



STALL BUILD GUIDELINES



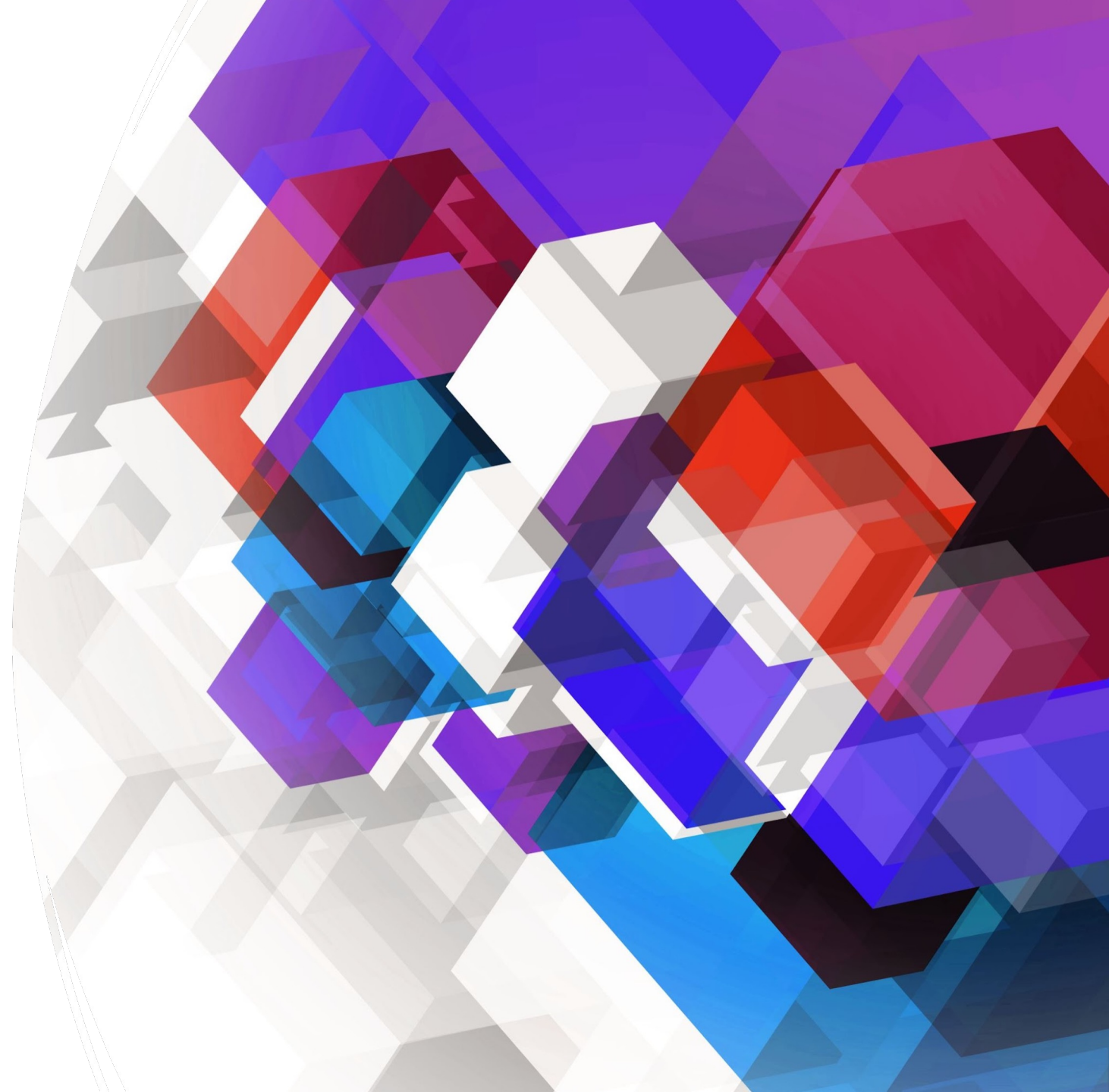
Exhibitor Information

Conference Venue

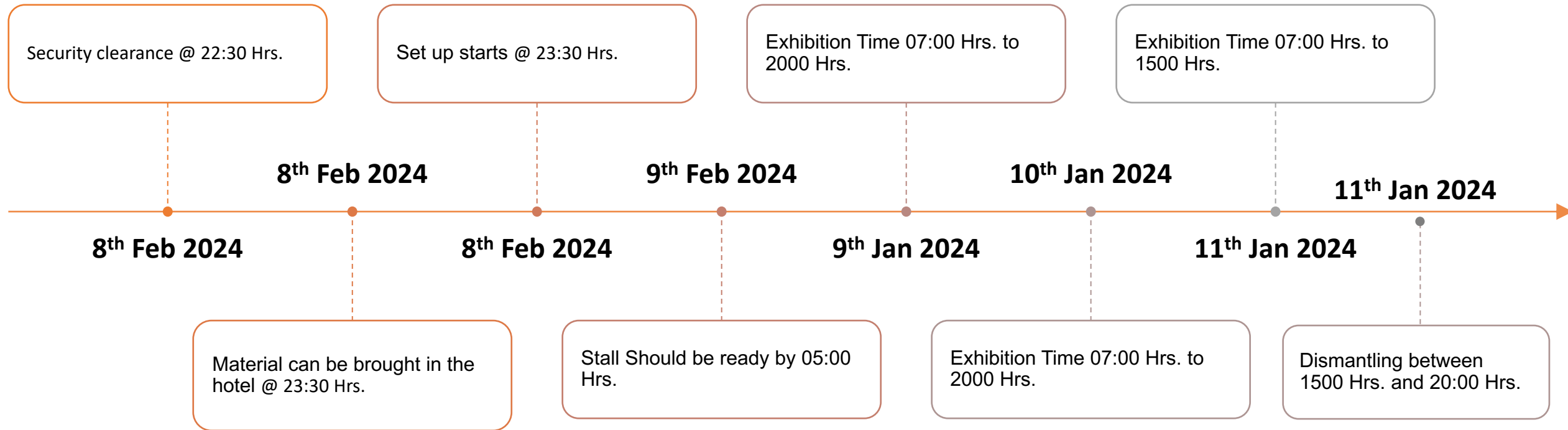
Hotel Centre Point, Nagpur

Date

9th – 11th February 2024



Timelines





What is included in the booth?



- Octanorm structure with facia will be provided.(Facia- 8 inches height)
- Table (size 3 x 2 ft) – 1Qty, Chairs – 2 Qty
- The maximum permissible height of the facia is 8 ft.
- One 16 Amp power connection will be provided.
- You only have an opening from 1 side – You are not allowed to block the empty spaces around your stall.
- It is advisable to do a recce of your allocated space.
- Booth owners can collect their employee registration badges from the registration counter
- For booth related query please call Mr. Mangesh +91- 9832168559



MUST - THE STALL LAYOUT MUST BE APPROVED BY THE IACTACON OFFICE.

CONTACT - PLEASE PROVIDE THE DECISION-MAKING AUTHORITY'S CONTACT DETAIL

SECURITY - ALL STALL OWNERS MUST ARRANGE FOR THEIR OWN SECURITY

CLEANLINESS - STALL FABRICATORS MUST ENSURE THAT THEIR AREA IS CLEAN AT ALL TIMES

POWER - ADDITIONAL POWER WILL BE PROVIDED AT AN ADDITIONAL COST.

DESIGN - PLEASE SHARE THE DETAILS INCLUDING THE DESIGN AND VENDOR WHO WILL BE CONSTRUCTING THE STALL BEFORE 7/02/24.

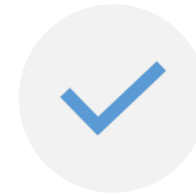
Important instructions



No paintwork is allowed inside the booth.



No hammering drilling or cutting is allowed.



All material must be brought in complete knockdown form and only assembly is allowed.



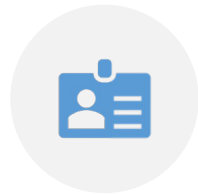
Use of flex is not advisable but if you have to please ensure you do not leave the unused material or scrap in the stall area.



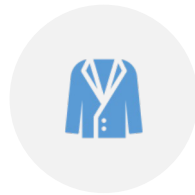
Please ensure enough trash bags/bins in your stall.



All workers and associates must wear the necessary safety / protective gear.



No badge - no entry.



Please ensure all workers wear proper uniforms.

Scope of Branding



Stall owners must restrict all promotional activities within their stall area.



No standees will be displayed anywhere else including the convention area, porch, lobby or main entrance.



All audio content should be played at a volume that does not distract the neighbourhood stall owner.



No printed or digital material will be circulated anywhere in the scientific halls or common areas.



No promotional material is to be sent to the in-house guests in the hotel.



Stall owner should arrange their own generator if the power requirement is more.



No video wall can be used inside / outside.



No gifts/bags / kits inside/outside the booth.

Permissions and Security

Hotel	All booth owners must contact hotel security and operations team and inform them about their vehicles and obtain necessary clearances.
Own Security	Please take care of your belongings as no additional security is deployed
Contact	Please contact the hotel events manager Mr. Monish +91 88055 98616