Hosted by:

EXHIBITOR MANUAL
Dear Exhibitor,

We are delighted to have you as an esteemed exhibitor at CORCON 2019 Expo at CIDCO Exhibition & Convention Centre from 23rd September - 26th September 2019.

CORCON EXHIBITOR MANUAL is enclosed to assist you in your Company’s participation.

We are confident that this manual will be a guide to plan & ensure proper presentation of your exhibits in the stall allotted.

Should you require any further information or assistance, please contact NACE office prior to the exhibition as per details given below.

Contact Person: Mr. Manoj Mishra, NACE India.
Tel: + 91 22 25797354 / 930 Email: manoj@naceindia.org

We shall jointly endeavour to put up a successful show.

Best Wishes

For NACE International Gateway India Section

Dr. Kamachi Mudali
Chairman - CORCON 2019

Encl: As above
DATES

23rd September - 26th September 2019

Exhibitor Moves in:

<table>
<thead>
<tr>
<th>Raw Space</th>
<th>23rd Sept 2019</th>
<th>0700 hours to 1700 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shell Scheme</td>
<td>23rd Sept 2019</td>
<td>12 noon to 1700 hours</td>
</tr>
</tbody>
</table>

Exhibitor Moves out:

1400 hrs onwards up to 1700 hrs on 26th September 2019

VENUE

CORCON 2019 EXPO
HALL No. 1
CIDCO Exhibition & Convention Centre, Navi Mumbai, India

SCHEDULE

Exhibition Inauguration: 23rd September 2019: 1900 hrs

Exhibition Timing:

23rd Sept 2019 : 1900 hrs to 2000 hrs
24th Sept 2019 : 0930 hrs to 1800 hrs
25th Sept 2019 : 0930 hrs to 1800 hrs
26th Sept 2019 : 0930 hrs to 1400 hrs
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SECTION I

GENERAL INFORMATION

1) THE EXHIBITION - CORCON 2019

2) ORGANISER:
NACE International Gateway India Section (NIGIS)
305-A, Galleria, Hiranandani Gardens, Powai, Mumbai - 400076, India
Tel: 022-25797354 / 930
Email: info@naceindia.org, Website: www.corcon.org

3) DATES & VENUE

23rd September - 26th September 2019

CIDCO Exhibition & Convention Centre - HALL 1

Address: Swami Pranabananda Marg, Sector 30A, Vashi, Navi Mumbai, Maharashtra 400703

Phone: 022 2781 4212

Website: http://www.acececc.com
4) EXHIBITION MANAGER: VISUALS & VOCALS

<table>
<thead>
<tr>
<th>Rajendra Sapre</th>
<th>Nilesh Kothare</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>Business Head</td>
</tr>
<tr>
<td><a href="mailto:raj@visualsandvocals.com">raj@visualsandvocals.com</a></td>
<td><a href="mailto:nilesh@visualsandvocals.com">nilesh@visualsandvocals.com</a></td>
</tr>
<tr>
<td><a href="mailto:rajsapre5@gmail.com">rajsapre5@gmail.com</a></td>
<td><a href="mailto:nileshkothare6@gmail.com">nileshkothare6@gmail.com</a></td>
</tr>
<tr>
<td>Mobile : 970289044</td>
<td>Mobile : 9892398858</td>
</tr>
</tbody>
</table>

5) ADMISSION

Rights of Admission Reserved.

6) INAUGURATION -

Ribbon Cutting Ceremony - 23rd September 2019 - 1900 hrs

7) DEADLINE FOR STOPPAGE OF ERECTION WORK

The booth display should be completed latest by 1700 hrs on the 23rd September 2019.

8) DISMANTLING & REMOVAL OF EXHIBITS

Exhibitors are requested to dismantle their booths only after 1400 hrs on 26th September 2019. All exhibits must be packed and removed from the show premises by 1700 hrs on the same day i.e 26th September 2019. Material that is not cleared beyond this deadline will remain at the risk and responsibility of the exhibitor.

9) ADDITIONAL SERVICES (Optional)

Various services such as Hostesses, Furniture on rentals, LED TVs, additional tables, chairs etc. are listed in individual order forms. In case you wish to place your order for any of the optional services, forms duly filled must be sent directly to the expo organiser Visuals & Vocals, Mumbai (as directed on the forms) latest by 05th September 2019. Organiser do not guarantee any supply of the above services if deadlines are not adhered to.
10) AMENDMENTS TO REGULATIONS

The Organiser reserve the right to issue amendments / additions to the rules & regulations, if required.

11) SHELL SCHEME PACKAGE FURNITURE & FITTINGS ENTITLEMENT

Booths will be constructed of octonom systems with laminated panels, grey carpeting, furniture and fittings as per respective stand areas along with fascia with company’s name in English. Exhibitors, other than those with bare space will be provided with standard furniture, fittings etc. at no extra cost as follows:

<table>
<thead>
<tr>
<th>Stall Size</th>
<th>5 amp Plug Point</th>
<th>Table</th>
<th>Chairs</th>
<th>Spot Lights</th>
<th>Dust Bin</th>
</tr>
</thead>
<tbody>
<tr>
<td>9sqm</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>12sqm</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>4</td>
<td>1</td>
</tr>
</tbody>
</table>
STALL DIMENSIONS

3m x 3m Stall

Back and Side walls

Front elevation: 990 mm
Side walls: 990 mm
Bottom: 950 mm

Perspective view: Ø40

2380 mm
50 mm
50 mm

Top view: 990 mm

All Dimensions are in millimeters

4m X 3m Stall

Back Wall

3900 mm

Side Wall

2910 mm

2480 mm

All Dimensions are in millimeters
12) EXHIBITOR’S NAME ON FASCIA
Exhibitor’s name, as given at the time of registration for the event, will be put on fascia with pre-cut lettering of standard size. No logo will be allowed on the fascia. Depending on the length of the fascia, standard abbreviations will be used.

13) ELECTRICITY
Standard basic power will be provided with the stall. No additional Power will be provided.

14) GUIDELINES FOR STALL CONSTRUCTION & DISPLAY

A) Shell Scheme

The following should be strictly ensured during the set-up:

i) The Height of all stalls will be 8ft. No exceptions.
ii) Electrical and other technical services behind / adjacent to your booth must be kept accessible.
iii) All display, exhibits, merchandise, fittings, etc. should be freestanding and self-supporting to avoid damage to the panels.
iv) No part of an exhibit should project out of the stall area, nor should anything be placed outside the stall area or on the aisles.
v) Grouting, digging in floors or walls is not permitted.
vi) Any display fixed on the panels directly should be easily removable self-adhesive material or two-sided tapes or with (‘S’ hooks).
vii) All fittings /accessories used shall comply with the safety requirements as per the direction of NIGIS.

The following are strictly prohibited:

i) Holes, Nails, Drawing Pins, Screws on the Panels, furniture, carpet and floor.
ii) Wallpaper or glue on panels.
iii) Use of paint or other non-erasable material on the panels.
iv) Carrying out any type of welding/cutting work using naked flames.
v) Loud noise or music.
vi) Use of “high bond-glue“ or any other type of permanent adhesives.
vii) In case of any damage is done to the panels, the same shall be recovered from the exhibitor and paid directly to the official contractor.
B) Raw Space

- The Raw space scheme booth package will obtain leased space/area which will be marked. But the leased area does not include wall panels, carpet, furniture, lighting fixtures etc.
- 5 amp sockets will be provided.
- Height restriction is 8ft.
- All designs have to be approved by Visuals & Vocals.
- Please send your designs for approval to Mr. Rajendra Sapre rajapre5@gmail.com
- **Deadline for submission of the design is 20th August 2019.**
- All Venue Safety & Security regulations have to be strictly followed.

**NOTE:**

- All booths must be set up and complete for inspection and the surrounding area must be cleared of debris and construction equipment not later than 1700 Hours on 23rd September 2019.
- Early Dismantling of the booth is strictly prohibited.
- Each exhibitor is responsible for the upkeep of his stall/booth. In case of any damage to the Venue property during the event, the charges for the damage shall be borne by the exhibitor/company and paid directly to the Venue owner.
- All Exhibitors have to strictly adhere to the fire & Safety norms & security protocol of the venue management.
- No Mechanical wood cutting / grinding will be allowed inside the exhibition hall
- No Polishing / grinding for paint surface will be allowed.
- Welding / cutting is strictly prohibited.
SECTION II

RULES & REGULATIONS

15) FIRE REGULATIONS & PRECAUTIONS

In the common interest, cooperation of exhibitors is solicited to prevent fire or any other emergencies. All aisles, common areas, must be kept free of obstacles. Exhibitors, who, because of the nature of their exhibits require special kind of fire extinguishers, must make arrangements at their own cost for the provision of such equipment. All electrical wirings, fittings etc. will be done strictly by the certified authorised electrical contractors only. Storage / Use of inflammable item are strictly prohibited. Exhibitors are requested to refrain from smoking within the exhibition premises. Any person seeing an outbreak of fire, (if any) must raise an immediate alarm and make all efforts to extinguish the same with the nearby extinguishers and inform the authorities of the same. Also participants must make efforts to remove inflammable items from the vicinity.

16) LIABILITIES & INSURANCE

NIGIS does not insure the personnel and property of exhibitor’s goods whether in transit or within, and / or outside the show premises. Exhibitors are advised to insure their personnel merchandise, equipment, furniture, fittings etc. adequately at their own cost.

17) REMOVAL OF EXHIBITS

From 1400 hours on 26th September 2019, exhibitors are requested to pack their exhibits into transportable packages and complete the formality of entering particulars of the official Staff of the Exhibitor with the security before leaving the venue. Materials will be permitted to leave the premises only after the EXIT CERTIFICATES (given by the organiser) are handed over to the security.

18) FORCE MAJEURE

The Exhibition may be postponed, shortened or extended due to reasons whatsoever outside the control of the Organiser. The Organiser shall not be responsible for any loss sustained by the Exhibitors, directly or indirectly, attributable to the elements of nature, force majeure or orders and directives imposed by any statutory authorities.
SECTION III

SITE OPERATIONS & SERVICES

19) OBSERVING OF RULES & REGULATIONS

All Exhibitors and all their personnel must observe the Rules & Regulations stated in this Exhibitor Manual under 'Section II' while working or present in the Exhibition Hall area.

20) PROMOTION RULES & SUITCASING POLICY

ONLY bonafide Exhibitors may distribute printed promotional materials, from within their own booth. However, no such distribution / promotion should be done from outside the booth area or from any other common area within or near the show premises. No banners, posters etc. should be put up anywhere within the venue premises, unless expressly authorised in writing by the organiser. Exhibitors may also note that putting up of hoardings, banners, posters etc. on roads and other common areas is not permitted without the permission of the appropriate authorities.

21) SAFETY AND BEHAVIOUR

All exhibitors and crew members are requested to carry government notified cards- i.e Aadhar card or PAN Card
No person present inside the exhibition hall is expected to behave or act in a manner that may cause any harm, injury or damage to other persons or exhibits, venue/property, the exhibition hall property or fixtures. Damages of any kind caused by such staff members of the exhibitor or their contractors would attract monitory compensation as set by venue authorities or organiser.

22) SECURITY - LOSS / THEFT

While the organiser will maintain general security surveillance at all times throughout the exhibition, the organiser cannot be held responsible for any theft / damage / loss of the exhibits or any other property of the exhibitor. Exhibitors are reminded that goods will be vulnerable immediately after the show closes on the final day. Please ensure to see that your stall(s) are not left unattended at this time. Particular care should be taken of small portable items, tools and instruments, including mobile phones. However, exhibitors are responsible for the organiser’s displayed property made available to them within the stall(s).
OFFICIAL CONTRACTORS

Official Freight Forwarder

R. E. Rogers India Pvt. Ltd.

Local Office Address : 510 / 511, Midas, Sahar Plaza Complex, M. V. Road, Andheri (E), Mumbai- 400 059, India, Tel: +91-22-2820 3845, Fax: 91-22-28208942

Web : [www.rogersworldwideindia.com](http://www.rogersworldwideindia.com)

- Mr. Sudhir Dhavan - sudhir@rogersworldwideindia.com | Mobile: +91 9920728175
- Mr. Damodar Shenoy - damodar@rogersworldwideindia.com | Mobile: +91 9920108787
- Mr. Dinesh Tambe - dinesht@rogersworldwideindia.com | Mobile: +91 9920915375

Official & Approved Stand Fitting Contractor - Shell Scheme

Visuals & Vocals

1st Floor, Yash Cottage, Patil Wadi, I.C.Colony, Nr. SVP College, Borivali - West, Mumbai- 400103

- Rajendra Sapre - rajsapre5@gmail.com | Mobile: +91 9702890447
- Mayuresh Mumbarkar - mayuresh@visualsandvocals.com | Mobile: +91 9821181174

For Customized Stall Fabrication / Printing

Visuals & Vocals

- Ashley Murray - ashley@visualsandvocals.com | Mobile: +91 98203 59207
- Nillesh Kothare - nileshkothare6@gmail.com | Mobile: +91 98923 98858
FORMS DEADLINE CHECKLIST

<table>
<thead>
<tr>
<th>FORM No.</th>
<th>SUBJECT</th>
<th>DEADLINE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fascia Name</td>
<td>31st August 2019</td>
</tr>
<tr>
<td>2</td>
<td>Additional Furniture Display Form</td>
<td>05th September 2019</td>
</tr>
</tbody>
</table>

Form submission:

1. Exhibitors are requested to return the Fascia Name form to NACE India Section office and Additional Furniture display form to Visuals & Vocals as indicated above within the deadline stipulated on each form. If deadlines are not met the organiser cannot be held responsible for any act undone.

2. Please enclose all necessary payments, samples, plans and other relevant materials as appropriate.

Fascia Display Form to be sent to:

manoj@naceindia.org / rajsapre5@gmail.com / mayuresh@visualsandvocals.com

Additional Items order form to be sent to :

rajsapre5@gmail.com / mayuresh@visualsandvocals.com
FORM NO 1
FASCIA NAME

THIS FORM MUST BE COMPLETED AND RETURNED BY ALL EXHIBITORS.

Please enter below the Exhibitor name that you require on the fascia in ENGLISH
ALPHABET (max 24 letters). Please use block letters.

1. FASCIA NAME : (Please type in CAPITAL letters)

Stall No: _________________

Company Name: _________________________________________________________

Authorised Person: _______________________________________________________

Email : _________________________________________________________________

Address: __________________________________________________________________

________________________________________________________________________

Tel: _____________________________ Mobile No : ____________________________

Signature: ___________________________

Send this form to:
manoj@naceindia.org and rajsapre5@gmail.com / mayuresh@visualsandvocals.com
## ADDITIONAL FURNITURE DISPLAY FORM

**Stall No:** _________  **Company Name:** ____________________________________________

**Authorised Person:** _____________________________________  **Tel:** ___________________________

**Email:** _______________________________________  **Mobile No.:** ____________________________

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description of Item / Service</th>
<th>Rate</th>
<th>Qty</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>VV01</td>
<td>Revolving Chair</td>
<td>₹ 1500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VV02</td>
<td>Visitor Chair</td>
<td>₹ 1000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VV03</td>
<td>White Leather Chair</td>
<td>₹ 1500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VV04</td>
<td>Black Leather Chair</td>
<td>₹ 1500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VV05</td>
<td>White Bar Stool</td>
<td>₹ 2000.00</td>
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<tr>
<td>VV06</td>
<td>Black Bar Stool</td>
<td>₹ 2000.00</td>
<td></td>
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<tr>
<td>VV07</td>
<td>Single Seater Sofa</td>
<td>₹ 2200.00</td>
<td></td>
<td></td>
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<tr>
<td>VV08</td>
<td>2 Seater Sofa</td>
<td>₹ 4000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VV09</td>
<td>3 Seater Sofa</td>
<td>₹ 5000.00</td>
<td></td>
<td></td>
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<tr>
<td>VV10</td>
<td>Round Table Glass (750 D x 750 H mm)</td>
<td>₹ 2000.00</td>
<td></td>
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<tr>
<td>VV11</td>
<td>Round Cocktail Table (600 D X 1100H mm)</td>
<td>₹ 2000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VV12</td>
<td>Square Table Cross Leg (750W X 750D X 750H mm)</td>
<td>₹ 1500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VV13</td>
<td>Meeting Table (1200W X 750D X 750H mm)</td>
<td>₹ 3000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VV14</td>
<td>Information Counter (1080W X 540D X 750H mm)</td>
<td>₹ 1500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VV15</td>
<td>Lockable Counter / Cabinet (945W X 400D X 750H mm)</td>
<td>₹ 2400.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VV16</td>
<td>2 Tier Counter (1010W X 620D X 1000H mm)</td>
<td>₹ 3000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VV17</td>
<td>Podium (500W X 500D X 750H mm)</td>
<td>₹ 1500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VV18</td>
<td>Step Podium</td>
<td>₹ 5000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VV19</td>
<td>Glass Counter (1050W X 550D X 1050H mm)</td>
<td>₹ 4000.00</td>
<td></td>
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</tr>
<tr>
<td>VV20</td>
<td>Slim Showcase (500W X 500D X 2000H mm)</td>
<td>₹ 5000.00</td>
<td></td>
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</tr>
<tr>
<td>VV21</td>
<td>Tall Showcase (1000W X 500D X 2000H mm)</td>
<td>₹ 6000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VV22</td>
<td>Shelving Glass (1050W X 300D mm)</td>
<td>₹ 2000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VV23</td>
<td>Folding Brochure Stand</td>
<td>₹ 2000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VV24</td>
<td>Independent Panel (970W X 2400 H mm)</td>
<td>₹ 1000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VV25</td>
<td>Metal Halide 150</td>
<td>₹ 2000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VV26</td>
<td>Spot Light</td>
<td>₹ 1000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VV27</td>
<td>Power Point (Socket)</td>
<td>₹ 700.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VV28</td>
<td>Power Strip</td>
<td>₹ 1000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VV29</td>
<td>Fridge (100 Ltr)</td>
<td>₹ 4500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VV30</td>
<td>Water Dispenser</td>
<td>₹ 5000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VV31</td>
<td>LED 42 inch (3 days)</td>
<td>₹ 12000.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**
Note:

- The above rates are per unit/item and valid for full duration of the event, unless specified.
- Orders to be placed before 05th September 2019 along with 100% advance payment by demand draft/bank transfer in favour of “Visuals & Vocals” as per the bank details given below. No orders will be confirmed without receipt of advance payment.
- Orders at site, subject to availability of material and 100% cash or online transfer at site. No cheque / Demand Draft would be accepted.
- For requirements other than the ones mentioned in the list, please feel free to contact us before 05th September on the below mentioned address.

Send this form to:

Violet Wings
Rajendra Sapre - rajsapre5@gmail.com Mobile : +91 9702890447
Mayuresh Mumbarkar – mayuresh@visualsandvocals.com Mobile: +91 9821181174

Bank Details for Additional Furniture Payment

<table>
<thead>
<tr>
<th>Account Name</th>
<th>VIOLET WINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank</td>
<td>Kotak Mahindra Bank</td>
</tr>
<tr>
<td>Bank Address</td>
<td>Gulmohar, B Wing, Ram Thakur Marg, Dahisar East, Ramkunwar Thakur Marg, Mumbai, Maharashtra 400068</td>
</tr>
<tr>
<td>Account Number</td>
<td>0713491461 (Current account)</td>
</tr>
<tr>
<td>IFSC</td>
<td>KKBK0001358</td>
</tr>
<tr>
<td>SWIFT Code</td>
<td>KKBKINBB</td>
</tr>
<tr>
<td>MIRC Code</td>
<td>400485071</td>
</tr>
<tr>
<td>Branch Code</td>
<td>001358</td>
</tr>
</tbody>
</table>
EXHIBITORS CHECKLIST

Product

1. Your Right Product Mix
2. Your Sample Folders
3. Your Price Lists
4. Your Product Information
5. Your New Product Information

Display

1. Display Panels
2. Catalogues/Brochures
3. Visiting Cards
4. Promotional Aids (Glow signs/Posters etc.)
5. Ordering Extra Lights/Fittings
6. AV presentation
7. Plants
8. Flowers
9. Stationary Kit
10. Mouth Fresheners/Mints/Toffees

Administration

1. Appointment Diary
2. Stand Assistant/Hostesses
3. Interpreters
4. Staff Training
5. Freight Handling and clearing

NACE International Gateway India Section
305-A, Galleria, Hiranandani Gardens,
Powai, Mumbai - 400076, INDIA
Tel: +91-22-25797354 Fax: +91-22-66921572 Contact: manoj@naceindia.org
website: www.corcon.org / www.naceindia.org