

Guidelines



Venue Operator



Kinexin
Convention
Management

[Version – V.10.1 \(Q2, 2024\)](#)

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PURPOSE OF THIS MANUAL

This document provides guidelines to managing workplace health and safety at convention and exhibitions events for organisers, contractors, sub-contractors, and those persons who conduct business or hold events within India International Convention & Expo Center (IICC).

ABBREVIATIONS / SYNONYMS

Venue – India International Convention & Expo Center, IICC Booking Period – Tenancy Period
 Operator – Kinexin Convention Management Pvt. Ltd. User – Organizer
(Official operator reserves all operational & management rights)

VENUE SPECIFICATIONS

| Type | Size = L x B x H (m) | Floor load bearing capacity |
|------------------------------------------|----------------------|-----------------------------|
| Exhibition Hall 1 | 160 x 180 x 15 | 5 Ton per SQM* |
| Exhibition Hall 2 | 160 x 160 x 15 | 5 Ton per SQM |
| Foyer Area (Covered) | 10,000 sqm | 1 Ton per SQM |
| Outdoor Expo Area <i>Infront Eh-1</i> | 126 x 48 99 x 48 | 2 Ton. per SQM |
| Open Area (Soil) | 360 x 320 | muddy barnyard |

| Convention Centre | | | | | | |
|-------------------------------|-------------------------|------------------|------------------|------------------|--------------------|------|
| Type | Area (sqm) | Setting Capacity | | | | |
| | | Class (52%) | Theatre (86%) | Banquet (43%) | Reception (66%) | |
| Brahmkamal Hall (Auditorium) | | 6007 | | | | |
| Conference Rooms | Amaltas Hall - A B101 A | 590 | 312 | 516 | 258 | 396 |
| | Amaltas Hall - B B101 B | 590 | 312 | 516 | 258 | 396 |
| | Parijat Hall 201 | 314 | 164 | 272 | 136 | 209 |
| | Kesar Hall 202 | 204 | 107 | 176 | 88 | 135 |
| | Kumudini Hall 301 | 212 | 110 | 182 | 91 | 140 |
| | Gulmohar Hall 302 | 293 | 152 | 252 | 126 | 193 |
| | Javakusum hall 303 | 144 | 75 | 124 | 62 | 95 |
| | Champa Hall 304 | 291 | 151 | 250 | 125 | 192 |
| | Neelkamal Hall 305 | 313 | 163 | 269 | 135 | 207 |
| | Suryamukhee Hall 401 | 140 | 75 | 124 | 62 | 95 |
| | Moulshree Hall 402 | 142 | 75 | 124 | 62 | 95 |
| | Kaner Hall 403 | 122 | 61 | 101 | 50 | 77 |
| | Mogra Hall -A 404 A | 170 | 88 | 146 | 73 | 112 |
| Mogra Hall -B 404B | 168 | 89 | 148 | 74 | 114 | |
| Kadamb Hall 405 | 131 | 48 | 79 | 40 | 61 | |
| Palash Hall (Grand Ball Room) | | 3400 | 1768 | 2924 | 1462 | 2244 |

**Hall 1, the load-bearing capacity is only 2000 kg per square meter (SQM) for the first 20 meters from the entrance*

Note

- Each Exhibition Hall can be divided into 4 quadrants.
- There are 4 level of Basement B1, B2, B3 & B4
- Our dedicated car park in the basement can accommodate up to 3000 cars.

HOW TO REACH IICC



| From IICC | Distance (in km) | Approx. Time to reach |
|-------------------------------------------------|------------------|-----------------------|
| Indira Gandhi International Airport Terminal 1D | 13.5 | 24 min |
| Indira Gandhi International Airport Terminal 2 | 12.1 | 24 min |
| Indira Gandhi International Airport Terminal 3 | 11.2 | 22 min |
| New Delhi Railway Station | 24.6 | 52 min |
| ISBT Kashmere Gate | 27.6 | 62 min |
| Aerocity | 11.4 | 21 min |

VENUE REGULATIONS

The venue rules and regulations apply throughout the premises.

- Entrance to the event venue on foot or in vehicles is only permitted with proper and valid badge / work permit (during set-up days, show days and dismantling days). Operator reserves the right to check individuals to ensure that they are authorised to be on the event venue, regardless of whether they are suspected of wrongdoing.
- Operator shall be entitled to search the cargo areas of vehicles and bags or personal items of individuals at any time regardless of whether or not there is any suspicion of wrongdoing. Should anyone refuse permission, Operator reserves the right to expel them from the event venue.
- The driving of vehicles inside the halls is only allowed during setup & dismantling days with proper work permit. The use of vehicles inside the convention buildings is not permitted. This includes: Scooters, Segway, e-scooters, bicycle etc.
- Admission of any animals, birds or pets onto the event venue is prohibited.
- Individuals (labour, contractor, and worker) under the age of 18 years will not be allowed to enter the event venue during setup, show & dismantling days.
- User and third-party contractors will have to abide by Operator's instructions throughout the booking period.
- Chewing of tobacco, eating paan, chewing gum, gutkha, pan masala, washing hands inside the hall or on the stand area, littering and spitting is strictly prohibited in the event venue. If found guilty, fine will be imposed and the person will be expelled from the event venue immediately.
- Smoking is strictly prohibited in the entire premises.
- The possession, distribution or use of any illegal drug or alcohol at IICC by the User, contractors, workers or guest is strictly prohibited.
- Any loss or damage caused from mishandling of the furniture, equipment, fittings, lighting / audio system, stage, etc., shall be fully compensated from security deposits.
- The use of balloons filled with a combustible gas inside the Centre or outdoor areas is strictly prohibited.
- Remote-controlled flying objects within the event venue is not permitted.
- The application of paint, wallpaper or adhesives to the walls and columns / pillars of the halls is not permitted. The hall components and technical facilities may not be subjected to any strain from stage / stand constructions or exhibits.
- In the event that the User brings in items or equipment not designated as part of the Complex facilities, it shall prepare and submit a "Report on Bringing in (and out) Items to the Conference Room"
- Foyer / Concourse is a no build / no display area. Any kind of buildup / exhibit of setup and event-related material will not be allowed to construct or install in the concourse area. However, if user wish to display / exhibit in the concourse area, the user will have to take Operator's prior approval by submitting the design/plan by demarking it on the floorplan (including brandings & signages).
- User shall strictly comply with all the guidelines set forth by Operator at Convention Centre and Exhibition Hall. User shall submit the architectural / stand layout / event / branding / electrical points / installations layout plans to Operator at least 90 days prior to the date of access to the Exhibition Hall and Convention Centre for installing a temporary infrastructure for the Event.
- Electrical, Stands & Auxiliary area with power output has to be shown in the plan.

Power Distribution

Electrical Installations and Equipment

Approval and Compliance

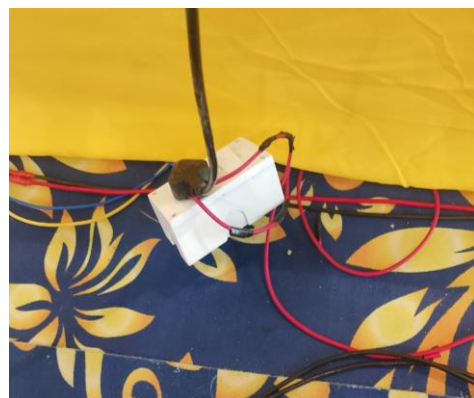
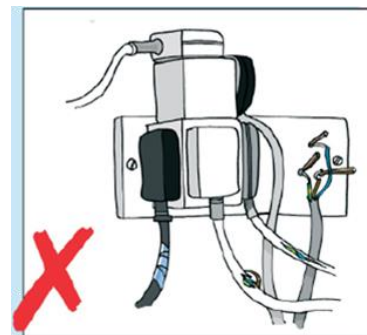
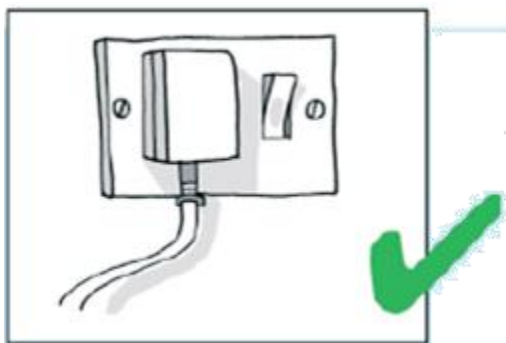
Requirements for electrical installations on space only and complex structures will need to be included in the stand approval process. Exhibitors must include sufficient electrical sockets to serve all of the equipment on the stand. Extension leads must be no longer than 2m and only one extension lead per socket will be permitted. The use of block sockets for multiple plugs will not be permitted. All plugs and extension leads must be free from damage and defects. Wiring circuits must comply with local wiring regulations and be protected by at least 30mA RCD protection. The KINEXIN reserves the right to withhold connection to power to a stand or to shut off power to a stand which is not compliant with electrical safety requirements or if it is deemed to be unsafe by the (organisers) appointed contractor representative.

All electrical work including testing and inspection must be undertaken by qualified electricians who are competent to do the work.

Circuit Protection - Circuits must be protected from overload, short circuit or earth fault with adequate correctly rated fuses or circuit breakers.

Earthing - All electrical circuits must be properly earthed.

Insulation and Cable Protection - Electrical circuits must be properly insulated. There must be no exposure of live cables or live surfaces. Cables must be protected from potential damage or exposure. Extension cables should not be trailed across the floor where they can be damaged by moving vehicles. Exposed electrical cables on stands should be fixed with cable ties and should not be left hanging loose.



Protection Against Electric Shock - All circuits must be fully protected by Residual Current Devices with a 30 mA trip. Working on live circuits is not permitted at any time. Wooden junction boxes & Switch boards are strictly not allowed

- User shall be fully liable for damage caused by defective electrical installations.

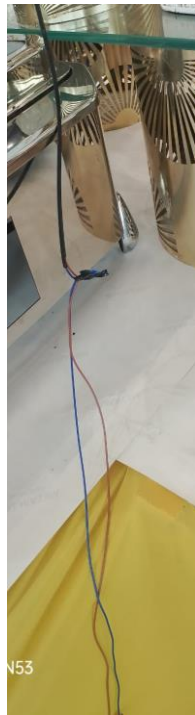
- the cables used must be as per statutory codes. Bare electric leads and crocodile clips are not allowed. All the wiring must be protected against short circuit and overloading.
- No open joints will be allowed. All joints to terminate in a junction box or electrical panel, and the panel should have individual rated trip switches, ELCB and fuses.
- Transformers for low voltage appliances must not be concealed from view or access.
- All lighting systems and lights must be switched off before leaving the stand in the evening.
- All cables running in and out of halls should be taken through the mouse traps and in no situation through the doors.

Inspection and Testing - All stands must be visually inspected to ensure that the electrical installations are complete and that installations and equipment are free from obvious defect or fault which is unsafe. The following tests must be conducted in electrical installations:

- Continuity Earth
- Insulation Resistance
- RCD function

Fire Safety - Excessive bunching or coiling of electric cables, particularly in confined spaces, will not be permitted. Extension reels must be fully extended when in use. Distribution boxes and consumer units should ideally be fitted 2m from the floor. All electrical installations and equipment must be clear of combustible material such as paper and cardboard.





Temporary Power distribution - placement of temporary power distribution systems like gensets (generator sets) must comply with several norms and standards to ensure safety, efficiency, and adherence to regulatory requirements. Here are the key guidelines:

Bureau of Indian Standards (BIS)

1. **IS 732:** This standard deals with the code of practice for electrical wiring installations, including guidelines for temporary installations.
2. **IS 3043:** This covers the code of practice for earthing, which is crucial for the safe operation of temporary power systems and gensets.

Central Electricity Authority (CEA) Regulations

1. **CEA (Measures relating to Safety and Electric Supply) Regulations, 2010:** These regulations provide comprehensive guidelines on the safety measures to be followed for electrical installations, including temporary ones.
2. **CEA (Technical Standards for Construction of Electrical Plants and Electric Lines) Regulations, 2010:** These standards specify the technical requirements for the construction and operation of electrical plants and lines, which would apply to temporary setups as well.

Indian Electricity Rules, 1956

1. **Rule 46:** This rule mandates the periodic inspection of all electrical installations by a qualified electrical inspector.
2. **Rule 47:** This emphasizes the precautions to be taken in electrical installations to prevent electrical accidents.

Key Norms and Guidelines

1. **Site Assessment and Planning:**
 - o Conduct a thorough site assessment to identify the safest and most efficient locations for temporary power distribution systems and gensets.
 - o Ensure that the chosen locations minimize risks related to weather conditions, accessibility, and proximity to sensitive areas.
2. **Safety and Compliance:**
 - o Ensure all equipment and installations comply with BIS standards, CEA regulations, and Indian Electricity Rules.
 - o Install proper earthing systems as per IS 3043 to prevent electrical shocks and equipment damage.

3. **Cable Management:**
 - Use high-quality, insulated cables suitable for outdoor use.
 - Avoid running cables through high-traffic areas to prevent tripping hazards and damage to the cables. If cables must cross walkways or driveways, use protective cable covers.
4. **Genset Placement:**
 - Place gensets in well-ventilated areas to prevent the buildup of exhaust gases and ensure proper cooling. Ensure gensets are mounted on stable, non-flammable surfaces.
 - Maintain a safe distance from buildings, temporary structure (hangers), and other structures to prevent fire hazards and noise issues.
 - Fuel storage should not be done inside the venue. If, in exceptional cases, it becomes necessary to submit the relevant licenses/NOC issued from the authority with following safety measures must be strictly adhered:
 - **Covered Storage Area:** Fuel must be stored in a designated, covered area equipped with appropriate safety infrastructure.
 - **Fire Safety:** Foam-based fire extinguishers must be readily available near the area.
 - **Container Safety:** The fuel containers should be securely covered with wet cloths to mitigate fire risks. The storage area and containers must be monitored regularly.
5. **Protection and Safety Devices:**
 - Use circuit breakers and fuses to protect against overcurrent and short circuits.
 - Install Residual Current Devices (RCDs) to protect against electric shocks.
6. **Signage and Marking:**
 - Clearly mark and label all temporary power installations.
 - Use appropriate signage to warn of electrical hazards and indicate safe paths for cables.
7. **Periodic Inspection and Maintenance:**
 - Regularly inspect all temporary power distribution systems and gensets to ensure they are in good working condition.
 - Perform maintenance as required to prevent faults and breakdowns.
8. **Emergency Preparedness:**
 - Ensure that all personnel involved are trained in emergency procedures related to electrical safety.
 - Keep fire extinguishers and first aid kits readily accessible near temporary power installations.

Protocols and requirements that must be fulfilled before the execution or placement of genset.

1. Submission of the following licenses (before installation of temporary power supply units, such as DG sets) is mandatory along with other information:
 - Proprietor License
 - DG Fitness License
 - DPCC and Cable License

We highly recommend the use of green gensets wherever possible to support client requirements and to comply with IGBC green sustainable norms.

By adhering to these norms and guidelines, we can ensure that temporary power distribution by genset placement is carried out safely, efficiently, and with compliance

ANY violation of the rules governing power distribution will result in fines and penalties. Depending on the circumstances, this can range from a minimum of Rs. 75,000.00 to the forfeit of security or a bank guarantee.

Emergencies

An emergency is any situation that poses a serious and imminent risk of injury, loss or damage to the event/venue or any of the occupants requiring immediate action to prevent or contain the consequences.

It is the responsibility of the organiser and appointed vendors to ensure that there is a comprehensive set of emergency procedures to deal with any foreseeable emergency like Fire / Security threat including bomb threat / Evacuation from the venue for any reason

It is the responsibility of the organiser's event management team to ensure that the relevant emergency procedures are understood and communicated to employees, contractors and exhibitors. Where relevant, emergency procedures must be translated into other languages. It is the responsibility of the organiser's employees, contractors and exhibitors to ensure that they understand the actions to take in an emergency and cooperate with KINEXIN and organiser's safety and security staff during an emergency situation.

The essential access routes, marked by no-stopping signs, and the movement zones for the emergency evacuation/services must be always kept clear. Vehicles and objects parked or deposited on the emergency exit routes and safety areas will be towed immediately at the cost and risk of the organizer/exhibitor/contractor/owner.

The emergency exit routes must be always kept clear. The doors along the emergency exit routes must be easy to open, over their full width from the inside. Exit doors and escape hatches/tunnels in/below the hall and the signs indicating their position may not be re-constructed, built over, covered, or made unrecognizable in any other way. The aisles in the halls may not be obstructed by any objects. In an emergency, these aisles are used as emergency exit routes. In case of any violations of these rules, IICC / Kinexin shall be entitled to take remedial action at the expense and the risk of the parties responsible. Materials needed for stand construction or exhibits delivered for immediate setting up on the stand area can be deposited in the hall (designated area) briefly during the setting-up and dismantling phase. Areas in front of emergency exits and the crossings of the hall aisles must be always kept free over their entire width. The hall aisles must not be used for setting up assembly locations or for setting up machines (e.g. workbenches, etc.). Sprinklers, fire alarms, fire extinguishing equipment, trigger points for smoke extractors, smoke alarms, fire curtains, closure devices for the hall entrances and other safety equipment, the corresponding signs as well as the green emergency exit signs must be accessible, and visible at all times; they may not be obstructed or built over.

Emergency Announcements and Communication - All organiser's staff must know specific KINEXIN protocols and codes used in emergency announcements. The meaning of these should not be relayed to the public as this might cause unnecessary panic. Organiser staff must have and distribute all emergency contact numbers to report an emergency by telephone.

Evacuation Procedures - The tenanted area must have sufficient signposted emergency exits to cope with the maximum expected number of occupants. It should be possible to evacuate the public in 2.5 -4 minutes. Emergency exit signs must be visible from all parts of the hall/rooms. Evacuation procedures must be known to organizer. The decision to evacuate the venue is generally taken by the KINEXIN in liaison with the organizer.

First Aid - As a minimum, there must be sufficient medical cover to provide emergency first aid to any part of the tenanted area within 3 - 5 minutes of a call. First aiders must be qualified and competent to deal with emergencies including resuscitation of a casualty. The first aid post must be easily accessible from any part of the tenanted area and must be clearly signposted. It is essential that all staff, stewards, security, exhibitors and contractors are made aware of the location of the medical centre and how to contact them if required.

ANY non-compliance will result in fines and penalties, such as inadequate emergency exits in temporarily constructed rooms, emergency and fire exits blocked by temporary constructions, obstruction of evacuation routes, etc. Depending on the circumstances, this can range from a minimum of Rs. 75,000.00 to the forfeit of security or a bank guarantee.

Fire Safety

This section addresses the key fire safety arrangements for fire prevention and fire response. It covers the requirements to ensure that flammable materials and sources of ignition in the halls are kept to a minimum and to ensure that occupants can escape safely in the event of a fire. It does not cover structural or design aspects of the venue.

Fire Risk Assessment - Organiser's staff are to conduct a fire risk assessment for the events. Organiser's staff must liaise closely with the Delhi Fire Services and KINEXIN to ensure that all fire risks are taken into account particularly those associated with the event which the KINEXIN would not necessarily be aware of. Additional fire safety precautions such as increased fire marshals / staff may be required to compensate for areas for increased risk.

Fire Prevention - Combustible waste must not be permitted to build up in the halls and must be removed regularly to a suitable disposal area. Vendors and exhibitors are not to dump large items of waste in the aisles. Highly flammable liquids such as glues are not permitted in the halls unless essential (need approval from KINEXIN) in which case only the minimum required quantities should be used. Vehicles and motor engines for machinery such as generators must not be refueled in or close to public areas / not during event time and certainly not in the halls. Vehicles for display require at least 90 days' notice and permission from KINEXIN. Permission will only be granted where there is sufficient documentation to show how essential fire safety precautions will be met and is subject to final approval on site. Vehicles used as an exhibit should not be fueled. The vehicle fuel tank should be sealed and always locked. The vehicle battery should be disconnected. Pressurized gases for cooking or heating are not permitted in the halls at any time. Pyrotechnics (fireworks) or any form of display which creates heat or flames are not allowed. Electrical circuits must comply with the electrical safety requirements to prevent overloading of circuits. Cables must not trail across aisles where they can become damaged by vehicles. Organiser's floor managers must carry out routine fire safety monitoring in the tenanted areas.

Hot Works - Hot works are construction processes requiring heat such as cutting or welding. All hot works need to be done or completed in vendor workshops (not permitted in venue) and in case of essential or final completion it requires a Hot Work Permit from the organizer and KINEXIN. The organiser will send a copy/request of the Hot Work for Permit to the KINEXIN. Organiser's staff must liaise with the KINEXIN to ensure that hot works do not set off fire and smoke alarms or water sprinklers by accident. Organiser's floor management will monitor hot works to ensure that they do not pose a fire safety risk. In general the following must be in place:

- The immediate area must be clear of other workers, public and vehicles and no other workers, public or vehicles should be able to pass under hot works.
- The immediate area must be clear of any combustible items.
- The operative and others must be suitably protected from the risk of burns and damage to eyes
- A suitable fire extinguisher with marshal must be provided close to the location of hot works
- A second operative is required to monitor the operation, to keep other people clear, watch for signs of a fire, use the fire extinguisher if necessary and etc.

Smoke machines / Fog machines may only be used if an application for permission to do so is made in writing by KINEXIN at least 3 weeks before the show and is only admissible upon receipt of the permit/NOC from Delhi Fire Service. Fog-machine fluids must not contain any hazardous materials as defined by the CBPC - Central Pollution Control Board guidelines (<https://cpcb.nic.in/>). Dt.12.05.2020 and there after, Information Datasheet of the material that will be used must be presented/submitted along with the application. The effects of the fog must be limited to the specific

area and must not create any hindrance to visitor, in surrounding, in recognizing safety marks and emergency escape routes. Before using a smoke machine for the first time, a final rehearsal must be held in consultation with KINEXIN and Delhi Fire Service (NOC Mandatory).

Arrangements for Fire Safety

These are the minimum requirements for any organizer with regards to fire safety arrangements. They must have NOC from Delhi Fire Services for their Layout plan.



- **Fire Detection** - There must be a call point system to allow workers and exhibitors/ visitors to raise the alarm if they see a fire.

- **Fire Escape Routes and Exits** - It is a responsibility of organiser to educate their staff make them aware suitable fire evacuation routes from any part of the venue both laterally (across the floors) and vertically (between floors). These must be kept clear at all times. The fire exits should be determined by the maximum number of people in the halls. A 0.75m exit can cope with 100 people and a 1.05m exit can cope with 200 people. Exit capacity should be increased by 20% if there are higher fire risks or more vulnerable occupants in the halls. For capacity planning the largest fire exit should always be discounted to allow for the fact that one exit may be blocked by the fire. Fire exits are only effective if they are close enough for use. All occupants should be no more than 45m from a fire exit. Longer travel distances are permissible in large exhibition halls if there are sufficient fire safety staff to guide people in an emergency. Ideally aisles should be constructed so that there is a straight line access to a fire exits. Aisles should be a minimum of 3m aisle around the perimeter. During build up and break down certain aisles should be designated as emergency aisles for evacuation and access for emergency vehicles and these must be kept clear at all times. Ideally there should be an emergency aisle every 25m. Some provision must be made to ensure that disabled occupants such as those in wheel chairs can exit the building in an emergency. It should be possible to evacuate from any part of the venue to a place of safety in 2.5 – 4 minutes.
- **Fire Fighting Equipment** - The Organiser must install temporary and suitable fire fighting equipment for use in an emergency which must be maintained and ready for use at all times. The provision of one water-based fire extinguisher per 200m² should be sufficient with additional extinguishers to cover areas of high risk such as hot works. Normally these should be sited on fire exit routes and on fire exits as well as spread around the halls on stands.
- **Fire Emergency Response** - The organizer must have in place plans to deal with a fire emergency including a tannoy system to broadcast fire safety messages. There must be sufficient numbers of fire safety staff to assist with evacuation. The numbers will depend entirely on the nature of the event and the layout of the halls. It is advisable to have KINEXIN official agent security/fire safety staff. One officer per 1,000 visitors or at least two officers per hall is reasonable start point for planning. Access routes for Fire Engines and Fire Service vehicles must be kept clear at all times. Access to emergency water hydrants for fire hoses must be kept clear at all times.
- **Fire extinguisher** - At least 10 extinguishing units in each hall quadrant must be kept in the strategically located areas during assembly and dismantling and for the duration of the event. There must be notices on the stand indicating the location of the fire extinguisher, using pictograms as specified IOSH, "Health and Safety Signage". Depending on the stand space, more fire extinguishers may be required. Duplex Floor stands must have a fire extinguisher at the top of each staircase leading down from the upper level. In addition, the dimensions must comply with the Delhi Fire Service - "Firefighting Measures".

Approval and Compliance

Prior approval with 90 days' notice is required for hot works or any equipment using pressurized gas. All tools must be in good working condition and safe to use. In particular, the use of air compressors will only be permitted if they are in a safe working condition. The organiser / KINEXIN reserves the right to prevent the use of any equipment which is unsafe.



Note

Delhi Fire Services Guidelines must be followed and guidance from competent authority is advisable

ANY violation of the rules governing fire safety will result in fines and penalties. Depending on the circumstances, this can range from a minimum of Rs. 75,000.00 to the forfeit of security or a bank guarantee.

Material Handling & Lifting

Any services like rigging / vehicle movement / working at heights during event set-up or dismantling which includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing, or supporting it. This includes cranes, fork-lift trucks, hand-operated lifting equipment, lifts, hoists, pallet trucks, mobile elevating work platforms, and lifting accessories such as chains, slings, eyebolt shackles etc.

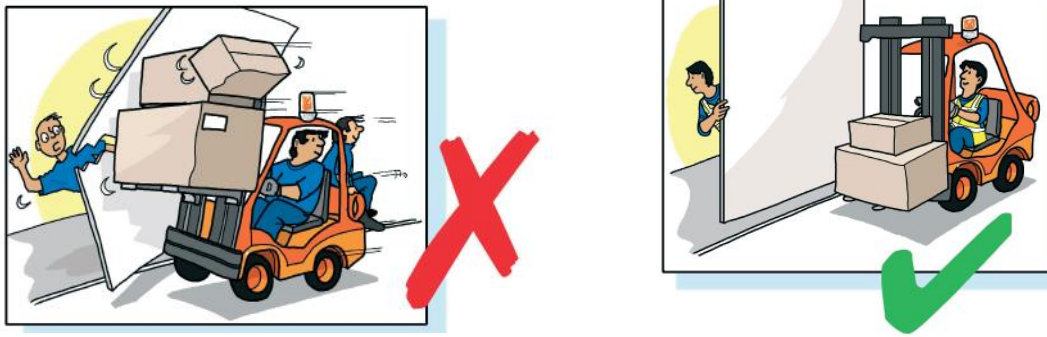
Risk Assessment, Planning and Supervision - All such operations must be covered under relevant insurance and a risk assessment should be submitted to the organiser and KINEIXN at least 90 days in advance. (Risk assessments for specific lifts may be completed when the relevant information is available). All such operations must be properly planned in advance by a competent person, particularly with regard to floor loadings. The organiser requires prior notification of complex lifts, e.g. over 2m high, or heavy lifts over 5000 kg, or crane lifts.

It must be undertaken and supervised by competent persons who are qualified by the provision of appropriate skills, knowledge, training and experience. Licences/training certificates must be valid and not more than 3 years old. Proof of competence must be made available for inspection upon request. KINEIXN reserves the right to ban operatives who engage in unsafe practices from the tenanted area.

Maintenance of Equipment - All equipment used must be free from defects, fit for purpose (sufficiently strong, stable, and marked to indicate its working load limit), adequately maintained, and subject to relevant legal requirements for inspection with valid certification which must be available on request. This will include equipment that is used only occasionally, such as attachments to forklift trucks. All equipment on site must be visually inspected daily by a competent person to ensure that it can function safely. A record is to be taken of this inspection and collated by the lifting supervisor.

The maximum speed of the vehicles allowed inside the is 5-10 Km/hr. To ensure a smooth flow of traffic during assembly and dismantling times and during the event itself, certain traffic rules must be strictly observed throughout the exhibition center. The Delhi Road Traffic & KINEIXN Regulations apply throughout the venue and in the car parks. Before driving into/out of halls drivers must stop and verify sufficient gate clearance height. (At dusk, Rainfall, or when visibility is restricted/minimum, vehicles in moving traffic at IICC complex must be made recognizable by

appropriate lighting/reflecting tapes/reflectors. This is also applicable to stands / temporary structures/material in OEA



Conduct of Lifting Operations and Floor Loading Limits - All equipment must be positioned to minimize the risk of injury or damage, e.g. from the equipment or the load falling or striking people or structures; every part of a load and anything attached to the load and used in lifting must be secured and of adequate strength. All equipment's must be labeled and numbered with driver details so the equipment and its operating company can be easily identified by the organiser in the event of safety violations or incidents. It cannot be assumed that the hall floors and external roads, will bear the same weight as public roadways. Advice must be sought from KINEXIN regarding floor loading limits and in particular with regard to:

- Point loading of outriggers on cranes
- Capacity of upper levels
- Capacity of cargo lifts
- Capacity of floor ducts or other weaker areas.

All Manpower during event set-up and dismantling especially workforce working with equipment operators must:

- Wear hi-vis vest and relevant PPE during operation.
- obey speed limits
- have a clear vision ahead when operating equipment or use a banks man where vision is obscured
- observe floor loading limits for their vehicle and load
- not carry passengers on any part of the vehicle or load
- travel with the forks in the traveling position (leg height)
- not attempt overhead lifting without a banks man
- wear restraints where these are fitted
- not place freight in designated emergency aisles
- switch off engines when not in use and remove keys when parked
- place forks flat on the ground when parked
- Do not use a mobile phone whilst operating equipment
- Must not be under the influence of drugs or alcohol when operating equipment.

Organisers, exhibitors, and contractors/vendors are responsible for ensuring that workers are issued with appropriate PPE for their work activities. In particular, the following rules apply:

- Hardhats should be worn where there is a danger of falling objects.
- Robust footwear should be worn in the halls during build-up and breakdown to prevent slipping and foot injuries.
- Those working at a height where there are no guard rails should be clipped on via a lanyard or wearing fall arrest equipment.
- Hi-visibility vests should be worn in areas of significant vehicle movement.
- Workers are responsible for ensuring that PPE is worn when issued and cooperating with the organiser and the organiser's appointed safety staff regarding health and safety.
- It is not permitted to operate your own cranes and forklift trucks on the event venue. Only equipment belonging to forwarders who are authorised to operate on the premises may be used.
- The storage of empties of all kinds on the stand is prohibited.
- User shall ensure that the goods and cargo vehicles shall enter from designated gates and parked at designated bays for unloading in pre-arranged order through any of the empannelled logistics, clearing and handling agents.

- The movement of goods through public area, audience passage, entry plaza and other non-designated areas including movement of goods when the event / exhibition is strictly prohibited. Any goods arriving prior to move-in date shall be handled by User and shall not be the liabilities of the Operator.
- Operator shall not allow any vehicles to enter the event venue in advance. The exit of exhibits shall be through exit passes duly authenticated by Operator security team, as per the scheduled move out timings



Manual Handling is the movement of loads by lifting and carrying them by hand.



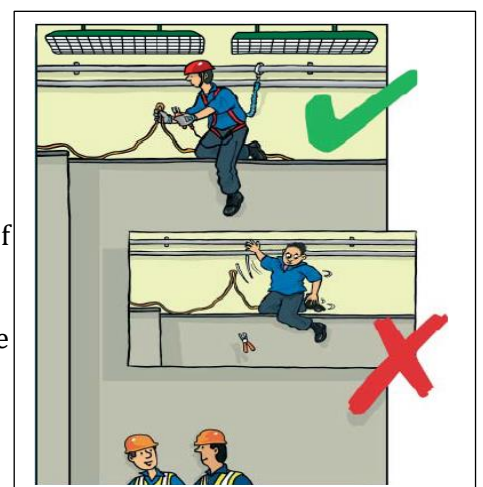
Ideally mechanical means should be used such as lift trucks, pallet trucks and trolleys to reduce the need for manual handling. Factors to consider when manual handling are:

- weight of load
- size and shape of load
- posture during manual handling
- the distance you have to lift it
- nature of manual handling movement
- frequency of manual handling
- working environment
- capability of person

Staff should be trained in manual handling techniques to reduce the risk of personal injury.

Working at Height

Refers to any temporary suspended item including the fixing points. All such operations must be covered by a risk assessment and together with supporting information on requirements submitted to the organizer & KINEXIN at least 90 days in advance. All such operations must be properly planned in advance, particularly with regard to permitted Working Load Limits. It must be supervised by a competent supervisor who is qualified professional, by provision of appropriate skills, knowledge, training, and experience. Certificates must be made available for inspection upon request. The organizer/ KINEXIN reserves the right to ban operatives or vendors who engage in unsafe practices from the tenanted area. Exhibitors and any



vendor are NOT permitted to conduct their own Operation. Only the appointed or approved vendors are permitted to conduct the operations from any part of the tenanted area. Ideally, there will only be one appointed or approved rigging contractor for the event. The organizer / Kinexin reserves the right to appoint an independent vendor to inspect and approve the operation in the halls once it is complete. Any unsafe work must be made safe or removed.

Organiser's floor managers are to monitor the operations to ensure that they are conducted in a safe manner. He must also check that all equipment used must be free from defects, fit for purpose, marked to indicate its Working Load Limit, adequately maintained, and subject to the relevant legal requirement for inspection with valid certification which must be available on request. All equipment on site must be visually inspected daily by a competent person to ensure that it can function safely. Access equipment must be free from defect and used in accordance with the manufacturer's instructions in the manner intended. Standing directly on forks, attachments, or pallets not intended for such applications is strictly forbidden.

When working at heights person must be clipped onto a fixed point via a safety lanyard or be wearing fall arrest equipment. Suitable head protection must be worn to prevent injury to the head when falling. The company must have a rescue plan to rescue the person suspended at height following a fall.

The Working Environment - There must be adequate lighting and clear aisles to allow loads to be carried with the risk of tripping and falling.

Personal Protective Equipment (PPE) - Any item designed to protect the individual. Such items include - Hard Hats / Fall arrest equipment / Safety Boots / Gloves / Eye protection / etc.

Personal Conduct - Workers must conduct themselves in a manner which does not endanger the health and safety of others. The KINEXIN reserves the right to remove any worker from the venue who poses a risk to others by ignoring health and safety rules.

The load-bearing capacity of the floor in Hall 1 & 2 (IEH) is 5000 kg/m² (5 tn.). However, in Exhibition Hall 1, the load-bearing capacity is only 2000 kg per square meter for the first 20 meters from the entrance.

Vehicles are limited to 7.00 mt. height and 6.00 mt. wide drive into the hall (IEH). Any vehicles/cargo exceeding this specification require to get offloaded outside the hall.

ANY violation of the rules governing Material Handling and lifting safety will result in fines and penalties. Depending on the circumstances, this can range from a minimum of Rs. 75,000.00 to the forfeit of security or a bank guarantee.

Vehicle Movement



Vehicles includes good vehicles, vans, cars and any self-propelled equipment such as cranes, forklift trucks, mobile access work platforms, cleaning machines and electric tugs. It also includes any forms of personal transport such as golf buggies, segways scooters and cycles.

There must be sufficient safe access (aisle) for all types of vehicles via the cargo doors to prevent congestion of vehicles. Ideally, traffic should be limited to essential delivery and service vehicles as per priority designed by the organiser & vendor. There must be separate access and egress for pedestrians. Cargo doors must be marshaled to allow safe access & egress and to ensure that vehicles loading and unloading do not spend more time on site than is necessary and to ensure that vehicles load and unload as close as possible to where the loads need to be delivered. It cannot be assumed that the hall floors and external roads, will bear the same weight as public roadways. Floor supervisor/vendor/organizer must be sought from the venue regarding floor loading limits and in particular with regards to:

- Point loading of outriggers on cranes
- Capacity of upper levels
- Capacity of cargo lifts
- capacity of floor ducts or other weaker areas

Floor loading limits must be clearly signed and visible to drivers by temporary signages thought organizer. Traffic marshals must wear hi-visibility vests / PPE.

Maximum speed of the vehicles allowed inside the complex is 5-10 Km/hr. To ensure a smooth flow of traffic during assembly and dismantling times and during the event itself, certain traffic rules must be strictly observed throughout the exhibition center. The Delhi Road Traffic & KINEXIN Regulations apply throughout the venue and in the car parks. Before driving into/out of halls drivers must stop and verify sufficient gate clearance height. (At dusk, Rainfall, or when visibility is restricted/minimum, vehicles in moving traffic at IICC complex must be made recognizable by appropriate lighting/reflecting tapes/reflectors. This is also applicable to stands / temporary structures/material in OEA

Driver Competence - Drivers must be trained, licensed and competent to drive their vehicle. Drivers must comply with the reasonable requests of traffic marshals, security staff and the organiser's operations staff. The KINEXIN reserves the right to ban unsafe drivers from the tenanted area.

Vehicle Rules

Vehicle drivers must:

- not exceed the venue speed limits or in any case exceed 15 kph in external areas and 10 kph in the halls whichever is lower
- have a valid Driving license and experience

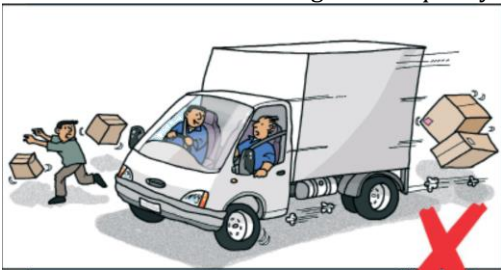
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- Observe load limits for vehicles on the floors
- Reverse vehicles without using a 'banksman' to guide the vehicle in reverse if rear vision is in any way restricted
- Do not leave engines running inside the halls unless it is to operate the equipment (e.g. a crane)
- not carry passengers unless they are seated in a passenger seat
- not load or unload in areas where it will block fire exits or routes for emergency vehicles
- Wear a driver restraint (seat belt) where it is fitted
- Use a hazard light where it is fitted for reversing
- secure vehicles at all times and remove the keys when unattended
- Do not drive any kind of vehicle in the halls when open to the public
- not drive any kind of vehicle under the influence of drugs or alcohol
- Do not drive any kind of vehicle whilst using a mobile phone.

Vehicles Must:

- not be older than 9 years old
- have a valid PUC, HSRP (High-Security Number Plate) & Fitness certificate
- have a proper locking system.
- must have ESI & PF & medical of all drivers & Manpower
- FITNESS certificate of all Drivers and manpower from Government Doctors
- No oil leakage, flat/rub (low friction) tyre, or mechanical fault equipment allowed in any case at IICC.
- All indicators, lights, or reverse gear alarms must be in working condition as per Health and safety standards.
- Must be insured

All documents/certificates/licenses/receipts/renewals/test reports etc. proving above should be available for audit and KINEIXN has the right to disqualify MHE, tools, or manpower – if not as per the norms and Standards.



- Motor vehicles may only enter the halls / convention center for immediate loading or unloading after a permit granted by the user in accordance with the move in and move out time
- The engine must be switched off during loading and unloading. Staying overnight in any type of vehicle on the event venue is not permitted.
- There is no provision for parking of commercial vehicles within/inside the premises..
- All on-ground vehicle movement has to be planned supervised and submitted by the organizer / contractor.
- All the below guidelines for displayed vehicle has to be followed
- Driver has to be inside the vehicles or on the stand throughout the **Tenancy Period** (Setup, Show & Dismantle).
- Vehicle engine cannot be operated / turned on throughout the show & setup period.
- Vehicle entry and exit to be planned in a way that it doesn't affect other's work.
- Should not block the entry/exit, passage.
- Valid vehicle-pass to given to each and every vehicle entering the premises.

ANY violation of the rules governing vehicles working will result in fines and penalties. Depending on the circumstances, this can range from a minimum of Rs. 75,000.00 to the forfeit of security or a bank guarantee.

Off Hours Working

It refers to working outside normal operating hours after prescribed working hours are after 1800 hrs.

Requirements Permission

Working after prescribed hours will not normally be permitted. Contractors and exhibitors must plan to ensure that the necessary work can be completed within the prescribed hours. It will generally only be permitted in exceptional circumstances where it can be done safely. It can only take place in the tenanted area with permission from the organizer & KINEXIN. The following must be considered:

- Safety risks including reasonable working hours for operatives
- security
- Lighting and power
- toilets, security, housekeeping, utilities operational
- First aid cover, health and safety cover
- emergency situations
- relevant venue licensing conditions.

It will only be permitted if there is sufficient management cover and appropriate duty staff to oversee safe working practices and to ensure adherence to licensing restrictions. As a minimum, there must be at least one organiser's floor manager on duty and a responsible entity/vendors supervisor able to monitor the venue's emergency life systems. Vendors and exhibitors may incur costs if such working is necessary due to planning failures.

Smoking

Where smoking is banned by national legislation then the no smoking rule should be enforced. The organizer /client/show tenant undertakes to abide by the provisions of the COTPA Act 2003 (the cigarettes & other tobacco products [prohibited of advertisement & regulations of the trade & commerce, production, supply & distributions]). Shall keep the premises as No smoking area or will provide a earmarked smoking area with sign board at-least in Hindi & English, other languages if necessary along with automatic door closure and fitted with exhaust ventilation system directly to the outside in such a manner that air does not permeate into No Smoking Zone.

Drinking / consumption of Alcohol / tobacco / drugs and spitting

Ideally the consumption of alcohol/tobacco/drugs and spitting is not permitted during the build-up and break down and the organizer will support this rule. Any worker who is working should not drink alcohol whilst at work. KINEXIN has the right to conduct on-the-spot medical test for the fitness and can debarred the person from working.

Organiser pledge that they will cooperate in stopping the drug abuse. Promise that will not consume or promote any consumption of harmful or illegal drugs in any way for any purpose. Organiser will create awareness about the ill effects of drugs abuse by encouraging every person especially the youth so that the youth of India can live drug free and they can become creative and important member of the society. Also undertake to ensure that no narcotics drugs & psychotropics substances (as given in narcotic drugs & Psychotropics Substances Act, 1985) are sold / consumed in the occupied area (show) and shall prominently display the anti-drug warning signage boards in the event area.

ANY violation of the rules governing above will result in fines and penalties. Depending on the circumstances, this can range from a minimum of Rs. 75,000.00 to the forfeit of security or a bank guarantee.

Stand Construction

The section refers to the approval process and the building of exhibition stands, platforms, and stages. Exhibition stands are divided into three categories as follows:

- Shell scheme
- Space only
- Complex structures

Stand Plan Checks - All stand plans must be checked and verified by the organizer 90 days in advance of the exhibition, stating the stand number and location. All stand plans must be checked by a competent person to ensure:

- Compliance with all relevant standards and venue regulations
- That the structure can be built safely within the time available
- That the design is suitable for its purpose and safe for use.

Exhibitors will not be permitted to build stands that have not been checked and approved by the structural engineer. The organizer may not permit a stand to open if the structure is considered to be unsafe.

Shell Scheme - Shell scheme will be constructed and fitted by an organiser's approved/appointed contractor and no other approval is required from the exhibitors regarding the structure of the stand.

Space Only Stands - A space-only stand is any stand that is designed and built by the exhibitor but is not a 'Complex Structure'. The following information must be submitted for space-only stands:

- Detailed scale drawings, including plan views and elevations
- Details of the materials used to construct the stand
- A plan showing its location within the exhibition
- A risk assessment, (to include fire hazards) and method statement.

Complex Structures - A complex structure is any form of construction of any height, which may require input from a structural engineer. If a stand is not constructed from a 'shell scheme', it is the responsibility of the stand designer to determine whether the construction is complex or not. Examples of complex structures include:

- any structure, regardless of its height, which requires structural calculations
- multi-storey stands
- any part of a stand or exhibit which exceeds 3 meters in height
- Suspended items, e.g. lighting rigs of over 400 kg in weight
- Sound/lighting towers
- Temporary tiered seating
- Platforms and stages over 0.6m in height and all platforms and stages for public use.

The following information must be submitted for a complex structure:

- detailed, scaled structural drawings showing:
 - i. plan views of each storey of the stand
 - ii. sections through each storey of the stand
 - iii. elevations including full steelwork and staircase details
 - iv. width and position of gangways within the stand
 - v. floor and/or roof loading
- Specifications of materials used
- structural calculations
- risk assessment (to include fire hazards) and method statement
- written confirmation from a structural engineer, with adequate professional indemnity cover, that the design is safe for its purpose.

If any complex structure is modified after the submission of the above information, plans must be resubmitted with details of all modifications and a structural engineer's confirmation that the final overall design is safe for its purpose. Structures over 3m which are used only for signage and which are of simple design may not be considered to be 'complex' but must submit details on how they will be fixed to prevent them from falling.

Stand Construction Requirements

Exit Signs - There must be sufficient illuminated exit signs positioned so that they can be seen to facilitate escape in an emergency. Ideally, exit signs should be a minimum height of 200mm and a minimum width of 400mm & on a 24-hour electrical supply and illuminated at all times.

Emergency Lighting - The illumination provided by normal lighting and emergency lighting should be sufficient to enable anyone to see their way out of stands, seminar rooms, and theatres at all times. Any battery used for emergency lighting should be able to operate for a minimum of three hours after the failure of the normal supply.

Escape Routes- There must be adequate escape routes from any point of the stand or structure. It must be clear of obstructions, be even and have a firm, smooth, and slip-resistant finish. Ideally, escape routes should have a minimum, unobstructed height of 2.1m, other than within doorways, which should have a clear height of not less than 2.06m, not be less than 3 mtr. wide, except within stands of less than 100m², where gangways must be no less than 1m wide and have a travel distance from any part of a stand to an open side, exit or gangway which does not exceed 12 mtr.

Multi-Storey Stands- Stands, where more than 40 people can occupy the upper level, require a minimum of two separate staircases leading from any floor above ground. The floor of the upper level of a multi-storey stand must be capable of withstanding a weight loading of 5kN/m².

Ramps- Ramps should be of a gradient that is not too steep for use by pedestrians and wheelchairs. The following are the ideal requirements:

- ramps should not be greater than 10m, or have a rise of more than 500mm.
- ramps should have a minimum, unobstructed width of 1.5m.
- The ramp surface must be slip-resistant, especially when wet
- Handrails must be provided on both sides of a ramp (unless it is a short ramp designed for wheelchair access to a stand).

Stairs - Stairs must be safe to use and the following gives the ideal dimensions:

- A level landing should be provided at the top and bottom of each flight
- Each landing should have an unobstructed length of not less than 1.2m
- Flights should have a minimum, unobstructed width of 1.2m
- Doors should not swing across landings
- Flights between landings should contain no more than 12 risers where the treads are less than 350mm and no more than 18 risers where the treads are 350mm or greater
- The tread and riser of each step should be consistent throughout a flight
- The rise of each step should be between 150mm and 170mm
- The tread of each step should be between 280mm and 425mm
- Risers should not be open
- Single steps are not encouraged
- A continuous handrail must be provided on each side of flights and landings
- A single staircase shall not exceed 1.8 metres in width
- Where a staircase is divided into more than one channel, no single channel shall be less than 1 meter wide and an additional handrail must be provided between channels.

Purpose-built access to trailers, boats, caravans, and other, similar exhibits must be risk-assessed where they do not comply with the above regulations to ensure that they are safe to use. Spiral staircases are not encouraged. They must not be installed for upper storeys with a maximum occupancy of more than 20.

Handrails - Handrails shall be non-climbable, i.e. with solid infills or vertical guardrails, which should be no more than 100mm apart and without horizontal members between verticals.

Barriers (Balustrades) - Barriers shall be provided to protect exposed edges of staircases, landings, balconies, galleries and other changes of level. They shall:

- Provide guarding to all exposed edges of stairs and ramps at a height of 1.1m.
- Be non-climbable, i.e., with solid in fills or vertical guard rails a maximum of 100mm apart.

Stand Construction: Construction Materials - All materials used in the construction of stands, features, and displays, including signs and fascias, shall be:

- suitable for the purposes and conditions of their intended use
- adequately prepared and fixed in order adequately to perform the functions for which they are designed
- non-combustible, inherently non-flammable, or durably flameproof
- Water-based, where applicable, e.g. adhesives and paint.



Suitable samples of materials may be required to be submitted to the appointed structural engineer for approval. Materials may be tested on-site to ensure that they comply with fire safety requirements. Decorative materials used for stand dressing must be flame-proofed or purchased already treated by the use of the appropriate chemical. Untreated wallpaper and similar thin surface finishes, not exceeding 1mm in thickness, may be accepted, provided they are firmly fixed. Artificial plants and flowers are combustible and give off toxic fumes. Therefore, they must not be used for stand dressing. Silk-type flowers are acceptable, providing they are fireproof or have been treated and marked as such. Drapes, curtains, hangings, etc., must be inherently or durably flame-proofed. Otherwise, they may be treated with a flame retardant. Test certificates must be available for inspection for any materials intended to be used. Fabrics used for interior stand decoration must be fixed taut and/or in tight pleats (not loosely draped) to a solid backing, secured above floor level and not touching light fittings. Curtains on exit routes should hang 75mm clear of the floor, be parted in the center and not conceal any exit signs.

All floor coverings must be secured and maintained so that they do not cause a hazard. Fixing of floor coverings to the hall floor may only be carried out using approved tape. Other forms of fixing to the hall floor, such as glue, cable clips, nails, and bolts are prohibited. All glazing used in the construction of stands must consist of safety glass (laminated or tempered) a minimum of 6mm thick to prevent injury from glass shattering. The table below shows the thickness required for large glazed areas:

| Maximum Pane Size Dimensions | |
|------------------------------|------------------|
| Thickness Required | Size |
| 8mm | 1100 mm x 1100mm |
| 10mm | 2250mm x 2250mm |
| 12mm | 4500mm x 4500mm |
| 15mm | No limit |

Any uninterrupted, large areas of clear glazing shall be indicated with warning stripes, dots, logos, etc. Overhead glazing shall be of wired or laminated glass or be otherwise adequately protected from shattering. Night sheets must be made of inherently non-flammable material or of material satisfactorily treated to render it non-flammable. They shall be stored rolled up and firmly secured and not cause any obstruction while not in use. Only water-based paint may be used on-site for the final touch-up only. Paint-spraying equipment is strictly prohibited and not allowed to be used and not cause a nuisance to others. Protective measures shall be taken to ensure that no paint is spilled or sprayed onto the building. All materials such as plastic, including plastic plants and materials used for vision panels, etc., must be non-flammable. Timber under 25mm thick must be impregnated to be fire resistant. Treated materials should be marked as such. Boards, plywood, chipboard, etc, must be treated if under 18mm thick. The exception to this is MDF, which is usually acceptable for use due to its density. Upholstered seating must be non-combustible and marked with the appropriate BIS standard.

Approval and Compliance

Prior approval with 90 days' notice is required for hot works or any equipment using pressurized gas. All tools must be in good working condition and safe to use. In particular, the use of air compressors will only be permitted if they are in a safe working condition. The organizer / KINEXIN reserves the right to prevent the use of any equipment that is unsafe.

Exhibition stands including equipment and exhibits as well as advertising hoardings must be securely erected so that they will not cause any loss to the general public/visitors/ workforce/casual manpower/building infrastructure etc. Special care/measures should be taken especially during construction and dismantling which can restrict/reduce/bring down the amount of loss that may arise from the work/task and shall be limited to specific areas. Proactive planning with proper measures can help in avoiding risks on adjacent escape and rescue routes or neighboring stand space. The exhibitor & organizer is responsible for structural safety and may be required to provide proof of such. Exhibitor / Contractor/organizer should commission a structural engineer to carry out a check of stand safety at their expense.

Organiser should ensure that they provided the Technical Guidelines to all exhibitors/contractors and are taken care in the design's submitted for approval (approved by nominated structural Eng.) and the same is followed during constructions. These drawings are required to be submitted for clearance at Kinexin, duly verified by the organizer or appointed competent authority. These submissions (stand construction plans) should be in the English language (comprising at least the floor plan, elevation, and perspective drawings with unambiguous dimensions stated in the floor plan and elevation). The final date for submission is 45 days before the commencement of the construction. Moreover, any other stand constructions, mobile stands, special structures and constructions, and special components (especially textile stand constructions) are subject to clearance. Outdoors / Special area all stand constructions and facilities are subject to clearance and/or approval. Clearances/approvals are only valid for the event for which they have been issued.

Vehicles or containers may not be used as stand construction elements unless they have received clearance from the venue operator (KIEXIN) / organizer. Written permission must first be obtained. Regular stand construction norms requirements must be met.

Stand plans drawn to a suitable scale/grid (with metric details), with a ground plan and views, and must be submitted not later **than 95 days** before the beginning of the venue operator's setup period (in English). Original documents must be submitted physically. Telefaxes and e-mail cannot be processed. The final report on the inspection, supervision, and acceptance of the verified stand constructions need to be provided by organizer duly approved signed, and stamped by the structural engineer or competent authority, subject to KINEXIN discretion. In order to receive clearance especially for Duplex Floor stand constructions, temporary rooms, conferences room or auditoriums, open-air construction, stage, etc. the following documentation is also required (in English) 95 days before commencement of construction: a) a testable structural analysis by nominated structural engineer in accordance with Bureau of Indian Standards (<https://www.bis.gov.in/>) or equivalent international standards b) description of the stand c) stand drawings, floor plans, views, cross-sections, emergency escape route plan indicating the length of escape routes, construction details. The cost of the clearance procedure is charged to the exhibitor / stand Construction Company. Applications received after the official deadline are subject to a surcharge.

The Organizer should instruct and encourage the use of 100% pre-fabricated material while constructing stands to ensure a safe and healthy working atmosphere and minimum time spent by the stand fabricators, fitters, etc. The organizer should also instruct the contractors / C&D agent to disinfect the booth construction material, exhibits etc. Stand Contractors should use mechanized trolleys/pallets etc. to minimize human labor while bringing/taking material out. Painting/pasting/wood cutting/drilling/grouting etc. will not be allowed inside and within the Complex / IICC venue.

The organizer along with the contractors needs to ensure that they will occupy only the area designated to them and that a minimum of 50% of the area in an exhibition hall is left open for circulation/easy movement during construction and dismantling. All aisles shall be free for movement without any hindrance. There must be no construction on or on top of any aisles. As much as possible especially raw space stands must have multiple entry and exist.



Figure 1

Spray guns, lacquers, paints containing solvents and cleaning agents/detergents

The use of solvent-based products or paints is prohibited in Complex. The use of sprayers is prohibited, as well, even if other products are used. The use of flammable liquids for cleaning purposes inside the complex is not permitted. Cleaning agents/detergents that contain harmful substances must not be used.

Any welding, cutting, soldering, defrosting, and abrasive cutting is not permitted, in any special case, it must be personally notified prior to commencement and requires written permission from Organiser, KINEXIN and NOC from Delhi Fire Services. Such work may not be started until it has received clearance together with a written permit. Users must have their own suitable/certified/experienced extinguishing agents/marshals ready for use for any immediate unforeseen circumstance. A fire marshal/expert must be ordered at the exhibitor's own cost. The use of low-quality shrink wrap (non-ISI marked) and manual shrinking equipment with an open flame also requires a written permit/NOC from Delhi Fire Services. Within the working area, a safe distance of at least 5 meters must be kept from any flammable objects, such as exhibits and stand construction materials.

It is advisable not to use glass inside the premises. Whereas laminated safety glass is suitable and safe for use. Detail on the glass and acrylic is mandatory. It is strongly recommended that the edges of panes of glass must be machined or protected from any risk of injury. If possible, all glass components or areas must be marked at eye level and should be visible in all circumstances. It is the responsibility of the organizer/contractor to make sure all glasses are removed immediately before initiating the wind-up process with all safety measures and gadgets. Damaged glass (during handling) should be removed immediately from the site (safely).

All temporarily constructed rooms such as conference rooms, lounges, waiting areas, etc. must be equipped with safety gadgets like fire extinguishers, lighting, open to pre-installed sprinklers, etc. Such rooms should have a separate fire/emergency exit as per Delhi Fire Service norms. All such rooms that can only be accessed by exclusive team members must not be built. In temporary rooms, the use of swing doors, revolving doors, coded doors, sliding doors and other access barriers is not permitted especially in the emergency exits. Standing attendees are not allowed in such rooms. In order to maintain the sprinkler function, stands in all halls must be open at the top. In covering of single-floor stands and the upper floor of Duplex Floor stands is only permitted with fire-resistant materials as per the National Building Code of India Part -4 [Fire and Life Safety]. A certain portion of the area is still required to remain open from top to bottom in order to have a proper and effective function of the sprinklers. Textile material should be avoided, however, under special permissions from KINEXIN, it can be allowed with any additional measures on case-to-case basis. If there is more than 30% PVC (Polyvinyl Chloride), wood etc. on the stand area (including stand construction material, exhibits, etc.) the stand must not be covered, must have multiple entry and exit and should be insured additionally. Organizer/contractor should submit proof of the material used in the stand along with the drawing of the stand and approval/certificate issued by structural engineers 3 weeks before the show build-up to KINEXIN for further approval, inspection certificate/report (before and after completion of constructions) by structural engineers or competent authority or approved inspection authority is also mandatory, same should be submitted to KINEXIN before show.

Components and technical facilities may not be damaged, strain, soiled (lightly colored), or in any way changed (e.g. drilling of holes, the use of nails and screws, glue, any pasting, adhesive, painting, welding, etc. not permitted). Carpets and other floor coverings must be laid with due regard to safety and must be environment-friendly (no dust / no residues shall be left behind). Substances like oil, grease and similar kind materials are not be allowed any filling / refilling, it should be done in-house by exhibitor/contractor etc. any spillover must be reported to organizer or KINEIN for immediate removal with all precautions and with the help of the experts/professionals. All cost will be borne by the exhibitor/organizer. It is not permitted to drill / grouting / welding/anchor stand buildings / exhibits on the floors. The cover plates of the supply trenches/ducts in Halls are recommended not to be cover.

Stand Construction heights - Maximum construction height for stand buildings and advertising supports (from the ground) is 5.00 meters (single Floor standalone) & 8.00 meters (Double floor [mezzanine] standalone) and 3.00 meters (single floor sharing). These limits shall be valid unless any other regulations are laid down by KINEIXN. There should be a provision for the inspection of structural installations. For an open or transparent upper floor of a Duplex Floor exhibition stand, the exhibitor must obtain permission from the KINEIXN and nominated structural engineer. All Stands walls higher than 2 meters must be dimensioned with an equivalent distributed load and certified by a structural engineer.

Any and all kinds of adhesive glue, tape or bond should not be used on the flooring of the exhibition halls. No surface material painting shall be done at the site.

Stand construction and decorative materials - Readily flammable materials and construction materials that drip when burning or polystyrene hard foam (Styropor) and similar materials may not be used in the construction of stands and stand installations. In individual cases, special requirements may be imposed for load-bearing construction components for safety purposes. All forms of decoration material must be heavily flame retardant at least as per the National Building Code of India Part -4 [Fire and Life Safety] or equivalent evidence in India or international standards as per building material category. Should this be requested by the venue operator, low flammability must be proved through the submission of a test certificate from an approved inspection authority/Delhi Fire services as well as a certificate of conformity. Standard fire-resistant decorative materials may be used in certain areas if the design provides sufficient protection against fire. Materials such as bamboo, reed, hay, straw, wood chips, turf or similar materials may not be used. Any and all materials used for exhibition booth installation or floor finishing shall be flame retardant treated or made from nonflammable materials, and a flame-retardant certificate, documentation with respect to flame retardant qualities, or other confirmation thereof shall be submitted to the operator and organizer for approval.

The user has to lay a carpet below all areas where stands structures/panels/brandings/installations/speakers/counters/barricading are being placed and has to additionally place 18 mm single plywood along with carpet during the setup days while constructing and also barricade the audio-visual equipment's, lighting equipments and any other equipment which are being placed in the aisle space. User shall not carry out any build up work during the Event.

Security Camera Deployment Policy - To ensure the availability of clear and comprehensive surveillance footage in the event. This policy applies to all contractors, exhibitors, and organizers involved in events where security surveillance is a requirement.

- In cases where the pre-installed CCTV footage is compromised due to temporary constructions obstructing the view, it is the responsibility of the contractor, exhibitor, or organizer to take remedial actions.
- To maintain a high level of security and surveillance during events, additional cameras must be deployed to cover any areas where the pre-installed cameras fail to provide clear footage due to construction hindrances.

Coverage Requirement: The organizers of the event are obligated to ensure 100% surveillance coverage throughout the entire event venue. Additional cameras should be strategically placed to ensure there are no blind spots in the surveillance network.

Contractors, exhibitors, and organizers must assess the event venue before the commencement of any event and during set-up time. If temporary constructions are found to obstruct the view of pre-installed cameras, immediate action must be taken to address this issue. In cases where additional cameras are required to cover grey areas caused by temporary constructions, these cameras should be sourced, installed, and maintained by the respective parties responsible (contractor, exhibitor, or organizer). Organizers of the event are required to ensure that the event venue is under constant surveillance, and that all areas are adequately covered by security cameras.

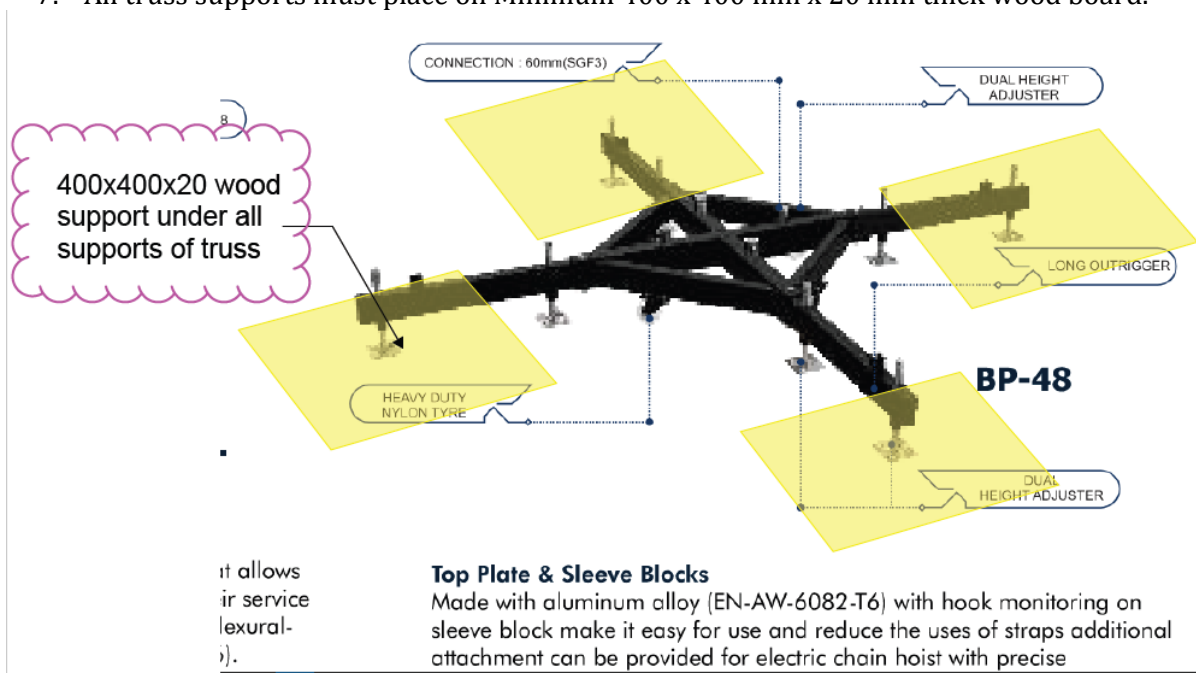
Compliance: Non-compliance with this policy may result in a breach of security standards, potentially jeopardizing the safety and security of the event. Failure to deploy additional cameras as required, or to ensure 100% surveillance coverage, may lead to penalties or disqualification from participating in future events. Any necessary revisions will be made in consultation with KINEXIN.

Note: This policy is provided as a general template. Specific requirements and guidelines may vary depending on the nature of the event, local regulations, and the organization's security protocols. It is recommended to consult with KINEXIN.

Carpet – It is advisable not to use carpet in the aisle. However, the User has to lay good quality carpets with thick GSM on aisle areas. Carpets, drapes, and other materials that are brought into the Venue for the event must be flame retardant. Carpets and any other floor covering should be laid in a manner to avoid accidents and should be fixed in place using appropriate PE or PP or fabric adhesive double tape, ensuring no residue is left on removal (No adhesive marks should be left over on the floor). It is advisable to use old carpet before laying new carpet to avoid any damage or marks on the floor.

INSTALLING TEMPORARY STRUCTURES

1. The entire area of operation must be covered with a protective carpet, not just the area underneath the equipment/trusses and other machinery.
2. Hall with carpets / flooring (granite / terrazzo / other):
 - 2.1 Maximum unsupported span of truss permitted is 50'.
 - 2.2 Maximum permitted load on truss = 300 kg.
3. Operator to ensure no damage/tear is done to the floor.
4. No loose wires/cables are allowed during installation. The electrical works should be properly earthed and secured to the floor or side supports to prevent any untoward accidents.
5. Nails/Nuts/Bolts should not be scattered on the operation floor.
6. Scaffolding, if in use, must be securely tightened using all turnbuckles.
7. All truss supports must place on Minimum 400 x 400 mm x 20 mm thick wood board.



Waste Removal and Aisle / Trenches Maintenance

Waste materials left in the aisles / trenched block fire exit routes and hinder access in emergencies. Sharp objects in waste can cause injuries to hands and feet. Food waste attracts vermin and can be a health hazard.

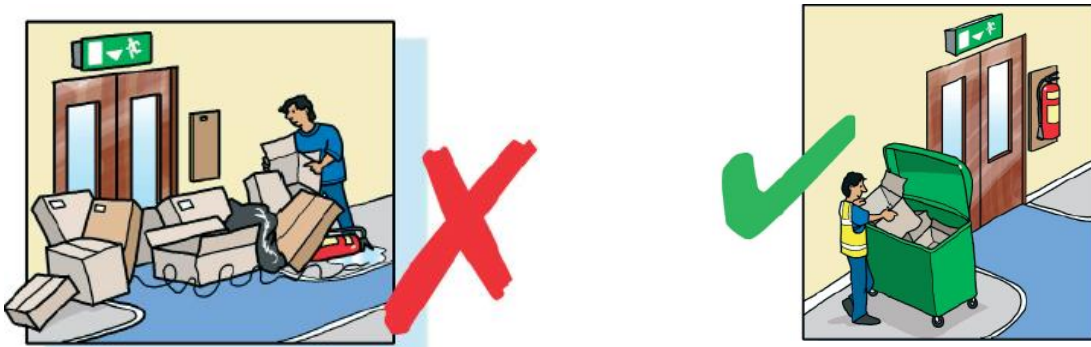
The organizer and its appointed/nominated contractors are responsible for cleaning normal waste which includes packaging and other small items from the tenancy area. Exhibitors and vendors are responsible for the removal of any other waste including:

- carpet - except scraps
- crates/pallets
- Building waste, such as bricks, sand, and stand-fitting materials
- Metal work
- Large items that will not fit into rubbish receptacles or that need to be removed by mechanical means
- Hazardous waste - e.g., paints, solvents, chemicals, clinical waste, aerosols, oils, or lubricants, including rags used in the application of these substances
- cooking oils
- Strip lights (fluorescent tubes) and light bulbs, temporary cables, etc.
- Material produced by working demonstrations of exhibits.

Exhibitors and contractors are responsible for removing large items of waste. Nails and other sharp objects should not be left sticking out of wood and should be hammered flat.

Emergency Aisles

During build up and break down certain aisles should be designated as emergency aisles for evacuation and access for emergency vehicles and these must be kept clear at all times. Ideally, there should be an emergency aisle every 25m. The lifting and other contractors/exhibitors are not to place items of freight/material into designated emergency aisles.



ANY violation of the rules governing all above will result in fines and penalties. Depending on the circumstances, this can range from a minimum of Rs. 95,000.00 to the forfeit of security or a bank guarantee.

Water Features

Water features are any exhibit for decorative or display purposes such as a fountain, water curtain, or the exhibit of spa pools and other such items. The hazard is Legionella bacteria which thrives in water between 20°C and 50°C. If inhaled in water vapour it can cause serious illness and even death. It is a particular problem with water features such as fountains, water curtains and spa pools which create water vapour.

All requests for a water feature must be submitted to the organizer / KINEXIN 90 days in advance of the exhibition, along with the other stand plans stating the stand number and location. The plans must include how the risk of Legionella will be controlled with water treatment and water testing.

Air Quality and Temperature

The organiser and contractors should work together to ensure that dust in the air is not allowed to build up to unacceptable levels. A particular effort should be made to reduce hazardous dusts and carcinogenic substances in the air such as vehicle engine fumes, or MDF dust. Tools that produce dust should be fitted with dust bags. Air temperatures and humidity should be appropriate for the activities in the halls.



Hygiene - Organizers and their appointed/nominated contractors shall place additional portable/temporary cleaned toilets and hand washing facilities including hot and cold running water and hand drying facilities. Where it is not possible to provide hot water, bio-gels should be provided.

Noise - Tools that create unsafe levels of noise above 80dB(A) must not be used for long periods inside the halls. The organizer will monitor noise levels to ensure that the ambient noise levels do not exceed 80dB(A) for long periods.

Presentations, visual, digital, holographic, 3D or above display, slow-moving and audible advertising media as well as musical reproductions will be permitted case to case as per application with condition that this does not disturb the public, neighbors, does not cause crowding, in public interest or drown out the public address systems. The noise level must not exceed **70dB(A)**. KINEXIN is empowered to intercede and, if necessary, close down operations at any time without prior notice. Projectors in halls will be permitted case to case as per application with the condition.

Music/audio media run shall be permitted as per the Indian Govt. law and the user should have copyright of the same. According to the Indian Copyright Act, music/audio media run is permitted under the law, but the user must have ownership or permission to use the copyrighted material. It is important for users to have the necessary licenses or permissions to avoid copyright infringement and legal consequences.

All audio, video, print, live, and other forms of advertisements must comply with the norms mentioned in the Delhi Advertisement Policy and the Advertising Industry's Code of Ethics.

The timing for Public Amusement Performance and playing of music and other amplifying instruments at temporary / open places shall at 2200 hrs. during such performances like on special religious/festival/cultural/any other occasions of a limited duration not exceeding 15 days in all during a calendar year can be increased beyond the normal timings by a special order passed in this regard on each occasion by the Hon'ble LG, Delhi.

Sources: <https://www.lexology.com/library/detail.aspx?g=3039effd-4a69-47fa-ba9b-e353abf16aa0>
<https://www.billboard.com/music/music-news/indian-copyright-act-amendments-give-music-artists-ownership-rights-1095517/>

Working at Height

A person is working at height if there is a possibility of their being injured from falling, even if they are working at or below ground level. Generally, this means above 2m.

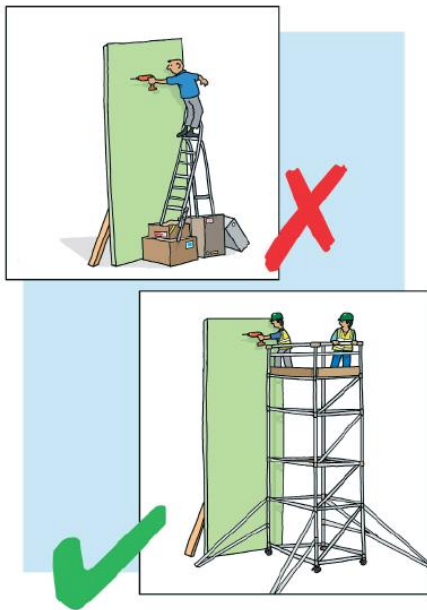
Requirements

All reasonable steps should be taken to eliminate or minimize work at height. Working at height should be properly planned and supervised and the correct equipment selected. Contractors are to ensure that:

- No work is done at height if it is safe and practical to avoid it
- All work at height takes account of conditions that could endanger safety such as high winds or slippery ground
- Must be protected by a guard rail or equipped with a fall arrest harness (except when using a ladder)
- Those involved in work at height are trained and competent
- Equipment is appropriately inspected and free from any defects
- The risks from falling objects are properly controlled. Work platforms must have a toe board to prevent items falling
- Access is controlled to prevent other persons from working or walking beneath work at heights
- Persons working in the vicinity of high works should wear a hard hat
- Persons working at height on mobile elevated work platforms should wear head protection
- Plans are in place for emergencies and rescue from height



Ladders



Ladders can be used when it is not practicable to use a working platform or the activity is low risk. Ladders must be used in accordance with the manufacturer's instructions at all times. Additionally, the following guidelines must be followed:

- Ladders must have 'industrial' rating (this type is more durable and resilient)
- Ladders for work over 4m are not permitted
- Leaning ladders must be placed at the correct angle
- Ladders should only be used on level ground and must be secure e.g. suitably tied or, as a last resort, footed
- The top treads or steps must not be used as a platform for work
- Users should face the ladder at all times whilst climbing or dismounting
- Stepladders should not be used sideways-on where sideways loads are applied
- Only one person should climb or work from a ladder or a stepladder
- Users should not overreach
- Steps and ladders should be checked for suitability and defects each time they are used

The organiser / KINEXIN reserves the right to require equipment deemed to be defective to be removed from the ICC. **ANY violation of the rules governing all above will result in fines and penalties. Depending on the circumstances, this can range from a minimum of Rs. 95,000.00 to the forfeit of security or a bank guarantee.**

Branding & Sinages

1. Standalone flex frames with proper support & base only for branding purposes to be done at the designated areas provided by the Operator. (Welding is prohibited- Fire extinguishers to be placed near the welding areas if permitted by the operator)
2. No nailing to be done on the floor for flex frame.
3. User shall ensure to avoid branding or promotional installations in public areas around and near the Complex and shall be liable for all consequences of such use.
4. Operator reserves exclusive rights to propose branding & advertising options on furniture or usable materials at the Exhibition Food courts / cafeteria to the User at a considerable fee
5. Hanging banner must be pre-inserted with full length lightweight metal rod as a drop weight to the top and bottom through a sealed pocket. No joining of metal rods is allowed. This need to be approved & certified by the Structural Engineer
6. The order for banner hanging points must be submitted with a ceiling truss plan or ceiling plot plan, clearly marked with the banner facing direction and number of banner points. approved & certified by the Structural Engineer
7. Installation of banners is subject to adherence of the above pre-condition requirements, failing which the Operator reserves the right to refuse installation without any notice.
8. Relocation of a banner is subject to availability and the Operator's approval and may incur extra charges.
9. All banners must be collected immediately after the teardown and the Operator will not be responsible for any loss or damage
10. Event signage here refers to any displays that are related to the event in the Venue. This includes the following: directional and promotional signs, registration and form-filling counters, information boards, poster boards and etc.
11. Event signage may be placed anywhere within the contractual space and period unless prior written consent has been obtained from the Operator. Placing this signage in the public areas is subject to the approval of the Operator.
12. A copy of the event signage dimensions in 3D visual plotted to location must be submitted to the Operator's Coordinator for approval at least fourteen (24) days prior to the event.
13. The approval for provision of additional event signage, branding and advertising for a particular event is a concession made for that event only and should not be viewed as a precedent for future event.
14. Any additional allocation of event signage, branding and advertising space to Event Organisers over and above the standard signage procedures is subject to change at the discretion of the Operator.
15. The Operator reserves the right at all times to revoke any consent to display event signage, branding and advertising for not conforming to these procedures.
16. If the User desires to install advertising and promotion materials in places other than inside the Exhibition Hall or Conference Room he should get approval from the Operator and do the advertisement in designated locations.
17. A general placement procedure are as follows:
 - i. Event signage cannot be placed directly opposite the lifts and the escalators
 - ii. Event signage cannot obstruct any of the Centre's existing building signs
 - iii. Event signage at the public area must not contain any exhibitor promotional content
 - iv. Event signage cannot be placed in the external area of the center, or in the food court or in the concourse area. Need prior approval.
 - v. Distribution of printed matter and use of advertising media are not permitted outside the halls / event venue.
 - vi. Event registration and form-filling counters cannot be placed in the concourse area. Subject to approval from operator
 - vii. Event signage displayed in the **event venue** must not obstruct fixed fire-fighting equipment,

control panels, toilets, guest lifts, emergency doors and other built-in fixtures. There must be a setback of 0.3 meters between the wall and the back of the sign to avoid frictional damage to the walls.

- viii. Event signage can only be displayed outside the contracted boundaries of the event space if no other **organiser** is occupying the **venue** at that time or after approval from the **Operator**, or after consensual agreement with the other Event Organisers concurrently occupying the venue.
 - ix. Construction and placement of all event signage at the approved designated areas can only take place after 0900 hrs. However, this may be changed by the **Operator** depending on other events taking place in the **venue** during that time. The **Operator's** Coordinator will confirm times with Event Organisers.
 - x. Event signage, particularly at the main entrance lobby, can only be displayed a day before the actual event to avoid confusing the public.
 - xi. Event signage can be placed at the approved designated public areas per Event Organiser. However, if the Event Organiser has an event booking requiring the whole venue, they may negotiate the placement of event signage in the foyers and the public areas.
18. Event signage and branding materials must be professionally produced. The Operator reserves the right at all times to revoke any consent to display signs that demonstrate poor workmanship, unsafe construction or do not abide by all the applicable and related laws and are against public interest.
 19. Event signage, branding and similar materials may not be nailed, stapled, hung or attached to the ceiling, walls, windows, floors, walkways, lecterns and any property or other surfaces except when permission is granted by the Operator. Any form of damage resulting from the installation will incur a direct charge by the Operator to the Event Organiser for remedial works to make good the damage.
 20. Only the exhibition's official main contractor and the event appointed contractor shall install and remove the event signage and branding materials.
 21. Work areas must be cordoned off from the public and have appropriate work area signage displayed.
 22. No major painting and construction work is permitted in the foyers. Dragging or moving of any equipment on or across the floor is prohibited within the entire premises. Any damage caused during the installation or erection and removal of signs and displays will be charged to the Event Organiser.
 23. Waste materials left behind by the User will be removed and cleaned by Housekeeping at additional cost to the User.

DIGITAL SIGNAGE / BRANDING SPACE

- The Operator provides the digital signage / branding space on chargeable basis
- Digital Signage includes pre-installed LED Wall, LED TV, Vertical TVs, etc.
- Content for this will be played for a specific / agreed time limit
- User has to share the content for digital signage 10 days prior to the show.
- Kindly note that Operator reserves the right for displaying the content on the digital signage space. Multiple content of 2 or more separate shows can be played for the agreed time space.

ADVERTISING MEDIA - Stand and exhibit inscriptions, logos and trademarks must not exceed the specified construction height. Presentations, visual, slow-moving and audible advertising media as well as musical reproductions are permitted, provided this does not disturb anyone, cause crowding in the aisles or drown out the public address systems in the halls and abide by all Applicable and related laws. The permitted sound level of the stand must not exceed 70dB.

Clearance is required for presentation space, platforms and other sections within an exhibition stand, if such areas serve to attract audiences through shows, musical presentations, etc. These areas must be integrated into the stand design in such a way that they face towards the inside of the stand. Areas for the audience must be provided inside the limits of the stand area. The adjacent aisles must not be used for the audience. Operator is empowered to intercede and, if necessary, close down operation in cases where this provision has been violated.

Decorative Material:

Do's:

- Material-Artificial and dried foliage / trees / displays etc., are made from inherently flame-retardant materials, or have been suitably treated with a flame-retardant application before being brought into the venue.
- The location-Ensure the items provided do not compromise the means of escape from a Department or property i.e. they are not sited adjacent to fire exit doors, potential ignition sources, areas containing high fire loading (combustible materials), or in a "dead end" corridor (escape in one direction only)
- Ease of access by the public - Avoid accumulations of combustible materials in areas where members of the public have unrestricted access, e.g. the main lift lobby, or areas not under the direct control of staff.
- Decorations- Foliage / displays / trees / decorative lights etc. should be kept to a minimum.
- Use flame-retardant materials for displays or artwork in public places whenever possible.
- Keep decorations and paper away from electrical outlets and never cover light switches, outlets or electrical panels.
- Soft portions like Cloths, Card boards, Plywood must be of fire resistant material or to be treated of fire resistant chemical before being brought into the venue.

Don'ts:

- Decorations must not be fastened to, or in close proximity to, light fittings or any other potential ignition source.
- Metal strip type decorations must not be fastened to or in close proximity to, any electrical fitting as they may conduct electricity.
- Cotton wool, crepe paper, polystyrene, or similar materials must not be used for decorations under any circumstances.
- Do not cover windows with paper and always keep decorations and paper well away from exit signs, fire extinguishers, fire alarms, and fire alarm pull stations. These items need to be highly visible in the event of an emergency.
- Don't place the fire igniter near the decorating area.
- Don't do work like welding, cutting, etc. in decorative area inside Complex.
- Don't use halogen lamps near curtains or other combustibles.
- Do not tamper with smoke detectors, fire alarms, or sprinkler systems.

Compressed Air & Water Supply

1. Exhibition Halls have a facility for compressed air and water connection
2. The supply of compressed air (max. 8 bar) to the exhibition stands is possible exclusively using Operator's system.
3. The installation and use of exhibitors' own compressors is not permitted. Subject to approval from operator.
4. While placing an order via "appointed contractor", the user must attach the relevant ground plan, showing the requested locations of the supply points.
5. In order to ensure the supply for all consumers during peak periods, the User is advised to install compressed air cylinders of suitable capacity on their stands that must display verifiable compliance with the legal requirements, and to connect these within the circuit.
6. User are responsible for providing the correct fine mesh filter. For safety reasons, the compressed air supply will be switched off one hour after the event closes on its last day, as will the water and power supply
7. The compressed air, electrical and water supplies on stands are routed through existing installation channels to connection points in hall floors.
8. On Convention center floors having supporting columns, electrical supplies are also available at terminal boxes mounted on these supporting columns.
9. Organizer will abide by the rules/regulation made under Air Act 1981 & Water Act 1974 as well as conditions prescribed by DPCC, if any.

HOUSEKEEPING & WASTE MANAGEMENT

1. User shall be responsible for proper, environmentally friendly disposal of waste arising during set-up, show and dismantling of their stands, as well as during the event. The User is considered to be the party that generated this waste. Collection and transport of waste for recycling or disposal shall be handled solely by User.
2. In general, reusable, environmentally friendly materials are to be used for stand construction and operation.
3. The User and any stand construction companies they work with are responsible for cleaning the event venue and stand, and disposing of waste during the event, as well as for disposing of any waste and special waste that is created during set-up and dismantling.
4. Vacating exhibition areas after the end of the event: The exhibitor must return the exhibition area in a clean state by no later than the end of the dismantling period. Adhesive tape, paint residues etc. must be completely removed.
5. The exhibition area will be inspected jointly with the User's representative and its proper return confirmed in writing. If the exhibition area is not returned in proper condition, Operator will have it cleaned and restored at the User's expense
6. Any materials or wastes that are not produced in conjunction with the event or with setup and dismantling work shall not be brought onto the event venue.
7. Appointed housekeeping agency / Third Party agency will have to discard all the garbage and waste throughout the show period (setup, show & dismantle).
8. Seeping of the floor manually by brush is not allowed. It is advisable to utilize the equipment like vacuum cleaner etc.
9. The user agrees to maintain the designated area and all accessible premises tidy and hygienic throughout, prior to, and following the performance. They also promise to avoid any rubbish buildup and to strictly adhere to all rules of SWM rules, 2016 & Plastic wastage management rules, 2016.

WASTE MANAGEMENT CUM SANITIZATION POLICY Yashobhoomi

INTRODUCTION - This policy sets down the framework for all waste management activities carried out at Yashobhoomi Complex. Detailed information on the procedures along with waste management plans for all allowed categories of waste generated in our operations is contained within this policy.

PURPOSE - Due to the diverse nature of events / activities undertaken at Yashobhoomi Complex, a wide variety of wastes are produced and collected, ranging from general wastes and recyclable materials to hazardous wastes. The Complex and its users have a duty to ensure that all these wastes are disposed of responsibly, through smart and efficient waste management practices. Yashobhoomi Complex is dedicated towards enabling a circular economy through the principles of recover, reduce, reuse, recycle. Being an environment-friendly organization, Yashobhoomi recognizes the strategic importance of waste management and is committed to investing in onboarding authorized garbage collecting vendors that encourage reusability/ recyclability and promote waste minimization. The goal is to ensure zero waste to landfill, and our authorized garbage collecting pursue this goal by focusing on minimizing waste going to landfill.

SCOPE & ACTION PLAN - This policy applies to all the facilities operated at Yashobhoomi Complex by Kinexin Convention Management Pvt Ltd and the organizers / users / events associated with these verticals. All above shall understand, respect, implement and promote this policy. This policy prohibits organizers / users to dispose any hazardous (solid - UPS Batteries; liquid - compressed oil

/ used oil, used filters, RO Plant and STP chemicals), e-waste (defunct computers, monitors, servers, laptops, and other electronic items). A list of such items is available under ANNEXURE-1 of this document. Any violation in above may attract a penalty of up to Rs 2,00,000/- and relevant imposition of law as defined under Indian Penal Act.

Users / Exhibitors or their event management companies are only allowed to dump non-hazardous waste (dry - scrap waste, paper and cardboard, garbage and other office waste and plastic waste, wet - food waste from canteens, other organic waste such as grass, leaves etc.) at designated places and inside the designated bins provided at Yashobhoomi Complex. Post this Authorized Waste Management vendor shall proceed with below ACTION PLAN

Non-Hazardous Waste:



Authorized Waste Management Vendor at Yashobhoomi Complex, are reusing/ recycling the non-hazardous waste in an environmentally sustainable manner. Paper waste and mixed dry garbage waste (including plastic) is segregated, and dry garbage waste is stored in a scrapyard to be sent to scrap vendors or to municipal dump-yard for disposal. Paper and cardboard waste is sent to authorized recyclers (such as NGOs) for recycling purposes. Food and garden waste is composted by Authorized Waste Management Vendor through OWC or sent to piggeries as feed. At each owned facility, the operation team shall:

- Ensure the placement of waste collection bins in the cafeteria/ pantry and facility premises.
- Facilitate the infrastructure required for storage of non-hazardous waste.
- Monitor the segregation/ collection of waste.
- Recycling of wet / organic waste by Authorized Waste Management Vendor through his vermicomposting plants and OWC
- Disposal of dry waste (paper / cardboards) to authorized recyclers and other dry waste to municipal handlers.
- Conduct periodic meeting / training of the housekeeping staff. Food waste is segregated and stored in different bins marked as dry waste and wet waste. Then it is sent by Authorized Waste Management Vendor to either organic waste converter (OWC) or vermicomposting plants.

POLICY OBJECTIVES

- Ensure that waste management is performed in accordance with all applicable waste management rules
- Minimize waste generation and follow 3R (Reduce, Reuse, and Recycle) principles
- Conduct training and awareness programs for the Company's employees, contractor workers and township residents on waste management guidelines and practices
- Provide clearly defined guidelines for identifying and coordinating activities within the waste management process through authorized vendor.
- Promote environmental awareness to increase and encourage waste minimization, reuse, and recycling
- Promote best practices and holistic approach on waste management

SERVICE LEVEL AGREEMENT

- A rate of Rs 3 /sq. mtr. (on the leased gross area) plus applicable taxes shall be applicable to each event organizer conducting their event at Yashobhoomi Complex in order to obtain Waste management Services.
- For the Mega Events (area of 40000 sqm plus or no. of event days 4 or 5) the waste management rate of Rs 5/sq. mtr. shall be applicable per event.
- Availability of Service during set up and Events shall be from 8PM to 6Am in the morning. Any special request may please be made in advance.
- It is strictly prohibited to dump /mix dry and wet waste and if the same is found then it may attract penalty of Rs 25000 /- which shall be adjusted to the deposit of organizer. Post event an NOC from Facility Executive is must.
- It is strictly prohibited to dump Paint, Waste oil, Waste water and any other dry or wet waste in the service trenches. If the same is found then it may attract penalty of Rs 25000 /- which shall be adjusted to the deposit of organizer. Post event an NOC from Facility Executive is must.
- In case any of hazardous waste as listed below are found, then it shall attract a penalty up to Rs 2,00,000/- and strict action shall be taken by Authorities at Yashobhoomi Complex by informing concerned Govt Law Enforcing Bodies to take suitable action
- Dumping of Glass, Broken glass, sharp edge materials are not allowed at Yashobhoomi site. The organiser or their appointed fabrication vendor shall be responsible for the management of such waste.
- Kinexin Convention Management Pvt Ltd reserves the right to accept or reject any service at any time without any notification if deemed necessary
- Kinexin Convention Management reserves the right to change the terms & conditions of this policy without any notice if deemed necessary.

ANNEXURE – A

HAZARDOUS WASTE STRICTLY NOT ALLOWED TO BE DUMP AT YASHOBHOOMI COMPLEX

| S. No. | Waste Type | Applicable Rules | | | |
|--------|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|----|-------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| 1 | Used Oil | Hazardous and other waste Management and Transboundary movement [HOW (M&TBM)] Rule 2016 & Amendments thereof if any | 17 | Silica wastes | HOW(M&TBM) Rule 2016 & Amendments thereof if any |
| 2 | Waste Oil | HOW (M&TBM) Rule 2016 & Amendments thereof if any | 18 | E-waste | E-Waste (Management) Rules, 2016 |
| 3 | Oil Sludge | HOW (M&TBM) Rule 2016 & Amendments thereof if any | 19 | Bio-medical waste | Bio-medical waste Management Rule-2016 |
| 4 | Waste Drum (Oil drums/ Chemical drum/ Misc drum). | HOW(M&TBM) Rule 2016 & Amendments thereof if any | 20 | Any other waste as packaging material made of Thermocol/Styrofoam Packaging or other material not covered | HOW(M&TBM) Rule 2016 & Amendments thereof if any |
| 5 | Oil Soaked Cotton | HOW(M&TBM) Rule 2016 & Amendments thereof if any | 21 | Biodegradable Domestic Waste | Solid Waste Management Rule 2016 |
| 6 | Used Filter / Filter media | HOW(M&TBM) Rule 2016 & Amendments thereof if any | 22 | Biodegradable Grass cutting & Other waste | Solid Waste Management Rule 2016 |
| 7 | Used insulation Material (Glass wool /Mineral Wool) | HOW(M&TBM) Rule 2016 & Amendments thereof if any | 23 | Non-biodegradable Domestic from Township (Recyclable) | Solid Waste Management Rule 2016 |
| 8 | Used Grease | HOW(M&TBM) Rule 2016 & Amendments thereof if any | 24 | Non-biodegradable Domestic from Township (Non-Recyclable). | Solid Waste Management Rule 2016 |
| 9 | Water & Wastewater Treatment Plant Sludge | HOW(M&TBM) Rule 2016 & Amendments thereof if any | 25 | Domestic Hazardous (Traces of E-Waste/ Hazardous waste/ Plastic) from Township | Solid Waste Management Rule 2016 |
| 10 | Used Activated Carbon and spent Resin | HOW(M&TBM) Rule 2016 & Amendments thereof if any | 26 | Sanitary waste i.e. wastes comprising of used diapers, sanitary towels or napkins, tampons, condoms, incontinence sheets and any other similar waste. | Solid Waste Management Rule 2016 |
| 11 | Battery Waste | Batteries (Management and Handling) Rules, 2001. | 27 | Construction and Demolition Waste & Sweepings | Construction & demolition Waste Management Rules, 2016 |
| 12 | Dry Cells/ used torch batteries collected from domestic waste | HOW(M&TBM) Rule 2016 & Amendments thereof if any | | | |
| 13 | Asbestos packing/ Gland/ Rope or other Miscellaneous material made up of Asbestos as base material | HOW(M&TBM) Rule 2016 & Amendments thereof if any | | | |
| 14 | Photo Chemical Solution | HOW(M&TBM) Rule 2016 & Amendments thereof if any | | | |
| 15 | Fuller Earth Contaminated with Fire Resistant Fluid (FRF) | HOW(M&TBM) Rule 2016 & Amendments thereof if any | | | |
| 16 | Waste FRF/ FRF mixed with water etc | HOW(M&TBM) Rule 2016 & Amendments thereof if any | | | |

Security

1. The venue is under CCTV surveillance for security reasons. User must do a physical recheck to understand the CCTVs installed in the venue and has to arrange for additional CCTVs (if required) at an added cost.
2. Accordingly, all the Third-Party Organizers should submit their Security, Fire and CCTV Plans in advance to the Operator so that the same is available with all the concerned teams in time for the Security Meeting which is held before every event.
3. User's service personnel will not be authorized to assume responsibility for monitoring third-party property.
4. User should have sufficient guards deployed from the Operator's empaneled vendors.
5. User shall not allow any vehicles to enter the event venue in advance during the dismantling time. The exit of exhibits shall be through exit passes duly authenticated by User & its team, as per the scheduled move out timings.
6. The Operator cannot ensure the security of items / belongings left unattended. The security of such items / belonging shall be the sole liability of the User.
7. Special arrangements may be made with the Operator for securing a limited number of valuable items.
8. If the User requires additional security & CCTVs with respect to such items or for any other reason, the Operator will assist in making these arrangements at an additional charge.
 - The supervision of exhibitor's / visitors / any service provider belongings shall be organized by the User himself.
 - The exclusion of liability for personal injury and damage to property is not limited by the general supervision provided by the User.

Lost and Found Policy

To handle lost objects in a venue in an organized and effective manner and guarantee that they are returned to their rightful owners wherever feasible, the following policy has been created. It also seeks to keep the venue secure and orderly.

Reporting Lost Items

- Visitors who have lost an item should report the loss as soon as possible to the designated Lost and Found office or the nearest security personnel of the venue.
- A detailed description of the lost item, including the date, time, and location where it was last seen, should be provided.

Found Items

- Any item found on the premises should be handed over to the Lost and Found office or the nearest security personnel of the venue immediately.
- A record will be made of the item, including a description, the location where it was found, and the date and time it was turned in.

Documentation and Storage

- All lost and found items will be logged into a Lost and Found register or electronic system.
- Items will be tagged with a reference number and stored in a secure location.

Claiming Lost Items

- Individuals claiming lost items must provide a detailed description of the item and proof of ownership if possible.
- A government-issued photo ID may be required to verify the identity of the claimant.
- A Lost Item Claim Form may need to be filled out and signed upon retrieval of the item.

Unclaimed Items

- Items that remain unclaimed after a certain period (typically 30 to 60 days) will be disposed off.
- Unclaimed items of value, such as electronics, jewelry, and cash, may be handed over to local police or local law enforcement or auctioned off, with proceeds typically going to an authorized charitable organization or the government.
- Perishable items, items posing a health hazard, or items deemed unsuitable for storage will be disposed of immediately.
- Sensitive or valuable items (e.g., passports, bank cards) will be handed over to the appropriate authorities (e.g., police, issuing banks) as soon as possible.

Contact Information

Lost and Found Office: Security Control Room at B-1

Phone: +91 9560038120

Email: hro@kinexin.com / operations@kinexin.com

Operating Hours: 0900 – 1800 hrs. (Mon – Fri working days)

Food & Beverages

1. Outside Food and Beverages, Package / Mineral Water is strictly prohibited.
2. There will be an in-house cafeteria and restaurants accessible by visitors.
3. Only Food and Beverages items provided by the Operator or Empaneled caterer can be consumed inside the premise.
4. Leftover food and beverages to be taken outside from the Operator's premises (if required) shall be allowed only with written consent of User and approvals from the Operator.
5. Distribution of Samples for immediate consumption on the spot and the likewise sales of food and drink must conform to the applicable legal provisions and must be done with the approval of the Operator and competent authorities.
6. Consumption of Food & Beverages by labour/fabricators are strictly not allowed within the halls / on the stands during set- up / dismantle / event days. They should dine at the designated areas (lounge) within the Venue as advised by the Operator.
7. In case User does not finalize the menus and minimum guarantee within the stipulated timeline, the Operator or empaneled agency will not be held responsible for the food quality and arrangement during the event.
8. Any temporary structure set-up or erected in the vicinity of the event for food and beverage or catering services must have all safety precautions in place and the consent/NOC of the venue operator and relevant authorities, such as FSSAI, DFS, MCD etc. is mandatory.

REGISTRATION AREA – It is located at Foyer Ground level for Exhibition Hall, and Basement 1 for the Convention Center. Registration area to be managed in planned way to avoid overcrowding Security to be deployed if required. No person will be allowed to enter the venue without a valid badge

REGULATIONS FOR GUEST ENTRY (DURING SHOW DAYS - Guest (Exhibitor, Visitor, Delegate, Speaker, & Organizer) below 18 years of age will be accompanied by an adult above 18 years of age. User will have to construct a dedicated holding area manned by a childcare specialist appointed by the User for individuals below 12 years of age. This will be taken care of completely by the User and Operator shall not be liable in any-way.

FIRST AID - User shall deploy adequate preventive measures to prevent disasters and accidents at the Venue and for mitigating the adverse consequences. However, there shall be a medical emergency room on the premises, equipped and manned by professionally certified and skilled team for rapid response in case of an emergency.

GENERAL HEALTH & SAFETY - DO'S & DON'TS

Electrical Fire Safety: Understanding the common causes, warning signs and appropriate safety measures can help to prevent an electrical fire. The most common causes for electrical fires are:

- Incorrectly installed wiring
- Overloaded circuits and extension cords.
- Defective or improper plugs, switches and outlets.
- Misuse and poor maintenance of lighting.
- Here are some Dos and Don'ts for carrying out temporary electrical installation for the purpose of fire safe execution of function.

Do's:

- Ensure any electrical cables and equipment meet existing updated codes.
- Use all electrical parts / Equipment bearing ISI mark.
- Electrical work is to be done by a qualified / certified electrician from an empaneled vendor under the supervision of a qualified electrical engineer.
- Replace outdated or malfunctioning fuses and circuit breakers.
- Purchase lamps and fixtures certified by ISI / CE / Underwriter's laboratories (UL)
- Use the right light bulb wattage for all lamps and fixtures.
- Position lamps / Bulb / Other illuminated objects away from where strong breezes may blow draperies onto hot light bulbs.
- Prevent combustible materials from direct contact with a hot surface like bulb / halogen lights.
- Electrical cords shall be of Fire-resistant material.
- Make sure fusing and loadings are proper.
- Extension cords are not overloaded.
- Check to see that the entertainment / computer equipment is in good condition and working properly.
- Remember to unplug all portable power tools when not in use.
- Any type of oven fueled by wood, gas, coal or electric—should be properly barred and have fire extinguishers placed next to it.

Don'ts:

- Don't use halogen lamps near curtains or other combustibles
- Don't use faulty wiring and malfunctioning electrical equipment
- Do not use nonstandard material
- Don't overload of any electrical equipment against design intent
- Don't use damaged and loose electrical cord
- Don't use joint cables. Cable joints will not be allowed
- Do not plug in high-wattage appliances into outlets, and avoid overloading them.
- Do not go over the manufacturer's recommended wattage level as this can cause an electrical fire hazard
- Do not clean or repair any appliance or electrical item before unplugging it
- Do not pull on a cord to unplug it
- Don't use an electrical device or appliance that has any damage to a cord or sends a spark when connected to electricity
- Don't use old cables
- Do not mix low voltage and line voltage lines when running parallel wires. This can create interference in communication and electronics. Run the lines at least six inches apart and avoid using the same box. Either run them into separate boxes or into one that has an appropriate divider.
- Don't force a plug into an outlet if it doesn't fit

Decorative Material:

Do's:

- Material-Artificial and dried foliage / trees / displays etc., are made from inherently flame-retardant materials, or have been suitably treated with a flame-retardant application before being brought into the venue.
- The location-Ensure the items provided do not compromise the means of escape from a Department or property i.e. they are not sited adjacent to fire exit doors, potential ignition sources, areas containing high fire loading (combustible materials), or in a "dead end" corridor (escape in one direction only)
- Ease of access by the public - Avoid accumulations of combustible materials in areas where members of the public have unrestricted access, e.g. the main lift lobby, or areas not under the direct control of staff.
- Decorations- Foliage / displays / trees / decorative lights etc. should be kept to a minimum.

- Use flame-retardant materials for displays or artwork in public places whenever possible.
- Keep decorations and paper away from electrical outlets and never cover light switches, outlets or electrical panels.
- Soft portions like Cloths, Card boards, Plywood must be of fire resistant material or to be treated of fire resistant chemical before being brought into the venue.

Don'ts:

- Decorations must not be fastened to, or in close proximity to, light fittings or any other potential ignition source.
- Metal strip type decorations must not be fastened to or in close proximity to, any electrical fitting as they may conduct electricity.
- Cotton wool, crepe paper, polystyrene or similar materials must not be used for decorations under any circumstances.
- Do not cover windows with paper and always keep decorations and paper well away from exit signs, fire extinguishers, fire alarms, and fire alarm pull stations. These items need to be highly visible in the event of an emergency.
- Don't place fire igniter near decorating area.
- Don't do work like welding, cutting etc. in decorative area.
- Don't use halogen lamps near curtains or other combustibles.
- Do not tamper with smoke detectors, fire alarms or sprinkler system.

Other General Guidelines:

- Event Organiser has to take "No Objection Certificate" from local fire department (if required) & has to submit to JWC Fire department.
- Event Organiser has to fulfil the Fire Safety requirements as per Fire Department NOC.
- Fire exits & entrance should not be blocked under any circumstances
- Adequate measures to be taken in terms of placing additional fire extinguishers on the strategic locations within the reach of setup area.
- A copy of FINAL LAYOUT PLAN should be provided to Delhi Fire Services / another competent authorities like Fire Command & Directional Centre for necessary approvals & signed + stamped at least 48 hours prior to the event
- All the extra material behind the stage need to be removed and the same space cannot be used for any kind of storage.
- Compressed Gas cylinder including LPG and all flammable or combustible liquids are prohibited inside the Venue
- Only trained and licensed individuals may operate elevated work platforms (EWPs). It is their responsibilities to carry out an inspection of the vehicle and complete the logbook before and after use. When using an EWP in the raised position, a spotter is to be stationed at ground level to ensure that the space under the working area is kept clear, and to lower the platform in an emergency.
- The Work Health Safety (WHS) legislation and regulations require that all hazards in a workplace be identified, assessed, controlled and monitored. Event organisers are responsible for undertaking a risk assessment specific to the event if it is requested by the IICC fire department

Additional Measures

Display of vehicles

Motor vehicles of all kinds may only be exhibited after due notification to KINEXIN. The use of vehicles for display in exhibition stands and the placement of vehicles during the show in Halls (IEH & OEA) is only permitted under certain conditions and upon being reviewed and approved by KINEXIN. Vehicles must be positioned/protected with appropriate fences / support in such a way that they cannot be driven away and accessed by public/roll-out. Vehicle parts, vehicle movable components or add-on must not be kept in the aisles, should be placed in the designated area. Vehicles are strictly banned from starting, navigating (manoeuvring), and driving inside exhibition halls during events (Special permission can be arranged on case-to-case basis). Vehicles with combustion engines may only be exhibited with mostly empty tanks. The fuel tank must be secured and locked. To prevent the vehicle from moving, the battery must be disconnected or disabled by means of a circuit breaker. If a vehicle requires electric power for presentation purposes, then this must be supplied through an internal auxiliary power supply from trench. It must be disconnected again when leaving the exhibition stand. The Vehicle Rescue Card/manual/guide must be placed in an easily accessible position and displayed clearly near to vehicle. For gas-propelled/CNG/LPG etc. engines please consider the Motor Vehicle Act by Ministry of Road Transport or Highway / the Automotive Research Association of India regulation with regard to the pressure container. EV Vehicles may only be exhibited with non-hazardous batteries. Electric vehicles must be presented to the organizer / Delhi Fire Service / Ministry of Road Transport or Highway / the Automotive Research Association of India for inspection before being brought into the Complex and must not be parked in the hall until they have been approved by the said authority. Vehicles may not be parked unattended in the exhibition halls. When leaving the exhibition stand, all vehicles parked for demo/display must be supervised by a fireman/security supervisor. No vehicle will be allowed to refill or charge inside exhibition halls. The charging level of the battery must not exceed 20% of the capacity. Vehicles with fuel cells/battery and/or gas/petrol/diesel etc. drives must only be displayed in the exhibition halls without battery/gas/fuel. Additional requirements may be imposed depending on vehicle type and presentation location and will be determined on a case-by-case basis. To allow sufficient time for the required preparations, we should be grateful if you could let us know the intended timing of your vehicle demonstration as early as possible, though no less than 3 weeks prior to the relevant showing.

Explosive substances, ammunition

Explosive substances are subject to the Indian Law and may not be exhibited/used at trade fairs and exhibitions. Pyrotechnical performances (Fireworks) must receive prior written clearance from KINEXIN, as well as official permission from the relevant authorities. For a permit, details on the location and time of the presentation, number and type of the effects, the certification number of the effects, the duration of the effects, and required safety distances must be given, and a risk assessment made. The necessary documents like identifying the holder of the permit and his qualification, permit from relevant govt. Authorities must be submitted in full in good time, at least 3 weeks before the presentation. KINEXIN grants no entitlement to clearance.

RIGGING

Rigging refers to any temporary suspended item including the fixing points.

Risk Assessment, Planning and Supervision

All rigging operations must be covered by a risk assessment and together with supporting information on rigging requirements, plans and calculations submitted to the Venue / organiser at least 90 days in advance. All rigging operations must be properly planned in advance particularly with regard to permitted Working Load Limits (WILL). All rigging must be supervised by a competent supervisor and structural engineer.

Competence - Rigging operations must be undertaken and supervised by competent persons who are qualified by provision of appropriate skills, knowledge, training and experience. Certificates must be made available for inspection upon request. The Venue (KINEXIN) / organiser reserves the right to ban operatives or contractors who engage in unsafe practices from the tenanted area.

Exhibitors and contractors are NOT permitted to conduct their own primary rigging, i.e fix to the fabric of the building. Only the appointed or approved venue's rigging contractors are permitted to conduct rigging operations from any part of the tenanted area.

The organiser reserves the right to appoint any independent empanelled structure engineer to inspect and check the rigging in the halls during construction, and once it is complete. Any unsafe work must be made safe or removed.

Monitoring - Organiser's floor managers and safety officers are responsible to monitor rigging operations to ensure that they are conducted in a safe manner.

Maintenance of Rigging Equipment - Rigging equipment used must be free from defects, fit to use, fit for purpose, marked to indicate its Working Load Limit (WLL), adequately maintained and subject to relevant legal requirement for inspection with valid certification which must be available on request. All rigging equipment on site must be visually inspected daily by a competent person to ensure that it can function safely.

General Safety Precautions - Where possible, all personnel should be excluded from areas where overhead rigging or lifting operations are taking place. Operatives must avoid work at height where possible and use work equipment or other measures to prevent falls and to minimize the risk of injury from a fall. Riggers and rigging supervisors must receive adequate rest periods.

Managing the Risk of Falls from Height - When working at heights riggers must be clipped onto a suitable rigging point via a safety lanyard or be wearing fall arrest equipment. Suitable head protection must be worn to prevent injury to the head when falling. The rigging company must have a rescue plan to rescue riggers suspended at height following a fall.

Working Practices - All equipment and suspension elements used shall have its Working Load Limit (WLL) clearly marked and must be suitable for the load to be applied. When the WLL is not clearly

visible on a piece of equipment, their certificates must be kept onsite, in the event safety file and made readily available for inspection.

Applied loads should take account of the safe weight of the rigging and hoisting equipment. A general safety rating of 3:1 to be applied on all rigging elements (e.g. a minimum WLL of 60kg is required to suspend 20kg of weight on all elements). If there is any doubt, then safety margins should be doubled.

In situations where bridling is unsuitable, the use of spreader beams should be considered. Where standard truss systems are employed for this purpose they shall be subject to a structural report. Damaged, bent or dented truss cannot be used onsite. Where specifically designed or manufactured beams are employed, a certificate of independent test and examination must be available for inspection.

Rigging steels must be protected from damage when rigged around steel trusses.

All suspended truss systems should have independent structural certification and should only be used within certificated design parameters. Particular attention shall be paid to the assembly of truss sections to ensure that braces are aligned correctly as per the manufacturer's recommendations and all connectors correctly fitted with safety clips.

For truss systems, the bracing elements should never take any load.

The slinging of suspended equipment shall be undertaken as to the manufacturer's recommendations and in accordance with best practice.

Areas for rigging operations are to be clearly defined and access to such areas shall be restricted to competent personnel involved in the operation. Clear communication between persons working at height and ground crew is to be maintained.

Sign suppliers shall be responsible for the integrity of signs and their suspension fittings which must be fit for suspension.

Screw-in eyes are not acceptable in any suspended structure.

The KINEXIN reserves the right to refuse to allow the suspension of any object where the suspension fitting supplied is inadequate.

Due to the flimsy nature of materials used, paper signs may only be suspended if constructed from an approved material.

Drop weighting to the bottom of banners may only take place when the weighting is completely sealed within the banner by positive means, such as stitching or vinyl welding. Provision of bottom drop weight pockets by gluing is not acceptable.

Secondary or 'safety' suspensions - All suspended lights or equipment need secondary safety connections. (i.e. chain or certified steel wire). These shall be installed to bypass the mechanical lifting unit, as a minimum, in case of mechanical failure.

All individual points must have a calculation as to how much load they are taking, and measures need to be found to make sure these are followed during construction. All points must take their part of the calculated load (i.e. no loose connections permitted).

Cable ties should not be used for any purpose, except securing cables, therefore must not take any load.

Any rigged timber structure must have suitable metal components connecting it to the truss. Jubilee clips, cable ties and screws are unsuitable for securing a structural fixing. Bolts with washers and eyebolts with appropriate ratings, considering the angles of suspension, should be used to suspend any load.

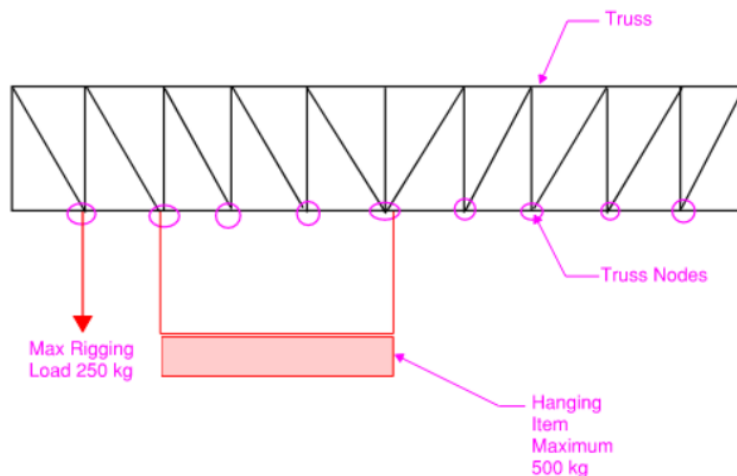
Any rigged timber structure that requires more than 4 points should be suspended using motors instead of manual chain hoists.

Access Equipment - must be free from defect and used in accordance with the manufacturer's instructions in the manner intended. Standing directly on forks, attachments or pallets not intended for such applications is strictly forbidden.

Riggers working outside a platform with guard rails must be clipped via a safety lanyard or use fall arrest equipment to prevent falling from height.

STRUCTURES IN EXHIBITION HALL AT ICC YASHOBHOOMI

1. Care must be taken to avoid damage to floors and walls.
2. There should be no obstruction to fire curtains.
3. The maximum permissible load to be hung from each roof truss node is 250 kgs. Under no circumstance will that allowed to be exceeded.
4. For rigging to be supported from roof truss, it should only be hung from truss nodes.
5. During installation, care should be taken to not exceed node load of 250 kg. Spaced at intervals of 4 meters.
6. No person should be allowed to sit on hanging rigging truss.
7. No sudden jerk/dynamic loads should be allowed to transfer to rigging truss.
8. High tensile strength cables only approved by Structural Engineer allowed to support rigging from roof truss.



Information and Communication technology

Internet / Cybersecurity

| | |
|------------------------------------------|---------------------------------------------------------|
| Before clicking on links check the links | Do not be lethargic with your passwords. |
| Scan external devices for viruses. | Store sensitive information in a secure place |
| Enable two-factor authentication. | Double-check the HTTPS on websites. |
| Remove adware from the computer. | Disable Bluetooth connection when you are not using it. |
| Avoid using public networks. | Venue is not responsible for any type of data loss. |

Cellphone are Secured and work under the rules and regulations of the Google Play Store.

Under Section 72A of the IT Act, any intermediaries or persons that disclose personal data without the owner's consent (with ill intention and causing damages) are punishable by imprisonment of up to three years, a fine of up to Rs500,000, or both.

Protecting private data and information from cyber terrorism, DDoS attacks, phishing, malware, and identity theft IPC 32. E-mail Spoofing Sec .463 IPC 33. Making a false document Sec.464 IPC 34. Forgery for purpose of cheating Sec.468 IPC35. Forgery for purpose of harming reputation Sec.469 IPC 36. Web-Jacking Sec .383 IPC 37. E-mail Abuse Sec .500 IPC 38. Punishment for criminal intimidation Sec.506 IPC 39. Criminal intimidation by an anonymous communication Sec.507 IPC 40. When copyright infringed:- Copyright in a work shall be deemed to be infringed Sec.51 41. Offence of infringement of copyright or other rights conferred by this Act. Any person who knowingly infringes or abets the infringement of Sec.63 42. Enhanced penalty on second and subsequent convictions Sec.63A 43. Knowing use of infringing copy of computer programme to be an offence Sec.63B 44. Obscenity Sec. 292 IPC 45. Printing etc. of grossly indecent or scurrilous matter or matter intended for blackmail Sec.292A IPC 46. Sale, etc., of obscene objects to young person Sec .293 IPC 47. Obscene acts and songs Sec.294 IPC 48. Theft of Computer Hardware Sec. 378 49. Punishment for theft Sec.379 50. Online Sale of Drugs NDPS Act 51. Online Sale of Arms Arms Act.

No infringement of any copy right shall take place under 'the copy right act, 1957' and that shall be wholly responsible in the event of any infringement or contravention of any of the provision of 'The copy right act, 1957'.

Cyber Law in India (<https://cyber.delhipolice.gov.in/>)

- Tampering with computer source Documents Sec.65
- Hacking with computer systems , Data Alteration Sec.66
- Sending offensive messages through communication service, etc Sec.66A
- Dishonestly receiving stolen computer resource or communication device Sec.66B
- Identity theft Sec.66C
- Cheating by personation by using computer resource Sec.66D
- Violation of privacy Sec.66E
- Cyber terrorism Sec.66F
- Publishing or transmitting obscene material in electronic form Sec .67
- Publishing or transmitting of material containing sexually explicit act, etc. in electronic form Sec.67A
- Punishment for publishing or transmitting of material depicting children in sexually explicit act, etc. in electronic form Sec.67B
- Preservation and Retention of information by intermediaries Sec.67C
- Powers to issue directions for interception or monitoring or decryption of any information through any computer resource Sec.69
- Power to issue directions for blocking for public access of any information through any computer resource Sec.69A
- Power to authorize to monitor and collect traffic data or information through any computer resource for Cyber Security Sec.69B

- Un-authorized access to protected system Sec.70
- Penalty for misrepresentation Sec.71
- Breach of confidentiality and privacy Sec.72
- Publishing False digital signature certificates Sec.73
- Publication for fraudulent purpose Sec.74
- Act to apply for offence or contraventions committed outside India Sec.75
- Compensation, penalties or confiscation not to interfere with other punishment Sec.77
- Compounding of Offences Sec.77A
- Offences with three years imprisonment to be cognizable Sec.77B
- Exemption from liability of intermediary in certain cases Sec.79
- Punishment for abetment of offences Sec.84B
- Punishment for attempt to commit offences Sec.84C Note : Sec.78 of I.T. Act empowers Police Inspector to investigate cases falling under this Act
- Offences by Companies Sec.85
- Sending threatening messages by e-mail Sec .503 IPC
- Word, gesture or act intended to insult the modesty of a woman Sec.509 IPC
- Sending defamatory messages by e-mail Sec .499 IPC
- Bogus websites , Cyber Frauds Sec .420 IPC
- E-mail Spoofing Sec .463 IPC
- Making a false document Sec.464 IPC
- Forgery for purpose of cheating Sec.468 IPC
- Forgery for purpose of harming reputation Sec.469 IPC
- Web-Jacking Sec .383 IPC
- E-mail Abuse Sec .500 IPC
- Punishment for criminal intimidation Sec.506 IPC
- Criminal intimidation by an anonymous communication Sec.507 IPC
- When copyright infringed:- Copyright in a work shall be deemed to be infringed Sec.51
- Offence of infringement of copyright or other rights conferred by this Act. Any person who knowingly infringes or abets the infringement of Sec.63
- Enhanced penalty on second and subsequent convictions Sec.63A
- Knowing use of infringing copy of computer programme to be an offence Sec.63B
- Obscenity Sec. 292 IPC
- Printing etc. of grossly indecent or scurrilous matter or matter intended for blackmail Sec.292A IPC
- Sale, etc., of obscene objects to young person Sec .293 IPC
- Obscene acts and songs Sec.294 IPC
- Theft of Computer Hardware Sec. 378
- Punishment for theft Sec.379
- Online Sale of Drugs NDPS Act
- Online Sale of Arms Act.

Note:

- *The service offered will only be for occasional email checking, internet browsing, websites (authorized).*
- *Access and speed are determined by the number of users.*
- *Use of LAN (Wired) connections is advised as they offer a more dependable and steady internet experience. It is reliable and guarantees constant internet access, which is essential for important tasks like video conferences and work-related events. Please choose an Ethernet connection where such an important event is to be run.*
- *To have hassle free browsing of the internet and websites it is advisable to share the details of the websites to enable us to modify the firewalls and obtain the required authorization from the relevant authorities. If you are having trouble reaching certain websites or running into port restrictions, email the designated technical contact at the event. Make sure the email is thorough and has all the information required to enable a quick resolution.*

PERMISSIONS & LIASONING

It will be the liability and responsibility of User to obtain all the below mentioned licenses / approvals permission for the event. The Operator, its directors, employee's officers shall be kept harmless and not be held accountable for any costs, charges, damages, expenses, compensation, litigation, cost, attorney, fees, etc. arising from their failure to obtain the necessary licenses / approvals / permissions.

If any other applicable permissions are required apart from the below table, the User must procure and submit the copies to Operator well in advance 25 days before the event.

| Name of the License / Permission | List of NOC Required | Remark |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| One Day Liquor License | The Client will be purchasing the licenses and hand over to the Food Agent/vendor | For service of Alcoholic Beverages |
| Local Police station & Traffic Police permission | Relevant permissions are required and need to be submitted | Required for using Sound System at outside location. Time limit for the use of the Sound System till 2200 hrs. Maintain law & order Intimation of VIP movement Traffic police for movement of vehicles |
| Delhi Fire Service - NOC | Permission from the Deputy Chief Fire Officer needs to be submitted | For additional fire safety measures like tenders etc. |
| MCD - (Municipal Corporation of Delhi) | Health trade license | For Event as per CPL |
| | NOC for Outdoor branding | For temporary signages and show branding on road across / over Yashobhoomi. |
| DCP Licensing | License to conduct the show | Online - https://licensing.delhipolice.gov.in/ |
| Phonographic Performance Ltd. License (PPL) | Relevant permissions required and needed to be submitted | In Case of any DJ and the DJ should also have the license to perform (PPL) |
| Structural Engineering License. | NOC / certificate required for all temporary structures constructed in the venue for the event. | Temporary structures constructed in the venue for the event. |

| Name of the License / Permission | List of NOC Required | Remark |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Music Copyright License | Relevant permissions required and needed to be submitted before the event. Licenses from authority like IPRS / Novex / RMPL etc. | This is required for Entertainment Program, i.e., Dance, Musical Performance, DJ, Exhibitions, Mela, etc. Any infringement or contravention of any of the provision of 'The Copy Right Act, 1957' |
| Indian Singers' Rights Association ISRA | Relevant permissions required and needs to be submitted | This is required for Recorded Performances of Singers within the Premises by way of Mechanical means like a DJ etc., Client needs to obtain the Indian Singers' Rights Association (ISRA) Collection Clearance Certificate (C3) before the start of the function by paying the necessary Royalties to ISRA. |
| PWD License – DG | NOC from PWD department to be submitted | Required if there are external generator. |
| Foreign Artist | NOC FRRO | Required based on number of performers |

TERMS & CONDITIONS FOR LIQUOR LICENSE

- Liquor purchase is mandatory from the Operator either in the form of packages or as per the beverage list shared.
- Liquor purchased from the Operator must be consumed on day of the event at the function venue.
- Alcohol to be consumed with-in the designated banquet /venue/ hall/ event space only (as per license procured from excises department).
- No leftover alcohol shall be permitted outside the banquet / venue/ hall/ event space.
- As per the prevailing excise policies the alcoholic beverages served in the party are to be from the Operator official vendor licensed bar and vendor can procure it on behalf of the User at a price + applicable taxes per event per day and administrative charges per event per day.
- It is the responsibility of User that no individual below the age limit of 21 years are allowed to consume any beverages containing alcohol & individuals from the age of 21 to 25 years are allowed to consume only wine & beer as per The Maharashtra Prohibition Act, 1949
- The charge of the liquor license is subject to change as per government norms.
- Liquor will be served at the latest till 2230 Hrs. No deviation from the license terms and conditions will be made.
- The performance / event organizer ensure that it does not have:
 - Any Profanity or impropriety of language
 - Any indecency of dress, dance, movement or gesture
 - Any offensive personation or representation of any individuals
 - Anything calculated or likely to excite feeling of sedition or political discontent.
 - Anything calculated or likely to cause riot or breach of peace, or to promote or excite

hostile feelings between classes, or to wound the religious feelings of any individual or class of individual.

- Any dangerous exhibition or display of a performance or game with wild beasts, except in so far as it is an item of performance in a circus which shall be governed by regulations (applicable for circuses) of these regulations.
- Any performance or game involving risk, damage or danger to the audience or public
- Any speech, ceremony or any other item not covered expressly by the terms of the performance licenses
- Any game of chance / gambling.

The application for NOC, license or permission should also include the following:

- A statement regarding the nature and extent of the applicant's interest in the premises.
- The name(s) of the Manager(s) nominated by the Licensee (copy of the agreement and authority letter).
- The name(s) and addresses of the qualified electrician in charge of the electrical installation.
- True copies of the NOCs (No Objection Certificates) mentioned above.
- A report from the Executive Engineer (Building) stating that the premises is sound and in accordance with the required provisions. This report should specify the number of seats and available accommodation.
- An NOC from the Electrical Inspector confirming that the electrical installations conform to the requirements under the Electricity Act and specified in Regulations.
- An NOC from the Municipal Health Officer indicating no objection from a health point of view.
- An NOC from the Fire Department for fire safety and safe escape point of view.
- An NOC from the Local Police for law & order.
- An NOC from the DCP/Traffic for traffic management, licensing authority and other relevant authorities.
- Character and antecedent verification of the Licensee/representative of the Auditorium.
- The Licensing Authority, upon receiving the necessary documents and NOCs mentioned above, may grant a Premises License to the applicant on terms, conditions, and restrictions determined by the Licensing Authority. The premises license may be granted subject to necessary additions or alterations as deemed necessary. The Licensing Authority reserves the right to refuse a license if the premises are likely to cause obstruction, inconvenience, risk, danger, or damage to residents or passersby in the vicinity.

Walkie-Talkies: Walkie-talkies come in two types: short-range and long-range. Short-range walkie-talkies have a range of approximately 1 to 3 km, while long-range walkie-talkies work beyond 5 km. For short-range walkie-talkies, there is no need for any kind of license. However, if you intend to use long-range walkie-talkies, you will need a license from the Ministry of Home Affairs and the Ministry of Communication government of India.

Event Permissions - Permission for an event comes in two types: first, for events held in a licensed venue, which needs to be obtained from the licensing division. If a separate structure, such as a hangers, temporary structure, etc., is erected in a licensed venue, permission for that event must be obtained in a manner similar to an unlicensed venue. The second type is for unlicensed venues, where we need permission from the DCP (Law & Order), DCP (Traffic), and Delhi Fire Service, For electrical permission, only the contractor's license and an undertaking are required, and ultimately the license from Joint CP office. Both types of permissions should be obtained under the name of the event.

It will be the liability and responsibility of the User to obtain all the above- mentioned and other applicable licenses/approvals / permission for the event and if they fail to do so they shall keep the Operator, its directors, employees officers harmless from any costs, charges, damages, expenses, compensation, litigation, cost, attorney, fees, etc.

Responsibilities

Organiser & Contractors & Vendors

General

The Competent Person/Operations Manager - It is essential that the organiser and organiser's contractors employ someone who is competent to plan and coordinate health and safety. Usually, this is the Operations Manager. They must understand the business of managing health and safety at events. The duties of the competent person would include but not be limited to:

- Pre-event planning and coordination between the relevant members
- Appointing contractors who are competent with regard to health and safety
- Carrying out a suitable and sufficient risk assessment
- Coordination of all health and safety issues within the team at the site
- Monitoring health and safety on the floor regularly
- Compiling and maintaining up-to-date records for reference
- Ensuring that arrangements are in place to deal with emergencies such as a fire etc.
- Providing competent advice on health and safety

Exhibitors and Stand Contractors - All exhibitors and show organizers are responsible for the safety of their work area and stand. Organizers should instruct all exhibitors and stand contractors specially with raw space and complex structures must:

- Conduct a risk assessment for the building, operation, and dismantling of the stand
- Provide method statements and stand plans in compliance with the 'Stand Plans Approval and Construction' like structure engineer approval
- Submit stand plans for approval
- Ensure that staff and subcontractors' staff working on site are informed of the site rules and health and safety arrangements
- Ensure that staff, contractors and subcontractors staff are familiar with the venue's emergency procedures
- Cooperate with other associates and authorities

Floor Management - The organiser should have competent staff on the floor able to manage health and safety. The numbers required should be identified by the risk assessment, size of the show and etc. The floor manager duties include but are not limited to:

- Implementing the organizer's event risk assessment requirements
- Coordinating the health and safety effort between all entities, authorities and person on the event floor
- Keeping aisles and emergency exits clear, monitoring vehicle movement and other hazardous activities such as working at heights
- Monitoring the exhibition floor for hazards and unsafe conditions
- Dealing with health and safety incidents and immediately reporting to the organiser
- Providing competent advice on health and safety issues

Stand Plans - Space-only stands where the stand is built to the exhibitors' design and specifications require checks to ensure that they are safe and structurally sound by having structure engineer approval or certificate.

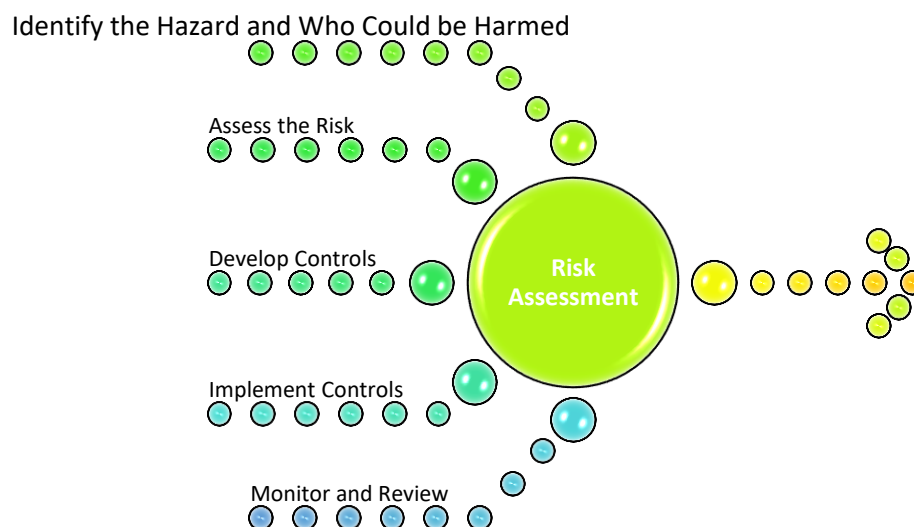
Accident Reporting - All accidents must be reported to the KINEXIN and if they are in the tenanted area of the exhibition must also be reported to the organiser.

Risk Assessment

Event Risk Assessments - Every event must be subject to a risk assessment. The risk assessment must identify all significant risks. Significant risks are those which can be foreseen and are more than trivial. Risk assessment is a management responsibility that should be carried out by competent staff who have been trained to do a risk assessment and who are knowledgeable about the event or the activity. The organiser should conduct their own specific risk assessment detailing the hazards and controls for that particular event. Key contractors and exhibitors should conduct risk assessments for their activities. Examples of common risks associated with any event or exhibition are as follows:

- Multiple contractors working in a single workplace
- Fall from working at heights and working on a live edge
- Slips, trips, and falls on a level surface
- Manual handling – lifting or moving of heavy/awkward loads
- Falls on stairs or escalators
- Injury from electric shock
- Objects falling from height or loads falling from vehicles
- Impact injury from moving vehicles
- Injury from the use of work equipment e.g. circular saws
- Hanging wires
- Structural collapse of seating or an exhibition stand
- Outbreak of Legionnaires disease from a water feature
- Food poisoning incident from a temporary catering outlet
- Fire and fire related incidents
- Major incident and civil emergency
- Excessive working hours
- Stress
- Alcohol and drug misuse related incidents

Risk Assessment Steps



Process

Step One – Identify the Hazard and Who Could be Harmed

It involves predicting everything that could reasonably foreseeably go wrong. This is based on the type of hazard or the type of harm as follows:

Types of Harm

- Hazards that cause injury, such as a broken bone
- Hazards to health, such as noise

Type of Hazards

- Physical e.g. a vehicle
- Chemical e.g. carbon monoxide in exhaust fumes
- Biological e.g. food poisoning
- Social e.g. violence

It is important to consider the potential consequences and who could be harmed e.g. with an electrical fault, the consequences are both potential injury from the shock or a fire.

Step Two – Assess the Risk

It is necessary to assess both the potential likelihood of an incident or accident and the potential severity if it does happen. A sample is shown below.

Likelihood

1. Very Unlikely
2. Unlikely
3. Likely
4. Very Likely
5. Almost Inevitable

Severity

1. Minor/First Aid
2. Injury causing 3-day absence from work
3. Major Injury
4. Death or life-changing injury to one person
5. Death or life-changing injury to many persons

We should assess risk both before and after controls are put into place. Before controls, we are assessing what would happen if there were no controls. It is important when considering severity to assess the most likely outcome. For example, consider a rigging operative falling from 3m onto concrete. The operative could be killed or they could suffer no injuries. The most likely outcome, however, would be a major injury such as a broken bone.

Step Three – Develop Controls

Having determined what the hazards are, and to what extent they pose a risk we now need to do something about it. The simple models for risk control:

- Eliminate the risk at source. There is a point at which any operation is simply too risky and you do not proceed with it.
- Substitute for something safer. E.g. build a smaller or less complex stand.
- Control the risk Use engineered controls such as high-access equipment for working at heights.
- Training. Train operatives to work in a safe way
- Personal Protective Equipment such as hard hats and safety shoes. Note they are only effective if something goes wrong. A hard hat is only of use if something falls on your head!

The idea is that you should always attempt to design out risks at source for example by using a safer substitute and therefore prevent an accident rather than simply trying to reduce the loss from an accident by issuing protective equipment.

The example below shows the risk assessment of vehicle access. With no controls it is assessed to be 8, which is HIGH and unacceptable. After controls are put into place it is assessed to be 4, which is LOW and acceptable.

| Hazard | Consequence | Who is at Risk | P | S | R | Controls | P | S | R |
|-------------------------------|-----------------|----------------------------------------------------------------|---|---|---|------------------------------------------------------------------------------------------------------------|---|---|---|
| Access and egress of vehicles | Impact injuries | Staff | 2 | 4 | 8 | Separate pedestrians and vehicles with barriers | 1 | 1 | 4 |
| | Collision | Exhibitors Visitors Contractors Members of the public | | | | | | | |
| | | | | | | Employ competent traffic marshals to ensure even flow of traffic and marshalling of routes and cargo doors | | | |
| | | | | | | Abide by house (venue) traffic rules | | | |

Key

P - Probability or likelihood of an incident occurring

S - Severity of incident if it did happen

R - Risk

P, S, and R should be calculated when there are no controls in place and then after the controls have been put in place.

Action Level

1-4 LOW no further controls required

5-7 MEDIUM – justify /review for each event day

8+ HIGH –immediate action/ further controls needed

Step Four – Implement Controls

Operations staff and floor managers appointed by for the event are responsible for ensuring that the controls in the risk assessment are implemented.

Step Five – Monitor and Review

It is mandatory to monitor the event floor to ensure that prescribed controls are actually in place. Organiser, also need a system for reviewing risk assessments. Event risk assessments have a natural review cycle in that a new assessment is required for each event. Other times when risk assessments need to be reviewed are:

- When there has been an accident or incident
- When there is a significant change in personnel or process
- When there is a change in the law
- When monitoring reveals problems.

3. Fire Risk Assessment - It is a legal requirement and best practice. The key question to be asked is to what extent does the exhibition alter the dynamics of the fire risk in the hall? Typical aspects that would increase the fire risk would be:

- Naked flame on stands (candles or gel burners)
- Use of compressed or flammable gases on stands
- Use of pyrotechnics, lasers, and other stage effects
- Cookery demonstrations
- Exhibition of petrol engine vehicles
- Likelihood of illegal smoking in outfield areas or in-built storage areas on stands
- High levels of packaging waste
- High numbers of complex structures.
- Hot works during the stand construction
- Dressing of stock or Octonorm panels with untreated (non-flame retardant) materials. etc

4. Contractors’ Risk Assessments

Contractors must produce an event-specific risk assessment for their activities. Again the risk assessment should reflect the complexity of the operation. It generally fall into two categories. The first category is those larger contractors whose activities interact with other parties working in the hall such as the freight and lifting contractor, power distributor, air distributor etc. Their risk assessments should be reasonably comprehensive with specific details on how they will control the risk to others. The second category are those contractors whose activities do not interact greatly such as floral delivery. These could be simpler risk assessments focusing on ensuring that they can operate safely in the hall.

Consultation

One of the major failings of risk assessments generally, is that they are done by people who do not have sufficient knowledge of the event. For example, at an exhibition of industrial machinery, it is important to consult with an individual who has some knowledge of the risks posed by exhibiting industrial machinery in an exhibition environment.

The following is a summary of the risk assessments that should be created for an event.

| Type | Responsible Party | Copied to |
|------------------------------|-------------------|-----------|
| Event Risk Assessment | Organiser | KINEXIN |
| Event Fire Risk Assessment | Organiser | KINEXIN |
| Organiser’s key Contractors’ | Organiser | KINEXIN |

Organiser

- The Fair/Exhibition Organizer is responsible and should assess the risk involved by doing a thorough pre-event review of the event prior to the planned show dates. The Organizer should also analyze the health and safety situation of the working zones/area during the build-up, show time (of the expected attendees, both national and International), and dismantling till the handover back to KIEGIN.
- Organisers are supposed to prepare a plan in advance about the code of conduct of each activity separately for build-up, during the show, and wind-up. This plan needs prior approval from the KIEGIN team before circulation to the general public/vendors/exhibitors/visitors etc.
- The Organizer should ensure that the number of workforces, executives, exhibitors, visitors, vehicles (personal & commercials), etc. into the Venue, in respect of their event during the build-up, show time & wind-up. This will be regulated as per the Govt. and KINEXIN guidelines during that particular time.
- Organizers should stagger the operational hours of the exhibition so that there is an organized gathering during the build-up, show time & wind-up. The Organizer may also be requested to plan

for staggered exit of the workforce, vehicles, exhibitors, visitors/delegates, etc. during the build-up, show time & wind-up, and especially at the closing time of the show on each day.

- Organizers should maintain a record of all the entrants who will enter the venue in respect of their event. They should be able to provide traceability support of suspects to KINEXIN and other local authorities if required. In line with the govt. guidelines, the entrants screened are necessary/mandatory.
- Organizer must ensure that they, along with the exhibitors, visitors, staff/labor belonging to all the agencies for Construction and Decoration (C&D), Security, Housekeeping etc. hired by the organizer, and any other staff deployed by them, in connection with their event/exhibition/conference, are aware of and are following all the precautionary measures + code of conducts.
- Organizer must ensure that appropriate measures/arrangements for personal protection gear like safety belts, gloves, specs, face covers/masks etc, and others are available and in use by the exhibitors, visitors, staff/labor belonging to all the agencies for Construction and Decoration (C&D), Security, Housekeeping etc. hired by the organizer and any other staff deployed by them, in connection with their event/exhibition/conference during build-up, shows, and wind-up.
- The Organizer should regularly play recorded messages/announcements on the precautionary measures, good practices, safety norms, and relevant information in respect of safe working during the full tenancy period. Regular Health and safety announcements may be made in English and Hindi. It should highlight the availability of onsite doctors and ambulances. Signage/boards are to be installed at all prominent places, about preventive measures to be followed by entrants.
- The Organizers should encourage pre-registration of exhibitors, staff/labor, workforce etc. to minimize queues at the registration area and seek declarations from all attendees in a pre-exhibition entry zone. They should be registered in order to ensure traceability if needed. Contactless entry should be encouraged.
- Organizers should encourage the use of technology to promote paperless and plastic-free working. The organizer should ask its exhibitors, visitors, staff/labor, workforce, etc. to encourage it.
- The Organizers should be advised to monitor the number of visitors in a particular hall by technology-enabled/other means by tracking the inflow as well as the outflow of visitors in real-time. As soon as the hall reaches to its maximum limits as per the hall-wise occupancy/load notified by various Government agencies, the inflow must be restricted.
- The furniture and other surfaces (frequently touched or otherwise) present in each of the halls and going to be used in respect of their event tenancy need to be cleaned, and wiped with disinfectant regularly by the Organizer.
- Organizers should ensure that their housekeeping agency should be strictly instructed to regularly monitor the hygiene of all the halls. Exhibitors, visitors, staff/labor, workforce, etc. should be advised to dispose of normal day to day garbage in covered bins available at the premises. The organizers hired housekeeping agencies, contractors, etc. should ensure that all wastes, scrap, etc. shall be removed from the IICC before the closure of show immediately. The CPCB guidelines are available at <https://cpcb.nic.in/uploads/Projects/Bio-Medical-waste> may be referred to for bio-medical waste management (mask, tissues, etc.).
- The passage width for the movement of people should be a minimum of 5 meters for machinery shows and 3 meters for non-machinery shows.
- The Organizers should have Medical support Room/staff, which would be manned by everyone for any medical emergency and would have adequate facilities / medical aid. The Fair /Exhibition Organizer would also ensure to identify and safely transfer of the patient to the respective room till the arrival of the medical team or transferring to a Hospital.
- Organizers should ensure that the paramedic ambulances that are inside the venue for their event are manned by full-time doctors/healthcare staff/nurses with personal protective and lifesaving equipment/medicines. The organizer should Identify and convey/announce emergency contact numbers to all exhibitors/contractors etc. on a repeat basis till the tenancy dates.

- If Organizers are providing transport shuttles, they should be cleaned regularly after every usage and properly labelled & visible in all circumstances.
- Organizers should ensure that there should be no live music events.
- Organizers to ensure that all eating/food consumption must be at designated areas as far as feasible.
- Duly filled-in Self-Declaration forms and pre-registration shall be collected/archive from all Stand Fabricators, contractors along with the exhibitors, visitors, staff/labor belonging to all the agencies for Construction and Decoration (C&D), Security, Housekeeping, etc. hired by the organizer and any other staff deployed by them.
- Organizers to ensure that all service providers shall undergo security check/scanning at the entrance of the exhibition venue.
- Organizers to ensure that all stand fabricators should submit their certified structural drawings with a certificate issued by the structural engineer in advance for approval from relevant authorities. Organiser will make sure all pre-fabricated structure assemblies will be in line with the code of conduct. Fabricator will not be allowed to execute any task without such permission.
- The stands should be numbered by the organizers with uniformity.
- General supervision/management/marshaling of the exhibition area (IEH & OEA) of the trade fair period (tenancy time period) shall be undertaken by the organizer.
- Organiser ensures that the supervision of the exhibitor's belongings shall be organized by the exhibitor himself. The exclusion of liability for personal injury and damage to property is not limited by the general supervision provided by the organizer. Request for guards during the duration of the tenancy & trade fair must be placed in advance 45 days before tenancy.
- Organiser ensures Rooms or buildings or occupied area (IEH &OEA) may be closed or evacuated on the orders of KINEXIN for safety reasons. Persons in these areas must follow instructions and go to the relevant assembly point. Exhibitors, visitors, staff, casual workforce, labour etc. are required to be well informed about this procedure by the organiser. Organizers along with exhibitor/contractors must ensure that all stand / hall / occupied areas are vacated and that all persons leave the area.
- Organiser along with contractors must take responsibility for checking the relevant weather forecasts; in the event of severe weather warnings, they must take the required precautionary measures, which may include discontinuing operations. In addition, a general severe weather warning will be issued in advance to avoid any loss.
- Organiser ensures that no child labour has been engaged in the premises and the provision if minimum wages/ESIS/PF/Medical etc. are being complied with as per the labour law.
- Organiser ensures that all persons employed in the present business (permanent/ temporary) within the premises are having good antecedents and they are not involved in any criminal or anti-social activities and have obtained the PCC- Police Clearance Certificate.

Contractors:

- Appropriate measures/arrangements for personal protection gear like face covers/masks, safety belts, gloves, specs, etc, and others are available and in use by the visitors, staff/labor belonging to all the agencies for Construction and Decoration (C&D), Security, Housekeeping, etc. hired and any other staff deployed by them, in connection with their event/exhibition/conference during build-up, shows, and wind-up.
- The visitors, staff/labor, workforce etc. should know on what they should carry for hassle-free working in the IICC.
- Online pre-booking / pre-registration of visitor, staff/labor, workforce etc. to minimize queues at the registration area and seek declarations. They should be registered in order to ensure traceability if needed. Contactless entry should be encouraged.
- Online registration with the option of printing of entry badges at home. Further, QR Code may be generated during the registration and entry can be allowed inside the hall by scanning the QR code.

- Contractor should encourage the use of technology to promote paperless and plastic-free working.
- All contractors should ensure & regularly monitor the hygiene of all the halls. The contractors, etc. should ensure that all wastes, scrap, etc. are removed from the venue immediately. The CPCB guidelines are available at <https://cpcb.nic.in/uploads/Projects/Bio-Medical-waste> may be referred to for bio-medical waste management (mask, tissues, battery etc.).
- 100% pre-fabricated material will be allowed while constructing stands to ensure a safe and healthy working atmosphere and minimum time spent by the stand fabricators, fitters, etc. C&D agent should disinfect the booth construction material etc. Stand Contractors should use mechanized trolleys/pallets etc. to minimize human labor while bringing/taking material out of the halls. Painting/pasting/wood cutting/drilling/grouting etc. will not be allowed inside the hall and within the IICC venue.
- All contractors should have a minimum of one Medical 'first aid kit' for any medical emergency and would have adequate facilities / medical aid. The contractor along with the organizer would also ensure to identify and safely transfer of patient to the respective room till the arrival of the medical team or transfer to a Hospital.
- All contractors should ensure that there should be no live music played within IICC.
- All contractors should ensure that all eating/food consumption must be in designated areas. The contractors, etc. should ensure that all such garbage, etc. are thrown into closed bins immediately after use.
- In the IICC complex and in the halls manual unloading of construction materials and furnishing objects is not permitted. For all materials to be transported into the halls suitable transport units such as pallets or other units to be handled with forklifts shall be used. Unloading shall only be done professionally with forklift trucks or cranes by forwarders authorized/empanelled for this task by KINEXIN. Unwrapped materials shall only be stored in the exhibitor's own stand area.
- The vehicle should have the following details on it:
 - a. Dimensions or type of vehicle details
 - b. Mobile phone number of the driver (for establishing contact if need be)
 - c. Exhibitor/contractor company Name and Person In-charge contact details.
- Operating own cranes, other material handling equipment with operator platform/driver's seat, and forklifts are not permitted at IICC Complex. Only equipment of the accredited/empanelled agents permitted on-site may be operated. The empanelled agents have sole handling rights in the exhibition grounds, i.e. carriage of exhibits, stand structures, etc., to the stand, including the provision of any auxiliary equipment required.
- The storage of empties of all kinds on the stand is prohibited. Empties must be handed over without delay to the empanelled agents appointed for the exhibition grounds.

Acknowledgment and Disclaimer

In the development of these guidelines for safe and secure operation, we wish to extend our heartfelt gratitude to the G guide who served as a valuable reference and source of inspiration for this endeavor. The insights, knowledge, and expertise shared within the G guide have been instrumental in shaping the guidelines and standards presented in these guidelines. It has laid the foundation for our own, ensuring that our guidelines align with established best and safe practices and industry standards. We deeply appreciate the tireless efforts and dedication of the team who diligently crafted the work. We would like to emphasize that this manual has been created with the utmost respect for intellectual property rights and is intended solely for internal use and operational guidance within the complex. Any information derived from external sources has been appropriately cited and attributed. We express our sincere appreciation to the team for their role in advancing knowledge and fostering best practices, which, in turn, have enabled us to enhance the operations within our complex. These guidelines represent a suggested minimum standard to which the organizer/contractors/exhibitors/visitors aspire in connection with running an event/exhibition. We make no warranty that this guidance will meet your requirements. These guidelines are not a substitute for independent advice and the concerned & responsible entity should obtain professional advice where appropriate. To the fullest extent permitted by law, the authors will not be liable for any claims of any nature whatsoever (including but not limited to indirect or consequential loss or damage, loss of business, loss of opportunity, loss of data, loss of profits) arising out of or in connection with the use of these guidelines. It is the responsibility of every organizer's employee, contractor, and exhibitor to ensure that it safeguards health and safety and to comply with all applicable health and safety laws and other rules & regulations.

Pandemic

Air-Borne Disease Guidelines

COVID-19

1. User will have to plan the event in accordance with the guidelines / SOP's set by Ministry of Commerce & Industry for holding exhibitions. Kindly refer the below link for updated SOP's <https://commerce.gov.in/whats-new/>

2. The official distance and hygiene rules shall be applicable, compliance is up to each individual:



- ✓ Physical Distancing of 6 feet to be followed.
- ✓ Use of Face masks to be made mandatory.
- ✓ Use of alcohol-based sanitizers. Sanitizer stand should be made available wherever feasible.
- ✓ Respiratory etiquettes to be strictly followed. This involves strict practice of covering one' mouth and nose while sneezing/coughing with a tissue/handkerchief / flexed elbow and disposing off used tissues properly.
- ✓ Self-monitoring of health by all and reporting any illness at the earliest to the onsite medical team or state/district helpline.
- ✓ Spitting shall be strictly prohibited
- ✓ Installation of the "Aarogya Setu" app shall be mandatory for all with smartphones
- ✓ No welcoming rituals. Promote "Namaste" greetings as a replacement to handshakes.

3. User and operator staff and security personnel will ensure that these measures are observed.
4. All payment transactions will be cashless to the extent possible
5. The organizer must ensure that they, along- with the exhibitors, visitors, staff, labor belonging to all the agencies for construction and decoration (C&D), Food & Beverages (F&B), Security, Housekeeping, etc. hired by the organizer and any other staff deployed by them, in connection with the exhibition / conference, are aware of and are following all the precautionary measures advised by the govt. authorities, in respect of Covid-19 disease, from time to time,
6. Appropriate arrangement for personal protection gears like face masks, and other logistic like hand sanitizers, soap, sodium hypochlorite solution etc. shall be made available by Fair / Exhibition Organizers / exhibitors for their staff as per requirements.
7. The organizer should play recorded message/announcement on the precautionary measures, good practices and relevant information in respect of the virus during full tenancy period. The announcement to be made in Hindi, English & local language.
8. Organiser should highlight availability of onsite doctors and ambulance.
9. Signage / Boards to be placed at all the prominent places, about preventive measures to be followed by everyone entering the event venue.
10. Visitor should be given prior information on what they should carry, which includes face mask, water bottle, hand sanitizer.
11. Organizer should encourage pre-registration with online registration of visitors to minimize queues at the registration area.
12. Organizer should seek health declarations from all attendees in a pre-exhibition entry safe zone.
13. Organizer should encourage contactless entry.
14. When necessary, this guideline may be applicable to other contagious diseases of similar nature, i.e. airborne diseases.

Any violation of any rules / guideline governing or listed or mentioned above will result in fines and penalties. Depending on the circumstances, this can range from a minimum of Rs. 75,000.00 to the forfeit of security or a bank guarantee.

Film Making Activities



The following said procedures are crucial to ensure smooth operations and compliance with all relevant regulations:

- Operating Hours: The standard operating hours for indoor exhibition halls are from 9 am to 9 pm. Additional and overnight charges shall apply as per our pricing regulations.
- No changes to the venue's statics are officially allowed.
- Insurance: The agency must prepare event/CF related insurance certificates as per our tenancy agreement. Must be submitted to KINEXIN before the tenancy period.
- The agency is required to pay a security deposit of 10% of the rental amount.
- Structural Engineering Test: If the agency utilizes the hall ceiling rigging truss for lighting or ceiling displays, erecting temporary structure a structural engineering test and certificate with report is mandatory. Structural engineering companies empaneled by Kinexin issue technical certificates after evaluating the agency's rigging plan.
- Cargo Vehicle / Truck Entry: Designated official entry gates for trucks must be used, primarily Gate 9 and 10, for cargo movement. Truck entry is based on individual/official tenancy hours.
- Compliance and Security: Content of CF must comply with Indian laws and regulations concerning public interest, national security, entertainment, and advertising.
- All applicable Local permits / NOC's, including MCD, local police permits, must be acquired, and submitted to Kinexin at least 24 hours before shooting. The agency must obtain all necessary permits, including entertainment licenses, police NOCs, and MCD NOCs, etc. as outlined in agreement.
- Notification of any celebrity or VIP or VVIP movements for shooting must be provided to KINEXIN and to the Delhi Police Department (local office), along with the personal security deployed plan by the event agency at their own cost and risk.
- Sound: Decibel levels (BGM) must not exceed 85 dB inside exhibition halls.
- Vehicle Movements and Safety: Dynamic vehicle movement is allowed indoors only, following the 5T/sqm hall loading capacity. Proper barricades and designated pathways must be in place for dynamic vehicle movements, with guarded areas by empaneled security vendors. Basic speed limit shall be up to 20km/Hour (indoor & outdoor)
- Static vehicle displays are allowed in the foyer, with a maximum floor load of 0.5T/sqm.
- Trained professionals (or certified by the car manufacturers) with proper equipment must handle displayed cars under Kinexin supervision.
- Adhering to ARAI guidelines is mandatory for displaying vehicles and vehicle movements within the premises.
- Pyrotechnics and Displays: Only non-flammable materials are permitted on-site for pyrotechnics or flammable items.
- During setup event agency must adhere to on-site management directions and include security personnel hired from operator-empaneled vendors.
- Lighting and Technical Guidelines: Outdoor lighting effects must comply with local authority, especially with airport authority regulations. No upward lighting is permitted, and drones are prohibited without special permits from the airport authority.

The agency must comply with Yashobhoomi operator's SOP (R&R) sate in working manual and the terms & conditions of the indoor and outdoor venue tenancy agreement.

Entry-Exit Procedure

Entry of Cargo Vehicle – Set Up

To ensure a smooth and organized process, we kindly request that all cargo vehicles seeking entry into the venue present an authority letter at Main Gate No. 9/10/11/12. This letter should be on the organizer's / EMC – Event Management Company letterhead issued to all selected vendors, exhibitors etc., clearly stating their authorization for material entry. This will help our security personnel identify authorized vehicles efficiently.

Exit of Cargo Vehicle - Dismantling

During the dismantling and removal of materials from the venue, an exit form will be required. This form will be used to document the items being removed and ensure that everything is properly accounted for and will be supported by the above authority letter.

Organizer Letter Head

Date: _____

TO WHOMSOEVER IT MAY CONCERN

This is to certify that (Company Name) _____ is appointed as official vendor/agency for (Services) _____ for Event Name _____, scheduled from _____ at Yashobhoomi, Dwarka Sector – 25, Delhi, India.

They will be transporting the material from their warehouse in Delhi to the venue – Yashobhoomi and the same will be returned back to their warehouse after the exhibition/event.

These materials are NOT FOR SALE and DO NOT HAVE ANY COMMERCIAL VALUE.

We request to you provide the necessary assistance and cooperation to (Company Name) _____ in helping us make this exhibition/event a success.

Thanking You

Best Regards,
For _____

Authorised Signatory

Show Name: _____

Set-up Date: _____

Event Date: _____

Dismantling Date: _____

Internet – Work Order

KINEXIN Convention Management PVT. LTD.

WORK ORDER - INTERNET CONSUMPTION

From, M/s _____ Job No. _____
 _____ Date _____
 _____ Time _____

GST No.: _____

Event Name _____ Venue: _____

Floor / Hall: _____ Event Location.: _____

| S.No | Location/Stand No | Bandwidth in MBPS | LAN | WIFI | Total Days | Remarks |
|------|-------------------|-------------------|-----|------|------------|---------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |

OTHER ADDITIONAL SERVICES/TEMPORARY NETWORK CONNECTION

| Camera | Wi-Router | Networking | | | |
|--------|-----------|------------|--|--|--|
| | | | | | |
| | | | | | |

| Equipment | Bandwidth | | From | To | Remarks |
|-----------|-----------|--|------|----|---------|
| | | | | | |
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Terms & Condition:-

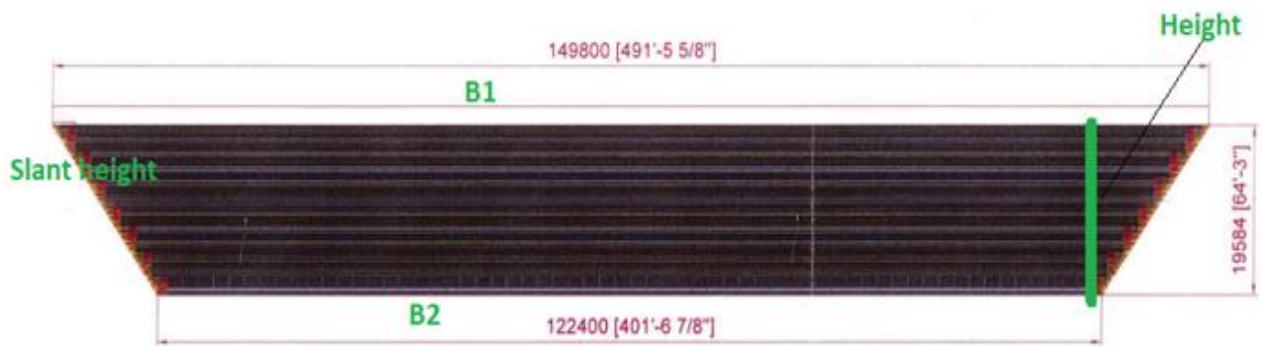
1. I/We agree to pay the charges as per rates and tariff given to me /us.
2. Total charges will be paid before executing the job.
3. I/We agree to take all responsibility for any loss or damage of the property of the Venue / Operator or any other and injury to any person while handling / executing our task etc. any other services mentioned above.
4. I / We confirm that everything is covered under fully comprehensive insurance.
5. I/We hereby task full responsibility for any websites that are operated or browsed during the event in accordance with the law, and
5. I/We shall be liable for any loss, cyberattack, or security breach.
6. We will provide a LAN/Wi-Fi connection as per the venue availability
7. The speed available on Wi-Fi will not be constant.
8. There are restrictions on the venue's firewall, so if any of your websites are not running, you will need to inform the venue personnel to allow access to the website.
6. We have read and we confirm conditions given above and over leaf

Issued by _____ For _____
 Signature _____ Name: _____
 Designation: _____
 Phone: _____ Mobile No. _____
 Email id: _____ Signature _____

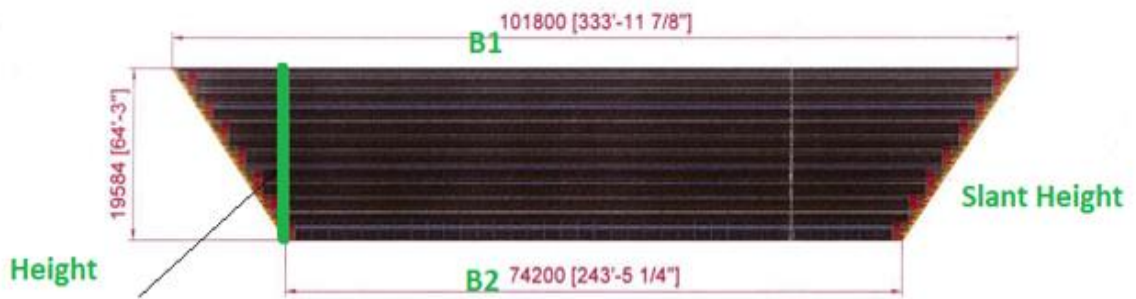
GST and any other taxes will apply as per Effective and Applicable

Media Façade – Work Order

| Media Facadce Specification | | | | | | |
|-----------------------------|------------|--------------|--------------|---------------------------------------------------------------|-----------------------------------------------------------------|------------|
| Screen | Pixel Size | Video Format | Image Format | Audio Format | Size | Area |
| Entry Plaza (Northside) | 4072*204 | MP4 , MPAC | PNG , JPEG | Not applicable now, but having Provision for external Speaker | B1=101.94m B2=74.2m slant height=19.58m height=13.82m | 1217.13sqm |
| Outdoor (South Side) | 4072*204 | MP4 , MPAC | PNG , JPEG | Not applicable now, but having Provision for external Speaker | B1=101.94m B2=74.2m slant height=19.58m height=13.82m | 1217.13sqm |
| Exhibition Side (West Side) | 5992*204 | MP4 , MPAC | PNG , JPEG | Not applicable now, but having Provision for external Speaker | B1=150.07m B2=122.4m Slant height=19.72m Height=14.02m | 1910.015qm |
| Front Side (East Side) | 5992*204 | MP4 , MPAC | PNG , JPEG | Not applicable now, but having Provision for external Speaker | B1=150.07m B2=122.4m Slant height=19.72m Height=14.02m | 1910.015qm |



LARGER Site (Front and Exhibition Side)



SMALLER SITE (Entry Plaza and Exhibition Side)

KINEXIN Convention Management PVT. LTD.

WORK ORDER - Media Facade Operational Timming

From, M/s _____

GST No.: _____

Job No. _____
Date _____
Time _____

Event Name: _____ Venue: _____

Floor / Hall: _____ Event Location.: _____

| Sr. No. | Location (Side) | Requested By | Confirmed By | Date | Run Time | Remarks |
|---------|-----------------|--------------|--------------|------|----------|---------|
| | | | | | | |
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Terms & Conditions

- We agree to pay the charges as per the quote given to us before execution.
- We have read and agreed to follow all terms & condition including Advertising Industry's Code of Ethics
- We adhere to all norms mentioned in the Delhi Advertisement Policy, issued by MCD and other relevant authority.
- We have read & accepted all terms & condition mentioned in the Yashobhoomi Working Manual /given above and over leaf.

Issued by _____
Signature _____

Name: _____
Designation: _____

Phone: _____
Email id: _____

Guideline for Operation

1. Media façade Operation

- Media facade brightness: 3% during nighttime
- Timeframe: From 5:00 PM until night
- Requirement set by Airport Authority

2. **Licensing and Permits:** Ensure that the event organizer has obtained all necessary licenses and permits from local authorities for hosting events, including permissions related to audio and video equipment setup and display of the content. Ensure that the policy aligns with local, state, and federal regulations, including zoning laws and safety codes.
3. **Location Restrictions:** Specify where outdoor advertisements can be placed. This may include limitations on proximity to schools, historical sites, residential areas, or scenic vistas to prevent visual clutter and protect community aesthetics.
4. **Safety Regulations:** Adhere to safety regulations set forth by the government regarding the setup and operation of audio and video equipment/content to prevent accidents and ensure the well-being of attendees. (Delhi Outdoor Advertisement Policy 2017)
5. **Content Regulations:** Outline acceptable content for advertisements, including restrictions on offensive material, false advertising, and content that could be considered discriminatory or inflammatory.
6. **Duration and Frequency:** Define how long advertisements can remain in place and any rules regarding the frequency of changes to ensure a dynamic but orderly advertising environment and purely decided by operator.
7. **Environmental Regulations:** Comply with environmental regulations related to the use of audio and video equipment/content, including noise pollution limits and proper disposal of electronic waste, such as energy use for illuminated ads and potential effects on local wildlife or ecosystems.
8. **Data Privacy and Security:** Implement measures to safeguard the privacy and security of data collected or transmitted through audio and video equipment, in accordance with data protection laws and regulations. (Delhi Outdoor Advertisement Policy 2017)
9. **Monitoring and Compliance:** Regularly monitor audio and video equipment operations to ensure compliance with government regulations and guidelines, and promptly address any non-compliance issues.
10. **Documentation and Reporting:** Maintain records of audio and video equipment setup and operations, as well as any incidents or violations, and report them as required by government authorities.
11. "We adhere to all norms mentioned in the Delhi Advertisement Policy and the Advertising Industry's Code of Ethics."
12. The show/event name will be the only one shown. No company logo, advertisement, product promotion, commercial display or image will be allowed to be displayed.
13. The display's content requires clearance at least 24 working hours in advance from event occupancy from operator.

KINEXIN Convention Management PVT. LTD.

Event Audio Video Inventory

Event Name:

Date:

Venue:

Operator Contact:

| Item Description | Quantity Available | Quantity Required | Condition |
|------------------|--------------------|-------------------|-----------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
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| | | | |
| | | | |

Additionally, we need to add any damaged and missing inventory during the Event.

| Item Description | Item (damage) | Item (Missing) |
|------------------|---------------|----------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Terms & Conditions:

1. Sound Decibel is not ≥ 70 db and it is always less than 70db in the Meeting Room (Hall) during the event.
2. Mic distribution to delegates is done by the organizer person only in the Meeting Room (Hall) during the event.
3. If there are any losses, damage or misplace the equipment is given to the organizer during the event. The organizer is liable for them.
4. The Time Limit for the use of the Sound System at an outside location till 2200 hrs.
5. We agree to pay the charges as per the rate given by the venue for any losses, damage and misplaced Audio & Video Inventory.
6. The total charge will be paid before carrying out the job.
7. We agree to take all responsibility for any loss or damage to the property of the venue/Operator or any other and injury to any person while handling/executing our task etc. any other services mentioned above.
8. We confirm that everything is covered under fully comprehensive insurance.
9. We adhere to all norms mentioned in the Delhi Advertisement Policy, issued by MCD and other relevant authority.
10. We have read & accepted all terms & condition mentioned in the Yashobhoomi Working Manual/given above and over leaf.

Name:

Mobile:

Email:

Designation:

Company Name:

Signature:

Date:

Pg 1.1

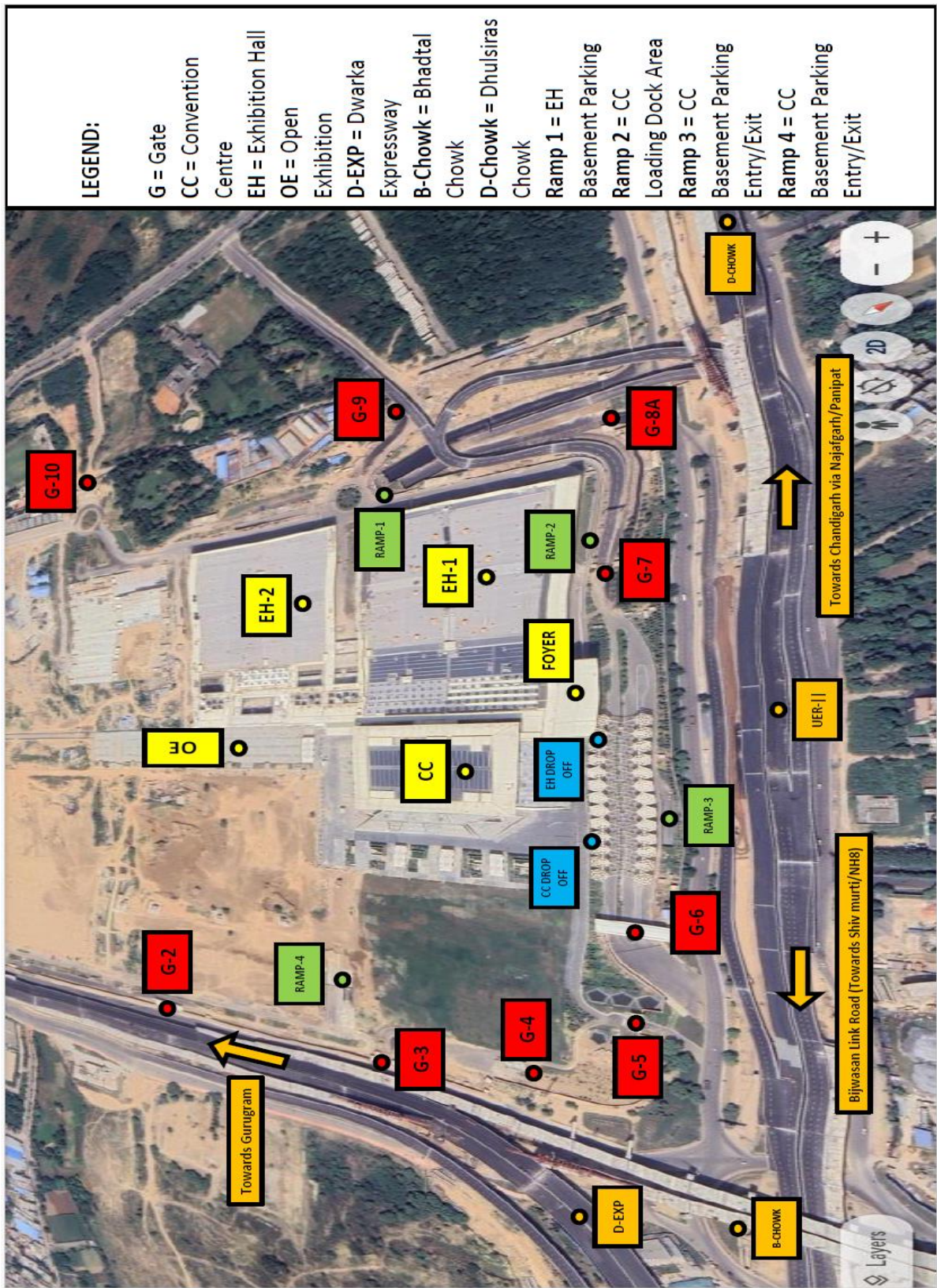
Guideline for Operation

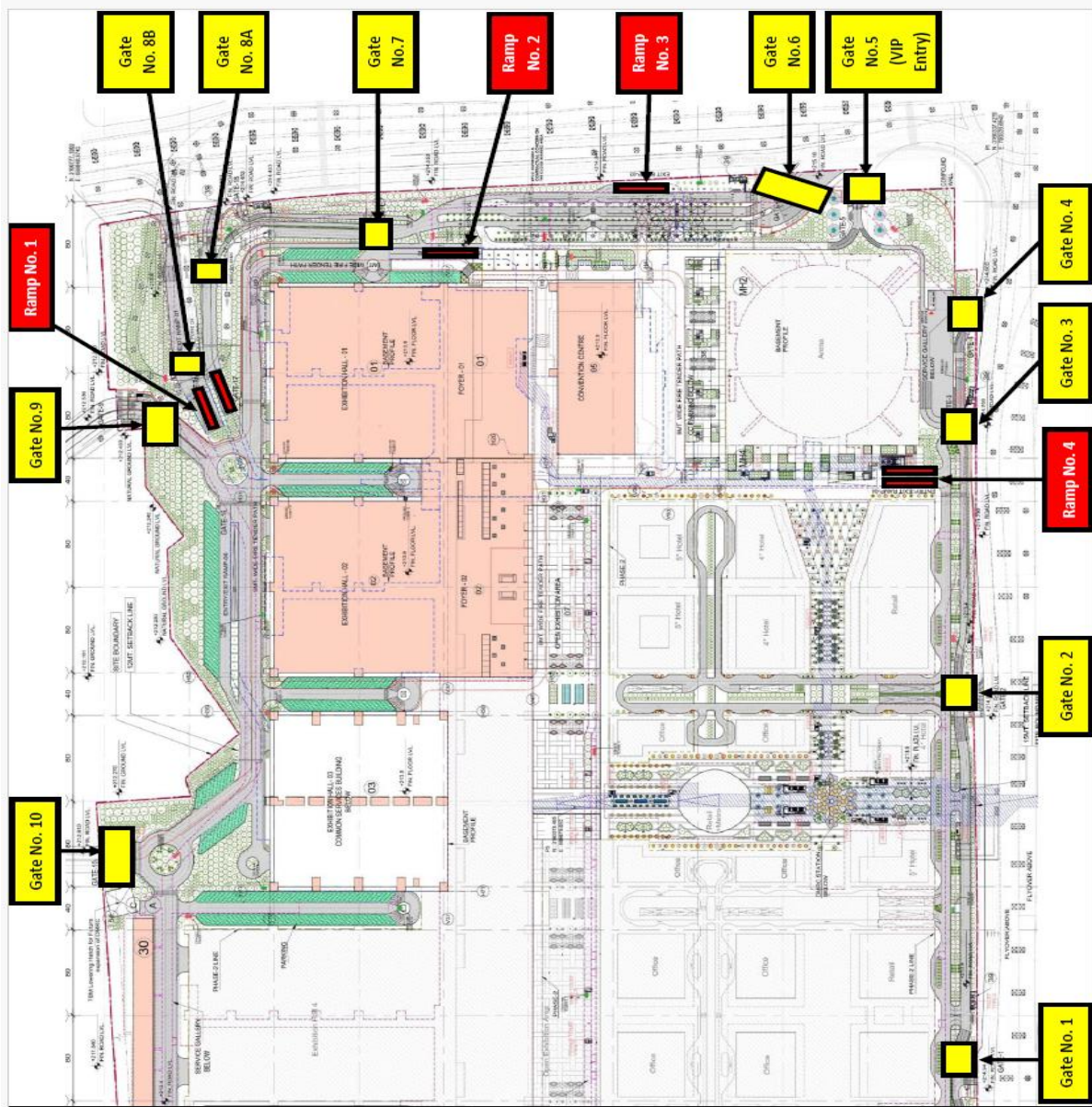
- **Licensing and Permits:** The event organizer is responsible for obtaining all necessary licenses and permits from local authorities for hosting events, including permissions related to audio and video equipment setup, etc. Ensure that the policy aligns with local, state, and federal regulations, including zoning laws and safety codes.
- **Safety Regulations:** Adhere to safety regulations set forth by the government regarding the setup and operation of audio and video equipment to prevent accidents and ensure the well-being of attendees. (Delhi Outdoor Advertisement Policy 2017)
- **Accessibility:** It is the responsibility of event organizers to ensure that audio and video equipment setup is accessible to all attendees, including those with disabilities, in compliance with accessibility guidelines set by the government.
- **Environmental Regulations:** Comply with environmental regulations related to the use of audio and video equipment, including noise pollution limits and proper disposal of electronic waste, such as energy use for illuminated ads and potential effects on local wildlife or ecosystems.
- **Data Privacy and Security:** Proper measures will be implemented by organizer to safeguard the privacy and security of data collected or transmitted through audio and video equipment, in accordance with data protection laws and regulations.
- **Emergency Preparedness:** Organizer will have protocols in place for dealing with emergencies related to audio and video equipment failures, such as backup systems and evacuation procedures.
- **Training and Certification:** Organizer will ensure that staff responsible for operating audio and video equipment in the event are properly briefed and adequately trained with trial runs to handle the event safely and effectively.
- **Monitoring and Compliance:** Organizer will monitor audio and video operations to ensure compliance with government regulations and guidelines, and promptly address any non-compliance issues.
- **Documentation and Reporting:** Maintain records of audio and video equipment setup and operations, as well as any incidents or violations, and report them as required by government authorities.
- "We adhere to all norms mentioned in the Delhi Advertisement Policy and the Advertising Industry's Code of Ethics."

Pg 1.2

Accident Report - TEMPLATE

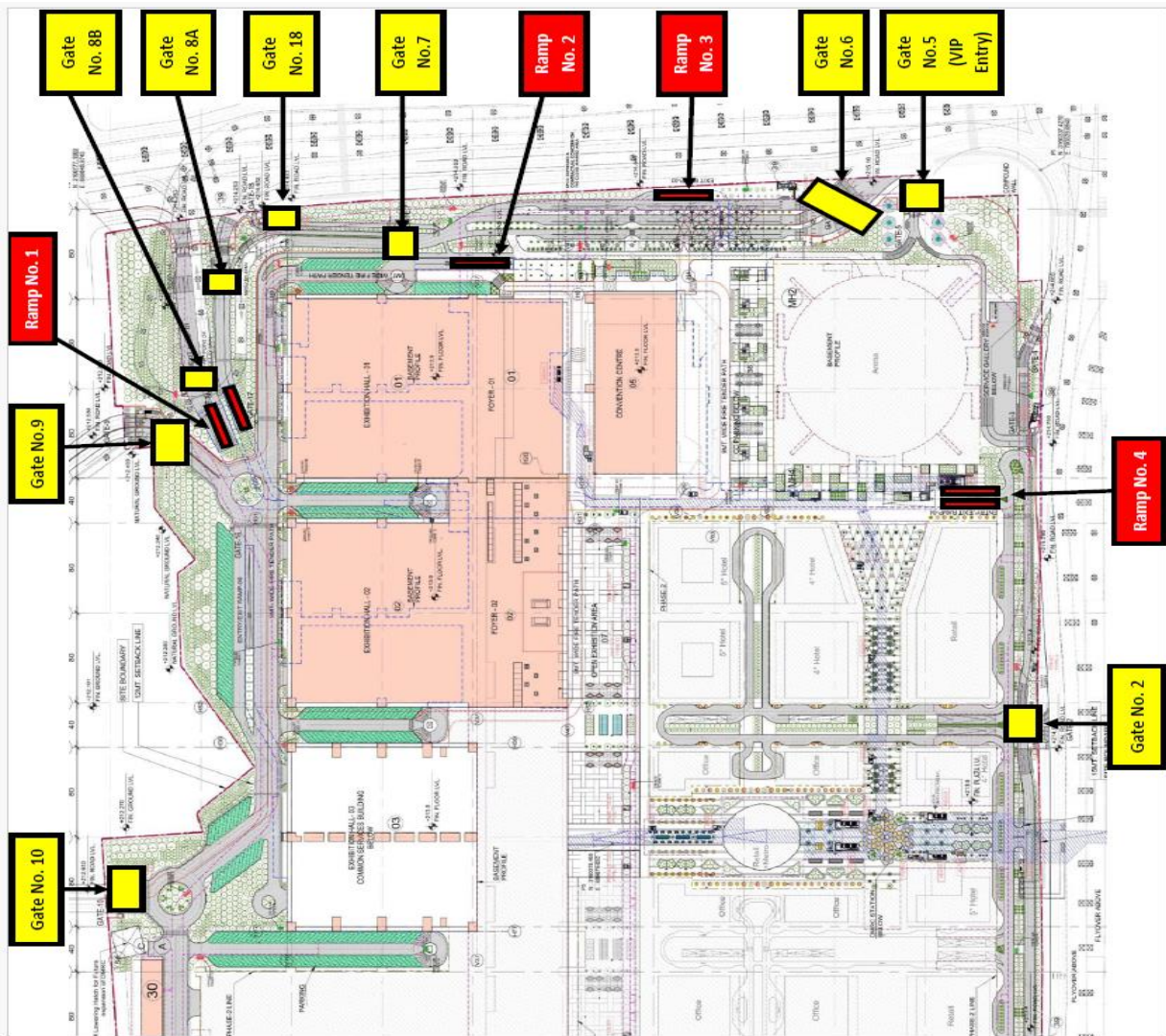
| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Event Name: | |
| Venue: | City: |
| Incident Date: | Incident Time: |
| Incident Location: | |
| Time into shift (number of hours since the start of the work shift): | |
| Description of the Incident: (Continue overleaf if you run out of space) | |
| | |
| Action Required: | |
| | |
| Further Remedial Action (if required): | |
| | |
| Any involvement from authorities? If so, which: | |
| | |
| Injured/Affected Person details: | Witness details: |
| Name: | Name: |
| Tel: | Tel: |
| Address: | Address: |
| Works for: | Works for: |
| Incident Class: | |
| Near Miss Minor – Incident/Injury (First Aid) Significant – Incident / Injury Major Incident / Injury / Fatality / Life-changing Injury Multiple Fatality / Life-changing Injury | |
| Other | |
| Who has been informed about the incident: | |
| Name of person completing the form: | |
| Tel No: | Email: |
| Date: | Signed: |





Vendor/Exhibitor Entry/Exit Plan:

- Venue will share their format of "Authority Letter Pass" to the Organizer/EMC.
- All Trucks have a valid "Authority Letter Pass" from the Organizer/EMC Letter Head and other then that they also have E-way bill & Chellan of equipment's.
- Gate No. 10 Security will check and proceed trucks for cargo bay of Exhibition/CC.
- Organizer/EMC/Exhibitor need to submit their Labour/Team details at the gate.
- Logistic & Labour Entry/Exit is from Gate No. 9 & 10 only.
- Exit Pass You will have to get the venue stamp on the exit pass from the security.
- Exit Pass format need to be collect from Kinexin (Operator) and it has 4 copies.
- 1) Security at Loading bay Gate CC/EH.
- 2) Security at Gate no. 9 for Exit.
- 3) Organizer.
- 4) Truck Driver.
- Entry is from Gate no. 10
- Exit is from Gate no. 9



Entry/Exit Details – Ramps & Gates:

- Gate No. 2 – is Entry/Exit for CC Parking.
- Gate No. 5 is used for VIP Entry.
- Gate No. 6 is used for General/Regular Entry It has 3 lanes.

1) Car 2) Bus 3) Taxi

- Gate No. 7 is used by Car, Bus, Taxi to exit from venue or to enter foyer basement parking.

Lane 1 (Left) Ramp is clearly for Exit.

Lane 2 (Middle) is for entry to the foyer basement parking.

Lane 3 : (Its Closed)

- Gate No. 8A is for entry to the foyer basement so cars will come from Gate no. 7 or can come directly from Main Road of Yashobhoomi and it has 2 entries one is goes to B1 and another one goes to the B2.
- Gate No. 8B is for Exit.
- Gate No. 9 is used for Logistic Exit.
- Gate No. 10 is used for Logistic Entry.

Ramp 1: It has 2 Ramps

8A – Foyer Basement Parking Entry for B1

8A – Foyer Basement Parking Entry for B2

8B – From Foyer basement Parking Exit Only

- Ramp 2:** is for Convention Cargo Loading Bay
- Ramp 3:** is Additional Exit from the Convention parking
- Ramp 4:** Entry/Exit for Convention Centre Parking

ONSITE SAFETY PRECAUTIONS



Site Safety Information to maintain a good standard of health & safety at all events. From the beginning of build up to the end of breakdown, health and safety will be a key consideration in all that we do. We all have responsibility for ourselves and others who may be affected by what we do. Take care during the event.

Please consider these health and safety rules to be followed at all times:

- Every person must follow safe working practices at all times – if you are unsure about anything please ask your supervisor for more information.
- Every person must consider the safety of others during their work. If you see something unsafe please speak to your supervisor.
- No speeding within or outside the halls.
- All persons must have and wear the required personal protective equipment at all times.
- You must always use the right size ladder at all times.
- You must not work from the top 2 steps of a ladder.
- Ladders, scaffolding and elevated platforms must be used in a safe way at all times.
- NO live edge working is permitted without suitable protection in place.
- Always work in a tidy way and do not create trip hazards.
- Do not lift people on forks
- Do not move equipment while people are still on it.
- Hot work will be subject to a Hot Work Permit available from the Organisers Office onsite.
- No alcohol may be consumed while working.
- Smoking is not allowed inside the halls.
- All accidents and injuries must be reported to your supervisor & the organisers office at the earliest opportunity.
- In the event of an evacuation please leave the building immediately following the procedure you have been given.

Unsafe working will NOT be tolerated. Any contractors who demonstrate repeated unsafe behaviour may be asked to leave the site.

If you have any questions about these rules please ask your supervisor or report to the Main Office

साइट पर सुरक्षा एहतियात



साइट सुरक्षा सूचनमें स्वास्थ्य व संरक्षा के उत्तम मानकों का पालन करने के लिए प्रतिबद्ध है। खड़ा करने की शुरुआत से लेकर समाप्ति के अंतिम चरण तक के हमारे हर क्रियाकलाप में स्वास्थ्य व संरक्षा पर विशेष जोर रहेगा। हम स्वयं के प्रति तो जिम्मेदार तो हैं ही, साथ ही उन अन्य लोगों के प्रति भी जिम्मेदार हैं, जो हमारे क्रियाकलापों द्वारा प्रभावित हो सकते हैं। कार्यक्रम के दौरान सावधानी बरतें।









































कृपया इन स्वास्थ्य व संरक्षा नियमों का हमेशा पालन करें:

- हर व्यक्ति को हमेशा सुरक्षित कार्य व्यवहारों का पालन करना चाहिए — यदि आपको किसी भी बात के संबंध में कुछ पूछना हो, तो कृपया अपने सुपरवाइजर से और अधिक जानकारी लें।
- काम करते समय हर व्यक्ति को दूसरे लोगों की संरक्षा का ध्यान रखना चाहिए। यदि आपको कोई भी बात संरक्षा के प्रतिकूल दिखे, तो कृपया अपने सुपरवाइजर को इसके बारे में बताएँ।
- सभागार (हॉल) के भीतर या बाहर तेज गति से गाड़ी न चलाएँ।
- हर व्यक्ति को जरूरी व्यक्तिगत रक्षा उपकरण हमेशा अपने साथ रखना व पहनना चाहिए।
- हमेशा सही नाप की सीढ़ी (लैडर) का उपयोग करें।
- आपको सीढ़ी के सबसे ऊपरी 2 डंडों (पैड़ी) पर से काम नहीं करना चाहिए।
- सीढ़ियों, मचान (पाइंट) तथा उन्नत (एलिवेटेड) प्लेटफार्मों का हमेशा संरक्षित तरीके से उपयोग करें।
- उपयुक्त रक्षा उपाय किए बिना बिल्कुल किनारे (लाइव एज) पर खड़े होकर काम करने की अनुमति नहीं है।
- हमेशा सुव्यवस्थित तरीके से काम करें और लुढ़क जाने के जोखिम वाली स्थितियाँ न उत्पन्न करें।
- लोगों को ऊपर ले जाने के लिए फोर्क का उपयोग न करें।
- किसी भी उपकरण पर जब तक लोग मौजूद हों, तब तक उसे गतिमान न करें।
- स्थल पर स्थित व्यवस्थापक कार्यालय से तप्त (गरम) कार्य परमिट मिलने के बाद ही किसी तप्त कार्य को किया जा सकता है।
- काम करते समय शराब का सेवन नहीं किया जा सकता।
- किसी भी हॉल के भीतर बीड़ी-सिगरेट पीने की अनुमति नहीं है।
- कोई भी दुर्घटना होने तथा चोट लगने पर जितनी जल्दी हो सके, उतनी जल्दी अपने सुपरवाइजर तथा व्यवस्थापक कार्यालय को उसकी सूचना दें।
- स्थल को खाली करने की स्थिति में कृपया भवन से तत्काल बाहर निकल जाएँ। ऐसी स्थितियों के संबंध में आपको जो कार्यविधि बताई गई है, उसका पालन करें।

असंरक्षित कार्यप्रणाली को सहन नहीं किया जाएगा। जो संविदाकार बार-बार असंरक्षित व्यवहार करेंगे, उन्हें स्थल से बाहर निकलने के लिए कहा जा सकता है।

SAFE WORKING PRACTICES

सुरक्षित कार्य करने के नियम

| DO'S ✓ क्या करें | | DON'TS ✗ क्या न करें | | DO'S ✓ क्या करें | | DON'TS ✗ क्या न करें | |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
|  | Use Sanding Machine सैंडिंग मशीन का उपयोग करें |  | Do not use Disc abrasion wheel डिस्क घांसन पहिए का उपयोग न करें |  | Perform all hot works outdoors ताप वाले सभी कार्य बाहर करें |  | Do not perform hot works indoors ताप वाले कार्य अंदर न करें |
|  | Use edge protection above 2M 2M से ऊपर के एज सुरक्षा का उपयोग करें |  | Do not use H Frame scaffolding एच फ्रेम वाले मदानों (एस्केलेटिक्स) का उपयोग न करें |  | Use Gloves दस्तानों का उपयोग करें |  | Do not use power tools without the appropriate PPE उपयुक्त पीपीई (PPE) के बिना पावर उपकरणों का उपयोग न करें |
|  | Use Industrial ladders only केवल औद्योगिक सीढ़ी का ही प्रयोग करें |  | Do not use Bamboo/wooden ladders Only 1 person per ladder बांस / लकड़ी की सीढ़ी का उपयोग न करें (किंन्तु 1 व्यक्ति प्रति सीढ़ी) |  | Use a dust mask अस्ट मारक का उपयोग करें |  | Do not work without dust mask अस्ट मारक के बिना काम न करें |
|  | Use Flat trolley to transport plywood प्लॉयवुड को ले जाने के लिए फ्लैट ट्रॉली का उपयोग करें |  | Minimise on Manual handling work मैन्युअल हैंडलिंग कार्य कम से कम करें |  | Wear a helmet हेल्मेट जरूर पहनें |  | Do not work without Helmet under live load लाइव लोड के अंडर हेल्मेट के बिना काम न करें |
|  | Use industrial extension plugs only केवल इंडस्ट्रियल एक्सटेंशन प्लग का ही उपयोग करें |  | Do not overload sockets or use bare wires सॉकेट पर अतिरिक्त भार न डालें वायरों का उपयोग न करें |  | Place Air compressors outside एयर कंप्रेसर को बाहर रखें |  | Do not use Air compressors indoors एयर कंप्रेसर का उपयोग अंदर न करें |
|  | Always wear appropriate PPE हमेशा उपयुक्त पीपीई (PPE) पहनें |  | NO Entry with slippers चप्पल पहनकर प्रवेश न करें |  | Always leave 30% free aisle space गतिमार्ग में हमेशा 30% जगह छोड़ें |  | Do not block the aisle गतिमार्ग को अवरुद्ध न करें |
|  | Heavy lifting at low levels only केवल निचले स्तरों पर ही भारी सामान उठाएं |  | Do not work under live load लाइव लोड के नीचे काम न करें |  | Use Eco friendly paint इको फ्रेंडली पेंट का इस्तेमाल करें |  | Do not use Solvent and spray paint सॉल्वेंट और स्प्रे पेंट का उपयोग न करें |
|  | Only Driver seat केवल ड्राइवर सीट |  | Do not carry passenger on Fork lift फॉर्क लिफ्ट पर यात्री न ले जाएं |  | Truck assembly ट्रकों को सही तरह से खड़ा करें |  | Do not assemble on Pedestrian or at freight entry पैदल यात्रियों या भारी गाड़ियों से प्रवेश स्थान पर गाड़ियों न खड़ी करें। |
|  | Use Mechanical Aid for heavy lifting भारी वजन उठाने के लिए मैकेनिकल सहायता का उपयोग करें |  | Do not use ladders for manual lifting मैन्युअल लिफ्टिंग के लिए सीढ़ी का उपयोग न करें |  | Handle glass safety ग्लास को सुरक्षित रूप से समालें |  | Unsafe glass handling ग्लास को असुरक्षित तरीके से समालना |
|  | Ensure safety guards सुरक्षा गार्ड्स सुनिश्चित करें |  | Do not use tools without safety guards सुरक्षा गार्ड्स के बिना रूप, कटरों का उपयोग न करें |  | Use of Trolley लकड़ी को सुरक्षित रूप से चंगारलें |  | Unsafe wood & ply handling लकड़ी को असुरक्षित तरीके से चंगारलना |

Documentations and Approvals:

- CPL and other applicable licenses required for events & exhibitions.
- Insurance – Public Liability and Comprehensive.
- Final floor plan for approval, to be re-checked & verified during HOTO.
- Branding plan with location for approval.
- Security, CCTV, Traffic and Cargo movement Plan.
- Electrical Plan with required Power Load.
- Placement for Fire tender, Equipment and Firemen for set up and show.
- Placement for Ambulance and Medical Staff for set up and show.
- List of appointed vendors with contact details.
- Structural stability certificate for LED Screen, Stage, Rigging, Mezzanine Booth and Structure more than 5 mt height & etc.
- Copy of Passes allotted to Labour, Support Staff, Exhibitor, Visitor, Organisers, VIP etc.
- Requirements for Internet, PA system, LED Display Wall, compress air, Water connection, Meeting Rooms should be informed 7 working days prior to venue.
- Media façade content must be submitted for approval 24 hours in advance. Only event-based content is allowed; commercial activities are not permitted.
- Compulsory Pre- Show meeting with venue along with vendors for smooth execution.

Floor Plan Building:

- Mandatory to keep a 3 mt clear passage for Emergency Exits, 4 mt clear passage for Cargo Gates 2 mt clear passage for Toilets & Fire hydrant.
- Mandatory to keep a 1 mt clear passage from the Exhibition Hall walls, Pillars, Collapsible Partitions and Glass cabins.
- The area below the fire curtain is designated as a no-construction zone.
- Building of any structure in Grand Foyer is not permitted.

Booth Building:

- Prohibited to use paint for marking. Marking shall be done with masking tape only.
- Compulsory to lay used Carpet before unloading the stand material and construction of stand. Venue floors need to protect while doing painting, fabrication, and other job.
- It is mandatory to get a prefabricated stand on site. Carpentry, cutting & sawing inside the exhibition halls is prohibited.
- Use of LPG, Welding and other Fuels, Spray Painting, Nitrate Paints, Lacquers, Grinding, Varnishing & Buffing is strictly prohibited.
- Nailing, Drilling & Grauting on the venue walls / floor is strictly prohibited further laying any material or taking support from the walls or pillar is strictly prohibited & will be penalized if found.
- Shoes are compulsory for all during the setup, show and dismantling, also it is mandatory to wear appropriate Personal Protective Equipment such as gloves, helmets etc.
- Laying of Carpet shall be done without any adhesive. No marks on floor should be left.
- 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.
- No Open Joints will be allowed, all joints to terminate in a junction box or electrical panel, and the panel should have individual rated trip switches, ELCB and fuses.
- SMOKING, CHEWING GUM, CONSUMPTION of TOBACCO and ALCOHOL is strictly prohibited in the exhibition venue.
- Storage of Empty and Material inside exhibition hall and behind periphery booth are not allowed.

Utilities:

- Only Empanelled & Approved vendors with venue are permitted to do distribution of Power, Internet, Compress Air and Water connections inside the venue.
- Organizers shall submit requirement and distribution plan along with vendor authorization letter 7 working days prior from the setup.
- The requirement for 24 HRS power back shall be submitted separately.

Branding:

- Branding spots will be distributed on pro rata basis depending on the number of concurrent events being organised at the venue.
- Lay carpet or protective pad for branding inside Grand Foyer.
- Only self-standing structure are allowed, no branding should take support from venue structure.
- Heavy base self-standing structure are suggested for outside area.
- Building of Arch gate outside grand foyer is not permitted.
- Rigging - maximum permissible load to be hung from each roof truss node is 250 kgs.
- Rigging must be executed through out empanelled & approved vendor only.

Security:

- Entry inside venue and frisking of visitors fall under venue security.
- Organizers bear sole responsibility for ensuring the security of the occupied area, exhibition halls, and display materials.
- Organisers shall keep all emergency exits open with manpower deployment during setup and show days.
- Organisers shall deploy manpower at cargo gates, traffic management and parking management.

Housekeeping:

- Housekeeping for foyer, common area and toilets fall under venue.
- Organizers bear sole responsibility for the housekeeping of occupied area and handover the area to venue in well condition.
- Waste to be disposal only in designated area.

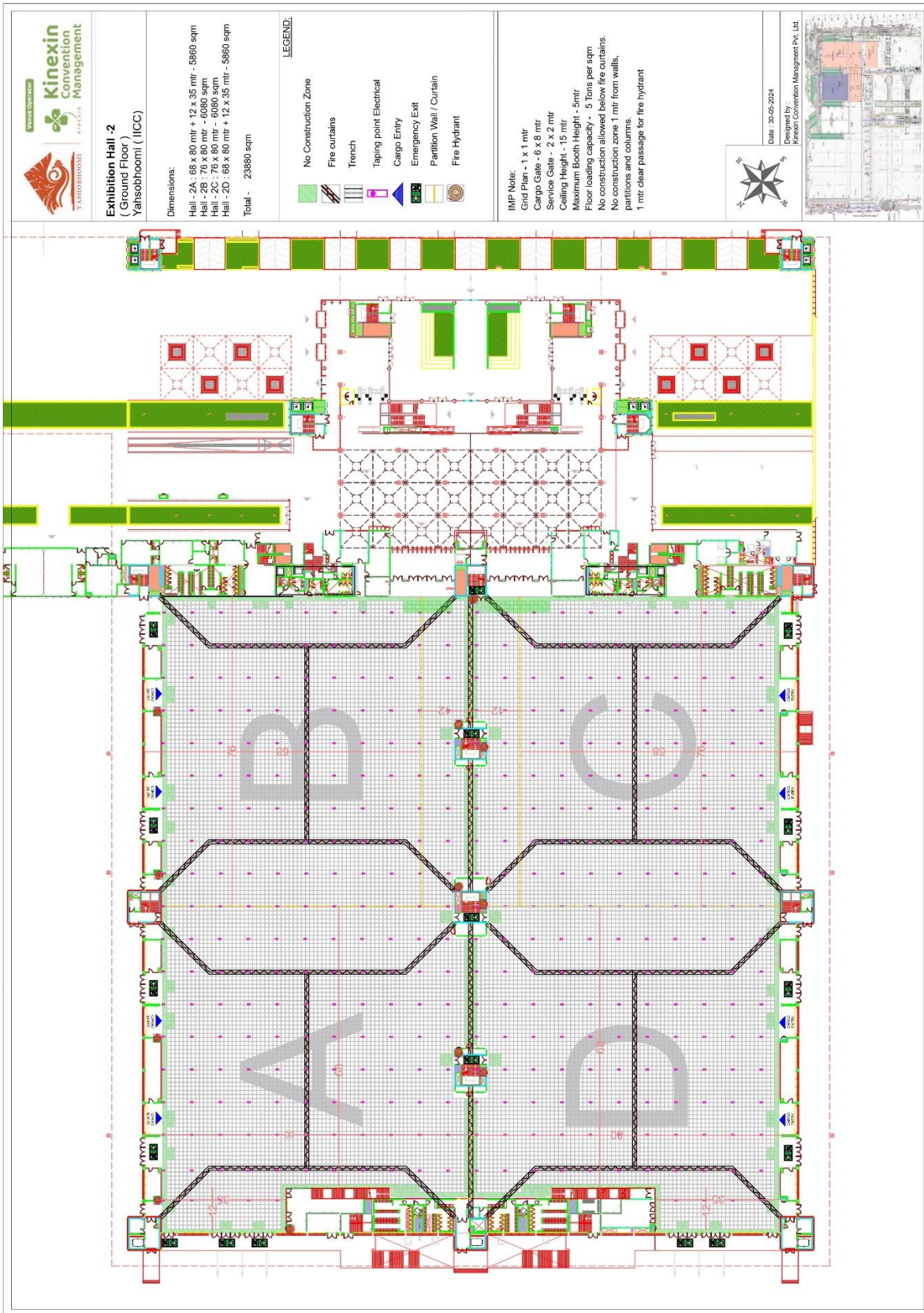
F&B Services:

- Only empanelled vendor FOOD LINK is permitted to provide F&B services inside venue.
- Outside food and beverage are strictly prohibited in the venue.

Visitor, Labour, Cabs, Passenger Vehicles & Commercial Vehicle Movement.

- Pick and drop, Pedestrian Taxi, Cabs and Chauffeur driven Vehicle enter from GATE NO – 06 only and exit form GATE NO- 07.
- Basement Parking for Events in Convention building from GATE NO – 02 else decided.
- Basement Parking for Events in Exhibition halls form GATE NO – 08 only.
- Surface parking for any vehicle is not permitted.
- Entry of Commercial Vehicle allowed through GATE NO -11 and exit from GATE NO – 09 with ENTRY / EXIT passes allotted/issued by organisers.
- Entry of labour inside venue permitted from GATE NO - 09 with service passes allotted by organisers.

EH-2 LAYOUT



OUTDOOR OPEN AREA

