

GEO
SMART
INDIA 2022



15 - 17 NOVEMBER 2022 | HICC HYDERABAD, INDIA

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EXHIBITOR'S MANUAL



www.geosmartindia.net

Produced By
**GEOSPATIAL
WORLD**
ADVANCING KNOWLEDGE FOR SUSTAINABILITY

Dear Colleague,

It is my great pleasure to announce that GeoSmart India 2022 is in Hyderabad. We had a long journey of connecting communities, developing geospatial business and serving better policy environment within the domain. Our 25 year's presence 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 evolution. We have strived to bring geospatial as a tool in the hands of people who matter, to unleash its power for national development and enhanced quality of life.

Just like a picture is worth a thousand words, there is no better way to gain insight into technology capabilities than hands-on exposure and having experts behind the scene explain first hand exactly what their technology can do for you. With this philosophy, exhibitions at our conferences have always been as integral to our activities as the thought-provoking presentations and discussions. Through these years, leading geospatial technology players have chosen this platform to forge closer ties with their stakeholders, while the geospatial technology beneficiaries have found this platform to be the go-to source for getting updates on the latest in the field. 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.

Once again, we thank you for choosing GeoSmart India 2022 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 GeoSmart India 2022 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. Thank you once again and see you in Hyderabad.

Best regards



Anamika Das

Vice President- Product Management

GW Events

TABLE OF CONTENTS

GENERAL INFORMATION – SECTION 1

- 4 Important Contacts
- 4 Exhibition Dates & Opening Hours
- 5 Exhibition Inaugural
- 5 Currency
- 5 Tourist Information
- 5 How to reach HICC
- 5 Indian Visa
- 5 Exploring Hyderabad

TECHNICAL INFORMATION – SECTION 3

- 7 Build-up Schedule
- 7 Exhibition Entry
- 8 Design Approval
- 8 Possession of Exhibit Space
- 8 Carpentry
- 8 Suspension and Rigging
- 8 Completion
- 9 Exhibitor Facilities
- 9 Photo impression of shell scheme booth
- 10 Technical Specification
 - ✓ Building Height 10
 - ✓ Electricity 10
 - ✓ Plug, Sockets and Adapters 10
 - ✓ Floor Material in Exhibition Area 10
 - ✓ Audio Visual 10
- 11 Delivery and Removal of Exhibits
 - ✓ Waste 11
 - ✓ Storage 11
 - ✓ Dismantle of Exhibits 11
- 11 Stand Number and Final Allocation
- 11 Personal Belongings

EXHIBITOR REGISTRATION – SECTION 2

- 6 Registration Dates and opening hours
- 6 Complementary Delegate Pass
- 6 Registration guideline

RULES, INSTRUCTIONS & REGULATIONS – SECTION 4

- 12 Rules, Instructions and Regulations
- 12 Force Majeure
- 12 Insurance of Contractors

IMPORTANT DEADLINES – SECTION 5

- 13 Vendor Order Services
- 13 Vendor Contacts
- 13 Shipping Instructions

GENERAL INFORMATION – SECTION 1

Organiser

Geospatial World
A-145, Sector 63, Noida,
Uttar Pradesh, India. 201301
Tel: +91 120 4612500
Web: <https://www.geospatialworld.net/geosmartindia/isg-isrs-2022/>

Exhibition Operations & Logistics:

Mr. Yash Agarwal
Executive – Events
Mob: +91 9319900362
E-mail: yash@geospatialworld.net

Registration:

Mr. Harendra Rawat
Manager – Registrations
Mob: +91 9319900362
E-mail: harendra@geospatialworld.net

Venue Details:

Hyderabad International Convention Centre
Novotel & HICC Complex, Kondapur,
Hyderabad, Telangana. 50081
Exhibition Area: Hall 1,2,& 3
Tel: +91 4066824422
Web: <https://hicc.com/>

Sponsorship & Exhibition Sales:

Mr. Abhishek Kotangale
Director – India & South Asia
Mob: +91 9319900362
E-mail: abhishek@geospatialworld.net

Official Stand Contractor:

Mr. Wasim Uddin
Plexus Event Management Pvt. Ltd.
Mob: +91 9958282653
E-mail: plexusexpo@gmail.com

Exhibition Dates & Opening Hours:

| Day | Date | Timing |
|-----------|------------------|---------------------|
| Tuesday | 15 November 2022 | 1030 hrs - 1800 hrs |
| Wednesday | 16 November 2022 | 1000 hrs - 1730 hrs |
| Thursday | 17 November 2022 | 1000 hrs - 1500 hrs |

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

Exhibition Inaugural:

Exhibitors are invited to the Opening Ceremony of the Exhibition on Tuesday, 15 November 2022 at 1030 hrs at Hall 1, 2 & 3 at HICC.

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.

Tourist Info:

For tourist information on Hyderabad, please refer to <https://www.hyderabadtourism.travel/>

How to reach HICC:

Please log on to HICC website: <http://www.hicc.com/getting-here.html>

Indian Visa:

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

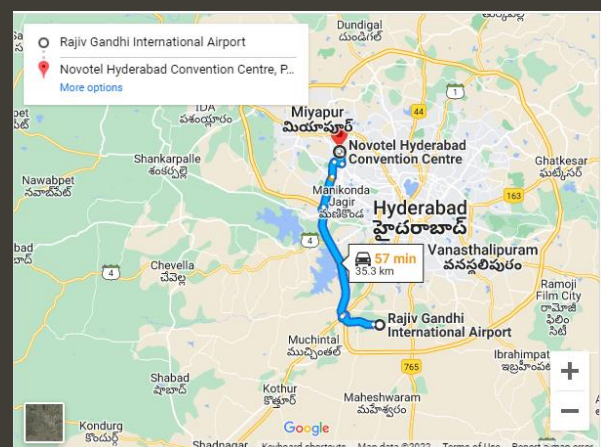
Exploring Hyderabad:

Located in the heart of Telanga plateau, along the Musi River, 'Hyderabad' is home to a vibrant multicultural society. Known as the "city of pearls" and "City of Nizam".

Hyderabad is a city that offers a wonderful blend of cultural heritage and rich history, latest developments and Modern conveniences and is well worth exploring.

HICC Location:

<https://goo.gl/maps/PtyF4PufXTfsbCFYA>



Registrations – SECTION 2

Onsite Registration Date & Opening Hours:

| Day | Date | Timing |
|-----------|------------------|---------------------|
| Monday | 14 November 2022 | 1400 hrs - 1800 hrs |
| Tuesday | 15 November 2022 | 0730 hrs - 1800 hrs |
| Wednesday | 16 November 2022 | 0730 hrs - 1800 hrs |
| Thursday | 17 November 2022 | 0900 hrs - 1400 hrs |

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

Complimentary Delegate Pass:

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://geosmartindia.net/exhibition.html>
- Exhibitors are requested to register the names of representatives from their organization availing this complimentary registration not later than 15 October 2022.
- 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 GeoSmart India 2021 conference registration desk at the conference venue on any of the registration days.

TECHNICAL INFORMATION – SECTION 3

Build-up Schedule:

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

| Day | Date | Timing | Information |
|---------|------------------|----------|---|
| Monday | 14 November 2022 | 1700 hrs | Moving in the display equipment and poster for the booth setup |
| Tuesday | 15 November 2022 | 0400 hrs | Aisles must be clear and empty, packing materials taken out for storage. No more movements in the aisles. |

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

| Day | Date | Timing | Information |
|---------|------------------|----------|---|
| Monday | 14 November 2022 | 0700 hrs | Floor Marking and possession of space. |
| Monday | 14 November 2022 | 0900 hrs | All construction works start and move in for all the material, all major construction work to be finished by 2000 hrs on 14 November 2022 |
| Tuesday | 15 November 2022 | 0400 Hrs | Aisles must be clear and empty, packing materials taken out for storage. No more movements in the aisles. |

Exhibition Entry:

- Contractor Badges are required all the time during build-up and breakdown
- Badges can be collected from the registration desk
- Exhibitors and visitors are requested to wear badges all the time during exhibition hours
- Raw space contractors should also send the names of the staff working for construction in advance to avoid standing in queue and delay

* As an exhibitor, we require the following from you latest by 15th October 2022 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

Design Approval:

Raw space or space only Exhibitors 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 15th October 2022.** 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.

Possession of Exhibit Space:

Exhibitors using any contractor other than the official stand contractor for their stalls will get possession, only if drawings / designs for their stands have been approved by the organizer.

Possession of space will be given to raw exhibitors who have provided security deposits cheque of INR 50,000 in the name of Geospatial Media and Communications Pvt. Ltd. to Yash Agarwal by 15th October 2022. The cheque will be returned to the exhibitor immediately 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.

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.**

Suspension and Rigging:

Suspension and rigging points are available at the HICC can be taken directly contacted to the venue. No fixing is allowed to be made to the floor, walls, pillars or any other part of the building

Completion:

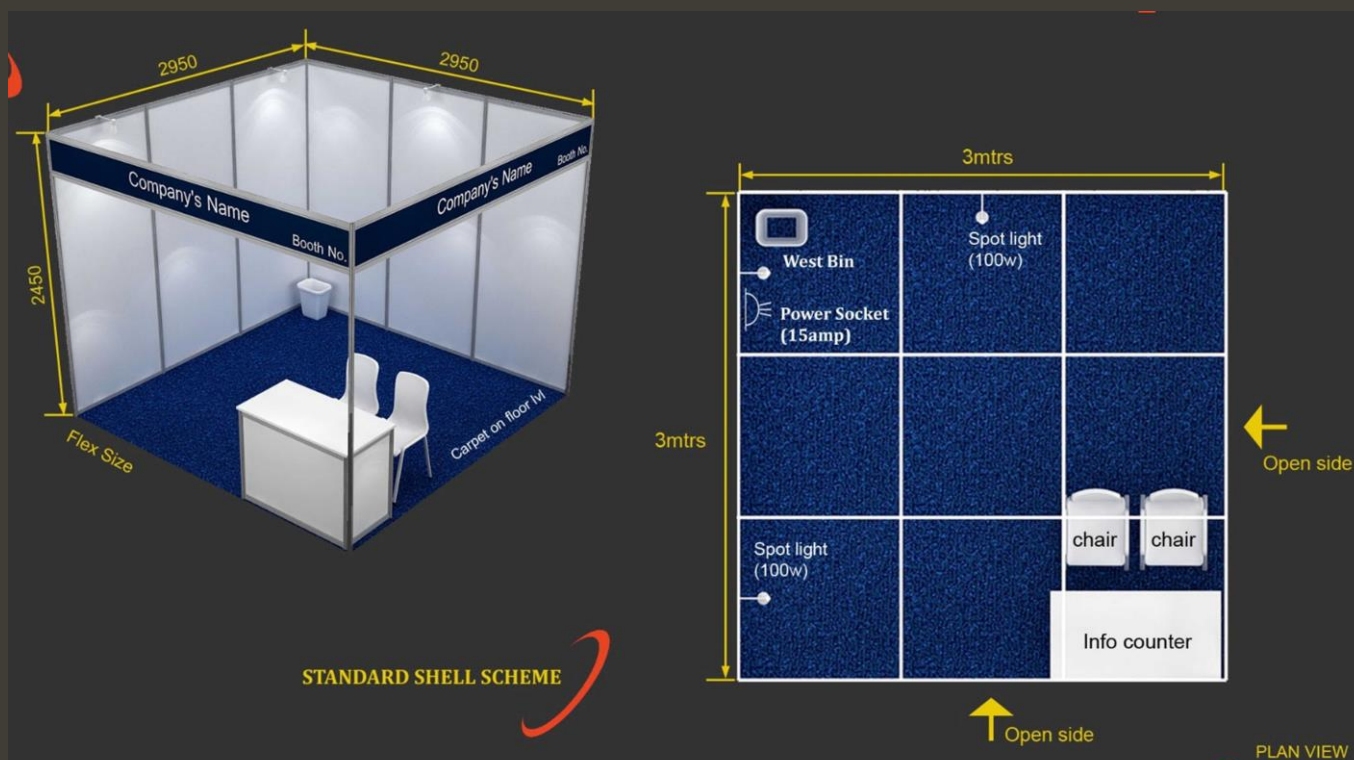
Installation of stands /booths should be completed by 0400 hrs on 15 November 2022. General cleaning of the exhibition hall will be carried out immediately thereafter for the Hall, to be ready by 0800 hours on 15 November 2022, for inauguration of the exhibition.

Shell scheme Exhibitor Facilities:

Each Shell Scheme booth comes with following Items:

| Size (SQM) | Table | Chair | Light | Power point | Dustbin |
|------------|-------|-------|-------|-------------|---------|
| 8-17 | 1 | 2 | 3 | 1 | 1 |
| 18-26 | 2 | 4 | 4 | 2 | 2 |
| 27-36 | 3 | 6 | 5 | 3 | 3 |

Photo impression shell scheme booth.



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 above entitlement, which will be on paid basis. Please refer to the order forms available on the website of GeoSmart India 2022.

Specifications:

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 3 m, permission is required from Organiser by submitting the design of the stand before 15th October 2022.

Electricity:

For raw space, power connection from the main distribution box (DB) inside the exhibitors' area will be provided by the official contractor commencing 14 November 2022. All the raw booth exhibitors are requested to fill the electricity form available on the website for their electricity requirement by 15 October 2022.

Connection to the exhibitor's equipment from the distribution box (DB) inside the exhibitor's area will be operated by the exhibitors. 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 open sockets other than your own booth.

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 equipment's voltage stabilizers/UPS for their sophisticated equipment.

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

Plug, Sockets and Adapters

Regular Indian plugs and sockets are used in Hyderabad. Adapters (15 / 5 Amp.) can be purchased from the open market.

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.

Audio Visual

All audio visual enquiries for exhibition stands can be requested directly from the official stand contractor via the Exhibition AV Order Form, this will be subject to an additional cost based upon requirements.

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.

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

- 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 HICC promptly on the final day of break-down. Exhibitors must ensure that their exhibits and stand materials are removed by 2000 hrs on 17 November 2022.*** The organizer will dispose of 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 World 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.
- 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 and Regulations – SECTION 4

- 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 HICC 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 0400 hrs 15 November 2022.
- 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 meter can be permitted in the hall.
- **Raw space exhibitors are requested to take approval from the organiser for exceeding the height of their booth more than 3 meters.**
- Protection of the carpet by old carpet or plywood for the movement of heavy-duty trolley during move in and move out.
- 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.

Important Deadlines – SECTION 5

| Service | Official Vendor | Order Due Date |
|--|---|----------------|
| For Raw Space booth and designing | Mrs. Jaya Singh Brand Display Marketing Services Pvt. Ltd. Indrapuram, Ghaziabad, 201101 Mobile: 9990691002 Email: jaya.branddispaly@gmail.com | 15 Oct 2022 |
| Exhibition Fabricator Extra Furniture Prints and Installation Electrical and Lighting Audiovisual and Computer Plants and Flower | Mr. Wasim Uddin Plexus Event management pvt. Ltd. 1010/121, Chauhan Market, Sarita Vihar, New Delhi, Delhi, India. 110076 Mobile: 9958282653 Email: plexusexpo@gmail.com | 15 Oct 2022 |
| Suspension and Rigging Internet Phone Cleaning services Floral services Booth Security | Mr. Manish Manda Hyderabad International Convention Center Novotel & HICC Complex, Kondapur, Telangana, India. 500081 Email: manish.manda@accor.com | 15 Oct 2022 |
| Freight Forwarder | Mr. Prabodh Kulkarni DB Schenker Mobile: +91 9319283395 Email: fairs.india@dbshenker.com | 15 Oct 2022 |
| Fascia Name Form Company Information Form Security Deposit Form Additional Electricity Form | Mr. Yash Agarwal Geospatial world Tel : +91 120 461 2603 Mobile : +91 9319900362 Email: Yash@geospatialworld.net | 15 Oct 2022 |