

SHELL SCHEME GUIDE



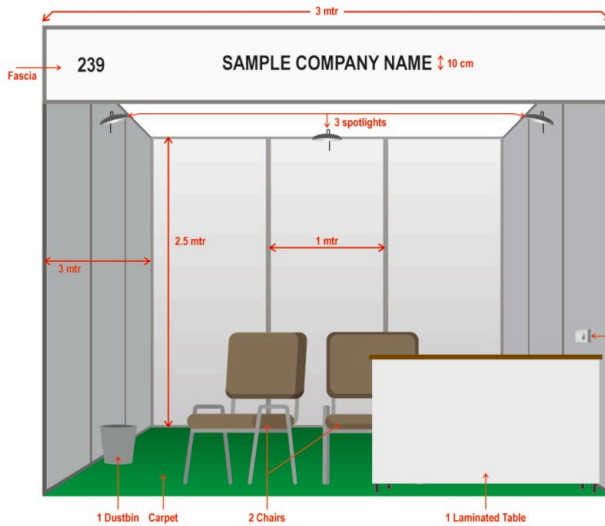
Title Holder



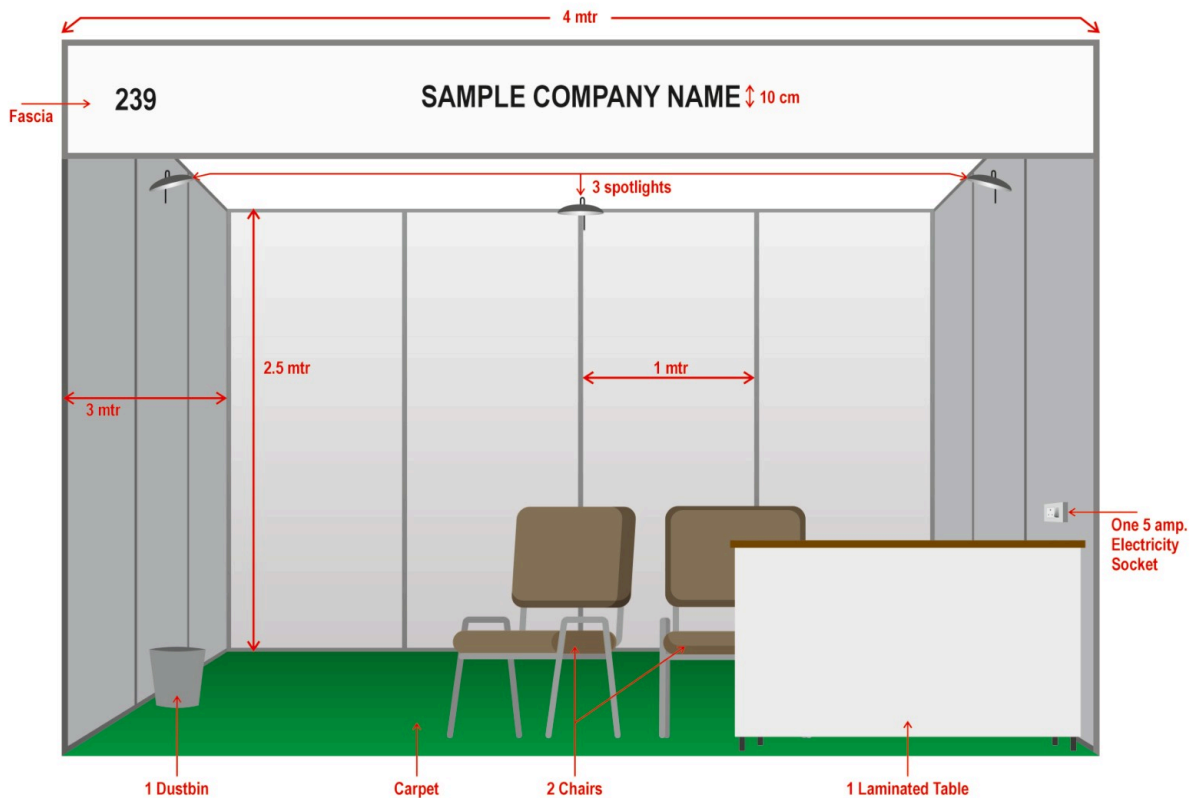
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SAMPLE SHELL SCHEME BOOTH

Following illustrations are indicative only. Actual shape, form, colour may vary.



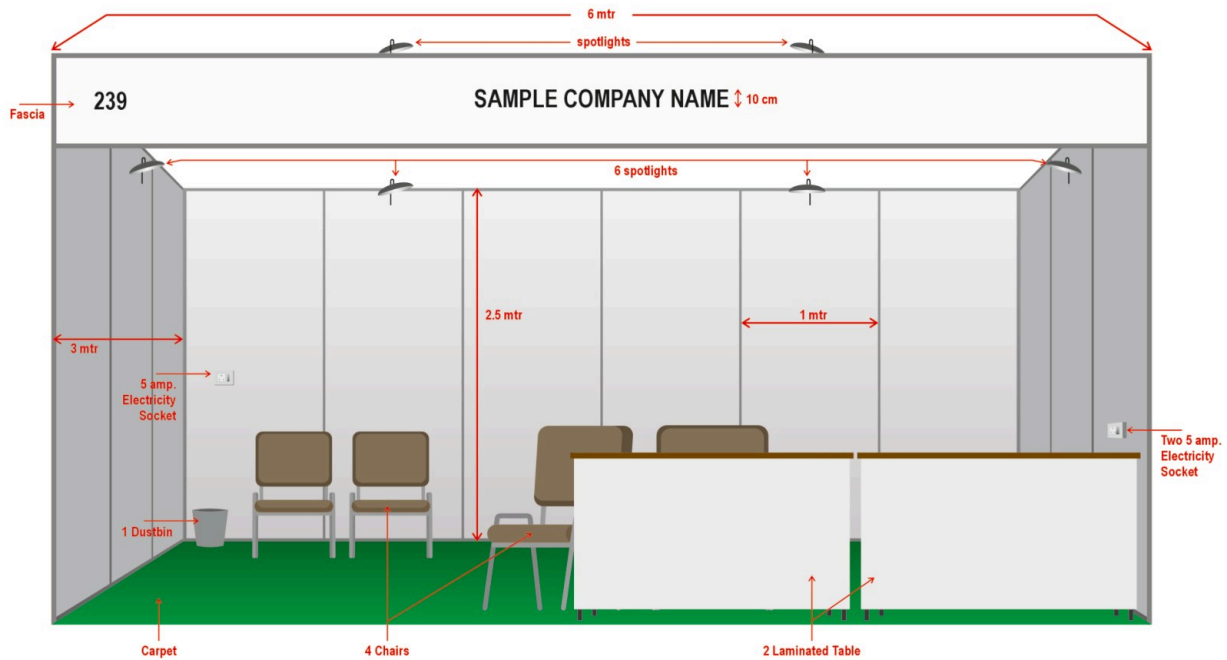
9 sq. m. - Depth 3 m. x Front 3 m.



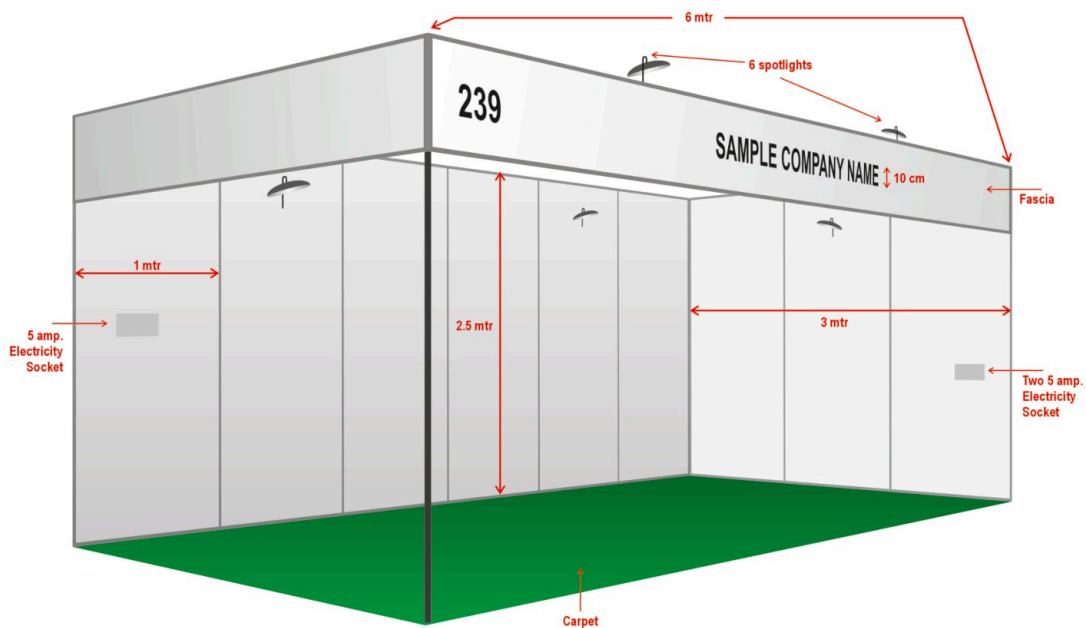
12 sq. m. - Depth 3 m. x Front 4 m.

SAMPLE SHELL SCHEME BOOTH

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Front Side Open - 18 sq. m. - Depth 3 m. x Front 6 m.



2 Side Open - 18 sq. m. - Depth 3 m. x Front 6 m.

Shell Scheme Booth Possession

- The possession of stall will be given from 10 am to 6 pm on the designated dates only.
- Possession will be given only to authorized persons upon submission of a copy of the following:
 1. **Stall Allotment Letter** issued by organizer upon full payment of participation charges
 2. **Authorization Letter of Exhibitor** with details of the persons authorized for stall possession
 3. **Photo ID (Aadhar Card)** of the authorized persons
 4. In addition to the above, **Stall Construction agencies** authorized by the Exhibitor will also need to provide on their letterhead, a detailed list of all their workers in the venue. Such list must include Name, Mobile Number and Aadhar Card details. All persons of the stall construction agency are required to strictly adhere to the applicable rules & regulations of the venue.

Exhibitor Badges

- These badges are compulsory for entry into the exhibition. Also, they must be worn throughout the exhibition for easy identification by security personnel as well as visitors.
- Information for these badges must be provided before its deadline, and only from online form accessed after EXHIBITOR LOGIN from kdcglobal.com / event website. Last-minute or on-site requests are liable to remain unfulfilled.

Shell Scheme Entitlements

- Pre-fabricated stall with up to 3 side walls in octonorm like system with each white laminated panel of 2.5 m. height and 1 m. width. Each stall will have carpet as per area and 1 dustbin.
- Additional Power e.g. for live operation of exhibits will be charged extra. Order for additional power must be placed before its deadline, and only from online form accessed after EXHIBITOR LOGIN from kdcglobal.com / event website. Last-minute or on-site request is liable to remain unfulfilled.
- 250 Invitation Cards per Exhibitor.

Shell Scheme Facilities Based On Area Booked:

Area (sq.m.)	Table	Chairs	Spot Lights	5A Plug Point	Exhibitor Badges
9 to 16	1	2	3	1	3
18 to 25	2	4	6	2	6
27 to 35	3	6	9	3	9
36 or 36+	4	8	12	4	12

Note: No rebate will be allowed to the Exhibitor if any item under Shell Scheme is not availed by the Exhibitor.

Exhibitor Name on Fascia

- It will be provided on the fascia of one side of the stall only.
- The maximum limit is 24 characters (including spaces).
- The lettering will be uniformly of 10 cm height.
- The required information must be provided before its deadline, and only through an online form accessed after EXHIBITOR LOGIN from kdcglobal.com / event website. Last-minute or on-site request is liable to remain unfulfilled.

Additional Requirement (At extra cost)

- Additional facilities like **Electricity, Compressed Air and Non-potable Water** (for operation of exhibits only) must be ordered before their deadline, and only through online forms accessed after EXHIBITOR LOGIN from kdclglobal.com / event website.
- **Additional requirements** like Furniture / Fittings, Hostesses, Security Guards, Tea/Coffee Machine, LCD/LED, Plants etc. may be ordered at extra cost from the empaneled agent for the same. Orders must be placed before their deadline. Last-minute on-site request is liable to remain unfulfilled.

Material Handling Of Exhibits (At extra cost)

- Exhibitors are required to contact the **Official Carrier & Forwarding Agent** directly for their requirements of Material Handling, Storage of Empties etc. **Only the empaneled agent will be allowed to move goods within the venue.**
- Order must be placed before its deadline. Last-minute or on-site request is liable to remain unfulfilled.

Live Operation Of Exhibits

- **Additional Single/Three phase power** for live operation of exhibits during the exhibition must be ordered at extra cost, before its deadline, and only through online form accessed after EXHIBITOR LOGIN from kdclglobal.com / event website.
- Last-minute or on-site request is liable to remain unfulfilled.

Stall Design Guidelines

Please refer to the Exhibitor Manual for exhaustive guidelines (much of the instructions listed for convenience under the heading of Bare Space Scheme exhibitors are also applicable in the sense they are intended to the Shell Scheme exhibitors)

- All stalls under Shell Scheme will be pre-built by the empaneled contractor. These stands will be of standard octonorm system with each white laminated panel of 2.5 m. height and 1 m. width. **The size of the banners/posters on the wall** may account for the width of the connecting rods between the panels e.g. the poster for a panel of 1 m. width may be about 2 inches shorter than 1 m. (one inch on either end of the panel).
- No structure should exceed 8.125 ft. in height. Special permission from Organizer is required for higher structure.
- No part of the exhibit should project out of the stand area and nothing should be placed outside the stand. Digging in the floor/ground is strictly prohibited.
- Excess material remaining after completion of stand design will be allowed to be carried out of venue only with a Self-declaration on company's letterhead along with duly filled Exit form.
- Stall set up as well as its dismantling must be completed before their respective deadlines.

Caution

- All items supplied under Shell Scheme package and additional items supplied by our official contractors are only on hire basis and the Exhibitors are required to return them to the contractors at the end of Exhibition in good order and condition. Any damage or loss of these items will have to be compensated for by the Exhibitor to the contractors.
- Painting, wall-papering, nailing/ drilling on wall panels supplied under the Shell Scheme is strictly prohibited. A penalty of Rs. 5000/- will be levied per panel for violation of this rule.
- Drilling, grouting on the floor, welding or any support of the semi constructed structure is strictly prohibited. Anyone found guilty will be charged a penalty of Rs. 50,000/-.

Refer EXHIBITOR MANUAL for IMPORTANT DEADLINES and OFFICIAL SERVICE PROVIDERS

WISH YOU A SUCCESSFUL PARTICIPATION



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