



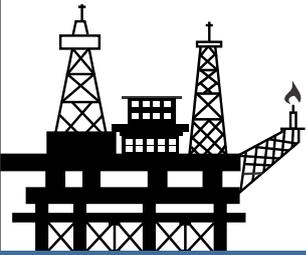
PETROTECH-2016

12th INTERNATIONAL OIL & GAS CONFERENCE AND EXHIBITION
4th - 7th December 2016, Pragati Maidan, New Delhi, India

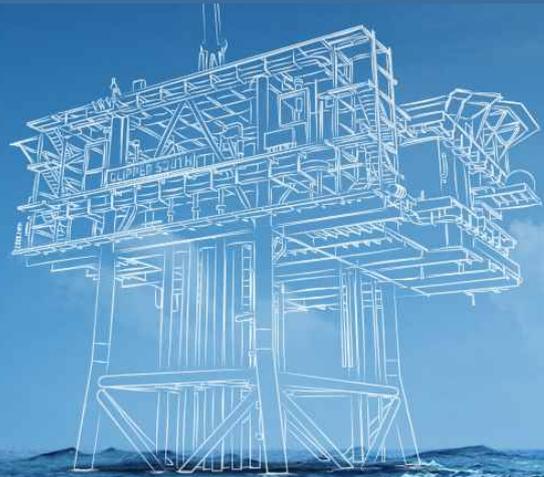
Theme:

"Hydrocarbons to fuel the future: Choices & Challenges"

Stand Construction Guidelines For Raw Space



www.petrotech.in



Organised By



Exhibition Partner



Please E-Mail/Fax/Courier a copy of the duly filled form to:

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For Raw Space

Definition of Raw Space:

Marked earmarked area with provision of electricity.

ELECTRICAL SUPPLIES & INSTALLATIONS

The electric power supply available in India is as under:

Single / 3 Phase : 230 / 400 volts $\pm 10\%$

Frequency : 50 cps $\pm 3\%$

Petrotech Office's electrical department, responsible for supply of power, will be entrusted with the authority of regulating and controlling the power supply to the exhibition halls and individual stalls. Each stall will be provided with electric power at one or more main points depending on the total load requirement. Exhibitors should use distribution boards for feeding power to their machines. Individual isolation switches should be provided for each machine. Exhibitors should use either armoured cables or metal conduits for connecting power supply to machines.

The work for drawing power from main points to machines / exhibits is to be carried out by the exhibitors, at their own cost. Exhibitors may engage the services of their own personnel or authorised electrical contractors for wiring work inside their stall subject to the condition that they are duly licensed to undertake electrical work. Exhibitors are advised to exercise the highest level of safety precautions for electrical wiring and installations. The service charges of electrical contractor are to be borne by the exhibitors and are payable directly to the contractors.

The exhibitors should connect power to machines and exhibits as per the **requirement given in their space contact form / form 5 (electricity)** Connecting power to the exhibits other than those mentioned in the **electricity requisition form** or more than the specified load or the load allotted by the Petrotech office's electrical department will not be permitted.

Exhibitors must install separate and independent switch connections for their machines / exhibits. Alternate connections or throw-over switches are not allowed. In case power is supplied to the stall from two or more main points, exhibitors must distribute the load as per the capacity of the respective switch boards in consultation with the Petrotech office's electrical department. Exhibitors requiring single-phase power for lighting purpose should carry out necessary wiring from 3 phase outlet through two pole single phase switches if necessary for future distribution. After the electric wiring work is completed, the exhibitor must obtain a completion report from their electricians or contractors engaged by them and file the same with the Petrotech office's electrical department.

Actual connected load for the individual machines/exhibits is to be mentioned in the report. Power will be released only after the wiring work is carried out and on receipt of the completion report.

All the main electric supply points must be kept easily accessible for operation and repairs in the event of an emergency. Main electrical supply points should not be concealed or covered. Exhibitors are advised to install equipment like voltage stabilizer/UPS equipment for their sophisticated machines/exhibits. If the machines are sensitive to the floor, placement of steel plates underneath is recommended.



ELECTRICITY CHARGES

Organiser has formulated a **flat rate of US\$175 / Rs. 7500 Per/ KW** for overseas and domestic exhibitors respectively of connected load (single and three phase) which will be the basis for charging for power and lighting load during the PETROTECH-2016. These rates are subject to revision.

Under no circumstances exhibitors will be permitted to decrease their electricity requirement. Request for additional electricity load may be considered, subject to availability.

TEMPORARY ELECTRIC SUPPLY

Temporary power supply for erection and testing of machines can be made available from the first day of **construction i:e 1st December 2016 on extra charges @ Rs 2000 or US\$ 25 Per/KW/day. Permanent power will be supplied from 04th December, 2016.**

GUIDELINES : RAW SPACE

1. GENERAL RULES & GUIDELINES FOR DESIGN AND CONSTRUCTION.

- 1.1. All height details mentioned in these guidelines, are from the ground level and not from any raised flooring created by the exhibitors.
- 1.2. Exhibitors are responsible for their own stand design and construction. The Organiser would be pleased to offer advice and guidance if required.
- 1.3. The following are strictly prohibited :
 - Use of electrical flashes, flashguns etc. However, the Fair Architect may allow Neon signs above 2.5 mtrs height, subject to approval.
 - Cloth Banners.
 - Stage shows or presentations without prior permission in writing from the Organiser & without a concept note on the proposed show.
 - Suspending of display items from the Hall ceiling or parts of it.
 - Storage of any kind, behind the display walls.
- 1.4. The maximum height of the artificial floor should not exceed 15 cms and any other area raised artificially or for display purpose shall be such that it does not obstruct the adjoining stand.
- 1.5. The maximum height of any stand should not exceed 2.5 mtrs unless approved by the Fair Architect.
- 1.6. Height of side partitions will be restricted to 2.5 mtrs from the ground. If there is any difference in the level of partitions of any two adjacent stands, the exhibitor with a bigger height shall finish properly the portion extending above the neighbouring stand.



- 1.7. Any designing element / structure near the common partition wall is not allowed, **leave 1 mtr gap between them.**
- 1.8. Single branding signages up to a maximum surface area of 1 sqm and a maximum of 3.5 mtrs height in stands upto a 300 sqm and a maximum height of 5.0 mtrs (subject to availability) for stands above 300 sqm area, provided they do not obstruct the view / orientation of any other stand.
- 1.9. Height of panel against natural back wall along the periphery of the Hall will be allowed upto 5.0 mtrs subject to availability of Height.
- 1.10. Access must be given to any Fire Exit, Electrical box, Service room etc. falling within the exhibitor's stand area. It is mandatory to leave minimum one opening in the partitions against the natural wall to provide access for electrical fittings etc. The singage should be marked properly for these exit opening.
- 1.11. Building of turn- tables / ramps would be permitted after clearance from the Fair Architect. If approved the Height of such a turntable / ramp must not exceed 1.0 mtr. Exhibitors wishing to use turn table / ramps must clearly show the location in their drawings and obtain positive clearance from the Fair Architect failing which they would not be permitted to erect such turn tables / ramps.
- 1.12. Exhibitors may be permitted to raise a Conference / Meeting Room within their area upto 2.5 mtrs height. The area of the meeting room may be up to 20% of the total area booked by the exhibitor. The location of the Conference / Meeting room would require specific clearance by the Fair Architect. However, for stands with all sides open, the conference room shall have clear transparent glass / acrylic without any blinds / curtains above 1.2 mtr Height.
- 1.13. Mezzanine floor maybe permitted to be constructed inside the stands having an area of above 100 Sqms subject to payment of additional space rent and on the following conditions:-
 - Area of mezzanine floor shall not exceed 20% of the stand area subject to a maximum of 100 Sqms
 - Maximum height of the floor of mezzanine shall not exceed 2.1 mtrs
 - The railing on the sides of the mezzanine shall be of transparent material in the portion extending beyond 2.5 mtrs height from the ground level.
 - A structural engineer shall duly certify the stability of the structure of the mezzanine and the organizers shall not be held responsible for any mishap due to the sub-standard design / workmanship / material used while the construction of the mezzanine.
 - The construction of mezzanine shall be permitted only if, in the opinion of the Fair Architect, it is not obstructing the display / visibility of any adjoining stands.
 - No branding is allowed on and above the mezzanine floor.
 - Only railing of maximum height 1 mtr without any branding is allowed.
 - Meeting rooms on mezzanine floor, if required, should be constructed in the centre leaving 1.5 mtr open area from the periphery.
 - Walls of meeting rooms on mezzanine floor should be see-through.



- The use of mezzanine floor area shall be subject to payment of 25% of the basic space rentals of Petrotech' 2016 for the area used for mezzanine floor.
 - PS: Mezzanine floor Structural Stability Certificate with technical specifications to be approved by Structural Engineer has to be submitted to organisers for approval before commencing the construction.
- 1.14. It is necessary that panels erected against outer glass walls in the halls be properly finished on both sides. Exhibitors failing to do so would be penalised Rs. 1000 per running meter. Covering would be done upto 2.5 mtrs height.
- 1.15. All open or unfinished sides of the exhibit space which may appear unsightly must be covered or the Organiser will have them covered at the Exhibitor's sole expenses @ Rs. 1000 per sqm. Any portion of the Exhibit bordering another Exhibitor's space must have the backside of the portions finished and not carry any identification signs or other marks that could detract from the adjoining exhibit.
- 1.16. All exhibit floor space must be fully carpeted or covered.
- 1.17. Woodwork in the Halls is 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. Spray painting inside the Exhibition halls is strictly prohibited and any exhibitor doing so shall bear the risk of dis-connection of power supply to the stand.
- 1.18. For Island / 3 side open stalls it is mandatory for exhibitors to design their stands in such a way that there is no obstruction on any of the open sides. This will ensure free movement and give exhibitors a feel of openness and transparency. Exhibitors are not allowed to obstruct the view or adversely affect the displays of other exhibitors. For the meeting room, solid partitions upto 1.2 mtr and see-through glass / clear acrylic partitions for the balance 1.3 mtr on top may be used.
- Fair Architect reserves the right to turn down approval for stands with any of the open sides blocked.**
- 1.20. No solid partitions will be allowed within 3.0 mtrs from the aisle in stands covering an area of 500 sqm and above.
- 1.21. A maximum of 70% of Stand area may be used for exhibits and the balance 30% must be left free for circulation. The Exhibitors shall not arrange the display of material in a way that would obstruct the passage area.
- 1.22. Natural Pillars falling within stand area may be covered to a height of 2.5 mtrs only. Stands with over 300 sqm area may cover pillars up to a height of 5 mtrs subject to approval and availability of height.
- 1.23. Hall columns, Roof Trusses, Air Conditioning Vents and all other structures of the Hall must not be used as support or be subject to load or stress by the stand structure.
- 1.24. Exhibits over 2.5m Height must not be placed on any raised height.



- 1.25. There is no restriction on height and weight of exhibits on display except imposed by the load bearing capacity of the floor and height of entry doors. The same should be checked with the organiser before finalising large/heavy exhibits for display.
- 1.26. Any presentation / demonstration / exhibit likely to interest groups of 10 or more must be located towards the centre of the stand and clearly shown on stand drawings. If the location of such an exhibit results in blocking of the aisles, the aisle space thus blocked shall be billed to the exhibitor.
- 1.27. It is mandatory for the exhibitors to inform the Organiser if any of their exhibits comply with the followings: -
- Exhibit configuration is 10 sqms or more.
 - Exhibit exceeds 2.5 mtrs in height or 3 mtrs in length.
 - Exhibit material exceeds 3 tons.
 - Exhibit contains liquid fuel / natural gas / propane.
 - Exhibits requiring water for demonstration purposes.
- 1.28. The Organiser reserves the right to change / alter / remove any exhibit interfering with the aesthetics of the exhibition or hinders the general public in any way.
- 1.29. Grouting is permissible in with prior permission from the ground authorities. Exhibitors are advised to submit relevant drawings for clearance. Any damage to floor or structure, fittings etc. will be charged @ Rs 1000 per hole.
- 1.30. To avoid inconvenience to other exhibitors and to enable the Organiser to complete repair work of passages, cable ducts etc., before the exhibition starts, exhibitors are requested to move in their exhibits within stipulated given time .

1.31. **AUDIO VISUAL FILMS, VIDEO WALLS, STAGE SHOWS**

For stage events / shows prior permission should be obtained from the organisers.

- No stage events / shows with heavy sound systems would be allowed during Business Visitor Hours. These can be organised during General Visitors hours only. Details of stage events / shows with time duration and intervals, to be submitted to the organisers for approval.
- The Organiser reserves the right to regulate or restrict exhibits within a reasonable sound level or the sound level of 60 dB peak on sound level meters (ANSI Type 2) on the SLOW meter position at 3 mtrs distance.
- The sound speakers must not be placed higher than 1.5 mtrs. They must be positioned downward and inward towards the centre of the exhibit booth or display area and may not be pointed towards the aisle. The Organiser reserves the right to restrict exhibitors use of sound and other devices which may interfere with the best interest of the fair environment as a whole.
- The organiser reserves the right to disconnect the supply of electricity to any exhibitor violating the above guidelines.



2. ELECTRICAL INSTALLATION REGULATIONS

- 2.1. Electrical wiring and installation must be done by Exhibitors through registered professional technicians using proper wiring switches etc. so as to ensure safety. The Organiser shall not be responsible or liable in case of any mishap due to use of sub - standard material or unskilled labour.
- 2.2. All wiring must be carried out in PVC, Elastomeric or other plastic sheathed cables. No exposed means of cable joints will be permitted.
- 2.3. Lamps and appliances with high temperature surfaces should be guarded and used well away from combustible materials.
- 2.4. No light fitting or other appliance may be suspended from the roof of the exhibition hall.
- 2.5. The Organiser reserves the right to disconnect any installation, which in their opinion is dangerous or likely to cause annoyance to visitors or other Exhibitors.
- 2.6. In order to take care of voltage fluctuations, the Exhibitors are advised to fix up constant voltage transformers or insulation Transformer or stabilizers for CNC and other sensitive machines. Exhibitors are encouraged to use MCB wherever necessary. The main supply points and electrical installations in the stand should be easily accessible and should not be concealed.
- 2.7. The exhibitors are requested to use the LED lights.

3. STAND APPROVAL

- 3.1 The decision of the fair architect as regards the approval of the plan shall be final and binding upon exhibitors and the work must be carried out as per the approved drawing only.
- 3.2 Exhibitors must submit 4 copies of the design of the stand clearly detailing the design along with the floor plan for approval, latest by 31st October. The drawings must also clearly show layout of exhibits, logo details, supporting stand electrical points etc. and clearly indicate wall / panel height, exhibits, meeting rooms etc.
- 3.3 In case any pre-fabrication is done by any Exhibitor before the approval of the design by the fair secretariat, the Exhibitor shall be bound by the changes / modifications advised at the time of approval of the design and to change the said pre-fabricated structure or any other feature so as to adhere to the basic design guidelines.
- 3.4 An exhibitor whose design has been approved by the Fair Architect may only commence erection on or after the due date. No exhibitor shall be allowed to start work on their stands without the prior approval of the plan. The decision of the Fair Architect as regards to the approval of the plan shall be final and binding upon exhibitors and the work must be carried out as per the approved drawing only.
- 3.5 The exhibitors must keep one copy of the approved drawing at the work site.
- 3.6 All displays will be inspected during the set-up days and any exhibitor deviating from the regulations must make modifications as suggested by the Fair Architect on his own expense prior to the show opening.
- 3.7 All exhibitors stand must be completed in all respects by **1000 Hrs on 4th December, 2016.**

PS:- In case of any clarification the exhibitors are requested to contact Show Secretariat.



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