



## Exhibitor Manual

GAI FOOD & BEVERAGE AND HOSPITALITY 2023

October 5-8<sup>th</sup>, 2023

UPDATE: 20 September, 2023

### EXHIBITION FACILITIES AND CONTACTS

General Manager	- Birendra Rajkarnicar (977-9851120585)
Exhibition Floor Manager	- Neha Ray (977-9861814147)
Special Events	- Sishir Rai (977-9811155333)
Information Desk	- Sachin Sharma (977-9841826936)
Operations/Logistics	- Sikander Shah (977-9845231035)
Visitor Registration	- Ajin Bajracharya (977-9851249468)
Maintenance, Security, Safety	- Dhurba Lamsal (977-9841451190)
Accounts / Kit Distribution	- Navina Maskey (977-9841183562)
Visitor Tele-marketing / PR Campaign	- Meenu Rajkarnicar (9779851020528)

Organizer's Office / Information Desk	- Between Entrance and Exit
Visitor Registration Desk	- Foyer
Special Events Hall	- West End Outdoors
Food Court:	- West End Outdoors
Toilets	- East End Exit

### EXHIBITION BRIEFING SESSION

Exhibitors Briefing Session : 4:00 PM, Friday, September 22<sup>nd</sup>, 2023 (Zoom – virtual)

### DATES AND SCHEDULES

**Stand Build-up (Space Only): October 2<sup>nd</sup>, 5:00 PM onwards (material drop-offs only)**

**Stand Build-up (Space Only): October 3<sup>rd</sup>, 9:00 AM – 10:00 PM**

**Stand Build-up (Shell-scheme): October 3<sup>rd</sup>, 1:00 PM – 10:00 PM**

**Stand Build-up (all exhibitors): October 4<sup>th</sup>, 9:00 AM to 10:00 PM**

**Stand Build-up Completion: October 5<sup>th</sup>, 9:00 AM - 1:00 PM sharp**

### Exhibition Opening Hours:

October 5<sup>th</sup>: **09:00 AM - 01:00 PM : Final Décor and Touch-Up and Set-up for Exhibitors**

**: 05:00 PM - 07:00 PM: Special Preview Mocktail Reception**

October 6<sup>th</sup>: 09:45 AM - 11:00 AM : Exhibitors Entrance / Stand Delivery

: 11:00AM - 06:30 PM : Business and General Visitors

October 7<sup>th</sup>: 09:45 AM - 11:00 AM : Exhibitors Entrance / Stand Delivery

**: 11:00AM - 12:00 PM : Retailers Breakfast Reception**

: 11:00 AM - 06:30 PM : Business and General Visitors

October 8<sup>th</sup>: 09:45 AM - 11:00 AM : Exhibitors Entrance / Stand Delivery

: 11:00 AM - 06:30 PM : Business and General Visitors

October 8<sup>th</sup>: 07:00 PM – 11:00 PM : Stand Clearance

### **SNEAK PREVIEW MOCKTAIL RECEPTION- October 5<sup>th</sup>, 5 – 7 PM**

All booth build-up and décor should be completed by October 5<sup>th</sup>, 1:00 PM. **All exhibitors shall leave the hall at 1:00 PM.** The hall will close for the evening Mocktail reception set-up and will open at 4:30 PM for exhibitors. Entry is strictly for exhibitors with ID card. Exhibitors shall receive 5 invitations to invite their clients to the reception after giving the name list with contact information to the Organizer. The Sneak Preview Mocktail Reception will start at 5:00 PM and close at 7:00 PM. We strongly urge exhibitors to offer sampling tasting during the Mocktail Reception.

### **RETAILERS SNEAK PREVIEW BRUNCH RECEPTION – October 7<sup>th</sup>, 10:30 AM – 12 PM**

The Retailers Sneak Preview Power Breakfast Reception will start at 10:30 AM and close at 12 PM on Saturday, October 7<sup>th</sup>. We strongly urge exhibitors to offer sampling tasting during the Breakfast Reception.

### **EXHIBITOR PARTNERSHIP IN FBH 2023 PROMOTION**

Exhibitors are welcome and encouraged to take initiative in promoting their presence in the exhibition on their own. Please, place your ads in the daily newspapers and promote your presence through Facebook and other social mediaplatforms.

Please, email Suraj Kalwar (info@rajkarnicar.com) to link and share FBH 2023 with your websites and Facebook page or if you need FBH 2023 logo and mnemonic.

### **24-HOURS ELECTRICITY SUPPLY**

Exhibitors who require 24-hours electricity supply for frozen or chilled materials, please contact Heera Kazi from Exhibition Light House at 9851053847.

### **FREE WIFI FACILITY**

Vianet Communication is the official ISP Partner. Wi-Fi is only for exhibitors with special password access given in your exhibitor kit. Do not share with visitors and stand attendants. If extra user access or bandwidth is required contact Rabin Pandey from Vianet Communications – 9801196059.

### **FOOD & DRINKS**

Contact Tejendra Rajbhandari (9801881369) or visit Anmol Catering Service in the outdoor area of the Exhibition Hall – west end exit. You may pre-order your meals for the entire 3 days.

### **STAND INCLUSION**

Shell scheme booth: walls on three sides, 1 table, 2 chairs, 2 spotlights, 1 plug-point (5/15 Amp) and a fascia name for your organization. Custom built booth: Space only with 1 plug-point (5/15 Amp).

### **EXHIBITORS' KIT: ID CARDS AND INVITATIONS**

**Full payment for your booth booking must be paid up before you can pick up the ID cards.** All the exhibitors are requested to collect the kit and ID cards from the Organizer's office. Please note, that without the ID cards, no one is allowed to enter the Expo Hall even during the built up and décor period. Booth laborers and porters must wear day badges to enter the Expo Hall which will be distributed to exhibitors at the entrance.

Four ID cards will be issued for each shell scheme booth exhibitor. Additional ID cards will be issued at an extra cost of Rs.200 each. **Extra ID cards shall only be distributed on October 5<sup>th</sup>.**

**Please, check the exhibitor's kit at the time of receiving and sign the receipt**

### **STAND DECORATION & CONSTRUCTION**

- a. Space only exhibitors may drop off their materials October 2<sup>nd</sup> from 5:00 PM onwards and Shell Scheme exhibitors on October 3<sup>rd</sup> from 1:00 PM onwards.
- b. Delivery vehicles must wait in line in order to park at the entrance gates and must leave as soon as the unloading is complete. Please, follow traffic guard instructions
- c. Contact our designated staff (TBA) if you require extra electricity before October 2<sup>nd</sup>. Please, notify our staff or the Information Desk if you require 24 hour electrical supply to your booth.
- d. Use of halogen lamps and bulbs beyond 100 watts in their stall is not allowed. Any such lamps and bulbs will be immediately removed by the exhibition management.
- e. I.D. Cards will be required to enter the Exhibition Hall during the stall decoration days. Stand décor helpers shall be issued special temporary stickers
- f. If you need flower vase, floral decorations or green plants, please contact Krishna Thapa from Thapa Nursery – 9841597460.

### **Custom-built Stands on Raw Space**

Raw Space contractors' information, construction drawing and lighting distribution plan should be submitted to the organizer for review before the commencement of the exhibition build-up.

The transportation, assembling, dismantling and the removing of custom-built stands are the responsibility of the Exhibitor or its appointed contractor. All such work must be carried out according to the arrangements and within the time limits specified in this manual. Custom-built stand exhibitor must accept full responsibility for the public safety of the stand.

Electric current will be supplied in 15 Amp single phase. **For extra power, please, refer to the attached extra item form and must order at least 7 days before the exhibition starts.**

**Works such as cutting and welding iron and aluminum cannot take place indoors. Limited outdoor space and power points shall be provided.**

### **On-site Unloading and Unloading Charges**

- **Crane: NRs. 4000 (IRs. 2500) per hour operation**
- **Fork Lift Machine: NRs. 4000 (IRs. 2500) per hour operation**
- **Fork Lift Manual Equipment: NRs. 5000 (IRs. 3200) per day**
- **Labor: NRs. 1500 – 2500 (IRs. 1000 – 1500) per unit or crate or pallet**

The above rates are only suggestive estimates. Please, enquire on your own and do not hold the organizer to the rates and vendor or labor charges.

**If you require fabricators to build your stand or produce signage, please contact the following fabricators:**

**Lalbabu Jayswal: 977-981175083, 9801029078**

**Rajat Arts: 977-9803665143, 9801143027**

**Suresh: 977-9851032996**

**Rajkumar: 977-9851041528**

**Mahendra – ERM Concepts – 9851336543**

### **EXTRA EXHIBITION REQUIREMENTS**

If you require the following extra items for your booth, please, fill in and turn in the Extra Items Request Form at the earliest. They will be available as per availability and lead time. All orders must be made by September 15<sup>th</sup>.

- Stall Attendants (Sachin Sharma – 977 9841826936)
- Potted plants and flower vase (Krishna Thapa from Thapa Nursery – 9841597460)
- Lights and electrical power (Hira Kazi – Exhibition Light House – 9851053847)
- Furniture (Mahendra – ERM Concepts – 9851336543)
- Daily lunch delivery (Contact Tejendra Rajbhandari (9801881369) or visit Anmol Catering Service in the outdoor area of the Exhibition Hall – west end exit.)

### **SECURITY SYSTEM**

**While the organizer or the exhibition management shall provide general security during all hours of the Exhibition, the organizer or the exhibition management shall not be responsible or liable to the Exhibitors or to anyone for loss, theft or damage of Exhibitors' products and materials on display.** The Exhibitor shall insure his displays against loss or damage by theft, fire and any other natural calamities, or any cause whatsoever. The Exhibitor shall be responsible and pay as per venue management billing for any damage to the structure, floor, wall pillar and any a part of the Exhibition venue caused by his staff or contractor in the transportation, removal of refuse and/or decoration works. **The organizer or the exhibition management shall not be responsible or liable to the Exhibitor or to anyone at the booth or in the Exhibition hall for any accident happening or injury suffered or for any damage to or loss of any chattel sustained in the areas of the Exhibition.**

I.D. Cards must carry your name, organization name and stall number. It must only be used for you and your stall attendants. Please note that without I.D. Cards, no one will be allowed to enter the hall during the decoration period and the pre-opening period each day.

## WASTE MANAGEMENT

All exhibitors are required to keep their rubbish in the aisle in front of their respective booths when they leave the hall in the evening. The rubbish shall be collected in the morning between 10:00 – 10:30 AM.

### Please note that the following timing will be strictly maintained for security reasons:

Registration will close at 6:00 pm. Exhibition Entrance will be closed at 6:30 pm. All the visitors will leave the hall by 7:00pm. At the instruction of the Exhibition Manager, all the Exhibitors shall leave the hall at 7:00 pm at the same time.

Remain at your stall until an exhibition security person signals you for departure.

Exhibition Entrance will be open for Exhibitors only at 09:45 am to take possession of the stall. The Exhibition will open at 11:00 am for the public. Please be present at the Exhibition Hall before 09:45 am sharp.

## Visitor Registration and Entry Management

Source	Submission	On-site Visitor	On-site Registration Staff
Mobile App Registration	QR Code	✖	Scan QR code and print expo badge
Online Registration, Email, SMS, Invitations: General, Mocktail Reception, Breakfast Reception	Invitation	Visitor download App, fill out form, submit and receive QR code	Scan QR code and print expo badge
Walk in WITH smart cell-phone	✖	Visitor download App, fill out form, submit and receive QR code	Scan QR code and print expo badge
Walk in WITHOUT smart cell-phone	✖	Fill out visitor form or submit business card	Create individual QR code and print expo badge

### Security Tips:

- Follow above regulations.
- Do not misuse and be careful with your I.D. Cards
- Do not leave your stall unattended.
- Do not blindly trust temporary stall attendants.
- When you leave at night, cover your stall with cloth and unplug all electrical appliances.
- Report any suspicious people and objects immediately to the Exhibition Manager.
- Be especially careful on stall decoration days (October 4-5<sup>th</sup>, 2023) and stall dismantling day (October 8<sup>th</sup>, 2023). This is when most theft occurs or when people tend to misplace their belongings.
- Do not panic in an emergency. Wait for instruction from the Exhibition Manager. If you are instructed to leave the hall, leave the hall quietly and in an orderly manner.

## PARKING

Parking for exhibitors and buyers are available free of charge in the exhibition ground. You must be wearing your exhibitor or buyer ID. Free parking is also available to visitors once they register and get their visitor badge.

## STAND CLEARANCE

You may clear your stand on October 8<sup>th</sup>, 2023. You have to start clearing your stand after 7:00 pm and finish before 11:00 pm the same day.

## CUSTOMS CLEARING AND FORWARDING / ADVERTISING / AUDIO-VISUAL RENTAL

Please, contact our designated staff (TBA) for Customs Clearing & Forwarding and Sachin Sharma (977-9841826936) for Advertising and Audio-visual Rental of House of Rajkarnicar, if you require any assistance for any of the above matters.

## LOCAL HOSPITALITY – HOTELS

We negotiated the best rates but please compare with rates on booking portals and with your travel agents. Please, donot hold the organizer responsible for any rates or inclusions. Make your bookings directly with the hotels. Please, contact Sachin Sharma for hotel booking and local vehicle rental assistance (977-9841826936)

### Hotel Accommodation

- a. Hotel Everest (Five Star), Naya Baneswar, 5 minutes to exhibition venue  
IRs 5700 nett per night for single room and IRs 8200 nett per night for double room  
Tariff includes all taxes, full breakfast and Wi-Fi
- b. Hotel Surya Heritage Hotel (Three Star), Thamel, 10 minutes to exhibition venue  
IRs 3125 nett per night for single or double room  
Tariff includes all taxes, full breakfast and Wi-Fi
- c. Backyard Hotel (budget), Thamel, 10 minutes to exhibition venue  
IRs 2500 nett per night for single double room  
Tariff includes all taxes, full breakfast and Wi-Fi
- d. Hotel Maalaxmi (budget), Gyaneswor, 7 minutes to exhibition venue  
IRs 2000 nett per night for single room and double room  
Tariff includes all taxes, full breakfast and Wi-Fi

### Airport Transport:

Airport taxis will cost between NRs. 600 to 1500 depending on the distance. However, this is subject to change.

## INFORMATION FOR INDIAN EXHIBITORS

### **A. Payment:**

All invoices will entail 13% VAT which shall be issued upon receipt of the full payment. TDS deduction shall not be accepted by the organizer, House of Rajkarnicar. Online or off-line payments can be made through credit cards and normal bank transfers. If you have difficulty through your bank, you can make bank transfers through Punjab National Bank in India under the Indo-Nepal Remittance Scheme by filling up the form [attached here]. Please contact Mr. Bharat Karki – Punjab National Bank Branch (New Delhi) +91 98712 64092 if you require any assistance with payment transfer under Indo Nepal Remittance Scheme.

### Bank Details for Indo Nepal Remittance payment transfer:

Account name: House of Rajkarnicar Exhibitions and Events

Account no: 01000105200907

Bank Name: Everest bank LTD,

Branch: Teku Kathmandu

If exhibitors have any problems processing payments, please contact us (Email: [info@fbhnepal.com](mailto:info@fbhnepal.com)) for the payment transfer solution.

### **B. Outbound / Inbound Transportation and Customs Logistics**

#### ➤ Inbound

- Consignments to be delivered to freight forwarder no later than 21<sup>st</sup> September 2023.
- Freight: IRs. 10 – 12 per Kg based on shared freight vehicle (inclusive of 4.5% sales tax) by volumetric weight from freight forwarder's depot in Delhi. Exact charge will depend upon the total volume of freight on truck.
- Food and beverage related items/samples customs fee: Irs 3200 (from 1 kg to 1 ton)
- Indian Customs and Nepalese Customs clearance fee Inbound and Outbound – about IRs 12000  
**Contact: Neeraj Jaiswal > 91-9450005167, 977-9807540051**
- Local delivery from freight forwarder depot to exhibition – IRs 1250 (TATA mobile)
- Customs Duty and VAT Payable
  - Duty charged as per actual, the duty ranges from 2.5 to 30 % of value
  - VAT payable is 13% of value

- All payments to be made to freight forwarder before handover of consignment.
  - Submit documents: GST invoice, if GST under LUT Bond then Bond copy, A. D. Code, Export-Import Code, certificate of origin, packing list before truck departure.
  - House of Rajkarnicar Exhibitions and Events will issue an official letter for custom purpose (saying merchandise coming to Kathmandu from India for exhibition purpose) to all the exhibitors whose merchandise will be coming to Kathmandu from India for FBH 2023.
  - The consignment should be invoiced to House of Rajkarnicar Exhibitions and Events Pvt. Ltd. so that the customs refund cheque can be refunded and transferred to the respective exhibitor whose exhibits will go back to India after FBH 2023.
  - 1% of the total customs refund amount as customs charge and IRs. 5,000 administration fee will be charged on the total customs refund amount.
- **Outbound**
- Freight: IRs. 10 - 12 per Kg by volumetric weight to be paid upon return at freight forwarder's Kathmandu depot. Exact charge will depend upon the total volume of freight on truck.
  - Indian Customs and Nepalese Customs clearance fee – included in the one-time customs clearance charge for imports.
- Contact: Neeraj Jaiswal > 91-9450005167, 977-9807540051**
- Local delivery from exhibition venue to freight forwarder depot – IRs 1200 (TATA mobile). All returning consignments must be packed, labelled with packing list by 10:00 AM, October 9<sup>th</sup>.
  - Customs Duty and VAT Refund
    - Duty and VAT charged as per actual
    - Refund to take about 15 days and transferred to exhibitor
  - Submit documents: Invoice, packing list, letter from organizer and exhibitor for custom purpose.
- **Freight Forwarder:**
- a. **Mehta Interstate Transport Corporation**  
 CG-192, Sanjay Gandhi Transport Nagar, Delhi- 110042  
 Contact: Mr. Ramavtar Sharma +91 9971136941, +91 7880960991  
 Contact in Nepal: +977 9801228321, +977 9811434555  
 Email: [info@mtcoi.in](mailto:info@mtcoi.in), [mitco41@yahoo.com](mailto:mitco41@yahoo.com),  
 Website: [www.mtcoi.in](http://www.mtcoi.in), Transport ID: 07AAKPM4096N1Z0
  - b. **Vashistha Roadlines: Sector 93 Road, Hayatpur, Sector 93, Gurugram, Haryana 122505**  
 Contact: Pradeep – 91-9991749075, 977-9869316087,  
 E-mail: [prdeepvashistha9075@gmail.com](mailto:prdeepvashistha9075@gmail.com) Mohan Singh – 91-7042340533
  - c. **I P Roadlines**  
 Delhi: 10 A Shyam Enclave, NITCO Transport Wali Galli, Gyani Border, UP Border  
 Contact: Sharma, 9818567655  
 Anil Tayel, Tel: 7042064661, 0120-2625679 / 2625681; Email: [iprdelhi07@gmail.com](mailto:iprdelhi07@gmail.com)  
 Kathmandu: Kalimati, Kathmandu  
 Contact: Manoj Kumar, Tel: 977-9851012761, 9801012761, 1-4288928, 4288930  
 Email: [ipr\\_manoj@yahoo.com](mailto:ipr_manoj@yahoo.com), [ktm@iproadlines.com.np](http://ktm@iproadlines.com.np)

**Note:**

Any food and beverage related items (starting from 1 kg) will need to be in quarantine at the customs (at border) for at least 1 day as per the new customs regulation applied by the Nepalese Government since 2022. So, exhibitors are requested to dispatch their merchandise with enough lead time for quarantine.

These customs clearance and freight forwarding information are only suggestive. Please confirm directly with the suggested vendors and do not hold the organizer liable for the above information or the reliability of the vendor.

### **C. LAND TRAVEL TO KATHMANDU**

There are numerous scheduled flights to and from Kathmandu which may cost INRs 6000 or more for one way. If you wish to save money and travel by land, there are numerous trains from Delhi to the following border stations.

Lucknow – upon arrival take a shared taxi to Rupendehi, take a rickshaw and cross the border to Nepalganj. Take the evening bus to Kathmandu arriving the next morning.

Gorakhpur - upon arrival take a shared taxi to Sonauli, take a rickshaw and cross the border to Bhairawa. Take the bus to Kathmandu arriving 8 hours later.

Sugauli - upon arrival take a shared taxi to Raxaul, take a rickshaw and cross the border to Birgunj. Take a bus or Tata Sumo to Kathmandu arriving in 4-6 hours.

Raxaul – upon arrival take a rickshaw and cross the border to Birgunj. Take a bus or Tata Sumo to Kathmandu arriving in 4-6 hours.

### **EXHIBITOR AWARDS**

The winners shall be awarded with a certificate and a prize of 9 sq. meters exhibition space in Food & Beverage and Hospitality 2024. The judgment and decision will be made by prominent visitors of the FBH 2023.

#### **a) Best Exhibition Award**

The award is given to one exhibitor who has the best display design and the most effective presentation.

#### **b) Best Promotion Award**

The award is given to one exhibitor who presents the most unique and new product or service in the most effective manner to the visitors.

#### **c) Best New Product Award**

The award is given to one exhibitor who has the most effective and creative advertising campaign for drawing the visitors to their booth.

#### **d) Best Visitor Interaction Award**

The award is given to one exhibitor who has the most dynamic interaction in the booth. The exhibitor shall also be judged based on the activities, visitor engagement and the presence of senior staff at the booth.

Punjab National Bank\_

Date :

**INDO NEPAL REMITTANCE**

**BENEFICIARY'S DETAILS**

Account No.																		
*Name																		
*Address																		
*Mode of Payment	Everest Bank Account	Cash Payment	Other Bank	Name of Bank & Branch														
*Beneficiary ID Type													*ID No					
Phone/Cell													Email					

**REMITTER'S DETAILS**

PNB Account No.																			
*Name																			
*Address																			
*Phone/Cell													PAN No						
*Remitter ID Type													*ID No						

**Cash Deposit:**

Denomination	Rs.	Ps
2000 *		
500 *		
200 *		
100 *		
50 *		
20 *		
10 *		
5 *		
<b>Total</b>		

Amount (in words): Rs.

**Cheque Deposit:**

Chq No	Date of Chq	Rs.	Ps
Name of Bank		Branch	

**AMOUNT TO BE REMITTED**

Amount								-		
Commission								-		
Total amount								.		

.....  
Cashier

.....  
Authorized Officer

UIN No

P.S. If remittance is for any bank other than EBL, Rs.100/-additional charge will be levied



punjab national bank\_

Date :

**INDO NEPAL REMITTANCE**

**BENEFICIARY'S DETAILS**

Account No.																
*Name																
*Address																
*Mode of Payment	Everest Bank Account	Cash Payment	Other Bank	Name of Bank & Branch												
*Beneficiary ID Type													*ID No			
Phone/Cell													Email			

**REMITTER'S DETAILS**

PNB Account No.																
*Name																
*Address																
*Phone/Cell													PAN No			
*Remitter ID Type													*ID No			

**Cash Deposit:**

Denomination	Rs.	Ps
2000 *		
500 *		
200 *		
100 *		
50 *		
20 *		
10 *		
5 *		
<b>Total</b>		

**Cheque Deposit:**

Chq No	Date of Chq	Rs.	Ps
Name of Bank		Branch	

**AMOUNT TO BE REMITTED**

Amount								-		
Commission								-		
Total amount								.		

Amount (in words): Rs.

Signature :

.....

Remitter's ID verified from original

UIN No	
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*Authorized Officer*