

Dear Exhibitor,

It is with great pleasure that we extend a warm welcome to you for PLAST PACK 2025

Exhibition. Powered and organized by the INDIAN PLAST PACK FORUM (IPPF) PLAST PACK 2025 is scheduled to take place from Jan 09<sup>th</sup> to 12<sup>th</sup> 2025, at the Labhganga Exhibition center Indore MP India.

We have dedicated ourselves to continuous improvement through innovation and the implementation of new ideas, ensuring that we remain at the forefront of industry excellence and consistently exceed your expectations.

To help you prepare for the exhibition effectively, we have provided the Exhibitor Manual. Please note that the Online Forms for Exhibitors Guide, Stall Fascia (Shell Scheme) & Exhibitor Badges are mandatory and must be completed and submitted to us by Jan 1<sup>st</sup>, 2025.

If you require additional services such as furniture, power supply, compressed air, water connections, housekeeping, hostess services, or security, please confirm your requirements by filling out the relevant forms by Jan 01<sup>st</sup>, 2025.

Orders for additional requirements placed after Jan 01<sup>st</sup>, 2025. Will incur an extra 20% Charge on the applicable rates.

We also urge you to carefully review the manual which provides valuable tips and guidelines for exhibitors. This information is crucial, and we recommend that you familiarize yourself with it.

**Please ensure that all outstanding dues are settled by Jan 01<sup>st</sup>, 2025**

Exhibitor passes and vehicle passes will be issued at The Organizer's Office, located at the Venue, from 01/01/2025 to 08/01/2025, between 10:00 am and 6:00 pm.

Details and contact information of the following essential service providers is given in the Manual for your perusal. You may contact them directly for your specific requirements.

1. Official C & F Agents
2. Hospitality Partner, who can assist with hotel accommodations in various categories
3. Official Interior Decorators. For any interior / stall design and construction
4. Official Architect for the approval of stall designs and other constructions



For any commercial inquiries, please do not hesitate to reach out to Aman at +91 87208 45887 or Pawan at +91 70492 86195.

Thank you for your attention to these important details. We are excited to welcome you to

PLAST PACK 2025 and look forward to a successful and productive exhibition.

Thanks and Regards,

For Indian Plast Pack Forum

Sachin Bansal  
President

## **SCHEDULE OF EVENTS**

Venue	: Labhganga Exhibition Centre, Near Bypass Road Indore, MP
Duration	: 09 <sup>th</sup> to 12 <sup>th</sup> Jan 2025
Inauguration	: 09 <sup>st</sup> Jan 2025 at 11:00 Am
Workshop's	: 10 <sup>th</sup> Jan 2025, /10 <sup>th</sup> Jan 2025, 11:00 Am Onwards
Award Night	: 11 <sup>th</sup> Jan 2025/ 07:00 PM Onwards

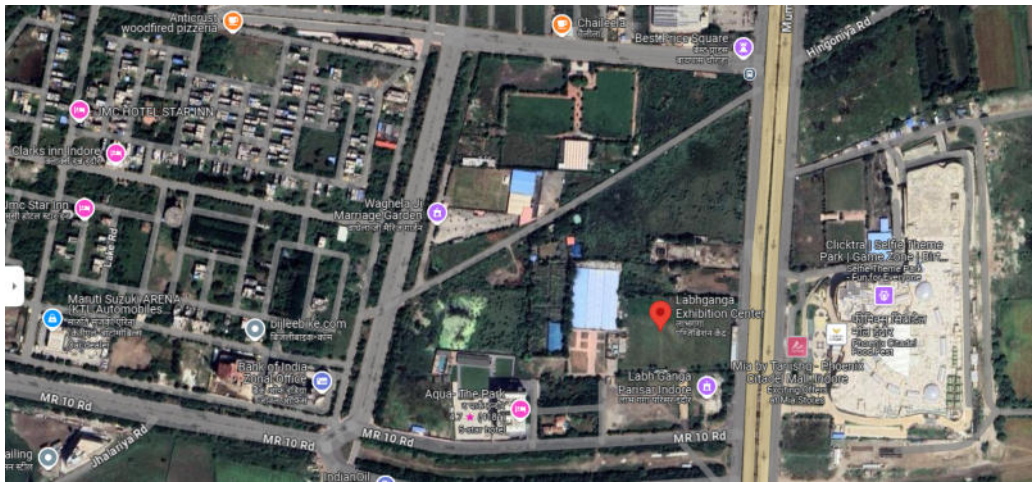
### **Dates for:**

Entry of Machines inside Labhganga	: 01 <sup>st</sup> Jan 2025, 10:00am onwards
Deadline for entry of Machines	: 05 <sup>th</sup> Jan 2025, 2:00 pm
Stall Possession (Bare Space)	: 05 <sup>th</sup> Jan 2025, 10:00am Onwards
Stall Possession (Shell Type)	: 06 <sup>th</sup> Jan 2025, 10:00am Onwards
Exhibit Removal	: 12 <sup>th</sup> Jan 2025, 08:00pm Onwards
Deadline for removal of exhibits	: 13 <sup>th</sup> Jan 2025, before 06:00 pm

### **Exhibition Hours:**

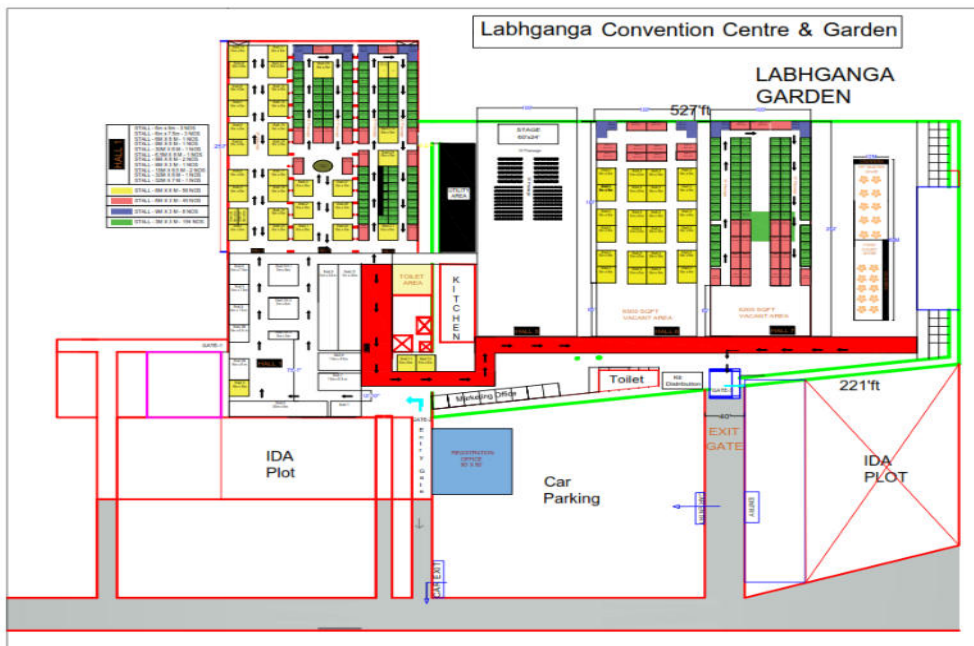
<b>Date:</b>	<b>Timings</b>
09 <sup>th</sup> to 11 <sup>th</sup> Jan 2025	: 10:00 am to 07:00 pm
12 <sup>th</sup> Jan 2025	: 10:00 am to 08:00 pm

**Location Map & Connectivity**



Bus Service - Available  
 Taxi Auto- Available

**Layout Plan of Labhganga Exhibition Center**



**Official Architect for approval of Stall Designs and other constructions**

## OUR EMPANELLED STALL DESIGNER LIST

DEV PRAJAPATI - 97707 30154 | ERREGA INDIA PVT. LTD.

AKHILESH KUMAR - 97532 41269 | KHUSHI DECORATORS

SHARUKH KHAN - 83490 50549 | MODERN REBEL

SACHIN MEWADE - 99266 77886

VIPIN JI - 94246 02633

SAKINA ARIF - 81200 02585 | ELITE WORLD EVEN

Mridul Sharma - 96301 60614 | Hammer Events

Nitin Joshi - 90093 17178 | Shree Mantra Events

**OFFICIAL TRAVEL AND HOSPITALITY PARTNER**



ONDGO TRAVELS

### **On D Go Travels**

Contact Person: Mr. Tejwent

Mobile: 096177 77764

Address: - LG - 5 President Plaza, 166 R.N.T Marg, Opp. Manas Bhavan, Indore, MP India

Email: tej@ondgotravels.com



**Official C & F Agents and Freight forwarder & On – Site Handling**

Agent Contact details



Feroz Ahmed  
Deputy Manager - FESL North

Phone +91 (0124 ) 4645 000  
Mobile +91 8700825549  
feroz.ahmed@dbschenker.com



Schenker India Pvt Ltd  
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DLF Cyber City, Phase - II,  
Gurugram, Haryana - 122002  
[www.dbschenker.com/in-en](http://www.dbschenker.com/in-en)



**PLAST PACK 2025**  
OPPORTUNITIES FOR EVERYONE...  
**9<sup>TH</sup> - 12<sup>TH</sup>**  
**JANUARY 2025**  
LABHGANGA EXHIBITION  
CENTER INDORE



### On-site Handling Tariff for PLASTPACK 2025

Services for Single Machine Up to 3 Ton	Rate Per KG	Minimum Per Exhibitor
Offloading and shifting to stand in one operation	INR. 0.70	INR. 1000
Un-Packing & Placement in one operation	INR. 0.70	INR. 1000
Re-Packing with same packing Materials	INR. 0.70	INR. 1000
Loading on vehicle in one operation after exhibition	INR. 0.70	INR. 1000
Handling of Empty Boxes & Return	INR 350/CBM	INR 350/CBM
Heavy Lift surcharge for shipment weight + 3 Tons	20%	
Heavy Lift surcharge for shipment weight + 5 Tons	20%	
Heavy Lift surcharge for shipment weight + 8 Tons	20%	

Hire charges for Assembly and Repositioning	Rate per Hour	Minimum Charges
Hydraulic Pallet with Manpower -02 Ton Capacity	INR. 400	INR. 500
Forklift – 03 Ton Capacity	INR. 800	INR. 800
Forklift – 05 Ton Capacity	INR. 1400	INR. 1400
Crane – 10 Ton Capacity	INR. 1500	INR. 1500

Terms & Conditions
Chargeable weight will be calculated as <b>1 CBM = 333 kg</b> and charges will apply on gross weight or volumetric weight, whichever is higher. Exhibitors should instruct their transporter to carry the "Weigh Bridge Certificate", to avoid disputes regarding assessment of the weight of the exhibits to be handled.
Payment Terms = <b>100% advance at site.</b>
<b>INSURANCE:</b> Exhibitors must arrange their own insurance cover for their stalls/machines and all commodities involved throughout all stages of the exhibition. As Schenker India Pvt Ltd will be not responsible for any damage, loss, or delay.
<b>GST @ 18 %</b> applicable on the services provided or as applicable.
<b>For Move In</b> - The above charges are applicable from 09.00 – 19.00 hours (as per job order), for services required after these hours – on equipment availability and subject to advance approval from the venue management, organizers, and security.

All Payment for Onsite Handling Paid to SCHENKER INDIA PRIVATE LTD

Title of Account: SCHENKER INDIA PRIVATE LTD

Account Number: 0562124003

IFSC code: DEUT0784BBY

MICR code: 400200000

SWIFT Code: DEUTINBBXXX

Branch Code: 400200002

Branch Name: MUMBAI

## 1. Rules & Regulations for Participation:

### 1.1 Exhibits

The products manufactured by the exhibitor and related to Plastics Industry will only be allowed for display during **PLAST PACK 2025** exhibition.

### 1.2 Participation & Subletting

There is no legal right of participation accruing to anybody. **Indian Plast Pack Forum Secretariat** has the sole discretion to deny participation to any applicant without assigning any reason there for.

Subletting or transferring of stall space to a third party is forbidden. Exhibitor will not be allowed to display products which are not mentioned in the Form submitted to IPPF Secretariat. Prior permission is to be obtained from **Indian Plast Pack Forum Secretariat** for any alterations in the exhibits list.

### 1.3 Payment

All payments should be remitted through Online/RTGS/NEFT/Cheque in favour of **Indian Plast Pack Forum**.

Full & Final payment should be made on or before 30th December, 2024. Failure to remit the installments in time will not be considered for early bird discount.

No participant will be allowed to bring in the exhibits into the Exhibition Ground, if any arrears to **Indian Plast Pack Forum Secretariat**, either towards Space Rentals / Electric / Compressed Air / Water Charges / or charges of any other nature are outstanding.

If Any Security deposit amount is refundable within 90 days of event conclusion

### 1.4 Late Application

Subject to availability of space, late Application from exhibitor may be entertained by IPPF Secretariat. The last date for such application is 15th Dec 2024. Allotment of space or rejection of such late application will be at the sole discretion of **Indian Plast Pack Forum Secretariat**.

### 1.5 Cancellation

In case of cancellation of participation by any of the participant at any stage, refund will be made by **Indian Plast Pack Forum Management Committee** as per the Terms & Conditions mentioned in the Application Form.



**Indian Plast Pack Forum Secretariat** is not liable for any kind of refund in case of postponement or cancellation of the Exhibition by **Indian Plast Pack Forum Secretariat** due to force majeure and reasons beyond its control. In the event of such postponement or cancellation of **PLAST PACK 2025**, **Indian Plast Pack Forum Secretariat** shall not be liable for any losses or damages, consequential or otherwise, arising out of such postponement or cancellation, to the participants.

### 1.6 Stall Allocation

Based on first-come-first served, allocation of the stall will be made by **Indian Plast Pack Forum Secretariat**. The details of stall/space allotted will be communicated to the participant maximum by 30th Dec, 2024.

**Indian Plast Pack Forum Secretariat** reserves the right to re-allocate the space allotted to the participant at any time, prior to the commencement of the Exhibition, should exceptional circumstances

warrant such change to the location, size and dimensions of the stall. **Indian Plast Pack Forum Secretariat** further reserves the right to shift or close entrances and exits of the stall or remove any of the proposed amenities and undertake any structural alterations. Such re-allocations will be at the sole discretion of **Indian Plast Pack Forum Secretariat** and the exhibitor shall have no claim for compensation as a result of the re-allocation, as above.

### 1.7 Use of Stall Space

The exhibitor is required to exhibit the goods/services and to man the stall with competent personnel during the Exhibition hours.

The exhibitor will be liable for any damage to walls and floors etc., of the structures in which the exhibits are housed.

Except for basic Light Fittings, Fascia, Carpet, 2 Chairs, 1 Table, 3 Spot Lights with an Electric Socket outlet and 1 Dustbin provided in stall under Shell Space Scheme (per 9 Sq. Mtrs. and on pro-rata basis) by **Indian Plast Pack Forum Secretariat**, all other decorations, furnishings, fittings, display, lightings etc., will have to be carried out by the exhibitor at his cost.

### 1.8 Load Calculation

Load calculation should be done on the basis of Connecting Load of the Machines to be displayed in the stall. Exhibitor drawing excess power than the power applied would be charged at double the rates.

Shell Space will have General Lighting. As such participant booking Shell Space should only indicate Power Load for running machines, if any.

The participant booking Bare Space should also include Lighting Load (General lighting) While applying for Power Load for the running machines.

### **1.9 Prohibitions on Power Supply**

The exhibitor is prohibited from:

- a) Drawing electric power in excess of the Connected Load without the approval of **Indian Plast Pack Forum Secretariat**.
- b) Re-selling electricity to a third party.
- c) Utilizing electricity by making alterations, modifications etc., to electrical equipment.
- d) The exhibitor shall get his electrical installations inspected and certified Conforming to the relevant Acts, Rules and Specifications of the Indian Electricity Act/ Rules by the venue's electrical engineer at site.

**Indian Plast Pack Forum Secretariat** reserves the right to discontinue the Power Supply to an exhibitor in the event of infringement of the prescribed rules and regulations.

**Indian Plast Pack Forum Secretariat** shall not be held responsible for any damage or loss sustained by the exhibitor due to suspension, limitation or discontinuance of Power Supply service in case of natural disasters, failure of bulk Power Supply to the exhibition, suspension of Power Supply for safety reasons or due to any other causes beyond the control of **Indian Plast Pack Forum Secretariat** or for disconnecting of Power Supply to any exhibitor for infringement of the above regulations.

The exhibitor shall be solely responsible for any claim for damages or loss arising out of faulty wiring in his stand, infringement of the regulations, any injury to third person or visitor, damage to property of the neighboring exhibitor or the assets of **Indian Plast Pack Forum Secretariat**. The exhibitor shall make good any such loss to **Indian Plast Pack Forum Secretariat** and to the affected party.

Note: The generation, distribution and use of electricity in the Union of India are regulated by the Indian Electricity Act, 1956 as amended from time to time. The provisions of the above Act/ Rules, shall apply to all the exhibitors.

### **1.10 Stand Construction, Decoration & Display Guidelines for stand construction, decoration & display**

Exhibitor in Bare Space must submit to **Indian Plast Pack Forum Secretariat** the design and drawing of their stall (floor plan & elevation) in 3D view (three dimensional view) showing the position of machines/exhibits, fittings, furniture and office cubicles etc., along with their dimensions in Meters, latest by 30th December, 2024 The height of the side panel and walls not to exceed 4.0 Mtrs. Modifications/ alterations suggested by **Indian Plast Pack Forum Secretariat** will be binding on the exhibitor. The names of empaneled agencies for stall construction are listed on page Attached in this exhibitor manual.

Exhibitors must issue a letter of authorization to their representative or their respective Stand Contractors to take stand possession, as per the format given online/Offline and start the work of installing machines and exhibits from 03<sup>rd</sup> January 2025.

Stands must be completed in all respect by 8:00 pm on 07<sup>th</sup> January 2025. Thereafter no work will be permitted to be carried out in the Halls, due to cleaning & security purpose. It is proposed to hold the Inaugural Function on 09<sup>th</sup> Jan 2025 at 11:00am. The Exhibitor should, therefore, ensure that the stall is completed in all respects by the deadline date and time.

Note: It is highly desirable on the part of the exhibitor to plan arrival of exhibit-cases well in advance at the venue, immediately on commencement of the entry period, as per the table below. The exhibitor is also advised to discuss and plan their schedules of bringing in exhibits with the approved Freight Forwarders and On-site Material Handling Agents to ensure trouble free handling of exhibits.

### **1.11 Guidelines for Stall Contractors:**

1. Exhibitors are responsible for their own stand design and construction. The contractors responsible for building stall will have to submit the Authorization Letter from the exhibitor as per the format given in the Online Form and also ensure to conform to design guideline, Time, safety and sound and light engineering.

2. Any damage to the exhibition area caused during Stall construction or Machine installation will penalty payable by the exhibitor and will be adjusted against the

security deposit paid by the exhibitor. This will be held against damages to the venue, non-completion of construction work on time and as per deadline schedule shared by organisers in this manual, and/or the disposal of stand construction waste left on-site after the event. Any breach of the organisers /venue's regulations may also cause the deposit to be forfeited.

3. It is the individual stand contractor's responsibility to remove all packing and waste materials from the exhibition halls during both move-in and move-out. Garbage & waste materials from decoration work must not be discarded into the aisles & must be cleared. All material used must be removed during move-out and this must be done safely (no pushing over high pieces of stand, no smashing of glass panels etc.). Failure to comply will result in the deposit being totally forfeited

4. The security deposit of the exhibitor will be forfeited if the stall design doesn't comply or abide by the construction guidelines enlisted in the manual.

5. Organisers reserve the right to deduct an actual and appropriate amount for damages to the hall structures /venue, made by the exhibitor or their design & handling agencies' staff during build-up, show days and dismantling time, from the security deposit paid by the Exhibitor. This is to ensure all the rules & regulations are abided by, and to cover any damage arising directly or indirectly from infringement. This is without prejudice to any additional claims the organisers may have on the exhibitor if the damages exceed the deposit. Balance amount if any, will be returned if no damage is found.

To achieve uniformity in display and appearance of the entire exhibition and to ensure proper presentation of all exhibits, Exhibitors are advised to strictly follow the guidelines for stand construction, decoration & display specified as mentioned below:

### **General**

a) Organizer will demarcate the stands within the Halls. Exhibitor may take assistance from the Hall Manager for locating their stand.

b) There will not be vehicle movement inside the Halls after 2:00pm of 05<sup>th</sup> January 2025. As such, exhibitor is advised to ensure that, his exhibits are installed/ placed in his stall before the cut-off Date/Time.

c) Exhibitor shall ensure that his booth is built & dismantled in a safe, systematic and organized manner, within the specified build-up & dismantling period.

- d) In case actual display arrangement of a stand is not in conformity to the approved layout plan or guidelines, the Organizer shall remove such installation from the Stand at the cost and risk of the Exhibitor. Further, any part of the exhibit/stand which appears objectionable to the Organizer must be covered by the Exhibitor, failing which the Organizer will have the same covered at Exhibitor's cost & risk. Decision of the Organizer in this regard will be final and binding.
- e) Any display which may require support from the permanent structures in Exhibition Halls is subject to prior written approval from **Indian Plast Pack Forum Secretariat**.
- f) Wood/metal working to fabricate fixtures, inside/outside the Exhibition Halls is prohibited. Exhibitor is advised to bring prefabricated stands for assembly in the Exhibition Halls. If Any Exhibitor fails to abide the above guidelines, he will have to pay penalty which will be decided by the Organizer on site.
- g) Exhibitor is advised not to use any vacant space around their stands for storage or otherwise. This could be hazardous and could restrict the movement of service personnel. Organizer reserves the right to remove such material at the risk & cost of the Exhibitor.
- h) Any type of Installation of Air-conditioners inside the stand is not permitted.
- i) Grouting/drilling of holes in the floor or walls is prohibited.
- j) Spray painting is not allowed inside the Exhibition Hall.
- k) No suspended structures are permitted from the ceiling of the exhibition Halls.
- l) Use of Artificial or dried plants and flowers, Fur & artificial grass carpet are combustible and Give off toxic fumes & hence not be used.
- m) No Welding or Grinding work is permitted inside the hall
- n) No Printing will be permitted with Solvent Ink.
- o) No gas should be emitted during demo of plastic processing machinery
- Specification of exhibition halls:

Halls No.	Floor load bearing capacity per sqm	Clear height	Dimensions of freight gates (Mtrs.)	Floor Type	Remark
Hall-1	2TN+/sqm	12 MT	6.5(w) x 8.0(H)	Land/ Concrete	Dome
Hall-2	2TN/sqm	05 MT	12(w) x 5(H)	Concrete	Hanger
Hall-3	2TN/sqm	05 MT	12(w) x 5(H)	Concrete	Hanger
Hall-4	2TN/sqm	05 MT	12(w) x 5(H)	Concrete	Hanger
Hall-5	<b>EVENT HALL</b>				
Hall-6	2TN/sqm	10 MT	6.5(w) x 8.0(H)	Land	Dome
Hall-7	2TN/sqm	10 MT	6.5(w) x 8.0(H)	Land	Dome

***Please note that serving and consumption of alcoholic beverages and liquor is strictly not permitted inside the entire exhibition as per the local Government rules. Cooking and distribution of food inside the halls and venue is strictly prohibited.***

## 2.0 Stand construction:

### Approval of stand layout design (Raw space)

2.1 All stand designs will have to be pre-approved by the Show Architect by the stipulated deadlines (last date of submission of final design with complete dimensional details is 30th December 2024 with all pages/elements without which exhibitors should not start fabrication of stalls/ pre-fab structures. Organisers will not be responsible for any losses due to strict adherence of guidelines on unauthorized construction.

2.2 All height details, mentioned in these guidelines, are from the ground level and not from any raised flooring created by the exhibitors.

2.3 The following are strictly prohibited:

- Construction on dotted lines under any circumstance.
- Use of electrical flashes, flashguns etc.
- Neon signs below 2.5 Mtrs height.
- Cloth Banners.
- Stage shows or presentations without prior permission in writing from the

Organiser & without a concept note on the proposed show, subject to Police approval. Stage show timings have to be pre-determined but organisers may change the timing/ stop performance for any reason.

- Suspending of any item from the Hall ceiling or parts of it (No rigging).

2.4 The maximum height of the artificial floor should not exceed 10 cm / 4" and any other area raised artificially or for display purpose shall be such that it does not obstruct the adjoining stand. The artificial floor should have slopes in such a manner that people should not trip on them.

2.5 A common back wall of 4.0 Mtrs can be built where stalls are allocated back-to-back. No wall can be built on sides with dotted lines indicating the open side of any stall and it is mandatory to keep the dotted sides open and exhibits should be kept 1 Mtr inside from the dotted lines. In case some wall is to be constructed for design purposes (office, stage, video wall, branding etc.) Such walls have to be at least 2.0 mts inside from the dotted line and the total length of such wall or walls cannot exceed 20% of the length of such open sides.

2.6 Branding is allowed up to a maximum of 5.0 Mtrs. Height stands subject to availability (Refer point 1 Specification of exhibition halls)

2.7 Height of panel against natural back wall along the periphery of the Hall will be allowed upto a maximum of 4.0 Mtrs subject to availability of Height (refer point 1 Specification of exhibition halls).

2.8 Access must be given to, Emergency exit, Fire exit, Electrical box, Fire Hydrants, Service entry, Service room, Elevators, air conditioning vents / ducts etc. falling within the exhibitor's stand area. It is mandatory to leave openings in the partitions against the natural wall to provide access for electrical fittings etc. In case the existing pillars inside the Halls are used for branding or/and as an integral part of the stand design, provision has to be left to access the fire/ electrical panel, which may be there in this pillar for any emergencies/ electrical repairs, if any. Also, though the floor layout plan has been mapped thoroughly but we will still request and strongly recommend you to please make and keep provision of 30cm variation on the exact location of pillar onsite to be on a safer side.

2.9 Free movement of visitors should be ensured by the exhibitors for Hall entry & exit, Toilets, and movement through interconnecting passages with neighboring halls. Exhibitors should also ensure barrier free movement of visitors in their stalls.

2.10 Building of turntables / ramps would be permitted after clearance from the Show Architect. If approved the Height of such a turntable / ramp must not exceed 1.0

m tr. Exhibitors wishing to use turn table / ramps must clearly show the location in their drawings and obtain written clearance from the Show Architect failing which they would not be permitted to construct such turntables / ramps.

2.11 Exhibitors may be permitted to construct a Conference / Meeting Room within their area alongside the natural wall, if any, upto 5.0 Mtrs. Height. The area of the meeting room may be upto 20% of the total area booked by the exhibitor. The location of the Conference / Meeting room would require specific clearance by the Fair Architect. However, for stands with all sides open, the conference room shall have to be placed at least 2.0 Mtrs inside from the Aisle with Transparent (Glass/ Acrylic) walls without any Blinds facing the aisle. The total length of the partitions for meeting rooms shall not exceed 20% of the total length of the open sides.

### **Escape routes**

2.12 Nearest escape route / exit should have been provided no further than 50 mtrs from any location within the stand. Exhibitors are to ensure that such routes / exits are not blocked or obstructed in any way.

### **Fire prevention**

2.13 All open or unfinished sides of the exhibit space which may appear unsightly must be covered or the Organiser will have them covered at the Exhibitor's sole expenses @ Rs. 2000 per sqm. Any portion of the Exhibit bordering another Exhibitor's space, or an aisle must have the exhibits facing the other exhibitor or the aisle. No structure can be built within 2 Mtrs. Of the aisle for any purpose.

2.14 All exhibit floor space must be fully carpeted or covered.

2.15 Use of hazardous materials like woodworking and spray painting inside Hall is discouraged. Platforms / panels and other decorations for the interior must be brought in a pre-fabricated condition for assembly and finishing inside the Halls. Use of modular systems is strongly recommended for timely completion of stands. Passage area to be kept clear of packing cases, construction material etc.

2.16 For Island / 3 side open stalls it is mandatory for exhibitors to design their stands in such a way that there is no obstruction of view and movement of visitors on any of the open sides. This will ensure free movement and give visitors a feel of openness. Exhibitors are not allowed to obstruct the view or adversely affect the displays of other exhibitors. For the meeting room, please refer to Point no. 1.12 for detailed description.



Show Architect shall not approve stands with any of the open sides (dotted lines) Blocked.

2.17 A maximum of 60% of Stand area may be used for exhibits and the balance 40% must be left free for circulation. The Exhibitors shall not arrange the display of material in a way that would obstruct the passage area or the adjoining stalls.

2.18 Hall Pillars, Walls, Roof Trusses, Air Conditioning Vents / Ducts and all other structures of the Hall must not be used as support or be subjected to load or stress by the stand structure or any related feature.

2.19 Exhibits over 2.5 Mtrs. Height must not be placed on any raised height. In a hall with multiple exhibitors, the bigger exhibits (in height & length) should be displayed in such a manner that it does not obstruct view of products of other stands. Exhibitors are requested to be sensitive to the view of the neighboring stall.

2.20 There is no restriction on height and weight of exhibits on display except imposed by the load bearing capacity of the floor and height of the entry doors. The same should be checked with the Organisers before finalizing large / heavy exhibits for display.

2.21 Any presentation / demonstration / exhibit likely to attract groups of 10 or more persons must be located towards the center of the stand and clearly shown on stand drawings. The location of such an exhibit must not result in blocking of the Aisles by overflowing visitors.

2.22 It is mandatory for the exhibitors to highlight, if any of their exhibits conform to any of the following parameters:

- Exhibit dimension is 09 sqm or more.
- Exhibit exceeds 2.5 Mtrs in height and or 5 Mtrs in length.\*
- Exhibit material exceeds 3 tons.\*
- Exhibit contains liquid fuel / natural gas / hydrogen / propane of any compressed gas or liquid.
- Exhibits requiring water/air for demonstration purposes.
- Exhibits will produce heat and or fumes
- Exhibits will produce waste material in quantities greater than 50 KG or 1 meter square per day.

2.23 The Organisers reserve the right to change / alter / remove any exhibit interfering with the aesthetics of the exhibition or hinders the movement of general public in any way.

2.24 To avoid inconvenience to other exhibitors and to enable the Organisers to complete repair work of passages, cable ducts etc., before the exhibition starts, exhibitors are requested to move in their exhibits within stipulated time given.

2.25 For uniform display and presentation of the entire exhibition, Exhibitors are advised to strictly follow the guidelines for stand construction.

2.26 Organisers will demarcate the stands within the halls. Locating the stand, exhibitors may take help from hall directors.

2.27 Exhibitors will be allowed to work inside halls round the clock during the build-up period. Stands should be complete in every respect by 20: 00 Hrs. on 07<sup>th</sup> January 2025.

2.28 Exhibitors shall ensure the completion of work, within the specified build-up & dismantling period. Stands shall be built according to the design agreed by the Fair Architect and Organizers.

Organizers or their representative reserve the right to demand modification / alterations to the stand design in case actual display arrangement of a stand is not in conformity to the agreed design.

Organisers shall remove such installations from the stands at the cost and risk of the Exhibitor. Further, any part of the exhibit/stand which appears unsightly to the Organisers, must be covered by the Exhibitor as per advice of the Organisers in terms of quality failing which Organisers will have the same covered at Exhibitor's cost (@ Rs. 2000/- per sqm) & risk. Decision of the Organisers in this regard will be final and binding.

2.29 Exhibitors are advised not to use any vacant space around their stands for storage or otherwise. The access to all services including fire hydrants, electrical panels, A/C ducts and other services shall be kept clear of all obstructions at all times. This could be hazardous and could restrict the movement of service personnel. Organisers reserve the right to remove such material at the risk & cost of the Exhibitor at any point in time.

2.30 Installation of Air conditioners, Gensets etc. of any type is strictly prohibited.

#### Display of exhibits

- Not more than 60% of the total space to be used for display of exhibits along with office and conference areas.
- Not more than 20% of the total space to be used for office area (including conference, meetings etc.).
- A Minimum of 40% of the total space should be left open for free movement of visitors.
- All exhibits should be in engine off mode. In case some special activity of any vehicle needs to be displayed, it should be done outside the hall. Separate Outdoor activity area can be rented for such purposes.
- No part of any exhibit / display should project out of the stand boundaries. Exhibits or any other display material be placed at least 2 Mtrs away from the boundary of open sides in the stand.

2.31 Exhibitors can cover permanent structure of the hall in their stand with panels without causing damage to the permanent structure. Clear access must be left in front of all fire or electric panels or duct doors if any, at all times.

#### 2.32 Floor Covering

Carpeting / covering of floors of the stands is compulsory for all Exhibitors. Use of other suitable material for floor covering inside the stands is permitted. Floor covering / carpet shall not be stuck permanently to the floor. Gluing / pasting of floor covering / carpets on the floor may be done only by using easily removable adhesive tape that leaves no marks on the floor. All marks are to be removed before handing back the area to get exit pass. Original floor of the halls shall not be grouted, primed, painted or varnished.

#### 2.33 AUDIO VISUAL FILMS, VIDEO WALLS, STAGE SHOWS

Stage events / shows – Exhibitors can organize stage events in their stalls for short durations (not exceeding 15 minutes) which should not disturb other Exhibitors or create problems related to crowd control. It is required that exhibitors take all statutory permits from the Government and permissions from the Organisers with submission of detailed concept note well in advance before going ahead with such shows. The shows will have to be synchronized as per the pre-approved schedule given by the Secretariat. The shows should be conceptualized keeping local sensitivities in mind.

- The Organisers reserve the right to regulate or restrict exhibits within a reasonable sound level or the sound level of 80 dB peak on sound level meters (ANSI Type 2) on the SLOW meter position at 3 Mtrs distance. The sound speakers must not be placed higher than 6 Mtrs subject to availability of hall height. They must be positioned downward and inward towards the center of the exhibit booth or display area and must not be facing the aisle.

- The Organisers reserve the right to restrict exhibitors the use of sound and other Devices which are not permitted by the venue authorities and may interfere with the best interest of the fair environment as a whole.
- The Organisers reserve the right to disconnect the supply of electricity to the sound system and restrict them to turn on the sound system for half an hour in Case any exhibitor is found violating the above guidelines. It is advisable to have a separate power control for the sound system so that the Organisers are not Forced to disconnect the power supply of the complete stand.

#### 2.34 REAR SURFACES OF BOOTHS

Contractors must neatly finish any exposed booth surfaces unless the surface is facing the outer wall of the exhibition centre. The organisers reserve the right to order modification of any exposed surface and the contractor shall be responsible for the cost. Exhibitors / contractors are not allowed to put advertising, logos, signs etc. on any rear surface of their booth when these surfaces are adjacent to neighbouring exhibitor's booth, failing which the appropriate penalty amount will be levied by the Organisers at per its sole discretion.

#### **ELECTRICAL INSTALLATION REGULATIONS**

Electrical wiring and installation must be done by Exhibitors through registered professional technicians using proper wiring, switches etc. so as to ensure safety. The Organisers shall not be responsible or liable in case of any mishap due to use of sub-standard material or unskilled labour. BEST will be undertaking an electrical inspection on the stand electrics. All cables used must be copper and double insulated. No aluminum cable is to be used.

All wiring must be carried out in PVC, Elastomeric or other plastic sheathed cables. No cable joints will be permitted without proper connectors. Taped joints are strictly prohibited.

Lamps and appliances with high temperature surfaces should be guarded and used well away from combustible materials.

No light fitting or other appliance may be suspended from the roof of the exhibition hall.

Exhibitors are required to test their internal wiring and connections thoroughly before going live. Also, Members should estimate the power requirement in advance so that, appropriate load management can be done. Switching from temporary to permanent

power supply should be done in advance clear two days, so that testing and balancing can be done properly.

Exhibitor shall submit Electrical Work Completion Report to BEST Hall Managers for permanent power connection as per the format. Power will be released on receipt of the completion report.

The Organisers reserve the right to disconnect any installation, which in their opinion is dangerous or likely to cause annoyance to visitors or other Exhibitors.

In order to take care of voltage fluctuations, the Exhibitors are advised to fix up constant voltage transformers or insulation Transformer or stabilizers for CNC and other sensitive machines. Exhibitors are encouraged to use RCD, MCB, RCBO wherever necessary. The main supply points and electrical installations in the stand should be kept open for easy access and should not be concealed.

Heat emitting light fittings such as Halogen fittings and incandescent bulbs should not be used for booth lighting neither by official service provider & nor by any third-party contractors. Only LED Lights of not more than 100 Watts may be used for Schell scheme and bare space stalls.

Electrical power should be drawn from designated points allocated to the exhibitor only. Any exhibitor or its designated contractor found drawing power from unauthorized sources will be liable to forfeiter of security deposit.

### **Overall Height**

- a) The maximum height of any structure should not exceed 4 m.
- b) Partitions and/or dividers in the stand should not be erected on the open side of the stand. The height of the partition or divider should not exceed 4 m. Both sides of the partition Should be properly finished and painted, particularly the partition on the side of neighbouring stand. Exhibitor is advised to make side partitions in mutual agreement with neighbors.
- c) Display panels, branding towers, sample holders, photographs and other display material are permitted in the stand, subject to a maximum height of 4 m. These must be erected at least 1 m away from the boundary.

d) Spotlights, focus-lights etc., are permitted provided these are fitted along with the stand structure within the maximum height of 4 m.

e) Exhibitor having wall(s) along with his stall boundary or pillar within stands, may cover the same with wooden panels without causing damage to the walls, pillars, floor or any structure of the Exhibition Halls. However, electric panels on the walls or duct doors in the pillars, if any, should be kept accessible for the Organizer, for maintenance.

### Identification

All Exhibitors' staff should have proper Identity Cards/ Exhibitor Badge and shall produce the same whenever demanded by the authorized security personnel or representative of **IPPF Secretariat** at any time during the construction, exhibition or dismantling periods. Anyone found to be without proper identification or of dubious character or behaving in a drunken or disorderly Manner or committing any offence, trespassing or exhibiting rude behavior, shall be forthwith removed from the Exhibition Ground.

### Handling Facilities

Unloading and handling of exhibit cases at the exhibition site is to be arranged by the exhibitor himself through IPPF Secretariat approved Material Handling Agents only.

### Clearing & Forwarding

**IPPF Secretariat** has appointed official Freight Forwarding & On-Site Material Handling Agents for handling local and imported exhibit consignments. Their services include assistance in carrying out formalities for the customs clearance of imported exhibits, transport and handling of exhibits at the exhibition ground, loading/unloading & storage of exhibit cases. The exhibitor is, however, free to appoint any one of the official agents for such work.

### Business Visitors Guide

A Business Visitors Guide on exhibitors and exhibits will be published in English for use by exhibitors and visitors to **Plast Pack 2025**. The Guide will contain:

- Exhibition Floor Plan
- Alphabetical list of Exhibitors along with their details.
- Products on Display.

Under 'Products on Display', exhibitor should list only those products which are actually on display within the booth of the exhibitor.

No changes will be entertained in the details after 15th December 2024, as the Business Visitors Guide would have to be printed well in advance for distribution at the exhibition.

### **Exhibitor's Kit**

For convenience and trouble free participation, an Exhibitor's Kit will be provided to all the exhibitors. The Kit will contain Exhibitor Pass, Stand Possession Letter, Business Visitor Guide and other information.

### **Name Boards & Stall Display etc.**

The exhibitor is not permitted to put up any Name or Sign Board of his own outside or at the entrance of the stand. However, the exhibitor will be free to put up his company's or firm's logo, monogram or name inside the stall.

Dividers or partitions will not be allowed in front of the stall or the border lines of the stall or in front of the passages/alleys. Use of bright and/or colored decorative lights, neon signs of any size, shape or colour (including those depicting exhibitor's name or logo) or any other similar electrical decorative materials is strictly forbidden.

Use of any type of loudspeakers or musical instruments which cause inconvenience to other exhibitors is forbidden.

Exhibitor is permitted to set up office / consultation cabins but the height of the cabins should not obscure the display of adjacent stalls.

Exhibitor, who has applied for space under Shell Scheme, would be provided a fascia indicating Company Name and Stand Number.

Stands under Shell Scheme will not have Company Logo printed on the Name Boards/Fascia.

### **Other Services**

#### **Removal of Waste & Cleaning**

**IPPF Secretariat** will arrange for cleaning of the Exhibition Halls and collect waste material after the exhibition hours from the exhibitors' stalls.

#### **Other Facilities**

The following facilities will be provided by **IPPF Secretariat**

- Reception & Information Counters.
- Media Lounge.
- VIP Lounge.
- Cafeterias and Snack Bars.

- Car Parking.
- Ambulance with Paramedical Staff.
- Drinking Water (water Dispensers at specific points)

### Housekeeping

For House Keeping, if desired, the exhibitor can hire Housekeeper through the **IPPF Secretariat** approved agency, and at approved rate of Rs.3,000/- per person/10 hrs. shift + GST@18% as applicable.

### Security

**IPPF Secretariat** in Labhganga Exhibition Center (LEC) will provide round-the- clock security service for the general surveillance of the Halls.

The respective exhibitor is, however, responsible for the custody and surveillance of his stall for the entire exhibition period. Exhibitor displaying easily removable objects is required to guard the stall from the opening time and till the very last minute of the evening closure time. Easily removable exhibits or valuables must be locked in the evening in drawers or cupboards. For the Security personnel, during setup period, in the day during exhibition, during dismantling, Guards will be available for hire by the exhibitor through IPPF Secretariat approved agency and at approved rate of Rs 3,000/- per person/10hrs shift.

### Fire Prevention

**IPPF Secretariat** has all the necessary arrangements for fire prevention equipment within the exhibition Halls. The exhibitor is expected to acquaint himself with the location of the nearest Fire Hydrants/Extinguishers.

### Insurance

**IPPF Secretariat** has done basic insurance for visitors, however, the exhibitor should also make arrangements for insuring his individual stall/machines/ any other material. Third party insurance, accident insurance of exhibitor's personnel, third party damage insurance etc., should be covered by the exhibitor.

### Exit Passes

The exhibitor will be issued exit passes to facilitate the movement of their exhibits out of the Exhibition Ground on 12<sup>th</sup> Jan 2025. Exit passes will be issued only after verification that all charges due have been fully paid by the exhibitors to **IPPF Secretariat** the pass should be shown at the gate at the time of exit of the exhibitor and his exhibits from the Exhibition Ground.



### **Moving Out Period**

The Exhibition will close officially at 08:00pm of 12<sup>th</sup> Jan 2025. All stands and exhibits should be dismantled and moved out of the exhibition ground positively by 08:00 pm of 13<sup>th</sup> Jan 2025. Exhibitor must strictly adhere to this schedule. **IPPF Secretariat** will not be responsible for Payment of any penalty for delays in removal of the exhibits.

The removal of machines from the Exhibition Ground may start from 08:00pm on 12<sup>th</sup> Jan 2025 for those exhibitors who have settled all accounts and obtained the "EXIT PASS" from **IPPF Secretariat**.

### **Safety Regulations**

The generally accepted safety rules relating to technology, labour safety and accident prevention, should be observed in all the display arrangements. Proper safety guards must be provided on machines for protection from flying chips, sparks and heat etc. IPPF Secretariat reserve the right to prohibit the operation of machines or equipment, if in their opinion, these pose danger and cause annoyance to visitors and other exhibitors.

### **Force Majeure**

If the Exhibition is abandoned, cancelled or suspended in whole or in part by reason of war, fire, natural calamity, national emergency, labour dispute, the non-availability of exhibition premises or any other cause not within the control of the Organiser, the Organiser may, at their entire discretion, repay the Participation Expenses paid by the Exhibitor or part thereof but shall be under no liability in respect of any actions, claims or losses.

### **Supplementary Clauses**

If and when necessary, IPPF Secretariat shall have the right to issue supplementary regulations in addition to these regulations and guidelines to ensure the smooth management of the Exhibition. Any additional written regulations or instructions shall form part of the rules and regulations for participation and shall be binding on the exhibitor.

### **Domicile and Jurisdiction**

The implementation of these regulations or supplementary regulations laid down by IPPF Secretariat, relating to the Exhibition, shall be deemed to be domiciled at the office of the Bangalore courts. All disputes, arising from the exhibitor's participation and from the enforcement of the regulations laid down by IPPF Secretariat, shall be judged according to Indian laws and subject to Bangalore jurisdiction.

### **Agreement to Conform to Regulations**

The exhibitor agrees to comply with all the Rules & Regulations contained herein and to such Other Rules & Regulations as may be notified by **IPPF Secretariat** from time to time, relating to the participation of exhibitor in Plast Pack 2025. Applicants should read all Rules & Regulations carefully for guidance/compliance.

### **Indemnification**

The exhibitor agrees to indemnify **IPPF Secretariat** and hold them harmless from and against any and all claims arising out of the acts of the exhibitor, his agents, representatives and employees, and all contractors, erectors, delivery persons, suppliers and material handling persons, furnishing services, delivery work or materials at the instance of the exhibitor.

### **ALL FORMS TO BE FILLED AND SUBMITTED ONLINE/OFFLINE**

The following letters can be downloaded online:

1. Participation Certificate meant for Machinery / Goods Transportation to the venue
2. Authorization letter for Stall Fabricators / contractors
3. Indemnity form- **DOCUMENTS FOR TRANSPORTATION TO INDORE FOR PLAST PACK 2025 EXHIBITION**

The following documents are attached:

Kindly ensure you send a copy of the "PARTICIPATION CERTIFICATE" given below along with your relevant Bill/ Challan (4 copies) mentioning your GST No. While dispatching the goods/materials for the Exhibition.

### **IMPORTANT NOTE:**

A. In case of only Exhibiting/Display goods can be transported to the trade exhibition under a ***DELIVERY CHALLAN, IT SHOULD BE CLEARLY MENTIONED ON THE CHALLAN***

***"THE GOODS ARE BEING SENT FOR ONLY DISPLAY IN THE EXHIBITION – PLAST PACK 2025 Exhibition, Labhganga Exhibition Center (LEC), Scheme 134, Near Bypass, Indore, Madhya Pradesh 452010 DURING 09-12 Jan 2025."***

B. In the case of Selling of Goods in trade exhibition in different states- When the goods are sent to a trade exhibition for sale in an another State where the supplier of the goods does not hold any office premises, he would be required to obtain a separate GST registration as a casual taxable person and would also require to make an advance deposit of the expected/applicable GST at the time of the casual GST registration.



## **Dispute Resolution:**

### **Final Decision**

In the event of any dispute arising from or related to Plast Pack 2025, the decision of the Indian Plast Pack Forum Secretariat shall be final and binding on all parties.

## **Rules and Regulations:**

### **Reservation of Rights**

The Indian Plast Pack Forum Secretariat reserves the right to modify, amend, or repeal any of its rules and regulations at any time, and to add new rules and regulations as it deems necessary.

## **Jurisdiction**

### **Governing Law and Jurisdiction**

Any legal action or proceeding arising out of or related to **Plast Pack 2025** shall be governed by the laws of India. The exclusive jurisdiction for any such action or proceeding shall be the courts located in Indore, India.

Note:-

**\* Subject of the Indian Plast Pack Forum Secretariat Decision.**