

## 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 organizer'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 Organizer, 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 coordination 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 organizer's operations staff. The organizer 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.

## 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 Organizer & 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. Personal Protective Equipment (PPE) and Personal Conduct**

1. It is the responsibility of Exhibitors and contractors for ensuring that workers appointed and working for them are given appropriate PPE and safety gear for their work activities, as notified by local statutory health authorities.
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 PPE and safety gear is worn when issued and to cooperate with the organizer and the organizer'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.

## **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 organizer'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 organizer 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 organizers 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 organizer.
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
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.

#### H. Security Stipulations

1. Alert and efficient security agency will be engaged by the organizers 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 organizers 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. Organizers 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 organizer 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 organizer, 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: Organizer, Event, Managers, Municipality or Local Administration of the host city, Architects and Contractors, including their staff employed by the organizer / 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 organizer 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 organizer 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 organizer finds it necessary, the exhibitor shall provide proof that he has an adequate insurance cover. The organizer 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 provided by the organizer, 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 organizers 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 organizers 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 organizers to hold the exhibition at the time and place provided. The organizers reserve the right to reschedule the exhibition at a later date. Exhibitors have to acknowledge that the organizers 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 organizers as fees or otherwise in connection with the exhibition shall remain the property of the organizers. In the case an exhibitor withdraws from the exhibition after confirmation of participation by the organizers, all payment made shall be forfeited.

9. Notice of withdrawal must be made in writing to the organizer 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 organizers 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 organizers 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 organizer during the early planning stages of the event. The organizer'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.
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. Organizers 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 Organizer 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. Organizers 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 Organizers 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.

## **M. Waste, Water and Welfare Guidelines**

1. Organizer 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 organizer 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 to 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) Organizer 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 Organizer 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.
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

2. Contractor

- a) Purpose of booth construction and moving of exhibits and dismantling, badges will be issued by the organizers 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 organizer 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.
- 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 organizers
- 2. Disputes
  - a) Disputes, if any, arising out of unresolved matters between the exhibitor and the organizer 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 organizer, the organizer shall be under no liability for any actions, claims or losses.

Disclaimer:

These guidelines set a standard to which the organizer 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.