

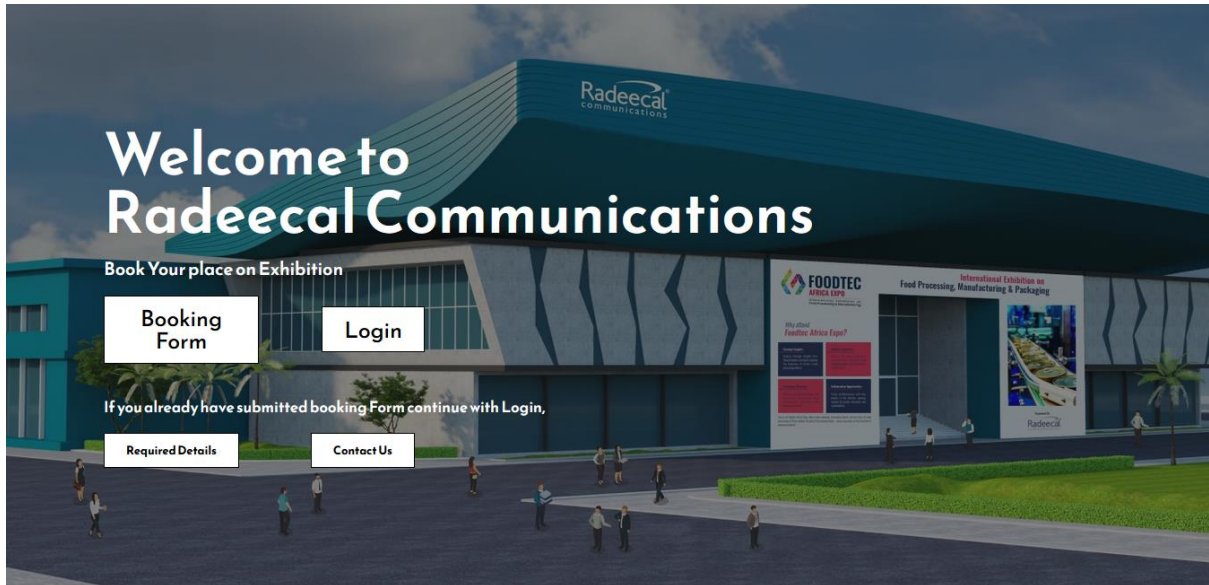
EXHIBITOR'S MANUAL

Foodtec Africa 2024, VENUE (EXHIBITION CENTRE), Nairobi, Kenya

GENERAL INFORMATION

1. **Exhibition:** Foodtec Africa 2024 – An International Exhibition on Food Technology & Packaging
2. **Date:** 24 - 26 JULY 2024
3. **Venue:** Kenyatta International Convention Centre - KICC (EXHIBITION CENTRE), Nairobi, Kenya
4. **Address:** Kenyatta International Convention Centre, City Square, along, Harambee Ave, Nairobi, Kenya – Map: <https://maps.app.goo.gl/9JzNh2ivEsMB2gfb7>
5. **The Exhibition Director**, along with the Official Contractors and onsite staff, will be stationed at offices or desks throughout the move-in, exhibition days, and move-out periods. They will be accessible to address inquiries, resolve issues, and provide assistance to Exhibitors. Any on-site matters impacting Exhibitors or contractors should be directed to either the Exhibition Manager or Radeecal Communications.
 - a. **Exhibition Managers:**
Mr. Krunal Upadhyay – (+91) 9099091102 & Mr. Rishang Raval – (+91) 9099091044
Email: mktg@foodtecafrica.com
 - b. **Admin Manager** – Mr. Moin Shaikh – (+91) 90990 50543 - mktg@foodtecafrica.com
6. **Dates And Exhibition Hours**
 - a. **Pre-Exhibitions Days** – 22nd & 23rd July 2024 – Working Hours 8 AM to 12 Midnight
 - b. **Exhibition Days** – 24th & 25th July 2024 – 10 AM – 6 PM Exhibition time
 - c. **Exhibition Days** – 26th July 2024 – 10 AM – 5 PM Exhibition time
7. **Official Logistic Partner:**
Exhibitors can directly get in touch with the official Logistics partner for the freight purpose for the show for their logistics movement.
Mr. Vineet Vij
Reliable Travels & Cargo Pvt. Ltd.
M: +91-9899037353 | E-Mail: vineet.vij@reliablecargo.in
Website: www.grouplogistics.net
8. **Official Stall Fabrication Company:**
Design Culture Hub
Ms. Creena Shah
M: +91 70433 84402 | E-Mail: thedesignculturehub@gmail.com
Website: www.designculturehub.com
9. **Admission And Registration:** Exhibitors and attendees must register and receive a badge prior to entry of VENUE (EXHIBITION CENTRE). To register, please follow these steps
For Exhibitor:
 - i. Go to the following link: <https://foodtecafrica.ircvirtualexpo.com/>
 - ii. Log In to the portal
 - iii. Go to the “Exhibitor Badge”
 - iv. Click on “Add Entry” to add the details
 - v. Click Submit

Exhibitors will have access to the Exhibition Hall during the scheduled move-in, move-out periods and on Exhibition days. On Exhibition days, Exhibitors may enter one hour prior to Exhibition opening and stay one hour after closing in order to service their booths.



10. Payment and the possession: Booth possession will only be provided post the receipt of the full payment to the organizer towards your booth participation, Once the full payment received then and then the possession letters will be provided.

11. Visa invitation Letter: For visa invitation letters and other visa formalities, please contact Mr. Moin Shaikh on mktg@foodtecafrica.com

12. Electrical Installation and Setup: All the electrical set-ups will be provided by Radeecal Communications and their official vendors at the expo centre.

- a. Standard Booth: 220v, 5-amp plug point will be provided during the exhibition days
- b. Raw / Fabricated booth: All the power charges to be purchased during pre-exhibition days and exhibition days

You may order addition power requirement, or extra plug point, extension wire or any other services related to electrical installation must be pre-ordered from the following link <https://foodtecafrica.ircvirtualexpo.com/> or email us on mktg@foodtecafrica.com

13. Booth Cleaning: During Exhibition period we will provide general cleaning of the standard booth will be provided by us. Raw stand / Fabricated booth will have to clean their booth via their official vendors. Organizer is responsible for the cleaning of aisle and public spaces only.

14. Services Badges: For the construction or the removal of the custom or fabricated booths exhibitor will have to apply for services badges well in advance and put the request at the registration counter during the preparation days and collect it from the same. You may be provided badges or the wrist bands for the contractors to work during pre-exhibition days or post exhibition time during dismantling of the booth.

Contact: Admin Manager – Mr. Moin Shaikh – (+91) 90990 50543 - mktg@foodtecafrica.com

15. Additional Furniture or Additional Requirements: For any additional Requirements related to Manpower, Hostess, Booth attendees or any other requirement for your booth assistance or in addition to any requirements related to furniture ordering for your booth can be ordered online via following link: <https://foodtecafrica.ircvirtualexpo.com/>

It is an online system like e-kart you can book it, order it and make payment online via various payment methods or pay later. For any further issues you may get connected our Admin Manager – Mr. Moin Shaikh – (+91) 90990 50543 - mktg@foodtecafrica.com

16. Removal and Disposal of Construction Debris/Waste: During the move-in and move-out periods, material will be removed that can be broom swept. Any other material is deemed “bulk

trash” and the removal of any/all such bulk trash, construction debris and waste is the responsibility of the exhibitor and/or their contractors.

- 17. Insurance General:** Exhibitors should be aware that neither the Organizer or our vendor or security contractor nor any of their agents, officers or employees assumes any responsibility for Exhibitor’s property. Therefore, each Exhibitor should have an insurance policy covering their property and shipment during the exhibition and pre-exhibition days like move-in, Exhibition and move-out period.

Please note that the Organizer will not bear any liability for personal injuries, whether suffered by an Exhibitor or his/her employees, contractors or business invitees. Nor will they be liable for any loss or damage to the property of an Exhibitor or his/her employees, contractors or business invitees due to fire, robbery or accident or for any damage to the exhibition centre (VENUE (EXHIBITION CENTRE)) caused by the Exhibitor, their staff and/or their Contractor. The Exhibitor will be liable for any and all such damage and/or claims.

- 18. Loss or Damage of Property:** Safety and security are top priorities at the Exhibition. There is a Security Team operating 24 hours near the gate of Exhibition Hall managed by the Radeecal Communications as well as the overall venue VENUE (EXHIBITION CENTRE) is managed and secured by VENUE Security staff where you may direct any inquiries regarding theft or lost and found. Exhibitors must be prudent to secure and store all valuables, materials, equipment and any other items that could be damaged or become lost throughout Expo move-in, Exhibition and the move-out.

Please note that the organizer & VENUE (EXHIBITION CENTRE) will not be held responsible or liable for any lost or damaged items.

19. Security

Although a twenty-four-hour security service will be in operation throughout the show, Exhibitors should take all possible precautions to minimize loss or damage to the equipment outside of show open hours.

- 20. Labor Hired/Temporary:** Construction labour or stand staffing may be arranged through Radeecal Communications additionally to make arrangements for temporary labour or staff, please contact us on mktg@foodtecafrica.com or call to Mr. Moin Shaikh – (+91) 90990 50543

- 21. Storage And Removal of Waste Materials:** The Organizer is unable to provide in-hall storage facilities for packing cases, surplus materials or other property of the exhibitor. The Fire Authority regulations prohibits surplus stores being placed behind perimeter booths and service access areas, other than the equipment needed to run the Exhibition, and those provided by the Official Contractor.

During the move-in and move-out days of the Exhibition, the aisles of the hall must not be obstructed with packing and construction materials, debris or waste. Contractors building or removing a custom booth or booth interiors are responsible for removing their own building waste and trash from the site at the end of each day and at the conclusion of the expo. Painting and sawing can only be carried out at certain designated areas. Please contact our services or the Exhibition Service Manager for more information.

During the removal of the booth and the material Exit passes will be provided by the organizer, official sign and stamped exit passes will only be allowed to go out of the premises.

At the end of the Exhibition, custom stand contractors must begin to pack valuables and loose materials, remove the stand, all waste materials and trash from their clients’ booth and must be completed by Midnight on the same day. Should they fail to do so, or if the Organizer believes they will not be completed in time, the Organizer will instruct to remove the exhibit at the Exhibitor’s expense.

EXHIBITOR CHECKLIST

Important Contacts:

Exhibition Managers:

Mr. Krunal Upadhyay – (+91) 9099091102 & Mr. Rishang Raval – (+91) 9099091044

Email: mktg@foodtecafrica.com

Admin Manager

Mr. Moin Shaikh – (+91) 90990 50543 - mktg@foodtecafrica.com

Checklist

1. Booth Reservation
2. Floorplan Stall Selection
3. Fill-up the booking form
4. Process the payment of 30% within one month of the booking
5. Process the badges and other booking related formalities with the organizer
6. Process the extra orders from the portal if you wish to
7. Process the full amount before the 10th July 2024
8. Claim the possession letter & Visa letter

Official Logistic Partner:

Mr. Vineet Vij

Reliable Travels & Cargo Pvt. Ltd.

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Website: www.grouplogistics.net

Official Stall Fabrication Company:

Design Culture Hub

Ms. Creena Shah

M: +91 70433 84402 | E-Mail: thedesignculturehub@gmail.com

Website: www.designculturehub.com

BOOKING FORM

Booking form is the important thing along with the exhibition participation, Exhibitor is fully liable to fill-up the form and finish the related formalities.

<https://foodtecafrica.ircvirtualexpo.com/> is the link to full-up the booking form.

While filling-up the booking form you are creating a login account to execute the further process related to exhibition like

- Ordering exhibitor badges
- Extra furniture requirements
- Extra manpower requirements
- Additional Electricity requirement
- Booth Fascia name (in case of Standard Stall)
- Memento / certificate name for the participation
- Exhibitor's catalogue information and contact information for the directory
- Exhibitor's logo for the directory

If you forget the password

EXHIBIT HALL ACCESS AND HOURS

OPERATION SCHEDULE		
BUILD UP / MOVE-IN		
22 nd July 2024	9.00 am	Floor markings & arrival of building materials at Tsavo Hall
	10.00 am	Building of Organiser's Shell Scheme Stands & Electrical Installations
	11.00 am	Custom Stands Construction will be allowed
	02.00 pm onwards	Entry of the machines and instrument will be allowed from service entry
	12.00 Midnight	Hall closed and work paused till next day
23 rd July 2024	7.00 am	Build-up continues
	12.00 Midnight	Final call for work completion
24 th July 2024	3.00 am	Work will be forced to stop if incomplete, cleaning & carpet removal will start.
SHOW DAYS		
24 th July 2024	9.00 am	Exhibitors are requested to collect badges from the registration
	9.30 am	Exhibitors will be allowed to get entry
	10.00 am	Visitors will start taking entry after registration & Inauguration will start in the inauguration area
	6.30 pm	Visitors' registration closes
25 th July 2024	10.00 am	Visitors will start taking entry after registration
	6.30 pm	Visitors' registration closes
26 th July 2024	10.00 am	Visitors will start taking entry after registration
	5.00 pm	Visitors' registration closes
TEAR DOWN / MOVE - OUT		
26 th July 2024	6.00 pm	Machines packing and movement will be allowed to Move-out from Service gates & Booth structure tear down. Teardown of Organiser's Shell Scheme Stands
	11.59 pm	Teardown must be completed and all the materials must be moved out of the halls. Halls will be closed and cleaning will

Note:

1. On exhibition days, exhibitors are permitted to enter the exhibition hall 1 hour before and stay 1 hour after official event hours. Exhibitors requiring to start earlier/stay later must obtain prior permission from the Organiser for security reasons. Only Exhibitors with valid exhibitors' passes are allowed entry to the Exhibition Hall before and during Exhibition hours.
2. Exhibitors are requested to take care of all their personal belongings including bags and passports.
3. Exhibitors can have an easy access to the restaurant with in the exhibition premises during working hours and restaurant timings.
4. Damage to the any properties of the organizer or the venue will not be tolerated and will be fined to exhibitor.

EXHIBITION GENERAL RULES & REGULATIONS

Aisles

Exhibitors are not permitted at any time to obstruct or allow the obstruction of any aisle space, or obstruct access to emergency exits, fire hose and fire extinguisher cabinets and building control access doors or panels, etc.

Any encroachment into public aisles from an assigned stand area is strictly prohibited. The Centre reserves the right to have anything obstructing or restricting access to the above items removed at the exhibitor's cost, without any liability for loss or damage.

Flying Objects or/ & Balloons

Remote-controlled flying objects are not permitted in the exhibition booths or at exhibition area as it is a government premises and security concerns must be followed.

Balloons & Helium-filled balloon displays and other inflatable items must be approved with organizers well before the time and priority.

Care of Building

No attachment, fitting, equipment or device is allowed to be affixed to or suspended from any structure of the building as this can damage the structure of the building.

Cars and Vehicles Display

Exhibitors who wish to display cars and vehicles in exhibition booths must confirm to organizers and location will be allocated by the organizer only after the necessary approvals.

Electrical Installation, Compliance and Fire Safety

For exhibitions, electrical equipment for the booth will be installed by the electrician wiring contractor appointed by the official show contractor.

Exhibitors must include sufficient electrical sockets to serve all of the equipment on the stand. The uses of block sockets for multiple plugs are not permitted. The right to withhold connection of power to a stand or to shut off power to a stand, which is does not comply with the electrical safety requirements or if it is deemed to be unsafe.

Exhibitors' Loading and Unloading Procedures and Freight

- Exhibitors' exhibit materials must enter and exit through the approved loading docks & Service gates.
- Exhibitors will be allowed to hand carry items in or out of the exhibition halls during move-in and move-out days. Booth possession letters will be issued to exhibitors which will be utilised for entering the loading docks by the show organiser.
- Exhibitors will be required to go to the cargo parking to queue for unloading in the dock area. Exhibitors will not be allowed to unload at the loading dock area without going to the cargo parking first.
- Access to exhibition halls will be via service entries and will be under the supervision of the organizers and their official vendors.
- Should exhibitors need assistance with load in/out, they will be referred to the appointed official show freight forwarder at which time fees may apply.
- Vehicles are allowed to load/unload only and may not park in the loading dock area, once vehicles are unloaded; they must be moved to alternate parking locations.
- Upon the close of the exhibition, there will be a 1-hour allowance for removal of hand carry exhibits. Exhibitors can load the hand carry exhibits to their vehicles in the loading dock area during breakdown.
- Exhibitors will be brought to the dock from the cargo parking on a first come-first served basis in combination with the trucks and van lines coming to pick up exhibitor freight.
- Use of own forklift, tow motors, cranes, dollies, pallet jacks are not allowed under any circumstances.
- For exhibitors have any concerns regarding timing, shipment and transportation, please contact the official freight forwarder
 - **Official Logistic Partner:**
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Reliable Travels & Cargo Pvt. Ltd.
M: +91-9899037353 | E-Mail: vineet.vij@reliablecargo.in
Website: www.grouplogistics.net
- Advance deliveries and freight shipments are not permitted prior to the move-in date.
- It is important to ensure that sufficient move-in and move-out time is allocated.
- The VENUE (EXHIBITION CENTRE) Exhibition centre does not have onsite storage and cannot accept freight and shipment on behalf of exhibitors.
- In the event that the exhibits (e.g. machinery, tool and equipment) required to be move-in/out and cannot be hand-carried, the official show freight forwarders must be engaged to handle them by using the correct tool and method. The services of which will be chargeable by the official show freight forwarder or on-site movement partner.

Space Not Occupied:

- Every exhibitor shall occupy the full stand area booked by him.
- Should an Exhibitor fail to take up the stand allocated to him, the producers reserve the right to deal with the booth so unoccupied as they think fit.

No Sub-Letting:

- The exhibitors may not assign, sublet or grant licenses in respect of the whole or any part of the booth. Cards, advertisement or printed matter of persons or firms who are not bonafide exhibitors will not be exhibited or distributed from any booth except that an exhibitor may distribute cards, advertisements or printed matter in respect of companies or firms which are subsidiaries of exhibitor or the exhibitor's ultimate holding company.

Machines and Equipment

- Exhibitors who wish to display machines and equipment must have the display machines' weight assessed to conform with venue (VENUE (EXHIBITION CENTRE)) requirements. For exhibits on the ground floor; display machines exceeding two (2) tonnes must not be placed directly on the platform of the booth but on the concrete floor instead. Display machines that exceed the floor loading will not be allowed.
- Maximum height of the service entry gate is 4 Mtr ~ 13 ft only.
- If approved by the organizer, adequate protection must be provided to the existing carpet prior to placement of the display machines. The above requirements are mandatory for health and safety reasons.

Sound (Noise) Levels

- Objectionable sound devices may not be used. Exhibitors are advised that any audio system or electrical device that produces irritating, intermittent and/or sequential sounds/noise is not permitted without prior approval from the show organiser.
- Exhibitors should be considerate of neighbouring exhibitors when operating any machine, appliance and sound system.
- Music or noise emitting from the exhibition booth cannot exceed 70 decibels (A). Exhibitors receiving requests from the show organiser to reduce the music volume or noise level must confirm immediately to the request or be subjected to having the power to their sound system disconnected.

Promotion Materials

- Exhibitors are not allowed to display and stick their promotion materials in any public area, walls, hall aisle space or obstruct access to emergency exits, fire hose and fire extinguisher cabinets and building control access doors or panels.
- Promotional floor stickers are not permitted on permanent carpeted floors, concrete and marble floors or walls.
- The organizer reserves the right to have anything obstructing or restricting access to the above-mentioned areas and/or items removed at the exhibitors' cost, without liability for loss or damage.

Soliciting/Demonstrating

- Canvassing, exhibiting or distributing advertising matter outside the designated exhibition area is prohibited.
- Solicitation or demonstrations by an exhibitor must be confined to the exhibitor's own booth.
- Exhibitors should be considerate of neighbouring exhibitors when soliciting attendees to visit their booths.
- Distribution of an exhibitor's printed advertisements must be done within the exhibitor's own space. No exhibits, displays or advertising material of any kind will be allowed in the venue public areas, basement parking or hallways.
- Aisles in front of the booths must be kept clear. Enough space must be allocated within each exhibition booth for attendees to browse or watch product demonstrations.
- Any activity that causes attendees to congregate in the aisle or in adjacent exhibition booths will be curtailed or cancelled.

Raw Space Stand Guidelines and Approval

- All raw space exhibitors are required to submit their stand design for inspection to ensure that it meets the requirements outlined in the organizer's Guidelines.
- All space exhibitors are required to submit their stand design for inspection to ensure that it meets the requirements outlined by the organizer's Guidelines as well as the Stand Design Guidelines set out by the show organiser.
- The stand itself must have the correct dimensions to fit the allocated stand space.
- The following information must be submitted for space stands: -
 - Detailed scale drawing with proposed 3D design, detailed dimensions and height including plan views and elevation.
 - Description of materials to be used for the stand construction.
 - A plan showing its locations within the exhibition.
 - A risk assessment, to include fire hazards and method statement.

Build Height:

- The maximum build height in Hall is 12ft anything above 12ft height must be approved from the organizers well in advance the total height includes booth wall and the elevation or elevation of the logo.
- Booth with double deck / Mezzanine floor must be approved well in advance and if any additional charges are applicable must be paid to organizers if any.

The following information must be submitted for a double-storey structure: -

- Detailed scale drawing with proposed 3D design, detailed dimensions and height including plan views and elevation of each storey.
- Elevations including full steelwork and staircase details.
- Width and position of gangways within the stand.
- Floor and/or roof loading.
- Specification of materials used.
- Structural calculations.
- The maximum number of public visitors allowed entry to the 2nd floor or upper level.
- A risk assessment, to include fire hazards and method statement.
- Sufficient illuminated exit signs positioned so that they can be seen to facilitate escape in an emergency.
- Written confirmation from a Structural Engineer, with adequate professional indemnity cover, that the design is safe for its purpose, must be supplied together with the Structural Engineer's Certificate.
- Smoke detectors and fire extinguishers are required for safety reasons.

Hanging Objects:

- Hanging objects must be hung over an exhibitor's contracted stand space only and not over the aisles and passageways.
- If rigging points do not exist where points are required, a high beam or truss has to be installed to provide the desired rigging points.
- Venue is the exclusive provider of rigging services. Trusses and motor chain hoists must be supplied by the official vendor.
- Exhibitors must appoint qualified or experienced riggers to install the hanging objects
- Rigging equipment used must be free from defects; fit for purpose, marked to indicate its Working Load Limit, adequately maintained and subject to legal requirements for inspection with valid certification.
- All hanging objects exceeding 500kg require written confirmation from a Structural Engineer, with adequate professional indemnity cover, that the design is safe for its purpose and must be supplied together with the Structural Engineer's Certificate to the Centre's Management no later than one month prior to the event build-up.

Stand Cleaning

- Exhibitor is fully responsible for cleaning their stands and exhibits.
- If you have any specific requirement on waste disposal especially paint, grease and oil, please contact the organizer to discuss correct disposal methods.
- To order this service please contact Exhibition Services & Admin staff.

Smoking Policy

- Smoking is prohibited in the VENUE (EXHIBITION CENTRE) Venue except free smoking area/zone.
- All public areas, inclusive of Foyers, Registration Counters, Cafe, Organiser's Office, Restrooms, Hospitality Lounges and Exhibition Halls are designated as non-smoking zones.
- Designated smoking areas are located at the end of each wing
- Hirer/ show organiser agree to use their best endeavours to ensure that their exhibitors, patrons and visitors comply with the policy.

Damages

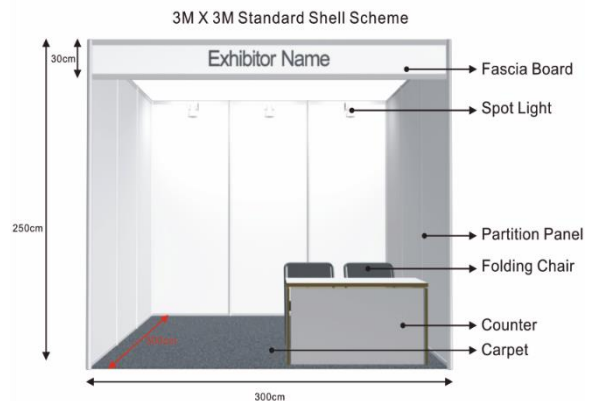
- The Exhibitor is responsible for any damage to the Venue caused by its employees, contractors, sub-contractors, service providers, agents and exhibitors.
- The cost of repair and replacement will be evaluated by the venue & the organizer, Charges will be charged to the Exhibitor on case of damage caused by its employees, contractors, sub-contractors, service providers.

BOOTH TYPES AT THE EXPO

Standard Shell Scheme Information & Regulations:

Each 9 sqm standard shell scheme stand includes:

- 2.5 m high wall and dividing wall partition with white laminated in-fill panels.
- Each wall panels have width of 1 mtr
- One (1) 5-Amp, single-phase power point.
- Three (3) LED spotlight
- Overhead fascia panel with company's name and stand number.
- Two (2) visitor's chairs.
- One (1) Laminated table (1000mmL x 540mmD x 760mmHt)
- Carpeted floor
- One (1) Dustbin
- Additional power to be ordered by the exhibitor to run any machine or instrument

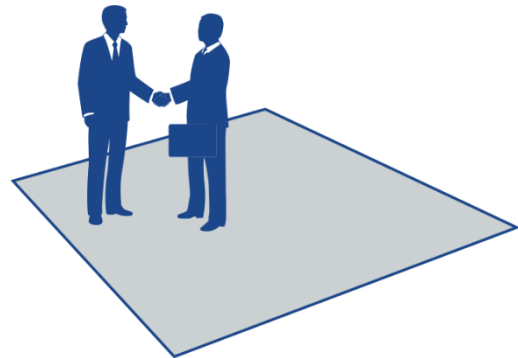


The following Regulations must be observed:

- No additional stand fitting or display may be attached to the shell stand structure i.e. no nailing or drilling is allowed.
- No painting or No industrial bond on the shell stand panels is allowed.
- No freestanding structure may exceed the height of 2.5 meters or extend beyond the boundaries of the site allocated.
- Wall panels must not be damaged in any case
- Stickers or two-sided tapes can be used to mount the banners.

Raw Space Stand (for custom booths)

- Exhibitors wishing to build Custom Booths can reserve unfurnished space within the exhibition area.
- The rental of floor space only. It does not include any utilities, services, walls, carpet or furnishings.
- Exhibitors will be required to set up their booths at their own costs, including construction and operation fees, electricity, etc.
- For security reasons, exhibitors cannot occupy areas such as corridors, back parts, emergency exits and storage. All exhibits must be kept within the contracted booth boundary.



Internet Service

- Organizer or venue do not provide any free internet services at the exhibition, any internet related services can be ordered with organizer at additional cost as per the provided cost and regulations.

Water & Drainage Services

- VENUE (EXHIBITION CENTRE) Venue do not provide any water line or drainage line with in the stall, exhibitors are requested not to take this in their inclusion as stall design.

Insurance:

- Insurance of the exhibits and the property of the booth will be responsibility of the individual Exhibitors.
- The producers shall not be responsible in any way for personal injury to the exhibitor or his staff, agents, invitees or licensees, however caused.

PAYMENT POLICY & BOOTH POSSESSION

Payment Policy

- Full payment must be made before the booth possession, if the payment is due admin team will not provide stall possession letter and work at the booth will be obstructed.
- All payments must be made in full with the submission of your order for any extra services requested to the organizer.

- Payment must be made within the provided bank details in the proforma invoice or invoice provided by the organizers, any mis-payment will not be the liability of the organizer.
- Organizer will provide you the payment receipt along with GST invoice or bill of supply for the account purposes.
- Payment should be made in favor of **“RADEECAL COMMUNICATIONS”**
- The payment of tax as applicable to the concerned Authorities will be the direct responsibility of the exhibitors. Tax will be charged extra as per existing norms of Government of India.

Cancellation Charges

- 50% of total participation charges will be considered as a forfeiture amount, if cancellation is done before 90 days of exhibition date. For any cancellation thereafter, 100% participation charges will be considered as forfeiture amount.

Default On Payments

- The producers reserve the right to cancel any reservation of space in the event of an Exhibitor not having paid the dues of rental charges as stipulated on the rate card.

Stall Allotment/Possession

- Booth will be allotted on a first-come-first serve basis.
- 100% Advance payment is applicable for all exhibitors. All Payments must be done in favor of Radeecal Communications (payable at Ahmedabad) only. Post full payment of the participation charges possession letters & Visa invitation letters will be issued to exhibitor.
- Allotment of booth(s) will be made at the sole discretion of the producers.
- The booth(s) allotted will be used solely by the participants for display of goods noted in their application form. Sub-letting of booth(s) or displaying goods not covered by the original application will not be allowed.

Stand Alteration:

- No alteration to the size or position of an Exhibitor's stand is permitted without the prior written approval of producers.
- The producers reserve the right to modify the layout of booth sites and gangways.
- The producers reserve the right to require Exhibitors to make such alterations to their booths, as to the setting of exhibits as they reasonably feel necessary to maintain an acceptable standard of presentation or to avoid interference with the displays of other Exhibitors.
- Conversion of an allocated shell scheme site, to free design is not permitted.
- While reasonable fixings may be made to the flush plywood walls of the shell scheme, no alterations to the fascia structure or the format is permitted. Any attempt to do this will involve the re-installation of the original structure at the expense of the Exhibitor or his agent.
- Booths may not overhand the allotted area, nor are any obstructions permitted on gangways, fire points, extinguishers, or emergency exits.
- Designers are particularly requested to avoid design which block or box in other Exhibitor booths.

MOVE-OUT & EXIT PASSES

After the completion of the last day of the exhibition, Exhibitors are requested to start wrapping-up their materials on time and request to guide their service providers to start dismantling their booth and branding from the stalls.

Exhibitors are requested to collect Exit passes/form from the organizer's office or from the registration counter for the move-out of the materials, Exhibitors can also collect the passes/form for their official vendors.

Exit passes/forms must be collected, filled as per the details and **must be** signed and stamped from the organizer, exit passes without sign and stamp from the organizer will not be allowed to move goods out of the venue premises.

EXIT PASS FORM

Company Name: _____

Stall Number: _____

Contact Person 1

Name: _____

Mobile No: _____

Contact Person 2

Name: _____

Mobile No: _____

Please allow the following goods to be taken out of the exhibition after the necessary approval and clearance:

S.No.	Items	Quantity

Company Authorised Signatory

Organiser Stamp & Signature

Radeecal Communications