Contents

INVITATION TO INDUSTRY .................................................................................................................. 4

GENERAL INFORMATION: .................................................................................................................. 5
VENUE .................................................................................................................................................. 5
CLIMATE ............................................................................................................................................. 5
EXHIBITOR IDENTIFICATION ............................................................................................................ 5
SECURITY ............................................................................................................................................ 5
EXCLUSION OF LIABILITY .................................................................................................................. 5
INSURANCE ......................................................................................................................................... 5
IMPORTANT INFORMATION ................................................................................................................ 6
SCHEDULE .......................................................................................................................................... 6
NOTES .................................................................................................................................................. 7
EXHIBITION LAYOUT ........................................................................................................................... 8
STANDARD BOOTH INFORMATION ................................................................................................... 9
SAMPLE OCTANORM BOOTH ........................................................................................................... 9
RAW SPACE BUILD UP ......................................................................................................................... 10
STRUCTURAL HEIGHT RESTRICTION ............................................................................................... 10
DOUBLE STORY BOOTH CONSTRUCTION ......................................................................................... 10
EXTERNAL CONTRACTOR .................................................................................................................. 10
ELECTRICITY ....................................................................................................................................... 10
RULES & REGULATIONS .................................................................................................................... 11
SMOKING ........................................................................................................................................... 11
DESIGN & FABRICATION .................................................................................................................... 11
DELIVERIES ........................................................................................................................................ 12
PAINTING ............................................................................................................................................ 13
RIGGING ............................................................................................................................................... 13
FIRE REGULATIONS ............................................................................................................................. 13
STORAGE .............................................................................................................................................. 13
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>HAZARDOUS MATERIALS</td>
<td>14</td>
</tr>
<tr>
<td>ADMISSION</td>
<td>14</td>
</tr>
<tr>
<td>CONTACT INFORMATION</td>
<td>15</td>
</tr>
<tr>
<td>ORGANIZING SECRETARY</td>
<td>15</td>
</tr>
<tr>
<td>ONSITE EXHIBITION MANAGER</td>
<td>15</td>
</tr>
<tr>
<td>SECRETARIAT MANAGER</td>
<td>15</td>
</tr>
</tbody>
</table>
Dear Industry Partner,

Warmest greetings from IPPC-2019!

We are delighted to invite you to participate in the XIX International Plant Protection Congress (IPPC 2019) as a sponsor and/or exhibitor. XIX International Plant Protection Congress (IPPC 2019) provides a unique opportunity for organizations and businesses, both national and international, who wish to be recognized as partners in its success, and advertise their own enterprises to the scientific community in life sciences and agriculture in general, and plant protection in particular.

The prime aim of IPPC2019 is to promote the application of integrated crop protection practices, with emphasis on pest-resistant cultivars, climate change effects on crops and crop pests, biological interventions, and use of modern tools in biotechnology and nanotechnology to increase the efficiency of crop protection measures. With increasing world population and the increased need for more food, it is imperative that we follow sustainable crop protection practices for food security and conservation of the environment.

Warm Regards,
GENERAL INFORMATION:

Venue
HICC Novotel, Hyderabad, Telangana, India

Climate
The average temperature in November is between 17°C and 25°C.

Exhibitor Identification
Exhibitors will be issued badges. These can be collected from the Registration Desk. Exhibitors are requested to wear these badges always. In the interest of more efficient security control, please ensure that badges are clearly visible. The badge should be used as a pass for the duration of the event. Exhibitors who misplace or lose their badge can reprint their badge at INR 250 per badge.

Security
The organizer will provide general security during the official exhibition days. Organizers are not responsible for any loss during load-in, setup & load-out period. General security will be provided for the entire exhibition hall and not for individual booths. Exhibitors are expected to take care of their products & exhibits during the conference.

Exclusion of liability
The organizer nor any of their appointed staff, employees, agents nor other representatives shall be held accountable or liable for any damage, loss or harm of any property of the exhibitor during the participation.

Insurance
You are kindly asked to acquire sufficient insurance as exhibitor. You are obliged to have a public liability insurance which covers all injuries to persons and damages that might occur regarding the exhibition. We also recommend that you have additional coverage against loss or damage to exhibition materials during transport and during the exhibition itself. Please plan for insurance coverage through your company’s insurer.
## IMPORTANT INFORMATION

### Schedule

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATE &amp; TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fabrication of Customized booths</td>
<td>Hall open by 9 pm on 9\textsuperscript{th} Nov</td>
</tr>
<tr>
<td>Installation of Shell scheme booths</td>
<td>6am on 10\textsuperscript{th} Nov</td>
</tr>
<tr>
<td>Collection of Badges</td>
<td>Registration open by 2pm on 10\textsuperscript{th} Nov</td>
</tr>
<tr>
<td>Exhibitors Move-in &amp; setup</td>
<td>Hall open by 9 pm on 9\textsuperscript{th} Nov</td>
</tr>
<tr>
<td>Cleaning &amp; Sanitation</td>
<td>12 pm on 10\textsuperscript{th} Nov</td>
</tr>
<tr>
<td>Exhibition Open &amp; Display</td>
<td>10\textsuperscript{th} Nov by 2 pm</td>
</tr>
<tr>
<td>Teardown and Move-out</td>
<td>13\textsuperscript{th} Nov by 7 pm onwards</td>
</tr>
</tbody>
</table>
NOTES

1. Industry Partner badge facilitates admission to the exhibition & lunch area only.

2. It does not facilitate admission to the scientific sessions.

3. Please register before 9th November to avoid hassle. Please send the filled registration form to the secretariat.

4. Badges will be given as per the inclusion of the booth and as mentioned in the industry prospectus.

5. **Exhibitors and contractors are requested to complete their setup before 12:00 pm on 10th November and vacate the exhibition area for cleaning and sanitation.**

6. Exhibition shall officially close post lunch on 13th November.

7. Exhibitors are responsible for the security of their displays and exhibits throughout.

8. For shell scheme stands all merchandise and display material must be removed from partition walls before 16:00 on 10th November

9. Any merchandise remaining on the stand should be stacked in the center of your booth and clear of booth walls.

10. Responsibility will not be taken by the official contractor for exhibitor material left on booth or on furniture.

11. Any items found will be left as it is at the venue.
Exhibition Layout
STANDARD BOOTH INFORMATION

Standard Shell Scheme will include the following items:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Walls</td>
<td>Three side</td>
<td>Three Side</td>
</tr>
<tr>
<td>Carpet area</td>
<td>9 sqm</td>
<td>3-meter X 3 meter</td>
</tr>
<tr>
<td>Fascia</td>
<td>One</td>
<td>One</td>
</tr>
<tr>
<td>Furniture</td>
<td>One table, Two chairs &amp; one waste bin</td>
<td>One table, one chairs &amp; one waste bin</td>
</tr>
<tr>
<td>Lighting</td>
<td>Three spot lights</td>
<td>Two spot lights</td>
</tr>
<tr>
<td>Power</td>
<td>One plug point of 5/15 amp</td>
<td>One plug point of 5/15 amp</td>
</tr>
<tr>
<td>Height</td>
<td>2.5 meters</td>
<td>2.5 meters</td>
</tr>
</tbody>
</table>

SAMPLE OCTANORM BOOTH
RAW SPACE BUILD UP

Exhibitors are at liberty to appoint preferred agency to fabricate the booth however they are requested to share the designs with measurements to MCI for approval and reference by 5th November.

The design of the stand must be a standalone structure & such that it can be safely erected and dismantled within the move-in / move-out schedule.

No booth on bare space shall be fabricated without the prior consent of the committee.

Design and construction must include safety norms. Use of proper and strong material or equipment is a definite requirement. Workmen employed for assembling / dismantling stands should be compulsorily above 18 years of age and skilled / suitably trained in their respective job functions & areas.

Structural Height Restriction
- Height of all fittings / exhibits should be restricted to 12 ft. in the center of fascia and 8 ft. for the walls.

Double Story Booth Construction
- Double Storey Booth Construction is not permitted at this venue.

External Contractor
- Exhibitors taking raw space are at liberty to hire an external contractor to build the booth. However, the committee insists on availing the official conference agency to ensure efficiency and delivery.

Electricity
- Raw space booths may get in touch with official agency to rent electricity as it is not included with bare/raw space.
- Shell Scheme occupants may get in touch official agency to rent extra electricity.
- The Electricity form is given below, kindly print, fill and book your electricity before the conference.
Smoking
Smoking is strictly prohibited inside the premises. Penalty shall be levied if found.

Design & Fabrication
1. Pulling sling or wire rope (hanging of any kind) against any structure of hanger is strictly prohibited.

2. Agencies are advised to use pre-finished/pre-fabricated materials to install a booth. Sawing, cutting of wood, jute, cloth etc. is not allowed inside the exhibition hall.

3. In the interest of the exhibition & safety aspects, the organizer reserves the right to close down / discontinue fabrication work of such exhibitors who fail to comply with the rules & regulations of the show and as advised by the organizer.

4. All stands that are designed to incorporate raised floor / platforms should necessarily provide 1mtr wide access ramp for the disabled on at least one side & within the periphery of their booth.

5. Cooking of any kind inside the booth / exhibition halls is strictly prohibited.

6. Contractors must neatly finish any exposed stand surfaces unless the surface is facing the outer wall of the exhibition Centre. The organizer’s reserve the right to order modification of any exposed surface and the contractor shall be responsible for the cost.

7. All exhibitors carrying out fabrication of their stand space need to neatly finish the backside up to the complete height of their display. No spray painting of any type is permitted in the exhibition halls.

8. Cleaning of exhibitors’ special designed stands shall be the responsibility of the exhibitor’s appointed contractors even during the show days.

9. Extra electricity supply will only be provided by the Official Contractor on chargeable basis. If you wish to avail electricity supply, please share your requirements with the Exhibition Manager. Electricity provided free of cost is 1kw per 9sqm, any power consumption above this will be on chargeable basis.

10. All constructions, installations and dismantling shall be carried out at the expense of the exhibitor and shall be carried out in such a manner so as not to cause unnecessary disturbance or disruption to the activities of other occupants at the venue.

11. All materials used in the construction and installation of exhibition booths and any other structures must entirely consist of fire-retardant materials as required by prevailing fire safety regulations.
12. No nails or screws shall be driven, or holes drilled into the floors, walls, doors, pillars or other parts of the structure of the Exhibition and Convention Halls or any part of the building.

13. The venue only allows the use of a residue-resistant single-sided and double-sided preferably cloth-backed tape for securing carpeting and other floor coverings to the concrete flooring. No adhesives are to be used on permanent carpeted floors, stone floors, and walls.

14. Erection of partitions or display boards which could hamper the fire protection system and the air-conditioning diffusers and air flow inside the Halls / Rooms is not allowed.

15. Materials used for the construction of the exhibition booths should be noncombustible and shall have a minimum flame spread rating of Class 2.

16. Corridors leading to exit doors and all entrance and exit doors should be kept clear of obstructions always. All exits will be kept unlocked during show hours or when the public is allowed into the exhibition areas.

17. No objects are to be attached to or suspended from the light fixtures on the ceiling.

18. Under no circumstances should the fire alarm call points, fire hose reels, fire extinguishers and exits be blocked or access to them be impeded by exhibition booths, partitions, exhibits or other objects.

19. Only lightweight exhibits that may be carried by hand or by trolley may be allowed in the exhibition hall. **No forklifts and pallet trucks** are allowed in the exhibition hall.

20. The venue and Organizing Committee shall be entitled to remove at the exhibitor’s cost, any form of construction or structure which is not approved, or which infringes on the above-mentioned guidelines.

**Deliveries**

The Organizing Committee will not accept any freight deliveries / shipments or C.O.D. deliveries on behalf of the exhibitor.
Painting

Major painting of displays and exhibition materials are not permitted. However, touch-up painting of the displays and exhibition materials is permitted in the Exhibition hanger provided such work is undertaken during the move-in period only and all safety precautions and protective surface coverings are put in place.

These precautions include:

- Painting in an area which is properly ventilated
- Use of non-toxic paints
- No washing of paint material within or surrounding the venue

The exhibitor is responsible for any damage to the venue that is caused because of painting and will be liable for the cost of reinstating the damaged area to its original condition.

Rigging

- Being a temporary structure rigging is not permitted.

Fire Regulations

All exhibitors must comply with and ensure that all their agents, servants, employees, and contractors, etc., comply with the prevailing fire safety regulations and building codes of the venue. Fire lanes in and around the booth must remain clear and unobstructed.

Fire regulations prohibit the storage of combustible materials in the License Area. Written approval must be obtained from the Organizing Committee for the following:

- Display and operation of any heater, barbeque, heat producing or open flame devices, candles, lanterns, and torches, naked lights, welding equipment or other smoke-emitting materials as part of the exhibit.

- Display and operation of any electrical, mechanical, or other devices which may be deemed hazardous. If there is any doubt, such devices should be submitted to the appropriate controlling authorities for approval.

- All toxic and hazardous material, including flammable liquids, compressed gas or dangerous chemicals.
- Special care must be taken not to obstruct or hide from view the fire protection system, air conditioning, mechanical ventilation shafts, fire safety equipment, fire hose reel / riser, cabinets, fire alarm pull stations, house lighting fixtures and controls.

Storage

- Exhibitors are requested to make arrangement for storage of all their material. Organizer will not provide any space for storage in the conference premises.
Hazardous Materials
Unless otherwise approved by the Organizing Committee, and all relevant government authorities in writing:

- No naked flame or temporary gas lamps may be used in the venue
- No weapons, ammunition, explosives, petrol, and flammable toxic or corrosive substances are allowed in the venue

Admission
Organizer reserves the right of admission to the venue.

<table>
<thead>
<tr>
<th>IPPC 2019 - EXHIBITOR ENTITLEMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsor Category</td>
</tr>
<tr>
<td>-------------------</td>
</tr>
<tr>
<td>Platinum Sponsor</td>
</tr>
<tr>
<td>Gold Sponsor</td>
</tr>
<tr>
<td>Silver Sponsor</td>
</tr>
<tr>
<td>Bronze Sponsor</td>
</tr>
<tr>
<td>3x3</td>
</tr>
<tr>
<td>2x2</td>
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</tbody>
</table>
Table

<table>
<thead>
<tr>
<th>S.NO</th>
<th>Areas</th>
<th>Point of Contact</th>
<th>Mobile</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Registration</td>
<td>Mr Dheerender</td>
<td>+91 9910724659</td>
</tr>
<tr>
<td>2</td>
<td>Venue - Hall Management</td>
<td>Mr Thirupathi</td>
<td>+91 9848440272</td>
</tr>
<tr>
<td>3</td>
<td>Speaker Preview room</td>
<td>Ms Pompi</td>
<td>+91 8309805495</td>
</tr>
<tr>
<td>4</td>
<td>Exhibition</td>
<td>Mr Ranjeeth</td>
<td>+91 9902902288</td>
</tr>
<tr>
<td>5</td>
<td>Transportation</td>
<td>Mr Shailender Shukla</td>
<td>+91 9718517204</td>
</tr>
<tr>
<td>6</td>
<td>Accommodation</td>
<td>Mr Shailender Shukla</td>
<td>+91 9718517204</td>
</tr>
<tr>
<td>7</td>
<td>E Poster</td>
<td>Mr Vikram</td>
<td>+91 9014666161</td>
</tr>
<tr>
<td>8</td>
<td>Session Management</td>
<td>Ms Sruthi</td>
<td>+91 9515190362</td>
</tr>
</tbody>
</table>

Conference Manager

MCI Gets India Pvt. Ltd
HITEX, Second Floor, HITEX Trade Fair Office Building
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