

# EXHIBITORS MANUAL



**04 - 05 JULY 2024**

HALL NO. 12 & 12A, PRAGATI MAIDAN, NEW DELHI, INDIA

**International Exhibition and Conference for Police, Central Armed Police Forces,  
Defence Forces & Security Professionals**

**Organised by**



(CIN: U93092DL2006PTC152355)

1206/1207 Pragati Tower, 26, Rajendra Place, New Delhi-110008 (India)

Tel: +91-11-41536990/65838058, Fax +91-11-45636990

Email: [info@internationalpoliceexpo.com](mailto:info@internationalpoliceexpo.com)

### **Brief Info**

- **EXHIBITION NAME :** 9th INTERNATIONAL POLICE EXPO 2024 & 8th HOMELAND SECURITY EXPO 2024 ( Co – Located Event: 5<sup>th</sup> Drone International Expo 2024 )  
International Exhibition and Conference for Police, Central Armed Forces, Homeland Security & Security Professionals
- **Venue:** Hall No. 12 & 12A  
Pragati Maidan  
New Delhi- 110001, India. Tel: 91-11-23371540, 23371491  
Entry of Material - Gate No. 1  
Entry of Visitor - Gate No. 1 & 10
- **Important Dates & Timing**

#### **Decoration Period:**

##### **For Bare Space**

2nd July, 2024 – 10:00 hrs to 00:00 hrs  
3rd July, 2024 – 10:00 hrs to 00:00 hrs

##### **For Built-up/Shell Scheme Stall**

3rd July, 2024 – 10:00 hrs to 00:00 hrs

##### **Display/Exhibition Period:**

4th July, 2024 – 10:00 hrs to 00:00 hrs  
5th July, 2024 – 10:00 hrs to 00:00 hrs

##### **Dismantle Period:**

5th July, 2024 – 19:00 hrs to 23:55 hrs

(In case of delay, charges levied by ITPO shall be borne by exhibitor himself)

### **Contact Number of Officials of Organizer**

- Mr. Ashish Gupta (For Stall Allotments / For Conference) : +91-7533018555
- Mr. Surendra Rawat (For any other assistance) : +91-9711900645
- Mr. Subhash Bhatt (For any other assistance) : +91-7533018444

### **OFFICIAL STAND & ELECTRICAL CONTRACTOR**

#### **Wasim Uddin**

Director- Sales

#### **Plexus Expo Service**

1010/121, Chauhan Market,

Sarita Vihar, New Delhi- 110076(India)

Tel: 011 – 41640151

Mob: **+91 9958282653**

Email: **wasim@plexusexpo.com**

Gmail: **plexusexpo@gmail.com**

Web: [www.plexusexpo.com](http://www.plexusexpo.com)

### **OFFICIAL FREIGHT FORWARDER**

R. E. Rogers India Pvt. Ltd.

Puneet Sekhri

Dy. General Manager - Sales

Mob: +91 9810553944

Email: [puneet@rogersworldwideindia.com](mailto:puneet@rogersworldwideindia.com)

Regd Office : 1, Commercial Complex, Pocket H & J, Sarita Vihar,

New Delhi - 110 076, India, Tel : 91-11- 26949801 /

26949802, Fax: 91-11- 26945900 / 26949803

Web: [www.rogersworldwideindia.com](http://www.rogersworldwideindia.com)

### **OFFICIAL TRAVEL AGENT**

Trip india

Mr. Pragya Shankar Chandra

(Manager Operations)

Skype ID:- pragya.chandra

Mobile No. - +919899594353 / +918527562562

Email: [pragya@tripindia.co.in](mailto:pragya@tripindia.co.in)

- **Extra Furniture or any other equipment during Exhibition (Refer Annexure –II)**

Exhibitors can directly requisite any extra requirements e.g. Tables, Chairs, Stands, A/V systems from official Stand & Electrical Contractors. However for the convenience price list has been provided in ANNEXURE-II.

- **Show Directory (Refer Annexure No. III)**

We'll provide all exhibitors a suitable space in Show Directory mentioning their names and other relevant particulars and information. Please send us basic information of your company, Contact Info, Name of Contact Person and Products.

- **Key Rules and Regulations**

- i) **Governing Law**

Exhibitors are required to observe and comply with all the laws of India.

- ii) **Visa Application (Refer Annexure No. IV)**

Exhibitor should get a visa invitation letter, which indicates concisely for participation in the show, and directly apply forthwith for one time entry visa at Indian Embassy or Consulate.

- iii) **Intellectual Property Right/Copyright**

The organizers have the right to ask exhibitors to remove exhibits that violate intellectual property right or copyright. All exhibitors found guilty or infringement of intellectual property rights shall be banned from participation in all trade fairs arranged by the organizers.

- iv) **Insurance**

The organizers are responsible for the general security of the entire venue but will not undertake any financial or legal responsibility for any type of risk concerning or affecting the exhibitions, their personal belongings and exhibits. Exhibitors which should include (But not limited to ) their displays, exhibits, stand fittings and fixtures, and other third parties against loss or damage by theft, fire, public (including occupier's liability) and other natural causes.

- v) **Electricity Supply**

For safety reasons, solely the official stand contractor must carry out all electrical installation connecting to the main distributor at the exhibition venue. Exhibitors may order lighting and electrical items according to the order forms.

**vi) Fire and Safety Regulations**

- Please always remember to wear your badge and do not transfer it to others. When you enter exhibition hall, show it to guards.
- The exhibition hall opens at 9:00 AM for exhibitors only. By 10:00 AM it opens to visitors. The hall closes at 6:00 PM. For the safety of your exhibits, please do not leave the exhibition hall until the guards ask you to leave.
- Take good care of your personal belongings when the exhibition is on. We suggest you to look at your personal belongings to avoid unnecessary loss when you leave the booth any time.
- Smoking is strictly prohibited in the exhibition hall, it is allowed in the appointed area
- No fire is allowed in the exhibition hall
- Do not keep empty container of lubricants (except exhibits) on your stand.
- Any inflammable and explosive materials being brought into the exhibition hall should be inactive.
- The organizers may, upon instruction from the fire authority issue other guidelines.

**vii) Rules and Guidelines of ITPO to be followed by Exhibitors strictly**

- a) The permissible height of the stand construction is 2.4 mtrs. Only few features like logo etc. in bigger stall can go up till the height of 3.5 mtrs.
- b) Stand construction should be independent of the wall, columns and roof of the halls.
- c) Light weight hangings and buntings can be hung inside halls with high ceiling and from the existing hanging arrangement. No hanging, however, should be suspended from electric conduits, cables, fixtures and air – conditioning/ventilator grill. In case the exhibitor intends to provide specific hanging arrangement, the same should have the prior approval of the engineering Division of ITPO.
- d) Specially designed frames exist in front of different halls. Signboards of the events are to be installed using such frames only. No signboard is to be suspended from the rooftop or parapets.
- e) 3-Phase/1-Phase power requirement for display/operation of machine needs to be forwarded to Organizers at least one month before the start of the event.
- f) No gas stove and other implements using live flames are permitted for the purpose of any

demonstration.

- g)** The sound decibel inside the hall is to be regulated in the interest of all other users and visitors. The sound decibel in common areas and in passages should not exceed 70 decibel due to use of any sound and music systems in the hall.

**h)** Entry of all vehicles carrying exhibition goods etc. will be allowed from Gate No. 1 at Bhairon Road. Upon requisition, organizers shall provide Entry passes etc.

**i)** In order to regulate entry and exit of vehicles carrying exhibits & materials of contractors, the system of IN-PASS and OUT-PASS is to be followed. With the IN-PASS, vehicles will be allowed entry into the ground while with the OUT-PASS (Exit-Permit), vehicles could exit from the ground after fulfilling the formalities of clearance from the Organiser.

**j)** All the vehicles going out of Pragati Maidan are required security check at the gates. This is strictly followed by ITPO security/Delhi Police. All materials/exhibits going out of Pragati Maidan in vehicles or otherwise will be allowed to go out on the basis of valid OUT-PASSES (Exit Permit) only. Two copies of invoice should be handed over at the exit point to security staff of which one will be returned back to the concerned person and one copy will be retained by the Security Division. The OUT-PASSES (Exit Permits) will be duly stamped by the Marketing Division/Central Control Division.

**k) Complimentary Parking Arrangement for Exhibitors**

Exhibitors are allowed to park their cars in parking space at Gate No. 1. Organiser shall issue Parking Passes on the day of handing over of possession of Stall upon specific requisition by Exhibitors.

- **Hotel Booking**

Exhibitors are advised to contact official Travel Agent directly for their needs related to boarding, Lodging & Local Conveyance.

- **Notice: PLEASE KEEP ALL VALUED GOODS CAREFULLY**

**Annexure-I**

FORM NO. CCR-1

FORM FOR OUT PASSES (EXIT PERMIT)

Central Control Room, ITPO New Delhi

Kindly allow exit of following material/exhibits from Pragati Maidan:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

These exhibits/materials belong to M/S

\_\_\_\_\_.

Who are participating / providing services in the 9<sup>th</sup> INTERNATIONAL POLICE EXPO 2023 & 8<sup>th</sup>  
HOMELAND SECURITY EXPO 2024  
HALL NO 12 & 12A, PRAGATI MAIDAN, NEW DELHI

(Name of Exhibition)

Name and Signature of CEO

Authorized Officer: \_\_\_\_\_

Date: \_\_\_\_\_

Counter – Signature of CCR Officer

**Additional Furniture Rate List:**

No.	Additional Equipment	Code	Unit Price (INR)	Unit Price (USD)	Quantity	Value
1	Wooden Chair	CF-03	1400	30		
2	Folding Chair	CF-05	700	20		
3	Standard Chair	CF-07	800	20		
4	Leather Chair	CF-08	1000	25		
5	Executive Chair	CF-09	1200	25		
6	Office Chair	CF-10	1200	25		
7	Barcelona Chair	CF-11	2000	40		
8	Sofa Chair with arm	SF-01	2000	40		
9	Sofa Chair double seat	SF-02	3700	70		
10	Vegas Sofa	LF-01	3000	55		
11	Vegas Sofa Double	LF-02	4200	75		
12	Sofa Single	LF-03	2500	50		
13	Bar Stool	BF-01	1700	35		
14	Barstool	BF-02	1700	35		
15	Coffee Table	TF-02	1400	30		
16	Round Table Glass	TR-01	2000	40		
17	Information Counter	PX-01	1600	35		
18	Small Showcase	PX-02	3700	70		
19	Lockable Cupboard	PX-03	2500	50		
20	Slim Showcase	PX-04	4800	85		
21	Tall Showcase	PX-05	5800	110		
22	Display Cube	PX-06	2500	50		
23	2-tier Information Counter	PX-07	3800	70		
24	Brochure Rack	AF-01	1400	30		
25	Clothes Display Stand	AF-02	2500	50		
26	Velevt/Chain Barricade	AF-04/AF-05	1200 per r.m	30		
27	Lockable Door	AS-02	4500	80		
28	Shelf Flat or Sloping	DS-01	800	20		
29	150W Long Arm Halogen	LE-02	1000	25		
30	100W Long Arm Spot Light	LE-03	800	20		
31	300W Halogen Floodlight	LE-07	2500	50		
32	Metal Halide 70W/150W	LE-08	3000	60		



33	Display Cube- 500*500*500mm		1400	30		
34	Dust Bin		500	10		
35	13/15 Power Plug Point		800	15		
36	System Panel 1mL x 2.44mH		1000	25		
37	Refrigerator		4500	130		
38	New Needle Punch Carpet (per sqm)		300	10		
39	A/V Plasma	42"	3800	120	Per day	
40	A/V Plasma	32"	3400	100	Per day	
41	DVD Player		1000	25		

\* All above shall attract GST @ 18%

**Note:** Following shall be provided under Shell Scheme

2.5M normal-quality partition wall, Carpet, 1 information table,  
2 chairs, Fascia with company name, 2 spotlight, 1 power socket, 1  
wastepaper basket.

## ADDITIONAL FURNITURE & FURNISHING



Wooden Chair  
Code: CF-03  
440(W)X480(D)X820(H)



Folding Chair  
Code: CF-05  
450(W)X460(D)X760(H)



Standard Chair  
Code: CF-07  
460(W) X 460(D)



Leather Chair  
Code: CF-08  
450(W)X450(D)X800(H)



Executive Chair  
Code: CF-09  
620(W)X500(D)X800(H)



Office Chair  
Code: CF-10  
650(W)X550(D)X800(H)



Barcelona Chair  
Code: CF-11  
600(W)X550(D)X760(H)



Sofa Chair with arm  
Code: SF-01  
800(W)X750(D)X780(H)



Sofa Chair with arm double  
Code: SF-02  
1700(W)X750(D)X780(H)



Vegas sofa single  
Code: LF-01  
760(W)X440(D)X750(H)



Vegas sofa double  
Code: LF-02  
1290(W)X440(D)X800(H)



Sofa  
Code: LF-03  
800(W)X750(D)X750(H)

Notes:-  
All Dimensions are in mm

For Further Information Please Contact Us at:  
Please Fax to 91-11-45636990 or E-Mail to: [internationalpoliceexpo@gmail.com](mailto:internationalpoliceexpo@gmail.com)

## ADDITIONAL FURNITURE & FURNISHING



Barstool  
Code: BF-01  
440(W)X480(D)X820(H)



Barstool  
Code: BF-02  
420(W)X400(D)X820(H)



Coffee table  
Code: TF-01  
450(W)X350(D)



Meeting table  
Code: TF-02  
1200(L)X900(W)X760(H)



Cocktail table  
Code: TF-04  
600(D)X1075(H)



Round table  
Code: TR-01  
850(D)X760(H)



Information counter  
Code: PX-01  
1030(L)X535(W)X760(H)



Small showcase  
Code: PX-02  
1030(L)X535(W)X1030(H)



Lockable cupboard  
Code: PX-03  
1030(L)X535(W)X760(H)



Slim showcase  
Code: PX-04  
535(L)X535(W)X2000(H)



Tall showcase  
Code: PX-05  
1030(L)X535(W)X2000(H)



Display cube  
Code: PX-06  
535(L)X535(W)X760(H)

Notes:-  
All Dimensions are in mm

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## ADDITIONAL FURNITURE & FURNISHING



2-tier information counter  
Code: PX-07  
1030(L)X535(W)X1030(H)



Brochure rack  
Code: AF-01  
300(L)X300(W)X1100(H)



Cloth display stand  
Code: AF-02  
2000(L)X2000(H)



Lockable door  
Code: AS-03  
1000(L)X2440(H)



Shelf flat/ sloping  
Code: DS-01  
1000(L)X300(W)



150W long arm helogen  
Code: LE-02



100w long arm sport  
light  
Code: le-03



300W helogen flood  
light  
Code: LE-07



Metal halide 70w/150w  
Code: LE-08

Notes:-  
All Dimensions are in mm

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E-Mail to: [internationalpoliceexpo@gmail.com](mailto:internationalpoliceexpo@gmail.com)

**Annexure No. : III****Information for Exhibitors Catalogue /Directory**

**Form**  
**Complimentary Catalogue Listing**  
**Deadline: 20 June 2024**

Exhibiting Company ..... Booth No.....

Each contracted stand in the exhibition is entitled to a free insertion of 100 words in the Exhibition Directory describing the company's product/services. Exhibitors are encouraged to use their full 100 words.

**Please note:**

1. Information received after specified deadline will not have guaranteed inclusion.
2. Complete all sections. Typing is preferred. Hand written information must be clear and legible to avoid misinterpretation/errors.

<b>Name of Organisation</b>	
<b>Address</b>	
<b>Contact Details</b>	<b>Telephone</b> <b>Fax</b> <b>Email</b> <b>Website</b>
<b>Contact Person</b>	<b>Name</b> <b>Designation</b> <b>Email</b> <b>Cell/Mobile No</b>
<b>Facia/Name to be displayed over booth</b>	<b>In capital Letters</b>
Company Profile (Max 120 Words) :	
Image of Product/Equipment to be displayed at Exhibition	Main features and utility of this equipment/product which Trade Visitors may like to know before buying this
<b>Note: All forms must be sent to Nexgen Exhibition Pvt. Ltd. 1206/1207, Pragati Tower, 26, Rajendra Place, New Delhi-110008. Tel 011-41536990. Fax No.45636990.</b> <b>Email: <a href="mailto:info@internationalpoliceexpo.com">info@internationalpoliceexpo.com</a></b>	

<b>Annexure No. :I V</b>	
<b>Visa Application</b>	<b>Deadline:</b>

Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Tel \_\_\_\_\_ Fax: \_\_\_\_\_  
 Contact Person \_\_\_\_\_ P.C.: \_\_\_\_\_  
 Booth Number \_\_\_\_\_

Please type or print. You may copy this form in case you need to apply for more than one person.

<input type="checkbox"/>	Name	
	Company Name	
	Company Address	
	Sex	
	Passport Number	
	Nationality	
	Job Title	
	Place of Birth	
	Date of Birth	
	Date of arrival	
	Date of Departure	
	Country for Visa Issuance	
	City for Visa Issuance	
	Passport Expiry Date	
	E-Mail	
	Tel	
	Format County Code- Area Code-Tel No.	
	Fax	

Signature of Authorized Person: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Company Name): \_\_\_\_\_

Please Fax to 91-11-45636990 or E-Mail to: [info@internationalpoliceexpo.com](mailto:info@internationalpoliceexpo.com)  
 I'll apply the visa invitation letter for you and then express the invitation letter to you.

**Annexure No. : V**

04 - 05 JULY 2024

HALL NO. 12 & 12A, PRAGATI MAIDAN, NEW DELHI, INDIA

## FORM : EXHIBITOR BADGE

**Deadline: 20 June 2024**

Company Name:

Contact Name:

Booth No.:

Please fill in English with CAPITAL LETTERS\*

Please send back to us within deadline at: [info@internationalpoliceexpo.com](mailto:info@internationalpoliceexpo.com) / [internationalpoliceexpo@gmail.com](mailto:internationalpoliceexpo@gmail.com)

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