

ASIA'S LARGEST CORROSION CONFERENCE IN INDIA

**CORCON**

25<sup>th</sup> - 28<sup>th</sup> October  
Sahara Star, Mumbai

**2023**

[www.corcon.org](http://www.corcon.org)

# EXHIBITOR MANUAL



Hosted by

Dear Exhibitor,

We are delighted to have you as an esteemed exhibitor at CORCON 2023 Expo at The Sahara Star, Mumbai from 25th October to 28th October 2023.

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 AMPP office prior to the exhibition as per details given below.

Contact Person: Mr. Manoj Mishra, Manager Administration - AMPP India Chapter.  
Tel: + 91 22 25797354 Email: [info@naceindia.org](mailto:info@naceindia.org)

We shall jointly endeavour to put up a successful show.

Best Wishes

For AMPP INDIA CHAPTER

Mr. Sumeet Kataria  
Chairman - CORCON 2023

Encl: As above



## IMPORTANT DATES

**Event Period:** 25th October to 28th October 2023

Exhibitor Moves in:

Raw Space	25th October 2023	0100 hours onwards
Shell Scheme	25th October 2023	0600 hours onwards

Exhibitor Moves out:

1400 hrs onwards up to 1700 hrs on 28<sup>th</sup> October 2023

## VENUE

The Sahara Star, Mumbai

## SCHEDULE

Exhibition Inauguration: 25th October 2023: 1900 hrs

Exhibition Timing:

25th Oct 2023 : 1900 hrs to 2100 hrs

26th Oct 2023 : 0900 hrs to 1800 hrs

27th Oct 2023 : 0900 hrs to 1800 hrs

28th Oct 2023 : 0900 hrs to 1400 hrs



	<b>SECTION I- GENERAL INFORMATION</b>	
1	Exhibition	Page 05
2	Organiser	Page 05
3	Dates & Venue	Page 05
4	Exhibition Manager	Page 06
5	Admission	Page 06
6	Inauguration of Exhibition	Page 06
7	Deadline for Stoppage of Erection Work	Page 06
8	Dismantling and Removal of Exhibits	Page 06
9	Additional Services (optional)	Page 06
10	Amendments to Regulations	Page 07
11	Shell Scheme Package furniture & fittings entitlement	Page 07
11A	Stall Dimensions	Page 08
12	Exhibitors Name on Fascia	Page 11
13	Electricity	Page 11
14	Guidelines for Stall Construction and Display	Page 11
	<b>SECTION II - RULES &amp; REGULATIONS</b>	
15	Fire Regulations & Precautions	Page 13
16	Liabilities & Insurance	Page 13
17	Removal of Exhibits	Page 13
18	Force Majeure	Page 13
	<b>SECTION III - SITE OPERATIONS &amp; SERVICES</b>	
19	Observance of Rules & Regulations	Page 14
20	Promotion Rules	Page 14
21	Safety & Behaviour	Page 14
22	Security - Loss / Theft	Page 14
23	Official Contractors	Page 15
24	Forms Checklist & Deadlines	Page 16
	<b>FORMS</b>	
26	Furniture / Accessories Rentals (Form No.2)	Page 17
27	Exhibitor Checklist	Page 20

## SECTION I

### GENERAL INFORMATION

#### 1) THE EXHIBITION - CORCON 2023

#### 2) ORGANISER:

AMPP India Chapter.

305-A, Galleria, Hiranandani Gardens, Powai, Mumbai – 400076, India

Tel: 022-25797354

Email: [info@naceindia.org](mailto:info@naceindia.org) , Website: [www.corcon.org](http://www.corcon.org)

#### 3) DATES

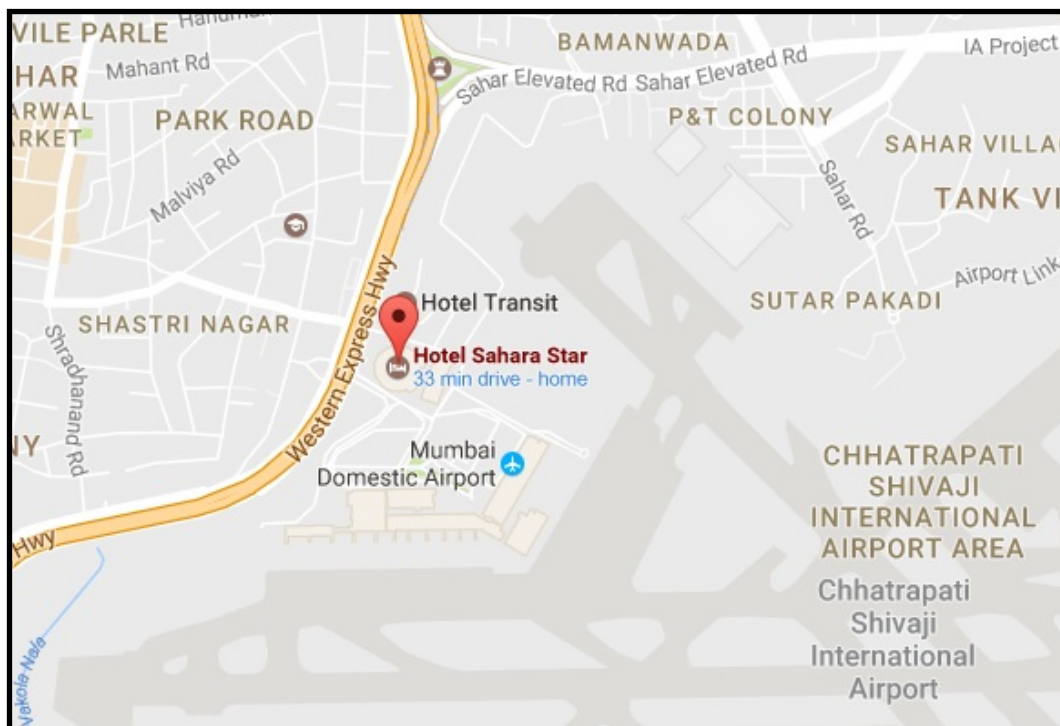
25th October to 28th October 2023

### VENUE

#### The Sahara Star, Mumbai

Sapphire ballroom.

Nehru Rd, opp. Domestic Airport,  
Navpada, Vile Parle East, Mumbai,  
Maharashtra 400099





#### 4) EXHIBITION MANAGER: VISUALS & VOCALS

<b>Nitin Gohil</b>  <b>Project Manager</b>  <a href="mailto:corcon23.vivo@gmail.com">corcon23.vivo@gmail.com</a>  Mobile : 84464 69942	<b>Nilles Kothare</b>  <b>Business Head</b>  <a href="mailto:nileshkothare6@gmail.com">nileshkothare6@gmail.com</a>  Mobile : 98923 98858
--	---

#### 5) ADMISSION

Rights of Admission Reserved.

#### 6) INAUGURATION -

Ribbon Cutting Ceremony - 25th October 2023 - 1900 hrs

#### 7) DEADLINE FOR STOPPAGE OF ERECTION WORK

The booth display should be completed latest by 1700 hrs on the 25th October 2023.

#### 8) DISMANTLING & REMOVAL OF EXHIBITS

Exhibitors are requested to dismantle their booths only after 1400 hrs on 28<sup>th</sup> October 2023. All exhibits must be packed and removed from the show premises by 1700 hrs on the same day i.e 28th October 2023. 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 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 **12<sup>th</sup> October 2023**. Organiser do not guarantee any supply of the above services if deadlines are not adhered to.

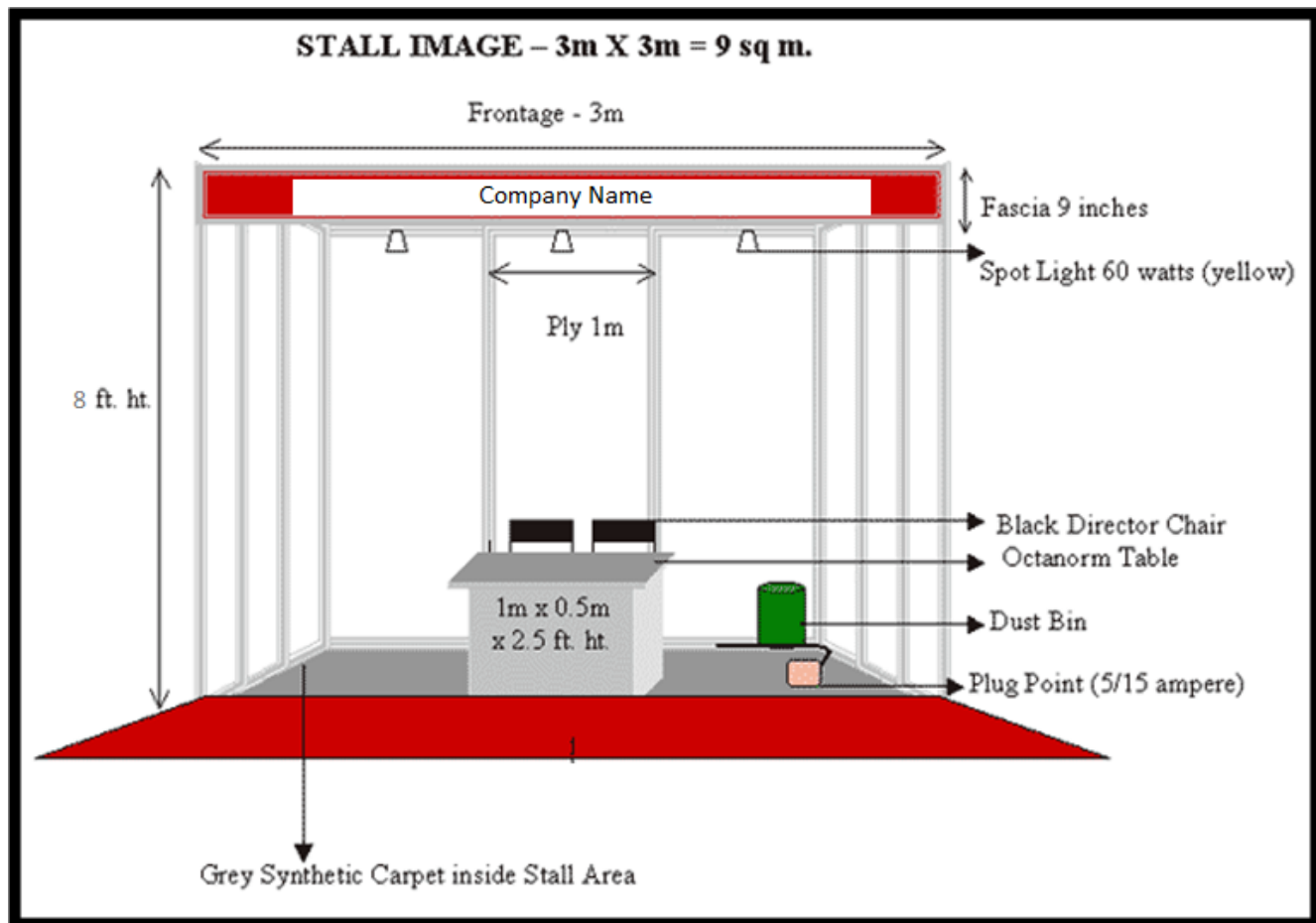


## 10) AMENDMENTS TO REGULATIONS

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 octonorm systems with laminated panels, 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:



Stall Size	5 amp Plug Point	Table	Chairs	Spot Lights	Dust Bin
9sqm	1	1	2	3	1
12sqm	1	1	2	4	1

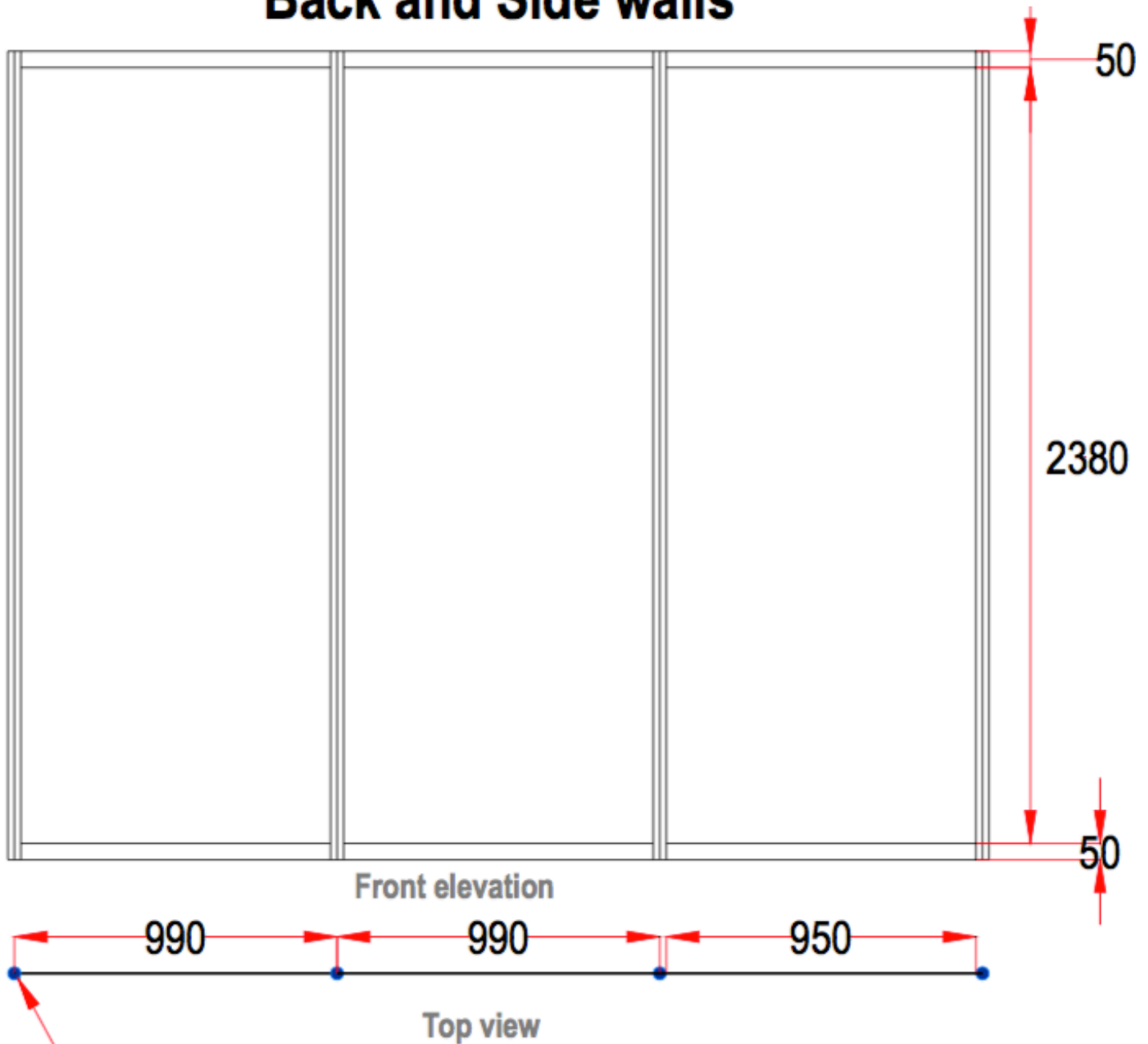


## 11(A) STALL DIMENSIONS

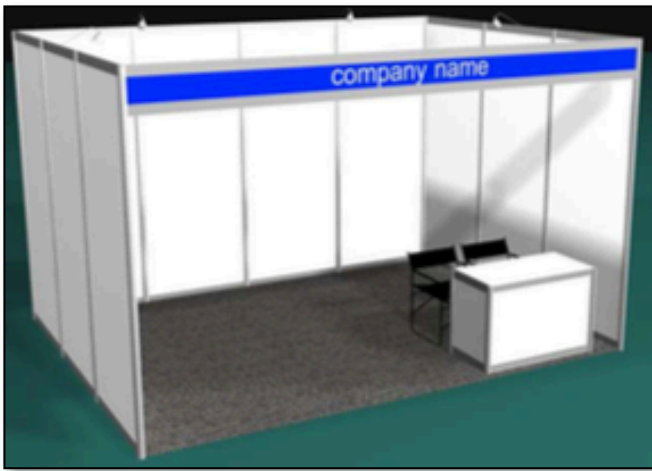


**3m X 3m**  
**Stall dimensions**

### Back and Side walls



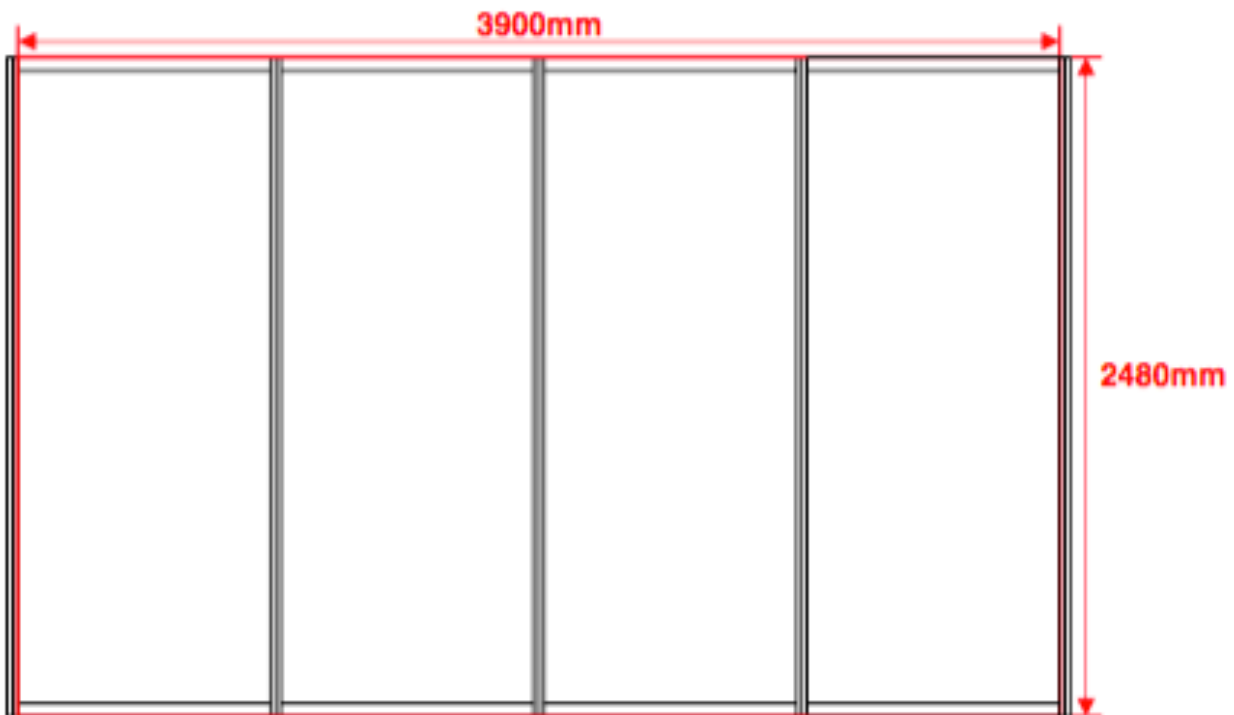




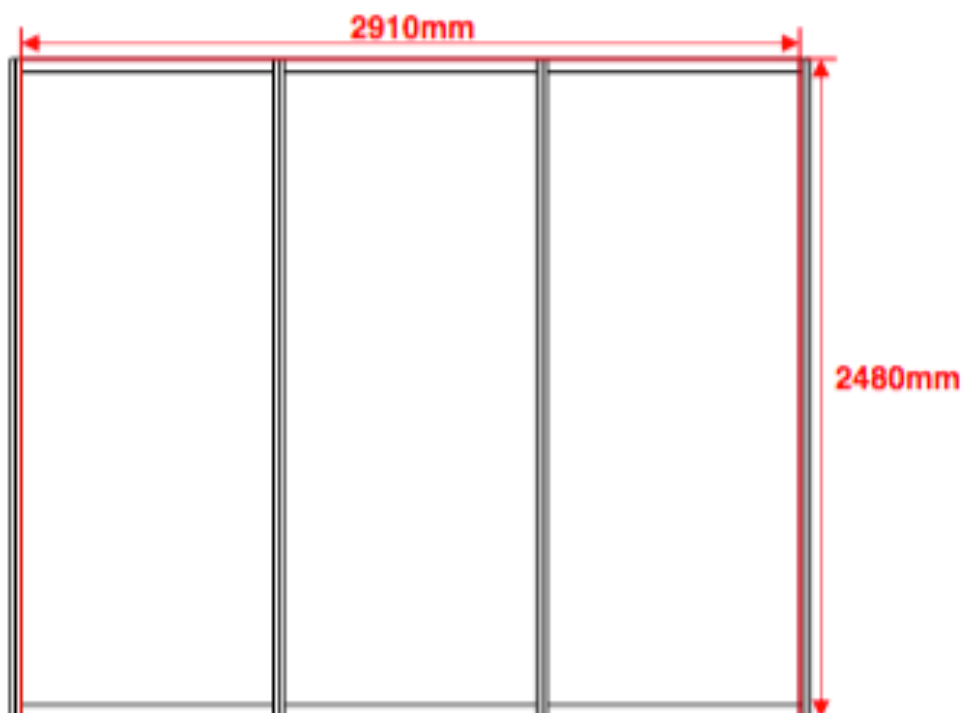
## 4m X 3m Stall dimensions

\* All Dimensions in Millimetres

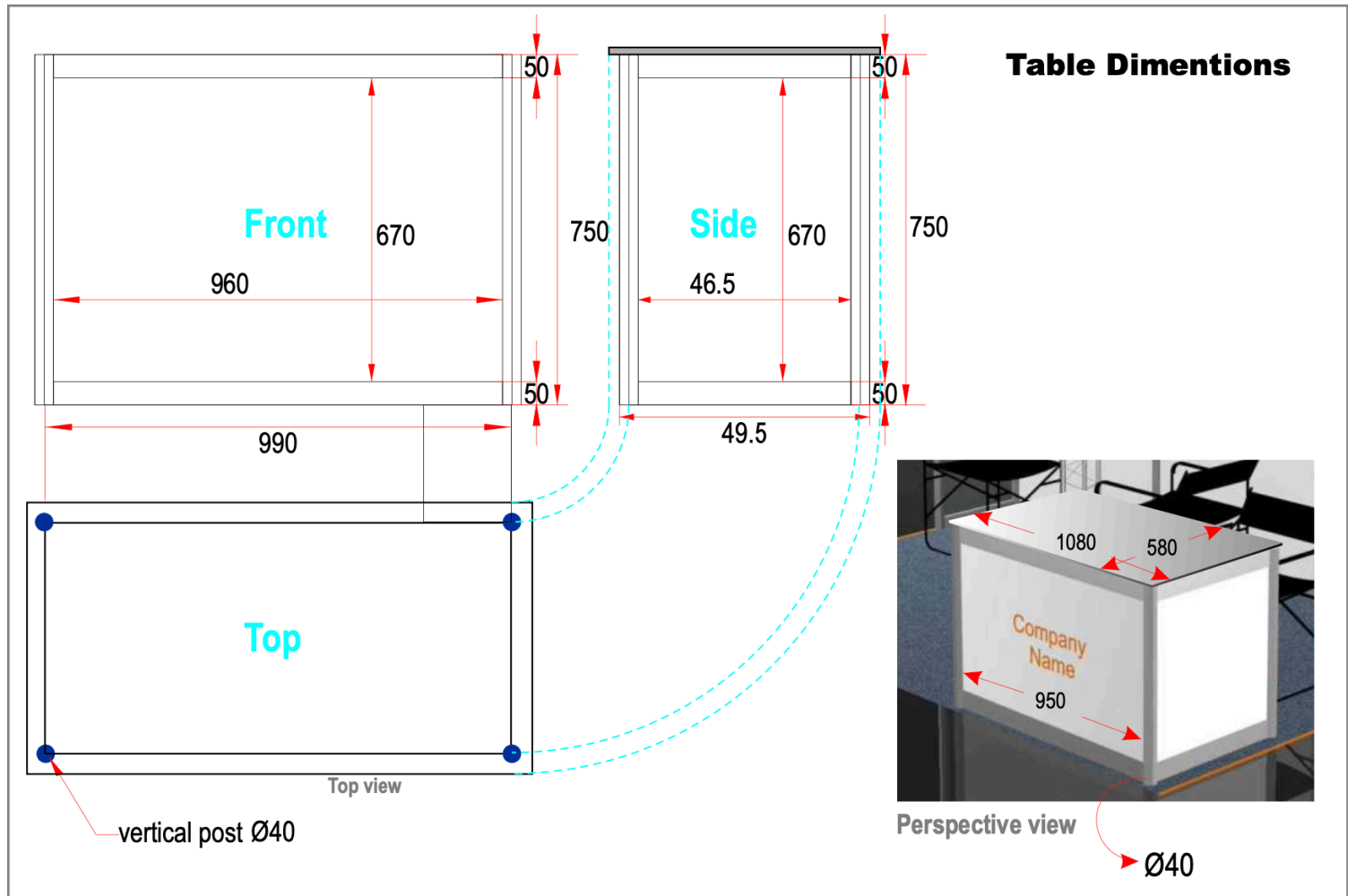
### Back Wall



### Side Wall



## Reception Table



## **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 AMPP.

### **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. Nitin Gohil [vivocorcon@gmail.com](mailto:vivocorcon@gmail.com)
- **Deadline for submission of the design is 9<sup>th</sup> October 2023.**
- All Venue Safety & Security regulations have to be strictly followed.
- 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 28<sup>th</sup> October 2023.
- 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.
- Heavy Machinery will not be allowed
- Grouting, digging in floors or walls is not permitted.
- 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, co-operation 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**

AMPP 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 28th October 2023, 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 monetary 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

### **R. E. Rogers India Pvt. Ltd.**

510/511, Midas, Sahar Plaza Complex  
Mathurdas Vasanji Road, Andheri (E),  
Mumbai - 400059, India  
Tel : 91-22-2820 3845, Dir: 30880313  
Fax: 91-22-28208942

Damodar Shenoy - [damodar@rogersworldwideindia.com](mailto:damodar@rogersworldwideindia.com)- +91-9920108787

Dinesh Tambe - [dinesht@rogersworldwideindia.com](mailto:dinesht@rogersworldwideindia.com)- +91-9833389595

### **Official & Approved Stand Fitting Contractor - Shell Scheme**

#### **Visuals & Vocals**

1<sup>st</sup> Floor, Hilltop Studio, Thomas Compound, I.C.Colony, Borivali - West, Mumbai-400103

**Email id :** - [corcon23.vivo@gmail.com](mailto:corcon23.vivo@gmail.com)

Contact Person :-

**Nitin Gohil** - Mobile : +91 84464 69942

**Mayuresh Mumbarkar** - Mobile:+91 83296 69233

### **Customised Designed Stall Fabrication / Printing**

#### **Violet Wings**

**Nilles Kothare** - [nileshkothare6@gmail.com](mailto:nileshkothare6@gmail.com) Mobile: +91 98923 98858



## FORMS DEADLINE CHECKLIST

FORM No.	SUBJECT	DEADLINE DATE
1	Fascia Name	6 <sup>th</sup> October 2023
2	Additional Furniture Form	12 <sup>th</sup> October 2023

Form submission:

1. Exhibitors are requested to fill the Fascia Name form and email it to [info@naceindia.org](mailto:info@naceindia.org) and [corcon23.vivo@gmail.com](mailto:corcon23.vivo@gmail.com). This form can be filled digitally using any PDF viewer or manually.

2. Additional Furniture order form to be sent to [corcon23.vivo@gmail.com](mailto:corcon23.vivo@gmail.com)













## ADDITIONAL FURNITURE FORM

**Stall No:** \_\_\_\_\_ **Company Name:** \_\_\_\_\_









**Authorised Person:** \_\_\_\_\_ **Tel:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Mobile No.:** \_\_\_\_\_

Sr.No	Items	Photo	Rates (INR)	Qty	Total Amount
1	Laminated Table without lock (24" x 39") height 30"		₹ 1500.00		
2	Laminated Table Lockable (24" x 39") height 30"		₹ 2400		
3	Revolving Chair - Black / White		₹ 1500.00		
4	Chair		₹ 1000.00		
5	Bar Stool - Black		₹ 2000.00		
6	Round Table with Glass Top		₹ 2000.00		
7	Brochure Stand		₹ 2000.00		
8	Sofa - Twin Seat- White Leather		₹ 4500.00		
9	Sofa - One Seat- White Leather		₹ 2500.00		
10	Centre Table- Glass Top		₹ 2000.00		



## ADDITIONAL FURNITURE FORM

Sr.No	Items	Photo	Rates (INR)	Qty	Total Amount
11	Full Glass Counter -1 mtr		₹ 4000.00		
12	Full Tall Show Case -1 mtr		₹ 6000.00		
13	Half Tall Show Case -1/2 mtr		₹ 5000.00		
14	Power Point - 5/15 amp		₹ 700.00		
15	LED TV - 42 Inch		₹ 12000.00		
16	LED Metal -White		₹ 2000.00		
17	LED Metal - Yellow		₹ 1500.00		
18	LED Spot Light 14 watt		₹ 1000.00		
			<b>TOTAL</b>		

Images shown above are for representational purposes. Actual product may vary.

Note:

- GST @ 18% is applicable on the above rates.
- The above rates are per unit/item and valid for full duration of the event, unless specified.





- Orders to be placed before 05th October 2023 along with 100% advance payment by demand draft/bank transfer in favour of "Violet Wings" 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 October on the below mentioned address.

**Send this form to:**

**Violet Wings**

**Email :** [corcon23.vivo@gmail.com](mailto:corcon23.vivo@gmail.com)

**Nilesh Kothare** - Mobile : +91 98923 98858

**Nitin Gohil** - Mobile: +91 84464 69942

Bank Details for Additional Furniture Payment	
Account Name	VIOLET WINGS
Bank	Kotak Mahindra Bank
Bank Address	Gulmohar, B Wing, Ram Thakur Marg, Dahisar East, Ramkunwar Thakur Marg, Mumbai, Maharashtra 400068
Account Number	0713491461 (Current account)
IFSC	KKBK0001358
SWIFT Code	KKBKINBB
MIRC Code	400485071
Branch Code	001358



## 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 / Videos etc
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

### AMPP India Chapter

305-A, Galleria, Hiranandani Gardens, Powai, Mumbai - 400076, INDIA

Tel: +91-22-25797354 Contact: [info@naceindia.org](mailto:info@naceindia.org)

website : [www.corcon.org](http://www.corcon.org) / [www.amppindia.org](http://www.amppindia.org)

