

# GE<sup>TM</sup> Intelligence

Asia 2018

4-5 June 2018

Manekshaw Centre  
New Delhi, India

**Geospatial: A Force Multiplier for  
Defense and Internal Security**



# EXHIBITORS MANUAL

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

Dear Colleague,

It is my great pleasure to share with you that Geo Intelligence asia 2018 marks 20 years of the journey for Geospatial Media & Communications for connecting communities, developing geospatial business and serving better policy environment within the domain. These two dynamic decades have witnessed significant evolution in the technology and its applications. It has been our privilege to be a part of this momentum and contribute our bit to this technology revolution. Going by the sustained belief of our partners in our platform, we are truly humbled to have been a part of your journey and collectively growing the geospatial industry, which is now one of the fastest growing industries globally to reckon with. We take it as our serious responsibility to continue this sustained association and will always strive to raise the bar to meet your expectations.

We are excited to welcome you all and are looking forward to learning new insights from your displays this year. Thank you for choosing Geo Intelligence asia 2018 as your business partner to showcase your offerings to the global geospatial community. In the next few pages, you will find comprehensive information on all you need to know about exhibiting at Geo Intelligence asia 2018 taking you through the processes and deadlines in an easy-to-use format. Should there be any further queries or clarifications, please do not hesitate to get in touch with us. Our entire team is available to make your participation memorable.

We look forward to working with you during the next few months to ensure you have a successful show.

Best regards



Prashant Joshi

Vice President Outreach & Business Development



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**General Information ..... Section 1**

**Organiser**

Name : Geospatial Media and Communications Pvt. Ltd.  
Address (Head Office) : A-145, Sector 63, Noida, Uttar Pradesh, India. 201301  
Phone : +91 120 4612500  
Fax : +91 120 4612555  
Mobile : +91 9958 727 957  
Contact Person : Tarun Kumar (Logistics)  
E-mail : [tarun@geospatialmedia.net](mailto:tarun@geospatialmedia.net)  
Website : <https://geointelligenceasia.org/>

**Conference and Exhibition Venue**

Venue : Manekshaw Centre New Delhi  
Address : Khyber Lines Delhi Cantonment New Delhi 110010  
Exhibition Area : RXN Area

**Exhibition Dates & Opening Hours**

Day	Date	Timing
Monday	04 June 2018	1000 hrs 1800 hrs
Tuesday	05 June 2018	1000 hrs 1600 hrs

- Stands must be staffed at all times during opening hours of the exhibition.
- If a booth is not staffed when the exhibition opens, the organisers will remove protective covers and will turn on the stand lights.
- For Buildup Schedule see page number 7

\* Any change in timing will be intimated to all the exhibitors accordingly

**Exhibition Opening Ceremony**

Exhibitors are invited to the Opening Ceremony of the Exhibition on Monday, 4<sup>th</sup> June 2018 at 1800 hrs at RXN Area and at Manekshaw centre, New Delhi.

**Admission to the Exhibition**

Contractor passes are required all the time including build-up and breakdown, which will be provided by the organizer. Exhibitors and visitors will be required to wear badges during exhibition hours. Exhibitor badges will be distributed from the Exhibitor Registration desk in the registration area.

**Emergency Contact Number and Safety Regulations**

In case of an emergency in Delhi, Please call the following numbers:

Police Helpline: 100 from any Mobile or Landline.

Fire Helpline: 101 from any Mobile or Landline.

Ambulance Helpline: 102 from any Mobile or Landline.

**Currency**

The currency of India is India Rupee (INR). For up-to-date exchange rate, please refer to the currency exchange sites, e.g. [www.xe.com/ucc](http://www.xe.com/ucc).

**Tourist Information**

For tourist information on Delhi, please refer to <http://www.delhitourism.gov.in>

**Visa**

Don't forget to check with your travel agency, or with the Indian consulate or embassy in your country, if you need a visa to enter the country.

## Technical Information ..... Section 2

### Build-up Schedule

Schedule for exhibitors using the standard stand construction package (**Shell Scheme**)

Day	Date	Timing	Information
Sunday	3 <sup>rd</sup> June 2018	1800 hrs	Bringing in the equipment and poster for the booth setup
Sunday	3 <sup>rd</sup> June 2018	2100 hrs	Aisles must be clear and empties & packing materials taken out for storage. No more movements in the aisles, in view of cleaning of aisles.

Schedule for exhibitors bringing and building their own stand (**Raw Booth**)

Day	Date	Timing	Information
Sunday	3rd June 2018	1400 Hrs	All construction works start and move in for all the material, all hammering and major work to be finished by end of the day
Sunday	3 <sup>rd</sup> June 2018	2100 Hrs	Aisles must be clear and empties & packing materials taken for storage. Removal of garbage of fabrication, no more movements in the aisles, in view of cleaning of aisles. Only noise less work will be allowed

### ➤ IMPORTANT

As an exhibitor, we require the following from you latest by 25<sup>th</sup> May 2018 for the inclusion of the same in our Exhibitor's Profile section:

- 100 word company profile in MS Word Format
- High resolution company logo in JPEG
- Contact person name and email id
- Fascia name in MS Word Format

### Possession of Exhibit Space

Exhibitors using any contractor other than the official stand construction contractor for their stalls will get possession, only if drawings / designs for their stands have been approved by the organizer and the performance bond/security deposit is in place.

Possession of space will be given to exhibitors who have provided security deposits cheque of INR 50,000 in the name of Geospatial Media and Communications Pvt. Ltd. to Tarun Kumar by 3rd June 2018. The cheque will be returned to the exhibitor just after the exhibition gets over and no damage in the property is made. This cheque will be submitted by the contractor of raw booth, if the contractor is other than official contractor.

#### **Plan approval**

Exhibitors who have reserved 'raw space' and using a contractor other than the official stand construction contractor, must submit the layout design of their stands, for approval by the organizer. This is to prevent costly alterations on site, which may be required by the hall owner and the organizer. **Deadline to submit the booth design for approval is 25th May 2018.**

These plans shall include elevation drawings. One set of drawings duly approved or with suggested modifications, if necessary, will be returned to the exhibitor. Actual construction and display in the stand must strictly conform to the drawings approved by the organizer.

#### **Carpentry**

Contractors and exhibitors are requested to strictly observe that carpentry inside the halls during build-up is not permitted. Only assembly of the display and minor finishing/touching up is allowed. Contractors violating this guideline will be prevented from continuing work on the exhibitors stand inside the hall. **It is mandatory to use an old flex sheet or plastic sheet on the ground before starting the installation of your raw booth.**

#### **Completion**

Installation of stands /booths should be completed by 2100 hrs on 3<sup>rd</sup> June 2018. General cleaning of the exhibition hall will be carried out immediately thereafter. Hall will be ready by 0900 hours on 3<sup>rd</sup> June 2018, for inauguration of the exhibition.

#### **Exhibitor facilities**

Size (SQM)	Table	Chair	Light	Power point	Dustbin
9-17	1	2	3	1	1
18-26	2	4	4	2	2
27-36	3	6	5	3	3



*Photo impression shell scheme. Other options are possible.*



➤ **Please Note:**

- No rebate will be given if the exhibitor decides not to avail any of the above shell scheme provisions
- Exhibitors must order for furniture and extra power supply if required over and above the given entitlement, which will be on paid basis. Please refer to the order forms available on the website of Geo Intelligence Asia 2018.

**Booth Inspection**

Inspection of the booths will be carried out continuously during build-up procedures to make sure that exhibitors have received the services ordered, and to see if the instructions of and on behalf of the organisers and the Manekshaw centre have been taken into account.

**Technical Specification**

Below are important technical specifications related to the use of your exhibit space, the standard stand construction package, and the exhibition area in general.

**Building Height**

- ❖ The building height is 2.50 meter for all shell scheme stand walls and the objects inside the stand should not be more than 2.50 m. (height measured from the floor of the hall, not from a technical/raised floor).
- ❖ For higher raw booth more than 2.5 m, permission is required from Organiser by submitting the design of the stand before 25<sup>th</sup> May 2018.

**Floor Material in Exhibition Area**

Objects in a shell scheme stand should be placed at a minimum distance of 0.75 m inward from the stand front, side and back lines. For objects higher than 2.50 m permission is required from Organiser.

*If you wish to bring a display system (e.g. pop-up display) to put up in your stand, please inform organiser with exact measurements (height x width in meter) so we can check if it fits in view of possible height restrictions.*

### Electricity

***For raw space, power connection from the main distribution box (DB) inside the exhibitors' area will be provided by the official contractor commencing 4<sup>th</sup> June 2018. All the raw booth exhibitors are requested to fill the electricity form available on the website for their electricity requirement by 25<sup>th</sup> May 2018.***

We will provide electricity to the exhibitors to check their connections on 3<sup>rd</sup> June 2018 at 1900 hrs for two hours only. Additional requirement of the electricity to check the connections and equipments will be chargeable. Please find the electricity form available on the website to order the additional requirement of the electricity.

Connection to the exhibitor's equipment from the distribution box (DB) inside the exhibitor's area will be operated by the exhibitors. A work completion-cum-listing report must be provided to the official electrical contractor after the exhibitors have completed their work by 3<sup>rd</sup> June 2018 by 2100 hrs.

Each shell scheme stand will be provided with electric power at one or more main points depending on the requirement. Exhibitors should use distribution boards, individual isolation switches for exhibits, and insulated cables or metal conduits for connecting power supply to the exhibits.

Exhibitors who use power for general lighting and running of equipment/exhibits in excess of their specified load will attract penalties and/or disconnection.

Exhibitors must install separate and independent switch connections for each exhibit. Alternate connections are not allowed. Power load is not allowed to be taken from the sockets.

All the main electrical supply points must kept easily accessible for operation and repairs in the event of emergency. Main electrical supply points should not be concealed or covered.

Exhibitors are advised to install equipments voltage stabilizers/UPS for their sophisticated equipments.

***Exhibitors are advised to exercise the highest level of safety precautions and engage the services of only qualified professionals for electrical wiring and installations.***

### Audio Visual

All audio visual enquiries for exhibition stands can be requested directly from the preferred partner for Audio Visual services via the Exhibition AV Order Form, this will be subject to an additional cost based upon requirements. All ordering, payment and logistics should be coordinated directly with the preferred partner.

You may also coordinate with Manekshaw centre for their additional services through the forms available on website.

### Plug, Sockets and Adapters

Regular Indian plugs and sockets are used in Delhi. Adapters (13 Amp.) can be purchased from the open market.

### Suspension and Rigging

The height of the hall does not allow suspensions and rigging.

### Delivery and Removal of Exhibits

The delivery and removal of exhibition goods, with the exception of hand-carried materials, should take place via the loading platform of exhibition hall. Following instructions apply for the delivery and loading of goods.

- ❖ The unloading/loading area is limited. Empty vehicles cannot be left on the loading platform under any circumstances at any time.
- ❖ Exhibits will NOT be allowed to be taken out of the exhibition halls during the exhibition period.
- ❖ Removal or delivery of exhibition stock in or out of the exhibition hall is not permitted during the open hours of the exhibition.
- ❖ Such removal, delivery or replenishment of stock may only be carried out before opening hours in the morning or after closing time in the evening. If you wish to remove any item, a “GOODS REMOVAL PASS” must be obtained from the venue duly signed and stamped by the organizer.
- ❖ **Goods removal pass:** At the close of the exhibition, in order to remove your goods smoothly, safely and easily, the following paperwork must be carried out. Make 4 copies of an itemized list showing equipment and material required to be exited from Manekshaw centre. These copies must be on the exhibitor company’s letterhead, duly stamped with the company’s official seal and signed by an authorized person. Get all copies attested and stamped by **Geo Intelligence Asia 2018 organizer**.

### Waste

Exhibitors are advised not to throw waste material from their stands on the aisles. Empty cases /crates should not be left in the aisles to ensure the safety of all SHOW participants.

### Storage and Waste Materials

The organizer will not provide storage facilities in the hall for packing cases, surplus materials or other property of the exhibitors. Arrangements for safekeeping of such items must be made with the freight forwarder.

During move-in, construction of stands and removal of exhibits, the passageways in the exhibition halls must not be obstructed with packing materials, construction materials or debris. Contractors are responsible for removing their own cuts-offs and waste on each day of build-up and breakdown. **Use of passageways behind stalls for storage of empty, waste or surplus material is strictly prohibited.** The organizer reserves the right to invoice exhibitors for excessive packing materials and discarded crates or cartons lying behind the stall area.

### **Dismantle Of Exhibits**

***The halls have to be handed over to the Manekshaw centre promptly on the final day of break-down. Exhibitors must ensure that their exhibits and stand materials are removed by 1800 hrs on 5<sup>th</sup> June 2018.*** The organizer will dispose off any items remaining in the hall beyond this time, and the management will not accept responsibility for any loss or damage. Costs involved will be borne by the defaulting exhibitor.

### **Stand Number and Final Allocation**

Stand locations and stand numbers will be (re-)confirmed by Geospatial Media and Communications Pvt. Ltd. in case it is necessary to change an exhibitor's stand number or stand location, the exhibitor will be notified immediately.

### **Personal Belongings**

All exhibitors / participants must take care of their personal belongings at all times. The organizer will not be held responsible for any damage / loss etc.

*As it is not possible to provide complete protection against theft, exhibitors should ensure that their exhibits are properly insured. We do remind you that you are responsible for your exhibits at all times and that they will be at greatest risk during buildup and breakdown. Do not take chances with your valuables- once they are lost, it will be very difficult or impossible to recover them. The organizer will accept no responsibility for losses or damages of any kind. Keep your passport, exhibit goods and laptop etc. under your strict supervision at all times.*



## Rules, Instructions and Regulations..... Section 3

### Rules, Instructions and Regulations

- ❖ Raw space exhibitors / contractors will be responsible for the proper behaviour of the contractor, if the contractor appointed is other than the 'Official Contractor'.
- ❖ The exhibitors/ contractors will also have to bear any charges (If it goes beyond Rs. 50,000 security deposit) levied by the venue Manekshaw centre for damages caused to property, walls, flooring, etc.
- ❖ Exhibitors' contractors are requested to avoid designs blocking and boxing-in other exhibitors' stands. The back wall shall never be left unsightly
- ❖ Exhibitors / contractors are not permitted to fabricate or build from scratch, stands inside the halls. They should prefabricate and fit sub-sections of the stand inside the hall. Only finishing and touching up of paint (not entire painting) is permitted inside the hall.
- ❖ Exhibitors/contractors must ensure that finishing/ painting of the stand does not result in spillage.
- ❖ Exhibitors / contractors must remove cut-offs and debris from inside their stand, and ensure that the stand is completed by 2100 hrs 3<sup>rd</sup> June 2018.
- ❖ Exhibitors' contractors are not allowed to block the aisles inside the hall. Packing cases and crates belonging to contractors and exhibitors and material lying on the aisle will be removed under the instruction of the organizer at the exhibitor's cost.
- ❖ No part of any structures may extend beyond the boundaries of the stand allocated to the exhibitor by the organizer.
- ❖ A finished back wall, except in the case of an island or peninsula stand, must be provided.
- ❖ Where 'raw space only' stands rest on a shell scheme package stand, the walls of the shell scheme package are not be utilized by the 'raw space' exhibitor.
- ❖ Nailing or puncturing the shell scheme panels is strictly prohibited. Any such damage will be made good at the expense of the exhibitor.
- ❖ In case of heavy equipment, the maximum height of 2.5 mts. can be permitted in the hall.
- ❖ We would highly recommend that you practice caution with regard to the move in / build up and tear down / move out phase of exhibition. We recommend the following additional precaution actions to be taken and enforced to contractors and exhibitors to minimize the damage to the Centre
  - Protection of the carpet by old carpet or plywood for the movement of heavy duty trolley during move in and move out.

- Protection of the carpet on the aisles with plastic sheet, plywood or used carpet during build up
- No sanding, sawing, metal cutting, major painting and major construction allowed

### **Force majeure**

If due to force Majeure or other unavoidable circumstances, the organisers are forced to cancel the exhibition, the exhibitor will not be entitled to claim damages or compensation of any kind. The organisers reserve the right to reschedule the event in the interest of the exhibition.

### **Insurance for contractors & service men**

Exhibitors are liable to cover their own staff and the contractors they hire for booth set up and dismantle for any physical damage on site. In case of any mishap, the organisers will not be liable to bear any such damages.

## Exhibitor Registration..... Section 4

### Exhibitor Registration

Each booth comes with a certain number of complimentary registrations, as per booth size. The following chart shows the general guidelines:

Exhibition Area SQM	9-12	15-18	20-24	24-above
Complimentary Delegates	2	3	4	As per package

### Registration Guidelines:

- Exhibitors will receive a password that will entitle them to register the offered complimentary registrations online at <https://geointelligenceasia.org>
- Exhibitors are requested to register the names of representatives from their organization availing this complimentary registration not later than 25 May 2018.
- Please note that it is compulsory for each exhibitor to wear their exhibitor registration badge for the duration of the Trade Show
- Identification badges can be collected from Geo Intelligence asia 2018 conference registration desk at the conference venue on any of the registration days.

### Registration Timing

Monday	4 <sup>th</sup> June 2018	0730 hrs to 1800 hrs
Tuesday	5 <sup>th</sup> June 2018	0800 hrs to 1400 hrs

**Vender Contact Details for Services**

<b>Service</b>	<b>Official Vendor</b>	<b>Order Due Date</b>
Exhibition Fabricator Extra Furniture Electrical and Lighting Audiovisual and Computer Plants and Flower	Wasim Uddin Plexus Expo Services Pvt Ltd Mob: +91 9958 282 653 Email: <a href="mailto:plexusexpo@gmail.com">plexusexpo@gmail.com</a>	25 <sup>th</sup> May 2018
Freight Forwarder	Rishi Anand Director Contigo Logistics and Services India Pvt Ltd New Delhi, India Mob: +91 9958388446 Email: <a href="mailto:rishi.anand@contigoindia.com">rishi.anand@contigoindia.com</a>	Please refer to the Shipping Manual
Fascia Name Form Company Information Form Security Deposit Form Additional Electricity Form	Tarun Kumar Geospatial Media and Communications Pvt. Ltd. Tel : +91 120 461 2500 Mobile : +91 9958 727 957 Fax : +91 120 461 2555 Email: <a href="mailto:tarun@geospatialmedia.net">tarun@geospatialmedia.net</a>	25 <sup>th</sup> May 2018