

# INNOVATE

SRI LANKA Innovation & Invention Exhibition-2019

University of Sri Jayewardenepura



2019

**APRIL 02, 03** at **BMICH**  
COLOMBO



**IIVCC**

Innovation, Invention  
and Venture Creation Council

INNOVATE SRI LANKA

# EXHIBITOR GUIDELINES HALL "A"

Dear Exhibitor,

Herewith please find the below mentioned exhibition guidelines for your reference,

01. Stall Structure (Attached for your reference)
  - a. Two Chairs and table will be provided for each 10\*10 stall.
  - b. Exhibitor can brand the table as their preference
02. Stall Branding (Sizes are mentioned in the attached image)
03. Stall Height
  - a. Minimum height should be 10ft
  - b. Maximum height should be 16ft
04. We will provide one table and two chairs for each 10\*10 stall. Exhibitors who have requested the additional equipment's will be getting chairs and tables as they requested.
  - a. Table Measurement (100\*75\*50 cm)
  - b. Please note that no additional requests will be accepted on the event day.
05. Please note that no damage can be done to the stall structure provided by the organizing committee. The exhibitor will be fully liable to take the responsibility of the stall structure.
06. Only two spot lights will be allocated for each 10\*10 stall. No additional lighting requests will be accepted on the event date.
07. Each 10\*10 stall will be getting 230v power socket. (Round Pin). Exhibitors who have requested additional electricity facilities will get as they requested.
  - a. Please note that no additional requests will be accepted on the event day.
  - b. Please bring extension codes for your additional electricity socket purposes.
08. Only following wire gauges are allowed within the premises.
  - a. Recommended Wire gauges
    - i. 1/1.13 mm (1 mm<sup>2</sup>)
    - ii. 24/0.20 mm<sup>2</sup> core (2\*0.75 mm<sup>2</sup>)
    - iii. 7/0.53 mm TF 2 core (2\*1.5 mm<sup>2</sup>)
    - iv. 30/0.25 mm<sup>2</sup> 3core (3\*1.5 mm<sup>2</sup>)
  - b. Following wire gauges are not allowed,
    - i. Flat twin 2 core 0.5 mm<sup>2</sup>
    - ii. 2 core 0.5 mm<sup>2</sup> TT

09. Please be kind enough to notify organizing committee regarding your additional high-power consumptions at the event day.

i. Ex – LED wall Usage, Refrigerator usage

10. Stall fixing and removing time frame will be as follows,

Hall A
<ul style="list-style-type: none"><li>• 1<sup>st</sup> April starting from 10.00 pm to 4.00 am on 2<sup>nd</sup> April 2019</li></ul>

11. Please note that all the stall productions should be completed by 4:00am (2<sup>nd</sup> of April) and should vacate the premises to allow presidential security to carry out their procedures accordingly.

12. Stall removing should be done on 4<sup>th</sup> April and complete evacuation will be done before 6.00 am.

13. Special Notice for Hall A exhibitors

- LED tv's will be only allocated for those who have requested and obtained approval.
- 42 " LED tv will be provided with stand.
- No HDMI cable will be provided
- Exhibitors will have to take the power supply for the TV's from the allocated power socket (230V) for the 10\*10 stall. (Please bring additional extension cords)
- The exhibitor will be fully responsible for the LED TV. In case of a damage Exhibitor will be liable to pay for the damage.
- Please note that no additional request will be taken on the event day.

14. Passes Allocation

- Hall A – As per the request passes will be allocated. One vehicle pass will be arranged for each 10\*10 stall.
- Please note that exhibitors are responsible to wear their ID's inside the exhibition premises for identification purposes.

15. Fire and Safety

- Use of active flames are not permitted inside the halls
- Highly inflammable liquids and gases are not permitted to use or keep inside the halls
- Stall layout plans should be authorized by the by the BMICH fire and safety officer prior to the activity

- Existing firefighting equipment's should not be barricade in any circumstance without taking prior approval from the BMICH authorities in writing
- Use of welding machines inside the halls are not permitted
- Emergency fire exit path should n be barricaded
- Erection and dismantling of temporary canopies should be done by using personal protective equipment's and hazard lines to barricade the area
- Fire vehicles access roads should not barricade

## 16. Waste Management

- BMICH practices the Zero waste strategy to minimize the carbon foot print by its business activities, therefore, we are highly concern to non-bio degradable materials such as Polythene, Plastic, Packing materials etc.
- It is advised all the event organizers to make aware their customers to prevent taking of any of these materials as much as possible. If they had then those materials should be taken out side after the event.
- Use of color-coded waste collections bins.
- Fabrication of stalls should not be done in the BMICH premises only minor adjustments are allowed.

