

2nd INDIA INTERNATIONAL INNOVATION FAIR 2017

11th to 13th November 2017 BIEC Bangalore



Exhibitor Manual

Organised By

HOST STATE



KARNATAKA

Association of
Innovators for
Development



Supported By :

#startupindia



SAN FRANCISCO - BANGALORE
Sister City Initiative



NEN
NATIONAL
ENTREPRENEURSHIP NETWORK





Dear Participant,

We are delighted to welcome you to 2nd India International Innovation Fair 2017 will extend all the possible support to make your participation a pleasant business experience.

This exhibitor manual contains complete details for your assistance. To help us serve you better, you are requested to complete the enclosed **forms** carefully and **return them** to us by the specified dates.

Exhibitor Badges will be provided at the time of taking possession of the stand. Please advise your personnel to wear the same at the venue. This is important in view of the security arrangements.

To ensure that your participation is well organized, we suggest you to nominate an Exhibition Coordinator who will coordinate all the activities related to your participation with us.

We request you to kindly go through the Rules & Regulations carefully and thoroughly on page No. 5. This will help us avoid any last minute inconvenience to both parties. Also, final decision regarding any issues arising out of noncompliance with the same shall rest with the Event Partner.

In case of any kind of clarification please call +91.9886785427 or write to the under signed at info@iiifair.com any time.

With Warm Regards,
Organising Committee
IIIFair 2017

2nd INDIA INTERNATIONAL INNOVATION FAIR
#108, 1st Floor, 7th Cross, Lower Palace Orchards,
Bangalore-560003
Ph: 91-80-41138120 Fax: 91-80-23449033
E Mail: info@iiifair.com



RULES & REGULATIONS

A. General

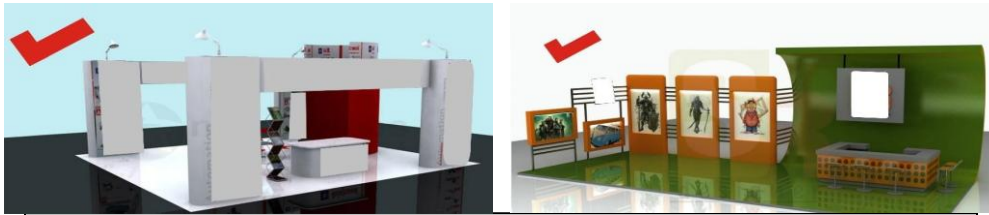
- A.1 All applications for participation should be made on the Space Application Form and submitted to the Event Partner. Submission of this form will confirm participation and acceptance of rules and regulations. The organizers reserve the right to accept or refuse any application without assigning any reason.
- A.2 Allotment of stands is final only on receipt of 100% payment.
- A.3 All payments should be made by Bank Draft or Account payee crossed Cheque in favor of “VG MICE MANAGEMENT PVT LTD IIIF ”. (Refer page 6)
- A.4 Arrangements will be made for providing round-the-clock security **w.e.f. November 9th, 2017 till evening of November 10th, 2017**. However, the organizers are not responsible for any theft, pilferage, loss or damage of any material, goods or properties belonging to individual exhibitors at any time before, during or after the exhibition for any reason or cause whatsoever.
- A.5 Insurance of exhibits, against all risks prior to, during and after the exhibition should be done by the exhibitors at their own cost. The Organizers / Event Partner will in no way be responsible for any loss or damage.
- A.6 If due to Force Majeure or other unavoidable circumstances, the organizers are forced to cancel the exhibition, the exhibitor will not be entitled to claim damages or compensation of any kind other than refund of space contribution. The organizers reserve the right to reschedule the event in the interest of the exhibition.
- A.7 The Event Partner may alter or add new rules and regulations for the benefit of the exhibition. Such rules will be given in writing and will be binding on all exhibitors.
- A.8 Adjudication, in case of dispute, as provided by the High Court of Karnataka, Bangalore would be binding on all parties.

Stall Details

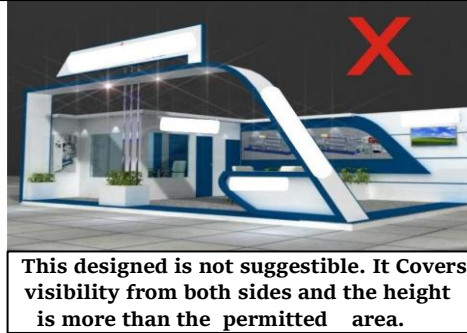
B. Bare Space:

- B.1 Bare space shall not be given less than 25 sqm area.
- B.2 In case of bare space, only space will be provided. Extra charges will be applicable for power, carpet or any other facility required.
- B.3 The booth should not be destructing the view or disturbing the aesthetics of any other co- exhibitor. Organiser holds the final right to stop/alter the design, if needed.
- B.4 In case of bare space, only 50% of total area and not more than 70% length of any side will be permitted for construction. The maximum height permitted is as follows:
- | | |
|-------------|------|
| Front Area | 8ft |
| Middle Area | 10ft |
| Rear Area | 11ft |

The above regulation is aimed at ensuring that visibility of any stall is not blocked. Your co-operation is solicited. **Please find below the images for your reference.**



The above designs are suggested and the visibility of your stall is clear from all the sides



This designed is not suggestible. It Covers visibility from both sides and the height is more than the permitted area.

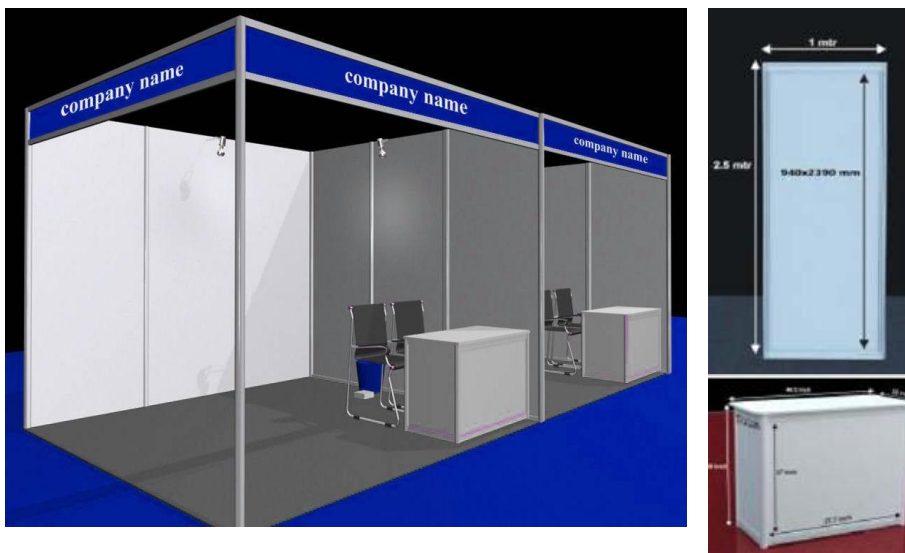
B.4 All drawings/designs showing stand construction have to be submitted in duplicate and approved by the Event Partner, who reserves the right to recommend changes/modification, in the interest of the overall presentation of the exhibition. Exhibitors have to ensure that the changes recommended are carried out.

C. Entitlement to Exhibitors:

C.1 Every 9sqm of exhibit space under shell scheme will get:

1 table, 2 chairs, 5 amps plug point, 2 spot lights, name board , 2 passes for award ceremony & dinner.

A Diagram of 9 sq mtrs Shell Stand is as below:



Apart from above anything extra required shall be available on additional charges and has to be ordered in advance with 100% advance payment. Please refer forms for additional services given in the Manual below.

Note: In case of violation of the above rules, the official shell scheme stand contractor will be obliged to request the payment from exhibitor for any damage caused at the rate of INR 2,500.00 per panel.

C.2 Entry to the event is on production of Delegate/Exhibitor or service badge.



- C.3 **Possession letter, duly filled and signed by responsible and authorised signatory is mandatory to get possession of the stall.**
- C.4 Exhibitors have to also provide the proper list of their services staff like stall fabricator, hostess or any other man power to Event Partner for preparation of badges well in advance. The Organiser/Event Partner reserve the right to refuse admission to any person in the interest of the exhibition or due to safety reasons
- C.5 Subletting of a stand to any other party is not permitted.
- C.6 No alteration to the size or position of the stand is permitted without prior written approval of the Event Partner who reserves the right to change the layout/stand number or gangways. **Further, no banners, placards, exhibit etc. will be allowed on the premises or complex or on the roads in the vicinity. Such unauthorized display is liable to be removed by the Event Partner without notice at the cost of the exhibitor. Exhibits must not obstruct passages.**
- C.7 No stand will be left unmanned during the exhibition. Exhibitor personnel must be present at least 30 minutes before the visiting hours of the exhibition. Any activity which amounts to nuisance or noncompliance of any rules or guidelines of organisers, venue management or the rule of the land caused by the exhibitors will not be permitted. The Event Partner shall have the right to take remedial action in such cases.
- C.8 The exhibitor should not cause any damage to the site/building/stand. Any such damage will be made good at the expense of the exhibitor. The exhibitor will also indemnify the Event Partner against any claims resulting from mishaps due to faulty equipment/faulty handling of material or non-observance of legal or safety requirements by them.
- C.9 The exhibitor should abstain from picking any kind of furniture on their own from the contractor's venue godown or from any other stand/stall/booth without permission of the Event Partner.
- C.10 **Occupation and Completion of Site:** The exhibitor, its servants, agents, employees and contractors may enter the Exhibition premises for the purpose of erecting the stand and preparing Exhibits during the buildup period of the Exhibition allowed by the organiser. The exhibitor undertakes that the site or stand will be ready, occupied and all Exhibits installed and arranged thereon for displays and all arrangements in connection therewith completed by 09.00 pm Nov 13, 2016 on the evening before the opening of the Exhibition.

Transport vehicles will not be allowed inside the venue beyond the specified date& time. All Exhibitors are requested to co-operate and complete the stall work well in time.

SITE MANAGEMENT Schedule

A. Pre-Show:

- (1) Possession of Bare Space: 09/11/2017 at 11.00 AM. onwards
- (2) Possession of Shell Stall : 10/11/2017 at 1.00 PM. onwards
- (3) Completion of stand interiors by all exhibitors: 10/11/2017 by 6.00 PM
(Strictly not permitted beyond the permissible time)
- (4) Hall cleaning and removal of empties: **10/11/2017 by 11.00 pm**

B. Show Dates : November 11th, 12th, 13th - 2017

C. Inauguration : November 11th, 2017

D. Visit Timings : 10.00 AM. to 06.00 PM on November 11th to 13th, 2017

E. Post-show:

- (1) Commencement of dismantling: 13/11/2017, after 6.30 PM and vehicle movements shall be allowed after 6.00 PM in view of VVIP movements.
- (2) Vacating of exhibition area by midnight 12.00 AM on 13/11/2017



The Event Organisers/Partners and contractors will be available at their site office at the venue from 09/11/2017 - 10/11/2017 between 10.00 AM to 06.00 PM to assist exhibitors during stand construction and dismantling period. During exhibition days they will be available between 09.30 AM - 7.00 PM

On show days, exhibitor staff will be allowed to stay in the exhibition hall strictly for only half an hour after closing time to refurbish and/or service their exhibits / stand.

No representative of exhibitors will be allowed inside during, pre & post show timings without the exhibitor badge.

F. Payment Details :

Indian Exhibitors by Demand Draft in favour of **VG MICE MANAGEMENT PVT LTD IIIF** payable at Bangalore.

RTGS / NEFT - Details

Beneficiary : VG MICE Management Pvt. Ltd IIIF
Name of the Bank : VIJAYA BANK
Branch : Palace orchards
Bank Address : No 344 / 8, 4th Cross Upper Palace Orchard, Sadashivanagar
Bangalore - 560080, Karnataka
Account type : Current Account , Account No. : 128600301000478,
IFSC Code : VIJB0001286 , 9 Digit MICR Code : 560029042

Over seas exhibitors US \$ payments by SWIFT transfer only

SWIFT CODE OF VIJAYA BANK OVERSEAS BRANCH BANGALORE IS VIJBINBBFXB. PLEASE CREDIT TO CITI BANK - CITIUS33, A/C NO. 36048639 OF VIJAYA BANK, FURTHER CREDIT TO AC NO. 128600301000478, VG MICE MANAGEMENT PVT LTD. IIIF VIJAYA BANK UPPER PALACEORCHARD, SADASHIVANAGAR BANGALORE. FEDWIRE ROUTING NO.: 0210-0008-9

G. Withdrawal & non-participation

Once Organiser confirm acceptance of application, cancellation/withdrawal of application or any reduction in requirement of space and service or not agreeing to pay for existing / additional taxes/levies as and when applicable will attract cancellation charges as indicated below. Withdrawal of application by Exhibitor on account of any reason including Force Majeure, strike, lockout etc. will also be treated as cancellation of participation.

Before 15th October ' 17 : 50% of space charges

On / After 16th October '17 : 100% of space charges

The date on which the written communication conveying cancellation or reduction of stall space or services like power, compressed air and water is received by the Organiser, shall be considered as the effective date of determining cancellation charges. Organiser shall not deviate from the rules pertaining to cancellation even if the space is allotted to another applicant from the wait list. Decision of the Organiser shall be final and binding on all applicants.