



15th CONVENTIONS INDIA CONCLAVE

August 19 – 21, 2026 | Bharat Mandapam, New Delhi

Powering the Future of Innovation...

In collaboration with Ministry of Tourism, Government of India.
Jointly organised by ITPO & Delhi Tourism

The MICE platform the world cannot miss

EXHIBITOR MANUAL

15th Conventions India Conclave

CIC 2026



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Welcome Message

Dear Exhibitor,

On behalf of the Governing Board and Secretariat of the India Convention Promotion Bureau (ICPB), we warmly welcome you to the 15th Conventions India Conclave — CIC 2026.

CIC is India's most anticipated MICE industry event. Over fourteen editions, it has grown into the definitive platform where international and domestic buyers, venue owners, service providers, and policy makers converge to shape the future of the Indian conventions and meetings industry.

This Exhibitor Manual has been prepared to guide you through every aspect of your participation — from initial registration and stand construction, to build-up, show days, and move-out. Please read it carefully and share the relevant sections with your stand contractor, logistics team, and all staff attending the event.

Keeping to the deadlines outlined in this manual is essential. Late submissions may result in additional surcharges or the non-availability of services. Our team is always on hand to assist you, and contact details are provided throughout this document.

We look forward to welcoming you to Bharat Mandapam and wish you a highly productive and rewarding participation at CIC 2026.

Warm regards,

Dr Poonam Rajput

Executive Director

India Convention Promotion Bureau (ICPB)

Sponsored by Ministry of Tourism, Government of India

In collaboration with Delhi Tourism | Venue Partner: ITPO

Event Overview

Detail	Information
Event Name	15th Conventions India Conclave (CIC 2026)
Organiser	India Convention Promotion Bureau (ICPB)
In Collaboration With	Ministry of Tourism, Government of India & Delhi Tourism
Supported by	Delhi Tourism (Host State)
Venue Partner	India Trade Promotion Organisation (ITPO)
Venue	Multi-Purpose Hall (MPH), Bharat Mandapam, Pragati Maidan, New Delhi – 110 001
Exhibition Dates	19 August 2026 (Wednesday) to 21 August 2026 (Friday)
Venue Possession	18 August 2026 (Tuesday - 12:00 am - (Midnight of 17 August)
Dismantling	21 August 5 PM onwards till 21 August 11 PM
Exhibition Hours 19th Aug	4:00 PM - 10:00 PM (Inaugural ceremony followed by dinner)
Exhibition Hours 20th Aug	10:00 AM – 06:00 PM
Exhibition Hours 21th Aug	10:00 AM – 5:00 PM
GST Registration	18% GST applicable on all charges

About CIC 2026

The Conventions India Conclave is India's flagship event for the MICE (Meetings, Incentives, Conferences & Exhibitions) industry. In its 15th edition, CIC 2026 brings together an unparalleled assembly of international and domestic buyers, Indian states, convention venues, hotels, DMCs, PCOs, and allied service providers.

CIC 2026 offers exhibitors:

- Curated one-to-one B2B meetings with pre-qualified buyers
- Access to Reverse Marketing Sessions for supplier presentations
- Networking with senior industry leaders and government officials
- Participation in high-level conference sessions and policy deliberations
- Visibility within a dedicated Technology Pavilion (for eligible tech companies)
- Reach to ICPB's extensive network of international and domestic MICE professionals

Programme Structure

Day	Date	Key Activities
Day 0 (Build-Up)	18 - 19 Aug 2026 (Tue & Wed)	Venue possession (MPH), shell scheme installation, raw space fabrication
Day 1	19 Aug 2026 (Wed)	Press Meet Inaugural Ceremony Opening of Exhibition Welcome & Networking Dinner
Day 2	20 Aug 2026 (Thu)	Conference Sessions Pre-Scheduled B2B Meetings Exhibition Open
Day 3	21 Aug 2026 (Fri)	Reverse Marketing Sessions Exhibition Open Valedictory Ceremony Show ends 5:00 PM
Move-Out	21 Aug 2026	Dismantling begins after 5:00 PM on 21 August and must be complete by 11 pm

Participation Categories

Category	Space	Participation Fee	Inclusions
ICPB Member – Shell Scheme	3m × 3m = 9 sqm	INR 50,000 + GST	2 Exhibitor Passes
Non-ICPB Member – Shell Scheme	3m × 3m = 9 sqm	INR 75,000 + GST	2 Exhibitor Passes
Bare/Raw Space (min.)	18 sqm (minimum)	As per floor plan	2 Exhibitor Passes per 9 sqm
Technology Pavilion	2m × 2m = 4 sqm	INR 35,000 + GST	1 Exhibitor Pass
ICPB Allied Member Pavilion	2m × 2m = 4 sqm	INR 25,000 + GST	1 Exhibitor Pass
Delegate (ICPB Member)	NA	INR 5,000 + GST	
Delegate (Non-Member)	NA	INR 10,000 + GST	

⚠ IMPORTANT

All participation charges are exclusive of GST at 18%. Booth confirmation is issued only after receipt of full payment. Booth allocation is by draw of lots — ensure payment is received before the draw date to be eligible

Important Dates & Deadlines

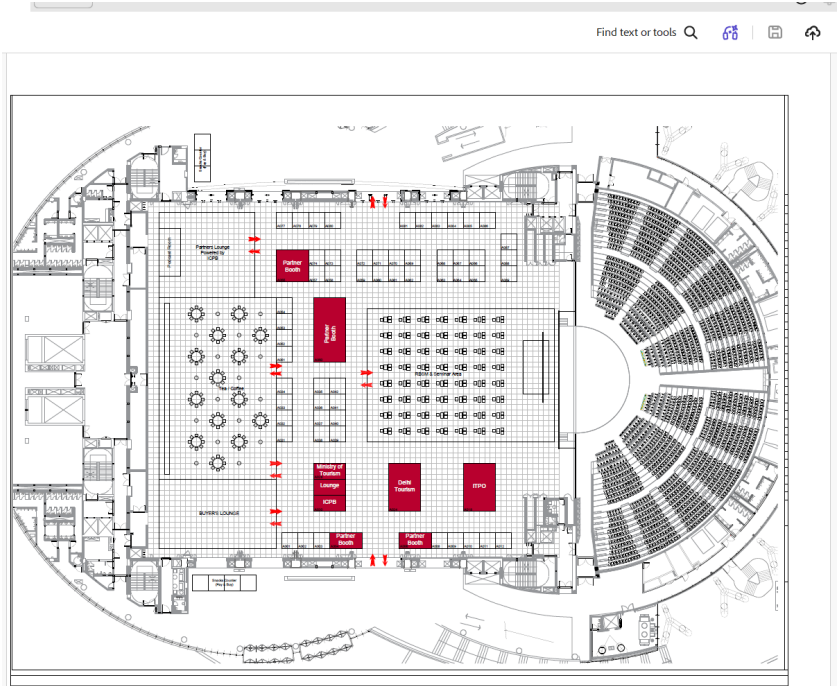
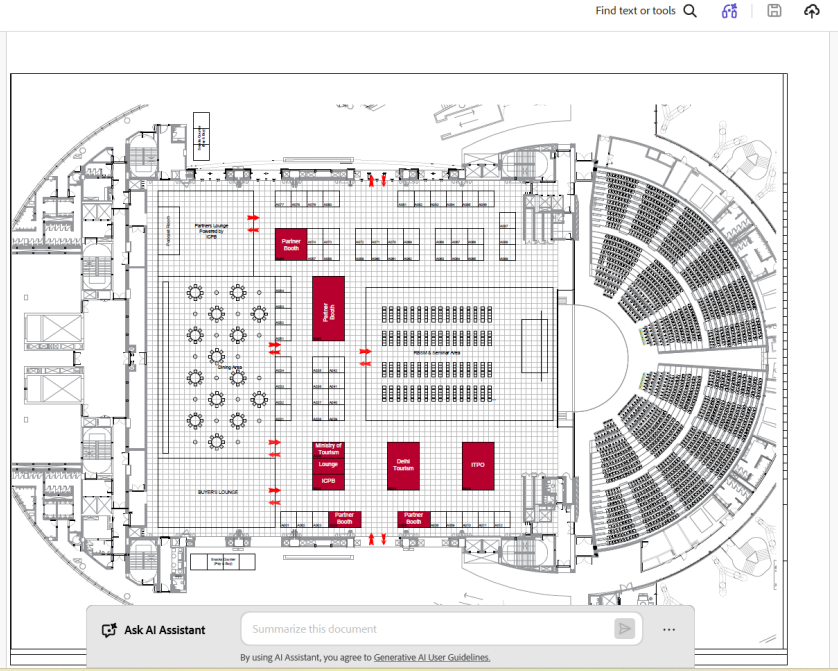
The following deadlines are critical. Services may not be available after their respective deadlines, or a late surcharge of up to 30–50% will apply.

Deadline / Event	Date	Notes
Exhibitor Registration & Full Payment	10 August 2026	Required for draw of lots eligibility
Stand Design Submission (Raw Space / Custom)	6 August 2026	Must be approved before build-up begins
Contractor Registration Deadline	3 August 2026	All contractors must be pre-registered
Service Order Deadline (Furniture, Power, AV)	10 August 2026	30% surcharge applies after this date
Fascia Name / Company Logo Submission	10 August 2026	For shell scheme fascia boards
Additional Electricity Order Deadline	10 August 2026	Pre-order required; no guarantee onsite
Internet / Dedicated Line Order Deadline	10 August 2026	Pre-order required
Exhibitor Badge Collection Open	18 Aug 2026	Registration desk at Bharat Mandapam
Venue Possession (Raw Space)	18 Aug 2026, 12:00 AM	Raw space contractors may move in after 17 Aug - Midnight
Venue Possession (Shell Scheme)	18 Aug 2026, 10:00 PM	Shell scheme installation begins
Shell Scheme Complete	18 Aug 2026, 06:00 PM	All shell scheme stands ready for dressing
Exhibition Opens	20 Aug 2026, 10:00 AM	All stands must be ready and staffed
Exhibition Closes (Day 3 / Show End)	21 Aug 2026, 05:00 PM	Dismantling may begin immediately after
Full Dismantling Complete	21 Aug 2026, 11:00 PM	All materials and contractors must exit

DEADLINE

Late service orders placed after the stated deadline attract a surcharge of 30%. Orders placed on-site attract a 50% surcharge. Some services may not be available onsite.

Event Floor Plan:



Exhibition Timetable

Build-Up Schedule

Date	Time	Activity	Who
18 Aug 2026 Monday	12:00 AM onwards	Raw space / custom stand fabrication begins	Raw space contractors
18 Aug 2026 Tuesday	12:00 AM onwards	Official contractor begins shell scheme installation	Official contractor
19 Aug 2026 Tuesday	04:00 PM – 10:00 PM	Exhibitor stand dressing and display set-up only	Exhibitors only

Exhibition Hours

Date	Exhibition Hours	Programme Highlight
19 Aug 2026 Wednesday	04:00 PM – 10:00 PM	Press Meet Inaugural Ceremony Networking Dinner (evening)
20 Aug 2026 Thursday	10:00 AM – 06:00 PM	Conference Sessions Pre-Scheduled B2B Meetings
21 Aug 2026 Friday	10:00 AM – 05:00 PM	Reverse Marketing Sessions Valedictory Ceremony Show End

Move-Out / Dismantling Schedule

Date	Time	Activity
21 Aug 2026 Friday	05:00 PM – 11:00 PM	Full dismantling; all materials, displays, and contractors exit by 11:00 PM

⚠ WARNING

Dismantling **MUST NOT** begin before 5:00 PM on 21 August 2026. Early dismantling disrupts other exhibitors and delegates. Exhibitors found dismantling early may be penalised and barred from future events.

⚠ IMPORTANT

Any stand materials, displays, or equipment not removed by 6:00 PM on 22 August 2026 will be treated as abandoned and disposed of at the exhibitor's cost. The organiser bears no liability for such items.

Venue Information

Bharat Mandapam

Bharat Mandapam is India's largest MICE facility, developed by the India Trade Promotion Organisation (ITPO) at Pragati Maidan, New Delhi. The centre was inaugurated in 2023 and has hosted G20 summits, international conferences, and major exhibitions.

Detail	Information
Venue Name	Bharat Mandapam
Hall / Space	Multi Purpose Hall (MPH), 3rd Floor
Address	Bharat Mandapam, Pragati Maidan, Mathura Road, New Delhi – 110 001
Managed By	India Trade Promotion Organisation (ITPO)
Website	www.bharatmandapam.in
Nearest Metro Station	Pragati Maidan (Blue Line) – covered walkway access
Airport Distance	Approx. 18 km from Indira Gandhi International Airport (T3)
Railway	Approx. 3 km from New Delhi Railway Station; 4 km from Hazrat Nizamuddin

Venue Facilities

- Bharat Mandapam offers world-class facilities including:
- State-of-the-art air-conditioned exhibition halls
- Dedicated loading/unloading docks and freight elevators
- Dedicated car parking (multi-level)
- In-house catering and F&B concessions
- VIP lounges and business centre services
- Medical aid room and first-aid services
- 24-hour security across the campus
- Accessibility provisions for persons with disabilities

Exhibition Hall – MPH Specifications

Parameter	Details
Hall Name	Multi Purpose Hall (MPH)
Floor	Level 3, Bharat Mandapam
Air Conditioning	Central HVAC – managed by venue
Lighting	Venue ambient lighting provided; exhibitors may supplement with stand lighting
Power Supply	Single-phase 220V AC/50Hz (standard); 3-phase available on request

i INFORMATION

For the latest technical specifications of the Multi Purpose Hall, contact the Official Exhibition Contractor or ITPO directly. Venue specifications are subject to change by the venue management.

Access to Venue

Exhibitor Access During Build-Up

Access to the exhibition hall during build-up is strictly controlled. All persons entering the hall must display a valid pass at all times.

Access Type	Valid For	Valid Period
Contractor Entry Pass	Stand contractors and workers	Build-up and dismantling periods only
Delivery Challan	Freight / goods vehicles	Build-up and dismantling periods only
Exhibitor Badge	Registered exhibitor staff	Build-up, show days, and dismantling

Entry Requirements for Contractors

All contractors to enter the venue from Gate 1 during build-up and dismantling and must:

- Carry a valid Contractor Entry Pass issued by the Official Contractor or ICPB
- Carry a Delivery Challan listing all materials being brought in
- Present government-issued photo ID for security checking
- Not enter any other exhibitor's stand space
- Comply with all instructions from venue security and the official contractor

Access During Show Days

During the live exhibition (19–21 August 2026), access is permitted only to:

- Registered delegates and buyers (Delegate Badge)
- Exhibitor staff (Exhibitor Badge)
- Authorised media (Media Pass)
- Organiser (Organizer Badge)
- Official contractor staff (Event Services Badge/ Wrist Band)

SAFETY

All passes must be worn and visible at all times within the venue. Security personnel are authorised to refuse entry to anyone not displaying a valid pass. No exceptions will be made.

Parking

Bharat Mandapam has multi-level parking facilities. Parking passes for the build-up and show days are available from the organiser. Unloading vehicles must use the designated freight entrances only and may not park in general visitor car parks.

INFORMATION

Parking is subject to availability. Exhibitors travelling to the venue for stand dressing on 18 August are encouraged to arrive before 9:00 AM to secure parking.

Exhibitor Badges

Badge Entitlement

Participation Category	Badges Included	Additional Badges
Shell Scheme – 9 sqm (Members)	2 Exhibitor Badges	INR 10,000 + GST per additional badge
Shell Scheme – 9 sqm (Non-Members)	2 Exhibitor Badges	INR 10,000 + GST per additional badge
Raw / Bare Space – per 9 sqm	2 Exhibitor Badges	INR 10,000 + GST per additional badge
Technology Pavilion – 4 sqm	1 Exhibitor Badge	INR 10,000 + GST per additional badge
ICPB Pavilion – 4 sqm	1 Exhibitor Badge	INR 10,000 + GST per additional badge

Badge Inclusions

Each Exhibitor Badge entitles the holder to:

- Access to the exhibition hall during build-up, show days, and dismantling
- Invitation to the Inaugural Ceremony (Day 1)
- Invitation to the Networking Gala Dinner (Day 1 evening)
- Participation in Pre-Scheduled B2B Meetings (Day 2)
- Participation in Reverse Marketing Sessions (Day 3)

Submitting Badge Information

Exhibitors must submit the following information for each badge holder before the stated deadline:

Full name (Title, First Name, Last Name) | Designation | Mobile number | Email address

DEADLINE

Badge information must be submitted by 4 August 2026. Badges submitted after the deadline may not be ready for collection on Day 1 and will need to be collected from the registration desk.

Badge Collection

Exhibitor badges may be collected from the Registration Desk at Bharat Mandapam from 17 August 2026 onwards during the following hours:

Date	Collection Hours
18 August 2026 (Build-Up Day)	12:00 AM – 08:00 PM
19 August 2026 (Day 1)	09:00 AM – 06:00 PM
20 August 2026 (Day 2)	09:00 AM – 06:00 PM
21 August 2026 (Day 3)	09:00 AM – 04:00 PM

WARNING

Lost or misplaced badges will attract a replacement fee. Badges are non-transferable. Lending a badge to a third party is a serious breach of participation terms and may result in ejection from the event.

Contractor Registration

Official Exhibition Contractor

ICPB has appointed an Official Exhibition Contractor (OEC) to manage all shell scheme construction, furniture rental, electrical installation, and related services at CIC 2026.

Detail	Information
Official Exhibition Contractor	Pavilions & Interiors
Contact Person	Hardik Gaekwad
Mobile	+91 9355887380
Email	Hardik.gaekwad@pavilionsinteriors.com

i INFORMATION

The Official Exhibition Contractor is the sole approved supplier of shell scheme construction and standard services. Exhibitors with raw space may appoint their own contractors (Appointed Contractors) subject to compliance with the rules in this section.

Appointed Contractors (Raw Space Exhibitors)

Exhibitors occupying raw / bare space may appoint their own stand contractors. All appointed contractors must:

- Be registered with the Official Exhibition Contractor before the deadline
- Submit a completed Contractor Registration Form with full company details
- Carry a valid government-issued business registration certificate
- Carry valid third-party liability insurance (minimum INR 10 lakh cover)
- Ensure all workers carry valid government-issued photo ID at all times
- Comply with all venue rules, stand construction guidelines, and safety regulations
- Not perform any work outside the allocated stand boundary without written permission

Contractor Access Passes

Contractor access passes are issued by the Official Exhibition Contractor after registration is verified. Each contractor must:

- Collect passes from the OEC office on-site
- Ensure all workers display passes at all times
- Return all passes at the end of the dismantling period

⚠ WARNING

No contractor or worker will be permitted to enter the hall without a valid pass. Passes are not transferable. Any contractor found in violation of these rules will be removed from the site immediately.

Shell Scheme Specifications

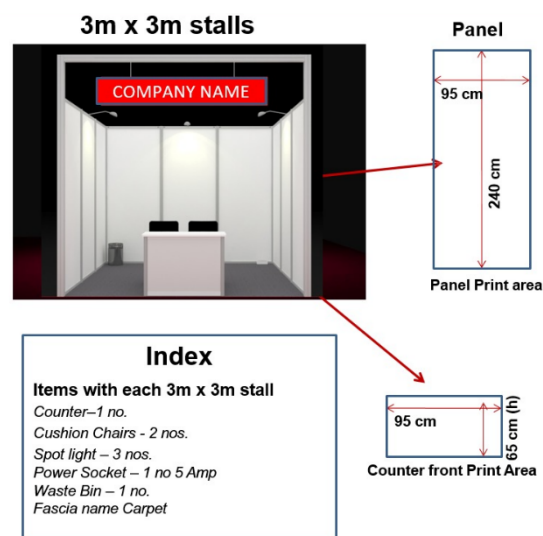
Shell scheme stands at CIC 2026 are constructed using the Maxima/Octanorm aluminum system with laminated panel infills. The standard shell scheme stand size is 3m × 3m (9 sqm).

Standard Shell Scheme Inclusions

Item	Quantity	Specification
Maxima aluminum framework	1 set	3m × 3m stand
White laminated wall panels	As required	3mm thick; no painting or nailing permitted
Needle punch carpet	9 sqm	Colour: as per organiser standard
Fascia board with company name	1	Uniform capital letters; based on submitted name
LED Spotlight	3	Mounted on front beam
Counter/display table	1	White laminated top
Folding chair	2	Standard
Waste paper bin	1	Standard
Power socket (15 Amp)	1	220V AC / 50 Hz single phase
Electricity allocation	1 KW	Included in package

Stand Rules – Shell Scheme

- The standard shell scheme structure must not be modified or altered in any way
- No additional fittings may be attached to the shell scheme framework
- No painting, pinning, nailing, or drilling on the wall panels
- Graphics must be self-supporting or hung using approved hook-and-loop systems only
- Free-standing fitments (display towers, banners, literature stands) must not exceed 2.44 m in height
- Fitments must not extend beyond the allocated stand boundary into aisles
- No helium-filled balloons or projections into aisles



Fascia Board

The fascia board displays the exhibitor's company name in uniform capital letters. Exhibitors must submit their exact company name (as it should appear on the fascia) before the deadline. The fascia name will be taken from the submission — please verify your preferred name carefully.

★ DEADLINE

Fascia board names and company logos must be submitted online to the organizer by 10 August 2026. Late submissions may result in the trade name on the registration form being used instead.

Additional Requirements for Shell Scheme

If you require furniture or equipment beyond the standard inclusions, you must order these in advance from the OEC using the Furniture & Equipment Order Form (see Appendix). All additional orders must be accompanied by 100% advance payment.

Raw Space Guidelines

Raw space (also referred to as bare space or space only) is an unequipped floor area allocated to exhibitors who wish to design and construct their own custom stands. Raw space is only available in multiples of 9 sqm, with a minimum booking of 18 sqm.

Stand Design Submission

All raw space exhibitors must submit a complete stand design package for review and approval before any construction begins. The package must include:

- 3D perspective drawing or rendered image of the stand
- Detailed floor plan (to scale) showing all structures within the stand boundary
- Side elevation drawings (all four sides)
- Full dimensions of all structures (height, width, depth)
- Materials specification list
- Electrical load schedule
- Details of any rigging or suspended elements

★ DEADLINE

*Stand design packages must be submitted to the Official Exhibition Contractor by **6 August 2026**.*

Construction of any stand that has not received written approval is not permitted. Any unapproved element identified on-site will be ordered for immediate removal at the exhibitor's cost.

Raw Space Rules

- Minimum booking: 18 sqm
- Maximum stand height: 3 metres (subject to venue ceiling height confirmation)
- All structural materials must comply with fire safety regulations
- No woodwork, sawing, cutting, or grinding inside the exhibition hall
- All construction work must be confined within the allocated stand boundary
- No walls or structures that block natural light to neighbouring stands without written consent
- Back walls adjoining neighbouring stands must be finished on the neighbour-facing side
- Suspended or hanging elements require separate structural engineer certification

Back Wall Treatment

Where a raw space stand abuts another exhibitor's space, the raw space exhibitor is responsible for finishing the exterior-facing surfaces of all walls to a clean, plain white or neutral finish.

⚠ IMPORTANT

The organiser reserves the right to order removal or modification of any stand element that, in the organiser's judgement, is unsafe, obstructs neighbouring exhibitors, or does not comply with these guidelines. All costs for such removal are borne by the exhibitor.

Stand Construction Rules

These rules apply to all exhibitors and their contractors, whether constructing shell scheme stands or custom raw space builds.

General Construction Rules

- All construction must be completed within the allocated build-up time. No construction activity is permitted after 6:00 PM on 18 August 2026
- No woodwork, sawing, cutting, or sanding inside the hall at any time
- No welding, open-flame operations, or use of flammable adhesives inside the hall
- All materials used in stand construction must comply with fire safety regulations
- Aisle areas must be kept clear of debris and construction materials at all times
- All construction waste must be removed from the hall daily
- The floor of the exhibition hall must be fully protected before any construction begins
- No heavy machinery or vehicles may enter the hall without prior written approval

Floor Protection

Exhibitors and their contractors are fully responsible for protecting the venue floor within their allocated stand area. Approved methods include:

- Carpet tiles or needle-punch carpet
- Non-slip rubber matting
- Protective hardboard or corrugated card under heavy equipment

WARNING

Any damage to the Bharat Mandapam floor or venue infrastructure caused by an exhibitor or their contractor will be charged directly to the exhibitor. A damage deposit may be required for raw space stands.

Height Restrictions

Height limits are strictly enforced at Bharat Mandapam to ensure fire safety, sightlines, and compliance with venue regulations. All measurements are taken from the finished floor level.

Stand Type	Maximum Height	Notes
Shell Scheme – Free-standing fitments	2.44 m	Includes banners, towers, display screens
Shell Scheme – Fixed structure	2.44 m	Maxima/Octanorm system height; cannot be altered
Raw Space / Custom Stand – General	3.00 m	Subject to venue ceiling height
Raw Space – Elevated Platforms / Mezzanines	As per structural approval	Requires structural engineer certificate and organiser pre-approval
Double-decker stands	Not permitted without express written approval	Requires structural certification
Overhead hanging / suspended signage	As per rigging approval	Must be approved by OEC and venue; rigging fee applies

Open-Sided Stand Requirement

All stands in corner or perimeter positions must remain open on at least two sides to aisles. Interior stands with only one open face must ensure the open face faces the main aisle. Walls at the rear of inline stands must not exceed 2.44 m without prior approval and must be finished on the facing side.

Stand Approval Process

Stage	Action	By Whom	Deadline
1. Design Submission	Submit stand drawings and materials schedule	Exhibitor / Contractor	6 August 2026
2. Design Review	Review and approve or request amendments	Official Contractor / Organiser	Within 5 working days of submission
3. Amendments (if any)	Revise and resubmit	Exhibitor / Contractor	Within 2 working days of feedback
4. Final Approval	Written approval issued	Official Contractor / Organiser	Before build-up begins
5. On-Site Inspection	Stand inspected during and after construction	Official Contractor	During build-up

Working Hours

Period	Working Hours
18 - 19 August 2026 (Build-Up Day 1)	12:00 AM onwards (construction)
19 August 2026 (Build-Up Day 2)	04:00 PM – 10:00 PM (stand dressing only)
Show Days (20–21 Aug)	No construction permitted. Minor stand dressing only before 09:30 AM
Dismantling (21 Aug)	05:00 PM - 11:00 PM

Electrical Services

Standard Power Supply

The standard power supply at Bharat Mandapam is:

Parameter	Specification
Voltage	220V AC / 50 Hz
Phase	Single phase (standard)
Power Included – Shell Scheme	1 KW per 9 sqm stand
Power Included – Raw Space	Nil (must be ordered separately)
Socket Type	15 Amp (standard Indian 3-pin)
Three-Phase Supply	Available on request and advance order; additional charges apply

Ordering Additional Electricity

If your stand requires more than the standard 1 KW allocation (e.g., for audiovisual equipment, large screens, demonstration machinery, or product displays), you must order additional power in advance using the Electrical Services Order Form.

- Specify total load (in KW) required per stand
- List all electrical equipment to be used on-site
- Submit order form with 100% advance payment before the deadline

★ DEADLINE

Electrical orders must be submitted by 10th August. Orders placed after this date attract a 30% surcharge. On-site orders for additional power attract a 50% surcharge and cannot be guaranteed.

Electrical Rules

- All electrical work within the stand must be carried out by a licensed electrician
- Exhibitors must not directly tap into the venue's main supply
- All extension leads must be industrial grade with appropriate ratings
- Domestic-grade extension leads and adaptors are not permitted
- No overloading of the allocated power supply; breakers will trip without notice
- All electrical installations are subject to inspection by the OEC
- Stands must be switched off and circuits made safe each evening at the close of the exhibition
- Transformers and UPS units may be used; they must be positioned safely within the stand

● SAFETY

Faulty or non-compliant electrical installations are a fire and safety hazard. The organizer and OEC reserve the right to disconnect any installation deemed unsafe. Reconnection is at the exhibitor's cost after inspection and rectification.

Generator Use

The use of private generators inside the hall is strictly prohibited. All power must be drawn from the venue's supply. If a UPS or battery backup is required, this must be pre-approved by the OEC.

Internet & Telecommunications

Dedicated Internet Lines

Dedicated internet connections with guaranteed bandwidth are available to order from the Official Exhibition Contractor.

DEADLINE

Dedicated internet orders must be placed by 10 August 2026. On-site orders are subject to availability and attract a 50% surcharge. Cabling routes are pre-planned; late orders may not be cabled to your specific stand location.

Furniture & Rental Services

The Official Exhibition Contractor offers a range of furniture, display, and equipment rental items. Standard shell scheme inclusions are listed in the Shell Scheme Specifications section. Additional items must be ordered in advance – Refer Form 7, page 47.

I INFORMATION

The above list is indicative. The Official Contractor will provide a complete price list and order form. All furniture must be ordered by 10 August 2026 to guarantee availability. On-site orders attract a 50% surcharge.

Ordering Process

- Complete the Furniture & Equipment Order Form 7
- Submit the form to the Official Exhibition Contractor with 100% advance payment
- Furniture will be installed before the exhibition opens
- All items must be returned in their original condition at the end of the event
- Damaged or lost items will be charged at full replacement cost

Graphics & Signage

Graphics and signage are a key part of your stand presentation. All graphics and signage must comply with the guidelines below.

Shell Scheme Exhibitors

- Graphics must be self-supporting or attached using hook-and-loop (Velcro-type) adhesive strips only
- No nails, pins, screws, staples, or double-sided tape to be used on Octanorm panels
- Graphic panels may be inserted within the Octanorm framework grooves if compatible
- No signage may project above the 2.44 m height of the shell scheme structure without approval
- Pop-up displays and roller banners are permitted within the stand boundary
- No signage may face a neighbouring stand's open side without the neighbour's consent

Raw Space Exhibitors

- All signage must be within the allocated stand area
- Signage exceeding 3 m in height requires prior approval
- Illuminated signs must comply with electrical regulations
- Signs suspended from the venue structure or ceiling require written approval from the venue and OEC

General Signage Rules

- Company names, products, and services on display must match the exhibitor's registration and must not misrepresent the company or its products
- Signage must not be obscene, offensive, or politically sensitive
- No signage may be affixed to venue walls, pillars, or common areas without prior written approval
- Aisle banners or hanging signs require OEC approval and may incur additional rigging charges

Recommended File Formats for Printed Graphics

Format	Notes
PDF (Press Quality)	Preferred; embed all fonts
AI / EPS	Accepted; all fonts outlined
TIFF	Minimum 150 dpi at final print size
JPEG	Minimum 150 dpi at final print size; avoid high compression
PNG	Accepted for logos; provide at 300 dpi

✓ TIP

Submit your graphics files to your print supplier well in advance. Large-format graphics for stands 3m or wider should be designed at 50% scale at 150 dpi to manage file sizes while maintaining print quality.

Official Print Supplier:

Gautam Arts
Key Contact: Ms. Renu
Mobile: +91 9310099881
Email: project@gautamart.com

Material Handling

All exhibit materials, stand components, and freight must be transported to and from the venue in a safe and coordinated manner in compliance with these guidelines and Bharat Mandapam regulations.

Delivery to Venue

- All deliveries must arrive during the scheduled build-up period (18 August 2026 12:00 am to 06:00 AM) only
- Deliveries must be accompanied by a Delivery Challan listing all items and the exhibitor's booth number
- Goods must be addressed clearly with the exhibitor's company name and booth number
- Fragile or high-value items should be crated appropriately to avoid damage in transit
- The organiser and venue accept no responsibility for goods delivered before or after the scheduled periods

Material Handling on the Floor

Manual trolleys and pallet trucks are available from the Official Exhibition Contractor. Forklift services for heavy items may be arranged through the OEC at additional cost.

IMPORTANT

Only designated freight handling equipment is permitted inside the hall. Personal vehicles, scooters, motorcycles, or unauthorised forklifts are strictly prohibited inside the exhibition hall.

Courier & Advance Shipments

Bharat Mandapam does not accept advance shipments on behalf of exhibitors. All shipments must be delivered directly to the exhibitor at the stand during the build-up period. Exhibitors are advised to engage a local logistics or handling agent for assistance.

DEADLINE

The venue cannot receive or store freight before 17 August 2026. Do not dispatch shipments to arrive before the venue possession date.

Valuable & Sensitive Exhibits

Exhibitors displaying high-value items, fragile equipment, or sensitive electronics must:

- Arrange adequate transit insurance covering the full period from dispatch to return
- Ensure secure packaging and supervised delivery
- Provide locking display cases where appropriate
- Ensure adequate stand security during non-exhibition hours

Loading & Unloading

All loading and unloading must take place through the designated freight entrance at Bharat Mandapam. Exhibitors must follow the schedule and the instructions of the Official Contractor and venue operations team.

Loading / Unloading Schedule

Period	Dates	Hours
Build-Up (Move-In)	18 August 2026	12:00 AM – 08:00 PM
Show Days (deliveries / replenishment)	19–21 August 2026	Before 09:00 AM and after 06:00 PM only
Dismantling (Move-Out)	21 August 2026 from 05:00 PM	05:00 PM – 11:00 PM

WARNING

No deliveries or freight movements may take place during show hours (10:00 AM – 06:00 PM) without prior written approval from the organiser. Any delivery found to be causing disruption to the event will be halted immediately.

Vehicle Timeslots

To avoid congestion at the freight entrance, exhibitors and their logistics providers are encouraged to pre-book loading timeslots with the Official Exhibition Contractor. Walk-in vehicles will be accommodated subject to queue management.

Vehicle Entry

Vehicle access to Bharat Mandapam is strictly controlled. Only vehicles carrying a valid Vehicle Entry Pass issued by the organiser or Official Exhibition Contractor will be permitted into the venue premises from **Gate 1** for loading/unloading.

Vehicle Entry Rules

- All vehicles must display a valid Vehicle Entry Pass on the dashboard at all times
- Vehicles must proceed directly to the freight / loading dock and not enter parking areas reserved for delegates
- Drivers must comply with all venue traffic marshals' instructions
- Speed limit within the venue premises: 10 km/h
- Vehicles must be attended by the driver at all times when in the loading zone
- Parking in unloading zones is limited to active loading/unloading only
- Trucks or heavy vehicles must exit the premises immediately after completing unloading
- No vehicle may remain parked on the loading dock or entry ramp overnight

Prohibited Vehicles

- Vehicles carrying hazardous materials, chemicals, or flammable goods are not permitted without prior written clearance from the venue
- Oversized vehicles that cannot safely manoeuvre within the freight dock must contact the OEC in advance
- Two-wheelers, auto-rickshaws, and personal cars are not permitted in freight loading areas

INFORMATION

Exhibitors requiring special vehicle access (e.g., for oversized exhibits or vehicle displays) must contact the Official Exhibition Contractor and ICPB Secretariat at least 10 days well in advance to arrange special clearance.

Storage Rules

In-hall storage is not provided at CIC 2026. Fire safety regulations at Bharat Mandapam strictly prohibit the storage of packing cases, excess stock, or surplus materials behind stands or in aisles.

Packing Case Storage

Empty packing cases and crates generated during move-in must be:

- Removed from the hall immediately after unpacking
- Transported to an off-site storage facility arranged by the exhibitor or their logistics agent
- Not stored behind stands, under tables, or in aisles at any time

On-Site Storage

Limited lockable storage may be available to book through the Official Exhibition Contractor, subject to availability. This must be ordered in advance. Storage areas are located outside the main exhibition hall.

SAFETY

Fire safety regulations strictly prohibit storing combustible packing materials behind stands or in aisles. The fire marshal has authority to order the immediate removal of any items found to be in violation.

Excess Stock

Exhibitors must plan their stock levels carefully. Excess product stock that cannot be displayed on the stand must be held at the exhibitor's own premises or an off-site warehouse. Bringing excess stock into the hall is not permitted.

Fire & Safety Regulations

The safety of all exhibitors, visitors, and staff is paramount. All exhibitors and their contractors must comply with Bharat Mandapam's fire and safety requirements and all applicable Indian regulations.

Prohibited Materials & Activities

The following are strictly prohibited in the exhibition hall:

- Open flames of any kind (candles, gas burners, oil lamps, spirit lamps)
- Use of flammable liquids, gases, or aerosols inside the hall
- Untreated combustible materials (uncoated timber, raw fabric, paper constructions)
- Hazardous or reactive chemicals
- Smoke machines or dry ice effects without written approval
- Pyrotechnics or fireworks of any kind
- Naked electrical wiring or non-rated electrical equipment
- Overloading of electrical circuits
- Blocking of fire exits, fire hose reels, or emergency escape routes
- Storage of flammable materials behind stands

Approved Materials

All materials used in stand construction and display must be:

- Flame retardant or inherently non-combustible
- Certified with appropriate fire ratings (e.g., BS 5867, NFPA 701, or Indian equivalent)
- Free from excessive combustible content

✓ TIP

Exhibitors using fabric drapes, curtains, or soft furnishings must ensure they are treated with an approved flame retardant. Certification or proof of treatment may be requested by the fire marshal.

Fire Safety Equipment

Bharat Mandapam is equipped with:

- Centrally monitored fire detection and alarm system
- Automatic sprinkler systems
- Fire extinguishers at regular intervals throughout the hall
- Emergency lighting and clearly marked evacuation routes
- Trained fire marshals on duty during all event hours

Exhibitors must not obstruct access to fire extinguishers, fire hose reels, smoke detectors, or sprinkler heads. No exhibits, signage, or stand elements may be placed within the clearance zone of these safety installations.

Smoking

Smoking (including e-cigarettes and vaping) is strictly prohibited inside Bharat Mandapam and all indoor areas of the ITPO campus.

Designated smoking areas is available at Bharat Mandapam at Level 2 opposite the registration area.

● SAFETY

Violation of fire and safety regulations is a criminal offence under Indian law. The organiser and venue management reserve the right to immediately close any stand and remove any person found violating these regulations.

Emergency Procedures

In the event of a fire, medical emergency, or any other incident requiring evacuation, all exhibitors, visitors, and staff must follow the instructions below immediately.

Evacuation Procedure

- On hearing the fire alarm, immediately stop all activity and begin calmly evacuating the hall
- Do not use elevators during an evacuation — use stairwells and marked emergency exits only
- Exit via the nearest marked emergency exit and proceed to the designated muster point
- Do not attempt to collect personal belongings, exhibits, or equipment
- Assist any person with a disability to reach the nearest place of safety
- Do not re-enter the building until the all-clear is given by the fire marshal or venue security

Medical Emergencies

In the event of a medical emergency:

- Call venue security / medical team immediately (see Emergency Contacts)
- Do not move an injured person unless they are in immediate danger
- Keep bystanders clear of the area
- Bharat Mandapam has a first aid room staffed by trained personnel during event hours

Security Incidents

If you witness or are the victim of theft, assault, or any suspicious activity:

- Alert the nearest security guard immediately
- Do not confront suspects
- Preserve the scene if possible for police investigation
- Report the incident to the ICPB Secretariat desk at the earliest opportunity

● SAFETY

All exhibitors should brief their stand staff on evacuation routes and emergency procedures before the event opens. Identify the nearest fire exit from your stand on Day 1 before the exhibition begins.

Insurance Requirements

Exhibitors are solely responsible for insuring their property, exhibits, personnel, and third-party liabilities. Neither ICPB, Bharat Mandapam, ITPO, nor any of their agents accepts liability for loss, theft, or damage to exhibitors' property.

Recommended Insurance Coverage

Insurance Type	Recommended Cover	Notes
All-risk exhibitor insurance	Full replacement value of exhibits	Covers transit, build-up, show, and dismantling
Public liability	Minimum INR 1 crore per occurrence	Covers injury to third parties arising from your stand
Contractor liability	Minimum INR 10 lakh	Required for appointed contractors (raw space)
Personal accident	As per company policy	For all staff attending the event
Transit insurance	Full value of goods in transit	For exhibits being shipped to/from the venue

⚠ IMPORTANT

Exhibitors should arrange their insurance before dispatching goods to the venue. ICPB strongly recommends obtaining a comprehensive exhibitor policy from a reputable insurer. Policy details should be available on-site.

Liability Exclusion

ICPB, Bharat Mandapam, ITPO, and their respective officers, employees, and agents expressly exclude liability for:

- Loss or theft of exhibits, equipment, collateral, or personal property
- Damage to exhibits resulting from weather, water, fire, or accidental causes
- Personal injury sustained by exhibitors, their contractors, or staff
- Loss of business or consequential loss arising from any cause

The organiser's sole obligation in the event of cancellation or curtailment beyond its control is the return of participation fees. No further claims will be entertained.

Security

Bharat Mandapam provides 24-hour campus security through ITPO. The organiser supplements this with dedicated security contractors for the exhibition hall during the event period.

General Security Arrangements

Period	Coverage
Build-Up (18 Aug)	Venue perimeter security; hall security during working hours; overnight security when hall is closed
Show Days (19–21 Aug)	24-hour hall security; access control at all entry points; roving security within the hall
Move-Out (21Aug)	Security during dismantling; all-night security on 21 Aug until handover

Exhibitor Responsibilities

- Do not leave valuable items, cash, or sensitive materials unattended on the stand at any time
- Ensure exhibits and equipment are secured at the end of each show day
- Use lockable display cases for small, high-value items
- Do not allow unknown persons to access the back of your stand or storage areas
- Report any suspicious activity to venue security immediately
- Remove all valuable portable items from the stand overnight if possible

WARNING

The organiser's security service is for the protection of the venue and its public areas. Exhibitors remain responsible for the security of their own stands and property. The organiser is not liable for theft or loss from individual stands.

After-Hours Access

Access to the exhibition hall outside official hours (before 08:00 AM or after 08:00 PM during build-up, and overnight during show days) is not permitted without prior written approval from the organiser and the venue. Such access may require an escort from venue security.

Cleaning

The organiser provides cleaning services for all public areas, aisles, and common spaces within the exhibition hall. Stand cleaning is the sole responsibility of each exhibitor.

Organiser-Provided Cleaning

- Daily cleaning of all aisles and public areas — before the hall opens each morning
- Removal of waste from aisle bins — daily
- General hall maintenance throughout the day

Exhibitor Responsibilities

- Cleaning of all surfaces within your stand, including furniture, displays, flooring, and counters
- Removal of rubbish, packaging, and debris from your stand area — daily
- Ensuring your stand presents a clean and professional appearance throughout all show hours
- Removing food, beverages, and perishable items from the stand at the end of each day

✓ TIP

Place a waste bin within your stand. If more frequent waste collection is needed within your stand, a dedicated stand cleaning contract can be arranged through the Official Exhibition Contractor at additional cost.

Post-Event Cleaning

At the end of the event, exhibitors are responsible for:

- Removing all display materials, furniture, and exhibits from the stand
- Removing all adhesive strips, pins, or fixings placed on the Octanorm panels
- Ensuring the stand area is left in a clean, broom-swept condition
- Any additional cleaning required to restore the stand area will be charged to the exhibitor

Waste Disposal

Exhibitors and their contractors are responsible for the proper disposal of all waste generated within their stand area and during construction/dismantling.

Construction & Dismantling Waste

- All construction debris, timber offcuts, packaging materials, and waste must be removed daily
- Bulk waste must be transported off-site immediately — it cannot be deposited in venue waste areas
- Exhibitors must arrange their own skip hire or waste collection for large quantities of construction waste
- Venue waste compactors and skip areas are reserved for venue operational use only

General Event Waste

During the exhibition:

- Packaging and delivery materials: remove from the hall immediately after unpacking
- Promotional waste: brochures, giveaways, and samples left uncollected after the event are the exhibitor's responsibility
- Perishable items: remove from the stand at the end of each day
- Hazardous waste (batteries, chemicals, oils): must be removed and disposed of in accordance with applicable hazardous waste regulations

● SAFETY

Accumulation of waste behind stands or in aisles is a fire hazard and is strictly prohibited. The fire marshal may order immediate removal at the exhibitor's cost. Violations may also result in the exhibitor being barred from future events.

Sustainability - Exhibitors are strongly encouraged to minimise waste through sustainable practices. See Sustainability Guidelines.

Food & Beverage Rules

The serving and consumption of food and beverages at stands is subject to the following rules. Bharat Mandapam's catering services are exclusively provided by the venue's authorised caterer(s).

Stand Hospitality

Exhibitors may offer light hospitality (soft drinks, water, packaged snacks, tea/coffee) to visitors at their stands, subject to the following:

- Hot beverages may be served only if prepared using an approved, safety-certified appliance (e.g., commercial coffee machine)
- No cooking, open-flame food preparation, or deep-frying within the hall under any circumstances
- Food items must be handled and stored hygienically at all times
- Food and beverages must be purchased from the venue's authorised catering supplier OR from an approved external supplier, subject to venue approval
- Alcohol service at stands requires written permission from ICPB and compliance with venue licensing and applicable laws

Venue Catering

Bharat Mandapam's authorised catering team will operate F&B outlets within the convention centre.

Exhibitors requiring catering packages for hosted meetings, cocktail receptions, or product launches should contact the organizer.

Food Safety

- All food served on stands must comply with the Food Safety and Standards Act, 2006 (FSSA) and applicable FSSAI regulations
- Perishable items must be kept at appropriate temperatures and removed from the stand at the end of each day
- Food-related waste must be disposed of in sealed bags and removed from the hall promptly

WARNING

Unauthorised cooking or open-flame food preparation inside the hall will result in immediate suspension of the activity and may lead to the closure of the stand.

Audio Visual Guidelines

Audio visual equipment enhances stand presentations but must be used responsibly to avoid disturbing neighbouring exhibitors and delegates. All AV equipment and installations are subject to the guidelines below.

Permitted AV Equipment

- Flat-screen monitors and LED displays (floor standing or wall-mounted within stand)
- Projectors with front or rear projection screens (within stand boundary)
- Laptops and desktop computers
- Presentation screens and touchscreen kiosks
- Background music systems at acceptable volume levels
- Video conferencing equipment for hosted meetings

AV Ordering

AV equipment is available for rental from the Official Exhibition Contractor. Large equipment (LED walls, rear projection systems, video switchers) must be ordered in advance. On-site availability cannot be guaranteed.

DEADLINE

AV equipment orders must be submitted by 10th August. On-site AV orders attract a 50% surcharge and are subject to availability.

Technical Requirements

- All AV equipment must be compatible with India's standard 220V/50Hz single-phase supply
- Exhibitors using high-draw AV equipment (large LED walls, multiple screens) must order additional power in advance
- Cables must be secured and covered with cable ramps to prevent trip hazards in aisle areas
- No cable runs may cross public aisles without a proper cable cover approved by the OEC

Screens Facing Aisles

Monitors or screens facing into the aisle are permitted provided they do not create a distraction to the flow of traffic or advertise services that could be construed as competing with official sponsors. The organiser reserves the right to require reorientation of screens at its discretion.

Noise Restrictions

CIC 2026 is a professional meetings and networking event. Noise levels must be controlled to ensure a comfortable and productive environment for all attendees.

Noise Levels

Activity	Maximum Level	Notes
Background music / ambient audio	65 dB(A) at the stand boundary	Measured at the nearest point of the adjacent stand
Presentation / demonstration audio	70 dB(A) at stand boundary	Permitted during scheduled demonstration slots only
AV / video audio	65 dB(A) at stand boundary	Must not be audible as a disturbance at neighbouring stands
Mechanical demonstrations / machinery	65 dB(A) at stand boundary	Compressors and motors must be sound-attenuated

Rules

- All audio systems must be directed inward toward the stand, not outward into aisles
- Subwoofers and bass-heavy audio are not permitted
- Avoid placing loudspeakers facing open stand boundaries that abut neighbouring exhibitors
- The organiser's team will monitor noise levels throughout the event
- If a complaint is received or noise is judged to be excessive, the organiser may require immediate volume reduction
- Persistent violations may result in disconnection of the audio system

Sustainability Guidelines

ICPB and Bharat Mandapam are committed to responsible event management. CIC 2026 encourages all exhibitors to adopt sustainable practices in their stand design, materials, and operations.

Stand Construction

- Use modular, reusable stand systems (such as Octanorm) rather than single-use timber builds
- Source certified sustainably produced timber if timber construction is unavoidable
- Avoid virgin polystyrene, single-use foam, and non-recyclable composite materials
- Use water-based paints and adhesives where possible
- Design stands for disassembly — maximise reuse of components at future events

Graphics & Print

- Use fabric or recyclable substrates for large-format graphics
- Avoid PVC banners where alternative eco-materials are available
- Use QR codes to direct visitors to digital literature rather than printing large quantities
- Print brochures only in quantities that will realistically be distributed

Stand Operations

- Switch off monitor screens, lighting, and electrical equipment overnight
- Use energy-efficient LED lighting throughout the stand
- Avoid single-use plastics for giveaways, bags, and hospitality items
- Choose locally produced promotional gifts and hospitality items
- Serve hospitality beverages in reusable cups or compostable alternatives

Waste Reduction

- Plan production quantities to minimise promotional waste
- Donate uncollected promotional materials to local organisations rather than disposing of them
- Separate waste streams: recyclables, food waste, and general waste
- Arrange collection of reusable stand furniture by a charity or reuse organisation after the event

Health & Safety

All exhibitors, contractors, and stand staff must comply with Indian occupational health and safety legislation and the venue's health and safety requirements.

General Requirements

- All stand construction must be carried out by trained and competent workers
- Appropriate personal protective equipment (PPE) must be worn during build-up and dismantling
- All ladders, access equipment, and lifting devices must be in safe condition and used correctly
- Working at height beyond safe reach from the floor requires fall protection
- All electrical work must be performed by a licensed electrician
- All tools and equipment must be maintained in safe working order

Contractor Health & Safety

- Appointed contractors must:
- Carry a valid method statement and risk assessment for their construction activities
- Ensure all workers have received safety briefings before beginning work
- Provide and enforce use of PPE (hard hats, safety boots, gloves, eye protection as appropriate)
- Maintain a clean and safe work environment within the stand area
- Report any accidents or near-misses to the Official Exhibition Contractor and ICPB Secretariat immediately

First Aid

Bharat Mandapam provides a first aid room with trained medical staff during event hours. In the event of an injury:

- Call venue first aid services immediately
- Do not move a seriously injured person unless they are in immediate danger
- Preserve the scene for investigation purposes
- Report the incident in writing to the ICPB Secretariat within 24 hours

Venue Restrictions

The following are venue-level restrictions imposed by Bharat Mandapam / ITPO. These take precedence over any other guidance in this manual.

Structural Restrictions

- No drilling, nailing, or affixing of any fixture to the venue's walls, floors, ceilings, or pillars without written approval from ITPO
- No hanging of items from sprinkler heads, smoke detectors, lighting gantries, or fire safety equipment
- No rigging from the venue structure without prior approval and use of approved rigging contractors
- No driving of stakes, screws, or anchors into the exhibition floor

Operational Restrictions

- The air conditioning and ventilation system is managed centrally by the venue; exhibitors may not modify airflow
- Permanent venue signage must not be covered or obscured
- Venue emergency signage, exit signs, and fire equipment signs must remain clearly visible at all times
- Exhibitors may not alter the venue's permanent electrical distribution boards or main supply panels
- The venue's freight elevators are shared; exhibitors must cooperate with the OEC's elevator booking system

Conduct Restrictions

- Behaviour that is abusive, threatening, or disrespectful to other exhibitors, delegates, or venue staff will result in immediate removal from the event
- Canvassing or soliciting business in public aisles or outside of the exhibitor's own stand is not permitted
- Unauthorised photography or filming of other exhibitors' stands or proprietary displays is prohibited

⚠ IMPORTANT

Any damage caused to Bharat Mandapam's permanent infrastructure, fixtures, or fittings will be assessed by the venue and billed directly to the responsible exhibitor. Costs may be substantial.

Prohibited Activities

The following activities are absolutely prohibited at CIC 2026. Violation may result in immediate closure of the stand, removal of the exhibitor from the venue, and a ban from future ICPB events.

Category	Prohibited Activity
Safety	Open flames, candles, gas burners, or pyrotechnics within the hall
Safety	Use of flammable liquids, aerosol propellants, or combustible gases
Safety	Blocking of fire exits, fire lanes, or emergency routes
Safety	Tampering with fire detection, alarm, or suppression systems
Safety	Self-installation of electrical connections without qualified electrician
Construction	Sawing, cutting, grinding, welding, or sanding inside the hall
Construction	Drilling or nailing into venue floors, walls, ceilings, or pillars
Construction	Exceeding allocated stand boundaries during build-up
Commercial	Sub-letting or assigning stand space to a third party without written approval
Commercial	Canvassing outside own stand in aisles or common areas
Commercial	Displaying products or brands not covered by the exhibitor's registration
Conduct	Smoking (including e-cigarettes) anywhere inside the venue
Conduct	Consumption or serving of alcohol without organiser approval
Conduct	Loud music, DJ performances, or entertainment without written approval
Conduct	Photography or recording of other exhibitors' stands without permission
Conduct	Abusive, threatening, or discriminatory behaviour toward any person
Logistics	Deliveries during show hours without prior approval
Logistics	Storing packing materials behind stands or in aisles
Logistics	Vehicles parked in freight loading areas beyond loading/unloading operations

WARNING

The organiser's decision on whether an activity violates these rules is final. No refund will be given for stands closed due to violations by the exhibitor or their contractors.

Contact Directory

Organiser Contacts

Name / Role	Organisation	Phone	Email
Exhibition Manager	ICPB	+91 99100 22115	secretariat@icpb.in
Secretariat Desk	ICPB	011-26873612 / 26874318	info@icpb.org
Technical / Services Manager	Falcon Exhibitions	+91 82959 50221	nandini@falconfirst.com

Official Exhibition Contractor

Role	Name	Phone	Email
Project Manager	Pavilions & Interiors	+91 9355887380	hardik.gaekwad@pavilionsinteriors.com
Electrical Services	Grade Electricals	+919821418086	akash.patel@gradeelectricals.com
Furniture & Equipment	Pavilions & Interiors	+91 9355887380	hardik.gaekwad@pavilionsinteriors.com
On-site Help Desk	Falcon Exhibitions	+91 82959 50221	nandini@falconfirst.com

Vendor Key Contacts

Role	Vendor	Phone	Email
Fabricator for Additional Furniture and TV	Pavilions & Interiors	+91 9355887380	hardik.gaekwad@pavilionsinteriors.com
Manpower Supply	Codewave	8802178012, 8130588904	Codewaves17@gmail.com
Stall Branding	Gautam Arts	+91 9310099881	project@gautamart.com
Cab/ Transport Arrangement	Bakshi Transport	+91 8728872875	bookings@bakshitransport.in
Housekeeping and security	Rajput Services	+91 9953600764	info.rsplgroup@gmail.com
Internet service	Railtel	+91 9212168823	support.itpo@railwire.co.in amarjeetsinghbhooi@gmail.com

Exhibitor Checklist

Use this checklist to ensure all pre-event tasks are completed on time.

Task	Deadline	Done?
Complete and submit Exhibitor Registration Form	10 August	☐
Pay 100% participation charges to ICPB bank account	10 August	☐
Submit proof of payment to ICPB Secretariat	10 August	☐
Receive booth confirmation and booth number from ICPB	Upon draw of lots	☐
Submit company fascia name and logo (shell scheme)	10 August	☐
Submit stand design drawings for approval (raw space)	6 August	☐
Register appointed contractors (raw space)	3 August	☐
Order additional electricity if required	10 August	☐
Order furniture and equipment (if additional items needed)	10 August	☐
Order dedicated internet if required	10 August	☐
Order AV equipment if required	10 August	☐
Order water connection if required	10 August	☐
Submit exhibitor badge nominee information	10 August	☐
Apply for vehicle entry passes	10 August	☐
Arrange exhibitor insurance (property, liability)	Before dispatch of goods	☐
Prepare and print stand graphics	At least 10 days before move-in	☐
Brief stand staff on programme, schedule, and safety	Before 17 August 2026	☐
Confirm logistics / freight agent and delivery schedule	At least 1 week before move-in	☐

Frequently Asked Questions

Registration & Booking

When will I know my booth number?

Booth allocation is by draw of lots. You will be eligible for the draw only after full payment has been received by ICPB. Booth numbers are communicated in writing after the draw.

Can I request a specific booth location?

Specific location requests can be noted at the time of registration, but cannot be guaranteed. The organiser's allocation decision is final.

Can I share a booth with another company?

Sharing a booth with a company not registered as a co-exhibitor is not permitted. Contact the ICPB Secretariat if you wish to register a co-exhibitor.

Stand & Construction

Can I paint my Octanorm panels?

No. Painting, spraying, nailing, or drilling into Octanorm shell scheme panels is strictly prohibited. Graphics must be self-supporting or attached with hook-and-loop systems.

My stand design has not been approved yet. Can I start building?

No. Construction of raw space stands must not begin until written design approval has been received from the Official Exhibition Contractor.

Can I build a mezzanine level on my raw space stand?

Double-decker or mezzanine structures are not automatically permitted. They require a structural engineer's certification, prior written approval from ICPB, the OEC, and Bharat Mandapam/ITPO.

Services & Orders

What is the standard power allocation on a shell scheme stand?

1 KW per 9 sqm stand. If you require more, you must order additional power in advance using the Electrical Services Order Form.

Can I install my own lights on the stand?

Yes, within the stand boundary, using LED or equivalent low-heat technology. All lighting must be connected to your allocated power supply, and additional lighting that exceeds your KW allocation must be ordered in advance.

Logistics

Can I receive goods before 17 August?

No. Bharat Mandapam does not accept advance deliveries on behalf of exhibitors. All deliveries must arrive during the build-up period (18 August 2026).

Where do I arrange storage for empty crates?

The venue does not offer in-hall storage. You must arrange off-site storage with a local freight agent or logistics company.

Show Days

Can stand staff enter the hall early on show days?

Exhibitors with valid badges may access the hall from 8:30 AM on show days to prepare for the 10:00 AM opening.

What happens if I need to restock during the day?

Small replenishments (carried by hand) may be brought in during show hours. Freight deliveries may not be made during show hours. Arrange adequate stock at your stand before 10:00 AM each day.

Move-Out

Can I leave products at the stand for someone to collect after the event?

No. All items must be removed by 11:00 PM on 21 August 2026. Anything left will be treated as abandoned.

Who do I contact if something is missing or damaged?

Report immediately to the OEC and ICPB Secretariat. Photograph any damage. Claims for items reported after the event closes may not be accepted.

FORM CHECKLIST AND DEADLINES

The following forms must be completed and submitted by the deadlines specified. All forms are in the Appendix of this manual. Digital versions are available from the ICPB Secretariat.

TYPE	FORM NO.	DESCRIPTION	DEADLINE	SUBMIT TO
REGISTRATION & BADGES				
Compulsory	FORM 1	EXHIBITOR NAME BADGES	10 August 2026	ONLINE
SHELL SCHEME				
Compulsory	FORM 2	FASCIA (NAME PANEL) — SHELL SCHEME ONLY	10 August 2026	ORGANISER
SPACE ONLY / CUSTOM BOOTH CONSTRUCTION				
Compulsory*	FORM 3	NOTICE OF INTENT TO BUILD A BOOTH + BOOTH DESIGN SUBMISSION	3 August 2026	ORGANISER
Compulsory*	FORM 4	UTILITIES — ELECTRICAL POWER SUPPLY (SPACE ONLY BOOTHS)	10 August 2026	OFFICIAL CONTRACTOR
OPTIONAL SERVICES				
Optional	FORM 5	AUDIO VISUAL EQUIPMENT RENTAL	10 August 2026	OFFICIAL CONTRACTOR
Optional	FORM 6	BOOTH CLEANING	10 August 2026	OFFICIAL CONTRACTOR
Optional	FORM 7	ADDITIONAL FURNITURE & ELECTRICAL LIGHTING RENTAL	10 August 2026	OFFICIAL CONTRACTOR
Optional	FORM 8	TEMPORARY STAFF ORDER	10 August 2026	OFFICIAL CONTRACTOR
Optional	FORM 9	SECURITY	10 August 2026	OFFICIAL CONTRACTOR

- ** Compulsory for Space Only exhibitors and Shell Scheme exhibitors with custom/special booth designs.*
- *All items supplied are on a rental basis and are not transferable, exchangeable, or refundable.*
- *Cancelled orders after the stated deadline are not refundable.*
- *Items not listed may be offered on request and are subject to a separate quotation.*
- *GST (as applicable) will be charged additionally on all orders.*
- *Any complaint regarding rental items or installation must be lodged before the show opens.*

✓ TIP

Complete all forms early. Many services are allocated on a first-come, first-served basis. Waiting until the deadline may mean your preferred booth, service, or furniture is no longer available.

FORM 3 — NOTICE OF INTENT TO BUILD A BOOTH

To be submitted to: Ms Nandani Email: nandani@falconfirst.com : +91 8295950221



NOTICE OF INTENT TO BUILD A BOOTH

FORM 3

Please complete and return the form to: ORGANISER

Deadline: 3 August 2026

Company Name:

Booth No:

Address:

City + PIN:

GSTIN:

Tel:

Email:

Key Contact:

Designation:

Key Contact Email:

Key Contact Mobile:

FORM 3 — NOTICE OF INTENT TO BUILD A BOOTH + BOOTH DESIGN SUBMISSION

MANDATORY for all Space Only exhibitors and Shell Scheme exhibitors with custom/special designs.

Booth design drawings to be submitted latest by 6 August 2026.

EXHIBITOR DECLARATION

We hereby appoint the contractor listed below to build our booth in accordance with the Rules & Regulations set by the organiser. We confirm awareness of the move-in schedule, overtime charges, and venue requirements.

NOMINATED BOOTH CONTRACTOR DETAILS

Contractor Company Name:

Contractor Address:

City + PIN:

Tel:

Email:

Key Contact Person:

Designation:

Contact Email:

Contact Mobile:

BOOTH DESIGN SUBMISSION

Total Booth Area (sqm):

Maximum Structure Height (m):

Primary Materials to be Used:

Total Electrical Load (KW):

No. of Workers on Site:

DOCUMENTS TO ATTACH (mandatory for space-only exhibitors)

☐ Floor Plan (to scale)

☐ Front Elevation

☐ Side Elevations (both sides)

☐ 3D Perspective / Render

☐ Structural Certificate

☐ Fire-Retardant Material Certificate

IMPORTANT NOTES

- NO SAWING WILL BE PERMITTED WITHIN THE EXHIBITION HALL. Use of modular systems is strongly recommended.
- All contractors and workers must comply with venue safety, health, and social responsibility protocols.
- Exhibitors bear full responsibility for ensuring their contractor follows all Rules & Regulations.
- Incomplete submissions or missing attachments will not be reviewed and approval will not be granted.
- Build-up/teardown work outside official hours will attract overtime charges — refer to the manual.

Authorised Signature & Date:

Company Stamp:

FORM 4 — UTILITIES: ELECTRICAL POWER SUPPLY (SPACE ONLY BOOTHS)

To be submitted to: Ms Nandani Email: nandani@falconfirst.com : +91 8295950221	
UTILITIES — ELECTRICAL POWER SUPPLY (SPACE ONLY BOOTHS)	FORM 4
Please complete and return the form to: ORGANISER	Deadline: 10 August 2026
Company Name:	Booth No:
Address:	
City + PIN:	GSTIN:
Tel:	Email:
Key Contact:	Designation:
Key Contact Email:	Key Contact Mobile:
FORM 4 — UTILITIES — ELECTRICAL POWER SUPPLY (SPACE ONLY BOOTHS)	
MANDATORY for Space Only exhibitors and Shell Scheme exhibitors with custom designs requiring electrical power. All orders are non-refundable.	
SECTION A — MAIN POWER SUPPLY: SHOW DAYS	
Equipment / Purpose:	
Total Connected Load Required (KW):	
Phase:	☐ Single Phase (220V / 50Hz) ☐ Three Phase (440V / 50Hz)
Rate per KW (Section A):	INR3500 per KW + GST
SECTION B — MAIN POWER SUPPLY: BUILD-UP & TEARDOWN DAYS	
Total Connected Load Required (KW):	
Phase:	☐ Single Phase (220V / 50Hz) ☐ Three Phase (440V / 50Hz)
Build-Up Power Required:	☐ Yes ☐ No
Teardown Power Required:	☐ Yes ☐ No
IMPORTANT NOTES	
A minimum charge of ₹ 3500 applies for build-up/teardown power even if Section B is left blank.	
Orders received after the deadline will attract a 30% surcharge and are subject to availability.	
Power is supplied to one connection point at the booth perimeter; internal wiring is the exhibitor's responsibility.	
All electrical equipment must be BIS/CE certified and safe for operation.	
The organiser may disconnect power to any booth exceeding its ordered load.	
All rates are exclusive of GST.	
Authorised Signature & Date:	Company Stamp:

FORM 5 — AUDIO VISUAL EQUIPMENT RENTAL

To be submitted to : hardik.gaekwad@pavilionsinteriors.com (+91 9355887380)

AUDIO VISUAL EQUIPMENT RENTAL

FORM 5

Please complete and return the form to: ORGANISER

Deadline: 10 August 2026

Company Name:	Booth No:
Address:	
City + PIN:	GSTIN:
Tel:	Email:
Key Contact:	Designation:
Key Contact Email:	Key Contact Mobile:

FORM 5 — AUDIO VISUAL EQUIPMENT RENTAL

Audio visual equipment available for rental for the full CIC 2026 show period. All rates are per unit per show. GST is additional on all items.

DISPLAYS & SCREENS	Rate (INR)	QUANTITY
32" LED Display Monitor (inc. floor stand):	₹ 6000	
43" LED Display Monitor (inc. floor stand):	₹ 9000	
55" LED Display Monitor (inc. floor stand):	₹ 15000	
65" LED Display Monitor (inc. floor stand):	₹ 24000	
Full HD Projector — 3,500 lumens:	₹ 12000	
Projection Screen 6' × 4' (tripod stand):	₹ 3000	

AUDIO EQUIPMENT

Active Speaker (100W per side, pair):	₹ 12000	
Wireless Handheld Microphone:	₹ 2400	
Wireless Lapel / Clip-on Microphone:	₹ 2000	
Mixer / Amplifier (4-channel):	₹ 9000	
DVD / Blu-ray Player:	₹ 3000	

ORDER SUMMARY

Total Items Ordered:	
Special Requirements / Notes:	

IMPORTANT NOTES

- All equipment will be installed and collected by the official AV service provider.
- Orders after the deadline are subject to availability and a 30% surcharge.
- Display content (videos, presentations) must be provided at least 48 hours before show opening.
- Damage to rented equipment will be charged to the exhibitor at full replacement cost.

Authorised Signature & Date:	Company Stamp:

FORM 6 — BOOTH CLEANING

To be submitted to: info.rsplgroup@gmail.com	
BOOTH CLEANING	FORM 6
Please complete and return the form to: ORGANISER	Deadline: 10 August 2026
Company Name:	Booth No:
Address:	
City + PIN:	GSTIN:
Tel:	Email:
Key Contact:	Designation:
Key Contact Email:	Key Contact Mobile:
FORM 6 — BOOTH CLEANING	
General hall cleaning (aisles and public areas) is included for all exhibitors. Exhibitors requiring dedicated in-booth cleaning must complete this form.	
ADDITIONAL IN-BOOTH CLEANING SERVICES	
Daily In-Booth Vacuum & Wipe Down (per sqm/day):	Rate per day - per sqm: INR 30/-
Daily Carpet Vacuum Only (per sqm/day):	Included
Move-In / Build-Up Cleaning (once, flat fee):	INR 1,400 per person (12 hour shift)
Post-Show / Teardown Cleaning (once, flat fee):	INR 1,400 per person (12 hour shift)
BOOTH DETAILS	
Total Booth Area (sqm):	
Show Days — Cleaning Required:	☐ Day 1 ☐ Day 2 ☐ Day 3 ☐ All Days
Special Instructions:	
ORDER SUMMARY	
Estimated Total (excl. GST):	₹
IMPORTANT NOTES	
- In-booth cleaning will be carried out before show opening each morning. - Exhibitors are responsible for removing large packaging materials or waste during build-up. - Specialised cleaning (spills, deep clean) will be quoted separately and must be requested immediately.	
Authorised Signature & Date:	Company Stamp:

FORM 7 — ADDITIONAL FURNITURE & ELECTRICAL LIGHTING RENTAL

To be submitted to : hardik.gaekwad@pavilionsinteriors.com (+91 9355887380)

ADDITIONAL FURNITURE & ELECTRICAL LIGHTING RENTAL

FORM 7

Please complete and return the form to: ORGANISER

Deadline: 10 August 2026

Company Name:

Booth No:

Address:

City + PIN:

GSTIN:

Tel:

Email:

Key Contact:

Designation:

Key Contact Email:

Key Contact Mobile:

FORM 7 — ADDITIONAL FURNITURE & ELECTRICAL LIGHTING RENTAL

All furniture and lighting below is available for rental for the full CIC 2026 show period. Shell Scheme exhibitors receive a standard furniture package; additional items can be ordered below.

Rates are per unit per show, exclusive of GST.

COUNTERS & DISPLAY UNITS

Item Description	Rate per Unit (INR, excl. GST) Qty Required Sub-total (₹)
High Counter with Lock & Shelf (1m × 0.5m × 1.1m H)	₹ 3,500 Qty: _____ Total: ₹
Low Reception Counter (1m × 0.5m × 0.75m H)	₹ 2,800 Qty: _____ Total: ₹
Corner Counter (L-shaped)	₹ 4,200 Qty: _____ Total: ₹
Showcase / Display Cabinet — 1m (glass doors)	₹ 4,500 Qty: _____ Total: ₹
Showcase / Display Cabinet — 2m (glass doors)	₹ 7,500 Qty: _____ Total: ₹
Brochure Stand (4-tier rotating)	₹ 1,500 Qty: _____ Total: ₹

SEATING

Item Description	Rate per Unit (INR, excl. GST) Qty Required Sub-total (₹)
Bar Stool (chrome / white)	₹ 1200 Qty: _____ Total: ₹
Lounge Chair (single seater)	₹ 1,500 Qty: _____ Total: ₹
Two-Seater Lounge Sofa	₹ 3,500 Qty: _____ Total: ₹
Executive Office Chair (with wheels)	₹ 1000 Qty: _____ Total: ₹
Visitor / Folding Chair (plastic)	₹ 600 Qty: _____ Total: ₹

TABLES

Item Description	Rate per Unit (INR, excl. GST) Qty Required Sub-total (₹)
Coffee Table (round, glass top, 60 cm dia)	₹ 1,000 Qty: _____ Total: ₹
Square Meeting Table (60 × 60 cm)	₹ 700 Qty: _____ Total: ₹
Round Meeting Table (90 cm dia)	₹ 900 Qty: _____ Total: ₹
Bar-Height Poseur Table (round, 60 cm dia)	₹ 1,500 Qty: _____ Total: ₹
Folding Trestle Table (1.8m × 0.75m)	₹ 1,000 Qty: _____ Total: ₹

STORAGE & MISCELLANEOUS

Item Description	Rate per Unit (INR, excl. GST) Qty Required Sub-total (₹)
Lockable Storeroom (1 sqm internal, per show)	₹ 3,500 Qty: _____ Total: ₹
Clothes / Garment Rack (single rail)	₹ 800 Qty: _____ Total: ₹
Waste Bin (30L with lid)	₹ 150 Qty: _____ Total: ₹
Refrigerator / Mini-Bar (under-counter)	₹ 3,500 Qty: _____ Total: ₹
Carpet (colour subject to availability, per sqm)	₹ 85 per sqm Area: _____ sqm Total: ₹

ELECTRICAL LIGHTING	
Item Description	Rate per Unit (INR, excl. GST) Qty Required Sub-total (₹)
Spotlight — 50W LED (adjustable arm)	₹ 500 Qty: _____ Total: ₹
Spotlight — 100W Halogen (adjustable)	₹ 750 Qty: _____ Total: ₹
Spotlight — 150W Halogen (heavy-duty)	₹ 150 Qty: _____ Total: ₹
Track Lighting — 3-Spot Track (per metre run)	₹ 1500 Qty: _____ Total: ₹
Fluorescent Tube — 40W (batten fitting)	₹ 350 Qty: _____ Total: ₹
Floor Lamp — Standard (white shade)	₹ 800 Qty: _____ Total: ₹
Power Extension Board (6-way, 3m lead)	₹ 600 Qty: _____ Total: ₹
ORDER SUMMARY	
Sub-total — Furniture:	₹
Sub-total — Lighting:	₹
Total (excl. GST):	₹
GST (as applicable):	₹
Grand Total (incl. GST):	₹
Special Requirements / Custom Items:	
IMPORTANT NOTES	
- All items are on a rental basis for the show period and remain the property of the supplier. - Rented items must not be drilled into, painted, altered, or modified in any way. - Damage to rental items will be charged at full replacement cost. - Orders received after the deadline attract a 30% surcharge and are subject to stock availability. - Quantities are limited — early ordering is strongly advised.	
Authorised Signature & Date:	Company Stamp:

FORM 8 — TEMPORARY STAFF ORDER

To be submitted to : Codewaves17@gmail.com Mobile: 8802178012, 8130588904)

TEMPORARY STAFF ORDER

FORM 8

Deadline: 10 August 2026

Company Name:

Booth No:

Address:

City + PIN:

GSTIN:

Tel:

Email:

Key Contact:

Designation:

Key Contact Email:

Key Contact Mobile:

FORM 8 — TEMPORARY STAFF ORDER

Temporary staff are available to assist during build-up, show days, and teardown. All staff are uniformed, briefed on venue rules, and under the exhibitor's direct supervision once assigned.

STAFF REQUIREMENTS

Staff Type | Days Required | No. of Staff | Rate (INR/staff/day) | Sub-total

General Hostess / Host

☐ Build-Up ☐ Day 1 ☐ Day 2 ☐ Day 3 ☐ Teardown No.: 1 × ₹ [2800rs Per Day/ Per Hostess + Lunch] Total = ₹

General Host

☐ Build-Up ☐ Day 1 ☐ Day 2 ☐ Day 3 ☐ Teardown No.: 1 × ₹ [1800rs Per Day/Per Host + Lunch] Total = ₹

ORDER SUMMARY

Total Staff-Days:

Estimated Total (excl. GST): ₹

IMPORTANT NOTES

All staff are assigned subject to availability — please submit this form early to secure preferred profiles.

Rates are per person per day (8 hours). Overtime beyond 8 hours will be charged pro-rata.

Exhibitors are responsible for briefing staff on product knowledge and booth duties.

Exhibitors to provide lunch to staff hired while on duty.

Misconduct or inability to perform duties must be reported to the organiser immediately.

GST as applicable will be charged additionally on all orders.

Authorised Signature & Date:

Company Stamp:

FORM 9 — SECURITY (Additional)

To be submitted to: info.rsplgroup@gmail.com

ADDITIONAL SECURITY

FORM 9

Deadline: 10 August 2026

Company Name:

Booth No:

Address:

City + PIN:

GSTIN:

Tel:

Email:

Key Contact:

Designation:

Key Contact Email:

Key Contact Mobile:

FORM 9 — SECURITY

General venue security is provided by the organiser during official show hours. Exhibitors requiring dedicated in-booth security for overnight guarding or high-value exhibits must complete this form.

DEDICATED IN-BOOTH SECURITY (optional — chargeable)

Guard Type | Period | No. of Guards | Rate (INR/guard/shift) | Sub-total

Show Day Guard Days: _____ No.: ____ × ₹ 2500 = ₹ : _____

Build-Up Period Guard: Days: _____ No.: ____ × ₹ 1500 = ₹ : _____

Teardown Period Guard: Days: _____ No.: ____ × ₹ 1500 = ₹ : _____

12 Hour Shift

ORDER SUMMARY

Total Guard-Shifts:

Estimated Total (excl. GST): ₹

IMPORTANT NOTES

- All security personnel are from the venue's approved security agency.
- The organiser and venue do not accept liability for loss of or damage to exhibits — exhibitors must arrange adequate insurance.
- Overnight security requests must be submitted at least 5 working days before the event.
- GST as applicable will be charged additionally.

Authorised Signature & Date:

Company Stamp: