



## **GENERAL INSTRUCTION**

The Event Brochure is a simple guide that will help every exhibitor with all the necessary information that they will need to get prepared for **MEDex 2018**.

Please read the Event brochure carefully.

1. Be prepared for the event, by ordering all essential services in advance.
2. The Event Brochure has been supplemented with some vital forms. Please fill in the required forms completely and ensure that it reaches us on or before the deadlines mentioned in the forms.
3. Exhibitors need to fill in the Admit pass completely and hand it over to the **MEDex 2018** Office before taking over the booked space.
4. Always carry copies of all completely filled-in forms and payments made to **MEDex 2018**.
5. The Exhibition hall will be opened to visitors between **1000 and 1900** hours during the exhibition days.
6. The Exhibition hall will be opened for build-up and dismantling purposes from **1300 to 2300** hours for the scheduled dates during the build-up and break down points.
7. All exhibitors are permitted to their stalls 30 minutes before exhibition opens and **30 minutes after** exhibition closes.
8. Exhibitors are rented out the space allotted to them and will strictly be bound to that space. Any material of the exhibitor if found outside the rented space will be taken into possession by the organizer.
9. Exhibitors are requested to adhere to all rules and guidelines put forth in all materials of MEDex 2018 and indicated from time to time.
10. All exhibitors are expected to carry their badges at all times during the exhibition days.
11. No person present inside the exhibition hall will act or behave in a manner that may cause any harm, injury or damage to other persons / exhibits / exhibition hall property / fixtures.
12. All exhibitors are advised to carry their official letterheads and rubber stamps.
13. All exhibitors are expected to hand over the rented space in good condition, as deemed fit by the organizers.
14. Exhibitors need to fill in the Exit pass completely and hand it over at the Registration Counter of MEDex 2018 before vacating the exhibition hall.

**15.** Confederation of Indian Industry (CII), Madurai Zone, reserves the right to remove / amend any clause / policy laid down by MEDex 2018. The decision made by Confederation of Indian Industry (CII), Madurai Zone, is and will be final.

**16. PAYMENTS:** All payments are to be made by **Demand Draft / Cheque in favour** of “Confederation of Indian Industry”, payable at Madurai.

**17. CANCELLATION POLICY:** If due to unavoidable circumstances, the exhibitor wishes to cancel the booking for MEDex 2018, the exhibitor is expected to intimate the cancellation in writing for which the following cancellation charges will be applicable:

- a) Prior to **25<sup>th</sup> September 2018** - 50% of the total booking cost
- b) Prior to **6<sup>th</sup> October 2018** - 75% of the total booking cost
- c) Prior to **10<sup>th</sup> October 2018** - 100% of the total booking cost

**18.** The venue that comprises of the Exhibition hall and the Conference hall will be secured by the organizers security personnel. However, neither Confederation of Indian Industry (CII) nor **MEDex 2018 will be responsible for the loss or damage of the exhibitor's stall and their exhibits.**

**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 and on last day, no one will be allowed to remain inside the hall. For stand construction and dismantling dates.

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.

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