directives, civil commotion, epidemic, pandemic. Etc. or alike events occurs in as much as it is illegal impossible, inadvisable or impracticable for the physical, onsite and in-person (i.e. 'live') elements of the Event to be stages and/ or if there are travel restrictions for exhibitors /overseas buyers to arrive at India during the event, then in such situation and/ or circumstances EEPC India shall be absolved from all types of liabilities and no claim for compensation shall be made by the exhibitor/participant.

## 14. Authority on the Premises

The show organizers shall be responsible for and be entitled to act as the owners of the premises throughout the tenancy period. The decision of the show organizers on any problem or dispute will be final. The organizers have the right to regulate admission of visitors and exhibitors into the fair.

## 15. Observance of Rules & Regulations

All Exhibitors and their personnel must observe the rules and regulations stated in this exhibitor's manual, and the Rules & Regulations accompanying the exhibitors contract, while working or present in the exhibition halls.

## 16. Safety and Behavior

- a. Public Safety is of paramount importance.
- b. No person present inside the exhibition halls is to behave or act in a manner that may cause harm, injury or damage to other persons or exhibits, nor to exhibition hall property or fixtures.
- c. Exhibitors, their staff, agencies/contractors must take all precautions while operating machines, handling tools, materials, etc. and ensure no untoward incidents happens at any cost
- d. Additional precautions should be taken for demonstration, operation of electrical equipments, moving parts, etc. In the event of your exhibits having any moving parts, the movement of such parts must be restricted within the allotted stall area.
- e. Exhibitors will be fully responsible and liable for any damage, untoward incident happened out of their actions/inactions.

### 17. Space Utilities - Additional Power & Compressed Air

Any exhibitor, who needs Compressed Air must send to us latest by 10 November 2024 so that supply can be arranged accordingly. Compressed Air will be provided at a charge.

### 18. Return of Rental Furniture

Please check that nothing is left inside drawers or cupboards when returning the furniture to the contractor

### IESS XII- ON SITE SCHEDULE FOR EXHIBITORS

SI No.	Particulars	Date	Time
1	Handing over of bare space	24 - Nov	6:00 PM
2	Moving in of machineries / Heavy exhibits	25 - Nov	09:00 AM
3	Handing over of built up stalls	26 - Nov	10:00 AM
4	Stall lighting / Socket power supply - built up stalls	26 - Nov	02:00 PM
5	Power supply for machinery testing	26 - Nov	02:00 PM
6	Compressed air for machinery testing	26 - Nov	02:00 PM
7	Cut off time for bare space stalls to clear pathway	26 - Nov	03:00 PM
8	Cut off time for m/c, forklift, crane etc to come in	26 - Nov	05:00 PM
9	Passage carpeting to start	26 - Nov	05:00 PM
10	Completion of passage carpeting / House Keeping	26 - Nov	10:00 PM
11	Inauguration of expo	26 - Nov	09:30 AM
12	Removal of pathway carpet	29 - Nov	06:00 PM
13	Dismantling of stalls	29 - Nov	07:30 PM
14	Removal of hand carrying exhibits	29 - Nov	07:30 PM
15	Movement of machineries / Heavy exhibits	29 - Nov	09:30 PM
16	Handing over of hall to Chennai Trade Centre for final cleaning	30 - Nov	07:30 AM



All exhibits must be unpacked and the exhibits should be positioned by 26 Nov 2024 before 5:00 pm. The general service contractor will start laying the carpets on aisle at that time. Exhibitors may remain in the hall to work but all activities must be confined to their exhibit space. Please have all crates and cartons unpacked so that they may be removed to keep the aisles clear. All booth internal work must be completed latest by 26 Nov 2024, by 6.00 pm.

Exhibitors may begin to pack their equipment, when the show closes on 29 Nov 2024, at 6:00 pm. All hall utilities will be disconnected at this time. Exhibitors are requested to keep the aisles clear of cartons and crates to enable removal of aisle carpeting.

All exhibits and materials to be cleared of the Hall before 12.00 AM (midnight) hrs on 30 November 2024. Penalty will be levied on late clearance.

## 19. Display and Stand Decoration - Guidelines

Construction and decoration of stands will be governed by the following guidelines.

- a. Products / exhibits particularly the operative machines must be placed at least 1 metre away from the boundary of open sides of the stand. No part of any exhibit should project out of the stand boundaries.
- b. Clustering or crowding of exhibits in the stands is not allowed. At least 1 metre gap between two machines / exhibits must be provided. Overall 30% of the stand space must be left free for movement of visitors and safety during demonstration of exhibits.
- c. All machines / equipment should be placed in such a way that they would indicate the normal operating position on the shop floor.
- d. Grouting or drilling in the walls / floor is not allowed. However in case of heavy machines, Exhibitors may be allowed to install at their own cost concrete blocks / platforms on the polyethylene sheet without damaging the floor.
- e. Partitions and / or dividers in the stand are allowed subject to the following conditions:
  - These are not erected in the open side of the stand.
  - The height of the partition or divider does not exceed 2.5 mtrs
  - Both sides of the partition wall are properly finished or painted; particularly the side from the neighbouring stand side should not look unfinished. It would be desirable that side partitions are made with MUTUAL agreement with neighbour booths.
- f. Display panels, name boards, sample holders, photographs and other display materials are permitted in the stand subject to the condition that their height does not exceed 2.5 mtrs.
- g. Show-cases are permitted subject to the condition that their height does not exceed 2.5 mtrs and they are placed at least 1 mtr away from the open side of the stand.
- h. Spotlights, small machine lamps or reading lamps are permitted, provided these are fitted along the stand structure erected within the limits of above-mentioned specified heights.
- i. Exhibitors should not take support of any permanent structure in Exhibition Hall for decoration purposes.
- j. Electrical wiring should conform to safety standards.
- k. Noise levels should be within the permissible limits

l. The height of any exhibit or panels should not exceed 2.5 mtr.

m. Used machinery should not be displayed.

n. Exhibitors who have taken bare space must submit their booth construction and decoration plan to the organizers and take their concurrence before start of construction. The construction plans must be submitted for consideration before 10 November 2024 to [msamtani@eepcindia.net](mailto:msamtani@eepcindia.net)

o. EXHIBITORS MUST BEAR THE RESPONSIBILITY FOR THE PERFORMANCE AND BEHAVIOUR OF THEIR APPOINTED CONTRACTORS.

p. No part of any structure may extend beyond the boundaries of the site allocated.

q. No suspensions are to be made from the ceiling of the Exhibition Halls. No fixing be made to the floor, walls or any part of the buildings.

r. A suitable floor covering, such as carpet or matting must be provided for all stands.

s. A back wall, except in the case of an island or peninsula stand, must be provided.

Construction Guidelines for Bare Space Participants - All participants who have taken Bare Space are requested to submit their booth design and construction plan to the organizers on or before 10 November 2024 and take necessary approval before construction. Booth design and construction plans may be sent by email to: [msamtani@eepcindia.net](mailto:msamtani@eepcindia.net)

Sound Systems / Presentations - The organizers reserve the right to restrict operation of presentation, exhibits, because of noise, vibrations, method of operation or any other disturbances. The sound level from any booth must not disturb adjacent exhibit areas.

-Stall opening should be minimum 2 meters.

-Construction of Mezzanine floors will be allowed subject to structural stability certificate and design to be submitted. The design and construction plans have to be submitted to the Organizers on [msamtani@eepcindia.net](mailto:msamtani@eepcindia.net) before 10 November 2024 for approval. Decision of the Organizers is final on such matters.

## 20. Stall Design & Decoration

For official infrastructure service provider please contact [msamtani@eepcindia.net](mailto:msamtani@eepcindia.net)

## 21. Administration of Exhibition Hall

The Administration of exhibition hall will be controlled by IESS XII from its Site Office in Chennai Trade Centre control room. Participants should contact IESS XII staff at the Site Office for taking possession of their stall and for information as to how to obtain various exhibition services.

Representatives of the Clearing / Forwarding agencies, Travel Agencies, Shell Contractors, etc., will be available at the IESS XII Site office for support and assistance to the participants.

## 22. Storage, Cleaning & Removal of Waste

Arrangements for storage facilities for package cases, surplus materials, etc may be coordinated with Official logistics service providers. Service charges are payable to the logistics service agency.

During the move-in, construction of stands and removal of exhibits, the passage ways in the exhibition halls must not be obstructed with exhibits, construction materials or debris. Contractors of stalls are responsible for removing their own off-cuts / waste each day of build and break down.

Exhibitors are requested to place the waste bins in the aisle at the closing hours of the show each day, from where it will be removed by the cleaners. The Show Organizers reserve the right to invoice Exhibitors for placing excessive packing materials, discarded crates or cartons and stand building materials on the aisles. Exhibitors are advised to use waste-bins in their stalls for throwing waste material.

### **23. Liabilities & Insurance**

The Show Organizers will not accept liability for loss or damage to any exhibit or injury to exhibitor's personnel at any time. IESS XII does not insure the personnel and property of individual exhibitors whether in transit or within or outside the tradeshow premises. Exhibitors must insure their personal merchandise, equipment, furniture, fittings etc. adequately. Please submit a copy of the same to the IESS XII office while taking the possession in the exhibition.

It would be advisable for the exhibitors to take Insurance Policies covering the following

- a) Machinery & Other Exhibits
- b) Transit and loading & Unloading of machines
- c) Exhibition personnel
- d) Third parties (Visitors)

### **24. Entry / Exit Procedure**

Admit Pass may be taken from the organizers office for taking possession of booths (Form no. 1). The transporter is required to show the Admit Pass invoice and packing list of the exhibits for IESS XII to the security office at the gate.

Representatives taking possession of the stand should carry an authorization letter from the participating company. All participants will be provided with a check-in kit.

All exhibitors will be issued Exit passes after 02:00 PM on 29 November 2024 against submission of their Feedback Forms at the EEPC India Theme Pavilion provided all dues are settled by 01:00 PM. Kindly pack your material into transportable packages after procuring the Exit Pass. Any exhibitor not clearing the dues will not be issued the Exit Pass under any circumstances and the Exhibitor's Material lying at the exhibition ground will attract heavy damages after 12 AM on 30 November 2024.

The copies of the permission granted will be retained by the following :

- a) Chennai Trade Centre Security Dept. - One copy at Gate
- b) Chennai Trade Centre room. - One copy at Gate
- c) Exhibitor. - One copy
- d) Organizer. - One copy

For taking out the materials and exhibit cases after the exhibition, gate pass procedure will be observed as follows:

- a. Four copies of EXIT PASS must be handed over to the IESS XII office by 11:00 AM. on 29 November 2024.
- b. These forms will be submitted to CTC for their authorisation and will be returned to the exhibitors from 02:00 PM. on 29 November 2024.
- c. The organizers will not be responsible for any delay in removing materials due to delay in submitting the forms.

## 25. Schedule of Arrival of Exhibits

- a. The exhibitors have to coordinate with the official logistics service agency and plan the schedule of taking their exhibits inside the exhibition. The Show office should also be informed in advance of the schedule worked out by the exhibitor. In order to avoid last minute rush and strain on the material handling facility, exhibitors are requested to co-operate with the agency for movement of exhibits inside the halls.
- b. On arrival at CTC, freight vehicle drivers must park the vehicle in the designated parking area and contact the site handling agency engaged by the exhibitor. The agency will provide a job order for the entry of the vehicle into CTC. The vehicle will drive to the respective exhibition hall for offloading/unloading of exhibits, as directed by the official site handling agency and security. After unloading of exhibits, freight vehicles must leave the CTC complex immediately.
- c. Exhibitors should depute their representatives to accept delivery of their exhibit cases at the Exhibition site. The organizers will neither take delivery nor make handling arrangements for the exhibitors.

## 26. Exhibitor Badge Instruction

Exhibitor badges are for all booth personnel manning the stall. Do not request exhibitor badges for invited guests, visitor's & company executives who will not be working in your booth

Exhibitor badges for your exhibit staff must be completed the form online.

## 27. Manpower / Hostess

Male or female stand assistants with tradeshow experience and fluency in English and Hindi can be used by the exhibitors. It is advised that you may hire your stand assistants a day before the exhibition so that you can brief them properly about your products and the organization

## 28. Exhibit Weight / Sizes

All exhibitors have to give the details of their exhibits including weight, dimension, power requirements before 31<sup>st</sup> October 2024.

## 29. Liability account of damage to CTC and others

Any damage to floor or structure, fittings etc., of CTC, other exhibitors, official service providers will have to be made good by exhibitors.

## 30. General IESS XII and Safety Regulations

- a. Exhibitors should ensure that all materials used in construction and decoration of stall and exhibits are fire retardant
- b. All exits, entry areas and exit aisles must be kept clear and unobstructed.
- c. The furniture display of the exhibitor must strictly be contained within the exhibitor's stand area and should not protrude into the aisle.
- d. Compressed gas cylinders, including LPG are prohibited in the exhibition area.
- e. All temporary wiring must be accessible, and the aisle must be free from debris and storage material.
- f. No storage of any kind is allowed behind booths or near electrical services.
- g. All electrical wiring, fitting etc will be done strictly by the organizer's authorized electrical contractors.

h. All empty cartons and crates must be removed and arrangements for storage are to be made by exhibitors directed.

i. Flammable or combustible liquids are prohibited inside the buildings.

j. Helium balloons are not allowed inside the halls.

k. No live fire is allowed.

**Note:** Smoking is strictly prohibited inside the exhibition halls and in public areas within CTC

### **31. Care of Building and Equipment**

Exhibitors or their agents must not damage or deface the exhibition facility or exhibits and equipment of other exhibitors. When such damage occurs, the concerned exhibitors responsible are liable to the owner of the property so damaged.

### **32. Children**

Children under 16 years will not be permitted on the show floor during move - ins, show hours and move outs.

### **33. Transportation Regulations**

- No standing or parking of vehicles will be allowed inside the exhibition hall.
- No overnight parking of trucks or tempos is permitted on the exhibition days during move-ins, show hours and move-outs.

### **34. Electrical Supply & Installations**

Hall lighting will be provided by show organizers in addition to normal stand lighting. The standard electrical voltage available for use on stands at the exhibition is 230 volts single - phase A.C. at 50Hz, and 415 volts 4-w IESS XII-three- phase and neutral alternating at 50Hz. A fluctuation of + or - 10% can be expected. Exhibitors whose equipment is particularly sensitive should arrange for stabilizers. Organizers will not be responsible for any damage to machine due to power fluctuations. Supplies to stands will normally be switched off at source 30 minutes after the exhibition closes each day (15 minutes on the final day) Any exhibitor requiring electrical power supply at times other than those mentioned above should make application to the management office before 28 February 2019 to check the feasibility for such services. Supplies cannot be arranged at short notice. Cost of additional supply must be borne by the exhibitor.

Exhibitors who have ordered additional electrical items in advance are requested to show the location of extras on their booth design. All electrical installations on stands must be carried out by the official /certified electrical contractor.

Exhibitors who have ordered additional electrical items in advance are requested to show the location of extras on their booth design. All electrical installations on stands must be carried out by the official electrical contractor. It is essential that all exhibitors submit the requirement on Power as per deadline 10 November 2024

NB: Flashing lights and neon-signs are not permitted.

### 35. Demonstration and Working of Exhibits.

Any exhibitor intending to demonstrate exhibit on his stand must:

- a. Provide the organizers with full details in writing of any working exhibits involving moving parts, naked flame, lasers or other hazardous exhibits.
- b. Give proper consideration to the safety conditions under which the exhibits will be demonstrated, including safety guards and screens to prevent accident or injury to both visitors and staff.
- c. Cause no annoyance to visitors or other exhibitors. Where a high level of noise, heat, or other objectionable factors are involved, demonstrations may only take place at the times stipulated by the show organizers who reserve the right to terminate a demonstration at any time.
- d. Ensure that no naked flame is used in any demonstration in the exhibition premises.
- e. Isolate controls and switches so that machinery cannot be activated by accident or interference by visitors.
- f. In case of dispute, the show organizers ruling will be final.

### 36. Stand Fittings Regulations (Official Shell Scheme)

- a. No additional stand fittings or display may be attached to the shell stand structure. No nailing or drilling will be allowed. If you required assistance in hanging or displaying your exhibits, please consult the official Shell Contractor. Please note that internal dimension of shell-scheme stands are approximately 5 cm smaller than the contracted area as the walls are contained within the booth.
- b. No Painting or wall papering of the shell stand panels will be allowed. Exhibitor who wish to have panels painted must inform the official shell scheme contractor who will provide estimates on cost involved
- c. No free-standing fitment may exceed a height of 2.5mtr or extend beyond the boundaries of site allocated.
- d. Any change to the type or color of the floor covering provided, must be by prior permission of with the shell scheme contractor. Any cost incurred must be borne by the exhibitor.
- e. No financial credit will be given by the organizers for any package item not utilized.
- f. Shell Scheme Exhibitor's Package will include Furniture and Fitting as per respective stand areas and Fascia with stall number & Company's name in English.
- g. Exhibitors must bear the responsibility for performance and behaviour of their appointed contractors.**
- h. No part of any structure may extend beyond the boundaries of the site allocated.
- i. No suspensions are to be made from the ceiling of the Exhibition Halls, nor may any fixing be made to the floor, walls or any part of the buildings.
- j. A suitable floor covering, such as carpet or matting must be provided for all stands.
- k. A back wall, except in the case of an island or peninsula stand, must be provided.
- l. Exhibitors will also have to bear any charge levied by the Chennai Trade Centre for damages caused to their property, walls, and flooring or for debris not cleared.

### 37. Procedure for Removal of Exhibits after the Exhibition

- a. Packing of materials should not be started before 06:00 PM on 29 November 2024.
- b. Moving of hand carried goods & light equipment (hand carried without use of rollers) should commence only at 08:00 PM on 29 November 2024.
- c. The premises will be handed over to CTC by 0600 AM on 30 November 2024 by which time all exhibitors should remove their materials/exhibits from CTC. Participants are requested to take care of their stalls / goods.
- d. Heavy exhibits requiring forklift / cranes can be moved out from 08:00 PM on 29 November 2024.
- e. All participants are requested to organize necessary transport arrangements in line with the above schedule.
- f. Participants who do not follow the above schedule and do not remove their exhibits / materials will be charged penalty as determined by the organizers. All the participants are requested to co-operate in smooth moving-out.

### 38. Important: The organizers reserve the right to modify/ change any of the guidelines/ provisions/ rules/ regulations/ time schedule at anytime in the interest of the exhibition and their decision in this regard is final.

### 39. Stall Erection

Exhibitors are advised to follow guidelines specified by the organizers and the Rules & Regulations of IESS XII. The Organizers would particularly like to emphasize on the following points:

- 1. The exhibitors should leave minimum 30% of the stall area free for movement of visitors.

#### 2. Stalls should be completed in every aspect by 07:00 PM on 26 November 2024.

- 3. Exhibitors should advise their display and advertising agents about the rules and guidelines for stall decoration, permissible size of display material, panels, office cabinets, etc., IESS XII would not correspond with the advertising agents. However if any information clarification required by the exhibitors themselves, the same can be obtained from the office of IESS XII.

- 4. Structural safety of the booths and display materials must be ensured by the exhibitors.

- 5. All demonstration and promotional activities must take place within your exhibit space. There shall not be any distribution of pamphlets or brochures outside your exhibition space.

#### 6. Sound Systems / Presentations

- i. The organizers reserve the right to restrict operation of exhibits, because of noise, vibrations, method of operation or any other reason. The sound level from any booth shall not intrude into adjacent exhibit areas.

- ii. Presentations should be confined to the exhibitor's booth to avoid disturbance to neighboring booths.

- 7. No banners will be allowed without prior approval.

8. Stall Designs should be within 3.5 mtrs for branding height from ground level & 4 mtrs from ground level for Mezzanine floor branding height.

### **Built-Up Stall Details (Shell Scheme)**

1. PREFAB STALLS : Prefab stalls as per layout using Octonorm system - Aluminum extrusion of powder coated vertical pillars and horizontal channels with panels using locking device.
2. PANELS : Using white colour polycorm laminated panels of 1mtr width and 2.5mtr height and fixing powder coated vertical pillars on the sides and horizontal channels at the top and bottom.
3. NAME BOARD : Using colour laminated board and fixing in between 2 Nos of horizontal channels at the fascia. Names - Preparing the participant's names using white vinyl and fixing on the name board.
4. ELECTRICALS : 3 Nos spotlights and 1 no, 5 amps power socket will be provided for every 9 sq.m of built-up stall.

### **Bare Space - Rules and Regulations for Stall Decoration**

1. Marked floor space will be given as per the final layout
2. For single level stands, the max height of the wall paneling should be 2.5mtrs from the floor level and the maximum height for any branding should be within 3.5 mtrs.
3. Bare space exhibitors are requested to share with the organizers, the details of their respective stall decoration contractors.
4. Bare space exhibitors should submit their final designs by deadline.
5. Exhibitors are requested to get the service badges from the organizers and to issue the same to their respective stall decoration contractors
6. People without badges will not be allowed into the halls during the set-up and event period.
7. Wood cutting, spray painting & welding works are not permitted inside the hall.
8. Temporary power can be drawn from the nearest DB with the assistance of the official infrastructure providers during set-up period.
9. Permanent power as per requirement will be given by the official infrastructure provider @ an additional cost up to the corner of the stand. Internal wiring for the stand should be done and maintained by the stand contractor.
10. The exhibitor are advised to engage certified ('B' certificate) electrical contractors for their electrical work and to use quality wires / cables.
11. The agencies are strictly advised not to encroach/ touch/ use the built-up booths for working/ storing of the decor and display materials.
12. The stand contractors should work within the designated floor space of their respective booth & should not use the pathway/ adjoining stall for workings. The pathway should be completely cleared for laying of carpets on 26 November 2024 evening @ 4.00 PM. Any materials found lying on the pathways will be removed form site by our housekeeping personnel and the organizers cannot be held responsible for any damage or loss of these materials.
13. The exposed area of the booth (back / side wall) facing the pathway or the other booth should be masked completely.



14. The pathways should not be encroached upon.

15. Smoking/ Spitting/ Drinking is strictly prohibited inside the halls.

16. The stand contractors should clear all their material from anywhere the hall/ premises before the commencement of the show and remove off all the materials after the completion of the show.

### **Additional rules for stands with Mezzanine Floor**

1. Any Mezzanine construction should have the drawing clearance and stability certificate from a chartered structural engineer and the same has to be submitted along with the stall drawings, to the organizers, by 10 November 2024.

2. The Mezzanine should be at a height of maximum 3.5 mtrs from the natural floor level of the hall. The maximum height of any construction/ branding on the Mezzanine level should be within 4 mtrs from the floor level of the hall.

### **40. Bare Space Exhibitors**

1. Bare Space Exhibitors will not be eligible for shell scheme package. They will be provided only the bare exhibition space, where they will be required to construct their own stall. Power, Furniture etc., will be on extra chargeable basis.

2. All exhibitors will be provided with common amenities / services as follows:

- General Lighting and AC in the Exhibition Hall
- Carpeting in the common Passages
- Common Security inside and outside the exhibition hall (only during the event period)
- Daily cleaning of the gangways.

### **41. Stand Design Approval**

'IESS XII Office' is responsible for regulating construction and safety of the site. Exhibitors must get their stall designs approved to submit all the designs to the representative government bodies also. Construction without the approval of designs, will not be permitted under any circumstances. For further details please contact [msamtani@eepecindia.net](mailto:msamtani@eepecindia.net)

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## **SITE HANDLING OF EXHIBITS /**

### **OFFICIAL LOGISTICS SERVICE PROVIDER – PROCEDURES**

Exhibitors are advised to finalise their site handling arrangements with the official site handling Agency for IESS XII

Freight vehicles of exhibitors, who have not made prior arrangements with the Organizer and their official site handling agencies, will not be allowed entry into CTC Trade Fair Complex. Exhibitors should pay the service charges to the concerned agency directly for the services. Hiring of labour or equipment for exhibit handling at site from any agency, 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 agency which they may use for bringing exhibits to the site.

### **ARRIVAL AND INSTALLATION OF EXHIBITS**

Site handling services for exhibits will be operational from 9.00 AM – 9.00 PM. Movement of any exhibits and stall construction materials on 26 November 2024 after 4 PM will not be permitted.

A general schedule for arrival of exhibits based on location of individual stands, weight & dimension of exhibits, will be advised by the Organizer and site handling agency and all exhibitors are expected to follow it. This will facilitate smoother handling of exhibits.

Exhibits arriving later than the schedule specified by the Organizer and official site handling agency, will not be permitted for display at the exhibition. The Organizer's decision in this regard will be final and binding.

On arrival at CTC Trade Fair Complex, freight vehicle drivers must park the vehicle in the parking area and contact the site handling agency viz. site office of freight forwarding agency. The agency will provide a job order for the entry of the vehicle into CTC Trade Fair Complex.

The vehicle will drive to the respective exhibition hall for off loading of exhibits, as directed by the official site handling agency and security. After unloading of exhibits, freight vehicles must leave the CTC Trade Fair Complex immediately.

**Charges on the same basis would be applicable for the return movement as well.**

## CHECKLIST FOR EACH EXHIBITOR

- Letter Pads to be brought for various purpose including Admit / Exit pass purpose
1. Company's Rubber Stamp (ForSeal)
2. Design Approval requisition typed in letter head as per format
3. Gate pass (both Entry & Exit) typed in letter head as per format
4. Booth Possession requisition typed in letter head as per format of this manual
5. Additional requirements like Power, Air Connection, Exhibitor Directory should be ordered with the organizer.
6. Order to be placed for hostess, Additional & On-site Exhibit handling Display Accessories with our Official service Providers.
7. Weigh Bridge Certificate : it is mandatory for exhibitors to produce a weigh bridge certificate indicating exact weight of the exhibits. There should not be any variation between the details indicated in this form and the actual at the exhibition ground.
8. Coordinate with, official logistics service Providers for arrival and placement of exhibitors stalls
9. Fire and safety / security forms precautions. insurance coverage for exhibits on those manning the stalls.

The following are PROHIBITED IN THE STALLS :

- 1 Pasting of any material on Pillars and Channels.
- 2 Pasting of full area Graphics & Posters.
- 3 Using of additional adhesives for pasting of Graphics & Poster.
- 4 Nailing or Drilling on the Pillars, Channels and Panels.
- 5 Cutting, spillage & Damage of Carpets.
- 6 Damaging / Breaking of Glass Items provided in the stalls.
- 7 Hanging and Attaching Display items on name Boards.
- 8 Fixing of Additional Fittings and Mechanical Fittings on Pillars, Channels and Panels.
- 9 Cost of damages will be collected from the Participants, before removal of the exhibits.

For any further clarification / support, please contact the official stall Contractor

## ADDITIONAL DISPLAY ACCESSORIES





**DE 17 - WOODEN TOP PODIUM**  
0.5m W x 0.75m H x 0.5m D



**DE 18 - WOODEN TOP PODIUM**  
0.5m W x 1m H x 0.5m D



**DE 19 - WOODEN DOOR**  
1m W x 2m H



**DE 20 - OCTONORM DOOR**  
1m W x 2m H



**DE 21 - OCTONORM PANEL**  
1m W X 2.5m H



**DE 22 - WOODEN SHELF**  
1.04m W X 0.30m D



**DE 23 - GLASS SHELF**  
1.06m W x 0.23m D



**DE 24 - HANGER ROD**  
L 1m



**DE 25 - GREY POLY CHAIR**



**DE 26 - LEATHERETTE CHAIR**



**DE 27 - POLY CHAIR A**



**DE 28 - POLY CHAIR B**



**DE 29 - POLY CHAIR C**



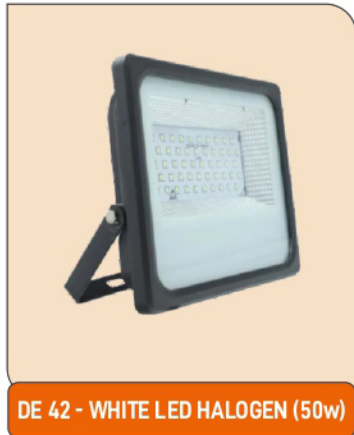
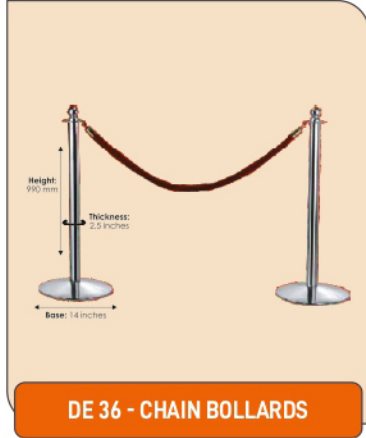
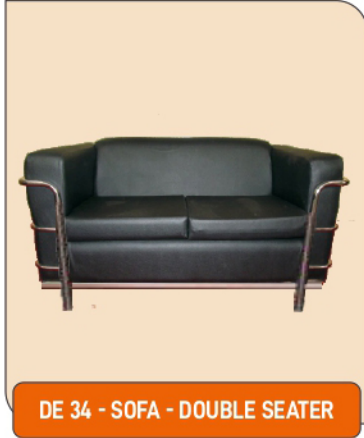
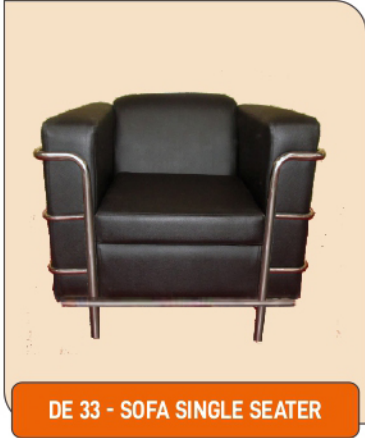
**DE 30 - BAR STOOL**



**DE 31 - HYDRAULIC BAR STOOL**



**DE 32 - MAGAZINE RACK**



**Additional Furniture Tariff**

<b>Code No</b>	<b>Particulars</b>	<b>Rate (Rs)</b>	<b>Rate (USD)</b>
DE-01	INFORMATION COUNTER	1100	15
DE-02	LOCKABLE CABINET	2500	35
DE-03	NH COUNTER	3000	45
DE-04	SQUARE TABLE	1500	20
DE-05	GLASS COUNTER (1 Mtr) - without Light	2800	40
DE-05a	GLASS COUNTER (1 Mtr) - with LED strip light	3000	45
DE-06	Glass Counter (0.5 mtr) - without Light	2500	35
DE-07	VERTICAL SHOWCASE (1 Mtr) - without Light	6600	90
DE-07a	VERTICAL SHOWCASE (1 Mtr) - with ceiling lights	8000	100
DE-08	VERTICAL SHOWCASE (0.5 Mtr) - without Light	5600	80
DE-09	WOODEN TOP ROUND TABLE	1400	20
DE-10	GLASS TOP ROUND TABLE	1800	25
DE-11	HIGH GLASS TOP ROUND TABLE	2800	40
DE-12	HIGH WOODEN TOP ROUND TABLE	2000	35
DE-13	SYSTEM PODIUM - (0.50 Mtr Ht)	1100	15
DE-14	SYSTEM PODIUM - 0.75 Mtr Ht)	1500	20
DE-15	SYSTEM PODIUM - (1.00 Mtr Ht)	1800	25
DE-16	WOODEN TOP PODIUM (0.50 Mtr Ht)	1500	20
DE-17	WOODEN TOP PODIUM (0.75 Mtr Ht)	1800	25
DE-18	WOODEN TOP PODIUM (1.00 Mtr Ht)	2000	35
DE-19	WOODEN DOOR	4000	70
DE-20	OCTONORM DOOR	2700	40
DE-21	OCTONORM PANEL	1000	15
DE-22	WOODEN SHELF	600	10
DE-23	GLASS SHELF	700	12
DE-24	HANGER ROD	600	10
DE-25	GREY POLY CHAIR	800	12
DE-26	LEATHERETTE CHAIR	1000	15
DE-27	POLY CHAIR A	800	12
DE-28	POLY CHAIR B	800	12
DE-29	POLY CHAIR C	800	12
DE-30	BAR STOOL	1100	18
DE-31	HYDRAULIC BAR STOOL	1800	25
DE-32	MAGAZINE RACK	800	12
DE-33	SOFA - SINGLE SEATER	2250	35
DE-34	SOFA - DOUBLE SEATER	4200	70
DE-35	GLASS TOP CENTRE TABLE	1000	15
DE-36	CHAIN BOLLARDS (2 pole / 1 rope)	2000	30
DE-37	REFRIGERATOR	5000	70
DE-38	LED TV 42" WITH STAND	9000	120
DE-39	PIN BOARD	1000	15
DE-40	MESH	1000	15
DE-41	GARMENT STAND	1000	15
DE-42	LED LIGHT (50W) - WHITE	1500	18

DE-43	LED LIGHT (50W) - WARM WHITE	1500	18
DE-44	LED LIGHT (100W) - WHITE	1800	20
DE-45	5 AMP SOCKET	500	10
DE-46	15 AMP SOCKET	600	12
DE-47	SPOT LIGHT	500	10

**Note : GST @ 18% will be charged extra on the total amount**

**IESS XII - Standard Package for build up booths**

SI No	Area	Round Table	Chair	Glass counter	Spotlight	Socket
1	9 sqm	1	3	1	3	1
2	12 sqm	1	3	1	4	1
3	15 sqm	1	3	1	5	1
4	18 sqm	2	6	2	6	2
5	21 sqm	2	6	2	7	2
6	24 sqm	2	6	2	8	2
7	27 sqm	3	9	3	9	3
8	30 sqm	3	9	3	10	3
9	36 sqm	4	12	4	12	4

**Bare space Exhibitors are not eligible for the above**