

# GENERAL INFORMATION, GUIDELINES AND TERMS & CONDITIONS FOR EXHIBITORS

## Bare Space – Rules & Regulations for Stall Décor

1. Marked floor space will be given as per the final layout
2. For single level stands, the max height of the wall paneling should be 2.5mtrs from the floor level and the maximum height for any branding should be within 3.5 mtrs
3. Bare space exhibitors are requested to share with the organizers, the details of their respective stall decoration contractors.
4. Bare space exhibitors should submit their final designs to the organisers for approval from their technical team a minimum of 1 week before start of work at site.
5. Exhibitors are requested to get the service badges from the organizers and to issue the same to their respective stall decoration contractors.
6. People without badges will not be allowed into the halls during the set-up and event period.
7. Wood Cutting, spray painting & Welding works are not permitted inside the hall.
8. Temporary power can be drawn from the nearest DB as indicated by the official infrastructure providers during set-up period.
9. Permanent power as per requirement will be given by the official infrastructure provider @ an additional cost upto the corner of the stand. Internal wiring for the stand should be done and maintained by your stand contractor
10. The exhibitors are advised to engage certified ( 'B' certificate ) electrical contractors for their electrical work and to use quality wires / cables .
11. The agencies are strictly advised not to encroach / touch/use the built-up booths for working/storing of the décor and display materials.
12. The stand contractors should work within the designated floor space of their respective booths & should not use the pathway/adjoining stalls for working. The pathway should be

completely cleared for laying of carpets on 26<sup>th</sup> January 2022 evening @ 6.00 PM.

13. Any materials found lying on the pathways will be removed from site by our housekeeping personnel and the organizers cannot be held responsible for any damage or loss of these materials.
14. The exposed area of the booth ( back / side wall ) facing the pathway or the other booth should be masked completely.
15. The pathways should not be encroached upon.
16. Smoking / Spitting / Drinking is strictly prohibited inside the halls.
17. The stand contractors should clear all their material from anywhere the hall/premises before the commencement of the show and remove off all the materials after the completion of the show.

## Additional rules for stands with Mezzanine Floor

1. Any mezzanine construction should have the drawing clearance and stability certificate from a chartered structural engineer and the same has to be submitted along with the stall drawings, to the organisers, 1 week before the commencement of work at site.
2. The mezzanine should be at a height on maximum 2.5mtrs from the natural floor level of the hall. The maximum height of any construction/branding on the mezzanine level should be within 4 meters from the floor level of the hall.

## Built-up Stall Details

1. **PREFAB STALLS**  
Prefab stalls as per layout using prefab system – Aluminium extrusions of powder coated vertical pillars and horizontal channels with panels using locking device.
2. **PANELS**  
Using white color polycom laminated panels of 1mtr width and 2.5mtr height and fixing powder coated vertical pillars on the sides

and horizontal channels at the top and bottom.

## 3. NAME BOARD

Using color laminated board and fixing in between 2 Nos of horizontal channels at the fascia. Names – Preparing the participant's names using white vinyl and fixing on the name board.

## 4. ELECTRICALS

3 nos spotlights and 1 no 5-amp power socket will be provided for every 9 sqm stall.

## 5. FURNITURE

1 no. table using octonorm system with 12mm laminated top, front and sides, 2 nos chairs and 1 wastepaper bin will be provided for every 9 sqm stall.

## 6. EXTRA ACCESSORIES

Additional furniture & electrical items as per catalogue can be booked in advance with the official stand contractor, through email. Advance online booking will be available till 15<sup>th</sup> December, 2021. Post that, furniture requirements (subject to availability) can be booked at the service counter on site.

- a. Drilling / nailing / pasting with adhesives on the stall partition and channels is not permitted. Only double-sided foam tapes will be permitted for fixing the display posters on the walls panels.
- b. The cost for any damage caused to the partitions, furniture, electrical, carpet etc. inside the stall will have to be paid by the exhibitor.
- c. In case of any assistance, please contact the service counter of the official stand contractor.
- d. Additional furniture & electrical items ordered @ site in the counter will be delivered within 5 – 6 hours from the time of order / receipt of the payment.

*Credit / Debit Card swiping machine available on site to facilitate cashless transactions.*