

## CONTRACTOR GUIDELINES

### Booth Design:

- Area of stand must not exceed the allotted area
- Height of construction of partitions (back wall / Side Wall) must not exceed 3 m, however the height of construction of partitions (back wall / Side Wall) shared with shell scheme Construction shall be limited to 2.5 meters.
- However, additional height of one/two features / design element(s) could be considered but upto 4.5 to 5 mtrs depending on the design and allocation of the booth as per layout. Such features / design element(s) will have to be constructed one meter away from the periphery of the booth i.e. inside / into the booth. It is mandatory to share your booth designs with dimensions to the organisers for approval of the stand.
- No projection will be allowed which may obstruct the neighboring stands
- All construction material must be fireproof
- Spray painting of stand panels with oil based paints and inflammable materials inside the hall is strictly prohibited
- All electrical fittings and wiring should be undertaken by licensed electrician
- Exhibitors who wish to design and construct their own stand should send a detailed layout plan of the same to the organizer as per the deadline of Online Exhibitor Manual. They must abide with the rules and regulations. The organizer will provide only the space. Stand construction, other things like carpet, furniture, etc will have to be arranged by the exhibitors. Services like power supply, telephone etc will be charged extra. Walls of island stalls should not exceed 3 mtrs height. It is not allowed to use wall partitions of adjacent stands and the booth must have a carpet.
- Such stands must be pre-fabricated and only assembled and finished in the exhibition halls. Carpentry will not be permitted inside the halls.
- Where a Raw Space Stand abuts another stand, the walls of the adjacent stand may not be used by the raw space exhibitor. Where Raw Space Stand walls exceed the lower walls of an adjacent stand, the rear surface of the wall exceeding in height must be decorated by the exhibitor building the higher wall with neutral design.
- Structures of special designs should remain within the boundaries of the space allotted.
- Peripheral walling of stand(s), if more than 1.2 m high, should not occupy more than one third of the total perimeter and not more than two thirds of any side.
- All materials used for stand construction and/or interior decoration should conform to minimum flame spread rating of Class 2, when tested to BS 476, Part 7: 1972. The use of inflammable material for the decoration of stand is prohibited unless such decorations have been treated with a fire retarding substance.
- Cooking of any kind inside the booth is strictly prohibited.
- No Air conditioning unit shall be installed in any stand by the exhibitor as there is no means of venting out the heat and water generated. The halls shall, however be centrally air-conditioned. The Exhibition area will contain some poles to support air-conditioning duct.

- Neon or flashing lights/signs shall not be permitted unless they form an integral part of an exhibitor's product. Cleaning of the stand built in raw space shall be the responsibility of the exhibitor.

**Note:** You will have to create a ramp for wheelchair access inside your booth.

**The following are strictly prohibited:**

- Use of electrical flashes, flash guns etc.
- Cloth Banners, Velvet Banners or Velvet Covers on the panels/table.
- Stage shows or presentations without prior permission in writing of the organizer.
- Painting, coloring, wallpapering, sticking of thermocol cut letters, nailing or drilling of panels. If you require assistance in hanging or displaying your exhibits, please consult the Official Shell Stand Contractor (Refer to our Vendor Contact Sheet). Exhibitors would be charged at INR 6000 / Euro 150 per panel for any damages to the panel.
- Hanging of items from the Hall ceiling or parts of it.
- Storage of any kind behind the display walls.
- Digging, grouting or cutting of the floor.
- No additional stand fitting or display may be attached to the shell stand structure.
- It is mandatory for exhibitors with 2, 3 or 4 side open stands, to arrange display in such a way that there is no obstruction on any of the open sides. This will ensure free movement and give exhibitors a feel of openness and transparency. Exhibitors are not allowed to obstruct the view or adversely affect the displays of other exhibitors.
- Access must be given to any Fire Exit, Electrical box, Service room etc. falling within the exhibitor's stand area. It is mandatory to leave minimum one opening in the partitions against the natural wall to provide access for electric fittings etc.
- Exhibitors will not be allowed to use high power sound systems, which may cause disturbance to the other exhibitors in the hall.

**Mezzanine Floor:**

- Mezzanine floors are permitted only for exhibitors who applied for 100 Sqm. or more. The area of the mezzanine floor cannot exceed 25% of the allotted stand area.
- The mezzanine floor design & drawings must be certified by a chartered structural engineer/consultant for structural stability as per the guidelines given below and must be approved by the Organizer before construction. Copy of the certificate must be enclosed along with stand layouts.
- The mezzanine floors can be used only as a visitor hospitality lounge. Exhibits/display will not be permitted on the mezzanine floor.
- Offices/cabins with closed walls & ceilings are strictly prohibited on the mezzanine floor. The mezzanine must be an open area only with safety railings of 1.2m height on open sides.
- Rear and side walls of stands adjacent to/facing neighbouring stands must not be transparent and must be clean and covered in a uniform neutral Colour, above a height of 3 mtr.
- Branding will be allowed on the mezzanine railings, not exceeding a maximum height of 1.2 mtr.
- Construction of mezzanine floor must be at least 3 mtr away from the boundary of all open sides of the stand.

- The use of mezzanine floor area shall be subject to payment of 50% of the basic space rentals of the show for the area used for mezzanine floor.

**Maximum Height:**

- The height of the mezzanine floor itself should be 1.2 mtr only.
- The maximum permissible height below the mezzanine floor is 3 mtr.
- The maximum permissible height of the stand covered with mezzanine floor cannot exceed 4.2m (i.e. 3m + 1.2m) height of the stand in all other areas not covered by mezzanine floor cannot exceed 2.5m. This height includes height of the wooden platform, if any used, in the set-up / construction of the booth railings.
- Safety railings must be at least 1.2 mtr. High and consist of a top, middle and bottom rails.
- A strip of at least 0.10 mtr must be mounted along the edge of the mezzanine floor beneath the railing to prevent falling objects.
- Walls adjoining neighboring stands on the mezzanine floor must be sufficiently stable to prevent accidental falling of persons or objects.

**Fire Prevention:**

- Any load bearing elements of the mezzanine floor must be flame retardant.
- The mezzanine floor should be equipped with at least two fire extinguisher.

**Security Deposit:**

- A Deposit of Rs. 25,000 for stands up to 100 Sqm and Rs.50,000 for stands above 100 Sqm is applicable either through demand draft or cash must be paid by the stand contractor appointed by an exhibitor to the Organisers when they register at the exhibition site before move-in.
- It is the individual stand contractor's responsibility to remove all packing and waste materials from the exhibition halls during both move-in and move-out.
- Garbage & waste materials from decoration work must not be discarded into the aisles & must be cleared. All material used must be removed during move-out and this must be done safely (no pushing over high pieces of stand, no smashing of glass panels etc). Failure to comply will result in the deposit being totally forfeited.
- The deposit will be refunded by showing the original receipt after the exhibition subject to completion of construction work on time and as per deadline schedule shared by organisers in this manual, clearance of the site by the contractors and no damage or garbage being recorded by the exhibition Centre management and the organisers.
- Organisers reserve the right to deduct an actual and appropriate amount for damages to the hall structures / venue, made by the exhibitor or their design & handling agencies' staff during build-up, show days and dismantling time, from the security deposit paid by the exhibitor. This is to ensure all the rules & regulations are abided by, and to cover any damage arising directly or indirectly from infringement. This is without prejudice to any additional claims the organisers may have on the exhibitor if the damages exceed the deposit. Balance amount if any, will be returned if no damage is found.

**Forfeiture of Security Deposit:**

- Any non-completion of work (Welding, Drilling, Cutting, Painting & Carpentry) or dismantling of respective booth as per the operations schedule.
- Damages to the venue/venue property, and/or the disposal of stand construction waste left onsite after the event.
- Any breach of the organizers / venue's regulations may also cause the deposit to be forfeited.

I hereby acknowledge that I have read, understood and agreed to the terms of this document relating to contractor guidelines.

**Name:**

**Organization:**

**GST number:**

**Date:**

**Signature:**