

## INSTRUCTIONS TO EXHIBITORS

Venue ESCI, Centenary Convention Centre, ESCI Road, beside Khajaguda Lake, Gachibowli, Hyderabad, Telangana 500032



1. It will be considered that any exhibitor who shows interest to participate and further communicate with the team of Technical Exhibition at NCB has agreed to abide by all instructions.
2. All delegates/visitors must carry a valid Photo Identity Card (*Aadhaar card, Driving License, PAN, Voter ID card, Passport, etc.*) at all times inside the premises. Exhibitors are requested to prefer Gate Number 2 (*Opposite: Khajaguda Lake*) to enter in the Venue. They may alight from vehicle/s in front of the main door of the Exhibition Halls.
3. There are 69 stalls available of 9 m<sup>2</sup> each and 04 Stall of 4 m<sup>2</sup> each are available to be booked at this venue. Rates of stalls are given below.

Size of the Stall	Charges for each Stall*
3m X 3m	Rs.75000/-
2m X 2m ( <i>Only for Start-ups</i> )	Rs.15000/-

*\*Plus Taxes/GST, as Applicable*

- 2 delegates manning the stall will be free with each stall.
- 69 stalls of 9 m<sup>2</sup> and 04 stalls of 4 m<sup>2</sup> will be available.

**Bookings of stalls of “3m x 3m” will take place through ONLINE ONLY using <https://conference.ncbindia.com/>.**

**Bookings of startup stalls (2m x 2m) will take place by manual booking only.**

The step by step procedure of booking the stall is attached with these instructions as **Annexure-I**. Multiple blockings, in different areas is not permitted. Once live, IT team of NCB may contact any exhibitor, if scattered selection pattern is found while blocking the stalls.

The Floor Plan will be of dynamic nature and therefore may be modified / re-oriented / slightly rearranged, depending upon the number of bookings i.e. for >4 or 6 stalls by a single exhibitor, even after online bookings begin. Exhibitors are requested to be supportive to the technical exhibition team as well as Event Management Consultant (*EMC*) hired by NCB. It shall be the endeavor of NCB and EMC to ensure that the choices of stalls (*w.r.t location*) made by Exhibitors are respected.



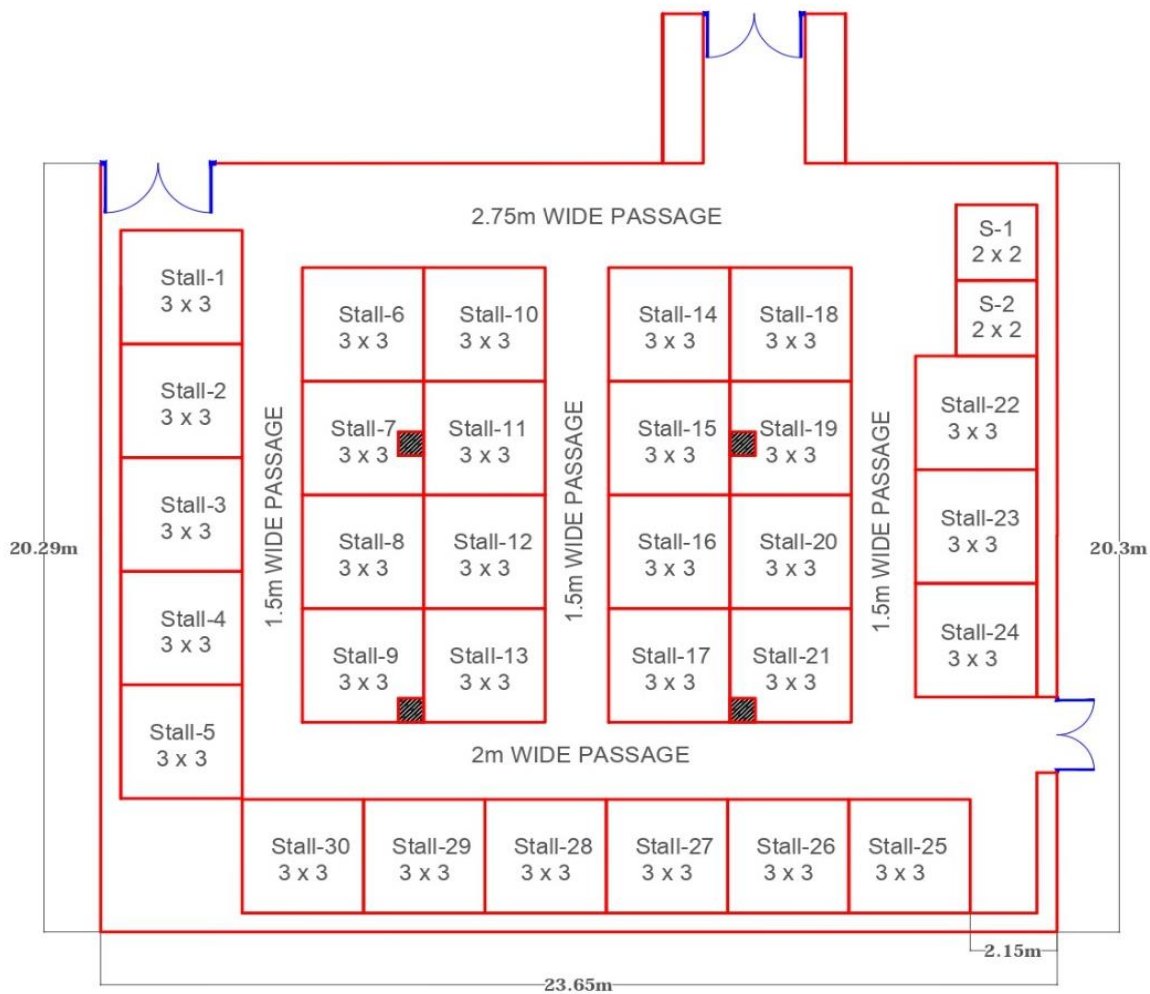
Technical Exhibition of the Conference shall be held in Exhibition Hall in the ground floor (*adjacent to the Main Auditorium*) and Techno Hub in the Second Floor (*adjacent to the Seminar Hall*) where the . Pictures below show the entrance to the Exhibition Hall.

**All the material for fabrication and erection of stalls shall enter from Gate Number 2 only.** Entry of material from no other gate will be allowed. Once the **truck** has been unloaded inside the Hall, it **shall depart and leave premises from Gate Number 2.**

All manpower which shall be fabricating and erecting the stall shall also enter the venue from Gate Number 2.

An indicative Exhibition Floor plan at Exhibition Halls is given below:

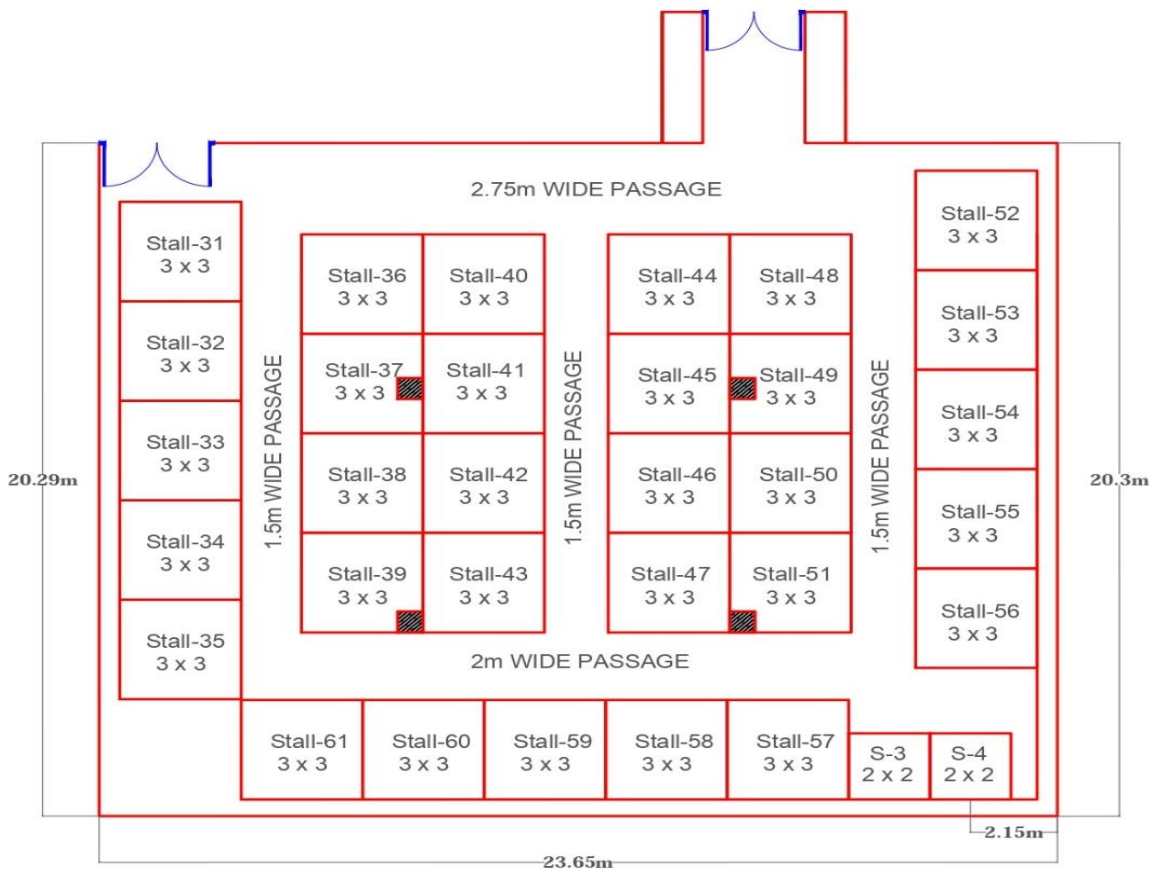
LAYOUT OF EXHIBITION STALLS @ GROUND FLOOR



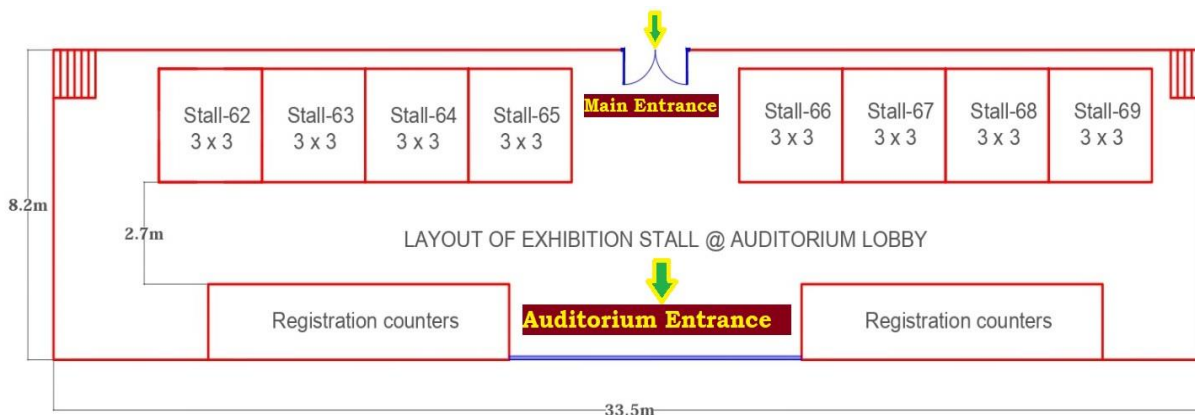
Ground Floor Exhibition Floor Plan

**Stalls S1, S2 in the Ground Floor and S3, S4 in the second floor are for start-ups only**

LAYOUT OF EXHIBITION STALLS @ SECOND FLOOR



Second Floor Exhibition Floor Plan



Auditorium Entrance Exhibition Floor Plan

**Exhibition Floor Plan\***

**\* This is an INDICATIVE PLAN ONLY. NCB reserves the right to change the floor plan of the Exhibition (will change by clubbing the stalls), in case more than 04 OR 06 bookings are received from a single exhibitor OR in the event of any unforeseen circumstances.** Exhibitors are requested to cooperate with the Exhibition team, in case, such foreseen as well as unforeseen circumstances present themselves.



Entry Gates to the Exhibition Halls



Ground Floor (Ceiling height ~6.0 m)



ESCI-HYD 10/28/2025, 15:18

Second Floor Techno Hub (Ceiling height ~2.5 m)



Main Entrance

Exhibition Stalls

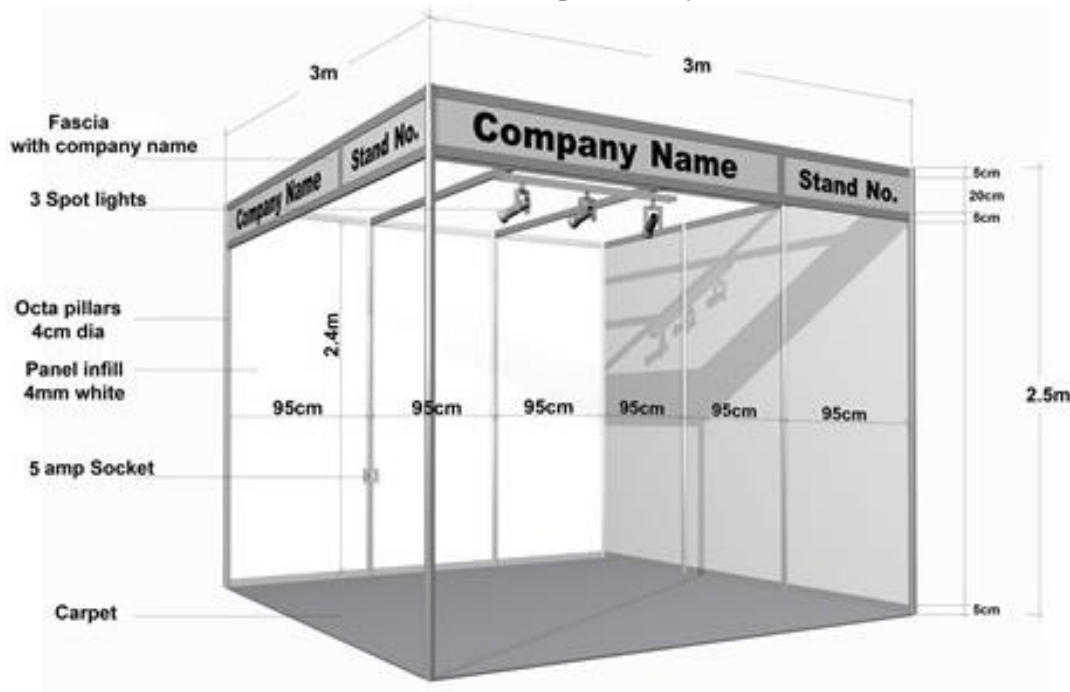
Auditorium Entrance

Exhibition Stalls



Auditorium Entrance (Ceiling height ~2.5 m)

NCB shall be providing a standard octonorm (each stall of 9 m<sup>2</sup> only) structure for stalls. However, exhibitors can also fabricate their own stall/s by taking bare space from NCB. The stalls rates in both the cases (shell scheme from NCB OR bare space and self-fabrication) shall remain the same. Below are the indicative dimensions of the stalls that shall be provided by NCB.



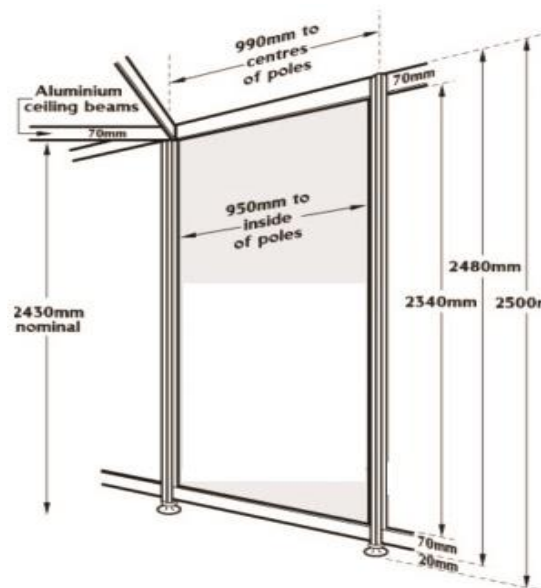
Indicative stall dimensions (to be provided by NCB)





**Indicative stall pictures**

4. It is **mandatory** for all exhibitors and their stall fabricators to carry the participation letter of Exhibition to the venue. Participation letter shall be provided by NCB, few days before the event.
5. **Exhibitors taking a stall from NCB who require the inside dimensions of the stall, please note the following:**
  - a. For a panel of 1meter, the total workable width would be **1 meter minus 1 inch from all sides**. Therefore, the total workable area would **approximately** be  $7^{1/2}$ (7.67) feet (*length*) X 3 (3.116) feet (*width*) for one panel.



- b. Workable area for Fascia of the stall would be 3 meters X 8 inches approx.



The table below shows the facilities that shall be provided by NCB to Exhibitors in the stalls.

Standard facilities at the stalls
<p>2 Tables (1.5 x 2.5 ft. approx.), 3 chairs, 3 spotlights, and one 5 and one 15 Amp electrical power supply point. Fascia showing the name of the company. 2 officials (<i>complimentary delegates</i>) manning the stall will be registered as Conference delegates with all facilities of delegate kit, lunch, dinner, tea/coffee etc.</p> <p>Badges, as well as delegate kits, shall be given <b>only</b> to those two delegates manning the stall (<i>or more in case of more stalls</i>) who are registered as Conference delegates. Therefore, exhibitors are requested to ensure that they only communicate the names of such complimentary delegates from their company to the exhibition team, whose passes are desired to be printed. <b>Any additional badges/ lunch coupons shall be given on chargeable terms at the Conference.</b></p> <p>complimentary delegates name to be provided by the exhibitor by end of October 2026</p>

6. Sufficient time is required by NCB and its vendor to accurately mark the locations of stalls before stall erection work can start. During this time, the vendors **must not** dump their material on the floor inside the venue as it hampers the process of stall space marking and leads to delays in handing over stall space for stall erection. Keeping the above in view, **exhibitors fabricating and erecting stalls on their own may start their work inside the premises from 1200 H on 18 November 2026.** NCB appeals Exhibitors to ensure that their stall is fabricated well within the prescribed time limits of working for which they must encourage, safer and faster methodologies for stall erection (*for ex: pre-assembled stalls requiring only proper placement and minimal work at the venue*).

7. Exhibitors fabricating/designing their own stall, please note following important points:

- a. **SAFETY** whilst carrying out stall erection/ installation & fabrication is **TOP PRIORITY**. NCB and Venue management will not be responsible for any accident/ injury taking place during stall fabrication by Exhibitors/ their vendors. The responsibility of ensuring the safety of workers and venue's property is of Exhibitors/ Vendors, who shall execute such jobs. At all times, an authorized representative from Exhibitors/ Vendors should be present during stall fabrication work. The responsibility of ensuring the erection of a stable and safe stall structure rests with the Exhibitor/Vendor. **Any unsafe act, compromise with safety or damage done to property, observed during stall fabrication will be reported to authorities and might lead to stopping of such work/s completely, inviting suitable monetary penalty and action accordingly.** Authorized representatives from NCB will be present to coordinate with Exhibitors for ensuring smooth and safe working, at all times. Exhibitors and their stall installation agencies are requested to cooperate and support NCB and their vendor, to make this event accident and injury free.
- b. The **working / installation time** at the Venue would be:

Day & Date	Time
Wednesday, 18 <sup>th</sup> November 2026	1200 H- 2200 H

**The exhibitors'/ stall fabricators have effectively ~ 08 - 10 hours of stall fabrication/ installation time in which they should fabricate and erect their stalls.**

- c. Exhibitors engaging a vendor for their stall erection work are requested to share all the Instructions to Exhibitors with their vendors for ensuring maximum cooperation from the vendor to the NCB Exhibition team. For vendors carrying stall fabrication items inside the venue, following documents would be required at the Gate number 2 for verification. A person authorized by NCB shall be available at the Gate to verify the document/s and ensure smooth entry of vehicle/s.
  - i. Copy of **Participation Letter** which shall be **provided by NCB** to the Exhibitor, few days prior to the Conference.
  - ii. **On the letterhead of the Exhibitor:** Exhibitor shall provide a declaration mentioning the name of the company, address and details of contact person of the vendor to which stall erection work has been allotted by the Exhibitor.



- iii. **On the letterhead of the Vendor** (which is allotted the stall fabrication and erection work): On Vendor shall mention the name of the Exhibitor company which has allotted the stall fabrication and erection work to it, the name and contact details of the person(s) executing the job (*focal contact person will be enough*), and list out all major items, tools and tackles to be carried inside.
  - iv. **All the workers working for the fabricators** should carry at least one valid Indian photo identity card (*Aadhaar, Voter ID, etc.*) at all times inside the premises.
  - v. During exit of trucks (*at the end of the Conference i.e. on 20<sup>th</sup> November 2026*) from Gate number 2, an exit pass will be issued by personnel authorized by NCB.
8. **For any doubts/ queries, please contact the following officials from NCB. It is advised that response to any doubts/ queries is first sought through email** given below.

Name	Contact number	E-mail
Sh Adarsh Kumar N S	+91-9990088663	<a href="mailto:seminar2@ncbindia.com">seminar2@ncbindia.com</a> <a href="mailto:exhibition.ncb@gmail.com">exhibition.ncb@gmail.com</a>
Sh Saurabh Bhatnagar	+91-9873228225	
Sh K R P Nath	+91-9718821179	

9. **Exhibitors taking shell scheme from NCB (and putting up posters, flexes and banners in their stalls) are requested to take possession of their stall at 1600 H on 18<sup>th</sup> November 2026.**
10. NCB shall not be providing any support for networking (*internet*), transportation, handling and storage of exhibitors' material/ equipment at the venue. The networking, logistics and storage part have to be carried out by the Exhibitor. **It is to be noted that power for stalls is covered in the stall rates charged by NCB.**
11. Exhibitors shall insure their exhibits against theft, fire, accidental damage, and transit risks. NCB shall not be responsible for any loss or damage.

.....

### Refund and Cancellation Policy

1. On cancellation of registration, refund of registration fee will be as follows:
  - Upto 30 September 2026 20% deduction
  - After 30 September 2026 No refund
2. Cancellation charges may be waived at the discretion of the Secretariat, if the originally registered delegate is in a position to arrange for an alternate in his place.

#### Contact Information

If you have any questions on the above, please contact us at +91-040-23180401 (EPABX) or [seminar2@ncbindia.com](mailto:seminar2@ncbindia.com)

.....