



# IEIA OPEN SEMINAR PARTNERSHIP AND EXHIBITOR PROSPECTUS 2018

Organized by



Supporting Associations



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## CONVERGE & CONNECT

Established in 2006, the Indian Exhibition Industry Association (IEIA) brings together all exhibition organizers, managers, designers & stand contractors, freight forwarders, services & facilities providers & venue owners. It provides a common platform to the entire industry to meet through Councils / Committees, Seminars / Workshops and consider ways and means for the sound and scientific development of various facets of the industry and exchange views and information on developments, improvements and offer solutions to its vast member base.

## OPEN SEMINAR 2018

The Association conducts many seminars, meetings, exhibitions and trainings for the benefit of its members and associates. Open Seminar is an Annual Event, where the Industry comes together along with its members and associates to deliberate on the happenings in the industry, build on their business and presence and network. Our theme for the forthcoming Open Seminar is "Converge and Connect".

## Newly Elected IEIA EXECUTIVE COMMITTEE (2017-19)



**K V Nagendra Prasad**  
President, IEIA  
Chief Operating Officer  
Hyderabad International  
Trade Expositions Ltd



**Ravinder Sethi**  
Vice President, IEIA  
Managing Director  
R E Rogers India Pvt. Ltd.



**Rakesh Kumar**  
Ex officio Member,  
Past President, IEIA  
Executive Director  
Export Promotion Council  
for Handicrafts



**Bhupinder Singh**  
Honorary Secretary, IEIA  
CEO  
Messe Muenchen India



**Sudeep Sarcar**  
Honorary Treasurer, IEIA  
Vice President  
India Exposition Mart Ltd.



**S. Balasubramanian**  
Executive Member, IEIA  
COO  
BIEC and Executive Director  
& Head - Trade Fairs, IMTMA



**Max Fernandes**  
Executive Member, IEIA  
Director  
Operations United Business  
Media Pvt. Ltd. (UBM India)



**Gaurav Juneja**  
Executive Member, IEIA  
Director  
Mex Exhibitions Pvt. Ltd.



**Sonia Prashar**  
Executive Member, IEIA  
Chairperson cum  
Managing Director  
NurnbergMesse  
India Pvt. Ltd.



**Vipul Agarwal**  
Executive Member, IEIA  
Managing Partner  
Expro Events Exhibits



## PARTNERSHIP INVITATION

Dear Industry Colleague,

I am pleased to announce the 8th Annual Open Seminar of the Indian Exhibition Industry Association (IEIA), which will be held from 9th to 11th May, 2018 at HITEX Exhibition Center, Hyderabad.

The Indian Exhibition Industry has played a big role in terms of impact on our economies, be it local, state or national. With an estimated industry size of approximately INR 25,000 crore (INR 250 billion) and over 700 major trade shows annually, it is growing at a rate of 8.8% per annum.

The 8th Annual International Conclave is expected to host over 800 delegates including 150 international participants from our industry. The two and a half days' event will be a platform for knowledge sharing, discussing collaborations and new policies, addressing industry challenges and developments and most importantly, networking among fellow members and participants.

The event will be well promoted and covered in various national and international media (both print and digital), drawing visibility from thousands of industry players from across the globe.

We appreciate your sponsorships in the past editions of our Open Seminars and trust it has derived great benefits for you. The 8th Annual Open Seminar will be an excellent opportunity for your organization to reach key people from the global exhibition industry, with special focus on India.

To reinforce your position as market leaders, choose from the many partnership opportunities listed in the partnership brochure.

We look forward to your continued support and active participation as always.



With best regards,  
**K V Nagendra Prasad**  
President, IEIA

## IEIA ANNUAL PARTNERSHIP FOR 2018



### IEIA EDUCATION PROGRAMS PARTNER

₹ 9,00,000\*

- Mention of Name & Logo in all collaterals of the Event.
- Logo on Event lanyards.
- 12 Sq.M. Exhibit space at a prominent location.
- Insertion of company literature in the delegate kit.
- Name and Logo in the Event brochures, press advertisements, Event website and all other promotional material.
- 8 Complimentary delegate passes for IEIA Open Seminar 2018.
- Half page advertisements on the inside cover of the annual report.
- Invitation to give away mementos to the chief guest and dignitaries.
- Invitation to introduce trainers and speakers during educational programs.
- Invitation on stage during graduation ceremonies and certificate presentations.

### IEIA INDUSTRY STUDY PARTNER

₹ 8,00,000\*

- Mention of Name & Logo in all collaterals of the Event.
- Logo on Event lanyards.
- 12 Sq.M. Exhibit space at a prominent location.
- Insertion of company literature in the delegate kit.
- Name and Logo in the Event brochures, press advertisements, Event website and all other promotional material.
- 8 Complimentary delegate passes for IEIA Open Seminar 2018.
- Logo on the annual report.
- Half page advertisements on the inside cover of the annual report.
- Invitation on stage during graduation ceremonies and certificate presentations.
- Invitation on stage to present the outlines of the Annual industry study.

\* For additional sponsorship opportunities contact: [ed@ieia.in](mailto:ed@ieia.in)

\*GST as applicable



## IEIA OPEN SEMINAR 2018 PARTNERSHIP

### EVENT PARTNER (EXCLUSIVE)

₹ 18,00,000\*

- Mention of Name & Logo in all collaterals of the Event.
- Logo on Event lanyards.
- 18 Sq.M. Exhibit space at a prominent location.
- Insertion of company literature in the delegate kit.
- Name and Logo in the Event brochures, press advertisements, Event website and all other promotional material.
- 10 Complimentary delegate passes for IEIA Open Seminar 2018.
- Listing of company's Name & logo in event publications.
- Presentation slot for 10 min during IEIA Open Seminar 2018.
- Logo on the annual report.
- Full page advertisement on the inside cover of the annual report.
- Invitation to give away mementos to the chief guest and dignitaries.
- Table reserved exclusively in the front row at IEIA Open seminar 2018 for 10 pax.

### PLATINUM PARTNER (EXCLUSIVE)

₹ 10,00,000\*

- Mention of Name & Logo in all collaterals of the Event.
- Logo on Event lanyards.
- 18 Sq.M. Exhibit space at a prominent location.
- Insertion of company literature in the delegate kit.
- Name and Logo in the Event brochures, press advertisements, Event website and all other promotional material.
- 8 Complimentary delegate passes for IEIA Open Seminar 2018.
- Listing of company's Name & logo in event publications.
- Presentation slot for 10 min during IEIA Open Seminar 2018.
- Logo on the annual report.
- Invitation to give away mementos to the chief guest and dignitaries.
- Table reserved exclusively in the front row at IEIA Open seminar 2018 for 8 pax.

### GOLD PARTNER

₹ 7,00,000\*

- Mention of Name & Logo in all collaterals of the Event.
- Logo on Event lanyards.
- 9 Sq.M. Exhibit space at a prominent location.
- Insertion of company literature in the delegate kit.
- Name and Logo in the Event brochures, press advertisements, Event website and all other promotional material.
- 6 Complimentary delegate passes for IEIA Open Seminar 2018.
- Listing of company's Name & logo in event publications.

### SILVER PARTNER

₹ 4,00,000\*

- Mention of Name & Logo in all collaterals of the Event.
- Logo on Event lanyards.
- 9 Sq.M. Exhibit space at a prominent location.
- Insertion of company literature in the delegate kit.
- Name and Logo in the Event brochures, press advertisements, Event website and all other promotional material.
- 4 Complimentary delegate passes for IEIA Open Seminar 2018.
- Listing of company's Name & logo in event publications.

### DELEGATE KIT PARTNER (2 Nos.)

₹ 5,00,000\*

IEIA offers each delegate a congress bag. This delegate bag will be of high quality and will be used even post the IEIA Event.

- Logo on the Delegate Kit.
- Logo will be featured on all IEIA Event collaterals, venue, stage backdrop, website & link to partner's web page.
- Partner's literature in the delegate kit.
- 3 complimentary delegate passes to IEIA Open Seminar 2018.
- 9 Sq.M. Exhibit space at a prominent location.

\* For additional sponsorship opportunities contact: ed@ieia.in

\*GST as applicable



## DELEGATE PEN PARTNER (EXCLUSIVE)

₹ 3,00,000\*

IEIA offers each delegate a good quality delegate pen as part of the kit. Final approval of the pen rests with the LOC.

- Logo on the Pen.
- Logo will be featured on all IEIA event collaterals, venue, stage backdrop, website & link to partner's web page.
- Company literature in the delegate kit.
- 2 complimentary delegate passes to IEIA Open Seminar 2018.
- 6 Sq.M. Exhibit space at a prominent location.

## REGISTRATION PARTNER (EXCLUSIVE)

₹ 3,50,000\*

IEIA hosts many programs throughout the year in various cities. Your sponsorship will be acknowledged at the OS 2018 & all such programs.

- Logo will be featured at registration area at the OS 2018.
- Logo will be featured on all IEIA Event collaterals, website & link to partner's web page.
- 3 complimentary delegate passes to IEIA Open Seminar 2018.
- 6 Sq.M. Exhibit space at a prominent location.

## WELCOME DINNER PARTNER DAY 0

₹ 5,00,000\*

- Presentation slot or speech for 5 min during the dinner.
- Logo branding in all event collaterals, event website & link to partner's web page.
- Partner's literature in the delegate kit.
- Two banners/ standees bearing the Partner's logo will be placed at the respective meal venue.
- Logo on the conference program schedule.
- 5 Complimentary delegate passes.
- 12 Sq.M. Exhibit space at a prominent location.
- Partner's support will be acknowledged by the emcee.

## AWARDS & GALA DINNER DAY 1

₹ 9,00,000\*

- Presentation slot or speech for 5 min during the dinner.
- Logo branding in all event collaterals, event website & link to partner's web page.
- Partner's literature in the delegate kit.
- Two banners/ standees bearing the Partner's logo will be placed at the respective meal venue.
- Logo on the conference program schedule.
- 8 Complimentary delegate passes.
- 12 Sq.M. Exhibit space at a prominent location.
- Partner's support will be acknowledged by the emcee.

## CONFERENCE LUNCHEON PARTNER DAY 1

₹ 4,00,000\*

- Logo branding in all event collaterals, event website & link to partner's web page.
- Partner's literature in the delegate kit.
- Two banners/ standees bearing the Partner's logo will be placed at the respective meal venue.
- Logo on the conference program schedule.
- 3 Complimentary delegate passes.
- 9 Sq.M. Exhibit space at a prominent location.
- Partner's support will be acknowledged by the emcee.

## CONFERENCE LUNCHEON PARTNER DAY 2

₹ 4,00,000\*

- Logo branding in all event collaterals, event website & link to partner's web page.
- Partner's literature in the delegate kit.
- Two banners/ standees bearing the Partner's logo will be placed at the respective meal venue.
- Logo on the conference program schedule.
- 3 Complimentary delegate passes.
- 9 Sq.M. Exhibit space at a prominent location.
- Partner's support will be acknowledged by the emcee.

\* For additional sponsorship opportunities contact: ed@ieia.in

\*GST as applicable



## TEA/COFFEE PARTNER DAY 1

₹ 2,00,000\*

- Logo branding in all event collaterals, event website & link to partner's web page.
- Partner's literature in the delegate kit.
- Two banners/ standees bearing the Partner's logo will be placed at the respective meal venue.
- Logo on the conference program schedule.
- 2 Complimentary delegate passes.
- 9 Sq.M. Exhibit space at a prominent location.
- Partner's support will be acknowledged by the emcee.

## TEA/COFFEE PARTNER DAY 2

₹ 2,00,000\*

- Logo branding in all event collaterals, event website & link to partner's web page.
- Partner's literature in the delegate kit.
- Two banners/ standees bearing the Partner's logo will be placed at the respective meal venue.
- Logo on the conference program schedule.
- 2 Complimentary delegate passes.
- 9 Sq.M. Exhibit space at a prominent location.
- Partner's support will be acknowledged by the emcee.

## MEMENTOS PARTNER (EXCLUSIVE)

₹ 3,00,000\*

Mementos acknowledge an achievement. These are retained & displayed by the recipient giving you long recall value.

- Logo behind every memento.
- Partner's Logo will also be featured on event collaterals, venue, stage backdrop, and on IEIA website.
- The Partner's literature will be included in the delegate kit.
- 2 complimentary delegate passes for IEIA Open Seminar 2018.
- 9 Sq.M. Exhibit space at a prominent location.

## VENUE BRANDING PARTNER (EXCLUSIVE) \*\*

₹ 1,00,000\*

IEIA offers a great opportunity to companies involved in branding to showcase their capabilities and in return, IEIA offers opportunities to promote the Partner's brand across the industry.

- The logo will be featured in event collaterals, venue, stage backdrop and on IEIA website.
- The Partner's literature will be included in the delegate kit.
- 2 complimentary delegate passes.
- 9 Sq.M. Exhibit space at a prominent location.
- Opportunity to carry out venue branding.

## CONFERENCE NOTEPAD PARTNER (EXCLUSIVE)

₹ 3,00,000\*

The delegate kit bag will carry one notepad. This is used for the conference by delegates and will have high company visibility.

- The logo will be featured on the notepad.
- The Partner's literature will be included in the delegate kit.
- 2 complimentary delegate passes.
- 9 Sq.M. Exhibit space at a prominent location.

## LOCAL TRANSPORT/LOGISTICS PARTNER (2 Nos.)

₹ 3,00,000\*

IEIA OS will have delegates from across the globe. Partner's name and logo will be displayed on all carriages that will transport guests from airport/ hotels/venue.

- The logo will be featured in Event collaterals, website and the link to partner's web page.
- 2 complimentary delegate passes.
- 9 Sq.M. Exhibit space at a prominent location.

## CONFERENCE BOOKLET ADVERTISEMENT

₹ 1,00,000\*

Full page colour advertisement on the inside front cover/inside back cover/back cover.

- Reach out to all registered participants with your company message.

\*\* Plus additional deliverables as per 'Terms of Reference' to be confirmed from IEIA Secretariat.

\* For additional sponsorship opportunities contact: [ed@ieia.in](mailto:ed@ieia.in)

\*GST as applicable



## TECHNOLOGY PARTNER (4 NOS.) \*\*

₹ 1,00,000\*

IEIA offers a great opportunity to companies involved in technical support to showcase their capabilities and in return, IEIA offers opportunities to promote the Partner's brand across the industry.

- The logo will be featured in event collaterals, venue, stage backdrop and on IEIA website.
- The Partner's literature will be included in the delegate kit.
- 2 complimentary delegate passes.
- 6 Sq.M. Exhibit space at a prominent location.
- Opportunity to carry out technical support.

## STAND FABRICATION PARTNER (EXCLUSIVE) \*\*

₹ 1,00,000\*

IEIA offers a great opportunity to companies involved in exhibition stand to showcase their capabilities and in return, IEIA offers opportunities to promote the Partner's brand across the industry.

- The logo will be featured in event collaterals, venue, stage backdrop and on IEIA website.
- The Partner's literature will be included in the delegate kit.
- 2 complimentary delegate passes.
- 9 Sq.M. Exhibit space at a prominent location.
- Opportunity to carry out exhibition stand.

## AV PARTNER (EXCLUSIVE) \*\*

₹ 1,00,000\*

IEIA offers a great opportunity to companies involved in AV support to showcase their capabilities and in return, IEIA offers opportunities to promote the Partner's brand across the industry.

- The logo will be featured on event collaterals, venue, stage backdrop and on IEIA website.
- The Partner's literature will be included in the delegate kit.
- 2 complimentary delegate passes.
- 6 Sq.M. Exhibit space at a prominent location.
- Opportunity to carry out Av support.

## MEDIA PARTNER\*\*

Media Partner will provide the following deliverables to IEIA in their publications:  
3 Full page colour print ads, event announcement news coverage and event coverage special post event coverage.

- Projected as IEIA media partner to the industry.
- Logo featured as an media partner on all collaterals.
- The logo will be featured on all IEIA event collaterals, venue, stage backdrop, website & link to partner's web page.
- 4 complimentary delegate passes to IEIA Open Seminar 2018.

\*GST as applicable \*\* Plus additional deliverables as per 'Terms of Reference' to be confirmed from IEIA Secretariat.

\*\* Plus additional deliverables as per 'Terms of Reference' to be confirmed from IEIA Secretariat.



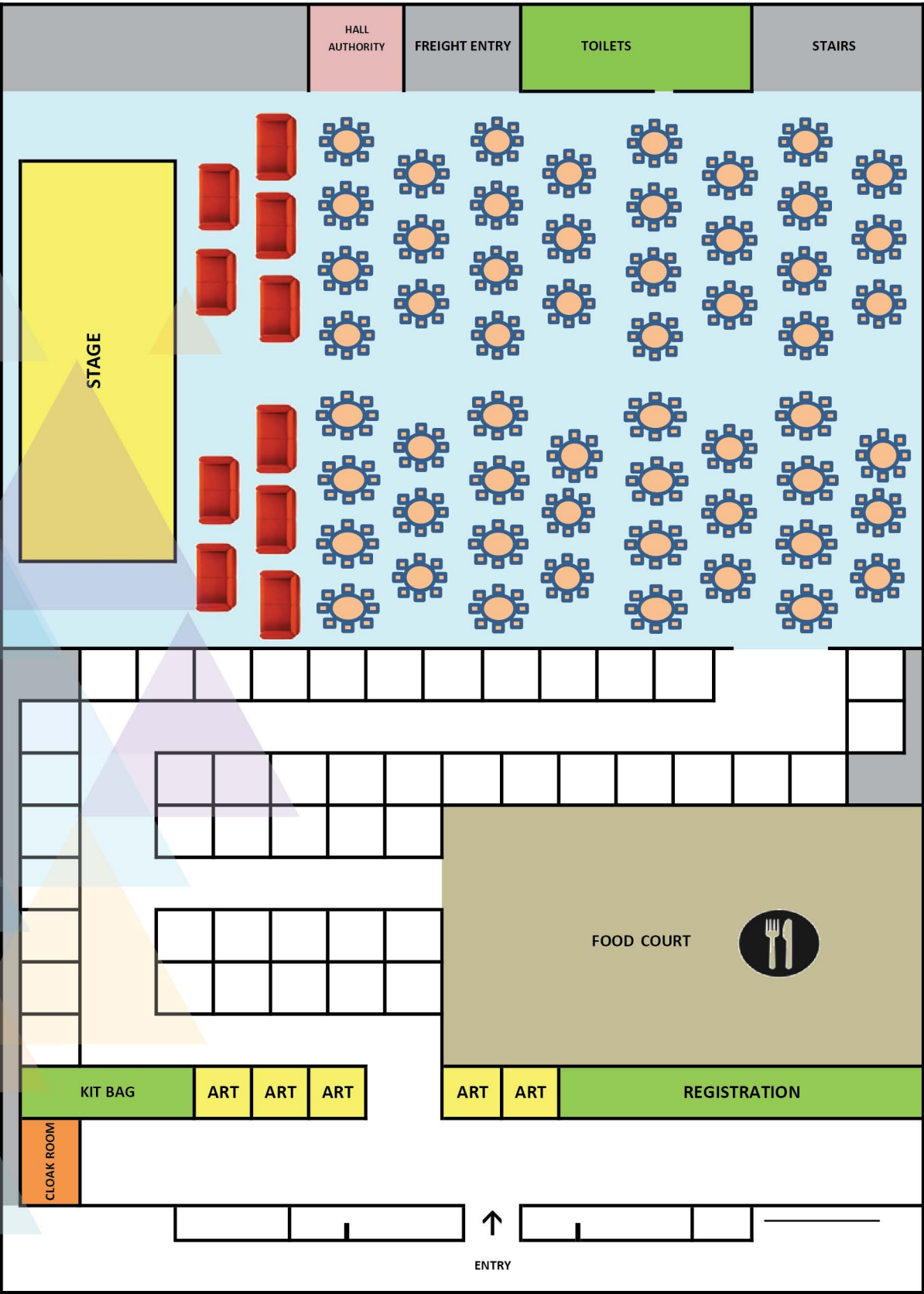
## IEIA EXHIBITION SERVICES EXPO 2018

The exhibition is an integral part of the Open Seminar. It gives the exhibitors the opportunity to showcase their products and services and educate the users on the new features and technology used in the improved versions if any. Our exhibitions are also an opportunity for exhibitors to directly interact with venues and representatives and end users. Our limited timed B2B session encourages participants to book their meetings directly with a service provider for one to one meetings which help you improve your business and increase your brand image of the industry.

Come be a part of this very evolving industry exhibition and participate in 2 new activities, exclusively planned to boost your presence and sales.



# IEIA Open Seminar and Exhibition Floor Plan



Activities being organized by **Open Seminar 2018** to boost attendance in the exhibition area



## BEST STAND

A panel as well as all participants give their votes to the stands based on selected parameters. Participants will be allowed to vote using the congress mobile app. Based on the votes received, gold, silver and bronze stickers will be given to exhibitors to be displayed on their stands.

## SCAVENGER HUNT

A game in which delegates are sent out to accumulate, without purchasing, a series of common, outlandish, or humorous objects, the winner being the person returning first with all the items. Many of the items to look for will be at the stands or something they have to ask the people manning the stand. Exhibitors to suggest/prepare some items for the hunt.

The above activities will lead to:

- a. Increased engagement of participants
- b. Better and more interactive stands
- c. More participation at the stands

## EXHIBIT HOURS, SET-UP AND DISMANTLING

**Exhibit hours:**  
Thursday, 10 May 2018  
09:00 - 19:00 hrs  
  
Friday, 11 May 2018  
09:00 - 19:00 hrs

**Exhibitor move-in:**  
Tuesday, 08 May 2018 12:00 - 23:59  
Wednesday, 09 May 2018 00:00 - 06:00  
  
**Exhibitor move-out:**  
Friday, 11 May 2018 19:30 - 23:59



# EXHIBITION RULES & REGULATIONS

## 1. THE EXHIBITION

### IEIA EXHIBITION SERVICES EXPO 2018

www.ieia.in

## 2. THE ORGANIZER

### Indian Exhibition Industry Association

A-337, Shivalik, New Delhi – 110017

Telefax: +91 11 41045481 | Email: ed@ieia.in; www.ieia.in

## 3. DATES, TIMINGS & VENUE

Dates: 10th - 11th May, 2018

Timings: 9:00 am to 7:00 pm

Venue: HITEX Ltd., HYDERABAD

## 4. EXHIBITORS MOVE IN AND MOVE OUT TIMINGS

Bare/Raw Space: The Bare/Raw Space exhibitors can move in and commence their stall erection / decorations as per the timings below:

To commence from 10:00 am on 8th May, 2018

To complete before 6:00 pm on 9th May, 2018

Shell / Built-up Space: Shell/Built-up Space exhibitors can move in from 10:00 am onwards on 9th May, 2018 and finish stall set up by 6 pm on 9th May, 2018.

## 5. FACILITIES PROVIDED

For indoor display built-up space: Indoor display built-up space booths will be provided with Octonorm System construction, Fascia name board & stall carpeting. For every 9 Sq. M. built-up stall, the following are the complimentary booth amenities - one information table, two chairs, three spotlights, one power point of 15A (500 watts power max.) and one waste paper basket 9 Sq. M. built-up stall exhibitor will get one additional spot light.

*Any additional requirements of Furniture, Electricals, Carpets, Electricity etc. may be ordered as per the Furniture and Electrical Requisition Form in the Exhibitor Manual. For indoor display Bare/Raw space stalls (Min size: 18 sq.m) : This exhibition space is considered as FREE DESIGN space and comes WITHOUT any carpeting, furniture, power or electrical fittings by the organizers. Any requirements of furniture, power, electrical, carpeting etc. may be ordered as per the Furniture and Electrical Requisition Form in the Exhibitor Manual.*

## 6. EXTRA FURNITURE / FITTINGS

Any requirement of extra furniture / fittings and ancillary services must be ordered through the duly filled Furniture and Electrical Requisition Form before 6th May, 2018 along with the electricity requirements and outside furniture will not be allowed in built-up stalls.

## 7. SUPPLY OF ELECTRIC POWER

Electric power supply available at the Exhibition is as follows:

Three Phase: 400 Volts +/- 10%

Single Phase: 230 Volts +/- 10%

Frequency: 50 HZ +/- 3%

The functions mentioned above are only for reference; however variations could be expected on some occasions. The Organizers will not be responsible for any fluctuations in electricity.

## 8. ADDITIONAL POWER

Additional Power required by the Exhibitor will be made available at an extra cost of Rs.1700/- for single phase and Rs. 2,000/- for three phase.

Note: Exhibitors can draw up to a maximum of 500W only from the plug socket provided in their stall. Any additional power drawn over 500W will attract an extra charge. Exhibitors requiring heavy electrical load for their exhibits should submit such requirements to the Organizers by 6th May, 2018.

## 9. FAILURE TO EXHIBIT

Any organization that, having signed a contract for exhibition space, fails to exhibit, whether or not for any reason of the exhibitor's own choosing, and has not been released from the Contract by the Organizers, shall be liable for the full amount stated in the Contract plus any additional costs incurred by the Organizers as a result of such failure to exhibit. These terms cannot be varied under any circumstances.

## 10. EXCLUSIONS OF LIABILITY

The Organizers, their representative or agents shall not be liable for the safety of Exhibitors, their representative, agents, contractors or invitees during the Exhibition nor for any exhibits, articles or other property of whatever kind brought into the Exhibition by exhibitors, their representative, agents, contractors, invitees or members of the public.

The Organizers shall not in any event be held responsible for any restriction or conditions which prevent the construction, erection, completion, alteration or dismantling of stands or the entry, setting or removal of exhibits, or for the failure of services or amenities provided by other third party.

## 11. EXHIBITORS' INSURANCE

Exhibitors shall make sure that they are fully covered by insurance including, but not restricted to, all risks on their property exhibits or articles of any kind, public liability and

comprehensive protection against any loss or damage caused by any circumstance(s) whatsoever, whether by reason of fire, wear, theft accident or any other cause. The Exhibitor shall insure itself against, indemnity and hold the Organizers harmless in respect of all costs, claims, demands and expenses to which the Organizer's staff, (agents or contractors) or property, howsoever caused, as a result of any act or default of the Exhibitor, his representative, agents, contractors or invitees. If the Organizers so demand, the Exhibitor shall provide proof to the Organizers that the Exhibitor has adequate insurance cover. Exhibitors must ensure that their temporary staff and representative, agents or contractors are insured against claims for Workmen's Compensation. The period for which such insurance shall be maintained shall run from the time the Exhibitor or any of his representative, agents or contractors first enter(S) the exhibitor or any of his representative, agents or contractors first enter(s) the exhibition grounds, and shall continue until he has vacated the exhibition grounds and all his exhibits and property have been removed.

## 12. GROUP STANDS

Contracting parties for Group Stands are responsible for ensuring that all Exhibitors within their group are fully aware of, and agree to abide by these terms and conditions and by the rules and regulations of the Exhibition.

## 13. SUBLETTING OF STANDS

The Exhibitor must not transfer, dispose of, part with, or otherwise sublet the whole or any part of his site, whether for financial consideration or otherwise. The Exhibitor must, if he is an agent, distributor or licensee, state at the time of Contract, the names of the principals to be represented. This does not prohibit an Exhibitor displaying the products of a principal for whom he becomes agent, distributor or licensee after the time of contract, with prior written permission of the Organizers.

## 14. FORCE MAJEURE

The Organizers shall not be liable to the Exhibitors by reason of any cancellation or part time operating of the exhibition, either as a whole or in part, for any non-performance of their obligations under this Contract or for any amendments or alternations to all or any of the Rules and Regulations of the Exhibition in each case to the extent that such occurrence is due to any circumstances not within their control.

## 15. PROMOTION DURING THE EXHIBITION

Exhibitors are reminded not to place stickers, signs or posters anywhere in the Hall other than within their own stand. Likewise, Exhibitors' representative(s) may not distribute brochures, invitations etc. along the gangways or near the entrances. This is unfair to other Exhibitors and an inconvenience to visitors.

## 16. SECURITY

A) Exhibitors and their staff will not be allowed inside the Exhibition Hall after show hours. If your displays are very valuable or sensitive and you wish to hire security personnel to attend to your stand exclusively during off show hours, please contact the Organizers for security services. Please note that you are requested not to use personnel from any other security agency, except that which is approved by Indian Exhibition Industry Association.

B) All personnel in the Exhibition Halls must wear identification badges at all times. Exhibitor Badges and Contractor / Service Badges are available from the Organizer's office.

C) For security and safety reasons, exhibit movement in or out of the Halls during show hours is not permitted.

D) Our Security Agency will guard the exhibition site in general. However, their duties do not include specific attention to individual stands.

## 17. PAYMENT TERMS & CONDITIONS

100% Payment along with filled in & signed Space application form has to be submitted to the Organisers before the Event, strictly as per dates communicated by the Organisers. In the event of not receiving the full payment within the specified dates, it will be treated as cancelled by the exhibitor and the organizers will be free to cancel the participation and refund or forfeit the deposited in line with cancellation terms mentioned by the Organisers. Exhibitors will not be allowed to occupy their space or stands if the payment terms specified by the Organisers are not followed. These terms cannot be varied under any circumstances.

## 18. RAW SPACE STALL SITE

The minimum size for a raw space stall is 18 Sq.M. No restrictions are placed upon raw space stall designs provided they meet the following criteria:

A) Stall designers are particularly requested to avoid designs which block or both-in other exhibitors' stalls, gangways, fire points, extinguishers or emergency exits, without the specific consent of the Organizers. Exhibits and displays should not exceed this limit.

B) The mezzanine floor will not be let out and will only be considered in exceptional circumstances. However, a

surcharge of 25% of the stall charge will apply for the total surface of the upper floor area.

C) Exhibitors not building a floor platform are required to ensure that free access is given for the running of necessary cables across their stalls.

D) Exhibitors must ensure that the aisles are not blocked during erection of their stalls, and that the contractor removes his off-cuts and debris from the Hall and the stall is completely erected by 6.00 pm on 9th May, 2018

E) All electrical work must be carried out by the official contractor.

F) Spray painting of stand panels with oil-based paints & other inflammable material(s) inside the Hall is strictly prohibited.

G) Welding and cutting inside the Hall is strictly prohibited.

H) No Plaster of Paris (POP), brick work, melamine polishing or carpentry work will be allowed inside the halls.

I) The area of the booth must not exceed the allotted area (i.e. 1 inch outside the allotted marked area).

## 19. BUILT-UP STALL

The minimum size for a built-up stall is 9 Sq.M. The built-up stall contractor will put up the exhibitor's name and stall number on the fascia board. It is not allowed to attach any additional texts, logos etc., on the fascia board.

## 20. ELECTRICAL INSTALLATION

All on-site electrical installation must be carried out by the officially appointed Electrical Contractor. All prefabricated electrical fitting will be subject to an inspection by the official contractor before connection to the main supply. Payment for extra electrical load and consumption should be made to the Organizers in advance.

## 21. EQUIPMENT INTERFERENCE

No equipment can be operated, that makes excessive noise or causes of electrical interference or annoyance to other exhibitors. In this matter the decision of the Organizers will be final.

## 22. DAMAGE TO STAND STRUCTURE & EXHIBITION PREMISES

No person, under any circumstances, shall out into or through any floor covering or wall, not alter any standing service structure except when authorized in writing by the Organizer.

## 23. STAND CLEANING

During the exhibition days, the Organizers will be responsible for the daily cleaning of the aisles & gangways. During the build-up/dismantling periods, independent contractors appointed by exhibitors are responsible for the removal of the stand, building/dismantling materials and rubbish.

## 24. CANCELLATION TERMS

If any exhibitor cancels the booking, the amount is non refundable.

## 25. SPECIFIED USE

In case of companies / exhibitors that do not comply with the Exhibitor profile of IEIA EXHIBITION SERVICES EXPO 2018 the Organizers reserve the right to close down the booth without any notice to the Exhibitors.

## 26. GOVERNING LAW & JURISDICTION

Disputes if any, shall be governed and construed in accordance with Indian Laws and shall be subject to the jurisdiction of Hyderabad Courts.

## 27. STATUTORY COMPLIANCES

The Exhibitor shall be solely liable for all statutory compliances with regard to the sales done at the Exhibition.

## 28. SPECIAL DISPLAY REQUIREMENTS

Heavy machinery and demonstration of noise and smoke/exhaust emitting equipments will have to be displayed in specially earmarked areas and it will have to be intimated at the time of booking. Under no circumstance will they be allowed to be operated in the regular display areas.

29. Every exhibitor shall occupy the full area booked by them. If the exhibitor fails to take up the stall allocated, the Organizers reserve the right to use the stall as unoccupied and can allot to others. The exhibitor shall not have any claims in this regard.

## 30. ACCEPTANCE OF RULES

By the very fact that an Exhibitor participates in the Exhibition as Exhibitor, it will be presumed without any dispute that he/she, his/her company/organization has read the Rules & Regulations formulated by the Organizer as printed above and every participant irrespective of the amount of percentage of payment made to the Organizer and includes participants, exhibitors / co-exhibitors as well as companies / organizations of complimentary stalls, irrespective of the fact if they have signed or not signed the Registration Form or any other document.

## HITEX, INDIA



## The Venue HYDERABAD INTERNATIONAL TRADE EXPOSITIONS LIMITED

hitex.co.in

Established in 2003 and envisioned to be one of the comprehensive events and expositions destination in the country, HITEX is an integrated facility for events, exhibitions, conferences and live shows. It is located in the Information Technology corridor of Hyderabad and nestled in the midst of a vibrant economic landscape featuring IT parks, corporate districts, hospitality arenas, entertainment, retail, food and beverages besides being well connected with rail, road and air. HITEX has been the favourite destination for national, international and highly prestigious public events and expositions spread over an area of 53 acres and jointly operated along with the Government of Telangana, it offers an eclectic mix of indoor and outdoor exhibition & activity spots.

For booking stall space contact - E: secretariat@ieia.in, T: +91 11 41045481 | Stall spaces will allocated by the IEIA Expo Organizing Committee as per criteria decided on the basis of sponsorship titles and confirmations received.



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Exhibitions  
Mean Business



9<sup>th</sup> - 11<sup>th</sup> May 2018  
HITEX, HYDERABAD

For space booking,  
Partnership & General Enquiries:

**Indian Exhibition Industry Association**

LGF, A-337, Shivalik, Malviya Nagar

New Delhi - 110017, India.

T: +91 11 4104 5481 / 83

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