



13, 14, 15 March, 2012

Hall 1, Bombay Exhibition Centre,
Goregaon, Mumbai, India

EXHIBITION GUIDELINES

RAW SPACE EXHIBITORS - stand construction guidelines

Raw space exhibitor stands will be drawn out (without any basic amenities like stand structure, carpet, furniture, fascia or energy load) on the hall floor for all exhibitors who have taken Raw Space Stands. Design and material for construction of would be made available by official stand contractor upon request against extra charges.

HEIGHT RESTRICTIONS

1. All partitions, including internal partitions & against neighbouring stall should not exceed 2.5 mtrs. in height. Rear wall against a natural wall or columns can go upto a height of 3.5 mtrs.
2. Single branding signage up to a maximum of 4.5 mtrs height is allowed for all raw space stands provided the same is built 1 meter inside the stall.

PLACEMENT OF WALLS & SPACE USAGE

1. For stands with 2 or more open sides, partitions if being built on the stall periphery should not be more than 3 mts. in running length, after which an access (minimum 2 mts) into the stand must be given..
2. Area for conference / meeting rooms, stores, pantry etc. within a stand shall not exceed 20% of the stand area.
3. No partitions / structures / features shall be placed in a way / location that obstruct the aisles or aesthetics of the overall exhibition or view of other stands surrounding it.
4. All open or unfinished partitions which may appear unsightly, must be covered or the Organizer will have them covered at the exhibitor's sole expenses @ ₹ 1000 per sq. mtr. Any portion(s) of partitions bordering another exhibitor's space must have the rear portions.

ADVISABLE:

1. All loose electrical cables shall be properly tacked in an aesthetic manner to ensure safety to exhibitor and visitors alike.
2. Whenever possible the electrical wiring should be laid inside the partitions while fabricating them. This saves precious time on site.
3. Minimum possible carpentry or wood work should be done on site.
4. All partitions brought on site should be given at least one coat of paint while the finishing touches can be given once the partitions are fixed.
5. Any metal work or truss used for booth construction must be nut and bolt system.

NOT ALLOWED

1. Construction of mezzanine level is strictly prohibited.
2. Digging or cutting of floor is not allowed and would attract a minimum penalty of ₹ 15000, payable by exhibitor.
3. Use of electrical flashes, flashgun etc. are not permitted. However, the Fair Architect may allow Neon signs above 2.5 mtrs height specifically subject to written approval.
4. Screen printed cloth banners will not be permitted.
5. Suspending of display items from the Hall ceiling or any other structure falling within the stands is not permitted.
6. Display of Hazardous / dangerous equipment involving use / display of explosive or hazardous material is not permitted.



13, 14, 15 March, 2012

**Hall 1, Bombay Exhibition Centre,
Goregaon, Mumbai, India**

7. Storage of any kind, behind the booths is not permitted.
8. All exhibit space must be fully carpeted or covered. No brick work or landscaping will be permitted directly on the floor. The use of cement or paste is prohibited fastening floor coverings. Tapes should be used to fasten carpets to the floor.

ACCESSES AND CLEARANCE

1. 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 a minimum of one opening in the partitions against the natural wall to provide access to electrical fittings etc.

HEAVY EXHIBITS

- Prior permission has to be given by Organizer regarding heavy exhibits. Please refer Form 15 on Page 47. In some cases, steel base plate may be required under heavy exhibits to avoid any damage to the venue, resulting in penalty.
- It will be mandatory for the exhibitors to inform the Organizer, if any of the exhibits comply with the following:
 - Exhibits with dimensions exceeding 3.5mt x 1.5mts x 2.4mts
 - Exhibit weighs 2 tonnes or more
 - Exhibit contain liquid fuel/natural gas/propane
 - Exhibit requires water for demonstration purpose

HANDOVER OF HALLS

The halls have to be handed back to BEC on the final day of breakdown(i.e.16 March 2012 by 2359 hrs. Exhibitors must ensure that their exhibits and stand materials are removed by midnight on 16 March 2012. The organizer will dispose off any items remaining in the hall beyond this time, and Organizer will not accept any responsibility for any loss or damage. Costs involved will be borne by the defaulting exhibitor.

ELECTRICITY

- 415/220volts, 50 Hz, 3 Phase
- Exhibitors must inform Organizer about their power requirement by filling up the relevant Form 4.
- Exhibitors requiring different voltages and frequencies or special connections to equipment must arrange for their own transformers, convertors, boosters. Organizer will try its level best to assist upon written request, at least one month prior to the show.
- Temporary connection will be made available for construction during build up. Please contact the Organizer team for the form and charges.
- Fluctuations mentioned are only for references. Exhibitors with sensitive equipment should make arrangement for voltage stabilizer. Organizer cannot guarantee uninterrupted power supply, nor the fair ground owners. Any failure in regular power supply during the exhibition or during the installation, due to technical or unforeseen reasons, will not qualify for refund of money or act of omission.
- Supply of electricity will be switched off, at source, 30 minutes after the show closes each day. Only specially installed 24 hrs. connection will remain on.



TEMPORARY POWER LOAD WOULD BE PROVIDED ONLY ON 12 MARCH 2012. AND FULL ELECTRICAL LOAD FOR TESTING WOULD BE AVAILABLE FROM 1700hrs on 12 MARCH 2012

13, 14, 15 March, 2012

Hall 1, Bombay Exhibition Centre,
Goregaon, Mumbai, India

FORM 6 (COMPULSORY)

RAW SPACE DESIGN APPROVAL DEADLINE 25th FEBRUARY 2012

Please fill & return this form to:

Ashmeet Nanda, Show Administrator

ashmeetnanda@imagesgroup.in

Please Print all Details: The Organizers will not be held responsible for errors if not printed clearly.

COMPANY NAME _____ STAND NO. _____

ADDRESS: _____

_____ COUNTRY _____

CONTACT NAME: _____ DESIGNATION _____

TEL: _____ FAX: _____

SIGNATURE: _____ E-MAIL: _____

GENERAL DESIGN RULE:

1. Design must ensure that neighbouring stands are not boxed in or blocked from view.
2. Outside walls must have a maximum length of 3 meters, after which an access into the stand, having a minimum width of 2 meters must be applied. An "open architecture" creates an environment that is attractive and inviting. If the stand must have outside walls, then the design should confirm to the raw space booth construction guidelines in order to maintain the visitor flow to the neighboring stands.
3. No part of the stand fixture or fitting must overhang or encroach the aisles, or neighboring stands.
4. All stand heights should be within specified limits unless otherwise mentioned.

PLAN APPROVAL:

1. Exhibitors with "space only" booking must submit the plan of their booth on A3 size of paper on a scale of 1:100 indicating the floor plan, the front elevation and three dimensional rendered views of the stall indicating height and material used. The design needs prior approval by the organizer.
2. Include the name and address of your contractor in your plan.
3. Construction work will not be permitted to commence unless plans are approved.
4. Please keep a color copy of the approved design on site.
5. The form must be accompanied with the duly signed copy of the norms for special design construction.

KEEP A COPY OF YOUR RECORDS AND BRING TO THE EVENT