EXHIBITION MANUAL



ASIA'S LARGEST CORROSION CONFERENCE IN INDIA



06 - 08 October 2025
Jaipur, Rajasthan, INDIA. 2025

www.corcon.org





Dear Exhibitor,

We are delighted to have you as an esteemed exhibitor at CORCON 2025 Expo at Jaipur Exhibition & Convention Centre(JECC), Jaipur from 6th October to 8th October 2025.

CORCON EXHIBITOR MANUAL is enclosed to assist you in your Company's participation at CORCON 2025 exhibition. This Exhibitor Manual is a ready reckoner and has been designed to provide you with all the assistance that you require in the lead up to the show. **We request you to read the manual carefully and order services well in time as per schedule.**

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: manoj@naceindia.org Cell: +91 9820631320

We look forward to seeing you at CORCON 2025 and wishing you a successful event.

Best Wishes

For AMPP INDIA CHAPTER

K. B. Singh

Chairman - CORCON 2025

Encl: Exhibitor Manual



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SECTION I - GENERAL INFORMATION

KEY PERSONS

ORGANISER- AMPP India Capter

N.Manohar Rao

Chapter Delegate AMPP India Chapter 98200 39527 info@naceindia.org

Manoj Mishra

Manager - Admin AMPP India Chapter 98206 31320 manoj@naceindia.org

OPERATIONS

Nillesh Kothare

Head - Operations 98923 98858 nileshkothare6@gmail.com

Altaf Rafique

Project Manager 98196 99779 corcon2025@gmail.com

Santosh Dasgaonkar

Floor Manager 82917 74997 corcon2025@gmail.com



Dates, Deadlines & Exhibition Timetable

DAY / DATE	TIME	DETAILS
Monday 8th Sept' 2025	1800 hrs	Fascia Form Submission Deadline
Monday 8th Sept' 2025	1800 hrs	Mandatory & Service Order Forms Deadline
Monday 15th Sept' 2025	1800 hrs	Customised Stall Design Submission for approval by the organisers
Sunday 5th Oct' 2025	0600 hrs	Security deposit collection & possession handover for SPACE ONLY exhibitors.
Sunday 5th Oct' 2025	0700 hrs	Build-up starts for all SPACE ONLY exhibitors with appointed stand contractors or building their own stand.
Sunday 5th Oct' 2025	1400 hrs	"Shell Space Exhibitors" move in
Monday 6th Oct' 2025	0500 hrs	 STOP WORK. No construction or modification of stand allowed. All placement of items, stand dressing, decoration etc will need to be completed by 0500 hrs on 6th October. Contractors/Exhibitors found working in the halls after 0500 hrs will incur a noncompliance fee of INR 10,000 per hour
Monday 6th Oct' 2025	0500 hrs onwards	Cleaning of halls begins
Monday 6th Oct' 2025	1000 hrs to 1100 hrs	Exhibition Inauguration
Monday 6th Oct' 2025	1010 hrs to 1800 hrs	Exhibition Hours
Tuesday 7th Oct' 2025	0900 hrs to 1800 hrs	Exhibition Hours (Open for visitors)
Tuesday 8th Oct' 2025	0900 hrs to 1600 hrs	Exhibition Hours (Open for visitors)
Tuesday 8th Oct' 2025	1600 hrs	Dismantling Begins
Tuesday 8th Oct' 2025	1900 hrs	Final Deadline for dismantling of stands. Exhibits must be cleared from the stands by 1900 hrs. Any missing items will not be the responsibility of organiser or venue during this period.
Tuesday 8th Oct' 2025	2000 hrs	Stand fittings and waste materials must be cleared from the Hall by 2000 hrs on 8th October. A non-compliance fee of INR 25,000/- will be charged if material/rubbish is left behind and will be deductible from the security deposit (demand draft)



Team Contact

Purpose	Name	Email ID	Phone No
Facia forms	Manoj Mishra	manoj@naceindia.org / corcon2025@gmail.com	98206 31320
Stall Branding / Flex printing	Nillesh Kothare	corcon2025@gmail.com	98923 98858
Official Customised Stalls Fabrication contractor	Nillesh Kothare	corcon2025@gmail.com	98923 98858
Customised Stall Design Approval	Altaf Rafique	corcon2025@gmail.com	98196 99779
Additional Furniture / Electricity order	Altaf Rafique	corcon2025@gmail.com	98196 99779
Official Freight	Puneet Sekhri	puneet@rogersworldwideindia.com	98105 53944
Forwarder -	Yogesh Thakur	yogesh@rogersworldwideindia.com	97171 19475
R E Rogers	Girish Upadhayay	girish@rogersworldwideindia.com	82787 27059
During Event			
Venue & Move In Information	Altaf Rafique	corcon2025@gmail.com	98196 99779
Stall Possession, Entry Exit etc	Altaf Rafique	corcon2025@gmail.com	98196 99779 99879 89298
Floor Manager	loor Manager Santosh Dasgaonkar corcon2025@gmail.com		82917 74997
Addition Furniture	n Furniture Santosh Dasgaonkar corcon2025@gmail.com		82917 74997



1.

EXHIBITORS GUIDELINE & REGULATIONS

SPACE ONLY EXHIBITORS

- 1. Please refer to the Exhibition Timetable for dates and times of build-up, show-open and break-down It is the responsibility of the exhibitor to ensure that the appointed stand contractors are able to construct the stand within the time allocated. Failure to do so will result in an onsite non-compliance fee. Due to the tight timeframes, we insist that your stand is prefabricated off site and assembled onsite.
- 2. It is compulsory to send the details of your Booth Fabricator /Contractor Via Form No. 3 to Mr.Altaf on corcon2025@gmail.com. before 12th Sept 2025. If this form is not submitted in the stipulated time, entry to the hall will be denied.
- 3. All Raw Space Contractors must provide a refundable Security deposit of INR 25,000/paid to organisers "Visuals and Vocals" in the form of Demand Draft. This amount will
 be used towards any damages caused by the contractor during the build-up or teardown of booths. Any costs borne by the official contractor will be deducted from the
 security deposit without prior notice and/or approval. This includes (but is not
 restricted to) non-completion of work, unpaid orders, and venue fees/fines. Contractors
 may not commence build-up before the security deposit is handed over to organisers
 at the Venue. Please note CASH at the venue will not be accepted.
- 4. This security deposit DD will not be deposited in bank account unless any fine or non compliance fees are payable by the exhibitor/contractor. The DD can be collected from the floor manager after successful dismantling of the stand along with exit pass.
- 5. Space only exhibitors must submit stand designs regardless of their location & stand size at the event. All designs with their 3D Visuals / Renders and technical drawings have to be approved by Visuals & Vocals. Send your designs for approval to Mr.Altaf on corcon2025@gmail.com. before 12th Sept 2025. if this form is not submitted in the stipulated time, entry to the hall could be denied.
- 6. We will notify you in writing when your stand design has been processed and you are permitted to build once all structural / technical specifications are met. The organiser has the right to dismantle or make changes at the stand at contractor or exhibitor's expense to any stands that have not been assessed.



EXHIBITORS GUIDELINE & REGULATIONS

- 7. Maximum Height Allowed is 12ft in front (fascia) and 8 ft in adjoining/side/back walls. Ensure all the design elements / structure must remaining inside the boundaries of the space allotted.
- 8. Storage room doors within a stand build must have Portholes / Clear view windows or similar. Doors must NOT open on to the aisles.
- 9. The Space Only 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.
- 10. Connection charges of 3500/- will be charged to Space Only Exhibitors. Basic power will be provided. However If Needed, Additional Power can be purchased at Rs. 5000 per kw for the exhibition period.
- 11. All Venue Safety & Security regulations have to be strictly followed. In case of any damage to the Venue property during the event, the charges for the damage shall be borne by the exhibitor and paid directly to the Venue owner.
- 12. Each exhibitor is responsible for the upkeep of his stall/booth. In addition, storage behind stands specially perimeter stands is strictly forbidden. Any items (including stand materials) left behind stands will be disposed of immediately during the daily master cleaning.
- 13. Grouting, digging in floors or walls is not permitted. Rigging is not permitted. Do not paint, tape, nail, screw, drill or tack anything to the walls, columns, floor or celling of the venue or adjoining stands /displays.
- 14. All contractors are advised to bring only pre-fabricated structures/items that can be installed on site to avoid dust accumulation in the halls during build up. Platforms / panels and other decorations for the interior must be brought in a prefabricated condition for assembly and the Hall. Use of modular systems is strongly recommended for timely completion of stands. Use of hazardous materials like woodworking and spray painting inside Hall is discouraged. Activities like wood/metal/plastic cutting/grinding that creates dust is strictly prohibited inside the exhibition hall.
- 15. All Exhibitors have to strictly adhere to the fire & Safety norms & security protocol of the venue management. Use of flammable substances such as fuel & pressurised gases are



EXHIBITORS GUIDELINE & REGULATIONS

prohibited inside the hall. Hot works i.e Welding / cutting is strictly prohibited inside the Hall. All connections should have 5/15 amp plugs: no loose wires will be allowed. No joints on wires are permitted. Using the correct wire gauge is crucial for electrical safety and performance, you should use correct gauge wires as per your stall lighting, audio visual and equipment requirements.

- 16. Space only exhibitors must include suitable floor covering such as carpet or matting in their allocated stand space before beginning stall construction. INR 25,000 non-compliance fee is applicable for any stands without floor covering.
- 17. Platform floor edges must be finished in a safe manner. Plastic protection strips should be placed over all corners, or they should be finished with a curved round edge. Finishing of stand floor edges in metal strip sections is not permitted.
- 18. 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 0500 Hours on 6th October 2025.
- 19. Fire exits and signs must NOT be blocked by any exhibitor / contractor material or equipment at any time. Access to boxes, materials, ladders, paints and general waste is not permitted at any time behind the stands.
- 20. All stand contractors/exhibitors are responsible for their own waste removal during build-up and tear-down. Your appointed stand contractor(s) should remove the build-up material outside Venue premises or to be discarded into allocated skips. Paint cans should not be thrown inside the skips and should be removed from Venue premises. The skips area must be kept free at all times to allow uninterrupted access. The tenanted space must be vacated with all adhesive tapes, paint and similar traces completely removed.
- 21. All exhibitors' and booth builders' materials, structures and waste must be removed from the venue territory at the exhibitors' or his booth builder's expense before 2000 hrs on 8th October. A non- compliance fee of INR 25,000/- will be charged if material/ rubbish is left behind and will be deductible from the security deposit (demand draft).
- 22. We urge all exhibitors and contractors to consider all health & safety aspects during the build-up, show- open and break-down days; an accident onsite may prove costly. Please make sure that you and / or your contractor has adequate insurance cover.



EXHIBITORS GUIDELINE & REGULATIONS

2. SHELL SCHEME EXHIBITORS

- 1. Electrical and other technical services behind / adjacent to your booth must be kept accessible.
- 2. Only 1 company name is allowed to be displayed on the fascia.
- 3. All display, exhibits, merchandise, fittings, etc. should be freestanding and self-supporting to avoid damage to the panels.
- 4. 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.
- 5. Any display fixed on the panels directly should be easily removable self-adhesive material or two sided tapes or with ('S' hooks).
- 6. All fittings /accessories used shall comply with the safety requirements as per the direction of AMPP.
- 7. 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.
- 8. Additional furniture form must be submitted before 8th September 2025. Please note that furniture & AV can only be ordered from official contractor. Outside vendors will not be allowed.
- 9. Due to the tight timeframes, It is advisable to use official contractor for your branding needs like flex wall printing & installation, posters printing & installation etc to ensure quality standards and smooth and timely completion of the installation.

NOT ALLOWED

- Holes, Nails, Drawing Pins, Screws on the Panels, furniture, carpet and floor.
- Wallpaper or glue on panels.
- Use of paint or other non-erasable material on the panels.
- Carrying out any type of welding/cutting work using naked flames. Grouting, digging in floors
 or walls is not permitted.
- Use of "high security deposit-glue" or any other type of permanent adhesives.



3. VENUE ADDRESS





Novotel Jaipur Convention Centre & Jaipur Exhibition & Convention Centre(JECC)

Nh 12, Tonk Rd, Sitapura Industrial Area, Sitapura, Jaipur, Rajasthan 302022



Click on the Photo for location on google maps or scan the QR Code

4. ADMISSION

Rights to Admission Reserved. Entry will be not allowed without proper registration.

5. 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. Only 1 company name is allowed on the fascia.



6. VISITORS

Business visitors are permitted to visit the exhibition area on **7th and 8th October 2025**, with prior registration. **Visiting hours are from 1000 hrs to 1600 hrs**. Entry will not be allowed after these times. Please note that visitors will not have access to the technical halls or the food court. However, food coupons may be purchased separately to access the food court.

7. ADDITIONAL SERVICES (Optional)

Various services such as Furniture on rentals, LED TVs, additional tables, chairs, extra electricity 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 8th September 2025. Organiser does not guarantee any supply of the above services if deadlines are not adhered to.

8. AMENDMENTS TO REGULATIONS

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

9. SHELL SCHEME PACKAGE FURNITURE & FITTINGS ENTITLEMENT

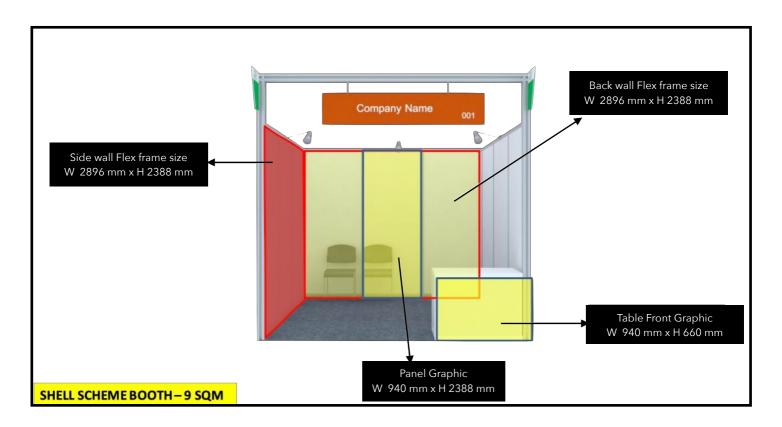
Booths will be constructed of octonorm systems with laminated panels, carpeting, furniture and fittings as per respective stand areas along with fascia with company's name in english. Exhibitors, other than those with bare space will be provided with standard furniture, fittings etc. at no extra cost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

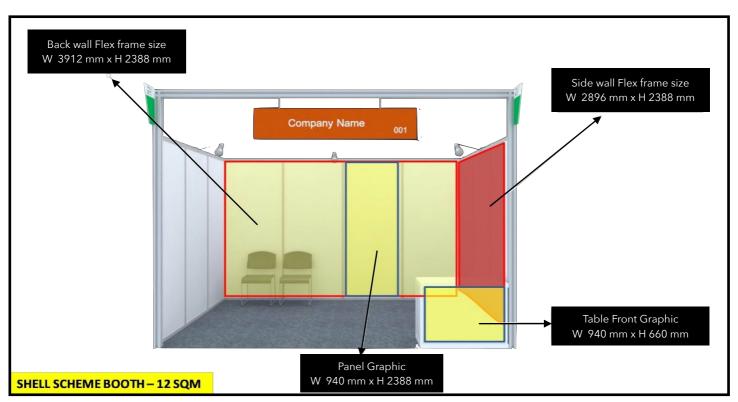
Entitlements:

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



10. Stall Dimensions







11. 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 as smoking is prohibited inside the venue**. 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.

12. 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.

13. REMOVAL OF EXHIBITS

Exhibitors are requested to dismantle their booths only after 1600 hrs on 8th October 2025. All exhibits must be packed and removed from the show premises by 1900 hrs on the same day i.e 8th October 2025. 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.

14. 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.



15. 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.

16. 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.

17. 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.

18. 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 & Approved Stand Fitting Contractor - Shell Scheme

Visuals & Vocals

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

Altaf Rafique- Mobile: 98196 99779 / 99879 89298

Email: corcon2025@gmail.com

Customised Designed Stall Fabrication / Flex & Poster Printing

Violet Wings

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

Official Freight Forwarder

R. E. Rogers India Pvt. Ltd.

1, Commercial Complex, Pocket H & J, Sarita Vihar, New Delhi - 110 076, India, Tel: 91-11-26949801 / 26949802, Fax: 91-11-26945900 / 26949803

Mr. Puneet Sekhri - Mob: +91 9810553944 Email: <u>puneet@rogersworldwideindia.com</u>

Mr. Yogesh Thakur - Mob: +91 9717119475 Email: yogesh@rogersworldwideindia.com

Name - Girish Upadhayay - Mob: +91 8278727059

Email: girish@rogersworldwideindia.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. **Only ONE company name is allowed per stall.**

FASCIA NAME : (Please use CAPITAL letters)				
Stall No:				
Company Name: _				
Authorised Person:				
Email :				
	Mobile No :			
-	of CORCON 2025 and agree to abide by the same .			
Signature & Seal				

Please email this form to : $\underline{manoj@naceindia.org} \ and \ \underline{corcon2025@gmail.com}$



FORM 2 ADDITIONAL FURNITURE

Stall No:	Company Name:_		
Authorised Person:		Tel:_	
Email:		Mobile No.:	

Sr	Description of Item	Product	Qty	Rate	Amount
1	Counter (1080 x 580 x 750mm Ht)	640mm 950mm		1,200	
2	Lockable Cabinet (1080 x 580 x 750mm Ht)	7		2,500	
4	Conference Table- Glass top (1200 x 750 x 750mm Ht)			2,500	
6	Bistro Table (600mm Dia x 1100mm Ht)			3,000	
7	Glass Round table (850mm Dia x 750mm Ht)	A CONTRACTOR OF THE PROPERTY O		2,000	
8	Novia Chair (Upholstered Seat & Back)			1,000	
10	Revolving Chair - Black / White	1		2,500	
11	Bar Stool - Hydraulic			2,000	
12	Glass Counter (1000 x 500 x 1000mm Ht)	\$40mm 950mm		6,000	
13	Small Showcase (500 x 500 x 2000mm Ht)			6,000	

Images are for representational purposes only. Actual furniture may vary



Sr	Description of Item	Product	Qty	Rate	Amount
14	Big Showcase (1000 x 500 x 2000mm Ht)			7,500	
15	Strip Socket (Maximum - 0.75 KW)			700	
16	LED Light 100 Watt (White / Yellow colour)			2,000	
17	Spot Light 15W LED Bulb	7-6		1,000	
18	Magazine Stand			2,000	
19	Sofa (Single seater)			4,000	
20	Sofa (Two seater)			6,500	
22	LED TV 43 inch with stand Cables			12,000	
23	Visiting / Chocolate Bowl			500	
24	Additional Power - 1 KV			5,000	
	Sub Total				
	Total				

Images are for representational purposes only. Actual furniture may vary



- The above rates are per unit/item and valid for full duration of the event, unless specified.
- Orders to be placed before 8th September 2025 along with 100% advance payment by bank transfer / Gpay 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.
- For requirements other than the ones mentioned in the list, please feel free to contact us on the below mentioned address.

Send this form to:

Altaf Rafique - 98196 99779 / 99879 89298

Email: corcon2025@gmail.com

Bank Details for Additional Furniture Payment				
Account Name	Santosh Vasant Dasgaonkar			
Bank	Bank of Maharashtra			
Bank Address 1054 Gr. Flr, Jo-Grazel, Holy Cross Road, I.C Colony, Borivali- Mumbai - 400103.				
Account Number 60498402434				
IFSC	MAHB0001301			
MIRC Code	400014134			
SWIFT Code	MAHBINBBADH			
Gpay	Santosh Dasgaonkar +91 8104980790 UPI ID: corcon2025@okhdfcbank			



FORM 3

Compulsory - Contractor Performance / Security Deposit (Booth Fabricator & Designer)

Exhibitors must submit the complete contact details of the contractor i.e., booth fabricator / contractor / designer by September 8, 2025, before confirming contractor to work on CORCON 2025 exhibition. Prior clearance certificate of Contractor by the organizer is mandatory to work at the venue. The organizer reserves the right to reject any unauthorized /unapproved fabricator and designer as per the standard of the exhibition.

Contractor Company Name :		
Contractor Contact Person :		
Contact Person Mobile :	Tel :	
Vendor Address :		
GST NO :	PAN No	
Note: The performance security deposit is to be	in the form of a Demand Draft, the favor of "Visual	s and

Vocals" The amount of this security deposit is INR 25,000/-. Should there be any further fines incurred, the exhibitor and their contractor will be informed accordingly.

- Detailed layout drawing needs to be submitted for approval to the organizer at corcon2025@gmail.com before the September 8, 2025.
- It is mandatory to use PPE (Personal protection equipment), RCD circuits, insulated wire & skilled / semi-skilled manpower for the fabrication as per "Global Standards of Health & Safety mentioned in Guidelines".
- Demand Draft should be drawn in favour of **Account Name:** VISUALS AND VOCALS Bank: Kotak Mahindra Bank, I.C.Colony Account No: 5311453156

All Raw Space Contractors must provide a refundable performance security deposit of INR 25,000/paid to organizers "Visuals and Vocals" in the form of Demand Draft at the venue. This amount will be used towards any damages caused by the contractor during the build-up or tear-down of booths. Any costs borne by the official contractor will be deducted from the security deposit without prior notice and/ or approval. This includes (but is not restricted to) non-completion of work, unpaid orders, and venue fees/fines.

Contractors may not commence build-up before the security deposit (DD) is handed over to organizers -Visuals & Vocals at the Venue.

I / We have read all terms and conditions and shall abide by the same.

Company Name:	Contact Person:
Stall No.	Date & Sign:



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