



13-16 May 2024, Rotterdam



Exhibitor's Manual

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#GWF2024

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Dear Esteemed Exhibitor,

Welcome to Geospatial World Forum 2024, where innovation meets opportunity in the global geospatial community. We are delighted that you have chosen this esteemed platform to showcase your offerings and contribute to the vibrant exchange of ideas.

This Exhibitor Manual serves as your comprehensive guide, navigating you through all the logistical aspects of the event. Crafted with your needs in mind, it aims to streamline your planning process and ensure a seamless experience on-site.

Within the following pages, you will discover vital information presented in an accessible format, detailing processes and deadlines. Our goal is to provide you with the necessary tools to maximize your presence and engagement at the forum. Should you have any questions or require further clarifications, please don't hesitate to reach out to us.

We appreciate your partnership with Geospatial World and are committed to working closely with you in the coming months to guarantee a successful and rewarding showcase. Together, let's make Geospatial World Forum 2024 a platform where your business thrives and connections flourish.

Thank you for entrusting us with your participation. We eagerly anticipate the collaborative journey ahead.

Warm regards,



Annu Negi

Sr. Vice President

Geospatial World Forum 2024 Organizing Team



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Section 1: General Information

Regional Office:

Geospatial Media and Communications B.V.
Prinses Irenelaan 10
2273 DD Voorburg, The Netherlands
Phone: +31 628 926 956

Head Office:

Geospatial World
A-145, Sector 63, Noida,
Uttar Pradesh, India. 201301
Phone: +91 120 461 2500

Event Venue:

Postillion Convention Centre WTC Rotterdam
Beursplein 37, Meent 110, 3011 AA
Rotterdam, The Netherlands
Phone: +31 10 405 4462

Exhibition Operations & Logistics:

Mr. Yash Agarwal
Executive – Events
Mobile: +91 9319900362
Email: yash@geospatialworld.net

Registration:

Ms. Sweta Singh
Executive - Registrations
Mobile: +91 8295423894
Email: sweta@geospatialworld.net

Official Stand Contractor:

Mr. Jasper Van Honk
Phone: +31 (0)75- 6225582
Email: jasper@a-booth.nl

A-Booth Webshop

A-Booth Exhibition Services
Skoon 37, 1511 HV Oostzaan, Netherlands

Freight forwarder

MR Dragan Skrobic

Project Coordinator
Phone (mobile): +31 (0)62 1886405
Email: dragan.skrobic@dbschenker.com
3521 AB Utrecht The Netherlands


Exhibition Dates & Opening Hours:

Day	Date	Timing
Monday	13 May 2024	1730 hrs – 1900 hrs
Tuesday	14 May 2024	0900 hrs – 1900 hrs
Wednesday	15 May 2024	0930 hrs – 1900 hrs

Any change in timing will be intimated to all exhibitors accordingly.

Exhibition Opening

Please mark your calendars for the opening of the exhibition on Monday, 13 May 2024, at 1730 hrs, followed by a delightful welcome reception.

Accessibility to The Venue

Postillion Convention Centre WTC Rotterdam

- Situated within the World Trade Center Rotterdam.
- A sophisticated conference hotel, a mere 16-minute stroll from Museum Boijmans Van Beuningen, 5 km from Rotterdam Zoo, and 7 km from Rotterdam The Hague Airport.
- Transportation: Easily accessible from Beurs Rotterdam Metro (4 min walk) and Stadhuis Rotterdam Metro (5 min). High-speed train connections from Schiphol Airport to Rotterdam in just 26 minutes.
- City Transportation: Effortless travel within the city with buses connecting to trains, trams, subways, green taxis, water taxis, or bike taxis.

Location: [Postillion Convention Centre WTC - View on Map](#)

Currency

The official currency of The Netherlands is EURO (EUR). For real-time exchange rates, please consult reputable currency exchange sites, such as www.xe.com/ucc.

Tourist Information

Immerse yourself in the vibrant culture of The Netherlands! Explore comprehensive tourist information at [I Amsterdam](#)..

The Netherlands Visa

Ensure a seamless entry into the country. Check visa requirements with your travel agency or the Dutch consulate/embassy in your country. Stay updated on travel guidelines at [Government NL](#)..



SECTION 2: Registrations

Onsite Registration Date & Opening Hours

Day	Date	Timing
Monday	13 May 2024	1200 hrs - 1800 hrs
Tuesday	14 May 2024	0730 hrs - 1800 hrs
Wednesday	15 May 2024	0800 hrs - 1600 hrs

Any change in timing will be communicated to all exhibitors accordingly.

Complimentary Delegate Pass

Each booth includes a specific number of complimentary registrations based on the exhibition area. The following chart outlines 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 kindly requested to register the names of representatives from their organization no later than 1 April 2024.
- It is mandatory for each exhibitor to wear their exhibitor registration badge throughout the exhibition.
- Identification badges can be collected from the Geospatial World Forum 2024 conference registration desk at the conference venue on any of the registration days starting from 13 May 2024 at 1200 hrs onwards.

Contractor Registration:

For contractors responsible for building up and breaking down exhibition booths, please adhere to the following guidelines:

- Badges will be provided at the registration area on the first day of build-up.
- Contractors must wear their badges to ensure only authorized personnel enter the building.
- Complete contact details of the contractor and their team must be provided to the organizer for registration.



SECTION 3: TECHNICAL INFORMATION

Build-up Schedule: Standard Stand Construction Package (Shell Scheme)

Day	Date	Timing	Details
Monday	13 May 2024	10:00 AM	Exhibitors may begin moving in display equipment and posters for booth setup.
Monday	13 May 2024	1:00 PM	Aisles must be clear and empty, and packing materials should be taken out for storage. No more movements in the aisles.

Build-up Schedule: Exhibitors with Their Own Stand (Raw Booth)

Day	Date	Timing	Details
Sunday	12 May 2024	9:00 AM	Floor marking and possession of space.
Sunday	12 May 2024	10:00 AM	All construction works commence, and exhibitors may start moving in all materials. Major construction work must be completed by 8:00 PM on 12 May 2024.
Monday	13 May 2024	12:00 PM	Aisles must be clear and empty, and packing materials should be taken out for storage. No further movements in the aisles.

Exhibitor’s Profile Information

As an exhibitor, we request the following information by 1 April 2024 for inclusion in our Exhibitor’s Profile section:

- 100-word company profile in MS Word Format.
- High-resolution company logo in JPEG format.
- Contact person name and email id.
- Fascia name in MS Word Format.



Possession of Exhibit Space

Exhibitors using non-official stand construction contractors must have approved stand designs and a deposited security amount for possession.

Possession of raw space is granted upon full payment and submission of a Euro 2000 performance bond/security deposit receipt to Yash Agarwal by 12 May 2024. The deposit is refundable post-exhibition, contingent upon no property damage. Contractors of raw booths, if not official, provide this deposit.

Leaving the exhibition area after agreed contractual hours is non-negotiable. Failure to vacate the premises on time will hold exhibitors responsible for additional rental fees.

Plan Approval:

- Exhibitors with 'raw space' reservations, using non-official contractors, must submit their stand layout designs for approval by the organizer. This will prevent costly on-site alterations.
- **Submission deadline: 1 April 2024.**
- Include elevation drawings. The organizer will share approval/modifications on drawings.
- Construction and display must strictly adhere to the approved plans.

Carpentry Guidelines:

Contractors and exhibitors are reminded that carpentry inside the halls during build-up is prohibited. Only display assembly and minor finishing are allowed. Violating contractors will be stopped from continuing work on the exhibitor's stand. Use an old flex or plastic sheet/carpet on the ground before starting installing your raw booth.

Completion Instructions:

Ensure stands/booths are installed by 1300 hrs on 13 May 2024. Book booth cleaning services through A-Booth (Official Contractor).

Shell Scheme Exhibitor Facilities:

Each shell scheme booth includes the following items:

- White walls in an aluminum frame (2.50 x 1.00 meters)
- Closed fascia with a name panel (200 cm width)
- Wall socket of 500 watts, inclusive of a main electricity connection
- Number and company name in black on each open side
- 1 spot per 4 sqm
- Esolita carpet tiles

Note:

- No rebate will be provided 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 a paid basis. Please use the following link for orders: [A-Booth Webshop](#).**



Technical Specification for Raw Space:

Here are crucial technical specifications regarding the utilization of your exhibit space, the standard stand construction package, and the exhibition area in general.

Building Height:

- **Permission is required from the organizer for raw booths higher than 3 m.**
- Submit the layout for approval by 1 April 2024.

Electricity:

Voltage:

- May Voltage: 230V/400V, 50 Hz (50 cycles). Connections come from ducts in the floor.
- Power connection from the main distribution box (DB) inside the exhibitors' area will be provided by the official contractor starting from 12 May 2024

Electricity Order:

Raw space exhibitors are requested to order electricity via official contractor by 1st April 2024. [Order Electricity Here](#)

Connection Guidelines:

- Exhibitors are responsible for connecting their equipment from the socket inside the exhibitor's area.
- Penalties and/or disconnection may apply if power usage exceeds the specified loads.

Switch Connections:

- Exhibitors shall install separate and independent switch connections for each exhibit.
- No alternate connections or throw-over switches are allowed.

Accessibility and Safety:

- Exhibitors shall keep main electrical supply points easily accessible for operation and repairs in emergencies.
- Please do not conceal or cover main electrical supply points.

Safety Recommendations:

- Exhibitors shall install voltage stabilizers/UPS for sophisticated equipment.
- Please engage 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 hall's height permits suspensions and rigging. Kindly inform us if your booth requires suspension. **For rigging services, please connect with our official contractor well in advance.**
- This necessitates meticulous planning (considering limited build-up time) and approval from the Postillion Convention Centre WTC Rotterdam.
- No suspensions shall be directly made from the exhibition area ceiling through any external contractor. Sticking and fixings to the floor, walls, or any other part of the building are strictly prohibited

**Internet:**

Exhibitors requiring internet services for their booth are recommended to connect with the official stand contractor, A-Booth, before **1 April 2024**. For inquiries and order placement, please contact Jasper at Jasper@a-booth.nl or +31 (0)75 - 6225581.

Delivery and Removal of Exhibits:

- Exhibitors are responsible for the timely and safe delivery and removal of their exhibits.
- Please coordinate with the official contractor for smooth logistics and adherence to schedule.
- Please ensure compliance with all venue regulations for the delivery and removal process.

Waste Management:

Exhibitors are urged to refrain from discarding waste material from their stands into the aisles. Empty cases/crates should not obstruct aisles to ensure the safety of all participants.

Storage Guidelines:

- The organizer are unable to provide storage facilities in the conference venue for packing cases, surplus materials, or any other material.
- Exhibitors must arrange safekeeping with freight forwarder DB Schenker.
- Passageways in the exhibition halls must not be obstructed during move-in, stand construction, and exhibit removal.
- Contractors are responsible for daily removal of their cut-offs and waste during build-up and breakdown.
- Use of passageways behind stalls for storage is strictly prohibited.
- Exhibitors should book cleaning services with the official contractor.
- The organizer reserves the right to invoice exhibitors for excessive packing materials and discarded crates or cartons.

Post-Event Hall Handover:

- Exhibitors are required to promptly hand over the halls to the Postillion Convention Centre WTC Rotterdam on the final day of breakdown. All exhibits and stand materials must be removed by 2359 hrs on 15 May 2024.
- The organizer will dispose of any items left in the hall beyond this time, and management will not be held responsibility for any loss or damage. Costs incurred in the process will be borne by the exhibitor in default.

Animals:

Bringing any animals in the conference area is strictly prohibited.

Personal Belongings:

- Exhibitors/participants are responsible for their personal belongings.
- Please take utmost care of your personal belongings.
- The organizer assumes no responsibility for any losses or damages of any kind.
- Please keep essential items like passports, exhibit goods, laptops, etc., under strict supervision at all times.



SECTION 4 - Rules, Instructions & Regulations:

Contractor Responsibility:

- Raw space exhibitors/contractors are advised to maintain proper code of conduct with official contractor.
- Charges for damages to property, walls, flooring, etc., by the venue (Postillion Convention Centre WTC Rotterdam) will be borne by the respected exhibitors/contractors.

Stand Design and Behaviour:

- Avoid designs blocking or boxing-in other exhibitors' stands.
- Open back walls should never be left untidily.

Stand Construction Guidelines:

- Fabrication or building from scratch inside the halls is not permitted.
- Please bring prefabricate and fit sub-sections of the stand inside the hall during build up.
- Only finishing and touching up of paint (not complete painting) is allowed during build up.

Structural Limitations:

- No part of any structures may extend beyond the boundaries of the allocated stand.
- Finished back wall required, except for island or peninsula stands.
- Open raw space stand shall not use the support of any shall scheme wall or any other wall of other stand/exhibitor.

Shell Scheme Panels:

- Nailing or puncturing shell scheme panels is strictly prohibited.
- Exhibitors shall borne the cost of damage directly.

Heavy Machinery:

- Maximum height of 2.5 meters for heavy machinery in the hall.

Recommended additional precautions:

- Protect the floor with old carpet or plywood for heavy-duty trolley movement.
- Use plastic sheets, plywood, or used carpet to protect aisle carpets during build-up.
- No sanding, sawing, metal cutting, major painting, or major construction allowed.

Force Majeure:

- In unfortunate case of exhibition cancellation due to force majeure or unavoidable circumstances, exhibitors are not entitled to claim damages or compensation.
- Organizers reserve the right to reschedule the event in the interest of the exhibition.

Insurance for Contractors & Service Men:

- Exhibitors are advanced to have sufficient insurance for covering their staff and hired contractors for any on-site physical damage.
- Organizers will not be held liable for any damages in case of mishaps.


Important Deadlines and contacts:

Service	Official Vendor	Contact Details	Order Due Date
Furniture & Plant Electricity Order Technical Order Internet Order Booth Cleaning Order	Jasper A-Booth Exhibition Services	A-Booth Webshop. T: +31 (0)75 – 6225581 F: +31 (0)75 -6225582 E: Jasper@a-booth.nl	1 April 2024
Shipping Manual	Dragan Skrobic DB Schenker Logistics	T: +31 (0)62 1886405 E: fairs.NL@dbschenker.com/ dragan.skrobic@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 2024
Registrations and Badge Printing	Shweta Singh, Geospatial World	M: +91 9225555116 F: +91 120 461 2555 E: shweta@geospatialworld.net	1 April 2024

