



General Information

Show Timetable

BUILD UP:

Tuesday 30 th November	11:00 – 20:00	Space Only Stands
Wednesday 1 st December	08:00 – 20:00	Space Only Stands
Wednesday 1 st December	14:00 – 20:00	All Exhibitors

OPENING TIMES:

	Visitors	Hall Open to Exhibitors
Thursday 2 nd December	10:00 – 18:00	09:00 – 19:00
Friday 3 rd December	10:00 – 18:00	09:00 – 19:00
Saturday 4 th December	10:00 – 17:00	09:00 – 23:59

BREAKDOWN:

Saturday 4 th December	16:00 – 23:59	All Stands
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Deadlines

Order Forms (Section 4)

Audio Visual Requirements	2 nd November 2010
Fascia Nameboard Form	30 th October 2010
Pavilion & Space Only Exhibitors – Power Order Form	1 st December 2010
Security	Please see info below
Temporary Staff Order Form	15 th November 2010
Exhibitor Badges	Info to follow shortly

Space Only Stands

Submission of Stand Plans	19 th October 2010
Submission of Space Only Stand Form	19 th October 2010

Freight Forwarding & Shipping – Arrival Deadlines

Sea Freight

Alcoholic Product Samples	10 th November 2010
All other Exhibits	16 th November 2010

Air Freight

Dry Non Perishable Products	10th November 2010
Perishable Products	27th November 2010

Useful Contacts

Project Manager

Lauren Morrey Tel: + 44 (0) 20 8846 2772 E: lmorrey@tarsus.co.uk

Operations Manager

Katherine Skinner Tel: + 44 (0) 20 8846 2747 E: kskinner@tarsus.co.uk

Marketing Manager

Vicky Aitken Tel: + 44 (0) 20 8846 2903 E: vaitken@tarsus.co.uk

General Information

ACCOMMODATION

Events in Focus Ltd has been appointed as the official hotel booking agency for the International Food & Drink Expo India 2010.

Events in Focus Ltd

Tel: + 44 (0) 207 902 7760
Email: hf@eventsinfocus.net
Contact: Helen Le Fleming

Full hotel booking information, rates and a booking form will be available here shortly. In the meantime should you have any queries please contact **Events in Focus Ltd** directly using the contact information above.

APPROVAL OF STAND DESIGN

If you intend to build your own stand (other than shell scheme stand), you must submit plans to the Organiser for approval of the design. Please send two (2) copies of the design and specifications **no later than Tuesday 19th October** to:

Katherine Skinner Tel: + 44 (0) 208 846 2747
Operations Manager Fax: + 44 (0) 208 846 2801
Tarsus Group Ltd Email: kskinner@tarsus.co.uk
Metro Building
1 Butterwick
Hammersmith
London W6 8DL, UK

AUDIO VISUAL

If you need to order a plasma screen, computer or other audiovisual equipment for your stand please contact:

Manch Communications

E-26, First Floor, Lajpat Nagar – II
New Delhi – 110024, India

Tel: + 91 11 465 20 733
Mobile - Anuj: + 91 991 077 6058
Mobile – Kiran: +91 989 158 6802
Email: info@manchcommunications.in
Contact: Anuj Mathur

Alternatively please complete and return the AV order form found in Section 4 of this exhibitor manual.

BADGES

A link will be sent out to all exhibitors to enable you to order your exhibitor badges online. In the meantime please contact kskinner@tarsus.co.uk if you have any queries.

BANNERS

Exhibitors will be able to rig banners above their stands at the International

BREAKDOWN INSTRUCTIONS	<p>Food & Drink Expo India 2010. Please contact Katherine Skinner on kskinner@tarsus.co.uk for further information. Please note that prices will be determined on application and some restrictions will apply.</p> <p>Please refer to the exhibition timetable above. The exhibition closes at 17.00 on Saturday 4th December. Under no circumstances may breakdown commence before this time due to health and safety regulations, and as a courtesy to visitors and fellow exhibitors.</p>
CAR PARKING	<p>We will be issuing car parking passes to all exhibitors when they take possession of their stand space from 30th November onwards.</p>
CHILDREN	<p>We regret that no one under the age of 18 will be permitted access to this Exhibition. This rule also applies to Exhibitors' and Contractors' children during the build-up, open and breakdown periods.</p>
CLEANING	<p>The organiser has appointed a cleaning contractor to clean the passages and other areas in the exhibition halls, to collect waste from the waste baskets and to dispose of rubbish.</p>
DELIVERY OF EXHIBITS	<p>Please ensure that you have a member of staff available to accept a delivery. Packages should be clearly marked as follows:</p> <p>Contact Name Exhibiting Company Name/Stand & Hall Number 12a International Food & Drink Expo India 2010 Pragati Maidan Pragati Bhawan New Delhi 110 001, India</p> <p>Please ensure deliveries are not made before <u>30th November 2010</u>. Items delivered before this time will not be accepted. Large items for shipping must be arranged through our freight forwarder, Orient Marine Lines Pvt Ltd.</p>
DILAPIDATIONS	<p>Exhibitors are responsible for all panels, walls, columns, flooring, shell scheme stands and hired accessories within their stand area and any damages will be made good at the exhibitor's own expense.</p> <p>IMPORTANT NOTE: All exhibits and stand fitting materials must be cleared from the exhibition hall after the show and charges will be levied for the removal of any abandoned items.</p>
ELECTRICAL SERVICES	<p>The venue will provide your electrical connections if you are a Space Only Exhibitor and you can order their services by completing the Electrical Order Form found in Section 4 of this manual.</p> <p>If you have ordered a Shell Scheme Stand from the Organiser, you will automatically receive the following electrical items as part of your stand package:</p> <p>Shell Scheme Stand (per 9sqm): 3 x spot lights 1 x 15amp power point</p>
EMISSIONS	<p>Please note that any exhibit or process which generates blowout or otherwise emits fumes, exhaust or smoke, must have an effective destructor and filter system and an effective exhaust to the outside atmosphere. The Organisers reserve the right to shut down any machine that is not emissions compliant at any time.</p>
FIXINGS TO BUILDING	<p>Exhibitors may not fix or attach anything to the structure of the building.</p>

FURNITURE HIRE

M/s Meroform (India) Pvt. Ltd have been appointed as the official Furniture contractor for the International Food & Drink Expo India 2010. A furniture order form is included in this exhibitor manual and can be found in Section 4.

Contact details for Meroform are below:

M/s Meroform (India) Pvt. Ltd

B-4, Sector-60

Noida-201301

Uttar Pradesh, India

Tel: + 91 0120 2589473

Fax: + 91 0120 2589474

Email: mero@vsnl.net

GANGWAYS – BUILDUP & BREAKDOWN

For health & safety reasons and to aid the access of other exhibitors, please keep gangways clear of all stand fitting materials and exhibits during build-up and breakdown. Anything left in the gangways may be deemed as rubbish by the cleaners and disposed of. Emergency gangways **MUST** be kept clear at all times.

HEALTH & SAFETY

As an exhibitor, it is your legal and moral responsibility as far as is reasonably practicable to ensure the health, safety and welfare of everyone sharing your work site at the exhibition. Information regarding **Health & Safety** can be found in Section 6 of this exhibitor manual and includes key recommendations and outlines your responsibilities and those of your contractors. **Please read this information carefully.**

HEIGHT RESTRICTIONS

Please contact the Organiser if you have questions regarding height restrictions as certain areas of the hall are of a limited height. The maximum build height for stands at Pragati Maidan is **3 metres**. Please contact the organiser should you have any questions or concerns.

Tarsus Group Ltd

Metro Building, 1 Butterwick

Hammersmith

London, W6 8DL, UK

Tel: + 44 (0) 20 8846 2747

Fax: + 44 (0) 20 8846 2801

Email: kskinner@tarsus.co.uk

Contact: Katherine Skinner

INSURANCE

All exhibitors should have adequate public liability insurance to cover their participation at this event.

INTERNET ACCESS

The hall will be WIFI enabled and internet access coupons will be available for 350 INR per coupon per day. The coupons will be available for purchase onsite.

LIFTING & HANDLING, CUSTOMS CLEARANCE

Orient Marine Lines Pvt Ltd has been appointed as the official customs brokers for the exhibition. **Shipping, Lifting and Handling** information can be found in Section 5 of this manual.

Orient Marine Lines Pvt Ltd

49, Rani Jhansi Road

New Delhi

110055, India

CONTACTS - INDIA

Contact: Mr Manoj Gautam
Email: manojg@orientm.com
☎: + 91 11 45359925
Mobile: + 91 981 1039829

Contact: Mr Prabodh Kulkarni
Email: prabodhk@orientm.com
☎: + 91 11 45359933
Mobile: + 91 981 8683395

ALL UK EXHIBITORS REQUIRING SHIPPING ASSISTANCE PLEASE CONTACT:

International Lifting & Shipping

International House
Colonnade Point
Central Boulevard
Prologis Park
Coventry, CV6 4BU, UK
Contact: Paul Flannery
Tel: +44 (0) 24 7633 7955
Fax +44 (0) 24 7633 6795

NAMEBOARD

As a **Shell Scheme** exhibitor, you automatically get a sign on your stand indicating your company name. Please complete and return the Fascia Nameboard Form found in Section 4 of this manual specifying the details. If this form is not completed, your name will be taken from our records and we cannot guarantee that it will be correct. All amends onsite will be chargeable.

NOISE LEVELS

Noise levels must be kept below 80 decibels & must not cause annoyance to neighbouring exhibitors and / or the public. In the case of dispute the Organisers decision is always final.

OPENING HOURS

The Exhibition will be open to visitors as follows: -

10:00-18:00	2nd December
10:00-18:00	3rd December
10:00-17:00	4th December

Refer to the "**Exhibition Timetable**" at the front of this section for further details.

REFRIGERATION REQUIREMENTS

Lowe Refrigeration PTE Ltd is the official refrigeration contractor for the International Food & Drink Expo India 2010. Exhibitors requiring refrigeration equipment should contact Lowe Refrigeration directly - please see the order form in Section 4 of this Exhibitor Manual. **Please note that all refrigeration orders MUST be placed by October 22nd at the very latest to secure delivery and equipment required.**

SECURITY

The organisers will provide security during the event and at night, however if you wish to order a security guard specifically for your stand you will need to contact Manch Communications – please find contact details below:

Manch Communications

E-26, First Floor, Lajpat Nagar – II
New Delhi – 110024, India

Tel: + 91 11 465 20 733
Mobile - Anuj: + 91 991 077 6058
Mobile – Kiran: +91 989 158 6802

Email: info@manchcommunications.in
Contact: Anuj Mathur

SHELL SCHEME STANDS

If you have booked a **Shell Scheme stand** you will receive the following:

- White Wall Panels
- 1 x table
- 3 x chairs
- 1 x cupboard
- 1 x brochure rack
- 1 x waste paper bin
- 3 x spotlights
- 1 x 15 amp power socket
- Fascia with Company Name & Stand Number
- Stand clean prior to show opening on Thursday 2nd December

SPACE ONLY STANDS

If you have booked a **Space Only** stand you will need to order your own carpet, electrics, furniture, utilities and services using the order forms found in Section 4. You will also need to submit stand plans to the Organiser **no later than Tuesday 19th October.**

For further information please contact:

Katherine Skinner, Operations Manager

Tarsus Group Ltd
Metro Building, 1 Butterwick
Hammersmith
London, W6 8DL
Fax: + 44 (0) 20 8846 2801
Email: kskinner@tarsus.co.uk

STAND CLEANING

The hall gangways will be cleaned before the show opens and again each evening - and rubbish and waste will be disposed of.

TEMPORARY STAFF

Should you require any temporary staff on your stand during the exhibition please refer to the order form which can be found in Section 4 of this manual.

Show Contractors

Audio Visual

Manch Communications

E-26, First Floor, Lajpat Nagar – II
New Delhi – 110024, India

Tel: + 91 11 465 20 733
Mobile - Anuj: + 91 991 077 6058
Email: info@manchcommunications.in
Contact: Anuj Mathur / Kiran Mittal

Accommodation / Travel

Events in Focus Ltd

32, Southwark Bridge Road
London, SE1 9EU

Tel: + 44 (0) 207 902 7760
Fax: + 44 (0) 207 633 9427
Email: hf@eventsinfocus.net
Web: www.eventsinfocus.net
Contact: Helen Le Fleming

Flowers

Manch Communications

E-26, First Floor, Lajpat Nagar – II

New Delhi – 110024, India

Tel: + 91 11 465 20 733

Mobile - Anuj: + 91 991 077 6058

Mobile – Kiran: +91 989 158 6802

Email: info@manchcommunications.in

Contact: Anuj Mathur / Kiran Mattal

Mains Power (Space Only Exhibitors & Pavilions)

Manch Communications

E-26, First Floor, Lajpat Nagar – II

New Delhi – 110024, India

Tel: + 91 11 465 20 733

Mobile - Anuj: + 91 991 077 6058

Mobile – Kiran: +91 989 158 6802

Email: info@manchcommunications.in

Contact: Anuj Mathur / Kiran Mittal

Pavilion Design & Construction

M/s Meroform (India) Pvt. Ltd.

B-4, Sector-60

Noida-201301

Uttar Pradesh

India

Tel: + 91 0120 2589473

Fax: + 91 0120 2589474

Email: mero@vsnl.net

Pavilion Design & Construction

Sconce Exhibitions Pvt. Ltd

Contact: Roop Dayani

Tel: + 91 11 2989 4192

E-mail: roop@sconceindia.com

Shell Scheme/Furniture/Electrics

M/s Meroform (India) Pvt. Ltd

B-4, Sector-60

Noida-201301

Uttar Pradesh

India

Tel: + 91 0120 2589473

Fax: + 91 0120 2589474

Email: mero@vsnl.net

Shipping, Lifting & Handling

Orient Marine Lines Pvt Ltd

49, Rani Jhansi Road
New Delhi
110055, India

Contact: Mr Manoj Gautam
Email: manojg@orientm.com
☎: + 91 11 45359925
Mobile: + 91 981 1039829

Contact: Mr Prabodh Kulkarni
Email: prabodhk@orientm.com
☎: + 91 11 45359933
Mobile: + 91 981 8683395

ALL UK EXHIBITORS REQUIRING SHIPPING ASSISTANCE PLEASE CONTACT:

International Lifting & Shipping

International House
Colonnade Point
Central Boulevard
Prologis Park
Coventry, CV6 4BU, UK
Contact: Paul Flannery
Tel: +44 (0) 24 7633 7955
Fax +44 (0) 24 7633 6795

Temporary Staff

Manch Communications

E-26, First Floor, Lajpat Nagar – II
New Delhi – 110024, India
Tel: + 91 11 465 20 733
Mobile – Anuj: + 91 991 077 6058
Mobile – Kiran: +91 989 158 6802
Email: info@manchcommunications.in
Contact: Anuj Mathur / Kiran Mattal

Venue

Pragati Maidan Exhibition Center

New Delhi
110 001
India
Tel: +91 11 2337 1830