

(To be submitted on Exhibitor's Letterhead – duly stamped and signed by the Exhibitor)

To be submitted on or before 28TH SEPTEMBER 2026

Subject: Compliance with Stall Construction Deadlines and Adherence to Business Ethics.

Event: 62nd IHGF Delhi Fair – AUTUMN 2026 (13 – 17 OCTOBER 2026)

To
The Executive Director
Export Promotion Council for Handicrafts (EPCH)
New Delhi.

Dear Sir,

This is in pursuance to the booth allotment letter and reference to our participation in the **62nd IHGF Delhi Fair – Autumn 2026**, we hereby undertake and affirm the following:

1. **Timely Completion of Stall Construction:**

We shall ensure that the construction, decoration, and display setup of our allotted booth/stall will be **completed within the deadlines** i.e., 12th October 2026 by 6.00 am. We understand that no construction activity can be undertaken beyond the deadline and we have noted that 12th October 2026 as 'NO CONSTRUCTION & DISPLAY DAY' reserved for the final set-up and inspection of services and facilities for the organizers.

2. **Adherence to Approved Stall Design & Safety Norms:**

The stall structure and design shall strictly conform to the plans submitted to EPCH, including structural safety norms. Any deviation shall be undertaken only after obtaining written approval from EPCH.

3. **Responsibility of Engaged Stall Contractor:**

We shall ensure that our appointed stall contractor complies with all fairground regulations and deadlines. The contractor will also bear joint responsibility with us in maintaining cleanliness and safety at the site during the setup period.

4. **Business Conduct & Ethics:**

We agree to uphold fair trade practices and maintain the decorum of the fair by adhering to the code of conduct and business ethics as advised by EPCH. We acknowledge the importance of presenting a professional and internationally acceptable environment to visiting buyers.

We have noted and agree to below terms & conditions:-

5. **Stall Construction & Timelines:**

The Exhibitor agrees to adhere to the following timelines for stall setup and related activities:

5.1 Raw Space Handover Date: As per the following schedule

Hall no. 1, 3, 5, 7 Gr. Fl. / 2 (special instruction below) 4, 6, 8 Second Floor, Hall 9 - 17 [07th October 2026 – 11.00 am onwards]
Hall no. 18 [08th October 2026 – 11.00 am onwards]

Special Instructions for Hall 2 Exhibitors	<u>Important Advisory for Exhibitors – Hall No. 2 (Second Floor), IEML Greater Noida</u> <u>FOR KIND ATTENTION OF ALL EXHIBITORS – HALL NO. 2 (SECOND FLOOR)</u> 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. Accordingly, Hall No. 2 is being made available to exhibitors subject to the strict condition that <u>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.</u> In view of the above: • Possession of stalls will be given on 11 October at 11:00 hrs for display • 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
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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.

5.2. **Stall Construction Completion Deadline:** [10th October 2026 by 06.00 pm]

5.3. **Modular Stall Handover Date:** [11th October 2026 – 11.00 am onwards]

5.4. **Product Display Completion Deadline:** [to be completed by 12th October 2026 by 06.00 am]

5.5. **Final Inspection by Organizer:** [12th October 2026 – 08.00 am onwards]

- No construction activity/display by the exhibitor or his contracted agency shall be permitted beyond the above deadline.
- Raw Space Stall shall be a 'Prefabricated Knockdown Structure'.
- Use of **compressors and spray paint guns** should be strictly prohibited inside exhibition halls.
- Late completion will attract penalties as per the exhibition terms & conditions.
- Exhibitor will ensure that work does not disturb other participants or create safety hazards.
- Back-to-Back Finish & Paint of walls is the responsibility of the exhibitor.

6. Design Guidelines, Structural & Safety Compliances

- **Design Approval:** Shall submit stall design to organizers authorities for prior approval.
- **Structural Stability Certificate:** For double-decker or large structures, a structural engineer's certification is mandatory.
- **Material Safety:** Use only fire-retardant and non-toxic materials.
- **Load Compliance:** Ensure stall structures do not exceed permitted floor load capacities.
- **No Drilling on Floors/Walls:** Especially for indoor air-conditioned venues.

7. Fire & Electrical Safety

- **Electrical Certification:** Only certified electricians to handle wiring.
- **Approved Cabling:** Use ISI-marked cables, distribution boards with proper earthing.
- **Fire Extinguishers:** One per stall (at least ABC type) shall be installed.
- **No Open Flames:** Gas cylinders, welding, or any fire-related work prohibited inside the hall.

8. Business Ethics & Conduct:

We agree to follow:

- The Exhibitor's staff deputed for the fair shall be dressed in Business Attire and will be seated within the confines of their booth.
 - Exhibitors shall display exhibits within the area of their stalls and not obstruct aisles or passages.
 - Maintain professional behavior towards buyers, visitors, fellow exhibitors, and the organizer's staff.
 - Avoid unethical practices such as distribution of promotional literature from outside the stall, unfair competition, or poaching clients.
 - Retail Sale is strictly prohibited and selling from booths is an offence.
 - Sharing of sub-letting of exhibition space is not allowed. In case of sub-let to another company, the member stands to be debarred from all future participations.
 - Respect IP and originality of designs, avoiding any plagiarism or copyright violations.
 - Display only approved products related to the exhibition theme or as agreed in the application.
 - Follow all venue regulations, including noise, cleanliness, and decorum.
3. Publicity and Promotion of other Fairs, Exhibitions or Business Events by exhibitors from their booths or within or periphery of the venue during the IHGF Delhi Fair is strictly prohibited. In case the same is noticed by the EPCH, the same shall be treated as a breach of the participation terms and conditions. In such cases, EPCH reserves its right to close the booth of such exhibitor(s) with no refunds and debar their future participation in EPCH fairs and exhibition.

10. Indemnity & Penalties:

- The Exhibitor shall be liable for any damage caused to the venue, other exhibitors, or visitors due to negligence.
- Violations of stall deadlines or ethics may lead to penalties including disqualification from future events.

We understand that any non-compliance on our part or by our contractor may lead to penalties, cancellation of our participation, or restriction in future fairs organized by EPCH.

This Undertaking is being submitted as a mark of our commitment to the smooth conduct and success of the 62nd IHGF Delhi Fair – Autumn 2026.

We further confirm that we agree to comply with and be bound by the General Exhibition Rules & Participation Terms & Conditions. We further undertake to comply with the general or specific instructions / directions issued from time to time by the EPCH before or during the fair.

[to be signed by Proprietor / Partner / Director]

Signature

Name & Designation

Date & Stamp

EXHIBITOR _____

STAND NO. _____

HALL NO. _____

CONTACT PERSON _____

MOBILE _____

We have appointed the following agency for stand construction: -

Stand Contractor / Architect: _____

Contact Person: _____

Address: _____

Mobile: _____ Email: _____

SCAN THE QR CODE TO DOWNLOAD THE EXHIBITOR MANUAL

