



## A. General Stall Guidelines

1. The Exhibitors can select preferred location from the layout shared them.
2. Stalls / Booths space allocation will be made on first come first serve basis.
3. The location selected by the exhibitor will be considered final only after receiving 100% advance payment.
4. 100% payment should be in advance before 1 month of the exhibition date.
5. All payment should be made by online mode of payment (NEFT/ RTGS/ IMPS) in favour GODWA PRAKASHAN PVT.LTD
6. In case of exhibitor fail to make the payment on schedule or given dates, Organiser reserves the right to cancel the Participation.
7. ADMISSION TO HALL Exhibitors: During the Exhibition, the exhibitors have access to the halls an hour before commencement & half an hour after closing, to service their stands. Visitors: Daily 10:00 am to 06:00 pm by registration only.
8. Use of public address systems audio-visual systems and height of display in the space booked in subject to no inconvenience to other participants and the organiser's decision in this regard shall be final.
9. The organiser will appoint general security for the exhibition period and No person will be allowed to stay after exhibition hours. Organiser shall not be responsible to any kind of losses / theft / damages to the exhibitor's property at the exhibition ground or Injury to their Personnel and Visitors.
10. If allotted stall cancelled 60 days before the event date 40% amount will be refundable excluding 100% GST (40% amount will be refundable in case of stall booking cancelation only if the exhibitor has paid 100% of the stall booking amount.)
11. If any Exhibitor cancels their booking 30days before event date no amount will be returned.

## B .Designer Stall Guidelines

**1.Height to be measured from the floor provided by the organiser.** The permissible height will include the platform created by the exhibitor.

Designer stall height -	Not More than 12 Foot /3.6 m
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Back wall	Covered with or masking with white colour cloth.
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\* Any free standing structure should be 1 meter away from passage & neighbouring stall

**2.Support:** No external support should be taken. All supporting structures should be part of space.

**3.For Prefabricated stalls** - Those who wish to design and construct their customized stalls, communicate the same in writing at dairyexpo@gmail.com latest **before 1-December 2026.**

**4.Storage / Unused Material:** exhibitors are not allowed to dump their storage / unused material nearby or outside the allocated space. The material should be properly packed in cartons and placed in covered space inside the exhibiting space.

**5.Submission of Design:** Exhibitors should submit the Design with Plan, Elevation and side view before 1 December 2026. All dimensions should be mentioned in meters. Material specifications should be enclosed along with the design.

6. Exhibitors shall be allowed to start work only after approval of the layout plan and duly booked power requirement for the space

7. The decision of our architect with regards to the approval of the plan shall be final and binding upon exhibitors and the work must be carried out as per the approved drawing only. The committee has the right to refuse the design subject to design, material, ethics and or other factors, before the exhibition and on ground, even if the exhibitor agrees to all norms. All decorative material should be disposed by exhibitor on the last date of exhibition within the scheduled time.

8. Vinyl print pasting is not allowed to panels of prefabricated stall use foam tape for branding flex on prefabricated wall.

9. 1. If the exhibitor refuses to make the required changes, Organiser has authority to cancel the participation and block/cover the front of the stand. No refund will be paid by the organiser.

**10.Vendor Deposit & Refund :** The Company should pay a refundable security deposit for possession of space.

Vendor Deposit amount – 5000 Rs (Refundable)

**11.Refund:** The deposit will be refunded on clearance of the space in the same condition as handover, on 8-Dec 2026. A clearance from the Hall manager will be required. In case of disputes, the deposit will be settled after 10-Dec 2026, but not later than 3-Jan 2026.

12.Company should compulsory provide stall designer contact details to organizer

**Deductions from Vendor deposit :**

**There will be deductions from the vendor deposit**

(minimum 20% maximum 100% ) if

1. No Work Day guidelines are not followed
2. Any stall work going on post No-work day
3. Any power booking amount is balance.
4. Any accident happens on stall due to fabrication defect
5. Any area utilized outside/backside of stall area for support or any kind of storage



6. Any stall work, structure or activity obstructs GODWA operation like carpeting, house keeping, wiring, etc.
7. Blocking the passage area with fabrication material, waste material, display material, exhibits or any type of vehicle, etc.

## **C. Power Connection (for Set up & Exhibition days)**

**1.Set Up Days – 5 AMP Connection is provided free but designer stall required more electricity and is compulsory required to get 3 Phase connection.**

**2.Exhibitors Should bring extended Wires for 3 Phase connection + Compressor if required**

**Charges for 3 Phase Connection – 1 KV Rate 30 Rs**

<b>6000+18% GST for 3 Days</b>	<b>If pre-booked through coordinating before 1 Dec 2026</b>
<b>7000+18% GST for 3 Days</b>	<b>For booking on venue</b>

**Work day and Time for Designer stall and Vehicle Entry**

**\*Compulsory to come as per given time from Godwa team\* .**

## **D . General Terms**

1. The Organizers reserve the right, to reallocate or resize spaces under special circumstances. The organizers also reserve the right to cancel booking approved on basis of misleading or false information, or if the requirements for participation (rental charges are not received in full on the mentioned dates prior to the event) are no longer met by the applicant.
2. Safety: Contractor should ensure the safety of the workers, materials and the Public.  
Prohibited: Smoking or consuming alcohol inside the venue is strictly prohibited and is punishable with a fine.
3. The exhibitors are responsible for the setting up of their structures maintenance during the event and the dismantling after the event.
4. No audio, music systems & PA systems are allowed in the stall. Any complaint received will result in termination of such display.
5. Exhibits must be positioned/displayed/demonstrated such that they will not intrude into the gangway / public space or cause hazards to visitors / other Exhibitors.
6. Any exhibitor process, which generates noxious or toxic fumes, or smoke of any kind, is strictly prohibited. Also, no fuel or inflammable material is allowed in the exhibition premises.
7. All stand designs are expected to be ready before the NO Work Day on 5 December 2026. Also dismantling of the displays will not be allowed before the closing time on the last day of the exhibition. Exhibitors are only permitted to distribute brochures or other advertising material from within their own stand. The display,



distribution or presentation in any form outside the demarcated area is prohibited.

8. The general cleaning of the venue is the responsibility of the organizers. Cleaning of individual stalls & exhibits is the responsibility of the exhibitors. Such cleaning should be done every day prior to the opening of the event. Before Exhibition starts, Exhibitors should dump waste in designated dumping yard, shown in the map