

9th Edition of IPVS
co-located with
Pharmac India and Techno-Chem India 2015

International Exhibition on Pumps, Valves, Pipes, Compressors, Casting & Forging.

2 – 3 September 2015 – Gujarat University Convention Exhibition Centre

Near Helmet Cross Circle, Ahmedabad, Gujarat, India.

2-3 SEPTEMBER 2015



AHMEDABAD, GUJARAT

Co-located with



EXHIBITORS' MANUAL

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Organizers Contact Details: -

Orbit Exhibitions Pvt Ltd

#101, Navyug Industrial Estate, T J Road, Sewri (W), Mumbai – 400015, India.

Tel: +91-22-24102801/2/3 Fax: +91-22-24102805

E-mail: info@ipvs.in Website - www.ipvs.in

IPVS Team:

Mr. Ramesh Vartak	: Chief Operating Officer
Mrs. Rohini Parelkar	: Manager – Sales & Support
Mr. Nachiket Basole	: Manager Project
Ms. Khushboo Shah	: Project coordinator
Mr. Mujamil Shaikh	: Sales Executive
Mrs. Akshaya Pawar	: Accounts Executive
Mr. Nilesh Padir	: Designer

Welcome to IPVS 2015 co-located with Techno-chem India & Pharmac India 2015:

The Exhibitors Manual is your guide to your participation and contains important information to ensure your preparation leading up to the event is as smooth as possible. Please take the time to study the manual, ensuring that the necessary action is taken by the deadlines set. An hour spent now coordinating your participation will save you last minute inconvenience and expense.

The manual has been designed to augment our personal services. If you have any questions or require assistance including an explanation of a rule or procedure then please do not hesitate to contact us.

Remember that the prompt return of order forms in the manual will ensure that not only we, but also our suppliers, can provide you with the best possible service check the deadline dates for the forms and action accordingly.

We look forward to working closely with you over the coming months to ensure the IPVS 2015 is both a productive and enjoyable experience.

Team IPVS 2015

Contact details of Official Contractors for IPVS 2015

Stand Building Contractor:

Gandhi Corporation
Gujarat University Convention and Exhibition Center
Nr. Helmet Cross Road, Drive-In Road,
Navrangpura, Ahmedabad.
Contact No. 9328498237-378
E-Mail. info@xpandgandhi.com

Travel, Hotel, Visa:

Mr. Venkat Iyer
Business Director
Orbit Corporate & Leisure Travels (I) Pvt. Ltd.
Tel: +91-22-24102801-3/67282400
Mob: +91-9920044322
E-mail: venkat@orbit-star.com

Freight Forwarding:

Mr. Ankur Bharadwaj
Deputy Manager Exhibitions
P. S. Bedi
Tel:+91-22-40321000
Mob: +91-9004407888
Email: abharadwaj@psbedi.com

Mr. Pardeep Chauhan
P. S. Bedi (**Ahmedabd**)
Mobile # 9833776359. :
csexhibitions@psbedi.com

Show Catalogue Entry/Exhibitor Badges/Fascia:

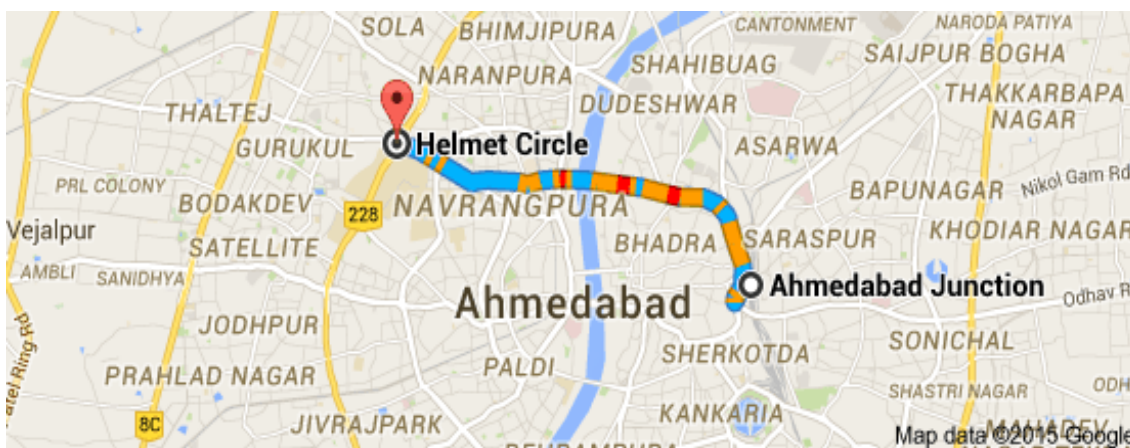
Mrs. Rohini Parelkar
Manager – Sales & Support
Orbit Exhibitions Pvt Ltd
Tel: +91-22-24102801/02/03
Mob: +91-9322037957
E-mail: info@ipvs.in;
rohini@orbitexhibitions.com

Section One - Venue and General Information

Exhibition Dates: 2nd & 3rd September 2015

Exhibition Venue Address : Gujarat University Convention and Exhibition Centre, Helmet Circle, Ahmedabad, Gujarat, India.

Map & Directions: How to reach by **RAIL** (Distance 9 KM)



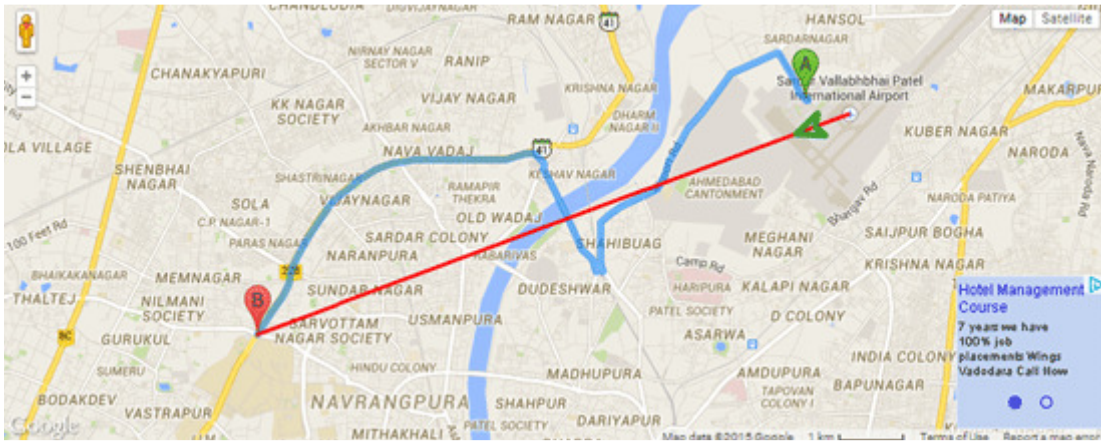
Ahmedabad (Kalupur) Railway Station to Gujarat University Convention and Exhibition Centre, Helmet Circle, Ahmedabad, Gujarat, India

Map & Directions: How to reach by **BUS** (Distance 8 KM)



Ahmedabad Gita Mandir Bus Depot to Gujarat University Convention and Exhibition Centre, Helmet Circle, Ahmedabad, Gujarat, India

Map & Directions: How to reach From Air Port (Distance 13 KM)



Sardar Vallabhbhai Patel International Airport, Ahmedabad to Gujarat University Convention and Exhibition Centre,
Helmet Circle, Ahmedabad, Gujarat, India

Exhibition Time Table

Time Schedule for IPVS 2015

Hall Open & Building for Bare Space Exhibitors Only	1400 Hrs on Monday 31 st August 2015
Shell Scheme Stand Available for Possession by Exhibitors	1200 Hrs on Tuesday 1 st September 2015
Opening Ceremony	1000 hrs on Wednesday 2 nd September 2015
Daily Exhibition Timing	1000 hrs to 1900 hrs on 2 nd and 3 rd Sept 2015
Dismantling of Exhibits	4 th Sept 2015 from 1000 hrs onwards

The Organizers office will be open at the Venue from 31st August 2015

Admission Passes for Exhibitors & Visitors:

Exhibitor/Workmen:

Badges will be prepared by the organizers and issued free of charge to stand representatives of exhibiting companies. These badges are non-transferable. Strict security is maintained in the Exhibition Hall and personnel may experience difficulty in gaining entry to the Exhibition if they are not in possession of the necessary badges. Please complete form (uploaded on website) and return to the Organizer. The form should reach us no later than 14th August 2015.

PLEASE REPORT TO THE SHOW ORGANIZERS OFFICE UPON ARRIVAL ON SITE WHERE EXHIBITORS BADGES WILL BE ISSUED.

Visitors Passes:

Admission to the exhibition is free to trade visitors and re-entry will be permitted as frequently as desired during the open period of the Exhibition.

Passes will be issued from the registration desk at the main entrance.

Section 2- Official Stand Building Contractors

Shell Scheme contractors:

The organizers have appointed **Gandhi Corporation** as the official Stand building contractor to carry out stand fittings, stand decoration, plumbing and electrical work , in connection with the event. No other Stand Building Contractor is allowed to carry out construction of stands until necessary permission is obtained from the Organizer. The Organizer reserves the right to refuse such permission.

The following Regulations must be observed when planning a stand presentation.

“SHELL SCHEME” Exhibitors

Each Shell Scheme stand contains octonorm type stand structure with white painted laminated back & side partitions, fascia board with company name lettering, carpet, 1 table, 2 Chairs, 1 Wastepaper basket, 1 electric socket 5 amp and 3 spotlights for every 9 sq.mtr. and in multiples thereof. No additional stand fitting or display may be attached to the shell stand structure by nailing or drilling. Velcro or double-sided tape is permitted. No painting on the shell stand panels is allowed. Exhibitors who wish to have panels painted must inform the Organizer.

No free standing structure may exceed the height of 2.5 meters or extend beyond the boundaries of the site allocated. Any change to the type of color of the floor covering provided, must be by prior intimation /negotiation with the Official Stand Building Contractor Any costs incurred will be paid by the exhibitor concerned. No financial credit will be given by the Organizer/Contractor for any standard carpet not utilized. An Exhibitor occupying a corner booth is not permitted to close any part of the corner even though he may require using the same for display.

“SPACE ONLY” Exhibitors (Custom Built Stand)

- **No structure may exceed a height of 3 meters.**
- No part of any structure may extend beyond the boundary of site allocated
- No suspension may be made from the ceiling of Exhibition Halls nor may anything be fixed to the floor, walls or any other part of the building.
- No form or ceiling is allowed to be structured to the stands unless approval has been granted by the Organizer
- The name and stand number of the Exhibitor must be prominently displayed. If this requirement is not observed, the Organizer reserves the right to affix stand numbers as they deem fit and will charge all costs incurred to the Exhibitor.
- All Exhibitors must provide their own wall panels instead of using the back walls of the adjacent Exhibitor.

Submission for “CUSTOM BUILT STAND”

Submit a letter of possession with appointed stall contractor to the Organizer, if you are using a Non Official Stand Building Contractor.

“SPACE ONLY” exhibitors, please note

Dimension drawings must be sent to the organizers before 16th August 2015. All materials used in the construction of any items of stand fitting or display work must be fireproofed or of non flammable materials. They must be pre-fabricated and decorated prior to arrival at the Halls. Oils based paints and glues are strictly forbidden. All stands should be free standing. Digging holes nails and screws are not allowed in the Exhibition Hall.

Exhibitors who have appointed their own stand building contractor other than the official Contractor must send a clear dimensional drawing in PDF to Orbit Exhibitions at info@ipvs.in for approval. Please submit main electricity supply (Technical Service form) and stand building Contractor’s details. After receiving the above-mentioned forms and approval is obtained, only your appointed Contractor will be allowed to construct the stand.

The Organizers will have the right to take down the stand or disallow participation without any compensation as a result of failure to submit the design for approval.

ELECTRICAL SUPPLY

General hall lighting will be provided by the Organizer. The standard supply of electricity available for use in stands is Single Phase 230 Volts. Supply to stands will normally be switched off at source 30 minutes after the Exhibition closes each evening. However, 24 hours supply can be provided by arrangement with the Official Stand Building Contractor, Any cost involved must be paid by the Exhibitor

An Exhibitor requiring electrical supply at times other than the stated time must make an application to the Organizers office 24 hours prior to the closing time of Exhibition. Such supply cannot be arranged at short notice.

Please complete the Technical Service Form. To avoid any power supply tripping/disruption to your stand and to neighboring stands, **please check with the Official stand contractor if you require extra power supply for the equipment that you are demonstrating / using at the site.** The Contractor / Organizer will not be responsible for insufficient power supply that causes power tripping.

ELECTRICAL INSTALLATION

For safety reasons, all electrical installations on stands must be carried out by the Official Stand Building Contractor.

NO OTHER CONTRACTORS ARE ALLOWED TO CARRY OUT ELECTRICAL INSTALLATION.

AIR-CONDITIONING

The indoor Exhibition Halls are fully air-conditioned. Air-conditioning will be provided throughout the Exhibition period.

PRESENTATION OF EXHIBITS

Exhibitors must present their Exhibits throughout the period of the Exhibition. No Exhibitor will be allowed to remove Exhibits from the Exhibition floor prior to the official termination of the Exhibition.

FILM AUDIO-VISUAL DEMONSTRATION

Audio-Visual equipment may be brought in by the Exhibitor or hired from the Official Contractor. Please indicate your requirements after going through the extra furniture manual of the official contractor. When in operation, such equipment must not cause annoyance to Visitors or other Exhibitors through excessive sound or by virtue of its location. The organizer reserves the right to stop any audiovisual presentation which, in their opinion, may violate the above.

PLEASE NOTE:

All Forms related to the official stand building contractors must be returned to Gandhi Corporation within the stipulated deadline. In order to expedite requirements please enclose all the necessary design plans, publicity materials and payments to the parties concerned.

Exhibitors participating in the exhibition after the stipulated deadline (14th August) are requested to submit ALL the necessary FORMS immediately.

In-Hall Operations Schedule**SHELL SCHEME EXHIBITORS**

The Shell Scheme Contractor will construct the stands over one and half days. Exhibitors should unload their goods and arrange their displays only after the stands have been set-up. This will greatly facilitate our operations. Please refer to the timetable. The furniture and electrical items requested in your order forms will be placed at your stand on the second day of build-up. Additional items can be ordered at the Organizer's office on site. However such orders will be subject to availability and a surcharge will be payable.

FOR "SPACE ONLY" EXHIBITORS

Non-official contractors can commence build-up immediately after the marking of the hall has been completed. Please refer to the exhibition timetable.

MAINTENANCE

Under special circumstances, permission may be granted for maintenance or repair work after the Exhibition closes. Exhibitors must notify the Organizer's office prior to the exhibition closing. This will enable arrangements for the admission of workmen and the provision of lighting, etc. Any charges imposed upon the Organizer by the hall authority will be passed on to the Exhibitors concerned.

REMOVAL OF EXHIBITS

Portable exhibits can be removed immediately after the show closes. Exhibitors must ensure that heavy exhibits and other goods are properly packed, labeled and removed from the exhibition hall by 0900 A.M. on Saturday 3rd September 2015. The Official Freight Forwarder will assist you in re-packing heavy Exhibits upon your request.

Exhibition Amenities:

❖ SUPPLEMENTARY STAND SERVICES STAND CLEANING

Shell Scheme Stands:

The cost of cleaning is included with all shell scheme stands, which will receive one master cleaning prior to the opening of the show and thereafter daily.

Space Only Exhibitors:

Space only exhibitors will be charged for stand cleaning for the duration of the exhibition and one master cleaning prior to the opening of the show.

❖ TECHNICAL SERVICES:

Technical services are available, If required contact Gandhi Corporation

❖ PHOTOGRAPHY

An official photographer will be in attendance during the event and will make contact with each exhibitor on-site.

❖ CATERING SERVICES

The restaurant serving food and beverages will be situated in the exhibition hall.

Catering: Please contact the Organizers

❖ SECURITY

The organizers in conjunction with the local authorities in Ahmedabad will control general security arrangements for the exhibition. While the organizers will make reasonable arrangements for security coverage, they decline responsibility for any loss or damage which may occur. The Exhibitor is solely responsible for their stand, its exhibits and contents (including personal property). You are therefore advised to ensure that you have the relevant and adequate insurance cover. The exhibition hall has fire hoses and extinguishers. All exhibits constructions materials should be of non-inflammable materials.

Gate Pass:

All outstanding accounts must be settled DURING THE COURSE OF THE EXHIBITION. Gate passes for removal of Exhibits will be issued by the Organizers Office on site only if all accounts are cleared and settled.

TRAVEL AGENT FOR TRAVEL, HOTELS & VISA

The organizers have appointed Orbit Mice India as the official travel agent for the exhibition. They have a selection of hotels in the vicinity of the venue as outlined in the following pages.

Mr. Venkat Iyer

Business Director - Orbit Corporate & Leisure Travels (I) Pvt. Ltd.

Tel: +91-22-24102801-3/67282400 Mob: +91-9920044322 E-mail: venkat@orbit-star.com

Freight Forwarding Contractor:

Fair and event's organizers and exhibitors have specific logistic needs. You need experienced logistics professionals who understand the requirement for safe, reliable & scratch less transfer of exhibits, instruments, oversized and fragile goods and properties from one destination to another.

P S Bedi Group is one such company where you'll find all the above help you require.

Exhibition Logistics involve total logistics support for trade fair organizers and exhibitors to ensure that the exhibits are delivered to the booth, on time and in the perfect condition when the show opens. Custom clearance, government clearance for special cargoes, temporary import etc must be in place, and when the cargo arrives, transfer from airport and seaport as well as unpacking must be in the hands of experienced professionals.

SERVICES

-  International Freight Forwarding of Import & Export Cargo.
-  Customs Clearance of Import & Export Cargo.
-  Consultancy on Customs, Central Excise and Import / Export Trade Control matters ...including representation before judicial and quasi-judicial authorities.
-  Conventional transportation and specialized transportation for Heavy Load / ODC ...project cargo.
-  Warehousing and Distribution.
-  NVOCC & Shipping Agents.
-  Relocation services.
-  Handling of specialized cargo including defense cargo and exhibition cargo.
-  Project support services and technical manpower provisioning for overseas and Indian ...projects.
-  Merchant Exporters.
-  Trade Representation of Foreign Companies in India.
-  Remote Processing Services.
-  Education Services

Contact Person:

Name : Pardeep Chauhan, Mobile # 9833776359.

Email ID: csexhibitions@psbedi.com

SECTION FOUR: FINANCIAL, RULES & REGULATIONS

Banking Details

Please ensure any outstanding payments are made promptly

Correspondent Bank	: Deutsche Bank Trust Company, Americas.60,WallStreet, New York, NY 10005
Swift Code	: BKTRUS33
Fire wire Routing	: 021001033
Deutsche Bank Account Number	: 04-411-536
Name of Beneficiary	: Orbit Exhibitions Pvt. Ltd
Bank of Beneficiary	: Deutsche Bank AG, Mumbai Branch, India
Beneficiary's Bank A/C No	: 055-8213-05-0
Swift Code	: DEUTINBBXXX

**Please note that an additional fee of US\$ 20 should be added if remittance made through TT

Mode of Payment:

International Money Transfer in US Dollars/Swift Transfer Or **For Indian Companies: Cheque or DD favoring Orbit Exhibitions Pvt. Ltd.** Alternatively the Indian exhibitors can transfer the payment electronically as below:

RTGS Details:

A/C Name	: Orbit Exhibitions Pvt. Ltd
Bank Name	: AXIS BANK
A/C NO	: 0600102 0000 8303
IFSC CODE	: UTIB 0000060
BRANCH	: WORLI

Address: Ground Floor, Aman Chambers, Opp- New Passport Office, Veer Savarkar Marg, Prabhadevi, MUMBAI-400025

For any assistance with regard to payment kindly contact Mrs. Akshaya Pawar
(Tel: +91-22-24102801 - Email: acc.exb@orbitexhibitions.com)

PLEASE NOTE:

- Payment for the proposed space will be taken as confirmation of participation.
- Please refer to your invoice for payment terms.
- All payments must be cleared before the Exhibition opens.
- The Organizers reserve the right to re-sell the space in case of delay in payments to other interested parties.
- Cancellation of participation must be made in writing.