

# ShipTek 2010

International Conference on Shipping, Marine and Offshore Industry

Hotel Crowne Plaza, Dubai



## Exhibitor Manual

Organized by:

**Marine BizTV**  
First Global Maritime TV Channel

Supported By:



Event Managed by

**BizTVEvents**  
The concepts division of Marine BizTV

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contact@shiptek2010.com www.shiptek2010.com

Dear Exhibitor,

We are delighted to welcome you to **ShipTek 2010, The International Conference on Shipping Marine and Offshore Industry** on 18<sup>th</sup> -19<sup>th</sup> April 2010 at Crowne Plaza, Dubai, UAE.

We will do everything possible to make your participation a pleasant business experience.

This Exhibitors Manual contains complete information for your assistance. To help us to serve you better, you are requested to complete the enclosed forms carefully and return them to us by the specified dates.

Please note that **additional requirement of items and services will be supplied only after receipt of payment**. Please follow the stated procedure to facilitate smooth entry and exit of your exhibits.

If you need any assistance in this regard, please feel free to contact us.

With best regards,

Shyam Kurup.  
Chief Operating Officer

## **General Information**

- 1) Event
- 2) Floor Plan
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- 4) Organizer's Site Office

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## **General Information**

- 1) EVENT
- 2) BADGES
- 3) ORGANIZER'S SITE OFFICE
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- 5) FLOOR PLAN

## **EVENT**

Event: ShipTek 2010

Dates: 18<sup>th</sup> -19<sup>th</sup> April, 2010

Venue: Hotel Crowne Plaza, Dubai, UAE, [www.ichotelsgroup.com](http://www.ichotelsgroup.com)

## **BADGES**

**Badges:** Exhibitors will be provided specific number of complimentary badges by the organizers.

## **SITE MANAGEMENT**

Details will be set up at the exhibition venue as mentioned in the Site Management Time Table.

## **SITE MANAGEMENT TIME TABLE SCHEDULE**

### **A. Pre-show :-**

(1) Possession:

(a) Shell Stand possession: From 17<sup>th</sup> April 2010 after 2.00pm

(2) Completion of stand interiors by all exhibitors: 17<sup>th</sup> April 2010 midnight

(3) Hall cleaning and removal of empties: 17<sup>th</sup> April 2010 midnight

(4) Inaugural Ceremony: 18<sup>th</sup> April 2010 at 11am

**B. Show Dates:** 18<sup>th</sup> April 2010 to 19<sup>th</sup> April 2010

**C. Show Timings:** 11.00am to 6.00pm on 18<sup>th</sup> April 2010  
10.00am to 12.30 pm on 19<sup>th</sup> April 2010

**D. Post-Show :**

- (1) Commencement of dismantling: 19<sup>th</sup> April 2010, after 01.00pm
- (2) Vacation of exhibition area: 19<sup>th</sup> April 2010, after 01.00pm
- (3) Disconnection of utilities by organizer: 19<sup>th</sup> April 2010, after 01.00pm

The organizers and contractors will be available at the site office from 17<sup>th</sup> April 2010 between 10.00am to 8.00pm to assist exhibitors during stand construction, exhibition and dismantling period.

**Note on security:**

Although general security is provided, the responsibility of security of the stand display and exhibits rests solely on the exhibitors themselves. The exhibition hall will be closed after exhibition hours on the exhibition days except the last day, and no one will be allowed to remain inside the hall. On exhibition days, it is mandatory to ensure that at least one representative of each exhibitor reaches the venue one hour before opening time (i.e. at 9.00 a.m.) to take charge of their respective Stands.

**P.S.:**

No representatives of exhibitors, on exhibition days, will be allowed inside during, pre and post show timings without the exhibitor badge.

**ADVERTISING IN THE SHOW DIRECTORY**

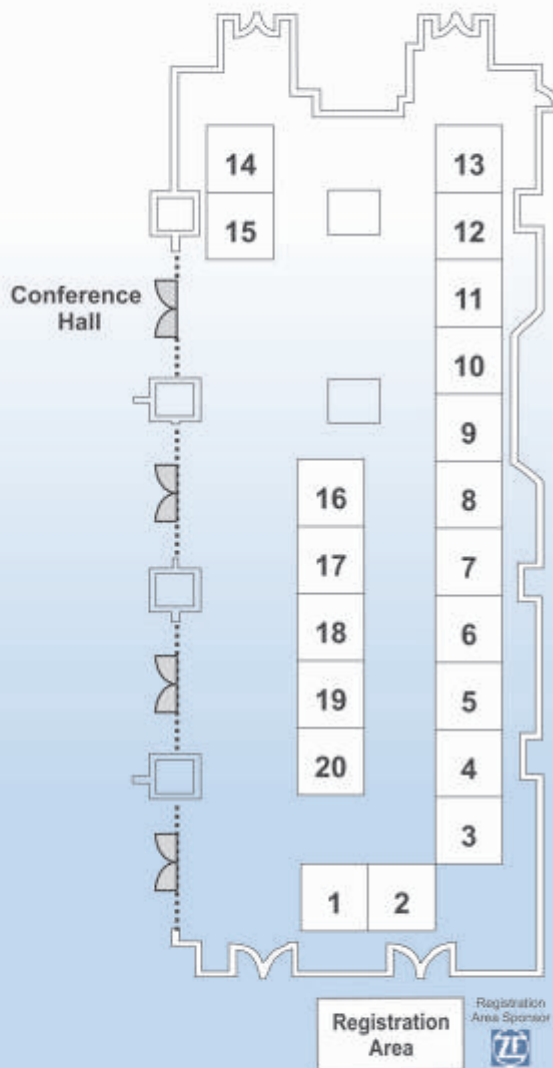
<b>Advertisement Options</b>	<b>Rate/USD</b>
Back Cover	5,000
Front Inner and Back Inner	3,000
Inside Full Page	2,000

# FLOOR PLAN

# ShipTek 2010

International Conference on Shipping, Marine and Offshore Industry

## Exhibition Floor Plan



Hotel Crowne Plaza  
Dubai

Badge & Lanyard Sponsor



Organized by:



Supported By:



Event Managed by



## **RULES & REGULATIONS**

1. Event Name:- ShipTek 2010

(a) Organizers: **Marine BizTV**

(b) Exhibition: **ShipTek Expo 2010**

(c) Exhibitor: Any employee, staff, agent or authorized personnel belonging to a company, partnership firm or individual to whom space has been allotted for the purpose of exhibiting.

(d) Venue: Crown Plaza, Dubai, UAE

(e) Stand: Exhibition space reserved for an exhibitor.

2. Application for space must be accompanied by 50% contribution towards participation. The remaining 50% should reach the organizers not later than 30 days prior to the commencement of the exhibition.

5. Once invoiced the payment should be made in the dress mentioned in the invoice.

6. No alteration to the size or position of the stand is permitted without prior written approval of the organizers, who reserve the right to change the layout/stand number. The organizers also reserve the right to require exhibitors to make such alterations to their stands and setting of their exhibits as they reasonably feel necessary to maintain an acceptable standard of presentation and to avoid interference with the display of other exhibitors. Further, no banners, placards, etc. will be allowed on the premises or on the roads in the vicinity. Such unauthorized display is liable to be removed by the organizers without notice at the cost of the exhibitor. Exhibits must not obstruct passages.

7. . No stand will be left unattended during the exhibition. Staff of exhibitors must be present at least one hour before the visiting hours of the exhibition. No activity which in the opinion of the organizers amounts to nuisance or annoyance will be caused by the exhibitors. The organizers shall have the right to take remedial action in such cases.

9. The exhibitor should not cause any damage to the site/building/stand. Any such damage will be made at the expense of the exhibitor. The

exhibitor will also indemnify the organizers against any claims resulting from mishaps due to faulty equipment / faulty handling of material or nonobservance of legal or safety requirements.

**10.** Arrangements will be made for providing round-the clock security from the starting time of the 1st day of the exhibition to the end time on the last day of the exhibition. However, the organizers are not responsible for any theft, loss or damage of any material, goods or properties belonging to individual exhibitors at any time before, during or after the exhibition for any reason of cause whatsoever.

**11.** Insurance of exhibits, against all risks prior to, during and after the exhibition should be done by the exhibitors at their own cost. The organizers will in no way be responsible for any loss or damage.

**12.** If any exhibitor decides to withdraw from participation in the exhibition, decision as to the refund rests entirely with the organizers at their sole discretion.

**13.** The organizers reserve the right to reschedule the event in the interest of the exhibition. If due to unavoidable circumstances, the organizers are forced to cancel the exhibition, and the exhibitor will not be entitled to claim damages or compensation of any kind other than refund of space contribution.

**14.** The organizers may alter or add new rules and regulations for the benefit of the exhibition. Such rules will be given in writing and will be binding on all exhibitors.



## **PROGRAM SCHEDULE**

### **DAY 1 18th April 2010**

0830 - Registration  
0900 - Conference Inauguration  
0930- 1600- Conference Day 1  
1600-1700 - Maritime Corporate Quiz

### **DAY 2 19th April 2010**

0930-1330- Conference Day 2  
1400-1700- Industrial Visit  
1730- Award Nite Registration, Cocktail  
Reception  
2130- Dinner

## **EXHIBITOR ENTITLEMENT SHELL SCHEME ENTITLEMENTS**

In Shell Stand scheme exhibitors will be provided with non woven synthetic carpet and fascia board along with the following entitlement:

- " No rebate will be given if exhibitor decides not to avail of any of the above shell scheme provision.
- " Bare space exhibitors will have to create their own stand fascia and also pay for entitlements all furniture and electrical items required by them.
- " Exhibitors must apply for electrical/power source at additional cost as required by them.

### Ordering Additional Services:

For additional services please specify your requirements clearly and fax /courier the same to us 15 days prior to the event. Your early action will help us to meet your requirement. We will try to supply additional requirements / services that are not communicated by the specified dates subject to availability of items at 25% additional costs.

### STALL IMAGE



**\*\* Stall Size= 3X3 sqm  
Total Allotted Stall Numbers= 20**

The new technological concept 'Digital Show' executed through Digi Booths will add glamour to this business rendezvous. The digital addition that comprises of a LCD screen and an internet connection and DVD player helps the new age exhibitors to convey their message and the visitors to understand the product in a better manner.

VI) Ordering/ Information Forms  
1) Stand Design Contractor Aries Interiors

**STAND DESIGN CONTRACTOR - ARIES INTERIORS**

Return this Form on or  
before 5th April, 2010

Name of exhibitor-----Stand No-----

We have the following contractor for the design/decoration of our stand (fill in only if applicable).

Name of Contractor: -----

Contract Person: -----

Address: -----

-----

Pin: -----

Tel: -----

Fax: -----

We enclose our design drawing (plan, elevation, and perspective) in duplicate for your approval. (Construction exceeding 2.5 meters of height may be disallowed).

We hereby declare that:

1. We will carry out the modifications, if any, in the design of our pavilion as found necessary by the organizers and strictly conform to the approved design.
2. With a view to ensuring hazard prevention, all electrical work will be subject to inspection by the organizer's electrical contractors.

Exhibition co-ordinator: -----

Company: -----

FOR ANY ADDITIONAL REQUIREMENT:-  
CONTACT:-

**Mr. Albert Antony**  
Project in Charge  
Mob: +971 50 7677620  
Fax: +971 4 2997892  
**Aries International Interiors**  
**L.L.C.**

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# MAP OF VENUE

