



APAIE 2025

MARCH 24-28 DELHI, INDIA

EXHIBITOR MANUAL





TABLE OF CONTENTS

Organiser Contact Information.....	3
Exhibition Information.....	4
Venue Entry Gates.....	4
General Information.....	5
Exhibition Rules & Regulations.....	6 – 7
Standard Booth.....	8
Important Points for Standard Booth Exhibitors.....	9 – 10
Important Points for Raw Space Exhibitors.....	10
Booth Construction.....	11
Important Points for Booth Builders / Contractors.....	12
Insurance.....	12
FORM 1 – Custom Exhibition Space Design Approval.....	13
FORM 2 - Fascia for Standard Booth.....	14
FORM 3 - Branding Requirements.....	15
FORM 4 – Audio Visual Requirements.....	16
FORM 5 – Photography & Videography Requirements.....	17
FORM 6 – Plants & Floral Requirements.....	18
FORM 7 – Electrical Requirements.....	19
FORM 8 – Additional Furniture Requirements.....	20 - 24



ORGANISER CONTACT INFORMATION

Official Standard Booth Contractor:

KW Conferences Pvt Ltd.

Contact Person: Rajendra Kumar
Contact No: +91 9266042769
Email Address: apaie2025exhibition@gmail.com
Company Address: A 56/12 DLF Phase 1, Gurgaon 122002, Haryana, India

Official Custom Booth Contractor:

Unboxed Innovating Experiences Pvt Ltd.

Contact Person: Karan Basantani
Contact No: +91 9266042769
Email Address: apaie2025exhibition@gmail.com
Company Address: Second Floor, D-110, Phase 1, Pocket D, Chattarpur Enclave, New Delhi, 110074, India

Official Freight Forwarders:

R E Rogers India Pvt Ltd.

Company Address: 1, Commercial Complex, Pocket H & J, Sarita Vihar, New Delhi 110076, India
Contact Person 1: Anand Bisht
Contact No: +91 8750398816
Email Address: anand@rogersworldwideindia.com
Contact Person 2: Yogesh Thakur
Contact No: +91 9717119475
Email Address: yogesh@rogersworldwideindia.com

If you wish to utilize their services, please contact them latest by

- February 2, 2025 for international exhibitors
- February 19, 2025 for Indian exhibitors

NOTE: Forklifts, cranes and pallet trucks from forwarders / transporters other than the official agent will not be allowed to operate inside the exhibition halls.

For sponsorship and exhibition sales enquiries contact: sponex@APAIConference.net

EXHIBITION INFORMATION

Venue: Hall – 1 A & B

YASHOBHOOMI IICC (India International Convention & Expo Centre),
Sector 25, Dwarka, New Delhi 110061

Date	Time	Area	Access
Exhibition Move In			
Sunday, March 23, 2025	0900 - 1100hrs	Hall 1 A & B	Exhibition Hall Mark Out
	1100 - 2359hrs	Hall 1 A & B	Custom Build Construction
Monday, March 24, 2025	0000 - 2200hrs	Hall 1 A & B	Custom Build Construction
	1200 - 1900hrs	Hall 1 A & B	Exhibitors Move In
Exhibition Open Hours			
Tuesday, March 25, 2025	0800 - 1800hrs	Hall 1 A & B	Open for Exhibitors
	0830 - 1730hrs	Hall 1 A & B	Open for Exhibitors and Delegates
	1800hrs	Hall 1 A & B	Close
Wednesday, March 26, 2025	0830 - 1800hrs	Hall 1 A & B	Open for Exhibitors
	0830 - 1730hrs	Hall 1 A & B	Open for Exhibitors and Delegates
	1800hrs	Hall 1 A & B	Close
Thursday, March 27, 2025	0800 - 1430hrs	Hall 1 A & B	Open for Exhibitors
	0830 - 1430hrs	Hall 1 A & B	Open for Exhibitors and Delegates
	1430hrs	Hall 1 A & B	Close
Exhibition Move Out			
Thursday, March 27, 2025	1430 - 1730hrs	Hall 1 A & B	Exhibitors Move Out
	1530 - 2359hrs	Hall 1 A & B	Custom and Stand Builders dismantle
Thursday, March 28, 2025	0000 - 1900hrs	Hall 1 A & B	Custom and Stand Builders dismantle

NOTE - The above mentioned timings are subject to change. Please check the latest version of this document closer to the event.

- Wearing closed toe shoes and appropriate Personal Protective Equipment, such as gloves and helmets, is mandatory for everyone during setup and dismantling phases. All staff working at a Height of 3 meters or above ground level should wear a rated full body harness, the same should be anchored to an appropriate anchor point.
- Airconditioning in the exhibition hall will be operational only on the event days, March 24, 25, 26 & 27, 2025 from 0800 - 1800hrs.

VENUE ENTRY GATES

Purpose	Gate No.
Cargo - Entry	10
Cargo - Exit	9
Exhibitor (Self driven vehicles) - Entry	8A
Exhibitor (Self driven vehicles) - Exit	8B
Exhibitor (Chauffer driven vehicles) - Entry	6
Exhibitor (Chauffer driven vehicles) - Exit	6



APAIE 2025 CONFERENCE AND EXHIBITION MARCH 24 - 28, 2025 DELHI, INDIA

GENERAL INFORMATION

Currency

Everything in this document is quoted in Indian Rupees (INR) and inclusive of 18% GST. Payments for services provided by local agencies, including booth contractors and freight forwarders, must be made in INR (Indian Rupees). Invoices will be issued by KW Conferences. If you need to set up this company as a vendor for your organisation, please contact apaie2025exhibition@gmail.com.

Language

The language for communications and contracts is English.

Electricity

India uses power outlets and plugs of types C, D & M. The power sockets provided for the APAIE exhibitors are compatible with all three types and provide a standard voltage of 230V with a standard frequency of 50Hz.

You can use all your equipment in India if the outlet voltage in your own country is between 220V-240V. This is the case in most of Europe, Australia, the United Kingdom and most countries in Africa and Asia.

If the standard voltage in your country is in the range of 100V-127V (which is most common in the US, Canada and countries in South America) you might need a voltage converter in India.

Weather

March marks the end of winter and the beginning of warmer weather in Delhi. Day time temperatures range from around 25°C to 35°C (77°F to 95°F).

Please note that air conditioning will not be available in the venue during booth build on March 23, 2025. Please advise your contractors and suggest they wear light, breathable clothing on that day. Airconditioning will be on for booth set up on March 24.

Business and Shopping Hours

Offices and business establishments are generally open from 1000 - 1730 hours, Monday to Friday. Shops are generally open from 1000 - 2000 hours from Monday to Saturday. Big shopping centers are open every day from 1100 - 2100 hours.

For more information on attractions close to Yashobhoomi, pls click on <https://www.iiccnewdelhi.com/public/storage/media/169650412252.pdf>

Smoking Restrictions

All public & meeting areas are no-smoking areas. Smoking in public places is illegal in India.

Further information

Refer to the APAIE 2025 website for more tips and information about attending APAIE 2025 in Delhi: <https://www.APAIEconference.net>



EXHIBITION RULES & REGULATIONS

1) Admission to the Exhibition

Exhibitors are allowed to enter the exhibition hall at 8am, half an hour before it opens to delegates.

1.1 Registration and Name badge collection

APAIE 2025 registration and name badge collection will be available at the venue and a hotel in Aerocity. Please refer to the mentioned link: <https://www.APAIEconference.net/registration/registration-details>

1.2 Booth set-up staff

Service badges for booth set-up staff will be issued as per the requirement received from the respective booths. These badges will be issued at the exhibition centre on March 23, 2025 (1100 - 1800hrs) and March 24, 2025 (0900 - 1800hrs).

Contractors and their workers should wear these Badges to enter into the exhibition halls during booth construction, moving of exhibits and dismantling. Contractors will have to retain these Badges and will have to use the same Badges during dismantling. No fresh Badges will be issued for dismantling days.

2) Delivery of Exhibits

Goods, exhibits or other materials being shipped must be delivered to the exhibition check-in desk located in the meeting room B1 inside exhibition hall 1B, but not before March 23, 2025. Organisers will not be responsible for goods arriving earlier than March 23, 2025. Cargo should be clearly labelled with the exhibitor's name, booth number and contact details.

3) Move-out of Exhibits

3.1 Removal of exhibits may commence only after 1430hrs on March 27, 2025.

3.2 The organisers are not liable for any loss or damage to the exhibits or booth material left behind in the exhibition hall. All such material will be deemed as abandoned and will be disposed of at the expenses of the exhibitor concerned.

3.3 No mechanical lifting or handling equipment will be permitted to enter the exhibition halls for the removal of exhibits except those used by Official Freight Forwarder.

4) Dangerous Material

4.1 Smoking is strictly prohibited inside the hall and across the venue.

4.2 No temporary gas or welding appliances may be used in the exhibition halls.

4.3 No explosives, petrol, dangerous gas or highly inflammable substances are allowed in the halls.

4.4. No radioactive materials are to be used.

5) Demonstration of exhibits

When demonstrating at their stands, exhibitors should cause no annoyance or disturbance to other exhibitors. Any complaints raised that the organiser finds justifiable, the organiser may reserve the right to impose limitation on the operation of the exhibits.

6) Noise Level

Exhibitors are prohibited from causing annoyance to visitors or other exhibitors. Acceptable noise level will be at the Organisers discretion. Any complaints raised that the organiser finds justifiable, the organiser may reserve the right to impose limitation on the operation of the exhibits.

7) Electricity Supply

7.1 For safety reasons, all electrical installation work connecting to the main electric network at the exhibition venue must be carried out solely by the Official Contractors.

7.2 Standard booth exhibitors are requested to note that full power load as per request will be made available only on March 24, 2025 from 1200 hrs for testing.

7.3 During the show days the Electricity to the booths will be available only from 0800 - 1800hrs on March 25, 0800 - 1800hrs on March 26 and 0800 - 1430hrs on March 27, 2025. To ensure the safety of the exhibition hall and eliminate fire risks, exhibitors and contractors must switch off electricity to all facilities (electricity to Shell Scheme booths will be switched off by the Official Booth Agency) when the exhibition day ends.

7.4 No more than one extension cord shall be connected to any one socket. No multiple plugs are allowed.

7.5 The distribution box should be placed either within a cable duct or inside the exhibition booth. Under no circumstances should the distribution box be left in doorways, fire-control passages, or any prominently visible location within exhibition booths.

7.6 All electrical apparatus, wires / cables etc. which can be easily contacted by people shall be covered with special protection.

8) National / International Pavilions

Organisers of group pavilions and national / international pavilions are responsible for ensuring that all exhibitors at their booth are fully aware of and agree to abide by the rules and regulations as laid down by the organisers.

9) Fires

Fire Extinguishers are placed inside all the halls at strategic locations and Fire marshals will be patrolling the halls. In case of smoke or fire detected please inform the organisers immediately.

10) Emergency Exits

Emergency exits are marked with signages.

11) Medical

A First Aid booth will be located inside the exhibitor service area for minor treatments.



STANDARD BOOTH

General Information

1. Standard Booth:

Size – 6m²

Inclusions

- 2 x conference registrations per 6m²
- Carpet
- Booth walls (panels) – 2.5mts height
- Fascia board with exhibitor name and booth number
300mm board height with 100mm text height
- 1 x round table
- 4 x chairs
- 1 x power socket – 5/15 Amps
- 4 x arm lights



2. Electrical: The official shell scheme booth contractor will only provide the basic electric supply (1 Socket point – 5 / 15Amps and in multiples thereof only).

3. Booth space and exhibits

3.1 The exhibitor must occupy the space allocated to them during exhibition hours. In the event the exhibitor fails to do so, penalties shall be applied according to the timing of the incident. This ranges from removing the exhibitor to charging a penalty fee.

3.2 Exhibitors must not construct their exhibits in a way that blocks light, obstructs views along open spaces or walkways within the exhibition, or causes inconvenience or disruption to the displays of other exhibitors. Whilst customised exhibition designs are reviewed and approved, after installation, some adjustments may be required due to unanticipated obstructions.

3.3 No acceptance by the organisers of the exhibitor's contract form or allocation of the exhibitor's name to any particular part of any exhibition floor plan or booth number will constitute any agreement, warranty or representation by the organisers that the exhibitor is entitled to exhibit at the exhibition in such particular location. The organisers reserve the right without being required to give notice to the exhibitor to alter the layout or exhibition floor plan or position of any booth at any time.

3.4 The exhibitor must ensure that their booth space is occupied and that aisles and surrounding common areas are kept clear and tidy at all times, without hindering any movement.

3.5 The exhibitor shall ensure that all necessary approvals and licenses for their exhibits have been obtained.

3.6 No exhibit will be allowed into or out of the exhibition centre without an official delivery order / gate pass or clearance document. The exhibitor shall at their own cost, make arrangements for transportation of exhibits to and from the exhibition centre (including, without limitation, arranging for all necessary customs clearances) and for storage of exhibits and packaging materials. (See freight forwarding company details on page 3.)

3.7 Exhibitor materials must be distributed from the allocated exhibition space only.



Exhibitor Help Desk

In order to facilitate the exhibitors and provide hands-on service, the organisers will operate an exhibitor help desk inside the hall.

IMPORTANT POINTS FOR STANDARD BOOTH EXHIBITORS

1. The organisers recommend no additions or any change to the standard furniture package. Should you wish to do so, please contact the official shell scheme agency.
2. Do not spray, paint, write, use glue or silicone on the booth panels. Exhibitors who desire to have any panel painted or wall papered must inform the official booth fitting contractor in advance for approval & execution of work upon appropriate payment.
3. For multiple booths, partitions between the booths will remain in place unless a request is made for their removal.
4. The use of inflammable materials for decoration of the booth is prohibited, unless such decorations have been treated with fire retardant substance. The use of heating appliances is strictly prohibited.
5. Artificial plants and flowers are combustible and give off toxic fumes, therefore they must not be used for booth dressing.
6. For standard booths, exhibitors can only utilise the inner part of their allocated booth for fit-out and display.
7. Height of all fittings / exhibits should be restricted to 2.5mts.
8. No financial credit / adjustments will be given by the show organisers / official agency, for any shell booth items not utilised by the exhibitor.
9. During exhibition days, the organisers will be responsible for the cleaning of standard shell scheme booth carpets and hall aisles daily.
10. Exhibitors needing space for storing their empty cartons / crates on site should contact the official freight forwarder, who will make necessary arrangements subject to availability of space only. The charges if any will be paid by the exhibitor to the freight forwarder directly. Or else, exhibitors must arrange for their empty and non-usable cartons / crates to be transported back to their own premises.
11. According to the venue's regulations, exhibitors will incur penalties if any materials or empty cartons are discovered behind their stalls or panels. Any unattended materials, cartons, or crates will be removed from the halls, and the organizers cannot be held responsible for any resulting losses.
12. Any alteration to the shell scheme is not allowed unless the exhibitor obtains prior written permission from the organisers. Detailed requirements of such alterations must be notified to the organisers while the cost of such work (if a cost is incurred) shall be payable by the exhibitor to the Official Shell Scheme Booth agency.
13. In the event that the exhibitor appoints an outside contractor to modify their booth or the exhibitor undertakes construction work by themselves, the exhibitor and contractor must strictly follow the rules & regulations and complete Form 6 before the deadline.

14. Standard booth exhibitors requiring additional items/services such as branding, furniture, power supply, audio visual, photography should use individual forms for placing their orders. The order forms have to be submitted before the deadlines specified in the forms. Full payment in advance will be required.
15. Exhibitors shall not cause damage to the exhibition hall.

IMPORTANT POINTS FOR RAW SPACE EXHIBITORS

Raw space exhibitors may appoint either their own contractor or the official contractor to design and construct their booth. Please return Form 1 to inform the official contractor of the contact details of your stand contractor by March 1, 2025 latest. Both the exhibitors and contractors must fully understand and follow the rules and regulations laid out by the building premises and by the organiser.

1. Booth Height Limits - The maximum height of the construction is 4 metres for raw space only booths.
2. Booth Design Drawings & Approval - Raw space booth design proposals must be submitted to the organiser by the exhibitors or by their appointment contractor. The exhibitors and their appointed contractor should read and must strictly follow the Rules & Regulations which are mentioned in this manual before designing and submitting their booth design for the Organisers approval. All design proposals must follow all statutory requirements and those set out in this Manual and must include the following:
 - Plan view showing clearly all dimensions, walling and major exhibits.
 - Elevation views, showing clearly all dimensions, graphics, etc.
 - Structural calculations / drawings proving structural stability, weight loadings, etc.
 - Artist's impression (3D views) and Indications of electricity requirements.
 - Details of materials and fire protection.

All the designs must be submitted before the deadline i.e., March 1, 2025 in either PDF or JPEG format only to apaie2025exhibition@gmail.com

Any modifications to the booth design must be submitted for approval again. Booth installations not complying with the most recent plan received by the Organisers will not be authorised. The organisers will check all booth installations and will reject those that do not follow to the exhibition regulations. The design of the booth must be such that it can be safely erected and dismantled within the move-in / move-out time available.



3. Booth Construction

- 3.1 Height of all fittings / exhibits should be restricted to 4 mts. Structures / exhibits (mounted or otherwise) between 2.5mts & 4mts in height must be approved by the organisers.
- 3.2 For booths with 3 open sides or island booths, there shall be no partitions on the open sides. The inside partitions shall also be such that they do not obstruct the view or aesthetics of adjoining booth(s).
- 3.3 All bare space booths must have a raised floor / platform. The transition between the raised booth floor and the surrounding aisles will be sloped, like a ramp (not a step)
- 3.4 Individual booth numbers as allocated by the organisers should be displayed on the booth in such a manner that it is clearly visible to all visitors.
- 3.5 The exhibitors must keep one copy of the approved drawing at the work site at all times during the show.
- 3.6 The transporting, assembling, dismantling and removing of stands of raw space exhibitors are the responsibility of the exhibitor. All such work has to be carried out according to arrangements and within the time limits specified by the organisers.
- 3.7 Approval of booth designs will be at the sole discretion of the organisers.
- 3.8 Use of Halogen lights are banned inside the exhibitor's booth / stall design as per the venue guidelines. Exhibitors are requested to use CFL / LED lights inside their booth.
- 3.9 During exhibition days, the organisers will be responsible for the cleaning of raw space booth carpets and hall aisles daily.
- 3.10 All surfaces of booth construction exposed to the public view (inclusive of backside panels/ parts of both adjoining other booths or aisles.) shall be decorated to a finish approved by the organiser.
- 3.11 Exhibitors needing space for storing their empty cartons / crates on site should contact the official freight forwarder, who will make necessary arrangements subject to availability of space only. The charges if any will be paid by the exhibitor to the freight forwarder directly. Or else, exhibitors must arrange for their empty and non-usable cartons / crates to be transported back to their own premises.

According to the venue's regulations, exhibitors will incur penalties if any materials or empty cartons are discovered behind their stalls or panels. Any unattended materials, cartons, or crates will be removed from the halls, and the organizers cannot be held responsible for any resulting losses.

- 3.12 All the exhibitors and their respective special booth design contractors are requested to complete the booth fabrication work by 1900hrs on March 24, 2025, after which no work would be allowed to continue in their booths.
- 3.13 For safety reasons all the electrical equipment must be checked & tested by the organisers appointed electrical engineers prior to switching on the electrical supply.
- 3.14 All raw space exhibitors should comply with the rules and regulations of the venue, fire control authorities as well as conditions, which the organisers may specify before or during the exhibition.





IMPORTANT POINTS FOR BOOTH BUILDERS / CONTRACTORS

- 1 Please note that air conditioning will not be available in the venue during booth setup on March 23, 2025. It will be warm in the exhibition hall while setting up booths. For your comfort, we recommend wearing light, breathable clothing that day.
- 2 It is the individual booth contractor's responsibility to remove all packing and waste materials from the exhibition hall during both move-in and move-out. Garbage and waste materials from décor work must not be discarded into the aisles and must be cleared. All material used must be removed during move-out and this must be done safely. Failure to comply will result in penalties.
- 3 All the material used in the construction of the booth, features and displays, including signs and fascia, shall be non-combustible, inherently non-flammable or durably flame-proofed.
- 4 No welding or cutting that may be flammable or sawing is allowed in the hall.
- 5 Artificial plants and flowers are combustible and give off toxic fumes therefore they may not be used for booth decor.
- 6 Design and construction must be concerned with safety first. Use of proper and strong materials or equipment is a definite requirement. Workmen employed for assembling / dismantling booths should be compulsorily above 18 years of age and skilled / suitably trained in their respective job functions & areas.
- 7 Do not knock, nail or sharpen on the surface, wall or any part of the building.
- 8 No glue, 2-sided foam tape or any material will be allowed to be pasted or stuck on the wall or on any structure of the building.
- 9 Structures of special designs should remain within the boundaries of the space allotted and should not protrude into adjacent booths or aisle spaces.
- 10 Large scale painting / spray painting of any type is not permitted in the exhibition centre.
- 11 Small scale touch-up painting of the exhibits and booths is permitted during move-in period.
- 12 No painting near the exhibition centre walls, and no washing of painting material within or surrounding of the exhibition centre.
- 13 All flammable materials (such as thinners) are to be safely placed and removed from the hall immediately after use.
- 14 Contractors are responsible for any damage to the exhibition centre from painting and liable for the cost of restoring damage.

ORGANIZER RESERVES THE RIGHT TO PURSUE ANY ACTION IT DEEMS NECESSARY IN THE BEST INTEREST OF THE EXHIBITION AND IN FAIRNESS TO ALL EXHIBITORS.

INSURANCE

Exhibitors are requested to take necessary Insurance cover for their products for public liability and loss or damage to goods while on display at their stand. The organisers must be indemnified in case of any loss or damage during the display at the Exhibition.



FORM 1 – Custom Exhibition Space Design Approval

DEADLINE: March 1, 2025

NOTE: This Form is compulsory for Custom Exhibition Space Exhibitors & must be returned before March 1, 2025

- Exhibitors are responsible to appoint their own contractor or use the Official Contractor for their stand design and construction. All contractors are required to register themselves with the organiser by completing the below form.
The proposed stand design needs to be emailed to apaie2025exhibition@gmail.com for approval by March 1, 2025.
- Power supply is included as per custom exhibition space package.

Contractor Name	
Address	
Contact Person	
Mobile No.	
Email Id	
GST Number	

Note:

- Exhibitors who have booked a Standard booth are not required to return this form, unless the Standard booth is being modified by an outside booth contractor or by themselves.
- All the contractors appointed by their exhibitors are requested to please refer to the move-in / move-out schedule for booth build-up & dismantling timings. Exhibitors / contractors will not be allowed to work beyond the specified time 1900hrs on March 24, 2025.
- Use of Halogen lights are banned inside the exhibitor's booth / stall design as per the venue guidelines. Exhibitors are requested to use CFL / LED lights inside their booth

Company:

Booth No.

Contact Person:

Company Address:

Tel:

Fax:

Email:

Signature:

Date:

Please email this page to: apaie2025exhibition@gmail.com
(Monday-Friday between 10am-6pm IST)



FORM 2 - Fascia for Standard Booth
DEADLINE: March 1, 2025

Exhibitors who have booked the standard booth are requested to provide the booth fascia wordings as under: (Please write in Capital Letters)

Only one fascia name, not more than 35 characters, is allowed on each exhibition stand. However, approval for more than one fascia name may be granted by the organizers for individual booth sizes of 12 square meters and above.

Company:

Booth No.

Contact Person:

Company Address:

Tel:

Fax:

Email:

Signature:

Date:

Please email this page to: apaie2025exhibition@gmail.com
(Monday-Friday between 10am-6pm IST)





FORM 3 – Branding Requirements
DEADLINE: March 1, 2025

Category	Unit Cost (INR)	Quantity	Total Cost (INR)	Special Instructions
Poster – Full panel (1m*2.5m)	3776			
Poster – Full wall (3m*2.5m)	11328			
Poster – Full wall (2m*2.5m)	7552			
Poster – A4 size (8.27in*11.67in)	35			
Poster – A3 size (11.7 in*16.5in)	53			
Pull-up standee (0.8m*1.8m)	4130			
			Total	

NOTE – Rates do not include the cost of designing

Company:

Booth No.

Contact Person:

Company Address:

Tel:

Fax:

Email:

Signature:

Date:

Please email this page to: apaie2025exhibition@gmail.com
(Monday-Friday between 10am-6pm IST)





FORM 4 – Audio Visual Requirements
DEADLINE: March 1, 2025

- Rates mentioned are on PER DAY basis.
- As stock is limited, late orders cannot be guaranteed. Any late order, after March 1, 2025 will be subject to a surcharge of 30%. On-site orders, if accepted, are subject to a 50% surcharge.
- All items are on rental basis only.

Item	Description	Unit Cost/ Per Day (INR)	Quantity	No. of Days	Cost
AV1	Plasma 42"	3392			
AV2	Plasma 55"	6107			
AV3	Laptop	2036			
Total					

Company:

Booth No.

Contact Person:

Company Address:

Tel:

Fax:

Email:

Signature:

Date:

Please email this page to: apaie2025exhibition@gmail.com
(Monday-Friday between 10am-6pm IST)



FORM 5 – Photography & Videography Requirements
DEADLINE: March 1, 2025

Category	Cost per day (INR)	Number of personnel Required	No. of Days	Total Cost (INR)	Special Instructions
Half Day Photography* 4-6 hours	12,349				
Full Day Photography* 8-10 hours	17,641				
Half Day Videography* 4-6 hours	21,181				
Full Day Videography* 8-10 hours	26,462				
			Total		

*Please note the Photographs will be digital and will be provided on a hard-disk that will be charged additionally at **INR 4750 for 1TB.**

*Video Recording will be provided on a hard-disk that will be charged additionally at **INR 4750 for 1TB.**

Company:

Booth No.

Contact Person:

Company Address:

Tel:

Fax:

Email:

Signature:

Date:

Please email this page to: apaie2025exhibition@gmail.com
(Monday-Friday between 10am-6pm IST)



FORM 6 – Plants & Floral Requirements
DEADLINE: March 1, 2025

Particulars	Unit Cost per day (INR)	Quantity	No. of Days	Total Cost (INR)	Special Instructions
Flower Bunch	1357				
Small Table arrangement	1086				
Big Potted Plants	814				
Small Potted Plants	614				
	Total				

Company:

Booth No.

Contact Person:

Company Address:

Tel:

Fax:

Email:

Signature:

Date:

Please email this page to: apaie2025exhibition@gmail.com
(Monday-Friday between 10am-6pm IST)





FORM 7 – Electrical Requirements
DEADLINE: March 1, 2025

S. No.	Item	Watt	Unit Cost (INR)	Duration	Total Cost (INR) incl GST
1	6 Amps, Single Phase outlet	Up to 500 watts	520	Per day	307
2	20 Amps, Single Phase outlet	Up to 5KW	520	Per day	3068
3	32 Amps, Three Phase outlet	Up to 10KW	520	Per day	6136
4	32 Amps, Three Phase outlet	Up to 15KW	520	Per day	9204
5	40 Amps, Three Phase outlet	Up to 20KW	520	Per day	12272
6	63 Amps, Three Phase outlet	Up to 30KW	520	Per day	18408
7	Connection Charges	Single Phase	520	Per day	614
8	Connection Charges	3 Phase	520	Per day	614
9	Consumption Charges for Single Phase	1 KW for 2 days	520	Per day	1227
10	Consumption Charges for Three Phase	1 KW for 2 days	520	Per day	1227

Exhibiting Company:

Booth No

Exhibitors who are using Standard Booth package are reminded to refer to the Standard Booth inclusions for their lightings and electricals supplied under the contract. This Form is for ADDITIONAL orders only.

Only the Official Contractor and approved contractor will be permitted to undertake all electric connection work in the exhibition, in accordance to the Rules & Regulations.

IMPORTANT NOTE:

All power outlets connections are to be used for running equipment/exhibits only

- All prices quoted include approval fees, installation, power consumption and standby maintenance.
- Lighting connection: The lighting connection work is done by the organizer's official electrician.
- Please contact the contractor for quotation of any other electrical requirement not listed here.

Please email this page to: apaie2025exhibition@gmail.com
(Monday-Friday between 10am-6pm IST)



FORM 8 – Additional Furniture Requirements
DEADLINE: March 1, 2025




















Please refer to images of items on the following pages





S. No.	Item	Code	Unit Cost/ Per Day (INR)	Qty	No. of days	Total (INR)
1	Chair	CH - 01	478			
2	Chair	CH - 02	342			
3	Chair	CH - 03	885			
4	Chair	CH - 04	1493			
5	Chair	CH - 05	679			
6	Chair	CH - 06	679			
7	Chair	CH - 07	679			
8	Fibre Chair	PI-05	708			
9	Wooden Chair	PI-06	885			
10	Executive Chair	PI-01	2649			
11	Premium Text Wood Chair	PC - 01	2036			
12	Bar Stool	BS - 01	885			
13	Bar Stool	BS - 02	885			
14	Bar Stool	BS - 03	885			
15	Bar Stool	BS - 04	885			
16	Bar Stool (Adjustable Chrome leg with Cup)	PI-09	2118			
17	Single Seater Sofa	SSS - 01	1357			
18	Single Seater Sofa	SSS - 02	1357			
19	Single Seater Sofa	PI-02	4413			
20	2 Seater Sofa	DDS - 01	3393			
21	2 Seater Sofa	DDS - 02	2714			
22	2 Seater Sofa	PI-03	7056			
23	3 Seater Sofa	TSS - 01	4071			
24	Table	T - 01	1086			
25	Table	T - 02	885			
26	Table (Rate for the Duration)	T - 03	814		-	














APAIE 2025 CONFERENCE AND EXHIBITION 24 - 28 MARCH 2025, DELHI, INDIA

S. No.	Item	Code	Unit Cost/ Per Day (INR)	Qty	No. of days	Total (INR)
27	Table with lockable storage (Rate for the Duration)	T - 04	1156		-	
28	Round Table (Wooden Top)	PI-07	2118			
29	Round Table (White Top)	PI-21	2118			
30	Square Table	PI-22	1764			
31	Glass Showcase (Big with 2 downlights)	PI-10	7056			
32	Glass Showcase (Small)	PI-11	6177			
33	Glass Counter	PI-12	5292			
34	Centre Table (Black Glass Top)	PI-13	2118			
35	Standing Discussion Table	PI-14	2118			
36	Side Rack (Lockable)	PI-16	5292			
37	System Podium	PI-17	1496			
38	System Podium	PI-18	1496			
39	System Podium	PI-19	1496			
40	Brochure Stand	BR - 01	543			
41	Brochure Stand	PI-20	1416			
42	Glass Shelf (each)	PI-25	708			
43	Wooden Shelf Flat / Adjustable	PI-26	531			
44	Lockable Door	PI-23	6177			
45	Spot Lights	PI-28	797			
46	5A/13A Power Socket	PI-30	708			
47	Photo Clip / T-Bolt	PI-31	53			
48	Queue Manager	QM - 01	1357			
49	Queue Manager	QM - 02	478			
Total						

Please email this page to: apaie2025exhibition@gmail.com
(Monday-Friday between 10am-6pm IST)

Chairs				
 CH - 01	 CH - 02	 CH - 03	 CH - 04	
 CH - 05	 CH - 06	 CH - 07	 PI - 05	
 PI - 06	 PI - 01	 PC - 01		
Bar Stools				
 BS - 01	 BS - 02	 BS - 03	 BS - 04	 PI - 09
Single Seater Sofas				
 SSS - 01	 SSS - 02	 PI - 02		

2-Seater Sofas		3-Seater Sofa	
			
DSS - 01	DSS - 02	PI - 03	TSS - 01
Brochure stand		Queue Manager	
			
BR - 01	PI - 20	QM - 01	QM - 02
Tables			
			
T - 01	T - 02	T - 03	T - 04
			
PI - 07	PI - 21	PI - 22	PI - 13
			
PI - 14			

Glass Showcase Big with 2 Downlights	Glass Showcase Small	Glass Counter	
			
PI - 10	PI - 11	PI - 12	
System Podium			Side Rack (Lockable)
			
PI - 17	PI - 18	PI - 19	PI - 16
Glass Shelf (each)	Wooden Shelf Flat / Adjustable (each)	Lockable Door	Spot Lights
			
PI - 25	PI - 26	PI - 23	PI - 28
5A/13A Power Socket		Photo Clip / T-Bolt	
			
PI - 30		PI - 31	



Hiring Terms and Conditions

1. Orders without remittance will not be considered a valid order.
2. Cancellation of orders will only be accepted in writing. Cancellations received upto March 16, 2025 will incur no penalty. From March 17-22, 2025 a 30% penalty will be applied. From March 23, 2025 onwards a 100% penalty will be applicable.
3. All items are provided on a rental basis, so exhibitors must ensure that no damage or loss occurs to the supplied items.
4. Exhibitors are required to bring along their adaptor(s) for connection to their equipment.
5. Exhibitors with very sensitive equipment are advised to bring their own stabilizer to cater for voltage fluctuation.
6. Any complaints regarding rental item/installation must be lodged by 1100hrs on March 25, 2025. Otherwise, all items are deemed to have been received in good order.
7. Exhibitors or their contractor are not permitted to connect their own light fittings. All light fittings can only be connected by the Organizer's Official Contractor / Official Electrician and approved contractor in accordance to the Fire Regulations.
8. Unless otherwise stated, the prices are on per day basis.
9. Late orders: 30% surcharge will be imposed for any orders received after March 1, 2025. On site orders, if accepted, are subjected to a surcharge of 50% on the basic rates.
10. Invoices will be issued by KW Conferences. If you need to set up this company as a vendor for your organisation, please contact apaie2025exhibition@gmail.com.
11. Payment Instructions:

Bank: Kotak Mahindra Bank Ltd
Account: K W CONFERENCES PRIVATE LIMITED
Account Number: 8747453196
Branch Address: Kotak Mahindra Bank Ltd, Unit No.8 And 9, Sewa Corporate Park,
MG Road, Revenue State of Sarhaul, Gurgaon, 122001, Haryana India.
Swift Code: KKBKINBBCPC
IFSC code : KKBK0000261



