

India Trade Promotion Organisation

Pragati Bhawan, Pragati Maidan, New Delhi – 110 001

GUIDELINES for

India International Trade Fair (IITF), New Delhi

Index:

Contents	Page No.
I. Shell Scheme Guidelines	2
a. Architectural Guidelines	2
a. Engineering Guidelines	2
II. Bare Scheme Guidelines	2
a. Architectural Guidelines	2
i. Bare Scheme for Individual Stalls	2
ii. State/Ministry/Board Pavilions inside ITPO Halls	3
III. PERMANENT STATE/MINISTRY PAVILIONS Guidelines	3
a. Architectural Guidelines	3
Annexure- 'A' (Request For Scrutiny Of Drawings)	5
Annexure- 'B' (Engineering Guidelines)	6

I. **SHELL SCHEME Guidelines:**

Architectural Guidelines:

Part/feature/branding/projection/furniture should neither go beyond 2.4m height nor outside allotted area in case of Shell Scheme.

Engineering Guidelines:

1. Additional display aids/furniture may be procured from the construction/decoration companies appointed by ITPO on payment as per approved rates displayed on their Website.
2. Fire hazard materials like thatch, dry grass and other similar inflammable material are not permitted to be kept inside the stands.
3. No gas stove and other implements using live flame are to be used for purpose of any demonstration.
4. Extension of electrical wiring from power/light plug for multiple use is not permitted.
5. The sound level inside the hall/stand/pavilion is to be regulated for the general comfort of all exhibitors and visitors. The sound level should not exceed 70 decibel.
6. Nailing on the partition walls is not allowed. Cost for damage to partition panels on account of nailing etc. would be covered from participants.
7. Participants must refrain from altering the shell stands on their own.

II. **BARE SCHEME Guidelines:**

Architectural Guidelines:

Checklist of documents that need to be submitted to Architecture Division for approval for Bare Scheme and Permanent State/Ministry Pavilions:

- i. Cover Letter (preferably on Letter Head) as per Annexure-A enclosed.
- ii. Plan/Layout with dimensions and material specifications;
- iii. Elevation and Façade details with dimensions and material specifications;
- iv. Coloured Views with dimensions and material specifications;
- v. The drawing submitted should be legible and preferably coloured on A3 size paper.
- vi. Structural Stability certificate from qualified Structural Engineer, wherever needed.

A. Bare Scheme for Individual Stalls:

1. All necessary documents must be submitted to Architecture Division latest by 15th October for approval.
2. No Bare space is allowed of area less than 50.0m².
3. Dimensions allotted should strictly be followed.
4. Side facing passage should be transparent or translucent.
5. General height of stall should not exceed 2.4m and display aids/lights etc. should not exceed 3.0m. Feature/logo/branding can go uptill the height of 4.0m (feature/branding should not be on entire side wall and should be central feature only).
6. Fire retardant paint to be used on wooden members.
7. Side of the small feature if any facing the neighbouring stall shall be finished properly (from outer side) and no branding allowed on this side. No structural support shall be taken from neighbouring stalls.
8. Mezzanine construction inside Halls is STRICTLY NOT ALLOWED.
- ✓ 9. To prevent glass impact injuries at locations where Sill Height is <0.75m, use only Toughened/Laminated safety glass or provide residual protection. In Horizontal or sloped glazing or glass used as balustrade, parapet or a railing, only Laminated safety glass to be used.

- ✓ 10. Clear glass panels capable of being mistaken for an unimpeded path of travel should be marked to make them visible by incorporating manifestation.
11. Peripheral passage near hall's wall should NOT be occupied strictly by the participant for any purpose/material/empty box etc.
12. a. A team of ITPO shall visit all stalls and penalty deemed fit may be imposed on the participant in case of violation/deviation of any ITPO rule.
- b. Encroachments in the passage area, floating in nature shall be treated as non-compliance of ITPO's guidelines. In case, encroachments are not removed, even after the notice of the Hall Master, two actions shall be taken - disconnection of electrical connection can be done including penalty and participant can be debar from future participation.
- c. After paying above penalty the stall design/drawing has still to be as per approval of Architectural Division, ITPO.
- d. Compliance to all Architectural & Engineering guidelines (Annexure-B) shall be confirmed before starting construction.
- e. In case of any dispute or difference of opinion, the decision of CMD, ITPO would be final and binding.

B. State/Ministry/Board Pavilions inside ITPO Halls:

1. All necessary documents must be submitted to Architecture Division latest by 15th October for approval.
 2. No passage should be less than 4.0m and proper traffic flow to be ensured.
 3. Direct clear access of atleast 1.0m wide to all fire safety equipment, emergency exits, fire escape stairs & electrical panels etc. to be left.
 4. Only fire proof/retardant material should be used for construction & Decoration.
 5. General height of stalls should not exceed 2.4m. Only a feature/logo/branding can go upto the height of 4.0m.
 - ✓ 6. To prevent glass impact injuries at locations where Sill Height is <0.75m, use only Toughened/Laminated safety glass or provide residual protection. In Horizontal or sloped glazing or glass used as balustrade, parapet or a railing, only Laminated safety glass to be used.
 - ✓ 7. Clear glass panels capable of being mistaken for an unimpeded path of travel should be marked to make them visible by incorporating manifestation.
 8. Compliance to all Architectural & Engineering guidelines (Annexure-B) should be confirmed before starting construction.
 9. For any violation ITPO shall be free to take punitive action including disconnection of electrical and water supply.
- Joint inspection of Committee of ITPO Officers and representative of the Pavilion shall be done. Penalty deemed fit may be imposed by Committee on the Pavilion in case of violation/deviation of any ITPO rule.

III. PERMANENT STATE/MINISTRY PAVILIONS Guidelines:

Architectural Guidelines:

1. All necessary documents must be submitted to Architecture Division latest by 15th September for approval.
2. No passage should be less than 4.0m and proper traffic flow should be ensured.
3. Direct access to all the electrical panels and services like toilets etc. and fire installations like Hose Reels & MCPs should be ensured.

4. Provision of sufficient number of emergency lights to ensure safe public movement in case of power failure.
5. The façade element covering entire building face in front/side should be minimum, i.e. it should not be more than 600mm beyond the building wall/line. The elements of theme at/near façade should be of minimal mass.

Structural Stability certificate from qualified Structural Engineer needs to be submitted to Architecture Division for all intended temporary work including façade work.

6. Open setbacks around the Pavilion Building Line are meant for movement of fire tenders in case of any emergency. Therefore, it is essential that these setbacks are left totally free of obstruction, levels and temporary blockades, stalls, etc.
 7. No extension or projection is permissible outside Pavilion Building Line. The façade elements should not go beyond the height of the permanent structure of the Permanent State Pavilion and its adjacent pavilion.
 8. The Public passage/Pedestrian Path in front/side of the Permanent State Pavilion or joining two adjacent Permanent State Pavilions must be kept free and no blockage or construction or tiling or flooring or level difference in levels should be done on it.
 9. The building façade work should not be removed, so that the building would not give a shabby look post-IITF.
 10. The occupants of Bare Space areas shall be bound to provide a finish look to the exposed areas to avoid unpleasant look. Normally, it has been observed that the Bare Space participants are only taking care of their interiors and forgetting to give treatment to the outer area, which has been found sometime remain exposed to the passage side and it has to be covered with purely temporary arrangement.
 - ✓ 11. To prevent glass impact injuries at locations where Sill Height is <0.75m, use only Toughened/Laminated safety glass or provide residual protection. In Horizontal or sloped glazing or glass used as balustrade, parapet or a railing, only Laminated safety glass to be used.
 - ✓ 12. Clear glass panels capable of being mistaken for an unimpeded path of travel should be marked to make them visible by incorporating manifestation.
 13. Compliance to all Architectural & Engineering guidelines (Annexure-B) should be confirmed before starting construction.
 14. For any violation ITPO shall be free to take punitive action including disconnection of electrical and water supply of the Permanent State Pavilion and to impose and collect fine/penalty from the Permanent State Pavilion or its governing body/government.
- Joint inspection of Committee of ITPO Officers and representative of the Permanent State Pavilion shall be done. Penalty deemed fit may be imposed by Committee on the Permanent Pavilion in case of violation/deviation of any ITPO rule.