

## 62<sup>nd</sup> IHGF DELHI FAIR [AUTUMN]

13 - 17 October 2026

### **EXHIBITOR MANUAL**

Dear Exhibitors,

On behalf of the Export promotion Council for Handicrafts, I welcome you to the 62<sup>nd</sup> IHGF Delhi Fair [Autumn] 2026 being held at the India Expo Centre & Mart at Greater Noida, Delhi (NCR).

This **Exhibitor's Manual** is provided with the purpose of assisting your organization in preparing for your participation in the **62<sup>nd</sup> IHGF DELHI FAIR [AUTUMN] 2026 from 13-17 OCTOBER 2026**.

**VERY IMPORTANT: 'UNDERTAKING for Compliance with Stall Construction Deadlines and Adherence to Business Ethics'.**

There is an immediate need to improve the ambience & cleanliness in the IHGF and maintain decorum like other leading international exhibitions.

In view of achieving its objective, it has been decided by the Fair Committee that all the exhibitors have to submit an Undertaking on their letter head to assure due compliance of the 'Terms & Conditions' with regards to the Stall Construction and Display Deadlines and respect the 'No Construction & Display Day' reserved for the final set-up and the smooth conduct and success of the IHGF Delhi Fair – Autumn 2026.

The detailed Guidelines for Compliance and the format of **UNDERTAKING** [updated] is placed at **Annexure – B**. The same is to be submitted along with the Stall Designs, Elevation Plans & Structural Safety Certificates for necessary approvals.

Please note, no possession of stand / space be given to the exhibitor or his booth contractor if the enclosed **UNDERTAKING** as per **Annexure – B** is not submitted in the EPCH.

Please read this manual carefully and thoroughly to ensure that all relevant matters are processed properly and therefore make your participation in this edition of the above events a memorable one. Please also note the deadline dates and return Forms to the contact numbers and email promptly.

Should you have any queries, please contact the responsible person, whose name and contact number and email is provided in this manual for your assistance.

Thank you for your co-operation.

**Rajesh Rawat**  
Executive Director

## IMPORTANT DATES TO REMEMBER

### [NOT LATER THAN THE MENTIONED DATES]

- **UNDERTAKING for Compliance with Stall Construction Deadlines and Adherence to Business Ethics' – Submission in Original on Company Letter head duly stamped & signed on or before 28<sup>th</sup> September 2026 – copy of Undertaking attached.**
- **Exhibitors Constructing their Stand – Submission of Stall Technical Drawings for approval.**  
Submit request by **28<sup>th</sup> September 2026** (Please use Form-I – Page No. 17)
- **Request Form for Issuance of Construction Badges**  
Submit request by **28<sup>th</sup> September 2026** (Please use Form-II – Page No. 18)
- **Form For Additional Electricity Load**  
Submit request by **28<sup>th</sup> September 2026** (Please use Form-III-Page No. 19)
- **Authority Letter for Possession of Stand – Raw Space Booths**  
**Submit by 07<sup>th</sup> - 10<sup>th</sup> October 2026 as per the respective Exhibition Hall Schedule for possession as mentioned in the Exhibitor Manual (not later than by 12.00 noon) (Please use Form-IV-Page No. 20)**
- **Undertaking of No Retail Sale**  
Submit by **12<sup>th</sup> October 2026** (Please use Form V – Page No. 21)
- **Exhibits Move Out/ Gate Pass**  
**To be submitted in case exhibits are taken out of the exhibition stall during the period 13 - 17 October 2026 during the exhibition hours** (Please use Form VI – Page No. 22)

### **12<sup>th</sup> OCTOBER 2026 IS THE DAY OF NO CONSTRUCTION / DISPLAY**

### **NO WORK PERMITTED BEYOND 06.00 AM**

**PREPARE IN ADVANCE AND COMPLETE CONSTRUCTION & DISPLAY by 12<sup>TH</sup> October 2026 (06.00 AM)**

#### **Construction Dates**

**07-10 October 2026 (ALL EXHIBITION HALLS)\***

#### **Display Date**

**11<sup>th</sup> October 2026 [finish before 06.00 am on 12-10-2026]**

## **E-WAY BILL COMPLIANCE**

**Kindly follow the E-Way Bill System and complete all compliance, as per GST Rules, it is mandatory.**

#### **E-way Bill FAQ's**

<https://docs.ewaybillgst.gov.in/html/faq.html>

#### **GST FAQ's**

<http://gstcouncil.gov.in/faq>

#### **GST Twitter Handle FAQs**

For generation of E-Way Bill EPCH members may use the EPCH GSTN No. 09AAACE1747M2ZE

Helpline no. 7428235510 (Mr. Rohit Upadhyay, Manager Finance-IEML)

\* Please refer page no. 4 for further details

## 62<sup>nd</sup> IHGF DELHI FAIR [AUTUMN] from 13-17 OCTOBER 2026

### GENERAL INFORMATION

#### FAIR VENUE

India Expo Centre & Mart (IEML)  
 Plot No. 25 & 27, Knowledge Park II, Greater Noida, U. P.

#### FAIR DATES & TIMINGS

13 - 16 October [09.00 to 18.00 hrs.]  
 17 October [09.00 to 17.00 hrs.]

#### CONSTRUCTION DATES

07 – 10 OCTOBER 2026 [all exhibition halls]. **Construction to end by 06.00 pm on 10<sup>th</sup> October 2026.**

#### DISPLAY DATE

**11<sup>TH</sup> October 2026 to 12<sup>th</sup> October 2026. Please complete by 06.00 am of 12<sup>th</sup> October 2026**

#### ORGANIZER

Export Promotion Council for Handicrafts  
 EPCH House, Pocket 6 & 7, Sector – C, LSC, Vasant Kunj, New Delhi-110070.

#### CONTACT PERSONS

| Organizers                                                                                                                                                                              | EXPORT PROMOTION COUNCIL FOR HANDICRAFTS                                                                                                      |                                          |                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|--------------------------|
|                                                                                                                                                                                         | <b>RAJESH RAWAT</b><br>Executive Director – cum - Secretary                                                                                   |                                          | 011-26135256<br>Ext. 102 |
| <b>EPCH Trade Fair Division</b><br>Email: <a href="mailto:ihgf@epch.com">ihgf@epch.com</a>                                                                                              | <b>Sushil Kumar Agrawal</b><br>Deputy Director                                                                                                |                                          | 011-26135256<br>Ext. 109 |
| <b>Exhibitors Helpline</b><br>Email: <a href="mailto:mukesh.sharma@epch.com">mukesh.sharma@epch.com</a>                                                                                 | <b>Mukesh Sharma</b><br>Export Promotion Officer                                                                                              | 09958882464                              | 011-26135256<br>Ext. 109 |
| <b>Fair Directory &amp; Advertisement</b><br>Email: <a href="mailto:naveen.gaur@epch.com">naveen.gaur@epch.com</a> & <a href="mailto:ihgfdirectory@epch.com">ihgfdirectory@epch.com</a> | <b>Naveen Kumar Gaur</b><br>Deputy Director                                                                                                   | 09350202198                              | 011-26135256<br>Ext. 106 |
| <b>Hotel – Help Line</b><br>Email: <a href="mailto:hotels@epch.com">hotels@epch.com</a>                                                                                                 | <b>Kushal Talwar</b><br>Export Promotion Officer                                                                                              | 09871121212                              | 011-26135258<br>Ext. 123 |
| <b>Shuttle Service – Help Line</b><br>Email: <a href="mailto:varun.kumar@epch.com">varun.kumar@epch.com</a>                                                                             | <b>Siddhartha Tyagi</b><br>Deputy Director<br><b>Varun Kumar</b><br>Export Promotion Officer                                                  | 09818725533                              | 011-26135258<br>Ext. 127 |
| <b>Site cum Accounts Office</b><br><b>Operational from 07<sup>th</sup> October 2026</b>                                                                                                 | <b>Rishi Sharma</b> (Deputy Director)<br><b>Srinath Sharma</b> (Accounts Officer)<br><a href="mailto:accounts@epch.com">accounts@epch.com</a> | <b>08800094192</b><br><b>08527422001</b> |                          |
| <b>For EWAY Compliance, please follow the guidelines. FAQ’s on page 2</b>                                                                                                               |                                                                                                                                               |                                          |                          |

## MOVE-IN & MOVE-OUT SCHEDULE FOR DISPLAY

|                                            | <b>Raw Space</b> (Exhibitors constructing own stand)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Built – up Stand</b> (EPCH built up stands)                                                                                                                  |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Possession of Raw Space / Stand            | <b>Hall 1, 3, 5, 7 + FOYER AREA, Hall 2 (special instruction below), Hall 4, 6, 8 &amp; Hall 9 - 17</b><br><b>07<sup>th</sup> October 2026 [11.00 am onwards]</b><br><b>Hall 18 – 08<sup>th</sup> October 2026 [11.00 am onwards]</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>All Exhibition Halls</b><br><b>11<sup>th</sup> October 2026 [11.00 am onwards]</b>                                                                           |
| Special Instructions for Hall 2 Exhibitors | <p><b><u>Important Advisory for Exhibitors – Hall No. 2 (Second Floor), IEML Greater Noida</u></b></p> <p><b><u>FOR KIND ATTENTION OF ALL EXHIBITORS – HALL NO. 2 (SECOND FLOOR)</u></b></p> <p>Please note that Hall No. 2 at IEML, Greater Noida has recently been refurbished with special interiors, flooring, and ceiling works. The hall is presently designated by the venue management exclusively for hosting non-exhibition events.</p> <p>Accordingly, Hall No. 2 is being made available to exhibitors subject to the strict condition that <b><u>NO construction activity of any kind shall be permitted inside the hall. Only Modular Shell Structures (Built-up Stalls)</u></b> will be allowed in Hall No. 2.</p> <p>In view of the above:</p> <ul style="list-style-type: none"> <li>• Possession of stalls will be given on 11 October at 11:00 hrs for display</li> <li>• Display setup must be completed by 06:00 hrs on 12 October 2026</li> </ul> <p>Exhibitors allotted Hall No. 2 are requested to kindly note the above and plan their display accordingly.</p> <p><b>In case of customized display requirements, exhibitors are advised to bring pre-fabricated structures and/or display aids only, which may be assembled within the allotted stall space.</b></p> <p>Kindly ensure strict compliance with the above guidelines.</p> <p><b><u>IMPORTANT:-</u> cutting, sawing, sanding, spray painting &amp; roller painting, welding, or any other on-site construction activities will strictly not be allowed inside Hall No. 2.</b></p> |                                                                                                                                                                 |
| Booth Construction                         | <b>Start – 07<sup>th</sup> October 2026 [11.00 am onwards]</b><br><b>Finish – 10<sup>th</sup> October 2026 [by 06.00 PM]</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | N. A.                                                                                                                                                           |
| Booth Decoration                           | <b>All Exhibition Halls</b><br><b>11<sup>th</sup> October 2026</b><br><b>(Imp.: All booths must be fully decorated by 6:00 am 12<sup>th</sup> October 2026)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>All Exhibition Halls</b><br><b>11<sup>th</sup> October 2026</b><br><b>(Imp.: All booths must be fully decorated by 6:00 am 12<sup>th</sup> October 2026)</b> |
| <b>Termination of Booth Electricity</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>17<sup>th</sup> October 2026 (after 05.30 p.m.)</b>                                                                                                          |
| <b>Move-Out Exhibits</b>                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>17<sup>th</sup> October 2026 (after 6.45 p.m.) onward as per Move-Out Schedule</b>                                                                           |

**Important** – Possession of stand will be given to the exhibitors on submission of the **Undertaking as per Annexure – B** and **Authority Letter** with the respective Hall Manager (**as per FORM IV encl.**). Exhibitor's are requested to ensure that no payment is due to be paid to the Council on account of the fair participation as it may deny them timely possession of their exhibition space.

**Very Important** – **12<sup>th</sup> October 2026** is going to be a **“No Construction / Display Day” reserved for the final set-up for the smooth conduct and success of the IHGF Delhi Fair – Autumn 2026.**

No Construction activity or Display will be allowed beyond 06.00 am on 12<sup>th</sup> October 2026 and the exhibition halls will be vacated by all contractor / exhibitor's staff for the Sanitization of the Exhibition Complex and to put in place the various services & facilities required for the exhibition. This would not be possible with the movement

of vehicles. As such all exhibitors are requested to follow the above schedule and complete their construction & display before 06.00 am on 12<sup>th</sup> October 2026.

The exhibition will open on 13<sup>th</sup> October 2026 at 09:00 am. The exhibitors are therefore requested to cooperate with the EPCH so that the IHGF Delhi Fair – Autumn 2026 has an impressive and grand opening to the global audience.

### GOODS CARRYING VEHICLE - ENTRY AND EXIT PLAN

Entry of vehicles in the “India Expo Centre & Mart” complex will not be permitted during exhibition period. However, vehicles carrying Samples will be allowed entry up to 14.00 hours on 11<sup>th</sup> October 2026 for the purpose of bringing in exhibits. **Entry and exit of vehicles during the built-up period will be allowed only from the designated Gates as per the details given below:-**

| Hall no.                                        | Entry Gate  | Exit Gate                        |
|-------------------------------------------------|-------------|----------------------------------|
| Hall no. 1 to 8                                 | Gate no. 9  | Gate no. 10                      |
| Hall no. 9                                      | Gate no. 4  | Authority Gate (Near gate no. 7) |
| Hall no. 10, 11, 12, 14, 15 & 17                | Gate no. 5  | Gate no. 7                       |
| Hall no. 16                                     | Gate no. 4  | Authority Gate (Near gate no. 7) |
| Hall no. 18 <b>(Previously Old Hall No. 16)</b> | Gate no. 12 | Gate no. 12                      |

For move out, all Exhibitors will be required to submit four (04) copies of FORM VI - Gate Pass to their hall manager, which will be located at each Hall. The duly stamped Gate Pass can be collected from the respective Hall Manager on 17<sup>th</sup> October 2026 from 02.00 pm onwards after clearance of all dues. After conclusion of the fair, the exhibitor shall take out their exhibits and other materials out of the exhibition hall/ground from 06.45 pm onwards on 17<sup>th</sup> October 2026. The vehicles for loading the exhibits for move-out will be allowed inside IEML from 06.45 pm onward on 17<sup>th</sup> October 2026. Exhibitors may please note that no entry or exit will be allowed other than from the specified gate. However, organizers may at any time change the entry/exit plan due to administrative reasons. **IMP: All vehicles carrying exhibits should display their “HALL IDENTIFICATION STICKER” for easy guidance to the correct gate.**

### MOVE OUT SCHEDULE FOR ALL EXHIBITION HALLS

Please take note of the following EXIT SCHEDULE for 17<sup>th</sup> October, 2026 and plan your dismantling and vehicle movement accordingly to ensure a SMOOTH AND ORDERLY process after the close of the Fair:

| Timing                | Description                                                                                                          |
|-----------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>5:30 PM</b>        | Stand lights will be switched off.<br>Kindly ensure all electrical and electronic equipment are safely powered down. |
| <b>5:45 PM</b>        | Labour entry will be permitted.                                                                                      |
| <b>6:15 PM</b>        | Service shutters will be opened.                                                                                     |
| <b>6:45 PM</b>        | Entry for small-sized vehicles.                                                                                      |
| <b>8:30 PM</b>        | Entry for medium-sized trucks (up to 20 feet).                                                                       |
| <b>12:00 Midnight</b> | Entry for large trucks (above 20 feet).                                                                              |

Exhibitors are requested to plan their EXIT AND LOADING OPERATIONS accordingly and instruct their transporters/drivers to line up vehicles in sync with the above schedule.

## VISITOR'S INFORMATION

The fair opens to Overseas Trade Buyers, Buying & Sourcing Consultants (Buying Agents), Invited Domestic Retail Volume Buyers and Invited Guests only. All visitors must register in advance and follow all protocols and observe health and safety guidelines and wear the visitor badge during the fair. No visitor under age 18 or any visible ailments will be admitted.

## WHERE ARE YOU LOCATED? (BLOCK WISE LOCATION) –

| EXHIBITION HALL               | LOCATION OF EXHIBITION HALLS | STANDS HAVING PREFIX |
|-------------------------------|------------------------------|----------------------|
| 1, 3, 5, 7 & Foyer            | Ground Floor                 | E-01 - 16            |
| 2, 4, 6 & 8                   | Upper Floor                  | F-01 - 16            |
| 9, 10, 11 & 12                | Ground Floor                 | G-01 - 16            |
| 14, 15 & 17                   | Ground Floor                 | H-01 - 09            |
| 16                            | Ground Floor                 | J-01 - 05            |
| 18 (earlier known as Hall 16) | Ground Floor                 | K-01 - 06            |

## EXHIBITORS PHOTO BADGES (No Entry without Photo Badges)

For Security and Safety Reasons **Photo Identity Badges** will be issued to the Exhibitors and the same is mandatory for all exhibitors and their staff. These badges are not transferable. Only exhibitors carrying such photo badges and following all health and safety precautions and protocols will be allowed to enter the exhibition halls.

**All exhibitors are requested to display their Photo ID badges at all times during the exhibition. Only Exhibitors with Valid Photo Badges will be allowed in the fair.**

NOTE: number of exhibitor badges will be issued as under:

| SIZE OF STAND IN SQ. MTR. | 12 - 18 | 24 - 30 | 36 - 48 | 54 - 72 | Above 72 |
|---------------------------|---------|---------|---------|---------|----------|
| NO. OF BADGES ADMISSIBLE  | THREE   | FOUR    | FIVE    | SIX     | EIGHT    |

Exhibitors may please note that no entry or exit will be allowed other than from the specified gates. However, organizers may at any time change the entry/exit plan due to administrative reasons.

**NO WORK WILL BE ALLOWED WITHOUT CONSTRUCTION BADGES** – Exhibitors may please note that entry of unauthorized labour / exhibitor's staff not carrying proper identification badges will not be allowed in the exhibition Venue during the Built-up and Exhibition days.

The Council will issue **Construction Badges** to all exhibitors for entry & exit during the construction period from 07-11 October 2026. The badges will be valid till the 12<sup>th</sup> October 2026 (till 6.00 AM) and on 17<sup>th</sup> October 2026 after 06.00 pm during the move out. The staff and contractors with the badges will only be allowed.

Kindly fill-up and submit enclosed **FORM-II** and submit with your hall manager for issuance of Construction Badges on-site.

## MODULAR STAND – EPCH BUILT UP STAND

A 12 sq. mt. constructed stand will include the following:

- Three sides wall panel
- One plug socket
- One dustbin
- Floor Carpeting
- One table & three chairs
- Fascia with participants name
- 1 spotlight on every 2 sq. mt. space

**IMPORTANT – ELECTRICITY:** It has been observed that exhibitors are using unauthorized unlimited spot light / Halogen light or other equipment absorbing electricity more than the permissible limit as per the stand size. All exhibitors may please note for a 12 sq. mt. Stand only 6 spot lights of 60 watts each are allowed. Exhibitors can have additional electricity on payment basis. **Requests for additional electricity load should reach the council's office on the prescribed Form III by 28<sup>th</sup> September 2026.**

**Please note** unauthorized use of electrical loads of more than the permissible limit as per the stand size will be severely penalized. **No halogen lights will be allowed. Halogen are strictly prohibited.** Further, the Council reserves the right to disconnect the stall electricity if it is noticed that the exhibitor is drawing power over the sanctioned load. Also use of aluminum wire in construction of stand is strictly prohibited.

**Alternatively, exhibitors are requested to use Smart Lights like CFL/LED to optimize their power load.**

## **MODULAR STAND EXHIBITORS MUST ADHERE TO THE FOLLOWING POINTS:**

- No additional booths fitting or display may be attached to the booths structure.
- No tapes, nails or fixtures of any kind are allowed to be affixed to the partitions, floor or ceiling. Exhibitors are liable to any damage caused to their booth fixtures and fitting at the fair.
- No freestanding fitment may exceed a height of 8 ft. / 2.50 mt. or extend beyond the boundaries of the booth allocated. This excludes name fascia and company logo where the maximum height of 10 ft. / 3.00 mt. is allowed.
- All samples and stand materials shall be removed after the closing of the exhibition according to arrangements and within the time limit specified by the Organizers. Any exhibits or stand material left behind at the Exhibition Venue shall be deemed abandoned. Exhibitors are responsible for the expenses incurred for disposing of all such items.
- Installation of electrical equipment's, including lighting fixtures must adhere to the Electrical Regulations. Exhibitors are advised to make use of branded electrical fittings only.

## **HOW TO GET DISPLAY AIDS?**

Display aids such as Shelves, Hanging Rod, Glass Show Cases, Soft Boards, Display Counters, Coat Racks, Podiums, and Mesh Panels etc. will have to be arranged by the exhibitors on their own. Please note the attachments should match with the Prefabricated Powder Coated Octanorm system. **A list of empanelled agencies is enclosed at page no. 24.**

Kindly note, only the empanelled agencies are allowed entry into the Mart complex. However, the Council does not assume any responsibility about payment and other transactions between the exhibitors and contractors.

## **ARE YOU CONSTRUCTING YOUR OWN STAND? (BARE SPACE SITES- Architectural / Design Guidelines)**

In order to make your stand more attractive and harmonious with the overall hall design and décor, the following **Design Guidelines** have been formed to help your designer/decorator to conceive best possible design of your stand within the design parameters which needs to be followed by all concerned.

### **Maximum Permissible Height of Stands including Name Fascia**

#### **Due to low height of hall no. 1 – 8, Maximum Permissible Height of Stands including Name Fascia**

Exhibitors in Hall no. 1 to 8 = 10 ft.

(Please submit the "Booth Design and Technical Drawings" along with the structural safety & stability certificate)

**Note:- Construction of Mezzanine Floor (in two levels) in hall no. 1 – 8 is not permissible.**

#### **Maximum Permissible Height of Stands including Name Fascia**

Exhibitors in Hall no. 9 – 12 / 14 & 15 / 16 & 17 and 18 = 12 ft. if construction of a single level stall

(Please submit the "Booth Design and Technical Drawings" along with the structural safety & stability certificate)

**Exhibitors in Hall no. 9 – 12 / 14 & 15 / 16 & 17 and 18 = 15 ft. if construction of a two level stall**

**(You can construct your stand with Mezzanine Floor (in two levels) provided you submit the "Technical Design" of booth duly certified by a structural engineer for the structural safety & stability)**

Exhibitors are requested to please bring in pre-fabricated structures for the customized booths to ensure all fabrication/installation is completed by 10<sup>th</sup> October 2026 by 06.00 pm and display is completed on 12<sup>th</sup> October 2026 by 06.00 am.

## **Most Important:-**

### **Important Advisory for Exhibitors – Hall No. 2 (Second Floor), IEML Greater Noida**

Please note that Hall No. 2 at IEML, Greater Noida has recently been refurbished with special interiors, flooring, and ceiling works. The hall is now designated by the venue management exclusively for hosting non-exhibition events.

Accordingly, Hall No. 2 is being made available to exhibitors subject to the strict condition that **NO construction activity of any kind shall be permitted inside the hall.** Only **Modular Shell Structures (Built-up Stalls)** will be allowed in Hall No. 2.

In view of the above:

- **Possession of stalls will be given on 11<sup>th</sup> October 2026 at 11:00 hrs**
- **Display setup must be completed by 06:00 hrs on 12 October 2026**

Exhibitors allotted Hall No. 2 are requested to kindly note the above and plan their display accordingly.

**In case of customized display requirements, exhibitors are advised to bring pre-fabricated structures and/or display aids only, which may be assembled within the allotted stall space.**

Kindly ensure strict compliance with the above guidelines.

**IMPORTANT:- cutting, sawing, sanding, spray painting & roller painting, welding, or any other on-site construction activities will strictly not be allowed inside Hall No. 2.**

### **Important Instructions for Exhibitors Constructing Their Booths**

All exhibitors constructing their booths are requested to note the following:

- **Back-to-Back Wall Finish & Paint** – It is the sole responsibility of the exhibitor to ensure proper finishing and painting of back-to-back walls.
- **Covering of Joint Walls** – For all joint walls, exhibitors must cover the back wall with **black cotton fabric, flex, or paint** if the wall height exceeds **2.50 meters**.
- **Height Restrictions for Logos & Signage** – No logo, branding, or signage is permitted to exceed the maximum height of the stand structure as prescribed.

For further details, **please refer to Page No. 7** of the exhibitor manual.

### **Mandatory Certification of Booth Designs**

All exhibitors constructing their own booths are required to submit their stall designs with elevation plans and measurements along with the structural safety and stability certificate.

The Council reserves the right to request and obtain a copy of the certified design/plans at any time during the fair.

**Please do not allow your contractor to use aluminum wiring and poor quality fittings, THEY ARE SERIOUS FIRE HAZARD.**

**General Guidelines for all Exhibitors: (Very important: All exhibitors must read and follow strictly)  
Only Contractors / Booth Fabricators pre-registered with the EPCH be allowed**

Exhibitors can appoint any qualified contractors for their booth designing and construction; they are free to choose either from the listed companies on page no. 23 or any such contractor of their own choice. However, they must ensure that their appointed contractor is registered with the organizer (EPCH) latest by **28<sup>th</sup> September 2026**. They also have to intimate to the organizers in the prescribed form about the details and authority given by them to such booth construction company.

Please note, exhibitors will be directly liable for the conduct and actions of their appointed contractor. The prescribed format for this is given on page no. 17. They must compulsorily get designs of their proposed booth approved from the organizers by **28<sup>th</sup> September 2026**. **EPCH will not be liable for the contractor appointed by you. Kindly ensure due diligence at your end.**

### **Following formalities must be completed by each exhibitor**

- Fill and submit duly signed prescribed **Booth Design & Construction Contractor Registration Form-I** given on **page no. 17**.
- Copy of GST Certificate of the booth Construction Company must be submitted along with the above form.
- Submit the Booth Design with Elevation Plan & Electrical Layout for approval by **28<sup>th</sup> September 2026**.
- Only the Contractors registered with the organizers by the exhibitors will be allowed to undertake booth construction at the venue. Submit request for issuing Contractor Badges as per format given on **page no. 18**.
- All booth designs whether to be constructed inside a Modular Booth or Raw Space, must be submitted to the organizers for approval either directly by the exhibitors or by their contractor by **28<sup>th</sup> September 2026**.
- All workmen and Team members of the Booth Designer and Contractors must wear **Construction Badges** and follow the Health and Safety Protocol and wear the face mask and face shields while working inside the exhibition complex without which they will not be permitted to work at the premises.

- While planning and constructing your booth, respect your neighboring booths which have common wall to yours. Do not create structures and designs which obstruct your neighboring booths. Ensure that backside of your walls are properly finished and do not spoil the view or design of the other booths.
- **All exhibitors constructing their booths may please note, Back to Back Finish & Paint of walls is the responsibility of the exhibitor.**
- Ensure that during the Onsite construction activity of your booth, Aisles & Common Areas and Neighboring Booths are not encroached upon and are kept completely free of obstacles.
- Organizers support and promote environment and eco-friendly construction activities to minimize air and noise pollution. Hence, basic carpentry, painting and polish work is not allowed on site. All components of your booth must be produced in your contractor's workshop. Only such pre-fabricated modular components are allowed to be assembled and finished at the venue to minimize carpentry. Excessive carpentry work causing major inconvenience to other exhibitors on site may not be allowed by the organizers.
- All booth walls, furniture, lights, exhibits, merchandise and fittings etc. should be free standing or mounted on the booth walls. no. drilling or construction work on the hall floor is permitted and such damages, if caused, will be recovered from the exhibitor along with penalties.
- During booth construction activities, all your material should be kept in the designated area of your own booth. Walking aisles should be left free. Safety should be your foremost concern at all times.
- **Most Important:-** Any modifications to the approved booth design must be submitted for approval again. Booth installation not complying with the most recent plan received and approved will not be permitted.

## **FIRE & SAFETY PRECAUTION & SPECIAL INSTRUCTIONS FOR EXHIBITOR'S CONSTRUCTING OWN**

### **BOOTHS - [TO BE FOLLOWED BY ALL]**

- **Exhibitors are permitted to construct their own booth under the supervision & guidance of a Structural Engineer. All exhibitors constructing their own booths must have the designs/plans duly certified by a Structural Engineer. The Council reserves the right to obtain a copy at any given time during the fair for the Council's information and record. (KINDLY USE ENCLOSED FORM I.)**
- The Council reserves the right to stop construction if it is noticed that the construction is not safe and stable. It is the sole responsibility of the exhibitor to ensure that the construction is safe and the guidelines are followed.
- Exhibitors are requested to submit the details of their Contractor/Agency as per the enclosed format within the specified deadline for issuing contractor badges. **Kindly fill up and submit enclosed Form II for issuance of Construction Badges.**
- The Council will not be responsible for any delay on account of non-submission/late submission of the required information by the exhibitor.
- No display, construction or projection of construction element shall be permitted in the passages.
- Constructions of stands must be confined within the allotted area and should not project into or over the stands or gangways.
- Exhibitors are requested to kindly contact their hall manager for their exact location within the hall before commencing construction of their stall.
- Exhibitors opting for bare space are advised to bring pre-fabricated stands to avoid any delay in erection of their booth and damage to the mart property.
- **Use of inflammable material like dry grass/straw, bamboo sticks, jute, synthetic fabric, wall paper or fabric/flex masking, surgical cotton, wood chips & wooden scraps will be strictly prohibited.**
- Access to electric meters/main distribution boards, public conveniences and emergency exits shall be left clear during construction and display.
- Exhibitors opting for bare space will not be entitled to any refunds on their stand rent, any additional items or services etc. in lieu of the above during the Fair.

VERY IMPORTANT

- Only the agencies empanelled and authorized by the Council (as per list enclosed) will be allowed to work inside the exhibition halls.
- Empty boxes, cartons and other packaging materials shall not be kept in the halls as the same pose serious fire hazard.

- Electrical works in the stands MUST be entrusted to licensed electrical contractors and use of ISI Certified & Fire Insurance approved material shall be mandatory. **USE ONLY COPPER WIRING. Use of aluminum wire in construction of stand is strictly prohibited.**
- The electrical engineers of EPCH/IEML shall provide connections from the tapping point of main power line to each constructed and electrical fitted stand.
- Fire Precaution: For all construction with wooden material involved, raw space contractors are required to keep one functional fire extinguisher at a conspicuous spot within the assigned area during the construction period including the day of dismantling & exhibition days for safety reason.
- Exhibitors are advised to monitor the jobs executed by their contractors and ensure only Fire Insurance Approved branded wires and fittings are used. Electrical fire is a constant threat due to use of poor quality material and unauthorized tapping of electricity in the bare/raw space booths.
- In case of any untoward incident on account of negligence on part of the exhibitor or the contractor engaged by the exhibitor the above matter – the exhibitor will be solely responsible for the loss including the loss caused to the property of the EPCH, Fair Venue and the Exhibition Contractor/Agencies engaged by the Council.

**All Exhibitors constructing their own booths are required to install fire extinguishers during the construction & exhibition period including the period of dismantling. The Council reserves the right to close the stall if the above guidelines are not followed by the exhibitor.**

## **DISTRIBUTION OF PROMOTIONAL LITERATURE**

Promotional materials such as product catalogues and brochures can only be distributed by the exhibitors within their booths. Exhibitors may please note that distribution of promotional literature in passages, common area, Shuttle Bus Stop, Registration Area, lounge or restaurant or in the fairground (other than their stand) is strictly prohibited. Organizers have the right to confiscate such promotional literature.

## **POSSESSION OF STAND - AUTHORITY LETTER**

Possession of the stand will be given to the exhibitors subject to receipt of full payment and clearing all dues whatsoever that may accrue before taking possession of their stand and on submission of Authority letter as per the Performa enclosed i.e., ***FORM-IV***. Stands are to be vacated on the same day of the close of the Fair. ***Please keep the details of all the payments with you for the satisfaction of your hall in-charge and present it on demand.***

## **EXHIBITS DISPLAY DEAD LINE**

**All exhibitors are requested to complete display of exhibits at their stands strictly by 06.00 hours (06.00 A.M.) on 12<sup>th</sup> October 2026.**

## **STORAGE OF EMPTY BOXES**

Empty boxes should be kept in the dedicated storage area. Empty boxes will not be allowed to be kept in the exhibition halls. These will have to be removed before 06.00 p.m. on 11<sup>th</sup> October 2026, failing which, organizers shall have the right to confiscate these boxes and impose dumping charges for the material.

## **SELLING FROM STAND:- RETAIL SALE NOT ALLOWED**

IHGF Delhi Fair is a B2B Fair. Please note it is strictly prohibited to sell anything from the stand. **Kindly submit your undertaking on the enclosed Form – V.**

## **OBSTRUCTION OF PASSAGE/OUTSIDE STAND AREA (GANGWAYS)**

No stand should be left unattended during Exhibition hour. Activity, which in the opinion of the organizers amounts to nuisance, will not be allowed. Exhibits must not obstruct the passages. Organizers shall have the right to take remedial action in such cases.

Exhibitors are advised to display exhibits only with-in the area of their stand. Obstruction of passages or exhibits display outside of stand will not be allowed. The organizers have the right to confiscate the exhibits kept outside the stands.

## **MANNING THE STAND**

- Exhibitors should keep their stands in an orderly manner.
- Empty boxes should be kept in the appropriate storage area.
- Exhibits should be displayed in a professional manner compatible with the image of the fair.
- All exhibitors are required to remove the night sheets/curtains from their stands within 15 minutes of the opening of the exhibition, failing which, the organizers shall have the right to remove the curtains/night sheets.
- Stands must be manned by knowledgeable staff at all times during the exhibition period. Exhibitors should not vacate their stands before the official move-out time on the last exhibition day unless special permission has been given by the organizers.

## **GENERAL BEHAVIOUR**

- Exhibitors are requested to respect the health and safety protocol like maintain hand hygiene, wear face mask and face shields at all times inside the exhibition complex and maintain social distancing.
- Exhibitors should always behave in a courteous and business-like manner throughout the exhibition. They must pay due respect to visitors and other exhibitors.
- Exhibitors should welcome all visitors to their stands. Under no-circumstance should they act in a discriminatory way or prevent certain visitors from approaching their stands.
- Exhibitor badges are not transferable and should be worn on all times for security reasons.

## **RIGHT TO PRIVACY**

Exhibitors are expected to respect the right of all other exhibitors. They are prohibited from entering other exhibitors' booths unless they are being invited.

## **NO SMOKING ZONES:- (Entire Exhibition Area is Non-Smoking Zone)**

The stands are being erected in prefab systems within a covered structure and will have limited air circulation facility. As such it is advised to refrain from smoking in all the covered areas. You may also advise the same to visitors and your buyers.

## **WARNING**

No person under any circumstances shall cut into or through any floor covering or wall, nor alter any structure of the exhibition hall. Any such damage to the exhibition hall will be recovered from the exhibitor.

## SPEND 10 MINUTES IN THE EVENING AND RELAX THE NEXT MORNING

Exhibitors are advised to spend at least 10 minutes in the evening to clean their stands. You can take out all waste paper and brush the floor covering. Your 10 minutes in the evening will save you from dust the next morning and you can also come relaxed the next morning. Exhibition halls will be cleaned at 7.30 P.M. daily. Exhibitors may please note, waste basket and be kept in gangways so that wastebasket may be cleaned. Cleaner will not enter inside the stands. If garbage etc. is found after 7.30 P.M. inside the stand, the exhibitors have to clean it themselves the next morning.

## HALL/BOOTH CLEANING

The Organizers will be responsible for the general cleaning of the exhibition halls and gangways only.

Exhibitors must clean their booths and put their rubbish in front of their booths after the show time daily to be picked up by the cleaners.

## SECURITY

Participants will be responsible for security of their exhibits and stand. Organizers will make general security arrangements during the exhibition. Halls will be sealed daily at 7.30 P.M. & no person will be allowed to stay in exhibition halls between 6.30 P.M. to 8.30 A.M. Entry to exhibition area will be opened daily at 8.45 A.M. Every care will be taken for security. However, organizers do not take any responsibility for theft, loss, stealing, pilferage etc. and goods are to be kept at owner's risk.

## SHARING OR SUBLETTING OF BOOTHS

Exhibition space will be allocated to exhibitors/companies by name of organization and sharing or sub-letting will not be allowed under any circumstances. If it is found that the exhibition space is not being used by the original allottee and has been sub-let to another company, the booth shall be immediately sealed and the companies in question shall be debarred from all future participations in the IHGF & other trade fairs organized by the Council.

## SERVICES

### BUYER'S LOUNGE [Entry by Invitation only]

For convenience of overseas trade visitors, Buyer's Lounge will be located in hall no. 8, 11, 17 & 18. The access to Buyer's Lounge is limited to overseas buyers and pre-registered buying & sourcing consultants. **Entry will be permitted at the sole discretion of the organizers.**

## RESTAURANT

Multi Cuisine Restaurant & Food Court and Snack/Coffee Counters will be operated during the fair days at the mart complex following all health and safety protocols.

## BUSINESS CENTER

Business Centre and Stationery Shop will be located in Central Function Building.

## FOREIGN EXCHANGE COUNTER

Foreign Exchange Counter will be located in Central Function Building.

## MEDICAL AID

Medical Aid Centre with first aid facilities will be operated during the exhibition at Central Function Building (CFB Ground Floor) and the Organizer Office near Hall no. 9.

## STAND ATTENDANTS

Exhibitors can hire stand attendants & hostesses from the agencies given in the enclosed list.

## TRANSPORT / FREE SHUTTLE SERVICE

The Council will operate **Free Shuttle** Service from the listed hotels and designated pick – up points from Delhi. For further details, exhibitors may contact Mr. Siddhartha Tyagi, Deputy Director at 011-26135256 (ext. 127) / 09818725533 or email at [projects@epch.com](mailto:projects@epch.com). You may also visit the Council's website <https://ihgfdelhifair.in/free-shuttle> for the Free Transport / Shuttle Bus Schedule (pick-up points) for the fair.

## HOTELS ACCOMMODATION

Exhibitors may call Mr. Kushal Talwar on 011-26130692/09871121212 in the EPCH or visit <https://ihgfdelhifair.in/hotels> for the list of hotels offering preferential rates for the 62<sup>nd</sup> IHGF Delhi Fair (Autumn) 2026.

## PUBLIC ADDRESS SYSTEMS (ANNOUNCEMENTS ON MIKE)

The public address system is for use by the organizers for official announcements only. It is not available to exhibitors for publicity purposes or for individual messages.

## PHOTOGRAPHY & VIDEO SHOOTING

Photography and Videography are strictly prohibited. No photo, sound and video recording will be allowed in the fair venue, unless approved by the organizers in writing in advance. However the organizers & their approved photographer have the right to take photographs of any stand or Exhibits for their official and media use.

IMPORTANT

## CAR PARKING WITH PARK & RIDE FACILITY

- Very limited Car Parking is available inside the IEMML complex and shall be available on first come – first served basis. Necessary parking stickers will be issued to the exhibitors.
- EPCH will be setting – up Car Parking with Park & Ride Facility at Convention Centre Land behind IEMML Complex (opp. NSSTA Institute Building). Park & Ride Facility from the parking will be available at regular intervals to and from the Parking area – drop off at CFB and near hall no. 16 inside the IEMML complex.
- Car/Vehicles may be parked in the designated parking areas free of charge.

## NON EXECUTION OF ORDER

Exhibitors are advised to book the orders, which they can surely execute. In case the organizers receive any complaints from buyer regarding quality 'or' non-execution of any orders, strict action will be initiated against such exhibitors. They will not be allowed to participate in future exhibitions organized by the Council. All Directors/Partners affiliated with such an organization will be responsible for the act and will be penalized.

## VIOLATION OF GENERAL EXHIBITOR RULES

In case any exhibitor is violating any of the exhibitor's rules as stated in the "Fair Application Form" submitted for participation in the fair or is non-cooperative and not following the health and safety protocol, the organizers shall have the right to close down the stand of the participant immediately and evict such exhibitor from the exhibition venue.

## UNFORSEEN OCCURRENCES

In the event of any occurrence unforeseen in these rules and regulations, the decision of the organizers would be final and binding on all exhibitors.

## NOW YOUR HALL MANAGERS

In case you require any information pertaining to your participation, please contact your hall manager by quoting your Stand Number. **In case of telephonic enquiry, please provide stand number & reference no. (both) quoted on your letter.**

| Hall No. & Block                                   | Hall Manager           | Tel. & Mobile No.                      | Email                                                                |
|----------------------------------------------------|------------------------|----------------------------------------|----------------------------------------------------------------------|
| Hall – 1 & 3<br>(E-01 to E-08)                     | Mrs. Neena Sharma      | 011-26135256 (Ext. 120)<br>09560799113 | <a href="mailto:neena.sharma@epch.com">neena.sharma@epch.com</a>     |
| Hall – 5 & 7<br>(E-09 to E-16)<br>& Foyer Stalls   | Mr. Varun Verma        | 011-26135256 (Ext. 135)<br>08800094191 | <a href="mailto:varun.verma@epch.com">varun.verma@epch.com</a>       |
| Hall – 2 & 4<br>(F-01 to F-08)                     | Mrs. Mani Gupta        | 011-26135256 (Ext. 118)<br>09810300267 | <a href="mailto:mani.gupta@epch.com">mani.gupta@epch.com</a>         |
| Hall – 6 & 8<br>(F-09 to F-16)                     | Mr. Praveen Rawat      | 011-26135256 (Ext. 109)<br>09410509488 | <a href="mailto:saharanpur@epch.com">saharanpur@epch.com</a>         |
| Hall - 9<br>(G-01 to G-04)                         | Mr. Sanjeev Oberoi     | 011-26135256 (Ext. 135)<br>09810772504 | <a href="mailto:sanjeev.oberoi@epch.com">sanjeev.oberoi@epch.com</a> |
| Hall – 10<br>(G-05 to G-08)                        | Mr. Gopal Sharma       | 011-26135256 (Ext. 109)<br>08766006937 | <a href="mailto:jodhpur@epch.com">jodhpur@epch.com</a>               |
| Hall - 11<br>(G-09 to G-12)                        | Mr. Deepesh Sharma     | 011-26135256 (Ext. 109)<br>09818076163 | <a href="mailto:deepesh@epch.com">deepesh@epch.com</a>               |
| Hall - 12<br>(G-13 to G-16)                        | Mr. S. Krishna Chander | 011-26135256 (Ext. 109)<br>07030346136 | <a href="mailto:mumbai@epch.com">mumbai@epch.com</a>                 |
| Hall – 14 & 15<br>(H-01 to H-06)                   | Mr. Rahul Ranjan       | 011-26135256 (Ext. 111)<br>09891469898 | <a href="mailto:rahul.ranjan@epch.com">rahul.ranjan@epch.com</a>     |
| Hall – 16 & 17<br>(H-07 to H-09)<br>(J-01 to J-05) | Mr. Anuj Narain        | 011-26135256 (Ext. 111)<br>9999796169  | <a href="mailto:anuj@epch.com">anuj@epch.com</a>                     |
| Hall 18<br>(K-01 to K-06)                          | Mr. Sudhir Yadav       | 011-26135256 (Ext. 121)<br>09810161397 | <a href="mailto:sudhir.yadav@epch.com">sudhir.yadav@epch.com</a>     |

*For suggestions, kindly address your letter(s) to: -*

**Rajesh Rawat**

Executive Director

Export Promotion Council for Handicrafts  
 “EPCH House”, Pocket 6 & 7, Sector – C, LSC,  
 Vasant Kunj, New Delhi.  
 Email: [ed@epch.com](mailto:ed@epch.com)

## DO's

- Please greet all guests with a humble Namaste
- Exhibitors are requested to follow the health and safety protocol by maintaining hand hygiene and wear face mask during the set-up period.
- If you are constructing your own booth, please always place a fire extinguisher in your booth.
- Please Display your Photo Badges at all times during the fair.
- Please clean your stand in the evening with a soft floor cleaning brush to avoid dust in the morning.
- Please leave the waste bin outside your stand while going.
- Please keep enough business cards, catalogues, file holders, stapler, carbon papers and your documents like invoice / order books etc.
- Please reach by at least 8.30 am at the entrance gate because screening at entry point for the exhibitors may take some time to clear you to enter exhibition halls. Kindly keep your exhibitor badges ready. Please co-operate with the security on duty.
- We request you to advise your junior staff to wear dresses presentable in the business environment.
- Please open your stands and remove all the curtains by 8.45 am failing which, the Council reserves the right to remove the curtains of the booth.

## DONT'S

- **Strictly Prohibited** - inflammable material like dry grass/straw, bamboo sticks, jute, synthetic fabric, wallpaper or fabric/flex masking, surgical cotton, wood chips & wooden scrap for booth construction / display.
- Avoid lighting of **CANDLES / AGGARBATTI / DHOOP** or any other inflammable articles.
- **Please do not allow your contractor to use poor quality electrical wiring and fittings, poor quality wires and electrical fittings are a serious fire hazard. Use of aluminum wire in construction of stand is strictly prohibited.**
- Please don't leave the stand unattended at any time or during lunch.
- Please don't keep any articles on the main bay / gang ways.
- Please don't hang articles on the outer portion of your stand.
- Don't alter name fascia board. (Even if your name is spelt out wrongly, please inform the Hall Manager).
- Please don't load shelves heavily, these can fall off.
- Please don't keep empty cartons, helmets, suitcases etc. in the stand.
- Please don't push the structure.

**Wish you a grand success during "62<sup>nd</sup> IHGF DELHI FAIR [AUTUMN] 2026"**

## INDEX OF FORMS

| Sl. No. | Form No.                     | Purpose                                                                                                                 | Submission Deadline                                                                                               |
|---------|------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| 1.      | Form – I<br>at Page No -17   | Exhibitors with Bare Space / Own Construction of Stand<br><b><u>'SUBMISSION OF TECHNICAL DRAWINGS FOR APPROVAL'</u></b> | <b>28<sup>th</sup> September 2026</b><br><i>[EPCH reserves the right to obtain a copy of the design on site.]</i> |
| 2.      | Form – II<br>at Page No -18  | Request Form for Issuance of Construction Badges for Bare Space / Own Construction of Stand                             | <b>28<sup>th</sup> September 2026</b>                                                                             |
| 3.      | Form – III<br>at Page No -19 | Form For Additional Electricity / Power Load                                                                            | <b>28<sup>th</sup> September 2026</b>                                                                             |
| 4.      | Form – IV<br>at Page No -20  | Authority Letter for Possession of Stand                                                                                | <i>To be handed over to your Hall Manager before taking possession of your stand. Refer to page no. 2</i>         |
| 5.      | Form – V<br>at Page No – 21  | Undertaking of No Retail Sale by email to your hall manager                                                             | <i>To be handed over to your Hall Manager before taking possession of your stand. Refer to page no. 2</i>         |
| 6.      | Form – VI<br>at Page No -22  | Exhibits Move Out Gate Pass                                                                                             | <b>On or before 17<sup>th</sup> October 2026</b>                                                                  |
| 7.      | Page No -23                  | List of Empaneled Stand Construction/Window Dressing Agencies                                                           |                                                                                                                   |
| 8.      | Page No -24                  | List of Empaneled Suppliers of Display Aids                                                                             |                                                                                                                   |
| 9.      | Page No -25                  | List of Empaneled Agencies for Girl Guides & Hostesses & Interpreters                                                   |                                                                                                                   |

For suggestions, kindly address your letter(s) to: -

**Rajesh Rawat**

Executive Director

Export Promotion Council for Handicrafts

“EPCH House”, Pocket 6 & 7, Sector – C, LSC, Vasant Kunj, New Delhi.

Email: [ed@epch.com](mailto:ed@epch.com)

**FORM- I****62<sup>nd</sup> IHGF DELHI FAIR [AUTUMN]****13-17 October 2026****India Expo Centre & Mart, Greater Noida, Delhi (NCR)****EXHIBITORS CONSTRUCTING OWN STANDS/RAW SPACE****Deadline – 28<sup>th</sup> September 2026****pl. email to [ihgfexhibitors@epch.com](mailto:ihgfexhibitors@epch.com)**

Return to:

**The Executive Director****Export Promotion Council for Handicrafts**

EPCH House, Pocket 6 &amp; 7, Sector – C

Local Shopping Centre, Vasant Kunj

New Delhi – 110070

Sir,

We are constructing our own stand. Our request for bare space & architect / contractor is enclosed herewith for your information & records.

Exhibitor: \_\_\_\_\_ Stand &amp; Hall No: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Stand Contractor / Architect: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

NOTE :

1. Please keep ready 2 sets of detailed drawings duly certified by a structural engineer (elevations, layout plan & perspective) with dimensions, illustrating the design of your stand for the fair. The Council reserves the right to obtain a copy of the same at any time during the fair.

2. Both the exhibitor & contractor must abide by all rules and regulations of the organizers including the health & safety protocol.

**Declaration:-**

*We confirm that we have read, understood and agree to comply with and to be bound by the terms & conditions and will follow the health and safety guidelines. We will also ensure Back to Back Finish & Paint of walls of our constructed booth.*

AUTHORISED SIGNATORY \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE &amp; STAMP \_\_\_\_\_

***Important: - Please retain a copy of this Form for your records.***

**FORM- II**

**62<sup>nd</sup> IHGF DELHI FAIR [AUTUMN]**

**13-17 October 2026**

**India Expo Centre & Mart, Greater Noida, Delhi (NCR)**

***REQUEST FORM FOR ISSUANCE OF CONTRACTOR BADGES  
BARE SPACE / OWN CONSTRUCTION OF STAND***

**Deadline – 28<sup>th</sup> September 2026**

**pl. email to [ihgfexhibitors@epch.com](mailto:ihgfexhibitors@epch.com)**

Return to:

**Export Promotion Council for Handicrafts**

EPCH House, Pocket 6 & 7, Sector – C

Local Shopping Centre, Vasant Kunj

New Delhi – 110070.

**Only the Contractor/Agency who presents this form can collect the Contractor Badges by the number of workers. (Please fill out this form and send it to your contractor for collecting badges during the construction period).**

**Exhibitor: \_\_\_\_\_ Stand & hall No. \_\_\_\_\_**

***We have appointed the following agency for stand construction:-***

**Stand Contractor / Architect: \_\_\_\_\_**

**Contact Person: \_\_\_\_\_**

**Address: \_\_\_\_\_**

**Mobile: \_\_\_\_\_ Email: \_\_\_\_\_**

**The above person will collect \_\_\_\_\_ (number) of Contractor Badges on my behalf.**

**Declaration:-**

***We confirm that we have read, understood and agree to comply with and to be bound by the terms & conditions and will follow the health and safety guidelines.***

**AUTHORISED SIGNATORY \_\_\_\_\_**

**DATE \_\_\_\_\_**

**SIGNATURE & STAMP \_\_\_\_\_**

***Important: - Please retain a copy of this Form for your records.***

**FORM- III**

**62<sup>nd</sup> IHGF DELHI FAIR [AUTUMN]**

**13-17 October 2026**

**India Expo Centre & Mart, Greater Noida, Delhi (NCR)**

**ADDITIONAL ELECTRICITY/POWER LOAD**

**Deadline – 28<sup>th</sup> September 2026**

**pl. email to [ihgfexhibitors@epch.com](mailto:ihgfexhibitors@epch.com)**

Return to:

**Export Promotion Council for Handicrafts**

EPCH House, Pocket 6 & 7, Sector – C

Local Shopping Centre, Vasant Kunj

New Delhi – 110070.

Please Note Our Additional Electricity / Power Load Requirement For “IHGF DELHI FAIR [AUTUMN] 2026 is Given Below:

**POWER LOAD REQUIRED - \_\_\_\_\_ kw @ Rs. 1500/- + 18 % GST – Total Dues Rs. \_\_\_\_\_**

**PAYMENT DETAILS:**

Demand Draft/RTGS/NEFT No. \_\_\_\_\_ for Rs. \_\_\_\_\_

(Rupees. \_\_\_\_\_)

Bank \_\_\_\_\_

**Terms & Conditions:-**

THE ORGANISERS WILL ONLY PROVIDE 6 SPOT LIGHTS & ONE PLUG SOCKET (5/15 AMP) IN A 12 SQ. MT. BOOTH.

INCASE, EXHIBITORS REQUIRE EXTRA ELECTRICITY / POWER LOAD, THE CHARGES FOR THE SAME ARE RS. 1500/- PLUS GST PER KW THE REQUEST CAN BE SUBMITTED AS PER THE ABOVE FORMAT ALONG WITH REQUISITE FEE TO BE PAID BY WAY OF ADEMAND DRAFT / PAY ORDER DRAWN IN FAVOUR OF THE “EXPORT PROMOTION COUNCIL FOR HANDICRAFTS”.

**IMPORTANT:-** REQUESTS RECEIVED WITHOUT PAYMENT OR AFTER THE PRESCRIBED DATE WILL NOT BE ENTERTAINED. FURTHER, PAYMENT FOR ELECTRICITY LOAD ONCE DEPOSITED WILL NOT BE REFUNDED.

**Declaration: -**

***We confirm that we have read, understood and agree to comply with and to be bound by the Terms & Conditions***

EXHIBITOR \_\_\_\_\_

STAND NO. \_\_\_\_\_

HALL NO. \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ DATE \_\_\_\_\_

TEL \_\_\_\_\_

SIGNATURE & STAMP \_\_\_\_\_

**FORM -IV****(AUTHORITY LETTER)**

(To be typed on company letterhead or duly stamped copy of this form with company seal to be submitted at the time of taking possession of your stand at the exhibition ground)

To,  
The Executive Director  
Export Promotion Council for Handicrafts  
New Delhi

Stand No. \_\_\_\_/Hall No. \_\_\_\_  
Hall Manager \_\_\_\_\_

**62<sup>nd</sup> IHGF DELHI FAIR [AUTUMN]****13-17 October 2026****India Expo Centre & Mart, Greater Noida, Delhi (NCR)**

NAME OF THE ORGANISATION : \_\_\_\_\_

ADDRESS : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE : \_\_\_\_\_

E-MAIL : \_\_\_\_\_

CONTACT EXECUTIVE : \_\_\_\_\_

STAND NUMBER : \_\_\_\_\_

We are taking possession of the stand space allotted to us. We are also enclosing a copy of our stand allotment letter and confirm that payment for stand charges in full has already been made.

[All exhibitors constructing their booths will ensure Back to Back Finish & Paint of walls or covering the elevated area with fabric or flex].

Signature.....

Date.....

Name.....

Designation.....

Stamp.....

**FORM-V**

**UNDERTAKING OF NO RETAIL SALE**

(To be typed on company letterhead or duly stamped copy of this form with company seal to be submitted at the time of taking possession of your stand at the exhibition ground)

To,  
The Executive Director  
Export Promotion Council for Handicrafts  
New Delhi

Stand No. \_\_\_\_/Hall No. \_\_\_\_

**62<sup>nd</sup> IHGF DELHI FAIR [AUTUMN]**

**13-17 October 2026**

**India Expo Centre & Mart, Greater Noida, Delhi (NCR)**

**Declaration:-**

We confirm that we have read, understood and agree to comply with and to be bound by the Terms & Conditions of this exhibition. We further declare that “NO RETAIL SALE” has been made from our booth.

EXHIBITOR \_\_\_\_\_

STAND NO. \_\_\_\_\_

HALL NO. \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ DATE \_\_\_\_\_

TEL \_\_\_\_\_

SIGNATURE & STAMP \_\_\_\_\_

**FORM-VI****EXHIBITS MOVE OUT****GATE PASS**

(To be typed on company letterhead and be submitted in quadruplicate (4 copies) on or before  
17<sup>th</sup> October 2026 to your hall manager at exhibition ground)

(kindly attach 4 copies of an invoice/packing list of items to be transported out along with this gate pass)

To,  
The Executive Director  
Export Promotion Council for Handicrafts  
New Delhi

Stand No: \_\_\_\_\_

Hall No : \_\_\_\_\_

**Subject : 62<sup>nd</sup> IHGF DELHI FAIR [AUTUMN] 13-17 October 2026  
India Expo Centre & Mart, Greater Noida, Delhi (NCR)**

Dear Sir,

Kindly permit us to transport the display items as mentioned in the enclosed proforma invoice/packing list, out of exhibition area after the close of 62<sup>nd</sup> IHGF DELHI FAIR [Autumn] 2026 and oblige.

We hereby declare that the items mentioned below were displayed at the above stand and are the sole property of M/s. \_\_\_\_\_ and in no case belong to the organizers.

Thanking you,

Authorized signatory \_\_\_\_\_

Designation \_\_\_\_\_

**Sl. No.**

**Details of Invoice / Packing list**

***EPCH Authorized signatory  
Hall Manager***

### STAND CONSTRUCTION / WINDOW DRESSING AGENCIES

|                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                     |
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| MR. MAYANK KAPOOR<br>M/S. KAPCO EVENTS AND EXHIBITIONS PVT LTD<br>Contact Number: 9818055002<br>Email: <a href="mailto:kapcoarts@gmail.com">kapcoarts@gmail.com</a>                                                                                                                                    | MS. HARSHA MURARKA / MS. KAJAL JAIN<br>M/S. STUDIO MESO<br>Contact Number : 9953132291, 9354302628, 9891503409<br>EMAIL: <a href="mailto:harsha@studiomeso.co.in">harsha@studiomeso.co.in</a> , <a href="mailto:hey@studiomeso.co.in">hey@studiomeso.co.in</a>      |
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| MR. AMAN AGGARWAL<br>M/S. ISHU ARTS<br>Contact Number : 9899975076, 9810120622<br>Email: <a href="mailto:ishuarts1@gmail.com">ishuarts1@gmail.com</a> Web: <a href="http://www.ishuarts.com">www.ishuarts.com</a>                                                                                      | MR. RAJ MALHOTRA<br>M/S. VAASTUKRITI<br>Contact Number: 09810258851, 09312233457<br>Email: <a href="mailto:vaastukriti@gmail.com">vaastukriti@gmail.com</a>                                                                                                         |
| MR. VIVEK GUPTA<br>M/S. PROMOACTIVE PRIVATE LIMITED<br>Contact Number : 9555896455<br>Email: <a href="mailto:info@promoactive.in">info@promoactive.in</a> Web: <a href="http://www.promoactive.in">www.promoactive.in</a>                                                                              | MR. PREET AUGUSTJA<br>M/S. DESIGNER DECORE<br>Contact Number: 9871316714, 9818968078<br>Email : <a href="mailto:designersdecore@gmail.com">designersdecore@gmail.com</a> Web : <a href="http://www.designerdecore.in">www.designerdecore.in</a>                     |
| MR. BALBIR SINGH<br>M/S. STUDIO B DESIGN PVT. LTD.<br>Contact Number – 9811112578<br>Email- <a href="mailto:mail@studiobindia.com">mail@studiobindia.com</a><br>Web: <a href="http://www.studiobspaces.com">www.studiobspaces.com</a> , <a href="http://www.studiobindia.com">www.studiobindia.com</a> | MR. SUMEET LEEKHA & MR. MANIK PATHAK<br>M/S. ABACUS COMMUNICATIONS<br>Contact Number : 011-45601668, 09811094339, 09818275441<br>Email: <a href="mailto:abacusco@gmail.com">abacusco@gmail.com</a> Web : <a href="http://www.abacusexib.com">www.abacusexib.com</a> |
| MR. JITENDER AHUJA<br>M/S SILVERLINE<br>Contact Number: 9811146691<br>Email: <a href="mailto:silverlineahuja@gmail.com">silverlineahuja@gmail.com</a> , <a href="mailto:silverlineahuja@rediffmail.com">silverlineahuja@rediffmail.com</a>                                                             | MS. RICHA RAY<br>SPECTRA INTERNATIONAL<br>Contact Number: 9891094589, 9811360391<br>Email: <a href="mailto:sales.spectrainternational@gmail.com">sales.spectrainternational@gmail.com</a>                                                                           |
| MR. NIRAJ KUMAR<br>Contact Number: 7387565222<br>Email: <a href="mailto:niraj4exhibitions@gmail.com">niraj4exhibitions@gmail.com</a>                                                                                                                                                                   | MR. VIKRANT GUPTA<br>M/S. ADWAVES ADVERTISING<br>Contact Number: 09811148239, 42418301<br>Email: <a href="mailto:vikrant@adwaves.in">vikrant@adwaves.in</a>                                                                                                         |
| MR. MOHINISH GARGA<br>M/S. Z AXIS EXHIBITION DESIGN PVT. LTD.<br>Contact Number: 29941419/41402258/9868855741<br>Email: <a href="mailto:zaxisindia@gmail.com">zaxisindia@gmail.com</a> , <a href="mailto:zaxisindia@yahoo.com">zaxisindia@yahoo.com</a>                                                | MR. ANURAG VERMA / MS. NEHA<br>M/S. A. V. DESIGN<br>Contact Number: 011-24697263, 09810682432, 09810121883<br>EMAIL: <a href="mailto:av4design@gmail.com">av4design@gmail.com</a>                                                                                   |
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| MR. DIBYENDU CHANDA<br>VICE PRESIDENT – M/S. SAFFRON IDEAS<br>MOB. 9874991229 EMAIL: <a href="mailto:dibyendu.saffronideas@gmail.com">dibyendu.saffronideas@gmail.com</a>                                                                                                                              | Mr. PRASHANT JADHAV, CEO – M/s. ACCORD EXHIBIT<br>(whats app: +91 9619735550 )<br>Email <a href="mailto:sales@accordexhibit.com">sales@accordexhibit.com</a> Web. <a href="http://accordexhibit.com">http://accordexhibit.com</a><br>Cell : 9619735550 / 7977908853 |
| MS. PRATIBHA SAINI   M: +91 9999856647<br>M/S. Tvastar Integrated Marketing Pvt. Ltd.<br>T: +91 120 4751155   E: <a href="mailto:sales@tvastar.net">sales@tvastar.net</a>                                                                                                                              | Ms. Neha Sahni M/s. Instate Media Pvt. Ltd.<br>T: +91 7011199578   8595879481<br>E mail - <a href="mailto:neha@instatemedias.com">neha@instatemedias.com</a>                                                                                                        |
| MR. SARANSH – 08800123421 / MR. TARUN – 09650466106<br>M/S. ADIDA EVENTS PVT. LTD.                                                                                                                                                                                                                     | Mr. YUVRAJ / AMANDEEP<br>Bhagya Creation<br>Mob: 6387392564, 9625246709<br>Email: <a href="mailto:bhagyacreations24u@gmail.com">bhagyacreations24u@gmail.com</a>                                                                                                    |

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AGENCIES LISTED ABOVE. EXHIBITORS ARE REQUESTED TO NEGOTIATE & DEAL WITH SUCH  
CONTRACTOR AT THEIR OWN LEVEL.**

**FOR ADDITIONAL DISPLAY AIDS  
YOU CAN CONTACT THE FOLLOWING AGENCIES**

### LIST OF AGENCIES SUPPLYING DISPLAY AIDS

|                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>MR. JITENDER AHUJA</b><br><b>M/S SILVERLINE</b><br><b>FA-125, MANSAROVAR GARDEN, NEW DELHI-110015</b><br><b>Contact Number: 9811146691</b><br><b>Email: <a href="mailto:silverlineahuja@gmail.com">silverlineahuja@gmail.com</a>,<br/><a href="mailto:silverlineahuja@rediffmail.com">silverlineahuja@rediffmail.com</a></b> | <b>MR. MAYANK KAPOOR</b><br><b>M/S. KAPCO EVENTS AND EXHIBITIONS PVT LTD</b><br><b>B25 LAJPAT NAGAR II NEW DELHI 110024</b><br><b>Contact Number: 9818055002</b><br><b>Email: <a href="mailto:kapcoarts@gmail.com">kapcoarts@gmail.com</a></b> |
| <b>MR. DINESH RASWANT</b><br><b>M/S. CRAFTSMAN EXHIBITIONS &amp; INTERIORS</b><br><b>Contact Number: 09811061915</b><br><b>Email: <a href="mailto:craftsman257@gmail.com">craftsman257@gmail.com</a></b>                                                                                                                        | <b>MR. RAJIV SARDANA</b><br><b>M/S. SARDANA'S ART CENTRE PVT. LTD.</b><br><b>Contact Number: 09811087917</b><br><b>Email - <a href="mailto:rajiv@sardanaartcentre.com">rajiv@sardanaartcentre.com</a></b>                                      |
| <b>MR. H. S. CHATURVEDI</b><br><b>M/S. BHUMICA INTERIOR DECORATORS</b><br><b>TEL. 09312705390, 09868013261</b><br><b><a href="mailto:bhumicainteriordecorators@gmail.com">bhumicainteriordecorators@gmail.com</a></b>                                                                                                           | <b>MR. PRAMOD KUMAR</b><br><b>M/S. P. K. FURNITURE &amp; EXHIBITION</b><br><b>TEL. 09910038818, 09910078818</b><br><b><a href="mailto:Pramod.furniture@gmail.com">Pramod.furniture@gmail.com</a></b>                                           |
| <b>MR. NASIR ALI</b><br><b>M/S. KHAN DCORATORS</b><br><b>TEL. 09810489084, 09958758480</b><br><b><a href="mailto:N4nasirali42@gmail.com">N4nasirali42@gmail.com</a></b>                                                                                                                                                         | <b>MR. SARANSH – 08800123421</b><br><b>MR. TARUN – 09650466106</b><br><b>M/S. ADIDA EVENTS PVT. LTD.</b>                                                                                                                                       |

**N. B. THE ABOVE MENTIONED AGENCIES HAVE SHOWN INTEREST IN PROVIDING THEIR SERVICES TO THE EXHIBITORS OF THE ABOVE TRADE FAIRS.**

### IMPORTANT

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## FOR BOOTH ATTENDANTS/ HOSTESSES INTERPRETERS YOU CAN CONTACT THE FOLLOWING AGENCIES

### BOOTH ATTENDANTS & HOSTESSES

- |                                                                                                                                                           |                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. MRS. SNEH PRABHA<br>1 – B, SECTOR 28<br>NOIDA – 201 303.                                                                                               | TEL: 0120-2455934<br>MOBILE: 09810948658                                                                                                                       |
| 2. MR. SHIRISH BENJWAL<br>M/S. MASS MANAGEMENT<br>SERVICES PVT. LTD.<br>320-321, 3RD FL. ANSAL CHAMBER II<br>6, BHIKAJI CAMA PLACE<br>NEW DELHI – 110066. | TEL: 011-26106111, 26185946, 26181044<br>MOBILE: 09818441822/09212510405<br><br><a href="mailto:shirishbenjwal2112@gmail.com">shirishbenjwal2112@gmail.com</a> |
| 3. MS. RIDDHI JAIN<br>M/S. REASSURE EVENTS & EXHIBITION<br>14/B, 2 <sup>ND</sup> FLOOR, STREET NO. 7<br>MAYUR VIHAR, PHASE I<br>NEW DELHI.                | TEL: 09899143586<br><a href="mailto:riddhijain66@yahoo.co.in">riddhijain66@yahoo.co.in</a>                                                                     |
| 4. MR. ASHOK SAINI<br>M/S. UGS FACILITY MANAGEMENT<br>144G, HARI NAGAR, ASHRAM<br>NEW DELHI.                                                              | TEL : 09811477397<br><a href="mailto:support@ugsfacility.com">support@ugsfacility.com</a>                                                                      |

### INTERPRETERS

- |                                                                                                                                                                   |                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. MR. VIVEK RAJ<br>M/S. LANGUAGE AIDE PVT. LTD.<br>UG-4, PLOT 5&6, BLOCK-B, SEWAK PARK<br>UTTAM NAGAR (OPP. DWARKA MOR<br>METRO STATION, NEW DELHI – 110 059     | TEL : 011-26103904, 45542470<br>MOBILE : 09811480781, 9810200781, 9268330053<br><br><a href="mailto:vivek.raj@languageaide.com">vivek.raj@languageaide.com</a>                  |
| 2. M/S. MASS MANAGEMENT<br>SERVICES PVT. LTD.<br>320, 3RD FL. ANSAL CHAMBER II<br>BHIKAJI CAMA PLACE<br>NEW DELHI – 110066                                        | TEL: 011-26106111, 26185946, 26181044<br>MOBILE: 09818441822/09212510405<br>FAX: 011-26184899<br><a href="mailto:shirishbenjwal2112@gmail.com">shirishbenjwal2112@gmail.com</a> |
| 3. MR. RAVI RANJAN<br>M/S. TRANSVERSE LANGUAGE SOLUTIONS<br>3 <sup>RD</sup> FLOOR, SAIRA TOWER, GULMOHAR<br>COMMERCIAL COMPLEX, GREEN PARK<br>NEW DELHI – 110 069 | TEL : 011-65099888<br><br>MOBILE: 09999108727<br><a href="mailto:contact@transversesolutions.com">contact@transversesolutions.com</a>                                           |

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