

FUTURE MINDS EXPO 2019

EXHIBITOR MANUAL

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VISION

Be a platform on which the ambitious Sri Lankan family can survey new vistas of world class higher education and shape the dream careers of their progeny.

MISSION

To facilitate communication amongst students, parents, teachers, higher educational institutes & the educational services sector, in discovering various higher educational avenues so that students can plan their future effectively.

Dear Exhibitor,

This Exhibitor Manual contains all detailed logistics information and serves to assist you in making advance arrangements for your participation in the Exhibition. Please read this Manual carefully and observe the general rules and regulations, exhibition schedule and the deadline for various orders specified in this Manual.

Detailed information on booth construction is also contained in this Manual. For their respective orders and enquiries, please kindly contact the contractors directly.

Should you require any other information or special assistance, please feel free to contact us or our relevant sales representative.

We wish you every success in the Exhibition.

Yours sincerely,

Future Minds Secretariat,
Nalanda College,
Colombo 10,
Sri Lanka. 0100

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VENUE

Colombo

Sirimavo Bandaranaike Memorial International Exhibition Centre (SBMIEC) at the premises of BMICH,

Buddhaloka Mawatha, Colombo 07, Sri Lanka.

Date: June 14 to 16, 2019.

Kandy

Kandy City Centre (KCC).

Date: June 22 and 23, 2019.

Galle

HALL de GALLE.

Date: September 07 and 08, 2019.

EXPO ACTIVITIES & TIME TABLE

Colombo

Date	Opening Hours	Details
June 12th, 2019 Wednesday	09.30 – 23:59 hrs.	<p>Booth Contractors are allowed to access to the hall and commence work. <i>Please register at the Organizers' office upon arrival.</i></p> <p>Floor marking and Booth set up, taking in exhibits positioning heavy machinery, booth decoration, customs clearance, installation and display of exhibits by booth Contractors.</p>
June 13th, 2019 Thursday	00.00 - 23.59 hrs.	<p>Booth decoration <i>Please register at the Organizers' office upon arrival.</i></p>
June 14th, 2019 Friday	00.00 - 06.00 hrs. 06.00 - 08.00 hrs. 08.00 - 09.00 hrs. 09.15 - 10.00 hrs. 10.00 - 18.00 hrs.	<p>Booth decoration Final Booth Check-up Opening the Hall for Exhibitors only Opening Ceremony & VIP visits Open for public</p>
June 15th, 2019 Saturday	09.00 - 18.00 hrs.	Open for public
June 16th, 2019 Sunday	09.00 - 18.00 hrs. 19:00 - 23:59 hrs.	<p>Open for public Dismantling all fittings by the contractors</p>
June 17th, 2019 Monday	00.00 - 12.00 hrs.	Dismantling all fittings by the contractors from the exhibition hall/s.

Kandy

June 21st, 2019 Friday	08.30 - 12.00 hrs.	Floor marking and Booth set up, taking in exhibits, positioning, booth decoration , installation and display of exhibits by booth Contractors.
	12.00 - 23.59 hrs.	Booth decoration <i>Please register at the Organizers' office upon arrival.</i>
June 22nd, 2019 Saturday	00.00 - 06.00 hrs.	Booth decoration
	06.00 - 08.00 hrs.	Final Booth Check-up
	08.00 - 09.00 hrs.	Opening the Hall for Exhibitors only
	09.15 - 10.00 hrs.	Opening Ceremony & VIP visits
	10.00 - 18.00 hrs.	Open for public
June 23rd, 2019 Sunday	09.00 - 18.00 hrs.	Open for public
	18.00 - 23:59 hrs.	Dismantling all fittings by the contractors

Galle

September 06th, 2019 Friday	08.30 - 12.00 hrs.	Booth Contractors are allowed to access to the hall and commence work.
	12.00 - 23.59 hrs.	Floor marking and Booth set up, taking in exhibits positioning heavy machinery, booth decoration, customs clearance, installation and display of exhibits by booth Contractors. <i>Please register at the Organizers' office upon arrival.</i>
September 07th, 2019 Saturday	00.00 - 06.00 hrs.	Booth decoration
	06.00 - 08.00 hrs.	Final Booth Check-up
	08.00 - 09.00 hrs.	Opening the Hall for Exhibitors only
	09.15 - 10.00 hrs.	Opening Ceremony & VIP visits
	10.00 - 18.00 hrs.	Open for public
September 08th, 2019 Sunday	09.30 - 18.00 hrs.	Open for public
	18.00 - 23:59 hrs.	Dismantling all fittings by the contractors

TECHNICAL DATA OF THE HALL - COLOMBO (SBMIEC)

- a. Floor Strength 1200 Kgs./sqm.
- b. Floor Area General area in the Hall A & Hall B 4,500 Sqm.
- c. Main Entrance 6 m. x 3 m. glass swing doors
- d. Entrance Door 3 Nos. of glass swing doors
- e. Other Access Exits 2 Nos. roller shutters and 3 secondary exits doors
- f. Ventilation Full air-con system
- g. Power Supply 220V, 50 c/s, single phase (3 phase on request)
- h. Foyer areas Due to the delicate marble flooring in the main foyer areas of SBMIEC, exhibitors are requested to abide by to observe the rules forbidding any movement -in/out or display of light or heavy machinery or exhibits that may possibly cause damages to the flooring and surrounding. However, if you are uncertain of the type of exhibits allowed, you may send in the list of intended exhibits complete with product specifications brochure for getting approval from SBMIEC.

TECHNICAL DATA OF THE HALL - KANDY (KCC)

- a. Main Entrance 8' X 6'.
- b. Entrance to the 5th Floor One escalator and 2 elevators are available
- c. Ventilation Full air-con system
- d. Power supply 220V, 50 c/s, single phase (3 phase on request)

TECHNICAL DATA OF THE HALL - GALLE (Hall de Galle)

- a. Main Entrance 6' X 4'.
- d. Power supply 220V, 50 c/s, single phase (3 phase on request)

TECHNICAL DATA OF THE BOOTH/S

Official Contractors

The following company has been selected to provide you with various related services that may be needed. Except with certain restrictions, exhibitors are free to decide on using their services or not. Any arrangement between the contractors and the exhibitors are strictly between themselves, and the Organizer(s) shall not be held liable for any such arrangement.

Booth Contractor

Matters concerning stand fitting, fascia board, furniture, electrical, and other accessories related to stand set up should be hired from:

TIMA INTERNATIONAL (PVT) LTD.

68/9, Highway Terrace, Awissawella Road, Ranala, Sri Lanka

Tel.: + 94 77 227 9594 / +94 71 724 1413 / +94 11 240 8072

Web: www.timaevents.lk

Email: info@timaevents.lk, tyronnegamage@yahoo.com

Contact: **Mr. Tyrone Gamage**

Audio-Visual Contractor

Matters concerning Plasma TV, Projectors, Screens, Televisions, DVD Players Special Lighting Effects you may contact

IMAGINE ENTERTAINMENT (PVT) LTD

No 97, Old Kasbewa Road, Gangodawila, Nugegoda, Sri Lanka.

Tel.: + 94 77 775 0744 / +94 71 955 1551 / + 94 11 420 5033

Web: www.imaginesl.com

Email: [info@ imaginesl.com](mailto:info@imaginesl.com)

Contact: **Mr. Sajith Kodikara**

FURNISHED CONSTRUCTED BOOTH

Every standard furnished constructed booth includes the following items:

Three sets of wall panels using PIFEX system with 3mm thick white polykem.

- Fascia name board with white lettering printed in blue background.
- 1 No. of table (2' X 3').
- 2 No. of chairs.
- 2 No. of spot lights.
- 1 No. of 5Amp. 220 V. single phase power socket.
- 1 No. of waste paper basket.

(Please contacts the official booth contractor directly for any additional furniture and electrical items, please place order with the official booth contractor directly)

BOOTH DESIGN – Rules & Regulations

Special design and booth construction: The height limitation for standard or special designed construction is as follows.

COLOMBO - SBMIEC: Maximum height limit: 3.96 meters (13 feet)

KANDY - KCC : Maximum height limit: 2.4 meters (7' 10")

GALLE - Hall de Galle: Maximum height limit: 3.05 meters (10 feet).

GALLE - Hall de Galle: Stall C2, D10: 2.4 meters (7' 10")

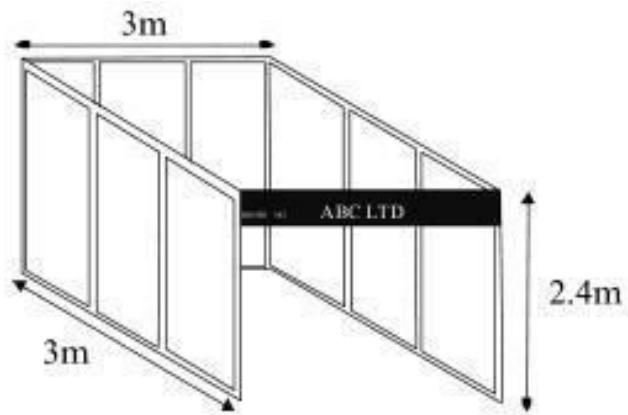
Double deck booths are not allowed in the hall and foyer areas. Exhibitors should ensure that contractors submit detailed plans of all special designs to Future Minds Secretariat for prior written approval of one week before the Expo opening. The organizer(s) reserve(s) the right to request the exhibitors to alter their booth design if the booth structure causes obstruction to other exhibitors or visitors.

All materials used for booth construction and decoration must be properly fire-proofed in accordance with local regulations.

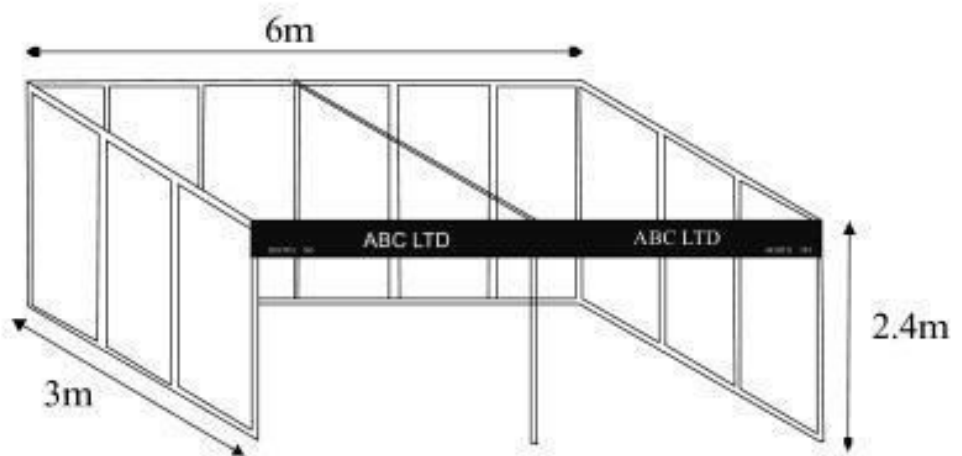
Screwing, drilling, nailing, or painting on the floors, walls, pillars or any part of the Exhibition halls or facial boards/walls will not be permitted. Exhibitors and their contractors will be liable for any damage cause to the said items.

Exhibitors who take “raw space” adjacent to another booth must provide their own wall panel. They are not permitted to use the reverse of the neighbor’s wall.

3 m X 3 m



3 m X 6 m



SHELL SCHEME BOOTH SPECIFICATIONS

NAME PANEL: Maximum 20 characters

COLOMBO

KANDY

A1 – A2	NOT APPLICABLE			A1 – A22	1 BOARD STANDARD
B1 – B3	NOT APPLICABLE			C1 –C3	1 BOARD STANDARD
C1 – C4	NOT APPLICABLE			D1 – D21	1 BOARD STANDARD
D1 – D2	NOT APPLICABLE			E1 – E6	1 BOARD STANDARD
E1 – E2	1 BOARD STANDARD			F1	1 BOARD STANDARD
F1 – F25	1 BOARD STANDARD			G1	1 BOARD STANDARD
H1 – H11	1 BOARD STANDARD			H1 - H2	1 BOARD STANDARD
G1 – G16	1 BOARD STANDARD			FS1 – FS8	1 BOARD STANDARD
X1 –X4	2 BOARD STANDARD			J1	1 BOARD STANDARD
J1 – J2	1 BOARD STANDARD			GALLE	
K1 –K2	1 BOARD STANDARD			A1 – A10	1 BOARD STANDARD
L1 – L24	1 BOARD STANDARD			B1 – B12	1 BOARD STANDARD
N1 – N4	1 BOARD STANDARD			C1 – C3	1 BOARD STANDARD
Q1 – Q2	1 BOARD STANDARD			D1 – D17	1 BOARD STANDARD
R1 – R8	1 BOARD STANDARD				
FS1 – FS2	2 BOARD STANDARD				
FC1 – FC6	2 BOARD STANDARD				
S1 – S8	NOT APPLICABLE				
T1 – T2	NOT APPLICABLE				

RAW SPACE BOOTH

Raw space rental only includes space. No carpet, fascia name boards, chairs or tables will be provided. Only electricity will be provided.

Standard Operating Procedure for Outside contractors

Outside contractors are required to register and collect the official ID(s). Failure to follow instructions would result in the contractor not being allowed to move in to the hall.

LIABILITIES AND RISKS

While using booths or other facilities rented from the official stand fitting contractor, the exhibitor should return them in good form and will be responsible for any damages incurred during the period of use.

The organizer(s) and sponsor(s) will not be held responsible for any theft or loss of exhibits.

Exhibitors are strongly advised to insure their exhibits or other valuable properties placed at the exhibition venue. During the exhibition under any circumstance Exhibitor Materials, Goods or any heavy items cannot be removed from the exhibition site without having the authorization from the secretariat.

On the nights of 12th, 13th or 16th of June the fair organizer or BMICH will not provide any security for the equipments or any display items. The night security will be provided on Friday 14th & Saturday 15th June by the BMICH and the halls would be sealed off from 7:00 pm to 8:00 am on 14th and 15th June 2019.

The Halls will be open according to the page 2 & 3 on mentioned dates, please make arrangements your representatives to be present at that time. The Exhibitor agrees to indemnify and hold the Fair organizer blameless with regard to claims, liabilities, losses, suits, damages, judgments, expenses, costs, and charges of every kind arising out of the default or negligence of or any damages caused by the Exhibitor or its contractors or subcontractors.

RULES AND REGULATIONS IN THE EXHIBITION HALLS

Electricity Installation

No contractor, other than the official booth contractor, is allowed to carry out any installation work concerning the supply of electricity at the exhibition site.

During the move-in and move-out period, temporary electricity supply can be arranged by requesting official booth contractor. However a 24 hour advance notice is required.

Electricity will be shut off fifteen minutes after the closing of the exhibition. However a 24 hour power supply can be arranged at cost via official booth contractor.

No Electrical or Gas welding inside halls.

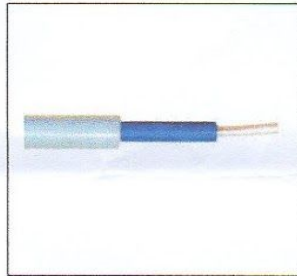
No more than one extension cord shall be connected to any one socket.



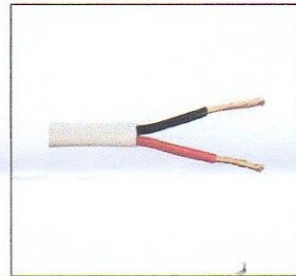
BMICH GUIDELINES FOR ACTIVITY ORGANIZERS

ELECTRICAL SAFETY

1. Stall wiring should be done by using recommended wires gauges, as below.



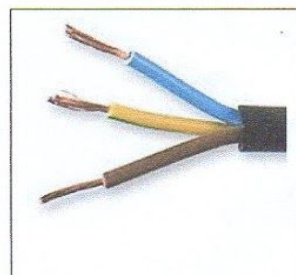
1/1.13 mm (1 mm²)



24/0.20 mm² 2 core (2x0.75mm²)

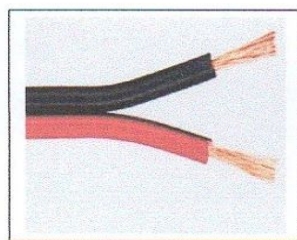


7/0.53 mm TF 2 core (2x1.5mm²)



30/0.25 mm² 3core (3x1.5mm²)

Following Wire gauges are not allowed,



Flat twin 2 core 0.5mm²



2 core 0.5mm² TT

Demonstrations and operating Exhibits

Ensure that the exhibits are operated in strictly controlled and safe conditions.

Not allowed to bring any combustibles to the venue (S).

Adequately guard all moving parts of the machines against any injury to the visitors. Exhibitors are advised to bar the exhibits in motion from reach of visitors.

Exhibitors are liable for the removal and disposal of waste materials generated by working demonstration of exhibits.

Cause no annoyance to visitors or other exhibitors. Acceptable noise level will be at the organizer(s) discretion. In case of complaints raised which the organizer(s) find(s) justifiable, the organizer(s) reserve(s) the right to impose limitation on the operation of the exhibits.

Exhibitors are liable for any damage or injury caused to any visitor resulting from any moving equipment or any other objects or any activity in the operation booth of the exhibitor.

OPERATION BOOTH/S

All booths must be fully staffed and operational throughout the open hours of the Exhibition.

All exhibitors' staff must wear Exhibitor ID issued by the organizer(s) for identification and are advised to be present at their booth at least 10 minutes before the opening hour and leave exhibition hall not later than 15 minutes after the closing hour. Exhibitors may apply to the Fair Authority for an extension of these hours should such circumstances arise.

MOVEMENT & HANDLING OF EXHIBIT MATERIALS

The movement and handling of heavy exhibits and materials that require forklifts, pallet jacks or any mechanical handling aid should be done through the access at the freight and cargo entrance located at the rear of the exhibition halls. Only materials and exhibits which are easily hand carried will be allowed access through the front entrance.

Cars & Lorries

COLOMBO – SBMIEC: Exhibitors are advised to use the main gate to drive their cars but they are advised to use Gate No. 4, to drive Lorries. Vehicles are allowed to enter the BMICH premises only **from 8.00 am to 11.00 pm**. The roller shutter doors of each hall will be closed from 6:00 am on 14th to 06:00 pm on 16th of June.

