

Exhibitor Guidelines & Information



27th 28th 29th May 2016

2.pm to 10.pm

Shivananda School Ground, Batticaloa

Organized by





Dear Exhibitor,

We thank you for your participation in **“Gateway to East” Batticaloa Trade Fair 2016 !**

As the organizer we are pleased to forward you the general guidelines & information which would be useful to you as a participant of this fair.

Exhibition Information

Dates - 27th, 28th, 29th May 2016 (Friday, Saturday, Sunday)

Time – 2.pm to 10.pm on all 3 days

Venue – Shivananda School Grounds, Batticaloa

Description of Indoor Stall/Dome

Per Dome size – L 100 ft x W 30 ft

Total no of domes - 4

Floor – Wooden 5” platform floor with black carpet

Stalls – Shell Scheme with table, 2 chairs, 2 spotlights, 5 amp plug, name board for each stall

Special stalls – only for sponsors with customized requirements

Description of outdoor bare spaces/open blocks

20x20 ft marked bare space area with one 10x10 ft marquee, CFL light, Table, 2 chairs, one 15 + 5 Amp plug points

Setting up of Stalls

Date	Start Time	Type of Work
25 th May 2016	10.am onwards	Setting up of bare space/open block stalls Finish time – 10.am on 27 th May 2016
26 th May 2016	10.am onwards	Setting up of shell scheme stalls Finish time – 10.am on 27 th May 2016
* All stall fabrications will have to be completed by 10.am on 27 th May 2016 * Electricity Supply will be provided by 5.pm on 26 th May 2016 * Sponsor stalls can be set up as per the specially agreed date/time		



Exhibition Agenda

Date	Time	Type of Work
Friday 27 th May 2016	2.pm 10.pm 11.pm	Official Opening Ceremony – Chief guest will be Hon.Chief Minister of the Eastern Province. Closing of entrance Sealing of Premises
Saturday 28 th May 2016	12.pm 2.pm 10.pm 11.pm	Open for exhibitors Open for public Closing of entrance Sealing of Premises
Sunday 28 th May 2016	12.pm 2.pm 10.pm 11.pm	Open for exhibitors Open for public Closing of entrance Sealing of Premises & removal/dismantling
* All stall removals will have to be completed by 3.pm on 30 th May 2016		

Security at the Premises

- Private manned security will be occupied within the exhibition premises during the event and after the closing of the entrances.
- Security will be occupied at the main entrance & exit points of the domes & the outer block areas, however exhibitors will be responsible for the security of their own valuables & equipment kept within the premises
- Additional police protection will also be provided by the SSP Batticaloa division during the event

Toilet & Water Facilities

- Toilet facility for ladies will be available within the premises of the exhibition ground
- Toilet facility for Gents will be available within the Shivananda school premises which is located around 100 meters away from the exhibition ground
- General water supply will be available within the premises through common water line & the municipal council mobile water bowser
- Drinking water – Exhibitors are advised to bring their own drinking water



Food & Drinks

- Food, drinks & refreshment stalls will be available within the exhibition premises
- Exhibitors are allowed to bring in their own food & drinks
- A separate eating area will be assigned by the organizer within the premises for Exhibitors
- Alcohol is strictly prohibited within the Exhibition premises

Exhibitor Passes

- Passes for Exhibitors can be collected from the morning of 27th May from the Organizers desk which will be located in the main pavilion.
- Maximum of 5 passes will be provided to each exhibitor regardless of the number of stalls

PA Endorsements & Announcements

- Endorsements of exhibitor stalls, promotional announcements will be done at the sound booth located at the Main Pavilion. Exhibitors can obtain this service by paying the necessary costs for the same.

Other Terms & Conditions

- All payments made for stall reservations are not refundable
- Change of stall numbers will be done at the sole discretion of the organizer and will be based on availability
- Exhibitors will be responsible for their own safety & security within the stall area
- Failure to exhibit after paid confirmation will not entitle the exhibitor to any kind of refund or concession
- Organizer will not take responsibility for any postponement or cancellations due to events beyond their control such as acts of god or natural calamities.
- Exhibitors shall not inflict damage or make alterations to the stall structure/partitions & shall be liable to pay for any such damages
- Exhibitors should provide due respect to other exhibitors and shall not conduct promotions or campaigns beyond their assigned stall area
- Exhibitors should not play loud music or use loud PA systems within the stall or elsewhere in the exhibition premises
- Any additional requirements should be communicated in writing to the organizers by 21st May 2016

Requirements of Additional/Extra Items

- Additional Items apart from the basic entitlement for exhibitor stalls can be supplied on requested at an additional cost. Please find below the list of Additional items

ADDITIONAL ITEMS	COST SL Rs.	No of Days
Industrial Fan	4000.00	For all 3 days
Mist Fan	5,500.00	For all 3 days
Air Cooler (Ice based)	7,000.00	For all 3 days
Wall Fan	2,500.00	For all 3 days
Counter Table	2,000.00	For all 3 days
Folding Chair	350.00	For all 3 days
Extra Spot Light	1,250.00	For all 3 days
Glass Table	5,000.00	For all 3 days
Glass display rack	3,750.00	For all 3 days
Extra power point (5 Amp)	1,500.00	For all 3 days
Extra power point (15 Amp)	2,500.00	For all 3 days
Extra power point (30 Amp) 3 Phase	11,500.00	For all 3 days
Extra power point (60 Amp) 3 Phase	25,000.00	For all 3 days
Extra power point (30 Amp) 1 Phase	8,500.00	For all 3 days
LCD TV 42 Inch	21,000.00	For all 3 days
85 W CFL light	1,750.00	For all 3 days
400W Metal Light	2,750.00	For all 3 days
10 x 10 ft Marquee	7,500.00	For all 3 days
Plastic Chair	300.00	For all 3 days

- Kindly note that the requirements for the above additional items will have to be requested & confirmed on or before 3pm on Saturday 21st May 2016



About Batticaloa

Batticaloa is a major city in the Eastern Province of Sri Lanka. **Batticaloa** is a pretty city on an island, surrounded by a gorgeous lagoon. Batticaloa is said to be *“the land of the singing fish”*. You should take your time to visit the Batticaloa district which has many places of interest including the famous Kalkudah and Passikudah Beaches.



Accommodation & travelling

- Travelling to Batticaloa from Colombo via luxury bus will cost approx 1500.00 per person
- Train services to Batticaloa are also freely available from Colombo
- The drive to Batticaloa from Colombo will cover approx 340 Km one way

Recommended Hotels & Guest Houses in Batticaloa

You can find & book your hotel or guest house for your stay by logging on to the following weblink

<http://welcometobatticaloa.com/guesthouses-hotels/>

We wish you all the best during your participation in Gateway to East 2016 & would like to assure you that the Evolution Team will be at your service at any given time during the Exhibition.

For Further Information please contact

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Thank you
Management

