



PARTICIPANTS GUIDE





Participant Guide

July 1 - 3, 2024

HICC - Hyderabad International Convention Centre

Novotel Hyderabad Convention Centre,
P.O Bag 1101, near Hitec City, Kondapur, Hyderabad,
Telangana 500081, India

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EVENT SCHEDULE & AGENDA

Event hours are subject to change, a definitive timetable will be provided with your BtoB meeting's agenda.

Monday, July 1st (Day-1)

09:00 am - 09:30 am - Registration.

09:45 - 12:15 pm: Conferences and Panel Discussions

12:30 pm - 02:00 pm - Networking Business Lunch

02:00 pm - 05:30 pm: Conferences and Panel Discussions

05:00 pm - 06:30 pm: Booth Set-up (if applicable)

Tuesday, July 2nd (Day-2)

08:00 am - 08:30 am: Registration & Check-in

09:00 am - 12:30 pm: Pre-arranged B2B meetings & Conferences

12:30 pm - 02:00 pm: Networking Business Lunch

02:00 pm - 06:00 pm: Pre-arranged B2B meetings & Conferences **07:00 pm - 09:30 pm**:

Cocktail Reception

Wednesday, July 3rd (Day-3)

09:00 am - 12:30 pm: Pre-arranged B2B meetings & Conferences

12:00 pm - 02:00 pm: Networking business Lunch

02:00 pm - 06:00 pm: Pre-arranged B2B meetings & Conferences

	Monday	Tuesday	Wednesday
Access to exhibition hall for booth set-up	05: 00pm – 06: 00pm	08: 00pm – 08:30pm	-
Cocktail reception	-	07: 00pm – 09:30pm	-
Move- out	-		06:00pm - 07:00pm

Upon arrival at the **HICC - Hyderabad International Convention Centre**, all participants must present their **PRE-PRINTED BADGES** at the entrance.

PREPARE YOUR ARRIVAL

They will be available to download from your online profile beginning on June 26th, 2024.

<https://meetings.hyderabad.bciaerospace.com/2024//signup.php>

You will also have to **print your B2B meeting schedule**, as only the event catalogue containing the exhibition floor plan with the list of exhibitors and the conference program will be given to you at the front desk.

To send the graphics files for print or order graphics and/or other items for your booth, please send an email to Abood Bin

abood@namdharievents.com

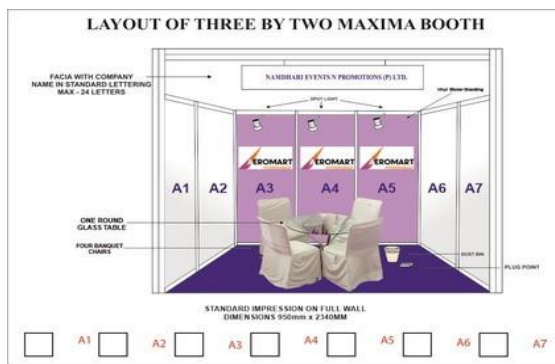
BOOTH DETAILS AND ADDITIONAL FURNITURE

The files must be sent before June 14th

BASIC 6SQM BOOTH

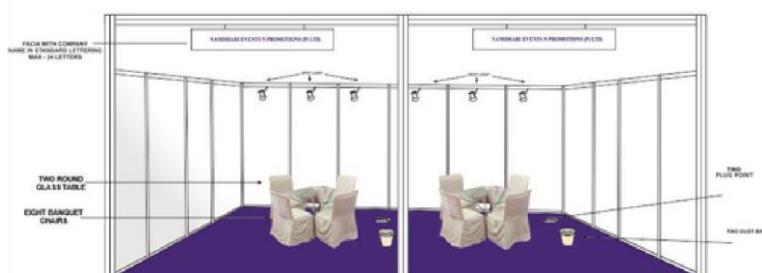


CUSTOM 6SQM BOOTH

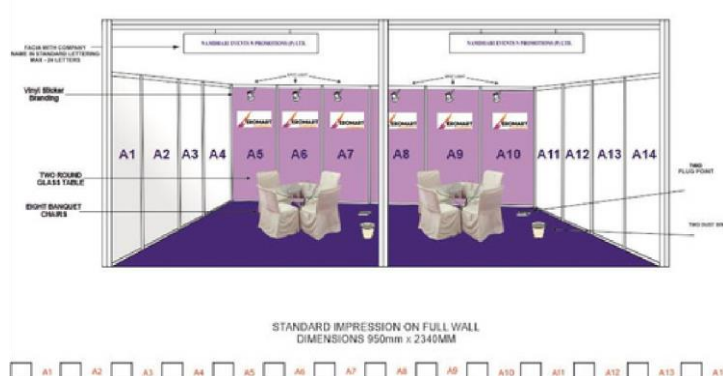


Click here for details: https://hyderabad.bciaerospace.com/images/downloads/24sqm6x4_AEROMART-INDIA.pdf

BASIC 12SQM BOOTH



CUSTOM 12SQM BOOTH



Click here for details: https://hyderabad.bciaerospace.com/images/downloads/24sqm6x4_AEROMART-INDIA.pdf

DELUXE 12SQM BOOTH



Click here for details:

https://hyderabad.bciaerospace.com/images/downloads/24sqm6x4_AEROMART-INDIA.pdf

DESIGNED 24SQM BOOTH:



Click here for details:

https://hyderabad.bciaerospace.com/images/downloads/24sqm6x4_AEROMART-INDIA.pdf

BOOTH SET-UP

Aeromart Hyderabad offers hard walled booths. We strongly recommend you to bring graphics to customize your space, or order custom-printed wall and fascia panels for a more professional appearance. To order graphics and/or other items for your booth, please see instructions below and email **Abood Bin Sayeed** at <mailto:abood@namdharievents.com>

Noisy machines or sound systems are not allowed. Also ensure that all equipment and graphics you will bring can fit in your booth.

Set up time will start from **5:00 PM to 6:30 PM on Monday July 1, 2024**. For exhibitors unable to make it on Monday, it is recommended to arrive at the Convention Centre at **7:30 AM on Tuesday, July 2nd, 2024**, to complete the set up and personalization of their booths.

WIFI INTERNET

Wi-fi inside the exhibition hall will be provided for all participants throughout the duration of the event **The network name and WIFI password information will be provided on your badge.**

NETWORKING LUNCHES

A seated networking lunch will be catered on **July 2nd and 3rd** for those who have pre-paid for the lunch option during the original registration process.

NB: If you have already sent your order form and you wish to add the lunch package, please send an email to your Abe/BCI Aerospace sales representative and copy ADessouppa@advbe.com; DManjuprasad@advbe.com .
Please specify the number of delegates in your email.

ORDER DEADLINE: June 20th, 2024.

 **Access to the lunch area will be denied to those who have not pre-paid.**

THEMED WORKSHOPS

If you are leading a themed workshop, the conference room will be fully equipped with a video projector, screen, a computer (for your presentation), and a wireless microphone will be made available to you.

For all your queries and concerns please contact Rosanna Quigley at rquigley@advbe.com or +44 (0) 7341 647 941.

MOVE-OUT

All exhibitor materials must be removed from the exhibit hall on **Wednesday July 3, 2024, by 8.00pm**. Please note that UPS Ground, FedEx Ground and DHL do NOT pick up from the show floor. Any freight left on the show floor will be rerouted.

ACCESS TO THE VENUE

Address of the venue: HICC - Hyderabad International Convention Centre

Novotel Hyderabad Convention Centre,
P.O Bag 1101, near Hitec City, Kondapur, Hyderabad, Telangana 500081, India

By Air: Hyderabad is well-connected with many of the major national and international airports via the Rajiv Gandhi International Airport (RGIA). The airport is located in Shamshabad about 20Km from Hyderabad city and 38Km from the event venue. One of the busiest airports in India by passenger traffic, RGIA has separate domestic and international terminals.

- For taxi: you can use the local airport taxi, or Uber/Ola services. Our team offers hotels at negotiated rates near the event location so that you can make the most of your stay. Please find below link room reservations:

HOTELS

Reservation link : [Rates - Novotel Hyderabad Convention Centre ALL - Accor Live Limitless](#)

STEP 1: Click on the above reservation link.

STEP 2: Enter the check-in/ check- out date.

STEP 3: Enter the preferential code under special rates: **BCIA24**.

STEP 4: Select the room type & process the reservation.

SHIPPING

Please note that we have appointed SIDDHARTHA LOGISTICS CO. PVT. LTD. as our Sole - Official Freight Forwarder & Onsite Handling Agents. Their contact details are as under:

SIDDHARTHA LOGISTICS CO. PVT. LTD., INDIA

Contact:

Mr. Sameer Pandya – Mobile: +91-9930260116 (sam@siddharthalogistics.com)

Mr. Milan Kanani – Mobile: +91-9930260151 (milan@siddharthalogistics.com)

Tel: 91-022-67300470 / 71/ 22

To provide adequate security, safety and protection against damage to the Exhibition Hall and in the interest of an efficient, coordinated move-in and move-out of goods, no private trucks, cars, fork-lifts or handling equipment (trolleys, lift jacks, etc.) will be allowed inside any of the Exhibition Halls (subject to availability of Entry Height & way to the stall). All such equipment will be provided and controlled by the Official Freight Forwarders who will take over from other forwarders, at the entrance to the Halls. Please note that no agency other than the approved agency will be allowed to operate for handling / clearing jobs for Aeromart Hyderabad 2024, India.

For unloading of goods, cargo handling equipment such as, forklifts, mobile cranes and skilled labour will be available at the fair ground, from the official CFAs, on hire. The rates for clearing / forwarding and other services will be settled by the participants with those agents directly, depending upon the quantum of work and kind of job required.

Note:

- Exhibitors (Overseas & Indian Exhibitors) displaying foreign manufactured products which are to be imported for the Exhibition, can be imported under Temporary Importation under ATA Carnet / Bond facility, for more information, please contact our Official Freight Forwarder – SIDDHARTHA LOGISTICS CO. PVT. LTD.
- Shipment schedules, documentation and related matters should be handled directly between the official freight forwarder and exhibitors.
- All promotional materials, printed matter, video and slides must be passed in advance to the official freight forwarding agent for presentation to the Indian Customs for approval.
- Be sure to remove all old shipping labels before you send anything to the show and attach clean labels, with your company name clearly marked, on each carton/ case dispatched.
- While making your shipping plans to the show, also plan for shipping after the show is over. Make sure that someone knowledgeable from your company will be onsite to oversee the return shipment of your display and equipment.
- Please do not ship any exhibit / samples / display material in courier directly in name of Exhibition/ Organizer/ Siddhartha Logistics without consent of Official Freight Forwarder - Siddhartha Logistics as courier custom clearance requires certain specific shipping instructions & documents in advance, and it may not get custom cleared by courier companies, if sent directly.
- Please send all details in advance such as description of goods, type of package, HS CODE, Value, length x width x height in cms/inches of each package , weight of each package.