

When an exhibitor appoints an outside Service Partner / Provider to build their booth or an exhibitor builds their booth by themselves (if an exhibitor is building their own booth, they are considered as an outside Service Partner / Provider during the move-in/move-out period), the exhibitor and Service Partner / Provider must fully understand following information and regulations. Exhibitors and Service Partner / Providers are expected to comply with any building regulations, all government rules and regulations, and regulations laid down by the organizers.

A. Booth Construction

A1. Booth Height

- The maximum height of construction is 4 meters for Bare/ Raw space booth including mezzanine level, though there are restrictions and limitation to the height of back/rear and side walls of the booth at 3 meters only.
- The walls of the shell scheme booths are 2.5m high and can be modified to 3.5 meters with using shell scheme booth elements only, but with a prior approval from the organizer and depending on the design of the neighboring booth(s).

A2. Bare / Raw Space Booths

- Height of all fittings / exhibits should be restricted to 3 meters. The Back / Rear and Side walls should be 3 meters high. Structures / exhibits / Features (mounted or otherwise) between 3 meters & 4 meters in height must be approved by the organizer's and placed at a minimum distance of 1mt from all sides within the booth.
- For booths with 2 or 3 open sides or island booths, there shall be no partitions on the open sides. The inside partitions shall also be such that they do not obstruct the view or aesthetics of adjoining booth(s). In case these are found to be obstructive, such partitions shall have to be changed with clear glass / acrylic above a height of 1.2mts.
- Individual booth(s) number(s) as allocated by the organizers should be displayed on the booth in such a manner that it is clearly visible to all visitors.
- No partitions / structures / features shall be placed in such a way / location that it obstructs the aisles or aesthetics of the overall exhibition or view of other booths surrounding it.
- Exhibitors are requested to submit for approval scaled booth layout plan, elevation with dimensions, artist's impression (3D views) clearly showing the walls and major exhibits, structural calculations / drawings proving structural stability weight loadings, etc. and electrical single line drawing in our online exhibitor manual within the stipulated deadline. Clearance / alterations that may be necessary will be intimated within 10 days from the receipt of the designs. No booth on bare / raw space shall be built without the prior written approval of the organizers.
- The exhibitors must keep one copy of the approved drawing at the work site at all the times during the show.
- In case any pre-fabrication is done by an exhibitor before the approval of the design by the organizer, the exhibitor shall be bound by the changes / modifications advised at the time of approval of the design and will have to change the said pre-fabricated structure or any other feature so as to adhere to the basic design guidelines.

- Approval of booth designs will be at the sole discretion of the organizers.
- All booths in the exhibition are recommended, irrespective of height, to have at least half of the open sides (frontage / sides) open or fitted with transparent material to the underside of fascia. It is advisable to keep at least 30% of the floor area free for smooth movement of visitors ensuring equal access & information to all.
- All the material used in the construction of the booth, features and displays, including signs and fascia's, shall be non-combustible, inherently non-flammable or durably flame proofed.
- NO WELDING or CUTTING that may be flammable or SAWING is allowed in the halls.
- Artificial plants and flowers are combustible and give off toxic fumes therefore they may not be used for booth decor.
- DESIGN AND CONSTRUCTION MUST CONCERN SAFETY FIRST. Use of proper and strong material or equipment is a definite requirement. Workmen employed for assembling / dismantling booths should be compulsorily above 18 years of age and skilled / suitably trained in their respective job functions & areas.
- Debris or stain from flammable material (like thinner) must be kept away from the working areas at the end of each working day.
- Do not knock, nail nor sharpen on the surface, wall or any part of the building.
- No glue, 2-sided foam tape or any material will be allowed to be pasted or stuck on the wall or on any structure of the building.
- Pulling sling or wire rope (hanging of any kind) against any structure of building is strictly prohibited.
- Covering materials laid directly on the floor is prohibited as use of floorboard underneath is required. If necessary, use of 2-sided tape is possible with prior permission from the organizers. If permitted, removal of the tape and polishing of the floor to return it to the same condition as before is required.
- In the interests of the exhibition & safety aspects, the organizer reserves the right to close down / discontinue fabrication works of such exhibitors who fail to comply with the rules & regulations of the show and as advised by the organizers.
- All booths that are designed to incorporate raised floor / platforms should necessarily provide 1mtr wide access ramp for the disabled on at least one side & within the periphery of their booth. The access ramp for disabled must be clearly shown in the booth design at the time of submission of the designs for approval.
- During the process of installation, construction and removal of booths, the gangways must not be used at any time for the storage of plants, materials or debris of any kind. The organizers may at their discretion order the removal of such objects and the exhibitors/Service Partner / Providers will be liable for the cost of removal.
- Structures of special designs should remain within the boundaries of the space allotted and should not protrude into adjacent booths or aisle spaces.
- No aisle space may be obstructed by any exhibits or structures thus ensuring free flow of public / viewers.
- Cooking of any kind inside the booth / exhibition halls is strictly prohibited.

- Neon or flashing lights / signs shall not be permitted unless they form an integral part of an exhibitor's product.
- Cloth / synthetic banners will not be permitted.
- Exhibitors / Service Partner / Providers ensure that heat emitting light fittings such as Halogen fittings and incandescent bulbs more than 100 Watt should not be used for booth lighting neither by official service provider & nor by any third party Service Partner / Providers.
- All the exhibitors and their respective special booth design Service Partner / Providers are requested to complete the booth fabrication work as per timelines.
- Not Allowed inside exhibition hall: Grinding, cutting, sawing, welding & spray painting. Wooden / Bamboo ladders, H Frame Scaffolding, Air Compressor, Portable tools without guards, Bare wires connections.
- Service Partner / Providers must neatly finish any exposed booth surfaces unless the surface is facing the outer wall of the exhibition center. The organizers reserve the right to order modification of any exposed surface and the Service Partner / Provider shall be responsible for the cost.
- Exhibitors / Service Partner / Providers are not allowed to put advertising, logos, signs etc. on any rear surface of their booth when this faces or is adjacent to other exhibitor's booth.

A3. Bare / Raw Space Booths – Mezzanine

- **Mezzanine Floors are impermissible.**

A4. Shell Scheme Booths

- Minimum space available for booking shell scheme is 9sqm.
- No painting or pasting of wallpaper on the booth panels is permitted. Exhibitors who desire to have any panel painted or wall papered must inform the official booth fitting Service Partner / Provider in advance for approval & execution of work upon appropriate payment.
- No additional fitting or displays are allowed to be attached, nailed, screwed or drilled to the booth structure or fascia board. Any violation of this instruction, the exhibitor is liable to be charged by the official Service Partner / Provider for damages caused to the booth.
- The use of inflammable materials for decoration of the booth is prohibited, unless such decorations have been treated with fire-retarding substance. Use of heating appliances is strictly prohibited.
- Artificial plants and flowers are combustible and give off toxic fumes; therefore, they must not be used for booth dressing.
- No suspension / cloth banner(s), from hall ceiling or fixtures to the walls, column & floor of the hall(s) or any other part of the building structure is permitted. Exhibitor should only utilize inner part of the booth allotted to them for display
- Height of all fittings / exhibits should be restricted to 2.5 meters. The rear and side (common) walls should be 2.5 meters high. Structures / exhibits (mounted or otherwise) between 2.5 to 4 meters in height must be approved by the organizers and placed at a minimum distance of 1mtr from all sides within the booth
- Booth spaces of 24 Sqm and below are not allowed to do the alteration to booths. Should you wish to do, it will be allowed by using shell scheme elements & graphics (Vinyl pasting) only. Any kind of woodwork raised flooring or flex and framing, will not be allowed strictly.

- No financial credit / adjustments will be given by the show organizers / official Service Partner / Provider, for any shell booth items not being utilized by the exhibitor.
- No POP or display material should be pasted or nailed on the fascia name board provided by official shell booth Service Partner / Provider. Any violation to this will demand a penalty of INR 2,500.00 per fascia.

A5. Shell Scheme to Bare / Raw Booth

- Only marked area will be provided for Shell Scheme Exhibitors converting to Bare Space booth.
- Booth spaces of 24 Sqm & below are not allowed to do the alteration to booths. Should you wish to do, it will be allowed by using shell scheme elements & graphics (Vinyl pasting) only. Any kind of woodwork raised flooring or flex and framing, will not be allowed strictly.
- You will NOT be provided with any furniture, carpet, electrical fittings, electricity or booth panels / fascia name board.
- It is mandatory for exhibitors with 2 or 3 side open stands, to arrange 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.
- All rules applicable to Raw / Bare Booth needs to be adhered by Shell Scheme to Bare / Raw Booth conversions.
- Change in the space type needs to be informed 20 days in advance to the Organizers.

B. Mandatory Health and Safety Process.

B1. Personal Protective Equipment's

- Service Partners / Providers working in the exhibition center must wear safety helmets. Safety helmets are essential in the case of working at height of 3ft, or being in the vicinity of Service Partner / Providers working at height. Please make sure that you wear your safety helmet properly, fitting the chinstrap to avoid the helmet falling off.
- Suitable and closed footwear (Shoes, Safety Shoes) protecting against nails, debris and etc. are required for exhibitors / Service Partner / Providers working in the exhibition Centre during build-up and dismantling.
- Service Partner / Providers are required to have any other PPE which are suitable for their work such as reflector jackets, gloves, goggles, masks, earplugs, etc. depending on their area of work.

B2. Regulations for Working at Height

- Operators who are engaged in working at height (2 meters or above) must carry out necessary safety measures against injuries that might be caused by falling or objects being dropped.

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

B3. Use of Chemicals and Paints

- Large-scale painting is not permitted in the exhibition center. All exhibitors carrying out fabrication of their booth space need to neatly finish the backside up to the complete height of their display. No spray painting of any type is permitted in the exhibition halls.
- However, small scale "touch-up" painting of the exhibits and booths is permitted during the move-in periods with all necessary safety precautions in place. These precautions include:
 1. Painting in a properly ventilated area
 2. Use non-toxic, non-aerosol paints;
 3. No painting near the exhibition Centre's vertical structures (i.e. walls)
 4. No washing of painting materials within or surrounding the exhibition Centre.
 5. All flammable materials (such as thinners) are to be safely placed and removed from the hall immediately after use.
 6. Spray painting and colors mixed with flammable substances are strictly not permitted, both inside and outside the building.
- Service Partner / Providers are responsible for any damage to the exhibition center from painting and liable for the cost of restoring damage.

C. Electrical Guidelines

- Bare / Raw Space booth and Shell Scheme to Bare / Raw Space booth Service Partner / Provider can apply for additional electricity from our Online Exhibitor Manual
- The installation personnel for electric lines and facilities must hold valid electrician operation certificates / license.
- Only qualified electrical materials are used in the build-up of booths (including both Shell Scheme booths and Bare Space Booths). Double-sheath copper wires and cable lines must be used, and the section of the conducting wires must be > 1.5 mm. Electrical materials must be equipped with enough safe loading capacity. It is strictly forbidden to use single wires with no sheath, twist pairs or aluminum wires. As to the configuration of wires, three-phase five-

wire system shall be applied for the line voltage (L1 L2 L3, N, PE) and single-phase three-wire system for the phase voltage (L, N, PE).

- All metallic structures and shells shall have a reliable grounding. The conducting wires should be fixed in a cellular or other form instead of being randomly installed on roads, grounds or doorways. Electric lines crossing passageway shall be protected by a cable bridge. When sub-circuits are connected, insulating porcelain and plastic joints must be used instead of being wrapped directly by insulating adhesive tape before any insulation protection measures are taken.
- The distribution box must be installed in a cable duct or in the exhibition booth. It is strictly forbidden to leave a distribution box in doorways, fire-control passages or any conspicuous place in exhibition booths.
- Outdoor electrical and lighting equipment shall be waterproof. Safety measures such as moisture-proofing, water-proofing and weather-proofing, etc. shall be implemented. All electrical apparatus, wires / cables etc. which can be easily contacted by people shall be covered with special protection.
- Exhibitors requiring special arrangements (e.g. different voltages and frequency or special connections to their equipment) must arrange their own transformers, converters, etc.
- All electrical equipment must be checked & tested by the organizers' appointed licensed electrical engineers prior to switching on the electricity supply.
- In the event that the official Service Partner / Provider appointed by the organizers is engaged by the exhibitor to carry out any electrical works, the exhibitor shall be responsible for settling all accounts towards the same as well as for any electricity consumed by the exhibitors' booth or display directly with the Service Partner / Provider.
- To ensure the safety of the exhibition hall and eliminate fire risks, exhibitors and Service Partner / Providers must switch off electricity to all facilities (electricity to Shell Scheme booths will be switched off by the Official Booth Service Partner / Provider) when the exhibition day ends. If there are booths whose electrical supply is not switched off, the organizer shall switch off the power and the exhibitors and Service Partner / Providers will be responsible for all ensuing consequences.
- If any booth requires 24 hours power, the exhibitors or their Service Partner / Provider must apply in our Online Exhibitor Manual.
- The exhibitor shall ensure that all electrical installations and exhibits within their booth space comply with any statutory or local regulations or requirements to which the exhibition may be subject. Any direct light emitted from an electrical device must be screened in such a way as to avoid causing nuisance or discomfort to visitors and other exhibitors.
- Heat emitting light fittings such as Halogen fittings and incandescent bulbs more than 100 Watt should not be used for booth lighting neither by official service provider & nor by any third party Service Partner / Providers.

D. General / Venue Guidelines.

- The floor load-bearing capacity of exhibition space in JWCC is as follows-

— Pavilion is **5 T/sqm**

— Jasmine Hall is **0.75 T/sqm**

If there is any vertically vibrating exhibit in operation, this floor load-bearing capacity shall be reduced at least by 50%. The above-mentioned floor load-bearing capacity must be taken into consideration during the exhibits transportation, placement, demonstration and operation. If in doubt, contact the Organizers before any exhibits are transported.

- The ceiling cannot be used to fix or stabilize any booth structure connected with the floor.
- If the booth is located close to the walls, no support of the walls should be taken.
- Digging, grouting or cutting of the floor is strictly not allowed.
- Exhibitors / contracting company personnel must always wear their uniform and / or display ID card / badge in working area(s) at all times, without which the security reserves the right to deny entry to the venue absolutely.
- In the event that the exhibition center finds that any exhibitor / contracting company personnel does not follow its rules and regulations which results to any damage of the building, it will disclaim from exhibitor / contracting company and / their personnel the amount of repair costs.
- Any damage or loss of equipment / personal belongings within the venue is not the responsibility of the organizer / exhibition Centre.
- Exhibitor(s) must ensure that electric equipment used in their booth, is switched off before leaving every day.
- No sleeping is allowed in the working areas.
- Exhibits containing explosives, radiation or any dangerous materials are strictly prohibited.
- Use of LPG or any other type of flammable gas in the premises is not allowed.
- Installation of electrical fitting must be handled by approved electrical engineers only; layout of electrical installation must be submitted to the organizers for approval prior to installation.
- During the exhibition days, the organizers will be responsible for the cleaning of standard shell scheme booth carpets and aisles daily. Cleaning of exhibitors' special designed booths shall be the responsibility of the exhibitors appointed Service Partner / Providers even during the show days. During the build-up and tear-down periods, exhibitors are responsible for the removal of their own booth building / dismantling materials and scrap / wastage.

E. Security Deposit

E1. Process of Submission of Security deposit

- Refundable security deposit as per Square meters mentioned below:

INR 25,000/- per stand up to 50 m2	INR 1, 00,000/- per stand for 101 - 200 m2
INR 50,000/- per stand for 51 - 100 m2	INR 2, 00,000/- per stand above 201 m2
- We urge you to pay the deposit through **Demand Draft / Pay Order** only in the name of **"NUERNBERGMESSE INDIA PVT. LTD."**

We do not advocate and entertain cash deposit. In case of cash deposit, 20% handling charges will be applicable, which is non-refundable and must be paid by the stand Service

Partner / Provider appointed by an exhibitor to the Organizers when they register at the exhibition site before move-in.

E2. Forfeiture of Security Deposit:

- Any non-completion of work (Welding, Drilling, Cutting, Painting & Carpentry) or dismantling of respective booth as per the operations schedule and Construction guidelines. Damages to the venue/venue property, and/or the disposal of stand construction waste left onsite after the event.
- Any breach of the organizers / venue's regulations may also cause the deposit to be forfeited.
- It is the individual stand Fabricator / Stand Contractor / Service Partner / Provider's responsibility to remove all packing and waste materials from the exhibition halls 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 stand, no smashing of glass panels etc.). Failure to comply will result in the deposit being totally forfeited.
- Organizers reserve the right to deduct an actual and appropriate amount for damages to the hall structures / venue, made by the Fabricator / Stand Contractor / Exhibitor or their design & handling agencies' staff during build-up, show days and dismantling time, from the security deposit paid by the exhibitor/fabricator. 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 organizers may have on the Fabricator / Stand Contractor / Exhibitor if the damages exceed the deposit. Balance amount if any, will be returned if no damage is found.
- In case of forfeiture, Pictures / Images of non-completion of work / Damages / Non-adherence of Guidelines will be shared and informed via email post event.

E3. Refund of Security Deposit:

- The deposit will be refunded by showing the original receipt only after the exhibition subject to completion of construction work on time and as per deadline schedule shared by organizers in this manual, clearance of the site by the Service Partner / Providers and no damage or garbage being recorded by the exhibition Centre management and the organizers.
- In case Service Partner / Providers fail to collect their security deposit onsite after clearance, if applicable, refund will be processed post 15-20 Working days from the closure of the exhibition.
- Service Partner / Providers need to Email Scanned copy of their Deposit slip with their Address and company details with name on the cheque for security deposit Refund amount.
- Demand Drafts will be couriered. Against POS machine transaction, cheque will be issued and couriered to respective address shared by the Service Partner / Provider