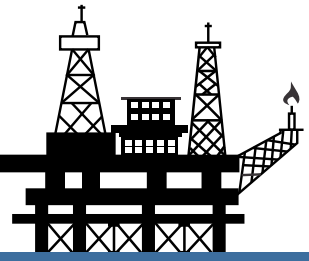
PETROTECH-2016

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 Shell Space



Organised By

IndianOil

Exhibition Partner

itei ITE

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

Nazneen Ansari - Project Head
iCONEX Exhibitions Pvt. Ltd.
407 - 408, 04th Floor, Tradex Tower - II, Alpha - 1, Greater Noida - 201308
Tel/Fax: +91 120 4284 031, Mobile: +91 - 9313 965 723
E-mail:- nazneen@iconex.in

For Shell Space

A) Definition of Shell Scheme:

The shell scheme stands (12 sq mtrs) would be provided with the following

Rear and dividing walls of 2.5 mtrs height.

Fascia with company name on open stand frontage(s).

Floor covering with synthetic carpet.

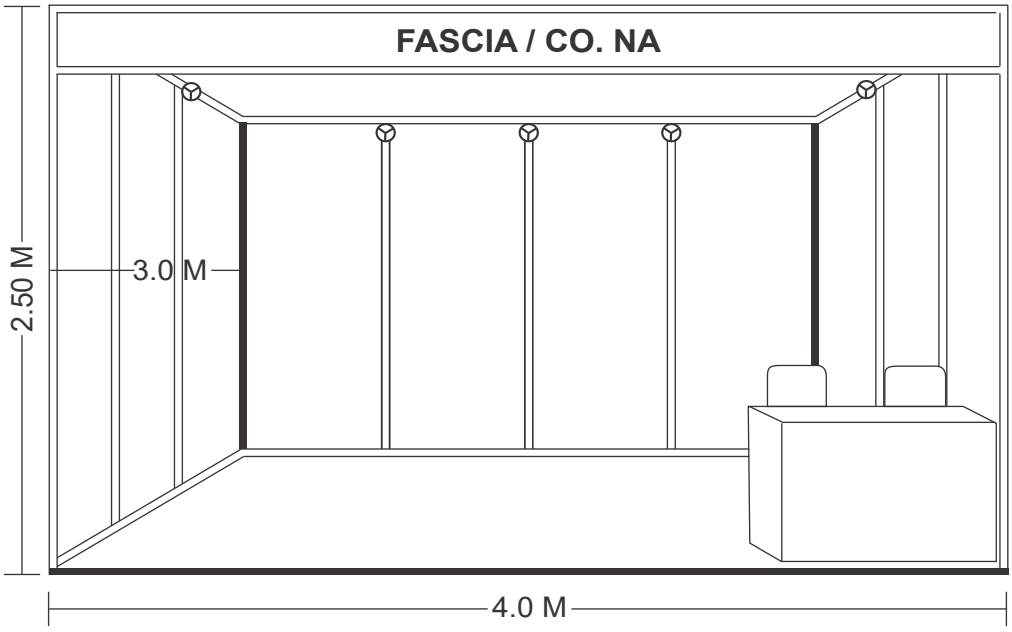
Basic Furniture:
1 reception table, 4 chairs, 1 round table, 6 spot lights, 5 Amp power socket and 1 waste paper basket

B) Standard Shell Stands and Equipment

The details of Standard Shell Stand are as under:-

Standard Shell Stands and Equipment Single Stand of 12 sqm

- Aluminium Shell Scheme of White Wall Panels Set in Aluminium Frame
- Fascia With Company Name
- One Reception Table
- One Round Table (Dia. 60 Cm)
- Four Chairs
- Non Woven Needle Punch Carpet
- Six Spot Lights (75 W Each)
- Dust Bin
- One Power Point – 5 Amp



ELECTRICAL SUPPLIES & INSTALLATIONS

The electric power supply available in India is as under:

Single / 3 Phase	:	230 / 400 volts ±10%
Frequency	:	50 cps ±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 /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 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 **3rd December, 2016 on extra charges @ Rs. 2000 or US$ 25 Per KW / day.** Permanent power will be supplied from **4th December, 2016.**

1. GENERAL INFORMATION

1.1. Power for Demonstration : Apart from light fixtures, one 5 Amp. Power socket (for TV, Fridge, computers etc.) will be provided in each booth of 12 sqm In case additional power is required for demonstration or running of machinery / exhibits, the exhibitors must inform the Organiser.

1.2. Additional Furniture on Hire : A comprehensive range of standard items, including wall panels to form office enclosures, shelving, display panels, etc. may be hired from the Official Shell Stand Contractor. The Price List for additional furniture etc. will be sent in due course.

1.3. Ceiling : Ceilings shall be open but will be braced for stability where necessary.

2. RULES AND GUIDELINES FOR DECORATION

2.1. The stands will be provided in accordance with the specifications mentioned. Please note that the internal dimensions of the Shell Scheme area are approximately 5 cms smaller than the contracted area as the walls are contained within circular upright aluminium members within the booth area. refer technical drawing.

- No alterations may be made in the Standard Shell Scheme structure.
- No alterations / removal of panels / podiums / etc. will be allowed.
- Private furniture / carpets etc. are not permissible.
- Raising the floor artificially or construction of wooden flooring is not permissible.
- Major woodwork, if any must be approved in advance by the Fair Architect before starting such work.

2.3. The following are **strictly prohibited.**

- Use of electrical flashes, flashguns and neon signs.
- Cloth Banners, Velvet Banners or Velvet Covers on the panels/table.
- Stage shows or presentations without prior permission in writing of the Organiser.
- Painting, Colouring, Wallpapering, Sticking of Thermocole cut letters, Nailing or drilling of panels. If you require assistance in hanging or displaying your exhibits, please consult the Official Shell Stand Contractor of your Hall. Exhibitors would be charged @ Rs.1500 per panel for any damages to panels.
- Suspending of items from the Hall ceiling or parts of it.
- Storage of any kind behind the display walls.
- Digging, grouting or cutting of the floor.
- Raising the height of the back wall / fascia for promoting the company name/logo.

2.4. No additional outsourced stand fitting or display may be attached to the shell stand structure.

2.5. All interior stand fittings must be contained within the shell stand structure, and must not exceed 2.5m height. No free standing equipment may exceed a height of 2.5m or extend beyond the boundaries of the site allocated.

2.6. It is mandatory for Exhibitors with 2 or 3 or 4 side open stands, to arrange display 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.

2.7. A minimum of 30% of Stand area must be left for circulation. Exhibitors shall not arrange the display of material in a way that will obstruct passage areas.

2.8. Natural pillars falling within stand area may be covered to a height of 2.5 mtrs.

2.9. Exhibits of over 2.5 mtrs height must not be placed on any raised platform.

2.10. 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 cleared by the Organiser before finalising large / heavy exhibits for display.

2.11. Any presentation / demonstration / exhibit likely to interest groups of 10 or more must be located towards the centre / rear portion of the stand and clearly shown on stand.

2.12. It is mandatory for the exhibitors to inform the Organiser if:

- Exhibit configuration is 10 sqms or more.
- Exhibit exceeds 2.5 mtrs in height or 4 mtrs in length.
- Exhibit material exceeds 3 tons.
- Exhibit contains liquid fuel/natural gas/propane.
- Exhibits require water for demonstration purposes.

2.13. 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 the stipulated time.

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

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

- 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 exhibitor's 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 these guidelines.

2.15. The Organiser reserves the right to change/alter/remove any exhibit interfering with the aesthetics of the exhibition or that which hinders the general public in any way.

3. ELECTRICAL INSTALLATION REGULATIONS

3.1. Electrical wiring and installation required for connecting machine(s) for demonstration purpose, must be undertaken by Exhibitors employing 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.

3.2. All wiring must be carried out in PVC, Elastomeric or other plastic sheathed cables. No exposed means of cable joints will be permitted.

3.3. 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.

3.4. In order to take care of voltage fluctuations, the Exhibitors are advised to install suitable constant voltage transformers or insulation transformers or stabilizers for CNC and other sensitive machines. Exhibitors are encouraged to use MCB wherever necessary.

4. STAND APPROVAL

4.1. Exhibitors must move in as per schedule given in section 2 - (Pre Fair Period) of the manual provided space rent, deposits and other dues have been paid in full to the Organiser.

4.2. Exhibitors requiring to modify there stall must submit 4 copies of the design of the stand showing elevations and plan for approval, **by 31st October, 2016.** A penalty of **Rs. 50,000 will be levied on drawings received after this date.** The drawings must clearly indicate layout of exhibits, logo details, supporting stand electrical points etc. along with wall / panel height, dimensions of exhibits, meeting rooms etc.

4.3. All stands 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.

4.4. All exhibition stands must be complete in all respects by **1000 Hrs on 04th December, 2016.**

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

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