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INSTITUTION OF
RAILWAY SIGNAL AND
TELECOMMUNICATION
ENGINEERS (INDIA)

INTERNATIONAL IRSE CONVENTION AND EXHIBITION 2026

BHARAT MANADAPAM, DELHI



EXHIBITOR MANUAL

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MANDATORY REQUIREMENT FOR ALL EXHIBITORS

Please complete this form on receipt of your copy of exhibitor manual:

1. **Name of Exhibiting Company:**
2. **Booth Type (Raw Space/ Shell Scheme Booth):**
3. **Booth No:**
4. **Contact Person:**
5. **Address:**
6. **Telephone:**
7. **E-mail:**
8. **Website:**

IMPORTANT: Please Scan this page and e mail to ashishmishra.innovations@gmail.com

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Dear Exhibitor,

Welcome to International IRSE Convention & Exhibition 2026!

Attached is your **Exhibitor Manual**, a comprehensive guide designed to ensure your participation is seamless and successful. To help you prepare effectively, please review the manual in detail and take note of the following:

- **Review Deadlines & Policies:** Familiarize yourself with key dates, exhibition policies, and available services (including associated costs).
- **Submit Order Forms:** Complete and mail all necessary forms as directed within the manual.
- **Keep Records:** Retain copies of all submitted forms to help us resolve any future queries quickly and accurately.
- **Read Thoroughly:** While it may be tempting to skim, we strongly recommend reading the manual in its entirety to avoid logistical oversights.

We are committed to providing you with dedicated support throughout the event. We look forward to a productive and profitable exhibition for your team!

Your Sincerely,

Ashish Mishra
Coordinator – International IRSE Convention & Exhibition 2026
Email: ashishmishra.innovations@gmail.com

INTERNATIONAL IRSE CONVENTION AND EXHIBITION 2026

BHARAT MANADAPAM, DELHI

General Information

- A1. The Exhibition
- A2. Venue & Dates
- A3. Exhibition Opening Hours
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 - A6.2. Booth Specification - Space Only (Bare)
 - A6.3. Note for Bare Space & Private Erectors (Contractors)
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 - A6.5. Booth Cleaning
- A7. Official Contractors
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 - A7.2. Official Furniture (Additional Materials) Agency
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 - A8.2. Official Staff & Hostess Services
 - A8.3. Official Audio-Visuals Equipment Services

INTERNATIONAL IRSE CONVENTION AND EXHIBITION 2026

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A1. The Exhibition

International IRSE Convention & Exhibition 2026

A2. Venue & Dates

Hall No: 14GF, Bharat Mandapam

11th & 12th June 2026

A3. Exhibition Timings

11th June 2026 10.00 AM – 06:00 PM

12th June 2026 10.00 AM – 06:00 PM

During the show days' exhibitors will have access to their respective booths 30 minutes before and after the show timings to service their booths and /or exhibits. Exhibitors, who require access beyond the above given time limits, need to contact the organisers to obtain written permission in advance to make necessary arrangements like electricity, security etc.

A3.1 Exhibition Build Up & Dismantling Schedule

Sno	Events	Day	Date	Time
1	Entry of bulky/heavy and general exhibits	Tuesday	9th June	10:00 AM
2	Raw Space Booth Allocation with floor Marking	Tuesday	9th June	12:00 PM
3	Temporary power supply for raw space	Tuesday	9th June	2:00 PM
4	Possession of shell Scheme Stalls	Wednesday	10th June	10:00 AM
5	Completion of booth construction	Wednesday	10th June	10:00 PM
6	Exhibition hall to be sealed for final cleaning	Wednesday	10th June	10:00 PM
7	Exhibitors to start dismantling the stalls	Friday	12th June	6:00 PM
8	Deadline for removal of all exhibitors' materials from the hall	Saturday	13th June	5:00 AM
9	Handover of hall	Saturday	13th June	8:00 AM

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A3.2 Detailed Logistics Guide: Entry & Operations for Hall 14 (Bharat Mandapam)

Vehicle Entry & Gate Protocols

- Designated Access: All cargo vehicles specifically assigned to Hall 14 must utilize **Gate 1** for entry. No other gate will permit heavy cargo or commercial vehicle access for this hall.
- Documentation Requirements: Entry is strictly regulated. To pass through Gate 1, you must provide:
 - An **Entry Form** filled out in **triplicate**.
 - An **Authorization Letter** from the respective exhibitor, printed on their official company letterhead.
 - *Note: Without these documents, vehicles will be turned away by security.*
- Waiting: To prevent congestion at the gate, trucks are required to wait at the **Bhairon Mandir Parking** area.

Stall Construction & Safety Compliance (Hall 14)

- **Smoke Curtain Clearance:** Hall 14 is equipped with sensitive fire safety systems. You must maintain a **1-meter wide "No-Construction Zone"** directly beneath all smoke curtains. Ensure your stall design accounts for this gap to avoid forced dismantling by venue authorities.
- **Fire Access:** At no point should your booth, materials, or packaging block:
 - Fire Hose Cabinets (FHC).
 - Emergency Exit routes as marked on the Hall 14 floor plan.
- **Height & Stability:** All structures must be self-supporting and within the height limits. The height limit for all booth types is **4 meters**.

Breakdown & Exit Procedures

- **Last Day Protocol:** To ensure visitor safety, cargo vehicles are restricted from entering the venue during exhibition hours.
- **Re-entry Time:** Vehicles are typically granted access back into the venue for breakdown **only after 9:00 PM** on the final day, or once the hall has been cleared of all visitors.
- **Clearance:** Ensure all debris and construction waste are removed along with the cargo, otherwise, security clearance for the vehicle's exit may be withheld.
- **The specimen entry and exit forms are provided below.**

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Serial No. 98084

India Trade Promotion Organisation

MATERIAL ENTRY SLIP

(To be submitted in Triplicate)

Name of the Fair/Exhibition _____ OR SERVICE PROVIDER _____

Date _____

M/s _____ (name of Exhibitor/Permanent Pavilion/Service Provider)

is participating / providing / services / executing work (please tick relevant entry) in the above fair at Stall

No. _____ Hall No. _____ at (location) _____ in Pragati Maidan. Exhibition goods/material

is being transported outside Pragati Maidan in Vehicle No. _____ / by Hand.

I hereby declare that the exhibition goods/material whose description is given below belongs to me/my organization and are meant for display/use in the exhibition/works/providing services only. I undertake full responsibility for these goods and will be liable for any consequences, in case found otherwise.

Number of Packets/Cartons : _____

Brief Description of Exhibition goods / material _____

Signature of Exhibitor/Service Provider
with Rubber Stamp _____

Countersigned by Authorised Signatory of ITPO/
Director Pavilion

Name _____

Company _____

Contact Phone No. _____

Name of the Official / Officer
with Rubber Stamp _____

To be filled by ITPO Security Staff

Date of Entry into Pragati Maidan _____

Time of Entry _____

Entry Gate No. _____

Note :

1. At the time of Entry from Pragati Maidan, material Entry/Exit Slip must be submitted in duplicate at Security Gate. One copy will be retained at the Security Gate and second copy will be sent by ITPO Security staff to ITPO Facilitation Centre/CCR on a daily basis.
2. No material whether in a vehicle or by hand will be allowed without submitting the material Entry/Exit Slip at ITPO Security Gate.
3. ITPO Security Staff on duty at the Entry gate will receive two copies with date/time of Entry/Exit Gate No.
4. Third copy of Material Entry/Exit Slip will be retained by Exhibitor/Service provider for their record.

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BHARAT MANADAPAM, DELHI



Serial No _____

India Trade Promotion Organisation

MATERIAL EXIT SLIP

(To be submitted in Triplicate)

34671

Name of the Fair/Exhibition _____ OR SERVICE PROVIDER _____

Date _____

M/s _____ (name of Exhibitor/Permanent Pavilion/Service Provider)

is participating / providing / services / executing work (please tick relevant entry) in the above fair at Stall

No. _____ Hall No. _____ at (location) _____ in Pragati Maidan. Exhibition goods/material

is being transported outside Pragati Maidan in Vehicle No. _____ / by Hand.

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Entry Gate No. _____

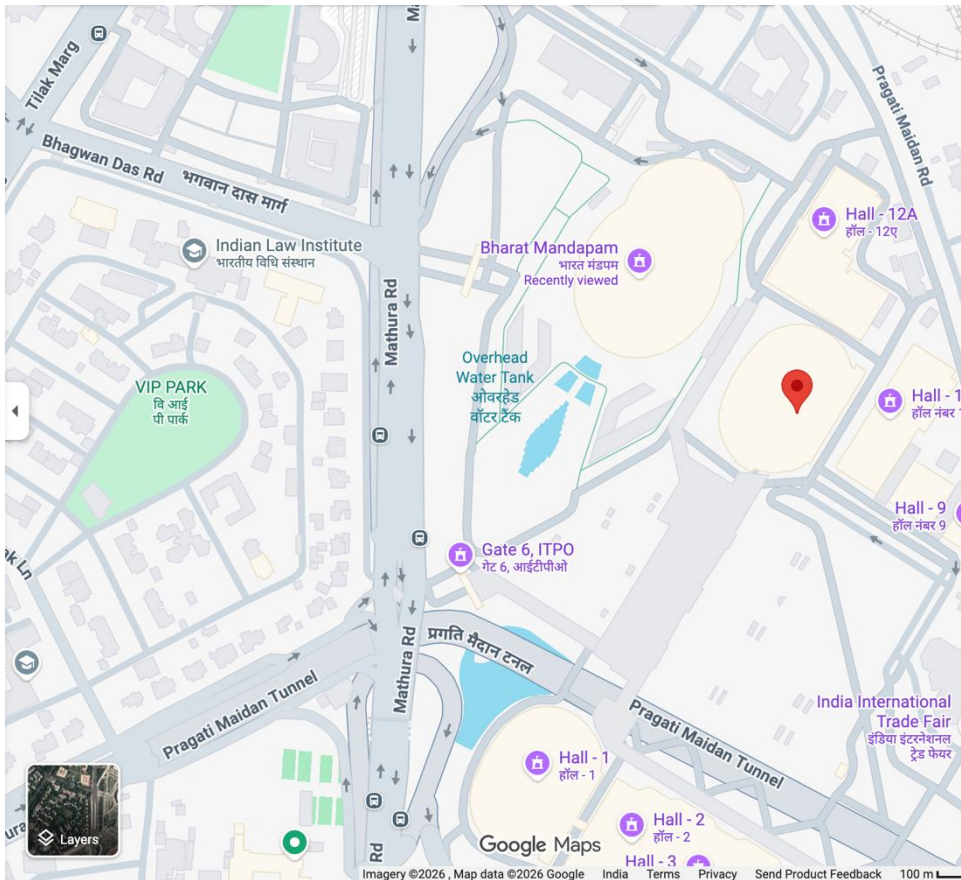
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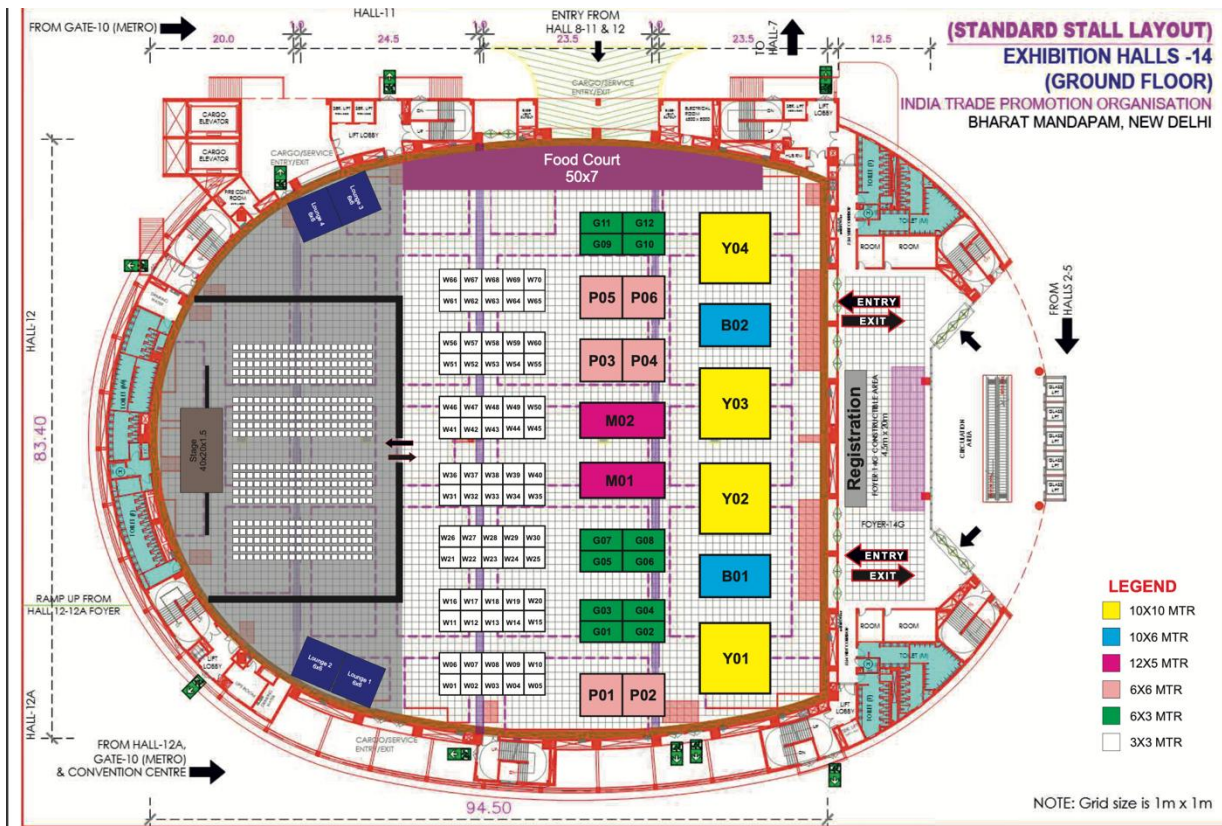
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A4. Map Showing Location of Hall14, Bharat Mandapam



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A5. Hall 14 Layout and floor plan



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A6. BOOTH SPECIFICATIONS

A6.1 Booth specifications - Shell Scheme

Booths are provided in cubicles of a prefabricated system, made of aluminum hardware profiles & laminated ply partition with standard accessories:



Entitlement for shell Scheme booth – 9 Sq. mtr.

- Table – 01
- Folding Chair -02
- Spotlights – 03
- 5/15 Amp Sockets – 01
- Waste Basket – 01
- Synthetic needle punched carpet (inside the booth area)
- Fascia board with company name

These items are not interchangeable. You may opt for all, or part of the items listed.
Electrical: Basic electric (supply) load (1KW) for each 9 sq. mtr. shell scheme stall and in multiples thereof shall be provided. Shell scheme exhibitors, requiring additional power beyond 1KW need to order the same through organisers upon request against extra charges.

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Guidelines for exhibitors on the Rental of wall Panels

- The organizers recommend no additions or any change to the Standard Shell Scheme. Should you wish to do so, please contact the organising team operations staff
- Do not spray, glue or silicone on the wall panels
- Do not paint, spray-paint or write on the wall panels
- Do not drill, nail, perforate, tack down, staple or cause any damage to the panels or any parts of the standard shell scheme. Should you need to affix any exhibit or sign to the wall, please contact the organising team operations staff.

Note: In case of violation of the above rules, the organizers will be obliged to request the payment from exhibitor for any damage caused at the rate of INR 5,000.00 per panel.

A6.2 Booth specifications - Space only (bare)

Space only: Space only as the term says, is only bare floor space, without any basic amenities like booth structure, carpet, furniture, fascia or electricity load. Any of the above amenities required by an exhibitor will be made available by the organizers upon request against extra charges, the requisition for which will have to be submitted within the period specified in this manual. Exhibitors requesting any of these amenities onsite, need to keep in mind that these will only be available from the official booth contractor on a first come first serve basis, after all shell scheme exhibitors' requirements are serviced.

It is strongly recommended to bring in prefabricated booth structures at site to avoid any delay in setting up the booth structure, thereby adhering to the time frame given by the organizers for completing booth set up. It is the responsibility of every exhibitor whose booth includes the construction of a mezzanine structure, to obtain and provide a government approved structural engineers' certificate of stability and safety, to the organizers before taking possession of their stall space, failing which possession of the stall space will not be given by the organizers.

Power connections for spotlights and mobile displays are available at extra charge. Requisition needs to be submitted in advance to the official booth contractor to avail these facilities. Space only exhibitors are not provided any power in their package, hence need to apply for their power requirement from the official Booth Contractor well in advance upon request against extra charges.



A6.3 Note for Bare Space & Private Contractors

Plan Approval: Exhibitors who have reserved 'raw space' and are using a contractor other than the official stand construction contractor, must submit the layout design by **01st June 2026** of their stands in triplicate, for approval by the organizers. This is to prevent costly alteration on site being required by the hall owner and the organizers. These plans shall include elevation drawings. Include the name and address of your contractor in your plan. One set of the drawings duly approved or with suggested modifications, if necessary, will be returned to the exhibitor. Actual construction and display in the stand strictly conform to the drawings approved by the organizers.

Convenience Fee: Exhibitors who have reserved 'raw space' and are using a contractor other than the official stand construction contractor are required to pay Convenience Fee to the organizers before **01st June 2026** as per the slab given below

- **18 sq. mts: Rs 25,000 + GST (18%)**
- **36 sq. mts: Rs 50,000 + GST (18%)**
- **60 sq. mts: Rs 75,000 + GST (18%)**
- **100 sq. mts: Rs 1,00,000 + GST (18%)**

Exhibitors are fully responsible and liable for their appointed contractor's observance of all rules and regulations and also their security clearance. A complete list of names of the workers should be submitted to organizers latest by **5th June 2026** for getting security clearance, otherwise entry to the venue will be denied.

Special booth design contractors are requested to note; all booth fabrication work should be completed by **2200 hrs. on 10th June 2026** in all aspects. Contractors are requested to strictly follow the deadline given by the organizers for smooth functioning of the show.

A6.4 General Rules & Regulations for All Exhibitors

- Raw space exhibitors/contractor would be responsible for the proper behavior of the contractor if the contractor appointed is other than the 'Official Contractor'.
- The exhibitor/contractor will also have to bear all / any charges levied by the hall owner for damages caused to property, walls, flooring, etc.
- Exhibitor contractors are requested to avoid design blocking or boxing-in other Exhibitor' stands.
- Exhibitor contractors must ensure that finishing/painting of the stand does not result in spillage.
- Exhibitor contractors must remove cut - offs and debris from inside their stand.

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- Exhibitor contractors are not allowed to block the aisles inside the hall. Packing Cases and crates belonging to contractors and exhibitors and material lying on the aisle will be removed under the instruction of the organizers at the exhibitor's cost.
- No part of any structures may extend beyond the boundaries of the stand allocated to the exhibitor by the organizers.
- No suspensions are to be made from the ceiling of the exhibition halls, nor may any fixing be made to the floor, walls or any other part of the building.
- Where 'raw space only' stands rest on a shell scheme package stand, the 'raw space' exhibitor must not utilize the walls of the shell scheme package.
- The official electrical contractor must approve all electrical work.
- Each stand will be provided with electric power at one point. Exhibitors should use distribution boards, individual isolation switches for exhibits, and insulated cables or metal conduits for connecting power supply to exhibits
- Exhibitors who use power for general lighting and running of equipment/exhibits more than their specified load will attract penalties and/or disconnection.
- Exhibitors should endeavour to maintain high standard of cleanliness, avoid littering and take all necessary care not to disturb neighboring exhibitors. Their co-operation with the show will be greatly appreciated.
- No financial credit will be given by the organizers for any package item not utilized.

A6.5 Booth Cleaning

During the exhibition days, the organizers will be responsible for the cleaning of standard shell scheme booth carpet and aisles daily. Cleaning of exhibitors special designed booths shall be the responsibility of the exhibitors appointed contractors even during the show days. During the build -up and tear -down periods, exhibitors are responsible for the removal of their own booth building/ dismantling materials and scrap/wastage.

A7. Official Contractors

The organizers have appointed **Innovations India** for various services to ensure a more efficient and regulated build-up and dismantling. Please refer to the list of official contractor details.

- Exhibitors are requested to return the completed details and all requirements to Innovations India, before the mentioned deadlines (05th June 2026), otherwise on-site services may not be guaranteed.
- The services of official contractor are for the convenience of exhibitors, and the organisers will accept no liability in respect of any contract between exhibitors and such contractors for the negligence or default of any such persons, their workforce and agents.

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A7.1 Official and approved Booth Fitting Contractors

Standard Shell Scheme Booth

Innovations India Advertising & Events Pvt. Ltd.

Contact Person: Ajay Bhandari

Mobile: 9888891155

E-mail: ashishmishra.innovations@gmail.com

Bare Space Booth Designing & Fabrication

Innovations India Advertising & Events Pvt. Ltd.

Contact Person: Gaurav Pandey

Mobile: 7666325635

E-mail: ashishmishra.innovations@gmail.com

A7.2 Official additional furniture Agency (Additional Materials)

Innovations India Advertising & Events Pvt. Ltd.

Contact Person: Ajay Bhandari

Mobile: 09888891155

E-mail: ashishmishra.innovations@gmail.com

A8. Other Official Agencies

A8.1 Official Plants & Nursery Services: Organizers will make arrangement for official agency for providing floral decoration and plant for the stall. Please contact Team Innovations for the same.

A8.2 Official Host & Hostess Services: Innovations India will cater for your temporary staff (Secretaries, stand hostess etc.) requirements. You may contact Team Innovations for providing the same. For security reasons we request you to be careful with temporary staff offering their services at the site.

A8.3 Official Audio-visual Equipment Services: Innovations India will cater for your AV requirements. You may contact Team Innovations for providing the same.

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Additional Items Booking Form

Exhibitor: _____ Stall No.: _____

Mob.: _____ Contact Person: _____

Item Code	Items	Image	Unit Price/day Rs.	Quantity	Amount
A1.	Folding Chair		800/-		
A2.	Bar Stool (High) 75cm		1500/-		
A3.	Glass Top Round Table 70cm (Dia)x 75cm(H)		2000/-		
A4.	Glass Counter 100cm (L)x 50cm (W)x 100cm(H)		3500/-		







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A6.	Showcase [50cm(L)x100cm(W)x200cm(H)]		6000/-		
A7.	Octonorm Lockable 100cm x 60cm x 80cm		2000/-		
A8.	Single Brochure Rack		2000/-		
A9.	Single Glass Shelf		1000/pc		
A10.	Metal Halide/ Yellow		1500/-		
A11.	Spotlight		800/-		

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A12.	Power Socket 5 A/15 amp		700/-		
A13.	Waste Bin – Steel		1000/-		
A14.	Garment Stand		1500/-		
A15.	Additional Electrical Load with Main Switch & MCB		3500/kva		
A16.	Wire Mesh		3000/-		
A17.	Fix Chair Black/white		1200/-		
A18.	Two-Seater Sofa		4000/		

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A19	Single Seater Sofa		2500/-		
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Note

- a) The above rates are on per day basis unless specified.
- b) 100% advance payment by bank transfer to Innovations India Advertising & Events Pvt. Ltd.
- c) All material must be booked 3 days in advance before the exhibition. Order placed at site would be booked subject to availability of material and stock the payment would be in cash.
- d) GST @ 18% will be charged on the billing amount

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Team Innovations Contact Details:

- Ashish Mishra
9811341770, mail: ashishmishra.innovations@gmail.com
- Deepshikha Pandit
Ph: 9899301523, mail: deepshikha.innovations@gmail.com
- Gaurav Pandey
Ph: 7666325635
- Ajay Bhandari
Ph: 09888891155
- Nisha Kumari
Ph: 9663392141

For any exhibition related queries, please drop a message on:

9818211129 - (WhatsApp only)

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THANK YOU!