



TRADE FAIR GUIDELINES

1. Registration

All stall booking requests must be submitted in writing, along with a duly filled **Stall Reservation Form** bearing the company seal and authorized signature. Stall bookings will be confirmed only upon receipt of **100% advance payment**

If an exhibitor opts to pay **50% as an advance**, the **remaining balance must be cleared no later than one month prior to the start of the event**. Entry of exhibits into the venue will be strictly permitted **only after full payment**, including all applicable charges and GST, has been received.

While every effort will be made to accommodate specific requests, such requests shall not be considered a condition for participation. Only the **agreed upon exhibits** may be displayed, and removal of any exhibit is subject to prior approval from the organizers.

The organizers shall not be held responsible for any consequences arising from bookings made or applications signed by third parties (e.g., agents or representatives). Exhibitors are requested to **insure all exhibits** before bringing them to the venue.

2. Shell Scheme Stall Inclusions

A shell scheme stall will have pre fabricated octonorm system with wall to wall carpet, fascia board with company name, one table, two chairs, three spot lights, 5 amps electric point, and a dustbin will be provided.

3. Bare Scheme Stalls / Open-to-Sky Bare Space Guidelines

Under the Bare Scheme (including Open-to-Sky Bare Space), only the floor area will be provided by the organizer. By default, each bare space exhibitor will be allocated 1 KW of power, which will be charged accordingly.

4. Possession of Stalls

The Shell Scheme space will be allotted on 19th February 2026 after 10.00 a.m.

The Bare Scheme space will be allotted on 18th February 2026 after 12.00.noon

The stalls should be vacated by 8.00 Am on 23rd February 2026

Exhibitors must occupy the space allotted not later than 10.00 Pm on 19th February 2026 or else the organizers reserve the right to re-allot the stall to other company.

The Organisers reserve the right to reallocate or resize stall spaces under special circumstances, as deemed necessary.

The organisers also reserve the right to cancel any confirmed if it is found to be based on **false or misleading information**, or if the **full payment** of rental charges has not been received by the specified deadlines.

Exhibitors must acknowledge and accept that **modifications to nearby stalls or layouts** may occur at the start of the event. **No claims for compensation or damages** will be entertained by either party in such cases.

5. On-Site Work Restrictions

Woodworking, drilling, or any form of fabrication work is strictly prohibited both inside and outside the exhibition halls. Exhibitors are strongly advised to bring pre-fabricated stall components that can be assembled on-site, ensuring minimal disruption and adherence to venue safety regulations.

Exhibitors are advised not to use glue, gum, or any adhesive materials that may damage the stall structure or venue surfaces. Instead, please use double-sided tape or non-damaging adhesive alternatives for fixing posters, signage, or display materials. This helps maintain the integrity of the exhibition infrastructure and avoids penalties for damage.

Exhibitors are responsible for arranging their own stall structure, furniture, and any additional services either independently or through the official vendor. They must also manage the installation, maintenance during the event, and complete dismantling of their setup post-event.

The maximum permissible height for stall structures and decorative elements is 3.00 meters. All stall designs must be submitted for approval to the organizer at least 15 days prior to the exhibition.

All the vendors have to be approved by the organizer as per the security guidelines of Indian exhibition Industry Association. Music systems and special lights used inside a stand should not cause inconvenience or annoyance to other exhibitors or visitors. Any complaint received will result in termination of such display.

6. Exhibitor's Badge

Entry to the fairgrounds is not permitted without the exhibitor badges.

7. Gate Pass

For security reasons, exhibitors must obtain a gate pass to remove any exhibits or items from the fairgrounds. Gate passes can be requested in writing from the organizer's office.

On the final day of the exhibition, a **final gate pass** will be required for all exhibitors to facilitate the movement of materials and exhibits out of the venue.

8. Electrical Connections

All electrical work for prefabricated stalls must be carried out exclusively by the official electrical contractor appointed by the organizers.

Exhibitors intending to use their own generator sets or bring in external electricians must obtain prior written approval from the organizers.

Requests for additional power connections and specification of total power requirements (in kW) must be submitted no later than **31st January 2026**. Exhibitors are required to provide complete details of their expected electrical load in advance and are requested to pay the applicable additional electricity charges.

9. Cleaning of Halls

The general cleaning of the venue is the responsibility of the organiser. Cleaning of individual stalls & exhibits is the responsibility of the exhibitors. Such cleaning should be done every day prior to the opening of the event.

10. Cancellation of Stall

Once the stall reservation form has been submitted and the advance payment made, cancellation of the application or reduction in stall space will not be permitted. No refunds will be issued under any circumstances.

In the event of a withdrawal or cancellation by the exhibitor, the decision of the organizer will be final and binding on all parties.

11. Force Majeure

In the event of exhibition cancellation or postponement, due to circumstances beyond the control of the organizers—such as natural calamities (acts of God), fire, rain, Government directives, or any other unforeseen events—the organizers shall refund the amount paid by the exhibitors **after deducting costs already incurred**, or, at the exhibitor's discretion, **adjust the amount towards participation in a future event**

However, if the exhibition is cancelled solely by the organizers (and not due to force majeure), all confirmed exhibitors will be entitled to a **100% refund** excluding any **interest or compensation**. Please note that the **applicable GST amount is non refundable** in all cases.

12. General Terms

In addition to the above-mentioned points, the organizers reserve the following rights:

- The organizers reserve the right to relocate the fair to any hall within the premises, alter the floor plan, terms and conditions, allot/reject the stall application, even after payment of all dues by the exhibitors, without assigning any reason. Exhibitors will be informed of any such updates in a timely manner.
- Any matters related to the exhibitions that are not expressly covered by these terms and conditions will be determined by the organizers, and their decision shall be final and binding on all parties.
- If the event has already commenced and the organizers are forced to cancel or shorten its duration due to unforeseen or exceptional circumstances, exhibitors shall not be entitled to any claims for refund or exemption from stall rental charges.
- Any additional rules, regulations, or directives issued by the Government or relevant authorities during the event period will be applicable and must be adhered to by all exhibitors.
- Exhibits must be positioned / displayed / demonstrated such that they will not intrude into the pathway / public space or cause hazard to visitors / other Exhibitors. Any exhibit or process, which generates noxious or toxic fumes, or smoke of any kind, is strictly prohibited. Also no fuel or inflammable material is allowed in the exhibition premises.
- All stand designs are expected to be ready on the first day of the exhibition, two hours before the inaugural time. Also dismantling of the displays will not be allowed before the closing time on the last day of the exhibition.
- Exhibitors are only permitted to distribute brochures or other advertising material from within their own stand. The display, distribution or presentation in any form outside the demarcated area is prohibited.

Jurisdiction

All disputes are subject to Coimbatore Jurisdiction.