

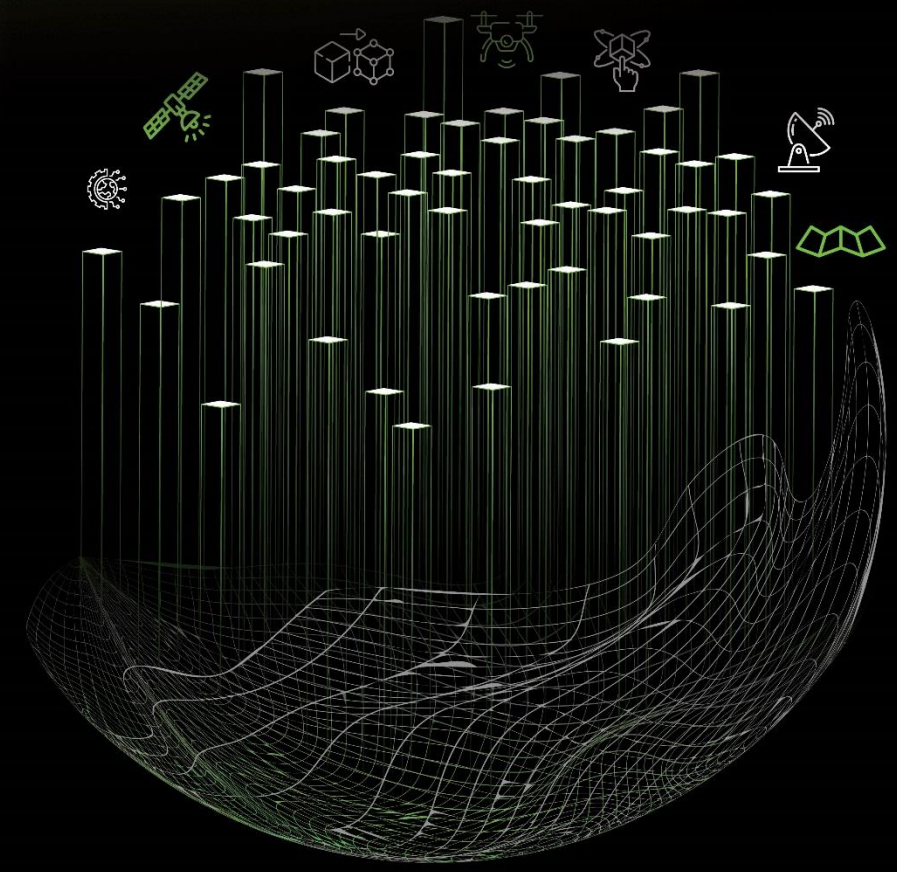
# **GEOSMART INDIA**

**2 - 5 December 2024, India | Hyderabad International Convention Centre**

Powering Digital Public  
Infrastructure through  
Geospatial Knowledge

## **EXHIBITOR'S MANUAL**

**2 - 4 DECEMBER 2024, INDIA**



[www.geosmartindia.net](http://www.geosmartindia.net)



# **GEOSMART INDIA**

**2 – 5 DECEMBER 2024, INDIA**

Welcome to the Geo Smart India 2024 (GSI 2024) Exhibitor Manual, specially created for those exhibiting at the 24<sup>th</sup> Annual GSI Conference and Exhibition, taking place from 2– 4 December 2024 in Hyderabad, India.

Geospatial World has appointed Plexus as the official exhibition contractor. Plexus will be responsible for all of the pre-conference coordination and exhibition set-up and breakdown. This manual has been produced to provide you and your team with everything you need to plan a successful exhibition and to alleviate pre-exhibition issues.

We kindly ask you to:

- Read the information carefully.
- Take note of the deadlines.
- Place your orders as soon as possible.

Do not hesitate to share the Exhibitor Manual with your team(s) involved in GSI 2024. Please note that the manual is subject to change. The most up-to-date version of this manual can be viewed or downloaded in PDF format from the Exhibitor Portal.





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## KEY CONTACTS

### Organizer:

#### Geospatial World

A-145, Sector 63, Noida,  
Uttar Pradesh, India. 201301  
Tel: +91 120 4612500

Web: <https://www.geospatialworld.net/>

### Sponsorship & Exhibition Sales:

#### India

#### Mr. Abhishek Kotangale

Director Sales  
Mob: +91 9818045329

E-mail: [abhishek@geospatialworld.net](mailto:abhishek@geospatialworld.net)

#### Ms. Kussum Girija Sharrma

Senior Director- Sales  
Mob: +91 9910277736

E-mail: [kussum@geospatialworld.net](mailto:kussum@geospatialworld.net)

### Program and Speaking Slot:

#### Ms. Swati Mittal

Director - Product Management  
Mob: +91 9810801901  
E-mail:

[swati@geospatialworld.net](mailto:swati@geospatialworld.net)

### Registration:

#### Mr. Rohit Kakkar

Assistant Manager – registrations  
Mob: +91 9811904058  
E-mail: [rohit@geospatialworld.net](mailto:rohit@geospatialworld.net)

### Emergency helpline Number:

Police -100  
Ambulance -102  
Fire-101  
Women Helpline -181

### Exhibition Operations & Logistics:

#### Mr. Yash Agarwal

Manager – Events  
Mob: +91 9319900362  
E-mail: [yash@geospatialworld.net](mailto:yash@geospatialworld.net)

### Travel and Accommodation:

#### Mr. Prayag Abbott

Assistant Manager – GW Travel Desk  
Mob: +91 9720020058  
E-mail: [prayag@geospatialworld.net](mailto:prayag@geospatialworld.net)

### Official Stand Contractor:

#### Mr. Wasim Uddin

Plexus Event Management Pvt. Ltd.  
Mob: +91 9958282653  
E-mail: [plexusexpo@gmail.com](mailto:plexusexpo@gmail.com)

# What is new in 2024

## **Sustainability Overview:**

Sustainability in the context of GSI 2024 involves adopting practices that minimize environmental impact, support local communities, and promote long-term ecological balance.

Exhibitors are encouraged to use eco-friendly materials, implement energy-efficient solutions, manage waste responsibly, and engage with local resources. Additionally, exhibitors should consider reducing single-use items, opting for digital alternatives, and supporting local businesses to reduce transportation emissions.

By doing so, they not only reduce their carbon footprint but also enhance their reputation, comply with regulations, and position themselves as leaders in sustainable innovation.

This commitment to sustainability ensures a positive impact on both the environment and society, aligning with global efforts to create a more sustainable future and providing a model for other industries to follow.

## **Networking:**

GSI 2024 offers an app for exhibitors to connect, exchange ideas, and build professional relationships.

Exhibitors receive unique login IDs and passwords upon registration, enabling them to network and share knowledge in geospatial technologies.

This platform facilitates deeper engagement and interaction via email among registered exhibitors. It helps in forming meaningful connections, generating leads, and showcasing products to the target audience, ultimately boosting potential sales.

The application can be downloaded from the Play Store / Apple Store using the link provided below:

## **Android:**

[https://play.google.com/store/apps/details?id=com.geospatialworld.GWEapp&pcampaignid=web\\_share](https://play.google.com/store/apps/details?id=com.geospatialworld.GWEapp&pcampaignid=web_share)

## **IOS:**

<https://apps.apple.com/us/app/geospatial-world-event/id6444247720>

# General Information

## Exhibition date and Time

Day	Date	Timings
Monday	2 December 2024	1730hrs – 1930hrs
Tuesday	3 December 2024	1000hrs – 1900hrs
Wednesday	4 December 2024	1000hrs – 1800hrs

\* Any change in timing will be intimated to all the exhibitors accordingly.

## Venue:

### Hyderabad International Convention Centre

Novotel & HICC Complex, Kondapur,  
Hyderabad, Telangana. 50081

Exhibition Area: Hall 1,2,& 3

Tel: +91 4066824422

**Web:** <https://hicc.com/>

## Accessibility to HICC

**Nearest Airport:** Rajiv Gandhi International Airport, located approximately 37.5 km from the Hyderabad International Convention Centre (HICC). The airport offers a range of domestic and international flights, making it convenient for attendees from different regions.

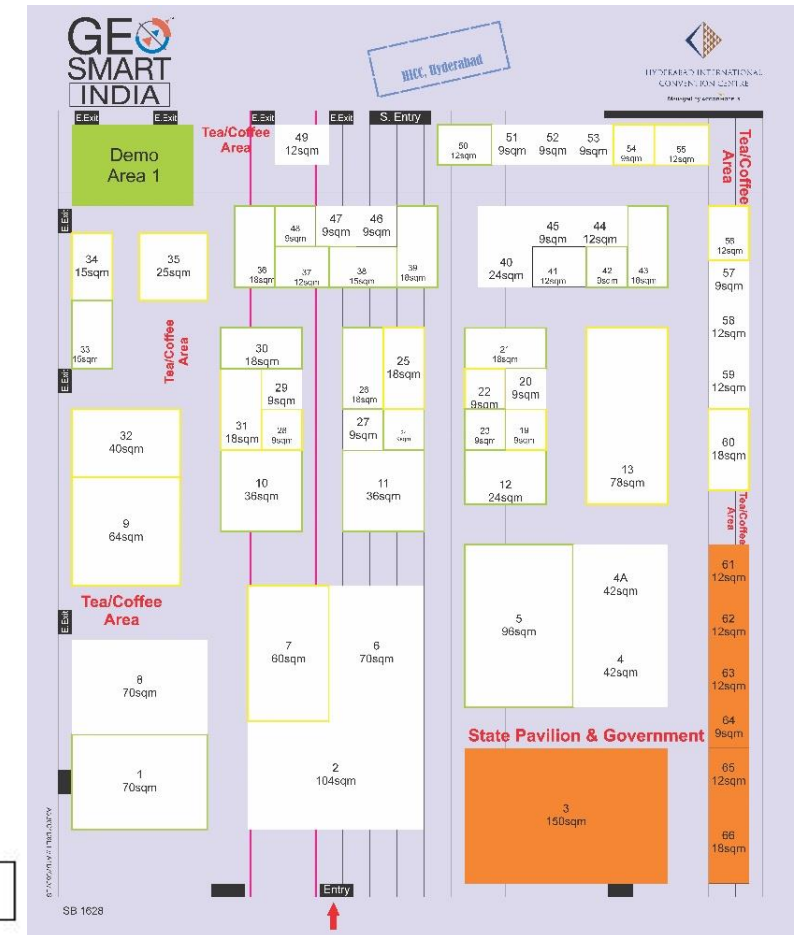
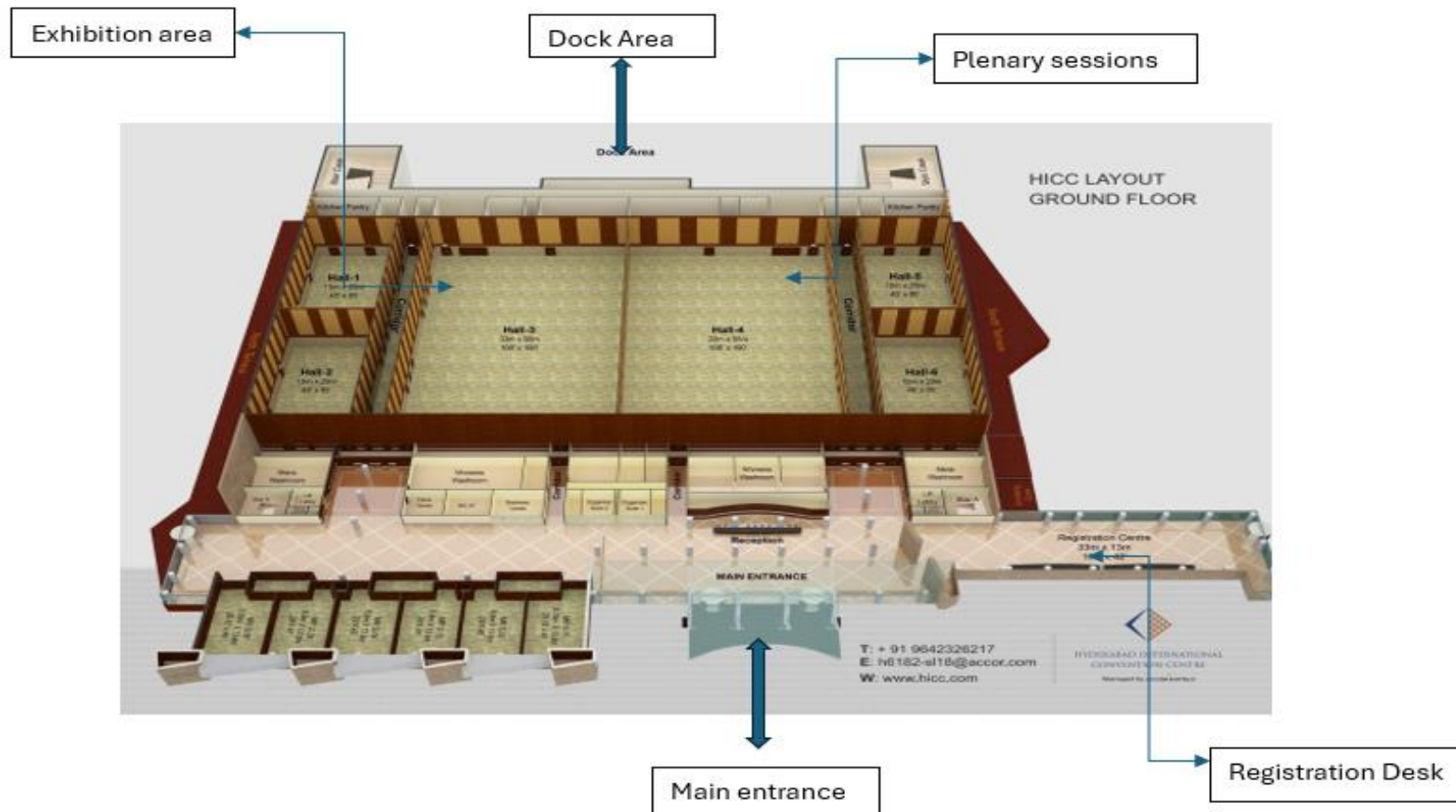
**Nearest Railway Station:** Secunderabad Railway Station, about 20 km away, provides excellent connectivity through various train services.

**Nearby Landmarks:** HICC is situated adjacent to the Hyderabad International Trade Expositions Limited (HITEX) and is part of the Novotel Hyderabad Convention Centre complex, which includes a 5-star hotel with 288 rooms, dining options, and recreational facilities.

**Public Transportation:** The Madhapur metro station is a short 10-minute drive, offering an efficient way to navigate the city.

**Google Map Location:** [Hyderabad International Convention Centre on Google Maps](#)

## HICC floor Layout





## Exhibitor Registration

### Pre-Registration Process:

- Exhibitors will receive registration codes and a link from our registration team to complete the online process. Alternatively, you may share your employees' details with us, and our team will manually register the participants on your behalf.
- Please ensure that the names of representatives availing this complimentary registration are submitted no later than 15 November 2024.

\*Note: Sponsored Delegates have full access to the conference, while Booth Attendees will have access only to the Exhibition area.

### Onsite Registration Date and Opening Hours

Day	Date	Timings
Monday	2 December	0730hrs – 1800hrs
Tuesday	3 December	0730hrs – 1800hrs
Wednesday	4 December	0730hrs – 1800hrs

\* Any change in timing will be intimated to all the exhibitors accordingly

- Please note that it is compulsory for all to wear their registration badge for the duration of the Trade Show
- Identification badges can be collected from GSI 2024 conference registration desk at the conference venue on any of the registration days.



# Technical Information

## Build-up Time and Schedule

### Shell Scheme Exhibitors:

Day	Date	Timings	Information
Monday	2 December 2024	0900hrs	Moving in display equipment and poster for booth setup
Monday	2 December 2024	1200hrs	Aisles must be clear empty, packing materials taken out for storage. No more storage in the aisles

### Raw Space / Space only Exhibitors:

Day	Date	Timings	Information
Monday	2 December 2024	0000hrs	Floor making and occupancy of space.
Monday	2 December 2024	0200hrs	All construction work start and move in for all the materials, all the major construction work should be finished by 2000hrs on 1 December 2024.
Monday	2 December 2024	1200hrs	Aisles must be clear and empty, packing materials taken out for storage. No more movements in the aisles.

As an exhibitor, we require the following from you **latest by 2 November** for the inclusion of the same in our Exhibitor's Profile section:

- **100-word company profile in MS Word Format**
- **High resolution company logo in JPEG**
- **Contact person name and email id**
- **Fascia name in MS Word Format**

### Dismantling hours:

Wednesday 4 December, 18:00–22:00

*Access to exhibition floor is allowed with exhibitor badge only*

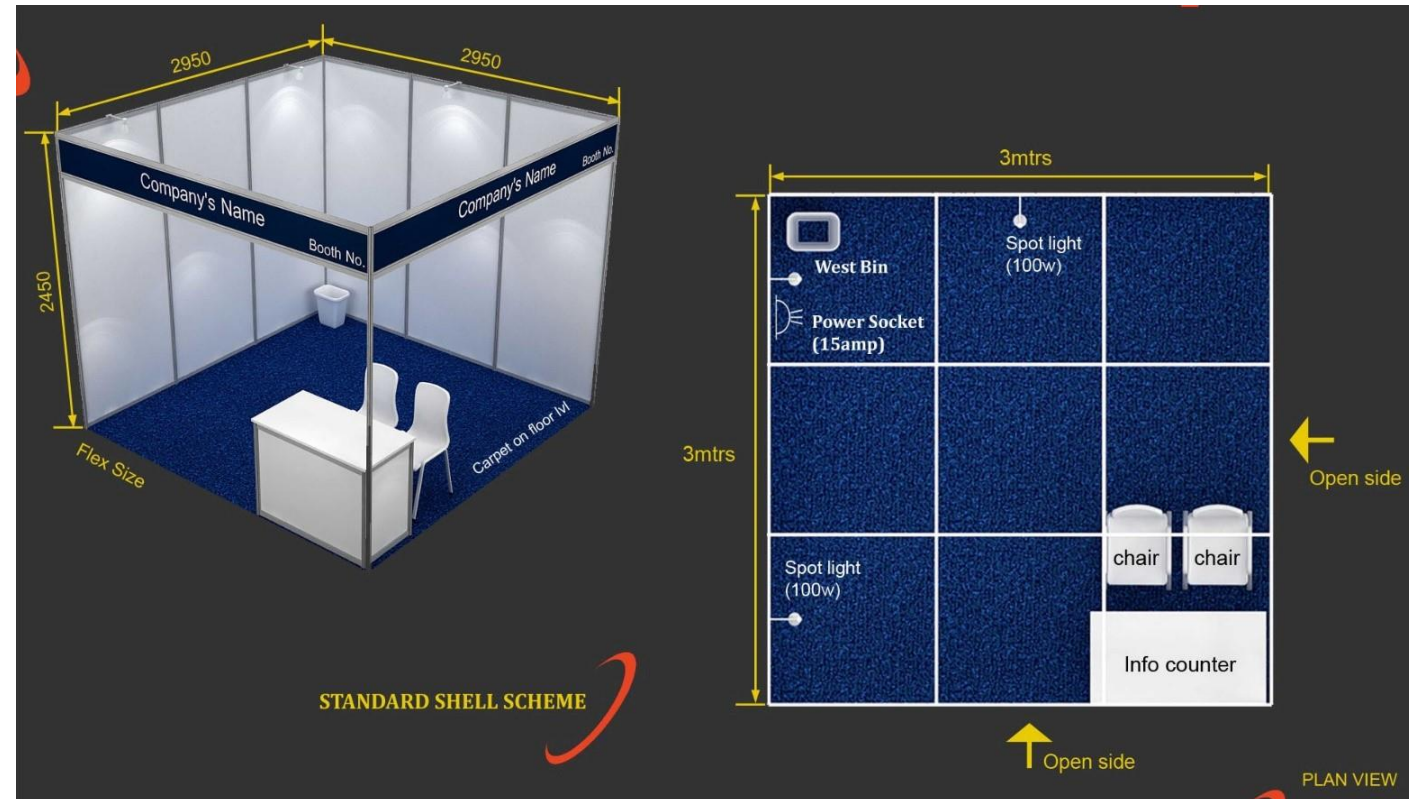
## Shell Scheme Stand

Standard shell scheme package is available for row, corner and peninsula spaces between 9 m2 and 36 m2.

### Inclusions:

Size (SQM)	Table	Chair	Light	Power point	Dustbin
9-17	1	2	3	1	1
18-26	2	4	4	2	2
27-36	3	6	5	3	3

- The printable dimensions of each octomom panel 963 mm wide x 2412 mm height
- The building height is 2.50 meter for all shell scheme stand walls and the objects inside the stand should not be more than 2.50 m.
- No rebate will be given if the exhibitor decides not to avail any of the above shell scheme provisions.
- Exhibitors must order for furniture and extra power supply if required over and above the above entitlement, which will be on paid basis. Please refer to the order forms available on the website of GSI 2024



## Raw Space/ Free Build Stands

### Design Approval

- Raw space or space only Exhibitors using a contractor other than the official stand construction contractor, must submit the layout design of their stands, for approval by the organizer.
- These plans shall include elevation drawings, dimensions and technical specifications.
- **For higher raw booth more than 3 m, permission is required from Organiser.**
- **Deadline to submit the booth design for approval is 2<sup>nd</sup> November 2024.**
- Actual construction and display in the stand must strictly conform to the drawings approved by the organizer.

### Possession of space

- Possession of space will be given to raw exhibitors who have provided security deposits cheque of INR 50,000 in the name of Geospatial Media and Communications Pvt. Ltd. to Yash Agarwal by 1 December 2024.
- The cheque will be returned to the exhibitor immediately after the exhibition gets over and no damage in the property is made. This cheque will be submitted by the contractor of raw booth.

### Suspension and Rigging

- Suspension and rigging points are available at the HICC
- **It can be ordered directly from the venue by contacting Mr. Gurmukh Malhotra at +91 9949561010 and [namdhariav@gmail.com](mailto:namdhariav@gmail.com) before 2<sup>nd</sup> November 2024**

### Electricity

- ***power connection from the main distribution box (DB) inside the exhibitors' area will be provided by the official contractor commencing 1 December 2024. All the raw booth exhibitors are requested to fill the electricity form available on the website for their electricity requirement by 2<sup>nd</sup> November 2024.***
- Exhibitors must install separate and independent switch connections for each exhibit. Alternate connections are not allowed. Power load is not allowed to be taken from the open sockets other than your own booth.
- All the main electrical supply points must kept easily accessible for operation and repairs in the event of emergency.
- ***Exhibitors are advised to exercise the highest level of safety precautions and engage the services of only qualified professionals for electrical wiring and installation.***



## Plug, Sockets and Adapters

**Regular Indian plugs and sockets are used in Hyderabad. Adapters (15 / 5 Amp.) can be purchased from the open market.**

## Construction work

- Carpentry inside the halls during build-up is not permitted.
- Only assembly of the display and minor finishing/touching up is allowed. Contractors violating this guideline will be prevented from continuing work on the exhibitors stand inside the hall.
- **It is mandatory to use an old flex sheet or plastic sheet on the ground before starting the installation of your raw booth.**

## Delivery and Removal of Exhibit

- The delivery and removal of exhibition goods, with the exception of hand-carried materials, should take place via the loading platform of exhibition hall.
- The unloading/loading area is limited. Empty vehicles cannot be left on the loading platform under any circumstances at any time.
- Exhibits will NOT be allowed to be taken out of the exhibition halls during the exhibition period.

## Waste

Exhibitors are advised not to throw waste material from their stands on the aisles. Empty cases /crates should not be left in the aisles to ensure the safety of all SHOW participants.

## Storage

- No storage facilities are available in the hall for packing cases, surplus materials or other property of the exhibitors.
- Arrangements for safekeeping of such items must be made with the freight forwarder.
- **Use of passageways behind stalls for storage of empty, waste or surplus material is strictly prohibited.**
- The organizer reserves the right to invoice exhibitors for excessive packing materials and discarded crates or cartons lying behind the stall area.

## Stand Number and Final Allocation

Stand locations and stand numbers will be (re-)confirmed by Geospatial World in case it is necessary to change an exhibitor's stand number or stand location, the exhibitor will be notified immediately.





## SUB-EXHIBITORS

- Sub-exhibitors are companies within groups and subsidiaries, or with their own products and their own personnel. They use the stand area of the main pavilion and exhibit under a group name.
- If additional sub-exhibitors join the pavilion, please send an updated list of sub-exhibitors to [yash@geospatialworld.net](mailto:yash@geospatialworld.net) .
- Sharing of stands of two or more individual organizations, for which the second (and subsequent) exhibitor(s) is not a sub-exhibitor, is considered stand sharing
- Exhibitors sharing a stand space will receive one entry each in the list of exhibitors. Please note that stand sharing is subject to approval.

## Logistics

- Our logistic partner DB Schenker will operate with timeslots for (un)loading complete vehicles. A timeslot will be provided after you made a booking with DB Schenker .
- Unannounced deliveries and collections will be given a loading time that fits the existing planning and will be asked to wait in a separate parking area outside the conference grounds until unloading space is available near the halls.

## SMOKING

Smoking inside the building is strictly prohibited at GSI 2024, during the build-up, event hours and dismantling.

## INSURANCE & LIABILITY

Exhibitors are solely responsible for their own goods & properties, both private and/or their employer(s). Organizers are not responsible and cannot be held liable for any loss, damage, or theft of exhibitor's own belongings such as laptops, briefcases, purses etc. Personal items are not insured by any insurance. The GSI 2024 organizers highly recommends to take out fire & theft insurance via your local insurance broker and/or check coverage on your existing insurance(s). Fire and theft insurance is not compulsory.

## Health and Safety

- All set-up and dismantling activities shall comply with applicable occupational health and safety provisions, industrial regulations and laws governing places of assembly.
- If necessary, they must appoint a coordinator to oversee the work. In case of violations, the Organizer (GSI 2024), Venue (HICC) and the relevant public authorities can order work to be stopped.
- The use of safety shoes and hard hats is advised in all construction areas. This applies to all production areas of the venue, during the construction and dismantling period of the event.
- Complying with the rules is the responsibility of the employer. The safety shoes must comply with category S3 or higher.



## Standard and Directives

- Raw space exhibitors / contractors will be responsible for the proper behaviour of the contractor, if the contractor appointed is other than the 'Official Contractor'.
  - The exhibitors/ contractors will also have to bear any charges (If it goes beyond Rs. 50,000 security deposit) levied by the venue HICC for damages caused to property, walls, flooring, etc.
  - Exhibitors' contractors are requested to avoid designs blocking and boxing-in other exhibitors' stands. The back wall shall never be left unsightly.
  - Exhibitors / contractors are not permitted to fabricate or build from scratch, stands inside the halls. They should prefabricate and fit subsections of the stand inside the hall. Only finishing and touching up of paint (not entire painting) is permitted inside the hall.
  - Exhibitors/contractors must ensure that finishing/ painting of the stand does not result in spillage.
  - Exhibitors / contractors must remove cut-offs and debris from inside their stand and ensure that the stand is completed by 0900hrs 2 December 2024.
  - Exhibitors' contractors are not allowed to block the aisles inside the hall. Packing cases and crates belonging to contractors and exhibitors and material on the aisle will be removed under the instruction of the organizer at the exhibitor's cost.
  - No part of any structures may extend beyond the boundaries of the stand allocated to the exhibitor by the organizer.
  - A finished back wall, except in the case of an island or peninsula stand, must be provided.
  - Where 'raw space only' stands rest on a shell scheme package stand, the walls of the shell scheme package are not be utilized by the 'raw space' exhibitor.
  - Nailing or puncturing the shell scheme panels is strictly prohibited. Any such damage will be made good at the expense of the exhibitor.
  - In case of heavy equipment, the maximum height of 2.5 meter can be permitted in the hall.
  - **Raw space exhibitors are requested to take approval from the organiser for exceeding the height of their booth more than 3 meters.**
  - Protection of the carpet by old carpet or plywood for the movement of heavy-duty trolley during move in and move out.
  - No sanding, sawing, metal cutting, major painting and major construction allowed.
- Force majeure**
- If due to force Majeure or other unavoidable circumstances, the organisers are forced to cancel the exhibition, the exhibitor will not be entitled to claim damages or compensation of any kind. The organisers reserve the right to reschedule the event in the interest of the exhibition.

## Exhibitor Services

Service	Official Vendor	Order Due Date
Exhibition Fabricator Extra Furniture Prints and Installation Electrical and Lighting Audio-visual and Computer Plants and Flower	<b>Mr. Wasim Uddin</b> Plexus Event management pvt. Ltd. <b>Mobile: 9958282653</b> <b>Email: <a href="mailto:plexusexpo@gmail.com">plexusexpo@gmail.com</a></b>	2 <sup>nd</sup> Nov 2024
For Space-only booth and designing	<b>Mrs. Jaya Singh</b> Brand Display Marketing Services Pvt. Ltd. <b>Mobile: 9990691002</b> <b>Email: <a href="mailto:jaya.branddispaly@gmail.com">jaya.branddispaly@gmail.com</a></b>	2 <sup>nd</sup> Nov 2024
Fascia Name Form Company Information Form Security Deposit Form Electricity Form	<b>Mr. Yash Agarwal</b> Geospatial world <b>Mobile : +91 9319900362</b> <b>Email: <a href="mailto:Yash@geospatialworld.net">Yash@geospatialworld.net</a></b>	2 <sup>nd</sup> Nov 2024

Service	Official Vendor	Order Due Date
Suspension and Rigging	<b>Mr. Gurmukh Malhotra</b> Hyderabad International Convention Center <b>Mobile : +91 9949561010</b> <b>Email: <a href="mailto:namdhariav@gmail.com">namdhariav@gmail.com</a></b>	2 <sup>nd</sup> Nov 2024
Internet Phone Cleaning services Floral services Booth Security	<b>Mr. RAMARAJU Kiran</b> Hyderabad International Convention Center <b>Mobile: +91 9966235085</b> <b>Email: <a href="mailto:Kiran.RAMARAJU@accor.com">Kiran.RAMARAJU@accor.com</a></b>	15 <sup>th</sup> Nov 2024
Freight Forwarder	<b>Mr. Prabodh Kulkarni</b> DB Schenker <b>Mobile: +91 9319283395</b> <b>Email: <a href="mailto:fairs.india@dbschenker.com">fairs.india@dbschenker.com</a></b>	2 <sup>nd</sup> Nov 2024





# GEOSMART INDIA

2 – 5 DECEMBER 2024, INDIA

Have any questions? Send us an email **STAY CONNECTED** to [yash@geospatialworld.net](mailto:yash@geospatialworld.net).  
We look forward to seeing you in Hyderabad.