

# Exhibitor Manual

CENTURY FOOD & BEVERAGE AND HOSPITALITY 2022  
September 15-18th, 2022

**UPDATE: Sep 4th, 2022**

## EXHIBITION FACILITIES AND CONTACTS

General Manager	- Birendra Rajkarnicar (977-9860101248)
Exhibition Floor Manager	- Neha Roy (977-9861814147)
Special Events	- Bimala Shrestha (977-9808572263)
Information Desk	- Sachin Sharma (977-9841826936)
Operations/Logistics	- Mahesh Shrestha (977-9818408573)
Construction and Electricity	- Arun Nakarmi (977-9860147091)
Visitor Registration	- Raju Tiwari (977-9823235233)
Buyer Invitation and Tele-marketing	- Prajwal Man Pati (977-9803007884)
Maintenance, Security/ Entrance/ Exit	- Dhurba Lamsal (977-9841451190)
Accounts / Kit Distribution	- Navina Maskey (977-9841183562)

Organizer's Office / Information Desk	- Between Entrance and Exit
Ticket Booth	- South Gate
Special Events Hall	- West End Outdoors
Food Court: Dalle Restaurant	: West End Outdoors
Toilets	: East End Exit

## EXHIBITION BRIEFING SESSION

Exhibitors Briefing Session : 4:00 PM, Monday, September 5<sup>th</sup>, 2022 (**Zoom – virtual**)

## DATES AND SCHEDULES

**Stand Build-up (Space Only): September 13th, 5:00 PM onwards**

**Stand Build-up (Shell-scheme): September 14th, 2:00 PM to 11:00 PM**

**Stand Build-up and Closure: September 15th, 9:00 AM - 2:00 PM sharp**

### Exhibition Opening Hours:

September 15th: **09:00 AM - 2:00 PM: Final Décor and Touch-Up and Set-up**

**: 05:00PM - 07:00 PM: Special Preview Mocktail Reception**

September 16th: 09:45 AM - 10:00 AM: Exhibitors Entrance / Stand Delivery

: 11:00AM - 06:00 PM: Business and General Visitors

September 17<sup>th</sup>: 09:45 AM - 11:00 AM: Exhibitors Entrance / Stand Delivery

**: 10:30AM - 11:30 AM: Retailers Special Preview Power Breakfast Reception**

: 11:00 AM - 06:00 PM: Business and General Visitors

September 18<sup>th</sup>: 09:45 AM - 11:00 AM: Exhibitors Entrance / Stand Delivery

: 11:00 AM - 06:00 PM: Business and General Visitors

September 18<sup>th</sup> : 7:00 PM – 11:00 PM: Stand Clearance

### **SNEAK PREVIEW MOCKTAIL RECEPTION- September 15th**

All booth build-up and décor should be completed by September 15th, 2:00 PM. **All exhibitors shall leave the hall at 2:00 PM.** The hall will close for the evening Mocktail reception set-up and will open at 4:30 PM for exhibitors. Entry is strictly for exhibitors with ID card. The Sneak Preview Mocktail Reception will start at 5:00 PM and close at 7:00 PM. We strongly urge exhibitors to offer sampling tasting during the Mocktail Reception.

### **RETAILERS SNEAK PREVIEW POWER BREAKFAST RECEPTION - September 17th**

The Retailers Sneak Preview Power Breakfast Reception will start at 10:30 AM and close at 11:30 AM on Saturday, September 17th. We strongly urge exhibitors to offer sampling tasting during the Breakfast Reception.

## **EXHIBITOR PARTNERSHIP IN CENTURY FBH 2022 PROMOTION**

Exhibitors are welcome and encouraged to take initiative in promoting their presence in the exhibition on their own. Please, place your ads in the daily newspapers and promote your presence through Facebook and other social media platforms. Please, call Samridha (9849553736) to link and share CENTURY FBH 2022 with your websites and Facebook page or if you need CENTURY FBH 2022 logo and mnemonic.

## **SPECIAL EVENTS HALL**

Special Events Hall is available for exhibitors only when the regular special events are not taking place. Please, contact House of Rajkarnicar to book time slots

## **FREE WIFI FACILITY**

Subisu is the official ISP Partner. Wi-Fi is only for exhibitors. Do not share with visitors and stand attendants. Each exhibitor shall be given single user internet access from the Subisu booth with a special access password. If extra user access or bandwidth is required contact Sameer Rajthala – 9801158848.

## **FOOD & DRINKS**

Contact Aneem-ji (9841342439) or visit Dalle Restaurant in the outdoor area of the Exhibition Hall – west end exit. You may pre-order your meals for the entire 3 days.

## **STAND INCLUSION**

Shell scheme booth: walls on three sides, 1 table, 2 chairs, 2 spotlights, 1 plug-point (5/15 Amp) and a fascia name for your organization. Custom built booth: Space only with 1 plug-point (5/15 Amp).

## **EXHIBITORS' KIT: ID CARDS AND INVITATIONS**

**Full payment for your booth booking must be paid up before you can pick up the ID cards.** All the exhibitors are requested to collect the kit and I D cards from the Organizer's office. Please note, that without the ID cards, no one is allowed to enter the Expo Hall even during the built up and décor period. Booth laborers and porters must wear day badges to enter the Expo Hall which will be distributed to exhibitors at the entrance.

Four ID cards will be issued for each shell scheme booth exhibitor. Additional ID cards will be issued at an extra cost of Rs. 200 each. **Extra ID cards shall only be distributed on September 15<sup>th</sup>.**

You will receive 25 invitations for every stall you book. They will be included in your kit. **Additional invitations will be provided free or can be sent directly by the Organizer against an approved list of invitees and their contact information in soft copy format (CD or pen-drive) otherwise Rs. 20 per invitation.**

**Please, check the exhibitor's kit at the time of receiving and sign the receipt**

## **STAND DECORATION & CONSTRUCTION**

- a. You may work on the decor of your stand on September 14<sup>th</sup> from 2:00 PM onwards
- b. Delivery vehicles must wait in line in order to park at the entrance gates and must leave as soon as the unloading is complete. Please, follow traffic guard instructions
- c. Contact Arun Nakarmi (977-9860147091) if you require extra electricity before September 5<sup>th</sup>. Please, notify Arun Nakarmi or the Information Desk if you require 24 hour electrical supply to your booth.
- d. Use of halogen lamps and bulbs beyond 100 watts in their stall is not allowed. Any such lamps and bulbs will be immediately removed by the exhibition management.
- e. I.D. Cards will be required to enter the Exhibition Hall during the stall decoration days. Stand décor helpers shall be issued special temporary stickers
- f. If you need flower vase, floral decorations or green plants, please contact Shameer from Sikha Flower and Plant Nursery – 9843064633.

### **Custom-built Stands on Raw Space**

Raw Space contractors' information, construction drawing and lighting distribution plan should be submitted to the organizer for review before the commencement of the exhibition build-up.

The transportation, assembling, dismantling and the removing of custom-built stands are the responsibility of the Exhibitor or its appointed contractor. All such work must be carried out according to the arrangements and within the time limits specified in this manual. Custom-built stand exhibitor must accept full responsibility for the public safety of the stand.

Electric current will be supplied in 15 Amp single phase. **For extra power, please, refer to the attached extra item form and must order at least 02 days before the exhibition starts.**

**Works such as cutting and welding iron and aluminum cannot take place indoors. Limited outdoor space and power points shall be provided.**

### **On-site Unloading and Unloading Charges**

- **Crane: NRs. 4000 (IRs. 2500) per hour operation**
- **Fork Lift Machine: NRs. 4000 (IRs. 2500) per hour operation**
- **Fork Lift Manual Equipment: NRs. 5000 (IRs. 3200) per day**
- **Labor: NRs. 1500 – 2500 (IRs. 1000 – 1500) per unit or crate or pallet**

The above rates are only suggestive estimates. Please, enquire on your own and do not hold the organizer to the rates and vendor or labor charges.

### **If you require fabricators to build your stand or produce signage, please contact the following fabricators:**

**Arun Nakarmi: 977- 9860147091**

**Lalbabu Jaiswal: 977- 981175083, 9801029078**

**Rajat Arts: 977- 9803665143, 9801143027**

### **EXTRA EXHIBITION REQUIREMENTS**

If you require the following extra items for your booth, please, fill in and turn in the Extra Items Request Form at the earliest. They will be available as per availability and lead time. All orders must be made by September 9<sup>th</sup>.

- Stall Attendants (Sachin Sharma – 977 9841826936)
- Potted plants and flower vase (Shameer- Sikha Flower & Plant Nursery – 9843064633)
- Lights and electrical power (Hira Kazi – Exhibition Light House – 9851053847)
- Furniture (Mahendra – ERM Concepts – 9851336543)
- Daily lunch delivery (Contact Aneem - Dalle Restaurant -9841342439 in the Food Court)

### **SECURITY SYSTEM**

**While the organizer or the exhibition management shall provide general security during all hours of the Exhibition, the organizer or the exhibition management shall not be responsible or liable to the Exhibitors or to anyone for loss, theft or damage of Exhibitors' products and materials on display.** The Exhibitor shall insure his displays against loss or damage by theft, fire and any other natural calamities, or any cause whatsoever. The Exhibitor shall be responsible and pay as per venue management billing for any damage to the structure, floor, wall pillar and any a part of the Exhibition venue caused by his staff or contractor in the transportation, removal of refuse and/or decoration works. **The organizer or the exhibition management shall not be responsible or liable to the Exhibitor or to anyone at the booth or in the Exhibition hall for any accident happening or injury suffered or for any damage to or loss of any chattel sustained in the areas of the Exhibition.**

I.D. Cards must carry your name, organization name and stall number. It must only be used for you and your stall attendants. Please note that without I.D. Cards, no one will be allowed to enter the hall during the decoration period and the pre-opening period each day.

**Please note that the following timing will be strictly maintained for security reasons:**

Ticketing will close at 5:30 pm. Exhibition Entrance will be closed at 6:00 pm. All the visitors will leave the hall by 6:15 pm. At the instruction of the Exhibition Manager, all the Exhibitors shall leave the hall at 6:30 pm at the same time. Remain at your stall until an exhibition security person signals you for departure.

Exhibition Entrance will be open for Exhibitors only at 09.45 am to take possession of the stall. The Exhibition will open at 11.00 am for the public. Please be present at the Exhibition Hall before 09.45 am sharp.

## Visitor Registration and Entry Management

Source	Submission	Data Collection	Process
Online	Invitation	✓	Business Card Optional Provide ID
Cocktail Reception Breakfast Reception	Invitation	✓	Business Card Optional Provide ID
Email	Invitation	✓	Business Card Optional Provide ID
SMS	Invitation	Collect Data	Fill out Form / Business Card Optional Entry Pass for Consumers ID for Business
General Invitation	Invitation	Collect Data	Fill out Form / Business Card Optional Entry Pass for Consumers ID for Business
Walk In	✗	Collect Data	Fill out Form / Business Card Optional Entry Pass for Consumers ID for Business

**Security Tips:**

- a. Follow above regulations.
- b. Do not misuse and be careful with your I.D. Cards
- c. Do not leave your stall unattended.
- d. Do not blindly trust temporary stall attendants.
- e. When you leave at night, cover your stall with cloth and unplug all electrical appliances.
- f. Report any suspicious people and objects immediately to the Exhibition Manager.
- g. Be especially careful on stall decoration days (September 14-15<sup>th</sup>, 2022) and stall dismantling day (September 18<sup>th</sup>, 2022). This is when most theft occurs or when people tend to misplace their belongings.
- h. Do not panic in an emergency. Wait for instruction from the Exhibition Manager. If you are instructed to leave the hall, leave the hall quietly and in an orderly manner.

**PARKING**

Parking for exhibitors and buyers are available free of charge in the exhibition ground. You must be wearing your exhibitor or buyer ID. Free parking is also available to visitors once they buy their entrance ticket.

**STAND CLEARANCE**

You may clear your stand on September 18th, 2022. You have to start clearing your stand after 7.00 pm and finish before 11.00 pm the same day.

**CUSTOMS CLEARING AND FORWARDING / ADVERTISING / AUDIO-VISUAL RENTAL**

Please, contact Raju Tiwari (977-9823235233) for Customs Clearing & Forwarding and Sachin Sharma (977-9841826936) for Advertising and Audio-visual Rental of House of Rajkarnicar, if you require any assistance for any of the above matters.

## LOCAL HOSPITALITY – HOTELS

We negotiated the best rates but please compare with rates on booking portals and with your travel agents. Please, do not hold the organizer responsible for any rates or inclusions. Make your bookings directly with the hotels.

- a. Hotel Everest (Five Star), Naya Baneswar, 5 minutes to exhibition venue  
IRs 5700 nett per night for single room and IRs. 8200 nett per night for double room  
Tariff includes all taxes, full breakfast and Wi-Fi
- b. Hotel Shanker (Four Star), Lainchor, 6 minutes to exhibition venue  
IRs 6200 nett per night for single and double room  
Tariff includes all taxes, full breakfast and Wi-Fi
- c. Hotel Surya Heritage Hotel (Three Star), Thamel, 10 minutes to exhibition venue  
IRs 3125 nett per night for single or double room  
Tariff includes all taxes, full breakfast and Wi-Fi
- d. Backyard Hotel (budget), Thamel, 10 minutes to exhibition venue  
IRs 2500 nett per night for single double room  
Tariff includes all taxes, full breakfast and Wi-Fi
- e. Hotel Maalaxmi (budget), Gyaneswor, 7 minutes to exhibition venue  
IRs 2000 nett per night for single room and double room  
Tariff includes all taxes, full breakfast and Wi-Fi

Please, contact Sachin Sharma for hotel booking assistance (977-9841826936)

## INFORMATION FOR INDIAN EXHIBITORS

### A. Outbound / Inbound Transportation and Customs Logistics

#### ➤ Inbound

- Consignments to be delivered to freight forwarder no later than September 3rd, 2018.
- Freight: IRs. 10 – 12 per Kg (inclusive of 4.5% sales tax) by volumetric weight from freight forwarder's depot in Delhi. Exact charge will depend upon the total volume of freight on truck.
- Indian Customs and Nepalese Customs clearance fee Inbound and Outbound – about IRs 10,000  
**Contact: Neeraj Jaiswal > 91-9450005167, 977-9807540051**
- Local delivery from freight forwarder depot to exhibition – IRs 1000 (TATA mobile)
- Customs Duty and VAT Payable
  - Duty charged as per actual, the duty ranges from 2.5 to 30 % of value
  - VAT payable is 13% of value
- All payments to be made to freight forwarder before handover of consignment.
- Submit documents: GST invoice, if GST under LUT Bond then Bond copy, A. P. Code, Export-Import Code, certificate of origin, packing list before truck departure.
- The consignment should be invoiced to House of Rajkarnicar Exhibitions and Events or your representative in Nepal so that the customs refund cheque can be refunded in Nepalese bank account

#### ➤ Outbound

- Freight: IRs. 10 - 12 per Kg by volumetric weight to be paid upon return at freight forwarder's Kathmandu depot. Exact charge will depend upon the total volume of freight on truck.
- Indian Customs and Nepalese Customs clearance fee – included in the one-time customs clearance charge for imports.  
**Contact: Neeraj Jaiswal > 91-9450005167, 977-9807540051**
- Local delivery from exhibition venue to freight forwarder depot – IRs 1000 (TATA mobile). All returning consignments must be packed, labelled with packing list by 10:00 AM, September 19<sup>th</sup>.
- Customs Duty and VAT Refund
  - Duty and VAT charged as per actual
  - Refund to take about 15 days and transferred to exhibitor

➤ **Freight Forwarder:**

A. **Vashistha Roadlines: Sector 93 Road, Hayatpur, Sector 93, Gurugram, Haryana 122505**

Contact: Pradeep – 91-9991749075, 977-9869316087, E-mail: [prdeepvashistha9075@gmail.com](mailto:prdeepvashistha9075@gmail.com)  
Mohan Singh – 91-7042340533

A. **I P Roadlines**

Delhi: 10 A Shyam Enclave, NITCO Transport Wali Galli, Gyani Border, UP Border

Contact: Sharma, 9818567655

Anil Tayel, Tel: 7042064661, 0120-2625679 / 2625681; Email: [iprdelhi07@gmail.com](mailto:iprdelhi07@gmail.com)

Kathmandu: Kalimati, Kathmandu

Contact: Manoj Kumar, Tel: 977-9851012761, 9801012761, 1-4288928, 4288930

Email: [ipr\\_manoj@yahoo.com](mailto:ipr_manoj@yahoo.com), [ktm@iproadlines.com.np](mailto:ktm@iproadlines.com.np)

**These customs clearance and freight forwarding information are only suggestive. Please confirm directly with the suggested vendors and do not hold the organizer liable for the above information or the reliability of the vendors.**

**B. Land Travel to Kathmandu**

There are numerous scheduled flights to and from Kathmandu which may cost INR 6000 or more for one way. If you wish to save money and travel by land, there are numerous trains from Delhi to the following border stations.

Lucknow – upon arrival take a shared taxi to Rupendehi, take a rickshaw and cross the border to Nepalganj. Take the evening bus to Kathmandu arriving the next morning.

Gorakhpur - upon arrival take a shared taxi to Sonauli, take a rickshaw and cross the border to Bhairawa. Take the bus to Kathmandu arriving 8 hours later.

Sugauli - upon arrival take a shared taxi to Raxaul, take a rickshaw and cross the border to Birgunj. Take a bus or Tata Sumo to Kathmandu arriving in 4-6 hours.

Raxaul – upon arrival take a rickshaw and cross the border to Birgunj. Take a bus or Tata Sumo to Kathmandu arriving in 4-6 hours.

**EXHIBITOR AWARDS**

The winners shall be awarded with a certificate and a prize of 9 sq. meters exhibition space in Century Food & Beverage and Hospitality 2023. The judgment and decision will be made by prominent visitors of the FBH 2022.

**a. Best Exhibition Award**

The award is given to one exhibitor who has the best display design and the most effective presentation.

**b. Best Promotion Award**

The award is given to one exhibitor who presents the most unique and new product or service in the most effective manner to the visitors.

**c. Best New Product Award**

The award is given to one exhibitor who has the most effective and creative advertising campaign for drawing the visitors to their booth.

**g. Best Visitor Interaction Award**

The award is given to one exhibitor who has the most dynamic interaction in the booth. The exhibitor shall also be judged based on the activities, visitor engagement and the presence of senior staff at the booth.