

GUIDELINES AND SPECIFICATIONS – SERVICES

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Guidelines for Stand Construction

In order to ensure that all stands - readymade and customized - are constructed within the applicable norms, certain guidelines, set by the organizers, and as detailed below, have to be followed. All exhibitors are advised to ensure compliance to avoid any inconvenience.

I. STAND FITTING

5.1 General Architectural Guidelines

- (a) The width of passages in the halls 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.
- (b) The minimum width of the entry and exit of stands shall be 3 meters each, to facilitate movement. More width will be recommended.
- (c) As the exhibition halls are specially air-conditioned, there will be height restriction in the halls. In halls 1, 2, 3, 4, 5, 6, 7 & 8 the maximum available height in is 4 meter. In the temporary halls, the height varies from approximately 2.5 meters on the sides to approximately 4meters at the centers. While planning the display the exhibitors may take note of this and in case of any specific query they can get in touch with the Organizers.
- (d) In the case of stands with two, three or four sides (island stands) open as shown in the layout plan, the participants are required to leave the open side clear of wall panels so as not to obstruct the view of the visitors. However, they may put up low partitions of 1.2 meter height or may have a combination of low partition and glazing in the upper area, without any branding, after leaving proper entry & exit points.
- (e) The normal height of construction of partitions shall be limited to 2.5 meter except on the 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:

Maximum height of features

- | | | |
|----|---|------------|
| a. | Back wall towards the hangar side height/AC units | 2.5 meters |
| b. | Height of wall towards the hangar center | 3.5 meters |
| c. | Some exhibits, logos, columns, fascia etc. | 4.0 meters |

Exhibitors planning to display exhibits more than the specified heights as detailed above would need to take an approval from the Organizers before finalizing the layout plans.

- (f) No construction shall be permitted in front of emergency doors, service doors, electric distribution boards, switch rooms, toilets and other fair facilities. Construction undertaken in front of such facilities shall be removed at the cost and expense of the defaulter participant and the Organizers would also levy penalty as deemed.
- (g) No support from the existing construction of the Exhibition halls i.e. ceilings, walls, columns etc shall be permitted. Any damage caused to the infrastructure created by the Organizers shall be recovered along with the necessary penalty from the concerned participants.
- (h) Water connection and water disposal will not be possible due to lack of infrastructure at the proposed site.
- (i) All displays will be inspected during the set up days and any exhibitor deviating from the regulations would be required to make modifications as suggested by the Organizers on their own expense prior to the show opening.
- (j) Carpentry in the Halls is prohibited. Platforms/ panels and other decorations for the interior must be brought in a pre-fabricated condition for assembly and finishing inside the halls.

- (k) 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 from the Organisers,
 - Painting, coloring, 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 Stand Contractor. Exhibitors would be charged @ Rs 1500/ US\$ 50 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.
- (l) No additional stand fitting or display may be attached to the shell stand structure.
- (m) All interior stand fitting must be contained within the shell stand structure, and must not exceed 2.5m in height. No free standing equipment may exceed a height of 2.5m or extend beyond the boundaries of the site allocated.
- (n) It is mandatory for Exhibitors with 2 or 3 or 4 side open stands, to arrange the 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.
- (o) 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 electrical fittings etc.

- (p) Exhibitors will not be allowed to use high power sound systems, which may cause disturbance to the other exhibitors in the hall.
- (q) Shell scheme exhibitors may additionally refer to Para 5.2 for specific regulations and information regarding shell scheme construction.
- (r) Bare space exhibitors may additionally refer to Para 5.3 for specific regulations and information regarding bare space construction.

5.2 Shell Stand Equipment

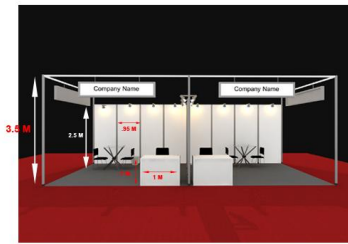
The Standard Shell Stand will include following:-

	Standard Items	Minimum Sqm.(MSME)	12Sqm.	18 Sqm.	24 Sqm.
1	Lockable cabinet	1	1	1	2
2	Round table	1	1	1	2
3	Chairs	3	3	4	5
4	Spot Light	5	5	7	10
5	Power Sockets 13 Amp	1	1	2	2
6	Waste bin	1	1	1	2
7	Lit Fascia with name	Yes	Yes	Yes	Yes
8	Carpeting	Yes	Yes	Yes	Yes
9	Partition Walls (White wall panels set in Aluminum	Yes	Yes	Yes	Yes

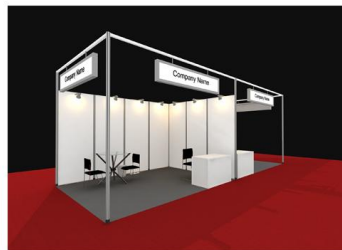
5.3 Technical Specification of Shell Stands

5.3.1 Standard Shell scheme stand Specifications:

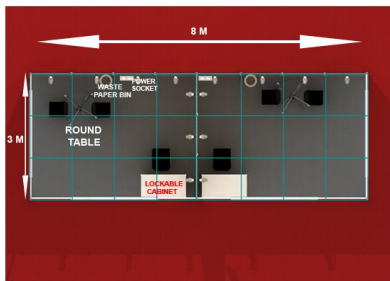
STANDARD SHELL SCHEME BOOTH 4M (L) X 3 M (W) X 3 M (H)



ELEVATION



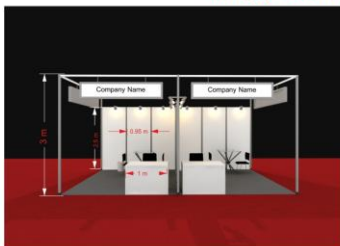
VIEW



PLAN

SNO.	COMPONENTS	QUANTITY
1	ROUND TABLE	1
2	LOCKABLE CABINET	1
3	CHAIR	3
4	SPOT LIGHT	7
5	POWER SOCKET	1
6	WASTE PAPER BIN	1

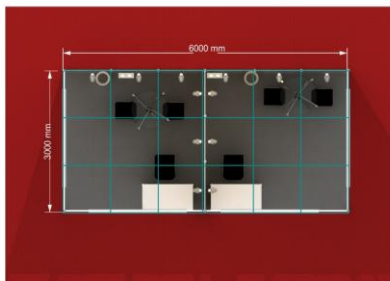
MSME SHELL SCHEME BOOTH 3M (L) X 3 M (W) X 3 M (H)



ELEVATION



VIEW



PLAN

SNO.	COMPONENTS	QUANTITY
1	ROUND TABLE	1
2	LOCKABLE CABINET	1
3	CHAIR	3
4	SPOT LIGHT	6
5	POWER SOCKET	1
6	WASTE PAPER BIN	1

5.4 Shell Scheme Stands

The following rules will apply for shell scheme stands:-

- (a) Minimum space for shell scheme for non MSME's is 12sqm and for MSME's is 9 sqm.
- (b) No painting or wallpapering of panels is permitted. Exhibitors who desire to have any panel painted or wallpapered must inform the Official Stand Fitting Contractor for approval and execution of work on payment.
- (c) No additional fittings or displays are allowed to be attached, nailed, screwed or drilled to the booth structure. On violation of this instruction, the exhibitor is liable to be charged by the Official Stand Fitting Contractor for damages caused to the stand.
- (d) The use of inflammable materials for decoration of the stand is prohibited unless such decorations have been treated with fire-retarding substances. Use of heating appliances is strictly prohibited.
- (e) No suspension from hall's ceiling or fixtures to the walls columns and floor of the hall or any other part of the building structure is permitted. Exhibitors should only utilize the inner parts of the stall allotted to them, for display.
- (f) Height of all fittings/exhibits should be restricted to 2.5m. The rear and side walls should be 2.5m high structures/exhibits (mounted or otherwise) between 2.5m and 4m in height must be approved by the organizer and placed at a minimum distance of 1 m. from the rear, sides and front of the stand.
- (g) No financial credit will be given by the Organizer / Official Stand Fitting Contractor for any shell scheme stand items that are not utilized.
- (h) Exhibitors are requested to deal directly with the Official Stand Fitting Contractor for their requirement of additional items on extra payment, by furnishing details on the relevant form which will be provided in the Exhibitor Manual. Any dispute regarding additional items will have to be settled by the exhibitors directly with the official stand fitting contractors. Any damage to these items by the exhibitors will attract penalty.
- (i) Designing of stalls by exhibitors taking shell scheme is not permitted.
- (i) Each shell scheme stall of 12sqm will be provided with a power supply of 1 KW load including the lighting load, free of charge. Any additional power requirements will have to be ordered through the relevant form.

- (j) For general architectural guidelines, please refer to para 5.1.

5.5 Space Only (Raw Space) and Special Designs

Minimum area allotted for indoor raw space stand is 36 sqm. Exhibitors who have booked raw space areas may use the services of the Official Stand Fitting Contractor or may employ any other contractor of their choice to build up their stands

The following rules will apply for Raw Space Stands:-

- (a) Exhibitors are required to submit for approval, their stand layout plan, elevation, rendered views from different angles and electrical single line drawing to the Organizers in duplicate on the relevant Form.-Drawings sent for approval after this date will be liable for penalty of Rs 10,000/- or US\$ 250. Alternations that may be necessary will be intimated within 30 days from the receipt of the designs. No stand on raw space shall be built without prior written approval of the organizers.
- (b) All stands/exhibits that are designed to incorporate raised floor/platforms must necessarily provide access for the disabled to the stands. Raised floors / platforms also being planned for access must be clearly shown on the stand design at the time of submission for approval.
- (c) No suspensions are to be made from the ceiling frames of the halls or any fixtures be made to the walls, columns, floor or any other part of the halls. Drawings must also clearly show layout of exhibit logo details supports electrical point etc. and clearly indicate walls /panel heights, displays, meeting rooms etc.
- (d) Where a Raw Space Stand abuts another stand, the walls of the adjacent stand may not be used by the raw space exhibitor.
- (e) Where raw space stand walls exceed the lower walls of an adjacent stand, the rear surface of the wall exceeding in height (maximum 4 inches only) must be decorated by the exhibitor building the higher wall.
- (f) Structures of special designs should remain within the boundaries of the space allotted and should not protrude into adjacent stalls or aisle spaces.
- (g) The height of various fixtures on the stand(s) should conform to the specifications given in clause 5.1 (e). Exhibitors planning to display exhibits more than the specified height would need to take prior approval by indicating such details in the stand design to be submitted by them to the Organizers. Major constructions are unlikely to be approved.
- (h) Peripheral walling of stand(s), if more than 1m high, should not occupy more than one third of the total perimeter and not more than two thirds of any side.

- (i) A suitable floor covering must be provided for all the stands. Carpeting of the aisle areas will be, in the normal course, under the arrangements of the organizers. However, if raw space booked by an exhibitor falls on either sides of an aisle space, the exhibitor is permitted to cover such aisle space area with carpet of his choice, under own arrangement, if so desired.
- (j) The height of the arches/canopy, if designed in the aisle space within the allotted area (Sub Para (i) above), should not be less than 2.5m or more than 4m . No deviation in this regard is permitted. No aisle space may be obstructed by any exhibits or structures to ensure free flow of public/viewers.
- (k) 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.
- (l) Cooking of any kind inside the booth is strictly prohibited.
- (m) 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.
- (n) Neon or flashing lights/signs shall not be permitted unless they form an integral part of the exhibitor's product.
- (o) Cleaning of the stand built in raw space shall be the responsibility of the exhibitor.
- (p) Exhibitors desiring additional items for their stall may deal directly with the Official Stand Fitting Contractor for supply of such items on payments.
- (q) Mezzanine floors will be permitted in stands with an area of 100 sqm and above on the following conditions:
 - The area of the mezzanine floor shall not exceed 20% of the ground area subject to a maximum of 120 sqm.
 - Exhibitors will have to pay 75% of the single level cost for the additional storey.
 - Maximum height of the mezzanine floor will not exceed 2.1 meters.
 - The floor will be approved only if it does not obstruct the visibility or display of adjoining booths.
 - No branding is allowed on and above the mezzanine floor.
 - The railing on the sides of the mezzanine floor shall be of transparent material in the portion extending beyond 2.5 mtrs from the ground level.
 - The concerned stand constructor will have to provide a stability certificate approved by a structural engineer, to facilitate the approval process.

NO CONSTRUCTION WILL COMMENCE TILL THIS APPROVAL IS GIVEN.

The exhibitor will indemnify the organizer for any mishap which might take place.

5.6 Official Stand Constructor and Designer & Chalet Contractor

The official Constructor for stands and chalets at Defexpo India 2018 will be notified online for their contact details.

5.7 Outdoor Display

(a) Minimum outdoor display area permitted is 36 sqm.

(b) Only collapsible and movable umbrellas may be used in outdoor display areas so that these may be shifted, if required.

(c) No structure may be built at the outdoor display area without the approval of the organizers.

(d) All temporary power supply at the outdoor display area desired by an exhibitor must be coordinated through the Official Stand Fitting Contractor on payment of charges as levied by the Contractor. Rates applicable are given on Form No 6.

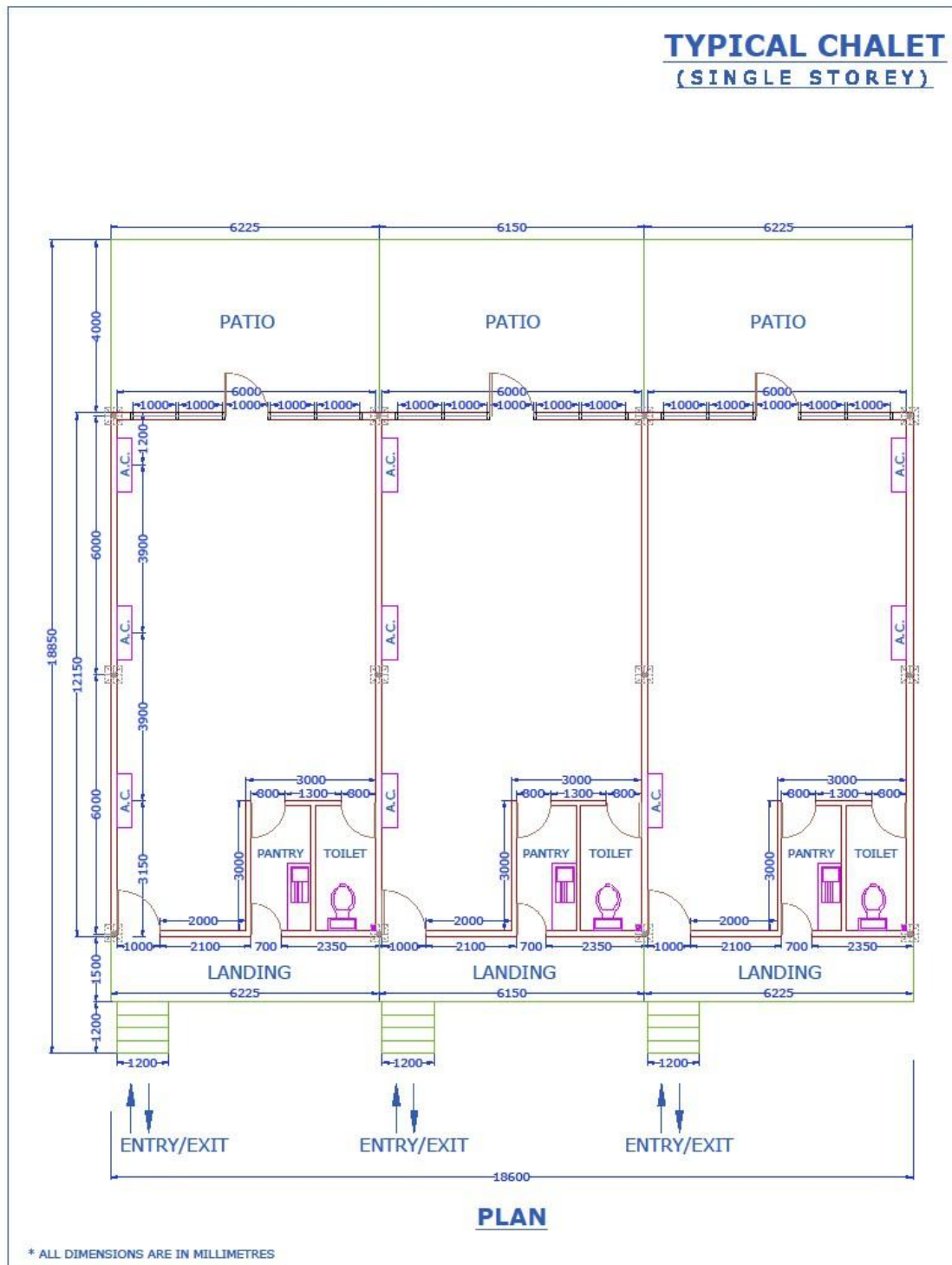
(e) Water and drainage is not available at the outdoor display area.

(f) Exhibitors with double storied stands will have to pay 75% of the single level cost for every additional storey. The concerned stand constructor will have to provide a stability certificate approved by a structural engineer, to facilitate the approval process.

(g) The maximum height of outdoor pavilions shall be restricted to 5m.



5.8 Single Storey Chalet Layout Plan and Package



Details Single Storey Chalet of 72 sqm (6m x 12m)

- a) Base with Platform
- b) Exterior and interior partitions finished with paint primer
- c) Continuous glass façade with a single door with completer fittings
- d) Light and power wiring without fixtures
- e) Roofing
- f) One Pantry Section inclusive of:
Wooden pantry counter of size 2m x 0.9m x 0.9m with laminated top, Stainless Steel Kitchen Sink with draining board completed with all fittings
- g) One Toilet inclusive of:
White Vitreous China Wash Basin completed with all fittings White Vitreous style W/C complete with all fittings including plumbing
- h) Portico Area with Wicket Fencing
- k) Stairs for entry, pantry, portico
- l) Plumbing - with PVC soil, waste and vent pipes, traps etc
- m) Water supply with PVC piping
- n) Doors;
Flush doors complete with fittings
For Toilet & Pantry (0.8 x 2.1 mtr.)
Two Main Doors (1.0 x 2.1 m)
- o) Air Conditioning

Notes: Construction guidelines for Single chalets -

- a) All construction in the chalet shall be self-supporting and no support is to be taken from the existing structure.
- b) Any deviation from the existing plans by way of shifting facilities or adding additional facilities, toilets, staircases, additional plumbing or air conditioning etc shall be intimated to the official chalet contractor and the requisite additional charges paid. No changes beyond this date will be permitted.
- c) No construction of any kind is permitted on the patio and landing except branding (without obstructing the view of the adjacent chalet).
- d) For any alteration or design enhancement, prior approval has to be taken before starting work at site.

5.10 Catering at Pavilions and Chalets

Only officially approved hotels will be allowed to provide catering facilities at the chalets and pavilions in the fair. **Please see Section IV for details.**

5.11 Standard Electrical Power Supply and Equipment

- (a) Each stall of 12 sqm area with standard shell stand installations and equipment is provided with 1 kW power free of charge with supply of 220 volts / 50 cycles.
- (b) Each chalet will be fully air-conditioned by a 6T / 12 T AC units and equipped with 6 / 10 points for spot lights and a 15 Amp power point. Power outlet for refrigerator shall be provided round the clock whilst supply to the rest of the chalet will be from 0900 hours to 1900 hours for the duration of the Exhibition. This power will be free of charge.
- (c) Any requirement in excess of Sub Para's (a) & (b) above, which is being provided free of charge, would mean laying of special cables which will have to be paid for at the approval rates as indicated at Form No 15.

5.12 Extra Electrical Power Supply and Equipment

Exhibitors requiring extra electrical power equipment in any part of the exhibition area should intimate their requirements well in advance to the Official Stand Fitting Contractor and the Organizers. Additional power supply will be provided only on receiving requisite payment.

5.13 Electrical Connections and Installations

- (a) All electrical connections will be approved by the Official Stand Fitting contractor on behalf of the organizers.
- (b) Any alterations and/or interference to the electrical installations of the Standard Shell Stands by the exhibitor, is prohibited. This can only be carried out by the Official Stand Fitting Contractor.

5.14 Furniture Rental Services

Apart from the stand fitting and electrical services being rendered by Official stand contractor, additional items required by exhibitors shall also be supplied by this contractor on demand on rental basis. Requirements of additional items may be submitted to the contractor on Form No. 14. The availability range of items along with charges is also indicated on Form No. 14. Pictorial views of the furniture items available on rent are featured in the opposite/subsequent pages.