

## **Instructions for exhibitors**

An exhibition is being set-up in between Swimming Pool and Convention Hall of Ashok Hotel. We have made arrangements for the exhibition to be ready by the morning of 5<sup>th</sup> November, 2007.

Each Booth is of the size measuring 3x2 mtrs.

Each Booth will have 3 panels of one mtr. at the back and four panels (two panels on each side of the booth)

Each Booth will be provided with

- One counter
- One Table
- Two Chairs
- Three Spot lights
- One Plug Point
- One Dust Bin
- One Facia exhibiting the name of the Exhibitor

It is requested that each exhibitor mention the name of the Organisation/Company on Facia being provided for each booth

It may please be noted that due to security reasons, exhibition area will not be accessible on 6<sup>th</sup> November, 2007 by anybody. Therefore, it is suggested that exhibitors may set-up their booths on 5<sup>th</sup> November, 2007 morning itself. And subsequently, the exhibitors may come to their booths on 7<sup>th</sup> November morning from the main lobby of Ashok Hotel to man the Booths. The material to be brought in must be brought in from the inter-connecting Gate of Samrat and Ashok Hotels after making proper challan and entries at the Security Gate. Similarly, while taking out the materials after the exhibition, Gate Pass for the materials would be required from the Security of the Hotel.

Exhibitor Badges for two will be issued as per norms. List of persons being deployed on the Booths may be sent to ITDC ARMS on fax number 23343167.

In case of any additional requirement for the Booth, the same can be made available at extra cost which will have to be ordered in advance by making required payment to ITDC ARMS.

There is no telephone facility available at the Exhibition Booths.