



26/11/2024
Ref: IIIIE/1021

IIIE 2024-Exhibitors' Guidelines

To ensure smooth operations and a successful event, all exhibitors are requested to adhere to the following guidelines:

Dear Exhibitor,

We are pleased to inform you that preparations for the India International Industrial Expo (IIIE 2024) are progressing smoothly. Kindly adhere to the following guidelines to ensure a seamless experience:

Payment of Stall Charges

Deadline: Complete your full payment before **5:00 PM on November 29, 2024**.
Share payment transfer details to iiexpo2024@gmail.com, with a copy to info@iiie.in.

Fascia Details

- Confirm your Fascia Name by filling in the details below and sending it to us before 5:00 PM on November 29, 2024.
- Please share Fascia details to iiexpo2024@gmail.com, with a copy to info@iiie.in (Mention Stall Number)
- Only one company name (as per the signed contract) is allowed per stand.
- Maximum 30 characters, including spaces, are permitted.
- No alterations/modifications are allowed to the fascia name provided by the official booth contractor.
- Any changes post-deadline or onsite will incur a charge of INR 2,000/- per fascia.

Stall Designing & Fabrication

1. Stalls will be available for setup from **10:00 AM on December 10, 2024**.
2. Complete all setup and decorations by **2:00 PM on December 12, 2024**. Post this deadline, halls will be closed for cleaning and reopened only on December 13, 2024, for the event opening.
3. Wastage Removal: All waste materials from stall setup must be cleared by the exhibitor or their agency.
4. Exhibit Display: All exhibits must be fully set up by 2:00 PM on December 12, 2024. No further onsite work will be allowed after this deadline.

Venue Entry Guidelines

- Exhibits/display materials must enter via freight entrances only.
- Ensure your transporter carries an authority letter on your company letterhead with hall/booth details and a "Possession Letter" for smooth entry and unloading.



Post-Event Material Removal

Remove all exhibits/valuables from the venue by 11:00 AM on December 16, 2024. Organizers or security will not be responsible for any loss/theft of valuables left behind.

Booth Design Rules

Booths under 27 sq. m must adhere to shell scheme designs without alterations. Shell Scheme Booths of 9 sq. m are provided with 1 KW single-phase power. Additional power is chargeable. No synthetic banners (e.g., flex/plastic) or POP materials are allowed inside or outside the venue.

Prohibited Activities

Consumption of alcoholic beverages and cooking/distribution of food within the venue is strictly prohibited. Only show-day security will be provided; exhibitors are responsible for safety during setup and dismantling.

Visitor Age Limit

The exhibition is open to trade visitors only. No one under 18 years of age will be permitted entry. Carry a valid government-issued photo ID for verification.

Cautionary Notes for Exhibitors

1. Safeguard personal belongings (e.g., wallets, passports, laptops, etc.).
2. Avoid leaving stalls unattended during exhibition hours (10:00 AM to 6:00 PM).
3. International exhibitors are advised to store passports securely in their hotels.
4. Report any concerns or queries to the registration area or organizer's office.

CONTACT INFORMATION FOR ASSISTANCE

Stall Setup Vendors:

Arjun S K Advertising: 8547464960
Martin - Ad Makers: 9447108202
Anil Ex Events: 9388600360
Razzmataazz: 7907407617
Diiya: 9947491717
Solid Events: 9747657569

Hostess for Stalls:

Cochin Queens: 8547267664

Air Compressor:

9526397333 / 04842 555420

Designing and Printing:

9895850639

We look forward to your participation and cooperation in making IIIE 2024 a grand success!

Warm regards,

Siji Nair

CEO

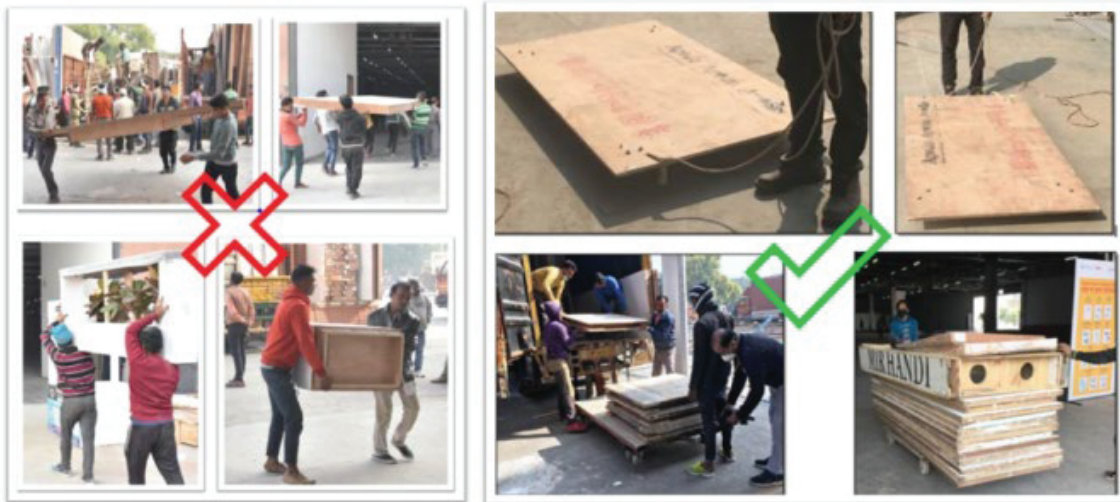
India International Industrial Expo (IIIE 2024)

DO'S ✓ क्या करें

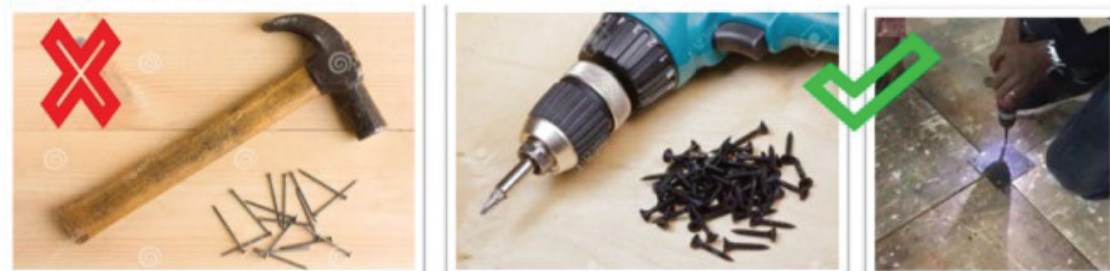
DON'TS ✗ क्या न करें

Use of Trolley

Contractors must carry a flat trolley onsite to manually transport loose stand materials in order to speed up the loading and unloading process at the loading docks. See the below sample pictures.



Also, we advise you to replace nails with screws for connections. It will be beneficial during the assembling and dismantling of the structure.



DO'S ✓ क्या करें

DON'TS X क्या न करें



Heavy lifting at low levels only

केवल निचले स्तरों पर ही भारी सामान चढाएँ



Do not work under live load

लाइव लोड के नीचे काम न करें



Only Driver seat

केवल ड्राइवर सीट



Do not carry passenger on Fork lift

फोर्क लिफ्ट पर यात्री न ले जाएँ



Use Mechanical Aid for heavy lifting

भारी चीजें उठाने के लिए मैकेनिकल सहायता का उपयोग करें



Do not use ladders for manual lifting

मैनुअल लिफ्टिंग के लिए सीढ़ी का उपयोग न करें



Ensure safety guards

सुरक्षा गार्ड्स सुनिश्चित करें



Do not use tools without safety guards

सेफ्टी गार्ड्स के बिना उपकरणों का उपयोग न करें



Perform all hot works outdoors

ताप वाले सभी कार्य बाहर करें



Do not perform hot works indoors

ताप वाले कार्य अंदर न करें



Use Gloves

दस्तानों का उपयोग करें



Do not use power tools without the appropriate PPE

उपयुक्त पीपीई (PPE) के बिना पावर उपकरणों का उपयोग न करें

DO'S ✓ क्या करें

DON'TS X क्या न करें



Use Sanding Machine

सैंडिंग मशीन का उपयोग करें



Do not use Disc abrasion wheel

डिस्क घर्षण पहिए का उपयोग न करें



Use edge protection above 2M

2M से ऊपर के एज सुरक्षा का उपयोग करें



Do not use H Frame scaffolding

एच फ्रेम वाले मचानों (एस्कॉल्डिंग) का उपयोग न करें



Use Industrial ladders only

केवल औद्योगिक सीढ़ी का ही प्रयोग करें



Do not use Bamboo/wooden ladders
Only 1 person per ladder

बांस / लकड़ी की सीढ़ी का उपयोग न करें | केवल 1 व्यक्ति प्रति सीढ़ी



Use Flat trolley to transport plywood

प्लाईवुड को ले जाने के लिए फ्लैट ट्रॉली का उपयोग करें



Minimise on Manual handling work

मैन्युअल हैंडलिंग कार्य कम से कम करें



Use industrial extension plugs only

केवल इंडस्ट्रियल एक्सटेंशन प्लग का ही उपयोग करें



Do not overload sockets or use bare wires

सॉकेट पर अधिक भार न डालें | यानगैतारों का उपयोग न करें



Always wear appropriate PPE

हमेशा उपयुक्त पीपीई (PPE) पहनें



NO Entry with slippers

चप्पल पहनकर प्रवेश न करें

DO'S ✓ क्या करें

DON'TS X क्या न करें



Use a dust mask
डस्ट मास्क का उपयोग करें



Do not work without dust mask
डस्ट मास्क के बिना काम न करें



Wear a helmet
हेलमेट जरूर पहनें



Do not work without Helmet under live load
लाइव लोड के तहत हेलमेट के बिना काम न करें



Place Air compressors outside
एयर कंप्रेसर्स को बाहर रखें



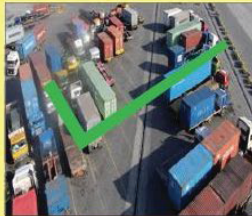
Do not use Air compressors indoors
एयर कंप्रेसर्स का उपयोग अंदर न करें



Use Eco friendly paint
इको फ्रेंडली पेंट का इस्तेमाल करें



Do not use Solvent and spray paint
साल्वेंट और स्प्रे पेंट का उपयोग न करें



Truck assembly
ट्रकों को सही तरह से खड़ा करें



Do not assemble on Pedestrian or at freight entry
पैदल यात्रियों या भाड़े वाली गाड़ियों के प्रवेश स्थान पर गाड़ियों न खड़ी करें।

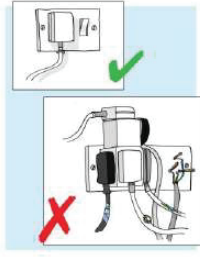
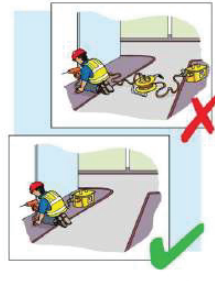


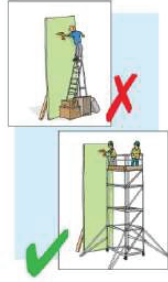

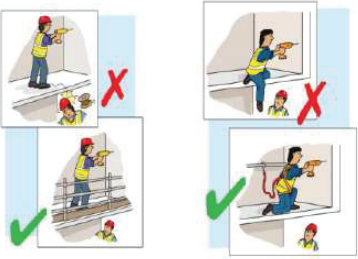




Handle glass safely
कांच को सुरक्षित रूप से संभालें



Unsafe glass handling
काँच को असुरक्षित तरीके से संभालना

If you have any questions about these rules please ask your supervisor or report to the Organisers Office.

<p>Safe electrical</p> 	<p>Trip hazards</p> 
<p>Vehicle Movement</p> 	<p>Fire Safety and waste removal</p> 
<p>Working on ladders</p> 	<p>Safe Lifting</p> 
<p>Working at height</p> 	<p>Manual handling</p> 
<p>Personal Protective Equipment</p> 	<p>Exposure to harmful materials</p> 