

IOA CON

KOLKATA 2019

EXHIBITOR GUIDELINE

IOACON-2019

19th – 24th Nov. 2019

Venue

**BISWA BANGLA
CONVENTION CENTRE,
KOLKATA**

Dear Exhibitor

Thank you for your booking for the exhibition during IOACON- 2019 which is going to be held from **19th – 24th Nov 2019** at BISWA BANGLA CONVENTION CENTRE, KOLKATA

RAW SPACE / CUSTOMIZED STALLS

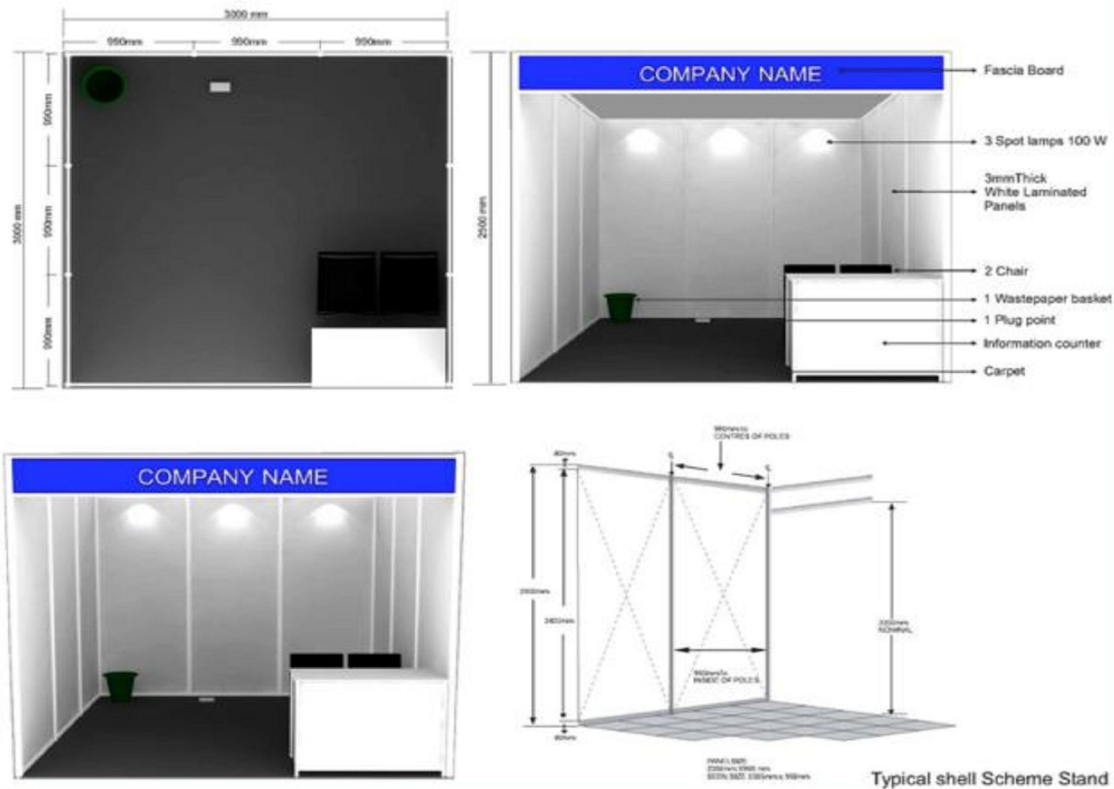
1. We will provide the bearer space on November 17th, 2019 at 04:00 pm for customized stalls for the fabrication of pavilions and exhibitors are requested to please complete display of exhibits by November 19th, 2019 by 06:00 PM for the Hall to be cleaned and sealed due to Security Reasons.
2. If the exhibitors do not complete the stall on time, then a penalty of Rs. 2000/hour will be charged to the Exhibitors.
3. No wood work, cutting and painting will be permitted inside the BBCC due to security reasons / fire safety norms.
4. As per the decision of the Organizing Committee, if in case you are planning to design and fabricate your booth / Pavilion, Please ensure that the height is not more than 12FT on the Back wall of inside Hanger.
5. Please submit your layout drawings to the Organising Committee for approval by the Organising Committee or to our official contractor **ESKAAR DECOR & FAIRFIT PRIVATE LIMITED**.
6. The clearance of all the wood or other wastage material used for the construction of the booth is to be done by the exhibitor.

Day	Purpose
November 11 th 2019	Set up
November 12 th 2019	Set up
November 13 th 2019	Set up
November 14 th 2019	Set up
November 15 th 2019	Set up
November 16 th 2019	Set up
November 17 st 2019	Set up
November 17 th 2019 at 04:00 pm	Position for Raw space
November 18 th 2019	Set up
November 19 th 2019 at 10:00 pm	Final set up
November 20 th 2019 at 04:00 pm	Hand over & Cleaning
November 21 st 2019	Exhibition
November 22 nd 2019	Exhibition
November 23 rd 2019	Exhibition
November 24 th 2019	Exhibition
November 25 th 2019	DISMANTLING

GENERAL TERMS AND CONDITIONS

- This area will also equipped with Air Hanger as per the layout
- An Exhibitor Service Centre will be operational from 04:00 PM on 17th November 2019 until completion pack-up. Representative of the Exhibition Manager will be available to attend to last-minute requests and emergencies.
- Exhibits must be staffed during exhibition hours. Booth staffs are expected to dress and conduct themselves in a manner consistent with a professional medical meeting
- Booth lectures are not permitted
- Order taking and sale of exhibited products and other genuine products of the exhibiting company are permitted provided that transactions are conducted in an appropriate professional manner & taxes are to be charged & deposited as per the Government policy
- All display items must conform in all respects to applicable safety, standards and health, biohazard, and fire codes
- All operational laser devices must conform to appropriate safety standards
- Public address and amplifying devices that project sound beyond the exhibition booth are not permitted
- Smoking is strictly prohibited within the boundary of the Exhibition Area and the complete venue
- The Exhibition Manager will ensure adequate and periodic cleaning of the premises
- All exhibitors should insure their exhibits and equipment against theft, fire, and damage due to natural calamities. The organizers will not bear insurance
- Exhibitors are not allowed to use the passage, hindrance to the movement to the delegates; similarly, exhibitors will not be allowed product demonstration in the passage or outside their stall or play stereo equipment disturbing other stalls holders the organizers will decide as to what constitutes the nuisance and their decisions will be binding on the exhibitors
- Exhibitor will themselves ensure the security of their products/ machinery/ equipment, the Organizing Committee will not be responsible for any loss, damage or theft
- Exhibitors will have to produce "NOC" issued from the Secretariat confirming that there are no dues pending from their side. "NOC" from the Secretariat is mandatory for possession of stall
- No Objection Certificate "NOC" will be issued to only those who have paid the entire agreed amount in full

Customized Stall (3mt. X 3mt.)



DESIGN BY : ESKAAR DECOR & FAIRFIT PVT. LTD.

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Basic Materials for each 3m x 3m = 9 sqmt. Built-up Stall provide one table, two chairs, 3 spot light, one 5/15 amp plug point, one dustbin & company name.

ADDITIONAL SERVICES & QUERIES

In case you require any additional queries related to IOACON 2019 EXHIBITION, Please contact our official Conference contractor for The IOACON 2019.

ESKAAR DECOR & FAIRFIT PRIVATE LIMITED

239, Panchanantala Road, Howrah-711101

MR. SUJOY ROY, DIRECTOR – Mob: 9830041471

Email: eskaardecor@gmail.com

MD. WAHID SADIK, MANAGER – MOB: 6290872764, 9874265531

MD. JAKIR, MANAGER – MOB: 9062940692

MR. RAJIB ROY, MANAGER – MOB: 9830598508

Email: eskaardecor@gmail.com

Kindly refer the extra furniture form and extra electricity form for your extra requirements.

Please note:

- All additional material will be providing at the venue, subject to advance booking along with 100% advance payment
- Payment can also be made in cash at the venue but only on prior booking of the additional items
- GST @ 18% shall be charged extra on any services ordered
- Exhibitors are requested to book the additional material before October 31, 2019. On spot booking is subject to availability on stock of the materials at the Venue.
- All the materials are given on hire basis for the duration of the exhibition period only.
- All the last minute orders supply of materials are depended on availability of stocks.
- Payments are to be made in the Favour of **ESKAAR DECOR & FAIRFIT PVT. LTD.**

- All bear space holders have to please specify the electrical power load and requested to bring their own MCB as per their load requirement The power load for the bearer space who will construct and fabricate on their own will have to specify their electrical load to the Event Manager. The electrical load charges are mentioned in the form below Overloading of Power Load dose Not PERMITTED you are requested to kindly send us your load requirement by October 31, 2019 where after it may not be possible for us to meet your requirement this is important to assess the total load of the exhibition area in order to arrange the generators, power cables and distribution systems.

- You are required to send the stall designs with specifications/ dimensions for an approval from the committee.
- Height of the customized stalls should not exceed more than 12 feet for the 9m x 9m stalls
- Height of all other size customized stall cannot be more than 8 feet. However, the fascia can go up to 8 feet in height, maximum (6m x 9m, 6m x 3m & 3m x 3m).
- The standard power supply is 5 amps for 3m x 3m stalls & 10 amps for 6m x 3m stalls. Any extra power requirement should be requested in advance, which will be charged as per consumption + 18% GST.

“Addition Materials for Hire Basis, List & Hire Charges at Next Page”



Eskaar Décor & Fairfit (P) Ltd.

Registered Office : 239, Panchanantala Road, Howrah-711 101. West Bengal, India
City Office : 79, Lenin Sarani, 205, Commercial Point, 2nd Floor, Kolkata-700 013. west Bengal, India
Corporate Identity No. : U74994WB2000PTC091558
Phone No. : 09830251141
E-mail ID : eskaardecor@gmail.com
GSTIN : 19AAACE8738N1ZZ

IOACON – 2019, Biswa Bangla Convention Centre, Kolkata, November 21 – 24, 2019

(Standard allotment in each 9sqmt. Stall: 1 No. System Table, 2 Nos. Chair, 3 Nos. Spot Light & 1 No. Power Point)

Sl. No.	Description of Service/Item	Picture	Rate each Item for 4 days	Quantity	Amount in Rs.
1	Sofa Single seater	P03	2,500/-		
2	Sofa Two seater	P01/P02	5,000/-		
3	Showcase 50 cm (L) x 50 cm (W) x 200 cm (H)	P14	4000/-		
4	Chair (Leather finish)	P05	800/-		
5	Centre Table with Glass Top	P10/P11	1,200/-		
6	Round Table	P08	1,500/-		
7	Standing Table	P09	2,000/-		
8	Octagonal System Table (standard)	P16	800/-		
9	Glass show window 1000X500X1800mm high in octanorm system laminated white top & shelf	P15	6,000/-		
10	Panel in octanorm system (1X2.5mt. ht.)	P18	1,500/-		
11	Brochure Stand	P19	1,200/-		
12	Bar Stool	P07	1,500/-		
13	Glass Show case (Jewelery Case)	P13	5,000/-		
14	Revolving Chair	P04	1,500/-		
15	Glass Shelf (1 mt.)	P17	500/-		
16	Comptrolux spot light	P23	450/-		
17	Metal Light (white, 60 wt & 50 wt.)	P20/P21	2,500/-		
18	Plug Point (5 amp.)	P24	450/-		
19	Raw space cabling with MCB switch		2,500/- per KW		
20	Led Tube	P22	500/-		
21	Chair	P06	1,200/-		
22	Side Rack 40 cm (L) x 100 cm (W) x 60 cm (H)	P12	1,500/-		

Supply of materials as per first come first serve basis and availability of stocks, prior order booking is acceptable.

Bank Details:-

A/C Name: **ESKAAR DÉCOR & FAIRFIT PVT. LTD.**
BANK NAME: **IDBI BANK**
BANK A/C NO.: **359102000000383**
BANK ADDRESS: **RAY VILLA 240, PANCHANANTALA ROAD,
HOWRAH WEST BENGAL - 711101**
IFSC CODE: **IBKL0000359**

Cont.: Md. Jakir: 9062940692 / Rajib Roy: 9830598508

Participant's Details:-

CompanyName:

Contact Details:

Stall No:

PRODUCT CODES



P-01

Two Seater Sofa



P-02

Two Seater Sofa



P-03

Single Seater Sofa



P-04

Revolving chair



P-05

Visitor Chair



P-06

Chair



P-07

Bar Stool (Adjustable)
50cm (H)



P-08

Round Table Cross Leg
90cm (Dia) x 70cm (H)



P-09

Standing Table



P-10

Square Table Cross Leg



P-11

Centre Table
120cm (L) x 45cm (W)



P-12

Side Rack
40cm (L) x 100cm (W) x 60cm(H)



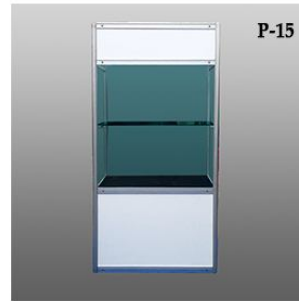
P-13

Glass Counter
100cm(L)x50cm(W)x100cm(H)



P-14

Show Case
50cm(L)x50cm(W)x200cm(H)



P-15

Show Case
50cm(L)x100cm(W)x200cm(H)



P-16

Table
105cm(L)x60cm(W)x70cm(H)



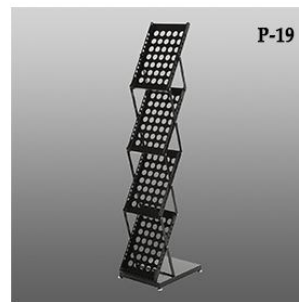
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Glass Shelf (Set of Three)
8 inch x 1 meter



P-18

System Panel
1 meter x 2.5 meters



P-19

Brochure Rack



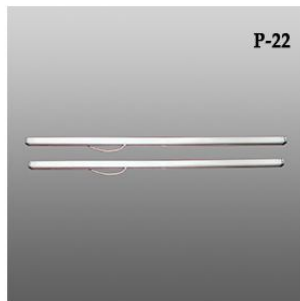
P-20

Metal Halide (60W)



P-21

Metal Halide (50W)



P-22

Led Tube Light



P-23

Spot Light



P-24

power socket