

GUIDELINES FOR CONSTRUCTION & SETTING UP OF STANDS

IMPORTANT POINTS TO REMEMBER:

- | Possession Outdoor Raw Space : 27th January, 2019 from 2:00 pm onwards
- | Possession Indoor Raw Space : 28th January, 2019 from 2:00 pm onwards.
- | Possession Built Up Space : 29th January, 2019 from 2:00 pm onwards
- | All stalls have to be completed by : 1600 hrs. on 30th January, 2019
- | Height limitations:
 - * Indoor: Side Walls : 2.5m, Inside area: 4m max.
 - * Outdoor Raw : 5m max.
- | Last date for submission of plan for Approval for indoor raw / outdoor raw space : 5th January, 2019

PROCEDURE FOR TAKING POSSESSION OF STANDS

- | Possession of Built up and Raw space area will be given to the exhibitor only after full payment of all dues including the security deposit and applicable tax.
- | The representative of company must submit a letter of authorization to the FICCI official at site office for smooth possession.

TIME SCHEDULES FOR TAKING POSSESSION OF STANDS

Possession of Built up stalls and Raw space will be given as follows

Indoor Raw Space : On January 28, 2019 from 2:00 pm onwards

Outdoor Space : On January 27, 2019 from 2:00 pm onwards

Built Up : On January 29, 2019 from 2:00 pm onwards

No entry of goods will be allowed after 1600 hrs on January 30, 2019. The exhibitors should complete the stall construction and decoration by 1600 hrs on January 30, 2019.

SPECIFIC ARCHITECTURAL CONTROL AND GUIDELINES

- | Exhibitors are advised to follow guidelines specified by the organisers for the exhibition. **The organisers would particularly like to emphasize on the following points.**
- | **Woodwork in the halls is prohibited.** Platforms / panels and other decoration for the interiors must be brought in pre- fabricated condition for assembly and finishing inside the hall. Use of systems will be encouraged to result in timely completion of stalls. Passage area is to be kept clear of packing cases, construction material etc.

- | The exhibitors should leave minimum 30% of the stall area free for movement of visitors.
- | Stalls should be completed in every respect by **1600 hrs on January 30, 2019** with all exhibits in position.
- | The exhibitor who have booked **indoor raw space / outdoor raw space** can construct an office / cabin provided the area covered is 25% of the total booked area and the balance space should be kept open. Height of the **sidewalls that open onto the passage area has to be of 1.5 mtrs. The wall touching the adjacent exhibitor or the back wall has to be of 2.5 mtrs in height, which ever applicable.**

Mezzanine floors will be permitted in stands with an area of 100 sqm and above on the following conditions.

- | The area of the mezzanine floor shall not exceed 20% of the ground area subject to a maximum of 120 sqm.
- | Exhibitors will have to pay 50% of the single level cost for the additional storey.
- | Maximum height of the mezzanine floor will not exceed 2.1 meters.
- | The floor will be approved only if it does not obstruct the visibility or display of adjoining booths.

| No branding is allowed on and above the mezzanine floor.
| The railing on the sides of the mezzanine floor shall be of transparent material in the portion extending beyond 2.5 mts from the ground level.

| The concerned stand constructor will have to provide a stability certificate approved by a structural engineer, to facilitate the approval process.

| **NO CONSTRUCTION WILL COMMENCE TILL THIS APPROVAL IS GIVEN.**

| The exhibitor will indemnify the organizer from any mishap which might take place.

For island positions, the openings on all sides of the stall / space will have to be maintained. The height of the sidewalls should not be more than 1.5 mtrs. The display within the stall could go upto 4 mtrs. Exhibitor booking outdoor raw space can go up to a height of 5 mtrs.

Exhibitors should note that the **partition wall** between the two stalls/space in the indoor raw space/outdoor raw space categories will not be provided by the organisers. Exhibitors will have to finish well the partition/sidewalls from both the sides so that the decorum of the exhibition is maintained. Exhibitors are advised to follow this condition strictly.

Use of any kind of cloth banner and tent structure in the stall/exhibition site is prohibited.

Exhibitors should advise their display and advertising agents about the rules and guidelines for stall decoration, permissible size of display material, partition / side / back wall height restrictions, load bearing capacity, wall finish from both sides, panels, office cabins etc. **Organisers would not correspond with the advertising agents engaged by the company / exhibitor.** However, if the exhibitors themselves require any information or clarification, the same can be obtained from the organizers. The above heights of features and their locations is subject to approval of plans from the organisers (FICCI)

No construction shall be permitted in front of emergency doors, service doors, electric distribution boards, switch rooms, toilets and other fair facilities. The unauthorised construction undertaken in front of such facilities shall be got removed at the costs & expenses of defaulter participants and the organisers (FICCI) would also levy penalty as deemed fit.

Exhibitors booking **indoor raw space / outdoor raw space** are required to submit their design drawings at least one month before start of the exhibition and the plans would be scrutinized within 7 days after their submission to the organisers (FICCI). All exhibitors have to strictly follow the architectural guidelines laid down in the manual. Any deviations will not be permitted.

The decision of the organisers of “India Stonemart 2019” as regards the approval of the plan shall be final and binding upon exhibitors and the work must be carried out as per the approved drawing only.

Exhibitors booking **indoor raw space / outdoor raw space**, must submit 3 copies of the design of the stand showing elevations and floor plan for approval, by January 15, 2019. The Exhibitors sending their plans after this date shall be liable to pay penalty of **Rs. 5000 or Euro 100 + Tax.** The drawings must also clearly show layout of exhibits, logo details, supporting stand electrical points etc. and clearly indicate wall/panel height, exhibits, meeting rooms etc.

All display will be inspected during the set up days. Exhibitor deviating from the regulations must make modifications as suggested by FICCI on their own expense prior to the show opening.

The following are strictly prohibited:

- | Use of electrical flash, flashguns etc.
- | Cloth Banners, Velvet Banners or Velvet Covers on the panels/table.
- | Stage show or presentations without prior permission in writing of the Organiser.
- | Painting, Coloring, Wallpapering, and Sticking of Thermocole cut letters, Nailing or drilling of panels. Exhibitors would be charged @ **Rs. 1500 or Euro 40 + Taxes** per panel for any damages to the panels.
- | Hanging of items from the Hall ceiling or parts of it.
- | Storage of any kind behind the display walls.
- | Digging, Grouting or cutting of the floor.

No additional stand fitting or display may be attached to the Built Up structure.

The exhibitors should confine their exhibits as well as personal furniture etc. within the area allocated to them. They should not encroach upon corridors, passages, vacant space or other facilities provided by the organizer.