

Movements Entry

- **For Exhibitors:** Exhibitor in possession of the valid exhibitor badge will be entitled to enter the exhibition venue during set up, exhibition and dismantling. Exhibitors are requested to submit the names of the representatives who would be representing their company during the exhibition through exhibitory badges form.
Exhibitors can take temporary passes for their service providers to allow them entry into the exhibition hall during the construction period Refer to Operations Schedule. However, the following restrictions of entry will apply thereafter
- **For Exhibits:** Entry of exhibits in the exhibition area will not be permitted during the fair. However exhibits etc. will be allowed into the venue either before or after the exhibition hours as prescribed. Temporary Exit permit will be required for taking out any material from the venue during the fair period, but only during pre or post fair hours.
Temporary Exit permits will be issued by the organizer only. All the equipment / material should be carted in and out of trolleys to avoid any damage to the flooring. The equipment should be directly transported to the exhibition halls.
No painting or carpentry work will be allowed inside the exhibition halls. All materials should be pre-fabricated at the exhibitor's premises and only minimal work should be carried out inside the halls and should be under strict supervision.
- **Pre-exhibition period :**
Please Refer to truck movement layout for Entry / Exit of material to & from the Exhibition s. Exact schedule of entry of vehicles and material into the exhibition venue and inside the halls will be updated 10 Days Prior to the Exhibition. Exhibitors are requested to follow the schedule of arrival & installation of exhibit. In case, Exhibitor fails to follow the schedule provided by the Organizer, freight vehicles will not be allowed to park inside exhibition complex before and/or after off-loading of exhibition goods. However, freight vehicles maybe parked in the designated parking area before off-loading of exhibition goods, which is on chargeable basis. Movement of freight vehicles will be managed by the official security agency in co-ordination with the official site handling agency. Only goods carrier vehicles would be allowed to enter inside the exhibition premises. Personal vehicles such as Cars, Jeeps, Vans, and SUV etc. carrying goods will not be allowed during setup and dismantling period.
- **During exhibition from:** During exhibition days, freight vehicles will not be allowed inside the Venue. Exhibitor vehicles parking will be handled and managed Outside the Venue.
- **Post-exhibition:** Please Refer to truck movement layout for Freight vehicles removing exhibition goods. Exact schedule of entry of vehicles and material into the exhibition venue and inside the halls will be shared 10 days prior to the show. Exhibitors are requested to follow the schedule of arrival & dismantling of exhibit as per schedules provided by the Organizer & official site handling agencies. The vehicles will not be allowed to park inside BIEC complex before and after reloading of exhibition goods. However, freight vehicles may be parked in the designated parking area outside/Inside the Venue, only before reloading of exhibition goods. Movement of freight vehicles will be managed by the official security agency in co-ordination with the official site handling agency.
- **Settlement of Dues / Exit Pass Procedure**
Once the exhibition is closed, the stall area must be restored into its original condition. Exhibitors must make good any damage caused to the floor, building or other exhibition structure or equipment by repairing the same or paying the charges for repairs or replacement, whichever is applicable.

For removing exhibits from the exhibition halls, on conclusion of the exhibition, exhibitors would need an exit pass duly authorized by the hall directors in the respective halls. Exhibitors should fill in the exit pass provided by the organizer and submit copies of the same to the respective hall directors. The hall directors will retain one copy and return three copies duly stamped and signed. One copy should be submitted to the security at the hall gate, one copy to the security at the main gate and the remaining copy should be retained by the exhibitor. Exit Passes will be issued to exhibitors only if all dues towards participation charges in the exhibition have been fully paid and all the formalities stipulated from time to time are completed.

Liability and Insurance

The organizer shall not be responsible for any loss or damage to any exhibit or for injury to exhibitor personnel at any time. Exhibitors are advised to insure their exhibits against theft, loss or damage and to cover themselves against third party liability for visitors to their stands. Each exhibitor is reminded that he is responsible for effecting insurance cover for expenses incurred due to abandonment or postponement of the exhibition for any reasons whatsoever. 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 Executives, Representatives, Directors and Employees of the following organizations:

- Organizer
- Event Managers
- Municipality or Local Administration of the host city
- Architects and Contractors, including their staff employed by the organizer / Event Manager

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

Alteration/interference with main circuit breaker and wirings/electrical fittings is prohibited. The Official Stand claims, demands and expenses to which the organizer may in any way be subject as a result of any loss or injury arising to any person (including members of the delegations, visitors, public, the organizer staff, agents or contractors) howsoever caused as a result of any act or default of the exhibitors, his employees, agents, contractors or invitees. If the organizer finds it necessary, the exhibitor shall provide proof that he has an adequate insurance cover. The organizer 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 organizer, for 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.

The organisers are not liable to the exhibitors or their agents or employees in respect of any direct or indirect damage, loss or injury, to persons or property arising out of or in any way, connected with the exhibition. The organisers shall not be liable for loss, damage, delay or cancellation as a result of any unforeseen reason or resulting from acts of war, civil commotion, strikes, economic blockade, terrorist attacks, military activity or any other circumstances which shall render it impossible or inadvisable for the organisers to hold the exhibition at the time and place provided. The organisers reserve the right to reschedule the exhibition at a later date. Exhibitors have to acknowledge that the organisers will have sustained damages and losses as a result of the foregoing as well and shall and does hereby waive all claims for damages or compensation. The sums paid to the organisers as fees or otherwise in connection with the

exhibition shall remain the property of the organisers. In the case an exhibitor withdraws from the exhibition after confirmation of participation by the organisers, all payment made shall be forfeited. Notice of withdrawal must be made in writing to the organizer who shall arrange for reallocation of such space which does not necessarily entitle the exhibitor the right to claim for refund or any payments made, or release from any sums of which he has already committed or become liable to. The organisers bear no responsibility for any errors or omissions in the exhibition directory, which is compiled from the information supplied by the exhibitors and / or their agents. The organisers are not responsible for any loss, damage, or delay incurred in freight shipments (transport, handling and clearing) into and out of India. Exhibitors are urged to adequately insure all shipments.

Security

All exhibitors shall abide by the Security Regulations as stipulated below:

Alert and efficient security forces will be engaged by the organizers to ensure the safety of exhibits during the show days. Nevertheless, arrangement may be made by the exhibitors for own insurance to cover all stages of the event and be particularly careful to pack light, portable models and other attractive exhibits immediately after the exhibition closes. It is at this time that there is the risk of exhibits getting lost. The organizers 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, when halls open for packing. Exhibitors are also informed that rented furniture items will be collected on after the closing of the exhibition. Therefore, drawers, cupboards etc. should be emptied and contents kept secure after the exhibition closes.

After daily closing of the Exhibition, no person will be allowed to remain inside the Exhibition area.

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

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

Exhibitors, who require the services of Security guards at their stands, are required to give their requirements through security staff form.

Fire Safety Precautions

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

- Study the general layout of exhibition Hall and get acquainted with the location of exit doors, exit routes, emergency routes and emergency exits
- Not to use any inflammable material for decorating the standard shell stands, offices, restaurants, 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 organizer and venue authority.
- Not to use any heating appliances to cook food in the exhibition stands.
- 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 organizer. If not removed, the organizer will remove the same at the exhibitors cost.
- 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.

- Drawing more power than what has been demanded should be avoided as this may lead to tripping of main circuit breaker and recovery of penal charges/levies from the defaulting exhibitors
- Alteration/interference with 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, call for help from complaint cell of the organizer / Service Booth of the Official Stand Fitting Contractor.
- Observe and impose all fire precautions at all times, especially during fabrication / installation of the stalls. Avoid throwing lighted cigarette butts and matchsticks etc in Exhibition stands /offices.
- Smoking in the Exhibition halls and all public places during the Exhibition period is prohibited. These will be treated as "No Smoking" areas and will be so marked. Separate "Smoking Zone" may be used for this purpose.
- Ensure that the 2 kg ABC stored pressure type extinguishers if near your stall are not to be removed or the access to the fire extinguisher/fire point blocked, to facilitate easy pick up and use, should any fire incident take place.
- Tackle any minor fire incident in the stand, offices and restaurants by using the fire extinguisher installed.
- Read and understand the instructions pasted on extinguisher for its use and operation to tackle minor fire incidents.
- 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.
- Do not block the exit, exit route, emergency exit and passages.
- Instruct your employees / temporary staff not to leave the stands, unattended whilst work is in progress or before officially appointed time of closing.

Exhibit Demonstration & Operation

- Exhibitors are responsible for the safe demonstration of working exhibits. Exhibits likely to pose a risk to visitors must be appropriately protected.
- Exhibitors must ensure that working exhibits being demonstrated do not emit radiation or gases likely to be harmful to human life e.g. laser, toxic gases etc.
- All machines for demonstration must be equipped with safety devices and running signs, which may be removed only when the machines are disconnected from power without any latent danger.
- Should any working machine may present a risk to the public, the exhibitor must erect signs to warn the visitors to keep a safe distance from the machine, and protection device such as glass shield should be set up between the machine and visitors.
- Any machine or apparatus can only be operated on the stand and operated and supervised by qualified persons. No motors, engines or power driven machines are to be used without adequate fire-protection measures taken by Exhibitor.
- Please note that where mechanical handling within the exhibition halls is required, the services of the official freight forwarder only must be availed and all costs incurred will be borne by the exhibitor. Forklifts, cranes and pallet trucks from forwarders / transporters other than the official agent will not be allowed to operate inside the exhibition hall.

Other Important Information

Sale of Exhibits: Direct Sale or discount sale of exhibits is strictly prohibited during the exhibition. The exhibitors, however, can conduct technical, commercial and sales discussions as well as booking of orders during the exhibition. The Organiser appreciates that in many cases the Exhibitors prefer to sell exhibits instead of carrying them back to their destination. Such sale of exhibits can be affected, if so desired by the Exhibitors. This is subject to the condition that Organiser shall not be responsible for the collection or remission of duty, taxes such as customs and excise duty, sales tax etc. Fulfillment of this obligation would be the responsibility of the Exhibitor. The sold-out exhibits can be removed from the stands only after the conclusion of exhibition, along with other exhibits.

Sale of products by overseas exhibitors

Exhibition goods, imported initially via embassy bond or bank guarantee can be sold during the exhibition but removed from customs bonded warehouse only upon the completion of customs sale formalities & payment of applicable customs duties & taxes within the stipulated six months period.

The goods remain in the customs warehouse until the buyer complies with sale conditions. The sale can be affected within the stipulated six months period and may be extended upon the discretion of Customs. On completion of sale, embassy bond & bank guarantee will be cancelled.

Cleanliness and Maintenance: Organiser will provide for daily overall cleaning of the exhibition halls and common areas after show hours. However, it will be the responsibility of the exhibitors to keep their individual stands tidy. Exhibitors are advised to keep their waste bins on the aisles after show hours, which will be cleared by the official housekeeping agency. Exclusive housekeeping services for individual stands can be provided by the official housekeeping agency at a cost. Exhibitors may directly contact the agency for such services. Agencies other than the official housekeeping agency will not be permitted to operate in the Venue complex.

Operation of Devices and their Sound Levels:

Only such devices or exhibits shall be operated in the exhibition premises which do not distract or disturb visitors, exhibitors or others present in the area. Sound re-enforcement is sometimes necessary

so that the audience is able to hear what is being said. However sound levels should never infringe upon neighboring exhibitors or restrict them from conducting their business while your presentation is taking place. Therefore loud-speakers should be pointed downward and into the stand, never towards or across the aisles and sound level at the edge of your stand should at all times be lower than 80 dB (A) for speech and lower than 70 dB (A) for music and sound effects.

Sub-contracting: This license to participate in the exhibition is personal to the exhibitor and is non-transferable. No licensing or sublicensing may be granted by the exhibitor to any other party. No Shows: In case an exhibitor does not show up and take over the stall by 18:00 hrs one day prior to the show, the stall may be re-allocated without refund by the organizers.

Disputes: Disputes, if any, arising out of unresolved matters between the exhibitor and the organizer shall be settled by arbitration in accordance with the Arbitration and Conciliation Act 1996. The arbitration proceedings will be conducted in English and at New Delhi, India only.

Force Majeure: If the exhibition is abandoned, cancelled or suspended in whole or in part by reasons of war, fire, emergency, labor, non-availability of exhibition premises or re-allocation of exhibition premises or any other cause not within the control of the organizer, the organizer shall be under no liability for any actions, claims or losses.

Environmental Guidelines

Everyone involved in the exhibition has a role to play in reducing the amount of material and energy used. Here are some guidelines to make your participation more environmentally-friendly and remember... REDUCE, REUSE, RECYCLE.

Pre-show

- Plan what you wish to distribute – don't print and ship more than you need. Source environment friendly promotional handouts or gifts.
- Plan special design stands / features, etc. in order that these can be prefabricated, then dismantled at the close of the show.

Show period

- Don't distribute material in plastic bags and be selective when handing out material.
- Eliminate PVC banners and signs, use cotton or paper instead.
- If building a raw space or special design stand, limit the height and construct based on reusable system materials and hired furniture, minimize specially constructed items (counters, display platforms etc.)
- Use non-VOC, water based paints and glues or linseed oil paints
- Install CFL or LED lighting, using less energy and lasting longer.
- Use recyclable carpeting, a natural alternative such as cork or recycled rubber matting (or none at all).
- Keep packing materials and containers to a minimum.
- For catering, use recyclable materials for crockery and cutlery or use glass, china that can be washed and reused.
- Use recycling bins for garbage disposal.

Post-show

- Dismantle, don't demolish – disposing off into local landfills is not a viable solution.
- Reuse packing materials for transportation.
- Take away unused promotional materials etc. and use later.