



**5<sup>th</sup>**  
Edition

**INTERNATIONAL  
MINING  
EXPO & CONCLAVE**

**SPONSORS  
&  
EXHIBITORS MANUAL**

**29th & 30th September | Sunday - Monday | 2024  
Chennai Trade Centre**



# SPONSOR / EXHIBITOR MANUAL

1. Keeping a minimum of 6 feet between yourself and others, routinely sanitize your hands with alcohol-based hand sanitizers.
2. *The Exhibitor agrees that all exhibit space rental charges related to them must be paid to the Organizer before August 23rd, 2024, failing which the stall shall be allocated to another exhibitor.*
3. *All the Sponsor payment has to be cleared before August 02nd, 2024.*
4. Any Vendor from the Sponsor, Exhibitor, or Common Vendor must sign the IEMS Vendor Contract, Vendor Master Sheet, and Checklist (Signature Completion and Payment documents) compulsorily.
5. Sponsor, Exhibitor, and Vendor must secure approval from the Operation Manager and Project Manager - IEMS for the placement, installation, or connection of any heavy machinery, equipment, or power services.
6. All Sponsors, Exhibitors, Vendors, and whoever it may be, must comply with the terms and conditions of IEMS. Violating the terms will lead to being expelled from the event and expo area without any further notice.
7. All payment-related transactions must be made through Digital payment modes such as Net Banking, NEFT, Gpay, Paytm, and Phonepay. No cash dealings are accepted.
8. Sponsors and Exhibitors need to verify the Operational Checklist with the Operational Manager of IEMS.



9. No hard fabrication works such as gas welding, arc welding, or machine cuttings that cause dust or noise pollution will be allowed before and during the expo.
10. If any exhibition-related legal issues arise, they will be subject to the jurisdiction of Chennai, and all disputes and issues related to this will be managed and governed by the Legal and Research Forum. And, the Organizer, at any cost, will never bear any part of it.
11. The Exhibitor must comply with all the safety precautions and regulations that shall affect the Event and be followed strictly. Any inflammable materials, hazardous chemicals, or dangerous materials that shall affect the event will not be allowed inside the event and expo arena.
12. Sponsors, Exhibitors, and Vendors are responsible for the safety and security of their property and equipment at all times. The Organizer shall not be held responsible for any loss, theft, or damage to any property left on the event venue at any time.
13. Consumption of Food is allowed only at the designated food areas of the event premise. Each exhibitor in the assigned stall is allocated only two Food Passes for dinner.
14. The production work hours are scheduled to be operational from 10 AM on September 27th, 2024 to 10 PM on September 28th, 2024. It is strictly prohibited for both Exhibitors and sponsors to stay on the premises during or after the exhibition. Additionally, no production work is permitted once the exhibition commences. There will be a restriction on production work from 10 pm on September 28th, 2024 to 7 am on September 29th, 2024. No production work is allowed after 10 PM on September 28th, 2024.
15. Exhibition running time is scheduled between 10am and 7 pm.



- 16. Exercise caution to prevent any harm to the materials, structure, or space of the venue. No painting and stickering are allowed on the event premises. If any damage occurs by the Exhibitor or the vendors, they are liable for the reparation or charges incurred, and spot payment shall be made as per the cost fixed by the owner of the material or venue without any negotiation.**
- 17. No material is allowed inside the premises without Entry Pass and Gate Pass. The vendors and exhibitors shall obtain their permit pass from the Operation Manager of IEMS.**
- 18. Branding and promotion-related activities are permissible only in the Exhibitor's allocated booth space. If any promotion is found beyond their allocated area, the Organizer reserves the right to remove such attributes without further notice to the vendor or exhibitor's concern.**
- 19. The Exhibitor has no rights to assign or sublet the exhibit stand space allocated to him to any other brand or company. It has to be strictly used for the brand name already booked with IEMS.**
- 20. The Organizer has all the rights to control the complete Expo area.**
- 21. Final Pricing for any stall requirements is fixed only by the Expo organizers. In case of any variation or change in the requirement, it shall be subject to change as per the Organisers' decision of IEMS.**
- 22. Attendees, sponsors, vendors, exhibitors, and all individuals are required to wear their identity cards at all times. The Organizer assigns security in charge of monitoring this aspect, failing which they shall be expelled from the expo without any caution.**
- 23. If the Expo is canceled due to natural calamities or Government Orders, the Expo shall be fixed to any other flexible date. Refunds, at any cost, shall not be initiated.**



- 24. If high-volume sound, disruptive music, disturbing videos, or any entertaining elements cause disturbance to other exhibitors, sponsors, common public, or visitors, immediate elimination will be enforced.**
- 25. Any racial discrimination or forming association or formation of groups or offensive languages that shall affect the harmony of the program shall lead to severe legal implications, and those involved in such activities shall be directed to the Police Station of the locality.**
- 26. Corporate Audio-video presentation time slots have to be followed strictly adhering to rules and schedules drafted by the Organizer, failing which, the Organizer reserves the right to seize the motion of the AV abruptly and change the schedules as per the slot decided already.**
- 27. Any last-time requirement or last-time changes shall never be taken into consideration.**
- 28. Any IEMS Expo-related logos and designs are copyrightable, thus the Exhibitor and the sponsors have no claim over them.**
- 29. Any digital content displayed in the AV or other material must be monitored for any violation of the digital content rights by the designated statutory authorities before the event schedule. In the event of any violation of such rights in this regard, the Exhibitor concerned shall be held responsible entirely.**
- 30. Authorized Mail Communication is the only official confirmation for any activity to be implemented concerning the event proceedings. Verbal or handwritten communication will never be taken as official confirmation for any event proceedings.**



- 31. Entry to adults, business personnel, and professionals is permissible for the exhibition. The entry pass to the expo is restricted to kids.**
- 32. The Expo Organizers reserve the right to change or modify any content of the layout, time slots, rules, regulations, and guidelines at any time in the interest of the exhibition, and their decision in this regard is final.**
- 33. If any Exhibitor cancels the participation, the refund will not be initiated.**
- 34. If any deliverables assured to the Sponsor are found to be at lapse, they are assured to be provided with other matching deliverables.**
- 35. No booth may obstruct exhibition attendees' views of adjacent booths from any angle.**
- 36. The allocation of stall is primarily determined by the order in which requests are received, following a first-come-first-served approach.**
- 37. All products and services exhibited must be of professional or educational benefit or interest to conference participants.**
- 38. Advertising material or signage of companies other than those that have paid for exhibit space is prohibited. Canvassing and solicitation of business or other conferences are strictly prohibited.**
- 39. At in-person conferences, no pets or animals shall be permitted in the exhibit hall, except for service animals for persons with disabilities.**



40. During show hours, each exhibit must be staffed by an Exhibitor representative. The Exhibitor and its representatives shall be dressed modestly in good business taste and shall professionally conduct themselves at all times during the exhibition.
41. Exhibitor's equipment demonstrations and other sales presentations must be confined to the Exhibitor's booth, and at a noise level not offensive to nearby exhibitors.
42. Exhibitor business activities, giveaways, and advertising matters may only be conducted and/or distributed within the Exhibitor's assigned booth.
43. Consumption of alcohol & smoking is prohibited for individuals present in the venue.
44. The exhibitor must display and arrange materials in such a manner so as not to obstruct the sight lines of neighboring exhibitors. All booth heights are subject to change based on height restrictions in the exhibit hall.
45. The Exhibitor or Sponsor is accountable for ensuring the proper conduct of their own staff, contractors, agents, and visitors.
46. All Exhibits must be on view at all times during the open period. The booth shall never be left unattended.
47. All booths must be securely sealed after the open period to guarantee the safety of materials. The organizer will not be held responsible for missing items if a booth is found unsealed.



# EVENT VENUE

Chennai Trade Centre  
Chennai , Tamilnadu



29th & 30th - September - 2024  
Sunday - Monday





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