EXHIBITOR’S MANUAL

5-8 February 2020, Lucknow | Uttar Pradesh
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Section I

SCHEDULE OF EVENTS – DEFEXPO 2020

PROPOSED DAY TO DAY PROGRAMME FOR DEFEXPO INDIA-2020

5th Feb 2020

- Inauguration – Live demonstration
- Visit of Hon’ble Raksha Mantri inside the venue
- Hon’ble Raksha Mantri Press Conference
- Detailed program in Exhibition Zone

5th Feb 2020 – 8th Feb 2020

<table>
<thead>
<tr>
<th>S. No</th>
<th>Time</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>0900 hrs onwards</td>
<td>Opening of Show/Seminar/Conference/Product Launch</td>
</tr>
<tr>
<td>2.</td>
<td>1100 hrs to 1300 hrs</td>
<td>Live demonstration/ Flying Display at the main Venue</td>
</tr>
<tr>
<td></td>
<td>1500 hrs to 1630 hrs</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>1600 hrs to 1730 hrs</td>
<td>Live demonstration/ Display at Gomti River Front</td>
</tr>
<tr>
<td>4.</td>
<td>1700 hrs</td>
<td>Show closes for the day at the main Venue</td>
</tr>
</tbody>
</table>

9th Feb 2020 (For General Visitors)

<table>
<thead>
<tr>
<th>S. No</th>
<th>Time</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>0900 hrs</td>
<td>Opening of Show (India Pavilion &amp; UP Pavilion)</td>
</tr>
<tr>
<td>2.</td>
<td>1130 hrs to 1230 hrs</td>
<td>Live demonstration/ Flying Display</td>
</tr>
<tr>
<td>3.</td>
<td>1300 hrs</td>
<td>Show closes for the day</td>
</tr>
</tbody>
</table>
## Build up Period

<table>
<thead>
<tr>
<th>Date &amp; Time</th>
<th>Day</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>20(^{th}) Jan 2020</strong></td>
<td>Monday</td>
<td>Heavy machinery and equipment to be displayed in the exhibition halls should reach site before 20(^{th}) Jan 2020.</td>
</tr>
<tr>
<td><strong>21(^{st}) Jan 2020</strong></td>
<td>Tuesday</td>
<td>Possession Handover to Country Pavilions and Raw Stands in Temporary Halls. Chalet and Outdoor display area to be handed over to the concerned exhibitors.</td>
</tr>
<tr>
<td><strong>25(^{th}) Jan to 31(^{st}) Jan 2020</strong></td>
<td>Saturday-Friday</td>
<td>Delivery of Freight to Raw Space Stands</td>
</tr>
</tbody>
</table>
| **27\(^{th}\) Jan 2020** | Monday | • Shell scheme booth space to be handed over to the exhibitors  
• Delivery of freight to shell scheme booths |
| From **1\(^{st}\) Feb 2020** (if applied for) | Saturday | Permanent Electricity to be given for Raw Space |
| **2\(^{nd}\) Feb 2020**  
Upto 1800 hrs | Sunday | • Setting up and completion of all booths – Both Raw & Shell Scheme  
• No work will be permitted after 6 pm on 2\(^{nd}\) Feb 2020 |
| **3\(^{rd}\) and 4\(^{th}\) Feb 2020** | Monday - Tuesday | • Anti – Sabotage & Counter Terrorist Checks  
• All unwanted stores/refuse to be cleared  
• Final cleaning of Halls |
# Exhibition Period

<table>
<thead>
<tr>
<th>Date &amp; Time</th>
<th>Day</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>5th Feb 2020 0900 – 1300 hrs</td>
<td>Wednesday</td>
<td>Opening Ceremony</td>
</tr>
<tr>
<td>5th Feb 2020 1300 – 1700 hrs</td>
<td>Wednesday</td>
<td>Trade &amp; Business Visitors</td>
</tr>
<tr>
<td>6th to 7th Feb 2020 0900 – 1700 hrs</td>
<td>Thursday - Friday</td>
<td>Trade &amp; Business Visitors</td>
</tr>
<tr>
<td>8th Feb 2020 0900 – 1700 hrs</td>
<td>Saturday</td>
<td>General Visitors</td>
</tr>
<tr>
<td>9th Feb 2020 0900 – 1300 hrs</td>
<td>Sunday</td>
<td>General Visitors (Only Live/Flying Demo, India Pavilion &amp; UP Pavilion)</td>
</tr>
</tbody>
</table>

# Dismantling Period

<table>
<thead>
<tr>
<th>Date &amp; Time</th>
<th>Day</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>09th to 17th Feb 2020 0900 – 1700 hrs</td>
<td>Sunday - Monday</td>
<td>Dismantling &amp; removal of exhibits and materials, except for weapons and ammunition and light, portable, attractive exhibits which may commence at 0900 hrs on 9th Feb 2020.</td>
</tr>
<tr>
<td>28th Feb 2020</td>
<td>Friday</td>
<td>Site Closes</td>
</tr>
</tbody>
</table>
Section II

GENERAL INSTRUCTIONS FOR EXHIBITORS

2.1 Exhibition Venue

DEFEXPO INDIA 2020, India’s 11th Land, Naval & Internal Homeland Security Systems Exhibition is scheduled to be held at the VrindavanYojna, Sector 15, Lucknow, Uttar Pradesh from 5th to 8th Feb 2020.

2.2 Organiser's Address

Defence Exhibition Organization (DEO)

Ministry of Defence, Govt. of India, Hotel The Ashok, Room No: 102-107, Diplomatic Enclave 50B, Chanakyapuri, New Delhi - 110 021, India
Phone No: +91 (11) 26871989, 26871991
Fax Number: +91 (11) 26871988

Contact:

Cdr Achal Malhotra
Director
Defence Exhibition Organisation (DEO) (Govt. of India, Ministry of Defence)
Email- ceo.defex-mod@gov.in

2.3 Admission to DEFEXPO INDIA 2020

Admission would be permitted to Exhibitors only through photo badges and bonafide visitors only through invitation cards / badges / tickets issued by the Organisers. No other form of invitation / ticket would be valid.

Badges

Exhibitors will have to submit the details for the badges online on the website at http://www.defexpo.gov.in

Business visitors can register both online and at site. For the online registration, after submission of details and approval, visitors will be able to make online payment through either Credit Card/Debit Card/Net Banking or DD in favor of Defence Exhibition Organisation (DEO) as per the mentioned charges. Once the Organisers receive the payment the badges will be issued.
The Organisers reserve the right to refuse admission to any person in the interest of the Exhibition or due to safety reasons even after the payment has been made and tickets issued. The requisite refund would be made in due course of time. In case it is discovered that misuse of the system has been made or false/wrong information has been given or due to security concerns, legal action would be taken as per Indian law. All disputes would be settled under the jurisdiction of Delhi courts only.

2.4 Infrastructure

The Exhibition will be hosted in the temporary Hangers which will be constructed specially for the event. These specially created Hangers will be made of aluminum shell structure covered with flame retardant material conforming to international standards. Exhibitors in the temporary halls displaying heavy exhibits should inform the Organisers about the weight and the dimensions of the exhibits so that suitable reinforcement can be added wherever possible to the flooring in order to enable it to take the additional weight. All exhibition halls will be specially air-conditioned for the show.

Chalets will be specially constructed at the designated area in the fair.

Toilets would be located either within the exhibition hall or outside, at convenient locations; Additional temporary toilets will also be created for the show.

2.5 Dress Code

All exhibitors are expected to dress formally in a lounge suit/national dress/service uniform or any other appropriate wear. The Organisers reserve the right to determine whether the attire of an exhibitor is acceptable and in keeping with the best interests of the exhibition. Nudism in any form is strictly prohibited.

2.6 Inauguration Ceremony / Exhibition timings

<table>
<thead>
<tr>
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<th>DAY</th>
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<td>8th Feb 2020 0900– 1700 hrs</td>
<td>Saturday</td>
<td>General Visitors</td>
</tr>
<tr>
<td>9th Feb 2020 0900– 1300 hrs</td>
<td>Sunday</td>
<td>General Visitors (only for Live demo, India Pavilion &amp; UP Pavilion)</td>
</tr>
</tbody>
</table>
2.7 **Official Reception**

Exhibitors will have an opportunity to meet senior Government Officials, decision makers of the Ministry of Defence, officers of the Indian Armed Forces, foreign military delegations, diplomats, and eminent scientists of Defence Industry etc. at an official reception dinner hosted by the Organisers. Entry to this event is strictly by Invitation.

2.8 **Exhibitors Meeting with Official Delegations/Government of India officials**

Special arrangements will be made during DEFEXPO INDIA 2020 by the Organisers to facilitate on-site meetings of the exhibitors with senior officials of the Government of India. The request for official meetings to be sent on ceo.defex-mod@gov.in. The meetings date, timings & place would be conveyed officially only after the approval of respective Government officials through their offices by email/letter or by fax only.

2.9 **Exhibitor’s Catalogue / Space Advertising**

a. An official Exhibitor’s Catalogue of companies and Organisations participating at DEFEXPO INDIA 2020 will be published by the Organisers for distribution. Entry to official catalogue is free of cost/charged (depending on word length and use of colour logo) per entry in the Directory briefly describing the activities together with details of the company’s name, address, contact person etc. These catalogues would be distributed to the official delegations, VIPs, diplomats, government officials and media.

b. Exhibitor Catalogue Entry content will be taken from the details submitted during registration. The content can be edited if required. The Organisers stand absolved of any responsibility for non-inclusion of details of companies whose forms do not reach in time or do not match to the specifications mentioned or not mentioned in the Exhibitor Manual.

c. One free copy of the Exhibitors Catalogue will be given to each exhibitor. Extra copies will be available at a cost. The rates would be published shortly and the payment would be online only. The exhibitor can use the Catalogue to promote their services and products through advertisements.

2.10 **Exhibitor Badges**

a. Entry through valid badges only.

b. Each exhibitor will be entitled for free badges as per the area booked by them.

c. Necessary details for personnel who will be manning the stalls may be submitted online only.

d. Exhibitors must wear the passes at all times inside the Exhibition to facilitate identification.

e. Exhibitor badges are strictly non – transferable.
f. Indian Company personnel representing foreign participants can also apply for Exhibitor Passes within the scale applicable, provided a letter of authority nominating them as their India representative(s) is given to the Organisers. Such applications however, must be made strictly by the Foreign Company and not the Indian Company to which such person belong.

g. **Exhibitor Support Staff Badges.** These will be issued to personnel of the Exhibitor whose services are essentially required at the stall/chalet during the show period. These passes will be counted against the number of passes authorized to an exhibitor based on booked space size. Details of such personnel may be furnished online.

2.11 **Guarantee for Contractors; Contractor and Support Staff Badges**

Exhibitors shall inform the Organisers of their contractor / sub-contractor for the construction and decoration of the stand and for import and re-export of their Exhibition materials with the full address, telephone, fax and Passport numbers of their staff including the head of the technical staff who will be responsible during the Exhibition period for the purpose of arranging security passes. The Exhibitor must declare in his document that he accepts the responsibility and guarantees for payment of any dues / fines for import, export custom duties, taxes, penalties, etc. as a result of acts of commission or omission of his contracting and / or sub-contracting companies.

All Contractors and Service Providers in order to obtain the desired badges for their permanent and temporary Indian staff are required to submit their Police Verification by 15 Jan 2020. The police verification may be done at the nearest police station of the residence of the respective individual.

**Contractor Badges**

a. Badges to contractors for entry into the exhibition will be valid only for the construction and dismantling days. These badges will be valid from 20 January to 4th February 2020 & 10th to 17th February 2020. Exhibitors may provide details of such personnel who will be constructing / decorating their stands / chalets for issue of passes along with two passport size photographs each. Details have to be submitted online.
2.12 **Invitations**

Each exhibiting company will be granted free of charge invitations at the rate of one invitation per sqm area hired for distribution to their prospective visitors / customers subject to a maximum limit to be set by the organiser. The invitation will be valid from 1300 hrs on 05/02/2020 to 08/02/2020 upto 1700 hrs. Visitors should be advised to carry invitations and Govt. issued ID card. Exhibitors are advised that minors below the age of 18 years are not permitted on site during build up, trade days and break down. This includes children of contractors / visitors / Service officer / Government officers & any other person visiting the show.

2.13 **Car Parking**

Each exhibiting company will be granted 1car/coach pass parking per 12sqm of space hired free of charge for entry to the exhibitor’s parking area subject to a maximum of 50 nos. The car parking permit duly completed must be prominently pasted and displayed on the cars. For security reasons, car permits are non-transferable. Additional car passes can be booked online. Passes would be provided subject to availability of space. Exhibitors booking chalets would be entitled to 2 additional car passes per chalet booked for parking in the designated areas opposite each chalet. Car parking permits will be valid from 5th to 8th February 2020. All passes would be applied online only.

2.14 **Media Centre and Media Accreditation.**

DEFEXPO INDIA 2020 will be covered by both domestic and overseas media. To facilitate media activity, a media center would be set up at site. Exhibitors may provide press releases, photographs of their products and other relevant information at the media center for coverage. Media Personnel have to apply for Media Accreditation online only.

2.15 **Press Conference**

Facilities exist at the venue for holding press conferences/ presentations for the Exhibitors only. Details will be available later.

2.16 **Business Centre**

A Business Centre furnished with all communication facilities like Telephone with STD/ISD connection, Internet, Fax Machines, Photocopier etc., at nominal costs, will be operational at the site.

2.17 **Telecommunication Services**

Exhibitors interested in hiring telephone, cellular phones, Internet and fax facilities at their stands, should indicate their requirements online only.

2.18 **Permission for Import/ Re-Export of Certain Systems**

a. All weapons, weapon systems, individual and/or portable weapons, ammunition and pyrotechnics, etc. must have their firing mechanisms inactivated and / or be inert. Such exhibits must have a special approval for their import and re-export from Ministry of Defence, Government of India. All such requests should be sent to the Organisers on ceo.defex-mod@gov.in
b. Companies with exhibits as indicated at sub Para (a) above, must declare in an official company document addressed to the Organisers (fax or photocopies not accepted), the country of production, exact description, quantity and serial no. of each exhibit and that such exhibits have their firing mechanisms inactivated and/or are inert. These companies must also declare that for such exhibits, they acknowledge and will follow the requirements stated in Security Regulations (see Para 2.27), and also as stipulated in sub Para (a) above. For the timely issue of the special import and re-export approval, official documents of the exhibiting company must be sent on ceo.defex-mod@gov.in. Certificate would be issued online in case hard copy is required, and request is to be made online.

c. Companies exhibiting electronic equipment/systems must also have approval for their import, re-export permission vide Sub Para (a) above.

d. Firm Specifications of heavy Exhibits/Ammunition for Display have to be submitted online.

2.19 Heavy and Large Exhibits

Exhibitors who wish to display large exhibits inside exhibition hanger space, i.e., exhibits that are over two cubic meters in volume in single unit, as well as those heavy exhibits which need special handling, should suitably inform the Organisers with a copy to the official Freight Forwarder while providing requisite details online. Stand Fascia Board, particularly for exhibitors in temporary Halls as may be needed to create a special floor depending on the size and weight of the exhibit therefore this information is mandatorily required and to be sent to the organisers. It’s recommended that this information may be sent by exhibitors along with the approval of stand layout by organiser/fabricator.

2.20 Late Arrival of Exhibits

Schedules as laid down should be adhered to. In case of late arrival of exhibits and/or material, the Organisers reserve the right to refuse their entry to the exhibition. The exhibitor, his contractors and/or sub-contractors do not have the right/claims over such refusal.

2.21 Completion of Application/Order Forms

a. All Applications, Declarations and Order must be submitted online by the due dates indicated.

b. Care should be taken to complete these forms fully. Reference should be made to any applicable Exhibitor Regulation as well as any Supplementary Regulations, which may be notified and also to any conditions mentioned in the text or on the forms.

c. Where payment is requested with the order, receipt of such payments will be a condition of acceptance of the order.

d. Exhibitors should retain a hard copy of the online forms for their records.
### 2.22 Handing Over of the Exhibitors’ Rented Stand / Areas

**a.** The rented stand area would be handed over to the Exhibitors only where full payment of participation fee has been received.

**b.** Standard shell stands with specified installations and equipment will be handed over to the exhibitors on 25th January 2020. Stand decoration and set-up of exhibits etc. will be permitted thereafter, from 0900 hrs to 1700 hrs daily. No construction/ fabrication work will be permitted whatsoever after 1800 hrs on 2nd February 2020.

**c.** Raw space for National Pavilions/stands will be handed over on 21st January 2020 for all the exhibition Halls.

**d.** All stands must be ready in all respects by 1700 hrs on 2nd February 2020.

**ATTENTION:** Any alteration and/or dismantling of the standard shell stand by the exhibitors, their contractors and/or sub-contractors are prohibited. This can be carried out only by the Official Stand Fitting Contractor with written approval from the Organisers.

### 2.23 Fascia Board

The exhibiting company’s commercial title will appear in 12 cm high characters, over the open aisle frontage of every exhibitor shell stand and shall be covered within the hire charges of booth packages. The details should be forwarded online to the Organisers not later than 20th January 2020.

### 2.24 Restaurant Services

These would include:

**a.** One or more 5-star Restaurants with a bar, buffet and Ala-carte service at the Exhibition site.

**b.** Food Court serving different types of fast food in medium range category at the Exhibition site.

**c.** Food court and moderately priced restaurants serving standard Indian food at the Exhibition site.

For services related to the above, details of the agency and contact person are notified in the service provider list.

### 2.25 Transport

The official transport service provider will provide travel facilities on chargeable basis. All travel requirements should be sent on support@exproevents.com

The Agency will also cater to transport and tourist packages. For services related to the above, details of the agency and contact person are notified in the service provider list.
2.26 **Clearance of Corridors, Dismantling / Removal of Material and Re-export**

a. Corridors should be kept clear of obstructions at all times. Packed/ empty cases and/ or materials are not allowed to be placed in the corridors of the Exhibition halls. The Organisers have the right to insist on removal of any cases and / or materials from the corridors at the exhibitor’s cost.

b. The exhibition will close at 1700 hrs on 8th February 2020.

c. The dismantling and delivery of empty cases by the Official Freight Forwarder for re-packing will commence at 0900 hrs on 09th February 2020. Care to be taken not to damage the structures and avoid littering of dismantled wastes.

d. Re-packing of materials/exhibits and the clearance of all cases from the Exhibition premises must be completed by 1800 hrs on 13th February 2020.

e. The site will close on 28th February 2020.

f. All exhibits and exhibition material must be re-exported at the earliest.

2.27 **Security Regulations**

All exhibitors shall abide by the Security Regulations of DEFEXPO INDIA 2020 as stipulated below:-

a. Alert and efficient Security Forces will be engaged by the Organisers to ensure the safety of the exhibits. Nevertheless, arrangement may be made by the exhibitors for their own insurance to cover all their portable models and other attractive exhibits immediately after the Exhibition closes. It is at this juncture that there is risk of exhibits getting lost. The Organisers will not accept responsibility for theft, loss or damage of exhibits, stores or any other equipment belonging to exhibitors, contractors or visitors. It is strongly recommended that at least one person is present at each booth at 0900 hrs on 09th February 2020, when the Halls open for re-packing. Exhibitors are also informed that rented furniture items will be collected on 09th February 2020 after the closing of the exhibition. Therefore, drawers, cupboards, etc. should be emptied and contents kept secure after the Exhibition closes on 08th February 2020.

b. Explosive, highly inflammable and other hazardous materials of any type are not allowed to be exhibited or brought into the exhibition premises.

c. Weapon systems, individual weapons, ammunition, etc. which could be dangerous must have their firing mechanisms inactivated and / or must be made inert for import, display and re-export.

d. Weapons, weapon systems, ammunition, pyrotechnic systems etc. must be transported (import, re-export) as per policy of the company & Government norms.
of originating destination and transit countries. Such items must be packed in their own cases independent of any other exhibits or materials.

e. The items stated in Sub Para’s (c) and (d) above must also be rendered inactive and/or inert and so declared in all shipping/customs documents with their respective serial numbers.

f. The items stated in Sub Para (d) will be delivered to the exhibitors’ stands on 3rd February 2020.

g. After the closing of the exhibition at 1700 hrs on 08th February 2020, only exhibitors with individual and/or portable weapons, ammunition, pyrotechnics etc. must remain in the Exhibition area in order to receive empty cases from the Official Freight Forwarder for the re-packing of these exhibits. All these cases will be cleared out of the Exhibition area by 09th February 2020.

h. All lethal systems though made inert/inactive, will be carried out on trailers and/or trucks and in crates. Such systems will not be moved on their own power.

j. After the daily closing of the Exhibition, no person will be allowed to remain inside the Exhibition area. In case of special requirement, Organisers have to be approached with a request in writing.

k. For security purposes, the Organisers reserve the right, without giving any prior reason, to refuse admission to anyone to the Exhibition area and to expel any person whose behavior, in their opinion, justifies such a measure.

l. Exhibitors/their representatives should be present at their stands at all times during the hours of the Exhibition.

m. Exhibitors, who require the services of Security guards at their stands, are required to give their requirements online to www.defexpo.gov.in.

2.28 Fire Safety Precautions

Exhibitors and the staff employed by them within the Exhibition stand, business chalets and offices, etc. are directly responsible for ensuring fire safety measures, including tackling of minor fire incidents. Their responsibilities will include:

a. Study the general layout of the Exhibition Halls and get acquainted with the location of exit doors, exit routes, emergency routes, emergency exits. A separate Instruction Manual on Fire Safety Measures shall be uploaded for the exhibitors in due course.

b. Not to use any inflammable material for decorating the standard shell stands, offices, restaurants, chalets, etc. unless they are treated with fire retarding
substances. Not to display/exhibit explosive, chemical, inflammable, dangerous, harmful or noxious substances unless approved by the Ministry of Defence, Government of India in writing only.

c. Not to use any open flame/direct heating appliances to cook food in the Exhibition stands. Only microwave and induction heating/cooking is permitted inside the Chalet.

d. Ensure heating appliances used in business chalets are mounted on fire proof stands. Use of LPG, Butane, Propane or coal or any inflammable gas is not permitted.

e. Keep away all inflammable/combustible waste such as empty boxes, containers, wrapping, etc. away from the Exhibition Premises and deposit the same in areas designated by the Organisers. If not removed, the Organisers will remove the same at the exhibitor’s cost.

f. Ensure that electric wiring of equipment on display, decoration and those used for heating appliances are of adequate capacity, quality and are as per approved specifications. Cable joints, if any, be kept to the bare minimum and properly sealed to prevent sparking/overheating.

g. Drawing more power than what has been demanded should be avoided as this may lead to tripping of main circuit breaker. There would be penal charges/levies on the defaulting exhibitors @ three times the actual charges for the excess consumption.

h. Alteration/interference with the main circuit breaker and wirings/electrical fittings is prohibited. The Official Stand Fitting Contractor’s electricians should be contacted for any additional connections. In case of any fault in the electrical installation, Complaint cell of Organiser/Service Booth of Official Stand Fitting Contractor should be approached.

j. Observe and impose all fire precautions at all times, especially during fabrication/installation of the stalls/chalets. Avoid throwing lighted cigarette butts and match sticks, etc. in Exhibition stands/chalets/offices.

k. Smoking in the Exhibition halls and all public places during the Exhibition period is strictly prohibited. These will be treated as “No Smoking” areas and will be so marked. Separate “Smoking Zones” may be used for this purpose.

l. Ensure that the 2 kg ABC stored pressure type extinguishers provided in the shell stands/chalets are not removed or the access to the fire extinguisher/fire point blocked, to facilitate easy pick up and use, should any fire incident take place.

m. Tackle any minor fire incident in the stand, chalet, offices and restaurants by using the fire extinguisher installed.
n. Read and understand the instructions pasted on extinguisher for its use and operation to tackle minor fire incidents.

o. Know the exit routes to be followed in an emergency and the location of nearest emergency exit for escape in case of major fire incidents.

p. Do not block the exit, exit route, emergency exit and passages.

q. Instruct your staff employed not to leave the shell stands, chalets and offices unattended whilst work is in progress or before officially appointed time of closing.

r. In case of a fire incident, take the following actions:
   - On fire not coming under control by portable extinguisher, raise fire alarm by shouting “Fire - Fire” to summon assistance. Rush to fire Watch Personnel stationed in Exhibition halls.
   - In case of major fire incident, direct and guide the visitors and the occupants of Exhibition halls/restaurants through routes to the exit as well as emergency exits for their quick dispersal.
   - Provide access and co-operate with Organisers’ fire safety supervisory staff and Fire Watch Personnel for inspection. Render all help possible to fight fire and salvage the equipment/materials.
   - Ensure quick dispersal of equipment/cars parked in the area in the event of fire incident in static display/car park areas.

2.29 **Cleanliness and Maintenance**

The exhibitors will ensure daily cleaning and proper maintenance of Exhibition stands and chalets of the area occupied by them. The Organiser is responsible for cleaning of public areas and aisles only. No littering is permitted inside the exhibition halls and even in backyard service area.

2.30 **Support**

For any support exhibitor may call 24X7 helpline number +91 8080 986 987

*Note: This manual should be read in conjunction with Terms and Conditions already uploaded. Organiser reserves the right to amend any clause/condition of the manual in public interest.*
SECTION III
RULES AND REGULATIONS

3.1 Organisers
Defexpo India 2020 is organized by DEO, Department of Defence Production, Ministry of Defence, Government of India. The DEO will be responsible for putting up and organizing the event. Hence reference to the Organisers in this manual may please be treated as reference to the DEO.

3.2 Venue, Dates and Timings
Defexpo India 2020 will be held at VrindavanYojna, Sector 15, Lucknow, Uttar Pradesh from 5th to 08th February 2020.

3.3 Exhibitors and Validity of the Contract
A company/ Organisation/ Institutions booking space for participation will be called “Exhibitor”. Exhibits will be limited to materials, products or services related to a Defence Industry Exhibition including Land, Naval, Air, Homeland Security. Only Indian Companies/ Organizations, foreign manufacturers or/ and their authorized offices in India are permitted to be exhibitors. Agents will not be permitted to display exhibits nor would be given or permitted to take any commission directly or indirectly. The contract with the Exhibitor will be valid after the payment of the full contract price. The exhibitor shall have irrevocable permission to participate in the exhibition. This agreement is not, and shall not be deemed to be a lease or an agreement for lease. The Organisers reserve the right to determine the eligibility of any material, product or services for display.

3.4 Allocation of Space
Exhibit space will be allocated according to the date of receipt of online request along with the prescribed payment. The Organisers reserve the right to change or alter the allocated space in case of unforeseen contingencies or changes in the floor plan.

3.5 Participation Charges and Payment Terms
The applicable charges & payment terms and conditions are mentioned on the website www.defexpo.gov.in All payments have to be cleared before the show is over. To facilitate the exit process, an exit form is issued to each exhibitor by the organizer after the exhibition is over. However, the participants who could not be accommodated any space will get refund of participation fee with no interest in due course. Balance participation charges will be payable before the dates mentioned in the “Charges For Exhibitor” document on the website. Upon acceptance of an application online by the Organisers, the application shall ipso facto become a contract binding on the Exhibitor and the Organisers (DEO) on the terms and conditions contained herein and in the Exhibition Regulations, as contained in Exhibitors Services Manual. On any failure to comply with payment terms, the organisers reserve the right to cancel the contract and to deny access into exhibition area to such exhibitors. DEO will have sole discretion in
allocation of space. However, due consideration will be given to the choice and requirement of all applicants, subject to availability thereof.

### 3.6 Admission
The Organiser reserve the right to refuse admission to any person in the interest of the exhibition or due to safety reasons.

### 3.7 Operation of Devices and their sound levels
Only such devices or exhibits will be operated in the exhibition premises, which do not distract or disturb visitors, other exhibitors and others present in the area.

### 3.8 Stand Fitting Services
The Organisers have appointed an Official Stand Contractor to provide stand fitting services to exhibitors using the shell scheme & stand fitting work. Design of the special stands will be subject to the approval of the Organisers. The stands should not be obstructing the view or disturbing the aesthetics of any other co-exhibitor. Organisers hold the final right to stop/alter the design, if needed.

Details of personnel who will be constructing/decorating stands/chalets, other than the official Stand Contractors has to be furnished online by the concerned exhibitor along with a letter of authority nominating the contracting company for such services.

### 3.9 Electrical Services
The official electrical contractor shall only carry out all electrical works. The exhibitor shall bear the cost of all such electrical works and cost for additional load if required. The charges for electricity for exhibition days and pre and post exhibition days are notified in the construction guide lines.

### 3.10 Service Agencies
Contact points for official service agencies like freight handling, cleaning, fire, phones, catering etc. are listed in “List of service providers” and also available on website in order to facilitate the exhibitors. These agencies are only allowed to provide services to the exhibitors. Other agencies will not be allowed to enter/operate in the exhibition premises.

### 3.11 Cleaning of Exhibits
The exhibitors must make arrangements to store their exhibits in presentable and clean manner during the exhibition period. All materials for disposal must be deposited in the areas designated by the Organisers. No littering in the exhibition area is permitted.

### 3.12 Advertising
The Exhibitors may distribute printed and/or promotional material related to their products only within the stands. The Organisers reserve the right to prohibit distribution of any publicity material without assigning any reason.
3.13 Cancellation

In the event of an exhibitor withdrawing from Defexpo India 2020 or canceling the booking, the following rules will apply:

In addition to forfeiture of registration charges, Cancellation charges will be as under

a. 25% cancellation charges of the total space charges including IGST, prior to 60 days of the show (upto 05 Dec 2019)

b. 50% cancellation charges of the total space charges including IGST, prior to 30 days of the show. (06 Dec 2019 - 05 Jan 2020)

c. 100% cancellation charges of the total space charges including IGST, if cancellation is done less than 30 days prior to the show (after 05 Jan 2020)

3.14 Counterfeits & Copyright Infringement

None of the exhibition displays present at the exhibition premises shall infringe or likely to infringe, any patent, trade mark, copyright and other intellectual property rights of any party. The exhibitors should undertake and agree that in the event of any breach, their contract may be terminated by the Organisers unilaterally. In such an event, the exhibitors shall indemnify the Organisers against all costs, claims, demands, losses, liabilities etc.

3.15 Public Safety & Security

Exhibitors & their representatives should be present in the stall at all times during the opening hours of the Exhibition in order to receive visitors. They may not close the stands before the officially appointed time of closing. All in flammable, disposable materials (such as empty boxes and other wrappings) should be immediately removed from the exhibition premises. The use of flammable materials for the decoration of the stand is prohibited unless such decorations have been treated with fire retardants. Use of heating appliances within the stand is strictly prohibited. Fire retardant heating elements are permitted only in designated zones.

3.16 Insurance and Exhibition Liabilities against Unforeseen Incidents

a. The exhibitors would be solely responsible for any damage which may occur to exhibits, equipments, decorations, stock, stand or any other possessions due to fire, theft, deterioration, loss/damage by water or damage suffered during any firefighting operations

b. The exhibitors would be solely responsible for all accidents that may occur to the staff (including the Organizers’ personnel), technicians, employees or exhibitors on duty in his own or in neighboring stands, due to the use by him or anyone else delegated by him e.g., machines, motors, other appliances using electric power that cause fire.

c. The exhibitors would be responsible for all other damages, injuries or accidents, other than the already mentioned, or those that they themselves may foresee, and any other damage which may result from their participation in the Exhibition, whether directly through their own fault or through the fault of any third party under
the exhibitors’ instructions and affecting the possessions, furniture or building belonging to either the Organizers or to another party.

d. The Organisers disclaim all responsibility for risk as mentioned above and the exhibitors shall not be entitled to make claims, whatsoever are the factors causing such damages.

e. The exhibitors will have to obtain third party liability insurance to cover any accidents suffered by third parties in the building where the exhibitors’ stand are located which involves the liability of the exhibitor or of any of his employees due to accident incurred to the Defexpo 2020.

f. Minimum insurance cover for the third party liabilities will have to be taken by all exhibitors and for other displays too. It should be exhibition for a minimum amount of Rs.100 million per accident or its equivalent in US$.

g. The exhibitor may insure their exhibits on display against all possible risks that are permitted within the Insurance Rules.

h. Each exhibitor shall cover for expenses incurred due to abandonment or postponement of the exhibition for any reason what so ever. The insurance policies mentioned above will have to include the insurer's renunciation of any legal action/ penalty arising in the event of damages or accidents against the representatives, Directors, and employees of the following Organizations:
   i) Organisers
   ii) Event Managers
   iii) Municipality or Local Administration
   iv) Architects and contractors employed by the Organisers/ Event Managers

j. The period of liability of the Exhibitor shall be deemed to run from the time the Exhibitor or any of his employees, agents, contractors first enters the Exhibitions and will continue until all his exhibits and property have been removed.

k. The Exhibitor shall insure, indemnify and hold the Organisers harmless in respect of all costs, claims, demands and expenses to which the Organisers may in any way be subject to as a result of any loss or injury arising to any person (including members of the delegations, visitors, public, the Organisers staff, agents or contractors) how so ever caused, as a result of any default of the Exhibitors, his employees, agents, contract or invitees. If the Organisers find it necessary, the Exhibitor shall provide proof that it has adequate insurance cover. The Organisers shall not in any event be held responsible for any restriction or condition which prevents the construction, erection, completion, alteration or dismantling of stands or for the failure of any service amenities provided by the Organisers, or the cancellation or part time opening of the exhibition, either as a whole or in part, or for amendments or alterations to all or any of the rules and regulations caused by circumstances not under their control.

l. The exhibitor may arrange on their own third party liability insurance.
3.17 **Safety, Fire, Health and other Laws**

All fire, safety, health and other laws, rules and regulations imposed by local authorities and agencies must be strictly observed by the exhibitors.

3.18 **Loss**

The Organisers will not be held liable for Loss/Damage to the exhibits.

3.19 **Right to Reject Exhibits**

The exhibitor should agree that the exhibits shall be admitted and shall remain solely in strict compliance with the rules and regulations stipulated here in. The Organisers reserve the right to reject or prohibit any exhibit in whole or in part of any exhibitor or his representative from participating in Defexpo India 2020 with or without giving any reasons.

3.20 **Sub-contracting**

This license to participate in the exhibition is personal to the exhibitor and is non-transferable. No licensing or sub licensing may be granted by the exhibitor to any other party. Government of India has a policy of subsidizing those companies and manufacturers participating in the DEFEXPO INDIA 2020 whose management and control vests only in Indian directors on their board. If any such Indian company is found to have sub-let or allowed use of, whether fully or partly, space in their allotted stand to a foreign company or to a company registered in India but whose Management, Control, Headquarter, or Principal vests overseas, the Ministry of Defence, in the Government of India may impose a penalty on such defaulting participants for an amount not exceeding Rs. 18 Lakhs (Rupees Eighteen lakhs) only.

3.21 **Governing Laws and Jurisdiction**

This agreement shall be governed by and construed in accordance with the laws prevalent in the Union of India. Each of the parties here by irrevocably and unconditionally submits to the nonexclusive jurisdiction of the courts of India for all purposes in relation to this agreement.

3.22 **Additional Rules and Regulations**

Further rules and regulations pertaining to the exposition found in the Exhibitors’ Manual and other documents supplied by the Organisers will be deemed to form part of the agreement signed earlier in the form of Space Application form and shall be binding on the exhibitors and their contractors.

3.23 **Photography**

General still photography by the exhibitors/ visitors during the Exhibition is permitted. However, video/ aerial photography over Indian Aerospace or photography in the operational area of Lucknow, without permission of Ministry of Defence, Government of India shall not be permitted. No photography is permitted in Indian Territory over prohibited/restricted area under any circumstances.
3.24 Disputes

Disputes, if any, arising out of unresolved matters between the exhibitor and the Organisers shall be settled by arbitration in accordance with the Arbitration and Conciliation Act 1996 and amendments as applicable from time to time. The arbitrations proceedings will be conducted in English and at New Delhi, India only.

3.25 Force Majeure

If the exhibition is abandoned, cancelled, reallocated or suspended in whole or in part by reasons of war, fire, National Emergency, Labour unrest and Act of God (like flood, earthquake etc) or any other cause not within the control of the Organisers, the Organisers shall be under no liability for any actions, claims or losses.

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Section IV

DETAILS OF SERVICE PROVIDERS

4.1 Official Stand Building, Furniture Rental and Electrical Fitting contractor
4.2 Official Freight Forwarding Agency and On-site Handler
4.3 Official Agency for Hiring Fire Equipment's
4.4 Official Audio Visual Agency
4.5 Official On-site Branding Agency
4.6 Official Conservancy / Housekeeping Agency
4.7 Official Caterers (Level 2-4 star)
4.8 5 Star Catering onsite at the Level 1 restaurant
4.9 Internet/ Wi-Fi facility
4.10 Official Buggy (Golf cart) & Hostesses Facility Provider Agency
4.1 Official Stand Building, Furniture Rental and Electrical Fitting contractor

M/s Expro Events & Exhibits

Mr. Vipul Agarwal
509, 5th Floor, Time Tower,
Opposite Gurgaon Central, M. G. Road,
Gurgaon, Delhi NCR, 122002 (India)
Email: info@exproevents.com

For Customised Designer Stands:

Ms Savi Mehta
Mobile: + 91-7014772585/ +91 9530000064
Email: support@exproevents.com

4.2 Official Freight Forwarding Agency and On-site Handler

R.E. Rogers India Pvt. Ltd.
No.1, Commercial Complex,
Pocket H & J, Sarita Vihar,
New Delhi - 110 076. India
Tel No: +91 11-26949801 / 02.

Contact Person:
(i) Mr. Manoj Kumar
Mobile: +91 9818669661
e-mail: manojk@rogersworldwideindia.com

(ii) Mr. Sushil Upadhyay
Mobile: +91 9818451472
Email: sushil@rogersworldwideindia.com

(iii) Mr. Sudhir Dhavan
Mobile: + 91 9920728175
e-mail: sudhir@rogersworldwideindia.com

4.3 Official Agency for Hiring Fire Equipment's

M/s Shiv Fire Safety
Shri Ram Gopal, (Managing Director)
Address: A-55 DDA Flats,
Sarai Kale Khan, Near Nizamuddin Rly. Station,
New Delhi – 110013
Mobile : +91-9990909543
E mail: ramshivfire@gmail.com
4.4 Official Audio Visual Agency

M/s Expro Events & Exhibits

Ms Savi Mehta
509, 5th Floor, Time Tower,
Opposite Gurgaon Central, M.G. Road,
Gurgaon, Delhi NCR, 122002

Mobile: +91-7014772585
Email: support@exproevents.com

4.5 Official Event Management Agency

M/s Wizcraft International Pvt Ltd.

2147, 17th Main Road, 2nd Cross,
HAL 2nd Stage, Bangalore – 560008

Mr. Rohit B Samuel, Vice President
Mobile: +91-9845105997
E-mail: rohit.samuel@wizcraftworld.com

Mr. Ronald Paul, DGM (Brand Activation)
Mobile: +91-9845293518
E-mail: ronald.paul@wizcraftworld.com

4.6 Official Conservancy / Housekeeping Agency

Expro Events & Exhibits

Ms Savi Mehta
509, 5th Floor, Time Tower,
Opposite Gurgaon Central, M.G. Road,
Gurgaon, Delhi NCR, 122002

Mobile: +91-7014772585
E-mail: support@exproevents.com
4.7 Official Caterers (Level 2- 4 star)

M/S Fairfield By Marriott- Unit of Gemini Continental Pvt. Ltd.

Vibhuti Khand, opposite Gate No. 2
Indira Gandhi Pratishthan,
Gomti Nagar, Lucknow- 226010

Mr. Rafi Ansari
F&B Manager
Mobile : 7570000863
Email : rafi.ansari@marriott.com

4.8 Five Star Catering onsite at the Level 1 restaurant

M/s D R Hotels Pvt. Ltd.- Renaissance

M/s Namrata Tiwari
Senior Sales Manager – Sales And Marketing
VipinKhand, Gomti Nagar
Lucknow – 226010
Uttar Pradesh

Mob : 7570000720
E mail:- namrata.tiwari@renaissancehotels.com

4.8 (A) Food Courts onsite at the Level 3 restaurants:

(1) M/s Adept Associates for North Indian Foods
Vibhuti Khand.2nd Floor, Wave Mall
Gomti Nagar, Lucknow-226010
Mr. Huzoor Ahmad
Mob. 8707093176
email id:ahmad.huzoor@yahoo.com

(2) M/s JVR Enterprises for South Indian Foods
B-205, Behind Bhootnath Mandir,
Opp. IOB Bank, Indira Nagar, Lucknow- 226016
Mr..Vivek/Sandeep Patel
Mob. 9304826954/7983556620
email id: jvr.sagarratna@gmail.com
4.8 (A) Food Courts onsite at the Level 3 restaurants (Continued …):-

(3) M/s Buddha Resorts Pvt. Ltd. for Fast Foods
Buddha Tower, B-15, Indira Nagar,
Faizabad Road, Lucknow-226016
Mr. Shivam Chauhan, Executive Director,
Mob. 9999778020
email id: shivam@buddhagroup.co

(4) M/s The Cook, for Dessert/Ice-cream and Soft Beverages
342/154, Naubasta, Khala Bazar,
Lucknow-226003
Mr. Neeraj Kumar Gupta
Mob. 9839711801
email id: thecooklko@gmail.com

(5) M/s SAI INTERNATIONAL for Coffee variants and standard Snacks-Nestle Brand
533/11, Kapurthala Crossing, Kursi Road
Aliganj Lucknow-226024
Mr. Dinesh Pratap Singh
Mob. 7905300388
Email id: saiinternational07@rediffmail.com

4.9 Internet/ Wi-Fi facility
Expro Events & Exhibits
Ms Savi Mehta
509,5TH Floor, Time Tower,
Opposite Gurgaon Central , M.G. Road,
Gurgaon , Delhi NCR, 122002
Mobile: + 91-7014772585
Email : support@exproevents.com

4.10 Official Buggy (Golf cart) & Hostesses Facility Provider Agency
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Ms Savi Mehta
509,5TH Floor, Time Tower,
Opposite Gurgaon Central , M.G. Road,
Gurgaon, Delhi NCR, 122002
Mobile: + 91-7014772585
Email : support@exproevents.com
GUIDELINES AND SPECIFICATIONS – SERVICES

Guidelines for Stand Construction

In order to ensure that all stands - readymade and customized - are constructed within the applicable norms, certain guidelines, set by the organizers, and as detailed below, have to be followed. All exhibitors are advised to ensure compliance to avoid any inconvenience.

5.0 Stand Fitting

5.1 General Architectural Guidelines

a. The width of passages in the halls shall not be less than 3 meter or as marked on the copy of the layout plan while the passages inside the stands shall not be less than 2 meter in clear width.

b. The minimum width of the entry and exit of stands shall be 3 meters each, to facilitate movement. More width will be recommended.

c. As the exhibition halls are specially air-conditioned, there will be height restriction in the halls. In halls 1, 3, 4, 5, 6, 7 & 8 the maximum available height is 4 meter. In the temporary halls, the height varies from approximately 2.5 meters on the sides to approximately 4 meters at the centers. While planning the display the exhibitors may take note of this and in case of any specific query they can get in touch with the Organizers.

d. In the case of stands with two, three or four sides (island stands) open as shown in the layout plan, the participants are required to leave the open side clear of wall panels so as not to obstruct the view of the visitors. However, they may put up low partitions of 1.2 meter height or may have a combination of low partition and glazing in the upper area, without any branding, after leaving proper entry & exit points.

e. The normal height of construction of partitions shall be limited to 2.5 meter except on the open side as shown in the layout plan. However, additional height of one / two features could be considered depending upon the area of stands as per details given below:

<table>
<thead>
<tr>
<th>Maximum height of features</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Back wall towards the hangar side height/AC units</td>
<td>2.5</td>
</tr>
<tr>
<td>(ii) Height of wall towards the hangar center</td>
<td>4.0</td>
</tr>
<tr>
<td>(iii) Some exhibits, logos, columns, fascia etc.</td>
<td>4.5</td>
</tr>
</tbody>
</table>
Exhibitors planning to display exhibits more than the specified heights as detailed above would need to take an approval from the Organizers before finalizing the layout plans.

f. No construction shall be permitted in front of emergency doors, service doors, electric distribution boards, switch rooms, toilets and other fair facilities. Construction undertaken in front of such facilities shall be removed at the cost and expense of the defaulter participant and the Organizers would also levy penalty as deemed or appropriate.

g. No support from the existing construction of the Exhibition halls i.e. ceilings, walls, columns etc shall be permitted. Any damage caused to the infrastructure created by the Organizers shall be recovered along with the necessary penalty from the concerned participants.

h. Water connection and water disposal will not be possible due to lack of infrastructure at the proposed site.

j. All displays will be inspected during the set up days and any exhibitor deviating from the regulations would be required to make modifications as suggested by the Organizers on their own expense prior to the show opening.

k. Carpentry in the Halls is prohibited. Platforms/panels and other decorations for the interior must be brought in a pre-fabricated condition for assembly and finishing inside the halls.

l. The following are strictly prohibited:
   - Use of electrical flashes, flash guns etc.,
   - Cloth Banners, Velvet Banners or Velvet Covers on the panels/table,
   - Stage shows or presentations without prior permission in writing from the Organizers,
   - Painting, coloring, wallpapering, sticking of thermcol cut letters, nailing or drilling of panels. If you require assistance in hanging or displaying your exhibits, please consult the Official Stand Contractor. Exhibitors would be charged @ Rs 1500/ US$ 50 per panel for any damages to the panel.
   - Hanging of items from the Hall ceiling or parts of it.
   - Storage of any kind behind the display walls
   - Digging, grouting or cutting of the floor.
   - Single use plastic
   - Littering in the backyard.

m. No additional stand fitting or display may be attached to the shell stand structure.

n. All interior stand fitting must be contained within the shell stand structure, and must not exceed 2.5m in height. No free standing equipment may exceed a
height of 2.5m or extend beyond the boundaries of the site allocated.

o. It is mandatory for Exhibitors with 2 or 3 or 4 side open stands, to arrange the display in such a way that there is no obstruction on any of the open sides. This will ensure free movement and give exhibitors a feel of openness and transparency. Exhibitors are not allowed to obstruct the view or adversely affect the displays of other exhibitors.

p. Access must be given to any Fire Exit, Electrical box, Service room etc. falling within the exhibitor’s stand area. It is mandatory to leave minimum one opening in the partitions against the natural wall to provide access for electrical fittings etc.

q. Exhibitors will not be allowed to use high power sound systems, which may cause disturbance to the other exhibitors in the hall.

r. Shell scheme exhibitors may additionally refer to Para 5.2 for specific regulations and information regarding shell scheme construction.

s. Bare space exhibitors may additionally refer to Para 5.3 for specific regulations and information regarding bare space construction.

5.2 Shell Stand Equipment

The Standard Shell Stand will include following:

<table>
<thead>
<tr>
<th>SNo.</th>
<th>Standard Items</th>
<th>12 Sqm</th>
<th>15Sqm (Corner)</th>
<th>18Sqm</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lockable cabinet</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Round table</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Chairs</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>Spot Light</td>
<td>5</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>5</td>
<td>Power Sockets 13 Amp</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>6</td>
<td>Waste bin</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td>Lit Fascia with name</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>8</td>
<td>Carpeting</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>9</td>
<td>Partition Walls</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>(White wall panels set in Aluminum frame)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5.3 Technical Specification of Shell Stands

Standard Shell Scheme Stand Specifications:

**STANDARD SHELL SCHEME BOOTH**

4M (L) × 3 M(W) × 3 M (H)

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**ELEVATION**

**VIEW**

**PLAN**

---

**SNO.** | **COMPONENTS** | **QUANTITY**
---|---|---
1 | ROUND TABLE | 1
2 | LOCKABLE CABINET | 1
3 | CHAIR | 3
4 | SPOT LIGHT | 7
5 | POWER SOCKET | 1
6 | WASTE PAPER BIN | 1

5.4 Shell Scheme Stands

The following rules will apply for shell scheme stands:-

- a. Minimum space for shell scheme for MSME/Non MSME’s is 12 sqm.

- b. No painting or wallpapering of panels is permitted. Exhibitors who desire to have any panel painted or wallpapered must inform the Official Stand Fitting Contractor for approval and execution of work on payment.

- c. No additional fittings or displays are allowed to be attached, nailed, screwed or drilled to the booth structure. On violation of this instruction, the exhibitor is liable to be charged by the Official Stand Fitting Contractor for damages caused to the stand.

- d. The use of inflammable materials for decoration of the stand is prohibited.
unless such decorations have been treated with fire-retarding substances. Use of heating appliances is strictly prohibited.

e. No suspension from hall’s ceiling or fixtures to the walls, columns and floor of hall or any other part of the building structure is permitted. Exhibitors should only utilize the inner parts of the stall allotted to them, for display.

f. **Height of all fittings/exhibits should be restricted to 2.5 m.** The rear and side walls should be 2.5 m high structures/exhibits (mounted or otherwise) between 2.5 m and 4 m in height must be approved by the organizer and placed at a minimum distance of 1 m from the rear, sides and front of the stand.

g. No financial credit will be given by the Organizer / Official Stand Fitting Contractor for any shell scheme stand items that are not utilized.

h. Exhibitors are requested to deal directly with the Official Stand Fitting Contractor for their requirement of additional items on extra payment, by furnishing details online through website. Any dispute regarding additional items will have to be settled by the exhibitors directly with the official stand fitting contractors. Any damage to these items by the exhibitors will attract penalty.

j. Designing of stalls by exhibitors taking shell scheme is not permitted.

k. Each shell scheme stall of 12/15/18 sqm will be provided with a power supply of minimum 1 KW load on free of charge basis. Any additional power requirements will have to be ordered through online.

l. For general architectural guidelines, please refer to Para 5.1.

5.5 **Space Only (Raw Space) and Special Designs**

Exhibitors who have booked raw space areas may use the services of the Official Stand Fitting Contractor or may employ any other contractor of their choice to build up their stands. Construction safety measures to be followed during build up. The following rules will apply for Raw Space Stands:-

a. Exhibitors are required to submit for approval, their stand layout plan, elevation, rendered views from different angles and electrical single line drawing to the Organizers on line on the following Emails IDs: support@exproevents.com with copy marked to fabrication.support@hal-india.co.in. Following details are required to be sent for approval of stand Layout:
   i. Schematic Layout with all three dimensions (Length, Breadth & Height).
   ii. Electrical Line Diagram.
   iii. Details of Heavy/ Large Exhibits to be displayed in stand.
   iv. Details of any ammunitions/ explosives etc.
Exhibitors need to ensure that drawings for approval are sent to the organizer well in advance. Approval/Alternations (if any) will be intimidated within 15 days from the receipt of the designs. No stand on raw space will be allowed to build without prior written approval of the organizers.

b. All stands/exhibits that are designed to incorporate raised floor/platforms must necessarily provide access for the differently abled to the stands. Raised floors/platforms also being planned for access must be clearly shown on the stand design at the time of submission for approval.

c. No suspensions are to be made from the ceiling frames of the halls or any fixtures be made to the walls, columns, floor or any other part of the halls. Drawings must also clearly show layout of exhibit logo details, supports electrical point etc. and clearly indicate walls/panel heights, displays, meeting rooms etc.

d. Where a Raw Space Stand abuts another stand, the walls of the adjacent stand may not be used by the raw space exhibitor.

e. Where raw space stand walls exceed the lower walls of an adjacent stand, the rear surface of the wall exceeding in height (maximum 4 inches only) must be decorated by the exhibitor building the higher wall.

f. Structures of special designs should remain within the boundaries of the space allotted and should not protrude into adjacent stalls or aisle spaces.

g. The height of various fixtures on the stand(s) should conform to the specifications given in clause 5.1(e). Exhibitors planning to display exhibits more than the specified height would need to take prior approval by indicating such details in the stand design to be submitted by them to the Organizers. Major constructions are unlikely to be approved.

h. Peripheral walling of stand(s), if more than 1m high, should not occupy more than one third of the total perimeter and not more than two thirds of any side.

j. A suitable floor covering must be provided for all the stands. Carpeting of the aisle areas will be, in the normal course, under the arrangements of the organizers. However, if raw space booked by an exhibitor falls on either sides of an aisle space, the exhibitor is permitted to cover such aisle space area with carpet of his choice, under own arrangement, if so desired.

k. The height of the arches/canopy, if designed in the aisle space within the allotted area should not be less than 2.5m or more than 4m. No deviation in this regard is permitted. No aisle space may be obstructed by any exhibits or structures to ensure free flow of public/viewers.
I. All materials used for stand construction and/or interior decoration should conform to minimum flame spread rating of Class 2, when tested to BS 476, Part 7: 1972. The use of inflammable material for the decoration of stand is prohibited unless such decorations have been treated with a fire retarding substance. Fire safety clearance from state fire department to be taken during stages of construction of raw space stands.

m. Cooking of any kind inside the booth is strictly prohibited.

n. No air-conditioning unit shall be installed in any stand by the exhibitor as there no means of venting out the heat and water generated. The halls shall, however, be centrally air-conditioned. In case of any special requirement for installation of additional AC Unit, Specific approval has to be obtained at the plan submission stage with the Official Fabricator.

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

q. Cleaning of the stand built in raw space shall be the responsibility of the exhibitor.

r. Exhibitors desiring additional items for their stall may deal directly with the Official Stand Fitting Contractor for supply of such items on payments.

s. Mezzanine floors will be permitted in stands with an area of 100 sqm and above on the following conditions:
   - The area of the mezzanine floor shall not exceed 20% of the ground area subject to a maximum of 120 sqm.
   - Exhibitors will have to pay 75% of the single level cost to DEO for the additional storey.
   - Maximum height of the mezzanine floor will not exceed 2.5 meters.
   - The floor will be approved only if it does not obstruct the visibility or display of adjoining booths.
   - No branding is allowed on and above the mezzanine floor.
   - The railing on the sides of the mezzanine floor shall be of transparent material in the portion extending beyond 2.5 mtrs from the ground level.
   - The concerned stand constructor will have to provide a stability certificate approved by a structural engineer, to facilitate the approval process.
   - **No construction will commence till this approval is given.**
   - The exhibitor will indemnify the organizer for any mishap which might take place.
5.6 Official Stand Fabricator and Designer & Chalet Contractor

The official fabricator for stands and chalets at Defexpo India 2020 are notified online for their contact details.

5.7 Outdoor Display

a. Only collapsible and movable umbrellas may be used in outdoor display area so that these may be shifted, if required.

b. No structure may be built at the outdoor display area without the approval of the organizers.

c. All temporary power supply at the outdoor display area desired by an exhibitor must be intimated well in advance to the Official Stand Fitting Contractor and the Organizers. Rates applicable are given on the website.

d. Water and drainage is not available at the outdoor display area.

e. No construction of double/multistoried structure is permitted in the outdoor display area.

f. The maximum height of outdoor pavilions shall be restricted to 5m.

g. No wall construction is permitted in outdoor area.
5.8 Single Storey Chalet Layout Plan and Package
Details of Package for Single Storey Chalet of 72 sqm (6m x 12m)

a. Base with Platform
b. Exterior and interior partitions finished with paint primer
c. Continuous glass façade with a single door with complete fittings
d. Light and power wiring without fixtures
e. Roofing
f. One Pantry Section inclusive of: Wooden pantry counter of size 2m x 0.9m x 0.9m with laminated top, Stainless Steel Kitchen Sink with draining board completed with all fittings
g. One Toilet inclusive of: White Vitreous China Wash Basin completed with all fittings White Vitreous style W/C complete with all fittings including plumbing
h. Portico Area with Wicket Fencing
j. Stairs for entry, pantry, portico
k. Plumbing - with PVC soil, waste and vent pipes, traps etc
l. Water supply with PVC piping
m. Doors: Flush doors complete with fittings
   For Toilet & Pantry : 0.8 x 2.1 mtr
   Two Main Doors : 1.0 x 2.1 mtr
n. Air Conditioning.
5.9 Double Storey Chalet Layout Plan and Package

3 UNIT CHALET (DOUBLE STOREY)

GROUNDFLOOR PLAN

*ALL DIMENSIONS ARE IN MILLIMETRES
3 UNIT CHALET
(DOUBLE STOREY)

FIRST FLOOR PLAN

* ALL DIMENSIONS ARE IN MILLIMETRES
Details of package for Double Storey Chalet of 72 sqm (6m x 12m) at ground Floor + 72 sqm (6 m x 12m) at first floor

a. Base with Platform
b. Exterior and interior partitions finished with paint primer
c. Continuous glass façade with a single door with completer fittings
d. Light and power wiring without fixtures
e. Roofing
f. One Pantry Section on each floor inclusive of : Wooden pantry counter of size 2m x 0.9m x 0.9m with laminated top, Stainless Steel Kitchen Sink with draining board completed with all fittings
j. One Toilet on each floor inclusive of : White Vitreous China Wash Basin completed with all fittings ,White Vitreous style W/C complete with all fittings including plumbing
k. Portico Area with Wicket Fencing
l. Stairs for entry, pantry, portico
m. Plumbing - with PVC soil, waste and vent pipes, traps etc
n. Water supply with PVC piping
o. Doors
Flush doors complete with fittings
For Toilet &Pantry : 0.8 x 2.1mtr.
Two Main Doors : 1.0 x 2.1 mtr.
p. Air Conditioning
q. Mezzanine floor
r. Construction of mezzanine floor 100 mm thick comprising of MS truss work /steel beams
s. Staircase to access the mezzanine floor at 2.5 mtr height
Notes: Construction guidelines for Single & double storey chalets -

a. All construction in the chalet shall be self-supporting and no support is to be taken from the existing structure.

b. Any deviation from the existing plans by way of shifting facilities or adding additional facilities, toilets, staircases, additional plumbing or air conditioning etc shall be intimated to the official chalet contractor well in advance and along with payment of requisite additional charges. All construction activities to be completed 72 hrs before commencement of exhibition.

c. No construction of any kind is permitted on the patio and landing except branding (without obstructing the view of the adjacent chalet).

d. For any alteration or design enhancement, prior approval has to be taken before starting work at site.

5.10 Catering at Pavilions and Chalets

Only officially approved hotels will be allowed to provide catering facilities at the chalets and pavilions in the fair. List of Service providers notified on the website.

5.11 Standard Electrical Power Supply and Equipment

a) Each stall of 12 sqm area with standard shell stand installations and equipment is provided with 1 kw power on free of charge basis with supply of 220 volts/ 50±3% cycles. Additional power required will be on chargeable basis.

b) Each chalet will be fully air-conditioned by a 6T / 12 T AC units and equipped with 6/10 points for spot lights and a 15 Amp power point. Power outlet for refrigerator shall be provided round the clock whilst supply to the rest of the chalet will be from 0900 hours to 1900 hours for the duration of the Exhibition. This power will be free of charge.

c) Any requirement in excess of Sub Para’s (a) & (b) above, which is being provided, would mean laying of special cables which will have to be paid for at the approval rates as indicated on line.
5.12 **Extra Electrical Power Supply and Equipment**

Exhibitors requiring extra electrical power equipment in any part of the exhibition area should intimate their requirements well in advance through online request. The charges for additional power during the exhibition days (05/02/2020 to 09/02/2020) and pre and post show days are notified below. Additional power supply will be provided only on receiving requisite payment as notified.

<table>
<thead>
<tr>
<th>Participants</th>
<th>Rate per KW</th>
<th>For 12 Hrs during Show Days (05/02/2020 to 09/02/2020)</th>
<th>For 24 Hrs during Show Days (05/02/2020 to 09/02/2020)</th>
<th>Pre and Post Show</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Participants</td>
<td>INR</td>
<td>10,000/-</td>
<td>20,000/-</td>
<td>5,400</td>
</tr>
<tr>
<td>Indian Participants</td>
<td>INR</td>
<td>6,500/-</td>
<td>13000/-</td>
<td>3,600</td>
</tr>
</tbody>
</table>

5.13 **Electrical Connections and Installations**

a. All electrical connections will be approved by the Official Stand Fitting contractor on behalf of the organizers.

b. Any alterations and/or interference to the electrical installations of the Standard Shell Stands by the exhibitor is prohibited. This can only be carried out by the Official Stand Fitting Contractor.

5.14 **Furniture Rental Services**

Apart from the stand fitting and electrical services being rendered by Official stand contractor, additional items required by exhibitors shall also be supplied by this contractor on demand on rental basis. Requirements of additional items may be submitted to the contractor online. The availability range of items along with charges is also indicated online.