



# **Exhibitor Instruction Manual**

Bharat Mandapam  
(ITPO, Pragati Maidan)

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**Dear Exhibitor,**

**Welcome to Bharat Tex 2025!**

The event will highlight the richness of Indian textiles and strengthen its image as a custodian of tradition, innovation, and sustainability. It will also celebrate India's reliability as a competitive, sustainable textile manufacturing hub across the entire value chain, from raw materials to end products. The event is an Industry led initiative and is organized jointly by the Consortium of Textile EPCs.

To assist you in preparing for this mega exhibition, we have prepared this Online Exhibitor Manual (OEM) to simplify your arrangements. We request you to study the contents of the manual very carefully and observe all the deadlines. Please submit all the Compulsory forms and if applied for optional order forms duly fill and submit them before the deadlines mentioned in each form to enable us to fulfill your requirements.

Should you have any questions, regarding online exhibitor manual. Please feel free to interact us at [exhibitormanual@bharat-tex.com](mailto:exhibitormanual@bharat-tex.com)

Or Contact us on below given information

<b>Mr. Virendra Pratap Singh</b>	<b>Mr. Sagar Suvarna</b>	<b>Mr. Siddharth Parad</b>
+91 92897 33490	+91 84336 01984	+91 9503348861

We look forward to welcoming you to Bharat Tex 2025 and wish you a successful event.

**Thanks and Regards,**

**Bharat Tex Trade Federation**

**Bharat Tex 2025**

# Location of Exhibition Venue

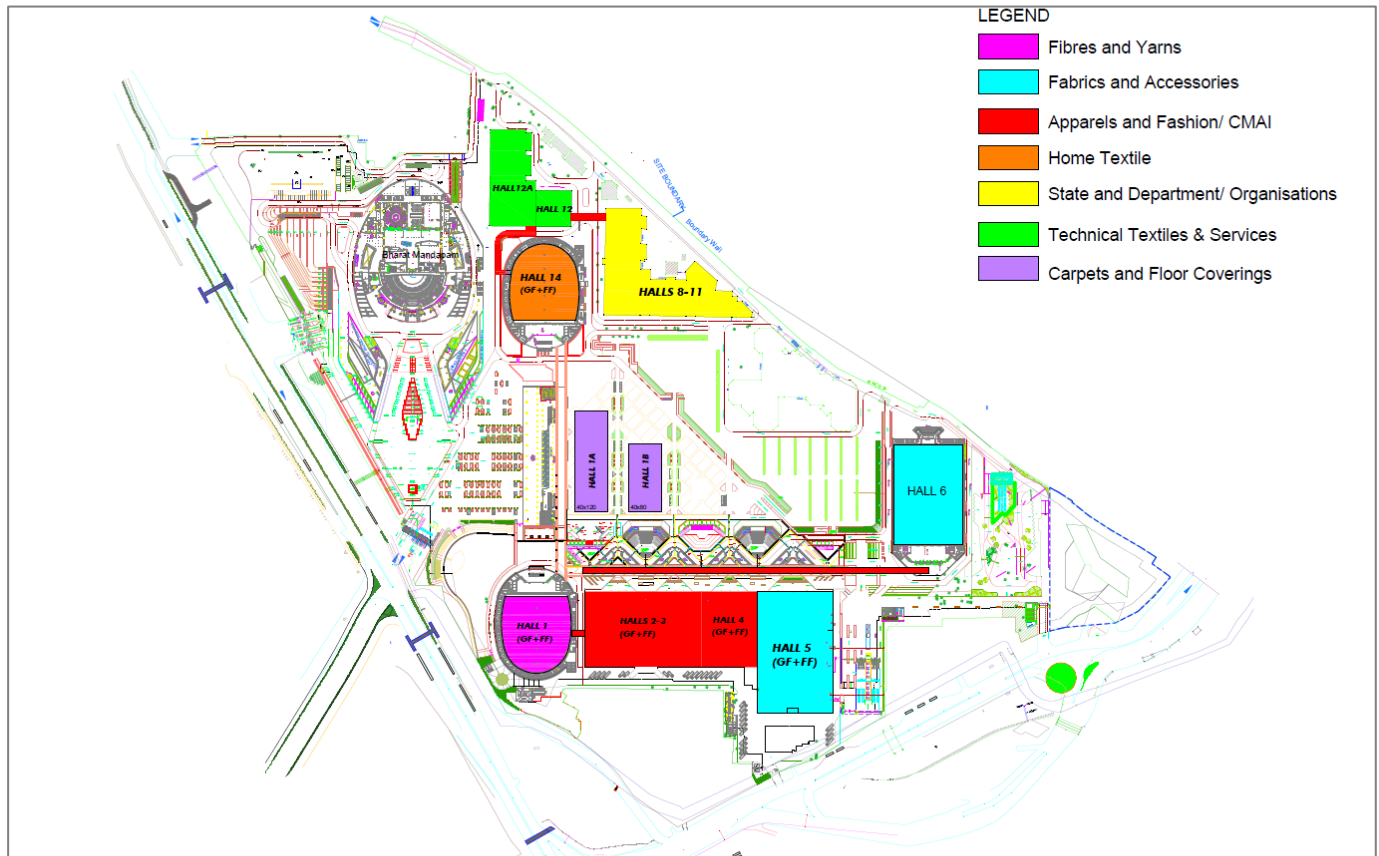


**Google Map Location (Link):**

<https://maps.app.goo.gl/pDJp8WQU53T4FWTZ8>

# Layout of Exhibition Venue

## Bharat Mandapam (ITPO, New Delhi)



# General Information about New Delhi

## 1) Weather

Delhi in February typically experiences pleasant weather with average temperatures ranging from 10°C (50°F) to 25°C (77°F). However, it's wise to check a reliable weather forecast closer to your travel date as temperatures can fluctuate.

## 2) Visa Applications

- All foreign nationals require an entry visa for India.
- To apply for a visa, you'll need an official Invitation Letter from the event organizers.
- Complete the visa application form and submit it to the organizers. They will then provide you with the Invitation Letter via email, fax, or courier.
- It's recommended to apply for your visa well in advance of your travel date to avoid any delays.
- For detailed visa requirements and application procedures, please refer to the official website of the Indian Embassy or Consulate in your country. To know more, visit <https://indianvisaonline.gov.in>

## 3) Custom Formalities

- The exhibition area at Bharat Mandapam, ITPO, Pragati Maidan is not a duty-free zone.
- Exhibits are subject to standard Indian customs regulations.
- Ensure you have all necessary documentation for your exhibits to ensure smooth customs clearance.
- If you encounter any issues with customs clearance, contact our official freight forwarder, details as mentioned below:

**RE Rogers India Pvt. Ltd.**

**Contact Person: Mr. Puneet Sekhri / Mr. Anand Bisht**

**Mobile Number: +91 9810553944 / +91 8750398816**

**Email: [puneet@rogersworldwideindia.com](mailto:puneet@rogersworldwideindia.com) / [anand@rogersworldwideindia.com](mailto:anand@rogersworldwideindia.com)**

## 4) Credit Cards

- While major hotels, upscale restaurants, and larger stores accept credit cards (MasterCard, Visa, American Express are widely accepted), it's advisable to carry some Indian Rupees (INR) in cash.
- Smaller establishments, local markets, and street vendors may primarily accept cash.
- ATMs are readily available throughout the city for cash withdrawals.

## 5) Transportation

- **App-based Taxi Services:** Ola and Uber are popular and convenient options for getting around Delhi. Download their apps on your smartphone for easy booking.
- **Other Transportation:** Auto-rickshaws (three-wheeled vehicles) and cycle rickshaws are also common modes of transport for shorter distances. Be sure to negotiate the fare before your journey.
- **Public Transportation:** Delhi has a metro rail system that provides efficient and affordable travel across the city.

## 6) Medical

- It's strongly recommended to bring sufficient quantities of any prescription medications you require. While Delhi has well-stocked pharmacies, your specific medication may not be readily available or may require a local prescription.
- If you need medical assistance, your hotel can usually help arrange a doctor's visit or direct you to a nearby hospital.

## 7) Arrival Formalities

- On your flight to Delhi, you'll likely receive a Health Declaration form (if applicable), an Entry Card, and a Customs Declaration form.
- Complete these forms accurately and submit them to the respective authorities upon arrival.
- If you are carrying any exhibition materials or promotional literature as part of your hand luggage, declare these items at Customs.

## 8) To and From the Airport

### Getting to and from the Airport & Pragati Maidan

Indira Gandhi International Airport (DEL) offers various transportation options to reach the city center and Pragati Maidan:

#### Airport to City Center:

- **Airport Express Metro:** The fastest and most efficient way to reach the city center. (Travel time: approx. 20 minutes to New Delhi Railway Station)
- **Taxis:** Prepaid taxis and app-based taxis (Ola, Uber) are readily available outside the terminals.
- **Buses:** Delhi Transport Corporation (DTC) airport buses connect to various city points.

#### Airport to Bharat Mandapam:

- **Distance:** Approximately 20 km
- **Options:**
  - **Taxi:** The most convenient option. You can pre-book a taxi or use app-based services like Ola or Uber. (Estimated travel time: 30-45 minutes depending on traffic)
  - **Metro:** Take the Airport Express Line to New Delhi Railway Station. From there, you can take a taxi or use the Delhi Metro's Blue Line to Pragati Maidan station.
  - **Airport Bus + Metro:** Take an airport bus to a convenient location with metro connectivity, then transfer to the Blue Line and get off at Pragati Maidan station.

#### Reaching Pragati Maidan from Other Locations:

- **From Railway Stations:**
  - Hazrat Nizamuddin Railway Station: 3 km from Pragati Maidan

- Old Delhi Railway Station: 5 km from Pragati Maidan
- New Delhi Railway Station: 4 km from Pragati Maidan
- You can take a taxi or an auto-rickshaw from these stations to Pragati Maidan.

- **From Delhi Metro:**

- The most convenient way to reach Pragati Maidan.
- Get off at Pragati Maidan metro station (Blue Line), located near Gate number 10 of Pragati Maidan.

**For detailed information on airport facilities and transportation, visit:** [www.newdelhiairport.in](http://www.newdelhiairport.in)

**Tip:** Using a combination of the metro and taxis or auto-rickshaws can be a cost-effective way to travel around Delhi.

**Emergency Numbers:**

**Useful Telephone numbers**

<b>Fire Control Room</b>	+91 101
<b>Police Control Room</b>	+91 11 23490251 / 100
<b>Women Helpline</b>	+91 11 23317004, 23490130 & 1091

**Nearest Hospitals from Pragati Maidan:**

<b>Hospital Name</b>	<b>Address</b>	<b>Contact Number</b>	<b>Website</b>
<b>All India Institute of Medical Sciences (AIIMS)</b>	Sri Aurobindo Marg, Ansari Nagar, Ansari Nagar East, New Delhi, Delhi 110029	+91 11 26588500, 26588700, 26589900	<a href="https://www.aiimsexams.ac.in/">https://www.aiimsexams.ac.in/</a>
<b>Escorts Heart Institute &amp; Research Centre (EHIR)</b>	Okhla road, Sukhdev Vihar Metro Station, New Delhi, Delhi 110025	+91 11 26825000, 26825001	
<b>Fortis Hospital</b>	B-22, Sector-62, Noida -201301	+91 120 2403222	<a href="http://www.fortishealthcare.com">http://www.fortishealthcare.com</a>
<b>G. M. Modi Hospital &amp; Research Centre</b>	G697+J5P, Mandir Marg, Saket, Mandir Marg, New Delhi – 110017	+91 11 4069 9999, 2685 2112	



<b>Holy Family Hospital</b>	H76G+P2H, Okhla Rd, Okhla, New Delhi, Delhi 110025	+91 11 2684 5900	
<b>Holy Angels Hospital</b>	Plot B, Community Center, Basant Lok, Behind Vasant Continental Hotel & Near Priya Cinema, Vasant Vihar, Delhi, Delhi 110057	+91 11 26142832 26141119	
<b>Indian Liver and Biliary Sciences</b>	D1 ilbs, D-1, Vasant Kunj Rd, Ghitorni, New Delhi, Delhi 110070	+91 11 26123503	<a href="http://www.ilbs.in">http://www.ilbs.in</a>
<b>Indraprastha Apollo Hospital</b>	Mathura Rd, Jasola Vihar, New Delhi, Delhi 110076	+91-11- 26925858/26925801	<a href="https://www.apollohospitals.com/">https://www.apollohospitals.com/</a>
<b>Lok Nayak Jai Prakash Hospital</b>	Jawaharlal Nehru Marg, Maulana Azad Medical College Campus, Delhi Gate, New Delhi, Delhi, 110002	+91 11 23221921	lnjp@vsnl.net
<b>Moolchand K R Hospital</b>	Ring Road, Lajpat Nagar, New Delhi 110024	+91 11 26833461, 26833404	
<b>Ram Manohar Lohia Hospital</b>	(Formerly Willington Hospital) A Central Government Hospital Baba Kharak Singh Marg, Near Gurudwara	+91 11 23365525	<a href="https://rmlh.nic.in/">https://rmlh.nic.in/</a>

	Bangla Sahib, Connaught Place, New Delhi, Delhi 110001		
<b>Rockland Hospital</b>	B-33, 34, Qutab Institutional Area Tara Crescent Road, New Delhi - 110 016	+91 11 41222222,	
<b>Sir Ganga Ram Hospital</b>	Rajinder Nagar, New Delhi 110060	+ 91 11 25735205, 25861463	<a href="http://www.sgrh.com/">http://www.sgrh.com/</a>
<b>Safdarjung Hospital</b>	Ansari Nagar East, near to AIIMS Metro Station, New Delhi, Delhi 110029	+91 11 26165032, 26165060	
<b>VIMHANS</b>	LP Nehru Nagar, Lajpat Nagar, New Delhi 110024	+ 91 11 26310510, 26310521	<a href="https://www.vimhans.com/">https://www.vimhans.com/</a>

<b>Gates to be used for Freight Movement during setup &amp; dismantling dates</b>	
<b>Hall Details</b>	<b>Gates to be used</b>
Hall 1 – 5 GF & FF	Entry / Exit from Gate 5
Hall 6 – 14 GF & FF Including Hanger	Entry / Exit from Gate 1

<b>Exhibitor Registration Counter for collecting Badges on 11<sup>th</sup> / 12<sup>th</sup> / 13<sup>th</sup> Feb 2025</b>	
<b>Hall Details</b>	<b>Location</b>
Hall 1 GF & FF	Foyer of Hall 1 GF
Hall 2 – 5 GF & Hall 1A (Hangar)	Foyer of Hall 5 GF
Hall 2 – 5 FF	Foyer of Hall 5 FF
Hall 6	Foyer of Hall 6
Hall 8-11	Foyer of Hall 10-11
Hall 12 – 12 A	Foyer of Hall 12-12A
Hall 14 GF & FF	Foyer of Hall 14 GF

<b>IMPORTANT INFORMATION</b>	
Exhibition	<b>BHARAT TEX 2025</b>
Venue	<b>BHARAT MANDAPAM</b> Pragati Maidan, New Delhi, Delhi 110001
Dates	14-15-16-17 February 2025
Exhibition Timings	10:00 a.m. to 06:00 p.m.
Organized by	<b>Bharat Tex Trade Federation</b>
Email	<a href="mailto:operations@bharat-tex.com">operations@bharat-tex.com</a>
Web	<a href="http://www.bharat-tex.com">www.bharat-tex.com</a>

# Vendor Contact Details for Bharat Mandapam (ITPO, New Delhi)

Official Stand Contractor and Additional Furniture	
<p><b>For All Halls (From Hall 2 to Hall 14 Ground and upper floor)</b></p> <p><b>Expro Events &amp; Exhibits</b> 509, Time Tower, MG Road, Gurgaon Contact persons: Mr. Marxin Achery / Mr. Vinay Kumar Mobile No.: +91 73065 51842 / +91 97176 84452 Email id: <a href="mailto:Info@exproevents.com">Info@exproevents.com</a> / <a href="mailto:Design@exproevents.com">Design@exproevents.com</a></p>	<p><b>Only for Hall 1</b></p> <p><b>Deepali Designs and Exhibits Pvt. Ltd.</b> GN-6, Shivaji Enclave, Rajouri Garden, New Delhi. 110027 Contact person: Mr. Sunny Sharma Mobile number: +91 9953642118 Email id: <a href="mailto:sunny.deepalidesigns@gmail.com">sunny.deepalidesigns@gmail.com</a></p>
Host and Hostess for Booth	
<p><b>For Halls 1,2,3,4,5,Ground and Upper Floor &amp; Hall 6</b></p> <p><b>JRB Eventz Management Pvt Ltd</b> C-7, first floor, Madhu Vihar, patparganj, Delhi – 11009 Contact Person: Jatin Bharadwaj/ Ritu Sahni Mob.: +91 9910201927/ +91 9650233211 Email ID: <a href="mailto:jbharadwaj@jrbeventz.com">jbharadwaj@jrbeventz.com</a>, <a href="mailto:sales@jrbeventz.com">sales@jrbeventz.com</a></p>	<p><b>For Halls 7,8,9,10,11,12,12A &amp; 14FF</b></p> <p><b>Premier Marketing</b> S-13, Zoom Plaza, 2nd Floor, Nr. Gorai Bus Depot, Borivali West.Mumbai-400091. Contact person: Neha Ibrahim / Renuka Uchil Mobile number: +91 86920 82245 / +91 98202 14536 Email id: <a href="mailto:Service@premiermktg.in">Service@premiermktg.in</a></p>
Catering Service & Food Court	
<p><b>Pinnacle Services</b> 5803, Auris Serenity, Malad (w), Mumbai Contact person: Anand Tiwari Mobile number: 9316013711 Email id: <a href="mailto:anand@pinnacle-s.com">anand@pinnacle-s.com</a></p>	<p><b>NESCO Foods</b> Gate 2, Hall 1, first floor, NESCO Center Western Express Highway, Goregaon (East), Mumbai 400063 Contact: Mr. Tanmay Majumdar / Ms.Trisha Rane Mobile number: +91 7980762443 / +91 9004420026 Email id: <a href="mailto:odc.ops@nescfoods.in">odc.ops@nescfoods.in</a> / <a href="mailto:operations01@nescfoods.in">operations01@nescfoods.in</a></p>
Freight Forwarding and Porter Services	
<p><b>R.E. Rogers India Pvt. Ltd.</b> 1, Commercial Complex, Pocket H &amp; J, Sarita Vihar, New Delhi-110076 Contact Person: Mr. Puneet Sekhri / Mr. Anand Bisht Mobile Number: +91 9810553944 / +91 8750398816 Email: <a href="mailto:puneet@rogersworldwideindia.com">puneet@rogersworldwideindia.com</a> / <a href="mailto:anand@rogersworldwideindia.com">anand@rogersworldwideindia.com</a></p>	

# Empanelled Agencies

for Raw Space only exhibitors for  
designing & fabrication of their booth

S. No.	Company Name	Full Name	Designation	Phone Number	Email Address
1	Expro Events and Exhibits (A Unit of Lallooji and Sons)	Marxin Achary	Project Manager	7306551842	info@exproevents.com
2	Meroform India Private Limited	Ashwin Binu	Director	9811355526	ashwin@meroformindia.com
3	M/S Deepali Designs & Exhibits Pvt. Ltd.	Rajesh Kumar	Project Manager	8929597133	rajesh.kumar@deepalidesigns.com
4	Falcon Exhibitions Private Limited	Abhinav Anand	Operations Manager	7982081979, 7042153462	anand@falconfirst.com
5	Expression 360 Services India Limited	Mohit Gupta	Director	9650764073	connect@expression360.in
6	Axis Communications	Manoj Gautam	Partner	9811388192	axis.communications@gmail.com
7	Wide Range Group	Sumit Gupta	Director	9560841559, 7666896070	sumit@wrgroup.biz
8	Beast Minds Exhibits and Interiors	Amit Kumar	Marketing Head	8130895659, 9971130928	beastmindexhibits@gmail.com
9	Radiate Designs	Fahim Chaudhary	Director	9891500069	fahim.radiate@gmail.com
10	India Exhibition	Vipin Mittal	Business Head	9810609045, 9350609045	services.exhibit@gmail.com
11	BCS Consulting Pvt. Ltd.	Siddharth Chaturvedi	Regional Manager	9554300001	siddharth@bhartiyaconsultants.co.in
12	Paras Art Studio	Nimit Soni	Business Head	9873882196	nimit.soni@parasartstudio.com
13	Exhibition & Interior India Pvt Ltd	Sagar Bhalla	Marketing Head	9910070655	exhibitionandinterior@gmail.com
14	Tushar Enterprises	Keshav Singh	Director	7389926700	tusharadv1008@gmail.com

15	Global Displays	Karandeep Sharma	Propreitor	9899790600	globaldisplays.inc@gmail.com
16	Nirman India Consultants	Santosh Chaturvedi	Manager	9818822590	nirmanindia80@gmail.com
17	Studio MESO	Kajal Gutguatia	Proprietor	9891503409	kajal@studiomeso.co.in
18	Studio Mars Pvt. Ltd.	Dipika Sharma	Marketing	8329204003	dipika.studiomars@gmail.com
19	Noesis Concepts	Poonam Mehta	Proprietor	9820529995	noesisconcepts@gmail.com
20	Routetomarket Media India Pvt. Ltd.	Tejas Jogadand	Design Executive	9075717437	tejas@r2mi.in
21	Vitalyse Events and Exhibitions Pvt. Ltd.	Ashish Khanija	Director	9810134968	vitalyseevents@gmail.com
22	MR Design	Sayed Sajjad Raza Jafari	Proprietor	9971444473	mrdesign4444@gmail.com
23	Approach Media Pvt. Ltd.	Tapan Yagnik	Director	9427614395	info@approachmedia.in
24	Designer Decore	Preet Juneja	Proprietor	9871316714, 9818968078	designersdecore@gmail.com
25	Aimsite Display Enterprise	Pranshu Pravin Mehta	Proprietor	9833221196	pranshu@aimsiteenterprise.com
26	MOD Interiors Private Limited	Abhishek Gujral	Director	9773732737	abhishekgujral@modinterior.in
27	Global Nexus	Sachin Kumar	General Manager	8800417917	sachin@globalnexus.biz
28	Strides Design Studio Pvt. Ltd.	Jaspal Sing Kukreja	Director	9810119546, 9654507118	jaspal@stridesdezine.com
29	Invincible Networks Pvt. Ltd.	Amit Pasari	Director	9953007901	amit@trillium-events.com
30	Tudor Group	Vidhi Bhatia	GM	9811034814	tudorteam2@gmail.com
31	Ornate Communications Pvt. Ltd.	Ajinkya Ghate	Director	9822268488	accounts@ornateindia.co.in
32	Raunaj Media Pvt. Ltd.	Pankaj Kumar	Director	9868422566, 9250666607	kumar2pankaj@gmail.com
33	Tricornio Technologies	Kishlay Rai	Partner	9810036126	krai@tricorniotec.com

34	Home n Earth Overseas Pvt. Ltd.	Dheeraj Kumar Sharma	Director	9871368000, 9212055885	dheerj@homenearth.in
35	Oberoi Exhibition & Décor Solutions Pvt. Ltd.	Ankit Oberoi	Director	9650002312	oberoisolutions@hotmail.com
36	The Prime Rose Interior	Pravin Chawla	Partner	9717038870	info@primeroseinterior.in
37	JS Chauhan and Associates	Gurpreet Singh Chauhan	Creative Head	9582376075, 9911414122	jschauhan53@yahoo.com
38	Malangia Arts Pvt. Ltd.	Rishi Kumar Jha	Director	9560306681	malangiaartspvtltd@gmail.com
39	Acme Designtech Private Limited	Ar. Balpreet Singh Madan	Director	9999285852	01balpreetmadan@gmail.com
40	Kapco Events and Exhibitions Private Limited	Mayank Kapoor	Executive Director	9818055002	kapcoeventsandexhibitions@gmail.com
41	Encorus Expo Priavte Limited	Mr. Ashok Kumar Dwivedi	Director	9821244079	dwivedi@encorusexpo.com

## BHARAT TEX 2025 Onsite Operation Schedule for Exhibitors & Contractor

Description	Date	Timings
<b>Booth Possession</b>		
Raw (bare) space exhibitors	10 <sup>th</sup> February 2025	10:00 hrs onwards
Shell scheme exhibitors	12 <sup>th</sup> February 2025	10:00 hrs – 18:00 hrs
<b>Build-up Period (Move-in) (Gate Numbers for Specific Hall as mentioned on Page 9)</b>		
Move-in of exhibits that need lifting equipment and vehicles in the hall	10 <sup>th</sup> February 2025 11 <sup>th</sup> February 2025	10:00 hrs – 18:00 hrs 10:00 hrs – 18:00 hrs
Working hours for raw space booth contractors/exhibitors	10 <sup>th</sup> February 2025 11 <sup>th</sup> February 2025 12 <sup>th</sup> February 2025	10:00 hrs – 23:59 hrs 00:01 hrs – 23:59 hrs 00:01 hrs – 18:00 hrs
Working hours for shell scheme booth contractors/exhibitors	12 <sup>th</sup> February 2025	10:00 hrs – 18:00 hrs
Exhibitor registration (Please refer the Location as per chart on page number 9) (issuing of badges)	11 <sup>th</sup> February 2025 12 <sup>th</sup> February 2025 13 <sup>th</sup> February 2025	11:00 hrs – 18:00 hrs 10:00 hrs – 18:00 hrs 10:00 hrs – 18:00 hrs
Full electricity supply to all exhibitors	12 <sup>th</sup> February 2025	12:00 hrs onwards
Deadline for final completion of all booths for contractors/exhibitors	<b>12<sup>th</sup> February 2025</b>	<b>18:00hrs</b>
<ol style="list-style-type: none"> <li>No vehicle movement/entry will be allowed <b>on 13<sup>th</sup> February 2025</b> in the exhibition.</li> <li>Booth contractors won't be allowed to work after <b>18:00 hrs on 12<sup>th</sup> February 2025</b> in the hall.</li> <li><b>13<sup>th</sup> February 2025</b> will be no working day for contractors. Only exhibitors can setup their exhibits</li> </ol>		
<b>Show days</b>		
Exhibitor access to the exhibition	14 <sup>th</sup> – 17 <sup>th</sup> February 2025	09:00 hrs – 18:30 hrs
Visitor access to the exhibition	14 <sup>th</sup> – 17 <sup>th</sup> February 2025	10:00 hrs – 18:00 hrs
<b>Tear down (Move out) (Gate Numbers for Specific Hall as mentioned on Page 10)</b>		
Power supply to the booths switched off	17 <sup>th</sup> February 2025	19:00 hrs
Dismantling electrical installations	17 <sup>th</sup> February 2025	19:00 hrs
Move-out hand-carry exhibits only	17 <sup>th</sup> February 2025	18:00 hrs – 19:00 hrs



Dismantling / move-out of booth / large exhibits, heavy machinery	17 <sup>th</sup> February 2025 18 <sup>th</sup> February 2025	19:00 hrs – 23:59 hrs 01:00 hrs – 14:00 hrs
<b>Hall to be cleared completely by exhibitors</b>	<b>18<sup>th</sup> February 2025</b>	<b>22:00 hrs</b>

**This schedule is up to date, should there be any amendment, the Organizer will inform accordingly.**

**Please note:**

### **Important Information for Exhibitors**

#### **1. Adherence to Schedule:**

- Please strictly adhere to the dates and times outlined in this manual for booth setup, exhibition hours, and dismantling.
- Timely compliance ensures a smooth and organized event for all participants.

#### **2. Movement of Goods:**

- Movement of goods in and out of the exhibition hall is strictly prohibited during exhibition hours.
- If you need to move goods outside of these hours, please submit a written request to the organizers. Approval will be at the organizers' discretion.

#### **3. Dismantling and Packing:**

- Start packing your exhibits and belongings promptly after the exhibition closes on the last day.
- Make arrangements with the official freight forwarders in advance to ensure timely removal of your goods.
- Dismantling of some shell scheme stands will begin immediately after the exhibition closes.

#### **4. Booth Contractor Deadlines:**

- Booth contractors must adhere to the specified deadlines for booth construction and dismantling.
- Failure to meet these deadlines will result in the forfeiture of the complete security deposit provided by the booth contractor as a penalty.

## SUBMISSION DEADLINES OF ONLINE FORM

Deadlines	Forms	Remark
<b>03<sup>rd</sup> February 2025</b>	Form 03 – Show Directory Listing	Compulsory for all Exhibitors
<b>03<sup>rd</sup> February 2025</b>	Form 04 - Exhibitor Name Badges	Compulsory for Raw / Modified Shell Space Exhibitors
<b>03<sup>rd</sup> February 2025</b>	Form 05 – Fascia Name	Compulsory for Shell Space Exhibitors
<b>03<sup>rd</sup> February 2025</b>	Form 06 – Booth Design Approval	Compulsory for Raw / Modified Shell Space Exhibitors
<b>03<sup>rd</sup> February 2025</b>	Form 07A&B – Additional Furniture Requirements	Optional for Shell Space Exhibitors
<b>03<sup>rd</sup> February 2025</b>	Form 08 – Additional Electricity Power Load Requirements	Optional for Raw / Modified Shell Space Exhibitors

The above forms are available under your dashboard under “ONLINE FORMS”

### Exhibition Rules & Regulations

#### 1. Admission to the Exhibition

##### 1.1 Exhibitors

- Exhibitors can access the fairgrounds 30 minutes before the exhibition opens and must leave by 6:00 PM on show days.
- Exhibitor badges will be issued at the Exhibitor Registration area starting February 10th, 2025.
- Present your Online Requisition Form/ Business card to collect your badge.
- Badges must be worn at all times during setup, exhibition days, and dismantling.
- Order exhibitor badges in advance through the Online Exhibitor Manual.
- Individuals under 18 years old are not permitted in the exhibition halls.

##### 1.2 Visitors

- The exhibition is open to trade visitors, with free admission.
- Visitors can register online or at the exhibition hall.
- Individuals under 18 years old are not permitted in the exhibition halls.

##### 1.3 Contractors

- Contractors and service providers will be issued special badges.
- These badges must be worn at all times within the exhibition halls during booth construction, exhibit handling, and dismantling.

- Contractors must retain their badges for use throughout the event; no new badges will be issued for dismantling.
- Obtain contractor badges at the exhibitor registration counter onsite.

## **2. Delivery of Exhibits**

- The organizer will not accept or sign for any exhibitor goods or materials.
- A company representative must be present at the booth to receive all deliveries.
- Exhibits cannot be removed from the exhibition floor before the official closing of the exhibition.

## **3. Move-out of Exhibits**

- Exhibit removal can begin after 5:00 PM on February 17th, 2025.
- Refer to **Page 10** for designated gate numbers for each hall.
- The organizers are not responsible for any items left behind. Abandoned items will be disposed of at the exhibitor's expense.
- Only the Official Freight Forwarder's mechanical handling equipment is permitted for exhibit removal.

## **4. Dangerous Materials**

- Smoking is strictly prohibited within the fairgrounds.
- Temporary gas or welding appliances are not allowed.
- Neon lights require prior approval from the organizers.
- Explosives, petrol, dangerous gases, highly flammable substances, and radioactive materials are prohibited.

## **5. Photography and Videography**

- Filming, sound recording, video recording, telecasting, and broadcasting require prior written approval from the organizers.

## **6. Demonstration and Operation of Exhibits**

- Exhibitors must operate exhibits safely and comply with all safety regulations.
- Exhibits must have adequate safety devices and warning signs, which can only be removed when the exhibit is not in operation and disconnected from power.
- Moving parts must be guarded to prevent injury.
- Industrial gases of an inflammable or toxic nature are prohibited for demonstrations.
- Exhibitors are responsible for the removal and disposal of waste generated from exhibit demonstrations.
- Exhibit operation must not cause annoyance or disturbance. The organizers may limit operation if complaints are found justifiable.
- For mechanical handling within the exhibition halls, exhibitors must use the services of the official freight forwarder and bear all associated costs.

## 7. Noise Level

- Excessive noise that causes annoyance to visitors or other exhibitors is prohibited.
- Acceptable noise levels are at the organizers' discretion.

## 8. Electricity Supply

- All electrical installation work must be carried out by the Official Contractor.
- Full power load for standard booths will be available for testing from 12:00 PM on February 12th, 2025.
- Electricity will be cut off at 6:30 PM daily from February 14th-17th, 2025.
- Exhibitors must switch off all electrical equipment at the end of each exhibition day.
- Exhibitors requiring special electrical arrangements must provide their own transformers, converters, etc.
- Only one extension cord is allowed per socket; multiple plugs are prohibited.
- Distribution boxes must be installed within a cable duct or the booth and not left in doorways, fire-control passages, or any conspicuous place.
- Exposed electrical apparatus and wiring must be covered with protective sheathing. Direct light from electrical devices must be screened to avoid causing nuisance or discomfort.
- Exhibitors are responsible for settling accounts for any additional electrical work carried out by the official contractor. Extra electricity consumed by the exhibitor's booth must be paid directly to the organizers.

## 9. Exhibitor Service Area

- An exhibitor service area will be operated by the organizers in each hall to provide support and assistance.

## 10. Force Majeure

- The organizers reserve the right to cancel, postpone, shorten, or extend the exhibition due to reasons beyond their control, such as war, fire, national emergency, or acts of terrorism.
- The organizers are not responsible for any losses incurred by exhibitors in such events. Refunds are at the organizers' sole discretion.

## 11. National & International Pavilions

- Organizers of group and national/international pavilions are responsible for ensuring their exhibitors understand and comply with all rules and regulations.

## 12. No Smoking

- Smoking is strictly prohibited in exhibition halls and toilets. Exhibitors are liable for any damage or loss caused by smoking.

## 13. Fire Safety

- Fire extinguishers are located throughout the halls, and fire marshals will be patrolling.
- Report any signs of smoke or fire to the organizers immediately.

#### **14. Emergency Exits**

- Emergency exits are clearly marked with signage.

#### **15. Medical Assistance**

- A first aid booth is available in the exhibitor service area for minor treatments.
- An ambulance is stationed outside the hall for emergencies.

### **Stand Construction**

#### **General Information**

##### **1. Standard Package Booth**

Standard booths are constructed using a pre-fabricated system (Octanorm) with aluminum profiles and laminated plywood partitions. A standard booth (minimum 18 sq m) includes the following:

- 1 Counter
- 2 Chairs (Folding/PVC)
- 4 Spotlights
- 1 Wastebasket
- 1 Electrical Socket (5/15 Amps)
- Synthetic needle-punched carpet
- Daily booth cleaning
- White laminated wooden partitions (2.5m high, max. 3 sides)
- Fascia board (300mm high) with company name and booth number (100mm high)

**Note:** These items are not interchangeable. You can choose to include all or some of these items in your booth.

##### **2. Electrical Connections**

The official shell scheme booth contractor provides one standard electrical socket (5/15 Amps). Additional sockets can be provided upon request.

##### **3. Booth Space and Exhibits**

###### **3.1 Booth Occupancy**

- Exhibitors must occupy their allocated booth space within the specified timeframe. Failure to do so may result in the cancellation of the booth booking, and the organizer may resell or reallocate the space.

### **3.2 Space Restrictions**

- Exhibitors must remain within their allocated booth space. The organizers may charge for any space used beyond the allocated area.

### **3.3 Permitted Exhibits**

- Only the products or materials listed in the exhibitor contract are permitted for display.

### **3.4 Obstructions**

- Exhibits must not obstruct light, views, or access to walkways, nor impede or negatively affect other exhibitors' displays.

### **3.5 Booth Location**

- The organizers reserve the right to change the floor plan or booth location at any time without prior notice.

### **3.6 Booth Access**

- The organizers and authorized personnel may access exhibitor booths at any reasonable time, before, during, and after the exhibition.

### **3.7 Dispute Resolution**

- In case of any dispute regarding booth space allocation or exhibit display, the decision of the organizers is final.

### **3.8 Cleanliness**

- Exhibitors are responsible for maintaining the cleanliness of their booth and surrounding common areas.

### **3.9 Approvals and Licenses**

- Exhibitors must obtain all necessary approvals and licenses for their exhibits.

### **3.10 Exhibit Movement**

- Movement of exhibits into or out of the exhibition center requires official documentation. Exhibitors are responsible for all costs associated with the transportation, customs clearance, and storage of their exhibits.

### **3.11 Working Exhibits**

- Working or moving exhibits require prior written approval from the organizers. Exhibitors must take necessary safety precautions to protect the public.

### **3.12 Advertising and Marketing**

- Distribution of advertising materials is limited to the exhibitor's booth. Business activities and marketing efforts are restricted to the allocated booth space.

### **3.13 Unauthorized Exhibits**

- The organizers have the right to remove unauthorized exhibits or publicity material at the exhibitor's expense.

### **3.14 End-of-Exhibition Requirements**

- At the close of the exhibition, exhibitors must remove all exhibits and materials and leave the booth space clean and in its original condition.

### **3.15 Removal of Exhibits**

- Exhibits cannot be removed from the exhibition before the official closing time. Any materials left behind after the designated move-out time may be disposed of by the organizers at the exhibitor's expense.

### **3.16 Display Area**

- All exhibits must be displayed within the allocated booth space. Any modifications may result in penalties or booth cancellation.

### **3.17 Scope of Exhibits**

- Exhibited products must be within the defined scope of the exhibition. Exhibiting products outside the designated categories requires prior written consent from the organizers.

### **3.18 Borrowed Equipment**

- Displaying branding or names of companies that lend equipment is not permitted unless the lending company is also an exhibitor.

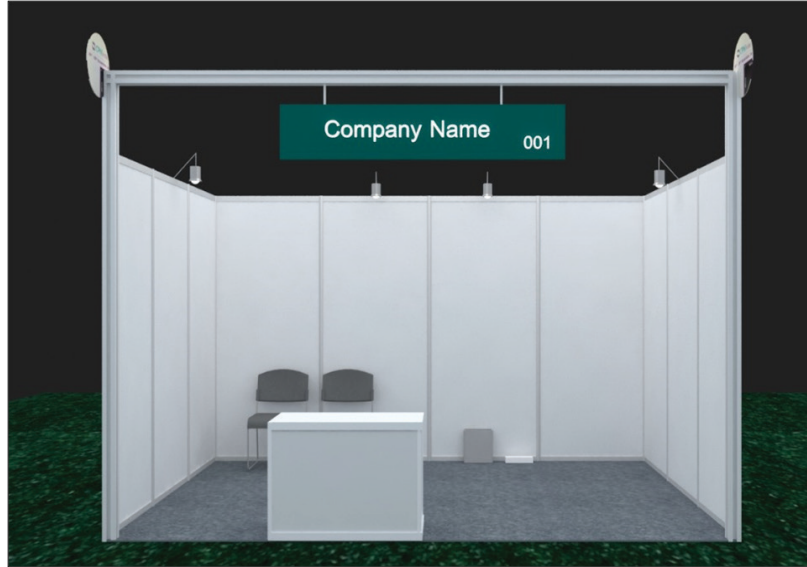
### **3.19 Third-Party Representation**

- Exhibitors representing other companies must disclose this upon application and display only the goods of those companies.

### **3.20 Exhibit Approval**

- The organizers reserve the right to exclude any exhibit deemed unsuitable or outside the scope of the exhibition. The organizers' decision on exhibit eligibility is final.

## Shell Scheme Furniture's basic entitlement sheet



Stand Height: 2.50 Mtr.	15 – 16 Sqm	17-18 Sqm	20-25 Sqm	26-36 Sqm
Carpet, needle punch, grey (standard)	Yes	Yes	Yes	Yes
Wall panels, white 2.flmh, system	Yes	Yes	Yes	Yes
Company Name on Fascia	Yes	Yes	Yes	Yes
<b>Complimentary furniture</b>				
Counter	1	2	3	4
PVC Chairs	2	4	6	8
Waste paper basket	1	2	3	4
Spotlight	4	6	9	12
fl/1fl Amp Power Socket	1	2	3	4
Booth Electricity	1	1	2	3



## Guidelines for Shell Scheme Booth Customization

### 1. Modifications

Avoid making changes to the standard shell scheme booth. If modifications are necessary, contact the official shell scheme agency's operations staff for assistance.

### 2. Prohibited Actions

- Do not use spray adhesives, glue, or silicone on the booth panels.
- Do not paint, spray-paint, or write on the booth panels.
- Do not drill, nail, perforate, tack, staple, or damage the booth panels or any part of the shell scheme structure.

### 3. Affixing Exhibits or Signs

To affix exhibits or signs to the booth panels, contact the operations staff of the official shell scheme agency.

### 4. Partitions for Multiple Booths

Partitions between multiple booths are not automatically provided. If partitions are required, please submit a specific request.

### 5. Fascia Panel Restrictions

Display materials or logos cannot be affixed to the shell scheme fascia/name panel.

#### Important Notes:

- **Damage Charges:** Any violation of these rules may result in a charge of INR 3000.00 per damaged panel.
- **Fascia Name Changes:** On-site changes to the fascia name will incur a fee of INR 2000.00 per request.
- **Lighting Restrictions:** Do not use halogen or incandescent bulbs exceeding 100 watts for stand lighting.
- **Fire Safety:** All decorative textiles and wooden materials must be fire-retardant or treated with fire-retardant chemicals.

## Important Points for Standard Package Booths

### 1. Modifications

Avoid making changes to the standard booth. If modifications are needed, contact the official shell scheme agency for assistance.

### 2. Panel Surfaces

- Do not spray, paint, write on, or use glue or silicone on the booth panels.
- To paint panels or apply wallpaper, contact the official booth contractor in advance for approval and pricing.

### 3. Partitions for Multiple Booths

- Partitions between multiple booths are not automatically provided. Request partitions if needed.

### 4. Fire Safety

- Using flammable materials for decoration is prohibited unless treated with fire retardant.
- Heating appliances are strictly prohibited.

### 5. Artificial Plants and Flowers

- Do not use artificial plants and flowers for booth decoration due to fire hazards and potential toxic fumes.

### 6. Suspensions and Banners

- Suspending items from the hall ceiling or affixing items to walls, columns, or floors is prohibited. Display items within your allocated booth space only.

### 7. Booth Height

- Standard booths are 2.5 meters high and can be modified to a maximum of 4 meters with prior approval from the organizers.

### 8. Exhibit Height

- The height of fittings and exhibits should be limited to 2.5 meters.
- Structures or exhibits exceeding 2.5 meters in height require approval and must be placed at least 2 meters from all booth sides.

### 9. Unused Items

- No credit or adjustments will be given for unused shell scheme booth items.

### 10. Fascia Name Board

- Do not paste or nail any materials to the fascia name board.

## 11. Booth Cleaning

- The organizers will clean standard booth carpets and hall aisles daily during the exhibition.

## 12. Storage of Empty Cartons

- Contact the official freight forwarder to arrange storage for empty cartons/crates (subject to availability and fees).
- Alternatively, exhibitors must arrange for the removal of empty cartons/crates from the venue.
- Leaving materials behind may result in penalties or disposal of the items.

## 13. Booth Alterations

- Any alterations to the shell scheme require prior written permission from the organizers.
- Notify the organizers of detailed alteration requirements. The exhibitor is responsible for the cost of alterations.
- If using an outside contractor or undertaking alterations yourself, follow all rules and regulations and complete Form 5 by the deadline.

## 14. Additional Equipment

- Use the provided order forms to request additional furniture, power supply, internet access, audiovisual equipment, hosts/hostesses, or security services. Submit orders and full payment by the specified deadlines.

## 15. Exhibit Removal

- Exhibits cannot be removed from the booth or exhibition hall once the exhibition is open without special permission from the organizers. Dismantling is prohibited before the official closing time.

## 16. Damage to Exhibition Hall

- Exhibitors are responsible for any damage caused to the exhibition hall.

**Note: Violating these rules may result in a charge of INR 3000.00 per damaged panel.**

## Important Points for Raw Space Booths

Raw space exhibitors can hire their own contractor or use the official contractor for booth design and construction. Submit Form 6 with your contractor's information to the official contractor by February 3rd, 2025. Both exhibitors and contractors must adhere to all building and organizer regulations.

### 1. Booth Height Limits

The maximum construction height for raw space booths is 4 meters.

### 2. Booth Design and Approval

- Submit booth design proposals (including plans, elevations, structural calculations, and material details) to the organizers by February 3rd, 2025.
- Ensure designs comply with all regulations outlined in this manual and statutory requirements.
- Submit designs in PDF or JPEG format to Online Form for Design Approval
- Any design modifications require re-submission and approval.

- The organizers will inspect and reject installations that do not comply with regulations.
- Designs must allow for safe booth setup and dismantling within the allocated move-in/move-out periods.

### **Mezzanine Construction**

- Only exhibitors with booths larger than 108 sq m can construct a mezzanine.
- Maximum mezzanine area: 10% of the contracted booth space.
- Submit mezzanine plans with a structural stability certificate from a government-approved structural engineer.
- Exhibitors are solely responsible for the mezzanine's structural safety.
- Mezzanine construction requires approval from the venue.
- Mezzanine displays will be inspected during setup. Any required modifications are the exhibitor's responsibility.

## **Raw Space Booth Construction Guidelines**

### **3.1 Exhibit Height**

- The maximum height for fittings and exhibits is 4 meters.
- Structures exceeding 2.5 meters in height require approval from the organizers.

### **3.2 Open-Sided Booths**

- Booths with 2 or 3 open sides, or island booths, should not have partitions on the open sides.
- Inside partitions should not obstruct the view of adjacent booths. If necessary, use clear glass or acrylic above 1.2 meters for partitions.

### **3.3 Booth Number Display**

Clearly display your assigned booth number for visitor visibility.

### **3.4 Obstructions**

Do not place partitions, structures, or features that obstruct aisles, the overall exhibition aesthetics, or the view of other booths.

### **3.5 Design Submission and Approval**

- Submit a scaled booth layout plan, elevation with dimensions, 3D artist's impression, and electrical single-line drawing to the organizers using **Form 5** by the deadline.
- The organizers will notify you of any required changes or clearances within one week of receiving your design.
- Do not begin booth construction without written approval from the organizers.

### **3.6 On-Site Drawings**

Keep a copy of the approved booth design drawing at the work site at all times.

### **3.7 Booth Setup and Dismantling**

Raw space exhibitors are responsible for the transportation, assembly, dismantling, and removal of their booths within the specified time limits.

### **3.8 Waste Removal**

Booth contractors must remove all packing and waste materials from the exhibition hall. Dispose of garbage properly and do not leave debris in the aisles.

### **3.9 Security Deposit**

The organizers may deduct from the security deposit to cover damages to the hall caused by the exhibitor or their contractors. The remaining security deposit will be returned if no damage is found.

### **3.10 Pre-Fabrication**

If pre-fabrication is done before design approval, exhibitors must comply with any modifications requested by the organizers.

### **3.11 Design Approval**

Booth design approval is at the sole discretion of the organizers.

### **3.12 Open Booth Design**

All booths, regardless of height, should have at least half of their open sides (frontage/sides) either open or fitted with transparent material. Maintain at least 30% of the floor area free for visitor movement.

### **3.13 Fire Safety**

All booth materials, including signs and fascia, must be non-combustible or flame-proofed.

### **3.14 Prohibited Activities**

Welding, flammable cutting, and sawing are not allowed in the hall.

### **3.15 Artificial Plants and Flowers**

Do not use artificial plants and flowers for booth decoration due to fire hazards.

### **3.16 Safety and Labor**

Prioritize safety in booth design and construction. Use appropriate materials and skilled labor. Workers must be 18 years or older.

### **3.17 Flammable Materials**

Keep flammable materials (e.g., thinners) away from work areas and remove them from the hall at the end of each day.

### **3.18 Damage to Hall Structures**

Do not damage walls or any part of the building (no knocking, nailing, sharpening).

### **3.19 Adhesives**

Do not use glue, foam tape, or similar materials on walls or any building structure.

### **3.20 Suspensions**

Hanging items from building structures is prohibited.

### **3.21 Floor Coverings**

Laying materials directly on the floor is prohibited. Use floorboards. If two-sided tape is used (with permission), the floor must be restored to its original condition.

### **3.22 Compliance**

The organizers may stop fabrication work for exhibitors who do not comply with the rules and regulations.

### **3.23 Accessibility**

Booths with raised floors must provide a 1-meter wide access ramp for disabled individuals.

### **3.24 Booth Boundaries**

Special design structures must remain within the allocated booth space.

### **3.25 Aisle Obstructions**

Keep aisles clear of obstructions.

### **3.26 Flammable Gases**

The use of LPG or other flammable gases is prohibited.

### **3.27 Cooking**

Cooking inside booths or exhibition halls is prohibited.

### **3.28 Lighting**

Neon or flashing lights are generally not permitted.

### **3.29 Halogen Lights**

Halogen lights are banned. Use CFL or LED lights instead.

### **3.30 Sleeping**

Sleeping in the exhibition hall is not allowed.

### **3.31 Banners**

Cloth or synthetic banners are not permitted.

### **3.32 Booth Cleaning**

The organizers will clean raw space booth carpets and hall aisles daily during the exhibition.

### **3.33 Booth Finishes**

All booth surfaces exposed to the public must be finished to the organizers' standards.

### **3.34 Storage of Empty Cartons**

Contact the official freight forwarder to arrange storage for empty cartons/crates (subject to availability and fees). Alternatively, exhibitors must remove empty cartons from the venue. Leaving materials behind may result in penalties or disposal of the items.

### **3.35 Booth Fabrication Deadline**

Complete booth fabrication by 6:00 PM on February 12th, 2025.

### **3.36 Electrical Safety**

All electrical equipment must be inspected and tested by the organizers' appointed engineers.

### **3.37 Painting Restrictions**

Large-scale painting and spray painting are not permitted. Small touch-ups are allowed during move-in.

### **3.38 Painting Near Walls**

Do not paint near exhibition center walls or wash painting materials within the exhibition center.

### **3.39 Flammable Materials**

Store and handle flammable materials safely. Remove them from the hall immediately after use.

### **3.40 Contractor Liability**

Contractors are responsible for any damage caused by painting and are liable for restoration costs.

### **3.41 Compliance with Regulations**

All raw space exhibitors must comply with venue rules, fire safety regulations, and organizer guidelines.

### **Insurance & Exhibition Liabilities**

Although a general insurance of exhibition is being organised by the Bharat Tex, you may consider the specific insurance for your goods / materials.

## SAFETY PRECAUTIONS

### PERSONAL PROTECTIVE EQUIPMENT (PPE)

#### SAFETY HELMETS

All booth contractors working in the exhibition Centre must wear safety helmets. Safety helmets are essential in the case of working at height, or being in the vicinity of contractors working at height. Please make sure that you wear your safety helmet properly, fitting the chinstrap to avoid the helmet falling off.



#### FOOTWEAR

Correct footwear protecting against nails, debris and etc. are required for exhibitors / contractors working in the exhibition Centre during build-up and dismantling.

#### USE OF TOOLS AND EQUIPMENT

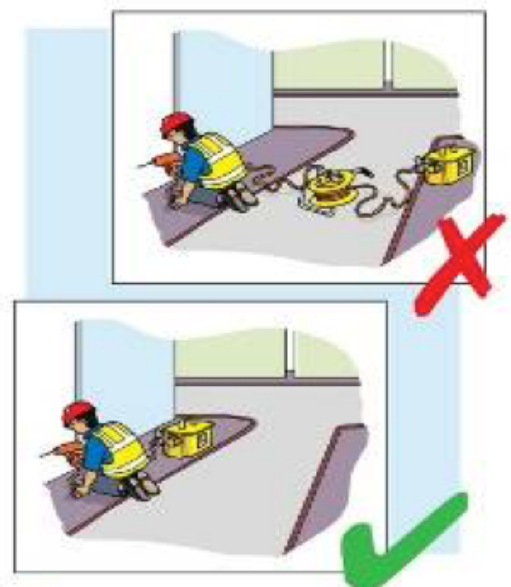
Contractors are required to have any other PPE which are suitable for their work such as gloves, goggles, masks, earplugs.

### NO OBSTRUCTION TO GANGWAYS

During the process of installation, construction and removal of booths, the gangways must not be used at any time for the storage of plants, materials or debris of any kind. The organizers may at their discretion order the removal of such objects and the exhibitors / contractors will be liable for the cost of removal.

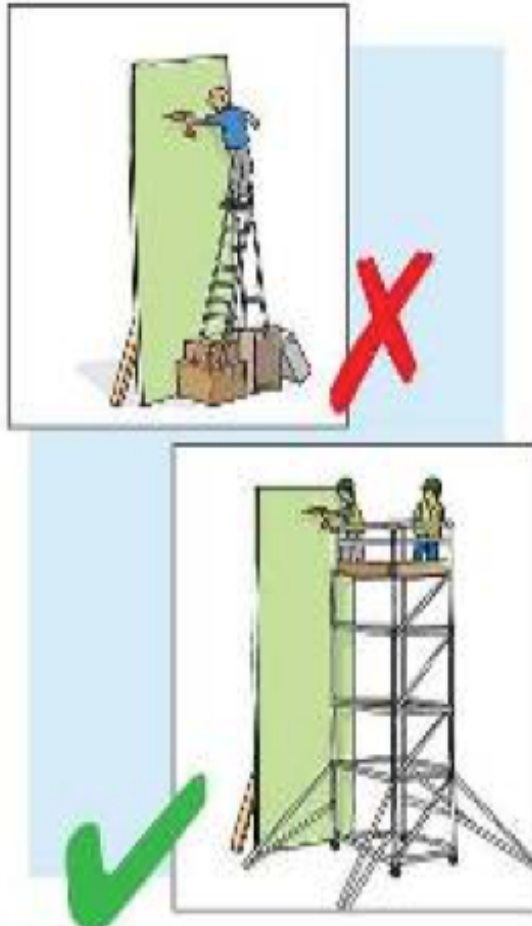
#### STORAGE

Exhibitors needing space for storing their empty cartons / crates on site should contact the official freight forwarder, who will make necessary arrangements subject to availability of space only. The charges if any will be paid by the exhibitor to the freight forwarder directly. Or else, exhibitors must arrange for their empty and non-usable cartons / crates to be transported back to their own premises.



**No excess stock and literature or packing cases may be stored in & around pathways or behind the panels / shell structures.**





## WORKING AT HEIGHT

- a) Operators who are engaged in working at height (2 meters or above) must carry out necessary safety measures against injuries that might be caused by falling or objects being dropped.
- b) When passing tools or objects, throwing is forbidden. Methods such as hand-to-hand passing or conveyance of tools or objects by bags or lifting up and/or down with ropes, shall be adopted.
- c) Unqualified operators are forbidden to do overhead work, and it is also strictly forbidden to do overhead work after consuming alcohol.
- d) If work is above 2 meters, ladders are not allowed, and a suitable metal scaffold or working platform is necessary. The scaffold/platform should be properly fitted with a guard rail, mid rail, toe board, outriggers and wheel locks. High stability is required, with a maximum height to least base dimension ratio of 3.5 meters (indoors) and 3 meters (outdoors). Workers must wear safety belt / harness and clip on to a secure anchorage point. Scaffolds / platforms may not be moved while in use or occupied.
- e) Access to areas in the vicinity must be controlled to prevent persons walking or working directly under high work. Workers in the vicinity must wear suitable head protection e.g., safety helmet.

## PAINTING

Large-scale painting is not permitted in the exhibition Centre. **All exhibitors carrying out fabrication of their booth space need to neatly finish the backside up to the complete height of their display. No spray painting of any type is permitted in the exhibition hall.**

However, small scale "touch-up" painting of the exhibits and booths is permitted during the move-in period with all necessary safety precautions in place. These precautions include:

- a) Painting in a properly ventilated area;
- b) Use non-toxic, non-aerosol paints;
- c) No painting near the exhibition center's vertical structures (i.e. walls);
- d) No washing of painting materials within or surrounding the exhibition Centre.
- e) All flammable materials (such as thinners) are to be safely placed and removed from the hall immediately after use.
- f) Spray painting and colors mixed with flammable substances are strictly not permitted, both inside and outside the building.
- g) Contractors are responsible for any damage to the exhibition Centre from painting and liable for the cost of restoring damage



## ELECTRICAL INSTALLATION

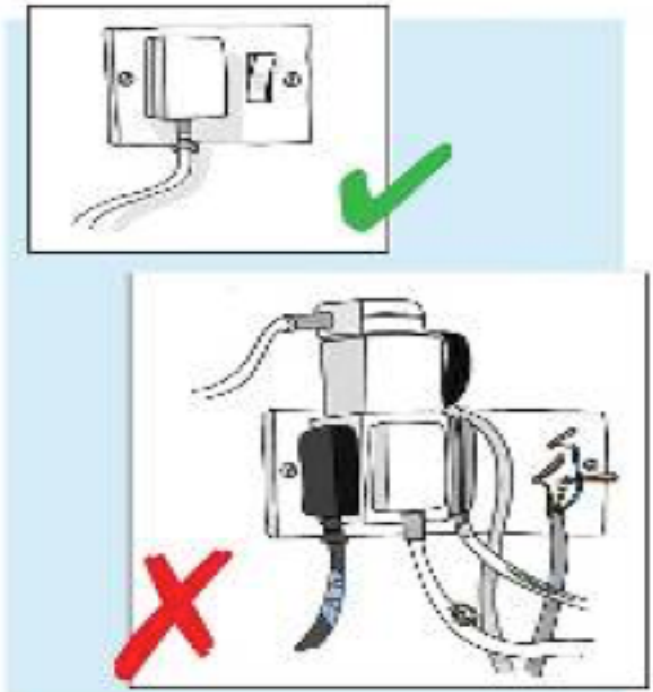
### Application for Electricity:

Space Only booth exhibitor / contractor must apply for electricity before the deadline. Please find the online **Form 2** in the exhibitor manual.

### Connection of Distribution Box:

- a) The installation personnel for electric lines and facilities must hold valid electrician operation certificates / license.
- b) Only qualified electrical materials must be used in the build-up of booths (including both Shell Scheme booths and Bare Space Booths). Double-sheath copper wires and cable lines must be used, and the section of the conducting wires must be  $> 1.5$  mm. Electrical materials must be equipped with enough safe loading capacity. It is strictly forbidden to use single wires with no sheath, twist pairs or aluminum wires. As to the configuration of wires, three-phase five-wire system shall be applied for the line voltage (L1 L2 L3, N, PE) and single-phase three-wire system for the phase voltage (L, N, PE).

- c) All metallic structures and shells shall have a reliable grounding. The conducting wires should be fixed in a cellular or other form instead of being randomly installed on roads, grounds or doorways. Electric lines crossing passageway shall be protected by a cable bridge. When sub-circuits are connected, insulating porcelain and plastic joints must be used instead of being wrapped directly by insulating adhesive tape before any insulation protection measures are taken.
- d) The distribution box must be installed in a cable duct or in the exhibition booth. It is strictly forbidden to leave a distribution box in doorways, fire-control passages or any conspicuous place in exhibition booths.
- e) Exhibitors requiring special arrangements (e.g., different voltages and frequency or special connections to their equipment's) must arrange their own transformers, converters, etc.
- f) All electrical equipment must be checked & tested by the organizers' appointed licensed electrical engineers prior to switching on the electricity supply.



**In the event that the official contractor appointed by the organizers is engaged by the exhibitor to carry out any electrical works, the exhibitor shall be responsible for settling all accounts.**

**Towards the same as well as for any electricity consumed by the exhibitors' booth or display directly with the contractor.**