



EDGE 2010 Secretariat

MM ACTIV

#9, UNI Building, 1st Floor, Thimmaiah Road, Vasanthnagar, Bangalore – 560 052

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E-mail : info@edgeforum.in Website : www.edgeforum.in

Event Office

MM ACTIV

405, 4th Floor, Rohit House, Tolstoy Marg, New Delhi – 110 001

Ph.: 91-11-4354 2767 / 2331 9387 Fax : 91-11-2331 9388

Dear Exhibitor,

We are delighted to welcome you to “EDGE 2010”. We at *MM ACTIV* will do everything possible to make your participation a pleasant business experience.

This Exhibitors’ Manual contains complete details for your assistance. To help us serve you better, you are requested to complete the enclosed forms carefully and return them to us by the specified dates.

Exhibitor Badges will be provided at the time of taking possession of the stand and in order to have a disciplined look, please advice your personnel to wear the same at the Venue. This is important in view of the security arrangements. **As per security regulations only designated person will be authorized to be present during the inaugural function and during the visit of VIPs.**

To ensure that your participation is well organized, we suggest you to nominate an Exhibition Coordinator who will coordinate all the activities related to your participation with us.

For further details please contact our Delhi Office at +91 11 4354 2767.

With best regards,

MM ACTIV

**Organisers cum
Event Managers**

Organised By:



Organised By:

MM ACTIV
Sci-Tech Communication Co.

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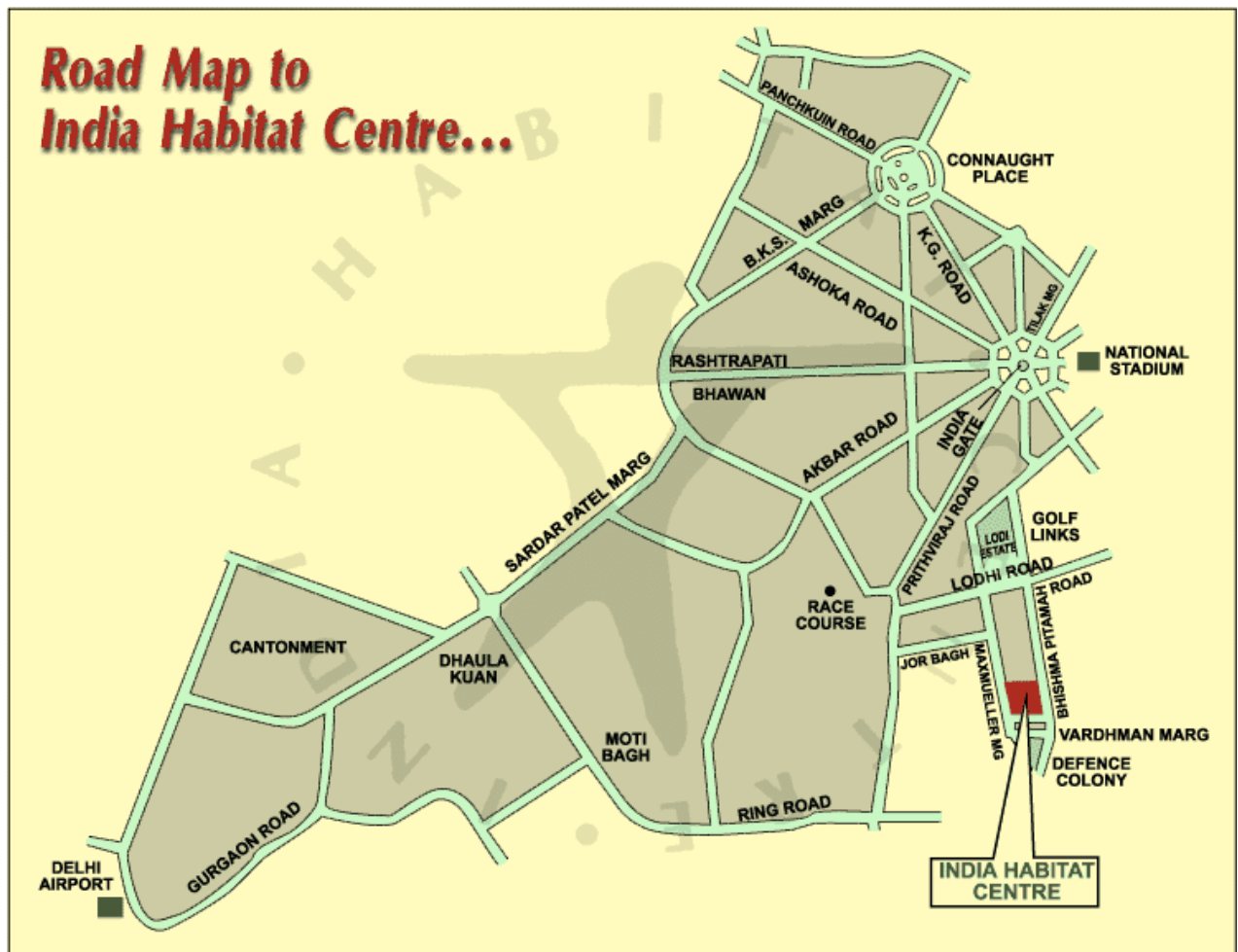


EDGE 2010

Emerging Directions in Global Education

Venue :

India Habitat Centre,
Lodhi Road,
New Delhi - 110 003, INDIA



Distances

From	Distance	Time
From International Airport	15 Kms.	30 mins.
Domestic Airport	12 Kms.	20 mins.
New Delhi Railway Station	07 kms.	15 mins.
Old Delhi Railway Station	16 kms.	30 mins.
Connaught Place	05 kms.	07 mins.
India Gate	03 kms.	05 mins.
Diplomatic Enclave	05 kms.	07 mins.

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RULES & REGULATIONS

1. The words listed under 'definitions' will bear the following reference for the purpose of this event.

Definitions

Organizers cum Event Managers :
MM Activ Scitech Communications Co.

Event :
EDGE 2010

Exhibition :
EduExpo

Exhibitor :
Any Employee, Staff, Agent or authorized personnel belonging to a Govt. Dept. or Undertaking, Company, Partnership Firm or Individual to whom the space has been allotted for the purpose of exhibiting.

Stand / Booth / Stall :
Exhibition space reserved for an exhibitor.

Venue :
India Habitat Centre, Lodhi Road, New Delhi - 110 003.

2. All applications for participation should be made on the space application form and submitted to the Event Managers. Submission of this form will confirm participation and acceptance of rules and regulations. The organizers reserve the right to accept or refuse any application without assigning any reason.
3. Stands will be allotted on first-come first-served basis and will be made at the sole discretion of the organizers. Stands allotted will be used by exhibitors solely for display of goods noted in their application form or by subsequent counter approval by the organizers. Allotment of stands is final only on receipt of 100% payment.

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EDGE 2010

Emerging Directions in Global Education

4. Although total subletting of a stand to a third party is not permitted, partial subletting to a sister concern, associate or agent may be allowed by the organizer on written permission.
5. All payments should be made by bank draft or at par account payee crossed cheque favouring “EDGE 2010” payable at Bangalore.
6. No alteration to the size or position of the stand is permitted without prior written approval of the Event Managers who reserve the right to change the layout/stand number or gangways. The organizers also reserve the right to require exhibitors to make such alterations to their stands and setting of their exhibits as they reasonably feel necessary to maintain an acceptable standard of presentation and to avoid interference with the display of other exhibitors. Further, no banners, placards, etc. will be allowed on the premises or complex or on the roads in the vicinity. Such unauthorized display is liable to be removed by the organizers without notice at the cost of the exhibitor. Exhibits must not obstruct passages.
7. No stand will be left unattended during the exhibition. Staff of exhibitors must be present at least 30 minutes before the visiting hours of the exhibition. No activity that in the opinion of the Event Managers amounts to nuisance or annoyance will be caused by the exhibitors. The Event Managers shall have the right to take remedial action in such cases.
8. The exhibitor should not cause any damage to the site / building / stand. Any such damage will be made good at the expense of the exhibitor. The exhibitor will also indemnify the organizers against any claims resulting from mishaps due to faulty equipment/faulty handling of material or non-observance of legal or safety requirements by them.
9. Arrangements will be made for providing round-the-clock security. However, the organizers are not responsible for any theft, pilferage, loss or damage of any material, goods or properties belonging to individual exhibitors at any time before, during or after the exhibition for any reason or cause whatsoever.
10. Insurance of exhibits, against all risks prior to, during and after the exhibition should be done by the exhibitors at their own cost. The Organizers / Event Managers will in no way be responsible for any loss or damage.

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11. Should any exhibitor decide to withdraw from participation in the exhibition, decision as to the refund rests entirely with the organizers at their sole discretion.
12. If due to Force Majeure or other unavoidable circumstances, the organizers are forced to cancel the exhibition, the exhibitor will not be entitled to claim damages or compensation of any kind other than refund of space contribution. The organizers reserve the right to reschedule the event in the interest of the exhibition.
13. The organizers may alter or add new rules and regulations for the benefit of the exhibition. Such rules will be given in writing and will be binding on all exhibitors.
14. Adjudication, in case of dispute, as provided by the High Court of Karnataka, would be binding on all parties.
15. **In case of pavilion plot, only 40% of total area booked will be permitted for construction up to a height of 3 meters (11 Ft.) to avoid interference with the display of other exhibitors.**
16. **All drawings/designs showing stand construction have to be submitted in duplicate and approved by the organizers / Event Managers before 10 days of the event date, who reserve the right to recommend changes/modification, in the interest of the overall presentation of the exhibition. Exhibitors have to ensure that the changes recommended are carried out.**
17. In case of Pavilion Stand / Bare Space, the **requirement of Power** is to be placed **in advance** with organizers/Event Managers along with **100% advance payment** in name of "EDGE 2010" payable at Bangalore.
18. In case of Shell Stand too, if additional power is required, same procedure to be adopted as stated at Point No. 17 above.

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SITE MANAGEMENT TIME TABLE

Schedule :

A. Pre-show :

1. Possession – Bare Space possession :
On 03/03/2010
From 10.00 am
2. Possession – Shell stand Possession :
On 03/03/2010
From 03.00 pm
3. Completion of stand interiors by all exhibitors : 03/03/2010 by 09.00 pm
4. Cleaning and removal of empties : 03/03/2010 by 10.00 pm

B. Expo Dates : March 4th & 5th, 2010

C. Timings : 09.30 am to 6.30 pm on 4th, and 09.00 am to 4.00 pm on 5th March 2010

D. Visitors : 04/03/2010 – 05/03/2010 – Open to All.

E. Post-show :

- (1) Vacating of exhibition area by 4.30 pm on 05/03/2010
- (2) Commencement of dismantling by contractor: 05/03/2010, after 4.30 p.m.
- (3) Disconnection of utilities by organizer: by 4.30 pm on 05/03/2010.

The Event Managers and contractors will be available at the venue from 9.00 pm to 10.00 pm on 03/03/2010 and between 9.00 am to 6.30 pm during exhibition days.

On show days, exhibitor staff will be allowed to stay in the exhibition hall strictly for only half an hour after closing time to refurbish and/or service their exhibits / stand.

No representative of exhibitors will be allowed inside during, pre & post show timings without the exhibitor badge.

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EXHIBITOR CHECKLIST

Exhibitor Entitlement

Under Shell Stand scheme, exhibitors will be provided with synthetic carpet and fascia with standard lettering for the name of the exhibitor along with the following entitlement:

Each 9 sqm Stall will be provided with:

1. One Table
2. Two Chairs
3. Three Spotlights
4. One 5 amps. Power socket
5. One Waste Paper Basket

For Shell Stand Stalls with more than 9sqm area, furniture and power socket will be on pro-rata basis. No rebate will be given if exhibitor decides not to avail of any of the above shell scheme provision. Exhibitors must apply for electrical / power source at additional cost as required by them over and above the entitlement.

Ordering Additional Services :

Requirements for additional services can be placed with the contractors at the venue and the same will be supplied by the contractors on direct payment made to the contractor. Also your requirement can be forwarded to the Event Managers by Email or Fax latest by 25/02/2010.

Additional Services Provided :

1. PC's, Laptops, printers etc.
2. A/v. equipments like Plasma, DVD player etc.
3. Additional furniture like tables, chairs,
4. Lights, Additional Power etc.
5. Travel Desk
6. Florist, potted plants
7. Event Hostesses
8. Temporary Manpower

The above services are available at the venue at additional cost and the same can be availed of.

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Form No. 01

DECLARATION FORM

Indemnity / undertaking

To be filled in by Authorized Signatory of all respective Exhibitors and couriered / faxed / mailed to the Event Managers.

Dear Sir/s,

I/We, the undersigned, hereby declare that I/We have read and understood the Rules and Regulations for participation in **EDGE 2010** as well as the contents of the Exhibitors' Manual and that I/We agree to abide by the said Rules and Regulations without reservation.

I/We further declare that I/We indemnify MM ACTIV against payment of Taxes, Penalties, Charges, Levies, Octroi, Cess, Import Duties etc. or any other statutory payments which MM ACTIV may be called upon to pay on my/our behalf now or in near future. Further, I/we also indemnify MM ACTIV against any loss of property / damages / loss of life / accidents etc.

Name :

Designation :

Company Name :

For and on behalf of Exhibitor

Signature

Company Seal

Organised By:



Organised By:





EDGE 2010

FORM - EXHIBITOR'S DIRECTORY

(To be filled in and returned to Mr. Sai Kumar Megnane at saikumar@mmactiv.in/saikumar.bangalore@gmail.com or through fax on + 91 80 4113 1914 before 24th February 2010). Information received after the specified date may not be entertained.

DATA FOR FREE ENTRY IN EXHIBITORS DIRECTORY

Name of the Exhibitor :

Fascia Name Required :

Stall No. & Area :

Address :

Contact Person :

Designation :

Tel Nos :

Fax Nos :

Mobile No :

Email :

Organization Profile (**Strictly Not more than 80 words**)

Organised By:



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MM ACTIV
Sci-Tech Communication Co.



Signature :

Name of the person :

Designation :

Date :

Company Seal

Please provide us a list of your personnel manning the stall so as to make exhibitor badges.

1.

2.

3.

4.

5.

(To be filled in and returned to Mr. Sai Kumar Megnane by email at saikumar@mmactiv.in / saikumar.bangalore@gmail.com or through fax on +91 80 4113 1914 before 24th February 2010)

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POSSESSION OF STAND

Name of Exhibitor (Organisation Name) :

Stand No.:

(To be filled in and submitted at the time of taking physical possession of the stand)
Exhibitors can take possession of their respective areas as shown below:

Possession - Shell Stand possession :

On 03/03/2010

From 3.00 pm

Possession - Bare Space Possession :

On 03/03/2010

from 10.00 am

We have made full payment of our space charges, the last installment of Rs. _____ having been paid vide our cheque / DD # _____ dated _____

Please handover possession of our stand to Mr. _____

ALL OUR WORK WILL STOP AND WE WILL CLEAR THE AISLES AND PASSAGES OF ALL EXHIBIT MATERIAL BY 10.00 PM ON MARCH 03rd, 2010.

Name of the Exhibition Coordinator :

Signature :

Company Seal :

Organised By:



Organised By:





EXHIBITION ENTRY PASS

To :
The Security-in-Charge

From :
Name of exhibitor

Stand No.:

Please allow entry of _____ packages relating to our participation at
EDGE 2010.

Signatories

Exhibition Coordinator :

MM ACTIV :

Security :

Date :

Date :

Date :

Time :

Time :

Time :

Organised By:



Organised By:





EXHIBITION EXIT PASS

To :
The Security-in-Charge

From :
Name of exhibitor

Stand No.:

Please allow exit of _____ packages brought in by us relating to our participation at **EDGE 2010**.

Signatories :

Exhibition Coordinator :

MM ACTIV :

Security :

Date :

Date :

Date :

Time :

Time :

Time :

Organised By:



Organised By:



TARIFF CARD FOR ADDITIONAL SERVICES

I. ELECTRICAL LOAD REQUIREMENT

As part of the complimentary facilities, we will be providing electrical points and spotlights in the shell scheme stalls. The Event Managers have made arrangements for providing additional single/3 phase power supply as per your requirements. The electricity consumption charges are as given below and will depend on the required/ connected load, whichever is higher, since it will not be possible to arrange individual meters. For your additional load requirements, please fill in the form below and send it to us with the requisite remittance latest by 25th February 2010. The details of the charges are :

Additional Load Connection Charges - Rs. 4,000/- per KW (minimum 0.5KW)
(To be filled by the Exhibitors - duly typed or written in block letters.)

DETAILS ABOUT ELECTRICAL LOAD REQUIREMENT

Stall No./Nos. _____

EDGE 2010

C/o MM Activ, #9, UNI Building, 1st Floor, Thimmaiah Road, Vasanthnagar, Bangalore - 560 052

Dear Sir,

We have given below the details of the additional Electricity Load required by us at our Stall as stated above.

A) Company Name : _____
 B) Address : _____
 C) Phone : _____ Fax : _____
 E-mail : _____
 D) Our Electric Load requirement : i) Single phase _____ kw ii) 3 phase _____ kw

Payment Details :

We are enclosing herewith Demand Draft bearing No. _____ dated _____ for _____ (Rs. _____) towards the electrical load drawn on _____ bank..
(Draft should be in favour of "EDGE 2010" payable at Pune)

Name _____ Designation _____ Signature _____

FOR ADDITIONAL INFORMATION PLEASE ADD SEPARATE SHEET
(Please retain a photocopy for your record.)

For the above Facility, Please contact : Mr. M.K. Pandey, Mob.: +91 99100 13600
e-mail : mkpandey9@gmail.com

THIS FORM TO REACH EDGE 2010 SECRETARIAT BY 27TH FEBRUARY 2010

Organised By:



Organised By:



II. Audio Visuals & Other Furniture

<u>S.NO.</u>	<u>DESCRIPTION OF ITEMS</u>	<u>COST PER UNIT (In Rs.)</u>	<u>Qty. Reqd.</u>	<u>AMOUNT (In Rs.)</u>
1	Laminated panel 1m x 2.5m	1000.00		
2	Octonorm Table (one side open) 1mx.5mx.75m	700.00		
3	Lockable cabinet	1200.00		
4	Podium .5m x .5m x 1m	2000.00		
5	Wall shelving 1m x .3m (Glass)	400.00		
6	Wall shelving 1m x .3m (Wooden)	300.00		
7	Foldable arm chair	200.00		
8	Cushioned chair (without arm)	350.00		
9	Revolving Chair	800.00		
10	Round table 90cm x 75cm high with mica top	800.00		
11	Glass Round table	1500.00		
12	Literature Stand	800.00		
13	Coat Stand	700.00		
14	Bar Stool	900.00		
15	Plasma 42"	3500.00		
16	Plasma 36" (Per Day)	3000.00		
17	DVD Player (Per Day)	500.00		
18	Planter box with plant	200.00		
19	Waste paper basket	40.00		
20	SYSTEM ACCESSORIES:			
	a) Graphic retainer	40.00		
	b) Photo clamp	10.00		
	c) T-bolt	10.00		
21	5/15 Power rider	600.00		
22	5/15 amp. Power outlet	300.00		
23	100 Wt. spot light	300.00		
24	Metalhalide light 150 wt.	1500.00		
25	Halogen light 500 wt.	500.00		
26	Halogen light 1000 wt.	800.00		

Note : Above charges doesn't include any tax. Service Tax shall be charged extra.

For the above Facility, Please contact : Mr. M.K. Pandey, Mob.: +91 99100 13600
e-mail : mkpandey9@gmail.com

THIS FORM TO REACH ORGANISER'S OFFICE BY 27TH FEBRUARY 2010

Organised By:



Organised By:

