



Organiser



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## Prawaas Secretariat:

### **MM ACTIV SCI-TECH COMMUNICATIONS PVT. LTD.**

133, Kaliandas Udyog Bhavan Babasaheb woralikar Marg, Near century  
Bazar Mumbai-400025

Ph: 022-24385007, 5008 Fax: 022-24379882

Web-site: [www.prawaas.com](http://www.prawaas.com)

Dear Participant,

We are delighted to welcome you to **Prawaas 2017**. **MMACTIV** will do everything possible to make your participation a pleasant business experience.

This Exhibition booklet contains complete details for your assistance. To help us serve you better, you are requested to complete the enclosed **forms** carefully and **return them** to us by the specified dates.

**Exhibitor Badges** will be provided at the time of taking possession of the stand and in order to have a disciplined look, please advise your personnel to wear the same at the Venue. This is important in view of the security arrangements.

Indemnity Form has to be filled up and a print out of the same with the seal of the organization has to be sent to the secretariat. The Exhibitor Directory Form and the name of the Exhibitor Personnel should be emailed to the secretariat by **25<sup>th</sup> July, 2017**.

To ensure your participation is well organized, we suggest you to nominate an Exhibition Coordinator who will coordinate all the activities related to your participation with us.

For further details please write to **Ms.Navneet Kaur + 91 9769199646**

**Email:- [navneet.mmactiv@gmail.com](mailto:navneet.mmactiv@gmail.com)**

With best regards,

**MM ACTIV Sci-Tech Communications Pvt. Ltd.**



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IDCO Exhibition centre is Mumbai's only planned state-of-the-art Convention Complex that has an Exhibition Centre, Conference facilities and business centre with ample parking. The Centre is most strategically located at Vashi, adjacent to Mumbai-Pune-highway. The Venue has in the close vicinity Railway Station, Multi-Cuisine Restaurants, Business Hotels of Varying Categories, MNCs, Educational Institutes, well-know DY Patil Stadium and Places of Entertainment. The Centre undoubtedly has all the elements required to ensure easy access and make your event a grand success!

**Event Venue:** CIDCO Exhibition centre,  
Vashi Navi Mumbai, Maharashtra

## LOCATION DETAILS

- Distance from Airport – 26 km
- BCT Railway Station – 29 km

Event Partner  
**MM ACTIV**  
Sci-Tech Communications  
Media | Events | Promoting | Industry

**MM Activ Sci-Tech Communications**  
133, Kaliandas Udyog Bhavan, Babasaheb Woralikar Marg, Near Century Bazar, Mumbai - 400025  
Tel: +91.22.2438.5007-9 | Fax: +91.22.2437 9882 | Web: www.mmactiv.com

[www.prawaas.com](http://www.prawaas.com)

[enquiry@prawaas.com](mailto:enquiry@prawaas.com)



## RULES & REGULATIONS

1. The words listed under 'definitions' will bear the following reference for the purpose of this event.
  - (a) **Organisers:**  
BOCI (Bus operators Confederation of india)
  - (b) **Event Supporters:**  
**MBMS**  
**FOTTO**
  - (b) **Event Manager:**  
MM ACTIV SCI-TECH COMMUNICATIONS PVT. LTD.
  - (c) **Event:**  
Prawaas (India International Bus & Car Travel Show)
  - (d) **Exhibitor:**  
Any employee, staff, agent or an authorized personnel belonging to a government department or undertaking, company, partnership firm or individual to whom space has been allotted for the purpose of exhibiting.
  - (e) **Venue:**  
CIDCO EXHIBITION CENTRE, VASHI NAVI MUMBAI, MAHARASHTRA
  - (f) **Stand / Booth / Stall / Pavilion:**  
Exhibition space reserved for an exhibitor.
2. All applications for participation should be made on the Space Application Form and submitted to the Event Managers. Submission of this form will confirm participation and acceptance of rules and regulations. The organizers reserve the right to accept or refuse any application without assigning any reason.
- 3.
4. Allotment of stands is final only on receipt of 100% payment.
5. Although total subletting of a stand to a third party is not permitted, partial subletting to a sister concern, associate or agent may be allowed by the organizer on written permission.



6. All payments should be made by Bank Draft or Account Payee Crossed Cheque “**Prawaas MM Activ**” payable at Mumbai / Pune.
7. No alteration to the size or position of the stand is permitted without prior written approval of the Event Managers who reserve the right to change the layout/stand number or gangways. The organizers also reserve the right to require exhibitors to make such alterations to their stands and setting of their exhibits as they reasonably feel necessary to maintain an acceptable standard of presentation and to avoid interference with the display of other exhibitors. Further, no banners, placards, etc. will be allowed on the premises or complex or on the roads in the vicinity. Such unauthorized display is liable to be removed by the organizers without notice at the cost of the exhibitor. Exhibits must not obstruct passages.
8. **Only two persons will be allowed per 9 sqmt stall space to man the stall.**
8. No stand will be left unmanned during the exhibition. Staff of exhibitors must be present at least 30 minutes before the visiting hours of the exhibition. No activity which in the opinion of the Event Managers amounts to nuisance or annoyance will be caused by the exhibitors. The Event Managers shall have the right to take remedial action in such cases.
9. 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.
10. Arrangements will be made for providing round-the-clock security. 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.
11. 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 Partners/Event Managers will in no way be responsible for any loss or damage.
12. Should any exhibitor decide to withdraw from participation in the exhibition, decision as to the refund rests entirely with the Event Manager at their sole discretion.
13. 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



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other than refund of space contribution. The organizers reserve the right to reschedule the event in the interest of the exhibition.

14. 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..
15. **In case of pavilion plot, only 50% of total area booked will be permitted for construction up to a height of 3 meters (10 ft.) To avoid interference with the display of other exhibitors. It should be ensured that visibility of other stalls is not blocked. And in case of bare space allotted at either side of hanger then the back wall cannot be higher than 8 ft.**
16. **All drawings/designs showing stand construction have to be submitted in duplicate and approved by the organizers/Event Managers, who reserve the right to recommend changes/modification, in the interest of the overall presentation of the exhibition. Exhibitors have to ensure that the changes recommended are carried out.**
17. **Power Supply – Power supply for all purposes will be from Generators. If Any exhibitor required extra power then they have to pay 5000 per kw**



## LOCATION MAP

### CIDCO EXHIBITION CENTRE, VASHI NAVI MAUMBAI





## SITE MANAGEMENT TIME TABLE

### Schedule

#### A. Pre-show:

(1) Possession: Shell Stand possession: On 27/07/2017

Time: 12.00 p.m. onwards

(2) Possession: Bare Space/Pavilions Possession: 26/07/2017

Time: 10.00 a.m. onwards

(3) Possession: Bare Space/Pavilions Possession

For **Vehicles** 25/07/2017 Time: 10.00 a.m. Onwards

(4) Completion of stand interiors by all exhibitors: 27/07/2017 by 8.00 p.m.

(5) Hall cleaning and removal of empties: **27/07/2017 by 10.00 p.m.**

**B. Show Dates** : July 28<sup>th</sup> – 30<sup>th</sup>, 2017

**C. Inauguration** : July 28<sup>th</sup> 2017 @ **4.00 p.m.**

**D. Timings** : On 28<sup>th</sup>: 4.00 .pm. to 06.30 p.m.

: On 29<sup>th</sup>: 10.00 a.m. to 06.00 p.m.

: On 30<sup>th</sup>: 10.00 a.m. to 05.00 p.m.

#### E. Post-show:

(1) Commencement of dismantling: 30/07/2017, after 7 :00. p.m.

(2) Vacating of exhibition area by 11:30 pm Mid night on 31<sup>st</sup>/07/ 2017

(3) Disconnection of utilities by organizer: by 11.30pm Midnight on 31<sup>st</sup>/07/2017

The Event Managers and contractors will be available at their site office at the venue from 25/07/2016 between 10.00 a.m. to 5.00 p.m. to assist exhibitors during stand construction and dismantling period. During exhibition days they will be available between 10.00 a.m. - 5.00 p.m.

On show days, exhibitor staff will be allowed to stay 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, pre & post show timings without the exhibitor badge.





## EXHIBITOR CHECKLIST

### Exhibitor Entitlement

Under Shell Stand scheme, exhibitors will be provided with synthetic carpet and fascia with standard lettering for the name of the exhibitor along with the following entitlement:

#### Utilities provided for each 9 sqm:

1. Two/Three Side Laminated Polychem Panel Walls
2. Wall-to-Wall Carpet
3. One Table
4. Two Chairs
5. Three Spotlights
6. One 5 Amps. Power socket
7. One Waste Paper Basket

For Shell Stand Stalls with more than 9 sqm area, Utilities will be on pro-rata basis.

Exhibitors will be given 2 No. Exhibitor passes per 9 sqmt booked area.

**Bare Space:- Will be allotted only space booked all extra materials /power/ furniture/ carpet will be on additional cost**

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

#### Ordering Additional Services:

Requirements for additional services can be placed with the contractors at the venue and the same will be supplied by the contractors on payment. Also your requirement can be forwarded to the Event Managers by Email only by 25/07/2017

#### Additional Services Provided:

- 1) Electrical
- 2) Audio Visual Equipment
- 3) Other Services
- 4) Security

The above services are available at the venue at additional cost.



## Form No. 01

### DECLARATION FORM

#### Indemnity / undertaking

(To be filled in by Authorised Personnel and strictly the printout with the seal should reach Secretariat by 25/07/2017)

Dear Sirs,

I/We, the undersigned, hereby declare that I/We have read and understood the Rules and Regulations of participation in “**Prawaas**” as well as the contents of the Exhibitors’ Information and that I/We agree to abide by the said Rules and Regulations without reservation.

I/We further declare that I/We indemnify Event Managers against payment of taxes, penalties, charges, levies, OCTROI, CESS, import duties etc. or any other statutory payments which Event Managers may be called upon to pay on my/our behalf now or in near future. Further, I/we also indemnify Event Managers against any loss of property / damages / loss of life / accidents etc.

**Name:**

**Designation:**

**Organisation Name:**

**For and on behalf of Exhibitor**

**Signature**

**Company Seal**



## FORM – EXHIBITORS DIRECTORY

(To be filled in by Authorised Personnel and emailed to **and Ms Navneet Kaur** at [Navneet.mmactiv@gmail.com](mailto:Navneet.mmactiv@gmail.com) by 22-07-2017)

### DATA FOR FREE ENTRY IN EXHIBITORS DIRECTORY:

**Name of the Exhibitor:**

**Booth/Pavilion No. & Area:**

**Name required for Fascia (written on Stall):**

**Address:**

**Contact Person:**

**Designation:**

**Phone No:**

**Fax Nos.:**

**Mobile No:**

**Email:**

**Website:**

**Organisation Profile: (Strictly Not more than 80 words)**

**Signature**

**Company Seal**



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## Exhibitor Personnel

Please provide us a list of your personnel who will be part of the team so as to make exhibitor badges

- 1.
- 2.
- 3.
- 4.
- 5.

If more please indicate

**(Please note that only 2 Persons are allowed per 9sqmt Space.)**

(To be filled in by Authorised Personnel and emailed to the below contact by 22/07/2017)

**Ms. Navneet Kaur Mob: +91 9769199646**

**Email: - [Navneet.mmactiv@gmail.com](mailto:Navneet.mmactiv@gmail.com)**



## ADVERTISEMENT DATA

### Ad Specification for haff page colour



**180 x133 – ad size**



**170x123 – Text Area**



**186x139 - Bleed**

### Sizes in millimeters (mm)

#### Art Material:

For Colour advertisements, please send us the art work of the same along with Colour Positives & Progressive proofs.

### Ad Specification for Full page colour ( A4)



**180 x267 – ad size**



**170x257 – Text Area**



**186x273 - Bleed**

### Sizes in millimeters (mm)



## POSSESSION OF STAND

**Name of Exhibitor (Organisation Name):**

**Stand No.:**

(To be filled in and submitted at the time of taking physical possession of the stand)

We have made full payment of our space, the last installment Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) having been paid vide our cheque/DD No. \_\_\_\_\_ dated \_\_\_\_\_. Please handover possession of our stand to Mr. / Ms. \_\_\_\_\_.

ALL OUR WORK WILL STOP AND WE WILL CLEAR THE AISLES AND PASSAGES OF ALL EXHIBIT MATERIAL BY 11.00 P.M. ON 27<sup>TH</sup> July 2017

**Name of the Exhibition Coordinator:**

**Signature:**

**Company Seal:**



## EXHIBITION ENTRY PASS

To: **The Security-in-Charge**

From: **Name of exhibitor:**

Stand No.

Please allow entry of \_\_\_\_\_ packages relating to our participation at "Prawaas"

### Signatories

**Exhibition Coordinator:**

**MM ACTIV:**

**Security:**

Date:

Date:

Date:

Time:

Time:

Time:



## EXHIBITION EXIT PASS

To: The Security-in-Charge

From: Name of exhibitor:

Stand No. \_\_\_\_\_

Please allow exit of \_\_\_\_\_ packages brought in by us relating to our participation  
'Prawaas'

### Signatories

Exhibition Coordinator:

MM ACTIV:

Security:

Date:

Date:

Date:

Time:

Time:

Time:





## TARIFF CARD FOR ADDITIONAL SERVICES

### I. Audio Visuals / Other Furniture's

<u>S.NO.</u>	<u>DESCRIPTION OF ITEMS</u>	<u>COST PER UNIT (In Rs.)</u>	<u>Qty. Reqd.</u>	<u>AMOUNT (In Rs.)</u>
1	Laminated panel 1m x 2.5m	1000.00		
2	Octonorm Table (one side open) 1mx.5mx.75m	700.00		
3	Lockable cabinet	1200.00		
4	Podium .5m x .5m x 1m	2000.00		
5	Wall shelving 1m x .3m (Glass)	400.00		
6	Foldable arm chair (Per Day)	200.00		
7	Cushioned chair (without arm)	500.00		
8	Revolving Chair per day	1000.00		
9	Round table 90cm x 75cm high with mica top	1500.00		
10	Glass Round table per day	1000.00		
11	Plasma 42" (Per Day)	3000.00		
12	DVD Player (Per Day)	500.00		
13	Waste paper basket	60.00		
14	5/15 Power rider	600.00		
15	5/15 amps. Power outlet	300.00		
16	100 Wt. spot light	500.00		
17	Metal halide light 150 wt.	1500.00		
18	Halogen light 500 wt.	500.00		
19	Halogen light 1000 wt.	1000.00		
2.	Extra Power Kw	5000.00(Per KW)		

**Note: Above charges doesn't include any tax. GST shall be charged extra.**

For the above Facility, Please contact: Mr. A.K. Upadhyay, **Mob: +91 8527004909**

E-mail: [amit.upadhyay@mmactiv.com](mailto:amit.upadhyay@mmactiv.com)

**THIS FORM TO REACH ORGANISER'S OFFICE BY 25<sup>th</sup> July 2017**



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**MM Activ**  
**Logistic Partner:**

**Contact: Mr. Sudhir Dhavan / Kartik Soman / Damodar Shenoy**

**Mobile: + 91 99207 28175 / +91 98210 43858 /+91 9920108787**

**E-mail:-**

**[sudhir@rogersworldwideindia.com](mailto:sudhir@rogersworldwideindia.com) / [kartik@rogersworldwideindia.com](mailto:kartik@rogersworldwideindia.com) / [damodar@rogersworldwideindia.com](mailto:damodar@rogersworldwideindia.com)**

**R.E.Rogers India Mumbai Office:**

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M. V. Road, Andheri (E), Mumbai – 400 059

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