



**MATECIA**<sup>®</sup>  
BUILDING MATERIAL EXHIBITION

# EXHIBITORS **MANUAL**

**22-23-24-25 AUGUST 2024**  
YASHOBHOOMI (IICC), DWARKA, DELHI



## CONCURRENT EVENTS



DEALERS EVENT



BUSINESS CONFERENCE

**More info:** [www.matecia.com/exhibitors-panel](http://www.matecia.com/exhibitors-panel)



**MATECIA BRINGS  
YOUR BUSINESS ECO-SYSTEM  
AROUND YOU!**

*Find the Businesses and  
Buyers most Relevant to you*

MATECIA is a business exhibition in India that connects Exhibitors & Sponsors with Architects, Interior Retailers, Designers, Distributors, Agents, Builders, Government agencies, Project Consultants, Channel Partners and Dealers in the Building Material and Interior Products industry.

**KNOWLEDGE PARTNERS**



**CONCURRENT  
EVENTS**



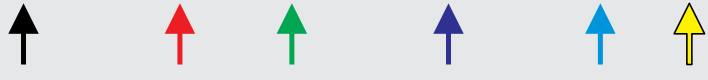
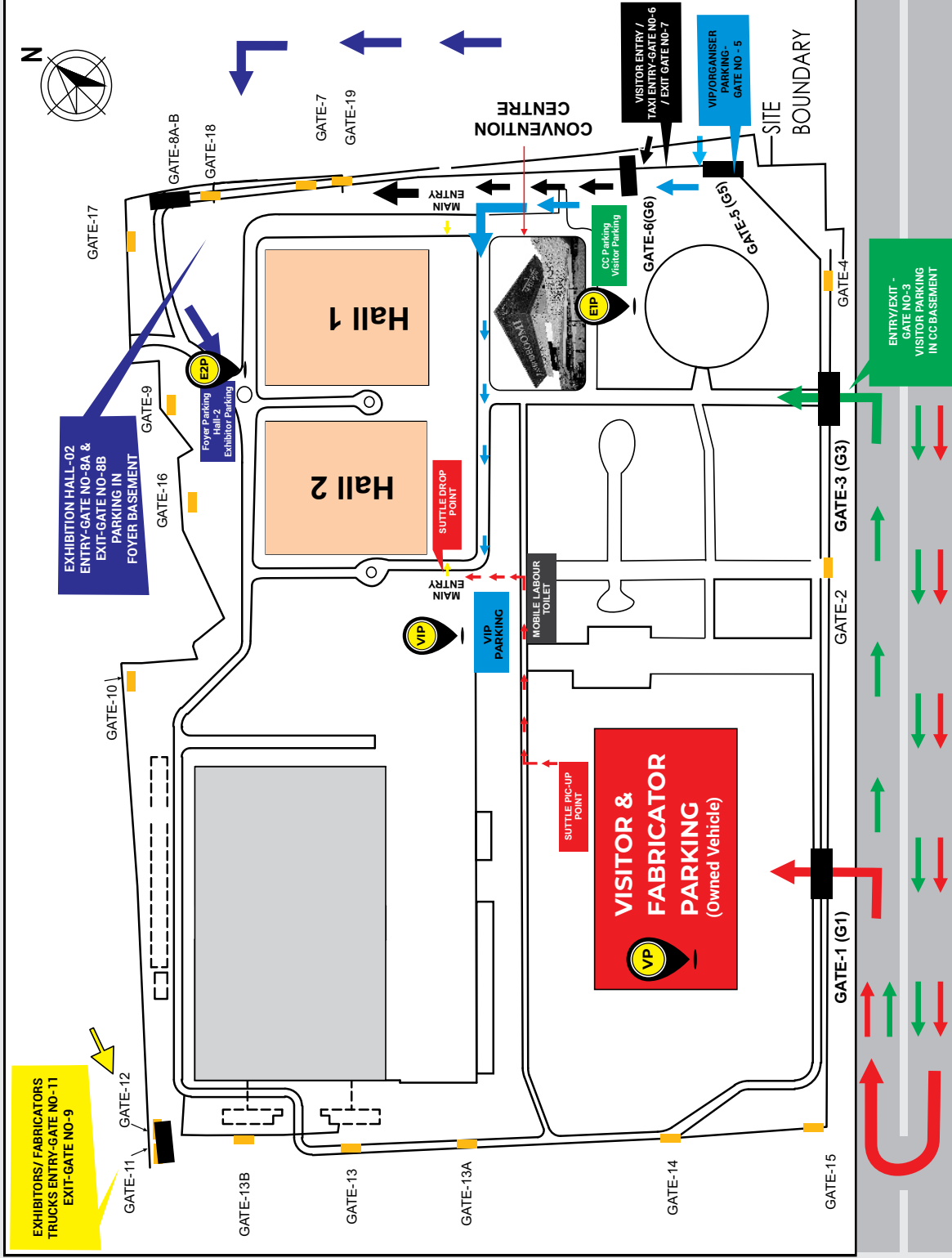
**Association Partners**



# SCHEMATIC OF YASHOBHOOMI (IICC), DWARKA, NEW DELHI



- ENTRY GATE NO-6 | EXIT NO-7  
VISITOR ENTRY /  
APP BASED TAXI ENTRY &  
EXHIBITOR PARKING IN  
FOYER BASEMENT
- ENTRY/EXIT - GATE NO-1  
VISITOR & FABRICATOR  
CAR PARKING (Owned Vehicle)
- ENTRY/EXIT - GATE NO-3  
HALL-01 VISITOR PARKING  
IN CC BASEMENT
- ENTRY-GATE NO-8A &  
EXIT-GATE NO-8B  
EXHIBITOR PARKING IN  
FOYER BASEMENT
- GATE NO - 5  
VIP/ORGANISER PARKING
- ENTRY GATE NO-11 | EXIT NO-9  
EXHIBITORS/ FABRICATORS  
TRUCKS PARKING



# WELCOME NOTE



**FOR ANY QUERY** (Response Time: 9AM - 9PM)

Help Desk: **E:** exhibitor@matecia.com, **Mob:** +91 8178655044

Respected Patron,

After the overwhelming response of MATECIA and WADE ASIA Architecture Event 2023, I am glad to extend a warm welcome to MATECIA EXHIBITION 2024!

MATECIA ONLINE EXHIBITORS PANEL is an online program created exclusively to facilitate services for the exhibitors and connect with service providers like electricity, furniture, NOC, manpower, audiovisual etc.

The Construction Guidelines and various rules pertaining to the venue, height, stall design approval, no-dues certificate, and gate passes are all available in a few clicks.

You can request Branding opportunities as well. Our aim is to facilitate & ease your way. You can also feel free to choose your own vendors. My request to all the exhibitors and their fabricators is to kindly go through the manual properly.

Last but not the least, MATECIA EXHIBITION is providing a fully dedicated Mobile number: **+91-8178655044** and email: **exhibitor@matecia.com**, available round the clock for your services.

Last but not the least, please accept my heartfelt regards for always trusting us!

Thanking you,

**Verticaa Dvivedi**

Director

Bigsea Marcom (I) Pvt Ltd

> MATECIA EXHIBITION

> INDIA FURNITURE EXHIBITION

> WADE ASIA Architecture Event

[www.matecia.com](http://www.matecia.com)

# TIMELINES - OPS SCHEDULE

## MATECIA 2024 Exhibitor Technical Manual



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### 1. SETUP DAYS

#### EXHIBITION HALL 1 & 2 - AUGUST 18 - AUGUST 20, 2024

Build up and move in <b>August 18</b> .....	1000 hrs
❖ Contractors move in.....	1000 hrs
❖ Installation of heavy equipment.....	1000 hrs
❖ Move in of general exhibits for all stands .....	1000 hrs
❖ All stands to be dressed and completion of all construction work ( <b>21st August</b> ).....	0500 hrs
(Major fabrication work /Mounting / Setup) Carpeting & cleaning will start post that. A Penalty of Rs 20000/- will be charged from those fabricators who do not finish within stipulated time and /or litter the common areas with garbage after 5 AM on 21st August	
❖ Laying of gangway carpet and general cleaning ( <b>21st August</b> ).....	0500 hrs
(No execution work will be allowed after 0500 hrs)	
❖ Security move in and vacation of halls ( <b>25th August</b> ).....	1700 hrs

#### EXHIBITOR REGISTRATION HALL 1 & 2 - AUGUST 20 - AUGUST 21, 2024

❖ Registration of Exhibitors commences.....	1000 hrs -1900 hrs
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#### SHOW TIME

##### 22nd August, 2024

❖ Inauguration.....	1200 hrs
❖ Open to trade visitor.....	1200-1900 hrs

##### 23rd August, 2024

❖ Open to trade visitors.....	1000-1900 hrs
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##### 24th August, 2024

❖ Open to trade visitors.....	1000-1900 hrs
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##### 25th August, 2024.....

❖ Show Closes.....	1700 hrs
❖ Tear down & move cut.....	1700 hrs
❖ Issuance of gate pass - <b>Mr. Somdev (Organizer office)</b> .....	1700 hrs
❖ Distribution of empty packing materials.....	1700 hrs
❖ Collection of rented equipment by the official service provider .....	1700 hrs
❖ Disconnection of electricity (Unless prior Permission is Obtained).....	2000 hrs
❖ Completion of packaging and equipment move out.....	2100 hrs

#### DISMANTLING

❖ Removal of exhibits, stand materials and clearing of hall.....	
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**25th August, 2024** ..... Starting from 1700 hrs

**26th August, 2024** ..... Completion by 0500 hrs

**NOTE:** Pay the power charges in advance for getting the NOC. Account Details are given below:

#### BIG SEA MARCOM INDIA PVT LTD

Bank Name- HDFC Bank Ltd | Account no- 16622560000381  
RTGS/ NEFT IFSC :HDFC0001662 | Bank Swift Code: HDFCINBB  
Branch Address - N-13, Kalkaji, New Delhi-110019 India

# MATERIAL & TRAFFIC PLAN

# MATECIA 2024

## Exhibitor Technical Manual



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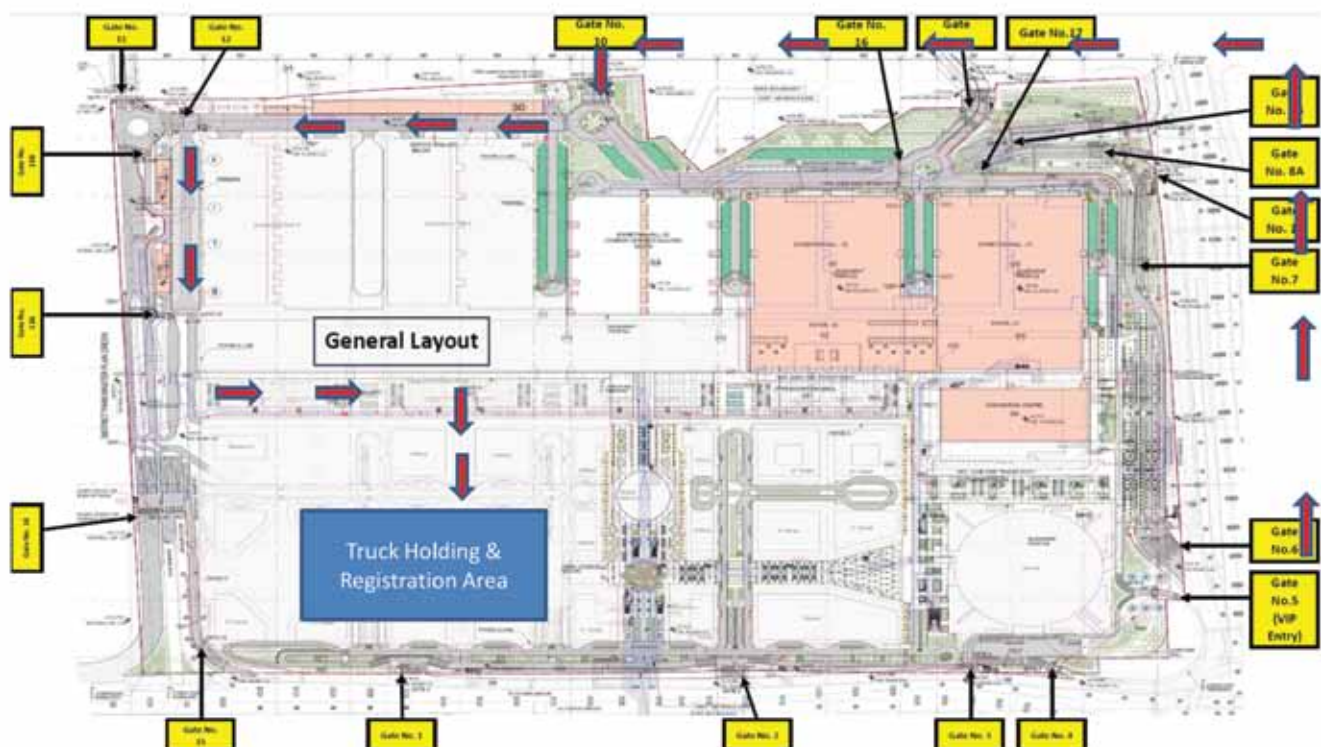
## 2. EXHIBITORS

### Material Vehicle Rules/Schedule

It is necessary for all trucks to be registered, and any truck without registration will not be allowed entry into the exhibition complex.

- ❖ All trucks will come to the assembly area after entry from **Gate Number 11**. Starting from 12:00 Mid Night on the 17th, our team will begin the registration process.
- ❖ After registration, a colored sticker will be issued for your truck. Directional signage has been placed throughout the complex to guide trucks to their destination.
- ❖ No material vehicle will be allowed to enter from any gate without valid sticker.
- ❖ Truck registration will be based on the size of the machine, weight, and location of the stall in the hall. The complete authority for registration will be with the organizer and the registration team.
- ❖ Empty trucks from Hall No. 1 and Hall No. 2 will exit from Gate No. 09.
- ❖ Parking for empty trucks is not allowed in the exhibition. Trucks should be taken out of the complex as soon as they are empty.
- ❖ For the assistance of drivers, directional signage in Hindi has been placed throughout the complex, and traffic marshals will also be deployed in your service.

### Truck Holding and Truck Registration Route



# MATERIAL & TRAFFIC PLAN

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### Methodology - Material Trucks for MATECIA 2024 Construction Days (Before the show)

1. From: 12:00 hrs on **17 August 2024**
2. Trucks to report at control point 'Control Point'.
3. Time for collecting the passes:
  - 1st Lot: 12:00 – 17:00 hrs from Control Point 'C'
  - 2nd Lot: 22:00 – 01:00 hrs from Control Point 'C'
4. Exhibitors would have to ensure entry of vehicles from one single gate as allotted  
Gates will be allotted based on the location of the Hall

### Material Entry Methodology

First, your material vehicle will enter through **Gate Number 11** and reach the truck holding area. There, our registration team will register your truck and provide the entry sticker for the hall, as well as inform you of the entry time for the hall.

### Rules:

- ❖ Material vehicles are not allowed entry through Gate numbers 1, 2, 3, 6, 8A, 8B, 9, and 12.
- ❖ Material entry trucks can only enter through **Gate Number 11**.
- ❖ There is no parking for empty trucks within the complex.
- ❖ No truck will be allowed towards the hall without registration and a hall entry sticker.

### Mode of Transportation to IICC 22-23-24-25, August 2024

#### Mode 1 (Passengers)

- ❖ Sector 25 Metro Station | ❖ Sector 21 Metro Station

#### Mode 2 (Passengers)

- ❖ Taxis – Direct to IICC (Entry from IICC Gate 6)
- ❖ Driver Driven Cars (Entry from IICC Gate 6)

#### Mode 3 (Passengers)

- ❖ Private Vehicles – Direct to Parking of IICC, Entry from Gate No – 3 (shuttle will be available at parking)

### ROUTE PLAN - 18-25, August 2024

- ❖ The organizer's team is committed to delivering your exhibitor kit to your location via courier one week prior to the setup of event.
- ❖ The exhibitor kit will include the exhibitor car parking pass along with other documents.  
There are separate gates for parking entry for both halls.
- ❖ We request you to enter through the correct gate with a valid car sticker to avoid any inconvenience.
- ❖ Material for Major Replacements / Refurbishments after the 8 am to 9 pm

# MATERIAL & TRAFFIC PLAN

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### Replacements / Refurbishments

Entry of Goods vehicles for carrying materials for Replacements / Refurbishments of the Stalls will be allowed from **22-23-24 August 2024** only after 9:00 pm

Only vehicle on display will be allowed as per the guideline and approval of IICC from **Gate 11** after 09:00 pm hrs

No vehicles will be allowed to stay inside IICC after 12:00 am

### Route for Trucks during Dismantling

- ❖ All Trucks to line up at Control Point at Truck Holding Area.
- ❖ Passes for Trucks will be issued from 12 PM onwards on **25 August 2024**.
- ❖ Trucks to be allowed to enter only through IICC **Gate 11**.
- ❖ Preference will be given to Goods vehicles which would be carrying the heavy material that are exhibited for exiting earlier.
- ❖ Priority will also be given to Cranes and Fork lifts
- ❖ No trucks to halt / wait inside the venue
- ❖ Depending upon the space availability, trucks of specific companies, to be allowed inside IICC.
- ❖ While exiting from 9 trucks to take mandatory left turn.
- ❖ You must submit all your desired services to the organizer team 15 days in advance.
- ❖ No labor will be allowed entry into the hall without a pass. Please send your labor pass requirements along with other requirements.
- ❖ Safety helmets are mandatory for working above 8 feet stalls. Work is not permitted without a helmet.
- ❖ No labor is allowed entry into the hall without safety shoes.
- ❖ Chewing Tobacco, Gutka, and smoking are prohibited in the hall. Violators will be fined.
- ❖ Storing items, urinating, etc., in emergency exits is strictly prohibited. Violators will be fined and face legal action.
- ❖ Wood cutting and spray painting are not allowed in the stalls inside the hall.

### Rules for Fabricators

- ❖ Stall fabricators must submit the security deposit to the organizer by **August 17, 2024**.
- ❖ Fabricators will not be allowed to work without the security deposit.
- ❖ The work on stall construction is permitted to start after 11 AM on **August 18, 2024**.
- ❖ Fabricators are allowed to work on the stall until 5 AM on **August 21, 2024**.
- ❖ If late, the work will be stopped, and the security deposit will be forfeited.



# CONSTRUCTION GUIDELINES

## MATECIA 2024 Exhibitor Technical Manual



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### CONTRACTORS / FABRICATORS NOTE

- ❖ Truck entry will be allowed from Gate No 11 of Yashobhoomi (IICC), Dwarka
- ❖ For raw space the plan/drawings have to be submitted for approval. Please submit THREE copies of the drawings, i.e. a layout plan, sectional evaluation and a perspective. This has to be done online through **MATECIA online exhibitor panel**. Approval will also be received online.
- ❖ A small number of Special Passes will be issued for maintenance staff during the show. This will be done only on application in writing to the organizers office.
- ❖ As a security deposit and in case of any damage/ delay/destruction to the property, all the vendors have to submit a DD according to below table. The DD submission has to be done before space is allotted at Yashobhoomi (IICC) Exhibition Halls. This DD will be returned back by the company after event completion and once trucks will be out of the gate.

### HOW TO AVOID POWER FAILURES / ISSUES DURING THE EXHIBITION?

#### CAUTION

- ❖ Exhibitors & fabricators are hereby informed to kindly buy sufficient power requirements & to keep a little extra to ensure power trips/fluctuations do not happen. Even a slight power difference will lead to power tripping/ failure.
- ❖ Power fluctuations hamper the business, wastes a lot of time and we as an organizer do not want our exhibitors to suffer. Any such issue happening will be the responsibility of the fabricator & not the organizer.
- ❖ Fabricators are requested to calculate the power load properly and ensure smooth execution of the exhibition.
- ❖ A penalty of INR 20000 will be levied on any fabricator who fails to submit proper electricity load requirements, leading to wasting of exhibitor's show time for the booth.

### PENALTY FOR INCOMPLETE/IMPROPER DISMANTLING

- ❖ It has been noted that some fabricators have shown unprofessional / irresponsible conduct. They left the stall to the scrap dealers without taking the responsibility of dismantling the entire stall or vacating the space. The scrap dealers picked up the stuff they needed, leaving the rest of material onsite unattended. Fabricators did not turn back to clear the stalls.
- ❖ As professionals, exhibitors are paying huge amount to fabricators for the seamless event which includes upto the finest dismantling. Leaving the material and not taking responsibility of dismantling shows disrespect to the Exhibitors Company and brand.
- ❖ Organizer had to pay to remove these materials last year. This year, we have decided to take strict action and charge the penalty of INR 20000 for any fabricator who is not clearing the space within the stipulated time.

Stall Size	Non Empanelled Fabricators	Empanelled Fabricators
Upto 50 Sq Mtrs	40000	20000
More than 50 Sq Mtrs to 100 Sq Mtrs	60000	40000
More than 100 Sq Mtrs to 200 Sq Mtrs	80000	60000
More than 200 Sq Mtrs	100000	80000

**When to pay-** Immediately, DD in favour of Bigsea Marcom India Pvt Ltd, on or before 31st July 2024.

#### BIG SEA MARCOM INDIA PVT LTD

Bank Name- HDFC Bank Ltd; Account No- 1662256000038; RTGS/ NEFT IFSC :HDFC0001662

Bank Swift Code: HDFCINBB; Branch Address - N-13, Kalkaji, New Delhi-110019, India

In order to ensure smooth functioning, kindly issue a Demand Draft as per area in favor of Bigsea Marcom India Pvt Ltd payable in Delhi, towards Security Deposit for stall construction in MATECIA Building Material Exhibition.

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### 3. EXHIBITION HALL SPECIFICATION (HEIGHT/LOAD/WEIGHT)

- ❖ Height of the bare stall : 4m ( any stall designing max the 4 mtr will have to pay 30000 compensation
- ❖ Mezzanine floor/multistory/complex structure: Maximum height 5m (subject to approval by organizer and venue) & on producing the receipt of payment for mezzanine area.
- ❖ Shell scheme stalls are limited to 2.44m height.
- ❖ Floor loading capacity : 5 tones per sq. mtr. Prior information has to be given to Bigsea Marcom regarding heavy exhibits. In some cases, steel base plate may be required under heavy exhibits. The delivery schedule must be adhered to in order to avoid any delay in build up.
- ❖ All height details mentioned in these guidelines are from the ground level and not from any raised flooring created by the exhibitors.

### 4. ELECTRICITY

- ❖ Exhibitors must inform Bigsea Marcom About their power requirements by filling up the relevant form online.
- ❖ Temporary connection will be made available for construction during buildup. Charges are given below in the note section. Please provide your electricity requirement form through **MATECIA online exhibitor panel**.
- ❖ Fluctuations mentioned are only for reference. Exhibitors with sensitive equipment should make arrangement for a stabilizer. Neither Bigsea Marcom nor the fairground owners guarantee uninterrupted power supply, any failure in regular power supply during the exhibition or during the installation, due to technical or unforeseen reasons, will not qualify for refund of money or any act of omission.
- ❖ Supply of electricity will be switched off, at source, 30 minutes after the show closes each day. Only specially installed 24hrs connection will remain on.
- ❖ Only licensed electrical contractors can carry out work at raw stands. They should also submit a completion report and file it at the Bigsea Marcom (India) Pvt. Ltd. office, after completion of all wiring and connections. Actual connected load for all machines and equipment are to be mentioned. Accessibility for operations and repairs are to be maintained. Main supply point will not be covered. Please use approved equipment and wiring for operational safety. These will be inspected by the electrical engineer appointed by Bigsea Marcom and only after his approval power will be released.
- ❖ All electrical installation and equipment will comply with the Government of India regulations. Only Bigsea Marcom is authorized to make the electrical mains installation work.
- ❖ The rates for power consumption are understood for show days and one day prior to opening, including testing. Exhibitors may apply for temporary power load, at an extra cost.

#### NOTE:

- ❖ Event Days Min. Power: 5 KW, Set Up Days Min. Power: 1 KW
- ❖ Exhibiting Companies below 20 Sq Mtrs need to order a minimum of 1KW for Build-up and 1 KW for show days.
- ❖ Exhibiting Companies below 36 Sq Mtrs need to order a minimum of 1KW for Build-up and 2 KW for show days.
- ❖ Exhibiting Companies participating in Bare Scheme and are above 36 Sq Mtrs need to order a Minimum of 1 KW for Build-up and 5 KW for Show Days
- ❖ Pay the power charges in advance for getting the NOC. Account Details are given below:

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 Account no- 16622560000381  
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### Specifications

**Three Phase:** 415 Volts (+ or – 10%) | **Frequency :** 50 Hz Volts (+ or – 3%) | **Single Phase:** 230 V (+ or – 10%)

Kindly note that we will provide the junction box at your stand, internal cabling to the machines shall be done by yourself.

### Compressed Air:

- ❖ The official stall fitter would make limited arrangements for the service. Exhibitors may order the same using the relevant form online.
- ❖ Rates quoted in the form are valid for the show days and for installation, a day prior to the opening.

## 5. OPERATION OF STAND

- ❖ Exhibitors booth must be fully staffed and operational throughout the show period. Exhibitors must not participate in any activity, which causes, or is likely to cause, annoyance to visitors, or other exhibitors.
- ❖ All activities of the exhibitor and his staff must be confined to the booth or site allocated. No advertising or canvassing for business may take place elsewhere in the exhibition halls. This includes the distribution of Leaflets, Brochures, Journals, etc.
- ❖ Exhibitors should not use the Exhibition for recruiting staff, other than to seek local agents for their products.
- ❖ Exhibitors must get their people register online through **MATECIA online exhibitor panel**.

### 5 A. CARPETING

- ❖ All fabricators need to lay down a used carpet before dumping their material in the hall to ensure there is no damage done to the exhibition hall floor.
- ❖ All fabricators need to lay down an old or used carpet according to the size of the stall Before laying the base/platform for the stall.

## 6. STAND CONSTRUCTION

The section refers to the approval process and the building of exhibition stands, platforms, and stages. Exhibition stands are divided into three categories as follows:

- ❖ **Shell scheme** ❖ **Bare space** ❖ **Complex structures**

**Stand Plan Checks** - All stand plans must be checked and verified by the organizer 30 days in advance of the exhibition, stating the stand number and location. All stand plans must be checked by a competent person to ensure:

- ❖ Compliance with all relevant standards and venue regulations
- ❖ That the structure can be built safely within the time available
- ❖ That the design is suitable for its purpose and safe for use.

Exhibitors will not be permitted to build stands that have not been checked and approved by the structural engineer. The organizer may not permit a stand to open if the structure is considered to be unsafe.

**Shell Scheme** - Shell scheme will be constructed and fitted by an organiser's approved/appointed contractor and no other approval is required from the exhibitors regarding the structure of the stand.

**Bare space** - A space-only stand is any stand that is designed and built by the exhibitor but is not a 'Complex Structure'. The following information must be submitted for space-only stands:

- ❖ Detailed scale drawings, including plan views and elevations
- ❖ Details of the materials used to construct the stand
- ❖ A plan showing its location within the exhibition
- ❖ A risk assessment, (to include fire hazards) and method statement.

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**Complex Structures** - A complex structure is any form of construction of any height, which may require input from a structural engineer. If a stand is not constructed from a 'shell scheme', it is the responsibility of the stand designer to determine whether the construction is complex or not. Examples of complex structures include:

- ❖ Any structure, regardless of its height, which requires structural calculations
- ❖ Multi-storey stands
- ❖ Any part of a stand or exhibit which exceeds 4 meters in height
- ❖ Suspended items, e.g. lighting rigs of over 400 kg in weight
- ❖ Sound/lighting towers
- ❖ Temporary tiered seating
- ❖ Platforms and stages over 0.6m in height and all platforms and stages for public use.

The following information must be submitted for a complex structure:

- ❖ Detailed, scaled structural drawings showing:
  - i) Plan views of each storey of the stand
  - ii) Sections through each storey of the stand
  - iii) Elevations including full steelwork and staircase details
  - iv) Width and position of gangways within the stand
  - v) Floor and/or roof loading
- ❖ Specifications of materials used
- ❖ Structural calculations
- ❖ Risk assessment (to include fire hazards) and method statement
- ❖ Written confirmation from a structural engineer, with adequate professional indemnity cover, that the design is safe for its purpose.

If any complex structure is modified after the submission of the above information, plans must be resubmitted with details of all modifications and a structural engineer's confirmation that the final overall design is safe for its purpose. Structures over 3m which are used only for signage and which are of simple design may not be considered to be 'complex' but must submit details on how they will be fixed to prevent them from falling.

### Stand Construction Requirements

**Exit Signs** - There must be sufficient illuminated exit signs positioned so that they can be seen to facilitate escape in an emergency. Ideally, exit signs should be a minimum height of 200mm and a minimum width of 400mm & on a 24-hour electrical supply and illuminated at all times.

**Emergency Lighting** - The illumination provided by normal lighting and emergency lighting should be sufficient to enable anyone to see their way out of stands, seminar rooms, and theatres at all times. Any battery used for emergency lighting should be able to operate for a minimum of three hours after the failure of the normal supply.

**Escape Routes** - There must be adequate escape routes from any point of the stand or structure. Escape routes must be clear of obstructions, be even and have a firm, smooth, and slip-resistant finish. Ideally, escape routes should have a minimum, unobstructed height of 2.1m, other than within doorways, which should have a clear height of not less than 2.06m, not be less than 3 metres wide, except within stands of less than 100m<sup>2</sup>, where gangways must be no less than 1m wide and have a travel distance from any part of a stand to an open side, exit or gangway which does not exceed 12 metres.

**Multi-Storey Stands** - Stands, where more than 40 people can occupy the upper level, require a minimum of two separate staircases leading from any floor above ground. The floor of the upper level of a multi-storey stand must be capable of withstanding a weight loading of 5kN/m<sup>2</sup>.

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## 7. RULES

### Safety First

- ❖ Following measures must be strictly observed, failing which Bigsea Marcom reserves the right to terminate the operation and demonstration of the working exhibits. Please note that this is done to avoid damage or injury, and for the safety of all.
- ❖ Inform Bigsea Marcom in writing of any working machinery to be exhibited, with a brief description of its operation and the demonstration intended to be carried out.
  - Provide safety conditions and standards as per International norms.
  - Working exhibits to be fully manned.
  - Sound generated should not disturb or interfere other exhibitors.
  - If there is any form of effluence from the working of the exhibits, arrangements will have to be made for its disposal. No disposal of fumes and exhaust gases will be permitted inside the hall.
  - The disposal drainage of acids, petroleum products, hazardous chemicals, oils, lubricants and any other environment polluting substances must be arranged through Bigsea Marcom. Please inform Bigsea Marcom online through spacial request from. A quotation will be given by Bigsea Marcom (India) Pvt. Ltd. for the same.
  - Laser, X-ray, and smoke/fire emitting devices will be permitted only after approval from Bigsea Marcom, the hall owners and the local fire department.
  - Please inform in advance of any such requirement online.
  - Exhibitors can only display or demonstrate equipment that they manufacture or have a dealership.
- ❖ In the event of any dispute between exhibitors, **BIGSEA MARCOM**, reserves the right to arbitrate.
- ❖ The following items are not allowed in this Exhibition:
 

a) Internal Combustion Engines	b) Radio-active substances	c) Hazardous or poisonous gases
d) Weapons or fire arms	e) Open flames	f) Welding
g) Inflammable items	h) Explosive items	i) Hot air balloons
j) Neon lights		

## 8. LIABILITIES AND INSURANCE

- ❖ Exhibition should possess a valid insurance policy covering theft, public liability, damage to property and effects personal injury, and any other such consequential risks with respect to their participation in this exhibition. Bigsea Marcom (I) Pvt. Ltd. or any of its subsidiaries will not be responsible for any such incidents.

## 9. FIRE PRECAUTION

- ❖ Exhibition displaying exhibits, which require chemical/ foam extinguishers, must provide for such firefighting equipment in their booth at their own expense. Bigsea Marcom (India) Pvt. Ltd., will assist if required.
- ❖ All passage must be kept clear. Aisles or back of booths cannot be used as storage space.
- ❖ Fire exits and access to firefighting equipment shall be unobstructed.

## 10. DILAPIDATION

- ❖ Exhibitors are responsible for the cost of making good or replacing any damage or dilapidation to the exhibition premises, whether caused by self, their agents, contractors or any other person employed or engaged by them or their agents or contractors, on their behalf.

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## 11. STAND CLEANING

- ❖ Bigsea Marcom will provide for general cleaning in the exhibition halls, which includes carpet/floor cleaning and refuse disposal, daily after the show closes. Exhibitors with lockable rooms are requested to place the waste paper baskets outside for collection, prior to their departure.
- ❖ The Exhibitor is responsible for cleaning of his own stand, exhibits and displays. Stand cleaning services may be ordered online through special Request forms.
- ❖ If garbage belonging to an exhibitor is discovered in a common area, the exhibitor may face a fine of INR 10,000/-. It is essential for exhibitors to ensure proper waste disposal and maintain cleanliness within their designated areas.

## 12. PUBLICITY

- ❖ Any projection of cyber light or similar equipment must be kept within the stall limits. No part of the hall or other booths may be used for the same.

## 13. AUTHORITY ON THE PREMISES

- ❖ In the event of any dispute on site, Bigsea Marcom reserves the right to arbitrate. As the organiser, the decision taken by Bigsea Marcom shall be final, all matter subject to Delhi Jurisdiction.

## 14. IN HALL FREIGHT HANDLING

- ❖ Only the officially, appointed freight forwarder is permitted to work in the hall and handle the equipment on site. You may use your forwarder to deliver the goods to the hall doors, but only the officially appointed forwarder will carry it to your booth, unless it can be hand carried by one man. This regulation will be strictly enforced and is necessary for reasons of insurance, security, safety and control and for protection against damage to the Exhibition.
- ❖ In the interest of an efficient, well coordinated move in and move out of goods, no private trucks, forklifts or handling equipments (trolleys, lift jacks etc.) will be allowed inside the Exhibition halls. All such equipment will be provided and controlled by the official freight forwarder.
- ❖ Facilities for loading/unloading, unpacking/ repacking, transportation of goods to booths, cargo handling equipment, skilled labour, removal and storage of empties will be available at the site through the official clearing and freight forwarding agency.

## 15. DELVIERY/REMOVAL OF EXHIBITS

- ❖ No delivery or removal of exhibits or other equipment during the exhibition open hours is permitted. Such delivery, removal, replenishment of stocks may only be carried out before opening hours or after closing hours. You will have to obtain a GATE PASS from the Bigsea Marcom (India) Pvt. Ltd. office to enable taking during or after the show.
- ❖ If the Exhibitor requires use of a forklift, truck or crane, then a layout, drawn to scale, should be supplied to the forwarder. This is order to position all equipment, early during build up period, as entry of lifting equipment, after an advanced stage of construction, is difficult.

# CONSTRUCTION GUIDELINES

## MATECIA 2024 Exhibitor Technical Manual



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## 16. STORAGE AND WASTE MATERIAL

**(FIND FORWARDERS CONTACT ONLINE IN MATECIA EXHIBITOR PANEL)**

- ❖ Arrangements for safe keeping of packing cases surplus materials or other properties of the exhibitors have to be arranged with the Official Freight Forwarders. They will give a quote for the same.
- ❖ For small entrepreneurs efforts will be made to provide storage space. Please contact the Official Freight Forwarder.
- ❖ During the moving period, passages cannot be blocked with construction materials, packaging cases or debris. Contractors are responsible for removing their own debris and wastes on each day of build up and dismantling, Failing Which Penalty Would Be Raised And Security Money Will be Forfeited.
- ❖ If garbage belonging to an exhibitor is discovered in a common area, the exhibitor may face a fine of INR 10,000. It is essential for exhibitors to ensure proper waste disposal and maintain cleanliness within their designated areas.

## 17. CONSIGNEE

- ❖ All Consignment must be shipped prepaid and consigned as per instructions from official freight forwarder. On no account should the cargo be shipped to any other party. Please contact the forwarder for the consignee details.

## 18. UNPACKING AND REPACKING

- ❖ Exhibitors should ensure that all equipment is packed in a strong, waterproof packing case, which lends itself to being repacked after the show. The Packing should provide security against rough handling water, weather and pilferage.
- ❖ The forwarder will assist in unpacking and installation of exhibits and dismantle and repack the same, but under supervision and the responsibility of the exhibitors. Bigsea Marcom will not be Responsible for any issue between Exhibitor and freight forwarded for material breakage loss etc.
- ❖ All packing cases will be stenciled with the following:
  1. Name of the Exhibiting Company & Booth Number, Exhibition Name, Ground, City, State & Country.
  2. Dimensions and weight in metric system.
  3. Allotted case number, follow numeric sequence for large numbers.
  4. Notify: Name of the freight forwarder.

## 19. SERVICE TAX

- ❖ As per Government of India, GST Act, current applicable tax will be charged for all the services.

## 20. EXHIBITOR REGISTRATION

- ❖ Exhibitor registration will be done as per given form in the MATECIA Online Exhibitor Panel. You may pick up the passes from the organisers registration office on the day before opening of the show.
- ❖ Exhibitor should not use visitor registration form.

## IMPORTANT POINTS FOR EXHIBITORS & FABRICATORS

## MATECIA 2024 Exhibitor Technical Manual



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### IMPORTANT DATES FOR EXHIBITORS

- ❖ **Stall Electricity Requirement to be shared with organiser by 25th July 2024 after which it will not be taken up.**
- ❖ **Stall Design Approval before 31st July 2024.**
- ❖ **Full & Final Payment to be cleared by 25th July 2024 to obtain the No Dues certificate and Stall Possession Certificate.**

**1. Bare Scheme Exhibitors** – Final Stall designs are to be uploaded in MATECIA ONLINE EXHIBITOR PANEL by Exhibitors / Contractors for approval before **31st July 2023**. It is mandatory for Exhibitors / Contractors to get the approval.

**2. Bare / Shell Scheme Exhibitors** – All additional requirements (Power / Furniture / Electricity/Compressed Air / Electronic items, etc.) as applicable or required must be updated/ordered by exhibitor through MATECIA ONLINE EXHIBITOR PANEL on or before **25th July 2024**. Requirements related to electricity ordered post **25th July 2024** will add a 50% surcharge.

**3. Shell Scheme Exhibitors** – Any Shell Scheme Exhibitors looking to convert/change their stall category to Bare Scheme. They need to send in their request by **25th July 2024** to our operations contact specified in MATECIA ONLINE EXHIBITOR PANEL.

**5. Bare / Shell Scheme Exhibitors** – All payments (Space and Services) to be cleared before **25th July 2024** positively so that \*NO DUES CERTIFICATE\* from Accounts Department can be generated followed by Gate passes.

**6. For Contractors/ Fabricators** – No onsite requirements for services will be considered and delivered. The requests need to be submitted as per the above-mentioned timelines.

### Mandatory submission of Refundable Security Deposit by all vendors

As a security deposit and in case of any damage/ delay/destruction to the property, all the vendors have to submit a DD according to below table. The DD submission has to be done before space is allotted at Yashobhoomi (IICC) Exhibition Halls. This DD will be returned back by the company after event completion and once trucks will be out of the gate.

Stall Size	Non Empanelled Fabricators	Empanelled Fabricators
Upto 50 Sq Mtrs	40000	20000
More than 50 Sq Mtrs to 100 Sq Mtrs	60000	40000
More than 100 Sq Mtrs to 200 Sq Mtrs	80000	60000
More than 200 Sq Mtrs	100000	80000

**When to pay-** Immediately, DD in favour of Bigsea Marcom India Pvt Ltd, on or before **31st July 2024**.

In order to ensure smooth functioning, kindly issue a Demand Draft as per area in favor of Bigsea Marcom India Pvt Ltd payable in Delhi, towards Security Deposit for stall construction in MATECIA Building Material Exhibition.



# FAIR GROUND UTILISATION

## MATECIA 2024 Exhibitor Technical Manual



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Exhibitors should endeavor to maintain a high standard of cleanliness, avoid littering and take all necessary care not to disturb neighbouring exhibitors. Their Co-operation with the Organizers in maintaining continuity and keeping with the general aesthetics of the show will be greatly appreciated. It will be obligatory on part of the exhibitors to segregate all waste plastic, glass, metals, wood & paper and eatables in separate polyethylene bags.

**It is mandatory for the exhibitors to inform, the organiser, if any of the exhibits comply with the following** (A proper mail with points to exhibitor@matecia.com)

- a) Exhibits configuration is 36 sqm or more
- b) Exhibits exceeds 4m in height or 6m in length
- c) Exhibits material exceeds 3 tons
- d) Exhibits contain liquid fuel/natural gas/propane
- e) Exhibits require water for demonstration purpose

### **Stand Construction Specifications:**

1. Platform/ panels and other decorations for the interiors must be brought in prefabricated condition as drilling, sawing, spray painting will not be allowed inside the exhibition hall. Only assembly and finishing will be allowed in the halls.
2. Hall columns, roof trusses, air-conditioning vents and all other structures of the hall must not be used as support to load or stress by the stand structure. Suspending of display Items from the hall ceiling or parts of it is prohibited. Storage of any kind of materials, behind the display wall is prohibited.
3. Grouting, digging in floors or walls is not allowed. Raised wooden platforms of not more than 4 in/10cm in height may be allowed.
4. Mezzanine floor / Multi level use of space is subject to prior approval from Organiser. There will be an additional charge of the mezzanine that is constructed. Construction will only be allowed after approval of structural details and drawings. All safety factors will have to be taken into consideration. Please contact Bigsea Marcom for more information.

### **Access And Clearance:**

1. Access must be given to any fire exit, electrical box, service room etc. falling within the exhibitors stand area. It is mandatory to leave minimum one opening in the partitions against the natural wall to provide access for electrical fitting etc.
2. No part of an exhibit should project out of the stand area, nor anything be placed outside the stand area by any exhibitor. There should be sufficient free space in the stand for easy and safe movement of visitors. Entry and exit to stands must be at least 3m wide.
3. For Island /3 sides open stalls. It is mandatory for exhibitors to design their stands in such a way that there is no obstruction on any of the open sides. This will ensure free movement and give exhibitors a feel of openness and visibility. Exhibitors are not allowed to obstruct the view or adversely affect the display of the other exhibitors. For meeting rooms, solid partitions up to 2.44m and see through glass/clear acrylic partitions may be used.

# FAIR GROUND UTILISATION

## MATECIA 2024 Exhibitor Technical Manual



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### Design Restrictions:

1. Exhibitors are responsible for their own stand design and construction. The organiser would be pleased to offer advice and guidance, if required. For all designed booths, the organisers have to be asked for approval.
2. Painting or nailing (use of screws) on the partitions supplied under shell scheme, is prohibited. Photographs, charts, etc. may be fixed with adhesive tape, or suspended with the help of clamps hooked on the top Horizontal channel. You may contact the site office assistance.
3. All Designs must be approved the organizer.

### Electrical and Audio Visual Restriction:

1. Use of air conditioners will be allowed only with prior permission from organizers provided that the air- conditioners are self standing and do not project out in the passages. Air-conditioning must be done in consultation with the official architect. All costs will be borne by the exhibitor.
  2. If Audio Visual Equipment is used in the stand, the sound level should be so regulated as not to disturb adjoining exhibitors.
- ❖ Any kind of activity that causes the disturbance, the exhibitor may face a fine of INR 10,000/-.

### Height Restrictions:

1. All height details mentioned in these guidelines are from the ground level and not from any raised flooring created by the exhibitors.
2. Maximum height of peripheral wall is 4m. However for raw space area, inside partitions and signage may go up to a height of 4m, subject to prior and approval of design and non obstruction of other stalls. Shell scheme stalls are limited to 2.44m height, only above 36 sqm may exceed the height restriction, up to a height of 4m.
3. Height of panel against natural back wall along the periphery of the hall will be allowed up to 4m subject to availability of height.
4. Machinery heights may exceed the height limit of 4m subject to availability of height at that location.
5. Exhibitors will have to take prior approval of design. (online submission and approval in MATECIA Online Exhibitor Panel)

## YOUR CHECKLIST TO THE SHOW

## MATECIA 2024

Exhibitor Technical Manual



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### Your Checklist For The Show:

- Exhibitor Profile
- Electricity Order
- Branding and Promotion Order
- Stall Fabrication Design Approval
- Payment Electricity
- Payment Stall
- Payment of Vendor
- Download No Dues Certificate

## OFFICIAL SERVICES PROVIDERS

## MATECIA 2024

Exhibitor Technical Manual



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### Fabricator

#### Mr. Navin Tyagi

Hi Secure Exhibition Services Pvt. Ltd.

A-1702, T3, NX One, Gaur Circle, Greater Noida (w)

**Mob:** + 91 9810081777

**E-mail:** navin@hiscureexhibitions.com, www.hiscureexhibitions.com

### Furniture Provider

#### Mr. Amandeep Singh

**HI SECURE EXHIBITION SERVICES PVT. LTD**

**Mob:** +91 9210237136 | **Email:** aman@hiscureexhibitions.com

### Freight Forwarders

#### Buhariwala Logistics

##### Mr Anupam Banerjee

Business Head

**Mob:** +91 9821010694

**Email:** projects@buhariwalasglobal.com

##### Mr Anupam Banerjee

Business Head

**Mob:-** 9821010694

**Email :** projects@buhariwalasglobal.com

##### Mr Anil Maherra

Operations Manager

**Mob:** – 9821892645

**Email:** mkt@buhariwalasglobal.com

### Food and Beverages - FoodLink

#### Sidhaant Kapoor

**Mob:** +918588855373

**Email:** sidhaant.kapoor@foodlink.in

# OFFICIAL SERVICES PROVIDERS

## MATECIA 2024 Exhibitor Technical Manual



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### Empanelled Fabricators Detail

Sr No	Company Name	Contact Person	Contact Number	Email	Website
1	Brain Adz Exhibits	Sumit Jaiswal	8882351644	sumit@brainadzexhibits.com	www.brainadzexhibits.com
2	Creative Spot	ANURAG SRIVASTAVA GEETIKA JAIN	8383060010 9810067822	creativespot.28@gmail.com creativespotex@gmail.com	www.creativespot.co.in
3	Expohouse Worldwide	Ravi Rohilla	9818646565 9315508208	ravi.rohilla@theexpohouse.com	www.theexpohouse.com
4	Flare Expo Designs	ZAID AHMAD (Marketing Manager)	9312920188 8851756497	zaid@flaredesignsexhibits.com	www.flaredesignsexhibits.com
5	Pixelmate Designs	Abhisekh Rai Malvika Rai	9810813411 8882358275	sales.pixelmatedesigns@gmail.com sales@pixelmatedesigns.com	www.pixelmatedesigns.com
6	Pixels Expomedia	Vivek Sabharwal Rajendra Ram	7827787593 6290794585	sales@pixelsexpomedia.com	www.pixelsexpomedia.com
7	Radiant Designs	Fahim Chaudhary Deepak Mani	9891500069	fahim.radiate@gmail.com	www.radiatedesigns.in

## OCTANORM / SHELL SCHEME DETAILS

## MATECIA 2024 Exhibitor Technical Manual



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### STANDARD OPERATING PROCEDURE FOR ORAGNIZER

- ❖ Undertaking and Confirmation, either on letter head / stamp paper from all the service providers mentioning that they are covered and abiding by all the statutory compliances under labour law, minimum wages, working hours, insurance coverage, vaccination of their staff working onsite, sanitisation of their material, and acceptance-cum-adherence on our Construction, Health & Safety guidelines.
- ❖ Educate and train their staff who will be working onsite on safe working practices
- ❖ Always wear safety gloves, safety goggles and facemask while cleaning with chemicals, which are acid based
- ❖ Bare wires should not be pushed into the plugs, which may be a cause for an electric fire or a short circuit.
- ❖ Exhibition Organizer shall highly encourage online/digital pre-registration for the show to avoid queuing and crowding at the show site. Further, QR code shall be generated on registration and entry inside the hall with scanning the same will be allowed.
- ❖ Exhibition Organizer shall constantly monitor the number of visitors present in the show so as to track the inflow and outflow of visitors and restrict the same on reaching the hall saturation.
- ❖ Exhibition Organizer encourages the use of pre-fabricated material while constructing the booths to ensure minimum time spent by any fabricator, fitters, etc. on site. A limited number of badges will be issued to service provider having a valid reason to be present during the exhibition period. Badge entitlement is mentioned as below:

Booth Area in sq. mts	Service Partners / Providers Badges (Set- up & Tear-down Days)	Service Badges (Show Days)
36	5	1
50	10	2
60	15	3
70	20	4
80	25	5
90	30	6
100 & above	35	6

- ❖ Exhibition Organizer will ensure that 60% of the total area is made available for circulation of visitors.
- ❖ Exhibition Organizer will mandatorily collect self-health declaration forms from all service providers, Exhibitors and Visitors.
- ❖ Exhibition halls will be disinfected before giving possession and a well-planned garbage disposal policy will be implemented in accordance with the Central Pollution Control Board guidelines.
- ❖ For air conditioning and ventilation, CPWD guidelines shall be followed emphasizing that – the temperature setting of all air conditioning devices will be in the range of 24-30 degrees, relative humidity will be in the range of 40-70%, re-circulation of air will be avoided as far as possible, cross-ventilation will be adequate. The air handling unit will be cleaned and maintained regularly to maintain in-hall temperature and air movement as mentioned by the health authorities.
- ❖ Exhibition Organiser shall organise and plan a traffic movement regime/tack. A dedicated lane for vehicle movement shall be created. The round robin arrangements shall also follow this lane. The drop off points and pick up points shall be identified and defined clearly.

## OCTANORM / SHELL SCHEME DETAILS

## MATECIA 2024

### Exhibitor Technical Manual



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### STANDARD FURNITURE & FITTINGS PROVIDED FOR OCTANORM /SHELL SCHEME

SR No	AREA (IN SQ.METERS)	NO. OF SPOT LIGHTS	NO. OF TABLES	NO. OF CHAIRS	NO. OF DUSTBIN	5/15 AMP POWER OUTLET
1	9 - 14 Sq. Mtrs	3	1	2	1	1
2	15 - 23 Sq. Mtrs	6	2	4	2	2
3	24 - 32 Sq. Mtrs	12	3	6	3	3
4	33 - 41 Sq. Mtrs	16	4	8	4	4
5	42 - 50 Sq. Mtrs	20	5	10	5	5
6	CARPET FOR THE AREA					
7	NAME ON FASCIA WITH VINYL CUT OUT LETTERS					
8	3/2/1 SIDE LAMINATED PANEL COVERING - DEPENDING ON THE LOCATION					

### Booth Dimensions

For Vinyl Branding on shell scheme Panel: 97 cm (W) x 240cm (H)

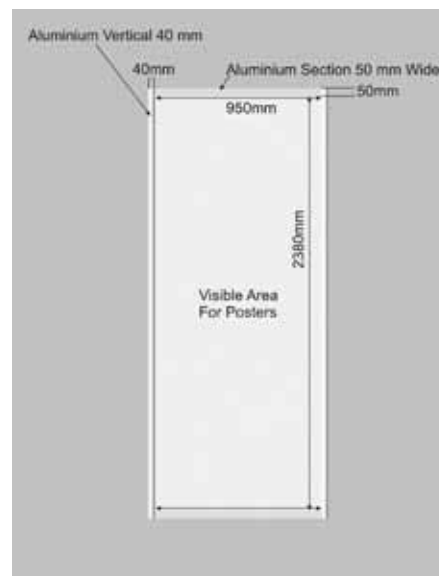
Flex Branding on shell scheme:

**3-mtr side:** 293 cm x 244 cm

**4-mtr side:** 392 cm x 244 cm

**6-mtr side:** 588 cm x 244 cm

For Vinyl branding on Reception Counter: 963mm (W) x 670mm (H)



## RULES AND REGULATIONS

## MATECIA 2024

### Exhibitor Technical Manual



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## RULES AND REGULATIONS

### A. Application and Responsibilities

1. The aim of these Rules and Regulations are to set standards, which will safeguard the health and safety of any person working at/or visiting an Exhibition, Event, Conference, Convention and Congress. They should be used to guide Exhibitors and Contractors with regards to the minimum acceptable health and safety standards in any country. The guidelines cover the main areas of risk. Advice should be sought on areas not covered by these guidelines. These guidelines, rules and regulations cannot address all issues which may arise. In such situations we urge to use their judgment and set achievable and reasonable norm.
2. It is the responsibility of Exhibitors and Contractors to:
  - a) Comply with these guidelines, health and safety policy, and local statutory law and regulations.
  - b) Safeguard themselves and others who may be affected by their acts or omissions.
  - c) Seek advice where there is any doubt regarding the correct action to be taken.
  - d) Comply with the reasonable requests of the organiser's appointed staff/floor/hall managers or any other official.

### B. Truck / Freight Movement:

1. Pre – Event / Exhibition Period:
  - a) Please Refer to truck/vehicular movement route for Entry / Exit of material to & from the Exhibition venue. Exact schedule of entry of trucks/vehicles and material into the exhibition venue and inside the halls will be updated 10 days prior to the Exhibition.
  - b) Exhibitors and Contractors are requested to follow the schedule of arrival & installation of exhibit. In case of failure to comply and follow the schedule provided by the Organiser, vehicles will not be allowed to park inside exhibition complex before and/or after off-loading of exhibition goods.
  - c) However, freight vehicles maybe parked at the designated parking area before off- loading of exhibition goods, which is on a chargeable basis.
  - d) Movement of freight vehicles will be managed by the official security agency in co- ordination with the official onsite handling agency. Only vehicles carrying exhibition material/goods and exhibitor's car(s) would be allowed to enter inside the exhibition premises and hall(s).
  - e) Vehicles such as Cars, Jeeps, Vans, and SUV etc. carrying goods will not be allowed to enter inside the exhibition hall(s) during setup and dismantling period.
  - f) Exhibitors and Contractors must comply with the reasonable requests of traffic marshals, security staff and the organiser's operations staff. The organiser reserves the right to restrict entry for unsafe drivers from the tenanted area.
  - g) Speed limit for vehicles should not exceed not exceed 15 km/h on the internal roads of the exhibition venue and 10 km/h inside the exhibition hall(s).
  - h) Do not leave engines running inside the halls unless there is a need for it to be operational.
  - i) Do not load or unload the material/goods on the aisles and in the areas where it will block fire exits and/or routes for emergency vehicles.
  - j) An Attendant should be present to guide while maneuvering the vehicle inside the exhibition. Use of hazard light is also advised while reversing the vehicle.
  - k) Do not drive under the influence of drugs or alcohol and whilst using a mobile phone.



## RULES AND REGULATIONS

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### 2. During Event / Exhibition Period:

a) During exhibition days, freight vehicles will not be allowed inside the exhibition venue. Exhibitor vehicles parking will be handled and managed at a designated parking area either inside/outside the exhibition premises/venue, as suitable and applicable.

### 3. Post Event / Exhibition Period:

a) Please Refer to truck/vehicular movement route for Freight vehicles removing exhibition goods. Exact schedule of entry of trucks/vehicles and material into the exhibition venue and inside the halls will be updated 10 days prior to the Exhibition.

b) Exhibitors and Contractors are requested to follow the schedule of arrival & dismantling of exhibit(s) as per schedule provided by the Organiser & official site handling agencies. The vehicles will not be allowed to park inside Exhibition complex before and after reloading of exhibition goods.

c) However, freight vehicles may be parked at the designated parking area outside/inside the Venue, as suitable and applicable, only before reloading of exhibition goods. Movement of freight vehicles will be managed by the official security agency in co-ordination with the official site handling agency.

### 4. Conduct of Loading and Unloading Operations

a) Equipment must be unloaded and positioned in such a way that it to minimizes the risk of injury or damage to any personnel and / or the venue. Every part of a load and anything attached to the load used for lifting must be secured and should be of adequate strength.

b) Only empaneled and official freight forwarding companies are eligible for loading and unloading operations for exhibitor participating in the exhibition. Forklifts, cranes and pallet trucks from forwarders / transporters other than the official agent strictly will not be allowed to operate inside the exhibition hall.

c) Follow Venue guidelines regarding floor loading capacity/limits.

### D. Safety

1. It is the responsibility of Exhibitors and contractors for ensuring that workers appointed and working for them are given appropriate safety gear for their work activities.

2. Hard hats should be compulsorily worn depending on area of work, working at heights and where there is a danger of falling objects.

3. Robust / Safety Boots should be worn in the halls during build up and breakdown to prevent slipping and foot injuries.

4. Those working at height where there is no guard rail should be clipped on wearing harness / fall arrest equipment.

5. Hi-visibility vests should be worn in areas of significant vehicle movement.

6. Workers are responsible for ensuring that safety gear is worn when issued and to cooperate with the organiser and the organiser's appointed safety staff regarding health and safety.

### E. Personal Conduct

1. Workers must conduct themselves in a manner which does not endanger the health and safety of others.

2. Smoking is strictly prohibited within the exhibition hall(s).

3. Consumption of Alcohol in any form is not permitted and strictly prohibited during the build-up and break down period.

## RULES AND REGULATIONS

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### F. Electrical Installations and Equipment

1. A person responsible and working on electrical equipment must be qualified and competent enough to operate the equipment in use.
2. Powered tools must not be left unattended whilst operating or connected to the power supply. All dangerous parts such as saw blades must be guarded.
3. Tools which create dust such as saws must not be used inside the halls unless the dust is captured in a bag.
4. Tools which create unsafe levels of noise above 80 dB(A) must not be used for long periods inside the halls.
5. Electrical connection and electricity used for shell scheme will be provided by the organiser's appointed contractor.
6. Exhibitors and Contractors must include sufficient electrical sockets to serve all of the equipment on the stand. Extension leads must be no longer than 2m and only one extension lead per socket will be permitted.
7. All plugs and extension leads must be free from damage and defect.
8. Wiring circuits must comply with local statutory electrical department regulations
9. The organiser reserves the right to withhold connection to power to a stand or to shut off power to a stand which is not compliant with electrical safety requirements or if it is deemed to be unsafe by the organisers appointed contractor's representative.
10. All electrical work including testing and inspection must be undertaken by qualified and certified electricians who are competent to do the work.
11. Circuits must be protected from overload, short circuit or earth fault with adequate correctly rated fuses or circuit breakers.
12. Drawing more power than what has been demanded should be avoided as this may lead to tripping of main circuit breaker. There are penalty charges applicable and will be levied to those not complying and adhering with the guidelines, rules and regulations shared by the organiser.
13. All electrical circuits must be properly earthed.
14. Electrical circuits must be properly insulated. There must be no exposure of live cables or live surfaces.
15. Cables must be protected from potential damage or exposure. Extension cables should not be trailed across the floor where they can be damaged by moving vehicles.
16. Exposed electrical cables on stands should be fixed with cable ties and should not be left hanging loose.
17. All circuits must be fully protected by Residual Current Devices with a 30 mA trip. Working on live circuits is not permitted at any time.
18. Excessive bunching or coiling of electric cable, particularly in confined spaces will not be permitted. Extension reels must be fully extended when in use.
19. All electrical installations and equipment must be clear of combustible material such as paper and cardboard.

### G. Fire Safety Prevention

1. Exhibitors and the staff employed by them within the exhibition stand will be responsible for ensuring fire safety measures and incidents.
2. Study the general layout of exhibition hall and get acquainted with the location of exit doors, exit routes, emergency routes and emergency exits

## RULES AND REGULATIONS

## MATECIA 2024 Exhibitor Technical Manual



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3. Exhibitors and Contractors are not allowed to dump large items of waste in the aisles. Combustible waste will not be permitted to build up in the halls and must be removed regularly to a suitable disposal area.
4. Highly flammable liquids such as glues are not generally permitted in the halls unless essential in which case only the minimum required quantities should be used.
5. Vehicles for display require at least 30 days' notice. Permission will only be granted where there is sufficient documentation to show how essential fire safety precautions will be met and is subject to final approval onsite. Vehicles used as an exhibit should only have sufficient fuel to move the vehicle. The vehicle fuel tank should be sealed and locked at all times.
6. Pressurized gases for cooking or heating are not permitted in the halls at any time.
7. During build up and break down (see below) no form of naked flames such as candles are permitted on stands.
8. Pyrotechnics (fireworks) or any form of display which creates heat or flame is not allowed inside the exhibition venue.
9. During build up and break down emergency aisles for evacuation and access for emergency vehicles and these must be kept clear at all times.
10. Ensure that the 2 kg ABC stored pressure type fire extinguisher(s), if deployed near your stall are not to be removed and the access to the fire extinguisher/fire point is not blocked to facilitate easy pick up and use, should any fire incident take place.
11. Please ensure that you make yourself known and aware about the fire exit routes to be followed in an emergency and the location of nearest emergency exit from your booth for escape in case of any fire incidents.
12. All materials used in the construction of stands, features and displays including signs and fascia's shall be non-combustible, inherently non-flammable or durably flameproof, water- based, where applicable, e.g. adhesives and paint.
13. Suitable samples of materials may be required to be submitted to the venue for approval. Materials may be tested onsite to ensure that they comply with fire safety requirements.
14. Decorative materials used for stand dressing must be fire proofed or if purchased already, treated by use of the appropriate and suitable chemical.
15. Artificial plants and flowers are combustible and emit toxic fumes. Therefore, they are not permitted for stand dressing. Silk-type flowers are acceptable, provided they are fire proof or have been treated and marked as such. Drapes, curtains, hangings, etc., must be inherently or durably fire-proofed. Otherwise they may be treated with a fire retardant. Test certificates must be available for inspection for any materials intended to be used.
16. Fabrics used for interior stand decoration must be fixed taut and/or in tight pleats (not loosely draped) to a solid backing, secured above floor level and not touching light fittings.
17. Night sheets must be made of inherently non-flammable material or of material satisfactorily treated to render it non-flammable. They shall be stored rolled-up and firmly secured and not cause any obstruction while not in use.
18. All materials such as plastic, including plastic plants and materials used for vision panels, etc., must be non-flammable. Timber under 25mm thick must be impregnated to be fire resistant. Treated materials should be marked as such. Boards, plywood, chipboard, etc. must be treated if under 18mm thick. The exception to this is MDF, which usually acceptable for use due to its density.
19. Upholstered seating must be non-combustible and marked with the appropriate standard.

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### H. Security Stipulations

1. Alert and efficient security agency will be engaged by the organisers to ensure the safety of exhibits during the show days.
2. Nevertheless, arrangement may be made by the exhibitors for own insurance to cover all stages of the event and be particularly careful to pack light, portable models and other attractive exhibits immediately after the exhibition closes. It is at this time that there is the risk of exhibits getting lost.
3. The organisers will not accept any responsibility for theft, loss or damage of exhibits, stores or any other equipment belonging to exhibitors, contractors or visitors, due negligence of their staff and themselves.
4. Exhibitors and their staff are requested and encouraged to be vigilant whilst having discussions in their booth and monitor the movement of the people to ensure safety of their products on display and personal items.
5. It is strongly recommended that at least one person is present at each booth, when halls open for packing. Exhibitors are also informed that rented furniture items will be collected only after the closing of the exhibition. Therefore, drawers, cupboards etc. should be emptied and contents kept secure after the exhibition closes. After daily closing of the Exhibition, no person will be allowed to remain inside the Exhibition area.
6. Organisers withhold the right to admission and expulsion any person at the exhibition demonstrating unlawful, unacceptable, objectionable or abhorrent behavior in the exhibition premises.
7. Exhibitors and their representatives should be present at their stands at all times during the hours of the Exhibition.

### I. Liability and Insurance

1. The organiser shall not be responsible for any loss or damage to any exhibit or for injury to exhibitor personnel at any time due to negligence of their staff and themselves. Exhibitors are advised to insure their exhibits against damage, theft, loss or and to cover themselves against third party liability for visitors to their stands.
2. Each exhibitor is reminded that he is responsible for effecting insurance cover for expenses incurred due to abandonment or postponement of the exhibition for any reasons whatsoever.
3. Exhibitors are obliged to arrange for distinct and adequate insurance coverage and arrangements for their exhibits as well as their staff and also third party liability. As an organiser, we do take adequate and distinct insurance coverage for the exhibition but it is mandatory for an exhibitor / exhibiting company to take insurance coverage on above- mentioned parameters.
4. The insurance policies mentioned above will have to include the insurer's renunciation of any legal action / penalty arising in the event of damages or accidents against the Executives, Representatives, Directors and Employees of the following organizations: Organiser, Event, Managers, Municipality or Local Administration of the host city, Architects and Contractors, including their staff employed by the organiser / Event Manager.
5. The period of liability of the exhibitor shall be deemed to run from the time the exhibitor or any of his employees, agents or contractors first enters the exhibition site and will continue until all his exhibits and property have been removed.
6. Alteration/interference with main circuit breaker and wirings/electrical fittings is prohibited. The Official Stand claims, demands and expenses to which the organiser may in any way be subject as a result of any loss or injury arising to any person (including members of the delegations, visitors, public, the organiser staff, agents or contractors) howsoever caused as a result of any act or default of the exhibitors, his employees, agents, contractors or invitees. If the organiser finds it necessary, the exhibitor shall provide proof that he has an adequate insurance cover. The organiser shall not in any event be held responsible for any restriction or condition which prevents the construction, erection, completion, alteration or dismantling of stands or for the failure of any service amenities

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provided by the organiser, for the cancellation or part time opening of the Exhibition either as a whole or in part, or for amendments or alterations to all or any of the rules and regulations caused by circumstances not under their control.

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

8. The sums paid to the organisers as fees or otherwise in connection with the exhibition shall remain the property of the organisers. In the case an exhibitor withdraws from the exhibition after confirmation of participation by the organisers, all payment made shall be forfeited.

9. Notice of withdrawal must be made in writing to the organiser who shall arrange for reallocation of such space which does not necessarily entitle the exhibitor the right to claim for refund or any payments made, or release from any sums of which he has already committed or become liable to.

10. The organisers bear no responsibility for any errors or omissions in the exhibition directory, which is compiled from the information supplied by the exhibitors and / or their agents. The organisers are not responsible for any loss, damage, or delay incurred in freight shipments (transport, handling and clearing) into and out of India. Exhibitors are urged to adequately insure all shipments.

### J. Food Safety

1. Details of proposed preparation, cooking and dispensing of food from stands or temporary catering areas, including sampling, must be discussed with the organiser during the early planning stages of the event. The organiser's approval is required in writing for such activities.

2. All staff engaged in food handling must be properly trained and supervised to ensure they work hygienically.

3. Stands may not be used to process or serve food if they are in poor sanitary condition likely to expose food to risk of contamination.

4. The kitchen/food preparation area must be of adequate size to meet the potential demand put upon it and should include adequate storage, refrigeration, water and waste facilities.

5. Any equipment, including food containers, which is likely to come into contact with food must be kept clean and be constructed of materials that are not absorbent and can easily and properly be cleaned.

6. Ovens and Inductors must comply with fire safety regulations. Cookers, ranges and hobs must operate on electricity. The use of Liquefied Petroleum Gas (LPG) is not permitted. (Also see fire safety).

7. Each stand or kitchen where open food is handled, prepared or dispensed, must be provided with a supply of waterproof plasters and bandages ideally in a distinctive Colour (preferably blue) in case they accidentally become mixed into food.

8. Each kitchen or stand where cooking or heating of food is taking place, must be provided with a fire blanket and suitable fire extinguisher.

9. All food on a stand must be protected from risk of contamination and in particular cooked and raw meats must be separated and handled with separate utensils.

10. Guidelines, rules, regulations and notification of the local statutory municipal authorities with regards to cleanliness, hygiene, temperature and upkeep of any kind and form of food items, whether hot or cold and dry or wet, needs to be strictly followed.

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**11.** Food sampling must be carried out in such a way that, customers do not touch food that other people will eat, in order to minimize the risk of cross-contamination.

**12.** All food handlers working with open food must keep their hands and clothing clean, cover all cuts, etc, with a blue waterproof dressing, not spit or smoke whilst handling food or while in a room containing open food, wear clean and washable over-clothing, keep personal clothing out of areas where open food is handled, unless it is stored in appropriate accommodation,

i.e. lockers/cupboards, not handle open food when suffering and within 48 hours of suffering from gastroenteritis, dysentery, any infection, boils or septic cuts, etc., likely to cause food poisoning.

**13.** All stands where there is food preparation must be close (ideally not more than 3m away) to hand washing facilities with clean water and drainage. Where stands are preparing food an additional sink must be provided for washing food and ideally a separate sink for washing dishes.

**14.** For small concessions serving hot drinks and snacks no sink is required but the provision and use of sanitizing hand-wipes must be employed.

### K. Emergency Communication / Evacuation Procedures

**1.** There will be a Public Announcement system for broadcasting Important Information and Emergency Protocols. Exhibitors, Contractors and Visitors are requested that they need to hear carefully and adhere to the announcements.

**2.** Public Announcement system will be used for making official announcements only.

**3.** Organisers will provide Emergency contact numbers to all the exhibitors and contractors to report an emergency through email a week prior to commencement of the show.

**4.** Detailed and comprehensive Emergency Evacuation procedures and routes will be sent week prior to commencement of the show to all the exhibitors and contractors.

**5.** The decision to evacuate the venue is only to be taken by the Organiser in coordination venue and the emergency services, when appropriate.

### L. First Aid / Medical Cover

**1.** Emergency Medical and First Aid services will be available onsite to address and meet treatments for minor injuries / illness onsite.

**2.** The first aid /Ambulance area will be easily accessible and clearly visible and displayed. Organisers will send the details on this a week prior to commencement of the show. Exhibitors and Contractors are requested to make themselves aware and familiar of the location of first aid /Ambulance area onsite along with contact details of the medical services.

**3.** Exhibitors and Contractors need to follow Onsite medical assistance guidance and advice given to them to deal with the incident quickly and effectively.

**4.** All treatments will be recorded by the Organisers and medical service team and, following details will be recorded:

**a)** Personal details of the person injured or reported sick – name, address, mobile number and other contact information

**b)** Nature of the injury/sickness

**c)** Details of Treatment received and medication given

**d)** If the person is sent to hospital - which hospital the casualty has been sent to and reasons thereof for doing so.

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### M. Waste, Water and Welfare Guidelines

1. Organiser is responsible for cleaning normal waste which includes packaging and other small items.
2. Exhibitors and contractors are responsible for the removal of any other waste that includes carpet except scraps, crates/pallets, building waste (such as bricks, sand and stand), fitting materials, metal work, large items that will not fit into rubbish receptacles or that need to be removed by mechanical means, hazardous waste – (paints, solvents, chemicals, clinical, waste, aerosols, oils or lubricants, including rags used in the application of these substances), cooking oils, strip lights (fluorescent tubes and light bulbs) and material produced by working demonstrations of exhibits.
3. All requests for a water feature must be submitted to the organiser 90 days in advance of the exhibition, along with the other stand plans stating the stand number and location. The plans must include how the risk of water containment and bacteria will be controlled with water treatment and water testing.
4. Exhibitors and contractors should ensure that dust in the air is not allowed to build up to unacceptable levels.
5. Exhibitors and Contractors to reduce hazardous dusts and carcinogenic substances in the air such as vehicle engine fumes, or MDF dust.
6. All occupants will have access to food during working hours. Drinking water will be available at all times to all occupants.
7. Exhibitors have access to regularly cleaned toilets and hand washing facilities.

### N. Sale of Exhibits

#### 1. Domestic

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

#### 2. International

- a) Exhibition goods, imported initially via embassy bond or bank guarantee can be sold during the exhibition but removed from customs bonded warehouse only upon the completion of customs sale formalities & payment of applicable customs duties & taxes within the stipulated six months' period.
- b) The goods remain in the customs warehouse until the buyer complies with sale conditions. The sale can be affected within the stipulated six months' period and may be extended upon the discretion of Customs. On completion of sale, embassy bond & bank guarantee will be cancelled.

### O. Environmental Guidelines

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

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2. Plan what you wish to distribute – don't print and ship more than you need. Source environment friendly promotional handouts or gifts.
3. Plan special design stands / features, etc. in order that these can be prefabricated, then dismantled at the close of the show.
4. Don't distribute material in plastic bags and be selective when handing out material. Use eco- friendly material, wherever possible.
5. Eliminate PVC banners and signs, use cotton or paper instead.
6. If building a raw space or special design stand, limit the height and construct based on reusable system materials and hired furniture, minimize specially constructed items (counters, display platforms etc.)
7. Use non-VOC, water based paints and glues or linseed oil paints.
8. Install CFL or LED lighting, using less energy and lasting longer.
9. Use recyclable carpeting, a natural alternative such as cork or recycled rubber matting (or none at all).
10. Keep packing materials and containers to a minimum.
11. For catering, use recyclable materials for crockery and cutlery or use glass, china that can be washed and reused.
12. Use recycling bins for garbage disposal.
13. Dismantle, don't demolish – disposing off into local landfills is not a viable solution.
14. Reuse packing materials for transportation.
15. Take away unused promotional materials etc. and use later.

### P. Exhibitor, Contractor, Exhibits, Display Movement and Guidelines

#### 1. Exhibitors

- a) Exhibitor in possession of the valid exhibitor badge will be entitled to enter the exhibition venue during set up, exhibition and dismantling.
- b) Exhibitors are requested to submit the names of the representatives who would be representing their company during the exhibition through exhibitory badges form in the Online Exhibitor Manual (OEM).
- c) Exhibitor Badge Entitlement as mentioned below:

Booth Area in Sq mts	Exhibitor Badges (Set-up & Tear-down Days)
09	2
18	3
27	4
36	5
45	6
54	8
63 & above	10



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### 2. Contractor

- a) Purpose of booth construction and moving of exhibits and dismantling, badges will be issued by the organisers as per the table on below, permitting those approved contractors and their workmen to enter the exhibition halls during the build-up and dismantling periods only.
- b) A limited number of service badges will be issued should a contractor have a valid reason to be present during the exhibition period (e.g. maintenance, remedial purposes, etc.).
- c) Contractor Badge / Band Entitlement as mentioned below:

Booth Area in sq. mts	Contractors Badges (Set-up & Tear-down Days)	Service Badges (Show Days)
36	5	1
50	10	2
60	15	3
70	20	4
80	25	5
90	30	6
100 & above	35	6

### 3. Exhibit Movement, Demonstration and Operation

- a) Entry of exhibits in the exhibition area will not be permitted during the fair.
- b) However, exhibits etc. will be allowed into the venue either before or after the exhibition hours as prescribed.
- c) Exit permit will be required for taking out any material from the venue during the fair period, but only during pre or post fair hours.
- d) Temporary Exit permits will be issued by the organiser only.
- e) All the equipment / material should be carted in and out of trolleys to avoid any damage to the flooring. The equipment should be directly transported to the exhibition halls.
- f) No painting or carpentry work will be allowed inside the exhibition halls during show days and time.
- g) All materials should be pre-fabricated at the exhibitor's appointed contractor's premises and only minimal work should be carried out inside the halls and should be under strict supervision.
- h) Exhibitors are responsible for the safe demonstration of working exhibits.
- i) Exhibits likely to pose a risk to visitors must be appropriately protected.
- j) Exhibitors must ensure that working exhibits being demonstrated do not emit radiation or gases likely to be harmful to human life e.g. laser, toxic gases etc.
- k) All machines for demonstration must be equipped with safety devices and running signs, which may be removed only when the machines are disconnected from power without any latent danger.
- l) Should any working machine may present a risk to the public, the exhibitor must erect signs to warn the visitors to keep a safe distance from the machine, and protection device such as glass shield should be set up between the machine and visitors.

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- m)** Any machine or apparatus can only be operated on the stand and operated and supervised by professionally qualified persons.
- n)** No motors, engines or power driven machines are to be used without adequate fire- protection measures taken by Exhibitor.
- o)** Only such devices or exhibits shall be operated in the exhibition premises which do not distract or disturb visitors, exhibitors or others present in the area.
- p)** Sound re-enforcement is sometimes necessary so that the audience is able to hear what is being said. However sound levels should never infringe upon neighboring exhibitors or restrict them from conducting their business while your presentation is taking place.
- q)** loud-speakers should be pointed downward and into the stand, never towards or across the aisles and sound level at the edge of your stand should at all times be lower than 80 dB (A) for speech and lower than 70 dB (A) for music and sound effects.

**Q. Other Important Information****1. Sub-contracting**

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

**2. Disputes**

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

**3. Force Majeure**

- a)** If the exhibition is abandoned, cancelled or suspended in whole or in part by reasons of war, pandemic, act of god, fire, emergency, labor, non-availability of exhibition premises or re-allocation of exhibition premises or any other cause not within the control of the organiser, the organiser shall be under no liability for any actions, claims or losses.

**Disclaimer:**

These guidelines set a standard to which the organiser seeks in connection with organizing an event / exhibition. These guidelines are not a substitute for independent advice and you should obtain professional advice wherever deemed appropriate. To the fullest extent permitted by law, the authors will not be accountable for any claims of any nature whatsoever (including but not limited to indirect or consequential loss or damage, loss of business, loss of opportunity, loss of data, loss of profits) arising out of or in connection with the use of these guidelines. It is the responsibility of every Exhibitor and Contractor to ensure that they safeguard and comply with all applicable health and safety laws and the government rules and regulations, as applicable, during the event / exhibition.



# MATECIA<sup>®</sup> EXHIBITION

22-23-24-25 AUGUST 2024  
YASHOBHOOMI (IICC), DWARKA, DELHI

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