

India Trade Promotion Organisation

Pragati Bhawan, Pragati Maidan, New Delhi – 110 001
Tel.: 91-11-23371540 (EPABX), Fax: 91-11-23371492, 91-11-23371493
E-mail: info@itpo.gov.in, Website: <http://indiatradefair.com>

PUBLIC SAFETY MEASURES AND DESIGN GUIDELINES

Third Party Events in Pragati Maidan, Delhi

August 2016

- Third Part Organisers are required to submit drawings & documents as mentioned below, either **by e-mail (preferred) or in Hardcopy**, to the concerned BDD officer for submitting for comments of Architecture Division ITPO, **atleast 15 days before** start of tenancy of the fair/event:
 - a) Scanned Cover Letter on Company Letterhead, as per Annexure-A enclosed;
 - b) Plan/Layout with dimensions (preferably with grid);
 - c) Details of mezzanine stalls, their design & Structural stability certificate (if applicable);
 - d) Any outside hall construction or decoration;
 - e) Any special request for approval, if any.
- If submitting by mail,:
 - subject of the mail needs to be as follows:
Third Party Event Event name in Hall no. during event dates
 - format of attached documents should be in JPG, JPEG, PNG, PDF or DOC formats only.
- No allotment or approval of stall or order of material/construction should not be given before approval of layout by ITPO

Following are general design guidelines for Third Party Events in Pragati Maidan, Delhi:

1. No passage should be less than 3.0m for B-to-B & 4.0m for B-to-C fair.
2. Proper public movement/flow should be ensured, leading directly to all entry/exits.
3. No structure may be erected in front of entire width of emergency exits & electrical/fire safety installation.
4. In Hangers, temporary entry/exit doors may be kept 2.0m wide in case of public entries.
5. Provision of emergency lights, emergency exits, fire retardant paint on wooden members/combustible material.
6. Direct access (1.0m wide passage) to all the electrical panels, fire safety equipments and services like toilets etc. as shown in the drawing.
7. Peripheral passage 1m wide, should be free from any storage/construction. No storage is allowed inside Halls. Responsibility of safety & adherence to norms of individual stalls lies with Organizer.
8. No feature/logo should go beyond the following height:
 - a. Hall 2-5, 6, 14 & 18: 6.0m
 - b. Hall 7, 8-11 & 12-12A: 5.0m

The above height is further subject to being atleast 1.0m below ceiling.

9. Electric cables/wiring may be covered properly under PVC/wooden boxes (fire retardant).
10. Drawing for mezzanine construction and structural stability certificate in respect of mezzanine from qualified structural engineer to be submitted. Rental for mezzanine area, including stairs, may be charged as per prescribed rates.
11. No construction in Entry/Interlocking lobby, except for Registration Counter, that too away from passage/doorway.
12. Any construction in form of stall, branding, registration gate or display shall not be directly on the road & are to be on the designated places.
13. Compliance to all Fire safety, Engineering and Architectural guidelines.
14. Approval/NOC from Delhi Fire Service/Traffic Police to be obtained.
15. No construction areas in Foyers:
 - a. Hall 7: No commercial use & further subject to approval of Layout
 - b. Hall 8 - 9: NIL
 - c. Hall 9 - 10, 10-11, 12-12A: 12.0m from inner doorway in Foyer & either side of Foyer and further subject to approval of Layout
 - d. Hall 18: No commercial use & further subject to approval of Layout
16. For Food & beverage usage, F&B Division Guidelines to be followed and approval may be sought from F&B Division.
17. One Fire Tender (with all accessories & crew members) and sufficient trained Fire Guards inside Halls should be deployed.
18. Joint Inspection during pre-exhibition tenancy & on first day of exhibition with representative of Organizer.

Annexure-A

REQUEST FOR SCRUTINY OF DRAWINGS

To: India Trade Promotion Organisation (ITPO),
Pragati Bhawan, Pragati Maidan, New Delhi – 110001.

Event: _____

Company Name: _____

Hall no.: _____ Exhibition dates: _____ Tenancy dates: _____

Contact Person's Name: _____ Designation: _____

Mobile no.: _____ Telephone no.: _____

Checklist:

- | | |
|---|--------------------------|
| 1. Plan/Layout with dimensions; | <input type="checkbox"/> |
| 2. Details of mezzanine stalls (if applicable); | <input type="checkbox"/> |
| 3. Any outside hall construction or decoration; | <input type="checkbox"/> |
| 4. Any special request for approval, if any. | <input type="checkbox"/> |

Signature: _____

Name: _____