

EXHIBITION BOOTH MANUAL

UbuCon Asia 2025

Exhibition Details.....	2
Venue Details:.....	2
Exhibition Locations:.....	2
Booth Number:.....	4
Booth Types:.....	4
Setup and Tear-down Period.....	4
Setup:.....	4
Tear Down Period:.....	4
Fire and Safety Guideline:.....	5
Clean-up and Sustainability:.....	5
Venue Facilities:.....	5
Parking:.....	5
Wi-Fi and Electricity:.....	5
Lost and Found:.....	5
Food and Beverages at the Event:.....	6
Agreement and Compliance.....	6
Rules and Regulations:.....	6
Fire and safety.....	7

The Exhibitor Manual is designed to help you navigate the logistics at **UbuCon Asia 2025**, and most importantly, to ensure your participation in the event is a positive and memorable experience.

Exhibition Details

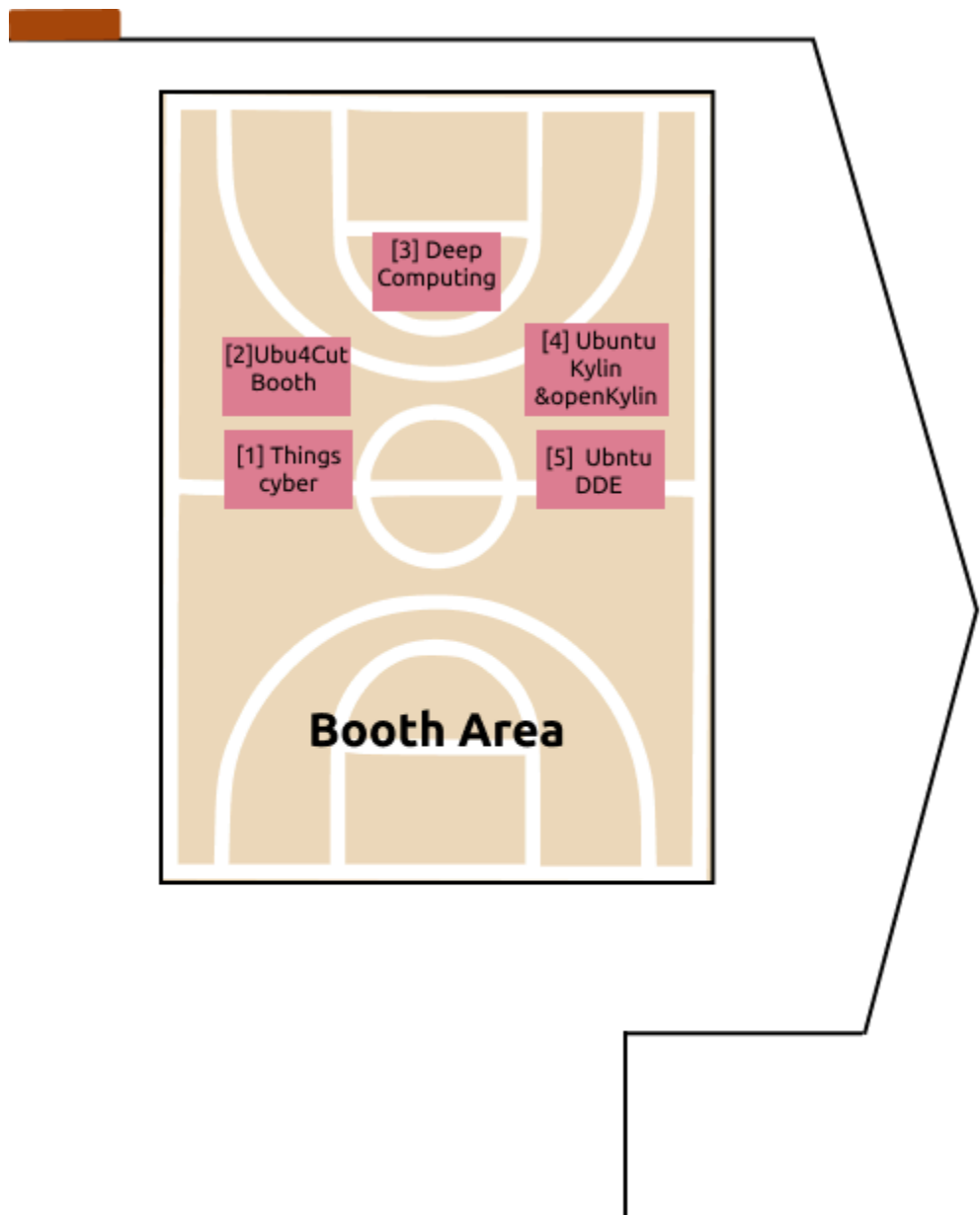
Venue Details:

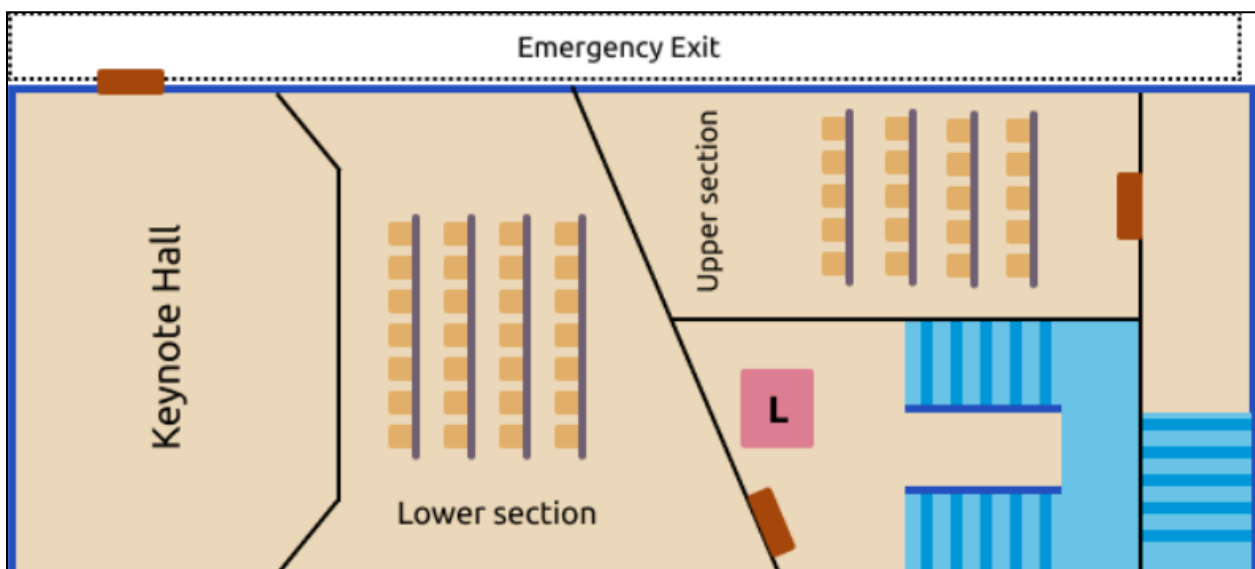
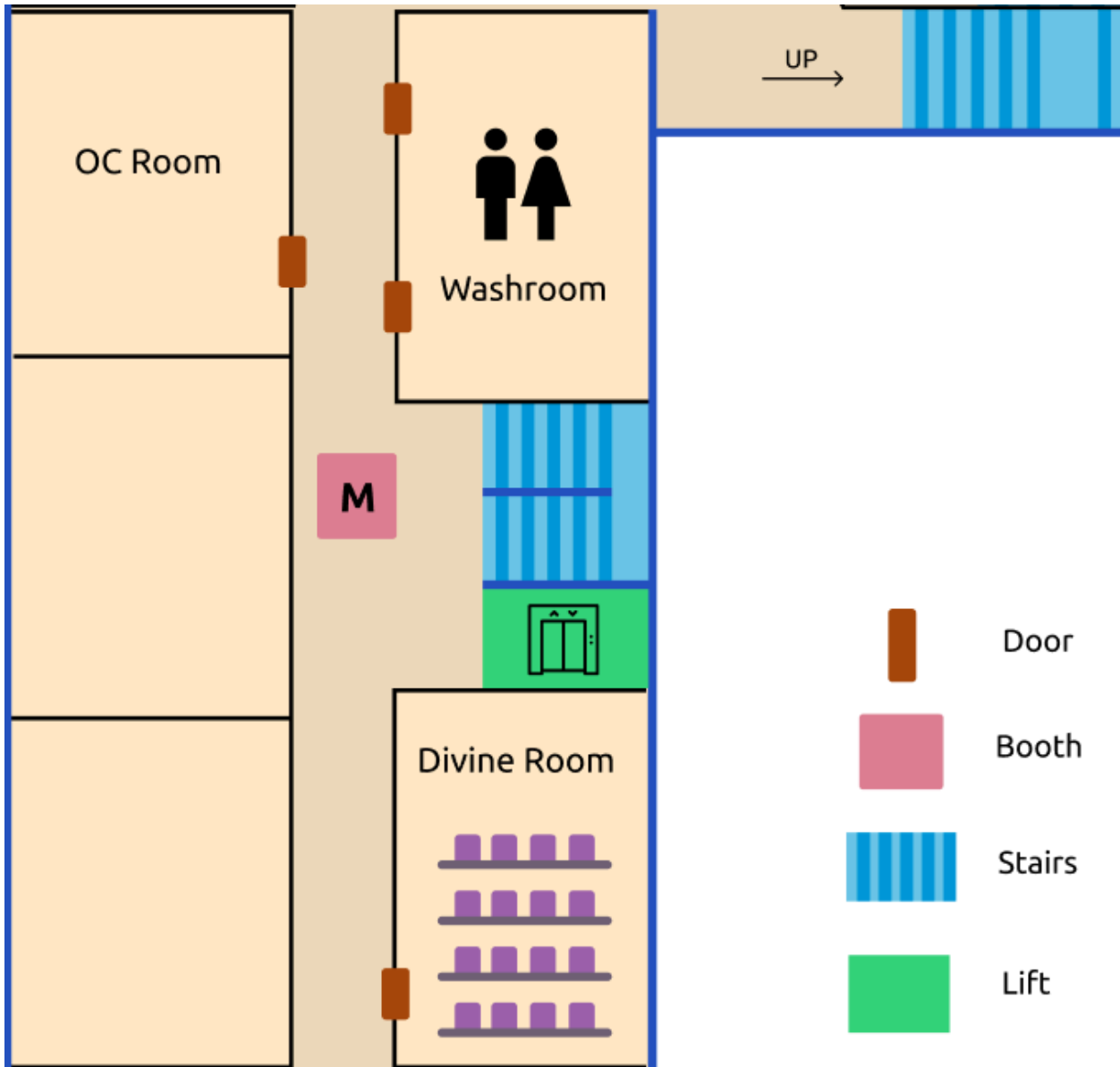
Locations: St. Xavier's College

Address: Madan Bhandari Path, Maitighar, Kathmandu, Nepal

Map: [📍 St. Xavier's College - Loyola Campus](#) | [OpenStreet Map](#)

Exhibition Locations:





Booth Number:

- [1] Things cyber (s)
- [2] Ubu4Cut Booth (s)
- [3] Deep computing (s)
- [4] Ubuntu Kylin & openKylin Booth (s)
- [5] UbntuDDE (s)
- [L] Canonical (L)

Booth Types:

Booth type	L	M	S
Locations	Keynote hallway	Divine hallway	Ground
Area	single space	single space	shared space
Canopy Booth Size(m)	Whole Hallway	Whole Hallway	3 x 3
Table Size (m)	1.52 × 3.05	0.76 × 1.525	0.61 × 1.22
Itineraries			
Water	✓	✓	✓
Power stripe	✓	✓	✓
Chairs	4	3	2
Extra table	✓	✗	✗
Backdrop	✓	✓	✗

Setup and Tear-down Period

Setup:

- **Saturday, August 30** : 8:00 AM – 11:00 AM
- **Sunday, August 31** : 8:00 AM – 10:30 AM

Tear Down Period:

- **Begins** : Sunday, August 31 : 4:00 PM
- **Deadline** : All exhibits must be cleared by 5:00 PM on Sunday, August 31

Fire and Safety Guideline:

- If your exhibit requires special safety arrangements (e.g., barricades, electrical safety precautions), please inform us in advance.
- **Hazardous materials or fire risks:** If your project involves any potential safety concerns, notify the **UbuCon Asia 2025 Safety Team** as soon as possible. You may be required to declare materials for safety compliance.

Clean-up and Sustainability:

If you have items to give away, please clearly label them for reuse or encourage the participants not to litter the venue with your items . If you need additional waste bins, please contact an **UbuCon Asia 2025 team** for assistance. Let's work together to reduce waste and minimize our environmental footprint!

Venue Facilities:

Parking:

Free parking is available at the venue for your convenience. We highly recommend not using public or local transportation due to high traffic congestion.

Wi-Fi and Electricity:

- Wireless connectivity will be provided in the venue. By using it, you agree not to abuse the network or users.
- Electricity will also be available in the venue. In Nepal, power plugs and sockets (outlets) of type C, type D, and type M are used. The standard voltage is 230 V at a frequency of 50 Hz.
 - We recommend that you bring your own adapter for the outlet for the protection of your devices.

Lost and Found:

All found items should be turned in to the Registration desk during the event. If you have lost something, please check in at the registration to see if your item has been located.

Food and Beverages at the Event:

Please don't eat the lunch provided in the Venue canteen at your Booth. Water dispensers are readily available in the exhibition area and conference rooms. Help reduce waste by bringing and refilling your water bottle instead of using disposable cups. Let's keep the event eco-friendly!

Agreement and Compliance

Rules and Regulations:

- No drilling of holes, attaching to, or painting of the floor, or any other defacement to floors or walls. When such damage occurs, the Exhibitor is solely responsible and is liable to the owner of the property so damaged.
- The **UbuCon Asia 2025 Organising Team** reserves the right to restrict exhibits, displays, demonstrations, presentations, or workshops that become objectionable because of noise, method of operation, materials, safety, or any other reason.
- No exits, fire-fighting equipment, or emergency equipment may be blocked or obstructed under any circumstances.
- Sufficient space must be provided within the booth for the comfort and safety of persons watching exhibits, demonstrations, displays, or workshops.
- Every participant, employee, agent, or contractor connected with the use of the premises shall abide by, conform to, and comply with **Code of Conduct of Ubucon Asia** and **Laws of Nepal**.
- Do not endanger or harm any person, property, or the environment, including the parking area, entranceways, booth areas, and other areas used by **UbuCon Asia 2025** or its employees, contractors, agents, members, or guests.

Fire and Safety

To provide a fun and safe environment for Exhibitors and the many attendees, the **UbuCon Asia 2025 Organising Team** requires that all Exhibitors take safety as a prime consideration in the design and running of their exhibits, workshops, and talks. The **UbuCon Asia 2025 Organising Team** reserves the right to make any final decision regarding the layouts and floor plans, and has the authority to close down and/or fine any exhibit not in compliance.

- **Fire Hazard Notification & Special Permits:** As an Exhibitor, if you intend to display, operate, and use any of the hazardous items, you must obtain prior approval from the **UbuCon Asia Organising Team**
- **Exit and Aisles:** Aisles must be kept clear of all displays and equipment. Entrance and exit doors shall remain unobstructed at all times. Fire extinguishers and fire-hose cabinets shall remain visible and accessible at all times.
- **Electrical Devices:** All electrical devices with three-electrical extension cords must be of heavy-duty three-wire construction. All mains power cords must be kept behind the display with nothing placed on top of any cords. All electrical wiring must conform to electrical safety regulations.
- **Hazardous Materials:** All hazardous materials must be properly disposed of. Materials such as paint, grout, mortar, tape compound, etc. cannot be poured down the drains. All building materials, supplies, etc. must be taken away after teardown.
- **Emergency:** In the event of a medical emergency, please notify the **UbuCon Asia 2025 Organising Team** and **St. Xavier's College staff** immediately.
- **Precautions:** Please take the following precautions to avoid theft and loss of items:
 - Do not leave any belongings, laptops, or phones unattended at any time in your exhibit area.
 - Avoid leaving any small items of significant value in your booth overnight.
 - Arrange your own lockable trunk that might provide security and storage for small articles.
 - Report any suspicious person or theft in the building or on the grounds immediately to the **UbuCon Asia 2025 Organising Team**.
 - If you are demonstrating a valuable piece of equipment, please remove it from your booth each evening.