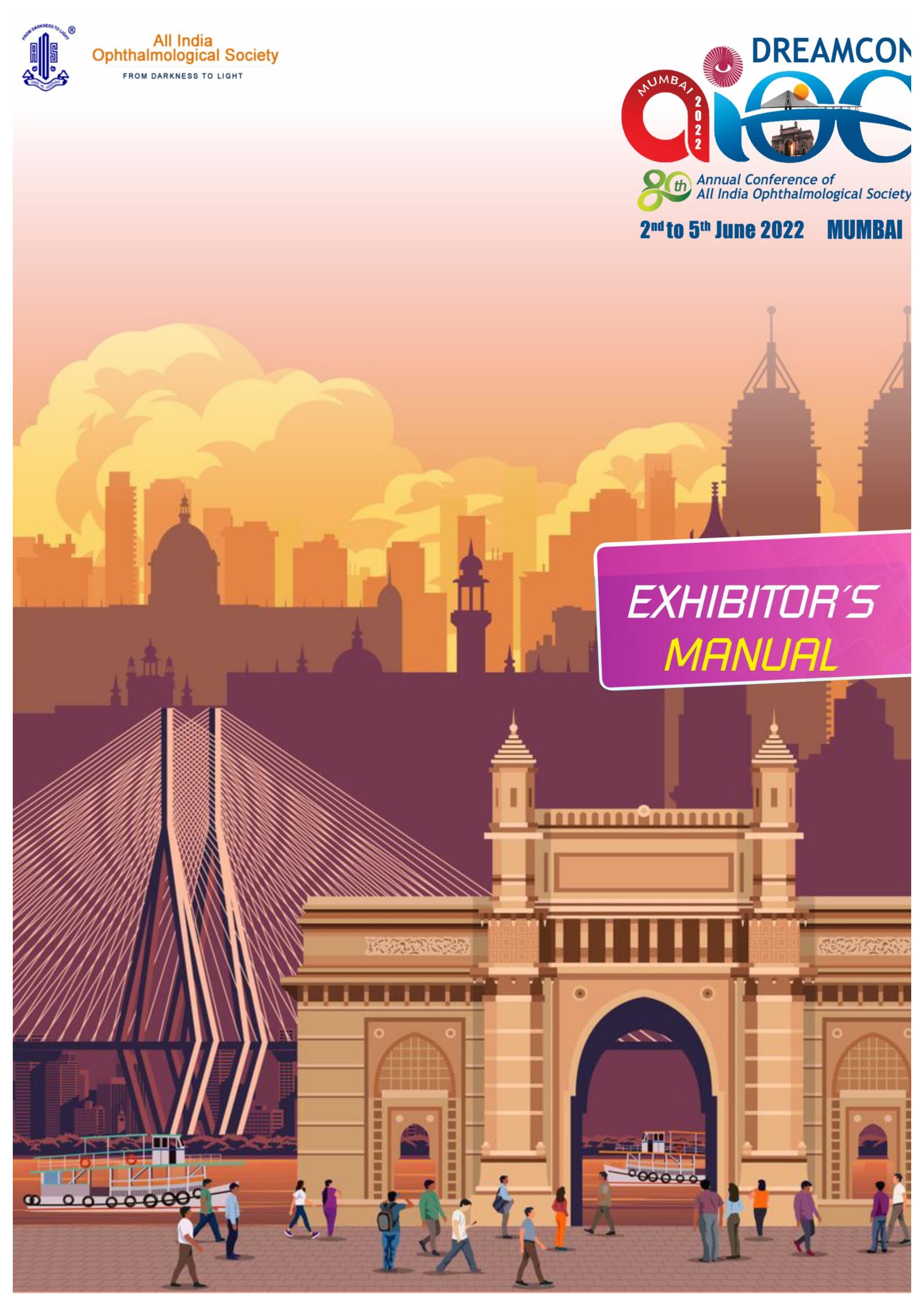




All India
Ophthalmological Society
FROM DARKNESS TO LIGHT

DREAMCON
AIOS
MUMBAI 2022
80th Annual Conference of
All India Ophthalmological Society

2nd to 5th June 2022 MUMBAI



**EXHIBITOR'S
MANUAL**



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A1

The Address - Secretary AIOS

Vision for AIOS

I express my heartfelt gratitude for reposing the faith and trust in us and electing me and Dr. Rajesh Sinha in AIOS, as Hon. Secretary & Treasurer respectively.

The first thing that comes to anyone's mind when we think of AIOS is the fact that AIOS is of the members, by the members and for the members. So, every step, every policy and every action of AIOS should be for maximizing the benefits for all the members i.e. AIOS for ALL.

Communication is the key to success. The most important thing for us to reach each one of you and for each of you to communicate with us is the data base updating of the AIOS. A software will be worked on so that the member can change his or her profile on the website on his/her own if and when there is a change in the contact address, email or telephone.

This will also augment the "Go Green Revolution", wherein most communications would be sent by emails. However, having said this there are some vital communications which will still go as hard copies. We need to strengthen and help our young ophthalmologists in all the possible manner we can, which should be inclusive of post graduate teaching, fellowship programs, acquiring surgical skills, finding employment in corporate sectors and government institutions and even setting up of private practices. Exchange fellowship programmes with international institutions of repute and ophthalmic societies is already on the way but will be further augmented.

As a part of responsibility towards our patients, it is imperative that AIOS takes out patient education pamphlets which may be used or modified by all ophthalmologists to suit their clinics and practices. Similarly, SOPs or step-by-step instructions will be formulated for basic procedures and routine operations in ophthalmology to achieve efficiency, quality output and uniformity of performance of investigative and ophthalmic surgical disciplines all over the country.

Web based interactive Session and/panel discussions is ongoing in the form of Webinars. This would include not only ophthalmic topics but would be beyond ophthalmology such as practice management, career planning, medicolegal issues, empanelment issues, accreditation etc.

AIOS Resource centre at headquarters will be made which will include a dedicated state of the art Wet Laboratory for hands on training, a museum and a library. AIOS - Industry wing/Partnership program will be launched which will help ophthalmologists to know the various products or machines available in Indian market and highlights and features of each will be displayed so that practitioners and physicians can decide their requirement. Further liaison will be done to help members by making a legal cell.

Advocacy is the key component and a game changing component for any society to make a difference. It is important to build and advocate communication with the various governmental agencies and key non-governmental organisations to facilitate policies in favour of ophthalmologists. All this can be achieved with close cooperation of the members and vibrant and active participation of the state as well as city ophthalmic societies. I am confident that with the active cooperation of the GC, MC and AIOS members, we will reach our goal soon: AIOS is for ALL.



Prof. (Dr.) Namrata Sharma,
Hon. General Secretary, AIOS
secretary@aios.org



A2

The Venue

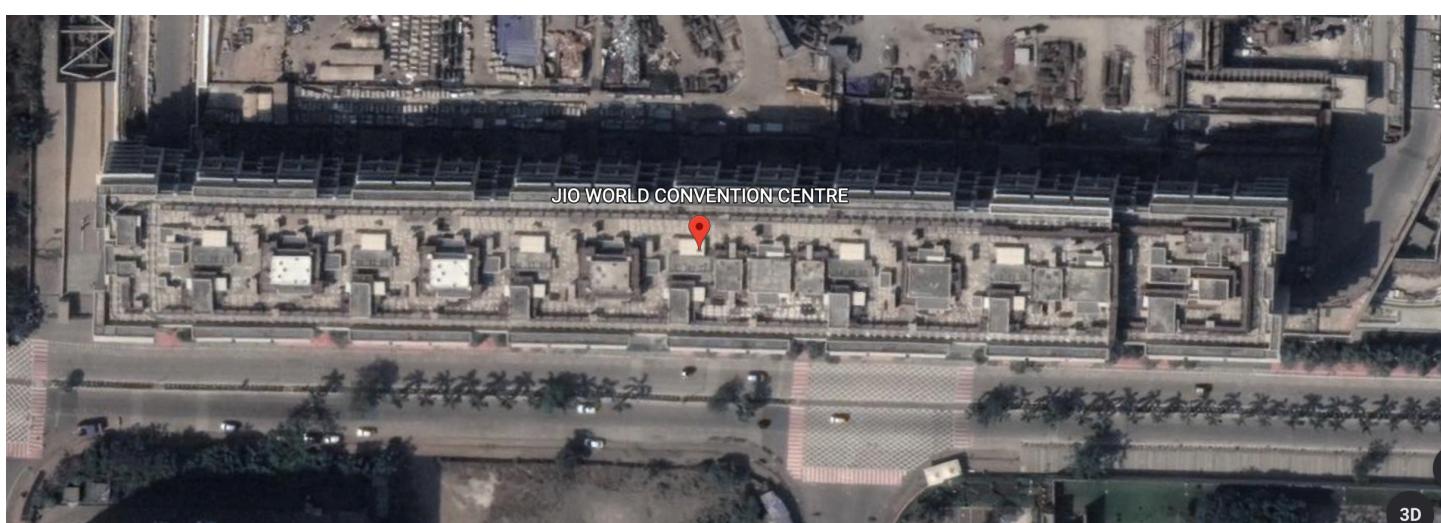
Jio World Convention Centre
3V78+6MG, G Block, Bandra Kurla Complex, Bandra East, Mumbai, Maharashtra 400098



Jio World Convention Centre is located in Mumbai, India and is well connected by multiple daily international and domestic flights to and from the G20 nations. **The Chhatrapati Shivaji Maharaj International Airport is 9 kms away**, and the **Domestic Airport terminal is 6 kms away**. There is local transportation including car hailing services that are available to and from airports, railway stations and other key locations in the city. The upcoming metro station will be 2 kms away from the Centre.

Google Map Location :

<https://www.google.com/maps/place/Jio+World+Centre/@19.0630544,72.8667087,15z/data=!4m5!3m4!1s0x0:0x6d3883f7179587e3!8m2!3d19.0630544!4d72.8667087>



3D



A3

AIOS Headquarters



AIOS Headquarters

Mr. Kripal Rana

Mob. +91 9811350896

Email : aiosoffice@aios.org

8A, Karkardooma Institutional Area, Near DSSB Building,
Manglam Road, Karkardooma, Delhi-110092

Tel: 011- 22373701 - 05

A4

Official Show Contractor

PARAS ART STUDIO

A 25/7 Middle Circle, Connaught Place, New Delhi 110001

Web: www.parasartstudio.com

Contacts: - For any Information on related Exhibition and Venue		
Name	Mr. Nimit Soni	Mr. Balbeer Singh
Designation	(Project Head)	(Project Manager)
Mob.	91 9873882196	+919873885596
Email	nimit.soni@parasartstudio.com	balbeer@parasartstudio.com

Contact: - For Raw Space Exhibitors Requiring Customized Stands and Pavilion Solutions		
Name	Mr. Aman Awal	Ms. Surbhi Grover
Designation	(Manager - Client Servicing)	(Executive - Client Servicing)
Mob.	+91 8766260348	+919891306861 and 919953072715
Email	aman@parasartstudio.com	surbhi@parasartstudio.com

PARAS ART STUDIO is responsible for all shell scheme construction, custom built booths rental of furniture, electrical fitting installation, A/V Equipment rental & temporary staff services in exhibition hall / Exhibition booths.



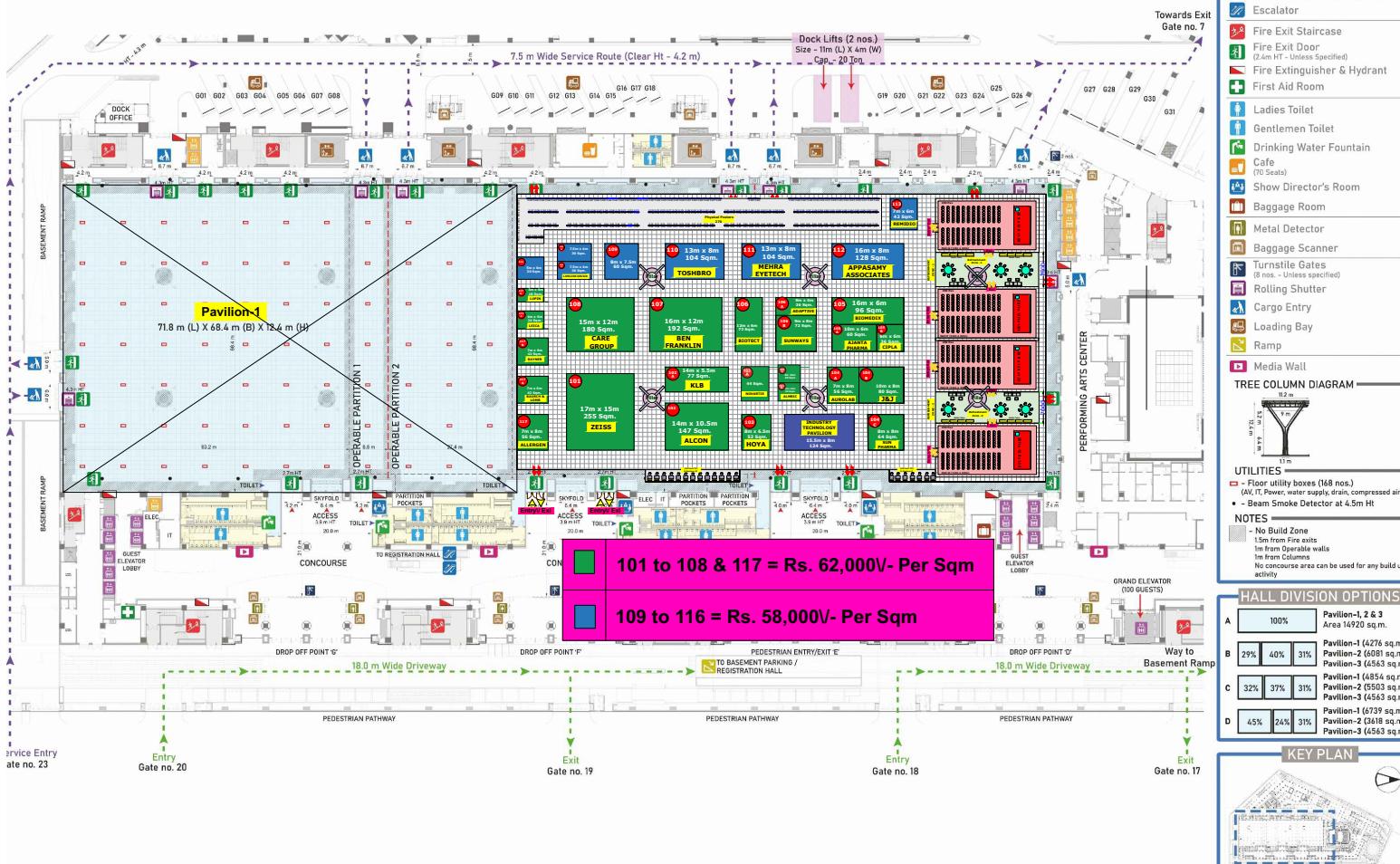
A5

Exhibition / Trade Layout – PAVILION 2 & 3 (Ground Floor L0)

Note: "AIOC 2022 Organizing Committee reserves the right to change/modify the Layout"

PAVILION 1, 2 & 3 - GROUND FLOOR (L0)

Updated on 09th May 12 PM





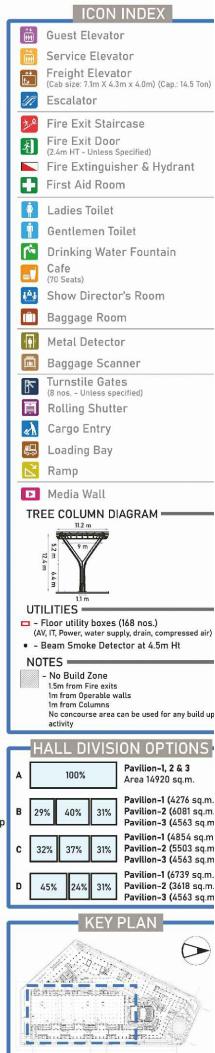
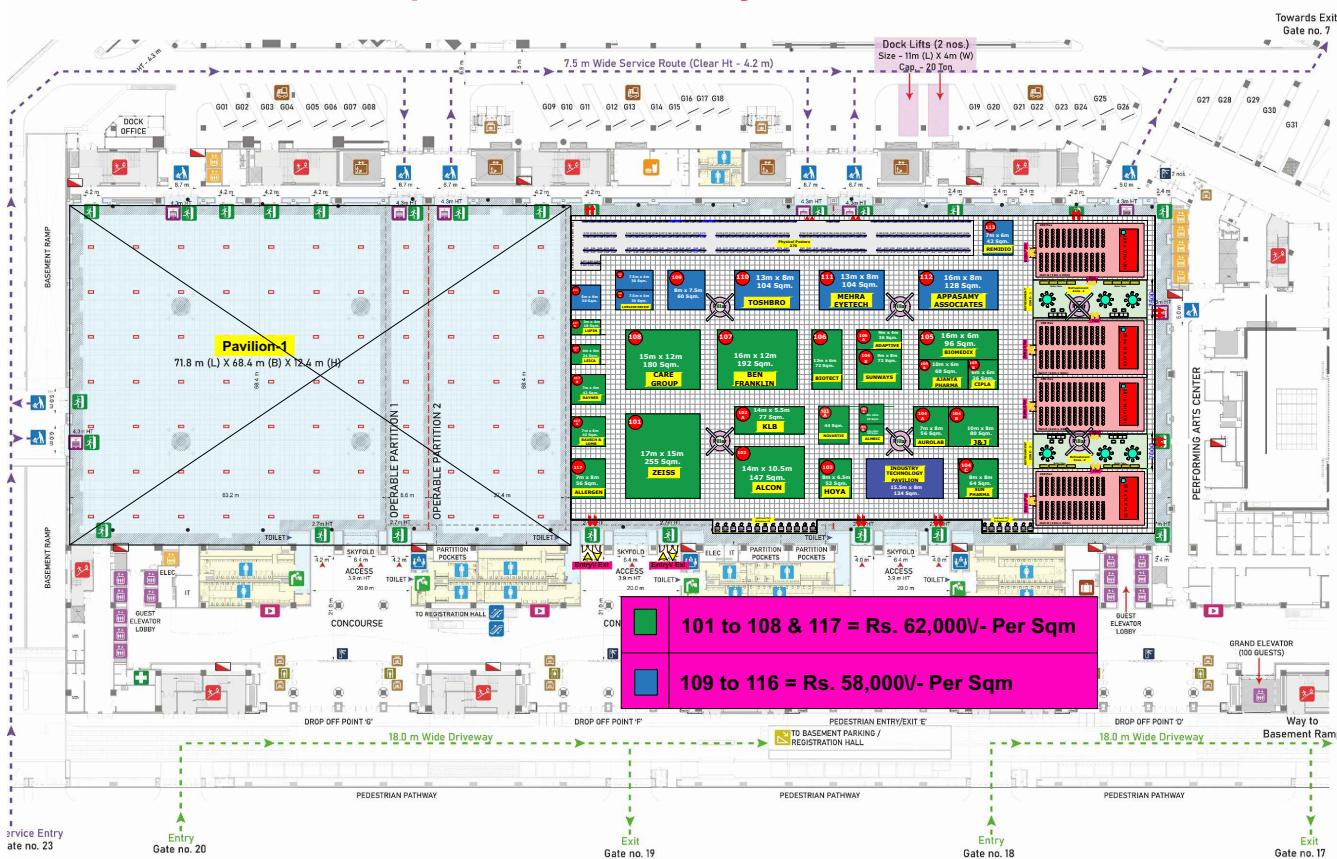
A6

Exhibition / Trade Layout – JASMINE 1 (Third Floor L3)

Note: "AIOC 2022 Organizing Committee reserves the right to change/modify the Layout"

PAVILION 1, 2 & 3 - GROUND FLOOR (L0)

Updated on 09th May 12 PM





A7: Technical Specifications & Timeline: Exhibition Area (Raw Space Booths)

Technical Specifications for Exhibitors – Pavilion 2 and 3 (Ground Floor - L0)

Exhibition Area	Pavilion 2 and 3
Venue Entrance Gate for Material Vehicles	Service Entry Gate Number 23 only
Venue Exit Gate of Material Vehicles	Gate Number 08 only
Parking Bays for Exhibitors / Contractor Material Vehicles	G 09 to G 15 only
Parking Charges for Exhibitors / Contractor Material Vehicles payable to venue	INR 500 plus 18% GST for 2 hours
Entrance in Exhibition Halls	From Rolling Shutter of Pavilion 2 only – Size 4.3m (W) x 4.3m (H)
Maximum Height Allowed	6m
Maximum Height of Common Wall/Sharing Wall/Back Wall	3m
Rigging From Ceiling	Yes available on request to official contractor
Exhibition Hall Flooring	
Air-conditioning of the Hall	Centralized Air Conditioning with Existing Ducting units' plants adequate enough to maintain temp. of the hall.
Setup Dates and Time for Raw Space Booths	30th May 2022 from 10am onwards for Pavilion 2 and 3
Completion of Work	1st June 2022 by 1500 hrs

Technical Specifications for Exhibitors – Jasmine 1 (Third Floor – L3)

Exhibition Area	Jasmine 1
Venue Entrance Gate for Material Vehicles	Service Entry Gate Number 23 only
Venue Exit Gate of Material Vehicles	Gate Number 08 only
Parking Bays for Exhibitors / Contractor Material Vehicles	G 09 to G 15 only
Parking Charges for Exhibitors / Contractor Material Vehicles	INR 500 plus 18% GST for 2 hours
Entrance in Exhibition Halls	From Freight Elevator for Jasmine 1 (size 7.1m x 4.3m x 4m) – Load Capacity 14.5 tons
Maximum Height Allowed	3m
Maximum Height of Common Wall/Sharing Wall/Back Wall	3m
Floor Loading	N.A.
Exhibition Hall Flooring	
Special Point	No painting, cutting is allowed in Jasmine hall
Setup Dates and Time for Booth Construction	31st May 2022 from 0600 hrs onwards



Completion of Work

1st June 2022 by 1500 hrs

Note: No work allowed after 1st June 2022, 1500 hrs onwards.

For Pavilion / Raw Space Exhibition Booth Contractor must have

1. Deposit Security of amount **INR 50,000/- Cash or DD** will be in favour of **PARAS ART STUDIO**, date of the refund back 5th June 2022 from site itself.
2. Submit a copy of Stand design for approval (to be Approved by Mr. Balbeer Singh: balbeer@parasartstudio.com & Mr. Nimit Soni : nimit.soni@parasartstudio.com)
3. Any stand construction above the permissible height will strictly not be allowed and will be rectified by Official Contractor of **AIOC 2022** as they find correct.

A8 Important Information for Booth Construction at Pavilion 2 and 3 (Ground floor)

1. Move in from 30th May 2022 from 10 am Onwards for Pavilion hall 2 and 3
2. Work to be completed by 1st June 2022 by 3pm for Pavilion Hall 2 and 3
3. Fabrication including paint is allowed in Pavilion hall on ground floor.
4. Height limit of stall is 6m and for adjoining wall if any is 3m for Pavilion hall 2 and 3 on ground floor.
5. Rigging is allowed with prior permission. For any rigging related query please send drawings and get in touch with nimit.soni@parasartstudio.com
6. Mezzanine stalls are allowed.
7. Design approval is mandatory
8. Electricity order is mandatory for raw space booths
9. Security deposit for INR 50,000 is mandatory for all raw space booths. Non adherence of the guidelines may lead to forfeit of security deposit.
10. On site -Wrist bands for workers will be issued only after 100% payment for electricity is received ,design is approved and refundable deposit in form of DD or Cash for INR 50,000 is received.
11. For any other query,feel free to get in touch with Official contractor at +91-9873882196 Nimit Soni or Mr. Aman Awal at 8766260348
12. Workers should be wearing shoes and carry their Adhar Cards as a norm by venue

A9 Important Information for Fabrication at JASMINE HALL- 3rd Floor

1. Move in from 31th May 2022 from 10 am Onwards for Jasmine hall
2. Work to be completed by 1st June 2022 by 3pm
3. Any type of fabrication is not allowed in the Jasmine Hall in the Octonorm Stalls.



4. Carpet needs to be laid underneath the materials and the platform (over and above Jasmine hall carpet for the halls carpet safety)
5. Paint, cutting, carpentry work is strictly not allowed in jasmine hall by VENUE
6. Prior permission from AIOS will be required, at least three weeks in advance, if the company wants to do some fabrication with a payment of Rs.50,000/- per stall payable to AIOS.(Mr. Kripal Rana is the contact person)
7. Fabrication should be done at the vendor's workshop, beforehand. Only assembling will be allowed at the venue within the specified timing.
8. No double decker (mezzanine) stalls will be allowed.
9. Height restriction will be limited to 3meters.
10. No painting will be permitted on site.
13. Security deposit for INR 50,000 is mandatory for carrying out construction at the booth. Non adherence of the guidelines may lead to forfeit of security deposit.
- 11.
12. On site -Wrist bands for workers will be issued only after 100% payment for electricity is received ,design is approved and refundable deposit in form of DD or Cash for INR 50,000 is received.
13. As per the venue guidelines the construction of stall in the venue (Jasmine Hall) from raw material is strictly forbidden. (eg. Carpentry, cutting by saw or painting work etc)
14. Companies opting for fabrication of stall will be given their allotted places by 6:00AM (time) on 31st May 2022 (date) and will have to furnish and vacate the place after completion of work by 3:00PM (time) on 1st June 2022 date).
15. The above are strict guidelines of JWCC, hence you are requested to refrain from violating them, as it may lead to cancellation of stall booking without any refund.
16. Workers should be wearing shoes and carry their Adhar Cards as a norm by venue
17. For Any clarifications regarding booth construction at Jasmine hall you can contact Mr. Aman Awal at 8766260348 or Mr. Nimit Soni at 9873882196

A10 Moving in of materials at Jio World Trade Center

1. Entry for commercial vehicles is from Service gate of Jio world trade center.
2. There's an online registration of the vehicle at the time of check in. This process takes about few minutes-on site. If you wish to do it in advance you can get in touch with team from RE rogers appointed by Venue.
3. Theres a charge of 500 plus gst for commercial vehicle for 2 hours payable at the time of check in of the vehicle.
4. The process for checking in of commercial vehicle is simple and can be either done on site or in advance by getting in touch with RE Rogers below.
5. Re Rogers is appointed agency by Jio World Trade Center

Contacts: - For any Information on related Exhibition and Venue		
Name	Mr Swapnil Tawde	Mr Damodar Shenoy
Mob.	M: +91 9821033809	M: +91 9920108787



Email

swapnil@rogersworldwideindia.com

Damodar@rogersworldwideindia.com

6. At the time of design approval and electricity payment , NOC from Official Contractor –M/S PARAS ART STUDIO will be issued on email.
7. Exhibitors have to let official contractor know the number of badges(wrist bands) they would require at the time of build up for workers.
8. These wrist bands will be issued at the time of moving in of materials at the venue.
9. For Exhibitors equipment, exhibitors can get in touch with official freight forwarding agency RE rogers.
10. No Private vehicle is allowed in the bay area hence the material must be carried in commercial vehicle as per above process

A11

Electrical Load and Connection Charges

Mandatory for raw space booths:

Power Charges would be **INR 5500 per KW** shall be collected by **Official Show Contractor** from Raw Space and Shell Scheme Booth Exhibitors.

Note: Connection Charges @ 1500 Per KW must be paid Exhibitor/Contractor directly to the Official Show Contractor.

It is mandatory for Raw Space Booths to order electrical load requirement to the Official Contractor.

There is no Complementary Power will be Provided by OC / Official Contractor.

•Electricity:

- 415/200 Volts, 50Hz, 3 Phase

- Exhibitors must inform PARAS ART STUDIO about their power requirements by filling up the relevant form.

- Exhibitors requiring different voltages and frequencies or special connections to equipment must arrange for their own transformers, converters or boosters.

Temporary connection will be made available for construction during build up.

Fluctuations mentioned are only for reference. Exhibitors with SENSITIVE EQUIPMENT should make arrangements for a stabiliser. either organisers nor the fairground owners guarantee uninterrupted power supply. Any failure in regular power supply during the exhibition or during the installation, due to technical or unforeseen reasons, will not qualify for refund of money or any act of omission.



A11a

Electrical Contractor and Installations

Electricity will be supplied through the Official Show Contractor only. The Official Contractor 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.**

- a) The number and type of additional electrical fittings and installations required must be indicated by the Exhibitor on the Electrical Supplies & Fittings Rental Form (**Form 3**). A quotation will be submitted on receipt of this form for unscheduled fittings or installations.
- b) 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 excess current.
- c) Any design or plan of electrical installation must be submitted to the official appointed contractor 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 electricity supply to any Exhibitor whose installations either violate the Organizer's regulations or is deemed dangerous or is likely to cause annoyance to Visitors or other Exhibitors.
- d) **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.

A12

Additional Orders

Additional Furniture Rental (**Form 2**), Electrical Supplies & Fittings Rental (**Form 3**) can be hired from the Official Show Contractor. Please place your order by completing the respective forms and returning these to the Official Contractor appointed by the Organizer by the various deadlines stated on the forms.

PLEASE NOTE

For any additional order on site, you can only order directly with the Official Contractor PARAS ART STUDIO.

A12

General Cleaning

General cleaning of the exhibition hall will be provided by the official contractor who will also arrange for all shell scheme booths to be cleaned PRIOR TO THE OPENING OF THE EXHIBITION and daily thereafter, but it is the responsibility 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 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 Organiser reserves the right to charge the seller concerned for the removal of excessive waste (booth construction debris, crates/pallets, cartons, packing materials or literature).

B1

Tear Down period



TEAR-DOWN PERIOD	DATE/DAY	TIME
Removal of light and/or hand-carry exhibits and personal property	5 th June 2022	1800 hrs.
Dismantling of booth fittings and electrical installations Removal of heavy exhibits (Requiring mechanical handling of equipment)	6 th June 2022	10am
<p>Please Note:</p> <p>Individual booth fitting contractors must complete their work according to the listed schedule. Overtime work may not be permitted, and permission must be sought and granted by the Official Show Contractor</p> <p>Contractors / exhibitors are required to clear their booth space of all exhibits or debris before on 6th June 2022.</p> <p>Non adherence of the guidelines may lead to forfeit of security deposit.</p>		

B2 Booth Decoration (Special Design of Raw Space & Upgrading of Shell Scheme Booth)

Raw Space Booths

Stand Construction Exhibitors and their contractors must take note and adhere to the timings for the build-up and teardown periods stated in the in-hall operations schedule when preparing and constructing their stands and exhibiting displays.

The Organizer has appointed (**Paras Art Studio**), as the official stand builder for all shell scheme package stands.

An exhibitor may employ a contractor of its choice to construct stand interiors and any free-standing display or fixture that may be required, subject to the following rules and regulations:

Exhibitors are responsible for the cost of restoring any damage or dilapidation to the stand structure, floor covering, light fitting, or any part thereof, caused by themselves, their agents or by any person employed or engaged on their behalf.

No additional fittings or displays, including additional name boards, covers, logos, balloons, etc., are to be attached, nailed, screwed or drilled to the stand structure provided by the official stand builder. If this instruction is ignored, the official stand builder (**Paras Art Studio**) reserves the right to charge the exhibitor or contractor concerned for any damage to their materials.

The official stand builder (**Paras Art Studio**) may provide assistance in hanging or displaying exhibits on the stand structure whenever possible. Please consult them if you require their assistance. Any cost incurred will be borne by the exhibitor.

No painting, wallpapering or pasting on panels is allowed. Exhibitors who wish to have such works done on the panels must inform the official stand builder, who will provide a quotation and carry out the work. Any double-sided or adhesive tapes belonging to the exhibitor or contractor must be removed from the panels after the exhibition before leaving the premises.

Shell Scheme Booths



Paras Art Studio has a complete range of furnishings, stand fittings, AV, graphics and lighting to decorate and make your stand exclusive. Please ensure that any standard items hired by you for the exhibition are supplied by the official contractor- Paras Art Studio.

All standard items supplied by other contractors are not authorized and may be removed from your stand. All standard items are supplied by the official contractor – Paras Art Studio and are on a rental basis.

All shell scheme packages include:

- 1 X Table - 2 Chairs
- 1 X Waste paper basket
- 1 X company name on fascia board including the stand number
- 3 X 100W spotlights
- 1 X power socket.

Booth Fascia Names are to be submitted to Nimit Soni (Nimit.soni@parasartstudio.com) and Balbeer Singh (balbeer@parasartstudio.com) Deadline for Fascia Name submission is **25th May 2022**.

Please ensure the below is being adhered to in order to avoid any charges for any damage caused:

- a. No additional fitting or display, including additional name board, cover, logo, balloon, etc. shall be attached, glued, nailed, screwed or drilled to the shell scheme booth structure. The official stand contractor Paras Art Studio Consulting reserves the right to charge the exhibitor / contractor for any damage caused. If you require assistance in hanging or displaying your exhibits, please consult the official stand contractor.
 - b. No painting, placing printed graphics or wall papering of the shell scheme panels is allowed. Exhibitors who wish to change the colour of their panels or have a graphic print incorporated must inform the official stand contractor who will provide a customized quotation.
 - c. No part of any structure or exhibit may extend beyond the boundaries of the space allocated.
- C. 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 over to the Exhibitor.

B3

Demonstrate

An Exhibitor intending to demonstrate equipment in its booth: -

- a) Must provide the Official Show Contractor with full details (type of machinery, dimensions and weight requirements).
- b) Must give proper consideration to the conditions under which the equipment will be demonstrated. Precautions must be taken for 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.
- c) 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 timing (s) stipulated by the Organizer, who reserves the right to disallow a demonstration at any time.
- d) Must not bring in or use at the exhibition site dangerous and hazardous goods and equipment such as poisonous gas, fuel, kerosene, noxious materials, inflammables, 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.
- e) Must not carry out any fire hazardous operation work.
- f) **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.**



a) Each Exhibitor is responsible for indemnifying the Organizer and its agents against liability to the owners of the exhibition premises, and 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.

b) 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.

B4

Removal of Exhibits

a) 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.

b) On Show Closure

Exhibitors shall only start the tear-down procedure from 1400 hrs on the last day of exhibition (**5th June 2022**). Please refer to item C1 for the allotted timings. Non-compliance to these official timings may incur additional charges on to the Exhibitors if delay is caused to officially hand over the hall to the hall owner.

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.

B5

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:

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

B6

Fire Precaution

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.



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.

B7

Access to Venue's Loading / Unloading Area

Access to the Venue unloading area during the buildup time (Service Gate of JWCC Gate No. 23) and dismantling periods is from (Gate No. 8)

Time-Schedule for On-Site Operations should be strictly followed by the exhibitor's appointed contractors.

All exhibitor's appointed contractor are required to:

- Bring along the Appointed Contractor Acknowledgment Letter issued by the Official Contractor.
- Bring along the Delivery Challan to be used as entry pass to the event venue.
- NOC From AIOS Headquarters

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

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 Service Gates of The Venue.

This form needs to be completed and submitted onsite to venue security /official show contractor/organizer for security reasons.

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

B8

COVID – 19 Guideline and SOPs

1. Arogya Setu Mobile App is recommended for all the persons manning the stall and is mandatory for the ones with a smart-phone.
2. All the stalls should have hand sanitizers. They should ensure that a sufficient gap (of two yards) is maintained at all time between the people manning the stall. All the personnel at the stall should use Face
3. Mask, till COVID-19 remains a health hazard.
4. Every stall should have a covered dustbin.
5. To maintain social distancing the number of individuals that can be permitted in any given stall / booth at any particular time may be moderated such that the latest MHA / MoHFW guidelines on social distancing are compiled-with.
6. Exhibitors should encourage Digital Payment Options at Food & Beverage (F&B) outlets.



FORM

1

Return Form to: PARAS ART STUDIO

A25/7, Middle Circle Connaught Place

New Delhi - 110001

P: +91 9873882196, +91 9873885596

Email: Nimit.soni@parasartstudio.com

balbeer@parasartstudio.com

Deadline: 20th May 2022

FASCIA NAME - SHELL SCHEME PACKAGE

This form must be completed and returned by every exhibitor. If service is not required, please endorse 'NOT APPLICABLE' and return/email to the address above.

PLEASE TYPE/WRITE IN BLOCK LETTERS

Company Name: _____ **Booth No:** _____

Address: _____

Tel: _____ **Fax:** _____ **Email:** _____

Authorized by (Signature): _____ **Date:** _____

Please enter below the Exhibitor name, which you require, on the fascia. This will be provided in block letters, white standard English Alphabet (maximum 30 letters).

PLEASE TYPE/WRITE IN BLOCK LETTERS.

1. FASCIA NAME

2. Customized Fascia

A customized fascia can be ordered additional (at Exhibitor's expense). The Ready to print file of size 48" (W) x 12" (H) can be sent for processing.

If you wish to have fascia customized, please send a sample with this Form, for quotation by the Official Shell Scheme contractor, PARAS ART STUDIO and tick the box below:

Please send us a quotation based on our attached logo (Tick if required)

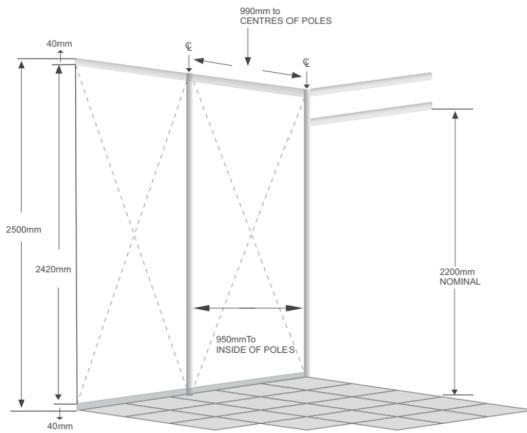
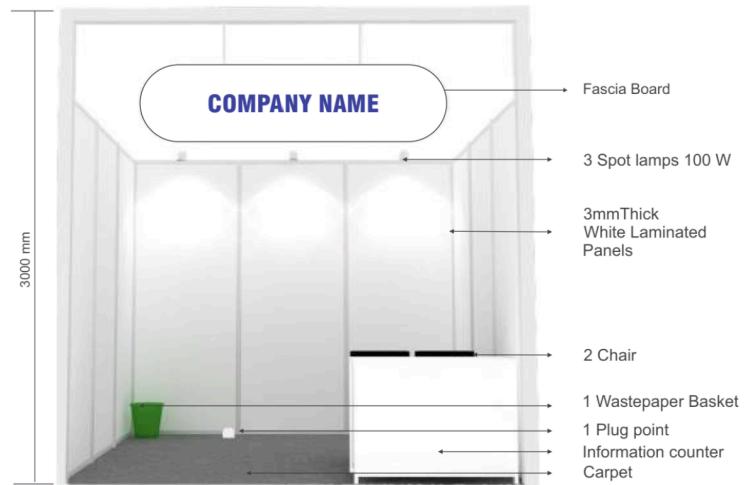
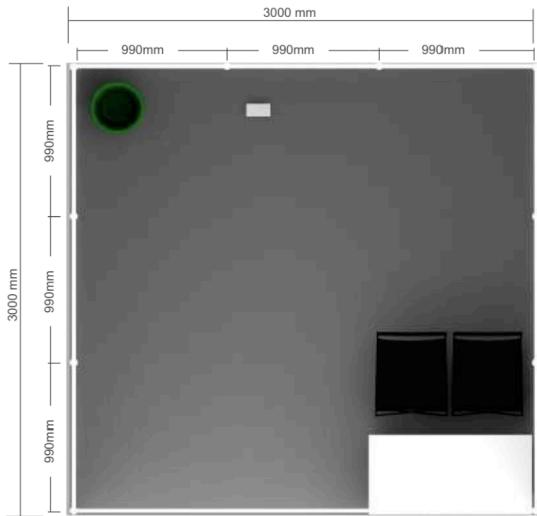
3. SHELL SCHEME PACKAGE

Fascia Board Carpet Color

: Backlit Fascia with Trans lite Size 48" x 12"
: Blue Color

4. DRAWINGS / DIAGRAMS (3m x 3m Standard Shell Scheme Booth)

The perspective, side and elevation views of the Standard Shell Scheme are here as below:



Typical shell Scheme Stand

4a. Dimensions of Branding and Graphics of Booth Size : 3m x 3m

The Dimensions of Branding and Graphics of the Standard Shell Scheme booth are here as below:.

Stall Graphic Sizes



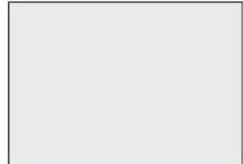
Left Wall Graphic Size: 2870mm(113") x 2387mm(94")



Back Wall Graphic Size: 2912mm(115") x 2387mm(94")



Right Wall Graphic Size: 2870mm(113") x 2387mm(94")



Information counter
Graphic Size : 1000mm x 750mm



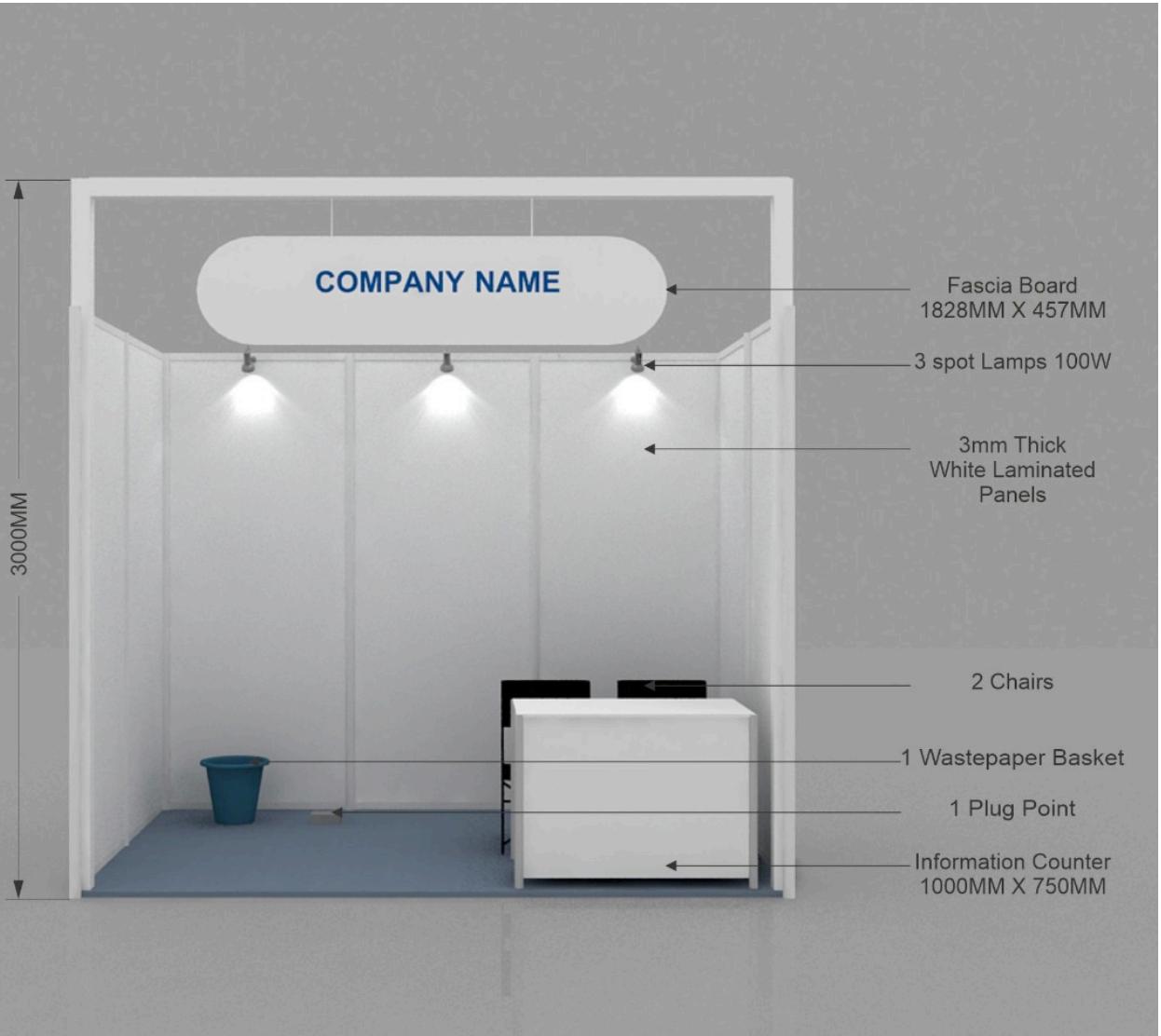
Fascia Graphic Size : 1828mm x 457mm

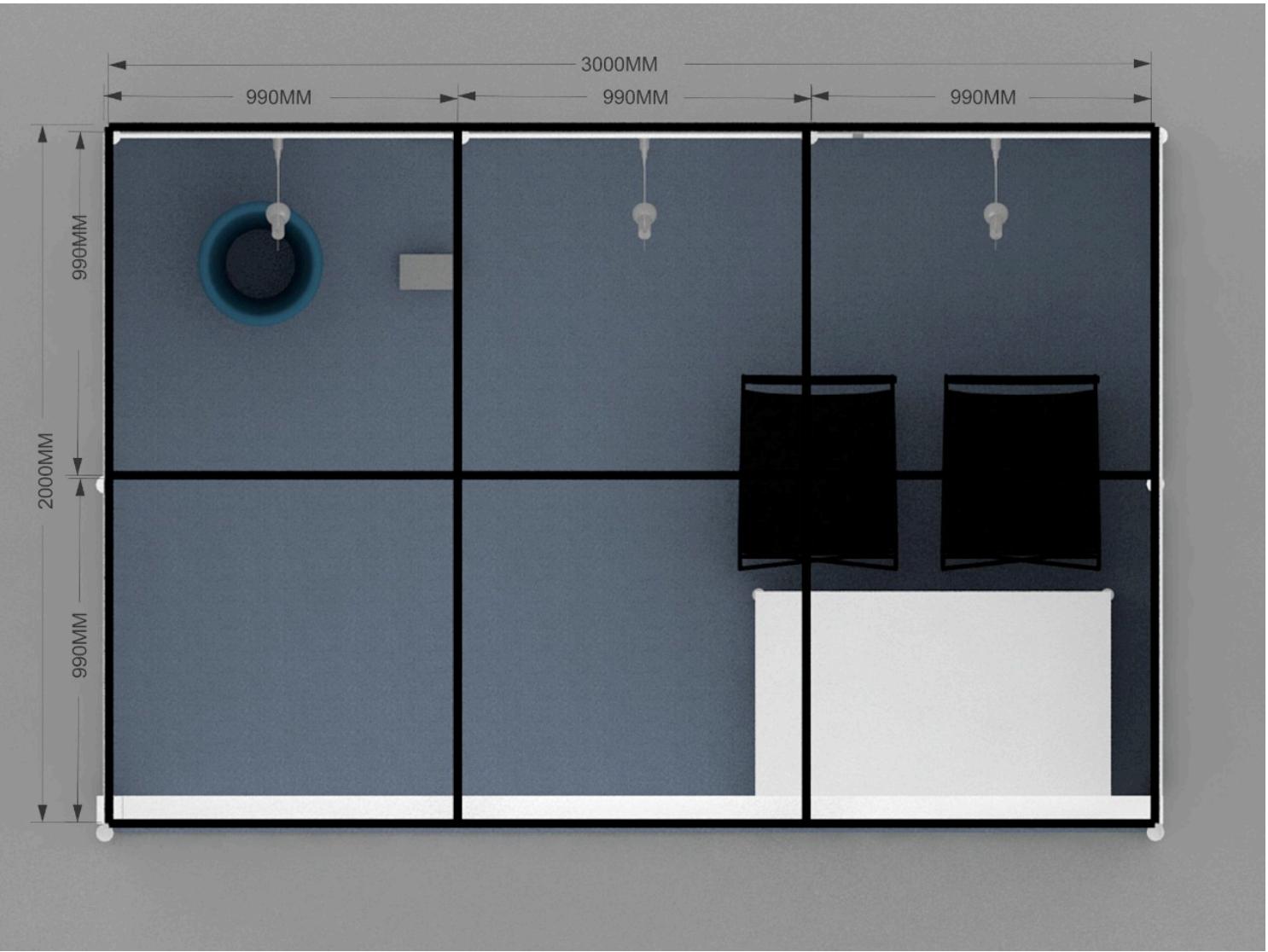
Stall Panel Graphic Sizes



5. DRAWINGS / DIAGRAMS (3m x 3m Standard Shell Scheme Booth)

The perspective, side and elevation views of the Standard Shell Scheme are here as below:





Information counter
Graphic Size : 1000mm x 750mm



Fascia Graphic Size : 1828mm x 457mm

Stall Panel Graphic Sizes





Deadline: 20th May 2022

Return Form to: PARAS ART STUDIO

A25/7, Middle Circle Connaught Place

New Delhi - 110001

P: +91 9873882196, +91 9873885596

Email: Nimit.soni@parasartstudio.com

FORM

2

ADDITIONAL FURNITURE REQUIREMENTS

This form must be completed and returned by every exhibitor. If service is not required, please endorse 'NOT APPLICABLE' and return/email to the address above.

PLEASE TYPE /WRITE IN BLOCK LETTERS

Company Name: _____

Booth No: _____

Address: _____

Tel: _____ Fax: _____ Email: _____

Authorized by (Signature): _____ Date: _____

Please use this Form to order your furnishing needs. The STANDARD SHELL SCHEME package stand includes one Information Counter (T6), Two Chairs (C3) and one Waste Paper Basket. ORDER ONLY YOUR ADDITIONAL REQUIREMENTS:

Code No.	PARTICULARS	Description		Unit-Price (INR)	Unit	QTY	Total Price
		Color/Kind/Size	Dimension (mm)				
FURNITURE							
C1	Visitor Chair	Black/Blue	500(L)X600(W)X1000 (H)mm	1350			
C2	Revolving Chair	Black/Blue	500(L)X600(W)X1000 (H)mm	2000			
C3	Standard Chair	White/Black	500(L)X500(W)X900 (H)mm	1000			
C4	Typist Chair	Black& Blue	500(L)X600(W)X800 (H)mm	1650			
C5	Typist Chair-with arms	Chrome& Black	500(L)X600(W)X800 (H)mm	1650			
C6	Rotating white leather chair	White Only	500(L)X600(W)X900 (H)mm	1900			
C7	Exhibition Chair-with arms	Black	500(L)X600(W)X900 (H)mm	500			
C8	Exhibition Chair-without arms	Grey	450(L)X450(W)X750 (H)mm	500			
C9	Exhibition Visitor Chair	Black	500(L)X500(W)X750 (H)mm	750			
C10	Sofa White	White	600(L)X750(W)X900 (H)mm	1900			
C11	Chrome Sofa Black	Chrome& Black	750(L)X750(W)X600 (H)mm	1450			
C12	Single Seat leather Sofa	White & Black		2650			
C13	Double Seat leather Sofa	White and Black		5500			
HS1	Bar Stool-Bucket Seat	Chrome& Grey	600(W)X1000(H)mm	1350			
HS2	Leather Bar Stool	Grey& Black	600(W)X1200(H)mm	1650			
T1	Computer Table	Chrome & White/Grey	500(L)X500(W)X1000 (H)mm	2750			
T2	Discussion Table 900DiaRound	Chrome& White	900(W)X750(H)mm	1100			

T3	Discussion Table: Square	Black& Beige texture	500(L)X500(W)X750 (H)mm	1100			
T4	Cocktail Table : Round	Chrome& Grey	500(W)X1000(H)mm	1900			
T5	Board Room Table	White	1600(L)X800(W)X750 (H)mm	1100			
T6	Information Counter	Chrome& White	1000(L)X500(W)X750 (H)mm	1100			
T7	Discussion Table700diaRound	Chrome& White	600(W)X750(H)mm	1100			
T8	Coffee Table	Black Top Glass	500(L)X600(W)X500 (H)mm	1000			

STORAGE AND DISPLAY

D1	Reception Desk	Chrome & White/ Grey	1000(L)X500(W)X1000 (H)mm	2200			
D2	Reception Desk: Half round	Chrome &White/ Grey	1000(L)X500(W)X1000 (H)mm	3300			
DP3	Counter Showcase	Chrome& White +Glass	1000(L)X500(W)X1000 (H)mm	3300			
DP4	Display Showcase	Chrome & White +Glass	500(L)X500(W)X2000 (H)mm	3300			
DP5	Podium - Small	Chrome & White/ Grey	500(L)X500(W)X500 (H)mm	1100			
DP6	Podium - Large	Chrome &White/ Grey	500(L)X500(W)X1000 (H)mm	1800			
DP7	Glass Shelf each	Glass		900			
DP8	Wooden Shelf each	Wooden Top White		700			
ST1	Storage Counter-Lockable	Chrome &White/ Grey	1000(L)X500(W)X750 (H)mm	2200			

STRUCTURE ACCESSORIES

		Description					
Code No.	PARTICULARS	Color/Kind/Size	Dimension(mm)	Unit-Price(INR)	Unit	QTY	Total Price
SP1	Panel, System Construction	Chrome &White/ Grey	1000(W)X2500(H)mm	1100			
SD2	Door Lockable system construction	White	1000(W)X2100(H)mm	2200			
SB1	Pin up board wall mount	Blue& Red	1800(L)X1200(W)mm	1100			
SB2	Pin up board self standing	Blue& Red	1800(L)X1200(W)mm	825			
F1	Fascia with name standard text	White/ Grey	250mm height	550			
DP1	Poster Display: Landscape A3,pinup	Chrome &White/ Grey	500(L)X750(W)X1500 (H)mm	1100			
DP2	Poster Display: Portrait A3, pinup	Chrome &White/ Grey	750(L)X500(W)X1500 (H)mm	1100			
CH1	Coat Rack	Chrome& Black	1500(H)mm	900			
W1	Waste Bin	Different Color	500(H)mm	400			
Z1	Literature Holder –Zig Zag	White/ Grey	1500(H)mmA4	1850			
L1	Literature Holder	Acrylic	A4size	1100			
L2	Literature Holder-Swivel	Black	1500(H)mmA4	1650			
L3	Literature Holder, Hanging, Acrylic	Acrylic	A4size	1000			
					GST 18%		
					Total Cost (INR)		

1. Services will not be provided until payment has been received. Payment should be in favor of "**PARAS ART STUDIO**".
2. If the order is placed after **20th May 2022**, then the exhibitor will pay an additional Surcharge of 30%.

For USD Transfers: Bank: J.P. Morgan chase Bank SWIFT code: CHASUS33

For credit to A/C 001 – 1 – 407376

AXIS Bank Ltd. Mumbai

For further credit to: Swift Code: AXSINBB066

Bank name: AXIS Bank Ltd.

Branch: East Patel Nagar, New Delhi

Ultimate beneficiary Account No: 912020056125854

Name : PARAS ART STUDIO

Branch : 26/5, East Patel Nagar, New Delhi

For Transfers within India

Account Name: PARAS ART STUDIO

Account No : 912020056125854

Branch : 26/5, East Patel Nagar, New Delhi

Branch Code : 1006

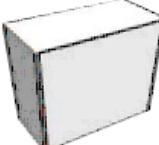
IFSC Code : UTIB00001006

MICR Code 110211075

*Please mail us a copy of your payment slip for confirmation.

1. If payment is drawn in a foreign currency, please include any potential bank commissions in the transfer amount. If the final amount received is less than amount invoiced due to exchange rate variances or charges levied by the transferring bank, you will be responsible for clearing the balance amount ahead of receiving requested services.
2. Late Orders received after the deadline – **20th May 2022**, will be provided subject to availability, will be subject to a 30% surcharge and 50% surcharge for onsite orders. Priority will be given to advance orders.
3. 30% cancellation fees will be imposed for cancellation of confirmed order. There will be no refund for cancellation during show days.
4. All Prices are in INR (please remit in equivalent to foreign exchange).
5. All materials to be available subject to availability and first come first served basis.
6. Applicable Government Service Taxes (GST @ 18%) are extra.

REFERENCE PICTURES OF FURNITURE

			
C1 VisitorChair	C2 Revolving Chair	C3 Standard Chair	C4 TypistChair
			
C5 Typist Chair-with arms	C6 Rotating white leather Chair with back rest	C7 Exhibition Chair-with arms	C8 Exhibition Chair-without arms
			
C9 Exhibition visit or chair	C10 Sofa White	C11 Chromes of a black	C12 Single Seat Sofa
			
C13 Double Seat Sofa	HS1 Bar Stool- Bucket Seat	HS2 Leather Bar Stool	T1 ComputerTable
			
T2 Discussion Table 900DiaRound	T3 Discussion Table: Square	T4 Cocktail Table: Round	T5 BoardRoom Table
			
T6 InformationCounter	T7 Discussion Table700dia Round	T8 coffee table	

REFERENCE PICTURES OF STORAGE AND DISPLAY

			
D1 Reception Desk	D2 Reception Desk Half Round	DP3 Counter Showcase	DP4 Display Showcase
			
DP5 Podium, Small	DP6 Podium, large	DP7 Glass Shelf	DP8 Wooden Shelf
	ST1 Storage Counter-Lockable		

REFERENCE PICTURES OF STRUCTURE ACCESSORIES

			
SP1 Panel System Construction	SD2 Door lockable system	SB1 Pinup board wall-mount	SB2 Pinup board self standing
			
F1 Fascia with name	DP1 Poster Display:LandscapeA3 pinup	DP2 Poster Display PortraitA3 pinup	CH1 Coat Rac
			
W1 Waste Bin	Z1 LiteratureHolder-zigzag	L1: Literature Holder wall-mount	L2: Literature Holder-swivel
			
L3 Literature Holder Hanging Acrylic			

**Return Form to: PARAS ART STUDIO**

A25/7, Middle Circle Connaught Place

New Delhi - 110001

P: +91 9873882196, +91 9873885596

Email: Nimit.soni@parasartstudio.com**FORM****3****Deadline: 20th May 2022****ADDITIONAL ELECTRICAL REQUIREMENTS**

This form must be completed and returned by every exhibitor. If service is not required, please endorse 'NOTAPPLICABLE' and return/email to the address above.

PLEASE TYPE/WRITE IN BLOCK LETTERS**Company Name:** _____**Booth No:** _____**Address:** _____**Tel:** _____ **Fax:** _____ **Email:** _____**Authorized by (Signature):** _____ **Date:** _____**This is mandatory for the Raw Space (Bare Space) Exhibition Booths**

1. In The Shell Scheme Only includes two (3) 60W Spot Lights, One 5/15AMP plug point and 1 KVA Electrical Power for every Booths.
2. For services not stated below, please contact the Official Contractor for a quotation.
3. The supply available is 220V Single Phase 50Hz AC (1-5 KVA only)
4. 400V Three Phase 50Hz AC can be provided on additional charges – please email if you require 3 phase power to the above mentioned email address

ORDER ONLY YOUR ADDITIONAL REQUIREMENTS

DESCRIPTION OF SERVICES / ITEMS	Unit Cost (INR)	Qty	Cost (INR)
Power Supply per KW	5500		
Connection Charges (by PARAS ART STUDIO) per unit (220v, Single Phase 50hz) The Connection Charges is mandatory to pay for all Raw Space Exhibitors.	1500 Per KW		
GST 18%			
Total Cost (INR)			

DESCRIPTION OF SERVICES	ITEM Code	Unit Cost (INR)	Qty	Cost (INR)
Fluorescent light 1.2 meters,40W	E1	800		
Spotlight 100W long arm	E2	800		
Halogen Spot 50W	E3	1200		
Arm Halogen Spot 50W	E4	1350		
Down light 50W	E5	1200		
Arm Flood Light 150W	E6	1350		
Metal Halide 125W	E7	1650		
Track light with 3nos.Spot	E8	1650		
Plug socket, Standard 220V,5/15amp	E9	800		
Refrigerator 165liters	E10	5850		
GST 18%				
Total Cost (INR)				

PLEASE NOTE:

- **For USD Transfers :** Bank: J.P. Morgan chase Bank SWIFT code: CHASUS33

For credit to A/C 001 – 1 – 407376

AXIS Bank Ltd. Mumbai

- **For further credit to:** Swift Code: AXSINBB066

Bank name: AXIS Bank Ltd.

Branch: East Patel Nagar, New Delhi

Ultimate beneficiary Account No: 912020056125854

Name : PARAS ART STUDIO

Branch : 26/5, East Patel Nagar, New Delhi

- **For Transfers with in India**

Account Name: PARAS ART STUDIO

Account No : 912020056125854

Branch : 26/5, East Patel Nagar, New Delhi

Branch Code: 1006

IFSC Code : UTIB00001006

MICR Code 110211075

*Please mail us a copy of your payment slip for confirmation.

1. If payment is drawn in a foreign currency, please the bank induce the bank commission and please also if the final amount received is less than the invoiced is the invoiced amount due to exchange rate variance, you will be responsible for reimbursing the relevant received is less than the invoiced amount due to exchange rate variance, you will be responsible for reimbursing the relevant beneficiary.
2. Late Orders received after the deadline **20th May 2022**, will be provided subject to availability, will be subject to a 30% surcharge and 50% surcharge for onsite orders. Priority will be given to advance orders.
3. 30% cancellation fees will be imposed for cancellation of conformed order. There will be no refund for cancellation during show days. The exhibitor will be liable for full cost of rental.
4. All Prices are in INR (please remit in equivalent to foreign exchange)
5. All materials to be available subject to availability and first come first served basis.
6. As docket must be used for one exhibit at a time. Multi-point connection is not allowed to prevent the risk of power overload.
7. The standard supply is 110V, 220V or 380V with approximately 10% fluctuation. For the safety of your equipment, please use stabilizer.
8. An up charge of 100% of electrical equipment will be added if you require 24-hour operating services.
9. Prices are inclusive of Applicable Government Service Taxes.

RULES AND REGULATIONS RELATED TO ELECTRICAL SERVICES

1. The standard shell scheme includes:

3 (Three)Spot Lights (60W), 1(One) Plug Points 5/15 AMP and 1 KVA Electrical Power

The above items are readily provided by organizers. Additional requirement have to be ordered through Electrical Services Order Form.

2. Locations of lights and socket points in the standard booth are fixed locations and may not be moved.

3. The organizer has appointed the Official Electrical Contractor to be responsible for:

(i) Standard supply of electricity:

- a. The standard supply is single phase AC220V/50Hz with +10% fluctuation. For the safety of your equipment, please use stabilizer.
- b. Other requirements such as single phase 110V/50Hz or three phase 220V/50Hz can be specially arranged for if requested in the electrical order form.
- c. There are two main power supply circuits: "Lighting Power Circuit" and "For Exhibit Power Circuit".

(ii) All Electrical motors have independent automatic protection against excessive current surge.

The following starter systems should there for be used

- a. Direction line: upto 5HP
- b. Stardelta: 5to25HP
- c. Auto transformer above 25HP

(iii) Power supplies to the exhibits will be switched off at source 30minutes after the exhibition closes every evening and 60minutes after close on the final day of the exhibition.

(iv) Exhibitors who require 24hours electricity supply for their specific requirements should indicate accordingly on the electrical order form before the deadline.

(v) The two units of Spot lights and One 5-Amp Plug Point which are included in the shell scheme package include electricity supply.

(vi) Cost of electricity consumption is inclusive in all items offered in Section A (1), B(1) , A(2), (B2) and C.

(vii) All electrical installation must conform strictly to the required standard safety regulation without exception.

ELECTRICAL ACCESSORIES				
E1 Fluorescent Light 40(w)	E2 Spotlight 100(w) longarm	E3 Halogen spot 50(W)	E4 Arm Halogen Spot 50W	E5 Down light 50w



Deadline: 5th June 2022

Return Form to: PARAS ART STUDIO

A25/7, Middle Circle Connaught Place

New Delhi - 110001

P: +91 9873882196, +91 9873885596

Email: nimit.soni@parasartstudio.com

balbeer@parasartstudio.com

FORM

4

GATE PASS

Gate Pass is required to ensure smooth removal of goods at the close of the exhibition.

Gate Pass

Exhibition _____

Date: _____ Venue: _____

Company: _____ Booth No.: _____ Hall No.: _____

Address: _____

City: _____ Pin Code: _____ Country: _____

Tel.: _____ Fax: _____ Email: _____

Contact Person: _____ Designation: _____

(For Official Use Only)

Account Clearance _____

Marketing Clearance _____

Security Clearance _____

S.No.	Products/Items List	Qty.	Remark (If any)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			

Signature _____

Date _____

Please fill this form and submit it at the Show Management Office. Exhibitors will not be allowed to remove their goods/equipments unless approved by the organiser.

PRINT THIS FORM AND KEEP A COPY FOR YOUR RECORDS