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A1 The Exhibition

Mumbai International Boat Show 2011

A1.1 The Organisers

For all queries relating to MIBS 2011, please contact the following relevant personnel.

Organisers:

Mumbai Boat Show Private Limited,

(A Spenta Multimedia Company)

2nd Floor, Peninsula Spenta,

Mathuradas Mill Compound,

Senapati Bapat Marg,

Lower Parel,

Mumbai - 400 013, India.

Tel : +91 22 24811010/1012

Fax : +91 22 24811021

Project staff:

For any queries, regarding booth assignments and / or booth payments, publicity, promotion, advertising and public relations, please contact:

Mrs. Alpa Antani

E-mail: alpa.antani@mumbaiboatshow.com

During site operations, please contact operations personnel at the organisers' office in MMRDA grounds, from 20-27 February 2011 and For any queries regarding move in / move out schedule, exhibitor / contractor badges, service badges, on-site operations, please contact;

Mr. Abhay Vinerkar

E-mail: operations@mumbaiboatshow.com

Cell: +91 9833155633

A2 Venue & Dates

Venue: **MMRDA Grounds** (On Ground)

Bandra Kurla Complex,

Plot – R2, Opp. Bank of Baroda,

Bandra (East), Mumbai - 51

Dates: 24-27 February 2011

Venue: Jetty No. 5. Opp: Taj Hotel, Gateway of India (On Water Display)

Dates: 25-27 February 2011

A3 Exhibition Opening Hours

February 24, 2011

9:00am to 3:00pm – International Boating Conference (Trident, BKC.)

4:00pm to 5:00pm – Press Conference (On Ground Exhibition Venue)

5:00pm to 6:00pm – Inauguration (On Ground Exhibition Venue)

6:00pm to 8:00pm – VIP Preview (On Ground Exhibition Venue)

(The above schedule is subject to change)**

During the show days, exhibitors will have an access to their respective booth **45 minutes before the opening and 15 minutes after the closing hours** to service their booths and / or exhibits. Exhibitors, who require access beyond the above given time limits, need to contact the organisers' office to obtain written permission at least five hours in advance, for them to make necessary arrangements of electricity as well as security.

A4 Admission for Visitors

ADMISSION TO THE SHOW IS BY INVITATION ONLY.

The organiser reserves the right to refuse / deny admission or to evict any person without giving any reason. This applies also during the build up and dismantling periods.

Exhibitors are advised to submit details of their trade / prospective customers to the organisers to enable them to send the trade invitation cards. Trade visitors will receive full information of the show. Trade visitors will be required to pre-register online, before 5th February 2011 via the website www.mumbaiboatshow.com or by faxing the completed registration form for trade invitation cards to the organisers to save valuable time upon arrival at the exhibition centre. Nomination of VIP's can be done through VIP nomination form (F5) of the exhibitor's manual.

A5 Map showing location of Venue, Hotels, Airport...



A6 Exhibition layout for MIBS 2011 (Tentative – subject to change)

**MUMBAI INTERNATIONAL BOAT SHOW
24-25-26-27 February 2011**



A7 Exhibition hall & booth specifications of MIBS 2011

A7.1 Event Hall specifications and regulations

Hall	Ceiling Height	Floor Loading Capacity (Max.)	Floor Type
Superstructure	5 Meters	150 Kgs / Sq. Mtr.	Wooden Flooring

1. Hall Structures

Exhibitors are strictly not allowed to use the existing structures of the halls in any manner. The walls and ceiling cannot have anything attached to, leaned against nor hung from.

2. Identification

Entry into the exhibition halls is strictly by identity badges / entry tickets only. All staff / workers employed for the construction of the booths must wear & display prominently their identification badges provided by the organisers at all times upon entering the exhibition complex. These badges will be issued during the exhibitor registration (19 - 23 February 2011), only after all pending dues are cleared & necessary (design) approvals obtained by the exhibitors. The organisers reserve the right to evict the staff / workers not wearing the official show identity badges within the exhibition complex at all times.

3. Removal of rubbish

During the build-up and dismantling periods, exhibitors and their contractors will be responsible for a day-to-day removal of waste / debris from their booths (i.e. empty paint cans, lumber scraps, packing material etc.). **Failure to do so will result in the exhibitors being liable for the service fees involved in removing the waste.**

4. Open frontages

All booths in the exhibition are recommended, irrespective of height, to have at least half of the frontage on each side, open or fitted with transparent material to the underside of fascia. It is advisable to keep at least 30% of the floor area free for smooth movement of visitors.

5. Floor covering

In accordance to the organisers' build-up schedule, exhibitors constructing their own booth should arrange for the following:

- Carpet and back wall coverings to be installed latest by 20.00 hrs on 22nd February 2011.
- Please, refer layout limitations mentioned in Rules & regulations point B2 to avoid inconvenience to other adjoining exhibitors.
- No support may be taken from the venue (superstructure) walls. This includes the hall walls and the walls of other exhibitors.

6. Painting of display for bare space

All exhibitors building their own stand need to neatly finish the back / sides of their stalls up to the complete height of their display. **No spray painting of whatsoever type is permitted in the exhibition halls.** All flammable materials (like thinners) are to be safely placed and removed from the hall immediately after use.

7. Performance bond and service fee

Organisers reserve the right to deduct an actual and appropriate amount for damages to the hall structures / venue, made by the exhibitor or their design & handling agencies' staff during build-up and dismantling time, from the security deposit paid by the exhibitor. This is to ensure all the rules & regulations are abided by, and to cover any damage arising directly or indirectly from infringement. This is without prejudice to any additional claims the organisers may have on the exhibitor if the damages exceed the deposit. Balance amount, if any, will be returned if no damage is found.

8. Bare Space design building & fire regulations (IMPORTANT!)

IT IS STRONGLY RECOMMENDED TO BRING IN PRE-FABRICATED BOOTH STRUCTURES ON SITE, TO AVOID ANY DELAY IN SETTING UP THE BOOTH STRUCTURE, THEREBY ADHERING TO THE TIME FRAME GIVEN BY THE ORGANISERS FOR COMPLETING STALL SET UP.

Exhibitors building their own booth must submit detailed drawings (**3D views, floor plan & elevations with dimensions**) of their booth to the organiser by the stipulated deadline (**20th January 2011**) for the approval of the organisers to ensure that the safety, interests of show aesthetics as well as other exhibitors are observed. **Failure to do so within the above-mentioned deadline, may incur penalty charges of Rs. 25,000/- OR USD 500/- per design per stand to exhibitors for special / late scrutiny.** All materials used in the booth construction must be fully fireproof in accordance with local government rules and regulations. *Please refer form F8 – Booth construction.* **The maximum height allowed for booth construction will be 3meters i.e. 10 feet.**

9. Dismantling

At the close of the exhibition, it is the joint responsibility of the exhibitor and / or their booth building contractor(s) to dismantle and remove all display materials within their booth, in accordance with the **dismantling schedule (see page 9)** issued by the organisers. **The exhibitors and / or their contractor(s) must clear all materials latest by 1st March 2011 by 12.00 hrs.** Failure to do so will result in the exhibitors being liable for service fees incurred in clearing their stall space.

10. Observance of rules and regulations

Exhibitors are responsible and liable for their contractors' observance of all rules and regulations set by the organisers.

11. Booth number

The number of the booth, as allocated by the organisers, must be clearly indicated on all sides, in case of special designed booths / bare space displays.

12. Stationed staff

Exhibitors and their contractors are required to supply their staff with communication equipment from the start of construction until the clearance of the booth, to co-ordinate smooth operations on site. **Please provide the names and mobile / hand phone numbers of your staff to our operations department with your submission of the stall design,** *Please refer form F8 – Booth construction.*

Note:-

The following will **STRICTLY NOT BE PERMITTED** inside the halls.

- **HAZARDOUS / TOXIC MATERIALS.**
- **EQUIPMENT EMITTING SMOKE AND NOXIOUS FUMES.**
- **SMOKING, SPITTING & COOKING.**
- **SPRAY PAINTING & WELDING OF ANY KIND.**
- **CONSUMPTION OF ALCOHOL OR ANY OTHER FORMS OF IT**

A7.2 Shell Scheme & Space Only booths

SHELL SCHEME and (BARE) SPACE ONLY booths:

Mumbai International Boat Show 2011 floor plan is available with the organisers. Two kinds of booth spaces are available for all participants - **Shell Scheme and Space Only**.

A7.2a Booth Specifications – Shell Scheme

Shell Scheme: Booths are provided in cubicles of a pre-fabricated system (Octanorm), made of aluminium hardware profiles & laminated ply partitions with standard accessories (as per area booked, **refer table below**).

Sample Sketch of 4m x 3m Standard Shell Scheme booth with specifications



- Synthetic needle punched carpet (inside the booth area)
- White laminated wooden system partitions of 2.5 mtr. height. (max. 3 sides of booth)
- Fascia board, 0.25mts height with 10cm height company name in white sticker.
- 1 Table (Prefabricated system)
- 2 Chairs (Folding)
- 1 Waste bin
- 4 nos. 100w Spotlights
- 1 Socket point – 5 / 15 Amps. (**with 1KW power supply**)

Basic furniture entitlement for Standard Shell Scheme booths

Booth area (Sq. Mts.)	9 m2	12 - 23 m2	24 – 35 m2	36 – 47 m2	48 m2 & above
Table (Prefabricated system)	1	1	2	3	4
Moulded chairs	2	3	4	6	8
Spotlights (100W)	3	4	8	12	16
5 / 15 Amp Socket (including 1KW power)	1	1	2	3	4
Waste basket	1	1	2	3	4

These above-mentioned items available with the package of shell scheme bookings are not interchangeable. You may opt for all or part of the items listed.

Guidelines for exhibitors on the rental of wall panels

1. The organisers recommend no additions or any change to the Standard Shell Scheme booths. Should you wish to do so, please contact the official shell scheme contractor.
2. Do not spray, glue or silicone on the wall panel.
3. Do not paint, spray-paint, or write on the wall panel.
4. Do not drill, nail, perforate, tack down, staple or cause any damage to the panels or any parts of the standard shell scheme. Should you need to affix any exhibit or sign to the panels, please contact the official shell scheme contractor in the exhibitor service area on the show floor.

Note: In case of violation of the above rules, the official contractors will be obliged to request the payment from exhibitor for any damage caused at the rate of INR 2,500.00 per panel.

A7.2b Booth Specifications – Space only

SPACE ONLY: SPACE ONLY AS THE TERM SAYS, IS ONLY BARE FLOOR SPACE, WITHOUT ANY BASIC AMENITIES LIKE BOOTH STRUCTURE, CARPET, FURNITURE, FASCIA OR ENERGY LOAD. Any of the above amenities required by an exhibitor will be made available by the official booth building contractor upon request against extra charges, requisition for this will have to be submitted within the period specified in the exhibitor's manual. Exhibitors requesting any of these amenities onsite need to keep in mind that these will only be available from the official booth contractor on a first come first service basis, after all Shell Scheme exhibitors requirements are serviced.

IT IS STRONGLY RECOMMENDED TO BRING IN PRE-FABRICATED BOOTH STRUCTURES ON SITE TO AVOID ANY DELAY IN SETTING UP THE BOOTH STRUCTURE, THEREBY ADHERING TO THE TIME FRAME GIVEN BY THE ORGANISERS FOR COMPLETING BOOTH SET UP.

IT IS THE RESPONSIBILITY OF EVERY EXHIBITOR WHOSE BOOTH INCLUDES THE CONSTRUCTION OF A MEZZANINE STRUCTURE, TO OBTAIN AND PROVIDE A GOVERNMENT APPROVED STRUCTURAL ENGINEERS' CERTIFICATE OF STABILITY AND SAFETY, TO THE ORGANISERS BEFORE TAKING POSSESSION OF THEIR STALL SPACE, FAILING WHICH POSSESSION OF THE STALL SPACE WILL NOT BE GIVEN BY THE ORGANISERS.

Electrical: The official booth contractor will only provide the basic electric (supply) load (1KW for each 12 sq. mtr. standard shell scheme stall and in multiples thereof). Shell scheme exhibitors, requiring additional power beyond 1KW, need to order the same through *form F11* in the exhibitors' manual.

Space only exhibitors will be provided power in their package as per the table mentioned in *form F11*, hence need to apply for their additional power requirement from the official electric supply agency through *form F11*.

Power connections for spotlights, turntables and displays are available at extra charge. Requisition needs to be submitted through *form F11* in advance to the official booth contractor to avail these facilities.

Utility services: The basic utility services like drinking water, toilets etc. are available within the premises.

A8 Operations onsite schedule (build up, show & tear down days)

Build up	Date	Timings
Move in of boats in hangars & outdoor area (Official freight forwarders only)	19 th Feb 2011 20 th Feb 2011 21 st Feb 2011	09.00 – 18.00 hrs 09.00 – 18.00 hrs 09.00 – 14.00 hrs
Exhibitor registration (Issuing of badges)	19 th Feb 2011 20 th Feb 2011 21 st Feb 2011 22 nd Feb 2011 23 rd Feb 2011	09.00 – 18.00 hrs 09.00 – 18.00 hrs 09.00 – 18.00 hrs 09.00 – 18.00 hrs 09.00 – 14.00 hrs
Move in of Non A/C outdoor area booths exhibitors / contractors for construction	20 th Feb 2011 21 st Feb 2011	09.00 – 18.00 hrs 09.00 – 18.00 hrs
Move in of space only exhibitors / special design stall contractors within A/C hangar area	20 th Feb 2011 21 st Feb 2011	09.00 – 18.00 hrs 09.00 – 14.00 hrs
Move in of shell scheme booth exhibitors / contractors	22 nd Feb 2011 23 rd Feb 2011	12.00 – 18.00 hrs 09.00 – 14.00 hrs
Full power load provided to all Exhibitors	23 rd Feb 2011	09.00 – 18.00 hrs
Final completion of all construction / fabrication works of booths	23rd Feb 2011	20.00 hrs

Show days (Tentative)	Date	Timings
VIP Preview	24 th Feb 2011	18.00 – 22.00 hrs
Exhibitors access to exhibition halls	24 th – 27 th Feb 2011	10.30 – 22.15 hrs
Halls closed for cleaning	24 th – 27 th Feb 2011	22.30 hrs

Tear down (Move out)	Date	Timings
Exhibition ends & halls closed	27 th Feb 2011	20.00 hrs
Power supply to stalls switched off	27 th Feb 2011	20.15 hrs
Dismantling electrical installations	27 th Feb 2011	22.30 hrs
Move-out hand carry exhibits only	27 th Feb 2011	22.30 – 24.00 hrs
Move-out booth & heavy / large exhibits / boats	28 th Feb 2011 1 st Mar 2011	00.01 – 24.00 hrs 00.01 – 12.00 hrs

A9 Exhibitor badges & Registration

Exhibitor badges are only meant for exhibitors and their staff manning booths during the exhibition days. For security reasons, exhibitors and their personnel are requested to wear their badges at all times in the exhibition halls. Please note that the badges will carry exhibitor's photograph.

Exhibitor badges will be issued to all exhibitors and staff operating their booths, in accordance to the list of names provided in *form F4*. Please note that these badges are non-transferable. Exhibitors are requested to make their first stop at the exhibitor registration counter when they arrive on site, to collect their "Clearance Certificate" and badges. Please collect contractor badges for set-up & dismantling days and service badges (see table in point A10, on page 10) for maintenance during show days. These badges will be issued only after clearance of all dues including participation fees, service fees, deposits as well as payments for on-site extra requirements. ***Exhibitors' staff and their respective contractors requesting for duplicate badges due to negligence, loss or damage will have the badges re-issued on payment of Rs. 800/- per badge.***

Exhibitor registration: 19th February 2011 : 0900 - 1800 hrs
 20th February 2011 : 0900 - 1800 hrs
 21st February 2011 : 0900 - 1800 hrs
 22nd February 2011 : 0900 - 1800 hrs
 23rd February 2011 : 0900 - 1400 hrs

A9.1 Admission to the show

Admission to the show is permitted to exhibitors and bonafide personnel only through entry passes / invitation cards available for an entry fee per adult, (children below 12 years with identity proof & accompanied with adults allowed to enter free) issued by the organisers. **No other form of invitation / letter is valid.** The organisers reserve the right to refuse admission to any person in the interest of the exhibition or due to safety reasons.

Admission to the VIP Preview evening is permitted through VIP Preview invites ONLY (please check table) & extra entry passes available with the organisers, for Rs. 500/- per head.

A9.2 Dress code

The organisers reserve the right to determine whether the attire of an exhibitor / visitor is acceptable and is in keeping with the best interest of the exhibition. All exhibitors are expected to be dressed formally in a lounge suit / national dress / service uniform or other appropriate wear.

A10 Exhibitor Contractor badges

For the purpose of booth construction and moving of exhibits, badges will be issued by the organisers, permitting the approved contractors and their workmen to enter the exhibition hall during the build up and dismantling period only. Exhibitors are requested to inform the organisers in writing the name(s) of contractor personnel for whom the badges are to be issued, before 25th January, 2011. **A limited number of service badges may be issued should a contractor have a valid reason to be present during the exhibition period (e.g. maintenance, remedial purposes, etc.).** Please contact organisers' operations personnel at the onsite office for service badges to be issued. For security reasons, contractors and their workers are requested to wear their badges in the exhibition hall at all times.

Stall Area in sq mts	Exhibitor badges	Contractors Badges (Setup & Tear Down Days)	Service Badges (Show Days)	VIP Preview Invites	Car parking passes
9	3	3	2	2	2
12 – 23	4	4	2	2	2
24 – 35	8	6	2	2	2
36 – 47	10	9	3	3	3
48 - 95	12	12	3	3	3
96 & above	16	15	4	4	4
Outdoor areas per 25m2	4	5	2	2	2

Note: VIP Preview & Car parking passes are only as mentioned above. It will not be as per the sq. meter or per booth basis.

A11 Official & approved booth fitting agency

The following agency can be contacted for any query related to standard shell scheme and furniture & accessories (including additional furniture requirements).

JESS IDEAS Pvt Ltd.
Mr. Vivek Khurade
4/16 Shivji Krupa,
544, Adenwala Road,
Matunga- C. Rly.,
Mumbai-400019. India
Tel.No. (022) 24182333 , Hand Phone : 9004850908

For space only exhibitors needing assistance in design / fabrication of their stall space, the organisers provide options of recommended booth fitting contractors for selection.

Recommended & approved special booth fitting contractors for space only.

BRADE EVENTS
Mr Manoj Jaisinghani
Plot # 85, CIDCO Service,
Industrial Area, Sector 1A,
Shiravane, Nerul, Navi Mumbai – 400 706
Tel : 022 -02771 9671 / 9672
Hand Phone : 9867787482
Launch Pad Promotions Pvt. Ltd
Contact person: Mr Ashfan
A-15, Ghatkopar Indl. Est, LBS Marg, Ghatkopar West, Mumbai – 86
Tel: +91 22 6528 9026 Fax: +91 22 2500 1016
Hand Phone : 0983888678
ELEGAN Z
Mr. J Mahesh
Unit No 1 – 7, Sarita – B
Ground Floor, Prabhat Industrial Estate
Western Express Highway,
Dahisar (E) , Mumbai 400 068
Tel : 022 28967132 / 1599 / 3701
Hand Phone : 09833756999

A12 Official power supplying agency

Shell scheme exhibitors please refer *form F11* in the exhibitor's manual for additional power supply **if required** for your stall.

Space only exhibitors are requested to fill in form F11 for basic & additional power requirements for their stall.

JESS IDEAS PVT LTD.

Mr. Vivek Khurade

4/16 Shivji Krupa,

544, Adenwala Road,

Matunga- C. Rly.,

Mumbai-400019. India

Tel.No. (022) 24182333 , Hand Phone : 9004850908

Please note that only the official contractor(s), selected by the organisers, will be allowed to provide services to the exhibitors towards their requirements (respective forms for which needs to be filled and submitted by the deadlines mentioned).

A13 Official freight forwarders

Please refer *form F16*, for services relating to shipping / movement of large / heavy exhibits to the exhibition venue.

SIDDHARTHA LOGISTICS CO. PVT. LTD

Contact : Mr. Sameer Pandya

Supriya House, B-1, Gagan Chamber Complex,
Gokuldham, Goregaon (East),

Mumbai – 400 063, INDIA.

Tel: +91 (22) 4089 4843

Hand Phone : 09930260116

EMAIL : sam@siddharthalogistics.com

A14 Official security agency

NISA Security

Mr. Andrew Rodrigues

402, VIP Plaza, 'B' Wing,

Off Andheri Link Road,

Andheri (W),

Mumbai – 400 053.

TEL: +91 22 2673 2263, 4085

Please note, only the official security agency staff will be allowed to be hired **(for build-up & tear down days only)** in case any exhibitor wishes to have an independent security for their booth. Kindly fill in *form F14* & submit to avail of this facility.

A15 Official cleaning & maintenance agency

During the exhibition days, the organisers will be responsible for the cleaning of organisers' shell scheme booths, carpet and hall aisles daily. **Cleaning of exhibitors' special designed space only booths shall be the responsibility of the exhibitors' appointed contractors, even during the show days.** During the build-up and tear-down periods, exhibitors are responsible for the removal of their own booth building / dismantling materials and scrap / wastage on a daily basis.

Kindly fill in *form F15* & submit to avail of this facility.

A16 Other official agencies

A16.1 Official hostess providing agency

The following agency can be contacted for hiring hosts / hostess. Their staff will be properly dressed in formals i.e. males will be wearing formal shirts with a tie and females will wear sari's. The hosts / hostess can help the exhibitors promote their products / services to their customers. They will not extend any help to clean tables / wash utensils etc. Hosts and hostess' can be requested through *form F17*.

A16.2 Official audio-visual equipments provider

Exhibitors' requirements of audio-visual equipments like Plasma TV, VCD / DVD, etc. can be procured through *form F12*, from the official agency.

PRODIGY EVENTS
Mr. Rajesh Tanwani
D-214, Mansarover Apts
Near Chincholi Crossing,
S.V.Road,
Malad (west)
Mumbai-400064
Hand Phone : 9892075300

A16.3 Official octroi agent

Exhibitors are requested to contact the below mentioned agent for all their queries, processes related to octroi clearance at the Mumbai Octroi Check points.

Jay Enterprises
Contact Person : Mr. Pankaj Goradia
Unit No. 113, Shree Krishna Industrial Estate, Near Toll Naka, Dahisar (E), Mumbai – 400 068
Tele fax: + 91 22 2828 2003
Mobile: + 91 98198 01814
Email: jayoctroi@gmail.com

A16.4 Official plants & nursery agency

Requirements of plants, floral bouquets, landscaping etc. can be procured on site by exhibitors from the official contractors as given below.

JESS IDEAS PVT LTD

4/16 Shivji Krupa,

544, Adenwala Road,

Matunga- C. Rly.,

Mumbai-400019. India

Tel.No. (022) 24182333 , Hand Phone : 9004850908

A17 Food & beverages

The organisers have made adequate arrangements for catering of snacks; hot / cold beverages which will be served (at cost) throughout the day within the complex.

As per local government regulations consumption of alcoholic drinks including beer, wine and also drugs in any public areas & within the exhibition complex is a serious and punishable offence and is strictly prohibited.

A18 Parking for exhibitors

Exhibitors' personal vehicles can be parked only at the MMRDA ground from 19th February 2011 onwards, subject to availability of parking space. **These vehicles must clearly display the parking stickers provided by the organisers.**

A18.a Exhibitors' car stickers

Each exhibitor will be entitled to complimentary car parking stickers as per the table mentioned on **page 10** for parking their cars in the exhibitor's parking section from 19th – 27th February 2011 subject to availability of parking space. Only cars with the **Mumbai International Boat Show 2011 parking sticker** displayed prominently on the car screen are permitted on the parking lot. The stickers can be collected from the organisers along with the exhibitor's badges during exhibitor registration.

Any car found within the exhibition venue (other than in the designated parking area) with or without a clearly displayed car sticker will be towed away, as per the venue regulations.

A18.b Car Rental

Exhibitors could avail of the call-a-cab service on the following numbers;

- a) + 91 22 4422 4422
- b) + 91 22 3244 9999
- C) + 91 22 4242 4242

Rules & Regulations B

B1 Children & Students

B2

- B2.1 Shell Scheme Booths
- B2.2 Rules for Space only & Special Design booths
- B2.3 Booth boundaries and design restrictions
- B2.4 Official contractors
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B3 Completion of Application / Order forms

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B13 Payment terms and conditions

- B13.1 Cancellation of booth space
- B13.2 Reduction of space
- B13.3 Booths space and exhibits
- B13.4 Photographs

B 14 National pavilions

B 15 Sales

- B15.1 Sale of exhibits by overseas exhibitors

B16 Venue rules & regulations

B17 Insurance & Exhibition Liabilities

B18 Force Majeure

B1 Children & Students

Children (even of the exhibitors) & students below 12 years with identity proof & accompanied by adults are allowed to enter free during show days.

B2.1 The following rules will be applicable for Shell Scheme Booths

- **No painting or pasting of wallpaper on the panels is permitted.** Exhibitors who desire to have any panel painted or wall papered must inform the official booth fitting contractor in advance for approval & execution of work upon appropriate payment.
- **No additional fitting or displays are allowed to be attached, nailed, screwed or drilled to the booth structure or fascia board.** On violation of this instruction, the exhibitor is liable to be charged by the official contractor for damages caused to the booth.
- The use of inflammable materials for decoration of the booth is prohibited, unless such decorations have been treated with fire-retarding substance. **Use of heating appliances is strictly prohibited.**
- Artificial plants and flowers are combustible and give off toxic fumes, therefore they must not be used for stand dressing.
- **No suspension / cloth banner(s), from hall ceiling or fixtures to the walls, column & floor of the hall(s) or any other part of the structure is permitted.** Exhibitor should only utilize inner part of the booth allotted to them for display.
- Height of all fittings / exhibits should be restricted to 2.5 – 3 mtr. The rear and side walls should be 2.5 - 3 mtr. high. **For booths located in the central areas, structures / exhibits (mounted or otherwise) between 2.5 mtr. - 3 mtr. in height must be approved by the organisers and placed at a minimum distance of 1 mtr from all sides of the booth. (NOT APPLICABLE TO OUTDOOR AREA BOOTHS)**
- No financial credit / adjustments will be given by the show organisers / official contractor, for any shell booth items not utilised by the exhibitor.
- No POP or display material should be pasted or nailed on the fascia name board provided by official shell booth contractor. **Any violation to this will demand a penalty of INR 2,500.00**

B2.2 The following rules will be applicable for Space only & Special Design Booths

- a. Height of all fittings / exhibits is restricted to 2.5 mtr. - 3 mtr. The rear and side walls should be 2.5 – 3 mtr. high. **Structures / exhibits (mounted or otherwise) between 2.5 mtr - 3 mtr in height must be approved by the organisers and placed at a minimum distance of 1 mtr from all sides of the stand. (NOT APPLICABLE TO OUTDOOR AREA BOOTHS)**
- b. Regarding booths with 2 or 3 open sides or island booths there shall be no partitions on the open sides. The inside partitions shall also be such that they do not obstruct the view or aesthetics of adjoining booth(s). In case these are found to be obstructive, such partitions shall have to be changed with clear glass / acrylic above a height of 1.2 mtr.
- c. For stalls up to 100 sq. mtr. a single branding signage of maximum surface area 1 sq. mtr. is allowed. This signage will be allowed to be projected up to 3 mtr of the stall height. Similarly, for stalls above 100 sq. mtr. a single branding signage of maximum surface area 3 sq. mtr. is allowed. This signage will be allowed to be projected up to 3.5 mtr. Of the stall height.
- d. No partitions / structures / features shall be placed in such a way / location that it obstructs the aisles or aesthetics of the overall exhibition or view of other booths surrounding it.
- e. **Exhibitors are requested to submit for approval: booth layout plan, elevation with dimensions, artist's impression (3D views) and electrical single line drawing to the organisers in duplicate on form F8 within the stipulated deadline.** Clearance / alterations that may be necessary will be intimated within 7 days from the receipt of the designs. No booth on bare space shall be built without the prior written approval of the organisers.
- f. The exhibitors must at all times keep one copy of the approved drawing at the work site during the show.

- g. In case any pre-fabrication is done by an exhibitor before the approval of the design by the organisers, the exhibitor shall be bound by the changes / modifications advised at the time of approval of the design and will have to change the said pre-fabricated structure or any other feature so as to adhere to the basic design guidelines.
- h. All the material used in the construction of the stand, features and displays, including signs and fascias, shall be non-combustible, inherently non-flammable or durably flame proofed.
- i. Artificial plants and flowers are flammable and give off toxic smoke; therefore they may not be used for stand dressing.
- j. **Booths more than 72 sq. mtr. are allowed to construct a mezzanine up to a maximum area of 40% of the stall area contracted. Kindly contact the MIBS 2011 sales team for payments related to mezzanine structures.**
- k. A government approved structural engineers certificate of stability has to be submitted for all mezzanine structures constructed. The mezzanine displays will be inspected during the build up days and any exhibitor deviating from the regulations must make modifications, as suggested by the government approved structural engineer, at his own expense prior to the show opening.
- l. **In the interests of the exhibition & safety aspects, the organiser reserves the right to close down / discontinue fabrication works of such exhibitors who fail to comply with and submit the above stability certificate.**
- m. **All booths that are designed to incorporate raised floor / platforms should necessarily provide 1 mtr. wide access (ramp) for the disabled on at least one side & within the periphery of their stand. The access ramp for disabled must be clearly shown in the booth design at the time of submission of the designs for approval.**
- n. Structures of special designs should remain within the boundaries of the space allotted and should not protrude into adjacent booths or aisle spaces.
- o. No aisle space may be obstructed by any exhibits or structures thus ensuring free flow of public / viewers.
- p. **Cooking, smoking, consuming alcohol or any form of it, drugs of any kind inside the booth is strictly prohibited.**
- q. Neon or flashing lights / signs shall not be permitted unless they form an integral part of an exhibitor's product.
- r. Cloth / synthetic banners will not be permitted due to safety reasons.
- s. **All the exhibitors and their respective special stall design contractors are requested to complete the stall fabrication work by 20.00 hrs of 22nd February 2011, after which no work would be allowed to continue in their stalls. Exhibitors / contractors wishing to continue beyond the above mentioned deadline would be levied a penalty of Rs. 10,000/- per hour per stall.**

B2.3 Booth boundaries and design restrictions

IT IS STRONGLY RECOMMENDED TO BRING IN PRE-FABRICATED BOOTH STRUCTURES ONSITE, TO AVOID ANY DELAY IN SETTING UP THE BOOTH STRUCTURE, THEREBY ADHERING TO THE TIME FRAME GIVEN BY THE ORGANISERS FOR COMPLETING BOOTH SET UP.

The permitted booth height is 3 mtr. Any design for a structure exceeding 3 mtr will be restricted. Exhibitors may not place any display material or exhibit, nor extend their booth structures and fittings, beyond their contracted boundary.

Open frontages: All booths in the exhibition, irrespective of height, must have at least half of any frontage facing an aisle opened or fitted with transparent material to the underside of the fascia if the design so requires.

The organisers reserve the right at any time to order / alter / remove any booth which differs from the approved specifications or which does not conform to the rules and regulations. The costs of such alteration and removal shall be entirely borne by the exhibitor and any sum of money which may have been paid by the exhibitors for rent and other charges shall not be refunded.

B2.4 Official Contractors

The organisers have appointed official contractors for various services to ensure a more efficient and regulated build-up and dismantling. Please refer to the list of official contractors for details.

Unless otherwise stated,

- a. **Exhibitors are required to return all the completed forms to the relevant official contractors before the deadlines mentioned in the forms, otherwise on-site services may not be guaranteed.**
- b. The services of official contractors are for the convenience of exhibitors, and the organisers will accept no liability in respect of any contract between exhibitors and such contractors for the negligence or default of any such persons, their workforce and agents.
- c. Organisers will not be held responsible for any issues / disputes arising out of any contractors services if the respective exhibitors as per set deadlines do not requisition for the same.
- d. **Where mechanical handling within the exhibition halls is required, only the official freight forwarding agencies will be allowed to handle such exhibits.**

B2.5 Booth Fitting Contractors

- a. Exhibitors may appoint their own special booth fitting contractors (**applicable only for space only exhibitors**) subject to prior approval from the organisers, please refer *form F8*.
- b. In adherence to safety requirements, only the organisers' official contractor can carry out distribution of electrical power supply.
- c. A refundable security deposit of 10% of participation fees is to be paid (**applicable only to exhibitors**). In case of damage found, the same will be deducted as per damages done to the venue and services incurred for.
- d. Exhibitors are fully responsible and liable for their appointed contractor's observance of all rules and regulations.
- e. **Special stall design contractors are requested to note that all stall fabrication works should be completed by 20.00 hrs 22nd February 2011 in all aspects. Special stall design contractors wishing to work beyond the above-mentioned time limit, will be allowed to do so upon payment of penalty charges of Rs.10,000/- per hour thereafter up to 24.00 hrs. Please note, contractors will not be allowed to work beyond the above mentioned time limit unless they make the payment to the organisers before starting to work beyond the time limit. Contractors are requested to strictly follow the deadline given by the organisers for smooth functioning of the show.**
- f. **All special stall design contractors will have to pay a refundable security deposit (towards delay in stall fabrication) of Rs. 30,000/- (Rs. Thirty Thousand only) per stall before taking the possession of the stall they are fabricating.** Please issue cheque / demand draft to "Mumbai Boat Show Pvt. Ltd"
- g. The above-mentioned security deposit will be refunded, as it is, immediately on completion of the event, if they do not cross the stall completion deadline as mentioned in the operations onsite.

B3 Completion of Application / Order forms

All applications, declarations and order forms mentioned / enclosed in this manual should be submitted by the due dates mentioned on the respective forms. Where no services are required or approvals sought, the relevant form should be marked "Not Applicable" or "Nil" and also returned to the organisers by due date to avoid omission by default.

Care should be taken to complete these forms fully & legibly. Reference should be made to any applicable exhibitor's regulation as well as any supplementary regulation which may be promulgated and also to any conditions mentioned in the text or on the forms.

All forms are to be returned to the organisers or official contractors as indicated on each form. Official contractors may seek additional information and / or payment directly from the exhibitor.

Payment is to be made directly to the respective service provider and official receipt obtained from them. The organisers will not take any responsibility to service exhibitor needs through the official contractors in terms of materials or documentation. These services would include services such as telephone / internet connections, additional furniture / electric supplies for build-up, hosts / hostesses, horticulture, conservancy, security etc.

Exhibitors are advised to retain a copy of the forms for their records.

B4 Promotion during the show

Exhibitors are requested not to place stickers, signs, banners, posters or any other form of POP materials anywhere in the exhibition premises other than within their own booth and on paid advertising poster sites and billboards. Likewise, exhibitors' representatives may not distribute brochures, invitations, etc. along the gangway nor near the entrances / exits or anywhere else within the venue premises. Organisers reserve the right to confiscate such materials if noticed by any of the organiser's staff / official agencies.

B5 Demonstrations and presentations

Exhibitors who intend to demonstrate or make presentations during the exhibition, shall ensure that such demonstrations and presentations would not interfere with conducting of business of other exhibitors in terms of sound, nor any other form of disturbance. The organisers reserve the right to determine the acceptable sound level and extent of demonstration, if such an activity causes inconvenience or annoyance to the public or other exhibitors within the vicinity of the exhibition.

Consumption or serving of alcoholic drinks / liquor including beer and wine, drugs are strictly prohibited within the entire exhibition complex as per local government rules. Any promotional activity involving the demonstration of games, competitions or quizzes will strictly need advance written permission from the organisers.

B6 Working Machinery

Machinery, engines and similar equipment exhibited must be electrically and mechanically disconnected, except if required for a demonstration. In this case, it must be guarded with suitable physical barriers to protect the public and prevent unauthorized operation. Warning signs must also be provided wherever necessary.

B7 Power supply and lighting

- a. All electrical installation works at the exhibition must be carried out solely by the organisers' official electrical contractor.
- b. Exhibitors requiring special arrangements (e.g. different voltages and frequency or special connections to their equipments) must arrange their own transformers, converters, etc.
- c. All electrical equipment must be checked & tested by the organisers' appointed licensed engineers prior to switching on the electricity supply.
- d. **In the event that the official contractor appointed by the organisers is engaged by the exhibitor to carry out any electrical works, the exhibitor shall be responsible for settling all accounts towards the same as well as for any electricity consumed by the exhibitors' booth or display directly with the contractor.**

- e. The exhibitor shall ensure that all electrical installations and exhibits, within their booth space comply with any statutory or local regulations or requirements to which the exhibition may be subject. Any direct light emitted from an electrical device must be screened in such a way as to avoid causing nuisance or discomfort to visitors and other exhibitors.

Exhibitors are requested to note that full power load as per request will be made available only on 23rd February 2011, from 0900 hrs – 1800 hrs. If any exhibitor needs to have power load in addition to the above-mentioned time limit, they will have to directly requisition the same with the official electrical contractor

B8 Booth cleaning

During the exhibition days, the organisers will be responsible for the cleaning of standard shell scheme booth carpets and aisles daily. **Cleaning of exhibitors' special designed booths shall be the responsibility of the exhibitors appointed contractors even during the show days.** During the build up and tear down periods, exhibitors are responsible for the removal of their own booth building / dismantling materials and scrap / wastage.

B9 Exhibits move in

Cargo(es) which is to be moved directly to the exhibition site should not arrive at the exhibition earlier than **19th February 2011** or before the build up period. Please note that organisers will not take charge of your exhibits reaching the site directly through transport. The exhibitor will have to depute someone responsible to accept the delivery on their behalf. Any disputes arising out of transport / labour issues will be the sole responsibility of the exhibitor. The organisers under no circumstances will be responsible for such matters. All such disputes will have to be dealt with & settled by the exhibitor outside the exhibition complex.

Exhibitors, their agents or contractors are responsible for the early installation of their heavy or large exhibits according to the move-in schedule provided by the organisers. It is important to maintain this deadline, since if other booth structures are built up, it may not be possible to move in the exhibit due to space or movement constraints.

All cartons / crates of the heavy or large exhibits should be clearly marked with the following;

Exhibiting company name :-
Exhibition name :-
Hall no. & Booth no. :-
Case no. :- Total No. of Cases :-
Gross wt / Nett wt :-
Dimensions (L) x (B) x (H) :-

Please note that where mechanical handling within the exhibition halls is required, the services of the official freight forwarders only must be availed and all costs incurred will be borne by the exhibitor. **Forklifts, cranes and pallet trucks from forwarders / transporters other than the official agents will not be allowed to operate inside the exhibition premises.**

B10 Storage

Exhibitors needing space for storing their empty cartons / crates on site should contact the official freight forwarders, who will make necessary arrangements subject to availability of space only. The charges, if any, will be paid by the exhibitor to the appointed freight forwarder directly. Or else, exhibitors must arrange for their empty and non-usable cartons / crates to be transported back to their own premises. No excess stock and literature or packing cases may be stored on, around or behind the panels / shell structures & pathways.

B11 Dangerous Material

- **NO TEMPORARY GAS OR WELDING APPLIANCES MAY BE USED IN THE EXHIBITION HALLS.** Neon lights need prior approval from the organisers before installation.
- No explosives, petrol, dangerous gas or highly inflammable substances are allowed in the halls.
- No radioactive materials to be used.

B12 Damage to booth structure and exhibition premises

No person under any circumstances shall cut into or through the floor covering or walls, nor alter any booth service except if authorised in writing by the organisers. Any such damage to the venue premises / booth structure will be invoiced to the exhibitor.

B13 Payment terms and conditions

- All payments must be made in accordance with the terms and methods of payments as set out on the contract form.
- In the event of the exhibitor failing to meet any such payment obligations (whether as to the amounts or date of payment) the organisers reserves the right to cancel its contract with the exhibitor and to resell or reallocate the booth space allocated to the exhibitor and the provisions of paragraph below relating to cancellation charges shall apply.

B13.1 Cancellation of booth space

- If the exhibitor wishes at any time prior to the exhibition to cancel or reduce the booth space allocated to him, then notice of this wish, stating the reasons for such cancellation or reduction, must be made in writing on their company letterhead and sent by registered post. The posting date will serve as reference for calculation of booth space reduction / cancellation charges.
- In the event that the organisers accept the exhibitors notice of cancellation or reduction of their booth space or in the event that the organisers terminate the contract with the exhibitor for whatever other reason, the organisers shall have the absolute discretion (but without prejudice to any other right or remedy available to the organisers and without being under any liability to refund or reduce any payments due under these terms and conditions) to reallocate or resell the booth space allocated to the exhibitor and to apply the following cancellation charges:

Time frames of cancellation occurring prior to the exhibition	Cancellation charge (% of total) commencement of the cost set out on contract form
Until 180 days before the start of the exhibition	50% of the contracted amount
Between 180 - 90 days prior to the start of the exhibition	75% of the contracted amount
Within 90 days prior to the start of the exhibition	100% of the contracted amount

The cancellation charges may be deducted from the amount already paid by the exhibitor. Any balance shall be returned without interest. If the amount already paid by the exhibitor is insufficient, the exhibitor shall forthwith pay to the organisers the balance of the cancellation charges.

- The exhibitor hereby acknowledges that the above amounts represent reasonable compensation for the costs incurred by the organisers as a result of the exhibitor's cancellation and that they do not represent a penalty.

B13.2 Reduction of space

In the event the exhibitor notifies the organisers in accordance with paragraph **B13.1** above that he / she wishes to reduce the size of the booth space, then the organisers shall be entitled to resell or reallocate such excess booth space and to apply the scale of cancellation charges set out in the table in paragraph **B13.1** above to the area by which the original booth space allocated to the exhibitor is reduced and charge the exhibitor accordingly for reduction.

B13.3 Booth space and exhibits

- The exhibitor must occupy the space allocated to him / her during schedules specified above. In the event the exhibitor fails to do so, he / she shall be deemed to have cancelled his / her booth space booking and the organiser shall be entitled to resell or reallocate such booth space and the provisions of paragraph **B13.1** relating to cancellation charges shall apply.
- The exhibitor acknowledges that he / she shall only be entitled to use contractors other than the official booth contractors appointed by the organiser (or where the organisers have provided a walk on package) to build his / her own booth, with the prior written consent of the organisers.
- Full details of any walk on package provided by the organiser will be provided on request. Plans for specially built booths or displays, other than those constructed from any such walk on package, must be submitted by the exhibitor to the organiser for approval before construction is ordered.
- If in the opinion of the organisers, the exhibitor's booth or display extends beyond his / her allocated space, the organisers may at its sole discretion charge the exhibitor for the extra space so occupied at the prevailing rate.
- The exhibitor shall be entitled to exhibit only those products / matters specified on the contract form.
- The exhibitor is not allowed to build up his / her exhibits in a manner which would in the opinion of the organisers obstruct the light or impede the view along the open spaces or gangways of the exhibition or cause inconvenience to or otherwise affect the displays of any other exhibitor.
- **No acceptance by the organisers of the exhibitor's contract form or allocation of the exhibitor's name to any particular part of any exhibition floor plan or booth number will constitute any agreement, warranty or representation by the organisers that the exhibitor is entitled to exhibit at the exhibition in such particular location. The organisers reserve the right without being required to give notice to the exhibitor to alter the layout or exhibition floor plan or position of any booth at any time.**
- The organisers and any other person either authorized by the organisers or having an interest in the premises, shall without notice be entitled to access at all reasonable times before, during and after the exhibition to the exhibitor's booth and for this purpose the organisers or any such person shall be entitled to use such force as may be necessary without incurring any liability whatsoever to the exhibitor.
- Should any dispute arise as to the booth space allocation, the extent of any extra booth space deemed by the organiser to be occupied by the exhibitor beyond that allocated or as to the exhibitor's right to display any exhibits, the decision of the organisers shall be binding.
- The exhibitor shall keep the booth space occupied by him and the common areas around it neat and clean at all times without any hindrance to any movement.
- The exhibitor shall ensure that all necessary approvals and licenses for their exhibits have been obtained.
- No exhibit will be allowed into or out of the exhibition centre without an official delivery order / gate pass or clearance document. The exhibitor shall at its own cost make its own arrangements for transportation of exhibits to and from the exhibition centre (including, without limitation, arranging for all necessary customs clearances) and for storage of exhibits and packaging materials.
- Display of any working or moving exhibits must have the prior written approval of the organisers. Precautionary measures such as the provision of guards or other means of protection must be taken by the exhibitor to protect the public from such moving or working exhibits. Moving or working exhibits shall only be demonstrated or operated by persons authorized by the exhibitor and shall not be left running in the absence of such persons.

- **Advertising literature should be distributed from the exhibitor's own booth(s) only. No business activity shall be conducted by the exhibitor and / or his staff outside the allocated booth area. No advertising or canvassing for business may take place anywhere else in the exhibition hall(s).**
- The organisers reserve the right to remove at the exhibitor's expense any exhibits or publicity material not produced by the exhibitor or its associated companies or which are not as specified on the application form.
- **At such time after the close of the exhibition as the organisers may specify, or on sooner termination of this contract, all exhibits shall be removed and cleared from the exhibition space and vacant possession of the exhibition space shall be handed over to the organisers in as good and clean order and condition as it was when initially licensed to the exhibitor.**
- Any material / equipment / exhibit remaining after the last day designated by the organisers to be removed, may be sold or otherwise be disposed by the organisers at the exhibitor's expense. **No material / equipment / exhibit may be removed from the exhibition before the exhibition ends.**
- All exhibits should be displayed within the space allocated only and any alteration thereof would attract penalty or cancellation of booth without notice.
- Exhibits must be within the defined scope of the exhibition. The exhibitor shall not display on his booth any products which fall into classes other than those described on the application for space, and / or the sales brochure, unless prior consent has been given in writing by the organisers.
- In cases where the exhibitor wishes to use borrowed equipment on his booth to demonstrate his / her own products, the display of the name of the firm lending the equipment is not permitted, unless that firm is also exhibiting, in which case acknowledgment cards may be displayed.
- An exhibitor who is either associated with or is a selling agent for another firm(s), and who wishes to exhibit the products of another firm(s), must state at the time of making application for space the name of the firm(s) to be represented at the exhibition, and undertake to confine the exhibits to the goods of such firm(s).
- Allotment of booths by the organisers shall not imply that they accept the proposed exhibits, and the exhibitor must satisfy himself that his exhibits comply with the regulations. The organisers reserve the right to exclude, and / or require to be removed, any exhibit which, in their reasonable opinion, is not within the scope of the exhibition, or is not suitable for the site allocated to the exhibitor. The decision of the organisers as to the eligibility of exhibits will be absolutely final and binding.

B13.4 Photographs

Booths, articles or any other areas within the exhibition complex may not be photographed, drawn, copied or reproduced only except with the written permission of organisers.

B14 National pavilions

Organisers of group pavilions and national pavilions are responsible for ensuring that all exhibitors on their booth are fully aware of and agree to abide by these rules and regulations.

B15 Sales

The organiser understands that in many cases the exhibitors prefer to sell exhibits instead of transporting it back to their organisation. If this is desired by the exhibitors such a sale of exhibits can be realised. This is subject to the condition that organisers shall not be responsible for collection or remission of duty, taxes such as customs and excise, octroi, sales and service tax, VAT etc. Fulfilment of this obligation would be the sole responsibility of the exhibitor.

B15.1 Sale of exhibits by overseas exhibitors

Exhibition goods, imported initially via embassy bond, ATA Carnet or bank guarantee can be sold during the exhibition but removed from customs bonded warehouse only upon the completion of customs sale formalities & payment of applicable customs duties & taxes within the stipulated six months period.

The goods remain in the customs warehouse until the buyer complies with sale conditions. The sale can be effected within the stipulated six months period and may be extended upon the discretion of Customs. On completion of sale, the guarantee or ATA CARNET will be cancelled.

B16 Venue rules & regulations

Please refer to the website of MMRDA, the official land provider. Kindly log on to <http://www.mmrdamumbai.org>

B16.1 Safety

Any unsafe condition or activity must be immediately reported to the organisers / site office / supervisory personnel of the responsible party for immediate corrective action.

B16.2 Working areas

- **No drugs or alcoholic drinks allowed in the working area.**
- No staff or workers are allowed to stay outside the working area, nor are they allowed to open door(s) / main entrance(s) by themselves.
- **No weapon or a brawl in the working area.**
- Photography / filming / recording by any form of camera or video are not allowed both indoors and outdoors.
- Transfer or loading / unloading of material, goods or other equipment must be done only at the side / back entrances of the exhibition hall. **Loading / unloading at the front entrance is strictly not allowed.**
- For transfer or loading / unloading of equipment or exhibits within exhibition area, use of forklift by the official contractor is permitted if necessary.
- No movement of trolleys, any equipment or machines allowed running on floors with surface of granite, marble or tiles or similar type of floor surface unless authorised by the exhibition centre. If authorised, plywood of min 10 mm thickness must be laid underneath the moved items.
- All electricity of working area(s) will be switched off 30 minutes after finish of each working day.
- **Exhibitors / contracting company personnel, working in the venue premises must abide the rules and regulations of the venue as well as follow strictly the instructions given by the venues' operations or security personnel.**
- **Exhibitors / contracting company personnel must wear their uniform and / or display ID / badge in working area(s) at all times, without which the security reserves the right to deny entry to the venue absolutely.**
- **In the event that the centre finds that any exhibitor / contracting company personnel does not follow its rules and regulations which results to any damage of the building, it will disclaim from exhibitor / contracting company and / their personnel the amount of repair costs.**
- **Any damage or loss of equipment within the venue is not the responsibility of the organiser / centre.**
- Exhibitor(s) must ensure that electric equipment used in their booth, is switched off before leaving every day.
- No sleeping is allowed in the working areas.
- **Exhibits containing explosives, radiation or any dangerous materials are strictly prohibited. LIVE AMMUNITION OR FIREARMS ARE STRICTLY NOT PERMITTED.**
- Use of LPG or any other type of flammable gas in the premises is not allowed.
- Installation of electrical fitting must be handled by approved electrical engineers only; layout of electrical installation must be submitted to the centre management or via organisers for approval prior to installation.

B16.3 Smoking

No smoking, eating or sleeping within the exhibition halls.

B16.4 Vehicles and equipments

- **Load capacities of indoor halls are 150 Kgs / Sq. Mtr. Boats / vehicles or exhibits exceeding the above weight will require an advance intimation to the organisers to schedule their boats / vehicles or exhibits placements well before the flooring in the venue is laid down.** Exhibitors must ensure they adhere to the move-in and move-out schedules as laid down by the organisers along with the rules and procedures.

B16.5 Aisles, gangway and exits

- **No obstacles on the aisles and walkway are allowed; neither any obstruction to traffic flow, especially near emergency exits and main entrance / exit(s).**
- The organisers reserve the right to remove all the material kept in the aisles without any notification to exhibitors.
- All emergency exit doors are to be opened in case of emergencies only. They must not be used for other purposes i.e. smoking, thoroughfare etc.

B16.6 Fire regulations

- **NO WELDING, SAWING / CUTTING that may be flammable is allowed in the halls.**
- **SPRAY PAINTING and COLOURS MIXED WITH FLAMMABLE SUBSTANCES are strictly not permitted inside and outside the venue.**

B16.7 Booth construction

- **Design and construction must concern safety first. Use of proper and strong material or equipment is a definite requirement.**
- Debris or stain from flammable material like thinner must be kept away from the working areas at the end of each working day.
- Do not knock nor nail on the surface, wall or any part of the venue.
- No glue, 2-sided foam tape or any material will be allowed to be pasted or stuck on the wall or on any structure of the organisers provided standard shell scheme booth.
- **Pulling sling or wire rope against any structure of the halls, especially ceiling is strictly prohibited.**

B16.8 Waste disposal

Washing of tools / clothes / utensils is strictly forbidden inside in-hall toilets or even in the halls.

B16.9 Voice limitation

In the event that use of speakers is required within the exhibitor's booth, it must be approved by organisers well in advance and ensured that the volume will not be a disturbance to other exhibitors.

B17 Insurance & exhibition liabilities

- The organisers shall insure the exhibition for the third party risks only, against accidents that may occur during the hours that the exposition is officially open to visitors.
- The exhibitors are solely responsible for damage, which may occur to exhibits, equipment, decorations, stock or booth or any other possessions due to fire, theft, deterioration, loss or damage by water or damage suffered during any fire fighting operations.
- The exhibitors are responsible for all accidents that may occur to staff (including the organiser's personnel), technicians, employees or exhibitors on duty in his own or neighbouring booths, due to use by him or anyone else delegated by him of machines, motors or other appliances or electric power.
- The exhibitors are responsible for all other damages, injuries or accidents, other than those already mentioned or those that they themselves may foresee, and any other damage which may result from their participation in the exposition, whether directly through their own fault or through the fault of a third party under the exhibitors instructions and affecting the possessions, furniture belonging to either the organisers or to another party.
- The organisers disclaim all responsibilities for risks as mentioned above.
- The exhibitors shall not be entitled to make claims, whatsoever be the factors causing such damages.
- The exhibitors will have to obtain third party liability insurance per accident / period. This insurance should cover accidents suffered by third parties in the venue or in the booth of the exhibitors which involves the liability of the exhibitor or any of his employees.
- The exhibitors may insure their exhibits on display against all possible risk that is permitted in the insurance rules.
- Each exhibitor is reminded that he is responsible for effecting insurance cover for expenses incurred due to abandonment or postponement of the exhibition for any reason whatsoever.
- The period of liability of the exhibitor shall be deemed to start from the time exhibitor or any of his personnel, agents or contractors first enters the exhibition site and will continue until all his exhibits and property have been removed.
- The exhibitors shall insure, indemnify and hold the organisers harmless in respect of all costs, claims, demands and expenses to which the organisers may in any way be subject, as a result of any loss or injury arising to any person (including members of the delegations, visitors, public, the organisers' staff, agents or contractors) however caused as a result of any act or default of the exhibitors, his personnel, agents, contractors or invitees. If the organisers find it necessary, the exhibitor shall provide proof that he has adequate insurance cover. The organisers shall not in any event be held responsible for any restriction or condition which prevents the construction, build up, completion, alteration or dismantling of booths or for the failure of any service, opening of the exhibition either as a whole or in part, or for amendments or alterations to all or any of the rules and regulations caused by circumstances not under their control.

B18 Force Majeure

The exhibition may be cancelled, postponed, shortened or extended in whole or in part by reason of war, fire, national emergency or due to reasons beyond the control of organisers. In this event, the organisers shall not be responsible for any losses sustained by the exhibitors. Refund in such a case would be at the sole discretion of the organisers.

Freight Forwarding / Shipping Information C

General Information

Exhibitors are requested to adhere to the following terms and conditions and educate their freight forwarder, sub-suppliers and sub-contractors accordingly:

- **Shipping Documents**

Invoices should be on the pattern of commercial invoices showing full description of the goods with model & serial number, number of units, each unit value and total value of the items. The value should be CIF destination. Separate invoices should be made for each category. The value declared should be Realistic. Official freight forwarders are named by organisers in this document.

- **Custom Formalities.** The exhibition area is not a duty free zone. Exhibits arriving at MMRDA Grounds, Bandra Kurla Complex, Mumbai are therefore subject to normal customs procedure. Please contact one of the official freight forwarders (**refer page 12**) who would assist you with more details.

Movement of exhibition goods

1. Connections to India

The city of Mumbai is one of the major ports of entry into India. All major shipping lines & airlines are interlinked to Mumbai.

2. Marking of Packages

- Packing list giving details of items packed in boxes as per the invoice should accompany the exhibits. As far as possible, articles of the same category must be packed in one package. This will facilitate accounting and examination.

3. Documents required for Customs Clearance

- Re-export Bond / Bank Guarantee / ATA Carnet duly endorsed by customs of the exporting country along with the authority in favour of the official freight forwarder.

The above documents must reach the official freight forwarder at least 10 days before arrival of the goods.

4. Handling material at the exhibition site.

The exhibition materials at the venue should be handled by the approved official freight forwarding agencies only, as per the rules. To provide adequate security, safety and protection against damage to the exhibition hall and in the interest of an efficient, coordinated move-in and move-out of goods, no private trucks, cars, fork-lifts or handling equipment (trolley, lift jacks, etc.) will be allowed inside any of the exhibition halls. The organisers have appointed official clearing, forwarding & on-site handling agencies for handling of exhibits at the site.

The rates for on-site handling will be settled by the exhibitors with these agents directly, depending upon the quantum of work and kind of job required as per the official on-site handling tariff approved by the organisers. The official agents will have their offices at the site during the pre & post exhibition periods.

For overseas exhibitors, the official freight forwarders will prepare comprehensive guidelines / shipping instructions for time bound & smooth transition of exhibits right from the country of origin to the exhibition stall at the fair grounds.

All the exhibitors are requested to adhere to the shipping instructions & arrival deadlines fixed by the organiser & official freight forwarders regarding the movement & handling of exhibits for **Mumbai International Boat Show 2011.**

It is suggested that exhibitors discuss their requirements with official freight forwarding agents well in advance to avoid unnecessary delays & troubles.

The organisers will not be responsible for damages caused to exhibits while in transit / handling at the site. Therefore, the exhibitors must insure all their exhibits against possible transit & handling damages, for the exhibition.

5. Customs clearance under temporary imports

Temporary duty free importation facilities are available to the bonafide participants of **Mumbai International Boat Show 2011** provided the shipment is cleared under an ATA carnet or a bank guarantee or an embassy bond.

The exhibitors are advised to contact the official freight forwarding agency/s who will provide them with up-to-date information on rules and procedures.

SIDDHARTHA LOGISTICS CO. PVT. LTD
Contact : Mr. Sameer Pandya
Supriya House, B-1, Gagan Chamber Complex, Gokuldham, Goregaon (East), Mumbai – 400 063, INDIA. Tel: +91 (22) 4089 4843 Hand Phone : 09930260116
EMAIL : sam@siddharthalogistics.com

Octroi (Entry tax) in Mumbai and its payment exemption for exhibitors

Mumbai city as per the local municipal rules of Municipal Corporation of Greater Mumbai levies an Octroi duty (entry tax) on all materials entering into the city limits. This tax is applicable on imported exhibits from foreign countries also.

To benefit of exemption from payment of Octroi duty, a bonafide exhibitor certificate issued by the organisers and a photocopy of approval letter issued by ITPO should be enclosed with your application and other necessary documents to the appropriate authorities through the official freight forwarding agents. Both these certificates / letters should be procured from the organiser by each exhibitor on receipt of full payment of the charges for the booth / pavilion in the exhibition. **Octroi exemption facility will be offered only to those exhibitors who have paid security deposit and indemnified the organisers from any discrepancy in processing of 'R' form. The exhibitors are requested to get in touch with the official octroi agents (Jay Enterprises) as mentioned on page 13, for further information in this matter.**

Onsite handling tariff for international exhibitors

International exhibitors are requested to contact the official freight forwarders, SIDDARTH LOGISTICS CO. PVT. LTD which is mentioned above

INSURANCE : Exhibitors must arrange their own insurance cover for their stalls / machines and all commodities involved throughout all stages of the exhibition, i.e. from on-site arrival to final departure from site.

Publicity service C

C1 PR and Promotion

C2 Press Centre

C3 Exhibitor's In-House PR Accreditation

C4 Press Conference Room

C5 Mumbai International Boat Show 2011 Website

C6 Trade Visitor Invitation

C1 PR and Promotion

Official show directory

The official show directory for **Mumbai International Boat Show 2011** will be published in print. It will be distributed free to all VIP guests, pre-registered visitors and exhibitors onsite.

All exhibitors are entitled to a free entry of up to 100 words in the official show directory. Please complete this show directory form and email to info@mumbaiboatshow.com before 30th January 2010 to ensure inclusion in the official show directory.

C2 Press Centre

The press centre will be managed by the organisers and is equipped with fax machines, computers, printers, and internet connections for use by the media only. Access will be given only to those certified by the organisers.

C3 Exhibitor's In house PR Accreditation

Any in-house PR officer of an exhibitor who wants to cover part of or the complete exhibition must apply for accreditation before 10th February 2011, or at the press centre / media lounge during show days.

C4 Press Conference Room

Onsite press briefing / conference rooms will be available to exhibitors. For reservation and audio-visual equipment rentals, please contact the organisers at the onsite press centre.

C5 Website

The **Mumbai International Boat Show 2011** website at www.mumbaiboatshow.com provides information about the exhibition, exhibitors, visitors, news for the press, visa and travel requirements, a map of the venue and links to exhibitors' websites.

C6 Trade Visitor Invitation

Exhibitors can receive 100 complimentary visitor tickets which they can send to individuals they want to invite to the show. If you require these invitations, please inform us before 25th January 2011 to alpa.antani@mumbaiboatshow.com

Facilities on site E

E1 Exhibitor Service Centre

E2 First Aid Room

E1 Exhibitors Service Centre

In order to facilitate the exhibitors and provide hands-on service, the organisers will operate an exhibitor service centre from 19th February 2011, operating at MMRDA complex. Exhibitors having any query or requiring any assistance may contact the operations staff, before, during or after closure of the fair, up to 23rd February 2010.

E2 First Aid Room

Medical assistance will be available in the first aid room located at the exhibitor service area / ambulance located on site from 21st February – 27th February 2011.

Order forms F

Order forms check list (M = MANDATORY FORMS)

M	F1A F1B	Show Directory Information (Company profile, product index, company index)
	F2	Show Preview Product
	F3	Show Activity Questionnaire
M	F4	Exhibitor Name Badges
	F5	VIP Nominations
	F6	Advertising Opportunities
	F7	On Site Promotions
M	F8	Booth Construction (bare space only)
M	F9	Organisers standard booth (Fascia Name)
	F10	Extra Furniture and Accessories
M	F11	Power supply
	F12	Audio-visual equipments
	F13	Security services
	F14	Cleaning and housekeeping services
	F15	Hosts & Hostesses (Rental)
M	F 16	Heavy & large Exhibits (Freight & Forwarding)
	F 17	Visa Applications
M	F 18	Exhibits Clearance