

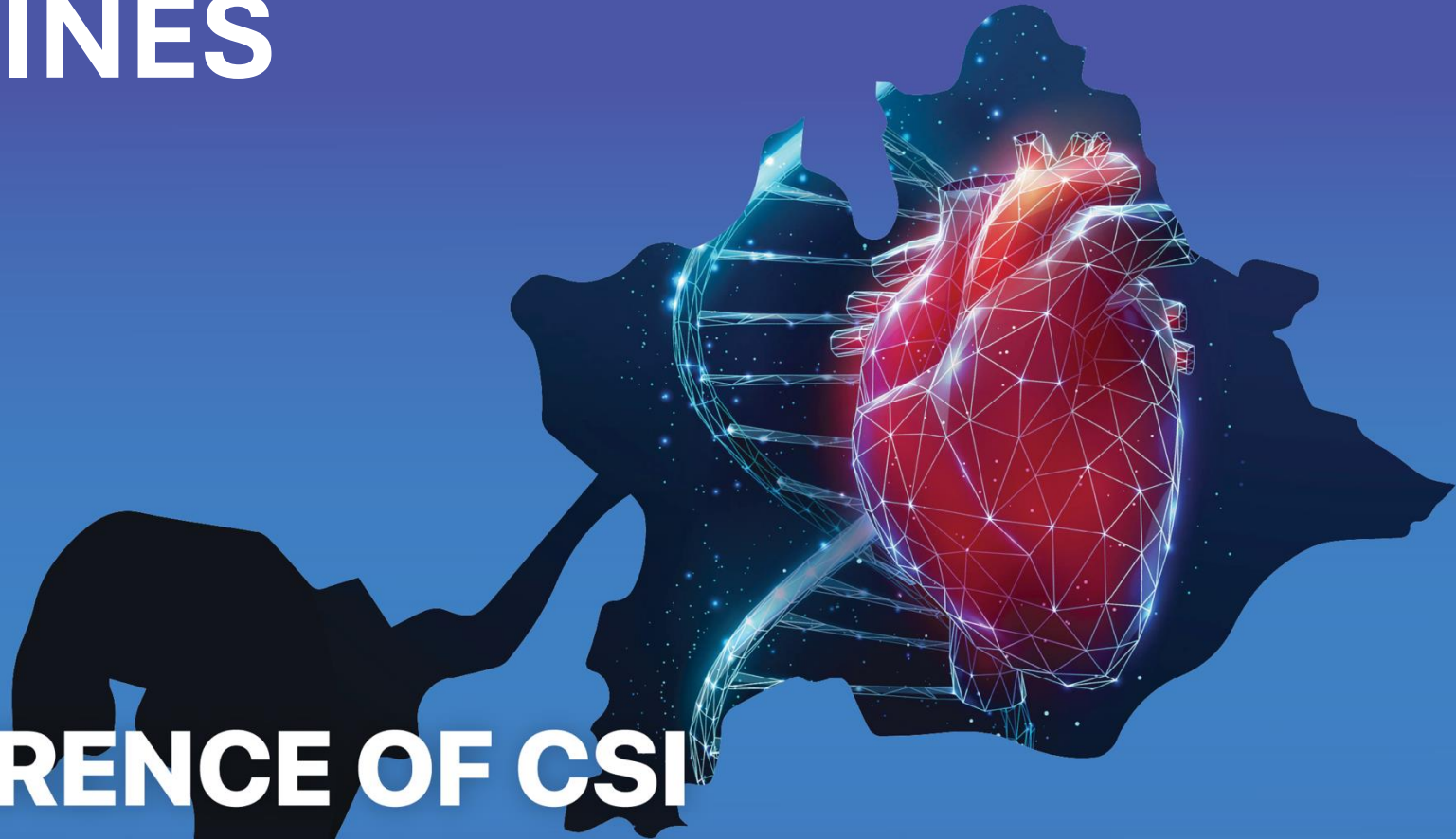
STALL GUIDELINES



ANNUAL CONFERENCE OF CSI MAHARASHTRA STATE 2025

FEBRUARY 28TH TO MARCH 2ND 2025

RAMA INTERNATIONAL, CHH. SAMBAJI NAGAR (AURANGABAD)



SETUP DETAILS

- Setup Date: 27th February 2025
- Vendor Reporting Time: 11:45 P.M.
- Setup Start Time: 11:45 P.M. onwards
- Setup Completion Deadline: 6:00 A.M. on 28th February 2025

Vendors must report to **Ryan, +91 9820135515**, the event coordinator, upon arrival for stall assignment and instructions.

POWER REQUIREMENTS

- Stalls will use power from the venue's sockets.
- Vendors must ensure power requirements are within the venue's limits.
- Stalls using LED walls, please ensure you get your own genset for electricity. The organisers will not be providing electricity for LED walls.

Project In Charge : **Ryan, +91 9820135515**

STALL SPECIFICATIONS

- **Octonorm Stalls:**
 - 2x2 meters: 2 chairs, 1 table, 1 power point, 2 lights.
 - 2x3 meters: 2 chairs, 1 table, 1 power points, 3 spot lights.
 - 2x4 meters: 2 chairs, 1 table, 1 power points, 3 spot lights.
- **Customized / Fabricated Stalls:**
 - Bare space with no table, no chairs and power to be taken from the hotel socket.
- **Height Restrictions:**
 - **Stalls in Terrace Area**
 - Maximum back wall height: 10 feet.
 - Front fascia height: Up to 12 feet.
 - **Stalls in Pre Function Area**
 - Maximum back wall & front fascia height: 8 feet.

Vendors must strictly adhere to the given dimensions. Any items that exceed the allocated space will need to be removed.

Additional Items: Extra chairs, tables, or sofas will incur additional charges. Request in advance to **Ryan, +91 9820135515** by 22nd February 2025, 06:00 P.M.

SAFETY GUIDELINES

Fire Safety:

- Keep flammable materials away from heat sources.
- Ensure fire exits and aisles remain clear.
- Every stall must have a visible fire extinguisher.

Electrical Safety:

- Use only certified electrical equipment.
- Avoid overloading power outlets.

Emergency Protocols:

- Familiarise yourself with venue emergency exits and procedures.
- Follow staff and security instructions in emergencies.

Safety Gear:

- Vendors must wear safety gear (helmets, shoes) during setup and dismantling. Non-compliance will result in work suspension.

CLEANING & MAINTENANCE

- **Stall Cleanliness:** Vendors are responsible for maintaining the cleanliness of their stall areas throughout the event. Use the provided trash bins for waste disposal
- **End-of-Day Cleaning:** Ensure your stall is free from litter and debris at the end of each day. Place all waste in the designated bins
- **Only when your area is cleared and cleaned after dismantling, then only will the security allow you to take your truck/material away**
- Please make delivery challans while bringing the goods into the hotel. Mention all equipment material on the challan
- **Damage to Property:** Vendors are responsible for any damage caused to the venue or equipment. Please handle all items with care and report any damages to the event coordinator immediately

NOISE CONTROL

- **Noise Levels:** Please keep noise levels to a minimum to avoid disturbing other vendors and attendees. The use of loudspeakers or amplified sound systems is not allowed unless pre-approved by the event organizer.
- **Promotional Activities:** Any promotional announcements or activities should be coordinated with the event organizer to ensure they do not disrupt the event.

CONTACT INFORMATION

- **Project In Charge: Ryan**
- **Phone Number: +91 9820135515**
- Please ensure that only one designated point of contact (POC) communicates with **Ryan** for any questions, clarifications, or special requests related to event setup, power requirements, or other concerns. Your cooperation is crucial for the success of the event!
- These guidelines will help ensure a smooth setup and operation for all vendors at the event. Thank you for your cooperation!

**ANNUAL CONFERENCE OF CSI
MAHARASHTRA STATE 2025**



Thank You!

