



AOCR

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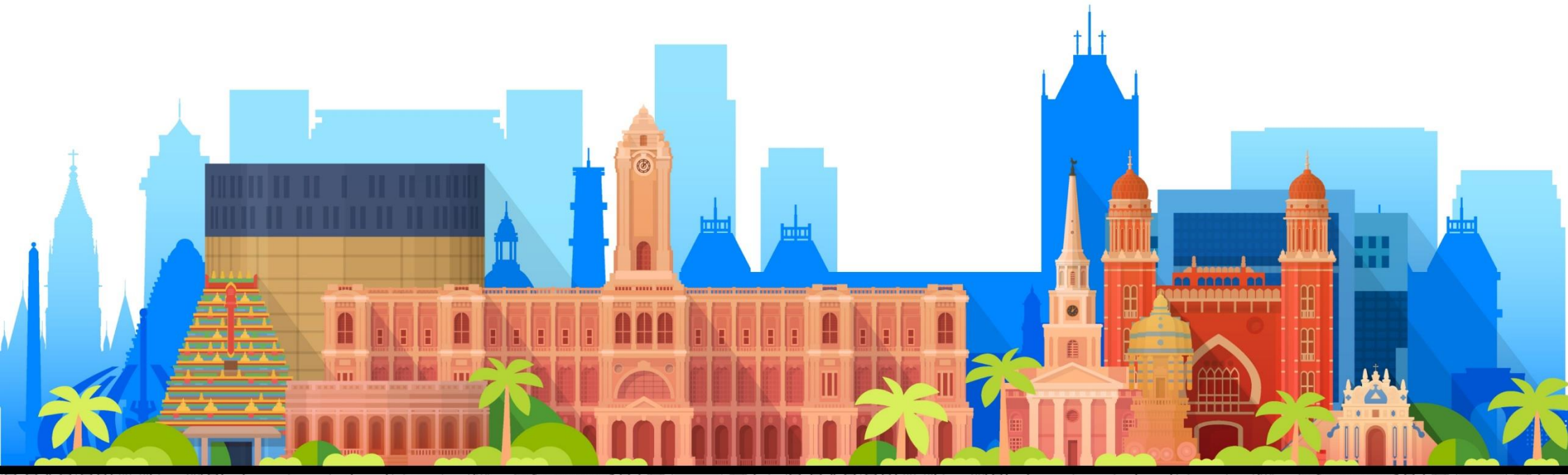
23rd ASIAN OCEANIAN CONGRESS OF RADIOLOGY | 77th Annual Conference of Indian Radiological and Imaging Association

HOSTED BY: TAMILNADU & PONDICHERRY CHAPTER OF IRIA



23rd - 26th January 2025 | Chennai Trade Center, Chennai

EXHIBITOR MANUAL



To,

All Exhibitors

Sub: Exhibitor Manual

Dear Exhibitors,

Greetings from AOCR 2025!!!

For your participation in the 23rd ASIAN OCEANIAN CONGRESS OF RADIOLOGY(AOCR 2025), scheduled at CHENNAI ,INDIA, KINDLY READ all the information provided below.

It is important for each participating exhibitor to comprehensively go through this manual, we would recommend that you share this manual with members of your staff, who would be working with you at the Exhibition e.g., Contractors, Sub Contractors, Staff etc.

The exhibition manual provides all details relating to your participation in **AOCR 2025**. It also informs you of privileges, Do's & Don'ts all of which are important to your success and your efficiency.

Do not hesitate to contact us if any further clarification is required.

Please Note: Stall possession letter will not be provided to those who haven't made complete payments and haven't provided copy of Form 1 – 4 as applicable.

Warm Regards,

Prof. Dr. C Amarnath
Organising Chairman

Dr. L Murali Krishna
Organising Secretary

Dr. N Chidambaranathan
Chairman - Trade Committee



IMPORTANT DETAILS:

- **No Workday:**

A "NO WORKDAY" will be observed on the 22nd of January 2025 from 2100 hrs onwards. This day is critical for the organisers to prepare the event arena including the testing of power supply, air-conditioning, laying of carpets and housekeeping. Exhibitors need to confirm to this timeline. All workforce of the exhibitor will be asked to vacate the premises on 22nd of January 2025 from 2100 hrs.

- **Stall/ Bare Space Numbers:**

Stall/ bare space numbers allocated to exhibitors will be mentioned on the possession letter on completion of full payment & submission of all forms.

- **Form Submission:**

Exhibitors are requested to submit the mandatory forms before the due dates mentioned in the table below. If exhibitors do not submit the necessary forms by that day, their entitlements stand cancelled, and the stall/ bare space will be allotted to the next exhibitor

FORM	DUE DATE	PAVILION SPACE 10M x 10M & 5M x 5M	STANDARD STALL 3M x 3M & 2m x 2m
Fascia Name for Standard Stall	15th January 2025	Not Applicable	YES
Power Declaration	15th January 2025	YES	YES
Contractor Information	15th January 2025	YES	YES
Exhibitor Undertaking	15th January 2025	YES	YES



IMPORTANT DETAILS:

• **Possession Letter:**

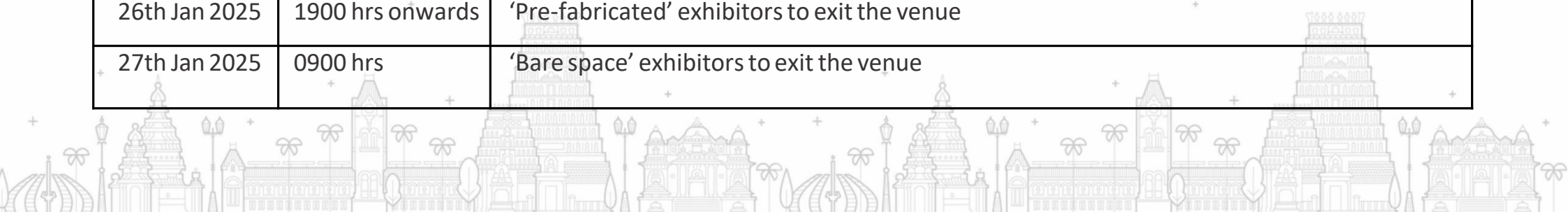
Exhibitors must produce the possession letter provided by the Organizing Committee before entering the premises for setup. The security will not allow any exhibitor/ contractor/ fabrication agency to enter the venue without this letter.

Note: Possession letter will be provided in original after submission of all forms and full payment

• **Storage:**

There is no storage space for boxes/ other materials of the exhibitor on the venue. Exhibitors must store all the materials within their stall.

FORM	TIME	PARTICULARS
22nd Jan 2025	0800 hrs onwards	Possession of venue for Pavilion, Standard & Regular 'bare space' exhibitors to start construction of custom pavilions
22nd Jan 2025	0800 hrs onwards	Possession of stall for Standard & Regular 'pre-fabricated' exhibitors to setup their material
22nd Jan 2025	2000 hrs onwards	Handover of venue by 'bare space' & 'pre-fabricated' exhibitors with completed booths
22nd Jan 2025	2100 hrs	'No Work' day for all participants
23rd Jan 2025	0800 hrs onwards	Entry to trade representatives
23rd Jan 2025	TBC	Exhibition Zone Inauguration
26th Jan 2025	1500 hrs onwards	Exhibition zone sealed for dismantle
26th Jan 2025	1900 hrs onwards	'Pre-fabricated' exhibitors to exit the venue
27th Jan 2025	0900 hrs	'Bare space' exhibitors to exit the venue



VENUE DETAILS:

- The industry exhibition is in the Exhibition Hanger Area near Hall Number 3 & 4, Chennai Trade Centre –
- Nandambakkam, Chennai, Tamilnadu, India

• Address: Chennai Trade Centre - Nandambakkam, Chennai - 600089, Tamilnadu, India

- Google Map Link:

<https://www.google.com/maps/search/chennai+trade+centre/@13.0144974,80.1893692,103m/data=!3m1!1e3?hl=en&entry=ttu>

- EXHIBITION TIMINGS:

Sr. No.	Date	First Entry	Exhibition Opening Time	Exhibition Closing Time	Last Exit
1	23rd Jan 2025	0730 hrs	0830 hrs	1930 hrs	2000 hrs
2	24th Jan 2025	0730 hrs	0830 hrs	1830 hrs	1900 hrs
3	25th Jan 2025	0730 hrs	0830 hrs	1830 hrs	1900 hrs
4	26th Jan 2025	0730 hrs	0830 hrs	1300 hrs	1400 hrs

ON-SITE CONTACT DETAILS:

Sr. No.	Name	Role	Date	Timings	Contact Number
1	Sriranga	Exhibition - Incharge	22nd-26th Jan 2025	0800 hrs to 1900 hrs	+91 96503 19003
2	Rajesh Singh	Onsite - Exhibition Manager	22nd-26th Jan 2025	0800 hrs to 1900 hrs	+91 95995 86717
3	Rahul	Exhibitor Registration	22nd-26th Jan 2025	0800 hrs to 1900 hrs	+91 98103 99003
4	Sriranga	Exhibition Manager (Admin)	22nd-26th Jan 2025	0800 hrs to 1900 hrs	+91 96503 19003

STALL TYPES:

• **Bare Space Only Stalls – Pavilions Space:**

These stalls are marked on the venue layout. The organizers will provide no structure for such stalls. Stalls as per the selection will be marked on the floor using demarcation tape and the stall number will be clearly mentioned & no false ceiling is allowed. Maximum permissible construction heights from the floor to the highest point of the stall including fascia are as follows:

Stall Type	Permissible Height
Pavilion Space (16m x 14m)	13ft max
Pavilion Space (14m x 13m)	13ft max
Pavilion Space (12m x 12m)	13ft max
Pavilion Space (10m x 14m)	13ft max
Pavilion Space (10m x 12m)	13ft max
Pavilion Space (7m x 8m)	13ft max
Pavilion Space (6m x 6m)	13ft max
Pavilion Space (6m x 5m)	13ft max
Premium Stall (6m x 3m)	8ft max back and side wall (Fascia height can be upto 10ft from floor)
Premium Stall (5m x 3m)	8ft max back and side wall (Fascia height can be upto 10ft from floor)
Standard Stall (4m x 3m)	8ft max back and side wall (Fascia height can be upto 10ft from floor)
Standard Stall (4m x 2m)	8ft max back and side wall (Fascia height can be upto 10ft from floor)
Regular Stall (3m x 3m)	8ft max back and side wall (Fascia height can be upto 10ft from floor)
Regular Stall (3m x 2m)	8ft max back and side wall (Fascia height can be upto 10ft from floor)
L Shaped Stall (6m x 3m x 3m)	13ft max
L Shaped Stall (5m x 3m x 2m x 2m)	13ft max



• **Pre-Fabricated Shell Scheme Stalls – Standard Stall Series:**

These are stalls which give the exhibitor pre-fabricated octanorm walls on 2 or 3 sides. Exhibitors opting for such stalls may not alter the structure in any way. Corner stalls (based on the allocation in the layout) may opt for 2 sides open. This information needs to be provided to the exhibition manager on rajesh@concepttc.com & sriranga@concepttc.com before 1st January 2025. Maximum permissible branding height is 8ft. from the floor to the highest point of the stall.

ENTITLEMENTS:

Stall Type	Structure & Furniture
Pavilion Space & L Shaped Stalls	Not Applicable
Premium Stall (6m x 3m)	3 sided octanorm stall with front fascia print, carpet, electrical point, lights, dustbin, 1 table, 2 chairs
Premium Stall (5m x 3m)	3 sided octanorm stall with front fascia print, carpet, electrical point, lights, dustbin, 1 table, 2 chairs
Standard Stall (4m x 3m)	3 sided octanorm stall with front fascia print, carpet, electrical point, lights, dustbin, 1 table, 2 chairs
Standard Stall (4m x 2m)	3 sided octanorm stall with front fascia print, carpet, electrical point, lights, dustbin, 1 table, 2 chairs
Regular Stall (3m x 3m)	3 sided octanorm stall with front fascia print, carpet, electrical point, lights, dustbin, 1 table, 2 chairs
Regular Stall (3m x 2m)	3 sided octanorm stall with front fascia print, carpet, electrical point, lights, dustbin, 1 table, 2 chairs



ACCESS:

- **Exhibitor Construction Team/ Fabricators/ Labor:**

Exhibitor construction teams/ fabricators and labor will be allowed into the venue on the dates mentioned in the Dates to Remember section. Such personnel can get their entry badges from the security entry from the **back of the trade center building**, in case of difficulty kindly contact the exhibition manager.

During the event/ event days, access to any type of construction team and fabricators is strictly prohibited. In case of a technical emergency, technical crews can be admitted into the event arena after 1800 hrs on 23rd, 24th & 25th Jan 2025. Such teams must vacate the premises before 2100 hrs.

- **Stall Construction Material:**

All stall construction material entering the venue must be declared on a challan and provided to the security in charge. Only material mentioned in the challan will be allowed to leave the premises after completion of the exhibition.

Due to the volume of material entering the premises, un-loading points will be provided to exhibitors arriving as per schedule. Kindly mention time of arrival on form no. 4. exhibitors that miss their arrival time will be given the next available slot after the other exhibitors have un-loaded their material. In case of difficulty, kindly contact the exhibition manager.

- **Stall Promotional Material:**

Stall promotional material like appliances, give aways, gifts, brochures and leaflets can be brought into the venue on 22nd Jan 2025 2100hrs onwards and 0600hrs onwards on the 23rd - 25th Jan 2025.

No material entry will be permitted post 0700 hrs on 23rd Jan 2025. After closing of the exhibition, daily access will be provided until the time of last exit as per the grid above. In case of any difficulty, please contact the Exhibition manager. Stall promotional material can be kept on the stall after closing of the exhibition at the exhibitor's risk. There is no space available for overnight retention of goods.

- **Exhibitors/ Company Representatives:**

Exhibitors can get their badges as per the entitlement grid above on 23rd Jan 2025 from the registration zone between 1100 hrs - 1600 hrs. Exhibitors are requested to clear their badge formalities to avoid any delays in entry to the exhibition zone.

- **Dismantle:**

Exhibitor construction teams, fabricators and labor can get entry into the venue based on the grid above. In case of difficulty, kindly contact the exhibition manager.

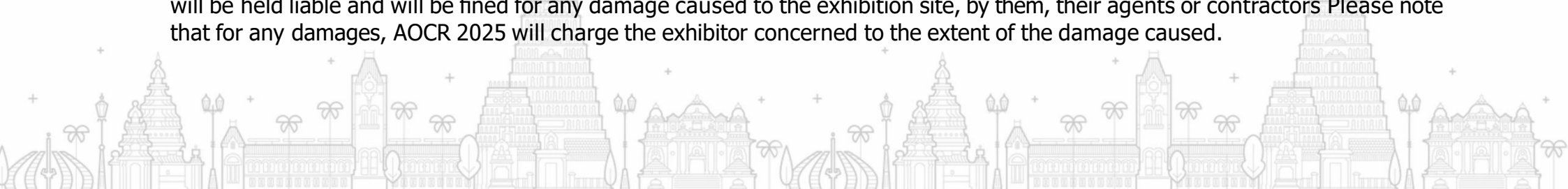
GENERAL RULES & REGULATIONS:

- All exhibitors must ensure that their contractors should not at any given point of time, during the exhibition built up period and during the exhibition days block passage / aisles with their materials
- No work such as painting, carpentry, drilling etc. will be allowed in the passage / aisles
- The exhibition manager and security reserve the right to discard any such material without prior intimation
- Exhibitors are advised to remove all display material from partition panels, which they wish to carry back
- All stalls must be dismantled and handed over to the exhibition manager as per the grid above
- It is strictly prohibited to affix nails, hooks, tracks screw, adhesives, paint or similar items to the floors, walls, ceiling or other parts of the premises. The exhibition manager and security reserve the right to discard any such material without prior intimation
- No cement, mortar, resins or adhesives may be applied directly to the floors
- The official contractor will charge the offenders for any damage to their octanorm stall panels
- AOCR 2025 reserves the right to cut the exceeding stall height without giving prior notice or put a stop to all “fabrication” work, should we notice any deviations from the permissible construction height
- For effectiveness of Air Conditioning, it will not be allowed to create false ceiling over your stalls or any covering on top of stalls. The stalls will have to be open-to- the ceiling on the top
- Double-deck Mezzanine structures are not permitted
- Dimensioned drawings of all “Pavilion, Standard Stalls & Regular Stalls” stands must be sent to the Organizers for approval, not later than 15th Jan 2025. The Organizers reserve the right to reject a design likely to unreasonably affect nearby exhibitors’ sites in any way or not confirming to safety standards or interrupting in any way with the efficiency of the exhibition
- Due to the limited construction period, the use of pre-fabricated components is recommended
 - All materials used in the construction of stand fitting and displays must be either:
 - o Non-combustible material
 - o Flame resistant if plastic
 - o Flame resistant boarding
 - o Timber of any thickness, treated to be flame resistant
 - o Timber of thickness of more than 25 mm minimum
 - o Chipboard or block board more than 18mm thick
 - o All textile materials used for decorative finishes to stands:
 - Shall be able to pass a test for flammability or for surface spread of flame
 - Shall be fixed taut or in tight pleats to a solid backing
 - Shall be secured at floor level
 - Shall not ignite when subjected to a flame after 10 seconds
 - Shall not have an afterglow when subjected to a heat source for 10 second
 - Any paint used should be water-based and the use of paint sprayers in the Sections is not permitted

- The exhibitor is responsible for ensuring that no product or display is placed in the aisle adjacent to his stand throughout the open hours of the exhibition
- No part of any stand or exhibits including fascia, signs, lighting, corner posts or other fittings shall project into or overhang any gangway or adjacent stands, obscure any fire or exit signs, or be suspended from the roof. Additionally, any display or other items attached must not project over the frontage of space taken by another exhibitor
- Small portable, costly and attractive exhibit items are most at risk of theft, usually after the exhibition closes each day. Exhibitors are therefore advised take such items back each day before leaving the exhibition halls
- Exhibitors are not permitted to paste or otherwise affix or exhibit advertisements anywhere in the exhibition halls except on their own stands.

In addition, exhibitors may not distribute handbills, advertisements, photographs or other printed matter from the aisles and the outside areas of the exhibition

- Exhibitors are not permitted, and shall not permit others, to connect or otherwise interfere with the electrical supply or other fittings of the hall and shall not introduce into or use in the halls any supplementary plant for the generation or supply of electricity or for artificial lighting or generating power
- It is prohibited to take electrical supplies from anywhere except the designated power outlet
- For the convenience of Exhibitors and the maintenance of electrical equipment during the exhibition, it is suggested that the following specific colors of wires should be used for all types of electrical connections in the booths. Red for the electrical phase, Black for neutral and Green for the earthing
- The delegate data with email id will be shared with only Super Platinum Category only and they can use till the conference ends with the thanking letter at the end of the event.
- The area of the booth must not exceed the allotted area i.e., one inch within the marked allotted area
- Carpets, signboards, arches, lighting equipment, flags, furniture pieces or exhibits should not protrude into the aisles nor extend beyond the rented space, and they do not disturb the gangway
- The organizers reserve the right to use aisles for booth number plates and other materials:
 - Any decoration or exhibit must not obstruct fire-fighting equipment and facilities, such as fire extinguishers, fire hydrants, sprinklers, emergency bells, emergency exit signs, etc. Also, exhibitors must make sure that exhibits are not left in these areas
 - Hanging of decorative materials such as banners or wires from the ceiling of the exhibition halls is strictly prohibited o Exhibitors will be held liable and will be fined for any damage caused to the exhibition site, by them, their agents or contractors Please note that for any damages, AOCR 2025 will charge the exhibitor concerned to the extent of the damage caused.



SAFETY MEASURES:

Exhibitors must ensure that the labor working on their stalls must be in closed footwear, safety vest and hard hat helmets. No minor will be permitted into the premises for setup or dismantle. All Labour must have an Aadhar card.

LICENCES:

All licenses pertaining to any activity done by the exhibitor must be provided to the exhibition manager before the 16th Jan 2025. In case of any activity requiring licenses, prior intimation needs to be given to the conference manager. If you are not sure about which licenses to take/ have any queries relating to the same, please contact us on rajesh@concepttc.com & sriranga@concepttc.com. The organisers reserve the right to cancel any activity if such licenses are not submitted.

INSURANCE:

Exhibitors are requested to insure their booths, exhibits, personnel, labor, fabricators, contractors etc. as required.

SECURITY:

General security arrangements for the exhibition will be controlled by the Organizers. The entire event area is covered by CCTV. While the Organizers will make all reasonable arrangements for security, they will not take responsibility for any loss or damage which may occur and the stall or its exhibits and contents (including personal property). Exhibitors requiring additional round the clock security may contact the Exhibition incharge. Additional security will be arranged by the organisers against a fee. Intimation for the same should be given to the organisers before 15th Jan 2025.

HOUSEKEEPING:

The floors of all stalls will be cleaned at no additional cost. All areas will be cleaned overnight before the exhibition opens and daily thereafter. Exhibitors will be responsible for cleaning of their stand equipment and displays. Additional housekeeping staff (if needed by exhibitors for their own stall) will be arranged by the organisers against a fee. Intimation for the same should be given to the organisers before 15th Jan 2025.

STAND CATERING:

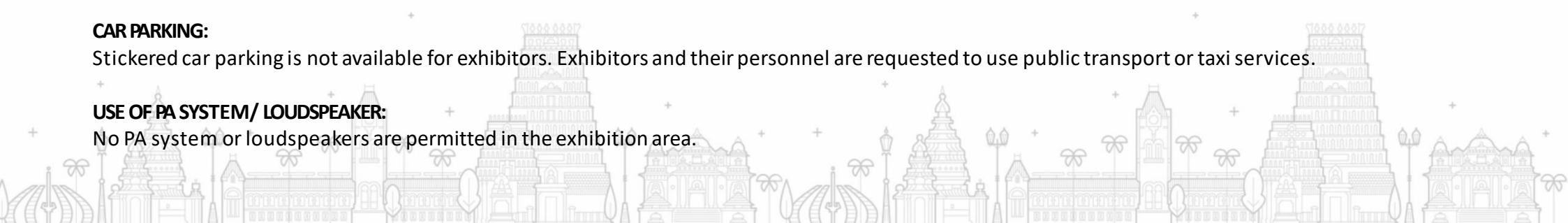
No outside catering is allowed on the premises. In case of any F&B requirement, the same has to be procured from organisers

CAR PARKING:

Stickered car parking is not available for exhibitors. Exhibitors and their personnel are requested to use public transport or taxi services.

USE OF PA SYSTEM/ LOUDSPEAKER:

No PA system or loudspeakers are permitted in the exhibition area.



USE OF PROGRAMMABLE LIGHTING AND PROJECTION SYSTEMS:

Use of programmable light/ projection system must be confined to the boundaries of your own booth. While installing such equipment, care must be taken that such fixtures do not affect other neighboring stalls or hamper the overall look of the exhibition area. Projection of material on the walkway of walls of the venue is strictly prohibited.

FIRE, EMERGENCY AND ACCIDENT PROCEDURES:

• **Fire:**
The exhibition halls are equipped with fire extinguishers and fire hydrants are always on standby. Adequate fire marshals and security staff have been deployed during setup, show days and dismantle. Emergency Exits have also been created in all areas with in-lit EXIT signages.

• **Accident Procedures:**
A cardiac ambulance is always available during setup, show days and dismantle in case of any medical emergency. The exhibition managers office/ stall can be contacted in case needed.

We request all our exhibitors and event partners to strictly follow the guidelines above for a smooth and hassle-free experience.

SECURITY DEPOSIT:

Exhibitor construction teams/ fabricators has to deposit a DD/Cash of Rs. 1,00,000/-. The same will be refunded back after the event.

The amount will be charged

- If the above guidelines are not followed
- Any damages made by the construction teams/ fabricators & pharma companies to the property

Best Wishes,

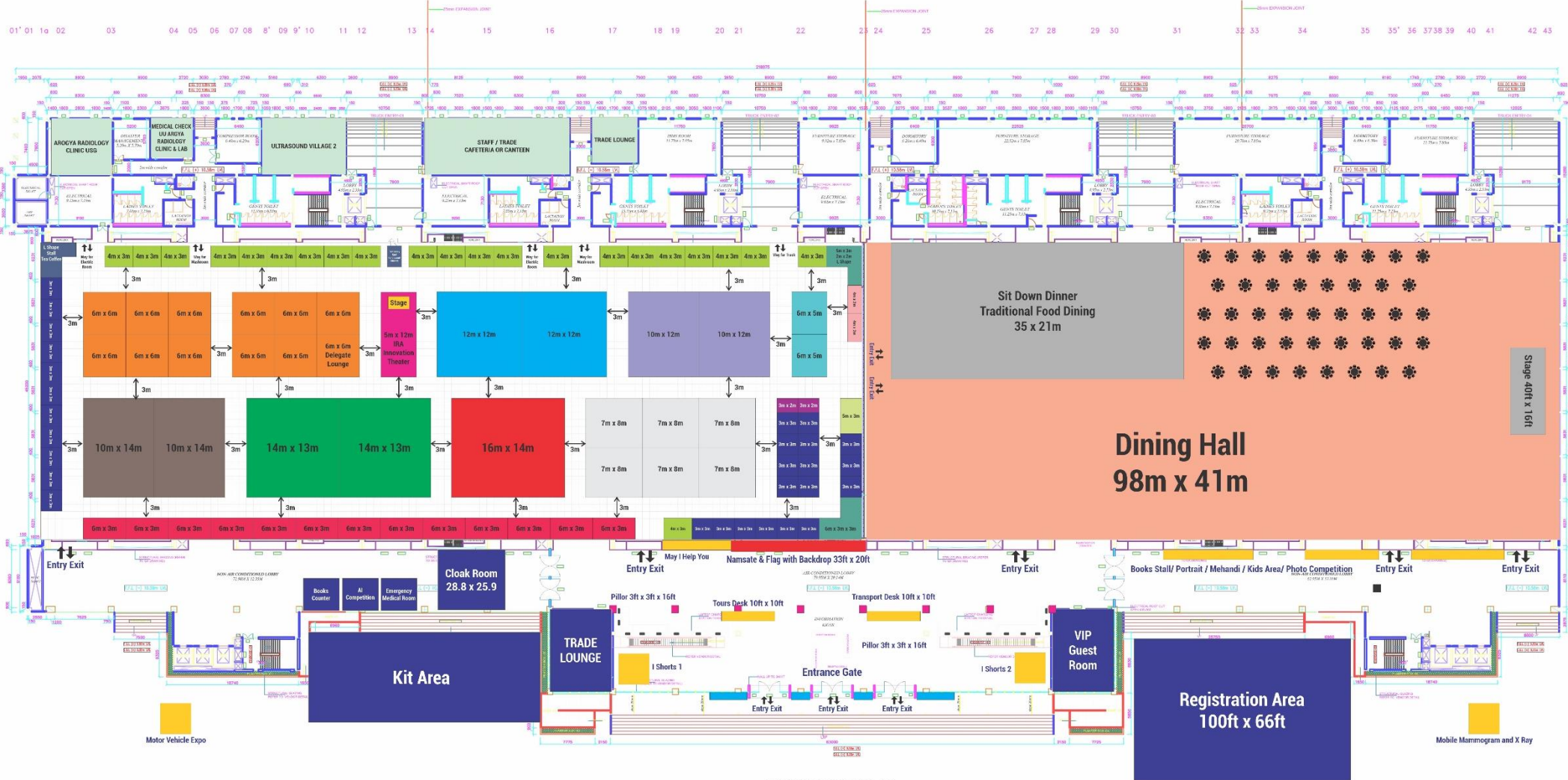
Prof. Dr. C Amarnath
Organising Chairman

Dr. L Murali Krishna
Organising Secretary

Dr. N Chidambaranathan
Treasurer



FLOOR PLAN



GROUND FLOOR PLAN



**Additional Requirements
Like Electricity, Chair,
Tables etc.. Will be added
very soon.**





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Thank You

