



GRIDCON 2025

International Conference cum Exhibition

Exhibitor Manual

9-11 March 2025

India International Convention Center,
Yashobhoomi, Dwarka, Delhi

Welcome to GRIDCON 2025

Dear Exhibitor,

Thank you for your participation in, **GRIDCON 2025, an international conference cum exhibition**, being organized by **POWERGRID in association with CIGRE-India during 9-11 March 2025 at the India International Convention Centre, Yashobhoomi, Dwarka, Delhi.**

This Exhibitor Manual serves as a quick reference guide, offering all the necessary assistance for your preparations leading up to the show. Please review it carefully and place service orders in accordance with the schedule.

Set up your stall on time and avoid changing or cancelling orders on-site. If you encounter any issues during setup, promptly contact the Technical Division for assistance.

Meeting deadline dates is crucial. Take the time now to ensure all deadlines are met, as this will prevent inconvenience and help you avoid late order surcharges.

These manual complements, but does not replace, our personalized services. For any information or assistance regarding your participation, feel free to contact us via email.

We look forward to welcoming you to GRIDCON 2025 and wish you a successful event in New Delhi!

Regards

Team GRIDCON

Exhibitor Schedule

- Forms to be sent to the organizer not later than **25th February 2025**

Date	Time	Event
6 th March	09:00 AM onwards	<p>Entry to Exhibition Hall 1B. Handover “Bare Space” to Exhibitors</p> <p>Only for Bare Stall ID-</p> <p>1, 2, 3, 4, 5, 7, 8, 9, 10, 12, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 37, 38, 39, 40, 41, 47, 48, 49, 50, 51, 52, 53, 54, 55, 147, 149, 151, 152</p> <p>Logistics and Fabrication may be planned accordingly.</p>
	10:00 AM to 06:00 PM	Placement of Heavy Machinery in Stall Area
7 th March	10:00 AM	Entry to Exhibition Hall 1A + 1B- Handover “Bare Space” to Exhibitors
	11:00 AM to 06:00 PM	Placement of Heavy Machinery in Stall Area
8 th March	11:00 AM	Handing over “Built-up stalls” to Exhibitors for set up
	05:00 PM	Clearance of Construction elements
	06:00 PM	Final Deadline to complete all construction of bare space, special design stalls
9 th March	09:00 AM	All stalls ready for exhibition; Exhibitors take control of their stalls
	10:00 AM – 07:00 PM	Exhibition area access for Visitors
	02:00 PM – 07:00 PM	Exhibition area visit for Conference Delegates
	03:00 PM – 05:15 PM	Opening Ceremony for Event
	05:30 PM- 07:00 PM	Exhibition area visit for VIPs
10 th March	10:00 AM – 07:00 PM	Exhibition area access for Visitors
11 th March	10:00 AM – 04:00 PM	Exhibition area access for Visitors
	04:30 PM	Dismantling to begin
	04:30 – 06:00 PM	Collection of rented items by official contractors
	06:00 – 07:00 PM	Disconnection of all utilities except general lighting
	09:00 PM	Removal of gangway carpet
	12:00 AM	<p>Deadline for complete dismantling of built-up stalls</p> <p>Deadline to vacate all exhibition halls</p>

Contact Details

1. Organizer:

Power Grid Corp. of India Ltd.

Saudamini, Plot No.2, Sector 29,
Near IFFCO Chowk, Gurugram, Haryana 122001

www.powergrid.in

Team:

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3. Sh. Anshul Sharma, Manager

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2. Event Management Agency:

▪ **BALMER LAWRIE & CO. LTD**

11th Floor Amba Deep Building
14, Kasturaba Gandhi Marg, New Delhi

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▪ **PAVILIONS AND INTERIORS INDIA PRIVATE LIMITED**

A – 63, Sector – 57, Noida – 201301, Uttar Pradesh

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3. Venue Operator:



Empaneled Vendor List for the Venue: [Empaneled Vendor List - IICC](#)

The organizers office will be operative from Camp Office at the entrance of Hall 1A &1B at IICC Yashobhoomi, New Delhi from March 7th, 2025.

Built Up Stall and Bare Space Scheme

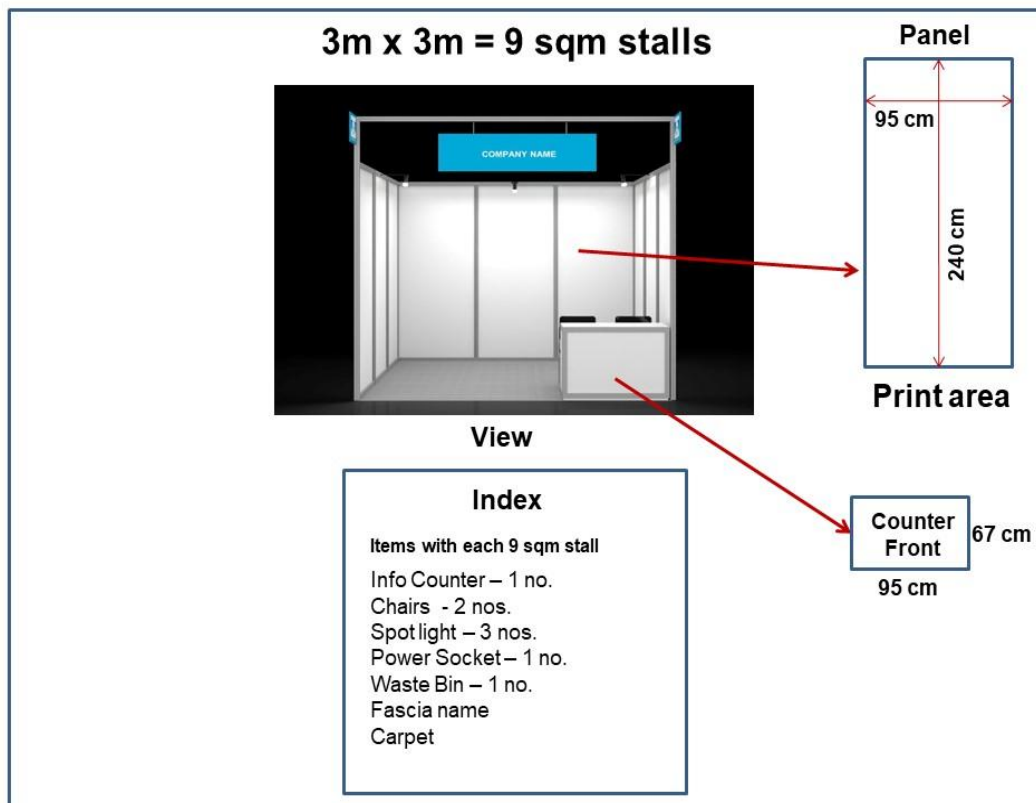
1. Built up Stall

1.1 Package of facilities for standard built up stalls include-

- Back and side partitions with modern prefabricated system similar to Octanorm and PVC laminated panels
- Carpet on floor
- Fascia in English with stall number in uniform style
- Spotlight as mentioned below in the table
- Power consumption for lighting
- General security in Exhibition halls, general decoration in and around halls, general publicity for visitor promotion
- Entry in Exhibition Directory

Stand size	Table	Chair	Spotlight	Power Socket	Wastebin	Lockable Cabinet
09-12 sqm	01	02	03	01	01	01
15-18 sqm	02	04	06	02	01	01
20-28 sqm	02	06	08	03	02	02

*All stalls of size 9/12 sqm and designated stalls for 15sqm are available in ready-made design only.



- 1.2 Any additional furniture or power requirements must be communicated in advance and will be provided on a chargeable basis.
- 1.3 No financial credit will be provided for standard package items that are not utilized. Exhibitors must return stand elements and additional equipment in their original condition and are financially responsible for any damages, as per the organizers' price list.

2. Bare Space:

2.1 General facilities for bare space booking includes:

- General security, general decoration in and around exhibition halls, signage, general illumination inside and outside halls, cleaning of aisles and exterior, general publicity for visitor promotion
- Entry in Exhibition Directory.

2.2 The Exhibitor can build up or customize their stand, as per below listed rules and regulations.

2.3 **Design**, including front and side elevations and details of any special features, must be submitted for approval by **20th February 2025**. Additionally, please refer to the latest guidelines from the India Trade Promotion Organization regarding the construction of mezzanine floors in exhibition stalls. The design has to be mailed at abhilash.rajipavilionsinteriors.com for approvals.

2.4 ***A list of agencies experienced in stall construction at the venue (for bare stalls only) has been provided in this manual for reference. Structural and layout clearance shall be taken after design as well as after construction of stalls by concerned exhibitors through these agencies or any other agency finalized by the exhibitors, at their own expense. The structural clearance must be taken from Yashobhoomi's empaneled vendor list of structural engineers.***

2.5 Partition wall / side wall more than 3.0 mtr height is not allowed in between two stalls, where stands are allocated side-by-side continuously without any passages. Branding upto maximum height subject to availability of height, provided they do not obstruct the view / orientation of any other stall subject to approval of the show architect.

2.6 A common back wall of 3.0 mtr may be built where stalls are allocated back-to- back, if all concerned stalls are bare/custom-build stalls.

2.7 In case some wall is to be constructed for design purposes (office, stage, video wall, branding etc.) such walls have to be at least 3.0 mtr inside from boundary line and the total length of such wall or walls cannot exceed 20% of the length of such open sides.

2.8 Exhibitors may be permitted to construct a Conference / Meeting Room within their area alongside the natural wall, if any, upto 3 mtr. height. The area of the meeting room may be upto 30% of the total area booked by the exhibitor. The location of the Conference/ Meeting room would require specific clearance by the Organizer/ Coordinators. However, for stands with all sides open, the conference room shall have to be placed at least 3.0 mtr inside from the Aisle with Transparent (Glass/ Acrylic) walls without any Blinds facing the aisle. The total length of the partitions for meeting rooms shall not exceed 20% of the total length of the open sides

2.9 Mezzanine floor may be permitted to be constructed inside the stands having an area of above 108 Sqm. on the following conditions:

- Area of mezzanine floor shall not exceed 30% of the stand area subject to approval of the Show Architect.
- Minimum clear height below the mezzanine floor shall be 2.1mtr.
- Any stall which is not along the natural wall; mezzanine covering through the solid wall is not allowed and only open mezzanine with railing of maximum 1.5 mtr. height is permissible.
- A strip of at least 0.10 mtr. must be mounted along the edge of the mezzanine floor beneath the railing to prevent falling of objects.
- Walls adjoining neighbouring stands on the mezzanine floor must be sufficiently stable so as to prevent accidental falling of persons or objects.
- As per IICC guidelines, the mezzanine floor design & drawings shall be certified by a chartered structural engineer/consultant for structural stability as per the guidelines given by Organizers / Coordinators for mezzanine construction approval. **The structural clearance must be taken from Yashobhoomi's empaneled vendor list of structural engineers.** The expenses shall be borne by the exhibitor for the same.
- Organizers / Coordinators shall not be held responsible for any mishap due to the sub-standard design / workmanship / material used while the construction of the mezzanine. Any sub-standard construction leading to collapse of mezzanine / accidents will be penalized and blacklisted for future editions
- The construction of mezzanine shall be permitted only if, in the opinion of the Show Architect, it is not obstructing the display / visibility of any adjoining stands.
- No branding is allowed on and above the mezzanine floors or 5.0 mtr. whichever is higher permitting the Halls Heights.
- Only railing of maximum height of 1.5 mtr without any branding is allowed in the front and open sides of the stand.
- Meeting rooms on mezzanine floor, if required, should be constructed in the center leaving 1.5 mtr from the periphery in case the mezzanine floor is to be placed along a partition that is common with another stand.
- Walls of meeting rooms on mezzanine floor should be of transparent material.
- The approval and use of mezzanine floor area shall be subject to payment for the area used for mezzanine floor.
- The mezzanine floors can be used only as a visitor hospitality lounge and meeting areas. Exhibits / graphic display/ Video walls will not be permitted on the mezzanine floor.
- Mezzanine floors with areas > 50 sqm must have two stairways – one for entry and one for exit. Such staircases must be placed separately and not next to each other for better escape route

2.10 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).

2.11 Stairs - Stairs must be safe to use and the following gives the ideal dimensions:

- A level landing should be provided at the top and bottom of each flight
- Each landing should have an unobstructed length of not less than 1.2m
- Flights should have a minimum, unobstructed width of 1.2m
- Doors should not swing across landings
- Flights between landings should contain no more than 12 risers where the treads are less than 350mm and no more than 18 risers where the treads are 350mm or greater
- The tread and riser of each step should be consistent throughout a flight
- The rise of each step should be between 150mm and 170mm
- The tread of each step should be between 280mm and 425mm
- Risers should not be open
- Single steps are not encouraged
- A continuous handrail must be provided on each side of flights and landings
- A single staircase shall not exceed 1.8 metres in width
- Where a staircase is divided into more than one channel, no single channel shall be less than 1 meter wide, and an additional handrail must be provided between channels.

2.12 Handrails- Handrails shall be non-climbable, i.e. with solid infills or vertical guardrails, which should be no more than 100mm apart and without horizontal members between verticals.

2.13 All open or unfinished sides of the exhibit space which may appear unsightly must be covered or the Organizer will have them covered / removed at the Exhibitor's sole expenses. Any portion of the Exhibit bordering another Exhibitor's space or an aisle must have the exhibits facing the other exhibitor or the aisle. No structure above 1.2 mtr. height, should be built on the side facing the other exhibitor. No structure can be built within 3 mtr. of the aisle for any purpose. Exhibitors should ensure that first 2 display panels near the gangways have maximum height of 1.2 mtr.

2.14 For Island / 3 side open stalls it is mandatory for exhibitors to design their stands in such a way that there is no obstruction of view and movement of visitors on any of the open sides. This will ensure free movement and give visitors a feel of openness. Exhibitors are not allowed to obstruct the view or adversely affect the displays of other exhibitors.

2.15 A maximum of 70% of Stand area may be used for exhibits and the balance 30% must be left free for circulation. The Exhibitors shall not arrange the display of material in a way that would obstruct the passage area or the adjoining stalls. Displays should be aesthetically similar to the stand and show.

2.16 Exhibits over 2.5 mtr height must not be placed on any raised platform. In a hall with multiple exhibitors, the bigger exhibits (in dimensions i.e. height & length) should be displayed in such a manner that it does not obstruct view of products of other stands. Exhibitors are requested to be sensitive to the view of the neighboring stall.

2.17 The Organisers / Coordinators reserve the right to change / alter / remove any exhibit interfering with the aesthetics of the exhibition or hinders the movement of general public in any way.

2.18 Exhibitors are advised not to use any vacant space around their stands for storage or otherwise. The

access to all services including fire hydrants, electrical panels, A/C ducts and other services shall be kept clear of all obstructions at all times. This could be hazardous and could restrict the movement of service personnel. Organisers / Coordinators reserve the right to remove such material at the risk & cost of the Exhibitor at any point in time.

2.19 Organisers / Coordinators reserve the right to demand modification/alterations to the stand design in case actual display arrangement of a stand is not in conformity to the approved design. Organisers / Coordinators shall remove such installations from the stands at the cost and risk of the Exhibitor. Further, any part of the exhibit/stand which appears unsightly to the Organisers / Coordinators, must be covered by the Exhibitor as per advice of the Organisers / Coordinators in terms of quality failing which Organisers / Coordinators will have the same covered at Exhibitor's cost & risk. Decision of the Organisers / Coordinators in this regard will be final and binding.

2.20 Mandatory Approval of Contractor (Fabricator and Designer): Exhibitors must submit complete contact details of their vendor, including the fabricator and stall designer, by **20th February 2025** before finalizing them for GRIDCON 2025. Prior clearance from the organizer is mandatory for vendors to work in the booked venue halls. The organizer reserves the right to cancel any unauthorized or unapproved fabricator or designer that does not meet exhibition standards.

2.21 General:

- The Exhibitor is required to give an **Undertaking (Form-I)** about the conduct of his contractor to observe all Exhibition & Building Rules & Regulations lay down by the Organizers / IICC.
- The Exhibitor & his Contractor will indemnify the Organizers of any loss or damage caused to the premises, properties of the Organizers/IICC during setting up, currency of the Exhibition & dismantling periods.
- The Exhibitor will bear charges levied by the Organizers / IICC for any damages caused to the property, walls, flooring or for debris not cleared away by their contractor or staff.
- Exhibitors must bear responsibility for the conduct, behaviour and performance of their Contractor(s) appointed for the purpose.
- No part of any structure may extend beyond the boundaries of the site allocated.
- No suspensions are to be made from the ceiling of the Exhibition Halls nor any fixtures be made to the floor, walls or any other part of the building.
- A suitable floor covering such as carpet or matting must be provided for all stalls.
- A back wall, except in the case of islands or peninsula stalls, must be provided.
- Where Built-up stalls are next to "Bare Space", the walls of the Built-up may not be utilized by the "Bare Space" Exhibitors.
- All contractors along with their staffs must have a dress code (similar uniform) along with service badges for their proper identification.
- **Exhibitor badge** shall be provided by organiser/ event management agency to grant access to the exhibition centre for exhibitors and their associated personnel.
- **Entrance to the event venue on foot or in vehicles** is only permitted with proper and valid badge/work permit (during set-up days, show days and dismantling days) which shall be issued by organiser/ event management agency.

- **Contractors Work Pass/Badge** (valid only for setup and dismantling, not during the exhibition) will be issued by the organizers/ Event management agency. To obtain these passes, exhibitors must submit an official request letter listing the names of setup staff (**Form-IA**). Pass/Badge must be worn at all times, and security personnel will deny entry to anyone without the correct pass. All contractors and their staff must wear a uniform dress code and service badges for identification.
- Exhibitors will receive **complimentary conference passes** based on the booked space:
 - Up to 50 sqm: 02 complimentary passes
 - 51 to 100 sqm: 03 complimentary passes
 - Above 100 sqm: 05 complimentary passes

Registrations against complementary passes is to be done online on GRIDCON portal by 28.02.2025. Delegate passes (in addition to complementary passes) may be purchased from Delegate Registration section on GRIDCON portal. The registered delegates get access to the entire conference and exhibition venue areas.

Entry to exhibition area for all visitors (including members from exhibitor's team) is free and without any charges. However, these visitors shall not have access to conference areas/ other areas reserved for delegates.

- **On-Site Deadlines:** All stands must be fully set up and ready for inspection by 06:00 PM on March 8, 2025 (last day of build-up). Exhibitors must be present at their stands before 06:00 PM to ensure they are fully equipped and decorated on time.
- **Power Consumption:** The total requirement of power load (in kW) for stand construction/design/dismantling, demonstration of machinery or model etc. may please be informed to the organizers (**Form-II**) latest by **20th February 2025** along with necessary payment involved. Please complete the form and return to Team GRIDCON along with prospective stall design for approval. **Under no circumstances Exhibitors will be permitted to reduce their electricity requirement. Request for additional electricity load may be considered, subject to availability.**

Electrical power should be drawn from designated points allocated to the exhibitor only. Power drawl from unauthorized sources will result in fines and penalties as per venue regulations.

- **Internet Requirement:** The total requirement of Internet, if any, may please be informed to the organizers (**Form-III**) latest by **20th February 2025**

Please note that only agencies approved by the Organizers/Coordinators will be permitted to operate for handling and clearing jobs inside the venue. The link for list of empanelled agencies is available under the 'Venue Operator' section in contact details as well as at end of this manual.

Architectural Guidelines

1. Space Only Stands - A space-only stand is any stand that is designed and built by the exhibitor but is not a 'Complex Structure'. The following information must be submitted for space-only stands:

- Detailed scale drawings, including plan views and elevations
- Details of the materials used to construct the stand
- A plan showing its location within the exhibition
- A risk assessment, (to include fire hazards) and method statement.

2. Complex Structures- A complex structure is any form of construction of any height, which may require input from a structural engineer. If a stand is not constructed from a 'shell scheme', it is the responsibility of the stand designer to determine whether the construction is complex or not. Examples of complex structures include:

- any structure, regardless of its height, which requires structural calculations
- multi-storey stands
- any part of a stand or exhibit which exceeds 3 meters in height
- Suspended items, e.g. lighting rigs of over 400 kg in weight
- Sound/lighting towers
- Temporary tiered seating
- Platforms and stages over 0.6m in height and all platforms and stages for public use.

The following information must be submitted for a complex structure:

- detailed, scaled structural drawings showing-
- plan views of each storey of the stand
- sections through each storey of the stand
- elevations including full steelwork and staircase details
- width and position of gangways within the stand
- floor and/or roof loading
- Specifications of materials used
- structural calculations
- risk assessment (to include fire hazards) and method statement
- written certificate from a structural engineer, with adequate professional indemnity cover, that the design is safe for its purpose.

3. Stand Construction Requirements

- **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. It 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 mtr. 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 mtr.

- **Construction Materials-** All materials used in the construction of stands, features, and displays, including signs and fascia's, shall be:
 - suitable for the purposes and conditions of their intended use
 - adequately prepared and fixed in order adequately to perform the functions for which they are designed
 - non-combustible, inherently non-flammable, or durably flameproof
 - Water-based, where applicable, e.g. adhesives and paint.
- Materials may be tested on-site to ensure that they comply with fire safety requirements. Decorative materials used for stand dressing must be flame-proofed or purchased already treated by the use of the appropriate chemical. Untreated wallpaper and similar thin surface finishes, not exceeding 1mm in thickness, may be accepted, provided they are firmly fixed. Artificial plants and flowers are combustible and give off toxic fumes. Therefore, they must not be used for stand dressing. Silk-type flowers are acceptable, providing they are fireproof or have been treated and marked as such.
- Drapes, curtains, hangings, etc., must be inherently or durably flame-proofed. Otherwise, they may be treated with a flame retardant. Test certificates must be available for inspection for any materials intended to be used. Fabrics used for interior stand decoration must be fixed taut and/or in tight pleats (not loosely draped) to a solid backing, secured above floor level and not touching light fittings. Curtains on exit routes should hang 75mm clear of the floor, be parted in the centre and not conceal any exit signs.
- All floor coverings must be secured and maintained so that they do not cause a hazard. Fixing of floor coverings to the hall floor may only be carried out using approved tape. Other forms of fixing to the hall floor, such as glue, cable clips, nails, and bolts are prohibited. All glazing used in the construction of stands must consist of safety glass (laminated or tempered) a minimum of 6mm thick to prevent injury from glass shattering. The table below shows the thickness required for large, glazed areas:

Maximum Pane Size Dimensions	
Thickness Required	Size
8mm	1100 mm x 1100mm
10mm	2250mm x 2250mm
12mm	4500mm x 4500mm
15mm	No limit

- Any uninterrupted, large areas of clear glazing shall be indicated with warning stripes, dots, logos, etc. Overhead glazing shall be of wired or laminated glass or be otherwise adequately protected from shattering. Night sheets must be made of inherently non-flammable material or of material satisfactorily treated to render it non-flammable. They shall be stored rolled up and firmly secured and not cause any obstruction while not in use. Only water-based paint may be used on-site for the final touch-up only. Paint-spraying equipment is strictly prohibited and not allowed to be used and not cause a nuisance to others. Protective measures shall be taken to ensure that no paint is spilled or sprayed onto the building.
- All materials such as plastic, including plastic plants and materials used for vision panels, etc., must be non-flammable. Timber under 25mm thick must be impregnated to be fire resistant. Treated materials should be marked as such. Boards, plywood, chipboard, etc, must be treated

if under 18mm thick. The exception to this is MDF, which is usually acceptable for use due to its density. Upholstered seating must be non-combustible and marked with the appropriate BIS standard.

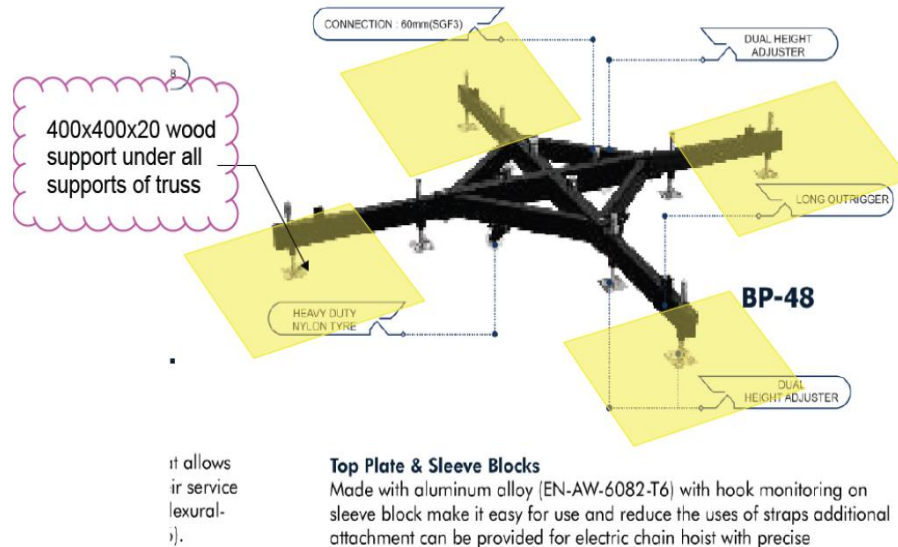
- Exhibition stands including equipment and exhibits as well as advertising hoardings must be securely erected so that they will not cause any loss to the general public/visitors/workforce/casual manpower/building infrastructure etc. Special care/measures should be taken especially during construction and dismantling which can restrict/reduce/bring down the amount of loss that may arise from the work/task and shall be limited to specific areas. Proactive planning with proper measures can help in avoiding risks on adjacent escape and rescue routes or neighbouring stand space.
- The exhibitor is responsible for structural safety and may be required to provide proof of such. Exhibitor should commission a structural engineer to carry out a check of stand safety at their own expense.
- 100% prefabricated material may be used while constructing stands to ensure a safe and healthy working atmosphere and minimum time spent by the stand fabricators, fitters, etc. Painting/pasting/wood cutting/drilling/grouting etc. will not be allowed inside and within the Complex / IICC venue.
- 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.
- Any welding, cutting, soldering, defrosting, and abrasive cutting is not permitted, in any special case, it must be personally notified prior to commencement and requires written permission from Organiser, Venue Management and NOC from Delhi Fire Services. Such work may not be started until it has received clearance together with a written permit. The use of low-quality shrink wrap (non-ISI marked) and manual shrinking equipment with an open flame also requires a written permit/NOC from Delhi Fire Services. Within the working area, a safe distance of at least 5 meters must be kept from any flammable objects, such as exhibits and stand construction materials.
- It is advisable not to use glass inside the premises. Whereas laminated safety glass is suitable and safe for use. Detail on the glass and acrylic is mandatory. It is strongly recommended that the edges of panes of glass must be machined or protected from any risk of injury. If possible, all glass components or areas must be marked at eye level and should be visible in all circumstances. It is the responsibility of the exhibitor to make sure all glasses are removed immediately before initiating the wind-up process with all safety measures and gadgets. Damaged glass (during handling) should be removed immediately from the site (safely).
- All temporarily constructed rooms such as conference rooms, lounges, waiting areas, etc. must be equipped with safety gadgets like fire extinguishers, lighting, open to pre-installed sprinklers, etc. Such rooms should have a separate fire/emergency exit as per Delhi Fire Service norms. All such rooms that can only be accessed by exclusive team members must not be built. In temporary rooms, the use of swing doors, revolving doors, coded doors, sliding doors and other access barriers is not permitted especially in the emergency exits. Standing attendees are not allowed in such rooms. In order to maintain the sprinkler function, stands in all halls must be open at the top.
- In covering of single floor stands and the upper floor of Duplex Floor stands is only permitted with

fire-resistant materials as per the National Building Code of India Part -4 [Fire and Life Safety]. A certain portion of the area is still required to remain open from top to bottom in order to have a proper and effective function of the sprinklers. If there is more than 30% PVC (Polyvinyl Chloride), wood etc. on the stand area (including stand construction material, exhibits, etc.) the stand must not be covered, must have multiple entry and exit and should be insured additionally.

- Exhibitor should submit proof of the material used in the stand along with the drawing of the stand and approval/certificate issued by structural engineers before the show build-up for further approval, inspection certificate/report (before and after completion of constructions) by structural engineers or competent authority or approved inspection authority is also mandatory.
- Components and technical facilities may not be damaged, strain, soiled (lightly coloured), or in any way changed (e.g. drilling of holes, the use of nails and screws, glue, any pasting, adhesive, painting, welding, etc. not permitted). Carpets and other floor coverings must be laid with due regard to safety and must be environment-friendly (no dust / no residues shall be left behind). Substances like oil, grease and similar kind materials are not allowed any filling / refilling, it should be done in-house by exhibitor/contractor etc. any spillover must be reported to organizer for immediate removal with all precautions and with the help of the experts/professionals. All cost will be borne by the exhibitor. It is not permitted to drill / grouting / welding / anchor stand buildings / exhibits on the floors. The cover plates of the supply trenches/ducts in Halls are recommended not to be cover.
- **Stand Construction Heights- Maximum construction height for stand buildings and advertising supports (from the ground) is 3.00 meters (single Floor standalone) & 5.00 meters (Double floor [mezzanine] standalone) and 3.00 meters (single floor sharing).** These limits shall be valid unless any other regulations are laid down by organiser. There should be a provision for the inspection of structural installations. For an open or transparent upper floor of a Duplex Floor exhibition stand, the exhibitor must obtain permission from the organiser and nominated structural engineer (as per empanelment list). All Stands walls higher than 2 meters must be dimensioned with an equivalent distributed load and certified by a structural engineer.
- Any and all kinds of adhesive glue, tape or bond should not be used on the flooring of the exhibition halls. No surface material painting shall be done at the site.
- **Stand construction and decorative materials** - Readily flammable materials and construction materials that drip when burning or polystyrene hard foam (Styropor) and similar materials may not be used in the construction of stands and stand installations. In individual cases, special requirements may be imposed for load-bearing construction components for safety purposes. All forms of decoration material must be heavily flame retardant at least as per the National Building Code of India Part -4 [Fire and Life Safety] or equivalent evidence in India or international standards as per building material category. Should this be requested by the venue operator, low flammability must be proved through the submission of a test certificate from an approved inspection authority/Delhi Fire services as well as a certificate of conformity. Standard fire-resistant decorative materials may be used in certain areas if the design provides sufficient protection against fire. Materials such as bamboo, reed, hay, straw, wood chips, turf or similar materials may not be used.

Any and all materials used for exhibition booth installation or floor finishing shall be flame retardant treated or made from non-flammable materials, and a flame-retardant certificate, documentation with respect to flame retardant qualities, or other confirmation thereof shall be submitted to the operator and organizer for approval.

- All truss supports must place on Minimum 400 x 400 mm x 20 mm thick wood board.



- **Security Camera Deployment Policy-** To ensure the availability of clear and comprehensive surveillance footage in the event. This policy applies to all contractors, exhibitors, and organizers involved in events where security surveillance is a requirement.
 - In cases where the pre-installed CCTV footage is compromised due to temporary constructions obstructing the view, it is the responsibility of the contractor, exhibitor, or organizer to take remedial actions.
 - To maintain a high level of security and surveillance during events, additional cameras must be deployed to cover any areas where the pre-installed cameras fail to provide clear footage due to construction hindrances.
- **Canvassing & Aisle Congestion:** Business activities and **literature distribution** must be confined to the exhibitor's stand. Under no circumstances should activities **extend into gangways**, unless prior permission is obtained from the organizers. Failure to comply may result in **stand closure**.

Venue Guidelines & Regulations

The venue rules and regulations apply throughout the premises.

- Entrance to the event venue on foot or in vehicles is only permitted with proper and valid badge / work permit (during set-up days, show days and dismantling days). Operator reserves the right to check individuals to ensure that they are authorised to be on the event venue, regardless of whether they are suspected of wrongdoing.
- Operator shall be entitled to search the cargo areas of vehicles and bags or personal items of individuals at any time regardless of whether or not there is any suspicion of wrongdoing. Should anyone refuse permission, Operator reserves the right to expel them from the event venue.
- The driving of vehicles inside the halls is only allowed during setup & dismantling days with proper work permit. The use of vehicles inside the convention buildings is not permitted. This includes Scooters, Segway, e-scooters, bicycle etc.
- Admission of any animals, birds or pets onto the event venue is prohibited.
- Individuals (labour, contractor, and worker) under the age of 18 years will not be allowed to enter the event venue during setup, show & dismantling days.
- Third-party contractors will have to abide by Operator's instructions throughout the booking period.
- Chewing of tobacco, eating paan, chewing gum, gutkha, pan masala, washing hands inside the hall or on the stand area, littering and spitting is strictly prohibited in the event venue. If found guilty, fine will be imposed and the person will be expelled from the event venue immediately.
- Smoking is strictly prohibited in the entire premises.
- The possession, distribution or use of any illegal drug or alcohol at IICC by the User, contractors, workers or guest is strictly prohibited.
- Any loss or damage caused from mishandling of the furniture, equipment, fittings, lighting / audio system, stage, etc., shall be fully compensated from security deposits.
- The use of balloons filled with a combustible gas inside the Centre or outdoor areas is strictly prohibited.
- Remote-controlled flying objects within the event venue is not permitted.
- The application of paint, wallpaper or adhesives to the walls and columns / pillars of the halls is not permitted. The hall components and technical facilities may not be subjected to any strain from stage / stand constructions or exhibits.
- Electrical, Stands & Auxiliary area with power output has to be shown in the plan.

1. Power Distribution

Electrical Installations and Equipment-

- a) Requirements for electrical installations on space only and complex structures will need to be included in the stand approval process. Exhibitors must include sufficient electrical sockets to serve all of the equipment on the stand. Extension leads must be no longer than 2m and only one extension lead per socket will be permitted. The use of block sockets for multiple plugs will not be permitted. All plugs and extension lead must be free from damage and defects. Wiring circuits must comply with local wiring regulations and be protected by at least 30mA RCD protection.
- b) The organiser reserves the right to withhold connection to power to a stand or to shut off power to a stand which is not compliant with electrical safety requirements or if it is deemed to be unsafe by the (organisers) appointed contractor representative.
- c) All electrical work including testing and inspection must be undertaken by qualified electricians who are competent to do the work.
- d) **Circuit Protection** - Circuits must be protected from overload, short circuit or earth fault with adequate correctly rated fuses or circuit breakers.
- e) **Earthing** - All electrical circuits must be properly earthed.
- f) **Insulation and Cable Protection**- Electrical circuits must be properly insulated. There must be no exposure of live cables or live surfaces. Cables must be protected from potential damage or exposure. Extension cables should not be trailed across the floor where they can be damaged by moving vehicles. Exposed electrical cables on stands should be fixed with cable ties and should not be left hanging loose.
- g) **Protection Against Electric Shock**- All circuits must be fully protected by Residual Current Devices with a 30-mA trip. Working on live circuits is not permitted at any time. Wooden junction boxes & Switch boards are strictly not allowed.
 - Exhibitor shall be fully liable for damage caused by defective electrical installations.
 - Power cables used must be as per statutory codes. Bare electric leads and crocodile clips are not allowed. All the wiring must be protected against short circuit and overloading.
 - No open joints will be allowed. All joints to terminate in a junction box or electrical panel, and the panel should have individual rated trip switches, ELCB and fuses.
 - Transformers for low voltage appliances must not be concealed from view or access.
 - All lighting systems and lights must be switched off before leaving the stand in the evening.
 - All cables running in and out of halls should be taken through the mouse traps and in no situation through the doors.
- h) **Inspection and Testing**- All stands must be visually inspected to ensure that the electrical installations are complete, and that installations and equipment are free from obvious defect or fault which is unsafe. The following tests must be conducted in electrical installations:
 - Continuity Earth • Insulation Resistance • RCD function
- i) **Fire Safety** - Excessive bunching or coiling of electric cables, particularly in confined

spaces, will not be permitted. Extension reels must be fully extended when in use. Distribution boxes and consumer units should ideally be fitted 2m from the floor. All electrical installations and equipment must be clear of combustible material such as paper and cardboard

- j) Temporary Power distribution-** placement of temporary power distribution systems like gensets (generator sets) must comply with several norms and standards to ensure safety, efficiency, and adherence to regulatory requirements. Here are the key guidelines:

Bureau of Indian Standards (BIS):

-IS 732: This standard deals with the code of practice for electrical wiring installations, including guidelines for temporary installations.

-IS 3043: This covers the code of practice for earthing, which is crucial for the safe operation of temporary power systems and gensets.

Central Electricity Authority (CEA) Regulations:

-CEA (Measures relating to Safety and Electric Supply) Regulations, 2010: These regulations provide comprehensive guidelines on the safety measures to be followed for electrical installations, including temporary ones.

-CEA (Technical Standards for Construction of Electrical Plants and Electric Lines) Regulations, 2010: These standards specify the technical requirements for the construction and operation of electrical plants and lines, which would apply to temporary setups as well.

Indian Electricity Rules, 1956

-Rule 46: This rule mandates the periodic inspection of all electrical installations by a qualified electrical inspector.

-Rule 47: This emphasizes the precautions to be taken in electrical installations to prevent electrical accidents.

Submission of the following licenses (before installation of temporary power supply units, such as DG sets) is mandatory along with other information:

- Proprietor License
- DG Fitness License
- DPCC and Cable License

2. Emergencies:

- a) An emergency is any situation that poses a serious and imminent risk of injury, loss or damage to the event/venue or any of the occupants requiring immediate action to prevent or contain the consequences.
- b) The essential access routes, marked by no-stopping signs, and the movement zones for the emergency evacuation/services must be always kept clear. Vehicles and objects parked or deposited on the emergency exit routes and safety areas will be towed immediately at the cost and risk of the organizer/exhibitor/contractor/owner.
- c) The emergency exit routes must be always kept clear. The doors along the emergency exit routes must be easy to open, over their full width from the inside. Exit doors and escape hatches/tunnels in/below the hall and the signs indicating their position may not be reconstructed, built over, covered, or made unrecognizable in any other way. The aisles in the halls

may not be obstructed by any objects. In an emergency, these aisles are used as emergency exit routes.

- d) In case of any violations of these rules, organiser shall be entitled to take remedial action at the expense and the risk of the parties responsible. Materials needed for stand construction or exhibits delivered for immediate setting up on the stand area can be deposited in the hall (designated area) briefly during the setting-up and dismantling phase. Areas in front of emergency exits and the crossings of the hall aisles must be always kept free over their entire width. The hall aisles must not be used for setting up assembly locations or for setting up machines (e.g. workbenches, etc.). Sprinklers, fire alarms, fire extinguishing equipment, trigger points for smoke extractors, smoke alarms, fire curtains, closure devices for the hall entrances and other safety equipment, the corresponding signs as well as the green emergency exit signs must be accessible, and visible at all times; they may not be obstructed or built over.
- e) **ANY non-compliance will result in fines and penalties, such as inadequate emergency exits in temporarily constructed rooms, emergency and fire exits blocked by temporary constructions, obstruction of evacuation routes, etc.**

3. Fire Safety

- a) This section addresses the key fire safety arrangements for fire prevention and fire response. It covers the requirements to ensure that flammable materials and sources of ignition in the halls are kept to a minimum and to ensure that occupants can escape safely in the event of a fire. It does not cover structural or design aspects of the venue.
- a) **Fire Prevention** - Combustible waste must not be permitted to build up in the halls and must be removed regularly to a suitable disposal area. Vendors and exhibitors are not to dump large items of waste in the aisles. Highly flammable liquids such as glues are not permitted in the halls unless essential (need approval from organiser) in which case only the minimum required quantities should be used. Vehicles and motor engines for machinery such as generators must not be refueled in or close to public areas / not during event time and certainly not in the halls.
- b) **Pressurized gases** for cooking or heating are not permitted in the halls at any time. Pyrotechnics (fireworks) or any form of display which creates heat or flames are not allowed. Electrical circuits must comply with the electrical safety requirements to prevent overloading of circuits. Cables must not trail across aisles where they can become damaged by vehicles.
- c) **Hot Works** - Hot works are construction processes requiring heat such as cutting or welding. All hot works need to be done or completed in vendor workshops (not permitted in venue) and in case of essential or final completion it requires a Hot Work Permit from the organizer. The immediate area must be clear of other workers, public and vehicles and no other workers, public or vehicles should be able to pass under hot works. The immediate area must be clear of any combustible items. The operative and others must be suitably protected from the risk of burns and damage to eyes.

4. Material Handling & Lifting

- a) Any services like rigging / vehicle movement / working at heights during event set-up or dismantling which includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing, or supporting it. This includes cranes, fork-lift trucks, hand-operated lifting equipment, lifts, hoists, pallet trucks, mobile elevating work platforms, and lifting accessories such as chains, slings, eyebolt shackles etc.
- b) **Risk Assessment, Planning and Supervision** - All such operations must be covered under

relevant insurance and a risk assessment should be submitted to the organiser along with design plan. (Risk assessments for specific lifts may be completed when the relevant information is available). All such operations must be properly planned in advance by a competent person, particularly with regard to floor loadings. The organiser requires prior notification of complex lifts, e.g. over 2m high, or heavy lifts over 5000 kg, or crane lifts.

- c) It must be undertaken and supervised by competent persons who are qualified by the provision of appropriate skills, knowledge, training and experience. Licences/training certificates must be valid and not more than 3 years old. Proof of competence must be made available for inspection upon request. Organisers reserves the right to ban operatives who engage in unsafe practices from the tenanted area.
- d) **Maintenance of Equipment** - All equipment used must be free from defects, fit for purpose (sufficiently strong, stable, and marked to indicate its working load limit), adequately maintained, and subject to relevant legal requirements for inspection with valid certification which must be available on request. This will include equipment that is used only occasionally, such as attachments to forklift trucks. All equipment on site must be visually inspected daily by a competent person to ensure that it can function safely. A record is to be taken of this inspection and collated by the lifting supervisor.
- e) The **maximum speed of the vehicles** allowed inside the 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 centre. The Delhi Road Traffic & Venue 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
- f) **Conduct of Lifting Operations and Floor Loading Limits** - All equipment must be positioned to minimize the risk of injury or damage, e.g. from the equipment or the load falling or striking people or structures; every part of a load and anything attached to the load and used in lifting must be secured and of adequate strength. All equipment's must be labelled and numbered with driver details so the equipment and its operating company can be easily identified by the organiser in the event of safety violations or incidents. It cannot be assumed that the hall floors and external roads, will bear the same weight as public roadways.
- g) All Manpower during event set-up and dismantling especially workforce working with equipment operators must:
- i. Wear hi-vis vest and relevant PPE during operation.
 - ii. obey speed limits
 - iii. have a clear vision ahead when operating equipment or use a banks man where vision is obscured
 - iv. observe floor loading limits for their vehicle and load
 - v. not carry passengers on any part of the vehicle or load
 - vi. travel with the forks in the traveling position (leg height)
 - vii. not attempt overhead lifting without a banks man
 - viii. wear restraints where these are fitted
 - ix. not place freight in designated emergency aisles
 - x. switch off engines when not in use and remove keys when parked
 - xi. place forks flat on the ground when parked
 - xii. Do not use a mobile phone whilst operating equipment

- xiii. Must not be under the influence of drugs or alcohol when operating equipment.
- h) Exhibitors, and contractors/vendors are responsible for ensuring that workers are issued with appropriate PPE for their work activities. In particular, the following rules apply:
- i. Hardhats should be worn where there is a danger of falling objects.
 - ii. Robust footwear should be worn in the halls during build-up and breakdown to prevent slipping and foot injuries.
 - iii. Those working at a height where there are no guard rails should be clipped on via a lanyard or wearing fall arrest equipment.
 - iv. Hi-visibility vests should be worn in areas of significant vehicle movement.
 - v. Workers are responsible for ensuring that PPE is worn when issued and cooperating with the organiser and the organiser's appointed safety staff regarding health and safety.
 - vi. It is not permitted to operate your own cranes and forklift trucks on the event venue. Only equipment belonging to forwarders who are authorised to operate on the premises may be used.
 - vii. The storage of empties of all kinds on the stand is prohibited.
 - viii. User shall ensure that the goods and cargo vehicles shall enter from designated gates and parked at designated bays for unloading in pre-arranged order through any of the empanelled logistics, clearing and handling agents.
 - ix. The movement of goods through public area, audience passage, entry plaza and other non-designated areas including movement of goods when the event / exhibition is strictly prohibited. Any goods arriving prior to move-in date shall be handled by User and shall not be the liabilities of the Operator.
 - x. Operator shall not allow any vehicles to enter the event venue in advance. The exit of exhibits shall be through exit passes duly authenticated by Operator security team, as per the scheduled move out timings .

Working at Height- A person is working at height if there is a possibility of their being injured from falling, even if they are working at or below ground level. Generally, this means above 2m. All such operations must be covered by a risk assessment and together with supporting information on requirements submitted to the organizer along with design plan. All such operations must be properly planned in advance, particularly with regard to permitted Working Load Limits. It must be supervised by a competent supervisor who is qualified professional, by provision of appropriate skills, knowledge, training, and experience. Certificates must be made available for inspection upon request. The organizer reserves the right to ban operatives or vendors who engage in unsafe practices from the tenanted area. Exhibitors and any vendor are NOT permitted to conduct their own Operation.

Only the appointed or approved vendors are permitted to conduct the operations from any part of the tenanted area. Ideally, there will only be one appointed or approved rigging contractor for the event. The organizer reserves the right to appoint an independent vendor to inspect and approve the operation in the halls once it is complete. Any unsafe work must be made safe or removed. When working at heights person must be clipped onto a fixed point via a safety lanyard or be wearing fall arrest equipment. Suitable head protection must be worn to prevent injury to the head when falling. The company must have a rescue plan to rescue the person suspended at height following a fall.

All reasonable steps should be taken to eliminate or minimize work at height. Working at height should be properly planned and supervised and the correct equipment selected. Contractors are to ensure that:

- o No work is done at height if it is safe and practical to avoid it
- o All work at height takes account of conditions that could endanger safety such as high winds or slippery ground

- Must be protected by a guard rail or equipped with a fall arrest harness (except when using a ladder)
- Those involved in work at height are trained and competent
- Equipment is appropriately inspected and free from any defects
- The risks from falling objects are properly controlled. Work platforms must have a toe board to prevent items falling
- Access is controlled to prevent other persons from working or walking beneath work at heights
- Persons working in the vicinity of high works should wear a hard hat
- Persons working at height on mobile elevated work platforms should wear head protection
- Plans are in place for emergencies and rescue from height
- Ladders can be used when it is not practicable to use a working platform, or the activity is low risk. Ladders must be used in accordance with the manufacturer's instructions at all times. Additionally, the following guidelines must be followed:
 - Ladders must have 'industrial' rating (this type is more durable and resilient)
 - Ladders for work over 4m are not permitted
 - Leaning ladders must be placed at the correct angle
 - Ladders should only be used on level ground and must be secure e.g. suitably tied or, as a last resort, footed
 - The top treads or steps must not be used as a platform for work
 - Users should face the ladder at all times whilst climbing or dismounting
 - Stepladders should not be used sideways-on where sideways loads are applied
 - Only one person should climb or work from a ladder or a stepladder
 - Users should not overreach
 - Steps and ladders should be checked for suitability and defects each time they are used

The organiser reserves the right to require equipment deemed to be defective to be removed from the IICC

- i) **The Working Environment-** There must be adequate lighting and clear aisles to allow loads to be carried with the risk of tripping and falling. Any item designed to protect the individual. Such items include - Hard Hats / Fall arrest equipment / Safety Boots / Gloves / Eye protection / etc. Workers must conduct themselves in a manner which does not endanger the health and safety of others. The organiser reserves the right to remove any worker from the venue who poses a risk to others by ignoring health and safety rules.

The load-bearing capacity of the floor in Hall 1 & 2 (IEH) is 5000 kg/m² (5 tn.). However, in Exhibition Hall 1, the load-bearing capacity is only 2000 kg per square meter for the first 20 meters from the entrance.

Vehicles are limited to 7.00 mt. height and 6.00 mt. wide drive into the hall (IEH). Any vehicles/cargo exceeding this specification require to get offloaded outside the hall.

5. Vehicle Movement

- a) Vehicles include good vehicles, vans, cars and any self-propelled equipment such as cranes, forklift 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.
- b) 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 & venue Regulations apply throughout the venue and in the car parks.

- c) 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
- d) 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 organiser reserves the right to ban unsafe drivers from the tenanted area.
- e) 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.
- f) 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 organiser 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 contractor.
 - All the below guidelines for displayed vehicle have to be followed
 - Driver has to be inside the vehicles or on the stand throughout the exhibition 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.

6. Off Hours Working:

It refers to working outside normal operating hours after prescribed working hours are after 1800 hrs.

Requirements Permission: Working after prescribed hours will not normally be permitted. Contractors and exhibitors must plan to ensure that the necessary work can be completed within the prescribed hours. It will generally only be permitted in exceptional circumstances where it can be done safely. It can only take place in the tenanted area with permission from the organizer & venue management. The following must be considered:

- Safety risks including reasonable working hours for operatives
- security
- Lighting and power
- toilets, security, housekeeping, utilities operational
- First aid cover, health and safety cover
- emergency situations
- relevant venue licensing conditions.

It will only be permitted if there is sufficient management cover and appropriate duty staff to oversee safe working practices and to ensure adherence to licensing restrictions. As a minimum, there must be at least one or more responsible entity/vendors supervisor able to monitor the venue's emergency life systems. Vendors and exhibitors may incur costs if such working is necessary due to planning failures.

7. Waste Removal and Aisle / Trenches Maintenance

Waste materials left in the aisles / trenched block fire exit routes and hinder access in emergencies. Sharp objects in waste can cause injuries to hands and feet. Food waste attracts vermin and can be a health hazard. The Exhibitors are responsible for cleaning normal waste which includes packaging and other small items from the tenancy area. Exhibitors and vendors are responsible for the removal of any other waste including:

- carpet - except scraps
- crates/pallets
- Building waste, such as bricks, sand, and stand-fitting materials
- Metal work
- Large items that will not fit into rubbish receptacles or that need to be removed by mechanical means

Hazardous waste - e.g., paints, solvents, chemicals, clinical waste, aerosols, oils, or lubricants, including rags used in the application of these substances

- cooking oils
- Strip lights (fluorescent tubes) and light bulbs, temporary cables, etc.
- Material produced by working demonstrations of exhibits.

Exhibitors and contractors are responsible for removing large items of waste. Nails and other sharp objects should not be left sticking out of wood and should be hammered flat.

Emergency Aisles: During build up and break down certain aisles should be designated as emergency aisles for evacuation and access for emergency vehicles and these must be kept clear at all times. Ideally, there should be an emergency aisle every 25m. The lifting and other contractors/exhibitors are not to place items of freight/material into designated emergency aisles.

8. Housekeeping & Waste management:

In general, reusable, environmentally friendly materials are to be used for stand construction and operation. The stand construction companies are responsible for cleaning the event venue and stand, and disposing of waste during the event, as well as for disposing of any waste and special waste that is created during set-up and dismantling.

Vacating exhibition areas after the end of the event: The exhibitor must return the exhibition area in a clean state by no later than the end of the dismantling period. Adhesive tape, paint residues etc. must be completely removed.

The exhibition area will be inspected jointly with the organiser's & Venue representative and its proper return confirmed in writing. If the exhibition area is not returned in proper condition, Operator will have it cleaned and restored at the User's expense

Any materials or wastes that are not produced in conjunction with the event or with setup and dismantling work shall not be brought onto the event venue. Seeping of the floor manually by brush is not allowed. It is advisable to utilize the equipment like vacuum cleaner etc.

Exhibitors shall strictly adhere to all rules of SWM rules, 2016 & Plastic wastage management rules, 2016.

9. Food & Beverages

Outside Food and Beverages, Package / Mineral Water is strictly prohibited. There will be an in-house cafeteria and restaurants accessible by visitors. Only Food and Beverages items provided by the Operator or Empanelled caterer can be consumed inside the premise

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 areas (lounge) within the Venue as advised by the Operator.

General Summary:

- Noise- Tools that create unsafe levels of noise above 80dB(A) must not be used for long periods inside the halls. The organizer will monitor noise levels to ensure that the ambient noise levels do not exceed 80dB(A) for long periods.
- Presentations, visual, digital, holographic, 3D or above display, slow-moving and audible advertising media as well as musical reproductions will be permitted case to case as per application with condition that this does not disturb the public, neighbours, does not cause crowding, in public interest or drown out the public address systems. The noise level must not exceed 70dB(A). Organiser is empowered to intercede and, if necessary, close down operations at any time without prior notice. Projectors in halls will be permitted case to case as per application with the condition.
- Music/audio media run shall be permitted as per the Indian Govt. law and the user should have copyright of the same. According to the Indian Copyright Act, music/audio media run is permitted

under the law, but the user must have ownership or permission to use the copyrighted material. It is important for users to have the necessary licenses or permissions to avoid copyright infringement and legal consequences.

- All audio, video, print, live, and other forms of advertisements must comply with the norms mentioned in the Delhi Advertisement Policy and the Advertising Industry's Code of Ethics.
- Appropriate measures/arrangements for personal protection gear like face covers/masks, safety belts, gloves, specs, etc, and others are available and in use by the visitors, staff/labor belonging to all the agencies for Construction and Decoration (C&D), Security, Housekeeping, etc. hired and any other staff deployed by them, in connection with their event/exhibition/conference during build-up, shows, and wind-up.
- The visitors, staff/labor, workforce etc. should know on what they should carry for hassle-free working in the IICC.
- Online pre-booking / pre-registration of visitor, staff/labor, workforce etc. to minimize queues at the registration area and seek declarations. They should be registered in order to ensure traceability if needed. Contactless entry should be encouraged.
- Exhibitor should encourage the use of technology to promote paperless and plastic-free working. All Exhibitors should ensure & regularly monitor the hygiene of all the halls. The contractors, etc. should ensure that all wastes, scrap, etc. are removed from the venue immediately.
- The CPCB guidelines are available at <https://cpcb.nic.in/uploads/Projects/Bio-Medical-waste> may be referred to for bio-medical waste management (mask, tissues, battery etc.).
- 100% prefabricated material will be allowed while constructing stands to ensure a safe and healthy working atmosphere and minimum time spent by the stand fabricators, fitters, etc. C&D agent should disinfect the booth construction material etc. Stand Contractors should use mechanized trolleys/pallets etc. to minimize human labor while bringing/taking material out of the halls. Painting/pasting/wood cutting/drilling/grouting etc. will not be allowed inside the hall and within the IICC venue.
- All Exhibitor should have a minimum of one Medical 'first aid kit' for any medical emergency and would have adequate facilities / medical aid. The contractor along with the organizer would also ensure to identify and safely transfer of patient to the respective room till the arrival of the medical team or transfer to a hospital.
- All Exhibitor should ensure that there should be no live music played within IICC.
- All Exhibitor should ensure that all eating/food consumption must be in designated areas. The contractors, etc. should ensure that all such garbage, etc. are thrown into closed bins immediately after use.
- In the IICC complex and in the halls, manual unloading of construction materials and furnishing objects is not permitted. For all materials to be transported into the halls suitable transport units such as pallets or other units to be handled with forklifts shall be used. Unloading shall only be done professionally with forklift trucks or cranes by forwarders authorized/empanelled for this task by venue management. Unwrapped materials shall only be stored in the exhibitor's own

stand area.

- Operating own cranes, other material handling equipment with operator platform/driver's seat, and forklifts are not permitted at IICC Complex. Only equipment of the accredited/empanelled agents permitted on-site may be operated. The empanelled agents have sole handling rights in the exhibition grounds, i.e. carriage of exhibits, stand structures, etc., to the stand, including the provision of any auxiliary equipment required.
- The storage of empties of all kinds on the stand is prohibited. Empties must be handed over without delay to the empanelled agents appointed for the exhibition grounds.
- ***Please note that no agency other than the approved agency by Organisers / Coordinators will be allowed to operate for handling /clearing jobs inside the venue.***
- **Insurance:** While organizers take precautions to protect exhibitor property, they are not liable for any loss or damage. Exhibitors are advised to secure insurance coverage for their materials during transit and the exhibition. Insurance should also cover legal liability for injury or damage to third-party property.
- **Conflict Resolution:** Any conflicts or disputes arising from this technical manual will be resolved amicably between the parties. If an amicable resolution is not possible, the dispute shall be settled through arbitration under the Indian Arbitration & Conciliation Act, 1996 in New Delhi.
- **Liability for Third-Party Service Failures:** The organizer will make every effort to ensure high-quality services from official contractors, vendors, and venue authorities. However, the organizer is not liable for any service failures or disruptions beyond their control, including but not limited to:
 - Power outages
 - Air-conditioning failures
 - Other technical issues during the event or setup period

No rental adjustments or refunds will be provided in case of such service disruptions.

Any violation of the rules governing power distribution will result in fines and penalties as per venue regulations.

Do's & Don'ts

DO's:

1. The fascia and stall number shall be provided by the Stall Presentation Agency in the Built up stalls. The Exhibitors in the Bare-space stalls shall arrange fascia writing at their own expense either through the Official Stall Presentation Agency or through any other construction agency engaged by them.
2. Always keep clear all entrances and exits including emergency exits, gangways, staircase etc. Keep fire extinguishers, fire alarms and hydrants visible and accessible at all times. Exhibitors particularly concerned with the flammable nature of their exhibits are strongly advised to also bring their own fire extinguishers.
3. In case of outbreak of fire, immediately use extinguishers and/or remove the exhibits to safety from the vicinity of the fire and simultaneously inform the nearest Control Room/Organizers.
4. Approval of the organizers should be taken in advance if any exhibitor wishes to exhibit or demonstrate any inflammable and/or potentially explosive burning or glowing objects or liquid gas in the Exhibition. The approval may be given by the organizers on case-to-case basis in consultation with competent authority.
5. While the organizers will arrange for the general cleaning of the Exhibition premises and aisles, the Exhibitors have to make their own arrangement to clean their stand and keep them tidy. Contact Operation Team/Front Desk for hiring cleaning agency.
6. Exhibitors should keep their stand clean and presentable.
7. Exhibitors will be liable to pay for any loss or damage caused to the property, fixtures, fittings or any other article or things.
8. Please ensure that the noise level from any demonstration or sound system is kept to the minimum to avoid inconvenience to others.
9. Please ensure that Exhibits and stand material is immediately removed after the Exhibition is closed. Failing to do so shall entitle the organizers to dispose of the material in any manner they deem fit, and they shall not accept any responsibility for any loss or damage to the Exhibits. Cost involved on the disposal of the Exhibits will be borne by the Exhibitors.
10. For demonstration of machinery or equipment at the stand, please provide full details to the organizers in writing and ensure that the demonstration of the machinery equipment should not prove to be a hazard to the visitors. Take all safety measures when the machinery is put on demonstration to prevent any accident. Isolate controls and switches in a manner so that machinery may not be activated by accident or fiddled by the visitors.
11. All exhibitors must take care of their belongings during Exhibition hours.

DONT's

1. Do not place any exhibit/product in a manner which could affect or hinder the visibility of neighboring stand.
2. Do not remove or relocate name and number of the stand without the specific approval of the organizers
3. Do not drill or drive bolt and nails on the walls and structural Pillar in the Hall and prefabricated structure.
4. Please use double side tape, nylon thread and hangers, hooks, etc. to display on panels, which will be available with the official Stand Presentation Agency.
5. Do not use any helium balloons within the Exhibition Ground or inside the Hall.
6. No inflammable material to be used in the erection of the stall.
7. Do not remove any exhibit out of the Exhibition Hall or replenish stock during the opening hours of the Exhibition without the permission of the organizers. In case the permission is granted, take out the Exhibit from the hall before opening hours (1000 hrs) in the morning or after closing time in the evening (1800 hrs).
8. Do not keep any surplus material or packing cases in the stall. Arrangement may be made with the Clearing and Forwarding Agency for safe keeping of the surplus material/products in the godown.
9. During the moving in or moving out of the Exhibits or material, the passages in the Exhibition Halls must not be obstructed with construction material or debris. The contractors are responsible for removal of their surplus material and keeping the passages clean and tidy.
10. Do not place your demonstration on the aisle line of your Exhibit to avoid congregation of large number of people at one time. Should spectators interfere with the normal traffic flow in the aisles, the organizers have the authority to limit or eliminate the demonstration/presentation.
11. Do not use mobile exhibit to distribute literature to promote your products. Mobile exhibits must remain in the stall except at the time of entry or exit from the Hall.
12. Exhibitors will not be allowed to bring in any heavy equipment/machinery in their own trucks'/cars/ forklift, trolley etc. inside the Exhibition Hall. All such equipments will be provided & controlled by the Official Handling and Clearing Agency who are authorized to take over the heavy equipments, machinery etc. from other forwarders at the entrance gates of the Halls and make arrangements to bring in the equipment through their own sources.
13. Once the Exhibition is over, Exhibitors must obtain a clearance certificate from the organizers before removing any article from Exhibition Hall.
14. No advertising or canvassing for business may be done except at exhibitor's own stand, or the designated meeting points.

15. Do not leave your stand unattended during the Exhibition period. Particular care should be taken of small portable items, tools and instruments and other valuables. Organizers are not liable for any loss, from the exhibitor stands.
16. Do not display any objectionable, ideological, religious or political literature at your stall. The organizers reserve the right to prohibit or remove any display material which in their opinion and judgment may detract the general character of the Exhibition.
17. Although International Exhibitors can negotiate the sale of the Exhibits to any customer subject to import/export regulations, the Exhibits sold will, however, not be removed before the close of the Exhibition and that too after specific approval of the custom authorities. Removal of Imported exhibits shall be through the Customs area.
18. Direct selling across the counter at the Exhibition is not permitted unless it is otherwise permitted under the Rules & Regulations of the Fair/Exhibition.
19. Since cafeteria is provided inside the halls, please do not encourage outside kiosks to supply food inside the exhibition halls.

Exhibitor Undertaking

(On company Letterhead)

Form – I

I/We hereby certify that I/we have read the entire terms and conditions in the working manual, and I/we shall abide hereby by the terms/conditions/clauses contained therein.

I/We will indemnify the Organizers of any loss or damage caused to the premises, properties of the Organizers/IICC during setting up, currency of the Exhibition & dismantling periods.

I/We will bear charges levied by the Organizers / IICC for any damages caused to the property, walls, flooring or for debris not cleared away by our contractor or staff.

Exhibitor Name:**Contact Person Name:****Designation:****Stall No.....****Stall Size.....****Address:**

.....

E- Mail:**Tel:** **Date:**.....**Company Seal:****Signature:****Company Name:****Name:****To be submitted to:**E-mail a signed & stamped copy of the form to: gridcon@powergrid.in**Deadline : 25th February 2025**

**Please note that possession of stand will be given only after submission of this Form at the Organizer's Office ore-mail receipt of the same by the organizer.*

CONTRACTOR / FABRICATOR SERVICE BADGE

Form - IA

Exhibitor Name

Stand Area

Stand No.....

Fabricator Name

Fabricator Contact Person.....

Designation.....

Correspondence Address:

.....

Postal Code: City / State:

Country: Telephone:

Date..... Email ID.....

Total Number of Service Passes Required by our company / stand contractor

.....

*Please enclose the list of names and contact details of the personnel as per below.***Note:** For Built up Maximum 5, For Bare Scheme Maximum 15 (Format below, add row as needed)

Name	Designation	Company Name	Email ID	Contact Number	Aadhar No	Aadhar ID Copy-Front and Back	Type (Exhibitor /Service Provider)

Send to: gridcon@powergrid.inDeadline: 25th February 2025

Sign & Stamp:

POWER REQUIREMENTS

Form - II

(On company Letterhead)

Details	Charges/ per KW per connection (INR)	No. of connections	Amount Payable
Temporary Power Connection (During construction)kW in Single PhasekW in Three Phase	4000		
Temporary Power Connection (During dismantling)kW in Single PhasekW in Three Phase	4000		
Permanent Power Connection: (During Exhibition)kW in Single PhasekW in Three Phase	4000		
Sub-Total			
GST@18%			
Amount Payable			

Company Name:

Address:

GST No:

City & PIN Code:

Country:

Telephone:

Email:

Contact Person:

Designation:

Mobile No:

Stall Size:

Stall No :

Company Seal & Signature.....

**Please send the filled form to shikha.kandari@pavilionsinteriors.com The bank details will be sent over email upon confirmation.*

Deadline: 25th February 2025

INTERNET REQUIREMENTS**Form – IIA**

(On company Letterhead)

Details	Charges per connection (INR)	No. of connections	Amount Payable
Internet charges (Wi-Fi/LAN) for March 9, 10, and 11, 2025	10 Mbps: 34,000		
	20 Mbps: 50,000		
	30 Mbps: 60,000		
	50 Mbps: 90,000		
Sub-Total			
GST@18%			
Amount Payable			

Company Name:**Address:****GST No:****City & PIN Code:****Country:****Telephone:****Email:****Contact Person:****Designation:****Mobile No:****Stall Size:****Stall No :**

**Please send the filled form to shikha.kandari@pavilionsinteriors.com The bank details will be sent over email upon confirmation.*

Deadline: 25th February 2025

ADDITIONAL REQUIREMENTS
Form – IIIA

S. No	Item code	Description	Size / Specification	Representative Image	Unit Cost in INR.	Qty.	Total
A	Furniture / System Accessories / Electrical Equipment						
1	PI-01	Executive Chair	Black		1,750.00		
2	PI-02	VIP Sofa (1 Seater)	Black/White		2,800.00		
3	PI-03	VIP Sofa (2 Seater)	Black/White		4,500.00		
4	PI-04	Visitor Chair	Black		700.00		
5	PI-05	Fibre Chair	Black		500.00		
6	PI-06	Round Table Cross Leg (Glass Top)	90 CM (dia) x 75 CM (H)		1,500.00		

7	PI-07	Bar Stool (Adjustable Chrome leg with Cup)	50 CM (H)		1,300.00		
8	PI-08	Glass Showcase (Big)	1 M x 50 CM x 2 M (H)		5,000.00		
9	PI-09	Glass Counter	1 M x 50 CM x 1 M (H)		3,500.00		
10	PI-10	Centre Table (Glass Top)	1.20 M (L) x 45 CM (W)		1,500.00		
11	PI-11	System Counter (Table)	1.05 M x 50 CM x 75 CM		1,400.00		
12	PI-12	Side Rack (Lockable)	1M x 50 CM x 60 CM (H)		3,500.00		
3	PI-13	System Podium	50 CM x 50 CM x 1 M (H)		1,200.00		

14	PI-14	Brochure Stand			1,300.00		
15	PI-15	Lockable Door			3,500.00		
16	PI-16	System Panel	1 M x 2.5 M (H) - White		1,500.00		
17	PI-17	Glass Shelf (each)	30 CM x 1 M		700.00		
18	PI-18	LED Spotlights	16 W		700.00		
19	PI-19	Metal Halide	75 W		1,900.00		
20	PI-20	5A/13A Power Socket			700.00		

B	Electronic Items						
1		LED TV - 32" (on floor stand)	For entire event		6,500.00		
2		LED TV - 40" (on floor stand)	For entire event		8,000.00		
3		LED TV - 50" (on floor stand)	For entire event		12,500.00		
4		Refrigerator - 90/100 Ltr	For entire event		5,000.00		
5		Refrigerator - 165-200 Ltr	For entire event		7,000.00		
6		Hot & Cold Water Dispenser with consumables	For entire event		10,000.00		
7		Standard Coffee-Tea Vending Machine with consumables	For entire event		16,000.00		
8		Hostess	For entire event		10,500.00		

Please note:

*Please send the filled form to shikha.kandari@pavilionsinteriors.com The **bank details will be sent over email upon confirmation.**

Deadline: 25th February 2025

DETAILS OF SERVICE PROVIDERS

1	Official Event Management Company	For General queries : M/s Pavilions and Interiors India Pvt Ltd A-63, Block A, Sector 57, Noida, Uttar Pradesh 201301 Ms. Jaya Singh Mob: +91 93101 59104 E-Mail: jaya.singh@pavilionsinteriors.com
2	Design Approval of Drawings & Designs of Indoor Raw Stalls, shell to raw stalls.	Mr. Abhilash Raj (Architect) Mob: +91 85278 45451 E-Mail: abhilash.raj@pavilionsinteriors.com
3	For Additional Items, Furniture, Power, Electricity, Internet & Rentals	Ms. Shikha Kandari (Asst. Manager) Mob. +91 72900 60788 / +91 88008 18559 E-Mail : shikha.kandari@pavilionsinteriors.com

STALL CONSTRUCTION AGENCIES (For Reference only)

1	Pavilions and Interiors India Private Limited Ms. Sheeba Khan (Dy Manager) Mob. +91 81787 95534 E-Mail : sheeba.khan@pavilionsinteriors.com Ms Akрати Saxena (Executive) Mob. +91 8979102149 E-Mail : akrati.saxena@pavilionsinteriors.com A - 63, Sector – 57, Noida - 201301(UP) P: +91 120 4513400
2	NestART Exhibit India Pvt. Ltd. Sandeep Choudhary Asst. Manager - Client Servicing 307 Unitech Arcadia South City – II Gurgaon –122018 (India) Mobile: +91 9278771977 Tel: +91 124 4055560 E-mail : sandeep@nestart.co.in www.nestart.co.in
3	Cocktail fabrication and Events (Delhi & Mumbai) Anmol Soni 9920132677, 9819148562 info@cocktailfab.com www.cocktailfab.com

4	Client Service Executive (Exhibitions) Fiza Parkar, M: +91 9702814527 E: fiza@designdesk.in W: www.designdesk.in www.dd-interiors.in Off: 402, Ruby Crescent Business Boulevard, Ashok Nagar, Kandivali (E), Mumbai 400 101. India Tel: +91 22 28850759
5	Radiate Designs www.radiatedesigns.in Contact Person : Fahim Chaudhary Contact Number: 9891500069 Email id : fahim.radiate@gmail.com Address: Radiate Designs, TA 217 opposite Pocket A3, Tughlakabad Extension , New Delhi 110019.

EMPANELLED VENDOR LIST FOR YASHOBHOOMI

Logistics:

1	Buhariwala Logistics	Mr Anupam Banerjee (Business Head) +91 9821010694 / projects@buhariwalasglobal.com
		Mr Armayesh Buhariwala (Partner) 9820064594 / armayesh@gmail.com
2	DB Schenker	Mr. Prabodh Kulkarni 9319283395 / prabodh.kulkarni-extern@dbschenker.com
		Mr. Prasun Roy (Deputy General Manager) 8076780533 / prasun.roy@dbschenker.com , fairs.india@dbschenker.com
		Mr. Nitin Dara 9717703825 / ndara@psbedi.com
		Mr. Jatin Bharadwaj 9910201927 / jbharadwaj@psbedi.com
3	R.E. Rogers India pvt. Ltd.	Mr. Puneet Sekhri (Gen. Manager) 9810553944/ puneet@rogersworldwideindia.com
		Mr. Sushil Upadhyay (C.O.O.) 9818451472/ sushil@rogersworldwideindia.com
4	Siddhartha Logistics Co. Pvt. Ltd.	Mr. Anil Kumar 9910398813/ anildelhi@siddharthalogistics.com
		Mr. Sameer Pandya 9930260116/ sam@siddharthalogistics.com

Power Distribution:

1	Grade Electrical	Mr. Bhushan Waradkar 7506441577/ bhushan.waradkar@gradeelectricals.com
		Mr. Joby Mathew (Manager) 7506441584/ geplexibition@gmail.com, joby.mathew@gradeelectricals.com
2	Third Wave Services	Mr. Pranav pathak (AGM - Operations) 8285004988/ pranav@tws.co
		Mr. Vaibhav Kapoor (Director- Projects) 9811928700/ vaibhav@tws.co
3	Yellow Rental	Engineering Team Mr. Nishant Singh- 9354155292 // Mr. Chander Mohan- 9466536596
		Mr. Arpeet Gupta 9999779476/ arpeet@yellowrentals.in

Temporary Networking:

1	HV Communication Pvt Ltd	Mr. Vipin Mittal 8588883600/ hvcpvtltd@gmail.com
2	Spectra Services	Mr. Anand Gupta 9891017718, 9810447718 anandgupta1980@gmail.com, spectraservices536@gmail.com

Compressed Air & Water Distribution:

1	Automax	Mr. Babu 93161 87772/ automaxindia@ymail.com
2	Matoshri construction company	Mr. Rajan Mangle 9820355492/ matoshri.cons@gmail.com

Structure Engineering:

1	A1 Consult	Mr. K Gupta (Structure Engineer) 9992040600/ kgupta.a1consult@gmail.com
		Mr. V Gupta (Contracts/Admin) 8059965996/ hr.a1consult@gmail.com
2	Blue Lemon	Mr. Varun G. (Senior Engineer) 8424022577/ varung@blue-lemon.net
		Meghangowda J. S. (Senior Engineer) 9355099337/ meghanjs@blue-lemon.net
3	Sameer Sawant	Mr. Sameer Sawant (Proprietor) 9967900179/ sameer@sameersawant.com
		Ms. Praseetha Achary (Admin-accounts) 9819495448/ adminaccounts@sameersawant.com
4	Uttishtha Earthquake & Structural Engineers	Mr. Kastur Chakraborty (Proprietor) 9667172345/ kastur@uease.ai
		Mr. Suraj Kumar (Executive) 8130917475/ suraj@uease.ai

Security:

1	AP Securitas	Mr Devender Sharma (Chief Operating Officer) +91 9599439499 / devender.sharma@apsecuritas.com
		Mr. Tarun Garg (President Operations) +91-9311111339 / tarun.garg@apsecuritas.com
2	Checkmate	Mr. Col. Mehar Singh (Veteran) (Sr. Manager Operation) 9953656092/ mehar@checkmateservices.com
		Mr. Manish Kumar Singh +91-9873076150 / delhi.ops@checkmateservices.com
3	G4S	Mr. A P Singh (Sr. Vice President - Special Events & Risk Protection Services) +91-9810509539/ ap.singh@in.g4s.com
		Ms Anupama Verma (Sr. Manager - Special Events) +91-9818692454 / anupama.verma@in.g4s.com
4	SIS	Mr. Umesh Chandra Kapri (Associate Vice President) +91-7032174321/ uckapri@sisindia.com
		Mr. Rahul kumar (Branch incharge) +91-9958044821 / rahul1.kumar@sisindia.com