



2025

AERO INDIA

EXHIBITOR MANUAL

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Note: This manual should be read in conjunction with Terms and Conditions. Further any orders / directives released from GoI/GoK on Health Protocols at that stage will be applicable

SECTION 1

SCHEDULE OF EVENTS – AERO INDIA-2025

DAY TO DAY PROGRAMME FOR AERO INDIA-2025

BUSINESS DAYS

10 February 2025

Sl. No	Time	Program
1	09:30hrs	Inaugural Ceremony
2	10:27hrs	Flying Display
3	11:05hrs	India Pavilion Inauguration
4	11:45hrs	iDEX Pavilion Inauguration
5	13:00hrs	Aero India-25 Opens for Business
6	15:00hrs	CEO's Round Table Conference
7	16:00hrs	Seminars
8	19:00hrs	Dinner hosted by Hon'ble Defence Minister

11 February 2025

SNo	Time	Program
1	09:00hrs	Business Hours commence
2	09:30hrs	Seminars
3	10:00hrs	Defence Ministers' Conclave
4	12:00hrs	Flying Display

12 February 2025

SNo	Time	Program
1	09:00 hrs	Business Hours commence
2	11:00hrs	Start Up Event Manthan
3	12:00 hrs	Flying Display
4	15:00 hrs	Indigenisation Event & Valedictory function
5	18:00 hrs	Business Days Close

13 & 14 February 2025

SNo	Time	Program
1	09:00 hrs	Public Hours commence
2	09:30hrs	Flying Display
3	14:00 hrs	Flying Display
4	18:00 hrs	Public Days Close

BUILD UP PERIOD

Date & Time	Day	Events
15th Jan 2025	Wednesday	<ul style="list-style-type: none">Information to the Organizer about the weight and the dimensions of the heavy exhibits to be displayed requiring platform modifications
18th Jan 2025	Saturday	<ul style="list-style-type: none">Heavy machinery and equipment to be displayed in the exhibition halls to reach site.
27th Jan 2025	Monday	<ul style="list-style-type: none">Possession Handover to Country Pavilions and Raw Stands in Temporary Halls.Chalet and Outdoor display area to be handed over to the concerned exhibitors.
24th Jan to 27th Jan 2025	Friday to Monday	<ul style="list-style-type: none">Delivery of Freight to Raw Space Stands
04th Feb 2025	Tuesday	<ul style="list-style-type: none">Shell scheme booth space to be handed over to the exhibitorsDelivery of freight to shell scheme booths
06th Feb 2025 Upto 1800 hrs	Thursday	<ul style="list-style-type: none">Setting up and completion of all booths – Both Raw & Shell Scheme
07th Feb 2025	Friday	<ul style="list-style-type: none">Permanent Electricity for Raw Space
07th Feb 2025 by 18:00hrs	Friday	<ul style="list-style-type: none">Anti – Sabotage & Counter Terrorist ChecksAll unwanted stores/refuse to be clearedFinal cleaning of Halls
08th Feb 2025	Saturday	<ul style="list-style-type: none">Full Dress Rehearsal

DISMANTLING PERIOD

Date & Time	Day	Events
15th to 16th Feb 2025	Saturday to Sunday	Dismantling & removal of exhibits and materials Vacation of space by 17:00hrs on 16 th Feb 2025.
17th Feb 2025	Monday	Site Closes for Exhibitors

SECTION 2

General Instructions For Exhibitors

Exhibition Venue

AERO INDIA-25, India's 15th Aero Show is scheduled to be held at the Air Force Station, Yelahanka, Bengaluru, Karnataka from 10 - 14 February 2025.

Organizer's Address

Defence Exhibition Organisation (DEO)
Government of India Ministry of Defence,
Department of Defence Production,
Room Willow, First Floor, India Habitat Centre
Lodhi Road, New Delhi - 110 003, India
Tele: +91 11 43663320
Email ID: aeroindia-ddp@gov.in

Contact:

Capt Nagesh Jain
Director
Defence Exhibition Organisation (DEO)
(Govt. of India, Ministry of Defence)
Email- ceo.defex-mod@gov.in

Admission to AERO INDIA-25

Admission would be permitted to Exhibitors only through badges and bonafide visitors only through invitation tickets/badges/tickets/QR based Code issued by the Organizers. No other form of invitation / ticket would be valid.

2.1 Badges

Exhibitors will have to submit the details for the badges online on the website at <http://www.aeroindia.gov.in>. Business visitors can register online on this website. For the online registration, after submission of details and approval, visitors will be able to make online payment as per the mentioned charges. Once the Organizers receive the payment, the E-ticket will be issued.

The Organizers reserve the right to refuse admission to any person in the interest of the Exhibition or due to safety reasons even after the payment has been made and tickets issued.

The requisite refund would be made in due course of time. In case it is discovered that misuse of the system has been made or false/wrong information has been given or due to security concerns. In such cases legal action would be taken as per Indian law. All disputes would be settled under the jurisdiction of Delhi courts only.

2.2 Infrastructure

The Exhibition will be hosted in refurbished Airbase Hangars and the temporary Hangars, which will be constructed specially for the event. These specially created Hangars will be made of aluminum shell structure covered with flame retardant material conforming to International Standards. Exhibitors in the temporary halls displaying heavy exhibits should inform the Organizer about the weight and the dimensions of the exhibits on or before **15.01.2025** so that suitable reinforcement can be added wherever possible to the flooring in order to enable it to take the additional weight. In the event of non-declaration/no information of heavy exhibits up to **15.01.2025**, no heavy exhibits shall be permitted since platform work for the HALL will be under taken. All exhibition halls will be specially air- conditioned for the show.

Chalets will be specially constructed at the designated area in the venue.

Toilets would be located either within the exhibition hall or outside, at convenient locations. Additional temporary toilets will also be created for the show. **NO separate/individual Toilets units are to be constructed by the Exhibitors in their indoor/outdoor space.**

2.3 Dress Code

All exhibitors are expected to dress formally in a lounge suit/national dress/service uniform or any other appropriate wear. The Organisers reserve the right to determine whether the attire of an exhibitor is acceptable and in keeping with the best interests of the exhibition. Nudism in any form is strictly prohibited.

2.4 Official Reception

Exhibitors will have an opportunity to meet Senior Government Officials, decision makers of the Ministry of Defence, Officers of the Indian Armed Forces, Foreign military delegation, diplomats, and eminent scientists of Defence Industry etc. at an official reception dinner

hosted by the Organizers. Entry to this event is strictly by Invitation, numbers / entitlement of Invitations are as stated in Terms & Conditions document.

2.5 Exhibitors Meeting with Official Delegations/Government of India officials Special arrangements will be made during **AERO INDIA-2025** by the Organizers to facilitate on-site meetings of the exhibitors with official delegations of different countries as well as with senior officials of the Government of India. The request for official meetings is to be sent to the O/o Minister(s) / Government Officers. The meetings date, timings & place would be conveyed officially only after the approval of respective Minister / Government Officer through their offices.

2.6 Exhibitor's Catalogue / Space Advertising

- a. An official Exhibitor's Catalogue of companies and Organizations participating at **AERO INDIA-2025** will be published by the Organisers for distribution. Entry to official catalogue is as per the rates defined in Terms and Conditions Document. Exhibitor has to provide briefly describing the activities together with details of the company's name, address, contact person etc. The catalogues would be digitally conveyed to the official delegations, VIPs, diplomats, Government Officials and Media as also uploaded on **Aero India-2025** website.
- b. Exhibitor Catalogue Entry content will be taken from the details submitted on registration. The content can be edited if required. The Organisers stand absolved of any responsibility for non-inclusion of details of companies whose forms do not reach in time or do not match to the specifications mentioned or not mentioned in the Exhibitor Manual.
- c. The exhibitor can use the Catalogue to promote their services and products through advertisements.

2.7 Exhibitor Badges

- d. Entry through valid badges only, numbers / entitlement of exhibitor badges is as stated in Terms & Conditions document.
- e. Necessary details for personnel who will be manning the stalls may be submitted online only through **Aero India-2025** website. Once the online registrations are completed and E-badge with a unique QR will be generated.
- f. Entry will be permitted through badges through the gates.

- g. Exhibitors must be able to present the passes at all times inside the Exhibition to facilitate identification.
- h. Exhibitor badges are strictly non-transferable
- i. Indian Company personnel representing foreign participants can also apply for Exhibitor Passes within the scale applicable, provided a letter of authority nominating them as their India representative(s) is given to the Organisers. Such applications however, must be made by the Foreign Company and not the Indian Company.

2.8 Guarantee for Contractors and Service Provider Badges

Exhibitors shall inform the Organizers of their contractor / sub-contractor for the construction and decoration of the stand and for import and re-export of their Exhibition materials with the full address, telephone, fax and Passport numbers of their staff including the head of the technical staff who will be responsible during the Exhibition period for the purpose of arranging security passes. The Exhibitor must declare in his document that he accepts the responsibility and guarantees for payment of any dues/ fines for import, export custom duties, taxes, penalties, etc. as a result of acts of commission or omission of his contracting and / or sub-contracting companies.

All Contractors and Service Providers in order to obtain the desired badges for their permanent and temporary Indian staff are required to submit/upload their Police Verification no later than 20th Jan 2025. For uploading documents link will be available at Aero India website. The police verification may be done at the nearest police-station of the residence of the respective individual.

2.9 Contractor Badges

Badges to contractors for entry into the exhibition will be valid only for the construction and dismantling days. The badges will be valid from 20th January to 07th February 2025 and from 15th to 17th February 2025. Exhibitors may provide details of such personnel who will be constructing / decorating their stands / chalets for issue of passes along with passport size photograph and with Govt. Issued ID Cards. Details have to be submitted online.

2.10 Invitee Passes / Tickets – Single Entry & One Day validity

Each exhibiting company will be granted passes (single entry & 01-day validity) as stated in Terms & Conditions document thereof on complimentary basis for distribution to their prospective visitors / customers. The invitation will be valid for the Exhibition duration. Visitors should be advised to carry invitation tickets and Govt. issued ID cards. Exhibitors are advised that minors below the age of 18 years are not permitted on site during build up, trade days and break down period. This includes children of contractors / visitors / Service officer / Government officers & any other person visiting the show.

All the tickets will be issued online. An individual can access the website or the app to purchase tickets for the defined date.

2.11 Car Parking

Entry of vehicles in the Exhibition Complex will not be permitted during Exhibition hours and other hours specified separately. Car passes for parking in the designated locations will be available for exhibitors as stated in the Terms & Conditions document. The car parking sticker duly completed must be prominently pasted and displayed on the cars. For security reasons, car passes are non-transferable. Passes would be provided subject to availability of parking space. Car parking permits will be valid for Exhibition period (as per Validity of Entry pass).

2.12 Media Convention Centre and Media Accreditation.

AERO INDIA-2025 will be covered by both domestic and overseas Media. To facilitate media activities, a Media & Convention centre would be set up at site. Exhibitors may provide press releases, photographs of their products and other relevant information at the Media & Convention centre for coverage. Media Personnel have to apply for Media Accreditation online only.

2.13 Press Conference

Facilities exist at the venue for holding press conferences / presentations for the Exhibitors only. Booking Modalities will be as available on the Aero India website.

2.14 Business Centre

A Business Centre furnished with Internet, Fax Machines, Photocopier etc., at nominal costs, will be operational at the site.

2.15 Telecommunication Services

Exhibitors interested in hiring telephone, cellular phones, Internet and fax facilities at their stands, should book/purchase their requirements through the Official Service Provider.

2.16 Permission for Import/Re-Export of Certain Systems

- a. All weapons, weapon systems, Individual and/ or portable weapons, ammunition and pyrotechnics, etc. must have their firing mechanisms inactivated and / **or are dummy**. Such exhibits must have a special approval for their import and re- export from Ministry of Defence, Government of India. All such requests should be sent to the Organizers.
- b. Companies with exhibits as indicated at sub Para (a) above, must declare in an official company document addressed to the Organisers (fax or photocopies not accepted), the country of production, exact description, quantity and serial no. of each exhibit and that such exhibits have their firing mechanisms inactivated and/**or are dummy**. These companies must also declare that for such exhibits, they acknowledge and will follow the requirements stated in Security Regulations (see Para 2.24), and also as stipulated in sub-Para (a) above. For the timely issue of the special import and re-export approval, official documents of the exhibiting company must be sent on aeroindia-ddp@gov.in. Certificate would be issued online.
- c. Companies exhibiting electronic equipment / systems must also have approval for their import, re-export permission vide Sub Para (a) above.
- d. Firm Specifications of heavy Exhibits / Ammunition for Display have to be submitted online.

2.17 Heavy and Large Exhibits

Exhibitors who wish to display large exhibits inside exhibition hanger space, i.e., exhibits that are over two cubic meters in volume in single unit, as well as those heavy exhibits which need special handling, should suitably inform to Aero India support team/Official fabricator by email to aeroindia-ddp@gov.in and design.aero@pavilionsinteriors.com with a copy to the official Freight Forwarder, details are as follow :

M/s P S Bedi

D-14/1, Okhla Industrial Area

Phase – I, New Delhi – 110020, India

E-mail: jbharadwaj@psbedi.com

Stand Fascia Board, particularly for exhibitors in temporary Halls as may be needed to create a special floor depending on the size and weight of the exhibit therefore this information is mandatorily required and to be sent to the Aero India support team. It is recommended that this information may be sent by exhibitors along with the approval of stand layout by organizer /fabricator. All Heavy Exhibits like Vehicles, Prototype Models etc. shall be placed as per their approved design layout on or before **20.01.2025** with the approval of Organizer. Regular fabrication work by Exhibitor to be commenced from 27.01.2025.

Late Arrival of Exhibits

In case of late arrival of exhibits and/or material, the Organizers reserve the right to refuse their entry to the exhibition. The exhibitor, his contractors and/or sub- contractors do not have the right/claims over such refusal.

2.18 Completion of Application / Order Forms

- a. All Applications, Declarations and Order must be submitted online by the due dates indicated.
- b. Care should be taken to complete the forms fully. Reference should be made to any applicable Exhibitor Regulation as well as any Supplementary Regulations, which may be notified and also to any conditions mentioned in the text or on the forms.
- c. Where payment is requested with the order, receipt of such payments will be a condition of acceptance of the order.
- d. Exhibitors should retain a hard copy of the online forms for their records.

2.19 Handing Over of the Exhibitors' Rented Stand /Areas

- a. The rented stand area would be handed over to the Exhibitors only where full payment of participation fee has been received.
- b. Standard shells stand with specified installations and equipment will be handed over to the exhibitors on 04th February 2025. Stand decoration and set-up of exhibits etc. will be permitted thereafter, from 0900 hrs to 1800 hrs daily. No construction/ fabrication work will be permitted what so ever after 1800 hrs on 07th February 2025.
- c. Raw space for National Pavilions/stands will be handed over on 27th January 2025 for all the exhibition Halls.
- d. All stands must be ready in all respects by 1800 hrs on 07th February 2025.

ATTENTION: Any alteration and/ or dismantling of the standard shell stand by the

exhibitors, their contractors and/or sub-contractors are prohibited. This can be carried out only by Official Stand Fitting Contractor Pavilions & Interiors India Pvt Ltd with approval of Organizers.

2.20 Fascia Board

The exhibiting company's commercial title will appear in 12 cm high characters, over the open aisle frontage of every exhibitor shell stand and shall be covered within the hire charges of booth packages. The details should be forward to fascia@pavilionsinteriors.com no later than 20th January 2025.

2.21 Restaurant Services

Subject to State Government Stipulations, restaurant services would include: -

- a. One or more 5-star Restaurants with a bar, buffet and Ala-carte service at the Exhibition site.
- b. Food Court serving different types of fast food in medium range category at the Exhibition site.
- c. Food court and moderately priced restaurants serving standard Indian food at the Exhibition site.
- d. For services related to the above, details of the agency and contact person are notified in the service provider list. Mode of food service is liable to change as per Covid-19 protocols like serving packed food etc.

2.22 Transport

The official transport service provider will provide travel facilities to the delegates invited for Aero India -2025. Exhibitors are advised to make own arrangements for transportation to and from Aero India-2025.

2.23 Clearance of Corridors, Dismantling / Removal of Material and Re-export

- a. Corridors should be kept clear of obstructions all times. Packed/empty cases and/ or materials are not allowed to be placed in the corridors of the Exhibition halls. The Organizers have the right to insist on removal of any cases and / or materials from the corridors at the exhibitor's cost.
- b. The exhibition will close at 1800 hrs on 14th February 2025.
- c. The dismantling and delivery of empty cases by the Official Freight Forwarder for re-packing will commence at 0900 hrs on 15th February 2025. Care to be taken not to damage the structures and avoid littering of dismantled wastes.
- d. Re-packing of materials/exhibits and the clearance of all cases from the Exhibition premises must be completed by 1700 hrs on 16th February 2025.

- e. The site will close on 17th February 2025.
- f. All exhibits and exhibition material must be re-exported at the earliest.

2.24 Security Regulation

All exhibitors shall abide by the Security Regulations of AERO INDIA 2025 as stipulated below: -

- a. Alert and efficient Security Forces will be engaged by the Organizers to ensure the safety of the exhibits. Nevertheless, arrangement may be made by the exhibitors for their own insurance to cover all their portable models and other attractive exhibits. The Organisers will not accept responsibility for theft, loss or damage of exhibits, stores or any other equipment belonging to exhibitors, contractors or visitors. It is strongly recommended that at least one person is present at each booth at 0900 hrs, when the Halls open for re-packing. Exhibitors are also informed that rented furniture items will be collected on after the closing of the exhibition. Therefore, drawers, cupboards, etc. should be emptied and contents kept secure after the Exhibition closes.
- b. Explosive, highly inflammable and other hazardous materials of any type are not allowed to be exhibited or brought into the exhibition premises.
- c. Weapon systems, individual weapons, ammunition, etc. which could be dangerous must have their firing mechanisms inactivated and / or must be made dummy for import, display and re-export.
- d. Weapons, weapon systems, ammunition, pyrotechnic systems etc. must be transported (import, re-export) as per policy of the company & Government norms of originating destination and transit countries. Such items must be packed in their own cases independent of any other exhibits or materials.
- e. The items stated in Sub Para's(c) and (d) above must also be rendered inactive and/ or inert and so declared in all shipping/customs documents with their respective serial numbers.
- f. The items stated in Sub Para (d) will be delivered to the exhibitors' stands on 06th February 2025.
- g. After the closing of the exhibition, only exhibitors with individual and / or portable weapons, ammunition, pyrotechnics etc. must remain in the Exhibition area in order to receive empty cases from the Official Freight Forwarder for the re- packing of these exhibits. All these cases will be cleared out of the Exhibition area within 24hrs of Exhibition closure.

- h. All lethal systems though made inert/inactive, will be carried out on trailers and / or trucks and in crates. Such systems will not be moved on their own power.
- i. After the daily closing of the Exhibition, no person will be allowed to remain inside the Exhibition area. In case of special requirement, Organizers have to be approached with a request in writing.
- j. For security purposes, the Organizers reserve the right, without giving any prior reason, to refuse admission to anyone to the Exhibition area and to expel any person whose behavior, in their opinion, justifies such a measure.
- k. Exhibitors/their representatives should be present at their stands at all times during the hours of the Exhibition.

2.25 Fire Safety Precautions

Exhibitors and the staff employed by them within the Exhibition stand, business chalets and offices, etc. are directly responsible for ensuring fire safety measures, including tackling of minor fire incidents. Their responsibilities will include: -

- a. Study the general layout of the Exhibition Halls and get acquainted with the location of exit doors, exit routes, emergency routes, emergency exits. A separate Instruction Manual on Fire Safety Measures shall be uploaded for the exhibitors in due course.
- b. Not to use any inflammable material for decorating the standard shell stands, offices, restaurants, chalets, etc. unless they are treated with fire retarding substances. Not to display/exhibit explosive, chemical, inflammable. An undertaking to be submitted for this effect to Organizer.
- c. Dangerous, harmful or noxious substances unless approved by the Ministry of Defence, Government of India in writing only.
- d. Not to use any open flame/direct heating appliances to cook food in the Exhibition stands. Only microwave and induction heating/ cooking is permitted inside the Chalet.
- e. Ensure heating appliances used in business chalets are mounted on fire proof stands. Use of LPG, Butane, Propane or coal or any inflammable gas is not permitted.
- f. Keep away all inflammable/ combustible waste such as empty boxes, containers, wrapping, etc. away from the Exhibition Premises and deposit the same in areas designated by the Organizers. If not removed, the Organizers will remove the same at the exhibitor's cost.
- g. Ensure that electric wiring of equipment on display, decoration and those used for heating appliances are of adequate capacity, quality and are as per approved specifications. Proper care to be taken for Cable joints, if any, be kept to the bare

minimum and properly sealed to prevent sparking/overheating. Only FRLS Cable/wire to be used for electrification inside their area.

- h. Drawing more power than what has been demanded should be avoided as this may lead to tripping of main circuit breaker. There would be penal charges/levies on the defaulting exhibitors @ three times the actual charges for the excess consumption.
- i. Alteration/ interference with the main circuit breaker and wirings/ electrical fittings is prohibited. The Official Stand Fitting Contractor's electricians should be contacted for any additional connections. In case of any fault in the electrical installation, Complaint cell of Organizer/ Service Booth of Official Stand Fitting Contractor Pavilions and Interiors India Pvt Ltd should be approached.
- j. Observe and impose all fire precautions at all times, especially during fabrication/ installation of the stalls/ chalets. Avoid throwing lighted cigarette butts and match sticks, etc. in Exhibition stands/ chalets/offices.
- k. Smoking in the Exhibition halls and all public places during the Exhibition period is strictly prohibited. These will be treated as "No Smoking" areas and will be so marked. Separate "Smoking Zones" may be used for this purpose.
- l. Ensure that the 2 kg ABC stored pressure type extinguishers provided in the shell stands/ chalets are not removed or the access to the fire extinguisher/fire point blocked, to facilitate easy pick up and use, should any fire incident take place.
- m. Tackle any minor fire incident in the stand, chalet, offices and restaurants by using the fire extinguisher installed.
- n. Read and understand the instructions pasted on extinguisher for its use and operation to tackle minor fire incidents.
- o. Know the exit routes to be followed in an emergency and the location of nearest emergency exit for escape in case of major fire incidents.
- p. Do not block the Exit, Exit route, Emergency Exit and Passages.
- q. Instruct your staff employed not to leave the shell stands, chalets and offices unattended whilst work is in progress or before officially appointed time of closing.
- r. In case of a fire incident, take the following actions: -
 - On fire not coming under control by portable extinguisher, raise fire alarm by shouting "Fire - Fire" to summon assistance. Rush to fire Watch Personnel Stationed in Exhibition halls.
 - In case of major fire incident, direct and guide the visitors and the occupants of

Exhibition halls/restaurants through routes to the exit as well as emergency exits for their quick dispersal.

- Provide access and co-operate with Organisers' fire safety supervisory staff and Fire Watch Personnel for inspection. Render all help possible to fight fire and salvage the equipment/materials.
 - Ensure quick dispersal of equipment/cars parked in the area in the event of fire incident in static display/car park areas.
- s. Fire Resistant Materials - Exhibitors must use fire resistant material/fireproofing material for floor and wall coverings.
- t. SAFETY RULES during setup and dismantling - For your working comfort, we invite you to follow the following rules.
- Night work during setup and dismantling may be avoided.
 - Improvised canteens or workshops in the common areas of the exhibition, especially in the halls, are not only strictly prohibited but will be subject to special monitoring and sanctions.
 - Parking areas in front of the chalets must be sufficiently clear to allow unloading and/or storage of freight, as these are prohibited in common areas.
 - The first hours and days of dismantling are subject to specific rules and access badges, particularly to ensure the safety of departing aircraft.

2.26 Cleanliness and Maintenance

The exhibitors will ensure daily cleaning and proper maintenance of Exhibition stands and chalets of the area occupied by them. The Organiser is responsible for cleaning of public areas and aisles only. No littering is permitted inside the exhibition halls and even in backyard service area.

The Exhibitor is responsible for the cleaning of his space during all periods of build-up, operation and dismantling as it enhances the safety of other participants. During Build-up, a regular collection of waste for selective sorting will be carried out. Exhibitors (or their representatives) are asked to pre-sort their waste and dispose at the designated area.

During Dismantling

No skip is put in place by the Organiser during dismantling. The Organiser ensures the maintenance of the aisles and roads in order to ensure the free movement of goods and

people. The Exhibitors (or their representatives) themselves order the skips or wagons they need for the disposal of their waste from the service provider hired by the Official fabricator.

Clearing the Aisles

The aisles are common areas intended for the movement of goods, people, services and security, and storage is strictly forbidden. In the event of non-compliance with this rule, and after an initial reminder, we will remove the equipment concerned, at the Exhibitor's expense.

During dismantling the Organiser does not take charge of Exhibitors' waste (excluding equipped stands) during the dismantling period. Exhibitors are responsible for their own waste.

2.27 Support

For any support exhibitor may call helpline number 011 43663320/ 011 20836145 and the visitors may email on aeroindia-ddp@gov.in

SECTION 3

RULES AND REGULATIONS

3.1 Organizers

AEROINDIA-2025 is being organized by Hindustan Aeronautics Limited (HAL) on behalf of Department of Defence Production, Ministry of Defence, Government of India. HAL will be responsible for putting up and organizing the event. Hence reference to the Organizers in this manual may please be treated as reference to Department of Defence Production, Ministry of Defence.

3.2 Venue, Dates and Timings

AERO INDIA-2025 will be held at Air Force Station Yelahanka located about 19 Kms from the center of Bengaluru city scheduled from 10th to 14th February 2025 from 09:00hrs to 18:00hrs.

3.3 Exhibitors and Validity of the Contract

A company/ Organization / Institution(s) booking space for participation will be called "Exhibitor". Exhibits will be limited to materials, products or services related to Aerospace & Defence Industry Exhibition including Land, Naval, Air, Homeland Security. Only Indian Companies/ Organizations, foreign manufacturers or/ and their authorized offices in India are permitted to be exhibitors. Agents will not be permitted to display exhibits nor would be given or permitted to take any commission directly or indirectly. The contract with the Exhibitor will be valid as defined in the Terms & Conditions document. The exhibitors have irrevocable permission to participate in the exhibition. This agreement is not, and shall not be deemed to be a lease or an agreement for lease. The Organizers reserve the right to determine the eligibility of any material, product or services for display.

3.4 Allocation of Space

Exhibit space will be allocated according to the date of receipt of online request along with the prescribed payment. The Organizers reserve the right to change or alter the allocated space in case of unforeseen contingencies or changes in the floor plan. Exhibitors to check updated floor plans onsite on regular basis.

3.5 Participation Charges and Payment Terms

The applicable charges & payment terms and conditions are mentioned on the website www.aeroindia.gov.in. All payments have to be cleared before the show is over. To facilitate the exit process, an exit form is issued to each exhibitor by the organizer after the exhibition is over.

However, the participants who could not be accommodated any space will get refund of participation fee with no interest in due course. Balance participation charges will be payable before the dates mentioned in the “**Terms & Conditions**” document on the website. Upon acceptance of an application online by the Organizers, the application shall ipso facto become a contract binding on the Exhibitor and the Organizers (DEO) on the terms and conditions contained herein and in the Exhibition Regulations, as contained in Exhibitor Manual on any failure to comply with payment terms, the organizers reserve the right to cancel the contract and to deny access into exhibition area to such exhibitors. DEO will have sole discretion in allocation of space. However, due consideration will be given to the choice and requirement of all applicants, subject to availability thereof.

3.6 Admission

The Organizer reserves the right to refuse admission to any person in the interest of the exhibition or due to safety reasons.

3.7 Operation of Devices and their sound levels

Only such devices or exhibits will be operated in the exhibition premises, which do not distract or disturb visitors, other exhibitors and others present in the area.

3.8 Stand Fitting Services

The Organizers have appointed an Official Stand Contractor to provide stand fitting services to exhibitors using the shell scheme & stand fitting work. Design of the special stands will be subject to the approval of the Organizers. The stands should not be obstructing the view or disturbing the aesthetics of any other co-exhibitor. Organizers hold the final right to stop/alter the design, if needed. The exhibitors can hire their own stand fitting contractors for the construction of their raw space stands after payment of royalty charges to DEO. The contractors other than Official contractor will be required to pay one-time royalty of **Rs.2,00,000** (inclusive of GST) for Indian Contractors and **USD 4000** (inclusive of GST) for foreign contractor. Details of personnel who will be constructing/decorating stands/chalets,

other than the official Stand Contractors has to be furnished online by the concerned exhibitor along with a letter of authority from the exhibitor nominating the contracting company for such services.

3.9 Electrical Services

The official electrical contractor shall only carry out all electrical works for providing electricity to the stall. The exhibitor shall bear the cost of all such electrical works and cost for additional load if required. The charges for electricity for exhibition days and pre and post exhibition days are notified in the construction guide lines at Section 5.

3.10 Service Agencies

Contact points for official service agencies like Freight handling, Ground Handling contractors, Catering Services etc. are listed in “List of service providers” and also available on website in order to facilitate the exhibitors. These agencies are only allowed to provide services to the exhibitors. Other agencies will not be allowed to enter/operate in the exhibition premises.

3.11 Cleaning of Exhibits

The exhibitors must make arrangements to store their exhibits in presentable and clean manner during the exhibition period. All materials for disposal must be deposited in the areas designated by the Organizers. No littering in the exhibition area is permitted.

NOTE: removal of exhibits/materials from the raw and shell scheme shall be permitted only after 9:00 am on 15.02.2025

3.12 Advertising

The Exhibitors may refrain from distributing printed and/or promotional material related to their products. The said material could be conveyed in digital format in light of the prevailing health concern. Organizers reserve the right to prohibit distribution of any publicity material without assigning any reason.

3.13 Cancellation

As per the Terms and Conditions for Aero India - 2025

3.14 Counterfeit & Copy right Infringement

None of the exhibition displays present at the exhibition premises hall in fringe or likely to infringe, any patent, trade mark, copyright and other intellectual property rights of any party. The exhibitors should undertake and agree that in the event of any breach, their contract may

be terminated by the Organizers unilaterally. In such an event, the exhibitors shall indemnify the Organizers against all costs, claims, demands, losses, liabilities etc.

3.15 Public Safety & Security

Exhibitors & their representatives should be present in the stall at all times during the opening hours of the Exhibition in order to receive visitors. They may not close the stands before the officially appointed time of closing. All inflammable, disposable materials (such as empty boxes and other wrappings) should be immediately removed from the exhibition premises. The use of inflammable materials for the decoration of the stand is prohibited unless such decorations have been treated with fire retardants. Use of heating appliances within the stand is strictly prohibited. Fire retardant heating elements are permitted only in designated zones.

3.16 Insurance and Exhibition Liabilities against Unforeseen Incidents

- a. The exhibitors would be solely responsible for any damage which may occur to exhibits, equipment's, decorations, stock, stand or any other possessions due to fire, theft, deterioration, loss/damage by water or damage suffered during any firefighting operations.
- b. The exhibitors would be solely responsible for all accidents that may occur to the staff (including the Organizers' personnel), technicians, employees or exhibitors on duty in his own or in neighboring stands, due to the use by him or anyone else delegated by him e.g., machines, motors, other appliances using electric power that cause fire.
- c. The exhibitors would be responsible for all other damages, injuries or accidents, other than the already mentioned, or those that they themselves may foresee, and any other damage which may result from their participation in the Exhibition, whether directly through their own fault or through the fault of any third party under the exhibitors' instructions and affecting the possessions, furniture or building belonging to either the Organizers or to another party.
- d. The Organizers disclaim all responsibility for risk as mentioned above and the exhibitors shall not be entitled to make claims, whatsoever are the factors causing such damages.
- e. The exhibitors will have to obtain third party liability insurance to cover any accidents suffered by third parties in the building where the exhibitors' stand are located which involves the liability of the exhibitor or of any of his employees and any of the liability due to accident incurred to the Aero show.

- f. Minimum insurance cover for the third party liability will have to be taken by all exhibitors for personal and exhibits. The Public Liability Insurance cover should be for a minimum amount of Rs 100 million per accident or its equivalent in USD.
- g. The exhibitor may insure their exhibits on display against all possible risks that are permitted within the Insurance Rules.
- h. Each Exhibitor shall cover for the expenses incurred due to abandonment or postponement of the exhibition for any reason what so ever.
- i. 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 representatives, Directors and employees of the following Organizations;
 - i. Organizers
 - ii. Event Managers
 - iii. Municipality or Local Administration
 - iv. Architects and contractors employed by the Organizers/
Event Managers
- j. The period of liability of the Exhibitor shall be deemed to run from the time the Exhibitor or any of his employees, agents, contractors first enters the Exhibitions and will continue until all his exhibits and property have been removed.
- k. The Exhibitor shall insure, indemnify and hold the Organizers harmless in respect of all costs, claims, demands and expenses to which the Organizers may in any way be subject to as a result of any loss or injury arising to any person (including members of the delegations, visitors, public, the Organizers staff, agents or contractors) how so ever caused, as a result of any default of the Exhibitors, his employees, agents, contract or invitees. If the Organizers find it necessary, the Exhibitor shall provide proof that it has adequate insurance cover. The Organizers shall not in any event be held responsible or any restriction or condition which prevents the construction, erection, completion, alteration or dismantling of stands or for the failure of any service amenities provided by the Organizers, or 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.
- l. The exhibitor may arrange on their own third-party liability insurance.

3.17 Safety, Fire, Health and other Laws

- a. All fire, safety, health and other laws, rules and regulations imposed by local authorities and agencies must be strictly observed by the exhibitors.
- b. Exhibitors shall ensure that the pantry and balconies / landings of stairs in Chalet areas are not over loaded due to placement of heavy items / overcrowding during the event.
- c. If the pandemic situation emerges the Exhibitors shall strictly adhere to the safety and health precautionary measures during the pre-construction and post construction period as per the advisories/ Directives of State & Central Govt.,
- d. Exhibitors shall encourage use of eco-friendly Fire retardant pre-fabricated material while constructing stands to ensure minimum time spent by the stand fabricators, fitters etc. Exhibitors shall also instruct the Stand Contractors to disinfect the booth construction material etc. Stand Contractors should use mechanized trolleys / pallets etc. to minimize human labour while bringing /taking out material out of the halls.
- e. Exhibitors shall maintain record of all the entrants & participants who will enter the stall in respect of their event. They should be able to provide traceability support of suspects to local health authorities, if required. In line with the govt. guidelines, the entrants screened-out based on travel history/symptoms/ information based on the medical interview sheet may be refused entry. Availability of information of any overseas pandemic cases who were detected during or after the event should be passed onto their respective embassies and the event organizers.
- f. Exhibitors shall adhere to the guidelines, rules and regulations issued by the Ministry of Home Affairs, Ministry of Health and Family Welfare, Govt of India and the local medical / sanitary authorities from time to time.

3.18 Loss/Damage

The Organizers will not be held liable for Loss/Damage to the exhibits

3.19 Right to Reject Exhibits

The exhibitor should agree that the exhibits shall be admitted and shall remain solely in strict compliance with the rules and regulations stipulated here in. The Organizers reserve the right to reject or prohibit any exhibit in whole or in part of any exhibitor or his representative from participating in **AERO INDIA-2025** with or without giving any reasons.

3.20 Sub-contracting

This license to participate in the exhibition is personal to the exhibitor and is non-transferable. No licensing or sub licensing may be granted by the exhibitor to any other party. Government of India has a policy of subsidizing those companies and manufacturers participating in the **Aero India-2025** whose management and control vests only in Indian directors on their board. If any such Indian company/exhibitors found subletting or facilitating display of foreign exhibitors on space booth (as also displaying products/banners/promotional material of any other Foreign/Indian unregistered firm at **Aero India-2025**) will attract penalty as defined in the Terms & Conditions document. The Organizers also reserve the right to order closure of such errant companies/exhibitors.

3.21 Governing Laws and Jurisdiction

This agreement shall be governed by and construed in accordance with the laws prevalent in the Union of India. Each of the parties here by irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts of India for all purposes in relation to this agreement.

3.22 Additional Rules and Regulations

Further rules and regulations pertaining to the exposition found in the Exhibitors' Manual and other documents supplied by the Organizers will be deemed to form part of the agreement signed earlier in the form of Space Application form and shall be binding on the exhibitors and their contractors.

3.23 Photography

General still photography by the exhibitors/ visitors during the Exhibition is permitted. However, video/ aerial photography over Indian Aerospace or photography in the operational area of the Air Force Station Yelahanka, without permission of Ministry of Defence, Government of India shall not be permitted. No photography is permitted in Indian Territory over prohibited/restricted area under any circumstances.

3.24 Disputes

Disputes, if any, arising out of unresolved matters between the exhibitor and the Organisers shall be settled by arbitration in accordance with the Arbitration and Conciliation Act 1996 and amendments as applicable from time to time. The arbitrations proceedings will be conducted in English and at New Delhi, India only.

3.25 Force Majeure

DEO shall not be liable to the Exhibitor by reason of any cancellation, suspension or part-time opening of the exhibition, either as a whole or in part, for any non-performance of their obligations under this contract or for any amendments or alterations to all or any of the Rules and Regulations of the Exhibition in each case to the extent that such occurrence is due to any circumstances not within their control. These circumstances include but are not limited to, war, fire, national emergency, labour unrest, earthquake, floods or other such acts of nature, acts of terror, pandemic, non-availability or cancellation of exhibition premises or any other cause not within the control of DEO. In case the exhibition / participation in the exhibition stands cancelled by either party because of Force Majeure reasons (including security measures and enforcement by public authorities) an amount of 25% of the total payment will remain with the organizers as Organizers compensation of costs.

Note: This manual should be read in conjunction with Terms and Conditions documents. Organiser reserves the right to amend any clause/condition of the manual in public interest anytime.

SECTION 4

DETAILS OF SERVICE PROVIDERS (Available on Aero India-2025 website)

S.NO	SERVICES	SERVICE PROVIDER DETAILS
1	Official Fabricator	For General queries regarding Official Fabricator M/s Pavilions and Interiors India Pvt Ltd A-63, Block A, Sector 57, Noida, Uttar Pradesh 201307 Mr. Bhaskar Joshi Mob: 9355887380 E-Mail: bhaskar.joshi@pavilionsinteriors.com
2	Design Approval of Drawings & Designs of Indoor Raw Stalls, shell to raw stalls, Chalet & Outdoor Stalls	Architect: Mr. Abhilash M J Mob: +91 8178863329 E-Mail: design.aero@pavilionsinteriors.com
3	Official On-site Branding Agency	Mr. Prafful Agrahari Mob. +91 8470009928 E-Mail: prafful.agrahari@pavilionsinteriors.com
4	Official Audio-Visual Agency	Mr. Piyush Sharma Mob: +91 9355887382 Email: Piyush.sharma@pavilionsinteriors.com
5	Internet/ wi-fi facility	Mr. Roopesh Srivastava Mob: +91 9212380603 Email: r.srivastava@pavilionsinteriors.com
6	Official Conservancy / Housekeeping Agency	Mr. Niranjan Pandey Mob: +91 9350009914 E-Mail: n.pandey@pavilionsinteriors.com
7	Official Agency for Hiring Fire Equipment's	Mr. Rajesh Vellara Mob: +91 9898562785 Email: rajesh.v@pavilionsinteriors.com
8	Hostesses Facility Providing Agency	Mrs. Annapurna Tripathi Mob: +91 9310159115 Email: aeroindia@pavilionsinteriors.com
9	Official Buggy (Golf cart) provider	Ms. Swetha Raju Mob: +91 9355887370 Email: swetha.r@pavilionsinteriors.com
10	Official sanitization agency	Mr. Niranjan Pandey Mob: +91 9350009914 E-Mail: n.pandey@pavilionsinteriors.com
11	For Additional Items, Furniture & Rentals	Mrs. Annapurna Tripathi Mob: +91 9310159115 Email: aeroindia@pavilionsinteriors.com
12	For Fascia names	Mrs. Shikha Kandari Mob: +91 7290060788 Email: fascia@pavilionsinteriors.com
13	Official Freight Forwarder	M/s P S Bedi Mr. Jatin Bharadwaj Associate Vice President – Exhibitions, Events & Media Mob: +91 9910201927 Email: jbharadwaj@psbedi.com

SECTION 5

GUIDELINES AND SPECIFICATIONS – SERVICES

Guidelines for Stand Construction

In order to ensure that all stands – readymade and customized - are constructed within the applicable norms, certain guidelines, set by the organizers, and as detailed below, have to be followed. All exhibitors are advised to ensure compliance to avoid any inconvenience.

5.1 General Architectural Guidelines

- a. The width of passages in the halls shall not be less than 3 meters or as marked on the copy of the layout plan while the passages inside the stands shall not be less than 2 meter in clear width.
- b. The minimum width of the entry and exit of stands shall be 3 meters each, to facilitate movement. More width will be recommended.
- c. As the exhibition halls are specially air-conditioned, there will be height restriction in the halls. In halls A, B, C, D & E the maximum available height is 4 meter. In the temporary hall F, G, H, J, K the height varies from approximately 2.5 meters on the sides to approximately 4 meters at the centers. While planning the display the exhibitors may take note of this and in case of any specific query they can get in touch with the Organizers.
- d. In the case of stands with two sides open and also the rear four sides (island stands) open as shown in the layout plan, the participants are required to leave the open side clear of wall panels so as not to obstruct the view of the visitors. However, they may put up low partitions of 1.2-meter height or may have a combination of low partition and glazing in the upper area without any branding, after leaving proper entry & exit points.
- e. The normal height of construction of partitions shall be limited to 2.5 meter except on the open side as shown in the layout plan. However, additional height of one / two features could be considered depending upon the area of stands as per details given below:

Maximum height of features

- | | |
|--|------------|
| (i) Back wall towards the hangar side height/AC service space/other stalls | 2.5 meters |
| (ii) Height of wall towards the hangar center/inside the stall | 4.0 meters |
| (iii) Some exhibits, logos, columns, fascia etc. | 4.5 meters |

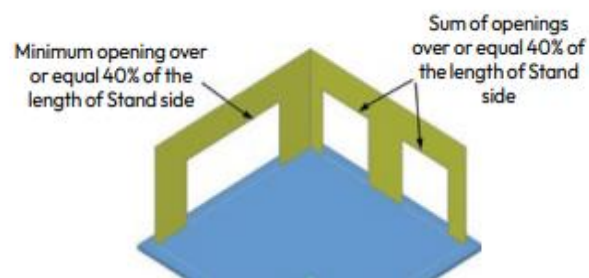
Exhibitors planning to display exhibits more than the specified heights as detailed above would need to take an approval from the Organizers before finalizing the layout plans.

- f. No construction shall be permitted in front of emergency doors, service doors, electric distribution boards, switch rooms, toilets and other fair facilities. Construction undertaken in front of such facilities shall be removed at the cost and expense of the defaulter participant and the Organizers would also levy penalty as deemed or appropriate.
- g. No support from the existing construction of the Exhibition halls i.e. ceilings, walls, columns etc. shall be permitted. Any damage caused to the infrastructure created by the Organizers shall be recovered along with the necessary penalty from the concerned participants.
- h. Water connection and water disposal will not be possible due to lack of infrastructure at the proposed site.
- i. All displays will be inspected during these up days and any exhibitor deviating from the regulations would be required to make modifications as suggested by the Organizers on their own expense prior to the show opening.
- j. Carpentry in the Halls is prohibited. Platforms/panels and other decorations for the interior must be brought in a pre-fabricated condition for assembly and finishing inside the halls.
- k. The following are strictly prohibited:
- Use of electrical flashes, flash guns etc.,
 - Cloth Banners, Velvet Banners or Velvet Covers on the panels/table
 - Stage shows or presentations without prior permission in writing from the Organizers,

- Painting, coloring, wallpapering, sticking of thermocol cut letters, nailing or drilling of panels. If you require assistance in hanging or displaying your exhibits, please consult the Official Stand Contractor. Exhibitors would be charged@ Rs 1500.00/USD50.00 per panel for any damages to the panel.
 - Hanging of items from the Hall ceiling or parts of it.
 - Storage of any kind behind the display walls & also in between Shell Scheme
 - Digging, grouting or cutting of the floor.
 - Single use plastic
 - Littering in the backyard.
- l. No additional stand fitting or display may be attached to the shell stand structure.
- m. All interior stand fitting must be contained within the shell stand structure, and must not exceed 2.5m in height. No free-standing equipment may exceed a height of 2.5m or extend beyond the boundaries of the site allocated.
- n. It is mandatory for Exhibitors with 2 or 3 or 4 side open stands, to arrange the display 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 transparency. Exhibitors are not allowed to obstruct the view or adversely affect the displays of other exhibitors.
- o. Access must be given to any Fire Exit, Electrical box, Service room etc. falling within the exhibitor's stand area. It is mandatory to leave minimum one opening in the partitions against the natural wall to provide access for electrical fittings etc.
- p. Exhibitors will not be allowed to use high power sound systems, which may cause disturbance to the other exhibitors in the hall.
- q. Shell scheme exhibitors may additionally refer to Para 5.2 for specific regulations and information regarding shell scheme construction.
- r. Raw space exhibitors may additionally refer to Para 5.5 for specific regulations and information regarding bare space construction
- s. SHARED PARTITIONS The Organiser will not erect any separating partitions. Each Stand is required to have its own partitions and may not, under any circumstances, use its neighbours' partitions. On an island, the Stand with the highest partition must leave the side of the partition which gives on the neighboring Stand presentable. The

partitions of the Exhibitors overlooking the neighboring Stands must be smooth, plain, painted or covered with wall textile, neutral color. No signage of any kind is permitted on shared partitions

- t. Opening of Stands - Each Stand facade (partitions, signs and decorative structures installed on the floor) opening out onto an aisle must allow an opening of at least 40% of the length of its length even if the facade is set back from the aisle. If there are several openings: the sum of the openings must correspond to at least 40% of the length of each side of the Stand.



5.2 Shell Stand Equipment

The Standard Shell Stand will include following: -

Sl. No.	Standard Items	12Sq.m.
		Shell Scheme
1	Lockable Side Rack	1
2	Round table	1
3	Chairs	3
4	Spot Light	6
6	Outlet socket	1
7	Power	1 kW
8	Waste bin (Dry)	1
9	Fascia	Yes
10	Carpeting	Yes
11	Partition Walls (White wall)	Yes

5.3 Technical Specification of Shell Stands

Indicative Standard Shell Scheme Booth Stand:





5.4 Shell Scheme Stands

The following rules shall apply for shell scheme stands: -

- a. Minimum space for shell scheme for MSME/Non MSME's is 12sqm.
- b. No painting or wallpapering of panels is permitted. Exhibitors who desire to have any panel wallpapered must inform the Official Stand Fitting Contractor Pavilions and Interiors India Pvt Ltd for approval.
- c. No additional fittings or displays are allowed to be attached, nailed, screwed or drilled to the booth structure. On violation of this instruction, the exhibitor is liable to be charged by the Official Stand Fitting Contractor Pavilions and Interiors Pvt Ltd for damages caused to the stand.
- d. The use of inflammable materials for decoration of the stand is prohibited unless such decorations have been treated with fire- retarding substances. Use of heating appliances is strictly prohibited. An undertaking to be submitted for this effect to the Organizer.
- e. No suspension from hall's ceiling or fixtures to the walls columns and floor of hall or any other part of the building structure is permitted. Exhibitors should only utilize the inner parts of the stall allotted to them, for display.
- f. Height of all fittings/exhibits should be restricted to 2.5m. The rear and side walls should be 2.5m high structures/exhibits (mounted or otherwise) between 2.5m and 4m in height must be approved by the organizer and placed at a minimum distance of 1 m. from the rear, sides and front of the stand.

- g. No financial credit will be given by the Organizer / Official Stand Fitting Contractor Pavilions and Interiors India Pvt Ltd for any shell scheme stand items that are not utilized.
- h. Exhibitors are requested to deal directly with the Official Stand Fitting Contractor Pavilions and Interiors India Pvt Ltd for their requirement of additional items on extra payment, by furnishing details online through website. Any dispute regarding additional items will have to be settled by the exhibitors directly with the official stand fitting contractors. Any damage to these items by the exhibitors will attract penalty.
- i. Designing of stalls by exhibitors taking shell scheme is not permitted and for designing of stall please refer to Para 5.3]
- j. Each shell scheme stall of 12 sqm only will be provided with a power supply of 1 KW load free of charge. Any additional power requirements will have to be ordered through online.
- k. For general architectural guidelines, please refer to para 5.1.

5.5 Shell to Raw Conversion

- a. Shell space charges will remain same.
- b. Wall Heights can go up to 2.5m
- c. Design for the stall needs to be developed by the exhibitor at their own cost and sent for approval to design.aero@pavilionsinteriors.com
- d. The space will be treated as Raw space after conversion and electricity, furniture etc. will have to be purchased by exhibitor at their own cost
- e. Fabrication cost of the stall shall be borne by the exhibitor by hiring either the official contractor or any other registered contractor with Aero India website.
- f. Last date for shell to raw conversion will be 15 Jan 2025 along with design approval from organiser

5.6 Space Only (Raw Space) and Special Designs

Exhibitors who have booked raw space areas may use services of Official Fabricator (M/s Pavilions and Interiors India Pvt Ltd) or may employ any other contractor of their choice to build up their stands. Construction safety measures to be followed during build up. The following rules will apply for Raw Space Stands: -

- a. Exhibitors are required to submit for approval, their stand layout plan, elevation, rendered views from different angles and electrical single line drawing to the Official Fabricator Pavilions and Interiors on email to design.aero@pavilionsinteriors.com by **20th Jan 2025**

- b. Following details are required to be sent for approval of stand Layout:
- i. Schematic Layout with all three dimensions (Length, Breadth & Height) including Plan, elevation & 3D Views.
 - ii. Electrical Line Diagram.
 - iii. Details of Heavy/ Large Exhibits to be displayed in stand with weight & positioning in drawing on or before **15th Jan 2025** for approval.
 - iv. All wall heights to be marked in a 3D Aerial view.
 - v. Details of any ammunitions/ explosives etc.
- c. Exhibitors need to ensure that drawings for approval are send to the organisers at email: design.aero@pavilionsinteriors.com well in advance. Approval/ Alternations (if any) will be intimated within 07 days from the receipt of the designs. No stand on raw space will be allowed to build without prior written approval of the organizers.
- d. All stands/exhibits that are designed to incorporate raised floor/platforms must necessarily provide access for the differently abled to the stands. Raised floors / platforms also being planned for access must be clearly shown on the stand design at the time of submission for approval.
- e. No suspensions are to be made from the ceiling frames of the halls or any fixtures be made to the walls, columns, floor or any other part of the halls. Drawings must also clearly show layout of exhibit logo details supports electrical point etc. and clearly indicate walls /panel heights, displays, meeting rooms etc.
- f. Where a Raw Space Stand abuts another stand, the walls of the adjacent stand may not be used by the raw space exhibitor.
- g. Where raw space stand walls exceed the lower walls of an adjacent stand, the rear surface of the wall exceeding in height (maximum 4 inches only) must be decorated by the exhibitor building the higher wall.
- h. Structures of special designs should remain within the boundaries of the space allotted and should not protrude into adjacent stalls or aisle spaces.
- i. The height of various fixtures on the stand(s) should conform to the specifications given in clause 5.1(e). Exhibitors planning to display.
- j. Exhibits more than the specified height would need to take prior approval by indicating such details in the stand design to be submitted by them to the organizers at design.aero@pavilionsinteriors.com. Major constructions are unlikely to be approved.

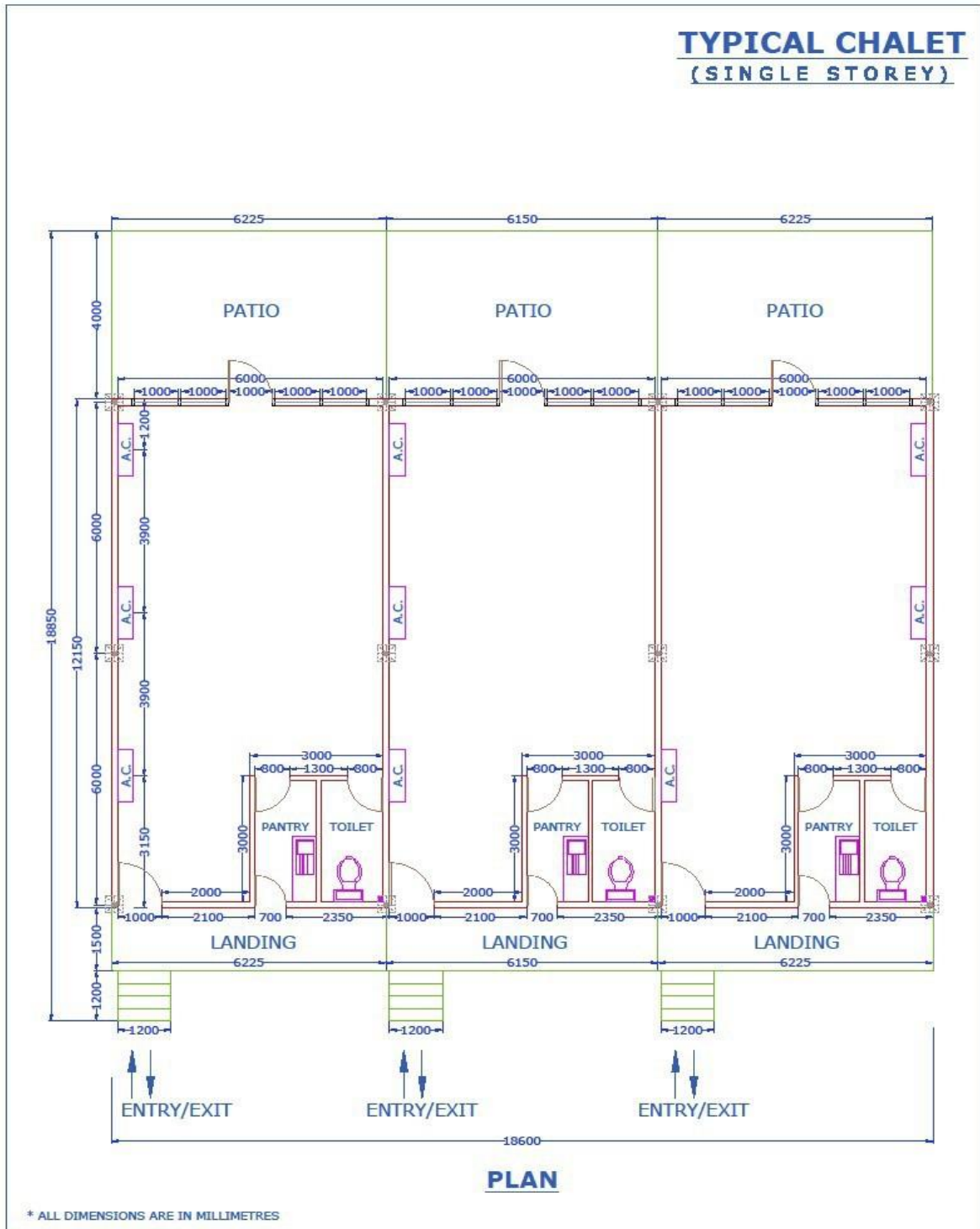
- k. Peripheral walling of stand(s), if more than 1m high, should not occupy more than one third of the total perimeter and not more than two thirds of any side.
- l. A suitable floor covering must be provided for all the stands. Carpeting of the aisle areas will be, in the normal course, under the arrangements of the organizers. However, if raw space booked by an exhibitor falls on either side of an aisle space, the exhibitor is permitted to cover such aisle space area with carpet of his choice, under own arrangement, if so desired. No Exhibits/Logos/Display of Models/Hanging Objects etc shall be permitted above the aisle between two Raw Space / Shell Scheme by any Exhibitors.
- m. The height of the arches/canopy, if designed in the indoor space within the allotted area should not be less than 2.5m or more than 4m. No deviation in this regard is permitted. No aisle space may be obstructed by any exhibits or structures to ensure free flow of public/viewers.
- n. All materials used for stand construction and/or interior decoration should conform to minimum flame spread rating of Class 2, when tested to BS 476, Part 7: 1972. The stands will abide by and conform to IS 8758:1993. The use of inflammable material for the decoration of stand is prohibited unless such decorations have been treated with a fire retarding substance. Fire safety clearance from state fire department to be taken during stages of construction of raw space stands.
- o. Cooking of any kind inside the booth is prohibited except as described at Para 2.25d.
- p. No air-conditioning unit shall be installed in any stand by the exhibitor as there no means of venting out the heat and water generated. The halls shall, however, be centrally air-conditioned.
- q. In case of any special requirement for installation of additional AC Unit, Specific approval has to be obtained at the plan submission stage with the Organizer in consultation with Official Fabricator Pavilions and Interiors India Pvt Ltd.
- r. Neon or flashing lights/signs shall not be permitted unless they form an integral part of the exhibitor's product.
- s. Cleaning including sanitization of their stand built in raw space shall be the responsibility of the exhibitor. Monitoring of the Visitors with the Thermal scanner and reporting to the First Aid Centre for suspects immediately, if any.

- t. Exhibitors desiring additional items for their stall may deal directly with the Official Stand Fitting Contractor Pavilions and Interiors India Pvt Ltd for supply of such items on payments. Power will have to be procured at an additional cost.

5.7 Outdoor Display

- a. Only collapsible and movable umbrellas may be used in outdoor display area so that these may be shifted, if required.
- b. No structure may be built at the outdoor display area without the approval of the organizers.
- c. All temporary power supply at the outdoor display area desired by an exhibitor must be intimated well in advance to the Official Stand Fitting Contractor M/s Pavilions and Interiors and the Organizers. Rates applicable are given on the website.
- d. Water and drainage is not available at the outdoor display area.
- e. No construction is permitted in the outdoor display area.
- f. The maximum height of outdoor pavilions shall be restricted to 5m.
- g. No wall construction is permitted in outdoor area.

5.8 Chalet Single Storey (Standard)
Single Storey Chalet-Typical Layout Plan and Package

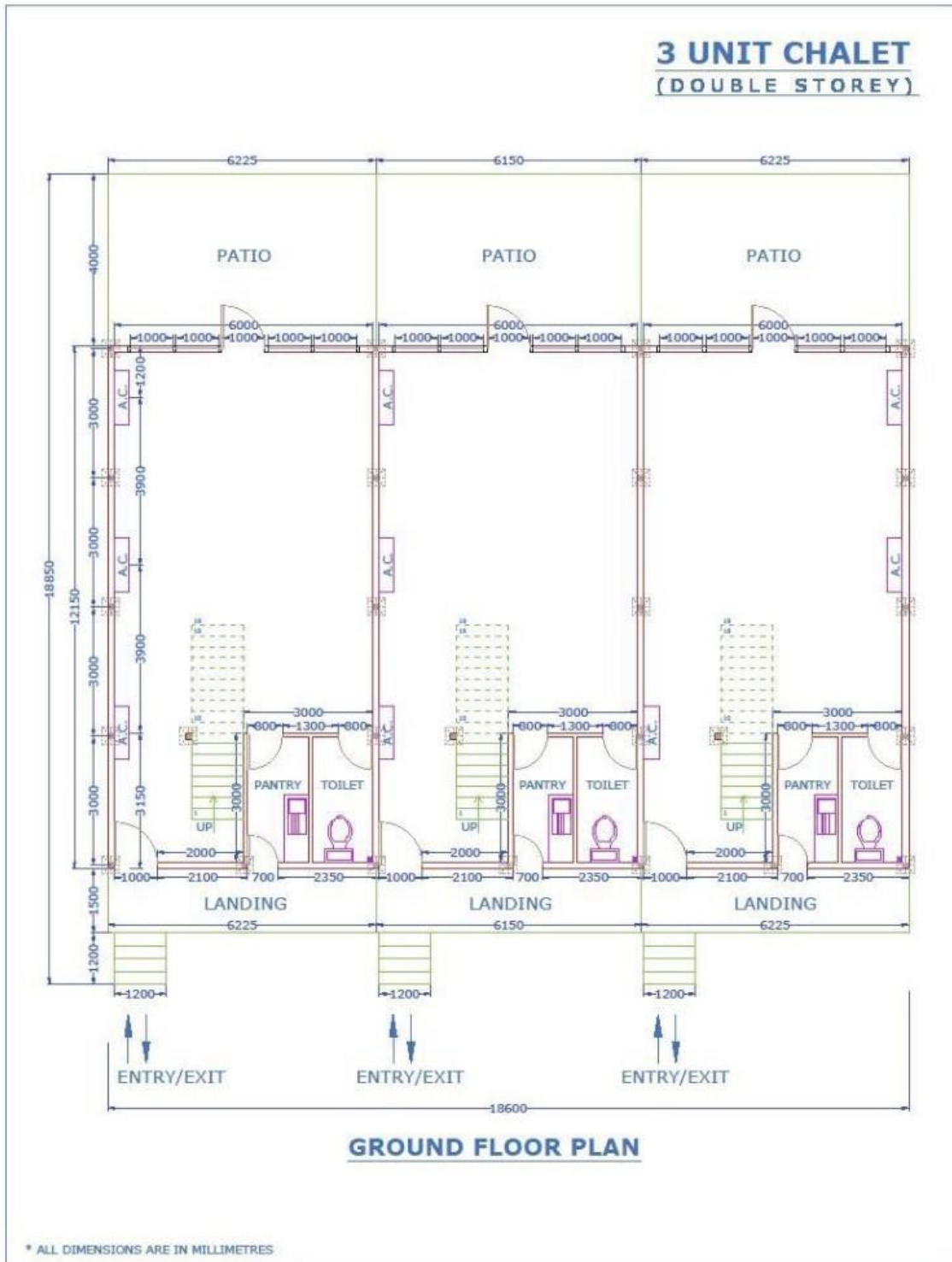


Details of Package for Single Storey Chalet of 72 sqm (6m x 12m)

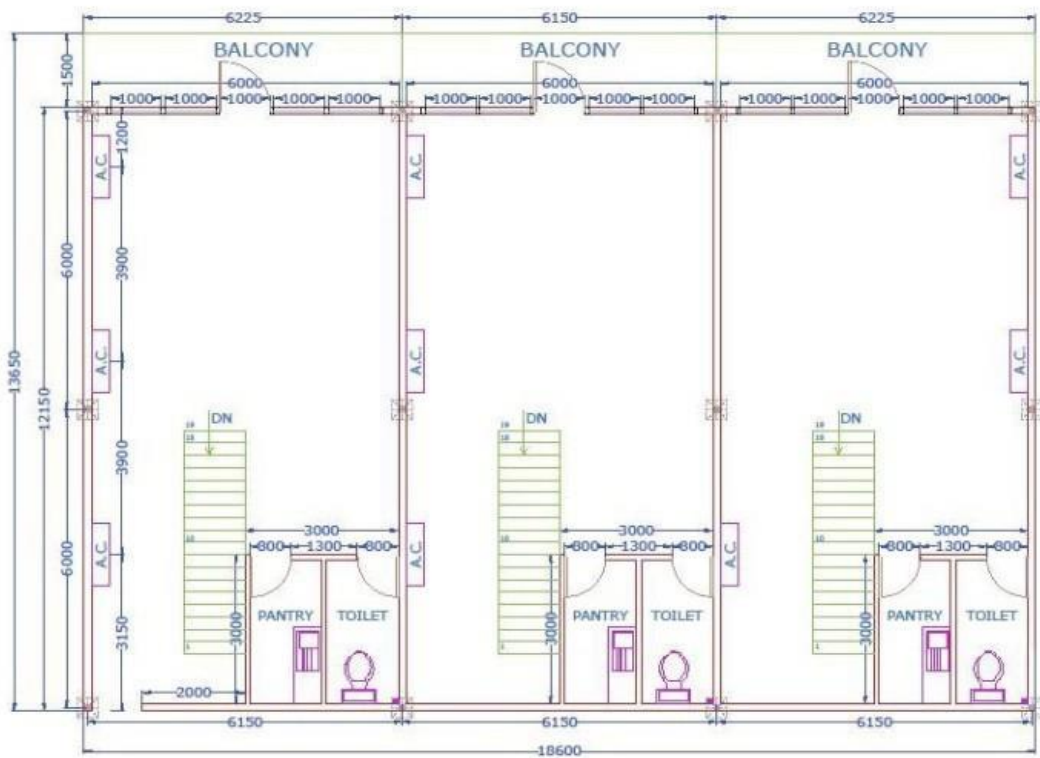
- a. MS Structure base with Platform
- b. Exterior and interior partitions finished with paint primer
- c. Continuous glass façade with a single door with complete fittings
- d. Light and power wiring without fixtures
- e. Sheet Roofing
- f. One Pantry Section inclusive of Wooden pantry counter of size 2m x0.9mx0.9m with laminated top, Stainless Steel Kitchen Sink with draining board completed with all fittings
- g. One Toilet inclusive of White Vitreous Wash Basin completed with all fittings
White Vitreous style W/C complete with all fittings including plumbing
- h. Portico Area with Picket Fencing
- i. Stairs for entry, pantry, portico
- j. Plumbing - with PVC soil, waste and vent pipes, traps etc
- k. Water supply with PVC piping
- l. Doors: Flush doors complete with fittings

For Toilet & Pantry: 0.8 x 2.1mtr
Two Main Doors: 1.0 x 2.1mtr
- j. Air Conditioning.

5.9 Chalet Double Storey (Standard)
Double Storey Chalet-Typical Layout Plan and Package



3 UNIT CHALET (DOUBLE STOREY)



FIRST FLOOR PLAN

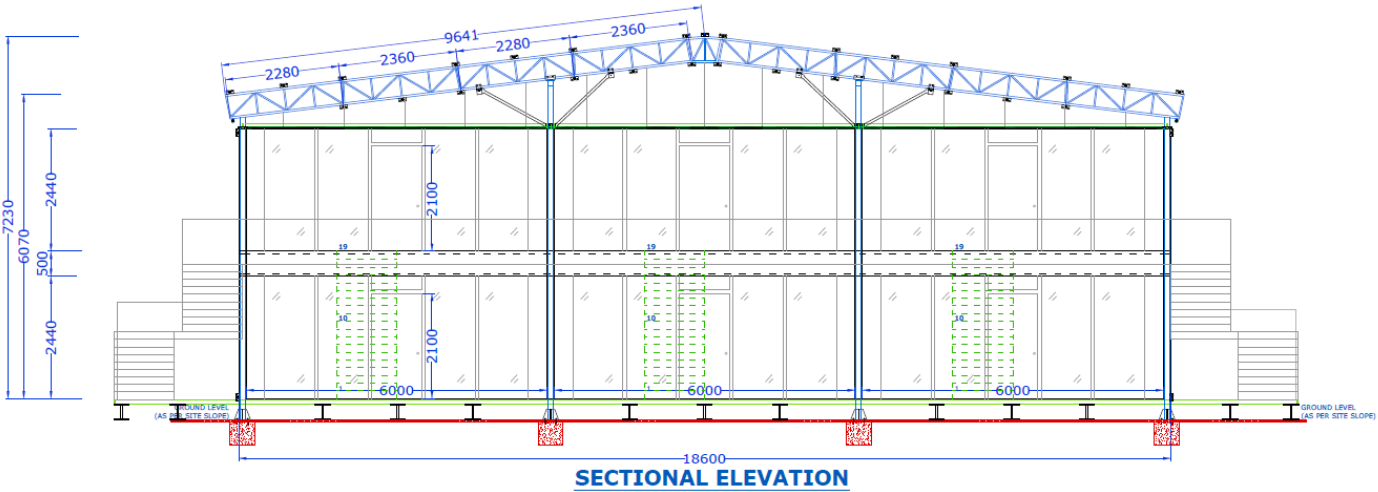
* ALL DIMENSIONS ARE IN MILLIMETRES

Details of package for Double Storey Chalet of 72 sqm (6m x 12m)
at Ground Floor + 72 sqm (6 m x 12m) at First Floor

- a. MS Structure base with Platform
- b. Exterior and interior partitions finished with paint primer
- c. Continuous glass façade with a single door with complete fittings
- d. Light and power wiring without fixtures
- e. Sheet Roofing
- f. One Pantry Section on each floor inclusive of Wooden pantry counter of size 2m x 0.9m x 0.9m with laminated top, Stainless Steel Kitchen Sink with draining board completed with all fittings
- g. One Toilet on each floor inclusive off-white Vitreous Wash Basin completed with all fittings White Vitreous Style W/C complete with all fittings including plumbing
- h. Portico Area with Picket Fencing
- i. Stairs for entry, pantry, portico
- j. Plumbing - with PVC soil, waste and vent pipes, traps etc
- k. Water supply with PVC piping
- l. Doors
Flush doors complete with fittings
For Toilet & Pantry : 0.8x2.1mtr.
Two Main Doors : 1.0 x 2.1mtr.
- m. Air Conditioning
- n. Mezzanine floor
- o. Construction of mezzanine floor 100 mm thick comprising of MS truss work /steel beams
- p. Staircase to access the mezzanine floor at 2.5 mtr height

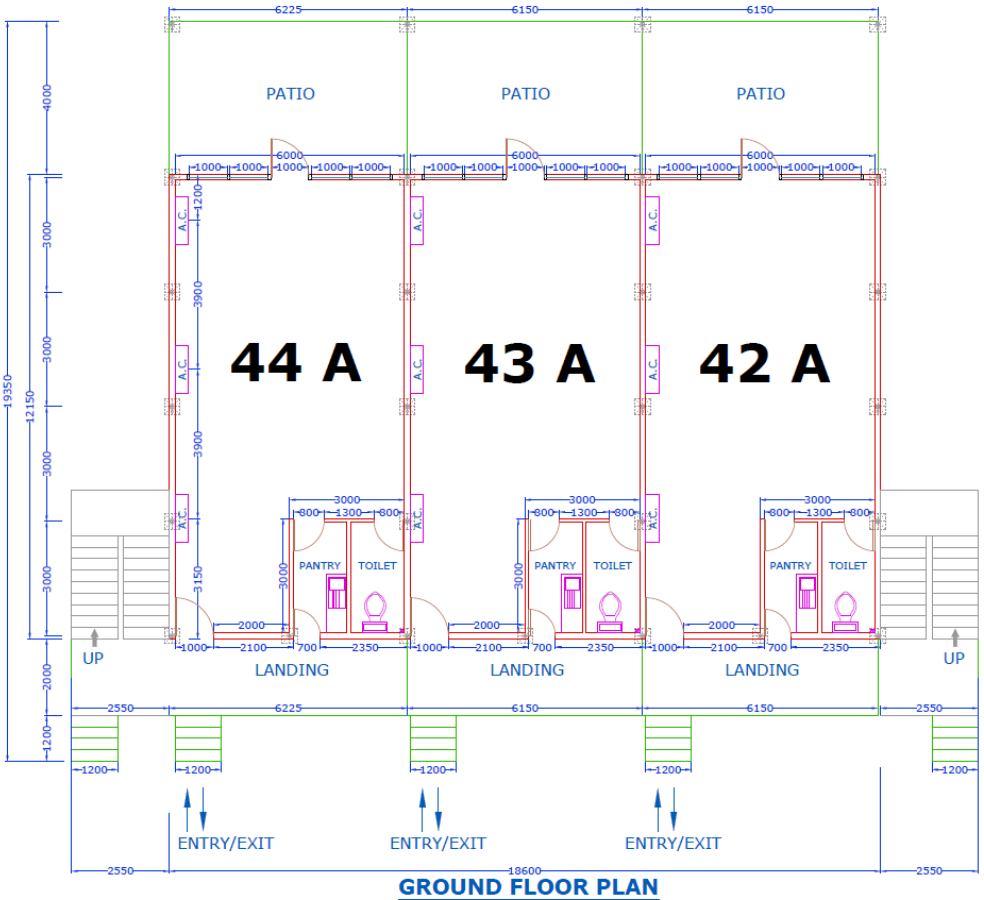
5.10 Single Unit Chalet (Double Storey - Applicable only for chalet No. 42-44)
Chalet-Typical Layout Plan and Package

**3 UNIT SINGLE STOREY
CHALET**
(Sectional Elevation)



* ALL DIMENSIONS ARE IN MILLIMETRES

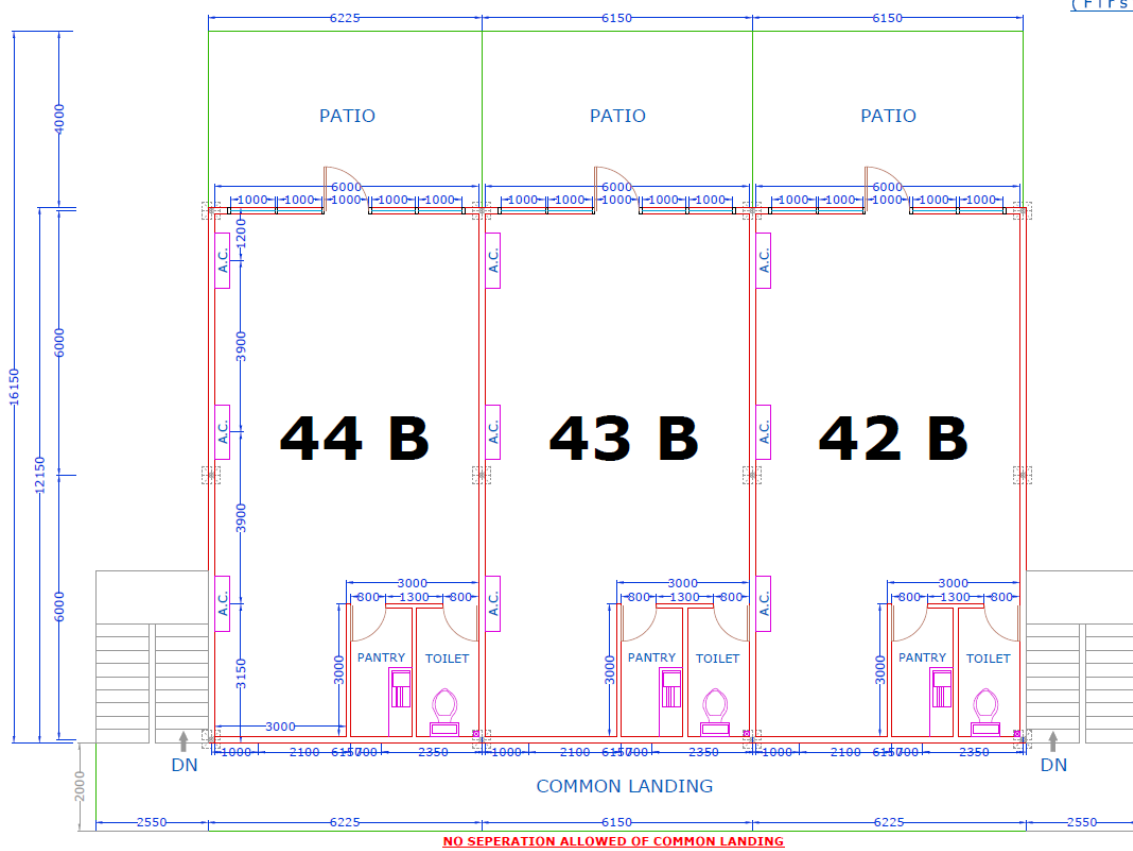
**3 SINGLE STOREY
CHALET**
(Ground Floor Plan)



GROUND FLOOR PLAN

* ALL DIMENSIONS ARE IN MILLIMETRES

**3 SINGLE STOREY
CHALET**
(First Floor Plan)



FIRST FLOOR PLAN

* ALL DIMENSIONS ARE IN MILLIMETRES

Details of package for Single Unit Chalet (Double Storey) of 72 sqm (6m x 12m) at GroundFloor / 72 sqm (6 m x 12m) at First Floor

- j. MS Structure base with Platform
- k. Exterior and interior partitions finished with paint primer
- l. Continuous glass façade with a single door with complete fittings
- m. Light and power wiring without fixtures
- n. Sheet Roofing
- o. One Pantry Section on each floor inclusive of Wooden pantry counter of size 2m x 0.9m x 0.9m with laminated top, Stainless Steel Kitchen Sink with draining board completed with all fittings
- p. One Toilet on each floor inclusive off-white Vitreous Wash Basin completed with all fittings White Vitreous Style W/C complete with all fittings including plumbing
- q. Portico Area with Picket Fencing
- r. Stairs for entry for first floor
- s. Plumbing - with PVC soil, waste and vent pipes, traps etc
- t. Water supply with PVC piping
- u. Doors

Flush doors complete with fittings
For Toilet & Pantry: 0.8x2.1mtr.
Two Main Doors : 1.0 x 2.1mtr. (for Ground floor)
One Main Door : 1.0 x 2.1mtr. (for First floor)
- v. Air Conditioning

Notes: Construction guidelines for Single & double storey chalets -

- a. All construction in the chalet shall be self-supporting and no support is to be taken from the existing structure.
- b. Any deviation from the existing plans by way of shifting facilities or adding additional facilities, toilets, staircases, additional plumbing or air conditioning etc. shall be intimated to the official chalet contractor well in advance and along with payment of requisite additional charges. All construction activities to be completed **by 18:00 hrs of 07.02.2025**
- c. No construction is permitted on the patio and landing except branding (without obstructing the view of the adjacent chalet).
- d. For any alteration or design enhancement, prior approval has to be taken before starting of the work at site.

5.11 Catering at Pavilions and Chalets

Only approved hotels will be allowed to provide catering facilities at the chalets and pavilions in the event. List of Service providers shall be notified on the website.

5.12 Standard Electrical Power Supply and Equipment

- a. Each stall of 12-sqm area with standard shell stand installations and equipment is provided with 1 KW power on free of charge basis with supply of 220 volts/ 50±3% cycles. Additional power required will be on chargeable basis.
- b. Each chalet of 72 Sqm will be fully air-conditioned with total 6 Tn AC units of different capacities and equipped with 6 points for spotlights and a 15 Amp power point. Power outlet for refrigerator shall be provided round the clock whilst supply to the rest of the Chalet will be from 0700 hours to 1900 hours for the duration of the Exhibition. This power will be free of charge.
- c. Any requirement in excess of Sub Para's (a) & (b) above, which is being provided, would mean laying of special cables which will have to be paid for at the approval rates as indicated online.

5.13 Extra Electrical Power Supply and Equipment

Exhibitors requiring extra electrical power equipment in any part of the exhibition area should intimate their requirements well in advance to the Official Fabricator through online request. The charges for additional power during the exhibition days, pre and post-show days are notified on the website. Additional power supply will be provided only on receiving requisite payment as notified.

5.14 Electrical Connections and Installations

- a. Electrical connections will be approved by the Official Stand Fitting Contractor M/s Pavilions and Interiors India Pvt Ltd on behalf of the organizers.
- b. Any alterations and/or interference to the electrical installations of the Standard Shell Stands by the exhibitor are prohibited. This can only be carried out by the Official Stand Fitting Contractor Pavilions and Interiors India Pvt Ltd

5.15 Furniture Rental Services

Apart from the stand fitting and electrical services being rendered by Official stand contractor, additional items required by exhibitors shall also be supplied by this contractor on demand on rental basis. Requirements of additional items may be submitted to the contractor i.e. Official Stand Fitting Contractor Pavilions and Interiors India Pvt Ltd on the email id: aeroindia@pavilionsinteriors.com. The availability range of items along with charges is also indicated on the website.



2025

AERO INDIA

