



36th International
Geological
Congress

GEO EXPO



MANUAL

2 - 8 MARCH 2020
DELHI, INDIA



GEOSCIENCES
THE BASIC SCIENCE
FOR A SUSTAINABLE FUTURE

36th International Geological Congress

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SECTION 1 - General Information



1.1 EXHIBITOR'S FACT SHEET

- ☞ **Please read this Exhibitor Services Manual carefully:**
- ☞ **Reminders about Ordering:** Be sure to order your services in advance, along with payment (wherever required). The services include the following:
 - Electrical
 - Furniture and accessories.
 - Power
 - Audio Visual
 - Horticulture
 - Branding and Printing
 - Manpower
 - Pantry Equipment
 - Advertisements
 - Advertisement and Additional Entry in Exhibitor Catalogue.
- ☞ Keep copies of all your advance order forms with you during the show.
- ☞ **Reminder on Shipping:** Exhibits and related material to be shipped via official freight forwarders only, to ensure that they arrive in order, and on time.
- ☞ Be sure to remove all old shipping labels before you send anything to the exhibition and attach clean labels, with your company name clearly marked, on each carton / case dispatched.
- ☞ While making your shipping plans to the show, also plan for shipping after the exhibition is over. Make sure that someone knowledgeable from your company is onsite to oversee the arrangements for return shipment of your display and equipment.
- ☞ **Avoid Common Shipping Mistakes:** Avoid selecting a carrier that does not service trade shows on a regular basis. Unlike other shipments, Exhibit material is time-sensitive. Please make note of the following:
 - Old labels on cartons cause confusion.
 - Be clear and specify what type of air freight is desired e.g. Overnight, a.m., p.m. second day or deferred service.
 - Give clear instructions on how the goods are to be shipped.
 - Advise your carrier about your target date.
 - Include accurate description or piece count.
 - Fill out forms properly.
- ☞ **On-site:** Set up your booth on time. Try not to change or cancel your orders on site. If you experience any problems on-site, please contact your Hall Director or the Exhibitor Relations Department immediately, for assistance



SECTION 1 - General Information



1.2 ORGANISER

36th International Geological Congress
C-II, Pushpa Bhavan, Madangir Road
New Delhi- 110062, India

1.3 VENUE AND DATES

Venue – India Expo Centre & Mart
Knowledge Park – II.
Greater Noida Expressway,
Greater Noida – 201306 India.

GeoExpo Dates: 2 – 8 March 2020

1.4 REGULATIONS

The formulation and execution of the rules and regulations for 36 IGC and all other matters with regards to the Exhibition will be carried out by IGC Secretariat, New Delhi (hereafter referred as the Organiser) or its authorised representatives. The Organiser is vested with the full authority to enforce all the rules and regulations pertaining to the Exhibition. Its decision will be final and binding in all respects and for all concerned.

- I. **Local and Site Regulations:** Exhibitors must agree to abide by the local and site regulations with respect to law and order, safety etc. The Organiser will take necessary action against those who do not comply with the regulations.
- II. **Violation of Rules:** The Organiser has the authority to demand removal / change of any structure which in their view does not conform to the 36 IGC rules or cancel participation. The decision of the Organiser in this regard will be final and binding.
- III. **Temporary Importation by Domestic Exhibitors :** Participants are requested to carry the list of total number of domestic and imported products on display and bill of lading, AWB, invoice and packing list of items handy.
Note: The Organisers are not responsible for the products imported by Exhibiting companies and their custom clearance.
- IV. **Cancellation:**
 - I. Booth cancellation policy will be as under:
 - Booth cancelled upto 2nd Oct 2019 - 90% of booth value will be refunded
 - Booth cancelled from 3rd Oct 2019 to 2nd Jan, 2020 – 50% of booth value will be refunded
 - Booth cancelled from 3rd Jan 2020 onwards – No refund
 - There will be on refund for payment made towards customization of booth
 - II. A zero cancellation policy is applicable for the extra orders made.

Administration of Exhibition Halls: The administration of the Exhibition will be controlled by the PCO Office at the Ground floor. Exhibitors can contact the Office for information on various GeoExpo services. Representatives of the Official Clearing and Forwarding Agencies, Travel Agencies, shell scheme contractors etc will be available at the Exhibition site for support and assistance to the Exhibitors.



SECTION 1 - General Information

During the Exhibition, Hall Directors will be stationed in the Halls. They may be contacted for taking possession of stands and any assistance required by the participants.

- V. **Entry to Exhibition Site:** Entry to the Exhibition site will be permitted as under:
- During set up period all vehicles with exhibition materials will be allowed to enter Exhibition ground from gate 9 (for hall 1 to 8) and gate 5 (for hall 14-15)
 - During the show, entry for Exhibits / materials for replacement are allowed only during non-exhibition timings with prior approval from the Organiser.
 - During the show, visitors will be allowed to enter from designated Gates.
 - No vehicles will be allowed into the exhibition area during exhibition time. Vehicles parked beyond parking area during the exhibition timings, will be towed away by the Traffic Police Authorities and all related expenses thereof will be to the account of the vehicle owner(s).
- VI. **Stand Possession:** Possession of space / stand will be given as per schedule given in Point No 1 of Sub-Section Pre Exhibition period (Exhibition Facts), subject to clearance of all dues by the Exhibitor. Exhibitors who have booked raw / built-up space can carry their Exhibits inside the Exhibition Halls from these dates. In order to avoid last minute rush and strain on the material handling facilities, Exhibitors are requested to cooperate with the programme prepared by the approved agencies for movement of Exhibits inside the Halls. There is no restriction on the timings for arrival of Exhibit cases at the Exhibition ground during the pre-exhibition period. Exhibitors should depute their representatives or nominate official Clearing and Forwarding Agent to accept delivery of their Exhibit cases at the Exhibition site. Organisers will not be responsible for delivery and handling arrangements. These shall be handled by the Exhibitors. Exhibitors are advised to seek assistance of the approved Clearing and Forwarding agencies.
- VII. **Force Majeure :** If the exhibition is abandoned, cancelled or suspended in whole or in part by reason of war, fire, national emergency, labour dispute, the non-availability of exhibition premises or any other cause not within the control of the Organiser, the Organiser may, at their entire discretion, repay the rental paid by the Exhibitor, or part thereof, but shall be under no obligation to repay any part of such rental and shall be under no liability in respect of any actions, claims or losses.
- VIII. **Authority on the Premises:** The Organiser shall be responsible for and be entitled to act as the owner of the premises throughout the tenancy period. The decision of the Organiser with regard to any problem or dispute will be final.
- IX. **Dispute Resolution and Governing Law:** All unresolved matters, questions, dispute or differences whatsoever arising between the Exhibitor and Organiser shall be settled by arbitration in accordance with the rules of the Arbitration and Conciliation Act 1996. The arbitration proceedings shall be conducted in English Language in New Delhi, India. The Arbitration agreement contained in this paragraph shall be solely and exclusively governed by the laws of India.
- X. **Safety and Behaviour:** No person present inside any Exhibition Hall is to behave or act in a manner that may cause any harm, injury or damage to other persons or Exhibits, nor to the exhibition hall property or fixtures.
- XI. While the Organiser will make arrangement for General Insurance of the exhibition (36 IGC), the Exhibitors are advised to take individual insurance coverage for their Exhibits on display at 36 IGC.



SECTION 2 - Pre-Exhibition Period



2.1 CONSTRUCTION PERIOD

Schedule for giving space possession in Halls for 36th IGC will be as under:

Raw Space 27 February 2020	Built-up 28 February 2020
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2.2 STALL ERECTION AND DISPLAY: Exhibitors are advised to follow the guidelines stipulated by the Organiser in the Rules and Regulations for 36th IGC . The Organiser would particularly like to emphasise on the following points:

- There is a restriction of 4.5m on the height of machinery and equipment to be displayed or used in the exhibition area. The specifics of the restriction must be checked with the Organiser in advance, before finalizing large/heavy Exhibits for display.
- Woodwork in Halls is prohibited. Platforms / panels and other decorations for the interior must be brought in a pre-fabricated condition for assembly and finishing inside the Halls. Use of modular systems will be encouraged for timely completion of stands. Passage area is to be kept clear of packing cases, construction material etc.
- The Exhibitors should leave a minimum 30% of the stall area free for movement of visitors.

The Organiser will have the right to decide on the fulfilment of the above rules, and the authority to demand removal/change of anything that is not according to the rules. Exhibitors should advise their Advertising Agents regarding the rules and guidelines for stall decoration such as permissible size of display materials, panels, office cabin etc. **The Organiser will not correspond with agents engaged by the Company/Exhibitor.**

2.3 STALL COMPLETION: Interior and display of Exhibits is to be completed and stands should be ready by 2000 hrs on 29 February 2020.

2.4 STORAGE, REMOVAL OF WASTE AND CLEANING: The Organiser is not responsible to provide storage facilities for packing cases, surplus materials or other property of the Exhibitor. Arrangement for safe-keeping of such items must be made with the Freight Forwarder or they should shift material to their local godown.

During the construction and dismantling periods, aisles in the exhibition halls must not be obstructed with packing materials, construction materials or debris. Exhibitor’s contractors will be responsible for removing their own off-cuts and waste each day of build up and break down. Failing this, the Organiser reserves the right to invoice the Exhibitors for the removal of excessive packing materials discarded crates or cartons and stand building materials and waste.

2.5 CONSERVANCY: While the Organiser will make arrangements for cleaning the passages, it is the responsibility of the Exhibitors to get their Stands cleaned and their equipment dusted in the evening. No sweeping will be allowed after 7 AM. Exhibitors may use the services of official agency on payment and deal with them directly on financial matters.



SECTION 3 - Exhibition Period

3.1 **INAUGURATION:** The Congress is expected to be inaugurated at 1400 hrs on 2 March 2020 at the India Expo Centre & Mart Knowledge Park – II, Greater Noida – 201306, INDIA. Details or changes will be intimated at a date closer to the event.

3.2 **EXHIBITION TIMINGS:** The Exhibition timings for the visitors are as follows:

Date	Exhibition Timings
2 March	1615 - 1900 hrs
3 - 7 March	0900 - 1900 hrs
8 March	0900 - 1300 hrs

3.3 **MANNING OF STANDS:** The stand must be fully manned and operational throughout the exhibition hours of the exhibition. All activities of the Exhibitor and staff must be confined to the stand or site allocated. No advertising or canvassing for business may take place elsewhere in the exhibition hall.

3.4 **TIMINGS FOR MANNING OF STANDS:** Personnel competent and responsible on behalf of the Exhibitor manning the stand must report at the stand latest by 0800 hrs every exhibition day.

3.5 **REPLACEMENT OF EXHIBITS:** No removal or delivery of Exhibits and other exhibition stores in or out of the exhibition hall during the exhibition hours is permitted. Such removal, delivery or replenishment of stock may only be carried out before 0730 hrs in the morning or after the closing time with prior permission from the Organiser. For security reasons, to remove any item of your display from the hall during the show days, an "EXIT PASS" must be obtained from the Organiser.



SECTION 4 - Post Exhibition Period

4.1 CLOSURE OF THE EXHIBITION

The exhibition will close on 8 March 2020 at 1300 hrs.

4.2 MOVE-OUT INFORMATION

Exhibitors shall ensure that arrangements for dismantling is done well ahead of time.

- Please make sure that the contractor appointed by the Exhibitor has read the move-out schedule and planned labor according to the published hours.
- Please notify your transportation and other service providers of the move-out schedule.
- Exhibition Ground is a bonded area for customs purposes. Therefore, no display items imported temporarily for the show may be removed from the site without the Customs Gate Pass.

4.3 EXIT PASS: There is no entry pass procedure during installation period for entering the exhibition ground. However for taking out the exhibition Material and Exhibits after the closure of the exhibition, participants would need to obtain a standard final Exit pass from the Organiser. The following procedure would be observed.

The Exhibitors should contact the Hall Director / Co-ordinator for Clearance of Dues, if any, and obtain Exit Pass by using the format given in Section of Forms.

Please Note: Exit Pass will be given to Exhibitors only on the condition that all dues towards participation in the exhibition are cleared.

4.4 REMOVAL OF EXHIBITS: Exhibitors are allowed to remove the Exhibits from the stalls after 1300 hrs on 8 March 2020 on the basis of valid "Exit Pass".

The Shell scheme Exhibitors must clear their Exhibits from the exhibition hall before 2300 hrs on 8 March 2020. Raw Space Exhibitors and their booth / stand contractors are requested to clear all materials from the venue latest by 1300 hrs of 9 March 2020.





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Section 1 - General Information

This document contains several regulations, compliance with which is essential for the setting up of the booth at 36 IGC. Every Exhibitor must study and follow these guidelines carefully to avoid embarrassment and onsite restrictions from Organiser. Should you need clarifications or require advice, please contact our staff responsible for Exhibitor Relations or the Exhibition incharge (person in charge of creating displays and fixtures) or the Hall Director (person responsible for the overall management of the venue).

Exhibitors are advised to inform their advertising / construction agencies regarding these rules and regulations governing stand decoration. Please note the Organiser will not correspond or deal with agents engaged by the Exhibitor. The Exhibitor while planning stand design must observe the Stand Construction Regulations described in this section.

- 1.1 **SUBMISSION OF LAYOUT FOR APPROVAL:** The Stand drawings along with to-scale mock-ups, complete with details of Exhibits, all side elevations with exact height details, electricity, and other installations, in 4 copies, along with a copy of 3D view of stall, must be submitted for the Organiser approval, latest by 15 January 2020.
- 1.2 **ENCROACHMENT:** The Exhibitor must confine their Exhibits within the area allocated. No encroachment on corridors, free space or other facilities provided by the Organiser will be permitted. Each Exhibitor shall follow the centre of the markings on the floor for common sides and outside edge for open sides.
- 1.3 **ELECTRICAL FITTINGS / FURNITURE ON HIRE:** Exhibitors who book space especially for the Shell Scheme are advised to contact the Organiser for requirements of additional furniture & electrical fittings. All such requirements must be registered by 31 January 2020. The Organiser will make arrangements with concerned stand contractors to deliver additional furniture directly in the Exhibitor's stand area. All payments must be made directly to the contractor for additional items.
- 1.4 **CARE OF BUILDING AND EQUIPMENT:** Exhibitors or their contractors must not damage or deface the exhibition facility or the Exhibits and equipment of other Exhibitors. Should such damage occur, the concerned Exhibitor will be liable to compensate the owner of the property so damaged.
- 1.5 **DEMONSTRATION OF WORKING EXHIBITS:**
An Exhibitor intending to demonstrate equipment at his stand must:
 - Provide the Organiser with full details in writing of working exhibits involving moving parts, naked flames, lasers or of other hazards which could be potentially dangerous, and obtain prior permission.
 - Give proper consideration to safety conditions under which exhibits will be demonstrated, including safety guards and screens to prevent accident or injury to visitors and staff.
 - Cause no annoyance to visitors or other Exhibitors. If a high level of noise or other objectionable factors are involved, the Organiser reserves the right to stipulate demonstration timings or to terminate a demonstration at any time.
 - Ensure that no naked flames are used in any demonstration in the exhibition premises.
 - Isolate controls and switches so that machinery cannot be accidentally activated.

In case of any dispute, the Organiser's decision will be final.

- 1.6 **DAMAGES:** Exhibitors are responsible for the cost of making good or replacing any damages to the exhibition 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.

Exhibitors occupying Shell Scheme Stands will be held responsible for the cost of making good, restoring or renewing any damages to the shell stand structures, floor coverings, light fittings, or any part thereof, 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 any damage will be assessed by the Official Shell Scheme Contractor and charged to the Exhibitor.



Section 2 - Shell Scheme Booths



GENERAL RULES & GUIDELINES FOR DESIGN AND CONSTRUCTION

1. General Information

1.1 **Features :** The Shell Scheme stands would be provided with the following :

- Fascia will be provided by Organiser to maintain uniformity and cannot be REMOVED.
- Rear and dividing walls of 2.5 m.
- Height Fascia with company's name on open stand frontage(s).
- Floor covering with synthetic carpet.
- Basic Furniture: one table, two chairs, three spotlights, one 5 Amp power socket, one waste paper basket.

1.2. Power for Demonstration :

In case additional power is required for demonstration or running of machinery / Exhibits, the Exhibitors must inform the Organiser vide Form No.4 before 31 January 2020.

Apart from light fixtures, one Power socket (5AMP) for TV computers etc. will be provided in each booth of 9 sq.m.

1.3.1 **Additional Furniture on Hire:** A comprehensive range of standard items, including wall panels to form office enclosures, shelving, display panels, etc. may be hired from the Official Shell Stand Contractor. For the Price List for additional furniture etc. Exhibitor is requested to contact the Organiser or the Hall Director (during built-up period)

1.3.2 **Ceiling:** Ceilings shall be open but should be braced for stability where necessary.

2 RULES AND GUIDELINES FOR DECORATION

2.1 Shell Scheme stands will be provided in accordance with the specifications mentioned. Please note that the internal dimensions of the Shell Scheme area are approximately 5 cm smaller than the contracted area as the walls are contained within the booth.

2.2 No alterations are allowed to be made in the standard Shell Scheme structure.

- No alterations may be made in the standard shell scheme fascia.
- No alterations/ removal of panels/ podiums/ etc.
- Major woodwork, if any, must be approved by the Exhibition incharge before the start of work.

2.3 The following are strictly prohibited:

- Use of electrical flashes, flash guns and neon signs.
- Cloth Banners, Velvet Banners or Velvet Covers on the panels/ table.
- Stage shows or presentations without prior permission in writing of the Organiser.
- Painting, Colouring, Wallpapering, Sticking of Thermocole cut letters, Nailing or drilling of panels. If you require assistance in hanging or displaying your Exhibits, please consult the Official Shell Stand Contractor. Exhibitors could be charged @ INR. 1500 per panel for any damages to the panels.
- Suspending of items from the Hall ceiling or parts of it.
- Storage of any kind behind the display walls.
- Raising the height of the back wall/ fascia.

2.4 No additional stand fitting or display may be attached to the shell stand structure.

2.5 All interior stand fittings must be contained within the shell stand structure, and must not exceed 2.5m height. No free standing equipment may exceed a height of 2.5m or extend beyond the boundaries of the site allocated.



Section 2 - Shell Scheme Booths

- 2.6 It is mandatory for Exhibitors with 2 or 3 side open stands, to arrange display in such a way that there is no obstruction on any of the open sides. This is necessary to ensure free movement and give exhibitors a feel of openness and transparency. Exhibitors are not allowed to obstruct the view or adversely affect the displays of other Exhibitors.
- 2.7 A minimum of 30% of Stand area may be left for circulation. The Exhibitors shall not arrange the display of material in a way that would obstruct the passage area.
- 2.8 Exhibits over 2.5 m height must not be placed on any raised height.
- 2.9 Height and weight of Exhibits on display need to be within the load bearing capacity of the wooden floor and height of entry doors respectively. The same should be checked with the Organiser before finalizing large/heavy Exhibits for display inside the Hall.
- 2.10 Any Presentation / Demonstration / Exhibit likely to interest groups of 10 or more must be located towards the centre/rear portion of the stand and clearly shown on stand drawings latest by 15 January 2020.
- 2.11 It is mandatory for the Exhibitors to inform the Organiser if any of their Exhibits is of the following nature:
- Exhibit configuration is 9 sq. m or more.
 - Exhibit exceeds 2.5 m in height or 3 m in length.
 - Exhibit material exceeds 1 ton.
 - Exhibit contains liquid fuel/natural gas/propane.
 - Exhibits requiring water for demonstration purposes.
- 2.12 To avoid inconvenience to other Exhibitors and to enable the Organiser to complete repair work of passages, cable ducts, etc., before the exhibition starts Exhibitors are requested to move in their Exhibits within the stipulated time.
- 2.13 Audio Visual Films, Video Walls etc. can be used in the stand area, provided the sound level is confined to the Exhibitor's booth to avoid spill over and resulting disturbance in adjoining booths. The sound level from an Exhibitor's booth should not intrude or violate the rights of any of the adjacent Exhibit areas. The sound speakers must not be placed higher than 1.5 m. They must be positioned downward and inward towards the center of the Exhibit booth or display area and may not point towards the aisle. The Organiser reserves the right to restrict Exhibitors' use of sound and other devices which may interfere with the best interest of the Exhibition environment as a whole and is authorized to disconnect the supply for electricity to any Exhibitor violating the same.
- 2.14 The Organiser reserves the right to change / alter / remove any Exhibit interfering with the aesthetics of the exhibition or that, which hinders the general public in any way.

3 ELECTRICAL INSTALLATION REGULATIONS

- 3.1 Electrical wiring and installation required for connecting machine(s) for demonstrations purpose, must be done by Exhibitors through registered professional technicians using proper wiring switches etc. so as to ensure safety. The Organiser shall not be responsible or liable in case of any mishap due to use of sub – standard material or unskilled labour.
- 3.2 All wiring must be carried out in PVC, Elastomeric or other plastic sheathed cables. No exposed means of cable joints will be permitted.
- 3.3 The Organiser reserves the right to disconnect any installation, which in their opinion is dangerous or likely to cause annoyance to visitors or other Exhibitors.



Section 2 - Shell Scheme Booths

- 3.4 In order to take care of voltage fluctuations, the Exhibitors are advised to fix up constant voltage transformers or insulation Transformer or stabilizers for CNC and other sensitive machines. Exhibitors are encouraged to use MCB wherever necessary.
4. **STAND APPROVAL**
- 4.1 Exhibitors must move in as per schedule given in Section 3 of the manual provided space rent, deposits and other dues have been paid in full to the Organiser.
- 4.2 Exhibitors booking over 27 m² of space must submit 4 copies of the design of stand showing 3D view, elevations and plan with height mentioned for approval, by the Exhibition incharge.
- 4.3 All stands will be inspected during the set-up days and any Exhibitor deviating from the regulations must make modifications as suggested by the Exhibition incharge on his own expense, prior to the show opening. The decision of Organiser in this matter will be final.
- 4.4 All exhibition stands must be completed in all respects by 2000 hrs on 29 February 2020.





GENERAL RULES & GUIDELINES FOR DESIGN AND CONSTRUCTION

1. RULES & GUIDELINES FOR DESIGN AND CONSTRUCTION

- 1.1 All height details mentioned in these guidelines, are from the ground level and not from any raised flooring created by the Exhibitors.
- 1.2 Exhibitors are responsible for their own stand design and construction. The Organiser would be pleased to offer advice and guidance, if required.
- 1.3 The following are strictly prohibited:
 - Use of electrical flashes, flashguns etc. However, the Exhibition incharge may allow Neon signs above 2.5 m height subject to approval.
 - Cloth Banners.
 - Stage shows or presentations without prior permission in writing from the Organiser & without a concept note on the proposed show.
 - Suspending of display items from the hall ceiling or parts of it.
 - Storage of any kind, behind the display walls.
- 1.4 The maximum height of the artificial floor should not exceed 10 cm and any other area raised artificially or for display purpose shall be such that it does not obstruct the adjoining stand.
- 1.5 The maximum height of any stand should not exceed 2.5m unless approved by the Exhibition incharge.
- 1.6 Height of side partitions will be restricted to 2.5 m from the ground. If there is any difference in the level of partitions of any two adjacent stands (not more a 10 cm.), the Exhibitor with a bigger height shall finish properly the portion extending above the neighbouring stand.
- 1.7 Single branding signages up to a maximum surface area of 1 m² and a maximum of 3.5 m. height in stands upto a 36 m² and a maximum height of 4.0 m. (subject to availability) for stands above 36 m² area may be allowed, provided they do not obstruct the view/ orientation of any other stand.
- 1.8 Height of panel over 2.5 m along the periphery of the Hall may be allowed subject to availability of height and without any obstruction to AC ducts.
- 1.9 Building of turn- tables/ramps would be permitted after clearance from the Exhibition incharge. If approved the height of such a turntable/ ramp must not exceed 1.0 m. Exhibitors wishing to use turn table/ ramps must clearly show the location in their drawings and obtain positive clearance from the Exhibition incharge failing which they would not be permitted to erect such turn tables/ ramps.
- 1.10 Exhibitors may be permitted to erect a Conference/ Meeting Room within their area upto 2.5 m height. The area of the meeting room may be upto 20% of the total area booked by the Exhibitor. The location of the Conference/ Meeting room would require specific clearance by the Exhibition incharge. However, for stands with all sides open, the conference room shall have clear transparent glass/ acrylic without any blinds/ curtains above 1.2 m. height.
- 1.11 Outdoor Stand Construction Guidelines:
 - Height of the Partition and Back walls should not exceed 2.5 m.
 - Wherever the walls are against natural wall or hanger wall, a maximum height of 4 m is allowed.
 - Branding is allowed in the center for the stall upto height of 4 m only as per the norms of Raw Space construction.
- 1.12 Mezzanine Floor Construction Guidelines:
 - No branding is allowed on and above the mezzanine floor.
 - Only railing of maximum height 1 m without any branding is allowed.
 - Closed meeting rooms on mezzanine floor, are not allowed.



Section 3 - Raw Space

- For stall along the side wall of hall - should be constructed in the centre leaving 1.5m open area from the periphery.
- For stall in the middle section (aisle) of hall - will be allowed for constructing only open meeting area.

PS: Mezzanine floor Structural Stability Certificate with technical specifications to be approved by Structural Engineer has to be submitted to Organiser by 15 January 2020 for approval before commencing the construction.

- 1.13 All Exhibit floor space must be fully carpeted or covered.
- 1.14 Woodwork in the Halls is prohibited. Platforms / Panels and other decorations for the interior must be brought in prefabricated condition. Only assembly and finishing will be allowed in the Halls. Spray painting inside the exhibition halls is strictly prohibited and any Exhibitor doing so shall bear the risk of disconnection of power supply to the stand.
- 1.15 For Island / 3 side open stalls it is mandatory for Exhibitors to design their stands in such a way that there is no obstruction on any of the open sides. This will ensure free movement and give Exhibitors a feel of openness and transparency. Exhibitors are not allowed to obstruct the view or adversely affect the displays of other Exhibitors. For the meeting room, solid Partitions up to 1.2 m and see through glass / clear acrylic partitions for the balance 1.3 m on top may be used.

Exhibition incharge reserves the right to turn down approval for stands with any of the open sides blocked.

- 1.16 A maximum of 70% of Stand area may be used for Exhibits and the balance 30% must be left free for circulation. The Exhibitors shall not arrange the display of material in a way that would obstruct the passage area.
- 1.17 Exhibits over 2.5m height must not be placed on any raised height.
- 1.18 Height and weight of Exhibits on display shall be within the load bearing capacity of the floor and height of entry doors. The same should be checked with the Organiser before finalizing large / heavy Exhibits for display.
- 1.19 Any presentation / demonstration/ Exhibit likely to interest groups of 10 or more must be located towards the centre of the stand and clearly shown on stand drawings. If the location of such an Exhibit results in blocking of the Aisles, the aisle space thus blocked shall be billed to the Exhibitor.
- 1.20 It is mandatory for the Exhibitors to inform the Organiser if any of their Exhibits is of the following nature:
- Exhibit configuration is 9 sq. m or more.
 - Exhibit exceeds 2.5 m in height or 3 m in length.
 - Exhibit material exceeds 1 ton.
 - Exhibit contains liquid fuel/ natural gas/ propane.
 - Exhibits requiring water for demonstration purposes.
- 1.21 The Organiser reserves the right to change / alter / remove any Exhibit interfering with the aesthetics of the exhibition of hinders the general public in any way.
- 1.22 To avoid inconvenience to other Exhibitors and to enable the Organiser to complete repair work of passages, cable ducts etc., before the exhibition starts, Exhibitors are requested to move in their Exhibits within stipulated time given.
- 1.23 Adequate illumination of the area must be provided by the Exhibitor during the evening hours while the exhibition is open.



Section 3 - Raw Space

1.24 AUDIO VISUAL FILMS, VIDEO WALLS, STAGE SHOWS

For stage events / shows prior permission should be obtained from the Organiser.

Stage events / shows with sound systems can be organised during General Visitor hours. Details with time duration and intervals, to be submitted to the Organiser for approval.

- The Organiser reserves the right to regulate or restrict Exhibits within a reasonable sound level or the sound level of 60dB peak on sound level meters (ANSI Type 2) on the SLOW meter position at 3 m. Distance. The sound speakers must not be placed higher than 1.5 m. They must be positioned downward and inward toward the centre of the Exhibit booth or display area and may not be pointed towards the aisle. The Organiser reserves the right to restrict Exhibitors use of sound and other devices which may interfere with the best interest of the environment as a whole.
- The Organiser reserves the right to disconnect the supply of electricity to any Exhibitor violating these guidelines.

2. ELECTRICAL INSTALLATION REGULATIONS

- 2.1 Electrical wiring and installation must be done by Exhibitors through registered professional technicians using proper wiring switches, etc. so as to ensure safety. The Organiser shall not be responsible or liable in case of any mishap due to use of sub-standard material or unskilled labour.
- 2.2 All wiring must be carried out in PVC, Elastomeric or other plastic sheathed cables. Exposed means of cable joints will not be permitted.
- 2.3 Lamps and appliances with high temperature surfaces should be guarded and used well away from combustible materials.
- 2.4 No light fitting or other appliance may be suspended from the roof of the exhibition hall.
- 2.5 The Organiser reserves the right to disconnect any installation, which in their opinion is dangerous or likely to cause annoyance to visitors or other Exhibitors.
- 2.6 In order to take care of voltage fluctuations, Exhibitors are advised to fix up constant voltage transformers or insulation Transformer or stabilizers for CNC and other sensitive machines. Exhibitors are encouraged to use MCB wherever necessary. The main supply points and electrical installations in the stand should be easily accessible and should not be concealed.

3 STAND APPROVAL

- 3.1 The decision of the Exhibition incharge as regards the approval of the plan shall be final and binding upon Exhibitors and the work must be carried out as per the approved drawing only.
- 3.2 An Exhibitor whose design has been approved by the Exhibition incharge may only commence erection on or after due date. No Exhibitor shall be allowed to start work on their stands without the prior approval of the plan. The decision of the Exhibition incharge as regards to the approval of the plan shall be final and binding upon Exhibitors and the work must be carried out as per the approved drawing only.
- 3.3 The Exhibitors must keep one copy of the approved drawing at the work site.
- 3.4 All displays will be inspected during the set-up days and any Exhibitor deviating from the regulations must make modifications as suggested by the Exhibition incharge on his own expense prior to the show opening.
- 3.5 All Exhibitors stand must be completed in all respects by 2000 hrs on 29 February, 2020.



Section 4 - All Exhibitors

1 FOR ALL EXHIBITORS

- 1.1 No part of an Exhibit should project out of the stand area, nor anything be placed outside the stand area by any Exhibitor.
- 1.2 There should be sufficient free space in the stand for easy and safe movement of visitors. Entry and exit to stands must be at least 3 mtrs. wide.
- 1.3 Grouting, digging in floors or walls is not allowed. Raised wooden platforms of not more than 4 inches in height may be allowed.
- 1.4 Painting or nailing (and use of screws) on the plywood partitions supplied under shell scheme is prohibited. Photographs, charts, etc., may be fixed with adhesive tape or suspended with nylon thread with the help of clamps (cyma hooks) hooked on the top horizontal channel.
- 1.5 Cloth banners are not allowed inside the stands.
- 1.6 Whereas no construction will normally be allowed to be of more than 2.5 m high, that part of machinery placed away from the open side of the stand could be higher if strictly necessary.
- 1.7 Uncovered lights are not allowed in the stand. Any moving lights will not be allowed above 2.5 m high.
- 1.8 If audio visual equipment is used in the stand, the sound level should be so regulated as not to disturb adjoining Exhibitors.
- 1.9 Exhibitors should endeavour to maintain a high standard of cleanliness, avoid littering and take all necessary care not to disturb neighbouring Exhibitors. Their cooperation with the Organiser in maintaining continuity and keeping with the general aesthetics of the show will be greatly appreciated. It will be obligatory on part of the Exhibitors to segregate all waste plastic, glass metals, wood & paper and eatables in separate polythene bags.
- 1.10 Exhibitors are responsible for their own stand design and construction. The Organiser would be pleased to offer advice and guidance, if required.
- 1.11 Suspending of display items from the hall ceiling or part of it is prohibited. Storage of any kind behind the display wall is prohibited.
- 1.12. The load bearing capacity of wooden flooring provided by the Organiser for indoor space will be 200 kg per square metre. In case their Exhibits are likely to exceed this limit, the Exhibitors may please inform the Organiser before 31 January 2020.
- 1.13. For Island / 3 side open stalls it is mandatory for Exhibitors to design their stands in such a way that there is no obstruction on any of the open sides. This will ensure free movement and give Exhibitors a feel of openness and transparency. Exhibitors are not allowed to obstruct the view or adversely affect the displays of other Exhibitors.
- 1.14. Exhibition incharge reserves the right to turn down approval for stands with any of the open sides blocked.
- 1.15. Partitions and / or dividers in the stands should not be erected on the open side of the stand. The height of the partition or divider should not exceed 2.5 m. Both sides of the partition wall should be properly finished or painted, particularly the partition from the neighbors side should not look unfinished. It would be desirable that side partitions are made with mutual agreement with neighbors.



Section 4 - All Exhibitors

1.16. Exhibitors can set up office enclosures in their stands to attend trade visitors. External height of the office enclosure should be proportionate to the area of the stand as under:
Office enclosure should be located either along the wall, if any, at the rear of the stand, or at the back along the adjoining wall of the neighbouring stand. Extension of office enclosure upto open aisles is not permitted. Office enclosure should be at least 1m away from the open sides of a stand.

1.17 Covering of floor with tiles, carpet etc., is compulsory for exhibitors. Unfinished floors will not be allowed by the Organiser. The floor carpet for all shell scheme booths will be provided by the organiser.

2 Demonstrations and Working Exhibits

2.1 An Exhibitor intending to demonstrate working equipment in his/her stand must:

Adhere to safety guidelines and fulfil conditions under which the Exhibits will be demonstrated as per guidelines laid down by the Ministry of Environment, Prevention and Control of Pollution Act, 1981.

Cause no annoyance to visitors or other Exhibitors. Where a high level of noise or other objectionable factor is involved, demonstrations may only take place at the times stipulated by the Organiser, who reserve the right to terminate a demonstration at any time.

- Isolate controls so that these cannot be operated by visitors.
- Not to use flashing or winking lights.
- Adhere to any other amendment of Acts by Government of India, Ministry of Environment, Pollution Control Act.

2.2 Organiser will have the right to decide on the fulfilment of the above guidelines, and the authority to demand removal/ change of any thing that is not according to these guidelines. Decision of the Organiser in this regard will be final and binding.

2.3 In case actual display arrangement of a stand is not in conformity with the approved layout plan or guidelines, Organiser will remove unapproved installations from the stands at the cost and risk of the Exhibitor.





I / We hereby request and authorise you to execute and process your payments for all additional orders using E-Payment vide RTGS / NEFT for Indian Exhibitors / Delegate and SWIFT code for International delegates / exhibitors.

Bank Details are as follows :

Name of the Bank	INDIAN OVERSEAS BANK
Name of Branch Address	NATIONAL HORTICULTURE BOARD 85, Sector-18, INDL Area Gurgaon-122015
State	Haryana
9 Digit Bank & Branch MICR Code	110020069
Enabled for RTGS	Yes
11-Digit RTGS IFSC Code	IOBA0001935
11-Digit NEFT IFSC Code	IOBA0001935
Account Type	Current
Bank Account Number	193502000000283
Swift code	IOBAINBBE36

Remarks:

1. Amendment or reproduction during set-up or show days will cause us to charge directly to requester.
2. There will be no refund for any cancellation during set-up and show days.
3. Late orders may not be available and, if available, will be subject to surcharge of 10% for order after the deadline i.e. **31 January, 2020** or 30% surcharge for on-site order with full cash payment only.
4. Please mail us a copy of evidence of your payment for order confirmation (copy of cheque, transfer document etc.).

For any further details / queries on design guidelines / approval of stand designs, Exhibitors may get in touch with Exhibition in-charge as detailed below.

Ms. Deepi Chhabra
+91 91377 62186

Ms. Anusua Paul
+918544085631

expo.sponsor@36igc.org





Section C : Electrical Services

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3	TEMPORARY ELECTRICITY SUPPLY	19



Section 1 - Electrical Services

1 ELECTRICAL SUPPLIES & INSTALLATIONS

The electric power supply available in India is as under:

- Single/3 Phase : 230/400 volts \pm 10%
- Frequency : 50 cps \pm 3%

IGC Exhibition Electrical Department responsible for supply of power will be entrusted with the authority of regulating and controlling the power supply to the exhibition halls and individual stalls. Each stall will be provided with electric power at one or more main points depending on the total load requirement. Exhibitors should use Distribution Boards for feeding power to their machines. Individual isolation switches should be provided for each machine. Exhibitors should use either armoured cables or metal conduits for connecting power supply to machines.

The work for drawing power from main points to machines/exhibits is to be carried out by the Exhibitors, at their own cost. Exhibitors may engage the services of their own personnel or authorised electrical contractors for wiring work inside their stall subject to the condition that they are duly licensed to undertake electrical work. Exhibitors are advised to exercise the highest level of safety precautions for electrical wiring and installations. The service charges of electrical contractor are to be borne by the Exhibitors and are payable directly to the contractors.

The Exhibitors should connect power to machines and Exhibits as per the requirement given in their Application. Connecting power to the Exhibits other than those mentioned in the Electricity Requisition Form or more than the specified load or the load allotted by the IGC Exhibition Electrical Department will not be permitted.

Exhibitors must install separate and independent switch connections for their machines/exhibits. Alternate connections or throw-over switches are not allowed. In case power is supplied to the stall from two or more main points, Exhibitors must distribute the load as per the capacity of the respective switch boards in consultation with the IGC Exhibition Electrical Department. Exhibitors requiring single-phase power for lighting purpose should carry out necessary wiring from 3 phase outlet through two pole single phase switches if necessary for further distribution. After the electric wiring work is completed, the Exhibitor must obtain a completion report from their Electricians or Contractors engaged by them and file the same with the IGC Exhibition Electrical Department. Actual connected load for the individual machines/exhibits is to be mentioned in the report. Power will be released only after the wiring work is carried out and on receipt of the completion report.

All the main electric supply points must be kept easily accessible for operation and repairs in the event of emergency. Main electrical supply points should not be concealed or covered.

Exhibitors are advised to install equipment like voltage stabilizer equipment for their sophisticated machines/exhibits. If the machines are sensitive to the floor, placement of steel plates underneath is recommended.

2. **ELECTRICITY CHARGES:** Organiser has formulated a flat rate of USD 130 and INR 7500 per KW for overseas and domestic Exhibitors respectively of connected load (single and three phase) which will be the basis for charging for power and lighting load during the 36 IGC.

Under no circumstances will Exhibitors be permitted to reduce their electricity requirement. Request for additional electricity load may be considered, subject to availability.

3. **TEMPORARY ELECTRIC SUPPLY:** Temporary power supply for erection of stand and testing of machines can be made available from the first day of construction on extra charges of USD 65 and INR 4200 per KW respectively for overseas and domestic Exhibitors.





Section D : Freight Handling

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SECTION 1 - Freight Handling

1. **IN-HALL FREIGHT HANDLING:** To provide adequate security, safety and protection against damage to the Exhibition Hall and in the interest of an efficient, co-ordinated move-in and move-out of goods, no private trucks, cars, fork-lifts or handling equipment (trolleys, lift jacks, etc.) will be allowed inside any of the Exhibition Hall. All such equipment will be provided and controlled by the Official Freight Forwarders who will take over from other forwarders, at the entrance to the Halls.
2. **MATERIAL HANDLING AT THE SITE:** The Exhibition material at the site can be handled only by the IGC approved official agencies, as per the rules.

For unloading of goods, cargo handling equipment such as, forklifts, mobile cranes and skilled labour will be available at the Exhibition ground, from the official Clearing and Forwarding Agencies (CFAs), on hire. The rates for clearing /forwarding and other services will be settled by the participants with the agents directly, depending upon the quantum of work and kind of job required. The Official CFAs will have their offices at the site during the pre-exhibition period. Please note that no agency other than the approved agency by Organiser is allowed to operate for handling /clearing jobs inside the halls earmarked for 36 IGC.

The Official CFAs operate with modern mechanical equipment (Fork lift, Cranes, Pallette Trucks etc) and a specialised labour force of international standards. Through their international network, they will provide detailed shipping instructions and offer services to Exhibitors from the point of origin itself.

Official Clearing and Forwarding Agents will offer to the Exhibitors, information and assistance in respect of (i) re-export, (ii) Warehousing, if Exhibit is to be retained for further exhibitions etc. It is suggested that Exhibitors discuss their requirements with official agents directly and enter into comprehensive arrangements.

Normal cases / packets will be allowed, if carried in hand by the Exhibitor. However, handling of heavier Exhibit cases will have to be entrusted to the approved agencies only. At the time of movement of Exhibits, it is suggested that Exhibitors adhere to the programme prepared for the movement of Exhibits by approved agencies. In no way will the Organiser be responsible for damages caused to Exhibits while loading/unloading at the site.

- 2.1 **CUSTOMS CLEARANCE AT THE EXHIBITION GROUND:** India offers the ATA Carnet as means for clearing exhibition goods. Alternatively, goods can be cleared under simple Embassy Bonds, without financial overheads. Bank Guarantees is a third alternative.
3. **TERMS AND CONDITIONS FOR TEMPORARY IMPORT:** Under the Customs Notification No 3/89 dated 09.01.1989, import of Exhibits for 36 IGC will be allowed without payment of Import Duty, Import Licence or Customs Clearance Permit, provided the Exhibits are re-exported within a period of six months from the date of import or any other period stipulated by the Customs Authority. Please refer pt. 5.4 of the Exhibition Facts (General Information) section.

The Exhibitor/Importer will have to furnish following documents to the Customs Authority in India:

- Re-export Bond for ITC purpose
- Provisional Duty Bond to the extent of Customs Duty payable on the Machines/equipment at the prevailing rates.
- These bonds are required to be supported by a Bank Guarantee at concessional rates approved by the Collectorate of Customs or the Guarantee of the Embassy of the concerned country. Details of Bank Guarantee rates will be available from approved CFAs. The Exhibitors are advised to contact the approved agencies in this regard.
- India is a Member Country for ATA Carnet. The Indian Customs, therefore, will honour ATA Carnet Documents issued by the other Member Countries keeping aside normal Import Procedure such as taking Bonds and preparation of Bills of Entry etc.



SECTION 1 - Freight Handling

- Sale of Exhibits imported for 36 IGC may be allowed against payment of Customs Duty at prevailing rates as per Import Policy and the Guidelines in force issued by the Reserve Bank of India.
- Official CFAs will provide the Exhibitors up-to-date information on rules and procedures.

4. SALE OF EXHIBITS BY OVERSEAS EXHIBITORS

4.1 **General Information:** exhibition goods, imported initially via Embassy Bond, ATA Carnet or Bank Guarantee, can be sold after the exhibition, as per the procedures laid down, by the Government of India. The goods remain in the Customs Warehouse till such time as the buyers comply with sale conditions. The sale can be affected within the stipulated six months period and may be extended upon the discretion of Customs. On completion of sale, the Guarantee or ATA CARNET will be cancelled.

4.2 Liberalised Provision:

- Sale of Exhibits, of items which are freely imported:
The items covered are Capital Goods, Raw materials, Intermediaries, Components, Consumables, Spare parts, Accessories, Instruments and goods other than those covered under the Negative List. Any of these goods, may be imported by any person whether he is an Actual User or not without restrictions.
- Sale of Exhibits, of items which are in the Negative List.
These may be made against a valid licence. For these items, the actual user alone may import such goods unless the Actual User condition is specifically dispensed with, by the Licensing Authority.

4.3 **Simple Procedures:** Following documents to be produced by buyers for Customs clearance of sold Exhibits:

- Bank attested invoices drawn on buyer
- Packing List
- Confirmation of order from Exhibitor
- Mode of Payment
- Technical write-up of solid items
- Printed catalogue of items sold, if available
- Buyer's importer Code No.
- Buyer's GATT and Customs Declaration Licence, if item under Negative List.

The buyer, on the basis of the above documents, and through a Customs Clearing Agent, should submit necessary Bill of Entry for clearance of Goods. Upon completion of Sale Clearance and Payment of Customs Duty, the buyer can take custody of Exhibits. Upon producing proper and valid documents, the sale procedure can be effected within two to five days.

5. EXHIBITION GOODS

5.1 **Connections to India:** All major Airlines have connections to Delhi. There are regular freighter services with enough spare capacity. All major shipping lines touch Mumbai, offering both FCL and LCL facilities. Alternatives; also available at Chennai and Delhi Ports. Modern handling facilities are available at Airports and Ports.

5.2 **Connections to the Exhibition Grounds:** On arrival at the Delhi Airport, Exhibits are transferred by road to the Exhibition Grounds under bond. On arrival at Mumbai / Chennai Ports, Exhibits are transferred by rail or road directly to Delhi, again under bond. Transfer time is approximately four to six days by road.

5.3 **Post Exhibition :** Goods can be sold after the exhibition, to buyers complying with regular import procedures. Goods may be taken for other private demonstrations, subject to permission from Customs. Consumables like printed matter, literature, pamphlets etc attract no duty. If not being sold or kept for further demonstrations, goods to be re-exported within the stipulated period. Mode of transport for re-export need not be the same as that of import.



SECTION 1 - Freight Handling

6. APPROVED ON-SITE HANDLING CHARGES

TERMS AND CONDITIONS

- a) It is compulsory on the part of Exhibitors to use the services of approved handling agencies at the Exhibition Site. The packages which can be easily carried in hand (packages not exceeding 50 kgs each) can be handled by Exhibitors on their own, if they so wish.
- b) Exhibitors should advise transporters to carry "Weigh-Bridge Certificate" so that, there would be proper assessment of the weight to be handled by the handling agency.
- c) Exhibitors should send product leaflets along with the packing list to the approved agencies to enable them to study the products in advance for handling at the site.
- d) Exhibitors are not allowed to order equipment for assembly and erection work from outside. It is compulsory to use the facility made available by approved agencies only.
- e) These charges are not applicable to the Exhibits cleared as temporary imports.
- f) Charges for storage of empty cases are for the entire duration of the show.

The following tariff card/ rate is approved for on-site freight handling by Freight Forwarders

Sr. No.	Description of Works	Tariff (in INR) @ Up to 2 tons	Tariff (in USD) @ Up to 2 tons
01	Off Loading from vehicle	500	7.7
02	Shifting to Booth per 500 kg (Minimum)	500	7.7
03	Unpacking & placement upto 500 kg	500	7.7
04	Repacking with same packing material	500	7.7
05	Shifting of empties from booth to storage area, storage and return	600 per CBM (1 CBM = 333 kg)	9.3
06	Heavy lifts charges Single piece (extra charges) a. Single piece weighing between 2000 to 4000 kg b. Single piece weighing between 4000 to 10000 kg c. Night Charges for above point (01,02,03,04,05) from 1930 hrs. to 0900 hrs.	25% 35% 35%	25% 35% 35%
07	Hire Charges of Equipments	330	5
	a. Hydraulic Pallet Truck-(per hour charges)(Minimum 2 Hour)	880	14
	b. Fork lift - 3 ton (per hour charges) (Minimum 2 Hour)	1150	18
	c. Fork lift - 5 ton (per hour charges) (Minimum 2 Hour)	2100	32
	d. Crane - 10 ton (per hour charges) (Minimum 2 Hour)	3450	53
	e. Crane - 15 ton (per hour charges) (Minimum 2 Hour)	Quote upon request	Quote upon request
	f. Crane - More than 20 ton	2750 per hour	42.3 per hour
	Labour - (per hour charges) (Minimum 2 Hour)	85 per labour/per hour	1.3 per labour/per hour
08	GST and any other government approved tax	As per Government of India	As per Government of India





Section E : Additional Information

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SECTION 5 - Additional Information



1. FIRE & SAFETY REGULATIONS

Fire fighting equipment will be provided at various points in the exhibition halls. Exhibitors are, however, advised to take due precautions and provide necessary equipment in their own stalls. Exhibitors should also install Guards or Protectors on Machine/Exhibits during demonstrations to avoid injury to visitors. Fire Tenders with firemen will be on duty round the clock in the fire station behind within the exhibition ground.

- a) All exit / entry areas and exit aisles must be kept clear and unobstructed.
- b) Compressed gas cylinders are prohibited in the exhibition area.
- c) All temporary wiring must be accessible and free from debris and storage material.
- d) No storage of any kind is allowed behind booths or near electrical services.
- e) All empty cartons and crates must be labeled and removed for storage.
- f) Helium balloons are not allowed inside the halls.

Note: Smoking is strictly prohibited inside the exhibition halls during set-up, show days and dismantling periods.

2. **VISITOR REGISTRATION AT GATE:** Organiser has made arrangements for registering each visitor in the 36 IGC. Registration Desks (other than for general public) will be located outside the Gates.

3. **PHOTOGRAPHS / VIDEOS:** The Organiser has exclusive rights to take photographs and films of all Exhibition stalls. Prior permission of the Organiser will be essential for taking photographs and films by the Exhibitors. The Exhibitors can, however, take photographs of their own stall and visitors to their stands.

4. **LITERATURE / FILM / AUDIO VISUAL DEMONSTRATION:** Exhibitors are requested to refrain from displaying Videos /films / Literature that may be considered politically or culturally objectionable or incorrect.

The Organiser is empowered to remove any such display material / or stop any audio, film in order to facilitate a smooth conduct of the event.

5. INSURANCE

It will be advisable for Exhibitors to take Insurance coverage for the built-up, during and dismantling periods of the Exhibition for the following:

- a) Machinery
- b) Transit and Loading & Un-loading of machines
- c) Electrical accidents
- d) Exhibition personnel
- e) Third Parties (visitors)

The Organiser will not accept liability for any loss or damage to any Exhibit, or for injury to Exhibitor Personnel at any time. Exhibitors are strongly advised to insure their Exhibits against theft, loss or damage, including the risk of fire and to cover themselves against third party liability for visitors to their stands.










7. SECURITY

- Badges supplied by the Organiser must be worn at all times to gain entry to the exhibition Halls.
- Badges may be obtained at the Organiser's Office in exhibition ground.
- During show days, Exhibitors are allowed to enter one hour prior to the opening of the show each day and will be allowed to remain half an hour after the close of the show. Please check with the Hall Director/ Organiser, if additional time is required.
- Hand carried items or any equipment going out of the exhibition hall will require an Exit Pass.






FURNITURE & AV REQUIREMENT (FORM: F1)

Glass Top High Table	White Office Table	Discussion Table
 FM- 01	 FM- 02	 FM- 03
Discussion Table	Round Glass Table for Sofa	Center Table for Sofa
 FM- 04	 FM- 05	 FM- 06
Center Table	Center Table 2	Corner Table
 FM- 07	 FM- 08	 FM- 09








White Fiber Chair	Wooden Chair	Chair
 <p data-bbox="320 770 416 797">FM- 010</p>	 <p data-bbox="756 770 826 797">FM- 11</p>	 <p data-bbox="1171 770 1251 797">FM- 12</p>

Cushion Chair	Office Chair	L Shaped Bar Stool
 <p data-bbox="336 1368 406 1395">FM- 13</p>	 <p data-bbox="756 1368 826 1395">FM- 14</p>	 <p data-bbox="1177 1368 1248 1395">FM- 15</p>

C Shaped Bar Stool	White Stool	Black Stool
 <p data-bbox="336 1966 406 1993">FM- 16</p>	 <p data-bbox="756 1966 826 1993">FM- 17</p>	 <p data-bbox="1177 1966 1248 1993">FM- 18</p>





Black Chair	Puffy	Black Single Seater Sofa
 <p data-bbox="336 770 416 797">FM- 19</p>	 <p data-bbox="758 770 837 797">FM- 20</p>	 <p data-bbox="1177 770 1257 797">FM- 21</p>

Black 2 Seater Sofa	Black 3 Seater Sofa	White Single Seater Sofa
 <p data-bbox="336 1368 416 1395">FM- 22</p>	 <p data-bbox="758 1368 837 1395">FM- 23</p>	 <p data-bbox="1177 1368 1257 1395">FM- 24</p>

White 2 Seater Sofa	White 3 Seater Sofa	Coat Stand
 <p data-bbox="336 1966 416 1993">FM- 25</p>	 <p data-bbox="758 1966 837 1993">FM- 26</p>	 <p data-bbox="1177 1966 1257 1993">FM- 27</p>





Rack	Tall Showcase with Shelves and Light	Brochure Stand
		
FM- 28	FM- 29	FM- 30




White Counter (Table/Podium)	Counter with Lockable Door	Showcase Counter
		
Dimension (mm): 900x750x500 FM- 31	Dimension (mm): 900x750x500 FM- 32	Dimension (mm): 900x750x500 FM- 33




Octanorm Panel - 1mx2.5m	Octanorm Door	Wastepaper Bin
		
FM- 34	FM- 35	FM- 36





Planter	Planter	Planter
		
FM- 37	FM- 38	FM-39




Table Top	Table Top	Planter
		
FM- 40	FM- 41	FM- 42


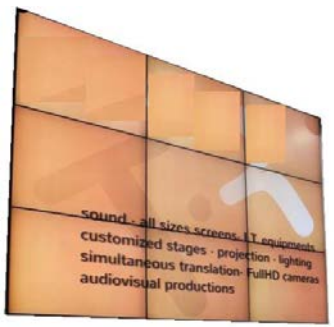

Bouquet	Flower Basket	Fish Bowl
		
FM- 43	FM- 44	FM- 45

Actual Plants may be vary as per availability





42" LED TV with HDMI Cable	50" LED TV with HDMI Cable	Touch Screen 42" HD
USB Drive Supported 	USB Drive Supported 	
FM- 46	FM- 47	FM- 48




32" Screen LCD TFT	Video Wall 9 Screens 40"	Video Wall 4 Screens 40"
		
FM- 49	FM- 50	FM- 51

Laptop-i3/i5	Desktop Computer-i3/i5	All-in-One Printer (Printer, Copier, Scanner, Laser Color)
		
FM- 52	FM- 53	FM- 54








PC Speakers	Apple iPad / Tablet	Keyboard & Mouse
 <p data-bbox="336 770 416 797">FM- 55</p>	 <p data-bbox="756 770 836 797">FM- 56</p>	 <p data-bbox="1177 770 1257 797">FM- 57</p>

Spot Light	Electrical Extension Board	4 Option Vending Machine
 <p data-bbox="336 1368 416 1395">FM- 58</p>	 <p data-bbox="756 1368 836 1395">FM- 59</p>	 <p data-bbox="1177 1368 1257 1395">FM- 60</p>




2 Option Vending Machine	Microwave	Refrigerator - 50L
 <p data-bbox="336 1966 416 1993">FM- 61</p>	 <p data-bbox="756 1966 836 1993">FM- 62</p>	 <p data-bbox="1177 1966 1257 1993">FM- 63</p>





Refrigerator - 165L	Water Dispenser	20ltr Water Jar
		
FM- 64	FM- 65	FM- 66

Paper Cups	Ice Box	A4 Table Top Specification Stand
		
FM- 67	FM- 68	FM- 69

Specification Stand	Visitors Book	Inauguration Lamp
		
FM- 70	FM- 71	FM- 72



FURNITURE RATE LIST

Code No.	Name	Rate (INR)	Rate (US \$)
FM-01	Glass Top High Table	2300	36
FM-02	White Office Table	2500	39
FM-03	Discussion Table - White Top	2300	36
FM-04	Discussion Table - Glass Top	1500	24
FM-05	Round Glass Table for Sofa	2300	36
FM-06	Center Table for Sofa	1400	23
FM-07	Center Table	1900	30
FM-08	Center Table 2	1900	30
FM-09	Corner Table	1300	20
FM-10	White Fiber Chair	1800	28
FM-11	Wooden Chair	1500	24
FM-12	Chair	1600	25
FM-13	Cushion Chair	1600	25
FM-14	Office Chair	4000	62
FM-15	L Shape Bar Stool	1900	30
FM-16	C Shape Bar Stool	1500	24
FM-17	White Stool	1800	28
FM-18	Black Stool	1800	28
FM-19	Black Chair	1600	25
FM-20	Puffy	1300	20
FM-21	Black Single Seater Sofa	6000	93
FM-22	Black 2 Seater Sofa	9000	139
FM-23	Black 3 Seater Sofa	16000	247
FM-24	White Single Seater Sofa	6000	93
FM-25	White 2 Seater Sofa	9000	139
FM-26	White 3 Seater Sofa	16000	247
FM-27	Coat Stand	2000	31
FM-28	Rack	2400	37
FM-29	Tall Showcase with Shelves and Light	8000	123
FM-30	Brochure Stand	2500	39
FM-31	White Counter (Table/Podium)	1800	28
FM-32	Counter with Lockable Door	2300	36
FM-33	Showcase Counter	4800	74
FM-34	Octanorm Door	4800	74
FM-35	Octanorm Panel - 1 m x 2.5m	1800	28
FM-36	Wastepaper Bin	300	5





Code No.	Name	Rate (INR)	Rate (US \$)
FM-37	Planter	1200	24
FM-38	Planter	1200	18
FM-39	Planter	1500	18
FM-40	Table Top Plant	900	14
FM-41	Table Top Plant	900	14
FM-42	Planter	1500	24
FM-43	Bouquet	2400	37
FM-44	Flower Basket	1350	21
FM-45	Fish Bowl	1000	16
FM-46	42" LED TV with HDMI Cable	25200	388
FM-47	50" LED TV with HDMI Cable	34500	531
FM-48	Touch Screen 42" HD	42000	646
FM-49	32" Screen LCD TFT	25200	388
FM-50	Video Wall 9 Screens 40"	252000	3877
FM-51	Video Wall 4 Screens 40"	112000	1724
FM-52	Laptop-i3/i5	12000	185
FM-53	Desktop Computer-i3/i5	12000	185
FM-54	All-in-One Printer	12000	185
FM-55	PC Speakers	2600	40
FM-56	Apple iPad / Tablet	14000	216
FM-57	Mouse & Keyboard	2500	39
FM-58	Spot Light	900	14
FM-59	Electrical Extension Board	1000	15
FM-60	4 Option Coffee Machine	12500	192
FM-61	2 Option Coffee Machine	8500	131
FM-62	Microwave	8400	130
FM-63	Refrigerator - 50L	5000	77
FM-64	Refrigerator - 165L	8000	123
FM-65	Water Dispenser	8400	129
FM-66	Water Jar	210	4
FM-67	Paper Cups	1.50	-
FM-68	Ice Box	4500	70
FM-69	A4 Table Top Specification Stand	600	10
FM-70	Specification Stand	1800	28
FM-71	Visitors Book	1200	19
FM-72	Inauguration Lamp	4000	62



FORM: F1

Company Name: _____

Company Address: _____

Company GST No.: _____ Stand No.: _____

Contact Person: _____

Contact No.: _____ Email Id: _____

Order Sheet

Code No.	Name	Qty
FM-01	Glass Top High Table	
FM-02	White Office Table	
FM-03	Discussion Table - White Top	
FM-04	Discussion Table - Glass Top	
FM-05	Round Glass Table for Sofa	
FM-06	Center Table for Sofa	
FM-07	Center Table	
FM-08	Center Table 2	
FM-09	Corner Table	
FM-10	White Fiber Chair	
FM-11	Wooden Chair	
FM-12	Chair	
FM-13	Cushion Chair	
FM-14	Office Chair	
FM-15	L Shape Bar Stool	
FM-16	C Shape Bar Stool	
FM-17	White Stool	
FM-18	Black Stool	
FM-19	Black Chair	
FM-20	Puffy	
FM-21	Black Single Seater Sofa	
FM-22	Black 2 Seater Sofa	
FM-23	Black 3 Seater Sofa	
FM-24	White Single Seater Sofa	
FM-25	White 2 Seater Sofa	
FM-26	White 3 Seater Sofa	
FM-27	Coat Stand	
FM-28	Rack	
FM-29	Tall Showcase with Shelves and Light	
FM-30	Brochure Stand	





Code No.	Name	Qty
FM-31	White Counter (Table/Podium)	
FM-32	Counter with Lockable Door	
FM-33	Showcase Counter	
FM-34	Octanorm Door	
FM-35	Octanorm Panel - 1 m x 2.5m	
FM-36	Wastepaper Bin	
FM-37	Planter	
FM-38	Planter	
FM-39	Planter	
FM-40	Table Top Plant	
FM-41	Table Top Plant	
FM-42	Planter	
FM-43	Bouquet	
FM-44	Flower Basket	
FM-45	Fish Bowl	
FM-46	42" LED TV with HDMI Cable	
FM-47	50" LED TV with HDMI Cable	
FM-49	32" Screen LCD TFT	
FM-50	Video Wall 9 Screens 40"	
FM-51	Video Wall 4 Screens 40"	
FM-52	Laptop-i3/i5	
FM-53	Desktop Computer-i3/i5	
FM-54	All-in-One Printer	
FM-55	PC Speakers	
FM-56	Apple iPad / Tablet	
FM-57	Mouse & Keyboard	
FM-58	Spot Light	
FM-59	Electrical Extension Board	
FM-60	4 Option Coffee Machine	
FM-61	2 Option Coffee Machine	
FM-62	Microwave	
FM-63	Refrigerator - 50L	
FM-64	Refrigerator - 165L	
FM-65	Water Dispenser	
FM-66	Water Jar	
FM-67	Paper Cups	
FM-68	Ice Box	
FM-69	A4 Table Top Specification Stand	
FM-70	Specification Stand	
FM-71	Visitors Book	
FM-72	Inauguration Lamp	





Note –

1. Please download the Furniture & Accessories Catalogue.
2. Foreign Exhibitors are requested to pay in US\$ only.
3. 100% advance is mandatory for confirmation of the order.

Rates mentioned above are on hire basis and applicable for show days only.

- Exhibitors / Contractors must ensure that heat emitting light fittings such as halogen fittings and incandescent bulbs more than 100 watt are not used for stand lighting neither by official service provider & nor by any third party contractors.

Contact:

Ms. Deepti Chhabra - +91 91377 62186 | expo.sponsor@36igc.org



FORM: F2

POWER REQUIREMENT

Company Name: _____

Company Address: _____

Company GST No.: _____ Stand No.: _____

Contact Person: _____

Contact No.: _____ Email Id: _____

Section A: Main power supply for Exhibits & lighting for show days (2 - 8 March 2020)

Service/Items	Connection+ Consumption Charges (per KW) (INR)	Kilo Watt	Amount (INR)	Amount (US \$)
400v, Three Phase 50 Hz Power Supply Three Phase cables would be provided at the booth and not 5 / 15 Amps Plug Point	Rs. 7500 / \$ 120			

Section B: Main power supply for setup & dismantling days (27 February -1 March 2020)

Service/Items	Connection+ Consumption Charges (per KW) (INR)	Kilo Watt	Amount (INR)	Amount (US \$)
220v, Single Phase 50 Hz (1KW - 3KW only) Single Phase cables would be provided at the booth and not 5 / 15 Amps Plug Point	Rs. 4200 / \$ 60			
			Total:	

* GST applicable extra in final invoice

Note

Please Note:

1. The above prices are the rental prices for one event only. One socket must be used for one Exhibit at a time. Multi-point connection is not allowed to prevent the risk of power overload and possible short circuit as well as fire hazards.
2. 50% refund will be given for any orders cancelled during set-up time. There will be no refund for cancellation done during show days.
3. The standard supply is 220V with approximately 10% fluctuation. For the safety of your equipment, please use a voltage stabilizer.
4. A surcharge of 100% of electrical charges will be levied if you require 24 hour operating services.

Contact:

Ms. Deepti Chhabra - +91 91377 62186 | expo.sponsor@36igc.org

FORM: F3

PRINTING REQUIREMENT

Company Name: _____

Company Address: _____

Company GST No.: _____ Stand No.: _____

Contact Person: _____

Contact No.: _____ Email Id: _____

Description	Tariff in INR @ per Sq ft	Tariff in USD @ per Sq ft	Dimensions	SQ. FT
Vinyl Printing & Pasting (per sq.ft)	130	2		
Fabric Print with Installation & Framing (per sq.ft)	175	2.7		
Vinyl Letter Cutting & Pasting (per sq.ft)	130	2		
3mm Sunboard with Vinyl Print (per sq.ft)	160	2.5		
			Total	

* GST applicable extra in final invoice

For

Authorised Signatory

Contact:

Ms. Deepti Chhabra - +91 91377 62186 | expo.sponsor@36igc.org

FORM: F4

MANPOWER REQUIREMENT

Company Name: _____

Company Address: _____

Company GST No.: _____ Stand No.: _____

Contact Person: _____

Contact No.: _____ Email Id: _____

Description	Rates Per Day (8hrs Sift)	Date (From - To)	No. of Days
Hostess at Reception	4500/-		
Pantry Boy for Serving	2500/-		
Cleaning Staff	1200/-		
Security Guard	1900/-		

For

Authorised Signatory

Contact:

Ms. Deepti Chhabra - +91 91377 62186 | expo.sponsor@36igc.org

FORM: F5

FREIGHT REQUIREMENT

Company Name: _____

Company Address: _____

Company GST No.: _____ Stand No.: _____

Contact Person: _____

Contact No.: _____ Email Id: _____

Heavy Exhibits = Any Exhibit and / or packing case exceeding 350 kg per square meter

Large Exhibits = Any Exhibit and / or packing case exceeding
1.83m (length) x 1.83m (width) x 2.2m (height) or 6ft (L) x 6ft (W) x 4ft (H)

- Any large or heavy Exhibits must be moved in by **27th February 2020** ; otherwise, they may not be permitted entry into the exhibition booth.
- All such Exhibits must be handled by the Official Freight Forwarder on site.
- Exhibitors with heavy Exhibits please refer to the floor loading capacity (see Rules & Regulations section), **and to provide steel plates for loading spread at their own cost**
- **Exhibitors with heavy Exhibits must provide plywood base at their own cost.**
- **For all payments related to Freight, it will be paid by the exhibitors directly to the Freight Forwarding Agency.**

Item Description	Dimensions (cms) (L x B x H)	Weight (kgs.)	Date of Arrival

For further information please contact our official Freight Forwarder:

Siddhartha Logistics
Anil Kumar
General Manager
anidelhi@siddharthalogistics.com
Mobile no.: 919910398813

For

Authorised Signatory

FORM: F6

EXHIBITOR BADGES

Company Name: _____

Company Address: _____

Company GST No.: _____ Stand No.: _____

Contact Person: _____

Contact No.: _____ Email Id: _____

Exhibitor badges can be collected at the Organiser Office located at the entrance of the exhibition hall during built-up period (see below). Please bring proof of your participation such as a copy of the stand confirmation letter issued by the Organiser. The Organiser will not send out Exhibitor badges in advance.

During built-up and the exhibition period, everyone is required to wear a relevant badge. No Exhibitors or contractors are allowed to enter the exhibition hall without a badge. Please cooperate with the security guards at all times. Transferring, altering or selling official badges is strictly prohibited.

Kindly provide the information in the given below format:

Sr. No.	Name of the Person	Job Title	Organization	Country
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

For

Authorised Signatory

Contact:

Ms. Deepti Chhabra - +91 91377 62186 | expo.sponsor@36igc.org

FORM: F7

NO SALE/PURCHASE UNDERTAKING

TO WHOM SO EVER IT MAY CONCERN

We, _____ are registered dealer/manufacturer in the Country / State / City of _____, having registration certificate No. _____, GST / VAT No. _____.

We are participating in the "36th IGC India 2020" scheduled to be held from 2 - 8 March 2020 at India Expo Centre, Greater Noida, India.

We are participating in the said Business to Business (B2B), trade show for the promotion and development of our business. We understand that 36th IGC India 2020 is a Business to Business (B2B) trade exhibition and declare that **"NO SALE"** and **"NO PURCHASE"** will be made at the exhibition venue during the exhibition period.

For _____

Name:- _____

Designation:- _____

Company Seal:- _____

Date:- _____

FORM: F8

Exit Pass

Company Name: _____

Company Address: _____

Stand No.: _____ Contact Person: _____

Contact No.: _____ Email Id: _____

Please allow us to carry the following items back (bags, cartons, packages, etc.) after the closure of the exhibition.

- | | |
|-----------|-----------|
| 1. _____ | Qty _____ |
| 2. _____ | Qty _____ |
| 3. _____ | Qty _____ |
| 4. _____ | Qty _____ |
| 5. _____ | Qty _____ |
| 6. _____ | Qty _____ |
| 7. _____ | Qty _____ |
| 8. _____ | Qty _____ |
| 9. _____ | Qty _____ |
| 10. _____ | Qty _____ |
| 11. _____ | Qty _____ |
| 12. _____ | Qty _____ |
| 13. _____ | Qty _____ |
| 14. _____ | Qty _____ |
| 15. _____ | Qty _____ |

Important Note:

1. All exhibitors are requested to submit **4 copies** of this form for stamping to the Organiser (will be collected from your booth by the respective zone manager) latest by **1700 hrs on 08 March 2020** (1 copy to Organiser, 1 copy to hall gate security, 1 copy to venue main gate security & 1 copy to be retained by Exhibitor for their reference)
2. Exhibits / materials / furniture should be moved out in one lot, as multiple gate passes will not be issued.
3. The Shell scheme Exhibitors must clear their Exhibits from the exhibition hall before 2300 hrs on 8 March 2020.
4. Raw Space Exhibitors and their booth / stand contractors are requested to clear all materials from the venue latest by 1300 hrs of 9 March 2020.
5. This is to further state that booth no.....has no remaining dues..... (sign).....

Authorised by Organiser



Note

A series of 25 horizontal lines for writing notes, spanning most of the page width.





36th International Geological Congress
C-II, Pushpa Bhawan, Madangir Road
New Delhi-I 10062, INDIA

For information on:

- GeoExpo & Sponsorship, contact: expo.sponsor@36igc.org
- Congress, contact: support@36igc.org

Website: www.36igc.org