

Organized By



The Oil Technologists  
Association Of India  
Western Zone

# FATS & OILS INTERNATIONAL CONFERENCE - EXHIBITION

Organized By

The Oil Technologists' Association Of India, Western Zone

20<sup>th</sup> -21<sup>st</sup> -22<sup>nd</sup> Feb 2019

EXHIBITOR MANUAL

**FOIC**  
FATS AND OILS  
INTERNATIONAL CONFERENCE 2019



**Venue**

THE  
**LaLIT**  
MUMBAI

The Lalit Hotel,  
Sahar Airport Road, Andheri East,  
Mumbai, Maharashtra-400059

To,

All Exhibitors

**Sub: Exhibition Manual**

Dear Exhibitors,

Greetings from **OTAI-WZ FOIC 2019!!!**

We thank you for participation at FOIC 2019 being held at The LaLiT Mumbai from 20<sup>th</sup> – 22<sup>nd</sup> February 2019.

For your participation in FOIC 2019 KINDLY READ all the information provided below.

It is important for each participating exhibitor to comprehensively go through this manual, we would also recommend that you share this manual with members of your staff, who would be working with you at the Exhibition, e.g. Contractors, Subcontractors, Staff etc.

The exhibition manual provides all information relating to your participation in FOIC 2019.

It also informs you of privileges, Do's & Don'ts all of which are important to your success and our efficiency.

Do not hesitate to contact us if any further clarification is required.

Warm Regards,

OTAI-WZ FOIC 2019

## Show Information

Event	FOIC 2019 (Fats & Oils International Conference 2019)
Dates	20 <sup>th</sup> -22 <sup>nd</sup> February 2019 Conference & Trade Exhibition
Venue	The Lalit, Mumbai. Sahar Airport Road, Andheri East, Opp. Hotel Leela, Mumbai, Maharashtra 400059
Exhibition Timing	Day 1 (Wednesday) : 06:00 pm - 08:00 pm Day 2 (Thursday) : 08.30 am - 07.00 pm Day 3 (Friday) : 08:30 am - 05:00 pm
Organizers	Oil Technologists' Association of India - Western Zone, c/o Department of Oils, Oleochemicals and Surfactant Technology, Institute of Chemical Technology, Nathalal Parekh Marg, Matunga, Mumbai - 400019 India
Registration	Mr. Nilesh Godbole - Mob. +91 9970811429
Event Planners	Exicon Media Solutions Pvt. Ltd.
Exhibition Area – Contact Person	Pre-Event - Mr. Kunal Lulla Mob. +91 9870014569 On-Site - Mr. Shoeb Shaikh Mob. +91 9619892865

## **Exhibition Schedule**

### **Build-Up:**

Wednesday 20<sup>th</sup> Feb 2019 6.00am for Official & Private Contractors of Raw Space Exhibitors

### **Shell Scheme Stands**

Stand preparation and display of exhibits on Wednesday 20<sup>th</sup> Feb 2019 8.00am. All Exhibits ready to display and passages cleared by Wednesday 20<sup>th</sup> Feb 2019 2.00pm. Housekeeping/cleaning of exhibition area to start from 2.30pm onwards.

### **Open Days**

Wednesday, 20<sup>th</sup> February 2019 - Day 1: 06:00 pm - 08:00 pm

Thursday, 21<sup>st</sup> February 2019 - Day 2: 08.30 am - 07:00 pm

Friday, 22<sup>nd</sup> February 2019 - Day 3: 08:30 am - 05:00 pm

### **Removal of Exhibits**

Friday 22<sup>nd</sup> Feb 2019 5.00pm to 07.00pm - Exhibitors are requested not to dismantle their stands till the time of the exhibition has ended.

## **Important Note**

No exhibits are to be left in the exhibition venue after midnight. For security reasons, exhibitors must clear their personal belongings and all dismantled materials including wood and torn flex posters etc. from the stalls before they move out.

Exhibitors are requested not to leave the stall unattended until all portable items have been removed, and hired items & equipment are collected by the respective suppliers.

## **Electric Supply Connection**

Raw space & Shell scheme booth Exhibitors requiring extra power or heavy load for an exhibit (more than 1kva) may fill in form enclosed. As the facility attracts a charge, exhibitors / contractors need to make payment in advance to ensure power is provided during set up.

## **Important Note for Stand Contractors**

- We recommend stand contractors to visit site before installation or check with event planners regards to height restrictions.
- Stand contractors should strictly abide by the height restriction of 10ft for bare space stalls. For octonorm stalls the height will not exceed 8 feet.
- We recommend stand contractors to bring pre-fabricated stands to avoid inconvenience.
- Contractors & Labourers without proper hotel security badges and shoes will not be permitted entry into the exhibition area.
- It is strictly prohibited to affix nails, hooks, tacks, screws, adhesives, paint or similar items onto the floor, walls, ceiling or parts of the stall.
- All contractors should lay a used carpet below the platform and in all isle space adjoining their stall before starting their work. After finishing the stall work, all unwanted materials has to be removed and clean the isle space before removing the isle used carpet. All unwanted materials to be collected and taken back.
- All sawing of wood for building the stand structure should be done at the workshop. Woodwork in the Halls is strictly prohibited. Platforms / Panels and other decorations for the interior must be brought in prefabricated condition. Only assembly and finishing will be allowed in the Hall.

- Unavoidable sawing of wood which has to be done at the venue should be done in a designated area only and has to be completed before 20<sup>th</sup> February 2019, 12:00 noon.
- Contractors please note, sawing wood after the above-mentioned deadline, will be fined by the organizers.
- On divided sites, the maximum height for dividing walls is 8 feet. Walls above this height must be clad and decorated on both sides. No branding is allowed on the reverse side.
- Such walls overlooking adjoining stands must be finished in a neutral plain white colour only.
- Please secure the badges as the same will be required for dismantling of booth on the 22<sup>nd</sup> February 2019.
- Contractors should adhere to the deadline of work and should not create inconvenience for all during the show.
- Access to Utilities must be given to any Fire Exit, Electrical box, Service room etc. falling within the exhibitor's stand area.
- No part of the booth including the fascia, signs, lighting, corner posts or other fittings, shall project into or overhang any aisle or adjacent stands or obscure any fire exit or exit signs.
- All interior studio fittings must be contained within the shell studio structure.

## **Important Information for Exhibitors**

### **Possession of Booth & Account Settlement**

Possession of the Raw / Shell Scheme Booths will be given only to those exhibitors whose accounts have been settled in full. For more details please contact: Ms. Mrunal Keni (9867202357) – Exicon Media Solutions Pvt. Ltd. (Event Management Team).

### **Completion of Stand**

Booth construction must be completed under all practical circumstances Wednesday 20<sup>th</sup> Feb 2019 2.00pm. No more material can be brought in and power given after that time. Please share Exhibitor Manual with the stand contractor, so that they understand the rules and regulations.

### **Submission of Mandatory & Additional Order Forms**

Exhibitors should submit the relevant forms before Saturday 16<sup>th</sup> Feb 2019 5.00pm. Order forms to avail additional services also need to be submitted before Saturday 16<sup>th</sup> Feb 2019 5.00pm

### **Exhibitors Badges**

Exhibitor badges will be prepared and issued by the organizers as per the entitlements to the stall representatives of the exhibiting companies to be worn throughout the event. Extra exhibitor badges (with meals) can be purchased from the spot counter at the venue.



## **Shell Scheme Stand Specifications**

The organizer shall install standard shell scheme stand and electrical service. It comprises modular aluminum octonorm system with white white ply panel, each 950 mm wide.

### **Fascia**

Fascia to each open side with exhibitor's name in 3-inch lettering will be provided. No alteration to the shell scheme name panel will be permitted.

### **Electricals**

Each Shell scheme stand comes with 1x15 AMP single phase socket outlet.

### **Change of Exhibits during open hours**

Exhibitors are not permitted to change or alter their displays during the open hours of the exhibition. Such changes or alterations should be carried out when the exhibition is closed to visitors and only with the permission of the organizer.

### **Right to Shift**

The organizer alone reserves the right to re-allocate or adjust the stall space of any exhibitor, if it is in the best interest of the exhibition.

## **Insurance**

It is the exhibitor's responsibility to get their exhibits insured against risks for the periods covering preparation, setting up, during the exhibition, dismantling and return transit. Whilst every precaution will be taken to protect your valuables / properties during the exhibition, the organizer will not be responsible for any loss or damage of the same.

## **Air Conditioning**

AC will be functional from Wednesday 20<sup>th</sup> Feb 2019 4.00pm onwards

## **Carpeting, Furniture & Spotlights**

Raw Space is provided bare, without carpeting, furniture & spotlights. Any requirements must be ordered in advance from the official contractor by filling the form available in the Exhibitor Manual.

## **Access to Utilities**

Access must be given to any Fire Exit, Electrical box, Service room etc. falling within the exhibitor's stand area.

## **Exhibit Limited to Booth Space**

No part of the booth including the fascia, signs, lighting, corner posts or other fittings, shall project into or overhang any aisle or adjacent stands or obscure any fire exit or exit signs.

## **Dangerous Materials and Exhibits**

The Exhibitor must conform to the conditions concerning explosives and dangerous combustible materials as laid down by the appropriate authority and other statutory bodies. Any material or exhibit not approved by the appropriate authority or by the Organisers must be removed from the building at the request of the Organisers.

## **Fire Precautions**

In accordance with the requirements of the appropriate authority, all material used in Construction work, display materials etc. must be effectively fire proofed or made of non-inflammable materials in Accordance with the standards of every appropriate authority Fire extinguishers will be provided by the Organisers in the display areas and placed as regulations require. The Exhibitors must comply with any reasonable instructions given by the appropriate authority or the Organisers to avoid the risk of fire.

## **Damage to the Premises**

No nails, screws or other fixtures may not be driven into any part of the Premises including floors; nor may any part of the premises be damaged or disfigured in any way. Should any such damage occur the Exhibitor responsible would be invoiced for any reparation charges incurred.

## **Storage**

There are no storage facilities available within the Exhibition area or premises (unless space has been purchased from the Organiser prior to the Exhibition and only if available). Exhibitors are advised to make their own arrangements for removal and storage of packing cases, etc. Under no circumstances may packing materials of any kind be left in the aisles or on the stands.

## **Photography**

Nobody shall be allowed to take photographs without the prior permission of the organizer. Exhibitors can take photographs of their own stalls only.

## **Dilapidations**

Contractors of exhibitors who use adhesive tapes to fix carpets or other materials on the hall carpet or other materials must remove the same at the end of the exhibition. A dilapidation charge will be raised against the exhibitor should the tape be in position at the end of the breakdown or any damage made.

## **Security Guards /Hostesses for Exhibitors**

Exhibitors requiring the above mentioned services for their stalls during the exhibition hours may intimate their requirements to the organizer well in advance. The facility will be provided on a chargeable basis.

## **Security**

- General Security arrangements for the exhibition will be controlled by the organizers.
- The organizer will make adequate arrangements for the security of the exhibits but will not assume the responsibility for any loss or damage that may occur. The responsibility for the security of the stall and its exhibits is that of the exhibitor.
- Exhibitors are strongly recommended to take out insurance against loss or damage.

## **Lost Property**

Articles found unattended should be handed over to the organizer. The organizer accepts no responsibility for articles lost or damaged in any way.

## **Settlement of Legal Disputes**

Any dispute or case filed in the court (related to the conference) where organizer is partially or impartially involved shall be filed within the Mumbai Jurisdiction only.

## General Conditions

- The Organizers are responsible for the control of the Exhibition area. Exhibitors are responsible for the control and supervision of their own stands. The decision of the Organizers is final and decisive on any question not covered in the foregoing regulations.
- The Organisers may from time to time add to or vary these rules and regulations and do anything at their sole discretion they deem desirable for the proper conduct of the Exhibition, provided that such amendments or additions do not operate to diminish the rights reserved to the Exhibitor under this agreement and shall not operate to increase the liabilities of the Organisers.
- Exhibitors must comply in all respects with the requirement of every appropriate authority, with the Terms of Agreement by which the Organisers may occupy the Premises and with the policies of insurance affected by the Organisers.
- Signature of the Exhibition Contract implies acceptance of these Exhibition Rules and Regulations and Conditions.
- The Exhibitor shall not permit the premises to be used for any improper, immoral or objectionable purpose specifically to X-rated adult, R-rated and/ or sexually provocative pictures, posters, literature, or programming.
- Mounting of any exhibit material or promotion material on the walls of the exhibition floor are not allowed. Distribution of food or beverages / water bottles is not allowed by the exhibitors.

## **Force Majeure**

In case the exhibition is postponed or extended or shortened due to unforeseen and unavoidable circumstances beyond the control of the organizer, the latter shall not be directly or indirectly responsible for such eventuality.

## **Interpretation**

The decision of the organizer on the interpretation of these rules shall be final & binding on all the exhibitors.

## **Disclaimer**

The information provided in this Technical Manual has been prepared by OTAI-WZ FOIC 2019 to assist the exhibitors. Whilst every care has been taken to ensure that the details are correct at time of issue, OTAI-WZ FOIC 2019 shall not be liable or responsible to any Stand Organizer, Exhibitor or any other person in respect of inaccuracy or omission in the information contained herein, nor shall they be responsible or in any way concerned with any contract or agreement made by Stand Organizer or Exhibitor with any person, firm or company whose services are described herein.

## **SECURITY GUIDELINES FOR EXHIBITORS**

- Do not leave cash, handbags, mobile phones, valuables, etc., in unlocked drawers or cupboards on display in your stall.
- Do not ask your neighbour's to "keep an eye" on your stall. If they get busy, the loss will be entirely yours.
- Do not leave your stall at night if visitors are still at the show.
- Do not leave products on your stall on the breakdown night. If you do so, it is at your own risk and the organizer and security providers accept no responsibility.
- Please check all lockable units before leaving your stall.
- Please report anything of a suspicious nature immediately to the security officer or the organizer's site office.
- If you plan to leave small valuables in your stall, you should provide a lockable cabinet or other safe storage facilities in your stall.
- Please do not hesitate to discuss any security problems with the organizer.



## FORM 1: ELECTRIC SUPPLY ORDER FORM

**Deadline: Immediate**

**Please complete and return this form to:  
EXICON MEDIA SOLUTIONS PVT. LTD.**

Contact Person: Mr. Kunal Lulla | Email: kunal.lulla@exicongroup.com | Mob. : 9870014569

Exhibiting Company Name	
Address	
Tel. No.	
Mobile	
Email Id	
Contact Person	

Electric Supply Requirement (in KW)	Rate (INR)	Days	Amount (INR)
Consumption Charges Built Up	1000 per KW		
Total			
Add: 18% GST			
Grand Total			

**Please Note:**








- (1) Full cost shall apply for cancellation of order after the form is received.
- (2) Order is only valid on full payment.

Signature

## FORM 2: Additional Furniture and Display Aids

**Deadline: Immediate**

**Please complete and return this form to:  
EXICON MEDIA SOLUTIONS PVT. LTD.**

<u>Sr. No.</u>	<u>Item</u>	<u>Photo</u>	<u>Rate</u>	<u>Amount (INR)</u>
1	Bar Stool		520/3 days	
2	Novia Chair		585/3 days	
3	Single Seater Sofa		910/3 days	
4	Octonorm Table		975/3 days	
5	MDF Table without lock & key		3900/3 days	
6	MDF Table with lock & key		5850/3 days	
7	Centre Table with glass top		910/3 days	

8	Display Podium		5850/3 days	
9	Glass Shelf		3250/3 days	
10	Spot Light		390/1 day	
11	Plasma with USB 42 inch (with stand)		2600/1 day	
12	Spike Guard		325/3 days	
13	Brochure Stand		1300/3 days	
Total				
Add: GST@18%				
Grand Total				

**Note :**

(1) All the above items are on rental basis for the duration of Exhibition

(2) The above items does not include any consumption like electricity and water etc.

Signature