

**1: GUIDELINES: RAW SPACE**

**1. GENERAL RULES & GUIDELINES FOR DESIGN AND COSTRUCTION**

1.1. All height details, mentioned in these guidelines, are from the ground level and **not** from any raised flooring created by the exhibitors.

1.2. Exhibitors are responsible for their own stand design and construction. The Organizer would be pleased to offer advice and guidance if required.

**1.3. The following are strictly prohibited:**

- Use of electrical flashes, flashguns etc. However, neon signs above 3 m height may be permissible, subject to approval
- Cloth Banners
- Stage shows or presentations without prior permission in writing from the Organizer & without a concept note on the proposed show.
- Suspending of display items from the Hall ceiling or parts of it.
- Storage of any kind, behind the display walls.

1.4. The maximum height of the artificial floor should not exceed **100 mm / 4"** and any other area raised artificially or for display purpose shall be such that it does not obstruct the adjoining stand.

1.5. The maximum permissible height for stalls are as follows :

*Table 1*

TYPE	STALLS	MAX HEIGHT	HEIGHT OF REAR & SIDE WALLS
Raw/Bare space	<b>ES1</b>	5m	-
Raw/Bare space	<b>P1, P2</b>	5m	-
Raw/Bare space	<b>D1-D4</b>	5m	-
Raw/Bare space	<b>G1-G6</b>	5m	-
Raw/Bare space	<b>S1-S14</b>	5m	-
Raw/Bare space	<b>B1-B4</b>	4m	3m
Raw/Bare space	<b>C1-C4</b>	4m	3m
Shell space	<b>E1-E4</b>	2.5m	2.5m
Raw/Bare space	<b>F1-F4</b>	4m	3m
Raw/Bare space	<b>H1-H4</b>	4m	3m
Raw/Bare space	<b>J1-J4</b>	4m	3m
Raw/Bare space	<b>K1-K4</b>	4m	3m

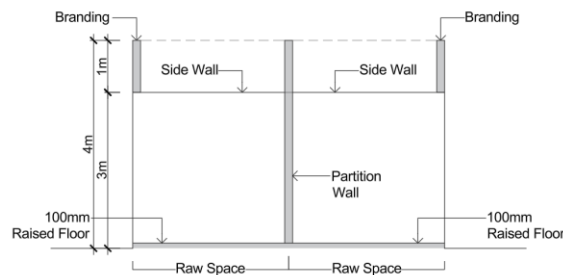
**\* All heights are from natural floor**

1.6. Branding should be done in the centre of the stand/ pavilion. The following table would give a clear guidance on the permissible heights for branding:

Table 2

TYPE	STALLS	MAXIMUM HEIGHT FOR BRANDING
Raw/Bare space	<b>ES1</b>	5m
Raw/Bare space	<b>P1, P2</b>	5m
Raw/Bare space	<b>D1-D4</b>	5m
Raw/Bare space	<b>G1-G6</b>	5m
Raw/Bare space	<b>S1-S14</b>	5m
Raw/Bare space	<b>B1-B4</b>	4m
Raw/Bare space	<b>C1-C4</b>	4m
Shell space	<b>E1-E4</b>	2.5m
Raw/Bare space	<b>F1-F4</b>	4m
Raw/Bare space	<b>H1-H4</b>	4m
Raw/Bare space	<b>J1-J4</b>	4m
Raw/Bare space	<b>K1-K4</b>	4m

1.7. Any partition wall between two stands beyond 4 meter height is not permissible.



Typical section showing height of partition wall for stalls B1-B4, C1-C4, F1-F4, J1-J4, K1-K4, H1-H4

1.8. **Height of partitions** will be restricted to **4 meters from the ground**. If there is any difference in the level of partitions of any two adjacent stands, the exhibitor with a bigger height shall finish properly the portion extending above the neighbouring stand.

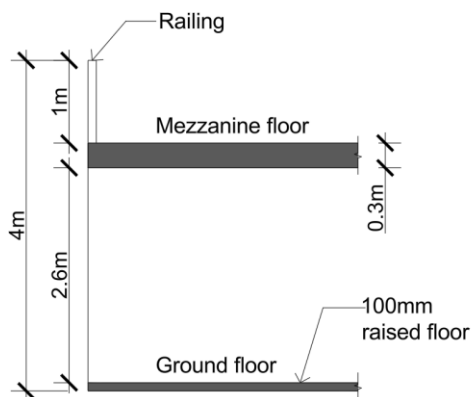
1.9. Access must be given to any Emergency Exit, Fire Exit, Electrical box, Service room etc. falling within the exhibitor's stand area. It is mandatory to leave minimum one opening in the partitions against the natural wall to provide access for electrical fittings etc.

**1.10. Mezzanine Construction**

Mezzanine floor maybe permitted to be constructed inside the stands **ES1, P1 & P2, D1-D4, G1-G6, S1-S14** booked by an exhibitor on the following conditions: -

- Area of mezzanine floor shall not exceed **50%** of the total stand area for stands **ES1, P1, P2, D1, D2, D3 and D4**.
- Area of mezzanine floor shall not exceed **40%** of the total stand area for stands **G1, G2, G3, G4, G5, G6, S1, S2, S3, S4, S5, S6, S7, S8, S9, S10, S11, S12, S13 and S14**.
- No roofing is allowed on mezzanine floor
- The railing on the sides of the mezzanine shall be of transparent material with handrail in the portion extending beyond **2.5 meter** height from the ground level.

- Exhibitor to get a structural stability certificate of the mezzanine structure from the empaneled structural engineer of the venue. **Copy of the STRUCTURAL STABILITY CERTIFICATE must be enclosed along with the stand layouts for approval.** The organizers shall not be held responsible for any mishap due to the sub-standard design/workmanship/material used while the construction of the mezzanine. Any sub-standard construction leading to collapse of mezzanine / accidents will be penalized and the exhibitor along with contractor will be blacklisted for future editions.
- The construction of mezzanine shall be permitted only if, in the opinion of the Fair Architect, it is not obstructing the display/ visibility of any adjoining stands.
- EXHIBITOR/ CONTRACTOR would have to engage the official agency for **fire protection services** during the construction of mezzanine structure along with requisite firefighting system.
- **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 (Not exceeding 1m) on open sides.** Railing without any branding is allowed in the front and open sides of the stand.
- No branding is allowed on and above the mezzanine floor
- **The maximum permissible height below the mezzanine floor is 2.7 meter.**



*Typical Section for Construction of Mezzanine Floor*

- A strip of at least 0.10m must be mounted along the edge of the mezzanine floor beneath to prevent falling object.
- Walls adjoining neighbouring stands on the mezzanine floor must be sufficiently stable so as to prevent accidental falling of person or objects.

**Mezzanine floor Structural Stability Certificate** with technical specifications approved by Structural Engineer must be submitted to the fair architect for approval before commencing the construction.

1.11. All open or unfinished sides of the exhibit space which may appear unsightly must be covered or the Organiser will have them covered at the Exhibitor's sole expenses @ **INR 5000 per square meter**. Any portion of the Exhibit bordering another Exhibitor's space must have the backside of the portions finished and not carry any identification signs or other marks that could detract from the adjoining exhibit.

1.12. All exhibit floor space must be fully carpeted or covered.

1.13. Only toughened glass should be used wherever necessary.

1.14. Woodwork is prohibited in the Halls. Platforms/ Panels and other decorations for the interior must be brought in prefabricated condition. Only assembly and finishing will be allowed in the Hall. Spray painting inside the Exhibition halls is strictly prohibited and any exhibitor doing so shall bear the risk of dis-connection of power supply to the stand.

1.15. **For Island / 3 side open stalls it is mandatory for exhibitors to design their stands 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. Stands near the Fire Curtain drop zone should ensure that the stand wall is not obstructing the Dropping of the Fire Curtain.

1.16. No construction is allowed in the fire curtain drop zone. A minimum gap of 0.5 m to be ensured on both sides of the fire curtain drop zone.

1.17. A maximum of 60% of Stand area may be used for exhibits and the balance 40% must be left free for circulation. **The Exhibitors shall not arrange the display of material in a way that would obstruct the passage area.**

1.18. Hall columns, Roof Trusses, Air Conditioning Vents, and all other structures of the Hall must not be used as support or be subject to load or stress by the stand structure; and floor grouting is not permitted.

1.19. Exhibits over 2.5m Height must not be placed on any raised platform.

1.20. **Any presentation/ demonstration/ exhibit likely to attract groups of 10 or more persons must be located towards the centre of the stand and clearly shown on stand drawings. If the location of such an exhibit result in blocking of the Aisles, the aisle space thus blocked shall be billed to the exhibitor.**

1.21. There is no restriction on height and weight of exhibits on display except imposed by the load bearing capacity of the floor and height of entry doors. The same should be checked with the Fair Architect before finalising large/heavy exhibits for display.

1.22. It is mandatory for the exhibitors to inform the Organiser if any of their exhibits comply with the following: -

- Exhibit configuration is 10 square meters or more.
- Exhibit exceeds 2.5 meters in height or 3 meters in length.
- Exhibit material exceeds 3 tons.
- Exhibit contains liquid fuel / natural gas / propane.
- Exhibits requiring water for demonstration purposes.

1.23. The Organiser reserves the right to change/alter/remove any exhibit interfering with the aesthetics of the exhibition or hinders the general public in any way.

1.24. Grouting is not permissible in the hall.

1.25. Entry and exits should be clearly marked on the plans while submission for approval.

1.26. To avoid inconvenience to other exhibitors and to enable the Organiser to complete work of passages, cable ducts etc., before the exhibition starts, exhibitors are requested to move in their exhibits within stipulated time given.

1.27. Exhibitors / Contractors are requested to complete their stand by 1800 hrs of 5<sup>th</sup> March 2025. Any delay in completion will be penalised.

#### **1.28. FIRE PREVENTION**

- Any load bearing elements and fixtures of the mezzanine structure must be of fireproof material.
- The mezzanine floor should be equipped with at least **one fire extinguisher**.
- All fabric used for display etc., should be fire retardant material
- For all combustible materials used in the stand, it is suggested to be **coated** with fire retardant spray.

#### **1.29. AUDIO VISUAL FILMS, VIDEO WALLS, STAGE SHOWS**

- Stage events / Laser shows – It is not permitted by Venue Authorities to organise any stage events. Exhibitors may however intimate the show organizer on checking the venue authorities.
- The organiser reserves the right to disconnect the supply of electricity to any exhibitor violating the above guidelines.
- The Organiser reserves the right to regulate or restrict exhibits within a reasonable sound level or the sound level of 60 DB peak on sound level meters (ANSI Type 2) on the SLOW meter position at 3 meters distance. The sound speakers must not be placed higher than 1.5 meters. They must be positioned downward and inward towards the centre of the exhibit booth or display area and may not be pointed towards the aisle. The Organiser reserves the right to restrict exhibitors the use of sound and other devices which are not permitted by the venue authorities and may interfere with the best interest of the fair environment.
- Any videowall / large format video display to marked in THE PLAN while submission of design. The fair architect reserve the right to change the positioning of such elements with regards to the aesthetics of the show.

## **2. ELECTRICAL INSTALLATION REGULATION**

2.1 Raw Space exhibitors must apply separately for the power connection as per their requirement. **No electricity will be provided if exhibitor does not apply in advance.**

2.2 Electrical wiring and installation must be done by Exhibitors through registered professional technicians using proper wiring, switches etc. to ensure safety. The Organiser shall not be responsible or liable in case of any mishap due to use of sub - standard material or unskilled labour.

- 2.3 All wiring must be carried out in PVC, Elastomeric or other plastic sheathed cables. No exposed means of cable joints will be permitted.
- 2.4 Lamps and appliances with high temperature surfaces should be guarded and used well away from combustible materials.
- 2.5 No light fitting or other appliance may be suspended from the roof of the exhibition hall.
- 2.6 The Organiser reserves the right to disconnect any installation, which in their opinion is dangerous or likely to cause annoyance to visitors or other Exhibitors.
- 2.7 In order to take care of voltage fluctuations, the Exhibitors are advised to fix up constant voltage transformers or insulation Transformer or stabilizers for CNC and other sensitive machines. Exhibitors are encouraged to use MCB wherever necessary. The main supply points and electrical installations in the stand should be kept open for easy access and should not be concealed.

**2: GUIDELINES: BUILT UP SPACE**

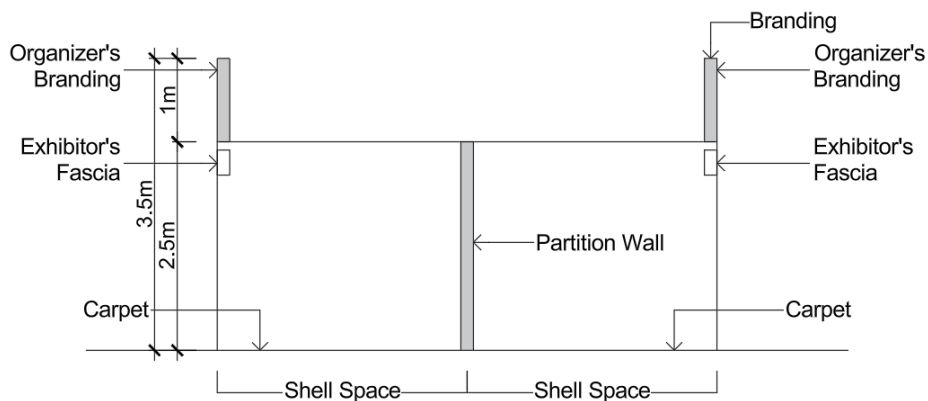
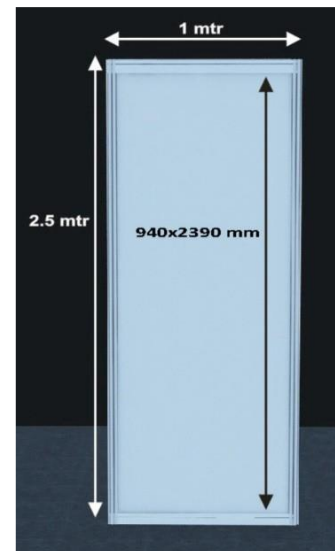
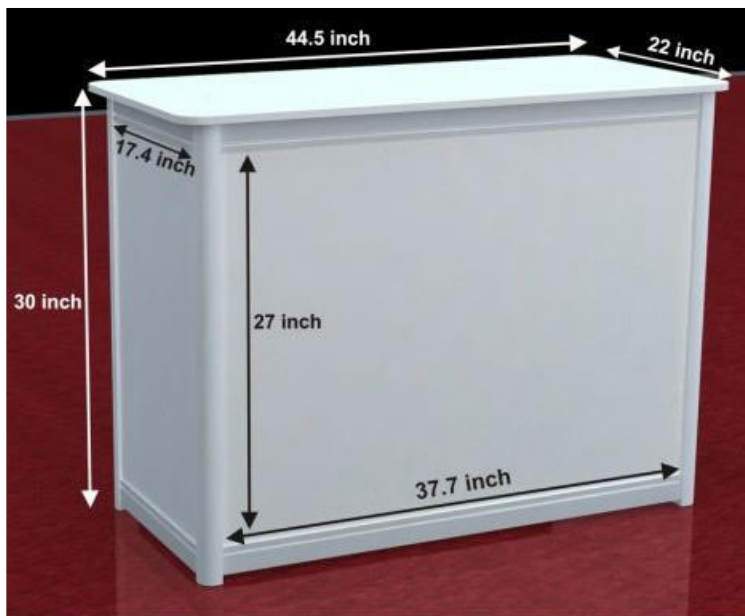
**1. General Information**

M/S Meroform India Pvt. Ltd. is the official stand contractor for built-up space.

1.1 Features: The Shell Scheme stands would be provided with the following:

- Rear and dividing walls of 2.5 meter height.
- Fascia with company's name on open stand frontage(s).
- Floor covering with synthetic carpet.
- Every 9 square meters Built Up booth includes the following items of basic furniture-
- One info table, one square table, Four Chairs, three Light fixtures, 5 Amp Power Socket and one waste, paper basket.

**1.1 a) Technical Specification of Panel & Table**



*Typical section showing height of branding for shell scheme stands.*

### 1.1 b) Maximum Permissible Height For Built Up Stand

- The maximum height of any stand should not exceed 2.5 meters for rear and side walls.
- The following table would give a clear guideline on the permissible heights for branding:

Table 3

STALLS	MAXIMUM HEIGHT FOR BRANDING
E1-E4	2.5m

- Branding should be done, as per above table, in centre of the stand / pavilion. All heights are from the natural floor only and should not obstruct the view /orientation of any other stand.

1.2 Power for Demonstration: Apart from light fixtures, one 5 Amp Power socket (for TV, Fridge, computers etc.) will be provided in each booth of 9 square meters. In case additional power is required for demonstration or running of machinery / exhibits, the exhibitors must inform the Organiser vide.

1.3 Additional Furniture on Hire: A comprehensive range of standard items, including wall panels to form office enclosures, shelving, display panels, etc. may be hired from the Official Shell Stand Contractor. The Price List for additional furniture etc. will be available nearer to the show dates/ is part of **Annexure II**.

1.4 Ceilings shall be open but will be braced for stability where necessary.

## 2. RULES AND GUIDELINES FOR DECORATION

2.1. Shell Scheme stands will be provided in accordance with the specifications mentioned. Please note that the internal dimensions of the Shell Scheme area are approximately 5 cm smaller than the contracted area as the walls are contained within circular upright aluminium members within the booth area.

2.2. Alterations are not allowed in the Standard Shell Scheme structure.

- No structure/ wall can cover the complete panel.
- No Alternations may be made in the standard Shell Scheme Fascia.
- No alterations / removal of panels etc will be allowed.
- Private furniture / carpets etc. are not permissible
- Raising the floor artificially or construction of wooden flooring is not permissible.

2.3. The following are strictly prohibited.

- Use of electrical flashes, flash guns and neon signs.
- Cloth Banners, Velvet Banners or Velvet Covers on the panels / table.
- Stage shows or presentations without prior permission in writing of the Organiser.
- Painting, Colouring, Wallpapering, and 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 of your Hall. Exhibitors would be charged @ **INR 3500** per panel for any damages to panels.



- Suspending 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.
- Raising the height of the back wall/ fascia for promoting the company name/ logo.

2.4. No additional, out-sourced stand fitting or display may be attached to the shell stand structure.

2.5. All interior stand fittings must be contained within the shell stand structure and must not exceed 2.5m height. No free-standing equipment may exceed a height of 2.5m or extend beyond the boundaries of the site allocated.

2.6. It is mandatory for Exhibitors with 2 or 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.

2.7. A minimum of 30% of Stand area must be left for circulation. Exhibitors shall not arrange the display of material in a way that will obstruct passage areas.

2.8. Exhibits of over 2.5 meters height must not be placed on any raised platform.

2.9. There is no restriction on height and weight of exhibits on display except imposed by the load bearing capacity of the floor and height of entry doors. Please refer technical specification of exhibition halls. The same should be cleared by the Organiser before finalising large / heavy exhibits for display.

2.10. Any presentation / demonstration / exhibit likely to attract groups of 10 or more people must be located towards the centre / rear portion of the stand and clearly shown on stand drawings.

2.11. It is mandatory for the exhibitors to inform the Organiser if: -

- Exhibit configuration is 10 square meters or more.
- Exhibit exceeds 2.5 meters in height or 4 meters in length.
- Exhibit material exceeds 3 tons.
- Exhibit contain liquid fuel / natural gas / propane.
- Exhibits require water for demonstration purposes.

2.12. To avoid inconvenience to other exhibitors and to enable the Organiser to complete work of passages, cable ducts etc., before the exhibition starts Exhibitors are requested to move in their exhibits within the stipulated time.

2.13. AUDIO VISUAL FILMS, VIDEO WALLS, STAGE SHOWS

- Stage events / shows – It is not permitted by Venue Authorities to organise any stage events.
- The Organiser reserves the right to regulate or restrict exhibits within a reasonable sound level or the sound level of 60 dB peak on sound level meters (ANSI Type 2) on the SLOW meter position at 3 meters distance. The sound speakers must not be placed

higher than 1.5 meters. They must be positioned downward and inward towards the centre of the exhibit booth or display area and may not be pointed towards the aisle. The Organiser reserves the right to restrict exhibitors use of sound and other devices which may interfere with the best interest of the fair environment or not permitted by the venue authorities.

- The organiser reserves the right to disconnect the supply of electricity to any exhibitor violating these guidelines.

2.14. The Organiser reserves the right to change/alter/remove any exhibit interfering with the aesthetics of the exhibition or that which hinders the public in any way.

### **3. ELECTRICAL INSTALLATION REGULATIONS**

3.1. Electrical wiring and installation required for connecting machine(s) for demonstrations purpose must be undertaken by Exhibitors employing registered professional technicians using proper wiring switches etc. to ensure safety. The Organiser shall not be responsible or liable in case of any mishap due to use of sub - standard material or unskilled labour.

3.2. All wiring must be carried out in PVC, Elastomeric or other plastic sheathed cables. No exposed means of cable joints will be permitted.

3.3. The Organiser reserves the right to disconnect any installation, which in their opinion is dangerous or likely to cause annoyance to visitors or other Exhibitors.

3.4. In order to take care of voltage fluctuations, the Exhibitors are advised to install suitable constant voltage transformers or insulation transformer or stabilizers for CNC and other sensitive machines. Exhibitors are encouraged to use MCB wherever necessary.