



**2-5 MAY 2023 • ROTTERDAM, THE NETHERLANDS**



**THEME: GEOSPATIAL CARAVAN  
EMBRACING  
ONE AND ALL**

# Exhibitor's Manual

Produced By  
**GEOSPATIAL  
WORLD**  
ADVANCING KNOWLEDGE FOR SUSTAINABILITY



[www.geospatialworldforum.org](http://www.geospatialworldforum.org)

Dear Exhibitor,

Thank you for choosing Geospatial World Forum 2023 as the platform to showcase your offerings to the global geospatial community.

This Exhibitor Manual will be your guide to all the physical and logistical aspects of the show. It has been put together to help you with your planning and to assist you in getting the most out of your time onsite.

In the next few pages, you will find comprehensive information on the processes and deadlines in an easy-to-use format. Should there be any further queries or clarifications, please do not hesitate to get in touch with us.

Once again, we thank you for choosing Geospatial World as your business partner. We look forward to working with you during the next few months to ensure you have a successful show.

See you in Rotterdam.



**Anamika Das**

**Vice President- Product Management**

**GW Events**

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## SECTION 1 - GENERAL INFORMATION

### Organiser

#### **Regional Office**

#### **Geospatial Media and Communications B.V.**

Business Centre, Barchman Wuytierslaan 10,  
3818 LH Amersfoort, The Netherlands  
Ph: +31 628926956

### Head Office:

#### **Geospatial World**

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

### Exhibition Operations & Logistics:

#### **Mr. Yash Agarwal**

Executive – Events

Mob: +91 9319900362

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

### Venue Details:

#### **Postillion Convention Centre WTC Rotterdam**

Beursplein 37, Meent 110, 3011 AA  
Rotterdam, The Netherlands  
Ph: +31 104054462

### Official Stand Contractor:

#### **Mr. Jasper Van Honk**

Ph: +31 (0)75- 6225582

E-mail: [Jasper@a-booth.nl](mailto:Jasper@a-booth.nl)

A-Booth Exhibition Services

Skoon 37, 1511 HV Oostzaan, Netherlands

### Registration:

#### **Mr. Harendra Rawat**

Manager – Registrations

Mob: +91 9319900362

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

### Exhibition Dates & Opening Hours:

Day	Date	Timing
Tuesday	02 May 2023	1730 hrs - 1930 hrs
Wednesday	03 May 2023	1000 hrs - 1830 hrs
Thursday	04 May 2023	1000 hrs - 1830 hrs
Friday	05 May 2023	1000 hrs - 1430 hrs

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



### Exhibition Opening:

Opening of the Exhibition will be on **Tuesday, 02 May 2023 at 1730 hrs** along with welcome reception.

### Currency:

The currency of The Netherlands is EURO (EUR).  
 For up-to-**date exchange** rate, please refer to the currency exchange sites, e.g. [www.xe.com/ucc](http://www.xe.com/ucc).

### Tourist Info:

For tourist information on The Netherlands, please refer to <https://www.iamsterdam.com/en>

### The Netherlands Visa:

Don't forget to check with your travel agency, or with the Dutch consulate or embassy in your country, if you need a visa to enter the country

Also keep on tracking the updated guidelines before your travel:

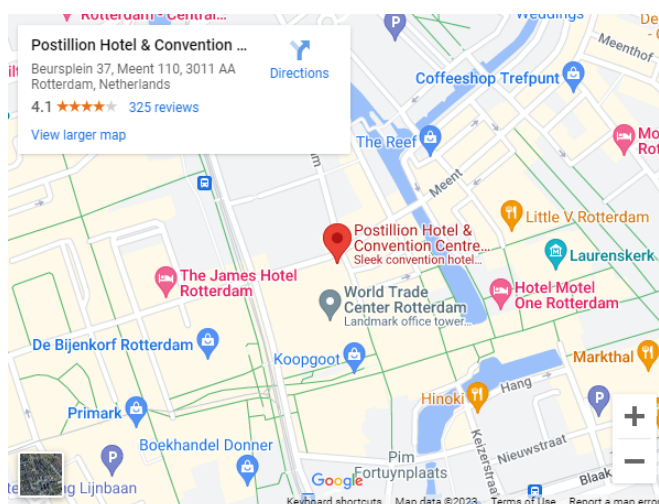
<https://www.government.nl/topics/coronavirus-covid-19/visiting-the-netherlands-from-abroad>

### Accessibility To The Venue:

- Postillion Convention Centre WTC Rotterdam is a venue set within the World Trade Center Rotterdam,
- This sleek conference hotel is 16 minutes' walk from Museum Boijmans Van Beuningen, 5 km from Rotterdam Zoo and 7 km from Rotterdam The Hague Airport.
- Getting there from Beurs Rotterdam Metro takes 4 min walk and from Stadhuis Rotterdam Metro 5 min
- A high-speed train connects Rotterdam and Schiphol (Amsterdam) Airport. It takes only 26 minutes to get from the airport to Rotterdam.
- Transportation within the city by bus connecting to various train, tram, subway, (green) taxi, water taxi or bike taxi

### Location: Postillion Convention Centre WTC

<https://goo.gl/maps/tLnYq4sbjszgCBW2A>



## SECTION 2 - Registrations

### Onsite Registration Date & Opening Hours:

Day	Date	Timing
Tuesday	02 May 2023	1200 hrs - 1800 hrs
Wednesday	03 May 2023	0730 hrs - 1800 hrs
Thursday	04 May 2023	0730 hrs - 1800 hrs
Friday	05 May 2023	0900 hrs - 1200 hrs

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

### Complimentary Delegate Pass:

Each booth comes with a certain number of complimentary registrations, as per booth size. The following chart shows the general guidelines

Exhibition Area SQM	9-12	15-18	20-24	24-above
Complimentary Delegates	2	3	4	As per package

### Registration guidelines:

- Exhibitors are requested to register the names of representatives from their organization not later than 15 April 2023.
- 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 2023 conference registration desk at the conference venue on any of the registration days starting from 02 May 23 at 1200 hrs 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 authorised person is entering in the building. It is mandatory to send complete contact details of the contractor and their team to organiser for registration. On the first day of build-up we will provide the badges at registration area.



## SECTION 3 - TECHNICAL INFORMATION

### Build-up Schedule:

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

Day	Date	Timing	Information
Tuesday	2 May 2023	1000 hrs	Moving in the display equipment and poster for the booth setup
Tuesday	2 May 2023	1300 hrs	Aisles must be clear and empty, packing materials taken out for storage. No more movements in the aisles.

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

Day	Date	Timing	Information
Monday	1 May 2023	0700 hrs	Floor marking and possession of space.
Monday	1 May 2023	0900 hrs	All construction works start and move in for all the material, all major construction work to be finished by 2000 hrs on 1 May 2023
Tuesday	2 May 2023	1300 Hrs	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 1<sup>st</sup> April 2023 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

### Important:

- Contractor Badges are required at all time during build-up and breakdown
- Badges can be collected from the registration desk
- Exhibitors and visitors are requested to wear badges at all time during exhibition hours
- Raw space contractors should also send the names of the staff working for construction in advance to avoid standing in que and delay





### Possession of Exhibit Space:

- Exhibitors using any contractor other than the official stand construction contractor for their stalls will get possession, only if drawings / designs for their stands have been approved by the organizer and the security deposit is in place.
- Possession of raw space will be given to those exhibitors who have made FULL PAYMENT, and have provided performance bonds/ **security deposit receipt of Euro 2000 in the name of Geospatial Media and Communications BV to Yash Agarwal by 01 May 2023**. The deposit will be returned to the exhibitor just after the exhibition gets over and no damage in the property is made. This deposit will be given by the contractor of raw booth, if the contractor is other than official contractor.
- Contractual working hours agreed with the Postillion Convention Centre WTC Rotterdam do not allow for any delay in leaving the exhibition area after contractual hours. If an exhibitor, his staff, his contractor or his supplier does not leave the premises at, or before, the times specified, the exhibitor will be held responsible for additional rental fees incurred.

### Plan Approval:

Exhibitors who have reserved 'raw space' and using a contractor other than the official stand construction contractor, must submit the layout design of their stands, for approval to the organizer. This is to prevent costly alterations on site being required by the hall owner and the organizer. Deadline for submission is 1 April 2023.

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.

### Carpentry:

Contractors and exhibitors are requested to strictly observe that 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's mandatory to use an old flex sheet 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 02 May 2022**. The cleaning services for the booth must be booked with A-Booth (Official Contractor).

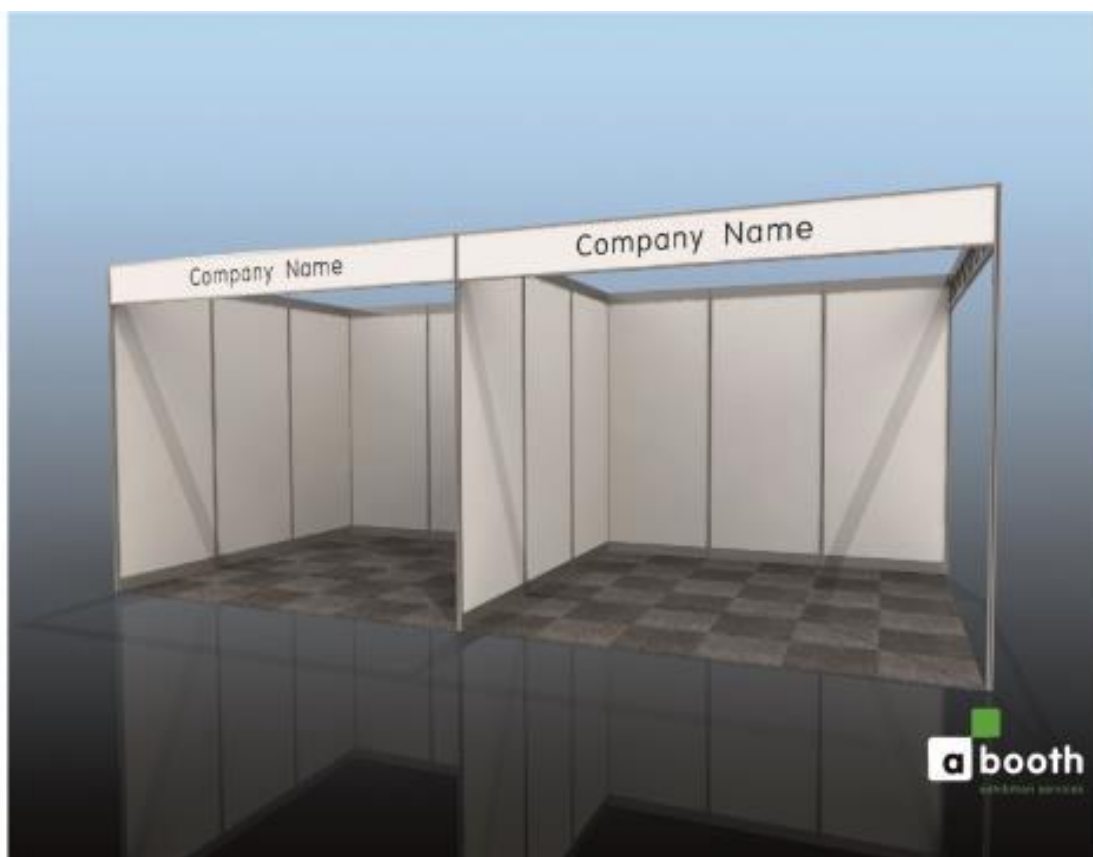




### Shell Exhibitor Facilities:

Each shell scheme booth comes with following Items:

- White walls in an aluminium frame of 2,50 x 1,00 meter
- Closed fascia with a name panel of 200 cm meters width
- Wall socket of 500 watt, inclusive of a main connection of electricity
- Each open side a number and company name, colour black
- 1 spot per 4 sqm
- Esolita carpettiles



### 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, which will be on paid basis. Please find below mentioned link for the same: <https://geospatialworldforum.org/exhibitor-manual.html>



### **Technical Specification for Raw Space:**

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

### **Building Height:**

For higher raw booth more than 3 m, permission is required from organiser by submitting the layout **latest by 1 April 2023**.

### **Electricity:**

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

For all the exhibitors, **power connection from the main distribution box (DB) inside the exhibitors' area will be provided by the official contractor commencing 1 May 2023. All the raw space exhibitors are requested to order electricity through electricity order form latest by 1 April 2023.** Please find below mentioned link to order the electricity: <https://geospatialworldforum.org/manual.html>

Connection to the exhibitor's equipment from the distribution box (DB) inside the exhibitor's area will be operated by the exhibitors. 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 equipment/exhibits 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 emergency. Main electrical supply points should not be concealed or covered.

Exhibitors are advised to install equipment's voltage stabilizers/UPS for their sophisticated equipment.

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

### **Plug, Sockets and Adapters :**

Regular European plugs and sockets (Schuko) are used in The Netherlands.



### **Suspension and Rigging:**

The height of the hall allows suspensions and rigging. Please let us know if you need suspension for your booth. This needs careful planning (build-up time is limited!) and the approval of Postillion Convention Centre WTC Rotterdam.

No suspensions are to be made from the ceiling of the exhibition area directly through any outside contractor, nor may any fixing be made to the floor, walls or any other part of the building. Please contact our official contractor for rigging services well in advance.

### **Delivery and Removal of Exhibits:**

For loading and unloading of goods intended for use at Postillion Convention Centre WTC Rotterdam, please use the loading area. Following instruction must be followed for deliveries:

- Exhibits will NOT be allowed to take out of the exhibition halls during the exhibition period.
- Removal or delivery of exhibition stores in or out of the exhibition hall is not permitted during the open hours of the exhibition.
- Such removal, delivery or replenishment of stock may only be carried out before opening hours in the morning or after closing time in the evening.
- Geospatial Media has appointed 'DB Schenker' as the official logistic Contractor for Geospatial World Forum 2023.

### **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:**

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 with official contractor. 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 Postillion Convention Centre WTC Rotterdam promptly on the final day of break-down. Exhibitors must ensure that their exhibits and stand materials are removed by 1800 hrs on 05 May 2023. The organizer will dispose of 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.

**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.

**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 build-up and breakdown. Do not take chances with your valuables- once they are lost, it will be very difficult or impossible 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 your strict supervision at all times.**



## SECTION 4 - Rules and Regulations

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- Raw space exhibitors / contractor will also be responsible for the proper behaviour of the contractor, if the contractor appointed is other than the 'Official Contractor'.
- The exhibitors/ contractor will also have to bear any charges levied by the venue Postillion Convention Centre WTC Rotterdam for damages caused to property, walls, flooring, etc.
- Exhibitors' contractor are requested to avoid designs blocking or 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 sub-sections of the stand inside the hall. Only finishing and touching up of paint (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 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.
- We would highly recommend that you practice cautious with regard to the move in / build up and tear down / move out phase of your exhibitions. We would recommend the following additional precaution actions to be taken and enforced to contractors and exhibitors 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 particular on the aisle with plastic sheet, plywood or used carpet during build up
  - 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.

### **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.



## Vendor Contact Details for Services

Service	Official Vendor	Order Due Date
Furniture & Plant Order Form Electricity Order Form Technical Order Form Internet Order Form Booth Cleaning Order Form	Jasper A-Booth Exhibition Services T: +31 (0)75 - 6225581 F: +31 (0)75 -6225582 E: Jasper@a-booth.nl	1 April 2023
Shipping Manual	DBSchenker Logistics Casablancaweg 22 1047 HN Amsterdam The Netherlands T: +31 (0)30 410 0450 E: fairs.NL@dbschenker.com	As per shipping label.
Company Information Form Fascia Name Form Security Deposit Form	Yash Agarwal Geospatial World M: +91 9319900362 F: +91 120 461 2555 E: yash@geospatialworld.net	1 April 2023
Registrations and Badge Printing	Harendra Rawat Geospatial World M: +91 9225555116 F: +91 120 461 2555 E: harendra@geospatialworld.net	

