

EXHIBITORS / STAND FABRICATORS GUIDELINES

SETUP DATES : POSSESSION OF HALL A,B,C,D,E

- BARE SPACE POSSESSION: **8/11/2025**
- SHELL SPACE POSSESSION: **10/11/2025**
- COMPLETION OF STAND INTERIORS BY ALL EXHIBITORS :
10/11/2025
- NO SETUP HOURS : **11/11/2025 AFTER 6 PM ONWARDS**

EVENT DATES : 12, 13 ,14 NOVEMEBR 2025

EVENT GUIDELINES :

- The Exhibitors should encourage use of pre-fabricated material while constructing stands to ensure minimum time spent by the stand fabricators.
- The application of paint, wallpaper or adhesives to the walls and columns / pillars of the halls is not permitted. The hall components and technical facilities may not be subjected to any strain from stand constructions or exhibits.
- Substances such as oil, grease, paint and similar materials must be removed from the hall floors immediately. Neither paint nor adhesives may be used on the hall floors.
- 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 Exhibition Halls
- If sand, soil, garden use turf, moss or any other similar material are required for exhibition, decoration or presentation, an anti-leak protective layer shall be put on the floor by Fabricator.
- Heavy Materials laid directly on the floor is prohibited as use of floorboard underneath is required.
- Grinding (INTEGRATED HOOVER), cutting, sawing, welding, soldering, portable tools without guards, bare wires connections are strictly prohibited inside the hall.

- Maximum Stall Heights allowed only **upto 12 FT for fascia**
- Mezzanine floors are NOT permitted to construct in Exhibition Halls
- Stand Fabricators has to plan and share the truck / freight movement prior to the show.
- Service Providers, Contractors & Labours to use dedicated washrooms only.
- Fabricators / Exhibitor's personnel (Contractor / labors / Staff) 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.
- Compressed Gas cylinder including LPG and all flammable or combustible liquids are prohibited inside Exhibition Hall
- Electrical, Rigging & Auxiliary area with power output has to be shown in the stand design layout.
- Shoes must be worn by each and every person available inside the hall during setup and dismantle days
- Electrical Circuit Breakers (MCB) box needs to be installed at a visible height outside the stand & it should be easily accessible in case of emergency
- If the booth is located close to the walls, no support of the walls should be taken.
- DESIGN AND CONSTRUCTION MUST CONCERN SAFETY FIRST. Workmen employed for assembling / dismantling booths should be compulsorily above 18 years of age and skilled / suitably trained in their respective job functions & areas.
- 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/Stall fabricators, Service Partner / Providers will be liable for the cost of removal / Security Deposit get forfeited
- Disposing of any paint, thinners or other potentially hazardous substances in the drainage system is not permitted. Water-based paint is to be used wherever possible
- During the event, if the Exhibitors or their subcontractors fails to comply with these stand construction regulations, the Stall Fabricators/Exhibitors shall be liable for any damage arising as a consequence of the violation of these stand construction regulations.
- Storing empties of any kind (e.g. packaging and packaging materials) or filled containers (e.g. stand construction materials) at the stands or outside of the stands in the hall is prohibited. Any accumulated empty / filled containers must immediately be removed from the hall to areas designated by **Dahej expo**.
- For Exhibits & Stall Fabrication materials Vehicles / Trucks / Tempos etc. Valid Entry Passes to be given to each and every vehicle entering the premises.
- Empty trucks / tempos cannot be parked inside the Exhibition halls
- Stall designer will take the empty possession of the bare space to install the design booth and hand over the empty clean space after dismantling of booth in specified date & time after the end of show.
- Chewing of tobacco, eating paan, chewing gum, gutkha, pan masala, washing hands inside the hall or on the stand area, littering and spitting is strictly prohibited in the event venue. If found guilty, the person will be expelled from the event venue immediately. Smoking is strictly prohibited in the event venue
- The possession, distribution or use of any illegal drug or alcohol at dahej venue by contractors, workers or guest is strictly prohibited.

ELECTRICAL INSTALLATION GUIDELINES:

- All temporary electrical installations fitted on stands shall be installed by the trained and licensed electricians provided by the approved contractors who operates in compliance with latest statutory regulations.
- Exhibitors / Fabricators shall be fully liable for damage caused by defective electrical installations.
- Further, the cables used must be as per statutory codes. Bare electric leads and crocodile clips are not allowed. All the wiring must be protected against short circuit and overloading.
- No open joints will be allowed. All joints to terminate in a junction box or electrical panel, and the panel should have individual rated trip switches, RCCB (of 30mA rating) and fuses.
- All electrical equipment, exhibits, etc. should be properly grounded
- All lighting systems and lights must be switched off before leaving the stand at the end of each event day.
- No unsafe Taped connections.
- Use of Connectors with taping outside for shell scheme stalls.
- For temporary work bare space stalls to use 2 pin or 3 pin tops.
- Bare wire should not be used as it will cause nuisance tripping in venue electrical system which will take hour to restore that utility pit

HOUSEKEEPING & WASTE MANAGEMENT GUIDELINES :

- Exhibitors / Stall Design Contractors shall be responsible for proper, environment friendly disposal of waste arising during set-up, show and dismantling of their stands. The Stall Design Contractors is considered to be the party that generated this waste. Collection and transport of waste for recycling or disposal shall be the Contractors responsibility.
- In general, reusable, environmentally friendly materials are to be used for stand construction and operation.
- Vacating exhibition areas after the end of the event: The Exhibitors/Stall Fabricator must return the exhibition area in a clean state by no later than the end of the dismantling period. Adhesive tape, paint residues etc. must be completely removed.
- The exhibition area will be inspected jointly with the Stall Fabricators/Exhibitor's representative and its proper return confirmed in writing. If the exhibition area is not returned in proper condition, Organizer will have it cleaned and restored, will be liable for the cost of removal / Security Deposit get forfeited.

- The exhibition area will be inspected jointly with the Stall Fabricators/Exhibitor's representative and its proper return confirmed in writing. If the exhibition area is not returned in proper condition, Organizer will have it cleaned and restored, will be liable for the cost of removal / Security Deposit get forfeited.

DAMAGE & PENALTY, FEES, SECURITY DEPOSIT GUIDELINES:

- The Exhibitor / Fabricator shall be responsible for any loss of or any damage to the Event Venue or the Centre or any part thereof, and/or to any structures or properties thereat, attributable to the acts and omissions of the Exhibitor or any Third Party Service Providers and/or representatives/agents engaged by the Exhibitor.
- All stall fabricators / Designers are required to pay **Rs. 3500/-** (Rs. Three Thousand Five Hundred only) inclusive of GST, towards Site & Venue upkeeps / Handling / Convenience & Services Charges, by way of **Online, QR Scan Code, NEFT only Before taking the possession** of stall for fabrication.
- **All stall fabricators / designers are required to pay a refundable Security Deposit of Rs. 25000/- (Rupees Twenty Five Thousand Only), for each stall in the form of Online, QR Scan Code, NEFT only, before taking possession of the stall (i.e. 15 Days advance before the exhibition) towards compliance of above terms / guidelines. (Refer & download details guidelines/Terms & condition for Stall fabricator AFTER SUBMIT THE STALL DESIGN FOR ORGANISER APPROVAL .**
- Security Deposit shall be refunded after **15 days after completion of the exhibition**, provided the contractor subject to adhere all above term & guidelines during setup / dismantling days AND hand over the clear allotted space to the organizer within the stipulated time after completion of the expo.
- For Refund of Security Deposit Fabricator needs to submit Clearance Report signed & stamped by **Hall Manager without any remark** (attached herewith)
- Security Deposit refunded back into respective bank account, after the **15 days onwards of the event**

I/WE HAVE READ / UNDERSTOOD THE GUIDELINES AND AGREED TO COMPLY WITH ALL ABOVE TERMS & CONDITIONS.

STALL FABRICATOR CONFIRMATION SIGNATURE

COMPANY NAME: _____

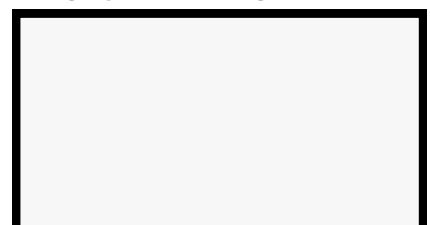
CONTACT NO : _____

GST NO: _____

EMAIL: _____

EXHIBITOR STALL NO: _____

SIGN AND STAMP



DAHEJ INDUSTRIAL EXPO 2025 – FABRICATORS WORK TIMELINE

SETUP DATES : **POSSESSION OF HALL A,B,C,D,E**

BARE SPACE POSSESSION: **8/11/2025**

SHELL SPACE POSSESSION: **10/11/2025**

COMPLETION OF STAND INTERIORS BY ALL EXHIBITORS :
10/11/2025

NO SETUP HOURS : **11/11/2025 AFTER 5 PM ONWARDS**

**WORKER WILL NOT BE ALLOWED TO ANY KIND OF WORK AFTER
6:00PM ON 11/NOV/2025 LIKE PAINTING, FINISHING ETC. ELSE
SECURITY DEPOSIT WILL GET FORFITTED.**

DISMANTLING:

1. Commencement of dismantling : 15/11/2025 after 9.00 am onwards.
2. Disconnection of utilities by organizer : 14/11/2025 by 6.00 pm onwards.
3. Handover empty, cleaned stand space to Hall Manager & get confirmation sign from him on Clearance Report.

**STALL COMPLETED IN TIMELINE & AS PER AGREED
GUIDELINES :**

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**STALL DISMANTLED IN TIME & AS PER AGREED GUIDELINES &
HANDED OVER EMPTY CLEAN SPACE TO HALL MANAGER :**

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**STALL NOT COMPLETED IN TIME & OVERRULED AGREED
GUIDELINES :**

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**STALL NOT DISMANTLED AS PER TIMELINE & OVERRULED
AGREED GUIDELINES & HANDED OVER EMPTY CLEAN SPACE
TO HALL MANAGER:**

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**EXPO HALL MANAGER
SIGN & STAMP**

**FABRICATOR
SIGN & STAMP**