



ITB
INDIA

Gateway
to the Indian
Travel Market

REGULATIONS & TECHNICAL GUIDELINES

15 – 17 April 2020, Mumbai, India
itb-india.com



TABLE OF CONTENTS

		Page
1.	Welcome Message	3
2.	General fair information	4
3.	Exhibition venue	5
	Host city	5
	Venue plan	6
	Operation schedule at a glance	7
	Admission / Badges	8
4.	Exhibition policy & rules	9
	Exhibition related movements	9
	Liability and insurance	9
	Security	10
	Fire safety precautions	11
	Other important information	12
5.	Guidelines for construction	13
	General architectural guidelines	13
	Shell scheme	15
	Raw space	16
	Double Storey Stands	19
	Security deposit from raw space exhibitors	20
8.	Services	21
9.	Accommodation & Visa	22
10.	Overview of obligatory & optional forms	23

WELCOME MESSAGE

Dear Exhibitor,

Welcome to ITB India 2020.

This manual has been prepared to simplify your preparations for the exhibition. Please read the contents carefully and observe all the deadlines mentioned. Please return all the order forms duly filled-in before the specified dates to ensure compliance.

We would like to request you to fill in the forms attached and return them via email. All forms must be submitted as per the deadlines mentioned on the respective form.

Please provide this manual to the departments or representatives of your company responsible for exhibits delivery, stand design and construction.

We wish you a successful participation and assure you our dedicated services at all times.

Sincerely,
ITB India 2020 Team

GENERAL FAIR INFORMATION

Official fair name **ITB India 2020**

Venue **Bombay Convention & Exhibition Centre (BCEC)***
Hall No. 4
NSE Nesco Complex
Western Express Highway
Goregaon (E), Mumbai – 400 063, India
Tel: +91 22 66450123
Fax: +91 22 66450101

***Note:** This is NOT a shipping address; DO NOT forward any exhibit to this address. Exhibitors must use a freight forwarder.

Date **15 – 17 April 2020 (Wednesday – Friday)**

Exhibition hours **10:00 am - 6:00 pm**

Organiser



Indo-German Chamber of Commerce

Supporting organization



Approved by



ITPO - India Trade Promotion Organisation

EXHIBITION VENUE

Host city

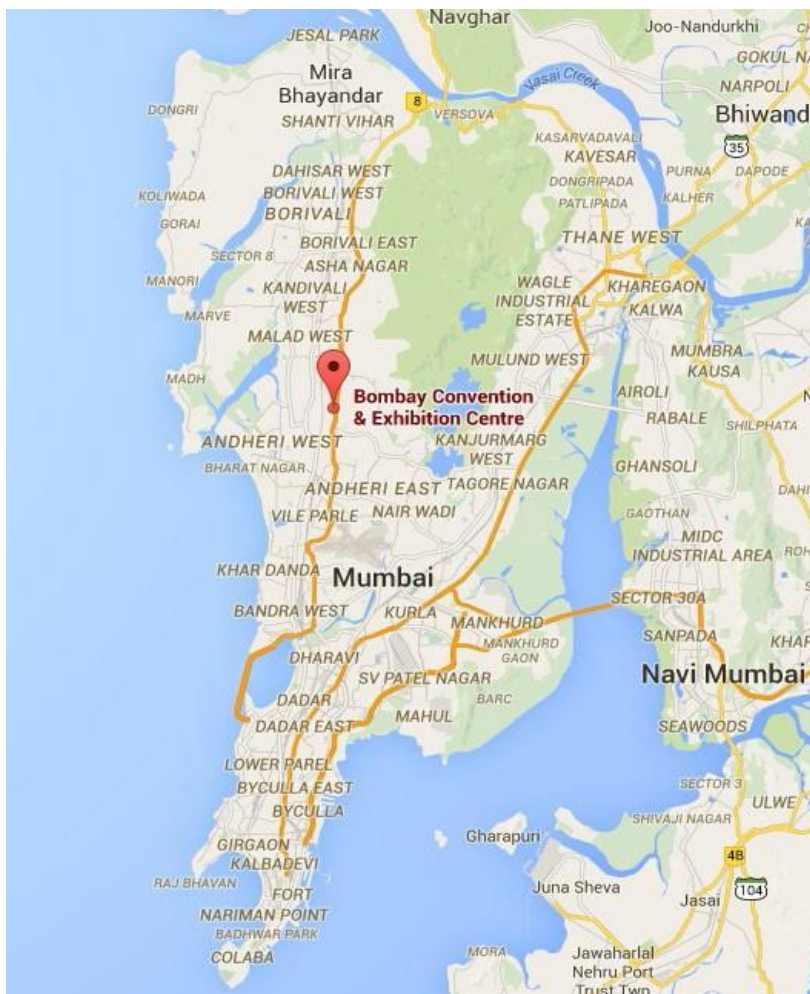
Welcome to Mumbai

Mumbai, also known as Bombay, is the capital city of the Indian state of Maharashtra. It is the most populous city in India and the fourth biggest city in the world, with a total metropolitan area population of approximately 20.5 million. Mumbai lies on the west coast of India and has a deep natural harbour. It is the richest city in India and has the highest GDP of any city in South, West or Central Asia. It serves as an important economic hub for the country and the most important seaport and commercial centre on the subcontinent. The region is home to a diverse range of industries and a centre for finance, business, trade and fashion in India. Mumbai is India's finance centre, the economic powerhouse of the nation, heart of the Hindi film industry and the industrial hub of everything from textiles to petrochemicals.

Venue details

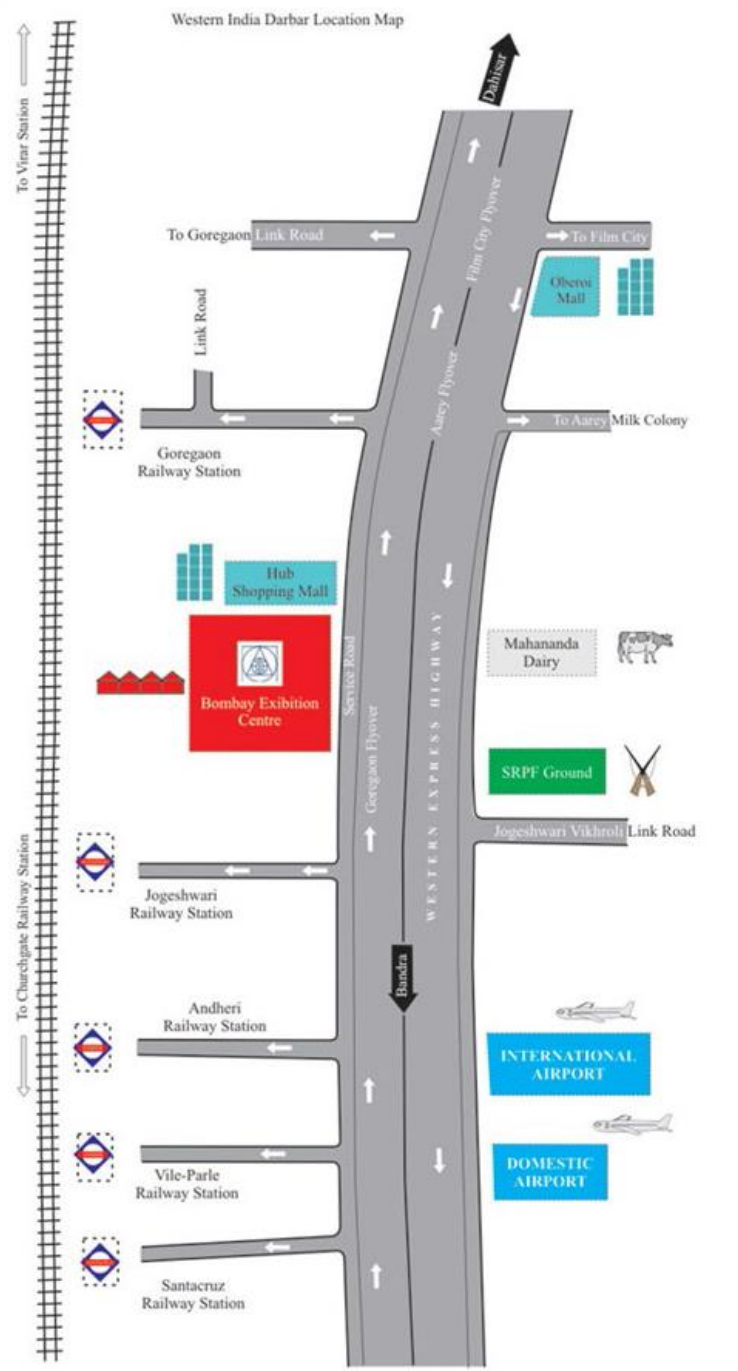
The Bombay Convention & Exhibition Centre (BCEC) is the largest permanent exhibition centre in India's private sector. Since it was built in 1991, the BCEC has hosted several prestigious international trade fairs and exhibitions. The centre is ideally situated along the Western Express Highway in Goregaon and within a 10-minute drive from national and international airports and 20 minutes from the heart of the city. The vicinity offers a number of convenient hotels of all categories for exhibitors and visitors.

Mumbai road map - venue location



EXHIBITION VENUE

Road map to exhibition venue



EXHIBITION VENUE

Operation schedule at a glance

Move-in and assembling		
13 April 2020	Moving-in of Official Stand Contractor	12:00 midnight onwards
13 April 2020	Moving-in of Raw Space Contractors	9:00 am
14 April 2020	Exhibitor Registration	10:00 am
14 April 2020	Moving-in for Shell Scheme Exhibitors	2:00 pm onwards
14 April 2020	Decoration of stands to be completed	6:00 pm
Exhibition opening times/schedule		
15 – 17 April 2020	Access to the exhibition halls for exhibitors	9:00 am – 7:00 pm
15 – 17 April 2020	Exhibition hours for all attendees	10:00 am – 6:00 pm
Dismantling and move-out		
17 April 2020	Removal of light/hand-carry exhibits, promotional materials and personal property Forwarder delivers empty crates, etc.	6:00 pm – 7:00 pm
17 April 2020	Removal of heavy exhibits and tear down of booth	7:00 pm onwards
17 April 2020	Completion of booth dismantling	11.59pm

**The above timing is accurate at time of print and is subjected to changes.*

Note:

- No late work, except for set-up by ITB India Official Stand Contractor (i.e. Meroform (I) Pvt. Ltd.), is permitted. Independent stand fitting contractors must complete their work according to scheduled list.
- Exhibitors may begin to pack materials, supplies and literature when the exhibit closes on 17 April at 1800 hours. It is **STRICTLY FORBIDDEN** to begin dismantling before this time.
- Build-up booths or exhibits which remain on the stand after 17 April will be removed or stored at the exhibitor's expense.

EXHIBITION VENUE

Admission/Badges

	Date	Time	Type of Badge Required	
			For Exhibitor	For Contractor
Build-Up Period	13 April	0900-1800	Contractor Pass	Contractor Pass
	14 April	0900-1800	Exhibitor Pass	Contractor Pass
Show Days	15-17 April	0900-1900	Exhibitor Pass	Nil
Tear Down Period	17 April	1800-2359	Contractor Pass	Contractor Pass

On arrival at the exhibition venue, exhibitors are requested to collect their Exhibitor Kits from the Registration Counter located at the entrance of the hall.

E-badge will be sent to all exhibitors at least one week prior to the event and exhibitors may print the badge themselves and collect the lanyard from the Lanyard Collection Counter. Entry to the exhibition venue during set-up, exhibition and dismantling will only be permitted to those in possession of a valid badge. Persons in possession of contractor pass will be allowed to enter the exhibition venue during set-up and dismantling only.

Parking

All parking charges are based on the venue's prevailing rates and will be payable by the exhibitors themselves.

Medical facility & First Aid

Exhibitors are recommended to keep a small stock of emergency supplies such as pain killers, band aids, iodine, cotton wool etc at the stand. There will be a doctor on call as well as an ambulance. Phone numbers will be available at the venue.

EXHIBITION POLICY & RULES

1. Exhibition related movements

Entry

• **For exhibitors:** Exhibitors in possession of the exhibitor badge will be entitled to enter the exhibition venue during set-up, exhibition and dismantling on 14 – 17 April 2020 from 9:00am to 7:00pm. All ancillary service providers (e.g. barista, hostess, performers, photographer, etc) should also be assigned an exhibitor badge if early entry is required. Otherwise, they may purchase a trade visitor ticket for access on 15 – 17 April 2020 from 10:00am to 6:00pm. However, the following restrictions will apply thereafter.

• **For exhibits:** Entry of exhibits in the exhibition area will not be permitted during the fair. However, movements of exhibits etc. will only be allowed either before or after the exhibition hours as prescribed. Exit Pass will be required for taking out any material (machineries / valuable items) from the venue during the fair period, but only during pre or post fair hours. Temporary exit pass will be issued by the Organiser only. All the equipment/material should be carted in and out with trolleys to avoid any damage to the flooring. The equipment should be directly transported to the exhibition halls. **Note: No painting or carpentry work will be allowed inside the exhibition halls. All materials should be pre-fabricated at the exhibitors' premises and only minimal work should be carried out inside the halls and should be under strict supervision.**

Settlement of dues/exit pass procedure

Once the exhibition is closed, the stand area must be restored into its original condition. Exhibitors must make good any damage caused to the floor, building or other exhibition structure or equipment by repairing the same or paying the charges for repairs or replacement, whichever is applicable.

For removing exhibits from the exhibition halls, on conclusion of the exhibition, exhibitors would need an exit pass duly authorized by the Organiser. Exhibitors should fill in the Exit Pass Form No. 8 and send it to the Organiser's Office. The Organiser will retain one copy and return three photocopies duly stamped and signed. One copy should be submitted to the security at the hall gate, one copy to the security at the main gate and the remaining copy should be retained by the exhibitor.

Exit passes will be issued to exhibitors only if all dues towards participation charges in the exhibition have been fully paid and all the formalities stipulated from time to time are completed.

2. Liability and insurance

The Organiser shall not be responsible for any loss or damage to any exhibit or for injury to exhibitor personnel at any time. Exhibitors are advised to insure their exhibits against theft, loss or damage and to cover themselves against third party liability for visitors to their stands. Reputable guards will be on duty day and night but will not be a guarantee against loss.

Exhibitors are responsible for taking out public liability insurance against injury to persons and property of others on their stand, along with their exhibits and merchandise moving to and from the show and during the show. Each exhibitor should have a valid and adequate insurance cover against public liability. Exhibitors should contact their insurance broker to cover their exhibits and exhibit materials.

The Organisers will not be held responsible for any loss of or damage to exhibits and personal items. Exhibitors are reminded of their responsibility for their representatives, which also includes their contractors and sub-contractors.

Also, an exhibitor is responsible for effecting insurance cover for expenses incurred due to abandonment or postponement of the exhibition for any reasons whatsoever.

EXHIBITION POLICY & RULES

2. Liability and insurance

The insurance policies mentioned above will have to include the insurer's renunciation of any legal action/penalty arising in the event of damages or accidents against the executives, representatives, directors and employees of the following organizations:

- Organiser
- Event managers
- Municipality or local administration of the host city
- Architects and contractors, including their staff employed by the Organiser/Event Manager

The period of liability of the exhibitor shall be deemed to run from the time the exhibitor or any of his employees, agents or contractors first enters the exhibition site and will continue until all his exhibits and property have been removed.

The exhibitor shall insure, indemnify and hold the Organiser and the event manager harmless in respect of all costs, claims, demands and expenses to which the Organiser may in any way be subject as a result of any loss or injury arising to any person (including members of the delegations, visitors, public, the Organiser's staff, agents or contractors) howsoever caused as a result of any act or default of the exhibitors, his employees, agents, contractors or invitees. If the Organiser find it necessary, the exhibitor shall provide proof that he has an adequate insurance cover. The Organiser shall not in any event be held responsible for any restriction or condition which prevents the construction, erection, completion, alteration or dismantling of stands or for the failure of any service amenities provided by the Organiser, for the cancellation or part time opening of the exhibition either as a whole or in part, or for amendments or alterations to all or any of the rules and regulations caused by circumstances not under their control.

The Organiser are not liable to the exhibitors or their agents or employees in respect of any direct or indirect damage, loss or injury, to persons or property arising out of or in any way, connected with the exhibition. The Organiser shall not be liable for loss, damage, delay or cancellation as a result of any unforeseen reason or resulting from acts of war, civil commotion, strikes, economic blockade, terrorist attacks, military activity or any other circumstances which shall render it impossible or inadvisable for the Organiser to hold the exhibition at the time and place provided. The Organiser reserve the right to reschedule the exhibition on a later date. Exhibitors must acknowledge that the Organiser will have sustained damages and losses as a result of the foregoing as well and shall and does hereby waive all claims for damages or compensation. The sums paid to the Organiser as fees or otherwise in connection with the exhibition shall remain the property of the Organiser.

In the case an exhibitor withdraws from the exhibition after confirmation of participation by the Organiser, all payment made shall be forfeited. Notice of withdrawal must be made in writing to the Organiser who shall arrange for reallocation of such space which does not necessarily entitle the exhibitor the right to claim for refund or any payments made, or release from any sums of which he has already committed or become liable to. The Organiser bear no responsibility for any errors or omissions in the exhibition directory, which is compiled from the information supplied by the exhibitors and / or their agents. The Organiser are not responsible for any loss, damage, or delay incurred in freight shipments (transport, handling and clearing) into and out of India. Exhibitors are urged to adequately insure all shipments.

3. Security

All exhibitors shall abide by the Security Regulations as stipulated below:

Alert and efficient security forces will be engaged by the Organiser to ensure the safety of exhibits. Nevertheless, arrangement may be made by the exhibitors for own insurance to cover all stages of the event and be particularly careful to pack light, portable models and other attractive exhibits immediately after the exhibition closes. It is during this time that there is the risk of exhibits getting lost. The Organiser will not accept responsibility for theft, loss or damage of exhibits, stores or any other equipment belonging to exhibitors, contractors or visitors.

After daily closing of the exhibition, no person will be allowed to remain inside the exhibition area. For security purposes, the Organiser reserves the right, without giving any reason, to refuse admission to anyone to the exhibition area and to expel any person whose behaviour, in their opinion, justifies such a measure.

Exhibitors or their representatives should always be present at their stands during exhibition hours. Exhibitors, who require the services of security guards at their stands, are required to give their requirements through Form No. 5.

EXHIBITION POLICY & RULES

4. Fire safety precautions

Exhibitors and the staff employed by them within the exhibition stand, are directly responsible for ensuring fire safety measures, including tackling of minor fire incidents. Their responsibilities will include:

- Study the general layout of exhibition halls and get acquainted with the location of exit doors, exit routes, emergency routes and emergency exits.
- Not to use any inflammable material for decorating the standard shell stands, offices, restaurants, etc. unless they are treated with fire retarding substances.
- Not to display/exhibit explosive, chemical, inflammable, dangerous, harmful or noxious substances unless approved by the Organiser and venue authority.
- Not to use any heating appliances to cook food in the exhibition stands.
- Keep all inflammable/combustible waste such as empty boxes, containers, wrapping etc. away from the exhibition premises and deposit the same in areas designated by the Organiser. If not removed, the Organiser will remove the items at the exhibitor's cost.
- 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.
- Drawing more power than what has been demanded should be avoided as this may lead to tripping of main circuit breaker and recovery of penal charges/levies from the defaulting exhibitors.
- Alteration/interference with main circuit breaker and wirings/electrical fittings is prohibited. The Official Stand Fitting Contractor's (viz Meroform (I) Pvt. Ltd.) electricians should be contacted for any additional connections. In case of any fault in the electrical installation, call for help from the Exhibitor Service Booth of the Official Stand Fitting Contractor.
- Always observe and impose all fire precautions, especially during fabrication/installation of the stands. Avoid throwing lighted cigarette butts and matchsticks etc. in exhibition stands/offices.
- Smoking in the exhibition halls and all public places during the exhibition period is prohibited.
- Ensure that the 2kg ABC stored pressure type extinguishers if near your stand are not to be removed or the access to the fire extinguisher/fire point blocked, to facilitate easy pick up and use, should any fire incident take place.
- Tackle any minor fire incident in the stand, offices and restaurants by using the fire extinguisher installed.
- Read and understand the instructions pasted on extinguisher for its use and operation to tackle minor fire incidents.
- Know the exit routes to be followed in an emergency and the location of nearest emergency exit for escape in case of major fire incidents.
- Do not block the exit, exit route, emergency exit and passages.
- Instruct your employees/temporary staff not to leave the stands unattended whilst work is in progress or before officially appointed time of closing.

Exhibitors are responsible for the safe demonstration of working exhibits. Exhibits likely to pose a risk to visitors must be appropriately protected.

EXHIBITION POLICY & RULES

Exhibitors must ensure that working exhibits being demonstrated do not emit radiation or gases likely to be harmful to human life e.g. laser, toxic gases etc.

All machines for demonstration must be equipped with safety devices and running signs, which may be removed only when the machines are disconnected from power without any latent danger.

Should any working machine present a risk to the public, the exhibitor must erect signs to warn the visitors to keep a safe distance from the machine, and protection device such as glass shield should be set up between the machine and visitors.

Any machine or apparatus can only be operated on the stand and operated and supervised by qualified persons. No motors, engines or power-driven machines are to be used without adequate fire-protection measures taken by exhibitor.

Please note that where mechanical handling within the exhibition halls is required, the services of the official freight forwarder must be availed, and all costs incurred will be borne by the exhibitor. Forklifts, cranes and pallet trucks from forwarders/transporters other than the official agent will not be allowed to operate inside the exhibition hall.

5. Other important information

Cleanliness and maintenance

Organiser will provide for daily overall cleaning of the exhibition halls and common areas after show hours. However, it will be the responsibility of the exhibitors to keep their individual stands tidy. Exclusive housekeeping services for individual stands can be provided by the official housekeeping agency at a cost. Exhibitors may directly contact the agency for such services. Agencies other than the official housekeeping agency will not be permitted to operate in the BCEC complex.

Operation of devices and their sound levels

Only such devices or exhibits shall be operated in the exhibition premises which do not distract or disturb visitors, exhibitors or others present in the area.

Sub-contracting

This license to participate in the exhibition is personal to the exhibitor and is non-transferable. No licensing or sub-licensing may be granted by the exhibitor to any other party.

No-show

In case an exhibitor does not show up and take over the stand **by 5:00 pm on 14 April 2020**, the stand will be re-used for other purposes without refund by the Organiser.

Disputes

In the event of any disputes on-site, the decision of the Organiser, being lessee of the premises, will be final. The Organiser also reserves the right to amend any earlier decision made in order to meet and satisfy any unforeseen or prevailing circumstance for the benefit of the Exhibition and concerned parties.

Disputes, if any, arising out of unresolved matters between the exhibitor and the Organiser shall be settled by arbitration in accordance with the Arbitration and Conciliation Act 1996. The arbitration proceedings will be conducted in English and at New Delhi, India only.

Force majeure

If the exhibition is abandoned, cancelled or suspended in whole or in part by reasons of war, fire, national emergency, labour, non-availability of exhibition premises or re-allocation of exhibition premises or any other cause not within the control of the Organiser, the Organiser shall be under no liability for any actions, claims or losses.

GUIDELINES FOR CONSTRUCTION

1. General architectural guidelines

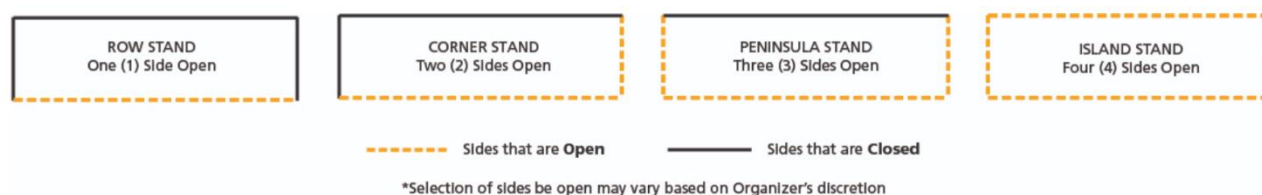
The **width of passages** shall not be less than 3 meter or as marked on the copy of the layout plan while the passages inside the stands shall not be less than 2 meter in clear width.

The **minimum width of the entry and exit of stands** shall be 3 meters each, while more width shall be appreciated.

The **normal height of construction** of partitions shall be limited to 4 meters for raw space exhibitors. However, additional height of one or two features/design element(s) could be considered up to 4.5 to 5 meters, depending on the design of the booth. Such structures will have to be constructed one meter away from the periphery of the neighbouring booth. All booth designs will be subjected to Organiser's final approval.

All booth designs **MUST** adhere according to the package that have been signed. Exhibitors who signed up for a shell scheme package are **not allowed to remove their fascia structure**.

Number of open sides for each stand type are indicated below and must be followed strictly. The Organiser and its Official Stand Contractor (viz Meroform (I) Pvt. Ltd.) reserve the right to reject a stand design proposal and all costs incurred to re-design and/or construct the booth shall be borne by the exhibitor.



No construction shall be permitted in front of **emergency doors, service doors, electric distribution boards, switch rooms, toilets and other fair facilities**. The unauthorized construction undertaken in front of such facilities shall be removed at the expense of the defaulter and the Organiser would also levy penalty as deemed fit.

No support/rigging from the existing construction of the exhibition halls i.e. ceiling, walls, columns etc. shall be permitted. Any damage caused to the infrastructure created by the Organiser shall be recovered along with the necessary penalty from the concerned participants.

The stands requiring **water connection**, water disposal and special power requirements shall be preferably located at the periphery of the halls, as it will be convenient to provide such facilities without crossing over the public passages. In case these requirements are not made known to the Organiser at the time of booking space, or cause hindrance to the public movement or due to any technical constraints, these may not be provided.

All displays will be inspected during the setup days and any exhibitor deviating from the regulations must make modifications as suggested by the Organiser on their own expense prior to the show opening.

Welding, cutting, soldering, thawing, abrasive cutting and woodwork inside the halls is strictly prohibited. Platforms/panels and other decorations for the interior must be brought in a prefabricated condition for assembly and finishing inside the halls.

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 Organiser.

GUIDELINES FOR CONSTRUCTION

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 Organiser.
- Painting, colouring, 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. Exhibitors would be charged INR 6,000 / EUR 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 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.

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.

GUIDELINES FOR CONSTRUCTION

2. Shell scheme

Shell scheme package booths are available to the exhibitors by 2:00 pm on 14 April 2020 for decoration of the stand which is to be completed in all respects **by 6:00 pm on 14 April 2020**. All passages must be kept clear of crates, boxes, packing material etc.

A standard stand will consist of the following:

- Stand walls in laminated panels 2.5 m height
- Spotlights, lockable reception counter, chairs, wastepaper basket, power socket as per the application form
- Fascia with company name in white letters in standard letter size
- Carpet in grey

Area (sqm)	Lockable Info Counter	Chair	Discussion Table	Spotlight	Power Socket	WP basket
9	1	3	1	3	1	1
18	2	6	2	6	2	2
27	3	9	3	9	3	3

Additional furniture requirements will be charged. The hiring rates are given in Form No. 2.

No nails or glue may be used for hanging/displaying posters/photo panels etc. Photographs, posters etc. can be displayed by using double-sided tape. The sound emanating from your TV/Audio System if used must be controlled. Please ensure that it does not disturb your neighbours.

Technical specification of stands

The structure of the stand is made of the Octanorm system with following specifications:

Maximum height of the stand	2.50 m
Clearance under fascia	2.20 m
Axial distance between vertical aluminum columns	0.99 m
Width of panel	0.95 m
Overall height of fascia	0.30 m
Diameter of vertical aluminum column	0.04 m

Fascia board

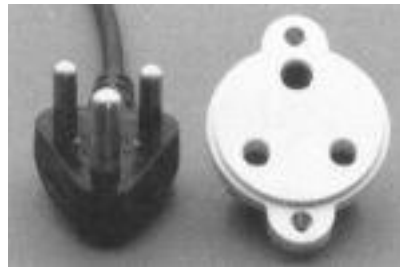
The exhibiting company's commercial title will appear over the open aisle frontage of every exhibitor shell stand and shall be covered within the hire charges of booth packages. The information should be completed in Form No. 1 and returned to the Organiser until the given deadline.

GUIDELINES FOR CONSTRUCTION

Power

Each shell scheme stand of 9 sqm is provided with power supply of 1 KW load including the lighting load, free of charge.

Lighting & Power plug points will be provided to the built-up stands as per the sizes booked. Only 3 pin sockets 5/15 amps can be used as a source of power in the exhibition venue.



Additional power

For additional power requirements please refer to Form No. 3.

Electric current will be ordinarily supplied in 210-230 volt, single phase. For 3-phase connection, please specifically state in Form No. 3. **Electricity, whether from mains, batteries or generators, shall be supplied only by the official contractor.**

3. Raw space

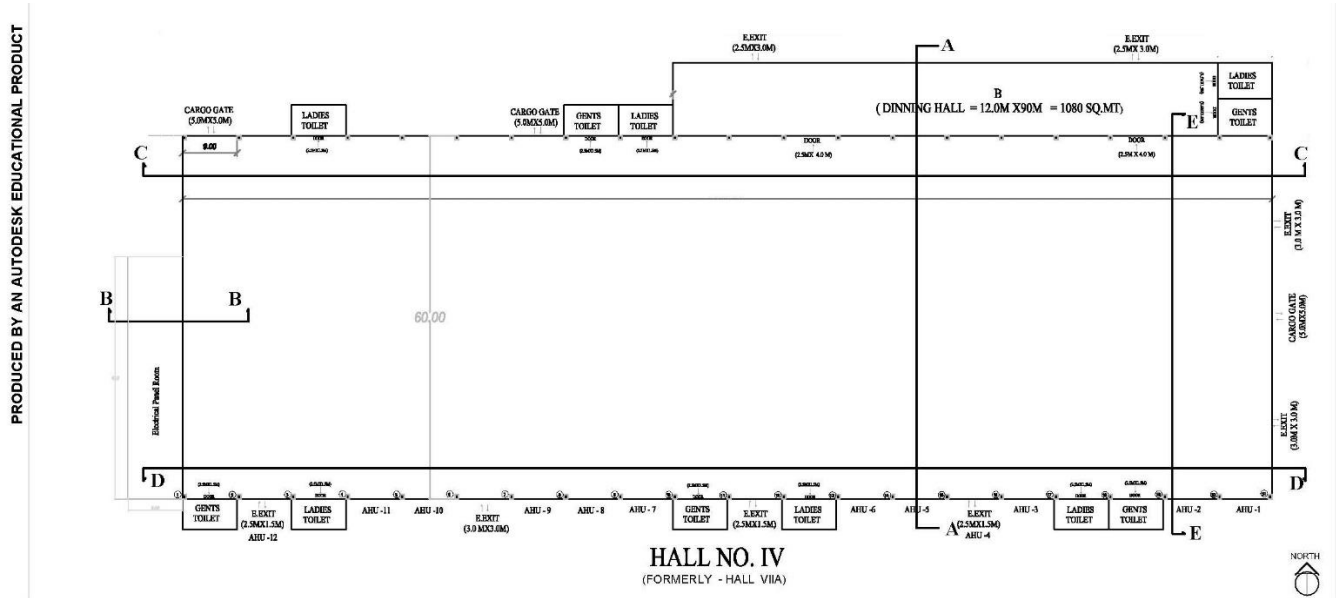
Raw space will be made available to the exhibitor by 10:00 am on 13 April 2020 for construction, which is to be completed in all respects by 6:00 pm on 14 April 2020 allowing for final clearing by dawn.

- Area of stand must not exceed the allotted area.
- Height of the stand must not exceed 4 meters.
- No projection will be allowed which may obstruct the neighbouring stands.
- All construction material must be fireproof.
- Spray painting of stand panels with oil-based paints and inflammable materials inside the halls is strictly prohibited.
- All electrical fittings and wiring should be undertaken by licensed electrician.

GUIDELINES FOR CONSTRUCTION

Hall specifications:

Cross section drawing of Hall No. 4



Technical details of exhibition Hall no. 4

Floor type	Concrete IPS Floor
Ceiling height	9.8 mtrs at the caves / 12.24 mtrs at the peak
Height of AC duct	6.75 m
Entry/exit gates	G1 - 2.30 m x 2.40 m / G2, G7 - 4.00 m x 5.40 m / G5 - 6.00 m x 5.40 m G4, G6 - 4.80 m x 3.30 m
Pillar size	0.50 m x 1.10 m
Lights	Metal halide
Current supply	415 / 200 volts, 50 Hz.
(Outlets in each pillar)	Three 16 Amps single phase outlets / One 32 Amps three phase outlet
Sanitation service blocks	4 No.
Utilities	Water supply / housekeeping / security / Wi-Fi services / temporary telephone lines

GUIDELINES FOR CONSTRUCTION

- Exhibitors with raw space package should send a detailed layout plan to the Organiser **latest by 6 March 2020** and must abide with the rules and regulations. The Organiser will provide only the space. Stand construction and other items like carpet, furniture, etc. will have to be arranged by the exhibitors.
- Services like power supply etc. will be charged extra and must be ordered from the official stand contractor.
- All stands must be carpeted or laid with some form of flooring as clear demarcation of contracted space. The hall walls or walls of neighbouring stands cannot be used as a partition wall. **A backwall must be installed for every raw space stands, except for “Island” stands.** Shell scheme stands with immediate neighbor(s) would be provided with necessary sidewalls(s).
- All raw space stands must be pre-fabricated and only assembled and finished in the exhibition hall. Carpentry works will not be permitted inside the hall.
- Where raw space stand walls exceed the lower walls of an adjacent stand, the rear surface of the wall exceeding in height must be painted in **plain white finish** by the exhibitor building the higher wall.
- Exhibitors may not place any display material or exhibit, nor extend their stand structures and fittings, beyond their contracted boundary
- 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 raw space stands shall be the sole responsibility of the exhibitor.

Power

Raw space exhibitors **must** apply for the power connection as per their requirement from the official stand contractor. No electricity will be provided if the exhibitor does not apply. Please refer to Form No. 3.

Office space

Exhibitors can set up office enclosures in their stands. Height of the office enclosures cannot exceed 2.5 m. The area of the office enclosure should be proportionate to the area of the stand as under:

Area of stand	Maximum permitted area of office enclosure
Up to 50 sqm	10 sqm
More than 50 sqm	Not more than 15% of total stand area

Office enclosures/cabins must be located either along the wall, if any, at the rear side of the stand, or at the back along the adjoining wall of their neighboring stand. Extension of office enclosures/cabins up to open aisles is not permitted.

Cabins should not be covered from the top unless covered by mezzanine floor.

GUIDELINES FOR CONSTRUCTION

4. Double Storey Stands / Mezzanine Floors

Double storey stands or mezzanine floors are permitted only for exhibitors who applied for 54sqm or more. The area of the mezzanine floor cannot exceed 25% of the allotted stand area.

The mezzanine floor design and 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 Organiser 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 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 2.5 m.

Construction of mezzanine floor must be at least 3 m away from the boundary of all open sides of the stand.

The use of mezzanine floor area shall be subject to payment of **US\$100 per sqm.**

Maximum height

- The height of the mezzanine floor itself should be 1.2 m only.
- The maximum permissible height below the mezzanine floor is 3 m.
- The maximum permissible height of the stand covered with mezzanine floor cannot exceed 4.2 m (i.e 3 m + 1.2 m). Height of the stand in all other areas not covered by mezzanine floor cannot exceed 3 m.

Railings

- Safety railings must be at least 1.2 m high and consist of a top, middle and bottom rails.
- A strip of at least 0.10 m 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 so as 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 one fire extinguisher.

GUIDELINES FOR CONSTRUCTION

5. Security Deposit from raw space exhibitors

A Security Deposit of **INR 35,000 for stands less than 100 sqm or INR 50,000 for stands more than 100 sqm** must be paid either in cash or via demand draft by the stand contractor(s) appointed by the exhibitor to the Organiser when they register at the exhibition site. This will be held against damages to the venue, non-completion of construction work on time and as per the deadline schedule shared by the Organiser in this manual, and/or the disposal of stand construction waste left on-site after the event. Any breach of the Organiser or venue's regulations may also result in the deposit to be forfeited.

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 to be fully forfeited.

The deposit will be refunded by showing the receipt after the exhibition subject to completion of construction work on time and as per deadline schedule shared by the Organiser in this manual, clearance of the site by the contractors and no damage or garbage being recorded by the exhibition center management and the Organiser.

The Organiser reserves 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 Organiser may have on the exhibitor if the damages exceed the deposit. The balance amount, if any, will be returned if no damage is found.

SERVICES

Internet

The exhibition hall will have free wi-fi which can be accessed by all with the help of a password. Please contact the Information Counter onsite to obtain the password. The Organiser will not take any responsibility for any communication failure caused by the telecommunication carriers. The Organiser disclaims liability for any loss, theft damages or unauthorized use.

Temporary staff

Stand interpreter, booth attendant, hostesses and security staff services are available. Further information please see Forms No. 4 and 5.

Booth cleaning

The Organiser will make arrangements for cleaning of aisles and general exhibition halls. Cleaning of the booth shall be the responsibility of the exhibitor.

Water requirement

Please note that it is not technically feasible to have a water connection within the hall. However, in case you require water at your booth the venue can provide you with a water dispenser on-site as an alternative.

Additional facilities

Exhibitors wishing to order rental furniture or other facilities for their booth should fill in Form No. 2 and return it by the given deadline.

- A surcharge of 50% applies for orders after deadline.
- A 100% surcharge applies for orders placed on-site.

Any services ordered during the construction time will be provided depending on the availability and only after the receipt of full payment by cash.

We recommend that you plan your stand equipment and arrange all of the necessary documentation with the Organiser in advance in order to avoid last minute complications at the exhibition. Please be informed that on-site orders need at least 1 day for execution.

Exhibitors are also informed that rented furniture items will be collected after the end of the exhibition. Therefore, drawers, cupboards etc. should be emptied and contents kept secure.

Food Court

A Food Court for exhibitors and visitors will be set up at the Exhibition Venue.

Fire Extinguisher

Exhibitors can hire fire extinguisher for their stall if required. Please contact the official contractor.

ACCOMMODATION & VISA

Hotel information

We are currently working with hotels near the exhibition centre to offer discounted room rates for all ITB India attendees.

More updates will be shared with you by February 2020.

Visa information

International exhibitors and visitors will need a visa to enter India. The Organiser will issue an invitation letter which needs to be submitted when applying for the visa. Please allow the Organiser two working days to process the letter.

For your invitation letter, kindly fill up Form No. 6 for each person and send along with a scanned copy of the first and last page of your passport to itbindia@indo-german.com.

Please ensure to apply for visa at an early stage as the application may take weeks to be approved.