



**15<sup>th</sup> Biennial International Conference & Exposition  
October 26-28, 2025**

**EXHIBITORS' MANUAL**

**Show Details and Timetable**

**OPENING TIMES**

Exhibition at SPG 2025 will begin from October 26-28, 2025 at Jaipur Exhibition & Convention Centre (JECC), Jaipur, Rajasthan, India for trade and business visitors by invitation only.

Opening times for the exhibition are as follows:

DAY	DATE	TIMING
Sunday	26 <sup>th</sup> October, 2025	1105 - 1115 hours ( <i>Inauguration</i> )
		1115 - 1800 hours ( <i>Exhibition continues.....</i> )
Monday	27 <sup>th</sup> October, 2025	1000 - 18:00 hours
Tuesday	28 <sup>th</sup> October, 2025	1000 - 15:00 hours
		Dismantling before mid-night

The exhibition will be set up at Exhibition hall **1** of JECC.

The hall will be available at 1400 hrs of 25 October 2025 for erection /final installation/finished product for display.

**VENUE:**

**Jaipur Exhibition & Convention Centre (JECC)**

**Nh 12, Tonk Rd, Sitapura Industrial Area, Sitapura, Jaipur, Rajasthan 302022**

**Tel: +91 141 663 3300**

## **A- BUILD UP**

Exhibitors building their own stands may occupy their space from: **1400 hrs on Friday, 24<sup>th</sup> October, 2025**

- Exhibitors may not place any display material or exhibit, nor extend their stand structures and fittings, beyond their contracted boundary.
- The maximum permitted stand height is 15' in the Exhibition Hall

Exhibitors using Organizers' stand-fitting services may occupy their stands from: **1400 hrs, Saturday, 25<sup>th</sup> October 2025**

All stands must be completed by: **2000 hrs Saturday, 25<sup>th</sup> October, 2025**

For security reasons exhibitors will not be allowed to work in the hall beyond **2000 hrs on Saturday, 25<sup>th</sup> October 2025.**

## **B- Dismantling**

Stands can be dismantled on **Tuesday, 28<sup>th</sup> October 2025 from 1500 hrs onwards**

All stands, display material and exhibits must be removed by: **before midnight of Tuesday, 28<sup>th</sup> October 2025**

## **FREIGHT ARRIVAL DATES**

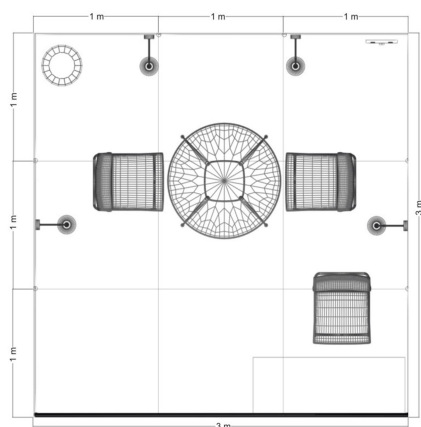
All international shipments must arrive at Jaipur, two (2) weeks prior to the opening of the show.

### **First Aid Facility:**

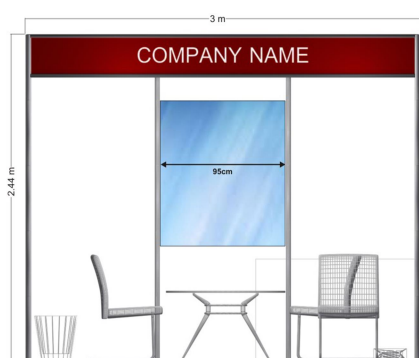
In the event of an emergency, there is provision for ambulance and paramedical support. There is a first aid facility within the premises

## STAND CONSTRUCTION AND EXHIBITION SERVICES

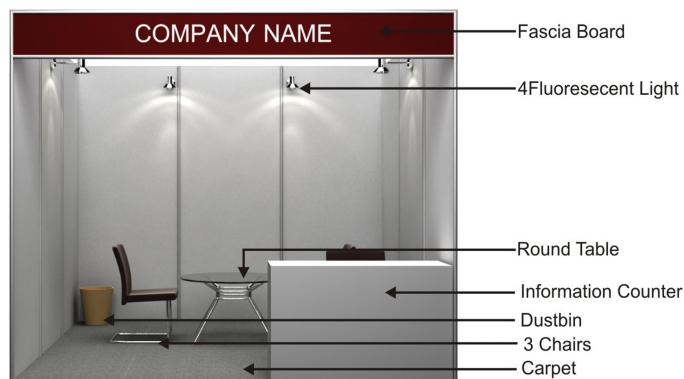
**BOOTH SIZE: 3 x 3 m**



Plan



Elevation



Octonorm Stall

### WALK-ON PACKAGE FURNITURE

Booth stand will be facilitated with :

- 3 nos. chairs,
- 1 no Glass round table
- 1 no Octonorm Table
- 1 no fascia with company name,
- 1 no 5amp plug point,
- 4 nos pinspot light,
- 1 no dustbin

Additional furniture /Lights can be ordered from Official Booth Fabricator of SPG 2025 on extra payment.

### Official Vendor for Booth Fabrication, Audio/Video and Furniture Supply

Exhibitors are advised to contact directly to below mentioned SPG Official Vendor for the additional requirement in the booth, Audio/Video, furniture and ushers etc.

**Mr. Aman Awal / Mr. Adil Khan**

**Paras Art Studio**

**25/7 'A' Block, Middle Circle, Connaught Place, New Delhi -110001**

Handheld : +91 7428949090 / +91 9971797252

Email: spg2025@parasartstudio.co.in

Website: <https://www.parasartstudio.com>

**Note:** Additional requirement regarding AV Equipment's, furniture, floral decoration, bouquet and photography, additional electricity etc shall be available on site at extra cost.

## **SPACE ONLY BUILDING REGULATIONS**

- To comply with local building regulations, exhibitors building their own stands must submit a detailed drawing of their stand by email to [spgindia@rediffmail.com](mailto:spgindia@rediffmail.com) at least six weeks prior to the show for inspection and written approval. Exhibitors building their own stands may not commence building without the Organisers written approval as doing so could involve them in extensive alterations to their stands at their own cost.

- Construction from raw materials on site is not allowed and all items must be prefabricated before being brought to the exhibition centre. Extensive carpentry and similar functions on site are forbidden, as is the use of spray paints.
- All stands must be carpeted or laid with some form of flooring as a clear demarcation of contracted space. Only double sided adhesive tape is to be used for carpet laying. If liquid adhesive glue or rubber solution is used the space will be cleaned and repaired with expenses charged to the exhibitor. Grouting and digging of floors or walls is not allowed. All raised platform floors must have adequate wheelchair access.

- Exhibitors may not place any display material or exhibit, nor extend their stand structures and fittings, beyond their contracted boundary.

- The maximum permitted stand height is 15' in the Exhibition Hall

The Exhibitor is obliged to obey Safety, Security and Fire Regulations. Fire Certificates issued by the producer(s) of stand materials, confirming materials are non-flammable or fire resistant/flameproof, must be available on site for presentation upon request.

- Except for "island" booths (4-open sides), a back-wall (or where there is more than one neighbor, walls) must be installed for every stand. The side of these walls overlooking a neighbor's stand must be 'made good' when they are in excess of 2.4m in height.

- Exhibitors may not place any display material on a wall or structure that overlooks a neighbour's stand, unless that wall or structure is at least 1 meter from the common boundary of the stands.

- All stands in the exhibition, irrespective of height, must have at least half of any frontage facing an aisle left open or fitted with transparent (clear see-through) material. This area must be left visibly free of obstruction.

- The Organizer has the right to stop building or dismantling works or put financial burden on the Stand

- The Organizer has the right to stop building or dismantling works or put financial burden on the Stand Contractor (Exhibitor or his Contractor) in any case where the rules and regulations included in the Exhibitor/Technical Manual are not obeyed.

- The Exhibitor/Sub-Exhibitor is financially responsible for all kinds of damages which occur during the exhibition, building and dismantling time

### **CANVASSING / AISLE CONGESTION**

Exhibitors may only conduct business and distribute literature from their own stands. Under no circumstances may activities spill into the gangways. Stands failing to observe this may be closed.

### **DEADLINES ON-SITE**

All stands must be ready for inspection by 1800 hrs on the last day of build-up. Therefore it is essential that you will be present at your stand before 1800 hrs of the last day of build-up at the latest to ensure that your stand is completely equipped and decorated by that time.

### **EXHIBITS**

If exhibits are likely to exceed 1000kg/m<sup>2</sup>, please contact the Organisers. .

Exhibitors with Space Only sites will need to refer to their stand builder regarding their fascia design and graphics.

Exhibitors with space only sites are advised not to obstruct the functioning of official fabricator during the construction and dismantling period.