



EXHIBITOR MANUAL

Organised by



INDIA'S ONE OF THE LARGEST INTEGRATED VENUE FOR CONVENTIONS & EXHIBITIONS

INDIA EXPO CENTRE & MART

KNOWLEDGE PARK-II, GREATER NOIDA EXPRESSWAY, DELHI-NCR, INDIA

Dear Exhibitors,

On behalf of the India Expo Centre and Mart, we welcome you to the Eldercare India Expo and Ayuryog Expo to be held at the India Expo Centre & Mart at Greater Noida, Delhi (NCR) from 02-05 August 2025.

This Exhibitor's Manual is provided with the purpose of assisting your organization in preparing for your participation in the Eldercare India Expo and Ayuryog Expo.

Please read this manual carefully and thoroughly to ensure that all relevant matters are processed properly and therefore make your participation in Eldercare India Expo and 7th Edition of Ayuryog Expo a memorable one. Please also note the deadline dates and fill the forms online on <https://eldercareindiaexpo.com/> and <https://ayuryogexpo.com/>

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

Thank you for your co-operation.

India Expo Centre and Mart

IMPORTANT FORMS TO FILL

- ❖ Document for the construction of exhibitors' stand (Form-1) <https://tiug4ren.paperform.co/>
- ❖ Exhibitor Badges (Form-2) <https://luogsvg7.paperform.co/>
- ❖ Requisition for additional electricity load (Form-3) <https://qe2ge4vr.paperform.co/>
- ❖ REQUIREMENT OF INTERNET FOR EXHIBITORS (Form-4) <https://eeipyeym.paperform.co/>
- ❖ Requisition for security services at stand (Form-5) <https://ijbrlu6u.paperform.co/>
- ❖ Requisition for housekeeping services at stand (Form-6) <https://jfcwvgxg.paperform.co/>
- ❖ Authority Letter for possession of stand (Form-7) <https://hrfaruer.paperform.co/>
- ❖ Stall Fascia Name Form (Form-8) <https://ocijlvxq.paperform.co/>
- ❖ Exhibits Move Out/ Gate Pass (Form-9) <https://dslblcyy.paperform.co/>
- ❖ Additional Requirements (Form-10) <https://dthxqqqt.paperform.co/>

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](#)

GENERAL INFORMATION

VENUE

India Expo Centre & Mart (IEML)

Plot No. 23 – 25 & 27 – 29, Knowledge Park II, Greater Noida, Delhi (NCR)

EXPO DATE & TIMINGS

02nd – 05th August 2025 [10 AM to 6PM]

PREPARATION DATE

01st August 2025

[All construction to be completed by 10:00 P.M. on 01st August 2025.

No construction allowed after 9:00 A.M. on 02nd August 2025]

[Display to be completed on 02nd August 2025 by 09:00 A.M.]

ORGANIZER

India Exposition Mart Limited

Plot No 23-25 & 27-29, Knowledge Park II, Gautam Budh Nagar, Greater Noida 201306

Email: exhibition2@indiaexpocentre.com

CONTACT PERSONS

INDIA EXPO CENTRE & MART		
Event Secretariat	Niranjan Kumar Singh Deputy General Manager hr@indiaexpocentre.com	+91-9910300851
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Hotel – Help Line	Garima Goel Hospitality	+91-9871121212
Shuttle Service – Help Line	Mahesh Chaudhary Senior Executive hr1@indiaexpocentre.com	+91-9717790588
Registration Help Line	Ritesh Bhati Sr. Executive Exhibition dba1@indiaexpocentre.com	+91-9667178554
	Rahul Singh Senior Executive floormanager3@indiaexpocentre.com	+91-9717293816

MOVE-IN & MOVE-OUT SCHEDULE FOR DISPLAY

	Raw Space (Exhibitors constructing own stand)	Built – up Stand (IEML built up stands)
Possession of Stand	1 st August 2025 [10:00 A.M. onwards]	01 st August 2025 [10:00 A.M. onwards]
Booth Construction	1 st July 2025 [10:00 A.M. onwards] Till 02 nd August 2025 (10:00 A.M.)	1 st August 2025
Booth Decoration	1 st August 2025 (10:00 P.M.) (Imp.: All booths must be fully decorated by 10:00 P.M. on 1 st August 2025)	1 st August (10:00 A.M.) – 1 st August 2025 (10:00 P.M.) (Imp.: All booths must be fully decorated by 10:00 P.M. on 1 st August 2025)
NO CONSTRUCTION / CARGO MOVEMENT ON 02nd August 2025 AFTER 10:00 P.M. All exhibitors are requested to kindly complete their stall construction by 10:00 P.M. on 02nd August 2025		
Move-Out Exhibits	For Eldercare India Expo 04 th August 2025 (after 6:00 P.M.) For Ayuryog Expo 04 th August 2025 (after 6:00 P.M.)	For Eldercare India Expo 04 th August 2025 (after 6:00 P.M.) For Ayuryog Expo 04 th August 2025 (after 6:00 P.M.)
Termination of Booth Electricity	For Eldercare India Expo 04 th August 2025 (after 6:00 P.M.) For Ayuryog Expo 04 th August 2025 (after 6:00 P.M.)	For Eldercare India Expo 04 th August 2025 (after 6:00 P.M.) For Ayuryog Expo 04 th August 2025 (after 6:00 P.M.)

IMPORTANT

Possession of Raw Space will be given to the exhibitors/ exhibitor appointed stall fabricator on 1st August 2025 on handing over of Certificate to Build which will be issued in the organizer's office on receipt of No Dues Certificate, Form-3 with approved booth design, Form 5- Additional Electricity load and Exhibitors Undertaking on Company letterhead.

Possession of Stand to all the exhibitors will be given on 1st August 2025 on submission of the Authority Letter in Organizer Office (as per FORM 6). 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 IEML (organizer) on account of the fair participation as it may deny them timely possession of their exhibition space.

The exhibition will open on 02nd August 2025 at 10:00 A.M. The exhibitors are therefore requested to cooperate with the organizer and complete their display as per the deadline so that necessary covid related protocols can be followed and arrangements for the inauguration can be made.

ENTRY OF FREIGHT VEHICLES

Entry of freight vehicles in the “India Expo Centre & Mart” complex will not be permitted during exhibition period. However, vehicles carrying exhibits will be allowed entry till 02nd August 2025 upto 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. Entry and exit of freight vehicles during the built-up & dismantling period will be allowed only from the designated Gates as per the details given below:

Hall No.	Entry Gate	Exit Gate
4	Gate No. 9	Gate No. 9

REMOVAL OF EXHIBITS

For move out, all Exhibitors will be required to submit three (03) copies of Gate Pass to their hall manager, who will be located at each Hall. Gate Pass is required to be submitted by 04th August 2025 up to 4:00 P.M. The duly stamped Gate Pass can be collected from the respective Hall Manager/Organizer office on 06th August 2025 from 12 noon onwards after clearance of all dues.

After the conclusion of the expo, the exhibitor shall take out their exhibits and other materials out of the exhibition halls after 6.30 P.M. on 04th August 2025. The vehicles for loading the exhibits for move-out will be allowed inside IEML from 7:00 P.M. 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.

VISITOR'S INFORMATION

The expo opens to Indian and overseas buyers only. All visitors must register at the expo and always display/wear the visitor badge during the expo. No visitor under the age of 18 will be permitted.

EXHIBITORS BADGES (No Entry without Badges)

For Security Reasons Exhibitor Badges will be issued and mandatory for all exhibitors. These badges are not transferable. Exhibitors 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 into exhibition halls will be permitted without valid badges.

The badges will be handed over to the exhibitors at the venue. They can collect it from the 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.	6-9	2 -18	24 - 36	42 & above
NO. OF BADGES ADMISSIBLE	TWO	THREE	FIVE	SIX

Kindly adhere to the above while filling exhibitor badges forms online on website. 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.

CONSTRUCTION BADGES

NO WORK WILL BE ALLOWED WITHOUT CONSTRUCTION BADGES

Exhibitors may please note that entry of labor / exhibitor's staff without construction badges will not be allowed in the venue Complex during the Built-up days.

The Organizer will issue **Construction Badges** to all exhibitors or their representatives for entry into the exhibition area during the construction period from 1st August – 02nd August 2025. The badges will be valid till 02nd August 2025 **(10:00 A.M.)**. The staff and contractors with the construction badges will only be allowed to enter the exhibition area during the construction period. **Kindly fill- up and submit enclosed FORM 3 by 28th July 2025. The staff and contractor should be in possession of the copy of Form 3 already submitted by the Exhibitors to the Organizer.**

SPECIFICATIONS AND INSTRUCTIONS FOR BUILT UP/ SHELL STALL

A 9 sq. mt. BUILD UP / SHELL STALL will include the following:

- Three sides wall panel
- One plug socket
- One dustbin
- Floor Carpeting
- One table & two chairs
- Fascia with company name
- 1 spotlight on every 3 sq.m. space

BUILT UP/ SHELL STALL EXHIBITORS MUST ADHERE TO THE FOLLOWING POINTS:

- No additional booths fitting or display may be attached to the booths structure.
- Exhibitors are requested to use Smart Lights like CFL/LED to optimize their power load.
- No tapes, nails or fixtures of any kind are allowed to be affixed to the partitions, floor or ceiling. Exhibitors are liable for 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 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, including lighting fixtures, must adhere to the Electrical Regulations. Exhibitors are advised to make use of branded electrical fittings and graded equipment only.

HOW TO GET DISPLAY AIDS

Display aids such as Shelves, 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 empaneled agencies/stall fabricators is uploaded on Eldercare India Expo Website**

SPECIFICATIONS AND INSTRUCTIONS FOR BARE SPACE SITES- ARCHITECTURAL / DESIGN GUIDELINES

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 the best possible design of your stand within the design parameters which need to be followed by all concerned.

Maximum Permissible Height of Stands (Including Fascia) Exhibitors in Hall 4 = 12 ft.

Exhibitors are requested to please bring in **prefabricated structures** when constructing their own booths to ensure all **construction is completed by 9:00 A.M. on 02nd August 2025 and display is completed by the deadline i.e., by 9:00 A.M. of 02nd August 2025.**

GENERAL GUIDELINES FOR ALL EXHIBITORS

(Very important: All exhibitors must read and follow strictly)

Exhibitors can appoint any qualified contractors for their booth design and construction; they are free to choose either from the listed companies given on page no. 28 or any such contractor of their own choice. However, they must ensure that their appointed contractor is registered with the organizers at the latest by **28th July 2025**. 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 **28th July 2025**.

FOLLOWING FORMALITIES MUST BE COMPLETED BY EACH EXHIBITOR

- Fill and submit duly signed prescribed Form 3 along with Booth Design.
- A 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 28th July 2025.
- Submit duly signed exhibitor undertaking on your letterhead as per Form 6
- Only the Contractors registered with the organizers by the exhibitors will be allowed to undertake booth construction at the venue.
- All booth designs whether to be constructed inside a Modular Booth or Raw Space must be certified by Structural Engineer and be submitted to the organizers for approval either directly by the exhibitors or by their registered contractor latest by 28th July 2025.
- All contractors must obtain a Certificate to Build from the organizers before they can start construction or booth display work at the venue. This certificate will be issued at Organizers office only on receipt of: [1] No Dues Certificate [2] Approved booth design copy [3] Additional Electricity load requirement form and [4] Exhibitor's Undertaking on Company Letterhead.
- 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 from Organizer's office on submission of Form II.
- While planning and constructing your booth, respect your neighboring booths which have common wall with yours. Do not create structures and designs which obstruct your neighboring booths. Ensure that the 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.

FIRE, SAFETY PRECAUTIONS & SPECIAL INSTRUCTIONS FOR EXHIBITOR'S CONSTRUCTING OWN STALLS [TO BE FOLLOWED BY ALL]

- All exhibitors constructing their own booths must have the designs/plans duly certified by a Structural Engineer. The Copy of the same be submitted to Organizers by 28th July 2025. 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.
- 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.
- Organizers support and promote environmental 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 damage, 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 always be your foremost concern.
- 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 an approved Structural Engineer.
- The Organizer reserves the right to obtain a copy at any given time during the expo for information and records. (KINDLY USE ENCLOSED FORM 3 and submit by 28th July 2025.)
- 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 3 by 28th July 2025 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 elements shall be permitted in the passages.
- Construction 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 the 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 5 and submit by 28th July 2025). 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.
- Only the agencies empaneled and authorized by the Organizer (as per list enclosed) or the agency registered by the exhibitor by 28th July 2025 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.
- The electrical engineers of 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 prepare 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 Venue and the Exhibition Contractor/Agencies engaged by the Organizer.
- All Exhibitors constructing their own booths are required to install fire extinguishers during the construction & exhibition period including the period of dismantling. In case, the exhibitor fails to do the same, the Organizer will install, and charges shall be billed to the exhibitor.

The organizer reserves the right to close the stall if the above guidelines are not followed by the exhibitor/contractor.

DISTRIBUTION OF PROMOTIONAL LITERATURE

Promotional materials such as product catalogues and brochures can only be distributed by the exhibitors within their booths. It is recommended that e-brochures be given to minimize contact and maintain social distance with the visitor

Exhibitors may please note that distribution of promotional literature in passages, common area, lounge, or restaurant or in the expo ground (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 6. 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.

EXHIBITS DISPLAY DEADLINE

All exhibitors are requested to complete display of exhibits at their stands strictly by 9:00 A.M. on 02nd August 2025.

The final cleaning process of the halls will start at 10:00 P.M. on 01st August 2025.

STORAGE OF EMPTY BOXES

Empty boxes should be kept in the dedicated storage area. Empty boxes will not be allowed to be kept anywhere in the exhibition area. These will have to be removed before 09:00 A.M. on 02nd August 2025, in case of failure, organizers shall have the right to confiscate these boxes and impose dumping charges for the material.

SELLING FROM STAND: RETAIL SALE NOT ALLOWED

Please note it is strictly prohibited to sell anything from the stand.

Kindly submit your undertaking on the enclosed Form 11 by 28th July 2025 (12 Noon).

OBSTRUCTION OF PASSAGE/ OUTSIDE STAND AREA / GANGWAYS

No stand should be left unattended during Exhibition hours. Activity, which, in the opinion of the organizers amounts to a 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 within 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 by 9:40 A.M., failing which the organizers shall have the right to remove the curtains/night sheets.
- Stands must be always manned by knowledgeable staff 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 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 always worn on for security reasons.

RIGHT TO PRIVACY

Exhibitors are expected to respect the rights of all other exhibitors. They are prohibited from entering other exhibitors' booths unless they are 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 by 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 cleaning their stands. You can take out all the wastepaper 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. Cleaning of Exhibition halls will commence at 7.30 PM daily during event days. Exhibitors may please note, waste basket be kept in gangways so that waste basket may be cleared. Cleaners will not enter inside the stands. If garbage etc. is found after 7:30 PM inside the stand, the exhibitor will have to get it cleaned the next morning under his own arrangements.

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 by 6:30 PM daily to be picked up by the cleaners.

CLEANING FOR STAND

Exhibitors desirous of having dedicated cleaning services for their stand, the requirement of same should be sent on Form 9 latest by 28th July 2025.

SECURITY

Participants will be responsible for the security of their exhibits and stands. Organizers will make general security arrangements during the exhibition. Halls will be sealed daily at 8:00 P.M. & no person will be allowed to stay in exhibition halls between 8:00 P.M. to 9:00 A.M. Entry to the exhibition area will be opened daily at 9:00 AM. 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 the owner's risk.

SECURITY FOR STAND

Exhibitors, desirous of having security services for their stand, the requirement of the same should be sent on Form 8 latest by 28th July 2025.

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 sublet to another company, the booth shall be immediately sealed and the companies in question shall be debarred from all future participation in the Eldercare India Expo and Ayuryog Expo or any other fair/expo being organized by IEML.

INTERNET SERVICES FOR STAND

Exhibitors desirous of having internet services, the requirement of same should be sent on Form 12 latest by 28th July 2025.

INVITING YOUR CUSTOMERS

The Organizer do put various efforts to ensure presence of high-quality trade visitors at Eldercare India Expo and Ayuryog Expo 2025. Exhibitors may, however, wish to invite their current and potential customers to their booth, to showcase innovations and latest product range. For this purpose, the organizer will provide special Invitation card to the exhibitors. The exhibitors can send these invitations to their important customers immediately on receipt. Please forward your request for the required invitations on or before 28th July 2025 on sales@eldercareindiaexpo.com.

Please also inform and encourage your customer to pre-register online free of charge with the following <https://eldercareindiaexpo.com/visitor-registration/> to save their time, since there will be separate queues for pre-registered visitors, where they will be able to print their badge quickly. Please note that only trade visitors invited by the exhibitors and organizer who have pre-registered online or having invitation card or holding valid identity for on spot registration will be allowed entry in Eldercare India Expo and Ayuryog 2025.

SERVICES

RESTAURANT

Multi-Cuisine Restaurants & Food Court and Snack/Coffee Counters will be operated during the Expo days at the venue.

BUSINESS CENTER

Business Center with the following services like FAX, PHOTOCOPIES, & STD/ISD TELEPHONE will be in Central Function Building.

MEDICAL AID

A medical aid center with first aid facilities will be operated during the

exhibition at Central Function Building round the clock during the set up and during exhibition hours on event days.

ISOLATION ROOM

An isolation room will be established near the entrance and will be operated by trained medical staff for management of symptomatic cases/person whose temperature is more than 37degrees Centigrade/98.6 degrees Fahrenheit during the set up and exhibition hours on event days

STAND ATTENDANTS

Exhibitors can hire stand attendants & hostesses from the agencies given on the Expo website.

PUBLIC ADDRESS SYSTEMS (ANNOUNCEMENTS ON PA SYSTEM)

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

No photo taking, sound recording, or video shooting will be allowed in the expo 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.

CARPARKING

Car/Vehicles may be parked at owners' risk in the designated parking areas inside the venue free of charge subject to availability of parking space.

VIOLATION OF GENERAL EXHIBITOR RULES

In case any exhibitor is violating any of the exhibitor's rules as stated in the "Expo Application Form" submitted for participation in the fair or is non-cooperative, the organizers shall have the right to close the stand of the participant immediately.

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.

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 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 holder, stapler, carbon papers and your documents like Performa invoice / order books etc.
- Please arrive by at least 9 AM at the entrance gate because screening at the 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 at the latest by 9:40 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, wallpaper or fabric/flex masking, surgical cotton, wood chips & wooden scraps.
- Avoid lighting candles/agarbatti / dhoop or any other inflammable articles.
- Please do not allow your contractor to use poor quality electrical wiring 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 the name fascia board. (Even if your name is spelt out wrongly, please inform the Hall Manager).
- Please don't push the structure.
- Please don't load shelves heavily, these can fall off.
- Please don't keep empty cartons, helmets, suitcases etc. in the stand.

INDEX OF FORMS:

S. No.	Form No.	Purpose	Form Link	Submission Deadline
1.	Form 1	Document for the construction of exhibitors' stand	https://tiug4ren.paperform.co/	28th July 2025
2.	Form 2	Exhibitor Badges	https://luogsvg7.paperform.co/	28th July 2025
3.	Form 3	Requisition for additional electricity load	https://qe2ge4vr.paperform.co/	28th July 2025
4.	Form 4	REQUIREMENT OF INTERNET FOR EXHIBITORS	https://eeipyeym.paperform.co/	28th July 2025
5.	Form 5	Requisition for security services at stand	https://ijbrlu6u.paperform.co/	28th July 2025
6.	Form 6	Requisition for housekeeping services at stand	https://jfcwqg.paperform.co/	28th July 2025
7.	Form 7	Authority Letter for possession of stand	https://hrfaruer.paperform.co/	28th July 2025
8.	Form 8	Stall Fascia Name Form	https://ocijlvxq.paperform.co/	28th July 2025 (To be filled by built up/shell scheme stalls only)
9.	Form 9	Exhibits Move Out/ Gate Pass	https://dsblcyy.paperform.co/	4th Augusts 2025
10.	Form 10	Additional Requirements	https://dthxqqqt.paperform.co/	28th July 2025

Kindly fill the above forms by visiting the following link mentioned in the manual

Page No-3

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

Mr. Sudeep Sarcar

CEO, IEML

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Email: ceo@indiaexpocentre.com

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