



24<sup>th</sup> Congress and General Assembly  
of the International Union of Crystallography

Hyderabad International Convention Centre  
21 - 28 August 2017, Hyderabad, India



# Exhibitor Services Manual



## GENERAL INFORMATION

## TABLE OF CONTENTS

### ***Section 1 - General Information:***

Contacts	3
Exhibition Schedule	4
Tourist Information	5
Exhibitor Badge	7

### ***Section 2 – Exhibition Rules & Regulations***

Exhibition Rules & Regulations	8-12
Deluxe Shell Scheme Stall	13
Fascia Order Form	14

### ***Section 3 – Additional Exhibition Services***

Hiring Terms & Conditions	15
Audio Visual	16
Telephone & Internet Lines	17
Temporary Staff	18
Security	19
Photography & Videography	20
Plants & Floral	21
Electrical	22
Booth Carpeting	23
Storage	24
Furniture Brochure & Order form	25-26



## CONTACTS

## GENERAL INFORMATION

**Congress Secretariat:**

Solid State and Structural Chemistry Unit  
Indian Institute of Science  
Bangalore 560 012, INDIA

**Official Freight Forwarder:**

Mr. Rajath  
R. E. Rogers India Pvt Ltd  
Phone: +91-80-4269500/501/504  
E-mail: [rajath@rogersworldwideindia.com](mailto:rajath@rogersworldwideindia.com)

**Exhibition Operations & Logistics:**

S. Eknath Reddy  
KW Conferences Pvt Ltd  
Phone: +91 40 – 65987803  
E-mail: [sponsorships@iucr2017.org](mailto:sponsorships@iucr2017.org)

**Accommodation:**

Ms. Mamta Roy  
KW Conferences Pvt Ltd  
Phone: +91 124 4636719/721  
E-mail: [hotels@iucr2017.org](mailto:hotels@iucr2017.org)



## EXHIBITION SCHEDULE

## GENERAL INFORMATION

### Exhibition Timings:

Monday 21 August 2017	17:00 – 22:00
Tuesday 22 August 2017	09:00 – 18:00
Wednesday 23 August 2017	09:00 – 18:00
Thursday 24 August 2017	09:00 – 18:00
Friday 25 August 2017	09:00 – 18:00
Saturday 26 August 2017	09:00 – 16:00

### Exhibitor move-in:

Sunday 20 August 2017	09:00 – 24:00
Monday 21 August 2017	00:00 – 12:00

### Exhibitor move-out:

Saturday 26 August 2017	16:00 – 23:00
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## TOURIST INFORMATION

## GENERAL INFORMATION

**Hyderabad** – also referred as “The City of Nawabs” is the fifth largest city in India. This 400 years old city is famous for its natural beauty, medieval and modern architectural marvels, handicrafts, culture and gourmet fare.

Today, Hyderabad is one of the fastest developing cities and a hub of information technology, ITES, research, educational, medical and health care facilities. The city is famed for the Ramoji Film City which is among the most-technically-advanced integrated film cities.

Hyderabad has a number of heritage sites that are centuries old. The iconic Charminar monument symbolises Hyderabad, while the Golconda Fort, Qutb Shahi Tombs and several other architectural monuments have their own unique allure. Each historical era has left its indelible mark in Hyderabad’s unique cultural heritage and these are a veritable treasure trove of tourist attractions not to be missed!

### **General Information**

#### **Language**

All conference sessions will be conducted in English only.

#### **Smoking Restrictions**

All meeting rooms and corridors are no-smoking areas. Smoking in public places is illegal in India. There are designated outdoor smoking areas at HICC.

#### **Business and Shopping Hours**

Offices and business establishments are generally open from 1000 - 1730 hours, Monday to Friday. Shops are generally open from 1000 - 2000 hours from Monday to Saturday. Big shopping centres are open every day from 1100 - 2100 hours.

#### **Consumption of food & water**

Drink bottled water only and check that the seal is intact when you receive it. Avoid food and drinks from street vendors.

#### **Currency & Foreign Exchange**

The currency in India is the Rupee, which comes in denominations of 1, 2, 5, 10, 20, 50, 100, 500 and 2,000. Please use authorised money changers and banks to change currency. They will issue a certificate of exchange which is required at the time of re-conversion of any unused currency. It is illegal to exchange foreign currency other than through authorised money changers or banks. The current exchange rate can be checked at [www.xe.com](http://www.xe.com)

There are 24-hour ATMs all over the city. International credit cards are widely accepted. Normal commercial banking hours are from 1000 - 1600 hours, Monday to Friday. Banks are closed on weekends and on public holidays.

#### **Airport**

Hyderabad International Airport is 45 minutes away from the heart of the city. There is good connectivity between the Airport, the convention centre and the city by Taxis.

For international flights, passengers are usually required to check in 3 hours prior to flight departure, and 2 hours for first or business class.

#### **Dress Guidelines**

Business attire or smart casuals are recommended for the scientific sessions. Lounge suits or culturally traditional attire are appropriate for the social events.

#### **Weather**

August is pleasant with temperatures ranging between 35°C to 23°C. It is suitable for sightseeing and outdoor activities in Hyderabad.

#### **Electricity**

The voltage in India is 220 volts. In case you wish to use appliances of 110 volts, please check with your hotel if they can provide adaptors on request.





## GENERAL INFORMATION

### TOURIST INFORMATION

#### Export Regulations

On your return you may take back, as accompanied baggage, souvenirs including silk, wool, handicrafts etc., without any limit, and gold and silver items up to a value of ` 100,000. Please note that the export of antiques and art objects more than 100 years old is restricted, and the export of wildlife products is prohibited.

#### International Telephony

The Country Code for India is '91'.

For mobile connections this is followed by a 10 digit number example: 91 XXXXX XXXXX

For fixed line connections this is followed by the Hyderabad City Code '40' followed by an eight-digit telephone number, e.g. 91 40 XXXX XXXX.

The international access code when dialling out of India is "00".

#### Local Time

Indian Standard Time (IST) is GMT + 5 ½ hours

#### Public Transport

Hyderabad is a large and widespread city, and we advise participants to use tourist cars or metered taxis when required. Please contact the Concierge or Reception at the HICC for this service.

#### Tipping

There is no compulsion to tip anyone for any service rendered. If you choose to do so, the traditional tip is 10%, rounded off.

#### Tour/Travel Desk

The Travel & Tours desk is located in the Registration Area in the foyer.

#### Liability

The host organization and its sponsors are not liable for personal accidents or losses or damages to private property of attendees of the Congress.

#### Visa Information

##### Visa Requirement

An entry Visa is essential for all foreigners visiting India. Conference Visas are issued by the relevant Indian Embassy / High Commission if participants provide:

- A letter of invitation to the congress in India
- Copies of permissions from relevant Indian Ministries and Government Agencies for the staging of that particular conference.

Registered participants of the IUCr 2017 can generate and print personalized letters of invitation from the Congress website [www.iucr2017.org](http://www.iucr2017.org) by using the personal access key e-mailed to them after registration. Registered participants will also be able to download the required copies of permissions from Indian Ministries and Government Agencies. This facility will be available on the website closer to the Congress.

It is advisable to apply for Visas well in advance, but not earlier than 3 months before the date of the conference. Foreign visitors entering India must possess a passport valid for at least 6 months after their date of entry into India, except in the case of nationals of Bhutan and Nepal, who need only carry suitable means of identification.

If approved, a single entry Conference Visa will be granted. Please note that the validity of a Visa begins on the day it is issued. The date of entry into India does not affect the validity period of a Visa.

The list of Indian diplomatic missions overseas is available at [http://india.gov.in/overseas/indian\\_missions.php](http://india.gov.in/overseas/indian_missions.php)



## EXHIBITOR BADGES

## GENERAL INFORMATION

Each exhibiting company is entitled to a certain number of free exhibitor badges as follows:

- 3m x 2m stall – 2 Exhibitor Badges
- 2m x 2m stall – 1 Exhibitor Badge

*Exhibitor Badge includes:*

- Receptions, lunch and tea/coffee on Exhibition days
- Entry into the Exhibition area only
- Additional exhibitor badges available @ INR 5000 per badge for Exhibition days, with lunch and tea/coffee access



## RULES & REGULATIONS

## GENERAL INFORMATION

The rules and regulations governing IUCr 2017 Congress are an integral part of the contract for exhibit space and have been established for the protection of everyone. The overriding principle contained in these Exhibit Rules and Regulations is equality for all.

**Exhibits installed at IUCr 2017 Exhibition must comply with the rules and regulations of the exhibition. In the event that an exhibitor or exhibit activity are in violation of the exhibition rules and regulations or are not consistent with the standards of the exhibition, Organizers may require the exhibitor to alter the exhibit either before the exhibition or on-site. Necessary changes are to be made at the exhibitor's expense and are subject to approval.**

All exhibition matters and questions not covered by these rules and regulations are subject to the decision of Organizers. These rules and regulations may be amended at any time by Organizers. The original rules and regulations, as well as any amendment to the original rules and regulations, shall be equally binding to all parties. In the event of any amendment or addition to these rules and regulations, written notice will be given by Organizers.

### AISLES

Displays must be confined to within the exhibitor's booth and must not be designed to obstruct the clear view of other booths or interfere with the flow of traffic - example: video monitor(s) should be placed where visitors viewing the monitor(s) do not block the aisle.

### ALCOHOLIC BEVERAGES

The consumption of alcoholic beverages is prohibited during build-up and breakdown periods for reasons of safety and liquor laws. During show days, alcoholic beverages can only be purchased and catered by Hyderabad International Convention Centre.

### BACKWALL

All booth configurations will be separated by a 2.5 meters/8 foot high back wall, spanning the length of the back wall. Exhibitors intending to build a back wall, must provide a full back wall, minimum 2.5 meters/8 feet in height. All exposed walls (back and/or side) must be finished on all sides at the expense of the exhibitor who owns the wall. All exposed wall areas or exposed structures must be finished in a neutral color that compliments your booth and must not contain any company identification.

### BACK WALL CLEARANCE

All booth configurations (except for island configurations) have a mandatory 0.3048 meter/1 foot clearance on the back wall. The fire marshal requires that this area be kept clear at all times. Each exhibitor (except for island configurations) MUST allow 9 inches of space behind their booth boundary line when setting up their exhibit back wall (or sidewall for block configurations). This clearance is for access to electrical and utility outlets between the abutting back walls.

As per regulations, absolutely no other items may be stored behind the back wall at any time (including product, literature, empty crates and packing materials). Organizers will remove any storage material at the exhibitor's expense. Labels (blank stickers) to mark your boxes or cartons for storage by KW Conferences during the exhibition days are available at the Exhibitor Service Centre. KW Conferences also provides accessible storage during show hours on payment.

### BADGE CONTROL

Anyone entering the show floor must wear a badge at all times. False certification of an individual as an exhibitor's representative, misuse of an exhibitor's badge, or any other method or device used to assist unauthorized personnel to gain admittance to the exhibit floor, will be just cause for expelling the exhibitor and their representative from the exhibition, and/or banning them from future entrance onto the exhibit floor. This may also lead to removal of the exhibitor's booth from the floor without obligation on the part of Organizers for refund of any fees. The exhibitor, their employees and agents, and anyone claiming to be on the exhibit floor through the exhibitor, waives any rights or claims for damages arising from enforcement of this rule.

### BALLOONS/BLIMPS

Balloons and blimps are not allowed in the exhibition hall.





## RULES & REGULATIONS

## GENERAL INFORMATION

### BOOTH DESIGN/DECORATION

Booth designs may not incorporate long runs of solid walling over 5m. At least 50% of each frontage must remain open or be fitted with an approved transparent material.

Painting of any part of your booth must be done using water-based paints only.

Timber less than 25mm thick, used in booth construction and displays, must be impregnated to Class 1 Standard. Boards, plywood, chipboard, etc must be treated in the same way if less than 20mm thick. Timber over 25mm thickness need not be treated.

Organizers has the authority to determine whether placement, arrangement and appearance of all items displayed by the exhibitor are in compliance with the exhibition Rules & Regulations. This may require the replacement, rearrangement or redecoration of any item or of any booth. Show Management is not liable for any cost that may be incurred by the exhibitor.

It is the responsibility of the exhibiting company or their appointed contractor (EAC) to comply with the Organizers rules and regulations stipulated in this Exhibitor Services Manual. On-site, if your booth does not comply with the Organizers rules and regulations, you will be required to make modifications at your expense.

Please contact S. Eknath Reddy (email: [sponsorships@iucr2017.org](mailto:sponsorships@iucr2017.org) +91 40 65987803) with any questions or concerns regarding general booth design or the rules and regulations listed in this section.

If you would like to submit your booth drawings for an official approval, please email the rendering no later than 30 days prior to exhibition to S. Eknath Reddy (email: [sponsorships@iucr2017.org](mailto:sponsorships@iucr2017.org) +91 40 65987803).

### BOOTH RECEPTIONS / PARTIES

Exhibitors may have receptions in their booths before or after show hours on show days with written approval from Organizers prior to the exhibition. The request must be submitted to Organizers at least 30 days prior to move-in. All catering, including beverages, must be ordered through the Hyderabad International Convention Centre only. Exhibitors must hire a security guard to be present during the reception hours. Exhibitors must also comply with stipulations stated on the Booth Reception Request Form.

### CABLING / CEILING SUSPENSIONS

Booth structures should be structurally sound. Booths should be erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment such as forklifts. According to facility regulations, exhibits whose structural integrity requires cabling and/or suspension from the ceiling should not be erected.

### CAMERAS/PHOTOGRAPHY/VIDEOTAPING/RECORDING

Organizers will allow cameras on the show floor; although general photographing of the exhibition is not allowed (other than by the official show photographer and official press.) Media/press is required to obtain passes/stickers for their camera equipment from the Press Room. Exhibitors and attendees may take pictures within the show for purposes of company use in annual reports, media pieces, marketing material, etc., but are allowed to photograph their booth **ONLY**. Under no circumstances will anyone be permitted to take pictures of an exhibitor's product without the permission of the exhibitor. Many products on display at IUCr 2017 are innovative, one-of-a-kind or prototype items. Exhibitors should immediately report any instance of inappropriate photographing of company products or displays to the Floor Manager, Security and/or Organizers.

Videotaping of your product outside exhibition hours must be approved in writing by Organizers. Written requests for videotaping must be submitted thirty(30) days before the exhibition.

**Note:** The exhibitor must hire a security guard to be present during videotaping.

### CATERING

Dispensing of food and beverage is allowed from the booth for hospitality purposes. Please note that catering is an exclusive service of the facility, and exhibitors must arrange for ALL of their catering (including press conferences, meeting rooms and exhibit booths) by the Hyderabad International Convention Centre only.



## RULES & REGULATIONS

## GENERAL INFORMATION

### COMPRESSED AIR

Compressed air is an exclusive service and must be ordered through Hyderabad International Convention Centre.

### BOOTH DISMANTLE

Exhibitors are required to maintain their booth and exhibits intact, until the close of the exhibition. On the last exhibition day, "dismantle" procedures will be distributed to each exhibiting company. Each exhibitor will complete arrangements for the removal of exhibit material in accordance with the dismantle procedures. All exhibit materials must be fully dismantled and packed no later than 11 pm on, 26<sup>th</sup> August 2017. **Failure to entirely dismantle an exhibit will result in labor and debris removal fees charged to the exhibitor.** Exhibitors shall also be liable for all storage and handling charges resulting from failure to remove crated and/or packed materials from the exhibition hall before the conclusion of the dismantling period.

Exhibitors wishing to ship items via a Courier Service (such as FedEx, DHL, etc), must make arrangements through KW Conferences. The Courier will not have access to Hyderabad International Convention Centre area to collect items unless routed through this channel.

### ELECTRICAL WIRING

Use of another exhibitor's electrical hook-up is strictly forbidden due to potential fire and hazard risks. In the event that the exhibit hall is damaged or destroyed due to negligence or failure on the part of the exhibitor to comply with the local fire agency's fire and hazard regulations, the exhibitor is responsible and liable for all damages incurred.

### EXHIBITOR DESIGNATED CONTRACTORS (EDCs)

An EDC is a company or person, other than the official contractor, that the exhibitor appoints to provide services on the show floor during the installation and dismantle periods, and/or show days. You, as the exhibiting company, are required and responsible for advising Show Management of the company name, address, and the contact name of your "non-official" contractor (EDC). Note that all EDCs MUST comply with the criteria set forth in the Exhibitor Services Manual, and the exhibitor is responsible for the actions of their EDC.

EDCs and Exhibitors cannot bring in their own equipment (forklift, etc.). Please contact Organizers with any questions.

### FALSE CEILINGS / CANOPIES

Water penetrable materials must be used in false ceilings and must conform to local fire code. Impenetrable materials are forbidden due to the potential fire and safety risks. **Please note that air conditioning vents are located in the ceiling and using a false ceiling will impact cooling.**

### FIRE PROTECTION MEASURES / FIREPROOFING

All materials used in the construction and decoration of an exhibit must be flame retardant. No storage of flammable materials is allowed in the utility areas.

### FLOOR PORTS

Floor (utility) ports are placed strategically throughout the exhibit halls and are indicated on the floor plans. All electrical, air and water services are accessed from the floor ports. The floor port in your area may service your exhibit as well as neighboring booths. Please keep this in mind when designing your booth as they may require modifications to your exhibit structure

### GAS CYLINDERS

Gas cylinders are not allowed within the exhibition hall at the Hyderabad International Convention Centre.

### GENERAL SECURITY

Each exhibitor must make provisions for the safety of their goods, materials, equipment and displays at all times. General overall security service will be provided for the exhibition period. The security service and/or Organizers are not responsible for the loss or damage of any property from any cause. Private security guards can be ordered through KW Conferences.



## RULES & REGULATIONS

## GENERAL INFORMATION

### GRAPHICS/SIGNAGE

- ◆ **Placement:** Company identification cannot be placed /erected outside the perimeters of the contracted booth space. This includes facility walls, aisle carpet, etc.
- ◆ **Signs:** All signs, posters and booth graphics must be professionally lettered and in compliance with the proper height limitations. Organizers reserves the right to change or remove signs (at the exhibitor's expense) that are not in keeping with the overall quality standards of the exhibition.
- ◆ **Rotating Signs:** Rotating signs are allowed at IUCr 2017, provided they adhere to the overall Rules and Regulations stipulated in this Section. Refer to signage placement rules below for the type of booth you have.
- ◆ **Hanging Signs/Banners:** Refer to the hanging sign/banner rules information in this section.
- ◆ **Primary and Co-Exhibitor Identification:** Organizers recommends that all company identification (primary and/or co-exhibiting) be prominently displayed in the entire contracted booth space.

### HALL ACCESS RESTRICTIONS

The halls will be cleared of all personnel approximately 30 minutes after the exhibition closes each day. The only exceptions will be with written permission in an "After Hours Pass" that can be obtained from the Organizers on-site.

### HEIGHT LIMITS

The maximum height for all configurations, including all booth elements such as truss and signage, is 12 feet subject to prior approval from the Organizers.

Machinery, equipment, or products cannot be shown on a raised/built-up platform or counter if they interfere with height limitations.

### INSURANCE

Exhibitors are requested to take necessary Insurance cover for their products for public liability and loss or damage to goods while on display at their stand. The organisers must be indemnified in case of any loss or damage during the display at the Exhibition.

### LIGHTING

Overstatement in lighting design is to be avoided. Annoying devices such as the use of flashing, rotating, or blinking lights (strobe, beacons, etc.) in an exhibit is strictly prohibited. All lighting effects (including 'gobos') must be contained within the boundaries of the booth and may not be projected into the aisles, other exhibits or onto the ceilings surround the booth space without prior approval from Show Management. Lighting which is potentially harmful, such as lasers or ultraviolet lighting should comply with facility rules and also be approved by the Organizers.

### MATERIAL HANDLING

Please refer to the official freight forwarder information for any shipping related queries.

### MERCHANDISE / EQUIPMENT PASS

Any equipment or merchandise that is to be removed from the exhibit hall during show hours (this does not include briefcases or tool boxes) must be accompanied by a Merchandise/Equipment Pass to protect all exhibitors. This pass may be obtained from the HICC Security.

### NOISE AND ODORS

Noisily operated displays and exhibits producing objectionable odors will not be allowed. In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. **Sound and noise should not exceed 80 decibels. Organizers reserves** the right to reduce the sound level, restrict or switch off any audio/visual display that causes complaints.

### OUTSIDE PROMOTION

Exhibitors, by signing exhibit contract, agree to limit distribution of collateral, giveaways, prizes, beverages, etc. to confines of contracted booth area (unless it is approved by Organizers). Distribution of goods or materials, both inside or outside Hyderabad International Convention Centre, is in violation of exhibit rules



## RULES & REGULATIONS

## GENERAL INFORMATION

### PRIZE DRAWS/RAFFLES

Public draws can only be conducted if held within the confines of the booth. Due to fire safety regulations, public aisles cannot be blocked. It is recommended that you post the winner's name within your booth instead of public announcements,

### SELLERS'S PERMIT

Exhibitors who intend to sell merchandise at IUCr 2017 must have a valid Sales Tax number.

The exhibitor has to take permission from the Sales Tax and Excise department of the Government of Telangana and submit a copy of the approval/permission to S. Eknath Reddy at [sponsorships@iucr2017.org](mailto:sponsorships@iucr2017.org) +91 40 65987803 60 days prior to move-in. All costs for obtaining approvals are the sole responsibility of the exhibitor.

### SMOKING POLICY

Smoking is not allowed within any of the exhibit halls, meeting rooms or public lobby areas. Advertising of cigarettes and tobacco products is prohibited in Hyderabad International Convention Centre. The use of any cigarette or tobacco product name in promotion or product is prohibited.

### VEHICLES

Vehicles are not permitted in exhibit hall areas for purposes of loading and unloading freight. Delivery of any exhibit materials required for the installation and dismantle period must be cleared through the General Services Contractor. The vehicles can be unloaded at the loading docks, located at the rear of Hyderabad International Convention Centre. Labor costs for movement of goods to the exhibitors' booth are the sole responsibility of the exhibitor. This service can be booked with KW Conferences.

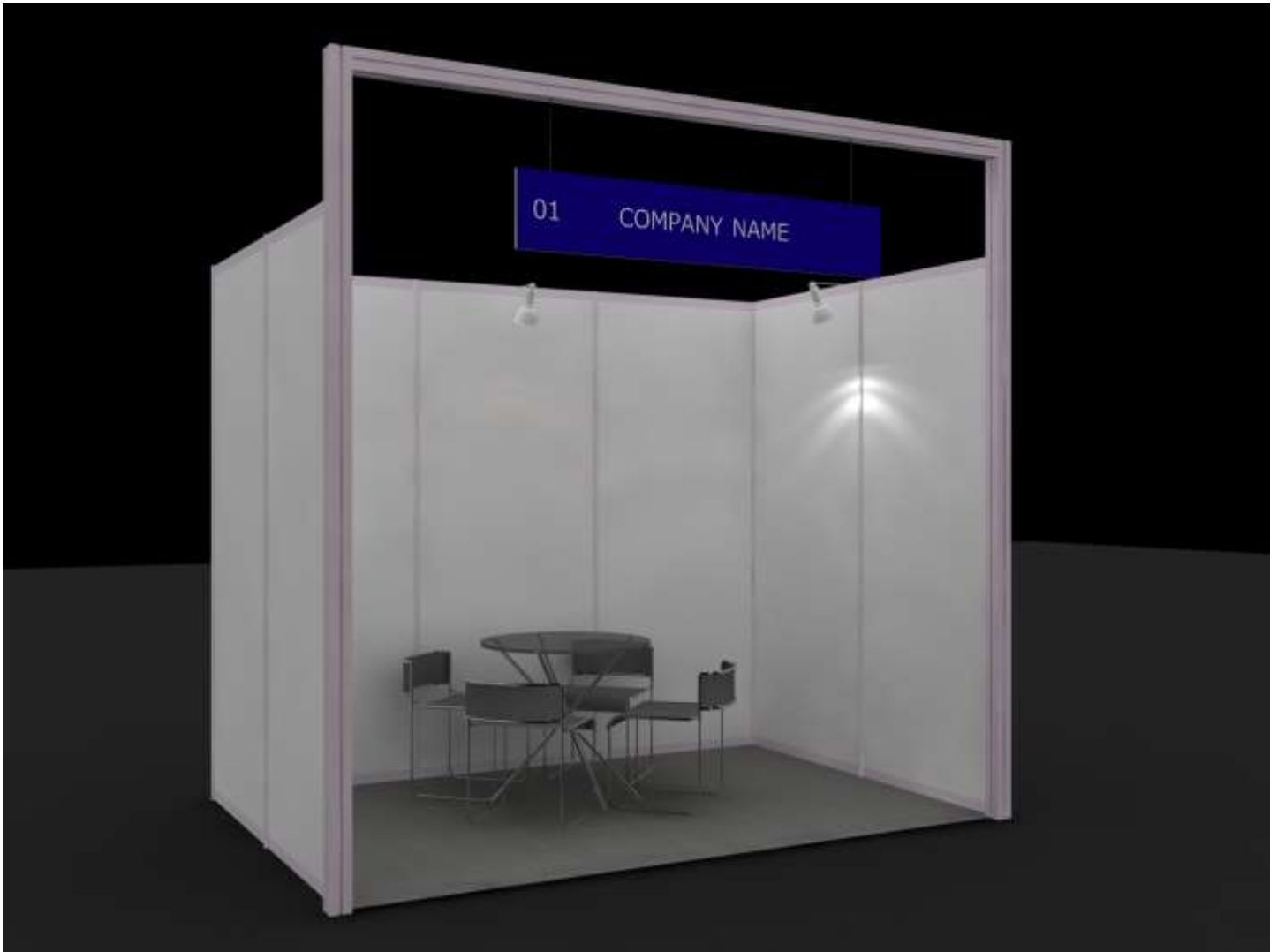
**ORGANIZERS RESERVES THE RIGHT TO PURSUE ANY ACTION IT DEEMS NECESSARY IN THE BEST INTEREST OF THE EXHIBITION AND IN FAIRNESS TO ALL EXHIBITORS.**



## STANDARD DELUXE SHELL SCHEME STALL

### GENERAL INFORMATION

#### Standard Deluxe Shell Scheme Booth (3mX2m):



**\*Indicative pic only, furniture package as mentioned below**

#### **3mX2m booth Includes:**

- Octonorm booth
- Info Counter – 1no
- Chairs – 2nos
- Spot Lights – 3no
- Electrical Socket- 1no (Indian type)
- Waste Paper Bin – 1no
- Computer Cut Fascia and
- Carpet



## FASCIA & STANDARD SHELL SCHEME DEADLINE: 31 JULY 2017

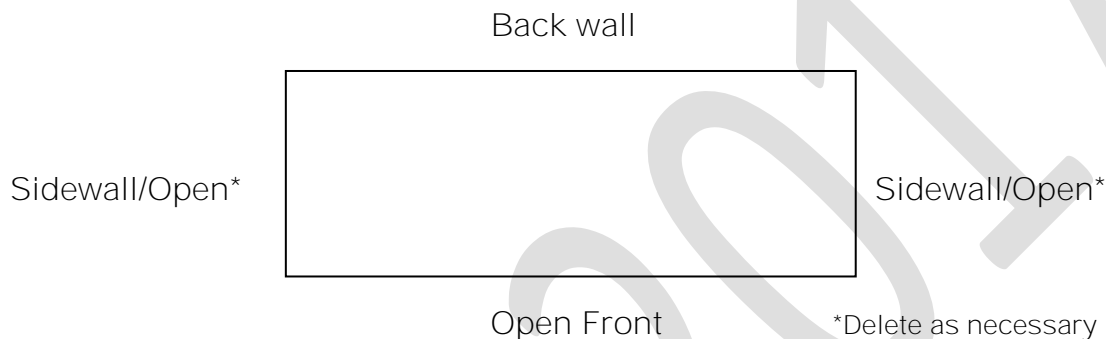
### GENERAL INFORMATION

For Exhibitors who have booked the “standard shell scheme” package are requested to provide the booth fascia wordings as under: *(Please write in Capital Letters)*

*Company Name:* \_\_\_\_\_

Only one fascia name, not more than 35 characters, is allowed on each exhibition stand. However, approval for more than one fascia name may be granted by the organizers for individual booth sizes of 18 square meters and above.

Exhibitors who have contracted for a standard shell scheme package are to indicate below if any sidewall is required. If no preference is indicated, no sidewall(s) will be provided in order to give better visibility to all corner stands and independent perimeter stands.



Important! Exhibitors with a Booth Package including a socket are to indicate on the above plan, the desired location of the complimentary 15 Amp outlet(s) to be installed on your stand. The number of sockets applicable is according to the respective specifications as listed

Company: _____		Booth No. _____	
Contact Person: _____			
Company Address: _____			
_____			
Tel: _____		Fax: _____	
Email: _____		_____	
Signature: _____		Date: _____	

**Please send this page to Eknath Reddy at Email: [sponsorships@iucr2017.org](mailto:sponsorships@iucr2017.org)  
Tel: +91-040-65987803 (Monday-Friday between 10am-6pm IST)**





## HIRING TERMS AND CONDITIONS

## ADDITIONAL SERVICES

1. Orders without remittance will not be considered a valid order.
2. Cancellation of orders will only be accepted in writing. Any cancelled orders will be subject to a 30% cancellation charge.
3. All items ordered are on rental basis. Therefore, exhibitors have to ensure no damage or loss made to the items supplied.
4. Exhibitors are required to bring along their adaptor(s) for connection to their equipment.
5. Exhibitors with very sensitive equipment are advised to bring their own stabilizer to cater for voltage fluctuation.
6. Any complaints regarding rental item/installation must be lodged the day before Exhibition commences. Otherwise all items are deemed to have been received in good order.
7. Exhibitors or their contractor are not permitted to connect their own light fittings. All light fittings can only be connected by the Organizer's Official Contractor / Official Electrician and approved contractor in accordance to the Fire Regulations.
8. Unless otherwise stated, the prices quoted are for the duration of the exhibition.
9. Late orders: 30% surcharge will be imposed for any orders received after 1 August 2017. On site orders, if accepted, are subjected to a surcharge of 50% on the basic rates.
10. Payment Instructions: KW Conferences Pvt Ltd - bank details

### Currency: EUR

Intermediary Bank:	J P MORGAN CHASE BANK, FRANKFURT
SWIFT Code	<b>CHASDEFX</b>
Beneficiary Bank:	IBAN: <b>DE81501108006231605392</b> AXIS BANK LTD (FORMERLY UTI BANK LTD) DEFENCE COLONY SWIFT Code - <b>AXISINBB357</b>
Beneficiary Account No.	357010200000578
Beneficiary Name:	K W Conferences Pvt Ltd

### Currency: USD

Intermediary Bank:	J P MORGAN CHASE BANK, NEW YORK, USA
SWIFT Code	<b>CHASUS33</b> ABA – 021000021
Beneficiary Bank:	Account no. 11407376 AXIS BANK LTD (FORMERLY UTI BANK LTD) DEFENCE COLONY SWIFT Code -AXISINBB357.
Beneficiary Account No.	357010200000578
Beneficiary Name:	K W Conferences Pvt Ltd



AUDIO VISUAL DEADLINE:  
31 JULY 2017

## ADDITIONAL SERVICES

- Rates mentioned are on per day basis.
- As stock is limited, late orders cannot be guaranteed. Any late order, after 1 August 2017 will be subject to a surcharge of 30%. On-site orders, if accepted, are subject to a 50% surcharge.
- All items are on rental basis only.

Item	Description	Unit Cost (INR)	Quantity	Cost
AV1	Plasma 42"	5000		
AV2	Plasma 52"	10000		
AV3	DVD Player	500		
AV4	Computer (Pentium/Multimedia/17" Col. Monitor)	1200		
AV5	Laptop	2000		
Sub Total				
Service Tax @ 15%				
Total				

Company: \_\_\_\_\_ Booth No. \_\_\_\_\_

Contact Person: \_\_\_\_\_

Company Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please send this page to Eknath Reddy at Email: [sponsorships@iucr2017.org](mailto:sponsorships@iucr2017.org)  
Tel: +91-040-65987803 (Monday-Friday between 10am-6pm IST)**



## TELEPHONE & INTERNET LINES

DEADLINE: 31 JULY 2017

### ADDITIONAL SERVICES

Exhibiting Company: \_\_\_\_\_ Booth No: \_\_\_\_\_

- Rates mentioned are inclusive of installation and usage for show dates.
- As lines / stock are limited, late orders cannot be guaranteed. Any late order, after 1 August 2017, will be subject to a surcharge of 30%; on-site orders are subject to a 50% surcharge.
- All items are on rental basis only.

Item	Description	Unit Cost (INR)	Quantity	Cost
TL1	Wired/ Wireless Internet Connection	1800*		
Sub Total				
Service tax @ 15%				
Total				

\* Rates are on per day basis including connection and instrument only. Usage will be charged additional

#### Usage Charges

Item	Description	Usage Charges (INR)
TL1	Wireless/ Wired Internet	Cost for 8 hours per day

#### Payment Instructions:

Company: \_\_\_\_\_ Booth No. \_\_\_\_\_

Contact Person: \_\_\_\_\_

Company Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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TEMPORARY STAFF  
DEADLINE: 31 JULY 2017

ADDITIONAL  
SERVICES

Category	Rate per day / 8 hrs (INR)	Number of personnel Required	Total Hours	Total Cost (INR)	Special Instructions
Booth Attendant**	2800				
Exhibition Hostess***	3500				
Interpreters	Upon request				
Other (Please specify)					
Sub Total					
Service Tax @ 15%					
Total					

\* Minimum period of engagement of 8 hours per day.

\*\* This is a junior position filled by a temporary staff that will mainly man the booth and distribute the exhibitor's brochures and flyers.

\*\*\* This is a more senior position filled by a temporary staff that may have had previous experience with exhibitions and promotions and is skilled in answering simple questions pertaining to the exhibitors' nature of business.

Company: \_\_\_\_\_ Booth No. \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
\_\_\_\_\_  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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SECURITY ORDER FORM  
DEADLINE: 31 JULY 2017

ADDITIONAL  
SERVICES

Category	Rate per day / 8 hrs (INR)	Number of personnel Required	Total Hours	Total Cost (INR)	Special Instructions
Security Guard	2000				
Security Supervisor	2500				
Other (Please specify)					
Sub Total					
Service Tax @ 15%					
Total					

Company: \_\_\_\_\_ Booth No. \_\_\_\_\_

Contact Person: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## PHOTOGRAPHY & VIDEOGRAPHY

DEADLINE: 31 JULY 2017

### ADDITIONAL SERVICES

Category	Rate per day (INR)	Number of personnel Required	Total Hours	Total Cost (INR)	Special Instructions
Half Day Photography*	6000				
Full Day Photography*	8500				
Half Day Videography*	8000				
Full Day Videography*	10500				
Other (Please specify)					
<b>Sub Total</b>					
<b>Service Tax @ 15%</b>					
<b>Total</b>					

\*Please note the Photographs will be digital and will be provided on a CD. Physical Prints will be charged additional at Rs.50/- each of size 5"x7"

\*Video Recording will be provided on DV Tapes and conversion to DVD will be charged additional at Rs.350 per DV Tape conversion

Company: \_\_\_\_\_ Booth No. \_\_\_\_\_

Contact Person: \_\_\_\_\_

Company Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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PLANTS & FLORALS  
DEADLINE: 31 JULY 2017

ADDITIONAL  
SERVICES

Particulars	Rate per day (INR)	Total Cost (INR)	Special Instructions
Flower Bunch	800		
Small Table arrangement	600		
Big Potted Plants	500		
Small Potted Plants	300		

Sub Total			
Service Tax @ 15%			
Total			

Company: \_\_\_\_\_ Booth No. \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
\_\_\_\_\_  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## ELECTRICALS

DEADLINE: 31JULY 2017

## ADDITIONAL SERVICES

Exhibiting Company: \_\_\_\_\_ Booth No. \_\_\_\_\_

Exhibitors who are using organizer's booth package are reminded to refer to the Shell Scheme Package Details Standard / Upgraded for their lightings and electricals supplied under the contract. This Form is only for ADDITIONAL orders only.

- Only the Official Contractor and approved contractor will be permitted to undertake all electric connection work in the exhibition, in accordance to the Rules & Regulations.

**IMPORTANT NOTE:**

*All power outlets connections are to be used for running equipment/exhibits only*

S. No.	Item	Watt	Unit Cost (INR)	Qty.	Cost (INR)
II.	Electrical power outlets connections for equipments/exhibits/Bare Space				
	6 Amps, Single Phase outlet	Upto 500 wts	2500		
	20 Amps, Single Phase outlet	Upto 5KW	3050		
	32 Amps, Three Phase outlet	Upto 10KW	8050		
	32 Amps, Three Phase outlet	Upto 15KW	12450		
	40 Amps, Three Phase outlet	Upto 20KW	16850		
	63 Amps, Three Phase outlet	Upto 30KW	24450		
	Connection Charges	Single Phase	6500		
	Connection Charges	3 Phase	6500		
	Consumption Charges for Single Phase	1 KW for 3 days	2500		
	Consumption Charges for Three Phase	1 KW for 3 days	4000		
				<b>Sub Total</b>	
				<b>Service Tax @ 15%</b>	
				<b>Total</b>	

- All prices quoted include approval fees, installation, power consumption and standby maintenance.
- Lighting connection: The lighting connection work is done by the organizer's official electrician.
- Please contact the contractor for quotation of any other electrical requirement not listed here.

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**BOOTH CARPETING**  
**DEADLINE: 31 JULY 2017**

**ADDITIONAL  
SERVICES**

Exhibiting Company: \_\_\_\_\_ Booth No: \_\_\_\_\_

- This facility is NOT available for exhibitors opting for RAW Space.
- Cost: Rs.200/- per sqm + applicable taxes



**ORDER FORM**

Booth Number: \_\_\_\_\_

Total Area to be covered: \_\_\_\_\_

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Company Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Payment Details: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Carpet Color Options**



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## STORAGE

DEADLINE: 31 JULY 2017

## ADDITIONAL SERVICES

Exhibiting Company: \_\_\_\_\_ Booth No: \_\_\_\_\_

### Terms & Conditions

- Rental charges are applicable from 21-28 August 2017 (duration of the show).
- Space will be assigned on first come first serve basis.
- Storage space can only be used for storing packaging material which will be used for re-packing.
- Exhibitors are not to store any valuables in the storage area.
- Tax will be extra @ 15%.

Particular	Unit Price (INR)	Total Area	Cost
4 sqm	1000 per sqm		
8 sqm	1000 per sqm		
12 sqm	1000 per sqm		
TOTAL COST EXCLUSIVE TAXES			

Company: \_\_\_\_\_ Booth No. \_\_\_\_\_

Contact Person: \_\_\_\_\_

Company Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_









Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# FURNITURE ORDER FORM DEADLINE: 31 JULY 2017

## ADDITIONAL SERVICES

<b>SYSTEM TABLE</b>  <b>A - 1</b>	<b>LOCKABLE CABINET</b>  <b>A - 2</b>	<b>SMALL SHOWCASE</b>  <b>A - 3</b>	<b>DISPLAY CUBE</b>  <b>A - 4</b>	<b>INFORMATION TABLE</b>  <b>A - 5</b>
<b>TALL SHOWCASE</b>  <b>A - 6</b>	<b>SLIM SHOWCASE</b>  <b>A - 7</b>	<b>GLASS ROUND TABLE</b>  <b>A - 8</b>	<b>STANDARD CHAIR</b>  <b>A - 9</b>	<b>LATHER CHAIR</b>  <b>A - 10</b>
<b>GLASS SHELVES</b>  <b>A - 11</b>	<b>CENTER TABLE</b>  <b>A - 12</b>	<b>PLASMA</b>  <b>A - 13</b>	<b>BAR STOOL</b>  <b>A - 14</b>	<b>BROCHURE STAND</b>  <b>A - 15</b>
<b>SPOT LIGHT</b>  <b>A - 16</b>	<b>CARPET</b>  <b>A - 17</b>	<b>DUST BIN</b>  <b>A - 18</b>	<b>SPIKE</b>  <b>A - 19</b>	<b>HELOGNE</b>  <b>A - 20</b>
<b>METEALHIDE</b>  <b>A - 21</b>	<b>HANGER STAND</b>  <b>A - 22</b>	<b>LAPTOP</b>  <b>A - 23</b>	<b>PIN BOARD</b>  <b>A - 24</b>	<b>FLATFOAM</b>  <b>A - 25</b>
				<b>SOFA 2SEATER</b>  <b>A - 30</b>



# **Furniture Rate List:**

CODE	ITEM	RATE IN INR	QTY	TOTAL
A - 1	SYSTEM TABLE	1,500		
A - 2	LOCKABLE CABINET	3,500		
A - 3	SMALL SHOWCASE	5,000		
A - 4	DISPLAY CUBE	2,500		
A - 5	INFORMATION TABLE	3,500		
A - 6	TALL SHOWCASE	5,000		
A - 7	SLIM SHOWCASE	5,000		
A - 8	GLASS ROUND TABLE	1,500		
A - 9	STANDARD CHAIR	600		
A - 10	LEATHER CHAIR	1,000		
A - 11	GLASS SHELF	1,000		
A - 12	CENTER TABLE	1,800		
A - 14	BAR STOOL	1,500		
A - 15	BROCHURE STAND	1,500		
A - 16	SPOT LIGHT	800		
A - 18	DUST BIN	300		
A - 19	SPIKE	400		
A - 20	HALOGEN	1,500		
A - 21	MATELHIDE	2,000		
A - 22	HANGER STAND	2,000		
A - 23	LAPTOP (per day)	2,500		
A - 24	PIN BOARD	2,000		
A - 25	PLATFORM WITH CARPET (per sft)	500		
A - 30	SOFA TWO SEATER (per day)	3,000		
		<b>Total</b>		
		<b>Add: Service Tax at 15%</b>		
		<b>Grand Total</b>		

Organization / Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Exhibition Booth No: \_\_\_\_\_

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