



HANDBOOK FOR
**Seamless
Onsite
Experience**

Important

Please make time to go through this Handbook end to end in detail for hassle-free participation

Dear Exhibitor

Greetings from the Messe Muenchen India team!

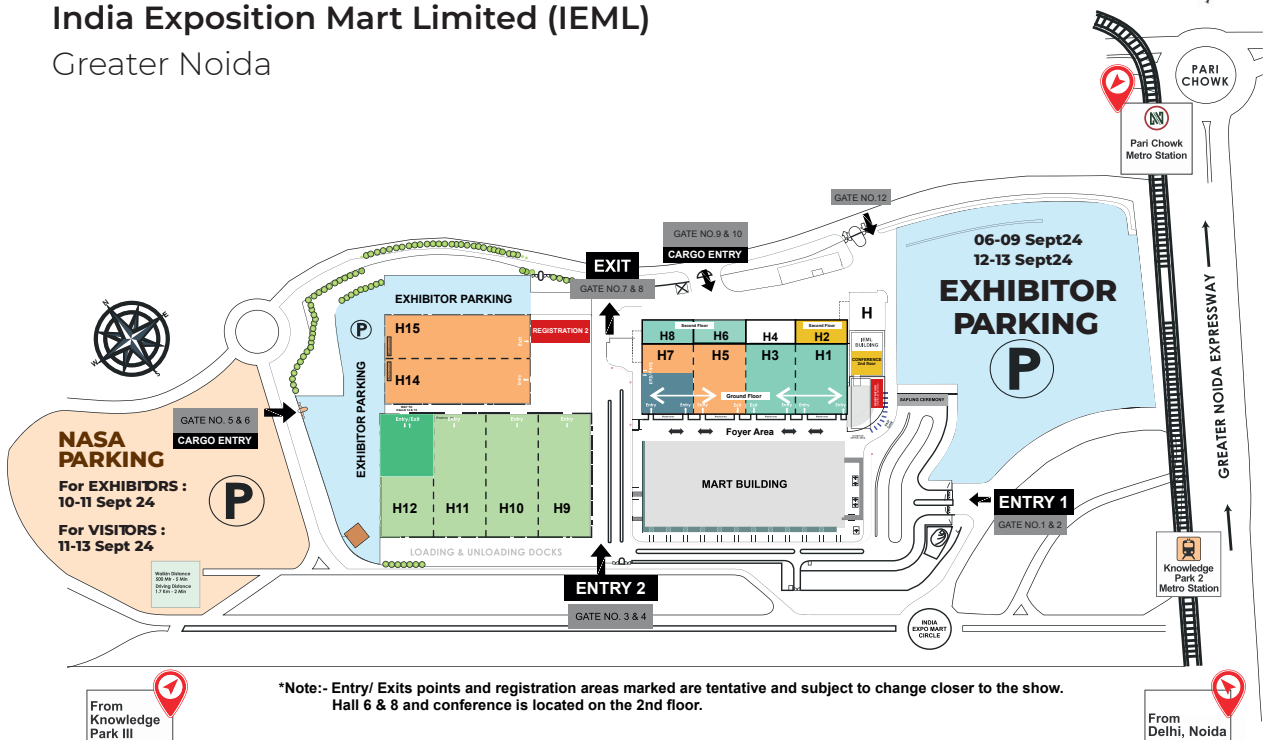
Request you to go through the provided details end to end to ensure hassle-free participation at electronica India, productronica India, MatDispens, IPCA Expo and SEMICON India.



01

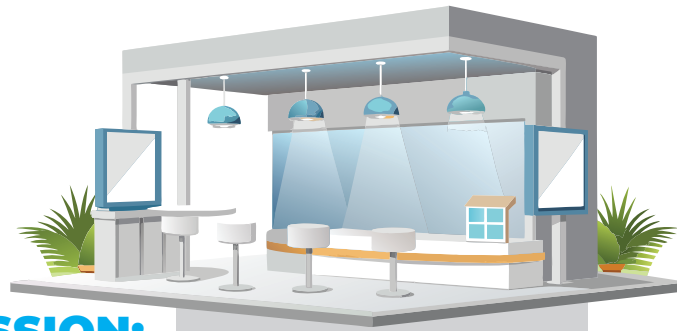
Venue

Hall 1, 3, 5, 7, 6, 8, 9, 10, 11, 12, 14 & 15
India Exposition Mart Limited (IEML)
Greater Noida



02

IMPORTANT INFO ON BOOTH/STAND DESIGN SUBMISSION:



a) DEADLINE FOR SUBMISSION OF DESIGN:

Exhibitors are requested to submit booth/stand design for APPROVAL, on or before 12th August 2024. The design submitted for approval will need elevation with dimensions, 3D artists impression and electrical single line drawing uploaded at MMI Connect (Online Exhibitor Manual) through Form no 4-Booth Design and Fabricator Details and email it to our technical advisor M/S Bluelemon Events Safety and Training Limited., Mr. Varun and Mr. Bhuvan at ep.plans@blue-lemon.net for Electronica, Productronica, IPCA, MatDispens and at semicon.plans@blue-lemon.net for Semicon India.

b) PERMISSIBLE HEIGHT LIMIT:

The permitted height of the stand will be no more than 4 mtr in height.

c) AGENCY/FABRICATOR/CONTRACTOR DETAILS:

Exhibitors are required to submit details of the agency / fabricator constructing/fabricating along with the design.

d) PENALTIES FOR LATE SUBMISSION OF DESIGN FOR APPROVAL:

The deadline for submission of booth design is 12th August 2024. All submissions beyond 12th August 2024 will attract a late submission one-time penalty of Rs. 15,000.

e) APPLICATION FOR POWER:

Exhibitors are required to apply for requisite power for build-up through MMI connect before the deadline on or before 12th August 2024

f) STAND POSSESSION AND MOVE IN SCHEDULE:

EARLY MOVE IN ADVANTAGE:

Booths/Stands for Hall Numbers 1,3,5,7,6,8 and 9,10,11,12,14,15 will begin on 6th September 2024 (move-in date for exhibitors in these halls). Bare space will be allowed possession on 6th September 2024 and Shell space will be allowed possession on 8th September 2024. Set up is to be completed in all respects no later than 4:00 PM on 9th Sept 2024 for these halls. **9th September 2024, 4:00 PM onwards will strictly be a non-working day** as the venue will be under SPG control in light of the VVIP delegation of the Indian Government's anticipated participation in the inaugural function.

PS: Early move-in advantage and setup days are only for this edition.

Design Submission



12 AUGUST
2024

Penalty Rs. 15,000



12 AUGUST
2024

Power



12 AUGUST
2024

NEW MOVE IN SCHEDULE



6 - 9th Sept 2024

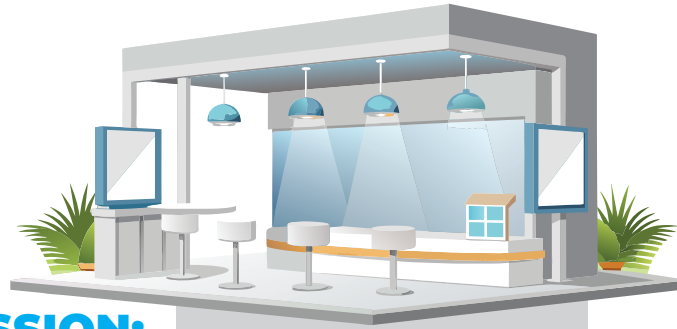
6th SEPT. 2024 Bare Space	8th SEPT. 2024 Shell Space	9th SEPT. 2024 All set up complete by 4 PM
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*For detailed move in schedule refer table below.

10th September 2024, will strictly be a non-working day. Due to VVIP Movement on **11th September 2024.**

02

IMPORTANT INFO ON BOOTH/STAND DESIGN SUBMISSION:



g) SECURITY DEPOSIT:

Refundable security deposit must be paid by the booth/stand contractor on or before 30th August 2024 to access halls in time for build-up schedules. Security deposit details: - INR 50,000/- for booths less than 50sqm and INR 100,000/- for booths more than 50sqm.

IMPORTANT PLEASE NOTE: Possession will not be allowed until the security deposit via DD payable to Messe Muenchen India as per guidelines is not deposited with Messe Muenchen India by the stand contractor/fabricator/Exhibitor.

h) STAND COMPLETION DEADLINE AND FORFEITURE:

If the stand contractor/fabricators fail to meet the stand completion deadline of 4:00 pm on 9th September 2024, the complete security deposit will be forfeited, and this is non-negotiable. No influence by exhibitors will be entertained to return the deposits.

i) MODE OF PAYMENT OF SECURITY DEPOSIT:

The exhibitor's stand fabricator must provide a DD for the security deposit. No cash or Cheques will be accepted. DD to be in favor of "Messe Muenchen India Pvt. Ltd." Payable at Mumbai.

Note: Fabricators will not be allowed to commence booth construction without a security deposit. It is the exhibitors' responsibility to ensure the security deposit is remitted as required.

Deposit



30 AUGUST
2024

Rs. 50,000 < 50sqm

Rs. 1,00,000 > 50sqm

Stand Completion



9 SEPTEMBER
2024 - 4pm

03

MODIFICATION (SHELL TO BARE):



a) NO CONSESSION / REFUNDS / ADJUSTMENTS:

Exhibitors who wish to modify stands from shell to bare, will still be charged shell space rates.

b) HEIGHT LIMITS:

Permitted height limit for modifications from shell to bare – backwall limit-No more than 2.5 mtrs in height and fascia & elements no more than 3.5 mtrs in height.

c) NO CONSIDERATIONS:

Exhibitors choosing to modify from shell to bare will not be provided with carpet & furniture as an offset.

d) ADDITIONAL POWER:

Exhibitors choosing to modify will mandatorily need to apply for power on setup days through MMI connect.

e) POWER ON SHOW DAYS:

Exhibitors converting from Shell to bare will receive only 1 kw/every 9 sq mtrs of space booked. Any additional power needed will need to be applied via MMI connect within the deadlines for power applications.

f) SECURITY DEPOSIT:

Refundable security deposit must be paid by the booth/stand contractor on or before 30th August 2024 to access halls in time for build-up schedules. Security deposit details: - INR 50,000/-

IMPORTANT PLEASE NOTE: Possession will not be allowed until the security deposit via DD payable to Messe Muenchen India as per guidelines is not deposited with Messe Muenchen India by the stand contractor/fabricator/exhibitor.

Permitted Height



3.5 mtrs

Backwall 2.5 mtrs only

Power



12 AUGUST
2024

Only 1 kw every 9sq mtrs

Deposit



30 AUGUST
2024

**Security Deposit
Rs. 50,000**

04

ONSITE OPERATIONS SCHEDULE



Description	Date	Timings
Booth Possession- Halls 1, 3, 5, 7, 6, 8, 9, 10, 11, 12, 14 and 15		
Raw (bare) space exhibitors	6th September 2024	12.00 pm – 06.00 pm
	7th September 2024	10.00 am – 06.00 pm
	8th September 2024	10.00 am – 06.00 pm
	9th September 2024	10.00 am – 04.00 pm
Shell scheme exhibitors	8th September 2024	11.00 am – 06.00 pm
	9th September 2024	10.00 am – 04.00 pm
Build-up Period (Move-in)- Halls 1, 3, 5, 7, 6, 8, 9, 10, 11, 12, 14 and 15		
Move-in of heavy exhibits that need lifting equipment and vehicles inside halls	6th September 2024	12.00 pm – 06.00 pm
	7th September 2024	10.00 am – 06.00 pm
Working hours for raw space booth contractors/exhibitors- All Halls	6th to 8th September 2024	12.00 pm – overnight
	9th September 2024	Till 04.00 pm
Working hours for shell scheme booth contractors/exhibitors- All Halls	8th September 2024	11.00 am – overnight
	9th September 2024	Till 04.00 pm
Exhibitor registration (issuing of badges)	6th September 2024	02.00 pm – 06.00 pm
	7th September 2024	10.00 am – 06.00 pm
	8th September 2024	10.00 am – 06.00 pm
	9th September 2024	10.00 am – 04.00 pm
Full electricity supply to all exhibitors	9th September 2024	12.00 pm onwards
Deadline for final completion of all booths for contractors/exhibitors	9th September 2024	04.00 pm
1. No vehicle movement/entry will be allowed after 04:00 pm on 8th September 2024 in the exhibition halls		
2. Booth contractors won't be allowed to work after 04:00 pm on 9th September 2024 in the halls		
3. 10th September 2024 will be Strictly Kept as "NO WORKING DAY" due to the VVIP movement on 11th September 2024		
Show days		
Exhibitor access to the exhibition	11th- 13th September 2024	8.30 am to 6.00 pm.
Start of aisle cleaning	11th- 13th September 2024	07.00 pm
Visitor access to the exhibition	11th- 12th September 2024	10.00 am – 06.00 pm
	13th September 2024	10.00 am – 05.00 pm

04

ONSITE OPERATIONS SCHEDULE



Description	Date	Timings
Tear down (Move-out)- Halls 1, 3, 5, 7, 6 & 8		
The power supply to the booths switched off	13th September 2024	06.00 pm
Dismantling electrical installations	13th September 2024	07.00 pm
Move-out hand-carry exhibits only	13th September 2024	05.00 pm – 11.00 pm
Dismantling / move-out of booth / large exhibits, heavy machinery	13th September 2024	11.00 pm – 11.59 pm
	14th September 2024	00.01 am – 06.00 pm
Hall to be cleared completely	14th September 2024	06.00 pm
Tear down (Move-out)- Halls 9, 10, 11, 12, 14 and 15		
The power supply to booths was switched off	13th September 2024	06.00 pm
Dismantling electrical installations	13th September 2024	07.00 pm
Move-out hand carry exhibits only	13th September 2024	05.00 pm – 07.00 pm
Dismantling / move-out of booth / large exhibits, heavy machinery	13th September 2024	07.00 pm – 11.59 pm
Hall to be cleared completely	13th September 2024	11.59 pm

Note: This schedule is up to date at the time of print. Should there be any amendment, we will inform you accordingly.

05



TRUCKS & CAR PARKING FACILITIES

a) Trucks Arriving in between – 6th - 9th September 2024

- i. Parking area – NASA parking only - trucks arriving at IEML can park their vehicles at the NASA parking. Please find the below Google map link. You can share the same with your logistics service provider / truck drivers.
- ii. Google Map Link: <https://shorturl.at/tksNV>

TRUCK



NASA PARKING

b) Exhibitors Car Parking – 6th - 9th September 2024 @ P- EXHIBITOR PARKING

- i. Exhibitors can park their vehicles at the designated car parking: Entry via gate-5, 8 & 12. around the halls as shared in the fairground plan overleaf.

CARS



Gates 5, 8 & 12

c) Exhibitors Car Parking – 10th - 11th September 2024 – Parking allowed @ NASA PARKING

- i. Exhibitors can park their vehicles at the designated car parking at the NASA parking.
- ii. Google Map Link: <https://shorturl.at/4XCSG>

(NOTE: on 10th and 11th September 2024 regular parking will be under SPG control and no cars will be allowed inside)

CARS



NASA PARKING

d) Exhibitors Car parking – 12th – 13th September 2024:

- i. Exhibitors can park their vehicles at the designated car parking opposite to gate no. 5, 8 & 12 around the halls as shared in the fairground plan overleaf.

CARS



Opp Gates 5, 8 & 12

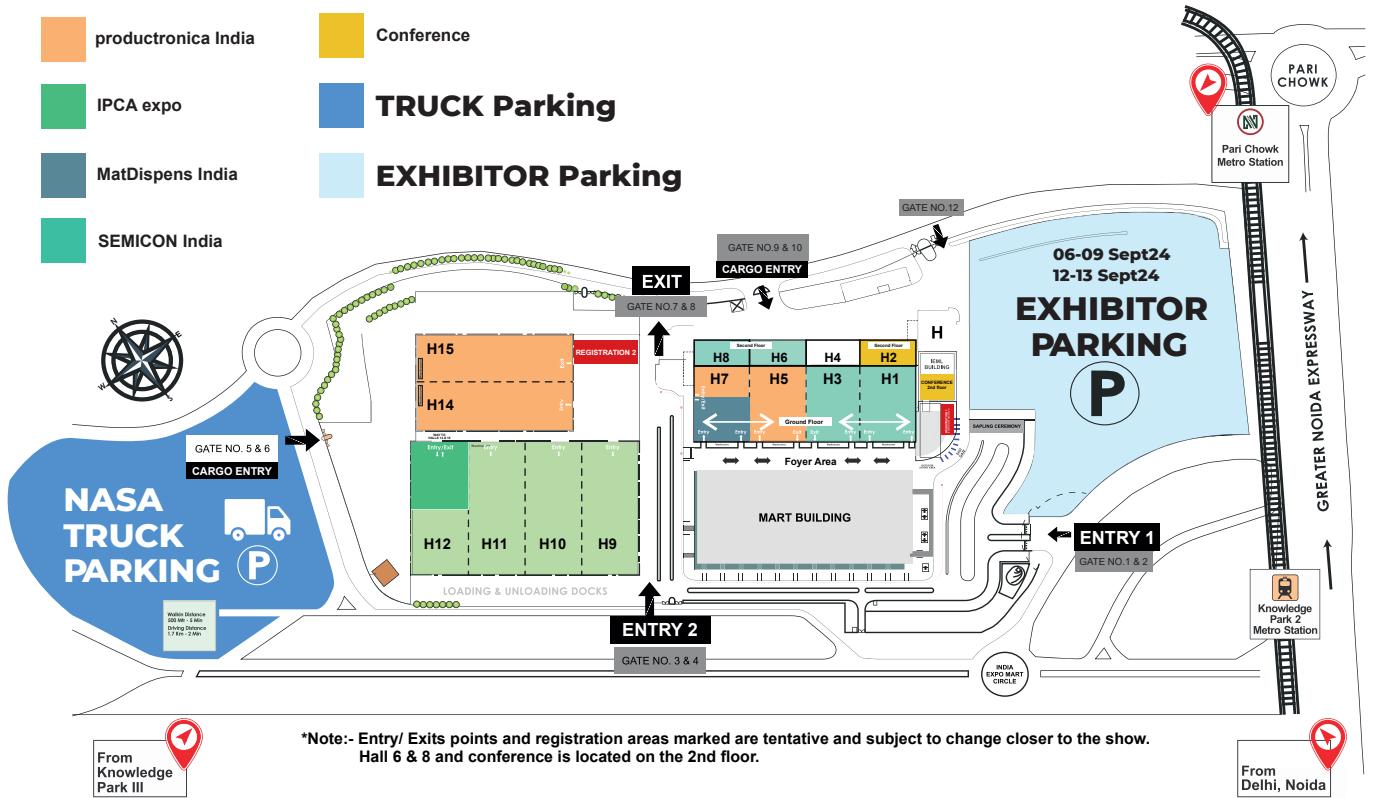
05

TRUCKS & CAR PARKING FACILITIES



Plan of the fairground

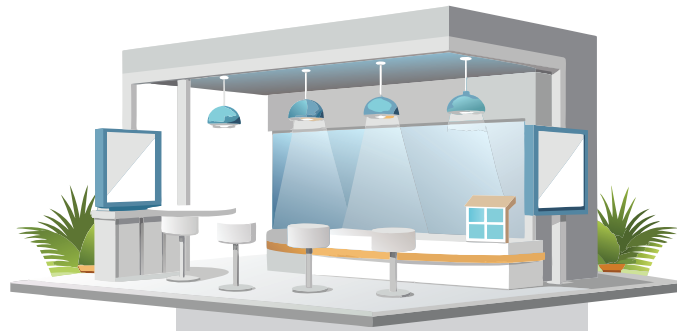
- electronica India
- productronica India
- IPCA expo
- TRUCK Parking**
- EXHIBITOR Parking**
- Registration
- Conference
- MatDispens India
- SEMICON India



as on 11 July 2024

06

BOOTH/STAND POSSESSION / MOVE-IN PROCESS:



MOVE IN/ACCESS PROCESS:

For a hassle-free arrival, entry & installation of exhibits and vehicle movement during electronica India, productronica India, MatDispens, IPCA Expo and SEMICON India

STAND POSSESSION PRE-REQUISITES:

Authorization: Stand builders / fabricators / contractors arriving to take possession to start build-up will be mandatorily required to produce a letter of authorization from the exhibiting company to be allowed access to the halls to unload and start work.

PAYMENT MANDATES:

Booth/Stand possession will be given to exhibitors/stand fabricators only after 100% payment for space and all other additional services are reflected in our accounts. We request you to ensure that the payments are cleared before your contractor reaches onsite.

A refundable security deposit of - INR 50,000/- for booth less than 50m and INR 1,00,000/- for booth more than 50m must be paid by demand draft in the name of "**Messe Muenchen India Pvt. Ltd.**" payable at "Mumbai" by your stand fabricator/contractor to gain entry to the halls for construction.

Note: The security deposit will only be refunded to stand fabricators who complete the setup & Dismantling on time as provided in the scheduled timelines. In case the fabricator fails to meet the stand completion deadline, the complete security deposit will be forfeited.

Letter of Authorization



from the
Exhibiting
Company

100% payment



For Stand
Possession

Deadline

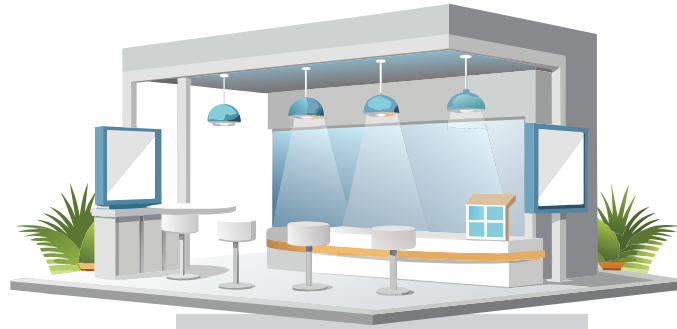
30 AUGUST
2024

Rs. 50,000 < 50sqm

Rs. 1,00,000 > 50sqm

06

BOOTH/STAND POSSESSION / MOVE-IN PROCESS:



ENTRY PROCESS:

- Exhibitor / Exhibitor Representative / Stand Contractor (E/ER/SC) with authorisation letter arriving at IEML with exhibits/stand fabrication material will be required to park the truck at the designated truck parking area i.e. NASA parking.
- E/ER/SC shall then go to the exhibitor registration area for EP located near Hall 15 & for Semicon India CFB area near Hall 1, show the authorisation letter to the organiser & collect wristband / stand possession certificate at the registration area. Wristband is mandatory for fabricators / exhibitors to enter the hall during setup days. No one is allowed to enter the hall without a wristband.
- Exhibitors should ensure that their booth fabricator are wearing wristband, safety shoes & helmets always during setup & dismantling days. The security appointed from the organisers reserves all the rights to remove the booth fabricators if they fail to follow the guidelines as mentioned above. Onsite safety shoes & helmets will also be made available at the below prices.

Helmets	Helmets	Safety Shoes
50/- (Per Day)	100/-	500/-

ENTRY PROCEDURE:

- The Trucks should be parked in the designated parking area
- E/ER/SC can show the stand possession certificate at gates no 5 & 9 and enter inside the venue & go to their respective hall.
- E/ER/SC must show the stand possession certificate to the Hall Director/Manager in their respective halls. The Hall Director/Manager will direct exhibitors/stand builders to the designated location of the booth/stand.
- Trucks Entry/Exit inside the venue will be from gate No: 5 & 9.

Letter of Authorization



from the
**EXHIBITING
COMPANY**

Exhibitor Registration



For EP Located
Near HALL 15 &
For Semicon
India
CFB - HALL 1

Booth Fabricators

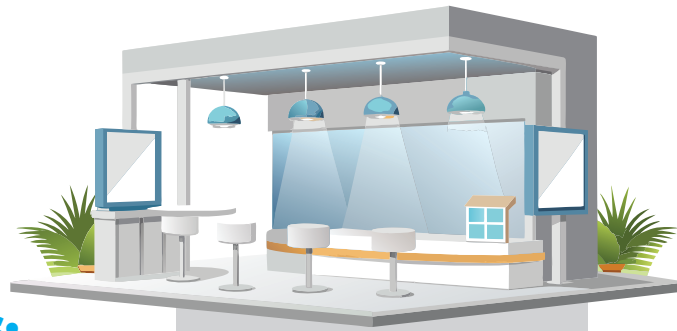


During Setup &
Dismantling Days

07

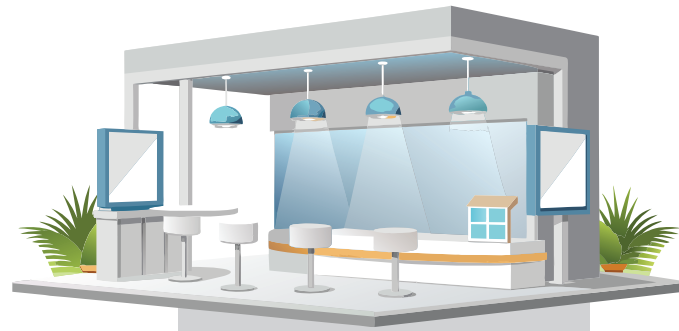
MANDATORY & SERVICE ORDER DEADLINES & POLICIES:

- a) **Both mandatory & service orders need to be filled online.**
- b) **ONLINE ORDERING WINDOW:**
The online order window - Open till: 25th August 2024
- c) **ORDERING WINDOW CLOSURES:**
26th August 2024
- d) **NORMAL PRICING WINDOW:**
The normal pricing window - Open till: 12th August 2024
- e) **SURGE PRICING WINDOW:**
13th August 2024 to 25th August 2024
- f) **SURGE PRICING:**
30% surcharge over the normal price will apply beyond 13th August till 25th August 2024
- g) **ORDERS BEYOND 25th August 2024:**
will attract an additional surcharge of 30% over the regular surcharge window pricing and order fulfillment cannot be guaranteed.
- h) **ORDER CONFIRMATION PROCESS:**
All orders are deemed confirmed only after receipt of relevant payments in full. Should 100% of payments not be reflected in our bank within 72 hours from the order date, the order will be auto-canceled and exhibitors will again need to reorder with payments. Orders once placed and paid, cannot be canceled and no refunds will be entertained.
- i) **FASCIA CHANGE POLICY:**
Once the fascia name is submitted no changes will be made and the same will be displayed on your booth fascia. For any changes after the submission of the form or onsite during setup days, INR 3000/- for Indian participation and Euro 20/- for international participation will be applicable per change.



08

EXHIBITOR FACILITIES DURING BUILD-UP:



a) COMPLIMENTARY LOUNGE ACCESS: _____
For the convenience of exhibitors there will be a lounge facility made available during build-up days. The lounge will have complimentary tea / coffee / cookies / soft beverages and free Wi-Fi from 10 am to 6 pm every day of build-up. Access to the lounge will be only for bonafide exhibitors. Access will be granted only to those with exhibitor badges with corresponding ID verification via PAN / AADHAR.

LOUNGE



Only Exhibitors Complimentary Beverages and Wi-Fi

b) SNACK COUNTERS: _____
Multicusine F&B outlets will be available at various locations at the venue during show days and select locations during build-up days. F&B outlets during show days will be operational from 11 AM - 5.30 PM and from 10.30 AM to – 6.00 PM during build-up days.

COUNTERS



Multicusine F&B outlets

c) PRE ORDERS: _____
Official F & B partners will be accepting pre-orders for lunch both custom and bento boxes. The ordering window will be opened from 8th September onwards for show day orders only. Details will be made available soon on MMI Connect.

LUNCH



Custom and Bento boxes during Show Days

09

List of Official Empanelled Logistics Partners

R. E. Rogers India Pvt. Ltd.

Mr. Yogesh Thakur

Mobile: +91 97171 19475

Email: yogesh@rogersworldwideindia.com

Mr. Puneet Sekhri

Mobile: +91 98105 53944

Email: puneet@rogersworldwideindia.com

Buhariwala Logistics

Mr. Anil Maherra

Mobile: +91 98218 92645

Email: mkt@buhariwalasglobal.com
exhibitions@buhariwalasglobal.com

Mr. Tahir Ali Shaikh

Mobile: +91 98925 03453

Email: intl@buhariwalasglobal.com

P. S. Bedi Group

Mr. Rajan Rawat

Mobile: +91 99718 89881

Email: rrowat@psbedi.com

Mr. Balvinder Kumar

Mobile: +91 99715 93214

Email: exhibitions@psbedi.com



10

List of Official Empanelled Travel Partners

Chime Travel

Mr. Rahul Chopra

Mobile: +91 97119 92048

Email: rahul@chime.travel

Web: www.chime.travel



Operations Team Contact Information

Overall Operations Incharge

Mr. Ganesh Parkar

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Operations Incharge for Hall No. 1-8

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Operations Incharge for Hall No. 9-11

Mr. Sharath Kumar N.

Mobile: +91 99860 16226

Email: sharath.kumar@mm-india.in

Operations Incharge for Hall No. 12, 14 & 15

Mr. Jiji Abraham

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Project Team Contact Information

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Project Director

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Director - Business Alliances

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Asst. Project Director

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Project Director

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Messe Muenchen India Pvt. Ltd.

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