



www.bigcineexpo.com

2019

**EXHIBITOR
MANUAL**

WELCOME

Dear Exhibitor,

I am delighted to welcome you to **BIG CINE EXPO 2019**, International Trade show and Convention for Multiplex, Single-Screen Cinema, Mall and Theatrical Distribution Industry.

This "**EXHIBITOR MANUAL**" provides you

- 1) Information on various services which are available to all exhibitors.
- 2) Rules & Regulations associated with your participation at the event.
- 3) A time-table of in-hall operations to enable you to co-ordinate your operations at the show.

It is very important that the rules, regulations and time schedules associated with the event are followed.

1. Please read Exhibition Guidelines carefully. The information it contains will help you to organize things better.
2. Kindly place your orders for essential services to the relevant contractors as per deadline and make requisite payments in-time to ensure that your orders are executed. Carry copies of all order forms to the exhibition. The Organisers do not guarantee any services for emergency orders placed on site.
3. Exhibitors deducting TDS should submit the TDS Certificate in original. If the amount of TDS deducted is not reflected, such amount will be treated as outstanding and the Exhibitor will be liable to pay the same.
4. The administration of Exhibition halls will be controlled from the Organisers office. The organiser shall appoint Hall Directors who will be stationed in the hall. Exhibitors may contact them for any assistance during the exhibition.
5. To achieve uniformity in display and appearance of the entire exhibition and to ensure proper presentation of all exhibits, Exhibitors are advised to strictly follow the guidelines for stand construction, decoration and display specified by the organisers.
6. 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. The decision of the organiser on any problem or dispute will be final.

Thank you for your co-operation and support.

Wishing you a successful Exhibition in BIG CINE EXPO 2019.

Yours truly,


Raghav
BIG CINE EXPO



CONTENT

CONTACTS	4
DATE & TIMINGS	5
VENUE	5
GENERAL INFORMATIONS	6
QUICK FAQ	7
RULES & REGULATIONS	8-11
ON SITE ARRANGEMENTS (TRUCKS/TRAILERS MOVEMENT)	11
ELECTRICAL INSTALLATION & POWER SUPPLY	12
ONSITE OPERATION GUIDELINES	13
STAND PACKAGE, STALL CONSTRUCTION & DISPLAY	14-19
ORDER FORMS	
ADDITIONAL FURNITURE LIST	20-21
ORDER FORM	22
GENERAL FORM	23
(FASCIANAME, EXHIBITOR BADGE, INVITATION)	
ADDITIONAL POWER FORM	24
EXIT PASS	25

CONTACTS

ORGANISER

BIG CINE EXPO

11/1, 7th Main, 16th Cross,
Indiranagar II Stage, Bengaluru 560 038, India
Tel: +91 80 2529 0208
Email: asha@network208.com
Website: www.network208.com
Contact: Asha +91-9902 208208

OFFICIAL STAND CONTRACTORS

**Furniture / System Accessories / Electrical Equipment
Hostess / Manpower / Security / Floral Arrangements**

DIVERGENT MEDIA INDIA

415 'B' Wing, 3rd Floor,
Orchard Road Mall,
Royal Palms, Aarey Milk Colony,
Goregaon East
Mumbai - 4000 65
Tel: +91 88282 18134 / 88282 29334
Email: mailus.dmindia@gmail.com
Mark copy to: hardeep.dmindia@gmail.com

STALL DESIGNERS

DIMENSION DESIGN STUDIO

Contact - Lokesh +91 9820870202
Email: sales@dds-india.com, info.ddstudio@gmail.com
Website: www.dds-india.com

MANTRA360

Contact - Shrikant +91 9448553301, Amarnath +91 9738888852
Email: shrikant@mantra360.in, amarnath@mantra360.in
Website: www.mantra360.in

FREIGHT FORWARDING & MATERIAL HANDLING FOR EXHIBITS

R. E. ROGERS INDIA PVT. LTD.

510 / 511, Midas, Sahar Plaza Complex, M. V. Road, Andheri (E), Mumbai- 400 059
Tel: +91- 22- 2820 3845 , +91- 22- 3088 0309, Direct: +91- 22- 26817376
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STALL HOSTESS

DIVERGENT MEDIA INDIA

Ketan Trivedi
Tel: +91 8369403347
Email: mailus.dmindia@gmail.com
Mark copy to: hardeep.dmindia@gmail.com

DATE & TIMINGS

STALL SETUP

Bare/Raw Space Exhibitors : Sunday, 25th August 2019, 10.00 hrs
 Shell Space Exhibitors : Monday, 26th August 2019, 13.00 hrs

End of Vehicle Movement inside the Hall : Sunday, 25th August 2019, 20.00 hrs
 Carpet Laying : Monday, 26th August 2019, 15.00 hrs
 Final Dressing, Cleaning & Vacating of Hall : Monday, 26th August 2019, 19.00 hrs

Note: all work should be completed on Monday, 26th August 2019 before 19.00 hrs and the Hall will be closed thereafter. The Hall will open for exhibitors on 27th August 2019 at 8.00 hrs, two hours before the inaugural for their final trails and arrangements.

INAUGURATION FUNCTION

27th August 2019 : 10.00 hrs onwards

TRADE SHOW & CONVENTION TIMING

27th August 2019 : 10.30 hrs - 18.30 hrs
 28th August 2019 : 10.00 hrs - 18.00 hrs

DISMANTLING

28th August 2019 : 18.00 hrs onwards
 (Complete materials and Debris has to be removed by 20.30 hrs)

*Note: Organiser reserves the rights to change the time in certain circumstances.

VENUE

Bombay Exhibition Center (NESCO)

HALL 4

Western Express Highway,
 Goregaon (East), Mumbai 400063, India

Distance to NESCO from -

Chhatrapati Shivaji International Airport : 7 Kms
 THE FERN HOTEL GOREGAON : 1.2 Kms (3 Star)
 RADISSON MUMBAI GOREGAON : 5 Kms (4 Star)
 THE WESTIN MUMBAI : 3.3 Kms (5 Star)
 HOTEL SAI LEELA GOREGAON : 2 Kms (Low budget)

GENERAL INFO

DANGEROUS MATERIAL

- No Temporary gas (LPG) or naked live electrical fittings are to be used in the exhibition hall at any time.
- No explosives, Petrol, Dangerous Gases of highly inflammable substance are allowed inside the hall.

STAND CLEANING

During the Exhibition days, The Organiser will be responsible for general cleaning of stand carpets and gateways daily. During the build-up and dismantling periods, Exhibitors and / or appointed contractors are responsible for the removal of stand construction debris and rubbish on daily basis.

OFFICIAL STAND CONTRACTORS

The Organiser has appointed official stand contractors for various services so as to ensure a more efficient and regulated build-up and dismantling. However, the services of the official contractor are for the convenience of Exhibitors, and the Organisers will not accept any liability in respect of any contract between exhibitors and such contractors for the negligence or default of any such persons, their servants and agents.

SECURITY

- Security guards will patrol the exhibition site in general, but their duties will not include specific attention to individual stands.
- The Organiser will provide general security round the clock.
- Exhibitors and their staff will not be allowed in the exhibition hall after official hours.
- All Personnel in the Exhibition Hall must wear Exhibitor badges. Exhibitor badges can be collected from the Registration counter at the site.
- If your exhibits are valuable or sensitive and you wish to hire security personnel to attend your stand exclusively. During the show hours, please contact the official security agency. Security from other agencies will not be permitted.

ON-SITE FACILITIES

Drinking Water, Cafeteria, House Keeping, Fire Precautions and Security.

(*Note: On-site Facilities available only on Exhibition days & not on Setup days)

QUICK FAQ

1. What time will I get the Bare/Raw stall Possession?

Sunday, 25th August 2019 at 10:00 hrs

2. When will get my Exhibitor badges?

Monday, 26th August 2019 from 13:00 hrs onwards

3. What time can I get my truck inside the NESCO complex?

You can get your truck any time inside the NESCO complex subjected to the parking fee by NESCO. But the Vehicle movements will be strictly stopped inside the Hall 4 at and post 20:00 hrs on Sunday, 25th August 2019.

4. Do you have parking for truck / car?

As per the venue owners (NESCO) regulations, truck/trailer/cars are parked ideally in the hall or at the parking lot and is liable to pay parking charges.

5. What is the maximum height I can go for my stall?

For Shell space - within 2.5 metres from ground level

For Bare space - Branding structure above 2.5 metres should not rest on the partition walls. Branding along the open aisles and within stalls is permitted up to 4.25 metres only.

6. What time will I get the Shell stall Possession?

Monday, 26th August 2019 from 13:00 hrs onwards

7. What will I get with my stall package?

For Shell space - Table, Chair, Light, Power Socket, Waste Bin, Glass Table, Partition, Fascia and Carpet. Refer the table inside the manual for complete details on quantity, etc.

For Bare space – Nothing apart from the floor marked would be provided.

8. Can I do the spray painting at my stall?

No spray painting is allowed by NESCO, you can do brush, roller and regular painting

9. Is there any restaurants available inside the NESCO complex during setup day?

There are many restaurants and food court inside the NESCO complex on payable basis. No outside food is allowed inside the NESCO complex.

10. Are the food and beverages complimentary to all during the show days unlike previous years?

Until the food sponsorer is confirmed, no commitment on complimentary food will be made. Besides this, NESCO Food counters will be open to all for a reasonable price. A limited redeemable coupon will be provided to the exhibitors according to their stall size. Anything beyond the coupon amount has to be paid by the exhibitor directly at the NESCO food counter.

11. What happens, if I book a shell stall and get the material for bare space?

A lot of planning with regards to material handling on the floor. An advance notice on the bare and shell space to be confirmed and submitted in order to keep the setup running smooth. A fine of Rs. 3000/- per sqm will be charged if the shell space is been used as bare space regardless of any circumstances.

12. By when should I dismantle and clear my materials?

On Wednesday, 28th August 2019 from 18:00 hrs onwards you can dismantle your stalls. Complete materials and debris has to be removed by 20:30 hrs. The respective fabricators to be instructed with the same.

RULES & REGULATIONS

1. Terms of Reference: The terms and conditions set out herein shall be read and construed as an integral part of the contract. The term 'Exhibitor' shall include all employees, servants and agents of any company, partnership, firm or individual to whom space has been allocated for the purposes of exhibiting; the term 'Exhibition' shall mean the exhibition(s) referred to on the application form overleaf; the term 'Organisers' shall mean Big Cine Expo, and the term 'Contract' shall mean the contract for exhibition space at the exhibition, entered into between the Organisers and the Exhibitor, and which incorporates these present Terms & Conditions which shall be construed as an integral part of the contract. "Event" means Big Cine Expo, currently scheduled to be held on 27-28 August 2019 (the "Event Dates") at Bombay Exhibition Center (the "Exhibit Facility"). Event is owned, produced and managed by Big Cine Expo.

2. Contract Acceptance: This contract shall become binding and effective only when it has been signed on the facing page by Exhibitor and countersigned on the facing page by a duly authorized representative of Big Cine Expo.

3. Application for Participation: All contra applications for participation shall be made on the prescribed Exhibition Space Contract which shall be submitted to the Organisers or their authorized representative(s) specified overleaf. Applications will be dealt with in the order they are received, and will constitute the Exhibitor's confirmation of participation and acceptance of the terms of contract. The Organisers, though not bound by this Contract to do so, will to the best of their ability attempt to meet the requirements of the Exhibitors. The Organisers, reserve the right to accept or refuse any application without disclosing the reasons to the Exhibitor. No Exhibitor may refuse the space which is allotted to him, nor for such reason cancel his participation. If the participation of a prospective Exhibitor cannot be accepted due to lack of available space, the prospective Exhibitor shall not be entitled to claim or receive any compensation.

4. Allocation of Exhibition Space: The Organisers shall allocate the space in accordance with the nature of exhibits or in any manner they may deem fit. The Organisers reserve the right to change the space allocated to the Exhibitor at any time prior to the commencement of the erection of the booth by the Exhibitor and, at the sole discretion of the Organisers, to alter the space or transfer or close entrances or exits to the Exhibition facilities and to undertake such structural alterations as they may deem fit. The Exhibitor shall have no right to cancel his participation in the Exhibition nor to claim for compensation as a result of such changes.

5. Use of Exhibition Space: Exhibitors are entitled to exhibit only the announced products and must man the stand or space with competent personnel during the opening hours of the Exhibition. Any articles exhibited

without prior authorisation may be taken away at the expense and risk of the Exhibitor. No change of items on display may be effected during the opening times of the Exhibition. Items may not be exhibited outside the limits of the space rented by the Exhibitor. The Exhibitor is responsible for the cleaning, both inside and outside, of his stand(s) or space(s). Cleaning should not be carried out during the opening times of the Exhibition. Failure to observe these regulations may result in the Organisers taking the steps they consider necessary against offenders, without assuming any responsibility whatsoever for the consequences arising from such violations of regulations. The Organisers reserve the right to deny any visitor(s) admittance to the Exhibition as a whole or access to any particular stand(s) or space(s) or area(s) within it. Exhibitors are not allowed to sublet or assign the stand(s) or space(s) allotted to them to other parties either wholly or in part without the written consent of the Organisers. Where such consent is given, each Exhibitor on a given stand or space will be jointly and severally liable under the terms of this Contract and one representative should sign this Contract on behalf of all Exhibitors involved. Exhibitors shall be liable for any damage to the walls or to any part of the Exhibition premises in which their exhibits are placed and shall not paint or other-wise alter the floors, ceilings, pillars or walls without the prior consent of the Organisers.

6. Payment of Participation Fees

- a. 30% Due on application
- b. 70% Due by 31 May 2019
- c. Exhibitors registering after 31 May 2019 should pay the total cost of the stand or space reserved on receipt of the corresponding invoice.
- d. All additional facilities requested by the Exhibitor shall be paid for in advance
- e. No Exhibitor may remove the products and samples from his stand or space until all dues to the Organisers have been paid
- f. Changes from Shell Space to Bare Space intimated less than 30 days prior to the event will not be entitled to refund of shell cost
- g. Cheque/DD must be in favour of 'BIG CINE EXPO' payable at Bangalore

7. Termination of the Contract

The Organiser may terminate the Contract if:

- a. The Exhibitor fails to comply with the payment of the participation as given above. The allotted space will be cancelled and payment to the Organisers will not be refunded
- b. The Exhibitor gives written notice of his intention to withdraw, which the Organisers, in their discretion, may permit written confirmation, subject to the payment of a percentage of their total contract price by the Exhibitor to Big Cine Expo as consideration for release from the Contract as follows:

Up to 9 months prior to the exhibition - 30% of space cost

6 and 9 months prior to the Exhibition - 50% of space cost

3 and 6 months prior to the Exhibition - 75% of space cost

Less than 3 months prior to the Exhibition - 100% of space cost

The withdrawal of the Exhibitor will cause the Organiser loss and further costs in reselling the stand and the Organiser is therefore entitled to charge these administration fees

c. In case the Exhibitor fails to attend the exhibition for any reason, he shall be liable for paying the full amount of the total participation fee

8. Cancellation or Curtailment of the Show by Big Cine Expo: In the event that the facility in which the show is to be held or is held is destroyed or becomes unavailable for occupancy, for reasons beyond the reasonable control of the Organiser and sponsors, or if for any reason the Organiser is unable to permit the Exhibitor to occupy the facility or the space, or if the show is cancelled or curtailed, the Organiser and sponsors will not be responsible for any loss of business, loss of profits, damage or expense of whatever nature that the Exhibitor may suffer. The reasons listed include, but are not limited to, such reasons as: casualty, explosion, fire, lightning, flood, weather epidemic, earthquake or other Acts of God, acts of public enemies, riots or civil disturbances, strike, lockout or boycott or other force majeure event.

9. Changes: The Organisers have the right to modify the duration of the Exhibition or the opening and closing times thereof. Exhibitors shall not be entitled to any claim or compensation in connection with such modifications.

10. Exhibit Space Occupancy: Big Cine Expo shall specify the hours and dates for installing, occupying and dismantling exhibits. If Exhibitor fails to install its display in its assigned space two hours prior to show opening on Tuesday, 27 August 2019 or leaves its space unattended at any time during the Event, Big Cine Expo shall have the right to take possession of the space, terminate this contract and no refund will be due to Exhibitor. All exhibits must be open for business at all times during the Event.

11. Stand Construction & Decoration: Exhibitors may decorate their stand(s) or space(s) in accordance with the relevant guidelines and instructions issued by the Organisers, but only after obtaining written approval by submitting detailed scaled plans in duplicate no less than two months before the Exhibition.

12. Movement of Exhibits

a. Exhibitors shall bear the responsibility and expenses for the transport of exhibits to and from the Exhibition venue

b. Exhibitors shall make their own arrangements for storage and warehousing of their exhibits

c. Without prior authorisation from the Organisers, no article may be removed from a stand or space while the Exhibition is in progress, even if the said article has been sold

d. Exhibitors shall remove all exhibits from the Exhibition venue within the period stipulated by the Organisers and shall indemnify the Organisers against any loss by reason of delay or damage to the Exhibition venue

e. Exhibitors shall bear the responsibility and expenses of any parking fee

13. Trade Show Set-Up and Show Hours: Information on set-up and Event hours will be provided to you separately. Please make note of the following: Only Exhibitor will be permitted in its booth 45 minutes prior to published "Trade Show Open Times." Exhibitor must leave its booth no later than 30 minutes after official closing time. No staff of the Event Facility has any authority in regard to exhibits, or in exhibit area other than authorized security personnel. Information on installation and removal of exhibits will be provided to you separately. Please make note of the following: Exhibits must remain open in accordance with the schedule published prior to the Event or as amended by Big Cine Expo. NO BREAKDOWN or DISMANTLING OF EXHIBITS will be permitted before the Event officially closes down. If Exhibitor infringes this rule, it will be assessed a fee of INR 80,000 / US\$ 1500 and may be banned from future Events. Exhibitor must not erect or maintain a back wall higher than 8 feet nor side walls over 42 inches in height without prior approval from Big Cine Expo. All solid opaque structures will be confined to within 4 feet of the back line of Exhibitor's booth space. No merchandise displays may block viewing of any other exhibits.

14. Listings and Promotional Materials: By exhibiting at the Event, Exhibitor grants to Organizer a fully paid, perpetual non-exclusive license to use, display and reproduce the name, trade names, product names of Exhibitor in any directory (print, electronic or other media) listing the companies exhibiting at the Event and to use such names in Organizer promotional materials. Organizer shall not be liable for any errors in any listing or descriptions or for omitting Exhibitor or any other exhibitor from any directory or other lists or materials. Organizer may also take photographs of Exhibitor's booth space, exhibit, guests and personnel during, before or after the open hours of the Event and use those photographs for any promotional purpose.

15. Copyrighted Materials: Exhibitor shall not play or permit the playing or performance of, or distribution of any copyrighted material at the Event unless it has obtained all necessary rights and paid all required royalties, fees or other payments.

16. Exhibitor Manual: Prior to the Event, Big Cine Expo will send an Exhibitor Manual to the "Company Contact" listed on the front of this contract. The Exhibitor Manual will include information integral to participation at the Event, including but not limited to: additional exhibitor rules and regulations, official contractor order forms, registration, shipping and drayage, utilities and building services, exhibitor display rules, and move-in, move-out schedules.

17. Outside Exhibits/Hospitality Suites: Exhibitor is prohibited, without express advance written approval from Big Cine Expo, from displaying products/ services and/or other advertising material in areas outside its booth space such as, but not limited to, parking lots, lobbies, lounges, corridors, etc., as well as conducting unauthorized facility tours.

18. Character of Displays; Use of Aisles and Common Areas: Distribution of samples, printed matter of any kind and any promotional material is restricted to the exhibit booth. Exhibitor shall only exhibit products that it manufactures, represents or legally distributes. All exhibits shall display products or services in a tasteful manner. The aisles, passageways and overhead spaces remain strictly under control of Big Cine Expo and no signs, decorations, banners, advertising material or special exhibits will be permitted in the aisles except by written permission of Big Cine Expo. Uniformed attendants, models and other employees of Exhibitor must remain within its booth. Any and all advertising distribution must be made from Exhibitor's booth space. Balloons and stickers are prohibited in the exhibit area. Handouts with gummed backing that adhere or cause adhesion are considered stickers. Equipment must be arranged so that show visitors do not stand in the aisle while examining equipment or watching demonstrations. Strolling entertainment or moving advertisements outside of an Exhibitor's exhibit space are prohibited.

19. Sound Devices: The use of devices for mechanical reproduction of sound or music may be permitted, but must be controlled. Sound of any kind must not be projected outside of the exhibit booth. Exhibitor is specifically prohibited from employing any carnival-type attraction, animal or human, or from operating noise-creating devices such as bells, horns or megaphones.

20. Security: Exhibitors and their representatives should be present at their stands or spaces at all times during the opening hours of the Exhibition. They may not close their stand or space before the appointed time of closing.

21. Fire Regulations: The use of inflammable materials for stand or space decoration is prohibited unless such materials have been treated with a fire-retarding substance. All heating appliances should be mounted on fire-proof stands. All inflammable materials (such as empty boxes and packaging) should be removed immediately from the Exhibition venue.

22. Insurance, Liability and Risks

a. All Exhibitors shall insure, indemnify and hold the Organisers and the venue owners harmless in respect of all costs, claims, demands and expenses to which they may be subject as a result of loss or injury arising to any persons howsoever caused while the said persons are upon or examining or passing the Exhibition stands or spaces, during the tenancy of the Exhibition. The liability or risks of the employees, agents or exhibits shall be the responsibility of the Exhibitors

b. All Exhibitors shall insure, indemnify and hold the Organisers and the venue owners harmless in respect

of all costs, claims, demands and expenses to which they may be subject as a result of cancellation, postponement or partial opening of the Exhibition

c. All Exhibitors shall obtain all-risks insurance from an insurance company of good standing. In addition, all Exhibitors shall obtain third party liability insurance from a local insurance company of good standing to cover equipment and/or exhibits, whether or not such articles are their property

d. The Exhibitor shall produce certified copies of the insurance policies obtained pursuant hereto

23. Supplementary Clauses: The Organisers shall have the right, in all circumstances, to issue supplementary regulations, in addition to these present Terms & Conditions, to ensure the smooth management of the Exhibition. Such instructions shall be considered to be an integral part of the terms of Contract, provided they are given to the Exhibitors in writing. The failure to object to any breach of any clause herein by the Organisers shall not constitute agreement to modification of this agreement or a waiver of any subsequent breach of such clause.

24. General Conditions:

a. The Organisers shall have the right to cancel any Exhibitor's participation in the Exhibition if the said Exhibitor contravenes the regulations in any way, and this without the Exhibitor having any claim to compensation or reimbursement for any or all financial commitments undertaken by him and still outstanding to the Organisers

b. Bangalore Court shall be deemed to be the place of settlement of any disputes that may arise between the Organisers and Exhibitors

c. The Organisers shall have the discretionary right to sue any Exhibitor before his national court or before any other court

d. Exhibitors are bound by all and any regulations applicable to participants in fairs and exhibitions in India

e. Indian Law shall be the law of contract between the Exhibitors and Organisers

25. Regulations:

a. Exhibitors undertake to abide by all clauses whatsoever set forth by the Organisers herein or in any supplementary document(s). Such clauses will be enforced and are in no way to be regarded as merely commentary. The Organisers are the sole judges as to the measures to be adopted in respect of the application of the said clauses

b. By his very participation in the Exhibition, the Exhibitor acknowledges the right of the Organisers, jointly or separately, to take unilateral measures for the defence and protection of the interests of the Exhibition, and of all or some of the Exhibitors; as well as any measures the Organisers deem useful or necessary to ensure the security of the premises, the Exhibitors and the visitors

26. Force Majeure: The Organisers shall not be responsible for the loss of or damage to any property of the Exhibitor or any other person caused by theft, fire, defect in the Hall, storm, tempest, war, labour disputes, lockout, explosions, Acts of God and general

causes of Force Majeure, whether or not ejusdem generis within the Organisers' control or for any loss or damage sustained in the event that the opening or holding of the Exhibition is prevented, postponed or abandoned or if the exhibition hall becomes totally or partially unavailable for the holding of the Exhibition due to any of the foregoing causes, the Exhibitor shall hold the Organiser safe and harmless from all loss and damage and in no event shall the Exhibitor have any claim of damages compensation of any kind against the Organisers; and if it is impossible to hold the Exhibition as scheduled due to any reason, the already paid monies by the Exhibitor shall not be refunded unless the Organisers decide otherwise by refunding the payment after deducting the necessary expenses.

**ANY DISPLAY/POSTER/BANNER/
PRODUCT KEPT OUTSIDE THE
GIVEN BARE/SHELL SPACE WILL
ATTRACT THE CHARGE OF INR
2000/ US\$ 50 PER SQFT AND
BILLED AFTER THE EXPO.**

**FINE OF RS. 3000 PER SQM
WILL BE CHARGED IF THE
SHELL SPACE IS BEEN
CONVERTED TO BARE
SPACE ONSITE.**

ON SITE ARRANGEMENTS (TRUCKS/TRAILERS MOVEMENT)

Kindly instruct your transporter / contractor / forwarder to abide by the below regulations and cooperate with all the official agencies and specially the security agency.

1. All trucks / trailers are to enter the venue through GATE NO 1 only.
2. Movement of trucks / trailers inside the venue will be permitted as per the Time Table assigned by the onsite coordinator during the setup day
3. All trucks / trailers after entering the venue must be parked at the "TRUCK PARKING LOT". Parking fee is applicable as per venue owners (NESCO).
4. The exhibitor must approach the onsite coordinator who will be seated inside Hall No 4. Kindly approach the onsite coordinator only after your vehicle has entered the venue along with the truck number and consignment document(s).
5. A "GATE PASS" will be issued to the exhibitor after assessing the status and feasibility of movement within the hall.
6. Security agency at the truck parking barriers have been strictly advised to release the truck / trailer only against a GATE PASS and in an orderly manner after confirmation from the onsite coordinator.
7. IMMEDIATELY after the truck/trailer is offloaded you are to instruct your transporter to leave the hall through the same gate of entry into the hall and must also leave the venue.
8. As per the venue owners (NESCO) regulations, truck/trailer parked ideal in the hall or at the parking lot is liable to pay parking charges.

THE ABOVE PROCEDURE IS ALSO TO BE FOLLOWED POST EXHIBITION. RE PACKING OF STALLS WILL ONLY BE PERMITTED AFTER OFFICIAL CLOSURE OF THE EXHIBITION AND EMPTY CASES / PKGS WILL BE ALLOWED ENTRY ONLY AFTER THE PASSAGE CARPETS HAVE BEEN REMOVED.

NESCO Parking Charges per day-

2 Wheeler	Rs. 20
4 Wheeler	Rs. 100
Truck & Bus	Rs. 200
Trailer	Rs. 500

ELECTRICAL INSTALLATION AND POWER SUPPLY

1. Exhibitors must indicate their power requirement in terms of maximum connected load for lighting and exhibits in Rounded off KW only. Under no circumstances, exhibitors will be permitted to reduce or cancel their electricity requirement and ask for refund.
2. A penalty of 200% on extra power used will be charged to the exhibitor if found drawing more power than indicated.
3. The electric power supply available at the exhibition is as under:

Single Phase	:	230 Volts +/-10%
3 Phase	:	415 Volts +/-10%
Frequency	:	50 Hz +/-3%
4. Exhibitors are advised to install equipment like Voltage Stabilisers / CVTs / UPS / isolation Transformer for their sophisticated machine/exhibits. If the machines are sensitive to the alignment of the floor, placement of stall plates underneath is recommended.
5. Big Cine Expo personnel responsible for supply of power have been entrusted with the authority to regulate and control power supply to the Exhibition Halls and individual stands. Each stand will be provided with electric power at one or more main points depending on the total requirement. Exhibitors should use Fuse Distribution Boards for feeding power to their machines.
6. Exhibitors should use either armoured cables or metal conduits for connecting power supply to machines.
7. All machines should be earthed firmly at two places through bare copper earthing wire of the size appropriate to the load connected to the machines.
8. The work of drawing power from main point(s) given in the stand area to machines/ exhibits is to be carried out by the exhibitors at their own cost.
9. Exhibitors should connect power to machines/ exhibits as per the requirement given in their application forms. Connecting power to exhibits other than those mentioned in the application or more than the specified load or the load allotted by the Electrical Department is strictly prohibited.
10. Exhibitors must install separate and independent switch connections for their machines/exhibits. Alternate connections or throw-over switches are not allowed.
11. Exhibitors requiring Single Phase power for lightning purpose should carry out necessary wiring from 3 phase outlet through two pole single phase switches, if necessary, for further distribution.
12. After the electric wiring work is completed the exhibitors must obtain a completion report from their electricians or contractors engaged by them and file the same with Big Cine Expo team. Actual connected load for the individual machines/exhibits should be mentioned in the report.
13. All main electrical supply points must be easily accessible for operation and repairs, in the event of emergency. These should be concealed or covered with any partition wall/stored material. In case of emergencies these should be easily accessible for switching off.
14. Power will be released only after the wiring work is carried out to the standard of the Electrical Department.
15. Exhibitors are advised to take highest level of safety precautions and engage services of only qualified and licensed personnel for electrical wiring and installations.
16. All exhibitors especially the raw space should ensure that their Electrical contractor or qualified representative should remain present in the stand all the time during & pre-exhibition period to coordinate and maintain smooth electrical work.

Exhibitors may engage the services of their own personnel for cabling work inside their stand subject to the condition that these personnel are duly licensed to undertake electrical work and their names and addresses are intimated to the organizers before the commencement of work. However, in case the services of electrical contractors are required to make connections, However, in case the services of electrical contractors are required to make connections, electrical contractors are to be borne by the exhibitors and are payable directly to the contractors.

ONSITE OPERATIONS GUIDELINES

SCHEDULE FOR SITE OPERATIONS

Bare Space Exhibitors :
Sunday, 25th August 2019, 10.00 hrs

Shell Space Exhibitors :
Monday, 26th August 2019, 13.00 hrs

- Completion of booth setup including placement of exhibits by exhibitors under Bare space and Shell space should be done by 27 August 2019 at 7.00 hrs.
- All the utilities will be disconnected / closed, 15 minutes after the exhibition timings during each show days.
- Collection of all rented items will be done immediately after the show closes.
- Dismantling of the stalls will start on 28th August 2019 at 18.00 hrs onwards
- Complete materials and Debris has to be removed by 20.30 hrs on 28th August 2019 for clearing for the next expo at that venue
- Exhibitors shall ensure that their booth is built & dismantled in a safe, systematic and organised manner, within the specified built-up & dismantling period.

STALL POSSESSION

Exhibitors will not be allowed to occupy their space or stands until the Organiser has received full payment.

PAYMENTS

No financial adjustment will be done by the Organiser to any of the service providers on behalf of the exhibitors.

ADMISSION

The Organiser reserves the right to refuse admission or to remove any person from the venue without giving a reason.

ELECTRICITY

- 1) All electrical installation on stands MUST BE APPROVED BY THE OFFICIAL ELECTRICAL CONTRACTOR.
- 2) General lighting will be provided at the halls during the construction period (25-26 August 2019).
- 3) The Stall power for the shell scheme exhibitors will be switched on for testing by 26 August 2019.
- 4) The Bare Space exhibitors should order the power through the additional Power Order Form for permanent power.
- 5) Power will be switched on 30 minutes before show timings and switched off 15 minutes after the exhibition closes, everyday.
- 6) Both permanent and temporary power will be supplied at any ONE point of the stall. Internal distribution must be carried out by the Exhibitor / Exhibitor's contractor.
- 7) Licensed engineers appointed by the Organiser will test all electrical equipment in the booths, prior to turning on the electricity supply.
- 8) The Organiser / official electrical contractor will not take any responsibility for failure of any connections done by contractors other than the official electrical contractor.
- 9) Certified / licensed electrician shall carry out electrical installation within the booth. Electric wiring shall be laid without tapping and same shall be one meter away from any combustible material or covering materials and shall not be laid through decorative material. Electrical wiring shall be of copper having fire resistance, low smoke hazard (Fresh) cables. Smoking, cooking, heating, dwelling, use of naked lights / flames, fire display, etc., shall be strictly prohibited in the premises.

GENERAL INFORMATION

- 1) Nobody will be allowed to sleep at the venue during the entire period (includes build-up, exhibition & Dismantling days).
- 2) No person will be allowed inside the exhibition area without a temporary pass during the construction period.
- 3) All the contractors should give their detail to the respective exhibitors and exhibitors should provide the same to the Organiser to collect the temporary passes.

STAND PACKAGE, STALL CONSTRUCTION & DISPLAY

SHELL SCHEME :

Standard Package

- Standard maxima modular structure with partition
- Exhibitors name on Fascia
- Light Grey Carpet
- Standard Accessories as listed in the below table

Areas not covered in the below table will be provided with standard accessories in proportion to the size of their booth.

Sr. No.	Item	Item Code	STALL SIZE					
			upto 12 sqm	13 to 18 sqm	19 to 27 sqm	28 to 36 sqm	37 to 45 sqm	46 to 54 sqm
1	Table (Nos.)	DMI-02	1	2	3	4	5	6
2	Fibre Chair (Nos.)	DMI-09	2	4	6	8	10	12
3	Spot Light (Nos.) 75 W	DMI-27	3	6	9	12	15	18
4	Power Socket 15 A	DMI-29	1	2	3	4	5	6
5	Waste Bin	DMI-31	1	2	3	4	5	6
6	Glass Round Table	DMI-11	0	1	2	3	4	5

- The overall height of a shell scheme booth should be 2.5 mtrs only from ground level.
- Exhibitors of shell stand are permitted to display the exhibits within the partitioned stand area only.
- To maintain uniformity and structural stability, the shell scheme exhibitors are not allowed to remove fascia or standard structure provided by BIG CINE EXPO
- Shell Scheme exhibitors should order for power for additional fittings (if any).
- Minimum 24 sqmtrs area is required to have a fully specialised constructed stall
- The booth design needs to be submitted to BIG CINE EXPO for approval before 31 July 2019. The approved booth designs will be stamped and sent back to exhibitors. The designer should carry the approved designs at the exhibition and should adhere to it. Any exhibitor will not be allowed to construct the booth if the design differs from the one approved by BIG CINE EXPO.
- It is mandatory to order power for basic lighting too, by filling the order form available online or in the exhibition guidelines.

RAW SPACE

- Exhibitors who have booked raw space will be provided with bare space only.
- Raw Space Exhibitors can appoint a contractor of their choice for stall design and construction.
- Partitions and/or dividers in the stands should not be erected on the open side of the stand. Both sides of the partition should be properly finished or painted, particularly the partition on the side of their neighbouring stand.
- Raw Space Exhibitors can appoint a contractor of their choice for stall design and construction.

- The standard rules for booth designing are:

- The partition wall height should be restricted to 2.5 mtrs from ground level.
- Branding along the partition wall should be atleast 2ft away from the partition wall.
- Branding structure above 2.5 mtrs should not rest on the partition walls.
- Branding along the open aisles and within stalls permitted upto 4.25 mtrs only.

- All height details mentioned in the guidelines are from the ground level and not from any raised flooring created by the exhibitors.

UTILITIES

Other than the stand packages the stand rental include General hall Lightning, Hall Cleaning, Hall Security, Inclusion of exhibitor details in the Exhibition Directory, a copy of the Directory per stand to the exhibitor, Exhibitor Passes, General advertising & Publicity of the exhibition, Visitor Promotion material depending upon area booked.

All services other than mentioned in stand package and utilities will be charged extra.

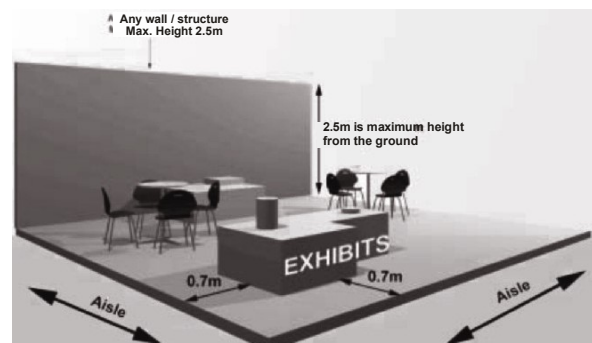
GENERAL GUIDELINES FOR STALL CONSTRUCTION

1. Organisers will demarcate the stands within the hall by suitable means. Exhibitors may take assistance from the Hall director for locating their respective stands. In the case of ambiguous markings, the exhibitor or his/her service providers can obtain information on the exact space from the organizer, Stand area borders may not be crossed by additional stand structures or exhibited objects.

Stand possession cannot be given to the Exhibitors Contractors, Stall Designers or any third party.

2. There will be no Vehicle movement on 26 August 2019 inside hall.
3. Stands should be constructed according to the layout approved by the Organiser. The Organiser reserves the right to demand modifications/ alterations to the stand. In case actual display arrangement of a stand is not in conformity to the approved layout plan or guidelines, Organiser shall remove such installations from the stands at the cost and risk of the Exhibitor. Any part of the exhibit/stand which appears unsightly to the Organiser, must be covered by the Exhibitor failing which Organiser will have the same covered at Exhibitor's cost & risk. Decision of the Organiser in this regard will be final and binding.
4. To achieve uniformity in display and appearance of the entire exhibition and to ensure proper presentation of all exhibits, Exhibitors are advised to strictly follow the guidelines for stand construction, decoration and display specified by the organizer.
5. We request you use less halogen and focus lights and recommend using energy efficient CFL bulbs so that heat generated could be reduced.
6. Exhibitors shall ensure that their booth is built & dismantled in a safe, systematic and organised manner, within the specified built-up & dismantling period.
7. Exhibitors should not take support of any permanent structures in Exhibition halls for display. Exhibitors having wall(s) along their stall boundary or pillars within stands, may cover the same with wooden panels without causing damage of the walls, pillars, floor or any structure of the Exhibition halls, not exceeding the maximum permissible height of 2.5m. However, electric panels on the walls or duct doors in the pillars, if any, should be kept accessible for the Organisers, for maintenance.

8. Use of Spray painting for stall decoration, Woodwork, inside/outside the Exhibition Halls is not permitted within the hall. Platforms/ Panels and other decorations for the interior must be brought in prefabricated condition to avoid delay in completion of stands as well as inconvenience to other exhibitors. Only assembling and finishing will be allowed in the halls.
9. Exhibitors are advised not to use any vacant space around their stands for storage or otherwise. This could be hazardous and could restrict the movement of service personnel. Organisers reserve the right to remove such material at the risk and cost of the exhibitor.
10. Show cases are permitted in stands subject to the condition that their height does not exceed 2.5 mtrs. Spotlights, focus lights, etc. are permitted provided these are fitted alongwith stand structure within the maximum height of 2.5 mtrs.
11. Logos and single branding signages upto a maximum surface area of 1 sqmtr can be displayed upto a height of 4.25 mtrs, provided they are away from adjacent stalls by a minimum distance of 2 mtrs
12. Suspended displays/structures from the ceiling of the hall are not permitted
13. Access must be given to any fire exit, electrical box, service room, etc. falling within the exhibitors stand area. It is mandatory to leave minimum one opening in the partitions against the natural wall to provide access for electrical fittings etc.
14. Exhibitors shall advise their advertising, construction, electrical and all other agencies about the guidelines for stand construction, decoration and display and ensure compliance. Organiser shall not correspond with any of the agencies engaged by the exhibitor.
15. Presentation and installation of exhibits and machines
 - Exhibitors should confine their exhibits within the space allotted to them and should not encroach upon the aisles or unused space/ facilities provided by the organizers. Clustering or crowding of exhibits in the stands is not allowed.



- A minimum of 25% of the total space should be left open for free movement of visitors.
- Not more than 50% of the total space be used for display of exhibits.
- Not more than 25% of the total space be used for office area.
- All exhibits and machines should be placed in normal operating position as if on shop floor.
- No part of any exhibit/display should project out of the stand boundaries.
- Machines/exhibits/showcases/display podium must be placed at least 0.7m away from the boundary of open sides of the stand.

16. Floor Covering: Carpeting of the stands is compulsory for all Exhibitors (Light Grey carpet is part of Shell Scheme Package)

Use of suitable commercial material for floor covering inside the stands is permitted.

Gluing/pasting of carpets on the floor may be done only by using easily removable bi-adhesive tape that leaves no marks on the floor.

Stand floor should not be primed, painted or varnished, no floor covering be stuck permanently on the floor.

17. Office Area Exhibitors can set up office enclosures in their stands.

External height of the office enclosures cannot exceed 2.5m. The area of the office enclosure should be proportionate to the area of the stand as under Office enclosures/cabins must be located either along the wall, if any, at the rear side of the stand, or at the back along the adjoining wall of their neighbouring stand.

Extension of office enclosures/cabins up to open aisles is not permitted.

Cabins cannot be covered from top unless covered by mezzanine floor.

Area of stand Maximum permitted area of office enclosure.

Upto 50 sqm. 10 sqm. | More than 50 sqm. Not more than 25% of total stand area.

GUIDELINES MEZZANINE FLOOR

BUILDING

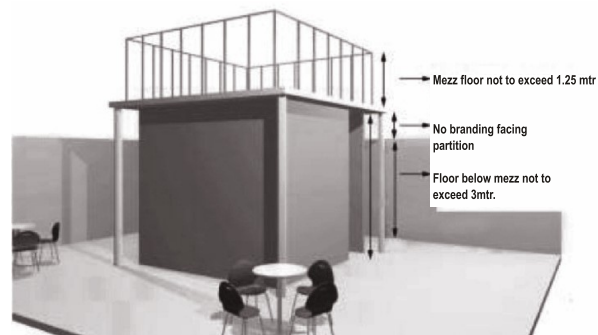
1. Mezzanine floors are permitted only for exhibitors who have applied for 150 sqm or more and at cost.
2. The area of the mezzanine floor cannot exceed 25% of the allotted stand area.
3. The mezzanine floor design & drawings must be certified by a chartered structural engineer/consultant for structural stability as per the guidelines given below and must be approved by the Organiser before construction. Copy of the certificate must be enclosed along with stand layouts.
4. The mezzanine floors can be used only as a visitor hospitality lounge. Exhibits/display will not be permitted on the mezzanine floor.

STAND DESIGN

1. Offices/cabins with closed walls & ceilings are strictly prohibited on the mezzanine floor. The mezzanine must be an open area only with safety railings on open sides.
2. Rear and side walls of stands adjacent to/facing neighbouring stands must not be transparent and must be clean and covered in a uniform neutral colour, above a height of 2.5 mtrs.
3. Branding will be allowed on the mezzanine railings, not exceeding a maximum height of 1.25 mtrs.
4. Construction of mezzanine floor must be at least 3mtrs away from the boundary of all open sides of the stand.

MAXIMUM HEIGHT

1. The height of the mezzanine floor itself should be 1.25m only.
2. The maximum permissible height below the mezzanine floor is 3m.
3. The maximum permissible height of the stand covered with mezzanine floor cannot exceed 4.25m (i.e. 3m+1.25m). Height of the stand in all other areas not covered by mezzanine floor cannot exceed 2.5m.



4. Safe stairways of 1.25 m minimum width with handrails on both sides to be provided.

FIRE PREVENTION

1. Any load bearing elements of the mezzanine floor must be flame retardant.
2. The mezzanine floor should be equipped with at least one fire extinguisher.

ADVERTISING & DISPLAY

- Display of Names/logos of any indirect Exhibitor on the fascia of the stands is strictly prohibited. Use of cloth/flex banners etc is prohibited in any form outside the exhibition stand & anywhere within the complex.
- Use of loud speakers, musical instruments etc. in the stands is prohibited. Video/animation films on the exhibits, may however be displayed within the stands, provided the sound level is kept low to avoid disturbance to others. Information headphones are allowed in the stands, provided these are setup inside the stand at least 0.7m away from the aisles.
- Use of bright and/or coloured decorative lights, neon signs of any size, shape or colour (including those depicting Exhibitors name or logo) or any other similar electrical decorative material is prohibited.
- Use of potted plants is allowed in the stand.

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 "EXIT PASS" must be obtained from the Organizers office.

SECURITY

- The Organisers shall be responsible for general hall security. Security services will be in place from erection period till the close of the dismantling period.
- The Organisers shall be entitled to carry out any checks needed for security.
- The general security service provided by the Organisers shall not affect the exclusion of liability for all personal injury and damage to property.
- Exhibitors may hire security staff from the security company.

STORAGE, WASTAGE REMOVAL AND CLEANING

- The organizers are unable to provide storage facilities for packing cases, surplus materials, other property of the exhibitors. Arrangements for safe-keeping of such items if required can be at a cost with the officially appointed site handling agency.
- During the move-in, construction of stands and removal of exhibits, the passageways of the exhibition hall must not be obstructed with packing/construction materials or debris. The exhibitors are responsible for removing their own off-cuts and waste each day of buildup and break down.
- The Organisers shall be responsible for general cleaning of the hall and aisles. Exhibitors shall be responsible for stand cleaning, which must be completed daily before the exhibition opens. 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 crate or cartons, which will be removed by the cleaners.

DAMAGE

- At the close of the exhibition, the stand including hall flooring shall be restored by the exhibitor to its original condition at the time of occupation.
- Exhibitors are responsible for cost of making good or replacing any damages or dilapidations to the exhibition premises, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf.
- Exhibitors occupying shell scheme stands are also responsible for the cost of making good, restoring or renewing any damages to their shell stand structures, floor coverings, light fittings or any part thereof, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors. The cost of making good any damage will be assessed by the official shell scheme contractor and charged to the exhibitor.

MANNING OF STANDS AND GENERAL CONDUCT

- Stands must be fully staffed and operational throughout the open hours of the exhibition hours only by the employees or authorised representatives. Such representatives must at all times wear

- Identification badges provided by the Organiser. All representatives in the exhibition stands must be decently attired and bear good moral character.
- 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 neighbours. In the event of any disagreement, the organizers decision in this matter will be final.

ADVERTISING AT THE EXPO

Printed matter and advertising materials may only be distributed from the stand and not in hall passages or outside the exhibition hall.

All exhibitor advertising material must relate to the exhibition, complying with the law and public policy and should not be political or ideological in character. Comparison and superlative advertising are not permitted. The Organiser shall be entitled to prohibit the distribution and display of advertising which may arouse objection and shall confiscate such material for the duration of the exhibition.

Audio visual displays by exhibitors should be restricted to their stands only. Causing of disturbance to outsiders is prohibited. The Organiser shall be entitled to intervene and discontinue or remove equipment if they cause any disturbance in their opinion.

FORCE MAJEURE

- Under the conditions of Force Majeure, which also include strike, lockout, bandh or riot, natural calamities and other events and decisions beyond the control of the Organisers; the Organisers are entitled to alter the opening dates and duration, or even cancel the entire exhibition.
- In the event of cancellation of the exhibition the participation charges are refundable at the sole discretion of the organizer.

LIMIT OF LIABILITY

- Organisers are not liable for any loss or damage to Exhibitors' property at the exhibition site or injury to their personnel and visitors. Exhibitors shall agree to refrain from making any claim on the Organisers and indemnify claims, if any, by third party, arising out of Exhibitors' conduct.
- All disputes shall be subject to Mumbai Court Jurisdiction.

SAFETY

- Safety is very important for everyone working in the exhibition hall. BIG CINE EXPO values safety throughout our organization and demonstrates it in the work we perform. By following the safety guidelines below you will be doing your part in creating a safe work environment.
- Generally accepted safety regulations relating to technology, labour, safety and accident prevention must be followed by the exhibitors.
- Proper safeguards must be provided on the exhibits for protection against sparks, flying chips, heat etc. Organisers are entitled to prohibit operation of machines or equipment, if in their opinion, they pose a danger and annoyance to visitors/other Exhibitors.

Safety Guidelines:

- ::Only authorized personnel and employees allowed, all others are prohibited.
- ::This is an active work zone.
- ::All Exhibitors and attendees enter at their own risk.
- ::Stay clear of heavy machinery.
- ::Never stand on furniture.
- ::Wear closed toe shoes.
- ::Clean up or report spills.
- ::Keep aisles free and clear of any and all debris.
- ::Use good housekeeping.
- ::Check electrical cords for damage.
- ::Protect valuables at show site.
- ::Report any fires immediately.

If you notice anything unsafe please contact BIG CINE EXPO organisers immediately.

No person present inside the exhibition hall is to behave or act in a manner that may cause any harm, injury or damage to other persons or exhibits, nor to exhibition hall property or fixtures.

NOISE AND SMELL

Exhibitors will not be permitted to display/demonstrate any equipment or exhibit which causes high levels of pollution in terms of noise and smell.

PHOTOGRAPHS & FILMS

Organisers have exclusive right to take photographs and films of the exhibition stands. Prior permission of the Organisers will be essential for taking photographs and films of the Exhibition. Exhibitors may however take photographs of their own stands and visitors.

LOCAL & SITE REGULATIONS

Exhibitors agree to abide by the local and site regulations with respect to law and order, safety etc. The Organisers will take necessary action against exhibitors who do not comply with the guidelines and regulations. Exhibitors are requested to co-operate with the Organisers and their authorised representatives who wish to inspect/examine all the exhibits displayed in their stands.

FAILURE TO EXHIBIT

If any organization, having applied for space, fails to exhibit its products for whatever reasons, shall be liable for full payment plus any additional cost incurred by organizers as a result of such failure to exhibit should an exhibitor fail to occupy allotted space by the date & time specified for of exhibits installation the organizers reserve the right to take over such space & reallocate or use the same as they deem fit.

LIMITATION OF LIABILITY

Organisers shall not be liable for the safety of Exhibitors, their representatives, agents, contractors or visitors during the exhibition, nor for any exhibits, articles or other property whatsoever. Organiser shall not be held responsible for any restriction or conditions which prevent the construction, erection, completion, alteration or dismantling of stands or the entry, placement or removal of exhibits, or for non-conformance of any services or amenities provided by third parties.

INSURANCE

Exhibitors are advised to take insurance policy covering the following:

- Equipment
- Transit, loading and unloading of machines
- Exhibitor's personnel including contractor's personnel
- Third party (visitors) risk

Exhibitors shall ensure that they are fully covered by insurance including, but not restricted to, all risks on their property, exhibits or articles of any kind, public liability and comprehensive protection against any loss or damage caused by any circumstance whatsoever whether by reason of fire, water, theft, accident or any other cause.

Exhibitor shall indemnify the Organiser in respect of all costs, claims, demands and expenses to which the Organiser may be subjected, as a result of any loss or injury arising to any person (including the members of the public or the Organiser's staff, agents or contractors) or property, howsoever caused, as a result of any act of default of the exhibitor, his agents or contractors or visitors.

If the Organiser so demands, the Exhibitor shall provide proof of adequate insurance cover. Exhibitors must ensure that their temporary staff, representatives, agents, contractors are insured against claims for workman's compensation. The period for which such insurance should be maintained, shall run from the time the Exhibitor or any of his representatives, agents or contractors first enter the Exhibition grounds, and to continue until they have vacated the exhibition grounds and all their exhibits and property have been removed.

FOOD

At NESCO everybody should use NESCO food counters only on pay and purchase basis.

Outside food is not allowed by NESCO.

Each exhibitor will get redemption food coupons according to the stall size.

CREW BADGES

- Exhibitors to apply for the same by filling the General Form
- Person in possession of crew badges will be allowed to enter the exhibition venue during setup and dismantling only. During Exhibition days entry for crew badge personnel will be on written request only.

ADDITIONAL FURNITURE



DMI-01

STANDING
DISCUSSION
TABLE



DMI-02

TABLE
105cm. (l) x 60cm. (w) x
70cm. (h)



DMI-03

SIDE RACK
40cm. (l) x 100cm. (w) x
60cm. (h)



DMI-04

ROUND TABLE
80cm.(dia) x 75cm. (h)
100cm. (h)



DMI-05

SHOWCASE
50cm. (l) x 100cm. (w)
x 200cm. (h)



DMI-06

SHOWCASE (Small)
50cm. (l) x 50cm. (w)
x 200cm. (h)



DMI-07

GLASS COUNTER
100cm. (l) x 50cm. (w)
x 100cm. (h)



DMI-08

CENTRE TABLE
120cm. (l) x 45cm. (w)



DMI-09

FIBRE CHAIR



DMI-10

ROUND TABLE - 1
70cm. (Dia) x 75cm. (h)



DMI-11

ROUND TABLE - 2
(Crossleg)
90cm. (Dia) x 75cm. (h)



DMI-12

BAR STOOL
(Adjustable)
50cm. (h)



DMI-13

EXECUTIVE CHAIR



DMI-14

VIP SOFA SINGLE



DMI-15

VIP SOFA DOUBLE



DMI-16

VISITOR CHAIR



DMI-17

SQUARE TABLE
70cm. (lxbxh)



DMI-18

LOCKABLE TABLE



DMI-19

SYSTEM PANEL



DMI-20

GLASS SHELF
(SET OF 3)



DMI-21

PODIUM
50cm. (l) x 50cm. (w)
x 70cm (h)



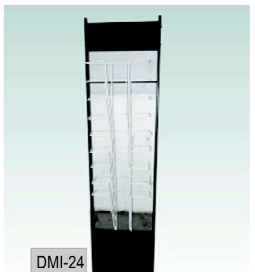
DMI-22

PODIUM
50cm. (l) x 50cm. (w)
x 50cm (h)



DMI-23

PODIUM
50cm. (l) x 50cm. (w)
x 100cm (h)



DMI-24

BROCHURE RACK



DMI-25

WOODEN SHELF FLAT
(ADJUSTABLE)



DMI-26

LONG ARM HALOGEN
LIGHT



DMI-27

SPOT LIGHT



DMI-28

METAL HALIDE



DMI-29

POWER SOCKET 5
A/15A



DMI-30

PHOTO CLIP/ T-BOLTS



DMI-31

WASTE BIN

ORDER FORM

FURNITURE / SYSTEM ACCESSORIES / ELECTRICAL EQUIPMENT/
HOSTESS / MANPOWER / SECURITY / FLORAL ARRANGEMENTS

Please complete the form and return to: DIVERGENT MEDIA INDIA before **31 July 2019**

DIVERGENT MEDIA INDIA						
ORMB-415, 3rd Floor, Orchard Road Mall, Royal Palms, Aarey Milk Colony, Goregaon (E), Mumbai 400 065, India						
Phone: +91 88282 18134 Email: mailus.dmindia@gmail.com						
ORDER FORM FOR BIG CINE EXPO 2018						
Sr. No	Item Code	Description	Size / Specifications	Unit Cost	Quantity	Amount (INR)
A- Furniture / System Accessories / Electrical Equipment						
1	DMI - 01	Standing Discussion Table	1.0M (H) * 70CM (Dia)	1500		
2	DMI - 02	Table	1.05M * 60CM * 75CM	1200		
3	DMI - 03	Side Rack (Lockable)	40CM * 1M * 60CM (H)	2500		
4	DMI - 04	System Podium	50CM * 50CM * 100CM (H)	900		
5	DMI - 05	Glass Showcase (Big with 02 downlights)	1M * 50CM * 2M (H)	3500		
6	DMI - 06	Glass Showcase (Small)	50CM * 50CM * 2M (H)	3000		
7	DMI - 07	Glass Counter	1m * 50CM * 1M (H)	2500		
8	DMI - 08	Centre Table (Black Glass Top)	1.20M (L) * 45CM (W)	2000		
9	DMI - 09	Fibre Chair	Black	300		
10	DMI - 10	Round Table (Wooden Top)	70CM (Dia) * 75CM (H)	450		
11	DMI - 11	Round Table Cross Leg (Glass Top)	90CM (Dia) * 75CM (H)	2000		
12	DMI - 12	Bar Stool (Adjustable Chrome Leg with Cup)	50cm (H)	1200		
13	DMI - 13	Executive Chair	Black	1500		
14	DMI - 14	VIP Sofa (01 Seater)	Black	2500		
15	DMI - 15	VIP Sofa (02 Seater)	Black	4000		
16	DMI - 16	Visitor Chair	Black	500		
17	DMI - 17	Square Table	120CM * 70CM	1000		
18	DMI - 18	Lockable Door		3000		
19	DMI - 19	System Panel	1M * 2.5M (H) - White	1000		
20	DMI - 20	Glass Shelf (Each)	30CM * 1M	300		
21	DMI - 21	System Podium	50CM * 50CM * 70CM (H)	800		
22	DMI - 22	System Podium	50CM * 50CM * 50CM (H)	700		
23	DMI - 23	System Podium	50CM * 50CM * 100CM (H)	900		
24	DMI - 24	Brochure Rack		900		
25	DMI - 25	Wooden Shelf Flat / Adjustable (Each)	30CM * 100CM	300		
26	DMI - 26	Long Arm Halogen Light	150W	500		
27	DMI - 27	Spot Light	75W	600		
28	DMI - 28	Metal Halide	150W	1500		
29	DMI - 29	5A / 13A Power Socket		500		
30	DMI - 30	Photo Clip / T - Bolt		50		
31	DMI - 31	Waste Basket		100		
32	DMI - 32	Plasma TV 42"	Rate / Day	3500		
33	DMI - 33	Plasma TV 50"	Rate / Day	4200		
34	DMI - 34	Laptop Computers	Rate / Day	1200		
35	DMI - 35	Refrigerator (90 Ltr.)		3000		
36	DMI - 36	Refrigerator (165 Ltr.)		4500		
37	DMI - 37	Coffee Machine with 200 Cups with Consumables		3000		
B Hostess / Manpower / Security / Floral Arrangements						
1		Hostess				
	A	category 'A'	Rate / Day	4000		
	B	category 'B'	Rate / Day	3000		
2		Pantry Boys with Black & White Dress	Rate / Day	1500		
3		Security Guard for 12 Hrs. Shift	Rate / Shift	2000		
4	A	Potted Plants		300		
5	B	Table Bouquet	Rate / Day	200		
6		Hand Bouquet				
	I	category 'A'	Rate / Day	650		
	II	category 'B'	Rate / Day	450		
		SUB-TOTAL				
		GST @ 18%				
		TOTAL				
Cheque / DD Payment to be made in favour of "DIVERGENT MEDIA INDIA"						
OR						
For Online Transfer:						
Account Name: DIVERGENT MEDIA INDIA						
Bank: Kotak Mahindra Bank						
Account No. : 4212059467						
IFSC : KKBK0000646						
Branch : Goregaon East, Mumbai						
For Category A - Contact Details : Tel- 88282 18134, Email: mailus.dmindia@gmail.com, Mark a copy to hardeep.dmindia@gmail.com						
For Category B - Contact Details : Tel- 8369403347, Email: mailus.dmindia@gmail.com, Mark a copy to ketan.dmindia@gmail.com						
Company Name			Stall No			
Address			E-mail			
Phone			GST No.			
Contact Name						

ALL FORMS AVAILABLE SEPERATELY
IN MS-WORD/EXCEL FORMAT
FOR EASY FILLING

GENERAL FORM

Filling in and submission of this form is mandatory for all exhibitors before **15th July 2019**.

FASCIA NAME (ONLY FOR SHELL SCHEME)

Please enter the name of your Company / Organisation / Brand as it should appear on the fascia.
Please use block letters (the number of characters not to exceed 32)

.....

EXHIBITOR BADGES

All names on the badges will be printed with your Company / Organisation / Brand (as above).

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CREW BADGES

Person in possession of crew badges will be allowed to enter the exhibition venue during setup and dismantling only.

..... Nos.

Mail your High Resolution LOGO.

INVITATION / GOLD CLASS PASSES

Inform the number of Big Cine Expo Invitations/Gold Class Passes required by you for distribution to your valued customers. Each Invitation/Pass entitles one person entry.

..... Nos.

**ALL FORMS AVAILABLE SEPERATELY
IN MS-WORD/EXCEL FORMAT
FOR EASY FILLING**

ADDITIONAL POWER

Filling in and submission of this form is mandatory for all **BARE SPACE** exhibitors before **31 July 2019**. SHELL SPACE exhibitors can also use this form in case of excess power required.

Company Name :

Stall No. :

Total Sq mtrs :

Description	Unit	Unit Cost INR	Unit Cost USD	Qty	Total
Power Connection	Single/3 Phase	3000	60		
Consumption on Show Days	KW	4000 per KW for 2 days	80 per KW for 2 days		
Consumption on Setup Day	KW	4000 per KW for 2 days	80 per KW for 2 days		
GST @ 18%					
TOTAL					

Authorised by:

Name:.....

Signature, Seal & Date

Designation:..... Company:.....

**ALL FORMS AVAILABLE SEPERATELY
IN MS-WORD/EXCEL FORMAT
FOR EASY FILLING**



EXIT PASS

To:
Big Cine Expo 2019
Hall 4, Bombay Exhibition Center,
Mumbai, India

28 August 2019

SUBMIT IN 3 COPIES

Kindly allow us to take out the following items from Hall 4, Bombay Exhibition Center, Mumbai, which were brought for use / display at Big Cine Expo 2019.

Sl. No.	Item	No. of Cases / Packing

Signature :

Name & Designation :

Company :

Stall No. :

- Note :
1. Exhibitors can use this format on Company Letter Head also.
 2. To be submitted on 28th August 2019.
 3. Please note that early submission will help to facilitate a smooth exit from exhibition ground.



11/1, 7th Main, 16th Cross, Indiranagar II Stage, Bengaluru 560 038, India
Tel: +91 80 2529 0208 Email: info@network208.com