

# CORCON



CORROSION CONFERENCE & EXPO 2011

# EXHIBITOR MANUAL

Organiser

[www.corcon.org](http://www.corcon.org)  
[www.naceindia.org](http://www.naceindia.org)



Dear Exhibitor,

We are delighted to have you as an esteemed exhibitor at CORCON 2011 Expo at Intercontinental The Lalit Mumbai from 28<sup>th</sup> Sept to 1<sup>st</sup> Oct 2011.

CORCON EXHIBITOR MANUAL is enclosed to aid you in your participation.

We are hopeful that this manual would be useful to you to plan & ensure proper presentation of your exhibits in the stall allotted to you.

We request you to kindly clarify every point with your vendor who may be planning, designing and providing the stall for you.

We are sure that this will enable you to plan and exhibit better so that we not only meet the deadlines, but also would achieve the desired goal of mutually beneficial Expo . We request you to take time to read this MANUAL.

Should you require any further information or assistance, please contact our office prior to the exhibition on:

Tel : + 91 22 25797354 Fax : + 91 22 022 66921572

Email: [info@corcon.org](mailto:info@corcon.org)

Have a great show!

Best Wishes

for NACE International Gateway India Section

R Radhakrishnan  
Chairman- Exhibition Committee  
CORCON 2011

## **DATES – 29<sup>th</sup> Sept to 1<sup>st</sup> Oct 2011**

### **Exhibitor Moves in:**

From 1400 hrs of 28<sup>th</sup> September, 2011 up to 0700 hrs of 29<sup>th</sup> September, 2011

### **Exhibitor Moves out:**

1300 hrs. onwards on 1<sup>st</sup> October 2011 up to 12 midnight on the same day

## **VENUE**

### **CORCON 2011 EXPO**

Intercontinental The Lalit,  
Andheri (East),  
Mumbai - 400059

## **SCHEDULE**

### **Conference Inauguration: 28<sup>th</sup> September 2011**

29<sup>th</sup> Sept 2011: 1100 hrs to 18.00 hrs

30<sup>th</sup> Sept 2011: 1000 hrs to 18.00 hrs

1<sup>st</sup> Oct 2011 : 1000 hrs to 1300 hrs

**NOTE : The timing for the inauguration of the Expo will be intimated later and accordingly the time of starting of the Exhibition shall be rescheduled.**

## **Facility Information:**

Exhibit halls will be carpeted with 'Red' colour synthetic carpet.

Stall area will be provided with Grey colour synthetic carpet.

Colours given of the carpet.

All exhibitors should ensure that no flooring is exposed.

**Ceiling Height:** The clear height in Hanger is 2.40 M [8ft]. In no circumstances mezzanines structures shall not be permitted.

**MOVE-IN SCHEDULE:** With the limited time available for moving in, it is very important to follow the instructions.

**LIGHTING:** Exhibit hall A.C. will be switched on from 08.30 a.m. to 6.00 p.m. only on the 3 main exhibition days and not on exhibit in & out days. Lighting may be reduced at the discretion of the Organizers. However, the Organizers will ensure common areas are adequately lit.

**MOVE OUT SCHEDULE:** Move Out will begin immediately after the close of the show at 1300 hrs on Saturday, October 1<sup>st</sup>, 2011. **Dismantling of any part of the exhibit prior to 1300 hrs will not be permitted under any circumstances.** It may result into inconvenience to another Exhibitor, hotel or the Organizer and therefore the process of dismantling the stall shall begin only after 1300 hrs.

Exhibitor may collect, 'EXIT CERTIFICATE' from the Organizers, as the hotel security may demand them at the gate. In order to avoid any unwarranted problems at the exit gate of the hotel, the Exhibitors may collect the necessary Exit Certificate/Gate Pass. The same will be available at the NACE stall on September 28, 2011 from 1000 hrs and the Exhibitors may collect them before the Valedictory function scheduled at 1200 hrs to avoid last minute anxiety. In case any kind of payments are due to any of the vendors for setting up the stall or other sundry works, please arrange to settle them before 1000 hrs of September 28, 2011.

All Exhibitors are requested to attend the Valedictory function so that Exhibitors shall collect their mementos. The award for the best stall too will be handed over in the function.

## **SECTION I**

### **GENERAL INFORMATION**

- 1) The Exhibition
- 2) Organizers
- 3) Dates & Venue
- 4) Timings
- 5) Admission
- 6) Inaugural function
- 7) Deadline for Stoppage of Erection Work
- 8) Dismantling and Removal of Exhibits
- 9) Amendments to Regulations
- 10) Shell Scheme Package furniture & fittings entitlement
- 11) Exhibitors Name on Fascia
- 12) Guidelines for Stall Construction and Display
- 13) Additional Services

## **SECTION II**

### **RULES & REGULATIONS**

- 14) Fire Regulations & Precautions
- 15) Liabilities & Insurance
- 16) Removal of Exhibits
- 17) Force Majure

## **SECTION III**

### **SITE OPERATIONS & SERVICES**

- 18) Observance of Rules & Regulations
- 19) Promotion Rules
- 20) Safety & Behavior
- 21) Security - Loss / Theft

\*Forms Deadline Checklist

\*Order Forms

- 1) Fascia Name (Form No 1)

2) Furniture / Accessories Rentals (Form No.2 )

\* Exhibitors Checklist

## **SECTION I**

### **GENERAL INFORMATION**

**1) THE EXHIBITION - CORCON 2011 Expo**

**2) ORGANIZERS**

#### **NACE International Gateway India Section**

305-A, Galleria, Hiranandani Gardens,

Powai, Mumbai – 400076, India

Tel: 022-25797354 Fax: 022-66921572

Email: [info@corcon.org](mailto:info@corcon.org)

Website: [www.corcon.org](http://www.corcon.org)

**3) DATES & VENUE**

29<sup>th</sup> September 2011 to 01<sup>st</sup> October 2011

Intercontinental The Lalit,

Andheri (East), Mumbai - 400059

**4) TIMINGS**

1000 Hours - 1800 Hours

**5) ADMISSION**

Rights of Admission Reserved.

**6) INAUGURATION - Ribbon Cutting Ceremony**

September 29, 2011 [time will be published later]

**7) DEADLINE FOR STOPPAGE OF ERECTION WORK**

The booth display should be completed latest by 0700 hrs on the 29<sup>th</sup> September 2011.

## **8) DISMANTLING & REMOVAL OF EXHIBITS**

Exhibitors are requested to dismantle their booths only after 1300 hrs on Saturday, 1<sup>st</sup> October 2011. All exhibits must be packed and removed from the show premises by midnight on the same day i.e. 1<sup>st</sup> October 2011. Material that is not cleared beyond this deadline will remain at the risk and responsibility of the exhibitor and is liable to be removed / forwarded back at the cost of the exhibitor.

## **9) AMENDMENTS TO REGULATIONS**

The Organizers reserve the right to issue amendments / additions to the rules & regulations if required.

## **10) SHELL SCHEME PACKAGE FURNITURE & FITTINGS ENTITLEMENT**

Booths will be constructed of Octonorm Systems with laminated panels, grey carpeting, furniture and fittings as per respective stand areas along with Fascia with Company's name in English. Exhibitors, other than those with bare space will be provided with standard furniture, fittings etc. at no extra cost as follows:

Stall Size	Plug Point	Table	Chairs	Spot Lights	Dust Bin
9sqm	1	1	2	3	1
12sqm	1	1	4	4	1

## **11) EXHIBITOR'S NAME ON FASCIA**

Exhibitor's name will be put on fascia with pre-cut lettering of standard 100mm (4 inch) size. No Logo will be allowed on the Fascia. Depending on the length of the Fascia, standard abbreviations will be used.

## **12) GUIDELINES FOR STALL CONSTRUCTION & DISPLAY**

\*The Standard height of all booths should not exceed to 2.40 M [8 ft]. Specific design and location of the logo design needs to be approved well in advance by the organizers.

**\* The following requirements should be strictly ensured during the set-up:**

- i) Electrical and other technical services behind / adjacent to your booth must be kept accessible.
- ii) All display, exhibits, merchandise, fittings, etc. should be freestanding and self-supporting to avoid damage to the panels.
- iii) No part of an exhibit should project out of the stall area, nor should anything be placed outside the stall area or on the aisles.
- iv) Grouting, digging in floors or walls is not permitted.
- v) Any display on the panels directly should be with easily removable self-adhesive material or two - sided tapes or with ('S' hooks).
- vi) All fittings /accessories used shall comply with the safety requirements as per the direction of NIGIS.

**\*The following are strictly prohibited:**

- i) Holes, Nails, Drawing Pins, Screws on the Panels, furniture, carpet and floor.
- ii) Wallpaper or glue on panels.
- iii) Use of paint or other non-erasable material on the panels.
- iv) Carrying out any type of welding work using naked flames.
- v) Loud Noise or music.

**13) ADDITIONAL SERVICES (Optional):**

Various services such as Hostesses, Furniture on rentals, Refrigerator, Color TVs + VCD/DVDs, cabins with lockable doors, etc. are listed in individual order forms. In case you wish to place your order for any of the optional services, forms duly filled must be sent (as directed on the forms) latest by **31<sup>st</sup> August 2011**. Organizers do not guarantee any supply of the above services if deadlines are not met.

## **SECTION II**

### **RULES & REGULATIONS**

#### **14) FIRE REGULATIONS & PRECAUTIONS:**

In the common interest, co-operation of exhibitors is solicited to prevent fire or any other emergencies. **All aisles, common areas, must be kept free of obstacles.** Exhibitors, who, because of the nature of their exhibits require special kind of fire extinguishers, must make arrangements at their own cost for the provision of such equipments. All electrical wirings, fittings etc. will be done strictly by the certified authorized electrical contractors only. Storage / Use of inflammable item are strictly prohibited. Exhibitors are requested to refrain from smoking within the exhibition premises. Any person seeing an outbreak of fire, (if any) must raise an immediate alarm and make all efforts to extinguish the same with the nearby extinguishers and inform the authorities of the same. Also participants must make efforts to remove inflammable items from the vicinity

#### **15) LIABILITIES & INSURANCE:**

NIGIS does not insure the personnel and property of exhibitor's goods whether in transit or within, and / or outside the show premises. Exhibitors are advised to insure their personal merchandise, equipments, furniture, fittings etc. adequately at their own cost.

#### **16) REMOVAL OF EXHIBITS:**

After 1300 hours on Saturday, 1<sup>st</sup> October, 2011, exhibitors are requested to pack their exhibits into transportable packages and complete the formality of entering particulars of the official Staff of the Exhibitor with the security before leaving the venue. Materials will be permitted to leave the premises only after the EXIT CERTIFICATES (given by the organizers) are handed over to the security.

#### **17) FORCE MAJEURE:**

The Exhibition may be postponed, shortened or extended due to reasons whatsoever outside the control of the Organizers. The Organizers shall not be responsible for any loss sustained by the Exhibitors, directly or indirectly, attributable to the elements of nature, force majeure or orders and directives imposed by any relevant authorities.

## **SECTION III**

### **SITE OPERATIONS & SERVICES**

#### **18) OBSERVING OF RULES & REGULATIONS:**

All Exhibitors and all their personnel must observe the Rules & Regulations stated in this Exhibitor Manual under 'Section II' while working or present in the Exhibition Hall.

#### **19) PROMOTION RULES & SUITCASING POLICY:**

ONLY bonafide Exhibitors may distribute printed promotional materials, from within their own booth. However, no such distribution / promotion should be done from outside the booth area or from any other common areas within or near the show premises. No banners, posters etc. should be put up anywhere within the Hotel premises, unless expressly authorized in writing by the organizers. Exhibitors may also note that putting up of hoardings, banners, posters etc. on roads and other common areas, without the permission of the appropriate authorities.

#### **20) SAFETY AND BEHAVIOUR:**

No person present inside the Exhibition Hall is expected to behave or act in a manner that may cause any harm, injury or damage to other persons or exhibits, neither hotel property nor to the exhibition hall property or fixtures. Damages of any kind caused by staff members of the exhibitor or their contractors would attract monetary compensation as set by Hotel Authorities or organizers.

#### **21) SECURITY - LOSS / THEFT:**

While the Organizers will maintain security surveillance at all times throughout the Exhibition, the organizers cannot be held responsible for any theft / damage / loss of the exhibits or any other property of the exhibitor. Exhibitors are reminded that goods will be vulnerable immediately after the Show closes on the final day. Please be sure to see that your stall(s) are not left unattended at this time. Particular care should be taken of small portable items, tools and instruments, including mobile phones. However, exhibitors are responsible for the organizer's property made available to them within the stall(s).

## FORMS DEADLINE CHECKLIST

FORM No.	SUBJECT	DEADLINE DATE
1	Fascia Name	31 <sup>st</sup> August 2011
2	Additional Furniture Display Form	31 <sup>st</sup> August 2011

Form submission:

1. Exhibitors are requested to return all forms to NIGIS Office as indicated above within the deadline indicated on each form. If deadlines are not met the Organizers cannot be held responsible for any act undone.

2. Please enclose all necessary payments, samples, plans and other relevant materials as appropriate.

Send these forms to:

NACE International Gateway India Section

305-A, Galleria, Hiranandani Gardens,

Powai, Mumbai – 400076, India

Tel: 022-25797354 Fax: 022-66921572

Email: [info@corcon.org](mailto:info@corcon.org)

Website: [www.corcon.org](http://www.corcon.org)



Dead Line  
31<sup>st</sup> August 2011

**EXHIBITOR'S COPY**  
**FORM NO 2**  
**ADDITIONAL FURNITURE DISPLAY FORM**

THIS FORM MUST BE COMPLETED AND RETURNED BY ALL EXHIBITORS.

**ADDITIONAL FURNITURE DISPLAY FORM**

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

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

Authorized Person: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email id: \_\_\_\_\_ Signature: \_\_\_\_\_

[RATES SHALL BE INFORMED ON REQUEST]

Sr.No	ITEMS
1	Folding arm chair
2	Round Discussion Table
3	Information counter
4	Lockable Counter
5	Table Showcase
6	Tall Show Case
7	L Shape Table Showcase
8	Brochure Rack
9	Single Shelf-- (Glass)
10	Partition Wall Panel
11	Waste Paper Basket
12	Power Point
13	Spot Light 50 W
14	Spot Light 100W
15	Fluorescent Tube
16	Halogen Track
17	Metal Halide 150W
18	3 Phase Electrical Cables per KW
Sr.No	ITEMS
A	42" plasma TV
B	Hostess
C	Runners / Helpers

**Note:**

1. The above rates are for full duration of the event, unless specified.
2. Orders have to be placed **by 31<sup>st</sup> August 2011** along with 100% advance payment.
3. Orders at site, subject to availability of material and 100% cash to be deposited at site
4. Confirm your bookings.
5. For requirements other than the ones mentioned in the list, please feel free to contact us before 23<sup>rd</sup> September 2011 on the below mentioned address.

Send this form to:

NACE International Gateway India Section  
305-A, Galleria, Hiranandani Gardens,  
Powai, Mumbai – 400076, India  
Tel: 022-25797354 Fax: 022-66921572  
Email: [info@corcon.org](mailto:info@corcon.org)  
Website: [www.corcon.org](http://www.corcon.org)

# **EXHIBITORS CHECKLIST:**

## **Product**

1. Your Right Product Mix
2. Your Sample Folders
3. Your Price Lists
4. Your Product Information
5. Your New Product Information

## **Display**

1. Display Panels
2. Catalogues/Brochures
3. Visiting Cards
4. Promotional Aids (Glow signs/Posters etc)
5. Ordering Extra Lights/ Fittings
6. AV presentation
7. Plants
8. Flowers
9. Stationary Kit
10. Mouth Fresheners/Mints/Toffees

## **Administration**

1. Appointment Diary
2. Stand Assistant/ Hostesses
3. Interpreters
4. Staff Training
5. Freight Handling and clearing.