

(F) RULES & REGULATIONS

ELECTRICAL SUPPLY

Exhibitors must install separate and independent switch connections for each machine /exhibit. Alternate connections or throw-over switches are not allowed. In case power is supplied to the stand from two or more main points, exhibitors must distribute the load as per the capacity of the respective switchboards in consultation with the organisers. The main electrical supply point must be kept easily accessible for operation and repairs in the event of emergency. These should not be concealed or covered. Power will be released only after the wiring work is carried out to the satisfaction of the organisers. Exhibitors are advised to install equipment like Voltage Stabilizers/UPS for their sophisticated machines/exhibits. If the machines are sensitive to the floor alignment, placement of steel plates underneath is recommended.

HAZARDOUS GOODS

Exhibitors may not bring into the exhibition area, or have on their stands, any substances that may be a cause of harm to the public or be liable to start fire or explode. The Organisers may, at their absolute discretion, demand the removal of, or have removed, any such products at the exhibitor's expense. The organisers reserve the right to alter any of the rules & regulations herein at any time as they consider necessary for the orderly operation of the exhibition. The exhibitor shall abide by the rules & regulations of the exhibition as they have been incorporated for the successful management of the event.

STAND AREA LIMITATIONS

The walkways around stand areas are not display space and must not be used for the display of signage and wares as it will prevent reasonable access for visitors and staff and may constitute a hazard under emergency situation. All tables and chairs must stay within the stand area. Fire exits must not be blocked by exhibitor material and equipment. Access to wall mounted fire hoses and extinguishers must also be maintained and the storage of boxes and materials other than a limited amount of printed matter is not allowed behind stalls.

STAND FITTINGS

Exhibitors must ensure that the aisles adjoining the stands are not blocked during build up and break down, to a degree, which inhibits the movement of other exhibitors and freight. Exhibitors must also ensure that the aisles adjacent to their stand are un-obstructed throughout the opening hours of the exhibition. The organisers reserve the right to restrict the area of scaffolding or equipment and limit the times during which they shall remain in the halls or on the stand. No part of the stand or exhibit including the fascia, signs, lighting, corner posts or other fittings, shall project into or overhang any aisle or adjacent stands or obscure any fire exit or exit signs, or be suspended from the roof.

It is strictly prohibited to affix nails, hooks, tacks, screws, adhesives, paint or similar items to the floor, walls, ceilings, or any other parts of the exhibition halls. Exhibitors are not allowed to paste, exhibit, affix advertisements anywhere in the exhibition halls except on their own stand. The Exhibitor may not distribute handbills, advertisements, photographs or any other printed material from the aisles and outside areas of the exhibition.

Exhibitors are not permitted to connect interfere with the electrical, gas, or water fittings of the halls and shall not introduce into or use in the halls any supplementary equipment for the generation and supply of electricity, or for other means of artificial lighting and generating power.

It will not be possible for exhibitors to obtain on-site services or labour for the erection of their stands and displays unless prior arrangements have been made. If on-site services or labour is required, please contact the official stand contractor for the rates. Advanced notice of at least one month must be given.

A. BARE SPACE

Exhibitors who wish to erect their own stand may do so, provided prior indication is made by signing the application form. Bare Space exhibitors, must provide the layout, elevation & the perspective drawings of their proposed design for approval, at least a month before the show in order to obtain approval from the respective venues in India. No carpet or power supply will be provided for bare space stands.

Main supply must be ordered from the official electrical contractors a month before the event, and it is their responsibility to terminate the power line with distribution board, and ELCB. Officials responsible for supply of power will be entrusted with the authority for regulating and controlling the power supply to the exhibition halls and individual stands.

ABEC Exhibitions & Conferences Pvt. Ltd. reserves the right to reject any design, likely to unreasonably obscure or affect nearby exhibitors sites, or safety. The Maximum height allowed in the hall is 4 meters with prior permission and on approval of Design from the organisers. Exhibitors need to confirm their stand height with the Operation Department before finalising their stand design as the stand height may vary depending on the stand location and venue.

Exhibitors can appoint any contractor for stand design and stand construction, subject to the following rules :

1. Exhibitors are required to submit for approval, stand layout plan and 3D artist's impression, in triplicate, to the organisers office before 15th March 2019, positively.
2. Exhibitor shall not be allowed to start work on their stands without the prior approval of the plan. The decision of the organisers as regards to the approval of the plan shall be final & binding upon the exhibitors.
3. The stand contractor should be approved by the organizer and should obtain NOC from the organizer to carry out the work of stand construction at **SECUTECH INDIA 2019** halls.
4. Height of panels and common panels between stands should not be more than 2.5 meters and should have smooth surface on both sides. However, the back of the stand against natural wall of the hall or column can go up to the height of 4 meters.
5. Pillars in the stands may be covered with paneling upto a height of 4 meters. without grouting on the wall, floor or causing damage of any nature to the structure of the exhibition hall.

STANDARD OPERATING PROCEDURES FOR STAND BUILD**A. RAW SPACE EXHIBITORS:**

1. Maximum height allowed up to 4 meters (13.2 feet) .
2. Sharing / common wall height allowed up to 2.44 meters (8 feet).
3. Pillar Dimensions: Hall 1: 0.50 m x 1.10m
5. 50% of stand frontage should be open from all the sides facing aisle.
6. Stands above 4mt & double decker are termed as complex structures. Exhibitors need to submit structure stability certificate endorsed by a qualified structural engineer along with the technical drawing for approval.
7. Double-decker stands are allowed above 100sqmt with a maximum of 30% of the ground area as upper deck. 50% of the rental will be charged from the exhibitor for upper deck area.
8. Use of flammable substances such as fuel & pressurised gases is banned inside the hall.
9. Hot work i.e. welding is banned inside the hall.
10. Rigging is not permitted.
11. Use of RCD wiring (Residual Current Devices) to protect against electric shock and PPE (Personal Protective Equipment) to protect against major injuries.
12. Electrical distribution box provided by the organiser is to be fixed at the corner of the stand properly.

B. SHELL SCHEME

1. No additional fittings or display, including additional name boards, covers, logos, balloons, etc. may be attached, nailed, screwed or drilled to the shell scheme stand structure. If this instruction is ignored, the official contractor reserves the right to charge the exhibitor concerned for damage to his material. The official contractor will provide assistance in hanging or displaying exhibits on the stand structure
2. No painting or wallpapering of panels is allowed. Exhibitors who wish to have panels painted must inform the official contractor, who will provide a quotation and carry out the work.
3. No free-standing fitment may exceed a height of 2.4 meters, except with the permission of the organisers. This includes towers, helium filled balloons and Logos/Names, etc.
4. No suspensions are to be stuck from the ceiling of the exhibition hall, nor may any fixing be made to the floor, columns, walls or any other parts of the building structure.
5. No financial credit will be given by the organizer for any unutilized shell scheme package.

COMPLIMENTARY MATERIALS FOR SHELL SCHEME

Booth Space	Tables	Chairs	Spot Lights	Plug Points	Dustbin	Electricity
01 to 09 sq. mtr.	1	2	3	1	1	1kw (Single Phase)
10 to 18 sq. mtr.	2	4	6	2	1	1kw (Single Phase)
19 to 27 sq. mtr.	3	6	9	3	1	1kw (Single Phase)
28 to 36 sq. mtr.	4	8	12	4	1	1kw (Single Phase)
37 to Above sq. mtr.	5	10	15	5	1	1kw (Single Phase)

C. SEPARATE MEETING SPACE

Exhibitors and sponsors who wish to book such space for their own exclusive use should contact Secutech India 2019 Secretariat for a quotation.

FIRE PRECAUTIONS

All materials used in constructing any wall or floor or ceiling shall be either: Non-combustible material, Flame resistant plastic or Flame resistant boarding.

All materials used for decorative finishes for stands:

- 1) shall be able to pass a test for flammability or for surface spread of flame,
- 2) shall be taut or in tight pleats to a solid backing,
- 3) shall be secured at floor level,
- 4) shall not ignite when subjected to a flame after 10 seconds,
- 5) shall not have an afterglow when subjected to a heat source for 10 seconds.

DISPLAY OF MATERIALS

The display or distribution of any material, in any form, from any area within the Exhibition Halls, other than within the boundary of your stand is strictly prohibited.

OCCUPATION OF STAND

The stand must be occupied one day prior to the show day. In case of failure to adhere to this timeline, the organisers will reserve the space & deal with it in an appropriate manner they find fit. Any sum of money already paid towards the stand space will be retained by the organisers.

ELECTRICAL & SAFETY**RULES FOR ELECTRICAL WORK**

1. All exhibitors must appoint a licensed electrical contractor for carrying out the internal wiring within the stands & must submit a photocopy of the contractor's license to the organisers.
2. It is mandatory to use only ISI mark new material for doing the electrical installation and the wires shall be PVC copper insulated 1100 V.
3. For lighting circuit the wires must be 3x2.5sq.mm copper wire. For 16A power point. 3X4sq.mm PVC insulated copper wire must be used.
4. Wires must be run in a safe manner through conduit or casing capping. No wires must hang loose and must be terminated using crimping lugs.
5. The type of light must be CFL or tube light & if halogen lights are used, they must have a transformer attached to it.
6. The load connected to power point must be suitable for the socket.

POWER CONSUMPTION

Electrical power consumption will be charged at ₹ **4,000/-** per kw+18% GST.

Exhibitors are requested to note that while ordering for additional light bulbs and plug points from the stand-fitting contractors they would be charged separately for electricity.

- (i) 50% surcharge for applications received after 15th March 2019.
- (ii) No application for additional load shall be entertained or received after 15th March 2019.
- (iii) 100% penalty will be charged for any over consumption over the declared load, if found on site.

organisers will provide electric power at one or more main points to all exhibitors depending on their total requirement of power.

ONE DAY PRIOR AND THE NIGHT BEFORE THE EXHIBITION, OUR APPOINTED ELECTRICAL INSPECTOR WILL CHECK YOUR CONNECTED LOAD**NO SMOKING INSIDE THE VENUE**

The Exhibition venues are no smoking areas -this is a legal requirement within India. Smoking is permitted outside the building only, away from the building entrances. Failure to comply with this legal requirement may result in a fine.

GENERAL SAFETY & SECURITY GUIDELINES

The Organiser in conjunction with the local authorities in India will control general security arrangements for the Exhibition. It is recommended that exhibitors should occupy the exhibition stand at least half an hour before the Exhibition opens and until all visitors have left the exhibition hall. Whilst the Organizer will make all reasonable arrangements for security coverage, they are not responsible for any loss or damage which may occur and it will be the exhibitor's responsibility for the security of their stand, its exhibits and contents including personnel property.

- I. The following safety guidelines should be observed at all times in the "EXHIBITION AREA". Vigilance is recommended for safety at all times and act responsibly. All entrances and exits will be under constant surveillance and guarded. Smoking is prohibited throughout the Exhibition premises. Possession of Weapons, Alcohol or illegal drugs is not permitted in the Exhibition Area. Do not run in the Exhibition Hall, Maintain vigil around Blind corners. Keep "LEFT" while walking and at corners. Practice caution when approaching doors. If you have question(s), please approach the Service Stand and we will be happy to assist you.
- II. Instructions for the "EXHIBITORS / STAND OWNERS" - General / Do not overload Electrical supply. Appoint a certified licensed Electrical contractor, Instruct & Insist on using standard electrical accessories & equipment. Do not obstruct common passage with storage / decorative materials & barricades. Daily wastage, waste packing material to be disposed off daily. Do not Light Incense sticks or Oil Lamps in the exhibition area. Do not smoke in the Exhibition Hall. Do not carry out any demonstration using LIVE FIRE in the Exhibition Area. Get yourself acquainted with the Escape routes, procedure of securing your belongings & procedures involving different types of emergencies.
- III. Procedure for Evacuation - In case of Fire Emergency do not Panic but Exit from the nearest "EMERGENCY EXIT". The Fire Team will attend to the emergency. On your way to the EXIT KEEP "LEFT" and do not block the way of the Security / Fire Team approaching the site of Emergency. Do not move towards the place of incidence, it may lead to over crowding of the place and may hinder emergency operations. You may also endanger your life. Do not spread rumors & Do not jam Cell phone network unnecessarily.
- IV. In case you have Observed Smoke or Fire, inform the zone manager at the service stand/ Security / Fire Marshal if you come across any unusual happening or unusual risk in the Exhibition Hall. Inform about exact location & nature of incidence. Do not spread rumors and Do not jam the Cell phone network. Wait for instructions on Public Address System from control room. On announcement for evacuation, evacuate systematically and follow instructions as mentioned above.
- V. Medical Emergency - In case anybody requires Medical assistance approach the Security / Fire Marshal / First Aid Counter. Medical help in the form of Doctor / Nurse / Ambulance is available on site.

The installation should conform to national electricity code SP30 (Revised in 2011) especially rules in respect of ELCB for safety by BIS.

EXHIBITOR ADMISSION TO THE HALLS

Exhibitors accessing the halls must present their badge for entry into the halls. Exhibitors without badge will not be allowed to enter. Exhibitors setting up their display must only do so after completion of the stand. Exhibitors are given one day prior to the exhibition to set up their stand. Exhibitors requiring access to the halls after the exhibition hours must contact the organiser to seek permission for access.

HOUSEKEEPING AND DISCARDING OF MATERIALS

Exhibitors and Contractors must maintain clear and safe walkways around the halls during build up and tear down. Stand material and equipment must be kept in a reasonably orderly arrangement and any material that is to be discarded must not be left lying around the floors. We would request that discarded materials be bagged to enable a safe and efficient removal.