



HYDERABAD 2012

9th International Conference & Exposition on Petroleum Geophysics Feb 16-18, 2012



Exhibitors Manual Show Details and Timetable

OPENING TIMES

The dates for the exhibition at **Hyderabad 2012 will continue from Feb 16-18, 2012** at the Hyderabad International Convention Centre (HICC), Hyderabad India for trade, business visitors, and by invitation only.

Opening times for the Exhibition are as follows:		
Thursday	16th February, 2012	0930 - 18:00 hours
Friday	17th February, 2012	0930 - 18:00 hours
Saturday	18th February, 2012	0930 - 16:00 hours

The hall will be available at 1200 hrs of 15/2/2011 for erection of final installation/finished product for display.

VENUE

Hyderabad International Convention Centre(HICC),
Novotel and Hicc Complex, Near Hitech City,
P.O. Bag 1101 , Cyberabad Post Office ,
Hyderabad , Andhra Pradesh
Tel: +91 40 6616 3003

CONSTRUCTION & DISMANTLING TIMETABLE

During construction and dismantling, the exhibition hall will be opened to exhibitors daily, 08.00 - 20.00 hrs.

A) BUILD UP 07.00 Tuesday, 14 February, 2012

Exhibitors building
their own stands
may occupy their
space from:

Exhibitors using 07.00 Wednesday, 14 February, 2012
Organisers' stand-
fitting services may
occupy their stands
from:

All stands must be 18.00 Wednesday
completed by: 15 February, 2012

For security reasons under no circumstances will exhibitors be allowed to work in the hall beyond 2000 hrs on 15 February, 2012.

B) DISMANTLING

Stands can be 16.30 Saturday 18 February 2012
dismantled from:

All stands, display 12.00 Sunday 19 February 2012
material and
exhibits must be
removed by:

FREIGHT ARRIVAL DATES

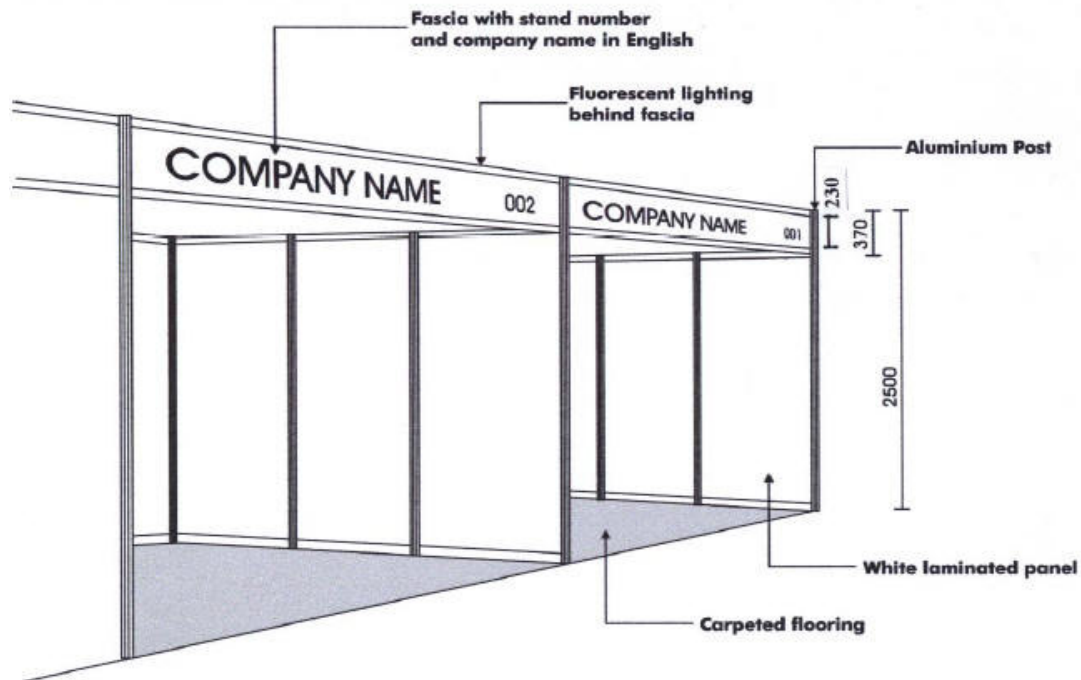
All international shipments must arrive at Hyderabad Airport/Port, two (2) weeks prior to the opening of the show.

FIRST AID FACILITY

In the event of an emergency, there is provision for ambulance and paramedical support. There is a first aid facility within the premises.

STAND CONSTRUCTION AND EXHIBITION SERVICES

2.01 ORGANISER'S STAND FITTING SERVICE SPECIFICATION



Rear and Side Walls: 2.5m high x 1 metre wide white laminate panels set in aluminium frame.

Fascia (nameboard): 370mm deep, 2.13m clear floor to underside of fascia, Aluminium frame, Letters on infill panels, Fascia colour (blue), Fascia letters (white).

Lighting: Continuous fluorescent tubes behind fascia.

Floor: Covered in carpet, laid on concrete.

Corner Stands: Stands will be open-sided on corner unless prior notification is given to the Organisers.

Waste Paper Bin: 9 - 15sqm, quantity x 1. 18 - 27sqm, quantity x 2.

Posters: Recommended maximum poster size for display on shell or walk-on package stands is 900mm (horizontal) by 2000mm (vertical). If a wider poster needs to be displayed it is recommended that one pin-up board is ordered for each laminated panel on which the poster is to be displayed.

WALK-ON PACKAGE FURNITURE

The Walk-on Package includes Stand Service, as above, plus the following furniture:

Item	9 - 15sqm	18 - 27sqm
Chairs	2	4
Counter desk	1	2
Electrical socket	1	2
Waster Paper Basket	1	2

Additional furniture can be ordered from Official Booth Fabricator of Hyderabad 2012.

SPACE ONLY BUILDING REGULATIONS

- To comply with local building regulations, exhibitors building their own stands must submit a detailed drawing of their stand by email to **Shilpa Guha sguha@hicc.com**, at least six weeks prior to the show for inspection and written approval. Exhibitors building their own stands may not commence building without the Organisers written approval as doing so could involve them in extensive alterations to their stands at their own cost.
- Construction from raw materials on site is not allowed and all items must be prefabricated before being brought to the exhibition centre. Extensive carpentry and similar functions on site are forbidden, as is the use of spray paints.
- All stands must be carpeted or laid with some form of flooring as a clear demarcation of contracted space. Only double sided adhesive tape is to be used for carpet laying. If liquid adhesive glue or rubber solution is used the space will be cleaned and repaired with expenses charged to the exhibitor. Grouting and digging of floors or walls is not allowed. All raised platform floors must have adequate wheelchair access.
- Exhibitors may not place any display material or exhibit, nor extend their stand structures and fittings, beyond their contracted boundary.
- The maximum permitted stand height is 3.5 metres. However, any design for a structure exceeding 2.5m in height will be considered on a case by case basis. If approved, the structure will be restricted to a distance of 1m away from the dividing walls of neighbouring stands.
- The Exhibitor is obliged to obey Safety, Security and Fire Regulations. Fire Certificates issued by the producer(s) of stand materials, confirming materials are non-flammable or fire resistant/flameproof, must be available on site for presentation upon request.
- Except for "island" booths (4-open sides), a back-wall (or where there is more than one neighbour, walls) must be installed for every stand. The side of these walls overlooking a neighbour's stand must be 'made good' when they are in excess of 2.4m in height.
- Exhibitors may not place any display material on a wall or structure that overlooks a neighbour's stand, unless that wall or structure is at least 1 metre from the common boundary of the stands.
- All stands in the exhibition, irrespective of height, must have at least half of any frontage facing an aisle left open or fitted with transparent (clear see-through) material. This area must be left visibly free of obstruction.
- The Organiser has the right to stop building or dismantling works or put financial burden on the Stand Contractor (Exhibitor or his Contractor) in any case where the rules and regulations included in the Exhibitor/Technical Manual are not obeyed.
- The Exhibitor/Sub-Exhibitor is financially responsible for all kinds of damages which occur during the exhibition, building and dismantling time.

CANVASSING / AISLE CONGESTION

Exhibitors may only conduct business and distribute literature from their own stands. Under no circumstances may activities spill into the gangways. Stands failing to observe this may be closed.

CHILDREN

For reasons of health and safety, no person under the age of 16 is allowed into the exhibition halls during build-up and breakdown.

DEADLINES ON-SITE

All stands must be ready for inspection by 1800 hrs on the last day of build-up. Therefore it is essential that you will be present at your stand before 1800 hrs of the last day of build-up at the latest to ensure that your stand is completely equipped and decorated by that time.

EXHIBITS

If exhibits are likely to exceed 1000kg/m², please contact the Organisers. .

Exhibitors with Space Only sites will need to refer to their stand builder regarding their fascia design and graphics.

Exhibitors with space only sites are advised not to obstruct the functioning of official fabricator during the construction and dismantling period.

FIRE EXTINGUISHERS

Any exhibitors who require special extinguishers or fire fighting equipment owing to the nature of their exhibits should make their own arrangements to provide such items. Any exhibitors particularly concerned about the flammable nature of their exhibits are strongly advised to bring their own fire extinguishers.

All construction works carried out with mechanical tools should have dust absorbers. Smoking is not permitted within the halls. Please ensure you use the designated smoking areas.

CABLING ON STAND

Columns, pillars, fire points and/or utility connection points may not always be conveniently located with regards to the stands allocated. This may result in longer lengths of cables and pipes being visible, possibly across your stand.

NOISE LEVELS

Audio visual equipment may be used in the stand. The sound level should not disturb adjoining exhibitors. In the event of any excess noise levels from exhibitors, promotional videos or other activities, the organisers reserve the right to shut down any noise source if verbal warnings have been ignored.

RELOCATION

The Organisers reserve the right to relocate exhibitors' stand areas, without liability, should it be deemed necessary for whatever reason.

STAND BOUNDARIES

Exhibitors may not place any display material, dividing wall, exhibit, or any part of their stand construction beyond their contracted boundary.

WORKING EXHIBITS

a) Moving machinery must be fitted with safety devices which must not be removed when the machines are in operation and are connected to the power source.

b) All pressure vessels or equipment under pressure must conform to international safety standards and regulations.

c) The Organisers reserve the right to determine the acceptable sound level and extent of demonstration for working exhibits and audio-visual presentations in the event of complaint from another exhibitor.

BANNERS, FLAGS & BALLOONS

No items can be suspended from the ceiling, walls or any other part of the exhibition venue. In addition gas filled balloons may not be used anywhere within the exhibition venue.

EXHIBITION TRANSPORTATION & ON-SITE HANDLING SERVICES

The recommended international freight co-ordinators and the sole official on-site contractor appointed by the Organisers are:

R.E. Rogers India Pvt. Ltd.

1, Commercial Complex,
Pocket H & J, Sarita Vihar,
New Delhi – 110 076
INDIA

Tel: +91 11 2694 9801 /9802

Fax: +91 11 2694 9803 /5900

Contact: **Mr. Surjeet Singh**

Country Head- Business Development

Cell: + 91- 9810139800

surjeet@rogersworldwideindia.com

rerid@rogersworldwideindia.COM

R.E Rogers India Pvt. Ltd. will circulate to exhibitors details of shipping Instructions for Road, Sea and Air shipments together with details of Documentation requirements for Customs Clearance into Hyderabad of Display Materials, Literature and shipments that do not require security handling. **Unless all conditions in the instructions issued are complied with, R.E. Rogers India Pvt. Ltd. cannot be held responsible for non-delivery or late arrival of goods.**

TERMS & CONDITIONS

In the event an exhibitor cancels space, a refund of the Exhibitor's space rental payment will be made less 50% of the full rental price of the space requested, provided the SPG, Department is notified Sixty (60) days before the Exposition begins.

FAILURE TO EXHIBIT

Any organisation which, having signed a Contract for exhibition space, fails to exhibit whether or not for any reason of the exhibitor's own choosing and has not been released from the Contract by the Organisers, shall be liable for the full amount stated in the Contract plus any additional costs incurred by the Organisers as a result of such failure to exhibit.

LIMITATION OF LIABILITY

The Organisers, their servants or agents shall not be liable for the safety of exhibitors, their servants, agents, contractors or invitees during the exhibition nor for any exhibits, articles or other property of whatever kind brought into the exhibition by exhibitors, their servants, agents, contractors or invitees or members of the public.

The Organisers shall not in any event be held responsible for any restrictions or conditions which prevent the construction, erection, completion, alteration or dismantling of stands or the entry, siting or removal of exhibits, or for the failure of any services or amenities provided by the hall landlords or other third parties.

EXHIBITOR INSURANCE

Exhibitors shall make sure that they are fully covered by insurance including, but not restricted to, all risks on their property, exhibits or articles of any kind, public liability and comprehensive protection against any loss or damage caused by any circumstance whatsoever whether by reason of fire, water, theft, accident or any other cause. The exhibitor shall insure against, indemnify and hold the Organisers harmless in respect of all costs, claims, demands and expenses to which the Organisers may in any way be subject as a result of any loss or injury arising to any person (including members of the public or the Organisers' staff, agents or contractors) or property howsoever caused as a result of any act or default of the exhibitor, his servants, agents or contractors or invitees. If the Organisers so demand the exhibitor shall provide proof to the Organisers that the exhibitor has adequate insurance cover.

Exhibitors must ensure that their temporary staff and the staff of their servants, agents or contractors are insured against claims for workman's compensation.

The period for which such insurance's shall be maintained shall run from the time the exhibitor or any of his servants, agents or contractors first enters the exhibition grounds, and to continue until he has vacated the exhibition grounds and all his exhibits and property have been removed.

GROUP STANDS

Contracting parties for group stands are responsible for ensuring that all exhibitors within their group are fully aware of, and agree to abide by, these terms and conditions and by the rules and regulations of the exhibition.

SUB-LETTING

The exhibitor must not transfer, dispose of, part with, or otherwise sublet the whole or any part of his site, whether for financial consideration or otherwise. The exhibitor must, if he is an agent distributor or licensee, state at the time of contract the names of the principals to be represented. This does not prohibit an exhibitor displaying the products of a principal for whom he is agent, distributor or sole licensee with the prior written permission of the Organisers.

FORCE MAJEURE

The Organisers shall not be liable to the exhibitor by reason of any cancellation or part-time opening of the exhibition, either as a whole or in part, for any non-performance of their obligations under this contract or for any amendments or alterations to all or any of the rules and regulations of the exhibition in each case to the extent that such occurrence is due to any circumstances not within their control.

VISA REQUIREMENTS

Visitors wishing to visit India must possess a valid passport to their country and a valid Indian visa.

There is no provision for 'Visa on Arrival' in India. Foreign passengers should ensure that they are in possession of a valid Indian visa before they start their journey to India, except nationals of Nepal and Bhutan who do not require visas to enter India, and nationals of the Maldives who do not require a visa to enter India for a period up to 90 days (a separate visa regime exists for diplomats/ official passport holders).

The Consular Passport and Visa (CPV Division of the Ministry of External Affairs) is responsible for the issuance of Indian visas to foreign nationals for their visit for various purposes. This facility is granted through various Indian missions abroad.

For visitors to Hyderabad 2012 from Taiwan and Pakistan Organizers may have to take NOC from MEA and MHA Govt. of India.

Exhibitors requiring official letters of invitation may directly contact SPG office spgindia@rediffmail.com / Hyderabad 2012@spgindia.org

HOTEL ACCOMMODATION

Exhibitors are advised to book hotels for Hyderabad 2012 at the earliest. The details of official conference hotels at reduced rates is available in SPG Website www.spgindia.org

Official Contractor for Booth Fabrication, Audio/Video and Furniture Supply

Exhibitors are advised to contact directly to SPG Official Vendor for the additional requirement in the booth, Audio/Video, furniture and ushers etc.



Aadil Nazir

Manager - Event Operations

Head Office: 4E/4F, Laxmi Industrial Estate, Andheri (W), Mumbai-400 053.

Tel.: +91-22-4009 7777 Fax: +91-22-4009 7716 Mobile:+91-9167247706

Branch Office: A/184, Sukhdev Nagar, Kotla Mubarakpur, New Delhi - 110 003.

Tel: +91-11-4679 7777 Fax: +91-11-4679 778

URL: www.7ty7.com

Email Id: aadiln@7ty7.com

Note: Additional requirement regarding flowers decoration, bouquet and photography etc shall be available on site at extra cost.

For any further query regarding above, Exhibitors may also contact:

CONTACT PERSONS:

Name	Cell No:	Email:
1. Ankita Vasaikar -	+91-9930130282	ankitav@7ty7.com
2. Mohit Dubey -	+91-9619857225	mohitd@7ty7.com
3. Manoj Gopalani-	+91-9820357779	manojg@7ty7.com