

# EXHIBITOR MANUAL



---

**4 - 6 SEPTEMBER** | **2025**  
**NEW DELHI**

---

Bharat Mandapam, New Delhi

## INDEX

SR. NO.	TOPIC	PAGE NO.
<b>A.</b>	<b>WELCOME</b>	<b>3</b>
<b>B.</b>	<b>USEFUL TIPS FOR EXHIBITORS</b>	<b>4</b>
<b>C.</b>	<b>CONTACT LIST</b>	<b>5</b>
C.1	Service Providers	
<b>D.</b>	<b>GENERAL FAIR INFORMATION</b>	<b>6</b>
<b>E.</b>	<b>EXHIBITION VENUE</b>	<b>7</b>
E.1	Host City & Layout	
E.2	Floor Plan	
E.3	Amenities & Facilities	
E.4	Entry Norms	
E.5	Operation Schedule at Glance	
E.6	Registration Process	
<b>F.</b>	<b>EXHIBITION POLICY &amp; RULES</b>	<b>12</b>
F.1	Exhibition Related Movement	
F.2	Liability and Insurance	
F.3	Security & Manpower	
F.4	Fire and Safety Precautions	
F.5	Exhibit Demonstration & Operations	
F.6	Other Important Information and Policies	
F.7	Environmental Guidelines	
F.8	Alcohol	
F.9	Electricity Supply & Installation	
<b>G.</b>	<b>GUIDELINES FOR CONSTRUCTION</b>	<b>21</b>
G.1	General Architectural Guidelines	
G.2	Shell Scheme	
G.3	Raw Space / Modified Shell Scheme	
G.4	Mezzanine Floor	
G.5	Damages & Performance Bond / Security Deposits	
G.6	Overtime Charges	
G.7	The G-Guide	
G.8	Site Safety Information	
<b>H.</b>	<b>FREIGHT FORWARDER INFORMATION</b>	<b>35</b>
H.1	Handling Material at the Exhibition Site	
H.2	Insurance	
<b>I.</b>	<b>SERVICES</b>	<b>35</b>
<b>J.</b>	<b>OVERVIEW OF OBLIGATORY AND OPTIONAL FORMS</b>	<b>40</b>

## A. WELCOME

Dear Exhibitor,

Thank you for your participation in the IPHEX 2025 – 11<sup>th</sup> International Exhibition on Pharmaceutical Industry scheduled from September 04 - 06 , 2025 at Bharat Mandapam, New Delhi.

Please familiarize yourself with the contents of the IPHEX 2025 Exhibitor Manual. This manual is designed to act as your quick reference guide to all relevant aspects of your participation. It includes important dates and deadlines which Exhibitors should adhere to for ensuring a successful IPHEX 2025. We may like to especially draw your attention towards the following:

- a. **The organizer has provided for 3 days of build-up for IPHEX 2025, starting from 1000hrs on 1<sup>st</sup> September 2025. To facilitate orderly transportation of booth and exhibit materials into the hall for the build-up, exhibitors will be assigned specific timings for entry into the hall on a staggered basis.**
- b. **All booth construction and decoration must be completed by 2200 hrs on September 2nd, 2025, and 3rd September 2025. Strictly a No-Working Day – There is Event VIP movement, please ensure that all booth construction is completed by 2nd September 2025 10:00PM.**
- c. **To avoid excessive air pollution in the hall, sawing of timber inside the hall will not be allowed. Please inform your appointed contractor about this ruling. Any contractor caught sawing timber inside the hall may be expelled from the hall at the discretion of the organizer and their security deposit forfeited.**

You may like to refer to Exhibition Timetable and Forms Checklist as a quick reference guide. These are placed in the beginning of Exhibitor Service Forms Section. We have also given a step-by-step guide on how to exhibit successfully at the event.

All order forms contained in the manual should be submitted online or emailed as directed. *Please retain a photocopy of each form for your records*, so that queries, if any, can be settled quickly and invoices checked easily and accurately.

Although you may be tempted to skip through pages to focus your attention on specific items that interest you, we strongly urge you to read the Exhibitor Manual in its entirety, to ensure your smooth and successful participation at IPHEX 2025.

The manual does not replace our personal service. If you have any queries, please email or phone us, and we will assist you promptly. We wish you successful participation at the IPHEX 2025.

Sincerely,  
IPHEX Team

## Move-in & Move-out Period

### Contractor Move-in Period – Halls 2,3,4,5 (GF) / 4,5, (FF)

Dates	Timings	Activity
Monday, 1 <sup>st</sup> September 2025	10:00 am – 06:00 pm	Space only exhibitors & Special design booth contractors
Tuesday, 2 <sup>nd</sup> September 2025	10:00 am – 03:00 pm	Shell scheme booth exhibitors & contractors
Tuesday, 2 <sup>nd</sup> September 2025	All construction work must be finished by 06:00 pm.	
Wednesday, 3 <sup>rd</sup> September 2025	<b>Strictly a No-Working Day – Due to VIP movement on 3rd September 2025, please ensure that all booth construction is completed by 2nd September 2025.</b>	

**Only Prefabricated Structure are permitted for construction of Bare Space Booths. (Any kind of Construction work on-site will not be allowed, failure to bring prefabricated structures will attract penalty INR 50000/- per booth). All finishing work must be finished by 06:00 pm on 2<sup>nd</sup> September 2025.**

**Contractors / exhibitors are required to work within these move-in and work completion deadline periods. If contractors / exhibitors wish to work beyond these hours they should contact the onsite organiser office before 10:00 am of 2<sup>nd</sup> September 2025. The penalty charges are INR 10,000 / hour / booth (06:00 pm – 10:00 pm only on 2<sup>nd</sup> September 2025).**

### Exhibitor Move-in Period: Exhibitor Registration

Dates	Timings	Activity
Monday, 1 <sup>st</sup> September 2025	12:00 am – 06:00 pm	(Issuing of exhibitor badges at registration zone)
Tuesday, 2 <sup>nd</sup> September 2025	10:00 am – 06:00 pm	
Wednesday, 3 <sup>rd</sup> September 2025	10:00 am – 06:00 pm	

### Exhibition Opening Hours

Dates	Exhibitors	Visitors
Thursday, 4 <sup>th</sup> September 2025	08:00 am – 06:30 pm	10:00 am – 06:00 pm
Friday, 5 <sup>th</sup> September 2025	09:00 am – 06:30 pm	10:00 am – 06:00 pm
Saturday, 6 <sup>th</sup> September 2025	09:00 am – 04:00 pm	10:00 am – 03:00 pm (visitor registration will be closed by 02:30 pm)

### Move-out Period – Show Close

Dates	Timings	Activity
Saturday, 6 <sup>th</sup> September 2025	06:30 pm – 09:00 pm	Move-out hand carry exhibits only
Saturday, 6 <sup>th</sup> September 2025	09:00 pm – 12:00 midnight	Move-out booth & heavy / large exhibits
Sunday, 7 <sup>th</sup> September 2025	00:01 am – 4:00am Morning	

**Contractors / exhibitors are required to clear their booth space of all exhibits or debris before 04:00 am morning of Sunday, 7<sup>th</sup> September 2025 failing which penalty charges of INR 10,000 / per hour / booth would be levied**

## B. USEFUL TIPS FOR THE EXHIBITORS (Without Prejudice)

- ❖ Please read this Exhibitor Manual carefully. It will help you save time, money, and needless aggravation.
- ❖ Please order essential services that you require in advance, some of which include the following:
  - **Electrical Services**
  - **Furniture**
  - **Logistics Services**
  - **Directory Entry & Advertisements etc.**
- ❖ Kindly place your orders on or before the deadline along with payments for the services (wherever required) to ensure that your orders are executed. Supply for delayed orders at last minute or onsite cannot be guaranteed. Bring copies of all your advance order forms to the show along with payment details.
- ❖ Exhibitors are requested to return all forms to the relevant addresses before the **deadline dates** indicated on each form, a copy of the form submitted to the organisers should be available with the Exhibitor for cross verification (if needed).
- ❖ Even if no services are required, please mark "**NOT REQUIRED**" on the relevant form with your company's name / stand Number from authorised person.
- ❖ Please enclose all necessary payments, samples, plans and other relevant materials to the appropriate authority. (Including of copies of TDS Certificates), at the Venue.
- ❖ Exhibitors who join the show after the stipulated deadline date are requested to submit all forms at the earliest along with booking form and payment details.
- ❖ **Local and site regulations:** Exhibitors must agree to abide by the local and site regulations with respect to law, order and safety etc. The Organiser will take necessary action against those who do not comply with the laid down regulations.
- ❖ **Violation of rules:** The Organiser reserves the right to demand removal / change of any structure which may not be in accordance with the laid down rules and regulations or if the need arises due to unforeseen circumstances. The decision of the Organiser in this regard will be final and binding.
- ❖ Any unauthorized Vehicle/Exhibit parked within the fairgrounds during the exhibition time will be towed away by the Ground Authorities.
- ❖ **Safety and Behaviour:** No person present inside the Exhibition Halls will behave or act in a manner that may cause any harm, injury, damage to other persons/ exhibits/ exhibition hall property/ fixtures.
- ❖ **Ultimate authority at the Premises:** The Organiser shall be responsible for and be entitled to act as the owner of the premises throughout the tenancy period. Any dispute or problem arising at the tenancy period decision of the organiser will be treated as final.
- ❖ The exhibitors of Shell Scheme Stalls are strongly advised not to hire any furniture / fittings / electrical fixtures & appliances etc. from any other suppliers other than the official agency appointed by the organisers.
- ❖ For various requisitions and official communications with organizers, must be on exhibitor's letterheads with official rubber stamp is a must. During the exhibition period all exhibitors are advised to bring with them their letterheads and rubber stamp etc.
- ❖ Submission of Indemnity Form & Force Majeure Form is mandatory for all the Exhibitors.
- ❖ Stall possession shall be given only to the Exhibitors. and not the Contractors, Stall Designers or any third party.

- ❖ Photography and video recording is strictly disallowed except with approved in writing by the organizer.
- ❖ Organiser has made special ambulance arrangements with medical staff in case of emergency inside the venue.

### C.1 SERVICE PROVIDERS

<b>OFFICIAL DESIGN &amp; CONSTRUCTION</b>	DETAILS WILL BE PUBLISHED SOON
<b>OFFICIAL FREIGHT FORWARDER</b>	DETAILS WILL BE PUBLISHED SOON
<b>ELECTRICAL SERVICES</b>	DETAILS WILL BE PUBLISHED SOON
<b>FIRE FIGHTING SERVICES</b>	DETAILS WILL BE PUBLISHED SOON
<b>HOUSE KEEPING</b>	DETAILS WILL BE PUBLISHED SOON
<b>SECURITY</b>	DETAILS WILL BE PUBLISHED SOON
<b>TEMPORARY STAFF</b>	DETAILS WILL BE PUBLISHED SOON
<b>AMBULANCE</b>	DETAILS WILL BE PUBLISHED SOON

**D. GENERAL FAIR INFORMATION**

<b>OFFICIAL FAIR NAME</b>	<b>IPHEX 2025</b>
<b>VENUE</b>	<p><b>HALL – 2,3,4 &amp; 5 (GF)</b>  <b>Bharat Mandapam, IECC, (Bharat Mandapam), New Delhi.</b></p> <p><b>*Note:</b> This is NOT a shipping address; <b>DO NOT forwards any exhibit to this address.</b> Exhibitor must use a authorised freight forwarder for such services.</p>
<b>ENTRY</b>	<p>The Exhibition will be open to bonafide trade visitors.  Visitors must register online or onsite in order to avail admission in the exhibition venue.</p>
<b>EXHIBITION DATE &amp; TIMINGS</b>	<p>Thursday, 4<sup>th</sup> September 2025 *10:00-18:00 hrs.  Friday, 5<sup>th</sup> September 2025 *10:00- 17:00 hrs.  Saturday, 6<sup>th</sup> September 2025 *10:00- 16:00 hrs.</p>
<b>ORGANISER</b>	<p><b>PHARMACEUTICALS EXPORT PROMOTION COUNCIL OF INDIA</b></p> <p><b>Hyderabad</b>  201, Aditya Trade Centre, Ameerpet, Hyderabad – 500038  <b>T:</b> 91 40 23735462  <b>Email:</b> <a href="mailto:info@pharmexcil.com">info@pharmexcil.com</a></p> <p><b>Mumbai</b>  New India chamber, 306, 3rd Floor, B-wing, MIDC, Andheri (E), Mumbai-400093  <b>Phone:</b> +91-22-28200593 / 594  <b>Email:</b> <a href="mailto:romumbai@pharmexcil.com">romumbai@pharmexcil.com</a></p> <p><b>New Delhi</b>  H-28, 2nd Floor Himalaya House, 23 Kasturba Gandhi Marg, New Delhi - 110001  <b>Phone:</b> +91-11-41536658 / 45062550 / +91-11-43091971  <b>Email:</b> <a href="mailto:rodelhi@pharmexcil.com">rodelhi@pharmexcil.com</a></p>
<b>EVENT SUPPORTED BY</b>	<b>Department of Commerce Ministry of Commerce and Industry Government of India</b>

## E. EXHIBITION VENUE & CITY

### E.1 HOST CITY & LAYOUT





## GENERAL INFORMATION ABOUT NEW DELHI

### **Weather**

The September temperature in Delhi will range between 22 -35°C and could be rainy.

### **Visa Applications**

All foreigners must obtain an entry visa before proceeding to India and for visa application all exhibitors are required to have an Invitation Letter valid from the Organisers. Upon receipt of exhibitor's completed visa application, the organisers will forward the Invitation Letter to your company by e-mail.

### **Custom Formalities**

The exhibition area is not a duty-free zone. Exhibits arriving at Bharat Mandapam, IECC, (Bharat Mandapam), New Delhi are therefore subject to normal customs procedure.

### **Call-a-Cab services**

For local transportation in the city, exhibitors could use taxi service which they can book through **Ola and Uber**

### **Medical**

Please bring with you any prescribed drugs you may need. Along with medical precaution.

### **Location and Accessibility**

#### **To and From the Airport**

Transportations such as Airport bus, Taxis, Metro are available between airport and New Delhi city. Further details can be found on the official airport website [www.newdelhairport.in](http://www.newdelhairport.in)

**Venue:** Bharat Mandapam, IECC, (Bharat Mandapam), New Delhi

#### **How to Reach at Bharat Mandapam:**

**From Airport:** Indira Gandhi International Airport is 20 Kms from Bharat Mandapam.

**From Delhi Railway:** Hazrat Nizamuddin Railway Station is 3 km, Old Delhi Railway Station is 5 Km, New Delhi railway Station is 4 Km from Bharat Mandapam.

**From Delhi Metro:** Supreme Court Metro station is located at gate number 10 of Bharat Mandapam, IECC, (Bharat Mandapam), New Delhi itself.

## 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

### Hospitals in close vicinity:

Hospital Name	Address	Contact Number
<b>All India Institute of Medical Sciences (AIIMS)</b>	Sri Aurobindo Marg, Ansari Nagar, Ansari Nagar East, New Delhi, 110029	+91 11 26588500, 26588700,26589900
<b>Escorts Heart Institute &amp; Research Centre (EHIR)</b>	Okhla Road, Sukhdev Vihar Metro Station, New Delhi, 110025	+91 11 26825000, 26825001
<b>G. M. Modi Hospital &amp; Research Centre</b>	Mandir Marg, Saket, Mandir Marg, New Delhi – 110017	+91 11 4069 9999, 2685 2112
<b>Holy Family Hospital</b>	Okhla Rd, Okhla, New Delhi, 110025	+91 11 2684 5900
<b>Indraprastha Apollo Hospital</b>	Mathura Rd, Jasola Vihar, New Delhi, 110076	+91-11- 26925858/26925801
<b>Lok Nayak Jai Prakash Hospital</b>	Jawaharlal Nehru Marg, Maulana Azad Medical College Campus, Delhi Gate, New Delhi, 110002	+91 11 23221921
<b>Moolchand K R Hospital</b>	Ring Road, Lajpat Nagar, New Delhi 110024	+91 11 26833461, 26833404

## E.4 ENTRY NORMS

### 1. FOR EXHIBITORS

- By Complimentary Badges as per their booth entitlements

### 2. FOR VISITORS

- Online Registration is preferred.  
Link: [iPHEX - 2025](#) Visitor Registration

**NOTE:** Exhibitors are requested to encourage all their invitees to register online to avoid queue onsite.

### VISITING HOURS

Business Visitors: 10.00 AM to 06.00 PM (4<sup>th</sup> – 5<sup>th</sup> September 2025) and 10.00 AM to 03.00 PM on 6<sup>th</sup> September 2025

## E.5 OPERATIONS SCHEDULE AT GLANCE

Vehicles carrying exhibition materials will be allowed to enter **Bharat Mandapam only from Gate 5B** on September 1<sup>st</sup>, 2025, till 23:59 hours on September 2<sup>nd</sup>, 2025, for bringing the exhibition materials as per time schedule given below.

Vehicles carrying heavy equipment will not be allowed to enter Bharat Mandapam after 23:59 hours on September 2<sup>nd</sup>, 2025.

Exhibitors must depute their representatives to accept delivery of their exhibit Consignment at the Exhibition Site / hall. Exhibitors are advised to seek assistance from official freight agency. Organisers will not receive/handle materials on behalf of the exhibitors. Exhibitors must inform the date of exhibits reaching the exhibition site in advance to the approved freight handling agency to plan the movement of exhibits in the hall.

### **EXHIBITS MUST ARRIVE AT EXHIBITION SITE AS PER THE SCHEDULE GIVEN BELOW,**

SR	Hall 2,3,4 & 5	DATE	TIME
1.	CONTRACTORS MOVE IN FOR BARE SPACE & MODIFIED SHELL EXHIBITORS	1 <sup>st</sup> September 2025	10:00 AM onwards
2.	MOVE - IN OF SHELL SCHEME EXHIBITORS	2 <sup>nd</sup> September 2025	12:00 PM onwards

**\*\*\* AMENDMENTS TO REGULATIONS** - The organisers reserve the right to do amendments/addition/ alteration in the rules & regulation, if need be for the best interest of all. The information in this exhibitor manual will be updated on a regular basis; hence the same should be checked on regular basis.

### **SCHEDULE FOR MOVE-OUT OF EXHIBITS & BOOTH MATERIAL**

MOVE OUT OF HAND CARRY MATERIAL AND LIGHT EXHIBITS	6 <sup>th</sup> September 2025 - 7:00 PM ONWARDS
MOVEMENT ALLOWED INSIDE THE HALL TO MOVE OUT HEAVY EXHIBITS AND BOOTH MATERIAL	6 <sup>th</sup> September 2025 - 7:00 PM ONWARDS
DEADLINE FOR COMPLETE REMOVAL OF EXHIBITS AND BOOTH MATERIAL	7 <sup>th</sup> September 2025 - 4:00 AM ONWARDS

## E.6 REGISTRATION PROCESS

On arrival at the exhibition venue, exhibitors are requested to collect their badges from the Exhibitors' Registration Counter outside the exhibition Hall 5 foyer area. These badges will not be mailed and will be distributed only to the authorized representative of the exhibitor.

**For exhibitors:** Entry to the exhibition area for representatives of the participants will be allowed only on production of valid identity card, badges only. Exhibitor's staff should wear proper identification and shall produce the same whenever demanded by the authorized security personnel or representative of the Organisers any time during the construction, exhibition or dismantling periods.

**For Visitors:** Visitors have to register before entering and will be identified by the badge colour.

Person in possession of temporary badge will be allowed to enter the exhibition venue during setup and dismantling period only. Minors under the age of 18 years will not be allowed to enter the exhibition hall throughout the duration of build-up, exhibition hours and teardown. Rights of admission are reserved by the Organisers.

Anybody found without proper identification or of dubious character or behaving in a drunken or disorderly manner, or committing an offence, trespass, nuisance or rude behaviour shall be asked to leave the Exhibition area or handed over to the police.

<b>Exhibitor Passes are valid from:</b>	1 <sup>st</sup> September 2025 – 6 <sup>th</sup> September 2025
<b>Temporary Contractor passes are valid from:</b>	1 <sup>st</sup> September 2025 – 3 <sup>rd</sup> September 2025 6 <sup>th</sup> September 2025 (07:00PM Onwards)
<b>Service passes are valid from:</b>	4 <sup>th</sup> September 2025 – 6 <sup>th</sup> September 2025

Exhibitor Badges will be issued with respect to the stall area booked by them as per the table given below.

**The passes will be handed over only to the authorized representative of the exhibitors along with the Exhibitor Badges and a copy of Exhibitor Catalogue.**

**Each Exhibitor will be issued Exhibitor Badges as follows:**

BOOTH SIZE BOOKED	EXHIBITOR BADGES ALLOTTED	SERVICE BADGES (SHOW DAYS)
UPTO 15 SQM	4 Nos.	2
16 – 24 SQM	6 Nos.	2
25 – 49 SQM	8 Nos.	3
50 – 74 SQM	10 Nos.	3
75 – 99 SQM	12 Nos.	4
100 – 200 SQM	18 Nos.	4

**NOTE – Exhibitors Badges & Entry Passes, Service & Contractor Badges are Non-Transferable**

## F. EXHIBITION POLICY & RULES (Without prejudice)

### F.1 EXHIBITION RELATED MOVEMENTS

#### ENTRY

- **For Exhibitors:** Exhibitor in possession of the exhibitor badge will be entitled to enter the exhibition venue during for setup period, service badge will be issued. Names of people attending for service & setup can be submitted to the organiser through **Exhibitor Badges Form No.** Exhibitors can take **Temporary Badges Form No.** for their service providers to allow them entry into the exhibition hall during the construction period i.e. from 10:00 HRS. on 2<sup>nd</sup> September 2025 to 16:00 HRS. on 3<sup>rd</sup> September 2025. However, the following restrictions of entry will apply thereafter.
 

**For Exhibits:** Entry of exhibits in the exhibition area will not be permitted during the fair. However, exhibits etc. will be allowed into the venue either before or after the exhibition hours as prescribed. Temporary Exit permit will be required for taking out any material from the venue during the fair period, but only during pre or post fair hours. Temporary Exit permits will be issued by the organiser only. All the equipment / material should be carted in and out of trolleys to avoid any damage to the flooring. The equipment should be directly transported to the exhibition halls. No painting or carpentry work will be allowed inside the exhibition halls. All materials should be pre-fabricated at the exhibitor's premises and only minimal work of assembling should be carried out inside the halls under strict supervision. Penalty in will be levied case of any harm to venue property.
- **Pre-exhibition period from 1<sup>st</sup> – 3<sup>rd</sup> September 2025 :** Freight vehicles carrying exhibition goods must enter from gate no. 5B of Bharat Mandapam. Exhibitors are requested to follow the schedule of arrival & installation of exhibit. In case, Exhibitor fails to follow the schedule provided by the Organiser, freight vehicles will not be allowed to park inside Bharat Mandapam before and/or after off-loading of exhibition goods. However, freight vehicles maybe parked in the designated parking area inside Bharat Mandapam before off-loading of exhibition goods, which is on chargeable basis. Movement of freight vehicles will be managed by the official security agency in co-ordination with the official site handling agency. Only goods carrier vehicles would be allowed to enter inside the exhibition premises. Personal vehicles such as Cars, Vans and SUV etc. carrying goods will not be allowed during setup and dismantling period. Exhibitors may co-ordinate official Freight & Forwarders.
- **During exhibition from 4<sup>th</sup> – 6<sup>th</sup> September 2025:** During exhibition days from 4<sup>th</sup> – 6<sup>th</sup> September 2025, personal vehicles and/or freight vehicles will not be allowed inside Bharat Mandapam. They are to be parked in designated parking areas only.
- **Post-exhibition period 6<sup>th</sup> September 2025:** Freight vehicles exit gate pass for removing exhibition goods must enter from gate no. 5B of Bharat Mandapam, as per schedules provided by the Organiser & official site handling agencies and will not be allowed to park inside Bharat Mandapam before and after reloading of exhibition goods. However, freight vehicles may be parked in the designated parking area outside Bharat Mandapam only before reloading of exhibition goods. Movement of freight vehicles will be managed by the official security agency in co-ordination with the official site handling agency.
- **Settlement of Dues / Exit Pass Procedure:** Once the exhibition is closed, the stall area must be restored into its original condition. Exhibitors must ensure handing over the space as it is where it is basis without 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. Or else, the organiser will deduct some amount from the security deposit.

- For removing exhibits from the exhibition halls, on conclusion of the exhibition, exhibitors would need an exit pass duly authorized by the hall directors in the respective halls. Exhibitors should fill in the **Exit Pass Form No.** on their company letter head and submit 4 copies of the same to the respective hall directors. The hall directors will retain one copy and return three copies 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.

## F.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.

Each exhibitor is reminded that they are responsible for effecting insurance cover for expenses incurred due to abandonment or postponement of the exhibition for any reasons whatsoever.

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.

Alteration/interference with main circuit breaker and wirings/electrical fittings is prohibited. The Exhibitor will be responsible for all Official Stand 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 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 finds 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 organisers 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 organisers 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 organisers to hold the exhibition at the time and place provided. The organisers reserve the right to reschedule the exhibition at a later date. Exhibitors have to acknowledge that the organisers 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 organisers as fees or otherwise in connection with the exhibition shall remain the property of the organisers. The organisers bear no for any errors or omissions in the exhibition directory, which is compiled from the information supplied by the exhibitors and / or their agents. The organisers are not responsible for a 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.

### F.3 SECURITY & MANPOWER

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

Alert and efficient security forces will be engaged by the organisers to ensure the safety of exhibits during the show days. 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 at this time that there is the risk of exhibits getting lost. The organisers will not accept responsibility for theft, loss or damage of exhibits, stores or any other equipment belonging to exhibitors, contractors or visitors. It is strongly recommended that at least one person is present at each booth at 9:00 AM. when the halls open. Exhibitors are also informed that rented furniture items will be collected on after the closing of the exhibition. Therefore, drawers, cupboards etc. should be emptied and contents kept secure after the exhibition closes.

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/their representatives should be present at their stands at all times during the hours of the Exhibition.

### F.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 Hall 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 retardant 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 away 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 same at the exhibitors 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 electricians should be contacted for any additional connections. In case of any fault in the electrical installation, call for help from complaint cell of the organiser / Service Booth of the Official Stand Fitting Contractor/ Hall Manager.
- Observe and impose all fire precautions at all times, especially during fabrication / installation of the stalls. 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. They will be penalised or asked to leave the exhibition premises. These will be treated as "No Smoking" areas and will be so marked. Separate "Smoking Zone" may be used for this purpose.
- Ensure that the fire extinguishers near your stall are not to be removed or the access to the fire extinguisher/fire point blocked, to facilitate easy pick up and use.
- Tackle any minor fire incident in the stand and Exhibition areas 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.
- Fire hydrants and fire extinguishers in the halls must not be obstructed or made unrecognizable or inaccessible.
- Exhibitors requiring a special type of fire extinguisher must make arrangements at their own cost for the provision of such equipment. The Organisers will assist and advise, if required.

## F.5 EXHIBIT DEMONSTRATION & OPERATION

- Exhibitors are responsible for the safe demonstration of working exhibits. All exhibits must be appropriately protected.
- Exhibitors must ensure that working exhibits being demonstrated do not emit radiation or gases likely to be harmful to human life.
- Exhibitors must provide the Organisers with full details in writing of any working exhibits involving moving parts, any flammable objects, lasers or other items, which could be hazardous to visitors or the exhibitors.
- All machines for demonstration must be equipped with safety devices and running signs, which should be removed only when the machines are disconnected from power without any latent danger.
- Should any working machine may 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 only 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.
- Exhibitor should not contravene any Acts passed by Government of India & Delhi, Ministry of Environment and Pollution Control Act.

## F.6 OTHER IMPORTANT INFORMATION

**Sale of Exhibits:** Direct Sale or discount sale of exhibits is strictly prohibited during the exhibition. The exhibitors, however, can conduct technical, commercial and sales discussions as well as booking of orders during the exhibition.

The Organiser appreciates that in many cases the Exhibitors prefer to sell exhibits instead of carrying them back to their destination. Such sale of exhibits can be affected, if so desired by the Exhibitors. This is subject to the condition that Organiser shall not be responsible for the collection or remission of duty, taxes such as customs and GST duty, etc. Fulfilment of this obligation would be the responsibility of the Exhibitor.

The sold-out exhibits can be removed from the stands only after the conclusion of exhibition, along with other exhibits. IPHEX 2025 is absolved of all tax and/or govt. liability whatsoever in this regard.

**Sale of products by overseas exhibitors:** Exhibition goods, imported initially via embassy bond, ATA Carnet or bank guarantee can be sold during the exhibition but removed from customs bonded warehouse only upon the completion of customs sale formalities & payment of applicable customs duties & taxes within the stipulated six months period.

The goods remain in the customs warehouse until the buyer complies with sale conditions. The sale can be affected within the stipulated six months period and may be extended upon the discretion of Customs. On completion of sale, the guarantee or ATA CARNET will be cancelled. IPHEX 2025 is absolved of all tax and/or govt. liability whatsoever in this regards.

**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. Exhibitors are advised to keep their waste bins on the aisles after show hours, which will be cleared by the official housekeeping agency. 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 Bharat Mandapam, IECC (Pragati Maida), New Delhi.

**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. Sound level of your equipment should not be more than 40-50 DB. Any patented songs or Music played in the stall shall be sole responsibility of stall owner.

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

**No Show:** In case an exhibitor does not show up and do not take possession of the Bare, Modified Shell Scheme & Shell Scheme stall by 16:00 hrs. on 3<sup>rd</sup> September 2025 latest before the start of the exhibition timings i.e., on 4<sup>th</sup> September 2025 the stall may be re-allocated without any notice & entire amount already paid towards stall booking will be forfeited as per cancellation policy.

Organizers reserve its right to claim/demand damages in case of No Show as per cancellation policy.

**Disputes:** 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 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.

**Packing Material:** Packing material, transport crates and the like which are not needed during the exhibition are to be handed over to the officially appointed freight forwarder of your choice who will store the material for you at a cost. During the stand set-up and dismantling periods, the transport paths in the halls are to be kept free as far as possible, transport and packing material and other equipment, which is no longer needed, should be removed immediately from the halls.

**Internal combustion Engines:** Internal combustion engines must not be demonstrated in operation in the halls. Fuels must not be stored on the stand. Fuel tanks must be locked, and batteries disconnected. Compressed gas cylinders are prohibited in the exhibition area.

**In Hall Freight Handling:** **ONLY THE OFFICIALLY APPOINTED FREIGHT FORWARDERS** are permitted to work in-hall and handle onsite equipment. Any forwarder may deliver goods to the Exhibition Complex, but the officially appointed freight forwarders **MUST** handle from the point to your booth, unless the item can be hand-carried by one man. This regulation will be strictly enforced and is necessary for reasons of insurance, safety and control.

**Removal of Exhibits:** **NO REMOVAL OR DELIVERY OF EXHIBITS AND OTHER EXHIBITION MATERIAL IN OR OUT OF THE EXHIBITION HALL IS PERMITTED DURING THE OPEN HOURS OF THE EXHIBITION.** Such removal, delivery or replenishment to stock may only be carried out before opening hours in the morning or after closing time in the evening. If you wish to remove any item of your display from the hall during the show days, a "GOODS REMOVAL PASS" must be obtained from the organiser office. Exit movement regulation will be given to all exhibitors at the stall before date of closure. The organiser shall issue "Goods Removal Pass" only if payments of stall & services have been received.

**Manning of Stands & General Conduct:** Stands must be fully staffed and operational throughout the open hours of the exhibition. Exhibitors may not participate in any activity, which causes or is likely to cause annoyance to visitors or other exhibitors. In particular, audio / visual display equipment must be positioned and sound levels so adjusted to avoid disturbance to neighbours. In the event of any disagreement, the Organisers decision in this matter will be final.

**Retail Sales Prohibited:** Retail sales of plants, machinery, ancillary equipment & samples are strictly prohibited. Spot orders for the same may be booked and delivered after the exhibition is over. However, free distribution of books, periodicals and magazines are permitted. Release of parallel exhibitor directory is strictly prohibited.

**Authority on The Premises:** The Organisers shall be responsible for and be entitled to act as the owners of the premises throughout the tenancy period. The decision of the Organisers in any problem or dispute will be final.

**Final Decision:** In case of any dispute in interpretation of conditions for participation, or between exhibitors, the final decision of the Organisers namely Pharmexcil / IPHEX 2025 Secretariat shall be binding on all parties. Any dispute will be subject to Delhi Jurisdiction only.

## F.7 ENVIRONMENTAL GUIDELINES

Everyone involved in the exhibition has a role to play in reducing the amount of material and energy used. Here are some guidelines to make your participation more environment-friendly and remember... **REDUCE, REUSE, RECYCLE**

### Pre-show

- Plan what you wish to distribute – don't print and ship more than you need. Save environment!
- Friendly promotional hand-outs or gifts.
- Plan special design stands / features, etc. which can be prefabricated and dismantled at the close of the show.

### Show Period

- If building a raw space or special design stand, limit the height and build based on reusable material
- System materials and hired furniture minimize specially constructed items (counters, display platforms etc.)
- Use non-VOC, water based paints and glues or linseed oil paints.
- Install LED lighting, using less energy and lasting longer.
- Keep packing materials and containers to a minimum.
- For catering, use recyclable materials for crockery and cutlery or use glass, china that can be washed and reused.

- Use recycling bins for garbage disposal.

#### Post-show

- Dismantle, don't demolish – disposing off into local landfills is not a viable solution.
- Reuse packing materials for transportation.
- Take away unused promotional materials etc. and use later

## F.8 ALCOHOL

As per organiser policy, storing, consuming, serving of Alcohol inside the Stalls & Exhibition Centre is Strictly Prohibited.

## F.9 ELECTRICITY SUPPLY & INSTALLATION

Exhibitors with the power requirement must assess their electricity requirement correctly & genuinely so as to avoid penalty & hardships.

Exhibitors must inform the organiser about their total power requirement not later than **15<sup>th</sup> August 2025**. All Exhibitors requiring power load / temporary load either for demonstration of their machines or even for spotlights etc. must ensure that **Power Requirement Form No. for ELECTRICAL SERVICES** is completed and submitted as directed on the form.

**SUPPLIES & INSTALLATIONS:** Hall lighting will be provided by the Organiser, in addition to normal stand lighting. The standard electrical voltage available for use on stands at the Exhibition is 223 volts, single phase. A fluctuation of plus or minus 10% can be expected. Exhibitors, whose equipment is particularly sensitive, should install a stabilizer. Supplies to stand will normally be switched off at source 60 minutes after the Exhibition closes each day (30 minutes on the final day).

- Electric Power supply available at the Exhibition is as under:
  - Phase: 415 volts +/- or 10%
  - Single Phase: 230 volts +/- or 10%
  - Frequency: 50HZ +/- or 3%

The fluctuations mentioned above are only for reference. Larger variation could be expected on some occasions.
- Exhibition personnel responsible for supply of power shall be authorised for regulating and controlling the power supply to the Exhibition Halls and individual stalls.
- Each stall will be provided with electric power at one or more main points depending on the total load requirement. Exhibitors should use Distribution Boards for feeding power to their machines. Individual isolation switches should be provided for each machine. Exhibitors should use either armoured cables or metal conduits for connecting power supply to machines.
- The work of drawing power from main points provided in their stands to individual machines / exhibits is to be carried out by the Exhibitors, at their own cost. Exhibitors may engage the services of their own personnel or authorized electrical contractors for cabling work inside their stall subject to the condition that they are duly licensed to undertake electrical work and their name & addresses are intimated to the Organisers before the

commencement of the work. The service charges of electrical contractors are to be borne by the Exhibitors and are payable directly to the contractors.

- The Exhibitors should connect power to machines and exhibits as per the requirement given in their application **Power Requirement Form No.** Connecting power to the Exhibits other than those mentioned in the Electricity Requirement Form or more than the specified load or the load allotted by the Electrical Department will not be permitted.
- Exhibitors must install separate and independent switch connections for their Machines/Exhibits. Alternate connections or throw-over switches strictly prohibited.
- In case power is supplied to the stall from two or more main points, exhibitors must distribute the load as per the capacity of the respective switch boards in consultation with Organiser Electrical Contractors. Exhibitors requiring single phase power for other lighting purpose should indicate their requirement of single-phase lighting carry out necessary wiring from 3 Phase outlet through two pole single phase switches if necessary for further distribution.
- After the electric wiring work is completed, the exhibitors must obtain a completion report in Event of emergency. Main Electrical Supply Points should not be concealed or covered.
- No refund/adjustment etc. will be permissible if the required power is not utilized by the exhibitors.
- Organisers will ensure uninterrupted & continuous power supply throughout exhibition period. However, in case of any disruption in power supply which is beyond control of organiser, entire power cost as per the invoice will be payable by exhibitor. No refund and/or damage claim will be entertained by the organization in this regard.

## GUIDELINES FOR CONSTRUCTION (Without prejudice)

### G.1 GENERAL ARCHITECTURAL GUIDELINES

**Rule No. 1** - 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.

**Rule No. 2** - The minimum width of the entry and exit of stands shall be 3 meters each.

**Rule No. 3** - The normal height of construction of partitions shall be limited to 2.44 meter except open side as shown in the layout plan. However, additional height of one/two features could be considered depending upon the area of stands as per details given below table. It applies only if Structures / exhibits (mounted or otherwise) between 2.44 meters & 4 meters in height must be approved by the organisers and placed at a minimum distance of 1 meter from all sides within the stand.

#### Maximum height of features,

Upto 72 Sq.Mtrs	3.50 mtrs*
More than 72 Sqm	4.00 mtrs

**Rule No. 4** - Booth of 36sqm & above need to create a 1-meter-wide Ramp for wheelchair access, if you are using a wooden/ Other Material platform inside your booth.

**Rule No. 5** - Exhibitors planning to display exhibits more than the above specified heights need to take an approval from the organisers. The exhibitors going beyond the approved height would have to bear heavy penalties from the organisers as well as the venue authorities.

**Rule No. 6** - 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 cost and expenses of defaulter participants and the organiser would also levy penalty as deemed fit.

**Rule No. 7** - No support 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.

**Rule No. 8** - 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.

**Rule No. 9** - All displays will be inspected during the set-up 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.

**Rule No. 10** - Woodwork in the Halls is prohibited. Platforms/panels and other decorations for the interior must be brought in a prefabricated condition for assembly and finishing inside the halls.

**Rule No. 11** – 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 stand contractor panels. If you require assistance in hanging or displaying your exhibits, please consult the Official Shell Stand Contractor.
- 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.

Decisions & Penalty imposed to the defaulting exhibitors will be at the discretion of the organiser & shall be binding to all.



## G.2 SHELL SCHEME

Shell scheme package booths are available to the exhibitors by 12:00 AM on 2<sup>nd</sup> September 2025 for decoration of the stand which is to be completed in all respects by 06:00 PM. On 2<sup>nd</sup> September 2025. All passage must be kept clear of crates, boxes, packing material etc.

### SHELL SCHEME COVERS THE FOLLOWING:

- Rental for indoor exhibition space in Halls.
- Synthetic Carpet
- Octonorm sections for stand fittings.
- Fascia with exhibitors name.
- Table, Chair, Spotlights, Dustbin as per above table. However, if the exhibitor needs any additional item/services, it would be supplied at extra cost through requisition forms supplied by the organisers.
- Power socket as per below table. (Please note: Power socket shall be used for running TV/Laptop only. In case exhibitor wish to run machine on display or other electrical appliances shall apply for Power Consumption by filling up **Form No. – Power Requirement**

Items	Description (Booth area in sq. meters)	9-17	18-26	27-35	36<
Furniture	Stackable Chairs	3	6	9	12
	Lockable Reception Table	1	2	3	4
	Waste Paper Basket	1	2	3	4
Electrical	LED Spotlight	6	12	18	25
	5 Amp Power Sockets	1	2	3	4

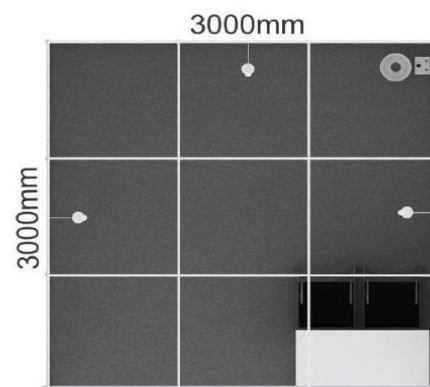
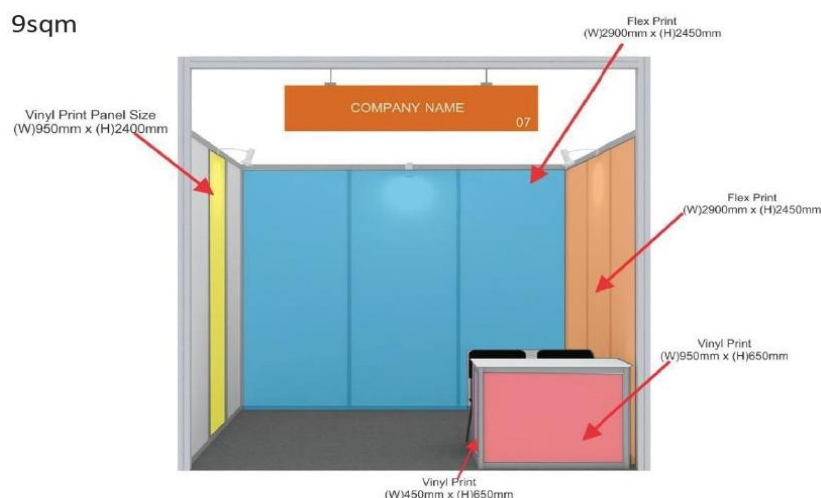
### NOTE:

- All additional requirements will be charged extra. The hiring rates are given in the additional furniture form.
- These items are not interchangeable. You may opt for all, or part of the items listed.
- In above chart, furniture requirement is not applicable for modified shell scheme. They need to apply for furniture requirement separately. For more information refer to **Additional Furniture Form No.**



## Reference Shell Scheme stall

9sqm



**Rule No. 1** - No nails or glue may be used for hanging / displaying posters / photo panels etc. These should be hung by fishing line (available in local market) or system hooks, which will be provided by the official Stand Construction Agency at nominal cost on request. Photographs, posters etc. can be displayed by using double-sided tape. The sound emanating from your TV / Audio System must be controlled the decibel levels. Please ensure that it does not disturb your neighbours.

**Rule No. 2** - Modification of any nature in the shell scheme & removal of Octonorm panels is strictly not allowed. Exhibitors undertaking any modification in the shell scheme will be charged as modified shell scheme & also towards electricity usage.

**Note:** In case of violation of the above rules, the official shell scheme stand contractor will be obliged to request the payment from exhibitor for any damage caused at the rate of INR 3,500.00 per panel.

## TECHNICAL SPECIFICATION OF STANDS

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

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

**Single Panel Printing Size – 940mm (W) X 2340mm (H)**

**FASCIA BOARD**

The exhibiting company's commercial title will appear in standard lettering, over the open aisle frontage of every exhibitor opting for shell stand and shall be covered within the hire charges of booth packages. The information should be completed in **Fascia Form No.** as well as must be uploaded via organiser website (Manual Link) and returned to the organisers not later than 15<sup>th</sup> August 2025.

**POWER**

Each Shell Scheme stall is provided with power supply of 0.5 KW (Complimentary) load including the lighting load, free of Charge During the Exhibition Period. Only 3 pin sockets 5/15 amps can be used as a source of power in the exhibition venue. For the modified shell scheme, the exhibitor must apply for power during setup and show days.

**ADDITIONAL POWER**

For additional power requirements please refer to **Power Requirement Form No..**

Electric current will be ordinarily supplied in 210–230-volt, single phase. For 3 phase connection, please specifically state your requirements to the official electrical contractor.

### G.3 RAW SPACE (BARE SPACE) / MODIFIED SHELL SCHEME

Raw space will be made available to for Hall- 2,3,4 & 5 at 10:00AM onwards on 1<sup>st</sup> September 2025, which is to be completed in all respects by 06:00PM on 2<sup>nd</sup> September 2025 to allow for final clearing.

Strictly a No-Working Day – Due to VIP movement on 3rd September 2025, please ensure that all booth construction is completed by 2nd September 2025.

**STAND FITTING REGULATIONS:** Exhibitors can appoint any empanelled contractor of their choice for stall design and stall construction, subject to the following rules,

#### Empanelled Contractor List:

**Rule No. 1** - Area of stand must not exceed the allotted area.

**Rule No. 2** - No projection will be allowed which may obstruct the neighbouring stands all construction material must be fireproof.

**Rule No. 3** - Use of Spray painting for stall decoration is not permitted within any hall. Organisers advise exhibitors to bring in prefabricated stand to avoid delay in completion of stands as well as inconvenience to other exhibitors.

**Rule No. 4** - All electrical fittings and wiring should be undertaken by licensed electrician. Organisers will allot only bare space with proper marking of the borders on the floor for the area booked by the exhibitors. Construction of partition walls is the responsibility of the bare space stall holder. For example, a single side open bare space stall holder will have the responsibility of constructing partition walls on 3 sides.

**Rule No. 5** - An exhibitor, whose design has been approved by the PHARMEXCIL or Show Manager, can commence erection after taking official possession of the stall area. No exhibitor shall be allowed to start work on their stand without prior approval of the layout plan. The decision of the PHARMEXCIL or Show Manager as regards to the approval of the plan shall be final and binding upon exhibitors and the work must be carried out as per the approved drawing only.

**Rule No. 6** - Exhibitors are advised not to use any vacant space around their stands for storage or otherwise. This could be hazardous and could restrict the movement of service personnel.

**Rule No. 7** - Organisers reserve the right to remove such material at the risk & cost of the Exhibitor.

**Rule No. 8** - Exhibitor must submit a list of his workers, working on site and should obtain official passes from the Organisers for hall entry during construction and breakdown period.

**Rule No. 9** - Organisers suggest co-operation between neighbouring exhibitors for construction and painting of common partitions.

**Rule No. 10** - Sides, which are open to the aisles, should not be blocked by panels more than 30% of the length of such side. Any structure, publicity material, photographs, charts, should not have height exceeding 3.5meters. However, height of products on display can be more than 3.5meters. Height of panels and common panels between stalls should not be more than 3.5meters and should have smooth surface on both sides. However, the back wall of the stall against natural wall of the hall can go unto a height of 3.5meters.

**Rule No. 11** - Pillars in the stalls should be 1ft away covered with panelling up to height of 4.0 meters without grouting on the wall, floor or causing damage of any nature to the structure of the exhibition hall. A door / window should be

provided on such panelling in case the pillar has electrical main supply point/ distribution boards for access to electric supply.

**Rule No. 12** - No suspensions are to be made from the trusses of the Exhibition Hall. Exhibitors will not be permitted to fasten machines, or any part of display may be attached, nailed, screwed, or drilled on to the floor, columns, wall, or any other part of the hall.

**Rule No. 13** - If this instruction is ignored, the Exhibitor/Contractor concerned will be penalized for the damage caused.

**Rule No. 14** - A back wall must be provided, except in the case of an island stall. The Organiser reserves the right to change, modify, lower, or shorten any back wall or sidewall, if such, in the opinion of the Organiser, may obstruct the reasonable view or exposure of other Exhibitors' stalls at the cost and risk of the exhibitor.

**Rule No. 15** - Use of any type of loudspeakers or musical instrument in the stalls is forbidden. Use of video tapes for display and demonstration will be permitted.

**Rule No. 16** - Use of all types of banners, hanging decorations made by paper, cloth or any other material etc. is strictly forbidden. Use of flowers in vases and potted plants is welcome.

**Rule No. 17** - Carpeting of the stands is compulsory for all Exhibitors. Use of suitable commercial material for floor covering inside the stands is permitted. Gluing/pasting of carpet on the floor may be done only by using easily removable bi-adhesive tape that leaves no marks on the floor.

**Rule No. 18** - Enclosures for office, conference or pantry can be set up in the stalls provided the height and area covered by such enclosures is not more than 2.5 meters and 30% of the stall area respectively. Such enclosures should be located along the building wall of the exhibition hall, if any, or at the rear of the stall. Enclosures should be at least 2 meters away from the aisles.

**Rule No. 19** - For stands with 3/4 open sides, there shall be no partitions more than 30% on the open sides and the inside partitions should also be such that they do not obstruct the view or aesthetics of the adjoining stand/s. In case they are found to be obstructive, such partitions shall have to be provided with clear glass / acrylic above 1.2 meters height.

**Rule No. 20** - No part of any structure or exhibit would be allowed to extend beyond the boundaries of the stall allocated. This includes, symbols, logos, lighting, floral decorations, furnishings etc.

**Rule No. 21** - Logos and single branding signage up to a maximum surface area of 1 square meter can be displayed upto a height of 3.5 meters, provided they are away from adjacent stalls by a minimum distance of 2 meters.

**Rule No. 22** - Exhibitors shall keep and maintain the interiors including all fittings, fixtures etc. belonging to Bharat Mandapam, IECC, Bharat Mandapam in good order and condition and will leave the same in as good a condition as they were on the date of possession of the stall. If damaged the exhibitor / contractor concerned will be penalized for the damage caused.

**Rule No. 23** - Exhibitors who wish to design and construct their own stand should send a detailed layout plan for approval to the organiser latest by 15<sup>th</sup> August 2025 and must abide with the rules and regulations. The organiser will provide only the space. Stand construction, other things like carpet, furniture fixtures etc. will have to be

arranged by the exhibitors. Walls of island stalls should not exceed 4-meter height. It is not allowed to use wall partitions of adjacent stands and the booth must have a carpet. Such stands must be pre-fabricated and only assembled and finished in the exhibition halls. Carpentry will not be permitted inside the halls.

**Rule No. 24** - Where a Raw Space Stand abuts another stand, the walls of the adjacent stand may not be used by the raw space exhibitor.

**Rule No. 25** - Where Raw Space Stand walls exceed the lower walls of an adjacent stand, the rear surface of the wall exceeding in height must be decorated by the exhibitor building the higher wall with neutral design. Please use white colour flex or cloth to cover back wall.

**Rule No. 26** - Structures of special designs should remain within the boundaries of the space allotted. Peripheral walling of stand(s), if more than 1.2 meter high, should not occupy more than one third of the total perimeter and not more than two thirds of any side.

**Rule No. 27**- 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.

**Rule No. 28** - Cooking of any kind inside the booth is strictly prohibited.

**Rule No. 29** - 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.

**Rule No. 30** - Neon or flashing lights/signs shall not be permitted unless they form an integral part of an exhibitor's product. Cleaning of the stand built in raw space shall be the responsibility of the exhibitor.

**Rule No. 31** - Booth Design must have Stall Number Signage Board

## **POWER**

1. Raw space & Modified Shell exhibitors have to apply for the power connection as per their requirement. No electricity will be provided if the exhibitor does not apply.
2. Shell Scheme stall holders are eligible for apply for power supply only if they required power supply for machine test & during construction period or in case if they required extra power during show days as well.

For more information, please refer to **Power Requirement Form No**

## OFFICE SPACE

Exhibitors can set up office enclosures in their stands. Height of the office enclosures cannot exceed 2.5m. 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 Square Meter	10 Square Meter
More than 50 Square Meter	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 neighbouring 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.

## G.4 MEZZANINE FLOOR

**\*\*\*Exhibitor who wishes to build mezzanine floor should get permission to build mezzanine floor from official government authority & ITPO by paying additional 50% rental fees.**

**Certified technical floor plan of the stalls, List of material to be used for construction & the structural stability certificate must be submitted. The plan must be certified by the local architect who is registered.**

**\*\*\***

**Rule No. 1** -Subject to prior approval of the stall layout from the Organiser and in accordance with **IPHEX 2025** Rules and Regulations, exhibitors who have booked bare space area minimum 100 square meter or more, may be permitted to create a mezzanine floor up to 40% of the bare space area booked at an additional charge of 50% over and above the applicable rates of that respective area.

**Rule No. 2** -The mezzanine floor design & 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.

**Rule No. 3** -The mezzanine floors can be used only as a visitor hospitality lounge. Exhibits/display will not be permitted on the mezzanine floor.

**Rule No. 4** - 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.

**Rule No. 5** - 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 3.5 meter.

**Rule No. 6** - Branding will be allowed on the mezzanine railings, not exceeding a maximum height of 1.2 meter.

**Rule No. 7** - Construction of mezzanine floor must be at least 3 meter away from the boundary of all open sides of the stand

**Rule No. 8** - The use of mezzanine floor area shall be subject to payment of 50% of the basic space rentals of the show for the area used for mezzanine floor.

### **Maximum Height for Mezzanine Booth**

- The height of the mezzanine floor itself should be 1.2 meter only.
- The maximum permissible height below the mezzanine floor is 3 meter.
- The maximum permissible height of the stand covered with mezzanine floor cannot exceed 4.2 meter (i.e. 3 meter + 1.2 meter) height of the stand in all other areas not covered by mezzanine floor cannot exceed 2.5 meter. This height includes height of the wooden platform, if any used, in the set-up / construction of the booth.

### **RAILINGS**

- Safety railings must be at least 1.2 meter high and consist of a top, middle and bottom rails.
- A strip of at least 0.10 meter must be mounted along the edge of the mezzanine floor beneath the railing to prevent falling objects.
- Walls adjoining neighbouring 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 flaming retardant.
- The mezzanine floor should be equipped with at least one fire extinguisher.
- 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 being totally 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 organisers in this manual, clearance of the site by the contractors and no damage or garbage being recorded by the exhibition centre management and the organisers.
- The security deposit of the exhibitor's appointed stand contractor will also be forfeited if the stall design doesn't comply or abide by the construction guidelines enlisted in the manual.
- Organisers reserve 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 organisers may have on the exhibitor if the damages exceed the deposit. Balance amount if any, will be returned if no damage is found.



## G.5 DAMAGES & PERFORMANCE BOND / SECURITY DEPOSITS

- (1) Demand Draft / Cheque in Favor of “Pharmaceuticals Export Promotion Council of India” payable at “Hyderabad” by the booth contractor to Organisers in advance or when they register at the exhibition site for booth possession. This will be held against damages to the venue, and / or the disposal of booth construction waste left on-site after the event. Any breach of the organisers / venue’s regulations may also cause the deposit to be forfeited.

Security Deposit	INR 50,000.00
------------------	---------------

- (2) 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 being totally forfeited.
- (3) The deposit will be refunded by showing the receipt after the exhibition subject to the clearance of the site by the contractors and no damage or garbage being recorded by the exhibition centre management and the organisers.
- (4) Organisers reserve 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 organisers may have on the exhibitor if the damages exceed the deposit. Balance amount if any, will be returned if no damage is found.

## G.6 OVERTIME CHARGES

All the exhibitors and their respective special stand design contractors are requested to complete the stand fabrication work by 18:00 PM of 2<sup>nd</sup> September 2025, after which no work would be allowed to continue in their stands. Exhibitors/contractors wishing to continue beyond the above-mentioned deadline would be levied a penalty of INR 10,000/- per hour, per stand thereafter up to 22:00 HRS of 2<sup>nd</sup> September 2025. Kindly contact the organiser’s office on site for further details & procedures.



## G.7 The G-GUIDE

It is global guidance to Health & Safety standards, endorsed by IPHEX 2025 organiser and all contractors and forwarders are requested to read the information carefully, as it will assist in making the working environment safer and more pleasant for everyone involved.

### PERSONAL PROTECTIVE EQUIPMENT (PPE)

**Safety Helmets:** All stand 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.

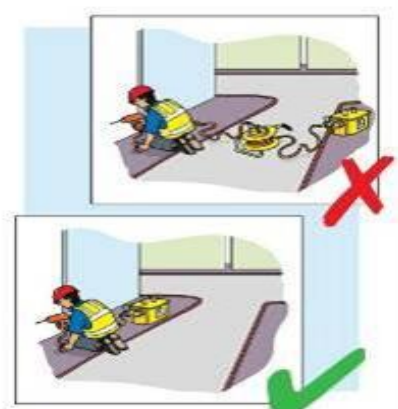
**Footwear:** Correct footwear protecting against nails, debris and etc. are required for exhibitors / contractors working in the exhibition centre during build-up and dismantling.

**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 stands, the gangways must not be used at any time for the storage of plants, materials or debris of any kind. The organisers may at their discretion order the removal of such objects and the exhibitors / contractors will be liable for the cost of removal.

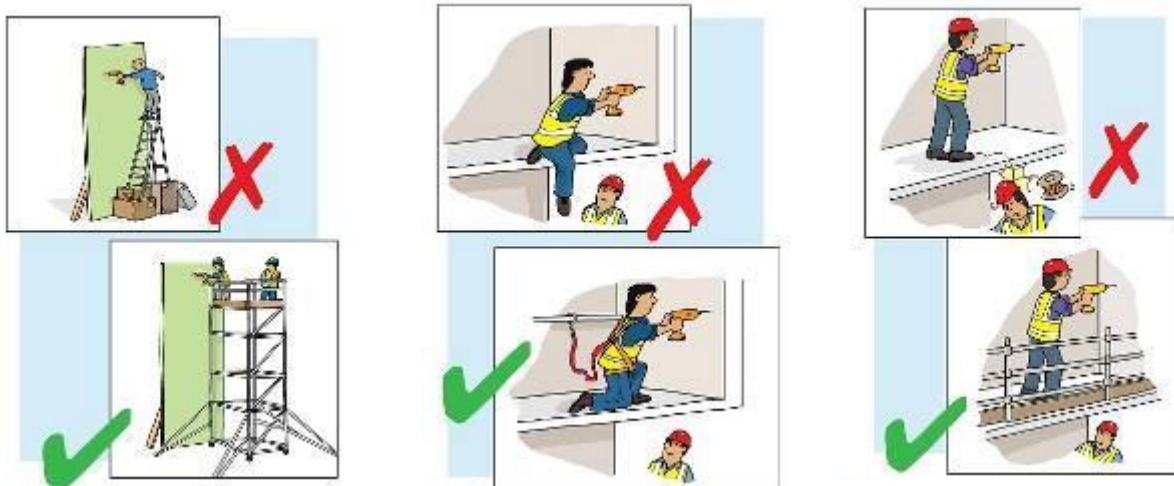


### WORKING AT HEIGHT

1. (Operators who are engaged in working at height (2 metres or above) must carry out necessary safety measures against injuries that might be caused by falling, or objects being dropped.
2. 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.
3. Unqualified operators are forbidden to do overhead work.
4. If work is above 2 metres, 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 (indoors) and 3 (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.

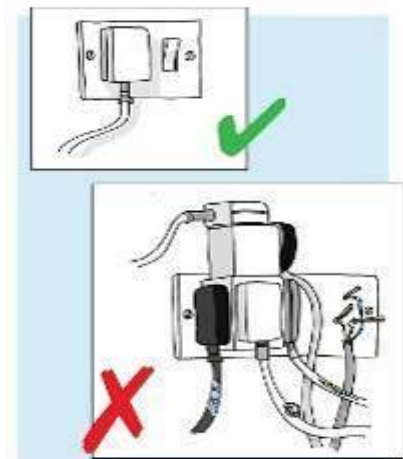
- Access to areas in the vicinity must be controlled to prevent persons walking or working directly under high work. Workers in the vicinity must wear suitable head protection e.g. safety helmet.



## ELECTRICAL INSTALLATION

### Connection of Distribution Box

- The installation personnel for electric lines and facilities must hold valid electrician operation certificates.
- Only qualified electrical materials are used in the build-up of stands (including both Shell Scheme stands and Raw Space Stands). Double-sheath copper wires and cable lines must be used, and the section of the conducting wires must be  $\geq 1.5$  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 aluminium 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).
- All metallic structures and shells shall have a reliable grounding. The conducting wires should be fixed in a cellular or other from 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.
- The distribution box must be installed in a cable duct or in the exhibition stand. It is strictly forbidden to leave a distribution box in doorways, fire-control passages or any conspicuous place in exhibition stands.



5. Outdoor electrical and lighting equipment shall be waterproof. Safety measures such as moisture-proofing, water-proofing and weather-proofing, etc. shall be implemented. All electrical apparatus, wires / cables etc. which can be easily contacted by people shall be covered with special protection.
6. Exhibitors requiring special arrangements (e.g. different voltages and frequency or special connections to their equipment's) must arrange their own transformers, converters, etc.
7. All electrical equipment must be checked & tested by the organisers' appointed licensed electrical engineers prior to switching on the electricity supply.
8. In the event that the official contractor appointed by the organisers 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' stand or display directly with the contractor.

### **ELECTRICAL APPARATUS**

The exhibitor shall ensure that all electrical installations and exhibits within their stand space comply with any statutory or local regulations or requirements to which the exhibition may be subject. Any direct light emitted from an electrical device must be screened in such a way as to avoid causing nuisance or discomfort to visitors and other exhibitors.

### **PAINTING**

Large-scale painting is not permitted in the exhibition centre. All exhibitors carrying out fabrication of their stand 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 halls.

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

1. Painting in a properly ventilated area.
2. Use non-toxic paints, non-aerosol paints.
3. No painting near the exhibition centre's vertical structures (i.e. walls).
4. No washing of painting materials within or surrounding the exhibition centre
5. All flammable materials (such as thinners) are to be safely placed and removed from the hall immediately after use.
6. Spray painting and colours mixed with flammable substances are strictly not permitted, both inside and outside the building.
7. Contractors are responsible for any damage to the exhibition centre from painting and liable for the cost of restoring damage.

### **FLOOR LOADING**

The floor load-bearing capacity of indoor exhibition space in Hall is 1 ton/ Square Metre. If there is any vertically vibrating exhibit in operation, this floor load-bearing capacity shall be reduced at least by 50%. The above-mentioned floor load-bearing capacity must be taken into consideration during the exhibit's transportation, placement, demonstration, and operation.

If in doubt, please contact the official freight forwarders before any exhibits are transported.

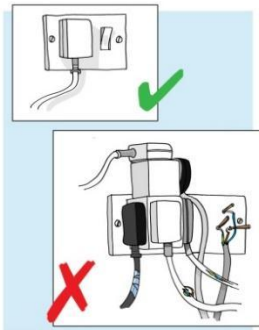
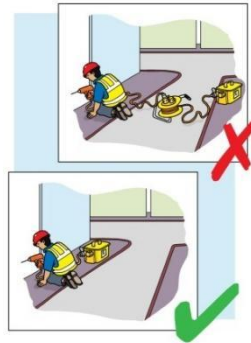
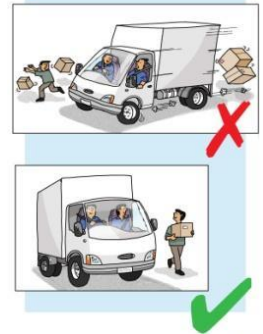
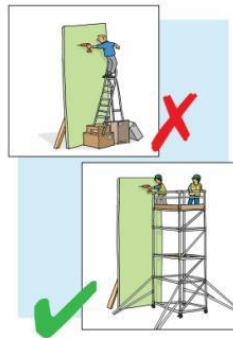
## G.8 SITE SAFETY INFORMATION

The organiser is committed to maintain a good standard of health and safety at all events. From the beginning of build up to the end of breakdown, health and safety will be a key consideration in all that we do. We all have responsibility for ourselves and others who may be affected by what we do. Take care during the event.

Please consider these health and safety rules to be followed at all times:

- Every person must follow safe working practices at all times – if you are unsure about anything please ask your supervisor for more information.
- Every person must consider the safety of others during their work. If you see something unsafe please speak to your supervisor.
- No speeding within or outside the halls.
- All persons must always have and wear the required personal protective equipment.
- You must always use the right size ladder at all times.
- You must not work from the top 2 steps of a ladder.
- Ladders, scaffolding and elevated platforms must be used in a safe way at all times.
- NO live edge working is permitted without suitable protection in place.
- Always work in a tidy way and do not create trip hazards.
- Do not lift people on forks
- Do not move equipment while people are still on it.
- No alcohol may be consumed while working.
- Smoking is not allowed inside the halls.
- All accidents and injuries must be reported to your supervisor & the organiser's office at the earliest opportunity.
- In the event of an evacuation please leave the building immediately following the procedure you have been given.

**If you have any questions about these rules, please ask your supervisor or report to the Organisers Office.**

**SAFE ELECTRICAL****TRIP HAZARDS****VEHICLE MOVEMENT****FIRE SAFETY & WASTE REMOVAL****WORKING ON LADDERS****SAFE LIFTING****WORKING AT HEIGHT****PERSONAL PROTECTIVE EQUIPMENT****EXPOSURE TO HARMFUL MATERIALS**



## FREIGHT FORWARDER

### H.1 HANDLING MATERIAL AT THE EXHIBITION SITE

The organisers have appointed official clearing, forwarding & on-site handling agencies for handling of exhibits at the site. The exhibition materials at the venue should be handled by the approved official freight forwarding agencies only. To provide adequate security, safety, and protection against damage to the exhibition hall and in the interest of an efficient, coordinated move-in and move-out of goods, no private trucks, cars, fork-lifts or handling equipment (trolley, lift jacks, etc.) will be allowed inside any of the exhibition halls.

The rates for on-site handling will be settled by the exhibitors with these agencies directly, depending upon the quantum of work and kind of job required as per the official on-site handling tariff approved by the organisers. The official agencies will have their offices at the site during the pre & post exhibition periods.

For overseas exhibitors, the official freight forwarders will prepare comprehensive guidelines / shipping instructions for time bound & smooth transition of exhibits right from the country of origin to the exhibition booth at the venue.

All the exhibitors are requested to adhere to the shipping instructions & arrival deadlines fixed by the official freight forwarders regarding the movement & handling of exhibits for **IPHEX 2025**.

It is suggested that exhibitors discuss their requirements with official freight forwarding agents well in advance to avoid unnecessary delays & troubles.

The organisers will not be responsible for damages caused to exhibits while in transit / handling at the site. Therefore, the exhibitors must insure all their exhibits against possible transit & handling damages, for the exhibition.

### H.2 INSURANCE

Exhibitors should arrange for insurance cover for their booths, machines & all commodities involved throughout all stages of the exhibition. i.e., arrival on site till final departure from site.

#### OTHER TERMS RELATED ORDERING VARIOUS SERVICES

- ✓ A surcharge of 50% applies for orders after deadline.
- ✓ A 100% surcharge applies for orders placed for on-site orders.
- ✓ Any services ordered during the construction time will be provided depending on the availability and only after the receipt of full payment by cash or debit / credit card.
- ✓ We recommend that you plan your stand equipment and arrange all of the necessary documentation with the organiser in advance in order to avoid a last-minute complication at the exhibition. Please be informed that on-site orders need at least 1 day for execution.

- **Food Court** - A Food Court for exhibitors and visitors will be set up at the Exhibition Venue.
- **Fire Extinguisher** - Exhibitors can hire the fire extinguisher for their stall. For more information, please contact organiser or drop an email on show manager.

**\*\*\* AMENDMENTS TO REGULATION** - The organisers reserve the right to issue amendments/addition to rules & regulation, if required. The information in this exhibitor manual will be updated on a regular basis; hence the same should be checked on regular basis.

## I. OVERVIEW OF OBLIGATORY & OPTIONAL FORMS

TYPE	FORMS	ITEMS	SUBMISSION DEADLINE	RETURN TO
Compulsory	FORM 1	EXHIBITORS BADGE		<input type="checkbox"/> ONLINE
Compulsory	FORM 2	NAME PANEL FORM FOR SHELL SCHEME		<input type="checkbox"/> ONLINE
Compulsory*	FORM 3	NOTICE OF INTENT TO BUILD A BOOTH		<input type="checkbox"/> ONLINE
Compulsory*	FORM 4	UTILITIES - ELECTRICITY		<input type="checkbox"/> ONLINE
Optional	FORM 5	AUDIO VISUAL EQUIPMENT RENTAL		<input type="checkbox"/> ONLINE
Optional	FORM 6	BOOTH CLEANING		<input type="checkbox"/> ONLINE
Optional	FORM 7	TEMPORARY MANPOWER		<input type="checkbox"/> ONLINE
Optional	FORM 8	SECURITY		<input type="checkbox"/> ONLINE
Optional	FORM 9	FREIGHT INSTRUCTIONS		<input type="checkbox"/> ONLINE
Compulsory	FORM 10	VEHICLE ENTRY/EXIT PERMIT		<input type="checkbox"/> ONLINE
Optional	FORM 11	ADDITIONAL FURNITURE & EQUIPMENT RENTAL		<input type="checkbox"/> ONLINE

**\*\*\* AMENDMENTS TO REGULATION** - The organisers reserve the right to issue amendments/addition to rules & regulation, if required. The information in this exhibitor manual will be updated on a regular basis; hence the same should be checked on regular basis.