



## Guidelines to follow

1. Share the contact details of your fabricator with us before 25th January.
2. The start and finish timings are mentioned below in the table for your fabricator to adhere to.
3. Pass on the information mentioned below to your staff who will be present during move-in, show period and move-out.
4. Booth Construction Start Time: 10:00 AM on 29<sup>th</sup> January Booth Construction Finish Time: 6:00 PM on 30<sup>th</sup> January, Post 6:00 PM – Any booth fabrication work will attract INR 5,000 penalty from Fabricator.
5. Booth dismantling will be start at 6:00 PM on 2<sup>nd</sup> February, the finish time is 11:00 PM on 2<sup>nd</sup> February.
6. No worker is allowed to work inside without shoes to avoid any accident.
7. Any person below the age of 18 years is not allowed to work as per the constitution of India. Employer of children under 18 years is prohibited in both hazardous and non-hazardous employments. Breach of the same is a punishable act under Child Labour (Prohibition and Regulation) Act, 1986, amended in 2016 ("CLPR Act").
8. Load Bearing capacity is 25 kg per square foot, since this is a wooden platform, it is mandatory to cover the floor by carpet in neat and clean manner.
9. No cutting, grinding of wooden panels is allowed onsite to maintain the air quality.
10. Spray Painting, paint grinding is not allowed inside the hall.
11. Any modification to the booth design is compulsory to submit for re-approval. The Operations team will check all booth installations and will reject those that do not conform to the exhibition regulations.
12. The design of the booth must be such that it can be safely erected and dismantled within the move-in / move-out time.
13. Welding machine or Electrical Saw is not allowed, if the wire to the socket is directly connected without any plug.

14. All the electrical installations must be properly earthed and safe for public.
15. Back wall of the booths is allowed up to 3.5 Meters; Logo height can go upto 4 Mtrs.
16. The fabricator needs to submit the floor plan for approval by 15 January, it is the responsibility of the fabricator to take the approval of Bombay based Structural engineer for stability and load bearing.
17. Booth construction must have the opening towards the passage and cannot be blocked; one side open will have one side entry to booth, a two-side must have double side entry, three-side open booth should have entry from three sides and an island booth needs to have an access from all four sides.
18. Not to use any inflammable material for decorating the standard shell stands, offices, restaurants, etc. unless they treated with fire retarding substances. Not to display/exhibit explosive, chemical, inflammable, dangerous, harmful or noxious substances unless approved by the organizers and venue authority.
19. Ensure that electric wiring of equipment on display, decoration and those used for heating appliances are of adequate capacity, quality and are as per approved specifications. Cable joints, if any, be kept to the bare minimum and properly sealed to prevent sparking/overheating.
20. Ensure the supply to the machinery is properly earth, insulated and without any leak.
21. Use electrical equipments, wires etc of ISI Marked for safe electrical works.
22. Do not block the exit, exit route, emergency exit and passages.
23. Exhibitors are responsible for the safe demonstration of working exhibits. Exhibits likely to pose a risk to visitors must be appropriately protected.
24. Use guardrails and have a safe distance between Visitors and the moving exhibit to avoid any kind of accident. Deploy trained engineers near the moving exhibit to watch the movement and to prevent any incident.
25. Do not keep empties in the back of the periphery, as this can be a source of fuel in case of fire and block the movement of fire marshals.
26. Working at heights – While working on heights, labour/engineer must be safely clipped with fall arrest equipment
27. Use of ladders – Ladders should be in proper condition and only V-shape ladders are allowed to use; there must be an assistant to hold the ladder while in use. Only use ladders up to 13 feet, please use scaffoldings where the work height is more than 13 feet.
28. Drawing more power than what has been demanded should be avoided as this may lead to tripping of main circuit or overheat the wire laid. Breaker and recovery of penal charges/levies from the defaulting exhibitors.
29. Smoking, consumption of liquor and use of illicit drugs inside the venue premises is strictly prohibited.

30. Any part of the back wall (if visible) needs to be finished properly, either with plain neat white flex or double coated white paint. If the finishing is not done properly, a charge of INR 100 per sq ft will be charged from the fabricator.
31. Any Medical Emergency should be report to the organiser to avail the facility of Ambulance, first aid kit is available at Organiser's office, however, those exhibitors who are having bare space construction or moving exhibits should also carry a first aid kit.
32. Report any incident to the organiser.