



**IRSE International
Convention and Exhibition 2023**
Manekshaw Centre, New Delhi



EXHIBITOR MANUAL



IRSE International Convention and Exhibition 2023

Manekshaw Centre, New Delhi



Please complete this form immediately on receipt of your copy of exhibitor manual:

(FOR SHELL SCHEME OCTORORM STALLS ONLY) (NOT REQUIRED FOR FABRICATED STALLS)

Name of Exhibiting Company

Fascia Name

Contact Person

Address

Telephone

E-mail

Website

IMPORTANT: Please Scan this page and mail to:

Mr. Ashish Mishra

Mob: 09811341770

E-mail: ashishmishra.innovations@gmail.com



IRSE International Convention and Exhibition 2023

Manekshaw Centre, New Delhi



Dear Exhibitor,

Welcome to IRSE Railways Convention & Exhibition 2023

Enclosed is the exhibitor manual specially designed to address all crucial issues relating to the exhibition in detail, and to provide you with vital information for your successful participation. Please study the contents of this manual carefully to familiarize yourself with deadlines, policies, available services and their related costs.

All order forms contained in the manual should be mailed as directed. Please retain a photocopy of each form for your records, so that queries, if any, can be settled quickly and checked easily and accurately.

Although you may be tempted to skip through pages to focus your attention on specific items that interest you, we strongly urge you to read the Exhibitor Manual in its entirety, to ensure your smooth and successful participation at the IRSE Railways Convention & Exhibition 2023

We wish you a profitable participation and assure our dedicated services at all times.

Your Sincerely,
Ashish Mishra
Coordinator IRSE Convention & Exhibition 2023
09811341770
ashishmishra.innovations@gmail.com



IRSE International Convention and Exhibition 2023

Manekshaw Centre, New Delhi



General Information

A1 The Exhibition

A2 Venue & Dates

A3 Exhibition Opening Hours

A3 1 Exhibition Build Up Schedule - Time Table

A3 2 Breakdown Schedule

A4 Map Showing Location of Manekshaw Centre

A5 Hall wise Floor Plan

A6 Booth Specifications

A6 1 Booth Specification - Shell Scheme

A6 2 Booth Specification - Space Only (Bare)

A6 3 Note for Bare Space & Private Erectors (Contractors)

A6 4 General Rules & Regulations for All Exhibitors

A6 5 Booth Cleaning

A7 Official Contractors

A7 1 Official and Approved Booth Fitting Contractors

A7 2 Official Furniture (Additional Materials) Agency

A8 Food & Beverages

A10 Other Officials Agencies

A10 1 Official Plants & Nursery Services

A10 2 Official Staff & Hostess Services

A10 3 Official Audio-Visuals Equipment Services

A10 4 Official Extra Load/Electrical Equipment Services



IRSE International Convention and Exhibition 2023

Manekshaw Centre, New Delhi

A1 The Exhibition

IRSE CONVENTION & EXHIBITION 2023 ON DIGITAL TRANSFORMATION OF RAILWAYS

A2 Venue & Dates

Manekshaw Centre, New Delhi

Dates: 11th & 12th Dec, 2023

A3 Exhibition Timings

11th Dec 2023 10.00 AM – 06:00 PM

12th Dec 2023 10.00 AM – 06:00 PM

During the show days' exhibitors will have an access to their respective booths 30 minutes before and after the show timings to service their booths and /or exhibits. Exhibitors, who require access beyond the above given time limits, need to contact the organisers to obtain written permission in advance to make necessary arrangements like electricity, security etc.

A3. 1 Exhibition Build Up Schedule - Time Table

Events	Day	Date	Time
Raw Space Booth Allocation with floor Marking	Saturday	09 Dec	1000 hrs
Entry of bulky/heavy and general exhibits	Saturday	09 Dec	2200 hrs
Completion and possession of shell Scheme Stalls	Sunday	10 Dec	1600 hrs
Temporary power supply for raw space	Sunday	10 Dec	1400 hrs
Completion of booth construction and movement of exhibits restricted	Sunday	10 Dec	2100 hrs
Raw space booth to be ready for exhibition	Sunday	10 Dec	2230 hrs
Exhibition hall final cleaning	Sunday	10 Dec	2300 hrs



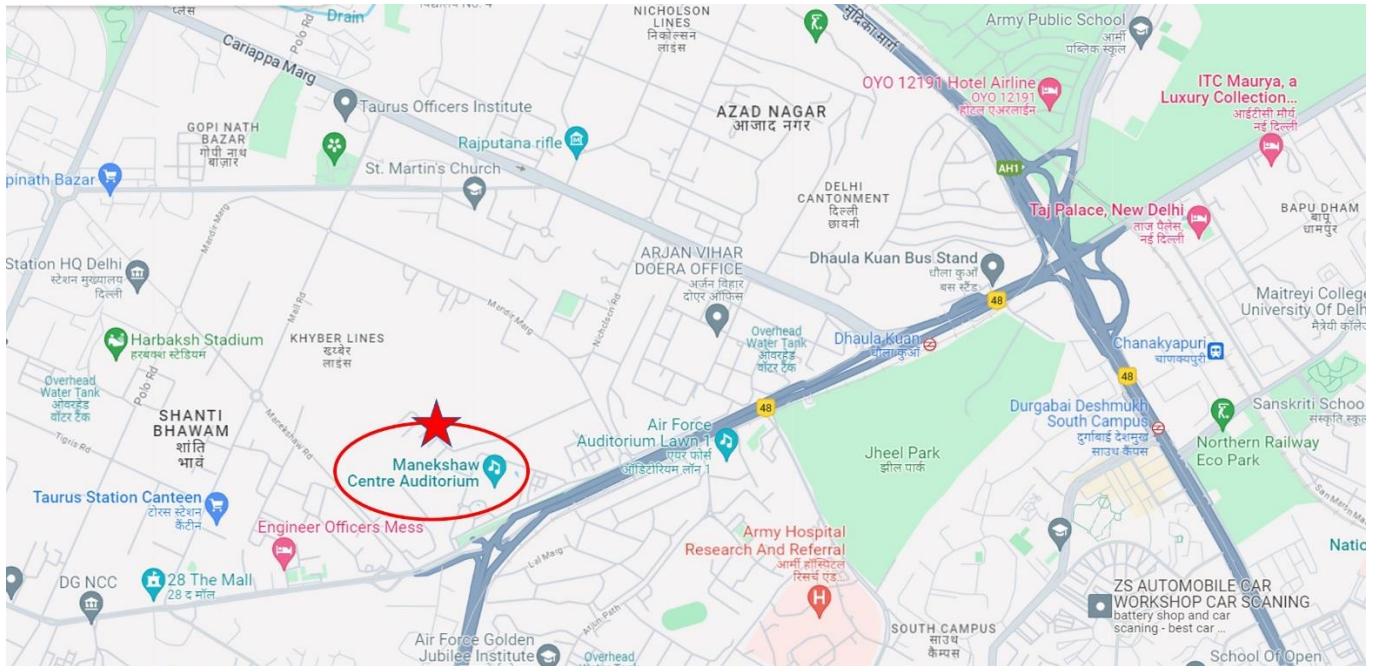
IRSE International Convention and Exhibition 2023

Manekshaw Centre, New Delhi

A3. 2 Dismantling Schedule

Exhibitors to start dismantling the stalls	Tuesday	12 Dec	1800hrs
Dismantling of the Hangar to commence	Tuesday	12 Dec	1830hrs
Deadline for removal of all exhibitors stand materials from the hall	Tuesday	12 Dec	2200hrs
Handover of hall	Tuesday	12 Dec	2200hrs

A4 Map Showing Location of Manekshaw Centre





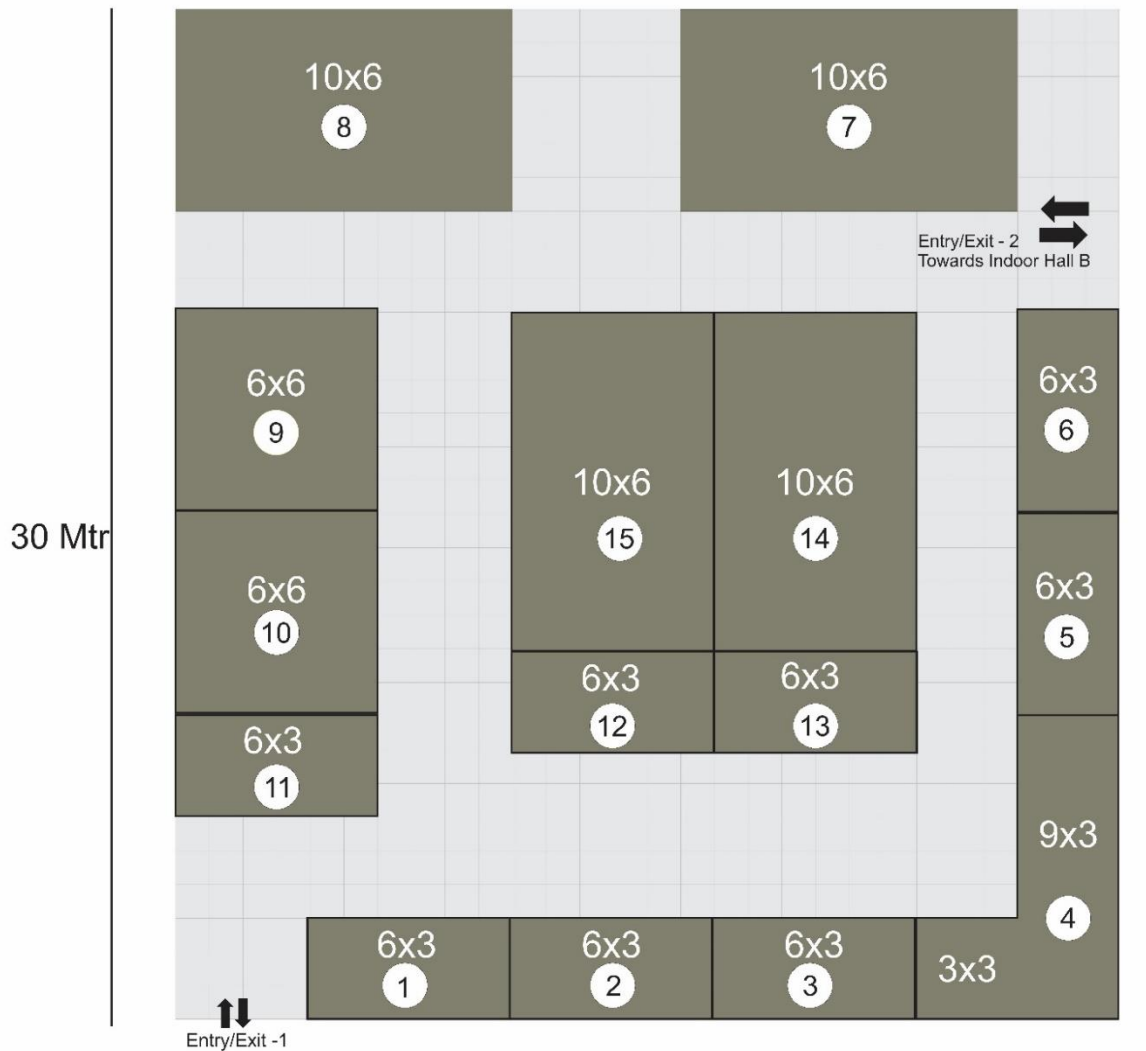
IRSE International Convention and Exhibition 2023

Manekshaw Centre, New Delhi

A5 Hall Wise Floor Plan

Floor Plan Hall A (Hangar)

28 Mtr



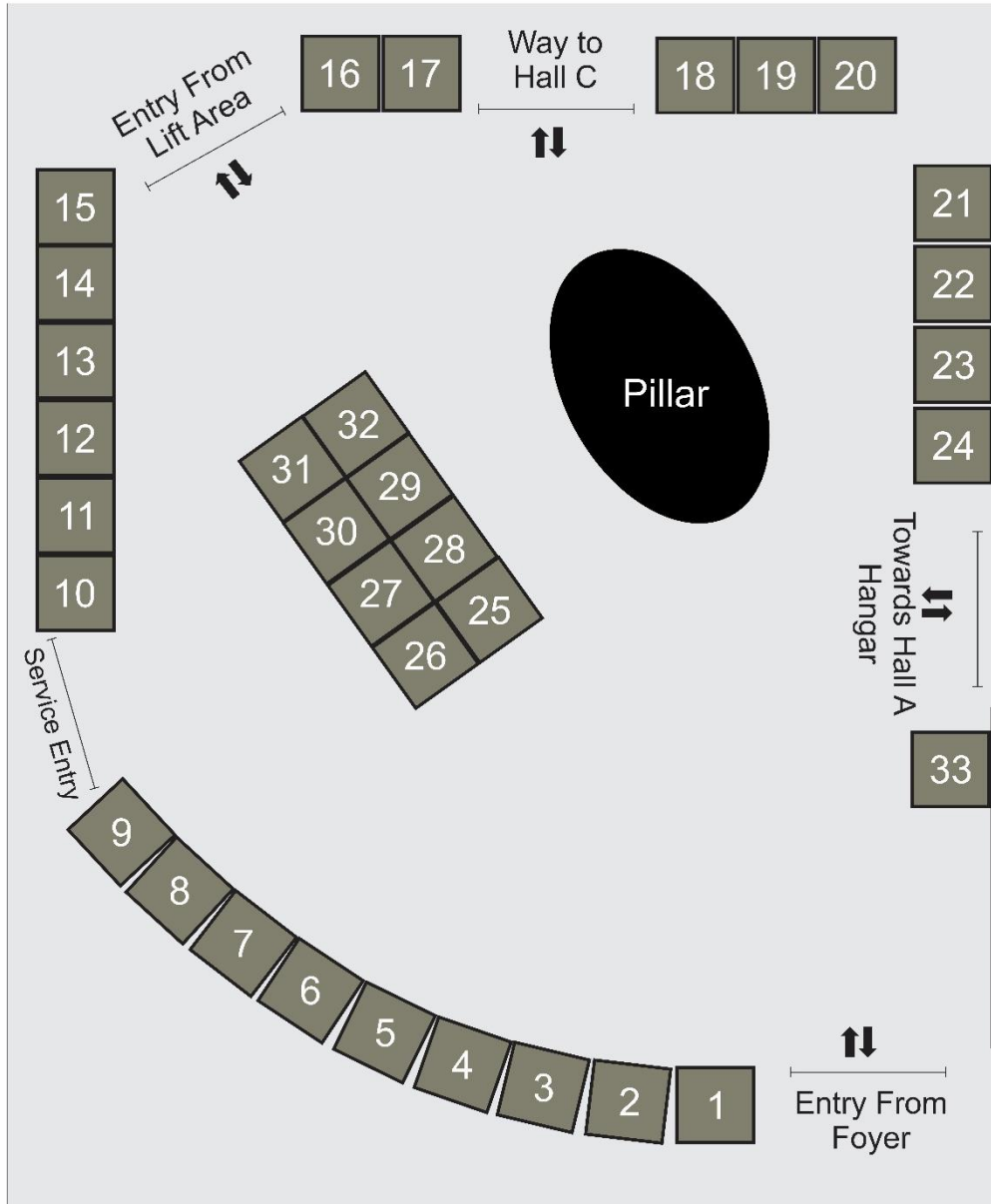
Total Stall 15



IRSE International Convention and Exhibition 2023

Manekshaw Centre, New Delhi

Floor Plan Hall B (Indoor)



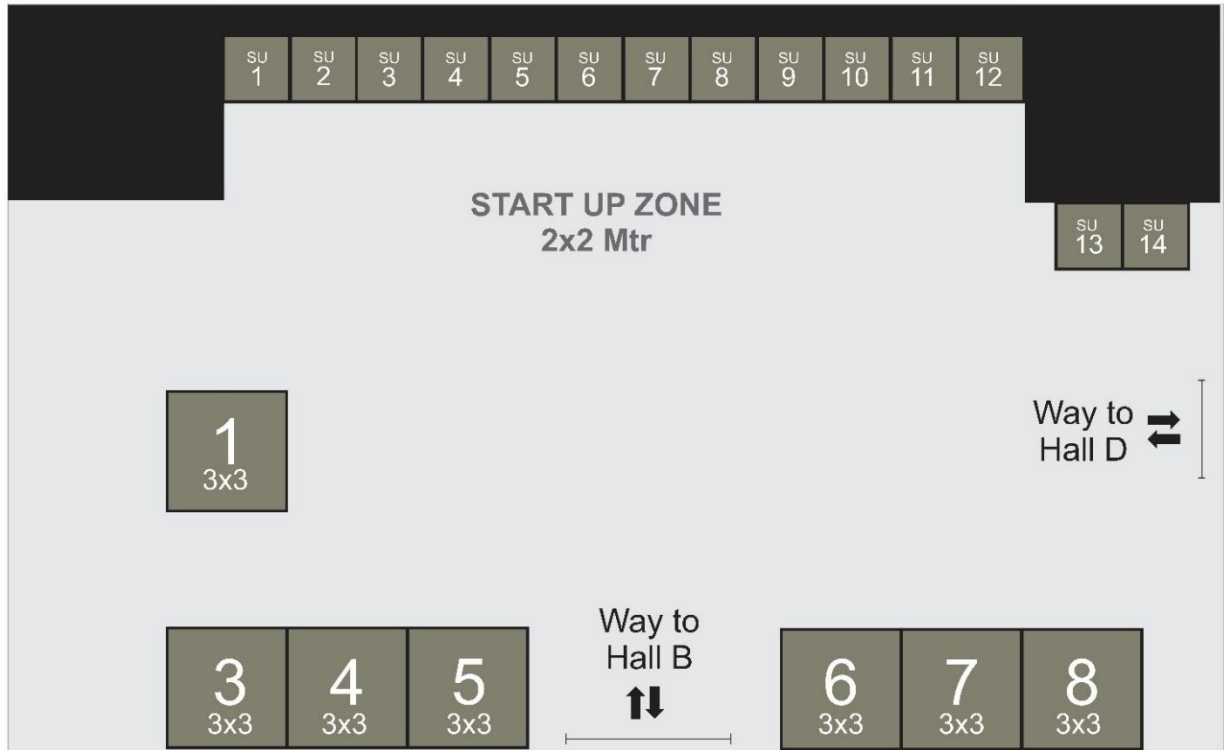
Stall Size : 3 x 3 mtr
Total Stalls : 33



IRSE International Convention and Exhibition 2023

Manekshaw Centre, New Delhi

Floor Plan Hall C



Start up Zone : 2 x 2 mtr
Total Stalls : 14

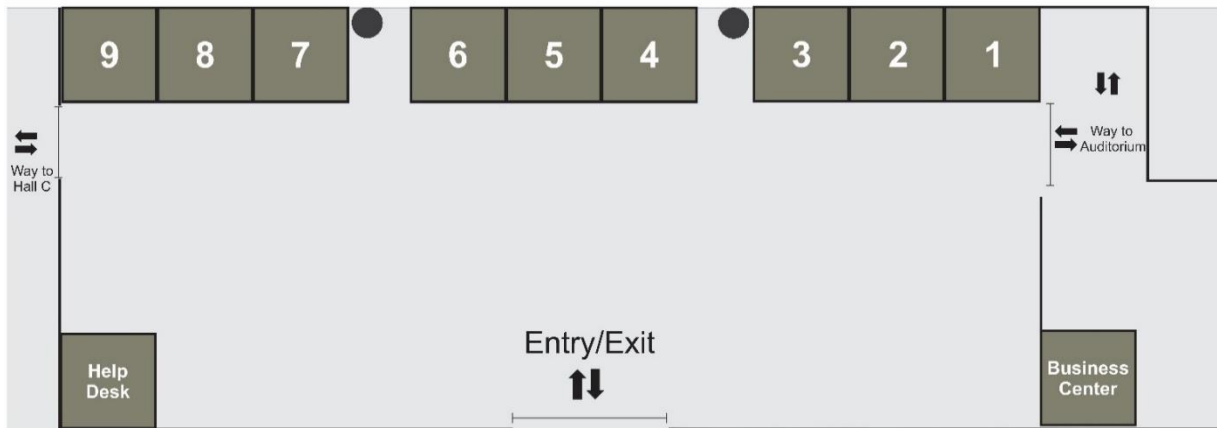
Stall Size : 3 x 3 mtr
Total Stalls : 07



IRSE International Convention and Exhibition 2023

Manekshaw Centre, New Delhi

Floor Plan Hall D



Stall Size : 3 x 3 mtr

Total Stalls : 9



IRSE International Convention and Exhibition 2023

Manekshaw Centre, New Delhi



A6 BOOTH SPECIFICATIONS

A6.1 Booth specifications - Shell Scheme

Shell Scheme Booths are provided in cubicles of a pre-fabricated system, made of aluminum hardware profiles & laminated ply partition with standard accessories:



- . Synthetic needle punched carpet (inside the booth area)
- . White laminated wooden system partitions of 2.4 mts height (max 3 sides)
- . Fascia board with company name
- . 1 Table (prefabricated system)
- . 2 Chairs (Folding Type)
- . 3 nos Spotlights
- . 1 Socket point-5/15 Amps (with 1kw power supply)

Basic Furniture entitlement for shell Scheme booths – 9 Sq. mtr.

Table - 01

Folding Chair -02

Spot lights - 03

5/15 Amp Sockets - 01

Waste Basket - 01

These items are not interchangeable. You may opt for all or part of the items listed.

Electrical: Basic electric (supply) load (1KW) for each 9 sq. mtr. shell scheme stall and in multiples thereof shall be provided. Shell scheme exhibitors. requiring additional power beyond 1KW need to order the same through organisers upon request against extra charges.



IRSE International Convention and Exhibition 2023

Manekshaw Centre, New Delhi

Guidelines for exhibitors on the Rental of wall Panels

1 The organisers recommend no additions or any change to the Standard Shell Scheme
Should you wish to do so please contact the organising team operations staff

2 Do not spray, glue or silicone on the wall panels

3 Do not paint, spray-paint or write on the wall panels

4 Do not drill, nail, perforate, tack down, staple or cause any damage to the panels or any parts of the standard shell scheme. Should you need to affix any exhibit or sign to the wall, please contact the organising team operations staff

Note: In case of violation of the above rules, the organisers will be obliged to request the payment from exhibitor for any damage caused at the rate of INR 5,000.00 per panel.

A6.2 Booth specifications - Space only (bare)

Space only: Space only as the term says, is only bare floor space, without any basic amenities like booth structure, carpet, furniture, fascia or electricity load. Any of the above amenities required by an exhibitor will be made available by the organisers upon request against extra charges, the requisition for which will have to be submitted within the period specified in this manual. Exhibitors requesting any of these amenities onsite, need to keep in mind that these will only be available from the official booth contractor on a first come first serve basis, after all shell scheme exhibitors requirements are serviced

It is strongly recommended to bring in pre-fabricated booth structures at site to avoid any delay in setting up the booth structure, thereby adhering to the time frame given by the organizers for completing booth set up.

It is the responsibility of every exhibitor whose booth includes the construction of a mezzanine structure, to obtain and provide a Government approved structural engineers' certificate of stability and safety, to the organisers before taking possession of their stall space, failing which possession of the stall space will not be given by the organisers.

Power connections for spotlight, timetables and mobile displays are available at extra charge. Requisition needs to be submitted in advance to the official booth contractor to avail these facilities. Space only exhibitors are not provided any power in their package, hence need to apply for their power requirement from the official Booth Contractor well in advance upon request against extra charges.

Basic utility services like drinking water, toilets etc. are available within the venue premises.



IRSE International Convention and Exhibition 2023

Manekshaw Centre, New Delhi



A6.3 Note for Bare Space & Private Erectors

Plan Approval: Exhibitors who have reserved 'raw space' and are using a contractor other than the official stand construction contractor, must submit the layout design by 07th Dec 2023 of their stands in triplicate, for approval by the organisers. This is to prevent costly alteration on site being required by the hall owner and the organisers. These plans shall include elevation drawings. Include the name and address of your contractor in your plan. One set of the drawings duly approved or with suggested modifications, if necessary, will be returned to the exhibitor. Actual construction and display in the stand strictly conform to the drawings approved by the organisers.

Convenience Fee: Exhibitors who have reserved 'raw space' and are using a contractor other than the official stand construction contractor are required to pay Convenience Fee to the organisers before 7th December 2023 as per the slab given below

18 sq. mts: Rs 25,000

36 sq. mts: Rs 50,000

60 sq. mts: Rs 75,000

Exhibitors are fully responsible and liable for their appointed contractor's observance of all rules and regulations and also their security clearance. A complete list of names of the workers should be submitted to organisers latest by 7th December 2023 for getting security clearance, otherwise entry to the venue will be denied.

Special booth design contractors are requested to note; all booth fabrication work should be completed by 2200 hrs on 10th Dec 2023 in all aspects. Contractors are requested to strictly follow the dead line given by the organisers for smooth functioning of the show.

A6.4 General Rules & Regulations for All Exhibitors

- . Raw space exhibitors/contractor would be responsible for the proper behavior of the contractor if the contractor appointed is other than the 'Official Contractor'
- . The exhibitor/contractor will also have to bear all / any charges levied by the hall owner for damages caused to property, walls, flooring, etc.
- . Exhibitor contractors are requested to avoid design blocking or boxing-in other Exhibitor' stands.
- . Exhibitor contractors must ensure that finishing/painting of the stand does not result in spillage.
- . Exhibitor contractors must remove cut - offs and debris from inside their stand.
- . Exhibitor contractors are not allowed to block the aisles inside the hall. Packing Cases and crates



IRSE International Convention and Exhibition 2023

Manekshaw Centre, New Delhi

belonging to contractors and exhibitors and material lying on the aisle will be removed under the instruction of the organisers at the exhibitor's cost

- . No part of any structures may extend beyond the boundaries of the stand allocated to the exhibitor by the organisers.
- . No suspensions are to be made from the ceiling of the exhibition halls, nor may any fixing be made to the floor, walls or any other part of the building.
- . Where 'raw space only' stands rest on a shell scheme package stand, the 'raw space' exhibitor must not utilize the walls of the shell scheme package.
- . The official electrical contractor must approve all electrical work.
- . Each stand will be provided with electric power at one point. Exhibitors should use distribution boards, individual isolation switches for exhibits, and insulated cables or metal conduits for connecting power supply to exhibits.
- . Exhibitors who use power for general lighting and running of equipment/exhibits in excess of their specified load will attract penalties and/or disconnection.
- . Naked lights are not allowed in the stand.
- . Exhibitors should endeavour to maintain a high standard of cleanliness, avoid littering and take all necessary care not to disturb neighboring exhibitors. Their co-operation with the show will be greatly appreciated.
- . No financial credit will be given by the organisers for any package item not utilized.

A6.5 Booth Cleaning

During the exhibition days, the organisers will be responsible for the cleaning of standard shell scheme booth carpet and aisles daily. Cleaning of exhibitors special designed booths shall be the responsibility of the exhibitors appointed contractors even during the show days. During the build-up and tear-down periods, exhibitors are responsible for the removal of their own booth building/ dismantling materials and scrap/wastage.

A7 Official Contractors

The organisers have appointed **Innovations India** for various services to ensure a more efficient and regulated build-up and dismantling.

Please refer to the list of official contractor details. unless otherwise stated:

- . Exhibitors are requested to return the completed details and all requirements to Innovations India, before the mentioned deadlines (07th Dec 2023), otherwise on-site services may not be guaranteed.
- . The services of official contractor are for the convenience of exhibitors and the organisers will accept no liability in respect of any contract between exhibitors and such contractors for the negligence or default of any such persons, their workforce and agents.
- . Organisers will not be held responsible for any issue/disputes arising out of any contractors services if the respective exhibitors as per set deadlines do not requisition the same



IRSE International Convention and Exhibition 2023

Manekshaw Centre, New Delhi



A7.1 Official and approved Booth Fitting Contractors

Official Contractor for standard Shell Scheme Booth

Innovations India Advertising & Events Pvt. Ltd.

Contact Person: Ashish Mishra

S-49/8, Phase III, DLF Gurgaon -122002

Mobile: 09811341770

E-mail: ashishmishra.innovations@gmail.com

Official Contractor for Bare Space Booth Designing & Fabrication

Innovations India Advertising & Events Pvt. Ltd.

Contact Person: Ashish Mishra

S-49/8, Phase III, DLF Gurgaon -122002

Mobile: 09811341770

E-mail: ashishmishra.innovations@gmail.com

A7.2 Official additional furniture Agency (Additional Materials)

Innovations India Advertising & Events Pvt. Ltd.

Contact Person: Ajay Bhandari

S-49/8, Phase III, DLF Gurgaon -122002

Mobile: 09888891155

E-mail: ajaybhandari13@gmail.com

Website: www.innovationsindia.co.in



**IRSE International
Convention and Exhibition 2023**
Manekshaw Centre, New Delhi



IRSE 2023 EXHIBITION

Additional Items Booking Form






Exhibitor: _____ Stall

No.: _____ Mob.: _____ Contact Person: _____

Item Code No.	Items		Unit Price Rs.	Quantity	Amount
A1.	Folding Chair		500/-		
A2.	Bar Stool (High) 75cm		1000/-		
A3.	Glass Top Round Table 70cm (Dia)x 75cm(H)		1250/-		
A4.	Glass Counter 100cm (L)x 50cm (W)x 100cm(H)		2500/-		
A5.	Showcase [50cm(L)x50cm(W)x250cm(H)]		4500/-		







**IRSE International
Convention and Exhibition 2023**
Manekshaw Centre, New Delhi

A6.	Showcase [50cm(L)x100cm(W)x200cm(H)]		5000/-		
A7.	Octonorm Lockable 100cm x 60cm x 80cm		1000/-		
A8.	Single Brochure Rack		1000/-		
A9.	Single Glass Shelf		500/pce		
A10.	Metal Halide/ Yellow		2000/-		
A11.	Spot Light		500/-		
A12.	Power Socket 5 A/15 amp		500/-		




**IRSE International
Convention and Exhibition 2023**
Manekshaw Centre, New Delhi

A13.	Waste Bin – Steel		500/-		
A14.	Garment Stand		1000/-		
A15.	Additional Electrical Load With Main Switch & MCB (Single Phase)		2500/kva		
A16.	Wire Mesh		2000/-		
A17.	Fix Chair Black		800/-		



IRSE International Convention and Exhibition 2023

Manekshaw Centre, New Delhi

A18.	Fix Chair White		800/-		
-------------	------------------------	--	--------------	--	--





**IRSE International
Convention and Exhibition 2023**
Manekshaw Centre, New Delhi

A19.	Looking Mirror		1500/-		
A20	Refrigrator		3000/ per day		
A21	Two Seater Sofa		3000/		
A22	Single Seater Sofa		1500		



**IRSE International
Convention and Exhibition 2023**
Manekshaw Centre, New Delhi



A23	Dummy		2500/		
A24	Coffee Table		1000/		
GRAND TOTAL					

Note

- a) The above rates are for the full day duration of the event unless specified
- b) 100% advance payment by bank transfer to Innovations India Advertising & Events Pvt. Ltd.
- c) All material has to be booked 3 days' advance before the exhibition. Order placed at site would be booked subject to availability of material and stock the payment would be in cash.
- d) GST @ 18% will be charged on the billing amount

Equipment will only be delivered to your booth once your payment has been received



IRSE International Convention and Exhibition 2023

Manekshaw Centre, New Delhi



A8 Food & Beverages

As per local government rules & regulations, consumption of alcoholic drinks including beer and also drugs in any public areas is a serious and punishable offence Consumption/serving liquor within the exhibition complex is strictly not allowed.

MOETS is the official Food & Beverage partner of the Event. The organisers have worked out a special rate for Lunch (Veg Thali @ INR 275) for the Exhibitors on the days of the Exhibition i.e. 11TH & 12TH Dec 2023.

Exhibitors are requested to submit their details for Exhibitor Lunch as per the format given below to Innovations India, before the mentioned deadlines (07th Dec 2023), otherwise on-site services may not be guaranteed.

Name of the Exhibitor _____

No. of Lunch Thalies required on 11th Dec _____

No. of Lunch Thalies required on 12th Dec _____

Note

- a) The Lunch Thalies have to be Pre Booked and the rates mentioned are only for the Exhibitors
- b) 100% advance payment for the lunch to be deposited before 7th Dec 2023
- c) Order placed at site would be subject to availability and would be against cash payment

A10 Other Official Agencies

A10.1 Official Plants & Nursery Services

Organisers will make arrangement for official agency for providing floral decoration and plant for the stall. You may contact the Team Innovations for providing the same

A10.2 Official Host & Hostess Services

Innovations India will cater for your temporary staff (Secretaries, stand hostess etc.) requirements. You may contact the Team Innovations for providing the same. For security reasons we request you to be careful with temporary staff offering their services at the site.

A10.3 Official Audio-visual Equipment Services

Innovations India will cater for your AV requirements. You may contact the Team Innovations for providing the same.



IRSE International Convention and Exhibition 2023

Manekshaw Centre, New Delhi



TEAM INNOVATIONS

1. Ashish Mishra 09811341770
E-mail: ashishmishra.innovations@gmail.com
2. Ajay Bhandari 09888891155
E-mail: ajaybhandari13@gmail.com
3. Deepshikha Pandit 09899301523
E-mail: deepshikha.innovations@gmail.com
4. Dev Rajput 8802121123

5. For any exhibition related queries, please send your requirements to:

9818211129 - (WhatsApp only)

A10.4 Official Extra Load/Electrical Equipment Services

Supply

- . Earthing system: Earthing at suitable distribution point of supplier
- . Unit of supply: A single power supply system through suitable supply points for each exhibitor depending upon power demand.
- . Minor Fluctuations may be expected in the voltage supply. Exhibitors are advised to use voltage stabilizers for sensitive equipment(s).

Lighting

- . General lighting in the halls will be provided by the Organisers.
- . Supplies to stands will be switched off 30 minutes after the exhibition ends each day.



**IRSE International
Convention and Exhibition 2023**
Manekshaw Centre, New Delhi



THANK YOU !!