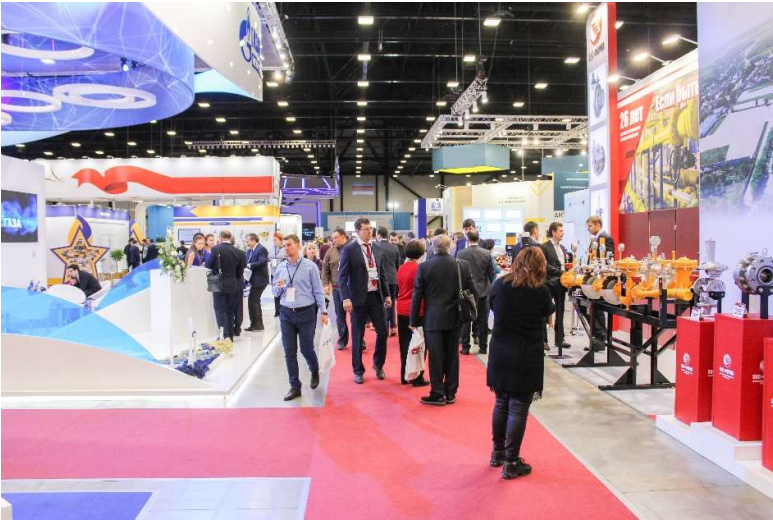


INDIA SOURCING CONCLAVE

2023



EXHIBITOR'S MANUAL



SOURCING
CONSULTANTS
ASSOCIATION

ISC

SOURCING CONSULTANTS ASSOCIATION



CONCLAVE EXHIBITION AWARDS

B2B MEGA SHOW

14 - 15
JULY 2023

Timings:
10:00AM TO 6:00PM
INDIA EXPO MART
GREATER NOIDA

IMPORTANT DATES FOR EXHIBITORS

DATE	SCHEDULE
12 th July 2023 01:00 pm	Possession of stall for Exhibitors who have taken bare space for Designing & Customization
13 th July 2023 09:00 am	Possession of stall for Exhibitors who have taken Shell Scheme
14 th July 2023 10:30 am	Conclave Inauguration Ceremony
15 th July 2023 07:00 pm	Move out and dismantling of stalls to be completed by 7:00 pm on 16 th July 2023

helpdesk@indiasourcingshow.com or call: 7428020603, 9711916996

INDIA SOURCING CONCLAVE

14-15 July 2023 ,
INDIA Expo Centre & Mart, Greater Noida

MOVE-OUT/EXIT PASS (Form 1)
(To be submitted in quadruplicate on 15.07.2023)

THE FAIR AUTHORITIES
INDIA SOURCING CONCLAVE
GREATER NOIDA, UP

Name of the Company: _____

Authorized Person: _____ Hall No / Stall No: _____ / _____

Dear Sir,

The Following items were brought by the above said company for display in India Sourcing Conclave 2023, Party may be allow taking out their sample/goods from India Expo Centre & Mart, Greater Noida

S. No	Particulars	Units

We here by undertake that we will be responsible for any Missing/ Damage Furniture/ Amenities, if found at the time of move-out.

Signature of PARTICIPANT with Seal

To be signed by the official
(Signature with seal)

Authorized Signatory
INDIA SOURCING CONCLAVE 2023

IMPORTANT NOTE:-

- Participants are requested to fill-up the above and submit the same to the Fair secretariat in quadruplicate on 15TH July 2023.
- Exhibits/Materials/Furniture should be **moved out in one lot** as multiple Exit Passes will not be issued.
- Move-out will only Start from 7.00 pm on 15th July 2023.
- Halls will be handed over to Expo Centre Authority on 15th July 2023.



INDIA SOURCING CONCLAVE

14-15 July 2023

INDIA Expo Centre & Mart, Greater Noida

VEHICLE ENTRY/EXIT PERMIT (Form 2)
(for Commercial vehicles carrying exhibition goods)

Dated _____

This is to certify that Truck/Tempo Bearing No

is carrying bonafide safe material and staff of M/S (Exhibitor)

.....

.....

a Participant for the Exhibition India Sourcing Conclave at India Expo Centre & Mart, Greater Noida, Delhi-NCR

RUBBER STAMP

Signature.....

Name

RULES AND REGULATIONS

MOVE IN AND MOVE OUT PROCEDURE :

- Participants are requested to complete their stall construction/decoration by 09:00 am on 14th July 2023
- The cars/tempo other vehicles carrying exhibits will be allowed to enter India Expo Centre from main gate. After unloading of the exhibits, such vehicles will have to immediately go out of India Expo Centre, through gate No.1. Participants are requested to fill in the form number 2 and send the same along with the commercial vehicles through which they are sending their goods to India Expo Centre during set up days and also to take out goods during the dismantling day. Entry and exit of vehicles will be allowed only from designated Gate.
- Exhibitors including stall designers and other service providers are advised to abide by the norms mentioned above and comply with timings as well.
- Exhibitors are also requested to check their booth/stall and ensure that all amenities like table, chair, dust bin, spotlights, power sockets are provided before taking the stall possession. The participants will be responsible for missing/damage items found at the time of move out.
- All exhibitors will be required to submit four copies of exit pass at the ISC help desk which will be located at each hall. The duly stamped exit pass can be collected from the exhibitors help desk on 15th July 2023 from 4:00 pm onwards.
- The vehicles for loading the exhibits will be allowed inside Expo Centre from 7:00 pm on 15th July 2023, through Entry Gate. However, organizers may at any time change the entry/exit plan due to administrative/security reasons.
- During the exhibition days, exhibitors and their representatives will not be allowed inside the exhibition hall after 7:00 pm and movement of exhibits in or out of the exhibition halls are not permitted only with prior written permission from the organizer.

EXHIBITOR BADGES

- To restrict entry of unwanted visitors entry badges will be issued to all exhibitors. The badges are non transferable and must be worn in/ on person at all times within India Expo Centre & Mart complex.
- In case of requirement of additional badges you may inform organizer about the same.
- Any misuse of exhibitor badges will result in confiscation of the same.
- Exhibitors may please note that no entry of unauthorized labour/exhibitor staff not carrying proper identification badges will not be allowed in the INDIA SOURCING CONCLAVE, 2023, during built up and exhibition days

CONDITIONS

- Please note unauthorized use of electrical load of more than the permissible limit as per the stand size will be severely penalized. No halogen lights will be allowed until exhibitors obtain approval from the organizers by paying for the requisite power load.
- The organizers reserve the right to disconnect the stall electricity of the offending exhibitors without any prior communication/warning.
- Exhibitors are requested not to directly draw the electricity from the distribution boxes located at exhibition halls. If detected these would be immediately disconnected by stall contractor

FACILITIES

- A uniform size name fascia will be provided to all exhibitors. Please note that the fascia name will be exactly as per the name mentioned in application form. No changes allowed.
- Help desk will operate to facilitate exhibition services.
- Exhibitors can park their vehicle at the designated parking at venue.