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Orthopaedic World Congress

17-19 October 2013

Hyderabad, India



EXHIBITORS' MANUAL

TABLE OF CONTENTS

Section 1 - General Information:

Contacts	3
Preliminary Exhibition Schedule	4
Tourist Information	5
Exhibitor Badge	7

Section 2 – Exhibition Rules & Regulations

Exhibition Rules & Regulations	8
Shell Scheme Stall	16
Fascia Order Form	17
Upgraded Shell Scheme Option	18
Upgraded Shell Scheme Order Form	19

Section 3 – Additional Exhibition Services

Hiring Terns & Conditions	20
Audio Visual	21
Telephone & Internet Lines	22
Temporary Staff	23
Security	24
Photography & Videography	25
Plants & Floral	26
Electrical	27
Booth Carpeting	28
Storage	29
Furniture	30
Furniture Brochure	31
Stand Catering Services	35

Section 4 – Accommodation

Accommodation	36
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GENERAL INFORMATION

CONTACTS

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Exhibition Operations & Logistics:

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Catering Services:

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KW Conferences Pvt Ltd
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Mr. Shrenik
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PRELIMINARY EXHIBITION SCHEDULE

PRELIMINARY EXHIBITION SCHEDULE

Raw Space Stand Construction :

October 15, 2013
(Exhibition Hall will be open on 15th Night) 10:00 – 18:00 hrs on
16th October

Shell Stand Decoration :

October 16, 2013 10:00 – 18:00 hrs

Exhibition Hours :

October 17, 2013 08:30 – 17:30 hrs
October 18, 2013 08:30 – 17:30 hrs
October 19, 2013 08:30 – 17:30 hrs

Stand Dismantling :

October 19, 2013 18:00 – 18:00 hrs on
20th October

On-site Exhibition Management Desk will be situated at the Exhibition hall

COMPANY PROFILE

Each exhibiting company is entitled to a free company description that will be printed in the Final programme.

Each entry should be in the following format:

- company name*
- stand number
- contact details (contact person, full address, phone, fax, e-mail, websites)

* your company name will appear in alphabetical order according to the first letter indicated

Deadline for sending the description is July 31st, 2013

Please send your description as a word document to:
Mrs. Lina Salvati – lsalvati@linsa.ca

Hyderabad – also referred as “The City of Nawabs” is the fifth largest city in India. This 400 years old city is famous for its natural beauty, medieval and modern architectural marvels, handicrafts, culture and gourmet fare.

Today, Hyderabad is one of the fastest developing cities and a hub of information technology, ITES, research, educational, medical and health care facilities. The city is famed for the Ramoji Film City which is among the most-technically-advanced integrated film cities.

Hyderabad has a number of heritage sites that are centuries old. The iconic Charminar monument symbolises Hyderabad, while the Golconda Fort, Qutb Shahi Tombs and several other architectural monuments have their own unique allure. Each historical era has left its indelible mark in Hyderabad’s unique cultural heritage and these are a veritable treasure trove of tourist attractions not to be missed!

General Information

Language

All conference sessions will be conducted in English only.

Smoking Restrictions

All meeting rooms and corridors are no-smoking areas. Smoking in public places is illegal in India. There are designated outdoor smoking areas at HICC.

Business and Shopping Hours

Offices and business establishments are generally open from 1000 - 1730 hours, Monday to Friday. Shops are generally open from 1000 - 2000 hours from Monday to Saturday. Big shopping centers are open everyday from 1100 - 2100 hours.

Consumption of food & water

Drink only bottled water and check that the seal is intact when you receive it. Avoid food and drinks from street vendors.

Currency & Foreign Exchange

The currency in India is the Rupee, which comes in denominations of 1, 2, 5, 10, 20, 50, 100, 500 and 1,000. Please use authorised money changers and banks to change currency. They will issue a certificate of exchange which is required at the time of re-conversion of any unused currency. It is illegal to exchange foreign currency other than through authorised money changers or banks. The current exchange rate can be found from www.xe.com

There are 24-hour ATMs all over the city. International credit cards are widely accepted. Normal commercial banking hours are from 1000 - 1600 hours, Monday to Friday. Banks are closed on weekends and on public holidays.

Airport

Hyderabad International Airport is 45 minutes away from the heart of the city. There is a good connection between the Airport and the city centre by Taxis.

For international flights, passengers are usually required to check in 3 hours prior to flight departure and 2 hours for first or business class.

Dress Guidelines

Business attire or smart casuals are recommended for the scientific sessions. Lounge suits or culturally traditional attire are appropriate for the social events.

Weather

October is pleasant with temperature running between 32°C to 14°C. It is suitable for sightseeing and outdoor activities in Hyderabad.

Electricity

The voltage in India is 220 volts. In case you wish to use appliances of 110 volts, please check with your hotel if they can provide adaptors on request.

TOURIST INFORMATION

Export Regulations

On your return you may take back, as accompanied baggage, souvenirs including silk, wool, handicrafts etc., without any limit, and gold and silver items up to a value of ` 100,000. Please note that the export of antiques and art objects more than 100 years old is restricted, and the export of wildlife products is prohibited.

International Telephony

The Country Code for India is '91'.

For mobile connections this is followed by a 10 digit number example: 91 XXXXX XXXXX

For fixed line connections this is followed by the Hyderabad City Code '40' followed by an eight-digit telephone number, e.g. 91 40 XXXX XXXX.

The international access code when dialling out of India is "00".

Local Time

Indian Standard Time (IST) is GMT + 5 ½ hours

Public Transport

Hyderabad is a large and widespread city, and we advise participants to use tourist cars or metered taxis when required. Please contact the Concierge or Reception at the HICC for this service.

Tipping

There is no compulsion to tip anyone for any service rendered. If you choose to do so, the traditional tip is 10%, rounded off.

Tour/Travel Desk

The Travel & Tours desk is located in the Registration Area in the foyer.

Liability

The host organization and its sponsors are not liable for personal accidents or losses or damages to private property of attendees of the Congress.

Visa Information

Visa Requirement

An entry Visa is essential for all foreigners visiting India. Conference Visas are issued by the relevant Indian Embassy / High Commission if participants provide:

A letter of invitation to the congress in India

Copies of permissions from the Indian Ministries and Government Agencies for the staging of that particular conference.

Registered participants of the SICOT 2013 can generate and print personalized letters of invitation by using the personal access key e-mailed to them after registration. Registered participants will also be able to download the copies of permissions from Indian Ministries and Government Agencies. This facility will be available on the website closer to the Congress.

It is advisable to apply for Visas well in advance, but not earlier than 3 months before the date of the conference. Foreign visitors entering India must possess a passport valid for at least 6 months after their date of entry into India, except in the case of nationals of Bhutan and Nepal, who need only carry suitable means of identification.

If approved, a single entry Conference Visa will be granted. Please note that the validity of a Visa begins on the day it is issued. The date of entry into India does not affect the period of validity of a Visa.

The list of Indian diplomatic missions overseas is available at http://india.gov.in/overseas/indian_missions.php

EXHIBITOR BADGE

Each exhibiting company is entitled to a certain number of free exhibitor badges as follows:

- 9 sqm - 2 free Exhibitor Badges
- 18 sqm - 3 free Exhibitor Badges
- 27 sqm - 6 free Exhibitor Badges
- 45 sqm - 8 free Exhibitor Badges
- Over 60 sqm - 12 free Exhibitor Badges

Exhibitor badge includes:

- Access to the exhibition, poster area and all scientific sessions (closed sessions not included).

Exhibiting company badges are forbidden to be used by surgeons or guests at any time! Additional badges for exhibiting company representatives may be purchased for EUR 100.00 or INR 7000 + taxes per badge.

Non exhibiting companies wishing to visit the exhibition may do so at the cost of EUR 400.00 or INR 28,000 + taxes per badge.

RULES & REGULATIONS

SICOT is an international non-profit association incorporated under Belgian law with the aim to advance the science and art of orthopaedics and traumatology at an international level and to foster and develop teaching, research and education, and as the content may require its directors, officers, agents, and/or employees duly acting for SICOT in the management of the exposition.

The rules and regulations governing SICOT 2013 India are an integral part of the contract for exhibit space and have been established for the protection of everyone. The overriding principle contained in these Exhibit Rules and Regulations is equality for all. **Should you have any questions concerning the rules and regulations, please contact:**

S. Eknath Reddy
KW Conferences Pvt Ltd
Tel: +91 40 6598703
Fax: +91 40 23113592
Email: sicot2013exhibition@kwconferences.com

Exhibits installed at SICOT Exposition must comply with the rules and regulations of the exposition. In the event that an exhibitor or exhibit activity are in violation of the exhibit rules and regulations or are not consistent with the standards of the exposition, Show Management may require the exhibitor to alter the exhibit either before the exposition or on-site. Necessary changes are to be made at the exhibitor's expense and are subject to approval.

All exhibit matters and questions not covered by these rules and regulations are subject to the decision of Show Management. These rules and regulations may be amended at any time by Show Management. The original rules and regulations, as well as any amendment to the original rules and regulations, shall be equally binding to all parties affected by them. In the event of any amendment or addition to these rules and regulations, written notice will be given by Show Management.

CODE OF CONDUCT

Show Management wants your exhibition at SICOT 2013 to be successful. Listed below are some tips on exhibitor etiquette for you to share with your booth personnel. By putting these tips into practice, you can help make the show a success, both for your company and for other exhibitors.

Exhibitors at SICOT India should conduct themselves professionally with honesty and integrity in their business practices.

Exhibitors should immediately report any instance of inappropriate conduct to your floor manager, Security and/or Show Management.

AFTER HOURS PASSES

Exhibitors working on equipment and/or their display in their booth after posted hours will need to obtain an 'After Hours Pass' from the Show Management office on-site.

AISLES

Displays must be confined within the exhibitor's booth and must not be designed to obstruct the clear view of nearby booths or interfere with the flow of traffic - example: video monitor(s) should be placed where visitors viewing the monitor(s) do not block the aisle.

ALCOHOLIC BEVERAGES

The consumption of alcoholic beverages is prohibited during the build-up and breakdown periods for safety and liquor liability reasons. During show days, alcoholic beverages can only be purchased through Catering by Hyderabad International Convention Centre.

RULES & REGULATIONS

BACKWALL

All booth configurations will be separated by a 2.5 meters/8 foot high back wall, spanning the length of the back wall. Exhibitors intending to build a backwall, must provide a full back wall, minimum of 2.5 meters/8 feet in height. All exposed walls (back and/or side) must be finished on all sides at the expense of the exhibitor who owns the wall. All exposed wall areas or exposed structures must be finished in a neutral color that compliments your booth and must not contain any company identification.

BACK WALL CLEARANCE

All booth configurations (except for island configurations) have a mandatory 0.3048 meter/1 foot clearance on the back wall. The fire marshal requires that this area be kept clear at all times. Each exhibitor (except for island configurations) MUST allow 9 inches of space behind their booth boundary line when setting up their exhibit back wall (or sidewall for block configurations). This clearance is for access to electrical and utility outlets between the abutting back walls.

Per regulations, absolutely no other items may be stored behind the back wall at any time (including product, literature, empty crates and packing materials). Show Management will remove storage materials at the exhibitor's expense. Labels (empty stickers) to mark your boxes or cases for storage by KW Conferences during the exhibition days are available at the Exhibitor Service Center. KW Conferences also provides accessible storage during show hours on payment.

BADGE CONTROL

Anyone entering the show floor must wear a badge at all times. False certification of an individual as an exhibitor's representative, misuse of an exhibitor's badge, or any other method or device used to assist unauthorized personnel to gain admittance to the exhibit floor will be just cause for expelling the exhibitor and their representative from the exhibition, and/or banning them from future entrance onto the exhibit floor. This may also cause the removal of the exhibitor's booth from the floor without obligation on the part of Show Management for refund of any fees. The exhibitor, their employees and agents, and anyone claiming to be on the exhibit floor through the exhibitor, waives any rights or claims for damages arising out of the enforcement of this rule.

BALLOONS/BLIMPS

Balloons and blimps are not allowed in the exhibition hall.

BOOTH DESIGN/DECORATION

Booth designs may not incorporate long runs of solid walling over 5m. At least 50% of each frontage must remain open or be fitted with an approved transparent material.

All painting to any part of your booth must be carried out using water-based paints only.

Timber used in booth construction and displays under 25mm thick used in booth construction and displays must be impregnated to Class 1 Standard. Boards, plywood, chipboard, etc must be treated in the same way if they are less than 20mm thick. Timber over 25mm thick need not be treated.

Show Management has the authority to determine whether placement, arrangement and appearance of all items displayed by the exhibitor are in compliance with the exposition Rules & Regulations. This may require the replacement, rearrangement or redecoration of any item or of any booth. Show Management is not liable for any cost that may be incurred by the exhibitor.

It is the responsibility of the exhibiting company or their appointed contractor (EAC) to comply with the Show Management rules and regulations stipulated in this Exhibitor Services Manual. On-site, if your booth does not comply with the Show Management rules and regulations, you will be required to make modifications at your expense.

RULES & REGULATIONS

Please contact S. Eknath Reddy (email: sicot2013exhibition@kwconferences.com +91 40 65987803) with any questions or concerns regarding general booth design or the rules and regulations listed in this section.

If you would like to submit your booth drawings for an official approval, please email or fax the rendering no later than 30 days prior to exhibition to S. Eknath Reddy (email: sicot2013exhibition@kwconferences.com +91 40 65987803 / fax: +91 40 23113592).

BOOTH PERSONNEL

Booths must be continuously staffed during exhibit hours. The appearance, dress and decorum of booth personnel must reflect good taste and be consistent with the quality standard of the exposition.

BOOTH RECEPTIONS / PARTIES

Exhibitors may have receptions in their booths before or after show hours on show days with written approval from Show Management prior to the exposition. The request must be submitted to show management at least 30 days prior to move-in. All catering, including beverages, must be ordered through the Hyderabad International Convention Centre only. Exhibitors must hire a security guard to be present during the reception hours. Exhibitors must also comply with stipulations stated on the Booth Reception Request Form.

CABLING / CEILING SUSPENSIONS

Booth structures should be built to be structurally sound. Booths should be erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment such as forklifts. According to facility regulations, exhibits whose structural integrity requires cabling and/or suspension from the ceiling should not be erected.

CAMERAS/PHOTOGRAPHY/VIDEOTAPING/RECORDING

Show Management will allow cameras on the show floor; however general photographing of the exhibition is not allowed (other than by the official show photographer and official press.) Media/press is required to obtain passes/stickers for their camera equipment from the Press Room. Exhibitors and attendees may take pictures within the show for purposes of company or annual reports, company media pieces, marketing

materials, etc., but are allowed to photograph their booth **ONLY**. Under no circumstances will anyone be permitted to take pictures of an exhibitor's product without the permission of the exhibitor. Many products on display at SICOT 2013 are innovative, one-of-a-kind or prototype items. Exhibitors should immediately report any instance of inappropriate photographing of company products or displays to your floor manager, Security and/or Show Management.

Videotaping of your product outside of exhibit hours must be approved in writing by Show Management. Written requests for videotaping must be submitted to Mr. S. Eknath Reddy at email: sicot2013exhibition@kwconferences.com thirty (30) days before the exposition. **Note:** The exhibitor must hire a security guard to be present during videotaping.

CARPETING

Carpeting is mandatory for all booth spaces. Carpeting enhances your corporate image and continues the overall professional look of the exposition. It is recommended that you protect your carpet during move-in days. All floor coverings must be fire retardant in compliance with local fire department regulations.

CATERING

Dispensing of food and beverage is allowed from the booth for hospitality purposes. Please note that catering is an exclusive service of the facility, and exhibitors must arrange for ALL of their catering (including press conferences, meeting rooms and exhibit booths) through Catering by the Hyderabad International Convention Centre only.

CHILDREN

Children 12-16 years old are allowed on the exhibit floor only during exhibition hours provided they are accompanied by an adult. Children under 12 years old are not allowed on the exhibit floor at any time. Please share this policy with your employees to avoid uncomfortable situations onsite.

CO-EXHIBITORS

Co-Exhibitors are companies that are displaying within a Primary Exhibitor's booth. All Co-Exhibitors must submit a Co-Exhibitor Event Directory form in order to be recognized as an official Co-Exhibitor at SICOT 2013.

RULES & REGULATIONS

COMPRESSED AIR

Compressed air is an exclusive service and must be ordered through Hyderabad International Convention Centre.

CROSS-AISLE CONFIGURATIONS

Upon written approval from Show Management, cross-aisle carpet will be allowed to join exhibits for an additional charge. Requests, in writing, should be directed to Mr. S. Eknath Reddy at sicot2013exhibition@kwconferences.com

Regulations regarding cross-aisle carpets are:

- ◆ Written approval from Show Management, at least 30 days prior to the exposition opening.
- ◆ Aisle carpet may not be laid until the official service contractor has granted permission.
- ◆ Aisle carpet must be pulled up immediately upon the close of the exhibition.
- ◆ Company logos/company identification is allowed on cross-aisle carpet.
- ◆ Carpet that is laid in the aisle must be the same color as the booth carpeting that it is connecting.
- ◆ The charge for cross-aisle carpet (minimum of 2 booths across from 2 booths) is 25% of the cost of total square feet/square meter of aisle space utilized.
- ◆ A fee of the standard rate for booth space will be applied if carpet is placed in the aisle between two island booths resulting in the appearance of one large island booth. This area is fully useable by the exhibiting company.
- ◆ Equipment or booth display properties are not allowed in the aisle at any time.
- ◆ Cross-aisle headers and cross-aisle trusses are **not** allowed at any time.

Show Management reserves the right to invoice after an event if either one of the above conditions are found to exist at show site.

DISMANTLE OF EXHIBIT

Exhibitors are required to maintain their exhibit intact, until the close of the exhibition. On the last exhibition day, "dismantle" procedures will be distributed to each exhibiting company. Each exhibitor will complete arrangements for the removal of exhibit material in accordance with the dismantle procedures. All exhibit materials must be fully dismantled and packed no later than 11 pm on, 19th October, 2013. **Failure to entirely dismantle an exhibit will result in labor and debris removal fees charged to the exhibitor.** Exhibitors shall also be liable for all storage and handling charges resulting from failure to remove crated and/or packed materials from the exhibition hall before the conclusion of the dismantling period.

Exhibitors wishing to ship items via a Courier Service (such as FedEx, DHL, etc), must make arrangements through KW Conferences. The Courier will not have access to Hyderabad International Convention Centre property to retrieve your items should you not go through this channel.

ELECTRICAL WIRING

Use of another exhibitor's electrical hook-up is strictly forbidden due to potential fire and hazard risks. In the event that the exhibit hall is damaged or destroyed due to negligence or failure on the part of the exhibitor to comply with the local fire agency's fire and hazard regulations, the exhibitor is responsible and liable for all damages incurred.

EXHIBITOR DESIGNATED CONTRACTORS (EDCs)

A EDC is a company or person, other than the official contractor, that the exhibitor appoints to provide services on the show floor during the installation and dismantle periods, and/or show days. You, as the exhibiting company, are required and responsible for advising Show Management of the company name, address, and the contact name of your "non-official" contractor (EDC). Note that all EDCs **MUST** comply with the criteria set forth in the Exhibitor Services Manual, and the exhibitor is responsible for the actions of their EDC.

EDCs and Exhibitors cannot bring in their own equipment (forklift, etc.). Please contact Show Management with any questions.

FALSE CEILINGS / CANOPIES

Water penetrable materials must be used in false ceilings and must conform to local fire code. Impenetrable materials are forbidden due to the potential fire and safety risks. **Please note that air conditioning vents are located in the ceiling and having a false ceiling will impact cooling.**

RULES & REGULATIONS

FIRE PROTECTION MEASURES / FIREPROOFING

All materials used in the construction and decoration of an exhibit must be flame retardant. No storage of flammable materials is allowed in the utility areas.

FLOOR PORTS

Floor (utility) ports are placed strategically throughout the exhibit halls and are indicated on the floor plans. All electrical, phone, air and water services will be accessed from the floor ports. The floor port in your area may service your exhibit as well as neighboring booths. Please keep this in mind when designing your booth as they may require modifications to your exhibit structure (specifically peninsula, grand peninsula, block, and island displays).

GAS CYLINDERS

Gas cylinders are not allowed within the exhibition hall at the Hyderabad International Convention Centre.

GENERAL SECURITY

Each exhibitor must make provisions for the safety of their goods, materials, equipment and displays at all times. General overall security service will be provided for the exhibition period. The security service and/or Show Management are not responsible for the loss or damage of any property from any cause. Private security guards can be ordered through KW Conferences.

GRAPHICS/SIGNAGE

- ◆ **Placement:** Company identification cannot be placed /erected outside the perimeters of the contracted booth space. This includes facility walls, aisle carpet, etc.
- ◆ **Signs:** All signs, posters and booth graphics must be professionally lettered and in compliance with the proper height limitations. Show Management reserves the right to change or remove signs (at the exhibitor's expense) that are not in keeping with the overall quality standards of the exposition.
- ◆ **Rotating Signs:** Rotating signs are allowed at SICOT 2013, provided they adhere to the overall Rules and Regulations stipulated in this Section. Refer to signage placement rules below for the type of booth you have.
- ◆ **Hanging Signs/Banners:** Refer to the hanging sign/banner rules information in this section.
- ◆ **Primary and Co-Exhibitor Identification:** Show Management recommends that all company identification (primary and/or co-exhibiting) be prominently displayed in the entire contracted booth space.

HALL ACCESS RESTRICTIONS

The halls will be cleared of all personnel approximately 30 minutes after the exhibition closes each day. The only exceptions will be with written permission in an "After Hours Pass" that can be obtained from the Show Management office on-site. See 'After Hours Passes' for more details.

HAZARDOUS ITEMS

In case an exhibitor wishes to display any hazardous items, necessary licenses and or permissions have to be taken from the concerned department of the Government of Andhra Pradesh. All costs and risks associated are the sole responsibility of the exhibitor. Duly signed license copies and or approvals from the Government of Andhra Pradesh will be submitted to Show Management by September 30th, 2013.

Failure to get necessary approvals does not limit the exhibitor's financial liability with SICOT 2013 and payments for the stand/space have to be made as per schedule. No refunds for stand/space booking will be made in case the exhibitor fails to obtain necessary government approvals.

Hazardous items used in displays must be properly safeguarded and protected.

Equipment demonstrations must not pose a radiation hazard. Equipment with energy beams that might be potentially hazardous must be de-activated or made inoperable before installation. All hazardous items present in a display must be approved by concerned department of the Government of Andhra Pradesh in writing, with copies to Show Management, 30 days before the exposition. Please email S. Eknath Reddy at sicot2013exhibition@kwconferences.com / fax: +91 40 23113592. Exhibitors should dispose of any waste product generated during the exposition in accordance with the guidelines established by the State of Andhra Pradesh, Environmental Protection Agency and the facility

RULES & REGULATIONS

HEIGHT LIMITS

Maximum height for all configurations, including all booth elements such as truss and signage, is 6 meters/20 feet.

Machinery, equipment, or products cannot be shown on a raised/built-up platform or counter if they interfere with height limitations.

INFLATABLE EXHIBITS

Exhibits which inflate with air are allowed on the show floor provided they **ARE NOT** filled with helium and are adequately secured. All inflatable exhibits require advance approval from Show Management. Please contact S. Eknath Reddy at sicot2013exhibition@kwconferences.com Fax: +91 40 23113592 at least 30 days prior to move-in for approval.

INSTALLATION

Hours and dates for installation are specified in the Event Timetable. Extended hours for build-up (beyond 8:00pm) can be requested on-site at the Show Management office. All crates must be tagged and ready for removal by 6pm and installation must be completed by 8:00pm on 16th October 2013 unless otherwise stated. Exhibitors will not be allowed to move in or install displays after this time.

For those exhibits not set up by the deadline and that do not have a prior variance, Show Management reserves the right to "force" installation or to remove displays/material from the exhibit floor at the exhibitor's expense. Exhibitors who do not meet the installation deadline may forfeit the use of their booth space in subsequent expositions.

LIGHTING

Overstatement in lighting design is to be avoided. Annoying devices such as the use of flashing, rotating, or blinking lights (strobe, beacons, etc.) in an exhibit is strictly prohibited. All lighting effects (including 'gobos') must be contained within the boundaries of the booth and may not be projected into the aisles, other exhibits or onto the ceilings surround the booth space without prior approval from Show Management. Lighting which is potentially harmful, such as lasers or ultraviolet lighting should comply with facility rules and also be approved by Show Management. Questions should be directed to S. Eknath Reddy at Email: sicot2013exhibition@kwconferences.com Fax: +91 40 23113592 thirty (30) days before the exposition.

MATERIAL HANDLING

Please refer to the official freight forwarder information for any shipping related queries.

MERCHANDISE / EQUIPMENT PASS

Any equipment or merchandise that is to be removed from the exhibit hall during show hours (this does not include briefcases or tool boxes) must be accompanied by a Merchandise/Equipment Pass to protect all exhibitors. This pass may be obtained from the Show Management office on-site.

NOISE AND ODORS

Noisily operated displays and exhibits producing objectionable odors will not be allowed. In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. **Sound and noise should not exceed 80 decibels.** Show Management reserves the right to reduce the sound level, restrict or switch off any audio/visual display that causes complaints.

OBSTRUCTION OF AISLES/BOOTH DEMONSTRATIONS

Exhibitors may not conduct demonstrations or activities that result in excessive obstruction of aisles or prevent ready access to neighboring exhibitors' booths. Demonstrations are to be straightforward, professional, and relative to the displayed product. The use of demonstrators, gimmicks, mimes, magicians, robots, etc., in the aisles is prohibited at all times. Products or demonstrations must be placed inside the booth boundaries and must not result in aisles being blocked. Equipment and/or furniture may not be in the aisle at any time. Special caution should be taken when demonstrating machinery or equipment that has moving parts, or any product that is otherwise potentially dangerous. All demonstrations should be conducted by qualified personnel. Show Management reserves the right to evaluate the safety appropriateness and/or offensiveness of demonstrations.

RULES & REGULATIONS

OFF-SITE EVENTS (OUTBOARDING)

It is requested that exhibitors not advertise or promote any off-site/outside activity, such as an open house, reception, conference, etc., held away from the exhibit hall if occurring during exhibit hours. Off-site events held during show hours diminish the size and diffuse the quality of the audience that companies are exhibiting to see. Please plan to hold any events prior to or after exhibition hours.

OUTSIDE PROMOTION

Exhibitors, by signing exhibit contract, agree to limit distribution of collateral, giveaways, prizes, beverages, etc. to confines of contracted booth area (unless it is a Show Management approved Event Marketing Opportunity). Distribution of goods or materials, both inside or outside Hyderabad International Convention Centre, is in violation of exhibit rules and may result in the loss of priority points or approval to exhibit the following year.

PRIZE DRAWINGS/RAFFLES

Public drawings can only be conducted if held within the confines of the booth. Due to fire safety regulations, public aisles cannot be blocked. It is recommended that instead of a public drawing (announcement) that you post the winner's name within your booth

SCAFFOLDING

Exhibitors planning for the use of scaffolding for any aspect of exhibit installation or dismantle should supply their request in advance to Show Management thirty (30) days before the exposition. All requests are subject to approval and must include information on the following:

- ◆ Purpose for use.
- ◆ Area/position equipment will be erected.
- ◆ Proof of minimum liability insurance required by the Facility, Show Management and KW Conferences naming all parties as additional insured.
- ◆ Exhibitor agrees to hold SICOT 2013, Show Management, and each of its officers, directors, employees, and agents harmless for all damages and or injuries incurred while utilizing the scaffolding.

Exhibitors are advised that all exhibit installation and dismantle must take place within the confines of the exhibit space; use of aisles is prohibited due to maintenance of the freight and freight free aisle designations. Lone workers must not work at heights; they must have a colleague to assist. Any exhibitor's use that is deemed to be unsafe may be terminated at the sole discretion of Show Management and the facility.

SELLERS'S PERMIT

Exhibitors who are intending to sell merchandise at SICOT 2013 must have a valid Sales Tax no.

The exhibitor has to take permission from the Sales Tax and Excise department of the Government of Andhra Pradesh and copy of the approval/permission to be submitted to S. Eknath Reddy at sicot2013exhibition@kwconferences.com +91 40 65987803 60 days prior to move-in. All costs for obtaining approvals are the sole responsibility of the exhibitor.

SIGNAGE

See *Graphics/Signage* in this section for the rules and regulations on your signage.

SMOKING POLICY

Smoking is not allowed within any of the exhibit halls, meeting rooms or public lobby areas. Advertising of cigarettes and tobacco products is prohibited in Hyderabad International Convention Centre. The use of any cigarette or tobacco product name in promotion or product is prohibited.

STORAGE

Facility fire regulations prohibit storing product, literature, empty crates or packing materials behind the booth boundary lines. This clearance is for access to electrical and utility outlets and may not be blocked at any time. Exhibitors requiring accessible storage during show hours may arrange this with KW Conferences. .

TIPPING

Show Management and all service contractors request that there be no tipping at any time.

RULES & REGULATIONS

TRUSSES

Trusses, hung from the ceiling, will be allowed provided the following regulations are met:

- ◆ Trusses must be within the booth perimeter on all sides.
The exhibitor must arrange the installation/dismantle of the truss with the official services contractor.
- ◆ The truss must be hung prior to the first day of move-in.
- ◆ Booth plans, showing the lighting truss, **MUST** be approved by Show Management thirty (30) days before the exposition.
- ◆ If there are any complaints from neighboring exhibitors regarding the lighting hung from a truss, you will be required to adjust or turn off the lights.

Contact S Eknath Reddy at sicot2013exhibition@kwconferences.com Tel: +91 40 65987803 for more information on trusses and the procedures necessary to hang them.

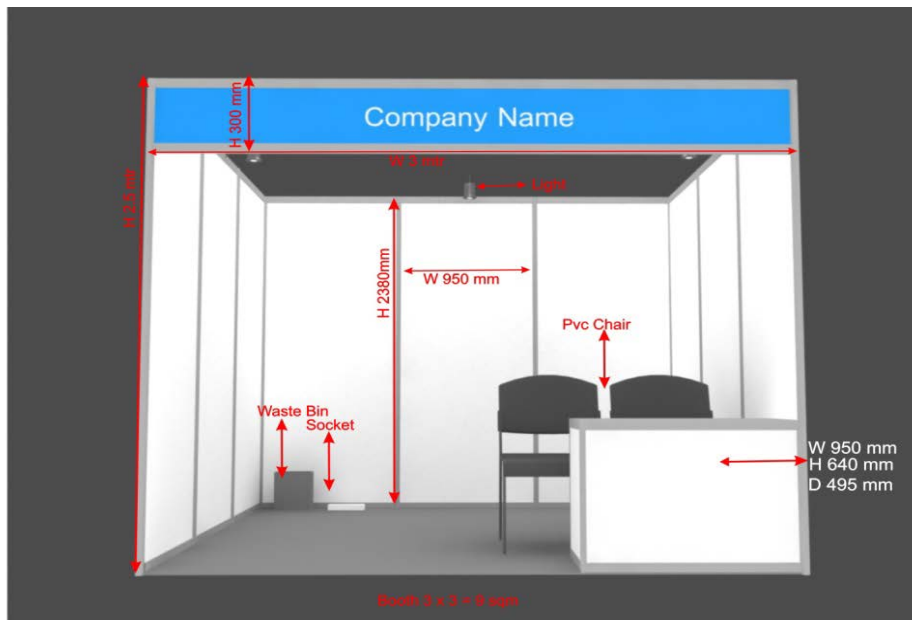
VEHICLES

Vehicles are not permitted in exhibit hall areas for purposes of loading and unloading freight. Delivery of any exhibit materials required for the installation and dismantle period must be cleared through the General Services Contractor. The vehicles can be unloaded at the loading docks, located at the rear of Hyderabad International Convention Centre. Labor costs for movement of goods to the exhibitors' booth are the sole responsibility of the exhibitor. This service can be booked with KW Conferences.

SHOW MANAGEMENT RESERVES THE RIGHT TO PURSUE ANY ACTION IT DEEMS NECESSARY IN THE BEST INTEREST OF THE EXPOSITION AND IN FAIRNESS TO ALL EXHIBITORS.

STANDARD SHELL SCHEME STALL

Standard Shell Scheme Booth - 9 Sq m: Package included with your Exhibition Fee



9 Sq m booth Includes:

- Octonorm booth
- Info Counter – 1no
- Chairs – 2nos
- Spot Lights – 3no
- Electrical Socket- 1no
- Waste Paper Bin – 1no
- Computer Cut Fascia and Carpet

**FASCIA & STANDARD SHELL SCHEME
DEADLINE: OCTOBER 01, 2013**

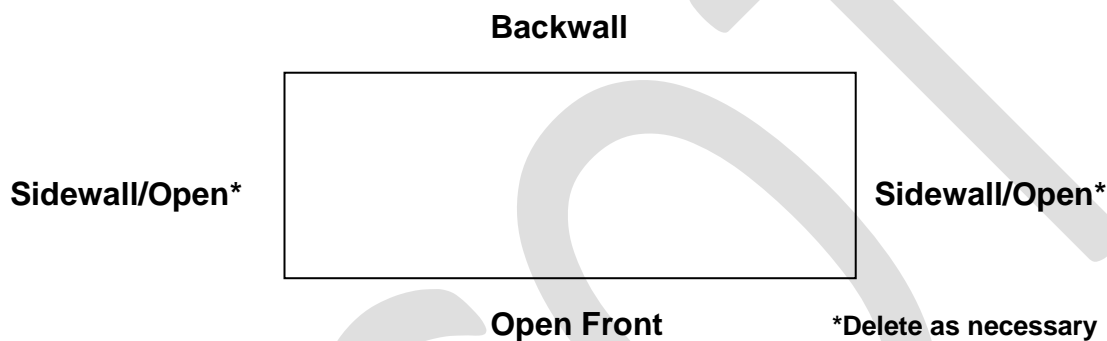
**GENERAL
INFORMATION**

For Exhibitors who had already booked the organizers “**standard shell scheme**” package are requested to provide the booth fascia wordings as under: *(Please write in Capital Letters)*

Company Name:

Only one fascia name, not more than 35 characters, is allowed on each exhibition stand. However, approval for more than one fascia name may be granted by the organizers for individual booth sizes of 18 square meters and above.

Exhibitors who have contracted for a standard shell scheme package are to indicate below if any sidewall is required. If no preference is indicated, no sidewall(s) will be provided in order to give better visibility to all corner stands and independent perimeter stands.



Important! Exhibitors with a Booth Package including a socket are to indicate on the above plan, the desired location of the complimentary 15 Amp outlet(s) to be installed on your stand. The number of sockets applicable is according to the respective specifications as listed

Company: _____ Booth No. _____

Contact Person: _____

Company Address: _____

Tel: _____ Fax: _____ Email: _____

Signature: _____ Date: _____

**Please send this page to Eknath Reddy at Email: sicot2013exhibition@kwconferences.com
Fax 91-040-23113592, Tel: 91-040-65987803**

UPGRADED SHELL SCHEME STALL-OPTIONAL

Upgraded Shell Scheme Booth - 9 Sq m: not included with your Exhibition Fee



9 Sq m Includes:

- *upgraded octonorm booth*
- *Info Counter – 1no*
- *Chairs – 2nos*
- *Spot Lights – 3nos*
- *Electrical Socket - 1no*
- *Waste Paper Bin - 1no*
- *Mero R8 Plus pylone with 4 mm. foam board infill with graphic pattern as per design. - 1 no*
- *Hanging fascia with computer cut letters - 1/2 nos and*
- *Carpet*

ADDITIONAL SERVICES

**UPGRADED SHELL SCHEME:
OCTOBER 01, 2013**

- Upgraded Shell Scheme Stall fabrication as per the pic and furniture package mentioned above.
- As stock is limited, late orders cannot be guaranteed. Any **late order**, after October 1st, 2013 will be subject to a surcharge of 30%. On-site orders, if accepted, are subject to a 50% surcharge.
- All items are on rental basis only.

Item	Description	Unit Cost	Quantity	Cost
US1	Upgraded Schell Scheme Stall per 9 Sq mtr	INR 17,765/EUR 250		
Sub Total				
Service Tax @ 12.36%				
Total				

Company: _____ Booth No. _____

Contact Person: _____

Company Address: _____

Tel: _____ Fax: _____ Email: _____

Signature: _____ Date: _____

**Please send this page to Eknath Reddy at Email: sicot2013exhibition@kwconferences.com
Fax 91-040-23113592, Tel: 91-040-65987803**

HIRING TERMS AND CONDITIONS

ADDITIONAL SERVICES

1. Orders without remittance will not be considered a valid order.
2. Cancellation of orders will only be accepted in writing. Any cancelled orders will be subject to a 30% cancellation charge.
3. All items ordered are on rental basis. Therefore, exhibitors have to ensure no damage or loss made to the items supplied.
4. Exhibitors are required to bring along their adaptor(s) for connection to their equipment.
5. Exhibitors with very sensitive equipment are advised to bring their own stabilizer to cater for voltage fluctuation.
6. Any complaints regarding rental item/installation must be lodged the day before Exhibition commences. Otherwise all items are deemed to have been received in good order.
7. Exhibitors or their contractor are not permitted to connect their own light fittings. All light fittings can only be connected by the Organizer's Official Contractor / Official Electrician and approved contractor in accordance to the Fire Regulations.
8. Unless otherwise stated, the prices quoted are for the duration of the exhibition.
9. Late orders: 30% surcharge will be imposed for any orders received after 1st October 2013. On site orders, if accepted, are subjected to a surcharge of 50% on the basic rates.
10. Payment Instructions: KW Conferences Pvt Ltd - bank details

Currency: EUR

Intermediary Bank:	J P MORGAN CHASE BANK, FRANKFURT
SWIFT Code	CHASDEFX
Beneficiary Bank:	IBAN: DE81501108006231605392 AXIS BANK LTD (FORMERLY UTI BANK LTD) DEFENCE COLONY SWIFT Code - AXISINBB357
Beneficiary Account No.	357010200000578
Beneficiary Name:	K W Conferences Pvt Ltd

Currency: USD

Intermediary Bank:	J P MORGAN CHASE BANK, NEW YORK, USA
SWIFT Code	CHASUS33 ABA – 021000021
Beneficiary Bank:	Account no. 11407376 AXIS BANK LTD (FORMERLY UTI BANK LTD) DEFENCE COLONY SWIFT Code -AXISINBB357.
Beneficiary Account No.	357010200000578
Beneficiary Name:	K W Conferences Pvt Ltd

ADDITIONAL SERVICES

**AUDIO VISUAL DEADLINE:
 OCTOBER 01, 2013**

- Rates mentioned are on per day basis.
- As stock is limited, late orders cannot be guaranteed. Any **late order**, after October 1st, 2013 will be subject to a surcharge of 30%. On-site orders, if accepted, are subject to a 50% surcharge.
- All items are on rental basis only.

Tick as appropriate

We do not require any of items listed below.

Item	Description	Unit Cost (INR)	Quantity	Cost
AV1	Plasma 42"	5000		
AV2	Plasma 52"	10000		
AV3	DVD Player	500		
AV4	Computer (Pentium/Multimedia/17" Col. Monitor)	1200		
AV5	Laptop	2000		
Sub Total				
Service Tax @ 12.36%				
Total				

* Taxes extra as applicable

Company: _____ Booth No. _____

Contact Person: _____

Company Address: _____

Tel: _____ Fax: _____ Email: _____

Signature: _____ Date: _____

**Please send this page to Eknath Reddy at Email: sicot2013exhibition@kwconferences.com
 Fax 91-040-23113592, Tel: 91-040-65987803**

**TELEPHONE & INTERNET LINES
 DEADLINE: OCTOBER 01, 2013**

**ADDITIONAL
 SERVICES**

Exhibiting Company: _____ Booth No: _____

- Rates mentioned are inclusive of installation and usage for show dates.
- As lines / stock are limited, late orders cannot be guaranteed. Any **late order**, after 1st October, 2013, will be subject to a surcharge of 30%; on-site orders are subject to a 50% surcharge.
- All items are on rental basis only.

Tick as appropriate

We do not require any of items listed below.

Item	Description	Unit Cost (INR)	Quantity	Cost
TL1	Wired/ Wireless Internet Connection	1800*		
Sub Total				
Service tax @ 12.36%				
Total				

* Rates are on per day basis including connection and instrument only. Usage will be charged additional

Usage Charges

Item	Description	Usage Charges (INR)
TL1	Wireless/ Wired Internet	Cost for 8 hours per day

Payment Instructions:

Company: _____	Booth No. _____
Contact Person: _____	
Company Address: _____	

Tel: _____	Fax: _____
Email: _____	
Signature: _____	
Date: _____	

Please send this page to Eknath Reddy at Email: sicot2013exhibition@kwconferences.com

Fax 91-040-23113592, Tel: 91-040-65987803

**TEMPORARY STAFF
 DEADLINE: OCTOBER 01, 2013**

**ADDITIONAL
 SERVICES**

Category	Rate per day / 8 hrs (INR)	Number of personnel Required	Total Hours	Total Cost (INR)	Special Instructions
Booth Attendant**	2500				
Exhibition Hostess***	3200				
Interpreters	Upon request				
Other (Please specify)					
Sub Total					
Service Tax @ 12.36%					
Total					

- * Minimum period of engagement of 8 hours per day.
- ** This is a junior position filled by a temporary staff that will mainly man the booth and distribute the exhibitor's brochures and flyers.
- *** This is a more senior position filled by a temporary staff that may have had previous experience with exhibitions and promotions and is skilled in answering simple questions pertaining to the exhibitors' nature of business.

Company: _____ Booth No. _____

Contact Person: _____

Company Address: _____

Tel: _____ Fax: _____ Email: _____

Signature: _____ Date: _____

**Please send this page to Eknath Reddy at Email: sicot2013exhibition@kwconferences.com
 Fax 91-040-23113592, Tel: 91-040-65987803**

SECURITY ORDER FORM
DEADLINE: OCTOBER 01, 2013

ADDITIONAL SERVICES

Category	Rate per day / 8 hrs (INR)	Number of personnel Required	Total Hours	Total Cost (INR)	Special Instructions
Security Guard	2000				
Security Supervisor	2500				
Other (Please specify)					
Sub Total					
Service Tax @ 12.36%					
Total					

Company: _____ Booth No. _____

Contact Person: _____

Company Address: _____

Tel: _____ Fax: _____ Email: _____

Signature: _____ Date: _____

**Please send this page to Eknath Reddy at Email: sicot2013exhibition@kwconferences.com
Fax 91-040-23113592, Tel: 91-040-65987803**

**PHOTOGRAPHY & VIDEOGRAPHY
DEADLINE: OCTOBER 01, 2013**

**ADDITIONAL
SERVICES**

Category	Rate per day (INR)	Number of personnel Required	Total Hours	Total Cost (INR)	Special Instructions
Half Day Photography*	5000				
Full Day Photography*	8500				
Half Day Videography*	8000				
Full Day Videography*	10500				
Other (Please specify)					
Sub Total					
Service Tax @ 12.36%					
Total					

*Please note the Photographs will be digital and will be provided on a CD. Physical Prints will be charged additional at Rs.50/- each of size 5"x7"

*Video Recording will be provided on DV Tapes and conversion to DVD will be charged additional at Rs.350 per DV Tape conversion

Company: _____ Booth No. _____

Contact Person: _____

Company Address: _____

Tel: _____ Fax: _____ Email: _____

Signature: _____ Date: _____

Please send this page to Eknath Reddy at Email: sicot2013exhibition@kwconferences.com

Fax 91-040-23113592, Tel: 91-040-65987803

PLANTS & FLORALS
DEADLINE: OCTOBER 01, 2013

ADDITIONAL SERVICES

Particulars	Rate per day (INR)	Total Cost (INR)	Special Instructions
Flower Bunch	800		
Small Table arrangement	600		
Big Potted Plants	500		

Small Potted Plants	300		
		Sub Total	
		Service Tax @ 12.36%	
		Total	

Company: _____ Booth No. _____

Contact Person: _____

Company Address: _____

Tel: _____ Fax: _____ Email: _____

Signature: _____ Date: _____

**Please send this page to Eknath Reddy at Email: sicot2013exhibition@kwconferences.com
 Fax 91-040-23113592, Tel: 91-040-65987803**

ELECTRICALS

DEADLINE: OCTOBER 01, 2013

ADDITIONAL SERVICES

Exhibiting Company: _____ Booth No. _____

- Exhibitors who are using organizer's booth package are reminded to refer to the Shell Scheme Package Details Standard / Upgraded for their lightings and electricals supplied under the contract. This Form is only for ADDITIONAL orders only.
- Exhibitors may order lighting and power requirements on this form, which must be returned by due date. Late orders will not be guaranteed, and if accepted, will be subjected to the following surcharge rates:
- Orders received after October 01, 2013 : 30% surcharge
- On-site order : 50% surcharge
- Only the Official Contractor and approved contractor will be permitted to undertake all electric connection work in the exhibition, in accordance to the Rules & Regulations.

IMPORTANT NOTE:

All power outlets connections are to be used for running equipment/exhibits only.

S. No.	Item	Watt	Unit Cost (INR)	Qty.	Cost (INR)
II.	Electrical power outlets connections for equipments/exhibits/Bare Space				
	6 Amps, Single Phase outlet	Upto 500 wttts	2500		
	20 Amps, Single Phase outlet	Upto 5KW	3050		
	32 Amps, Three Phase outlet	Upto 10KW	8050		
	32 Amps, Three Phase outlet	Upto 15KW	12450		
	40 Amps, Three Phase outlet	Upto 20KW	16850		
	63 Amps, Three Phase outlet	Upto 30KW	24450		
	Connection Charges	Single Phase	6500		
	Connection Charges	3 Phase	6500		
	Consumption Charges for Single Phase	1 KW for 3 days	2500		
	Consumption Charges for Three Phase	1 KW for 3 days	4000		
	Sub Total				
	Service Tax @ 12.36%				
	Total				

- All prices quoted include approval fees, installation, power consumption and standby maintenance.
- Lighting connection: The lighting connection work is done by the organizer's official electrician.
- Please contact the contractor for quotation of any other electrical requirement not listed here.

**BOOTH CARPETING
 DEADLINE: OCTOBER 01, 2013**

**ADDITIONAL
 SERVICES**

Exhibiting Company: _____ Booth No: _____

- This facility is only available for exhibitors opting for RAW Space.
- Cost: Rs.150/- per sqm + applicable taxes



ORDER FORM

Booth Number: _____

Total Area to be covered: _____

Company: _____

Contact Person: _____

Company Address: _____

Tel: _____ Fax: _____ Email: _____

Payment Details: _____

Signature: _____ Date: _____

**Please send this page to Eknath Reddy at Email : sicot2013exhibition@kwconferences.com
 Fax 91-040-23113592, Tel : 91-040-65987803**

Carpet Color Options



STORAGE
DEADLINE: OCTOBER 01, 2013

**ADDITIONAL
SERVICES**

Exhibiting Company: _____ Booth No: _____

Terms & Conditions

- Rental charges are applicable from October 17th – 19th, 2013 (duration of the show).
- Space will be assigned on first come first serve basis.
- Storage space can only be used for storing packaging material which will be used for re-packing.
- Exhibitors are not to store any valuables in the storage area.
- Tax will be extra @ 12.36%.

Particular	Unit Price (INR)	Total Area	Cost
4 sqm	1000 per sqm		
8 sqm	1000 per sqm		
12 sqm	1000 per sqm		
TOTAL COST EXCLUSIVE TAXES			

Company: _____ Booth No. _____

Contact Person: _____

Company Address: _____

Tel: _____ Fax: _____ Email: _____

Signature: _____ Date: _____

**Please send this page to Eknath Reddy at Email : sicot2013exhibition@kwconferences.com
Fax 91-040-23113592, Tel : 91-040-65987803**

FURNITURE ORDER FORM
DEADLINE: OCTOBER 01, 2013

**ADDITIONAL
SERVICES**

Organization / Company Name: _____

Contact Person: _____

Exhibition Booth No: _____

Address: _____

City: _____ Zip: _____ Country: _____

Tel: _____ Fax: _____

Email: _____

	Detail	Furniture Code	Qty.	No. of Days
Item 1				
Item 2				
Item 3				
Item 4				
Item 5				
Item 6				
Item 7				
Item 8				

Note:

- Please refer to the below Furniture Brochure, for details
- Rates quoted are for the duration of the show, taxes will be additional as applicable
- The prices exclude the applicable Service Tax @ 12.36% payable to the Government of India.
- The items will be delivered on 16th October, 2013 at 7:00 pm
- Any damage to the furniture, to be borne by the exhibitor
- Exhibitors can reach us on the below contacts for any other requirements not mentioned here

We hereby confirm that we have read the above terms and conditions.

Date: _____

Signature & Stamp: _____

Please send this page to Eknath Reddy at Email: sicot2013exhibition@kwconferences.com Fax 91-040-23113592, Tel: 91-040-65987803

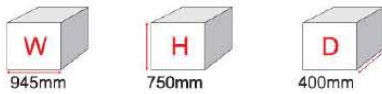
FURNITURE

MI-01
Information Counter



Description: White aluminium system frame & white Laminated sides & top

MI-02
Lockable Counter with Sliding Door



Description: White aluminium system frame, white Laminated sides & top, one intermediate shelf, sliding shutters



MI-03
Square Meeting Table with Wooden Top



Description: Chromium frame, White Laminated Top

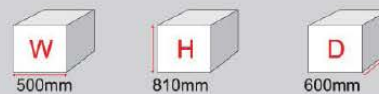
MI-04
Corner Lounge Table – Glass Top (Cross Leg)



Description: Chromium frame, clear glass top

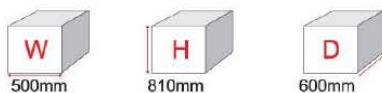


MI-05
Novia Chair



Description: Padded Chair, Chromium frame, Black upholsterd seat & back rest

MI-06
PVC Chair



Description: Steel frame, PVC Upholsterd Top



MI-07
Bar Stool – Hydraulic Adjustable Height

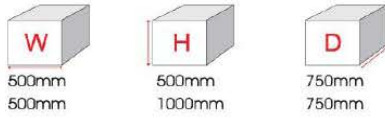


430mm-Dia

Description: Black PVC moulded seat, Chromium base & Foot rest ,Height adjustable



MI-08
Display
Podium



Description: White aluminium System frame,
White laminated side & Top Panels

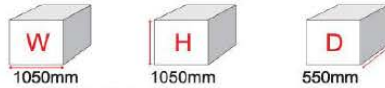


MI-09
Shelf
(Wooden)



Description: Adjustable White System brackets
90,60,&45 Angle, white laminated shelf

MI-10
Glass
Counter



Description: White aluminium system frame, 200mm high Glass,
cabinet underneath with sliding shutter

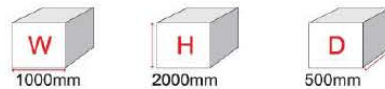


MI-11
Glass
Showcase
Slim



Description: White aluminium System frame,
1500mm high clear fixed Glass on 3 sides, Lockable
hinged Glass shutter, 2 adjustable Glass shelf, 1 down light

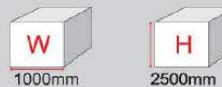
MI-12
Glass
Showcase
Big



Description: White aluminium System frame,
1500mm high clear fixed Glass on 3 sides, Lockable sliding Glass
shutter, 2 adjustable Glass shelf, 2 down light

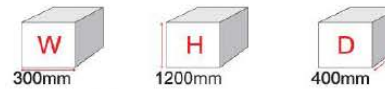


MI-13
Door



Description: Wooden Whitelaminated, Cylindrical
Lock in Chromium finish with 2 keys

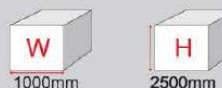
MI-14
Literature
Stand



Description: White Metal frame with provision for
Display of 6 Nos Catalog A-4 size



MI-15
System Panel



Description: White aluminium System frame,
White laminated sheet

Electrical

MI-16
Power Socket

Description: Indian Type 2 outlets point with Independent control switch. 5/15AMP



MI-17
Standard
Long Arm
Spot Light



Description: White Casing, Chromium arm, Adjustable Focus

MI-18
Halogen Light

Description: 300W (Black)



SICOT 2013 - HIRING OF ADDITIONAL ITEMS/EQUIPMENTS FORM
(Rental for the duration of Fair)

S.No.	Description of Item / Service	Item Code	INR	Qty	Total
1	Information Counter (1050x550x1000mm)	MI-01	1500		
2	Cabinet (945x750x400mm)	MI-02	2300		
3	Square Meeting Table (750x750x750mm)	MI-03	1500		
4	Round Meeting Table (750Øx700mm)	MI-04	1500		
5	Novia Chair (Upholstered Seat & Back)	MI-05	700		
6	Plastic Chair	MI-06	700		
7	Bar Stool (Hydraulic, Adjustable Height)	MI-07	1300		
8	Display Podium	MI-08	1500		
	500x600x750mm				
	500x1000x750mm				
9	Shelf - wooden (1050x300mm)	MI-09	700		
10	Glass Counter (1050x1050x550mm)	MI-10	3200		
11	Glass Showcase (500x500x2000mm)	MI-11	4500		
12	Glass Showcase (1000x500x2000mm)	MI-12	4800		
13	Door (1000x2500mm)	MI-13	6000		
14	Literature Stand (300x1200x400mm)	MI-14	800		
15	System Panel : 1 mtr. x 2.5 mtr. (H)	MI-15	1250		
16	Socket Outlet (max 1 KW)	MI-16	700		
17	Standard Long Arm Spot Light (75W)	MI-17	700		
18	Halogen Light (220 v – 150 W)	MI-18	1500		
19	LCD TV 42" + DVD		5500*		
20	Refrigerator-Small		2800*		
	Total				
	Service Tax @ 12.36% Extra				
	Grand Total				

Note:

- a The above rates are on hire & rental basis
 - b 30% extra charges for on-site orders & subject to availability .
 - c The above furniture is only for the shell scheme exhibitors.
- * Rate per day

STAND CATERING SERVICES ORDER FORM

DEADLINE: OCTOBER 01, 2013

ADDITIONAL SERVICES

Company Name: _____ Stand No: _____

S no	Food menu	Portion Size	Unit cost	Qty	Sub Total	No of days	Total (INR)	Remarks
S001	Chicken slaw sandwich	1 nos	250.00					No french
S002	Chicken and mushroom vol au vents	6nos	260.00					Small
S003	Salad of farm fresh vegetables		200.00					
S004	Corn and re-fried bean burrito	2 pieces	300.00					
S005	Vegetable turn overs	1nos	80.00					
S006	Tomato and cheese sandwich	1nos	200.00					
S007	Vegetable spring rolls with hot garlic sauce	8 nos mini	175.00					
S008	Warm potato peas and cashew samosa (4 nos -		150.00					
S009	Malai chicken tikka (per portion - 06 pieces)		500.00					
S010	Tawa paneer (per portion - 06 pices)		450.00					
S011	Paneer Kathi roll (per portion - 02 pieces)		300.00					
S012	Chicken Kathi roll (per portion -02 pieces)		350.00					
	Cakes & Muffins							
S013	Chocolate Walnut brownie	1nos	100.00					
S014	Gulab jamun	2 no.s	60.00					
S015	Banana and walnut bread slice	2 nos	100.00					
S016	Assorted Pastries (4 types serves 8)	24 pieces	2200.00					
	Table placements							
S017	Salted cashewnuts (per portion)	150 gms	250.00					
S018	Roasted Almonds (per portion)	150 gms	300.00					
S019	Potato wafers (per portion)	100 gms	125.00					
S020	Tortilla chips and Salsa	100 gms	312.00					
	Tea & Coffee							
S021	Tea & Coffee with cookies (continuous station (08 hrs) - for 50		13000.00					
S022	Coffee (per cup)		130.00					
S023	Tea (per cup)		104.00					
	Beverages							
B001	Pepsi can (330 ml)		195.00					
B002	7Up can (330 ml)		195.00					
B003	Mirinda can (330 ml)		195.00					
B004	Diet Coke can (330 ml)		195.00					
B005	Red Bull can (250 ml)		325.00					
B006	Tetra Pack Juices (200 ml)		91.00					
B007	Ginger Ale (330 ml)		195.00					
	Bottled Water							
B013	Evian (200 ml)		325.00					
B014	Aquafina (500 ml)		39.00					

Each waiter will be charged Rs.1000++ per shift.

All orders mentioned above should be confirmed one week prior to operations

A written estimate of costs will be forwarded to the party nominated on the Exhibitor Account Form
Signing and returning a copy of the estimate cover sheet by the nominated date confirms the booking for this service. Amounts quoted in this correspondence are exclusive of taxes & service charges
Service Charge 5%, VAT 14.5%, Service Tax 12.36%

Please note: this form will not be processed unless the above information is completed and supplied along with your Exhibitor Account Form

***Numerous catering options are available, for special requests please contact us on the below mentioned details.**

Please send this page to Eknath Reddy at Email: sicot2013exhibition@kwconferences.com

Fax 91-040-23113592, Tel: 91-040-65987803

ACCOMMODATION

ACCOMMODATION

On behalf of the conference, KW Conferences, the Official Professional Conference Organizer, has blocked a number of rooms at specially negotiated discounted rates at the following recommended hotels. For delegates who have booked through KW Conferences, **rates are inclusive of buffet breakfast, all currently applicable taxes and Shuttle transportation between the conference venue and the official hotels at fixed times in the morning and evening.**

5 Star Hotels

Novotel Hyderabad Convention Centre VENUE HOTEL

Adjacent to the Hyderabad International Convention Centre - the venue of the Conference - Novotel is strategically located in HITEC city, just 40 minutes drive from the airport. The hotel is set in 15 hectares of landscaped grounds, overlooking a lake and features 287 rooms, 2 restaurants, a bar, swimming pool and health club.

Approximate Distance from HICC (the venue): 0 mins



The Trident, Hyderabad

A member of the internationally renowned Oberoi Group of Hotels, Trident hotels are five-star properties that have established a reputation for excellence and are acknowledged for offering quality and value. About 3 km from the venue, the hotel is so oriented that the guests are able to experience the natural marvel of "Bears Nose" and abutting greens of "Shilparamam" – a crafts village, spread over 60 acres.

Approximate Distance from HICC (the venue): 10 mins by coach



The Westin Hyderabad Mindspace

Ideal for business and leisure travellers alike, The Westin Hyderabad Mindspace inspires wellness and productivity with three pools, a Westin workout Gym, Heavenly spa services, an array of international restaurants and 15,000 square feet of meeting and event space. With the exciting Hyderabad city skyline in the background, guests will enjoy complete relaxation and renewal in one of the 427 guest rooms or suites—all of which feature rich, Taipei carpets, lotus headboards, spa-like shower, and the signature Heavenly Bed.

Approximate Distance from HICC (the venue): 10 mins by coach



4 Star Hotels

Aditya Sarovar Premier, Hyderabad

A premium property from the well-known Sarovar chain of hotels, **Aditya Sarovar** welcomes you to everything luxurious that comes with the convenience of being close to the major areas in town. A well-chosen location keeps you within easy reach from the airport and railway station as well as the IT hub in the city. Aiming to be the best host for the class business travellers to the city, the hotel brings the best possible facilities and amenities to make it a convenient stay for them.

Approximate Distance from HICC (the venue): 10 min by coach



Lemon Tree, Hyderabad

A business hotel in the heart of Hyderabad's major IT hub, HITEC City, Lemon Tree is at a walking distance from the big corporate companies. The innovative interiors and inspiring artwork make for an ambience that is refreshing, contemporary and stylish. The jokes on the walls live up to the spirit of Lemon Tree, creating an ambience that will amuse and rejuvenate you.

Approximate Distance from HICC (the venue): 10 min by coach



ACCOMMODATION

3 Star Hotels

Best Western Jubilee Ridge

Best Western Jubilee Ridge is a three star appointed boutique hotel with elegant rooms and an array of business and entertainment facilities to cater to your every need. Located at Jubilee Hills, Best Western Jubilee Hills Ridge is the perfect choice for business and leisure travel due to its close proximity to corporate and ascertainment hot spots in Hyderabad. Tastefully designed to suit your ever need. With round the clock room service, our team is just a phone call away.

Approximate Distance from HICC (the venue): 10 mins by coach



Minerva Grand, Kondapur

Welcome to an oasis of tranquility, Minerva Grand, Kondapur. Where state-of-the-art conveniences, discrete service, aesthetic designs and decors and fine dining experience, come together to meet your business and leisure needs. All of course brought to you with the customary hospitality that Hyderabad is known for. Minerva Grand, we've put our heart into it.

Approximate Distance from HICC (the venue): 7 mins by coach



Red Fox Hotel, Hyderabad

This is a contemporary, select service, economy hotel, which offers visitors an impressive option in the heart of Hyderabad's IT hub - HI-tech City. A unique hotel guaranteed to bring colour into the lives of both business and leisure travellers. Distance from the airport is 12 km and from Secunderabad railway station 22 km.

Approximate Distance from HICC (the venue): 10 min by coach



Swagath-De-Royal

Located at the IT Centre in Kondapur, Swagath de Royal is a 3-Star hotel which caters to business as well as leisure travellers. The hotel offers comfortable rooms equipped with modern amenities to suit those travelling for work as well as for leisure. It is 2 km from the Conference venue.

Approximate Distance from HICC (the venue): 7 mins by coach

The tariffs are inclusive of buffet breakfast, all currently applicable taxes and Shuttle transportation between the conference venue and the official hotels at fixed times in the morning and evening.



Hotel	Category	Tariff per night (INR)		Approximate Distance by coach
		Single	Double	
Novotel (Venue hotel)	5 Star	9840	11090	0 minutes
Trident	5 Star	9345	9860	10 minutes
The Westin Hyderabad Mindspace	5 Star Deluxe	9780	10290	10 minutes
Aditya Park Sarovar	4 Star	6125	6645	10 minutes
Lemon Tree	4 Star	6125	6645	10 minutes
Best Western Jubilee Ridge	3 Star	4360	4775	15 minutes
Minerva Grand, Kondapur	3 Star	4360	4880	7 minutes
Red Fox	3 Star	4205	4705	10 minutes
Swagath De Royale	3 Star	3735	3735	7 minutes

ACCOMMODATION

How to make a reservation

- To make a hotel reservation, please go to the online [Accommodation Form](#)
- All tariffs are inclusive of buffet breakfast, all currently applicable taxes and Shuttle transportation between the conference venue and the official hotels at fixed times in the morning and evening. In case of change in tax structure, guests will be informed and the difference will be payable at the time of check out.
- The official Check-in time is 15:00 hrs and Check-out time is 12:00 hrs in the official congress hotels. For early check-ins and late departures room will need to be booked from the previous night / subsequent night.

Payment Terms for Bookings

- Booking requests will be confirmed on receipt of full payment for all nights of stay either through online payment gateway, or must be accompanied by the participant's credit card details. Either of these should be received within 24 hrs after the online booking is made. In cases where the card details are provided through mail/fax, bookings will be confirmed subject to verification and clearance with the card company for payment for the duration of stay.
- All extras are to be paid directly by the guest at the time of check out.

Cancellation/Changes Terms for Hotel Bookings

- Requests for cancellations or changes from the original booking must be via email to sicothotels@kwconferences.com
- For cancellations received on or prior to **5th September 2013**, the entire booking will be refunded, less applicable taxes, bank transaction charges and an administrative fee of INR 500 per booking
- For cancellations received after **5th September 2013**, no refunds will be made.
- Participants are required to advise their final flight information no later than 5th September, 2013. In case of change in dates of arrival and departure received after the booking is confirmed, there will be no refund. Additionally, no refunds will be applicable in case of late check-in or early check-out.
- All refunds will be made after the congress.
- Please do not contact the hotel directly for any reservation changes or cancellation.