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Government of Gujarat

Vibrant GUJARAT 09-13 Jan 2027

Viksit Gujarat - Shaping Global Future | 11th Global Summit

VIBRANT GUJARAT GLOBAL TRADE SHOW

EXHIBITOR MANUAL

NODAL ORGANIZATION

iNDEXTb
INDUSTRIAL EXTENSION BUREAU
(A GOVT. OF GUJARAT ORGANISATION)

EXHIBITION PARTNER

K AND D
COMMUNICATION LIMITED

Helipad Exhibition Centre
Gandhinagar, Gujarat

FOREWORD

Dear Exhibitor,

As the Exhibition Partner, we are delighted to welcome you to the **VIBRANT GUJARAT GLOBAL TRADE SHOW 2027**, organized by iNDEXTb, the nodal organization of the Government of Gujarat. The exhibition is scheduled from 9th to 13th January 2027 at the Helipad Exhibition Centre Gandhinagar, Gujarat, India.

We value your participation and to make it easy, smooth and trouble free, we present this manual. It provides all essential information that you might need including rules & regulations applicable during the set-up, exhibition and dismantling periods.

At the end of the manual a set of forms are attached. These forms will allow you to do the following:

- Submit essential information for exhibition participation.
- Order additional services like Electricity, Compressed Air and additional requirements like Furniture, Security Guards, LCD/LED etc.

You are requested to unfailingly submit these forms duly filled, signed & stamped well before the due date mentioned on these forms.

We hope you will find this manual and the online facilities for Exhibitors comprehensive and useful.

We wish you a very successful participation.

Yours Sincerely
For K and D Communication Limited (Exhibition Partner)



Kamlesh Gohil
Chairman & Managing Director

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IMPORTANT GENERAL INFORMATION

Nodal Organization **Government of Gujarat**	**Industrial Extension Bureau (iNDEXTb)** Investment Promotion Organization Government of Gujarat Block No. 18, 2nd Floor, Udyog Bhavan, Sector 11, Gandhinagar 382 010, Gujarat, India T: +91-79-2325 6009, 2325 0492 / 93 W: www.indextb.com
Exhibition Partner for event management	**K and D Communication Limited** 206, 2nd Floor, Harmony Icon, Near Baghban Party Plot, Thaltej Hebatpur Road, Thaltej, Ahmedabad 380059, Gujarat, India T: +91 99090 41613 / 18 E: info@kdclglobal.com W: www.kdclglobal.com
Exhibition	**VIBRANT GUJARAT GLOBAL TRADE SHOW 2027**
Dates	9th January to 13tn January 2027
Venue	Helipad Exhibition Centre, Gandhinagar, Gujarat, India.
EXHIBITION TIMINGS	
9th & 10th January '27 (Entry for B2B business visitors only)	
Business Hours	10:00 a.m. to 06:00 p.m.
Exhibitor's Timings	09:00 a.m. to 07:00 p.m.
11th to 13th January '27 (Entry for all visitors)	
Visiting Hours	10:00 a.m. to 06:00 p.m. (**Last entry by 05:30 p.m.**)
Exhibitor's Timings	09:00 a.m. to 07:00 p.m.
VISITOR ENTRY TO THE EXHIBITION	
ENTRY FEE	Free entry
PRE- & POST-EXHIBITION TIMINGS FOR EXHIBITORS	
STALL FABRICATION/SET-UP	4 to 7 January '27 - 10 a.m. to 8 p.m.
STALL DISMANTLING	From 6 p.m. on 13 Jan '27 to 8 a.m. on 14 Jan '27
BLACK OUT DAY	**8 January 2027** (No entry or work permitted)

OFFICIAL SERVICE PROVIDERS	
*Services are at an extra cost to be **paid by the Exhibitor*** *Exhibitors are required to **contact the agents directly** with their requirements.* *Please contact the agents well in advance as **on-site requests will not be accepted***	
Carrier & Forwarding (Material Handling, Storage of Empties etc.)	**Orient Marine Lines Pvt Ltd** Mr. **Sanjay Kulkarni** Mobile: **98100 57414** Email: sanjayk@orientm.com
Additional Requirements (Furniture / Fittings, Security Guards, LCD/LED, Plants etc.)	**KMG Business Technology** Mr. **Yasin Kholiyawala** Mobile: **94286 12620** Email: yasin@kdclglobal.com

IMPORTANT DEADLINES

For Full Payment	25-11-2026
For Submission of Stall Design/Drawing for Approval	25-11-2026
For Submission of Information for Exhibitor Badges, Fascia Name For Order of Additional Services like Electricity, Compressed Air For Order of Additional Requirements like Furniture / Fittings, Security Guards, LCD/LED, Plants etc. For Download of Stall Allotment Letter *(All Forms are attached at the end of this Manual; additionally, online orders are accepted on www.kdclglobal.com)*	10-12-2026
For Specifications of Loading / Unloading	25-12-2026
For Submission of details of Products/Services	25-12-2026
For Completion of Stall Setup	07-01-2027
For Completion of Dismantling (From 6 p.m. on 13-01-27)	11 a.m. on 14-01-27

STALL POSSESSION

Bare Space	4 to 6 January 2027
Shell Scheme	6 & 7 January 2027
BLACK OUT DAY (No entry or work will be permitted on this day)	**8 January 2027**

FORMS & ACTION REQUIRED

Forms are attached at the end of the Exhibitor Manual. These may be submitted physically or Input/Orders may be given on forms accessed after Exhibitor Login on www.kdclglobal.com

COMPULSORY FOR ALL EXHIBITORS	
Requisition for Exhibitor Badges	Submit by 10-Dec-2026
Exhibitor's Authorization Letter for Possession of Stall by decoration agency / representative	Submit at the Organizer's onsite office to claim possession of stall
Exit Pass	Collect forms of Exit Pass from organizer's on-site office. Prepare **a set of 3 copies for each vehicle.** Submit in the morning of the last day i.e. **13-Jan-2027** at the organizer's on-site office for signed & stamped approval. Collect the approved forms **before 3 p.m.** on the same day

COMPULSORY FOR SHELL SCHEME EXHIBITORS	
Specification for Company Name on Fascia	Submit by 10-Dec-2026

COMPULSORY FOR BARE SPACE SCHEME EXHIBITORS	
Requisition for Electricity (under 'Additional Services' menu item) for Working Power before exhibition, Stall Lighting & Live Operation of Exhibits during exhibition	Submit by 10-Dec-2026

OPTIONAL FOR SHELL SCHEME EXHIBITORS	
Requisition for Electricity (under 'Additional Services' menu item) for requirement exceeding 1 hp included in Shell Scheme for stall lighting during exhibition	Submit by 10-Dec-2026

OPTIONAL FOR ALL EXHIBITORS	
Requisition for Compressed Air, Furniture / Fittings, Security Guards, LCD/LED, Plants etc. (under 'Additional Services' menu item)	Submit by 10-Dec-2026

Order Forms attached at the end of this Manual

Online Requisition also accepted through EXHIBITOR LOGIN on www.kdclglobal.com

EXHIBITOR ENTITLEMENTS

SHELL SCHEME

- Pre-fabricated stall with up to 3 side walls in Octonorm like system with each white laminated panel of 2.5 m. height and 1 m. width. Each stall will have carpet as per area and 1 dustbin.
- Stand Number and Exhibitor Name on a Fascia panel on one side of the stall only. Exhibitor Name can be of maximum 24 characters including spaces. The lettering will be of uniform 10 cm. height.
- Unless otherwise specified, corner stalls usually have two sides open.
- **Electricity up to 1 hp per 9 sq. m. stall** is included. **Additional power e.g. for live operation of exhibits during exhibition will be charged extra** based on Requisition.

SHELL SCHEME FACILITIES based on area booked:

Area (sq. m.)	Table	Chair	Spot Lights	5A Plug Point	Exhibitor Badges
9 to 16	1	2	3	1	3
18 to 25	2	4	6	2	6
27 to 35	3	6	9	3	9
36 or 36+	4	8	12	4	12

Note: No rebate will be allowed to the Exhibitor if any item under Shell Scheme is not availed by the Exhibitor.

BARE SPACE

Participants are wholly responsible for the design (organizer's approval required), construction and furnishing of their stall. Electricity is charged extra based on requisition. Exhibitor badges commensurate to area booked are provided.

Requisition Forms:
All requisition forms are attached at the end of this manual.

Additional requirements like **Furniture** / Fittings, Hostesses, Security Guards, Tea/Coffee Machine, LCD/LED, Plants etc. may also be ordered by contacting the official service provider noted on Page 4.

STALL ALLOTMENT

Each Exhibitor who has paid the Exhibition Participation Charges in full is issued a formal **No-Dues Certificate, Stall Allotment letter** and **Certificate of Participation** to facilitate the transport of materials and stall possession.

The Organizer reserves the right to refuse allotment of stand or change the location allotted till full payment is received, without assigning any reason. Even after full payment is made by an Exhibitor, the Organizer reserves the right to change the stand location of any Exhibitor due to changes in Floor Plan considered necessary by the Organizer.

Imported Exhibits / Foreign Principals:
As per the directives of India Trade Promotion Organization, the nodal agency attached to Ministry of Commerce, Govt. of India, which approves all International Exhibitions, duty-free import facility (Under ATA Carnet or Re-Export Bond Supported by bank guarantee) is available to only foreign Exhibitors who have paid participation charges in the foreign currency at the rates applicable to foreign Exhibitors. Indian Exhibitors interested in displaying exhibits imported from foreign principals, must ensure that each of their foreign principals register as an Exhibitor with **VIBRANT GUJARAT GLOBAL TRADE SHOW 2027** and reserve appropriate space (min. 9 sq. m.) for which payment needs to be made in USD. At the request of the Indian Exhibitor and its foreign principals, an integrated stand with their combined space will be provided.

Withdrawal from Participation:
In case of cancellation or withdrawal from participation at a late stage or non-occupation of the stand by any Exhibitor, money paid by them will be forfeited.

POSSESSION OF THE STALL

Sample of Exhibitor's Authorization Letter for possession of Stall by authorized decoration agency / Exhibitor representatives is attached at the end of this manual.

Possession of stalls will be given during the following timings to any authorized personnel of the Exhibitor or its Stall Designer/Constructor provided full payment of Participation Charges has already been made.

- **Bare Space Scheme: 04-01-27 to 06-01-27 (Time : 10 am to 6 pm)**
- **Shell Scheme: 06-01-27 & 07-01-27 (Time : 10 am to 6 pm)**
- **BLACK OUT DAY – 8th January 2027** (no entry or work will be permitted)

No personnel, either of the Exhibitor or its designer/constructor will be allowed without valid entry pass during the construction period of the stalls. The passes can be collected from the on-site office of the Organizer.

DOCUMENTS REQUIRED WITH THE STALL DESIGNER/CONSTRUCTOR:
The stall designer/constructor appointed by the Exhibitor needs to carry the following documents at the time of stall possession to obtain permission to work:

1) Authorization Letter from the Exhibitor citing the full contact details of the agency and person in charge.
2) Declaration on letter-head of the appointed agency listing the name, address and contact number of each person working in the stall.
3) Copy of Photo ID Proof of each person working in the stall according to the declaration in point no. 2 above.

STALL DESIGN & CONSTRUCTION REGULATIONS

GENERAL

The general regulations noted below apply to all Exhibitors. For convenience, some regulations have been mentioned separately for Shell Scheme Exhibitors and those renting Bare Space. However, insofar as they can be applied in the sense they are intended, they apply to all Exhibitors. Hence all Exhibitors are requested to go through all the regulations, irrespective of whether they have booked bare space or stall under the shell scheme.

ENTRY OF MATERIALS DURING SET-UP

Exhibitors must submit packing lists of all consignments at our onsite office at the Venue while taking their Exhibition goods into the Exhibition Hall.

Exhibitors bringing their own furniture, fans, potted plants, refrigerators, TV/VCR, computer or any other appliance, which are also being supplied by the officially appointed contractors, must submit a separate challan for the items (listing specifications and identification marks) while bringing them into the Exhibition Hall and obtain a copy of the challan duly stamped and signed by the Manager at our onsite office at the Venue.

The same challan must be produced while obtaining gate pass for removing the items from the Exhibition Hall at the end of the Exhibition.

ENTRY OF MACHINERY/LARGE EXHIBITS

All machinery/large exhibits to be displayed in the Exhibition should be brought inside the venue/hall latest **by 5 p.m. on 6th January 2027.** Note that **8th January 2027 shall be a BLACK OUT DAY** and no entry or work will be permitted on this day.

Vehicles and containers as exhibits in the halls require prior approval.

MATERIAL HANDLING AT SITE

The official freight & forwarding agent contracted by the Organizers, have sole forwarding rights within the premises of the Exhibition venue e.g. taking exhibits, stand constructions, etc. into stands, providing any required auxiliary equipment like cranes, forklifts, trolleys etc. as well as services such as storage of empties and customs clearance for temporary or definitive import. All these services of the official freight & forwarding agent are at an extra cost paid by the Exhibitors and they are required to contact the official agent directly. The Organizers are not liable for any risks arising from the activity of the official forwarding agents.

Exhibitors are not authorized to designate the Organizers as recipient of goods shipments (Exhibition materials, stand construction materials, information material and the like) or other shipments, which are not intended for the Organizers but instead for the Exhibitor or a third party. The Organizer is authorized, but not obligated, to accept and store these shipments at the expense and own risk of the Exhibitor or to contract the official trade fair forwarder with the storage of such shipments, particularly those of Exhibition and packaging materials. In all such cases, neither the Organizer nor the official trade forwarder assumes any responsibility of any kind for such goods including the responsibility to accept or perform any checking of any kind whatsoever of the goods and invoices accepted or for the safekeeping or appropriate storage of the goods if and so accepted.

STORAGE OF EMPTIES, REMOVAL OF DEBRIS

Storage of empty cases/ cartons, in the stand, in passages or in open area near your stand is not allowed. If need be, the official freight & forwarding agent should be contacted to arrange this service at extra cost. Exhibitors must remove all debris, empty cartons and other waste from their stand daily during the construction period and in any case, before carpeting of the passage begins. Objects which are in escape ways, safety zones and aisles, will be towed away or removed and a charge shall be levied for this.

VENUE REGULATIONS:

- Working Hours at the Exhibition Site during set-up days: 10 a.m. to 8 p.m. .
- No work will be allowed after 8 p.m. during setup days and all workers and personnel of the Exhibitor/its stall constructor agency will need to vacate the Exhibition Venue by 8 p.m. . Night stay is not allowed in the Exhibition Venue.
- Except their rented Exhibition space, no other part of the hall will be allowed to be used as workshop space for production of Exhibition/display requirements. Preferably, Exhibitors must get jobs executed and well finished at their own places outside and bring them in only for assembly and installation/display in their allotted stall.
- Fire escape ways, emergency exits, fire extinguishers, hydrants, designated exits and aisles in the Exhibition Venue and Halls must always remain visible and accessible at all times including the set-up and dismantling days. Any obstruction or any construction that makes any of these difficult to locate, inaccessible or in any way hampers their operation will be forcefully removed at the Exhibitor's risk and cost. Aisles, exit ways and escape hatches cannot be obstructed in any manner and their markings cannot be covered and need to be visible at all time.

REGULATIONS FOR WORKMEN:

It is the responsibility of the Exhibitors and their stall fabricators/constructors to ensure that:

1. Their workmen do not enter other Exhibitor's stand/or passage.
2. The workmen do not sleep or cook in the Exhibition halls & do not wash clothes or have bath in the toilet blocks.
3. The workmen or Exhibitor's staff do not behave in drunken or disorderly manner. Anybody disregarding the above instructions will be evicted from the Exhibition Venue.
4. Set up and dismantling may be done only in compliance with the applicable labour and commercial laws.
5. Any damage caused by an Exhibitor (including the Exhibitor's stall constructor or their workmen) to the trade fairgrounds, buildings or facilities will have to be made good by the Exhibitor in question before the completion of the event.

DAMAGE TO VENUE

Any damage, soiling or unwarranted change to the venue in any form and through any activity is strictly prohibited. Hall components and technical facilities cannot be altered or damaged in any way (e.g. by drilling holes, use of nails or screws, etc.). They cannot be subjected to loads they are not designed for by any stall structure or exhibits. Grooves on the walls, ceiling and floors of the Exhibition Hall must not be damaged under any circumstances by chiseling, foundation or similar work. Installation of bolts or anchoring is not permitted.

Carpets and other flooring must be laid to be accident-proof and must not extend beyond the rented area. Inferior carpets containing CaCO3 are forbidden. Only tape, which can be removed without leaving any residue, such as double-faced cloth adhesive tape, may be used for attaching. Double-faced blown-

sponge or any other materials difficult to clean up are forbidden. Otherwise, nothing may be stuck on the hall floors nor may they be painted. All materials used must be removed without leaving any residue. Substances such as oil, grease, paint and similar things must be removed from the floor immediately.

Exhibitors are strictly not allowed to use the existing structures of the halls in any manner. The operable walls and ceiling shall not have anything attached to, leaned against nor hung from. No objects should be suspended (lighting fixtures, spotlights, etc.) inside the hall. Pulling sling or wire rope against any structure of building is strictly prohibited.

Using the hall ceiling, walls or any fittings and fixtures of the hall for the following is strictly not permitted:

- Hanging any stand component or exhibit
- Securing any stand component or exhibit (they must stand securely independently)
- Suspended structures with a rigid or power-grip connection to the hall floor
- Attaching the objects to or suspending the objects from the lighting fixtures on the hall ceiling

ADVERTISING MATERIAL

Stall constructions advertising the stand, exhibits, company or brand must not exceed the prescribed height (refer separate regulations below for Shell Scheme stalls and for constructions on Bare Space). All advertisement materials must be kept at least 2 m. away from the border of neighboring stands. Blinking, rotating or fast-moving advertising materials as well as moving letterset stand borders are not permitted. The hanging of advertising material or other loads from cranes, platforms and exhibits is prohibited for safety reasons. The distribution of printed materials and the use of advertising materials are only permitted within your own stand area.

OUTER SURFACE OF STAND WALL, PARTITIONS

Exhibitors are not allowed to display anything on the outer surface of stand-walls or on partition walls inside the Exhibition halls without written permission of the Organizer. The Organizer reserves the exclusive right to display posters or notices on all such surfaces. Nailing on the panels is not allowed.

PRESENTATION/LIVE DEMONSTRATION OF MACHINES

Any live exhibit demonstration or audio-visual presentation requires the prior approval of the Organizer. As a general rule, these must not annoy other Exhibitors, create crowding of visitors or congestion in the aisles, or drown out the trade fair's own loudspeakers in the halls. The loudness level may not exceed 70 DB (A) at stand borders.

The Organizers are authorized to restrict or prohibit those live demonstrations of exhibits / presentations (despite previously granted permission), which cause noise, visual annoyance, dirt, dust, vibrations or any other emissions or result in substantial negative effects on the event or event participants for any other reasons. All machines for onsite 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. Working machines must be placed at a relatively safe distance from visitors, and safety operation device is needed. Any machine or apparatus can only be demonstrated within the booth, and operated and supervised by qualified persons. No motors, engines or power-driven machines are allowed to be used without adequate fire-protection measures taken by the Exhibitors.

Organizers are authorized to enter the stalls to check compliance with the above regulations. Organizers at their discretion, reserve the right to make further restrictions in some cases. Organizers are authorized to remove, cover or otherwise prevent advertising or live demonstration of machines, which violates the regulations cited above.

GUARDING THE STAND, EXHIBITS AND OTHER MATERIALS:
While the Organizer will provide general security, guarding individual stands or exhibits and other objects within it is not the responsibility of the Organizer. If required, Exhibitors may obtain guards at extra cost from authorized agent for Additional Requirement as noted on Page 4.

The Exhibitors are solely responsible for the safekeeping of their valuable belongings like Passport, Laptop, Mobile phone, Money etc. There is an increased risk of theft or loss during the set-up and dismantling periods. Exhibitors are cautioned to take adequate precautions at these times. The Organizer is not responsible in case of any theft or loss of the Exhibitor's goods or belongings.

COMPLETION OF STAND DISPLAY
Display in stands/pavilions must be completed latest by **5 p.m. on 7th January '27.**
Note that **8th January '27 shall be a BLACK OUT DAY** and no entry or work will be permitted on this day.

The Exhibitor / its Representatives and appointed Stall construction agency and its workers are all expected to co-operate fully with the on-site Exhibition Management Team including the Official Freight & Forwarding Agent in maintaining the Venue Regulations and flow of traffic during the set-up period. We recommend early possession of the stall and utilization of the complete set-up time provided to avoid any rush towards the end of the set-up period. All efforts will be taken by the Organizer to ensure smooth management of traffic and vehicles in the Exhibition Venue during set-up.

However, no claims may be made against the Organizer if there is overcrowding in the Exhibition grounds or delays occur in the construction of stalls or in the access of other suppliers to individual stalls due to the on-site traffic regulations or other directives of the Exhibition Management Team or the Official Freight & Forwarding Agent.

STALL DESIGN & CONSTRUCTION REGULATIONS

FOR SHELL SCHEME EXHIBITORS

Pre-fabricated stalls under Shell Scheme will be built by the official stand building contractors and all the stands will be built with standard Octonorm system with each white laminated panels of 2.5 m. height and 1 m. width.

Painting, wall-papering, nailing/ drilling on wall panel supplied under the Shell Scheme is strictly prohibited. A **penalty of Rs. 5000/-** will be levied per panel for violation of this rule

Digging in the floor/ground is prohibited. Drilling, grouting on the floor, welding or any support of the semi constructed structure is strictly prohibited. Anyone found guilty will be charged **a penalty of Rs. 50,000/-**

All items supplied under Shell Scheme package and the additional items supplied by our official contractors are only on hire basis and the Exhibitors are required to hand them over back to the contractors at the end of Exhibition in its original condition. Any damage or loss of these items will have to be compensated for by the Exhibitor to the contractors.

In case of any defect or problem with the pre-fabricated stall or furniture and fittings, the Exhibitor will need to inform the Organizer immediately and sufficiently before the deadline for the stall completion to enable remedial measures. Please note that complaints made at the last minute may be too late to solve the problem.

No rebate will be allowed to the Exhibitor if any item under the Shell Scheme is not availed.
Excess material of stand design will be allowed to be carried out after the stall design with a Self-declaration on company's letterhead along with Exit form.

HEIGHT:
No structure should exceed 8.125 ft. in height. For any display higher than 8.125 ft., special prior permission of the Organizer is required.
No part of the exhibit should project out of the stand area and nothing should be placed outside the stand.

EXHIBITOR NAME ON FASCIA (Refer relevant Form at the end of the manual or via Exhibitor Login on kdclglobal.com)
Exhibitor's Name and Stand Number will be provided on the Fascia only for Shell Scheme Exhibitors. The Exhibitor's Name in a maximum of 24 characters (including spaces), will be provided on the Fascia, only on one side of the stall and in uniform lettering of 10 cm height. This is so even in case of stands with 2 or 3 sides open. In such cases, the Exhibitor may indicate a short name to be displayed on additional fascia. Please submit this information in the relevant Form on engimach.com accessed by Exhibitor Login.

STALL DESIGN & CONSTRUCTION REGULATIONS

FOR EXHIBITORS RENTING INDOOR BARE SPACE

(Including many regulations which may be applied in the sense they are intended to Shell Scheme Exhibitors also.)

STALL DESIGN APPROVAL

The Exhibitor will have to submit their stall drawing and mock -up to scale, complete with details of all exhibits, electricity, telephone, other installations and elevation for approval of the Organizer **on or before 10 December '26**. If the Exhibitor fails to submit the same before this deadline, the Exhibitor will have to pay a penalty of Rs. 1000/- per week after the deadline.

Any structure with platform, ascents, ladders, footbridges etc. must be accompanied with a certificate of statics.

In case of a mezzanine floor, please refer to the structural guidelines mentioned separately in this manual. A copy of the certificate of a chartered structural engineer/consultant for structural stability of the mezzanine floor will need to be provided.

NON-APPROVED CONSTRUCTION

In case of non-approved construction either lacking formal approval or not confirming to the guidelines provided herein or otherwise, the Exhibitor is bound to alter or remove them altogether within a set time frame as and when instructed by the Organizer to do so. Upon failure of the Exhibitor to confirm to such instructions for correction of such construction, the Organizer is entitled to take corrective measures at the risk and the cost of the Exhibitor. Charges for such corrective measures will have to be borne and paid for by the Exhibitor before the closure of the Exhibition. Even where the Organizer does not notice and inform the Exhibitor or his stall constructor to remove non-approved or non-confirming construction, the Exhibitor will be solely responsible for any damages resulting from such construction. Further, The Exhibitor or his stall constructor will indemnify the Organizer from any third-party claims resulting from damages caused by such non-approved construction.

The Organizer reserves the right to prescribe changes if required to preserve the character and image of each trade fair. Walls which border visitor aisles should be brightened up with in-built display cases, niches, displays etc. The name and main office of an Exhibitor must be clearly visible on a stand. The sides of a stall which border other stalls should be kept neutral, white and clear.

RENTED AREA

It is imperative for each stall to be built within the boundaries of the rented area marked by the Organizer. It is the responsibility of each Exhibitor to obtain required information about the stand allocation and the location with respect to the dimensions of any installations like fire alarms, layout of service tunnels, ventilation systems, etc. and inform their stall constructor accordingly. Exhibitors are not permitted to exceed the rented area in any manner through extension of any stand structure, furniture, exhibit, material or product display, hanging, etc. In such cases, the Organizer is authorized to demand required alterations within a specified time.
Exhibits must be placed at least 1 meter away from the boundary of the open sides of the stand. No part of the exhibit should project out of the stand boundaries even when the exhibits are demonstrated.

HEIGHT OF STALLS

Maximum permissible height is 3.66 m. (**12 feet**) & the sharing wall with the neighboring stalls must not exceed 3.05 m. (**10 feet**).

SAFETY AND FIRE PROTECTION

Stalls including exhibits, furnishings, fittings and advertising should be set-up keeping stability, safety and national and local fire protection laws in mind.
In this regard, the Exhibitor is solely responsible for the safety of his stall, his property, his staff and visitors to his stall.

Material used in stall construction and decoration must be non-combustible with a burning diffusion rate. Styrofoam and similar materials that create toxic gas cannot be used. Decoration materials must be flame-proof. Stand roofing should be made with fireproof materials and the roofing should be a grid ceiling with suitable openings. The horizontal opening area should be at least 50%. Artificial flooring must have tight joints and no gaps, grooves or cracks. Only safety glass may be used for structures made of glass. Edges of glass panes must be worked or protected to exclude any possibility of injury. Construction components made entirely of glass must be marked at eye height for safety. Trees and plants used for decoration must not be dry and inflammable. Flowers and Potted plants may be requisitioned separately from approved suppliers.

Exhibits with moving parts must always be operated by a qualified operator and never be left unattended while in operation. Vehicles with combustible engines may be displayed only on almost empty and locked fuel tank with disconnected batteries. Fuel for such vehicles cannot be stored in stalls. Any explosive material or ammunition cannot be displayed in the Exhibition.

Pyrotechnic demonstrations, air balloons and fog machines require prior approval. Recyclable materials or waste products that are flammable esp. wood chips, sawdust and the like need to be stored in non-flammable containers and removed as often and as soon as required. Use of spray guns or nitrocellulose lacquer is prohibited.

Welding, cutting, soldering, thawing and abrasive cutting work require prior permission. Open fires and any action with danger of causing fire is prohibited and require prior permission from Organizer and government authority where required. Where required, a stall must be equipped with a working fire extinguisher at hand.

Standard Electrical Fire Safety norms:

1. Use of Flame Retardant Low Smoke (FRLS) cables is a must by booth designer/Exhibitor.
2. Size of Flame Retardant Low Smoke (FRLS) cable: 1 sq. mm. is a must.
3. FRLS cable must be used in 3 pin sockets which can connect to power socket in the booth provided by Organizer.
4. All power circuits must include a protective conductor linked to the grounding terminal of the stand's electrical cabinet.

Exhibitor has to take care of any emergency of FIRE which can occur due to Electric Short Circuit in their Booth & Exhibitor is responsible for this.

EXITS, ESCAPE ROUTES AND DOORS

There should be no room, corner or niche in the Exhibition stand that is difficult to access. Partitioned areas within the stalls must provide a clear view (through a window, glass wall etc.) of the escape route of the Hall. It is not allowed to create an encapsulated area which is accessible only through another partitioned area. If the escape route from within an Exhibition stall to a hall aisle is greater than 10 meters, another escape route of at 2.0 m width connecting any hall aisle must be provided. Emergency exits must be at least 0.9 m. wide, without any swing doors, revolving doors, coded doors or sliding doors and their identification must be clearly visible.

PLATFORMS, ASCENTS, LADDERS and FOOTBRIDGES

Any area to be used for walking that is more than 0.20 m higher than the area beneath it must have a railing of at least 1.10 m. with an upper, middle and lower chord. Any platform must have load bearing capacity of at least 500 kg / sq. m. and a certificate of statics must be provided. One-level platform for walking must not be higher than 0.20 m. Ladders, ascents and footbridges must be in compliance with safety standards.

PAINTING WORK

Large-scale painting is not permitted in the trade fairgrounds. However, small scale "touch-up" painting of the exhibits and stand constructions is allowed during the set-up period with all necessary safety precautions in place including but not limited to the following:

- Painting in an area properly ventilated
- Use of nontoxic paints
- Covering all the floor involved within the trade grounds with dry paper or plastic film
- No painting near the vertical structures (i.e. walls) of the trade fair grounds
- No washing of paint material within or surrounding the trade fair grounds

The Exhibitor is responsible for any damage resulting from painting and is liable for the cost of restoring the damaged and polluted parts.

SAND, SOIL AND SIMILAR MATERIALS

If sand, soil, garden-use turf, moss, and other similar materials are required for the stand construction and exhibit presentation, an anti-leak protective layer should be put on the floor. The Exhibitor should take all necessary precautions to prevent any part of the trade fairgrounds from being damaged by the above-mentioned material, and ensure no water leakage. The Exhibitors are solely responsible for any damage to the venue in this regard.

TECHNICAL FEATURES – SAFETY REGULATIONS AND SUPPLY

ELECTRICAL INSTALLATIONS

Only the Official Electric Agency may provide electrical connections to the stalls and only the official agency may carry out electrical installations like the main connection with electric power lines, main power fuse and the main switch/electric supply meter. The Exhibitor is not allowed to engage any other agency for obtaining electric connection to their stall or obtain electricity from neighboring stalls.

- In the Shell scheme, Electricity (up to 1 hp) for stall lighting is included. Additional electricity for stall lighting and / or operation of exhibits is charged extra.
- In the Bare Space scheme, Electricity (for setup and during exhibition) will be charged extra.
- **Requisition Form for Electricity is attached at the end of the manual**. Order is also accepted through online Requisition Form (Under 'Additional Services' menu item in the online Exhibitors Area accessed through Exhibitor Login on www.kdclglobal.com)
- The **last date is 10 December 2026** for submission of the Requisition Form.
- Electricity will be ordered and charged on a hp basis at rates mentioned in the form.

The Electric Power available is:
Single Phase: 230V, 50Hz (+-5%)
Three Phase: 430V, 50Hz (+-5%)

The Organizer will provide electricity at a suitable point in the stall. Electric installations are laid in the area channels insofar as possible, but possibly above ground if the location of the connection point requires this.

Within the stall, the internal distributions to the machinery / equipment will have to be arranged by the Exhibitor's electrical Contractor at their own cost. Electrical connections within the stalls must however observe the regulations applicable at the event and be according to the current state of technology. Voltage fluctuation is not uncommon. It is advisable to install stabilizers to protect sensitive equipment/instruments. The Exhibitors' installation personnel must be professionally capable and qualified with a valid electrician operation certificate.

Exhibitors must ensure that the electric installation is designed in such a way that everything that consumes electricity at their stand can be operated simultaneously. The Organizer at its discretion and at the expense of the Exhibitor, is authorized to make required changes, if need be, to comply with this regulation.

The use of generators at the stalls is forbidden without prior permission from the Organizers.

The Organizer at its discretion may run electric power lines and connections, which serve neighboring stands, through the stand of an Exhibitor.

If the Exhibitor wants to lay cables that cross traffic paths or other stands, prior consent of the Organizer is required. Further, the cables must be laid road-worthy and the Exhibitor will have to bear the costs for this.

The power supply will be switched off in accordance with the terms or rules for the closing of the trade fair on the last trade fair day for safety reasons.

Connections, machines and equipment, which do not comply with the regulations or which have higher consumption than registered, are not permitted. They can be removed from the stand by the Organizer at the expense and own risk of the Exhibitor and be stored for safekeeping.

The complete electric installation must be carried out according to the latest applicable safety regulations. Conductive construction components are to be included in the measures for protection against indirect contact (stand earthing). 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).Flat conductors of all types are not permitted. Uninsulated electric cables and terminals are not permitted in low-voltage systems. Secondary cables must be protected against short-circuits and overloading.

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.

All heat-generating and heat build-up electric equipment (hotplates, spotlights, transformers, etc.) must be installed on non-combustible, heat-resistant, asbestos-free supports and monitored adequately during operation.

Sufficient distance must be maintained to flammable materials in line with the heat generation. The heat-generating and heat build-up electric equipment are not allowed to be focused on. Lighting fixtures may not be attached to flammable decorations, among other things. No halogen lights or any other focus lights can be put in the stands. Only spot lights are to be used. High-temperature lighting and neon lights cannot be installed without permission and examination from the relevant authority. The installation height of neon lights should not be less than 2.5 m.

Outdoor lighting fixtures should be moisture-proof.

The escape ways must be well-lit and the stall lighting must ensure reliable finding of the escape ways. Where some feature of the stall construction makes the existing safety lighting ineffective, additional safety lighting must be provided.
The service provider or the Organizer is not responsible for any damages caused by the electricity supply.

COMPRESSED AIR INSTALLATIONS

Exhibitors are provided compressed air connection at extra cost by filling up the relevant Requisition Form (attached at the end of the manual as well as accessed through Exhibitor Login on www.kdclglobal.com) specifying the volume and pressure required. Exhibitors are forbidden to use their own compressors or obtain compressed air for their stand from any unauthorized person or neighboring

stands in particular. Supply in the halls is generally via a connection to a compressor station however, the Organizer reserves the right to install a compressor for compressed air supply at a stand if required for any reason including when the general low demand of compressed air from Exhibitors does not require a compressor station.

Compressed Air connection will be provided till one end of the stall and does not include extension pipe, reducer & other fixtures. Exhibitors will have to arrange connection to the machines from the sources provided at their own cost.

The service provider or the Organizer is not responsible for any damages caused by the compressed air supply.

In the case of stands which require an extended supply of compressed air, Exhibitors shall apply for permission in advance through the Organizers. Individual regulations have to be made.

Exhibitors must ensure that the compressed air installation is designed in such a way that everything that consumes compressed air at a stand can be operated simultaneously. The Organizer at its discretion and at the expense of the Exhibitor, is authorized to make required changes, if need be, to comply with this regulation.

Lines are laid in the area channels insofar as possible, but possibly aboveground if the location of the connection point requires this.

The Organizer at its discretion may run compressed air lines and connections, which serve neighboring stands, through the stand of an Exhibitor.

If the Exhibitor wants to lay pipes that cross traffic paths or other stands, prior consent of the Organizer is required. The pipes must be laid road-worthy and the Exhibitor pays the costs for this.

The compressed air supply will be switched off in accordance with the terms or rules for the closing of the trade fair for safety reasons.

Within stands, compressed air installations may only be carried out by the Exhibitor's own skilled workers or by authorized specialist companies under observance of the regulations applicable at the event site and according to the current state of technology. All vessels and equipment for compressed air brought into the trade fairgrounds must be in accordance with all relevant safety standards and regulations. The safe pressure of the materials and tubes for compressed air should not be less than 15 kg/cm2 and the pipe joint must be fixed by hoop instead of iron wires or any other materials.

Connections, machines and equipment, which are not permitted, which do not comply with the regulations or which have higher consumption than registered, are not permitted. They can be removed from the stand by the Organizer at the expense and own risk of the Exhibitor and be stored for safekeeping.

WATER INSTALLATIONS

There is no facility for non-potable water or sewage connections in the Exhibition halls.

INFORMATION AND COMMUNICATION SERVICES

All wire connections for information and communication services to a stand are provided solely by the Organizers, only by a separate application and at extra cost.

SOUND/NOISE RULES AND REGULATIONS

In the larger interest of the Exhibition, its visitors and other Exhibitors, all the Exhibitors are required to keep the Audio / Music system sound level maximum to 70 decibels. The speakers/sound system must be facing inside your booth and not facing the aisle or other Exhibitor's spaces.

Exhibitor is expected to take due consideration of the complaints, if any, of neighbouring Exhibitors and visitors regarding sound/noise. Exhibitor is also bound to take immediate remedial action upon being requested to do so by the onsite team of the Organizers. The Organizer reserves the right to enforce compliance including possible disconnection of such sound system.

EXHAUST SYSTEMS

Combustible, unhealthy fumes and gases or those that annoy event participants must not be introduced into the halls. They must be drawn off to the outside using appropriate exhaust piping. It is the Exhibitor's duty at the time of submission of the Application-cum-Contract form for participation, to inform the Organizer about the display or demonstration of exhibits/machines which may generate such fumes/gases and obtain a written permission for it.

HAZARDOUS MATERIALS AND FACILITIES

The use of hazardous goods and facilities for example, compressed gases, liquid gas, combustible liquids, radioactive materials, X-ray systems and stray radiation devices, laser systems, etc. require the prior written consent of the Organizer. It is the Exhibitor's duty at the time of submission of the Application-cum-Contract form for participation, to inform the Organizer about the use of such goods and facilities and obtain a written permission for it.

HIGH-FREQUENCY EQUIPMENT, RADIO INSTALLATIONS, ELECTROMAGNETIC FIELDS

Operation of high-frequency equipment, radio installations and electromagnetic fields require prior approval. It is the Exhibitor's duty at the time of submission of the Application-cum-Contract form for participation, to inform the Organizer about the operation of such equipment and obtain a written permission for it.

Furthermore, operation of high-frequency and radio installations is only permitted if they have a demonstrably sufficiently large frequency distance to the already used frequencies/applications on the trade fairgrounds. Proof of this must be provided to the Organizers. Information about the frequencies/ applications used on the trade fairgrounds can be obtained from the Organizers.

ANNOYANCES FROM EXHIBITION MATERIALS

Exhibition materials, which cause substantial disturbance of event operations due to their appearance, odour, noises, vibrations or similar properties, especially those that result in substantial danger to or interference with event participants or objects of third parties, must be removed immediately upon

request by the Organizers. This obligation of an Exhibitor also exists if he pointed out such properties in the registration and received permission for them in spite of this. If an Exhibitor does not comply without undue delay with his obligation to remove the Exhibition material, the Organizer is authorized to remove the Exhibition goods at the expense and own risk of the Exhibitor or to close his trade fair stand without the Exhibitor having any right to assert claims from this against the Organizer. The Organizer shall set the dismantling time for the closed stand.

REGULATIONS DURING THE EXHIBITION

ENTRY AND EXIT OF EXHIBITOR'S STAFF

During the Exhibition, the timings for Exhibitor / its staff are 9 a.m. to 7 pm.
Entry in Exhibition Venue will only be allowed for Exhibitor personnel wearing an Exhibitor badge and only from 9 a.m. onwards. All Exhibitor staff must leave the Exhibition Hall by 7:00 p.m.
Entry and Exit timings are observed strictly unless written permission has been obtained from Exhibition Hall manager to enter early or leave late.

ENTRY & EXIT OF GOODS

Entry or exit of goods during the daily Exhibition hours is strictly prohibited. In special cases, it may be allowed before or after the Exhibition hours at the discretion of the Organizer, on written request from the Exhibitor.

MANNING THE STALL

Exhibitors are advised to ensure that their stands are adequately manned during the visiting hours. In particular, if any of their exhibits are demonstrated with live operation, then it is done so unfailingly in the presence and supervision of a qualified operator taking safety into consideration. The Exhibitor is solely responsible for such safety and expressly undertakes to indemnify the Organizer against any and all mishaps and accidents resulting from such live demonstration of exhibits which result in harm to the property, life and body of both the Exhibitor's staff as well as to that of any other including the visitors. Also, the Exhibitor is solely responsible for the safety and preservation of all its belongings including the exhibits. The Exhibitor expressly indemnifies the Organizer against any loss, theft or pilferage of goods of the Exhibitor, especially during the rush hours.

AUDIO-VISUAL EQUIPMENT

Sound volume of AV equipment should be regulated so as not to be a nuisance to neighboring Exhibitors.

PROHIBITED & UNSUITABLE EXHIBITS

The Organizer/Exhibition Venue owner may prohibit Exhibition, distribution or sale of any article including printed literature which it considers unsuitable or objectionable and is entitled to confiscate the same. The Organizer can debar the Exhibitor from selling/distributing or demonstrating to the public if the Exhibitor's conduct or that of his agent/representatives is likely to cause offence to the visitors or others in the Exhibition or is otherwise considered objectionable in any manner.

The Exhibitor shall not exhibit at the Exhibition any counterfeit goods or any goods which infringe any third party's intellectual property rights ("Infringing Goods") or any goods which are prohibited or restricted by local laws or regulations ("Prohibited Goods") or any goods which in their manufacture or production fail to comply with the Convention on International Trade in Endangered Species of Wildlife Flora and Fauna ("CITES") or any other international standards, regulations and legislation in respect of ethical slaughtering and conservation of endangered species, including without limitation standards issued by the World Conservation Union ("ICUN") ("Unethical Goods"). The Organizers shall have the right, to physically remove any goods which it, or any Indian court or relevant authority deems to be Infringing Goods, Prohibited Goods or Unethical Goods, to cancel the Exhibitor's right of participation and/or to close down the Exhibitor's exhibition stand and in any such event, the Exhibitor shall have no financial or other claim against the Organizers.

The Exhibitor agrees to indemnify and hold harmless the Organizers on demand against all claims, liabilities, losses, suits, proceedings, damages, judgments, expenses, costs (including legal fees) and charges of any kind howsoever incurred by or on behalf of or made against the Organizers arising out of the Exhibition of any Infringing Goods or Prohibited Goods or Unethical Goods by the Exhibitor, or acts by third parties as a consequent thereof.

WASTE MANAGEMENT

Exhibitors are responsible for appropriate and environmentally compatible disposal of waste, which occurs during setup, service period and dismantling of their stands. Exhibitors must comply with all official and legal regulations.

Exhibitors and their suppliers are obligated to attempt to avoid waste when possible, during each phase of an event. This objective must be already set in the planning and coordination of all those involved. In general, recyclable materials that harm the environment as little as possible should be used for stand construction and operation.

Exhibitors are obligated to report special waste and other waste, which is especially hazardous to health or the environment, explosive or combustible in its type, properties or quantity, to the Organizer and to have such disposed of properly by the supplier of the Organizer responsible for this. It is especially question of the following waste materials:
Oil, detergents, spray cans with contents, impregnating agents, chemicals, salts, mercury (e.g., contained in switches and thermometers), emulsions, acids, alkaline solutions, varnish, glue, wax, solvents (e.g., gasoline, ethyl alcohol, tri-acetone, paint thinner and glycerin), batteries, accumulators, electric switches, fluorescent tubes, PVC residues (e.g., floor and wall plates),television and radio equipment, motors/engines and refrigerators The Exhibitor pays the costs for disposing of these wastes. These charges are not included in the participation price. The same applies to disposing of construction waste, bulky refuse and carpets

Materials and waste, which are not created in connection with the event duration, setup or dismantling, may not be brought onto the trade fairgrounds.

The Organizer has appointed a cleaning contractor to clean the passages and other areas in the Exhibition halls, to collect the waste from the waste baskets supplied to the Exhibitor and to ensure cleanliness of the toilets. However, cleaning of individual stands is the responsibility of each Exhibitor.

Smoking, spitting and committing other nuisance of any kind is forbidden. Making any portion of the Exhibition space or furniture, walls etc. dirty in any way is strictly prohibited.

WATER, SEWAGE, SOIL CONSERVATION

Nothing may be introduced into the water network, which exceeds the general hazardous material quantities for households.

If sewage containing oil or fat is to be introduced into the water network, which exceeds these quantities, grease/fat traps must be used.
If mobile restaurant services are in use, fats and oils must collected separately and disposed of separately.

Whoever produces processes or exhibits oily or fatty goods at his stand or whoever uses a dishwasher at his stand, which washes for more than two minutes, must dispose of the sewage created via a grease trap.

The Exhibitors are responsible for cleaning stands, and this must be completed daily before the trade fair or event start. If an Exhibitor does not have cleaning done by its own staff, only those companies approved by the Organizers may be contracted for this.

Cleaning companies not approved by the Organizers may be expelled from the Exhibition areas.

Cleaning must only be done using biologically degradable products on principle. Liquids, substances or other materials, which are absolutely necessary for cleaning a stand or for cleaning, operating or maintaining exhibits, must be used professionally and appropriately, so that the environment is not polluted. Residues including any auxiliary materials used (e.g., soaked cleaning wool) must be disposed of properly as special waste. Detergents, which contain solvents hazardous to health, may only be used in exceptional cases in line with the regulations.

Damage to the environment/soiling (e.g., due to gas, oil, solvents or paint) must be reported to the Organizers immediately.

The sewage should be disposed at designated place. Indoor and outdoor ditches, washing basins and water closets in the toilets in the trade fairgrounds shall not be used for disposal of sewage, food or waste. Otherwise, the Exhibitor should take all responsibilities and corresponding consequences.

The Exhibitor should properly use the ditches for utility services in the halls while setting up and dismantling the booth and ensure that the sewage will be discharged into the designated areas fitted with proper plumbing instead of into the ditches.

CATERING BY AUTHORIZED CATERERS

Catering services have to be obtained from the authorized caterer appointed by the Organizer. No catering by any outsider is permitted in the premises of the Exhibition space.

FAILURE OF SERVICES

The Exhibition Venue management and the Exhibition organizers have provided adequate electric supply and water facility. While every effort shall be made to maintain the services in order, the Organizer or Venue management shall not be responsible for any failure or breakdown or curtailment of these services or any damage/loss caused to the Exhibitor because of such unexpected failure.

DISMANTLING AND REMOVAL OF GOODS FROM EXHIBITION

COMMENCEMENT OF REMOVAL OF GOODS

Exhibitors will be allowed to remove goods from Exhibition Hall **after 6 p.m. on last day i.e. 13 January '27** and must vacate the stand and return it to its original condition latest by **11 a.m. on the day after the last day of the exhibition i.e. 14 January '27**. Attention must be paid to all existing supply pipes, foundations, distribution boxes, etc. during all dismantling work.

EXIT PASSES FOR REMOVAL OF GOODS

Removal of Exhibition material and exhibits from the venue is permitted only through **Exit Passes bearing the signed and stamped approval of the event management**.

Blank Exit Pass forms may be obtained from the onsite office of the event management.

One set of three copies for each vehicle (listing all items to be removed), is to be **submitted on the morning of the last day of the exhibition i.e. 13 January '27 at the Organizer's office for signed and stamped approval.** Approved and Stamped Exit passes are **to be collected from the Organizer's office at the Exhibition site before 3 pm. on the same day.**

Approved and stamped Exit Passes will be issued only to Exhibitors who have settled all their dues to the Organizer and/or various official contractors before the closing of the Exhibition. All items received from our official contractors must be returned to them in original condition. Any damage to these items will have to be made good by the Exhibitor.

If an Exhibitor fails to remove their goods and vacate the stand within the stipulated period, the Organizer reserves the right to remove the said goods at the risk and expense of the Exhibitor. All cost in this connection will be debited to the concerned Exhibitor.

RIGHT OF LIEN

The Organizer reserves the right to refuse Exit Gate Pass to any Exhibitor who has not settled all his dues, and to retain his exhibits or other goods as collateral security, till debts are discharged. The Exhibitor expressly indemnifies the Organizer against claims for damage to their goods held as collateral security.

DISMANTLING OF STALLS IN OUTDOOR EXHIBITION AREA

All Exhibition areas must be entrusted back to the Organizers in their original condition by the set dismantling deadline. Attention must be paid to all existing supply pipes, foundations, distribution boxes, etc. during all dismantling work. If the required reconditioning work has not been completed by the set dismantling deadline, the Organizers are authorized to do this or contract a third-party to-do this and the expense will be charged to the Exhibitor.

LEGAL MATTERS

(Also read the Terms & Conditions mentioned in the Application-cum-Contract form)

Insurance & Liability
Exhibitors are advised to obtain insurance cover against all risks. It is expressly understood that the Organizer stands indemnified by the Exhibitor in respect of any loss or damage to their goods due to theft, fire, etc. or injury to any person/property as well as third party claims.

Permission/ Concessions
All agreements, permissions and concessions granted to any Exhibitor shall be valid only if given in writing by an authorized officer of the Organizer.

Change of Venue, Dates, and Timing
The Organizer reserves the right to change the venue, dates, duration or timings of an Exhibition, if the circumstances so demand. The Exhibitor is bound to accept the decision of the Organizer, so long as the Exhibitor is informed about the changes either by individual communication or by a press advertisement. No refund shall be allowed if an Exhibitor withdraws from participation on account of such changes.

Changes in Floor Plan, Location & Dimensions of Stand
The Organizer also reserves the right to make changes in the floor plan/layout of stalls, location and dimensions of any stand allotted to an Exhibitor or entry/exit points etc. at any time before the erection of stands, if such changes are necessary in the opinion of the Organizer.

Force Majeure: If due to force majeure or any cause or causes not within the control of the Organizer, including but not limited to Act of God, any governmental act or advisory, risk to public health, accident to or breakdown of plant or machinery, shortage of any material, labour, transport, electricity or other supply, regulatory intervention, non-availability of Exhibition grounds, failure of the power supply, strikes, national emergency, election, labour disputes, riots, fire, natural calamity, etc. the Organizer is compelled to curtail the Exhibition in any manner or to change the opening dates, duration or venue of the Exhibition, the Exhibitor shall not thereby acquire the right to terminate the Contract or make any claims against the Organizer, particularly claims for damages. If the Organizer cancels the event due to force majeure or other circumstances beyond its control, or because it has become unreasonable for the Organizer to hold the event, the Organizer shall not be liable for any expenses, losses, damages or disadvantages incurred by the Exhibitor due to such cancellation of the event. In such cases, the Organizer shall be under no liability with regards to any action or claims of the Exhibitor or to repay the Exhibition Participation Charges already collected from the Exhibitor. It is expressly made clear that under these circumstances, the Exhibition Participation Charges which are already given by the Exhibitor prior to the date of the Exhibition shall not be repaid by the Organizer.

Breach of Peace
The Organizer reserves the right to close any Exhibitor's stand temporarily or permanently if the Exhibitor commits breach of peace in any way or causes disturbance in the normal functioning of the Exhibition. In such an event, the Organizer stands indemnified by the concerned Exhibitor against any claim of any kind whatsoever.

Binding Terms of Contract

The submission of the Application cum Contract Form duly signed by an Exhibitor, shall be deemed as confirmation of participation in the Exhibition, and acceptance of all Terms & Conditions printed at the back of the Application cum Contract Form and in this Exhibitor Manual as well as any amendments or additions made to them in any Supplementary Regulations or Notices or instructions issued from time to time for the smooth management of the Exhibition and notified to Exhibitors through circular letters or emails. These are binding on all parties concerned.

Claims Deadline

All claims arising out of settlement of accounts and participation in this Exhibition must be submitted in writing to the Organizer within sixty days from the close of the Exhibition, after which the claims shall not be tenable.

Settlement of Legal Disputes

The competent court and place for settlement of all disputes in connection with these Rules & Regulations for Exhibitors is Ahmedabad court jurisdiction, India.

Vibrant GUJARAT GLOBAL TRADE SHOW 09-13 Jan 2027
Gateway to the Future | 11th Global Summit
Helipad Exhibition Centre, Gandhinagar, Gujarat, India.

NODAL ORGANIZATION

सत्यमेव जयते
Government of Gujarat

iNDEXTb
INDUSTRIAL EXTENSION BUREAU
(A GOVT. OF GUJARAT ORGANISATION)

EXHIBITION PARTNER
K AND D
COMMUNICATION LIMITED

FORM - 1

Proforma for Authorization Letter for Construction & Possession of Stall

The Exhibitor must complete and submit at the time of possession

We have completed full payment of our participation costs. The last installment has been paid vide your

Receipt No._____dated_____. Please hand over possession of our stand to the

following person authorized by us:

Name:_____Designation: _____

Company: _____

The following are the authorized contractor for stand design/ decoration:

Name of the Contractor: _____

Tel.: _____

Contact Person:_____Designation: _____

We hereby confirm that we shall be responsible for the conduct of all persons engaged by us or our contractors for erection/decoration of our stand in conformity with the Organizer's Rules & Regulations and we agree to compensate the Organizer or their official Shell Scheme contractors for any damage or loss of goods supplied to us and for damage to the walls and other installations to the hall door.

Send this form to:

To,
K AND D Communication Limited
206, 2nd Floor, Harmony Icon, Near Baghban Party Plot,
Thaltej-Hebatpur Road, Thaltej, Ahmedabad – 380059, Gujarat, INDIA
Phone: +91-9909041613, 9909041618 |
Email : , admin@kdclglobal.com | URL.: www.kdclglobal.com

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NODAL ORGANIZATION

सत्यमेव जयते
Government of Gujarat

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INDUSTRIAL EXTENSION BUREAU
(A GOVT. OF GUJARAT ORGANISATION)

EXHIBITION PARTNER
K AND D
COMMUNICATION LIMITED

FORM - 2

Details of Products and Services

The Exhibitor must complete and return this by 10 Dec '26

Kindly provide us with the following information **(compulsory) for our records:**

COMPANY NAME:

HALL NO. :	STALL NO.:	SIZE:

PRODUCTS ON DISPLAY

Give a description of products that you will display in the Exhibition

PRODUCT NAME	HEIGHT	WIDTH	LENGTH	DEPTH	WEIGHT	APPLICATION INDUSTRIES

Email:

Website:

Note: Please attach a separate sheet if required

To,
K AND D Communication Limited
206, 2nd Floor, Harmony Icon, Near Baghban Party Plot,
Thaltej-Hebatpur Road, Thaltej, Ahmedabad – 380059, Gujarat, INDIA
Phone: +91-9909041613, 9909041618 |
Email: admin@kdclglobal.com | URL: www.kdclglobal.com

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INDUSTRIAL EXTENSION BUREAU
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EXHIBITION PARTNER
K AND D
COMMUNICATION LIMITED

FORM - 3
NAME ON STAND FASCIA
The Exhibitor must complete and return this by 10 Dec '26
(Applicable for Shell Scheme Exhibitors only)

A Fascia panel will be running the length of open sides of the stand and will have the Stand Number and Exhibitor's name in uniform lettering. Please give here exactly how the name of your company is to appear on the fascia.

If the form is not received on the due date, the name as supplied in the Application cum Contract form for participation will be put on thefascia

(Please fill in Capital letters, use one box for each letter and a blank box for space).

Note: Kindly submit this form with the correct name as it will not be changed once pasted.

To,
K AND D Communication Limited
206, 2nd Floor, Harmony Icon, Near Baghban Party Plot,
Thaltej-Hebatpur Road, Thaltej, Ahmedabad – 380059, Gujarat, INDIA
Phone: +91-9909041613, 9909041618 |
Email : , admin@kdclglobal.com | URL.: www.kdclglobal.com

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NODAL ORGANIZATION
सत्यमेव जयते
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INDUSTRIAL EXTENSION BUREAU
(A GOVT. OF GUJARAT ORGANISATION)

EXHIBITION PARTNER
K AND D
COMMUNICATION LIMITED

FORM - 4

Details for Exhibitor Badges

The Exhibitor must complete and return this by 10 Dec '26 .

Exhibitor Name:_____Hall_____Stall _____

Please use this form to order the number of badges required for personnel manning the Exhibition stand. These may be collected from the Organizer' office on arrival at the Exhibition venue. All personnel of the Exhibitors will be required to wear the official Exhibitor badges inside the venue at all times during the Exhibition/stand construction & dismantling periods.

1.		Designation		
2.		Designation		
3.		Designation		
4		Designation		
5		Designation		

NOTE: Please write the names in capital letters with designations. In case of insufficient space, kindly type this information in a separate sheet and attach to the form.

Exhibitor's passes are for their staff manning the Exhibition booths. Only Exhibitors (companies who have signed the Exhibition participation contract) are eligible to apply for these badges. Exhibitor's personnel moving in and out of the Exhibition site will be identified by such passes only and for security reasons, no person will be allowed into the Exhibition halls without the appropriate passes.

To,
K AND D Communication Limited
206, 2nd Floor, Harmony Icon, Near Baghban Party Plot,
Thaltej-Hebatpur Road, Thaltej, Ahmedabad – 380059, Gujarat, INDIA
Phone: +91-9909041613, 9909041618 |
Email: admin@kdclglobal.com | URL: www.kdclglobal.com

FORM 5
ELECTRICITY POWER CONNECTION
The Exhibitor must complete and return this by 10 Dec '26

Exhibitor Name: _____ **Hall No.:** _____ **Stall No.:** ____

(1 kW@ Rs. 4500)

Power required (kW)	Amount (INR)
GST @ 18%	
Total	

Single Phase: 230 Volts+_5%
3 Phase neutral: 400 Volts+_5%
Frequency: 50 CPS+_3%

COMPRESSED AIR
The Exhibitor must complete and return this by 10 Dec '26

Please provide us with compressed air connection at our booth with following specifications:

> Rs. 18000/- per Connection, of 3 CFM with 100 psi
> Rs. 22000/- per Connection, of 6 CFM with 100 psi
> Rs. 25000/- per Connection, of 10 CFM with 100 psi

+GST @ 18 %

No. of Connection:

Volume:

Pressure:

ELECTRONIC TRANSFER OF FUNDS

INR Account:
Bank: HDFC Bank Ltd.
HDFC Bank, Nr. Mithakhali Six Roads, Navrangpura, Ahmedabad-380 009, Gujarat, India.
Account Name: K AND D COMMUNICATION LIMITED
Account No.: 000 6232 000 9887
RTGS/NEFT IFSC No.: HDFC0000006
Micr Code : 380240002

USD REMITTANCE DETAILS

Beneficiary Name	: K AND D COMMUNICATION LIMITED
Beneficiary Account Number	: 000 6232 000 9887
Beneficiary Bank name & SWIFT CODE	: HDFC Bank , SWIFT code :- HDFCINBB
Corresponding Foreign Bank	: New York NY, USA
Corresponding Foreign bank SWIFT CODE	: BOFAUS3NXXX
Fed Wire Code (ABA No.)	: 26009593

Pan No. : AABCK6913A

GST No. : 24AABCK6913A1Z3

Contact for Account: +91-9909041613 , 9909041618
E-mail : account@imtos.com

Vibrant GUJARAT GLOBAL TRADE SHOW 09-13 Jan 2027
Gateway to the Future | 11th Global Summit
Helipad Exhibition Centre, Gandhinagar, Gujarat, India.

NODAL ORGANIZATION
सत्यमेव जयते
Government of Gujarat
iNDEXTb
INDUSTRIAL EXTENSION BUREAU
(A GOVT. OF GUJARAT ORGANISATION)

EXHIBITION PARTNER
K AND D
COMMUNICATION LIMITED

COMPANY NAME._____City_____

HALL NO._____ STALL NO._____ PERSON NAME._____ Mobile No._____

GST NO._____

FORM 6 - ADDITIONAL FURNITURE (RENTAL)

ITEM CODE	DESCRIPTION	SIZE/SPECIFICATION	UNIT COST INR	UNIT COST USD	Qty.	Amount
1	Executive Chair	Black	2000	27		
2	VIP Sofa (1 Seater)	White	2000	27		
3	VIP Sofa (2 Seater)	White	4000	54		
4	Visitor Chair	Black	1000	14		
5	Round Table Cross leg (Glass Top)	90CM (dia) x 75CM (H)	2000	27		
6	Bar Stool (Adjustable Chrome leg with Cup)	50CM (H)	1500	20		
7	Glass Showcase (Big)	1M x 50CM x 2M (H)	5000	67		
8	Glass Showcase (Small)	50CM x 50CM x 2M (H)	4000	54		
9	Glass Counter	1M x 50CM x 1M (H)	4000	54		
10	Centre Table (White Glass Top)	1.20M (L) x 45CM (W)	2000	27		
11	System Counter (Table)	1.05M x 60CM x 75CM	2000	27		
12	System Podium	50CM x 50CM x 1M (H)	3500	47		
13	System Podium	50CM x 50CM x 70CM (H)	3500	47		
14	System Podium	50CM x 50CM x 50CM (H)	3000	40		
15	Brochure Rack		1000	14		
16	Side Rack (Lockable Table)		4000	54		
17	System Panel	1M x 2.5M (H) - White	1000	14		
18	Glass Shelf (each)	30CM x 1M	750	10		
19	Spot Lights	75W	1000	14		
20	LOCKABLE SYSTEM DOOR		4000	54		
21	LED Light	120W	2000	27		
22	5A/13A Power Socket		750	10		
23	Waste Basket		250	04		
24	Hostess (Rates per day per Hostess)	per day	2500	34		
25	Manpower / Labour	per day per shift (8 hrs)	2000	27		
26	Security Date : / Shift :	er day per shift (12 hrs)	2500	34		
27	Fire Extinguishers Dry	per day	550	08		
	Fire Extinguishers Water	per day	750	10		
28	LCD/LED	42 inch (per day)	3000	40		
29	Tea/Coffee Machine	without consumable (per day)	3000	40		
30	Potted Plants	Per day - per no.	250	04		
31	Carpet	Per sq. m.	250	04		
32	Wooden Platform (4 inch height)	Per sq. ft.	500	07		
33	Wooden Platform (12 inch Height)	Per sq. ft.	000	14		
34	2 Tire Counter		1000	54		
				Total		
				CGST 9%		
				SGST 9%		
				IGST 18%		
				Net Payable		

ELECTRONIC TRANSFER OF FUNDS

INR Account:
Bank: HDFC Bank Ltd.
HDFC Bank, Nr. Mithakhali Six Roads, Navrangpura,
Ahmedabad-380 009, Gujarat, India.
Account Name: K AND D COMMUNICATION LIMITED
Account No.: 000 6232 000 9887
RTGS/NEFT IFSC No.: HDFC0000006
Micr Code : 380240002
Pan No. : AABCK6913A GST No. : 24AABCK6913A1Z3

USD REMITTANCE DETAILS
Beneficiary Name : K AND D COMMUNICATION LIMITED
Beneficiary Account Number : 000 6232 000 9887
Beneficiary Bank name & SWIFT CODE : HDFC Bank , SWIFT code :- HDFCINBB
Corresponding Foreign Bank : New York NY, USA
Corresponding Foreign bank SWIFT CODE : BOFAUS3NXXX
Fed Wire Code (ABA No.) : 26009593

Contact for Account: +91-9909041613 , 9909041618
E-mail : account@imtos.com

Sign/Stamp: -

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NODAL ORGANIZATION
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iNDEXTb
INDUSTRIAL EXTENSION BUREAU
(A GOVT. OF GUJARAT ORGANISATION)

EXHIBITION PARTNER
K AND D
COMMUNICATION LIMITED

EXHIBITOR NAME _____

HALL NO._____STALL NO._____

FORM 7 — Temporary Host/Hostess Order Form

The Exhibitor must complete and return this 10 Dec '26

Temporary manpower service is available for Exhibitors. For your requirements, please complete and return this form to below mentioned address.

Date						Total Hostess required	Rate per day per hostess	Amount
No. of Hostess / Host						X	Rs. 3000/-	
							GST 18%	
							Net Payable	

IMPORTANT:
The Hostess/Public Relations personnel must not be entrusted with handling of cash or valuables. The Exhibitors will be responsible for Hostess/Public Relations personnel whilst in their stands and the show Organizer will not be responsible for any loss or damage caused by such personnel.

SECURITY GUARDS

The Exhibitor must complete and return this by 10 Dec '26

Security Guards are available for Exhibitors. For your requirements, please complete and return this form to below mentioned address.

Time (shift)	Date:-	04	05	06	07	08	09	10	11	12	13	No. of Shift	Total No. of Shift	Amount per day per shift (12hrs)	Amount
8:00 A.M. TO 8:00 P.M.	Day Shift														
8:00 P.M. TO 8:00 A.M.	Night Shift													X Rs. 2500/-	
														GST 18%	
														Net Payable	

Send this form to:

To,

K AND D Communication Limited
206, 2nd Floor, Harmony Icon, Near Baghban Party Plot,
Thaltej-Hebatpur Road, Thaltej, Ahmedabad – 380059, Gujarat, INDIA
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EXHIBITION PARTNER
K AND D
COMMUNICATION LIMITED

FORM 08 POTTED PLANTS

The Exhibitor must complete and return this by 10 Dec '26

EXHIBITOR NAME _____

HALL NO._____STALL NO._____

Please provide us the following service for our stall:

POTTED PLANTS (Selection of variety at site)

Nos. Palm_____X 5 days =_____X @ Rs. 250/- each (per day) = _____

Nos. assorted (Large)_____X 5 days =_____X @ Rs. 150/- each (per day) = _____

Nos. assorted (Small)_____X 5 days =_____X @ Rs. 125/- each (per day) = _____

Total | |

GST 18% | |

Net Payable | |

To,

K AND D Communication Limited
206, 2nd Floor, Harmony Icon, Near Baghban Party Plot,
Thaltej-Hebatpur Road, Thaltej, Ahmedabad – 380059, Gujarat, INDIA
Phone: +91-9909041613, 9909041618 |
Email : , admin@kdclglobal.com | URL.: www.kdclglobal.com

FORM 9 - EXIT PASS

Company:

Hall No :-

Stall No :-

Please allow the following goods to be taken out of exhibition after the necessary clearance and approval:

S.No.	Items	Quantity

K AND D
COMMUNICATION LIMITED

For, K AND D Communication Ltd..

Exhibitor sign / stamp

(Authorized Signatory)

WE WISH YOU
A SUCCESSFUL PARTICIPATION IN

Vibrant GUJARAT 09-13 Jan 2027

Viksit Gujarat - Shaping Global Future | 11th Global Summit

K AND D COMMUNICATION LIMITED

YOUR **PARTNER** IN **GROWTH** SINCE 1995

K and D Communication Limited (KDCL) is India's largest trade fair and investment summit organizer, with over three decades of experience and more than 100+ international B2B exhibitions to its credit. Its portfolio of acclaimed B2B trade show brands includes ENGIMACH, India Machine Tools Show, Rajkot Machine Tools Show, Pune Machine Tools Show and ITMACH INDIA.

Renowned for turnkey event management, KDCL has partnered with the Government of India, several state governments, leading trade associations, and global organizers. It was the first Indian organizer to develop an exhibition venue in PPP model with the government of Gujarat – the Helipad Exhibition Centre, Gandhinagar, one of India's premier exhibition hubs.

Dedicated to leveraging trade show platforms for economic growth, KDCL continues to serve as a trusted catalyst for industrial development, connecting businesses, markets and opportunities worldwide.

K AND D COMMUNICATION LTD.
206, 2nd Floor, Harmony Icon, Near Baghban Party Plot, Thaltej Hebatpur Road,
Thaltej, Ahmedabad - 380059, Gujarat, INDIA
+91 99090 41613 / 18 | info@kdclglobal.com | **www.kdclglobal.com**