

EXHIBITORS MANUAL

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1 INTRODUCTORY LETTER

Dear Exhibitor,

The following manual is an attempt to make your exhibit at Map India 2005, a wholesome, memorable and fruitful exercise. Map India has been conducting its widely acclaimed exhibition for the last 7 years with the aim to provide an opportunity for the industry to update visitors and users on advancements, product updates, solutions and services. To touch this goal it attempts to eventually endow you with a cost-effective marketing and networking platform.

The manual will provide an overview of the event and elaborate upon all basic practicalities involved with the event for your assistance. It covers rules and regulations; the set-up process; the facilities offered; about official vendors and services, and other details.

We look forward to a productive experience of yours in Map India 2005. Feel free to get in touch with us in case of any further queries.

Warm regards,

Sanjay Malaviya (SAM)
GM - Sales and Marketing
GIS Development

2 EVENT AT A GLANCE

2.1 Basic Information

| | | |
|-------|---|---|
| Title | : | MAP INDIA 2005 |
| Dates | : | 7 – 9 FEBRUARY 2005 |
| Venue | : | Taj Palace Hotel, Sardar Patel Marg, New Delhi |

3 RULES & REGULATIONS

- Stands will be allotted on first-come first-basis.
- All payments should be made by bank draft, account payee crossed cheque or wire transfer favoring "GIS DEVELOPMENT PVT. LTD." payable at New Delhi.
- No stand will be left unattended during the exhibition. Staff of exhibitors must be present at least 30 minutes before the visiting hours of the exhibition.
- The exhibitor should not cause any damage to the site/ building/ stand. Any such damage will be made good at the expense of the exhibitor. The exhibitor will also indemnify the organizers against any claims resulting from mishaps due to faulty equipment/faulty handling of material or non-observance of legal or safety requirements by them.
- Arrangements will be made for providing security after the exhibition hours by the hotel. However, the organizers are not responsible for any theft, pilferage, loss or damage of any material, goods or properties belonging to individual exhibitors at any time before, during or after the exhibition for any reason or cause whatsoever.
- Insurance of exhibits, against all risks prior to, during and after the exhibition should be done by the exhibitors at their own cost. The organizers/ event managers will no way be responsible for any loss or damage.
- All cancellations/ refund requests must be sent to the Map India 2005 secretariat in writing. A 25% cancellation fee will be assessed on cancellations received before **15 January 2005**. No refunds will be processed after 15 January 2005.
- If due to force Majeure or other unavoidable circumstances, the organizers are forced to cancel the exhibition, the exhibitor will not be entitled to claim damages or compensation of any kind. The organizers reserve the right to reschedule the event in the interest of the exhibition.
- The organizers may alter or add new rules and regulations for the benefit of the exhibition. Such rules will be given in writing and will be binding on all exhibitors.
- Adjudication, in case of any dispute, as provided by the High Court of Delhi would be binding on all parties.

4 SET UP AND DISMANTLE

4.1 Set Up (Move-In)

- Exhibitors who have taken up the **raw space** can move-in to the exhibition floor at The Taj Palace Hotel, Darbar Hall on **Sunday, 6 February 2005 at 01:30 hrs.**
- Exhibitors who have taken up the **built up booth** can move-in to the exhibition floor at The Taj Palace Hotel, Darbar Hall **Sunday, 6 February 2005 at 12:00 hrs.**
- Ensure to notify your contractor/vendor of the established schedule to avoid unnecessary delays and problems.
- Installation must be completed, and all aisle ways clear by **Monday, 7 February 2005 at 08:00 hrs.**
- Shipments can arrive for unloading and delivery to booth **ONLY DURING SCHEDULED EXHIBITION MOVE-IN PERIOD.**

4.2 Access to Exhibit Floor (Move-In & Move-Out)

Exhibitor personnel/labour assigned to duty during installation and dismantling need to get a temporary check-in pass by the security personnel's at the lobby gate or from the Security office near the staff service door of the Taj Palace Hotel.

4.3 Dismantle (Move-Out)

- No exhibit, in whole or part, may be removed from the assigned space during the period of exhibition.
- No Contract labour for removal will be allowed into the Exhibition Hall prior to 15:30 hrs on Wednesday, 9 February 2005.
- All Packing must be complete and removed from the Exhibit floor by **17:00 hrs, Wednesday, 9 February 2005**

5 OFFICIAL EVENT SCHEDULE

5.1 Exhibition Schedule

| | | | |
|------------------------------|---|----------------------------|-----------------------|
| Booths set up – Raw space | : | Sunday, 6 February 2005 | 01:30 hrs |
| Booths set up – Shell scheme | : | Sunday, 6 February 2005 | 12:00 hrs |
| Exhibition inauguration | : | Monday, 7 February 2005 | 10:30 hrs |
| Exhibition timings | : | Monday, 7 February 2005 | 10:30 hrs – 20:00 hrs |
| | | Tuesday, 8 February 2005 | 10:00 hrs – 18:00 hrs |
| | | Wednesday, 9 February 2005 | 10:00 hrs – 15:30 hrs |
| Exhibition dismantle | : | Wednesday, 9 February 2005 | 15:30 hrs – 17:00 hrs |

5.2 Registration Time Table

| | |
|----------------------------|-----------------------|
| Sunday, 6 February 2005 | 11:00 hrs – 18:00 hrs |
| Monday, 7 February 2005 | 08:00 hrs – 18:00 hrs |
| Tuesday, 8 February 2005 | 09:00 hrs – 16:00 hrs |
| Wednesday, 9 February 2005 | 09:00 hrs – 13:00 hrs |

6 EXHIBITORS FACILITIES

6.1 Registration

Complementary Registration as per the booth sizes :

| | | | | | | | |
|-----------------------------------|---|----------|----|----|----------|----|----|
| Exhibition area (Sq. mts) | 9 | 12/15/16 | 18 | 24 | 30/32/33 | 40 | 81 |
| No. of complimentary delegates | 2 | 3 | 4 | 5 | 6 | 7 | 15 |

All exhibitors are requested to register the names of representatives from their organization availing these complimentary registration at <http://www.mapindia.org/2005/dregistration.htm>, not later than **15 January 2005**.

Full-registration entitles the delegate to all technical sessions, workshops, keynotes and plenary sessions, exhibits and social functions. It also includes tea/coffee breaks, lunches and dinners as hosted by Map India 2005.

Literature Kit containing abstract volume and full presentations in CD, programme schedule, writing pad, pen etc. 1-year free subscription of GIS@development Magazine - The Asian GIS Monthly. For any additional full-registration for the conference please register online at <http://www.mapindia.org/2005/dregistration.htm>.

Exhibitors can collect their exhibitor badges from Map India 2005 conference registration desk at Taj Palace Hotel.

6.2 Extra Exhibition Staff

All exhibitors are requested to send the names to niraj@gisdevelopment.net

6.3 Booth Size & Facilities

- Under the standard shell scheme/buildup booth each booth will be provided with carpet, exhibitors name on the Fascia and :

| Standard Shell Scheme (sq. mtr.) | Table | Chair | Spot Light | Elec. Socket | Dustbin |
|-------------------------------------|-------|-------|------------|--------------|---------|
| 9 - 16 | 1 | 2 | 3 | 1 | 1 |
| 18 - 22 | 2 | 4 | 4 | 1 | 2 |
| 24 - 30 | 3 | 6 | 6 | 2 | 3 |
| 32 - 44 | 4 | 8 | 13 | 4 | 4 |

No rebate will be given if the exhibitor decides not to avail any of the above shell scheme provision. Exhibitors must request for electrical/ power source as required by them over and above the above entitlement.

On show days, exhibitor staff will be allowed in the exhibition hall strictly for only half an hour after closing time to refurbish and/or service their exhibits/stand.

No representative of exhibitors will be allowed inside during the show timings without the exhibitor badges

6.4 Exhibitors Profile

All exhibitors are requested to forward their company logo, in jpeg and/or eps format, along with a brief write up of about 100 words on their company including address, telephone and contact details, for inclusion in the Exhibitors Profile, to niraj@gisdevelopment.net, not later than **15 January 2005**. If you have missed out to register online please register now at <http://www.mapindia.org/2005/exregistration.htm>

6.5 Architectural Guidelines

Overall Height of Display

In case of machinery maximum height of 3.5 mts. can be accommodated in the Hall. The standard shell scheme construction shall be 2.4 mts.(H) x 0.9 mts. (W)

Power Connection

Exhibitors should submit their requirement of extra Electric Power Load in KW latest by **15 January 2005** to **Ms. Megha Datta** at megha.datta@gisdevelopment.net. Organizers will provide electric power point (5 Amp. per 9 sq. mtr.) for demonstration of equipment at a suitable place near exhibitor's booth for Built-up and Raw space. Internal distribution and fittings will have to be done by the exhibitor at his own cost.

Exhibitors are advised to install equipments like voltage stabilizers/CVTs/UPS/Isolation Transformers for their sensitive machines/exhibits.

The organizers reserve the right to disconnect any installation that, in their opinion, is dangerous or likely to cause annoyance to visitors or other exhibitors.

Lighting of exhibits

The system of exhibits lighting shall be so worked out that the visitors shall not see fittings and no light directly falls on the eye of the viewer.

General Guidelines

Exhibitors should design their stall in such a manner to clear access to distribution boards, emergency exits, service doors should be ensured while preparing layout designs.

Any construction should stand independent from structural pillars of halls etc. No hanging from the ceiling should be undertaken.

The exhibitors will ensure removal of the packing boxes, unused display aids from the hall before opening of the exhibition.

The use of fire hazard materials like thatch, dry glass and other similar inflammable material is not permitted. Only fire retardant material should be used for construction and decoration of booths.

6.6 Supervised Custom Clearance

Approved overseas exhibitors will be allowed duty free import of Exhibits for display at the MAP INDIA 2005

ATA carnet facility will be available to the overseas exhibitor from the countries which are signatory to ATA carnet systems. Subject to re-export within a period of six months from the date of import to India. Exhibits can be imported through the Indian customs against any one of the

instruments - ATA carnet or Embassy Guarantee or Bank Guarantee, through the official freight-forwarding agency.

The facility of duty free import subject to re-export is available to exhibitors who book space and pay the participation fee in foreign exchange. Reasonable quantities of printed material for distribution at the fair are allowed duty free entry. However, Gift items etc., are subject to duty applicable on the date of import. Capital good and equipments, which are importable without any restriction, may be imported. If such imports require a license, the actual user alone may import such goods. In the case of the sale of the exhibits (machinery, equipment etc.) normally the buyers pay the duty. Custom clearance for the sale will be done through nominated Freight & Forwarding agency for the event. It is advisable to import the consumable items on payment of custom duty. Import of consumables item is not permitted under ATA Carnet. (For contact detail refer to page no. 17)

6.7 Front Desk Management

To ensure prompt services to the participants at the exhibition the concept of "Front Desk Management" has been introduced. An office with separate counters for each category of "on site services" required by the participants during exhibition period, will be located in prominent and easy to approach area near the entry of the Exhibition hall.

The front desk will attend to the problems relating to construction of stands, supply of furniture, carpets, specially ordered items and miscellaneous arrangements conclusive for a successful participation.

6.8 Conference Secretariat

Conference secretariat will be operational during the hours of the exhibition. The secretariat will provide a full range of secretarial services, photocopying, Internet connection etc.

7 SECURITY/ INSURANCE

The organisers are dedicated to make this year's show safe and secure. We make every effort to arrive at a state of reasonable security for all exhibitors.

Although the organizers and the hotel exercise reasonable care for the protection of your materials, neither the organizers nor the hotel will be responsible for any bodily injury, damage or loss to your personnel or property during the period of time you have contracted for your booth.

Security will be provided in the exhibition area after the exhibition hours by the hotel. However all Exhibitors are requested to remove their valuables from their booths when the exhibition area is closed or unattended. Neither the organizers nor the hotel will carry insurance on your behalf. You must acquire and maintain insurance covering your booth products/services and personnel. Equipments should be insured both in transit and on location at the exhibition for the entire period it is on the exhibition site.

Reporting Theft

If something is missing from your booth, report it immediately to security. The organizers will not be responsible for any lost or stolen goods.

Lost and Found

During Exhibition, the registration desk serves as a lost and found. You will need to identify or describe your lost item to the staff member at the registration desk to claim your item.

Emergency Exits

Take note of all exits in the exhibition hall especially the ones closest to your booth.

Fire and Safety

Exhibit booths should not block or obstruct access to fire fighting and emergency equipments under any circumstances. All fire hose connections, extinguisher cabinets, and fire alarm call stations must be visible at all times.

The Hotel at different points in the exhibition hall shall provide fire-fighting equipments. Exhibitors are however advised to take due precautions and install necessary safety & Fire fighting equipments in their stands shall they so desire. Exhibitors', who, because of the nature of their exhibits, require a special type of fire extinguisher, must make arrangements at their own cost for the provision of such equipment.

8 OFFICIAL VENDORS/CONTRACTORS

8.1 Exhibition Fabricator

The following Stand Construction agency has been appointed as official contractor to take up the work of setting up of built-up stands and providing display accessories, furniture and facilities to the exhibition. Exhibitors may contact the following for their requirements :

Meroform India Limited

B-4, Sector 60,
NOIDA – 201 301
Tel # 0120 – 2584778 / 2589473 / 2584522
0120 – 3092236 / 3092237 / 3953946
Fax: 0120 – 2589474
E-mail : *mero@vsnl.net*

Contact Person :

Mr. Rafiq Kadwai

Cell. No. 9811355523

Ms. Rupal Mehta

Cell. No. 9312837515

Map India 2005 Geomatics 2005

7-9 February, 2005

Hotel Taj Palace, New Delhi

DEADLINE
25 January
2005

FURNITURE AND PROPS HIRE

The Exhibitors opting for Built-up stall shall be given a package of Services as per the terms of participation, (for detail please refer to point 6.3 at page no. 5) **Please Order Your Additional Requirement Only.**

The following items may be supplied at prices indicated below: **The rates quoted are per piece mentioned for the Map India 2005 Exhibition period.**

Price List

| Description of Item / Service | Item Code | Rate | Qty | Total |
|---|-----------|------|-----|-------|
| Table Woody (1000x500x750mm) | MI-1 | 1000 | | |
| Counter (1080x540x750mm) | MI-2 | 800 | | |
| Side Rack (945x400x750mm) | MI-3 | 1800 | | |
| Information Counter (1010x620x1000mm) | MI-4 | 1200 | | |
| N.H. Counter (1200x450x1050mm) | MI-5 | 2400 | | |
| Square Table (750x750mm) | MI-7 | 900 | | |
| Round Table (750Øx750mm.) | MI-8 | 900 | | |
| Tall Round Table (600Øx1100mm.) | MI-9 | 1200 | | |
| Executive Chair | MI-10 | 1800 | | |
| Novia Chair (Upholstered Seat & Back) | MI-11 | 450 | | |
| Metal Chair (Perforated Metal) | MI-12 | 400 | | |
| Bar Stool | MI-14 | 800 | | |
| Bar Stool | MI-15 | 800 | | |
| Sofa (Single Seater) | MI-16 | 2000 | | |
| Sofa (Two Seater) | MI-17 | 3600 | | |
| Oldie (Folding Chair) | MI-18 | 150 | | |
| Podium • 500x500x750mm. • 500x500x900mm. • 1000x500x750mm. • 1000x1000x750mm. | MI-19 | 1200 | | |
| Magazine Stand (Metal Frame) | | 400 | | |
| Coat Stand (Metal Frame) | | 750 | | |
| Showcase (500x500x2000mm.) | MI-22 | 3000 | | |
| Showcase (1000x500x2000mm.) | MI-20 | 3800 | | |
| Glass Counter (1000x500x1000mm.) | MI-24 | 280 | | |

| | | | | |
|--|-------|------|--|--|
| Lockable Door (Wooden) (900x2000mm.) | MI-25 | 3200 | | |
| Magazine Shelf (Flat/Sloping) (1100x300mm.) | MI-26 | 400 | | |
| Fridge 100 L (900x450x450mm.) | MI-27 | 2600 | | |
| Coffee Maker | MI-29 | 1500 | | |
| Spot Light (12 v-50 w) | MI-21 | 450 | | |
| Spot Light (220 v-75 w) | MI-31 | 250 | | |
| Ceiling Spot Light (12 v-50 w) | MI-32 | 400 | | |
| Halogen Light (220 v – 150/300 w) | MI-33 | 600 | | |
| Halogen Light (220 v – 300/500 w) | MI-34 | 600 | | |
| Track Light – 950 mm. Long with 3 Spot (12v/50w) | MI-35 | 1600 | | |
| Strip Socket (max. 1 KW) | MI-36 | 250 | | |
| | MI-36 | | | |

Any orders after deadline will be charged at 30% extra. Orders are valid only when accompanied by full remittance. Payment should be made by DD, payable in New Delhi in favour of **“Meroform India Pvt. Ltd.”**

Company _____ Booth # _____
Address _____
City _____ State _____ Pin _____
Country _____
Phone _____ Fax _____
E-mail _____ URL _____

Enclosed is a draft no. dated for the amount of Rs.

Drawn on Bank.

Note :

- All rates are exclusive of applicable taxes.
- Rates mention above are on hire bases and applicable for show days only.
- Any other special item will be provided on specific request
- The amount is payable in advance to the official contractor, who will prepare the receipt in triplicate. The second copy of the receipt will be forwarded by contractor to Meroform (I) Pvt. Ltd.
- On site orders will be accepted only against cash down payments and subject to availability of stock at site.

Please return this form to:

Meroform India Limited

B-4, Sector 60, NOIDA – 201 301

Tel # 0120 – 2584778 / 2589473 / 2584522 / 3092236 / 3092237 / 3953946

Fax: 0120 – 2589474

E-mail : *mero@vsnl.net*

Tables

MI-4



Information Counter
(1010 × 520 × 1000 mm)



MI-2

Counter
(1080 × 540 × 750 mm)

MI-3



Side Rack
(945 × 400 × 750 mm)

Tables

MI-7



Square Table
(750 × 750 × 750 mm)



MI-8

Round Table
(7500 × 750 mm)

MI-9



Tall Round Table
(6000 × 1100 mm)

Chairs

MI-10



Executive Chair

MI-11



Novia Chair
(Upholstered
Seat & Back)

MI-12



Metal Chair
(Perforated Metal)

Chairs / Barstool

MI-13



Metal Frame
(Moulded Seat & Back)

MI-14



Bar Stool

MI-15



Bar Stool

Sofa

MI-16



Sofa
(Single Seater)

MI-17



Sofa
(Two Seater)

MI-18



Oldie
(Folding Chair)

Accessories

MI-19



Podium
(500 × 500 × 750 mm)
(500 × 500 × 900 mm)
(1000 × 500 × 750 mm)
(1000 × 1000 × 750 mm)

MI-20



Magazine Stand
(Metal Frame)

MI-21



Coat Stand
(Metal Frame)

Show Cases

MI-22



Show Case
(500 × 500 × 2000 mm)

MI-23



Show Case
(1000 × 500 × 2000 mm)

MI-24



Glass Counter
(1000 × 500 × 1000 mm)

Doors / Shelf



MI-26

Lockable Door (Wooden)
(900 × 2000 mm)

MI-27



Magazine Shelf
(Flat/Sloping)
(1100 × 300 mm)

Fridge / Light

MI-28



Fridge 100 L
(900 × 450 × 450 mm)

MI-29



Coffee Maker

MI-30



Spot Light
(12 v - 50 w)

Lights

MI-31



Spot Light
(220 v - 75 w)



MI-32

Ceiling Spot Light
(12 v - 50 w)

MI-33



Halogen Light
(220 v - 150/300w)

Lights / Accessories

MI-34



Halogen Light
(220 v - 300/500 w)



MI-35

Track Light
950 mm Long with 3 Spot (12 v / 50w)

MI-36



Strip Socket
Max. 1 kw.

8.2 Freight & Forwarding Agency

The official freight forwarding agency for Map India 2005 is Trans-Link Express (I) Pvt. Ltd. The exhibitors may forward their request to **Mr. Uttam Gupta**, for all their queries with regard to handling of shipments. Kindly note that all the expenses incurred towards freight forwarding has to be borne by the exhibitor.

Trans-Link Express (I) Pvt. Ltd.

123 Udyog Vihar, Phase –IV,
Gurgaon 122001, India
Ph : +91-124-2399273, 5012264
Fax : +91-124-2399272
Email : uttam@translinkindia.com

8.3 Travel Agency

M R Holiday Mystique Pvt. Ltd.
1303 Nirmal Tower
26, Barakhamba Road
New Delhi - 110001
Ph : +91 11 51515330
Fax : +91 11 51515331
Mr. Manish Kapoor : +91 9818204011 manish@panacheworld.com
Mr. Ravi : +91 9818204022 delhi@panacheworld.com

8.4 Hotel Accommodation

For details and online room reservation kindly visit our website <http://www.mapindia.org/2005/accom.htm>

8.5 Telephone/ Internet/ Electricity

Telephone Charges.....Rs. 1500/- for period + local call charges.

Wireless Internet.....Rs. 2,500/- per day + 14.12% Tax
(Speed 512 K)

Kindly send your requirements to Ms. Megha Datta at megha.datta@gisdevelopment.net
latest by **16 January 2005**

8.6 Audio-Visual and Computers

| Sr. No. | Equipments | Rate Per Day |
|--|--|--------------|
| Projectors (slide & overhead) | | |
| 1. | Automatic Slide Projector with Corded remote | 400.00 |
| 2. | Automatic Slide Projector with cordless remote | 550.00 |
| 3. | Slide Magazine | 60.00 |
| 4. | Direct Projector | 2,250.00 |
| 5. | Overhead Projector (3 M) | 400.00 |
| 6. | Visual Presentator (visualiser) | 1,750.00 |
| LCD Projector & Accessories | | |
| 1. | LCD Data Projector-upto 1600 Lumens | 2000.00 |
| 2. | LCD Data Projector-2000 Lumens | 2,500.00 |
| 3. | Data Projector-upto 2500 Lumens | 3,500.00 |
| 4. | Data Projector-3000 Lumens | 4,500.00 |
| 5. | Data Projector-3500 Lumens | 7,000.00 |
| 6. | Data Projector-4000 Lumens | 10,000.00 |
| 7. | Data Projector-6000 Lumens | 16,500.00 |
| 8. | Data Switcher | 550.00 |
| 9. | Data Splitter/Booster | 550.00 |
| 10. | Scan Converter | 5,000.00 |
| 11. | Scancoverter Seamless | 13,000.00 |
| TV & Video Players/Recorders | | |
| 1. | Video/Audio CD Player | 550.00 |
| 2. | U-Multi Player (low/high band) | 2,250.00 |
| 3. | Beta Player | 4,000.00 |
| 4. | Colour T.V. (multisystem/21") | 300.00 |
| 5. | Colour T.V. (multisystem/29") | 800.00 |
| 6. | Plasma Display 42" | 5,000.00 |
| 7. | Plasma Display 60" | 15,000.00 |
| 8. | Video Mixer (VHS) | 3,000.00 |
| Sound System & Accessories | | |
| 1. | Table Mike | 200.00 |
| 2. | Cordless Hand/Collar Mike | 500.00 |
| 3. | Ordinary Sound System with 2 Speakers, amplifier, etc. | 1,500.00 |
| 4. | Ordinary Sound System with 4 Speakers, amplifier, etc. | 2,500.00 |
| 5. | BOSE Sound System with 2 Speakers, amplifier, mixer, controller etc. | 4,000.00 |
| 6. | BOSE Sound System with 4 Speakers, amplifier, mixer, controller etc. | 5,000.00 |

Projection Screen (on Triport)

| | | |
|----|-------------------------------------|--------|
| 1. | Front Projection Screen (60" × 60") | 120.00 |
| 2. | Front Projection Screen (6" × 8") | 200.00 |
| 3. | Front Projection Screen (8" × 10") | 550.00 |

Computers & Peripherals

| | | |
|----|---|----------|
| 1. | Pentium-IV Desktop Computer | 650.00 |
| 2. | Lap-Top-PIV | 1000.00 |
| 3. | Lap-Top P IV with CD writer | 1,500.00 |
| 4. | Laser Printer | 1,500.00 |
| 5. | Inkjet Printer (Colour) | 2,250.00 |
| 6. | 29" Computer Colour Monitor | 3,000.00 |
| 7. | 15" TFT Monitors | 1,200.00 |
| 8. | Black/White/Flip Chart Board with Stand | 350.00 |
| 9. | Pin up Board/Soft Board | 500.00 |

Kindly send your requirements to Ms. Megha Datta at megha.datta@gisdevelopment.net latest by **16 January 2005**

9 DEADLINES

| | |
|--|-----------------|
| Complimentary Exhibitors Registration..... | 15 January 2005 |
| Details for Exhibitors Profile | 15 January 2005 |
| Furniture & Props Hire..... | 25 January 2005 |
| Freight & Forwarding Agency | 16 January 2005 |
| Travel Agency | 20 January 2005 |
| Hotel Accommodation..... | 10 January 2005 |
| Telephone/ Internet | 16 January 2005 |
| Electricity | 16 January 2005 |
| Audio-Visual Equipments..... | 16 January 2005 |

10 FREQUENTLY ASKED QUESTIONS

What comes with my standard booth?

- The standard booth (shell scheme) size is 9 sq. mtrs. Each booth comes with one table, two chairs, three spot lights, one power point/extension cord (5A), one dustbin, carpeted floor, Exhibitors name on the Fascia.

When, how and where do I ship my materials for the booths?

- You have two options for shipping your exhibit materials : (1) Ship in advance to the Translink Warehouse or (2) ship directly to the Taj Palace Hotel, the exhibition venue, but certain restrictions apply. For more information, kindly contact the official fright-forwarding agency.

How do we unload material for our booth?

- Employees or labours of the exhibiting company may hand carry materials or use trollies to cart in the equipments and other material to the exhibit hall, ensuring no damage to the flooring/carpet. During carting of equipment/material, no storage should be done at the banquet porch/ drive way. The equipment should be directly transported to the exhibition floor.

How do we hire labour/ machines to set up our booth?

- You can contact the official freight forwarding agent in advance for any assistance.

When can we set up our booth?

- Exhibitors with the **raw space** can move-in to the exhibition floor at the Taj Palace Hotel, Darbar Hall on Sunday 6 February 2005 at 01:30 hrs. Exhibitors with standard booth space can begin move-in to the exhibition floor at the Taj Palace Hotel, Darbar Hall Sunday, 6 February 2005 at 12:00 hrs

How early can we dismantle our booth?

- Nothing can be removed from your booth prior to the closing of the exhibition at 15:30 hrs on Wednesday, 9 February 2005. Hired labour will not be permitted in the exhibition floor until 15:30 hrs

How do I register my company personnel online?

- Registration forms are available online at <http://www.mapindia/2005/dregistration.htm>

How do I secure hotel accommodation?

- Visit the accommodation section on our website –www.mapindia.org to make immediate online hotel reservations. We would like to advise you to book your accommodation in advance, not later than 10 January, 2005 as the rooms are available only on first come first served basis.

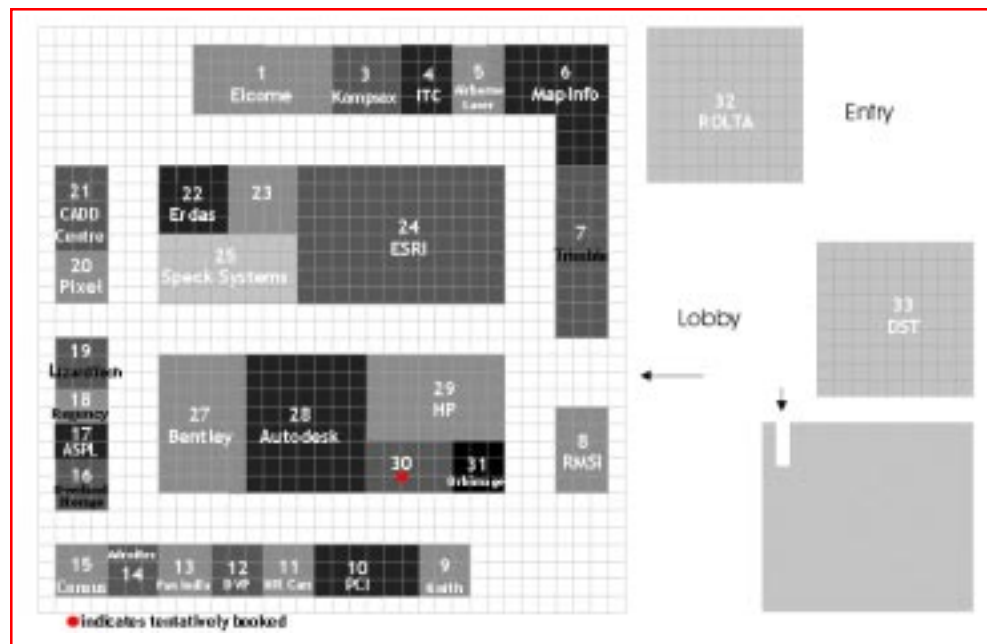
How can we order equipments and/or services for our booth?

- All Map India 2005 vendors and service providers are listed in the Manual with their contact information. Please refer to page number 8-19

What if I have more questions?

- The Map India 2005 secretariat staff is always available to help you with questions. Please contact:
Exhibition Sam at sam@gisdevelopment.net
Registration/ Exhibition Niraj at niraj@gisdevelopment.net
Logistics Annu at annu.negi@gisdevelopment.net
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11 EXHIBITION FLOOR PLAN LAYOUT



12 TAJ PALACE CONVENTION CENTRE LAYOUT PLAN

