

INDIA
BIOENERGY
& **TECH EXPO**

24-26 September, 2025

Yashobhoomi, IICC, Dwarka, New Delhi

EXHIBITOR
MANUAL

www.ibetexpo.com

Dear Participant,

This Manual contains details, technical guidelines, rules, and regulation for participation & stand construction for **2nd IBET Expo 2025**. We request you to carefully go through these guidelines and specification also to strictly adhere to these guidelines for your smooth participation at the show. The manual also contains forms for various facilities and services being either provided by MMA and IFGE or the service agency specially appointed for your hassle-free participation.

We request you to kindly fill these forms and sent it to the organizers or the concerned agency before the deadline date mentioned on each form to ensure timely delivery of services. For clarifications and for return of the forms, please correspond with:

Mr. Sushant Sharma, Mobile: 91-9319447797, Email: secretariat@ibetexpo.com
Mr. Sankalp Singh, Mobile: 91-7827330755, Email: sankalp.singh@mmactiv.com

We look forward to your continued support and cooperation and wish you a successful participation at the show.

With kind regards,

IBET Expo 2025 Secretariat

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OPERATION SCHEDULE

September 5, 2025	Last date for clearing pending payment
September 22, 2025	Move in for Bare space exhibitors - 10:00 AM to 11:00 PM
September 23, 2025	Move in for Shell Space - 10:00 AM to 11:00 PM
September 23, 2025	Completion of Stall Setup (Raw & Shell) to be completed by 11.00 pm.
September 23, 2025	Hall cleaning and removal of empties by 11.30 PM *Note: The transportation to ferry exhibitor material will only be allowed till 9:00 PM on September 22, 2025
September 24 - 26, 2025	Exhibition Dates
September 24, 2025	Inauguration at 10:30 AM*
Opening Times:	September 24, 10:00-18:00 hrs. September 25, 10:00-18:00 hrs. September 26, 10:00-15:00 hrs.
September 26, 2025	Move-out and dismantling of stands after 5.00 PM
September 26, 2025	Vacating of exhibition area by Midnight (12.00 AM)

IMPORTANT INFORMATION

Event: 2nd Edition of India Bioenergy and Tech Expo 2025 (IBET Expo) – an International Exhibition and Conference on Bioenergy and Technologies

Date: September 24-26, 2025

Hall No. 1 C

Venue Address: YASHOBHOOMI-IICC, Convention Centre, Gate No.6, Sector 25, Dwarka, New Delhi- 110077



YASHOBHOOMI - India's largest Convention and Exhibition Center inaugurated by Hon'ble Prime Minister Shri Narendra Modi. It is in Dwarka, New Delhi. The Convention Center is built across more than 73,000 square meters, comprises 15 convention rooms, including the main auditorium and 13 meeting rooms with total capacity of holding 11,000 delegates. The Exhibition Hall can accommodate up to 10,000 exhibitors and is equipped with the latest facilities and amenities. Yashobhoomi offers a mixed purpose tourism experience with the best location and convenient transportation.

YASHOBHOOMI (IICC) is located 10 km from Delhi International Airport, with the surrounding area home to a sports complex, diplomatic residences, a golf course and the airport city hotel. It is 25 km from the city center of New Delhi but is in the best geographical location with no traffic.



Organisers:

For Conference

Indian Federation of Green Energy (IFGE)

44A, 1 FCS, First Floor, Ansal Plaza

Vaishali, Ghaziabad- 201010, Uttar Pradesh

Tel: +91-120-413689,

Ms. Rakhi Sharma : +91-8920359443, +91-8178644287

Email: rakhi.ifge@gmail.com, info.ifge@gmail.com

For Exhibition

MM Activ Sci. Tech Communications Pvt. Ltd. (MMA)

103-104, Rohit House, 3 Tolstoy Marg,

Connaught Place, New Delhi - 110001

Tel: +91-11 43542737, Mob: +91-9220677088

Email: secretariat@ibetexpo.com

On-site arrangements

IBET Expo 2025 - Camp office

Camp office to facilitate exhibition services will operate from Hall 1 C, from 22 September 2025. The Contact details of the Camp office are as follows:

Mr. Sushant Sharma, Mobile: 9319447797

Mr. Sankalp Singh, Mobile: 91-7827330755

OPERATIONS TEAM CONTACT INFORMATION

Overall Onsite Operations In-Charge

Mr. Amit Kumar Upadhyay
Mobile: +91-8527004909
Email: amit.upadhyay@mmactiv.com

Mr. Sushant Singh
Mobile: +91-9319447797

Registration Management

Mr. Sankalp Singh
Mobile: +917827330755
Email: sankalp.singh@mmactiv.com

Onsite Branding and Fascia

Mr. Harvinder Singh
Mobile: +91-9958073819
Email: harvinder.singh@mmactiv.com

Additional Services- Furniture & Power Connection

Mr. Raj Rajoria
DND Events Pvt. Ltd.
Mob: +91-8920579613
Email: raj.dndevents@gmail.com

Hotel Accommodation & Transportation

Mr. Amandeep
Mobile: +91-9717576563
Email: info@mmactiv.com

EXHIBITOR CHECKLIST

EXHIBITOR ENTITLEMENT

SHELL SCHEME STAND CONSTRUCTION

The Organiser has appointed the DND Events Pvt. Ltd. for providing shell scheme stands.

Exhibitors who have applied for shell scheme space would be provided the following facilities will be provided for each 9 sqm booth:

- ❖ Two/Three Side Laminated Polychem Panel Walls
- ❖ Wall-to-Wall Carpet
- ❖ One Table
- ❖ Two Chairs
- ❖ Three Spotlights
- ❖ One 5 Amps. Power socket
- ❖ One Wastepaper Basket



Exhibitors using 'Shell Scheme' cannot disturb the shell structure and also cannot use any other Fascia or signboard other than the one provided by the Organisers. The construction of platform is not permitted for shell scheme Exhibitors. **Exhibitors using extra lights for machinery display or other uses will have to apply for extra power. Onsite orders will be accepted only if resources are available and will attract a 50% surcharge.**

SIZE	TABLES	CHAIRS	SPOTLIGHTS	DUSTBINS	POWER SOCKETS	EXHIBITOR BADGES	COMMON TO ALL
9 sqm	1	2	3	1	1 (5 amp)	5	
12 - 15 sqm	1	2	4	1	1 (5 amp)	5	Two/Three side walls with laminated vinyl infill panels, fascia with company name with vinyl computer cut-out lettering, synthetic carpet
18 - 21 sqm	2	4	6	2	2 (5 amp)	10	
27 sqm	3	6	9	3	3 (5 amp)	20	
36 Sqm	4	8	12	4	4 (5 amp)	20	
45-48 sqm	5	10	15	5	5 (5 amp)	20	
54 sqm	6	12	18	6	6 (5 amp)	20	
63 sqm	7	14	21	7	7 (5 amp)	30	
72 sqm	8	16	24	8	8 (5 amp)	30	

NO CONSESSION / REFUNDS / ADJUSTMENTS:

Exhibitors who wish to modify stands from shell to bare, will still be charged shell space rates.

b) HEIGHT LIMITS: Shell to Bare Space – Height Guidelines

- For exhibitors converting from shell to bare space:
- Back Wall: Max height – **2.5 mt**
- Fascia & Front Elements: Max height – **3.5 mt**
- These limits ensure design uniformity and safety compliance.
Raw space exhibitors may build up to **3.5 mt** at both front and back. Please adhere strictly. Non-compliance may require on-site alterations at your cost.
- *In case, you are sharing wall with adjacent stall, it should not be more than 2.5 mt in height*

c) NO CONSIDERATIONS:

Exhibitors choosing to modify from shell to bare will not be provided with carpet & furniture as an offset.

d) ADDITIONAL POWER:

Exhibitors choosing to modify will mandatorily need to apply for power on setup days and inform well in time, **please refer to the Form # 4 for electricity / power connection charges.**

e) POWER ON SHOW DAYS:

Exhibitors converting from Shell to bare will receive only 1 kw/every 9 sqm of space booked. Any additional power needed will need to be applied separately within the deadlines for power applications.

RAW SPACE

Exhibitors opting for raw space will be given an open area. Exhibitors will have to organize their own stall designing, electricity, furniture and fixtures requirement etc. Organizer will not provide any other facility to the exhibitor opting for raw space. Various fair services that are being offered by the organizer can be availed at additional charges.



a) DEADLINE FOR SUBMISSION OF DESIGN:

Exhibitors are requested to submit booth/stand design for APPROVAL, on or before 10th September 2025. The design submitted for approval will need elevation with dimensions, 3D artists impression and electrical single line drawing Send to Mr. Amit Kumar Upadhyay at amit.upadhyay@mmactiv.com and for Extra Services Order at direct to the Official Agency DND Events Pvt. Ltd., if required.

b) PERMISSIBLE HEIGHT LIMIT: _____

The permitted height of the stand will be no more than 3.5m in height. (if stall height go above 3.5m or 12 feet, then he as to take permission from the organisers. *In case, you are sharing wall with adjacent stall, it should not be more than 2.5 m in height.*

c) AGENCY/FABRICATOR/CONTRACTOR DETAILS:

Exhibitors are required to submit details of the agency / fabricator constructing/fabricating along with the design.

d) PENALTIES FOR LATE SUBMISSION OF DESIGN FOR APPROVAL

The deadline for submission of booth design before 10th September 2025. All submissions beyond 10th September 2025 will attract a late submission one-time **penalty of Rs. 15,000.**

e) APPLICATION FOR POWER:

Raw / Bare space exhibitors must pay for electricity/power connection and consumption at the rate of **Rs. 5000 per Kw. Please refer to the Form # 4 for electricity / power connection charges.**

RULES AND REGULATIONS

An indemnity form must be filled up and a printout of the same with the seal of the organization has to be sent to the secretariat.

1. Organiser

The word 'Organisers' used herein shall mean 'IFGE and MMA', its employees and its official agencies.

2. Exhibitor

The word Exhibitor / Exhibitors used herein shall mean any company, agency or organisation which has applied to the Organiser to participate in 2nd IBET Expo 2025 and has been allotted space at IBET Expo 2025, to display their products / services as per details submitted by them to the Organizer in the application form.

All applications for participation should be made on the Space Application Form and submitted to the Organisers. Submission of this form will confirm participation and acceptance of rules and regulations. The organizers reserve the right to accept or refuse any application without assigning any reason.

Allotment of stands is final only on receipt of 100% payment. All payments should be made by online transfer or Demand Draft "**IBET EXPO UNIT OF IFGE**" payable at Ghaziabad.

Although total subletting of a stand to a third party is not permitted, partial subletting to a sister concern, associate or agent may be allowed by the organizer on written permission.

3. Admission

TRUCKS & CAR PARKING

- a) Trucks Arriving in between – September 22-26, 2025
 1. Parking area –Near Gate 11 parking only - trucks arriving at Gate no 11 from IICC- Yashobhoomi and can park their vehicles. Please find the below Google map link. You can share the same with your logistics service provider / truck drivers.
 2. Google Map Link: <https://shorturl.at/iMQeS>
- b) Exhibitors Car Parking –September 22-26 2025 @
P- EXHIBITOR PARKING



Exhibitors can park their vehicles at the designated car parking: Entry via Gate- 8A.basement parking the expo hall

4. Administration of exhibition halls

The administration of exhibition halls will be controlled from the Organiser's office. The Organiser will appoint Hall Managers who will be stationed in respective halls. Exhibitors may contact their respective hall managers for any assistance before, during and after the exhibition. Organiser has full authority to enforce all rules and regulations related to the exhibition. The Organiser's decision will be final and binding in all respects.

BOOTH/STAND POSSESSION / MOVE-IN PROCESS:

MOVE IN/ACCESS PROCESS: For a hassle-free arrival, entry & installation of exhibits and vehicle movement during IBET Expo 2025

STAND POSSESSION PRE-REQUISITES: For bare / raw space

Authorization: Stand builders / fabricators / contractors arriving to take possession to start build-up will be mandatorily required to produce a letter of authorization from the exhibiting company to be allowed access to the halls to unload and start work. Exhibitors must submit the **Stall Possession Form # 5** to the Hall Managers stationed **at Hall No. 1C**, to obtain stand possession from **September 22, 2025**, onwards.

PAYMENT MANDATES:

Booth/Stand possession will be given to exhibitors/stand fabricators only after 100% payment for space and all other additional services like Power requirements are reflected in our accounts. We request you to ensure that the payments are cleared before your contractor reaches onsite.

SHELL SPACE

In case of a pavilion plot, only 50% of the total area booked will be permitted for construction up to a height of 3 meters (12 ft.) To avoid interference with the display of other exhibitors. It should be ensured that visibility of other stalls is not blocked. And in case of bare space allotted at either side of the hanger/ Exhibition Hall then the back wall cannot be higher than 8 ft.

Stall Panel Size

- The dimension of the stall is 3mtr x3mtr = 9 sqm
 - 1-Panel Size = 1mtr Width x Height 2.44 meter)
 - Total of 3x3 stall with 9 panels one side open stall
 - 1 mtr panel size in feet = 3feet.3 inch(3.3ft) width x height 2.44 mtrs = 8 feet height of each panel
 - For poster display size should be (W 3 feet x H 6 feet) for each panel
 - If using complete back wall then branding size is 10ft x8ft for one wall
- **The octanorm Table specification is: 1000 MM x 750 MM x 500 MM**

No alteration to the size or position of the stand is permitted without prior written approval of the Organisers who reserve the right to change the layout/stand number or gangways. The organizers also reserve the right to require exhibitors to make such alterations to their stands and setting of their exhibits as they reasonably feel necessary to maintain an acceptable standard of presentation and to avoid interference with the display of other exhibitors. Further, no banners, placards, etc. will be allowed on the premises or complex or on the roads in the vicinity. Such unauthorized display is liable to be removed by the organizers without notice at the cost of the exhibitor. Exhibits must not obstruct passages.

Painting, nailing, drilling, gluing or wall papering on the stand panels is not permitted. Exhibitors must use bi-adhesive tape for fixing purposes. Exhibitors occupying shell stands are responsible for the cost of making good, restoring or renewing any damage or dilapidation to shell stand structures, floor coverings, light fittings or any part thereof, whether caused by themselves, their agents or contractors or by any person or persons employed or engaged on their behalf. The cost of making goods any damage will be assessed by the official stand contractor and the Organisers and will be recovered from the Exhibitors.

Exhibitors requiring additional furniture and fittings other than those specified above, may hire them from the official shell scheme stand construction agency in their respective halls. The list of additional furniture and fittings and their rental charges will be sent to all exhibitors separately.

No rebate will be given if the exhibitor decides not to avail of any of the above shell scheme provisions. Exhibitors must apply for electrical/power sources at additional cost as required by them over and above the entitlement.

6. All drawings/designs showing stand construction must be submitted in duplicate and approved by the organizers, who reserve the right to recommend changes/modifications, in the interest of the overall presentation of the exhibition. Exhibitors must ensure that the changes recommended are carried out.
7. Power Supply – Power supply for all purposes will be from Generators.
8. Do not play music loudly inside the hanger during the expo 24th-26th September 2025
9. Exhibitors opting for raw space will be given an open area. Exhibitors will have to organize their own stall designing, electricity, furniture, and fixtures requirement etc. Organizer will not provide any other facility to the exhibitor opting for raw space. Various fair services that are being offered by the organizer can be availed at additional charges.

10. ELECTRICITY & POWER CONNECT AND CONSUMPTION

Available at 230 V Single Phase and 400V three Phase, A.C. 50 Cycles. While general lighting in the hall and the booth is free of cost, Exhibitors would be required to pay electricity consumption charges for additional connected load for the demonstration of machinery and equipment at the rate specified in the exhibitor manual. The Exhibitors booking Indoor Raw Space will have to give their exact requirement of connected load in KW, in advance by September 5, 2025. The Organisers will provide electricity at a suitable point in the stand. Internal distribution to the machinery/equipment will have to be arranged by the Exhibitors' electrical contractor at their own cost, keeping in mind the electricity system norms and all possible safety precautions. Shell stand exhibitors will not be charged extra up to a maximum load of 1 Kw single phase per 9 sq. mtrs stand. Those who require additional power will have to pay Rs. 5000 per KW +GST. Exhibitors opting for Raw space have to pay for electricity/power connection and consumption at the rate of Rs. 5000 per Kw for during the show **Please refer to the Form # 4 for electricity / power connection charges.**

ELECTRICAL SERVICES - IMPORTANT POINTS REMEMBER:

- Electrical charges: Rs. 5000/ per kw + GST, Single or Three-phase for Event
- Temporary Charges: Rs. 5000/- + GST for 2 days for only fabricating the stall
- Exhibitors opting for indoor and raw space has to apply for a power connection.
- Regular electricity will be provided from September 24, 2025 after 9:00 AM
- Exhibitors opting for a Shell stand are entitled to a single phase 1 Kw per 9 sq. mtr Inclusive of stall lighting.
- Temporary electricity is provided upon stall possession and must be requested via sending Form # 4 under "Electricity / Power Connection"
- We will provide you power for machine testing if load up to 10 Kw during the setup

11. Shell scheme

Booth Building:

- Prohibited from using paint for marking. Marking shall be done with masking tape only.
- Compulsory to lay the used Carpet before unloading the stand material and construction of the stand. Venue floors need to be protected while doing painting, fabrication and other jobs.
- It is mandatory to get prefabricated stands on site. Carpentry, cutting & sawing inside the exhibition halls is prohibited.
- Use of LPG, Welding and other Fuels, Spray Painting, Nitrate Paints, Lacquers, grinding, Varnishing, & Buffing is strictly prohibited.
- Nailing, Drilling, & Grouting on the venue walls/floor is strictly prohibited; further laying any material or taking support from the walls or pillars is strictly prohibited & will be penalized if found.
- Shoes are compulsory for all during the setup, show and dismantling. It is mandatory to wear appropriate Personal Protective Equipment such as gloves, helmets etc.
- Pasting of Carpet shall be done with double-sided tape only.
- All staff working at a Height of 3.5m or above ground level should wear a rated full-body harness, the same should be anchored to an appropriate anchor point.
- No Open Joints will be allowed; all joints are to terminate in a junction box or electrical panel, and the panel should have individual rated trip switches, ELCB and fuses.
- SMOKING, CHEWING GUM, CONSUMPTION OF TOBACCO and ALCOHOL is strictly prohibited in the exhibition venue.
- Storage of Empty and Material inside the exhibition hall and behind the periphery booth is not allowed.

12. Service badges / exhibitor badges

Each Exhibitor, if required may collect Service Badges from the Registration counter.

These badges will not be mailed. Badges will be distributed from the Registration counter at the exhibition site from September 22/23, 2025, onwards. Badges will be handed over only to the authorized representatives of Exhibitors. Exhibitor in possession of Exhibitor Badges will be entitled to enter Exhibition Venue during Setup, Exhibition period and Dismantling.

Person in possession of Service Badge will be allowed to enter the Exhibition Venue during Setup and Dismantling periods only.

Exhibitors are responsible for the safe custody of the badges. For reasons of safety, possession of Exhibitor badges by unauthorized persons is strictly prohibited. Exhibitor badges are not transferable and must be always worn in/on person within the Yashobhoomi complex.

Exhibitor representative will have to obtain temporary badge from the Secretariat Office at the exhibition site and proceed to the Exhibition Hall and hand over **Form 5 (Stand possession)** along with approved stall layout to the Hall Managers. Hall Managers after checking clearances, approve stand possession and issue Service Badges as required by the Exhibitor for stand construction. Exhibitor will have to collect Exhibitor Badges from Registration Counters.

Exhibitors and their representatives must wear identification badges provided by the Organiser during the show days for entry into exhibition halls. Transfer or exchange of identification badges is strictly prohibited.

13. No stand will be left unmanned during the exhibition. The staff of exhibitors must be present at least 30 minutes before the visiting hours of the exhibition. No activity which in the opinion of the Organisers amounts to nuisance or annoyance will be caused by the exhibitors. The Organisers shall have the right to take remedial action in such cases.

14. Site handling of exhibits

OFFICIAL SITE HANDLING AGENCIES:

RE Rogers India Pvt. Ltd. and Siddharth Logistic Pvt. Ltd. have been appointed as the **"Official Site Handling Agencies"**. For any site handling related issues, feedback and suggestions, please contact:

<p>R. E. Rogers India Pvt. Ltd Tel: +91 011 26949801/26949802 Mr. Sushil Upadhyay, Chief Operating Officer E-mail: sushil@rogersworldwideindia.com Mob: +91 9818451472</p>	<p>Siddhartha Logistics Website: https://siddharthalogistics.com/ Mr. Anil Kumar (General Manager) Email: anildelhi@siddharthalogistics.com Mob: +91 9910398814</p>
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Also please mark copy of your communications to IBET Expo secretariat: at secretariat@ibetexpo.com

Exhibitors are advised to finalise their site handling arrangements with appointed site handling agents. **To know your Site Handling agency, please contact to the above agencies.** Freight vehicles of Exhibitors, who have not made prior arrangements with the Organisers and official site handling agencies, will not be allowed entry into Yashobhoomi complex.

Exhibitors should pay the concerned agency directly for their services. Hiring of labour or equipment for exhibit handling at site from any agency, other than the appointed agencies is not permitted. Exhibitors are advised to deal with approved agencies directly for handling of their exhibits at site and not through any other clearing and forwarding agencies which they may use for bringing exhibits to the site.

15. Arrival and installation of exhibits

Site handling services for exhibits will be operational from 9.00 am - 9.00 pm from September 22-26, 2025. Movement of any exhibits and stand construction materials on 27 September 2025 will not be permitted.

Based on location of individual stands, weight & dimension of exhibits, the Organisers in consultation with official site handling agencies will advise each exhibitor a specific schedule for arrival and installation of their exhibits which will be uploaded in OES (Online Exhibitor Service) closer to the exhibition dates.

- Exhibits arriving later than the schedule specified by the Organiser, will not be permitted for display at the exhibition. The Organiser's decision in this regard will be final and binding.

- On arrival at Yashobhoomi, freight vehicle drivers must park the vehicle in the designated parking area and contact the site handling agency engaged by the exhibitor. The agency will provide a job order for the entry of the vehicle into Yashobhoomi. The vehicle will drive to the respective exhibition hall for offloading/unloading of exhibits, as directed by the official site handling agency and security. After unloading of exhibits, freight vehicles must leave the Yashobhoomi complex immediately.
- Empty cases will not be allowed to be placed anywhere inside Yashobhoomi 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.

16. Agreement and amendment to rules

Exhibitors and their employees, agents and representatives agree to fully abide by the foregoing rules mentioned herein and by any amendments that may be put into effect by the Organisers.

Any subject(s) not specifically covered herein will be left solely to the decision of the Organisers, who will also have full and final authority in the matter of interpretation, amendment and enforcement of all rules and regulations to aid any one or more Exhibitors, and further any such amendments when made and brought to the notice of the Exhibitor shall be and become part of these rules and regulations hereof as though duly incorporated herein and subject to all of the conditions stipulated.

17. Non-Compliance / Non-observance / Default

In the event of non-observance of or default on any of the rules and regulations mentioned herein, the Organiser reserves the right to terminate the participation of the Exhibitors without notice, and retain all payments received on account as liquidated damages. On such termination, the Exhibitor must close their stand.

18. Failure to exhibit

If any organization, having applied for space, fails to exhibit its products for whatever reasons, shall be liable for full payment plus any additional costs incurred by Organisers as a result of such failure to exhibit. Should an Exhibitor fail to occupy allotted space by the date and time specified for installation of exhibits, the Organisers reserve the right to take over such space and reallocate or use the same as they deem fit.

19. Exhibitor booth representatives

Exhibitors stands should be always manned during exhibition hours only by the employees or their authorized representatives. Such representatives must always wear identification badges provided by the Organisers. All representatives in the exhibition stands must be decently attired and bear good moral character. Entry into other exhibitor's stands, without their consent, is forbidden. (Any dispute which may arise during the exhibition for whatever reason, should be resolved outside the exhibition premises. In such cases, exhibitor should vacate the stand, or close the stand. The final decision lies with the Organisers.)

20. Damage to property

The exhibitor should not cause any damage to the site/building/stand. Any such damage will be made good at the expense of the exhibitor. The exhibitor will also indemnify the organizers against any claims resulting from mishaps due to faulty equipment/faulty handling of material or non-observance of legal or safety requirements by them.

21. Should any exhibitor decide to withdraw from participation in the exhibition, the decision as to the refund rests entirely with the Organisers at their sole discretion.

22. If due to Force Majeure or other unavoidable circumstances, the organizers are forced to cancel the exhibition, the exhibitor will not be entitled to claim damages or compensation of any kind other than a refund of space contribution. The organizers reserve the right to reschedule the event in the interest of the exhibition.

23. The organizers may alter or add new rules and regulations for the benefit of the exhibition. Such rules will be given in writing and will be binding on all exhibitors.

24. Security

The Organisers will arrange for general security of the hall from September 22 – 26, 2025. The Organiser will not be liable for losses or damage to any property, personal or otherwise during the installation, exhibition and dismantling period. Exhibitors are advised to safeguard their goods and articles and never leave stands unattended during show hours. Exhibits which are small size must be safely locked in cupboards or glass cases. During non-show hours exhibitors must not leave any personal valuables inside the stand. No security personnel will be allowed inside the Hall after exhibition Hours.

The Organisers will arrange for general security surveillance of the exhibition site which will not include specific attention to individual stands. Exhibitors interested in engaging security guards for their individual stands during the exhibition hours are advised to hire security personnel only from the approved security agency for IBET Expo 2025.

During the exhibition days, Exhibitors and their representatives / Security Guards will not be allowed inside the exhibition halls after 7:00 pm and movement (if necessary) of exhibits in or out of the hall is not permitted from 7:00 am - 7:00 pm . Exhibit movement (if any) after 7:00 pm, will be permitted only with prior written permission from the Organiser, subject to feasibility.

25. Insurance

Exhibitors are advised to take insurance policy covering the following:

- Machinery
- Transit, loading & unloading of machines
- Exhibitor's personnel including contractor's personnel
- Third party (Visitors) risk

Exhibitors shall ensure that they are fully covered by insurance including, but not restricted to, all risks on their property, exhibits or articles of any kind, public liability and comprehensive protection against any loss or damage caused by any circumstance whatsoever whether by reason of fire, water, theft, accident or any other cause.

Exhibitor shall indemnify the Organisers in respect of all costs, claims, demands, and expenses to which the Organisers may be subjected, as a result of any loss or injury arising to any person (including the members of the public or the Organiser's staff, agents or contractors) or property, howsoever caused, as a result of any act of default of the exhibitor, his agents or contractors or visitors.

If the Organisers so demands, the Exhibitor shall provide proof of adequate insurance cover. Exhibitors must ensure that their temporary staff, representatives, agents, contractors are insured against claims for workman's compensation. The period for which such insurance should be maintained, shall run from the time the Exhibitor or any of his representatives, agents or contractors first enter the Exhibition grounds, and to continue until they have vacated the exhibition grounds and all their exhibits and property have been removed.

26. Safety measures

The safety of Exhibitors, visitors as well as that of exhibits is of paramount importance. Exhibitors must strictly comply with all relevant fire and other safety regulations. All electrical wiring and fittings must conform to the appropriate safety norms. Exhibitors should also install guards or protectors on machine/exhibits during demonstration to avoid injury or damage by flying chips, spark, heat, splashing of oil, coolant etc. Use of inflammable, poisonous, explosives (including gas cylinders), radioactive and other hazardous material, is strictly prohibited.

27. Noise & Smell

Exhibitors will not be permitted to display/demonstrate any equipment or exhibit which causes high levels of pollution in terms of noise and smell.

28. Limitation of liability

Organisers shall not be liable for the safety of Exhibitors, their representatives, agents, contractors or visitors during the exhibition, nor for any exhibits, articles or other property whatsoever. Organisers shall not be held responsible for any restriction or conditions which prevent the construction, erection, completion, alteration or dismantling of stands or the entry, placement, or removal of exhibits, or for non-conformance of any services or amenities provided by third parties.

29. House keeping

Organiser will provide for daily overall cleaning of the exhibition halls and common areas after show hours. However, it will be the responsibility of the exhibitors to keep their individual stands tidy. Exhibitors are advised to keep their waste bins on the aisles after show hours, which will be cleared by the official housekeeping agency. Exclusive housekeeping services for individual stands can be provided by the official housekeeping agency at a cost.

Exhibitors may directly contact the agency for such services. Agencies other than the official housekeeping agency will not be permitted to operate in the Yashobhoomi - IICC complex.

30. Fire precautions

Firefighting equipment will be installed at various points in the Exhibition Hall. However, Exhibitors are advised to take due precautions and provide for necessary fire extinguisher equipment in their own stands. To ensure clear access to fire exits, no obstructions or display material will be allowed in the aisles and emergency exits. Fire tenders will be stationed at the exhibition site during the period of the exhibition.

31. Food Court

A multi-cuisine food court will be operational at Yashobhoomi - IICC during IBET Expo 2025.

32. Accommodation

To avail travel & accommodation services through the official travel agent, Exhibitors are advised to reserve their hotel accommodation latest by September 10, 2025. Hotel accommodation Details are also available on the IBET Expo 2025 website : www.ibetexpo.com

33. Rights of admission

The Organisers reserves the right of admission to Yashobhoomi.

- Students/people below 14 yrs of age will not be permitted entry to the exhibition under any circumstances, even if they are accompanied by Exhibitor / Parents / Guardian.
- Students/people from technical colleges will be allowed only after 2:00 p.m. (above 14 years only)
- Visitors / Exhibitors badges must be worn on person at all times and is not transferable.
- Visitors / Exhibitors will be subject to physical security checks at the Entry Gate as a security measure.
- Smoking is strictly prohibited inside Yashobhoomi campus including the Exhibition Stall. Smoking area is located at the Exit gate of Yashobhoomi.
- Consumption of liquor inside the Exhibition Stall is prohibited.
- Organiser reserves the rights to frame or amend the rules regarding rights of admission to the exhibition, in keeping with the overall interest of the exhibition and the venue.

IMPORTANT FORMS

S. No.	Form No.	Name	Last date of Submission
1		Exhibitor Entry Pass	
2		Declaration Form	September 10, 2025
3	Form # 1	Company Profile for Expo Directory	September 10, 2025
4	Form # 2	FASCIA Name	September 10, 2025
5	Form # 3	Exhibitor Badges Name	September 10, 2025
6	Form # 4	Power Connection	September 10, 2025
7	Form # 5	Possession of Stand	At the time of possession
8	Form # 6	Addl. Furniture and other requirement and tariff card for addl. Services	September 10, 2025
9	Form # 7	Exit Pass	September 26, 2025

EXHIBITOR ENTRY PASS

The Security-in-Charge

Name of Exhibitor/ Company

Stall No.

Please allow entry of _____ packages relating to our participation at "2nd IBET 2025, September 24 – 26, 2025 at Hall 1C – IICC, Yashobhoomi, New Delhi".

Vehicle Number: _____

Company Name: _____

Please allow their vehicles to enter from **Gate no 11** for the event set up for the event.

NOTE: Please bring 2 copies of the filled copy of the entry pass.

Signatories

Exhibition Coordinator Name (from Exhibitor Side)	MM Activ Sci Tech Communications	Security
Date:	Date:	Date:
Date:	Date:	Date:

DECLARATION FORM

Indemnity/undertaking

(To be filled in by Authorized Personnel and strictly the printout with the seal should reach the Secretariat by **10.09.2025**)

Dear Sir,

I/We, the undersigned, hereby declare that I/We have read and understood the Rules and Regulations of participation in "**2nd India Bio Energy & Tech Expo 2025**" as well as the contents of the Exhibitors' Information and that I/We agree to abide by the said Rules and Regulations without reservation.

I/We further declare that I/We indemnify the Organisers against payment of taxes, penalties, charges, levies, OCTROI, CESS, import duties etc. or any other statutory payments which the Organisers may be called upon to pay on my/our behalf now or in near future. Further, I/we also indemnify Organisers against any loss of property/damages/loss of life/accidents etc.

Name: _____

Designation: _____

Organization Name: _____

Stall Number: _____

For and on behalf of Exhibitor

Signature

Company Seal

FORM No. 2

FASCIA

Please fill and mail to:
IBET Expo 2025 Secretariat
Email: secretariat@ibetexpo.com

Last Date of Submission
September 10, 2025

Name of Exhibitor: _____

Stall No. _____

FASCIA NAME FOR EXHIBITORS

This form must be completed and returned by every shell scheme Exhibitor to the **IBET Expo 2025 Secretariat** email id. secretariat@ibetexpo.com with the deadline date as stipulated.

Please indicate the name you would like displayed on your fascia in the space provided below. Kindly use block letters only, as logos are not permitted. If this form is not submitted by the deadline, the Organiser will use the name provided in your original Space Booking Form.

THE FOLLOWING IS TO APPEAR ON THE FRONT FASCIA OF OUR STAND

Please use block letters:

Exhibition Coordinator Name: _____

Designation: _____

Signature: _____

Mobile: _____

Company Seal:

FORM No. 3

EXHIBITOR BADGES

Please fill and mail to:
IBET Expo 2025 Secretariat
Email: secretariat@ibetexpo.com

Last Date of Submission
September 10, 2025

Note: Kindly complete this form appropriately and return it to **IBET Expo 2025 Secretariat** with the deadline date as stipulated.

Name of Exhibitor: _____
Stall No. _____

Please allow entry of _____ for the registration of our personnel at our stall in 2nd IBET Expo 2025

S. No.	Name	Designation

Name of the Exhibition Coordinator: _____

Signature: _____

Company Seal:

FORM No. 4 POWER CONNECTION

Please fill and mail to:
IBET Expo 2025 Secretariat
Email: secretariat@ibetexpo.com

Last Date of Submission
September 10, 2025

This form is mandatory for all bare space holders and exhibitors who require additional power for running machines.

Company Name _____

Address: _____

Contact Person _____ Designation _____

Mobile No. _____ Email: _____

GST NO. _____ Stall Number _____

Permanent Electric Load	Connection & Consumption Charges (Rs) from September 24-26, 2025 (3 Days)	Qty. Required	Amount
Single / Three Phase	5000/- Per KW		
Total Amount			
GST @ 18%			
Grand Total			

Temporary Load - Bare Space owner are requested to kindly send us your Temporary Power requirement so that it can be given to you during the construction of your stall.

Temporary Electric Load	Connection & Consumption Charges (Rs) from September 22-23, 2025 (2 Days)	Qty. Required	Amount
Single / Three Phase	5000/- Per KW		
Total Amount			
GST @ 18%			
Grand Total			

Kindly mention the dates for Temporary Connection before the event and after the event

From	Till

Date _____

Signature: _____

FORM No. 5 STAND POSSESSION

Please fill and mail to:
IBET Expo 2025 Secretariat
Email: secretariat@ibetexpo.com

Note: This form to be filled in and submitted at the time of taking physical possession of the stand

Company Name _____

Stall No. _____

Contact Person _____ Mobile No. _____

We have made full payment against the stall, the last installment of Rs. _____ (Rupees
_____ only) having been paid vide our cheque/DD/
Online transfer _____ date _____. Please handover possession of our stand to
Mr./Ms. _____.

We will complete our stall design work by the deadline. Additionally, we will ensure all exhibit materials are cleared from the aisles and passages by 11:30 PM on September 23rd, 2025.

Name of the Exhibition Coordinator: _____

Signature: _____

Company Seal:

FORM No. 6 Additional furniture and other requirements

Please fill and mail to:
DND Events Pvt. Ltd.

Last Date of Submission
September 10, 2025

Note: Kindly complete this form appropriately and return it to **IBET Expo 2025 Secretariat** with the deadline date as stipulated.

Name of Exhibitor: _____

Stall No. _____

S. No.	Item details	Qty	Amount	Total
			Total	
			GST @ 18%	
			Grand total	

Exhibition Coordinator Name: _____

Designation: _____

Signature: _____



Mobile: _____









Company Seal:



Tariff card for additional services and furniture

Ordering Additional Services:



Requirements for additional services can be placed with the contractors at the venue and the same will be supplied by the contractors on payment basis. **Also, your requirement may please be sent to the Contractors directly by 10.09.2025.** The additional services may also available at the venue at additional cost (subject to availability).

S.No.	Item Code	Element Description	Size / Specification	Image	Unit Cost in INR for all days
1	DND-01	White leatherette Chair	White		1200
2	DND-02	Cup Shape Chair	White		1500
3	DND-03	Wooden Leg chair	White		1750
4	DND-04	Black Executive Chair	Black		1750
5	DND-05	Black Exhibition Chair	Black		700
6	DND-06	Bar Stool	White		1650

7	DND-07	Brochure stand	Metal		1300
8	DND-08	VIP Sofa (Single Seat)	White / Black		3000
9	DND-09	VIP Sofa (Double seat)	White / Black		5000
10	DND-10	Glass Showcase (Big)	1000 mm (w) x 500 mm(D) x 2000 mm (H)		5000
11	DND-11	Glass Counter	1000 mm x 500 mm x 100 mm		3500
12	DND-12	Octonorm Table	1000 MM x 750 MM x 500 MM		1400
13	DND-13	Octonorm Lockable Table	1000 MM x 750 MM x 500 MM		3500
14	DND-14	System Panel	1 M x 2.5 M (H)		1500

15	DND-15	Lockable Door			4000
16	DND-16	Glass Round Table	900 MM (Dia) x 750 MM (H)		1700
17	DND-17	Glass Center Table	1 M x 450 MM		1350
18	DND-18	Coffee Table (Glass Top)	500 MM x 500 MM		1200
19	DND-19	Glass Shelves (Each)	1 M x 12 inch		800
20	DND-20	Centre Table - Antic			1650
21	DND-21	Plug Point			650
22	DND-22	Waste paper basket			250

23	DND-23	Spotlight	16 Watt		800
24	DND-24	Metal Light	100 Watt		1650
25	DND-25	TV Stand			650
26	DND-27	42 Inch TV	On Floor Stand		9000
27	DND-28	50 Inch TV	On Floor Stand		12000
28	DND-29	55 Inch TV	On Floor Stand		15000
29	DND-30	60 inch TV	On Floor Stand		18000
30	DND-31	65 Inch TV	On Floor Stand		24000

31	DND-32	75 Inch Tv	On Floor Stand		30000
32	DND-33	Water Dispenser	Hot & Cold		12000

Contact Person: Mr. Raj Rajoria, DND Events Pvt. Ltd., Mob: 8920579613,

Email: raj.dndevents@gmail.com

Please note:

1. GST extra @18% applicable
2. Standard Rate Deadline: Place orders by 15th September 2025, to avoid additional charges.
3. The images are representative. Actual item may differ in size, color and shape from the images shown above
4. Payment to be made in favor of DND Events Private Limited " through bank transfer
5. Orders will be supplied only after receipt of full payment in advance

