



India's Biggest Travel Show Network



TRAVEL & TOURISM FAIR

20, 21 & 22 AUGUST 2026

Jio World Convention Centre
MUMBAI

EXHIBITOR'S MANUAL

ORGANISER

Fairfest Media Limited

305, 3rd Floor, The Summit Business Bay, Near WEH Metro Station, Off Andheri Kurla Road Andheri (E),
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Organised by



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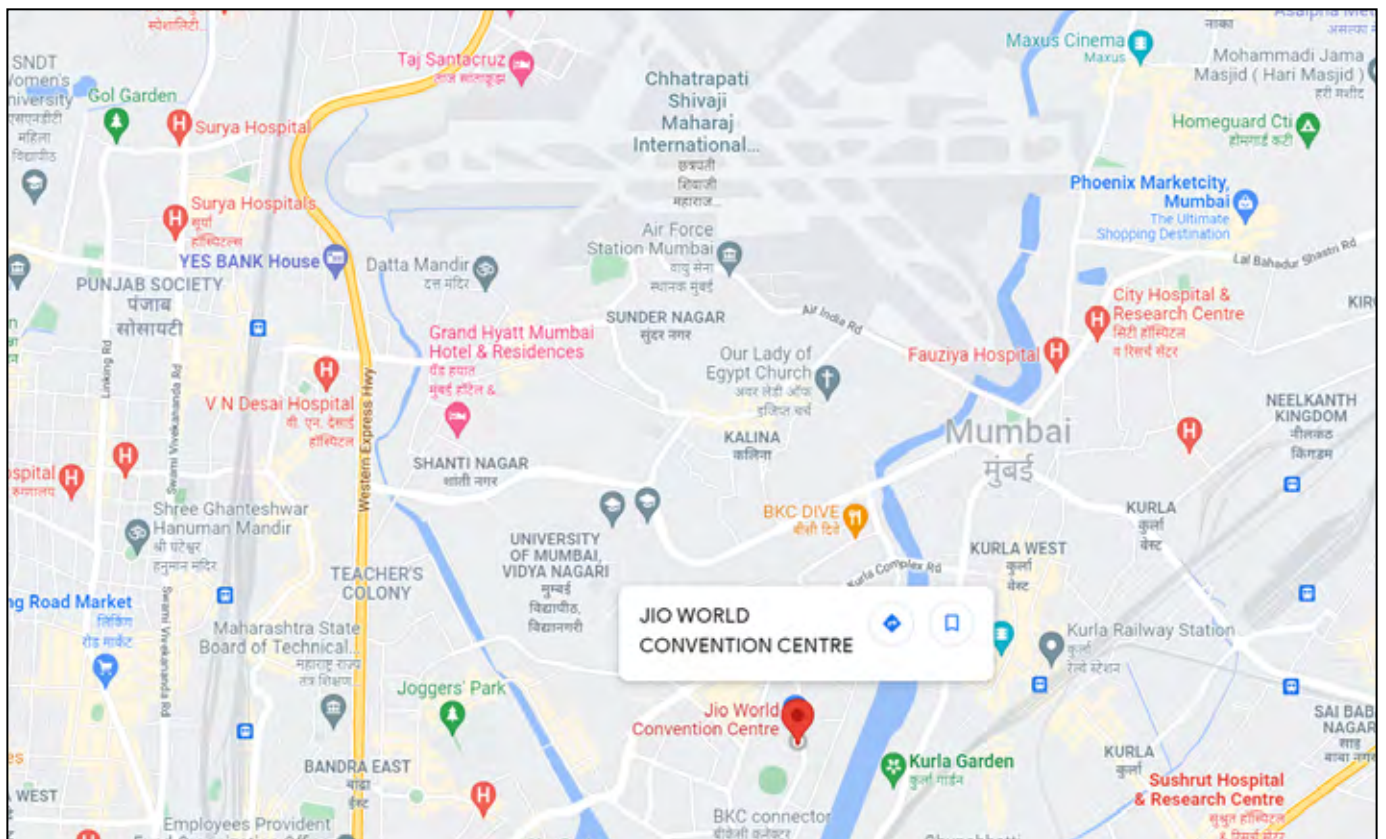
EXHIBITION VENUE & DATES

TTF - Travel and Tourism Fair

VENUE

Jio World Convention Centre

G Block BKC, Bandra Kurla Complex, Bandra East, Mumbai, Maharashtra 400051



Organised by

FAIRFEST
MEDIA LIMITED

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TTF Mumbai 2026

EXHIBITION SCHEDULE

SETUP DAYS	
DATE & TIME	
Schedule for 18th August, Tuesday Space hand over for booth construction (Bare space)	12.00 hrs - 24.00
Schedule for 19th August, Wednesday Exhibitor Registration Space hand over for shell scheme exhibitors	16:00 hrs - 20:00 hrs 16:00 hrs onwards
Deadline to complete Booth Construction (Bare space)	18:00 hrs
EXHIBITION DAYS	
Schedule for 20th August, Thursday Exhibitor Registration Inauguration Open for Travel Trade	08:00 hrs - 09:00 hrs 11:30 hrs 11:00 hrs - 18:00 hrs
Schedule for 21st August, Friday Open for Exhibitors Open for Travel Trade	10:00 hrs - 11:00 hrs 11:00 hrs - 18.00 hrs
Schedule for 22nd August, Saturday Open for Exhibitors Open for Travel Trade	10:00 hrs - 11.00 hrs 11:00 hrs - 18.00 hrs
<i>Participants are not permitted to leave their stalls before the official closing time on any exhibition day.</i>	
DISMANTLING PERIOD	
Schedule for 22nd August, Saturday Dismantling of booths and removal of exhibits	18:00 hrs - 23:59 hrs

CONTACT DETAILS OF LEADING BOOTH FABRICATORS / DESIGNERS

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EXHIBITOR GUIDELINES



1. CONSTRUCTION OF BOOTH / PAVILION - ALL CONSTRUCTION WORK MUST BE FINISHED BY 18:00 HRS ON 19TH AUGUST, 2026

Exhibitors must ensure that all parts of their work are self-supporting and secure.

Exhibitors who have ordered bare space may begin building their booths as mentioned below.

Space hand over for booth construction (Bare space):

18th August, Tuesday 12.00 hrs - 24.00

Deadline for Booth Construction : Contractors / Exhibitors are required to complete all their work within 18:00 hrs on 19th August 2026.

Delay in completion of work: The penalty charges for delay in completion of work is INR 10,000/- per hour per booth / pavilion from 18:00 hrs to 22:00 hrs only on 19th August 2026.



2. MOVE IN OF EXHIBITS

Exhibitors who have booked shell scheme may move in their exhibits as per timing mentioned below.

Space hand over for shell scheme exhibitors:

19th August, Wednesday 16.00 hrs onwards

Exhibitors must arrange for an authorised representative to be present at the site to receive and position goods as the organiser is unable to accept delivery.



3. BADGE ENTITLEMENT

Stand Size (sq m)	Exhibitor Badges
6 sq m	4
9 sq m	5
18 sq m	10

Calculation for badges is as follows: 1 badge per 2 sqm booked, plus 1 additional badge.

Charges for Additional Exhibitor badges : INR 2,000 / USD 63 + GST @ 18%

Each Exhibitor will be entitled to get free Exhibitor Badges as per the table given above for personnel managing their stands. Any misuse of the Exhibitor badge will result in confiscation of the badge.

Exhibitor badges will be issued by the organisers from the Exhibitor Registration area on 19th August 2026, between 16:00 – 20:00 hrs.

Exhibitors can collect their badges by presenting their business card on arrival at the venue. For security reason exhibitors are requested to wear the badges all the times during exhibition, setup and tear down days.

Badges will not be posted / couriered earlier.



4. DISMANTLING AND REMOVAL OF EXHIBITS - ALL EXHIBITS AND/OR DEBRIS MUST BE CLEARED BY 23:59 HRS ON 22ND AUGUST 2026

Dismantling of booths is prohibited before 18:00 hours on 22nd August, 2026. Exhibits must be removed between 18:00 hours - 23:59 hours

Contractors / Exhibitors are required to clear their booth space of all their exhibits or debris before 23:59 hours on 22nd August 2026, failing which a penalty charge of INR 10,000/- per hour per booth / pavilion will be levied.

Removal, delivery or replenishment of stock may only be carried out before the opening hours of the exhibition in the morning or after closing time in the evening. If the removal of any valuable item or display from the hall is necessary, exhibitors must obtain permission from the organiser.



5. EXHIBITOR FOOD & BEVERAGES

1. Strict Prohibition of Outside Food, Beverage & Coffee Machines

Kindly note that outside food and beverage of any kind is strictly not permitted inside the venue, including coffee machines, beverage equipment, vending units, packaged food, or any F&B items brought in from external sources.

Please be advised that:

- Coffee machines from outside vendors are NOT permitted
- No exceptions will be granted
- JWCC security team will not allow entry of any external F&B items or coffee machines into the venue

Exceptions apply only to food-centric exhibitions where F&B is an integral part of the event concept. For all other exhibitions, this policy is strictly enforced.

2. Coffee Machines & In-Booth Catering via JWCC Only

JWCC provides coffee machines and complete beverage services as part of its official In-Booth Catering offering.

All in-booth F&B and coffee requirements must be availed exclusively through the JWCC F&B team.

This ensures compliance with:

- Venue policies
- Hygiene and food safety standards
- ISO and operational norms

3. Mandatory Advance Intimation

To avoid last-minute issues or denial at security checkpoints, all exhibitors are required to share their in-booth catering and coffee machine requirements at least 7 days in advance.

Advance confirmation enables us to:

- Arrange approved coffee machines and F&B equipment
- Allocate trained service personnel
- Ensure uninterrupted service during the exhibition

Catering Services: JIO World Convention Centre

Contact: Mr. Atul Mane / Mr. Naveen Kumar

Email: jwc.inboothcatering@ril.com

Mobile: +91 9372750801



6. ARCHITECTURAL / STAND LAYOUT / PAVILION DESIGN / INSTALLATIONS LAYOUT SUBMISSION

Exhibitors shall strictly comply with all the guidelines set forth by TTF / JWCC. Exhibitor shall submit the architectural / stand layout / pavilion design / installations layout plans to TTF by **5th August, 2026**.

Exhibitor has to submit a complete lighting / rigging plot along with the stand layout and also submit an AutoCAD plan (to the scale Grid Layout) on the number of fixtures, rigging points to be used and load per point.

Exhibitor shall comply with any modifications / changes suggested by the authorised person of TTF / JWCC, failing which we reserve the right to deny access to the Event Venue and the Centre including cause Exhibitor to dismantle and/or remove at its costs the temporary infrastructure.

If Exhibitor fails to dismantle and/or remove the temporary infrastructure, its other facilities or possessions from Event Venue and the Centre within the specified time, TTF / JWCC may (at its option) dismantle and/or remove the same or have it dismantled and removed, at Exhibitor's cost, expense and risk.

A penalty of **Rs. 1.00 Lakh + Applicable Taxes** would be charged from the Exhibitor for non-submission of the layout plan within the above stipulated time.

Exhibitor shall take responsibility of customs clearance for their exhibits being imported from foreign country.



7. STRUCTURE CONSTRUCTION AND DECORATION MATERIAL

Exhibitor is prohibited to use highly inflammable materials and the materials which drip when burning or form toxic gases.

For safety reasons, load bearing structural elements may in certain cases, be required to satisfy certain specific requirements (e.g. no flammability).

If some normally flammable decoration materials are used by their mode of installation Fire Extinguishers should provide adequate protection against catching fire.

Scaffold above 4 m in height should be supported with support scaffold and in the ratio of 4:1.



8. STRUCTURE HEIGHTS

Maximum permissible height for fabricated booth is 4 metre including platform height and maximum permissible height for Mezzanine Booth is 5 meters including platform.

If the Exhibitor wants to create a structure above 4 metre, they need to take a written permission by submitting the booth design to TTF / JWCC along with a **structural stability certificate** from a qualified and government approved structural engineers.

Exhibitor agrees and undertakes to follow all the rules and regulations in respect of the design and construction of stands.

All the infrastructure including stand structures, mobile stands, special structures and designs shall be subject to prior written approval of TTF

Exhibitor shall submit the plans to a scale of not less than 1:100, with ground plans and elevations and with indications of dimensions TTF's authorised personnel for approval before **5th August, 2026**.

TTF shall have a right to demand the structure stability certificate from a qualified and/or government approved agency.

Exhibitor shall bear all the costs of the approvals. Any stand or structures which are not approved, do not confirm to the rules and regulations, must be altered or removed by Exhibitor / Exhibitor's Contractor at the costs of Exhibitor.

In the event Exhibitor fails to comply with the instructions issued by TTF / JWCC and fails to perform its obligations within the specified time, TTF shall be authorised to have changes made at Exhibitor's cost, expense and risk including to shut down the stand.

Exhibitor shall ensure that the structures, including all equipment, exhibits and advertising material should be set up with such stability as to pose no danger to public safety and order, and specially to life and health.



9. INFRASTRUCTURE BUILD UP

All installations at event venue and the centre should be temporary and not damage the venues during installation or removal.

The exhibitors shall ensure these installations are such that are not capable of damaging the structure, fixtures and fittings of the event venue while installation, dismantling or otherwise.

Exhibitor shall, and shall ensure that the infrastructure shall be built by qualified and experienced contractors for the Event.

Temporary installations / customized stand constructions on raw space shall be allowed only for areas of 18 square meters and above. Booths below 18 sqm will be constructed in standard shell scheme only.

Contractors of exhibitors may be permitted to work at the event venue only after such contractor having provided to TTF / JWCC an undertaking to comply with all applicable laws including all safety, health and environment guidelines as may be issued by Owner from time to time.

Any floor marking of the layout for setting up of temporary infrastructure at event venue shall be carried out by erasable chalks or white masking tapes which do not leave any residue on the floor or any other location.

Exhibitor / Exhibitor's Contractor shall not carry out any build up work during the event.



10. LIVE / DESIGN LOADS

The floor live load bearing capacity should not exceed 5 tonnes per square metre

inside the Exhibition Halls.

The details and drawings of all exhibits / structures weighing more than 500 Kgs individually should be submitted to TTF / JWCC authorised personnel at least 30 days in advance otherwise these may not be allowed to be exhibited.



11. FLOOR COVERINGS

Bare space exhibitor has to place a layer of carpet covering the bare space area allotted to them on the exhibition floor before starting work.

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 adhesive tape, ensuring no residue is left on removal.

Carpets, drapes and other material should be either flame retardant or fire retardant spray from a competent authority to be sprayed.

The use of fasteners/anchors or fixing by digging, drilling, driving nails or screws into the walls or flooring of the venues and surrounding areas is strictly prohibited.

All the standard/Vertical Posts of the scaffold should be provided with the Base plates or Sole Plates.



12. HOUSEKEEPING

The organisers will not be in charge of any booth cleaning during setup or show days, thus, fabricators must designate their own housekeeping personnel for the final booth cleaning. Vacuum Cleaner is mandatory for inside cleaning of the Booths above 50 Sq. Meters.



13. WASTE WATER & GARBAGE DISPOSAL

Exhibitor / Exhibitor's Contractor shall ensure that waste water is disposed at designated places only.

Indoor and outdoor drainage, wash basins and water closets at the Event Venue shall not be used for disposal of waste water, food or garbage.

Cleaning of polluted ditches, blockages in the drainage system and carry out any other remedial work caused due to damage by use thereof shall be borne and paid by the Exhibitor

Garbage to be segregated at source.

Dustbins in different colours should be used for segregation of wet and dry garbage.

All waste should be bagged and tagged in different colour bags; wet and dry waste should be stacked separately.

Depending on the pavilion size, appropriate bins should be placed inside the pavilion.



14. FIRE EXTINGUISHERS

All stand larger than or equal to 36 sqm must have one suitable type of fire extinguisher for every 36 sqm stand area.



15. FIRE FIGHTING ACCESS ZONES

The necessary access routes and mobility zones for the firefighting services must be kept free at all times.

Exhibitor / Fabricator shall ensure that the fire hydrants is not covered over, obscured or rendered inaccessible in any way.

Exhibitor / Fabricator shall ensure that Sprinklers, fire alarms, fire extinguishing equipment, trigger points for smoke extractors, smoke alarms for the hall entrances and other safety equipment, the corresponding signs as well as the emergency exit signs must be accessible and visible at all times.

Fire marshals and fire extinguishers must be deployed by the exhibitor throughout the setup, exhibition, and dismantling period.



16. EMERGENCY EXITS AND AISLES

Exhibitors shall ensure that the emergency exits are kept free at all times.

The Aisles should always be kept clear across its entire width and length.

Any costs and expense arising from the need to clear the exits and / or Aisles will be borne by Exhibitor



17. EXITS, ESCAPE ROUTES AND DOORS

The distance from each point of an exhibition space / built up structure to an Isle may not be more than 20 M. on foot.

Enclosed stand areas which cover more than 100 Sqm, must have at least two separate exits to escape routes which are as far away as possible from each other and at opposite ends.

These routes should be clearly marked.

The use of swing doors, revolving doors, code-activated doors, sliding doors and other access barriers in escape routes are not permitted.



18. EXPLOSIVES AND AMMUNITIONS

Explosive, hazardous substances and ammunitions are regulated by the Explosives Act and may not be displayed at trade fairs or exhibitions.



19. BALLOONS AND FLYING OBJECTS

The use of air balloons filled with gas and remote-controlled flying objects within the Event Venue is not permitted.



20. ARTIFICIAL MIST/SMOKE

Use of machines producing artificial mist / smoke is subject to consultation with the JWCC



21. LOUNGES AND CLOSED ROOMS

All lounges and rooms which are surrounded and / or enclosed on all sides (closed rooms) and have no optical and acoustic links with the exhibition / display area shall be equipped with an optical and acoustical warning system in order to guarantee the possibility of warning on the stand at all times.

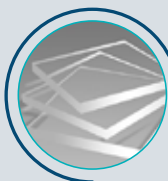
In exceptional cases, substitute measures can be adopted as per the discretion of JWCC.



22. PLATFORMS, LADDERS, STAIRS

Areas accessible to general pedestrian circulation lying over 0.20 metres lower shall be surrounded by railings with height of at least 1 metre.

Evidence of structural soundness for platforms / stages must be provided at the request of TTF / JWCC.



23. GLASS AND ACRYLIC GLASS

Only glass suitable for intended use shall be employed. All glass employed on glass structures shall be safety glass.

The edges of the glass panes shall be ground or protected so that personal injuries are precluded.

Building elements fabricated entirely from glass shall be marked at eye level.



24. SPRAY GUNS, NITRATE PAINTS/LACQUERS

Use of spray guns, spray painting or Nitrate paints / lacquers is prohibited.



25. ROTARY CUTTERS AND WORK USING NAKED FLAME

Use of power tools for cutting, welding, painting, varnishing, buffing etc is strictly not allowed in any of Event Venue halls or Centre



26. USE OF SAND, TURF OR SIMILAR MATERIAL

If sand, soil, garden use turf, moss or any other similar material are required for exhibition, decoration or presentation, an anti-leak protective layer approved by the TTF / JWCC shall be put on the floor by Exhibitor.

Exhibitor shall take all necessary precautions to prevent any part of the Event Venue being damaged and shall ensure that there is no water leakage.

Exhibitor shall be fully liable for all the costs incurred to repair the damages resulting from or arising out of use of such sand, soil, garden use turf, moss or any other similar material.



27. ADVERTISING MATERIALS / PRESENTATIONS

Exhibitor must not place any advertising or other signage in the Isle, Concourse areas or any other area of the event venue.

Presentations, slowly moving visual advertising and acoustic advertising and / or musical reproductions are permitted provided that, they cause no nuisance to others, create no jams in the Aisles, not drown announcements on the public address systems.

The noise level must not under any conditions exceed 70dB (A) at the edge of the stand or such levels as may be prescribed under applicable laws.



28. EMPTY PACKING MATERIAL

Packing material, transport crates and the like which are not needed during the exhibition is to be handed over to the officially appointed freight forwarder of your choice who will store the material for you at a cost. During the stand set-up and dismantling periods, the transport paths in the halls are to be kept free as far as possible, transport and packing material and other equipment which is no longer needed should be removed immediately from the halls.



29. DAMAGES

Exhibitor shall be responsible for making good to the satisfaction of TTF / JWCC for any loss of or any damage to any or all structures and properties belonging to TTF / JWCC or being executed or procured or being procured by TTF / JWCC or of other agencies at the Event Venue, including for loss or damage due to fault and/ or the negligence or willful acts or omission of Exhibitor or its subcontractors or its and their employees, agents or representatives or third parties visiting the Event Venue for the Event.



30. EXHIBITOR SOUND LEVEL

TTF maintains a 70-decibel sound level for all exhibitors. This level has been identified as being a safe level for trade show demonstrations. To ensure a successful Trade Show for all exhibiting companies and their guests, Fairfest Media, as Show Management, reserves the right to closely monitor sound usage and where necessary, restrict and possibly eliminate the music and other audio demonstrations in an exhibitor's booth at its discretion. Show Management's actions can include, but are not limited to, reviewing and adjusting all sound system and loud-speaker placements within

an exhibit, restricting sound levels within a booth, and restricting demonstrations within a booth.



31. GOODS TRANSPORTATION

Exhibitors 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 referred logistics, clearing and handling agents.

The Exhibitor shall ensure that the transport vehicles for the Event adhere to the logistics traffic management as per the guidelines issued by the TTF / JWCC.

The movement of goods through public area, audience passage, entry plaza and other non-designated areas including movement of goods during the event / exhibition is strictly prohibited. Any goods arriving at venue shall be received and handled by Exhibitor.

JWCC shall not allow any vehicles to enter the Event Venue in advance. The exit of exhibits shall be through exit passes duly authenticated by JWCC security team, as per the scheduled move out timings.



32. TRAFFIC REGULATIONS

In order to ensure smooth circulation of traffic during the entire Event, all rules regulating and directing traffic shall be strictly observed without exception.

The speed of the vehicles including truck, lorry or any other vehicle shall not exceed 10 km per hour within the Event Venue and the Centre.

If any vehicles or trailers are parked at such areas not specifically designated and approved in writing for parking of vehicles or trailers of the Exhibitor, or containers, boxes or empty receptacles of any kind or packaging material are not placed at the designated and approved locations, the Exhibitor shall and shall cause to remove such vehicles or trailers or containers, boxes or empty receptacles of any kind or packaging material at its costs.

Any instruction from the authorized staff of the JWCC with directing and controlling traffic shall be followed at all times.

JWCC shall not allow any parking for trucks within the premises.



33. MOTOR VEHICLES DISPLAY

Vehicles with internal combustion engines may be exhibited only on the condition that their fuel tanks are almost empty.

The battery must be disconnected, and fuel tank locked.

For Gas fuelled engines, the gas storage vessel must comply with relevant statutory rules and regulations.



34. WI-FI

Due to high concurrent usage during event hours, exhibitors requiring dedicated bandwidth are advised to pre-book internet services. Wi-Fi will be available on paid basis at the venue.

ELECTRICAL SAFETY GUIDELINES



ELECTRICAL SAFETY REQUIREMENTS FOR EXHIBITION STALLS

To ensure safe electrical installations and prevent short circuits, fire hazards, and electrical accidents during the exhibition, all exhibitors, contractors, and agencies must strictly comply with the following electrical safety requirements.

A. Compliance & Authorized Installation

- All temporary electrical installations fitted on stands shall be installed only by trained, licensed, and authorized electricians of approved contractors.
- All installations and operations must comply with the latest statutory electrical regulations and venue safety standards.
- All electrical installations, connections, testing, and inspections must be carried out only by certified and authorized electrical personnel.
- Exhibitors shall be fully liable for any damage, accident, or loss caused due to defective electrical installations.

B. Approved Electrical Materials

- All exhibition stalls must use standard 3-core electrical cables for power connections.
- Only approved and certified electrical materials (ISI / BIS / CE approved) shall be used.
- Use FRLS (Fire Retardant Low Smoke) cables only.
- Bare electric leads, crocodile clips, non-standard materials, and temporary unsafe connections are strictly prohibited.
- All wiring must be adequately protected against short circuits, overloads, and accidental contact.

C. Earthing & Electrical Protection

- Proper and effective earthing is compulsory for every exhibition stall.
- Any conductive stand structural elements must be included in the earthing and indirect contact protection system.
- Power supply will not be released without verified earthing.
- Approved distribution boards with proper MCB, ELCB, trip switches, and fuse protection must be used.
- ELCB protection is mandatory for all electrical circuits.
- Wooden junction boxes and wooden switchboards are strictly prohibited.

D. Wiring, Cable & Jointing Standards

- Electrical cables must be free from cuts, damage, or exposed conductors.
- No open wire joints are permitted.
- Electrical wire joints must only be made using appropriate industrial-standard connectors (C-form connectors).
- Direct jointing, taping, twisting of wires, or exposed connections are strictly prohibited.
- All joints must terminate inside approved junction boxes or electrical panels.
- Electrical panels must have individual rated trip switches, ELCB protection, and fuse systems.
- Switch and fuse boxes for individual stands must be installed outside the stall in a visible and permanently accessible position.
- Installation of switchboards or fuse boxes inside locked cabinets is not permitted.

E. Load Management & Safe Usage

- Exhibitors must not exceed the approved electrical load allocated to the stand.
- Any additional electrical load requirements must be approved in advance by the authorized electrical team.
- Overloading of sockets, adapters, extension boards, or circuits is strictly prohibited.
- Loose connections, overheating adapters, and unsafe electrical practices must be avoided.
- Only standard plugs and sockets shall be used.

F. Cable Safety & Housekeeping

- Avoid cable crossings wherever possible.
- Where cable crossings are unavoidable, approved cable protectors must be used.
- Materials or exhibit items must not be placed over electrical cables.
- Good housekeeping must be maintained around electrical panels, DBs, and cable routes.
- All electrical connections must remain dry, protected, and safe from physical damage.

G. Lighting & Operational Safety

- All lighting systems and electrical equipment must be switched off before leaving the stand at the end of each day.
- Any special requirement for overnight electrical usage must be informed in advance to the Organiser / Venue Management for necessary approvals.
- For safety reasons, electrical power supply will normally be made available 60 minutes before scheduled event timings and switched off 30 minutes after event closing time.

H. Inspection, Verification & Power Release

- All electrical installations and connections must be checked, tested, and approved by the authorized electrical safety team before energizing the system.
- Electrical power supply will be released only after successful safety inspection and compliance verification by the venue Electrical Engineering and HSEF team.
- Non-compliance with any electrical safety requirement may result in disconnection of power supply until corrective action is completed.

I. Fire & Short Circuit Prevention

- No exposed wiring shall be permitted.
- Electrical systems must be maintained in a safe condition to prevent sparks, overheating, fire hazards, and short circuits.
- Proper precautions must be taken to ensure electrical installations remain safe throughout the exhibition period.

Important Note: The Organiser and Venue Management reserve the right to inspect, reject, disconnect, or remove any unsafe electrical installation that does not comply with the above safety requirements or statutory regulations.

HEALTH AND SAFETY GUIDELINES



1. GENERAL RULES

Exhibitor is responsible for operational safety and compliance with health, safety and accident prevention regulations.

Stand set-up and dismantling must be performed according to prevailing industrial safety regulations and other applicable laws.

Exhibitor and their contractors must ensure that others are not endangered by their set-up and dismantling activities.

In relation to the work carried out Exhibitor must coordinate with others at TTF/ JWCC, Event Venue, and if this coordination is not possible or if the procedure is dangerous for either, the work should be stopped temporarily.

At TTF / JWCC, "Safety of Person overrides all the protection targets". TTF / JWCC also believes that all injuries, occupational illnesses as well as safety and environmental incidents are preventable.

During the build-up and dismantling period, all staff at Event Venue should be equipped with appropriate Personal Protective Equipment such as shoes, gloves, helmets.

Bare foot and slippers are strictly not permitted for any staff at the Event Venue.



2. USE OF MATERIALS FOR WORK

The use of bolt guns is forbidden.

The use of cranes and forklift trucks is restricted to certain areas of Event Venue and or Centre.

Digging or pegging is not permitted in the Event Venue and /or Centre. User agrees and undertakes to protect the surface of the Venues, Ceiling, Walls, Installations, Wash Rooms, Loading bays and the entire premises in a manner as may be specified by Owner from time to time

Spray painting, cutting / grinding metal / wood cannot be done in the Centre.



4. SAFETY MEASURE

For particular protection, heating and heat generating electrical items (hot plates, spotlights, transformers etc.) must not be installed on flammable, non-heat resistant or heat conductive surfaces.

According to the level of heat generation, appliances must be placed at an adequate distance from flammable materials.

Lighting units must not be attached to flammable decorations or the like.

All staff working at a height of 1.8 meters or above ground level should wear a rated full body harness, the same should be anchored to an appropriate anchor point.

All types of stunts performed by professional artists for any shows during the event shall be at the risk of the Exhibitor. The Exhibitor has to inform details about any such performance to the TTF / JWCC at least 14 days prior to the event along with an undertaking given in writing.



5. EMERGENCY LIGHTING

Stands on which general emergency lighting is ineffective due to their construction require their own additional emergency lighting which shall be laid out such that it will reliably allow finding one's way to the general escape routes.



6. CONTRACTOR FOOD & BEVERAGES

JWCC reserves exclusive catering rights at the Centre.

Outside Food and Beverages, Mineral Water is strictly prohibited.

Only Food and Beverages items provided by the JWCC can be consumed inside the premises including the distribution of free food & beverage Samples, Tea/Coffee for Vendors etc.

Consumption of Food & Beverages by labour/fabricators are strictly not allowed within the halls/on the booths during set up/dismantle/event days. They should dine at the designated lounge areas within the Event Venue as advised by the JWCC.

Contractor Catering Services: Sukh Sagar Hospitality

Contact: Mr. Mr. Mahadevan / Mr. Girijan Rajan Nair

Email : msmahadevan@shreesukhsagar.in / girijan.k.nair@cgggroup.co.in
Mobile: +91 96656 52070 / +91 96071 67888



7. ENVIRONMENT PROTECTION

Protection of environment is of prime concern and important business objective at TTF / JWCC.

TTF / JWCC is committed to prevent pollution, maximize recycle reduce waste, discharges and emissions.

Exhibitors and their contractors are required to make a positive contribution to achieving this aim at all stages of the Event.

Recyclable materials and / or those least harmful to the environment are generally to be used for construction and running of the Event.

Any materials left behind will be disposed without verification of their value and at Exhibitor's expense.



8. NO SMOKING

Entire Event Venue is a no smoking zone and smoking is strictly prohibited within the centre or its premises.



9. UNATTENDED ITEM/ADDITIONAL SECURITY

TTF / JWCC cannot ensure the security of items / belonging left unattended in function rooms.

Special arrangements may be made with the TTF / JWCC for securing a limited number of valuable items.

If the Exhibitor requires additional security with respect to such items or for any other reason, the TTF / JWCC will assist in making these arrangements at an additional charge.

All security personnel to be utilized during the Event are subject to TTF / JWCC approval.



10. FIRECRACKERS

Use of Firecrackers is strictly prohibited within the Centre.

IMPORTANT CONTACTS

Hospitals	Address	Contact No.	Distance from Venue	Website
Asian Heart Institute	Bandra Kurla Complex, G/N, Bandra (E), Mumbai 400051	+91 9820027691	750 mtrs/ 0.5 miles	www.asianheartinstitute.org
Guru Nanak Hospital	S-341, Gandhi Nagar, Bandra(E), Near Collector Office, Mumbai 400051	+91 22 42227777	2.8 kms/ 1.7 miles	www.gurunankhospital.com
S.L. Raheja Hospital (A Fortis Associate)	Raheja Rugnalaya Marg, Mahim (W), Mumbai 400050	+91 22 66529999	4.9 kms/ 3 miles	www.rahejahospital.com
Leelavati Hospital and Research Centre	A-791, Bandra Reclamation, Bandra (W), Mumbai 400050	+91 22 26751000 / 26568000	5.4 kms/ 3.4 miles	www.lilavatihospital.com
P.D. Hinduja Hospital & Medical Research Centre	Veer Savarkar Marg, Mahim, Mumbai 400016	+91 22 24452222 / 24451515	6.3 kms/ 3.9 miles	www.hindujahospital.com
Holy Family Hospital	St. Andrew's Road, Bandra (W), Mumbai 400050	+91 22 62670555	7.5 kms/ 4.6 miles	www.holyfamilyhospital.in

Police Station	Address	Contact No.	Distance from Venue
BKC Police Station	Bandra Kurla Complex Road, Opp. ICICI Bank, G-Block, Bandra (E), Mumbai 400051	+91 22 26504482 100	1.5 kms/ 0.9 miles

Fire Brigade	Address	Contact No.	Distance from Venue
BKC Fire Station	3VC9+565, G-Block BKC, MMRDA Area, Bandra Kurla Complex, Bandra (E) Mumbai 400098	101 +91 22 23085991 / 992	2 kms/ 1.5 miles

LIST OF LICENSES FOR PERFORMANCE (PPL, IPRS, ISRA, NOVEX, FRRO)

(List of General Licenses along with terms and conditions for liquor license).

Name of the License / Permission	Remarks	Particulars
Phonographic Performance Ltd. License (PPL)	In Case of any DJ and the DJ should also have the license to perform (PPL)	Relevant permissions required and needs to be submitted 10 days prior to the event
IPRS License	This is required for Entertainment Programme, i.e. Dance, Live Musical Performance, DJ, Exhibitions, Mela, etc.	Relevant permissions required and needs to be submitted 10 days prior to the event
Indian Singers' Rights Association ISRA	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.	Relevant permissions required and needs to be submitted 10 days prior to the event
Novex Music Copyright License	This is required for Entertainment Programme, i.e. Dance, Musical Performance, DJ, Exhibitions, Mela, etc.	Relevant permissions required and needs to be submitted 10 days prior to the event
Foreign Artist - FRRO	Required for foreign artists on work & business visa	NOC FRRO to be submitted 10 days prior to the event
Letter of Intimation to GST Authority (Subject to Jurisdiction under State/ Central)	Required for any sales during the exhibition/ event by the Exhibitor.	Relevant permissions required and needs to be submitted 10 days prior to the event

LIQUOR LICENSE

Liquor purchase is mandatory from the JWCC either in the form of packages or as per the beverage list.

Liquor purchased from JWCC 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 JWCC licensed bar and JWCC can procure it on behalf of Exhibitor at a price of Exhibition Hall - INR 22,500 / USD 234 ++ & Inside the Meeting Room - INR 17,500 / USD 182 ++ - Per day / per bar setup inclusive of administrative charges.

It is the responsibility of Exhibitor to comply with provisions of The Maharashtra Prohibition Act, 1949.

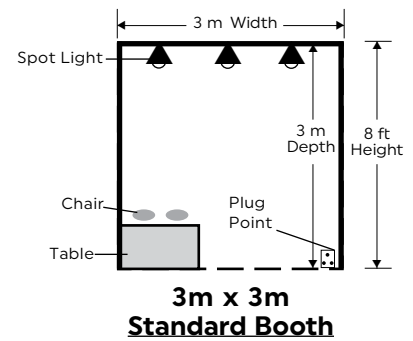
The charge of the liquor license is subject to change as per government norms.

Liquor will be served latest till 2200 Hrs. No deviation from the license terms and conditions will be done.

STANDARD SHELL SCHEME BOOTH

IMPORTANT NOTES:

- Nailing, stickers, or painting on aluminum frames are prohibited.
- Nailing or painting on panels is not allowed.
- Exhibitors must remove any double-sided tape or stickers they place on panels at the end of the exhibition.
- The organiser does not permit changes to the colour scheme, attachment of logos or other lettering, or alterations to the standard fascia.
- External electrical contractors are not allowed inside the exhibition hall to provide metal lights, halogen lights, spotlights, or plug points.



I. STANDARD SHELL SCHEME BOOTH INCLUDES

The Official Contractors will provide the following items for each shell scheme Standard Booth (3m x 3m)

Fascia : Red background with Exhibitor's name in English (max. 25 letters) using white cut out letterings.

Wall Panelling : Three side walls (white laminated panels) held by prefabricated aluminium system. In the case of corner booths it will be two side walls and two fascia boards.

II. ADDITIONAL RENTAL FURNITURE & ELECTRICAL FITTINGS

In addition to the items included in the basic Standard Shell Scheme Booth as listed in the table above, exhibitors may need extra furniture or electrical items. These can be rented from the Official Contractor. Please refer to Form No. 4 (Page No. 20 & 21) and submit it to the Organiser by the specified deadline.

UTILITY CHART	2 mtr depth		3 mtr depth	
	6 sqm	12 sqm	9 sqm	18 sqm
Table	1	2	1	2
Chairs	2	4	2	4
Spotlight	3	6	3	6
Plug Point	1	2	1	2
Dustbin	1	2	1	2

FLEX PRINT DIMENSIONS								
Size	2 mtr	3 mtr	4 mtr	5 mtr	6 mtr	7 mtr	8 mtr	9 mtr
Width (feet)	6.5	9.5	13	16	19.5	22.5	26	29
Height (feet)	8	8	8	8	8	8	8	8

VINYL PRINT DIMENSIONS	
Per Panel	
Width (feet)	3.25
Height (feet)	8

TABLE BRANDING DIMENSIONS	
Vinyl Print	
Width (feet)	3.25
Height (feet)	2

MANDATORY & REQUISITION FORMS

Mandatory Forms			Access	References	Deadline
FORM 1	Registration of Contractor	Online Form	Go to Portal	View Details	5.8.2026
FORM 2	Electrical Requirement	Online Form	Go to Portal	View Details	5.8.2026
FORM 3	Contractor Security Deposit		Open Page	-	5.8.2026

Requisition Forms			Access	References	Deadline
FORM 4	Additional Furniture	Online Form	Go to Portal	View Details	5.8.2026
FORM 5	Temporary Staff	Online Form	Go to Portal	View Details	5.8.2026
FORM 6	Internet Requisition Form	Online Form	Go to Portal	View Details	5.8.2026

Award Forms			Access	References	Deadline
FORM 7A	Best Print Promotional Material Award		Open Page	-	16.8.2026
FORM 7B	Most Promising New Destination Award		Open Page	-	16.8.2026
FORM 7C	Most Innovative Product Award		Open Page	-	16.8.2026
FORM 7D	Most Exclusive Leisure Product Award		Open Page	-	16.8.2026
FORM 7E	Best Value Leisure Product Award		Open Page	-	16.8.2026

IMPORTANT UPDATE: TRANSITION OF FORMS TO THE EXHIBITOR PORTAL

Dear Exhibitors,

We're delighted to share that, building on the strong response to last year's Exhibitor Portal launch, the following forms will continue to be fully integrated and available for seamless online completion and submission:

FORM 1	Registration of Contractor
FORM 2	Electrical Requirement
FORM 4	Additional Furniture
FORM 5	Temporary Staff
FORM 6	Internet Requisition Form

This ongoing integration ensures an even smoother, quicker, and more convenient experience for all exhibitors this year.

Please Note:

All remaining forms will continue to follow the manual submission process and can be accessed through the Exhibitor Manual. We encourage you to review and submit your forms well in advance to avoid any last-minute hassle.

For any assistance or clarifications, feel free to reach out to us at contact@fairfest.in

Thank you for your cooperation and for being an important part of this year's event!

FORM 1

REGISTRATION OF CONTRACTOR FOR BARE SPACE EXHIBITORS (MANDATORY FORM)



Access the form online

Open Form

Deadline for Submission : 5 August 2026

BOOTH HEIGHT LIMIT : Maximum permissible height for fabricated booth is 4 meters including platform height.

DISPLAY OF BOOTH NUMBERS : Exhibitors and Fabricators are required to ensure that their booth numbers are clearly displayed within their stands. This is mandatory as it helps in seamless identification and navigation for visitors, organizers, and participants.

LAYING ONE TIME USED CARPET : All fabricators need to lay one time used carpet on the entire booth area before constructing their booth, failing to which refundable security deposit will be forfeited.

NO STORAGE SPACE : Fabricators are not permitted to store or retain materials behind the booth; if they do, their performance bond will be forfeited.

HOUSEKEEPING : The organizers will not be in charge of any booth cleaning during setup or show days, thus fabricators must designate their own housekeeping personnel for the final booth cleaning.

FIRE EXTINGUISHERS : For safety precautions, fabricators must have Fire Extinguishers within their booths and it must also be implemented in the design in order for the approval of the design.

Damage & Performance Bond

(1) A Damage & Performance Bond must be paid by demand draft by the booth contractor to the Organizers when they register at the exhibition site for booth possession. This will be held against damages to the venue, and / or the disposal of booth construction waste left on-site after the event. Any breach of the organizers / venue's regulations may also cause the deposit to be forfeited. The DD should be made in the name of "Fairfest Media Ltd." The deposit will be refunded after the exhibition subject to the clearance of the site by the contractors and no damage being recorded.

No.	Booth Sq.	Amount in INR/USD
1	0 - 36	INR 25,000 / USD 313
2	37 - 100	INR 50,000 / USD 625
3	101 - 199	INR 75,000 / USD 938
4	200 and above	INR 1,00,000 / USD 1250

(2) It is the individual booth contractor's responsibility to remove all packing and waste materials from the exhibition hall during both move-in and move-out. Garbage & waste materials from decoration work must not be discarded into the Aisles & must be cleared. All material used must be removed during move-out and this must be done safely (no pushing over high pieces of booth, no smashing of glass panels etc). Failure to comply will result in the Damage & Performance Bond being totally forfeited.

(3) The Damage & Performance Bond will be refunded by showing the receipt after the exhibition subject to the clearance of the site by the contractors and no damage or garbage being recorded by the exhibition centre management and the organizers.

(4) Organizers reserve the right to deduct an actual and appropriate amount for damages to the hall structures / venue, made by the exhibitor or their design & handling agencies' staff during build-up, show days and dismantling time, from the Damage & Performance Bond paid by the exhibitor. This is to ensure all the rules & regulations are abided by and to cover any damage arising directly or indirectly from infringement. This is without prejudice to any additional claims the organizers may have on the exhibitor if the damages exceed the bond amount. Balance amount if any, will be returned if no damage is found.

On receipt of this Form and the deposit payment CONTRACTOR BANDS will be issued. Only holders of CONTRACTOR BANDS will be allowed access to the site.

Please supply CONTRACTOR BANDS : No. required :

N.B. : Electrical installations must be carried out by the Official Contractor only.

Approval of booth design is required to be taken from organizers by submitting the same **5 August, 2026.**

FORM 2

ELECTRICAL REQUIREMENT FOR BARE SPACE EXHIBITORS (MANDATORY FORM)



Access the form online

Open Form

Deadline for Submission : 5 August 2026

This form must be completed and returned by every exhibitor under Bare Space / Shell Space.

1. Exhibitors who have booked BARE SPACE / SHELL SPACE must specify their power requirements in this form.
2. The Shell Scheme package includes only standard single-phase supply. For three-phase supply with a connected load exceeding 1 KW, please complete this form and send it to contact@fairfest.in.
3. The Shell Scheme / Pre-fabricated Stall Exhibitors Package includes fluorescent tubes, spotlights, and 230V, 5 Amp plug points (for consumption up to 1 KW only).

Item	Unit Cost (Per KW)
Single Phase/Three Phase Power	INR 2,500/USD 31 + 18% GST

Note : All prices are current and subject to change without prior notice.

Electrical requirements can be serviced only if order is placed on or before 5 August 2026. There is no provision of making last minute / onsite request after 5 August 2026.

Rules for Electrical Work

Exhibitors are requested to make the payment for the same 20 days prior to the show along with the Form. The cheque / DD should be drawn in favour of "Fairfest Media Limited"

1. All exhibitors must appoint a licensed electrical contractor for carrying out the internal wiring within the stands & must submit a photocopy of the contractor's license to the Organisers.
2. It is mandatory to use only ISI mark new material for doing the electrical installation and the wires shall be PVS copper insulated 1100 V.
3. For lighting circuit the wires must be 3x2.5 sq mm copper wire. For 16A power point. 3x4 sq mm PVC insulated copper wire must be used.
4. Wires must be run in a safe manner through conduit or casing capping. No wires must hang loose and must be terminated using crimping lugs.
5. The type of light must be LED & if halogen lights are used, they must have a transformer attached to it.
6. The load connected to power point must be suitable for the socket.

FORM 3

CONTRACTOR SECURITY DEPOSIT FORM FOR BARE SPACE EXHIBITORS (MANDATORY FORM)

PLEASE COMPLETE AND RETURN THIS FORM TO:

Fairfest Media Ltd.

305, 3rd Floor, The Summit Business Bay, Near WEH Metro Stn. Off Andheri Kurla Road,
Andheri (E), Mumbai 400 093 | Tel : +91 22 4555 8555 | E-mail : contact@fairfest.in

Deadline for Submission : 5 August 2026



Booth No.	Exhibitor's Name	Sq. mtr. booked

Contractor Company Name : _____	
Contractor Person Name : _____	
Mobile Number : _____	Email ID : _____
Contractor GST Number : _____ Contractor PAN Number : _____	

Particulars	Amount
On Account of:	
Payment Mode: DD Only By DD No.: _____ Bank Name: _____ Branch: _____ Dated: _____	
Amount in words: _____	

NOTES:

- The security deposit must be submitted only via Demand Draft. No other forms of payment will be accepted.
- A refundable security deposit must be paid by Demand Draft in the name of **"Fairfest Media Ltd."**
- Booth possession will not be granted if the contractor fails to submit the security deposit by Demand Draft.
- Cash payments will not be accepted as security deposits. In exceptional cases where a cash security deposit is accepted, a service charge of INR 5000 / USD 63 + 18% GST will be applied and deducted from the security deposit.
- The security deposit must be paid by the booth contractor, not the exhibitor, unless the exhibitor is personally handling their own stand fabrication.
- If the booth contractor fails to meet the deadline for the final completion of booth construction or dismantling, the entire security deposit will be forfeited as a penalty for non-completion.
- Please bring two copies of this form, signed and stamped by the authorized company representative, at the time of possession.
- Submit the signed copy of this form when collecting your security deposit.

No.	Booth Sq.	Amount in INR/USD
1	0 - 36	INR 25,000 / USD 313
2	37 - 100	INR 50,000 / USD 625
3	101 - 199	INR 75,000 / USD 938
4	200 and above	INR 1,00,000 / USD 1250

For Contractor

For Fairfest Media Ltd

Date Signature & Stamp

Authorised Signatory

Please make copy for your reference.

FORM 4

ADDITIONAL FURNITURE (OPTIONAL FORM)

Access the form online

Open Form

Deadline for Submission : 5 August 2026



System Table

INR 900 / USD 12



Lockable Cabinet

INR 2500 / USD 32



Glass Round Table

INR 1200 / USD 15



Centre Table

INR 1200 / USD 15



Leather Chair

INR 600 / USD 8



Leather Chair

INR 600 / USD 8



Bar Stool

INR 900 / USD 12



Sofa Double

INR 3500 / USD 44



Sofa Single

INR 2000 / USD 25



Brochure Stand

INR 800 / USD 10



LED Spotlight

INR 450 / USD 6



Metal Halide

INR 1200 / USD 15



Power Socket

INR 450 / USD 6



Waste Bin

INR 50 / USD 1



42" LED TV with Stand
(Per Day)

INR 2000 / USD 25

FORM 4

ADDITIONAL FURNITURE (OPTIONAL FORM)



Access the form online

Open Form

Deadline for Submission : 5 August 2026

Item	Unit Cost	
	INR	USD
System Table	900	12
Lockable Cabinet	2,500	32
Leather Chair (Black)	600	8
Leather Chair (White)	600	8
Fibre Chair	350	5
Centre Table	1,200	15
Single Seater Sofa	2,000	25
Double Seater Sofa	3,500	44
Glass Round Table	1,200	15
Bar Stool	900	12
Brochure Rack	800	10
Waste Basket	50	1
LED Spot Lights	450	6
5/15 AMP Power Socket	450	6
Metal Halide	1,200	15
42" LCD TV with stand - Per Day	2,000	25

Note : All prices are current and subject to change without prior notice.

Additional furniture request can be processed if the order is placed on or before 5 August 2026.

FORM 5

TEMPORARY STAFF (OPTIONAL FORM)



Access the form online

Open Form

Deadline for Submission : 5 August 2026

Temporary personnel must not be entrusted with handling of cash or valuable. Exhibitors will be responsible for the temporary personnel in their stands during the show. The Organiser will not be responsible for any loss or damage caused by such personnel.

Particulars	Unit Cost (INR / USD)
Hostess - Per Day	INR 3500 / USD 44
Male Promoter - Per Day	INR 2500 / USD 32

1. The working hour for service is 8 hrs./person/day
2. The duration of service is 10.00 - 18.00 hrs.
3. On-site order MUST be paid immediately via RTGS / UPI along with the order form only.
4. No refund for any cancellation once the order is placed.
5. Temporary Staff must not be entrusted with handling of cash or valuables.
6. Exhibitors will be responsible for the temporary staff in their stands during the show.
7. Organiser will not be responsible for any damage caused by temp staff.

FORM 6

INTERNET REQUISITION (OPTIONAL FORM)



Access the form online

Open Form

Deadline for Submission : 5 August 2026

1. Wired Connection

Particulars	Connection	Minimum Speed	Duration	Price	Quantity
Wired Internet Connection	Single Line	05 mbps	One Full Day	INR 15,000 / USD 167	
		10 mbps		INR 25,000 / USD 278	
		30 mbps		INR 50,000 / USD 556	
		50 mbps		INR 75,000 / USD 833	
		100 mbps		INR 1,00,000 / USD 1111	

2. WiFi Connection

Particulars	Connection	Minimum Speed	Duration	Price	Quantity
WiFi	Per Device	15 mbps	One Full Day	INR 750 / USD 9	
		30 mbps		INR 1,500 / USD 17	
Particulars	Connection	Minimum Speed	Duration	Price	Quantity
WiFi	20	15 mbps per Connection	One Full Day	INR 6,500 / USD 72	
	100			INR 30,000 / USD 333	

FORM 7A AWARDS PROGRAMME

PLEASE COMPLETE AND RETURN THIS FORM TO:

Fairfest Media Ltd.

305, 3rd Floor, The Summit Business Bay, Near WEH Metro Stn. Off Andheri Kurla Road,
Andheri (E), Mumbai 400 093 Tel : +91 22 4555 8555 | E-mail : contact@fairfest.in

Deadline for Submission : 16 August 2026



BEST PRINT PROMOTIONAL MATERIAL AWARD

Category (check one)

☐ Govt.-Sector/NTO

☐ Private Sector Participant

Rules and Procedures

1. Please attach three copies of all print and promotional material you will use at TTF Mumbai (including brochures, posters, leaflets, pamphlets, etc.)
2. Please attach separate form on company letterhead which details target audience, objectives of print campaign, results or expected results.
3. Completed entry forms must be received before 7 days of the fair :
Awards Programme

Fairfest Media Ltd.

305, 3rd Floor, The Summit Business Bay
Near WEH Metro Stn. Off Andheri Kurla Road
Andheri (E), Mumbai 400 093
Tel : +91 22 4555 8555
E-mail : contact@fairfest.in

5. All decisions made by Judging Panel are final.

Organisation : _____ Booth No. _____

Contact Person _____ Designation : _____

Mob : _____ Email : _____

Address : _____

Signature _____

Deadline for Submission : 16 August, 2026

FORM 7B AWARDS PROGRAMME

PLEASE COMPLETE AND RETURN THIS FORM TO:

Fairfest Media Ltd.

305, 3rd Floor, The Summit Business Bay, Near WEH Metro Stn. Off Andheri Kurla Road,
Andheri (E), Mumbai 400 093 Tel : +91 22 4555 8555 | E-mail : contact@fairfest.in

Deadline for Submission : 16 August 2026



MOST PROMISING NEW DESTINATION AWARD

Region (check one)

☐ India

☐ International

Rules and Procedures

1. Please attach separate form on company letterhead which gives brief description of new destination on entry form. Details should include:
 - description of new facilities constructed, offerings of surrounding locale/environment and wealth of local features(entertainment or other).
 - target market
 - statistics on tourism to the destination in recent years, as well as statistics on expected tourism to the region if available.
2. Completed entry forms must be received before 7 days of the fair :
Awards Programme
Fairfest Media Ltd.
305, 3rd Floor, The Summit Business Bay
Near WEH Metro Stn. Off Andheri Kurla Road
Andheri (E), Mumbai 400 093
Tel : +91 22 4555 8555
E-mail : contact@fairfest.in
3. All decisions made by Judging Panel are final.

Organisation : _____ Booth No. _____

Contact Person _____ Designation : _____

Mob : _____ Email : _____

Address : _____

Signature _____

Deadline for Submission : 16 August, 2026

FORM 7C AWARDS PROGRAMME

PLEASE COMPLETE AND RETURN THIS FORM TO:

Fairfest Media Ltd.

305, 3rd Floor, The Summit Business Bay, Near WEH Metro Stn. Off Andheri Kurla Road,
Andheri (E), Mumbai 400 093 Tel : +91 22 4555 8555 | E-mail : contact@fairfest.in

Deadline for Submission : 16 August 2026



MOST INNOVATIVE PRODUCT AWARD

Rules and Procedures

1. Please attach separate form on company letterhead which gives brief description of your product and how it provides overall educational service, such as educating visitors on an indigenous population/cultural heritage or promotion of local environmental awareness. Details should include:
 - historical development of programme or project
 - source of funding for project or programme
 - target market
 - results achieved in increasing awareness of programme or project's cause

2. Completed entry forms must be received before 7 days of the fair :
Awards Programme

Fairfest Media Ltd.

305, 3rd Floor, The Summit Business Bay
Near WEH Metro Stn. Off Andheri Kurla Road
Andheri (E), Mumbai 400 093
Tel : +91 22 4555 8555
E-mail : contact@fairfest.in

3. All decisions made by Judging Panel are final.

Organisation : _____ Booth No. _____
Contact Person _____ Designation : _____
Mob : _____ Email : _____
Address : _____

Signature _____

Deadline for Submission : 16 August, 2026

FORM 7D AWARDS PROGRAMME

PLEASE COMPLETE AND RETURN THIS FORM TO:

Fairfest Media Ltd.

305, 3rd Floor, The Summit Business Bay, Near WEH Metro Stn. Off Andheri Kurla Road,
Andheri (E), Mumbai 400 093 Tel : +91 22 4555 8555 | E-mail : contact@fairfest.in

Deadline for Submission : 16 August 2026



MOST EXCLUSIVE LEISURE PRODUCT AWARD

Rules and Procedures

1. Please attach separate form on company letterhead which details:
 - brief description of product
 - target market (should be geared towards upscale, select market)
 - reasons why this product offers the most comprehensive or unique way to access destinationPlease also attach brochures, pamphlets, or other supporting documentation if available.

2. Completed entry forms must be received before 7 days of the fair :
Awards Programme

Fairfest Media Ltd.

305, 3rd Floor, The Summit Business Bay
Near WEH Metro Stn. Off Andheri Kurla Road
Andheri (E), Mumbai 400 093
Tel : +91 22 4555 8555
E-mail : contact@fairfest.in

3. All decisions made by Judging Panel are final.

Organisation : _____ Booth No. _____

Contact Person _____ Designation : _____

Mob : _____ Email : _____

Address : _____

Signature _____

Deadline for Submission : 16 August, 2026

FORM 7E AWARDS PROGRAMME

PLEASE COMPLETE AND RETURN THIS FORM TO:

Fairfest Media Ltd.

305, 3rd Floor, The Summit Business Bay, Near WEH Metro Stn. Off Andheri Kurla Road,
Andheri (E), Mumbai 400 093 Tel : +91 22 4555 8555 | E-mail : contact@fairfest.in

Deadline for Submission : 16 August 2026



BEST VALUE LEISURE PRODUCT AWARD

Rules and Procedures

1. Please attach separate form on company letterhead which details:
 - brief description of product
 - cost of product to various markets (product should be targeted to large market)
 - reasons why this product is the best value of its kind

Please also attach brochures, pamphlets, or other supporting documentation if available.

2. Completed entry forms must be received before 7 days of the fair :
Awards Programme

Fairfest Media Ltd.

305, 3rd Floor, The Summit Business Bay
Near WEH Metro Stn. Off Andheri Kurla Road
Andheri (E), Mumbai 400 093
Tel : +91 22 4555 8555
E-mail : contact@fairfest.in

3. All decisions made by Judging Panel are final.

Organisation : _____ Booth No. _____
Contact Person _____ Designation : _____
Mob : _____ Email : _____
Address : _____

Signature _____

Deadline for Submission : 16 August, 2026

FINAL CHECKLIST & SHOW IMPLEMENTATION

FINAL CHECKLIST

- ☐ Furniture ordered for exhibition booth and/or trade show contractor hired?
- ☐ Hotel accommodation and travel bookings made?
- ☐ Informational materials prepared for the general public?
- ☐ Business cards printed?
- ☐ How will the packaged material be brought to the booth?
- ☐ Arrangement for temporary staff made?
- ☐ What invoices are still outstanding?

SHOW IMPLEMENTATION

During TTF it is important that your stand personnel converse professionally with customers. These interactions must be documented properly to collect information for professional trade show follow-up.

1. Conversation with customers

- Every opportunity to make contact is priceless and must be converted to dialogue with a great deal of attention and willingness.
- Even seemingly disinterested customers present a window of opportunity for fruitful communication.
- Understand the visitor's busy schedule and compress your sales pitch accordingly.
- Leave room for the visitors to explore, instead of overwhelming them with attention.
- Recognise the interests of the visitor and build your conversation around it.

2. Documentation

Each conversation forms the basis for your trade show follow-up and hence must be documented by stand personnel whenever a visitor shows keen interest.

- When a business card is available do not ask for information already mentioned there.
- Only begin taking notes after a short warm-up phrase.
- Because your notes are not secret, allow the person concerned to see what you write down.
- Use copies of the enclosed "Conversation Record" for evaluating significant contacts.

3. Follow-up

In no later than 10 days after TTF, the following activities when efficiently handled directly influence the business decisions of important contacts:

- Thank-You mailings
- Phone calls to initiate contacts
- Business proposals
- Live up to the promises made

**WE WISH YOU SUCCESS IN THE UPCOMING EVENTS &
HOPE YOU FIND THESE GUIDELINES USEFUL**

YOUR TTF TEAM



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