

*PAPER FOUNDATION PRESENTS*



*6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> June 2025*

# Exhibitor Manual

Organized by



## PAPEXPO 2025

[www.papexpo.in](http://www.papexpo.in)

### THE-ORGANIZER

#### **Papyrus Expo LLP India**

1-10, Flat No. 201/S-1, B Block, Brindavan  
Apartment, Begumpet, Hyderabad-500015  
M: +91 8500911275; Email: [info@papexpo.in](mailto:info@papexpo.in)

### Venue

#### **Hall 4**

#### **Hyderabad International Trade Expositions Limited**

Trade Fair Office Building, HITEX Exhibition Centre,  
Izzat Nagar, Kondapur PO, Hyderabad - 500 084, INDIA.  
Phone: +91-40-23112121/22/23 | Fax: +91-40-23112124

### Facilities at the Venue

The following services will be made available for the exhibitors and visitors of the expo during the event days

- 24-hour ambulance
- First Aid
- Wheel chairs
- ATM
- Food court
- Luggage Counter
- Stationary Shop

### Important Contact Details (Organizers)

Mr. Nirmal Kuhad	CEO	8500911275   <a href="mailto:info@papexpo.in">info@papexpo.in</a>
Mr. Dayaker Reddy	COO	7021220085   <a href="mailto:reddydayaker@gmail.com">reddydayaker@gmail.com</a>
Mrs. Kranthika	Team member	8500291275   <a href="mailto:papyrusexpo@gmail.com">papyrusexpo@gmail.com</a>
Nearest police station	Madhapur Police Station	040 - 27852916
Nearest Hospital	KIMS, Kondapur	040 – 47505050 / 44885000

## 1. GENERAL TERMS

- The deadline for Submission of the exhibitor manual is 20th May 2025. If the Manual is not received by this date, the details provided in the space application form will be utilized.
- Any order after the dead line will be charged surcharge.
- Any order after the dead line will be charged surcharge as follows.
  - 25<sup>th</sup> May 2025 – 5<sup>th</sup> June 2025 – 15% surcharge
  - 6<sup>th</sup> - 8<sup>th</sup> June 2025 – 30% surcharge
- All onsite Orders are subject to availability.
- The prices are for the duration of the exhibition days.
- All the items are on rental basis and subject to availability.
- All queries to be addressed to [info@papexpo.in](mailto:info@papexpo.in) ; [papyrusexpo@gmail.com](mailto:papyrusexpo@gmail.com)

## 2. PAYMENT TERMS

Bank Name - ICICI Bank  
Branch – Tilak Road  
In Favor of – Papyrus Expo LLP  
Account Number - **453405000156**  
IFSC Code – **ICIC0004534**

## 3. COMPLIMENTARY ITEMS FOR BUILT-UP STALL/ SHELL SCHEME EXHIBITORS

Below are the complimentary items for Built-up stall/ shell scheme exhibitors as per the stall size.

Item	Area in Sqm.						
Partition walls, Carpet-grey, Fascia, 330 mm high, with company name in English	9	12	15	18	21	27	30
Counter (1.03m x 0.50m)	1	1	2	2	2	3	4
Chairs	2	2	3	4	4	6	6
Spotlights (100 W)	3	4	5	6	7	9	10
Power Point (15 Amps)	1	1	1	2	2	3	3
Waste Basket (s)	1	1	1	2	2	3	3

### Guidelines for exhibitors:

- The organizers recommend no additions or any change to the Standard Shell Scheme. Should you do wish to do so, please contact the Organizer.
- The Power socket provided in the stand is for charging laptops & mobiles only.
- The exhibitor can't use the power socket for any other use.
- Do not spray, use glue or silicone on the stand panels.
- Do not paint, spray-paint, or write on the stand panels.
- Do not drill, nail, perforate, tack down, staple or cause any damage to the stand panels or any parts of the standard shell scheme stand. Should you need to affix any exhibit or sign to the stand panels, please use double sided adhesive tape or self-adhesive vinyl prints or contact the Organizers.
- For multiple stands, partitions in between the stands will not be provided, unless specifically requested
- **Electrical:** The official shell scheme stand contractor will only provide the basic electric supply. For additional power requirement beyond their allocated provision, please refer Form- 06 in this manual to order the same.

**Note:** In case of violation of the above rules, the official shell scheme stand contractor will be obliged to request the payment from exhibitor for any damage caused at the rate of INR 2,500.00 per panel.

## 4. DATES: 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> JUNE 2025

Please note all the heavy equipment weighing more than 2000 kgs must arrive at the Venue by 4:00 pm on Thursday, June 5, 2025. Also please furnish the details of your equipment by sending us the duly filled in FORM - 10

<b>Contractor / Construction Move-In Period</b>		
Wed, June 4 <sup>th</sup> , 2025	12:00 am Onwards (Early Morning of 5 <sup>th</sup> June)	Move in of certified heavy/ large exhibits Space only Exhibitors / special design stand contractors
Thu, June 5 <sup>th</sup> , 2025	12:00 pm – 08:00 pm	Shell scheme stand exhibitors & Contractors
<b>All construction / Fabrication work must be finished by 8:00 pm on Thursday, June 5<sup>th</sup>, 2025</b>		
Contractors / Exhibitors are required to work within these move-in and work completion deadline period i.e., 8:00 pm on June 5 <sup>th</sup> , 2025. If contractors / exhibitors wish to work beyond these hours they should contact the onsite organizer office before 06:00 pm on June 5 <sup>th</sup> , 2025.		
<p>For the customization of Stall, please contact “<b>PAPEXPO Official Stall Fabricators</b>”  <b>M/s. PIXIE EXPERIENCE- Mr. Pinto-7411206982, <a href="mailto:pp@pixieexperience.com">pp@pixieexperience.com</a></b>  <b>M/s. XLNC Group- Mr. Ahmed-9985221951, <a href="mailto:xlnccewi@gmail.com">xlnccewi@gmail.com</a></b></p> <p><b>*Note: If the exhibitor hires their own contractor, the contractor has to deposit Rs. 75,000/- as security deposit to Organizer. The security deposit amount will be refunded within 3 working days after the contractor clears all the materials from the venue.</b></p>		

<b>Issue of Badges</b>		
June 5 <sup>th</sup> , 2025 (Thursday)	12:00 pm – 06:00 pm	Exhibitor Registration Issuing of Exhibitor badges
<b>Exhibition Opening Hours</b>		
<b>Day &amp; Date</b>	<b>For Exhibitors</b>	<b>For Visitors</b>
6-7 June, 2025	09:00 am- 07:00 pm	10:00 am -06:00 pm
8 June, 2025	09:00 am- 06:00 pm	10:00 am -06:00 pm
<b>Dismantling / Move-Out Period</b>		
8 June, 2025	06:30 pm to 06:00 am on 9 June, 2025	Move-out all exhibits

## **5. ADMISSION:**

### **5.1 Exhibitors:**

- Exhibitors may access the exhibition hall half an hour before the show starts and half an hour after the show closes, on each day, to service their booths and equipment, during exhibition days.
- Approval should be obtained from the organizers for working or entry, other than the prescribed hours

### **5.2 Contractors:**

- For Raw Space Stalls the plan / drawings have to be submitted for approval to organizer (please submit three copies of the drawing, with all views) 20 days prior to the start of the event.

## **6. EXHIBITION HALL SPECIFICATION:**

- Hall Height Available: Maximum permissible height for custom stand construction – 3.5 mts
- Floor loading capacity: 5 T/Sqm

## **7. ELECTRICITY, WATER & COMPRESSED AIR :**

### **7.1 Electricity:**

- Supply Voltage: Single Phase, alternating at 220 V, 50 Hz (±15%)  
Three Phase, Neutral alternating at 415 V, 50 Hz (±15%)
- Exhibitors must inform the organizer about their power requirements by filling up the relevant form. Please refer **Form 06 & Form 07**
- Exhibitors requiring different voltages and frequencies or special connections to equipment must arrange for their own transformers, converters or boosters.
- Fluctuations mentioned are only for reference. Exhibitors with SENSITIVE EQUIPMENT should make arrangements for a stabilizer. Organizer cannot guarantee uninterrupted power supply. Any failure in regular power supply during the exhibition or during the installation, due to technical or unforeseen reasons, will not qualify for refund of money or any act of omission.
- Supply of electricity will be switched off, at source, 30 minutes after the show closes each day. Only specially installed 24 hrs. connection will remain on.
- Only licensed electrical contractors can carry out work at stands. They should also submit a completion report and file at the organizer office, after completion of all wiring and connections. Actual connected load for all machines and equipment are to be mentioned. Accessibility for operations and repairs are to be maintained. Main supply point will not be covered. Please use approved equipment and wiring for operational safety. These will be inspected by the electrical engineer appointed by organizer and only after this approval power will be released.
- All electrical installation and equipment will comply with the Government of India regulations. Only organizer is authorized to make the electrical mains installation work.
- The rates for power consumption are understood for show days and one day prior to opening, including testing. **Please refer Form 07**

### **7.2 Compressed Air:**

- Exhibitor can use their own compressor by placing it outside the exhibition hall, the cost for the same will be borne by exhibitor. This is allowed only when compressed air supplied by organizer is not in line with the requirement of the Exhibitor. **Please refer Form 8.**

## **8. EXHIBITOR - STAND CONDITIONS**

- Exhibitor's booth must be fully manned during the show time. Exhibitors are not allowed to participate in any other activities, which can cause any problem to visitors / other exhibitors.
- All activities of the Exhibitor and his staff must be confined to their booth only. No advertising/ canvassing is allowed elsewhere in the exhibition area without prior permission from the Organizer

## **9. WORKING EXHIBITS & DEMONSTRATION:**

### **9.1 Safety First**

- Following measures must be strictly observed, failing which organizer reserves the right to terminate the operation and demonstration of the working exhibits. Please note that this is done to avoid damage or injury, in the interest of safety.
- Inform the organizer in writing of any working machinery to be exhibited, with a brief description of its operation and the demonstration intended to be carried out.
- Provide safety conditions and standards as per international norms.
- Working exhibits to be fully manned.
- Sound generated should not disturb or interfere other exhibitors.
- If there is any form of effluence from the working of the exhibits, arrangements will have to be made for its disposal. No disposal of fumes and exhaust gases will be permitted inside the hall.

- The disposal, drainage of acids, petroleum products, hazardous chemicals, oils, lubricants and any other environment polluting substances must be arranged through. Please inform in writing and provide an application for the same.
- Laser, X-ray, and smoke / fire emitting devices will be permitted only after approval from the Organizer and the local fire department. Please inform in advance of any such requirement.
- Products / exhibits particularly the operative machines must be placed at least 1-meter away from the boundary of open sides of the stand with proper safety cover. No part of any exhibit should project out of the stand boundaries
- **As part of environment and safety requirements, no welding, cutting, polishing or any process which generates dust, noise, fire or causes air pollution will be allowed inside the halls. Please arrange pre fabrication of the confirmed stand design at the fabricators' own premises. In case of requirement for grinding onsite, the same has to be taken up only after obtaining clearance from the fire safety manager of HITEX. (Contact details of the Fire Safety Manager is given in Page No. 2)**

**9.2 The following items are not allowed in this Exhibition:**

- |                                 |                           |
|---------------------------------|---------------------------|
| a) Internal Combustion Engines  | g) Inflammable Items      |
| b) Radio-active substances      | h) Explosive items        |
| c) Hazardous or poisonous gases | i) Hot air balloons       |
| d) Weapons or fire arms         | j) Neon lights            |
| e) Open flames                  | k) Working furnace &      |
| f) Welding                      | heating/melting equipment |

**10. LIABILITIES AND INSURANCE**

- Exhibitors should possess a valid insurance policy covering theft, public liability, damage to property and effects personal injury, and any other such consequential risks with respect of their participation in this exhibition.

**11. FIRE PRECAUTION**

- Exhibitors displaying exhibits, which require chemical / foam extinguishers, must provide such firefighting equipment in their booth at their own expenses.
- All passage must be kept clear. Aisles or back of booths shall not be used as storage space.
- Fire exits and access to firefighting equipment shall be unobstructed

**12. DILAPIDATION**

- Exhibitors are responsible for the costs of making good or replacing any damages or dilapidation to the exhibition premises, whether caused by themselves, their agents, contractors or any other persons employed or engaged by them or their agents or contractors, on their behalf

**13. STAND CLEANING**

- Organizer will provide for general cleaning in the exhibition halls, which includes carpet/ floor cleaning and refuse disposal, daily after the show closes. Exhibitors with lockable rooms are requested to place the waste paper baskets outside for collection, prior to their departure.
- The exhibitor is responsible for cleaning of his own stand, exhibits and displays. Stand cleaning services may be ordered through the relevant forms

**14. PUBLICITY**

- Any projection of cyber light or similar equipment must be kept within the stall limits. No part of the hall or other booths may be used for the same

#### **15. AUTHORITY ON THE PREMISES**

- In the event of any dispute on site, Organizers reserves the right to arbitrate. As the organizer, the decision taken by PAPYRUS EXPO LLP shall be final

#### **16. IN HALL FREIGHT HANDLING**

- Only the officially appointed freight forwarders are permitted to work in Hall and handle the onsite equipment. You may use your forwarder to deliver the goods to the hall doors only. This regulation will be strictly enforced and is necessary for reasons of insurance, security, safety and control and for protection against damage to the exhibition.
- In the interest of an efficient, well-coordinated move in and move out of goods, no private trucks, fork lifts or handling equipment (trolley, lift jacks etc.) will be allowed inside the exhibition halls. All such equipment will be provided and controlled by the freight forwarder.
- Facilities for loading / unloading, unpacking / repacking, transportation of goods to booths, cargo handling equipment, skilled labor, removal and storage of empties will be available at the site through the official clearing and freight forwarding agency.

#### **17. DELIVERY / REMOVAL OF EXHIBITS**

- No delivery or removal of exhibits or other equipment during the exhibition open hours is permitted. Such delivery, removal, replenishment of stocks may only be carried out before opening hours or after closing hours. Exhibitor have to obtain a GATE PASS from the Organizer to enable taking out of any material during or after the show.
- If the Exhibitor requires use of a forklift, truck or crane, then a layout, drawn to scale, should be supplied to the forwarder. This is in order to position all equipment, early during build up period, as entry of lifting equipment, after an advanced stage of construction, is difficult.

#### **18. CONSIGNEE**

- All consignment must be shipped prepaid & consigned as per instructions from official freight forwarder. On no account should cargo be shipped to any other party. Please contact the forwarder for the consignee details

#### **19. SECURITY**

- During the entire exhibition period, although official security guards will be provided by the organizers, exhibitors are responsible for the security of their exhibits, property, and personal belongings. Any loss or damage shall be at their own risk. Please note, only the official security agency staff will be allowed to be hired (for build-up & dismantling days only) in case any exhibitor wishes to have an independent security for their stand. Kindly **fill in Form 9** & submit to avail this facility.

## CATALOGUE ENTRY FORMS & ADDITIONAL ORDER REQUEST FORMS

All forms to be filled and to be submitted by mail to [papyrusexpo@gmail.com](mailto:papyrusexpo@gmail.com) latest by **20th May 2025**

### Shell scheme Exhibitors:

- Form 1- Catalogue Entry (**Compulsory**)
- Form 3- Exhibitor Badges (**Compulsory**)
- Form 4- Fascia Name (**Compulsory**)
- Form 5- Furniture & Accessories (*If you want to order additional furniture*)
- Form 7- Power Supply for Machinery / Equipment (*if you want to display running machinery*)
- Form 8- Compressed Air

### Bare Space Exhibitors:

- Form 1- Catalogue Entry (**Compulsory**)
- Form 3- Exhibitor Badges (**Compulsory**)
- Form 6- Electricity for stand Lighting (**Compulsory**)
- Form 7- Power Supply for Machinery / Equipment (*if you want to display running machinery*)
- Form 8- Compressed Air

### YOUR CHECKLIST TO THE SHOW:

- ☞ All forms to be returned to the contact address given by the **20th May 2025**
- ☞ Orders will be processed only upon receipt of full payment.
- ☞ Orders received after the deadline will attract a surcharge. Further, these orders are also subject to availability.
  - 25<sup>th</sup> May – 5<sup>th</sup> June 2025 – 15% surcharge
  - 6<sup>th</sup> -8<sup>th</sup> June 2025 – 30% surcharge
- ☞ The Organizers will send a confirmation note / invoice upon receipt of the order. Please contact us if you do not hear within two weeks of placement of order.
- ☞ Cancellation of orders on site will not be entertained and the full price shall apply.
- ☞ All items offered are on rental basis, inclusive of delivery, installation, standby maintenance and removal. Exhibitors will be liable for items ordered, upon delivery until return.