



Guideline for INTELECT & DistribuELEC 2017 Exhibitors

Welcome to INTELECT & DistribuELEC 2017

All exhibitors are requested to note the following important features of the guideline carefully.

Timetable of In-Hall Operations

| ACTIVITY | DAY AND DATE | TIME |
|--|--|----------------------------------|
| Construction Period | 21 st January 2017 | 1000 hrs to 1800 hrs |
| "Bare Space" stall holders to take possession | | |
| Truck entry for delivery of exhibits in bare space stalls | 21 st January 2017 | 1000 hrs |
| "Shell Scheme Stall" holders can take possession | 21 st January 2017 | 1000 hrs to 1800 hrs |
| Shell Scheme Stall" holders can take possession | 22 nd January 2017 | 1000 hrs to 1200 hrs |
| Tempo / Car entry for delivery of exhibits in shell scheme | 22 nd January 2017 | 1200 hrs |
| No truck/tempo will be allowed to enter the halls | 22 nd January 2017 | 1200 hrs |
| Final Hall Stall cleaning | 22 nd January 2017 | 1400 hrs |
| Completion of all stalls | 22 nd January 2017 | 1500 hrs |
| Laying of Carpet in Aisles | 22 nd January 2017 | 1600 hrs |
| Opening Ceremony | 23 rd January, 2017 | 1000 hrs |
| Exhibition Period | 23 rd to 25 th January, 2017 | 1000 - 1800 hrs |
| Repacking of exhibits and returning the rented furniture to the contractors | 25 th January, 2017 | from 1800 hrs |
| Breakdown Period | 25 th January, 2017 | from 1900 hrs |
| Disconnection of all utilities | | |
| Dismantling of Shell Scheme Stalls starts | 25 th January, 2017 | from 1900 hrs |
| Stall material and exhibits must be removed from hall | 25 th January, 2017 | Till 2400 hrs (1200 midnight) |
| Hall Cleaned and handover | 26 th January, 2017 | Till 0200 hrs |
| <p>Note: 1. In case the material & exhibits are not cleared by 25th January 2017, time 2355 hrs the organizer has reserves rights to take out their goods out of venue without any consent of the exhibitor.</p> <p>2. If any bare space stall is left untouched by 25th January 2017, time 2200 hrs the area would be cleared by organizer and applicable charges will be recovered from the exhibitor.</p> | | |

Exhibitor Manual forms (Exhibitors Badges/ Fascia / Power requirement / Directory listing)

The exhibitor manual forms are available our website <http://intelec.ieema.org/exhibitor>, please fill up and submit before 5th January 2017.



Shell / Bare exhibitor technical specification:

All exhibitors must submit layout plan and elevation drawing, showing dimensions, positions and height of various partitions, cabin, display boards, logos and exhibits within their stalls to the organisers for its approval, before 5th January 2017 to **Mr Nitin Pachpande – nitin.pachpande@ieema.org Mob: +91 9869394998.**

Bare Space: Proper marking of the borders of the space booked by the exhibitors will be done on the floor by the Organisers. Constructing of partition walls is the responsibility of the bare space stallholders. Power consumption and other costs will be borne by the exhibitors. Bare space stall holders must pay charges separately on the basis of their total connected load in kW, including power required for lighting load. For 3 phase supply, they must inform their requirement to the Organizers before 5th January 2017.

Shell Scheme Stalls: Under shell scheme, (for booking of 9 sqm and above), stalls will be provided with partition walls on maximum 3sides, needle punch carpet, namefacia and basic furniture like Table, Chair, Spotlight will be provided on prorata basis of the area booked as mentioned in table below of this document. A.C. supply with 5 Amp. 220V plug and socket for connected load up to 1 kW will be provided to shell stall at no extra cost. However, for connected load more than 1 kW on the basis of their total connected load in kW, including power required for lighting load, for 3 phase supply, they must inform their requirement to the organizers before 5th January 2017.

| LIST OF FURNITURE & FITTINGS PROVIDED ON THE BASIS OF THE STALL AREA UNDER SHELL SCHEME. | | | | | |
|--|-----------------------------------|--------------------------|-------------------|----------------------------|--------------------|
| Stall Area Sq. Mtr | Reception Desk w/o drawers (Nos.) | Folding Armchairs (Nos.) | Spotlights (Nos.) | Plug points 5A 200V (Nos.) | Waste Paper Basket |
| 9 | 1 | 2 | 3 | 1 | 1 |
| 12 | 1 | 2 | 4 | 1 | 1 |
| 15/18 | 1 | 3 | 5 | 1 | 1 |
| 21/24 | 2 | 4 | 8 | 1 | 2 |

Bare space stall design should not have height exceeding 3.5 meters and 2.5 meter for Shell stall, however, height of product on display can be no more than 3.5 meter. Logos can be displayed up to a height of 4.5 meters (for bare space) and 3.5 meters for shell stall exhibitors, provided they are away from adjacent stalls by a minimum distance of 2 meters.



| Hall No. 1 | |
|------------------------|---|
| Ambiance | Air Conditioned |
| Electrical Supply | 220 V Single phase 20Hz or 415 V Three phase 50Hz |
| Floor Loading capacity | 1500 kg/ sq.mtr. |
| Floor Finish | Cement Concrete |
| Ceiling Height | 5.3 meter |
| Entrance | 5 meter x 5 meter |
| Below AHUs | Exhibitors are requested to contact IEEMA for detailed drawing of their stall area with dimensions, pillars appearing within the stall area, if any and height available in the area. |

Locations of IEEMA officials & other services

We have assigned responsibility of managing the halls to the Hall Directors and Area Managers, who will take care of your requirements. Layout plan of your hall showing locations of these officials are given in the enclosed sheet. If you need any assistance, kindly feel free to contact the concerned Hall Director / Area Manager in the respective Hall. They would be more than willing to assist you.

Possession of Stalls

For Bare Space Stall Holders: Possession of bare space will be given from 1000 hrs onwards on 21st January 2017 till 1800 hrs. Possession of the stall would be given only after obtaining “**No Dues**” Certificate from IEEMA/INTELECT Accounts Department and on submitting a copy of the layout plan, duly approved by the Organisers.

For Shell Stall Holders: Possession of shell stalls will be given from 1000 hrs onwards on 21st January 2017 till 1800 hrs only after obtaining “No Dues” certificate from IEEM/INTELECT accounts department. No dues certificate, for the stall possession to the participants will be handed over on the dates specified, subject to the receipt of all dues to INTELECT, including power charges, security deposit etc. and the submission of TDS certificate in Form. 16 A, in lieu of deduction of tax from the payment made to INTELECT. Possession will not be given to any stall holder after stipulated time. In order to avoid last minute rush and strain on the material handling facility, exhibitors are requested to book services of the official freight operators for movement of exhibits inside the halls and inform the freight operators about the schedule of arrival of exhibits.

Our best wishes are with you for a successful and fruitful participation.

Exhibitors are requested to contact IEEMA office for any queries / specific requirement at following numbers: **INTELECT Team: Delhi: Tel: +91-11-23363012, Mumbai: Tel: +91-22-24930532**
