



GUIDELINES FOR CONSTRUCTION AND SETTING UP STANDS

PROCEDURE FOR TAKING POSSESSION OF STANDS

- Possession of shell scheme stands, and bare space areas will only be granted after full payment of all dues.
- The designated representative collecting the stand must have an authorization letter from the exhibitor company, printed on company letterhead.

Sample Authorization Letter:

"We hereby authorize Mr. (Name of Personnel), Designation----- to take possession of our stall number ----- in hall number----- . The above-mentioned person will be responsible for the stand and the exhibits on display on behalf of our company."

The authorization letter must be submitted to the Organizers' site office at Chennai Exhibition Centre, Chennai.

TIME SCHEDULE FOR TAKING POSSESSION OF STANDS

- Bare Space: August 20, 2026, from 10:00 AM onwards.
- Shell Scheme: August 21, 2026, from 3:00 PM onwards.
- Stall construction and decoration must be completed by 10:00 PM on August 21, 2026.

CONSTRUCTION OF STANDS

Unauthorized contractors will not be allowed entry into the exhibition halls.

SPECIFIC ARCHITECTURAL CONTROL AND GUIDELINES

The minimum passage width must be:

- 3 meters for main walkways (or as marked on the layout plan).
- 2 meters for passages inside stands.

Open-sided stands (one, two, three, or island stands) must leave their open sides clear of obstructions. However, low partitions up to 1.2 meters or glass partitions in the upper section are allowed.

SIZE OF STALL MAXIMUM HEIGHT OF FEATURES

Up to 40 Sqm	3.0 meters
Up to 40 Sqm to 100 Sqm	3.5 meters
Over & Above 100 Sqm	4.0 meters

Email the form to info@sdpromomedia.com



- Any additional height requests must be approved by organizer.
- Construction in front of emergency exits, service doors, electrical panels, switch rooms, or other facilities is strictly prohibited.
- Any unauthorized construction in restricted areas will be removed at the exhibitor's expense, and a penalty may be imposed.
- No fixtures, supports, or attachments can be made to the ceilings, walls, columns, or floors of the venue

SPECIAL REQUIREMENTS

- Stands requiring water, drainage, compressed air, or special power connections should preferably be located at the periphery of the hall.
- Any late requests for special utilities may not be fulfilled if they obstruct public movement or due to technical constraints.

SUBMISSION OF STAND DESIGN

Exhibitors with 40 sqm or more must submit two copies of their stand design by July 15, 2026.

• PLANS MUST INCLUDE:

- o Floor layout
- o Elevations
- o Logo placement
- o Electrical points o Wall/panel heights
- o Meeting rooms and exhibit placement

• APPROVAL PROCESS:

- o Submitted plans will be scrutinized within 7 days by organizer.
- o Any late submissions will incur a penalty of ₹10,000.
- o No deviations from the approved plan will be allowed.

STAND CONSTRUCTION AND DISPLAY GUIDELINES

- Exhibitors must strictly adhere to approved designs.
- During setup, organizer will inspect displays and enforce necessary modifications at the exhibitor's expense.

BARE SPACE EXHIBITORS MUST ENSURE:

- No damage/nailing/digging on the floor.
- Any violations will be subject to penalties.



PROHIBITED ACTIVITIES NOT ALLOWED:

- Electrical flashes, flashguns, or similar devices.
- Cloth banners, velvet banners, or velvet covers on panels/tables.
- Stage shows or presentations without written approval.
- Painting, wallpapering, drilling, or nailing of panels (damage will incur a ₹1,500 per panel charge).
- Hanging items from the hall ceiling.
- Storage behind display walls.
- Digging, grouting, or cutting the floor.

STRUCTURAL GUIDELINES

- All fittings must be contained within the stand area and must not exceed 2.5 meters in height.
- No freestanding equipment may exceed 2.5 meters.
- Exhibitors with multiple open sides must ensure an open and transparent display.
- Large stands (above 100 sq. meters) may use projections up to 4 meters, subject to ceiling height restrictions and organizer approval.

FIRE & ELECTRICAL SAFETY GUIDELINES

- Fire exits, electrical boxes, and service rooms must always remain accessible.
- Electrical wiring and installations must:
 - o Be carried out by licensed electrical contractors.
 - o Have proper insulation and overload protection.
 - o Avoid running under carpets unless protected by wooden ramps.
 - o Follow Indian Electricity Rules (1956, amended).
- Motors above 5 HP must have power factor improvement capacitors.
- Each stand must have an adequate-rated switch, fuse unit, MCB, or cut-out to enable safe power isolation.

PENALTIES AND COMPLIANCE

- Failure to follow approved designs will result in a ₹30,000 penalty per violation.
- **Violating guidelines may result in:**
 - o Stand closure
 - o Additional fines
 - o Removal of unauthorized construction at the exhibitor's cost
- **No refunds or compensation will be provided for violations:**