EXHIBITORS MANUAL

4th INTERNATIONAL DRONE EXPO
www.droneinternationalexpo.com

26th - 27th July, 2023
Hall No. 8, 9, & 10, Pragati Maidan, New Delhi - India

International Exhibition for Drones, Unmanned Systems, LiDAR, Geospatial and Unmanned System Manufacturing.

Organised by

NEXGEN™
www.nexgenexhibitions.com
Nexgen Exhibitions Private Limited
(CIN: U93092DL2006PTC152355)
1206/1207 Pragati Tower, 26, Rajendra Place, New Delhi-110008 (India)
Tel: +91-11-41536990/65838058, Fax +91-11-45636990
Email: info@droneinternationalexpo.com
**EXHIBITION NAME**: Drone International Expo 2023
International Exhibition for Drones, Unmanned Systems, LiDAR, Geospatial and Unmanned System Manufacturing.

**Venue**: Hall No. 8, 9 & 10
Pragati Maidan
New Delhi- 110001, India. Tel: 91-11-23371540, 23371491
Entry of Material - Gate No. 1
Entry of Visitor - Gate No. 1 & 10

**Important Dates & Timing**

**Decoration Period:**

*For Bare Space*
25th July, 2023 – 10:00 hrs to 00:00 hrs

*For Built-up/Shell Scheme Stall*
25th July, 2023 – 15:00 hrs to 00:00 hrs

**Display/Exhibition Period:**
26th July, 2023 – 10:00 hrs to 18:00 hrs
27th July, 2023 – 10:00 hrs to 17:00 hrs

**Dismantle Period:**
27th July, 2023 – 19:00 hrs to 23:55 hrs

(In case of delay, charges levied by ITPO shall be borne by exhibitor himself)

**Contact Number of Officials of Organizer**

- Mr. Mukesh Kharia (For Conference) : +91-8285009906
- Mr. Ashish Gupta (For Stall Allotments) : +91-7533018555
- Mr. Surendra Rawat (For any other assistance) : +91-9711900645
- Mr. Subhash Bhatt (For any other assistance) : +91-7533018444
OFFICIAL STAND & ELECTRICAL CONTRACTOR

Wasim Uddin  
Director - Sales  
Plexus Expo Service  
1010/121, Chauhan Market, 
Sarita Vihar, New Delhi- 110076(India)  
Tel: 011 – 41640151  
Mob: +91 9958282653  
Email: wasim@plexusexpo.com  
Gmail: plexusexpo@gmail.com  
Web: www.plexusexpo.com

OFFICIAL FREIGHT FORWARDER

R. E. Rogers India Pvt. Ltd.  
Puneet Sekhri  
Dy. General Manager - Sales  
Mob: +91 9810553944  
Email: puneet@rogersworldwideindia.com  
Regd Office : 1, Commercial Complex, Pocket H & J, Sarita Vihar,  
New Delhi - 110 076, India, Tel : 91-11- 26949801 / 26949802, Fax: 91-11- 26945900 / 26949803  
Web: www.rogersworldwideindia.com

OFFICIAL TRAVEL AGENT

Trip india  
Mr. Pragya Shankar Chandra  
(Manager Operations)  
Skype ID:- pragya.chandra  
Mobile No. - +919899594353 / +918527562562  
Email: pragya@tripindia.co.in
• Extra Furniture or any other equipment during Exhibition (Refer Annexure –II)
Exhibitors can directly requisite any extra requirements e.g. Tables, Chairs, Stands, A/V systems from official Stand & Electrical Contractors. However for the convenience price list has been provided in ANNEXURE-II.

• Show Directory (Refer Annexure No. III)
We’ll provide all exhibitors a suitable space in Show Directory mentioning their names and other relevant particulars and information. Please send us basic information of your company, Contact Info, Name of Contact Person and Products.

• Key Rules and Regulations
  i) Governing Law
  Exhibitors are required to observe and comply with all the laws of India.

  ii) Visa Application (Refer Annexure No. IV)
  Exhibitor should get a visa invitation letter, which indicates concisely for participation in the show, and directly apply forthwith for one time entry visa at Indian Embassy or Consulate.

  iii) Intellectual Property Right/Copyright
  The organizers have the right to ask exhibitors to remove exhibits that violate intellectual property right or copyright. All exhibitors found guilty or infringement of intellectual property rights shall be banned from participation in all trade fairs arranged by the organizers.

  iv) Insurance
  The organizers are responsible for the general security of the entire venue but will not undertake any financial or legal responsibility for any type of risk concerning or affecting the exhibitions, their personal belongings and exhibits. Exhibitors which should include (But not limited to ) their displays, exhibits, stand fittings and fixtures, and other third parties against loss or damage by theft, fire, public (including occupier’s liability) and other natural causes.

  v) Electricity Supply
  For safety reasons, solely the official stand contractor must carry our all electrical installation connecting to the main distributor at the exhibition venue. Exhibitors may order lighting and electrical items according to the order forms.
vi) **Fire and Safety Regulations**

- Please always remember to wear your badge and do not transfer it to others. When you enter exhibition hall, show it to guards.

- The exhibition hall opens at 9:00 AM for exhibitors only. By 10:00 AM it opens to visitors. The hall closes at 6:00 PM. For the safety of your exhibits, please do not leave the exhibition hall until the guards ask you to leave.

- Take good care of your personal belongings when the exhibition is on. We suggest you to look at your personal belongings to avoid unnecessary loss when you leave the booth any time.

- Smoking is strictly prohibited in the exhibition hall, it is allowed in the appointed area.

- No fire is allowed in the exhibition hall.

- Do not deep empty container of lubricants (except exhibits) on your stand.

- Any inflammable and explosive materials being brought into the exhibition hall should be inactive.

- The organizers may, upon instruction from the fire authority issue other guidelines.

vii) **Rules and Guidelines of ITPO to be followed by Exhibitors strictly**

a) The permissible height of the stand construction is 2.4 mtrs. Only few features like logo etc. in bigger stall can go up till the height of 3.5 mtrs.

b) Stand construction should be independent of the wall, columns and roof of the halls.

c) Light weight hangings and buntings can be hung inside halls with high ceiling and from the existing hanging arrangement. No hanging, however, should be suspended from electric conduits, cables, fixtures and air – conditioning/ventilator grill. In case the exhibitor intends to provide specific hanging arrangement, the same should have the prior approval of the engineering Division of ITPO.

d) Specially designed frames exist in front of different halls. Signboards of the events are to be installed using such frames only. No signboard is to be suspended from the rooftop or parapets.

e) 3-Phase/1-Phase power requirement for display/operation of machine needs to be forwarded to Organizers at least one month before the start of the event.

f) No gas stove and other implements using live flames are permitted for the purpose of any
demonstration.

g) The sound decibel inside the hall is to be regulated in the interest of all other users and visitors. The sound decibel in common areas and in passages should not exceed 70 decibel due to use of any sound and music systems in the hall.

h) Entry of all vehicles carrying exhibition goods etc. will be allowed from Gate No. 1 at Bhairon Road. Upon requisition, organizers shall provide Entry passes etc.

i) In order to regulate entry and exit of vehicles carrying exhibits & materials of contractors, the system of IN-PASS and OUT-PASS is to be followed. With the IN-PASS, vehicles will be allowed entry into the ground while with the OUT-PASS (Exit-Permit), vehicles could exit from the ground after fulfilling the formalities of clearance from the Organiser.

j) All the vehicles going out of Pragati Maidan are required security check at the gates. This is strictly followed by ITPO security/Delhi Police. All materials/exhibits going out of Pragati Maidan in vehicles or otherwise will be allowed to go out on the basis of valid OUT-PASSES (Exit Permit) only. Two copies of invoice should be handed over at the exit point to security staff of which one will be returned back to the concerned person and one copy will be retained by the Security Division. The OUT-PASSES (Exit Permits) will be duly stamped by the Marketing Division/Central Control Division.

k) Complimentary Parking Arrangement for Exhibitors
Exhibitors are allowed to park their cars in parking space at Gate No. 1. Organiser shall issue Parking Passes on the day of handing over of possession of Stall upon specific requisition by Exhibitors.

- **Hotel Booking**
  Exhibitors are advised to contact official Travel Agent directly for their needs related to boarding, Lodging & Local Conveyance.

- **Notice:** PLEASE KEEP ALL VALUED GOODS CAREFULLY
Annexure-I

FORM NO. CCR-1

FORM FOR OUT PASSES (EXIT PERMIT)

Central Control Room, ITPO New Delhi

Kindly allow exit of following material/exhibits from Pragati Maidan:
1. ________________________________________________________
2. _________________________________________________________________________
3. ________________________________________________________
4. _________________________________________________________________________
5. _________________________________________________________________________
6. _________________________________________________________________________
7. _________________________________________________________________________
8. _________________________________________________________________________
9. _________________________________________________________________________
10. _________________________________________________________________________

These exhibits/materials belong to M/S ____________________________________________

Who are participating / providing services in the 4th Drone International Expo 2023
HALL NO 8, 9 & 10, PRAGATI MAIDAN, NEW DELHI

(Name of Exhibition)

Name and Signature of CEO

Authorized Officer: ____________________________________________

Date: ____________________________________________

Counter – Signature of CCR Officer
<table>
<thead>
<tr>
<th>No.</th>
<th>Additional Equipment</th>
<th>Code</th>
<th>Unit Price (INR)</th>
<th>Unit Price (USD)</th>
<th>Quantity</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Wooden Chair</td>
<td>CF-03</td>
<td>1400</td>
<td>30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Folding Chair</td>
<td>CF-05</td>
<td>700</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Standard Chair</td>
<td>CF-07</td>
<td>800</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Leather Chair</td>
<td>CF-08</td>
<td>1000</td>
<td>25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Executive Chair</td>
<td>CF-09</td>
<td>1200</td>
<td>25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Office Chair</td>
<td>CF-10</td>
<td>1200</td>
<td>25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Barcelona Chair</td>
<td>CF-11</td>
<td>2000</td>
<td>40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Sofa Chair with arm</td>
<td>SF-01</td>
<td>2000</td>
<td>40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Sofa Chair double seat</td>
<td>SF-02</td>
<td>3700</td>
<td>70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Vegas Sofa</td>
<td>LF-01</td>
<td>3000</td>
<td>55</td>
<td></td>
<td></td>
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<tr>
<td>11</td>
<td>Vegas Sofa Double</td>
<td>LF-02</td>
<td>4200</td>
<td>75</td>
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<td></td>
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<tr>
<td>12</td>
<td>Sofa Single</td>
<td>LF-03</td>
<td>2500</td>
<td>50</td>
<td></td>
<td></td>
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<tr>
<td>13</td>
<td>Bar Stool</td>
<td>BF-01</td>
<td>1700</td>
<td>35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Barstool</td>
<td>BF-02</td>
<td>1700</td>
<td>35</td>
<td></td>
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<tr>
<td>15</td>
<td>Coffee Table</td>
<td>TF-02</td>
<td>1400</td>
<td>30</td>
<td></td>
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<td>16</td>
<td>Round Table Glass</td>
<td>TR-01</td>
<td>2000</td>
<td>40</td>
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<tr>
<td>17</td>
<td>Information Counter</td>
<td>PX-01</td>
<td>1600</td>
<td>35</td>
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<td>18</td>
<td>Small Showcase</td>
<td>PX-02</td>
<td>3700</td>
<td>70</td>
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<tr>
<td>19</td>
<td>Lockable Cupboard</td>
<td>PX-03</td>
<td>2500</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Slim Showcase</td>
<td>PX-04</td>
<td>4800</td>
<td>85</td>
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<tr>
<td>21</td>
<td>Tall Showcase</td>
<td>PX-05</td>
<td>5800</td>
<td>110</td>
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<td>22</td>
<td>Display Cube</td>
<td>PX-06</td>
<td>2500</td>
<td>50</td>
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<td></td>
</tr>
<tr>
<td>23</td>
<td>2-tier Information Counter</td>
<td>PX-07</td>
<td>3800</td>
<td>70</td>
<td></td>
<td></td>
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<tr>
<td>24</td>
<td>Brochure Rack</td>
<td>AF-01</td>
<td>1400</td>
<td>30</td>
<td></td>
<td></td>
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<tr>
<td>25</td>
<td>Clothes Display Stand</td>
<td>AF-02</td>
<td>2500</td>
<td>50</td>
<td></td>
<td></td>
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<tr>
<td>26</td>
<td>Venevt/Chain Barricade</td>
<td>AF-04/AF-05</td>
<td>1200 per r.m</td>
<td>30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Lockable Door</td>
<td>AS-02</td>
<td>4500</td>
<td>80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Shelf Flat or Sloping</td>
<td>DS-01</td>
<td>800</td>
<td>20</td>
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<tr>
<td>29</td>
<td>150W Long Arm Halogen</td>
<td>LE-02</td>
<td>1000</td>
<td>25</td>
<td></td>
<td></td>
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<tr>
<td>30</td>
<td>100W Long Arm Spot Light</td>
<td>LE-03</td>
<td>800</td>
<td>20</td>
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<tr>
<td>31</td>
<td>300W Halogen Floodlight</td>
<td>LE-07</td>
<td>2500</td>
<td>50</td>
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<tr>
<td>32</td>
<td>Metal Halide 70W/150W</td>
<td>LE-08</td>
<td>3000</td>
<td>60</td>
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<td>33</td>
<td>Display Cube- 500<em>500</em>500mm</td>
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<td>Quantity</td>
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<tr>
<td>34</td>
<td>Dust Bin</td>
<td>500</td>
<td>10</td>
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<td>35</td>
<td>13/15 Power Plug Point</td>
<td>800</td>
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<td>36</td>
<td>System Panel 1mL x 2.44mH</td>
<td>1000</td>
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<tr>
<td>37</td>
<td>Refrigerator</td>
<td>4500</td>
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<tr>
<td>38</td>
<td>New Needle Punch Carpet (per sqm)</td>
<td>300</td>
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<tr>
<td>39</td>
<td>A/V Plasma 42&quot;</td>
<td>3800</td>
<td>120</td>
<td>Per day</td>
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<td>40</td>
<td>A/V Plasma 32&quot;</td>
<td>3400</td>
<td>100</td>
<td>Per day</td>
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<td>41</td>
<td>DVD Player</td>
<td>1000</td>
<td>25</td>
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</tbody>
</table>

* All above shall attract GST @ 18%

**Note:** Following shall be provided under Shell Scheme
2.5M normal-quality partition wall, Carpet, 1 information table, 2 chairs, Fascia with company name, 2 spotlight, 1 power socket, 1 wastepaper basket.
ADDITIONAL FURNITURE & FURNISHING

Wooden Chair
Code: CF-03
440(W)X480(D)X820(H)

Folding Chair
Code: CF-05
450(W)X460(D)X760(H)

Standard Chair
Code: CF-07
460(W) X 460(D)

Leather Chair
Code: CF-08
450(W)X450(D)X800(H)

Executive Chair
Code: CF-09
620(W)X500(D)X800(H)

Office Chair
Code: CF-10
650(W)X550(D)X800(H)

Barcelona Chair
Code: CF-11
600(W)X550(D)X760(H)

Sofa Chair with arm
Code: SF-01
800(W)X750(D)X780(H)

Sofa Chair with arm double
Code: SF-02
1700(W)X750(D)X780(H)

Vegas sofa single
Code: LF-01
760(W)X440(D)X750(H)

Vegas sofa double
Code: LF-02
1290(W)X440(D)X800(H)

Sofa
Code: LF-03
800(W)X750(D)X750(H)

For Further Information Please Contact Us at:
Please Fax to 91-11-45636990 or E-Mail to: info@droneinternationalexpo.com
Plexus Expo Service

ADDITIONAL FURNITURE & FURNISHING

Barstool
Code: BF-01
440(W)X480(D)X820(H)

Barstool
Code: BF-02
420(W)X400(D)X820(H)

Coffee table
Code: TF-01
450(W)X350(D)

Meeting table
Code: TF-02
1200(L)X900(W)X760(H)

Cocktail table
Code: TF-04
600(D)X1075(H)

Round table
Code: TR-01
850(D)X760(H)

Information counter
Code: PX-01
1030(L)X535(W)X780(H)

Small showcase
Code: PX-02
1030(L)X535(W)X1030(H)

Lockable cupboard
Code: PX-03
1030(L)X535(W)X780(H)

Slim showcase
Code: PX-04
535(L)X535(W)X2000(H)

Tall showcase
Code: PX-05
1030(L)X535(W)X2000(H)

Display cube
Code: PX-06
535(L)X535(W)X760(H)

Notes:-
All Dimensions are in mm

For Further Information Please Contact Us at:
Please Fax to 91-11-45636990 or E-Mail to: info@droneinternationalexpo.com
ADDITIONAL FURNITURE & FURNISHING

2-tier information counter
Code: PX-07
1030(L)X535(W)X1030(H)

Brochure rack
Code: AF-01
300(L)X300(W)X1100(H)

Cloth display stand
Code: AF-02
2000(L)X2000(H)

Lockable door
Code: AS-03
1000(L)X2440(H)

Shelf flat/ sloping
Code: DS-01
1000(L)X300(W)

150W long arm helogen
Code: LE-02

100w long arm sport light
Code: le-03

300W helogen flood light
Code: LE-07

Metal halide 70w/150w
Code: LE-08

Notes:-
All Dimensions are in mm

For Further Information Please Contact Us at:
E-Mail to: info@droneinternationalexpo.com
Annexure No. : III

Information for Exhibitors Catalogue /Directory

Exhibiting Company ........................................ Booth No.................................

Each contracted stand in the exhibition is entitled to a free insertion of 100 words in the Exhibition Directory describing the company's product/services. Exhibitors are encouraged to use their full 100 words.

Please note:
1. Information received after specified deadline will not have guaranteed inclusion.
2. Complete all sections. Typing is preferred. Hand written information must be clear and legible to avoid misinterpretation/errors.

<table>
<thead>
<tr>
<th>Name of Organisation</th>
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</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Contact Details</td>
<td>Telephone</td>
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<td>Fax</td>
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<td></td>
<td>Email</td>
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<tr>
<td></td>
<td>Website</td>
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<tr>
<td>Contact Person</td>
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<td>Designation</td>
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<td></td>
<td>Email</td>
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<tr>
<td></td>
<td>Cell/Mobile No</td>
</tr>
<tr>
<td>Facia/Name to be displayed over booth</td>
<td>In capital Letters</td>
</tr>
</tbody>
</table>

Company Profile (Max 120 Words) : 

Image of Product/Equipment to be displayed at Exhibition | Main features and utility of this equipment/product which Trade Visitors may like to know before buying this

Note: All forms must be sent to Nexgen Exhibition Pvt. Ltd. 1206/1207, Pragati Tower, 26, Rajendra Place, New Delhi-110008. Tel 011-41536990. Fax No.45636990.

Email: info@droneinternationalexpo.com
Annexure No.: I V
Visa Application

Company Name_______________________________________________________________________
Address_____________________________________________________________________________
Tel______________________________Fax:________________________________________________
Contact Person_________________________________ P.C.:___________________________________
Booth Number_________________________________________________________________________

Please type or print. You may copy this form in case you need to apply for more than one person.

<table>
<thead>
<tr>
<th>Name</th>
<th>Company Name</th>
<th>Company Address</th>
<th>Sex</th>
<th>Passport Number</th>
<th>Nationality</th>
<th>Job Title</th>
<th>Place of Birth</th>
<th>Date of Birth</th>
<th>Date of arrival</th>
<th>Date of Departure</th>
<th>Country for Visa Issuance</th>
<th>City for Visa Issuance</th>
<th>Passport Expiry Date</th>
<th>E-Mail</th>
<th>Tel</th>
<th>Format County Code- Area Code-Tel No.</th>
<th>Fax</th>
</tr>
</thead>
</table>

Signature of Authorized Person: __________________________________________ Date: _______________
(Company Name): __________________________________________________________________________

Please Fax to 91-11-45636990 or E-Mail to: info@droneinternationalexpo.com
I’ll apply the visa invitation letter for you and then express the invitation letter to you.
**Company Name:**

**Contact Name:**

**Booth No.:**

Please fill in English with CAPITAL LETTERS*

Please send back to us within deadline at: info@droneinternationalexpo.com

<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPANY NAME</th>
<th>BASED COUNTRY</th>
<th>Mobile number</th>
<th>Email id</th>
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