



AOICON 2017 KOLKATA

2ND TO 5TH FEBRUARY 2017

SCIENCE CITY CONVENTION CENTRE

JBS HALDANE AVENUE, KOLKATA- 700 046, INDIA.



**Organized by
The AOI West Bengal**

Conference Head Office:

CMC House, 91B, C R Avenue, Kolkata 700073, India.

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Dr Dulal Kumar Basu
Organizing Chairman
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Dr Dwaipayan Mukherjee
Organizing Secretary
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GENERAL GUIDELINES FOR EXHIBITORS

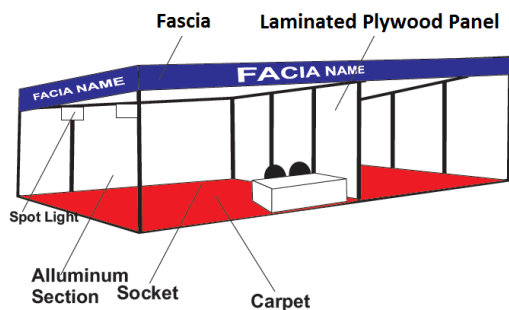
- SCIENCE CITY CONVENTION CENTRE IS PLASTIC FREE ZONE
- NO FIRE CRACKER WILL BE USED DURING THE EVENT
- MAINTAIN CLEANLINESS

• TIME TABLE:

Possession of bare space for construction	31 st January 2017
Possession of Stall	1 st February 2017
Exhibition Inauguration	2 nd February 2017
Daily Exhibition Hours	8 AM to 5 PM
Vacation of Exhibition Area	5 th February 2017, 5 PM

SHELL SCHEME PACKAGE

- The organizer will provide a basic shell scheme of booth structure or open space in a 23100 Sq. Ft. Air Conditioned German Hanger on wooden board platform with synthetic carpeting.



- ✓ Shell Scheme Package (3mt. X 2mt. = 6sqmt. Stall and 3mt. X 3mt. = 9sqmt. Stall)
- ✓ Built up Stall in Octanorm System panels 1mt. X 2.5mt. ht.
- ✓ Fascia with Exhibitor's Name and Stall Number
- ✓ Synthetic Carpet for the floor
- ✓ Spotlight & Furniture as per table below

Stall Area	Stall Height	Spotlight	Socket	Table	Chair	Dustbin
3 M X 2 M	2.5 M	3	1	1	2	1
3 M X 3 M	2.5 M	3	1	1	2	1

REGULATION FOR STALL DECORATION

- ✓ For Preferential Exhibition Space (6M X 6M = 36 Sq. M) the company may erect customised theme stall at their own expense. The design and theme of the stall has to be approved by the organizing committee. **The Height of Preferential Stalls** at the centre of the Trade Area **should not be more than 3.5 M.**

- ✓ Participants can customize their exhibition space but aesthetically as per the theme of the conference. However the proposed designs are to be submitted to the organizing secretary for approval.
- ✓ The exhibitor will be charged extra for special booth designs, decorations, and additional furnishings. However if company wants to engage its own vendor for designing and erecting the infrastructure, prior permission from organizing committee is mandatory and must submit a letter authorizing the firm to set on their behalf.

Contact: Subrata Kar - +91 9163781120, +91 8621005600 Parikshit Das - +91 9635447321

- ✓ Use of special signage and lighting are permitted to all categories of sponsors.
- ✓ All designs that have AOICON 2017 logo and name, prior approval from the Organizing Committee is mandatory.
- ✓ Planting, Pasting or Fixing Nails and Screws on wall panels are strictly prohibited. Only double sided adhesive tapes should be used. For assistance please contact Exhibition Manager.
- ✓ **All items supplied by our Contractor are on hire basis and must be returned to the contractor in good condition at the end of the Exhibition. Any damage to the Furniture and Stall Partitions will have to be compensated to the Contractor.**

ADDITIONAL FURNITURES & FITTINGS

- Additional amenities such as telephone line, internet facilities, broadband data services, special electrical connections, special lighting and equipment, audiovisual services and hired manpower could be arranged by the Exhibition Manager on payment. Contact details of the Exhibition Manager will be provided on request.

Contact: Sandip Roy: 9432335613 / Rajib Roy: 9830598508

Sl. No.	Description of Service/Item	Rate each Item for 4 days
1	Sofa Single seater	2,000/-
2	Sofa Two seater	4,000/-
3	Sofa Three seater	4,000/-
4	Black pipe chair	300/-
5	Chair (Leather finish)	400/-
6	Centre Table with Glass Top	600/-
7	Round Table	1,000/-
8	Octagonal System Table	600/-
9	Glass show window 1000X500X1800mm high in octanorm system laminated with white top & shelf	4,000/-
10	Book shelf	1,200/-
11	Panel in octanorm system (1X2.5mt. ht.)	600/-
12	Brochure Stand	1,000/-
13	Bar Stool	600/-
14	Glass Show case (Jewelery Case)	2,500/-
15	Refrigerator (180 lt.)	5,000/-
16	Glass Shelf (1 mt.)	400/-
17	Comptrolux spot light (100 wt.)	200/-
18	Metal Light (white, 150 wt.)	1,200/-
19	Plug Point (5 amp.)	180/-

20	Raw space cabling with MCB switch	2000/- per KW per DAY
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- An **Exhibitor Service Centre** will be operational from 9:00 AM on 1st February 2017 until completion of pack-up. Representative of the Exhibition Manager will be available to attend to last minute requests and emergencies.

POSSESSION OF STALL:-

Exhibitors can start moving in their materials and setting up stalls with effect from 1st February 2017 (01 day prior to the commencement of the Conference). **Please note that possession of the stall will not be given till all the dues are cleared by the exhibitor and the Exhibitor will be issued “Stall Possession Certificate” to facilitate this.** AOICON Secretariat will be set up 1 day prior to the Conference at the venue site.

VACATION OF STALL:-

Exhibitors will be allowed to remove their exhibits only after closure of the exhibition on LAST DAY of the Conference. The work of removing the exhibits from this venue must be completed on the same day. After this period the Organizers will be at the liberty to remove the exhibits at the cost and risk of Exhibitors.

EXHIBITOR REGISTRATION

- All exhibitors must be registered and will receive a badge displaying the name of the exhibiting company
- Three Lunch Coupons will be handed over to the authorised company person.
- Three Exhibitor ID cards and Entry Passes will be handed over to the authorised company person.
- Thereafter for any additional ID Badge and Entry Pass exhibitor will be charged the registration fee as below

(Per Person)

- 1) For one day – Rs. 1000/- or 25 US \$ (Includes Lunch Coupons)
- 2) For all days – Rs. 3000/- or 60 US \$ (Includes Lunch Coupons)
- 3) Exhibitor registration allows access to the exhibition area only and shall be used by company staff only.

ENTRY of STAFF/ WORKER

- Temporary workers hired to set up booths will be issued ID Cards by the Exhibition Manager at Exhibitor Service Centre. For loss of ID card, a duplicate Card will be issued on payment basis (Duplicate ID Cards will be charged at the rate of Rs 1000 only per person).
- All temporary workers will leave the premises at the commencement of Trade Exhibition on 2nd February 2017.
- All employees, representatives, guests and hired workers who wish to be present in the exhibition area after opening of the Conference must be registered as industry representatives (registration charges will apply).

RULES DURING EXHIBITION

- Staffs must be present in the booth during Exhibition hours. Booth staffs are expected to dress and conduct themselves in a manner consistent with a professional medical meeting.
- Order taking and sale of Exhibited products and other genuine products of the exhibiting companies are permitted provided that transactions are conducted in an appropriate professional manner and taxes are to be charged as the Government policy.
- All display items must confirm to appropriate safety standards.
- The Exhibition Manager will ensure adequate and periodic clearing of the premises.

SECURITY/ INSURANCE & LIABILITY:

- Adequate 24 hours professional security cover will be provided. For this a professional agency will be hired for the whole duration of the Exhibition. However, if any company wants to hire a separate security agency, prior permission has to be sought from the Origination Committee. They have to be necessarily issued ID Cards.
- Exhibitor will themselves ensure the security of their products/machinery/equipment. The Organizing Committee will not be responsible for any loss, damage or theft.
- **All exhibitors should insure their exhibits and equipments against theft, fire and damage due to natural calamities. The Organizers will not bear insurance charges.**

BREACH OF PEACE

- Exhibitors are not allowed to use the passage causing hindrance to the movement of the delegates. Similarly, Exhibitors will not be allowed product demonstration in the passage or outside their stall or play stereo equipment disturbing other stalls holders. The Organizers will decide as to what constitutes the nuisance and their decisions will be binding on the exhibitors.
- Public address and amplifying devices that project sound beyond the exhibition booth are not permitted
- Smoking is strictly prohibited within the boundary of the Exhibition Area and the complete venue.
- Booth lectures are not permitted.

ELECTRICITY:-

- Electricity charges shall be as per the actual, for details contact Exhibition Manager. **(for the raw spaces Rs 2,000/- per KW)**
- Please inform the organizers beforehand the power requirement (in KW) for running the equipments.

CHANGE OF VENUE AND DATES:-

- The Organizers reserve the right to change the venue, dates and/ or duration of the Conference.
- The Organizer also reserves the right to change the floor plans, location of space allotted or stall number, exit and entry points, passages, etc, at any time before the commencement of erection of the stalls if such changes are necessary.
- Any such changes shall not be sufficient ground for exhibitor to cancel their participation and in case of withdrawal from participation no refund will be permissible.

CANCELLATION:-

- All advance payment made by an exhibitor will be forfeited on withdrawal from participation in the AOICON 2017 KOLKATA.
- Any space not occupied till a day prior to Conference shall be deemed forfeited and no refund shall be paid. The Organizing Secretary may reassign such place to other company without any further communication.

PENALTY:-

If there is any fire loss to the property or physical damages to the human or material, the compensations will be fully recovered from the erring company.

DISPUTE RESOLUTION:-

Any loss or damage claims and disputes of whatsoever nature relating to services provided will be governed by Indian Law and courts of Kolkata jurisdiction only. In case of a dispute, arbitration proceedings as laid down in the Indian Arbitration & Conciliation Act, 1996 will be followed before approaching any court of Law.

NAME ON FASCIA

COMPANY NAME:

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Signature: _____

Name: _____

Designation: _____

Company Seal:

Date:

Please send/ email the duly filled FORM to:-

CMC House, 91B,C R Avenue, Kolkata 700073, India

Email: aoicon2017@gmail.com and drdebasishguha@yahoo.com

Phone: 033 2225 8548, 033 2221 9738

Mobile: +91 9873875820