



Renewable Energy India Expo



Renewable Energy India Expo 2026

Halls 2, 4, 6, 8, 9, 10, 11, 12, 14, 15, 16 & 17
of India Expo Mart,
Plot No.25 & 27-29, Knowledge Park II,
Greater Noida – 201 306, Delhi NCR, India

Organiser:

Informa Markets India Private Limited

Dear Exhibitor,

Thank you for participating in **REI Expo 2026** which will take place during **22nd – 24th October 2026** at **India Expo Mart, Greater Noida, Delhi NCR, India**. To prepare your stand and to profit as much as possible from your participation, we herewith provide you with the Technical and Publicity Manual. We advise you to read this carefully.

The Manual is divided as follows:

- **Part A:** **Schedule** of on-site working and deadlines for order forms
- **Part B:** **General Information and Regulations** on the venue, admission, stands, exhibits management, insurance, liability, and official contractors etc.
- **Part C:** **Stand Construction and Management** information and regulations for stand construction and move-in / move- out. Especially for Bare Space exhibitors and contractors or Shell Scheme with modifications.
- **Part D:** **Emergency Procedures**
- **Part E:** **Checklist** of all the order forms.

Please make sure you fill all the online mandatory and other relevant services related requisition order forms (for availing such third parties' services) before the deadlines.

Should you need any assistance in your preparations for the event, please feel free to contact the REI Expo 2026 team. You can reach the team in India at phone number +91 22 66537 7000 ([Informa Markets](#)).

We thank you for your valuable support and look forward to the pleasure of receiving you at the event.

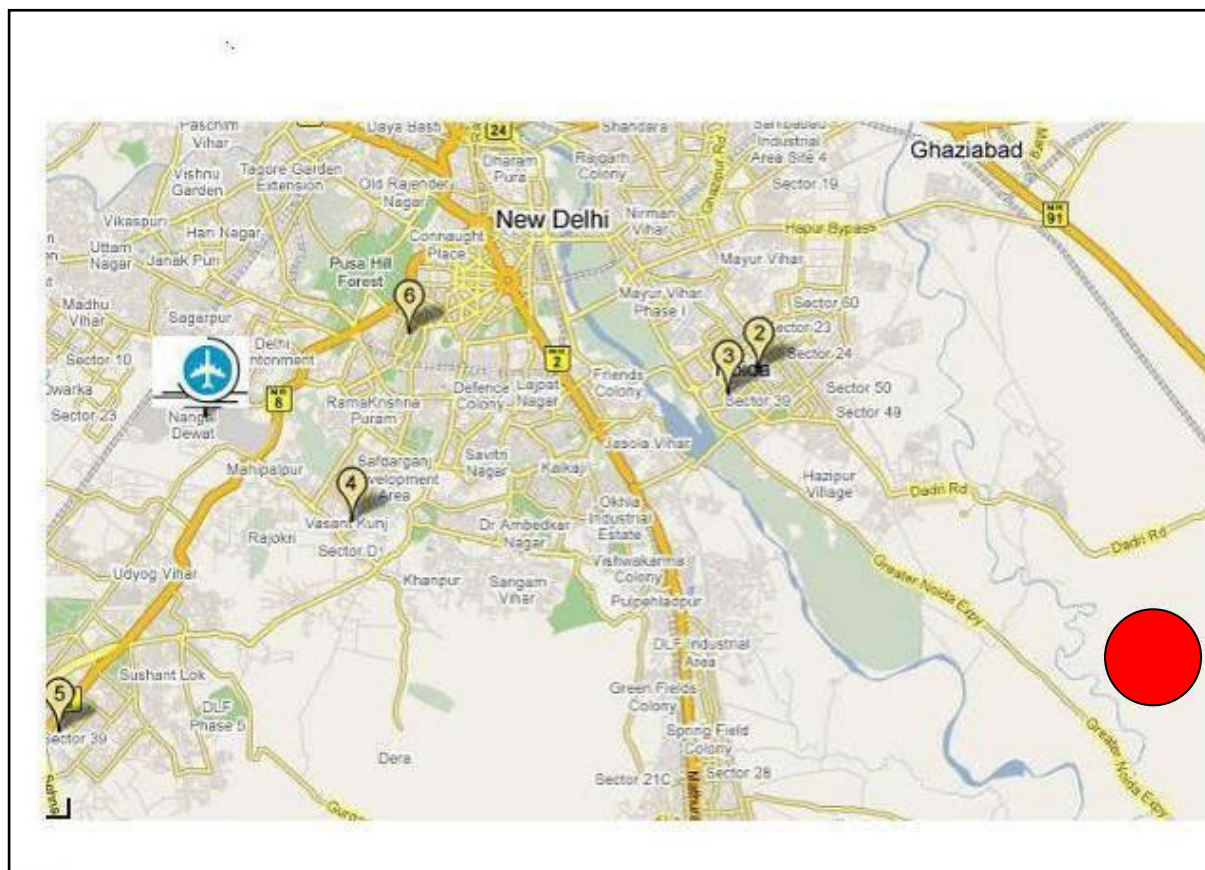
Kind regards,

Rajneesh Khattar

Sr. Group Director | Energy, Battery & Concrete Portfolio

REI Expo 2026

Location of Exhibition Venue



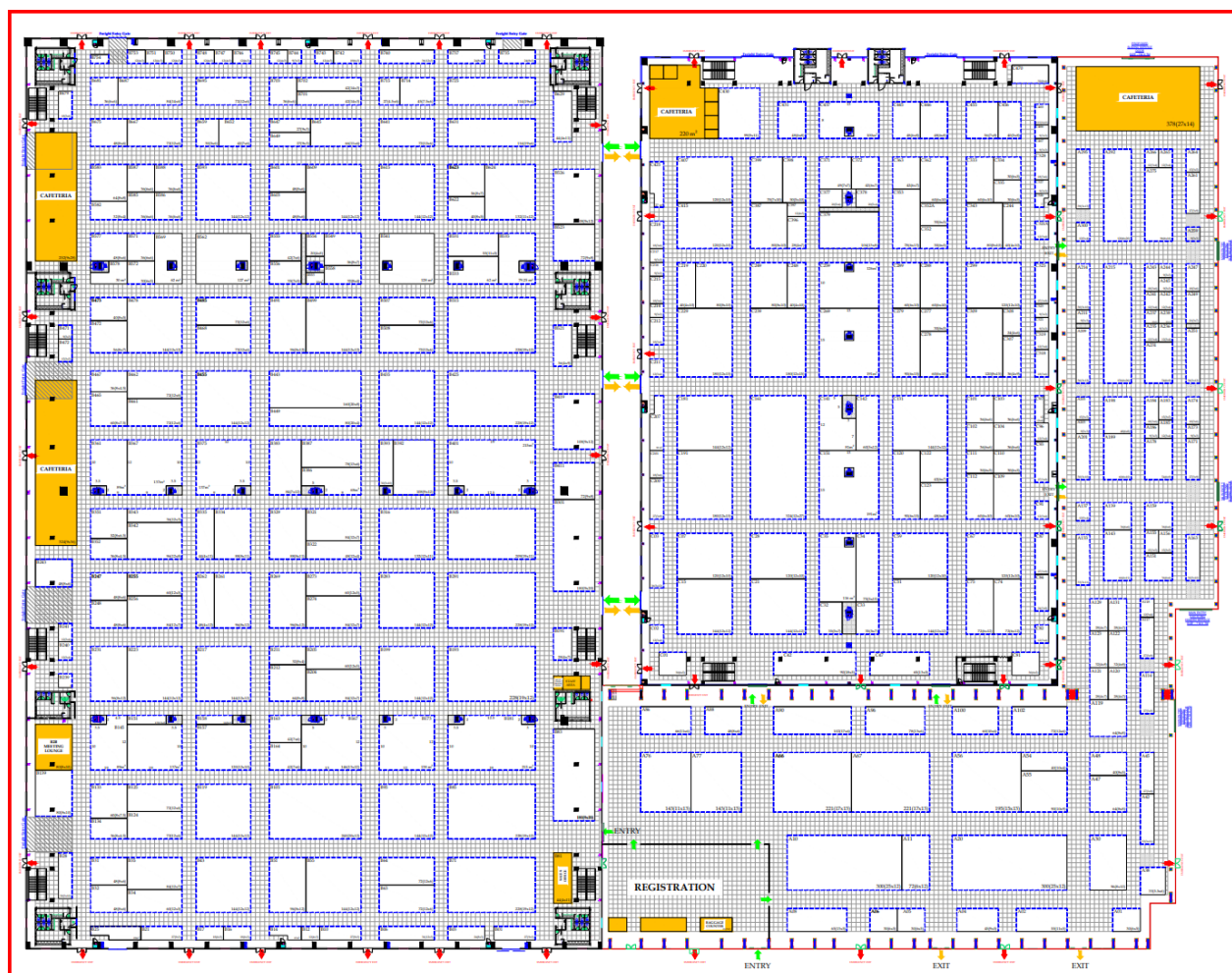
 **India Expo Centre**

Floor Plan – REI Expo 2026

Halls: 2, 4, 6 & 8



Halls: 9, 10, 11, 12, 14, 15, 16 & 17





SUMMARY

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Attachments Contractor Service Manual
Freight Forwarders Tariff & Manual

Schedule

Submission Deadline of Forms		
Deadline	Forms	Remarks
22 September, 2026	Form 01: Show Directory - Company Profile & Product Index	Must be Submitted Online
22 September, 2026	Form 02: Company Index	Must be Submitted Online
22 September, 2026	Form 03: Directory Map Board Lettering	Must be Submitted Online
22 September, 2026	Form 04: Advertising Opportunity	Optional
22 September, 2026	Form 05: Onsite Promotion	Optional
22 September, 2026	Form 06: Special Invitee Nominations	Optional
22 September, 2026	Form 07: Exhibitor Name Badges	Must be Submitted Online
22 September, 2026	Form 08: Fascia Name (Shell Scheme)	Must be returned - Shell Scheme Exhibitors
23 October, 2026 (17:00 pm)	Form 09: Exhibits Clearance (Exit Pass)	Must be submitted – Onsite
22 September, 2026	Form 10: Visa Application	Optional
22 September, 2026	Form 11: Stand Design Approval, Stand Contractor Registration & Insurance	Must be submitted for Raw Space Stands / Modified Shell Scheme / Stands with Working Machinery
22 September, 2026	Form 11a: Stand Electrician Licence	Must be submitted for Raw Space Stands / Modified Shell Scheme / Stands with Working Machinery
22 September, 2026	Form 12: Contractor Risk Check	Must be submitted for Raw Space Stands and Stands with Working Machinery
22 September, 2026	Form 13: Method Statement	Must be submitted for Bare Space Stands with Complex Structures / Stands with Working Machinery
22 September, 2026	Form 14: Insurance Coverage, Public Liability, Refunds	Must be submitted
22 September, 2026	Form 16: Power Supply	Optional for Raw Space Stands / Modified Shell Scheme / Stands with Working Machinery
22 September, 2026	Form 17: Furniture & Accessories	Optional
22 September, 2026	Form 18: Audio-Visual Equipment's	Optional
22 September, 2026	Form 19: Host & Hostess	Optional
22 September, 2026	Form 20: Internet Service	Optional
22 September, 2026	Form 21: Security Services	Optional
22 September, 2026	Form 22: Hotel Reservations	Optional
22 September, 2026	Form 23: Cleaning & Housekeeping Services	Optional
22 September, 2026	Form 24: Freight Forwarders (Heavy & Large Exhibits)	Optional

Move-in & Move-out Period		
Contractor Move-in Period - Contractor Registration		
Dates	Timings	Activity
Monday, 19 th October 2026	10:00 am – 03:00 pm	Move in of certified heavy / large exhibits (For Official freight forwarders only). Machinery/Large exhibits arriving beyond the given deadline cannot be guaranteed placement inside the stand and will be at the discretion of the Organiser
Monday, 19 th October 2026	12:00 noon – 08:00 pm	Move in Bare Space exhibitors & Special design stand contractors only
Tuesday, 20 th October 2026	09:00 am – 05:00 pm	Move in Bare Space exhibitors & Special design stand contractors only
Tuesday, 20 th October 2026	10:00 am – 04:00 pm	Move in of Shell scheme stands exhibitors & contractors
Wednesday, 21 st October 2026	All construction work must be finished by 12:00 pm.	
Only Prefabricated Structure are permitted for construction of Bare Space Stands. (Any kind of Construction work on-site will not be allowed. Failure to bring prefabricated structures will attract penalty of INR. 25,000/- per stand. All construction & finishing work must be completed by 12:00 pm on 21 st October 2026.		
Contractors / exhibitors / clients 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 21 st October 2026. The penalty charges are INR. 10,000 / hour / stand (12:00 pm – 03:00 pm only on 21 st October 2026). Please refer to Section C - Stand Construction & Management for more details.		
ENTRY WILL NOT BE PERMITTED WITHOUT CLOSED FEET SHOES DURING SETUP DAYS & TEAR DOWN (DISMANTLING) TO EXHIBITORS & CONTRACTORS.		
Exhibitor Move-in Period: Exhibitor Registration Help Desk		
Dates	Timings	Activities
Monday, 19 th October 2026	02:00 pm – 06:00 pm	(Issuing of exhibitor badges)
Tuesday, 20 th October 2026	10:00 am – 06:00 pm	(Issuing of exhibitor badges)
Wednesday, 21 st October 2026	10:00 am – 08:00 pm	(Issuing of exhibitor badges)
*Admission will be allowed only with physical or digital badges issued by the organizers. These badges are non-transferable.		
Exhibition / Event Opening Hours		
Dates	Exhibitors	Visitors
Thursday, 22 nd October 2026	08:00 am – 06:30 pm	10:00 am – 06:00 pm
Friday, 23 rd October 2026	08:30 am – 06:30 pm	10:00 am – 06:00 pm
Saturday, 24 th October 2026	08:30 am – 06:00 pm	10:00 am – 06:00 pm (Visitor registration will be closed by 05:30 pm)
Move-out Period – Show Closing		
Dates	Timings	Activity
Saturday, 24 th October 2026	06:30 pm – 09:00 pm	Move-out hand carry exhibits only
Saturday, 24 th October 2026	09:00 pm – 12:00 (Midnight)	Move-out stand & heavy / large exhibits / Special design stand contractors
Sunday, 25 th October 2026	00:01 am – 06:00 am	Move-out stand & heavy / large exhibits / Special design stand contractors
Contractors / exhibitors / clients are required to clear their stand space of all exhibits or debris before 06:00 am of Sunday, 25 October 2026, failing which penalty charges of INR 25,000 / hour / stand would be levied for clearing & disposing of the leftover materials.		

General Information and Regulations

B

B1 Venue

B2 Presentation of Exhibits

B3 Admission & Age Limit

B4 Bare Space Stands

B5 Shell Scheme Stands

B6 Exhibit Demonstration and Operation

B7 Insurance Coverage / Public Liability / Force Majeure

B8 Temporary Staff and Interpreters (Host & Hostess)

B9 Environmental Guidelines

B10 Security

B11 The Organisers

B12 Official Stand Contractors

B13 Official Forwarding Agent

B14 Official Travel Agent

B15 Independent Technical Advisor (All Bare Space Stands)

B16 Sale of Products

B17 Exhibition Hall Specifications

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B19 Other Information

B. General Information and Regulations

B1 VENUE

Venue: Halls 2, 4, 6, 8, 9, 10, 11, 12, 14, 15, 16 & 17 of India Expo Mart,
Plot No.25 & 27-29, Knowledge Park II, Greater Noida – 201 306, Delhi NCR, India

B2 PRESENTATION OF EXHIBITS

Exhibitors must present its/their exhibits throughout the period of the exhibition / Event from **22nd – 24th October 2026**. No exhibitor is allowed to remove its/their exhibits from the exhibition floor prior to the official close of the exhibition. Every exhibitor should have an authorised representative present at the exhibition stand throughout the period and during the installation and dismantling of its/their exhibits. Also, to maintain hygiene Clean and disinfect frequently touched objects / exhibit material and surfaces.

B3 ADMISSION & AGE LIMIT

Admission for Venue Inspection before the Exhibition Period

Entry to the site for inspection and survey before the exhibition period may be allowed if prior arrangements are made with the organisers.

Admission - Badges

- (1) **Exhibitor** badges will be issued by the organisers against online /onsite registration on **19th October 2026 from 14:00 – 18:00 hrs & 20th – 21st October 2026 from 10:00 – 18:00 hrs from Registration area near Hall 16**. Exhibitors can get their badges by registering themselves through Form F07 in the online exhibitor manual (OEM). You will receive your digital badges post registration.

Note:

- Number of badges will be given to exhibitors according to exhibiting space booked as per below table.
- Addition or replacement for badges will cost Rs. 250/- each. (Rupees Two Hundred and fifty each).
- All Individuals attending the event must present a valid, current government-issued photo ID proving their identity at any entry point, as requested by the organiser or its assigned staff.**

Stand Size booked	Exhibitor Badges	Service Badges
06 – 08 m ²	2 nos.	0 no
09 – 11 m ²	3 nos.	1 no
12 – 17 m ²	5 nos.	2 nos.
18 – 26 m ²	7 nos.	3 nos.
27 – 44 m ²	10 nos.	4 nos.
45 – 89 m ²	15 nos.	5 nos.
90 m ² & above	30 nos.	6 nos.

Admission during the Exhibition Period (Set-up and Show days)

- (2) Admission will be allowed by physical as well as digital badges (issued by the organisers) only; these badges are not transferable.
- (3) Admission wristband for all exhibitors and its representative, who need to enter the exhibition halls to work at the stands will be issued by the organisers at **Main Registration area**.
- (4) The rights of admission are reserved with the organisers.
- (5) Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- (6) Smoking / Spitting is strictly prohibited inside the exhibition halls.
- (7) Exhibitors/Entrants should be advised to dispose of used face covers/masks in covered bins available at premises. - **Yellow** bins for disposing off Bio-waste i.e., Face masks, gloves & tissues, **Green** bins for wet waste & **Blue** bins for dry waste.
- (8) For more information, please refer to the website of the Ministry of Health & Family Welfare <https://mohfw.gov.in/>
- (9) Please use Digital Payment Options at Service providers outlet i.e., Furniture, AV Equipment, Electricity Payment, Food & Beverage (F&B) etc.

Age Limit

- The Exhibition is open to trade visitors only. As the exhibition is for **TRADE ONLY**. **No one under 18 years of age will be allowed on the show floor at any time either as a visitor or as an exhibitor.**

B4 BARE SPACE STANDS

Only prefabricated structures will be permitted for Bare Space stands. (No construction work will be allowed onsite, except for minor fixing & touch-ups).

Please refer to PART C - "Stand Construction and Management".

B5 SHELL SCHEME STANDS

Stand Alterations

Stands below 27 m2 will be compulsory shell scheme. Alterations will not be allowed, and modifications can be done using shell scheme elements, Better Stands & graphics / posters. Woodwork or wooden flooring is strictly not allowed.

Any alteration to the shell scheme is not allowed unless the exhibitor obtains prior written permission from the organisers. Detailed requirements of such alterations must be notified to the organisers while the cost of such work shall be payable to the Official Stand Agency by the exhibitor. In the event that the exhibitor appoints an outside contractor to modify their stand, or the exhibitor undertakes construction work by

themselves, the exhibitor and contractor must fully understand **PART C - "Stand Construction and Management"** and complete **Form F11** before the deadline.

Electrical Installation

- (1) For any electrical installation, please refer to **PART C - "Stand Construction and Management – Electrical Installation"** for details.
- (2) The organisers provide a **15A/220V Single Phase Socket (max 1KW) per 9m²** in the Shell Scheme Stand in addition to the stand lighting. If exhibitors need more electricity supply for their exhibits, they should apply **(by filling Power Supply Form-F16)** for the same from the Official Electrical Agency before the deadline.
- (3) **Shell Scheme exhibitors are not allowed to install their own lighting unless they obtain prior written permission from the organisers.**
- (4) **Only pure copper conductors/wires must be used for all electrical installations at respective stands by exhibitors & their contractors. Detailed requirements mentioned in PART C 14 - "Stand Construction and Management – Electrical Installation"**
- (5) **Heat emitting light fittings such as Halogen fittings and incandescent bulbs should not be used for stand lighting neither by official service provider & nor by any third-party contractors. Only LED Lights of not more than 100 Watts may be used for Shell scheme and bare space stalls.**

Other Information

Please read carefully **PART C - "Stand Construction and Management"** for important information regarding onsite operations.

B6 EXHIBIT DEMONSTRATION AND OPERATION

1. Exhibitors are responsible for the safe demonstration of working exhibits. Exhibits likely to pose a risk to visitors and other participants must be appropriately protected.
2. **Exhibitors must ensure that the sanitisation of exhibits/stands must be done by their own on regularly.**
3. Exhibitors must ensure that working exhibits being demonstrated do not emit radiation or gases likely to be harmful to human life e.g. laser, toxic gases etc.
4. All machines for demonstration must be equipped with safety devices and running warning signs, which may be removed only when the machines are disconnected from power without any latent danger.
5. Should any working machine present a risk to the public, the exhibitor must erect sufficient visible signs to warn the visitors to maintain a safe distance from the machine and protection device such as glass shield should be set up between the machine and visitors.
6. Any machine or apparatus can only be operated and supervised on the standby qualified persons. No motors, engines or power-driven machines are to be used without adequate fire-protection and safety measures taken by Exhibitor.
7. 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 halls.

8. All pressure vessels or equipment under pressure (like compressor machines, pneumatic nailing guns etc.) must conform to the safety standards & regulations. Prior approval from the organisers is mandatory for the usage, failing which the organiser will be entitled to collect such penalty amount as it deems fit. The decision of the organiser will be final and binding upon the exhibitor / contractor.

9. Vehicles (Exhibits & Displays)

If vehicles are to be displayed on your stand, please make sure you inform the REI India Operations Team and adhere to the instructions for displaying the vehicle in the Hall.

B7 INSURANCE COVERAGE / PUBLIC LIABILITY / FORCE MAJEURE

INSURANCE

1. **The Organiser will not themselves be responsible for the safety of articles of any kind brought into the exhibition site by the exhibitor, their agents or contractors, members of the public or any person whatsoever.**
2. The exhibitor is required to be adequately insured in relation to its activities including, without limitation, exhibitor's participation in the Event (move-in through move-out). Without limitation to the foregoing, exhibitor shall itself take out and maintain at all times both public liability insurance and employee liability insurance with a recognised insurer against personal injury, death and damage to and/or loss of property for not less than INR. 1,00,00,000/- (for any single claim, unlimited in the aggregate)- **FORM F-14** to cover the liabilities that may arise under or in connection with its participation in the Event. Organiser shall be entitled to inspect Exhibitor's insurance policies and receipt(s) for payment of premium on request.
3. The Exhibitor shall ensure that any contractors engaged by Exhibitor in connection with the Event (move-in through move-out) are adequately insured. Without limitation to the foregoing, Exhibitor shall ensure that any such contractors take out and maintain at all times both public liability insurance and employee liability insurance with a recognised insurer against personal injury, death and damage to and/or loss of property for not less than INR 1,00,00,000/- (for any single claim, unlimited in the aggregate) or such revised amounts as are set out in the Manual per occurrence or claim basis. Organiser shall be entitled to inspect any such contractors' insurance policies and receipt(s) for payment of premium on request.
4. To the extent that Exhibitor is permitted to share its stand Space with any third party, the herein mentioned insurance related provisions of insurance under point no. (1) and (2) (inclusive) above shall apply to any such Space sharer(s) in the same way as they apply to Exhibitor.

The Exhibitor must have, at all times, valid insurance cover (of minimum amount as mentioned herein above) against theft, fire, public liability, damage to property, personal injury, third party loss, accidents, natural calamities, acts of God and such other risks normally insured against by Exhibitors and / or as the Organiser may require, in connection with, inter alia, the Exhibitor's property and its activities during the Exhibition (including the moving in and moving out periods).

Liability and Indemnification

5. **Organiser shall not be liable for any loss, damage, cost, claim or expense suffered or incurred by Exhibitor and/or any of its Personnel arising out of or in connection with the provision of any services supplied by third parties in relation to the Event and/or the Package, including, without limitation, the provision of utilities, AV, security rooms/cloakrooms, inspection/health and safety auditing of exhibition stand/shell scheme plans, stand-**

building, shell scheme, graphics, freight shipment, logistics, transportation and delivery services supplied by third party contractors and/or the Owners.

6. The Exhibitor shall indemnify Organiser against any loss, damage, cost, claim or expense suffered or incurred by Organiser arising out of or in connection with: (i) any loss of or damage to any property or injury to, illness of or death of any person caused by any act or omission of Exhibitor and/or its Personnel, (ii) where exhibitor shares the Space with any third party, any act or omission of any such Space sharer and/or such Space sharer's Personnel.
7. 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 entry, setting or removal of exhibits, or for the failure of any services or amenities provided by the venue owner, 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, and/or from any delay, failure or error on the part of exhibitor in providing cooperation, performance and/or approvals, consents, information and/or Materials as may be required.
8. The organisers are not responsible for any loss, damage or delay incurred in freight shipments (transport, handling and clearing) into and out of India. Exhibitors are urged to adequately insure all their shipments.
9. Exhibitors must ensure that their temporary staff and the staff of their agents or contractors are insured against claims for workman's compensation.

Force Majeure

Organiser reserves the right to cancel or change the date(s) of the Event at any time and for any reason (including, without limitation, if a Force Majeure Event* occurs that Organiser considers makes it illegal, impossible, inadvisable or impracticable for the Event to be held). In any such cases, the organisers shall not be held responsible for any losses sustained by the Exhibitor and refunds (if any) shall be given only at organisers sole discretion.

* Force Majeure Event means - any event or circumstance arising that is not within Organiser's reasonable control (including, without limitation, governmental regulations or action, imposition of sanctions, embargo, military action, acts of terrorism or war, civil commotion or riot, epidemic, pandemic, fire, acts of God, flood, drought, earthquake, natural disaster, royal demise, third party contractor/supplier failure, Venue damage or cancellation, industrial dispute, interruption/failure of utility service or nuclear, chemical or biological contamination).

B8 TEMPORARY STAFF & INTERPRETERS (Host & Hostess)

Host / hostess will be properly dressed in formals i.e. males will be wearing formal shirts with a tie and females will wear saree, who will help the exhibitors to promote their products / services to their customers / buyers. **They will not extend any help to clean tables / wash utensils etc.** Hosts and hostess' can be requested through **Form F19**.

Premier Marketing
Contact Person: Ms. Neha Varankar / Mrs. Nisha / Mrs. Renuka Uchil
Mobile: +91 86920 82245 / +91 91375 67919 / +91 98202 14536
E-mail: service@premiermktg.in / info@premiermktg.in
Add: S-13, Zoom Plaza, Maxus Mall, Opp Gorai depot, Gorai Road, Borivali West Mumbai – 400091
Website: https://www.premiermktg.in/

B9 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 environmentally friendly and remember... **REDUCE, REUSE, RECYCLE**

Pre-show

- (1) Plan what you wish to distribute – don't print and ship more than you need. Source environmentally friendly promotional handouts or gifts.
- (2) Plan special design stands / features, etc. in order that these can be prefabricated, then dismantled at the close of the show.

Show period

- (1) Don't distribute material in plastic bags and be selective when handing out material.
- (2) **Distribution of chocolates and candies is strictly prohibited.**
- (3) Eliminate PVC banners and signs, use cotton or paper instead.
- (4) If building a raw space or special design stand, limit the height (4 Mtrs) and construct based on reusable system materials and hired furniture, minimize specially constructed items (counters, display platforms etc.).
- (5) Use non-VOC, water-based paints and glues or linseed oil paints.
- (6) Install CFL or LED lighting, using less energy and lasting longer.
- (7) Use recyclable carpeting, a natural alternative such as cork or recycled rubber matting (or none at all).
- (8) Keep packing materials and containers to a minimum.
- (9) For catering, use recyclable materials for crockery and cutlery or use glass, china that can be washed and reused.
- (10) Use recycling bins for garbage disposal.

Post-show

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

Remember – REDUCE, REUSE, RECYCLE!!!

B10 SECURITY

During the entire exhibition period, although official security guards will be provided by the organisers, exhibitors are responsible for the security of their exhibits, property, and personal effects. Any loss or damage shall be at their own risk. Please note, only the official security agency staff will be allowed to be hired **(for build-up & tear-down days only)** in case any exhibitor wishes to have an independent security for their stand. Kindly fill in **Form F21** & submit to avail of this facility.

India Expo Mart Limited	
Contact Person: Mr. Niraj Kumar	
Mobile : +91 88007 90310	
E-mail: exhibition@indiaexpocentre.com	
Alternate E-mail : operations.executive@indiaexpocentre.com	
Address : Plot No. 25 & 27-29, Knowledge Park 2, Greater Noida – 201 308. (U.P.)	
Tel	: +91 120 232 8011 – 20
Fax	: +91 120 232 8010
Website : www.indiaexpocentre.com	



B11 THE ORGANISERS

For all queries relating to **REI Expo 2026**, please contact the following relevant personnel.

Informa Markets India Pvt. Ltd. 14th Floor, R-Square, Andheri Kurla Road, JB Nagar, Andheri East, Mumbai 400059, India Tel: +91 22 6537 7000	Informa Markets India Pvt. Ltd. 9th Floor, Sood Tower (Rear Portion), Plot no.-25, Barakhamba Road, Connaught Place, New Delhi- 110001, India Tel: +91 11 6926 5800
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Project staff:

For any queries, regarding Stand assignments and / or Stand payments Indian exhibitors please contact.

Mr. Julian Thomas Portfolio Director Mob: +91 99404 59444 E-mail: julian.thomas@informa.com	Mr. Iyer Narayanan Senior Project Director Mob: +91 99673 53437 E-mail: iyer.narayanan@informa.com
Mr. Amitava Sarkar Assistant Project Director Mob: +91 93792 29397 E-mail: amitava.sarkar@informa.com	Mr. Rohit Gupta Deputy Manager Projects Mob: +91 98917 67016 E-mail: rohit.gupta@informa.com

During site operations, please contact sales personnel at the Organiser's office at **India Expo Mart Limited, Greater Noida**, from 19 - 24 October 2026.

For any queries regarding publicity, promotion, advertising, and public relations, please contact **Corporate Communications Department**:

Mr. Pankaj Sharma General Manager – Marketing E-mail: pankaj.sharma@informa.com Mob: +91 99909 62410	Ms. Diksha Singh Sr. Executive – Marketing E-mail: diksha.singh@informa.com Mob: +91 93191 96809
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For any queries regarding move-in / move-out schedule, exhibitor / contractor badges, service badges, on-site operations, please contact;

Mr. Santosh Tiwari Manager - Operations E-mail: santosh.tiwari@informa.com Mobile: +91 76782 29741	Mr. Nagendra Upadhyay Asst. Manager - Operations E-mail: nagendra.upadhyay@informa.com Mobile: +91 90223 49969
Mr. Farhathullah Sr. Executive - Operations E-mail: farhath.ullah@informa.com Mobile: +91 90434 43681	Mr. Rahul Shukla Sr. Executive - Operations E-mail: rahul.shukla@informa.com Mobile: +91 99566 85433

During site operations, please contact operations personnel at **Organiser office / exhibitor service area** located within the halls, at **India Expo Centre, Greater Noida**, from 19 - 24 October 2026.

B12 OFFICIAL STAND CONTRACTORS & ELECTRICAL SERVICE PROVIDER

Access Promotions is the official contractor for **standard shell scheme stands, & furniture supply**. For more furniture details, kindly refer the **Form # F17**:

Access Promotions
Contact Person: Mr. Sanjay Singh / Mr. Bipin Jadhav
Mobile: +91 98928 38646 / 93267 31351
E-mail : sanjay@accesspro.in ; vinodr@accesspro.in
Add: Plot No-1, Khasra No-47/16, New Guru Harkishan Nagar, Nilothi Ext. Nangloi, New Delhi- 110041.

Grade Electricals Pvt. Ltd. is the official agency for **electricity supply**. For more details, kindly refer the **Form # F16** - Power Supply form and contact the following personnel if any queries.

Grade Electricals Pvt. Ltd.
Contact: Mr. Atharva / Mr. Joby Mathew / Mr. Bhushan
Mobile: +91 7506441565 / 7506441584 / 7506441577
Address: Unit No.5, Y. A. Chunawala Ind. Estate, Nr Jacob Bldg. Kondivita Rd, JB Nagar, Andheri (E), Mumbai – 400059
Tel: + 91 22 2836 6241 / 42
Fax: + 91 22 2836 6241
E-mail: exhibition@gradeelectricals.com ; geplexhibition@gmail.com



Think before you print

“Save Trees - Save Earth”

For space only exhibitors needing assistance in design / fabrication of their stand space, the organisers provide options of recommended stand fitting contractors for selection as below.

 **informa markets**

EMPANELLED STAND CONTRACTORS

Informa Markets in India has appointed selected stand design contractors to provide our exhibitors with better stand construction services. The contractors listed below are aware of our stand construction rules and regulations. These contractors may be approached by exhibitors for stand construction.

Empanelment Period: April 2026 – March 2027

BLITZKRAFT EXHIBITIONS Address: 309, Shivsagar Industrial Estate, Kotkar Road, Goregaon (East), Mumbai 400063, Maharashtra Workshops: Mumbai & Greater Noida Website: www.blitzkraft.co.in	Mr. Puneet Mehta Mobile: +91 98208 88189 e-mail: puneet.m@blitzkraft.co.in Mr. Vaishak Shetty Mobile: +91 98194 68862 e-mail: vaishak.s@blitzkraft.co.in WhatsApp: +91 81691 89147
BRAINADZ EXHIBITS Address: Apex Square III, UGF, Plot 6, Pocket B-3, Sector-17, Dwarka, New Delhi 110078 Website: www.brainadzexhibits.com	Mr. Sumit Jaiswal Mobile: +91 88823 51644 e-mail: sumit@brainadzexhibits.com

Empanelment Period: April 2026 – March 2027

CONVERSATIONS MANTRA PVT. LTD.

Address: 18/22, Swagat House, 1st Floor,
WEA, Karol Bagh, New Delhi 110005
Tel: + 91 11 4235 1982

Website: www.conversationsmantra.com

Mr. Lokesh Aggarwal

Mobile: +91 93105 36924

e-mail: lokesh@conversationsmantra.com ;
lokesh.ag@gmail.com

Mr. Rajesh Chandra

Mobile: +91 98188 32323

e-mail: rajesh@conversationsmantra.com

FUTURE ART AND DISPLAY

Delhi Office-302, 2nd Floor, ICICI Bank
Building, Mayur Vihar Phase-02, Delhi 110091
Mumbai Office-Master Ji Compound,
Chiku Wadi, Malvani Church, Malad,
Mumbai 400095, Maharashtra

Website: www.futuredisplay.in

Mr. Tariq Ahmad

Mobile: +91 95609 32203

e-mail: tariq@futuredisplay.in

Ms. Afreen Naaz

Mobile: +91 98104 32203

e-mail: marketing@futuredisplay.in

Empanelment Period: April 2026 – March 2027

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INSTA EXHIBITIONS PVT. LTD.

Address: Plot No 154 H, Sector – 7, IMT
Manesar, Gurgaon – 122050, Haryana.
Tel: +91 124 4758900

Website: www.insta-group.com

Ms. Ritika Tiwari

Mobile: +91 78290 02727

e-mail: cs1@insta-group.com

Ms. Hetal Gada

Mobile: +91 91672 46768

e-mail: enquiry@insta-group.com

INXS CREATIONS PVT. LTD.

Corporate Office: C 39, DDA Shed,
Okhla Industrial Area, Phase 1,
New Delhi 110020
Production Office: Okhla Industrial Area,
Phase 1, New Delhi 110020

Website: www.inxsinternational.com

Mr. Kalim Ahmed

Mobile: +91 99589 82555

e-mail: kalim@inxsinternational.com

Ms. Ramandeep Kaur

Mobile: +91 85879 42392

e-mail: ramandeep@inxsinternational.com

Empanelment Period: April 2026 – March 2027

4

KINGSMEN INDIA PVT. LTD.

Address: B-32 to B-37, Phase-2, Sector-81, Gautam Buddha Nagar – 201305, Delhi NCR

Website: www.kingsmenindia.com

Mr. Rajat Chugh

Mobile: +91 88268 92111

e-mail: rajat@kingsmenindia.com

Ms. Jasmine Bhagria Batra

Mobile: +91 88268 92122

e-mail: jasmine@kingsmenindia.com

Mr. Karann Idnani

Mobile: +91 96501 74859

e-mail: karann@kingsmenindia.com

MATERIALISTIC EXHIBITORS COLLECTION LLP (MEC LLP)

Address: Office No. 20, Irani Building, Prabhadevi, Mumbai 400025, Maharashtra

Website: www.mecindia.co.in

Mr. Manoj Malpani

Mobile: +91 99203 28287

e-mail: manoj.malpani@mecindia.co.in ;

m manojmalpani@gmail.com

Empanelment Period: April 2026 – March 2027

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MESSE INDIA

Delhi(NCR): 5th Floor, DLF Two Horizon Centre, DLF Phase 5, Gurgaon, 122001
Mumbai: Building 4, Nesco IT Park, Western Express Highway, Goregaon (East), Maharashtra, 400063

Website: www.messeindia.com

Ms. Pooja Sachdeva

Mobile: +91 98116 36300

e-mail: india@messeindia.com

PROPSHOP EVENTS AND EXHIBITIONS LTD.

Address: 6, Mori Rd, Opp Navjivan Society, Mahim – Mumbai 400016, Maharashtra.

Website: www.thepropshopindia.com

Ms. Lisa Bhanushali

Mobile: +91 84228 61178

e-mail: lisa@thepropshop.co.in

Empanelment Period: April 2026 – March 2027

6

PROPWOOD PRODUCTIONS PVT. LTD.

Head Office: 1207A, 13th Floor, Iconic Tower,
The Corenthum, Sector 62, Noida, Uttar
Pradesh 201309
Branch office: B-213, Crystal Plaza, Link Road,
Andheri (W), Mumbai 400053, Maharashtra
Website: www.propwood.in

Mr. Gajendra Pal Singh

Mobile: +91 98191 59957
e-mail: gajendra@propwood.in; propwooddelhi@gmail.com

Ms. Mamta Joshi

Mobile: +91 93726 04624
e-mail: admjn@propwood.in; propwoodmumbai@gmail.com

WE DO CREATIVE SOLUTIONS

Address: 25/6, Chotti Sabji Mandi, Janakpuri,
New Delhi - 110058
Website: www.wedocreations.com

Mr. Manish Kashyap

Mobile: +91 93137 28702
e-mail: manish@wedocreations.com

Mr. Anuj Prajapati

Mobile: +91 8928895318
e-mail: anuj@wedocreations.com

Empanelment Period: April 2026 – March 2027

7

WHITESHARK ENTERTAINMENT PVT. LTD.

Address: 5-G, Third Floor, Dada Jungi House
Lane, Shahpur Jat, New Delhi 110049
Website: www.whiteshark.in

Mr. Sumbhav Dewan

Mobile: +91 92121 57735 / +91 98186 60333
e-mail: sumbhav@whiteshark.in ;
Sambhav.dewan@gmail.com

YM EVENTS PVT. LTD.

Address: Office No 107, Techno IT Park,
Borivali West, Mumbai 400091,
Maharashtra
Website: www.youngmirchies.com

Mrs. Pooja Rakheja

Mobile: +91 99877 82526 / +91 92242 95721
e-mail: pooja@youngmirchies.com

Empanelment Period: April 2026 – March 2027

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- ● “Stands below 27 m2 will be compulsory shell scheme. Alterations will not be allowed and modifications can be done using shell scheme elements, Better Stands & graphics / posters. Woodwork or wooden flooring is strictly not allowed.”

To know more about Better Stands, click here

[Better Stands](#)

B13 OFFICIAL FORWARDING AGENT - (MANUAL ENCLOSED)

R. E. ROGERS INDIA PVT. LTD. is the official forwarding and customs liaison agent. Shipment schedules, documentation and related matters should be handled directly between the official freight forwarder and exhibitors. For full information please contact them directly at:

R. E. Rogers India Pvt. Ltd.	
Contact: Mr. Damodar Shenoy / Mr. Dinesh Tambe	Contact: Mr. Puneet Sekhri / Mr. Yogesh Thakur / Mr. Girish Upadhyay
Mobile: + 91 99201 08787 / 99209 15375	Mobile: +91 9810553944 / 9717119475 / 8278727059
E-mail : damodar@rogersworldwideindia.com / dinesht@rogersworldwideindia.com	E-mail : puneet@rogersworldwideindia.com / yogesh@rogersworldwideindia.com / girish@rogersworldwideindia.com
Mumbai Office :510 / 511, Midas, Sahar Plaza Complex, M. V. Road, Andheri (E), Mumbai – 400 059.	Delhi Office :1, Commercial Complex, Pocket H & J, Sarita Vihar, New Delhi – 110 076
Tel : + 91 22 2820 3845	Tel : + 91 11 2694 9801 / 02/ 5898
Fax : + 91 22 2820 8942	Fax : + 91 11 2694 9803 / 5900
Website: www.rogersworldwideindia.com	

Exhibitors are advised to note the shipment deadline. All promotional materials, printed matter, video and slides must be passed in advance to the official freight forwarding agent for presentation to the Indian Customs for approval.

Deliveries

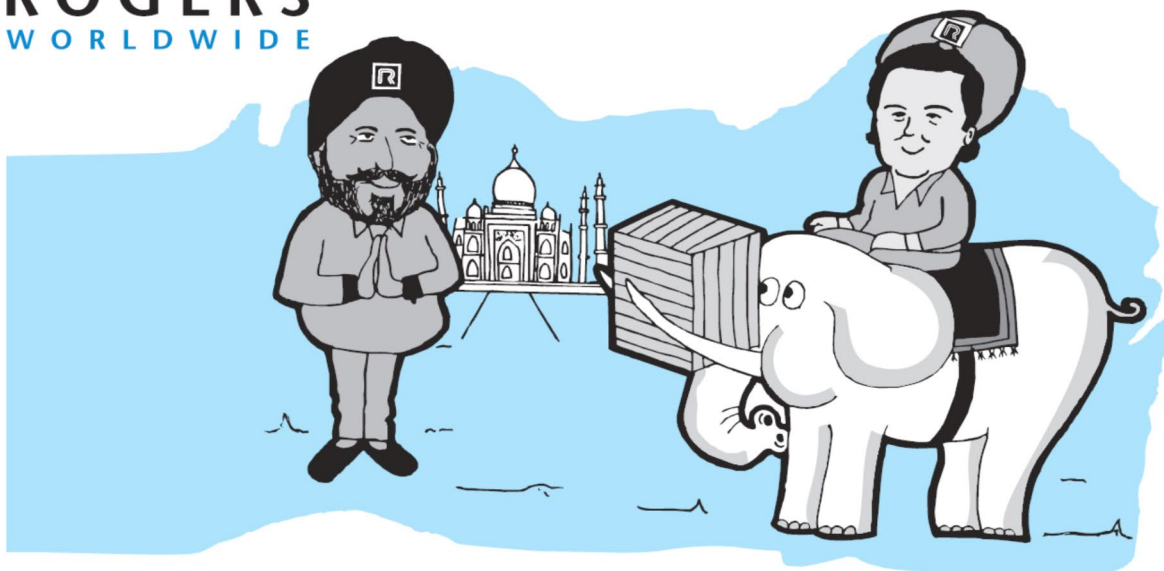
Exhibitors must arrange for an authorised representative to be present at the stand to receive the exhibits. Neither the Organiser nor the Official Freight Forwarder will be held responsible for any subsequent security of such items if no one is present at the respective stand to receive the delivery.



ROGERS
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**AEO-LO
ACCREDITED**

**A package
to India**



R.E. Rogers India was incorporated in 1986 with a vision of handling exhibition cargo in India and abroad.

Since inception, we are the market leaders in this growing and complex industry- providing services to organizers, venues, governments, trade associations, exhibitors and event managers globally. In recent years, we have also expanded into areas as defence, sports and entertainment events.

Having our own infrastructure in all the major hubs of the country, we also have all relevant accreditations of quality, environment and health / safety.

In addition, we play a very prominent role in the national / global fraternity as leading members of various key associations.

R.E. ROGERS INDIA PVT. LTD.

ISO 9001 : 2015, ISO 14001 : 2015, ISO 20121 : 2012, OHSAS 18001 : 2007

Head Office :

1, Commercial Complex, Pocket H & J, Sarita Vihar, New Delhi-110076 (India)

Tel: 91-11-2694 9801/9802; Fax: 91-11-2694 9803

Mail: rerid@rogersworldwideindia.com; Web: www.rogersworldwideindia.com

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B14 OFFICIAL TRAVEL AGENT (Hotel Reservations) – Form F22

LGT Global Hospitality Limited has been appointed as the official travel agent for **REI Expo 2026**. To make your hotel reservations or other travel requirements, please contact:



Pravin Bhardwaj
 Director – Business Development
LGT Business Connexions Ltd
 +91 96500 28677
 +91 96500 53553
 pravinbhardwaj@lgt holidays.com
 www.lgtholidays.com
 Suite 104, D-84, VDS Building, Sector 2,
 Noida, Delhi/NCR, 201301
 Uttar Pradesh.

Chennai | Bangalore | Cochin | Hyderabad | Mumbai | Trivandrum | Vijayawada








B15 INDEPENDENT TECHNICAL ADVISOR (All Bare / Raw Space Stands)

Bluelemon Safety and Training Ltd. is the appointed independent technical advisor for all Raw space Stands and exhibitors must submit their Stand designs via form **F11 – Stand Design Approval** along with **F11a, F12, F13, F14** and get the Stand plans approved by **Bluelemon Safety and Training Ltd.** and a “**Permission to Build**” obtained before contractors proceed with their work on-site. Please contact **Mr. Sandeep** at rei.plans@blue-lemon.net Tel - +91 79960 00228.

It is the responsibility of every exhibitor whose Stand includes the construction of a mezzanine structure (applicable for 72m² and above Stands), to obtain and submit a “**Certificate of Stability and Safety**” from **Government Licensed Structural Engineers** to Bluelemon Safety and Training Ltd. before taking possession of their Stand space, failing which the possession of their Stand space will not be given by the Organisers.

NOTE: Please make a note that the stand design approved by organisers appointed independent technical advisor (**Bluelemon Safety and Training Ltd.**) is a conclusive proof of the fact that the stand design is in conformity of the pre-set stand construction parameters set by the Organisers, but does not certify the stability and safety of the structure, which has to be certified by the Government licensed structural engineers – to be appointed by the Exhibitor / contractor. Therefore, no claim can be made against / entertained by the Organisers, when any onsite accident takes place on account of non-stability of the structure or non-adherence of the safety norms (notified by the organisers) while constructing or occupying the stand.

B16 SALE OF PRODUCTS BROUGHT FOR EXHIBITION PURPOSE - DOMESTIC AND INTERNATIONAL GOODS

The organiser understands that in many cases the exhibitors prefer to sell exhibits instead of transporting it back to their organisation. Kindly make a note that this Exhibition is a B2B Event wherein no sale or purchase of goods is allowed. If despite of this clarity, any sale or purchase is carried out (during the Event period) by the exhibitors then they will be under an obligation to indemnify the Organisers if any statutory authority initiates any enquiry/ levies fine or penalty or cost upon the organisers.

As a **statutory requirement and procedure** all the exhibitors from other states who are bringing their goods into Greater Noida (UP) for exhibition purposes are required to generate Eway bill (Road Permit) (www.ewaybillgst.gov.in), while entering Greater Noida-UP, and utilize it while leaving UP.

B17 EXHIBITION HALL SPECIFICATIONS

Halls	Ceiling Height	Door opening	Floor loading (Max.)	Floor type
2, 4	5.3 mtr.	5.7m (h) x 7m (w)	750 Kgs / sq. mtr.	Concrete
6, 8	5.3 mtr.	5.7m (h) x 7m (w)	500 Kgs / sq. mtr.	Concrete
9, 10, 11, 12, 14, 15, 16 & 17	9 mtr.	8m (h) x 7m (w)	30,000 Kgs / sq. mtr.	Concrete

For Halls 4, 6 & 8 the materials need to be taken via lift. PFB the dimensions for the lifts to Halls 4, 6 & 8 (All sizes are in feet):

Hall freight lift no - 9 & 10	Lift wall height - 8'3"	Lift wall length - 11'5"	Lift Door length - 5'11"	Lift Door height - 7'8"
----------------------------------	-------------------------	-----------------------------	-----------------------------	----------------------------

PS: Other lift dimensions too are same as above.

Please note that serving and consumption of alcoholic beverages and liquor is strictly not permitted inside the entire exhibition complex as per the local Government rules. Cooking and distribution of food inside the halls and venue is strictly prohibited.

1. Hall Structures

Exhibitors are strictly not allowed to use the existing structures of the halls in any manner. The operable walls and ceiling shall not have anything attached to, leaned against nor hung from. **Drilling is not permitted on the venue floor for any reason whatsoever. (Mezzanine stand exhibitors please note).** In case of any violation being observed by the Organisers, appropriate penalty will be levied at organisers sole discretion.

2. Floor covering

In accordance to the organisers' build-up schedule, **exhibitors doing their own stand construction should arrange** the following:

- Carpet and back wall coverings to be installed latest by 12:00 hrs on 21st October 2026.**
- All carpet and floor coverings must be affixed only with double-sided tape. These tapes are to be removed during the dismantling period. The use of paint or glue on the floor of the exhibition hall is strictly forbidden. Failure to comply with these regulations may result in the delay of installation of electricals and equipment move-in due to which any consequential costs incurred will be charged to the exhibitor.
- Please, refer **layout limitations & safety measures** mentioned in **Rules & regulations of exhibitor manual**, to avoid inconvenience to other adjoining exhibitors.
- Back support wall has to be independent, and no support should be taken from other adjoining walls of the hall or from walls of exhibitors adjoining your stand.

3. Observance of rules and regulations

Exhibitors are responsible and liable for their contractors' observance of all rules and regulations set by the organisers from time to time.

4. Dangerous Material

- No temporary gas or welding appliances may be used in the exhibition halls.**
- Neon lights need prior approval from the organisers before installation.
- No explosives, petrol, dangerous gas or highly inflammable substances are allowed in the halls.**
- No radioactive materials are to be used.**

5. Damage to stand structure and exhibition premises

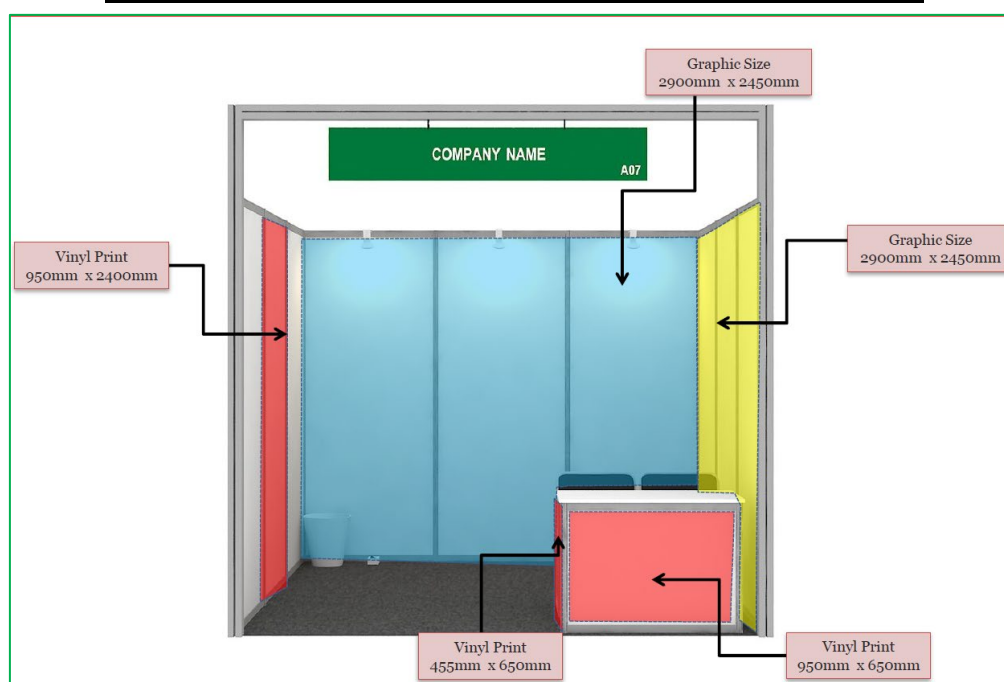
No person under any circumstances shall cut into or through the floor covering or walls, nor alter any stand service except if authorised in writing by the organisers. Any such damage to the venue premises / stand structure will be invoiced to the exhibitor.

Note: **Hazardous, toxic materials are strictly prohibited inside the halls. Equipment emitting smoke and noxious fumes will not be allowed inside the halls. Smoking, spitting & cooking is strictly prohibited inside the halls and the venue.**

B18 SHELL SCHEME SPECIFICATIONS

Shell Scheme: Stands are provided in cubicles of a pre-fabricated system (Octanorm), made of aluminium hardware profiles & laminated ply partitions with standard accessories. **Stands below 27 m2 will be compulsory shell scheme.** **Alterations will not be allowed and modifications can be done using shell scheme elements, Better Stands & graphics / posters. Woodwork or wooden flooring is strictly not allowed.** **Stand installations not complying with the most recent plan approved by the independent technical advisor (Bluelemon Safety and Training Ltd.) will not be permitted to be built. The organisers will check all stand installations and will reject those that do not conform to the approved stand design.**

Sketch of 9m² standard shell scheme stand with specifications



Specifications of basic elements provided in standard 9m² Standard Shell Scheme Stand

- Synthetic needle punched carpet (inside the Stand area - color as decided by the Organiser's)
- White laminated wooden system (Panels) partitions of 2.5mts height with Vinyl's sizes on all panels. (max. 3 sides)
- 1 Prefab System Table
- 2 Chairs (Folding / PVC type)
- 1 Waste basket
- 3 nos. LED / CFL Spotlights
- 1 Socket point – 5 / 15Amps (with Including 1KW power supply per 9m²)

Basic furniture entitlement for Shell Scheme Stands

Elements	06 - 08 m ²	09 - 17 m ²	18 – 26 m ²	27 - 35 m ²	36 m ² & above
Prefabricated System Table	1	1	2	3	4
Folding / PVC Chairs	2	2	4	6	8
LED / CFL Spotlights	2	3	6	9	12
5/15 Amp Socket (including 1kW power supply per 9m ²)	1	1	2	3	4
Waste basket	1	1	2	3	4

These items are not interchangeable. You may opt for all, or part of the items listed.

Mandatory Guidelines for Shell Scheme Stand Exhibitors

All shell scheme stand exhibitors must comply with the following regulations. Non-compliance may result in penalties, removal of unauthorized items, or additional charges.

Stand Modification Policy

Size Restrictions

- Shell scheme stands below 27 m² are strictly not eligible for any modifications or amendments.

Height Regulations

- Standard shell scheme stands are 2.5 meters high.
- Stands may only be modified to a maximum height of 3.5 meters using shell scheme elements and pop-up displays exclusively.
- Any modifications beyond these specifications are prohibited.

Strictly Prohibited Actions

The following actions are strictly forbidden and will result in penalties and/or charges for damages:

- Spraying, gluing, or applying silicone on stand panels is not permitted.
- Painting, spray-painting, or writing on stand panels is strictly prohibited.
- Drilling, nailing, perforating, tacking, stapling, or causing any damage to stand panels or any parts of the standard shell scheme stand is not allowed.

Mandatory Procedures

Affixing Exhibits or Signage

- Exhibitors must contact the operations staff of the official shell scheme agency before affixing any exhibits or signage to stand panels.
- Unauthorized affixing will result in removal and potential charges.

Multiple Stand Configurations

- Partitions between multiple stands will not be provided unless specifically requested in advance.

Fascia/Name Panel

- Display materials or logos must not be fixed to the shell scheme fascia/name panel under any circumstances.

Furniture and Lighting

- Outside vendors are strictly prohibited from adding furniture or light fittings inside shell scheme stands.
- The organiser reserves the right to immediately remove any unauthorized additions without prior notice, and exhibitors will be liable for removal costs.

Enforcement

All exhibitors must adhere to these regulations. Failure to comply will result in:

- Immediate removal of unauthorized items
- Charges for damages or repairs
- Potential penalties as determined by the organiser

For any required modifications or additions, exhibitors must contact the operations staff of the official shell scheme agency prior to implementation.

Note:

- *Stands below 27 m² will be compulsory shell scheme. Alterations will not be allowed and modifications can be done using shell scheme elements, Better Stands & graphics / posters. Woodwork or wooden flooring is strictly not allowed.* Stand installations not complying with the most recent plan approved by the independent technical advisor (Bluelemon Safety and Training Ltd.) will not be permitted to be built. The organisers will check all stand installations and will reject those that do not conform to the approved stand design.
- In case of violation of the above rules, the official shell scheme stand agency will be obliged to request payment from exhibitor for any damage caused at the rate of INR 5,000.00 per panel.
- **Any onsite change / addition (within character limitations) in fascia name will be charged @ INR 5000/- per request**

Electrical:

The official shell scheme stand contractor will only provide the basic electric supply (1KW for each standard shell scheme stand of 9m² and in multiples thereof only). For additional power requirements beyond the allocated provision, please refer to **Form-F16** in the exhibitors' manual to order the same.

Heat emitting light fittings such as Halogen fittings and incandescent bulbs should not be used for stand lighting neither by official service provider & nor by any third-party contractors. Only LED Lights of not more than 100 Watts may be used for Shell scheme and bare space stalls.

B19 OTHER INFORMATION

Distribution of Material / Canvassing

It is strictly prohibited for Exhibitors (including its representatives, staff members, agents and contractors working on behalf of Exhibitors) to display or distribute any of their material (in any form) from any other areas other than within the boundary of their stand. This restriction also includes the gangways surrounding their stand. The organisers reserve the right to remove at the exhibitor's expense any exhibits or publicity material not produced by the exhibitor or its associated companies or which are not as specified on the application /booking form.

Stand space and exhibits

- a) The exhibitor must occupy the space allocated to them during schedules specified above. In the event the exhibitor fails to do so, they shall be deemed to have cancelled their stand space booking and the organiser will be free to deal with such stand space as per its sole discretion.
- b) The exhibitor acknowledges that they shall only be entitled to use contractors other than the official stand contractors appointed by the organiser (or where the organisers have provided a walk-on package) to build their own stand, with the prior written consent of the organisers.
- c) Full details of any walk-on package provided by the organiser will be provided on request. **Plans for specially built stands or displays, other than those constructed from any such walk-on package, must be submitted by the exhibitor to the organisers for approval before construction is ordered.**
- d) If in the opinion of the organisers, the exhibitor's stand or display extends beyond their allocated space, the organisers may at its sole discretion charge the exhibitor for the extra space so occupied at the prevailing rate and levy additional penalty as appropriate or may ask to reinstate the stand as per the original space contracted.
- e) The exhibitor shall be entitled to exhibit only those products / matters specified on the contract / Booking form.
- f) **The exhibitor is not allowed to build up their exhibits in a manner which would in the opinion of the organisers obstruct the light or impede the view along the open spaces or gangways of the exhibition or cause inconvenience to or otherwise affect the displays of any other exhibitor,** failure to adhere to the stand building guidelines will attract penalty as per Organisers' sole discretion.
- g) **No acceptance by the organisers of the exhibitor's contract / booking form or allocation of the exhibitor's name to any particular part of any exhibition floor plan or stand number will constitute any agreement, warranty or representation by the organisers that the exhibitor is entitled to exhibit at the exhibition in such particular location. The organisers reserve the right without being required to give notice to the exhibitor to alter the layout or exhibition floor plan or position of any stand at any time. The decision of the Organisers will be final and binding upon the exhibitor.**
- h) The organisers and any other person either authorized by the organisers or having an interest in the premises, shall without notice be entitled to access at all reasonable times before, during and after the exhibition, the exhibitor's stand and for this purpose the organisers or any such person shall be entitled to use such force as may be necessary without incurring any liability whatsoever to the exhibitor.
- i) Should any dispute arise as to the stand space allocation, the extent of any extra stand space deemed by the organiser to be occupied by the exhibitor beyond that allocated or as to the exhibitor's right to display any exhibits, the decision of the organisers shall be binding.
- j) The exhibitor shall keep the stand space occupied by them and the common areas around it neat and clean at all times without any hindrance to any movement.
- k) **The exhibitor shall ensure that all necessary approvals and licenses for their exhibits have been obtained before the Event commencement date and are maintained through-out the Event period. The exhibitor will be under an obligation to produce copy of such approvals to the Organisers, as and when demanded.**
- l) No exhibit will be allowed into or out of the exhibition centre without an official delivery order / gate pass or clearance document. The exhibitor shall at their own cost, make arrangements for transportation of exhibits to and from the exhibition centre (including, without limitation, arranging for all necessary customs clearances) and for storage of exhibits and packaging materials.

- m) Display of any working or moving exhibits must have the prior written approval of the organisers. Precautionary measures such as the provision of guards or other means of protection must be taken by the exhibitor to protect the public from such moving or working exhibits. Moving or working exhibits shall only be demonstrated or operated by persons authorized by the exhibitor and shall not be left running in the absence of such persons.
- n) **At such time after the close of the exhibition as the organisers may specify, or on sooner termination of this contract, all exhibits shall be removed and cleared from the exhibition space and vacant possession of the exhibition space shall be handed over to the organisers in as good and clean order and condition as it was when initially licensed to the exhibitor, failing which appropriate penalty amount will be imposed as per the discretion of Organisers.**
- o) **Advertising literature should be distributed from the exhibitor's own Stand(s) only. No business activity shall be conducted by the exhibitor and / or his staff outside the allocated Stand area. No advertising or canvassing for business may take place anywhere else in the exhibition hall.**
- p) The organisers reserve the right to remove at the exhibitor's expense any exhibits or publicity material not produced by the exhibitor or its associated companies or which are not as specified on the application form.
- q) Any material / equipment / exhibit remaining after the last day designated by the organisers to be removed, may be sold or otherwise be disposed by the organisers at the exhibitor's expense. **No material / equipment / exhibit may be removed from the exhibition before the exhibition ends.**
- r) All exhibits should be displayed within the space allocated only and any alteration thereof would attract penalty or cancellation of Stand without notice.
- s) Exhibits must be within the defined scope of the exhibition. The exhibitor shall not display on his stand any products which fall into classes other than those described on the application / booking form for space, and / or the sales brochure, unless prior consent has been given in writing by the organisers.
- t) In cases where the exhibitor wishes to use borrowed equipment on their stand to demonstrate their own products, the display of the name of the firm lending the equipment is not permitted, unless that firm is also exhibiting, in which case acknowledgment cards may be displayed.
- u) An exhibitor who is either associated with or is a selling agent for another firm(s), and who wishes to exhibit the products of another firm(s), must state at the time of making application for space the name of the firm(s) to be represented at the exhibition, and undertake to confine the exhibit(s) to the goods of such firm(s).
- v) **Allotment of stands by the organisers shall not imply that they accept the proposed exhibits, and the exhibitor must satisfy himself that his exhibits comply with the regulations. The organisers reserve the right to exclude, and / or require to be removed, any exhibit which, in their reasonable opinion, is not within the scope of the exhibition, or is not suitable for the site allocated to the exhibitor. The decision of the organisers as to the eligibility of exhibits will be absolutely final and binding.**

Photography and videography

All unauthorised filming, sound recording and photography of the Event, and all unauthorised transmission of audio or visual material at the Event, by the exhibitor and/or its Personnel is expressly prohibited. The Exhibitor and/or its Personnel agree: (i) to surrender to Organiser or destroy on demand any material in whatever media recorded in violation of this Condition and (ii) that the copyright and other Intellectual Property Rights in any such material shall vest in Organiser unconditionally and immediately on the creation of such material.

National & International pavilions

Organisers of group pavilions and national / international pavilions are responsible for ensuring that all exhibitors on their stand are fully aware of and agree to abide by the rules and regulations as laid down by the organisers.

Visa Applications

All foreigners must obtain an entry visa before proceeding to India and for a visa application all exhibitors are required to have an Invitation Letter from the Organisers. Upon receipt of exhibitor's completed visa application (Please refer to **Form F10**), the organisers will forward the Invitation Letter to your company by e-mail or courier within 7 days.

The Exhibitor is solely responsible for obtaining passports, visas and other necessary documentation for entry into India. If Exhibitor and/or its Personnel cannot attend the Event due to a failure to obtain such documentation, the Fees shall remain due and payable in full.

Custom Formalities

The exhibition area is not a duty-free zone. Exhibits arriving at **India Expo Centre, Greater Noida** are therefore subject to normal customs procedure. Please contact the official freight forwarder (**refer pages 22**) for more details.

Credit Cards

Small hotels, shops and restaurants only accept cash. You are therefore advised not to rely entirely on credit cards for your daily expenses. Only major hotels and grade I restaurants accept credit cards - MasterCard, Visa Card and American Express are most accepted in India.

Cab services

You can use OLA (<https://www.olacabs.com/>) / UBER (<https://m.uber.com/>) Cab App to book a cab through your cell phone



Medical

Please bring with you any prescribed drugs you may need since these might not be available in India.

No Smoking / Spitting

Smoking is prohibited within the exhibition halls & toilets. The exhibitor shall be held responsible for any damage or loss caused by smoking in the exhibition area.

Weather

The October temperature in Greater Noida, India is normally around 33° / 19° °C.

Arrival Formalities

Health declaration (if applicable), entry card and the Customs Declaration forms are normally presented to you by the aircrew before landing. If you are hand carrying exhibit items or publicity literature, please declare these at Customs. Should difficulties of clearance arise, please contact the official freight forwarder.

General Regulations

- (1) The control of the exhibition is vested, at all times, in the organisers whose decision is final and binding on all exhibitors and contractors.
- (2) Exhibitors shall be bound by the conditions, rules and regulations set forth in the contract and any changes must be made in writing and signed by the organisers, who shall have full power to interpret and to make or amend these rules provided that such amendments and additions do not operate to diminish the rights

reserved for the exhibitor under this application, and shall not operate to increase liabilities of its organisers or sponsors.

- (3) The organisers shall have the right, without appeal, to resolve all cases not provided in the regulations in this manual.
- (4) Exhibitors agree to observe by all regulations contained in these manual and further amendments and addendum where required by signing the Application / Booking Form with the organisers.

Control & Use of Exhibition Stands

- (1) Exhibitors' stands are provided for the sole purpose of displaying products and items.
- (2) All displays shall not obstruct the view of adjoining exhibits nor be operated in any manner objectionable to other exhibitors. The organisers reserve the right to remove or modify any exhibits whose fittings or operations are considered, under the regulations, unsuitable, noisy, obnoxious, objectionable or dangerous to the exhibition, the visitors or neighbouring exhibitors. All costs incurred for the removal of such exhibits shall be claimed from the exhibitor.
- (3) The volume of any performance should be controlled properly so as not to disturb the other exhibitors.
- (4) Access to stands must be provided at all times for officers of the official safety services, venue authorities and other Government authorities concerned for inspection purposes.

Sound Levels

The limitations of noise levels at the venues must be in accordance with the Organisers instructions as mentioned in the Exhibitor Manual. Limitations exist on the level of noise that can be emitted from the stand and persons not meeting these requirements may be subject to a fine being levied by the Organiser. Reasonable noise levels are considered as follows:

A maximum of 60dB

Sound levels will be monitored by the Organiser & Venue and where these exceed the acceptable levels the contractor / exhibitor must comply by lowering the sounds levels.

Official Agencies / Contractors

The organisers have appointed official agencies / contractors for various services to ensure a more efficient and regulated build-up and dismantling. Please refer to the list of official contractors on **pages 18 to 22** onwards for more details. Unless otherwise stated.

- a) **Exhibitors are required to return all the completed forms to the relevant official contractors / organisers, before the mentioned deadlines, otherwise on-site services may not be guaranteed.**
- b) The services of official contractors are for the convenience of exhibitors, and the organisers will accept no liability in respect of any contract between exhibitors and such contractors for the negligence or default of any such persons, their workforce and agents.
- c) Organisers will not be held responsible for any issues / disputes arising out of any agencies / contractors' services if the respective exhibitors have not shared its requirement list / requisition with the contractors, on or before the set deadlines.
- d) **Where mechanical handling of exhibits within the exhibition halls is required, only the official freight forwarding agency will be allowed to handle such exhibits.**
- e) **Internet- Exhibitors who require dedicated hi-speed internet connection can contact the service provider - apply through service form for placing order latest by 30th September 2026.**

For more details regarding Internet & Wi-Fi, please contact:

India Exposition Mart Ltd. – Internet	
Contact Person:	Mr. Charan Singh
Mobile :	+91 92891 37552
E-mail :	it1@indiaexpocentre.com
Plot No. 25 & 27-29, Knowledge Park 2, Greater Noida – 201 308. (U.P.)	
Tel :	+91 120 232 8011 – 20
Fax :	+91 120 232 8010
Website :	www.indiaexpocentre.com

Parking for exhibitors

Exhibitors' personal vehicles can be parked only at the **India Expo Centre Parking area**, which is located close to the **Exhibition Halls, from 22nd – 24th October 2026**, subject to availability of parking space and on a first come first serve basis. Any vehicle found within the exhibition venue **(other than in the designated parking area)** may be towed away, as per the venue regulations.

Exhibitor Service Area

In order to facilitate the exhibitors and provide hands-on service, the organisers will operate an exhibitor service area from **19th October 2026** inside the halls. Exhibitors having any query or requiring any assistance may contact their respective zone / hall manager, before, during or after closure of the exhibition up to **24th October 2026**.



Think before you print

Stand Construction and Management



- C1** Contractor Insurance
- C2** Stand Height Limits
- C3** Stand Design Drawings and Approval
- C4** Electrical Distribution Box
- C5** Charges and Passes
- C6** On-site Registration Procedure for Stand Contractors
- C7** Working Hours & Overtime Charges
- C8** Personal Protective Equipment (PPE)
- C9** Gangways
- C10** Stand Construction
- C11** Rear Surfaces of Stands
- C12** Storage
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- C14** Electrical Installation
- C15** Painting
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- C17** Move-out, Dismantling and Cleaning
- C18** No Smoking
- C19** Floor Loading
- C20** Catering and Flowers
- C21** Ceiling Hanging Points
- C22** Working Areas

C. Stand Construction and Management

When an exhibitor appoints an outside contractor to build their stand or an exhibitor builds their stand by themselves (if an exhibitor is building their own stand, they are considered as an outside contractor during the move-in/move-out period), both the exhibitor and contractor must fully understand following information and regulations. Exhibitors and contractors are expected to comply with any building regulations, all government rules and regulations, and regulations laid down by the organisers.

Space Only stand bookings will be allocated floor space ONLY. It is the responsibility of the Exhibitor to build and furnish the stand space.

Should you need to appoint a contractor to construct your stand, please refer to our Recommended Space only stand designing contractors at the end of section B12.

PRE-FABRICATED STRUCTURE DETAILS:

- A prefabricated stand/stand is one which arrives at the event in component pieces ready to put together, reducing the need for construction work onsite.
- The use of 'other' raw materials to construct core structural elements i.e. walls, archways, fascia, flooring, counters etc. will be strictly prohibited onsite.
- At the end of the event, the stand/stand is dismantled back into pieces and transported back to store for reuse in another exhibition.
- All core elements, i.e. walls, archways, flooring, fascia, counters etc. must be constructed in advance and transported onsite.
- The stand/stand structure must be ready to assemble onsite.
- Final adjustments to prefabricated pieces for fitting purposes is allowed.
- Flooring must be cut to sizes before coming onsite.
- Final coat of acceptable painting for repair purposes only subject to organisers approval.

C1 CONTRACTOR INSURANCE

It is important to note that contractors must have their own insurance coverage in place. Please refer to **Form F11 & F14** which must be completed and submitted by the exhibitor and contractor before the deadline.

C2 STAND HEIGHT LIMITS

- The maximum height of construction is 4 metres for raw space Stand including mezzanine level (applicable to Stand 72 m² and above, maximum area of which is 50% of the Stand area contracted).
- Shell scheme Stands are 2.5m high and can be modified to 3.5 metres with using shell scheme elements only.
- Common wall height between 2 Stands can go up to 2.5 meters high only.

C3 STAND DESIGN DRAWINGS & APPROVAL

Stands below 27 m² will be compulsory shell scheme. Alterations will not be allowed and modifications can be done using shell scheme elements, Better Stands & graphics / posters. Woodwork or wooden flooring is strictly not allowed.

Stand installations not complying with the most recent plan approved by the independent technical advisor (Bluelemon Safety and Training Ltd.) will not be permitted to be built. The organisers will check all stand installations and will reject those that do not conform to the approved stand design.

Bare Space Stands

When Exhibitors sign an Exhibition Booking Form, they agree to abide by all the General Terms and Conditions and those set out in this Manual, and to ensure that their Contractors abide by them. In order to avoid any dispute, you must submit the layout of your stand via **Form F11** to the Independent Technical Advisor – **Bluelemon Safety and Training Ltd. - Mr. Sandeep** at rei.plans@blue-lemon.net Tel - +91 7996000228 for review and approval. All design proposals must conform to all statutory requirements and those set out in this Manual and must include the following:

- Plan view, showing clearly all dimensions, walling and major exhibits.
- Elevation views, showing clearly all dimensions, graphics, etc.
- Structural calculations / drawings proving structural stability, weight loadings, etc.
- Details of materials and fire protection.

All design proposals should be in a recognised scale not less than 1:50. **All plans are to be submitted, via form F11 - Stand Design Approval, before 22nd September 2026**, in either .pdf or .jpeg formats only to: **Mr. Sandeep** at rei.plans@blue-lemon.net Tel - +91 7996000228.

Failure to submit the stand design for approval before the stipulated deadline of 22nd September 2026, will attract a penalty charge of INR. 25,000/- per design, per stand, for special or late scrutiny.

Any modifications to the stand design must be submitted for approval again. *Stands below 27 m2 will be compulsory shell scheme. Alterations will not be allowed, and modifications can be done using shell scheme elements, Better Stands & graphics / posters. Woodwork or wooden flooring is strictly not allowed.*

Stand installations not complying with the most recent plan approved by the independent technical advisor (appointed by the Organisers) will not be permitted to be built. The organisers will check all stand installations and will reject those that do not conform to the approved stand design.

All Bare space Stands exhibitors must get their Stand plans approved by Independent Technical Advisor (Bluelemon Safety and Training Ltd.) appointed by Organiser and obtain "Permission to Build" certificate before contractors proceed with their construction work on site.

The design of the stand must be such that it can be safely erected and dismantled within the move-in / move-out time available.

- (1) **A copy of Insurance – Form F14, Contractor Risk Check – Form F12, Method Statement – Form F13 must also be submitted to obtain the stand approvals.**
- (2) **Structural plans shall be stamped by the organisers if approved; no building may commence without this approval.**
- (3) **The Independent Technical Advisors can be contacted at Mr. Sandeep at rei.plans@blue-lemon.net Tel - +91 7996000228.**

Double-deck Stands

- (4) **Only exhibitors booking an area of 72m² and above are allowed to construct a mezzanine upto a maximum area of 50% of the stand area contracted. Kindly contact the Informa Markets sales team for payments**

related to mezzanine structures.

- (5) Exhibitors with mezzanine structure / construction (applicable for 72m2 & above stands only) are required to obtain & submit "Certificate of Stability and Safety" from Government Licensed Structural Engineers', to Bluelemon Safety and Training Ltd. before taking possession of their stand space, failing which the possession of their stand space will not be given by the organisers & you are advised to initiate your application at least 2 months before the exhibition.
- (6) The maximum height of construction is 4 metres for mezzanine floor stands. In order to ensure the safety of on-site construction in the exhibition centre, all design drawings of mezzanine floor stands (including 3D prospective plan, Full technical stand drawings, Ground plan and Elevations, Structural calculations / Proof and Government approved Engineers Certificate of stability, Confirmation of maximum number of people allowed on upper deck, List of materials and related data) in a recognised scale not less than 1:50, in either .pdf or .dwg formats only must be verified before 30 September 2026 by the Organisers.
- (7) A copy of Insurance – Form F14, Contractor Risk Check – Form F12, Method Statement – Form F13 must also be submitted to obtain the stand approvals.
- (8) Structural plans shall be stamped by the organisers if approved; no building may commence without this approval.

C4 ELECTRICAL DISTRIBUTION BOX

Bare Space Stand contractors can apply for electricity supply from the Electrical Agency before the deadline through **Form F16 - Power Supply**.

Mandatory Electrical Distribution Box (DB)

Please note that all bare space exhibitors/contractors and booths with working machinery are required to provide their own **Electrical Distribution Board (DB)** complete with appropriately rated **Miniature Circuit Breakers (MCBs)**.



The following electrical safety requirements should be complied with:

- Only **one dedicated copper-wire supply circuit** should be connected from the **organiser's provided MCB** to the exhibitor's/contractor's DB.
- The DB should be equipped with a **minimum of three (3) separate MCBs** to provide individual circuit protection for lighting, socket outlets, and equipment loads, as applicable.
- The DB should include a **proper earthing (grounding) connection**.
- **Only copper conductors** should be used for all electrical wiring. The use of aluminium conductors is strictly not permitted.
- All electrical installations must be carried out by qualified electricians and comply with applicable electrical safety standards.
- Extension leads, cables, and distribution boards needs to be BIS certified and free from damage.

Compliance with these requirements is mandatory and will be verified during the **first day of the stand build-up/installation**. Any installation found to be non-compliant will have to be rectified before electrical power is energised.

MANDATORY REQUIREMENTS FOR ALL STANDS



All power must come through a compliant DB with RCD protection.



Proper earthing is mandatory. Earth (Green) connection is essential.



DB box must be lockable and tamper proof.



All circuits must be clearly labelled for easy identification.



No direct connections from the mains. This is **strictly prohibited**.

CABLE REQUIREMENTS FROM OFFICIAL ELECTRICAL SERVICE PROVIDER MAINS TO CONTRACTOR DB

**SINGLE PHASE SUPPLY
(3 CORE CABLE)**



RED - PHASE (L)
BLACK - NEUTRAL (N)
GREEN - EARTH (E)

**THREE PHASE SUPPLY
(5 CORE CABLE)**



RED - R PHASE
YELLOW - Y PHASE
BLUE - B PHASE
BLACK - NEUTRAL (N)
GREEN - EARTH (E)



EARTH (GREEN) IS MANDATORY.
No DB shall be energised without confirmed earth continuity and proper termination.

IMPORTANT SAFETY POINTS



Do not connect directly to the organiser or official supply. Always use your DB.



RCD (30mA) protection is mandatory for human safety.



Do not overload circuits. Distribute load properly across MCBs.



Conduct Megger (Insulation Resistance) test before requesting power connection.



All electrical work must be carried out by qualified and authorised personnel only.



**CRITICAL COMPLIANCE
REQUIREMENT**

No electrical connection shall be energised unless routed through a compliant Distribution Board (DB) with mandatory RCD protection and verified earthing. **Direct connections are strictly prohibited.**

Note:

Final electrical connection from the source MCB to stand contractor's DB to be done by the contractor in the presence of the official electrical service provider only.

Heat emitting light fittings such as Halogen fittings and incandescent bulbs should not be used for Stand lighting neither by official service provider & nor by any third-party contractors. Only LED Lights of not more than 100 Watts may be used for Schell scheme and bare space stalls.

C5 CHARGES AND PASSES

Damage & Performance Bond

(1) A Damage & Performance Bond (Refundable Security deposit) as per below :

Stand Size	Refundable Security Amount
Up to 50 m2	INR 25,000/-
51 m2 – 100 m2	INR 50,000/-
101 m2 – 200 m2	INR 75,000/-
201 m2 – 400 m2	INR 100,000/-
401 m2 & above	INR 200,000/-
72 m2 – 200 m2 with Mezzanine	INR 200,000/-
201 m2 & above with Mezzanine	INR 500,000/-
*Demand Draft Only accepted. No cheque or cash.	
DEMAND DRAFT in favor of "Informa Markets India Pvt. Ltd." Payable @ Mumbai	

A Damage & Performance Bond (Refundable Security deposit) to be paid in Demand Draft Only by the stand contractor

to Organisers in advance or when they register at the exhibition site for stand possession. This will be held against damage to the venue, and / or the disposal of stand construction waste left on-site after the event. Any breach of the organisers / venue's regulations may also cause the deposit to be forfeited.

- It is the individual stand contractor's responsibility to remove all packing and waste materials from the exhibition halls during both move-in and move-out. Garbage & waste materials from stand construction work must not be left over 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 the clearance of the site by the contractors and no damage or garbage being recorded by the exhibition centre management and the organisers.
- Organisers reserve the right to deduct an actual and appropriate amount for damages to the hall structures / venue, made by the exhibitor or their designing & handling agencies' staff during build-up, show days and dismantling time, from the security deposit paid by the contractor.** 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.

Contractor Passes / Wrist Band

Contractor Passes / Wrist band are issued free of charge*. Contractors are required to preserve their set-up day passes / wrist band for use during the dismantling days. No fresh passes / wrist band will be issued for dismantling days.

Please note that the main Contractor has a duty to ensure the health, safety and welfare of his employees, including subcontractors and that the activities being undertaken do not affect the safety of others.

C6 ON-SITE REGISTRATION PROCEDURE FOR STAND CONTRACTORS

It is the responsibility of the Exhibitor and their Contractors to ensure that all personnel working on site, during build-up, show days and breakdown must carry a valid Government issued photo ID with address proof / AADHAR Card or relevant documentation as proof of position in the company.

If anyone is found using fake id or impersonating will be immediately evicted from the venue.

NO GOVERNMENT ISSUED PHOTO ID WITH ADDRESS PROOF / AADHAR CARD = NO ACCESS

For the purpose of stand construction and moving of exhibits and dismantling, badges will be issued by the organisers as per the below table, permitting those approved contractors and their workmen to enter the exhibition halls during the build-up and dismantling periods only. **A limited number of service badges will be issued should a contractor have a valid reason to be present during the exhibition period (e.g. maintenance, remedial purposes, etc.).** Please contact the exhibitor registration counter at the site for these badges to be issued. For security reasons, contractors and their workmen are requested to wear their badges when in the exhibition halls at all times.

Only Prefabricated structures will be permitted for Bare Space stands. (No construction work will be allowed onsite, except for minor fixing & touch-ups).

The badges entitlement for exhibitor's & contractor's is revised as per below table.

	Set up days	Show days
Stand Size	Contractor Badge (new qty)	Service Badge (new qty)
09 – 11 m2	1	1
12 – 17 m2	2	1
18 – 26 m2	8	2
27 – 36 m2	11	3
37 – 54 m2	17	4
55 – 72 m2	22	4
73 – 90 m2	28	5
91 m2 & above	37	6

IMPORTANT NOTE: Service badges to be applied by contractors within the entitlement criteria. Contractors needs to fill Form F-11 and submit their requirement of service badges for show days before the stipulated deadline.

C7 WORKING HOURS & OVERTIME CHARGES

Activity	Date	Timing
Full power load provided to all exhibitors for testing / checking	21 st October 2026	14:00 – 18:00 hrs
Final completion of all stands in all aspects (Bare & Shell)	21st October 2026	12:00 hrs
Exhibition ends & halls closed for visitors	24 th October 2026	18:00 hrs
Power supply to stands switched off	24 th October 2026	18:30 hrs
Dismantling electrical installations	24 th October 2026	18:30 hrs

All the exhibitors and their respective special stand design contractors are requested to complete the stand fabrication work by 12:00 pm of 21st October 2026, 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 03:00 pm of 21st October 2026. Kindly contact the organiser's office on site for further details & procedures.

H&S-Exhibitor Guidelines (which is uploaded in the OEM) is a global guidance to H&S standards, endorsed by us 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.

C8 PERSONAL PROTECTIVE EQUIPMENT (PPE)

The use of personal protective equipment is mandatory where there is a foreseeable risk of a requirement to prevent injury.

It is now mandatory to wear **SAFETY Footwear** (Safety shoes with toe and puncture protection), **Hard Hat (Head Protection)** & **High Visibility Vest** to work in the hall and loading bay during build up and break down periods.

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.



Below are the samples for reference purposes only.

1. SAFETY Footwear - Foot Protection

Steel Toe
Puncture Resistant
Rubber slip and
Oil resistant



Normal Safety Shoes with Toe and Puncture protection

ENTRY WILL NOT BE PERMITTED WITHOUT CLOSED FEET SHOES DURING SETUP DAYS AND TEAR DOWN (DISMANTLING) TO EXHIBITORS & CONTRACTORS.

2. Hard Hat - Head Protection



- **3. High Visibility Clothing (High Visibility Vest) & Harness and safety belts – working at height**



Other PPE includes the following:

- **Mask to cover Nose & Mouth & Dust masks to protect from breathing hazardous or irritable particles**



- **Gloves to protect hands and forearms**



- **Eye protection – Normal dust protection / Welding glasses**



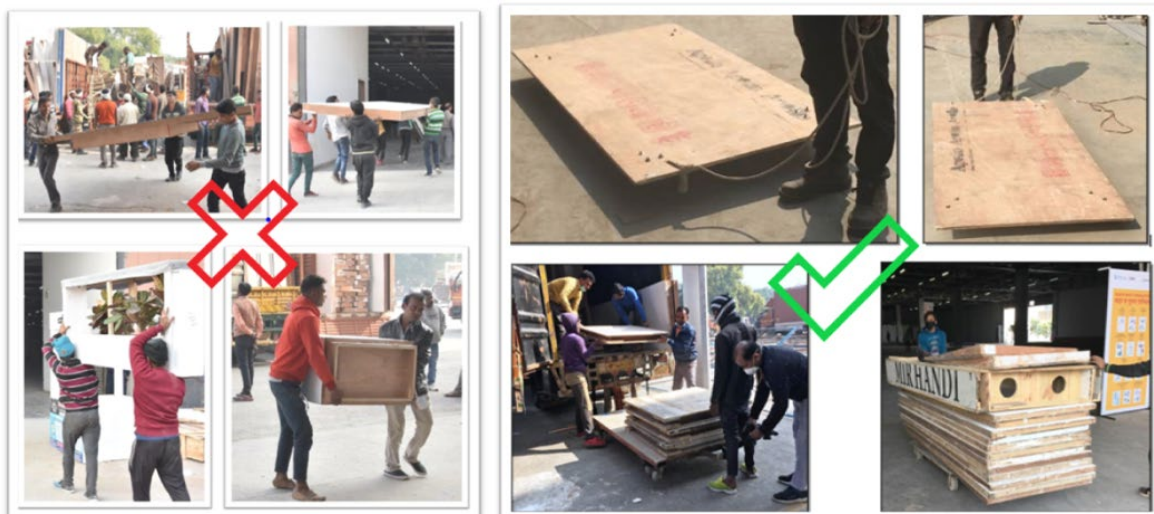
- **Hearing protection**



This is not an exhaustive list of items and the duty to access that the correct type of PPE's applied to a work situation shall be that of the employer. The standard adopted for personal protective equipment is in accordance with British Standards and technical guidelines which apply in full at the venue.

Use of Trolley

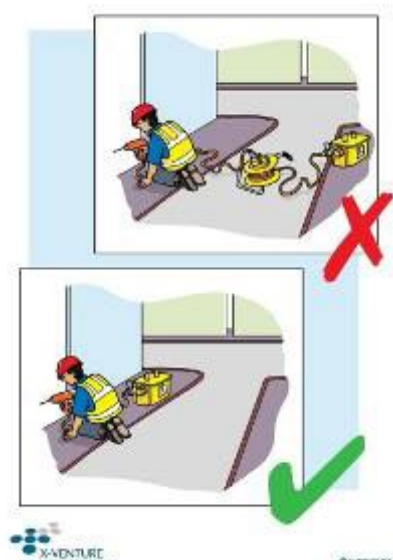
Contractors must carry a flat trolley onsite to manually transport loose stand materials in order to speed up the loading and unloading process at the loading docks. [See the below sample pictures.](#)



Also, we advise you to replace nails with screws for connections. It will be beneficial during the assembling and dismantling of the structure.



C9 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.

C10 STAND CONSTRUCTION

Stand constructions should be carried out only as per approved design from Independent Technical Advisor.

C10.a RULES APPLICABLE FOR SHELL SCHEME STANDS

- a) **Minimum space available for booking shell scheme is 9m².**
- b) **No woodwork will be allowed in the shell scheme stands.**
- c) No painting or pasting of wallpaper on the stand panels is permitted. Exhibitors who desire to have any panel painted or wall papered must inform the official stand fitting contractor in advance for approval & execution of work upon appropriate payment.
- d) No additional fitting or displays are allowed to be attached, nailed, screwed or drilled to the stand structure or fascia board. On violation of this instruction, the exhibitor is liable to be charged by the official contractor for damages caused to the stand.
- e) **The use of inflammable materials for decoration of the stand is prohibited, unless such decorations are treated with fire-retarding substance. Use of heating appliances is strictly prohibited.**
- f) Use of Artificial or dried plants and flowers, Fur & artificial grass carpet are combustible and give off toxic fumes & hence not be used.
- g) **No suspension / cloth banner(s), from hall ceiling or fixtures to the walls, column & floor of the hall(s) or any other part of the building structure is permitted. Exhibitor should only utilize inner part of the stand allotted to them for display.**

- h) Height of all fittings / exhibits should be restricted to 2.5mts. **The rear and side walls should be 2.5mts high. Structures / exhibits (mounted or otherwise) between 2.5mts & 3.5mts in height must be approved by the organisers and placed at a minimum distance of 1mt from all sides within the stand.**
- i) **Stands below 27 m2 will be compulsory shell scheme.** Alterations will not be allowed and modifications can be done using shell scheme elements, Better Stands & graphics / posters. Woodwork or wooden flooring is strictly not allowed.
- j) No financial credit / adjustments will be given by the show organisers / official contractor, for any shell stand items not utilised by the exhibitor.
- k) No POP or display material should be pasted or nailed on the fascia name board provided by official shell stand contractor. **Any violation to this will demand a penalty of INR 2,500 per fascia.**

C10.b RULES APPLICABLE FOR BARE SPACE & SPECIAL DESIGN STANDS

- a) **Only prefabricated structures will be permitted for Bare space stands. (No Construction work will be allowed onsite, except for minor fixing and touch-ups), failure to bring prefabricated structures will attract penalty of INR. 25,000/- per stand.**
- b) Height of all fittings / exhibits should be restricted to 2.5mts. The rear and side walls should be 2.5mts high. **Structures / exhibits (mounted or otherwise) between 2.5mts & 4mts in height must be approved by the organisers and placed at a minimum distance of 1mt from all sides within the stand.**
- c) **For stands with 2 or 3 open sides or island stands**, there shall be no partitions on the open sides. The inside partitions shall also be such that they do not obstruct the view or aesthetics of adjoining stand(s). In case these are found to be obstructive, such partitions shall have to be changed with clear glass / acrylic above a height of 1.2mts.
- d) **Individual stand(s) number(s) as allocated by the organisers should be displayed on the stand in such a manner that it is clearly visible to all visitors.**
- e) No partitions / structures / features shall be placed in such a way / location that it obstructs the aisles or aesthetics of the overall exhibition or view of other stands surrounding it.
- f) **Exhibitors are requested to submit for approval scaled stand layout plan, elevation with dimensions, artist's impression (3D views) clearly showing the walls and major exhibits, structural calculations / drawings proving structural stability weight loadings, etc. and electrical single line drawing to the Independent Technical Advisor Bluelemon Safety and Training Ltd. – Mr. Sandeep at rei.plans@blue-lemon.net Tel - +91 7996000228 on Form F11 within the stipulated deadline.** Clearance / alterations that may be necessary will be intimated within 10 days from the receipt of the designs. **No stand on bare space shall be built without the prior written approval of the Independent Technical Advisor.**
- g) The exhibitors must keep one copy of the approved drawing at the work site at all the times during the show.
- h) In case any pre-fabrication is done by an exhibitor before the approval of the design by the Independent Technical Advisor (**Bluelemon Safety and Training Ltd.**), the exhibitor shall be bound by the changes / modifications advised at the time of approval of the design and will have to change the said pre-fabricated structure or any other feature so as to adhere to the basic design guidelines.
- i) **Approval of stand designs will be at the sole discretion of the organisers (Independent Technical Advisor - Bluelemon Safety and Training Ltd.).**

- j) All stands in the exhibition are recommended, irrespective of height, to have at least half of the open sides (frontage / sides) open or fitted with transparent material to the underside of fascia. **It is advisable to keep at least 30% of the floor area free for smooth movement of visitors ensuring equal access & information to all.**
- k) All the material used in the construction of the stand, features and displays, including signs and fascia's, shall be non-combustible, inherently non-flammable or durably flame proofed.
- l) **WELDING or CUTTING that may be flammable or SAWING is strictly not permitted inside the halls. Use of bamboo ladders, circular saw for cutting and sanding of stand material for painting, is strictly prohibited inside the halls.**
- m) Use of Artificial or dried plants and flowers, Fur & artificial grass carpet are combustible and give off toxic fumes & hence not be used.
- n) **DESIGN AND CONSTRUCTION MUST CONCERN SAFETY FIRST.** Use of proper and strong material or equipment is a definite requirement. **Workmen employed for assembling / dismantling stands should be compulsorily above 18 years of age and skilled / suitably trained in their respective job functions & areas.**
- o) Debris or stain from flammable material (like thinner) must be kept away from the working areas at the end of each working day.
- p) Do not knock, nail nor sharpen on the surface, wall or any part of the building.
- q) No glue, 2-sided foam tape or any material will be allowed to be pasted or stuck on the wall or on any structure of the building.
- r) **Pulling sling or wire rope (hanging of any kind) against any structure of building is strictly prohibited.**
- s) Covering materials laid directly on the floor is prohibited as use of floorboard underneath is required. If necessary, use of 2-sided tape is possible with prior permission from the organisers. If permitted, removal of the tape and polishing of the floor to return it to the same condition as before is required.
- t) **Only exhibitors booking an area of 72m² and above are allowed to construct a mezzanine upto a maximum area of 50% of the stand area contracted. Kindly contact INFORMA MARKETS sales team for payments related to mezzanine structures**
- u) **The mezzanine displays will be inspected during the build-up days and any exhibitor deviating from the regulations must make modifications, as suggested by the Independent Technical Advisor (Bluelemon Safety and Training Ltd.), at their own expense prior to the exhibition opening. Conference rooms and ground floors of double-story stands will only be permitted in an open layout to allow the proper airflow and complete ventilation.**
- v) **In the interests of the exhibition & safety aspects, the organiser reserves the right to close down / discontinue fabrication works of such exhibitors who fail to comply with the rules & regulations of the show and as advised by the organisers and as amended from time to time.**
- w) **All stands that have wooden floor / platforms should compulsorily provide 1 mtr wide ramp for wheel-chair access on at least one side & within the periphery of their stand. The access ramp must be clearly shown in the stand design at the time of submission of the design for approval.**
- x) **90° corners are not permitted; failure to adhere to this rule will incur costs to contractors as stand alterations will have to be made to fulfil the rule. Therefore, make sure that your corners are rounded off or splayed or**

otherwise protected to ensure a clear passage. Platforms must be of strength and stability sufficient to carry and distribute the weight of the stand fitting.

y) Structures of bare space stands should remain within the boundaries of the space contracted and should not protrude into adjacent stands or aisle spaces.

z) No aisle space may be obstructed by any exhibits or structures thus ensuring free flow of public / viewers.

aa) Cooking of any kind inside the stand / exhibition halls is strictly prohibited.

bb) Neon or flashing lights / signs shall not be permitted unless they form an integral part of an exhibitor's product.

cc) Cloth / synthetic banners will not be permitted.

dd) **ENCLOSED AREAS**

For your own safety, it is highly recommended that stands that have enclosed waiting area/meeting rooms/storerooms with construction of hard top ceiling and wooden/glass panels must be fitted with a wireless smoke detector, this device will raise an early alarm if smoke gets trapped inside due to which it does not trigger the venues smoke detection system on time.

ee) **CONSTRUCTION MATERIAL**

The exhibitor needs to ensure that details of its construction materials, is submitted with its stand design. All materials should be fire retardant; a certificate to certify this may be requested at any time. All stand materials must be Prefabricated off-site and only assembled on-site. Only essential and final touch-ups will be allowed inside the Hall. All such machinery must be equipped with built-in suction to extract dust immediately.

ff) *Heat emitting light fittings such as Halogen fittings and incandescent bulbs should not be used for stand lighting neither by official service provider & nor by any third-party contractors. Only LED Lights of not more than 100 Watts may be used for Schell scheme and bare space stalls.*

gg) All the exhibitors and their respective special stand design contractors are requested to complete the stand fabrication work by 12:00 pm of 21st October 2026, after which no work would be allowed to continue in their stands.

a) Not allowed inside exhibition hall:

- Grinding, cutting, sawing, welding & spray painting
- Wooden / Bamboo ladders
- H Frame Scaffolding
- Air Compressor
- Portable tools without guards
- Bare wires connections

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 03:00 pm of 21st October 2026. Kindly contact the Organiser's office on site for further details & procedures.

C11 REAR SURFACES OF STANDS

Contractors must neatly finish any exposed stand surfaces unless the surface is facing the outer wall of the exhibition centre. The organisers reserve the right to order modification of any exposed surface and the contractor shall be responsible for the cost. **Exhibitors / contractors are not allowed to put advertising, logos, signs etc. on any rear surface of their stand when these surfaces are adjacent to neighbouring exhibitor's stand, failing which the appropriate penalty amount will be levied by the Organisers at per its sole discretion.**

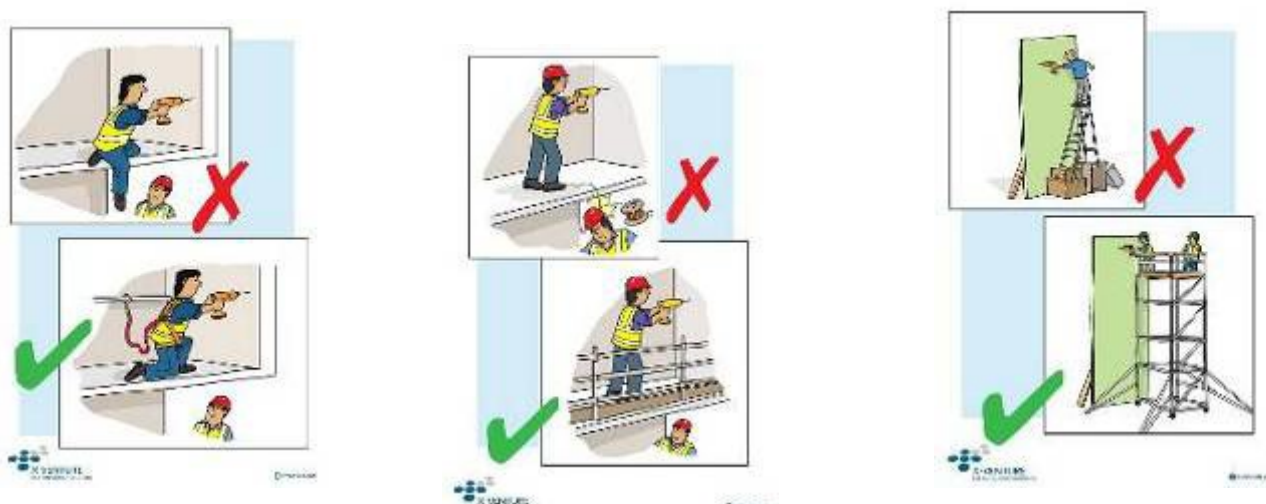
C12 STORAGE

Empty cartons / boxes, catalogue boxes, stand materials, ladders and combustible waste must be disposed of & not stored within the hall, behind stands or marshalling yard. The storage area will have to be provided within the stand or materials moved off-site. If any queries on site you may Contact the official freight forwarder, who will make necessary arrangements subject to availability of space only. The charges if any will be paid by the exhibitor to the freight forwarder directly. Or else, exhibitors must arrange for their empty and non-usable cartons / crates to be transported back to their own premises.

No excess stock and literature or packing cases may be stored in & around pathways or behind the panels / shell structures.

C13 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, and it is also strictly forbidden to do overhead work after consuming alcohol.
- (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.
- (5) 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.



(6) SCAFFOLD TOWERS

- Scaffold Towers must be maintained and assembled in good condition, any unsafe equipment WILL NOT be allowed and will be removed from site.
- The use of scaffold towers must be in accordance with the manufacturer's recommendations. Scaffold towers must be fully erected when in use, with a double handrail, sufficient working platform areas, a safe method of access and egress and not exceeding a height of 3.5 times the shortest width of the tower.
- Outriggers must be used or stability achieved through alternative means.
- Scaffold towers must not be moved whilst persons are situated on the tower.
- All scaffold towers must be designed to withstand the loading that is required. The tower must only be used for work and not a base for lifting.
- Towers must be locked off and level when in use.
- Persons involved in scaffolding work must be competent for the erection and design of the scaffold. It's their employer's duty to ensure that the persons carrying out the work are competent to do so and the manner of work is safe.

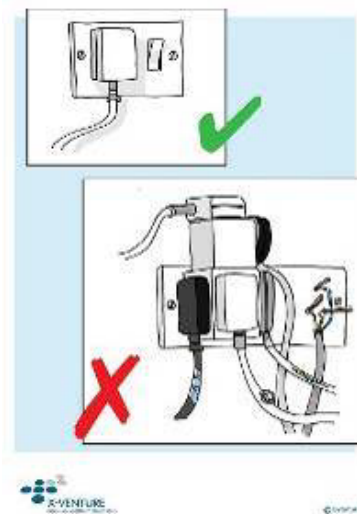
C14 ELECTRICAL INSTALLATION

Application for Distribution Box

Bare Space stand contractor can apply for additional electricity from the Official Electrical Contractor before the deadline. Please find the application **Form F16** in Service Manual.

Connection of Distribution Box

- (1) The installation personnel for electric lines and facilities must hold valid electrician operation certificates / license.
- (2) Only qualified electrical materials are used in the build-up of stands (including both Shell Scheme stands and Bare Space Stands). Double-sheath copper wires and cable lines must be used, and the section of the conducting wires must be > 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).
- (3) All metallic structures and shells shall have a reliable grounding. The conducting wires should be fixed in a cellular or other form 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.
- (4) 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 equipments) 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.**



Electricity Supply:

Exhibitors are requested to note that full power load as per request will be made available only on **21 October 2026 from 14:00 – 18:00 hrs for testing**. If any exhibitor needs to have power load in addition to the above-mentioned time limit, they will have to directly requisition the same with the official electrical contractor by submitting the electrical Form F16 before the deadline mentioned on the form.

Electricity Cut-off – Show Days (22nd – 23rd October 2026)

To ensure the safety of the exhibition hall and eliminate fire risks, exhibitors and contractors must switch off electricity to all facilities (electricity to Shell Scheme stands will be switched off by the Official Electrical Contractor) when the exhibition day ends. If there are stands whose electrical supply is not switched off, the organiser shall switch off the power, and the exhibitors and contractors will be responsible for all ensuing consequences.

If any stand requires 24 hours power, the exhibitors or their contractor must apply to the Official Electrical Contractor for the same through Form F16.

Electricity Cut-off – Show Close (24th October 2026)

Electricity will be cut off at **18:30 hrs on 24th October 2026**. Please switch off all the facilities and exhibits beforehand, otherwise the exhibitors and contractors will be responsible for all ensuing consequences.

Temporary Electricity Supply during Build-up and Dismantling

Temporary low voltage electrical points are available at strategic points within the hall.

Shell scheme as well as space only exhibitors please refer Form F16 in the exhibitor's manual for additional power supply if required for your stand. Space only exhibitors are also requested to fill in Form F16 for additional power requirements for their stand.

Please note there will be an electrician available on-site during show hours should you have any electrical issues, however we advise that your electrician be present on-site during show open hours, especially before the show opens each day on the official show open days.

PLEASE READ THE FOLLOWING ADDITIONAL ELECTRICAL RULES AND REGULATIONS BELOW:

- As the Exhibitor, it is your responsibility to order an adequate power supply for your stand. Failure to do this will result in delays on site and could be a fire risk. On-site spot checks will be carried out by the venue / official electrical agency. This includes appropriate temporary power supplies required for the build-up and breakdown periods.
- Exhibitors installing their own power connections to their displays must ensure such installations conform to the required specific Regulations and will be subject to inspection and approval by the official electrical contractor and Organiser before connection is made to the mains supply.
- Initial power connections during build-up can be made on request, providing your stand is built and all cabling is correctly wired and laid.
- Orders received after the due date will be subject to an additional surcharge. Payment in full must accompany the application including Security Deposit (if any) for Power consumption must accompany the application.
- The Organiser's reserve the right to disconnect any installation that, in their opinion, is dangerous or likely to cause annoyance to visitors or other exhibitors.
- All joints, connections, terminations, and fixings etc., must be made using accessories which are specifically designed for use with the type of cable installed. In ALL such cases insulated screwed connections shall be used and shall be fully enclosed in totally insulated enclosures.
- General hall lighting will be provided in the hall.
- Single and/or Three phase supply and 24hr power connection may be ordered on **FORM 16**.
- The standard supplies of electrical current available in the exhibition hall are:
 - **Single phase 220 volts 50Hz (+/-)**
 - **Three phase 415 volts 50Hz (+/-)**

Electrical Apparatus

Electrical Safety Requirements - Copper Wire Usage Guidelines

All exhibitors and stand contractors must strictly adhere to the following requirements regarding copper wire usage in stand electrical installations:

1. Wire Specifications

- Only pure copper conductors/wires must be used for all electrical installations
- Aluminum or any other metallic wires are strictly prohibited
- All wiring must comply with relevant electrical safety standards and regulations

2. Mandatory Requirements

- Minimum wire gauge specifications:
 - Lighting circuits: 1.5 sq mm copper wire
 - Power circuits: 2.5 sq mm copper wire
 - Heavy equipment: 4.0 sq mm or higher as per load requirements
- All wires must be properly insulated and flame-retardant
- Multi-strand wires must be used; single-strand wires are not permitted

3. Installation Guidelines

- All connections must be properly terminated using appropriate connectors
- No exposed wiring is permitted
- Proper color coding must be maintained:
 - Phase: Red, Yellow, Blue
 - Neutral: Black
 - Earth: Green
- All wiring must be properly secured and protected from mechanical damage

4. Safety Measures

- Circuit breakers of appropriate rating must be installed
- All metallic structures must be properly earthed
- Regular inspection of wiring conditions is mandatory
- Any damaged or frayed wiring must be immediately replaced

5. Compliance and Verification

- All electrical installations must be done by qualified electricians
- The organiser reserves the right to inspect and test all electrical installations
- Non-compliant installations will be disconnected without prior notice
- Exhibitors/contractors must rectify any issues identified during inspection

6. Documentation

- Electrical layout plans must be submitted for approval before installation
- Load calculations must be provided for heavy equipment installations

Failure to comply with these requirements may result in power supply disconnection and/or other penalties as deemed appropriate by the show management.

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.

Heat emitting light fittings such as Halogen fittings and incandescent bulbs should not be used for Stand lighting neither by official service provider & nor by any third-party contractors. Only LED Lights of not more than 100 Watts may be used for Schell scheme and bare space stalls.

C15 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, 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.**

Contractors are responsible for any damage to the exhibition centre from painting and liable for the cost of restoring damage.

C16 HALL / STAND CLEANING

During the exhibition days, the organisers will be responsible for the cleaning of standard shell scheme stand carpets and aisles daily. **Cleaning of exhibitors' special designed stands (bare space stands) shall be the responsibility of the exhibitors appointed contractors even during the show days.**

All packing materials like wraps, carton boxes etc. must be neatly collected and kept at the corner of your stand for the housekeeping staff to clear it. Failure to do so or littering the carpeted flooring / aisles, especially during the show opening hours will result in a penalty of Rs. 5,000/- per incident, being levied.

During the build-up and tear-down periods, exhibitors are responsible for the removal of their own stand building / dismantling materials and scrap / wastage.

C17 MOVE-OUT, DISMANTLING AND CLEANING

- (1) No exhibitor is allowed to remove his exhibits from the exhibition floor prior to the official close of the exhibition: **06:00 pm on October 24th, 2026.**
- (2) **No stand may be dismantled or removed in part or in whole before 06:30 pm on October 24th, 2026.** Stand contractors cannot access the exhibition centre before **08:00 pm** and vehicles are not permitted near the halls until **09:00 pm on October 24th, 2026.**
- (3) Exhibitors / contractors must handover the venue and shell scheme stands in the same condition as they had taken possession of. Any damage caused by the exhibitors / contractor's installation shall be assessed by the organisers and the cost of reinstatement and restoration shall be charged to the exhibitor / contractor.
- (4) **Exhibitors / contractors are responsible for the removal of all items belonging to them,** such as stand building materials, structures, fittings and waste from the exhibition centre (including the exhibition hall, unloading platforms, the parking lot, surrounding roads). Sites must be completely cleared of exhibitor's / contractor's belongings **not later than 06:00 am on October 25th, 2026.** after which the organiser has the right to remove all objects found at the cost of the exhibitor / contractor.

C18 NO SMOKING

Smoking is prohibited within the exhibition halls & toilets. The exhibitor / contractor shall be held responsible for any damage or loss caused by his / her smoking in the exhibition area.

C19 FLOOR LOADING

The floor load-bearing capacity of indoor exhibition space in is [Halls 2 & 4 – 750 kgs. / sq. meter, Halls 6 & 8 – 500 kgs. / sq. meter & Halls 9, 10, 11, 12, 14, 15, 16 & 17 – 30,000 kgs. / sq. meter]. 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 exhibits transportation, placement, demonstration and operation. If in doubt, contact the Organisers before any exhibits are transported.

For Halls 4, 6 & 8 the materials need to be taken via lift. PFB the dimensions for the lifts to Halls 4, 6 & 8 (All sizes are in feet):

Hall freight lift no - 9 & 10	Lift wall height - 8'3"	Lift wall length - 11'5"	Lift Door length - 5'11"	Lift Door height - 7'8"
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PS: Other lift dimensions too are same as above.

C20 CATERING AND FLOWERS

There are designated catering and flower supplier in the exhibition centre. Other suppliers are not allowed to operate in the exhibition centre. Food from outside catering companies is not permitted.

Requirements of plants, floral bouquets, landscaping etc. can be ordered by exhibitors in advance or on site from the below mentioned official agency;

Pinnacle Catering Services – Catering	Seasons Catering Services – Catering
Contact: Mr. Anand Tiwari / Ms. Rachael / Ms. Rajee Tiwari	Contact: Mr. Deepak Jha
Mobile: +91 93160 13711 / 75060 68876 / 96198 98583	Mobile: +91 9910054512 / 8317413233
Add: Plot No. 25 & 27-29, Knowledge Park 2, Greater Noida – 201 308. (U.P.)	Add: Plot No. 25 & 27-29, Knowledge Park 2, Greater Noida – 201 308. (U.P.)
Email: anand@pinnacle-s.com , rachael@pinnacle-s.com , rajee@pinnacle-s.com , pinnacleservices.mumbai@gmail.com	Email : operations.catering@seasonsgroup.co.in cateringaccounts@seasonsgroup.co.in
Website: www.pinnacle-s.com	Website: https://www.seasonsgroup.co.in/

Please note that serving and consumption of alcoholic beverages and liquor is strictly not permitted inside the entire exhibition complex as per the local Government rules. Cooking and distribution of food inside the halls is also strictly not permitted.

Care and Care – Flowers & Plants
Contact: Mr. Kishan Singh
Mobile: +91 98182 02549 / 98216 72357
Add: A-174/B, New Ashok Nagar, Delhi, 110096
Tel: +91 86509 19608
Email: mrccare2010@rediffmail.com

C21 CEILING HANGING POINTS

- (1) No hanging object is allowed in the exhibition centre.
- (2) The ceiling cannot be used to fix or stabilise any stand structure connected with the floor.
- (3) If the stand is located close to the walls, no support of the walls should be taken.

C22 WORKING AREAS

- a) Exhibitors / contracting company personnel must always wear their uniform and / or display ID card / badge in working area(s) at all times, without which the security reserves the right to deny entry to the venue absolutely.
- b) In the event that the centre finds that any exhibitor / contracting company personnel does not follow its rules and regulations which results to any damage of the building, it will claim from exhibitor / contracting company and / their personnel the amount of repair costs.
- c) **Any damage or loss of equipment / personal belongings within the venue is not the responsibility of the organiser / exhibition centre.**
- d) Exhibitor(s) must ensure that electric equipment used in their stand, is switched off before leaving every day.
- e) Contractors and its workers are not allowed to sleep inside the halls.
- f) **Exhibits containing explosives, radiation or any dangerous materials are strictly prohibited.**
- g) **Use of LPG or any other type of flammable gas in the premises is not allowed.**
- h) Installation of electrical fitting must be handled by approved electrical engineers only; layout of electrical installation must be submitted to the organisers for approval prior to installation.
- i) **DAMAGE TO VENUE**
 - Every reasonable precaution necessary should be taken during construction of your stand to ensure that no damage is caused to the Venue property.
 - Damage caused to the fabric of the Exhibition building by an Exhibitor / Contractor will be charged by the venue **via Informa Markets**. Under no circumstances should an Exhibitor / Contractor attempt to repair any damages caused.
 - It is in the interest of the Exhibitor / Contractor to check the condition of stand site before the building of a stand commences and after its clearance.
 - All paint, tape and residual glue must be removed from the floor completely. Failure to do so will result in the contractor being recalled making good. A fine will be levied in such cases. The final amount will be deducted from your performance bond.



Disposable stands in events can have a significant negative impact on the environment. These stands are designed to be used once and then discarded, which leads to a significant amount of waste. In general, one 36 m² disposable stand creates around 2 tonnes of waste.

This waste can include materials such as wood, metal, plastic which can take hundreds of years to decompose in landfills. In addition, the energy and resources used to manufacture and transport these stands also contribute to the carbon footprint of events.

To mitigate this impact, it is important to use sustainable stands and reduce the overall waste generated by exhibitions.

We strongly recommend the following Sustainability measures in bare space stands:

- 100% reuse of stand structure and walls
- 100% reuse of flooring / platform
- 100% reuse of furniture
- 100% reuse of lightings

To know more about Better Stands, Click here.

[Better Stands](#)

SAFE WORKING PRACTICES

सुरक्षित कार्य करने के नियम



DO'S ✓ क्या करें	DON'TS ✗ क्या न करें	DO'S ✓ क्या करें	DON'TS ✗ क्या न करें
Use Sanding Machine सैंडिंग मशीन का उपयोग करें	Do not use Disc abrasion wheel लिक ग्रैण्डिंग पहिए का उपयोग न करें	Perform all hot works outdoors ताप वाले सभी कार्य बाहर करें	Do not perform hot works indoors ताप वाले कार्य अंदर न करें
Use edge protection above 2M 2M से ऊपर के एज सुरक्षा का उपयोग करें	Do not use H Frame scaffolding एच फ्रेम वाले मंचाई (एस्कैफोल्डिंग) का उपयोग न करें	Use Gloves दस्तानों का उपयोग करें	Do not use power tools without the appropriate PPE उपयुक्त पीपीई (PPE) के बिना पावर उपकरणों का उपयोग न करें
Use Industrial ladders only केवल औद्योगिक सीढ़ी का ही प्रयोग करें	Do not use Bamboo/wooden ladders Only 1 person per ladder बांस / लकड़ी की सीढ़ी का उपयोग न करें (केवल 1 व्यक्ति प्रति सीढ़ी)	Use a dust mask सरत मारक का उपयोग करें	Do not work without dust mask सरत मारक के बिना काम न करें
Use Flat trolley to transport plywood प्लॉयवुड को ले जाने के लिए फ्लैट ट्रॉली का उपयोग करें	Minimise on Manual handling work मैन्युअल हैंडलिंग कार्य कम से कम करें	Wear a helmet हेलमेट जरूर पहनें	Do not work without Helmet under live load लाइव लोड के तहत हेलमेट के बिना काम न करें
Use industrial extension plugs only केवल इंडस्ट्रियल एक्स्टेंशन प्लग का ही उपयोग करें	Do not overload sockets or use bare wires सॉकेट पर अधिक भार न डालें या नंगे तारों का उपयोग न करें	Place Air compressors outside एयर कंप्रेसर को बाहर रखें	Do not use Air compressors indoors एयर कंप्रेसर का उपयोग अंदर न करें
Always wear appropriate PPE हमेशा उपयुक्त पीपीई (PPE) पहनें	NO Entry with slippers चप्पल पहनकर प्रवेश न करें	Always leave 30% free aisle space गलियारे में हमेशा 30% जगह छोड़ें	Do not block the aisle गलियारे को खंडित न करें
Heavy lifting at low levels only केवल निम्न स्तरों पर ही भारी सामान उठाएं	Do not work under live load लाइव लोड के नीचे काम न करें	Use Eco friendly paint इको फ्रेंडली पेंट का इस्तेमाल करें	Do not use Solvent and spray paint सॉल्वेंट और स्प्रे पेंट का उपयोग न करें
Only Driver seat केवल ड्राइवर सीट	Do not carry passenger on Forklift फोर्क लिफ्ट पर यात्री न ले जाएं	Truck assembly ट्रकों को सही तरह से खड़ा करें	Do not assemble on Pedestrian or at freight entry पैदल यात्रियों या भारी वस्तु प्रवेश पर गलियारे न खड़ी करें।
Use Mechanical Aid for heavy lifting भारी वस्तु उठाने के लिए मैकेनिकल सहायता का उपयोग करें	Do not use ladders for manual lifting मैन्युअल लिफ्टिंग के लिए सीढ़ी का उपयोग न करें	Handle glass safely कांच को सुरक्षित रूप से संभालें	Unsafe glass handling कांच को असुरक्षित तरीके से संभालना
Ensure safety guards सुरक्षा गार्ड्स सुनिश्चित करें	Do not use tools without safety guards सेफ्टी गार्ड्स के बिना उपकरणों का उपयोग न करें	Use of Trolley लकड़ी को सुरक्षित रूप से संभालें	Unsafe wood & ply handling लकड़ी को असुरक्षित तरीके से संभालना

Emergency Procedures



Useful Telephone Numbers

- Police Control Room: 112
- Knowledge Park Police Station: +91 8595902526 / 9870395069
- Matters related to vigilance: +91 11 2303 2370
- Anti-corruption division: +91 11 23812905
- Traffic problems: +91 120 2514750
- Women helpline: +91 120 252500
- SOH Knowledge Park: +91 9870395069
- IEML Security: +91 9818747474
- Cyber Crime: 0120 428 7879 / +91 8800165252 / 7839876650
- Disaster MGT: 108
- COVID-19 Helpline: 1916 / 18004192211 – Greater Noida (NA)

For more update and details click on the below website of Ministry of Health and Family Welfare (Government of India) - <https://www.mohfw.gov.in/>

Fire Brigade

Name	Phone Number
Fire Station Knowledge Park	+91 120 2569109 / 8800965151
Fire Officer knowledge park	+91 9250420168
Head Quarter	101 / +91 120 4303 200

Hospitals

Greater Noida			
Name	Address	Contact No.	Email Id
Sharda Hospital	Plot No. 32,34 Knowledge Park - Iii, Greater Noida – 201306	0120 - 2333999	info@shardahospital.org
Kailash Hospital	Plot No. 23, Knowledge Park - I, Near Pari Chowk, Greater Noida – 201310	0120 - 2327799 (Direct); 0120 - 2327200 / 2327220	kailash.gnoida@kailashhospital.com
Yatharth Super Speciality Hospital	Sec - Omega - I, Greater Noida - 201309 Greater Noida	8800447777	info@yatharthhospitals.com
Promhex Multispeciality Hospital	Promhex, Block A, Ansal Golf Links 1, Greater Noida, Uttar Pradesh 201310	098108 58628	

Noida			
Name	Address	Contact No.	Email Id
Fortis Hospital	B - 22, Sector - 62, Noida – 201301	0120-4300222	contactus.noida@fortishealthcare.com
Kailash Hospital	H - 33, Sector - 27, Noida – 201301	0120-2444444 / 2445566	kailash.noida@kailshhealthcare.com
Jaypee Hospital	Sector - 128, Noida	0120 - 4122222, 18001029102, 18001029103	askus@jaypeehealthcare.com
Yatharth Super Speciality Hospital	Sector - 01, Noida Extension, U.P	08800550091, 08800110084, 08800110086	info@yatharthhospitals.com

Delhi		
Name	Tel No.	E-mail / Website
AIIMS, Ansari Nagar, New Delhi – 110 029	+91 11 2658 8500	www.aiims.edu
Bara Hindu Rao Hospital, Subzi Mandi, New Delhi – 110 007	+91 11 2393 2362 / 2391 9476	www.hinduraohospital.co.in
Dr. Ram Manohar Lohia Hospital, Baba Kharak Singh Marg, Near Gole Dakkhana, New Delhi – 110001	+91 11 2336 5525 / 2336 5988	http://rmlh.nic.in
Indraprastha Apollo Hospitals, Sarita Vihar, Delhi Mathura Road, New Delhi – 110 076	+91 11 2692 5858 / 26925801	www.apollohospdelhi.com
Escorts Heart Institute and Research Centre, Okhla Road, New Delhi - 110 025	+91 11 2682 5000 / 5001 Emergency: +91 11 2682 5002 / 5003	contact@ehirc.com / www.ehirc.com
Indian Spinal Injuries Centre, Sector C, Vasant Kunj, New Delhi-70.	+91 11 4225 5225 Emergency: +91 11 4225 5225	www.isiconline.org
Moolchand Hospital, Lajpat Nagar III, New Delhi 110 024	+91 11 4200 0000	info@moolchandhealthcare.com www.moolchandhealthcare.com
National Heart Institute, 49, Community Centre, East of Kailash, New Delhi – 110 065	+91 11 2641 4156	contact@nhi.in
Safdarjung Hospital, New Delhi -110 029	+91 11 2616 5060 / 5032 / 8336	www.vmmc-sjh.nic.in

Emergency Exits

All emergency exits are marked with signages.

Medical

A First Aid stand is located in the exhibitor service area within hall to provide treatment for minor injuries and common ailments. An ambulance is also stationed opposite / behind **Hall 12** for any emergency situations.

In the case of an accident / injury, please take following measures:

- (1) Call the Ambulance Number immediately, giving the exact location and details of the accident / injury.
- (2) If possible, help treat / comfort the injured party until qualified help arrives.

Fires

Fire extinguishers are located at strategic points inside the halls and Fire Marshals patrolling the halls & other areas.

If you detect fire or smoke:

- (1) Intimate the organiser's staff immediately.
- (2) Call the Emergency Number immediately, giving the exact location and details of the fire.
- (3) Leave the exhibition hall immediately by the nearest exit.

Evacuation

If you hear a fire alarm evacuation announcement or instruction:

- (1) Leave the hall by the nearest safe exit.
- (2) Follow announcements over the public address system or instructions by venue staff and / or fire / police officials and / or organisers staff.
- (3) Once outside **India Expo Centre**, stay clear of the venue; do not return until it is declared safe to do so by the organisers / venue management, or fire / police officials.

Fire Extinguishers

Requirements of **Fire Extinguishers** can be ordered on site by exhibitors from the below mentioned official agency.

UFS Fire Services Pvt Ltd
Contact Person: Mr. Brij Mohan / Mr. Vimlesh Kumar
Address: B-58, Veer Singh Colony, Budh Vihar, Phase -II, Delhi 110086
Mobile: +91 97205 76109 / 99905 81423
Email: ufs.pvt.ltd@gmail.com



Publicity Services

E

E1 Official Show Directory

E2 On-site Promotion

E3 Exhibiting For the First Time?

E4 How to Assemble A Press Kit

E5 How to Write A Press Release

E6 Internet

E7 Press

E. Publicity Services

E1 OFFICIAL SHOW DIRECTORY

The official show directory for **REI Expo 2026** will be published in digital format. All exhibitors are entitled to a free entry of up to 100 words in the official show directory. Please complete the show directory **Forms F01 & F02** and e-mail to pankaj.sharma@informa.com before **30 September 2026** to ensure inclusion in the official show directory.

Press Releases

Write and distribute press releases about your company's products and services. To optimise your coverage, prepare several versions of the press release by basing your news from a variety of angles.

Press Invitations and Conferences

Maintain up-to-date press lists and always mail invitations to the press inviting them to visit your Stand for e.g. an informal press conference. Make sure to prepare a guest list and invitations and to send them out well in advance. Follow-up with the journalists well before the event to confirm their attendance, this simultaneously acts as a reminder.

Press Kits

Prepare many press kits for distribution at the event. Contents of a press kit should include: captioned slides (or a bromide), press release, company fact sheet, product / services overview, contact person. There is a special section dedicated to how to write a press release in the next pages.

Advertising

To create awareness and interest in your Stand, do not forget to explore the different opportunities available through advertising in the trade press. Always make sure to include an event logo and to list your Stand number on all advertisements. Advertising in the official catalogue for **REI Expo 2026** is a great way to keep your company's name in the forefront of the minds of the visitors. Please refer **Form F05** for more Information.

Press representative

Appoint one member of your staff to answer any press enquiries during the event and ensure that they are fully briefed at all times. Any in-house PR officer of an exhibitor who wants to cover part of or the complete exhibition must apply for accreditation before **15th October 2026** or at the press centre / media lounge during show days.

Staff Communication

Brief all of your staff members that you are participating at the **REI Expo 2026** event. Order name badges and inform them of the venue and date should they in turn receive questions from customers and thus potential visitors. For exhibitor name badges please refer **Form F07 through online**.

Visitor Invitations

Download your dedicated visitor invitations to email to your clients from <https://ebanner.renewableenergyindiaexpo.com/>. Accompany the invitations with a personal letter and offer them incentives to visit your booth, for instance, planned on-site promotions, etc. Always quote your booth number in any correspondence and remind people to bring the invitations with them to the exhibition. Make sure you order enough invitations for your local sales representatives.

Visitor registration button

Place a visitor registration button on your website with a link to the **REI Expo 2026** visitor registration page on [Click Here](#)

E2 ON-SITE PROMOTION

The **REI Expo 2026** event itself is an excellent way to promote your company, products and services to your clients by participating in any one of the activities listed below. By being creative and standing out from your competitors, your clients will obtain a more personal and long-lasting impression that will assist you in your post event follow-up activities.

Sponsorship

Sponsorship is one of the most effective marketing communication tools that can be utilised at exhibitions. While promotions at your Stand and the Stand itself are used to achieve short-term goals, sponsorship is often used as a tool to help achieve long-term objectives such as brand awareness and image. By placing your logo on carrier bags, delegate bags, information points etc., your company name will be in the forefront of the visitor's periphery at all times during the event. For more information about sponsorship opportunities at **REI Expo 2026** you can contact

1. Mr. Julian Thomas at M: +91 99404 59444 or e-mail: julian.thomas@informa.com
2. Mr. Iyer Narayanan at M: +91 9967353437 or e-mail: iyer.narayanan@informa.com
3. Mr. Amitava Sarkar at M: +91 9379229397 or e-mail: amitava.sarkar@informa.com

E3 EXHIBITING FOR THE FIRST TIME?

If your answer is "Yes", then please go through this manual carefully. Should you feel that you have nothing specifically new to launch or to mention to the press then you could consider one of the following activities to attract media coverage:

- Organise a competition and offer gimmicks to attract interest.
- Arrange a press conference for any company news to announce.
- Invite a recognised VIP / Government official to visit your Stand.
- Consider a prize for the "100th" visitor to your Stand.

E4 HOW TO ASSEMBLE A MEDIA KIT

A press kit should include all material that can essentially answer any questions that an editor could ask of your company. Your folder should include the following items:

- Most recently distributed press release(s).
- Company profile fact sheet / NOT sales literature.
- Captioned photograph (or bromide) of CEO, products, etc.
- Logo sheet and instructions for its usage.
- Business card of your company's media spokesperson.

E5 HOW TO WRITE A PRESS RELEASE

A press release is sent to the media featuring any news or new angles, about your company, products and services. It can be included in a press kit or sent out to the media on its own, with or without a captioned photo. Keep in the back of your mind that editor's desks are bombarded daily with a lot of press releases, many of which are poorly written and contain little or no news. Therefore, the challenge here resides in making sure that your press release is either read and used or filed, but that it is not thrown into the bin.

Guidelines:

- News must be worthy, timely and concisely written.
- Create a catchy and direct headline that should summarise the essence of the news.
- Answer the five "W"s in the first paragraph: WHO, WHAT, WHERE, WHEN, WHY.
- Write in inverted pyramid style: Write the most important aspect of the news in the first paragraph (sentence) followed by background details. Often editors will only scan the headlines and read the first sentence to determine its relevance for their publication.
- The first sentence should not be longer than 25 – 30 words. Keep all sentences short.
- Remain objective throughout the press release. Editors are not interested in flowery descriptions.
- Do not repeat 'old' news already published in a previous press release(s).



- Layout should be double-spaced.
- Length should be no more than one side of A4 paper whenever possible.
- Include quotes from company executives.
- Tailor your message to the needs of the different types of publications.
- Include a contact name with direct telephone number and / or e-mail address in case the press wants to follow-up.
- Include a captioned photograph if relevant.

E6 INTERNET

The **REI Expo 2026** website at <https://renewableenergyindiaexpo.com/> provides information about the exhibition, exhibitors, visitors, news for the press, visa and travel requirements, a map of the venue and links to exhibitors' websites.

E7 PRESS

The press centre (Media Lounge) located within the hall, will be managed by the organisers and is equipped with computers, printers, and internet connections for use by the media only. Access will be given only to those certified by the organisers.

INTELLECTUAL PROPERTY RIGHTS

DISPLAY OF UNLAWFUL OR OTHERWISE INFRINGING GOODS

Your participation at the **REI 2026** Exhibition is governed by INFORMA MARKETS terms and conditions ("General Conditions")
Your attention is drawn to the following articles in General Conditions:

DISPLAY OF GOODS BY YOU AT THE EXHIBITION

Article 16.1 of the General Conditions states that Exhibitors shall not exhibit:

1) "Any counterfeit goods or any goods which infringe any third party's intellectual property rights".

Points to note:

- Intellectual property rights include trademarks (such as brands and logos); patents (such as industrial or medical / pharmaceutical inventions); registered designs; and copyright (such as music, film and text)
- You may not be entitled to display goods which contain intellectual property rights which are (i) owned and registered by; or (ii) licensed to a third party.
- Even if you are the registered owner or licensee of an intellectual property right in one country, it is possible that your use of that intellectual property right in the country in which the Exhibition is held may still be a breach of a third party's intellectual property rights. If in doubt, please make the appropriate legal enquiries.
- Under the relevant national or local laws, you may be legally responsible for bringing the goods into the country and displaying them and promoting them at the Exhibition even if you did not manufacture them or do not in fact own them.

2) "Any goods which are prohibited or restricted by local laws or regulations where the Exhibition takes place."

Points to note:

- Please obtain legal advice if you are concerned that any goods you are exhibiting may be prohibited or restricted by national and local laws.
- It is your responsibility to ensure that all goods you display at the Exhibition comply with the requirements set out in Article 16.1 of the General Conditions.

POTENTIAL CONSEQUENCES OF BREACH OF ARTICLE 16.1 OF GENERAL CONDITIONS

Under Article 16.2 of the General Conditions, INFORMA MARKETS have the right to;

- 1) Physically remove any goods which we (or a relevant authority such as a Governmental agency or Inspector) deem to infringe Article 18.1; and / or
- 2) Cancel your right to participate in the Exhibition and close down your Stand / display. If this happens, you will have no financial or other claim against INFORMA MARKETS. You also may have to compensate INFORMA MARKETS in full and without limit for all claims, liabilities, losses, expenses, and charges of any kind incurred by INFORMA MARKETS because of any breach by you of Article 16.1 of the General Conditions.

IF YOU THINK THAT ANY GOODS YOU INTEND TO DISPLAY AT THE EXHIBITION MAY, BE UNLAWFUL IN THIS COUNTRY IN SOME WAY (INCLUDING REGARDING INTELLECTUAL PROPERTY), PLEASE OBTAIN LEGAL ADVICE IMMEDIATELY.

This note is guidance only and is no substitute for the General Conditions or local laws.

Order Forms Checklist



Compulsory Forms - return to the Organiser's.

Form No.	Form Name	Forms Deadline	Remarks
F01	Show Directory Information (Company Profile & Product Index)	22 September, 2026	
F02	Company Index	22 September, 2026	
F03	Directory Map Board Lettering	22 September, 2026	
F07	Exhibitor Name Badges	22 September, 2026	
F08	Fascia Name (Shell Scheme)	22 September, 2026	
F09	Exhibits Clearance (Gate / Exit Pass)	23 October 2026, 05:00 pm	Must be submitted onsite
F14	Insurance Coverage / Public Liability / Refunds	22 September, 2026	

Compulsory Forms - return to the official agencies:

Form No.	Form Name	Forms Deadline	
F11	Stand Design Approval, Stand Contractor Registration & Insurance	22 September, 2026	
F11a	Stand Electrician Licence	22 September, 2026	
F12	Contractor Risk Check	22 September, 2026	
F13	Method Statement	22 September, 2026	
F16	Power Supply	22 September, 2026	

Optional Forms - return to the Organiser:

Form No.	Form Name	Forms Deadline	
F04	Advertising Opportunities	22 September, 2026	
F05	Onsite Promotions	22 September, 2026	
F06	Special Invitee	22 September, 2026	
F10	Visa Application	22 September, 2026	

Optional Forms - return to the official agencies:

Form No.	Form Name	Forms Deadline	
F17	Furniture and Accessories	22 September, 2026	
F18	Audio-Visual Equipment's	22 September, 2026	
F19	Host and Hostess	22 September, 2026	
F20	Internet Service	22 September, 2026	
F21	Security Service	22 September, 2026	
F22	Hotel Reservations	22 September, 2026	
F23	Cleaning and Housekeeping Service	22 September, 2026	
F24	Freight Forwarders (Heavy & Large Exhibits)	22 September, 2026	