

# BANGLADESH WATER EXPO

**2<sup>nd</sup>, 3<sup>rd</sup>, & 4<sup>th</sup> November 2023**

**International Convention City Bashundhara (ICCB), Dhaka**



**Exhibitor's Manual**



# BANGLADESH WATER EXPO

2<sup>nd</sup>, 3<sup>rd</sup>, & 4<sup>th</sup> NOVEMBER 2023  
International Convention City Bashundhara (ICCB), Dhaka

## WELCOME LETTER

*Dear Exhibitors,*

*Greetings from Water Today!*

*We are glad to announce the 5th Edition of BANGLADESH WATER EXPO, the Largest & Premium Annual Water Event in South East Asia, will be held on 2nd, 3rd, & 4th November 2023 at International Convention City Bashundhara (ICCB), Dhaka, Bangladesh.*

*As part of BANGLADESH WATER EXPO, Water Today would like to present you with this Exhibitor's Manual, laying out guidelines and important aspects that you need to know as an Exhibitor/Visitor at the Expo. The manual has been designed to ensure a smooth and successful participation from your end.*

*In order to have a hassle-free experience at the BANGLADESH WATER EXPO, you are hereby kindly requested to study the contents of the manual carefully. Once read, you are requested to revert all the forms duly signed and filled via email or fax to the Water Today office. Further, you are advised to retain a copy of each form for your records in order to settle any query and also to ensure a quick invoice settlement.*

*You can contact Water Today Pvt Ltd for any query with regards to the BANGLADESH WATER EXPO. We ensure our best cooperation, support, and wish you a smooth participation at the BANGLADESH WATER EXPO.*

*Thanks & Regards,*

**WATER TODAY TEAM**

**Redefining Water Exhibitions in South Asia**

**Head Office**

3D, 3rd Floor, Bhagheeratha Residency, 124, Marshall's Road,  
Egmore, Chennai - 600 008. Tamil Nadu India  
Email [info@watertoday.org](mailto:info@watertoday.org)  
Website: [www.bangladeshwaterexpo.biz](http://www.bangladeshwaterexpo.biz)

**Representative Office**

Water Today BD Ltd.  
House # 01, Road # 16, Sector # 07, Uttara, Dhaka-1230, Bangladesh  
Email : [info@watertoday.org](mailto:info@watertoday.org) Web : [www.bangladeshwaterexpo.biz](http://www.bangladeshwaterexpo.biz)

## STALL PLAN

- 1. Octonorm Table - 1 No
- 2. Folding Chair - 2 Nos
- 3. Spot Light - 3 Nos
- 4. 5 amps Plug Point - 1 No
- 5. Wastebin - 1 No



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## EXHIBITORS PROGRAMME, DATE AND VENUE

EVENT	DATE	VENUE	TIME (Hrs)
INAUGURATION	NOVEMBER 2, 2023	ICCB	10:00 -11:00
EXHIBITION	NOVEMBER 2-4, 2023	ICCB, Dhaka	10:00 - 18:00

## EXHIBITION BUILD-UP SCHEDULE

EVENT	DAY	DATE	TIME (Hrs)
RAW SPACE BOOTH LOCATION WITH FLOOR MARKING FOR EXHIBITORS	WEDNESDAY	NOV 1, 2023	10:00
COMPLETION OF SHELL SCHEME STALLS	WEDNESDAY	NOV 1, 2023	17:00
POSSESSION OF SHELL SCHEME STALLS	WEDNESDAY	NOV 1, 2023	17:00

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## EXHIBITION SERVICE AND CONTRACTORS

1. POWER SUPPLY:  YES  NO
2. WATER:  YES  NO
3. COMPRESSED AIR:  YES  NO

### 4. RAW SPACE BOOTH PLAN APPROVAL:

- a) Exhibitors are advised to use the official stand construction contracted for the build up of Raw Space Booth
- b) Exhibitors, who are using the service of private contractors other than the official stand construction contractor for their Raw Space Booth, must submit the layout of their stand design in triplicate for approval from the Organizer in advance.
- c) Construction of the Raw Space Booth can commence only after the design has been approved by the organizer.
- d) Any charges levied by the hall owner due to the damages caused to the property of the Exhibition Hall during the construction of Raw Space Booth, will be born by the Exhibitor/Contractor.

### 5. EXHIBITION BADGE

The Exhibition Badge is a MUST for all the Exhibitors for entry to the hall on all the three days of the EXPO. Organizers will issue the Exhibitor Badges from the Show Management Office on October 3 between 17:00-19:00 hrs. Each Exhibitor will be allotted a maximum of four badges.

S.No	Name	Designation	City	Company	Date of Birth
1					
2					
3					
4					

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## 6. SHOW DIRECTORY LISTING

Show Directory will be distributed to visitors at the main entrance free of cost during the exhibition. All exhibiting companies are entitled for a free listing in the show directory. Exhibitors are requested to complete and return the following to Water Today on or before 15th September 2023. Please attach a separate sheet with the profile of the company in not more than 200 words.

Exhibitor's Details

Company Name: .....

Address .....

City.....Pin Code: ..... Country .....

Contact Details: .....

Company Profile (in 200-250 words): .....

## 7. TEMPORARY HOSTESS/STAFF

Description	Number of Personnel required	No. of Days
Stand Host		
Stand Hostess		

8. STALL FABRICATION / STALL INTERIOR DECORATORS:  YES  NO

## 9. LOGISTICS & FREIGHT MOVEMENT

**PS. Bedi Group**

Mr. Ankur Bharadwaj - Manager Exhibition

B-301, 3rd Floor, Manglya Building, Marol Maroshi Road, Marol, Andheri East Mumbai-400059, India

Tel: +91 22 40321000 | Fax: +91 22 40321010 & 2850 9820 | Mob: +91 9004 407 888

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## 10. ACCOMMODATION

All accommodation expenses during the three-day stay in Bangladesh will be borne by the Exhibitors themselves.

11. PLANT HIRE:  YES  NO

12. ELECTRICAL ACCESSORIES/ FURNITURE:  YES  NO

## 13. FASCIA NAME & SHELL SCHEME PACKAGE

Please enter below Exhibitor Name, as you would want to display on the Fascia. This will be provided in Upper case in white standard 100mm height (4 inch) ENGLISH ALPHABET. FILL IN BLOCK LETTERS  
Deadline – 25nd September 2023

Fascia Name: .....

Drawings / Diagrams

Attach additional sheets for more information

14. AUDIO VISUAL SERVICES:  YES  NO

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Return this form to the organizer on or before 10th of September 2019

## WATER TODAY PVT. LTD.

3D, III Floor Bhagheeratha Residency, 124 Marshall's Road, Egmore, Chennai 600 008

Email: info@waterexpo.biz | Website: www.bangladeshwaterexpo.biz

Exhibitor.....Booth No.....

Address.....

Telephone.....Fax.....Email.....

Contact Person.....Designation.....

Signature.....Date.....

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