

**IMPORTANT INFORMATION FOR AAHAR 2025 EXHIBITORS REGARDING  
POSSESSION, PASSES, CARGO ENTRY ETC.**

Dear AAHAR 2025 Exhibitor,

You are requested to note the following **important information** regarding possession, badges, cargo movement etc. for participation in AAHAR 2025 (March 04-08, 2025):

I. Items for Exhibitors:

S. No.	Items	Due Dates and Process
1.	<b>Material Entry Slips</b> for exhibitors who booked stalls <b>Online</b> (including Marquee Companies)	<ul style="list-style-type: none"> <li>Material Entry Slips <b>to be generated by exhibitors</b> through their <b>online dashboards</b></li> <li>After logging in, Material Entry Slips will be available under ‘<b>Buy Services</b>’ button on the left-hand menu bar: Link: <a href="https://aahar.indiatradefair.com/">https://aahar.indiatradefair.com/</a></li> <li>The <b>Buy Services</b> button is also available on the dashboard</li> <li>Exhibitors should print out <b>three copies</b> of each Material Entry Slip, which should be duly filled.</li> <li>The exhibitor’s representative must sign and fill in all mandatory details. Sign/stamp of ITPO officials is not required on <b>Online</b> Material Slips</li> </ul>
2.	<b>Material Entry Slips</b> for offline bookings only (associations, government participants, Overseas participants)	<p><b>Date :</b> From February 26, 2025 at 11.30 AM</p> <p><b>Location :</b> Can be collected from Multi-purpose Hall at Ground Floor, ITPO Admin. Building, near Gate No. 9, Bharat Mandapam</p>
3.	Requests for conversion of Shell type stall to Bare type	<b>Last Date :</b> February 25,2025 at 5.30 PM.
4.	<b>Services Passes</b> for construction workers & technicians (Before Event)	<p><b>Date :</b> From February 26, 2025 at 11.30 AM ( Service passes will not be available at the Multi-Purpose hall between 2.30 PM – 6.00 PM on Feb. 28, 2025)</p> <p><b>Location :</b> Can be collected from Security Unit or Multi-Purpose Hall at Ground Floor, ITPO Admin. Building, near Gate No. 9, Bharat Mandapam. (Service passes <b>will not be available</b> at the Multi- Purpose Hall between 2.30 PM – 6.00 PM on Feb. 28, 2025)</p>

		<p><b>Process:</b> The procedure mentioned below is to be followed by exhibitors for obtaining Service Badges (Pre-Event and During Event) <b>for entry of workers / labour / technicians and service persons:</b></p> <ul style="list-style-type: none"> <li>• Authorization letter issued to the service provider / vendor engaged by exhibitor on company letter head, duly signed and stamped by the authorised signatory, is required to be produced along with a copy of the online approval letter.</li> <li>• This letter should contain the names, contact numbers and AADHAAR / Govt. ID numbers of the workers / labour / technicians and service persons.</li> <li>• Service Badges <b><u>will not be issued</u></b> without this letter</li> <li>• Service Staff are requested to bring passport sized photographs and get the badges laminated on site. Lamination facility will be available in the premises.</li> </ul>
5.	<b>Exhibitor Badges, Complimentary Visitor Passes and Parking Passes</b>	<p><b>Date :</b> From March 01, 2025 at 11.30 AM</p> <p><b>Location :</b> Can be collected from Multi-purpose Hall at Ground Floor, ITPO Admin. Building, near Gate No. 9, Bharat Mandapam</p> <p>Exhibitors are requested to bring passport sized photographs and get the badges <b>laminated</b> on site. Lamination facility will be available in the premises.</p> <p>Exhibitor Entitlements (no. of badges, passes etc.) are given below:</p> <ul style="list-style-type: none"> <li>• 01 (one) Complimentary <b>Exhibitor Badge</b> for every 03 sqm space booked</li> <li>• 01 (one) Complimentary <b>Business Visitor Pass</b> for every 01 sqm. Of exhibition space booked</li> <li>• Car parking passes as per availability</li> </ul>
6.	<b>Approval-cum-Possession Letters</b> for exhibitors who booked stalls Online	<ul style="list-style-type: none"> <li>• <b>Approval-cum-Possession Letters</b> can be generated by exhibitors through their dashboards on <a href="https://aahar.indiatradefair.com/">https://aahar.indiatradefair.com/</a></li> <li>• A copy of this is to be presented in order to collect physical badges, parking passes etc.</li> <li>• All vendors/contractors hired by exhibitors should also carry a copy of the Allotment letter.</li> </ul>
7.	<b>Stand Possession (Bare Space)</b>	<p>First Floor of Halls: <b>After 10.00 AM on Feb. 26, 2025</b></p> <p>Ground Floor of all Halls &amp; Hangars: <b>After 10.00 AM on Feb. 27, 2025</b></p>

8.	Stand Possession under <b>Shell Scheme</b> (Built-upBooths)	<b>After 10.00 AM on March 02, 2025</b>
9.	<b>Construction Deadline</b> for Bare Space	The booth construction shall be completed by exhibitors who opt for bare space by <b>10:00 pm on March 02, 2025</b>
10.	Display arrangement deadline	The display arrangements of the stall shall be completed by all exhibitors by <b>6:00 PM on March 03, 2025</b>

**Design Guidelines** ( Height of stall, common wall etc.) are available on the website here

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[https://indiatradefair.com/aahardelhi/uploads/pdfs/aahar2025/Design%20Guidelines\\_AA HAR%202025.pdf](https://indiatradefair.com/aahardelhi/uploads/pdfs/aahar2025/Design%20Guidelines_AA HAR%202025.pdf)

II. **Additional Services** - Online Indian Exhibitors (including Marquee Companies) who require additional power, water connection and additional badges are requested to apply through their Online Dashboards (under ‘**Buy Services**’ button on the dashboard, Link : <https://aahar.indiatradefair.com/> ).

Please apply for **additional power load** and **water connection** latest by **5 PM on February 24, 2025** ( Monday). Requests received after this deadline may get delayed and would be subject to availability.

Exhibitors are requested to go through and adhere to the Terms and Conditions of the event, given here: <https://indiatradefair.com/aahardelhi/uploads/pdfs/aahar2025/AAHAR-25-%20Terms%20&%20Conditions.pdf>

III. The **Cargo Movement Plan** for AAHAR 2025 is given below:

**A. Detailed Cargo Movement**

- a) **Bhairon Mandir Parking** will be used as **Cargo holding area**. Cargo vehicles will first go to Bhairon Mandir Parking and take a **token** to enter into Bharat Mandapam Complex.

No direct entry into Bharat Mandapam Complex will be allowed.

Cargo trucks meant for <b>Halls 1 to 4</b>	Cargo trucks meant for <b>Hall 5</b>	Cargo trucks meant for <b>Halls 8-11, 12, 12A &amp; 14</b>	Cargo trucks meant for <b>Hall 6</b>
Cargo Entry: Gate 5B	Cargo Entry: Gate 5B	Cargo Entry: Gate 1	Cargo Entry: Gate 3
Cargo Exit : Gate 5C	Cargo Exit: Gate 5A	Cargo Exit: Gate 1	Cargo Exit: Gate 3

- i. Entry and exit of cargo trucks will be through duly filled in Material Entry/Exit slips only.
  - ii. During setup and dismantling, **tokens** will be issued by Security Guards deployed at **Bhairon Mandir parking** for every hall depending upon the circulation area and space available.
- b) For Hall No. 6 entry and exit from gate no.3.
  - c) ITPO's Security Division will deploy adequate man power to effectively manage traffic at various points.
  - d) In Parking, entry will be for commercial vehicles and cargo vehicles at Bhairon Mandir Parking carrying the exhibition material entry slip.
  - e) Material entry slip without the name of the co., hall no. and stall no. will not be honored by ITPO Security at entry gates and the entry of that vehicle will not be allowed to enter Bharat Mandapam premises.
  - f) Parking charges for cargo vehicles will be applicable.
  - g) Cargo in Private vehicles (Car/ Scooter) will not be allowed entry even with material entry slips. These vehicles may use the basement parking and avail facilities of porter at Basement.
  - h) Participants who make last minute rush to the exhibition ground, a congestion charge will be charged on such exhibitors to maintain discipline.
  - i) Any exhibitors / agency which fail to abide the instructions will be penalized by ITPO including foreclosure of booth and not allowed for future participation.
  - j) 15 feet distance between trucks to be maintained in new halls (1-5 and 14) while loading unloading the cargo.
  - k) Cargo vehicle to take the material back on **last day (March 08, 2025)** to be called in venue **only after 09.00 pm.**
- B. The following entry/exit gates would be used by **cars/two-wheelers using Basement parking** during AAHAR 2025:
- Basement-1: entry from ramp on Bhairon Marg and Main Tunnel from Ring Road; exit from ramp on Bhairon Marg and Main Tunnel to India Gate.

- Basement-2: entry from ramp on Mathura Road (near Gate-6) and Main Tunnel from India Gate; exit from ramp on Bhairon Marg and Main Tunnel to Ring Road.

**Note: \*DETAILED CARGO ROUTE AND SECURITY INSTRUCTIONS ARE GIVEN AT THE END OF THIS DOCUMENT**

C. **Entry for Visitors** will be through complimentary passes and online tickets for AAHAR 2025 on Delhi Metro Rail Corporation (DMRC) Momentum2.0 Delhi Sarthi app/website and ITPO website, the link for which will also be made available before the event on <https://indiatrdefair.com/>

The following entry/exit gates would be used by Visitors in AAHAR 2025: **Gate Nos. 3, 4, 6 and 10**

#### IV. SHELL SCHEME STALL FABRICATOR AGENCY:

Exhibitors who have opted for Shell Scheme (Built-up booth constructed with prefab system) will get the following items for every 12 sqm booth:

- General Cleaning**  **Three chairs**  **One Counter**  **One power point**  **Five spotlights**  **One Trash bin**  **Fitted carpet**

The details of ITPO's fabricator for Shell Scheme stalls and additional shell scheme furniture (on payment basis) are given below:

**M/s Dara Projects (P) Ltd.**

Email: [marketing.daraprojects@gmail.com](mailto:marketing.daraprojects@gmail.com), [daraprojects@gmail.com](mailto:daraprojects@gmail.com), [info@daraprojects.in](mailto:info@daraprojects.in),

Contact person for additional furniture for shell scheme booths:

Mr. Shantanu, Dara Projects : 9999316907

V. The contact details of officials of Engineering Division of ITPO are given below:

CIVIL ENGINEERING DIVISION	
Mr. Arun Gautam (Halls 2-6)	9968477376
Mr. Dheeraj Sethi ( Halls 1,14)	9871222291
Mr. Dilip Singh (Halls 7 to 12-12A)	9716251251

<b>ELECTRICAL ENGINEERING DIVISION</b>	
Mr. Sanjay Azad, Senior Manager	<a href="mailto:s-azad@itpo.gov.in">s-azad@itpo.gov.in</a> 9350243317
Mr. Raj Kumar Singh (for Halls 2 to 12-12A)	<a href="mailto:rajkumarsingh@itpo.gov.in">rajkumarsingh@itpo.gov.in</a> 9810917907
Mr. Mukesh Kumar (for Halls 1 and 14)	<a href="mailto:mukeshkumar@itpo.gov.in">mukeshkumar@itpo.gov.in</a> 8125818624

<b>ARCHITECTURE DIVISION</b>	
Mr. Brij Lal, General Manager	<a href="mailto:brijlal@itpo.gov.in">brijlal@itpo.gov.in</a>
Mr. Saurabh Sharma, Manager	<a href="mailto:saurabhsharma@itpo.gov.in">saurabhsharma@itpo.gov.in</a>
Mr. Mohit Kumar Singh	<a href="mailto:yp2arch@itpo.gov.in">yp2arch@itpo.gov.in</a>

**V. List of ITPO's empanelled CHAs for Cargo/Material:**

**M/s. R.E. Rogers India Pvt. Ltd.**  
**1, Commercial Complex, Pocket H&J,**  
**Sarita Vihar, New Delhi 110 076**  
**Contact Person : Mr. Sushil Kumar**  
**(M) [9818451472](tel:9818451472)**

**M/s. P.S. Bedi & Company Pvt. Ltd.**  
**D-14/1, Okhla Industrial Area**  
**Phase-1, New Delhi 110020**  
**Contact Person : Shri Balvinder Kumar**  
**(M) [9971593214](tel:9971593214)**  
 Mobile : [9910201927](tel:9910201927)  
 Email : [jbharadwaj@psbedi.com](mailto:jbharadwaj@psbedi.com); [exhibitions@psbedi.com](mailto:exhibitions@psbedi.com)

**\*Detailed Cargo Route and Security instructions:**

## CARGO ROUTE – AAHAR 2025

### HALL No. 7 – 14 (Big trucks/vehicles)

**Entry** → Gate 1 → Gate 11 → Service Lane → Unloading inside respective halls

**Exit** → Service Lane → Gate 11 → Gate 1

### HALL No. 7 – 11 (Small tempos/vehicles)

**Entry** → Gate 1 → Gate 11 → Service Lane → Unloading inside respective halls

**Exit** → Service Lane → Left turn from Gate 12 → From Road in front of hall 8-11 → From Road in front of hall 7 → Gate 11 → Gate 1

### HALL No. 12 & 14 (Big trucks/vehicles)

**Entry** → Gate 1 → Gate 11 → Service Lane → Left turn from Gate 12 → Unloading

**Exit** → Gate 12 → Service Lane → Gate 11 → Gate 1

### HALL No. 12 & 14 (Small tempos/vehicles)

**Entry** → Gate 1 → Gate 11 → Service Lane → Left turn from Gate 12 → Unloading

**Exit** → From Road in front of hall 8-11 → From Road in front of hall 7 → Gate 11 → Gate 1

### HALL No. 6 (Big trucks/vehicles)

**Entry** → Gate 3 → Hall 6 parking → Unloading at hall 6

**Exit** → Hall 6 Parking → Gate 3

### Hall no. 1- 4

**Entry** → Gate 5B → Unloading inside respective halls

**Exit** → Gate 5C

### Hall no. 5

**Entry** → Gate 5B → Unloading outside in hall 5

**Exit** → Gate 5A

## Detailed Security Instructions

- 1) **Cargo movement plan** – Cargo vehicle have to wait at Bhairon Mandir parking till their turn as per time slot allotted. A token may be received on entry in Bhairon mandir parking and wait for the turn. **ITPO shall make efforts that evening & night of 3<sup>rd</sup> March 2025 is observed as ‘NO WORKING TIME’, for smooth completion of preparation of fair.**
- 2) **No parking for commercial vehicle** - No commercial vehicles shall be allowed for parking inside Bharat Mandapam after unloading of the material.

- 3) **Entry of Service vehicle** - Entry of Service vehicle will be allowed with bonafide service pass issued by ITPO affixed on the windscreen with the Registration number of vehicle on it. The vehicle will be allowed entry upto service gate of designated hall, no parking will be allowed inside Bharat Mandapam. Service Passes will be issued only to commercial vehicles; no service pass will be issued for any private car. During Fair, entry of contractor workers will be on the basis of service badges issued with details fully filled by Aahar Fair unit.
- 4) **Round robin route** – Vehicles will be allowed in round robin route inside the fair ground for better management of crowd. Traffic marshals will be deployed outside gates and on the route to ensure that the road and gates are kept free.
- 5) **Visitor Entry Gates:-**
  - Gate 3, 4, 6 and 10
  - Cargo Entry Gate:- Gate 1,3 & 5B.
  - Cargo exit Gate (Heavy Vehicle):- Gate 1, 5A, 5C
  - Cargo exit Gate (Small Vehicles):- Gate 1, 5A, 5C (Gate 8, 9 and 10 on need basis)
- 6) **No Smoking & No Spitting Zone** – Bharat Mandapam will be No Smoking & No Spitting Zone.
- 7) **Security of stalls** – ITPO shall make suitable arrangements for general security in Bharat Mandapam including Exhibition halls. However, exhibitors will be responsible for making complete arrangements for security of valuables and exhibits of their stalls. They may engage authorized security agencies for safety of their stall in co-ordination with Security Division of ITPO. List of exhibits should be verified and certified by the exhibitors and security guards at the time of handing over the exhibits on daily basis. ITPO shall not be responsible for any theft or pilferage etc.
- 8) **Construction of stall as per authorized drawing** - The exhibitors have to ensure that all structures of their stall are as per architectural approval and this shall be checked by architect/safety team of ITPO.
- 9) **No storing behind the stall** - No items will be stored behind the stalls. All entries and exit will be kept free to open. The exhibitors will be penalized for any default in this regard.
- 10) **No construction/ function allowed on the road** – To prevent blockage of roads/passages, no ticketed/sponsored function to attract public shall be allowed on the roads or in front of the stalls. Also no construction is allowed in open area without taking prior permission from ITPO. However, no portion of any road will be allowed for any constructions.
- 11) **Entry inside halls** – Entry inside hall will be permitted on the basis of visitor badge/exhibitor badges/Service badges issued by ITPO
- 12) **Visit of celebrity/VIP** – No celebrity/VIP to be invited to any stall/hall without prior permission from ITPO, well in advance. The security Division of ITPO must be informed in this regard at least two days in advance of such visit.
- 13) **No hawkers or unauthorized laborers will be allowed** - No hawkers or unauthorized laborers will be allowed inside Bharat Mandapam Complex.



- 14) Exit of Material** - Exit of Material will be allowed on basis of exit permit issued by ITPO. On the day of wind up/break down ( March 08, 2025) the entry of tempos/trucks to Bharat Mandapam Complex will also be on the basis of exit permit issued. **The entry of trucks will be only after 9.00 pm as per time slot of their entry.**
- 15) **Security of stall during dismantling:** Security of stall and their exhibits during dismantling on the day of wind up/break down will be responsibility of the stall owners only
- 16) **No Parking inside Bharat Mandapam:** Parking is not available inside Bharat Mandapam for any visitor. Pay and park facility will be available at Basement 1 & 2 and Bhairon Mandir Parking on first come first serve basis.
- 17) **Dismantling Instructions:**
- (i) Cargo vehicle to be called in venue only after 09.00 pm.
  - (ii) Exhibitors not to park cargo vehicles on public road (Bhairon Mandir Marg, Ring Road, Mathura Road)
  - (iii) Material exit slip to be obtained timely from the concerned ITPO staff.
  - (iv) Cargo vehicle arriving in ITPO parking in day time before 9 pm will be charged for parking charges.
  - (v) All associations involved in Aahar-2025 to submit exit plan for smooth co-ordination before start of event.

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