



# North East Trade Facilitation Fair 2020

For Sustainable Energy and Livelihood Technologies



## Exhibitor FAQs

### General Information

#### Q1 When and where is the North East Trade Facilitation Fair 2020?

The North East Trade Facilitation is on **28th & 29th February 2020 at the Maniram Dewan Trade Centre**, National Highway 37, Bethkuchi Adjacent to ISBT & Balaji Temple, Guwahati, Assam 781035. Please click [here](#) for the Google Maps link. The event will be open for viewing from 9am to 7pm on 28th and 29th February, and the space will be available for the exhibitors to setup on 27th February 2020 from 9am to 7pm.

#### Q2 What is the Exhibition Schedule?

2020 Tentative Schedule is listed below and subject to change. Please check back for the final schedule prior to making travel arrangements. Exhibitors are required to have their booth set up and staffed during all EXPO hours.

##### **Registration, Move-in and Stall Setup:**

27th February 2020, 9am to 7pm

##### **Exhibition Inauguration:**

28th February 2020, 10am to 12.30pm

##### **Exhibition Open Hours**

28th and 29th February 2020, 9.30am to 7pm

##### **Panel Discussion:**

28th February - 29th February 2020, 10am to 5.30pm

For further details of the agenda for panel discussion and speakers, please visit [www.netrade.selcofoundation.org](http://www.netrade.selcofoundation.org)

##### **Move-out and Stall Handover:**

1st March 2020, 7pm

#### Q3 How can I register for the North East Trade Facilitation Fair 2020?

Participants and exhibitors can register on the Event Website- [www.netrade.selcofoundation.org](http://www.netrade.selcofoundation.org). The last date for online registration is 20th February 2020.



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**ATTENTION- Vendor Registration at the venue will be ONLY on 27th February 2020 - 9 AM - 7 PM. Please note that your stalls will be cancelled if there is no registration by the exhibitor at the venue (Maniram Trade Facilitation Fair) on 27th.**

## **Q4 I have already registered for the event, when do I reach and set up my stall?**

All exhibitors need to set up the stalls by 27th February 2020, 7pm. The venue will be available and the registrations booths will be open for exhibitors from 9am till 7pm on 27th February 2020.

## **Logistics Information**

### **Q5 Who will bear the cost of my travel and stay?**

The exhibition space is available for all selected and registered vendors free of cost. The exhibitors will need to make their own arrangements for travel, any transportation of appliances for live demos and accommodation.

Additionally, at the exhibition, there will be packed lunch boxes and tea/coffee delivered at your stalls free of cost for a maximum of 2 persons per stall.

### **Q6 How can I reach the Venue- Maniram Dewan Trade Centre?**

**From Airport:** Located 20 kilometers from Lokpriya Gopinath Bordoloi International Airport- Via NH17 and NH27

**From Railway Station:** Located 12 kilometers from the Guwahati Railway station- Via AK Azad road and AK Dev road

**From Bus Station:** The venue is just about 750m from Rupnath Brahma Inter-State Bus Terminal (ISBT)

### **Q7 Could you suggest hotels nearby for accomodation?**

#### **Category A (INR 1,500 - 2,500)**

1. Hotel Bhargav Grand
2. Anurag Residency
3. Royal Heritage
4. Hotel Highway Palace
5. Hotel Royal Heritage
6. OYO GS Residency



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## Category B (INR 1,000 - 1,500)

7. Royal Avenue
8. Parashuram
9. Vrinda Regency
10. Treebo Trip Queens Casa

## Category C (Under INR 1,000)

11. Star Lodge
12. Bobby Lodge

## Exhibition Stall Information

### Q8 What is included with my booth?

As an exhibitor, you will have the ability to make your space as fun as the service you're offering. All stalls will have walls on three sides, EXCEPT stall numbers B24, B25, B26, B27, C23, C24, C25, C26, D1, D2, D3, D4, D5, D6 and D7 where the stalls will be separated from each other only by the behind wall, but not the side walls.

Please note that each expo attendee will be offered a floor map, and your booth will come with a sign for your company name.

2 chairs, 1 table and electrical socket for laptop and mobile charging will be made available.

The exhibitors are encouraged to prepare for **live demonstrations**. **Separate electrical connections** will be provided based on the requirement already placed during registration. If not conveyed already, please contact your point person urgently by **22nd February**, or reach out to Mr. Nagesh Rao (+919900074426 (M) ; +91 9535113030 (Whatsapp) | nagesh@selcofoundation.org).

Additionally, upon request, at an additional cost upon the exhibitor a TV can be made available at the stall. **Please reach out to your point of contact or Mr. Nagesh Rao (+919900074426 (M) ; +91 9535113030 (Whatsapp) | nagesh@selcofoundation.org) for the same by 22nd February 2020.**

### Q9 What are the other services and facilities available at the exhibition?



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In addition to the exhibition, a 2 day event is planned at the venue with panel discussions and prominent speakers sharing their views and experience in improving livelihoods in the North East through sustainable energy. The agenda for the event, and details on the speakers can be viewed at [www.netrade.selcofoundation.org](http://www.netrade.selcofoundation.org)

Facilitation of any business related requests- for example, information on participants, speakers and requests for business networking can be directed to SELCO Foundation Stall at AA1.

Meeting rooms will be made available for business and partnership meetings, which can be booked at the SELCO Foundation Stall at AA1, located towards the entry of the exhibition.

There will be packed lunch boxes and tea/coffee delivered at the exhibition stalls free of cost for a maximum of 2 persons per stall. Additional paid food stalls will also be available at the venue for snacks or any additional team members.

## Q10 Demonstration Guidelines

Exhibits must be positioned/displayed/demonstrated such that they will not intrude into the pathway/ public space or cause a hazard to visitors/other exhibitors.

Sticking posters/ handbills and putting banners on the premises is strictly prohibited.

All stalls need to be manned by the exhibitors throughout the exhibition open hours, ie on 28th and 29th February 2020 from 10 am to 5.30 pm.

## Q11 Will there be security provided to my stall?

Though the general security is provided, the protection and maintenance of the individual stalls and their belongings rests with the exhibitors. Please note that SELCO Foundation, or its organizing partners will not be responsible for any theft/loss/damage of your appliances and belongings.

All registered exhibitors have signed and read Terms and Conditions shared prior with them during registration. If you haven't viewed and read the document or need any clarifications, please reach out to your point of contact.

**If you have viewed the Terms and Conditions, but not shared a signed copy, please share the soft copy and carry the hard copy of the signed and stamped Terms and Conditions for submission during registration.**

## Q12 Will there be technical support available for the stall setup?



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Technical assistance and support will be provided for the exhibition stalls during the setup on 27th February from 9am to 7pm.

For any urgent support on 28th and 29th February, please reach out to the technical help desk which will be located in stall AA1 at the entry of the exhibition.

## Key point of contacts for any queries:

1. Partha Das: +91 9632082004 | [parthadas@selcofoundation.org](mailto:parthadas@selcofoundation.org)
2. Nagesh Rao: +91 9900074426 (M) ; +91 9535113030 (Whatsapp) | [nagesh@selcofoundation.org](mailto:nagesh@selcofoundation.org)
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For all general inquiries - [netrade@selcofoundation.com](mailto:netrade@selcofoundation.com)

