

EXHIBITOR MANUAL



6th Beauty & Spa Expo

30th June & 1st July 2015

Pragati Maidan- Hall No: 18

EXHIBITORS Entry from: Gate No: 1

VISITORS Entry from: Gate No: 7 & 8

EXHIBITOR APPLICATION FORM

All Exhibitors can submit their application form by **10th JUNE 2015** with additional furniture list (if hired) and Exhibitor Badges names.

Exhibits Move-in and Move-out Guidelines:

- **ENTRY to the Venue on 29th June**

RAW SPACE ENTRY

All the Heavy Loaded Goods needs to be entered into the Pragati Maidan from **Gate NO 1 (Entry & Exit)**.

To enter inside the hall, all the heavy loaded goods trucks should have the **GOODS VEHICLE ENTRY PASS Passes** which needs to be signed & stamped by Nexus Exhibitions Pvt. Ltd. Passes are attached for carrying with yourself or vendor or **we will mail you a scan copy of entry pass 1 week before exhibition/** can be collected from the Nexus representative at the Gate No 1.

All the trucks / tempos will be allowed to enter in the venue strictly on

28th June (Sunday) Night after 10 pm to 29th June (Monday) Morning till 7 am

or

29th June (Monday) Night Post 10:00pm till 7:00am 30th June (Tuesday)

- **Fabrication DATE & TIME**

29th June (Monday) 10 am to 30th June (Tuesday) 6:00am

- **Deadlines on-site**

Exhibitors must ensure that their stands **(RAW SPACE)** are ready by no later than 6:00am, **30th June** with all Exhibits in position therefore it is essential that you are present on your stand before 9 am of the last day of build-up to ensure that equipped and decorated by that time.

SHELL SCHEME

Shell Scheme stand will be ready by 6 pm on 29th June. Exhibitors can decorate their stall **after 5 pm on 29th June Or before 10 am on 30th June.**

Entry from Gate No: 1 (Pragati Maidan)

- **ENTRY to the Venue on (30th June & 1st July)**

On 30th June all the light weighted goods vehicles can come till Gate No 1 & would not be allowed to enter inside the hall. Exhibitors can transfer the goods to the Nexus Exhibitions Shuttle Vans / Cars (will have Beauty & Spa Expo poster) & these shuttle cars will transport your goods at the venue. Exhibitors need to carry the passes.

CAR PARKING

***Self driven cars with parking labels to enter through Gate # 1 on 30th June & 1st July and park their cars at the designated parking area and take free shuttle of Beauty & Spa Expo to reach Hall 18.**

- **Exhibitor Badges**

All the Exhibitors need to wear the **Exhibitor Badges** to ensure the Entry to the Venue. **Exhibitors (Foreign & Domestic) can collect their Exhibitor Badges from Hall No: 18 (Pragati Maidan) on 29th June after 2pm from HELP DESK**

Contractors: Work passes (which are not valid during the exhibition) will be

issued by Organizer to all personnel involved in the set-up and dismantling of

your stand. To receive these passes you need to be present upon arrival to the BEAUTY & SPA EXPO 2015 Operations. Official letter asking for these work passes and listing the names of set-up staff. These passes must be worn at all times. The security guards have strict orders to refuse entry to any personnel not showing the correct pass. In your own interest your co-operation is requested in helping us maintain security.

All contractors along with their staffs must have service badges for their proper identification.

- **Dismantling**

Exhibition Venue terminates at 1st July Wednesday @ 8 pm. All non portable exhibits and other property of the Exhibitor, his contractors and agents, must be removed from the Exhibition venue by the exhibitors .

- **Exit Pass**

No material will be allowed to be taken out of Pragati Maidan on 1st July by the Exhibitor without **“out -passes”** issued by the organizer.

BUILT UP STALL (SHELL SCHEME) & BARE SPACE

BUILT-UP STALLS (SHELL SCHEME)

Package of facilities for standard built up stalls include:

- Back and side partitions with modern prefabricated system similar to octonorm and PVC laminated panels
- Synthetic carpet on floor
- Fascia in English with stall number in uniform style
- One spot light per 3 sq mt. space
- One 5 amp socket per stall
- One counter table, two chairs up to fill 12 sq mts. area
- Power consumption for lighting
- General security in Exhibition halls
- General decoration in and around halls
- General publicity for visitor promotion

Any extra furniture, power requirement may please order in advance.

No financial credit can be given for items included in the standard package but not utilized. The Exhibitor is obliged to return stand elements and additional equipment in the same condition as supplied is financially responsible for all

damages to stand elements or additional equipment, according to the organizers' price list.

BARE SPACE

Package of facilities for standard built up stalls include:

- General security
- General decoration in and around exhibition halls
- Signage, general illumination inside and outside halls
- Cleaning of aisles and exterior
- General publicity for visitor promotion

The Exhibitor can build up or customize their stand, as per following rules and regulations.

1. Facilitation & Registration Desks

To facilitate the visit of all Trade Visitors, Conference Delegates and Media Personnel during the Event, Facilitation Desks will be set up at the **Entrance Gate No 8** of Pragati Maidan. All Attendee may exchange their business card/visitor invitation with entry badges.

2. Shuttle Service for Exhibitors & Visitors

For Exhibitors:

Shuttle service will be operated **from Gate No 1 to the Hall No: 18**

The Shuttle CARS will carry a banner of BEAUTY & EXPO 2015.

Please note no personal cars will be allowed inside Pragati Maidan Hall No: 18 even during mounting period, as per the ITPO rules & regulations order of ITPO.

For Visitors:

Shuttle service will be operated from **Gate No: 8 to the Hall No: 18**

The Shuttle CARS will carry a banner of BEAUTY & EXPO 2015 Please note no cars will be allowed inside Pragati Maidan Hall No: 18.

3. Information & Registration Desk

Information and Registration Desks will be set up at:

- In front of the Gate No : 1 on 29th June
- In front of the Gate No 8 on 30th June & 1st July
- In front of all the Hall 18 on 30th June & 1st July

4. Car Parking Area

Exhibitor's car **with parking labels** will be enter through **Gate # 1** on 30th June & 1st July and park their cars at the designated parking area and take free shuttle to Hall 18.

Parking Passes will be provided by Nexus Exhibitions representative at Gate No 1.

5. Cafeteria

Facility of lunch (buffet & packed), dry snacks, soft drinks, tea and coffee will be Available at designated area by the official caterer. It is strictly prohibited to bring eatables and beverages into the halls from outside suppliers.

6. Cleaning and Waste

The floors of all equipped stands will be cleaned at no additional cost. All general and equipped areas will be cleaned overnight before the exhibition opens and daily thereafter. Space only exhibitors must arrange cleaning for their stands separately. Exhibitors will be responsible for the cleaning of their stand equipment and displays

7. Security

Security outside the hall will be available & provided by organizers around the clock. However Exhibitors are responsible for ensuring their stand is manned when the doors are opened. Your property is more vulnerable to damage or theft once the hall is open, thus you must ensure a member of staff is present in your stall. Organizers do not take responsibility for the loss or damage of exhibits.

Organizer does not provide transport or storage services for any goods. Please contact the official forwarding agent

8. Audio-Visual Equipment

A range of audio-visual equipment is available on hire.

9. Furniture

A range of good quality furniture is available on hire. Exhibitors are advised to order in advance to avoid disappointment

10. Temporary Staff

The Organizers can make arrangements for temporary staff including interpreters, receptionists, secretaries and general assistants, promoters Exhibitors requiring staff should contact Organizers in advance.

The organizers office will be operative from Camp office at Pragati Maidan, (Hall 18) New Delhi from 29th JUNE, 2015.

1. Submission and Approval of Design

4 copies of designs with front / side elevations/ special features of the designs are to be submitted latest by 20 June 2015.

2. Power Connection

The total requirement of power load (in kW) for stand construction/design, demonstration of machinery or model etc. may please be informed to the organizers latest by **15th June 2015** along with necessary payment involved.

****For power connection please inform in advance to organizer or contact our OFFICIAL FABRICATOR***

PLEXUS EXPO

Contact Person: Mr. Washim Uddin

Mob: +91 9958282653

E-mail: wasim@plexusexpo.com
plexusexpo@gmail.com

IMPORTANT CONTACT DETAILS

Organizer's Contact Person

Operations

Mr. Reetu RAJ

M: +91 9968220027

E: marketing@beautyandspaexpo.com

Mr. Saurabh

M: 09967225101/7042227175

Mr. Nitin

M: 9650506920

Project Director (Sales & Marketing)

Ms. Ruchi Batra

M: +91 9971811937/ 9871306892

E: ruchi@beautyandspaexpo.com

OFFICIAL FABRICATOR CONTACT

PLEXUS EXPO

Contact Person: Mr. Washim Uddin
Mob: +91 9958282653
E-mail: wasim@plexusexpo.com
plexusexpo@gmail.com

PRINTING (FLEX/POSTERS)

Mr. Mukesh:

M: 9811797675/ 8285240046
E: mukeshprint@gmail.com
akarshancreationsales@gmail.com

OFFICIAL FREIGHT FORWARDER CONTACT:

PS Bedi Group

D-10, South Extension Part-II, New Delhi-110049, INDIA

Contact Person: Mr. Rajan Rawat
Mob: +91 9971 889 881
Tel: +91- 11 460 55 235
Email: rrawat@psbedi.com ,
Web: www.psblogistics.com

HOTEL & ACCOMODATION

MALIMEL TRAVELS

Mr. Reghu

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E-Mail: info@malimeltravels.com,
malimeltravels@gmail.com

ARCHITECTURAL GUIDELINES FOR STALL CONSTRUCTION

Guidelines for Architectural

Public Safety Measures and Design Guidelines:

SHELL SCHEME:

- No Part/feature/branding/projection/furniture should go beyond 3.0m.
- **NO APPROVAL NEEDS TO BE TAKEN FROM ARCHITECTURE DIVISION ITPO** for Shell Scheme which are less than 36 sq.m., but necessary ITPO Guidelines are to be followed strictly.

BARE SCHEME:

GUIDELINES:

1. Dimensions allotted should strictly be followed.
2. Max. Height restrictions:
 - Rear/back wall or wall adjoining stall **should not be more than 3.0m.**
 - General height of stall including display aids/lights etc. **should not exceed 3.0m.**
 - Feature/logo/branding **can go uptill the height of 4.5m** (feature/branding should not be on entire side wall and should be central feature only).
3. Walls adjoining stall shall be finished properly (from outer side) and no branding allowed on this side. No structural support shall be taken from neighboring stalls.
4. The outer face of rear/side wall should be properly finished.
5. Side facing passage should be transparent or translucent.
6. Fire retardant paint to be used on wooden members.
7. Peripheral passage should NOT be occupied by the participant for any purpose.

For All relevant guidelines of other ITPO Divisions should be followed.

Plan approval :

Exhibitors with bare space are to submit design of the stall to the organizers and obtain approval for the plans in writing. 4 copies of the plans with front / side elevations, special features of the display & electrical plan etc. are to be submitted 1 month before the date of BEAUTY & SPA EXPO 2015 and one copy will be returned to the exhibitor bearing "plan approved" by the organizers.

Exhibitors are required to comply with instructions issued by organizers regarding schedule for setting up and dismantling stalls. Failure to comply with the

instructions will attract penalty rental charged by ITPO and exhibitors are liable to pay the penal rental.

Fascia:

Fascia for writing name on the stand shall be detailed in the color display plan and approved by the Organizers.

Color of Panels :

Exhibitors who book bare space shall get approval for the color scheme of their stall /inside panels from Organizers.

Power Connection

The total requirement of power load (in kW) for stand construction/design, demonstration of machinery or model etc. may please be informed to the organizers latest by **15th June 2015** along with necessary payment involved.

****For power connection please inform in advance to organizer or contact our OFFICIAL FABRICATOR***

PLEXUS EXPO

Contact Person: Mr. Washim Uddin

Mob: +91 9958282653

E-mail: wasim@plexusexpo.com
plexusexpo@gmail.com

Lighting for exhibits:

The system of Exhibits lighting shall be well worked out so that the fittings are not visible to the visitors and no light directly falls on the eyes of the viewer.

Note: Flashing lights and neon-signs are permitted only at those places where they cause no inconvenience to other Exhibitors. Use of halogen should be avoided, as it is a fire hazard.

Emergency Lights :

Exhibitors are advised to keep their own emergency lights in their stalls to supplement the efforts of the organizers.

Projection of monograms, emblems, etc. :

No participant shall be allowed to project monograms, panels, emblems, neon signs etc. in the common passages; these are allowed only within their own stands.

General Information – for all stands :

Location

Columns, pillars, fire points and/or utility connection points may not always be conveniently located with regards to the stands allocated. This may result in longer length of cables and pipes being visible, possibly across your stand.

Exhibitors should design their stalls in such a manner to clear access to distribution boards, emergency exits, staircase & toilets while preparing layout designs.

Any construction should stand independent from walls RCC columns etc. No hanging from the ceiling should be undertaken. However light textiles and hangings may be permitted with prior permission from the organizers.

The exhibitors are unlimitedly liable for bodily harm to any person (stall / agents / organizers and other exhibitors / visitors) and damage to property of ITPO,

Organizers and the exhibitor, caused by himself or his agents during transportation, installation, fair duration and dismantling periods.

Fire Extinguishers

Any exhibitor who requires special extinguishers or firefighting equipment owing to the nature of their exhibits should make their own arrangements to provide such items. Any exhibitor particularly concerned about the flammable nature of their exhibits is strongly advised to bring their own fire extinguishers. All construction work carried out with mechanical tools should have dust absorbers. Smoking is not permitted within the halls – please ensure you use the designated smoking areas.

Noise Levels

Audio visual equipment may be used in the stand. The sound level should not disturb adjoining exhibitors In the event of any excess noise levels from exhibitors' promotional videos or other activities; Organizer reserves the right to shut down any noise source if verbal warnings have been ignored

Banners, Flags, Balloons

No suspension may be made from the ceiling of the exhibition hall nor may be made to the floor, walls or any other part of the building without written approval from Organizer. Gas filled balloons may only be used on, or distributed from exhibitors' stands provided they are weighted to give a neutral buoyancy or are of rubber construction (as opposed to foil) to ensure limited life. Any damage to the air-handling units in the halls caused by balloons will be charged directly to the exhibitor concerned.

Special Lights

Special Lights and Gobo scanners may be used only with prior written permission from Organizers and should be projected only within your stand and not on the stands of other exhibitors.

Canvassing / Aisle Congestion

Exhibitors may only conduct business and distribute literature from their own stands – under no circumstances the activities should spill into the gangways, unless prior permission is obtained from organizers. Stands failing to observe this may be closed.

Children

For reasons of health and safety no persons under the age of 14 are allowed into the exhibition halls during build-up and breakdown.

- **Insurance**

Whilst every precaution is taken to protect your property during the event, the Organizers are not responsible for any kind of loss or damage to the material

displayed during the event. It is recommended that the exhibitors should take appropriate insurance cover for the material in transit and during the exhibition.

You are also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. It is suggested that the exhibitors take insurance cover for third party claims also.

- **Payment**

All service requirements are payable in advance. Confirmation of payment must be sent to Organizers together with Summary Order and other forms.

- **Late and/or On-site Orders**

All services will be charged 20% extra after the prescribed deadline. On-site orders will be accepted only against cash down payments, with 20% additional surcharge and subject to availability of stock at site.

- **Sale Of Exhibits:**

Sales are allowed during the Fair. However all the monetary collections & security will be the responsibility of the exhibitor.

- **Conflicts/Disputes**

Any conflict/disputes relative to this technical manual in context of the exhibition, will be settled amicably between parties. If the matter cannot be sorted out amicably, it will be settled by arbitration in accordance with the Indian Arbitration & Conciliation Act, 1996 at New Delhi.

- The Organizer reserves the sole and exclusive right to determine the size, layout and position of any stands. The Exhibitor shall accept a new stand size, layout or position if it is reasonable for the Organizer to exercise this right.

DO's & DON'Ts

DO's

- The fascia and stall number shall be provided by the Stall Presentation Agency in the Built up stalls. The Exhibitors in the Bare-space stalls shall arrange fascia writing at their own expense either through the Official Stall Presentation Agency or through any other construction agency engaged by them.
- Always keep clear all entrances and exits including emergency exits, gangways, staircase etc
- Keep fire extinguishers, fire alarms and hydrants visible and accessible at all times. Exhibitors particularly concerned with the flammable nature of their exhibits are strongly advised to also bring their own fire extinguishers.
- In case of outbreak of fire, immediately use extinguishers and / or remove the exhibits to safety from the vicinity of the fire and simultaneously inform the nearest Control Room / Organizers.
- Approval of the organizers should be taken in advance if any exhibitor wishes to exhibit or demonstrate any inflammable and / or potentially explosive burning or glowing objects or liquid gas in the Exhibition. The approval may be given by the organizers on case to case basis in consultation with competent authority.
- While the organizers will arrange for the general cleaning of the Exhibition premises and aisles, the Exhibitors have to make their own arrangement to clean their stand and keep them tidy. Contact Operation Team / Front Desk for hiring cleaning agency.
- Exhibitors should keep their stand clean and presentable.
- Government of India (Customs Authorities) clearance is necessary for imported exhibits / material CDs, DVDs, tapes, cassettes etc. Please make arrangements with the Official Clearing and Handling Agency, for clearance of the material from the concerned authorities.
- Exhibitors will be liable to pay for any loss or damage caused to the property, fixtures, fittings or any other article or things.

- Please ensure that the noise level from any demonstration or sound system is kept to the minimum to avoid inconvenience to others.
- Please ensure that Exhibits and stand material is immediately removed after the Exhibition is closed. Failing to do so shall entitle the organizers to dispose of the material in any manner they deem fit and they shall not accept any responsibility for any loss or damage to the Exhibits. Cost involved on the disposal of the Exhibits will be borne by the Exhibitors.
- For demonstration of machinery or equipment at the stand, please provide full details to the organizers in writing and ensure that the demonstration of the machinery equipment should not prove to be a hazard to the visitors Take all safety measures when the machinery is put on demonstration to prevent any accident. Isolate controls and switches in a manner so that machinery may not be activated by accident or fiddled by the visitors.

- All exhibitors have to take care of their belongings during Exhibition hours.

DONT's

- Do not place any exhibit / product in a manner which could affect or hinder the visibility of neighboring stand.
- Do not remove or relocate name and number of the stand without the specific approval of the organizers
- Do not drill or drive bolt and nails on the walls and structural Pillar in the Hall and prefabricated structure. Please use double side tape, nylon thread and hangers, hooks, etc. to display on panels, which will be available with the official Stand Presentation Agency.
- Do not use any helium balloons within the Exhibition Ground or inside the Hall.
- No inflammable material to be used in the erection of the stall.
- Do not remove any exhibit out of the Exhibition Hall or replenish stock during the opening hours of the Exhibition without the permission of the organizers In case the permission is granted, take out the Exhibit from the hall before opening hours (1000 hrs) in the morning or after closing time in the evening (1800 hrs).
- Do not keep any surplus material or packing cases in the stall. Arrangement may be made with the Clearing and Forwarding Agency for safe keeping of the surplus material / products in the godown.
- During the moving in or moving out of the Exhibits or material, the passages in the Exhibition Halls must not be obstructed with construction material or debris. The contractors are responsible for removal of their surplus material and keeping the passages clean and tidy.
- Do not place your demonstration on the aisle line of your Exhibit to avoid congregation of large number of people at one time. Should spectators interfere with the normal traffic flow in the aisles, the organizers have the authority to limit or eliminate the demonstration / presentation.
- Do not use mobile exhibit to distribute literature to promote your products. Mobile exhibits must remain in the stall except at the time of entry or exit from the Hall.
- Exhibitors will not be allowed to bring in any heavy equipment / machinery in their own trucks / cars / forklift, trolley etc. inside the Exhibition Hall. All such equipments will be provided & controlled by the Official Handling and Clearing
- Agencies who are authorized to take over the heavy equipments, machinery etc. from other forwarders at the entrance gates of the Halls and make arrangements to bring in the equipment through their own sources.
- Once the Exhibition is over, Exhibitors must obtain a clearance certificate from the organizers before removing any article from Exhibition hall.
- No advertising or canvassing for business may be done except at exhibitors own stand, or the designated meeting points.
- Do not leave your stand unattended during the Exhibition period. Particular care should be taken of small portable items, tools and instruments and other valuables. Organizers are not liable for any loss, from the exhibitor stands.

- Do not display any objectionable, ideological, religious or political literature at your stall. The organizers reserve the right to prohibit or remove any display material which in their opinion and judgment may detract the general character of the Exhibition.
- Although International Exhibitors can negotiate the sale of the Exhibits to any customer subject to import / export regulations, the Exhibits sold will, however, not be removed before the close of the Exhibition and that too after specific approval of the custom authorities. Removal of Imported exhibits shall be through the Customs area.
- Direct selling across the counter at the Exhibition is not permitted unless it is otherwise permitted under the Rules & Regulations of the Fair / Exhibition.
- Since cafeteria is provided inside the halls, please do not encourage outside kiosks to supply food inside the exhibition halls

FREIGHT HANDLING INFORMATION

1. IN-HALL FREIGHT HANDLING

To provide adequate security, safety and protection against damage to the Exhibition Hall and in the interest of an efficient, co-ordinate move-in and move-out of goods, no private trucks, cars, fork-lifts or handling equipments (trolleys, lift jacks, etc.) will be allowed inside the Exhibition Halls. All such equipment will be provided and controlled by the Official Handling / Clearing Freight Forwarder Agencies who will take over from other forwarders, at the entrance of the Halls.

2. MATERIAL HANDLING AT THE SITE

The Organizers have appointed **“PS Bedi Group”** as Official Clearing and Forwarding Agency (CFA) for exhibits and also for material handling at the site. You may get in touch with them at the contact details mentioned below:

For unloading of goods, cargo-handling equipment such as forklifts mobile cranes and skilled labor will be available at the fair ground, from the Official CFA

on hire. The rate for clearing / forwarding and other services will be settled by the participants with the agent directly.

Freight Forwarding Agencies operate with modern mechanical equipment (Forklift, Cranes and Pellet Trucks etc for handling of heavy exhibit cases) and a specialized labor force of international standards, through their international network. They will provide detailed shipping instructions and offer services to exhibitors from the point of origin itself.

Freight Forwarding Agencies will offer to the Exhibitors, information and assistance in respect of export. It is suggested that Exhibitors discuss their

requirements with the Freight Forwarding Agencies and enter into comprehensive arrangements. At the time of movement of exhibits, it is suggested that Exhibitors adhere to the programme prepared for the movement of exhibits by the Freight Forwarding Agencies.

OFFICIAL FREIGHT FORWARDER CONTACT:

PS Bedi Group

D-10, South Extension Part-II, New Delhi-110049, INDIA

Contact Person: Mr. Rajan Rawat

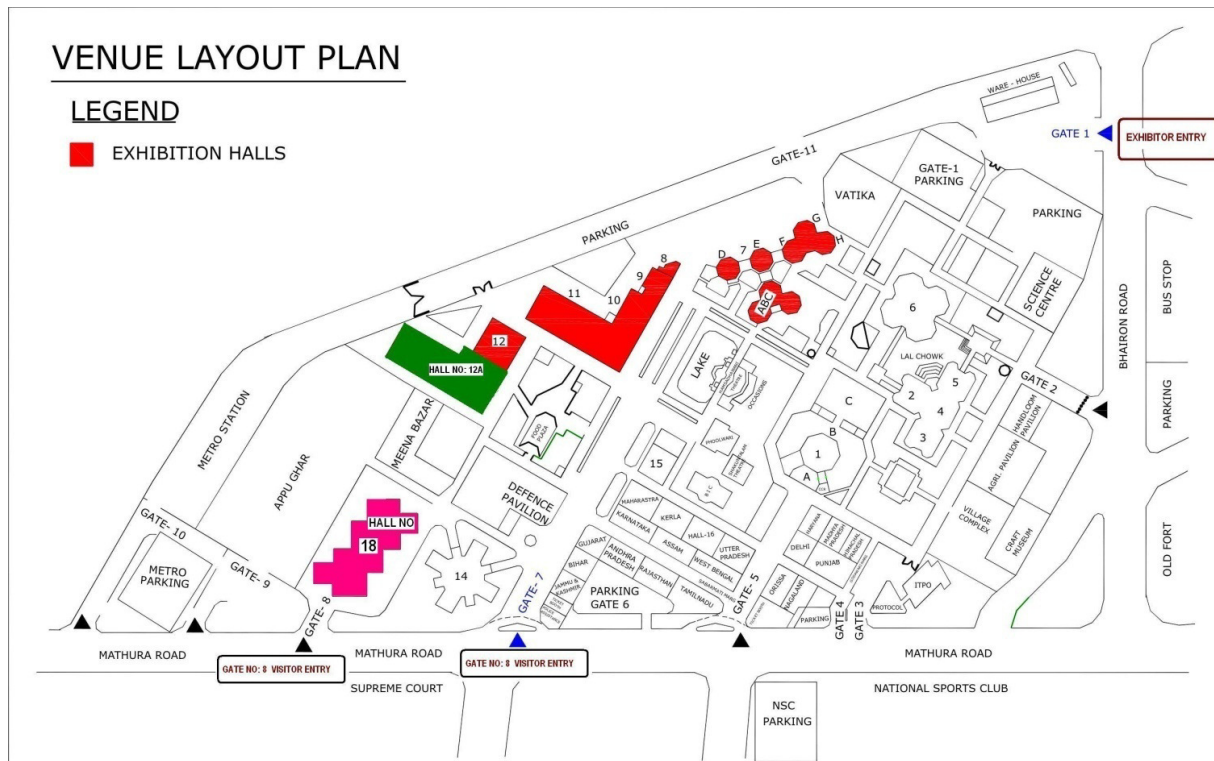
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VENUE MAP



ORGANIZER



Nexus Exhibitions Pvt Ltd

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