



## **Section II**

### **General Instructions for Exhibitors**

<b>Sr. No</b>	<b>Contents</b>	<b>Page No</b>
2.1	Exhibition Venue	2
2.2	Organisers Address	2
2.3	Admission to DEFEXPO INDIA 2016	2
2.4	Infrastructure	3
2.5	Dress Code	3
2.6	Inaugural Ceremony / Exhibition timings	3
2.7	Official Reception	3
2.8	Exhibitors' Meetings with Official Delegations / Government of India Officials	3
2.9	Exhibitors Catalogue / Advertising	4
2.10	Exhibitor Photo Badges	4
2.11	Exhibitor Guarantee for Contractors, Contractor and Service Provider Photo Badges	4
2.12	Invitations	5
2.13	Car Parking	5
2.14	Media Centre and Media Accreditation	5
2.15	Press Conference	6
2.16	Business Centre	6
2.17	Telecommunication Services	6
2.18	Permission for Import / Re-Export	6
2.19	Heavy and Large Exhibits	6
2.20	Late Arrival of Exhibits	7
2.21	Completion of Application / Order Forms	7
2.22	Handing Over of Stands	7
2.23	Fascia Board	8
2.24	Restaurant Services	8
2.25	Accommodation and Transportation	8
2.26	Clearance of Corridors, Dismantling / Removal of Material	8
2.27	Security Regulations	9



2.28	Fire Safety Precautions	10
2.29	Cleanliness and Maintenance	11

## 2.1 Exhibition Venue

DEFEXPO INDIA 2016 , India's 9th Land, Naval & Internal Homeland Security Systems Exhibition is scheduled to be held at the Quito, South Goa, India from 28<sup>th</sup> – 31<sup>st</sup> March, 2016.

## 2.2 Organisers' Address

The Organisers' office will be functional at the exhibition premises from mid Feb, 2016.

Till then, all activities will be coordinated from the following address:

### Defence Exhibition Organisation (DEO)

Pragati Maidan, New Delhi - 110 001, INDIA

Phone No : +91-11- 23371987, 23371509, 23371623

Fax: +91-11- 23370849

Contact:

**M.D.Singh**

**Director**

**Defence Exhibition Organisation (DEO)**

(Govt. of India, Ministry of Defence)

Mobile No. +91 9717014448

Email- [director@defexpoindia.in](mailto:director@defexpoindia.in)

## 2.3 Admission to DEFEXPO INDIA 2016

Admission would be permitted to Exhibitors only through photo badges and bonafide visitors only through invitation cards / badges / tickets issued by the Organisers. No other form of invitation /ticket would be valid.

### Photo Badges

Exhibitors will have to submit the details for the badges online on the website at <http://www.defexpoindia.in>

Business visitors can register both online and at site. For the online registration, after submission of details and approval, visitors will be able to make online payment through either Credit Card/Debit Card or DD in favour of **Defence Exhibition Organisation (DEO)** as per the mentioned charges. Once the Organisers receive the payment the badges will be issued.

For tickets will be available at various outlets to be notified by advertisements in Newspapers and Hoardings. The payments would only be made through credit/debit card/net banking only.



The Organisers reserve the right to refuse admission to any person in the interest of the Exhibition or due to safety reasons even after the payment has been made and tickets issued. The requisite refund would be made in due course of time. Refund would be made in case it is discovered that misuse of the system has been made give false/wrong information or security concerns. Such cases legal action would be taken as per Indian law. All disputes would be settled in Delhi courts only.

## 2.4 Infrastructure

The Exhibition will be hosted in the temporary Hangers which will be constructed specially for the event. These specially created Hangers will be made of aluminum shell structure covered with flame retardant material conforming to international standards. Exhibitors in the temporary halls displaying heavy exhibits should inform the Organisers about the weight and the dimensions of the exhibits so that suitable reinforcement can be added wherever possible to the flooring to enable it to take the additional weight. All exhibition halls will be specially air-conditioned for the show.

Chalets will be specially constructed at the designated area in the fair.

Toilets would be located either within the exhibition hall or outside, at convenient locations; additional temporary toilets will be created for the show.

## 2.5 Dress Code

All exhibitors are expected to dress formally in a lounge suit/national dress/service uniform or any other appropriate wear. The organisers reserve the right to determine whether the attire of an exhibitor is acceptable and in keeping with the best interests of the exhibition. Nudism in any form is strictly prohibited.

## 2.6 Inauguration Ceremony / Exhibition timings

The exhibition shall be inaugurated on 28th March 2016 at 1000 hrs and will open to trade visitors from 1300 hrs.

### Exhibition Timings:

Date	Time	Day	Events
28 <sup>th</sup> March 2016	1000 hrs	Monday	Inaugural Ceremony (trade visitors are not permitted before 1300 hrs)
29 <sup>th</sup> - 30 <sup>st</sup> March 2016	0900-1700 hrs	Tuesday - Wednesday	Trade & Business Visitors
31 <sup>th</sup> March 2016	0900-1700 hrs	Thursday	General Public Entry on Tickets and invitees on passes

## 2.7 Official Reception

Exhibitors will have an opportunity to meet senior Government Officials, decision makers of the Ministry of Defence, officers of the Indian Armed Forces, foreign military delegation, Diplomats, and eminent scientists of the aeronautical industry etc. at an official reception dinner hosted by the organisers. Entry to this Event is strictly by Invitation.

## 2.8 Exhibitors' Meeting with Official Delegations / Government of India Officials



Special arrangements will be made during DEFEXPO INDIA 2016 by the Organisers to facilitate on-site meetings of the exhibitors with official delegations of different countries as well as with senior officials of the Government of India. The request to official meetings to be send on [officialdelegation@defexpoindia.in](mailto:officialdelegation@defexpoindia.in).

The meetings date or timings & place would be convey officially only after the approval of respective Government officials through their offices by email/letter by fax only.

## 2.9 Exhibitor's Catalogue / Space Advertising

A. An official Exhibitor's Catalogue of companies and Organisations participating at DEFEXPO INDIA 2016 will be published by the Organisers for distribution. Entry to official catalogue is free of cost per entry in the Directory briefly describing the activities together with details of the company's name, address, contact person etc. These catalogues would be distributed to the official delegations, VIPs, diplomats, government officials and media.

B. Exhibitor Catalogue Entry content will be taken from the details submitted on registration. The content can be edited if required. The Organisers stand absolved of any responsibility for non-inclusion of details of companies whose forms do not reach in time or do not match to the specifications mentioned or not mentioned in the Exhibitor Manual.

C. One free copy of the Exhibitors' Catalogue will be given to each exhibitor. Extra copies will be available at a cost. The rates would be published shortly and the payment would be online only. The exhibitor can use the Catalogue to promote their services and products through advertisements.

## 2.10 Exhibitor Photo Badges

A. Entry through valid badges only.

B. Each exhibitor will be entitled for free badges as per the area booked by them subject to a maximum of 50 badges. Extra badges can be bought at a cost.

C. Necessary details along with passport size photograph (500 Kb only) for personnel who will be manning the stalls may be submitted online only.

D. Exhibitors must wear the passes at all times inside the Exhibition to facilitate identification

E. Exhibitor photo badges are strictly non - transferable

F. Indian Company personnel representing foreign participants can also apply for Exhibitor Photo Passes within the scale applicable, provided a letter of authority nominating them as their India representative (s) is given to the Organisers. Such applications however, must be made strictly by the Foreign Company and not the Indian Company to which such personnel belong.

## 2.11 Exhibitor Guarantee for Contractors; Contractor and Service Provider Photo Badges

Exhibitors shall inform the Organisers of their contractor / sub-contractor for the construction and / or decoration of the stand and for import and re-export of their Exhibition materials with the full address, telephone, fax and Passport numbers of their staff including the head of the technical staff who will be responsible during the Exhibition period for the purpose of arranging security passes.



The Exhibitor must declare in his document that he accepts the responsibility and guarantees for payment of any dues / fines for import, export custom duties, taxes, penalties, etc. as a result of acts of commission or omission of his contracting and / or sub-contracting companies.

All Contractors and Service Providers in order to obtain the desired badges for their permanent and temporary Indian staff are required to submit their Police Verification by 31 Jan 2015. The police verification may be done at the nearest police station of the residence of the respective individual.

### **Contractor Badges**

(a) Badges to contractors for entry into the exhibition will be valid only for the construction and dismantling days. These badges will be valid from 19 March to 27 March 2016 & 1 - 6 April 2016. Exhibitors may provide details of such personnel who will be constructing / decorating their stands / chalets for issue of passes by 18 January 2016 along with two passport size photographs each. Details have to be submitted online.

### **Service Provider Photo Badges**

(a) These will be issued to personnel of the contracting agency whose services are essentially required at the stall / chalet by the exhibitor during the show period. The scale of issue of such badges shall be at the rate of 4 for space booking up to 100 sqm, and to a maximum of 10. Details of such personnel may be furnished online. Two badges for each chalet booked will be given in addition. These details would only be submitted online at [www.defexpoindia.in](http://www.defexpoindia.in)

(b) Service Provider Photo Badge for personnel like hostesses who are temporarily employed by the exhibitors to be ordered only. If personnel for these services are employed locally, their details, for issuing of passes, along with digital photographs would be submitted online only.

### **2.12 Invitations**

Each exhibiting company will be granted free of charge invitations at the rate of one invitation per sqm area hired subjected to a maximum of 200 for distribution to their prospective visitors / customers. The invitation will be valid from 1300 hrs on 28/3/16 to 1700 hrs on 31/3/16 and must be accompanied by the exhibitors' invitations to their clients on the company's letterhead. Visitors should be advised to carry both invitations otherwise entry will not be permitted. Exhibitors are advised that minors below the age of 18 years are not permitted on site during build up, trade days and break down. This includes children of contractors / visitors / Service officer / Government officers & any other person visiting the show.

### **2.13 Car Parking**

Each exhibiting company will be granted one parking per 50 sqm of space hired subject to a maximum of two passes per exhibitor free of charge for entry to the exhibitor's parking area. The car parking permit duly completed must be prominently pasted and displayed on the cars. For security reasons, car permits are non-transferable. Additional car passes can be booked online. Passes would be provided subject to availability of space. Exhibitors booking chalets would be entitled to 2



additional car passes per chalet booked for parking in the designated areas opposite each chalet. Car parking permits will be valid from 22 March to 3 April 2016. All passes would be applied online only.

#### **2.14 Media Centre and Media Accreditation.**

DEFEXPO INDIA 2016 will be covered by both domestic and overseas media. To facilitate media activity, a media centre would be set up at site. Exhibitors may provide press releases, photographs of their products and other relevant information at the media centre for coverage. Media Personnel have to apply for Media Accreditation online only.

#### **2.15 Press Conference**

Facilities exist at the venue for holding press conferences / presentations for the Exhibitors only. Details will be available later.

#### **2.16 Business Centre**

A Business Centre furnished with all communication facilities like Telephone with STD/ISD connection, Internet, Fax Machines, Photocopier etc., at nominal costs, will be operational at site.

#### **2.17 Telecommunication Services**

Exhibitors interested in hiring telephone, cellular phones, Internet and fax facilities at their stands, should indicate their requirements in Form No. 11 online only.

#### **2.18 Permission for Import/Re-Export of Certain Systems**

(a) All weapons, weapon systems, individual and/or portable weapons, ammunition and pyrotechnics, etc. must have their firing mechanisms inactivated and / or be inert. Such exhibits must have a special approval for their import and re-export from Ministry of Defence, Government of India. All such requests should be sent to the Organisers on [marketing@defexpoindia.in](mailto:marketing@defexpoindia.in)

(b) Companies with exhibits as indicated at sub Para (a) above, must declare in an official company document addressed to the Organisers (fax or photocopies not accepted), the country of production, exact description, quantity and serial no. of each exhibit and that such exhibits have their firing mechanisms inactivated and / or are inert. These companies must also declare that for such exhibits, they acknowledge and will follow the requirements stated in Security Regulations (see Para 2.27), and also as stipulated in sub Para (a) above. For the timely issue of the special import and re-export approval, official documents of the exhibiting company must be sent on [marketing@defexpoindia.in](mailto:marketing@defexpoindia.in) , Certificate would issued online in case hard copy is required, request is to be made online.

(d) Companies exhibiting electronic equipment / systems must also have approval for their import, re-export permission vide Sub Para (a) above.

(e) Please submit Form Specifications of heavy Exhibits / Ammunition for Display



## 2.19 Heavy and Large Exhibits

Exhibitors who wish to display large exhibits, i.e., exhibits that are over two cubic metres in volume in single unit, as well as those heavy exhibits which need special handling, should suitably inform the Organisers with a copy to the official Freight Forwarder while providing requisite details in Form Stand Fascia Board, particularly for exhibitors in temporary Halls as we may have to create a special floor depending on the size and weight of the exhibit. Filling up of this form is mandatory, all exhibitors are requested to fill this form and sent to the Organiser.

## 2.20 Late Arrival of Exhibits

Schedules as laid down should be adhered to. In case of late arrival of exhibits and/or material, the Organisers reserve the right to refuse their entry to the exhibition, while the exhibitor, his contractors and/or sub-contractors do not have the right/claims said to arise from such refusal.

## 2.21 Completion of Application / Order Forms

(a) All Applications, Declarations and Order Forms included in Section VI of this Manual must be submitted online by the due dates mentioned on the Forms. Where no services are required or approvals sought, the relevant form should be marked

“Not Applicable” or “Nil” and also be returned to the Organisers by the due date to avoid omission by default.

(b) Care should be taken to complete these forms fully. Reference should be made to any applicable Exhibitor Regulation as well as any Supplementary Regulations, which may be notified and also to any conditions mentioned in the text or on the forms.

(c) All forms are required to be returned to the Organisers or Official Contractors as indicated on each form. Official contractors may seek additional information and/or payment directly from the exhibitor.

(d) Where payment is requested with the order, receipt of such payments will be a condition of acceptance of the order.

(e) Exhibitors should retain a copy of the forms for their records.

## 2.22 Handing Over of the Exhibitors' Rented Stand / Areas

(a) The rented stand area would be handed over to the Exhibitors only where full payment of participation fee has been received.

(b) Standard shell / upgraded shell stands with specified installations and equipment will be handed over to the exhibitors on 25th March 2016. Stand decoration and set-up of exhibits etc. will be permitted thereafter, from 0900 hrs to 1700 hrs daily. No construction/fabrication work will be permitted whatsoever after 5 P M on 26th March, 2016.

(c) Raw space for National Pavilions/stands will be handed over on 20<sup>th</sup> March 2015 for all the exhibition Halls.



- (d) All stands must be ready by 1700 hrs on 26<sup>th</sup> March 2016.

**ATTENTION:** Any alteration and/ or dismantling of the standard shell stand by the exhibitors, their contractors and/ or sub-contractors are prohibited. This can be carried out only by the Official Stand Fitting Contractor with written approval from the Organisers.

### 2.23 Fascia Board

The exhibiting company's commercial title will appear in 12 cm high characters, over the open aisle frontage of every exhibitor shell stand and shall be covered within the hire charges of booth packages. The details should be forwarded online to the Organisers not later than 1<sup>st</sup> January 2016.

### 2.24 Restaurant Services

These would include:-

- One or more 5-star Restaurants with a bar, buffet and Ala-carte service at the Exhibition site.
- Food Court serving different types of fast food in medium range category at the Exhibition site.
- Food court and moderately priced restaurants serving standard Indian food at the Exhibition site. Sponsorship of these areas would also be possible.

### 2.25 Accommodation and Transport

The official travel agent will provide travel and accommodation facilities. They have secured a variety of accommodation in major hotels in Goa. All travel requirements should be sent on [marketing@defexpoindia.in](mailto:marketing@defexpoindia.in).

The Agency will also cater to transport and tourist packages, hostesses and interpreters. For services related to the above, please give your requirements online.

### 2.26 Clearance of Corridors, Dismantling / Removal of Material and Re-export

(a) Corridors should be kept clear of obstructions at all times. Packed/ empty cases and/ or materials are not allowed to be placed in the corridors of the Exhibition halls. The Organisers have the right to insist on removal of any cases and / or materials from the corridors at the exhibitor's cost. (Please also see Para 3.16 in Section III on Rules and Regulations – "Stand Cleaning")

(b) The exhibition will close at 1700 hrs on 31<sup>st</sup> March 2016. Dismantling and re-packing of materials and exhibits on 31<sup>st</sup> March 2016 will not be permitted, except for weapons and ammunition and light and portable models.

(c) The dismantling and delivery of empty cases by the Official Freight Forwarder for re-packing will commence at 0900 hrs on 1<sup>st</sup> April 2016.





- (d) Re-packing of materials/exhibits and the clearance of all cases from the Exhibition premises must be completed by- 1800 hrs on 3<sup>rd</sup> April 2016.
- (e) The site will close on 6th April 2016.
- (f) All exhibits and exhibition material must be re-exported at the earliest.

## 2.27 Security Regulations

All exhibitors shall abide by the Security Regulations of DEFEXPO INDIA 2016 as stipulated below:-

- (a) Alert and efficient Security Forces will be engaged by the Organisers to ensure the safety of the exhibits. Nevertheless, arrangement may be made by the exhibitors for their own insurance to cover all stages of the event and light, portable models and other attractive exhibits immediately after the Exhibition closes. It is at this time that there is risk of exhibits getting lost. The Organisers will not accept responsibility for theft, loss or damage of exhibits, stores or any other equipments belonging to exhibitors, contractors or visitors. It is strongly recommended that at least one person is present at each booth at 0900 hrs on 1<sup>st</sup> April 2016, when the Halls open for re-packing. Exhibitors are also informed that rented furniture items will be collected on 1<sup>st</sup> April 2016 after the closing of the exhibition. Therefore, drawers, cupboards, etc. should be emptied and contents kept secure after the Exhibition closes on 31<sup>st</sup> March 2016.
- (b) Explosive, highly inflammable and other hazardous materials of any type are not allowed to be exhibited or brought into the exhibition premises.
- (c) Weapon systems, individual weapons, ammunition, etc. which could be dangerous must have their firing mechanisms inactivated and / or must be made inert for import, display and re-export.
- (d) Weapons, weapon systems, ammunition, pyrotechnic systems etc. must be transported (import, re-export) as the policy of the company & Government norms of originating destination and transit countries. Such items must be packed in their own cases independent of any other exhibits or materials.
- (e) The items stated in Sub Para's (c) and (d) above must also be rendered inactive and/ or inert and so declared in all shipping/customs documents with their respective serial numbers.
- (f) The items stated in Sub Para (d) will be delivered to the exhibitors' stands on 28<sup>th</sup> March 2016 only.
- (g) After the closing of the exhibition at 1700 hrs on 31<sup>st</sup> March 2016, only exhibitors with individual and / or portable weapons, ammunition, pyrotechnics etc. must remain in the Exhibition area in order to receive empty cases from the Official Freight Forwarder for



the re-packing of these exhibits. All these cases will be cleared out of the Exhibition area by 1<sup>st</sup> April 2016.

- (h) All lethal systems though made inert / inactive, will be carried out on trailers and / or trucks and in crates. Such systems will not be moved on their own power.
- (i) After the daily closing of the Exhibition, no person will be allowed to remain inside the Exhibition area. In case of special requirement the Organisations have to be approached with a request in writing.
- (j) For security purposes, the Organisers reserve the right, without giving any prior reason, to refuse admission to anyone to the Exhibition area and to expel any person whose behavior, in their opinion, justifies such a measure
- (h) Exhibitors/their representatives should be present at their stands at all times during the hours of the Exhibition.
- (i) Exhibitors, who require the services of Security guards at their stands, are required to give their requirements online to [www.defexpoindia.in](http://www.defexpoindia.in).

## 2.28 Fire Safety Precautions

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

- (a) Study the general layout of the Exhibition Halls and get acquainted with the location of exit doors, exit routes, emergency routes, emergency exits. A separate Instruction Manual on Fire Safety Measures shall be uploaded for the exhibitors in due course.
- (b) Not to use any inflammable material for decorating the standard shell stands, offices, restaurants, chalets, etc. unless they are treated with fire retarding substances. Not to display/exhibit explosive, chemical, inflammable, dangerous, harmful or noxious substances unless approved by the Ministry of Defence, Government of India in writing only.
- (c) Not to use any open flame/direct heating appliances to cook food in the Exhibition stands. Only microwave and induction heating/ cooking is permitted inside the Chalet.
- (d) Ensure heating appliances used in business chalets are mounted on fire proof stands. Use of LPG, Butane, Propane or coal or any inflammable gas is not permitted.
- (e) 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 Organisers. If not removed, the Organisers will remove the same at the exhibitor's cost



- (f) 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.
- (g) 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.
- (h) 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 Organiser/ Service Booth of Official Stand Fitting Contractor.
- (i) Observe and impose all fire precautions at all times, especially during fabrication/ installation of the stalls/ chalets. Avoid throwing lighted cigarette butts and match sticks, etc. in Exhibition stands/ chalets/ offices.
- (j) Smoking in the Exhibition halls and all public places during the Exhibition period is strictly prohibited. These will be treated as "No Smoking" areas and will be so marked. Separate "Smoking Zones" may be used for this purpose.
- (k) Ensure that the 2 kg ABC stored pressure type extinguishers provided in the shell stands/ chalets are not removed or the access to the fire extinguisher/fire point blocked, to facilitate easy pick up and use, should any fire incident take place.
- (l) Tackle any minor fire incident in the stand, chalet, offices and restaurants by using the fire extinguisher installed.
- (m) Read and understand the instructions pasted on extinguisher for its use and operation to tackle minor fire incidents.
- (n) 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.
- (o) Do not block the exit, exit route, emergency exit and passages.
- (p) Instruct your staff employed not to leave the shell stands, chalets and offices unattended whilst work is in progress or before officially appointed time of closing.
- (q) In case of a fire incident, take the following actions:-
- On fire not coming under control by portable extinguisher, raise fire alarm by shouting "Fire - Fire" to summon assistance. Rush to fire Watch Personnel stationed in Exhibition halls.



- In case of major fire incident, direct and guide the visitors and the occupants of Exhibition halls/restaurants through routes to the exit as well as emergency exits for their quick dispersal.
- Provide access and co-operate with Organisers' fire safety supervisory staff and Fire Watch Personnel for inspection. Render all help possible to fight fire and salvage the equipment/materials.
- Ensure quick dispersal of equipment/cars parked in the area in the event of fire incident in static display/car park areas.

## 2.29 Cleanliness and Maintenance

The exhibitors will ensure daily cleaning and proper maintenance of Exhibition stands and chalets of the area occupied by them. The Organiser is responsible for cleaning of public areas and aisles only