



# **GHCI 17 CAREER FAIR EXHIBITOR GUIDE**

## **EXHIBITION**

All installation and dismantling of exhibits must be carried out within the indicated time. No exhibits can be erected after the GHCI 17 Career Fair opens or dismantled before the official closing time. It is solely the responsibility of the exhibitor to ensure that all materials are delivered to and removed from the exhibit hall within the specified deadline. Failure to remove exhibit within the timelines set will result in its removal, arranged by the Event Planner, at the expense of the exhibitor.

## **EXHIBIT SCHEDULE**

Lead, Gold, Silver and Bronze sponsors will have their stalls placed in an exclusively covered area within the main premises of the Bangalore International Exhibition Center (BIEC), Tumkur Road, Bangalore.

### **Wednesday, 15 November 2017**

Exhibit Move-in & Setup 8:a.m. to 11.59 p.m.

### **Thursday, 16 November 2017**

Exhibition Open 10:30 a.m. – 5:00 p.m.

### **Friday, 17 November 2017**

Exhibition Open 10:00 a.m. – 4:00 p.m.

Exhibit Move-out 4:00 p.m. – 6:00 p.m.

## EXHIBIT FLOOR PLAN & STALL ASSIGNMENT

AnitaB.org India reserves the right to assign stall space on the basis of sponsorship level and size of the stall. For all stall set up related queries kindly contact Kevin Johny at ([kevin.johny@wizcraftworld.com](mailto:kevin.johny@wizcraftworld.com) / 77609 68562).

## EXHIBIT PACKAGES

### Exhibition Booth Information

The stall sizes are:

- Lead: 6m x 7.5m
- Gold: 3m x 9m
- Silver: 3m x 6m
- Bronze: 3m x 4.5m

Sponsors of all levels will be provided with only the raw space for the area mentioned above (as per sponsor category). Power supply provided to each stall will be 0.75 kilowatt. For additional power supply requirements please write to [charum@anitab.org](mailto:charum@anitab.org). All other arrangements are the sole responsibility and are at the cost of the exhibitor.

### Important Notes:

- Sponsors will not have the option to purchase additional stalls. They may, however, upgrade their sponsorship level which will entitle them to an upgraded space associated with the level of sponsorship. This option is subject to availability of spaces in the exhibition center.
- All exhibitor displays must be confined to the designated stall space.  
**Height of the stall cannot exceed 8 ft.**
- High-speed internet through Wi-Fi service will not be available to

exhibitors at the location. If you have any wi-fi requirements kindly contact Kevin Johny at (kevin.johny@wizcraftworld.com / 77609 68562) for network access.

- Independent PA systems will be allowed in the stalls. The exhibitor area will have a general PA system managed by the ABI India team. All announcements can be made at scheduled intervals from the general PA system.

## **Access**

The full-time company personnel working at your stall will be provided with the following access:

- i. Access to the Exhibit area will be granted 60 minutes prior to the Exhibition official start time to open your stall
- ii. Personnel will be allowed to stay in the Exhibit area for 60 minutes after the official close time to put away your stall materials.

## **Carpet**

- The aisles in the exhibition area will be carpeted
- If your stall requires carpeting, kindly contact the event planner to order the same at an additional cost to you.

## **EXHIBITOR INFORMATION**

- Exhibitors are solely responsible for all the material in their stall.
- Exhibit tear down may not commence until after the Career Fair ends on Friday, 17 November 2017 at 4:00 p.m.
- It is your responsibility to notify your stall vendor of the pick-up time.

## **SET-UP**

Set-up of any exhibit can be started by 2:00 p.m. on Wednesday, 15 November,

2017 at BIEC, Tumkur Road. ABI India will not be held responsible for any damages incurred in the stall by external vendors employed by the participating company. All exhibits must be fully installed by 5:00 a.m. on 16 November, 2017.

## **LABOR**

It is the exhibitor's responsibility to arrange for the set-up and dismantling of exhibits. Expenses incurred by AnitaB.org India for exhibit set-up or tear down will be charged directly to your exhibit account.

## **MATERIAL HANDLING**

All stall materials must be handled directly by the sponsors or their employed stall vendors. The event planners do not offer any pre- event storage or material handling at the venue.

## **STORAGE**

Crate or product storage is not permitted within the convention facility. Additionally, storage in the aisles behind in-line booths is strictly prohibited.

## **REGISTRATION**

Everyone attending the conference and/or manning the Exhibition stalls are required to wear the official badge issued to them at all times. Individuals are not allowed in the exhibit area without the appropriate identification (including set-up personnel) once the exhibition/conference has commenced. Exhibitors will be required to display their registration badge for early access to the exhibit hall to open and close the show.

All badges for Delegates/Exhibitors will be issued at the registration counter set up at the BIEC from 7.30 a.m. to 4.00 p.m. on 16 November, 2017.

***Each sponsor will receive the allocated number of free Career Fair passes as determined by their sponsorship category.*** Additional exhibitor/stall passes will not be issued for GHCI 17.

- Lead - 3 stall passes
- Gold - 2 stall passes
- Silver - 2 stall passes
- Bronze - 1 stall pass

Personnel who use the Career Fair stall pass are eligible only to enter the exhibit area and not the GHCI 17 conference area. They can purchase refreshments at the Food Court and will not be eligible for GHCI 17 catering.

Participants should register themselves online by 30 October, 2017. Sponsors will be provided a separate code for the Career Fair Stall Passes. For more information about how to get registered, please visit [ghcindia.anitaborg.org](http://ghcindia.anitaborg.org).

### **Additional Requirements of Exhibitors**

For any additional exhibition requirements, you can directly contact the event planners. Contact details are listed below:

- Kevin Johny at ([kevin.johny@wizcraftworld.com](mailto:kevin.johny@wizcraftworld.com) / 77609 68562)

All services provided to you by the event planners will be billed to you directly and will incur GST as applicable.