



09 – 11 October 2025, Chennai Trade Centre, Chennai, India

EXHIBITOR MANUAL & STALL DESIGN GUIDELINES

EVENT DETAILS

VENUE: Chennai Trade Centre, Chennai

EXBITION DATES: 09 – 11 October 2025

EXHIBITION TIMINGS:

09-10-2025	10-10-2025	11-10-2025
1000 Hrs – 1800 hrs	1000 Hrs – 1800 Hrs	1000 Hrs – 1700 Hrs

ENTRY OF GOODS AND POSSESSION

The Halls would be made available for exhibitors.

- Raw Space - 07th October 1100 hrs onwards
- Built-up Space - 08th October 1000 hrs onwards

STALL POSSESSION & DISMANTLING PERIOD	
Indoor Raw Space	
Date of Possession	07 October 2025 at 1100hrs
Entry close for MHE & Exhibits / Equipment movement	07 October 2025 at 1800hrs
Fabrication Completion / All Fabrication personnel to vacate	08 October 2025 at 2200hrs
Tear Down period starts	11 October 2025 at 1700hrs
Tear Down period ends	12 October 2025 at 0600hrs
Indoor Built-up Space	
Entry close for MHE & Exhibits / Equipment movement	07 October 2025 at 1800hrs
Date of Possession	08 October 2025 at 1000hrs
Fabrication Completion / All Fabrication personnel to vacate	08 October 2025 at 2200hrs
Tear Down period starts	11 October 2025 at 1700hrs
Tear Down period ends	12 October 2025 at 0600hrs

Kindly Note:

- No possession will be given without 100% payment clearance.
- Overnight Work is allowed for all exhibitors on 07th October 2025.
- Dismantling of stand / stalls will take place overnight and Exhibitors and their appointed vendors must vacate the hall by 6:00 am on 12 October 2025. Any delay in removing the stall materials / exhibit, the venue authority will invoice the exhibitor directly and they will have to settle the payment of penalties.

GUIDELINES FOR DESIGN AND CONSTRUCTION

RAW SPACE EXHIBITOR:

Height of back wall / side partitions bordering to another Stall should be restricted to 2.5 mtrs from the exhibition floor.

➤ **Branding Heights**

- **Upto 30 sqm** : **3 mts / 10 feet**
- **36 - 42 sqm** : **3.5 mts / 11.5 feet**
- **48 - 120 sqm** : **4 mts / 13 feet**
- **Above 120 sqm** : **4.5 mts/ 15 feet**

- The Stall Design along with marked dimensions should be submitted to the Organiser for approval. Without approval the fabricator will not be allowed to construct the stall.
- Raw Space exhibitors must apply separate power connections as per their requirement. For details, please refer to the Electricity Requirement Form. (available at your Exhibitor dashboard)
- Exhibitors with 12 sqm and above can customize their stalls. However, the design must be submitted to CII for approval, adhering to the height guidelines for raw space design.

BUILT-UP SPACE

Built-up exhibitors going with prefabricated structure provided by CII, should not alter the shell structure or use any fascia or signboard other than that provided by the organizer. Exhibitors should not display any of your products / services outside your allotted stall area.

1. Basic Facilities:

- Air-conditioned ready to use Shell Scheme (Sample stall is available in your login page)
- Fascia Name (Company Name)
- Spotlight and Power Socket
- Synthetic carpet & Basket

2. Basic Amenities / Furniture in built up stall (as per stall size)

					
SI No	Stall Size	Octonorm Table	Poly Chair	Spotlight	Socket
1	9 sqm	1	2	3	1
2	12 sqm	1	2	4	1
3	15 sqm	1	2	5	1
4	18 sqm	2	4	6	2
5	21 sqm	2	4	7	2
6	24 sqm	2	4	8	2
7	27 sqm	3	6	9	3
8	30 sqm	3	6	10	3
9	36 sqm	4	8	12	4

****For additional furniture, you can purchase from the vendor and details available in the Exhibitor page**

INSTALLATION OF EXHIBITS

Exhibitors are advised to finalise their site handling arrangements with our official freight forwarders for material Unloading / loading. The Exhibitors should pay the concerned agency directly for their services. Hire of labour from an outside agency will not be allowed in the exhibition venue. (details attached separately in your login page)

Empty cases will not be allowed to be placed anywhere inside CTC premises. Exhibitors are responsible to arrange for the storage or disposal of empty cases and other material. Empty cases should not be stacked behind the stall. In case of non-compliance organiser reserves the right to remove any material at the cost of exhibitors. Exhibitors may seek assistance for storage facility from the approved site handling agencies at a cost.

GENERAL RULES & GUIDELINES FOR DESIGN AND CONSTRUCTION

- Height of back drop / side partitions bordering to another Stall should be restricted to **2.5 m from the exhibition floor**.
- All height details mentioned in these guidelines are from the ground level and not from any raised flooring created by the exhibitors.
- The branding should be carried out in center of the stand / pavilion after approval, so that they do not obstruct the view / orientation of any other stand.
- Exhibitors are responsible for their own stand design and construction. The Organiser would be pleased to offer advice and guidance if required.
- All exhibit floor space must be fully carpeted or covered.

- Organiser reserves the right to turn down approval for stands with any of the open sides blocked.
- Exhibits over 2.5mt Height must not be placed on any raised height.
- Exhibitors using '**Shell Scheme**' cannot disturb the shell structure and cannot use any other Fascia or signboard other than the one provided by the Organiser. No part of any exhibit/display should project out of the stand boundaries
- Stage events / shows – It is not permitted by Venue Authorities to organise any stage events.
- The Organiser reserves the right to restrict exhibitors the use of sound and other devices which are not permitted by the venue authorities may interfere with the best interest of the fair environment.
- The organiser reserves the right to disconnect the supply of electricity to any exhibitor violating the guidelines.
- The Organiser reserves the right to disconnect any installation, which in their opinion is dangerous or likely to cause annoyance to visitors or other Exhibitors.
- If any exhibitor is using any scanners or similar equipment for promotion of the company's name or logo. It must be made sure that the track of the projection of such images does not interfere with the display or territory of the adjoining stands and the aisles. It must be limited to their Stand Space.
- All displays will be inspected during the set-up days and any exhibitor deviating from the regulations must make modifications as suggested by the organiser at his own expense prior to the show's opening.
- Spray painting inside the Exhibition halls is strictly prohibited and any exhibitor doing so shall bear the risk of disconnection of the power supply to the stand.
- For Island / 3 side open stalls it is mandatory for exhibitors to design their stands in such a way that there is no obstruction on any of the open sides. Exhibitors are not allowed to obstruct the view or adversely affect the displays of other exhibitors.

DAMAGE CAUSED TO THE EXHIBITION HALLS BY THE EXHIBITORS

Exhibitors or their agents must not damage or deface the exhibition facility & ground or the exhibits and equipment of other exhibitors. If such damage occurs, the exhibitor responsible is liable to the owner of the property so damaged. In case of any dispute, the decision of the Hall Director, Exhibitor Relations Manager & Venue Authorities shall be final and binding on both the parties concerned.

LIMIT OF LIABILITY

Organisers are not liable in any form for any loss or damage to Exhibitors' property at the exhibition venue or injury to their personnel and visitors. Exhibitors will have to agree to refrain from making any claim on the Organiser and to indemnify them against any claim by their party arising out of Exhibitor's conduct. All disputes will be subject to Chennai jurisdiction.

EXIT PASS

Exhibitors for taking out the exhibition material and exhibits after the closure of the exhibition, would have to obtain a standard final exit pass from the Organiser, the following procedure will be observed.

The copies of permission granted will be retained by the following:

- a) CII Secretariat
- b) Venue Authority
- c) Exhibitor
- d) Security

VIOLATION OF RULES

The Organiser reserve the right to decide on the fulfilment of the rules and have the authority to demand. removal / change of any structure which is found not in accordance with the rules and cancel the participation. The decision of the Organiser in this regard will be final and binding.