

EXHIBITOR'S MANUAL



Vibrant Gujarat Global Trade Show 9 – 13 January 2024

Organized By:

Industrial Extension Bureau, Block 18, 2nd Floor, Udyog
Bhavan, Gandhinagar.

079 2325 4000

vggts@vibrantgujarat.com



Foreword

Dear Exhibitors,

We value your participation in VIBRANT GUJARAT GLOBAL TRADE SHOW 2024 and would like it to be smooth and profitable. This manual is designed to simplify your preparations for the Trade Show.

The Exhibitor's manual has been prepared to provide you with not only the essential information and guidance with all aspects of the physical preparation and onsite management of your stand, but also other additional resources and information details that you may need.

We strongly recommend that you read the entire text to make the best use of this manual. Please fill up the forms online on the portal access that will be provided to the registered exhibitor's representatives with unique ids and submit the forms well in advance of the deadlines.

Adequate care has been taken to ensure inclusion of all details. A list of contacts is included to answer any questions that you may still have.

Yours Sincerely,

Vibrant Gujarat Global Trade Show 2024



VIBRANT GUJARAT GLOBAL TRADE SHOW 2024

9 – 13 January 2024
Helipad Exhibition Centre, Sector 17,
Gandhinagar

IMPORTANT INFORMATION

Exhibition: VIBRANT GUJARAT GLOBAL TRADE SHOW 2024

Venue: The Helipad Exhibition Centre, Sector 17, Gandhinagar, Gujarat, India

(www.hecgujarat.com)

Dates: 9th to 13th January, 2024

Exhibition Timings:

For Exhibitors: 09:00 a.m. to 07:00 p.m..

For Delegates & Visitors: 10:00 a.m. to 06:00 p.m.

ORGANISERS OF THE TRADE SHOW

iNDEXTb

(Nodal Organization of the Govt of Gujarat for the Vibrant Gujarat Summit 2024)

Web.: <https://vibrantgujarat.com/tradeshow>

EVENT MANAGERS FOR THE TRADE SHOW

K AND D COMMUNICATION LIMITED

206, 2nd Floor, Harmony Icon, Near Baghban Party Plot, Thaltej Hebatpur Road,
Thaltej, Ahmedabad – 380059, Gujarat, INDIA Telephone: +91--9909041613 ,
9909041618

E-mail :vggts@kdclglobal.com



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IMPORTANT DATES:

Last Date For Final Payment: 30th December 2023

SCHEDULE FOR STALL ALLOCATION & EXHIBIT REMOVAL

Bare Space: 3rd Jan. 2024 10 am onwards

Shell type: 6th Jan. 2024 10 am onwards

Deadline for Exhibit removal: By 15th Jan.2024, 10 am

IMPORTANT INFORMATION:

8th January 2024 will be observed as a BLACK OUT DAY.

Thereafter, the Trade Show Venue will be completely closed for the purpose of final preparations and no entry will be allowed to Exhibitor/Exhibits.

The Date and Time of Inauguration of the Trade Show will be communicated as and when it is finalized.

IMPORTANT INFORMATION FOR STALL FABRICATORS AND AGENCIES

Stall fabricators and all agencies coming for Stall possession and fabrication purpose need to carry 4 passport size photographs and valid photo ID proof and any other documents that may be notified by the Government of Gujarat in run up to the Trade Show for security and safety of the people at large. THIS IS A MANDATORY REQUIREMENT.

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Welcome to VIBRANT GUJARAT GLOBAL TRADE SHOW 2024 !

We request you to study the contents of this manual carefully. Please fill all the Forms online on www.vgqts.vibrantgujarat.com - the online exhibitor manual available on the exhibitors' portal irrespective of the services required by you; before the due date. Access to the exhibitors' portal will be provided to the confirmed exhibitors after the necessary approval by the authorities.

A printout of each requisition form, duly filled up, signed and stamped with details of the contact person, should also be carried by the exhibitors, since each form may be handled individually by a separate agency.

Please submit all forms at the earliest, to enable the service providers to meet your requirement in time. Exhibitors are requested to note the following important information:

- The exhibition halls would be open from 08:00 hours to 20:00 hours during build-up period.
- Possession of the stall area and temporary electrical connection during build-up period will be given to exhibitors only after their obtaining "No Dues" certification from the Nodal Organization for Vibrant Gujarat Global Trade Show 2024 (Industrial Extension Bureau)
- All exhibitors must submit three copies each of the Design plan of their stalls, showing positions of equipment, exhibits, fittings, furniture and office cubicles etc, with their dimensions in meters, and elevation drawing, showing various heights of partitions, cabins, logo, name facia exhibits and other display material to the Official Fabricators for approval on or before 30th December 2023.
- The stall-in charge of each exhibitor should be available at site on 6th January 2024, to attend to last minute requirements, if any, and to ensure completing the stall arrangements before 17:00 hrs. on 7th January 2024.
- Trade invitations are valid only for genuine trade visitors. Entry for persons below 16 years is strictly prohibited during business hours.
- Right of admission is reserved with Organizing Committee.
- All items/exhibits and stall structures must be removed within 24 hours after closure of show and at the latest by 10 am on 15th January 2024.

Charges mentioned in the forms for relevant services are exclusive of all Taxes and Levies.

Exhibitors are requested to contact K AND D COMMUNICATION LIMITED site Office for their specific requirements at Helipad Exhibition Centre, Sector 17, Gandhinagar.



Section 1: General Information

In the text throughout this manual, “Event Managers” shall mean K AND D COMMUNICATION LIMITED. 'The Exhibitor' shall mean any Exhibitor, Who has been allotted space in the exhibition, and the 'Exhibition' shall mean VIBRANT GUJARAT GLOBAL TRADE SHOW 2024.

Exhibition Management

The Exhibition is organized by the Government of Gujarat. Marketing and space selling is being carried out by the nodal organization on behalf of the Government of Gujarat – Industrial Extension Bureau (iNDEXTb). M/s. K AND D COMMUNICATION LIMITED, is the official Event Manager i.e. fabricator and service for the Exhibition appointed by Government of Gujarat in Roads and Building Department. In case of any dispute, the final decision binding on all concerned parties shall rest with the Exhibition Committee constituted by the Government of Gujarat Industries and Mines Department Resolution No. MIS-112023-239-I dated 06.07.2023 Children below 16 are not allowed in the exhibition.

Visiting Hours

Inauguration: 9 January 2024

Business Days: 10 & 11 January 2024 (Open for Delegates and Vibrant Gujarat Global Summit 2024 Media and Invitees) (Time: 10 am to 06 pm)

Public Days: 12 & 13 January 2024 (Time: 10 am to 05 pm)

Section 2: Facilities & Privileges Offered to Exhibitors

Exhibitor's badges must be requisitioned in advance vide Form 3 on the online portal www.vgqts.vibrantgujarat.com whose access will be provided to the registered exhibitors from the Official Fabricators site office at the time of possession of stand. Three exhibitor badges will be provided per 9 sq. mtr.

Section 3: Allotment of Exhibition Stands & Withdrawal from Participation

Allotment of Stands:

The Organizers reserve the right to refuse allotment of stand to any applicant or to change the stand location allotted to any exhibitor before full payment is made, without assigning any reason. Even after full payment is made by an exhibitor, the Organizers reserve the right to change the stand location of any exhibitor due to changes in floor plan considered necessary by the Organizers.

Withdrawal from Participation:

In case of cancellation or withdrawal from participation or non-occupation of the stand by any exhibitor, money paid by then will be forfeited.

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Section 4: Planning Your Stand Design

Design & Decoration Contractors: Entire Exhibition will be built by the Event Managers and their contractors. However, the exhibitors opting for the bare space can appoint a fabricator of their choice for their respective stalls. All shell space stands will be built with standard octonorm system.

Note: Painting, wall-papering, nailing/ drilling on wall panels supplied under the shell scheme is strictly prohibited. A penalty of Rs. 10,000/- will be levied per panel for violation of this rule. Damaging the floor or mating will attract a penalty of Rs. 5,000/- per 10sqmt by the Event Manager

Exhibitor Name on Fascia (Form 2).

Exhibitor's name and stand number will be provided on the fascia only for shell scheme exhibitors. The name will be in uniform lettering. A maximum of 24 characters can be displayed on 3 meter fascia in case of stands with 2 or 3 sides open; exhibitor may indicate a short name to be displayed on additional fascia.

Shell Scheme Entitlement: Exhibitors with shell scheme package are entitled to the following (per 9 sq. mtr.)

1. Up to 3 side walls in Octonorm like System with white laminated panels 2.5m high x 1m wide.
2. Unless specifically advised, Corner stalls will have two sides open.
3. Carpeted stall area
4. Fascia panel with Exhibitor name and stand number in uniform white lettering
5. Three Spotlights, one 5 amp electricity socket, two chairs, one laminated table & one dustbin.
6. Three exhibitors badges, one exhibitor's directory in soft copy.

Additional badges for exhibitors would be charged at Rs 500 each. (Taxes applicable)

Any Additional requirement will be charged

* **Fabricated stall:** Maximum Permitted stall height is 14 Ft only. This applies to Mezzanine stall designed also. (Considering head my) and safety mean the sharing wall height should be maintain to 8ft.

Below are the rules and regulations for Fabricators for Bare / Raw Space Exhibitors. Kindly share this with the appointed fabricator.

1. Select a professional Stall Fabricator
2. Kindly provide an authority letter to the fabricator, the same would be submitted by the fabricator to the event managers.

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3. Stall possession will be given only to the **official**/authorised person from the exhibiting company.
4. Fabricator's key person and On-site supervisor's contact details should be submitted online on the portal before they start on-site work
5. Fabricators should follow all the rules and regulations of the Exhibition, which are mentioned in the Exhibitor Manual. Fabricators need to follow the timing strictly. Working will be allowed from 8am to 8pm Overnight working will not allowed. No request would be entertained.
6. Fabricators need to bring all design elements in prefabricated form. On-site Cutting and painting to be avoided for clean and healthy environment. (Safety first)
7. Fabricators should strictly operate within the allotted working area while fabricating the stall.
8. Fabricators will maintain the area clean and open, to assemble the pre designed Stall.
9. All fabricators with their labors/workers should co-operate with hall managers' instructions during the set-up days to have a smooth and speedy setup.
10. Support of permanent structure is not permitted, nailing, drilling on the floor, and welding is strictly not permitted.
11. Back Panel facing passage or neighbors stall should be covered with white flex.
12. Fabricators should carry their letterheads, which would be used as exit pass for moving their material out of the halls/venue
13. Labors/Workers should carry their photo identity cards.

Section 5: Regulation for Stand Design

Exhibitors with shell scheme

No structure should exceed 2.4 mtrs in height. Special prior permission from the Event Partner for any display higher than 2.4 meters should be taken. No part of the exhibit should project out of the stand and nothing should be placed outside the stand. Grouting / Digging in floors or walls is prohibited.

All items supplied under Shell Scheme Package and additional items supplied by our official contractors/fabricators are only on hire basis and exhibitors are required to hand them over back 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 by the exhibitors to the contractors.

No rebate will be allowed to exhibitors if any item under Shell Scheme is not availed by exhibitors.

Exhibitors with bare space

Exhibitors will have to submit their stall drawing and to scale mock-up, complete with details

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of exhibits, Electricity, and other installations and elevation for approval of the Official Fabricators of the event. If exhibitor fails to submit the same before deadline, the exhibit or may have to pay a penalty of Rs. 1000/- per week after the same.

Exhibits must be placed at least 1 mtr. away from the boundary of the open sides of the stand. No part of the exhibit should project out of the stand boundaries even when the exhibits are demonstration.

In case any construction guidelines are violated, the Official Fabricators of the Exhibition will take corrective measures at the risk and the cost of exhibitors. Charges for such modifications will have to borne and paid by the exhibitor before the closure of the exhibition.

Note: No fabrication or construction work in any medium will be allowed to be executed within the hall (Exhibition Site). Only readymade/ prefabricated structures/ components/ items will be allowed to be installed in the stand area. No Part of the hall will be allowed to be used as workshop space for production of exhibition/ display requirements. Exhibitors are to have their jobs executed and well finished at their own outside places and bring them in only for installation/ display in permitted areas in the halls. Height 14feet in center of stall & 8 feet on the sides.

In case the fabricators fail to maintain the standard rules and regulations of the exhibition during the setup hours, organizers reserves the right to stop the work and penalty would be applicable to the fabricator (Responsibility of the exhibiting company to recover the damage value from the fabricator).

Section 6: Requisition for Additional Service

Temporary Security Guards (Form 4)

Temporary Security Guards will be available from approved agencies appointed by the Event Managers upon submission of the requisition form. The Event Partner will arrange for general security of the halls. Exhibitors with valuable materials & machines are advised to deploy security personnel from the approved security agency.

Exhibitors are requested to co-operate by paying the greatest attention to materials, goods, and articles belonging to them that are stand in the aisles, which will be emptied by the official agency during the night.

Sole Official Freight Forwarders For VGGTS 2024 - Orient Marine Lines Pvt Ltd

Head of Operations – Mr Sanjay Kulkarni - 9810057414, e mail sanjayk@orientm.com

1. Site in charge – Mr Vikram Singh -Mobile no - 9311509828
2. Office Manager – Mr Pawan Kumar – Mobile No - 9350532637
3. International Customs operations – Mr Kamlesh Chaudhary – Mobile No - 9313694506

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Electrical Power, Fitting & Appliances (Form 5)

It is essential to inform the organizers for your power requirements for lighting.

(in addition to spot lights covered by the Shell Scheme package) and operating machinery, glow signs, Air Conditioners, TV/VCR, etc. vide Form 9. The Electric Power available is: Single Three Phase: 430V, 50 Hz (+10%)

Phase: 230V, 50Hz (+10%) Voltage fluctuation is not uncommon and it is advisable to install all stabilizers to protect sensitive equipment/instruments. No halogen lights or any other focus lights can be put in the stands only spot lights are to be used.

Compressed Air (Form 6)

Compressed air connection will be made available to exhibitors on prior requisition. The volume and pressure is to be mentioned.

Exhibitors will have to arrange connection to the machines from the sources provided at their own cost.

Exhibitors are not permitted to use their own compressors.

There is no water facility provided in the exhibition halls. Exhibitors will be required to make special arrangements to collect and dispose off the waste water. However exhibitors may seek assistance from the official conservancy agency appointed by the Event Managers for this purpose.

Section 7: At the Exhibition Site

Taking possession of the Stands (Form 8)

Possession of stands for Raw Space exhibitors will be given at 12 p.m. on 2nd January, 2024 and for shell scheme will be given after 10.00 a.m. on 5th January, 2024 to any authorized personnel of the exhibitors or contractors mentioned in Form 9, only if full payment is made. No personnel either exhibitors or contractors will be allowed without valid entry pass during the construction of the stalls. The passes can be collected from the organizer site office.

Exhibitors must submit packing lists of all consignments at our site office while taking their exhibition good into the exhibition hall.

Exhibitors bringing their own furniture, fans, potted plants, refrigerators, TV/VCR, Computer or any other appliance, which are also being supplied by the official contractors, must submit a separate challan for the item (listing specifications and identification marks) while bringing them into the exhibition hall and obtain a copy of the challan duly stamped and signed by the site Manager.

The same challan must be produced while obtaining gate pass for removing the items from the exhibition hall at the end of the exhibition.

Exhibitor's Car Pass

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Event Partner have made arrangement for the exhibitor's car to be park in the notified Parking area The passes for the same can be collected from the Event Partner site office from 4th January, 2024.

Material handling at site - Under Carry & Forwarding

Services for loading/ unloading, packing / unpacking, transportation of goods to exhibitor's stand, hiring of forklifts and trolleys, skilled/ unskilled labour, removal and storage of empties, etc. are offered at a price by the official materials handling contractors. No private labour or contractor will be allowed for this purpose.

Regulations for Workmen: It is the responsibility of the exhibitor and their contractors to ensure that:

- i. Their workmen do not enter other exhibitor's stand/ or passage.
- ii. The workmen do not sleep or cook in the exhibition halls & do not wash clothes or have bath in the toilet blocks.
- iii. The workmen or exhibitors staffs do not behave in drunken or disorderly manner. Anybody disregarding the above instructions will be evicted from the exhibition hall.

Machinery to be displayed

All machines to be displayed in the exhibition should be brought inside the hall latest by 12.00 PM on 7th January, 2024.

Storage of Empties, Removal of Debris

Storage of empty cases/ cartons, in the stand, in passages or in open area near your stand is not allowed our official materials handling contractors, should be contacted to arrange this service. Exhibitors must remove all debris, empty cartons and other wastes from their stand daily during the construction period and finally before passage carpeting is begins laid.

Safety and Fire Protection

Exhibitors are required to strictly follow the regulations laid down by concerned authorities towards safety precautions and prevention of accidents or fire. All electrical installations must be checked by the official electrical contractors before, and other hazardous materials should be used only with written permission of the Event Partner and after taking all safety precautions.

Completion of Stand Display

Display in stands/ pavilions must be completed latest by 08p.m. on 7th January, 2024.

Outer Surface or Stand Walls, Partitions

Exhibitors are not allowed to display anything on the outer surface of stand-walls or on partition walls inside the exhibition halls without written permission of the Event Partner. The

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Event Partner reserve the exclusive right to display posters or notices on all such surfaces, nailing the panels is not allowed.

Section 8: During Exhibition Days

Entry and Exit of Exhibition Staff

Exhibitor staff will be allowed to enter the exhibition hall at 9.00 a.m. during exhibition days, and all must leave the hall by 7:00 p.m. unless written permission has been obtained from Exhibition hall manager to enter early or leave late.

Entry & Exit of Goods

Entry or exit of goods during the daily exhibition hours is strictly prohibited. These may be allowed before or after the exhibition hours at the discretion of the Event Partner, on written request from exhibitors.

Manning Your Stand

Exhibitors are advised to ensure that their stands are effectively manned during the visiting hours. They should also guard against pilferage of small exhibits during the rush of visitors.

Audio-Visual Equipment

Sound volume of AV equipment should be regulated to avoid a nuisance to neighboring exhibitors.

Prohibited and Unsuitable Exhibits

The Event Partner/ Venue owner may prohibit exhibition, distribution or sale of any article including printed literature which it considers unsuitable or objectionable and may confiscate the same. It can debar the exhibitor from selling/distributing or demonstrating to the public if his conduct or that of his agent is likely to cause offence to or is otherwise considered objectionable in any manner.

Cleaning and Collection of Waste

The Event Partner have appointed a cleaning contractor to clean the passages and other areas in the exhibition halls, to collect the waste from the waste baskets supplied to the exhibitors and to ensure cleanliness of the toilets. However, cleaning of individual stands is the responsibility of each exhibitor.

Smoking and Other Nuisance Forbidden

Spitting, smoking, committing nuisance of any kind or otherwise making any portion of the exhibition space or furniture, walls etc. dirty in any way is strictly prohibited.



Catering by Authorized Caterers

No catering by any outsider is permitted in the premises of the exhibition space. Catering services have to be obtained from the authorized caterer appointed by the Event Partner.

Failure of Services

The exhibition space is equipped with electric supply and water facility, provided by the venue owners, while every effort shall be made to maintain the services in order, Event Partner shall not be responsible for any failure or break-down or curtailment thereof or any damage/ loss caused to the exhibitor thereof.

Section 9: Dismantling & Removal from Hall

Commencement for Removal of Goods

Exhibitors will be allowed to remove goods from Exhibition Halls from 9.00 p.m. onwards on 13th January 2024 and vacate the stand latest by 10.00 a.m. on 15th January 2024. Four copies of the exit pass duly filled is to be submitted at the organizer's office in the morning of 15th January 2024 for approval and stamping. These passes can be collected from the Event Partner office at the exhibition site after 6 pm.

All items received from our official contractors must be handed over to them in good condition. Any damage of these items will have to be made good by the exhibitors. No goods will be allowed to be taken out of the exhibition halls unless a "Gate Pass" is obtained from site office of Event Partner listing items to be removed. The Gate Passes will be issued only when all the due of organizers & contractors are settled.

If an exhibitor fails to remove his goods and vacate the stand within stipulated period, the Event Partner may reverse right to remove the said goods. All cost in this connection will be debited to the concerned exhibitors.

Gate Passes for Removal of Goods.

There is no entry pass procedure during installation period for entering the venue. However for taking out the exhibition material and exhibits after closure of the exhibition, participants would need to obtain a standard final exit pass from the organizer. Exhibitors must settle all dues to Event Partner and/ or various official contractors before the closing of the exhibition.

Right of Lieu

The Event Partner reserve the right to refuse Exit Gate Pass to any exhibitor if he has not settled all his dues, and to retain his exhibits or other goods as collateral security, till debts are discharged. The exhibitors expressly indemnify the Event Partner against claims for damage to their goods held as collateral security.

Section 10: Legal Matters

Insurance & Liability



Exhibitors are advised to obtain insurance cover against all risks. It is expressly understood that the Event Partner and the Organizers stand indemnified by the exhibitors in respect of any loss or damage to their goods due to theft, fire, etc. or injury to any person as well as third party claims.

Permission / Concessions

All agreements, permissions and concessions granted to any exhibitor shall be valid only if given in writing by an authorized officer of the Event Partner.

Change of Venue, Dates, and Timing

Event Partner reserves the right to change the venue, dates, duration or timings of an exhibition, if the circumstances so demand, and the exhibitors are bound to accept the decision of the organizers, so long as the exhibitors are informed about the changes either by individual communication or by a press advertisements. No refund shall be allowed, if an exhibitor withdraws from participation on account of the changes.

Changes in Floor Plan, Location & Dimensions of Stand

Event Partner also reverse the right to make changes in the floor plan, location and dimensions of any stand allotted to an exhibitor or entry/ exit points etc. at any time before the erection of stands, if such changes are necessary in the opinion of the organizers.

Cancellation of Exhibition

In the event of cancellation of an exhibition due to circumstances beyond the control of the Event Partner, i.e. due to force majeure, political events, government orders etc. the organizer will not pay refund to exhibitors only that portion of money paid by them, which is calculated by the Event Partner after accounting for expenditure incurred. The exhibitors expressly agree to accept the Event Partner's decision in the matter.

Breach of Peace

Event Partner reserve the right to close any exhibitor's stand temporarily or permanently. If the exhibitor Commits breach of peace in any way or causes disturbance in the normal functioning of the exhibition. In such an event, the Event Partner stand indemnified by the concerned exhibitor against any claim of any kind whatsoever.

Binding Terms of Contract

The submission of the Application and Contract Form duly signed by an exhibitor, shall be deemed as confirmation of participation in the exhibition, and acceptance of all rules and regulations printed at the back of the Application and Contract Form and in this Exhibitor Manual as well as any amendments or additions from time to time, notified to exhibitors through circular/letters. These are binding on all parties concerned.

Claims Deadline

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All claims arising out of settlement of accounts and participation in this exhibition must be submitted in writing to the Event Partner within sixty days from the close of the exhibition, after which the claims shall not be tenable.

Settlement of Legal Disputes

The competent court and place for settlement of all disputes in connection with these Rules & Regulation for Exhibitors is Ahmedabad court jurisdiction, India.
