



Exhibitor Handbook

What happens once the toilets are built? Worldwide, 2.7 billion people rely on onsite sanitation. Yet, there is still typically no management system in place to deal with the resulting faecal sludge. Creating faecal sludge management (FSM) infrastructure and public services that work for everyone, and keeping faecal sludge out of the environment is a major challenge for achieving universal sanitation access and driving economic growth. Moreover, by 2050 the world urban population is expected to nearly double, making urbanization and the management of urban waters and sludges one of the 21st century's most transformative trends. **FSM4** deliberates on options, solutions and scaling up opportunities. We invite you to participate in this event and join the worldwide efforts towards effective FSM solutions.

Featuring key Indian Government Ministries and departments as well as sector players, **FSM4** is being held this year in Chennai, India. India is a fast growing market in the FSM sector with extensive support from the Indian Government as well as international agencies. FSM4 gives you the unique opportunity and an extremely effective avenue to place your products, technologies as well as FSM related services in front of your current and potential customers in a highly influential environment and to establish and enhance your foothold in this competitive sector. The Industry and Exhibition outreach platform at FSM4 showcases relevant products and services across the entire FSM chain, creating a physical space for suppliers and customers of FSM solutions to interact, demonstrate practical evidence, disseminate information and build alliances. This Exhibition will open new avenues for attendees to explore both local and international market in the developing FSM sector.

Highlights of FSM4

- § Supported by Ministry of Urban Development, Government of India
- § More than 1000 FSM sector experts and professionals Visitors
- § Local and international exhibitors
- § Exchange Forum
- § Skill Competitions
- § Dynamic and interactive Exhibition design to enhance effective networking
- § University challenges
- § Visitors from key Central Government departments and States

We look forward to your presence at the Exhibition at FSM4, ITC Grand Chola, Chennai

Stefan Reuter
Industry and Exhibition, FSM4
(Director, BORDA)



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SECTION A: EXHIBITION DETAILS

A.1 - Event & Exhibition Venue:

ITC Grand Chola, Chennai
63 Mount Road, Guindy
Chennai 600032, India

A.2 - Date and Exhibition Opening Hours:

Monday, 20 February, 2017: FSM4 Exhibition Opening Hours - 10:00am-5:00pm IST
Tuesday, 21 February, 2017: FSM4 Exhibition Opening Hours - 10:00am-5:00pm IST
Wednesday, 23 February, 2017: FSM4 Exhibition Opening Hours - 10:00am-5:00pm IST

A.3 - Definitions:

FSM4 International Organizing Committee (“the Committee”)
Show Management: Event Dynamics Worldwide/3-LS
Expo General Contractor: Choices Entertainment India Pvt Ltd
Official Freight Forwarder/Handler: Rock-it Cargo & R.E. Rogers India Pvt. Ltd.

A.4 - Event Venue:

Exhibition Area: The designated exhibition area for FSM4 is located outside on, and adjacent to, the Sembian Porch entrance to the ITC Grand Chola



SECTION B: TERMS OF PARTICIPATION

B.1 - Application:

Applications to Exhibit at FSM4 must be made online at the event website: www.fsm4.susana.org

All applications are subject to review and approval by the FSM4 International Organizing Committee. Deadline for Application is: **December 31, 2016**

B.2 - Eligible Exhibits & Exhibitors:

The Terms of Participation as well as the Technical Guidelines are accepted as legally binding with submission of an application to exhibit. The application of the exhibitor represents the contractual offer ("the contract"). The admission or rejection will be confirmed to the exhibitor in writing once all applications have been received and reviewed following the application deadline. Admission cannot be transferred. The contract between Show Management and the exhibitor is concluded with the admission. According to this contract, Show Management is authorized to assign a stand area to an exhibitor. Show Management will make its best effort to accommodate each exhibitor's requests, however it may become necessary to deviate from the exhibitor's ideal configuration. In such cases Show Management will consult with the exhibitor to arrive at a mutually acceptable compromise. Requests for accommodation must be received by Show Management within two weeks of the acceptance of the exhibitor's application and notification of space allocation. If Show Management and the exhibitor cannot come to a mutually acceptable compromise, the exhibitor may withdraw their application at no penalty. Show Management is entitled to terminate the contract if admission was based on incorrect or incomplete statements by the exhibitor, for non-payment, or if the exhibitor otherwise does not fulfill conditions for admission. Only declared and admitted articles shall be exhibited. Show Management has the right to remove any unauthorized articles at the exhibitor's risk and expense. Co-exhibitors shall not be admitted, nor additional organizations represented, unless expressly approved in writing by the Committee. Space will be allocated according to Show Management's requirements and its discretion, not according to the order in which applications are received.

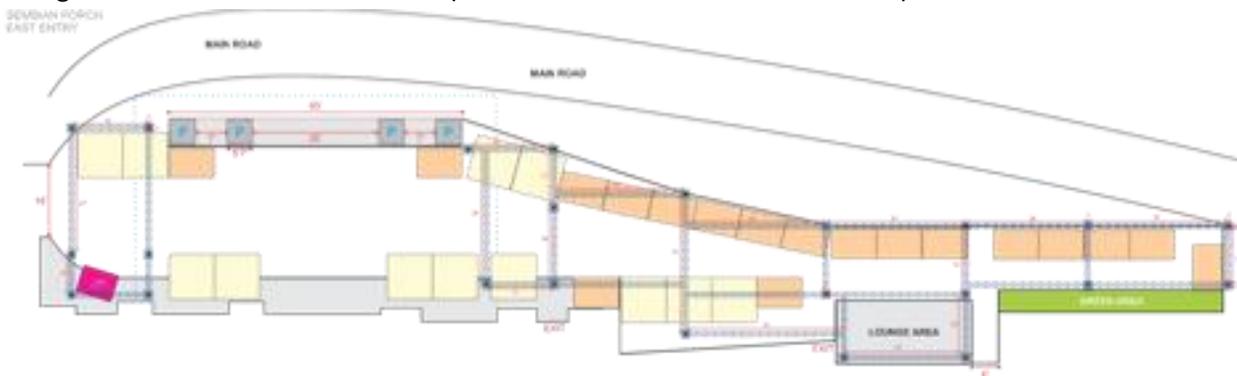
B.3 - Contract:

The contract comes into force when Show Management has notified the exhibitor in writing that they have been admitted. This will occur after the application deadline, when all applications have been received and processed, and when layout planning has been completed. If exhibitors cannot use their stand space or are impaired in the use of their stand because they have infringed on the Terms of Participation (Section A), Technical Requirements & Guidelines (Section B), or the Rules & Regulations (Section C), they are nevertheless obliged to pay the participation fee in full and to pay Show Management compensation for all damage caused by themselves, their legal representatives or employees. Exhibitors are not entitled to cancel or terminate the contract unless the law specifically entitles them to do so.



B.4 - Available Space:

Exhibition space for FSM4 at the ITC Grand Chola is limited. In the current configuration there are eighteen (18) 2mx3m shell scheme units and twelve (12) 3mx3m shell scheme units. At this time consideration of “raw space” exhibition space will only be offered by invitation of the Committee. If an exhibitor requires a larger space, it is possible to hire two contiguous stands and combine them (for a 2mx6m stand or a 3mx6m stand)



B.5 - Allocation of Space:

Space will be allocated according to Show Management’s requirements and its discretion, not according to the order in which applications are received. The allocation and location of stands, in particular of neighbouring stands, can change by the time the trade fair opens. Show Management is also entitled to relocate or close entrances to and exits from the trade fair grounds and halls, and to make other structural alterations. Show Management will make its best efforts to discuss, inform, and accommodate exhibitors of any necessary changes, however, exhibitors cannot make claims against Show Management because of such changes.

B.6 - Co-Exhibitors & Third-Party Companies:

A co-exhibitor is anyone who presents his own goods or services at the stand of another exhibitor (primary exhibitor). This definition includes group companies and subsidiaries. Co-exhibitors shall not be admitted, nor additional organizations represented, unless expressly approved in writing by the Committee. All approved co-exhibitors shall be subject to a separate participation fee (\$250 USD), to be paid by the primary exhibitor upon registration. No contract exists between Show Management and any co-exhibitor admitted by the Committee. The primary exhibitor is responsible for ensuring that their co-exhibitors and other companies they represent comply with the Terms of Participation (Section A), Technical Requirements & Guidelines (Section B), Shipping & Delivery Guidelines (Section C), and the Rules & Regulations (Section D), including the payment of any additional fees for services provided.



B.7 - Participation Fees & Schedule of Payment:

The participation fees for the various space allocations are:

- Shell Scheme: 2mx3m = \$1,350.00 USD
- Shell Scheme: 3mx3m = \$1,750.00 USD
- Shell Scheme: 2mx6m = \$2,700.00 USD
- Shell Scheme: 3mx6m = \$3,500.00 USD
- Additional Exhibitor = \$150.00 USD
- CO-EXHIBITOR FEE = \$250.00 USD

Included in the Participation fee is the shell scheme stand property which includes a header for company name or logo, counter, two chairs, and two (2) power points. All shell scheme stands will have a top cover and carpeted floor. Each Exhibition Registration fee includes one (1) Delegate credential which allows unrestricted access to the conference sessions. Additional personnel may be registered as “Exhibitors” for \$150 USD per person. An Exhibitor credential allows access to the Exhibition Area and the Meal Hall, but does not grant access to the conference sessions. (See B.11)

In addition to the rent of the stand area and the Delegate, the participation fees include extensive services provided by Show Management, such as consultation and planning advice, logistics, organization, and technical assistance. Payment is due at the time of Exhibitor Registration. Payment of the participation fee as well as payment for any additional approved co-exhibitors is a prerequisite for occupation of the exhibition area. If exhibitors have ordered additional services from Show Management, the General Contractor, or the Official Freight Forwarder/Handler those services shall be invoiced for separately from the registration fee. Show Management is entitled to withhold such services until the payment has been received.

B.8 - Liability and Insurance:

Show Management is under no circumstances liable for damage to or loss of goods brought to the trade fair by the exhibitor or the stand fittings or furnishings. In this case, it is immaterial whether such damage or loss occurs before, during or after the trade fair. The same applies to vehicles left on the premises by exhibitors, their employees or representatives. For its part, the exhibitor is liable for any culpable damage to persons or property caused by them, their employees, representatives and co-exhibitors, and their exhibition articles or exhibition installations and equipment. Each exhibitor is obligated to have valid and suitable insurance with sufficient insurance coverage with an insurer registered in the Republic of India over the duration of the exhibition.

B.9 - Cancellation:

Should the exhibitor need to withdraw from the exhibition for any reason the following conditions will apply:

- Any request for cancellation must be submitted to Show Management in writing. No cancellation will be acknowledged as official until written acceptance has been provided to the exhibitor by Show Management.
- All registration fees, once paid are non-refundable.



- All fees for exhibition services, once paid to the Show Management, the General Contractor, or the Official Freight Forwarder/Handler are non-refundable.

B.10 - Sales Regulations:

Direct sales and other services or deliveries made from the stand are not permitted. Exhibited goods must not be delivered to purchasers until after the trade fair closes. Sales are permitted only to wholesalers, retail or trade customers.

B.11 - Admission and Credentials:

Admission into the Exhibition Area will be strictly controlled. Exhibitors and their representatives are required wear their conference badges at all times for admission into the exhibition area. Everyone will receive their badges upon registration.

Exhibitor Delegate Passes: Each exhibitor will receive one (1) Delegate pass credential with their registration to exhibit. The Delegate pass will grant admission to the Plenary Session, Tracks, and ancillary events. All catered meals and tea breaks are included. Exhibitors may register additional delegates by completing a regular conference registration. There is no discount offered to the regular delegate registration fee.

Exhibitor Badges: Exhibitors may register additional personnel for an additional fee of \$150 USD. These personnel will receive Exhibitor badges which limits access to the Exhibition area and meal hall but will not grant admission to the Plenary Session, Tracks, or other ancillary events. All catered meals and tea breaks will be included in with the payment of the additional fee.

Day of Show Access: Exhibitors are permitted to enter the exhibition area an hour before the opening time and remain no more than half an hour after the closing time during the exhibition days.

Exhibitors and their staff are requested to be present at their stand at least 15 minutes before the opening time of the Exhibition.

Set-up and Dismantle Workers: Workers engaged by the exhibitors for setup and dismantle are required to wear daily coded "Contractor" badges provided by Show Management. The exhibitor must provide a list of names of all workers to Show Management no less than one week prior to the first day of installation. This list will be submitted to the venue for their security screening process.

Stand Personnel: Each exhibitor should have sufficient personnel to staff their stand throughout the opening hours of the Exhibition. All activities of the exhibitors and their personnel must be confined to their stand. Exhibitors shall not dispatch their personnel to other locations to distribute leaflets, brochures, etc.



B.12 - Meals & Catering:

There will be a designated meal hall, which is available to all registered Delegates and Exhibitors with the proper credentials. Any additional staff not registered will not have access to the meal hall. No outside catering will be allowed in the exhibition area.

B.13 - Photography, Video Recording, and Other Media:

Only persons authorized by Show Management and in possession of a valid Media pass may film, photograph, or make sketches or video recordings in the exhibition area. Under no circumstances may photographic or other images or recordings be made of other exhibitors' stands. Photographs of stands which are to be taken outside normal opening hours must be arranged with Show Management in advance. The Committee is entitled to have photographs, drawings, films and video recordings made of events at the trade fair, of stands and exhibits, and to use them for advertising or general press publications.

B.14 - Intellectual Property:

The Committee expects exhibitors to respect the intellectual property rights of other exhibitors.

B.15 - Verbal Agreements:

No verbal agreements, individual and special arrangements are valid unless with Show Management's express written confirmation.

B.16 - Regulations for Use:

Exhibitors must comply strictly with the building and use rules for the event venue. Exhibitors are not permitted to spend the night in the Exhibition area. Exhibitors must take the other participants in the event into consideration, must not act contrary to public policy and must not misuse their participation in the event for ideological, political or other purposes which have nothing to do with the event.

B.17 - Catalog, Exhibitor, and Attendee Information:

An official trade fair catalog, an internet database and visitor information will be compiled for the trade fair. All exhibitors (including co-exhibitors) will be included, with the name indicated in the application, in the alphabetical order. The minimum entry will contain the exhibitor's company name, stand number, and a brief one-paragraph description provided to Show Management by the exhibitor.

B.18 - Key Milestones & Deadlines:

Below is a timeline of key milestones and deadlines for the Exhibition:

- Friday, 30 November, 2016: Exhibitor Registration Deadline
- Friday, 30 December, 2016: Initial space allocations published
- Friday, 20 January, 2017: Deadline for additional technical services & equipment
- Wednesday 25 January, 2017: International Exhibitor shipment arrivals in Chennai



- Friday, 27 January, 2017: On site day-worker names due to Show Management
- 25 January - 17 February, 2017: International Exhibitor customs clearance process
- Saturday, 18 February, 2017: Domestic Exhibitor Delivery Window - 8:00am-6:00pm IST
- Sunday, 19 February, 2017: Domestic Exhibitor Delivery Window & Exhibit setup - 8:00am-6:00pm
- Monday, 20 February, 2017: FSM4 Exhibition Opening Hours - 10:00am-5:00pm IST
- Tuesday, 21 February, 2017: FSM4 Exhibition Opening Hours - 10:00am-5:00pm IST
- Wednesday, 22 February, 2017: FSM4 Exhibition Opening Hours - 10:00am-5:00pm IST
- Wednesday, 22 February, 2017: Exhibitor Dismantle - 5:00pm-12:00am IST
- Thursday, 23 February, 2017: Domestic Exhibitor Delivery Window - 8:00am-3:00pm IST
- Thursday, 23 February, 2017: International Exhibitor Materials Marshalled at R.E. Rogers
- Friday, 24 February, 2017: International Exhibitor return shipments begin

SECTION C: TECHNICAL REQUIREMENTS & GUIDELINES

C.1 - Stand Design & Equipment:

Shell Scheme: Due to restricted space in the exhibition area we are limited to offering only shell scheme stand properties in the following configurations: eighteen (18) units at 2mx3m and twelve (12) units at 3mx3m. If an exhibitor requires a larger space, it is possible to hire two contiguous stands and combine them (for a 2mx6m stand or a 3mx6m stand). At this time consideration of “raw space” exhibition space will only be offered by invitation of the Committee.

Standard configuration and equipment with each shell scheme includes a counter, two chairs, and two (2) power points (120V). All shell scheme stands will have a top cover and carpeted floor.

Company Name, Logos & Branding: The shell scheme stand property includes a header for company name or logo. Exhibitors are requested to ensure the accuracy of the name on the fascia. Show Management will not be responsible for any error due to illegibility of the information supplied. Any request for changes to graphics or signage on-site will be subject to additional charges to the exhibitor. If you wish to have your logo reproduced on the fascia board, please submit your logo file with the online application.

C.2 - Technical Installations:

Applications for electrical installation, water, drainage, and internet can be considered only if submitted in due time on the order forms available from Show Management. The precise terms of delivery and the connection fees are stated on these forms.



C.3 - Use of Equipment:

Show Management will ensure that all necessary equipment, such as forklifts, cranes, working platforms, etc. will be provided to the exhibitor by the General Contractor and/or Official Freight Forwarder/Handler.

C.4 - Service Desk:

Show Management, the General Contractor, and the Official Freight Forwarder/Handler will maintain a service desk adjacent to the Exhibition area for exhibitor to solicit additional assistance with the setup and dismantling of their stands. The Service Desk will be staffed on set-up and dismantle days during all hours of operation. Additionally, it will be staffed from one hour prior to and one hour beyond Opening Hours in the show days.

C.5 - Setup, Staffing, and Dismantling of Stands:

The dates for setup and dismantling, specified in the Terms of Participation, must be observed. The stand must be properly equipped and staffed by qualified personnel throughout the show during the prescribed opening hours. Exhibitors are not permitted to remove trade fair goods or dismantle their stands before the show closes.

C.6 - Storage:

Cartons, crates, cases, packing materials and containers used for storage and consignment of exhibits should not be stored in the exhibition area. Prior arrangements for safekeeping such items must be made with the Official Freight Forwarder/Handler. Show Management reserves the right to remove and dispose of any such items left in the exhibition area. Any storage or disposal costs incurred will be borne by the exhibitors.

C.7 - Stand Cleaning:

Show Management will be responsible for cleaning the passages prior to the opening and after the closing of the exhibition each day. It is the responsibility of the exhibitors to maintain their stand in a clean and presentable condition. During the setup and dismantling days, exhibition area aisles must not be obstructed with packing and construction materials or debris. The General Contractor will provide cleaning services during this time to dispose of exhibitor's packing and construction debris. At the close of the exhibition, the Official Freight Forwarder/Handler can packing materials sufficient to prepare their equipment for shipment. Exhibitors will be billed upon consumption of these materials.

C.8 - Restoration of the Exhibition Areas:

All exhibition areas must be returned to Show Management in their original condition by the stipulated date and time for completion of dismantling. At the end of the exhibition, exhibitors are responsible for ensuring that all materials belonging to them have been removed from the event venue. Show Management is entitled to charge the exhibitor concerned for the removal of excessive waste (stand construction debris, crates/pallets, cartons, packing materials or literature) at exhibitor's cost. Such cost shall be paid immediately by the exhibitor upon receipt of the charges from Show Management.



C.9 - Additional Equipment and Services:

Exhibitors who wish to hire additional equipment and/or services may submit their request for additional services through the registration website. Show Management will facilitate the acquisition of materials and services with the General Contractor and/or the Official Freight Forwarder/Handler. For any special arrangement with regards to the rental equipment, please contact the Show Management directly. Orders submitted after **Friday, 20 January, 2017** will be subject to a surcharge of 50%.

Requests for Internet services, telephone lines, water and drainage will be considered on a case by case basis. Pricing for these services will be estimated by Show Management upon the approval of the exhibitor's request.

What follows is a catalogue of available accessories and unit pricing.

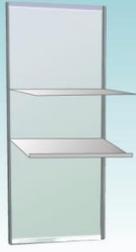


C.9 - Accessories Catalogue (page 1 of 2):

 <p>PI - 01</p>	 <p>PI - 02</p>	 <p>PI - 03</p>	 <p>PI - 04</p>
<p>Executive Chair</p>	<p>VIP Sofa Single</p>	<p>VIP Sofa Double</p>	<p>Visitor Chair</p>
 <p>PI - 05</p>	 <p>PI - 06</p>	 <p>PI - 07</p>	 <p>PI - 08</p>
<p>Fibre Chair</p>	<p>Wooden Chair</p>	<p>Round Table 70cm(Dia) x 75cm(H)</p>	<p>Round Table (Cross leg) 90cm(Dia) x 75cm(H)</p>
 <p>PI - 09</p> <p>A</p> <p>B</p>	 <p>PI - 10</p>	 <p>PI - 11</p>	 <p>PI - 12</p>
<p>Bar Stool (Adjustable) 50cm (H)</p>	<p>Showcase 50cm(L) x 100cm(W) x 200cm(H)</p>	<p>Showcase 100cm(L) x 60cm(W) x 200cm(H)</p>	<p>Glass Counter 100cm(L) x 50cm(W) x 100cm(H)</p>
 <p>PI - 13</p>	 <p>PI - 14</p>	 <p>PI - 15</p>	 <p>PI - 16</p>
<p>Centre Table 120cm (L) x 45cm (W)</p>	<p>Standing Discussion Table</p>	<p>Table 105cm(L) x 60cm(W) x 70cm(H)</p>	<p>Side Rack 40cm(L) x 100cm(W) x 60cm(H)</p>



C.10 - Accessories Catalogue (page 2 of 2):

<p>PI - 17</p>  <p>Podium 50cm(L) x 50cm(W) x 100cm(H)</p>	<p>PI - 18</p>  <p>Podium 50cm(L) x 50cm(W) x 70cm(H)</p>	<p>PI - 19</p>  <p>Podium 50cm(L) x 50cm(W) x 50cm(H)</p>	<p>PI - 20</p>  <p>Brochure Rack</p>
<p>PI - 21</p>  <p>Round Table 80cm (Dia) x 75 (H)</p>	<p>PI - 22</p>  <p>Square Table 70cm(L) x 70cm(W) x 70cm(H)</p>	<p>PI - 23</p>  <p>Lockable door</p>	<p>PI - 24</p>  <p>System Panel</p>
<p>PI - 25</p>  <p>Glass Shelf. Set of Three</p>	<p>PI - 26</p>  <p>Wooden Shelf Flat/Adjustable</p>	<p>PI - 27</p>  <p>Long Arm Halogen Light</p>	<p>PI - 28</p>  <p>Spotlight</p>
<p>PI - 29</p> 	<p>PI - 30</p> 	<p>PI - 31</p> 	<p>PI - 32</p> 



C.11 - Accessories Pricing Sheet:

Item code	Description	Size / Specification	Unit Cost in INR.
PI-01	Executive Chair	Black/red	₹ 1,650
PI-02	VIP Sofa (1 Seater)	Black	₹ 2,750
PI-03	VIP Sofa (2 Seater)	Black	₹ 4,400
PI-04	Visitor Chair	Black	₹ 770
PI-05	Fibre Chair	Black	₹ 440
PI-07	Round Table (Wooden Top)	70CM (dia) x 75CM (H)	₹ 1,320
PI-08	Round Table Cross Leg (Glass Top)	90CM (dia) x 75CM (H)	₹ 1,650
PI-09	Bar Stool (Adjustable Chrome leg with Cup)	50CM (H)	₹ 1,320
PI-10	Glass Showcase (Big with 2 downlights)	1M x 50CM x 2M (H)	₹ 3,850
PI-11	Glass Showcase (Small)	50CM X 50CM X 2M (H)	₹ 3,300
PI-12	Glass Counter	1M X 50CM X 1M (H)	₹ 3,300
PI-13	Centre Table (Black Glass Top)	1.20M (L) x 45CM (W)	₹ 1,320
PI-14	Standing Discussion Table	1.0M (H) x 70CM (Dia)	₹ 1,320
PI-15	System Counter (Table)	1.05M X 60CM X 75CM	₹ 1,320
PI-16	Side Rack (Lockable)	40CM X 1M X 60CM (H)	₹ 3,300
PI-17	System Podium	50CM X 50CM X 1 M (H)	₹ 900
PI-18	System Podium	50CM X 50CM X 70CM (H)	₹ 900
PI-19	System Podium	50CM x 50CM x 50CM (H)	₹ 900
PI-20	Brochure Rack		₹ 900
PI-21	Round Table (White Top)	80CM (dia) x 75CM (H)	₹ 1,320
PI-22	Square Table	1.2M X 45CM	₹ 1,100
PI-23	Lockable Door		₹ 3,850
PI-24	System Panel	1M x 2.5M (H) - White	₹ 1,000
PI-25	Glass Shelf (each)	30CM x 1M	₹ 450
PI-26	Wooden Shelf Flat / Adjustable (each)	30CM x 1M	₹ 350
PI-27	Long Arm Halogen Light	150W	₹ 550
PI-28	Spot Lights	75W	₹ 500
PI-29	Metal Halide	150W	₹ 1,650
PI-30	5A/13A Power Socket		₹ 450
PI-31	Photo Clip / T-Bolt		₹ 40
PI-32	Waste Basket		₹ 80
PI-33	Plasma T V 42"	Rate/day	₹ 3,500
PI-34	Plasma T V 50"	Rate/day	₹ 5,000
PI-35	Lap top computers	Rate/day	₹ 1,500

Cancellation of orders after **Friday, 20 January, 2017** must be given in writing and will be subject to 50% penalty. Orders cannot be cancelled after moving in. Any changes to the previous orders will be treated as new orders on-site and subject to all the surcharges applicable.

C.12 - Alterations:

Show Management reserves the right to make alterations and additions in matters affecting technical arrangements and safety.



C.13 - Terms of Payment:

The deadlines for payment given in the invoices must be observed. Payment in full of the amount invoiced is a condition for access to the exhibition area, an entry in the catalog, and provision of exhibitor and worker credentials. The exhibitor will receive invoices for all additional charges (e.g. technical services) with the confirmation of the order and they are to be paid immediately on receipt. All invoiced amounts in all Show Management invoices, which are connected with the event, are to be paid in either in USD or INR, at the discretion of Show Management, without deductions and free of all charges, by credit transfer to the account specified.

SECTION D: SHIPPING & DELIVERY GUIDELINES

D.1 - Exhibition Shipping/Delivery Timeline and On Site Schedule:

In order to conform to our strict schedule for exhibition set-up and dismantle, the following on site delivery and pickup schedule be respected. It is strongly recommended that International Exhibitors arrange for both air and ocean shipments to arrive in Chennai no later than **25 January, 2017**.

- Wednesday 25 January, 2017: International Exhibitor shipment arrivals in Chennai
- 25 January - 17 February, 2017: International Exhibitor customs clearance process
- Saturday, 18 February, 2017: Domestic Exhibitor Delivery Window - 8:00am-6:00pm IST
- Sunday, 19 February, 2017: Domestic Exhibitor Delivery Window & Exhibit setup - 8:00am-6:00pm
- Monday, 20 February, 2017: FSM4 Exhibition Opening Hours - 10:00am-5:00pm IST
- Tuesday, 21 February, 2017: FSM4 Exhibition Opening Hours - 10:00am-5:00pm IST
- Wednesday, 23 February, 2017: FSM4 Exhibition Opening Hours - 10:00am-5:00pm IST
- Wednesday, 23 February, 2017: Exhibitor Dismantle - 5:00pm-12:00am IST
- Thursday, 24 February, 2017: Domestic Exhibitor Delivery Window - 8:00am-3:00pm IST
- Thursday, 24 February, 2017: International Exhibitor Materials Marshalled at R.E. Rogers
- Friday, 25 February, 2017: International Exhibitor return shipments begin

D.2 - International Shipping & Marshalling:

Rock-it Cargo and R.E. Rogers India Pvt. Ltd. have been appointed as sole International freight forwarders for FSM4. International exhibitors are free to make their own arrangements for shipping to and from Chennai, but R.E Rogers will be the designated consignee for customs clearance and freight marshalling. It is the exhibitor's responsibility to make the arrangements directly with R.E.Rogers for the receipt and consignment of any freight intended to be delivered to the event venue.

All overseas items and exhibits must first complete customs clearance before they will be permitted to be delivered to the event venue. International exhibitors are required to engage the Official Freight Forwarder/Handler for consignment, customs clearance, and exhibits handling services.



International exhibitors will receive an official Letter of Participation provided by the Committee. This letter must be received prior to the commencement of any shipment into the Republic of India.

For freight arrangement & Customs Clearance, please contact:

Joseph Pacheco

Rock-it Cargo

Email: JosephP@rockitcargo.com

Tel: +1 (310) 216-6260

Rajath Naik

R.E. Rogers India Pvt. Ltd.

Email: rajath@rogersworldwideindia.com

Tel: +91 80 4269 0512

D.3 - Domestic Shipping, On Site Delivery & Pick-up:

All domestic exhibitors are required to consign their exhibits to the Official Freight Forwarder/Handler upon delivery to the event venue. The Official Freight Forwarder/Handler will coordinate the move-in and move-out of exhibits and construction materials according to the production schedule.

All freight notes and other documentation should be clear and legible.

Only the Official Freight Forwarder/Handler is permitted to work in the exhibition area and operate lifting equipment. No other freight-handling contractor will be permitted to work at the event venue or exhibition area. This regulation shall be strictly followed.

Domestic exhibitors are encouraged to use the service and consultancy of the Official Freight Forwarder/Handler for shipping and delivery. Show Management shall not be liable for any mistake, transport delay, unsatisfying service and conflicts caused by any other service suppliers.

The traffic during setup and dismantling periods will be under strict control. The timing and route for transport vehicles to enter the event venue and exhibition area will be arranged by the Show Management and the Official Freight Forwarder/Handler.



SECTION E: RULES & REGULATIONS

Every exhibitor, agent and contractor must observe the Rules and Regulations, including any amendments which may be made after the opening of the exhibition by relevant authorities or Show Management. Failure to observe these rules and regulations may result in the authorities or Show Management ordering the closure of all or part of the stand or removal of all or part of the exhibits from the exhibition area. In the event that this occurs, the authorities and Show Management will not be held liable for any loss or damage thereby suffered by any exhibitor. The exhibitors or their subcontractors shall read the rules and regulations hereto carefully before starting preparation for the exhibition. Should they have any question, they may send their inquiry to Show Management.

E.1 - Use of the General Contractor and Official Freight Forwarder/Handler:

Show Management requires that the exhibitors shall use the service and consultancy of the Official Freight Forwarder/Handler and the General Contractor while on site at the event venue. Show Management and the General Contractor shall not be liable for any mistake, transport delay, unsatisfying service and conflicts caused by non-official service suppliers.

E.2 - Deliveries & Pickups:

Traffic during setup and dismantling periods will be under strict control. The timing and route for transport vehicles entering the event venue will be arranged by Show Management and the Official Freight Forwarder/Handler. Domestic exhibitors managing their own delivery and pick up from the event venue, shall submit details in writing to Show Management and the Official Freight Forwarder/Handler in advance detailing the number and size of trucks and license information.

E.3 - Stand Boundaries & Orientation:

Exhibitors are not permitted to display, hang, or distribute any exhibit, material, furniture or product beyond the boundaries of their contracted space. No part of the exhibit shall not extend beyond the boundaries of the contracted area. This includes exhibitor's name, logo, light fitting or posters. The stand side facing the aisle must remain open.

E.4 - Utilization of Space:

No refund will be given for any item included in shell scheme package even if it is not utilized. If an exhibitor books 2 adjacent shell scheme stands, the partition panel(s) will be removed unless the exhibitor specifies not to do so in advance. Additional fixtures are not allowed in the shell scheme stand. For any changes required, please contact the General Contractor for help. Any changes on site will incur additional cost. Show Management reserve the right to alter the layout, plan and positioning of all stands, if in their opinion, such change(s) are desirable or necessary, for the benefit of the exhibition and the exhibitors.



E.5 - Egress:

Erection of partitions or display boards which may hamper fire safety access is not permitted, and all the entrances and exits shall remain open and unobstructed. Exhibits are not allowed to block the passages and entrances designated by Show Management and fire safety authorities. Show Management and fire safety authorities reserve the right make corresponding adjustments to stand areas and charge the exhibitors any necessary alterations.

E.6 - Fittings, Fasteners & Adhesives:

No fittings, display or self-adhesive stickers/signs may be attached to or suspended from any part of the exhibition area or, nor may nails or screws be driven, nor holes be drilled into the floors, walls, doors, pillars or any part of the exhibition area.

E.7 - Painting:

Spray or brush paintings of exhibits and materials is not permitted in the exhibition area during the setup or on show days. However, "touch-up" painting may permitted in the exhibition area, at the discretion and under the direction of the General Contractor, provided that such work is undertaken during the move-in period only and all safety precautions and protective surface coverings are put in place. Use of any irritible, toxic, or unsafe material is strictly forbidden.

E.8 - Flameproofing:

Materials used for construction and/or interior decoration should be noncombustible. Exhibitors should be able to provide flame proofing certification for any and all displayed materials.

E.9 - Fire Control:

All exhibitors must comply with and ensure that all their contractors, staff, agents and service staff comply with the prevailing Fire Control Law as well as fire safety regulations and building codes laid down by the event venue, local authorities, or the General Contractor.

E.10 - Toxic Materials:

No toxic and hazardous materials, including flammable liquids, compressed gas or dangerous chemicals, are permitted in the exhibition area.



E.11 - Use of Dangerous Materials:

Unless approved in writing by Show Management, the following substances and materials are prohibited:

- flame or temporary gas lamps
- explosives, petrol or highly flammable toxic or corrosive substances
- welding equipment or other smoke emitting materials
- compressed air
- industrial gas
- radioactive materials
- toxic materials or wastes
- pressure tanks containing helium, compressed air, argon, carbon dioxide and any other pressurized medium
- Display and use of any electrical, mechanical, or chemical devices which may be deemed hazardous

E.12 - Assembly, Additional Equipment & Alterations:

Shell scheme stands will be assembled by the General Contractor. Should the exhibitors need additional decoration, furnishings, electrical, AV equipment, computers, or dedicated Internet, orders must be submitted through the online tool. Additional fees will be charged accordingly. No alteration or attachment to a shell scheme structure shall be made without the approval of the General Contractor. This includes the painting or wallpapering of its partitions. No nailing or drilling is allowed; if assistance is needed in hanging or displaying exhibits or materials, exhibitors should liaise with the General Contractor.

E.13 - Logos & Branding:

The "Company Name" on the fascia board is provided for under shell scheme package. There is no additional charge for this. Custom logos may be submitted to replace the generic "company" name on the fascia board. This is an additional cost and will be borne by the exhibitor. Any change in color or type of fascia and floor covering must be carried out by the General Contractor, upon approval of Show Management. The cost incurred shall be borne by the exhibitor.

E.14 - Electrical:

Installation of any electrical equipment (including lighting equipment) by the exhibitors are to be approved by the General Contractor. Exhibitor should not use any non-conforming electrical equipment, and must not use power points provided with the shell scheme stand for lighting purposes. All electrical installation, wiring and dismantling in the stands must be carried out by the General Contractor. Show Management reserve the right to disconnect power supply to any installations, if such an installation is deemed by electrical consultants as dangerous or likely to bring inconvenience to exhibitors or visitors.



E.15 - Demonstrations:

An Exhibitor intending to present or demonstrate his equipment, exhibits, and products or conduct some activities on site at their stand must:

- Submit to Show Management full details of the exhibits, including the moving parts, flammable materials, and other dangerous items and of the on-site activities to be conducted, in writing for approval prior to the exhibition.
- Ensure that all moving machines are fitted with safety devices when the machines are in operation. These safety devices can be removed only when the machines are disconnected from power.
- Ensure that any moving machines displayed shall only be demonstrated within the stand area, operated by qualified persons of the exhibitors and shall not be left running without the proper supervision of such persons.
- Safely install and guard all working exhibits to prevent slippage and position the exhibit within the actual stand area and in a way that would not be hazardous or cause any injury to any persons, including visitors, staff or contractors.
- Ensure that toxic fume, exhaust or other irritants caused by the exhibits / products are not released in the exhibition area. Prior approval from relevant authorities, in addition to that of Show Management, must be obtained for such purposes.
- Ensure that gas cylinders, flames and welding demonstrations are not exposed in the exhibition area. Approval from Show Management must be obtained and their conditions for such purposes shall be fully met and satisfied before any such a demonstration is authorized.
- Ensure adequate protection in order to prevent the flooring, carpet and facilities from being damaged. Any damage caused will be the sole responsibility of the exhibitor.
- Ensure that all the relevant local government authority license and/or permits are obtained and its stipulated regulations and conditions are observed and abided by for the demonstration and/or use of electronic, wireless communication and/or satellite transmitting equipment.
- Ensure that the exhibitor only demonstrate products they produced, deal in or distribute to avoid any intellectual property rights dispute. Should there be any intellectual property rights dispute between/among exhibitors in the event, Show Management reserves the right to stop them from exhibiting.
- Ensure that noise should be below interference or annoyance level to visitors or other exhibitors (Max 60 db). Show Management will limit the volume and reserve the right to suspend on-site activities of the exhibitors who do not comply. Demonstrations with a high level of noise or similar effects may only take place at certain time stipulated by Show Management, who reserve the right to lower the volume or switch off the audio / visual displays should the demonstration cause any problem.
- Only exhibits, posters, documents and materials relevant to the exhibition profile as determined by the Committee will be allowed at the exhibition. Show Management reserves the right to remove from the exhibition hall, any exhibit, poster, and articles, or any item breaching the rules.



E.16 - Damage:

Exhibitors will be responsible for any charges levied by Show Management for damage to the property and/or flooring.

E.17 - Smoking:

Smoking is strictly prohibited in the exhibition area.

E.18 - Unforeseen Circumstances:

In the event of any occurrence not foreseen in "Rules and Regulations" and the terms of contract, the decision of Show Management shall be final.