



INDIA SALON PRO

BEAUTY MARKET INDIA

JANUARY 31 – 1 FEBRUARY, 2012

HOTEL RENAISSANCE, MUMBAI, INDIA

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## EXHIBITOR'S MANUAL

### Dear Exhibitor,

While you are planning for your participation at the INDIA SALON PRO & BEAUTY MARKET INDIA 2012, we are please to send you the attached Exhibitor's Manual. We would advise you to please do go through all the pages, duly sign and return the same at the earliest. We strongly suggest that you also circulate this to your staff that will be manning the booth on-site for their attention.

Taking this opportunity, we would like to draw your attention to the stipulated deadlines on the forms.

- **Duly Signed Exhibitor Manual: Last Date 23rd January 2012**
- **Forum Guide Details: Last Date 16th January 2012**, if not submitted by stipulated date there is no guarantee of listing in the Summit Guide
- **Exhibitor Badges:** Please ensure that the names of delegates reach us by **23rd January 2012**. No request for change or addition of delegate names will be entertained at the venue.
- **Fascia Name:** Compulsory for Shell Scheme Stands by **23rd January 2012**.
- **Stall Design Approval:** (for all exhibitors taking raw space) has to be duly signed by the Images Executive and counter signed by the authorised signatory of the exhibitor. The Stall fabricator will have to carry a signed copy of this design at the venue to start the fabrication. The same will have to be approved by the **23rd January 2012**

### Exhibition Timings:

- 900 hrs. to 1830 hrs on 31st January 2012
- 900 hrs. to 1700 hrs on 1st February 2012

Please make sure your stand is manned during show hours. All exhibitors are requested to occupy their stands by 0830hrs on 31st January 2012.

Should you require any clarification or assistance on site, please do not hesitate to contact us at the site office or call Mr. Ashwani Thakur (+91 -9999842470) or Ms. Vandana Verma (+91 -9873048729)

We look forward to working closely with you towards your succesful participation at INDIA SALON PRO & BEAUTY MARKET INDIA 2012.

Thanking You,

**Vishal Tyagi**

**Vice President- Operations**

**Images Multimedia Pvt. Ltd.**

S-21 Okhla Industrial Area Ph II, New Delhi 110020

**Phone:** +91-11-4052500, **Mobile:** +91-9810050368, **Fax:** +91-11-4052501

**Email:** vishaltyagi@imagesgroup.in





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## EXHIBITOR'S MANUAL

### DEFINITIONS:

The "Exhibition shall mean INDIA SALON PRO & BEAUTY MARKET INDIA 2012. the "Exhibitor" shall mean the party to whom space has been allotted in the exhibition and the "Organisers" shall mean Images Multimedia Pvt Ltd

**VENUE:** Renaissance Mumbai Convention Centre Hotel, No. 2&3B, Near Chinmayanand Ashram, Powai, Mumbai-400 087  
Tel: +91 22 6928888 Fax: +91 22 6928899

### EXHIBITION CHECK -IN COUNTER

- Exhibitors' Check-in Counter located at entrance of Exhibition Area. This counter is operational from 31st January 2012.
- An Exhibitors' kit containing badges, exhibition programme, clearance certificate and invitations, awaits your collection at the counter

### STAND BUILDING & DISMANTLING:

#### Move-in timings:

SHELL SCHEME IN CONVENTION CENTER & PRE- FUNCTION AREA: Exhibitors with Shell Scheme may commence interior stand dressing from 30th January 1200 hrs onwards.

RAW SPACE EXHIBITOR IN CONVENTION CENTER & HANGAR AREA: Exhibitors with Raw Space may commence Interior stand dressing from 30th January 0900 hrs onwards

#### Move Out Timings:

All exhibitors are requested to finish Stall Construction / dressing and vacate the exhibition area by the given time

**CONVENTION CENTER & THE PRE FUNCTION AREA:** 0600hrs, 31st January 2012

Thereafter the cleaning of the exhibition areas will take place. No construction of whatsoever will be allowed after 0600hrs. The Organisers reserve the rights to stop the construction after 0600hrs, 31st January 2012.

**Please Note:** Shell Scheme: That any branding should not destroy the octonorm structure i.e. any drilling, nailing, spray painting on the panels will not be allowed. Any damages caused will be billed to the stall exhibitor

#### Raw Space:

- Raw Space Stalls need to get their stall design approved by the Organisers before 20th January 2012.
- Permitted Power Load per 9 sq mts is 1 KW. In case of additional power load; the same has to be intimated with the stall design approval. The cost of additional power is Rs.10, 000/- per KW for 2 days.
- The Organisers have the right to take necessary action against any stand construction if it is found out of proportion, exceeding the allocated space, or if it is obstructing any other exhibitor/fascia or stall.
- For any extra item such as spotlight, table, chairs etc., other than standard items provided by the organisers, please contact Official stall builder. The same is chargeable and paid directly by exhibitors to the official stand builders before moving out.

The issuing of the Clearance certificate will begin a **1500 hrs on 1st February 2012.**

For reasons of security , safety and obligation to exhibitors and visitors, **no display material or exhibit may be dismantled before 1900 hrs on 1 st February 2012.**





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### VERY IMPORTANT

- If your cargo arrives on the site unattended, the Organiser reserves the right to appoint an official freight forwarder on behalf of the exhibitor. All charges incurred, will be borne by the exhibitor
- Mechanical handling or on trolley will not be allowed in or out of the exhibition halls during show hours. Please plan your exhibit movements carefully
- No storage is available on-site. The Organiser reserves the right to remove/dispose off any carton, cases and/or packing materials left unattended in the exhibition hall.

### OFFICIAL FREIGHT FORWARDER

RE ROGERS INDIA PVT. LTD.

**Contact Person: Mr. Lekhraj Thakur**

E-mail: thakur@rogersworldwideindia.com

Phone: +91 11 26949801

### GENERAL SECURITY & BADGES

- All personnel entering the exhibition hall must wear Delegate badges, which will be issued by the organiser. Badges are strictly non-transferable.
- Contractors will be issued Contractor badges.
- Crew personnel will be issued Crew badges. Crew badges are valid only in the Exhibition Area and no other areas of the Forum and the same is not valid for Lunch, Conference, Evening party, and Awards
- NO SMOKING IS ALLOWED IN THE EXHIBITION AREA FOR SAFETY REASONS

### WHAT IS A DELEGATE BADGE?

A Delegate Badge gives you access into Conference, & Exhibition,

### WHAT IS A CREW BADGE?

A Crew Badge is valid only in the Exhibition Area and does not give access to any other area of the Forum (i.e. Conference, Food Area, Evening Party and Awards)

### SECURITY FOR INDIVIDUAL STAND

- The Organiser will provide general security round the clock. Security guards will patrol the exhibition hall in general, but their duties will not include specific attention to individual stands.
- Please note that it is the responsibility of the exhibitor to safeguard exhibits or any other items brought into the exhibition by themselves, their agents or contractors.
- The Organiser will NOT be liable for losses or damages of any kind.
- Your staff will not be allowed to stay overnight in the exhibition hall.

### IMPORTANT

#### CANCELLATION POLICY

Due to unforeseen circumstances natural or otherwise, if at any time, the INDIA SALON PRO & BEAUTY MARKET INDIA is cancelled, the organisers are not liable for refund of any amounts, or damages incurred therein.

If an exhibitor cancels a stand, there will be no refund of any amount.

#### DAMAGE CLAUSE

The Exhibitor will take full responsibility for any damages incurred during the construction/dismantling of the set up by the exhibitor's staff or guests. The Exhibitor agrees to compensate for the same, irrespective of the amount.





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## **EXHIBITOR'S MANUAL**

### **FORCE MAJEURE:**

Under the conditions of force majeure, which also include terrorist attack, strike, lock out, closure, riot the organisers reserve the right to alter the opening dates and duration or curtail, cancel or suspend in whole or part of the Exhibition. In such an event, the Exhibitor is entitles neither to rescind the contract not to claim any compensation or damages. In case of cancellation of Exhibition, refund will be made after deducting the proportionate cost already incurred by the Organisers, and the cost of any additional services provide by the Exhibitor.

### **IMPORTED EXHIBITS / FOREIGN PRINCIPALS**

As per directives of India Trade Promotion Organization, the nodal agency attached to Ministry of Commerce, Govt of India, which approves all International Exhibitions, duty-free import facility (Under ATA Carnet or Re Export Bond supported by Bank Guarantee) is available to only foreign exhibitors who have paid participation charges in foreign exchange at the rates applicable to foreign exhibitors. Indian exhibitors interested in displaying exhibits imported from x exchange at the rates applicable to foreign principals register as an exhibitors, on payment of space charges @ USD 300 per sqm, with appropriate space required (min 6sqm). At the request of Indian exhibitors and foreign principals, an integrated stall with their combined space will be provided.

### **INSURANCE COVERAGE & ORGNISERS INDEMNITY**

The Onus is on the Exhibitor to obtain insurance coverage against all risks arising from the to and fro transport of exhibits and their display during the exhibition, particularly against theft etc. A comprehensive insurance is recommended.

The Organisers shall not be liable for personal injuries and material damage including theft of any exhibit/good. To be bound by the provisions of these conditions for participation, the exhibitor expressly exempts the Organisers from any Claim for damages that may be made by third parties.

### **JURISDICTION**

All issues pertaining to this agreement are subject to the exclusive jurisdiction of courts in New Delhi, India.

### **WE HAVE READ AND AGREE TO THE ABOVE MENTIONED TERMS AND CONDITIONS.**

Authorised Signatory (Exhibitor)

Authorised Signatory (Organizer)

Company Name:

**Images Multimedia Pvt Ltd**

Company Stamp:

Company Stamp:

Date:

Date:

