



SRW INDIA WATER EXPO
CHENNAI TRADE CENTRE
MARCH 21,22,& 23 - 2019

Exhibitor Manual



**SOUTHERN REGION WATER TREATMENT EQUIPMENT'S MANUFACTURERS & TRADERS
ASSOCIATION**

New NO 35 old No 41, 12, Aswini complex, 10th Avenue, Ashok Nagar, Chennai– 600 083.



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Dear Exhibitors,

Greetings from SRW INDIA WATER EXPO!!!

We are glad to announce the 4th edition of SRW INDIA WATER EXPO 2019, the Largest & Premium Annual Water Event in South Asia, will be held on 21st, 22nd & 23rd March 2019 at Chennai Trade Centre, Nandambakkam, Chennai.

As part of the 4th edition of SRW INDIA WATER EXPO 2019, SRW would like to present you with this Exhibitor's Manual, laying out guidelines and important aspects that you need to know as an Exhibitor/Visitor at the Expo. The manual has been designed to ensure a smooth and successful participation from your end.

In order to have a hassle-free experience at the 4th edition of SRW INDIA WATER EXPO 2019, you are hereby kindly requested to study the contents of the manual carefully.

You can contact SRWTEMT Association for any query with regards to the 4th edition of SRW INDIA WATER EXPO 2019. We ensure our best cooperation, support, and wish you a smooth participation at 4th edition of SRW INDIA WATER EXPO 2019.

Thanks & Regards,

SRWTEMT Association

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STALL PLAN for 12 sq.mtr

1. Octonorm Table - 1 No
2. Folding Chair - 2 Nos
3. Spot Light - 3 Nos
4. 5 amps Plug Point - 1No
5. Wastebin - 1 No



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EXHIBITORS PROGRAMME, DATE AND VENUE

EVENT	DATE	VENUE	TIME (Hrs)
INAUGURATION	March 21,2019	HALL	10:00 -11:00
EXHIBITION	March 21-23, 2019	HALLS 2,3	10:00 -18:00

EXHIBITION BUILD-UP SCHEDULE

EVENT	DAY	DATE	TIME (Hrs)
RAW SPACE BOOTH LOCATIONWITHFLOOR MARKING FOR EXHIBITORS	TUESDAY	March 19,2019	15.30
COMPLETION OF SHELL SCHEME STALLS	WEDNESDAY	March 20, 2019	17:00
POSSESSION OF SHELL SCHEME STALLS	WEDNESDAY	March 22, 2017	17:00

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1. Venue Entry

Visitors' Entry to the exhibition will be free. Visitors are requested to be present at the VENUE 15-30 minutes prior to the exhibition opening hours to ensure a smooth registration process.

2. Exhibition Hall Specification

Hall 2 & 3, Chennai trade centre

Total carpet area: 8000 Sqm

Ceiling Height : 5.5 meter (Hall 2 & 3), 5.75 meter (Hall 1)

Vehicle entry into hall: 4 x 4 Meter

Floor loading : 3 Ton per sq.m.

Total Power : 1600 kW

Vehicle Parking : 140 meters

An arrangement has also been made for a Meeting Lounge and Business Centre.

All the halls at the trade Centre are centrally air-conditioned.



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3. Transport Centre

A Helpdesk Counter will be set up on behalf of the official travel partner of WATER EXPO 2019. The counter will be a one stop place for all you travel related queries. The Exhibitors/Visitors can contact the Helpdesk directly for their travel purpose.

4. Cafeteria

Lunch and Refreshment will be available for the Exhibitors at the Cafeteria located within the hall at a nominal cost fixed by the official hospitality partner of WATER EXPO 2019.

5. Show Management Office

The organizers will operate from the show management office, inside Halls 2 and 3, from 12:00 noon March 19th onwards. For any assistance during the Expo, the Exhibitors can contact the office.

6. Material Handling

As per the rules, the exhibition materials at the venue / onsite can be handled only by the approved official agency. No private fork lifts/ handling equipment's will be allowed inside the exhibition hall.

For onsite handling related services & costs, exhibitors are advised to contact the Official on-site handling agent directly.

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7. Carpeting

Contractors & Exhibitors are requested to strictly observe that carpeting inside the halls during build-up is permitted.

8. Waste

Throwing of waste material by the exhibitors on the aisles from their stand is strictly forbidden.

9. Removal of Exhibits

The exhibitors will be allowed to remove their exhibits from their respective stall only after the closure of the expo on March 23rd, 18:00 hrs. Further dismantling of the Exhibits should be completed before 12 midnight on the March 23rd 2019.

10. Transport

Vehicle carrying the exhibition goods will be allowed inside Chennai Trade Centre through Gate No. 1 only on March 19th after 17:00 hrs.



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EXHIBITION SERVICE AND CONTRACTORS

1. RAW SPACE BOOTH PLAN APPROVAL

- a) Exhibitors are advised to use the official stand construction contracted for the build-up of Raw Space Booth
- b) Exhibitors, who are using the service of private contractors other than the official stand construction contractor for their Raw Space Booth, must submit the layout of their stand design in triplicate for approval from the Organizer in advance.
- c) Construction of the Raw Space Booth can commence only after the design has been approved by the organizer.
- D) Any charges levied by the hall owner due to the damages caused to the property of the Exhibition Hall during the construction of Raw Space Booth, will be borne by the Exhibitor/Contractor.

RAW SPACE BOOTH PLAN APPROVAL

In order to ensure visitors reach all areas of the Expo, each stand should be located such that it neither blocks nor restricts the view of other stands.



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1. Outside walls must have a maximum length of 3mts after which an access into the stand should have a minimum width of 2m.
2. Overhead hangings or encroaching neighbouring stand's aisle must be avoided.
3. The height of the stand should always be in proportion to the size of the rented space.

Plan Approval

1. Raw Space Booth..... submitted on an A3 size..... in 1:10. The contractors name and address should be included in the plan.
2. For prior approval, the design should be submitted to the organizer in triplicate together with this form.
3. The construction work will be permitted only after the plan has been approved by the organiser.



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EXHIBITION BADGE

The Exhibition Badge is a MUST for all the Exhibitors for entry to the hall on all the three days of the EXPO. Organizers will issue the Exhibitor Badges from the Show Management Office on March 20th between 17:00-19:00 hrs. Each Exhibitor will be allotted a maximum of four badges.

Exhibitors are requested to use this form to apply for booth personal badges. (Write in BLOCK LETTERS)

Badges can be collected from the Show Management Office on site 17.00 – 19.00 hrs on 20th March showing the company identity card.

Details for Exhibitor Badge & Directory listing will be communicated by your sales person.

Other services

- 1) Hostess
- 2) Additional furniture's
- 3) Travel support
- 4) Hotel Accommodation

Please contact your coordinator

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