BLTM

2, 3 & 4 SEPTEMBER 2026

Yashobhoomi (IICC), Dwarka, New Delhi

EXHIBITOR MANUAL

www.bltm.co.in

ORGANISER

Fairfest Media Limited

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BLTM

Organised by

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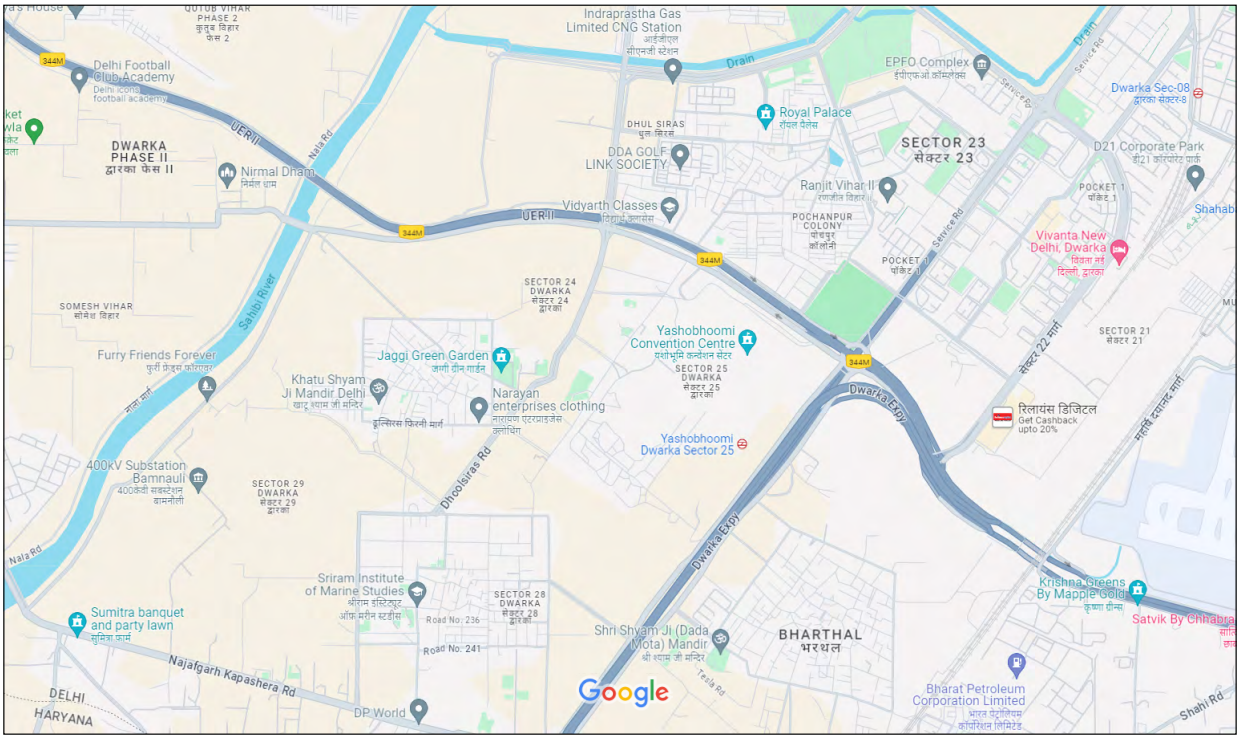
EXHIBITION VENUE & DATES

VENUE

Yashobhoomi, India International Convention & Expo Centre (IICC)
Sector 25, Dwarka, New Delhi - 110077

DATES

2, 3, 4 SEPTEMBER, 2026



EXHIBITION SCHEDULE

SETUP DAYS	
DATE & TIME	
Schedule for 31st August, Monday Space hand over for booth construction (Bare space)	14.00 hrs onwards
Schedule for 1st September, Tuesday Exhibitor Registration & Booth Set-up (Built up booth)	16:00 hrs - 20:00 hrs
Deadline to complete Booth Construction - 1st September, Tuesday	18:00 hrs
EXHIBITION DAYS	
Schedule for 2nd September, Wednesday Exhibitor Registration & Booth Set-up Inauguration Exhibition Open	 08:00 hrs - 10:00 hrs 11:30 hrs 11:00 hrs - 18:00 hrs
Schedule for 3rd September, Thursday Open for Exhibitors Exhibition Open	 10:00 hrs - 11:00 hrs 11:00 hrs - 18:00 hrs
Schedule for 4th September, Friday Open for Exhibitors Exhibition Open	 10:00 hrs - 11:00 hrs 11:00 hrs - 18:00 hrs
Participants will not be allowed to leave their stall before the official closing time everyday.	
DISMANTLING PERIOD	
Schedule for 4th September, Friday Dismantling of booths and removal of exhibits	 18:00 hrs - 23:00 hrs

CONTACT DETAILS OF LEADING BOOTH FABRICATORS / DESIGNERS

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Mr. Amit Saraogi
Email: amit@designdesk.in
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EXHIBITOR GUIDELINES

1. Construction of Booth / Pavilion - All Construction work must be finished by 18:00 hrs on 1st September, 2026

Exhibitors must ensure that all components of their work are self supporting and secure.

Exhibitors who have ordered bare space may begin building their booths as mentioned below.

Schedule for 31st August, Monday Space hand over for booth construction (Bare space)	14.00 hrs onwards

Booth Construction Deadline: Contractors and exhibitors must complete all work by 18:00 hrs on 1st September 2026.

Penalties for Delays: Any delays in completing the work will incur penalty charges of INR 10,000 per hour per booth/pavilion from 18:00 hrs to 22:00 hrs only on 1st September 2026.

2. Move in of Exhibits

Exhibitors with shell scheme bookings may move in their exhibits according to the schedule provided below.

Schedule for 1st September, Tuesday Space hand over for shell scheme exhibitors	16:00 hrs onwards

Exhibitors must ensure that an authorized representative is present on-site to receive and position goods, as the organizer cannot accept deliveries.

3. Badge Entitlement

Each exhibitor is entitled to receive free Exhibitor Badges according to the table below, for personnel managing their stands. Any misuse of an Exhibitor Badge will result in its confiscation.

Stand Size (sq m)	Exhibitor Badges
6 sq m	**3**
9 sq m	**5**
18 sq m	**9**

Charges for Additional Exhibitor badges : INR 2,000 / USD 25 + GST @ 18%

Exhibitor Badges will be issued by the organizers at the Exhibitor Registration area on **September 1, 2026, from 16:00 to 20:00.**

Exhibitors can collect their badges by presenting their business cards upon arrival at the venue. For security reasons, exhibitors are required to wear their badges at all times during the exhibition, as well as on setup and teardown days.

Badges will not be sent by post or courier in advance.

4. Visitor, Labour, Cabs, Passenger Vehicles & Commercial Vehicle Movement

Gate #6 - For chauffer driven cars to enter, drop off at the hall entrance and go to the parking area

Gate #8 - For self driven cars to enter, park in the parking area and come up the lift to the registration desk in the foyer

Gate #9 - For contractors labourers to enter and collect service bands

Gate #10 - For contractor trucks / heavy materials to enter

5. Dismantling and removal of Exhibits - All Exhibits and/or debris must be cleared By 23:00 hrs on 4th September 2026

Dismantling of booths is prohibited before 18:00 hours on 4th September, 2026. Exhibits must be removed between 18:00 hours - 20:00 hours.

Contractors and exhibitors must clear their booth space of all exhibits and debris by 23:00. Failure to do so will result in a penalty charge of INR 10,000 per hour per booth or pavilion.

Removal, delivery, or replenishment of stock is only allowed before the exhibition opens in the morning or after it closes in the evening.

To remove any valuable items or displays from the hall, exhibitors must obtain permission from the organiser.

6. Exhibitor Food & Beverages

Outside Food and Beverages, Package/ Mineral Water is strictly prohibited.

For contractor and labour, there will be an in-house cafeteria and restaurants accessible by contractor / service provider as well as other visitors.

Only Food and Beverages items provided by the Operator or Empanelled caterer can be consumed inside the premise.

Leftover food and beverages to be taken outside from the Operator's premises (if required) shall be allowed only with written consent of User and approvals from the Operator.

Distribution of Samples for immediate consumption on the spot and the likewise sales of food and drink must conform to the applicable legal provisions and must be done with the approval of the Operator and competent authorities.

Consumption of Food & Beverages by labour/fabricators are strictly not allowed within the halls / on the stands during set- up / dismantle / event days. They should dine at the designated lounge areas within the Venue as advised by the Operator.

In case User does not finalize the menus and minimum guarantee within the stipulated time line, the Operator will not be held responsible for the food quality and arrangement during the event

Food Links
Ms. Sainila Saini Mobile: +91 81263 24334
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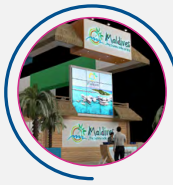


7. Architectural / Stand Layout / Pavilion Design / Installations Layout Submission

Exhibitors must strictly adhere to all guidelines set by the Organisers. The Exhibitor must submit their architectural, stand layout, pavilion design, and installation plans to the Organisers by **August 16, 2026**. Additionally, they must provide a detailed Electrical Plan alongside the stand layout, including an AutoCAD plan (to scale Grid Layout) indicating the number of electrical fixtures and load per point.

The Exhibitor is required to comply with any modifications or changes suggested by the authorised representative of the Organisers. Failure to do so may result in the Organisers denying access to the Event Venue and the Centre, and the Exhibitor may be required to dismantle and/or remove their temporary infrastructure at their own cost.

If the Exhibitor fails to dismantle and/or remove their temporary infrastructure, facilities, or possessions from the Event Venue and the Centre within the specified time, the Organisers may, at their discretion, dismantle and/or remove these items at the Exhibitor's cost, expense, and risk.

A penalty of **Rs. 1.00 Lakh plus applicable taxes** will be charged to the Exhibitor for failing to submit the layout plan within the stipulated time.

The Exhibitor is also responsible for customs clearance for any exhibits imported from foreign countries.

8. Stand Construction Requirements (written approval of the Organizer is mandatory)

Exit Signs - There must be sufficient illuminated exit signs positioned so that they can be seen to facilitate escape in an emergency. Ideally, exit signs should be a minimum height of 200mm and a minimum width of 400mm & on a 24-hour electrical supply and illuminated at all times.

Emergency Lighting - The illumination provided by normal lighting and emergency lighting should be sufficient to enable anyone to see their way out of stands, seminar rooms, and theatres at all times. Any battery used for emergency lighting should be able to operate for a minimum of three hours after the failure of the normal supply.

Escape Routes- There must be adequate escape routes from any point of the stand or structure. Escape routes must be clear of obstructions, be even and have a firm, smooth, and slip-resistant finish. Ideally, escape routes should have a minimum, unobstructed height of 2.1m, other than within doorways, which should have a clear height of not less than 2.06m, not be less than 3 metres wide, except within stands of less than 100m2, where gangways must be no less than 1m wide and have a travel distance from any part of a stand to an open side, exit or gangway which does not exceed 12 metres.

Multi-Storey Stands- Stands, where more than 40 people can occupy the upper level, require a minimum of two separate staircases leading from any floor above ground. The floor of the upper level of a multi-storey stand must be capable of withstanding a weight loading of 5kN/m².

Ramps- Ramps should be of a gradient that is not too steep for use by pedestrians and wheelchairs. The following are the ideal requirements:

ramps should not be greater than 10m, or have a rise of more than 500mm.

ramps should have a minimum, unobstructed width of 1.5m.

The ramp surface must be slip-resistant, especially when wet

Handrails must be provided on both sides of a ramp (unless it is a short ramp designed for wheelchair access to a stand).

9. Structure Heights

The maximum allowable height for a fabricated booth, including platform height, is 4 Meters. If the exhibitor intends to exceed this height, they must obtain written permission from the organizers by submitting the booth design along with a **Structural Stability Certificate** from a qualified and government-approved engineer.

The exhibitor agrees to adhere to all rules and regulations regarding the design and construction of stands. All infrastructure, including stand structures, mobile stands, special structures, and designs, must receive prior written approval from the organizers.

Before **August 16, 2026,** the exhibitor must submit plans, scaled at not less than 1:100, showing ground plans, elevations, and dimensions, to authorized personnel for approval.

The organizers reserve the right to request a structure stability certificate from a qualified and/or government-approved agency. The exhibitor is responsible for all costs associated with approvals. Any stands or structures not approved or not in compliance with regulations must be altered or removed by the exhibitor or their contractor at the exhibitor's expense.

If the exhibitor fails to comply with instructions from the organizers within the specified time, the organizers may make changes at the exhibitor's expense, including shutting down the stand.

The exhibitor must ensure that all structures, equipment, exhibits, and advertising materials are set up with sufficient stability to prevent any danger to public safety, particularly to life and health.

10. Infrastructure Build Up

All installations within the event venue and center must be temporary and non-damaging to the venues during both installation and removal processes. Exhibitors are responsible for ensuring that these installations pose no risk of harm to the structure, fixtures, or fittings of the event venue during setup, dismantling, or any other activities. Exhibitors must engage qualified and experienced contractors for constructing any infrastructure related to the event.

Contractors hired by exhibitors may commence work at the event venue only after providing an undertaking to comply with all relevant laws, including safety, health, and environmental guidelines issued by the Owner.

Floor markings for setting up temporary infrastructure at the event venue should be done using erasable chalks or white masking tapes that do not leave any residue

on the floor or elsewhere.

Exhibitors or their contractors are prohibited from conducting any construction work during the event.

Hardhats should be worn where there is a danger of falling objects.

Robust footwear should be worn in the halls during build-up and breakdown to prevent slipping and foot injuries.

Contractors / Fabricators shall be responsible for proper, environmentally friendly disposal of waste arising during Set-Up, Show Days and Dismantling of their stands, as well as during the event.

11. Floor Coverings

Exhibitors with bare space must lay a carpet over their allotted area on the exhibition floor before commencing setup + 1 meters on aisle across all open sides

The carpet and any other floor coverings should be laid down carefully to prevent accidents and secured in place using appropriate PE or PP adhesive tape, ensuring no residue remains upon removal. Additionally, all carpets, drapes, and materials must either be flame-retardant or treated with fire-retardant spray by an authorized professional.

It is strictly prohibited to use fasteners, anchors, or any method involving digging, drilling, or driving nails or screws into the walls or flooring of the venue and its surrounding areas.

Furthermore, all standard or vertical posts of the scaffold must be equipped with base plates or sole plates.

12. Housekeeping

The organizers will not handle booth cleaning during setup or event days. Fabricators must assign their own staff for final booth cleaning. Vacuum cleaners are required for cleaning booths larger than 36 square meters.

Contractors / Fabricators shall be responsible for proper, environmentally friendly disposal of waste arising during Set-Up, Show Days and Dismantling of their stands, as well as during the event.

13. Waste Water & Garbage Disposal

Exhibitors and their contractors must ensure that wastewater is disposed of only in designated areas.

Indoor and outdoor drainage systems, wash basins, and toilets at the Event Venue are not to be used for the disposal of wastewater, food, or garbage. Any cleaning of polluted ditches, drainage blockages, or other remedial work resulting from damage caused by misuse shall be the responsibility and expense of the exhibitor.

Garbage must be sorted at its source, with different colored dustbins used for separating wet and dry waste. All waste should be bagged and labelled with different colored bags, and wet and dry waste should be stored separately. Depending on the size of the pavilion, appropriate bins should be placed inside for waste disposal.

14. Fire Extinguishers

Every stand with an area equal to or greater than 36 square meters must be equipped with at least one appropriate type of fire extinguisher in their stand.

15. Fire Fighting Access Zones

It is imperative to keep the access routes and mobility zones clear for firefighting services at all times.

The Exhibitor/Fabricator must ensure that fire hydrants remain uncovered, unobstructed, and accessible.

The Exhibitor/Fabricator is responsible for ensuring accessibility and visibility of sprinklers, fire alarms, fire extinguishing equipment, smoke extractor trigger points, smoke alarms at hall entrances, and other safety equipment, along with corresponding signage and emergency exit signs.

Each stand must be equipped with a fire extinguisher during setup, show, and

dismantling days. Users are required to deploy fire marshals and extinguishers throughout these periods.

16. Emergency Exits, Aisles

Exhibitors and Contractors must maintain emergency exits clear at all times.

Aisles must remain unobstructed along their entire width and length.

Any expenses incurred in clearing exits and/or aisles will be the responsibility of the Exhibitor/Contractors.

17. Exits, Escape routes and Doors

Each point within an exhibition space or constructed area must be within a maximum distance of 20 meters from an aisle, accessible by foot.

Enclosed areas exceeding 100 square meters must feature a minimum of two distinct exits leading to escape routes. These exits should be positioned at opposite ends of the area and be clearly indicated.

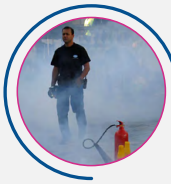
The use of swing doors, revolving doors, code-activated doors, sliding doors, or any other access barriers within escape routes is strictly prohibited.

18. Explosives and Ammunitions

Explosive, hazardous substances and ammunitions are regulated by the Explosives Act and may not be displayed at trade fairs or exhibitions.

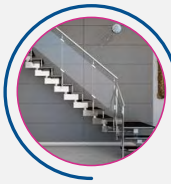
19. Balloons and Flying Objects

The presence of air balloons filled with gas and remote-controlled flying objects is prohibited within the Event Venue.



20. Artificial Mist/Smoke

Use of machines producing artificial mist / smoke is subject to consultation.



21. Platforms, Ladders, Stairs

Pedestrian areas with a drop of over 0.20 meters must have railings at least 1 meter tall. Organizers may request evidence of structural integrity for platforms or stages.

22. Glass and Acrylic Glass

Only glass that is appropriate for its intended use may be used.

Safety glass must be used for all glass components in glass structures.

The edges of glass panes must be either ground or protected to prevent personal injury.

Glass building elements must be marked at eye level if they are fabricated entirely from glass.

23. Spray guns, lacquers, paints containing solvents and cleaning agents/detergents

The use of solvent-based products or paints is prohibited in Complex. The use of sprayers is prohibited, as well, even if other products are used. The use of flammable liquids for cleaning purposes inside the complex is not permitted. Cleaning agents/ detergents that contain harmful substances must not be used.

24. Rotary Cutters and work using naked flame

The use of power tools for cutting, welding, painting, varnishing, buffing, etc., is prohibited within any Event Venue, Hall, or Exhibition Centre.

25. Use of Sand, Turf or similar Material

If an exhibitor requires sand, soil, garden turf, moss, or similar materials for exhibition, decoration, or presentation purposes, they must apply an approved anti-leak protective layer on the floor as mandated by the Organizer/India International Convention & Expo Centre (IICC).

The exhibitor is responsible for taking all necessary precautions to prevent any damage to the Event Venue and ensure there is no water leakage.

Any damages resulting from the use of such materials will be fully covered by the exhibitor, including repair costs.

26. Advertising Materials / Presentations

Exhibitors are prohibited from placing advertising or signage in the aisles, concourse areas, or any other part of the event venue.

However, presentations, slowly moving visual advertisements, and acoustic are allowed as long as they do not disrupt others, block aisles, or overpower announcements made through the public address systems.

Noise levels must not exceed 70dB (A) at the stand's edge or any other levels mandated by relevant laws.

27. Empty Packing Material

Exhibitors are requested to please deliver any unnecessary packing materials, transport crates, and similar items to the designated freight forwarder of your choosing for storage, with associated costs.

Contractors are requested during booth setup and teardown, keep pathways clear within the halls by promptly removing transport and packing materials and other equipment no longer in use.

28. Damages

The Exhibitor is obligated to compensate and rectify any loss or damage, to the satisfaction of the Organisers/IICC, incurred to structures and properties owned by the Organisers/IICC, or those under their execution or procurement, or procured by them, or by other agencies at the Event Venue. This includes losses or damages resulting from the Exhibitor's fault, negligence, wilful acts, or omissions, as well as those of its subcontractors, employees, agents, representatives, or third parties visiting the Event Venue for the Exhibition.

29. Exhibitor Sound Level

Exhibitors at the trade show must adhere to a maximum sound level of 70 decibels, as determined to be safe for demonstrations by Fairfest Media Ltd., the Show Organiser. To ensure a successful event for all participants and attendees, Fairfest Media Ltd. reserves the right to closely monitor sound usage. If necessary, they may intervene by adjusting sound systems and speaker placements, limiting sound levels within booths, or even restricting certain demonstrations at their discretion. These actions are intended to maintain a comfortable environment for all exhibitors and guests.

30. Prohibited Item

Grinder Machine is Strictly Prohibited inside the Exhibition Hall.

HEALTH AND SAFETY GUIDELINES

1. General Rules

The exhibitor holds the responsibility for ensuring operational safety and compliance with health, safety, and accident prevention regulations.

Setting up and dismantling stands must adhere to current industrial safety regulations and other relevant laws.

Both the exhibitor and their contractors must take measures to ensure that their activities do not pose a danger to others.

Coordination with other parties at the Exhibition Centre, Event Venue, is essential for safe operations, and if coordination is not feasible or poses risks, work should be temporarily halted.

At India International Convention & Expo Centre (IICC), the safety of individuals takes precedence over all other objectives. The centre is committed to the belief that all injuries, occupational illnesses, and safety and environmental incidents can be prevented. Throughout the setup and dismantling period, all personnel at the Event Venue must wear appropriate Personal Protective Equipment, including shoes, gloves, and helmets. The use of bare feet and slippers by staff members is strictly prohibited at the Event Venue.

2. Use of Materials for Work

Bolt guns are not permitted for use. Cranes and forklift trucks are only allowed in specific areas of the Event Venue and/or Centre.

Digging or pegging is prohibited within the premises of the Event Venue and/or Centre.

The user agrees to safeguard the surfaces of the Venues, Ceilings, Walls, Installations, Wash Rooms, Loading bays, and the entire premises according to the Owner's specifications.

Spray painting, metal cutting/grinding, and woodwork are not permitted activities within the Centre.

3. Electrical Safety Requirements for Exhibition Stalls

To ensure safe electrical installations and prevent short circuits, fire hazards, and electrical accidents during the exhibition, all exhibitors, contractors, and agencies must strictly comply with the following electrical safety requirements.

1. Compliance & Authorized Installation

- All temporary electrical installations fitted on stands shall be installed only by trained, licensed, and authorized electricians of approved contractors.
- All installations and operations must comply with the latest statutory electrical regulations and venue safety standards.
- All electrical installations, connections, testing, and inspections must be carried out only by certified and authorized electrical personnel.
- Exhibitors shall be fully liable for any damage, accident, or loss caused due to defective electrical installations.

2. Approved Electrical Materials

- All exhibition stalls must use standard 3-core electrical cables for power connections.
- Only approved and certified electrical materials (ISI / BIS / CE approved) shall be used.
- Use FRLS (Fire Retardant Low Smoke) cables only.
- Bare electric leads, crocodile clips, non-standard materials, and temporary unsafe connections are strictly prohibited.
- All wiring must be adequately protected against short circuits, overloads, and accidental contact.

3. Earthing & Electrical Protection

- Proper and effective earthing is compulsory for every exhibition stall.
- Any conductive stand structural elements must be included in the earthing and indirect contact protection system.
- Power supply will not be released without verified earthing.
- Approved distribution boards with proper MCB, ELCB, trip switches, and fuse protection must be used.
- ELCB protection is mandatory for all electrical circuits.
- Wooden junction boxes and wooden switchboards are strictly prohibited.

4. Wiring, Cable & Jointing Standards

- Electrical cables must be free from cuts, damage, or exposed conductors.
- No open wire joints are permitted.
- Electrical wire joints must only be made using appropriate industrial-standard connectors (C-form connectors).
- Direct jointing, taping, twisting of wires, or exposed connections are strictly prohibited.
- All joints must terminate inside approved junction boxes or electrical panels.
- Electrical panels must have individual rated trip switches, ELCB protection, and fuse systems.
- Switch and fuse boxes for individual stands must be installed outside the stall in a visible and permanently accessible position.
- Installation of switchboards or fuse boxes inside locked cabinets is not permitted.

5. Load Management & Safe Usage

- Exhibitors must not exceed the approved electrical load allocated to the stand.
- Any additional electrical load requirements must be approved in advance by the authorized electrical team.
- Overloading of sockets, adapters, extension boards, or circuits is strictly prohibited.
- Loose connections, overheating adapters, and unsafe electrical practices must be avoided.
- Only standard plugs and sockets shall be used.

6. Cable Safety & Housekeeping

- Avoid cable crossings wherever possible.
- Where cable crossings are unavoidable, approved cable protectors must be used.
- Materials or exhibit items must not be placed over electrical cables.
- Good housekeeping must be maintained around electrical panels, DBs, and cable routes.
- All electrical connections must remain dry, protected, and safe from physical damage.

7. Lighting & Operational Safety

- All lighting systems and electrical equipment must be switched off before leaving the stand at the end of each day.
- Any special requirement for overnight electrical usage must be informed in advance to the Organizer / Venue Management for necessary approvals.
- For safety reasons, electrical power supply will normally be made available 60 minutes before scheduled event timings and switched off 30 minutes after event closing time.

8. Inspection, Verification & Power Release

- All electrical installations and connections must be checked, tested, and approved by the authorized electrical safety team before energizing the system.
- Electrical power supply will be released only after successful safety inspection and compliance verification by the venue Electrical Engineering and HSEF team.
- Non-compliance with any electrical safety requirement may result in disconnection of power supply until corrective action is completed.

9. Fire & Short Circuit Prevention

- No exposed wiring shall be permitted.
- Electrical systems must be maintained in a safe condition to prevent sparks, overheating, fire hazards, and short circuits.
- Proper precautions must be taken to ensure electrical installations remain safe throughout the exhibition period.

Important Note: The Organizer and Venue Management reserve the right to inspect, reject, disconnect, or remove any unsafe electrical installation that does not comply with the above safety requirements or statutory regulations.

4. Safety Measure

For specific safety measures, it's imperative not to install heating and heat-generating electrical devices like hot plates, spotlights, or transformers on surfaces that are flammable, lacking heat resistance, or poor conductors of heat.

Appliances should be positioned at a sufficient distance from flammable materials based on their heat output.

Additionally, it's crucial that lighting fixtures aren't affixed to decorations or materials that are flammable.

Any personnel working at heights of 1.8 meters or higher above ground level must wear a properly rated full-body harness, securely anchored to an appropriate point.

Regarding performances involving stunts by professional artists during the event,

it's understood that the Exhibitor assumes full responsibility for any risks involved.

The Exhibitor must provide details of such performances to the Organisers at least 14 days prior to the event, accompanied by a written undertaking.

5. Emergency Lighting

Stands on which general emergency lighting is ineffective due to their construction require their own additional emergency lighting which shall be laid out such that it will reliably allow finding one's way to the general escape routes.

6. Environment Protection

Ensuring environmental protection is a top priority and fundamental business goal for Organisers.

We are dedicated to minimizing pollution, maximizing recycling, and reducing waste, discharges, and emissions.

Exhibitors and their contractors are expected to actively support these efforts throughout all stages of the Event.

Whenever possible, recyclable materials or those with minimal environmental impact should be utilized for event construction and operations.

Any leftover materials will be disposed of at the Exhibitor's expense without verification of their worth.

7. Smoking / Drinking / consumption of Alcohol / tobacco / drugs and spitting

Ideally the consumption of alcohol/tobacco/drugs and spitting is not permitted during the build-up and break down and the organiser will support this rule. Any worker who is working should not drink alcohol whilst at work. KINEXIN has the right to conduct on-the-spot medical test for the fitness and can debarred the person from working.

8. Unattended Item/Additional Security

The organizers cannot guarantee the safety of items left unattended in function rooms. However, arrangements can be made with them to secure a limited number of valuable items. If exhibitors need extra security for such items or any other purpose, the organizers can help arrange this for an additional fee.

Approval from the organizers is required for all security personnel to be employed during the event.

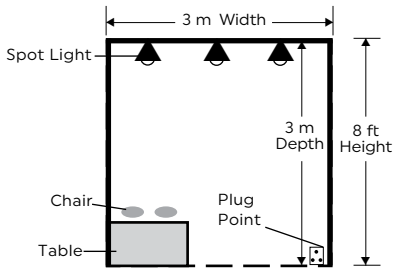
9. Firecrackers

Use of Firecrackers is strictly prohibited within the Centre.

STANDARD SHELL SCHEME BOOTH

IMPORTANT NOTES:

- Nailing, stickers, or painting on aluminum frames are prohibited.
- Nailing or painting on panels is not allowed.
- Exhibitors must remove any double-sided tape or stickers they place on panels at the end of the exhibition.
- The organiser does not permit changes to the colour scheme, attachment of logos or other lettering, or alterations to the standard fascia.
- External electrical contractors are not allowed inside the exhibition hall to provide metal lights, halogen lights, spotlights, or plug points.



3m x 3m
Standard Booth

I. STANDARD SHELL SCHEME BOOTH INCLUDES

The Official Contractors will provide the following items for each shell scheme Standard Booth (3m x 3m)

Fascia : Red background with Exhibitor's name in English (max. 25 letters) using white cut out letterings.

Wall Panelling : Three side walls (white laminated panels) held by prefabricated aluminium system. In the case of corner booths it will be two side walls and two fascia boards.

II. ADDITIONAL RENTAL FURNITURE & ELECTRICAL FITTINGS

In addition to the items included in the basic Standard Shell Scheme Booth as listed in the table above, exhibitors may need extra furniture or electrical items. These can be rented from the Official Contractor. Please refer to Form No. 4 (Page No. 20 & 21) and submit it to the Organiser by the specified deadline.

UTILITY CHART		
	6 sqm	9 sqm
Table	1	1
Chairs	2	2
Spotlight	3	3
Plug Point	1	1
Dustbin	1	1

FLEX PRINT DIMENSIONS								
Size	**2 mtr**	**3 mtr**	**4 mtr**	**5 mtr**	**6 mtr**	**7 mtr**	**8 mtr**	**9 mtr**
Width (feet)	6.5	9.5	13	16	19.5	22.5	26	29
Height (feet)	8	8	8	8	8	8	8	8

VINYL PRINT DIMENSIONS	
Per Panel	
Width (feet)	3.25
Height (feet)	8

TABLE BRANDING DIMENSIONS	
Vinyl Print	
Width (feet)	3.25
Height (feet)	2

MANDATORY & REQUISITION FORMS

Mandatory Forms		Access	References	Deadline
FORM 1 **Registration of Contractor**	Online Form	Go to Portal	View Details	16.08.2026
FORM 2 **Electrical Requirement**	Online Form	Go to Portal	View Details	16.08.2026
FORM 3 **Contractor Security Deposit**		Open Page	-	16.08.2026
FORM 4 **Electrical Safety Declaration**		Open Page	-	16.08.2026

Requisition Forms		Access	References	Deadline
FORM 5 **Additional Furniture**	Online Form	Go to Portal	View Details	16.08.2026
FORM 6 **Temporary Staff**	Online Form	Go to Portal	View Details	16.08.2026

Optional Forms		Access	References	Deadline
FORM 7 **Internet Requisition**	Online Form	Go to Portal	View Details	16.08.2026

Award Forms		Access	References	Deadline
FORM 8A **Best Print Promotional Material Award**		Open Page	-	21.08.2026
FORM 8B **Most Promising New Destination Award**		Open Page	-	21.08.2026
FORM 8C **Most Innovative Product Award**		Open Page	-	21.08.2026
FORM 8D **Most Exclusive Leisure Product Award**		Open Page	-	21.08.2026
FORM 8E **Best Value Leisure Product Award**		Open Page	-	21.08.2026

FORM 1

REGISTRATION OF CONTRACTOR
FOR BARE SPACE EXHIBITORS
(MANDATORY FORM)

BLTM

Access the form online Open Form

Deadline for Submission : 16 August 2026

BOOTH HEIGHT LIMIT : Maximum permissible height for fabricated booth is 4 meter including platform height.

DISPLAY OF BOOTH NUMBERS: Exhibitors and Fabricators are required to ensure that their booth numbers are clearly displayed within their stands. This is mandatory as it helps in seamless identification and navigation for visitors, organizers, and participants.

LAYING ONE TIME USED CARPET : All fabricators need to lay one time used carpet on the entire booth area before constructing their booth, failing to which refundable security deposit will be forfeited.

NO STORAGE SPACE : Fabricators are not permitted to store or retain materials behind the booth; if they do, their performance bond will be forfeited.

HOUSEKEEPING : The organisers will not be in charge of any booth cleaning during setup or show days, thus fabricators must designate their own housekeeping personnel for the final booth cleaning.

FIRE EXTINGUISHERS : For safety precautions, fabricators must have Fire Extinguishers within their booths and it must also be implemented in the design in order for the approval of the design.

Damage & Performance Bond

(1) A Damage & Performance Bond must be paid by demand draft by the booth contractor to the Organisers when they register at the exhibition site for booth possession. This will be held against damages to the venue, and / or the disposal of booth construction waste left on-site after the event. Any breach of the organisers / venue's regulations may also cause the deposit to be forfeited. The DD should be made in the name of **"Fairfest Media Ltd."** The deposit will be refunded after the exhibition subject to the clearance of the site by the contractors and no damage being recorded.

No.	Booth Sq.	Amount in INR/USD
1	0 - 36	INR 25,000 / USD 313
2	37 - 100	INR 50,000 / USD 625
3	101 - 199	INR 75,000 / USD 938
4	200 and above	INR 1,00,000 / USD 1250

(2) It is the individual booth contractor's responsibility to remove all packing and waste materials from the exhibition hall during both move-in and move-out. Garbage & waste materials from decoration work must not be discarded into the aisles & must be cleared. All material used must be removed during move-out and this must be done safely (no pushing over high pieces of booth, no smashing of glass panels etc). Failure to comply will result in the Damage & Performance Bond being totally forfeited.

(3) The Damage & Performance Bond will be refunded by showing the receipt after the exhibition subject to the clearance of the site by the contractors and no damage or garbage being recorded by the exhibition centre management and the organisers.

(4) Organisers reserve the right to deduct an actual and appropriate amount for damages to the hall structures / venue, made by the exhibitor or their design & handling agencies' staff during build-up, show days and dismantling time, from the Damage & Performance Bond paid by the exhibitor. This is to ensure all the rules & regulations are abided by and to cover any damage arising directly or indirectly from infringement. This is without prejudice to any additional claims the organisers may have on the exhibitor if the damages exceed the bond amount. Balance amount if any, will be returned if no damage is found.

On receipt of this Form and the deposit payment CONTRACTOR BANDS will be issued. Only holders of CONTRACTOR BANDS will be allowed access to the site.

Please supply CONTRACTOR BANDS : No. required :

N.B. : Electrical installations must be carried out by the Official Contractor only.

Approval of booth design is required to be taken from organisers by submitting the same **16 August, 2026.**

FORM 2

ELECTRICAL REQUIREMENT
FOR BARE SPACE EXHIBITORS
(MANDATORY FORM)

BLTM

Access the form online Open Form

Deadline for Submission : 16 August 2026

This form must be completed and returned by every exhibitor under Bare Space / Shell Space.

1. Exhibitors who have booked BARE SPACE / SHELL SPACE must specify their power requirements in this form.
2. The Shell Scheme package includes only standard single-phase supply. For three-phase supply with a connected load exceeding 1 KW, please complete this form and send it to contact@fairfest.in.
3. The Shell Scheme / Pre-fabricated Stall Exhibitors Package includes fluorescent tubes, spotlights, and 230V, 5 Amp plug points (for consumption up to 1 KW only).

Item	**Unit Cost** (Per KW)
Single Phase/Three Phase Power	INR 2,500/USD 31 + 18% GST

Note : All prices are current and subject to change without prior notice.

Electrical requirements can be serviced only if order is placed on or before 16th August 2026. There is no provision of making last minute / onsite request after 16th August 2026.

*** Orders are valid only when accompanied by full remittance with 18% GST.**
Being transferred to: **Kotak Mahindra Bank Ltd.** Bally High, 1, Ballygunge Park Road, Kolkata 700 019, India
Account Name: Fairfest Media Ltd. Account Number: 8047380963 IFSC Code: KKBK0000325 Swift Code: KKBKINBBCPC
Please Note: All prices are current and subject to change without prior notice.

Rules for Electrical Work

Exhibitors are required to make the payment for electrical work 20 days before the show, along with the form submission. The cheque or demand draft should be made payable to "Fairfest Media Limited".

1. All exhibitors must hire a licensed electrical contractor to perform the internal wiring within their stands and must submit a photocopy of the contractor's license to the organizers.
2. Only ISI-marked new materials must be used for electrical installations, and the wires should be PVC copper insulated with a voltage rating of 1100 V.
3. For lighting circuits, 3x2.5 sq mm PVC insulated copper wire must be used. For 16A power points, 3x4 sq mm PVC insulated copper wire is required.
4. Wires must be safely routed through conduits or casing capping, without any loose hanging wires, and must be terminated using crimping lugs.
5. LED lights must be used. If halogen lights are used, they must be equipped with a transformer.
6. The load connected to the power point must be appropriate for the socket.

BLTM

FORM 3

CONTRACTOR SECURITY DEPOSIT FORM
FOR BARE SPACE EXHIBITORS
(MANDATORY FORM)

PLEASE COMPLETE AND RETURN THIS FORM TO:
Fairfest Media Ltd.
U1, Green Park Main, New Delhi - 110 016
Tel : +91 11 4615 0947 | E-mail : contact@fairfest.in

Deadline for Submission : 16 August 2026

Booth No	Exhibitor's Name	Sq. mtr. booked

Contractor Company Name : _____

Contractor Person Name : _____

Mobile Number : _____ Email ID : _____

Contractor GST Number : _____ Contractor PAN Number: _____

Particulars	Amount
On Account of:	
Payment Mode: DD Only By DD No.: _____ Bank Name: _____ Branch_____ Dated:_____	
Amount in words: _____	

Notes:

- The Security deposit should be submitted only by Demand Draft. No other mode of payment will be accepted.
- Refundable Security deposit must be paid by demand draft in the name of **"Fairfest Media Ltd."** payable.
- If the contractor fails to submit the security deposit by demand draft the booth possession will not be given, no cash will be accepted as security deposit. In an exceptional case if security deposit accepted in cash, there will be a service charge of INR 5000 / USD 63 + 18% GST will be applicable and the same will be deducted from the security deposit.
- Please note that the security deposit has to be paid by the booth contractor and NOT the exhibitor, unless the exhibitor themselves are undertaking their own stand fabrication.
- If booth contractor fails to meet the deadline for final completion of booth building / dismantling, then the complete security deposit given by the booth contractor will be fully forfeited as a penalty charges for non - completion of booth on time.
- Kindly bring 2 copies of this form at the time of possession with the authorized signature and company stamp.
- Kindly submit the signed copy of this form while collecting your security deposit.

No.	Booth Sq.	Amount in INR/USD
1	0 - 36	INR 25,000 / USD 313
2	37 - 100	INR 50,000 / USD 625
3	101 and above	INR 75,000 / USD 938

For Contractor

For Fairfest Media Ltd

_____ Date:

_____ Signature &: Stamp:

Authorised Signatory

Please make copy for your reference.

Deadline for Submission : 16 August, 2026

BLTM

FORM 4 ELECTRICAL SAFETY DECLARATION

PLEASE COMPLETE AND RETURN THIS FORM TO:
Fairfest Media Ltd.
U1, Green Park Main, New Delhi - 110 016
Tel : +91 11 4615 0947 | E-mail : contact@fairfest.in

Deadline for Submission : 16 August 2026

Deadline for Submission : 16 August, 2026

UNDERTAKING FOR PROPER ELECTRICAL WIRING AND EARTHING OF STALL

I/We, _____, representing _____, hereby undertake and confirm that all electrical wiring, fittings, fixtures, and installations carried out within our stall for the event will be executed in a safe and professional manner by qualified personnel.

I/We further undertake that:

1. Proper earthing shall be provided for all electrical equipment, fixtures, and installations within the stall.
2. All electrical wiring, cables, switches, sockets, DBs, and accessories used shall be of standard quality and in good condition.
3. No loose, exposed, or damaged wiring will be used inside the stall.
4. The electrical load connected will be within the sanctioned load approved by the organizer.
5. All electrical installations shall comply with the applicable electrical safety standards and the instructions issued by the organizer venue management.
6. I/We shall be solely responsible for any damage, accident, fire, injury, or loss arising out of improper wiring, inadequate earthing, electrical overloading, or non-compliance with the prescribed safety norms.
7. I/We agree that the organizer reserves the right to disconnect the electrical supply or stop work if any unsafe electrical installation is observed, until the same is rectified to the satisfaction of the organizer.

I/We hereby indemnify and hold harmless the organizer, venue owner, and event management against any claims, losses, damages, liabilities, or expenses arising from any electrical fault or negligence on our part.

CONTRACTOR'S DETAILS

Company Name: _____ Exhibitor Name: _____

Signature: _____ Hall No. _____ Booth No. _____

Contractor Name: _____

Mobile No.: _____

Please make copy for your own reference

FORM 5

ADDITIONAL FURNITURE
(OPTIONAL FORM)

Access the form online Open Form

Deadline for Submission : 16 August 2026

Item	Unit Cost	
	INR	USD
System Table	600	8
Lockable Cabinet	700	9
Cushion Chair (Black)	300	4
Fibre Chair	300	8
Centre Table	900	11
Single Seater Sofa	1200	16
Double Seater Sofa	2400	32
Glass Round Table	900	11
Waste Basket	50	1
Spot Lights	300	4
5/15 AMP Power Socket	300	4
Metal Halide	1000	12
LCD TV (42") with stand - Per Day	2000	25

Note : All prices are current and subject to change without prior notice.

Additional furniture can be serviced only if order is placed on or before 16th August 2026.

FORM 6

TEMPORARY STAFF
(OPTIONAL FORM)

Access the form online

Open Form

Deadline for Submission : 16 August 2026

Temporary personnel must not be entrusted with handling of cash or valuable. Exhibitors will be responsible for the temporary personnel in their stands during the show. The Organiser will not be responsible for any loss or damage caused by such personnel.

Particulars	Unit Cost (INR / USD)
Hostess - Per Day	INR 3500 / USD 44

1. The working hour for service is 8 hrs./person/day
2. The duration of service is 10.00 - 18.00 hrs.
3. On-site order MUST be paid immediately via RTGS / UPI along with the order form only.
4. No refund for any cancellation once the order is placed.
5. Temporary Staff must not be entrusted with handling of cash or valuables.
6. Exhibitors will be responsible for the temporary staff in their stands during the show.
7. Organiser will not be responsible for any damage caused by temp staff.

FORM 7

INTERNET REQUISITION
(OPTIONAL FORM)

BLTM

Access the form online Open Form

Deadline for Submission : 16 August 2026

1. Wired Connection

Installation, maintenance, commissioning of temporary network (In MBPS)	Cost per day (8 hrs.) (3 Days Cost INR)
10 Mbps Lease Line	19,250.00
20 Mbps Lease Line	30,500.00
30 Mbps Lease Line	44,750.00
50 Mbps Lease Line	73,250.00
100 Mbps Lease Line	144,000.00

2. WiFi Connection

Installation, maintenance, commissioning of temporary network (In MBPS)	Cost per day (8 hrs.) With WiFi Setup (3 Days Cost INR)
10 Mbps Lease Line	26,250.00
20 Mbps Lease Line	37,500.00
30 Mbps Lease Line	51,750.00
50 Mbps Lease Line	80,250.00
100 Mbps Lease Line	1,51,000.00

Note:
1. The service will be used for occasional email checking, internet browsing, websites (authorized), and social media with basic graphic material.
2. Access and speed are determined by the number of users.
3. Any applicable taxes are extra.
4. The above rates apply to morning hours beginning at 0900 hrs.
5. Use of LAN (Wired) connections is advised as they offer a more dependable and steady internet experience. It is reliable and guarantees constant internet access, which is essential for important tasks like video conferences and work-related events. Please choose an Ethernet connection where such an important event is to be run.
6. To have hassle free browsing of the internet and websites it is advisable to share the details of the websites to enable us to modify the firewalls and obtain the required authorization from the relevant authorities. If you are having trouble reaching certain websites or running into port restrictions, email the designated technical contact at the event. Make sure the email is thorough and has all the information required to enable a quick resolution.

BLTM

FORM 8A AWARDS PROGRAMME

PLEASE COMPLETE AND RETURN THIS FORM TO:
Fairfest Media Ltd.
U1, Green Park Main, New Delhi - 110 016
Tel : +91 11 4615 0947 | E-mail : contact@fairfest.in

Deadline for Submission : 21 August 2026

Deadline for Submission : 21 August, 2026

BEST PRINT PROMOTIONAL MATERIAL AWARD

❑ Govt.-Sector/NTO ❑ Private Sector Participant

ENTRY REQUIREMENTS:

- Please provide three copies of all printed and promotional materials intended for use at BLTM (including brochures, posters, leaflets, pamphlets, etc.).
- Please submit a separate form on company letterhead detailing the target audience, objectives of the print campaign, and expected results.
- Completed entry forms must be submitted on or before 21st August 2026.

  Fairfest Media Ltd.
  U1, Green Park Main, New Delhi - 110 016
  Tel : +91 11 4615 0947
  E-mail : contact@fairfest.in

- All decisions made by the Judging Panel are final.

Organisation : _____ Booth No. _____

Contact Person _____ Designation : _____

Mob : _____ Email : _____

Address : _____

_____

Signature _____

BLTM

FORM 8B AWARDS PROGRAMME

PLEASE COMPLETE AND RETURN THIS FORM TO:
Fairfest Media Ltd.
U1, Green Park Main, New Delhi - 110 016
Tel : +91 11 4615 0947 | E-mail : contact@fairfest.in

Deadline for Submission : 21 August 2026

MOST PROMISING NEW DESTINATION AWARD

❑ India ❑ International

ENTRY REQUIREMENTS:

- Please ensure that a separate form, preferably on official company letterhead, is attached. This form should provide a concise overview of the new destination, including details such as:
  - Description of newly constructed facilities.
  - Offerings of the surrounding locale/environment and any notable local features or entertainment options.
  - Target market demographics.
  - Recent tourism statistics for the destination, as well as any projections for expected tourism to the region, if available.
- Completed entry forms must be submitted on or before 21st August 2026.. Please send them to:

  Fairfest Media Ltd.
  U1, Green Park Main, New Delhi - 110 016
  Tel : +91 11 4615 0947
  E-mail : contact@fairfest.in
- Please note that all decisions made by the Judging Panel are considered final.

Organisation : _____ Booth No. _____

Contact Person _____ Designation : _____

Mob : _____ Email : _____

Address : _____

_____

Signature _____

Deadline for Submission : 21 August, 2026

BLTM

FORM 8C AWARDS PROGRAMME

PLEASE COMPLETE AND RETURN THIS FORM TO:
Fairfest Media Ltd.
U1, Green Park Main, New Delhi - 110 016
Tel : +91 11 4615 0947 | E-mail : contact@fairfest.in

Deadline for Submission : 21 August 2026

MOST INNOVATIVE PRODUCT AWARD

ENTRY REQUIREMENTS:

- Please submit a separate form on your company letterhead detailing your product's educational contributions, such as promoting awareness of indigenous populations, cultural heritage, or local environmental issues. Include:

  - Historical background of your program or project.
  - Funding sources.
  - Target audience.
  - Impact on raising awareness for your cause.

- Completed entry forms must be submitted on or before 21st August 2026.

  Fairfest Media Ltd.
  U1, Green Park Main, New Delhi - 110 016
  Tel : +91 11 4615 0947
  E-mail : contact@fairfest.in

- Decisions of the Judging Panel are final.

Organisation : _____ Booth No. _____

Contact Person _____ Designation : _____

Mob : _____ Email : _____

Address : _____

_____

Signature _____

Deadline for Submission : 21 August, 2026

BLTM

FORM 8D AWARDS PROGRAMME

PLEASE COMPLETE AND RETURN THIS FORM TO:
Fairfest Media Ltd.
U1, Green Park Main, New Delhi - 110 016
Tel : +91 11 4615 0947 | E-mail : contact@fairfest.in

Deadline for Submission : 21 August 2026

Deadline for Submission : 21 August, 2026

MOST EXCLUSIVE LEISURE PRODUCT AWARD

ENTRY REQUIREMENTS:

- Kindly include a separate form on the company's official letterhead containing the following details:

  - A brief overview of the product.
  - The target market, which should cater to an upscale and selective audience.
  - Explanation of why this product provides the most comprehensive or unique means of accessing the destination.
  - Additionally, please attach any available brochures, pamphlets, or supporting documentation.

- Completed entry forms must be submitted on or before 21st August 2026.

  Fairfest Media Ltd.
  U1, Green Park Main, New Delhi - 110 016
  Tel : +91 11 4615 0947
  E-mail : contact@fairfest.in

- All decisions rendered by the Judging Panel are deemed final.

Organisation : _____ Booth No. _____

Contact Person _____ Designation : _____

Mob : _____ Email : _____

Address : _____

_____

Signature _____

BLTM

FORM 8E AWARDS PROGRAMME

PLEASE COMPLETE AND RETURN THIS FORM TO:
Fairfest Media Ltd.
U1, Green Park Main, New Delhi - 110 016
Tel : +91 11 4615 0947 | E-mail : contact@fairfest.in

Deadline for Submission : 21 August 2026

BEST VALUE LEISURE PRODUCT AWARD

ENTRY REQUIREMENTS:

- Please ensure that you attach a separate form on company letterhead. This form should include:

  - A brief description of the product.
  - The cost of the product in various markets (with a focus on large markets).
  - Reasons explaining why this product stands out as the best value in its category.
  - Additionally, if available, please attach brochures, pamphlets, or any other supporting documentation.

- Completed entry forms must be submitted on or before 21st August 2026.

  Fairfest Media Ltd.
  U1, Green Park Main, New Delhi - 110 016
  Tel : +91 11 4615 0947
  E-mail : contact@fairfest.in

- All decisions made by the Judging Panel are final.

Organisation : _____ Booth No. _____

Contact Person _____ Designation : _____

Mob : _____ Email : _____

Address : _____

_____

Signature _____

Deadline for Submission : 21 August, 2026

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 डिस्क घर्षण 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 मचानों (एस्कॉफोल्डिंग) का उपयोग न करें	Use Gloves दस्तानों का उपयोग करें	Do not use power tools without the appropriate PPE उपयुक्त पीपीई (PPE) के बिना पॉवर 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 धूल मास्क का उपयोग करें	Do not work without dust mask डस्ट मास्क के बिना काम न करें
Use Flat trolley to transport plywood प्लाईवुड को ले जाने के लिए फ्लैट ट्रॉली का उपयोग करें	Minimise on Manual handling work मैनुअल 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 एक्सटेंशन प्लग का ही उपयोग करें	Do not overload sockets or use bare wires सॉकेट पर अधिक भार न डालें यानगेतारों का उपयोग न करें	Place Air compressors outside एयर कंप्रेशर्स को बाहर रखें	Do not use Air compressors indoors एयर कंप्रेशर्स 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 अवरुद्ध न करें
Heavy lifting at low levels only केवल निचले 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 Fork lift 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 भाड़े वाली गाड़ियों के प्रवेश स्थान पर गाड़ियों न खड़ी करें।
Use Mechanical Aid for heavy lifting भारी चीजें उठाने के लिए मैकेनिकल सहायता का उपयोग करें	Do not use ladders for manual lifting मैनुअल लिफ्टिंग के लिए सीढ़ी का उपयोग न करें	Handle glass safely कांच को सुरक्षित रूप से संभालें	Unsafe glass handling काँच को असुरक्षित तरीके से संभालना
Ensure safety guards सुरक्षा गार्ड्स सुनिश्चित करें	Do not use tools without safety guards सेफ्टी गार्ड्स के बिना उप. करणों का उपयोग न करें	Use of Trolley लकड़ी को सुरक्षित रूप से संभालें	Unsafe wood & ply handling लकड़ी को असुरक्षित तरीके से संभालना

ONSITE SAFETY PRECAUTIONS

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

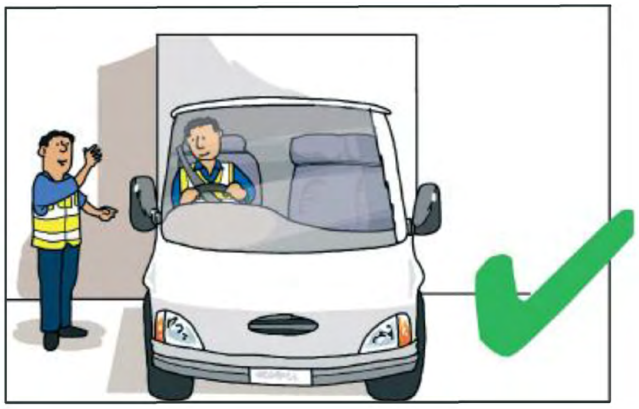
Please consider these health and safety rules to be followed at all times:

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

Unsafe working will NOT be tolerated. Any contractors who demonstrate repeated unsafe behaviour may be asked to leave the site.

If you have any questions about these rules please ask your supervisor or report to the Main Office

VEHICLE MOVEMENT



VEHICLE MOVEMENT:

Vehicles includes good vehicles, vans, cars and any self-propelled equipment such as cranes, fork lift trucks, mobile access work platforms, cleaning machines and electric tugs. It also includes any forms of personal transport such as golf buggies, segways scooters and cycles.

There must be sufficient safe access (aisle) for all types of vehicles via the cargo doors to prevent congestion of vehicles. Ideally, traffic should be limited to essential delivery and service vehicles as per priority designed by the organiser & vendor. There must be separate access and egress for pedestrians. Cargo doors must be marshaled to allow safe access & egress and to ensure that vehicles loading and unloading do not spend more time on site than is necessary and to ensure that vehicles load and unload as close as possible to where the loads need to be delivered. It cannot be assumed that the hall floors and external roads, will bear the same weight as public roadways. Floor supervisor/vendor/organizer must be sought from the venue regarding floor loading limits and in particular with regards to:

- Point loading of outriggers on cranes
- Capacity of upper levels
- Capacity of cargo lifts
- capacity of floor ducts or other weaker areas

Floor loading limits must be clearly signed and visible to drivers by temporary signages thought organizer. Traffic marshals must wear hi-visibility vests / PPE.

Maximum speed of the vehicles allowed inside the complex is 5-10 Km/hr. To ensure a smooth flow of traffic during assembly and dismantling times and during the event itself, certain traffic rules must be strictly observed throughout the exhibition center. The Delhi Road Traffic & KINEXIN Regulations apply throughout the venue and in the car parks. Before driving into/out of halls drivers must stop and verify sufficient gate clearance height. (At dusk, Rainfall, or when visibility is restricted/minimum, vehicles in moving traffic at IICC complex must be made recognizable by appropriate lighting/reflecting tapes/reflectors. This is also applicable to stands / temporary structures/material in OEA

Driver Competence - Drivers must be trained, licensed and competent to drive their vehicle. Drivers must comply with the reasonable requests of traffic marshals, security staff and the organiser's operations staff. The KINEXIN reserves the right to ban unsafe drivers from the tenanted area.

Vehicle drivers must:

- not exceed the venue speed limits or in any case exceed 15 kph in external areas and 10 kph in the halls whichever is lower
- have a valid Driving license and experience
- Observe load limits for vehicles on the floors
- Reverse vehicles without using a 'banksman' to guide the vehicle in reverse if rear vision is in any way restricted
- Do not leave engines running inside the halls unless it is to operate the equipment (e.g. a crane)
- not carry passengers unless they are seated in a passenger seat
- not load or unload in areas where it will block fire exits or routes for emergency vehicles
- Wear a driver restraint (seat belt) where it is fitted
- Use a hazard light where it is fitted for reversing
- secure vehicles at all times and remove the keys when unattended
- Do not drive any kind of vehicle in the halls when open to the public
- not drive any kind of vehicle under the influence of drugs or alcohol
- Do not drive any kind of vehicle whilst using a mobile phone.

VEHICLE MOVEMENT

Vehicles Must:

- not be older than 9 years old
- have a valid PUC, HSRP (High-Security Number Plate) & Fitness certificate
- have a proper locking system.
- must have ESI & PF & medical of all drivers & Manpower
- FITNESS certificate of all Drivers and manpower from Government Doctors
- No oil leakage, flat/rub (low friction) tyre, or mechanical fault equipment allowed in any case at IICC.
- All indicators, lights, or reverse gear alarms must be in working condition as per Health and safety standards.
- Must be insured

All documents/certificates/licenses/receipts/renewals/test reports etc. proving above should be available for audit and KINEIXN has the right to disqualify MHE, tools, or manpower - if not as per the norms and Standards.

- Motor vehicles may only enter the halls / convention center for immediate loading or unloading after a permit granted by the user in accordance with the move in and move out time
- The engine must be switched off during loading and unloading. Staying overnight in any type of vehicle on the event venue is not permitted.
- There is no provision for parking of commercial vehicles within/inside the premises..
- All on-ground vehicle movement has to be planned supervised and submitted by the organizer / contractor.
- All the below guidelines for displayed vehicle has to be followed
- Driver has to be inside the vehicles or on the stand throughout the Tenancy Period (Setup, Show & Dismantle).
- Vehicle engine cannot be operated / turned on throughout the show & setup period.
- Vehicle entry and exit to be planned in a way that it doesn't affect other's work.
- Should not block the entry/exit, passage.
- Valid vehicle-pass to given to each and every vehicle entering the premises.

FINAL PREPARATION CHECKLIST

- ☐ Have you ordered furniture for your exhibition booth or hired a trade show contractor?
- ☐ Are hotel accommodations and travel bookings secured?
- ☐ Have you prepared informational materials for the general public?
- ☐ Are your business cards printed and ready?
- ☐ How will you transport packaged materials to the booth?
- ☐ Have arrangements been made for temporary staff?
- ☐ Have all outstanding invoices been addressed?

IMPLEMENTING THE SHOW

During BLTM, it's crucial that your booth personnel engage professionally with customers. These interactions should be documented effectively to gather information for post-show follow-up.

Engaging with Customers

- ➤ Every opportunity for contact is valuable and should be approached with attentiveness and enthusiasm.
- ➤ Even seemingly disinterested customers offer potential for meaningful communication.
- ➤ Recognize visitors' busy schedules and tailor your sales pitch accordingly.
- ➤ Allow visitors space to explore rather than overwhelming them with attention.
- ➤ Identify visitors' interests and shape your conversation around them.

Documentation

Every conversation serves as the foundation for your post-show follow-up and should be documented by booth personnel when visitors express genuine interest.

- ➤ When provided with a business card, refrain from requesting redundant information.
- ➤ Begin taking notes after a brief introductory exchange.
- ➤ Share your notes openly, as they are not confidential.
- ➤ Utilize the provided "Conversation Record" templates for assessing significant contacts.

Follow-up

Within 10 days following BLTM, timely execution of the following activities significantly impacts the business decisions of key contacts:

- ➤ Sending thank-you emails
- ➤ Initiating contact via phone calls
- ➤ Presenting business proposals
- ➤ Fulfilling promises made during the event

WE WISH YOU SUCCESS IN THE UPCOMING EVENTS &
HOPE YOU FIND THESE GUIDELINES USEFUL

YOUR BLTM TEAM

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