

59TH IHGF DELHI FAIR [SPRING]

16-19 APRIL 2025

EXHIBITOR MANUAL

Dear Exhibitors,

On behalf of the Export promotion Council for Handicrafts, I welcome you to the 59th IHGF Delhi Fair [Spring] 2025 being held at the India Expo Centre & Mart at Greater Noida, Delhi (NCR).

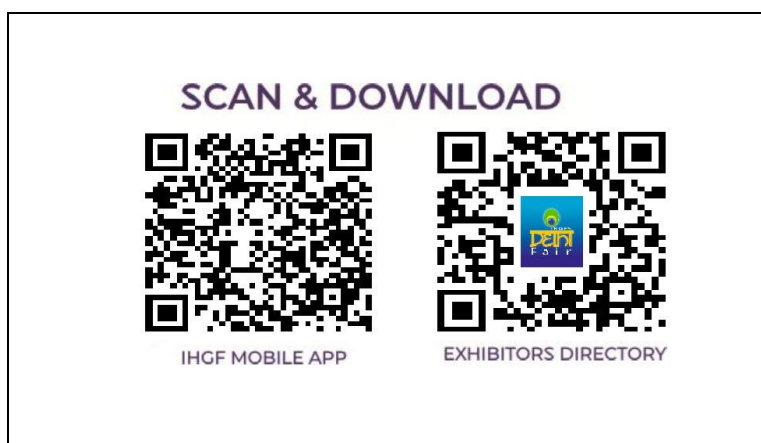
This **Exhibitor's Manual** is provided with the purpose to assist your organization in preparing for your participation in the **59th IHGF DELHI FAIR [SPRING] from 16-19 APRIL 2025.**

Please read this manual carefully and thoroughly to ensure that all relevant matters are processed properly and therefore make your participation in this edition of the above events a memorable one. Please also note the deadline dates and return Forms to the contact numbers promptly.

Should you have any queries, please contact the responsible person, whose name and contact number and email is provided in this manual for your assistance.

Thank you for your co-operation.

R. K. VERMA
Executive Director
New Delhi



IMPORTANT DATES TO REMEMBER

- **Exhibitors Constructing their Stand – Submission of Stall Technical Drawings for approval.**
Submit request by **05th April 2025** (Please use Form-I – Page No. 15)
- **Request Form for Issuance of Construction Badges**
Submit request by **05th April 2025** (Please use Form-II – Page No. 16)
- **Form For Additional Electricity Load**
Submit request by **05th April 2025** (Please use Form-III-Page No. 17)
- **Authority Letter for Possession of Stand – Raw Space Booths**
Submit by **15th April 2025** (not later than by 12.00 noon) (Please use Form-IV-Page No. 18)
- **Undertaking of No Retail Sale**
Submit by **15th April 2025** (Please use Form V – Page No. 19)
- **Exhibits Move Out/ Gate Pass**
Submit by **19th April 2025** (Please use Form VI – Page No. 20)

15th April 2025 IS NO CONSTRUCTION DAY

PREPARE IN ADVANCE AND COMPLETE CONSTRUCTION OF STAND By 14th April 2025 (06.00 pm)

Construction Dates

12 - 14 APRIL 2025 (HALL 1 - 8)

11 - 14 APRIL 2025 (9 – 15, 15A & 16)

Display Date

15th APRIL 2025

E-WAY BILL COMPLIANCE

Kindly follow the E-Way Bill System and complete all compliance, as per GST Rules, it is mandatory.

E-way Bill FAQ's

<https://docs.ewaybillgst.gov.in/html/faq.html>

GST FAQ's

<http://gstcouncil.gov.in/faq>

GST Twitter Handle FAQs

For generation of E-Way Bill EPCH members may use the EPCH GSTN No. 09AAACE1747M2ZE

Helpline no. 7428235510 (Mr. Rohit Upadhyay, Manager Finance-IEML)

59TH IHGF DELHI FAIR [SPRING] from 16-19 April 2025

GENERAL INFORMATION

FAIR VENUE

India Expo Centre & Mart (IEML)
 Plot No. 25 & 27, Knowledge Park II, Greater Noida, U. P.

FAIR DATES & TIMINGS

16-19 APRIL 2025 [09.00 to 18.00 hrs. / 19 APRIL– till 17.00 hrs.]

CONSTRUCTION DATES

12 - 14 APRIL 2025 [hall 1, 3, 5, 7 – Ground Floor & hall 2, 4, 6, 8 – second floor & hall 15A & 16]

11 - 14 APRIL 2025 [hall 9 – 12 & 14 – 15]

Construction to end by 06.00 pm on 14TH APRIL 2025.

DISPLAY DATE

15TH APRIL 2025 [09.00 am to 06.00 pm]

15TH APRIL 2025 IS NO CONSTRUCTION DAY

PREPARE IN ADVANCE AND COMPLETE CONSTRUCTION OF STAND By 14TH APRIL 2025 (06.00 pm)

ORGANIZER

Export Promotion Council for Handicrafts
 EPCH House, Pocket 6 & 7, Sector – C, LSC, Vasant Kunj
 New Delhi-110070.

CONTACT PERSONS

Organizers	EXPORT PROMOTION COUNCIL FOR HANDICRAFTS		
		R. K. Verma Executive Director	011-26135256
	Rajesh Rawat Addl. Executive Director – cum - Secretary	011-26135256	Ext. 104
EPCH Trade Fair Division Email: ihgf@epch.com	Sushil Kumar Agrawal Deputy Director	011-26135256	Ext. 110
Exhibitors Helpline Email: mukesh.sharma@epch.com	Mukesh Sharma Export Promotion Officer	011-26135256 09958882464	Ext. 109
Fair Directory & Advertisement Email: naveen.gaur@epch.com & ihgfdirectory@epch.com	Naveen Kumar Gaur Deputy Director	011-26135256 09350202198	Ext. 106
Hotel – Help Line Email: hotels@epch.com	Kushal Talwar Export Promotion Officer	011- 26130692 09871121212	011-26135256 Ext. 123
Shuttle Service – Help Line Email: varun.kumar@epch.com	Siddhartha Tyagi Deputy Director Varun Kumar Export Promotion Officer	09818725533	011-26135256 Ext. 127
Site cum Accounts Office Operational from 11th April 2025	Rishi Sharma (Deputy Director) Srinath Sharma (Accounts Officer) accounts@epch.com	08800094192 08527422001	

For EWAY Compliance, please follow the guidelines. FAQ's on page 2

MOVE-IN & MOVE-OUT SCHEDULE FOR DISPLAY

	Raw Space (Exhibitors constructing own stand)	Built – up Stand (EPCH built up stands)
Possession of Raw Space & Booth Construction	Hall 1, 3, 5, 7 Gr. Floor & 2, 4, 6, 8 Second Floor Hall 15A & 16 12th April 2025 [12.00 noon onwards]	All Exhibition Halls 14th April 2025 [12.00 noon onwards]
Possession of Raw Space & Booth Construction	Hall 9 – 12 & Hall 14 & 15 11th April 2025 [12.00 noon onwards]	All Exhibition Halls 14th April 2025 [12.00 noon onwards]
Booth Decoration	All Exhibition Halls 15th April 2025 (Imp.: All booths must be fully decorated by 6:00 pm on 15 th April 2025)	All Exhibition Halls 15th April 2025 (Imp.: All booths must be fully decorated by 6:00 pm on 15 th April 2025)
	Termination of Booth Electricity	19th April 2025 (after 5.30 p.m.)
	Move-Out Exhibits	19th April 2025 (after 6.30 p.m.)

Important – Possession of stand will be given to the exhibitors on submission of the **Authority Letter** with the respective Hall Manager (**as per FORM IV encl.**). Exhibitor's are requested to ensure that no payment is due to be paid to the Council on account of the fair participation as it may deny them timely possession of their exhibition space.

Very Important – In view of Health & Safety Protocol, **15th April 2025** is going to be a **“No Construction Day”**.

Construction will not be allowed on 15th April 2025 for Sanitization of the Exhibition Complex and to put in place the various services & facilities required for the exhibition. This would not be possible with the movement of vehicles. As such all exhibitors' are requested to follow the above schedule and complete their construction by the above deadlines.

The exhibition will open on **16th April 2025 at 09:00 am**. The exhibitors are therefore requested to cooperate to EPCH Team and complete their display as per the deadline so that necessary arrangements for the inauguration can be made.

ENTRY AND REMOVAL OF EXHIBITS

Entry of vehicles in the “India Expo Centre & Mart” complex will not be permitted during exhibition period. However, **vehicles carrying Samples will be allowed entry up to 15.00 hours on 15th April 2025 for the purpose of bringing in exhibits**. Entry and exit of vehicles during the built-up period will be allowed only from the designated Gates as per the details given below:-

Hall no.	Entry Gate	Exit Gate
Hall no. 1 to 8	Gate no. 9	Gate no. 10
Hall no. 9 to 10	Gate no. 4	Gate no. 7
Hall no. 11, 12, 14 & 15 – 15A	Gate no. 5	Gate no. 7
Hall no. 16	Gate no. 12	Gate no. 12

For move out, all Exhibitors will be required to submit four (04) copies of FORM VI - Gate Pass to their hall manager, which will be located at each Hall. The duly stamped Gate Pass can be collected from the respective Hall Manager on 19th April 2025 from 02.00 pm onwards after clearance of all dues. After conclusion of the fair, the exhibitor shall take out their exhibits and other materials out of the exhibition hall/ground from 06.30 pm onwards on 19th April 2025. The vehicles for loading the exhibits for move-out will be allowed inside IEML from 06.30 pm on 19th April 2025. Exhibitors may please note that no entry or exit will be allowed other than from the specified gate. However, organizers may at any time change the entry/exit plan due to administrative reasons.

IMP: All vehicles carrying exhibits should display their **“HALL IDENTIFICATION STICKER”** for easy guidance to the correct gate.

VISITOR'S INFORMATION

The fair opens to Overseas Trade Buyers, Buying & Sourcing Consultants (Buying Agents), Invited Domestic Retail Volume Buyers and Invited Guests only. All visitors must register in advance and follow all protocols and observe health and safety guidelines and wear the visitor badge during the fair. No visitor under age 18 or any visible ailments will be admitted.

WHERE ARE YOU LOCATED? (BLOCK WISE LOCATION) –

EXHIBITION HALL	LOCATION OF EXHIBITION HALLS	STANDS HAVING PREFIX
1, 3, 5 & 7	Ground Floor	E-01 - 16
2, 4, 6 & 8	Second Floor	F-01 - 16
9, 10, 11 & 12	Ground Floor	G-01 – 16
14 & 15 & 15A	Ground Floor	H-01 – 08
16	Ground Floor	J-01 – 06

MARTS HAVING PREFIX	LOCATION	Contact Details of Floor Manager
A	Ground Floor	Mr. Sanket Tomar - 09560897770 floormanager1@indiaexpocentre.com
B	First Floor	Mr. Devender Nagar - 09560897771 floormanager2@indiaexpocentre.com
C	Second Floor	Mr. Sanket Tomar - 09560897770 floormanager1@indiaexpocentre.com
D	Third Floor	Mr. Devender Nagar - 09560897771 floormanager2@indiaexpocentre.com

EXHIBITORS PHOTO BADGES (No Entry without Photo Badges)

For Security, Health and Safety Reasons **Photo Identity Badges** will be issued to the Exhibitors and the same is mandatory for all exhibitors and their staff. These badges are not transferable. Only exhibitors carrying such photo badges will be allowed to enter the exhibition halls.

All exhibitors are requested to display their Photo ID badges at all times during the exhibition. Only Exhibitors with Valid Photo Badges will be allowed in the fair.

NOTE: number of exhibitor badges will be issued as under:

SIZE OF STAND IN SQ. MTR.	12 - 18	24 – 30	36 - 48	54 - 72	Above 72
NO. OF BADGES ADMISSIBLE	THREE	FOUR	FIVE	SIX	EIGHT

Exhibitors may please note that no entry or exit will be allowed other than from the specified gates. However, organizers may at any time change the entry/exit plan due to administrative reasons.

NO WORK WILL BE ALLOWED WITHOUT CONSTRUCTION BADGES - Exhibitors may please note that entry of unauthorized labour / exhibitor's staff not carrying proper identification badges will not be allowed in the exhibition Venue during the Built-up and Exhibition days.

The Council will issue **Construction Badges** to all exhibitors for entry & exit during the construction period from 11-14 April 2025. The badges will be valid till the 15th April 2025 (till end of day) and on 19th April 2025 after 06.00 pm during the move out. The staff and contractors with the badges will only be allowed. Kindly fill-up and submit enclosed **FORM-II**.

MODULAR STAND – EPCH BUILT UP STAND

A 12 sq. mt. constructed stand will include the following:

- Three sides wall panel
- One plug socket
- One dustbin
- Floor Carpeting
- One table & three chairs
- Fascia with participants name
- 1 spotlight on every 2 sq. mt. space

IMPORTANT – ELECTRICITY: It has been observed that exhibitors are using unauthorized unlimited spot light / Halogen light or other equipment absorbing electricity more than the permissible limit as per the stand size. All exhibitors may please note for a 12 sq. mtr. Stand only 6 spot lights of 60 watts each are allowed. Exhibitors can have additional electricity on payment basis. **Requests for additional electricity load should reach the council's office on the prescribed Form III by 31st March 2025.** Please note unauthorized use of electrical loads of more than the permissible limit as per the stand size will be severely penalized. **No halogen lights will be allowed. Halogen are strictly prohibited.** Further, the Council reserves the right to disconnect the stall electricity if it is noticed that the exhibitor is drawing power over the sanctioned load.

Alternatively, exhibitors are requested to use Smart Lights like CFL/LED to optimize their power load.

MODULAR STAND EXHIBITORS MUST ADHERE TO THE FOLLOWING POINTS:

- No additional booths fitting or display may be attached to the booths structure.
- No tapes, nails or fixtures of any kind are allowed to be affixed to the partitions, floor or ceiling. Exhibitors are liable to any damage caused to their booth fixtures and fitting at the fair.
- **No freestanding fitment may exceed a height of 8 ft. / 2.50 mt. or extend beyond the boundaries of the booth allocated. This excludes name fascia and company logo where the maximum height of 10 ft. / 3.00 mt. is allowed.**
- All samples and stand materials shall be removed after the closing of the exhibition according to arrangements and within the time limit specified by the Organizers. Any exhibits or stand material left behind at the Exhibition Venue shall be deemed abandoned. Exhibitors are responsible for the expenses incurred for disposing of all such items.
- Installation of electrical equipments, including lighting fixtures must adhere to the Electrical Regulations. Exhibitors are advised to make use of branded electrical fittings only.

HOW TO GET DISPLAY AIDS?

Display aids such as Shelves, Hanging Rod, Glass Show Cases, Soft Boards, Display Counters, Coat Racks, Podiums, and Mesh Panels etc. will have to be arranged by the exhibitors on their own. Please note the attachments should match with the Prefabricated Powder Coated Octanorm system. **A list of empanelled agencies is enclosed at page no. 22.**

Kindly note, only the empanelled agencies will be allowed entry into the Mart complex. However, the Council does not assume any responsibility about payment and other transactions between the exhibitors and contractors.

ARE YOU CONSTRUCTING YOUR OWN STAND? (BARE SPACE SITES- Architectural / Design Guidelines)

In order to make your stand more attractive and harmonious with the overall hall design and décor, the following **Design Guidelines** have been formed to help your designer/decorator to conceive best possible design of your stand within the design parameters which needs to be followed by all concerned.

Maximum Permissible Height of Stands including Name Fascia

Due to low height of hall no. 1 – 8, Maximum Permissible Height of Stands including Name Fascia

Exhibitors in Hall no. 1 to 8 and 15A = 12 ft. (Raw Space Stands)

(Please submit the "Booth Design and Technical Drawings" of booth duly certified by a structural engineer for the structural safety & stability.)

Note:- Construction of Mezzanine Floor (in two levels) in hall no. 1 – 8 and 15A is not permissible.

Exhibitors in Hall no. 9 & 15 and 16 = 15 ft. (Raw Space Stands)

(You can construct your stand with Mezzanine Floor (in two levels) provided you submit the "Technical Design" of booth duly certified by a structural engineer for the structural safety & stability)

Exhibitors are requested to please bring in **pre-fabricated structures** if constructing their own booths to ensure all construction be completed by 14th April 2025 by 06.00 pm and display is completed by on 15th April 2025 by 06.00 pm.

Most Important:-

- All exhibitor's constructing their booths may please note, Back to Back Finish & Paint of walls is the responsibility of the exhibitor. For all joint walls, exhibitors have to cover their back wall with a black cotton fabric / Flex / Paint, if it goes over 2.50 mt. high. No logo or signs can exceed the height of the stand structure. Pl. refer to page no. 6 for details.
- **All exhibitors constructing their own booths must have the designs/plans duly certified by a Structural Engineer. The Council reserves the right to obtain a copy at any given time during the fair.**
- All exhibitors constructing their own booths have to ensure that no damage to the exhibition halls and venue is done by their engaged contractors. In case of damage caused, the exhibitors will be responsible and the costs involved will be recovered.

Please do not allow your contractor to use aluminum wiring and poor quality fittings, THEY ARE SERIOUS FIRE HAZARD.

General Guidelines for all Exhibitors (Very important: All exhibitors must read and follow strictly)
Only Contractors / Booth Fabricators registered with the EPCH are allowed. Kindly share details of your stall contractor with EPCH.

Exhibitors can appoint any qualified contractors for their booth designing and construction; they are free to choose either from the listed companies on page no. 21 or any such contractor of their own choice. However, they have to ensure that their appointed contractor is registered with the organizers latest by **31st March 2025**. They also have to intimate to the organizers in the prescribed form about the details and authority given by them to such booth construction company.

Please note, exhibitors will be directly liable for the conduct and actions of their appointed contractor. The prescribed format for this is given on page no. 16. They have to compulsorily get designs of their proposed booth approved from the organizers before the due date **05th April 2025**. **EPCH will not be liable for the contractor appointed by you. Kindly ensure due diligence at your end.**

Following formalities must be completed by each exhibitor

- Fill and submit duly signed prescribed **Booth Design & Construction Contractor Registration Form-I** given on page no. 15.
- Copy of GST Certificate of the booth Construction Company must be submitted along with the above form.
- Submit the Booth Design with Elevation Plan & Electrical Layout for approval by **05th April 2025**.
- Only the Contractors registered with the organizers by the exhibitors will be allowed to undertake booth construction at the venue. Submit request for issuing Contractor Badges as per format given on page no. 16.
- All booth designs whether to be constructed inside a Modular Booth or Raw Space must be submitted to the organizers for approval either directly by the exhibitors or by their registered contractor latest by **05th April 2025**.
- All workmen and Team members of the Booth Designer and Contractors must wear **Construction Badges** and follow the Health and Safety Protocol and wear the face mask and face shields while working inside the exhibition complex without which they will not be permitted to work at the premises.
- While planning and constructing your booth, respect your neighboring booths which have common wall to yours. Do not create structures and designs which obstruct your neighboring booths. Ensure that backside of your walls are properly finished and do not spoil the view or design of the other booths.

- **All exhibitors constructing their booths may please note, Back to Back Finish & Paint of walls is the responsibility of the exhibitor.**
- Ensure that during the Onsite construction activity of your booth, Aisles & Common Areas and Neighboring Booths are not encroached upon and are kept completely free of obstacles.
- Organizers support and promote environment and eco-friendly construction activities to minimize air and noise pollution. Hence, basic carpentry, painting and polish work is not allowed on site. All components of your booth must be produced in your contractor's workshop. Only such pre-fabricated modular components are allowed to be assembled and finished at the venue to minimize carpentry. Excessive carpentry work causing major inconvenience to other exhibitors on site may not be allowed by the organizers.
- All booth walls, furniture, lights, exhibits, merchandise and fittings etc. should be free standing or mounted on the booth walls. no drilling or construction work on the hall floor is permitted and such damages, if caused, will be recovered from the exhibitor along with penalties.
- During booth construction activities, all your material should be kept in the designated area of your own booth. Walking aisles should be left free. Safety should be your foremost concern at all times.

Most Important:- All exhibitors constructing their own booths must have the designs/plans duly certified for structural safety by a Structural Engineer. The Copy of the same be submitted to Organizers by **31st March 2025**. Any modifications to the approved booth design must be submitted for approval again. Booth installations not complying with the most recent plan received and approved will not be permitted.

FIRE & SAFETY PRECAUTION & SPECIAL INSTRUCTIONS FOR EXHIBITOR'S CONSTRUCTING OWN BOOTHS - [TO BE FOLLOWED BY ALL]

- Exhibitors are permitted to construct their own booth under the supervision & guidance of a Structural Engineer. **All exhibitors constructing their own booths must have the designs/plans duly certified by a Structural Engineer. The Council reserves the right to obtain a copy at any given time during the fair for the Council's information and record. (KINDLY USE ENCLOSED FORM I.)**
- The Council reserves the right to stop construction if it is noticed that the construction is not safe and stable. It is the sole responsibility of the exhibitor to ensure that the construction is safe and the guidelines are followed.
- Exhibitors are requested to submit the details of their Contractor/Agency as per the enclosed format within the specified deadline for issuing contractor badges. **Kindly fill up and submit enclosed Form II for issuance of Construction Badges.**
- The Council will not be responsible for any delay on account of non-submission/late submission of the required information by the exhibitor.
- No display, construction or projection of construction element shall be permitted in the passages.
- Constructions of stands must be confined within the allotted area and should not project into or over the stands or gangways.
- Exhibitors are requested to kindly contact their hall manager for their exact location within the hall before commencing construction of their stall.
- Exhibitors opting for bare space are advised to bring pre-fabricated stands to avoid any delay in erection of their booth and damage to the mart property.
- **Use of inflammable material like dry grass/straw, bamboo sticks, jute, synthetic fabric, wall paper or fabric/flex masking, surgical cotton, wood chips & wooden scraps will be strictly prohibited.**
- Access to electric meters/main distribution boards, public conveniences and emergency exits shall be left clear during construction and display.
- Exhibitors opting for bare space will not be entitled to any refunds on their stand rent, any additional items or services etc. in lieu of the above during the Fair.
- Only the agencies empanelled and authorized by the Council (as per list enclosed) will be allowed to work inside the exhibition halls.
- Empty boxes, cartons and other packaging materials shall not be kept in the halls as the same pose serious fire hazard.

VERY IMPORTANT

- **Electrical works in the stands MUST be entrusted to licensed electrical contractors and use of ISI Certified & Fire Insurance approved material shall be mandatory.**
- The electrical engineers of EPCH/IEML shall provide connections from the tapping point of main power line to each constructed and electrical fitted stand.
- **Fire Precaution:** For all construction with wooden material involved, raw space contractors are required to prepare one functional fire extinguisher at a conspicuous spot within the assigned area during the **construction period including the day of dismantling & exhibition days** for safety reason.
- **Exhibitors are advised to monitor the jobs executed by their contractors and ensure only Fire Insurance Approved branded wires and fittings are used. Electrical fire is a constant threat due to use of poor quality material and unauthorized tapping of electricity in the bare/raw space booths.**
- **In case of any untoward incident on account of negligence on part of the exhibitor or the contractor engaged by the exhibitor the above matter – the exhibitor will be solely responsible for the loss including the loss caused to the property of the EPCH, Fair Venue and the Exhibition Contractor/Agencies engaged by the Council.**

All Exhibitors constructing their own booths are required to install fire extinguishers during the construction & exhibition period including the period of dismantling. In case, the exhibitor's fail to do the same, the Council will install and charges shall be billed to the exhibitor. The Council reserves the right to close the stall if the above guidelines are not followed by the exhibitor.

DISTRIBUTION OF PROMOTIONAL LITERATURE

Promotional materials such as product catalogues and brochures can only be distributed by the exhibitors within their booths.

Exhibitors may please note that distribution of promotional literature in passages, common area, lounge or restaurant or in the fairground (other than their stand) is strictly prohibited. Organizers have the right to confiscate such promotional literature.

POSSESSION OF STAND - AUTHORITY LETTER

Possession of the stand will be given to the exhibitors subject to receipt of full payment and clearing all dues whatsoever that may accrue before taking possession of their stand and on submission of Authority letter as per the Performa enclosed i.e., **FORM-IV**. Stands are to be vacated on the same day of the close of the Fair. **Please keep the details of all the payments with you for the satisfaction of your hall in-charge and present it on demand.**

EXHIBITS DISPLAY DEAD LINE

All exhibitors are requested to complete display of exhibits at their stands strictly by 18.00 hours (06.00 P.M.) on 15th April 2025.

The Cleaning & Sanitization of Hall will start at 20.00 hours (8.00 P.M.) on 15th April 2025.

STORAGE OF EMPTY BOXES

Empty boxes should be kept in the dedicated storage area. Empty boxes will not be allowed to be kept in the exhibition halls. These will have to be removed before 06.00 p.m. on 15th April 2025, failing which, organizers shall have the right to confiscate these boxes and impose dumping charges for the material.

SELLING FROM STAND:- RETAIL SALE NOT ALLOWED

IHGF Delhi Fair is a B2B Fair. Please note it is strictly prohibited to sell anything from the stand. **Kindly submit your undertaking on the enclosed Form – V.**

OBSTRUCTION OF PASSAGE/OUTSIDE STAND AREA (GANGWAYS)

No stand should be left unattended during Exhibition hour. Activity, which in the opinion of the organizers amounts to nuisance, will not be allowed. Exhibits must not obstruct the passages. Organizers shall have the right to take remedial action in such cases.

Exhibitors are advised to display exhibits only with-in the area of their stand. Obstruction of passages or exhibits display outside of stand will not be allowed. The organizers have the right to confiscate the exhibits kept outside the stands.

MANNING THE STAND

- Exhibitors should keep their stands in an orderly manner.
- Empty boxes should be kept in the appropriate storage area.
- Exhibits should be displayed in a professional manner compatible with the image of the fair.
- All exhibitors are required to remove the night sheets/curtains from their stands within 15 minutes of the opening of the exhibition, failing which, the organizers shall have the right to remove the curtains/night sheets.
- Stands must be manned by knowledgeable staff at all times during the exhibition period. Exhibitors should not vacate their stands before the official move-out time on the last exhibition day unless special permission has been given by the organizers.

GENERAL BEHAVIOUR

- Exhibitors are requested to respect the health and safety protocol like maintain hand hygiene, wear face mask and face shields at all times inside the exhibition complex and maintain social distancing.
- Exhibitors should always behave in a courteous and businesslike manner throughout the exhibition. They must pay due respect to visitors and other exhibitors.
- Exhibitors should welcome all visitors to their stands. Under no-circumstance should they act in a discriminatory way or prevent certain visitors from approaching their stands.
- Exhibitor badges are not transferable and should be worn on all times for security reasons.

RIGHT TO PRIVACY

Exhibitors are expected to respect the right of all other exhibitors. They are prohibited from entering other exhibitors' booths unless they are being invited.

NO SMOKING ZONES:- (Entire Exhibition Area is Non-Smoking Zone)

The stands are being erected in prefab systems within a covered structure and will have limited air circulation facility. As such it is advised to refrain from smoking in all the covered areas. You may also advise the same to visitors and your buyers.

WARNING

No person under any circumstances shall cut into or through any floor covering or wall, nor alter any structure of the exhibition hall. Any such damage to the exhibition hall will be recovered from the exhibitor.

SPEND 10 MINUTES IN THE EVENING AND RELAX THE NEXT MORNING

Exhibitors are advised to spend at least 10 minutes in the evening to clean their stands. You can take out all waste paper and brush the floor covering. Your 10 minutes in the evening will save you from dust the next morning and you can also come relaxed the next morning. Exhibition halls will be cleaned at 7.30 P.M. daily. Exhibitors may please note, waste basket and be kept in gangways so that wastebasket may be cleaned. Cleaner will not enter inside the stands. If garbage etc. is found after 7.30 P.M. inside the stand, the exhibitors have to clean it themselves the next morning.

HALL/BOOTH CLEANING

The Organizers will be responsible for the general cleaning of the exhibition halls and gangways only.

Exhibitors must clean their booths and put their rubbish in front of their booths after the show time daily to be picked up by the cleaners.

SECURITY

Participants will be responsible for security of their exhibits and stand. Organizers will make general security arrangements during the exhibition. Halls will be sealed daily at 7.30 P.M. & no person will be allowed to stay in exhibition halls between 6.30 P.M. to 8.30 A.M. Entry to exhibition area will be opened daily at 8.45 A.M. Every care will be taken for security. However, organizers do not take any responsibility for theft, loss, stealing, pilferage etc. and goods are to be kept at owner's risk.

SHARING OR SUBLETTING OF BOOTHS

Exhibition space will be allocated to exhibitors/companies by name of organization and sharing or sub-letting will not be allowed under any circumstances. If it is found that the exhibition space is not being used by the original allottee and has been sub-let to another company, the booth shall be immediately sealed and the companies in question shall be debarred from all future participations in the IHGF & other trade fairs organized by the Council.

SERVICES

BUYER'S LOUNGE

For convenience of Overseas Trade Visitors, Buyer's Lounge will be located in hall no. 12, 15A & 16. The access to Buyer's Lounge is limited to overseas buyers and pre-registered buying & sourcing consultants.

RESTAURANT

Multi Cuisine Restaurant & Food Court and Snack/Coffee Counters will be operated during the fair days at the mart following all health and safety protocols.

BUSINESS CENTER

Business Centre and Stationery Shop will be located in Central Function Building.

FOREIGN EXCHANGE COUNTER

Foreign Exchange Counter will be located in Central Function Building.

MEDICAL AID

Medical Aid Centre with first aid facilities will be operated during the exhibition at Central Function Building (CFB Ground Floor) and the Organizer Office near Hall no. 15. An Isolation Room with medical staff will be set-up for visitors and exhibitors showing visible signs of any ailments.

STAND ATTENDANTS

Exhibitors can hire stand attendants & hostesses from the agencies given in the enclosed list.

TRANSPORT / FREE SHUTTLE SERVICE

The Council will operate **Free Shuttle** Service from the listed hotels and designated pick – up points from Delhi. For further details, exhibitors may contact Mr. Siddhartha Tyagi, Deputy Director at 011-26135256 (ext. 127) / 09818725533 or email at projects@epch.com. You may also visit the Council's website <https://www.springfairdelhi.com/shuttle/> for the Free Transport / Shuttle Bus Schedule (pick-up points) for the fair.

HOTELS ACCOMMODATION

Exhibitors may call Mr. Kushal Talwar on 011-26130692/09871121212 in the EPCH or visit <https://www.springfairdelhi.com/hotels/> for the list of hotels offering preferential rates for the 56th IHGF Delhi Fair.

PUBLIC ADDRESS SYSTEMS (ANNOUNCEMENTS ON MIKE)

The public address system is for use by the organizers for official announcements only. It is not available to exhibitors for publicity purposes or for individual messages.

PHOTOGRAPHY & VIDEO SHOOTING

Photography and Videography are strictly prohibited. No photo, sound and video recording will be allowed in the fair venue, unless approved by the organizers in writing in advance. However the organizers & their approved photographer have the right to take photographs of any stand or Exhibits for their official and media use.

IMPORTANT

CAR PARKING WITH PARK & RIDE FACILITY

- Very limited Car Parking is available inside the IEML complex and shall be available on first come – first served basis. Necessary parking stickers will be issued to the exhibitors.
- EPCH will be setting – up Car Parking with Park & Ride Facility at Convention Centre Land behind IEML Complex (opp. NSSTA Institute Building). Park & Ride Facility from the parking will be available at regular intervals to and from the Parking area – drop off at CFB and near hall no. 9 inside the IEML complex.
- Car/Vehicles may be parked in the designated parking areas free of charge.

NON EXECUTION OF ORDER

Exhibitors are advised to book the orders, which they can surely execute. In case the organizers receive any complaints from buyer regarding quality 'or' non-execution of any orders, strict action will be initiated against such exhibitors. They will not be allowed to participate in future exhibitions organized by the Council. All Directors/Partners affiliated with such an organization will be responsible for the act and will be penalized.

VIOLATION OF GENERAL EXHIBITOR RULES

In case any exhibitor is violating any of the exhibitor's rules as stated in the "Fair Application Form" submitted for participation in the fair or is non-cooperative and not following the health and safety protocol, the organizers shall have the right to close down the stand of the participant immediately and evict such exhibitor from the exhibition venue.

UNFORSEEN OCCURRENCES

In the event of any occurrence unforeseen in these rules and regulations, the decision of the organizers would be final and binding on all exhibitors.

KNOW YOUR HALL MANAGERS

In case you require any information pertaining to your participation, please contact your hall manager by quoting your Stand Number. **In case of telephonic enquiry, please provide stand number & reference no. (both) quoted on your letter.**

Hall No. & Block	Hall Manager	Tel. & Mobile No.	Email
Hall – 1 & 3 (E-01 to 08)	Mrs. Neena Sharma	011-26135256 (Ext. 139) 09560799113	neena.sharma@epch.com
Hall – 5 & 7 (E-09 to 16) & Foyer Stalls	Mr. Varun Verma	011-26135256 (Ext. 135) 08800094191	varun.verma@epch.com
Hall – 2 & 4 (F-01 to 08)	Mrs. Mani Gupta	011-26135256 (Ext. 138) 09810300267	mani.gupta@epch.com
Hall – 6 & 8 (F-09 to 16)	Mr. Praveen Rawat	011-26135256 (Ext. 109) 09410509488	rohit.grover@epch.com
Hall - 9 (G-01 to 04)	Mr. Sanjeev Oberoi	011-26135256 (Ext. 135) 09810772504	sanjeev.oberoi@epch.com
Hall – 10 (G-05 to 08)	Mrs. Sreekumary	011-26135256 (Ext. 121) 09718291448	sreekumary@epch.com
Hall - 11 (G-09 to 12)	Mr. Deepesh Sharma	011-26135256 (Ext. 109) 09818076163	deepesh@epch.com
Hall - 12 (G-13 to 16)	Mr. Krishna Chander	011-26135256 (Ext. 109) 07030346136	rohit.grover@epch.com
Hall – 14 & 15 & 15A (H-01 to H-08)	Mr. Rahul Ranjan	011-26135256 (Ext. 111) 09891469898	rahul.ranjan@epch.com
Hall 16 (J-01 to J-06)	Mr. Gopal Sharma	011-26135256 (Ext. 109) 08766006937	rohit.grover@epch.com

For suggestions, kindly address your letter(s) to: -

R. K. Verma

Executive Director

Export Promotion Council for Handicrafts

"EPCH House", Pocket 6 & 7, Sector – C, LSC, Vasant Kunj, New Delhi.

Email: ed@epch.com

DO's

- Please greet all guests with a humble Namaste – do not shake hands.
- Exhibitors are requested to respect the health and safety protocol by maintaining hand hygiene and wear face mask at all times inside the exhibition complex and maintain social distancing.
- If you are constructing your own booth, please place a fire-extinguisher in your booth at all times.
- Please Display your Photo Badges at all times during the fair.
- Please clean your stand in the evening by soft floor cleaning brush to avoid dust in the morning.
- Please leave the waste bin outside your stand while going.
- Please keep sufficient number of business cards, catalogues, file holder, stapler, carbon papers and your documents like invoice / order books etc.
- Please reach by at least 8.30 a. m. at the entrance gate because screening at entry point for the exhibitors may take some time to clear you to enter exhibition halls. Kindly keep your exhibitor badges ready. Please co-operate with the security on duty.
- We request you to advise your junior staff to wear dresses presentable in the business environment.
- Please open your stands and remove all the curtains latest by 8.45 am failing which, the Council reserves the right to remove the curtains of the booth.

DONT'S

- **Strictly Prohibited** - inflammable material like dry grass/straw, bamboo sticks, jute, synthetic fabric, wall paper or fabric/flex masking, surgical cotton, wood chips & wooden scrap for booth construction / display.
- Avoid lighting of candles / aggarbatti / dhoop or any other inflammable articles.
- **Please do not allow your contractor to use poor quality electrical wirings and fittings, poor quality wires and electrical fittings are a serious fire hazard.**
- Please don't leave the stand unattended at any time or during lunch.
- Please don't keep any articles on the main bay / gang ways.
- Please don't hang articles on the outer portion of your stand.
- Don't alter name fascia board. (Even if your name is spelt out wrongly, please inform the Hall Manager).
- Please don't load shelves heavily these can fall off.
- Please don't keep empty cartons, helmets, suitcases etc. in the stand.
- Please don't push the structure.

Wish you a grand success during "59th IHGF DELHI FAIR [SPRING] 2025"

INDEX OF FORMS

Sl. No.	Form No.	Purpose	Submission Deadline
1.	Form – I at Page No -15	Exhibitors with Bare Space / Own Construction of Stand <u>'SUBMISSION OF TECHNICAL DRAWINGS FOR APPROVAL'</u>	5th April 2025 <i>[EPCH reserves the right to obtain a copy of the design on site.]</i>
2.	Form – II at Page No -16	Request Form for Issuance of Construction Badges for Bare Space / Own Construction of Stand	5th April 2025
3.	Form – III at Page No -17	Form For Additional Electricity / Power Load	5th April 2025
4.	Form – IV at Page No -18	Authority Letter for Possession of Stand	<i>To be handed over to your Hall Manager before taking possession of your stand. Refer to page no. 2</i>
5.	Form – V at Page No - 19	Undertaking of No Retail Sale by email to your hall manager	<i>To be handed over to your Hall Manager before taking possession of your stand. Refer to page no. 2</i>
6.	Form – VI at Page No -20	Exhibits Move Out Gate Pass	On or before 19th April 2025
7.	Page No -21	List of Empanelled Stand Construction/Window Dressing Agencies	
8.	Page No -22	List of Empanelled Suppliers of Display Aids	
9.	Page No -23	List of Empanelled Agencies for Girl Guides & Hostesses & Interpreters	

For suggestions, kindly address your letter(s) to:-

R. K. Verma

Executive Director

Export Promotion Council for Handicrafts

“EPCH House”, Pocket 6 & 7, Sector – C, LSC, Vasant Kunj, New Delhi.

Email: ed@epch.com

FORM- I**59TH IHGF DELHI FAIR [SPRING]****16-19 April 2025****India Expo Centre & Mart, Greater Noida, Delhi (NCR)****EXHIBITORS CONSTRUCTING OWN STANDS/RAW SPACE****Deadline – 05th April 2025****pl. email to rohit.grover@epch.com**

Return to:

The Executive Director**Export Promotion Council for Handicrafts**

EPCH House, Pocket 6 & 7, Sector – C

Local Shopping Centre, Vasant Kunj

New Delhi – 110070

Sir,

We are constructing our own stand. Our request for bare space & architect / contractor is enclosed herewith for your information & records.

Exhibitor: _____ Stand & Hall No: _____

Contact Person: _____

Address: _____

Mobile: _____ Email: _____

Name of Stand Contractor / Architect: _____

Contact Person: _____

Address: _____

Mobile: _____ Email: _____

NOTE :

1. Please keep ready 2 sets of detailed drawings duly certified by a structural engineer (elevations, layout plan & perspective) with dimensions, illustrating the design of your stand for the fair. The Council reserves the right to obtain a copy of the same at any time during the fair.

2. Both the exhibitor & contractor must abide by all rules and regulations of the organizers including the health & safety protocol.

Declaration:-

We confirm that we have read, understood and agree to comply with and to be bound by the terms & conditions and will follow the health and safety guidelines. We will also ensure Back to Back Finish & Paint of walls of our constructed booth.

AUTHORISED SIGNATORY _____

DATE _____

SIGNATURE & STAMP _____

Important: - Please retain a copy of this Form for your records.

FORM- II**59TH IHGF DELHI FAIR [SPRING]**

16-19 April 2025

India Expo Centre & Mart, Greater Noida, Delhi (NCR)

**REQUEST FORM FOR ISSUANCE OF CONTRACTOR BADGES
BARE SPACE / OWN CONSTRUCTION OF STAND****Deadline – 05th April 2025**pl. email to rohit.grover@epch.com

Return to:

Export Promotion Council for Handicrafts

EPCH House, Pocket 6 & 7, Sector – C

Local Shopping Centre, Vasant Kunj

New Delhi – 110070.

Only the Contractor/Agency who presents this form can collect the Contractor Badges by the number of workers. (Please fill out this form and send it to your contractor for collecting badges during the construction period).

Exhibitor: _____ Stand & hall No. _____

We have appointed the following agency for stand construction:-

Stand Contractor / Architect: _____

Contact Person: _____

Address: _____

Mobile: _____ Email: _____

The above person will collect _____ (number) of Contractor Badges on my behalf.

Declaration:-***We confirm that we have read, understood and agree to comply with and to be bound by the terms & conditions and will follow the health and safety guidelines.***

AUTHORISED SIGNATORY _____

DATE _____

SIGNATURE & STAMP _____

Important: - Please retain a copy of this Form for your records.

FORM- III**59TH IHGF DELHI FAIR [SPRING]****16-19 April 2025****India Expo Centre & Mart, Greater Noida, Delhi (NCR)****ADDITIONAL ELECTRICITY/POWER LOAD****Deadline – 05th April 2025****pl. email to rohit.grover@epch.com**

Return to:

Export Promotion Council for Handicrafts

EPCH House, Pocket 6 & 7, Sector – C

Local Shopping Centre, Vasant Kunj

New Delhi – 110070.

Please Note Our Additional Electricity / Power Load Requirement For “59th IHGF DELHI FAIR [SPRING] 2025 is Given Below:**POWER LOAD REQUIRED - _____ kw @ Rs. 1500/- + 18 % GST – Total Dues Rs. _____****PAYMENT DETAILS:**

Demand Draft/RTGS/NEFT No. _____ for Rs. _____

(Rupees. _____)

Bank _____

Terms & Conditions:-

THE ORGANISERS WILL ONLY PROVIDE 6 SPOT LIGHTS & ONE PLUG SOCKET (5/15 AMP) IN A 12 SQ. MT. BOOTH.

IN CASE, EXHIBITORS REQUIRE EXTRA ELECTRICITY / POWER LOAD, THE CHARGES FOR THE SAME ARE RS. 1500/- PLUS GST PER KW THE REQUEST CAN BE SUBMITTED AS PER THE ABOVE FORMAT ALONG WITH REQUISITE FEE TO BE PAID BY WAY OF A DEMAND DRAFT / PAY ORDER DRAWN IN FAVOUR OF THE “EXPORT PROMOTION COUNCIL FOR HANDICRAFTS”.

IMPORTANT:- REQUESTS RECEIVED WITHOUT PAYMENT OR AFTER THE PRESCRIBED DATE WILL NOT BE ENTERTAINED. FURTHER, PAYMENT FOR ELECTRICITY LOAD ONCE DEPOSITED WILL NOT BE REFUNDED.**Declaration: -*****We confirm that we have read, understood and agree to comply with and to be bound by the Terms & Conditions***

EXHIBITOR _____

STAND NO. _____ HALL NO. _____

CONTACT PERSON _____ DATE _____

TEL _____ SIGNATURE & STAMP _____

Virtual Account Information:	Important Notice for Bank Transfers:
Account Name: Export Promotion Council for Handicrafts Virtual Account Number: 17730EPCHXXXXXX IFSC Code: UBIN0996335 Bank Name: Union Bank of India Branch: FCS Centre Bangalore, Bangalore Mode: NEFT / RTGS	When making a bank transfer to EPCH Virtual account, please ensure your membership number is formatted as a 6-digit number. If your membership number is less than 6 digits, add zeros (0) as a prefix to make it 6 digits. Examples: If your membership number is 195 , enter it as 000195 . If your membership number is 2066 , enter it as 002066 . If your membership number is 46683 , enter it as 046683

FORM -IV**(AUTHORITY LETTER)**

(To be typed on company letterhead or duly stamped copy of this form with company seal to be submitted at the time of taking possession of your stand at the exhibition ground)

To,
The Executive Director
Export Promotion Council for Handicrafts
New Delhi

Stand No. ____/Hall No. ____
Hall Manager _____

**59TH IHGF DELHI FAIR [SPRING]
16-19 April 2025
India Expo Centre & Mart, Greater Noida, Delhi (NCR)**

NAME OF THE ORGANISATION : _____

ADDRESS : _____

TELEPHONE : _____

E-MAIL : _____

CONTACT EXECUTIVE : _____

STAND NUMBER : _____

We are taking possession of the stand space allotted to us. We are also enclosing a copy of our stand allotment letter and confirm that payment for stand charges in full has already been made.
[All exhibitors constructing their booths will ensure Back to Back Finish & Paint of walls or covering the elevated area with fabric or flex].

Signature.....

Date.....

Name.....

Designation.....

Stamp.....

FORM-V**UNDERTAKING OF NO RETAIL SALE**

(To be typed on company letterhead or duly stamped copy of this form with company seal to be submitted at the time of taking possession of your stand at the exhibition ground)

To,
The Executive Director
Export Promotion Council for Handicrafts
New Delhi

Stand No. _____/Hall No. _____

59TH IHGF DELHI FAIR [SPRING]
16-19 April 2025
India Expo Centre & Mart, Greater Noida, Delhi (NCR)

Declaration:-

We confirm that we have read, understood and agree to comply with and to be bound by the Terms & Conditions of this exhibition. We further declare that "NO RETAIL SALE" has been made from our booth.

EXHIBITOR _____

STAND NO. _____

HALL NO. _____

CONTACT PERSON _____ DATE _____

TEL _____

SIGNATURE & STAMP _____

FORM-VI**EXHIBITS MOVE OUT
GATE PASS**

(To be typed on company letterhead and be submitted in quadruplicate (4 copies) on or before 19th April 2025 to your hall manager at exhibition ground)

(kindly attach 4 copies of an invoice/packing list of items to be transported out along with this gate pass)

To,
The Executive Director
Export Promotion Council for Handicrafts
New Delhi

Stand No: _____
Hall No : _____

Subject : 59TH IHGF DELHI FAIR [SPRING] from [16-19 April 2025] India Expo Centre & Mart, Greater Noida, Delhi (NCR).

Dear Sir,

Kindly permit us to transport the display items as mentioned in the enclosed proforma invoice/packing list, out of exhibition area after the close of 59th IHGF DELHI FAIR [SPRING] and oblige.

We hereby declare that the items mentioned below were displayed at the above stand and are the sole property of M/s. _____ and in no. case belong to the organizers.

Thanking you,

Authorized signatory _____

Designation _____

Sl. No.

Details of Invoice / Packing list

***EPCH Authorized signatory
Hall Manager***

STAND CONSTRUCTION / WINDOW DRESSING AGENCIES

MR. JATIN G. MEHTA M/S. KUNJ EVENTS PVT. LTD. Contact Number: 9811076358, 9811571037 Email : jatinmehta@kunjevents.com , kunjinc@gmail.com	MR. DINESH RASWANT M/S. CRAFTSMAN EXHIBITIONS & INTERIORS Contact Number: 09811061915 Email: craftsman257@gmail.com
MR. MAYANK KAPOOR M/S. KAPCO EVENTS AND EXHIBITIONS PVT LTD Contact Number: 9818055002 Email: kapcoarts@gmail.com	MS. HARSHA MURARKA / MS. KAJAL JAIN M/S. STUDIO MESO Contact Number : 9953132291, 9354302628, 9891503409 EMAIL: harsha@studiomeso.co.in , hey@studiomeso.co.in
MS. SMRITI SINGLA M/S. DOUBLE 8 EVENT & ADVERTISING PVT. LTD. Contact Number : 011-23247276, 09899787433 Email: delhi@double8events.com Web - www.double8events.com	MR. HARISH YADAV M/S. KNOWTEQ DESIGNS Contact Number : 09354423499, 09354152961 Email: hari_knowteqdesign@yahoo.com info@knowteqdesign.com
MR. AMAN AGGARWAL M/S. ISHU ARTS Contact Number : 9899975076, 9810120622 Email: ishuarts1@gmail.com Web: www.ishuarts.com	MR. RAJ MALHOTRA M/S. VAASTUKRITI Contact Number: 09810258851, 09312233457 Email: vaastukriti@gmail.com
MR. VIVEK GUPTA M/S. PROMOACTIVE PRIVATE LIMITED Contact Number : 9555896455 Email: info@promoactive.in Web: www.promoactive.in	MR. PREET AUGUSTJA M/S. DESIGNER DECORE Contact Number: 9871316714, 9818968078 Email : designersdecore@gmail.com Web : www.designerdecore.in
MR. BALBIR SINGH M/S. STUDIO B DESIGN PVT. LTD. Contact Number – 9811112578 Email- mail@studiobindia.com Web: www.studiobspaces.com , www.studiobindia.com	MR. SUMEET LEEKHA & MR. MANIK PATHAK M/S. ABACUS COMMUNICATIONS Contact Number : 011-45601668, 09811094339, 09818275441 Email: abacusco@gmail.com Web : www.abacusexib.com
MR. JITENDER AHUJA M/S SILVERLINE Contact Number: 9811146691 Email: silverlineahuja@gmail.com , silverlineahuja@rediffmail.com	MS. RICHA RAY SPECTRA INTERNATIONAL Contact Number: 9891094589, 9811360391 Email: sales.spectrainternational@gmail.com
MR. NIRAJ KUMAR Contact Number: 7387565222 Email: niraj4exhibitions@gmail.com	MR. VIKRANT GUPTA M/S. ADWAVES ADVERTISING Contact Number: 09811148239, 42418301 Email: vikrant@adwaves.in
MR. MOHINISH GARGA M/S. Z AXIS EXHIBITION DESIGN PVT. LTD. Contact Number: 29941419/41402258/9868855741 Email: zaxisindia@gmail.com , zaxisindia@yahoo.com	MR. ANURAG VERMA / MS. NEHA M/S. A. V. DESIGN Contact Number: 011-24697263, 09810682432, 09810121883 EMAIL: av4design@gmail.com
MR. ROHIT DHINGRA M/S. IMPACT MARKETING SERVICES PVT. LTD. Contact Number - 0990388399, 011 - 40503620 Email: rohithd@impactmarketingservice.com	MS. PAYAL RAMCHANDANI M/S. aAdya-aAKAAR & ASSOCIATES, Contact Number : 09810173569 , 011-41089272 Email : aadya.aakaar@gmail.com
MR. DIBYENDU CHANDA VICE PRESIDENT – M/S. SAFFRON IDEAS MOB. 9874991229 EMAIL: dibyendu.saffronideas@gmail.com	Mr. PRASHANT JADHAV, CEO – M/s. ACCORD EXHIBIT (whats app: +91 9619735550) Email sales@accordexhibit.com Web. http://accordexhibit.com Cell : 9619735550 / 7977908853
MS. PRATIBHA SAINI M: +91 9999856647 M/S. Tvastar Integrated Marketing Pvt. Ltd. T: +91 120 4751155 E: sales@tvastar.net	Ms. Neha Sahni M/s. Instate Media Pvt. Ltd. T: +91 7011199578 8595879481 E mail - neha@instatemedia.com
MR. SARANSH – 08800123421 / MR. TARUN – 09650466106 M/S. ADIDA EVENTS PVT. LTD.	

IMPORTANT: THE ABOVE AGENCIES ARE ONLY AS SUGGESTIONS. THE COUNCIL DOES NOT TAKE ANY RESPONSIBILITY AS TO THE JOB CREDITABILITY OF THE AGENCIES LISTED ABOVE. EXHIBITORS ARE REQUESTED TO NEGOTIATE & DEAL WITH SUCH CONTRACTOR AT THEIR OWN LEVEL.

FOR ADDITIONAL DISPLAY AIDS

YOU CAN CONTACT THE FOLLOWING AGENCIES

LIST OF AGENCIES SUPPLYING DISPLAY AIDS

MR. JITENDER AHUJA M/S SILVERLINE FA-125, MANSAROVAR GARDEN, NEW DELHI-110015 Contact Number: 9811146691 Email: silverlineahuja@gmail.com , silverlineahuja@rediffmail.com	MR. MAYANK KAPOOR M/S. KAPCO EVENTS AND EXHIBITIONS PVT LTD B25 LAJPAT NAGAR II NEW DELHI 110024 Contact Number: 9818055002 Email: kapcoarts@gmail.com
MR. RAKESH HASIJA / MR. DINESH RASWANT M/S. GRACE INDIA EXHIBITIONS & INTERIORS SHOP NO. 2, 1/17, LALITA PARK, LAXMI NAGAR, DELHI – 92. Contact Number: 09811081389, 09811061915, 65781909 Email: graceindia1@yahoo.co.in	MR. RAJIV SARDANA M/S. SARDANA'S ART CENTRE PVT. LTD. Contact Number: 09811087917 Email - rajiv@sardanaartcentre.com
MR. H. S. CHATURVEDI M/S. BHUMICA INTERIOR DECORATORS TEL. 09312705390, 09868013261 bhumicainteriordecorators@gmail.com	MR. PRAMOD KUMAR M/S. P. K. FURNITURE & EXHIBITION TEL. 09910038818, 09910078818 Pramod.furniture@gmail.com
MR. NASIR ALI M/S. KHAN DCORATORS TEL. 09810489084, 09958758480 N4nasirali42@gmail.com	MS. PRIYANKA VERMA M/S. MILTON EXHIBITS TEL. 08130693013, 011-41454661 Priyanka.r@milton-in.com

N. B. THE ABOVE MENTIONED AGENCIES HAVE SHOWN INTEREST IN PROVIDING THEIR SERVICES TO THE EXHIBITORS OF THE ABOVE TRADE FAIRS.

IMPORTANT

PLEASE NOTE: THE ABOVE AGENCIES ARE ONLY AS SUGGESTIONS. THE COUNCIL DOES NOT TAKE ANY RESPONSIBILITY AS TO THE JOB CREDITABILITY OF THE AGENCIES LISTED ABOVE. EXHIBITORS ARE REQUESTED TO NEGOTIATE & DEAL WITH SUCH CONTRACTOR AT THEIR OWN LEVEL.

**FOR BOOTH ATTENDANTS/ HOSTESSES INTERPRETERS
YOU CAN CONTACT THE FOLLOWING AGENCIES**

BOOTH ATTENDANTS & HOSTESSES

1. **MRS. SNEH PRABHA**
1 – B, SECTOR 28
NOIDA – 201 303.
TEL: 0120-2455934
MOBILE: 09810948658

2. **MR. SHIRISH BENJWAL**
M/S. MASS MANAGEMENT
SERVICES PVT. LTD.
320-321, 3RD FL. ANSAL CHAMBER II
6, BHIKAJI CAMA PLACE
NEW DELHI – 110066.
TEL: 011-26106111, 26185946, 26181044
MOBILE: 09818441822/09212510405
shirishbenjwal2112@gmail.com

3. **MS. RIDDHI JAIN**
M/S. REASSURE EVENTS & EXHIBITION
14/B, 2ND FLOOR, STREET NO. 7
MAYUR VIHAR, PHASE I
NEW DELHI.
TEL: 09899143586
riddhijain66@yahoo.co.in

4. **MR. ASHOK SAINI**
M/S. UGS FACILITY MANAGEMENT
144G, HARI NAGAR, ASHRAM
NEW DELHI.
TEL : 09811477397
support@ugsfacility.com

INTERPRETERS

1. **MR. VIVEK RAJ**
M/S. LANGUAGE AIDE PVT. LTD.
UG-4, PLOT 5&6, BLOCK-B, SEWAK PARK
UTTAM NAGAR (OPP. DWARKA MOR
METRO STATION, NEW DELHI – 110 059
TEL : 011-26103904, 45542470
MOBILE : 09811480781, 9810200781, 9268330053
vivek.raj@languageaide.com

2. **M/S. MASS MANAGEMENT**
SERVICES PVT. LTD.
320, 3RD FL. ANSAL CHAMBER II
BHIKAJI CAMA PLACE
NEW DELHI – 110066
TEL: 011-26106111, 26185946, 26181044
MOBILE: 09818441822/09212510405
FAX: 011-26184899
shirishbenjwal2112@gmail.com

3. **MR. RAVI RANJAN**
M/S. TRANSVERSE LANGUAGE SOLUTIONS
3RD FLOOR, SAIRA TOWER, GULMOHAR
COMMERCIAL COMPLEX, GREEN PARK
NEW DELHI – 110 069
TEL : 011-65099888
MOBILE: 09999108727
contact@transversesolutions.com

N. B. THE ABOVE MENTIONED AGENCIES HAVE SHOWN INTEREST IN PROVIDING THEIR SERVICES TO THE EXHIBITORS OF THE ABOVE TRADE FAIRS.

IMPORTANT

PLEASE NOTE: THE ABOVE AGENCIES ARE ONLY AS SUGGESTIONS. THE COUNCIL DOES NOT TAKE ANY RESPONSIBILITY AS TO THE JOB CREDITABILITY OF THE AGENCIES LISTED ABOVE. EXHIBITORS ARE REQUESTED TO NEGOTIATE & DEAL WITH SUCH CONTRACTOR AT THEIR OWN LEVEL.