

EXHIBITORS' MANUAL



SGCCI

**THE SOUTHERN GUJARAT CHAMBER
OF COMMERCE & INDUSTRY**
BUSINESS VOICE OF SOUTH GUJARAT SINCE 1940

GLOBAL VILLAGE

GLOBAL EXCHANGE & TRADE EXHIBITION

25 26 27 JANUARY 2025

VENUE



**Surat International Exhibition &
Convention Centre, Sarsana, Surat.**



Dear Exhibitor,

Welcome to **“Global Village EXPO 2025”** at **Surat International Exhibition and Convention Centre, Sarsana, Surat.**

We look forward to a successful show and a great experience for you so as to work with you in our future endeavors.

“Global Village EXPO 2025” Manual has been designed to be your reference guide for any services or facilities you may require during the event. It contains every aspect of participating at the show from setting up your stall to marketing it effectively to ensure you attract the right visitors. We highly recommend you to read through the manual and ensure you to take advantage of all the services available.

Please ensure to refer to the deadline checklist and send the forms to us on time to make the event a grand success.

Please note the relevant contact or company to which you need to send each form on your Deadline Checklist.

If you need any additional information, or information that is not listed in the manual please feel free to contact us.

We look forward to meeting and working with you at the show.

Yours Sincerely

Paresh Bhatt
CEO – Global Connect
+91 9227209175

Show Organizers, Contact Persons and Details

The Southern Gujarat Chamber of Commerce & Industry
6th Floor, "SANHATI", SIECC Campus, Surat – 395007, (Gujarat), India
Ph: +91 – 261-2291111
Email: Globalconnect@sgcci.in URL: www.GlobalVillage.sgcci.in

Exhibition Schedule			
Day	Saturday	Sunday	Monday
Date	25.01.2025	26.01.2025	27.01.2025
Timings	10.00 a.m. to 7.00 p.m.		

MOVE IN & COMPLETION OF STALL	
Position of stall will be given only after clearing of participation charges.	
SHELL SCHEME EXHIBITORS	
DATE	From 21.01.2025
TIMINGS	10.00 am to 7.00 pm
Completely Erected By	24.01.2025 at 12.00 Noon
FOR BARE / RAW SPACE EXHIBITORS / CONTRACTORS for DESIGN STALL	
DATE	From 21.01.2025
TIMINGS	10.00 am to 7.00 pm
Completely Erected By	24.01.2025 at 12.00 Noon
GATE PASSES WILL BE ISSUED BY THE ORGANISER:	
On 27.01.2025 at 3.00 PM after the clearance of all dues.	
MOVE OUT & REMOVING / DISMANTLING OF STALL	
FOR BUILT UP / SHELL SPACE EXHIBITORS / CONTRACTORS	
Removal of Products	After 07.00 pm on 27.01.2025
All products must be cleared by	Before 09.00 pm on 27.01.2025
After 09.00 pm of 27.01.2025 the Contractors will remove the Shell Scheme. Neither contractor(s) nor the Organizer will be held accountable for any loss of goods or exhibit materials that are left on the stand / floor or Shell Scheme walls after this time.	
FOR BARE / RAW SPACE EXHIBITORS / CONTRACTORS	
Removal of Products / Dismantle of Stalls	After 07.00 pm on 27.01.2025
Completely Dismantle and Clear By	12.00 noon. On 28.01.2025 After that Rs. 1000/- per hour penalty will be applicable to the Vendor / Exhibitor.

Please note:

- 1.** Time schedule is subject to the Government Guideline & SOP of Exhibition declared by Government time to time. Exhibitors' and all agencies / contractor / men power deputed by exhibitors must follow Government Guideline and rules and regulations from the organizer.
- 2.** The Organizers will not be responsible for the loss/theft/damage of any goods/products after the exhibition is closed at **7.00 pm** on **27.01.2025**. Therefore, we advise all exhibitors to clear their goods & exhibits as soon as the exhibition is closed or depute your personnel security.
- 3.** The Security will take complete charge of Exhibition Centre on **25.01.2025 at 10.00 am**. Thereafter nobody will be allowed to enter the exhibition Centre without exhibitors' Badges / carryout any construction / any other activities inside the exhibition center. Organizer will not be responsible for the security at the Exhibition Centre before **25.01.2025 at 10:00 am**. And after the completion of the exhibition on **27.01.2025** after **7.00 pm**. Any damage or loss of the exhibitor's products before or after the above dates or time will not be under the responsibility of the organizer.
- 4.** All Exhibitors or the Agency - hired by Exhibitors will have to clear or remove their goods / products & exhibits as soon as the exhibition is closed.
- 5.** After the completion of Exhibition on **27.01.2025** the Contractor(s) will remove the Shell Scheme any time after **09.00 pm** Neither Contractor(s) nor the Organizer will be held accountable for any losses of Goods / Products or Exhibit Materials that are left on the stand / floor or Shell Scheme walls.
- 6.** Exhibitors will be liable for rental charges if any materials are left in the Exhibition Hall after **12.00 noon** on **28.01.2025**.

GENERAL INFORMATION

❖ **Exhibitor Kit**

During Build Up, an Exhibitor Kit will be available from the Organizers' Office. Your Exhibitor Kit will contain the following useful information:

1. Exhibitors' Badges

Opening Ceremony Invitations will be issued separately to the Exhibitors as all Exhibitors **wearing their Exhibitor Badges** are welcome to attend the Inaugural Ceremony.

❖ **Badges for Exhibitors**

Exhibitors will be required to wear their badges at all times throughout the Show, including build up, breakdown and the open period as proof of identification. Badges can be picked up along with the exhibitor pack during the buildup dates from the Organizers' Office. Entry in the exhibition area will not be allowed if the exhibitors are found without badges.

IMPORTANT NOTE:

Drilling is not permissible for setting up stalls or dismantles of the stalls in the exhibition centre.

Stall or Pavilion Height

The Standard stall : 2.5 mtrs. (8 feet)

The Pavilion Height : Maximum 4 mtrs. (13 feet)

Maximum height of standard stall (Banner) is **8 feet**. Penalty for exceeding height will be @ **Rs.20,000/-** per feet or part there off & Maximum height in pavilion to be **10 Feet**. Penalty for exceeding height will be @ **Rs.25,000/-** per feet or part there off.

The Exhibitors will not be allowed to change the exterior layout. Exhibitors will not be allowed to put Posters / Banners or any other things outside the stall.

❖ **Name Board**

Exhibitors with shell scheme stands will be provided with a stand name on the **Standard Fascia**.

❖ **Parking Facilities:**

Organizer will provide the adequate facility for Exhibitors' and Visitors' Vehicles parking in separate individual area. Parking will be at Owners' Risk for both – Exhibitors and Visitors. Please do not keep / leave your valuable things / luggage inside your vehicles. The organizer will not be responsible for any theft / losses of or from the vehicles.

❖ **Delivery of Exhibits**

The Organizers, whilst providing general hall security, can take no responsibility for Exhibitors' possessions. Valuable items that can be easily removed should not be left unattended at any time.

Deliveries cannot be made during the Show opening hours. Deliveries must be delivered either before OR after the exhibition timings subject to prior intimation to the organizers. Goods / Items will not be allowed out of the exhibition hall before **7:00 PM**. Venue Security staff will stop you leaving the hall with goods / items etc. and you will be asked to wait until the close of the exhibition. No vehicles will be allowed in the exhibition hall during exhibition timings.

❖ **Distribution of Material / Canvassing**

The display or distribution of any material, in any form, from any area within the Exhibition halls, other than within the boundary of your stand is strictly prohibited.

❖ **Fire Regulation**

The Exhibition Centre will provide at various locations around the halls, fire extinguishers of suitable design and capacity, according to the risk involved, all materials used in the construction of stand-fitting and display must be fireproofed and must conform in all respects with local regulations.

Exhibitors must not bring in or use at the exhibition site any dangerous or hazardous goods and equipment such as poisonous gas, fuel, kerosene, noxious materials, inflammables and equipment using such inflammable materials as gas stoves and electric stoves without prior written consent of the Organizer. Even when consent is given, adequate precautionary measures must be taken by exhibitors at all times. Exhibitors are not allowed to carry out any fire hazardous operation / work. All safety precautions must be taken by the contractor or the exhibitor to protect the public against any danger of fire outbreak.

❖ **First Aid**

Kindly contact Medical Team or the Organizer's Office for any First Aid requirement.

❖ **Food & Beverage Services**

The Exhibition Centre is the sole concessionaire for food and beverage services within the venue. Due to Health and Safety regulations and the licenses issued by the Ministry of Health **all food items to be consumed in the hall during the open period of the exhibition are to be supplied by the Exhibition Centre appointed outlets only**. Municipality has imposed strict guidelines related to food hygiene and food preparation. The venue will be held responsible for any cases of food poisoning even though the food was brought from outside the venue – hence the Exhibition Centre is very strict with any food being brought in.

❖ **Insurance**

The Organizers, whilst taking every reasonable precaution, decline any responsibility for any loss/theft/damage, which may befall the property of an Exhibitor from any cause whatsoever. The Exhibitor must ensure his or her legal liability as stated in the **Rules and Regulations** of Application Form, and is strongly advised to obtain adequate insurance to include cover for products during the overall period of the exhibition, including transportation.

❖ **Organizers' Office**

The Organizers' Office will be fully operational throughout the Exhibition, including build up and break down. The office will be clearly signposted.

❖ **Photography**

Taking photographs is not permitted during the Show. The Organizers have appointed an Official Photographer for the Show. The Photographer will be available at the Show to photograph your stand and exhibits.

❖ **Publicity and Visitor Generation Campaign**

It is an established fact that exhibitors who take steps on their own to supplement the Organizers' publicity will obtain far greater value from participation than those who neglect such opportunities.

❖ **Security**

The Organizers in conjunction with the local authorities in Surat will control general security arrangements for the Exhibition. Security cover commences at a scheduled period and no goods will be allowed into the halls before this time. Although every reasonable security precaution is taken throughout the Build Up, Open Periods and Breakdown, the Organizers cannot be held responsible for any loss/theft/damage or accident which may occur to any Exhibitors' or Contractors' property or personnel.

We strongly recommend that any small / attractive items be kept under constant supervision and removed each evening. **Your stand should not be left unattended at any time.** Such risks as mentioned above should however be covered by taking suitable insurance. If you require any additional security, please contact our official security service provider.

❖ **Smoking Policy**

The entire Surat International Exhibition Centre will be **NO SMOKING** areas including Organizers Office.

❖ **Delivery of Exhibits**

Please ensure that your exhibit materials are in the Hall at least 12 hours prior the official opening. A special door at the rear end will be allocated for this purpose. Deliveries cannot be made during the show open hours; it must be delivered either before the show opens or at the end of the show each day. Companies using couriers to deliver their goods to their stands are advised to inform the handling agent in advance as the trolley and porters are not available at the venue.

Documentation and restricted items must be in accordance with the regulation laid down by the Indian Authorities.

❖ **Visa Regulations & Assistance**

Please fill your Visa process as per Embassy / CG office process, We will provide Invitation letter once we received confirmation from participant, Please check with the Indian embassy of your country before planning your trip.

❖ **Exhibition Breakdown**

Our official stand contactors will turn off the electricity as soon as the show is closed after which the shell scheme stand will be dismantled. If you need electricity after this time, please use the points available around the halls 24 hrs. after the exhibition is over. The organizers will not be responsible for the loss/theft/damage of any goods that have been left overnight and we here for advice all exhibitors to clear the goods & exhibits as soon as the exhibition is closed.

In the event of any dispute, the decision of the President, SGCCI, shall be final and binding.

Any dispute between the organizers and an exhibitor is subject to the jurisdiction of Surat only.

STANDARD FACILITIES & SERVICES TO STALL HOLDERS

Standard Facilities provided to the Shell Scheme:

Stall Size (Sq Mtrs)	System Table	Exhibition Chairs	Spot Light	Plug Point
9	1	2	3	1

Exhibitor Stall Packages & Benefits

For **Global Village 2024**, SGCCI offers tailored stall packages with exclusive benefits:

1. 9 x 9 Premium Stall

- **Size:** 81 Sqft | **Rate:** USD 246/sqm | **Total:** USD 19,926
- **Benefits:** 4 round-trip flights (Delhi/Mumbai to Surat), 2 twin-sharing rooms (4-day stay), airport pickup/drop, daily hotel-to-venue transfers, all meals except dinner, **B2B meetings** with business leaders. Factory Visit, B2G, MoUs Singing with SGCCI and Owning Participant's Lead management and responsive system for One year.

2. 9 x 9 Standard Stall

- **Size:** 81 Sqft | **Rate:** USD 123/sqm | **Total:** USD 9,963
- **Benefits:** 4 round-trip flights, 2 twin-sharing rooms (4-day stay), airport pickup/drop, daily hotel-to-venue transfers, all meals except dinner, **B2B meetings**.

3. 6 x 9 or 9 x 6 Stall

- **Size:** 54 Sqft | **Rate:** USD 132/sqm | **Total:** USD 7,128
- **Benefits:** 2 round-trip flights, 1 twin-sharing room (4-day stay), airport pickup/drop, daily hotel-to-venue transfers, all meals except dinner, **B2B meetings**.

4. 6 x 6 Stall

- **Size:** 36 Sqft | **Rate:** USD 145/sqm | **Total:** USD 5,220
- **Benefits:** 2 round-trip 3 AC Train, single room twin-sharing (4-day stay), airport pickup/drop, daily hotel-to-venue transfers, all meals except dinner, **B2B meetings**.

5. 3 x 9 or 9 x 3 Stall

- **Size:** 27 Sqft | **Rate:** USD 154/sqm | **Total:** USD 4,158
- **Benefits:** 1 round-trip 3 AC Train, single room (4-day stay), airport pickup/drop, daily hotel-to-venue transfers, all meals except dinner, **B2B meetings**.

Additional Benefits for All Packages:

- **Hotel Inclusions:** Morning breakfast at hotel and lunch at venue.
- **Exclusions:** Dinner is not included in the plan.
- **Travel Arrangements:**
 - Pickup and drop from Surat Airport or Railway Station.
 - Daily hotel-to-venue transfers included.
 - For stalls under 36 Sqm, travel will be in 3 AC Sleeper class (train).
- **Important Note:** If exhibitors are managing their own stay or travel, please inform SGCCI by **December 1, 2024**.

GLOBAL VILLAGE

GLOBAL EXCHANGE & TRADE EXHIBITION

25 26 27 JANUARY 2025

Guidelines for Exhibitors Badges Last Date for Submission: 15.01.2025

All exhibitors will be getting Exhibitors badges link via SMS on registered mobile number or Email on registered E-mail address.

For Exhibitors Badges registration, following information will be required.

1. Photo
2. Person Name & Designation
3. Company Name
4. Stall Number
5. Mobile Number
6. E-mail Address

Maximum Badges can allow as per stall sizes area below:

Stall Size (Sq Mtrs)	Exhibitors' Badges
9	4
18	6
36	10
54	15
81 & Above	20

Please Note: Exchange / Transfer of Exhibitors Badges not permitted under any circumstances. It will be considered as an offence.

1. If any loss of Exhibitors Badges, the organizers will able to issue new badges as per the written request from the Participants @ Rs. 250/- each.
2. SGCCI Reserves the right to temporarily / permanently suspend the entry into exhibition for any security reasons that the organizers may deem fit it necessary.

For further information contact: 72111 73112 **E-mail:** GlobalVillage@sgcci.in

GLOBAL VILLAGE

GLOBAL EXCHANGE & TRADE EXHIBITION

25 26 27 JANUARY 2025

Form D

Additional H.P. connection Requirement / Services Request Form
Last Date for Submission: 15.01.2025

Stall No. : _____

Company Name: _____

Contact Person: _____

Designation: _____

Contact No.: _____

Sr. No.	Description	Charges (Rs) (Per H.P.)	Quantity H.P.	Total Amount
1	Additional H.P. Connection for Three Phase / Single Phase.	2478.00 (Incl. GST)		
Net Payable Amount				

Note:

- All items are on hire only for the duration of the exhibition.
- Orders must accompany by full advance payment by a Cheque in favor of **"The Southern Gujarat Chamber of Commerce & Industry"**, Payable at Surat.
- Orders once processed will not be cancelled or changed and no money will be refunded in this regard.

Contact: Mr. Ashish Lad **Mo:** 721111 73114 **E-mail:** GlobalVillage@sgcci.in

GLOBAL VILLAGE

GLOBAL EXCHANGE & TRADE EXHIBITION

25 **26** **27** JANUARY 2025

FORM E

Stall Construction/Designer (If Applicable)

Last Date for Submission: 10.09.2025

Stall No.: _____

Company Name: _____

Contact Person: _____ Designation: _____

Contact No: _____

Email Id: _____

I, hereby declared that we hired the below mentioned agency for the construction of Stall.

Agency Name:

Contact Person:

Contact No:

Nos of Service man:

Authorized Signatory
With Company Name & Stamp

GLOBAL VILLAGE

GLOBAL EXCHANGE & TRADE EXHIBITION

25 26 27 JANUARY 2025

Stall Construction/Designer (If Required)

Sr	Company Name	Contact Details
1	1 IN MILLION (MAGIC BOX EVENTS) Contact Person: Mr Moiz Vyarawala Mobile No. 9879132000	Block No. 25, Patni Colony, Muglisara, Nr I P Mission School, Surat Email: info.magicboxevents@gmail.com
2	CREATIVITY EVENTS Contact person: Mr Abdul Qadir Jootwala Mobile No. 9824458555	G-4, Aman Appt, Muglisara, Nr I P Mission School, Surat Email: creativysurat@gmail.com
3	CREATIVE BULLS Contact person: Mr Himanshu Ghela Mobile No. 9930830830	113, 1 st Floor, Navjivan Co. Op Soc., Building No. 1, Mumbai - 400008 Email: himanshughela@gmail.com
4	DKCHM PRINT SOLUTION PVT. LTD. Contact Person: Mr. Dilip Joshi Mobile No. 7573006092	Block No. A/2, 1892, Lal Wadi, B/h. K. P. Sanghvi Hospital, Sagrampura, Surat Email: dkchmprintsolution@gmail.com
5	INSPIRE CREATIVE Contact person: Mr Devendra Solanki Mobile No. 7046639111	C-9, miraj apartment, b/h. lilleria restaurant, Opp. the shoppe, vadodara-390007 Email: inspirecreative78@gmail.com
6	LEMONTREE EXHIBITIONS PVT LTD Contact Person: Mr Krishna Devadiga Mobile No. 9029808080	501, De Elmas, Sonawala Cross Road No. 2, Goregaon East Mumbai – 400063 Email: krishna@lemontreeexhibition.com
7	Vab One Step Solution Contact Person: Mr. SnehAshish Bhattacharjee Mobile No. 9825111779	Flat No. A/801, Prime Arcade, Nr. New Water Tank, New Rander Road, Surat Email: vab.onestepsolutions@gmail.com

Please find the above details of our registered Vendor for your ready reference.

If you have your personal vendor, we request your good selves to register your personal vendor. Please find below the Vendor Registration Form for your kind perusal, kindly fill the same and submit at SGCCI office or email on ceo.gc@sgcci.in

GLOBAL VILLAGE

GLOBAL EXCHANGE & TRADE EXHIBITION

25 26 27 JANUARY 2025

CONSTRUCTION VENDOR POSSESSION FORM

Stall Name: _____ Stall No. _____

Vendor Name: _____

Address: _____

Contact Person: _____

Contact No & Email Id: _____

Important Note:

MOVE IN & COMPLETION OF STALL Position of stall will be given only after clearing of participation charges.	
FOR BARE / RAW SPACE EXHIBITORS / CONTRACTORS	
Date & Time	21.01.2025 from 10.00 am to 07.00 pm
Completely Erected By	24.01.2025 at 12.00 Noon

Drilling is not permissible for setting up stalls or dismantles of the stalls in the exhibition Centre. Details of Stall or Pavilion Heights are as under

The Pavilion Height : Maximum 4 mts. (13 feet)

Maximum height in pavilion to be 13 Feet Penalty for exceeding height will be @ Rs. 25,000/- per feet or part there off. The exhibitors have taken prior approval of Stall Design by mail on ceo.gc@sgcci.in

Do not spit and spread food garbage anywhere in SIECC premises, if found doing so by staff member or SGCCI volunteer, will bare penalty of Rs. 500/- on the spot.

Deposit for Construction:

For 1 Pavilion/Stall – Rs. 25,000/- refundable deposit

On every additional Pavilion/Stall – Rs. 15,000/- refundable deposit

For further details, contact to Mr. Ashwin Dattani +91 90236 73346

Payments to be made in the favor of "The Southern Gujarat Chamber of Commerce & Industry"

• **Bank Details**

Name of Bank: YES BANK

Account No.: 092988700000072

Account Type: Current

Branch: Udhana Darwaja, Surat

MICR Code: 395532009

IFSC Code: YESB0000929

GST No.: 24AAAAT4233H1ZS

PAN No.: AAAAT4233H

Time limit and Penalty for Completion of construction work to be **12.00 Noon** on **24.01.2025**. After **12:00 Noon** we will not be allowed conducting any construction work in the pavilion/Stall. After **12:00 Noon** we will charge **Rs. 1,000/-** as a penalty on each pavilion/Stall per hour.

I, _____ hereby agreed the above terms and conditions.

Authorized Signature: _____ Mobile: _____

For requisition for extra time requirement:

1. Start Time: _____ Complete Time: _____ Total Time: _____ Sign: _____

2. Start Time: _____ Complete Time: _____ Total Time: _____ Sign: _____

GLOBAL VILLAGE

GLOBAL EXCHANGE & TRADE EXHIBITION

25 26 27 JANUARY 2025

Electric Safety and Security during "GLOBAL VILLAGE EXPO 2025"

Dear Exhibitors,

We hereby inform you that **we have appointed "M/s MONTU ELECTRIC WORKS"** as our **official Electrical Vendor** for **GLOBAL VILLAGE EXPO 2025** schedule **on 25th to 27th January, 2025** at SIECC, Sarsana, Surat, Gujarat, India.

We hereby draw your attention that the Standard Electrical Requirement to be full filled with our official Electrical Agency by "M/s MONTU ELECTRIC WORKS" only.

If you have customized Designer Stall, your personal electrical vendor set up for lights, electronics machines, devices and metal framing for the stall, kindly assure for safety and security measurement and adequate Electrical earthing set up at your stall / pavilion. Due to any negligence from your vendor, if any incident will be occurred, organizers will not be responsible for the same.

So, request you to please take necessary action accordingly.

GLOBAL VILLAGE

GLOBAL EXCHANGE & TRADE EXHIBITION

25 26 27 JANUARY 2025

Hotels Detail (If Required)

Ramee International Hotel, Surat

B-Wing, Vivanta Icon, Opp. Shell Petrol Pump, Adajan, Surat, Gujarat - 395009

Tel: +91 - 261-4101600

Mob. No. - 7486001610

Email: sales.surat@rameehotels.com

Ginger Hotel, Surat

Opposite Surat Railway Station Doriwala Square, Surat, Gujarat 395004

Tel: +91 7383485711 / +91 9825534275

Email: sales.surat2@gingerhotels.com

Website: www.gingerhotels.com

Tex –Palazzo Hotel

Nr. Surat Textile Market Complex, Ring Road, Surat-395002

Tel: +91 - 261 - 6616018/19/20

Fax: +91 - 261 - 6616021

Email: info@texpalazzohotel.com

Web: www.texpalazzohotel.com

Hotel Budget Inn Bellevue

Opp. Railway Parcel Office, Sumul Dairy Road, Surat - 395008

Tel: 0261-2532020 / 9375538002

Email: info@hotelbellevuesurat.com

Hotel Orange International

Opp. Surat Railway station, Railway Station Main Road Surat - 395004

Tel: 0261-2412001/2/9512132001

Email: hotelorangeinternational@gmail.com

De Glance Hotel

Railway Station Road Surat - 395004, Gujarat

Tel: +91 9512555110/+91 9512666110

Email: bookings@deglancehotel.com

Web: www.deglancehotel.com

Note:

Above details are only for the reference to facilitate the exhibitors / visitors of "GLOBAL VILLAGE EXPO 2025". Organizer(s) / SGCCI will not be responsible for any dispute between the beneficiaries (Exhibitors or Visitors of GLOBAL VILLAGE EXPO 2025 and the hotels. Kindly clear all your queries / doubts (i.e. Room Tariff, Facilities and Room Condition etc.) before confirm your hotel booking.

THANK YOU..!!!