



**International Society for  
Knowledge for Surgeons on  
Arthroscopy and Arthroplasty**

# **ISKSA GLOBAL SUMMIT 2016**

**10th International Congress of ISKSA**

21st-23rd November 2016 at the Leela Ambience Convention Hotel  
1, CBD, Maharaja Surajmal road, Delhi

# **EXHIBITOR MANUAL**





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## GENERAL INFORMATION

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## A1 The Exhibition

Dear Friends,

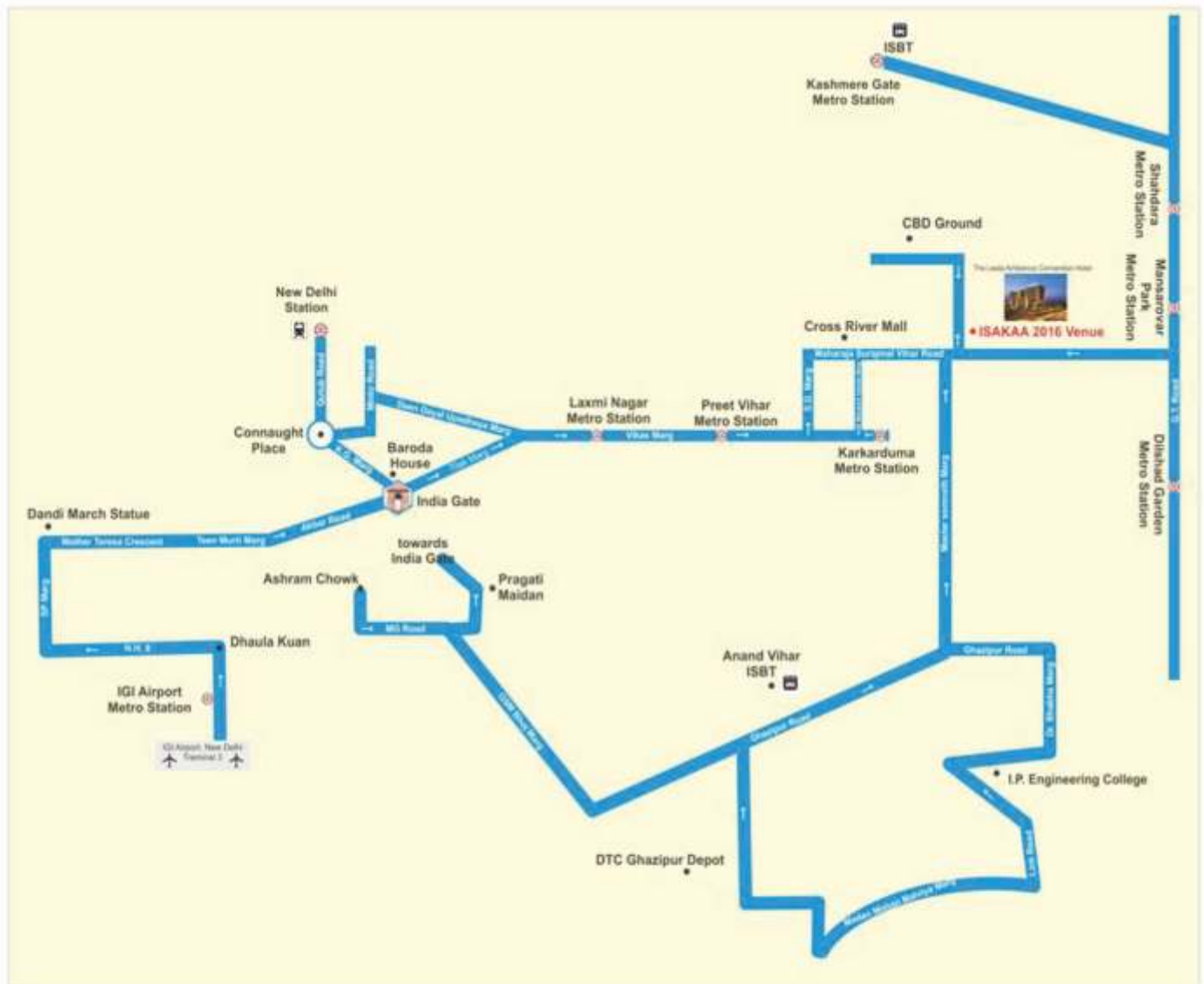
Greetings from ISKSAA...!!!

ISKSAA GLOBAL SUMMIT 2016 to be held from 21st- 23rd November 2016 in New Delhi / NCR, the capital city of India.

The Exhibition hall will have a display of all latest Equipment, implants & instruments from all leading Arthroscopy & Arthroplasty Multinational companies along with leading Indian Manufacturers. We expect around 50 trade exhibitors from all over the Globe.

## A2 VENUE

How to reach ISKSAA 2016 - The Leela Ambience Convention Hotel. 1, CBD, Maharaja Surajmal road, Delhi



### ISAKAA 2016 Venue is

- ❖ 27km from Indira Gandhi International Airport, New Delhi
- ❖ 13km from New Delhi Metro Station, Ajmere Gate, New Delhi,
- ❖ 10km from Kashmere Gate Metro Station, Near ISBT, New Delhi
- ❖ 20km from Ashram Chowk, New Delhi,
- ❖ 03km from Mansarovar Park Metro Station, New Delhi,
- ❖ 04km from Preet Vihar Metro Station, New Delhi
- ❖ 2.5km from Karkarduma Metro Station, New Delhi

## A3 VENUE LAYOUT



## A4 TRADE AREA LAYOUT



	2m x 2m	61 Stalls
	2m x 2m	15 Stalls





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## A5 Official Show Contractor

OPTIMUS EXPO, one of the fastest growing Exhibition Design and Fabrication company in India, We are the leading designers and fabricators in India for Exhibitions, Conferences and Events, having successfully executed major projects for various Governmental, Private and Multinational Organizations, within India and Europe.

### OPTIMUS EXPO

A 11813/6, Third Floor, Sat Nagar,  
Karol Bagh, New Delhi 110005  
Phone: 011 25816810

**Web:** [www.optimusexpo.com](http://www.optimusexpo.com)

#### Contacts:

Name: Mr. Praveen Kumar  
Designation: Business Head  
Mob: +91 98184 74242  
Email: [optimusexpo@gmail.com](mailto:optimusexpo@gmail.com) praveen@optimusexpo.com

## A6 Access to Venue's Loading / Unloading Area

### ACCESS TO VENUE LOADING / UNLOADING AREA

Access to the Venue unloading area during the buildup and dismantling periods is via entry gates. Time-Schedule for On-Site Operations should be strictly followed by the exhibitor's appointed contractors.

All exhibitors' appointed contractors are required to:

Bring along the Appointed Contractor Acknowledgment Letter issued by the official Contractor.

Bring along the Delivery Challan to be used as entry pass to the event venue.

Bring along the Photo ID Proof for all workers for Security Checking

All contractors are required to submit the Delivery Challan clearly stating the list of equipment that will be brought into the Hall during the construction and dismantling periods.

This form needs to be completed and submitted onsite to venue security /official show contractor/organizer for security reasons.



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## A7 Exhibition Area Technical Specifications

### Trade Area 1 : Sapphire Hall

Exhibition Area (Hall Area) 605 sqm  
Ceiling Height 18ft / Maximum Allowed Height for booth 12 ft.  
Exhibition Hall Flooring Imported Pile Carpet  
Loading Gate (W x H) 4ft x 7ft  
Air-conditioning Fully Central Air Conditioner

### Trade Area 2 : Pre Function Area of Sapphire Hall Exhibition Area

190 sqm Ceiling Height/ Maximum Allowance Height 8ft  
Exhibition Hall Flooring Imported Granite Flooring  
Loading Gate (W x H) 4ft x 7ft  
Air-conditioning Fully Central Air Conditioner

**Note: Carpet on the flooring of your stand is mandatory to avoid any damage to the venue flooring**

## A8 Additional Orders

**Additional Furniture Rental Form, Electrical Supplies & Fittings Rental, AV Equipment Rental Form can be hired from the Official Contractor.**

**Please place your order by completing the respective forms and returning these to the Official Show Contractor appointed by the Organizer by the various deadlines stated on the forms.**

**PLEASE NOTE For any additional order on site, you can only order directly with the Official Show Contractor OPTIMUS EXPO.**

## A9 General Cleaning

**General cleaning of the exhibition hall will be provided by the Hotel (Venue) who will also arrange for all booths to be cleaned PRIOR TO THE OPENING OF THE EXHIBITION and daily thereafter, but it is the responsibility of the Exhibitor to maintain his booth in a clean condition at all times**

Your Area Should be cleaned by your contractor after Dismantling





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## RULES AND REGULATIONS

- B1 Time-Schedule for On Site Operations
- B2 Standard Shell Scheme Booth Fitting Regulations
- B3 Booth Fabrication ( Raw Space & Upgrading of Shell Scheme Booth)
- B4 Electrical Contractor and Installations
- B5 Removal of Exhibits
- B6 Storage & Waste Materials
- B7 Dilapidation



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## B1 Time-Schedule for On Site Operations

BUILD-UP PERIOD	DATE/DAY	TIME 8
Moving-in of Official Contractor, Floor Marking Construction of Shell Scheme Booths	19th Nov 2016	10:00 AM
Moving-in of Booth fabricators/ Other Contractors	19th Nov 2016	01:00 PM
Booths Build-up Continues	20th Nov 2016	
Moving-in of Shell Scheme Exhibitors	20th Nov 2016	10:00 – 14:00 PM
Completion of all displays & exhibits	20th Nov 2016	14:00 PM

**Special Design Booths Exhibitors are advised to check with their appointed booth contractors on the date and time that their booths will be ready for moving-in of exhibits. The penalty charges are INR 20,000 / booth beyond the working time limits.**

DISMANTLING PERIOD	DATE/DAY	TIME
Removal of Exhibits/or hand-carry exhibits and personal property	23rd Nov 2016	15:00 -18:00 PM
Dismantling of booth and electrical installations Removal of heavy exhibits	23rd Nov 2016	18:00 PM – 06:00AM

Please Note:

**Individual booth fitting contractors must complete their work according to the listed schedule.**

**Overtime work may not be permitted, and permission must be sought and granted by the Official Contractor? .**

**Contractors/exhibitors are required to clear their booth space of all exhibits or debris before 0300 hrs of 23rd November 2016 failing which penalty charges of INR 20,000/ booth would be levied.**



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## B2 Standard Shell Scheme Booth Fitting Regulations

**When planning the design of your booth, please take into account the following regulations:-**

- a) No painting may be applied to existing panels.
- b) Screwing, stapling, drilling or nailing on any of the aluminum frames and existing panels of the standard shell scheme are not allowed, in default whereof the Exhibitor or contractor shall be liable for the total loss resulting there from.
- c) Exhibitor may apply single or double-sided tapes on the existing panel.
- d) No glue, scotch tape, self-adhesive paper, screw, nail, spike, pin or paint may be used on floors, walls, pillars, or any part of the Exhibition Hall.
- e) In order to keep the place clean and tidy, all the floors and pillars must be well covered with battens during the process of painting.
- f) Corner booths will be open on two sides only unless otherwise requested by the Exhibitor and approved by the Organizer.
- g) Exhibitors are not allowed to use any other area other than their allotted area for any branding purpose.

## B3 Booth Decoration ( Raw Space & Upgrading of Shell Scheme Booth)

**Exhibitors having "Special Design" booths or who wish to enhance their standard shell scheme booth are advised to use the services of the recommended stand contractors appointed by the Organizer to undertake the job as this will facilitate convenient installation. Otherwise, Exhibitors are required to obtain consent from the Official Contractor before any of their own contractors are commissioned to work onsite and are subject to the following rules and regulations. The Organizer reserves the right to reject any contractor and design they deem inappropriate.**

- a) Exhibitors have 3 to submit name, address and contact details of the appointed contractor, as well as booth layout plan and design (plan & perspective view) in duplicate, to the Official Contractor not later than 10th October 2016 for approval. A copy of the drawings will be returned, authorizing the commencement of construction if the design is approved.  
Failure to obtain written approval can result in costly alteration onsite such as when designs or installations contravene fire and safety regulations, exceed maximum allowable booth height
- b) Booth structures should not exceed a height of 12 feet. Written approval must be obtained from the Official Contractor on all special design booths.
- c) Back walls of adjoining booth must not exceed a height of 8 feet
- d) All partition walls should not exceed 50% of the booth length/width it is constructed on, unless the partitions are constructed against the actual walls of the hall, and not obstructing the products on display on the other side of it. The Official contractor reserves the right to request the Exhibitor to change, modify, lower or shorten any back wall and sidewall proposed if, in the opinion of the Organizer, such back wall or sidewall obstruct the reasonable exposure of any adjacent exhibition booths. Back walls must be provided, except in the case of an island booth. Booths with adjoining neighbors should also be provided with the necessary sidewalls.
- e) The Name and Booth Number of the Exhibitors must be prominently displayed. If this is not observed, the Organizer/ Official Contractor reserves the right to affix booth numbers (using mounted foam boards) as they consider fit and charge the cost incurred to the Appointed Contractor.



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- f) A suitable floor covering, such as carpet, must be provided for all booths. To ensure there is no damage to the hotel flooring, protective covering (old carpet etc.) must be used.
- g) Where a 'Special Design' booth is located adjacent to a 'Shell Scheme' booth, the wall of the 'Shell Scheme' booth is considered rented by that Exhibitor and may not be utilized by the 'Special Design' booth.
- h) All exposed rear surfaces of designs and structures must be decorated unless it is against the actual walls of the Exhibition Hall.
- i) The shell scheme walls have white laminate finish. Hence, no nailing, stapling, drilling or painting to these walls is allowed. Panels can be affixed to these walls with the use of double sided/Velcro tapes or with brackets rented from the Official Contractor.
- j) No part of any structure may extend beyond the boundaries of the site allocated.
- k) Materials for construction or decoration of the booths shall have a minimum flame spread. Evidence and proof may be required for on-site inspection by the Fire Safety Bureau. All precautions must be taken by the contractor or the Exhibitor against fire and to protect the public.
- l) Exhibitors and/or contractors must clear out items not for display purposes (eg. containers, packing items) by 20th Nov 2016 2:00 P.M. and remove all exhibits and decoration materials immediately after the exhibition. The Exhibitors will have to pay the official contractor for the cost of removing such articles from their booth if they fail to do so
- n) No false ceiling will be approved, unless, the material used will allow water to flow freely (e.g. egg box or mesh netting). Approval from the Organizer and the Fire Safety Bureau must be obtained in writing, if a portion of a booth is to be covered for a video presentation.
- o) Exhibitors are reminded that it is the responsibility of their appointed booth fitting contractor to clean and vacuum the booth upon completion of construction, before handing over to the Exhibitor.
- p) Contractors Access: The exhibitors' appointed contractors shall have to apply for badges to enter and work in the exhibition hall during the construction and dismantling periods
- q) The official Contractor reserves the right to reject any contractor and design they deem inappropriate. In the event of a dispute, the Organizer' decision will be final.
- r) In case, there is any damage to the venue/hotel arising out of non-adherence to the laid-down guidelines, exhibitors would be liable to a penalty, as decided by the organizers
- s) Exhibitors choosing contractors other than the "Recommended Stand Contractors" (ref. schedule-A6), are required to make a security deposit of Rs 20,000 in favour of ISKSAA 2016

## B4 Electrical Contractor and Installations

**Electricity will be supplied through the Organizer only. The Official Contractor has been appointed to carry out all electrical work (wiring and connections, lighting, etc) on all booths (Shell Scheme/Package and Special Design) at the exhibition and all charges thereof shall be paid by the Exhibitor. For safety reasons, no other electrical contractor will be permitted to carry out electrical work onsite.**

- a) The number and type of additional electrical fittings and installations required must be indicated by the Exhibitor on the Electrical Supplies & Fittings Rental Form. A quotation will be submitted on receipt of this form for unscheduled fittings or installations.
- b) No electrical installation may be suspended from the roof of the exhibition hall or affixed to any part of the building structure. No fitting may project beyond the boundaries of the installations and must be adequately protected against excess current.



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- c) Any design or plan of electrical installation must be submitted to the official appointed contractor before the indicated deadlines. No installation work shall be carried out without the written permission of the Organizer. The Organizer reserves the right to disconnect electricity supply to any Exhibitor whose installations either violate the Organizer's regulations or is deemed dangerous or is likely to cause annoyance to Visitors or other Exhibitors.
- d) **NO MULTI-PLUGS ARE ALLOWED.** All sockets are for machine operation only and not for lighting. Lighting connections **MUST BE** ordered with the official contractor. For safety reasons, please use one socket for one machine only.

## B5 Removal of Exhibits

### a) During Show Days

Exhibits will **NOT** be allowed to be taken out of the exhibition halls during the exhibition period. Removal or delivery of exhibition stores in or out of the exhibition hall is not permitted during the open hours of the exhibition. Such removal, delivery or replenishment of stock may only be carried out before opening hours in the morning or after closing time in the evening. If you wish to remove any item, exhibitors must complete the "GATE PASS with the necessary information.

### b) On Show Closure

Exhibitors shall only start the tear-down procedure from 15:00 PM on the last day of exhibition (23rd November 2016).. Non-compliance to these official timings may incur additional charges on to the Exhibitors if delay is caused to officially hand over the hall to the hall owner. In order to reduce the possibility of theft, it is strongly recommended that at least one person remains in the booth to oversee the process of moving-out of your exhibits. While the Organizer will maintain security surveillance at all times, Exhibitors are reminded that goods will be most at risk at this time and that booths should not be left unattended until all portable items have been removed and hired items and/or equipment collected by the appropriate suppliers. At the close of the exhibition, in order to remove your goods smoothly, safely and easily, the following paperwork must be carried out:

### Gate Pass Procedure

- Make 4 copies of an itemized list showing equipments and materials required to exit from Exhibition Ground. These copies must be on the exhibitor company's letterhead, duly stamped with the company's official seal and signed by an authorized person.
- Attached a Gate Pass form No b3 on each set of the list. (Sample of Gate Pass is on website)
- Get all copies endorsed and stamped by the Official Contractor.
- These must be submitted to the Official Contractor Office latest by 1400 hrs on 23rd November 2016 The Official Contractor will not be responsible for the delay to exhibitors in removal of goods if goods removal passes are not received by the Official Contractor by the due date and time.
- The endorsement and stamping of "Gate Pass" will commence at 1600 hrs on 23rd November 2016.

## B6 Storage & Waste Materials

Arrangements for the safekeeping of storage facilities in the hall for packing cases, surplus materials or other properties of the Exhibitors must be made with the Official Freight Forwarder. For fire & safety regulations, Exhibitors are not permitted to store their empty cartons or packing materials behind or between booths.

During the build-up and teardown periods, passageways in the exhibition hall must not be obstructed with packing materials, construction materials or debris. Contractors are responsible for removing their own debris during each day of build-up and teardown.

The Organizer reserves the right to charge Exhibitors for the cost of removal of excessive packing materials and discarded crates or cartons



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## B7 Dilapidation

**Exhibitors are responsible for the cost of making good or replacing any damage or dilapidation 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.**

**Exhibitors occupying Shell Scheme booths are also responsible for the cost of making good, restoring or renewing any damage or dilapidation to their Shell booth structures, floor covering, light fittings, and/or any part thereof, whether caused by themselves or their agents, contractors or by any 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 Contractor and charged to the Exhibitor. The Organizer, together with the official, will inspect the area before and after the exhibition.**