



BENGALURU WATER EXPO

3rd EDITION



NOVEMBER 2023
BIEC, BANGALORE

Exhibitor's Manual



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* Press CTRL & Click the content to go to the page number

Redefining Water Exhibitions in South Asia

3D, 3rd Floor, Bhageeratha Residency, 124, Marshall's Road, Egmore, Chennai - 600 008.
Email info@watertoday.org | Website: www.waterex.biz

WELCOME LETTER

Dear Exhibitors,

Greetings from Water Today!

We are glad to announce the 3rd Edition of Water Today's WATER EXPO, the Largest & Premium Annual Water Event in South Asia, will be held on 22nd, 23rd & 24th NOVEMBER 2023 at BANGALORE INTERNATIONAL EXHIBITION CENTER (BIEC) BENGALURU.

As part of its 3rd Edition of the WATER EXPO, Water Today would like to present you with this Exhibitor's Manual, laying out guidelines and important aspects that you need to know as an Exhibitor/ Visitor at the Expo. The manual has been designed to ensure a smooth and successful participation from your end.

In order to have a hassle-free experience at the WATER EXPO, you are hereby kindly requested to study the contents of the manual carefully. Once read, you are requested to revert all the forms duly signed and filled via email or fax to the Water Today office. Further, you are advised to retain a copy of each form for your records in order to settle any query and also to ensure a quick invoice settlement.

You can contact Water Today Pvt Ltd for any query with regards to the WATER EXPO. We ensure our best cooperation, support, and wish you a smooth participation at WATER EXPO.

Thanks & regards,

WATER TODAY TEAM

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STALL PLAN

- 1. Octonorm Table - 1 No
- 2. Folding Chair - 2 Nos
- 3. Spot Light - 3 Nos
- 4. 5 amps Plug Point - 1 No
- 5. Wastebin - 1 No



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EXHIBITORS PROGRAMME, DATE AND VENUE

EVENT	DATE	VENUE	TIME (Hrs)
INAUGURATION	NOVEMBER 22, 2023	HALL	10:00 - 11:00
EXHIBITION	NOVEMBER 22-24, 2023	HALL 1	10:00 - 18:00
WATER CONCLAVE	NOVEMBER 22 2023	(BIEC) BANGALORE	10:00 - 17:30

EXHIBITION BUILD-UP SCHEDULE

EVENT	DAY	DATE	TIME (Hrs)
RAW SPACE BOOTH LOCATION WITH FLOOR MARKING FOR EXHIBITORS	TUESDAY	NOV 21, 2023	09:00AM
COMPLETION OF SHELL SCHEME STALLS	TUESDAY	NOV 21, 2023	04:00AM
POSSESSION OF SHELL SCHEME STALLS	TUESDAY	NOV 21, 2023	04:00AM

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GENERAL INFORMATION

1.Venue Entry

Visitors' Entry to the exhibition will be free. Visitors are requested to be present at the VENUE 15-30 minutes prior to the exhibition opening hours to ensure a smooth registration process.

3.Exhibition Facilities

Arrangements have been made for Trade and Business; and Visitors' registration counters at the entrance of the Hall. Trade, Business as well as Exhibition Visitors can avail a badge after duly filling the registration form and/or submitting their business cards. The badge will be valid for all three days of the WATER EXPO.

4.Transport Centre

A Helpdesk Counter will be set up on behalf of the official travel partner of WATER EXPO. The counter will be a one stop place for all you travel related queries. The Exhibitors/Visitors can contact the Helpdesk directly for their travel purpose.

5.Cafeteria

Lunch and Refreshment will be available for the Exhibitors at the Cafeteria located near the hall at a nominal cost fixed by the official hospitality partner of BIEC.

6.Show Management Office

The organizers will operate from the show management office, inside Halls, from 10:00 AM or Nov 22nd onwards. For any assistance during the Expo, the Exhibitors can contact the office.

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Procedure for availing exemption:

- a) 5 Copies of invoice with full description should be submitted by the exhibitors to the excise authorities during the transit from various locations.
- b) Exhibitor should mention the item listed in the invoice "For Display purpose only at Water Today's WATER EXPO at BIEC and not for sale", along with the WATER EXPO participation certification provided by the Organizes.
- d) Exhibitors are advised to take care of other transport related documents to satisfy the statutory requirements. In case of clarification, exhibitors are advised to take assistance from the Official freight for warder.
- e) Exhibitors are strongly advised to consign the exhibits in the name of exhibitor themselves/ local agents and not in the name of Organizers.
- f) Water Today (The Organizer) strongly advises the exhibitors to ensure the safety of all their goods before shipping.
- g) The organizers are not responsible for any pilferage or loss during shipping / transportation / handling at the exhibition hall.

8. Material Handling

As per the rules, the exhibition materials at the venue / onsite can be handled only by the approved official agency. No private fork lifts/ handling equipments will be allowed inside the exhibition hall.

For on site handling related services & costs, exhibitors are advised to contact the Official on-site handling agent directly.

9. Carpeting

Contractors & Exhibitors are requested to strictly observe that carpeting inside the halls during build-up is permitted.

10.Waste

Throwing of waste material by the exhibitors on the aisles from their stand is strictly forbidden.

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11. Removal of Exhibits

The exhibitors will be allowed to remove their exhibits from their respective stall only after the closure of the expo on Nov 24th, 18:00 hrs. further dismantling of the Exhibits should be completed before 12 midnight on the Nov 24th, 2023.

12. Transport

Vehicle carrying the exhibition goods will be allowed inside BIEC through Main Gate only on Nov 21st, 2023

EXHIBITION SERVICE AND CONTRACTORS

1. POWER SUPPLY, WATER & COMPRESSED AIR

a) Additional Power charge

Additional power required by the Exhibitor will be made available at an extra cost as per charges liable for service connection. However, an Exhibitor will first have to make a request to the organizer by filling FORM 1.

REFER FORM 1

b) Water

Water connection can be given only at a few stall locations, please check with the organizers. Contact Water Today for further details.

2. RAW SPACE BOOTH PLAN APPROVAL

a) Exhibitors are advised to use the official stand construction contracted for the build up of Raw Space Booth

b) Exhibitors, who are using the service of private contractors other than the official stand construction contractor for their Raw Space Booth, must submit the layout of their stand design in triplicate for approval from the Organizer in advance.

c) Construction of the Raw Space Booth can commence only after the design has been approved by the organizer.

d) Any charges levied by the hall owner due to the damages caused to the property of the Exhibition Hall during the construction of Raw Space Booth, will be born by the Exhibitor/Contractor.

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3. EXHIBITION BADGE

The Exhibition Badge is a MUST for all the Exhibitors for entry to the hall on all the three days of the EXPO. Organizers will issue the Exhibitor Badges from the Show Management /registration counter Office on Nov 21st 2023. Each Exhibitor will be allotted a maximum of four badges.

6. STALL FABRICATION / STALL INTERIOR DECORATORS

Contact : WATER TODAY PVT. LTD.

Email : info@watertoday.org

7. LOGISTICS & FREIGHT MOVEMENT

PS. Bedi Group

Mr. Ankur Bharadwaj - Manager Exhibition

B-301, 3rd Floor, Manglya Building, Marol Maroshi Road, Marol, Andheri East Mumbai-400059, India

Tel: +91 22 40321000 | Fax: +91 22 40321010 & 2850 9820 | Mob: +91 9004 407 888

abharadawaj@psbedi.com | www.psblogistics.com

8. ACCOMMODATION

All accommodation expenses during the three day stay in Bengaluru will be borne by the Exhibitors themselves.

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FORMS

FORM 1 – POWER SUPPLY & WATER:-

Additional Power and Water request for Raw Space & Shell Space Exhibitor

Power Load	Connection	Consumption	KW required	Amount
	Rs	Rs		
1 KW	500	3500		

The above rates include wiring up to the main switch board provided in the stall. Cost of power consumed (single /3 phase) on connected load KW (min)

Electric Load

Exhibitors requiring heavy electricity load for the exhibits should submit their requirements to the organizer on or before 5th Nov 2023.

10. ELECTRICAL ACCESSORIES/ FURNITURE

Contact : WATER TODAY PVT. LTD.
info@watertoday.org

REFER FORM 8

REFER FORM 9

11. FASCIA NAME & SHELL SCHEME PACKAGE

REFER FORM 10

12. AUDIO VISUAL SERVICES **Contact:** WATER TODAY PVT. LTD.

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FORM 1 – POWER SUPPLY & WATER :- (CONTINUED)

Please return this form duly filled to

WATER TODAY PVT. LTD.

3D, 3rd Floor, Bhageeratha Residency, 124 Marshall's Road, Egmore, Chennai 600 008

Email: info@watertoday.org | Website: www.waterexpo.biz

Orders are valid only when accompanied by full remittance. Payment should be made by bank draft/local cheques, payable at Chennai in favor of WATER TODAY PVT. LTD.

Enclosed is a draft/ cheque no.....Date.....for the amount
of USD/ Rs.....Drawn on Bank.....

In favor of

Specify the Requirements*

Power:

Water:

Exhibitor.....Booth No.....

Address.....

Telephone.....Fax.....Email.....

Contact Person.....Designation.....

Signature.....Date.....

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FORM 2 – RAW SPACE BOOTH PLAN APPROVAL

In order to ensure visitors reach all areas of the Expo, each stand should be located such that it neither blocks nor restricts the view of other stands.

DESIGN RULE (BOLD)

1. Outside walls must have a maximum length of 3mts after which an access into the stand should have a minimum width of 2m.
2. Overhead hangings or encroaching neighbouring stand's aisle must be avoided.
3. The height of the stand should always be in proportion to the size of the rented space.

Plan Approval

1. Raw Space Booth..... submitted on an A3 size..... in 1:10. The contractors name and address should be included in the plan.
2. For prior approval, the design should be submitted to the organizer in triplicate together with this form.
3. The construction work will be permitted only after the plan has been approved by the organiser.

Return this form to:

WATER TODAY PVT. LTD.

3D, 3rd Floor, Bhageeratha Residency, 124 Marshall's Road, Egmore, Chennai 600 008
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Exhibitor.....Booth No.....

Address.....

Telephone.....Fax.....Email.....

Contact Person.....Designation.....

Signature.....Date.....

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FORM 3 – EXHIBITORS BADGE:-

Exhibitors are requested to use this form to apply for booth personal badges. (write in BLOCK LETTERS)

Deadline:

On or before 1st Nov 2023

Badges can be collected from the Show Management Office / Registration Counter on site on 21st Nov 2023 by showing the company identity card.

Registration of Exhibition Personnel at Water Today's WATER EXPO

S. No	Name & Designation	City	Company	Name on badge
1				
2				
3				
4				

Send the form to

WATER TODAY PVT. LTD.

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Exhibitor.....Booth No.....

Address.....

Telephone.....Fax.....Email.....

Contact Person.....Designation.....

Signature.....Date.....

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FURNITURE/ ELECTRICAL

1. Photos – Furniture
2. Photos – Electrical Accessories
3. Dimensions – Furniture & Electrical Items
4. Rates – Furniture & Electrical Items
5. Form 8 (Furniture)
6. Form 9 (Electrical Accessories)

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TABLE AND SHOW CASE



Executive Chair



VIP Sofa Single



VIP Sofa Double



Visitor Chair



Fibre Chair



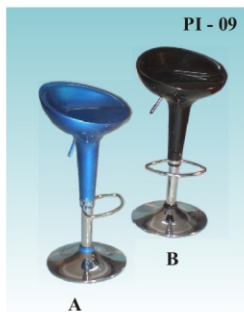
Wooden Chair



Round Table
70cm(Dia) x 75cm(H)



Round Table (Cross leg)
90cm(Dia) x 75cm(H)



Bar Stool (Adjustable)
50cm (H)



Showcase
50cm(L) x 100cm(W) x 200cm(H)



Showcase
50cm(L) x 50cm(W) x 200cm(H)



Glass Counter
100cm(L)x50cm(W)x100cm(H)



Centre Table
120cm (L) x 45cm (W)



Standing Discussion Table



Table
105cm(L)x60cm(W)x70cm(H)



Side Rack
40cm(L) x 100cm(W) x 60cm(H)

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PI - 17

Podium
50cm(L) x 50cm(W) x 100cm(H)



PI - 18

Podium
50cm(L) x 50cm(W) x 70cm(H)



PI - 19

Podium
50cm(L) x 50cm(W) x 50cm(H)



PI - 20

Brochure Rack



PI - 21

Round Table
80cm (Dia) x 75 (H)



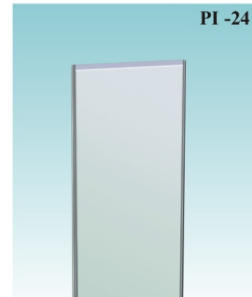
PI - 22

Square Table
70cm(L) x 70cm(W) x 70cm(H)



PI - 23

Lockable door



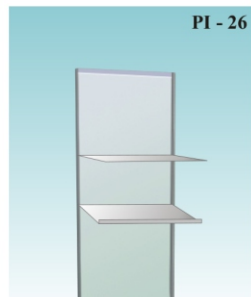
PI - 24

System Panel



PI - 25

Glass Shelf Set of Three



PI - 26

Wooden Shelf Flat/Adjustable



PI-27

Long Arm Halogen Light



PI-28

Spotlight



PI - 29

Metal Halide



PI - 30

Power Socket 5 A/15A



PI-31

Photo Clip T - Bolts



PI - 32

Waste Bin

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FURNITURE / ELECTRICAL FITTINGS

Client Name..... Stall No: -

Code	Particulars	Dimension (Meter)	Unit Cost in INR.	Unit Cost in US\$
PI-01	Executive Chair	Black/red	1500	25
PI-02	VIP Sofa (1 Seater)	Black	2500	42
PI-03	VIP Sofa (2 Seater)	Black	4000	67
PI-04	Visitor Chair	Black	700	12
PI-05	Fibre Chair	Black	400	7
PI-07	Round Table (Wooden Top)	70CM (dia) x 75CM (H)	1200	20
PI-08	Round Table Cross Leg (Glass Top)	90CM (dia) x 75CM (H)	1500	25
PI-09	Bar Stool (Adjustable Chrome leg with Cup)	50CM (H)	1200	20
PI-10	Glass Showcase (Big with 2 downlights)	1M x 50CM x 2M (H)	3500	58
PI-11	Glass Showcase (Small)	50CM X 50CM X 2M (H)	3000	50
PI-12	Glass Counter	1M X 50CM X 1M (H)	3000	50
PI-13	Centre Table (Black Glass Top)	1.20M (L) x 45CM (W)	1200	20
PI-14	Standing Discussion Table	1.0M (H) x 70CM (Dia)	1200	20
PI-15	System Counter (Table)	1.05M X 60CM X 75CM	1200	20
PI-16	Side Rack (Lockable)	40CM X 1M X 60CM (H)	1,890	30
PI-17	System Podium	50CM X 50CM X 1 M (H)	800	13
PI-18	System Podium	50CM x 50CM x 50CM (H)	800	13
PI-19	System Podium	50CM x 50CM x 50CM (H)	800	13
PI-20	Brochure Rack	-----	800	13
PI-21	Round Table (White Top)	80CM (dia) x 75CM (H)	1,200	20
PI-22	Square Table	1.2M X 45CM	1000	17
PI-23	Lockable Door	-----	3500	58
PI-24	System Panel	1M x 2.5M (H) - White	900	15
PI-25	Glass Shelf (each)	30CM x 1M	400	7

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Rates – Furniture & Electrical Items

Client Name..... Stall No:

Code	Particulars	Dimension (Meter)	Unit Cost in INR.	Unit Cost in US\$
PI-26	Wooden Shelf Flat / Adjustable (each)	30CM x 1M	300	5
PI-27	Long Arm Halogen Light	150W	500	8
PI-28	Spot Lights	75W	450	8
PI-29	Metal Halide	150W	1500	25
PI-30	5A/13A Power Socket	-----	400	7
PI-31	Photo Clip / T-Bolt	-----	30	1
PI-32	Waste Basket	-----	70	1
PI-33	Plasma T V 42"	Rate/day	2500	42
PI-34	Plasma T V 50"	Rate/day	4000	67
PI-35	Lap top computers	Rate/day	1200	20

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Please Note:-

- Additional elements required by individual participation should be made known to Water Today, at least 2 weeks prior to show date (i.e. Nov , 2023).
- Any requirements after the above date will be provided on available basis
- Additional elements will be provided against advance payment only.
- GST / Service tax as applicable will be charged extra on the total amount

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FORM 8 – FURNITURE

The Standard Shell Scheme Package of 12 Sqm booths include 2 Chairs, 1 Table, One waste paper basket. Use this form to order only your ADDITIONAL REQUIREMENTS.

S. No	Description	Cost for Show Days	Quantity	Total (USD/ INR)

* Use multiple copies for more requirements

Additional GST of (18%) will be applicable.

Return this form to the organizer on or before 15th of Nov 2023

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Exhibitor.....Booth No.....

Address.....

Telephone.....Fax.....Email.....

Contact Person.....Designation.....

Signature.....Date.....

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FORM 9 – ELECTRICAL FITTINGS:

The Shell Scheme Package includes three (3) 100W spotlights and one (1) electrical socket – 15 amps fused to 5 amps (1KW) to every booth of 9 Sqm. Pro-rata entitlement will be given for booths in multiples of 9 Sqm. Prices include consumption during show hours only.

S. No	Description	Cost for Show Days	Quantity	Total (USD/ INR)

Note:

- The above rates are for full duration of the event unless specified
- 100% advance payment to be made in advance
- Additional GST of (18%) will be applicable.

Return this form to the organizer on or before 10th of Nov 2013

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Exhibitor.....Booth No.....

Address.....

Telephone.....Fax.....Email.....

Contact Person.....Designation.....

Signature.....Date.....

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FORM 10 – FASCIA NAME & SHELL SCHEME PACKAGE:-

Please enter below Exhibitor Name, as you would want to display on the Fascia. This will be provided in Upper case in white standard 100mm height (4 inch) ENGLISH ALPHABET. FILL IN BLOCK LETTERS
Deadline – 15th Nov 2023

Fascia Name

.....

Drawings / Diagrams

Attach additional sheets for more information

Return this form to the organizer on or before 18th of Nov 2023

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Email: info@waterexpo.biz Website: www.waterexpo.biz

Exhibitor.....Booth No.....

Address.....

Telephone.....Fax.....Email.....

Contact Person.....Designation.....

Signature.....Date.....

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