



# GRIDTECH-2009

## EXHIBITOR MANUAL

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POWER GRID CORPORATION OF INDIA LIMITED

## USEFUL CONTACT LIST

### EXHIBITION & CONFERENCE MANAGEMENT:

#### Organised by

#### POWER GRID CORPORATION OF INDIA LIMITED

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Gurgaon – 122001  
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#### Coordination Agency

#### Sardana's Art Centre Pvt. Ltd

WZ-12, Hind Nagar, Chaukhandi Road, Tilak Nagar  
New Delhi-110 018

[www.sardanaartcentre.com](http://www.sardanaartcentre.com)

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Alternate Contact Person : Mr. Bhatt : 9711770853  
Mr. Jaswinder : 9310007933

#### EXHIBITION VENUE:

Hall No. 10 & 11  
Pragati Maidan  
New Delhi - 110 001

#### CONFERENCE VENUE:

Hall No. – 8 & 9 (GRIDTECH Conference)  
Hall No. – 7D & 7E (IEC & CIGRE UHV Symposium)  
Pragati Maidan,  
New Delhi - 110 001

#### INAUGURAL FUNCTION (Tentative)

Hall No. - 9  
Pragati Maidan,  
New Delhi - 110 001

## GENERAL INFORMATION

### 1. Venue

Pragati Maidan Exhibition Centre  
Hall No. 10,11  
Pragati Maidan  
New Delhi – 110 001, India

### 2. Exhibition Dates & Time

January 29, 2009      1000 hrs – 1800 hrs  
January 30, 2009      1000 hrs – 1800 hrs

### 3. Exhibition Hall Specifications

	Description	Hall No.	Specifications
3.1	Floor Loading	10,11	2000 kg per sqm
3.2	Floor Finish	10,11	Concrete-Vacuum dewatered
3.3	Ceiling height	10,11	5 Meters. Stand construction should not exceed <u>3.5 meters height</u> . Booth height exceeding 3.5 meters are to submit 3 sets of full dimensioned drawings to the Coordination Agency for approval.  Alternatively, incase any Exhibitor desires, he can also apply and take approval from ITPO.
3.4	Freight entrances	10,11	5 meters high, 5 meters wide
3.5	Electricity Supply	10,11	AC single phase 230 V-50 Hz
3.6	Lighting general illumination level		150-200 LUX
3.7	Compressed Air	10,11	1.5 bar pressure-outlets all along the wall

### 4. Admission to Exhibition Centre

Visitor Admission is by invitation. Invitations can be received through Organisers, Coordination Agency, Exhibitors etc. Alternatively invitation cum entry ticket would be available at the Main Gate 7 & Gate 1.

### 5. In Hall Operations

5.1	Build-up	Hall No.	Date	Time
5.1.1	Booth construction for bare space & under Shell Scheme and Exhibitor Move-in	10,11	27 <sup>th</sup> – 28 <sup>th</sup> January, 2009	1100 hrs on January 27, 2009
5.1.2	Handing over of Stalls to Exhibitors under Shell Scheme	10,11	28 <sup>th</sup> January, 2009	1300 Hrs
5.1.3	Completion of booth construction	10,11	28 <sup>th</sup> January, 2009	2000 hrs
5.1.4	Exhibition Opens	10,11	29 <sup>th</sup> January, 2009	1000-1800 hrs
5.1.5	Exhibitor Registration	10,11	27 <sup>th</sup> January,2009	1100-1800 Hrs
5.2	<b>Opening Ceremony</b>	Hall No. 9 (Tentative)	29 <sup>th</sup> January,2009	0930 Hrs.
5.3	<b>Teardown</b>		30 <sup>h</sup> January,2009	1800 Hrs.

5.3.1	Collection of rented items by official Contractor			1800 Hrs.
5.3.2	Disconnection of electricity for booths except for general lighting			1800 Hrs.
5.3.3	Removal of Exhibits using Mechanical assistance			1800 Hrs.
5.3.4	Dismantling of stand fittings			1800 Hrs.
5.3.5	All stand fittings, stand materials, exhibits etc to be cleared			2200 Hrs.

*\*Time mentioned is indicative only and subject to change.*

## **6. Stand Construction**

- 6.1 All electrical installation work at the exhibition must be carried out to the satisfaction by the organizer's official coordination agency.
- 6.2 Exhibitors requiring different voltages and frequency or special connections to equipment must arrange for their own transformers, converters, boosters, etc.
- 6.3 All electrical equipment should be tested and approved by the organizer's appointed licensed electrical engineers prior to turning on the electrical supply.
- 6.4 Except for island booths, a back wall must be installed for every stand. Stands with immediate neighbour(s) should also be provided with necessary sidewall(s).
- 6.5 All stands in the exhibition, irrespective of height, must have at least half of any frontage facing an aisle open and unblocked.
- 6.6 The stand height is 2.44m (8ft) under shell scheme. Under bare space the height limitation is 3.5 meters. Any design for structure exceeding 2.44m in height must be submitted for approval to the coordination agency at least 6 weeks in advance and will be considered on a case-by-case basis. Equipment with height more than 3.5 metres may be displayed outside the exhibition hall, subject to the specific approval from ITPO and payment of extra charges. All requests for this may be forwarded to the organizer.

## **7. Stand Cleaning**

The Show Management will be responsible for the general cleaning of stands and gangways during exhibition days. The Show Management reserves the right to invoice the exhibitor for removal of excessive packing material and discarded crates or cartons.

## **8. Security**

General hall security will be provided by the Show Management during the tenancy period. However, it is impossible to provide complete protection against theft. Exhibitors are advised to incorporate one lockable cabinet in their stand for valuables, telephone handset, etc and to ensure that exhibits are properly insured. Exhibitors are advised to take special care of their belongings like Laptop, Mobile Phones, and Ladies Purses etc especially during closing of the exhibition / teardown.

# SHOW POLICIES AND GENERAL RULES

## 1. GRIDTECH-2009

The words "GRIDTECH-2009" as used herein shall mean the Organisers of GRIDTECH 2009.

## 2. Event

The word "Event" as used herein shall mean **GRIDTECH-2009**.

## 3. Terms and Conditions for Exhibitor Participation and Space Reservation

### I. Payment Schedule:

Full payment of exhibit space rental must be paid on or before December 31, 2008.

### II. Defaults:

- A. If the Exhibitor fails to make payment as outlined above, GRIDTECH 2009 shall reserve the following rights:
1. To cancel the Exhibitor's participation and / or release the booked exhibit space and are free to provide said space to other exhibitors.
  2. Any exhibition fees paid shall stand forfeited without any further notice.
  3. Any outstanding payments as outlined in Section I shall remain due and payable in consideration of having reserved space and provided services to the Exhibitor.
- B. The cancelled Exhibitor may reapply for the Event participation on a first-come, first-serve basis. However the same is subject to the discretion of the GRIDTECH-2009.

### III. Exhibitor Cancellation & Downsizing Policy:

- A. All Exhibitor participation cancellations / downsizing requests must be received by GRIDTECH'2009 **in writing before December 15, 2008**.
- B. Any cancellation after December 15, 2008 shall not be permitted.
- C. No downsizing requests shall be accepted after December 15, 2008.

### IV. Space Assignment and Attendees:

- A. Although GRIDTECH-2009 will attempt to accommodate exhibitor requests for specific booths, no guarantee can be made that the Exhibitor will be assigned the specific booth(s) requested. Exhibitor acknowledges that he/she is not contracting for a specific booth(s), but rather for the right to participate as an Exhibitor in GRIDTECH-2009.
- B. Modifications in stall size and location may be required due to the limitations imposed by ITPO.
- C. GRIDTECH-2009 makes no representations or warranties with respect to the demographic nature and /or number of exhibitors and/ or attendees.

## 4. Conditions and Rules

These GRIDTECH-2009 Exhibit Rules are part of the Contract between the exhibitor and GRIDTECH-2009. GRIDTECH-2009 shall have the authority to interpret and enforce these Rules. All matters not covered by these Rules are subject to the decision of GRIDTECH-2009. All decisions so made shall be as binding on all parties as the original Rules. The Exhibitor or its designated representative is responsible for familiarizing itself with all Rules and Regulations. The Exhibitor or its representative who fails to observe these conditions or the terms of the Exhibitor Contract may be excluded from GRIDTECH-2009 without refund.

## 5. Amendments

These Rules and Regulations may be amended at any time by GRIDTECH-2009, and all amendments so made shall be binding on Exhibitors equally with the original Rules and Regulations.

## **6. Rejection**

The Exhibitor agrees that its exhibit shall be admitted and shall remain from day to day solely in compliance with the Rules and Regulations herein contained. GRIDTECH-2009 reserves the right to reject, eject or prohibit any exhibit in whole or in part, or any Exhibitor, or its representatives, with or without giving cause. If any exhibit or Exhibitor is ejected for violation of these Rules and Regulations, or for any other stated reason, no return of the participation fee shall be made.

## **7. Failure to Hold GRIDTECH-2009**

GRIDTECH-2009 may terminate the Exhibition when GRIDTECH-2009 believes that : (a) the premises in which the exhibition is or is to be conducted has become unfit for occupancy, or (b) the holding of GRIDTECH-2009, or GRIDTECH-2009's performance under the contract, is substantially or materially prevented or interfered with by a cause or causes not reasonably within GRIDTECH-2009's control. GRIDTECH-2009 is not responsible for delays, damage, loss, increased costs or other unfavorable conditions which arise as a result of such termination. Furthermore, in the event of such termination, GRIDTECH-2009 may retain such part of Exhibitor's participation fee as shall be required to compensate GRIDTECH-2009 for expenses incurred up to the time of such termination or incident to such termination, with no liability for either party to the Contract. The Exhibitor waives all claims for damages or recovery of payments made except for the return of pro-rated amount paid for exhibit space less expenses incurred by GRIDTECH-2009.

The above phrase "a cause or causes not reasonably within GRIDTECH-2009's control" includes but is not limited to: fire; casualty; flood; epidemic; earthquake; explosion; accident; blockage; embargo; inclement weather; act of public enemy; riot or civil disturbance; strike, lockout, boycott or other labour disturbance; inability to secure necessary labour; technical or personnel failure; lack of or impaired transportation facilities; inability to obtain, condemnation, requisition or commandeering of necessary supplies or equipment or services ; orders or restraints imposed by civil defense, military or other types of governmental authorities; or acts of God.

## **8. Relocation of Exhibits**

GRIDTECH-2009 reserves the right to alter location of exhibits as shown on the official floor plan, if deemed, in the sole discretion of GRIDTECH-2009, to be advisable or in the best interests of the event.

## **9. Subleasing**

No Exhibitor may assign, sublet, share or apportion all or any part of its exhibit space with or to another business or firm unless prior written consent has been obtained from GRIDTECH-2009.

Exhibitors must show only goods manufactured or dealt with by them in their regular course of business. Should an article of a non-exhibiting firm be required for operation or demonstration in an Exhibitor's display, identification of such article shall be limited to the usual and regular nameplates, imprint or trademark under which same is sold in the general course of business.

## **10. Photography**

The exhibitor grants permission to GRIDTECH-2009 to use the photographs, video tapes taken by the official photographer of GRIDTECH-2009 in brochures, videos and other promotional material. Any individual, whether Exhibitor or attendee is prohibited from taking photographers or electronic images of exhibit displays or their contents without the permission of the Exhibitor involved. Violators will be escorted off the exhibit floor and will forfeit their credentials and/ or film.

# **ADMISSION REGULATIONS**

## **1. Registration and Admission**

GRIDTECH-2009 shall have sole authority over admission policies at all times. After opening day, Exhibitors will be permitted to enter the exhibit area one hour before the scheduled opening time. If for any reason a properly badged Exhibitor or representative desires to enter the exhibit area in advance of the prescribed time, or after closing hours, a request specifying the reason and giving the names of all persons who will enter the exhibit area in accordance with such request shall be presented to the GRIDTECH-2009 for approval. Exhibitors receiving approval will be required to have an official security representative to escort the group to the designated booth. All costs associated with admission during non-official hours, including but not limited to security, will be the responsibility of the Exhibitor.

## 2. Attendance

GRIDTECH-2009 makes reasonable attempts to attract quality exhibitors and attendees to its exhibition, but makes no representations or warranties with respect to the demographic nature, quality and / or number of exhibitors and / or attendees.

# EXHIBIT INSTALLATION, SHOWING AND DISMANTLING

## 1. Unoccupied Space

Any space not claimed and occupied prior to 1000 a.m. 28<sup>th</sup> January, 2009 may be resold or reassigned by GRIDTECH-2009 without obligation on the part of GRIDTECH-2009 for any refund whatsoever. In addition, should the Exhibitor fail to make any payment by specified dates in the Exhibitor Contract or invoice, GRIDTECH-2009 reserves the right to re-sell or reassign an exhibit space without any liability on its part. This clause shall not be construed as affecting the obligation of the Exhibitor to pay the full amount specified in its Exhibitor Contract.

## 2. Installation, Showing, Dismantling

Dates and hours for installation, showing and dismantling will be as specified in this manual. GRIDTECH-2009 reserves the right to alter GRIDTECH-2009 hours in any manner whatsoever; if in its sole discretion such alteration is in the best interest of GRIDTECH-2009.

- A. **Installation:** If installation of any created display has not started by 1000 a.m. 28<sup>th</sup> January, 2009 and no arrangements for set-up have been made, then GRIDTECH-2009 shall erect the stall and Exhibitor will be billed for and agrees to pay for all charges incurred. GRIDTECH-2009 shall not be liable for damages that may occur during this exhibit set-up.
- B. **Showing:** Each Exhibitor must keep its exhibit intact and staffed during all official GRIDTECH-2009 hours.
- C. **Dismantling:** No exhibitor will be permitted to commence dismantling any portion of the exhibit whatsoever, to commence packing crates or cartons or to abandon its display prior to official show closing.
- D. **Dismantling Security:** Exhibitor Personnel must remain in their contracted exhibit space until Exhibitor's display materials are secured. All products should be securely packed before leaving the exhibit. GRIDTECH-2009 and all official contractors assume no responsibility for exhibit material left unattended in the exhibit hall during the dismantling period. Exhibitor shall not allow display materials to remain in the "exhibit areas". If display materials remain after such time, GRIDTECH-2009 may remove them, and Exhibitor shall be liable for and agrees to pay all costs for dismantling, storage and / or shipment. GRIDTECH-2009 shall not be liable for any damage to the display or materials due to removal or storage.

# LIABILITY, INSURANCE, SAFETY

## 1. Liability and Insurance

GRIDTECH-2009, its affiliates, contractors the Convention Facility and their officers, directors, agents, employees or representatives (hereafter referred to as the indemnities) shall not be responsible for any injury, loss or damage that may occur to the Exhibitor, or to the exhibitor's employees or property, prior, during or subsequent to the period covered by the Exhibit Contract. The Exhibitor, expressly releases the indemnities from, and agrees to indemnify same against, all claims for such loss, damage or injury. The Exhibitor also agrees to indemnify the indemnities from any and all liability, costs or damages arising out of or relating to acts or omissions of the Exhibitor, its agents or employees. Exhibitors desiring to carry insurance on their exhibits will place it at their own expense. Exhibitors desiring special security precautions should arrange for private guard service, if desired, or should make arrangements to have locked facilities available in their booth for the storage of display materials or products.

## 2. Liability

In no event shall GRIDTECH-2009, its affiliates or any of their officers, directors, agents or employees be liable to Exhibitors for any amount in excess of the participation fee actually paid by Exhibitor for GRIDTECH-2009 with respect to which or in connection with which liability is asserted for any indirect, incidental, consequential or other damages (including but not limited to claims for lost profits) arising out of or relating to a GRIDTECH-2009

event, the rental of exhibit space, the conduct of GRIDTECH-2009, any breach of contract, or any other act, omission or occurrence.

### **3. Insurance**

The exhibitor shall, at its sole cost and expense, procure and maintain through the term of this contract, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased by GRIDTECH-2009. Such insurance shall include contractual liability and product liability coverage.

### **4. Exhibitor Responsibility, Indemnification**

Exhibitor agrees to indemnify GRIDTECH-2009 against and hold it harmless for any cost, expenses or claims arising out of the acts or omissions of exhibitor, exhibitor's agents, employees or invitees.

### **5. Damage of Property**

Exhibitors are liable for any damage caused to exhibition building, floors, walls, columns, or to standard booth equipment, or to other exhibitors' property. Exhibitors may not apply paint, lacquer, adhesive or any other coating to building columns and floors, or to standard booth equipment.

### **6. Fire, Safety and Health**

The Exhibitor agrees to accept full responsibility for compliance with local, city and state Fire, Safety and Health Ordinances regarding the installation and operation of equipment or otherwise relating to the Exhibitor or its booth. All exhibit materials and equipment must further be located within the booth and protected by safety guards and devices where necessary to prevent personal accident or injury to spectators or to other Exhibitors. Only fireproof materials will be used in displays, and the necessary fire precautions will be a responsibility of the Exhibitor.

### **7. Hazards and Firearms**

Equipment with sharp or protruding edges posing a potential danger to attendees and /or exhibit personnel at whatever level, must have protective covering and /or be flagged. No firearms of any nature may be brought into the Exhibition or Conference.

### **8. Music, Photographs & Other Copyrighted Material**

Each exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted material in Exhibitor's booth or display. No Exhibitor will be permitted to play, broadcast or have performed any music or use any other copyrighted material, such as photographers or other artistic works, without first presenting to GRIDTECH-2009 satisfactory proof that the Exhibitor has, or does not need, a license to use such music or copyrighted material. GRIDTECH-2009 reserves the right to remove from the exhibit hall all or any part of any booth or display which incorporates music, photographs or other copyrighted material for which the Exhibitor fails to produce proof of all required licenses. The Exhibitor shall remain liable for, and shall indemnify GRIDTECH-2009 affiliates, their agents and employees, harmless from all loss, cost, claims, causes of action, suits, damages, liability, expenses and costs, including reasonable attorney's fees arising from or out of any claimed or actual violation or infringement (or claims) by Exhibitor, Exhibitor's agents, or employees or any patent, copyright, trademark, or trade secret right or privileges.

## **OPERATION AND CONDUCT**

### **1. Solicitation in the Exhibit**

The aisles and other spaces in the Convention Facility not leased to Exhibitors shall be under the control of GRIDTECH-2009. All displays, interviews, conferences, distribution of literature, giveaways, lectures, audience seating/ standing, and the transactions of business of any nature shall be made **WITHIN** the exhibit space contracted. Temporary booth personnel and costumed personnel shall be restricted to the same aforementioned rules as authorized Exhibitor personnel. Standing in aisles or in front of Exhibitor booths of other Exhibitors or the intercepting of those in attendance for advertising purposes is strictly prohibited. Persons connected with non-exhibiting concerns are prohibited from any dealing, exhibiting, or soliciting on the Convention Facility property, unless they are invited to an Exhibitor's booth space for such activities. Exhibitors are urged to immediately report violations of this rule to the Exhibits Manager.

## **2. Space Restrictions**

Exhibits must be confined to the exact space allocated. Flyers, publications, advertising matter and all kinds of promotional giveaways must be distributed only within contracted exhibit spaces. Nothing can be posted on, tracked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. No portion of an exhibit may extend into the aisles or exceed the booth dimensions of the assigned booth. Exhibits/displays/ equipment may not extend into the aisle at any height level.

## **3. Selling Policy**

Exhibitor may not make sales, which include or involve the payment or exchange of the purchase price in the exhibit hall. Exhibitors are required to adhere to sales tax rules and regulations.

## **4. Equipment / Products**

The Exhibitor covenants, represents and warrants that all equipment or products which it will exhibit at GRIDTECH-2009 shall be in full compliance with all applicable laws and regulations and that any licenses, authorizations or permits required by a governmental body will be obtained prior to the delivery of such equipment or products to GRIDTECH-2009 for exhibition purposes.

## **5. Demonstrations, Presentations**

Locations of demonstrations, presentations and give-aways must be far enough within the booth so that crowds which gather are contained within the limits of the booth. Spectators are not permitted to stand in the aisle to watch such demonstrations. Booth activities deemed too disruptive may be discontinued at the discretion of GRIDTECH-2009.

## **6. Projection of Pictures**

Showing of projected pictures (videos, holograms, slides, transparencies, opaque materials etc.) will only be permitted within the confines of the Exhibitor's booth. Exhibitors shall be required to provide adequate viewing space EXCLUSIVE OF AISLE SPACE for all video, computer or audio visual presentations.

## **7. Noise and Offensive Odors**

Exhibitors running demonstrators of any type in an open display should use an acoustically contained area to restrict sound levels from intruding on adjacent exhibits. Sound levels emanating from any exhibit space shall not exceed 85 db when measured by GRIDTECH-2009 from the centre of any adjacent aisle. Sound systems will be permitted provided that the sound is not objectionable to neighbouring Exhibitors. Loud machinery should only be operated for reasonable periodic demonstrations. Exhibits found by GRIDTECH-2009 to be objectionable due to noise level may be closed down after 3 warnings from GRIDTECH-2009, and the Exhibitor shall not receive a refund or any other compensation from GRIDTECH-2009. No exhibits producing objectionable odors will be allowed.

## **8. Food and Related Trash Removal**

Exhibitors wishing to distribute food and/ or beverages must use the exclusive in-house catering vendor. Any Exhibitor whose food distribution creates an excessive trash problem will be responsible for ensuring trash removal during show hours, at the exhibiting company's expense. Exhibiting companies must maintain their own individual booth cleaning. GRIDTECH-2009 shall have the sole authority in determining the application of this regulation.

## **9. Fumes**

Motorized vehicles may not be operated within the exhibit halls without prior written approval of GRIDTECH-2009.

## **10. Animals**

No live animals of any size will be permitted within the Convention Facility.

# EXHIBITOR SERVICES

## 1. Official Coordination Agency

In the best interest of the Exhibitors, GRIDTECH-2009 has appointed a Coordination Agency, who in turn would be appointing various Official Service Contractors, the latter for such services as drawage, handling of exhibits, furniture, booth and floral decorations, signs, photographers, drinking water, telephone service, skilled labour, or any other service deemed necessary.

## 2. Exhibitor Appointed Coordination Agency

GRIDTECH-2009 Exhibitors utilizing the services of any contractor other than those appointed by GRIDTECH-2009 must obtain permission from GRIDTECH-2009. These companies include, but are not limited to, any installation and dismantling company, sound and lighting firms, production or promotion firms, or any person or firm providing direct services to the exhibitors. Permission to use an exhibitor appointed contractor cannot be given for utilities, cleaning or material handling services.

## 3. Complimentary Invitation / Entry Tickets

All the exhibitors shall be provided with the 50 complimentary Invitation / tickets. Any additional requirement may be informed to the organizers. The entry to the exhibition is free. Additional invitations would be available at the Reception desk at Gate No. 1 & 7.

## 4. Cafeteria

To facilitate tea/coffee & snacks services, a Cafeteria shall be available within the exhibition area. Exhibitors / attendees may utilize the services on payment basis.

# GENERAL INFORMATION

## 1. Aisles

No equipment, booth personnel including demonstrators, hostesses or models, or display material is permitted to be extended into the aisle or in any way beyond the limits of the booth.

## 2. Business Activity

All business, Exhibitor/ attendee contact must be conducted within the special limits of the exhibit space. The exhibit design must take into consideration enough open floor space within the booth to accommodate Exhibitor prospects/ clients and Exhibitor personnel.

## 3. Height

Height is the most critical dimension in the construction of exhibits. A major objective of these display rules is to assure that every Exhibitor has an equal opportunity to be seen, and excessive height in a given exhibit is generally at fault when this objective is not met.

## 4. Booth Units, Identification, Carpeting, Draperies

2.44 mtrs. Backwall/sidewall is provided for all shell scheme booths. Booths are identified by placing the assigned booth number or numbers on the fascia panel. Aisle carpet will be placed in all aisles throughout the exhibit area. Distance from edge of booth to edge of aisle carpet may vary according to the width of the aisle.

## 5. Sidewalls and Backwalls

Sidewalls and backwalls erected by the Exhibitor or composed of equipment which has unfinished backs exposed to view must be draped at the expense of the Exhibitor who erects the wall.

## 6. Structural Supports

Booths must be designed in such a manner to be self-supporting. Nothing shall be taped, mounted or attached in any form or manner to walls, doors or facility structure. The driving of nails, tacks or screws into floors, walls, columns, ceilings or trim will not be permitted nor will drilling of holes into any portion of the exhibit halls.

## 7. Signs

No electric flashing signs will be permitted, unless approved in writing, in advance, by GRIDTECH-2009.

## **8. Signs, Height**

Signs are considered as display material and must conform to height limitations for display material.

## **9. Signs/Lighting Grid Work**

Signs, which are a part of and supported by a free standing structure may be utilized for Exhibitor identification or promotion. Signs / grid work must comply with the facility rules and regulations, as well as applicable GRIDTECH-2009 display rules and regulations. All special hanging sign forms should be filled out properly and mailed to the official contractor.

## **10. Gate Passes for Removal of Goods**

**There is no entry pass procedure during installation period for entering Pragati Maidan. However, for taking out the exhibition material and exhibits after closure of the exhibition, exhibitors would be to obtain a standard final exit pass from the organizer. Exhibitors must settle all dues to organizers and / or coordination agency / official contractor before closing of the exhibition.**

**INVITATION TICKETS**  
**DEADLINE: 5<sup>th</sup> January 2009**

n Exhibitors will be provided with 50 free invitation tickets per stand. Any additional requirement may be informed to the organizers. The entry to the exhibition is free. Additional tickets would also be available at the Reception desk at Gate No. 1 & 7.

We require a further ----- complimentary tickets.

n These tickets are for exhibitors' own invitations.

n Additional tickets will depend on availability

(Invitation Tickets would be dispatched by 10<sup>th</sup> January, 2009 by courier, if required it can be collected from POWERGRID office after 10<sup>th</sup> January 2009

*Note:*

*Exhibitors are requested not to use visitor tickets for their own staff. Please use your staff badges.*

Exhibition Company: \_\_\_\_\_ Booth No. \_\_\_\_\_  
Person in charge of exhibition details: \_\_\_\_\_  
PR Contact (if different from above): \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

*Rreturn / fax this copy to:*  
**Pankaj Kumar, GM (ENGG-SEF)**  
**Power Grid Corporation of India Ltd.**  
Saudamini, Plot No. 2, Sector 29  
Gurgaon -122001, Haryana, India  
Phone : 91-124- 2571816  
Fax: 91-124- 2571793  
[pankaj@powergridindia.com](mailto:pankaj@powergridindia.com);  
[gridtech2009@gmail.com](mailto:gridtech2009@gmail.com)

**BADGES**  
**DEADLINE: 10th January 2009**

**EXHIBITOR BADGE REQUEST FORM**  
**GRIDTECH-2009**  
**For Exhibitor Booth Staff Attending the Exhibition**

List below the names and titles of personnel who will be staffing your booth. Badges for the name received **before 10th January, 2009**, may be picked up at Pre-registration Desk at the Pragati Maidan Centre. Exhibitor personnel may register on site beginning after 1100 hrs from 27<sup>th</sup> January 2009 at the Pre Registration Counter.

**Exhibitors must wear identification badges at all times during booth move-in and installation.**

Please complete this form accurately, including any variations in company name, division or address for each employee. When complete, mail or fax this form to the GRIDTECH-2009:

*Return / fax this copy to:*  
**Pankaj Kumar, GM (ENGG-SEF)**  
**Power Grid Corporation of India Ltd.**  
Saudamini, Plot No. 2, Sector 29  
Gurgaon -122001, Haryana, India  
Phone : 91-124- 2571816  
Fax: 91-124- 2571793  
[pankaj@powergridindia.com](mailto:pankaj@powergridindia.com);  
[gridtech2009@gmail.com](mailto:gridtech2009@gmail.com)

All fields of information, including Company Type and Position, **must be filled in COMPLETELY** in order for the name badges to be processed!

**Please type or print. Photocopy form for additional personnel.**

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Country: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

**Please Provide Name Badges For The Following Personnel:**

1. Name: _____	2. Name: _____
Title: _____	Title: _____
Company: _____	Company: _____
Address: _____	Address: _____
City: _____ State: _____	City: _____ State: _____
Country: _____ Zip: _____	Country: _____ Zip: _____

3. Name: _____	4. Name: _____
Title: _____	Title: _____
Company: _____	Company: _____
Address: _____	Address: _____
City: _____ State: _____	City: _____ State: _____
Country: _____ Zip: _____	Country: _____ Zip: _____

**Please type or print. Photocopy form for additional personnel.**

**All fields of information must be filled in COMPLETELY in order for name badges to be processed!**

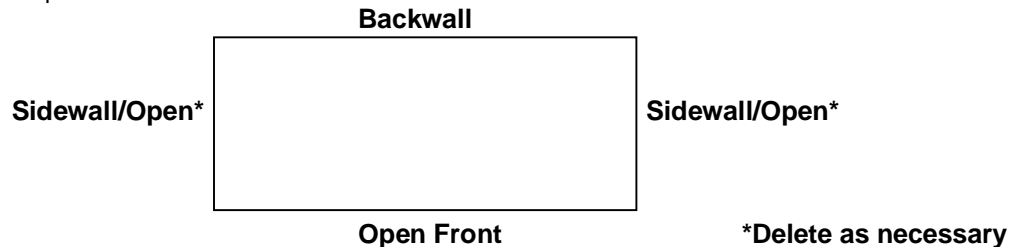
**STANDARD SHELL  
SCHEME PACKAGE**

Our stand fascia wordings are:

***Company Name:***

Under shell scheme furniture would include the provision of 4 Chairs, two tables, 4 lights, one power point (15 Amp, 230 Volts), wastepaper basket, lettered fascia for per 12 sqm of the area booked. Only one fascia name not more than 35 characters is allowed on each exhibition stand. However, approval for more than one fascia name may be granted by the organisers for individual stand sizes of 24 square meters and above.

Exhibitors who have contracted for Shell Stand or Standard Package are to indicate below if any side wall is required. If no preference is indicated, no sidewall(s) will be provided in order to give better visibility to all corner stands and independent perimeter stands.



**Important!**

Exhibitors with Stand Package are to indicate on the above plan the location of the complimentary 15 Amp outlet(s) to be installed on your stand. The number of sockets applicable is according to the respective specifications as listed overleaf. Please use  $\Phi$  as the symbol in marking the location.

If ADDITIONAL lighting and/or power sockets are required, please order separately

Exhibition Company: \_\_\_\_\_ Booth No. \_\_\_\_\_

Person in charge of exhibition details: \_\_\_\_\_

PR Contact (if different from above): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

*Photocopy for your file and return/fax this copy to:*

Rajiv Sardana

**Sardana's Art Centre Pvt. Ltd**

WZ-12, Hind Nagar, Chaukhandi Road, Tilak Nagar  
New Delhi-110 018, India

Other Contact Person : Mr. Bhatt : 9711770853

Mr. Jaswinder : 9310007933

Tel: 011- 25991597 FAX : +91 11 25994139

Email : [rajiv@sardanaartcentre.com](mailto:rajiv@sardanaartcentre.com) ; [exhibition@sardanaartcentre.com](mailto:exhibition@sardanaartcentre.com); [rajivsardana07@gmail.com](mailto:rajivsardana07@gmail.com)

## ADDITIONAL REQUIREMENTS

- n Exhibitors who are using the Organiser's Standard Package are reminded to refer to the list of furniture supplied. This is only for ADDITIONAL items.
- n Any additional items, if required, may be taken from Coordination agency on rental basis.
- n All costs towards the rental would be required to be paid to Coordination agency and on mutually agreed rates for rentals.
- n Exhibitors may arrange the required items on their own, if they desire to do so.
- n List of items available for rental is as given below:

### List of Additional Furniture

S. NO.	ITEM CODE	NAME OF THE ITEMS
1	CH - 001	REVOLVING CHAIR
2	CH - 002	FOAM CHAIR BANQUET TYPE
3	CH - 003	SLIC FOLDING CHAIR
4	CH - 004	DIRECTOR CHAIR
5	CH - 005	FOLDING CAHIR
6	CH - 006	BANQUET CHAIR
7	CH - 007	PLASTIC CHAIR
8	CH - 008	LEATHER CHAIR
9	CH - 009	LEATHER SOFA CUM CHAIR
10	CH - 010	BAR STOOL
11	CH - 011	HYDROLIC BAR STOOL
12	CH - 012	HIGH BAR STOOL
13	TA - 001	PODIUM ½ x 1/2 M x 1/2 M
14	TA - 002	PODIUM ½ x 1/2 M x 3/4 M
15	TA - 003	PODIUM ½ M x 1/2 M x 1M
16	TA - 004	JEWELLERY COUNTER
17	TA - 005	SLIDING LOCKABLE TABLE
18	TA - 006	OCTONORM TABLE
19	TA - 007	ROUND STEEL TABLE
20	TA - 008	WOODEN ROUND TABLE
21	TA - 009	WOODEN SQUARE TABLE
22	TA - 010	GLASS ROUND TABLE
23	CH - 011	RESTURANT ROUND TABLE
24	CH - 012	RESTURANT SQUARE TABLE
25	SO - 001	ITALIAN ONE SEATER SOFA
26	SO - 002	ITALIAN TWO SEATER SOFA
27	SO - 003	ITALIAN THREE SEATER SOFA
28	SO - 004	ABSTRACT SOFA
29	SO - 005	WHITE LEATHER SINGLE SEATER SOFA
30	SO - 006	WHITE LEATHER TWO SEATER SOFA
31	SO - 007	MALAYSIAN SOFA
32	SO - 008	Normal Straight Sofa

S. NO.	ITEM CODE	NAME OF THE ITEMS
33	SO - 009	MALAYSIAN CONVAX SOFA
34	SO - 010	MALAYSIAN CONCAVE SOFA
35	CHTA - 001	CHAIRS WITH R. STEEL TABLE
36	CHTA - 002	CHAIRS WITH G. ROUND TABLE
37	CHTA - 003	CHAIRS WITH WOODEN ROUND TABLE
38	CHTA - 004	CHAIRS WITH G.ROUND TABLE
39	LI - 001	METAL LIGHT
40	LI - 002	HELOGEN LIGHT
41	LI - 003	SPOT LIGHT
42	LI - 004	HELMET LIGHT
43	ACC - 001	POWER POINT
44	ACC - 002	QUEUE MANAGER
45	ACC - 003	GLASS RACK (0.5M X 0.5M X 2.5M)
46	ACC - 004	GLASS RACK (1M X 0.5M X 2.5M)
47	ACC - 005	BROUCHER RACK
48	ACC - 006	FIRE EXTINGUISHER
49	ACC - 007	PICTURE CLIPS
50	ACC - 008	STOPER NUTS
51	ACC - 009	WINDOW AC
52	ACC - 010	T.V.
53	ACC - 011	PLAZMA
54	ACC - 012	FRIDGE
55	ACC - 013	WASTE PAPER BASKET
56	ACC - 014	COAT HANGER
57	ACC - 015	COFFEE MACHINE
58	ACC - 016	WATER DISPENSER
59	ACC - 017	MESH
60	ACC - 018	ACCESSORIES
61	ACC - 019	U SPOKE
62	ACC - 020	SPOKE HANGER
63		MIRROR
64		MANNEQUINE
65		GARMENT STAND (NON ADJUSTABLE)
66		GARMENT STAND (ADJUSTABLE)
67		GLASS SHELF
68		PIN BOARD
69		MESH

n **ELECTRICAL FITTINGS**

- Ø Lightings Connections
- Ø 4-ft Fluorescent Tube
- Ø Spotlight
- Ø Spotlight with Arm
- Ø Floodlight

- Lighting Connection (per fitting)
- 13 Amps, Single-phase outlet
- 15 Amps, Single-phase outlet
- 30 Amps, Single-phase outlet
- 15 Amps, Three-phase outlet
- 30 Amps, Three-phase outlet
- 60 Amps, Three-phase outlet
- Connection Charges

**Exhibitors or their contractor are not permitted to connect their own light fittings. All light fitting can only be connected by Organizer's Official Coordination agency / approved contractor in accordance to the Fire Regulation.**

n **COMPRESSED AIR**

- 1 HP (100/7 bar)
- 2 HP (100/7 bar)
- 3 HP (100/7 bar)

n **TELEPHONE CONNECTION**

- Local Telephone Connection
- STD Telephone Connection
- ISD Telephone Connection
- ISDN Connection
- Internet Connection (Wi-fi)

n **STAFF**

- Booth Attendant
- Exhibition Hostess
- Interpreters

n **Additional facilities**

- Hotel Booking
- Arranging private taxis and coaches
- Logistic facility.

Exhibition Company: _____	Booth No. _____
Person in charge of exhibition details: _____	
PR Contact (if different from above): _____	
Signature: _____	Date: _____
Company Address: _____	
Tel: _____	Fax: _____ Email: _____

*Photocopy for your file and return/fax this copy to:*

**Rajiv Sardana**  
**Sardana's Art Centre Pvt. Ltd**  
 WZ-12, Hind Nagar, Chaukhandi Road, Tilak Nagar  
 New Delhi-110 018, India  
 Other Contact Person : Mr. Bhatt : 9711770853  
 Mr. Jaswinder : 9310007933  
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Email : [rajiv@sardanaartcentre.com](mailto:rajiv@sardanaartcentre.com) ; [exhibition@sardanaartcentre.com](mailto:exhibition@sardanaartcentre.com); [rajivsardana07@gmail.com](mailto:rajivsardana07@gmail.com)

**HEAVY & LARGE EXHIBITS**  
**DEADLINE: 10<sup>th</sup> January 2009**

**This is to be returned only by exhibitors who have heavy or large exhibits, as specified below:**

**Heavy Exhibits:** Any exhibit and/or packing case exceeding 2,000 kg

**Large Exhibits:** Any exhibit and/or packing case exceeding 1.83m (length) x 1.83m (length) x 1.22m (height) or 6ft (L) x 6ft (W) x 4ft (H)

- Such exhibits must arrive in good time for port clearance and reach the exhibition site on or by the first day of the build-up period.
- Exhibitors with heavy exhibits are to observe the floor loading capacity (see General Information section), and to provide steel plates for spreading if necessary.

Item	Dimensions	Weight	Date of Arrival in India

Exhibition Company: \_\_\_\_\_ Booth No. \_\_\_\_\_

Person in charge of exhibition details: \_\_\_\_\_

PR Contact (if different from above): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

*Photocopy for your file and return/fax this copy to:*

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**ELECTRICAL LOAD REQUIREMENT  
DEADLINE: 15<sup>th</sup> December 2008**

- n Exhibitors who have reserved their space under the shell scheme shall be provided electrical fittings as described above. There would not be any additional charges for connection or for electricity. In case any additional load requirement, total Electrical load requirement must be informed by 15<sup>th</sup> December 2008.
- n Exhibitors who have reserved their space as bare stall must inform their electrical load requirement, so as to enable for the approval from ITPO. Electric supply to the bare stalls shall be provided on single point.
- n There would not be any electricity consumption charges for the above. However, for bare stalls there would be connection charges, to be paid directly to the coordination agency.
- n For stalls under shell scheme shall be provided with one power plug point with every 12 sqm of the area booked. In case any additional points are required, the same can be provided on chargeable basis. Requirement may be informed to the coordination agency and charges to be directly paid to them.
- n 3 phase supply, if required, can be provided on chargeable basis. Exhibitors may indicate their requirement by 15<sup>th</sup> December 2008.

Exhibition Company: \_\_\_\_\_ Booth No. \_\_\_\_\_  
Person in charge of exhibition details: \_\_\_\_\_  
PR Contact (if different from above): \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Mail to :  
Rajiv Sardana  
**Sardana's Art Centre Pvt. Ltd**  
WZ-12, Hind Nagar, Chaukhandi Road, Tilak Nagar  
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**Bank Detail For Coordination Agency**

**M/S. SARDANA'S ART CENTRE PVT LTD**  
**ACCOUNT NO: 439680**  
**BANK NAME : ABN AMRO BANK**  
**ADDRESS : BARAKHAMBHA ROAD, NEW DELHI- 110001**  
**SWIFT CODE: ABN AIN BB DEL**