

4th Edition
AeroDef
INDIA MANUFACTURING
Exhibition & Conference

18-20 April 2024

Yashobhoomi, India International
Convention & Expo Centre
Dwarka, Delhi

India's Premier
Aerospace
& **Defence**
Manufacturing,
Supply Chain &
Sub-Contracting
Expo...



— Organised by —



Exhibitor Manual

2 Minutes for Effortless Procurement: Time Saved, Goals Reached.

Dear Exhibitors,

On behalf of the Sustainable Development Leaders Council, I welcome you to the 4th AeroDef India Manufacturing Exhibition to be held at Yashobhoomi (India International Convention Centre, Dwarka, New Delhi) from April 18-20, 2024.

This Exhibitor's Manual is provided with the purpose to assist your organization in preparing for your participation in the AeroDef India Manufacturing Expo 2024.

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 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.

IMPORTANT DATES TO REMEMBER

- Exhibitors Constructing their Stand – Submit request by 5th April 2024
- Request Form for Issuance of Construction Badges – Submit request by 5th April 2024
- Form For Additional Electricity Load – Submit request by 10 April 2024
- Form for Internet Connection – Submit request by 10 April 2024
- Form for Security Services at stand- Submit request by 10 April 2024
- Form for Housekeeping (Cleaner) Services at stand- Submit request by 10 April 2024
- Authority Letter for Possession of Stand – 10 April 2024
- Undertaking of No Retail Sale – 10 April 2024
- Exhibits Move Out/ Gate Pass – Submit by 4pm on 19th April 2024

Construction Period will be of 16-17 April, 2024. All construction to be completed by 6 Pm on 17th April 2024. No construction allowed after 6.00 pm on 17th April 2024.

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

MOVE-IN & MOVE-OUT SCHEDULE FOR DISPLAY

	Raw Space (Exhibitors constructing own stand)	Built - up Stand
Possession of Stand	16 April – 10 Am	17 th April 2024 (4 Pm Onwards)
Deadline	17 th April – 6 PM	N. A.
NO CONSTRUCTION / CARGO MOVEMENT ON 17th April 2024 After 4 PM All exhibitors are requested to kindly complete their stall construction by 6 PM on 17 th April. By 6 PM		
Move-Out Exhibits	20 th April – 6 Pm	20 th April – 6 Pm
Termination of Booth Electricity	20 th April – 5:30 PM	20 th April – 5:30 PM

Important - Possession of Raw Space will be given to the exhibitors on 16th April 2024 only after handing over of Certificate to build which will be issued in the organizer office on receipt of No Dues Certificate, Form I with approved booth design, Form III - Additional Electricity load and Exhibitors Undertaking on Company letterhead. FORM IV, Organizer office will issue stall possession certificate which will be handed over to the Hall Manager for possession of stand. Exhibitors are requested to ensure that No payment is due to be paid to organizer on account of the fair participation as it may deny them timely possession of their exhibition space.

It may please be noted that the organizer will not allow any construction work in any of the exhibition halls beyond the deadline of 6 Pm on 17th April 2024.

The exhibition will open on 18th April at 9 AM. The exhibitors are therefore requested to cooperate with the organizer and complete their display as per the deadline so that necessary protocols can be followed and arrangements for the inauguration can be made.

ENTRY AND REMOVAL OF EXHIBITS

Entry of freight vehicles in the “YASHOBHOOMI” complex will not be permitted during exhibition period. However, vehicles carrying exhibits will be allowed entry till 17th April up to 12 noon for the purpose of bringing in exhibits only, provided the possession of stand has been taken and construction completed as per given timeline.

For move out, all Exhibitors will be required to submit three (03) copies of **FORM VI** - Gate Pass to their hall manager, who will be located at each Hall. The form VI is required to be submitted by 19th April up to 4 PM. The duly stamped Gate Pass can be collected from the respective Hall Manager/Organizer office on 17th April from 12 noon onwards after clearance of all dues. After conclusion of the expo, the exhibitor shall take out their exhibits and other materials out of the exhibition halls after 6.00 PM on 20th April 2024. The vehicles for loading the exhibits for move-out will be allowed inside Hall from 6 PM on 20th April. Exhibitors may please note that no entry or exit of freight vehicles will be allowed other than from the specified gate. However, the organizers may at any time change the entry/exit plan due to administrative reasons.

EXHIBITORS BADGES (No Entry without Entry Ticket / Badges)

For Security Reasons Exhibitor Badges will be issued and mandatory for all exhibitors. These badges are not transferable. Exhibitor carrying such badges will only be allowed to enter the exhibition hall. All exhibitors are requested to always display their badges during the expo. No entry in exhibition halls will be permitted without valid badges or Entry Ticket.

The badges will be handed over to the exhibitors at the venue. They can collect it from Organizer office/their respective Hall Manager on submission of the Authority Letter.

NOTE: The exhibitors will be issued badges as per the following break up:			
SIZE OF STAND IN SQ. MTR.	9 -18	24 - 36	42 & above
NO. OF BADGES ADMISSIBLE	2-4	5-8	10

NO WORK WILL BE ALLOWED WITHOUT CONSTRUCTION BADGES -Exhibitors may please note that entry of labour/exhibitor’s staff without construction badges will not be allowed in the venue Complex during the Built-up days.

***The Built-up/ Shell Scheme Stall, as per 9 Sqm will consists of - 1 Table, 2 Chairs, 3 Spotlights, New Carpet, 1 PowerPoint, Fascia Name, 1 Dustbin and Company Credentials in Expo Directory.**

STAND ELECTRICITY: It may please be noted that use of unauthorized unlimited spotlight/ Halogen light or other equipment absorbing electricity more than the permissible limit as per the stand size is not permitted. All exhibitors may please note for a 9 sq. mt. stand only 3 spotlights of 60 watts each are allowed. Exhibitors can have additional electricity on payment basis.

Requests for additional electricity load should reach the organizer's office on the prescribed Form III by 10th April 2024. Any gadget which requires electricity load for 24 hours be included in the additional electricity requirement and the details of gadget with load mentioned in the form.

Please note unauthorized use of electrical loads of more than the permissible limit will be severely penalized. Halogens are strictly prohibited. No halogen lights will be allowed. Further, the Organizers reserves the right to disconnect the stall electricity if it is noticed that the exhibitor is drawing power more than the sanctioned 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 mtr or extend beyond the boundaries of the booth allocated. This includes exhibits, name fascia, advertising material and company logo.
- All exhibitors stand materials, and the like shall be removed immediately 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 and graded equipment only.

***GENERAL GUIDELINES FOR BARE SPACE EXHIBITORS MUST BE FOLLOWED:**

Exhibitors can appoint any of qualified contractors for their booth designing and construction; they are free to choose any such contractor of their own choice. They also must intimate to the organizers in the prescribed Form I 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. They must compulsorily get designs of their proposed booth approved from the organizers before the due date 10th April 2024, **without design approval permission shall not be given for construction.**

***Exhibitors in Hall; The Maximum Height of Fascia can be raised up to 14ft whereas the side wall and back walls is restricted up to 8ft only.**

***Exhibitors are requested to please bring in prefabricated structures if constructing their own booths to ensure all construction is completed by 6.00 Pm.**

The contractor must be deposited a refundable security amount of Rs 25000/. Security amount will be refund within a week after close the expo. In case of damage of any property of venue at the exhibition site during the booth construction by the contractor, the deposit security shall be adjusted by the organizer and in case of damage of property value exceeds Rs. 25000/- than the cost

of the damaged property must be paid by the contractor or exhibitor.

*All workmen and Team members of the Booth Designer and Contractors must wear Construction Badges without which they will not be permitted to work at the premises. Construction badges will be issued at Organizers office on submission of Form II.

*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 is 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.

*Organizer's 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 prefabricated 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 will 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. Any 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 always your foremost concern.

Fire Safety Norms and Procedures must be adhered by the construction agencies As followed:

- 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 approved Structural Engineer.
- The Organizer reserves the right to obtain a copy at any given time during the expo for information and record. (KINDLY USE ENCLOSED FORM I and submit by 5th April 2024.
- The Organizer 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 by 8 September for issuance of Construction Badges.
- The Organizer 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 exact location of their space within the hall before commencing construction of their stall.
- Exhibitors opting for bare space are advised to bring prefabricated stands to avoid any delay in erection of their booth and damage to the venue property.
- Use of inflammable material like dry grass/straw, bamboo sticks, jute, synthetic fabric, wallpaper or fabric/flex masking, surgical cotton, wood chips & wooden scraps will be strictly prohibited.
- Electricity is not included in the Raw Space package. Exhibitors who have booked raw space need to order for Electricity (KINDLY USE FORM III and submit by 8 September 2023). The load will be provided on orders of hall managers at site/allotted space on production of electric load sanction, given by organizer at the organizer office.
- 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 Expo.
- Empty boxes, cartons and other packaging materials shall not be kept in the halls as the same pose serious fire hazard

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 conclusion of the Expo. Please keep the details of all the payments with you for the satisfaction of your hall in charge and present it on demand.

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.

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 daily to be picked up by the cleaners.

DO's

- Please always place a fire-extinguisher in your booth if you are constructing your own booth.
- Please always display your Badges during the expo.
- Please clean your stand in the evening by 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 holder, stapler, carbon papers and your documents like Performa invoice / order books etc.
- Please reach by at least 9 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 latest by 9:30 AM failing which, the Organizers reserves the right to remove the curtains of the booth.

DONT'S

- Please do not use inflammable material like dry grass/straw, bamboo sticks, jute, synthetic fabric, wall paper or fabric/flex masking, surgical cotton, wood chips & wooden scraps.
- Avoid lighting of candles / agarbatti / dhoop or any other inflammable articles.
- Please do not allow your contractor to use poor quality electrical wirings and fittings, they are serious fire hazard.
- 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.

INDEX OF FORMS

S.no	Form No.	Purpose	Submission Deadline
1.	Form – I	Exhibitors with Bare Space / Own Construction of Stand	5th April 2024 <i>[Organizer reserves the right to obtain a copy of the design on site.]</i>
2.	Form – II	Form for Issuance of Construction Badges for Bare Space	5th April 2024
3.	Form – III	Form For Additional Electricity / Power Load	10th April 2024
4.	Form – IV	Authority Letter for Possession of Stand	10th April 2024
5.	Form – V	Undertaking of No Retail Sale by email to your hall manager	10th April 2024
6.	Form – VI	Exhibits Move Out GatePass	Latest by 19th April – 4PM
7.	Form – VII	Exhibitors Internet Services	10th April 2024
8.	Form – VIII	Security Services for Exhibitors Stand	10th April 2024
9.	Form – IX	Cleaning Services for Exhibitor Stand	10th April 2024

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

4th Aerodef India Manufacturing Expo 2024

FORM - 1

EXHIBITORS CONSTRUCTING OWN STANDS/RAW SPACE

Dear Sir,

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

Exhibitor Name _____

Stand & Hall No _____

Contact _____

Address _____

Tel _____

Fax _____

Stand Contractor / Agency Name _____

Contact Person _____

Address _____

Tel _____

IMPORTANT

*Please submit drawings duly certified by Structural Engineer (elevations, layout plan and perspective) with dimensions, illustrating the design of your stand for the Expo before given date along with the form. Pl keep 2 (two) sets of drawings approved by organizer with dimensions, illustrating the design of your stand. The Organizers reserves the right to check the same at any time during the expo.

*Both the exhibitor & contractor must abide by all rules and regulations of the organizers.

Declaration-

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

Authorized Signatory Name _____

DATE

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

4th Aerodef India Manufacturing Expo 2024

FORM - II

ISSUANCE OF CONTRACTOR BADGES FOR BARE SPACE STAND

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 organizer and your contractor for collecting badges during the construction period).

Exhibitor Name _____

Hall No.& Stall No. _____

We have appointed the following agency for stand construction:-

Agency Name _____

Contact Person _____

Designation _____

Address _____

Tel _____

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

Authorized Signatory Name _____

DATE:

SIGNATURE & STAMP

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

4th Aerodef India Manufacturing Expo 2024

FORM - III

FORM FOR REQUIREMENT OF ADDITIONAL ELECTRICITY/POWER LOAD

Power Load Required _____ kw @ Rs. 4000/- + 18 % GST

Total Payable Amount in INR _____

(Any gadget requiring 24 hours electric load to be included in power load requirement and the numbers intimated to organizer while taking possession)

PAYMENT DETAILS:

Demand Draft no. _____ for Rs. (Rs.) _____

Banker's
Name _____

TERMS & CONDITIONS:

- The organizers will only provide 3 spotlights and one plug socket (5/15 amp) in a 9 sq. mt. booth (additional power requirement is to be demanded).
- Electricity not included in raw space package. Exhibitor is required to demand the same.
- Exhibitors requiring electricity/power load, the charges for the same are INR 4000/- per kW. The request can be submitted as per the above format along with requisite fee to be paid by way of a demand draft/pay order drawn in favour of the Sustainable Development Leaders Council .

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

Authorized Signatory Name _____

DATE:

SIGNATURE &

STAMP

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

4th Aerodef India Manufacturing Expo 2024

**FORM - IV
(AUTHORITY LETTER)**

(To be typed on company letterhead and to be submitted at the time of taking possession of your stand but not later than 10th April 2024)

NAME OF THE ORGANISATION _____

ADDRESS _____

TELEPHONE _____

E-MAIL _____

CONTACT EXECUTIVE _____

STAND NUMBER _____

We are enclosing a copy of our stand allotment letter and confirm that payment for stand charges in full has already been made.

Signature.....

Date.....

Name.....

Designation.....

Stamp.....

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

4th Aerodef India Manufacturing Expo 2024

FORM - V UNDERTAKING OF NO RETAIL SALE

(To be typed on company letterhead and to be submitted at the time of taking possession of your stand but not later than 10th April 2024)

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 & Hall No _____

Contact Person

Address

Tel _____

Fax

Authorized Signatory:

Date _____

Signature & Stamp

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

4th Aerodef India Manufacturing Expo 2024

FORM - VI
EXHIBITS MOVE OUT - GATE PASS

(To be typed on company letterhead and be submitted in triplicate (3 copies) on or before 4 PM 19th April 2024 at Organizer office in exhibition)

(Kindly attach 3 copies of an invoice/packing list of items to be transported out along with this gate pass)

Subject : Obtaining of Exhibits Move out Certificate

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 AERODEF 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 _____

Sr. No.

Details of Invoice / Packing list

Authorized signatory/Hall Manager

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

4th Aerodef India Manufacturing Expo 2024

FORM - VII

FORM FOR REQUIREMENT OF INTERNET FOR EXHIBITORS

This Form is applicable only for the Exhibitors and not any other parties working directly or indirectly, with or on

Exhibitor _____

Stand & Hall No _____

Contact Person

Designation

Address _____

Email & Contact No.

No. of Port or Voucher Required

No. Of Public Ip _____

Duration _____

Signature.....Company Stamp:

WLAN/LAN - Wireless/Wired Managed IT Services Tariff (For Entire Duration of the Event)

Wifi Voucher (Per voucher speed up to 1 Port*)	INR 2500 + Tax as applicable (In 1 WIFI Voucher 2 Device can be connected at a time for entire event days)
For Dedicated Internet Wired Connection	INR 12,000 per 1 Port* + Tax as applicable

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

4th Aerodef India Manufacturing Expo 2024

FORM - VII Security Services required for Exhibitor Stand

Date	Day Shift No. of Guards	Night Shift No. of Guards	Rate (In INR)	Amount
16 th April				
17 th April				
18 th April				
19 th April				
20 th April				
Amount				
GST@18%				
TOTAL				

Please Note: -

- Rates mentioned above are on hire basis and applicable as per dates available.
- Orders are valid only when accompanied with full payment before the deadline
- Please make DD or transfer payable to SUSTAINABLE DEVELOPMENT LEADERS COUNCIL.

Terms and Conditions:

- Security services herein are confined to guarding individual booth only.
- There are two shifts in one day service:
 - Day shift: 8.00 am – 8.00 pm.
 - Night shift: 8.00 pm – 8.00 am.
- The company reserves the right to refuse any order. **Cancellation** of orders will only be accepted when made in writing to Customer Service Department not later than 7 business days prior to the commencement of tenancy period.
Cancellation of order is subject to a charge at half of standard rate.
- The final request for guards must be received by **10th April 2024** for onward intimation to security service provider.

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

4th Aerodef India Manufacturing Expo 2024

FORM - VII

FORM FOR CLEANING SERVICES FOR EXHIBITOR STAND

Charges for 12 Hours per Housekeeping Boy - Rs. 1500/-

(Note: - This is only manpower cost. Cost of Consumables/Equipment requirement will be extra).

Date	No. of Cleaner	Rate (In INR)	Amount
16 th April			
17 th April			
18 th April			
19 th April			
20 th April			
			Amount
			GST@18%
			TOTAL

Please Note: -

- Rates mentioned above are on hire basis and applicable as per dates available.
- Orders are valid only when accompanied with full payment before the deadline
- Please make DD or transfer payable to **SUSTAINABLE DEVELOPMENT LEADERS COUNCIL**

Terms and Conditions:

- The company reserves the right to refuse any order. **Cancellation** of orders will only be accepted when made in writing to Customer Service Department no later than 7 business days prior to the commencement of tenancy period. Cancellation of order is subject to a charge at half of standard rate.
- Booth Cleaning Service includes floor cleaning with mop, broom, emptying waste paper bins and ashtray, wiping counter & desktop etc. (not exhibit), one daily service either after or before exhibition hours, each booth per one cleaner. Shift timings 7 am to 7 pm (day shift) 7 pm to 7 am (night shift)
- The final request for Housekeeping must be received by 10th April 2024 for onward intimation to service provider.