

GEOSPATIALTM WORLD FORUM



Theme -
geoSMART Planet & You!
resources + infrastructure

05-09 MAY 2014

Centre International de Conférences Genève (CICG), Geneva, Switzerland



EXHIBITORS' MANUAL

www.geospatialworldforum.org

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Dear Exhibitor,

This manual has been designed to ensure that your exhibition participation for Geospatial World Forum 2014 is trouble free and successful. The manual consists of general operational and procedural information on the exhibition.

Exhibitors are requested to read the manual carefully and thoroughly in order to familiarise themselves with the procedures of the event. To enhance your participation experience, ensure that you and your team adhere to the deadlines stipulated in the order forms.

Please submit the completed forms to relay your requirements to us. These forms are binding once they are submitted. For further information or assistance, please call us and we will be happy to assist you in every aspect relating to your participation.

We look forward to welcoming you in Geneva for Geospatial World Forum.

Regards,



ANNU NEGI
General Manager – Conferences
Geospatial Media and Communications

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SECTION 1: GENERAL INFORMATION

O R G A N I S E R

REGIONAL OFFICE ADDRESS

Geospatial Media and Communications BV
Donauweg 10, 1043 AJ
AMsterdam, The Netherlands
Ph: +31 (0) 684427822

HEAD OFFICE ADDRESS

Geospatial Media and Communications Pvt. Ltd.
A-145, Sector 63, Noida
Uttar Pradesh, India. Pin: 201301
+91 120 461 2500(P), +91 120 461 2555(F)

CONTACT PERSON

Tarun Kumar (Mr.) (Exhibition Logistics)
tarun@geospatialmedia.net
+91 99 58 727 957

CONFERENCE AND EXHIBITION VENUE

Centre International de Conférences Genève

/// ADDRESS ///

17 rue de Varembe, CH - 1211 Genève 20
T +41 22 791 91 11
info@cicg.ch

EXHIBITION AREA

Hall No. 2, 3, 4 and Lobby area

ACCESSIBILITY TO THE VENUE

The venue, CICG is located near Place des Nations, of main International Organizations and permanent missions in Geneva. It is situated only 5 kilometers away from the international airport and from the Cornavin main railway station, in downtown. There are good public transport services leading to the venue.

The city is served by the Geneva Cointrin International Airport, which is connected by Geneva Airport railway station (French: Gare de Genève-Aéroport) with both the Swiss Federal Railways network and the French SNCF network, including to Paris, Lyon, Marseille and Montpellier by TGV. Geneva is connected to the motorway systems of both Switzerland (A1 motorway) and France. **You can take free ticket from the airport to city in Geneva. This will be valid for 80 minutes.** Below is the picture of the ticket machine, which is located near the information counter at the airport.



HOW TO REACH CICG (CENTRE INTERNATIONAL DE CONFÉRENCES GENEVA) FROM AIRPORT

By Bus

It takes about 18 minutes to reach CICG from Airport by bus. The nearest bus stop is Varembe, which is served by bus number 5. It is 8th stop from Airport bus stop. Walk from Varembe bus stop to CICG is for about 5 minutes.

By Train

From Geneva Airport railway station (French: Gare de Genève-Aéroport), take a train to Genève-Cornavin. This is about 20 minutes walking distance from the venue – CICG. Alternatively, you can take bus number 14 going towards Nations or bus number 5 going towards Station from Genève-Cornavin and get down at Varembe bus stop to reach to the venue.

By Tram

You can take a train to Genève-Cornavin station and then tram number 15 to reach Nations stop. CICG is at 5 minutes walking distance from Nations stop.

Below is the link to access the transport website of Geneva

<http://www.tpg.ch/>

You can calculate all the connections and timings of the local transport in Geneva with the help of following link

<http://tpg.hafas.de/hafas/tp/query.exe/en?>

Geneva tourism information can be viewed at the below link

<http://www.geneve-tourisme.ch/en/home/>

Note

All the hotels give free daily ticket in Geneva which is valid for all types of local travel.

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EXHIBITION DATES & OPENING HOURS

Tuesday	6 May 2014	1600 hrs 1800 hrs
Wednesday	7 May 2014	0900 hrs 1800 hrs
Thursday	8 May 2014	0900 hrs 1800 hrs
Friday	9 May 2014	0900 hrs 1400 hrs

- ↘ Stands must be staffed at all times during opening hours of the exhibition
- ↘ If a booth is not staffed when the exhibition opens, the organisers will remove protective covers and will turn on the stand lights
- ↘ For Buildup and Breakdown Schedules, see page number 7

OPENING CEREMONY AND EXHIBITION VISIT

Exhibitors are invited to the Exhibition Opening Ceremony by **1600hrs on Tuesday, 6th May 2014** at **Hall number 2+3+4 and lobby, CICG**.

SMOKING

By law, smoking is prohibited in all public buildings in Switzerland, including CICG.

CURRENCY

The currency in Geneva is Swiss Franc (CHF). For current exchange rates, please refer to a currency exchange sites on the Internet, e.g. www.xe.com

SECTION 2: TECHNICAL INFORMATION

BUILD-UP SCHEDULE

Schedule for exhibitors **building their own stand (Raw Booth):**

Sunday	4 May 2014	0700–1900 hrs	Possession of marked raw spaces and start of booth build up
Monday	5 May 2014	0700--1900 hrs	Booth build-up continues
Tuesday	6 May 2014	0700--1300 hrs	All construction work must be finished between this time frame. Aisles must be cleared and emptied & packing materials taken for storage. Ensure that installation of exhibits is inside the stands only.

Schedule for exhibitors **using the standard stand construction package (Shell Scheme):**

Monday	5 May 2014	1200--1900 hrs	Exhibitors Move in for preparation of display material.
Tuesday	6 May 2014	0700--1300 hrs	Setting up of booth material
		13:00 – 1400	Clearing of aisles & storing packing materials. Ensure that installation of exhibits is inside the stands only

After 1300 hrs there should be no movement in the aisles in view of cleaning of aisles

Exhibition Opening: Tuesday 6th May 16:00 hrs

Exhibition Dismantle: Friday 9th May 14:00 hrs

Important

As an exhibitor, we require the following from you latest by **5 April 2014** for the inclusion of the same in our Exhibitor's Profile:

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

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PLAN APPROVAL

Exhibitors, who have reserved Raw Space and using a booth contractor other than the official stand construction contractor, must submit the layout design of their stands, for approval to the organizer before **5th April, 2014**.

This is to prevent costly on-site alterations in case the booth design is not in accordance to the venue regulations or block other booths visibility.

These plans shall include elevation drawings. One set of drawings duly approved or with suggested modifications, if necessary, will be returned to the exhibitor. Actual construction and display in the stand must strictly conform to the drawings approved by the organizer.

POSSESSION OF EXHIBIT SPACE

Exhibitors taking up Raw Space are required to make a payment of CHF 5000 to Geospatial Media and Communications by 5th May, 2014 as a performance bond/security deposit. Proof of this payment needs to be shown to Mr. Tarun Kumar at the exhibit site before the Raw Space can be handed over for construction. This security deposit will be returned to the exhibitor within 1 week after the event, provided no damage is made to the venue by the exhibitor. This security deposit need not be paid by those exhibitors who employ the Official Exhibition Stand Contractor for booth building services.

Contractual working hours agreed with the venue (CICG) do not allow for any delay in leaving the exhibition area after contractual hours. If an exhibitor's staff, contractor or supplier do not leave the premises at, or before, the specified time, the exhibitor will be held responsible for additional rental fees incurred.

Carpentry

The venue does not permit any carpentry or wood work inside the halls. You can only assemble the displays and give minor finishing touches to your exhibit. 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 or plastic sheet on the ground before starting the installation of your raw booth.

Completion

Installation of stands /booths should be completed by 1300 hrs on 6th May 2014. General cleaning of the exhibition hall will be carried out immediately thereafter, so that the hall is ready by 1400 hours on 6th May 2014, for exhibition opening. The cleaning services for the booth must be booked with A-Booth (Official Contractor).

Note:

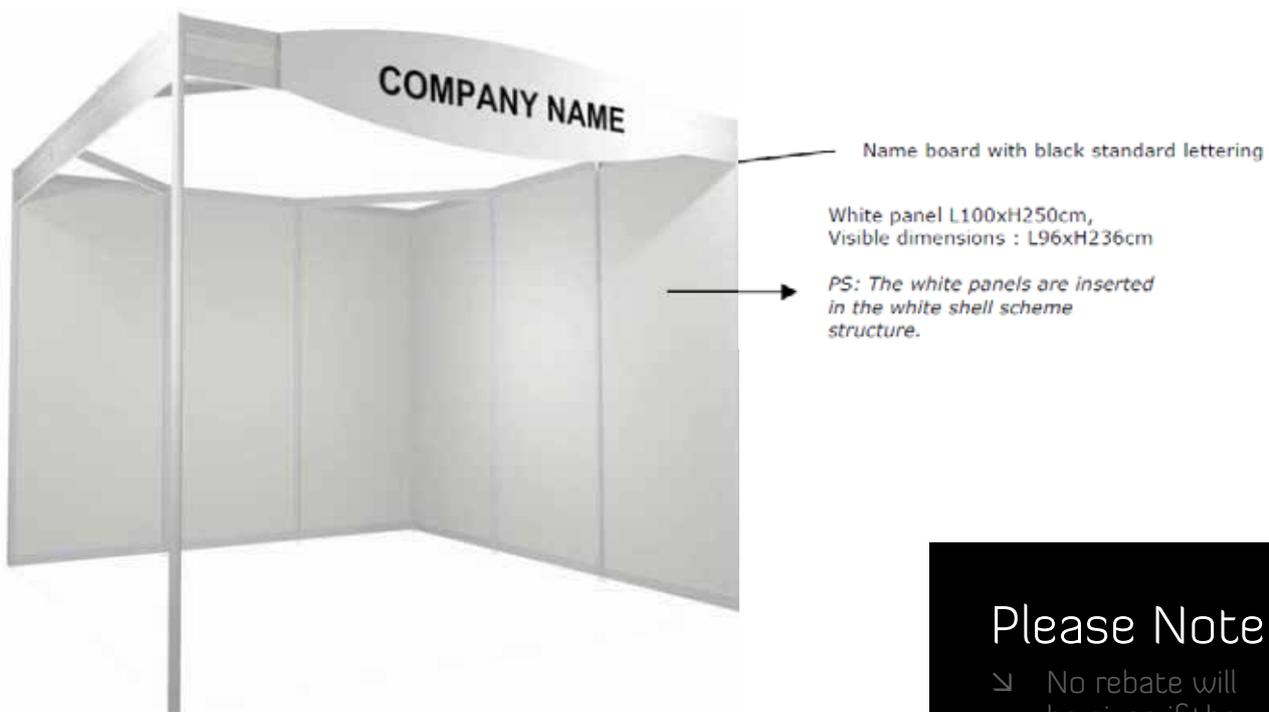
Exhibitors using any contractor other than the official stand construction contractor for their stall installations will get the possession of their raw space, only if drawings / designs for their stands have been pre-approved by the organizers and the security deposit is in place.

EXHIBITOR FACILITIES

As with the registrations, each shell scheme booth comes with following items:

- ↳ White walls of L100xH250cm with white frame
- ↳ Fascia board on open side(s)
- ↳ 1 oval name board L220cm with standard black text
- ↳ 1 spotlight 100W by 3 sqm stand on electrical rail fixed to the fascia board
- ↳ 1 electric multi socket

Photo impression of a shell scheme booth



BOOTH INSPECTION

Inspection of the booths will be carried out continuously during build-up procedure in order to ensure exhibitors receive the ordered furniture and facilities from the contractor and to ensure exhibitors and their contractors adhere to all guidelines.

Please Note:

- ↳ No rebate will be given if the exhibitor decides not to avail any of the above shell scheme provisions
- ↳ Exhibitors must order furniture and additional power supply on paid basis using the following link:

<http://www.geospatialworldforum.org/2014/exhibition.htm>



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TECHNICAL SPECIFICATIONS

Below are some important technical specifications related to the use of your exhibit space, the standard stand construction package, and the exhibition area in general.

BOOTH HEIGHT

- ↘ The booth height limit is 2.50 m for all shell scheme stand walls and objects inside the stand (height measured from the floor of the hall, not from a technical/raised floor).
- ↘ For constructed booths on **raw space requiring height of more than 3 m, for which we require special permission from the venue. Kindly submit your booth layout by 5th April, 2014** for approvals.
- ↘ **Exhibitors with Booth no. 1, 2 and 3 have height restrictions. Exhibitors are requested to discuss the same with the Organisers.**

ELECTRICITY

Voltage: 230V/400V, 50 Hz (50 cycles). The connections come from ducts below the floor.

All exhibitors will be provided power connection from the main Distribution Box (DB) inside the exhibitors' area commencing **6th May, 2014**. **Exhibitors are requested to order extra electricity requirements through the order form provided at:**

<http://www.geospatialworldforum.org/2014/Exhibition.htm>

Connection to the exhibitor's equipments from the Distribution Box (DB) inside the exhibitor's area will be operated by the exhibitors. A work completion-cum-listing report must be provided to the official electrical contractor after the exhibitor has completed installing their booth on 6th May, 2014 by 1300 hrs.

Each stand will be provided with electric power at one or more main points depending on their requirement on additional charges. Please log on to the website to order additional electricity for your booth, if required. Exhibitors should use distribution boards, individual isolation switches for exhibits, and insulated cables or metal conduits for connecting power supply to the exhibits.

Exhibitors who use power for general lighting and running of equipments in excess of their specified load will attract penalties and/or disconnection.

Exhibitors must install separate and independent switch connections for each exhibit. Alternate connections or throw-over switches are not allowed. Power load is not allowed to be taken from the sockets.

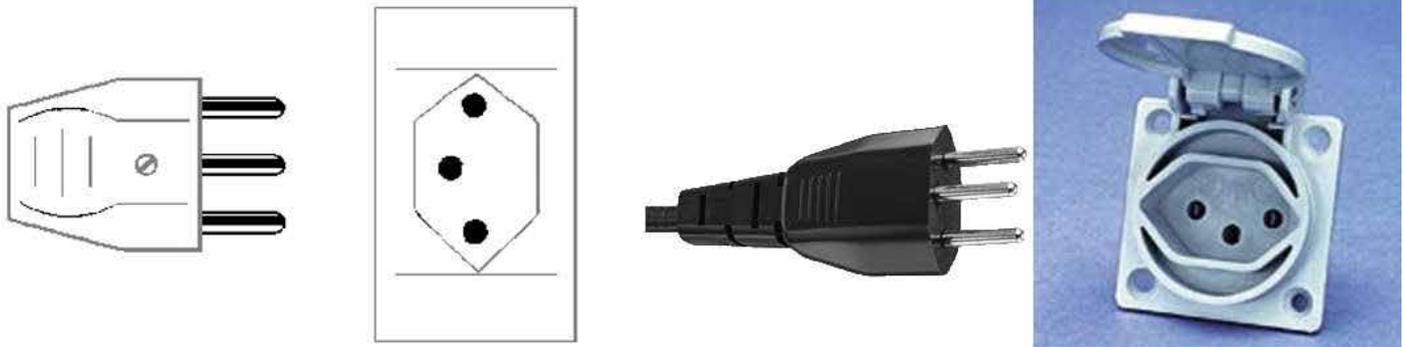
All the main electrical supply points must be kept easily accessible for operation and repairs in the event of an emergency. Main electrical supply points should not be concealed or covered.

Exhibitors are advised to install equipments voltage stabilizers/UPS for their sophisticated equipments.

Exhibitors are advised to exercise the highest level of safety precautions and engage the services of qualified professionals only for electrical wiring and installations.

PLUG, SOCKETS AND ADAPTERS

Regular Swiss plugs and sockets are used in Geneva. Below is the picture of the same:



SUSPENSION AND RIGGING

The height of the hall does not allow for suspensions and rigging. No suspensions are to be made from the ceiling of the exhibition area, nor may any fixing be made to the floor, walls or any other part of the building.

INTERNET

Shared WIFI internet connection will be available in all the area of CICG during the conference. For dedicated Internet connection, please order it online at:

<http://www.geospatialworldforum.org/2014/exhibition.htm>

DELIVERY AND REMOVAL OF EXHIBITS

For loading and unloading of goods intended for Centre International de Conférences Genève, please use the delivery courtyard. There is a loading and unloading area for deliveries and collections; exhibition entrance has controlled access.

We recommend you display a contact person name and phone number clearly on the front and rear ends of the delivery vehicles in case of an emergency.

Only articulated lorries (lorries with trailers) shall be authorized on the main esplanade in front of the CICG (with prior request).



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PARKING (LORRIES)

Parking P47 –Geneva Airport

Parking reservation form will be given on request. An advance 48-hour notice is required for the same. Tariff: CHF 70 per day, exc. VAT 8%

- ↘ Exhibitors can NOT remove exhibits out of the exhibition halls during the exhibition period.
- ↘ Removal or delivery of exhibits from the exhibition stores is not permitted during the open hours of the exhibition. Such removal, delivery or replenishment of stock may only be carried out before the exhibition opening hours in the morning or after closing time in the evening. If you wish to remove any item, a "GOODS REMOVAL PASS" must be obtained from the venue duly signed and stamped by the organizer.
- ↘ GOODS REMOVAL PASS: At the close of the exhibition, in order to remove your goods safely and easily from the venue, you require to make 4 copies of an itemized list showing equipments and materials required to be exited from Centre International de Conférences Genève on the exhibitor company's letterhead, duly stamped with the company's official seal, signed by an authorized person, as well as attested and stamped by **Geospatial World Forum 2014** organizer.

May we remind you that in Switzerland it is forbidden to drive on Sundays, bank holidays and during the week between 22h00 and 5h00.

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 participants.

STORAGE AND WASTE MATERIALS

The organizer is unable to provide storage facilities 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.

During move-in, construction of stands and removal of exhibits, the passageways in the exhibition halls must not be obstructed with packing materials, construction materials or debris. Contractors are responsible for removing their own cuts-offs and waste on each day of build-up and breakdown. Use of passageways behind stalls for storage of empty, waste or surplus material is strictly prohibited.

Exhibitors are requested to book cleaning services through the Cleaning service order form for their stands. The organizer reserves the right to invoice exhibitors for excessive packing materials and discarded crates or cartons.

DISMANTLE OF EXHIBITS

The halls have to be handed over to the Centre International de Conférences Genève promptly on the final day of break-down. Exhibitors must ensure that their exhibits and stand materials are removed by 2200 hrs on 9 May 2014. The organizer will dispose off any items remaining in the hall beyond this time, and the management will not accept responsibility for any loss or damage. Costs involved will be borne by the defaulting exhibitor.

As it is impossible to provide complete protection against theft, exhibitors should ensure that their exhibits are properly insured. We do remind you that you are responsible for your exhibits at all times and that they will be at greatest risk during buildup and breakdown. Do not take chances with your valuables, as once they are lost, it will be very difficult to recover them. The organizer will accept no responsibility for losses or damages of any kind. Keep your passport, exhibit goods and laptop etc. under strict supervision at all times.

STAND NUMBER AND FINAL ALLOCATION

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

ANIMALS

It is not allowed to bring any animals into the building.

PERSONAL BELONGINGS

All exhibitors / participants must take care of their personal belongings at all times. The organizer will not be held responsible for any damage / loss etc.

SECTION 3: RULES, INSTRUCTIONS & REGULATIONS

- ↘ Exhibitors are responsible for maintaining decorum at the venue by their staff/vendors/contractors during build up and break down time
- ↘ The exhibitors/ contractor will also have to bear any charges levied by the venue Centre International de Conférences Genève for damages caused to property, walls, flooring, etc.
- ↘ Exhibitors' contractors are requested to avoid designs blocking or boxing-in other exhibitors' stands. The back wall should not be left unsightly
- ↘ Exhibitors / contractors are not permitted to fabricate or build from scratch, stands inside the halls. They should prefabricate and fit sub-sections of the stand inside the hall. Only finishing and paint touch-ups (not complete 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 1300 hrs 6 May 2014
- ↘ Exhibitors' contractors are not allowed to block the aisles inside the hall. Packing cases and crates belonging to contractors and exhibitors and material lying 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 may 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 machinery, the maximum height of 2.5 mts. can be accommodated 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

- ↳ We would highly recommend that you practice caution with regards to the move in / build up and tear down / move out phase of your exhibitions. We would recommend the following additional precautionary actions to be taken in order to minimize the damage to the Centre
- Protection of the carpet by old carpet or plywood for the movement of heavy duty trolley during move in and move out
 - Protection of the carpet particularly on the aisle with plastic sheet, plywood or used carpet during build up
 - No sanding, sawing, metal cutting, major painting and major construction is allowed inside the halls

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.

INSURANCE FOR CONTRACTORS & SERVICE MEN

Exhibitors are liable to cover their own staff and the contractors they hire for booth set up and dismantle for any physical damage on site. In case of any mishap, the organisers will not be liable to bear any such damages.

SECTION 4: EXHIBITOR REGISTRATIONS

REGISTRATION GUIDELINES:

- Exhibitors are requested to register the names of representatives from their organization not later than 15th April 2014.
- Please note that it is compulsory for each exhibitor to wear their exhibitor registration badge for the duration of the exhibition
- Identification badges can be collected from Geospatial World Forum 2014 conference registration desk at the conference venue on any of the registration days starting from 5th May 2014 onwards

REGISTRATION OF CONTRACTOR

The Contractor, who are building up and breaking down exhibition booths, need to wear their badges. This is to insure that only entitled person enters the building. It is mandatory to send complete contact details of the contractor and their team to organisers for registration. At the first day of build-up we will provide the badges at registration area.

VENDOR CONTACT DETAILS FOR SERVICES

Service	Official Vendor	Order Due Date
Furniture order form Customised Fascia AV, Electrical Items Signage printing	Caroline Bouchard MATHYS SA – 11 ch Delay, Case Postal 681, CH-1214 Vernier, Genève T : +41 22 306 40 00 F : +41 22 306 40 10 E: info@mathys-sa.ch	5 April 2014
Shipping Manual	INTER EXPOLOGISTICS LTD 30 route François Peyrot CH-1218 Grand Saconnex Telephone: +41 (0) 22 798 13 28 Fax: +41 (0) 22 798 13 87 Manuel MAZZINI manuel.mazzini@iel.ch Roberto FUMANI roberto.fumani@iel.ch Sibylle FLORY sibylle.flory@iel.ch Philippe MULLER philippe.muller@iel.ch David STRIPPOLI david.strippoli@iel.ch	Please Refer to the Shipping Manual
Company Information Form Fascia Name Form	Tarun Kumar Geospatial Media and Communications M: +91 99 58 727 957 Fax: +91 120 461 2555 E: tarun@geospatialmedia.net	5 April 2014
Electricity Order Form Internet Order Form Telephone Order Form	Luca PELLANDINI Centre International de Conférences, Genève (CICG) Rue de Varembe 17, CP 13, CH-1211 Genève 20, Switzerland T : +41 22 791 9154 F : +41 22 791 9064 E: l.pellandini@cicg.ch	31 March 2014