



29 Oct - 1 Nov • Greater Noida, Delhi NCR

# **LABELEXPO INDIA 2020**

[www.labelexpo-india.com](http://www.labelexpo-india.com)

## **SHOW TIMETABLE**

### **BUILD UP:**

Monday 26 October	10:00 – 18:00	Space Only Stands
Tuesday 27 October	08:00 – 18:00	Space Only Stands
Wednesday 28 October	08:00 - 20:00	All Stands

### **OPENING TIMES:**

	<b>Visitors</b>	<b>Hall Open to Exhibitors</b>
Thursday 29 October	10:30 – 17:30	09:00 – 18:00
Friday 30 October	10:30 - 17:30	09:00 – 18:00
Saturday 31 October	10:30 – 17:30	09:00 – 18:00
Sunday 1 November	10:30 – 15:30	09:00 – 23:00

### **BREAKDOWN:**

Sunday 1 November	15:30 - 23:00	All Stands
-------------------	---------------	------------

## **DEADLINES**

### **Space Only Stands**

Submission of Space Only Stand Form	<b>Deadline</b> 26 August
Submission Contractor details Form	26 August

### **General Order Forms (all exhibitors)**

	<b>Deadline</b>
Submission of H&S Declaration Form	26 August
Compressed Air (Creative Events & Media Services)	26 August
Power (Creative Events & Media Services)	26 August
AV Equipment (Creative Events & Media Services)	26 August
Temporary Staff (Creative Events & Media Services)	26 August
Additional Services (Creative Events & Media Services)	26 August
Liquor License (Creative Events & Media Services)	26 August
Shell Scheme accessories (Meroform)	29 September
Name on Fascia (Meroform)	29 September
Stand Cleaning / Housekeeping (India Expo Mart)	12 October
Security (India Expo Mart)	12 October
Internet (India Expo Mart)	12 October
Catering (Pinnacle)	12 October

### **Shipping & On-Site Handling**

	<b>Deadline</b>
Sea Freight	05 October
Air Freight	12 October
On Site Handling	26 October



29 Oct - 1 Nov • Greater Noida, Delhi NCR

# **LABELEXPO INDIA 2020**

[www.labelexpo-india.com](http://www.labelexpo-india.com)

## **GENERAL INFORMATION**

### **ACCOMMODATION**

We have negotiated special rates with the **Crowne Plaza Hotel, Greater Noida** for Labelexpo India.

#### **CROWNE PLAZA ROOMS & COSTS**

- Standard single room: INR 8,500 per person / per night
- Standard double room: INR 9,500 per 2 person / per night

*The above-mentioned room rates include the following facilities:*

- *Buffet breakfast*
- *Wi-Fi*
- *Complimentary use of gymnasium and swimming pool.*

***The above rates are exclusive of government taxes on room. Should there be any change in the tax structure, the same would be applicable.***

To book your rooms at the Crowne Plaza hotel, please contact  
Tilotma Sharma

Email: [tilotma.sharma@cpgreateroida.com](mailto:tilotma.sharma@cpgreateroida.com)

Mobile: + 91 8527694304

#### **THOMAS COOK (INDIA) TRAVEL AGENCY**

**Thomas Cook (India) Ltd** has been appointed as the official travel booking agency for Labelexpo India 2020. They can assist you with a diverse list of hotels, flights and other aspects of your trip to India.

List of hotels available with Thomas Cook

<b>Hotel Name</b>	<b>Star Category</b>
Radisson Blu MBD	5 Star
Sandal Suites by Lemon Tree	4 Star
Mahagun Sarovar Portico Suites	4 Star
Red Fox	3 Star
Radisson	4 Star
Ginger Noida	3 Star
Lemon Tree East Delhi	4 Star
Fortune Inn Grazia	4 Star
Savoy Suites	3 Star
Fraser Suites	5 Star
Ameya Suites	4 Star
FabExpress Hemkunt Residency	Budget
FabExpress Hamlet's Stay	Budget
FabHotel Crossroad	Budget
FabHotel Vivir III	Budget



29 Oct - 1 Nov • Greater Noida, Delhi NCR

# **LABELEXPO INDIA 2020**

[www.labelexpo-india.com](http://www.labelexpo-india.com)

## **CONTACT:**

**Thomas Cook (India) Ltd**

Tel: + 91 959 933 2246

Contact: Mayuri Mishra

Email: [mayuri.mishra@in.thomascook.com](mailto:mayuri.mishra@in.thomascook.com)

Web: [www.tciconferences.com](http://www.tciconferences.com)

Shuttles will also be provided during the day from the local hotels to the exhibition centre.

## **APPROVAL OF STAND DESIGN**

If you intend to build your own stand (other than shell scheme stand), you must submit plans to the Organiser for approval of the design **no later than Wednesday 26 August 2020**. Please send the design and specifications to:

**Pere Ramirez**

Senior Operations Manager

Tel: + 44 (0) 208 846 2930

Email: [pramirez@labelexpo.com](mailto:pramirez@labelexpo.com)

**Claire Comery**

Operations Director

Tel: + 44 (0) 208 846 2706

Email: [ccomery@labelexpo.com](mailto:ccomery@labelexpo.com)

Further information for Space Only Stands can be found in Section 3 of the Exhibitor Manual

## **AUDIO VISUAL**

If you need to order a plasma screen, computer or other audio-visual equipment for your stand please contact:

Creative Events & Media Services

Contact: Sarvesh Gothwal / Shweta Aggarwal

Tel: + 91 852 799 1258 / + 91 991 095 0923

Email: [lexindia2018@gmail.com](mailto:lexindia2018@gmail.com)

An order form can also be found in the Order Form Section of the manual "Additional Form". Deadline for receipt is **Wednesday 26 August 2020**

## **BADGES & PASSES**

Details on how to order your badges for the event will be available in due course.

## **BREAKDOWN INSTRUCTIONS**

Please refer to the exhibition timetable in the front of this section. The exhibition closes at **15.30** on **Sunday 1 November 2020**. Under no circumstances may breakdown commence before this time due to health and safety regulations, and as a courtesy to visitors and fellow exhibitors.

## **CAR PARKING**

There is ample car parking at the venue, and this is free of charge. Access is through gates 11 & 12

## **CARPET**

The official contractor for carpet is **MEROFORM**

If you have a shell scheme stand your stand will be carpeted with **Light Grey**



29 Oct - 1 Nov • Greater Noida, Delhi NCR

# **LABELEXPO INDIA 2020**

[www.labelexpo-india.com](http://www.labelexpo-india.com)

carpet.

We will inform you on the gangway carpet colour in due course.

If you are a space only exhibitor, please contact **MEROFORM** directly for a quote for carpet for your stand.

## **Meroform**

**Contact: Mr. Ishan Bhargava**

Mobile: +91 97179 28676

E-mail: [ishan.bhargava@meroformindia.com](mailto:ishan.bhargava@meroformindia.com)

## **CATERING**

Pinnacle Services can offer catering services in your stand. Please download their order forms on Section 6 of the manual if you would like catering or equipment in your stand.

There will be a Food Hall area located within the halls.

## **CHILDREN**

We regret that no one under the age of 18 will be permitted access to this Exhibition. This rule also applies to Exhibitors' and Contractors' children during the build-up, open and breakdown periods.

## **CLEANING**

The organiser has appointed a cleaning contractor to clean the passages and other areas in the exhibition halls, to collect waste from the waste baskets and to dispose of rubbish.

If you need cleaning services for your stand, India Expo Mart can provide this service. Please download the stand cleaning form at the "Order forms" section.

The hall gangways will be cleaned before the show opens and each evening.

## **DAMAGE TO HALLS**

Hall components and technical facilities may not be damaged, soiled or in any way changed (e.g. drilling of holes, the use of nails and screws, glue, welding). The application of paint, paper or adhesive to the walls and columns of the halls is not permitted. The Organiser will pass on any charges to the exhibitor for damage to the exhibition halls caused by the exhibitor, his staff or contractors.

## **DELIVERY OF EXHIBITS & COURIERS**

**Deliveries / couriers to the venue should not be made. If you have any deliveries or use any couriers, please make sure you send it to the following:**

### **Consignee**

Exhibitor Name

C/O Siddhartha Logistics Co. Pvt. Ltd.

**Hall no. 9/10/11** and Stand no. \_\_\_\_\_

For Labelexpo India-2020

29 October- 1 November 2020

India Expo Mart,

Greater Noida, U.P.



29 Oct - 1 Nov • Greater Noida, Delhi NCR

# **LABELEXPO INDIA 2020**

[www.labelexpo-india.com](http://www.labelexpo-india.com)

## **Delivery Address**

Siddhartha Logistics Co. Pvt. Ltd.  
Plot no.36-C, Khasra no.1152,  
Rangpuri Extension, B-Block,  
Mahipalpur, New Delhi-110037.  
For LABELEXPO 2020

Below are some important points to be taken care by exhibitors sending the courier shipments -

- Shipment should not be more than 5 kg (each packet)
- Any duty paid on behalf of the exhibitors by Siddhartha logistics will be taken before the delivery at stands
- Any receipted amount paid by Siddhartha logistics on behalf of exhibitors shall be paid by exhibitors
- Handling charges per shipments shall be USD 75.00
- Transportation charges in group to fairground from our warehouse shall be USD 25.00, per exhibitor
- Any late cargo coming after deadlines, transportation charges will be charged separately
- All the cargo shipments shall be handover to exhibitors one day before the show
- Siddhartha logistics shall not be responsible for any shipment sent directly to EXPO MART G Noida
- One week before sending the cargo shipments, Exhibitors need to inform the Siddhartha team, once they approve the documentations then only the shipment should be handed over at origin
- 10% outlay will be charged (paid on-behalf of exhibitors)

## **DILAPIDATIONS**

Exhibitors are responsible for all panels, walls, columns, flooring, shell scheme stands and hired accessories within their stand area and any damages will be made good at the exhibitor's own expense.

**IMPORTANT NOTE: All exhibits and stand fitting materials must be cleared from the exhibition hall after the show and charges will be levied for the removal of any abandoned items.**

## **DOUBLE DECKER STANDS**

Please note that double decker stands (mezzanine levels) are no longer permitted

## **ELECTRICAL SERVICES & COMPRESSED AIR**

**The venue will provide your electrical connections** if you are a **Space Only exhibitor**, and you can order their services by completing the Electrical Order form to be found in the Order Form section of the Manual. Orders should be returned **no later than Wednesday 26 August 2020.**

If you have ordered a **Shell Scheme Stand** from the Organiser, you will automatically receive the following **electrical items** as part of your stand package:

### **Shell Scheme Stand:**

- 3 x spotlights
- 1 x 15amp power point



29 Oct - 1 Nov • Greater Noida, Delhi NCR

# **LABELEXPO INDIA 2020**

[www.labelexpo-india.com](http://www.labelexpo-india.com)

Please see the Order Forms for Power & Compressed Air in Section 6 of the Manual

## **EMISSIONS**

Please note that any exhibit or process which generates, blowout or otherwise emits fumes, exhaust or smoke must be arranged to have an effective destructor and filter system and an effective exhaust to the outside atmosphere. The Organisers reserve the right to shut down any machine that is not emissions compliant at any time.

## **FIXING TO THE BUILDING**

Exhibitors may not fix or attach anything to the structure of the building.

## **FLOWERS & PLANTS**

If you need to order flowers or plants for your stand, please contact:

Creative Events & Media Services

Contact: Sarvesh Gothwal / Shweta Aggarwal

Tel: + 91 852 799 1258 /+ 91 991 095 0923

Email: [lexindia2018@gmail.com](mailto:lexindia2018@gmail.com)

An order form can also be found in the Order Form Section of the manual "Additional Form". Deadline for receipt is **Wednesday 26 August 2020**

## **FURNITURE HIRE**

**Meroform** have been appointed as the official Furniture contractor.

Please complete the Order Form in Section 6 of this manual or contact:

**Meroform**

**Contact: Mr. Ishan Bhargava**

Mobile: +91 97179 28676

E-mail: [ishan.bhargava@meroformindia.com](mailto:ishan.bhargava@meroformindia.com)

## **GANGWAYS – BUILD UP & BREAKDOWN**

For health & safety reasons and to aid the access of other exhibitors, please keep gangways clear of all stand fitting materials and exhibits during build-up and breakdown. Anything left in the gangways may be deemed as rubbish by the cleaners and disposed of.

Emergency gangways **MUST** always be kept clear.

## **HEALTH & SAFETY**

As an exhibitor, it is your legal and moral responsibility as far as is reasonably practicable to ensure the health, safety and welfare of everyone sharing your work site at the exhibition.

Information regarding **Health & Safety** can be found in Section 4 of the manual and includes key recommendations and outlines your responsibilities and those of your contractors. **Please read it carefully!**

## **HEIGHT RESTRICTIONS**

Please contact the Organiser if you have questions regarding Height Restrictions as certain areas of the hall are of a limited height. The maximum build height for stands at India Expo Mart is **4 metres INCLUDING logo** although this is subject to



29 Oct - 1 Nov • Greater Noida, Delhi NCR

# **LABELEXPO INDIA 2020**

[www.labelexpo-india.com](http://www.labelexpo-india.com)

the location of the stand in the hall. **PLEASE NOTE THAT RIGGING IS PROHIBITED IN THE HALLS**

**Please note that double decker stands (mezzanine levels) are no longer permitted**

**Please contact the organiser below if you have any questions or concerns.**

Contact: Pere Ramirez

Tel: + 44 (0) 20 8846 2706

Email: [pramirez@labelexpo.com](mailto:pramirez@labelexpo.com)

## **HOTELS**

Refer to "Accommodation" above



29 Oct - 1 Nov • Greater Noida, Delhi NCR

# **LABELEXPO INDIA 2020**

[www.labelexpo-india.com](http://www.labelexpo-india.com)

## **INSURANCE**

While every precaution is taken, Labelexpo India cannot accept responsibility for damage to stands/booths or loss of property on any stand or anywhere else at the exhibition, or in the course of its delivery / removal from the building for any reason whatsoever.

The organisers are not responsible for any loss sustained by exhibitors from fire, theft, damage for any reason, or for personal injury or loss to or by any person employed by the exhibitor or third parties.

**Exhibitors are required to provide a valid certificate of insurance to the organizer no later than **Monday 19 October 2020****

The coverage must include the following:

**Public Liability:**

Standard Cover £2,000,000 (or local currency equivalent amount) any one occurrence; Legal liability of the exhibitor to pay compensation, legal costs and expenses as a result of accidental death or injury to a third party or damage to their property at the venue.

Exhibitors are also advised to obtain insurance coverage for their exhibit and display materials while in transit to and from and for the duration of the expo.

Please send copies of your certificate of insurance to Rebecca Holister

Email: [help@labelexpo.com](mailto:help@labelexpo.com)

Tel: +44 (0) 20 8846 2717

**If your company does not have a Public Liability Insurance**, we can offer you a certificate that is valid from **26 October to 1 November 2020**

- The cost of the policy is
  - **£250/22,600 INR** for stands 9-36sqm in size
  - **£300/27,150 INR** for stands over 36sqm in size
- The insurance is available to exhibiting companies only; contractors must obtain their own insurance to the required level of cover.

Please note Exhibitors are only covered from the day payment is received.

**PAYMENT INSTRUCTIONS: please email Rebecca Holister if you need us to provide you with an insurance and we will send you an invoice for it.**

For more information please contact:

**Rebecca Holister**

**Tarsus Support Manager**

Email: [help@labelexpo.com](mailto:help@labelexpo.com)

London: +44 (0) 208 846 2717

## **INTERNET ACCESS**

An order for form for internet connection on your stand can be found in the Order Forms section of the exhibitor manual





29 Oct - 1 Nov • Greater Noida, Delhi NCR

# **LABELEXPO INDIA 2020**

[www.labelexpo-india.com](http://www.labelexpo-india.com)

## **SHIPPING, LIFTING & HANDLING / CUSTOMS CLEARANCE**

There are two authorised official shipping, loading and handling partners for Labelexpo India 2020.

### **EFM/BUHARIWALA**

Contact: Luke Bardall

Tel: +44 (0) 1784 223 960

Email: [luke.bardall@efm.global](mailto:luke.bardall@efm.global)

### **SIDHARTHA LOGISTICS**

Contact: Anil Kumar

Tel: +919910398813

Email: [anidelhi@siddharthalogistics.com](mailto:anidelhi@siddharthalogistics.com)

They can assist in a door to door service to and from the event through their network of worldwide partners. You can also send the goods to New Delhi Port or Airport, consigned to their local partner, and they will take over the shipment from there.

Alternatively, you can make your own transport arrangements to India Expo Mart and both companies can arrange unloading, empty case storage and reloading at the close of the event.

Full information regarding shipping instructions and tariffs from both companies can be found on Section 4 of the manual.

## **LIQUOR LICENSE**

If you would like to serve alcohol in your stand you would need to purchase an alcohol license. Please download the form from the "Order forms" section of the exhibitor manual.

Please make sure you submit the order form to Creative Events & Media Services before 26 August, as if you miss the deadline the costs will be more expensive.

## **NAMEBOARD**

As a **Shell Scheme** exhibitor, you automatically get a sign on your stand indicating your company name.

Please complete the **Name board form** in Section 6 of the manual by **Tuesday 29 September 2020** specifying the **name board** details you require. If this is not completed, the name will be taken from our records and we cannot guarantee that it will be correct.

## **NOISE LEVELS**

Noise levels must be kept below 80 decibels & must not cause annoyance to neighbouring exhibitors and / or the public. In the case of dispute, the Organisers decision is always final.

## **OPENING HOURS**

The Exhibition will be open to visitors as follows: -

10:30-17:30	Thursday 29 October
10:30-17:30	Friday 30 October
10:30-17:30	Saturday 31 October
10:30-15:30	Sunday 1 November



29 Oct - 1 Nov • Greater Noida, Delhi NCR

# **LABELEXPO INDIA 2020**

[www.labelexpo-india.com](http://www.labelexpo-india.com)

Refer to the “**Exhibition Timetable**” in the front of this section for further details.

## **SECURITY**

The organisers will provide security during the event and at night, however if you wish to order a security guard specifically for your stand please contact Pere Ramirez [pramirez@labelexpo.com](mailto:pramirez@labelexpo.com)

Please also read closely the Security information for exhibitors provided in the **order forms** section of the manual (Section 6)

## **‘SHELL SCHEME’ STANDS**

If you have booked a basic **Shell Scheme stand** you will receive the following:

- Carpet (Light Grey)
- White Wall Panels
- 1 x white table
- 3 x white chairs
- 1 x white lockable cupboard
- 1 x brochure rack
- 1 x wastepaper bin
- 3 x spotlights
- 1 x 15-amp power socket
- Fascia with Company Name & Stand Number

Quantities vary depending on the size of the stand. Please see the Shell Scheme document in Section 3 of the manual for further information.

For detailed information, please contact our contractor Meroform as below

### **Meroform**

**Contact: Mr. Ishan Bhargava**

Mobile: +91 97179 28676

E-mail: [ishan.bhargava@meroformindia.com](mailto:ishan.bhargava@meroformindia.com)

A visual of the shell scheme booth can be found in Section 3 of the Manual.

**Please note that this is only an EXAMPLE visual**

## **‘SPACE ONLY’ STANDS**

If you have booked a **Space Only** stand you will need to order your own carpet, electrics, furniture, utilities and services using the order forms provided in the Section 6 of the manual. You will also need to submit plans of your stand to the Organiser no later than **Wednesday 26 August 2020**. For further information regarding **Space Only Stand** build please see **Section 3** of the Manual. Health & Safety information can be found in **Section 4** of the Manual

For further information please contact:

**Pere Ramirez, Senior Operations Manager**

Tel: + 44 (0) 20 8847 2706

Email: [pramirez@labelexpo.com](mailto:pramirez@labelexpo.com)

Please note the **MAXIMUM** build height for Space Only Stands at Labelexpo India is **4 metres INCLUDING logo** however this does depend on Stand Location in the Hall as at certain points the ceiling is lower than this. For further



29 Oct - 1 Nov • Greater Noida, Delhi NCR

# **LABELEXPO INDIA 2020**

[www.labelexpo-india.com](http://www.labelexpo-india.com)

clarification please contact **Pere Ramirez** [pramirez@labelexpo.com](mailto:pramirez@labelexpo.com)

## **TEMPORARY & TRANSLATION STAFF**

Please contact:

Sarvesh Gothwal/Jai Awasthi

Creative Events & Media Services

Contact: Sarvesh Gothwal / Shweta Aggarwal

Tel: + 91 852 799 1258 /+ 91 991 095 0923

Email: [lexindia2018@gmail.com](mailto:lexindia2018@gmail.com)