



## **41<sup>st</sup> IEEE International Communications Energy Conference**

**Date: August 4<sup>th</sup> – 7<sup>th</sup> 2024**

**Venue: JW Marriot Hotel, Bengaluru**

### **TRADE MANUAL**

#### **Technical Specifications & Timeline: Exhibition Area**

#### **Some Important Information for Booth and Pavilion Exhibitors/Contractors**

1. It is mandatory for exhibitors to make 100% Payment to get a NOC from **INTELEC 2024** Before moving in.
2. It is mandatory for exhibitors to get their designs approved by the exhibition coordinator (details are mentioned at the end of the manual).
3. It is mandatory for the exhibitor contractors to follow the build-up time schedule for the Exhibition Booths.

**Setup starting – 4<sup>th</sup> August 2024 @ 08:00 AM**

**Setup completion – 5<sup>th</sup> August 2024 @ 12:00 AM**

4. It is mandatory for Exhibitors to order their Power Requirement during the build-up time (if required) and during show days to the exhibition coordinator by 3<sup>rd</sup> August 2024.
5. Height limit of the booths needs to be strictly followed as 10 ft. fascia and 8 ft. walls.

Submit the following forms filled (to be filled and submitted by the exhibitors who have opted for a Pre-fabricated structure:

- Form 1 – Shell Scheme Fascia Form
- Form 2 – Electricity Order Form
- Form 3 – Contractor Information Form

The exhibition coordinator will be there to assist regarding the accessibility of the lifts.

#### **For Pavilion Space Exhibitor:**

Setup starting from 4<sup>th</sup> August @ 08:00 AM onwards

1. Submit a copy of the stall design for approval.

Submit the following forms filled (to be filled and submitted by the exhibitors who have opted for aPre-fabricated structure:

- Form 2 – Electricity Order Form
- Form 3 – Contractor Information Form

2. Height limit of the booths needs to be strictly followed as 8 ft.

Any stand construction above the permissible height will strictly not be allowed and will be rectified by the Official Contractor of **INTELEC 2024** as they find correct.

The exhibition coordinator will be there to assist regarding the accessibility of the lifts.

**Important Information for Raw Space Exhibitors/Contractor:**

1. **Any Damages** to the Venue, Structures, Shell Scheme Stalls, and/or the disposal of booth construction waste left on-site after the event. Any breach of the organizers/venue’s regulations may be Penalty to Exhibitor and Booth Contractor.

2. It is the individual booth contractor’s responsibility to remove all packing and waste materials from the exhibition hall during both move-in and move-out. Garbage & waste materials from decoration work must not be discarded into the aisles & must be cleared. All material used must be removed during move-out and this must be done safely (no pushing over high pieces of the booth, no smashing of glass panels, etc.)

3. **Organizing Committee have reserved the right to deduct an actual and appropriate amount for damages to the structures, made by the exhibitor or their design & handling agencies’.** This is to ensure all the rules & regulations are abided by and to cover any damage arising directly or indirectly from infringement.

4. It is mandatory for Raw Space stands to order electrical load requirements to the exhibition manager.

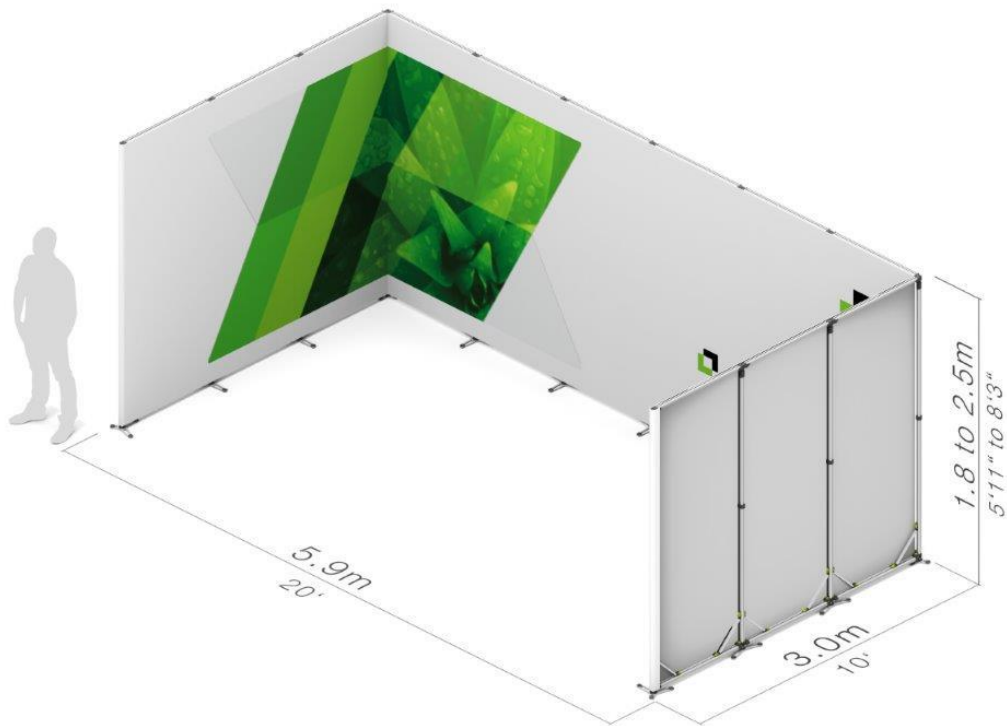
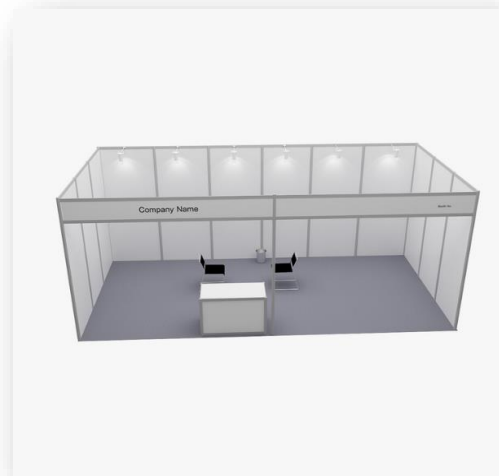
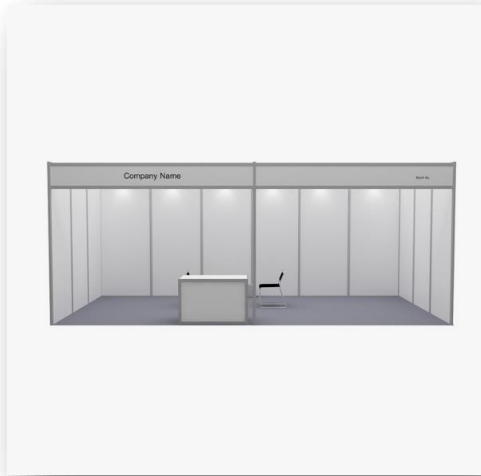
**Note: Connection Charges Exhibitor/Contractor will pay directly to the Official Show Contractor.**

<b>Trade / Exhibition Area</b>	
Exhibition Area Shell scheme booth	Pre function area
Maximum Allowance Height Fascia	3m (10 ft.)
Maximum Height of Common Wall/Sharing Wall/Back Wall including platform	2.4m (8 ft.)
Entry gate	NA
<b>Setup Date and Time</b>	<b>4<sup>th</sup> August @ 08:00 AM</b>
<b>Completion of work</b>	<b>5<sup>th</sup> August @ 12:00 AM</b>
<b>Stall Close Time</b>	<b>7<sup>th</sup> August @ 06:30 PM</b>
<b>Stall Removal Time</b>	<b>7<sup>th</sup> August @ 07:00 PM</b>

**Note: No work will be allowed after 5<sup>th</sup> August 12:00 AM.**

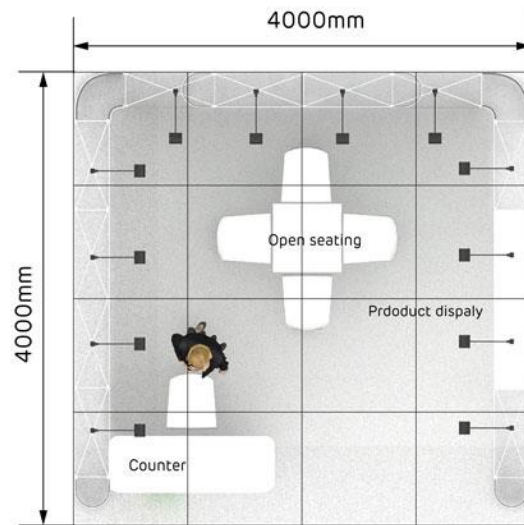
Exhibition Booth (Shell Scheme Booth Prospective)

6m x 3m Standard Shell Scheme Booth



Exhibition Booth (Shell Scheme Booth Prospective)

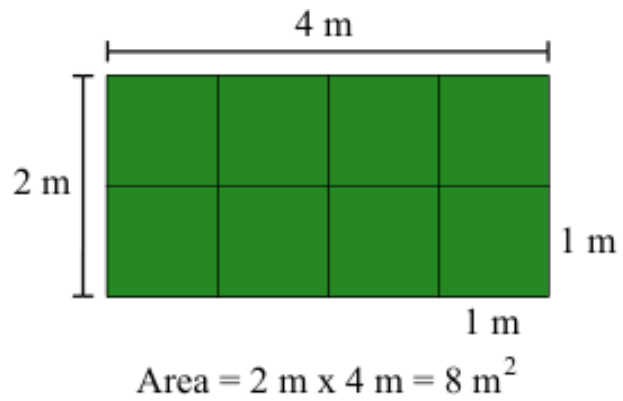
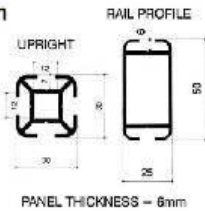
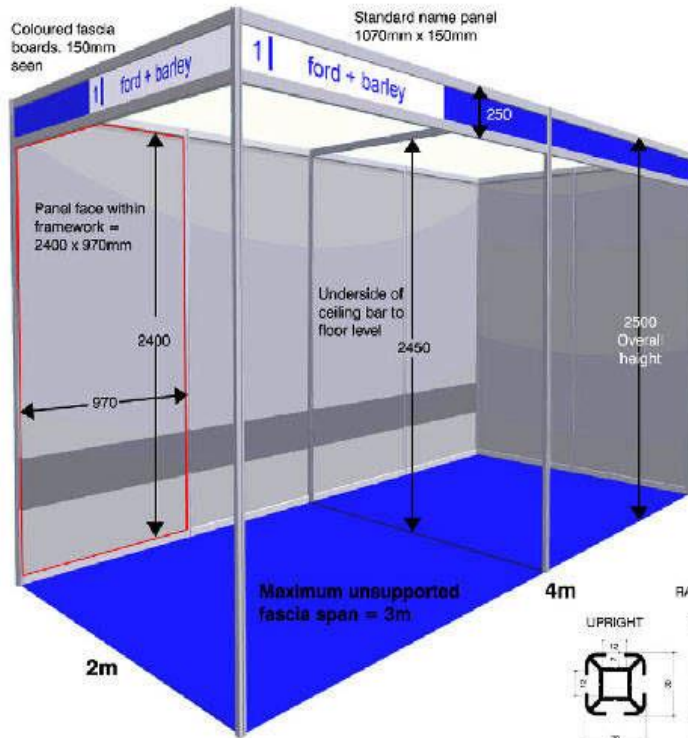
4m x 4m Standard Shell Scheme Booth



TOP PLAN

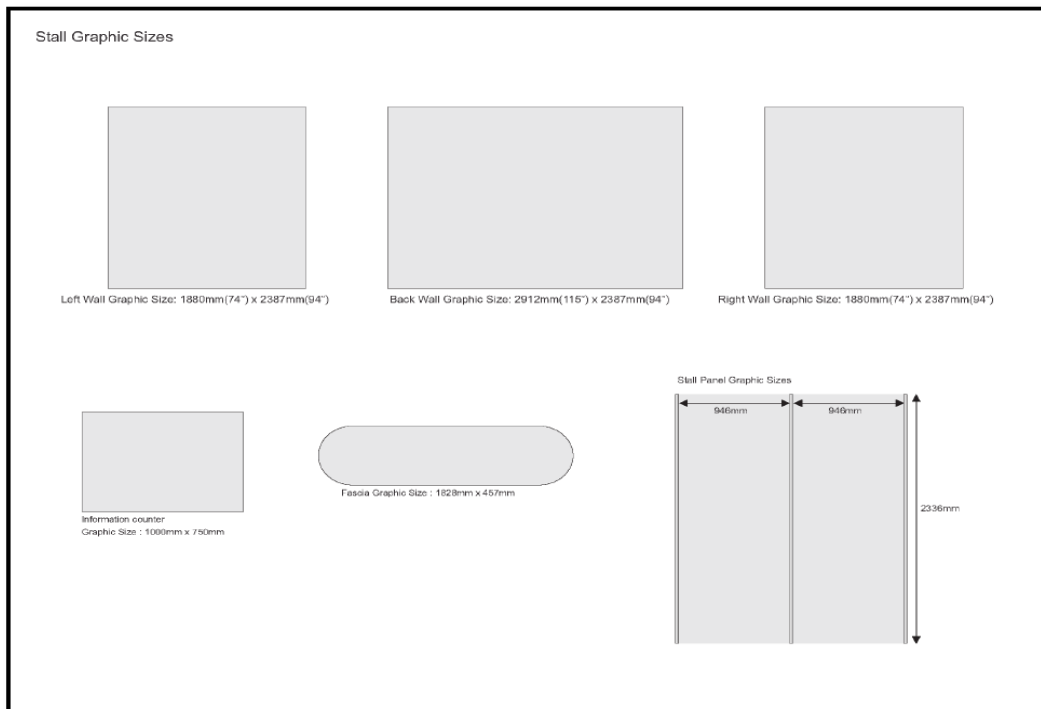
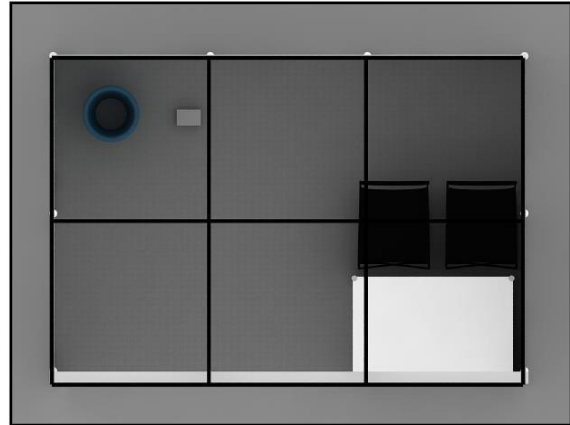
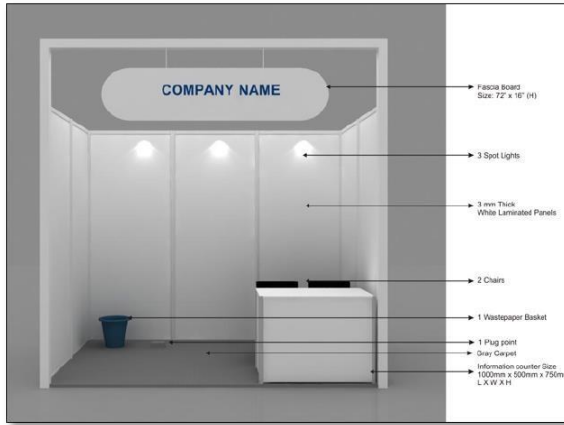
# Exhibition Booth (Shell Scheme Booth Prospective)

## 2m x 4m Standard Shell Scheme Booth



## Exhibition Booth (Shell Scheme Booth Prospective)

### 3m x 2m Standard Shell Scheme Booth



## Access to the Venue's Loading / Unloading Area

### *Entry Gate*

Access to the Venue unloading area during the buildup and dismantling periods is from the Venue entry Gate. Time-Schedule for On-Site Operations should be strictly followed by the exhibitor's appointed contractors.

All exhibitor's appointed contractors are required to:

- Bring along the Appointed Contractor Acknowledgment Letter issued by the Exhibition Coordinator.
- Bring along the Delivery Challan to be used as an entry pass to the event venue.
- NOC From **INTELEC 2024**
- It is mandatory for the booth contractors to provide government ID proof.
- It is mandatory to wear boots and helmets at all times during construction and dismantling at the venue.
- Consumption of unsustainable items including tobacco and sweet & savory flavorings is strictly prohibited at all times.

Please note NOC will be issued only against 100% Payment and design approvals from the Exhibition Coordinator.

**All booth contractors are required to submit the Delivery Challan clearly stating the list of equipment that will be brought into the Hall during the construction and dismantling periods at the Service Gate of The Venue.**

It is the responsibility of the exhibitor and their appointed contractors to ensure that their workmen do not enter other exhibitors' stands and other areas of the Venue.

## General Cleaning

General cleaning of the exhibition hall will be provided by the official contractor. The booth exhibitor is responsible for the cleaning of their respective booths, and it is required of the Exhibitor to maintain his booth in a clean condition at all times.

During the build-up and breakdown days of the Exhibition, the aisle of the Hall must not be obstructed with packing and construction materials or debris. Contractor-building space-only booths or booth interiors are responsible for removing their own building waste and off-cuts from the site at the end of each day. Painting and sawing can only be carried out at a certain designated area outside the Exhibition Hall.

At the end of the Exhibition, contractors must remove from the site all the materials. Should they fail to do so, the monies of their performance bond will be used to pay for such removal by the Official Cleaning Contractor. The Organizer reserves the right to charge the seller concerned for the removal of excessive waste (booth construction debris, crates/pallets, cartons, packing materials, or literature).

## Demonstration of Heavy/Large Exhibits

An Exhibitor intending to demonstrate equipment in its booth:

1. Must provide the Official Show Contractor with full details (type of machinery, dimensions, and weight requirements).
2. Must consider the conditions under which the equipment will be demonstrated. Precautions must be taken for the protection of the public, and legible signs displaying "**DO NOT TOUCH**" must be placed on any working exhibit to warn Visitors to stay a safe distance.
3. Must cause no annoyance to visitors or other Exhibitors. Where a high level of noise or other objectionable factors are involved, demonstrations may only take place at the timing (s) stipulated by the Organizer, who reserves the right to disallow a demonstration at any time.
4. Must not bring in or use at the exhibition site dangerous and hazardous goods and equipment such as poisonous gas, fuel, kerosene, noxious materials, inflammable, and equipment using such inflammable materials as gas stoves, kerosene stoves, and electric stoves without the prior written consent of the Organizer. Even if consent is given, it will be subject to adequate precautionary measures being taken.
5. Must not carry out any fire-hazardous operation work.
6. **Must keep their booths clean. Precautionary measures must be taken to prevent leakage of cutting fluid lubricant and oil or any staining. The Organizer reserves the right to charge the cost of cleaning the stains to the Exhibitor.**

## Standard Shell Scheme Booth Fitting Regulations

When planning the interior design of your booth, please consider the following regulations:

1. **No painting may be applied to existing panels.**
2. **Screwing, stapling, drilling, nailing, and welding on any of the aluminum frames and existing panels of the standard shell scheme are not allowed, in default whereof the Exhibitor or contractor shall be liable for the total loss resulting therefrom.**
3. Exhibitors may apply single or double-sided tapes on the existing panel.
4. **No glue, scotch tape, self-adhesive paper, screw, nail, spike, pin, or paint may be used on floors, walls, pillars, or any part of the Exhibition Hall.**
5. In order to keep the place clean and tidy, all the floors and pillars must be well covered with battens during the process of painting.
6. Corner booths will be open on two sides only unless otherwise requested by the Exhibitor and approved by the Organizer.
7. Exhibitors are not allowed to use any other area other than their allotted area for any branding purpose.



## Booth Decoration (Special Design of Raw Space & Upgrading of Shell Scheme Booth)

Exhibitors having "Special Design" booths or who wish to enhance their standard shell scheme booth are advised to use the services of the Official Show Contractor appointed by the Organizer to undertake the job as this will facilitate convenient installation. Otherwise, Exhibitors are required to obtain consent from the Organizer & Official Contractor before any of their own contractors are commissioned to work onsite and are subject to the following rules and regulations. The Organizer reserves the right to reject any contractor and design they deem inappropriate.

1. Exhibitors are to submit the name, address, and contact details of the appointed contractor, as well as the booth layout plan and design (plan & perspective view) in duplicate, to the Exhibition Coordinator no later than 3<sup>rd</sup> August 2024 for approval. A copy of the drawings will be returned, authorizing the commencement of construction if the design is approved.

**Failure to obtain written approval can result in costly alteration onsite such as when designs or installations contravene fire and safety regulations, and exceed the maximum allowable booth height and boundary of contracted space.**

2. **Booth structures should not exceed a height of 8 ft. Written approval must be obtained from the Official Contractor on all special design booths.**
3. **Back walls of the adjoining booth must not exceed a height of 8 ft.** unless the Exhibition Coordinator grants permission.  
Back walls must be provided, except in the case of an island booth. Booths with adjoining neighbors should also be provided with the necessary sidewalls.
4. **The Name and Booth Number of the Exhibitors must be prominently displayed.** If this is not observed, the Organizer / Exhibition Coordinator reserves the right to affix booth numbers (using mounted foam boards) as they consider fit and charge the cost incurred to the Appointed Contractor.
5. A suitable floor covering, such as a carpet, must be provided for all booths.
6. Where a 'Special Design' booth is located adjacent to a 'Shell Scheme' booth, the wall of the 'Shell Scheme' booth is considered rented by that Exhibitor and may not be utilized by the 'Special Design' booth.
7. All exposed rear surfaces of designs and structures must be decorated unless it is against the actual walls of the Exhibition Hall.
8. The shell scheme walls have a white laminate finish. Hence, no nailing, stapling, drilling, or painting of these walls is allowed. Panels can be affixed to these walls with the use of double-sided/Velcro tapes or with brackets rented from the Official Contractor.
9. No part of any structure may extend beyond the boundaries of the site allocated.
10. Materials for the construction or decoration of the booths shall have a minimum flame spread. Evidence and proof may be required for on-site inspection by the Fire Safety Bureau. All precautions must be taken by the contractor or the Exhibitor against fire to protect the public.
11. Exhibitors and/or contractors must clear out items not for display purposes (e.g. containers, packing items) and remove all exhibits and decoration materials immediately after the exhibition period according to the schedule listed under B1. The Exhibitors will have to pay the official contractor for the cost of removing such articles from their booth if they fail to do so.

12. Neon or flashing lights/signs will not be permitted unless it forms an integral part of an Exhibitor's product. Sequence-lit displays may be used subject to the Exhibition Coordinator's approval and the rate of light change.
13. No false ceiling will be approved, unless, the material used will allow water to flow freely (e.g. egg box or mesh netting). Approval from the Organizer and the Fire Safety Bureau must be obtained in writing if a portion of a booth is to be covered for a video presentation.
14. Exhibitors are reminded that it is the responsibility of their appointed booth fitting contractor to clean and vacuum the booth upon completion of construction, before handing it over to the Exhibitor.
15. Contractors Access: The exhibitors' appointed contractors shall have to apply for badges to enter and Work in the exhibition hall during the construction and dismantling periods.
16. The official Contractor reserves the right to reject any contractor and design they deem inappropriate. In the event of a dispute, the Organizer's decision will be final.

### **Operation of Booth**

1. The booth must be staffed and operational at all times during show opening hours. The Exhibitor's staff must wear Exhibitor Badges issued by the Organizer for identification. The Exhibitor shall be responsible for the good conduct of all its staff, agents, or representatives.
2. No business activity shall be conducted by the Exhibitor and/or its staff outside its booth boundaries.
3. No activity, which in the opinion of the Organizer, is tantamount to inconvenience or annoyance to the public or other Exhibitors, shall be caused by Exhibitors within the vicinity of the Exhibition. Examples include the noise level of equipment demonstrations and audio-visual presentations.
4. No Exhibitor may use air compressors or pressurized containers without prior approval of the Organizer & Exhibition Coordinator.
5. The weight of all exhibit items shall not exceed the floor loading limit.
6. All precautions must be taken by the Exhibitor against fire and to protect the public. Exhibitors, who, because of the nature of their exhibits, require specific fire protection, must make arrangements, at their own cost, for the provision of such equipment.
7. Without the special permission of the Organizer & Exhibition Coordinator, no exhibits can be taken into the booth once the Exhibition has been officially opened, and no removal from the booth before the close of the Exhibition.
8. No stage shows will be permitted unless with prior approval.
9. Unauthorized photo/video shooting in the venue is not allowed.
10. Exhibitors are not allowed to distribute promotional materials outside their booths. This is to observe fairness to other Exhibitors and to prevent inconvenience to Visitors.
11. Fire & Safety regulations require that no goods or packing materials may be stored in access areas behind or between booths. Exhibitors should design proper storage areas with adequate access within their own booth or approach the Official Freight Forwarder for storage.
12. Each Exhibitor is responsible for indemnifying the Organizer and its agents against liability to the owners of the exhibition premises, public authority or department of Government, and each and every other Exhibitor in respect of any action, cost, claim, and demand of whatever nature consequential to any act or omission of the Exhibitor, its staff or agents.

13. The Exhibitor shall be responsible for any damage caused to the structure, floor, walls, pillars, and any part of the Exhibition Hall, the Property of the Organizer, and any other Exhibitor caused by its staff in transportation, removal of exhibits, refuse and/or decoration works.

## Electrical Contractor and Installations

Electricity will be supplied through the Official Show Contractor only. The Exhibition Coordinator has been appointed to carry out all electrical work (wiring and connections, lighting, etc.) on all booths (Shell Scheme/Package and Special Design) at the exhibition and all charges thereof shall be paid by the Exhibitor. **For safety reasons, no other electrical contractor will be permitted to carry out electrical work onsite.**

1. No electrical installation may be suspended from the roof of the exhibition hall or affixed to any part of the building structure. No fitting may project beyond the boundaries of the installations and must be adequately protected against the excess current.
2. Any design or plan of electrical installation must be submitted to the Exhibition Coordinator before the indicated deadlines. No installation work shall be carried out without the written permission of the Organizer. The Organizer reserves the right to disconnect the electricity supply to any Exhibitor whose installations either violate the Organizer regulations or are deemed dangerous or are likely to cause annoyance to Visitors or other Exhibitors.
3. **NO MULTI-PLUGS ARE ALLOWED.** All sockets are for machine operation only and not for lighting. Lighting connections **MUST BE** ordered with the official contractor. For safety reasons, please use one socket for one machine only.

## Removal of Exhibits

### 1. During Show Days

- Exhibits will NOT be allowed to be taken out of the exhibition halls during the exhibition period.
- Removal or delivery of exhibition stores in or out of the exhibition hall is not permitted during the open hours of the exhibition. Such removal, delivery, or replenishment of stock may only be carried out before opening hours in the morning or after closing time in the evening.

### 2. On-Show Closure

- Exhibitors shall only start the tear-down procedure from 7:00PM on the last day of the exhibition 7<sup>th</sup> August 2024.

**In order to reduce the possibility of theft, it is strongly recommended that at least one person remains in the booth to oversee the process of moving out of your exhibits. While the Organizer will maintain security surveillance at all times, Exhibitors are reminded that goods will be most at risk at this time and that booths should not be left unattended until all portable items have been removed and hired items and/or equipment collected by the appropriate suppliers.**

At the close of the exhibition, in order to remove your goods smoothly, safely, and easily, the following paperwork must be carried out:

## Security and Insurance

Every reasonable precaution will be taken by the Organizer to ensure the security and safety of the Exhibition Hall and adjacent areas and the contents thereof. However, the Organizer cannot be held responsible for any loss or damage which may befall the person or property of the Exhibitors from any cause whatsoever.

While the Organizer is insured for Public Liability, it is the responsibility of the Exhibitors to take up insurance cover in respect of:

1. Exhibits and contents of booth against loss and damage by theft, fire, and any other natural calamities, or any cause whatsoever.
2. Expenses incurred due to abandonment or postponement of the exhibition.
3. Bodily injury or illness to their representative or agent, or visitors in their booth area.
4. Any other liability due to the negligence, inadvertence, or misbehavior of the Exhibitor and/or its workmen, staff, representatives, or agents.

Exhibitors, who because of the nature of their exhibits require specific fire protection, must make arrangements at their own cost for the provision of such equipment.

## Fire Precaution

Any person, on seeing an outbreak of fire, however slight, must make immediate use of the fire alarm system, and subsequently make every endeavor to extinguish the outbreak or to confine it by the use of extinguishers and/or removal of goods in the vicinity.

## Storage & Waste Materials

**For fire & safety regulations, Exhibitors are not permitted to store their empty cartons or packing materials behind or between booths.**

During the build-up and teardown periods, passageways in the exhibition hall must not be obstructed with packing materials, construction materials or debris.

## Dilapidation

Exhibitors are responsible for the cost of making well or replacing any damage or dilapidation 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 booths are also responsible for the cost of making good, restoring, or renewing any damage or dilapidation to their Shell booth structures, floor covering, light fittings, and/or any part thereof, whether caused by themselves or their agents, contractors or by any persons employed or engaged on their behalf by such agents or contractors.

The cost of making good any damage will be assessed by the Exhibitor Coordinator and charged to the Exhibitor. The Organizer, together with the Exhibitor Coordinator, will inspect the area before and after exhibition.