



INTERSPEECH 2018
SEPTEMBER 2-6 | HYDERABAD, INDIA
HYDERABAD INTERNATIONAL CONVENTION CENTRE

The background of the entire page is a low-angle photograph of the Charminar in Hyderabad, India. The image shows the intricate white and beige architecture of the monument, including its four tall, ornate minarets and the central square tower. The sky is a clear, pale blue. A yellow banner is overlaid at the bottom of the image, containing the text "Exhibitor Services Manual".

Exhibitor Services Manual

SHOW DETAILS & CONTACTS

Exhibition:

Interspeech 2018
2 – 6 September 2018, Hyderabad
Theme: Speech Research for Emerging Markets in Multilingual Societies

Venue:

Interspeech 2018 will be held during September 2-6, 2018 in Hyderabad, the capital city of the newly formed state of Telangana in India. The venue of Interspeech 2018 is the Hyderabad International Convention Centre (HICC), a state-of-the-art facility with the capacity to host conferences with over 5000 delegates. The Interspeech 2018 exhibition area is located in the ground floor of HICC, in halls 4, 5 and 6 merged together and measuring 32,000 sq. ft. The exhibition area is strategically interspersed with poster session boards, coffee stations and lunch counters to ensure good integration between exhibits and scientific content. This puts your company right in the middle of the vibrant scientific dialogue.

Conference Venue Visiting Address:

Interspeech 2018
Hyderabad International Convention Centre (HICC)
Novotel & HICC Complex,
Izzathnagar, Kothaguda
Hyderabad, Telangana 500081

Exhibition Timings:

Monday, 3 September 2018 09:00 – 16:30
Tuesday, 4 September 2018 09:00 – 18:00
Wednesday, 5 September 2018 09:00 – 18:00
Thursday, 6 September 2018 09:00 – 16:00

Exhibitor move-in:

Sunday, 2 September 2018 10:00 till 23:00

Exhibitor move-out:

Thursday, 6 September 2018 16:00 – 23:00 – Dismantling of booths & removal of exhibits

Organizer:

Indian Institute of Technology (IIT), Madras, India
International Speech Communication Association (ISCA)

Exhibition Committee Contact:

Exhibition Chair: Dr. K. Sri Rama Murty
Tel: +91 40 2301 6005 (office hours)
Mobile: +91 9989315776 (during conference hours September 2 - 6)
E-mail: exhibition@interspeech2018.org

Exhibition Operations & Logistics:

S. Eknath Reddy
KW Conferences Pvt Ltd
Tel: +91 40 – 65987803
Mobile: +91 9849852644
E-mail: eknath@kwconferences.com

❖ **Note: Exhibitors will be responsible for their respective stalls and exhibits during the event**

EXHIBITION RENTAL FEE, BADGES & LISTING

GENERAL INFORMATION

RENTAL FEE

Booth Size	Number of Exhibitor Badges	Price before 31 July 2018	Price after 31 July 2018
Premium Booths (with two side open) Size: 3 M x 2 M Stall nos: P1 - P24	2	INR 2,00,000	INR 3,00,000
Size: 3 M x 3 M Premium Location Stall nos: L1 - L24	2	INR 2,00,000	INR 3,00,000
Size: 3 M x 2 M Stall nos: M1 - M18	1	INR 1,50,000	INR 2,25,000
Size: 2 M x 2 M Stall nos: S1 - S20	1	INR 1,00,000	INR 1,50,000

GST as applicable on stall rental charges

Note: Exhibitor badge includes access to the Conference and tea/coffee & lunch breaks
Additional Exhibitor badges are available for INR 10,000 or USD 150 per badge

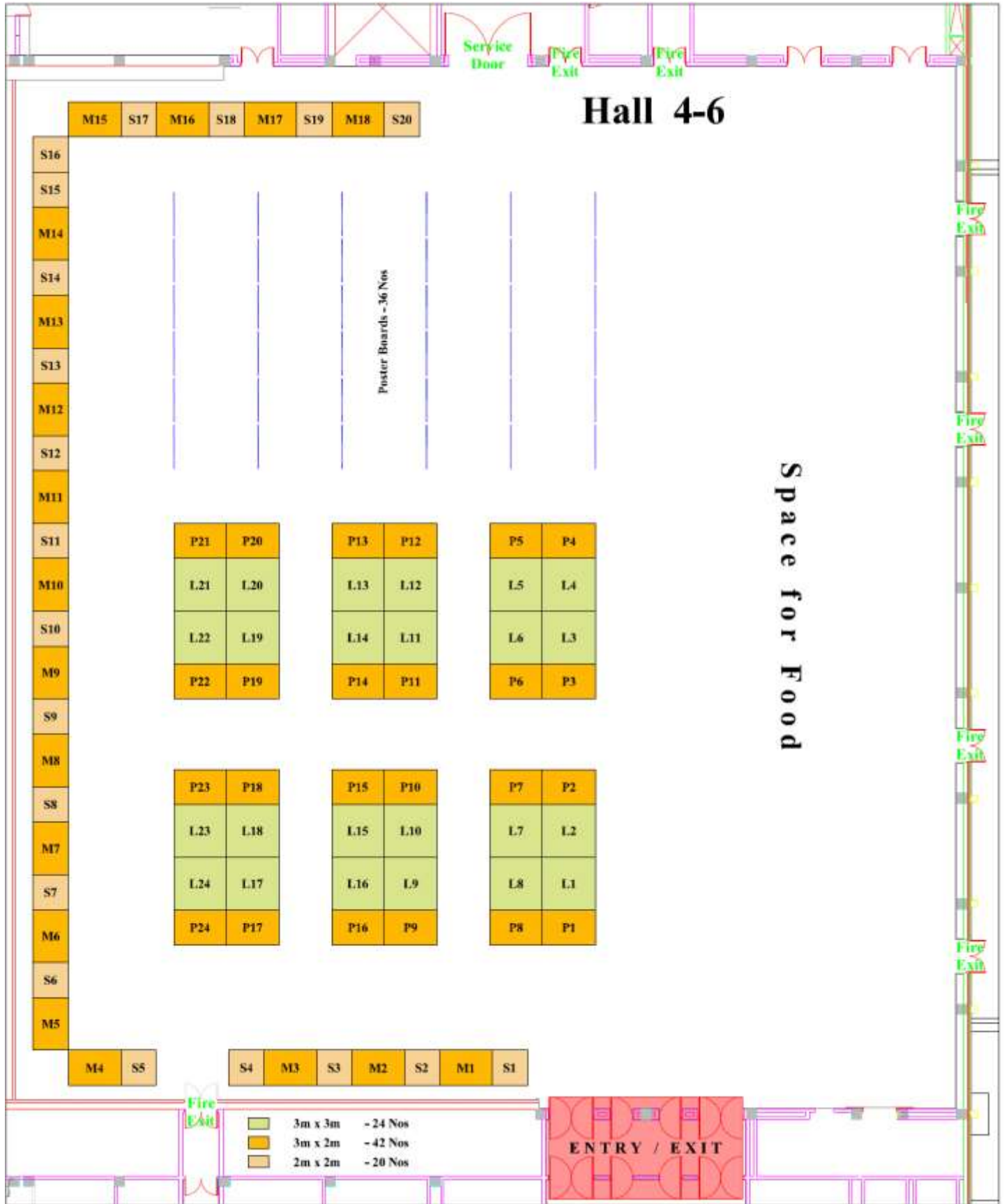
LISTING IN THE EXHIBITION GUIDE

Please send your website address and a 50-word description of your organization along with logo before **15 July, 2018** in order to be published on the conference app.

- ❖ *If you wish to rent any additional furniture/accessories, please contact our Exhibition representative from KW Conferences Pvt Ltd at eknath@kwconferences.com*

EXHIBITION LAYOUT

GENERAL INFORMATION



RULES & REGULATIONS

GENERAL INFORMATION

The rules and regulations governing Interspeech 2018 Conference cum Exhibition are an integral part of the contract for exhibit space and have been established for the protection of everyone. The overriding principle contained in these Exhibit Rules and Regulations is equality for all.

Exhibits installed at Interspeech 2018 Conference cum Exhibition must comply with the rules and regulations of the exhibition. In the event that an exhibitor or exhibit activity are in violation of the exhibition rules and regulations or are not consistent with the standards of the exhibition, Organizers may require the exhibitor to alter the exhibit either before the exhibition or on-site. Necessary changes are to be made at the exhibitor's expense and are subject to approval.

All exhibition matters and questions not covered by these rules and regulations are subject to the decision of Organizers. These rules and regulations may be amended at any time by Organizers. The original rules and regulations, as well as any amendment to the original rules and regulations, shall be equally binding to all parties. In the event of any amendment or addition to these rules and regulations, written notice will be given by Organizers.

AISLES

Displays must be confined to within the exhibitor's booth and must not be designed to obstruct the clear view of other booths or interfere with the flow of traffic - example: video monitor(s) should be placed where visitors viewing the monitor(s) do not block the aisle.

BACKWALL

All booth configurations will be separated by a 2.5 meters/8 foot high back wall, spanning the length of the back wall. Exhibitors intending to build a back wall, must provide a full back wall, minimum 2.5 meters/8 feet in height. All exposed walls (back and/or side) must be finished on all sides at the expense of the exhibitor who owns the wall. All exposed wall areas or exposed structures must be finished in a neutral color that compliments your booth and must not contain any company identification.

BACK WALL CLEARANCE

All booth configurations (except for island configurations) have a mandatory 0.3048 meter/1 foot clearance on the back wall. The fire marshal requires that this area be kept clear at all times. Each exhibitor (except for island configurations) MUST allow 9 inches of space behind their booth boundary line when setting up their exhibit back wall (or sidewall for block configurations). This clearance is for access to electrical and utility outlets between the abutting back walls.

As per regulations, absolutely no other items may be stored behind the back wall at any time (including product, literature, empty crates and packing materials). Organizers will remove any storage material at the exhibitor's expense. Labels (blank stickers) to mark your boxes or cartons for storage by KW Conferences during the exhibition days are available at the Exhibitor Service Centre. KW Conferences also provides accessible storage during show hours on payment.

BADGE CONTROL

Anyone entering the show floor must wear a badge at all times. False certification of an individual as an exhibitor's representative, misuse of an exhibitor's badge, or any other method or device used to assist unauthorized personnel to gain admittance to the exhibit floor, will be just cause for expelling the exhibitor and their representative from the exhibition, and/or banning them from future entrance onto the exhibit floor. This may also lead to removal of the exhibitor's booth from the floor without obligation on the part of Organizers for refund of any fees. The exhibitor, their employees and agents, and anyone claiming to be on the exhibit floor through the exhibitor, waives any rights or claims for damages arising from enforcement of this rule.

BALLOONS/BLIMPS

Balloons and blimps are not allowed in the exhibition hall.

BOOTH DESIGN/DECORATION

Booth designs may not incorporate long runs of solid walling over 5m. At least 50% of each frontage must remain open or be fitted with an approved transparent material.

Painting of any part of your booth must be done using water-based paints only.

RULES & REGULATIONS

Timber less than 25mm thick, used in booth construction and displays, must be impregnated to Class 1 Standard. Boards, plywood, chipboard, etc must be treated in the same way if less than 20mm thick. Timber over 25mm thickness need not be treated.

Organizers has the authority to determine whether placement, arrangement and appearance of all items displayed by the exhibitor are in compliance with the exhibition Rules & Regulations. This may require the replacement, rearrangement or redecoration of any item or of any booth. Organizer is not liable for any cost that may be incurred by the exhibitor.

Please contact S. Eknath Reddy (email: eknath@kwconferences.com +91 40 65987803) with any questions or concerns regarding general booth design or the rules and regulations listed in this section.

If you would like to submit your booth drawings for an official approval, please email the renderings latest by **14 August 2018** to S. Eknath Reddy (email: eknath@kwconferences.com +91 40 65987803).

CAMERAS/PHOTOGRAPHY/VIDEOTAPING/RECORDING

Organizers will allow cameras on the show floor; although general photographing of the exhibition is not allowed (other than by the official show photographer and official press.) Exhibitors and attendees may take pictures within the show for purposes of company use in annual reports, media pieces, marketing material, etc., but are allowed to photograph their booth **ONLY**. Under no circumstances will anyone be permitted to take pictures of an exhibitor's product without the permission of the exhibitor.

CATERING

Dispensing of food and beverage is allowed from the booth for hospitality purposes. Please note that catering is an exclusive service of the facility, and exhibitors must arrange for ALL of their catering (including press conferences, meeting rooms and exhibit booths) by the Hyderabad International Convention Centre only.

COMPRESSED AIR

Compressed air is an exclusive service and must be ordered through Hyderabad International Convention Centre.

BOOTH DISMANTLE

Exhibitors are required to maintain their booth and exhibits intact, until the close of the exhibition. On the last exhibition day, "dismantle" procedures will be distributed to each exhibiting company. Each exhibitor will complete arrangements for the removal of exhibit material in accordance with the dismantle procedures. All exhibit materials must be fully dismantled and packed no later than **11 pm on 6 September 2018**. **Failure to entirely dismantle an exhibit will result in labor and debris removal fees charged to the exhibitor.** Exhibitors shall also be liable for all storage and handling charges resulting from failure to remove crated and/or packed materials from the exhibition hall before the conclusion of the dismantling period.

ELECTRICAL WIRING

Use of another exhibitor's electrical hook-up is strictly forbidden due to potential fire and hazard risks. In the event that the exhibit hall is damaged or destroyed due to negligence or failure on the part of the exhibitor to comply with the local fire agency's fire and hazard regulations, the exhibitor is responsible and liable for all damages incurred.

FIRE PROTECTION MEASURES / FIREPROOFING

All materials used in the construction and decoration of an exhibit must be flame retardant. No storage of flammable materials is allowed in the utility areas.

GAS CYLINDERS

Gas cylinders are not allowed within the exhibition hall at the Hyderabad International Convention Centre.

GENERAL SECURITY

Each exhibitor must make provisions for the safety of their goods, materials, equipment and displays at all times. General overall security service will be provided for the exhibition period. The security service and/or Organizers are not responsible for the loss or damage of any property from any cause. Private security guards can be ordered through KW Conferences.

RULES & REGULATIONS

HALL ACCESS RESTRICTIONS

Preparation time for the exhibition day starts at 8.00 am every day. Access to the overnight storage rooms for exhibitors is granted by volunteer staff and the exhibition chair for booth representatives with exhibitor badges.

Please see the conference program on the Interspeech website for the conference schedule after it is finalized.

The halls will be cleared of all personnel approximately 30 minutes after the exhibition closes each day. The only exceptions will be with written permission in an "After Hours Pass" that can be obtained from the Organizers on-site.

HEIGHT LIMITS

The maximum height for all configurations, including all booth elements such as truss and signage, is 12 feet subject to prior approval from the Organizers.

Machinery, equipment, or products cannot be shown on a raised/built-up platform or counter if they interfere with height limitations.

INSURANCE

Exhibitors are requested to take necessary Insurance cover for their products for public liability and loss or damage to goods while on display at their stand. The organisers must be indemnified in case of any loss or damage during the display at the Exhibition.

LIGHTING

Overstatement in lighting design is to be avoided. Annoying devices such as the use of flashing, rotating, or blinking lights (strobe, beacons, etc.) in an exhibit is strictly prohibited. All lighting effects (including 'gobos') must be contained within the boundaries of the booth and may not be projected into the aisles, other exhibits or onto the ceilings surround the booth space without prior approval from Show Management. Lighting which is potentially harmful, such as lasers or ultraviolet lighting should comply with facility rules and also be approved by the Organizers.

MERCHANDISE / EQUIPMENT PASS

Any equipment or merchandise that is to be removed from the exhibit hall during show hours (this does not include briefcases or tool boxes) must be accompanied by a Merchandise/Equipment Pass to protect all exhibitors. This pass may be obtained from the HICC Security.

OUTSIDE PROMOTION

Exhibitors, by signing exhibit contract, agree to limit distribution of collateral, giveaways, prizes, beverages, etc. to confines of contracted booth area (unless it is approved by Organizers). Distribution of goods or materials, both inside or outside Hyderabad International Convention Centre, is in violation of exhibit rules

SALE OF GOODS:

No sale of goods is permitted at HICC

VEHICLES

Vehicles are not permitted in exhibit hall areas for purposes of loading and unloading freight. Delivery of any exhibit materials required for the installation and dismantle period must be cleared through the General Services Contractor. The vehicles can be unloaded at the loading docks, located at the rear of Hyderabad International Convention Centre. Labor costs for movement of goods to the exhibitors' booth are the sole responsibility of the exhibitor.

ORGANIZERS RESERVES THE RIGHT TO PURSUE ANY ACTION IT DEEMS NECESSARY IN THE BEST INTEREST OF THE EXHIBITION AND IN FAIRNESS TO ALL EXHIBITORS.



EXTERNAL VENDOR GUIDELINES

Procedure to enter the convention centre

- Any vendor who is working for an event has to provide a list of people and items to be allowed inside the venue.
- Security will check the list of items, brought by the vendor and stamp a seal on it.
- All vendors have to wear vendor pass which will be issued by the security when a government id proof is deposited per vendor.
- The vendor pass has to return the passes back to security while leaving the premises.
- Failure to deposit the pass back will lead to a fine of Rs 50 per pass.
- Security reserves the right to stop anyone from entering the place.

Vendor Do's and Don'ts

- Minors will not be allowed inside the building for any work as per the labour law.
- No tobacco, cigarette, bidi, alcohol or paan will be permitted inside the building.
- No flammable material will be allowed inside the convention centre.
- People with bare foot and improper clothing will not be allowed inside.
- Vendors should not use guest toilet and should use only vendor's toilet in the staff car parking.
- Vendor's dining room in the staff car park should be used for meals.
- No food or beverage will be allowed inside the building without prior permission.

Dock area rules

- Please contact client services before you start bump in.
- Materials should be dumped in designated vendors work area.
- DG should be parked only in designated areas (as per marking) only.
- Cabling from DG should pass through the hooks which are suspended from the ceiling.
- Always take care of the flooring and other surfaces while you work, any damage to the property will lead to appropriate fine.
- Any form of open fire for cooking will be allowed only after taking due permission from security.

Rules and regulations of the venue

- Always wear vendor's tag.
- All the equipments brought inside should be checked by security and stamped in.
- Entrance of the hall should be covered with an additional carpet before bump in.
- Wall to wall carpeting to be done in the stage area.
- No equipment to be placed on the venue carpet directly, a carpet or a flex sheet should be laid under any material that is placed.
- The usage of glitter and open fire is strictly prohibited
- Cold pyros, smoke machines and confetti blasts machines to be checked and approved by venue security prior to the event. Post the approval only these equipment would be allowed inside the venue.
- Mirchi lights along with cloth cannot be used together only LED mirchi lights are allowed. No silk wires are allowed for lighting.
- No par cans are allowed in the halls except for the truss which are rigged from the ceiling.
- All the cables in the walkway and in front of doors should always be masked before the event starts. Gaffer tape to be used for masking which is available at the reception on chargeable basis.
- 16 amps plug or three phase industrial socket to be used to draw power.
- All the wiring including behind the stage has to be properly masked using black or grey carpet and masking tape.
- All console wiring at the junction should be properly bunched together with no loose wiring visible.
- Console should be properly masked either with black masking screens.
- Console table to be brought by the vendor, HICC will not provide them.
- Power (electricity) can be drawn only with prior permission from Client services.
- Main switch of power from DG should be placed inside the venue for any emergency needs.
- Contact client services before you start any rigging work, they will explain the process.
- Four feet distance should be maintained from the wall while placing equipments /exhibits /branding /stalls.
- Spray painting, heavy carpentry (saw machine) and heavy banging will not be allowed inside the hall.
- The management is not responsible for any accidents.
- Vendors should wear proper safety gears, helmets, harness, protective glasses, gloves, shoes etc.
- No material or lighting to be kept back stage or under the stage which is not required for the setup.
- Fire exits and its signage cannot be blocked at any point of time.
- No drone camera will be allowed inside the premises.
- Only standard cooking equipments will be allowed in to the venue after due inspection by security.
- Any damage caused to the carpet, walls, pillars, doors or any venue property will not be tolerated and will be fined.
- No deviations from the authorized layout will be allowed until it is approved by the venue.
- Vendors are expected to keep the venue clean, use the dustbin provided to throw waste and misuse of the venue will not be tolerated.
- Any work in the public areas will be allowed only in the night or should be approved by client services.
- Management reserves the right to stop any work if there is any violation of the rules.
- Any damage to the property during bump-in, set-up and bump-out will be charged to the external event manager.
- Post event please ensure all the materials are cleared properly without damaging the property, the venue will not be responsible for any material left behind.

STANDARD SHELL SCHEME STALL

Standard Shell Scheme Booth (3MX3M):



*Indicative pic only, furniture package as mentioned below

Furniture	3M X 3M Stall	3M X 2M Stall	2M X 2M Stall
Info Counter	1	1	1
Chairs	2	2	2
Spot Lights	3	3	2
Electrical Socket	1	1	1
Waste Bin	1	1	1
Computer cut fascia	Yes	Yes	Yes
Carpet	Yes	Yes	Yes

FREIGHT FORWARDING DEADLINE:
31 JULY 2018

**ADDITIONAL
SERVICES**

FREIGHT INFORMATION/ INSTRUCTIONS

Name of the show:
Hall No. :
Stand No. :

- As an official handling agency R.E. Rogers India Pvt. Ltd. would provide services for handling of exhibits for the show.
- We strongly recommend you to have a comprehensive insurance to cover all your exhibits from your premises to the show site and back.
- Organiser and the official handling agency will not be responsible for any loss / damage / theft of your property and injury to your personnel during offloading, placement and reloading etc.
- Exhibits not exceeding 50 kgs. could be hand-carried to / removed from exhibition hall by the exhibitors themselves. Exhibits requiring handling could be taken care by the official handling agency.

Please select one of the below options:

- We plan to import exhibits for display at this show from (Please provide contact details of your foreign Principals)

.....
We plan to display Indian exhibits as per details below:

No of Pieces (Carton, Cases, Crates)	Dimensions L*W*H(cm)	Gross Weight	Packed/ Unpacked/Crated	ETA On Site

Services: (Please tick against the services required)

<input type="checkbox"/>	Offloading and Shifting to booth	<input type="checkbox"/>	Repacking
<input type="checkbox"/>	Unpacking & Placement of exhibits	<input type="checkbox"/>	Reloading after the show
<input type="checkbox"/>	Removal of empties for storage and return after the show	<input type="checkbox"/>	

Name of the Company

Contact Person

Address

Tel / Fax /Email

Please fill & return this form to:

Mr. Damodar Shenoy
Mr. Kedar Malavade
R. E. Rogers India Pvt Ltd
510/511, Midas, Sahar Plaza Complex, Mathuradas
Vasanji Road, Andheri (E),
Mumbai – 400059
E-mail: damodar@rogersworldwideindia.com
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+ 91 96640 66884