



25, 26 & 27 FEBRUARY 2026

Bharat Mandapam (Pragati Maidan), New Delhi, India

EXHIBITORS' MANUAL



ORGANISER

Fairfest Media Limited

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Organised by



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EXHIBITION VENUE & DATES

VENUE

Bharat Mandapam, India Trade Promotion Organisation
Pragati Maidan, New Delhi - 110001

DATES

25, 26, 27 FEBRUARY, 2026



निर्देशक मानचित्र | Bharat Mandapam, नई दिल्ली
Guide Map | Bharat Mandapam, New Delhi



EXHIBITION SCHEDULE

SETUP DAYS	
DATE & TIME	
Schedule for 23rd February, Monday Space hand over for booth construction (Bare space)	10.00 hrs onwards?
Schedule for 24th February, Tuesday Exhibitor Registration & Booth Set-up (Built up booth)	10:00 hrs - 20:00 hrs?
Deadline to complete Booth Construction - 24th February, Tuesday	18:00 hrs
EXHIBITION DAYS	
Schedule for 25th February, Wednesday Exhibitor Registration & Booth Set-up	08:00 hrs - 10:00 hrs
Inauguration	10:00 hrs
Open for Visitors	10:00 hrs - 18:00 hrs
Schedule for 26th February, Thursday Open for Visitors	10:00 hrs - 18:00 hrs
Schedule for 27th February, Friday Open for Visitors	10:00 hrs - 18:00 hrs
<p><i>Participants will not be allowed to leave their stall before the official closing time everyday.</i></p>	
DISMANTLING PERIOD	
Schedule for 27th February, Friday Dismantling of booths and removal of exhibits	18:00 hrs - 23:00 hrs

CONTACT DETAILS OF LEADING BOOTH FABRICATORS / DESIGNERS

<p>JMD DESIGN DESK PVT. LTD. 402, Ruby Crescent Business Boulevard, Kandivali East, Mumbai 400 101. Tel: +91 22 6749 0692 / +91 97691 65000 Mr. Amit Saraogi Email: amit@designdesk.in Web: https://designdesk.in/</p>	<p>AIMSITE DISPLAY ENTERPRISE 501, Rimsan Estate, Behind Evershine Mall, Chincholi Bunder Road, Malad West, Mumbai 400 064. Pranshu Mehta +91 98332 21196 Pravin Mehta +91 98201 57982 Email: info@aimsiteenterprise.com / pranshu@aimsiteenterprise.com Web: www.aimsiteenterprise.com</p>
<p>PAVILIONS & INTERIORS (I) PVT. LTD. Ashok Industries, M N Dsoza Compound, Kherani Road, Sakinaka, Andheri East, Mumbai 400 072. Tel: +91 22 28521408 / 10 Mr. Kunal Mhatre, Sr. Marketing Manager, Mobile: +91 98670 18132 Email: kunal.mhatre@pavilionsinteriors.com Website: www.pavilionsinteriors.com</p>	<p>MEROFORM INDIA PVT. LTD. 306, Acme Industrial Park, 1B Patel Road, Goregaon East, Mumbai 400 069. Tel: +91 22 66780432 Mr. Ravi Upadhyay, Manager Mobile: +91 98210 62214 Email: ravi@meroformindia.com</p>
<p>CACET EVENTS AND DESIGN SOLUTIONS 301 – Shant Industrial Estate, Goregaon East, Mumbai 400 052. Ms. Pallavi Jayakar, Director Mobile: +91 98199 77397 / 97698 57397 Email: pallavijayakarr@gmail.com Mr. Vinod Meher, Director Mobile: (91) 9819501441 Email: Vmeher9@gmail.com Website: www.cacet.in</p>	<p>AIMSITE EVENTS Shivali Mehta / Ashwini Chachad Contact: +91 98208 03888 / 9833190759 Email: shivali@aimsite-events.com / ashwini.c@aimsite-events.com Website: www.aimsite-events.com</p>
<p>D CRAFT EVENTS AND EXHIBITIONS B21, Shanti Shopping Centre, Mira Road (E), Mumbai 401107. Mr. Ravinder Khanna, Director Mobile: +91 90494 12211 Mr. Anil Khanna, Operations Head Mobile: +91 90047 56781 Email: exhibitions@dcraft.co.in</p>	<p>CREATIVE FOCUS (A Division of EXHICON) 103, Crystal Paradise, DS Road, off Veera Desai Road, Andheri (W), Mumbai 400 053. Mr. Umar Nadkar, Business Head Mobile: +91 70216 68008 Email: nadkar@exhicongroup.com</p>
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<p>THE ARTHOUSE PRODUCTION A-27, 2nd Floor, Chattarpur Enclave, Phase-II, New Delhi 110 074. Ms. Smita Singh Mobile: +91 98233 98401 Email: smita@tahp.co.in Web: www.tahp.co.in</p>	<p>EXHIBIT DZINES B-17, St No.1, Madhu Vihar, Near Dwarka Sec-3, New Delhi 110 059. Mr. James, Business Development Manager Mobile: +91 85100 07689 Email: exhibitdzines@gmail.com Website: www.exhibitdzines.com</p>

EXHIBITOR GUIDELINES



1. Construction of Booth / Pavilion - All Construction work must be finished by 18:00 hrs on 24th February, 2026

Exhibitors must ensure that all components of their work are self supporting and secure. Exhibitors who have ordered bare space may begin building their booths as mentioned below.

Schedule for 23rd February, Monday	
Space hand over for booth construction (Bare space)	10.00 hrs onwards

Booth Construction Deadline: Contractors and exhibitors must complete all work by 18:00 hrs on 24th February 2026.

Penalties for Delays: Any delays in completing the work will incur penalty charges of INR 10,000 per hour per booth/pavilion from 18:00 hrs to 22:00 hrs only on 24th February 2026.



2. Move in of Exhibits

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

Schedule for 24th February, Tuesday	
Space hand over for shell scheme exhibitors	10:00 hrs onwards

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



3. Badge Entitlement

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

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

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

Exhibitor Badges will be issued by the organizers at the Exhibitor Registration area on **February 24, 2026, from 10:00 to 20:00**.

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

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



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

Gate #4 - For chauffeur driven cars to enter, drop off at the hall entrance and go to the parking area.

Bhairon Mandir Road - For self driven cars to enter, park in the parking area in basement 1 and come up to the registration desk in the foyer area inside the hall.

Gate #1, 5B - For contractors labourers to enter and collect entry tokens.

Gate #1, 5B - For contractor trucks / heavy materials to enter.

Gate #1, 5A, 5C - For contractor trucks / heavy materials to exit.

5. Dismantling and removal of Exhibits - All Exhibits and/or debris must be cleared By 23:00 hrs on 27th February 2026



Dismantling of booths is prohibited before 18:00 hours on 27th February, 2026. Exhibits must be removed between 18:00 hours - 23:00 hours.

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

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

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

6. RULES & GUIDELINES FOR DESIGN AND CONSTRUCTION



Stand Construction: Hall Specification (Ground Floor)

Halls	Floor Load Bearing Capacity (per sq. mtr.)	Clear Height	Dimensions of Freight Gates (W x H)	Maximum Permissible Height of Stand
5 (Ground Floor)	1 Ton	10.0 Mtr.	5 Mtr. x 5 Mtr.	4.0 Mtr.

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



Exhibitors must strictly adhere to all guidelines set by the Organisers. The Exhibitor must submit their architectural, stand layout, pavilion design, and installation plans to the Organisers by **February 2, 2026**. Additionally, they must provide a detailed Electrical Plan alongside the stand layout, including an AutoCAD plan (to scale Grid Layout) indicating the number of electrical fixtures and load per point.

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

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

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

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

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



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

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

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

exceed 12 metres.

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

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

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

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

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

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

9. Structure Heights



The maximum allowable height for a fabricated booth, including platform height, is 14 feet. If the exhibitor intends to exceed this height, they must obtain written permission from the organizers by submitting the booth design along with a **Structural Stability Certificate** from a qualified and government-approved engineer.

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

Before **February 2, 2026**, the exhibitor must submit plans, scaled at not less than 1:100, showing ground plans, elevations, and dimensions, to authorized personnel for approval.

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

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

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

10. Infrastructure Build Up



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

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

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

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

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

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

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



11. Floor Coverings

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

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

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

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



12. Housekeeping

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

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



13. Waste Water & Garbage Disposal

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

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

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



14. Fire Extinguishers

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



15. Fire Fighting Access Zones

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

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

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

Each stand must be equipped with a fire extinguisher during setup, show, and dismantling days. Users are required to deploy fire marshals and extinguishers throughout these periods.



16. Emergency Exits, Aisles

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

Aisles must remain unobstructed along their entire width and length.

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



17. Exits, Escape routes and Doors

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

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

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



18. Explosives and Ammunitions

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



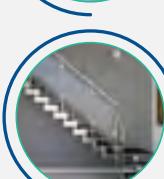
19. Balloons and Flying Objects

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



20. Artificial Mist/Smoke

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



21. Platforms, Ladders, Stairs

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



22. Glass and Acrylic Glass

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

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

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

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



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

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



24. Rotary Cutters and work using naked flame

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



25. Use of Sand, Turf or similar Material

If an exhibitor requires sand, soil, garden turf, moss, or similar materials for exhibition, decoration, or presentation purposes, they must apply an approved anti-leak protective layer on the floor as mandated by the Organizer/Bharat Mandapam.

The exhibitor is responsible for taking all necessary precautions to prevent any

damage to the Event Venue and ensure there is no water leakage. Any damages resulting from the use of such materials will be fully covered by the exhibitor, including repair costs.



26. Advertising Materials / Presentations

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

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

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



27. Empty Packing Material

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

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



28. Damages

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



29. Exhibitor Sound Level

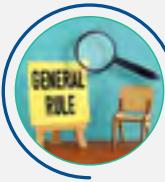
Exhibitors at the trade show must adhere to a maximum sound level of 70 decibels, as determined to be safe for demonstrations by Fairfest Media Ltd., the Show Organiser. To ensure a successful event for all participants and attendees, Fairfest Media Ltd. reserves the right to closely monitor sound usage.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



30. Prohibited Item

Grinder Machine is Strictly Prohibited inside the Exhibition Hall.

HEALTH AND SAFETY GUIDELINES



1. General Rules

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

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

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

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

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



2. Use of Materials for Work

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

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

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

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



3. Electrical Installations

All temporary electrical installations set up on stands must be carried out by trained and licensed electricians from approved contractors and operated in accordance with the latest statutory regulations.

The exhibitor will bear full responsibility for any damage resulting from faulty electrical installations.

Any conductive structural elements of the stand must be included in measures taken to protect against indirect contact, such as grounding the stand.

Furthermore, cables used must adhere to statutory codes. The use of bare electric leads and crocodile clips is prohibited. Wiring must be safeguarded against short circuits and overloads, and cables must be free of cuts. All connections should be made using appropriate industrial standard connectors.

Switches and fuse boxes on individual stands must be positioned outside the stalls in a visible and easily accessible location; installation in locked cabinets is not allowed.

Open joints are prohibited; all connections should terminate in a junction box or electrical panel equipped with individual rated trip switches, ELCB, and fuses.

Wooden junction boxes and switchboards are strictly prohibited at the event venue.

All lighting systems and lights must be switched off before vacating the stand in the evening. Any special requirements for overnight usage must be communicated to Organisers for necessary permissions and approvals. For safety reasons, electrical supply will be provided 30 minutes before the scheduled event start time and switched off 30 minutes after closing time.



4. Safety Measure

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

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

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

Any personnel working at heights of 1.8 meters or higher above ground level must

wear a properly rated full-body harness, securely anchored to an appropriate point. Regarding performances involving stunts by professional artists during the event, it's understood that the Exhibitor assumes full responsibility for any risks involved. The Exhibitor must provide details of such performances to the Organisers at least 14 days prior to the event, accompanied by a written undertaking.



5. Emergency Lighting

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



6. Environment Protection

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

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

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

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

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



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

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



8. Unattended Item/Additional Security

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

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



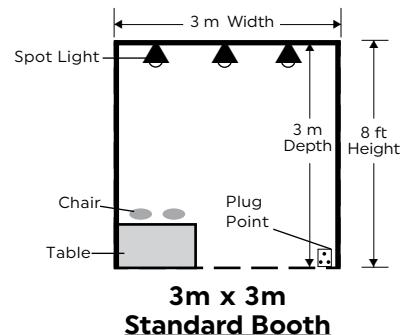
9. Firecrackers

Use of Firecrackers is strictly prohibited within the Centre.

STANDARD SHELL SCHEME BOOTH

IMPORTANT NOTES:

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



I. STANDARD SHELL SCHEME BOOTH INCLUDES

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

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

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

II. ADDITIONAL RENTAL FURNITURE & ELECTRICAL FITTINGS

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

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

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

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

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

MANDATORY & REQUISITION FORMS

Mandatory Forms	Last Date of Submission
FORM 1 Registration of Contractor	2.2.2026
FORM 2 Electrical Requirement	2.2.2026
FORM 3 Contractor Security Deposit	2.2.2026

Requisition Forms	Last Date of Submission
FORM 4 Additional Furniture	2.2.2026
FORM 5 Temporary Staff	2.2.2026
FORM 6 Advertisement in Exhibition Directory	2.2.2026

Optional Form	Last Date of Submission
FORM 7 Internet Requisition	2.2.2026

FORM 1

**REGISTRATION OF
CONTRACTOR
FOR BARE SPACE EXHIBITORS
(MANDATORY FORM)**

PLEASE COMPLETE AND RETURN THIS FORM TO:

Fairfest Media Ltd.

U1, Green Park Main, New Delhi - 110 016

Tel : +91 11 4615 0947 | E-mail : contact@municipalika.in

Deadline for Submission : 2 February 2026

(Please fill in this form if you plan to engage your own contractor instead of the Official Contractor for any booth design, decoration or construction work.)

Booth No

Exhibitor's Name

Sq. mtr. booked

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

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

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

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

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

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

Damage & Performance Bond

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

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

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

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

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

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

Please supply CONTRACTOR BANDS : No. required :

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

Approval of booth design is required to be taken from organisers by submitting the same **2 February, 2026**.

CONTRACTOR'S DETAILS

Organisation : _____

Contact Person : _____ Designation : _____

Mob : _____ Email : _____

Exhibitor's Signature _____ Date & Stamp : _____

Please make copy for your own reference

FORM 2

**ELECTRICAL REQUIREMENT
FOR BARE SPACE EXHIBITORS
(MANDATORY FORM)**

PLEASE COMPLETE AND RETURN THIS FORM TO:

Fairfest Media Ltd.

U1, Green Park Main, New Delhi - 110 016

Tel : +91 11 4615 0947 | E-mail : contact@municipalika.in

Deadline for Submission : 2 February 2026

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

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

Item	Unit Cost (Per KW)	Electrical Load Requirements (KW)	Total Amount
Single Phase/Three Phase Power	INR 3,750/USD31 + 18% GST		

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

Electrical requirements can be serviced only if order is placed on or before 2nd February 2026. There is no provision of making last minute / onsite request after 2nd February 2026.

*** Orders are valid only when accompanied by full remittance with 18% GST.**

Being transferred to: **Kotak Mahindra Bank Ltd.** Bally High, 1, Ballygunge Park Road, Kolkata 700 019, India

Account Name: Fairfest Media Ltd. **Account Number:** 8047380963 **IFSC Code:** KKBK0000325 **Swift Code:** KKBKINBBCPC
Please Note: All prices are current and subject to change without prior notice.

Rules for Electrical Work

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

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

Booth No

Exhibitor's Name

Sq. mtr. booked

BILLING DETAILS

Organisation : _____

Address : _____

GST No. _____

Contact Person : _____ Designation : _____

Mob : _____ Email : _____

Date _____ Signature & Stamp : _____

Please make copy for your own reference

FORM 3

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

PLEASE COMPLETE AND RETURN THIS FORM TO:

Fairfest Media Ltd.

U1, Green Park Main, New Delhi - 110 016

Tel : +91 11 4615 0947 | E-mail : contact@municipalika.in

Deadline for Submission : 2 February 2026

Booth No

Exhibitor's Name

Sq. mtr. booked

Contractor Company Name: _____

Contractor Person Name: _____

Mobile Number: _____ Email ID: _____

Contractor GST Number: _____ Contractor PAN Number: _____

Particulars

Amount

On Account of:

Payment Mode: DD Only

By DD No.: _____ Bank Name: _____ Branch: _____ Dated: _____

Amount in words: _____

Notes:

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

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

For Contractor

For Fairfest Media Ltd

Date

Signature & Stamp

Authorised Signatory

Please make copy for your reference.

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Deadline for Submission : 2 February 2026

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

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

Additional furniture can be serviced only if order is placed on or before 2nd February 2026.

*** Orders are valid only when accompanied by full remittance with 18% GST.**

Being transferred to: **Kotak Mahindra Bank Ltd.** Bally High, 1, Ballygunge Park Road, Kolkata 700 019, India

Account Name: Fairfest Media Ltd. **Account Number:** 8047380963 **IFSC Code:** KKBK0000325 **Swift Code:** KKBKINBBCPC
Please Note: All prices are current and subject to change without prior notice.

Booth No

Exhibitor's Name

Sq. mtr. booked

BILLING DETAILS

Organisation : _____

Address : _____

GST No. _____

Contact Person : _____ Designation : _____

Mob : _____ Email : _____

Date _____ Signature & Stamp : _____

Please make copy for your own reference

PLEASE COMPLETE AND RETURN THIS FORM TO:

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Deadline for Submission : 2 February 2026

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

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

*** Orders are valid only when accompanied by full remittance with 18% GST.**

Being transferred to: **Kotak Mahindra Bank Ltd.** Bally High, 1, Ballygunge Park Road, Kolkata 700 019, India

Account Name: Fairfest Media Ltd. Account Number: 8047380963 IFSC Code: KKBK0000325 Swift Code: KKBKINBBCPC
Please Note: All prices are current and subject to change without prior notice.

Booth No

Exhibitor's Name

Sq. mtr. booked

BILLING DETAILS

Organisation : _____

Address : _____

GST No. _____

Contact Person : _____ Designation : _____

Mob : _____ Email : _____

Date _____ Signature & Stamp : _____

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

PLEASE COMPLETE AND RETURN THIS FORM TO:

Fairfest Media Ltd.

U1, Green Park Main, New Delhi - 110 016

Tel : +91 11 4615 0947 | E-mail : contact@municipalika.in

Deadline for Submission : 2 February 2026

Advertisement in Exhibition Directory

The Municipalika Safe, Smart & Sustainable Cities / CAPEX / PWX Exhibition Directory is a vital aid to participants and visitors as well as an important reference tool for contact after the event. It is an excellent advertising opportunity ensuring maximum reach to your target buyers both during and after the event.

Advertisement Tariff

Categories	₹	Rates	US\$
1. Back Cover (colour)	75,000*	1800*	
2. Inside Cover (colour)	60,000*	1500*	
3. Full Page (Colour)	40,000*	1000*	
4. Half Page, horizontal (Colour)	25,000*	600*	

* Add GST @ 18% extra

Mechanical Specifications

Trimmed Directory Size	: 27 cm (H) x 20 cm (W)
Artwork size	: Full Page 25 cm (H) x 18 cm (W), Half Page 12 cm (H) x 18 cm (W)
Print Run	: 5,000 copies
Material required	: JPEG, PDF, EPS or TIF formatted high resolution file
Deadline for material	: 2 February 2026

Fast Action Order Form

Please book advertisement in Municipalika Safe, Smart & Sustainable Cities / CAPEX / PWX Exhibition Directory as follows:

Categories: (Please Tick)

Back Cover (Colour) Inside Cover (Colour) Full Page (Colour) Half Page (Colour)

Artwork is enclosed herewith / will be sent to you on _____ Total Amount ₹ / USD _____

Payment is

Enclosed Cheque / Draft No dt for ₹ / US\$ in favour of

Fairfest Media Ltd.

Being transferred to : **Kotak Mahindra Bank Ltd.** Bally High, 1, Ballygunj Park Road, Kolkata 700019, India.

Account Name: FAIRFEST MEDIA LIMITED **Account Number:** 8047380963 **Swift Code:** KKBKINBBCPC **IFSC Code:** KKBK0000325

(If payment transferred through RTGS/NEFT kindly send the details to accounts@fairfest.com)

Booked By: _____ Date: _____ Mob. No: _____

S. NO	Location	Plan	Rate 3 Days 25 - 27 Feb 2026	Rate 4 Days 24 - 27 Feb 2026	Rate 5 Days 23 - 27 Feb 2026
1	Hall No-5 (INTERNET LEASE LINE 1:1)	10 Mbps	11,955	15,385	19,231
2		20 Mbps	19,751	25,225	31,531
3		50 Mbps	49,377	63,063	78,829
4		100 Mbps	98,753	1,26,126	1,57,658
5		500 Mbps	3,85,875	4,87,060	6,08,825
6		1 Gbps	7,71,750	9,74,120	12,17,650
7		5 Gbps	31,89,152	42,52,203	53,15,254
8		10 Gbps	36,34,176	48,45,568	60,56,960

Note:

Internet BW shall be delivered at Single LAN port at Exhibition Hall. Further distribution of LAN inside the hall is the responsibility of the user. Structured LAN wiring inside Hall is not covered in the above tariff.

Taxes will be extra as applicable.

Wi-fi network will not be accessible over the internet plan. User has to avail the WiFi plan separately for internet uses over Wi-Fi.

Mentioned plans are applicable inside exhibition halls only, outside hall service is subject to feasibility with a minimum plan of 100mbps.

Customer shall book the plan for whole event, day wise changing/booking is not feasible due to installation difficulties.

Back up is available from different isp, but the customer shall book a minimum plan of 100mbps.

100% advance payment against Demand note.

Only 2% Tds deduction is applicable on this payment for Govt Sector.

Bank Details	
Name:	RailTel Corporation of India Ltd
Bank Name:	State Bank of India
Branch Name:	RAIL BHAWAN (03771)
Account Number:	00000036905637832
IFSC Code:	SBIN0003771

Kindly share the Docs in PDF format
Company GST (Pdf Copy)
Company PAN (Pdf Copy)
Company TAN (Pdf Copy)
Filled Creation Sheet (Attached in the Sheet)
Purchase Order On Company's Letter head.

Mail ID: support.itpo@railwire.co.in / amarjeetsinghbhooi@gmail.com

Mobile No: 9212168823

MINISTRY OF RAILWAY, A GOVT. OF INDIA UNDERTAKING

PRE BOOKING CLOSED ON (24 February 2026)

Pre-booking will be closed from 24th February. Now, starting from the 25th, Feb any available plan will have a minimum of 100 MB. (Any demand of plan below 100 Mb will not be considered).

FINAL CHECKLIST & SHOW IMPLEMENTATION

FINAL PREPARATION CHECKLIST

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

IMPLEMENTING THE SHOW

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

Engaging with Customers

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

Documentation

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

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

Follow-up

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

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

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

YOUR MUNICIPALIKA TEAM

Fairfest Media Ltd. (CIN - U74140MH1988PLC461056)

**MUMBAI
(Regd. Office)**

305, 3rd Floor
The Summit Business Bay
Off Andheri - Kurla Road
Andheri East, Mumbai - 400 093
Tel: +91 22 4555 8555

NEW DELHI

U1, Green Park Main
New Delhi - 110016
Tel: +91 11 4615 0947

KOLKATA

74/2, AJC Bose Road
Tirupati Plaza, 4C, 4th Floor
Kolkata - 700 016
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1688 Meridian Ave,
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