



## Conference Venue:

### Hotel Clarks Amer

U.P. Hotels Limited, Jawahar Lal Nehru Marg,  
Jaipur - 302018, Rajasthan 302017

## Time-Schedule for On Site Operations

<u>Setup Activities</u>	<u>DATE</u>	<u>TIME in Hours</u>
Moving-in of Official Contractor		
- Floor Marking	15 <sup>th</sup> Nov. 18	14:00PM onwards
- Construction of Shell Scheme Booths	15 <sup>th</sup> Nov. 18	18:00PM onwards
Moving-in of Shell Scheme Exhibitors	15 <sup>th</sup> Nov. 18	18:00PM onwards
Moving-in of Special Design/ Interior Decoration & Other Contractors <b>(Basement Level) ( Stall Series B, C &amp; D )</b>	15 <sup>th</sup> Nov. 18	16:00PM onwards
Moving-in of Special Design/ Interior Decoration & Other Contractors <b>(Convention Hall Lobby Level ) ( Stall Series P )</b>	16 <sup>th</sup> Nov. 18	12:00 AM onwards
Completion of all Stall / Decorations and no further labor movement	16 <sup>th</sup> Nov. 18	06:00AM Sharp
Dismantling - Removal of light and/or hand-carry exhibits and personal property and Dismantling of booth fittings and electrical installations	18 <sup>th</sup> Nov. 18	1400 onwards (Before 18 hrs)

### Note: -

- **STANDARD HEIGHT IS 08 FEET.**
- **IF YOU HAVE BEEN ALLOTTED SHELL SPACE (OCTONOM STALL) AND WANT TO FABRICATE YOUR STALL, PLEASE MENTION WHETHER YOU NEED THE OCTONOM STRUCTURE OR NOT.**

## Standard Shell Scheme Booth Fitting Regulations

When planning the interior design of your booth, please take into account the following regulations:-

- No painting may be applied to existing panels.
- Screwing, stapling, drilling or nailing on any of the aluminum frames and existing panels of the standard shell scheme are not allowed, in default whereof the Exhibitor or contractor shall be liable for the total loss resulting therefrom.
- Exhibitor may apply single or double-sided tapes on the existing panel.
- No glue, scotch tape, self-adhesive paper, screw, nail, spike, pin or paint may be used on floors, walls, pillars, or any part of the Exhibition Hall.
- In order to keep the place clean and tidy, all the floors and pillars must be well covered with battens during the process of painting.
- Corner booths will be open on two sides only unless otherwise requested by the Exhibitor and approved by the Organizer.
- Exhibitors are not allowed to use any other area other than their allotted area for any branding purpose.



## Booth Decoration (Special Design of Raw Space)

Exhibitors having Bare space stall area are required to furnish the mentioned below details to the organizers not later than 7 days prior to the setup date:

- 1) Exhibitors are to submit name, address and contact details of the appointed contractor, as well as booth layout plan and design (plan & perspective view) in duplicate, to the Official Event Managers no later than 7 days prior to the setup for approval. Failure to obtain written approval can result in costly alteration onsite such as when designs or installations contravene fire and safety regulations, exceed maximum allowable booth height and boundary of contracted space.
- 2) The Exhibitor stall shall ensure reasonable exposure of any adjacent exhibition booths, by ensuring appropriate height and size of back / side walls and structures. Unless otherwise the organizers reserve the rights to have the stall setup amended on site for the same purpose if deemed necessary.
- 3) A suitable floor covering, such as carpet, must be provided for all booths below the platform.
- 4) Where a 'Special Design' booth is located adjacent to a 'Shell Scheme' booth, the wall of the 'Shell Scheme' booth is considered rented by that Exhibitor and may not be utilized by the 'Special Design' booth.
- 5) All exposed rear surfaces of designs and structures must be decorated unless it is against the actual walls of the Exhibition Hall.
- 6) No part of any structure may extend beyond the boundaries of the site allocated.
- 7) Materials for construction or decoration of the booths shall have a minimum flame spread. Evidence and proof may be required for on-site inspection by the Fire Safety Bureau. All precautions must be taken by the contractor or the Exhibitor against fire and to protect the public.
- 8) Exhibitors and/or contractors must clear out items not for display purposes (eg. containers, packing items) on the day exhibition opens and remove all exhibits and decoration materials immediately after the exhibition period. The Exhibitors will have to pay the Organizer for the cost of removing such articles from their booth if they fail to do so.
- 9) Exhibitors are reminded that it is the responsibility of their appointed booth fitting contractor to clean and vacuum the booth upon completion of construction, before handing over to the Exhibitor.
- 10) The Organizer reserves the right to reject any contractor and design they deem inappropriate. In the event of a dispute, the Organizer's decision will be final.

## General Guidelines:

The Exhibitor's staff must wear Exhibitor Badges issued by the Organizer for identification. The Exhibitor shall be responsible for the good conduct of all its staff, agents or representatives.

- a) The weight of all exhibit items shall not exceed the floor loading limit.
- b) All precautions must be taken by the Exhibitor against fire and to protect the public. Exhibitors, who, because of the nature of their exhibits, require specific fire protection, must make arrangements, at their own cost, for the provision of such equipment.
- c) Without the special permission of the Organizer & Official Contractor, no exhibits can be taken into the booth once the Exhibition has been officially opened, nor removed from the booth before the close of the Exhibition.

# Annual Conference of ISMPO (Indian Society of Medical & Paediatric Oncology)



16<sup>th</sup> - 18<sup>th</sup> November | Theme: "CONQUERING CANCER - CURRENT CONCEPTS" | Venue: Hotel Clarks Amer, Jaipur

- d) All material to be brought into the hotel from the Receiving Dock only with proper documentation done (inward challans, Material detailing, list of labors, coordinator, etc.
- e) No paint work shall be allowed on site. ONLY marginal finishing may be allowed. All paint work shall be done prior for/on the material brought in.
- f) No stage shows will be permitted unless with prior approval.
- g) Unauthorized photo/video shooting in the venue is not allowed.
- h) No Vendor for Exhibitor shall enter hotel premises from Lobby or use the Guest Elevator to transport merchandise or material to the exhibition hall.
- i) Any damage to the hotel property caused by the vendor / agency / company – setting up the stall / kiosk / stage shall be charged as per Hotel's Discretion and the same needs to be settled by the sponsor / company / agency / vendor – before taking off the material from the hotel premises.
- j) No unauthorized movement of any agency / vendor / labor shall be allowed during the conference time.
- k) **IMPORTANT: No cash sales of Exhibits are allowed in the Exhibition Hall!**
- l) The Organizers Reserve the right to Re-allocate / shift / change / cancel the stalls allocated without any prior notice.

## Electrical Contractor and Installations

Electricity will be supplied through the Organizer only.

The Organizers shall bring an electrical connection to the stall area and there after the exhibitor is required to do the internal connection of the stall as per requirement.

- a) No electrical installation may be suspended from the roof of the exhibition hall or affixed to any part of the building structure. No fitting may project beyond the boundaries of the installations and must be adequately protected against excess current.
- b) The Organizer reserves the right to disconnect electricity supply to any Exhibitor whose installations either violate the Organizer' regulations or is deemed dangerous or is likely to cause annoyance to Visitors or other Exhibitors.
- c) Power of 1KW for every 9 Sq Mtr shall be provided.

## Removal of Exhibits

- Exhibits will NOT be allowed to be taken out of the exhibition halls during the exhibition period.
- Removal or delivery of exhibition stores in or out of the exhibition hall is not permitted during the open hours of the exhibition. Such removal, delivery or replenishment of stock may only be carried out before Opening hours in the morning or after closing time in the evening.



### **Standards for Set up and Event Organizing**

Hotel Clarks Amer, Jaipur has set a high standard of event organizing and setting up of events. These standards have to be followed to maintain the décor of the venue and also to ensure safety and security of the clients and staff, also ensuring that any other event happening at the venue is not affected.

### **Security Requirements**

All external Event Managers have to give a list of vendors to the security listing out all the different vendors bringing different equipment, and number of workers from each vendor. The security also requires (3 days prior) what time each of the vendors is bringing his equipment in and out of the venue to allow the vehicles in and out of the premises.

- Vendors need to follow security instructions once inside the building until the Event is completed and while leaving, all items need to be screened and will be released.
- All Vendors need to take a visitor badge and deposit it one of their Government ID proof and while leaving will have to deposit their vendor pass and collect their ID back, on failing to do so there will be a fee which needs to be deposited and only when the vendor pass is received he or she will be reimbursed the paid cash.
- No underage minor will be allowed inside the building.
- No Tobacco, Alcohol or Smokes will be permitted inside the building.
- No Flammable material will be allowed inside the hotel
- Terms and conditions apply based on the Event happening.

### **Inside the venue**

Upon entering the venue all the workers have to register with the security and pick up a visitor tag from the time office. This should be displayed at all times while working inside the venue. The equipment that is coming into the venue should also be recorded at the time office and a "Material In" note should be collected for the same. Carpets should be laid at the entrance of the halls for equipment movement. No food to be consumed inside the halls.

All set-ups will be monitored by a representative of Security, Engineering shift in charge and Client Service Manager/ Team leader.



## Exhibitor Confirmation Form

Exhibitor / Company:

Name: \_\_\_\_\_

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

Contact Details: \_\_\_\_\_

Stall No.: \_\_\_\_\_

Stall Size & Position: \_\_\_\_\_

Fascia for Stall to Read: \_\_\_\_\_

(If no name is provided then NO FASCIA shall be provided on site)

Authorized Vendor / Agency appointed by the Exhibitor:

Company Name:

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

Contact Details: \_\_\_\_\_

No. of persons expected to be on site for the setup: \_\_\_\_\_

No. of Vehicle Load likely to come for the setup: \_\_\_\_\_

On Site Manager for setup – Name & Mobile Number: \_\_\_\_\_

Enclosure / Attachments:

- Stall Design with dimensions
- Authorization letter in favour of the Vendor / Agency by the Exhibitor / Company
- Floor Plan clearly marking the stall location on the printout

\_\_\_\_\_  
Name, Designation, Contact Details and Company Seal of the Exhibitor / Company.

Date of Submission: \_\_\_\_\_