

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

For stalls in ITPO Fairs in Pragati Maidan, 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 **benchmark area prescribed for the ITPO Fair**, but necessary ITPO Guidelines are to be followed strictly.

II. BARE SCHEME:

The following documents are required to be submitted in **HARDCOPY** in case of Bare Spaces to Architecture Division ITPO for approval, **atleast 15 days before the Fair:**

- 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 the **ITPO Fair** 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).
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. To prevent glass impact injuries at 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 balustrade, parapet or a railing, only Laminated safety glass to be used. Clear glass panels capable of being mistaken for an unimpeded path of travel should be marked to make them visible by incorporating manifestation.

8. Peripheral passage should NOT be occupied by the participant for any purpose.

III. For 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: _____

Company Name: _____

Stall no.: _____ Size: _____ (should be more than prescribed benchmark area for Fair)

Contact Person's Name: _____ Designation: _____

Mobile no.: _____ Telephone no.: _____

Checklist:

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

Signature: _____

Name: _____