# SHELL SCHEME GUIDE

17 ENGINAGE

3-7 DECEMBER 2025 > GANDHINAGAR

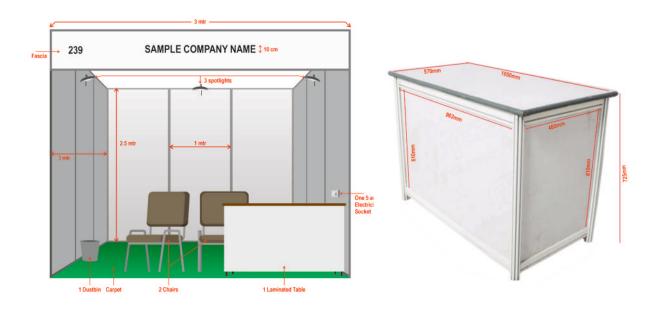
INDIA'S NO.1 TECHNOLOGY SHOWCASE

Organized by

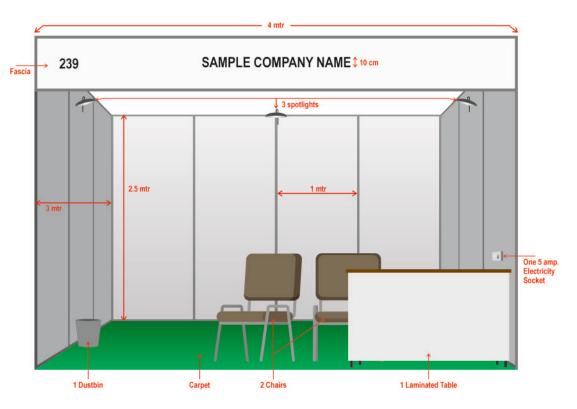


# **SHELL SCHEME BOOTH**

(Illustrative drawings – actual fascia and furniture may vary in material, shape, form, colour etc.)



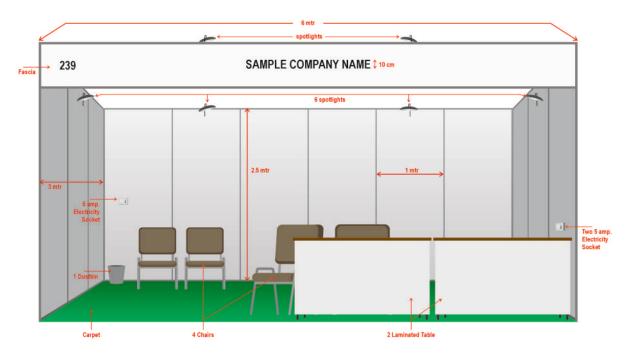
9 sq. m. - Depth 3 m. x Front 3 m.



12 sq. m. - Depth 3 m. x Front 4 m.

## **SHELL SCHEME BOOTH**

(Illustrative drawings – actual fascia and furniture may vary in material, shape, form, colour etc.)



Front Side Open - 18 sq. m. - Depth 3 m. x Front 6 m.



2 Side Open - 18 sq. m. - Depth 3 m. x Front 6 m.

### **Shell Scheme Booth Possession**

- The possession of stall will be given on 30 November 2025 & 1 December 2025, 10 am to 6 pm
- 2 December 2025 is a BLACK OUT DAY (no entry or work will be permitted)
- Possession will be given to authorized person/s upon submission of a copy of
  - 1. Stall Allotment Letter
  - 2. Exhibitors Authorization letter listing the person/s taking the possession and
  - 3. Photo ID (Aadhar Card).

### **Exhibitor Badges**

These badges are required to be worn throughout the person's attendance at the venue for easy identification and access. The badges may be obtained from the on-site office of the Organizer.

The information required for printing on these badges will need to be filled in the appropriate form online in the Exhibitors Area accessed after EXHIBITOR LOGIN on event website.

Deadline for providing details for Exhibitor Badges is 31-Oct-25.

### **Shell Scheme Entitlements**

- Pre-fabricated stall with up to 3 side walls in octonorm like system with each white laminated panel of 2.5 m. height and 1 m. width. Each stall will have carpet as per area and 1 dustbin.
- Stand Number and Exhibitor Name on a Fascia panel on one side of the stall only. Exhibitor Name can be of maximum 24 characters including spaces. The lettering will be of uniform 10 cm. height.
- Electricity up to 1 hp for stall lighting during exhibition is included in the shell scheme package. Additional power e.g. for live operation of exhibits will be charged extra.
- Order for additional power is accepted only through appropriate online form accessed after EXHIBITOR LOGIN on event website. The <u>last date for ordering additional Electricity is 31-Oct-25.</u>
- 250 Invitation Cards per Exhibitor.

### **Shell Scheme Facilities Based On Area Booked:**

Area ( sq.m.)	Table	Chairs	Spot Lights	5A Plug Point	Exhibitor Badges
9 to 16	1	2	3	1	3
18 to 25	2	4	6	2	6
27 to 35	3	6	9	3	9
36 or 36+	4	8	12	4	12

Note: No rebate is allowed to the Exhibitor if any item under Shell Scheme is not availed by the Exhibitor.

### **Additional Requirements**

All additional services are at an extra cost.

- Additional services like Electricity, Compressed Air and Non-potable Water (for operation of exhibits only) may be ordered at extra cost by filling up the appropriate requisition form available on event website through EXHIBITOR LOGIN.
- Additional requirements like Furniture / Fittings, Hostesses, Security Guards, Tea/Coffee
   Machine, LCD/LED, Plants etc. may be ordered at extra cost from the Official Agent appointed.

The deadline for placing order of Additional Requirements is 31-Oct-25.

### **Live Operation of Exhibits**

- Additional Single/Three phase power for live operation of exhibits during the exhibition will
  need to be ordered at extra cost through online Requisition only after EXHIBITOR LOGIN on event
  website.
- Exhibitors will need to contact the **Official Carrier & Forwarding Agent** directly for their requirements of Material Handling, Storage of Empties etc. Only the empaneled agent will be allowed to move goods within the venue.

Deadline for entry of large exhibits / machinery is 5 pm on 01-Dec-25

### e-Exhibitor Directory

Information for the exhibitor's entry in this directory will need to be submitted in the appropriate form online in the Exhibitors Area accessed after EXHIBITOR LOGIN on event website.

The deadline for input regarding e-Exhibitor Directory is 31-0ct-25.

### **Exhibitor Name on Fascia**

The Exhibitor's Name in a maximum of 24 characters (including spaces), will be provided on the Fascia, only on one side of the stall and in uniform lettering of 10 cm height.

The Deadline for input regarding Exhibitor Name on Fascia is 31-Oct-25.

### **Stall Design Guidelines**

**Please refer to the Exhibitor Manual for exhaustive guidelines** (much of those listed for convenience under the heading of Bare Space exhibitors is also applicable in the sense they are intended to the Shell Scheme exhibitors)

- All stalls under Shell Scheme will be built by the official stand building contractors and all the stands will be built with standard octanorm system with each white laminated panel of 2.5 m. height and 1 m. width. **The size of the banners/posters on the wall** need to account for the connecting rods between the panels e.g. the poster for a panel of 1 m. width needs to be about 2 inches shorter than 1 m. (one inch on either end of the panel).
- No structure should exceed 8.125 ft. in height. Special prior permission from the Organizer for any display higher than 8.125 ft. should be taken.
- No part of the exhibit should project out of the stand area and nothing should be placed outside the stand. Digging in the floor / ground is prohibited.
- Excess material of stand design will be allowed to be carried out after the stall design with a self-declaration on company's letterhead along with Exit Form.

**Deadline for completion of stall setup before exhibition is 5 pm on 01-Dec-25** i.e. the day before the **BLACK OUT DAY on 02-Dec-25**.

**Deadline for completion of stall dismantling** (starting from 6 pm on the last day of the exhibition i.e. 07-Dec-25) **is 8 am on 08-Dec-25** 

### **Caution:**

- All items supplied under Shell Scheme package and additional items supplied by our official contractors are only on hire basis and the Exhibitors are required to hand them over back to the contractors at the end of Exhibition in good order and condition. Any damage or loss of these items will have to be compensated for by the Exhibitor to the contractors.
- Painting, wall-papering, nailing/ drilling on wall panels supplied under the Shell Scheme is strictly prohibited. A penalty of Rs. 5000/- will be levied per panel for violation of this rule
- Drilling, grouting on the floor, welding or any support of the semi constructed structure is strictly prohibited. Anyone found guilty will be charged a penalty of Rs. 50,000/-.

IMPORTANT DEADLINES FOR SHELL SCHEME			
For Full Payment	31 Oct '25		
<ul> <li>For Submission of Information for e-Directory, Exhibitor Badges, Fascia Name</li> <li>For Order of Additional Services like Electricity, Compressed Air and Non-potable Water for operation of exhibits</li> <li>For Order of Additional Requirements like Furniture / Fittings, Hostesses, Security Guards, Tea/Coffee Machine, LCD/LED, Plants etc.</li> <li>For Download of Stall Allotment Letter         (For all the above, only online order accepted after Exhibitor Login on website)     </li> </ul>	31 Oct '25		
For Entry of Large Exhibits / Machinery	5 pm on 1 Dec '25		
For Completion of Stall Setup	5 pm on 1 Dec '25		
For Completion of Stall Dismantling (starting from 6 pm on 7 Dec '25)	8 am on 8 Dec '25		

STALL POSSESSION				
SHELL SCHEME	30 Nov '25 & 1 Dec '25, 10 am to 6 pm			
BLACK OUT DAY (No entry or work will be permitted on this day)	2 DECEMBER 2025			

### **OFFICIAL SERVICE PROVIDERS** Services are at an extra cost to be paid by the Exhibitor Exhibitors are required to **contact the agents directly** with their requirements. Please contact the agents well in advance as onsite requests will not be accepted • Orient Marine Lines Pvt Ltd · Carrier & Forwarding (Material Handling, Storage of Empties etc.) Mr. Sanjay Kulkarni Mobile: 98100 57414 Email: <a href="mailto:sanjayk@orientm.com">sanjayk@orientm.com</a> Additional Requirements KMG Business Technology (Furniture / Fittings, Hostesses, Security Mr. Nilesh Prajapati Guards, Tea/Coffee Machine, LCD/LED, Mobile: 81606 60867 Plants etc.) Email: sanket@kdclglobal.com

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3-7 DECEMBER 2025 > GANDHINAGAR INDIA'S #1 TECHNOLOGY SHOWCASE



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KDCL is a renowned provider of bespoke turnkey event management often including venue and space selling. It has managed many large-scale investment summits, trade shows and conferences organized by trade associations, the GOVERNMENT OF INDIA and STATE GOVERNMENTS of GUJARAT, UTTAR PRADESH, UTTARAKHAND and CHHATTISGARH. KDCL has jointly organized trade shows with various trade associations and reputed exhibition organizers.

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