



# IED COMMUNICATIONS LTD

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## **RULES & REGULATIONS**

Dear Sir / Madam,

This has reference to the Automation Expo 2025 to be held in Hall No. 2,3,6 at Bombay Convention & Exhibition Centre (BEC), Goregaon (E), Mumbai, from 11<sup>TH</sup> to 14<sup>th</sup> August 2025

We take this opportunity to highlight some of the important Rules and Regulations regarding operations and stand fittings of stall displays, which we request you to make a note of and inform the members of your team & your stand contractor accordingly.

We would like to ensure, that the show management runs smoothly and efficiently and hence, it is important that these rules are strictly followed and adhered to.

### **ACTION PLAN FOR TAKING POSSESSION OF YOUR STALL:**

#### **Set-up time**

Exhibitors (or their contractors) of bare space can take possession of their stand (for stand fabrication) located in Hall No. 2,3,6 on 8<sup>th</sup> August 2025. All display and setting up of exhibits must be totally completed by 12:00 pm on 10<sup>th</sup> August 2025. Please note you will not be permitted to carry out any further work on-site after this time. Contractors / exhibitors are required to work within these move-in and work completion deadline periods. If contractors / exhibitors wish to work beyond these hours they should contact the on-site organizer office before 10:00 am on 10<sup>th</sup> August 2025.

The penalty charges are INR 10,000 / hour / per booth / stand (5:00 pm – 12:00 midnight only on 10<sup>th</sup> August 2025)

Contractors are requested to strictly follow the deadline given by the organisers for smooth functioning of the show. **No security will be provided during the construction days until the opening hours of the exhibition.** Please refer the table given below.

Stand Possession	Move in Date & Timing	Move out Date & Timing
Move in of certified Heavy / large Exhibits (Official Freight Forwarders Only)	8 <sup>th</sup> August 2025 10.00 AM	
Bare Space Exhibitors	8 <sup>th</sup> August 2025 10.00 AM	
Shell Scheme stand exhibitors & contractors	9 <sup>th</sup> August 2025 4.00 pm onwards	
No work	10 <sup>th</sup> August 2025	2 pm onwards
Move-out stands & heavy / large exhibits	14 <sup>th</sup> August 2025	<b>06:30 pm – 12:00 am midnight</b>
Move-out hand carry exhibits only	14 <sup>th</sup> August 2025	06:30 pm – 08:00 pm

Entry in Bombay Convention & Exhibition Centre with your exhibits is allowed only from gate no 2.

It is requested that the Exhibitors in the New Exhibition Hall no. 6 get prefabricated stalls, so that there is minimal carpentry, less amount of painting work is done to avoid crowd during the construction days at the venue.

Please ensure that your transporter is carrying a letter of authority on your / your client's letterhead clearly mentioning the hall & stand number before unloading the goods inside the hall. Due to entrances / space constraints our security and staff are authorized to allow your vehicles, subject to availability of movement space inside the halls. Kindly co-operate with them at all the times during the set-up and dismantling periods. Stall possession letter is mandatory to take possession.

### **Badges & Wrist Band**

Please get in touch with the organisers office located in the Hall 6 to obtain a "Clearance Certificate OR entry PASS". Also please collect your Exhibitor, Contractor set-up / tear-down, Wrist bands from the exhibitor registration area. The contractor badges are valid only for the set-up and tear down days. During the event days. Service badges (Wrist Bands) will be valid for maintenance of the stalls and wrist band must be worn on all the days during the Setup days. Please note, entry into the exhibition hall will not be permitted if any of the above badge is not produced during the set-up, exhibition days and tear-down period.

### **Hall Manager**

After getting the clearance certificate, proceed to the exhibition hall where your stall is located and hand over the certificate to "The Hall Manager" – who in turn will hand over possession of your stall to you. Kindly co-operate with him / her, as stall possession will not be given without the Possession Letter & stall approval.

### **Agents / Contractors**

Do ensure that your colleagues / agents / contractors carry a letter of authority from you at all the times, to act on your behalf regarding stall construction regulations. We request you to please nominate at least one senior executive of your company to liaise with the hall manager for any on-site requirements.

Grouting is not allowed, penalty will be levied, using overhead structures for pillars are not allowed.

### **Design & Construction of Stalls**

Each contractor or exhibitor for construction of bare space/ Shell would be liable to pay a security deposit via **DD / in favour of IED Communications Ltd ONLY – CASH WILL BE ACCEPTED** with handling charges of Rs.2000/- please collect cash at the venue after clearing. Without payment of security deposit, the possession of the stall would not be provided. The details of the security deposit amount are as below:

**Rs. 25000/- for stalls up to 24 sq.mtrs**

**Rs. 35000/- for stalls up to 36 sq.mtrs**

**Rs. 50000/- for stalls up to 50 sq.mtrs.**

**Rs. 75000/- for stalls up to 75 sq.mtrs.**

**Rs. 1,00,000/- for stalls above 75 sq.mtrs**

Loose wiring or hanging wires should not be found in any of the stand to ensure safety of stall personnel and visitors. All wiring must be carried out in PVC, Electrometric or other plastic sheathed cables. No exposed means of cable joints are permitted. Three pin plug is mandatory for user of power (During construction).

The back wall of your stall shouldn't exceed more than 3 meters and the branding element can go up to 4 meters, 1 meter away from the back wall.

Stalls in Hall 3 in the rows A/B/G and H - please note there is a mezzanine which is marked by dotted lines so the total stall height should not exceed 3.5 meters.

Sides, which are open to the aisles, should not be blocked by panels more than 30% of the length of such side. Any structure except the fascia, for example publicity material, photographs, charts, should not have height exceeding 2.5 meters. However, height of Products on display can be more than 2.5 meters.

The organizers need to be informed.

Pillars must have one flexible opening for access in case of any power issues.

The main supply points and electrical installations in the stand should be easily accessible and should not be concealed / covered by the panels / partition or even by the exhibits. The Exhibitors must ensure all their materials are inside their stall area only.

Logos can be displayed upto a height of 4 meters in the stalls of the exhibitors, provided they are away from adjacent stalls by a minimum distance of 1 meters.

Use of spray painting for stall decoration is not permitted within any hall.

Organisers advise exhibitors to bring in prefabricated stand to avoid delay in completion of stands as well as inconvenience to other exhibitors.

Use of all types of publicity materials such as posters, banners, hanging decorations made of any material is not allowed outside the stall area by the exhibitors. Suspending of display items from the hall ceiling or any other structure falling within the stands is also not permitted.

Subject to prior approval of the stall layout, a Mezzanine floor with total height of the stall not more than 4.5 meters and area not exceeding 20% of the area booked can be constructed at extra charges of 10% of the total stall charges payable to IED Communications Ltd. (Provided the exhibition area booked is 100sq. meters and above. Such mezzanine floor should be constructed away from the adjacent stall by a minimum distance of 2 meters)

The construction of Mezzanine floor shall be allowed only after the submission of a structural and fire safety certificate from a registered Structural Engineer and an indemnity bond discharging the organizers of any liability or responsibility in the unlikely event of any mishap caused due to poor design / workmanship of such structure.

The construction of Mezzanine - Exhibitors have to Move 1 meter away from the Back wall nothing touching the Back Wall of any Exhibitor.

Height of panels and common panels between stalls should not be more than 4 Meters and should have with smooth surface on both sides. However, the back wall of the stall against natural wall of the hall or column can go up to the height of 3.5mtrs.

**Pillars in the stalls may be covered with paneling up to height of 4 meters without grouting on the wall, floor or causing damage of any nature to the structure of the exhibition hall.**

**The electrical panels are fitted inside the pillars. There must be an access to this electrical panel in case of any emergency. The pillar cannot be blocked completely.**

No fittings or display may be attached, nailed, screwed or drilled on to the flooring.

A "Bare Space" stall cannot display name boards over an adjacent Exhibitor's back and/or on side-wall, but may display it on any location facing the aisle.

No part of any structure or exhibit would be allowed to extend beyond the boundaries of the stall allocated. This includes, symbols logos, lighting, floral decorations, furnishing etc.

**Important note : For Bare Space Exhibitors- Standard Back Wall Size- 3 Meters only. If the Exhibitors want to do Mezzanine- Exhibitors have to Move 1 meter away from the Back wall nothing touching the Back Wall of any Exhibitor.**

**Name Fascia upto 4 meters only.**

**Aisles must be clear at all times**

Contractors, Exhibitors' representative, material suppliers, willing to enter the exhibition halls must have an official badge issued by the Organizers.

Any contractor / exhibitor who fails to comply to the above rules for construction would be subject to penalty at the discretion of the organizer

### **Power at the Stalls:**

Free electricity connection provided to constructed stall 1 plug point of 5 AMP- Single phase, Bare stalls are required to order power for the exhibition days before 30<sup>th</sup> July 2025 to avoid late charges. No using the Sockets given for temporary supply during the Exhibition days. No extra power will be given on site.

The stall contractor has to pay Rs. 1000/- in cash as deposit to take socket. The socket must be returned before 10<sup>th</sup> August by 18.00hrs 2025.

No wires to be left hanging after dismantling. Stall area must be clear after dismantling.  
Meter reading will be done on 12<sup>nd</sup> August 2025 in the morning from 11.00 AM onwards.

If any stall is found to be consuming power more than the submitted requirement, then they would be liable to pay the amount for the additional power being consumed with additional penalty levied.

All Bare space exhibitors/ their contractors are to inform and pay in advance for the power required at their booth during show days in advance (by 31<sup>st</sup> July 2025) to avoid late charges.

### **Car Parking**

There is no free car parking facilities available at the venue. You can purchase daily tickets at the parking area.

### **Clearance from Accounts Department and Stand Possession**

Possession of the stall/bare space either to the exhibitor or to the stall interior decorator contractor, appointed by respective exhibitor would be given only after handover of "no dues" certificate obtained from IED Communications Ltd accounts department.

### **SALE OF EXHIBITS/GOODS**

Goods which have been imported into India for Exhibition purposes under ATA Carnet or A Temporary Import Permit, and have not paid the Customs & Excise Duty on entry and if an exhibitor subsequently wishes to sell all or part of any consignment, he must engage the services of the Official Freight Forwarder, who has been authorized to both make an application to Customs for permission to do so against valid import license and to collect the duty and pay to the Customs Department, using prescribed methods and procedures. Otherwise, please ensure that your nominated freight forwarder is aware of the customs procedure and is capable of handling such documentation and duty payment on your behalf. Sold exhibits can be removed only after conclusion of exhibition.

### **STORAGE OF EMPTIES AND PACKING**

Exhibitors will have to organize storage of their packing cases, surplus materials or other properties. They can take help of their freight agents to remove large packing boxes. Surplus stores must not be placed behind the stalls. At the conclusion of the exhibition, contractors, exhibitors must remove from the site all materials from their respective stalls latest by 20.00 hrs on 14<sup>th</sup> August 2025.

### **REMOVAL OF WASTE AND CLEANING OF STALLS**

During the build-up and breakdown of the exhibition, the aisles of the Hall must not be obstructed with packing and construction materials or debris. Contractors constructing "Bare Space stalls" or stall interiors are responsible for removing their own waste and off-cuts from the site, and at the end of each day.

Organizers will arrange for the general cleaning of the exhibition Hall. This includes cleaning of the aisles and of waste disposal before opening the exhibition in the morning and after closure of the exhibition in the evening. The organizers will not be able to provide cleaning service of individual stalls exhibits and displays. The exhibitor should maintain his own stall in a tidy condition at all times.

## Security

We have engaged a reputable and efficient security force, and will do our best to ensure the safety of your exhibits only on the show days i.e. 11<sup>th</sup> to 14<sup>th</sup> August. Nevertheless, exhibitors can insure their own equipment during all stages of the event, and be particularly careful not to leave their stalls unattended on the set-up day / night and on conclusion of the event on a daily basis during show days and also during tear-down period. It is at these times that the risk of theft is maximum. **The Organisers will not accept responsibility for theft, loss or damage to exhibits during any time of the setup period, show days & tear-down period.** You can now claim insurance from your personal material during exhibition days.

Exhibitors are advised to make adequate precaution for safety of their stalls by employing proper security during the set-up and tear-down period. **Please note that no security guards from agencies other than our official agency and your staff (with prior written approval of the organisers) will be allowed in the night inside the hall after the opening of the exhibition.** It is also advisable to keep mini fire extinguishers and a first aid box in your stall, in addition to the general protection equipment installed by the organisers.

**Smoking in the exhibition hall is strictly prohibited.** Any type of flammable material is not allowed to be carried inside the hall. Please also note that use of LPG and other fuels are also not allowed to be used inside the hall as per local fire regulations. Organisers reserve the right to close such stalls if any exhibitor violates these rules with immediate effect.

Please note that the organiser will not be responsible for any dealings with transport and labour engaged by the exhibitors. All issues pertaining to this will be the sole responsibility of the exhibitor.

Participation certificate is available on your exhibitor manual site. This certificate will assist you for all your import / octroi formalities for the entry of your exhibit materials into Mumbai.

## CANCELLATION

**Once the Organisers confirm acceptance of application, Cancellation of participation at any stage or reduction of space by exhibitors will not be permitted and no refund will be paid to the exhibitors on this account.**

## FORCE MAJEURE

Under the conditions of force majeure, which also include strike, lockout, closure, riot, natural calamities, Pandemic the organizers reserve the right to alter the opening dates and duration or even cancel the entire exhibition. In case of change in dates and duration of the exhibition, the rules and regulations and the agreement between the exhibitors and the organizers will remain unaffected.

## DAMAGE CAUSED BY EXHIBITORS

After closure of the exhibition, stall area must be restored to its original condition. Exhibition will be required to make good all damages caused to the floor, building, or other exhibition structure, equipment by repairing the same or paying the cost specified by the organizers within 15 days from the date of closure of the exhibition.

## LIABILITIES AND INSURANCE

Every reasonable precaution will be taken by the organizers to ensure the security and safety of the exhibition halls and adjacent areas. However, the organizers will not accept liability and will not be under any liability to exhibitors or their employees or agents, in respect of any direct or indirect damage, loss, theft or damage to any exhibit, person or property arising out of or in any way connected with the exhibition. Exhibitors must insure their exhibits against such loss or theft and damage, including risk of fire. Organisers are not liable in any form for any loss or damage to

exhibitors' property on the exhibition site. Organizers are not liable in any form for any loss or damage to exhibitors' property on the exhibition site or injury to their personnel and visitors. Exhibitors agree to refrain from making any claim on the Organizers and to indemnify Organizers against any claim by third party arising out of exhibitors' conduct. Exhibitors will be held responsible for damage or injury to property or persons caused by themselves, their employees, contractors, or agents. This includes the loss of rented furniture, equipment or instruments. Exhibitors are required to provide their own third party insurance in respect of their participation in the exhibition. It would be desirable for the exhibitors to take insurance policy covering their machinery/exhibit, transmit and loading and un-loading of machines, their exhibition personnel and third parties /visitors.

In addition to the above, we request you to please read through the Exhibitors Manual carefully and instruct your staff / contractors about the rules & regulations accordingly, before taking possession of your stand on the show floor.

## **FOOD**

In August 2017, Nesco has introduced new rules with regard to the food and catering services. As they have their cafeteria since August 2017 no outside food is allowed in the venue. Water, cold drinks and snacks have to be purchased from Nesco and this is applicable to organizers, exhibitors and visitors.

## **IMPORTANT NOTE**

1. Constructed stalls cannot use Metal halides unless ordered through IED Portal OR additional electricity has been ordered by the exhibitor. Else the cost 1 kw POWER will be deducted from security deposit.
2. Constructed stalls are not allowed to use aluminum wires for safety hazardous as new rules of Fire and safety department.
3. All cables must be properly installed, because there will be checking from the fire and safety department due to fire incidents happening in Mumbai.
4. In view of the current pandemic situation the organizers have to comply with the guidelines issued by the MHA, State Government of Maharashtra and BMC . Exhibitor contractors are required to wear mask at all times. Sanitizers will be available at frequent intervals. All the furniture and stalls will be sanitized during the construction and expo days. Depending upon the rules of the state unmasked people will not be allowed during the exhibition.
5. We also request exhibitor to encourage their potential customers to do Visitor Registration online as this is mandatory.

IED Communications Ltd will follow all guidelines issued by the local authorities, and concern Government departments in view of any restriction, all regulations to be followed.