

# EXHIBITOR GUIDELINES

## USICON 2018

18– 21 January, 2018

Venue: B.M Birla, Jaipur

Dear Exhibitor,

Thank you for your booking for the exhibition during USICON -2018 which is going to be held from,18 – 21January 2018, B.M Birla, Jaipur.

The following materials and services will be provided for your exhibition stalls.

**1) SHELL SCHEME / OCTANORM STALLS:**

Side walls made by octanormsystem with MDF Panels, The dimensions of each panel area 2.5m (height) x 1m (width). On these Octanorm panels, digital poster / Flex can be displayed using double sided tape only, as no nailing is allowed on the Octanorm panels.

List of Materials and Services being provided for each stall irrespective of the size of stall  
Size of the Stalls: 3x2/3x3 meter or multiple stalls

1. 1 White Laminated Table
2. 2 Exhibition Chair
3. 3 Spot Light – 100 watt (Yellow)
4. 1 Power Point – 5/15 amp
5. 1 wastepaper bin
6. Carpet will be provided for stalls/passage
7. Fascia plate with name of the company in uniform capital letters.

We will provide the stalls for displaying the material and installation of posters and decorations inside the shell scheme stalls on 17January2018 at 10a.m. and exhibitors are requested to please complete display of exhibits by 10.00 p.m. on 17January, 2018,as the Hall has to be cleaned and sealed due to Security Reasons.

**2) RAW / DESIGNER PAVILIONS HOLDERS:**

We will provide the raw space on 16 November, 2017 at 10.00 a.m. for interior designer stalls for the fabrication of pavilions and exhibitors are requested to please complete display of exhibits by 17January, 2018 at 10.00 p.m. as the Hall has to be cleaned and sealed due to security reasons.

**3) POWER LOAD:**

We will provide 300 watt electricity to each of 6 sq. meter stalls. If the exhibitors need the extraelectricity power, please specify the electrical load and send the details in advance of Rs.6500/- per k.w for single phase & for 3 phase 7500/- per k.w. + GST 18% to below address.

You are requested to kindly send us your load requirement by12January, 2018, where after it may not be feasible for us to meet your requirement.

### Additional Services & Queries

In case you require any additional queries related to USICON 2018 Exhibition, Please contact our official conference contractor :-

## **Nagpal's Exhibition & Conference Services**

103, Panchsheel Enclave, Near Hotel Clarks Amer, JLN Marg, Jaipur – 302017.

**Ph No.-0141-2546702 / 0141-4025526 (Time 11am - 6 pm)**

**SahilNagpal: 99295-99302**

**Manoj Bhardwaj: 99299-93268**

Or WRITE ON US- '**usicon.nagpals@gmail.com**'

### **Please Note:**

- All additional material will be providing at the venue, subject to advance booking along with 100% advance payment.
- Payment can also be made in cash at the venue but subject to availability.
- GST 18% shall be charged extra on any services ordered.
- Exhibitors are requested to book the additional material before 12January, 2018. After that the rates will be increased 25%, On spot booking is subject to availability at the venue.
- All the materials are given on hire basis only for the duration of the exhibition.
- All the last minute orders are to be paid in cash only in advance.
- Payments are to be made in the favour of **Nagpal's Exhibition & Conference Services**, payable at Jaipur.
- All raw space holders have to please specify the electrical load and are requested to bring their own MCB as per their load requirement. The power load for the raw space that will construct and fabricate on their own will have to specify their electrical load to the Event Manager. The electrical load charges are mentioned in the form below. Overloading of electricity power is not permitted, you are requested to kindly send us your power load requirement by 12 January, 2018 where after it may not be feasible for us to meet your requirement.

# **USICON-2018**




Date: -18 – 21 January, 2018  
B.M. Birla Auditorium, Jaipur

## **Extra Stand Booking Form**

Stall No. \_\_\_\_\_ Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Mobile No. \_\_\_\_\_

S. No.	Items	Rates are (For the event) 5 days	Qty	Amount	Photo
1	Laminated Table without lock (24" x 39") height 30"	500/- each			
2	Exhibition Folding Chair – Black	300/- each			
3	Revolving Chair – Black / White	1000/- each			
4	Bar Stool – Black	1000/- each			
5	Round Table with Glass Top	1200/- each			
6	Brochure Stand	1200/- each			
7	Metal Halide 150 watt – White	1000/- each			
8	Halogen – 500 watt – Yellow	1000/- each			
9	L.E.D. Light 14 watt (white)	400/- each			
10	Spot Light (Yellow)	400/-each			
11	Power Point – 5/15 amp	300/- each			
12	Sofa - Twin Seat- White / black-Leather	5000/- each			

S. No.	Items	Rates (For the event)	Qty	Amount	Photo
13	Sofa - One Seat- White/black- Leather	3000/- each			
14	Centre Table- Glass Top	1000/- each			
15	Flex Printing & fitting on the Iron Frame ( Design needs to be provided by the client only in CDR 14 Format)	45/- sq ft			
16	Size Note – - 3x3 mtr. Stall flex size will be 9.6 ft (width) x 93 inch (height) - 1 Mtr panel size=36 inch(width) x 93 inch(height)				
17	Vinyl printing & pasting	60/- sq ft			
18	Sun board Printing & pasting	150/- sq ft			
19	Wooden Platform – 4” height	35/-sq. ft.			
20	Carpet	10/- sq. ft.			
21	Plasma 42”	6000/- each			
22	Full Glass Counter -1 mtr	4500/-each			
	Half Glass counter -1/2 mtr	3500/-each			
				<b>Total Rs.</b>	
				<b>GST @ 18%</b>	
				<b>G. Total</b>	

**Notes:-**

- All the mentioned material is given on hire basis for the duration of the Exhibition.
- Last Date for booking - 15January, 2018, **After 15 January 2018, 25% Surcharge** will be applicable and material would be subject to availability.
- No discounts are applicable
- All items from S.No (1 to 22 ) rates are for all 4 days for the event.
- 100% advance payment to be made in favour of '**Nagpal's Exhibition and Conference Services**'. Payment can be made via cheque/Online Transfer.
- Bank Details:

**A/C Name: Nagpal's Exhibition & Conference Services**

**Bank Name: State Bank Of India;**

**A/c No.: 51017751608;**

**Branch: Malviya Industrial Area;**

**IFSC : SBIN0031503**

**MICR: 302002120**

**GSTIN-08AADPN5435H1ZO**

- Kindly send the filled, signed and scanned form at this ID - '[usicon.nagpals@gmail.com](mailto:usicon.nagpals@gmail.com)'
- Any kind of assistant regarding this form please contact: Ph No.-0141-2546702 / 0141-4025526 (Time 11am - 6 pm)

**Sahil Nagpal: 99295-99302 / Manoj Bhardwaj: 99299-93268**

Or WRITE ON US- **usicon.nagpals@gmail.com**

- If exhibitor is installing their own lights the exhibitor will be solely responsible for any mishappening caused such as short Circuit or Electrical failure. (Sign. Of Exhibitor) \_\_\_\_\_

Name \_\_\_\_\_ Mo. No. \_\_\_\_\_

Exhibitor Signature (Please mention how much you paid) \_\_\_\_\_

# **USICON-2018**

Date: - 18 – 21 January, 2018  
B.M. Birla Auditorium, Jaipur

## **ADDITIONAL POWER BOOKINGFORM**

Please provide the following extra services for our booth no. \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Name of the Applicant: \_\_\_\_\_

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

City: \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

Ph: \_\_\_\_\_ Mobile \_\_\_\_\_ E mail: \_\_\_\_\_

### **A. ADDITIONAL POWERLOAD**

Please Note: 300 watt electricity is allowed for 3x2 or 3x3 mtr. stalls

S. NO.	ITEMS	RATE(Rs.) For the event	POWER LOAD	AMOUNT (Rs.)
Single Phase		6500/- per k.w. (for 3 days)		
3 Phase		7500/- per k.w. (for 3 days)		
			Total Rs.	
			GST @ 18%	
			G. Total Rs.	

Note:

1. No last minute on-site 3 phase electricity requirement will be entertained.
2. Please indicate in the stand plan, the location of power supply main switch.
3. Cabling for power supply to the exhibitor's machinery from the supply point in the stand should be done by exhibitor's technician, and should be tested by the official contractors.

Please send your forms to 'usicon.nagpals@gmail.com' with subject as EXTRA POWER REQUIREMENT

We enclose a DD/Cheque (Payable in Jaipur) No. \_\_\_\_\_ Dated

\_\_\_\_\_ for Rs. \_\_\_\_\_

Drawn on Bank \_\_\_\_\_ in favour of

Bank Details:

**A/C Name: Nagpal's Exhibition & Conference Services**

**Bank Name: State Bank Of India;**

**A/c No.: 51017751608;**

**Branch: Malviya Industrial Area;**

**IFSC : SBIN0031503**

**MICR: 302002120**

**GSTIN-08AADPN5435H1Z0**

Signature with Seal

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

Designation \_\_\_\_\_

Date: \_\_\_\_\_