



EXHIBITOR MANUAL

CORCON

Jaipur, Rajasthan, INDIA.

30th September - 3rd October **2018**

JECC - Jaipur Exhibition & Convention Centre



Hosted by



Exhibition Manager

Dear Exhibitor,

We are delighted to have you as an esteemed exhibitor at CORCON 2018 Expo at JECC – Jaipur Exhibition & Convention Centre from 30th September – 3rd October 2018.

CORCON EXHIBITOR MANUAL is enclosed to assist 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,
Tel: + 91 22 25797354 / 930 , Email: manoj@naceindia.org

We shall jointly endeavor to make a successful show.

Best Wishes

for NACE International Gateway India Section

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N Manohar Rao
Chairman - NACE International Gateway India Section
Chairman – CORCON 2018

Encl: As above

DATES

30th September – 3rd October 2018

Exhibitor Moves in:

Raw Space	30 th Sept 2018	0700 to 1700 hours
Shell Scheme	30 th Sept 2018	12 noon to 1700 hours

Exhibitor Moves out:

1400 hrs onwards up to 1800 hrs on 3rd October 2018

VENUE

CORCON 2018 EXPO

HALL No. 1

JECC – Jaipur Exhibition & Convention Centre, Jaipur, India

SCHEDULE

Exhibition Inauguration: 30th September 2018: 1900 hrs (TBD)

Exhibition Timing:

30th Sept 2018 : 1900 hrs to 2000 hrs

1st Oct 2018 : 0930 hrs to 18.00 hrs

2nd Oct 2018 : 0930 hrs to 18.00 hrs

3rd Oct 2018 : 0930 hrs to 1400 hrs



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SECTION I

GENERAL INFORMATION

1) THE EXHIBITION - CORCON 2018 Expo

2) ORGANIZERS

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

3) DATES & VENUE

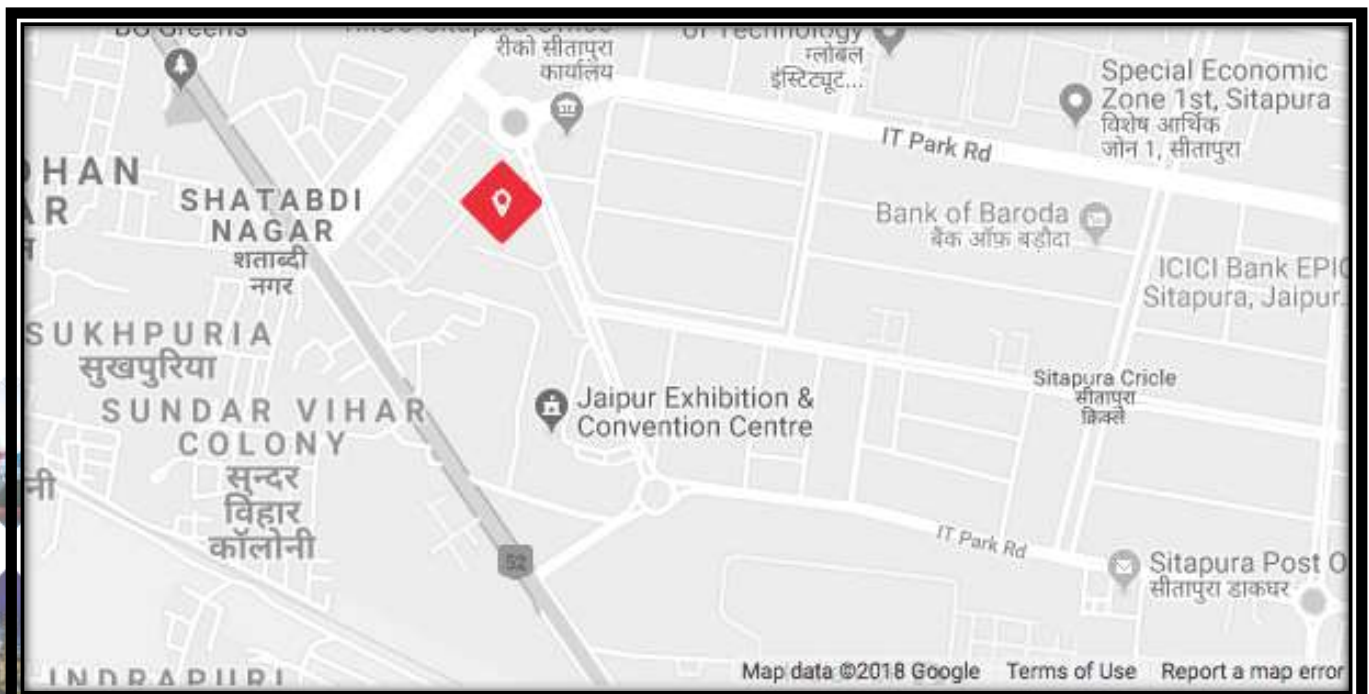
30th September – 3rd October 2018

JECC – Jaipur Exhibition & Convention Centre - Sapphire Ballroom

Address: Exhibition Ground, RIICO Industrial Area, Sitapura, Sanganer,
Jaipur - 302 022, Rajasthan, India.

Phone: 0141-2971111

Website: <http://www.jecc.in/>



4) Exhibition Manager: Visuals & Vocals

Rajendra Sapre Project Manager raj@visualsandvocals.com raisapre5@gmail.com Mobile : 9702890447	Nilesh Kothare Business Head nilesh@visualsandvocals.com nileshkothare6@gmail.com Mobile : 9892398858
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5) ADMISSION

Rights of Admission Reserved.

6) INAUGURATION - Ribbon Cutting Ceremony

30th September 2018 – 1800 hrs

7) DEADLINE FOR STOPPAGE OF ERECTION WORK

- The booth display should be completed latest by 1700 hrs on the 30th September 2018.

8) DISMANTLING & REMOVAL OF EXHIBITS

Exhibitors are requested to dismantle their booths only after 1400 hrs on 3rd October 2018. All exhibits must be packed and removed from the show premises by 1800 hrs on the same day i.e 3rd October 2018. 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, Color TVs + VCD/DVDs, 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 organizer

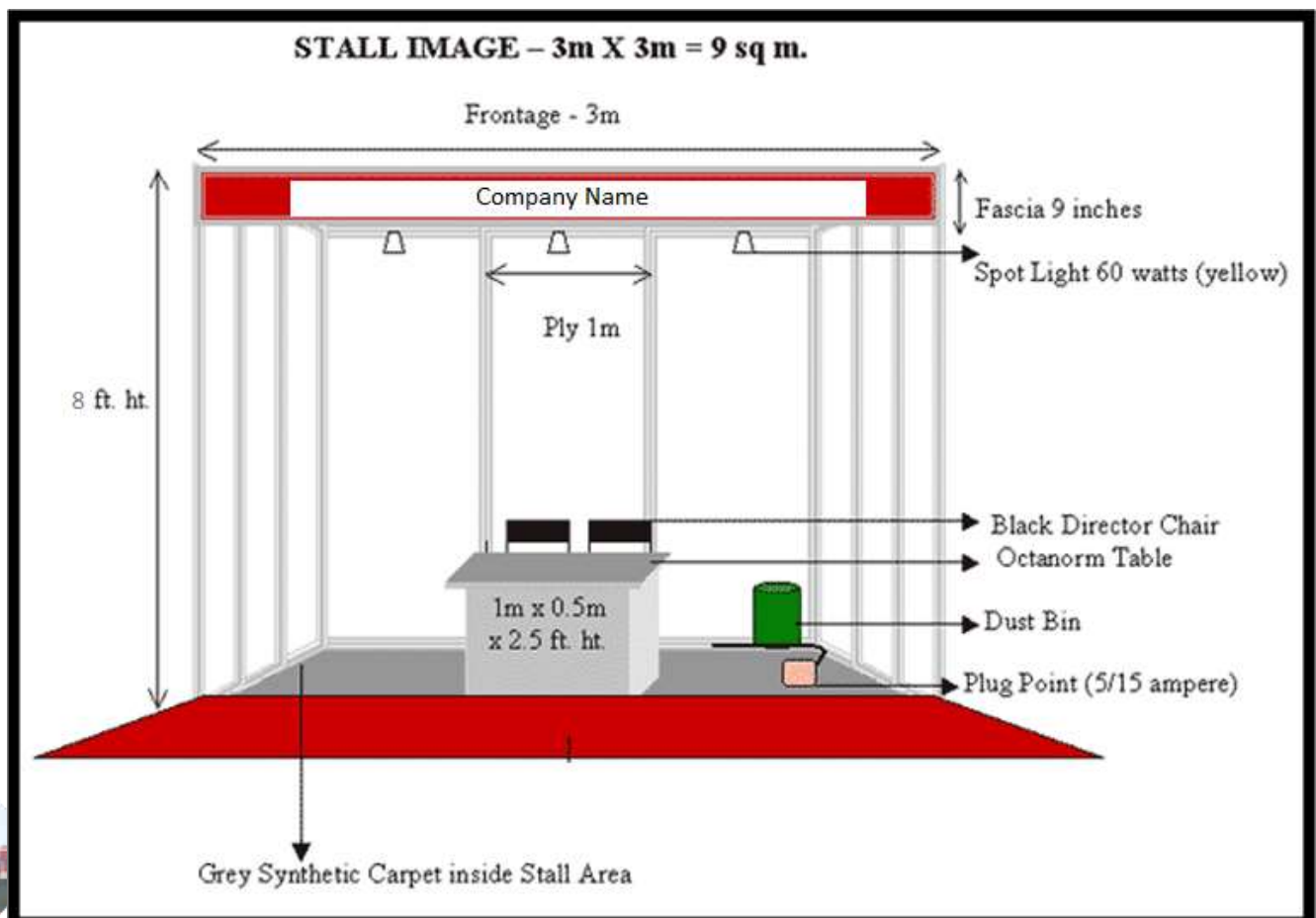
Visuals & Vocals, Mumbai (as directed on the forms) latest by **05th September 2018**.
 Organizers do not guarantee any supply of the above services if deadlines are not adhered to.

10) AMENDMENTS TO REGULATIONS

The Organizers 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, 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:



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

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 stall will be 8ft. without 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 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 raisapre5@gmail.com
- **Deadline for submission of the design is 20th August 2018.**
- All Venue Safety & Security regulations have to be strictly followed.
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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 30th September 2018
- 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, 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 equipments. All electrical wirings, fittings etc. will be done strictly by the certified authorized 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, equipments, furniture, fittings etc. adequately at their own cost.

17) REMOVAL OF EXHIBITS

From 1400 hours on 3rd October 2018, 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 organizers) 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 Organizers. The Organizers 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.

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 areas within or near the show premises. No banners, posters etc. should be put up anywhere within the Venue premises, unless expressly authorized in writing by the organizers. 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 organizers.

22) SECURITY - LOSS / THEFT

While the Organizers will maintain general security surveillance at all times throughout the Exhibition, the organizers 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 be sure 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 organizer's displayed property made available to them within the stall(s).

OFFICIAL CONTRACTORS

Official Freight Forwarder

R. E. Rogers India Pvt. Ltd.

Regd Office : 1, Commercial Complex, Pocket H & J, Sarita Vihar,
New Delhi – 110 076, India,
Tel : 91-11-26949801 / 26949802, Fax: 91-11- 26945900 / 26949803
Web : www.rogersworldwideindia.com

Mr. Puneet Sekhri - Dy.General Manager - Sale

Mob: +91 9810553944

Email: puneet@rogersworldwideindia.com

Mr. Anand Bisht - Asst.General Manager - Sales

Mob: +91 8750398816

Email: anand@rogersworldwideindia.com

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

Ashley Murray – ashley@visualsandvocals.com Mobile: +91 98203 59207

Nillesh Kothare – nileshkothare6@gmail.com Mobile: +91 98923 98858

FORMS DEADLINE CHECKLIST

FORM No.	SUBJECT	DEADLINE DATE
1	Fascia Name	31 st August 2018
2	Additional Furniture Display Form	05 th September 2018

Form submission:

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

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

Fascia Form to be sent to:

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

Please send soft copies to:

raisapre5@gmail.com / mayuresh@visualsandvocals.com

For Additional Items, order form to be sent to :-

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

Please send soft copies to:

rajsapre5@gmail.com / mayuresh@visualsandvocals.com



Dead Line
05th September 2018

Mumbai – 400076, India Tel: 022-25797354/ 930 Fax: 022-66921572
Email: info@naceindia.org Website: www.corcon.org

FORM NO 2
ADDITIONAL FURNITURE DISPLAY FORM

Stall No: _____
Company Name: _____
Authorized Person: _____
Title: _____
Address: _____
Tel: _____ Mobile: _____
Email id: _____ Signature: _____

Sr no	Item Code	Item Name	Rate	Qty	Amount
1	MI-01	Information Counter	2000		
2	MI-02	Lockable Counter	2800		
3	MI-04	Meeting Table	2000		
4	MI-05	Square Meeting Table	1500		
5	MI-06	Glass Round Table	2000		
6	MI-07	Round Cocktail Table	2500		
7	MI-08	Bar Stool- Black	2500		
8	MI-09	Bar Stool- White	2500		
9	MI-10	Visitor Chair	1200		
10	MI-11	Novia Chair	1500		
11	MI-12	2 Seater Sofa	4000		
12	MI-14	Display Podium	1800		
13	MI-15	Glass Shelf	700		
14	MI-17	Literature Stand	1500		
15	MI-18	Folding Brochure Rack	2500		
16	MI-19	Small Show Case	4000		
17	MI-20	Slim Show Case	5500		
18	MI-22	Socket Outlet (1kw)	750		
19	MI-23	Metal Halide (150 watts)	1800		
20	MI-24	Track Spot	2500		

21	MI-25	Long Arm Spot Light (23 watts)	1000		
22	MI-30	LCD TV 42"	16000		
23	MI-50	Hostess (Female)	3000 (PER DAY)	3days	

A detailed description catalogue attached

Note:

- The above rates are per unit/item and valid for full duration of the event, unless specified.
- Government Taxes additional i.e 18% GST additional.
- Orders to be placed before 05th September 2018 along with 100% advance payment by demand draft/Bank transfer in favor 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:

Visuals & Vocals

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

Contact Person:

Rajendra Sapre - rajsapre5@gmail.com Mobile : +91 9702890447

Mayuresh Mumbarkar – mayuresh@visualsandvocals.com Mobile: +91 9821181174

Bank Details for Additional Furniture
Account Name : VISUALS & VOCALS
Bank : Kotak Mahindra Bank
A/C #: 5311453156 (Current account)
IFSC: KKBK0001358

PAN #: AALFV0215D

Service Tax #: AALFV0215DSD001

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.