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FACT SHEET

- Name of the event : **LIGHT INDIA INTERNATIONAL 2011**
- Dates : **March 4-7, 2011**
- Venue : **Halls 1, 2, 3, Convention Centre
Chennai Trade Centre
Mount Poonamallee Road, Nandambakkam
Chennai - 600 089, India. Ph : +91-44-2232 7782, 2231 5551**
- Inaugural Session : **10 : 30 hrs on 4th March 2011**
Exhibition Timings : **Business Hours: 10 : 00 hrs to 15 : 00 hrs on all days
For others :
15 : 00 hrs to 19 : 00 hrs on March 4-6, 2011
15 : 00 hrs to 17 : 00 hrs on March 7, 2011**
- Closure of the exhibition : **17 : 00 hrs on 07 March, 2011**
Number of Participants : **250**
- Participating countries : **India, China, Germany, Italy, Japan,
Singapore, South Korea, Taiwan,
UK, USA,**
- Product Coverage :
- Entry : **- Business Visitors with Invitation
- Business Visitors with their Business Card
- Business Hours - 10.00am to 3.00pm
- Public Free - 3.00pm to 7.00pm**
- Concurrent events : **Technical Sessions, Projects of Students of Engineering
Institutions**
- Organisers : **INDIAN SOCIETY OF LIGHTING ENGINEERS
Chennai State Centre
D-10 Ambattur Industrial Estate
Chennai - 600 058.**

Email : info@lii2011.in
www.lii2011.in



Dear Participant,

I am delighted to welcome you to the Light India International 2011, "**Lii2011**", the biggest lighting event in the country.

This "**EXHIBITORS SERVICE MANUAL**" provides you

- i) Information on various services which are available to all exhibitors.**
- ii) Rules & Regulations associated with your participation at the event.**
- iii) A time-table of in-hall operations to enable you to co-ordinate your operations at the show.**

It is very important that the rules, regulations and time schedules associated with the event are followed.

Should you have any queries please feel free to contact us at **+91-44-26257710** email : **info@lii2011.in**

Thankyou for your co-operation and support.

Wishing you a successful participation in LII2011

Yours truly,

DILIP KUMBHAT
Chairman – LII2011

GENERAL INFORMATION

1. Please read your Exhibitor Service Manual Carefully:

The Information it contains will help you, save time, money.

2. Helpful Reminders about Ordering

- a. Be sure to order your essential services in advance, including
 - Additional electrical services • Compressed Air Connection • Furniture • Other Special requests
- b. Place your orders with payments to ensure that your order is fulfilled. Try not to order on-site.
- c. Bring copies of all your advance order forms for ready reference.

3. Helpful Reminders on shipping:

- a. Ship your freight through a recognised and reliable transport agency to ensure that they arrive on your target date.
- b. Coordinate with the arrival and placement of exhibits in the booth with the nominated logistics service providing agency
- c. Be sure to remove all old shipping labels and attach clean labels, with your company name clearly marked on each carton / case.
- d. While making your shipping plans to the show, plan for return of articles after the show is over. Make sure that someone knowledgeable from your company will be on-site, to oversee the out bound shipment of your display and equipment.
- e. While transporting your exhibits to the site, Central Excise / Sales Tax documentation must accompany the consignment (Transporter's copy)
- f. Be clear and specify what type of freight is desired eg. over night a.m., p.m. second day or deferred service. Clear instructions on how the consignment is to be shipped - target date, venue, stall number / hall, accurate description or piece count.

4. On-site:

- a. Set up booth on time
- b. Try not to change or cancel your order at site.

5. Exhibitor Publicity & Promotional Services

a. Business Centre - Convention Centre

Business meetings and conferences may be conducted at the business centre which is made for the purpose. Exhibitors are requested to make use of the business centre which houses essential communication facilities viz. Computers, Internet, telephones, fax, photocopying, and secretarial services.

b. Exhibition Invitation Cards

Invitation cards for the exhibition are provided to every participating company well before the show. In case you require additional cards, please contact the show organisers to avoid last minute disappointment.

d. Show Directory

The Show directory offers a good exposure to the company both during and after the show. The exhibitors directory gives product profile, company names, addresses and telephone numbers. A limited number of pages are available for advertisements. Last date for booking advertisement is 31 JAN 2011

e. Other Services

Car & Two Wheeler parking, Official Photographer, Video, Certificate of participation, Canteen, Cafeteria, Coffee, Tea shop, Drinking water dispenser, Public address system, First Aid, Ambulance, Fire Fighting Brigade, ACMEE Information Centre, Computerised Visitor registration, are available at the venue.

7. Time Schedule for booking services

Services	Deadline
Power, Air & Furniture Requirements	31 DEC 2010
Advertisement in Show Directory	31 DEC 2010

8. Security

- Exhibitor Badges may be obtained from Chennai Trade Centre – LII 2011, Exhibitor Reception Counter. Badges must be worn at all times to gain admittance to the exhibition hall.
- During show days, exhibitors are allowed to enter 30 minutes prior to the opening of the show each day and allowed to remain till 30 minutes past the close of show.
- Hand carried items or equipment going out of the exhibition hall will require an exit pass. A company letter-head giving item description and the quantity must be given and the stamp of LII2011 obtained from the control room / site office.
- Exhibitors are requested to inform the organisers in case they require security personnel on payment basis for their booths during set-up and dismantling. No security staff other than those authorised by the organisers will be allowed inside the exhibition halls. The halls will be sealed during non-show hours and hence nobody will be permitted to remain in the exhibition hall after the exhibition is closed for the day.
- While the show organisers will maintain security surveillance at all times throughout the exhibition, exhibitors are reminded that goods are risk-prone immediately after the show closes on the final day. Please be sure that your stand is not left unattended at this time. Particular care should be taken of small portable items, tools and instruments and high value items.

9. In-hall Freight Handling

LII2011 has appointed RE Rogers (I) Pvt. Ltd. as the sole logistics service provider for LII2011. The detailed guidelines on in-hall freight handling and charges applicable are in pages 21-22 of this Manual.

To provide security, safety and protection against damage to the exhibition hall and in the interest of an efficient, co-ordinated move-in and move-out of goods, no exhibitor's trucks, cars, fork lifts, or handling equipment (trolleys, lift jacks, etc.) will be allowed inside the exhibition hall.

All exhibitors are required to give weight, dimension, power requirements of each exhibit in the prescribed Form 3 & 5 before 31 JAN 2011.

10.. No Delivery / Replenishment / Removal of exhibits during exhibition hours

Removal or delivery of exhibits and other exhibition stores in and out of the exhibition hall during exhibition hours is not permitted. Such a removal, delivery or replenishment of stock may be carried out before opening hours in the morning or after closing time in the evening. To remove any item or your display from the Hall during the show days 'EXIT PASS' (Ref. Form 2) must be obtained from the Organisers Office. This is necessary for security reasons.

At the end of the show on 7 MARCH 2011, exhibitors may arrange for packing and clearance of their exhibits. All goods must be removed from the site by 8.00 AM on 8 MARCH 2011. After that time, whatever materials, stands, exhibits etc. in the booth, will be considered as abandoned and will be disposed of. The concerned exhibitor will have to pay penalty for unauthorised occupation as levied by Chennai Trade Centre.

11. Manning of stands / audio / video equipment

All booths must be properly staffed and remain operational throughout the exhibition hours of the exhibition. Exhibitors should not participate in any activity, which causes or is likely to cause annoyance to visitors or other exhibitors. In particular, audio / visual display equipment must be positioned and sound levels so adjusted as to avoid disturbance to neighbouring booths. In the event of any disagreement, the decision of show organizers is final and the concerned exhibitors will have to follow the advice given by the organizers.

12. Censorship of Film / Audio Demonstration

Cassettes, tapes and other materials should have been cleared by the respective authorities. A copy of the tapes / CDs with relevant approval certificates must be submitted to the official freight forwarder by 1st June 2010.

13. Dilapidations

Exhibitors are responsible for the cost of making good or replacing any damages or dilapidations to the exhibition premises, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors. The cost of making good any damage will be assessed by the official shell scheme contractor and charged to the exhibitor. The show organisers in consultation with CTC, will inspect the hall before build-up and after dismantling of the stalls.

14. Force Majeure

The Exhibition may be postponed, shortened or extended due to any cause, whatsoever outside the control of the show organisers. The show organisers shall not be responsible for any loss sustained by the exhibitors, directly or indirectly, on account of elements of nature, force majeure or orders and directives imposed by any governmental authority. In the event of such circumstances, the organisers may refund some part of the amount paid by the participants at their sole discretion. Their decision in this regard is final.

15. Authority on the premises

The show organisers shall be responsible for and be entitled to act as the owners of the premises throughout the tenancy period. The decision of the show organisers on any issue or dispute will be final. The organizers have the right to regulate admission of visitors and exhibitors into the fair.

17. Observance of Rules & Regulations

All Exhibitors and their personnel must observe the rules and regulations stated in this exhibitor's manual, and the Rules & Regulations accompanying the exhibitors contract, while working or present in the exhibition halls.

18. Safety and Behaviour

No person present inside the exhibition halls is to behave or act in a manner that may cause harm, injury or damage to other persons or exhibits, nor to exhibition hall property or fixtures.

21. Decorations Flowers / Plants

- (a) Cut flowers, bouquets, etc. are available on payment. Kindly contact our official floral contractor Mr. Gopal / Mr. Gopi of M/s. Grand Florist at 9840477414 / 9840492922.

22. Schedule for handing over of exhibition space to participants / moving in exhibits / dismantling of booths and removal of exhibits

a. HANDING OVER IN HALLS

To Bare space participants	1300 hrs on 1-03-11
To Shell scheme participants	0900 hrs on 2-03-11

b. MOVING OF EXHIBITS / MACHINERIES IN HALLS....to be coordinated with RE Rogers

c. CUT OFF TIME TO DO CONSTRUCTION/DECORATION WORK IN BOOTHS	2000 hrs on 3-03-11
d. HANDING OVER OF BOOTHS IN CONVENTION CENTRE	1200 hrs on 3-03-11
g. PASSAGE CARPETING TO START (AT THE CONCLUSION OF THE EVENT)	2100 hrs on 07-03-11
h. REMOVAL OF PASSAGE CARPETS	1800 hrs on 07-03-11
i. REMOVAL OF EXHIBITS	1800 hrs on 07-03-11
k. DISMANTLING OF BOOTHS	1900 hrs on 07-03-11
j. ALL EXHIBITS AND MATERIALS TO BE CLEARED BEFORE	0800 hrs on 8-03-11

All exhibits must be unpacked and Positioned by 2000 hours on 03 March 2011. The general service contractor will start laying the carpets on aisles at that time. Exhibitors may remain in the hall to work but all activities must be confined to their booth space. Please have all crates and cartons unpacked so that they could be removed. All booth internal work must be completed latest by 2100 hrs on 3rd March 2011.

All exhibits and materials are to be removed from the Hall before 0800 hrs on 8 March 2011. Penalty will be levied on late clearance.

23. DISPLAY AND STAND DECORATION - GUIDELINES

Construction and decoration of stands will be governed by the following guidelines.

- a) Products / exhibits particularly the operative machines must be placed at least 1 mtr away from the boundary of open sides of the stand. No part of any exhibit should project out of the stand boundaries.
- b) Clustering or crowding of exhibits in the stands is not allowed. At least 1 meter gap between two machines / exhibits must be provided. Overall 30% of the stand space must be left free for movement of visitors and safety during demonstration of exhibits.
- c) All machines / equipment should be placed in such a way that they would indicate the normal operating position on the shop floor.
- d) Grouting or drilling in the walls / floor is not allowed. However in case of heavy machines, Exhibitors may be allowed to install at their own cost concrete blocks / platforms on the polyethylene sheet without damaging the floor.
- e) Partitions and / or dividers in the stand are allowed subject to the following conditions:
 - These are not erected in the open side of the stand.
 - The height of the partition or divider does not exceed 1.75 mtrs
 - Both sides of the partition wall are properly finished or painted; particularly the side from the neighbouring stand side should not look unfinished. It would be desirable that side partitions are made with mutual agreement with neighbour booths.
- f) Display panels, name boards, sample holders, photographs and other display materials are permitted in the stand subject to the condition that their height does not exceed 1.5 mtrs.

- g) Show-cases are permitted subject to the condition that their height does not exceed 1.5 mtrs and they are placed atleast 1 mtr away from the open side of the stand.
- h) Spotlights, small machine lamps or reading lamps are permitted, provided these are fitted along the stand structure erected within the limits of above mentioned specified heights.
- i) Exhibitors should not take support of any permanent structure in Exhibition hall for decoration purposes.
- j) Electrical wiring should conform to safety standards.
- k) Noise levels should be within the permissible limits
- l) THE HEIGHT OF ANY EXHIBIT or PANELS SHOULD NOT EXCEED 2.5 m.

- m) Exhibiting companies that share a common booth back wall boundary line must allow 9" of space from the common booth boundary line when setting up the construction of their exhibit back wall to allow a total of 18" for access to electrical and utility outlets.
- n) Exhibitors who have taken bare space must submit their booth construction and decoration plan to the organizers and take their concurrence before start of construction. The construction plans must be submitted for consideration before 15 January 2011
- o) No mezzanine floors should be erected in stand areas.
- p) EXHIBITORS MUST BEAR THE RESPONSIBILITY FOR PERFORMANCE AND BEHAVIOUR OF THEIR APPOINTED CONTRACTORS.
- q) No part of any structure may extend beyond the boundaries of the site allocated.
- r) No suspensions are to be made from the ceiling of the Exhibition Halls. No fixing be made to the floor, walls or any part of the buildings.
- s) A suitable floor covering, such as carpet or matting must be provided for all stands.
- t) A back wall, except in the case of an island or peninsula stand, must be provided.

- v) **Official shell scheme contractor**

Lii2011 has appointed Deko Exhibits Systems as official contractors for shell construction. This agent will assist exhibitors subject to availability for meeting their requirements of furniture and other necessary display materials. Please contact them for your requirements. Also refer to pages 15-18.

24. Administration of Exhibition Hall

The Administration of exhibition hall will be controlled by Lii2011 from its Site Office in Chennai Trade Centre. Participants should contact Lii2011 staff at the Site Office for taking possession of their stall and for information as to how to obtain various exhibition services. Representatives of the Clearing / Forwarding agencies, Travel Agencies, Stand Contractors, etc., will be available at the Lii2011 Site office for support and assistance to the participants.

25. Storage, Cleaning & Removal of Waste

Arrangements for storage facilities for package cases, surplus materials, etc may be coordinated with Official logistics service providers. Service charges are payable to the logistics service agency.

During the move-in, construction of stands and removal of exhibits, the passage ways in the exhibition halls must not be obstructed with exhibits, construction materials or debris. Contractors of stalls are responsible for removing their own off-cuts / waste each day of build and break down.

Exhibitors are requested to place the wastebins in the aisle at the closing hours of the show each day, from where it will be removed by the cleaners. The Show Organisers reserve the right to invoice Exhibitors for placing excessive packing materials, discarded crates or cartons and stand building materials on the aisles.

Exhibitors are advised to use waste-bins in their stalls for throwing waste material.

26. Liabilities & Insurance

It would be advisable for the exhibitors to take Insurance Policies covering the following

- a) Machinery, Equipment & Other Exhibits
- b) Transit and loading & Un-loading of machines
- c) Exhibition personnel
- d) Third parties (Visitors)

The Show Organisers will not accept liability for loss or damage to any exhibit or injury to exhibitor's personnel at any time. Exhibitors are strongly advised to insure their exhibits against theft, loss or damage, including the risk of fire, Earthquake and to cover themselves against third party liability for visitors to their stands.

27. Entry / Exit Procedure

Admit Pass may be taken from the organisers office for taking possession of booths (use Form 1). The transporter is required to show the Admit Pass invoice and packing list of the exhibits for Lii2011 to the security office at the gate.

For taking out the materials and exhibit cases after the exhibition, gate pass procedure will be observed as follows:

The exhibitors should approach Lii2011 site office for permission in writing (Form 2) in their official letter head quadruplicate before 06 March 2011. The copies of the permission granted will be retained by the following :

- a) Chennai Trade Centre Security Dept. - One copy
 - b) Chennai Trade Centre Control room. - One copy
 - c) Exhibitor. - One copy
 - d) Organiser. - One copy
- } — at the gates

Four copies of this form should be handed over to LII2011 office by 1500 hrs. on 06 March 2011. These forms will be scrutinised by site office and will be returned to the exhibitors from 18.00 hrs. on .06.3.2011. The organisers will not be responsible for any delay in removing materials due to delay in submitting the forms.

Exhibitors should depute their representatives to accept delivery of their exhibit cases at the Exhibition site. It will not be possible for the organisers to take delivery and make handling arrangements for the exhibitors.

Heavy vehicle movement within the city may be verified in advance to avoid any inconvenience.

30. Liability account of damage to CTC and others

Any damage to floor or structure, fittings etc., of CTC, other exhibitors, official service providers will have to be made good by exhibitors.

31. General Fire and Safety Regulations

- a. Exhibitors should ensure that all materials used in construction and decoration of stall and exhibits are fire retardant
- b. All exits, entry areas and exit aisles must be kept clear and unobstructed.
- c. Compressed gas cylinders, including LPG are prohibited in the exhibition area.
- d. All temporary wiring must be accessible and the aisle must be free from debris and storage material.
- e. No storage of any kind is allowed behind booths or near electrical services.
- f. All empty cartons and crates must be removed and arrangements for storage are to be made by exhibitors direct.
- g. Flammable or combustible liquids are prohibited inside the buildings.
- h. Helium balloons are not allowed inside the halls.
- i. No live fire is allowed.

Note: Smoking is strictly prohibited inside the exhibition halls.

32. Care of building and Equipment

Exhibitors or their agents must not damage or deface the exhibition facility or exhibits and equipment of other exhibitors. When such damage occurs, the concerned exhibitors responsible are liable to the owner of the property so damaged.

33. Children below 16 years not allowed

Children under 16 years, will not be allowed during business hours (10.00 AM TO 3.00 PM) on all days.

34. Transportation Regulations

No standing or parking of vehicles will be allowed inside the exhibition hall.

No overnight parking of trucks or tempos is permitted on the exhibition days during move-ins, show hours and move-outs.

34. Sound Systems / Presentations

- The organisers reserve the right to restrict operation of exhibits, because of noise, vibrations, method of operation or any other reason. The sound level from any booth shall not intrude into adjacent exhibit areas.
- Presentations should be confined to the exhibitor's booth to avoid disturbance to neighbouring booths.

35. No banners will be allowed without prior approval.

36. Electrical Supply & Installations

Hall lighting will be provided by show organizers.

The standard electrical voltage available for use on stands at the exhibition is 230 volts single - phase A.C. at 50Hz, and 415 volts 4-wire-three- phase and neutral alternating at 50Hz. Fluctuations can be expected. **Exhibitors whose equipment is particularly sensitive should arrange for stabilizers.** Organisers will not be responsible for any damage to machine due to power fluctuations. Supplies to stands will normally be switched off at source 30 minutes after the exhibition closes each day (15 minutes on the final day) Any exhibitor requiring electrical power supply at times other than show hours should make application to the management office before 02 MARCH 2011 for checking up feasibility for such services. Supplies cannot be arranged at short notice. Cost of additional supply must be borne by the exhibitor.

Exhibitors who have ordered additional electrical items in advance are requested to show the location of extras on their booth design. All electrical installations on stands must be carried out by the official electrical contractor.

A flat rate of **Rs. 3000/- per KW** of connected load will be the basic rate for power and light consumed during LII2011. It is essential that all exhibitors inform their power requirements before 31 JAN 2011

37. Demonstration and Working of Exhibits.

Any exhibitor intending to demonstrate equipment on his stand must:

- a. Provide the organisers with full details in writing of any working exhibits involving moving parts, naked flame, lasers or other hazardous exhibits.
- b. Give proper consideration to the safety conditions under which the exhibits will be demonstrated, including safety guards and screens to prevent accident or injury to both visitors and staff.
- c. Cause no annoyance to visitors or other exhibitors. Where a high level of noise, heat, or other objectionable factors are involved, demonstrations may only take place at the times stipulated by the show organisers who reserve the right to terminate a demonstration at any time.
- d. Ensure that no naked flame is used in any demonstration in the exhibition premises.
- e. Isolate controls and switches so that machinery cannot be activated by accident or interference by visitors.
- f. In case of dispute, the show organisers ruling will be final.

38. Stand Fittings Regulations (Official Shell Scheme)

- a. No additional stand fittings or display may be attached to the shell stand structure. No nailing or drilling will be allowed. If you require assistance in hanging or displaying your exhibits, please consult the official Shell Contractor. Please note that internal dimension of shell-scheme stands are approximately 5 cm smaller than the contracted area as the walls are contained within the booth.
- b. No Painting or wall papering of the shell stand panels will be allowed. Exhibitor who wish to have panels painted must inform the official shell scheme contractor who will provide estimates on cost involved
- c. No free standing fitment may exceed a height of 2.5 m or extend beyond the boundaries of site allocated.
- d. Any change to the type or colour of the floor covering provided, must be by prior permission of with the shell scheme contractor. Any cost incurred must be borne by the exhibitor.
- f. No financial credit will be given by the organisers for any package item not utilised.
- g. Package shell scheme booths will be built from modular extruded aluminium system to the following specifications for every 9 sq.m of space. (Fractional area will not get extra items)

Under shell scheme, partition walls, Fascia Name plate, Carpet, 3 spotlights, one 5 amps single phase socket, 1Table, 2 chairs, 1 Dustbin.....for every 9 sqm.

39. Exhibitors will also have to bear any charge levied by the Chennai Trade Centre for damage caused to their property, walls, flooring or for debris not cleared.

19. **Important** : The organisers reserve the right to modify / change any of the guidelines / provisions / rules / regulations / time schedule at anytime in the interest of the exhibition and their decision in this regard is final.

Details of display accessories under the shell scheme services for exhibitors

Area	Table	Chair	Spotlight	5 amp socket	Dustbin	Invitation Cards	Exhibitor Badges
6 sqm	1	2	2	1	1	100	2
9 sqm	1	2	3	1	1	150	3
12 sqm	1	2	4	1	1	150	4
15 sqm	1	3	4	1	1	150	4
18 sqm	2	4	6	2	2	200	5
36 sqm	4	8	12	4	2	250	10

- Bare space applicants will get visitor invitations and badges as per above details.
- Additional invitation cards to exhibitors can be provided on request.
- Please give names of representatives for whom exhibitor badges are required as per **Form 6**.

LIST OF OFFICIAL SERVICE PROVIDERS

1. Stand Construction and Decoration

Deko Exhibit Systems

15, 2nd Main Road, Karpagam Gardens

Adyar, Chennai - 600 020.

Contact : **Mr. S.T. Srikumar**

Ph : 044 42054211

Mobile : 9841014833

E-mail : dekospace@vsnl.net

2. Freight forwarder / Handling & Clearing agents

R.E. Rogers India Pvt. Ltd.,

RER HOUSE,

#238/1, 11th Main, 15th Cross,

Next to State Bank of Mysore, Sahakara Nagar,

Bangalore – 560 092, Karnataka, India.

Contact : **Mr. Shrenik Jain / Mr. Ashwin. V**

Tel : +91-80-42690555, Fax : +91-80-415355881

Mobile : +91-9845205424 / +91-9880533988

E-mail : rerogers@airtelmail.in

4. Electrical Services

Bharathi Elecricals

Plot No: 69 & 70 Shalimar Garden

East coast Road ,Injambakkam,

Chennai-600 041 India.

Contact : **Mr. T.K.V. Pathi / Mr. T.K.V. Maaran**

Tel : +91-44-29782009,

Mobile : +91-9840085142 / 9444257944

E-mail : pathi.electrical@hotmail.com

ADDITIONAL DISPLAY ACCESSORIES

Lii 2011 - Additional Items Tariff			
Code No	Particulars	Dimension	Rate
DE – 01	Counter	1m W x 0.75m H x 0.5m D	600.00
DE – 02	Lockable Cabinet	1m W x 0.75m H x 0.5m D	1,500.00
DE – 03	NH Reception Counter	1.25m W x 1m H x 0.5m D	2,250.00
DE – 04	Glass Shelf	1m W x 6mm H x 9" D	400.00
DE – 05	Wooden Shelf	1m W x 0.5 inch H x 9" D	300.00
DE – 06	Glass Counter	1m W X 1m H X 0.5m D	1,750.00
DE – 07	Vertical Show Case	1m W X 2m H X 0.5m D	3,750.00
DE - 07a	Vertical Show Case with ceiling lights	1m W X 2m H X 0.5m D	4,250.00
DE – 08	Octonorm Panel	1m W X 2.5m H	750.00
DE – 09	Octonorm Door	1m W X 2m H	2,000.00
DE - 9a	Lockable Wooden Door		3,500.00
DE – 10	Wooden Top Round Table	0.75m H X 30" Dia	750.00
DE – 11	Glass Top Round Table	0.75m H X 30" Dia	1,250.00
DE – 12	Bar Stool	1.02m H	750.00
DE - 12a	Hydraulic Bar Stool - Height Adjustable		1,250.00
DE – 13	Folding Chair		150.00
DE – 14	Revolving Chair		1,000.00
DE – 15	Podium	0.5m W X 0.5m H X 0.5m D	750.00
DE – 16	Podium	0.5m W X 1m H X 0.5m D	1,000.00
DE – 17	Garment Stand	1.5m H X 1.3m W	500.00
DE – 18	Mesh	1.5m H X 1m W	750.00
DE – 19	Magazine Rack	1.25m H	500.00
DE – 20	Spot Light		300.00
DE – 21	5 amp Plug Point		250.00
DE – 22	15 amp Plug Point		300.00
DE – 23	Hammer Screw		50.00
DE – 24	Photo clamp		50.00
DE – 25	Sofa Set with centre table	1 x 2 seater, 2 x single seater	6,500.00
DE – 26	Metal Hallide Light - White		1,500.00
DE – 27	Refrigerator		3,000.00
DE – 28	Novia Chair without arm		600.00
DE – 29	Novia Chair with arm		1,000.00

NOTE : All items subject to availability. Kindly confirm in advance to the following address
Service tax of 10.3 % will be charged extra on the total amount

Contact Details for placing order

Contact Person: Mr. S.T. Srikumar

Deko Exhibit Systems

15, 2nd Main Road, Karpagam Gardens

Adyar, Chennai - 600 020.

Ph : 044 42054211

Mobile : 9841014833

E-mail : dekospace@vsnl.net

SITE HANDLING OF EXHIBITS / OFFICIAL LOGISTICS SERVICE PROVIDER - PROCEDURES

RE Rogers India Pvt. Ltd. Has been appointed as the official site handling Agency for ACMEE 2010. Exhibitors are advised to finalise their site handling arrangements with them by sending Logistics Services Requirements Form through fax/mail before 15 Jan 2011.

Freight vehicles of exhibitors, who have not made prior arrangements with the Organiser and their official site handling agencies, will not be allowed entry into Trade Center Complex.

Exhibitors should pay the service charges to the concerned agency directly for the services. Hiring of labour or equipment for exhibit handling at site from any agency, other than the appointed agency is not permitted. Exhibitors are advised to deal with approved agency directly for handling their exhibits at site and not through any other clearing and forwarding agency which they may use for bringing exhibits to the site. Cases weighing upto 50 kgs can be hand carried by exhibitors. However, handling of heavier cases will have to be entrusted to the appointed agency only.

ARRIVAL AND INSTALLATION OF EXHIBITS

Site handling services for exhibits will be operational from 9.00 am – 9.00 pm on 2nd and 3rd March 2011.

A general Schedule for arrival of exhibits based on location of individual stands, weight & dimension of exhibits, will be advised by the Organiser and site handling agency and all exhibitors are expected to follow it. This will facilitate smoother handling of exhibits.

Exhibits arriving later than the schedule specified by the Organiser and official site handling agency, will not be permitted for display at the exhibition. The Organiser's decision in this regard will be final and binding.

On arrival at Chennai Trade Centre, freight vehicle drivers must park the vehicle in the parking area and contact the site handling agency viz. site office of RE Rogers. The agency will provide a job order for the entry of the vehicle into Chennai Trade Centre. The vehicle will drive to the respective exhibition hall for off loading of exhibits, as directed by the official site handling agency and security. After unloading of exhibits, freight vehicles must leave the Chennai Trade Centre complex immediately.

Charges on the same basis would be applicable for the return movement as well.

HIRE OF EQUIPMENT (with driver & without labour) FOR ASSEMBLY & ERECTION PURPOSES ONLY

1	Hydraulic Pallet	02 – Ton Capacity	Rs.250 per hour	Minimum	Rs.250/-
2	Fork Lift	03 – Ton Capacity	Rs.600 per hour	Minimum	Rs.600/-
3	Fork Lift	05 – Ton Capacity	Rs.800 per hour	Minimum	Rs.800/-
4	Crane	10 – Ton Capacity	Rs.1200 per hour	Minimum	Rs.1200/-
5	Labour		Rs.200 per hour per man	Minimum	Rs.200/-

ON-SITE HANDLING TARIFF OF RE ROGERS FOR INDIAN EXHIBITS FOR LII 2011, MARCH 4-7,2011 CHENNAI

Charges for offloading from vehicle, shifting to booth and unpacking at one go for single piece weighing not more than 3000 kgs.


- | | |
|--|--|
| 1. Offloading and Shifting to Booth | Rs. 400/- per 500 kgs or part there off. |
| 2. Unpacking & Placement of Exhibits | Rs. 350/- per 500 kgs or part there off. |
| 3. Depallatization of Exhibits | Rs. 350/- per 500 kgs or part there off. |
| 4. Positioning & Re-positioning of the exhibits (each time) | Rs.300/- per 500 kgs Minimum Rs.300 |
| 5. Removal of empties for storage & return of empty cases after the close of exhibition. | Rs 300/- per CBM |
| 6. Repacking of Exhibits | Rs. 350/- per 500 kgs or part there off. |
| 7. Pallatization of Exhibits | Rs. 350/- per 500 kgs or part there off. |
| 8. Shifting from Booth & Loading | Rs. 400/- per 500 kgs or part there off. |

PLEASE NOTE :

- Handling charges will be charged on basis of actual weight or volume weight whichever is higher @ 1 CBM = 333 KGS.
- Heavy lift surcharge applicable in addition to the basic handling charges as mentioned in point 1 above.
 - For single piece weighing between 3000 kgs to 5000 kgs : Surcharge 25% extra
 - For single piece weighing between 5000 kgs to 8000 kgs : Surcharge 35% extra
 - For single piece weighing more than 8000 kgs : Surcharge 50% extra
- In case the machine is bare on the base, the removal of base would be treated as unpacking and would be charged accordingly.
- The above charges are applicable from 0930 – 1930 hours, for services required after these hours a surcharge of 25% shall be applicable on the above.

Charges on the same basis would be applicable for the return movement as well.

SELECT HOTELS IN CHENNAI - BOOK NOW





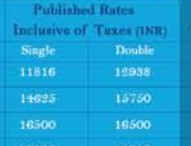
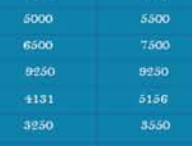
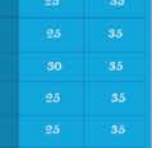
LIGHT INDIA INTERNATIONAL

LIGHT INDIA INTERNATIONAL

04 - 07 March 2011

Chennai Trade Centre, Chennai, India

“Green Lighting for Greener World”

We are pleased to introduce to you ICE – Integrated Conference & Event Management as the official travel partner for Light India International 2011

Listed below are various categories of hotels to suit your taste & budget. As there are limited rooms booked at every hotel, we request you to kindly book your accommodation at the earliest to avoid any last minute inconvenience.

Our travel specialists will be more than pleased to assist you with your booking.

BOOK NOW

Hotel Name	Published Rates		LII 2011 - Special		Travel Distance	
	Single	Double	Single	Double	Venue	Airport
The Park (5 Star Deluxe)	11816	12938	5600	5600	30	35
Le Royal Meridien (5 Star Deluxe)	14625	15750	8625	9750	10	15
Hyatt Regency (5 Star Deluxe)	16500	16500	9800	10300	25	50
Trident (5 Star)	10688	11813	7688	8813	15	10
The Accord Metropolitan (5 Star)	10125	11250	6000	5500	25	25
Taj Mount Road (5 Star)	13500	14625	6500	7500	35	40
Radisson (5 Star)	11250	11250	6250	6250	15	10
Green Park (4 Star Deluxe)	5906	7031	4131	5136	20	30
The Springs (4 Star)	5063	5693	3250	3550	30	35
Raj Park (4 Star)	4725	5400	3525	4900	25	35
Hotel Ambica Empire (3 Star)	4398	4950	3000	3900	25	35
Hotel Benz Park (3 Star)	4782	5344	3000	3300	30	35
Hotel Royal Plaza (3 Star)	3375	3938	2250	2550	25	35
Hotel Chennai Deluxe (3 Star)	2975	3700	1800	2000	25	35
The Ashok Residency (3 Star)	1463	1698	1400	1615	10	20

BOOK NOW

Inclusion :


- The rates given are per room per night basis.
- The above special rates are inclusive of Luxury Taxes and Buffet Breakfast.
- Service Tax of 2.58% as applicable.
- The rates given include breakfast and Luxury Taxes (currently @ 12.5% on the published rates / rack rates of the hotels).

Terms & Conditions :

- The bookings need to be made to ICE indicating your first, second & third preference. ICE will check availability as per your preferences and you will receive a tentative confirmation from ICE / concerned hotel within 2 working days of receipt of your request. All payments for hotel accommodation need to be made to ICE and all extras to be settled with the hotel directly.
- One night's room rent in advance within 3 days of receiving tentative confirmation. Balance payment by 10th February 2011.
- You may cancel or make amendments to your bookings till one month prior to check-in date or 10th February 2011, whichever is earlier without any cancellation charges. For any cancellations or amendments received thereafter, appropriate retention charges may apply and your deposit may not be refunded.
- You need not send any money at the time of making a booking request. You will be asked to pay after ICE confirms the rooms as per your request. You may pay using your Master / Visa / Diners credit card, wire transfer or internet banking (Indian banks only). Details will be provided at the time of tentative confirmation.
- As March is an extremely busy period in Chennai, you are requested to book your rooms much in advance. The rates given here are valid only for bookings & payments received till 10th February 2011, and are subject to availability of rooms.

For More Information Please Contact :

CR Gagan
 Integrated Conference & Event Management
 (A division of Le Passage to India Tours & Travels Pvt. Ltd)
 New No. 59 / Old No. 29, Vijaya Raghava Road, T. Nagar,
 Chennai - 600017 (INDIA)
 Mob : +91 9789666985, Tel: +91 44 30909000, 30909061 (Direct), Fax : +91 44 30909001
 Email : gagan@iceindia.in, Website: www.iceindia.in



TUI Event Management
 World of TUI

ICE

Note : The above list is for reference only and not comprehensive

HOSTESS SERVICE PROVIDER

Mrs. M. AJI SUPRABHA
M/s. APN Associates
416, Bazaar Street
Madhavaram
Chennai - 600 060.

Rs. 750/- per day

Phone : 044 - 2553 0072

Cell : 98848 52481 / 95001 64880

Email : apn.manpower@gmail.com

CONTACT CALL TAXI / TRAVEL SERVICE IN CHENNAI

- | | | |
|----|-------------------|-----------------------|
| 1. | CHENNAI CALL TAXI | 2598 4455 / 2578 2292 |
| 2. | FAST TRACK | 2473 2020 / 2446 4422 |
| 3. | BHARATHI | 2814 4405 / 2814 0532 |
| 4. | ADYAR CALL TAXI | 2446 7777, 3912 7777 |

CHECK LIST FOR PARTICIPANTS

1. Letter Pads to be brought for Admit / exit pass purpose
2. Company's Rubber Stamp
3. Booth possession requisition typed in letter head as per format (Form 1) of this manual
4. Exit pass typed in letter head as per format (Form 2)
5. Read through the manual
6. Additional requirements like Power, Air Connection, Electrical Fittings, Furniture, Show Directory Advertisement, Exhibitor Badges, etc. ordered with the organiser. (Form 3, 4, 6)
7. Coordinate with RE Rogers, official logistics Service Providers for arrival and placement of exhibitors stalls (Form 5).
8. Fire and safety / security forms precautions. Insurance coverage for exhibits on those manning the stalls.

The following are PROHIBITED IN THE STALLS :

1. Pasting of any material on Pillars and Channels.
2. Pasting of full area Graphics & Posters.
3. Using of additional adhesives for pasting of Graphics & Poster.
4. Nailing or Drilling on the Pillars, Channels and Panels.
5. Cutting, Spillage & Damage of Carpets.
6. Damaging / Breaking of Glass Items provided in the stalls.
7. Hanging and Attaching Display Items on Name Boards.
8. Fixing of Additional Fittings and Mechanical Fittings on Pillars, Channels and Panels.
9. Cost of damages will be collected from the Participants, before removal of the exhibits.

For any further clarification, please contact the official Stall Contractor **M/s. Deko Exhibit Systems.**

FORMAT FOR ADMIT PASS

IMPORTANT:

(To be typed on the Exhibitor's Letter Head)
(Two copies to be brought)

To,
The Convenor,
Lii2011.

Request for handing over possession of space for stall erection

Stall No.....

Please hand over possession of space allotted to us, to our representative
.....
..... (Name and Designation). We have paid all the dues as per the Debit

Notes sent by you.

Signature :

Name:

Designation :

Exhibitors Company :

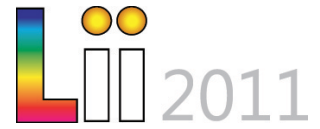
Date :

Please present this form in duplicate in your letter head to the Organisers Office for authorisation. Authorisation will be done in the Organisers Office from 4.00 p.m. on 1 MARCH 2011 .

The following documents are to be enclosed along with this form

- (1) Invoice / Delivery Challan
- (2) Packing List

**To be brought by person while taking possession of stall
Possession will be given only when all dues are cleared.**



Form 2

FORMAT FOR EXIT PASS

(To be typed on the Exhibitor's Letter Head)
(Four copies to be brought)

To,
The Convener,
Lii2011,
Chennai.

Important Note:

- The Final Exit pass will be issued only if all the dues are cleared.
- Must be submitted in quadruplicate on company letter heads on or before 19th June 2010.
- Your requisition must be typed & duly completed as per the format given below.

Please allow us to take out the following items from Chennai Trade Centre, which were brought for display at Lii2011

Sl.No:	Items	No. of Cases / Packing
1.....		
2.....		
3.....		
4.....		
5.....		

Name :

Designation :

Company :

Stall No/s :

Signature :Date :.....

Note:

Please note that early submission will help in smooth Exit from Chennai Trade Centre, Nandambakkam.
To be given at the Site Office of Organiser before 6 March 2011.

Form 3

ADDITIONAL SERVICES REQUISITION FORM



EXHIBITOR'S NAME :

BOOTH No. :

1. Electric Power (Per KW) for Exhibits & Lighting (Minimum 1 KW or multiples there of) Rupees US \$

(a) Indian Exhibitors - Rs. 3,000/- X	Kw		
(a) Foreign Exhibitors - US \$ 80/- X	Kw		

2. Directory Advertisement

Indian Participants / Foreign Participants					
a) Double Spread (Colour)	-	Rs. 22,000/-	US \$ 600	<input type="text"/>	
b) Full page (Colour)	-	Rs. 12,500/-	US \$ 400	<input type="text"/>	
c) Section Divider (Colour)	-	Rs. 12,000/-	US \$ 300	<input type="text"/>	
d) Full Page (B/W)	-	Rs. 5,000/-	US \$ 180	<input type="text"/>	
e) Half Page (B/W)	-	Rs. 3,000/-	US \$ 100	<input type="text"/>	
Technical Data :					
Show Directory : 13 cm (W) x 21.5 cm (H)					
Advt. Size 13.3 cm (W) x 21.7 cm (H) with bleed					
10.5 cm (W) x 19 cm (H) without bleed					
Net Amount Payable 1+2+3 = (A)					
Service Tax : 10.3 % on (A) at present and the same shall be charged as applicable (B)					
Total Amount Payable (C) = (A) + (B)					

We have read the rules and regulations printed overleaf and we agree to abide by them. We enclose a demand draft / bankers Cheque No. _____ dated _____ drawn on _____ payable in Chennai in favour of INDIAN SOCIETY OF LIGHTING ENGINEERS towards participation charges and other charges / remitted by bank transfer to:

Name : Designation :
 Date : Signature :

LAST DATE FOR SUBMISSION : 31-Dec-2010

	LIGHT INDIA INTERNATIONAL - 2011
	D-10, AMBATTUR INDUSTRIAL ESTATE, CHENNAI - 600 058, INDIA. Tel : ++91-44-26257710, 42281950. Fax : 26257866, 26243500, Email : info@Lii2011.in

Form 4



EXHIBITOR DETAILS FOR DIRECTORY LISTING

Booth No : Member : ISLE

Company Name :

Address :

.....

.....

City : Country : Pincode :

CEO's Name & Designation :

Contact Person & Designation :

Ph. No. : Mobile :

E-mail : Website :

NAME ON FASCIA

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(Exhibitor's Company Name only - Max 22 Characters including spaces)

PRODUCT PROFILE (Maximum 50 words)

NAMES OF FOREIGN PRINCIPALS REPRESENTED

<u>Name</u>	<u>Country</u>	<u>Products</u>
(may use additional sheets)		

Name : Designation :

Date : Signature :

LAST DATE FOR SUBMISSION : 31-Dec-2010

LIGHT INDIA INTERNATIONAL - 2011
 D-10, AMBATTUR INDUSTRIAL ESTATE, CHENNAI - 600 058, INDIA.
 Tel : ++91-44-26257710, 42281950. Fax : 26257866, 26243500, Email : info@Lii2011.in

Form 5

EXHIBITS DETAILS FOR SITE HANDLING

BOOTH No. :



We would require the following services [Please tick () your requirements].

- Offloading & Shifting to stand
- Unpacking & Placement
- Removal of empty cases for storage
- Repacking
- Shifting from stand & loading on vehicle
- Other Services (Please Specify) :

Details of Exhibits :

Description	Height (m)	Length (m)	Width (m)	Weight	Quantity

Please send us detailed shipping instructions / estimated costs for the services.

Stamp

Date / Signature

Lii 2011 AUTHORISED EXHIBITS SITE HANDLING AGENCY	R.E. Rogers India Pvt. Ltd. RER HOUSE, #2382/1, 11th Main, 15th Cross, Next to State Bank of Mysore, Sahakara Nagar, Bangalore - 560 092, Karnataka, India. Contact : Mr. Shrenik Jain / Mr. Ashwin. V Tel : +91-80-42690555, Fax : +91-80-415355881 Mobile : +91-9845205424 / +91-9880533988 E-mail : rerogers@airtelmail.in
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Filled-in form to be sent to R.E. Rogers with a copy to Lii 2011 Office

LAST DATE FOR SUBMISSION : 31-Dec-2010

