



India SMART UTILITY Week 2020

International Conference and Exhibition
on Smart Energy and Smart Mobility for Smart Cities

March 4 - 6, 2020

The Lalit Hotel, New Delhi, India

EXHIBITOR'S MANUAL



Supporting Ministries



राजधानी जलवायी
Ministry of Housing and Urban Affairs
Government of India



राजधानी जलवायी
Ministry of Power
Government of India



राजधानी जलवायी
Ministry of Environment,
Forest and Climate Change
Government of India



राजधानी जलवायी
Department of Commerce
Ministry of Commerce and Industry
Government of India



राजधानी जलवायी
Ministry of New & Renewable Energy
Government of India



राजधानी जलवायी
Ministry of Jal Shakti
Government of India



SMART CITIES MISSION
Smart City
Ministry of Housing and Urban Affairs, Government of India

Organiser

ISGF
India Smart Grid Forum

www.isuw.in

isuw@isuw.in

@isuw2020

IMPORTANT INFORMATION

Exhibition: India Smart Utility Week 2020

Venue: The Lalit Hotel, New Delhi

Dates: 4 - 6 March, 2020

EXHIBITION TIMINGS:

4 March 2020	10.00 AM to 06.00 PM
5 March 2020	10.00 AM to 06.00 PM
6 March 2020	10.00 AM to 04.00 PM

IMPORTANT DATES:

For final payment	Along with the booking
To submit additional service requirement form	10 February 2020

FOR STALL ALLOCATION:

Bare Space in Covered Area of Plaza Terrace Garden	1 March 2020 - 02.00 PM Onwards
Bare Space in A/c Hanger at Plaza Terrace Garden	3 March 2020 - 10.00 AM Onwards
Shell Type (Octonorm Stall)	3 March 2020 - 04.00 PM Onwards
Exhibit Removal	6 March 2020 - 04.00 PM Onwards

Welcome to INDIA SMART UTILITY WEEK 2020

We request you to study the contents of this manual carefully and make a note of the mentioned points concerning logistics of the stall at **INDIA SMART UTILITY WEEK 2020**

Section 1

General Information

In the text throughout this manual, 'The Organisers' shall mean ISGF. 'The Exhibitor' shall mean any Exhibitor, Who has been allotted space in the exhibition, and the 'Exhibition' shall mean "INDIA SMART UTILITY WEEK 2020"

Exhibition Management

The Exhibition is organised by India Smart Utility Forum. In case of any dispute, the final decision binding on all concerned parties shall rest with the management of INDIA SMART UTILITY WEEK 2020

Children: Children below 16 are not allowed in the exhibition.

Visiting Hours, Entry Fee:

Only trade visitors allowed. Free Entry on registration of visitors.

Exhibition Date: 4 to 6 March 2020

Visiting Hours: 10:00 A.M to 05.30 PM

Exhibitors MUST NOT carry any objectionable items including but not limited to weapons, drones, smoking cigarettes etc. (smoking etc. is allowed only in the parking lot of the premises)

Section 2

Allotment of Exhibition Stands & Withdrawal from Participation

Allotment of Stands:

The Organisers reserve the right to refuse allotment of stand to any applicant or to change the stand location allotted to any exhibitor before full payment is made, without assigning any reason. Even after full payment is made by an exhibitor, the Organisers reserve the right to change the stand location of any exhibitor due to changes in floor plan considered necessary by the organizers.

Imported Exhibits/ Foreign Principals:

As per the directives of India Trade Promotion Organisation, the nodal agency attached to Ministry of commerce, Govt. of India, which approves all International Exhibitions, duty-free import facility (Under ATA Carnet or Re-Export Bond Supported by bank Guarantee) is available to only foreign exhibitors who have paid participation charges in foreign exchange at the rates applicable to foreign exhibitors. Indian exhibitors interested in displaying exhibits imported from foreign principals, must ensure that each of their Foreign principals register as an exhibitor with INDIA SMART UTILITY WEEK 2020 and reserve appropriate space (min. 9 Sq.m.) for which payment will be made in US\$. At the request of Indian exhibitor and foreign principals, an integrated stand with their combined space will be provided.

Withdrawal from Participation:

In case of cancellation or withdrawal from participation or non-occupation of the stand by any exhibitor, money paid by the exhibitor(s) will be forfeited.

Section 3

Exemption of Duties

To avail exemptions from payment of various duties such as Customs, Excise or Sales Tax, a Bonafide Exhibitor Certificate issued by the organisers with your application and other necessary documents to the appropriate authorities. Certificate of Participation will be issued to each exhibitor on receipt of full payment.

Custom Duty

Duty Free import of exhibits from abroad will be allowed to only foreign exhibitors who have paid the space charges in foreign exchange. This facility is available under ATA Carnet or Re-export Bond supported by Bank Guarantee or Embassy Surety.

Section 4

Planning Your Stand Design

Design & Decoration Contractors: All the shell scheme exhibition booths will be built by the official stand building contractor and the entire stand will be built with standard octonorm system.

Note: Painting, wall-papering, nailing/ drilling on wall panel supplied under the shell scheme is strictly prohibited. A penalty of Rs. 5000/- will be levied per panel for violation of this rule

Possession of the stall area and temporary electrical connection during build-up period will be given to exhibitors only after their obtaining "No Dues" certification from INDIA SMART UTILITY WEEK 2020 accounts department.

All exhibitors must submit two copies each of the layout plan of their stalls, showing positions of equipment, exhibits, fittings, furniture and office cubicles etc, with their dimensions in meters, and elevation drawing, showing various heights of partitions, cabins, logo, name fascia exhibits and other display material to the Organisers for approval on/before 10th February 2020.

The stall-in charge of each exhibitor should be available at site on 3 March 2020, to attend to last minute requirements, if any, and to ensure completing the stall arrangements.

Entry for persons below 16 years is strictly prohibited. Right of admission is reserved with Organising Committee. All items/exhibits and stall structures must be removed 16:00 hours onwards on 6 March 2020. Charges mentioned in the forms for relevant services are exclusive of all Taxes and Levies. Exhibitors are requested to contact **INDIA SMART UTILITY WEEK 2020** office for their specific requirements at following address.

Shell Scheme Entitlement: Exhibitors with Shell scheme package are entitled to the following (per 9 sq. mtr.)

- 1) Up to 3 side walls in Octonorm like System with white laminated panels 2.44m high x 1m wide.
- 2) Unless specifically advised, Corner stalls will have two sides open.
- 3) Needle punched carpet for the floor area.
- 4) Fascia panel with Exhibitor name and stand number in 10 cm high.
- 5) Three Spotlights, one 5 amp electricity socket, two chairs, one table & one dustbin.
- 6) One Exhibitor badge and one Conference cum Exhibitor badge.

Section 5

Regulation for Stand Design

Exhibitors with Shell Scheme (**Octonorm Structure as per the below picture**)

Exhibitors with shell scheme- entitled to get octonorm structure of size as opted for (2 meter x 2 meter/ 3 meter x 3 meter or a combination of both etc.), **height of such structures is standard i.e 8 feet**. Diagrammatic representation of shell scheme structure is as shown in the picture (**only for reference**)

Please note that no part of the exhibit should project out of the stand area and nothing should be placed outside the stand. Grouting / Digging in floors or walls are prohibited.



All items supplied under Shell Scheme Package (as listed below) and additional items supplied by our official contractors upon request and additional charge basis are only on hire and exhibitors are required to hand them over back to the contractors at the end of exhibition in good order and condition. Any damage or loss of these items will have to be compensated by the exhibitors to the contractors.

Inclusions for Octonorm Stall Structure

- 1 Octonorm Table (3 feet x 2.5 feet)
- 2 Visitor Chairs
- 1 Dustbin
- 1 Power Socket (1 KVA Power in total)
- 3 Arm Lights
- 1 Fascia (for the stall name)

No rebate will be allowed to exhibitors if any item under Shell Scheme is not availed by exhibitors.

Sizes are as below for Octonorm Stall (as per 3 x 3 Mtr Stall - 9 Sqmtr)

**Each wall size is: 8' H x 9.5' W in case of flex backdrop panels with wooden frame (3 panels)
 7.5' H x 3' W in case of vinyl posters (9 Panels)**

Exhibitors with bare space

Exhibitors opting only for raw space and wish to construct/ design stall on their own will have to submit their stall drawing and to scale mock-up, complete details of exhibits, Electricity, booth Contractor details and other installations and elevation for approval of the Organiser before 10 February 2020. If exhibitor fails to submit the same before deadline, the exhibitor will have to pay a penalty of Rs. 1000/- per week after 10 February 2020

Exhibits must be placed at least 1 meter away from the boundary of the open sides of the stand. No part of the exhibit should project out of the stand boundaries even when the exhibits are under demonstration.

Height of the construction can be maximum 12 feet including fascia in case of Hanger and 8 feet in case of covered area in Plaza Terrace Garden or pre function area Stalls.

In case any construction guidelines are violated, the Organiser will take corrective measures at the risk and the cost of exhibitors. Charges for such modifications will have to borne and paid by the exhibitor before the closure of the exhibition.

Electrical Power, Fitting & Appliances

It is essential to inform the organizers by 10 February 2020, your power requirements for lighting (in addition to spot lights covered by the Shell Scheme package) and operating machinery.

Water connection will not be provided for wash basin or kitchen facilities, there is no facility provided in the exhibition halls. Exhibitors will be required to make special arrangements to collect and dispose-off the waste water as required.

NOTE- Nailing, Painting, Drilling or using any of the articles belonging to the venue is strictly prohibited. In case of any violation, exhibitors MUST pay to the venue for damaged caused whatsoever.

Section 6

Logistics

a) Exhibitors bringing their own furniture, fans, potted plants, refrigerators, TV/VCR, Computer or any other appliance, which are also being supplied by the official contractors, must ensure proper challan for entry/exit at the hotel

Material handling at site

Services for loading/ unloading, packing / unpacking, transportation of goods to exhibitor's stand, hiring of forklifts and trolleys, skilled/ unskilled labour, removal and storage of empties, etc. are offered at a price by the official materials handling contractors. No private labour or contractor will be allowed for this purpose.

Regulations for Workmen: It is the responsibility of the exhibitor and their contractors to ensure that:

1. Their workmen do not enter other exhibitor's stand/ or passage.
2. The workmen do not sleep or cook in the exhibition halls & do not wash clothes or have bath in the toilet blocks.
3. The workmen or exhibitors staffs do not behave in drunken or disorderly manner. Anybody disregarding the above instructions will be evicted from the exhibition hall.

Machinery to be displayed

All machines to be displayed in the exhibition should be brought inside the hall latest by 10.00 PM on 3 March 2020.

Storage of Empties, Removal of Debris

Storage of empty cases/ cartons, in the stand, in passages or in open area near your stand is not allowed our official materials handling contractors, should be contacted to arrange this service. Exhibitors must remove all debris, empty cartons and other wastes from their stand daily during the construction period and finally before passage carpeting is begins laid.

Safety and Fire Protection

Exhibitors are required to strictly follow the regulations laid down by concerned authorities towards safety precautions and prevention of accidents or fire. All electrical installations must be checked by the official electrical contractors before, and other hazardous materials should be used only with written permission of the organisers and after taking all safety precautions.

Completion of Stand Display

Display in stands/ pavilions must be completed latest by 5 AM on 4 March 2020

Outer Surface or Stand Walls, Partitions

Exhibitors are not allowed to display anything on the outer surface of stand-walls or on partition walls inside the exhibition halls without written permission of the organisers. The organisers reserve the exclusive right to display posters or notices on all such surfaces, nailing the panels is not allowed.

Entry and Exit of Exhibition Staff:

Exhibitor staff will be allowed to enter the exhibition hall at 10.00 AM during exhibition days, and all must leave the hall by 6:00 PM. unless written permission has been obtained from Exhibition hall manager to enter early or leave late.

Entry & Exit of Goods:

Entry or exit of goods during the daily exhibition hours is strictly prohibited. These may be allowed before or after the exhibition hours at the discretion of the organisers, on written request from exhibitors.

Prohibited and Unsuitable Exhibits:

The organiser/ Venue owner may prohibit exhibition, distribution or sale of any article including printed literature which it considers unsuitable or objectionable and may confiscate the same. It can debar the exhibitor from selling/distributing or demonstrating to the public if his conduct or that of his agent is likely to cause offence to or is otherwise considered objectionable in any manner.

Cleaning and Collection of Waste:

The organisers have appointed a cleaning contractor to clean the passages and other areas in the exhibition halls, to collect the waste from the waste baskets supplied to the exhibitors and to ensure cleanliness of the toilets. However, cleaning of individual stands is the responsibility of each exhibitor.



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Catering by Authorised Caterers:

No catering by any outsider is permitted in the premises of the exhibition space. Catering services have to be obtained from the hotel only.

Dismantling & Removal from Hall:

Exhibitors will be allowed to remove goods from exhibition hall from 4.00 PM. onwards on 6 March 2020 and vacate the stand latest by 5.00 p.m. on 6 March 2020.

If an exhibitor fails to remove his goods and vacate the stand within stipulated period, the organiser may reverse right to remove the said goods. All cost in this connection will be debited to the concerned exhibitors.

Right of Lieu:

The organisers reserve the right to refuse Exit Gate Pass to any exhibitor if he has not settled all his dues, and to retain his exhibits or other goods as collateral security, till debts are discharged. The exhibitors expressly indemnify the organisers against claims for damage to their goods held as collateral security.

Insurance & Liability:

Exhibitors are advised to obtain insurance cover against all risks. It is expressly understood that the organisers stand indemnified by the exhibitors in respect of any loss or damage to their goods due to theft, fire, etc. or injury to any person as well as third party claims.

Permission/Concessions:

All agreements, permissions and concessions granted to any exhibitor shall be valid only if given in writing by an authorised officer of the organisers.

Change of Venue, Dates, and Timing:

The organisers reserve the right to change the venue, dates, duration or timings of an exhibition, if the circumstances so demand and the exhibitors are bound to accept the decision of the organisers, so long as the exhibitors are informed about the changes either by individual communication or by a press advertisement. No refund shall be allowed, if an exhibitor withdraws from participation on account of the changes.

NAME ON STALL FASCIA

**Exhibitors must share this by 10 February 2020
(Applicable for shell space exhibitors only)**

A Fascia panel will be running the length of open sides of the stall and will have the Stall Number and Exhibitor's name in uniform lettering. Please give here exactly how the name of your company is to appear on the fascia.

If the form is not received on the due date, the name as supplied in the space application form will be put on the fascia.

(Please fill in Capital letters, use one box for each letter and a blank box for space)

[View all products](#)

Exhibitor Passes

Exhibitors' must obtain passes are for staff manning the Exhibition booths. Only contracted companies are eligible to apply for these badges. Exhibitors moving in and out of the exhibition site will be identified by such passes only and for security area.

Please write to isuw@isuw.in or ronkini.shome@indiasmartgrid.org with full details (Name, Contact Number, Email ID and Organization) to get the passes. No person will be allowed into the exhibition halls without the appropriate passes.

Gate Passes

No personnel either exhibitors or contractors will be allowed without valid entry pass (please use the below format to obtain gate pass from the secretariat) during the construction of the stalls. The passes can be collected from the organiser site office.

- Exhibitors bringing their own furniture, fans, potted plants, refrigerators, TV/VCR, Computer or any other appliance, which are also being supplied by the official contractors, must submit a separate challan for the items (listing specifications and identification marks) while bringing them into the exhibition hall and obtain a copy of the challan duly stamped and signed by the site Manager.
- The same challan must be produced while obtaining gate pass for removing the items from the exhibition hall at the end of the exhibition.

**GATE PASS FORMAT
 TO WHOMSOEVER IT MAY CONCERN**

Company:

Stall No.

Please allow the following vendor(s) to be enter the exhibition premises for necessary built up of exhibition stall:

S.No.	Name	Valid ID Card No.

For, India Smart Utility Week 2020
 (Authorized Signatory)

ADDITIONAL ITEMS LIST

Exhibitor: _____ Stall No.: _____

Tel.: _____ Email: _____

Contact Person: _____

Item No. Code	DESCRIPTION SIZE/SPECIFICATION	IMAGE	Hiring Charges Per Day- INR	Hiring Charges Per Day- USD
1	Executive Chair		1050/-	USD 16
2	VIP Sofa (single seat- White Color)		2700/-	USD 40
3	VIP Sofa (Double seat- White Color)		4500/-	USD 67
4	Visitor Chair		1000/-	USD 15
5	Folding Chair		250/-	USD 4

6	Bar Stool - 75cm(Height)		1000/-	USD 15
7	Glass Top Round Table- 70cm (Dia) x 75cm(Height)		1800/-	USD 27
8	Standing Discussion Table - 5 Feet (Height)		1350/-	USD 20
9	Octanorm Table 100cm(W) x 60cm(D) x 80cm(H)		750/-	USD 11
10	Glass Counter 100cm(W) x 50cm(D) x 100cm(H)		4500/-	USD 67
11	Two Level Information Counter		3750/-	USD 56
15	Podium- 50cm(W) x 50cm(D) x 100cm(H)		5250/-	USD 78

16	Brochure Rack		1000/-	USD 15
17	Glass Shelf – 91.44 cm(W) x 22.86cm(D)		1000/-	USD 15
18	Lockable Door (Single Door) 3Feet(W) x 7Feet(H)		6750/-	USD 100
19	System Panel (Octanorm) 3.25Feet(W) x 8Feet(H)		750/-	USD 12
20	Spot Light- (60 W)		500/-	USD 8
21	Power Socket (5 Amp.)		350/-	USD 6
22	LCD TV 42"		4500/-	USD 70

23	Plasma 50"		6000/-	USD 90
24	Laptop		1350/-	USD 20
25	Waste Bin – Steel		800/-	USD 10
26	Flex Printing and mounting on wooden frame		70/- per Sq.ft	USD 2 per sq. ft
27	Vinyl print with pasting on Octonorm Panel		130/- per Sq.ft	USD 2 per sq. ft
28	Rollup Standy (6'x3') Normal Printing on Flex		3000/-	USD 45
29	Rollup Standy (6'x3') Digital Printing on Flex		5000/-	USD 75

30	Temporary Staff/ Hostess		3500/- per staff per day**	USD 50 per staff per day**
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**The Hostess/ Public Relations must not be entrusted with handling of cash or valuables. Exhibitors will be responsible for Hostess/ Public Relations whilst in their stands and the show organisers will not be responsible for any loss or damage caused by such personnel.

All the above mentioned items shall be provided during the exhibition (4 - 16 March, 2020) on additional charges basis (subject to availability and confirmation before 20 February 2020)

GST 18% will be charge extra on actual bill.

Signature

Designation

Date

Please note: All additional material will be provided at the venue, subject to advance booking along with 100% advance payment.

Please share your requirements with ISUW Exhibition Contractor:

ISGF Coordinator

Ronkini Shome
Tel.: 9871290679
Email : ronkini.shome@indiasmartgrid.org

Indiattitude Coordinator

Kuhoo Maharishi
Tel.: 0124 4409369
Email: kuhoomaharishi@indiattitude.com
secretariat@isuw.in

Conference Organizers



Attitude Events Pvt. Ltd.

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