



IIOO EXPO

DATE: 08 - 09 - 10 DECEMBER 2023
VENUE: BHRIKUTI PRADARSHANI MANDAP
KATHMANDU (NEPAL)

GUIDELINES FOR ALL EXHIBITORS

- i)** No part of an exhibit should project out of the stand area, nor anything be placed outside the stand area by any exhibitor.
- ii)** There should be sufficient free space in the stand for easy and safe movement of visitors. Entry and exit to stands must be at least 3 M wide.
- iii)** Grouting, digging in floors or walls is not allowed. Raised wooden platforms of not more than 4 inches in height may be allowed.
- iv)** Painting or nailing (use of screws) on the laminated panels supplied under shell scheme, is prohibited. Photographs, charts, etc. may be fixed with adhesive tape, or suspended with nylon thread with the help of clamps (Cyma hooks) hooked on the top horizontal channel.
- v)** Multi-level use of space is permitted only at extra fee and subject to approval from architect as well as organizer.
- vi)** Whereas no construction will normally be allowed to be of more than 2.5 M high, that part of machinery placed away from the open side of the stand could be higher, as strictly necessary.
- vii)** If Audio / Visual equipment is used in the stand, the sound level should be so regulated as not to disturb adjoining exhibitors.
- viii)** Exhibitor should endeavor to maintain a high standard of cleanliness, avoid littering and take all necessary care not to disturb neighboring exhibitors. Their co-operation with the organizers in maintaining continuity and keeping with the general aesthetics of the show will be greatly appreciated. It will be obligatory on part of the exhibitor to segregate all waste plastic, glass, metals, wood & paper and eatables in separate polyethene bags.
- ix)** All heights details mentioned in these guidelines are from the ground level and not from any raised flooring created by the exhibitors.
- x)** Bare Space Exhibitors are responsible for their own stand design and construction. The organizer would be pleased to offer advice and guidance, if required.
- xi)** Suspending of display items from the hall ceiling or parts of it is prohibited. Storage of any kind of material behind the display walls is prohibited.
- xii)** Height of panel against natural back wall along the periphery of the hall will be allowed up to 5.0 mtrs. Subject to availability of height.
- xiii)** Access must be given to any fire exit, electrical box, service room etc. falling within the exhibitor's stand area. It is mandatory to leave minimum one opening in the partitions against the natural wall to provide access for electrical fittings etc.
- xiv)** Hall columns, roof trusses, air-conditioning vents and all other structures of the hall must not be used as support or be subject to load or stress by the stand structure.
- xv)** Woodwork in the halls is prohibited. Platforms / panels and other decorations for the interior must be brought in prefabricated condition. Only assembly and finishing will be allowed in the halls.
- xvi)** For Island / 3 side open stalls it is mandatory for exhibitors to design their stands a way that there is no obstruction on any of the open sides. This will ensure free movement and give exhibitors a feel of openness and transparency. Exhibitors are not allowed to obstruct the view or adversely affect the displays of other exhibitors.
- xvii)** The officially appointed contractor for the show reserves the right to turn down approval for stands with any of the open sides blocked.