

**ALUMEX™ INDIA 2025**

**10-11-12-13 SEPTEMBER 2025**

**Bharat Mandapam  
(Pragati Maidan), New Delhi**

Organized By



**ALEMAI**  
ALUMINIUM EXTRUSION MANUFACTURERS  
ASSOCIATION OF INDIA

# EXHIBITOR MANUAL



## EXHIBITOR'S MANUAL

**ALUMEX INDIA-2025**, Bharat Mandapam (Pragati Maidan), New Delhi (INDIA)

### GENERAL INFORMATION

1. Exhibition: ALUMEX INDIA-2025 – First Ever Exhibition of Aluminium Extruded Profile & Section
2. Exhibition Date: 10 – 13 September 2025 (4 days of exhibition)
3. ITPO: Hall No. – 6 Bharat Mandapam (Pragati Maidan), New Delhi (INDIA)
4. Address: Bharat Mandapam (Pragati Maidan), New Delhi (INDIA)

Map: <https://g.co/kgs/cW5fG5N>

5. **The Exhibition Director**, along with the Official Contractors and onsite staff, will be stationed at offices or desks throughout the move-in, exhibition days, and move-out periods. They will be accessible to address inquiries, resolve issues, and provide assistance to Exhibitors. Any on-site matters impacting Exhibitors or contractors should be directed to either the Exhibition Manager or Hi Secure Exhibition Services Pvt. Ltd.

Exhibition Director:

Name – Mr. Navin Tyagi

Contact - 9810081777

Email - [navin@hisecureexhibitions.com](mailto:navin@hisecureexhibitions.com) / [events@hisecureexhibitions.com](mailto:events@hisecureexhibitions.com)

Site Manager – Mr Amandeep Singh

Contact : 9201237136

Email : [amandeep@hisecureexhibitions.com](mailto:amandeep@hisecureexhibitions.com)

### **6. Schedule & Exhibition Hours**

- (i) Pre-Exhibitions Days – 08<sup>th</sup> & 9<sup>th</sup> September 2025 – Working Hours 8 AM to 12 Midnight
- (ii) Exhibition Days – 10<sup>th</sup> & 12<sup>th</sup> September 2025 – 10 AM – 6 PM Exhibition time
- (iii) Exhibition Days – 13<sup>th</sup> September 2025 – 10 AM – 5 PM Exhibition time

### **7. Official Logistic Partner:**

Exhibitors can directly get in touch with the official Logistics partner for the freight purpose for the show for their logistics movement.

Company Name- R.E. Rogers

Name:- Mr. Girish Upadhayay

Contact Number: 8278727059/9667700383

E-Mail: [girish@rogersworldwideindia.com](mailto:girish@rogersworldwideindia.com)



**8. Official Stall Fabrication Company:**

(i) Shell Scheme Fabricator:

Company Name - Hi Secure Exhibition Services Pvt. Ltd.  
 Name:- Mr. Navin Tyagi  
 Contact Number | 9810081777 | 888268450  
 E-Mail: [navin@hiseecureexhibitions.com](mailto:navin@hiseecureexhibitions.com) / [events@hiseecureexhibitions.com](mailto:events@hiseecureexhibitions.com)  
 Website: [www.hiseecureexhibitions.com](http://www.hiseecureexhibitions.com)

(ii) Customized Stall Fabricator:

[Registered customized stall fabricator's list.pdf](#)

**NOTE:** Please note that the above list is final by the ALEMAI. The fabricators other than the list are also allowed but a refundable amount of Rs 50,000 has to be deposited with ALEMAI before Design approval.

**9. Admission And Registration:**

Exhibitors and attendees must register and receive a badge prior to entry of ITPO (Hall No. – 6 Bharat Mandapam (Pragati Maidan), New Delhi).

- (i) To register, please follow these steps For Exhibitor:
- (ii) Go to the following link: <https://alumexindia.ircvirtualexpo.com/>
- (iii) Log In to the portal
- (iv) Go to the “Exhibitor Badge”
- (v) Click on “Add Entry” to add the details
- (vi) Click Submit

**NOTE:** ALEMAI is currently in process of development of An Application for Exhibition for B2B meeting appointments and visitor interaction.

**10. Number of Exhibitor Badges Allotted as per Booth Size:**

S.No	Stall range	Entry Badges	*Complimentary Food Coupons from ALEMAI Committee	
			Senior Management	Staff
1	9 to 17 sqmt	Maximum badges 3	1	1
2	For stall size between 18 to 26 sqmt	Maximum badges 5	2	2
3	For stall size between 27 to 41 sqmt	Maximum badges 7	2	3
4	For stall size between 42 to 77 sqmt	Maximum badges 10	3	4
5	For stall size between 78 to 117 sqmt	Maximum badges 20	4	7



11. **Payment and the possession:** Booth possession will only be provided post the receipt of the full payment to the organizer towards your booth participation, Once the full payment received then and then the possession letters will be provided.

12. The exhibitor must display the brand/company name under which the stall booking was made. Exhibitors are not permitted to share their space with any other third-party company/brand, nor can they promote any other company from their stall; this is against the rules.

13. For ALUMEX INDIA-2025, we have introduced pre - scheduled meetings facility for our visitors and exhibitors by this visitor can arrange meeting with exhibitors online, hence provide your business category to upload on website.

**14. B2B Meeting Access –**

- (i) B2B meetings can be scheduled via the official mobile app (link will be available on Alumex India website).
- (ii) Visitors have to select the exhibitor and a time slot for the meeting.
- (iii) Once the exhibitor accepts, a meeting the meeting room is allotted or the vacant room can also be accessed physically during the exhibition.

**15. Overseas Exhibitors/Visitors :**

FORM	Purpose	MANDATORY/OPTIONAL
FORM 1	VISA INVITATION	OPTIONAL

**FORM – 1**

- (i) APPLICATION FOR INVITATION LETTER
- (ii) COPY OF PASSPORT BIO PAGE IS COMPULSORY - KINDLY SEND ALONG WITH THE FILLED IN APPLICATION

**NAME OF THE COMPANY:**

**ADDRESS:**

**BOOTH NO.:**

NAME AS IN PASSPORT	Passport NO	DATE OF ISSUE [dd/mm/yy]	DATE OF EXPIRY [dd/mm/yy]	DATE OF BIRTH [dd/mm/y y]	Place of ISSUE



## **16. Electrical Installation and Setup**

All the basic electrical set-ups will be provided by **ALUMINIUM EXTRUSION MANUFACTURERS ASSOCIATION OF INDIA** and their official vendors at the ITPO.

- I. Standard Booth: one power socket of 220v, 5-amp will be provided in 9 sqm shell scheme booth during the exhibition days.
- II. Raw / Fabricated booth: 1 kW power load is complimentary with the booth. For additional power load the exhibitors are requested to submit their power load requirement before 15th august 2025. the charges are mentioned below:
  1. 1 Kw (single phase connection) - 4000 + GST for 5 days
  2. 1 Kw (three phase connection) - 5500 + GST for 5 days

You may order power requirement, or extra plug point, extension wire or any other services related to electrical installation must be pre-ordered from the following link <https://alumexindia.ircvirtualexpo.com/>.

## **17. Booth Cleaning:**

During Exhibition period we will provide general cleaning of the standard booth will be provided by us. Raw stand / Fabricated booth will have to clean their booth via their official vendors. Organizer is responsible for the cleaning of aisle and public spaces only.

## **18. Services Badges:**

For the construction or the removal of the custom or fabricated booths exhibitor will have to apply for services badges well in advance and put the request at the registration counter during the preparation days and collect it from the same. You may be provided badges or the wrist bands for the contractors to work during pre-exhibition days or post exhibition time during dismantling of the booth.

Registration Manager – Mr. Nadeem  
Contact: 8368352220

## **19. Additional Furniture or Additional Requirements:**

For any additional Requirements related to the furniture, fascia etc or any other requirement for your booth assistance can be ordered online via following link: <https://alumexindia.ircvirtualexpo.com/> It is an online system like e-kart you can book it, order it and make payment online via various payment methods. For any further issues you may get connected our

On Site Manager –

**Name-** Ms Shilpi Kumari

Contact No- 8882682450

Email- [pragatimaidan.alumex@gmail.com](mailto:pragatimaidan.alumex@gmail.com)



## **20. Removal and Disposal of Construction Debris/Waste:**

During the move-in and move-out periods, material will be removed that can be broom swept. Any other material is deemed “bulk trash” and the removal of any/all such bulk trash, construction debris and waste are the responsibility of the exhibitor and/or their contractors.

## **21. Insurance General:**

The organizer obtaining general insurance for the exhibition, all the exhibitors should be aware that neither the Organizer or our vendor or security contractor nor any of their agents, officers or employees assumes any responsibility for Exhibitor’s property. Therefore, each Exhibitor should have an insurance policy covering their property and shipment during the exhibition and pre- exhibition days like move-in, Exhibition and move-out period.

Please note that the Organizer will not bear any liability for personal injuries, whether suffered by an Exhibitor or his/her employees, contractors or business invitees. Nor will they be liable for any loss or damage to the property of an Exhibitor or his/her employees, contractors or business invitees due to fire, robbery or accident or for any damage to the exhibition centre (Hall No. – 6 Bharat Mandapam (Pragati Maidan), New Delhi) caused by the Exhibitor, their staff and/or their Contractor. The Exhibitor will be liable for any and all such damage and/or claims.

## **22. Loss or Damage of Property:**

Safety and security are top priorities at the Exhibition. There is a Security Team operating 24 hours near the gate of Exhibition Hall managed by the **Aluminium Extrusion Manufacturers Association of India** as well as the overall ITPO (Hall No. – 6 Bharat Mandapam (Pragati Maidan), New Delhi) is managed and secured by ITPO Security staff where you may direct any inquiries regarding theft or lost and found. Exhibitors must be prudent to secure and store all valuables, materials, equipment and any other items that could be damaged or become lost throughout Expo move- in, Exhibition and the move-out.

Please note that the organizer & ITPO (Hall No. – 6 Bharat Mandapam (Pragati Maidan), New Delhi) will not be held responsible or liable for any lost or damaged items.

## **23. Security**

Although a twenty-four-hour security service will be in operation throughout the show, Exhibitors should take all possible precautions to minimize loss or damage to the equipment outside of show open hours.



#### **24. Labor Hired/Temporary:**

Construction labour or stand staffing may be arranged through R.E. Rogers additionally to make arrangements for fork lift, hydra, cranes and temporary labour or staff, please contact us on

Contact Person : Mr. Girish Upadhayay  
Contact Number : 8278727059/9667700383  
Email : [girish@rogersworldwideindia.com](mailto:girish@rogersworldwideindia.com)

#### **25. Storage And Removal of Waste Materials**

The Organizer is unable to provide in-hall storage facilities for packing cases, surplus materials or other property of the exhibitor. The Fire Authority regulations prohibits surplus stores being placed behind perimeter booths and service access areas, other than the equipment needed to run the Exhibition, and those provided by the Official Contractor.

**26.** During the move-in and move-out days of the Exhibition, the aisles of the hall must not be obstructed with packing and construction materials, debris or waste. Contractors building or removing a custom booth or booth interiors are responsible for removing their own building waste and trash from the site at the end of each day and at the conclusion of the expo. Painting and sawing can only be carried out at certain designated areas. Please contact our services or the Exhibition Service Manager for more information.

**27.** During the removal of the booth and the material Exit passes will be provided by the organizer, official sign and stamped exit passes will only be allowed to go out of the premises.

**28.** At the end of the Exhibition, custom stand contractors must begin to pack valuables and loose materials, remove the stand, all waste materials and trash from their clients' booth and must be completed by Midnight on the same day. Should they fail to do so, or if the Organizer believes they will not be completed in time, the Organizer will instruct to remove the exhibit at the Exhibitor's expense.



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## EXHIBITOR CHECKLIST

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### **Important Contacts:**

- I. Exhibition Managers:  
Contact Person :  
Contact Number :  
Email :
  
- I. Admin Manager
- II. Contact Person –
- III. Contact Number |Email:

### **Checklist**

- I. Booth Reservation
- II. Floorplan Stall Selection
- III. Fill-up the booking form
- IV. Process the full amount (100%) of stall before July 31<sup>st</sup> 2025
- V. Process the badges and other booking related formalities with the organizer
- VI. Process the extra orders from the portal if you wish to Claim the possession letter & Visa letter

## **BOOKING FORM**

Booking form is the important thing along with the exhibition participation, Exhibitor is fully liable to fill-up the form and finish the related formalities.

<https://alumexindia.ircvirtualexpo.com/> is the link to full-up the booking form.

While filling-up the booking form you are creating a login account to execute the further process related to exhibition like

- I. Ordering exhibitor badges
- II. Extra furniture requirements
- III. Extra manpower requirements
- IV. Additional Electricity requirement
- V. Booth Fascia name (in case of Standard Stall)
- VI. Memento / certificate name for the participation
- VII. Exhibitor's catalogue information and contact information for the directory
- VIII. Exhibitor's logo for the directory
- IX. ALEMAI is currently in process of development of An Application for Exhibition for B2B meeting appointments and visitor interaction.



## EXHIBITION HALL ACCESS AND HOURS

<b>OPERATION SCHEDULE</b>		
<b>BUILD UP / MOVE-IN</b>		
08 <sup>th</sup> September 2025	9.00 am	Floor markings & arrival of building materials at Hall No. 6
	10.00 am	Exhibitors are requested to collect badges from the registration
	10.00 am	Material Move in
	10.30 am	Building of Organiser's Shell Scheme Stands & Electrical Installations
	11.00 am	Custom Stands Construction will be allowed
	02.00 pm onwards	Entry of the machines and instrument will be allowed from service entry
9 <sup>th</sup> September 2025	7.00 am	Build-up continues
	12 mid night	Final call for work completion
10 <sup>th</sup> September 2025	3.00 am	Work will be forced to stop if incomplete, cleaning & carpet removal will start.
<b>SHOW DAYS</b>		
10 <sup>th</sup> September 2025	9.30 am	Exhibitors will be allowed to get entry
	10.00 am	Visitors will start taking entry after registration & Inauguration will start in the inauguration area
	6.30 pm	Visitors' registration closes
11 <sup>th</sup> September 2025	10.00 am	Visitors will start taking entry after registration
	6.30 pm	Visitors' registration closes
12 <sup>th</sup> September 2025	10.00 am	Visitors will start taking entry after registration
	6.30 am	Visitors' registration closes
13 <sup>th</sup> September 2025	10.00 am	Visitors will start taking entry after registration
	5.00 pm	Visitors' registration closes
<b>TEAR DOWN / MOVE - OUT</b>		
13 <sup>th</sup> September 2025	6.00 pm	Machines packing and movement will be allowed to Move- out from Service gates & Booth structure tear down. Teardown of Organiser's Shell Scheme Stands
	11.59 m	Teardown must be completed and all the materials must be moved out of the halls. Halls will be closed and cleaning will

- i. On exhibition days, exhibitors are permitted to enter the exhibition hall 1 hour before and stay 1 hour after official event hours. Exhibitors requiring to start earlier/stay later must obtain prior permission from the Organiser for

security reasons. Only Exhibitors with valid exhibitors' passes are allowed entry to the Exhibition Hall before and during Exhibition hours.

- ii. Exhibitors are requested to take care of all their personal belongings including bags and passports.
- iii. Exhibitors can have an easy access to the restaurant with in the exhibition premises during working hours and restaurant timings.
- iv. Damage to the any properties of the organizer or the ITPO will not be tolerated and will be fined to exhibitor.

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## EXHIBITION GENERAL RULES & REGULATIONS

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### **Aisles**

Exhibitors are not permitted at any time to obstruct or allow the obstruction of any aisle space, or obstruct access to emergency exits, fire hose and fire extinguisher cabinets and building control access doors or panels, etc. Any encroachment into public aisles from an assigned stand area is strictly prohibited. The Centre reserves the right to have anything obstructing or restricting access to the above items removed at the exhibitor's cost, without any liability for loss or damage.

### **Flying Objects or/& Balloons**

Remote-controlled flying objects are not permitted in the exhibition booths or at exhibition area as it is a government premises and security concerns must be followed.

Balloons & Helium-filled balloon displays and other inflatable items must be approved with organizers well before the time and priority.

### **Care of Building**

No attachment, fitting, equipment or device is allowed to be affixed to or suspended from any structure of the building as this can damage the structure of the building.

### **Electrical Installation, Compliance and Fire Safety**

For exhibitions, electrical equipment for the booth will be installed by the electrician wiring contractor appointed by the official show contractor.

Exhibitors must include sufficient electrical sockets to serve all of the equipment on the stand. The uses of block sockets for multiple plugs are not permitted. The right to withhold connection of power to a stand or to shut off power to a stand, which is does not comply with the electrical safety requirements or if it is deemed to be unsafe.



### **Exhibitors' Loading and Unloading Procedures and Freight**

- i. Exhibitors' exhibit materials must enter and exit through the approved loading docks & Service gates.
- ii. Exhibitors will be allowed to hand carry items in or out of the exhibition halls during move-in and move-out days. Booth possession letters will be issued to exhibitors which will be utilised for entering the loading docks by the show organiser.
- iii. Exhibitors will be required to go to the cargo parking to queue for unloading in the dock area. Exhibitors will not be allowed to unload at the loading dock area without going to the cargo parking first.
- iv. Access to exhibition halls will be via service entries and will be under the supervision of the organizers and their official vendors.
- v. Should exhibitors need assistance with load in/out, they will be referred to the appointed official show freight forwarder at which time fees may apply.
- vi. Vehicles are allowed to load/unload only and may not park in the loading dock area, once vehicles are unloaded; they must be moved to alternate parking locations.
- vii. Upon the close of the exhibition, there will be a 1-hour allowance for removal of hand carry exhibits. Exhibitors can load the hand carry exhibits to their vehicles in the loading dock area during breakdown.
- viii. Exhibitors will be brought to the dock from the cargo parking on a first come-first served basis in combination with the trucks and van lines coming to pick up exhibitor freight.
- ix. Use of own forklift, tow motors, cranes, dollies, pallet jacks are not allowed under any circumstances.
- x. For exhibitors have any concerns regarding timing, shipment and transportation, please contact the official freight forwarder.

### **Official Logistic Partner:**

Contact Name:- Mr. Girish Upadhayay  
Company Name:- R.E. Rogers  
Contact Number:- 8278727059/9667700383  
E-Mail: [girish@rogersworldwideindia.com](mailto:girish@rogersworldwideindia.com)

- Advance deliveries and freight shipments are not permitted prior to the move-in date.
- It is important to ensure that sufficient move-in and move-out time is allocated.
- The ITPO (Hall No. – 6 Bharat Mandapam (Pragati Maidan), New Delhi) Exhibition centre does not have onsite storage and cannot accept freight and shipment on behalf of exhibitors.
- In the event that the exhibits (e.g. machinery, tool and equipment) required to be move-in/out and cannot be hand- carried, the official show freight forwarders must be engaged to handle them by using the correct tool and method. The services of which will be chargeable by the official show freight forwarder or on-site movement partner.



### **Space Not Occupied:**

- i. Every exhibitor shall occupy the full stand area booked by him.
- ii. Should an Exhibitor fail to take up the stand allocated to him, the producers reserve the right to deal with the booth so unoccupied as they think fit.

### **Machines and Equipment**

- i. Exhibitors who wish to display machines and equipment must have the display machines' weight assessed to conform with ITPO (Hall No. – 6 Bharat Mandapam (Pragati Maidan), New Delhi) requirements. For exhibits on the floor; display machines exceeding two (2) tonnes must not be placed directly on the platform of the booth but on the concrete floor instead. Display machines that exceed the floor loading will not be allowed.
- ii. If approved by the organizer, adequate protection must be provided to the existing carpet prior to placement of the display machines. The above requirements are mandatory for health and safety reasons.

### **Sound (Noise) Levels**

- i. Objectionable sound devices may not be used. Exhibitors are advised that any audio system or electrical device that produces irritating, intermittent and/or sequential sounds/noise is not permitted without prior approval from the show organiser.
- ii. Exhibitors should be considerate of neighbouring exhibitors when operating any machine, appliance and sound system.

### **Promotion Materials**

- i. Exhibitors are not allowed to display and stick their promotion materials in any public area, walls, hall aisle space or obstruct access to emergency exits, fire hose and fire extinguisher cabinets and building control access doors or panels.
- ii. Promotional floor stickers are not permitted on permanent carpeted floors, concrete and marble floors or walls.
- iii. The organizer reserves the right to have anything obstructing or restricting access to the above-mentioned areas and/or items removed at the exhibitors' cost, without liability for loss or damage.

### **Soliciting/Demonstrating**

- i. Canvassing, exhibiting or distributing advertising matter outside the designated exhibition area is prohibited.
- ii. Solicitation or demonstrations by an exhibitor must be confined to the exhibitor's own booth.
- iii. Exhibitors should be considerate of neighbouring exhibitors when soliciting attendees to visit their booths.
- iv. Distribution of an exhibitor's printed advertisements must be done within the exhibitor's own space. No exhibits,
- v. displays or advertising material of any kind will be allowed in the ITPO public areas, basement parking or hallways.



- vi. Aisles in front of the booths must be kept clear. Enough space must be allocated within each exhibition booth for attendees to browse or watch product demonstrations.
- vii. Any activity that causes attendees to congregate in the aisle or in adjacent exhibition booths will be curtailed or cancelled.

### **Raw Space Stand Guidelines and Approval**

- i. All raw space exhibitors are required to submit their stand design for inspection to ensure that it meets the requirements outlined in the organizer's Guidelines.
- ii. All space exhibitors are required to submit their stand design for approval to ensure that it meets the requirements outlined by the organizer's Guidelines as well as the Stand Design Guidelines set out by the show organizer.
- iii. The stand itself must have the correct dimensions to fit the allocated stand space.
- iv. The following information must be submitted for space stands:-
  - Detailed scale drawing with proposed 3D design, detailed dimensions and height including plan views and elevation.
  - Description of materials to be used for the stand construction.
  - A plan showing its locations within the exhibition.
  - A risk assessment, to include fire hazards and method statement.

### **Build Height:**

The maximum build height in Hall is 4 Mtr ~ 13 ft No structure beyond 4 meter (13ft) structure will be allowed to erect. The total height (4 Mtr) includes booth wall and the elevation or elevation of the logo.

Booth with double deck / Mezzanine floor is not allowed. The hanging/rigging from the ceiling of the hall is not allowed by ITPO/Organizers.

### **Stand Cleaning**

- i. Exhibitor is fully responsible for cleaning their stands and exhibits.
- ii. If you have any specific requirement on waste disposal especially paint, grease and oil, please contact the organizer to discuss correct disposal methods.
- iii. To order this service please contact Exhibition Services & Admin staff.

### **Smoking Policy**

- i. Smoking is prohibited in the ITPO (Hall No. – 6 Bharat Mandapam (Pragati Maidan), New Delhi) ITPO except free smoking area/zone.
- ii. All public areas, inclusive of Foyers, Registration Counters, Cafe, Organiser's Office, Restrooms, Hospitality Lounges and Exhibition Halls are designated as non-smoking zones.
- iii. Hirer/ show organiser agree to use their best endeavours to ensure that their exhibitors, patrons and visitors comply with the policy.

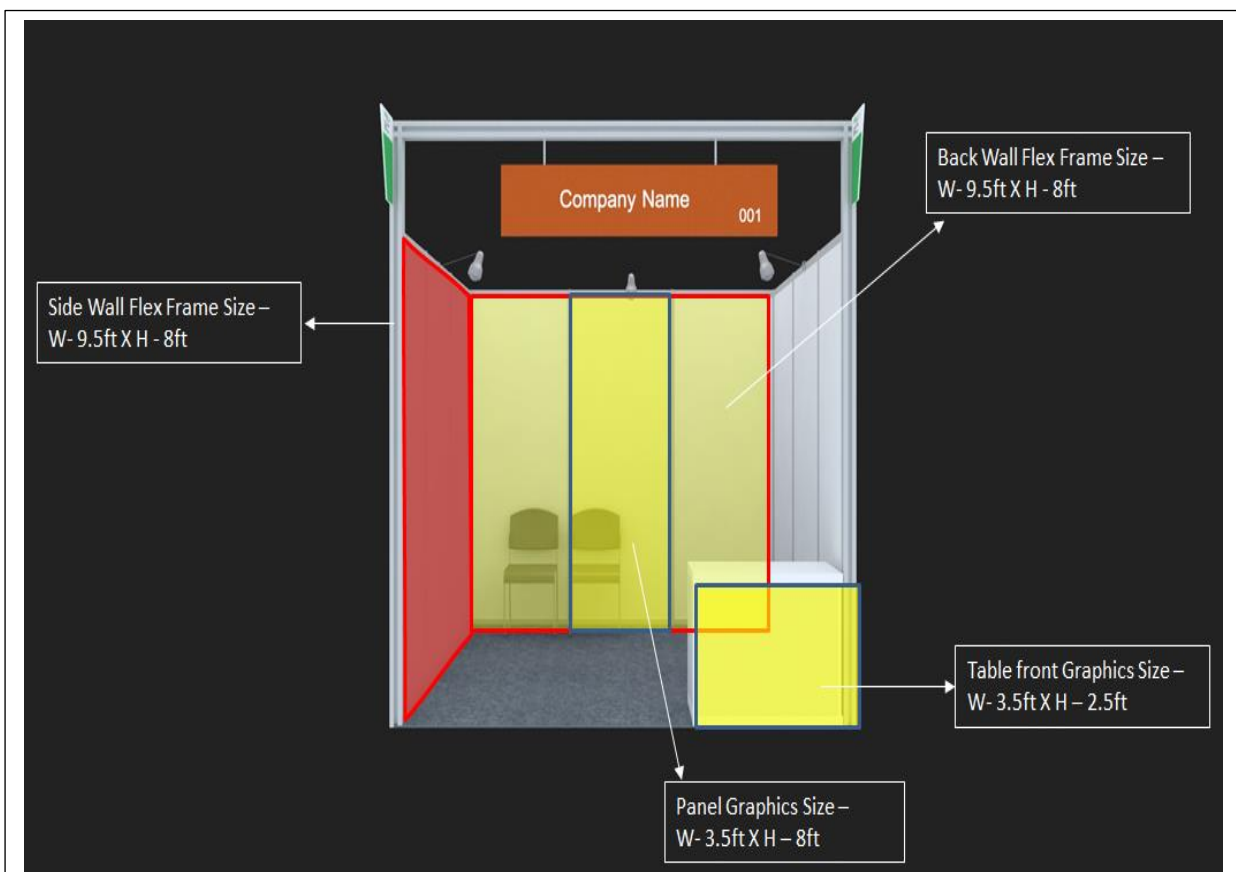
## Damages

- i. The Exhibitor is responsible for any damage to the ITPO caused by its employees, contractors, sub-contractors, service providers, agents and exhibitors.
- ii. The cost of repair and replacement will be evaluated by the ITPO & the organizer, Charges will be charged to the Exhibitor on case of damage caused by its employees, contractors, sub-contractors, service providers.

## BOOTH TYPES AT THE EXPO

### Maxima Shell Scheme Information & Regulations:

- Each 9 sqm standard shell scheme stand includes:
- 2.5 m high wall and dividing wall partition with white laminated in-fill panels.
- Each wall panels have width of 1 mtr
- One (1) 5-Amp, single-phase power point.
- Three (3) LED spotlight
- Overhead fascia panel with company's name and stand number.
- Two (2) visitor's chairs.
- One (1) Laminated table (1000mmL x 540mmD x 760mmHt)
- Carpeted floor
- One (1) Dustbin
- Additional power to be ordered by the exhibitor to run any machine or instrument



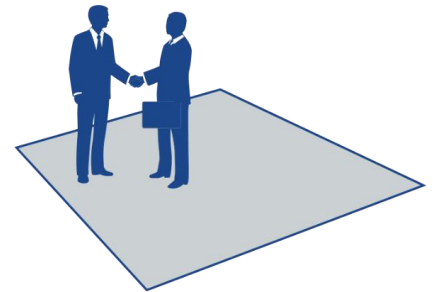


### **The following Regulations must be observed:**

- No additional stand fitting or display may be attached to the shell stand structure i.e. no nailing or drilling is allowed.
- No painting or No industrial bond on the shell stand panels is allowed.
- No freestanding structure may exceed the height of 2.5 meters or extend beyond the boundaries of the site allocated.
- Wall panels must not be damaged in any case
- Stickers or two sided tapes can be used to mount the banners.

### **Raw Space Stand (for custom booths)**

- Exhibitors wishing to build Custom Booths can reserve unfurnished space within the exhibition area.
- The rental of floor space only. It does not include any utilities, services, walls, carpet or furnishings.
- Exhibitors will be required to set up their booths at their own costs, including construction and operation fees, electricity, etc.
- For security reasons, exhibitors cannot occupy areas such as corridor back parts, emergency exits and storage. All exhibits must be kept contracted booth boundary.



### **Internet Service**

- If you require internet then you must inform the organisers in advance as internet is an additional service provided by ITPO on chargeable basis. You are requested to send your request before 15th August 2025 to the concern.

### **Water & Drainage Services**

- ITPO (Hall No. – 6 Bharat Mandapam (Pragati Maidan), New Delhi) ITPO do not provide any water line or drainage line within the stall, exhibitors are requested not to take this in their inclusion as stall design.

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## PAYMENT POLICY & BOOTH POSSESSION

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### **Payment Policy**

- i. Full payment must be made before 31<sup>st</sup> July 2025, if the payment is due admin team will not provide stall possession letter and work at the booth will be obstructed.
- ii. All payments must be made in full with the submission of your order for any extra services requested to the organizer.
- iii. Payment must be made within the provided bank details in the proforma invoice or invoice provided by the organizers, any mis-payment will not be the liability of the organizer.
- iv. Organizer will provide you the payment receipt along with GST invoice or bill of supply for



the account purposes.

- v. Payment should be made in favor of “**ALUMINIUM EXTRUSION MANUFACTURERS ASSOCIATION OF INDIA**”
- vi. The payment of tax as applicable to the concerned Authorities will be the direct responsibility of the exhibitors. Tax will be charged extra as per existing norms of Government of India.

### **Cancellation Charges**

50% of total participation charges will be considered as a forfeiture amount, if cancellation is done before 31<sup>st</sup> July 2025. For any cancellation thereafter, 100% participation charges will be considered as forfeiture amount.

### **Default On Payments**

- The producers reserve the right to cancel any reservation of space in the event of an Exhibitor not having paid the dues of rental charges as stipulated on the rate card.

### **Stall Allotment/Possession**

- Booth will be allotted on a first-come-first serve basis.
- 100% Advance payment is applicable for all exhibitors. All Payments must be done in favor of **ALUMINIUM EXTRUSION MANUFACTURERS ASSOCIATION OF INDIA** only. Post full payment of the participation charges possession letters & Visa invitation letters will be issued to exhibitor.
- Allotment of booth(s) will be made at the sole discretion of the producers.
- The booth(s) allotted will be used solely by the participants for display of goods noted in their application form. Sub-letting of booth(s) or displaying goods not covered by the original application will not be allowed.

### **Stand Alteration:**

- No alteration to the size or position of an Exhibitor's stand is permitted without the prior written approval of producers.
- The producers reserve the right to modify the layout of booth sites and gangways.
- The producers reserve the right to require Exhibitors to make such alterations to their booths, as to the setting of exhibits as they reasonably feel necessary to maintain an acceptable standard of presentation or to avoid interference with the displays of other Exhibitors.
- Conversion of an allocated shell scheme site, to free design is not permitted.
- While reasonable fixings may be made to the flush plywood walls of the shell scheme, no alterations to the fascia structure or the format is permitted. Any attempt to do this will involve the re-installation of the original structure at the expense of the Exhibitor or his agent.
- Booths may not overhand the allotted area, nor are any obstructions permitted on gangways, fire points, extinguishers, or emergency exits.



- Designers are particularly requested to avoid design which block or box in other Exhibitor booths.

### **MOVE-OUT & EXIT PASSES**

- After the completion of the last day of the exhibition, Exhibitors are requested to start wrapping-up their materials on time and request to guide their service providers to start dismantling their booth and branding from the stalls.
- Exhibitors are requested to collect Exit passes/form from the organizer's office or from the registration counter for the move- out of the materials, Exhibitors can also collect the passes/form for their official vendors.
- Exit passes/forms must be collected, filled as per the details and **must be** signed and stamped from the organizer, exit passes without sign and stamp from the organizer will not be allowed to move goods out of the ITPO premises.

### **MODE OF TRANSPORTATION**

#### **Methodology - All material trucks for Alumex India 2025 construction days (before the show)**

- i. Entry of Cargo Trucks is schedule after 11 PM on 7th September 2025
- ii. Exhibitors would have to ensure entry of Trucks from allotted gate only, which is Gate No 1.
- iii. Gates No 1 is allotted for entry, based on the location of the Hall. Truck driver must carry the pass attached on the below page.
- iv. Thereafter the truck can proceed towards Pragati Maidan and enter from the allotted Gate.

#### **Mode of Transportation to Pragati Maidan 10-13 September 2025**

- i. Mode 1 (Passengers)
- ii. Supreme Court Metro Station. Nearest gate of ITPO is, gate no 10.
- iii. Mode 2 (Passengers)
- iv. Taxis – Direct to Pragati Maidan Gate no 4 or 10
- v. Mode 3 (Passengers)
- vi. Private Vehicles – Direct to Basement Parking 1 , Pragati Maidan with valid Parking sticker
- vii. Public /Exhibitors Car Parking (Basement – 1) Entry with Valid Sticker or paid parking is available.
- viii. Essential Service – Entry from Gate no. 1, Pragati Maidan
- ix. Buses from Various Places Pragati Maidan Gate no. 1

#### **Dismantling Advisory for Trucks on 13 September 2025 (night)**

- i. Truck can enter the ITPO from Gate No 1 for dismantling.
- ii. As you are all aware, we have scheduled overnight dismantling of stalls, to ensure the safety and smooth conclusion of the event, we advise you not to rush to enter your vehicles into the ITPO.
- iii. We also request you to please share this advisory with your fabricator, transporter, and other relevant personnel in a timely manner to avoid any hustle or confusion.

## India Trade Promotion Organisation Material Entry/ Exit Slip

Name of the Fair/Exhibition \_\_\_\_\_ OR SERVICE PROVIDER \_\_\_\_\_  
Date: \_\_\_\_\_ M/s. \_\_\_\_\_ (name of Exhibitor/Service Provider)  
is participating / providing services / executing work (please tick relevant entry) in the above fair at  
Stall No. \_\_\_\_\_ Hall No. \_\_\_\_\_ at in Bharat Mandapam. Exhibition Goods / Materials is  
being transported inside/outside Bharat Mandapam in Vehicle No. \_\_\_\_\_ / by Hand.

I hereby declare that the exhibition goods/material whose description is given below belongs to me/my organization and are meant for display/use in the exhibition/ providing services only. I undertake full responsibility for these goods and will be liable for any consequences, in case found otherwise.

Number of Packets/ Cartons: \_\_\_\_\_

Brief Description of Exhibition Goods / Materials \_\_\_\_\_

Signature of Participant/Service Provider with Rubber Stamp \_\_\_\_\_  
Name \_\_\_\_\_  
Company \_\_\_\_\_  
Contact Phone No. \_\_\_\_\_

Countersigned by Authorized Signatory of the Organisor \_\_\_\_\_

Name \_\_\_\_\_

### Note:

1. At the time of Entry to/from Bharat Mandapam, material Entry/Exit Slip must be submitted in duplicate at Security Gate. One copy will be retained at the Security Gate and second copy will be sent by ITPO Security staff to ITPO Facilitation Centre/CCR daily.
2. No material whether in a vehicle or by hand will be allowed without submitting the material Entry/Exit Slip at ITPO Security Gate.
3. ITPO Security Staff on Duty at the Entry Gate will receive two copies with date/time of Entry/Exit Gate No.
4. Third copy of Material Entry/Exit slip will be retained by Exhibitor/Service provider for their record.

