WORKING HOURS

Activity	Date		Timing
Handover of Raw & OTS stall to Exhibitors	Hanger	16th Nov	10AM
	Hall 3	16th Nov	8PM
Handover of Octanorm stall to Exhibitor	Hanger	16th Nov	10PM
	Hall 3	17th Nov	8AM
Final completion of all stands in all aspects (Bare & Shell)	Hanger	18th Nov	12PM
	Hall 3	18th Nov	12PM

Kindly contact the organiser's office on site for further details & procedures.

CONTACT DETAILS

01.	CHAIRPERSON	Sri Ahmed Abdul Ali	+91 9381 721678
		Smt Rama Devi	+91 77027 89568
02.	Event Consultant	Mr G.K. Mishra (MERAKI)	+91 89263 03440
03.	Octonorm Stall Fabrication Support	Mr Avinash	+91 99494 89092
04.	Electrical Support	Miss Shristi	+91 93048 50338
05.	Additional Stall Items Support	Mr Sudhakar Mr Avilash	+91 99661 12503 +91 89784 69333
06.	Stall Designing & Fabrication Support	Mr Avinash Mr Avilash	+91 99494 89092 +91 89784 69333

Stand Construction and Management

When an exhibitor appoints an outside contractor to build their stand or an exhibitor builds their stand by themselves (if an exhibitor is building their own stand, they are considered as an outside contractor during the move-in/move-out period), both the exhibitor and contractor must fully understand following information and regulations. Exhibitors and contractors are expected to comply with any building regulations, all government rules and regulation, and regulations laid down by the organizers.

NOTE-: Kindly email your Stall designs for approval to (tech_exhibition@85irctelangana.com, secretariat@85irctelangana.com)

GENERAL CONSTRUCTION GUIDELINES FOR STALL FABRICATION

- **The maximum front elevation height of construction is 12 Feet for raw space stands.**
- **The maximum height for back wall for raw space stands is 8 Feet (Applicable for one side open, two side open & three side open stall).**
- **For Island stall (Four side open) maximum height for walls 10 Feet. Maximum front elevation height of construction is 13 Feet for raw space stands.**
- **All exhibitors carrying out fabrication of their stall need to neatly finish the backside of the complete height of their display.**
- **A. RULES APPLICABLE FOR OCTANORM STALLS.**
- No painting or pasting of wallpaper on the octanorm stall panels is permitted. No additional fitting or displays are allowed to be attached, nailed, screwed or drilled to the ocatanorm stall panels or facia board. On violation of this instruction, the exhibitor is liable to be charged by the official contractor for damages caused to the stall. The use of inflammable materials for decoration of the stand is prohibited, unless such decorations have been treated with fire–retarding substance. Use of heating appliances is strictly prohibited. Artificial plants and flowers are combustible and give off toxic fumes; therefore they must not be used for stand dressing.

CONTRACTOR INSURANCE

During the exhibition days, the organisers will be responsible for the cleaning of standard shell scheme stand carpets and aisles daily. **Cleaning of exhibitors' wooden fabricated stalls shall be the responsibility of the exhibitors appointed contractors even during the show days.**

NOTE -: It is important to note that contractors must have their own insurance coverage in place.

STALL OFFICERS DETAILS

Applied Condition: 2 Officers Per Stall		
01.	Company Name	
02.	No. of Allocated Stalls	
03.	Stall No's	
04.	No. of Stall Officers	

Name of Officer	Contact No.	Aadhar No.

*To be filled by exhibiting company Scan and email to: tech_exhibition@85irctelangana.com
los@85irctelangana.com
secretariat@85irctelangana.com

STALL OFFICERS DETAILS

Company Details	
Company Name	
Address	
Company Name on Facia	
Total Allocated Stalls	
No. of Stalls	
No. of Badges	

Name on Badge	Contact. No	Email

*Multiple forms can be submitted for multiple stall bookings

CONTACT DETAILS

1. For Indoor exhibition stall, 2 badges per stall (3x3 mtrs) will be provided. All event benefits included lunch, & dinner.
2. For OTS stall, 4 badges per stall (10x10 mtrs) will be provided. All event benefits included i.e. lunch, high tea & dinner.
3. Additional badges with extra charges can be availed on approval from Committee Chairperson and LOS.

EXHIBITOR GUIDELINES, RULES & REGULATION

Venue: HITEX Exhibition Centre, Hyderabad

Event Dates: 18–21 November 2026

All exhibitors participating in the 85th Annual Session of the Indian Roads Congress are requested to carefully read and comply with the following guidelines. These regulations are intended to ensure the smooth functioning of the exhibition, visitor safety, professional presentation and effective coordination among all stakeholders.

STALL ALLOCATION & POSSESSION

1. Stall allocation has been finalised by the Committee Chairperson considering the request & payments received from the exhibitors.

2. Exhibitors must occupy only their allotted stall space as identified by the event consultant with reference to the layout published.

3. Subletting, transferring or sharing stall space with another organisation is strictly prohibited.

4. Exhibitors must not extend their stall structures, displays or promotional material beyond the allotted area.

5. Any changes to the approved stall design must receive prior written approval.

6. Exhibitors must complete stall installation within the prescribed setup schedule.

7. The Organising Committee reserves the right to modify stall allocation due to operational or safety requirements at a given condition & requirement.

STALL DESIGN & CONSTRUCTION

1. Exhibitors must submit stall layout and design drawings for approval before commencing fabrication.

2. Stall height, structural design and construction must comply with venue specifications.

3. All materials used for stall construction should be fire-retardant and suitable for indoor exhibitions only.

4. No drilling, cutting, welding or permanent alteration of venue infrastructure is permitted without written permission.

5. No part of the stall shall obstruct aisles, emergency exits, firefighting equipment or public pathways.

6. Structures must be properly secured and stable.

7. Hanging structures, suspended branding and overhead installations require prior technical and venue approval.

8. Glass, acrylic and other potentially hazardous materials must be installed safely.

9. Exhibitors shall be responsible for any damage caused to the venue during installation or dismantling.

BRANDING & ADVERTISEMENT

1. All branding and promotional material must remain within the allotted stall boundaries.

2. Standees, banners, promotional arches and display structures outside the stall is restricted.

3. Branding on common areas, pillars, walls, ceilings and venue infrastructure is prohibited without written permission.

4. Promotional activities must not obstruct visitor movement.

5. Distribution of pamphlets and promotional material should be restricted to the allotted stall area.

6. Use of the IRC name, Event logo and official event identity must be in accordance with the Organising Committee's branding guidelines.

7. No political, religious or objectionable promotional material shall be permitted.

ELECTRICAL SAFETY & INSTALLATIONS

1. Electrical connections shall be provided as per the approved stall requirement.

2. Any additional electrical load must be requested and approved in advance from Hitex. Electrical loading Vendor need to contacted for extra electricity suppy.

3. All electrical wiring must be carried out by qualified electricians.

4. Proper insulated cables, MCBs, distribution boards and appropriate protective devices must be used.

5. Open wiring, loose connections and exposed electrical joints are strictly prohibited.

6. Overloading of electrical sockets and distribution boards is not permitted.

7. Temporary electrical connections must be properly secured and protected.

8. Exhibitors must switch off unnecessary electrical equipment after exhibition hours.

9. The Organising Committee and venue authorities reserve the right to disconnect unsafe electrical installations.

FIRE & EMERGENCY SAFETY

1. All stall materials must comply with applicable fire-safety requirements.

2. Fire extinguishers must be installed wherever required .

3. Fire exits, emergency doors, firefighting equipment and evacuation routes must remain accessible at all times.

4. Storage of inflammable liquids, gas cylinders, fireworks, explosives or other hazardous substances is strictly prohibited.

5. Cooking, heating and open-flame activities are prohibited.

6. Smoking is strictly prohibited inside the exhibition premises at all time from the stall handover date.

7. Exhibitors must immediately report any fire hazard, electrical malfunction or emergency to the Event Control Room.

8. All exhibitors and their staff must follow emergency evacuation instructions.

EXHIBITION OPERATING HOURS

1. Exhibitors must keep their stalls fully operational during the official exhibition hours.

2. At least one authorised representative must remain present at the stall throughout operating hours.

3. Exhibitors must ensure that their staff report before the opening of the exhibition each day.

4. No stall shall be closed or dismantled during exhibition hours without prior permission.

5. Exhibitors must maintain professional behaviour towards visitors, delegates, VIPs and fellow exhibitors.

SECURITY & STAFF MANAGEMENT

1. Exhibitors must submit the details of their authorised stall representatives before the prescribed deadline.

2. Exhibitor badges must be worn visibly at all times.

3. Entry to restricted areas is prohibited.

4. Exhibitors are responsible for the conduct of their employees, contractors and representatives.

5. The Organising Committee shall not be responsible for the loss, theft or damage of exhibitors' personal belongings, merchandise or display equipment.

6. Exhibitors are advised to arrange adequate insurance for valuable equipment and merchandise.

7. Any suspicious activity must immediately be reported to the security team.

LOGISTICS, LOADING & UNLOADING

1. All goods and exhibition materials must be brought into the venue through designated loading/unloading areas.
2. Entry of commercial vehicles shall be permitted only during designated time slots.
3. Exhibitors must obtain prior approval for the movement of heavy equipment and machinery.
4. Materials must not be stored in common passages; emergency exits or other unauthorised areas.
5. Empty cartons, packaging materials and unwanted materials must be removed from the exhibition floor before 5Hrs to the exhibition inauguration time.
6. Forklifts, cranes and other material-handling equipment may be used only with prior approval from Hitex Management.
7. Exhibitors must adhere to the prescribed installation and dismantling schedule. NOC from committee is mandatory.

HOUSEKEEPING & WASTE MANAGEMENT

1. Every exhibitor shall maintain cleanliness within their allotted stall.
2. Waste must be disposed of in designated dustbins.
3. Disposal of construction debris, cartons and other waste in common areas is prohibited.
4. Food waste and liquid waste must be disposed of appropriately.
5. The stall must be handed over in clean and satisfactory condition after the exhibition.

SOUND, MUSIC & PROMOTIONAL ACTIVITIES

1. Audio-visual equipment must be operated at reasonable sound levels.
2. Loudspeakers, musical performances and live demonstrations is prohibited.
3. Promotional activities must not disturb neighbouring exhibitors or official conference proceedings.
4. No procession, roadshow or activity obstructing the exhibition aisles is permitted.
5. The Organising Committee reserves the right to regulate sound levels and discontinue any activity causing inconvenience.

MACHINERY & PRODUCT DEMONSTRATIONS

1. Exhibitors proposing live demonstrations must obtain prior written permission.
2. Heavy machinery and equipment must be installed with appropriate structural and safety precautions.
3. Moving machinery must have adequate safety guards.
4. Demonstrations involving chemicals, heat, pressure, electricity or hazardous materials require specific approval from committee & Hitex management.
5. Exhibitors must ensure that demonstrations do not create noise, vibration or safety hazards.

PROHIBITED ACTIVITIES

The following activities are strictly prohibited:

* Encroachment into common exhibition areas.
* Unauthorised electrical connections.
* Use of inflammable or hazardous materials.
* Smoking or consumption of prohibited substances.
* Unauthorised food preparation.
* Loud music or disruptive promotional activities.
* Distribution of objectionable or unauthorised material.
* Storage of goods outside allotted stall space.
* Damage to venue property.
* Any activity affecting visitor safety or the reputation of the event.

DISMANTLING & VACATING

1. Dismantling shall commence only after official closure of the exhibition and receipt of permission from the Event Management Team.
2. Exhibitors must remove all display material, merchandise, furniture and equipment within the prescribed deadline.
3. No material shall be removed during official exhibition hours.
4. All electrical connections must be safely disconnected.
5. Exhibitors shall be responsible for repairing or compensating for any damage caused to the venue.
6. Any material left behind after the stipulated deadline may be removed by the Organising Committee at the exhibitor's risk and expense.

LIABILITY & COMPLIANCE

1. Exhibitors shall be responsible for their own products, equipment, materials and personnel.
2. The Organising Committee and Event Management Team shall not be responsible for business losses, theft, accidents or damage to exhibitor property, except to the extent of liability established under applicable law.
3. Exhibitors must comply with all applicable government regulations, fire-safety requirements, electrical standards and venue policies.
4. Any violation of these guidelines may result in suspension of exhibition activities or closure of the stall.
5. The Organising Committee reserves the right to take appropriate action in the interest of safety, security and smooth conduct of the exhibition.
6. Decisions of the Organising Committee regarding exhibition operations shall be final, subject to applicable law.

EXHIBITOR DECLARATION

The following activities are strictly prohibited:

* Encroachment into common exhibition areas.
* Unauthorised electrical connections.
* Use of inflammable or hazardous materials.
* Smoking or consumption of prohibited substances.
* Unauthorised food preparation.
* Loud music or disruptive promotional activities.
* Distribution of objectionable or unauthorised material.
* Storage of goods outside allotted stall space.
* Damage to venue property.
* Any activity affecting visitor safety or the reputation of the event.

EXHIBITOR DECLARATION

I/We hereby confirm that we have read, understood and agreed to comply with all the guidelines, rules and regulations prescribed for participation in the 85th Annual Session of the Indian Roads Congress, Hyderabad.

I/We undertake to ensure that our stall, employees, contractors and representatives comply with all safety, security, operational and venue requirements.

Organisation Name: _____

Stall Number: _____

Authorised Representative: _____

Mobile Number: _____

Signature: _____

Date: _____

ISSUED BY

TECHNICAL EXHIBITION CUM BUYER SELLER COMMITTEE
85th Annual Session of the Indian Roads Congress
Hyderabad, Telangana