

# ARCHITECTURAL, SECURITY AND ENGINEERING GUIDELINES FOR EXHIBITORS

## PUBLIC SAFETY MEASURES AND DESIGN GUIDELINES

India International Trade Fair (IITF) 2015, New Delhi

### I. SHELL SCHEME:

1. No Part/feature/branding/projection/furniture should go beyond 3.0m.
2. **NO APPROVAL NEEDS TO BE TAKEN FROM ARCHITECTURE DIVISION ITPO** for Shell Scheme which are less than **50 sq.m.**, but necessary ITPO Guidelines are to be followed strictly.

### II. BARE SCHEME:

Participants are required to submit drawings & documents as mentioned below, **by e-mail** to Architecture Division ITPO for approval of construction in Bare Spaces, latest by **15.10.2015**:

- a) Scanned Cover Letter on Company Letterhead, as per Annexure-A enclosed;
  - b) Plan/Layout with dimensions and material specifications;
  - c) Elevation with dimensions;
  - d) Coloured View with dimensions;
  - e) Scanned copy of Structural Stability Certificate, wherever required.
- The documents should be sent to [brijlal@itpo.gov.in](mailto:brijlal@itpo.gov.in) with copy (CC) to [reenajain@itpo.gov.in](mailto:reenajain@itpo.gov.in) and [saurabhsharma@itpo.gov.in](mailto:saurabhsharma@itpo.gov.in)
- The subject of the mail needs to be as follows:  
IITF 2015 Drgs. for Stall no. in Hall no. of area of brand/company name
- The format of attached documents should be in JPG, JPEG, PNG, PDF or DOC formats only.

**OR**

The following documents are required to be submitted in **HARDCOPY** in case of Bare Spaces to Architecture Division ITPO for approval latest by **15.10.2015**:

- a) Cover Letter on Company Letterhead, as per Annexure-A enclosed;
  - b) Plan/Layout with dimensions and material specifications;
  - c) Elevation with dimensions;
  - d) Coloured View with dimensions;
  - e) Structural Stability Certificate, wherever required.
- The drawing submitted should be legible and preferably on A3 size paper.

- Drawings are to be submitted before giving order of any material, part, etc. as the drawings may need to be altered in accordance to IITF 2015 Guidelines.

**A. Guidelines:**

1. Dimensions allotted should strictly be followed.
2. Max. Height restrictions:
  - a. Rear/back wall or wall adjoining stall should not be more than 3.0m.
  - b. General height of stall including display aids/lights etc. should not exceed 3.0m.
  - c. Feature/logo/branding can go uptill the height of 4.5m (feature/branding should not be on entire side wall and should be central feature only) and subject to availability of highlight.
3. Walls adjoining stall shall be finished properly (from outer side) and no branding allowed on this side. No structural support shall be taken from neighbouring stalls.
4. The outer face of rear/side wall should be properly finished.
5. Side facing passage should be transparent or translucent.
6. Fire retardant paint to be used on wooden members.
7. Peripheral passage should NOT be occupied by the participant for any purpose.

III. For All relevant guidelines of other ITPO Divisions should be followed.

**IMPORTANT: Any deviation from the approved layout plan will invite ITPO to seal the stall and their security deposit forfeited. The display item can be removed once the event is closed. ITPO will not be liable for items missing in their stall in case of stall being sealed.**