



GHCI 18 Career Fair Stalls Guide

The purpose of this document is to provide important information to GHCI 18 Sponsors for the set-up, management and dismantling of their stall at the GHCI 18 Career Fair.

Sponsor Responsibilities

- The set-up and dismantling of stall within the stipulated time.
- All storage and handling of material within the stall space provided.
- Management of staff labor and vendors for the stall.
- Engaging and use your own event manager/vendor to design and set up the stall.
- Ensuring the stall is managed in line with the GHCI 18 Career Fair exhibitor guidelines.
- Not using any Flex materials for the stall in line with the recent Karnataka Government ban.

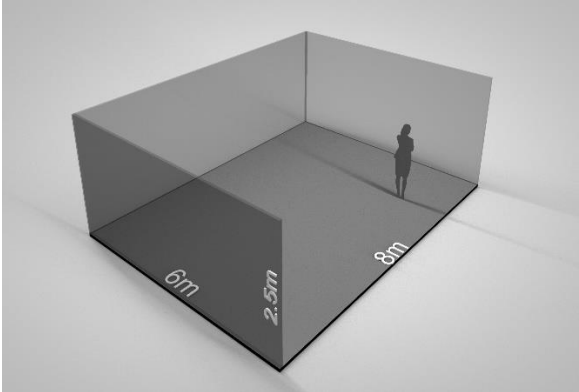
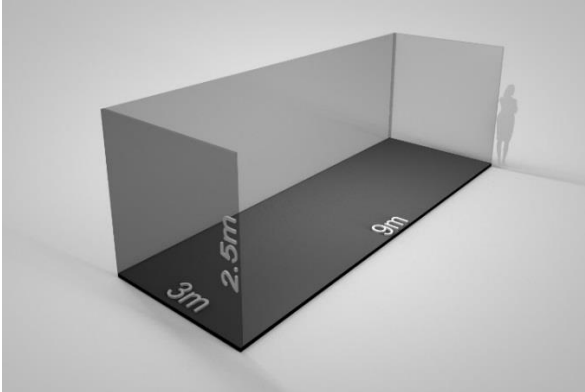
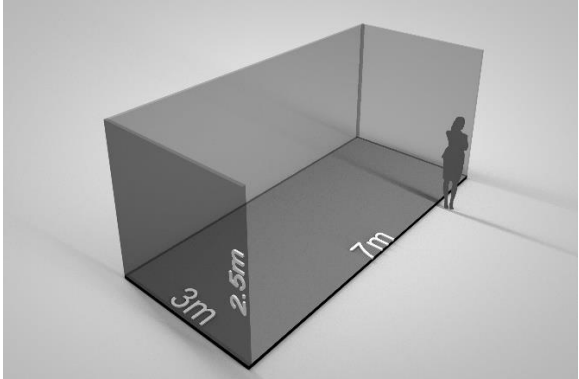
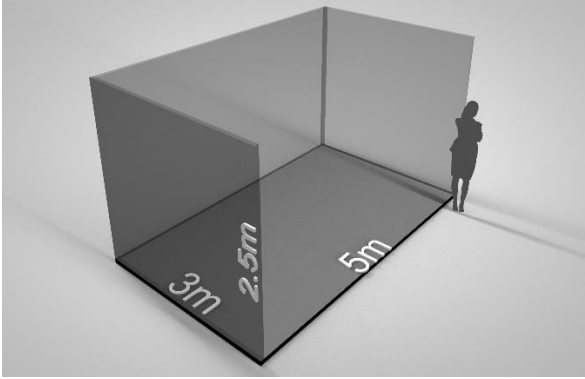
AnitaB.org India will not incur any expenses on the set-up, management or dismantling of the sponsor stall.

Stall Allocation and Schedule

- Lead, Gold, Silver and Bronze sponsors will have their stalls placed in Hall 1 (Lower Level) in the main premises of the Bangalore International Exhibition Center (BIEC), Tumkur Road, Bangalore.
- AnitaB.org India reserves the right to assign stall space on the basis of sponsorship level and size of the stall.
- A stall will only be assigned once full payment of the sponsorship has been received by AnitaB.org India.
- The schedule for set-up and dismantling of the stalls is as below:
 - **Wednesday, 14 November 2018**
Stall set-up 8:00 am – 11:59 pm.
Entry into BIEC with all materials to be completed no later than 10:00 am (as Registrations open at 11:00am). Hall 1 doors will be closed at 10:00am.
 - **Thursday, 15 November 2018**
Career Fair opens 10:30 am – 5:00 pm.
 - **Friday, 16 November 2018**
Career Fair opens 10:30 am – 5:00 pm
Stall dismantling and move-out from BIEC premises to be completed between 5:30 pm – 7:30 pm.
- The stall floor dimensions are:
 - Lead: 6m x 8m
 - Gold: 3m x 9m
 - Silver: 3m x 7m
 - Bronze: 3m x 5m

- The stall height dimensions are:
 - The wall structure cannot exceed 8ft (2.5m).
 - A signage of up to 2ft height to display the name of the organization can be placed above the structure (i.e above the 8ft).
 - This includes all branding and design elements of the stall (including flying drones).

Sample of GHCI 18 stalls raw area. Stalls must be designed and built by the sponsor’s event manager.

<p style="text-align: center;">Lead Sponsor</p>  <p style="text-align: center;">6m (Length) x 8m (Width) x 2.5m (Height)</p>	<p style="text-align: center;">Gold Sponsor</p>  <p style="text-align: center;">3m (Length) x 9m (Width) x 2.5m (Height)</p>
<p style="text-align: center;">Silver Sponsor</p>  <p style="text-align: center;">3m (Length) x 7m (Width) x 2.5m (Height)</p>	<p style="text-align: center;">Bronze Sponsor</p>  <p style="text-align: center;">3m (Length) x 5m (Width) x 2.5m (Height)</p>

Stall Provisions

- Space – Each sponsor will be provided with the raw space for the area mentioned above, as per sponsorship category. AnitaB.org India will not be providing any stall structures / octonorm panels. All stalls must be confined to the designated area.
Please note: *Display materials and stands should not be placed in the aisles.*

- Power – the power supply provided to each stall will be 0.75 kilowatt.
- PA (Public Announcement) Systems - independent PA systems will not be allowed in the stalls. The Career Fair area will have a general PA system managed by the AnitaB.org India team. Announcements can be made at scheduled intervals from the general PA system through the emcee appointed by the AnitaB.org India.
- Others - all other arrangements and costs are the sole responsibility of the sponsor.

Important Points

- *Additional space / stalls* - sponsors will not have the option to purchase additional stalls. They may, however, upgrade their sponsorship level which will entitle them to larger space associated with the level of sponsorship.
- *Additional power supply* - can be sourced. Please write to abhisr@anitab.org for more details.
- *Wi-Fi and high-speed internet* - will not be provided to Career Fair exhibitors at the location. Sponsors can purchase Wi-Fi if needed. Please contact Kevin Johny at (kevin.johny@wizcraftworld.com / 77609 68562) for your requirements.
- *Carpet* - the aisles in the exhibition area will be carpeted. If a stall requires carpeting, sponsors will need to source this from their own event manager setting up the stall.
- *Materials* – All stall materials must be handled directly by the sponsors or their employed stall vendors. The AnitaB.org India event managers do not offer any material handling or pre-event storage.
Please Note: Flex materials cannot be used in line with the Karnataka Government ban. If any flex material is used it will be removed by AnitaB.org India event managers prior to the start of the event.
- *Storage* - Crate or product storage is not permitted within the convention facility. Additionally, storage in the aisles behind in-line booths is strictly prohibited.
- *Manpower* - sponsors are responsible to arrange and manage manpower for their stall set-up and dismantling. Information regarding staff entry passes for set-up and dismantling of stalls will be communicated closer to the conference dates.

Stall Set-up and Dismantling

The set-up and dismantling of stalls must be carried out within the indicated time. No stalls can be erected after the GHCI 18 Career Fair opens or dismantled before the official closing time. It is the responsibility of the sponsor to ensure that all materials are delivered and removed from the Career Fair hall within the deadline.

- Set-up of any stall can only start by 8:00 am on 14 November 2018 at BIEC.
- All stall materials must be brought into Hall 1 at BIEC no later than 10:00am on 14 November 2018.
- Stalls must be set-up and ready by 11:59 pm on 14 November 2018.
- As an exception, giveaways can be brought in between 6:00 am – 7:00 am on 15 and 16 November 2018.
- All event managers/vendors must adhere to the stipulated time frame for stall set-up, in order allow for preparation and cleaning of the area before the Career Fair opens.
- Night working charges at INR 50,000 + GST will be applied for over-night setups (12:00am onwards).
- Stall dismantling cannot start until the Career Fair ends on 16 November 2018 at 5:00 pm and must be completed by 7:30pm.
- Failure to remove stalls within the timelines will result in its removal by the AnitaB.org India event managers, at the expense of the sponsor.
- Event managers/vendors must ensure all the dismantled materials of the stall are cleared from the venue (Eg: fabrics, vinyl, frames, marketing tools etc)

- Sponsors and their event managers will work with AnitaB.org India and their event managers, to sufficiently prepare for the stall set-up and dismantling within the given timeframes and guidelines.
- Security personnel will be stationed in Hall 1 through the day and night.

AnitaB.org India will not be held responsible for any damages or loss incurred in the stall by external vendors employed by the sponsors.

For all stall queries kindly contact Kevin Johny at (kevin.johny@wizcraftworld.com / 77609 68562).

Staff Managing the Stall

Each sponsor can purchase Career Fair passes for staff managing the stall on the 15 and 16 November, 2018 as per the sponsorship category. Additional stall passes will not be issued for GHCI 18.

Lead	Gold	Silver	Bronze
Purchase up to 8 passes INR 6,000 per pass	Purchase up to 5 passes INR 6,000 per pass	Purchase up to 3 passes INR 6,000 per pass	Purchase up to 3 passes INR 6,000 per pass

Staff Access

- Staff who use the Career Fair stall pass are only eligible to enter the Career Fair area and not the main conference area. They will be eligible for Tea/Coffee and Lunch at GHCI on 15 and 16 November, 2018.
- The staff working at the stall will have access to the Career Fair 60 minutes prior to the official start time to open the stall.
- Staff will be allowed to stay in the Career Fair area for 60 minutes after the official close time to put away stall materials.

Staff Registrations

- Staff need to register themselves online by 2nd November, 2018.
- Sponsors will be provided a separate code for the Career Fair stall passes.
- Everyone attending the conference and/or managing the Career Fair stalls are always required to wear the official badge issued to them.
- Individuals are not allowed in the exhibit area without the appropriate identification (including set-up personnel) once the conference has opened.
- All badges will be issued at the registration counter set up at BIEC on the 15 November, 2018 at 8:00 am.

Stall Additional Requirements

For any additional requirements for a Career Fair stall, please directly contact the GHCI 18 event managers. Contact details are: Kevin Johny at (kevin.johny@wizcraftworld.com / 77609 68562). All additional services provided by the event managers will be billed to sponsors directly and will incur GST as applicable.

Stall photos for reference. We can send more pictures on request.

