



**K AND D**  
COMMUNICATION LIMITED

# SHELL SCHEME BOOTH

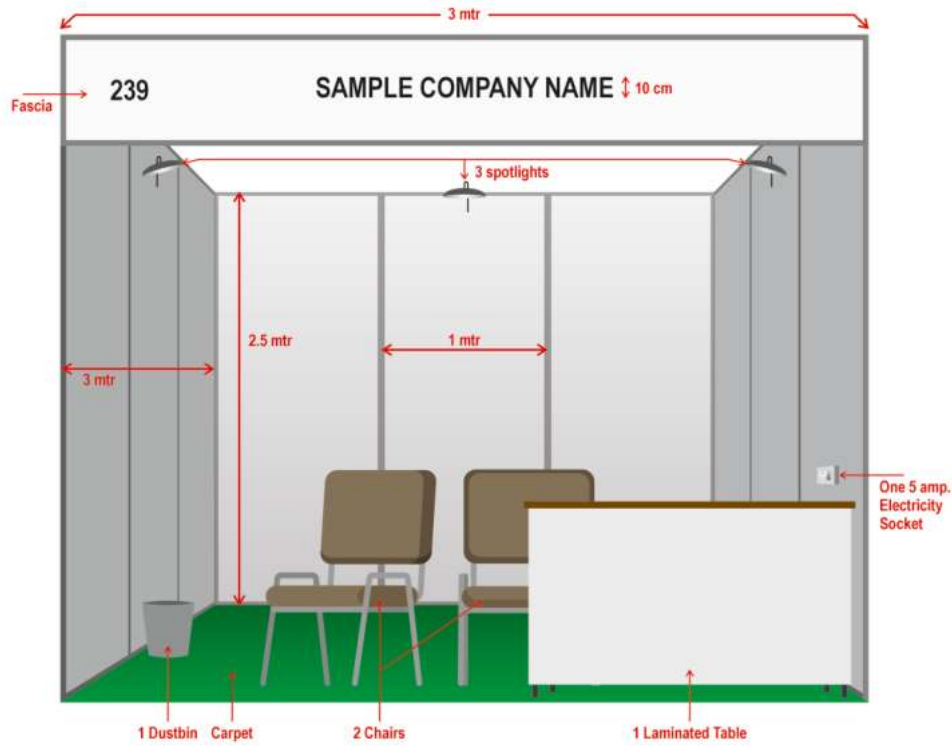
**PLANNING & FACILITIES GUIDE**

**K AND D COMMUNICATION LTD.**

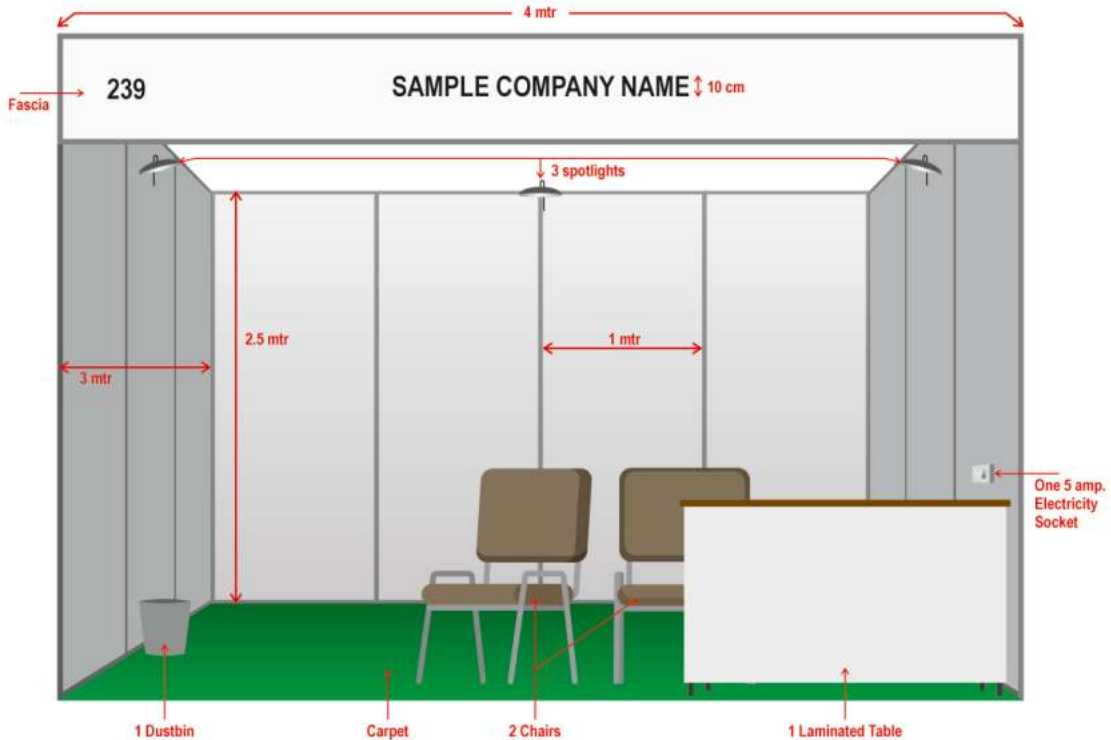
206, 2<sup>nd</sup> Floor, Harmony Icon, Near Baghban Party Plot,  
Thaltej Hebatpur Road, Thaltej, Ahmedabad - 380059, Gujarat, INDIA

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# SAMPLE SHELL SCHEME BOOTH

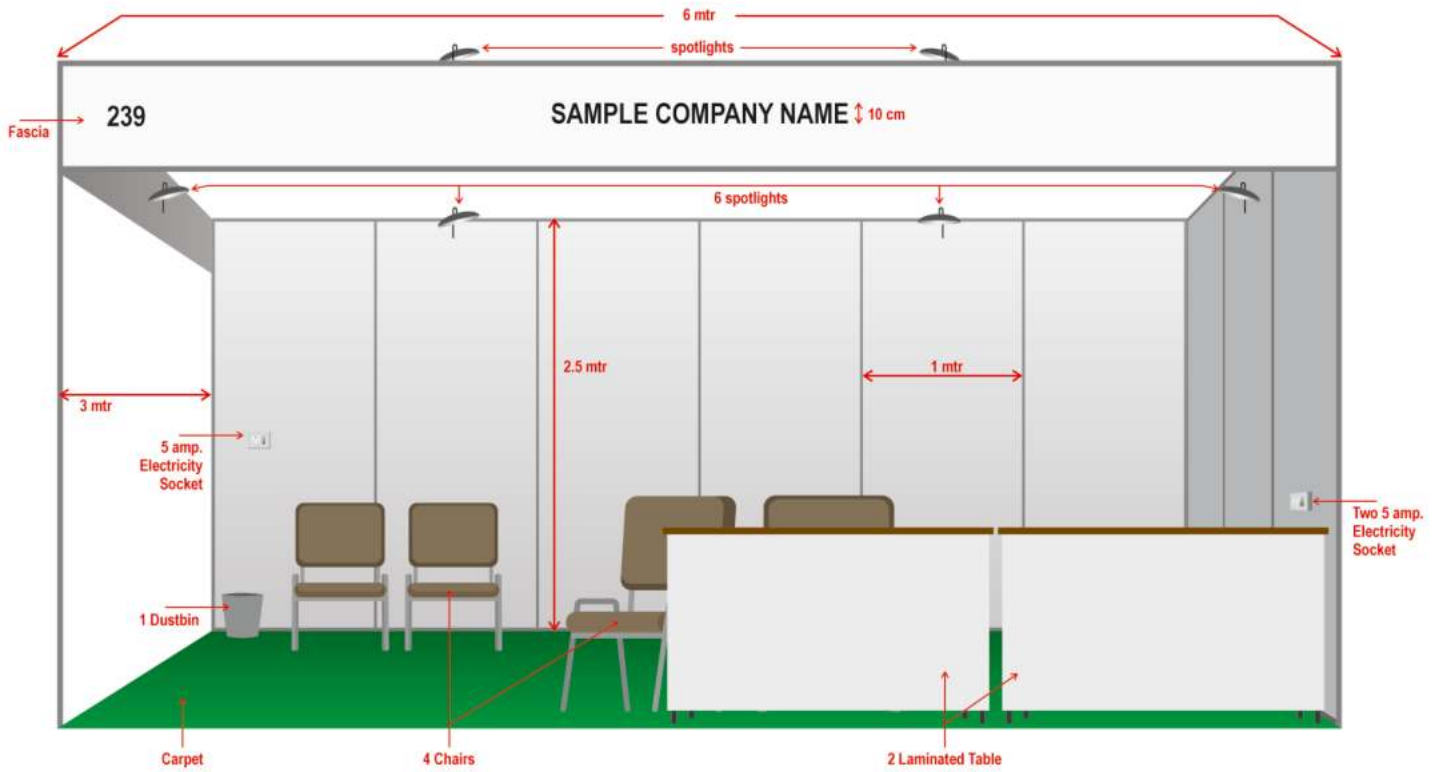


9 sq. m. - Depth 3 m. x Front 3 m.



12 sq. m. - Depth 3 m. x Front 4 m.

# SAMPLE SHELL SCHEME BOOTH



**18 sq. m. - Depth 3 m. x Front 6 m.**

*\*Table size and chair type may vary from the above drawings*

## SHELL SCHEME BOOTH POSSESSION

- From 4 December 2023, 10 am to 6 pm
- Possession will be given to authorized person/s upon submission of a copy of
  1. **Stall Allotment Letter**
  2. **Exhibitors Authorization letter** listing the person/s taking the possession and
  3. **Photo ID (Aadhar Card).**

## EXHIBITOR BADGES

When the stall possession opens at 10 am on 4 December, the Exhibitor Badges may also be obtained from the on-site Organizers office. These badges should be worn throughout the person's attendance at the venue for easy identification and access. Information required for printing on these Badges will need to be filled in the appropriate form online in the Exhibitors Area accessed after EXHIBITOR LOGIN on event website.

**The last date for such input is 25-Nov-23.**

## SHELL SCHEME ENTITLEMENTS

- Pre-fabricated stall with up to 3 side walls in octonorm like system with each white laminated panel of 2.5m. height and 1 m. width. Each stall will have carpet as per area and 1 dustbin.
- Stand Number and Exhibitor Name on a Fascia panel on one side of the stall only. Exhibitor Name can be of maximum 24 characters including spaces. The lettering will be of uniform 10 cm. height.
- Electricity for Stall Lighting during exhibition is included in the shell scheme package. Additional Single/Three phase power for **LIVE OPERATION OF EXHIBITS DURING EXHIBITION** will be charged extra based on online Requisition made after EXHIBITOR LOGIN on event website.
- One car parking pass per Exhibitor.
- 500 Invitation Cards per Exhibitor with QR Code for Privilege Access (Free Entry + access to Visitors Lounge and Refreshments).

## SHELL SCHEME FACILITIES based on area booked:

Area ( sq.m.)	Table	Chairs	Spot Lights	5A Plug Point	Exhibitor Badges
9 to 16	1	2	3	1	3
18 to 25	2	4	6	2	6
27 to 35	3	6	9	3	9
36 or 36+	4	8	12	4	12

Note: No rebate will be allowed to the Exhibitor if any item under Shell Scheme is not availed by the Exhibitor.

## ADDITIONAL REQUIREMENTS

All additional services are at an extra cost.

- Additional services like **Electricity, Compressed Air** and **Water** (for exhibits only) may be ordered at extra cost by filling up the Requisition Form available on event website through EXHIBITOR LOGIN
- **Additional requirements** like Furniture / Fittings, Hostesses, Security Guards, Tea/Coffee Machine, LCD/LED, Plants etc. may be ordered at extra cost from the Official Agent for such Additional Requirements. (Empanelled agents are listed at the end of this document.)

## LIVE OPERATION OF EXHIBITS

- **Additional Single/Three phase power** for live operation of exhibits during the exhibition will need to be ordered at extra cost through online Requisition only after EXHIBITOR LOGIN on event website.
- Exhibitors will need to contact the **Official Carrier & Forwarding Agent** directly for their requirements of Material Handling, Storage of Empties etc. Only the empanelled agent will be allowed to move goods within the venue.
- **Deadline for entry of large exhibits / machinery:** 5 pm on 4 December 2023

## e-EXHIBITOR DIRECTORY

Information for the exhibitor's entry in this directory will need to be filled in the appropriate form online in the Exhibitors Area accessed after EXHIBITOR LOGIN on event website. The **last date for such input is 25-Nov-23**.

## EXHIBITOR NAME ON FASCIA

Information for this will need to be filled in the appropriate form online in the Exhibitors Area accessed after EXHIBITOR LOGIN on event website. The **last date for such input is 25-Nov-23**.

## STALL DESIGN GUIDELINES

**Please refer to the Exhibitor Manual for exhaustive guidelines** (much of those listed for convenience under the heading of Bare Space exhibitors is also applicable in the sense they are intended to the Shell Scheme exhibitors)

- All stalls under Shell Scheme will be built by the official stand building contractors and all the stands will be built with standard octanorm system with each white laminated panel of 2.5 m. height and 1 m. width. The **size of the banners/posters on the wall** need to account for the connecting rods between the panels e.g. the poster for a panel of 1 m. width needs to be about 2 inches shorter than 1 m. (one inch on either end of the panel).
- No structure should exceed 8.125 ft. in height. Special prior permission from the Organizer for any display higher than 8.125 ft. should be taken.
- No part of the exhibit should project out of the stand area and nothing should be placed outside the stand. Digging in the floor/ground is prohibited.
- Excess material of stand design will be allowed to be carried out after the stall design with a Selfdeclaration on company's letterhead along with Exit form.
- **Deadline for completion of stall decoration** before exhibition: 5 pm on 5 December i.e. the day before the opening day of the exhibition.
- **Deadline for completion of stall dismantling** after exhibition (starting from 8 pm on the last day of the exhibition i.e. 10 Dec 23): 8 am on 11 December

## CAUTION

- All items supplied under Shell Scheme package and additional items supplied by our official contractors are only on hire basis and the Exhibitors are required to hand them over back to the contractors at the end of Exhibition in good order and condition. Any damage or loss of these items will have to be compensated for by the Exhibitor to the contractors.
- Painting, wall-papering, nailing/ drilling on wall panels supplied under the Shell Scheme is strictly prohibited. A penalty of Rs. 5000/- will be levied per panel for violation of this rule
- Drilling, grouting on the floor, welding or any support of the semi constructed structure is strictly prohibited. Anyone found guilty will be charged a penalty of Rs. 50,000/-.

### OFFICIAL SERVICE PROVIDERS

Services are at an extra cost to be **paid by the Exhibitor**

Exhibitors are required to **contact the agents directly** with their requirements.

Please contact the agents well in advance as **onsite requests will not be accepted**

#### Carrier & Forwarding

(Material Handling, Storage of Empties etc.)

#### R. E. ROGERS INDIA PVT. LTD.

SUSHIL UPDHYAY: +91 98184 51472  
sushil@rogersworldwideindia.com

PRASHANT SHARMA: +91 98101 25823  
prashant@rogersworldwideindia.com

PUNEET SEKHRI: +91 98105 53944  
puneet@rogersworldwideindia.com

#### Additional Requirements

(Furniture / Fittings, Hostesses, Security Guards, Tea/Coffee Machine, LCD/LED, Plants etc.)

#### KAIZEN EVENTS

KHUSHI SHAH +91 99099 99455  
khushi.kaizenevents@gmail.com

#### Official Host

#### VIVANTA by TAJ

MANPREET SINGH +91 92653 36963  
manpreet.singh4@tajhotels.com