

ORGANIZED BY:



# EXHIBITOR MANUAL

17<sup>th</sup> EverythingAboutWater

# EXP

The graphic part of the EXP logo consists of a blue circle containing a white silhouette of a person with arms raised, set against a background of white waves. To the right of the circle is a green leaf-like shape.

04-06 August 2022

Hall No. 7 Pragati Maidan,  
Delhi, India

Where  
The **Water**  
Community  
Comes  
Together



## ORGANIZER

### Earth Water Foundation

A1/152, IGNOU Road, Neb Sarai, New Delhi, 110068  
Phone: +91 11 41063970 | E-Mail: enquiry@eawater.com

## CONTACTS

For all queries relating to “17<sup>th</sup> EverythingAboutWater Expo 2022”, please contact the following relevant people to get the instant solutions.

### International Exhibitors

Mr. Deepak Chaudhary  
Mobile: +91 97188 24607  
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### Conference Incharge

Ms. Pratibha Chauhan  
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E-Mail: pratibha@eawater.com

### Marketing & Operations

Rahul Mourya  
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E-Mail: rahul@eawater.com

### National Exhibitors

Mr. Anubhav Dwivedi  
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### Training Incharge

Ms. Reena Bahuguna  
Mobile: +91 85958 45490  
E-Mail: reena@eawater.com

### Coordination

Ms. Pooja Gupta  
Mobile: +91 95400 21127  
E-Mail: data@eawater.com

For any queries, regarding stand assignments, payments, Additional requirements (Furniture / Power) admin, move-in/ move-out schedule, exhibitor/ contractor badges, service badges, on-site operations, please contact;

### Marketing & Operations

Rahul Mourya  
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### Coordination

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## ESCALATION

### Ms. Nisha Aggarwal

Assistant Vice President  
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Email: nisha@eawater.com

## SCHEDULES

Contractor Move-in Period		
Dates	Timings	Activity
Tuesday 2 <sup>nd</sup> Aug 2022	10:00 – 20:00 hrs.	Move in of Bare Space Exhibitors / Modified Shell Scheme Exhibitors
Wednesday 3 <sup>rd</sup> Aug 2022	12:00 – 20:00 hrs.	Shell scheme stand exhibitors & contractors
All construction work must be finished by <b>18:00 hrs. on 3<sup>rd</sup> Aug 2022</b>		
Contractors / exhibitors are required to work within these move-in schedule and work completion deadline periods. If contractors / exhibitors wish to work beyond these hours they should contact the onsite organizer office before 15:00 hrs. on 3 <sup>rd</sup> Aug 2022. <b>The penalty charges are Rs.10,000 per hour/ per booth (18:00 hrs. – 23:59 hrs. only on 3<sup>rd</sup> Aug 2022)</b>		
Exhibitor Move-in Period		
Dates	Timings	Activity
Tuesday 2 <sup>nd</sup> Aug 2022	12:00 – 18:00 hrs.	<b>Exhibitor registration</b> (Issuing of exhibitor kits & badges)
Wednesday 3 <sup>rd</sup> Aug 2022	10:00 – 18:00 hrs.	<b>Exhibitor registration</b> (Issuing of exhibitor kits & badges)
Exhibition Opening Hours		
Dates	Exhibitors	Visitors
<b>Thursday 4<sup>th</sup> Aug 2022</b>	<b>08:30 – 18:30 hrs</b>	<b>10:00 – 18:00 hrs</b>
<b>Friday 5<sup>th</sup> Aug 2022</b>	<b>09:30 – 18:30 hrs</b>	<b>10:00 – 18:00 hrs</b>
<b>Saturday 6<sup>th</sup> Aug 2022</b>	<b>09:30 – 18:30 hrs</b>	<b>10:00 – 18:00 hrs</b>
Move-out Period		
Dates	Timings	Activity
Saturday 6 <sup>th</sup> Aug 2022	18:30 – 23:00 hrs	Move-out stand & heavy / large exhibits
Contractors / exhibitors are required to clear their stand space of all exhibits or debris before 23:00 hrs of 6 <sup>th</sup> Aug 2022. In case of delay in dismantling and removing exhibit material from the hall - <b>exhibitors will be liable to pay heavy penalties imposed by the Venue Authorities AS PER THEIR RULES.</b>		

## VENUE

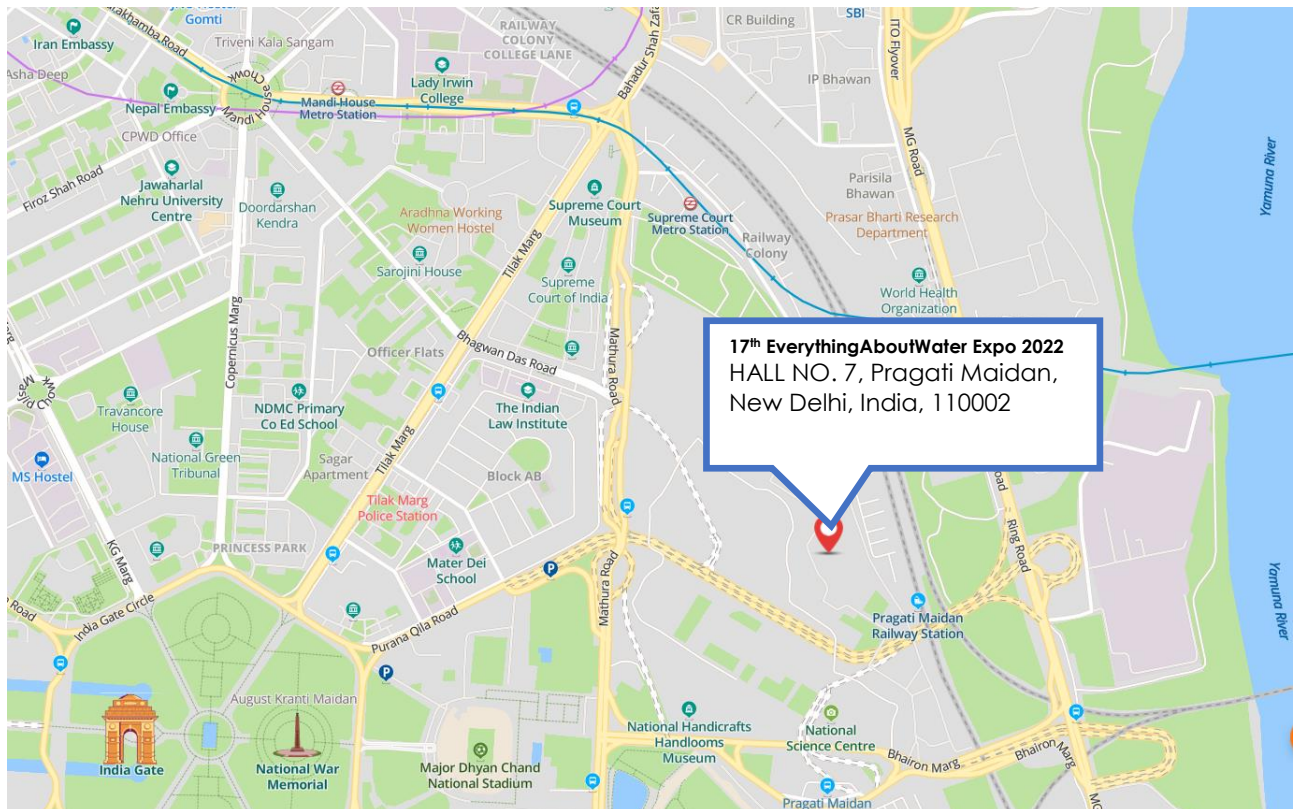
Hall No. 7ABC  
Pragati Maidan, New Delhi, India, 110002

## Entry Gates

- **Gate no. 10** for Delhi metro and other public transports
- **Gate no. 1** for own vehicles

## Location & Access

- **Indira Gandhi International Airport**- 15.2 kms (33 min)
- **Delhi Metro**- Supreme Court (Pragati Maidan) Delhi Metro Station (Gate no. 10)
- **Indian Railways**
  - (NDLS) NEW DELHI RAILWAY STATION- 4.03 Kms
  - (DLI) OLD DELHI RAILWAY STATION- 5.76 Kms



## GENERAL INFORMATION

### USEFUL TIPS FOR EXHIBITORS

1. Please read your Exhibitor Information Manual carefully. The information it contains will help you to save time, money, and needless aggravation.
2. Be sure to order your essential services in advance, some of which include: electrical services, water connection, compressed air, furniture, temporary staff etc.
3. Be sure to place your orders early and include applicable payments (wherever required) to ensure that your orders are executed. Try not to keep your orders for the last minute and wait to book them on site. Bring copies of all your advance order forms to the show.
4. Exhibitors are requested to return all forms to the relevant address by the deadline dates indicated on each form.
5. Even if no services are required, please mark "NOT APPLICABLE" on the relevant form and just write your company's name and stand number on it.
6. Please enclose all necessary payments, samples, plans and other relevant materials along with the forms.
7. Exhibitors who join the show after the stipulated deadline date are requested to submit all the forms immediately.
8. Local and site regulations: Exhibitors must agree to abide by the local and site regulations with respect to law, order and safety etc. The organiser will take necessary action against those who do not comply with the laid down regulations.
9. Violation of rules: The organiser reserves the right to demand removal/ change of any structure which may not be in accordance with the laid down rules and regulations. The decision of the organiser in this regard will be final and binding.
10. Safety and behaviour: No person present inside the exhibition hall will behave or act in a manner that may cause any harm, injury, damage to other persons/ exhibits/ exhibition hall property/ fixtures.
11. Ultimate authority on the premises: The organiser shall be responsible for and be entitled to act as the owner of the premises throughout the tenancy period.
12. The decision of the organiser on any problem or dispute will be final.
13. The exhibitors are strongly advised not to hire any furniture/ fittings/ electrical fixtures & appliances etc from any other suppliers other than the "official agency" so designated. For various requisitions and official communications with organisers.

### PRESENTATION OF EXHIBITS

Exhibitors must present their exhibits throughout the period of the exhibition from 4<sup>th</sup> August to 6<sup>th</sup> Aug 2022. No exhibitor is allowed to remove their exhibits from the exhibition floor prior to the official close of the exhibition. Every exhibitor should have an authorised representative present at the exhibition booth throughout the period and during the installation and dismantling of their exhibits.

### ADMISSION & AGE LIMIT

#### Admission for Venue Inspection before the Exhibition Period

Entry to the site for inspection and survey before the exhibition period may be allowed if prior arrangements are made with the organisers.

#### Admission Badges

Exhibitor badges will be issued by the organisers on 2<sup>nd</sup> August 2022 from 12:00 – 18:00 hrs. in Registration area. Exhibitors are requested to send the filled in form of Exhibitor Name Badge

which is given in this manual.

### Admission during the Exhibition Period

- (1) Admission will be allowed by badges (provided by the organisers) only; these badges are not transferable.  
 Exhibitors will automatically receive **FREE Business Visitor Invitation Cards** for inviting their guests. Additional Business Visitor Invitation Cards will be given upon exhibitors' request made to **Mr. Rahul Mourya - M: +91 85889 11033**
- (2) Admission badges for all local Indian staff of foreign representative offices, foreign business agencies and joint ventures that need to enter the exhibition hall to work at the booths will be issued by the organisers at Registration area.

### Age Limit

The Exhibition is open to trade visitors only. As the exhibition is for **TRADE ONLY**, **no persons under the age of 18 years are permitted either as a visitor or as an exhibitor**.

## SHELL SCHEME STANDS

### Stand Alterations

Any alteration to the shell scheme is not allowed unless the exhibitor obtains prior written permission from the organisers. Detailed requirements of such alterations must be notified to the organisers while the cost of such work shall be payable to the Official Stand Contractor by the exhibitor. In the event that the exhibitor appoints an outside contractor to modify their stand or the exhibitor undertakes construction work by themselves, the exhibitor and contractor must follow the following regulations.

### Electrical Installation

- (1) The organisers provide a 5A/220V Single Phase Socket (max 1KW) per 9m<sup>2</sup> in the Shell Scheme Stand in addition to the stand lighting. If exhibitors need more electricity supply for their exhibits, they should apply for the same in advance.
- (2) Shell Scheme exhibitors are not allowed to install their own lighting unless they obtain prior permission from the organisers.

**Shell Scheme:** Stands are provided in cubicles of a pre-fabricated system (Octanom), made of aluminium hardware profiles & laminated ply partitions with standard accessories. Furniture Entitlement for Standard Package only (Shell Space)

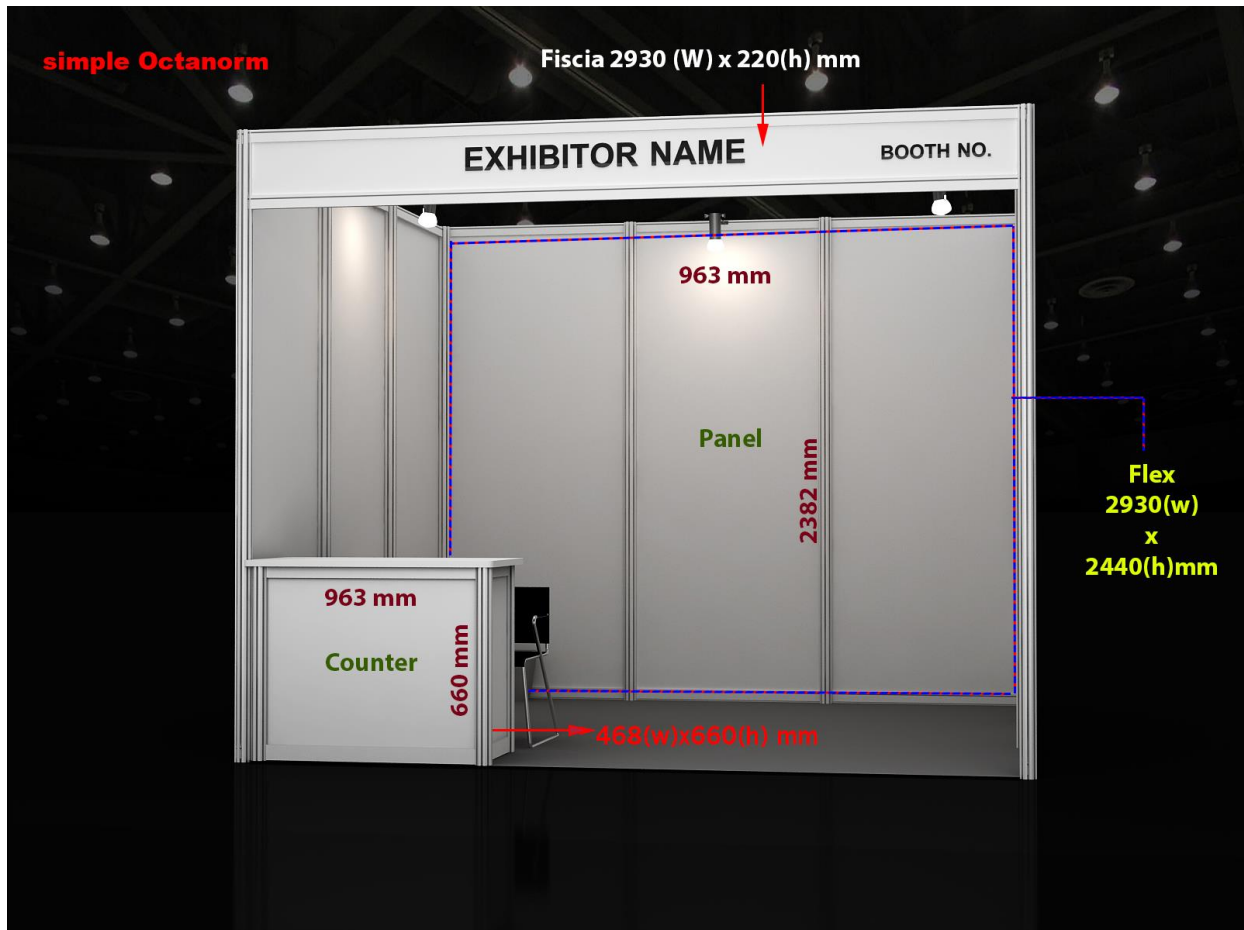
Stand Area in sqm	9-17sqm	18-26sqm	27-35sqm
Table	1	2	3
Chairs	2	4	5
Spotlights	3	5	7
Dustbin	1	1	2
5/15 Amp Socket (with 1kW power supply)	1	2	3

### Guidelines for exhibitors on the rental of wall panels;

1. The organisers recommend no additions or any change to the Standard Shell Scheme. Should you do wish to do so, please contact the operations staff of the official shell scheme contractor.
2. Do not spray, use glue or silicone on the stand panels.
3. Do not paint, spray-paint, or write on the stand panels.
4. Do not drill, nail, perforate, tack down, staple or cause any damage to the stand panels or any parts of the standard shell scheme stand. Should you need to affix any exhibit or

sign to the stand panels, please contact the operations staff of the official shell scheme stand contractor.

- For multiple stands, partitions in between the stands will not be provided, unless specifically requested.



## ELECTRICAL

**The official shell scheme stand contractor will only provide the basic electric supply (1kW for each standard shell scheme stand of 9m2 and in multiples thereof only). For additional power requirement beyond their allocated provision please contact organizer.**

## BARE/RAW SPACE STANDS

When an exhibitor appoints an outside contractor to build their booth or an exhibitor builds their booth by themselves (if an exhibitor is building their own booth, they are considered as an outside contractor during the move-in / move-out period), both the exhibitor and contractor must fully understand following information and regulations. Exhibitors and contractors are expected to comply with any building regulations, all government rules and regulations, and regulations laid down by the organisers.

- **The maximum height of construction is 4 metres for space only booths.**
- **Shell scheme booths are 2.5m high and can be modified to 3 metres.**

Space only booth exhibitors / contractors must apply for electricity supply from the Official electrical agency before the deadline, form in given in this manual.

### MOVE-OUT, DISMANTLING AND CLEANING

- (1) No exhibitor is allowed to remove his exhibits from the exhibition floor prior to the official close of the exhibition: **18:00 hrs on 6<sup>th</sup> Aug 2022.**
- (2) **No booth may be dismantled or removed in part or in whole before 18:00 hrs on 6<sup>th</sup> Aug 2022.** Booth contractors cannot access the exhibition centre before **19:00** hrs and vehicles are not permitted near the halls.
- (3) Exhibitors / contractors must handover the venue and shell scheme booths in the same condition as they had taken possession of. Any damage caused by the exhibitors / contractor's installation shall be assessed by the organisers and the cost of reinstatement and restoration shall be charged to the exhibitor / contractor.
- (4) **Exhibitors / contractors are responsible for the removal of all items belonging to them,** such as booth building materials, structures, fittings and waste from the exhibition centre (including the exhibition hall, unloading platforms, the parking lot, surrounding roads) **not later than 23:00 hrs on 6<sup>th</sup> Aug 2022** after which the organiser has the right to remove all objects found at the cost of the exhibitor / contractor.

### GUIDELINES FOR STAND CONSTRUCTION & DISPLAY

For the sake of overall uniformity and harmony of the entire exhibition, the following Must be observed:

#### For Bare Space Inside Hall

1. It would be preferable to have no partition constructed on the periphery of stand area along passages. If it is necessary to construct a partition on part of the periphery along the passages, it should not be more than 1.5m in height.
2. Height of office enclosure should not be more than 2.5m. Certain features of exhibits may be higher, but only with prior approval of organizer.
3. Mezzanine construction is permitted for Bare Space in the hall provided 5m clear height is available at the location of stall in the hall. Please check with organizer office, before the event, in such case.

#### For all Exhibitors in the Hall

1. No part of an exhibit should project out of the stand area, nor anything be placed outside the stand area by any exhibitor.
2. There should be sufficient free space in the stand for easy and safe movement of visitors. Entry and exit to stands must be at least 3m wide.
3. Grouting, digging in floors or walls is not allowed. Raised wooden platforms of not more than 4 inches in height, may be allowed.
4. Painting or nailing (Use of screws) on the partitions supplied under shell scheme, is prohibited. Photographs, charts, etc, may be fixed with adhesive tape, or suspended with nylon thread with the help of clamps (Cyma hooks) hooked on the top horizontal channel.
5. Mezzanine use of space is permitted only at extra fee and subject to approval from the organizer.



6. Whereas no construction will normally be allowed to be of more than 2.5m high that part of machinery placed away from the open side of the stand could be higher, as strictly necessary.
7. Naked lights are not allowed in the stand. Glow signs or any moving light will not be allowed above 2.5m height.
8. If Audio/Visual equipment is used in the stand, the sound level should be so regulated as not to disturb adjoining exhibitors. (Maximum dB level shall be 40-50 at 1mtr distance from source).
9. Exhibitor should Endeavour to maintain a high standard of cleanliness, avoid littering and take all necessary care not to disturb neighboring exhibitors. Their co-operation with the organizers in maintaining continuity and keeping with the general aesthetics of the show will be greatly appreciated. It will be obligatory on part of the exhibitor to segregate all waste plastic, Glass, metal, wood & paper and eatables in separate polythene bags.
10. All height details mentioned in these guidelines are from the ground level and not from any raised flooring created by the exhibitors.
11. Exhibitors are responsible for their own stand design and construction. The organizer would be pleased to offer advice and guidance, if required.
12. Suspending display items from the hall's ceiling or parts of it is prohibited.
13. Storing any kind of material behind the display walls is prohibited.
14. It is necessary that panels erected against glass walls in the halls be properly finished on booth sides. Exhibitors failing to do so would be penalized Rs.2000/- per running meter. Covering would be done upon 2.5m.
15. Height of panel against natural back wall along the periphery of hall will be allowed up to 4.0m. subject to availability of height and hangars up to 3.5m.
16. Access must be given to any fire exit, electrical box, service room etc. falling within the exhibitor's stand area. It is mandatory to leave minimum one opening in the partitions against the natural wall to provide access for electrical fittings, etc.
17. Natural pillars falling within stand area may be covered to a height of 2.5m or subject to approval.
18. It is mandatory for the exhibitors to inform the organizer if any of the exhibits comply with the following:
  - Exhibits configuration is 10 sqmt. or more
  - Exhibits exceeds beyond 2.5m in height
  - Exhibits material exceeds 3 tons or more.
  - Exhibits contain liquid fuel / natural gas / propane
  - Exhibits require water for demonstration purpose
19. Hall columns, roof trusses, air-conditioning grill and all other structures of the hall must not be used as support or be subject to load or stress by the stand structure or for hanging banners.
20. Woodwork in the halls is prohibited. Platforms/panels and other decorations for interior must be brought in pre-fabricated condition. Only assembling and finishing will be allowed in the halls.
21. For island/3-side open stalls it is mandatory for exhibitors to design their stands in such a way that there is no obstruction on any of the open sides. This will ensure free movement and give exhibitors a feel of openness and transparency. Exhibitors are not allowed to obstruct the view or adversely affect the displays of other exhibitors. For the meeting room, solid partitions up to 1.5m and see through glass/clear acrylic partitions for the balance 1.0m on top may be used.
22. The officially appointed architect for the show reserves the right to turn down approval of stands with any of the open sides blocked.
23. No solid partitions will be allowed within 3.0m from the aisle in stands.

## SUPPLY OF TEMPORARY ELECTRICAL CONNECTION POWER BY OFFICIALLY APPOINTED ELECTRICAL CONTRACTORS

1. For supply of temporary electrical connection during the build-up period, exhibitors should contact the organizer before the event.
2. Exhibitors must inform the organizers namely Earth Water Foundation of their total power requirement not later than 10<sup>th</sup> July 2022. All exhibitors requiring power load/temporary load either for demonstration of their machines or even for spotlights, halogen lamps, focus lights etc. must ensure that Form No. 6 and table mentioned on the form for ELECTRICAL SERVICES is completed and submitted as directed on the form.
3. Main power supply from the nearest distribution panel to the exhibitor's stand (as per exhibitor's requirement) will be given by our officially appointed electrical contractors. This will be applicable to shell scheme & bare space area display as per the following.

### Electrical supply system and installation

The supply system, voltage, standards frequency, earthing system and unit of supply of the electricity service provided by the Fair Authority are as follows:

- i. 3-Phase Neutral: 400/440V, 50 cycles + 10%
- ii. Single Phase: 230 V + 10%
- iii. Frequency: 50 CPS + 3%
- iv. Earthing system: Earthing at suitable distribution points of supply.
- v. Unit of supply: A single power supply system through suitable supply points for each exhibitor depending upon power demand.

### Work to be performed by the Fair Authority

- i. On the basis of the applications submitted by organizer on behalf of exhibitors, Fair Authority shall make arrangements to supply available electrical power as far as possible, at a feeder pillar closest to the exhibitor's plot/stall.
- ii. The Fair Authority shall extend electrical supply through underground power cables from the feeder pillar to the main switchboard in the electric service rooms of the exhibition halls.

### NOTE:

- ALL BARE SPACE DISPLAY AREA EXHIBITORS MUST COMPLETE AND SUBMIT their stall designs.
- SHELL SCHEME EXHIBITOR IF WISH TO RUN MACHINE ON DISPLAY OR OTHER ELECTRICAL APPLIANCES SHALL APPLY FOR CONSUMPTION AS PER FORM NO. 6
- Connection to machinery to be operated can be taken from the main power supply point provided by official Electrical Contractor in the stand. Further connecting power supply to the machine shall be done by exhibitor's own personnel, ensuring all safety precautions.
- A work completion-cum-testing report should be obtained from our official Electrical contractors before operating the machine.
- For any type of special requirements, you may contact the Show Management Office after arrival at the exhibition grounds.

## RULES & REGULATIONS

### LIABILITY AND INSURANCE

The organizers will not accept liability for loss of or damage to any exhibit, materials, machineries, etc nor for injury to exhibitor's personnel at any time. Exhibitors are strongly advised to take insurance policy covering the following against theft, loss or damage, including the risk of fire, injuries and third party claims etc:

- i) Machinery
- ii) Transit and loading & unloading of machines
- iii) Exhibition personnel
- iv) Third party (visitors)

### DEMONSTRATIONS & WORKING EXHIBITS

An exhibitor intending to demonstrate working equipment on his stand must:

- i) Provide the organizers with full details in writing of any working exhibits involving moving parts, naked flame, lasers or other items, which could be hazardous to visitors or the exhibitors.
- ii) Give proper consideration to the safety and conditions under which the exhibits will be demonstrated, as per rules laid down by Ministry of Environment, Pollution Control Act.
- iii) Cause no annoyance to visitors or other exhibitors. Where a high level of noise or other objectionable factor is involved, demonstrations may only take place at the times stipulated by the organizers, who reserve the right to terminate a demonstration at any time.
- iv) Isolate controls so that they cannot be operated by visitors.
- v) No use of flashing or winking lights.
- vi) Not to contravene any Acts passed by Government of India, Ministry of Environment and Pollution Control Act.

### FIRE PRECAUTION

The organizers at different points in the exhibition halls shall provide fire-fighting equipment. Exhibitors are however advised to take due precautions and install necessary safety and firefighting equipment in their stands. Exhibitors, who, because of the nature of their exhibits, require a special type of fire extinguisher, must make arrangements at their own cost for the provision of such equipment. The organizers will assist and advise, if required. Any person seeing an outbreak of fire, however slight, must make immediate use of fire alarm system and make every endeavor to extinguish the outbreak or to confine it by the use of extinguishers and / or removal of goods in the vicinity.

### FIRE EXTINGUISHERS

Fire hydrants and fire extinguishers in the halls must not be obstructed or made unrecognizable or inaccessible.

## ELECTRICAL INSTALLATION & ELECTRICAL APPLIANCES

All electrical equipments must comply with the safety regulations. Electric cooker plates, irons, grills, cookers, immersion heaters and other electrical appliances are to be adequately supervised during operations. They must be placed on the fire proof, heat resistant bases so that even in the case of excessive heat, inflammable objects in their vicinity cannot be ignited.

## SAFETY LIGHTING

Safety lighting is to be switched on at nightfall. If exhibition stands or parts of the exhibition hall are darkened for operational purpose, sufficient safety lighting is to be provided.

## PACKING MATERIAL

Packing material, transport crates and the like which are not needed during the exhibition are to be handed over to the officially appointed freight forwarder of your choice who will store the material for you at a cost. During the stand set-up and dismantling periods, the transport paths in the halls are to be kept free as far as possible, transport and packing material and other equipment, which is no longer needed, should be removed immediately from the hall.

## INTERNAL COMBUSTION ENGINES

Internal combustion engines must not be demonstrated in operation in the halls. Fuels must not be stored on the stand. Fuel tanks must be locked and batteries disconnected. Compressed gas cylinders are prohibited in the exhibition area.

## STAND FITTING REGULATIONS (FOR OFFICIAL SHELL SCHEME EXHIBITORS)

The following regulations must be observed when preparing a stand presentation:

### Rental Display/Shell Scheme

- i) No additional stand fitting or display may be attached to the shell structure. Neither nailing nor drilling will be allowed. If you require assistance in hanging or displaying your exhibits, please consult the show management office.
- ii) No painting or wall papering of stand panels of shell scheme stands will be allowed in the exhibition halls. Exhibitors who wish to have panels painted must inform the official shell scheme contractor who will provide a quotation for the requirement.
- iii) No free standing fitment may exceed a height of 2.5m or extend beyond the boundaries of the site allocated.
- iv) Any change in the type or color of the floor covering provided must be by prior approval of the organization. The cost must be borne by the exhibitor.
- v) An exhibitor occupying a corner booth has the choice to have either a wall or both sides open on to the aisle.

- vi) No financial credit will be given by the organizers for any package item not utilized.

### 'SPACE ONLY' STANDS

Exhibitors who have booked Space Only sites, may use a contractor of their own choice, subject to the following rules:

- i) Confirmation and submission of stand layout plan and design to the organizers office not later than 10<sup>th</sup> July 2022 together with the name, address and contact details of their selected contractor. This is to prevent cost alterations on site being required by the Venue Authorities and the organizers.
- ii) Exhibitors are responsible for conduct of their Space Only contractor, whom they appoint. In particular, they must ensure that the aisles are not blocked, that painting of the stand does not result in spillage, that the contractor removes his offcuts and debris from the hall and that the stand is completed by 18:00 on 3rd Aug 2022. The exhibitors will also have to bear any charges levied by the Venue Authorities for damage caused to property, walls, flooring, or for debris not cleared away by their space only contractor.
- iii) No structure may exceed a height of 2.5/3.5m.
- iv) No part of any structures may extend beyond the boundaries of site allocated.
- v) No suspensions are to be made from the ceiling of the exhibition halls, nor may any fixing be made to the floor, walls or any other part of the building.
- vi) A suitable floor covering, carpet or matting must be provided for all stands.
- vii) A back wall, except in the case of an island or peninsula stand, must be provided.
- viii) Where Bare Space stand walls exceed 2.5m in height adjacent to a shell scheme stand, the exhibitor with the higher wall must decorate the rear surfaces above that level.

### ELECTRICAL SUPPLIES & INSTALLATIONS

The organizer, in addition to normal stand lighting will provide hall lighting. The standard electrical voltage available for use on stands at the exhibition is 230volts, single-phase alternating at 50Hz and 415volts, three-phase alternating at 50Hz. A fluctuation of plus or minus 10% can be expected. EXHIBITORS WHOSE EQUIPMENT IS PARTICULARLY SENSITIVE SHOULD INSTALL A STABILISER. Supplies to stands will normally be switched off at source 30 minutes after the exhibition closes each day (15 minutes on the final day).

- a) Electric power supply available at the exhibition is as under:
  - i) 3 Phase : 400/440 volts 50 cycles + 10%
  - ii) Single Phase : 230 volts + 10%
  - iii) Frequency : 50 CPS + 3%

- b) The fluctuations mentioned above are only for reference. Larger variation could be expected on some occasions.
- c) Fair management personnel responsible for supply of power will be entrusted with authority for regulating and controlling the power supply to the exhibition hall and individual stalls.
- d) Each stall will be provided with electric power at one or more main points depending on the total load requirement. Exhibitors should use distribution boards for feeding power to their machines. Individual isolation switches should be provided for each machine. Exhibitors should use either armored cables or metal conduits for connecting power supply to machines.
- e) The work of drawing power from main points to machines/exhibits are to be carried out by the exhibitors, at their own cost. Exhibitors may engage the services of their own personnel or authorized electrical contractors for cabling work inside their stall subject to the condition that they are duly licensed to undertake electrical work and their names and addresses are intimated to the organizers before the commencement of work. The service charges of electrical contractors are to be borne by the exhibitors and are payable directly to the contractors appointed by them.
- f) The exhibitors should connect power to machines and exhibits as per the requirement given in their applications. Connecting power to the exhibits other than those mentioned in electricity requisition form or more than specified load or the load allotted by electrical department will not be permitted.
- g) Exhibitors must install separate and independent switch connections for their machines / exhibits. Alternate connections or throw-over switches are not allowed.
- h) In case, power is supplied to the stall from two or more main points, exhibitors must distribute the load as per the capacity of the respective switchboards in consultation with EverythingAboutWater's officially appointed electrical contractors. Exhibitors requiring single phase power for lighting purpose should carry out necessary wiring from 3-phase outlet through two poles single phase switches if necessary for further distribution.
- i) After electrical wiring work is completed, exhibitors must obtain a completion report from their electricians or contractors engaged by them and file the same with EverythingAboutWater's officially appointed electrical contractors. Actual connected load for individual machines/exhibits are to be mentioned in report.
- j) All the main electrical supply points must be kept easily accessible for operation and repairs in the event of any emergency. Main electrical supply points should not be concealed or covered.
- k) Power will be released only after the wiring work is carried out to the standards of EverythingAboutWater's officially appointed electrical contractors and approved by the fair inspectors.
- l) Temporary power supply for erection and testing of machines can be made available from 3<sup>rd</sup> August, 14:00 onwards.
- m) The exhibitors are advised to install equipments like voltage stabilizers/UPS for their sophisticated machines/exhibits. If the machines are sensitive to alignment of floor, placement of steel plates underneath is recommended.

- n) Exhibitors are advised to exercise highest levels of safety precautions and engage services of only qualified professionals for electrical wiring and installations.
- o) EverythingAboutWater does not guarantee uninterrupted power supply nor does the Venue Authorities. Any failure in regular power supply during the exhibition by unforeseen or any technical reason, no refund of money or any act of omission will be entertained by the organizers.

#### **NOTE:**

- I) EXHIBITORS DESIRING TO HAVE CONNECTED POWER LOAD FOR DEMONSTRATION OF EXHIBITS AND/OR LIGHTING LOAD FOR ILLUMINATION OF THEIR STANDS MUST COMPLETE AND SUBMIT FORM No. 6
- II) FLASHING LIGHTS AND NEON SIGNS ARE NOT PERMITTED.

#### **IN-HALL FREIGHT HANDLING**

ONLY OFFICIALLY APPOINTED FREIGHT FORWARDER is permitted to work in-hall and handle onsite equipments. Any forwarder may deliver goods to the doors of the hall, but the officially appointed freight forwarders MUST handle from the point to your booth, unless the item can be hand-carried by one man.

This regulation will be strictly enforced and is necessary for reasons of insurance, safety and control.

#### **REMOVAL OF EXHIBITS**

NO REMOVAL OR DELIVERY OF EXHIBITS AND OTHER EXHIBITION STORES IN OR OUT OF THE EXHIBITION HALL IS PERMITTED DURING THE OPEN HOURS OF THE EXHIBITION. Such removal, delivery or replenishment to stock may only be carried out before opening hours in the morning or after closing time in the evening. If you wish to remove any item of your display from the hall during the show days, a "GOODS REMOVAL PASS" must be obtained from the show management office.

#### **STAND CLEANING**

The organizers will arrange for the general cleaning of the exhibition premises and stands (excluding exhibits and displays) prior to the opening of the exhibition and daily thereafter. It is the responsibility of all exhibitors to keep their own stands tidy. Exhibitors with working exhibits resulting in substantial quantities of waste materials, must inform the organizers in advance so that necessary arrangements may be made for which a charge will be raised.

#### **STORAGE & WASTE MATERIAL**

The organizers are unable to provide storage facilities for packing cases, surplus materials, or other property of exhibitors. Arrangements for safe-keeping of such items at a cost must be made with the officially appointed freight forwarders of your choice. Also, for small entrepreneurs, efforts will be made to provide storage space. They too

should get in touch with official forwarder of their choice with their requirements. During move-in, construction of stands and removal of exhibits, the passageways of the exhibition hall must not be obstructed with packing materials, construction materials or debris. Contractors are responsible for removing their own off-cuts and waste each day of buildup and break down. Exhibitors are requested to place their waste in the aisle for removal by the cleaners. The organizers reserve the right to invoice exhibitors for excessive packing materials and discarded crates or cartons, which will be removed by the cleaners.

### **MANNING OF STANDS & GENERAL CONDUCT**

Stands must be fully staffed and operational throughout the open hours of the exhibition. Exhibitors may not participate in any activity, which causes or is likely to cause annoyance to visitors or other exhibitors. In particular, audio/visual display equipment must be positioned and sound levels so adjusted to avoid disturbance to neighbors. In the event of any disagreement, the organizers decision in this matter will be final.

### **CENSORSHIP OF FILM/AUDIO VISUAL DEMONSTRATION**

Audio/Video cassettes, CDs, DVDs, tapes and other such material must be submitted to the officially appointed freight forwarder by the exhibitor for clearance by the Indian Government Authorities prior to the show.

### **AUTHORITY ON THE PREMISES**

The organizers shall be responsible for and be entitled to act as the owners of the premises throughout the tenancy period. The decision of the organizers in any problem or dispute will be final.

### **RETAIL SALES PROHIBITED**

Retail sales of plants, machinery, ancillary equipment and samples are strictly prohibited. Spot orders for the same may be booked and delivered after the exhibition is over. However, free sale of books, periodicals and magazines is permitted.

### **SALE OF EXHIBITS BY INDIAN EXHIBITORS**

The organizers appreciate that in many cases the exhibitors prefer to sell exhibits instead of carrying them back to their destination. Such sale of exhibits can be effected, if so desired by the exhibitors. This is however, subject to the condition that organizers shall not be responsible for collection or remission of duty, taxes such as import and excise duty, sales tax, octroi etc. Fulfillment of this obligation will be totally the responsibility of the exhibitor individually. The sold exhibits can be removed only after the conclusion of the exhibition along with removal of other exhibits after complying with the rules in all respects. It is advisable for exhibitors to refer to the guidelines of the officially appointed clearing & forwarding agents in this regard.

-----THANK YOU-----