

WINTER DOS CONFERENCE 2024

23RD-24TH November, 2024, the Ashok Hotel, New Delhi

• EXHIBITION VENUE: **HARDCOURT AREA**

WOODEN WORK / CUSTOM BUILD STALLS & PAVILIONS

GUIDELINES FOR EXHIBITORS

Dear Exhibitor,

Perspective View of the Designer Stall

Thank you for booking your stall at the exhibition during **WINTER DOS CONFERENCE 2024** which is going to be held from 23rd – 24th November at The Ashok Hotel, New Delhi.



A. DESIGNER / INTERIOR PAVILION HOLDERS

A1. INTERIOR / WOODEN WORK PAVILIONS

- We will provide the bearer space on **22nd November 2024 (02:00 PM)** for interior designer stalls for fabrication of pavilions and exhibitors are requested to please complete display of exhibits by **(08:00 PM) SAME DAY** in order to facilitate the cleaning of the Exhibition Area and completion of checking of electrical connections due to Security Reasons.

Electrical load of 1kw will be provided for fabrication and would be charged @ Rs. 6000/kw during 23rd – 24th November 2024. Please bring your own MCB Switch (1 KW).

- No wood work, cutting and painting or welding will be permitted inside the exhibition area due to security reason / fire safety norms.
- Exhibitors/ Fabricators are requested to keep the ASILE clear at all time.
- As per the decision of the Organizing Committee, in case you are planning to design and fabricate your booth / Pavilion, please ensure that the height is not more than 3m (10ft.) in the Front and on the Back side Wall of the Stall be not more than (8 ft.) **No Roof will be provided by us.**
- Please submit your layout drawing to the Organizing Committee for approval by the Organizing Committee / Event Manager IEMS New Delhi by 20th November 2024.
- Please note that the space allocated should be handed over to the Event Manager at the time of dismantling / vacating the area after the event is over in exactly the same condition as it was when possession was taken, failing which the outgoing Gate Pass will not be issued to defaulting Exhibitors.
- All Exhibitor(s) / Fabricator are requested to remove all the garbage from their stall. Removal of garbage is the responsibility of the respective exhibitor/ fabricator. No garbage is to be left at the exhibition area, any garbage found at the respective exhibition stall would attract penalty charges.
- A **Maintenance / Security charge of Rs.15000.00** will be charged for interior stall holder, this amount is refundable. The amount is to be deposited by the fabricator or pavilion holder before the possession of the respective area for fabrication. All stall holders will be required to remove the garbage from their stalls / pavilions and obtain NOC from the exhibition in-charge.



- Security of Exhibition material and fabricating equipment at the time of exhibition setup is the responsibility of the fabricator/ exhibitor. **The DOS 2024 Organizing Committee/Event Manager will not be responsible of any losses during the time of setup or dismantling. .**
- **The Event Manager will not be responsible for any electrical faults during setup or conference days for equipment. Please make necessary arrangements according to your equipment .Please make necessary arrangements according to your equipment .Days for the security precautions or guidelines provided by the event manager.**
- **General Security will be provided for Exhibition Area only on (23rd November, 2024).**
- **It is mandatory for all Trade delegates to display on person their identity badges at all times & entry in venue, scientific sessions & the Exhibition area. Please note that entry into the conference venue is restricted to the Registered Delegates / Exhibitors only.**
- **Chewing of Tobacco or Smoking is strictly prohibited during setup/ dismantling and on the exhibition days. Defaulters will be charged penalty.**

B. EXHIBITION SCHEDULE

Exhibition Days	Opening Time	Closing Time
23rd November 2024	9.00 AM	5.30 PM
24th November 2024	9.00 AM	5.00 PM

D. ADDITIONAL SERVICES

In case of requirement of any additional services, please complete the enclosed form and send it along with the payment by Demand Draft / Cheque (at par) in favour of IEMS Pvt. Ltd.

INTER EVENT MANAGEMENT SERVICES PVT. LTD.

A-23, Bhawani Kunj, Sector D-2, Vasant Kunj, New Delhi - 110 070

Email : iemsnewdelhi@gmail.com, nagpalharbans@gmail.com

Contact Person for Additional Item Booking:

Amandeep Singh @ 8377975846

Nayan Aggarwal @ 8929160005

BANK DETAILS

ACCOUNT NAME	INTER EVENT MANAGEMENT SERVICES PVT. LTD.
BANK	Union Bank of India, Vasant Kunj, New Delhi
ACCOUNT NO.	344601011019003
NEFT/RTGS/IFSC CODE	UBIN0576956



ADDITIONAL BOOKING FORM

Subject: **THE WINTER DOS CONFERENCE 2024 , 23rd – 24th November, 2024, the Ashok Hotel, New Delhi**

Please provide the following extra services for our Booth/Stall no. _____, during the exhibition for our company.

Sl. No.	ITEMS	RATE	QUANTITY	AMOUNT
1.	Octanorm Table	1000/table		
2.	Exhibitor Chair	300/chair		
3.	Single Seater Sofa	3000/set for 2 days		
4.	Double Seater Sofa	5000/set for 2 days		
5.	Spot Light	750/light		
6.	Power Point	700/point		
7.	Glass Shelves	600/piece		
8.	Showcase (3' x 18")	3000/piece		
9.	Round Table with Glass Top	1500/set		
10.	Bar Stool (Hydraulic)	1000/piece		
11.	Book Rack	1000/piece		
12.	Plasma TV (42") for 2 days	6500/set for 2 days		
13.	Plasma TV (50") for 2 days	8000/set for 2 days		
14.	LED Lights (White / Yellow)	1500/light		
15.	Additional Electrical Load (single phase) MCB switch provide by the exhibitor/ fabricator as per load requirement.	6000/kva		
16.	MCB Connector	2000/-		
17.	Flex Wall Printing On Black Back Flex with Mounting on Wooden Frame (3m Backwall) Backwall - 3m 9.6inch (width) X 7.9inch (height)	6000/piece		Please Note: Ready to print File is required in High Resolution PDF or CorelDraw file in the size mentioned above.
18.	Flex Wall Printing On Black Back Flex with Mounting on Wooden Frame (2m Sidewall) Backwall - 2m 6.3inch (width) X 7.9inch (height)	4800/piece		
19.	Poster Vinyl Print on 3mm Sunboard Size : 24" x 36"	2000/Poster		

Any other requirement is subject to availability at the venue.

18% GST Extra

Kindly book the material in advance, spot booking at the venue is subject to availability of the material.

Notes: All the above-mentioned materials are given on hire basis for the duration of the exhibition. We hereby confirm the order along with 100% advance payment, payable by Cash / Company / Bank Draft to "IEMS PVT. LTD., NEW DELHI".

Name: _____ Designation _____

Address: _____

Phone No. _____ Fax _____ Email _____