

DOSCON - 2018

6th – 8th April, 2018, The Ashok Hotel, New Delhi

WOODEN WORK / CUSTOM BUILD STALLS & PAVILIONS

GUIDELINES FOR WOODEN WORK

Dear Exhibitor,

Thank you for booking your stall at the exhibition during DOSCON - 2018 which is going to be held from April 6th – 8th, 2018 at The Ashok Hotel, New Delhi.

Perspective View of the Designer Stall



A. DESIGNER / INTERIOR PAVILION HOLDERS

A1. INTERIOR / WOODEN WORK PAVILIONS

- We will provide the bearer, space on April 4, 2018 at 2 pm for interior designer stalls for the fabrication of pavilions and exhibitors are requested to please complete display of exhibits by April 5, 2018 by 6 pm in order to facilitate the cleaning of the Exhibition Hall and completion of checking of electrical and AC connections due to Security Reasons.

Electrical load of 1kw will be provided for fabrication and would be charged @ Rs. 5000/kw during 4th - 5th April, 2018. Please bring your own MCB Switch (1 KW).

- No wood work, cutting and painting or welding will be permitted inside the exhibition area due to security reason / fire safety norms.
- Exhibitors/ Fabricators are requested to keep the ASILE clear at all time.
- As per the decision of the Organising Committee, in case you are planning to design and fabricate your booth / Pavilion, Please ensure that the height is not more than 3m (10 ft.) in the Front and on the space near the Back wall of the Hanger touching the back wall of the stall, it should be not more than (9'9" ft.) in height due to Air-conditioning duct.
- Please submit your layout drawing to the Organising Committee for approval by the Organising Committee / Event Manager **IEMS, New Delhi by 1st April, 2018, 6.00 pm**
- Please note that the space allocated should be handed over to the Event Manager at the time of dismantling / vacating the area after the event is over in exactly the same condition as it was when possession was taken, failing which, the outgoing Gate Pass will not be issued to defaulting Exhibitors.
- All Exhibitor(s) / Fabricator are requested to remove all the garbage from their stall. Removal of garbage is the responsibility of the respective exhibitor/ fabricator. No garbage is to be left at the exhibition area; any garbage found at the respective exhibition stall would attract penalty charges.



INTER EVENT MANAGEMENT SERVICES PVT. LTD.

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- A Security deposit of Rs.15000.00 will be charged for interior stall holder, this amount is refundable. The amount is to be deposited by the fabricator or pavilion holder before the possession of the respective area for fabrication. All stall holders will **be required** to remove the garbage from their stalls / pavilions and **obtain** NOC from the exhibition in-charge.
- Security of Exhibition material and fabricating equipment at the time of exhibition setup is the responsibility of the fabricator/ exhibitor. The DOS 2018 organising committee/ event manager will not be responsible of any losses during the time of setup or dismantling.
- Identity of the working staff of the fabricator/ exhibitors is their own responsibility. The DOS 2018 organising committee/ event manager has the authority to remove any unauthorized personnel from the exhibition hall.
- Chewing of Tobacco or Smoking is strictly prohibited during setup/ dismantling and on the exhibition days. Defaulters will be charged penalty.

B. EXHIBITION SCHEDULE

Exhibition Days	Opening Time	Closing Time
6 th April 2018	8.30 AM	6.30 PM
7 th April 2018	8.30 AM	6.30 PM
8 th April 2018	8.30 AM	4.00 PM

- Exhibitors are requested to remove their exhibition material by 6.00 pm on April 8, 2018.

C. POWER LOAD

Please Note: In the package for each pavilion, DOS will be providing 1 Kva of Electrical Load on complimentary basis. If the exhibitor need extra power supply, then the same has to be specified as additional requirement in written form to the below mentioned address. The cost for the same would be Rs. 5000/kva (for 3 days) for the extra load

E. ADDITIONAL SERVICES

In case **of requirement of** any additional services, please **complete** the enclosed form and send it along with the payment by Demand Draft / Cheque (at par) in favour of IEMS Pvt. Ltd.

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