

27-29 October, 2017 | Hotel Lake View, Bhopal

Dear Exhibitor,

A warm welcome to you and your esteemed establishment from the Madhya Pradesh Travel Mart 2016 team. We wish you to have a purposeful and growth oriented participation at the show.

This manual provides you with an overview of the exhibition. It also provides you with information to facilitate a well-organized participation at the show.

The manual has been designed to provide you with all the details about the organizer, the show team, official services and facilities available at the show venue, schedule of official functions & events, on-site arrangements and the checklist for the show.

The manual has various information sections that require your action as a participant, the various sections include:

Schedules for on-site operations Rules and Regulations About your participation

Pre-exhibition arrangements

Registration procedure at the exhibition site

Mandatory forms that need to be filled and submitted online only

Opportunity to promote your organization, product, services, technology, etc. through valuable advertisement options in the Exhibitor Directory / Show Daily

Order forms for obtaining various services / facilities as part of your requirements in participating at the show, which needs to be sent by you to the respective service providers. We wish that you mark a copy to the organizer, while doing so.

Beyond the above, should you require any additional information/clarification, we would only be glad to support. We are sure that your participation at Madhya Pradesh Travel Mart 2017 will be a prolific and memorable experience.

ORGANIZERS WITH CONTACT DETAILS

Stall Related Queries (operational & logistics)

894, Udhog Vihar, Phase-1, Gurgaon, Haryana –
122016 (India)

Contact –

Rajib Ghai - 8826604345
Sudesh Singh – 9310854022
mptmcsd@gmail.com

Stall Booking Related

F-190, G.F, Lado Sarai, Opp. Hanuman
Mandir New Delhi-110030

Contact –

Ritu Makhija- 9810117090
Deepika Chowdhry- 9811811525
Mptm@candidindia.com

INFORMATION

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Event Information

Madhya Pradesh Travel Mart 2017

Madhya Pradesh Travel Mart offers **the best platform** for both domestic and international companies to showcase. Spread across several thousand sq. mt, MPTM will bring together the entire value chain of Tourism, Aviation and Hospitality under one roof and throw open the best networking.

Venue

Lake View Hotel , Lake View Road , Bhopal , Madhya Pradesh.

(Possession letter will be handed over after full and final payment of the space and additional services)

Bare Space Exhibitors : 25th Oct 2017 @ 14:00 hrs
Shell Space Exhibitors : 26th Oct 2017 @ 11:00 hrs
Handover time to all Exhibitors : 27th Oct 2017 @ 12:00 hrs

Exhibition Timings

28th October 2017 : 1000hrs to 1800 hrs
29th October 2017 : 1000hrs to 1800 hrs

Dismantling

Dismantling of the stalls will start at 1900 hrs. Sharp, on 29th October 2017 and complete in all respects including removal of unwanted material (OVERNIGHT) by 1200 hrs. On 30th October 2017.

FACILITIES AVAILABLE ONSITE

Photography / Videography

An official photographer / videographer will be available at the exhibition.

Security

Arrangements are made for the general security of the exhibition premises.

If the exhibitor requires a security for their stall during the build-up period, the same will be provided at extra cos. only by the official service provider.

Fire Fighting

Arrangements are made with fire fighting equipment to stand by during the period of exhibition. Smoking is not permitted inside the exhibition venue

House Keeping

Arrangements are made for the general cleaning of the exhibition premises. If a particular Stall has to be cleaned, the same will be charged extra.

Media Centre

Exhibitors may place press releases here at any time during the exhibition.

Medical Facility Ambulance Doctor on call First Aid Counter

DEADLINE FOR ORDERING SERVICES

SUBJECT	DEADLINE	RETURN TO
Fascia Writing	22 nd October 2017	CS Direkt Events & Exhibitions Pvt Ltd. mptmcsd@gmail.com
Power Connection	25 th October 2017	CS Direkt Events & Exhibitions Pvt Ltd. mptmcsd@gmail.com
Bare-Space Construction	25 th October 2017	CS Direkt Events & Exhibitions Pvt Ltd. mptmcsd@gmail.com

FACILITIES FOR EXHIBITORS

A complimentary guide with full information about highlights, available facilities on-site, Event layout plan, Exhibitor with Stall number etc. will be distributed to all Exhibitors and later to visitors to the Exhibition.

Facilitation Desk

Facilitation Desks at the Entrance Gate of Exhibition Hall at Hotel Lake View Ashok, will be set up to facilitate the visit of all Trade Visitors & Media Personnel during the Event. They will also disseminate information on the Event.

Stand Construction

i. Bare Space

The Exhibitor has to settle all their dues before taking possession of the respective stalls.

Everything would be managed by the exhibitors only.

The Exhibitors are advised **to forward 4 clear** copies of the designs / drawings of their stall for approval by organizers before **October 25th, 2017**.

If exhibitor who have booked bare space, require to submit details of the stand construction agency. Please complete **FORM F** and return to CS Direkt Events & Exhibitions.

The Exhibitor has to settle all their dues before possession.

The Exhibitor needs to build their stands only after a written approval from Organizer. The approval will be issued on the basis of architectural design of the stand including size, wall height, material and an electrical design of the stand showing consumption points, specifying power and type of lighting **LATEST BY October 25th, 2017**. The Exhibitor is obliged to order electrical connection(s) from the Organizer. Materials used should be in compliance with the building law and with other rules and norms valid in Madhya Pradesh, India.

Before constructing the stand or placing your outdoor exhibits the Organizer on-site office must be contacted to ensure that the correct space is occupied. If a stand is built in the wrong space, the exhibitor will be obliged to dismantle the stand at their expense and build it up again in the correct space.

Package

ii. Built up Stalls (shell scheme) built by the Organizer

The Exhibitor has to settle all their dues before taking possession of the respective stalls.

Of facilities for built up stalls per 9sqm includes:

- System table - 1 No.
- Chairs - 2 Nos.
- Spot Light - 3 Nos.
- Electrical Socket(5/15 amp)-1 No.
- Waste paper basket - 1 No.
- Fascia Name

No financial credit will be given for items included in the standard package but not utilized. The Exhibitor is obliged to return stand elements and additional equipment in the same condition as supplied and is financially responsible for all damages to stand elements or additional equipment, according to the Organizer's Price list.

Front Desk Management

To ensure prompt service to the participants at the Fair, the concept of "Front Desk Management" has been introduced. An office with separate counters for each category of "on site services" required by the participants during pre and post Fair periods will be located in prominent and easy to approach area at the entry of the Exhibition Hall. The Front Desk will attend to the problems relating to construction of stands, supply of furniture, plants or flowers, carpets, electrical fittings, specially ordered items and equipment, water, electricity and miscellaneous arrangements for a successful participation. The Desk will also service the Exhibitor during the Exhibition period.

- Secure WiFi coupons would be shared on rental basis but need to inform the committee by 25th October 2017. **(PS: No last moment request would be entertained)**
- Food and beverage (2 food Coupons to be provided to each stall)

Food Court & Cafeteria

Dry snacks, soft drinks, tea and coffee available at food court and cafeteria on payment basis.

Media Centre

A media centre will be set up to facilitate the visiting media persons for the coverage of the Exhibition. Exhibitors are requested to utilize the centre for publicity purpose.

Visitor Entrance (Entry Via Invitations Only)

Only registered professional, trade and business visitors will be allowed into the exhibition halls during the show hours.

All exhibitors and visitors should be decently attired. Please note that admission will NOT be permitted to those with slippers, singlet's and/or shorts.

The Organizer reserves the right to refuse admission or to remove any person from the venue without giving a reason.

All exhibitors should register at the Exhibitors' Registration Counter, on arrival at the exhibition venue to collect their badges. Badges can be collected between 0800 hrs. - 0900 hrs. On 28th October 2017. However, it is advisable to submit the names of the personnel manning the booth by 25th October 2017 .

Security

Whilst the organizers make reasonable arrangements for security cover, they accept no liability for any loss or damage that may occur to the stands or exhibits.

ARCHITECTURAL GUIDELINES FOR EXHIBITORS

Any company, organization registered in India and doing business in India and applying for space booking for participation in Madhya Pradesh Travel Mart 2017, will be treated as an Indian Exhibitor.

Any company, organization not registered in India and doing business outside India and applying for space booking for participation in Madhya Pradesh Travel Mart 2017, will be treated as an Overseas Exhibitor.

The Venue: Hotel Lake View , Lake View Road, Bhopal, Madhya Pradesh

Access:

Exhibitor: Exhibitor badges allow exhibitors and their personnel access to the exhibition centre.

Space Options:

Option 1. Indoor Bare Space with basic facilities. Exhibitor can adopt designs of their own with prior approval of the organizers.

Option II. Built up stands which include octanorm wall panels, carpet, fascia with company name, lighting, counter chairs and waste paper bin.

The maximum permitted height for any structure is 2.5 metre at corners. Also kindly ensure that for the Two/Three sides open/ island stalls, the exhibitor need to ensure while preparing/finalizing the stall design the exhibitor do not cover the stall fully and also need to ensure the height restrictions as mentioned above The reverse side of your walls has to be properly masked with neat flex / wood work. No part, of the structure, may extend beyond the boundaries of the site allocated. ***Grouting and digging of floors or walls is not allowed.*** Raised wooden platforms, not more than 4 inches in height, may be allowed. All raised platform floors must have adequate wheelchair access. The open sides of the booth should not have any opaque structure at the very periphery of the booth.

Design & Structural drawings must be supplied latest by October 25th, 2017 & approved by the organizers.

Construction of Mezzanine Floor is not allowed.

At the end of the exhibition, exhibitors and stand builders have to completely remove any walls, carpet, sticky tape from floor, paint etc. by the end of the dismantling period. If this is not done the space will be cleaned or repaired and charged to the exhibitor.

The Exhibitor/Co-Exhibitor are financially responsible for all kinds of damages which occur during the exhibition, building & dismantling time.

The Organiser has got the right to stop building or dismantling works or put financial burden on the Stand Constructor (Exhibitor or his officially approved Contractor) in the case when he does not obey rules and regulations included in the herein Technical Manual.

The Exhibitor is obliged to obey Safety, Security and Fire Regulations. Fire Certificates issued by the producer(s) of stand materials used confirming that these materials are non-flammable or fire resistant/flameproof must be available on site for presentation upon request.

Power / Electricity Connection:

The standard supplies of electrical current available in the exhibition halls are: Single phase 1 KWA.

Consumption and service charges per connection for the space only exhibitors for their total electric consumption and the shell scheme exhibitors for the additional power load requirement for the demonstration of their machinery would be **Rs 3000/- per KW** (Statutory GST 18 % would be charged extra). These charges have to be credited by the exhibitor, to the Organisers. Requirement 1 phase power for display operation of equipment need to be intimated to the Organisers by 25th October 2017. The exhibitors should assess the requirement of power for operation of equipment fairly correctly as drawing electric power in excess of the requirement shall not be possible.

Sound engineering practice would be employed for work of Electric Wiring from the main Switches to the fixtures and equipment in the booth. All electric wiring should be carried out only by licensed Electrical Contractors.

- Exhibitors are advised to install equipment like voltage stabilizers / CVTs / UPS / Isolation Transformers for their sensitive machines / exhibits, to avoid damage due to voltage fluctuations.

- Floors would generally be levelled. However, if their machines are extra sensitive to the alignment of the floor then they may arrange for the placement of steel plates with adjusters underneath the machines.

Temporary power supply for the placement and testing of machines will be made available from 26th October 2017, if intimated in advance & paid for the required load.

- Each stand will be provided with electric power at one or more main points depending on the total requirement. The work of drawing power from main point(s) given in the stand area to machines / exhibits is to be carried out by the exhibitors at their own cost.

General earthing would be provided however the exhibitors who require specific earthing for their machines have to contact CS Direkt Events & Exhibitions Pvt. Ltd.

- All main electrical supply points must be kept easily accessible for operation and maintenance, in the

event of emergency. These should not be concealed or covered.

- Each stall should have an adequate rated Switch Fuse Unit, MCB or Cut-out to enable isolation in case of emergency / overloading.
- The Electrical Equipment or Operating Machines for display and demonstration must be earthed. Connection must be made to the nearest main earth lead, as per Indian Electricity Rules, 1956, amended up to date.

Exhibitor having bare space should submit their requirement of Electric Power Load (in KW) with applicable **charges latest by 25th October 2017**. Organizers will provide electric power point for demonstration of Equipment at a suitable place near Exhibitor's booth for Built-up & Bare Space booked. Internal distribution and fittings will have to be done by the Exhibitor at his own cost through a licensed contractor.

The Organizers reserve the right to disconnect any installation that, in their opinion, is dangerous or likely to cause annoyance to visitors or other exhibitor

GENERAL GUIDELINES FOR EXHIBITORS

a. General – for all exhibitors

THE EXHIBITOR HAS TO SETTLE ALL THEIR DUES BEFORE POSSESSION.

Location: Columns, pillars, fire points and/or utility connection points may not always be conveniently located with regards to the stands allocated. This may result in longer lengths of cables and pipes being visible, possibly across your stand.

Carpet: Liquid adhesive glue or rubber solution shall not be used for carpet laying. Only double-sided adhesive tapes be used for this purpose. If this is not done, the space will be cleaned and repaired and the expenses will be charged to the exhibitor.

Fire Extinguishers: Any exhibitors who require special extinguishers or firefighting equipment owing to the nature of their exhibits should make their own arrangements to provide such items. Any exhibitors particularly concerned about the flammable nature of their exhibits are strongly advised to bring their own fire extinguishers.

All construction works carried out with mechanical tools should have dust absorbers. Smoking is not permitted within the halls – please ensure you use the designated smoking areas.

Noise Levels: Audio visual equipment may be used in the stand. The sound level should not be more than 70 decibels & should not disturb adjoining exhibitors. In the event of any excess noise levels from Exhibitors' promotional videos or other activities, Organizer reserves the right to shut down any noise source if verbal warnings have been ignored.

Banners, Flags, Balloons: No suspension may be made from the ceiling of the exhibition hall nor may be made to the floor, walls or any other part of the building without written approval from Organizer. Gas filled balloons are not allowed.

Canvassing / Aisle Congestion: Exhibitors may only conduct business and distribute literature from their own stands – under no circumstances may activities spill into the gangways, unless prior permission is obtained from organizers. Stands failing to observe this may be closed.

Cleaning and Waste: The floors of all built-up stands will be cleaned at no additional cost. All general and equipped areas will be cleaned overnight before the exhibition opens and daily thereafter. Space only exhibitors must arrange cleaning for their stands separately. Exhibitors will be responsible for the cleaning of their stand equipment and displays.

Security: The Halls will be locked at 1830 hrs during the exhibition days. (Exceptions will be made if prior consent has been given by Organizers). Request has to be submitted in a written form not less than 24 hours before the planned extension of working hours.

The doors will be unlocked at 0900 Hrs during the exhibition dates for Exhibitors.

Exhibitors are responsible for ensuring their stand is manned when the doors are opened. Organizer does not take responsibility for the loss or damage of exhibits.

For individual security for your stand during the opening hours and / or overnight, please send your requirements to Organizer for information and quotation. Any security personnel of your own are not allowed to stay in the pavilion overnight.

Organizer does not provide transport or storage services for any goods. Please contact the official forwarding agent.

Audio-Visual Equipment: A range of audio-visual equipment is available on hire. Please refer and place your order for any audio-visual equipment well in advance.

Fascia Panel / Graphic Works: A first fascia with company name is included in the equipped package.

Exhibitors with bare space have to contact their stand builder to order their fascia panel or other graphic works. Colour of fascia should get prior approval from the organizers.

Payment: All service requirements are payable in advance. Confirmation of payment must be sent to Organizer along with applicable Form.

Late and / or On-site Orders: All on-site orders will be subjected to a 50% surcharge. All orders will have to be paid 100% in advance & will be subjected to availability on site.

Conflicts / Disputes: Any conflict / disputes relative to this technical manual in context of the Exhibition will be settled amicably between parties. If the matter cannot be sorted out amicably, it will be settled by arbitration in accordance with the Indian Arbitration & Conciliation Act, 1996.

The use of hazardous & inflammable material is not permitted.

CONTACT POINTS FOR FACILITIES AT EXHIBITION VENUE

<ul style="list-style-type: none"> • Publicity, Advertisements & Sponsorship facilities • Power connection for lighting/ additional lighting • General decoration in and around Halls • Entry in Exhibition Directory 	<p>Candid India</p> <p>CS Direkt Events & Exhibitions Pvt Ltd.</p> <p>CS Direkt Events & Exhibitions Pvt Ltd.</p> <p>Candid India</p>
<ul style="list-style-type: none"> • Request for Exit Permits • One Complimentary Copy of Exhibition Directory • Allotment Letter / Authorised Letter • GST Exemption Letter 	<p>CS Direkt Events & Exhibitions Pvt Ltd.</p> <p>Candid India</p> <p>Candid India</p> <p>Candid India</p>
<ul style="list-style-type: none"> • Travel Agent 	
<ul style="list-style-type: none"> • Stand Presentation for Built up Stalls 	<p>CS Direkt Events & Exhibitions Pvt Ltd.</p>

RULES TO FOLLOW

- The fascia and stall number shall be provided by the Stall Presentation Agency in the Built up stalls. The Exhibitors in the Bare-space stalls shall arrange fascia writing at their own expense either through the Official Stall Presentation Agency or through any other construction agency engaged by them.
- Always keep clear all entrances and exits including emergency exits, gangways, staircase etc.
- Keep fire extinguishers, fire alarms and hydrants visible and accessible at all times. Exhibitors particularly concerned the flammable nature of their exhibits are strongly advised to also bring their own fire extinguishers.
- Approval of the organisers should be taken in advance if any exhibitor wishes to exhibit or demonstrate any inflammable and / or potentially explosive burning or glowing objects or liquid gas in the Exhibition. The approval may be given by the organisers on case to case basis in consultation with competent authority.
- While the organisers will arrange for the general cleaning of the Exhibition premises and aisles, the Exhibitors have to make their own arrangement to clean their stand and keep them tidy. In this respect the services of the Official Stand Presentation Agency, can be utilized for cleaning of the individual stalls against payment.
- Exhibitors will be liable to pay for any loss or damage caused to the property, fixtures, fittings or any other article or things.
- Please ensure that the noise level from any demonstration or sound system is kept to the minimum to avoid inconvenience to others.
- Please ensure that Exhibits and stand material is immediately removed after the Exhibition is closed. Failing to do so shall entitle the organizers to dispose of the material in any manner they deem fit and they shall not accept any responsibility for any loss or damage to the Exhibits. Cost involved on the disposal of the Exhibits will be borne by the Exhibitors.
- The Exhibitor will make full payments to the organizers before taking possession of the stalls.**
- In case of outbreak of fire, immediately use extinguishers and / or remove the exhibits to safety from the vicinity of the fire and simultaneously inform the nearest Control Room / Organisers.
- Exhibitors should keep their stand clean and presentable.
- All exhibitors have to take care of their belongings during Exhibition hours.
- Always hire the additional furniture and other items from official agency only.
- Do not place any exhibit / product in a manner which could affect or hinder the visibility of neighbouring stand.
- Do not remove or relocate name and number of the stand without the specific approval of the organizers.
- Do not drill or drive bolt and nails on the walls and structural Pillar in the Hall and prefabricated structure. Please use double side tape, nylon thread and hangers, hooks, etc. to display on panels, which will be

available with the official Stand Presentation Agency.

- Do not use any helium balloons within the Exhibition Ground or inside the Hall.
- No inflammable material to be used in the erection of the stall.
- During the moving in or moving out of the Exhibits or material, the passages in the Exhibition Halls must not be obstructed with construction material or debris. The contractors are responsible for removal of their surplus material and keeping the passages clean and tidy.
- Do not place your demonstration on the aisle line of your Exhibit to avoid congregation of large number of people at one time. Should spectators interfere with the normal traffic flow in the aisles, the organizers have the authority to limit or eliminate the demonstration / presentation.
- Do not use mobile vans to distribute literature to promote your products. Mobile exhibits must remain in the stall except at the time of entry or exit from the Hall.
- Exhibitors will not be allowed to bring in any heavy equipment / machinery in their own trucks / cars / forklift, trolley etc. inside the Exhibition Hall. All such equipment will be provided & controlled by the Official Handling and Clearing Agency who are authorized to take over the heavy equipment, machinery etc. from other forwarders at the entrance gates of the Halls and make arrangements to bring in the equipment through their own sources.
- Once the Exhibition is over, Exhibitors must obtain a clearance certificate from the organizers before removing any article from Exhibition hall.
- No advertising or canvassing for business may be done except at exhibitors own stand, or the designated meeting points.
- Do not leave your stand unattended during the Exhibition period. Particular care should be taken of small portable items, tools and instruments and other valuables. Organizers are not liable for any loss, from the exhibitor stands.
- Do not display any objectionable, ideological, religious or political literature at your stall. The organizers reserve the right to prohibit or remove any display material which in their opinion and judgment may detract the general character of the Exhibition.
- Since Food court / cafeteria are provided in the F&B area, please do not encourage outside kiosks to supply food in your stand in the exhibition hall

FORM A **FASCIA WRITING**

Submission deadline: 25th October, 2017

Please fill this form and mail to mptmcsd@gmail.com

Please note:

IF WE DO NOT RECEIVE THESE FORMS WE WILL LIST YOU AS PER THE COMPANY NAME AND CONTACT DETAILS IN YOUR SPACE APPLICATION CONTACT.



Company name on Fascia:

Preparation of a company name on the fascia panel is included in the price of the standard equipped stand.

Authorized by: Name:

Date & Place: