



India SMART GRID Week 2016

International Conference and Exhibition
on Smart Grids and Smart Cities

March 15 - 19, 2016

Manekshaw Center, Dhaula Kuan
New Delhi, INDIA

ORGANISER

ISGF

India Smart Grid Forum

Please visit www.isgw.in and @isgw2016

Exhibitor Instructions/Guidelines

VENUE

Manekshaw Center, Dhaula Kuan, New Delhi, INDIA



ORGANISER

ISGF

India Smart Grid Forum

EVENT MANAGER



BHARAT EXHIBITIONS

Dear Exhibitor,

Welcome to India Smart Grid Week 2016 International Conference & Exhibition!

Please find below the exhibitor guidelines specially designed to address all crucial issues relating to the exhibition in detail, and to provide you with vital information for your successful participation.

Please read the instructions carefully to familiarise yourself with deadlines, guidelines, available services.

• Exhibitor with Raw Space

Exhibition space will be handed over to all the exhibitors from 05 pm onwards on 14 March 2016 Construction of the stall should be completed by 8 pm on 15 March 2016. Please collect your service/contractor badges from our convention center office

Contact Person :

Nitin, +91 9650506920

Construction Timings:

14 March 2016 : 05 pm till 08 pm

15 March 2016: 09 am till 08 pm

No construction from 16th March onwards

• Exhibitor with Shell Scheme

- ▶ Exhibition stall will be handed over to all the exhibitors from 02: pm onwards on 15 March 2016.
- ▶ The 9 sqm standard shell scheme package booth includes one table, two chairs, three 100 W spotlights, one 15 amp electric socket & one waste bin.
- ▶ Exhibitor should not hang any panel by nailing on the wall of the stall. Please use double side tape or hanging bolt with thread.

• Exhibitor Check-in / Check-out details

- ▶ Exhibitors may bring their exhibit items / display products from the main entry of convention centre through freight vehicle / trucks only.
- ▶ Please bring a list of the items to be moved in should be produced in triplicate with the company seal on the letterhead and it should be handed over at the Show Management Office / Help Desk counter at the venue.
- ▶ The items you want to move out from the exhibition venue on 18th March 2016 should need a valid Gate Pass. To obtain the same, a list of the items to be moved out should be produced in triplicate with the company seal at the Help Desk, if there is any change.
- ▶ The Gate pass will be provided only after clearing all the payments related to your exhibition & other services.
- ▶ Charges for Additional requirements are mentioned in the additional requirement form. Please send us the requirement for extra furniture, if any, latest by 07 March 2016 Evening. On the spot requirements will depend upon the availability of the item.
- ▶ Dismantling of stalls will start after 1600 hrs sharp on 18th March 2016. We request you to clear all your pending payments, if any, before 1400 hrs.

• Exhibition Inauguration

Exhibitors are requested to make their stalls ready by 9 AM on 16 March 2016 as the exhibition inauguration ceremony would start at 10:00 AM.

- **Exhibition Badges**

- ▶ Exhibitors are requested to send us the names of their representatives those who will be managing the stalls during the exhibition by 3 PM on 07 March 2016.
- ▶ All exhibitors are also requested to check in at our registration counter / SMO at the main registration counter of Manekshaw Center for collecting their representative's badges from 10 AM onwards on 15 March 2016.

- **House keeping**

Organiser will provide for daily overall cleaning of the exhibition halls and common areas after show hours. However, it will be the responsibility of the exhibitors to keep their individual stands tidy. Exhibitors are advised to keep their waste bins on the aisles after show hours, which will be cleared by the official housekeeping agency. Exclusive housekeeping services for individual stands can be provided by the official housekeeping agency at a cost. Exhibitors may directly contact the agency for such services. Agencies other than the official housekeeping agency will not be permitted to operate in the Manekshaw Center complex.

- **Fire precautions**

Fire fighting equipment will be installed at various points in the Exhibition halls. However Exhibitors are advised to take due precautions and provide necessary fire extinguisher equipment in their own stands. To ensure clear access to fire exits, no obstructions or display material will be allowed in the aisles and emergency exits. Fire tenders will be stationed at the exhibition site during the period of the exhibition.

- **Security**

Organiser will arrange for general security of the halls from 16 March 2015 to 18h March 2015. The Organiser will not be liable for losses or damage to any property, personal or otherwise during the installation, exhibition and dismantling period. Exhibitors are advised to safeguard their goods and articles and never leave stands unattended during show hours. Exhibits which are small in size must be safely locked in cupboards or glass cases. During non-show hours exhibitors must not leave any personal valuables inside the stand. No security personals will be allowed inside the Hall after exhibition Hours. Organiser will arrange for general security patrolling of the exhibition site which will not include specific attention to individual stands.

Again, we wish you a successful participation at the India Smart Grid Week 2016 International Conference & Exhibition and assuring our dedicated services at all times

Sincerely,

Your BE Team (Bharat Exhibitions)

Event Manager for India Smart Grid Week

Nitin

+91 9650506920