



# IED COMMUNICATIONS LTD

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## RULES & REGULATIONS

Dear Sir / Madam,

The Automation Expo South 2025 to be held in Hall No. 1,2,3 at New Exhibition Hall, Chennai Trade Centre from 6<sup>th</sup> to 8<sup>th</sup> March 2025.

We take this opportunity to highlight some of the important Rules and Regulations regarding operations and stand fittings of stall displays, which we request you to make a note of and inform the members of your team & your stand contractor accordingly.

We would like to ensure, that the show management runs smoothly and efficiently and hence, it is important that these rules are strictly followed and adhered to.

### **ACTION PLAN FOR TAKING POSSESSION OF YOUR STALL:**

#### **1. Set-up time**

Exhibitors (or their contractors) of bare space can take possession of their stand (for stand fabrication) located in Hall No. 1, 2 & 3 on 3,4,5 March 2025 . All display and setting up of exhibits must be totally completed by 5: 00 pm on 5<sup>th</sup> March 2025. Please note you will not be permitted to carry out any further work on-site after this time. Contractors / exhibitors are required to work within these move-in and work completion deadline periods. If contractors / exhibitors wish to work beyond these hours they should contact the onsite organiser office before 03:00 pm on 5<sup>th</sup> March 2025 . The penalty charges are INR 10,000 / hour / stand (5:00 pm – 12:00 midnight only on 5<sup>th</sup> March 2025.)

Contractors are requested to strictly follow the deadline given by the organizers for smooth functioning of the show. No security will be provided during the construction days until the opening hours of the exhibition. Please refer the table given below.

Stand Possession	Date	Timings
Move in of certified large Exhibits (Official Freight Forwarders Only )	3 <sup>rd</sup> March 2025	12.00 Noon onwards
Bare SpaceExhibitors	3 <sup>rd</sup> March 2025	12.00 noon – 6.00 PM
Shell Scheme stand exhibitors & contractors	4 <sup>th</sup> March 2025	09.00 noon – 6.00 PM

3. Entry in Chennai Trade Centre with your exhibits is allowed only after 09.00 AM on the 4<sup>th</sup> March 2025.

1. Please ensure that your transporter is carrying a letter of authority on your / your client's letterhead clearly mentioning the hall & stand number before unloading the goods inside the hall.

Due to entrances / space constraints our security and staff are authorized to allow your vehicles, subject to availability of movement space inside the halls. Kindly co-operate with them at all the times during the set-up and dismantling periods. Stall possession letter is mandatory to take possession.

**4. ACTION PLAN FOR TEAR DOWN (Dismantling) OF YOUR STALL :**

Please ensure that all your exhibits leave the exhibition premises as per the below mentioned schedule.

<b>Move-out Period</b>	<b><u>Date</u></b>	<b><u>Timings</u></b>
Move-out hand carry exhibits only	8 <sup>th</sup> March 2025	05:00 pm – 08:00 pm
Move-outstands & heavy / large exhibits	8 <sup>th</sup> March 2025	<b>08:00 pm – 12:00 am midnight</b>

**5. Badges & Wrist Band**

Please get in touch with the organizers office located in the Hall 1 to obtain a “Clearance Certificate OR entry PASS”. Also please collect your Exhibitor, Contractor set-up / tear- down, Wrist bands from the exhibitor registration area. The contractor badges are valid only for the set-up and tear down days. During the event days. Service badges (Wrist Bands) will be valid for maintenance of the stalls and wrist band must be worn on all the days during the Setup days. Please note, entry into the exhibition hall will not be permitted if any of the above badge is not produced during the set-up, exhibition days and tear-down period.

**6. Hall Manager**

After getting the clearance certificate, proceed to the exhibition hall where your stall is located and hand over the certificate to “The Hall Manager” – who in turn will hand over possession of your stall to you. Kindly co-operate with him / her, as stall possession will not be given without the Possession Letter & stall design approval.

**7. Agents / Contractors**

Do ensure that your colleagues / agents / contractors carry a letter of authority from you at all the times, to act on your behalf regarding stall construction regulations. We request you to please nominate at least one senior executive of your company to liaise with the hall manager for any on-site requirements.

**8. Design & Construction of Stalls**

i. Each contractor or exhibitor for construction of bare space/ Shell would be liable to pay a security deposit via DD / in favour of IED Communications Ltd ONLY – NO CASH WILL BE ACCEPTED. Without payment of security deposit, the possession of the stall would not be provided. The details of the security deposit amount are as below:

- Rs. 20,000 for stalls up to 9 - 17 sq meters
- Rs. 30000 for stalls up to 18-36 sq meters
- Rs. 40000 for stalls up to 37-50 sq meters
- Rs. 50000 for stalls up to 51-75 sq meters

- ii. Loose wiring or hanging wires should not be found in any of the stand to ensure safety of stall personnel and visitors. All wiring must be carried out in PVC, Electrometric or other plastic sheathed cables. No exposed means of cable joints are permitted.
- iii. Sides, which are open to the aisles, should not be blocked by panels more than 30% of the length of such side. Any structure except the fascia, for example publicity material, photographs, charts, should not have height exceeding 2.5 meters. However, height of Products on display can be more than 2.5 meters.
- iv. The main supply points and electrical installations in the stand should be easily accessible and should not be concealed / covered by the panels / partition or even by the exhibits.
- v. Structures/Wires hanging from the ceiling will be penalized.
- vi. The Exhibitors must ensure all their materials are inside their stall area only.
- vii. Logos can be displayed upto a height of 4.0 meters in the stalls of the exhibitors, provided they are away from adjacent stalls by a minimum distance of 2 meters.
- viii. Use of spray painting for stall decoration is not permitted within any hall.
- ix. Organizers advise exhibitors to bring in prefabricated stand to avoid delay in completion of stands as well as inconvenience to other exhibitors.
- x. Use of all types of publicity materials such as posters, banners, hanging decorations made of any material is not allowed outside the stall area by the exhibitors.
- xi. Suspending of display items from the hall ceiling or any other structure falling within the stands is also not permitted.
- xii. Subject to prior approval of the stall layout, a Mezzanine floor with total height of the stall not more than 4 meters and area not exceeding 20% of the area booked can be constructed at extra charges of 10% of the total stall charges payable to IED Communications Ltd. (Provided the exhibition area booked is 100sq. meters and above. Such mezzanine floor should be constructed away from the adjacent stall by a minimum distance of 2 meters)
- xiii. The construction of Mezzanine floor shall be allowed only after the submission of a structural and fire safety certificate from a registered Structural Engineer and an indemnity bond discharging the organizers of any liability or responsibility in the unlikely event of any mishap caused due to poor design / workmanship of such structure.
- xiv. Height of panels and common panels between stalls should not be more than 3.5 Meters and should have with smooth surface on both sides. However, the back wall of the stall against natural wall of the hall or column can go upto the height of 3 mtrs.
- xv. The electrical panels are fitted inside the pillars. There must be an access to this electrical panel in case of any emergency. The pillar cannot be blocked completely.  
No fittings or display may be attached, nailed, screwed or drilled on to the flooring.
- xvi. A "Bare Space" stall cannot display name boards over an adjacent Exhibitor's back and/or on side-wall, but may display it on any location facing the aisle.
- xvii. No part of any structure or exhibit would be allowed to extend beyond the boundaries of the stall allocated. This includes, symbols logos, lighting, floral decorations, furnishing etc.
- xviii. Aisles must be clear at all times
- xix. No contractor or his labour would be allowed to work after 11 PM on each of the set up night and after 5 PM on the night before the show
- xx. Workers must have night badge issued by the organizer for their permission to stay at site only within their stall area from 21.00 to 09.00 next day Workers are allowed to carry out their work till 23.00 Any worker, Contractors, Exhibitors' representative, material suppliers, willing to enter the exhibition halls must have an official badge issued by the Organizers.
- xxi. Any contractor/ exhibitor who fails to comply to the above rules for construction would be subject to penalty at the discretion of the organizer

## **9. Power at the Stalls:**

- a. There would be general lighting within the hall. Temporary electrical connection would be provided to carry the construction work only from 09.00 to 23.00, which will be disconnected at 23.00 till 09.00 next morning.
- b. Free electricity connection provided to constructed stall is less than 1 KW Watt - Single phase, Bare stalls are required to order power for the exhibition days before 15<sup>th</sup> Feb 2025 to avoid late charges.
- c. No using the Sockets given for temporary supply during the Exhibition days
- d. The stall contractor has to pay Rs. 1000/- in cash as deposit to take socket. The socket must be returned before 5<sup>th</sup> March 2025 by 18.00 hrs 2025.
- e. No wires to be left hanging after dismantling. Stall area must be clear after dismantling.
- f. Meter reading will be done on 7<sup>th</sup> March 2025 in the morning from 11.00 AM onwards.
- g. If any stall is found to be consuming power more than the submitted requirement, then they would be liable to pay the amount for the additional power being consumed as per the increased rates as given in the exhibitor manual
- h. All Bare space exhibitors/ their contractors are to inform and pay in advance for the power required at their booth during show days in advance (by 28<sup>th</sup> feb 2025) to avoid late charges

## **10. Car Parking**

Limited paid car parking space is available within Chennai Trade Centre which subject to availability.

1. Standard Package Booth: Booths are provided in cubicles of a pre-fabricated system (Octanorm), made of aluminium hardware profiles & laminated ply partitions with standard accessories. (Minimum 9m<sup>2</sup> (3m x 3m ) is a standard package booth and the equipment included are

- 1 Table - Info Counter
- 2 Chairs (Folding / PVC)
- 3 nos. 100w Spotlights
- 1 Waste basket
- 1 Socket point – 5 / 15Amps
- Carpet
- Fascia board(s), 300mm height with 100mm height company name(s) & booth number

**\*\*Please note: These items are not interchangeable. You may opt for all or part of the Items listed\*\***

No exhibits are allowed to be removed from the booth or exhibition hall once the exhibition has been officially opened unless organiser has given special permission. Booth or exhibits shall not be dismantled before the official closing time on the last day of the exhibition.

1 Exhibitors shall not cause damage in the exhibition hall.

2 Use of Halogen lights are banned inside the exhibitor's booth / stall design as per the venue guidelines. Exhibitors are requested to use CFL / LED lights inside their booth.

Note: In case of violation of the above rules, the official shell scheme booth agency will be obliged to request the payment from exhibitor for any damage caused at the rate of INR 3000.00 per panel.

### **1. Booth Height Limits**

The maximum height of construction is 4 metres for raw space only booths in the front fascia or corners. The backwall must not exceed 3 mtrs

### **2. Booth Design Drawings & Approval**

Raw space booth design proposal must be submitted to the organiser by the exhibitors or by their appointed contractor by 1st feb 2025. The exhibitors and their appointed contractor should read and must strictly follow the Rules & Regulations which are mentioned in this manual before designing and submitting their booth design for the Organizers approval. All design proposals must follow to all statutory requirements and those set out in this Manual and must include the following:

- Plan view showing clearly all dimensions, walling and major exhibits.
- Elevation views, showing clearly all dimensions, graphics, etc.
- Structural calculations / drawings proving structural stability, weight loadings, etc.
- Details of materials and fire protection.

**11. Clearance from Accounts Department and Stand Possession**

Possession of the stall/bare space either to the exhibitor or to the stall interior decorator contractor, appointed by respective exhibitor would be given only after handover of “no dues” certificate obtained from IED Communications Ltd accounts department.

**12. SALE OF EXHIBITS/GOODS**

Goods which have been imported into India for Exhibition purposes under ATA Carnet or A Temporary Import Permit, and have not paid the Customs & Excise Duty on entry and if an exhibitor subsequently wishes to sell all or part of any consignment, he must engage the services of the Official Freight Forwarder, who has been authorized to both make an application to Customs for permission to do so against valid import license and to collect the duty and pay to the Customs Department, using prescribed methods and procedures, Otherwise, please ensure that your nominated freight forwarder is aware of the customs procedure and is capable of handling such documentation and duty payment on your behalf. Sold exhibits can be removed only after conclusion of exhibition.

**13. STORAGE OF EMPTIES AND PACKING**

Exhibitors will have to organize storage of their packing cases, surplus materials or other properties. They can take help of their freight agents to remove large packing boxes. Surplus stores must not be placed behind the stalls. At the conclusion of the exhibition, contractors, exhibitors must remove from the site all materials from their respective stalls latest by 20.00 hrs on 6th march 2025

**14. REMOVAL OF WASTE AND CLEANING OF STALLS**

During the build-up and breakdown of the exhibition, the aisles of the Hall must not be obstructed with packing and construction materials or debris. Contractors constructing” Bare Space stalls” or stall interiors are responsible for removing their own waste and off-cuts from the site, and at the end of each day.

Organizers will arrange for the general cleaning of the exhibition Hall. This includes cleaning of the aisles and of waste disposal before opening the exhibition in the morning and after closure of the exhibition in the evening. The organizers will not be able to provide cleaning service of individual stalls exhibits and displays. The exhibitor should maintain his own stall in a tidy condition at all times.

**15. Security**

We have engaged a reputable and efficient security force, and will do our best to ensure the safety of your exhibits only on the show days i.e. 6<sup>th</sup> March to 8<sup>th</sup> March 2025. Nevertheless, exhibitors can insure their own equipment during all stages of the event, and be particularly careful not to leave their stalls unattended on the set-up day / night and on conclusion of the event on a daily basis during show days and also during tear-down period. It is at these times that the risk of theft is maximum. The Organizers will not accept responsibility for theft, loss or damage to exhibits during

any time of the setup period, show days & tear-down period. You can now claim insurance from your personal material during exhibition days.

Exhibitors are advised to make adequate precaution for safety of their stalls by employing proper security during the set-up and tear-down period. Please note that no security guards from agencies other than our official agency and your staff (with prior written approval of the organizers) will be allowed in the night inside the hall after the opening of the exhibition. It is also advisable to keep mini fire extinguishers and a first aid box in your stall, in addition to the general protection equipment installed by the organizers.

16. Smoking in the exhibition hall is strictly prohibited. Any type of flammable material is not allowed to be carried inside the hall. Please also note that use of LPG and other fuels are also not allowed to be used inside the hall as per local fire regulations. Organizers reserve the right to close such stalls if any exhibitor violates these rules with immediate effect.

17. Please note that the organiser will not be responsible for any dealings with transport and labour engaged by the exhibitors. All issues pertaining to this will be the sole responsibility of the exhibitor.

18. Participation certificate is available on your exhibitor manual site. This certificate will assist you for all your import / octroi formalities for the entry of your exhibit materials into Mumbai.

#### **19. CANCELLATION**

Once the Organizers confirm acceptance of application, Cancellation of participation at any stage or reduction of space by exhibitors will not be permitted and no refund will be paid to the exhibitors on this account.

#### **20. FORCE MAJEURE**

Under the conditions of force majeure, which also include strike, lockout, closure, riot, natural calamities, Pandemic the organizers reserve the right to alter the opening dates and duration or even cancel the entire exhibition. In case of change in dates and duration of the exhibition, the rules and regulations and the agreement between the exhibitors and the organizers will remain unaffected.

#### **21. DAMAGE CAUSED BY EXHIBITORS**

After closure of the exhibition, stall area must be restored to its original condition. Any grouting on the flooring or any damage to the exhibition area, damages will have to borne by the exhibitor

#### **22. LIABILITIES AND INSURANCE**

Every reasonable precaution will be taken by the organizers to ensure the security and safety of the exhibition halls and adjacent areas. However, the organizers will not accept liability and will not be under any liability to exhibitors or their employees or agents, in respect of any direct or indirect damage, loss, theft or damage to any exhibit, person or property arising out of or in any way connected with the exhibition. Exhibitors must insure their exhibits against such loss or theft and damage, including risk of fire. Organizers are not liable in any form for any loss or damage to exhibitors' property on the exhibition site. Organizers are not liable in any form for any loss or damage to exhibitors' property on the exhibition site or injury to their personnel and visitors. Exhibitors agree to refrain from making any claim on the Organizers and to indemnify Organizers against any claim by third party arising out of exhibitors' conduct. Exhibitors will be held responsible for damage or injury to property or persons caused by themselves, their employees, contractors, or agents. This includes the loss of rented furniture, equipment or instruments. Exhibitors are required

to provide their own third party insurance in respect of their participation in the exhibition. It would be desirable for the exhibitors to take insurance policy covering their machinery/exhibit, transmit and loading and un- loading of machines, their exhibition personnel and third parties /visitors. In addition to the above, we request you to please read through the Exhibitors Manual carefully and instruct your staff / contractors about the rules & regulations accordingly, before taking possession of your stand on the show floor.

### **23. FOOD**

There will be a cafeteria at the Exhibition grounds

### **24. Important Note:**

1. Constructed stalls cannot use Metal halides with the same connections given for the constructed booth, this may cause the tripping of power during the exhibition days.
2. Constructed stalls are not allowed to use aluminum wires for safety hazardous as new rules of fire and safety department.
3. All cables must be properly installed, because there will be checking from the fire and safety department due to fire incidents happening in Chennai

25. In view of the current pandemic situation the organizers have to comply with the guidelines issued by the MHA, State Government of Tamil Nadu and Chennai Municipal Corporation. Exhibitor contractors are required to wear mask at all times. Sanitizers will be available at frequent intervals. All the furniture and stalls will be sanitized during the construction and expo days. Depending upon the rules of the state unmasked people will not be allowed during the exhibition.

26. We also request exhibitor to encourage their potential customers to do Visitor Registration online as this is mandatory.

27. Double Vaccination is mandatory.

28. It is requested that the Exhibitors get prefabricated stalls, so that there is minimal carpentry, less amount of painting work is done to avoid crowd during the construction days at the venue.

IED Communications Ltd will follow all guidelines issued by the local authorities, and concern Government departments in view of any restriction, all regulations to be followed