

# India Trade Promotion Organisation

Pragati Bhawan, Pragati Maidan, New Delhi – 110 001  
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## **PUBLIC SAFETY MEASURES AND DESIGN GUIDELINES**

### **India International Security Expo (IISE), Delhi 2019**

#### **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 36 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, **atleast 15 days before exhibition:**

- 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) and [saurabhsharma@itpo.gov.in](mailto:saurabhsharma@itpo.gov.in)
  - The subject of the mail needs to be as follows:  
IISE 2019 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 **atleast 10 days before exhibition:**

- 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 IISE 2019 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).
  - d. **In Hangars:** Rear/back wall or wall adjoining stall should not be more than 2.4m.
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. 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.
8. Locations where Sill Height is less than 0.75m, use only Toughened/Laminated safety glass or provide residual protection. In Horizontal or sloped glazing or glass used as railing or parapet, only Laminated safety glass to be used. Clear glass panels should be marked to make them visible.
9. Drawings for mezzanine construction (if any) and structural stability certificate from qualified structural engineer to be submitted. Rental for mezzanine area, including stairs, may be charged as per prescribed rates.

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

Annexure-A

### REQUEST FOR SCRUTINY OF DRAWINGS

To: Architecture Division,  
Room no. 232, Pragati Bhawan,  
India Trade Promotion Organisation (ITPO),  
Pragati Maidan, New Delhi – 110001.

**Event: India International Security Expo (IISE), Delhi 2019**

Company Name: \_\_\_\_\_

Hall no.: \_\_\_\_\_ Stall no.: \_\_\_\_\_ Size: \_\_\_\_\_ (should be more than 36m<sup>2</sup>)

Contact Person's Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Mobile no.: \_\_\_\_\_ Telephone no.: \_\_\_\_\_

Checklist:

1. Layout/Plan with dimensions
2. Elevation/View with dimensions

Signature: \_\_\_\_\_

Name: \_\_\_\_\_