

62nd NATIONAL CONFERENCE OF THE INDIAN ACADEMY OF PEDIATRICS

8th - 12th JANUARY 2025 | HICC & HITEX HYDERABAD



EXHIBITOR

MANUAL

Welcome Message

Dear Industry Partners,

Greetings from the Organizing Committee of PEDICON 2025!

It gives us immense pleasure to invite you to participate in the **62nd PEDICON 2025** organized by Pediatric Academy of Telangana State & Twin Cities Branch IAP scheduled to be held at HICC & HITEX Hyderabad from **8th -12th January 2025**.

This conference will showcase some of the best contemporary practices of all times in the field of Pediatrics and will be attended by over 10000 delegates and eminent faculty from India and across the globe. The conference will have a Pre-Conference workshop, CME, Sports and multiple Parallel sessions over five days and will include orations, keynote addresses, panel discussions, master classes, lectures, video presentations, free papers, and poster presentations by renowned national and international experts. The conference venue is one of the best convention centers in this region.

This will be a great opportunity for you to connect and interact with an array of leading Indian and international experts and key opinion makers to showcase your products and services. The unique design of exhibition areas interspersed with the conference halls will ensure maximum interaction between trade partners and delegates.

The organizing committee will leave no stone unturned in making your participation a pleasant and highly profitable experience. We once again invite you to participate in this mega event and reserve the premium areas to maximize your exposure. Please block your dates from 8th - 12th January 2025 and make it a point to meet us at this conference. Looking forward to seeing you in Hyderabad! Thanks, in advance.

Best Regards



Dr GV Basavaraja
President, CIAP 2024



Dr Vasant M Khalatkar
President, CIAP 2025



Dr Yogesh N Parikh
Honorary Secretary CIAP



Dr Atanu Bhadra
Treasurer CIAP



Dr Neeli Ramchander
Chief Organizing Chairperson



Dr M Surendranath
Chief Organizing Secretary



Dr Sunkoj Bhaskar
Organizing Treasurer

CONFERENCE FACT SHEET

Conference Name

62nd NATIONAL CONFERENCE OF
**THE INDIAN ACADEMY
OF PEDIATRICS**

Congress Dates



Congress Venue



Exhibition Venue



Professional Conference Organiser & Travel Manager



Official Venue Service Contractor



KEY DATES



Pre Congress
workshops
Sports Event
TOTs
Presidential Dinner



CME
Inauguration
Exhibition
Inaugural Dinner



DAY 1
Scientific Program
Oral & E-Poster
Exhibition
Dinner



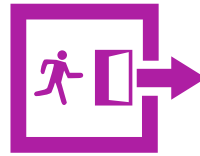
DAY 2
Scientific Program
Oral & E-Poster
Exhibition
Dinner



DAY 3
Scientific Program
Exhibition
Closing Ceremony

EXHIBITOR
MANUAL

MOVE-IN



Date	Venue	Time
7th January 2025 Tuesday	HITEX - Hall 4 Exhibition Center	07:00 AM Onwards

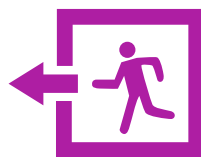
All exhibitors are requested to complete the setup within the given time. No Workman will be allowed at the exhibition site after 07:00 AM on 9th January 2025 under any circumstances. If the participants fail to occupy the stall by 09:00 AM on 9th January 2025 the PEDICON 2025 Exhibition Committee reserves the right to allow the vacant stalls to the waiting applicants.

Schedule for Fabrication: 7th January 2025 Tuesday, 07:00 AM to 8th January 2025 Wednesday, 09:00 PM

Fabrication work in all aspects for Pavilions/Raw Space/Special Designs & Exhibition Stalls must be finished by 09:00 PM on 8th January 2025. NIGHT POWER SUPPLY WILL BE GIVEN ONLY ON 7th January 2025.

****Permissible Height for Special Customized Design Stalls - 12ft in the center (or fascia) and 8ft for 3 side walls.**

****Special Customized design stalls should be taken approval from Conference Manager before 24th December 2024.**



MOVE-OUT

Date	Venue	Time
12th January 2025 Sunday	HITEX HALL-4	02:00 PM Onwards
The Hall must be cleared before 00:00 hrs 13 th January 2025		

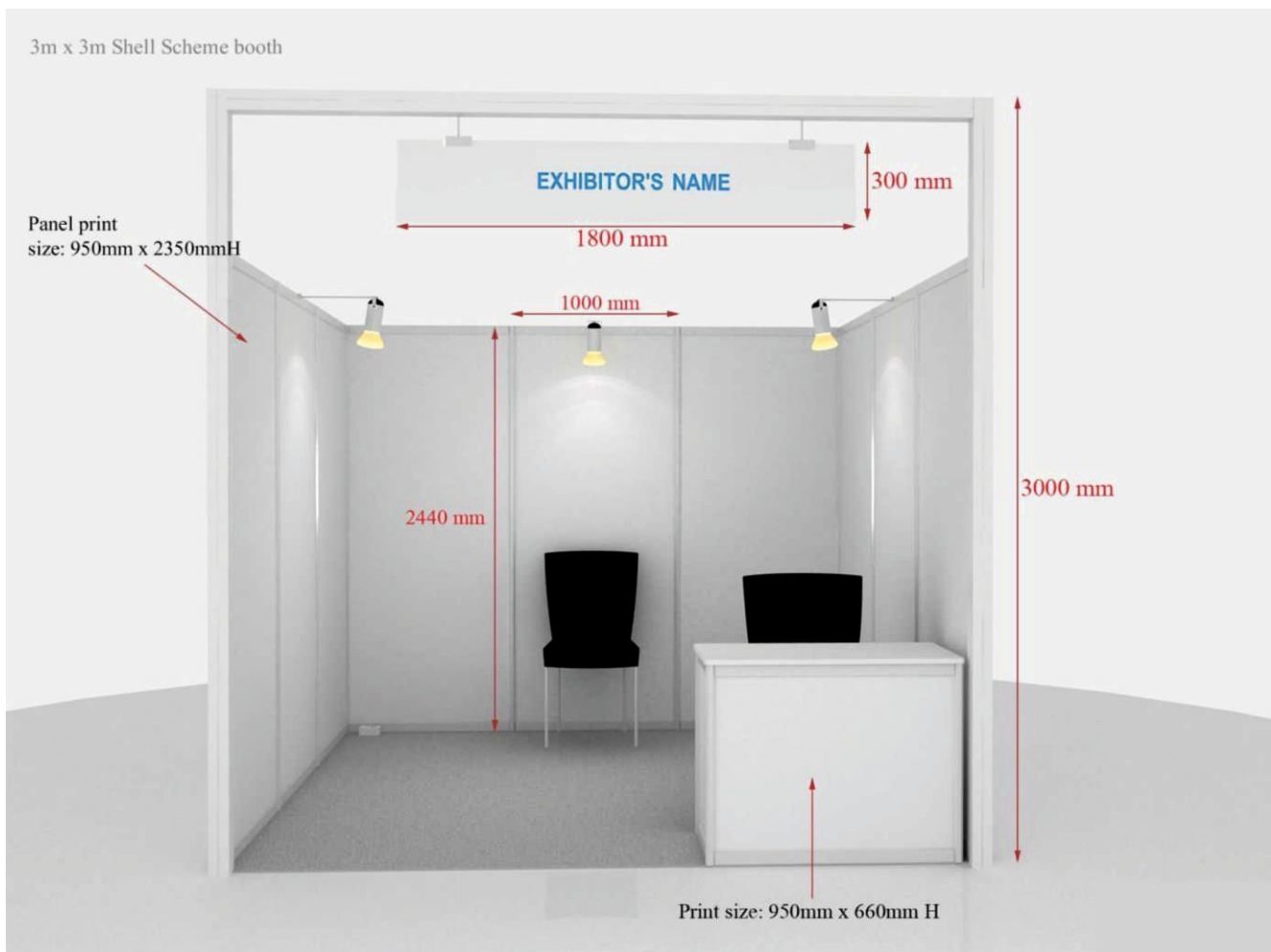
EXHIBIT HOURS

Date	Time
09th January 2025 Thursday	09:00 AM – 06:00 PM
10th January 2025 Friday	09:00 AM – 06:00 PM
11th January 2025 Saturday	09:00 AM – 06:00 PM
12th January 2025 Sunday	09:00 AM – 02:00 PM

EXHIBITION STALLS ENTITLEMENT

Stall Size	No. of Badges	No. of Lunch
10M x 10M	10	10
8M x 8M	8	8
8M x 5M	6	6
8M x 3M	5	5
3M x 3M	2	2

STALL PROSPECTIVE VIEW



FORM - I

ADDITIONAL FURNITURE

Furniture Rate Chart

S.No	Particulars	Rate / 4days	Qty	Amount	Specifications
1	Information Counter	2200			
2	2 Tier Info Counter	2320			
3	Wooden round table	1780			
4	Glass round table	1780			
5	CockTail Table	2320			
6	Lockable counter	1780			
7	Slim Showcase	4400			
8	Tall Showcase	5200			
9	Standard Chair	550			
10	Cusioned chair	1100			
11	Single seater sofa	2970			
12	Three seater sofa	5170			
13	Bar stool	1320			
14	Glass Shelf	620			
15	Plug point	550			
16	Spot Light	440			
17	Waste basket	380			
	Gross Total				
	Plus GST				
	Grand Total:				

In Words :

- The above rates excludes taxes @18%.
- Cheque payments are not accepted during build-up time.
- All requested additional services will be provided only upon receipt of full payment.

Terms:

- All Demand draft payment to be drawn A/c Payee M/s VIOLET EVENT MKTG (INDIA) PVT.LTD.
- All items quoted above are purely on rental basis & for the entire show period.
- All Power Connection charges does not include power consumption fee.
- Minimum time to deliver any order onsite would be 3 Hours & All orders Subject to availability. We do accept credit cards for payments which would attract 3% service charge which is apart from GST.

FORM - II

ELECTRICAL REQUIREMENT -

DEADLINE – FRIDAY 20th DECEMBER 2024

This form must be completed and returned by every exhibitor. If service is not required, please endorse 'NOT APPLICABLE' and return email / fax to the address above
PLEASE TYPE / WRITE IN BLOCK LETTERS

Company Name: _____ Booth No: _____
 Address: _____
 Tel: _____ Fax: _____ Email: _____
 Authorized by (Signature): _____ Date: _____

- The Shell Scheme Package includes three (3) 60W Spot lamps, one 5/15amp plug point for every 9 square metre Stand.
ORDER ONLY YOUR ADDITIONAL REQUIREMENTS
- For services not stated below, please contact the Official Contractor for a quotation.

DESCRIPTION OF SERVICES / ITEMS		Unit Cost (INR) Within th 2 nd January 2025	Quantity/ Number of kw	Cost (INR)
FOR SHELL SCHEME ONLY				
E1	Spotlight 100W long arm	880		
E2	Halogen Spot 50W	1320		
E3	Metal Halide 125W	1815		
E4	Plug socket, Standard 220 V, 5/15 amp	880		
		5500		
FOR BARE SPACE ONLY				
Main box charges (for upto) 5 Kw (One time cost inclusive of laying the electrical main line, connection and maintenance during the conference)				
Please order your electric supply based on your load requirement both for the setup and show dates				
During Build-Up Days 7 th January 2025		6600 (1KW Only will be Given)		
During Conference Days 9 th - 12 th January 2025		9900 per KW		
Total Cost (INR)				
Plus				
Gross Total				

PLEASE NOTE: Payment / Draft to be made as below

For Transfers

Account Name : VIOLET EVENT MKTG (INDIA) PVT LTD
Account No : 50200000635570
IFSC CODE (For RTGS) : HDFC 0002019
Bank Name : HDFC
Branch : Kondapur, Hyderabad

Please mail us a copy of payment slip for confirmation.

PROFESSIONAL CONFERENCE ORGANISER & TRAVEL MANAGER

Mr. Thirupathi Atkapuram, CEM
Founder & Director – Operations & BD
+91 9848440272
thirupathi.atkapuram@meetyevents.com



Meety Events Private Limited
Office No. 207, HITEX 2nd Floor,
HITEX Trade Fair Office Building,
Izzathnagar, Hyderabad - 500084.
meetyevents.com

OFFICIAL FABRICATOR

Mr. Srikanth Putti
+91 7075957818
services@violetww.com



M/s Violet Event Mktg (India) Pvt. Ltd.
Office No. 206, HITEX 2nd Floor,
HITEX Trade Fair Office Building,
Izzathnagar, Hyderabad - 500084.

If payment is drawn in a foreign currency, please the bank include the bank commission and please also if the final amount received is less than the invoiced is the invoiced amount due to exchange rate variance, you will be responsible for reimbursing the relevant received is less than the invoiced amount due to exchange rate variance, you will be responsible for reimbursing the relevant beneficiary.

Late Orders (received after the deadline, 31st December, 2024 will be provided subject to the availability, will be subject to 30% surcharge.

30% cancellation fees will be imposed for cancellation of confirmed order. There will be no refund for cancellation during show days.

All Prices are in INR and for the duration of the show mentioned or otherwise mentioned.

All, materials are subject to availability and first come first serve basis.

A socket must be used for one exhibit at a time. Multi point connection is not allowed to prevent the risk of power over load.

The standard supply is 110V, 220v or 380V with approximately 10% fluctuation. For the safety of your equipment, please use stabilizer.

RULES AND REGULATIONS RELATED TO ELECTRICAL SERVICES

1. The standard shell scheme includes: 3 spotlight and a plug socket for every 9 sqmt. The above items are readily provided by organizers. Additional requirement have to be ordered through Electrical Services Order From section '5'.
2. Locations of lights and socket points in the standard booth are fixed locations and may not be moved.
3. The organizer has appointed us as the official show Contractor to be responsible for Standard supply of electricity:
 - a. The standard supply is single phase AC 220v/50Hz with +10% fluctuations. For the safety of your equipment, please use stabilizer.

BUILT-UP STALLS

Package of facilities for standard built-up octanorm stalls includes.

- Back and side partitions with a modern prefabricated system like octanorm and PVC laminated panels.
- Synthetic carpet on the floor.
- Fascia in English with stall number and name.
- One spotlight per 3 sqm. Space.
- One 5-amp socket per stand and One table, two chairs per stand.
- Power consumption for lighting.
- One waste bin per stand.

DEFAULT IN OCCUPANCY

- Failure to occupy contracted space does not relieve an exhibitor of any obligation, financial or otherwise.
- To ensure smooth traffic movement, exhibitors will be allowed to enter their vehicles from Evening 18:00hrs. onwards on 7th January 2025 to unload their materials. It is imperative that unloading time is strictly adhered to and that vehicles are removed as soon as unloading is completed.
- Companies that need more time for setup or dismantling should contact Meety Events Private Limited at least 48 hours prior to the above-mentioned time. Additional fees for rental and security may apply.
- Any maintenance work to the stand carried out by the Exhibitors and/or their contractor must be completed before the opening of the exhibition hall. If while on site, a problem occurs and special maintenance time is necessary, please contact Exhibition Management right away, so that special arrangements can be made, additional fees for security may apply.

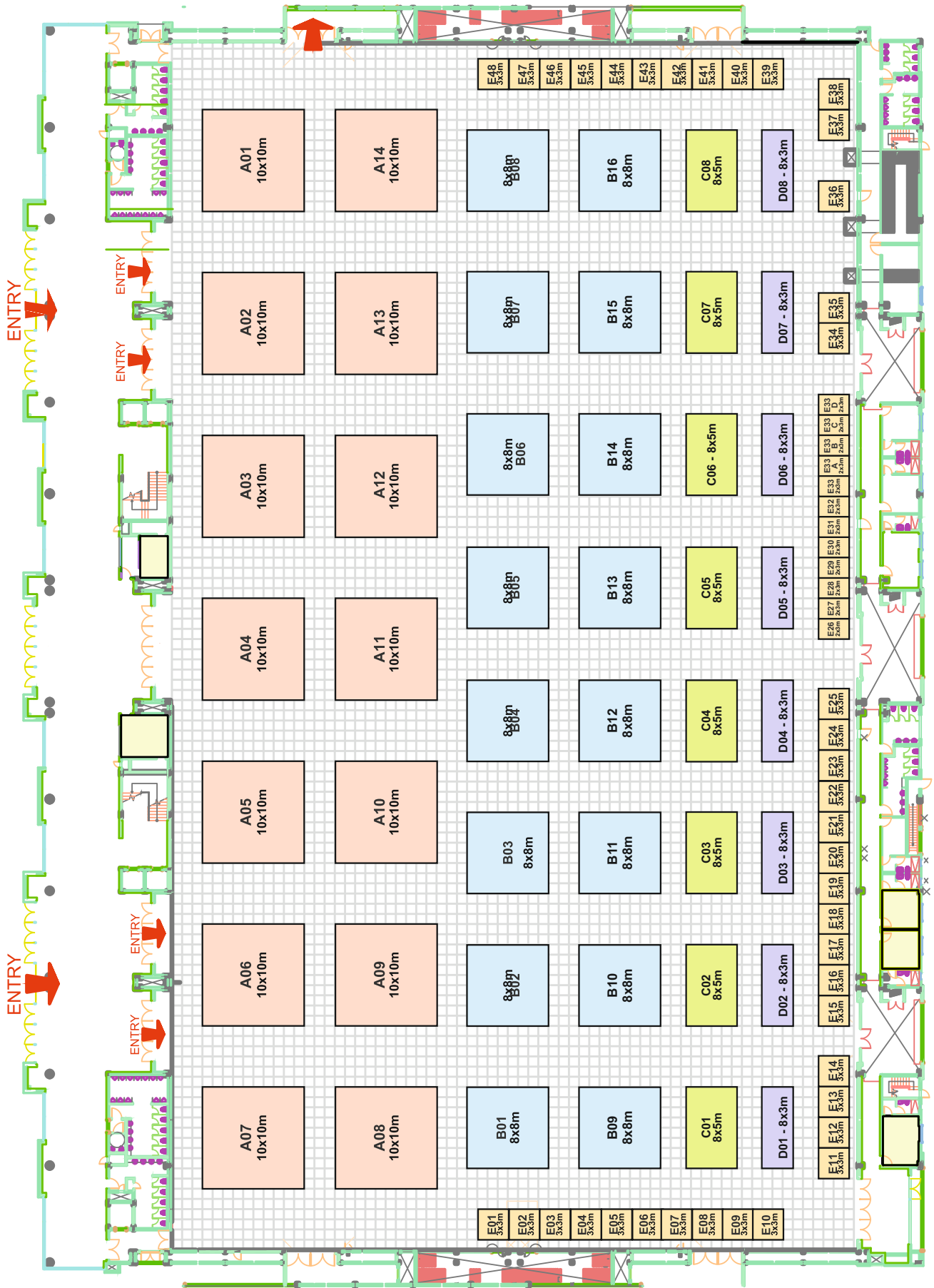
PAYMENT METHOD

Cheque/ Demand Draft to be in favour of **“Pediatrics Academy of Telangana Pats-Pedicon 2025”** payable at Hyderabad. Please send us the Demand Draft at the conference secretariat.

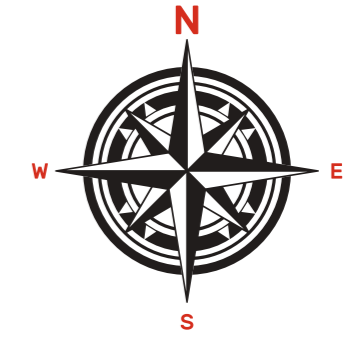
GENERAL TERMS & CONDITIONS

- Receipts for Sponsorship and full payment must be received by the organizers of the PEDICON2025 prior to or on the deadline dates to guarantee that your company's Sponsorship status will be included in printed materials.
- All prices are exclusive of 18% GST.
- Payment must be received by 31st DECEMBER 2024 Sponsorship is not considered confirmed until payment has been received in full. Please note that all payments must be made in INR.
- Cancellations must be made in writing to the organizers of the PEDICON2025 Cancellations received after 5th December 2024 will not be entitled to a refund / No refund for cash.
- PEDICON 2025 reserves all the rights to modify/rearrange the floor plan or cancel any sponsorship without assigning any reason thereof.
- All booking forms must be accompanied by 100% advance. Written confirmation of booking will be given after 100% advance payment is received.
- The sponsor must not cause any damage to the walls, panels, and other areas inside the hall. In case of any such damage, the sponsor will be required to indemnify the Organizers for the same.
- The Conference Manager shall allocate the floor areas to meet the request of the exhibition as far as possible to stated preferences but the same cannot be guaranteed.

EXHIBITION HALL LAYOUT



- 10X10m = 14nos
- 8X8m = 16nos
- 8X5m = 8nos
- 8X3m = 8nos
- 3X3m = 48nos



TERMS FOR SPONSORSHIP AND EXHIBITION

VENUE & DELIVERIES

It is your responsibility to book your courier for both delivery and collection. It remains a private arrangement between you and your chosen courier company. In addition, it is your responsibility to pay all customs charges; otherwise all the materials may be refused.

All goods must be covered by proper customs documents – please mention it is a temporary exportation in order to avoid paying more taxes than expected. The hotel will not pay any taxes/duties etc and will not accept any underpaid charges.

Remember – it is your responsibility to arrange for items to be picked up at the end of the event – items must be collected by the end of 10th January. You must book the courier and ensure that your items are clearly labelled with your company name and the return address. Items left after this time will be disposed of. Please ensure the collector brings collection instructions detailing the following:

SUPPLIERS

AV Supplier: Should you wish to order any AV/screens for your stand, please contact: Meety Events Team.

FURNITURE SUPPLIER

To order furniture for your stall (other than the desk and 2 chairs) Contact Meety Events Team.

IMPORTANT NOTE

Do not bring children under the age of 16 to the exhibit hall during installation or dismantle. Due to safety and insurance regulations, children are not permitted during these times.

SECURITY

Entry to and exit from the exhibit area will be possible only through the main Show entrance and all persons entering and leaving must wear a badge issued by MEETY EVENTS. During the installation and dismantling periods, no one will be permitted in the exhibit area before 8:00am.

ANIMALS

Live animals are prohibited in exhibit space.

CRATE STORAGE

Empty crates, boxes, skids, etc. that exhibitors have labeled "Empty" will automatically be removed from exhibitors' booths, stored and returned at the conclusion of the exhibition. "Empty" stickers will be available from the Official Contractor. There is no charge for this service.

DAMAGE TO PROPERTY

Exhibitors are responsible for damage to uncrated or improperly packed shipments, concealed damage, loss or theft of material after delivery to booth or before material is picked up for return movement. It is expressly understood that the exhibitor will make no claim of any kind against Show Management for any loss, damage or destruction of goods, nor for any damage of any nature to this business by reason of the failure to provide space for any exhibit or the removal of the exhibit.

DISPOSAL OR STORAGE OF PACKING MATERIALS

Special care will be necessary in unpacking merchandise for display. Loose cardboard cartons will not be accepted for storage unless they are knocked down flat and securely tied into bundles and properly tagged.

Be sure to remove all old labels first. It is suggested that small crates be nested in larger ones to reduce the number of pieces to be stored and thereby hasten their return. No boards or skids will be accepted for storage unless securely tied into bundles and tagged. Materials not in accord with these regulations will be considered refuse and will be disposed of by the cleaners.

NO STORAGE OF ANY KIND WILL BE PERMITTED BEHIND YOUR DISPLAY

All combustible materials, which are not an integral part of the display, must be removed each night unless stored in a metal container. However, to facilitate repacking merchandise at conclusion of the exhibit, some exhibitors have found it convenient to remove knocked down cartons to their cars and hotel rooms for ready access.

EARLY DISMANTLING

No exhibitor will be allowed to dismantle any portion of their exhibit prior to the end of exhibit hours on the final day of exhibits. This is a discourtesy to those attending the Show and to your neighbouring exhibitors. Exhibitors who dismantle prior to the closing of the show will forfeit accrued seniority for the next two ALA Exhibitions.

FOOD SERVICE

Food and beverage service (including alcoholic beverages) in your assigned booth space may be allowed, if approved in advance by MEETY EVENTS. All requests must be submitted in writing 60 days prior to the show opening. Requests to serve items which detract from the exhibit's professional appearance will not be allowed or approved. Popcorn is not allowed on the show floor.

After receiving MEETY EVENTS approval, it is the responsibility of the exhibitor to contact the exclusive convention center caterer to place all orders. Catering menus and order form can be found in the Exhibitor Manual (available in October).

LIGHTING

No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space. Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles. Lighting which is potentially harmful, such as lasers or ultraviolet lighting, will not be permitted. Lighting that spins, rotates, pulsates and other specialized lighting effects should be in good taste and not interfere with neighbouring exhibitors or otherwise detract from the general atmosphere of the event. Exhibitors intending to use light systems should submit drawings to MEETY EVENTS for approval.

LITERATURE DISTRIBUTION

All sales activities (literature/invitation distribution) must be contained within your rented booth space. Besides the obvious traffic congestion this practice would create, it violates a basic tenet of exposition management - "To design and manage an exhibit floor that ensures each exhibitor an equal opportunity to market their product or service." Therefore, we cannot allow exhibitors to distribute material in any area of the Convention Center other than their rented booth space

TERMS FOR SPONSORSHIP AND EXHIBITION

Acceptance of General Terms

Those wishing to participate as a sponsor or exhibitor unreservedly accept, and undertake to comply with these general terms. The event organiser reserves the right to give notice should any new provisions, circumstances or changes in the interest of the event occur.

Letter of Commitment

If you would like to be a sponsor or exhibitor, please complete and return the relevant booking / application form(s) ensuring that you indicate you have read and agree to the General Terms for Sponsorship and Exhibition at the PEDICON 2025. Upon receipt of the completed booking form, PEDICON 2025 will then proceed to issue your company the necessary invoice with full payment instructions.

Cancellation of PEDICON 2025

It is mutually agreed that in the event of total or partial cancellation of the meeting due to fire, strike, natural disaster (either threatened or actual), government regulations or causes which would prevent its scheduled opening or continuance, this agreement will be terminated immediately, and PEDICON 2025 shall determine an equitable basis for the refund of a portion of the sponsorship item(s) purchased, after due consideration of expenditures and commitments already made. Under no circumstances is PEDICON 2025 responsible for any exhibitor's expenses (such as travel, lodging, or exhibit shipping), or any other incidental or consequential damages.

Payment Terms

Organising Committee will raise invoice sponsors on behalf of PEDICON 2025.

- ♦ Payment must be received by 1st December 2024 Sponsorship is not considered confirmed until payment has been received in full. Please note that all payments must be made in INR.
- ♦ If full sponsorship fees are not received before the 25th December 2024 entry will be denied.
- ♦ If a sponsor pays registration fees for invited participants, these fees cannot be offset against the sponsorship amount; this applies to all categories of sponsoring partners.

Cancellation Policy

Cancellations and changes to your original booking must be made in writing to PEDICON 2025. For cancellations made:

- ♦ Cancellations must be made in writing to the organizers of the PEDICON 2025 Cancellations received after 15th December 2024 will not be entitled to a refund.



CONGRESS SECRETARIAT

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Chief Organizing Secretary
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