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EXHIBITION TIME TABLE - SRI LANKA LAB EXPO 2016

	TIME	DAYS
SHELL STAND CONTRACTORS COMMENCE WORK	10.00Hrs onwards	Tuesday 16th August 2016
SPACE ONLY CONTRACTORS COMMENCE WORK (Only "SPACE ONLY CONTRACTORS" and the Official Stand fitting Contractors are allowed access to the hall at this time. They should register at the Organizers office upon arrival)	11.00Hrs onwards	Tuesday 16th August 2016
EXHIBITORS BOOTH HANDOVER	14:00Hrs onwards	Wednesday 17th August 2016
ALL EXHIBITS AND DISPLAYS TO BE COMPLETED	06.00Hrs	Thursday 18th August 2016
OFFICIAL OPENING CEREMONY	09.30Hrs	Thursday 18th August 2016
OPENING OF EXHIBITION HALL FOR EXHIBITORS ONLY	09.00Hrs	Friday 19th August 2016 Saturday 20th August 2016
EXHIBITION OPENING HOURS FOR VISITORS	10.00Hrs	18th - 19th - 20th August 2016
EXHIBITION CLOSING TIME	18.00Hrs	18th - 19th - 20th August 2016
COMMENCE DISMANTLING OF EXHIBITOR STALLS (ALL EXHIBITORS / CONTRACTORS)	23.55Hrs	Saturday 20th August 2016

Organizers Office Operational Hours

SLECC Colombo - from 10.00H of Tuesday 16th August 2016

GENERAL INFORMATION

SECTION - 1

1.1 COUNTRY OVERVIEW

1.1.1 COUNTRY IN GENERAL

Sri Lanka is situated off the southern coast of the Indian Sub-continent located between latitudes 5' – 10'N and longitudes 79' – 82' E covering an approximate area of 65, 610 km² .

Country's Economic Capital is Colombo while the Capital is Sri Jayawardenapura Kotte, located 7km away from Colombo.

Population of the country is nearly 20 million.

1.1.2 CURRENCY

Sri Lankan Rupees (LKR).

1.1.3 EXCHANGE RATES

UK Sterling = LKR 208.00 – 210.00 (Approximately by end March, 2016).

US\$ = LKR 145.00 – 150.00 (Approximately by end March, 2016).

1.1.4 LANGUAGE & TRANSLATIONS

Sinhala and Tamil are official languages. English is widely spoken by all communities.

1.1.5 HEALTH

There are no health regulations for SRI LANKA with the exception of visitors travelling from an infected area as according to the International Health Regulations.

1.1.6 CLIMATE

Average Temperature

Colombo 30.60 C to 24.10 C

Tropical monsoon, Northeast monsoon (December to March)

Southwest monsoon (June to October)

1.1.7 CLOTHING

Cottons and light clothing are recommended in Colombo and other coastal and dry areas.

1.1.8 ELECTRICITY

230 Volts, 50 Hz AC.

1.1.9 TIME

GMT + 5 Hours 30 minutes.

1.1.10 AIRPORTS

Bandaranaike International Airport (Katunayake) is 35 km from Commercial Capital of Colombo.

Rajapaksa International Airport (Mattala) is 205 km from Commercial Capital of Colombo.



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Sri Lanka Exhibition & Convention Centre
Colombo - Sri Lanka

1.2 EXHIBITION OVERVIEW

1.2.1 DATES / EXHIBITION HOURS

Date : 18th – 20th August 2016 (Thur, Fri, Sat)
Time : 09.30 H to 18.00H

1.2.2 ADMISSION

Admission is FREE to the trade visitors during the advertised hours of the exhibition.
The Organizer reserves the right to refuse admission or to remove any person without giving a reason. This applies to the build-up and tear-down periods. Exhibitors are advised to wear their exhibitor tags at all times including the setup period.

1.2.3 EXHIBITOR BADGES

Exhibitor badges will be issued to each exhibitors from 17th August 2016 onwards. Persons manning the stalls are requested to wear the exhibitor badge at all times.
Admission to stall holders prior to the opening hours for visitors will be restricted to those possessing the exhibitor badges and subject to security screening.
Additional Exhibitor Badges will be made upon request.

1.3 TRANSPORTATION OF EXHIBITS

1.3.1 COURIER / HAND DELIVERED ITEMS / POSTAL ITEMS

The organizers will take no responsibility for delivery of couriered items.
Please also note that a representative from your company should be present at the exhibition to take delivery of the couriered items.
Onsite portorage and trolleys are not available and you are advised to inform your courier company of the same.
For hand delivered items, all exhibitors should make their own prior arrangements for delivery and transportation of items to the venue and to your stand.
NO MATERIALS ARE TO BE SENT VIA POSTAL MAIL UNDER ANY CIRCUMSTANCES.

1.3.2 AUTHORISED LOGISTIC AGENTS

The organizers have appointed 3 logistic agents for the show and exhibitors can take their services for sending exhibit goods by sea or air, pack & unpack at venue, empty packaging storages, onsite porters etc.



Orient Marine Lines Pvt. Ltd.

49, Rani Jhansi Road, New Delhi-110055 - India
Tel : +91 11 45359999, 235114052 / 53 / 54
Mr. Aashish S. Kulkarni (Mobile : +91-98186 83392)
Email : aashishk@orientmarinelines.com www.orientmarinelines.com



R. E. Rogers India Pvt. Ltd.

1, Commercial Complex, Pocket H & J, Sarita Vihar, New Delhi - 110 076 - India
Tel : 91-11- 2694 9801/9802 Mr. Ashutosh Gautam (Mobile : +91-9716505660)
Email: ashutosh@rogersworldwideindia.com www.rogersworldwideindia.com



Schenker India Pvt. Ltd.

Building No. 8C, 12th Floor, DLF Cyber City, Phase II, Gurgaon 122002 - India
Tel + 91-124-4645000 (140) Mr. Feroz Ahmed (Mobile: +91 9871198850)
Email: feroz.ahmed@dbschenker.com www.dbschenker.com

INSTRUCTIONS FOR STALL CONSTRUCTION GENERAL RULES & REGULATIONS

SECTION - 2

2.1 STALL CONSTRUCTION

2.1.1 BARE SPACE FOR DESIGNER STALLS

It is the responsibility of the exhibitors who have chosen BARESPACE FOR DESIGNER STALLS option to identify requirements for building and construction of the stall. Exhibitors who have opted for BARE SPACE FOR DESIGNER STALLS will receive only bare space within their space rental. All provisions for stall constructions must be supplied by the exhibitors themselves including cabling, wiring, carpets, furniture, electrics, walling etc. they may use a contractor of their choice to build and construct the stall. However they must be informed of the terms and conditions relevant to work carried out within the exhibition halls. During the stall construction, the contractors must have a copy of this document at the construction location.

Organizers also appointed DESIGNER STALL Contractors and exhibitors may contact for designer booth:-



PICO SRI LANKA

12, D.R. Wijewardene Mawatha, Colombo 10 Sri Lanka

Tel : +94 11 2343239-40

Contact :- Nimmi Hemachandra - Asst. Manager - Projects

Mobile : +94 773070402 Email : nimmi.h@sl.pico.com

MONTAGE CREATIONS (PVT) LTD.

No. 448, Old Kottawa Road, Udahamulla, Nugegoda, Sri Lanka.

Tel : +94 114 506 073

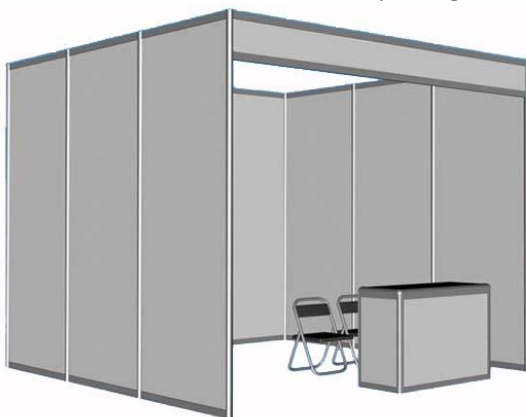
Contact : P. Malimbadage - Director

Hotline : +94 777 566 280 Email : montageprint@gmail.com

Web : www.montage.lk

2.1.2 SHELL SCHEME STAND

Those who reserve shell scheme package will receive the following (standard 9sqm)



- Rear and dividing walls
- Name panel
- One counter table (approx. 1.0 m x 0.5 m)
- Two chairs
- Two spotlights

2.1.3 BASIC FURNITURE ON SHELL SCHEME BOOTH

BASIC ITEMS	9 SQM	12 SQM	15 SQM	18 SQM	21 SQM	24 SQM	27 SQM	30 SQM	33 SQM	36 SQM
Table	1	1	1	2	2	2	3	3	3	4
Chairs	2	2	2	4	4	4	6	6	6	8
Spot Light	2	3	4	5	6	7	8	9	10	11
Dustbin	1	1	1	2	2	2	3	3	3	4
Socket Plug	1	1	1	2	2	2	3	3	3	4
Fascia	1	1	1	2	2	2	3	3	3	4

2.1.4 REAR AND DIVIDING WALLS

Shall be 2.4 meters high comprising 1.0-metre wide panels in white plastic finish set in aluminum frame. No fixings may be made to the walls unless it is fixed only with adhesive tapes which do not damage the wall panels.

N.B. USABLE AREA OF WALL PANELS: 900mm WIDE X 2300mm HIGH

2.1.5 FASCIA

Approximately 250mm wide panel, installed at the top end of each open elevation comprising aluminum frame fitted between dividing walls.

Name will be restricted to a maximum of **25** characters.

No alterations to the Shell Scheme Name Panel will be permitted nor will the organizers allow exhibitors display material on the fascia.

2.1.6 ADDITIONAL ITEMS

FURNITURE & ELECTRICAL SUPPLY FORM 4 DEADLINE: 31st July 2016

Standard basic furniture and items will be supplied as per Table 2.1.3 with the standard shell scheme. Exhibitors may supply their own additional accessories or are requested to inform their additional accessories requirement to organizer on or before 31st July 2016 in any written format in-order to facilitate the same during exhibition. It's purely consent of the organizer not to accept such request in case same is not available due to high demand. To avoid any disappointment we suggest you order your requirements as soon as possible.

2.2 STALL FITTING REGULATIONS

PLEASE NOTE THE FOLLOWING REGULATIONS ARE TO BE ADHERED TO AT ALL TIMES.

2.2.1 SHELL SCHEME PACKAGE

Exhibitors may fix their own lightweight photos, technical information sheets, etc. directly to the walls with double sided adhesive tape, provided that such materials can be removed at the close of the exhibition without damage to wall panels. Exhibitors providing their own displays must ensure that these are completely finished including pre-mounting of samples, exhibits, lettering, photographs etc. on plywood or other suitable board before delivery to site.

- Any projection will be limited to the panel walls. No projection will be allowed beyond the stall boundary.
- Exhibitors occupying two (2) or more adjacent stalls have a choice to remove the dividing walls separating their stalls. Please indicate to the Organizer prior to build-up date.
- Any damage to shell structure and/or to property of exhibition venues would need to be fully compensated for on replacement/repair cost basis as determined by the organizer or the respective service providers.

2.2.2 BARESPACE FOR DESIGNER STALLS

Exhibitors who have reserved a **BARESPACE FOR DESIGNER STALLS** and making their own arrangements for the erection of their stall, are reminded that:

- Where their stall abuts another exhibitors' area, the back of any dividing walls, panels or exhibits must be painted white or masked to present a neat appearance.
- **Height Restrictions will be applicable as follows:**
 - **SLECC Hall: 4m**
- No part of any structure or exhibit may extend beyond the boundaries of the site allocated.
- It will not be possible for organizer to supply on-site services or labour for the erection of stalls and displays unless prior arrangements have been contracted for.
- All materials used in the construction of stall fitting and display should not cause any fire risk and must conform, in all respects, to safety regulations of the venue.
- Any damage to property of exhibition venues would need to be fully compensated for on replacement/repair cost basis as determined by the organizer or respective service providers.

2.2.3 APPROVAL OF STALL DESIGN

All stalls designs needs to be approved by the Organizer prior to starting of stall construction. In case design of the particular stall not provided and approved, organisers have all the rights to amend the design accordingly during the erection of such stalls to meet any limitations of the location provided for same. Stall design needs to be submitted for approval on or before 15th July 2016. General stall designs for submission must incorporate the following:

- The form and dimensions of every structural member of the stall
- The materials to be used in the construction of the stall
- The width and position of every gangway within the stall

DRAWINGS WITH DIMENSIONS OF ALL SPACE ONLY STALLS MUST BE SENT TO THE ORGANISERS FOR APPROVAL NOT LATER THAN 15th JULY 2016

2.3 COMMON REGULATIONS

2.3.1 ELECTRICAL INSTALLATIONS

Organizer and its facility provider will be solely responsible for the installation of electrical cables and necessary switchgears between the main supply and each individual exhibitor's stall to suit the exhibitors' requirements.

- The standard mains supplies at the exhibition are: Single phase 230 Volts 50Hz.
- General lighting is provided in the hall and basic electrics are provided for shell scheme stalls as specified.
- All on-site electrical work must be carried out by the facility provider and, in the event of exhibitors installing electrics to their own prefabricated displays; such installations must conform to IEE regulations and will be subject to inspection by organizers and approval before connection to the main supply. The organizers reserve the right to disconnect any installation, which, in their opinion, is dangerous or likely to cause annoyance to visitors or other exhibitors.
- Electrical installations of shell stalls require special fastenings, clips and brackets to fit the aluminum extrusions. Under no circumstances exhibitors shall modify this work or carry out their own installation.
- Please complete and return **FORM 4** giving details of any additional electrical works are required.

2.3.2 THIRD PARTY CONTRACTORS

Any exhibitor who wishes to outsource the construction / setting up of their stall to any third party contractor needs to inform the details of the contractor to the organizer prior to commencement of relevant works.

2.3.3 PENALTY FOR LATE COMPLETION

If an exhibitor does not complete their stall within in the given time frame, an hourly penalty will be charged; INR 5,000 for the 1st hour and INR 10,000 for every subsequent half an hour thereon.

2.3.4 FLOOR LOADING CAPACITY

The floor loading capacity is 1,200 kg per square meter.

2.4 GENERAL RULES

2.4.1 GENERAL RULES & REGULATIONS APPLICABLE TO ALL EXHIBITORS

- Aisle ways indicated on the floor plan must be kept clear of all exhibition goods and/or decoration materials in order to facilitate traffic flow.
- Neon or flashing lights / signs and sequence-lit displays are prohibited.
- Exhibitors and / or its authorized agents must clear out items not for display purposes (e.g. Containers, packing items, etc.) before the given time for all exhibits & display to be completed and remove all exhibits and decoration materials before the given time for completion & clearance of all stall fittings material & equipment according to the Exhibition Time Table. On failure to adhere, the Exhibitor will have to pay the Organizer for the cost of removing such articles from their STALLS at the discretion of the Organizer.
- Exhibitors and / or their nominated agents must, at all times, display their identification tags, especially prior to the official halls opening hours of the exhibition days.
- No refunds will be allowed for rented items not utilized.
- Partially completed / unapproved constructions will be removed from the exhibition at organizer's discretion and the cost of such removals will be charged against the exhibitor.
- Exhibitors are prohibited from placing stickers, signs, posters or any other promotional material anywhere in the halls other than the permissible places within their own location.
- All exhibition stands must be fully staffed and operational throughout the opening hours of the exhibition. Exhibitors must not participate in any activity that causes, or is likely to cause annoyance to visitors or other exhibitors.
- Exhibits and items that are for sale, display or distribution must be non-explosive and not easily combustible in nature.
- Service entrances will be closed by 22:00 hours on 17th August and all vehicles used for stall construction purposes will not be permitted to enter the exhibition premises thereafter.
- Exhibitor / their contractor who wish to mobilize within the exhibition hall for all stall erection purposes will be allowed only if full payment is made.

2.4.2 LEGAL ISSUES PERTAINING TO EXHIBITS & EXHIBITORS

- Exhibitors shall display legal, copy-righted and licensed materials and items only.
- The premises shall not be used for any unauthorized, illegal, objectionable or immoral purposes.
- The Organizer reserves the right to determine in his SOLE DISCRETION, the acceptability and extent of presentation or display and remove / dispose of any item and/or disallow any person / goods / publicity material / items or things displayed or placed there, which in the opinion of the Organizer, is deemed unfit / inappropriate / illegal / unlicensed / immoral / objectionable / hazardous in the exhibition.
- Exhibitor will be held responsible for all the intellectual property or other legal issues arising with respect to the exhibits within the area allocated to him.



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- Letting / Sub-letting in whatever manner or form is strictly prohibited, which includes but shall not be limited to the practice of a principal renting / sub-letting / assigning wholly or in part of its rented stalls(s) to its agent(s) / distributor(s) and business associates and vice versa. The Organizer reserves the right to expel any unauthorized exhibitor(s). Any cost(s) incurred shall be borne by the contracting party.

2.4.3 RECORDING

The exhibitor shall not without prior approval from the organizer allow filming, sound or video recording to take place. Upon approval from the organizers, the following must be adhered to:

- No trailing cables in public circulation areas.
- Areas designated for the positioning of recording equipment must not include any part of the gangway.
- All equipment to be portable and battery powered if the above cannot be adhered to. Full details of the recording schedule must be advised to the organizers prior to commencement of recording.

2.4.4 PUBLIC ENTERTAINMENT

Exhibitors wishing to provide any form of Public Entertainment must obtain prior approval with full details submitted in advance to the Organizers demonstrating that all relevant regulations and safety aspects will be complied with.

2.4.5 PERMISSIBLE NOISE LEVEL

Music or the use of voice enhancement for advertising or sales purposes on stalls shall be permitted at the discretion of the organizers. However the volume shall be such as not to cause a nuisance or interfere with other stalls or exhibitors. In any case, the noise level should not exceed 50dB at the stall boundary level.

The Organisers reserve the right to shut off music systems or loud speakers, if in the Organizer's opinion, their continued use is detrimental to the smooth operation of the exhibition, to the other exhibitors, to visitors or to the reputation of the exhibition venue.

2.4.6 SATELLITE DISHES

Any communication or retrieval of signals using satellite dishes inside the exhibition premises is not allowed without prior written approval from the organizers.

2.4.7 FOOD IN THE EXHIBITION HALLS

A separate food court / restaurant will be available at the exhibition premises during the exhibition hours and all stall holders are advised to have their meals at the food court / restaurant. Exhibitors who wish to bring their meals from outside are requested to use the designated areas for consuming food.

During the build-up and break down periods of the exhibition, it is permitted for stall contractors and exhibitors to bring their meals from outside. Further they are advised to consume food outside the main hall. Consumption of alcohol at the exhibition premises is strictly prohibited.

2.4.8 NO SMOKING POLICY

The organizers of the exhibition have implemented a **NO SMOKING POLICY** inside the exhibition halls.

2.4.9 DISTRIBUTION OF PRINTED / PROMOTIONAL MATERIALS

Distribution of printed materials in any form, gift items, giveaways, etc. shall be restricted to the confines of the exhibitors own stall or outside the entrance of the exhibition premises without disturbing the traffic flow.

Sponsors who obtain prior approval will be allowed to deploy staff to distribute leaflets within the exhibition premises.

2.4.10 VENUE FLOOR POLICY

Exhibitors are advised that any adhesive tape, plastic packing tape, gaffe tape, masking tape or drafting tape **should not** be used on the venue floor. Any damage to the venue flooring through the use of tape will be subject to repair costs and recovered from the exhibitor. The organizers take no responsibility on the part of exhibitors for this charge.

2.4.11 SECURITY

General security arrangements for the Exhibition will be controlled by the Organizers throughout the exhibition period including the build-up & tear-down time. However, exhibitors are encouraged not to let personal or transferable items out of their sight during this period, and the stall should not be left unattended especially during the opening hours of the exhibition. While the Organizers will make all reasonable arrangements for 'general' security coverage, they are not liable for any theft, loss or damage that may occur within the confines of any stall throughout the exhibition period. The responsibility for the security of a stand, its exhibits and contents (including personal property), is that of the exhibitor and appropriate insurance should be affected at the exhibitor's cost and preference.

2.4.12 FIRE PRECAUTIONS

The Exhibition Halls have fire hoses and extinguishers to be used during an emergency.

2.4.13 INSURANCE

The exhibitor is responsible for insuring his exhibits and property against all risks, both in transit and in Sri Lanka, personal injury, workmen compensation, third party claims, and expenses incurred due to abandonment or postponement of the Exhibition, medical expenses and baggage cover, value of the stand and its fittings, etc.

Exhibitors also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties and infringement of intellectual properties. In addition to this, you should protect your expenditure against abandonment, cancellation or curtailment of the event due to reasons beyond organizers control.

EXHIBITION BUILD-UP, OPENING HOURS & DISMANTLING AND REMOVAL POLICIES

Please note that the organizers cannot take responsibility for valuables and items left on, or around your stand during the pre-opening, opening hours, during exhibition hours and dismantling and removal stages. We urge all exhibitors particularly during the dismantling and removal stages, to secure all your items and remove them as soon as the show closes on the final day.

2.4.14 SUPPLEMENTARY STAND SERVICES

DISPLAY AIDS, FURNITURE & ELECTRICAL SUPPLY FORM 4 DEADLINE: 31st July 2016

A list of Display Aids and furniture available on hire is shown in the **FORM 4**. Please complete and return same if you wish to hire additional items.

2.4.15 STALL CLEANING

The organizer will arrange for cleaning outside the stalls which will be done regularly during the exhibition. Exhibitors are responsible for cleaning their own stalls.