



Global Textile Expo
New Delhi | Feb 26-29

TEXTILES
FASHION
SUSTAINABILITY

26 – 29 February 2024 | Bharat Mandapam & Yashobhoomi, New Delhi, India www.bharat-tex.com

Exhibitor Manual

Baharat Mandapam (ITPO, Pragati Maidan)

Organised by:

Consortium of Textile Export Promotion Councils (EPCS)

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Dear Exhibitor,

Welcome to Bharat Tex 2024.

The event will highlight the richness of Indian textiles and strengthen its image as a custodian of tradition, innovation, and sustainability. It will also celebrate India's reliability as a competitive, sustainable textile manufacturing hub across the entire value chain, from raw materials to end products. The event is an Industry led initiative and is organized jointly by the Consortium of Textile EPCs.

To assist you in preparing for this mega exhibition, we have prepared this Online Exhibitor Manual (OEM) to simplify your arrangements. We request you to study the contents of the manual very carefully and observe all the deadlines. Please submit all the Compulsory forms and if applied for optional order forms duly fill and submit them before the deadlines mentioned in each form to enable us to fulfill your requirements.

Should you have any questions, regarding online exhibitor manual. Please feel free to interact us at exhibitormanual@bharattexexpo.com

Or Contact us on below given information

Mr. Sagar Suvarna : Ph. +91 8433601984	Mr. Abhijit Khatu : Ph. +91 9322412823
Ms. Raksha Jaiswal : Ph. +91 8779441560	Ms. Tripti Pawaskar : +91 9819982162

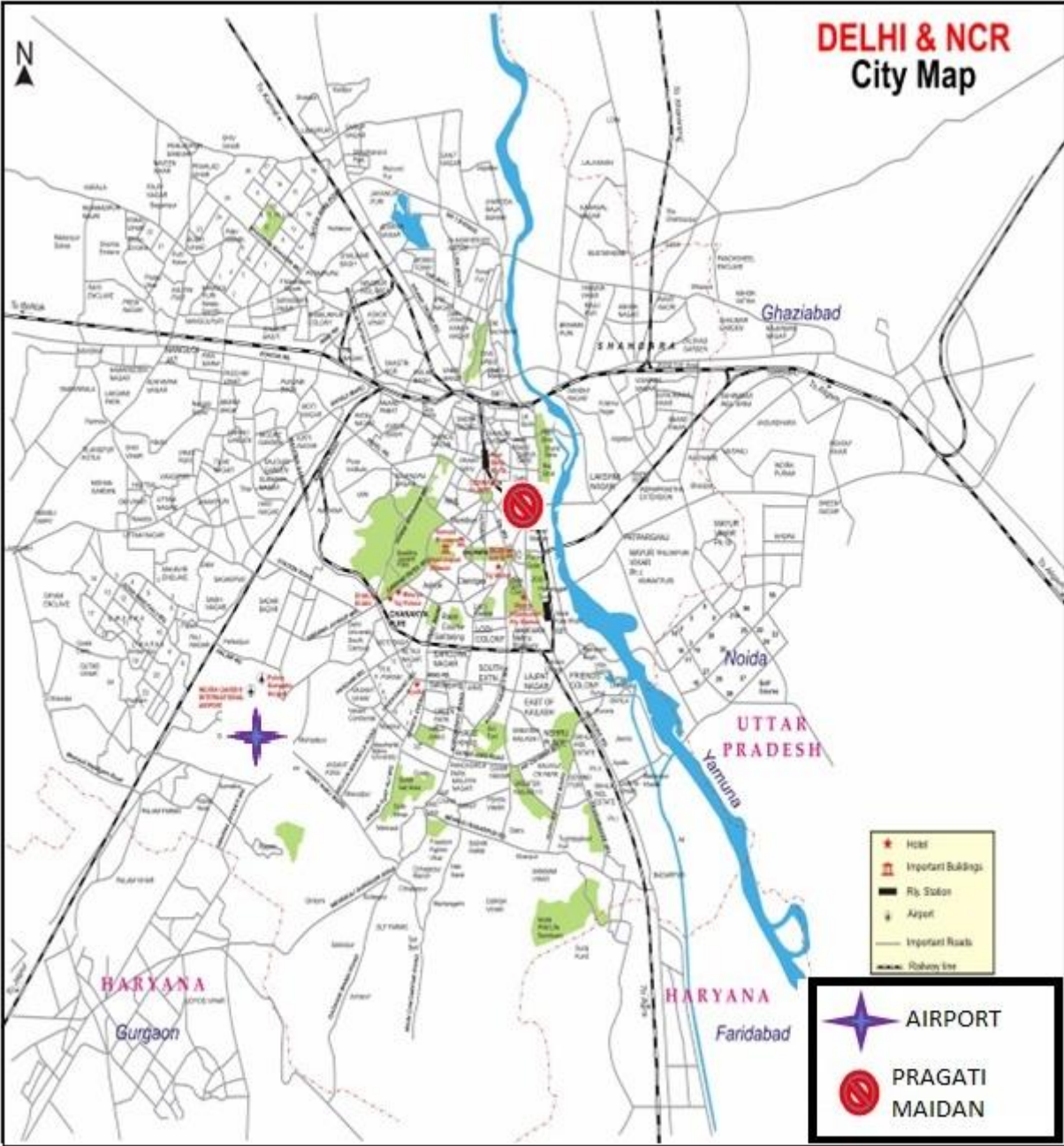
We look forward to welcoming you to Bharat Tex 2024 and wish you a successful event.

Thanks and Regards,

Event Organizer/Organizing Committee,

Bharat Tex 2024

Location of Exhibition Venue



Layout of Exhibition Venue

Bharat Mandapam (ITPO), New Delhi



11-Jan-24 9:06:41 PM (M33)

General Information about New Delhi

1) Weather

The February temperature in Delhi is normally around 10 Min, 25 Max °C.

2) Visa Applications

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

3) Custom Formalities

The exhibition area is not a duty-free zone. Exhibits arriving at Pragati Maidan, New Delhi are therefore subject to normal customs procedure.

4) Credit Cards

Small hotels, shops and restaurants only accept cash. You are therefore advised not to rely entirely on credit cards for your daily expenses. Only major hotels and grade 1 restaurants accept credit cards - MasterCard, Visa Card and American Express are most commonly accepted in India.

5) Call-a-Cab services

For local transportation in the city exhibitors could use radio taxi service which they can book through their below respective apps.

- **Ola**
- **Uber**

6) Medical

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

7) Arrival Formalities

Health declaration (if applicable), entry card and the Customs Declaration forms are normally presented to you by the aircrew before landing. If you are carrying hand exhibit items or publicity literature, please declare these at Customs. Should difficulties of clearance arise, please contact the official freight forwarders as mentioned on page 5.

8) To and From the Airport

Transportations such as Airport bus, Hotel bus, Taxis, Trains are available between airport and New Delhi city. Further details can be found on the official airport website www.newdelhiairport.in

How to Reach at Pragati Maidan:

From Airport: Indira Gandhi International Airport is 20 Kms from Pragati Maidan.

<https://www.taxiautofare.com/taxi-fare/Delhi-taxi-fare-from-Indira-Gandhi-International-Airport-Delhi-Airport-DEL-to-Pragati-Maidan/13101110>

From Delhi Railway: Hazrat Nizamuddin Railway Station is 3 km, Old Delhi Railway Station is 5 Km, New Delhi railway Station is 4 Km from Pragati Maidan.

<https://www.taxiautofare.com/taxi-fare/Delhi-taxi-fare-from-New-delhi-railway-Station-to-pragati-maidan/13635>

From Delhi Metro: Pragati Maidan Metro station is where you will have to get down which is located at gate number 10 of Pragati Maidan itself.

Emergency Numbers

Useful Telephone numbers

Fire Control Room	+91 101
Police Control Room	+91 11 23490251 / 100
Women Helpline	+91 11 23317004, 23490130 & 1091

Nearest Hospitals from Pragati Maidan:

Hospital Name	Address	Contact Number	Website
All India Institute of Medical Sciences (AIIMS)	Sri Aurobindo Marg, Ansari Nagar, Ansari Nagar East, New Delhi, Delhi 110029	+91 11 26588500, 26588700,26589900	https://www.aiimsexams.ac.in/
Escorts Heart Institute & Research Centre (EHIR)	Okhla road, Sukhdev Vihar Metro Station, New Delhi, Delhi 110025	+91 11 26825000, 26825001	
Fortis Hospital	B-22, Sector-62, Noida - 201301	+91 120 2403222	http://www.fortishealthcare.com
G. M. Modi Hospital & Research Centre	G697+J5P, Mandir Marg, Saket, Mandir Marg, New Delhi - 110017	+91 11 4069 9999, 2685 2112	
Holy Family Hospital	H76G+P2H, Okhla Rd, Okhla, New Delhi, Delhi 110025	+91 11 2684 5900	
Holy Angels Hospital	Plot B, Community Center, Basant Lok, Behind Vasant Continental Hotel & Near Priya Cinema, Vasant Vihar, Delhi, Delhi 110057	+91 11 26142832 26141119	
Indian Liver and Biliary Sciences	D1 ilbs, D-1, Vasant Kunj Rd, Ghitorni, New Delhi, Delhi 110070	+91 11 26123503	http://www.ilbs.in
Indraprastha Apollo Hospital	Mathura Rd, Jasola Vihar, New Delhi, Delhi 110076	+91-11-26925858/26925801	https://www.apollohospitals.com/
Lok Nayak Jai Prakash Hospital	Jawaharlal Nehru Marg, Maulana Azad Medical College Campus, Delhi Gate, New Delhi, Delhi, 110002	+91 11 23221921	lnjp@vsnl.net
Moolchand K R Hospital	Ring Road, Lajpat Nagar, New Delhi 110024	+91 11 26833461, 26833404	
Ram Manohar Lohia Hospital	(Formerly Willington Hospital) A Central Government Hospital Baba Kharak Singh	+91 11 23365525	https://rmlh.nic.in/

	Marg, Near Gurudwara Bangla Sahib, Connaught Place, New Delhi, Delhi 110001		
Rockland Hospital	B-33, 34, Qutab Institutional Area Tara Crescent Road, New Delhi - 110 016	+91 11 41222222,	
Sir Ganga Ram Hospital	Rajinder Nagar, New Delhi 110060	+ 91 11 25735205, 25861463	http://www.sgrh.com/
Safdarjung Hospital	Ansari Nagar East, near to AIIMS Metro Station, New Delhi, Delhi 110029	+91 11 26165032, 26165060	
VIMHANS	LP Nehru Nagar, Lajpat Nagar, New Delhi 110024	+ 91 11 26310510, 26310521	https://www.vimhans.com/

IMPORTANT INFORMATION	
Exhibition	BHARAT TEX 2024
Venue	BHARAT MANDAPAM Pragati Maidan, New Delhi, Delhi 110001
Dates	26-27-28-29 February 2024
Exhibition Timings	B2B Exhibitions Timing: 10:00 a.m. to 06:00 p.m. 26 th – 29 th Feb 2024 Open for Public from: 02:00 p.m. to 06:00 pm 28 th & 29 th Feb 2024
Organized by	International Garment Fair Association
Email	operations@bharat-tex.com
Web	https://www.bharat-tex.com/index.html

Gates to be used for Freight Movement during setup & dismantling dates	
Hall Details	Gates to be used
Hall 1 – 5 GF & FF	Entry / Exit from Gate 5
Hall 6 – 14 GF & FF Including Hanger	Entry / Exit from Gate 1

Exhibitor Registration Counter for collecting Badges on 22nd / 23rd / 24th Feb 2024	
Hall Details	Location
Hall 1 GF & FF	Foyer of Hall 1 GF
Hall 2 – 5 GF	Foyer of Hall 3 GF
Hall 2 – 5 FF	Foyer of Hall 3 FF
Hall 7	Foyer of Hall 7
Hall 6	Foyer of Hall 6
Hall 8-11	Foyer of Hall 10-11
Hall 12 – 12 A	Foyer of Hall 12-12A
Hall 14 GF & FF	Foyer of Hall 14 GF
Hanger	Each Hanger Foyer

Empanelled agencies for Raw space only exhibitors for designing & fabrication of their booth

<p>DARA PROJECTS (P) LTD. A 47, Gurunanakpura, Laxmi Nagar, Vikas marg, Delhi - 110092 Contact Person: Ms. Anjuna Kaul Contact Number: 9350591155 Email Id: / daraprojects@rediffmail.com Website: www.daraprojects.in</p>	<p>Encorus Expo Private Limited E/158, Solaris – 1, Saki Vihar Road, Powai, Mumbai – 400 072, MH (INDIA) Contact Person: Mr. Ashok Dwivedi Contact Number: +91 9821244079 Email Id: dwivedi@encorusexpo.com Website: www.encorusexpo.com</p>
<p>Exhicon Events Media Solutions Limited 103, Crystal Paradise Mall, Andheri West, Mumbai, 400053 Contact Person: Ranjeet Jhaveri – 9136996870 Bandana Jaiswal - 9082698319 Contact Number:9136996870 Email Id: ketul@exhiconevents.in /exhibits@exhiconevents.in Website: www.exhicongroup.com</p>	<p>Meroform India Pvt. Ltd. A-37, Phase 2, Sec 80 Noida, U.P. 201305 Contact Person: Mr. Pulkit Chhabra Contact Number: 8800650683 Email Id: pulkit@meroformindia.com Website: https://www.litmusmeroform.com/</p>
<p>NOESIS CONCEPTS B/10, Sidhapura Industrial Estate, Amrut Nagar, Off LBS Marg, Ghatkopar (W), Mumbai- 400086 Contact Person: Ms. Poonam Mehta, Mr. Sanjeev Mehta Contact Number: +91 9820529995, +91 9820551220 Email Id: noesisconcepts@gmail.com, contact@noesisconcepts.com Website: www.noesisconcepts.com</p>	<p>Pavilions and Interiors India Pvt Ltd A-63, Sector 57, NOIDA 201301 (U.P.) Contact Person : Mary Ngamalai / Sheeba Khan Contact Number : +91 7290060789, +91 8178795534 Email Id : mary.ngamalai@pavilionsinteriors.com, sheeba.khan@pavilionsinteriors.com Website : www.pavilionsinteriors.com</p>
<p>Production Point Flat no. 158, Pocket 2, Sector E, Vasant Kunj, New Delhi - 110070 Contact Person: Charvi Bansal, Gaurav Uniyal Contact Number: 9811300104 (Charvi), 9910789038 (Gaurav) Email Id: charvi@productionpoint.in , gaurav@productionpoint.in Website: https://productionpoint.in/</p>	<p>Propshop Events And Exhibitions Pvt. Ltd Plush Plaza, Plot No 837, opp Inez Tower, Near Honda Sevice Centre, Mori Road, Mahim (West) – 400016 Contact Person : Prathamesh Pusalkar (MD) Contact Number : +91 9820669889 Email Id : prathamesh@thepropshop.co.in Website : www.thepropshopindia.com</p>
<p>Paras Art Studio A-1,1st Floor, Ghitorni, MG Road, New Delhi -110030 Contact Person: Shweeta Abnave Contact Number: 9028758719 Email Id: shweeta@parasartstudio.com Contact Person: Divy Banga Contact Number:7240320390 Email Id: divy@parasartstudio.com Website: www.parasartstudio.com</p>	<p>Routetomarket Media India Pvt Ltd No.9, 2nd floor, Lingaraju complex, Above Reliance Smart Point, Gandhi Bazaar, Basvangudi, Bangalore - 560 004 Contact Person: Mahaveer Jain Contact Number: 9611411277/9008933022 Email Id: mahaveer@r2mi.in Website: r2mi.in</p>
<p>Studio Mars Pvt. Ltd. Rama Pride 2nd floor, S.No.118, Sarita Nagari Phase II, Pune, Maharashtra, 411030. Contact Person: Bobby Email Id: bobby.studiomars@gmail.com Contact Number: 9881490275</p>	<p>Sardana's Art Centre Pvt Ltd WZ 8 Ground Floor Hind Nagar New Delhi 110018 Contact No.: '+91 9810016463</p>
<p>Strides Design Studio Pvt Ltd 49C JD Block Pitampura Delhi-110034 Contact Person: Priya Mishra/Surbhi Grover</p>	<p>MaliDesarc private limited 404, De Elmas Building, Opposite Ginger Hotel, Sonawala Cross Road no. 2, Goregaon East,</p>

<p>Contact Number: +91 9953686374/9953072715 Email Id: priya@stridesdezine.com/surbhi@stridesdezine.com Website: www.stridesdesign.com</p>	<p>400063. Contact Person : Pradeep Suvarna Contact Number : +91 9821732147 Email Id : pradeep@malidesarc.com Website: www.mstand.in</p>
<p>Whiteshark Entertainment (P) Ltd Contact: Mr. Sumbhav Dewan Address: 5G, 3rd Floor, Dada Jungi Lane, Shahpur Jat, New Delhi – 110049 Mobile: +91 9818660333 / + 91 9212157735 Tel: +91 11 40592004 E-mail: sumbhav@whiteshark.in Website: www.whiteshark.in</p>	

BHARAT TEX 2024 Onsite Operation Schedule for Exhibitors & Contractors

Description	Date	Timings
Booth Possession		
Raw (bare) space exhibitors	21 st February 2024	10:00 hrs onwards
Shell scheme exhibitors	24 th February 2024	10:00 hrs – 18:00 hrs
Build-up Period (Move-in) (Gate Numbers for Specific hall as mentioned on Page 9)		
Move-in of heavy exhibits that need lifting equipment and vehicles in the hall	21 st February 2024 22 nd February 2024	10:00 hrs – 18:00 hrs 10:00 hrs – 18:00 hrs
Working hours for raw space booth contractors/exhibitors	21 st February 2024 22 nd February 2024 23 rd February 2024 24 th February 2024	10:00 hrs – 23:59 hrs 00:01 hrs – 23:59 hrs 00:01 hrs – 23:59 hrs 00:01 hrs – 18:00 hrs
Working hours for shell scheme booth contractors/exhibitors	24 th February 2024	10:00 hrs – 18:00 hrs
Exhibitor registration (Please refer the Location as per chart on page number 9) (issuing of badges)	22 nd February 2024 23 rd February 2024 24 th February 2024	11:00 hrs – 18:00 hrs 10:00 hrs – 18:00 hrs 10:00 hrs – 18:00 hrs
Full electricity supply to all exhibitors	24 th February 2024	12:00 hrs onwards
Deadline for final completion of all booths for contractors/exhibitors	24th February 2024	18:00hrs
<ol style="list-style-type: none"> 1. No vehicle movement/entry will be allowed after on 25th February 2024 in the exhibition. 2. Booth contractors won't be allowed to work after 18:00 hrs on 24th February 2024 in the hall. 3. 25th February 2024 will be no working day for contractors. Only exhibitors can setup their exhibits 		
Show days		
Exhibitor access to the exhibition	26 th – 29 th February 2024	09:00 hrs – 18:30 hrs
Visitor access to the exhibition	26 th – 29 th February 2024	10:00 hrs – 18:30 hrs
Tear down (Move out) (Gate Numbers for Specific hall as mentioned on Page 9)		
Power supply to the booths switched off	29 th February 2024	19:00 hrs
Dismantling electrical installations	29 th February 2024	19:00 hrs
Move-out hand-carry exhibits only	29 th February 2024	18:00 hrs – 19:00 hrs
Dismantling / move-out of booth / large exhibits, heavy machinery	29 th February 2024 01 st March 2024	19:00 hrs – 23:59 hrs 01:00 hrs – 14:00 hrs
Hall to be cleared completely by exhibitors	01stnd March 2024	22:00 hrs

This schedule is up to date, should there be any amendment, the Organizer will inform accordingly.

Please note:

1. The various dates and times listed above will be strictly enforced. Exhibitors and booth contractors are advised to adhere to the above-mentioned times and dates.
2. Entry and exit of goods during the daily exhibition hours are strictly prohibited. These may be allowed before or after the exhibition hours at the discretion of the organisers and written request from exhibitors.
3. Exhibitors are advised to commence packing their exhibits and belongings as soon as the exhibition ends on the last day. Arrangements with the freight forwarders will have to be made in advance by exhibitors. Dismantling of certain shell scheme stands will commence immediately upon exhibition closing.

If booth contractor fails to meet the above-mentioned deadline for final completion of booth building/dismantling, then the complete given by the booth contractor will be fully forfeited as a penalty charge for non-completion of booth on time.

SUBMISSION DEADLINES OF FORM

Deadlines	Forms	Remark
10th February 2024	Form 03 - Directory Map Board Lettering	Compulsory for Raw / Modified Shell Space Exhibitors
10th February 2024	Form 04 - Exhibitor Name Badges	Compulsory for Raw / Modified Shell Space Exhibitors
10th February 2024	Form 05 – Fascia Name	Compulsory Shell Space Exhibitors
10th February 2024	Form 06 – Booth Design Approval	Compulsory for Raw / Modified Shell Space Exhibitors

Exhibition Rules & Regulations

1) Admission to the Exhibition

Generally during the fair dates, exhibitors are allowed to enter the fairground half an hour before the show opens, and must leave the fair ground by 18.00 hrs. in show days.

1.1 Exhibitors

Exhibitor badges will be issued by the organisers from the Exhibitor Registration area, from 22nd February 2024 onwards. Exhibitors can collect their badges by presenting their business card on arrival at the venue. For security reason exhibitors are requested to wear the badges all the times during exhibition, setup and tear down days. Exhibitor badges can be ordered using Online Exhibitor Manual. **Person below the age 18 will not be allowed entry into the halls.**

1.2 Visitors

The exhibition is open to trade visitors on all days. Admission is free. Visitors may register online or at the exhibition hall. **Person below the age 18 will not be allowed entry into the halls.** Please remind your buyers not to bring children or anybody less than 18 years of age.

1.3 Contractors

Contractor & service badges will be issued free to contractors as per the entitlement mentioned in the below table. Contractor and their workers will wear these Badges to enter into the exhibition halls during booth construction, moving of exhibits and dismantling. Contractors will have to retain these Badges and will have to use the same Badges during dismantling, no fresh Badges will be issued for dismantling days. Please contact the exhibitor registration counter onsite for these Badges to be issued. For security reasons, contractors and their workmen are requested to wear their Badges when in the exhibition halls at all times.

Booth Area in sqmts	Contractors Bands (Set-up & Tear-down Days)	Service Bands (Show Days)
12 – 17	5	2
18 – 26	8	3
27 – 35	12	3
36 – 44	15	4
45 – 60	20	4
61 - 89	25	4
90 - 119	30	5
120 - 149	35	5
150 & above	40	6

2) Delivery of Exhibits

The organiser will not accept or sign for any goods, exhibits or other material on behalf of the exhibitor. Exhibitors should make sure that representative from their company will be at the stand to receive the material, also during the installation and dismantling of their exhibits. No exhibitor is allowed to remove their exhibits from the exhibition floor prior to the official close of the exhibition.

3) Move-out of Exhibits

3.1 Removal of exhibits may commence only after 17.00 hrs on 29th February 2024. (Gate Numbers for Specific hall as mentioned on Page 9)

3.2 The organisers are not liable for any loss or damage to the exhibits or booth material left behind at the fair ground. All such material will be deemed as something abandoned and will be disposed of at the expenses of the exhibitor concerned.

3.3 No mechanical lifting or handling equipment will be permitted to enter the exhibition halls for the removal of exhibits except those used by Official Freight Forwarder.

4) Dangerous Material

4.1 Smoking is strictly prohibited inside the fair ground.

4.2 No temporary gas or welding appliances may be used in the exhibition halls.

4.3 Neon lights need prior approval from the organisers before installation.

4.4 No explosives, petrol, dangerous gas or highly inflammable substances are allowed in the halls.

4.5 No radioactive materials are to be used.

5) Photography, videography

No exhibitor is allowed to film, make sound or video recording, telecasting and broadcasting at the fair ground unless prior written approval is obtained from the organisers.

6) Demonstration and operation of exhibits

When demonstrating or operating equipment at their stands, exhibitors should:

6.1 Ensure that the exhibits are operated under strict control and comply with proper safety regulations.

6.2 Ensure that the exhibits are equipped with sufficient safety devices and running warning signs, that can only be removed when the machines are not in operation and not connected to the power source.

6.3 Guard all the moving parts of the machines adequately against possible injury to any person.

6.4 Not to use any industrial gas of inflammable or toxic nature for demonstration purpose.

6.5 Be responsible for the removal and disposal of waste material generated by working demonstration of exhibits.

6.6 Cause no annoyance or disturbance to visitor or other exhibitors. Any complaints raised that the organiser finds justifiable, the organiser may reserve the right to impose limitation on the operation of the exhibits.

6.7 Please note that where mechanical handling within the exhibition halls is required, the services of the official freight forwarder only must be availed and all costs incurred will be borne by the exhibitor. Forklifts, cranes and pallet trucks from forwarders / transporters other than the official agent will not be allowed to operate inside the exhibition halls.

7) Noise Level

Exhibitors are prohibited from causing annoyance to visitor or other exhibitors. Acceptable noise level will be at the Organisers discretion. Any complaints raised that the organiser finds justifiable, the organiser may reserve the right to impose limitation on the operation of the exhibits.

8) Electricity Supply

8.1 For safety reason, all electrical installation work connecting to the main electric network at the exhibition venue must be carried out solely by the Official Contractors.

8.2 Standard booth exhibitors are requested to note that full power load as per request will be made available only on **24th February 2024 from 12.00 hrs for testing.**

8.3 During the show days the Electricity will be cut off at 18.30 hrs on 26th-29th February 2024. To ensure the safety of the exhibition hall and eliminate fire risks, exhibitors and contractors must switch off electricity to all facilities (electricity to Shell Scheme booths will be switched off by the Official Booth Agency) when the exhibition day ends.

8.4 Exhibitors requiring special arrangements (such as different voltages and frequency or connections to the equipment's) must arrange their own transformers, convertors, etc. from themselves.

8.5 No more than one extension cord shall be connected to any one socket. No multiple plugs are allowed.

8.6 The distribution box must be installed in a cable duct or in the exhibition booth. It is strictly forbidden to leave a distribution box in doorways, fire-control passages or any conspicuous place in exhibition booths

8.7 All electrical apparatus, wires / cables etc. which can be easily contacted by people shall be covered with special protection. Any direct light emitted from an electrical device must be screened in such a way as to avoid causing nuisance or discomfort to visitors and other exhibitors.

8.8 In the event that the official contractor appointed by the organisers is engaged by the exhibitor to carry out any additional electrical works, the exhibitor shall be responsible for settling all accounts towards the

same. However, for any extra electricity consumed by the exhibitors' booth or display, if any, will have to be settled and paid to the organisers directly.

9) Exhibitor Service Area

In order to facilitate the exhibitors and provide hands-on service, the organisers will operate an exhibitor service area inside every hall.

13) Force Majeure

The exhibition may be cancelled, postponed, shortened or extended in whole or in part by reason of war, fire, national emergency and acts of terrorism or due to reasons beyond the control of organisers. In this event, the organisers shall not be responsible for any losses sustained by the exhibitors. Refund in such a case would be at the sole discretion of the organiser.

14) National & International pavilions

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

15) No Smoking

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

16) Fires

Fire Extinguishers are placed inside all the halls at strategic locations and Fire marshals are patrolling the halls. In case of smoke or fire detected please inform the organisers immediately.

17) Emergency Exits

Emergency exits are marked with signage's.

18) Medical

A first Aid booth is located inside the exhibitor service area for minor treatments and an Ambulance is stationed outside the hall for any emergency.

C. Stand Construction

General Information

1. Standard Package Booth: Booths are provided in cubicles of a pre-fabricated system (Octanorm), made of aluminium hardware profiles & laminated ply partitions with standard accessories.

(Minimum 12m² is a standard package booth and the equipment included are

- 1 Counter
- 2 Chairs (Folding / PVC)
- 4 nos. Spotlights
- 1 Waste basket
- 1 Socket point – 5 / 15Amps
- Synthetic needle punched carpet (inside the booth area)
- Daily inner booth cleaning
- White laminated wooden system partitions of 2.5mts height (max. 3 sides)
- Fascia board(s), 300mm height with 100mm height company name(s) & booth number

****Please note: These items are not interchangeable. You may opt for all or part of the Items listed****

2. Electrical: The official shell scheme booth contractor will only provide the basic electric supply (1 Socket point – 5 / 15Amps and in multiples thereof only).

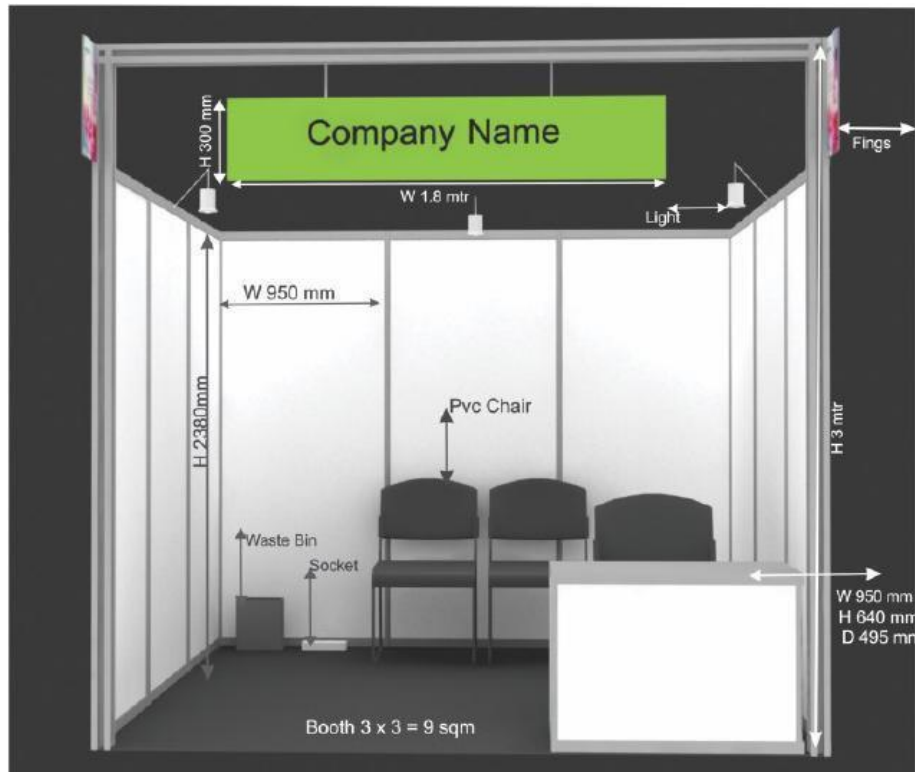
3. Booth space and exhibits

- 3.1** The exhibitor must occupy the space allocated to them during schedules specified above. In the event the exhibitor fails to do so, they shall be deemed to have cancelled their booth space booking and the organiser shall be entitled to resell or reallocate such booth space.
- 3.2** If in the opinion of the organisers, the exhibitor's booth or display extends beyond their allocated space, the organisers may at its sole discretion charge the exhibitor for the extra space so occupied at the prevailing rate.
- 3.3** The exhibitor shall be entitled to exhibit only those products / matters specified on the contract form.
- 3.4** The exhibitor is not allowed to build up their exhibits in a manner which would in the opinion of the organisers obstruct the light or impede the view along the open spaces or gangways of the exhibition or cause inconvenience to or otherwise affect the displays of any other exhibitor.
- 3.5 No acceptance by the organisers of the exhibitor's contract form or allocation of the exhibitor's name to any particular part of any exhibition floor plan or booth number will constitute any agreement, warranty or representation by the organisers that the exhibitor is entitled to exhibit at the exhibition in such particular location. The organisers reserve the right without being required to give notice to the exhibitor to alter the layout or exhibition floor plan or position of any booth at any time.**
- 3.6** The organisers and any other person either authorized by the organisers or having an interest in the premises, shall without notice be entitled to access at all reasonable times before, during and after the exhibition, the exhibitor's booth and for this purpose the organisers or any such person shall be entitled to use such force as may be necessary without incurring any liability whatsoever to the exhibitor.
- 3.7** Should any dispute arise as to the booth space allocation, the extent of any extra booth space deemed by the organiser to be occupied by the exhibitor beyond that allocated or as to the exhibitor's right to display any exhibits, the decision of the organisers shall be binding.
- 3.8** The exhibitor shall keep the booth space occupied by them and the common areas around it neat and clean at all times without any hindrance to any movement.
- 3.9** The exhibitor shall ensure that all necessary approvals and licenses for their exhibits have been obtained.
- 3.10** No exhibit will be allowed into or out of the exhibition centre without an official delivery order / gate pass or clearance document. The exhibitor shall at their own cost, make arrangements for transportation of

exhibits to and from the exhibition centre (including, without limitation, arranging for all necessary customs clearances) and for storage of exhibits and packaging materials.

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

Shell Scheme Furniture basic entitlement sheet



Stand Height: 2.50 Sqm	12 – 17 Sqm	18-23 Sqm	24-34 Sqm	35-42 Sqm
Carpet, needle punch, grey (standard)	✓	✓	✓	✓
Wall panels, white 2.flmh, system	✓	✓	✓	✓
Company Name on Fascia	✓	✓	✓	✓
Complimentary furniture				
Cabinet	1	2	3	4
PVC Chairs	2	4	6	8
Waste paper basket	1	2	3	4
Spotlight	4	6	9	12
fl/1fl Amp Power Socket	1	2	3	4
Booth Electricity	1	1	2	3

Guidelines for exhibitors on the rental of wall panel.

1. The organisers recommend no additions or any change to the Standard Shell Scheme. Should you wish to do so, please contact the operations staff of the official shell scheme agency.
2. Do not spray, use glue or silicone on the booth panels.
3. Do not paint, spray-paint or write on the booth panels.
4. Do not drill, nail, perforate, tack down, staple or cause any damage to the booth panels or any parts of the standard shell scheme booth. Should you need to affix any exhibit or sign to the booth panels, please contact the operations staff of the official shell scheme booth agency
5. For multiple booths, partitions in between the booths will not be provided, unless specifically requested.
6. **No display materials or logos may be fixed to the shell scheme fascia/name panel.**

Note:

- In case of violation on the above rules, the official shell scheme booth agency will be obligated to request the payment from exhibitor for any damage caused at the rate of INR 2,500.00 per panel.
- Any onsite change / addition (within character limitations) in fascia name will be charged @ INR 2000/- per request
- Heat emitting light fittings such as halogen fitting and incandescent bulbs more than 100 watt should not be used for stand lighting neither by official service provider & nor by any third party contractors.

Important Point for Standard Package Booth

- 1 The organisers recommend no additions or any change to the Standard package booths should you wish to do so, please contact the official shell scheme agency.
- 2 Do not spray, paint, write, use glue or silicone on the booth panels. Exhibitors who desire to have any panel painted or wall papered must inform the official booth fitting contractor in advance for approval & execution of work upon appropriate payment.
- 3 For multiple booths, partitions in between the booths will not be provided, unless specifically requested.
- 4 The use of inflammable materials for decoration of the booth is prohibited, unless such decorations have been treated with fire retarding substance. Use of heating appliances is strictly prohibited.
- 5 Artificial plants and flowers are combustible and give off toxic fumes, therefore they must not be used for booth dressing.
- 6 No suspension / cloth banner(s), from hall ceiling or fixtures to the walls, column & floor of the hall or any other part of the building structure is not permitted. Exhibitor should only utilize inner part of the booth allotted to them for display.
- 7 **Standard package booths are 2.5m high and can be modified to 4 meters** (Modification is allowed subject to approval from the Organiser).
- 8 Height of all fittings / exhibits should be restricted to 2.5mts. The rear and side walls should be 2.5mts high. Structures / exhibits (mounted or otherwise) between 2.5mts & 5mts in height must be approved by the organisers and placed at a minimum distance of 2mtr from all sides within the booth.
- 9 No financial credit / adjustments will be given by the show organisers / official agency, for any shell booth items not utilised by the exhibitor.
- 10 No POP or display material should be pasted or nailed on the fascia name board provided by official booth contractor
- 11 During exhibition days, the organisers will be responsible for the cleaning of standard shell scheme booth carpets and hall aisles daily.
- 12 Exhibitors needing space for storing their empty cartons / crates on site should contact the official freight forwarder, who will make necessary arrangements subject to availability of space only. The charges if any will be paid by the exhibitor to the freight forwarder directly. Or else, exhibitors must arrange for their empty and non-usable cartons / crates to be transported back to their own premises. As per the rules

laid down by PRAGATI MAIDAN If any material / empty cartons are found behind their stalls / panels the exhibitors would be penalised and the penalty charges would be deducted from their security deposit. And if any material / cartons / crates lying unattended those materials would be discarded out of the halls and organiser would not be held responsible for any losses.

13 Booth Alterations

Any alteration to the shell scheme is not allowed unless the exhibitor obtains prior written permission from the organisers. Detailed requirements of such alterations must be notified to the organisers while the cost of such work shall be payable by the exhibitor to the Official Shell Scheme Booth contractor. In the event that the exhibitor appoints an outside contractor to modify their booth or the exhibitor undertakes construction work by themselves, the exhibitor and contractor must strictly follow the rules & regulations and complete **Form 5** before the deadline.

14 Standard package exhibitors requiring additional equipment such as furniture, power supply, Internet, Audio visual, Host & hostess, security should use individual forms for placing their orders. The order forms have to be submitted before the deadlines specified in the forms. Full payment in advance will be required.

15 No exhibits are allowed to be removed from the booth or exhibition hall once the exhibition has been officially opened unless organiser has given special permission. Booth or exhibits shall not be dismantled before the official closing time on the last day of the exhibition.

16 Exhibitors shall not cause damage on the exhibition hall.

Note: In case of violation of the above rules, the official shell scheme booth agency will be obliged to request the payment from exhibitor for any damage caused at the rate of INR 3000 per panel.

Important point for Raw space Booths

Raw space exhibitors may appoint either their own contractor or the official contractor to design and construct their booth. Please return **Form 6** to inform the official contractor the contact details of your stand contractor **before 15 February 2024**. Both the exhibitors and contracts must fully understand and follow the rules and the regulations laid by the building premises and by the organiser.

1. Booth Height Limits

The maximum height of construction is 4 metres for raw space only booths.

2. Booth Design Drawings & Approval

Raw space booth design proposal must be submitted to the organiser by the exhibitors or by their appointment contractor. The exhibitors and their appointed contractor should read and must strictly follow the Rules & Regulations which are mentioned in this manual before designing and submitting their booth design for the Organisers approval. All design proposals must follow to all statutory requirements and those set out in this Manual and must include the following:

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

All the stall design must be submitted before the deadline i.e., **15 February 2024 in either PDF or JPEG format only to designapproval@bharat-tex.com**.

Any modifications to the booth design must be submitted for approval again. Booth installations not complying with the most recent plan received by the Organisers will not be authorised. The organisers will check all booth installations and will reject those that do not follow to the exhibition regulations.

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

Mezzanine Construction

Only exhibitors booking an area of more than 108m² are allowed to construct a mezzanine upto a maximum area of 10% of the stand area contracted

The exhibitor shall submit the plan with structural stability certificate from a government approved structural engineer of the stall for the consideration of venue. The responsibility of safety of the structure shall lie solely on the exhibitor. Mezzanine structure would be allowed only after the approval from the venue. Exhibitors are therefore requested to kindly send their stall design for approval before the above-mentioned deadline. The mezzanine displays will be inspected during the build-up days and any exhibitor deviating from the regulations must make modifications, as suggested by the government approved structural engineer, at his own expense prior to the show opening.

3. Booth Construction

- 3.1. Height of all fittings / exhibits should be restricted to 4 mts. Structures / exhibits (mounted or otherwise) between 2.5mts & 5mts in height must be approved by the organisers.**
- 3.2. For booths with 2 or 3 open sides or island booths, there shall be no partitions on the open sides. The inside partitions shall also be such that they do not obstruct the view or aesthetics of adjoining booth(s). In case these are found to be obstructive, such partitions shall have to be changed with clear glass / acrylic above a height of 1.2mts.**
- 3.3. Individual booth numbers as allocated by the organisers should be displayed on the booth in such a manner that it is clearly visible to all visitors.**
- 3.4. No partitions / structures / features shall be placed in such a way / location that it obstructs the aisles or aesthetics of the overall exhibition or view of other booths surrounding it.**
- 3.5. Exhibitors are requested to submit for approval scaled booth layout plan, elevation with dimensions, artist's impression (3D views) and electrical single line drawing to the organisers on Form 5 within the stipulated deadline. Clearance / alterations that may be necessary will be intimated within a week from the receipt of the designs. **No booth on bare space shall be built without the prior written approval of the organisers.****
- 3.6. The exhibitors must keep one copy of the approved drawing at the work site at all the times during the show.**
- 3.7. The transporting, assembling, dismantling and the removing of stands of raw space exhibitors are the responsibility of the exhibitor. All such work has to be carried out according to arrangements and within the time limits specified by the organisers.**
- 3.8 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 security deposit being totally forfeited.**
- 3.9 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 Security Deposit 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.**
- 3.10 In case any pre-fabrication is done by an exhibitor before the approval of the design by the organisers, the exhibitor shall be bound by the changes / modifications advised at the time of approval of the design and will have to change the said pre-fabricated structure or any other feature so as to adhere to the basic design guidelines.**
- 3.11 Approval of booth designs will be at the sole discretion of the organisers.**
- 3.12 All booths in the exhibition are recommended, irrespective of height, to have at least half of the open sides (frontage / sides) open or fitted with transparent material to the underside of fascia. It is advisable to keep at least 30% of the floor area free for smooth movement of visitors ensuring equal access & information to all.**

- 3.13** All the material used in the construction of the booth, features and displays, including signs and fascia's, shall be non-combustible, inherently non-flammable or durably flame proofed.
- 3.14** No welding or cutting that may be flammable or Sawing is allowed in the hall.
- 3.15** Artificial plants and flowers are combustible and give off toxic fumes therefore they may not be used for booth decor.
- 3.16** Design and construction must concern safety first. Use of proper and strong material or equipment is a definite requirement. Workmen employed for assembling / dismantling booths should be compulsorily above **18** years of age and skilled / suitably trained in their respective job functions & areas.
- 3.17** Debris or stain from flammable material (like thinner) must be kept away from the working areas at the end of each working day.
- 3.18** Do not knock, nail nor sharpen on the surface, wall or any part of the building.
- 3.19** No glue, 2-sided foam tape or any material will be allowed to be pasted or stuck on the wall or on any structure of the building.
- 3.20** Pulling sling or wire rope (hanging of any kind) against any structure of building is strictly prohibited.
- 3.21** Covering materials laid directly on the floor is prohibited as use of floorboard underneath is required. If necessary, use of 2-sided tape is possible with prior permission from the organisers. If permitted, removal of the tape and polishing of the floor to return it to the same condition as before is required.
- 3.22** In the interests of the exhibition & safety aspects, the organiser reserves the right to close down / discontinue fabrication works of such exhibitors who fail to comply with the rules & regulations of the show and as advised by the organisers.
- 3.23** All booths that are designed to incorporate raised floor / platforms should necessarily provide 1mtr wide access ramp for the disabled on at least one side & within the periphery of their booth. The access ramp for disabled must be clearly shown in the booth design at the time of submission of the designs and is a must for design approval.
- 3.24** Structures of special designs should remain within the boundaries of the space allotted and should not protrude into adjacent booths or aisle spaces.
- 3.25** No aisle space may be obstructed by any exhibits or structures thus ensuring free flow of public / viewers.
- 3.26** Use of LPG or any other type of flammable gas in the premises is not allowed.
- 3.27** Cooking of any kind inside the booth / exhibition halls is strictly prohibited.
- 3.28** Neon or flashing lights / signs shall not be permitted unless they form an integral part of an exhibitor's product.
- 3.29** Use of Halogen lights are banned inside the exhibitor's booth / stall design as per the venue guidelines. Exhibitors are requested to use CFL / LED lights inside their booth.
- 3.30** No sleeping is allowed in the working areas.
- 3.31** Cloth / synthetic banners will not be permitted.
- 3.32** During exhibition days, the organisers will be responsible for the cleaning of raw space booth carpets and hall aisles daily.
- 3.33** All surface of booth construction exposed to the public view (inclusive of backside panels/ parts of both adjoining other booths or aisles.) shall be decorated to a finish approved by the organiser.
- 3.34** Exhibitors needing space for storing their empty cartons / crates on site should contact the official freight forwarder, who will make necessary arrangements subject to availability of space only. The charges if any will be paid by the exhibitor to the freight forwarder directly. Or else, exhibitors must arrange for their empty and non-usable cartons / crates to be transported back to their own premises.
As per the rules laid down by PRAGATI MAIDAN If any material / empty cartons are found behind their stalls / panels the exhibitors would be penalised and the penalty charges would be deducted from their security deposit. And if any material / waste / boxes lying unattended those materials would be discarded out of the halls and organiser would not be held responsible for any losses.
- 3.35** All the exhibitors and their respective special booth design contractors are requested to complete the booth fabrication work **by 18.00 hrs of 24th February 2024**, after which no work would be allowed to continue in their booths.
- 3.36** For safety reasons all the electrical equipment must be checked & tested by the organisers appointed electrical engineers prior to switching on the electrical supply.
- 3.37** Large scale painting / spray painting of any type is not permitted in the exhibition centre.
- 3.38** Small scale touch-up painting of the exhibits and booths is permitted during move-in period.
- 3.39** No painting near the exhibition centre walls, and no washing of painting material within or surrounding of the exhibition centre.

- 3.40** All flammable materials (such as thinners) are to be safely placed and removed from the hall immediately after use.
- 3.41** Contractors are responsible for any damage to the exhibition centre from painting and liable for the cost of restoring damage.
- 3.42** All raw space exhibitors should comply with the rules and regulations of the venue, fire control authorities as well as conditions, with the organisers may specify before or during the exhibition.

Insurance & Exhibition Liabilities

Although a general insurance of exhibition is being organised by the Bharat tex, you may consider the specific insurance for your goods / materials.

SAFETY PRECAUTIONS

PERSONAL PROTECTIVE EQUIPMENT (PPE)



SAFETY HELMETS

All booth contractors working in the exhibition Centre must wear safety helmets. Safety helmets are essential in the case of working at height, or being in the vicinity of contractors working at height. Please make sure that you wear your safety helmet properly, fitting the chinstrap to avoid the helmet falling off.

FOOTWEAR

Correct footwear protecting against nails, debris and etc. are required for exhibitors / contractors working in the exhibition Centre during build-up and dismantling.

USE OF TOOLS AND EQUIPMENT

Contractors are required to have any other PPE which are suitable for their work such as gloves, goggles, masks, earplugs.

NO OBSTRUCTION TO GANGWAYS

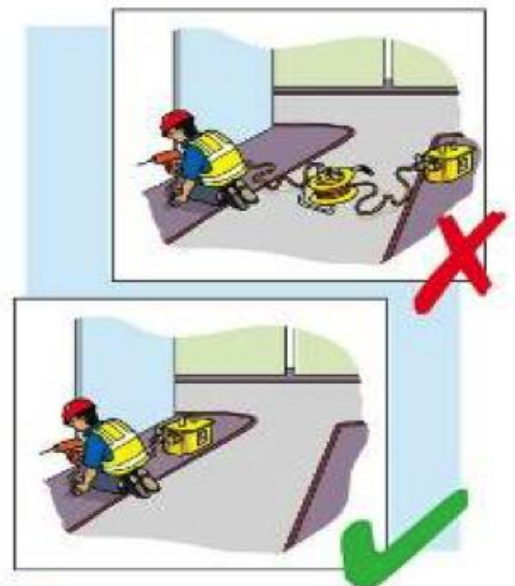
During the process of installation, construction and removal of booths, the gangways must not be used

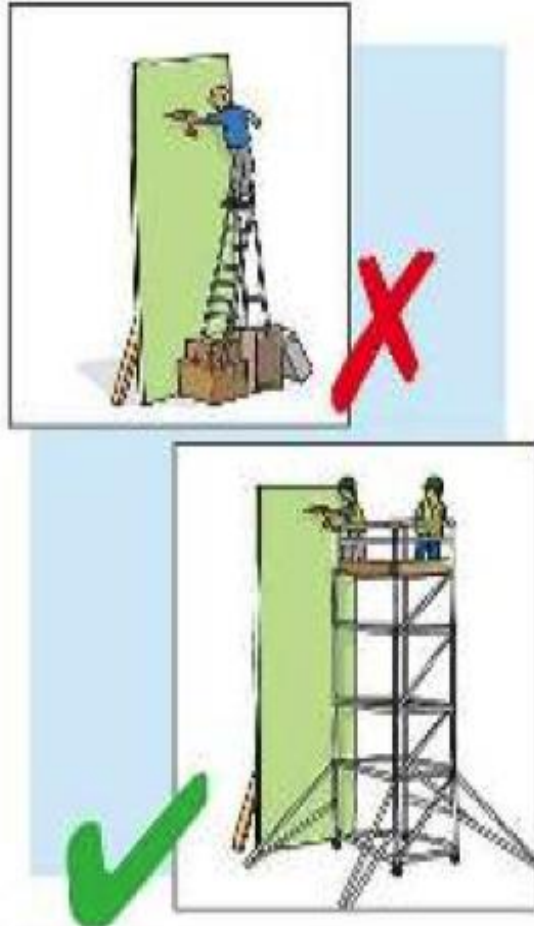
at any time for the storage of plants, materials or debris of any kind. The organizers may at their discretion order the removal of such objects and the exhibitors / contractors will be liable for the cost of removal.

STORAGE

Exhibitors needing space for storing their empty cartons / crates on site should contact the official freight forwarder, who will make necessary arrangements subject to availability of space only. The charges if any will be paid by the exhibitor to the freight forwarder directly. Or else, exhibitors must arrange for their empty and non-usable cartons / crates to be transported back to their own premises.

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





permitted in the exhibition hall.

However, small scale "touch-up" painting of the exhibits and booths is permitted during the move-in period with all necessary safety precautions in place. These precautions include:

- a) Painting in a properly ventilated area;
- b) Use non-toxic, non-aerosol paints;
- c) No painting near the exhibition center's vertical structures (i.e. walls);
- d) No washing of painting materials within or surrounding the exhibition Centre.
- e) All flammable materials (such as thinners) are to be safely placed and removed from the hall immediately after use.
- f) Spray painting and colors mixed with flammable substances are strictly not permitted, both inside and outside the building.
- g) Contractors are responsible for any damage to the exhibition Centre from painting and liable for the cost of restoring damage

WORKING AT HEIGHT

- a) Operators who are engaged in working at height (2 meters or above) must carry out necessary safety measures against injuries that might be caused by falling or objects being dropped.
- b) When passing tools or objects, throwing is forbidden. Methods such as hand-to-hand passing or conveyance of tools or objects by bags or lifting up and/or down with ropes, shall be adopted.
- c) Unqualified operators are forbidden to do overhead work, and it is also strictly forbidden to do overhead work after consuming alcohol.
- d) If work is above 2 meters, ladders are not allowed, and a suitable metal scaffold or working platform is necessary. The scaffold/platform should be properly fitted with a guard rail, mid rail, toe board, outriggers and wheel locks. High stability is required, with a maximum height to least base dimension ratio of 3.5 meters (indoors) and 3 meters (outdoors). Workers must wear safety belt / harness and clip on to a secure anchorage point. Scaffolds / platforms may not be moved while in use or occupied.
- e) Access to areas in the vicinity must be controlled to prevent persons walking or working directly under high work. Workers in the vicinity must wear suitable head protection e.g., safety helmet.

PAINTING

Large-scale painting is not permitted in the exhibition Centre. **All exhibitors carrying out fabrication of their booth space need to neatly finish the backside up to the complete height of their display. No spray painting of any type is**

ELECTRICAL INSTALLATION

Application for Electricity:

Space Only booth exhibitor / contractor must apply for electricity before the deadline. Please find the online **Form 2** in the exhibitor manual.

Connection of Distribution Box:

- a) The installation personnel for electric lines and facilities must hold valid electrician operation certificates / license.
- b) Only qualified electrical materials must be used in the build-up of booths (including both Shell Scheme booths and Bare Space Booths). Double-sheath copper wires and cable lines must be used, and the section of the conducting wires must be > 1.5 mm. Electrical materials must be equipped with enough safe loading capacity. It is strictly forbidden to use single wires with no sheath, twist pairs or aluminum wires. As to the configuration of wires, three-phase five-wire system shall be applied for the line voltage (L1 L2 L3, N, PE) and single-phase three-wire system for the phase voltage (L, N, PE).

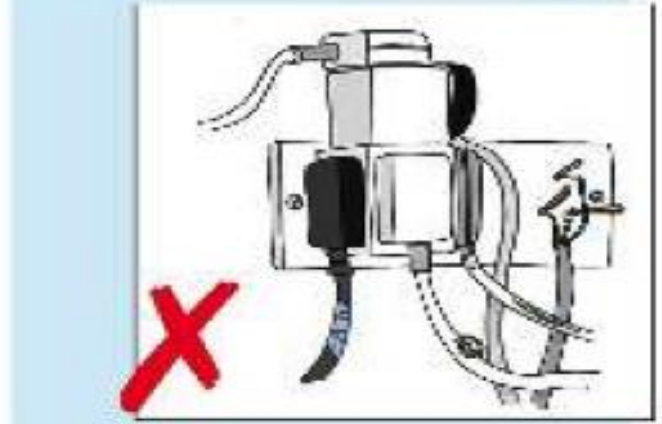
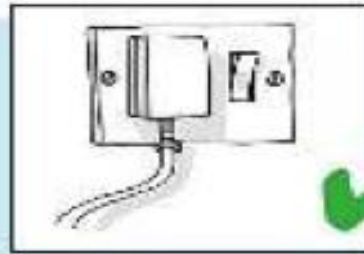
c) All metallic structures and shells shall have a reliable grounding. The



conducting wires should be fixed in a cellular or other form instead of being randomly installed on roads, grounds or doorways. Electric lines crossing passageway shall be protected by a cable bridge. When sub-circuits are connected, insulating porcelain and plastic joints must be used instead of being wrapped directly by insulating adhesive tape before any insulation protection measures are taken.

- d) The distribution box must be installed in a cable duct or in the exhibition booth. It is strictly forbidden to leave a distribution box in doorways, fire-control passages or any conspicuous place in exhibition booths.
- e) Exhibitors requiring special arrangements (e.g., different voltages and frequency or special connections to their equipment's) must arrange their own transformers, converters, etc.
- f) All electrical equipment must be checked & tested by the organizers' appointed licensed electrical engineers prior to switching on the electricity supply.

In the event that the official contractor appointed by the organizers is engaged by the exhibitor to carry out any electrical works, the exhibitor shall be responsible for settling all accounts towards the same as well as for any electricity consumed by the exhibitors' booth or display directly with the contractor.



Form 03

Directory Map Board

BHARAT TEX,
Attn: Ms. Operations Team

This Form is compulsory & must be returned before
16 February 2024,
Email operations@bharat-tex.com

1. General Information about Directory Map Board

Directory map board will be placed onsite and it covers useful information to the visitors like exhibition floor plan, list of exhibitors and their booth number & Hall number

2. Please enter your company name which needs to be displayed on the Map directory board with the booth number. Please print in BLOCK letters (Maximum 24 alphabets including space)

Company name: (English only)

Hall Number:

Booth Number:

Exhibiting Company:	
Booth No:	
Contact Person:	Mobile No:
Tel:	Fax:
Email:	
Authorised Signature:	Date:

Form 04

Exhibitor Name Badges

BHARAT TEX.
Attn: Operations Team

**This Form is compulsory & must be returned before
 16 February 2024,
 Email: Operations@bharat-tex.com**

Exhibitor badges would be included in your exhibitors kit which will be issued from the registration counter at the entrance of the exhibition hall during the move-in period. Please provide below, details of all personnel from your company and associated companies who will be manning the exhibition booth. The quantity of badges issued will be based on the stall size booked (refer table below)

Booth Size	Exhibitor badges	Service Badges	Booth Size	Exhibitor badges	Service Badges
09 – 17 sq. mts.	5 nos.	2 nos.	45 – 89 sq. mts.	25 nos.	3 nos.
18 – 26 sq. mts.	10 nos.	3 nos.	90 – 149 sq. mts.	35 nos.	6 nos.
27 – 35 sq. mts.	12 nos.	3 nos.	150 – 249 sq. mts.	55 nos.	8 nos.
36 – 44 sq. mts.	15 nos.	4 nos.	250 sq. mts. & above	70 nos.	10 nos.
27 – 44 sq. mts.	8 nos.	3 nos.			

Note:

- This is a trade exhibition and person below age of 18 years are not admitted, either as a visitor or as an exhibitor.
- Please fill the form in ENGLISH (Capital Letters) only.
- Please specify company name as indicated in the contract if below given names are different.

	Name of Personnel	Company	Job Title	Country
1				
2				
3				
4				
5				

Exhibiting Company:	
Booth No:	
Contact Person:	Mobile No:
Tel:	Fax:
Email:	
Authorised Signature:	Date:

Form 05

**Fascia
Board**

**BHARAT TEX,
Attn: Operations Team**

**This Form is compulsory for Standard Space Booth Exhibitors & must be returned before 16 February 2024
Email: operations@bharat-tex.com**

3. General Information about Fascia Board

Booth Type	Info printed on the fascia board
Standard Space Booth	Fascia board with company name & Booth Number
Raw Space Booth	No Fascia board will be provided

4. Exhibitors booked standard space booth should return this form to indicate the name to be displayed on the fascia board. Please print in BLOCK letters (Maximum 24 alphabets including space)

Company name: (English only)

Booth Number:

Note:

- Alteration / Modification on the fascia board provided by the official standard booth contractor is **not permitted**.
- Only one company name as per the contract signed is allowed on the fascia board of the exhibiting booth, unless organiser grants written approval for any additional names.

Exhibiting Company:	
Booth No:	
Contact Person:	Mobile No:
Tel:	Fax:
Email:	
Authorised Signature:	Date:

Form 06

Booth Design Approval

BHARAT TEX.
Attn: Mr. Operations team

This Form is compulsory for Raw Space & must be returned before 16 February 2024
Email: designapproval@bharat-tex.com

1. Exhibitors are responsible to appoint their own contractor or the Official Contractor for their stand design and construction. All contractors are required to register themselves with the organiser by completing the below form.
2. All the proposed stand design needs to be emailed to designapproval@bharat-tex.com for the approval before 16 February 2024.
3. Power supply is included in the raw space package, if who required extra power supply are requested to order power supply by returning Form 07.
All the design must be approved by the organiser. Exhibitors will have to modify their booth design as per the organiser request, failure to which may result in cancelation of your booth.

Contractor Company Name	
Address	
Contact Person	
Mobile No	
Email Id	
GST Number	

Note:

- Exhibitors who have booked a Standard booth are not required to return this form, unless the Standard booth is being modified by an outside booth contractor or by themselves.
- All the contractors appointed by their exhibitors are requested to please refer move-in / move-out schedule on page 12 of the exhibitor manual, for booth build-up & dismantling timings. Exhibitors / contractors will not be allowed to work beyond the specified time 18.00 hrs of 24 February 2024. If they wish to continue beyond the specified working hours, a penalty of INR 10,000/- per hour, per booth up to 18.00 hrs. of 24 February 2024 will be applicable thereafter.
- Use of Halogen lights are banned inside the exhibitor's booth / stall design as per the venue guidelines. Exhibitors are requested to use CFL / LED lights inside their booth

Exhibiting Company:	
Booth No:	
Contact Person:	Mobile No:
Tel:	Fax:
Email:	Date: