



15th Asia-Pacific Federation for Clinical Biochemistry and Laboratory Medicine Congress

**Laboratory Medicine-Innovation
and Integration**



**17th-20th
NOVEMBER, 2019
JECC, JAIPUR, INDIA**

Exhibitor Manual

Guidelines of Exhibitors

Dear Exhibitor,

Thank you for your booking for the exhibition during **APFCB 2019** which is going to be held from November 17-20, 2019 at Jaipur Exhibition & Convention Centre, Sitapura Industrial area, Jaipur.

Entry is permitted only through registration passes in the exhibition premises. Entry passes will be allowed as per the number mentioned in the sponsorship brochure (Diamond - 6, Platinum -4, Gold - 2, Silver -1).

For extra exhibitors passes will be available from the Exhibitor registration counter as per the below mentioned price:

Meals - 30 USD per meal

The following materials and services will be provided for your exhibition stalls.

1) SHELL SCHEME / Maxima System STALLS:

Front Maxima Fascia of 3m Height, Side walls made of Maxima Exhibition Panels, The dimensions of each panel are 2.5m (height) x 1m (width). On these Maxima panels, digital poster / Flex can be displayed using double sided tape only, as no nailing is allowed on the Maxima panels.

List of Materials and Services being provided for each Shell Scheme stall of 3x3 meter or multiple stalls

1. 1 White Laminated Table
2. 2 Exhibition Chair
3. 3 Spot Light – LED
4. 1 Power Point – 5 amp
5. 1 wastepaper bin
6. Carpet will be provided for stalls/passage
7. Fascia plate with name of the company in uniform capital letters.

We will provide the stalls for displaying the material and installation of posters and decorations inside the shell scheme stalls on **15th November, 2019 at 19:00 hrs onward** and exhibitors are requested to please complete display of exhibits by **8:00 hrs on 17th November, 2019**, as the Hall has to be cleaned and sealed due to Security Reasons.

2) RAW / DESIGNER PAVILIONS HOLDERS:

We will provide the raw space on **12th November, 2019 at 6:00 hrs** for interior designer stalls for the fabrication of pavilions and exhibitors are requested to please complete display of exhibits by **17th November, 2019 at 8:00 hrs** as the Hall has to be cleaned and sealed due to security reasons.

3) POWER LOAD:

We will provide 1.0 KW electricity to each of 9 sq. mtr. stall. If the exhibitors need the extra electricity power, please specify the electrical load and send the details in advance as per attached form and send it to **Manoj Bhardwaj, Nagpal's Exhibition & Conference Services, Jaipur on email id necsjaipur@yahoo.com.**

4) **STALLS:**

a) **Standard Stalls of Maxima System areas:**

- Front Height: 3 mtr. (Maxima System)
- Left/Right/Back-wall: 2.5 mtr. (Maxima System)

b) **Raw/Designer Pavilions: Services to be provided by the Organisers to Exhibitors will be carpet & One power point for power distribution inside the respective stalls by their engaged fabricators.**

5) **HOURS OF OPERATION:**

The Exhibition Hall will be open at Specified Scheduled time each day as follows :

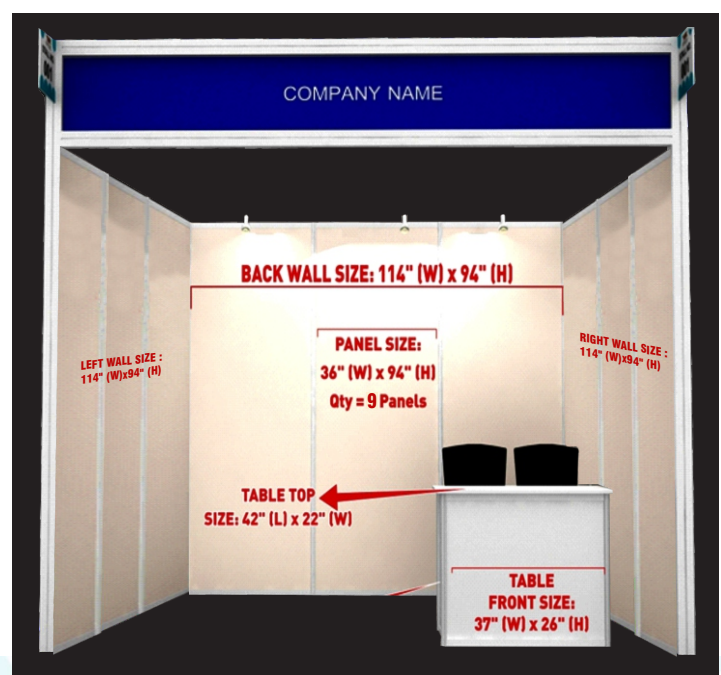
11th Nov., 2019	Raw Space for dumping	20:00 hrs
12th Nov., 2019	Handover of Raw Space	6:00 hrs
Fabrication timings (12th to 14th November 2019)		24 Hrs
14th Nov., 2019	Hall not available during morning hours	After 19:00 hrs
15th Nov., 2019	Hall not available during morning hours	After 19:00 hrs
16th Nov., 2019	Hall not available during morning hours	After 19:00 hrs
17th Nov., 2019		Till 8:00 hrs

Terms & Conditions:-

- The Organizers will provide a Basic Shell Scheme Booth Structure- Maxima (3x3 mtr. = 9sqm) with One Table, Two Chairs, Three Spot Lights, One 5 Amp Electric Point, One Dustbin, Fascia Name and full carpet flooring .
- Shell Scheme Booth Dimensions:
 - Front Height: 3 mtr. (Maxima System)
 - Left/Right/Backwall: 2.5 mtr. (Maxima System)
- No glue, scotch tape, self adhesive paper, screws, nails, spikes, pins or paint should be used on floors, walls, pillars or on any part of the exhibition hall.
- The height of the Raw booth must not exceed 6 mtr. And construction must ensure that no view blockage on any stall. Also sides of stalls facing Tea/Coffee Lounge area must be open and ensure no view blocking.
- Welding is strictly prohibited.
- Exhibitors will be held liable and will be fined for any damage caused to the exhibition site by them, their agents or contractors.
- Exhibitors are strictly advised NOT to directly draw electricity from the main distribution boxes. If detected, these would be immediately disconnected and exhibitors will be solely responsible for any mis-happening caused such as short circuit or electrical failure.
- Exhibitors should inform the official contractors for the additional accessories like furniture, lights and additional electric power with advance request and payments.
- The Organizers reserve the right to rearrange the Floor plan or any part of it, venue, date of exhibition at any point of time without prior notice.
- Use of Special Signage and Lighting is permitted to all Exhibitors at their own cost in the booths area only.

- Additional amenities such as Telephone lines, Internet Facilities, Broadband Data Services, Special Electric connection, Special lighting, Additional furnishing, Audio Visual and Hired Manpower can be made available to the Exhibitors at an additional cost by the Conference Managers with advance request and payments.
- Exhibitors who engage the Services of a Management company to furnish their booths should furnish a Letter of Authority to the firm to act on their behalf.
- No Temporary worker shall be allowed at the exhibition site after **10.00 PM on 16th November 2019** under any circumstances.
- All Employees, Representatives and hired workers who wish to be present in the Exhibition Area after **10 pm on 16th November 2019** will be required to obtain permission from the Organising committee in advance to avoid any ambiguity during construction work.
- Exhibition booths must be staffed during Exhibition hours and the Booth Staff is expected to Dress up and conduct them in a manner consistent with a Medical Meeting.
- All exhibitors and associated staff should carry their Exhibitor Badges all the time in the conference premises.
- All display items/products/furniture etc. should remain within the allotted space, and should not block any passage area.
- All display items must conform in all respects to applicable safety, health, biohazard and fire codes and standards.
- Public Address and amplifying devices that project sound beyond the Exhibition Booth is not permitted.
- Smoking is strictly prohibited within the boundary of the exhibition area and the conference campus.
- All Exhibitors must insure their Exhibits and Equipment against Theft, Fire and Damage due to Natural Calamities or any other mishap. The organiser will not bear any insurance charges.
- The Exhibitor assumes the entire responsibility and liability for Losses, Damages and Claims to the Exhibitor displays; equipment and other property brought onto the premises of the Exhibition Area and shall indemnify and hold harmless the Organisers as well as the Owners of the Conference venue and their agents and employees.
- Booking of Exhibition Space once made cannot be cancelled and refund of money is not permissible.
- Exhibitors cannot serve any eatables/Snacks and drinks/ beverages inside the exhibition area except with the prior approval of the organisers.
- Exhibitors need to ensure that the exhibition area occupied is neat and clean and any storage material is not stored inside the exhibition area.

Stall Sample for Branding Size : 3x3





Note:-

- All additional material will be provided at the venue, subject to advance booking along with 100% advance payment.
- Payment can also be made at the venue but only on prior booking of the additional items.
- GST 18% shall be charged extra on any services ordered.
- Exhibitors are requested to book the additional material before 30th October , 2019. After that the rates will be increased. On spot booking, material is subject to availability at the venue.
- All the materials are given on hire basis only for the duration of the exhibition.
- All the last minute orders are to be paid in cash only.
- Payments are to be made in the favour of Nagpal's Exhibition & Conference Services, payable at Jaipur.
- All raw space holders have to please specify the electrical load and are requested to bring their own MCB as per their load requirement. The power load for the raw space that will construct and fabricate on their own will have to specify their electrical load to the Event Manager. The electrical load charges are mentioned in the form below. Overloading of electricity power is not permitted, you are requested to kindly send us your power load requirement by 30 October, 2019 where after it may not be feasible for us to meet your requirement.

Additional Services:-

In case you require any additional services, please fill up the enclosed form and send it along with the payment by Demand Draft / Cheque (at par) in favour of Nagpal's Exhibition & Conference Services, Jaipur” payable at Jaipur only, who is our official Exhibition & Conference agency or by RTGS/NEFT as per details mentioned in the form

For any other query. Please do contact Mr Manoj Bhardwaj, M: 9929993268; Email:- necsjaipur@yahoo.com, between 10.00 A.M. to 6.00 p.m. on all week days except Sunday.

DETAILS of the exhibition company

Signature

Exhibitor Name with Company Seal

Mobile No. _____

Address _____

Signature

Fabricator Name with Signature and Seal

Mobile No. _____

Address _____

Additional Item Rate List (Furniture)

S.No.	Items	Item Picture	Unit Price Rs.	Qty	Amount
1.	Executive Chair		1500/- each		
2.	Exhibition Chair		600/- each		
3.	Bar Stool (High) 75cm		1200/- each		
4.	Glass Top Round Table 70cm		1000/- each		
5.	Sofa – White (Single Seater)		1500/- each		
6.	Sofa – White (Double Seater)		3000/- each		
7.	Centre Table		1000/-each		
8.	Octanorm table 100cm x 60cm 80cm		600/- each		
9.	Brochure Rack		1000/- each		
10.	Glass Counter – 1 x 0.5 mtr. (height 39")		3500/- each		
11.	Tall Showcase - 1 x 0.5 mtr. (height 7 ft)		5000/- each		
12.	Glass Self – 42 x 10 inch		700/- each		

13.	System Panel – Octanorm		1000/- each		
14.	Wooden Platform – 4" height		25/- sq.ft.		
15.	Carpet		10/- sq.ft.		
16.	LED Metal Lights – 50 watt		600/- each per day		
17.	LED Spot Light- 14 Watt		400/- each per day		
18.	Power Socket 5 A/15 amp		500/- each		
19.	Waste Bin – Steel		300/- each		
20.	PLASMA TV - 42" – on stand - USB port		2500/- each per day		
				Total Rs.	
				GST18%	

Any other items are subject to availability.

Signature

Designation

Date

Please note:

- 1) All additional material will be providing at the venue on hire basis, subject to advance booking along with 100% advance payment.
- 2) Booking of the material on site is subject to availability
- 3) For any other inquiry please contact Mr. Manoj Bhardwaj +91-9929993268; email: necsjipur@yahoo.com between 1000 A.M. to 6.00 P.M. on all week days

ADDITIONAL POWER BOOKING FORM

Please provide the following extra services for our booth no. _____

Exhibiting Company: _____

Name of the Applicant: _____

Postal Address: _____

City: _____ State _____ Country _____

Ph: _____ Mobile _____ Email: _____

S.No.	Item	Rate	Load Required	Amount
1	Single Phase with MCB	2000/- per KW per day		
2	3 Phase with MCB	4000/- per KW per day		
			GST 18%	
			TOTAL	

Note:

1. No last minute on-site 3 phase electricity requirement will be entertained.
2. Please indicate in the stand plan, the location of power supply main switch.
3. Cabling for power supply to the exhibitors machinery from the supply point in the stand should be done by exhibitors technician, and should be tested by the official contractors.

Please send your duly filled forms to necsjipur@yahoo.com with subject as **EXTRA POWER REQUIREMENT**

We enclose a DD/Cheque/Online Transfer (Payable in Jaipur) No. _____ Dated _____

_____ For Rs. _____ Drawn on Bank _____

_____ in favor of 'Nagpal's Exhibition & Conference Services', payable in Jaipur in full payment.

Signature with Seal

Name: _____

Designation _____

Date: _____

Bank Details OF Nagpal's Exhibition & Conference Services, Jaipur

Name: Nagpal's Exhibition & Conference Services, Jaipur

Bank Name: State Bank of India

Branch: Malviya Industrial Area, Malviya Nagar, Jaipur

Account Number: 51017751608

IFSC: SBIN0031503

MICR: 302002120

PAN: AADPN5435H

GST: 08AADPN5435H1ZO



www.apfcbcongress2019.org

Organized by

Asia-Pacific Federation for Clinical Biochemistry and Laboratory Medicine (APFCB)

Association of Clinical Biochemist of India (ACBI)

International Federation of Clinical Chemistry and Laboratory Medicine (IFCC)

Supported by Association of Medical Biochemists of India (AMBI)

CONFERENCE MANAGER

