

Dear Sir/Madam,

Please find below the form to book stall during 54th IOC 2019, Bhubaneswar.

**Trade Help Desk : 54th IOC 2019, Bhubaneswar (For Booking)**



**Dr. Smruti Bhusan Nanda - 9438422033**

**Dr. Sanjeeb K. Sahu - 9437279957**

**Dr. Surya K. Das - 9861099237**

**Conference Secretariat:**

**PROF. SURYA KANTA DAS**

Organising Secretary

Department of Orthodontics & Dentofacial Orthopedics,  
SCB Dental College, Cuttack, Odisha-753007

Email: 54thioc@gmail.com

**Welcome to 54th IOC, Bhubaneswar**

## **STALL BOOKING FORM**

**22nd to 24th November, 2019**

**(Please submit / mail the filled form before booking of the stall @ venue)**

Name of Company	
Name on Fascia	
Name and mobile number of Contact Person/Owner	
GST No.	
Name of people on the stall	1.
	2.
	3.
	4.
Correspondence Address	
City	
Email	
Website	
Contact No.	

Stall No. Allotted by 54th IOC 2019

Would you be trading (Sale, Purchase) at the venue: Y/N

Other Requirements :

Insurance : Y/N  
Temporary GST Number : Y/N  
Extra furniture / equipment : Y/N  
Extra Food food staff : Y/N  
(we are providing 2 food pack lunches at each stall)

(For Office Purpose)

Dues : Y/N

Mandatory for booking of the Stall.

Signature

Date :

**TRADE EXHIBITION:**

The Trade Exhibition will be held at SOA Convention Center (First Floor, Ground Floor & Basement) from 22nd to 24th Nov. 2019.

The Trade Exhibition will be formally inaugurated on 22nd Nov. 2019

All Government applicable taxes shall be charged extra (unless mentioned otherwise).

**\* Temporary GST registration is mandatory for the outstation exhibitors who do not have GST registration in Odisha.**

**HOURS OF OPERATION:**

The Exhibition Hall will be open at Specified Scheduled time each day as follows:

<u>Day</u>	<u>Purpose</u>	<u>Opening Time</u>	<u>Closing Time</u>
21st Nov. 2019	Set up	10.00 AM	Remains open for Set up
22nd Nov. 2019	Exhibition	9.00 AM	6.00 PM
23rd Nov. 2019	Exhibition	9.00 AM	6.00 PM
24th Nov. 2019	Exhibition	9.00 AM	4.00 PM

**EXHIBIT SPACE (TERMS & CONDITIONS)**

- The Organizers will provide a Basic Shell Scheme Booth Structure (3x3 mtr = 9 sqm) with One Table, Two Chairs, Three Spot Lights, One 5 Amp Electric Point, power 600 watts, One Dustbin, fascia Name and full carpet flooring.
- No glue, scotch tape, self adhesive paper, screws, nails, spikes, pins or paint should be used on floors, walls, pillars or on any part of the exhibition hall.
- Welding is strictly prohibited.
- Exhibitors will be held liable and will be fined for any damage caused to the exhibition site by them, their agents or contractors.
- Exhibitors are strictly advised NOT to directly draw electricity from the main distribution boxes. If detected, these would be immediately disconnected and exhibitors will be solely responsible for any mishappening caused such as short circuit or electrical failure.
- Exhibitors should be inform the official contractors for the additional accessories like furniture, lights and additional electric power with advance request and payments.
- The Organizers reserve the right to rearrange the floor plan or any part of it, venue, and date of exhibition at any point of time without prior notice.
- Use of Special Signage and Lighting is permitted to all Exhibitors at their own cost in the booths area only.
- Additional amenities such as Telephone Lines, Internet Facilities, Broadband Data Services, Special Electric connection, Special lighting, Additional furnishing, Audio Visual and Hired Manpower can be made available to the Exhibitors at an additional cost by the Conference Managers with advance request and payments.
- Exhibitors who engage the Services of a Management Firm to furnish their booths should furnish a Letter of Authority to the firm to act on their behalf.
- No Temporary workers shall be allowed at the exhibition site after 9 AM on 22nd November 2019 under any situation.
- All Employees, Representatives and hired workers who wish to be present in the Exhibition Area after 9 am on 22nd Nov. 2019 will be required to take prior permission from organising committee.
- Exhibition booths must be staffed during Exhibition hours and the Booth Staff is expected to Dress up and conduct them in a manner consistent with a Medical Meeting.
- All display items must conform in all respects to applicable safety, health, biohazard and fire cords and standards.
- Public address and amplifying devices that project sound beyond the Exhibition Booth is not permitted.
- Smoking is strictly prohibited within the boundary of the exhibition area and the conference campus.
- All Exhibitors must insure their Exhibits and Equipment against Theft, Fire and Damage due to Natural Calamities. The organizer will not bear any insurance charges.
- 25% + GST as advance + 25% + GST (50%) by March 30th 2019 + 25% + GST (75%) by July 30th 2019 + 25% + GST (100%) by October 30th, 2019. Advance payment will not be refundable and no refund on Cancellation also.
- The Exhibitor holds entire responsibility and liability for Losses, Damages and Claims to the Exhibitor displays; equipment and other property brought onto the premises of the Exhibition Area and shall indemnify and hold harmless to the Organisers as well as the Owners of the Conference venue and their agents and employees.
- Booking of Exhibition Space once made cannot be cancelled and refund of money is not permissible.
- Exhibitors cannot serve any eatables/Snacks and drinks/beverages inside the exhibition area except with the prior approval of the organisers.
- Exhibitors need to ensure that the exhibition area occupied is neat and clean and any storage material is not stored inside the exhibition area, however the storage material can be placed in the exhibitors cloak room to be provided by the organisers at extra cost.
- The Organizing Committee of the conference bears no responsibility for any sale of product/equipment in cash for which any government tax liability is to be paid for. If any exhibitor does the same it is the sole responsibility of the exhibitor.

I/We hereby abide all term and conditions as mentioned in trade sponsorship brochure and above form.

Date :

Signature

**Bank Details:**

**Account Name - 54th Indian Orthodontic Conference 2019. A/c No.37257326404,  
IFSC Code: SBIN0005760, Branch: SCB Medical College Campus, Mangalabag, Cuttack-753007**