

The main graphic for the symposium. It features a large red silhouette of a building with two towers on the right. To the left, there are three square images: a rocket launch, a night view of a building, and a rocket launch. The text "31st INTERNATIONAL SYMPOSIUM ON BALLISTICS 2019" is in large red and black letters, with "November 4 - 8, 2019 | Hyderabad, India" in smaller black text below.

EXHIBITOR MANUAL



Invitation to Industry

Dear Industry Partner,

Warmest greetings from ISB-2019!

The International Ballistics Society (IBS) will be hosting the 31st International Symposium on Ballistics (ISB) will be held in Hyderabad, India at HICC Novotel from 1st November to 8th November 2019.

It is our pleasure and privilege to present to you the exhibition and partnership opportunities and invite you to participate in the conference.

HICC Novotel is a purpose-built and state-of-the-art convention facility and infrastructure. With an expected participation of over 300 professionals and experts attending to ISB-2019, this is a unique opportunity to connect your products and brands with the prime league audience

On behalf of the Organizing Committee, we look forward to welcoming you and hosting you in Hyderabad.

Warm Regards,

Indian Hosting Committee

GENERAL INFORMATION:

Venue

HICC Novotel, Hyderabad, Telangana, India

Climate

The average temperature in November is between 17°C and 25°C.

Exhibitor Identification

Exhibitors will be issued badges. These can be collected from the Registration Desk. Exhibitors are requested to wear these badges always. In the interest of more efficient security control, please ensure that badges are clearly visible. The badge should be used as a pass for the duration of the event. Exhibitors who misplace or lose their badge can reprint their badge at INR 250 per badge.

Security

The organizer will provide general security during the official exhibition days. Organizers are not responsible for any loss during load-in, setup & load-out period. General security will be provided for the entire exhibition hall and not for individual booths. Exhibitors are expected to take care of their products & exhibits during the conference.

Exclusion of liability

The organizer nor any of their appointed staff, employees, agents nor other representatives shall be held accountable or liable for any damage, loss or harm of any property of the exhibitor during the participation.

Insurance

You are kindly asked to acquire sufficient insurance as exhibitor. You are obliged to have a public liability insurance which covers all injuries to persons and damages that might occur regarding the exhibition. We also recommend that you have additional coverage against loss or damage to exhibition materials during transport and during the exhibition itself. Please plan for insurance coverage through your company's insurer.

IMPORTANT INFORMATION

<u>Schedule</u>	
ACTIVITY	DATE & TIME
Fabrication of Customized booths	Hall open by 7 am on 3 rd November 2019
Installation of Shell scheme booths	7 am on 3 rd November 2019
Collection of Badges	Registration open by 7:30 am on 4 th Nov
Exhibitors Move-in & setup	Hall open by 7 am on 3 rd November 2019
Cleaning & Sanitation	8 am on 4 th November 2019
Exhibition Open & Display	4 th November by 10 am
Teardown and Move-out	8 th Nov by 3 pm onwards

NOTES

1. Industry Partner badge facilitates admission to the exhibition & lunch area only.
2. It does not facilitate admission to the scientific sessions.
3. Please register before 1st November to avoid hassle. Please send the filled registration form to the secretariat.
4. Badges will be given as per the inclusion of the booth and as mentioned in the industry prospectus.
5. Exhibitors and contractors are requested to complete their setup before 7:00 am on 4th November and vacate the exhibition area for cleaning and sanitation.
6. Exhibition shall officially close post lunch on 8th November.
7. Exhibitors are responsible for the security of their displays and exhibits throughout.
8. For shell scheme stands all merchandise and display material must be removed from partition walls before 14:00 on 8th November
9. Any merchandise remaining on the stand should be stacked in the center of your booth and clear of booth walls.
10. Responsibility will not be taken by the official contractor for exhibitor material left on booth or on furniture.
11. Any items found will be left as it is at the venue.

STANDARD BOOTH INFORMATION

Standard Shell Scheme will include the following items:

Walls	Three side	Three Side
Carpet area	9 sqm 3-meter X 3 meter	
Fascia	One	One
Furniture	One table, Two chairs & one waste bin	One table, one chairs & one waste bin
Lighting	Three spotlights	Two spotlights
Power	One plug point of 5/15 amp	One plug point of 5/15 amp
Height	2.5 meters	2.5 meters

SAMPLE BOOTH



EXHIBITOR ENTITLEMENTS

Stall Size	No. of Badges	No. of Lunch	No. of AM & PM Tea	Entry into Sessions
6mX4m	2	2	2	No
3mX3m	2	2	2	No

RAW SPACE BUILD UP

Exhibitors are at liberty to appoint preferred agency to fabricate the booth however they are requested to share the designs with measurements to MCI for approval and reference by 1st November.

The design of the stand must be a standalone structure & such that it can be safely erected and dismantled within the move-in / move-out schedule.

No booth on bare space shall be fabricated without the prior consent of the committee.

Design and construction must include safety norms. Use of proper and strong material or equipment is a definite requirement. Workmen employed for assembling / dismantling stands should be compulsorily above 18 years of age and skilled / suitably trained in their respective job functions & areas.

Structural Height Restriction

- Height of all fittings / exhibits should be restricted to 12 ft. in the center of fascia and 8 ft. for the walls.

Double Story Booth Construction

- Double Story Booth Construction is not permitted at this venue.

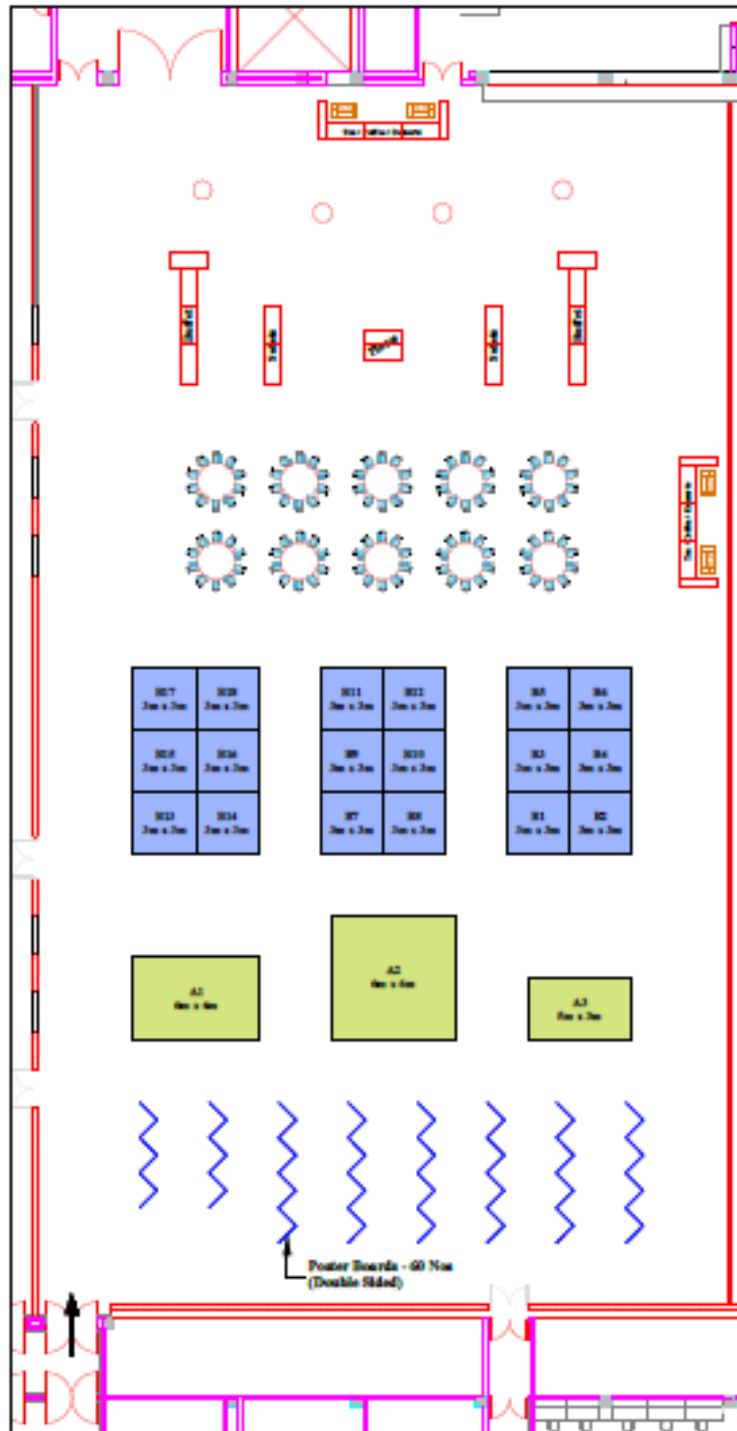
External Contractor

- Exhibitors taking raw space are at liberty to hire an external contractor to build the booth. However, the committee insists on availing the official conference agency to ensure efficiency and delivery.

Electricity

- Raw space booths may get in touch with official agency to rent electricity as it is not included with bare/raw space.
- Shell Scheme occupants may get in touch official agency to rent extra electricity.

ISB2019 Exhibition Floor Plan – Hall # 3



RULES & REGULATIONS

Smoking

Smoking is strictly prohibited inside the premises. Penalty shall be levied if found.

Design & Fabrication

1. Pulling sling or wire rope (hanging of any kind) against any structure of hanger is strictly prohibited.
2. Agencies are advised to use pre-finished/pre-fabricated materials to install a booth. Sawing, cutting of wood, jute, cloth etc. is not allowed inside the exhibition hall.
3. In the interest of the exhibition & safety aspects, the organizer reserves the right to close down / discontinue fabrication work of such exhibitors who fail to comply with the rules & regulations of the show and as advised by the organizer
4. All stands that are designed to incorporate raised floor / platforms should necessarily provide 1mtr wide access ramp for the disabled on at least one side & within the periphery of their booth
5. Cooking of any kind inside the booth / exhibition halls is strictly prohibited
6. Contractors must neatly finish any exposed stand surfaces unless the surface is facing the outer wall of the exhibition Centre. The organizer's reserve the right to order modification of any exposed surface and the contractor shall be responsible for the cost.
7. All exhibitors carrying out fabrication of their stand space need to neatly finish the backside up to the complete height of their display. No spray painting of any type is permitted in the exhibition halls.
8. Cleaning of exhibitors' special designed stands shall be the responsibility of the exhibitor's appointed contractors even during the show days.
9. Extra electricity supply will only be provided by the Official Contractor on chargeable basis. If you wish to avail electricity supply, please share your requirements with the Exhibition Manager. Electricity provided free of cost is 1kw per 9sqm, any power consumption above this will be on chargeable basis.
10. All constructions, installations and dismantling shall be carried out at the expense of the exhibitor and shall be carried out in such a manner so as not to cause unnecessary disturbance or disruption to the activities of other occupants at the venue.
11. All materials used in the construction and installation of exhibition booths and any other structures must entirely consist of fire-retardant materials as required by prevailing fire safety regulations.

12. No nails or screws shall be driven, or holes drilled into the floors, walls, doors, pillars or other parts of the structure of the Exhibition and Convention Halls or any part of the building.
13. The venue only allows the use of a residue-resistant single-sided and double-sided preferably cloth-backed tape for securing carpeting and other floor coverings to the concrete flooring. No adhesives are to be used on permanent carpeted floors, stone floors, and walls.
14. Erection of partitions or display boards which could hamper the fire protection system and the air-conditioning diffusers and air flow inside the Halls / Rooms is not allowed.
15. Materials used for the construction of the exhibition booths should be noncombustible and shall have a minimum flame spread rating of Class 2.
16. Corridors leading to exit doors and all entrance and exit doors should be kept clear of obstructions always. All exits will be kept unlocked during show hours or when the public is allowed into the exhibition areas.
17. No objects are to be attached to or suspended from the light fixtures on the ceiling
18. Under no circumstances should the fire alarm call points, fire hose reels, fire extinguishers and exits be blocked or access to them be impeded by exhibition booths, partitions, exhibits or other objects.
19. Only lightweight exhibits that may be carried by hand or by trolley may be allowed in the exhibition hall. No forklifts and pallet trucks are allowed in the exhibition hall.
20. The venue and Organizing Committee shall be entitled to remove at the exhibitor's cost, any form of construction or structure which is not approved, or which infringes on the above-mentioned guidelines.

Deliveries

The Organizing Committee will not accept any freight deliveries / shipments or C.O.D. deliveries on behalf of the exhibitor.

Painting

Major painting of displays and exhibition materials are not permitted. However, touch-up painting of the displays and exhibition materials is permitted in the Exhibition hanger provided such work is undertaken during the move-in period only and all safety precautions and protective surface coverings are put in place.

These precautions include:

- Painting in an area which is properly ventilated
- Use of non-toxic paints
- No washing of paint material within or surrounding the venue

The exhibitor is responsible for any damage to the venue that is caused because of painting and will be liable for the cost of reinstating the damaged area to its original condition.

Rigging

- Being a temporary structure rigging is not permitted.

Fire Regulations

All exhibitors must comply with and ensure that all their agents, servants, employees, and contractors, etc., comply with the prevailing fire safety regulations and building codes of the venue. Fire lanes in and around the booth must remain clear and unobstructed.

Fire regulations prohibit the storage of combustible materials in the License Area. Written approval must be obtained from the Organizing Committee for the following:

- Display and operation of any heater, barbeque, heat producing or open flame devices, candles, lanterns, and torches, naked lights, welding equipment or other smoke-emitting materials as part of the exhibit.
- Display and operation of any electrical, mechanical, or other devices which may be deemed hazardous. If there is any doubt, such devices should be submitted to the appropriate controlling authorities for approval.
- All toxic and hazardous material, including flammable liquids, compressed gas or dangerous chemicals.
- Special care must be taken not to obstruct or hide from view the fire protection system, air conditioning, mechanical ventilation shafts, fire safety equipment, fire hose reel / riser, cabinets, fire alarm pull stations, house lighting fixtures and controls.

Storage

- Exhibitors are requested to make arrangement for storage of all their material. Organizer will not provide any space for storage in the conference premises.

Hazardous Materials

Unless otherwise approved by the Organizing Committee, and all relevant government authorities in writing:

- No naked flame or temporary gas lamps may be used in the venue
- No weapons, ammunition, explosives, petrol, and flammable toxic or corrosive substances are allowed in the venue

Admission

Organizer reserves the right of admission to the venue.



CONTACT INFORMATION

Official Conference Manager

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