

India Trade Promotion Organisation

Bharat Mandapam, New Delhi – 110 001

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STALL/PAVILION DESIGN GUIDELINES

ITPO Events in Bharat Mandapam, New Delhi

I. SHELL SCHEME:

1. No part/feature/branding/projection/furniture should go beyond 3.0m in stalls less than 36sqm area.

II. BARE SCHEME:

A. The following must be ensured while planning/designing and construction on-site:

1. Dimensions allotted should strictly be followed.
2. **In case of Group Participation/State/Ministry/Department/CPSE Pavilions**, all passages inside their area must be minimum 3m wide and aligned with other adjoining passages for proper public flow. Moreover, mandatory passages must be provided below Smoke Curtains or in-line of Collapsible Partitions in their area, if any.
3. Maximum 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 up till the height of 4.5m (except in Foyers & Hangars), provided the feature/branding should be central feature only and should not be on entire side wall.
 - d. **In Foyers**, maximum height of any part/feature/logo/branding any should not be more than 3m.
 - e. **In Hangars**, rear/back wall or wall adjoining stall should not be more than 2.4m.
4. In case of proposed mezzanine in stall, the maximum height limits remain same, and the exhibitor needs to ensure taking Structure Stability Certificate from a qualified Structure Engineer for Public Safety. Moreover, the intended mezzanine charges need to be paid in advance at stipulated rates on the mezzanine area (including stairs).
5. 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.
6. Outer face of rear/side wall should be properly finished.
7. Sides facing passage should be transparent or translucent.
8. Fire retardant paint to be used on wooden/fabric members, if any.
9. Peripheral passage should NOT be occupied by the participant for any purpose.
10. Locations where Sill Height is less than 0.75m, use only Toughened/Laminated safety glass or provide residual protection. In horizontal/sloped glazing/glass used as railing/parapet, only Laminated safety glass to be used. Clear glass panels should be marked for visibility.
11. Details about the venue such as Layout of Pragati Maidan, inside height of the Exhibition Halls/Foyers, etc. may be seen from Brochure and Layouts available at <https://indiatradefair.com/knownmgt/details/Architecture%20Division/>

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