



**14th Biennial International Conference & Exposition
November 3-5, 2023**

EXHIBITORS' MANUAL

Show Details and Timetable

OPENING TIMES

Exhibition at SPG 2023 will begin from November 3-5, 2023 at Lulu Bolgatty International Centre (LBICC), Kochi, and Kerala for trade and business visitors by invitation only.

Opening times for the exhibition are as follows:

DAY	DATE	TIMING
Friday	3 rd November, 2023	1105 - 1115 hours (<i>Inauguration</i>)
		1115 - 1800 hours (<i>Exhibition continues.....</i>)
Saturday	4 th November, 2023	1000 - 18:00 hours
Sunday	5 th November, 2023	1000 - 16:00 hours
		Dismantling before mid-night

The exhibition will be set up at Exhibition hall **Liwa** of LBICC.

The hall will be available at 0100 hrs of 2nd November 2023 for erection /final installation/finished product for display.

VENUE:

Lulu Bolgatty International Centre (LBICC)

Bolgatty Island, Kochi, Kerala-682504, India

Tel: +91 75938 80488

A- BUILD UP

Exhibitors building their own stands may occupy their space from: **1800 hrs on Wednesday, 1st November, 2023**

- 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 15' in the Exhibition Hall

Exhibitors using Organizers' stand-fitting services may occupy their stands from: **0100 hrs, Thursday, 2nd November 2023**

All stands must be completed by: **2000 hrs Thursday, 2nd November 2023**

For security reasons exhibitors will not be allowed to work in the hall beyond **2000 hrs on Thursday, 2nd November 2023.**

B- Dismantling

Stands can be dismantled on **Sunday, 5th November 2023 from 1600 hrs onwards**

All stands, display material and exhibits must be removed by: **before midnight of Sunday, 5th November 2023**

FREIGHT ARRIVAL DATES

All international shipments must arrive at Kochi, two (2) weeks prior to the opening of the show.

Note: All participating exhibitors are informed that loading & unloading materials from the Trucks can only be done by paying applicable charges as per labor union rates below mentioned.

Based on the agreement between Event Management Agencies and Labor Union, the charges will be as follows

1. ACE (Small) : Rs 1000
2. Pickup, Dosth : Rs 1500
3. Tempo, 407 : Rs 2500
4. Eicher (12 Feet) : Rs 3250
5. Eicher (Larger) : Rs 5000
6. 32, 40 Feet Container type, Bharat Benz : Rs 6000

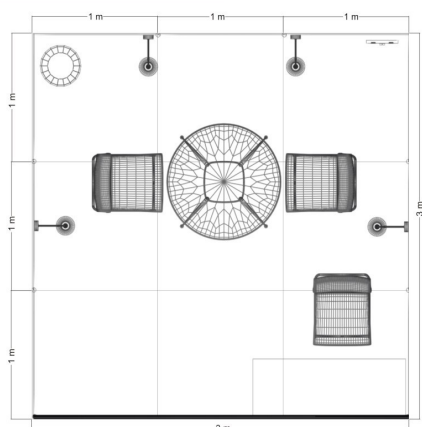
- The Event Management agencies should register in Welfare Board
- The prescribed union work timings will be 8AM to 6PM
- If labors have to enter Hyatt for unloading, the event agency should prepare their entry pass
- Above rates are including the taxes

First Aid Facility:

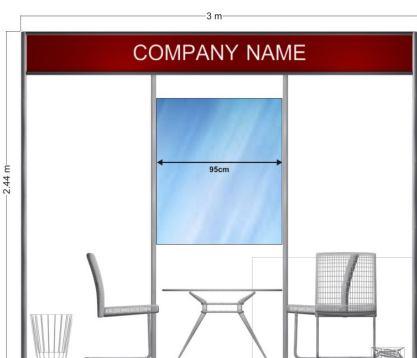
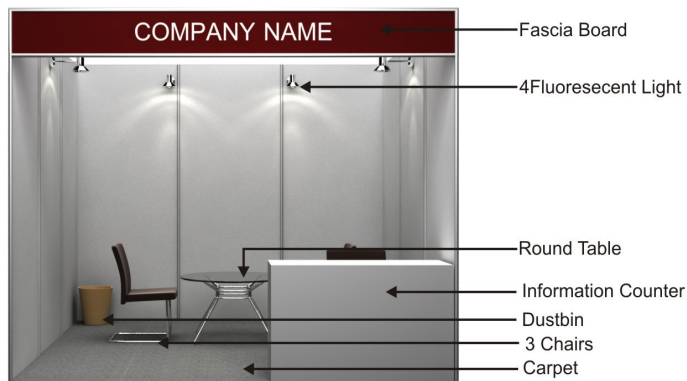
In the event of an emergency, there is provision for ambulance and paramedical support. There is a first aid facility within the premises

STAND CONSTRUCTION AND EXHIBITION SERVICES

BOOTH SIZE: 3 x 3 m



Plan



Elevation



Octonorm Stall

WALK-ON PACKAGE FURNITURE

Booth stand will be facilitated with :

- 3 nos. chairs,
- 1 no Glass round table
- 1 no Octonorm Table
- 1 no fascia with company name,
- 1 no 5amp plug point,
- 4 nos pinpoint light,
- 1 no dustbin

Additional furniture /Lights can be ordered from Official Booth Fabricator of SPG 2023 on extra payment.

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

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

Mr. Rajeev Gopinathan

The Mountain Studio

25/1, Lakshmi Nivas Warriem

Thiruvankulam, Ernakulam 682305, Kerala

Handheld : +91 9895900500

Email: mail@themountainstudio.in Website: www.themountainstudio.in

Note: Additional requirement regarding AV Equipment's, furniture, floral decoration, bouquet and photography etc shall be available on site at extra cost.