

EXHIBITOR MANUAL

ORGANIZER MESSAGE

Dear Exhibitor,

We would like to thank you very much for your kind support and participation in the ZAK Glass Technology Expo, ZAK Doors & Windows Expo, and ZAK Aluminium Extrusions Expo 2025.

We are glad to present the e-version of the exhibitor manual for the upcoming expo. This online exhibitor's manual contains comprehensive information and assists you in making advance arrangements for your smooth participation in the exhibition. The content of the manual includes the following:

- Important Instructions
- Expo Schedule
- Timetable of In-hall operations
- Administration of Exhibitors
- General Safety & Security Guidelines
- Construction Rules and Regulations
- Move-in & Move-out Schedule for Shell Scheme
- Move-in & Move-out Schedule for Raw Scheme
- Electrical and Safety Instructions
- General Policies
- Freight Handling
- Hotel & Accommodation Facility
- Exhibitor Badges Entitlement
- Additional Furniture, Power, and Compressed information
- About Stall Participation letter
- List of Online forms to be submitted

Should you require any further information or assistance, please feel free to contact us.

We wish you every success at the ZAK Glass Technology Expo, ZAK Doors & Windows Expo, and ZAK Aluminium Extrusions Expo 2025 and look forward to seeing you in Mumbai, India.

Please note that the **Requirements in the Online Exhibitor Manual will be accepted only until 15 November 2025 (until midnight); post which; no order will be processed. The online manual will be closed on 15 November.**

With best regards,



SYED ZAKIR AHMED
Chairman & Managing Director

Organizers:

ZAK TRADE FAIRS & EXHIBITIONS PVT. LTD., 3rd Floor, ZAK Tower, 11 Murrays Gate Road Alwarpet, Chennai

- 600 018, INDIA

Tel: +91-44-42959595

Fax: +91-44-28202728

E-mail: info@zakgroup.com

Web: www.zakgroup.com



IMPORTANT INSTRUCTIONS

Exhibitors are requested to note the following important information:

- Possession of the stall area and temporary electrical connection during the built-up period will be given to exhibitors only after obtaining a “No Dues certification / Stall Participation letter” from ZAK Glass Technology Expo, ZAK Doors & Windows Expo, and ZAK Aluminium Extrusions Expo 2025 accounts department.
- Stall layout drawing and design plans to the scale must reach the organizers by 15th November 2025 for approval.
- The stall in charge of each exhibitor should be available at the site one day before the first day of the show to attend last minutes requirements, if any
- Cleaning of the individual's stalls, exhibits and removal of waste from stalls is the responsibility of the exhibitors.
- Children below 18 years of age are not permitted on the site during build-up and exhibition days.
- Pre-packing of exhibits and removal of portable items are allowed only after the official closure of the exhibition
- Charges mentioned in the forms for relevant services are exclusive of all taxes and levies.



EXPO SCHEDULE

Exhibition Name: ZAK GLASS TECHNOLOGY EXPO, ZAK DOORS & WINDOWS EXPO AND ZAK ALUMINIUM EXTRUSIONS EXPO 2025

Exhibition Venue: Hall 1, 2 & 3, Bombay Exhibition Centre, Mumbai

Inauguration Timing: 10.00 hrs on 4 December, 2025

Day	Date	Show Timings
Thursday	04-Dec-25	10.00 hrs - 18.30 hrs
Friday	05-Dec-25	10.00 hrs - 18.30 hrs
Saturday	06-Dec-25	10.00 hrs - 18.30 hrs
Sunday	07-Dec-25	10.00 hrs - 16.00 hrs

(Note: Visitor entry to the hall will be closed 30 minutes before the closing time on all days)

TIMETABLE OF IN-HALL OPERATIONS:

Activity	Day & Date	Time
SET-UP		
"Bare space" stall holders can take possession of (please inform your contractors) those who are making their theme booths	Monday, December 1, 2025	10.00 hrs
Truck entry for delivery of exhibits in "bare space" stalls	Monday, December 1, 2025	10.00 hrs
Machine entry for both bare space and shell scheme stalls	Monday, December 1, 2025	10.00 Hrs.
Completion of all bare-space booths	Wednesday, December 3, 2025	18.00 hrs
Possession to shell scheme exhibitors	Wednesday, December 3, 2025	10.00 hrs
Completion of all shell scheme booths	Wednesday, December 3, 2025	17.00 hrs
Final hall cleaning	Wednesday, December 3, 2025	22.00 hrs
Inauguration	Thursday, December 4, 2025	10.00 hrs
EXHIBITION PERIOD		
First Three Days	Thursday, December 4, 2025 - Saturday, December 6, 2025	10.00 hrs - 18.30 hrs
Final Day	Sunday, December 7, 2025	10.00 hrs - 16.00 hrs
BREAKDOWN		
Disconnection of all utilities	Sunday, December 7, 2025	16.00 hrs
Repacking of exhibits and emptying rented furniture	Sunday, December 7, 2025	18.00 hrs
Returning rented items to respective contractors	Sunday, December 7, 2025	18.00 hrs
Dismantling of shell scheme stalls commences	Sunday, December 7, 2025	18.00 hrs
Stall materials and exhibits are to be removed completely	Sunday, December 7, 2025	22.00 hrs

- No truck/tempo will be allowed to enter the halls before 18:00 hours on Sunday, 7 December, 2025
- No fabrication work will be allowed for bare space booths at Bombay Exhibition Centre or inside the halls. The contractors will have to bring pre-fabricated booths and assemble them on-site. Carpentry, cutting & sawing are strictly prohibited. Only final touch-up work and fixing can be done. The contractors will get only 60 hours to assemble the booth and 5 hours for dismantling after the expo.



- On exhibition days, exhibitors are permitted to enter the exhibition halls 30 minutes before opening and remain up to one hour after closing to service their stalls. For security reasons, exhibitors who want to stay beyond closing time must obtain permission from the organizers.
- Please liaise with the official freight clearing and forwarding agents in case exhibits are arriving earlier or later than the date specified.
- Exhibitors may please note that small portable, costly, and attractive exhibit items are most at risk of theft, usually after the exhibition closes each day. Exhibitors are therefore advised to keep such items locked each day before leaving the exhibition halls.
- (Organizers reserve the right to alter/amend the above schedule). Should there be any amendment to the above timetable; the same will be updated online.

ADMINISTRATION OF EXHIBITORS

The organizers will control the administration of exhibitions from the site office. Participants should contact ZAK staff at the site office to take possession of their stall and for information about obtaining various services related to the exhibition.

Participants should contact the ZAK site office if support and assistance are required in case of various services provided by the appointed agents. The officials in charge of various halls will also assist exhibitors for the same.

The organizers will depute site officers at the site in each hall throughout the build-up, exhibition days, and the breakdown period. ZAK officials and staff members of organizers will always be available to answer queries, handle problems, and be of assistance to exhibitors. Any problem, that may arise on-site affecting exhibitors or contractors, should be referred to the organizer's office irrespective of halls immediately so that prompt action can be taken to prevent escalation of the problem to unnecessary proportions.



GENERAL SAFETY & SECURITY GUIDELINES

The following safety guidelines should be observed at all times in the “exhibition area”

- Keep common sense for safety at all times and act responsibly
- All entrances and exits are under constant surveillance and are guarded
- Smoking is prohibited throughout the exhibition premises
- Possession of weapons, alcohol, or illegal drugs is strictly banned inside the exhibition premises
- Do not run in the exhibition hall
- Maintain vigil around blind corners
- Keep “LEFT” while walking and at corners. Practice caution when approaching doors.

Instructions for the “EXHIBITORS / STALL OWNERS”

- Do not overload the electrical supply. Appoint a certified licensed electrical contractor.
- Instruct and insist on using standard electrical accessories & equipment
- Do not obstruct common passages with storage / decorative materials and barricades.
- Daily wastage, and waste packing material to be disposed off daily.
- Do not light incense sticks or oil lamps in the exhibition area.
- Do not smoke in the exhibition hall.
- Do not carry out any demonstration using LIVE FIRE in the exhibition area
- Get yourself acquainted with the escape routes, procedures for securing your belongings & procedures involving different types of emergencies.

Procedure for Evacuation – In case of a fire emergency

- You will hear an emergency siren & beacon lights will be switched “ON” above emergency exits
- Do not panic & exit from the nearest “EMERGENCY EXIT”. The fire team will attend to the emergency.
- On your way to the EXIT KEEP “LEFT” and do not block the way of the security/fire team approaching the site of an emergency.
- Do not move towards the place of incidence, it may lead to overcrowding of the place and may hinder emergency operations. You may also endanger your life.
- Do not spread rumours & do not jam the cell phone network unnecessarily.

In case you have observed SMOKE or FIRE

- Inform the zone manager at the service stall/security/fire marshal if you come across any unusual happening or unusual risk in the exhibition hall.
- Inform about the exact location & nature of incidence.
- Wait for instructions on the public address system from the control room.



CONSTRUCTION RULES & REGULATIONS

All exhibitors must strictly adhere to the following rules and regulations:

- A detailed blueprint of the stall including the electrical requirement and distribution must be submitted to the exhibition organizer before 15 November 2025 with the electricity requirements mentioned along with other necessary forms for services
- Due to the limited construction period, pre-fabricated components are recommended.
- Mezzanine floors are not allowed in booth designs due to venue restrictions and structural challenges. This decision follows safety protocols and technical limitations that prohibit multi-level booths. All submitted designs must comply with this rule, and any non-compliant designs must be revised. No exceptions will be made.
- There would be general lighting within the hall. A temporary electrical connection would be provided to carry on the construction work during construction hours
- Exhibitors must ensure that the pre-fabricated components being used adhere to all fire regulations. All construction materials must be fire-resistant
- All types of spray painting of stand panels with oil-based paints and any inflammable materials inside the halls are strictly prohibited.
- Welding on the floor of the exhibition halls for stall construction is strictly prohibited due to fire hazards
- Plaster of Paris (POP), brickwork, melamine polishing, or carpentry work is strictly prohibited inside the halls
- For the convenience of exhibitors and also the maintenance of electrical equipment during the exhibition, it is suggested that specific colours of wires should be used for all types of electrical connections in the stalls., Black for Red for the electrical phase neutral, and Green for the earthing.
- The area of the booth must not exceed the allotted area subject to the organizer's discretion
- The back wall height of the booth should not exceed **3.5 meters**. However, the height of products on display can be up to **5 meters**. If the back wall design exceeds 3.5 meters, you will have to inform the same to organizer. Also, the backside of the wall exposed to your neighbour has to be masked with **white prevaricated board uniformly** for the entire length. The maximum permissible height is **5 meters**.
- No projection will be allowed which may cause any obstruction to the neighbouring stands.
- Digging or grouting or cutting of the floor is not permitted in any Hall.



- Playing loud music (above 25 decibels) is not allowed.
- During the construction phase, exhibitors must ensure that their materials/furniture/exhibits are not kept in the aisles/gangways for smooth functioning of safe placement & vehicle movement, etc. Obstructing items are liable to be removed without warning
- Exhibitors will be held liable and will be fined for any damage caused to the exhibition site, by them, their agents, or contractors. Please note that for any damages, the exhibition organizer will charge the exhibitor concerned to the extent of the damage caused.
- Signboards, arches, lighting equipment, flags, furniture pieces, or exhibits should not protrude into the aisles nor extend beyond the rented space. Exhibitors should note that carpets covering their booths should be limited to the contracted rented space. The organizers reserve the right to use aisles for booth number plates and other materials. Stand construction is confined to the contracted rented stand space only.
- Hanging of decorative materials such as banners or wires from the ceiling of the exhibition halls is strictly prohibited. All the decorative materials should be placed within the booth space. Exhibitors are requested to hold demonstrations and presentations in their booths, keeping enough room for their audience so that the audience's interest is focused on the individual booth and they do not disturb the gangway.
- Exhibitors are requested to keep the trashcans outside their booths when they leave the booths at the end of the show every day. Housekeeping personnel will be cleaning the passages and gangways and NOT INSIDE THE STALL.
- Exhibitors are responsible for the removal of all trash at the close of the exhibition. Large volumes of waste any items including catalogues, books, etc. remaining in the booths will be regarded as trash, and exhibitors will be charged for its/their removal.
- Any decoration or exhibit must not obstruct fire-fighting equipment and facilities, such as fire extinguishers, fire hydrants, sprinklers, emergency bells, emergency exit signs, etc. Also, exhibitors must make sure that exhibits are not left in these areas.
- The carpet colour in the aisles will be different in each expo for easy identification
- An exhibitor whose design has been approved by the fair architect may only commence erection on or after the due date. No exhibitor shall be allowed to start work on his or her stand without the prior approval of the plan. The decision for the fair architect as regards to the approval of the plan shall be final and binding upon exhibitors and the work must be carried out as per the approved drawing only.



MOVE-IN & MOVE-OUT SCHEDULE FOR SHELL SCHEME:

Exhibitors using the Shell Scheme Booths should report to the site & commence their Stall's Decoration / Window display work as per the timings given below:

To commence Stall Erection / Decoration work by	December 3, 2025	10.00 hrs
To complete Stall Erection / Decoration work by	December 3, 2025	18.00 hrs

Organizers have appointed official contractors for constructing stalls under the shell scheme package in respective halls.

Exhibitor may appoint any other contractor only to decorate stall interiors and arrange any free-standing display or fitments that may be required.

BASIC EQUIPMENT PACKAGE

Exhibitors who have taken the shell scheme package per 9 sqm will be provided the stall panels, fascia, and full Carpet flooring along with the following accessories and furniture:

One information table • Two chairs • Three spotlights • One Plug Point • Dustbin • Carpet

Corner booths will have fascia on both / all sides with fascia boards carrying the company's name.

A uniform size of fascia will be provided to all the exhibitors.

GUIDELINES FOR SHELL PACKAGE

- No additional fittings or display, including additional name boards, covers, logos, balloons, etc may be attached, nailed, screwed, or drilled to the shell scheme stall structure. If this instruction is ignored, the official contractor reserves the right to charge the exhibitor concerned for damage to his material.
- The additional furniture rate card is mentioned in the following pages of this document
- No painting or wallpapering of panels is allowed. Exhibitors who wish to have panels painted must inform the official contractor; who will provide a quotation and carry out the work.
- No freestanding fitment may exceed a height of 2.5 meters, except with the permission of the organizers. This includes towers, helium-filled balloons, and logos/names, etc.
- No suspensions are to be made from the ceiling of the exhibition hall nor may any fixing be made to the floor, columns, walls, or any other parts of the building structure.
- Companies utilizing shell schemes to display machinery are required to obtain additional power at a rate of ₹5,500 per kW plus GST for operating their machines. Please note that the power connection included in the shell scheme package is solely intended for running laptops and other plug-and-play devices.
- No financial credit will be given by the organizer for any unutilized shell scheme package
- The exit pass will be distributed/collected on 7 December from 4 pm onwards



MOVE-IN & MOVE-OUT SCHEDULE FOR RAW SPACE BOOTH

Exhibitors constructing their own booths should report to the site & commence their stall's decoration/window display work as per the timings given below:

To commence stall erection/decoration work by	December 1, 2025	10.00 hrs
To complete stall erection/decoration work by	December 3, 2025	18.00 hrs

BASIC EQUIPMENT PACAKGE

Space only – Includes bare floor space for exhibitors who wish to design & build their own stand. Design and material for the construction of individual booths have to be arranged directly by the exhibitors. Power connection will be supplied ONLY by the organizers.

GUIDELINES FOR BARE SPACE STALLS

Exhibitors can appoint any contractor for stall design and stall construction, subject to the following rules:

- Exhibitors are required to submit for approval, the stall layout plan and 3D artist's impression, in triplicate, to the organizer's office before November 15, 2025.
- Exhibitor shall not be allowed to start work on their stands without the prior approval of the plan. The decision of the organizers as regards to the approval of the plan shall be final and binding upon the exhibitors.
- The stall contractor should be approved by the organizer and should obtain NOC from the organizer to carry out the work of stall construction at the ZAK Glass Technology Expo, ZAK Doors & Windows Expo, and ZAK Aluminium Extrusions Expo halls.
- The height of common walls between stalls should not be more than **3.5 meters** and should have smooth surfaces on both sides. However, the clear height for product display can go up to **5 meters**
- Pillars in the stalls may be covered with panelling up to a height of **5 mts.** without grouting on the wall, or floor or causing damage of any nature to the structure of the exhibition hall.
- No fittings or display may be attached, nailed, screwed, or drilled onto the flooring. If this instruction is ignored, the exhibitor/contractor concerned will be penalized for the damage caused.
- No suspensions are to be made from the trusses of the exhibition hall. No fixing is made to the floor, columns, wall, or any other part of the wall.
- The organizer reserves the right to change, modify, lower, or shorten any back wall or sidewall, if such, in the opinion of the organizer, may obstruct the reasonable view or exposure of other exhibitors' stalls.
- A "Bare Space" stall cannot display name boards over an adjacent exhibitors' back and/or on sidewall but may display it in any location facing the aisle.
- Mezzanine floors are not allowed in booth designs due to venue restrictions and structural challenges. This decision follows safety protocols and technical limitations that prohibit multi-level booths. All submitted designs must comply with this rule, and any non-compliant designs must be revised. No exceptions will be made.



- No part of any structure or exhibit would be allowed to extend beyond the boundaries of the stall allocated. This includes symbols, logos, lighting, floral decorations, furnishings, etc.
- Exhibitors under the bare space category must pay electricity consumption charges based on their maximum demand of connected load, including lighting load for their stall illumination.
- Organizers suggest cooperation between neighbouring exhibitors for cost reduction and painting common partitions.
- Contractors must complete the construction of stalls within the specified time. In case, the work is not completed within the time specified, a penalty as mentioned below will be applicable (refer. to 60 Hour Rule below)
- The exit pass will be distributed/collected on 7 December from 5 pm onwards

60-Hour Rule for Exhibitor Booth Setup

To ensure a smooth and efficient setup process for all exhibitors, please follow these guidelines for booth construction:

1. Security Deposits:

Contractors must pay a security deposit based on the size of their booth, as specified in the contract form signed by the exhibitor. This deposit must be paid via **demand draft** should be sent to the below address by 10 November.

Contact details: Syed Hannan / +91 9094545048 / sah@zakgroup.com

Address: ZAK TRADE FAIRS & EXHIBITIONS PRIVATE LIMITED, No 38, Murrays Gate Road, Alwarpet; Opp. Kauveri Hospital Corporate Office, Chennai 600018

The Demand Draft should be in the name of **ZAK TRADE FAIRS & EXHIBITIONS PRIVATE LIMITED**. Kindly mention the name of the exhibiting company behind the Demand Draft.

The deposit amounts are as follows:

- Booths up to 36 square meters: Rs. 25,000
- Booths between 36 and 75 square meters: Rs. 50,000
- Booths between 75 and 100 square meters: Rs. 75,000
- Booths above 100 square meters: Rs. 1,00,000

2. Booth Construction Schedule:

Booth construction is allowed only from December 1 at 10:00 AM until December 3 at 06:00 PM.

All booths must be fully constructed and ready for use by the end of this period. Penalties will be imposed for any delays or failure to adhere to this schedule.

3. Communication of the 60-Hour Rule:

The 60-hour setup rule will be communicated to exhibitors well in advance. To reinforce this timeline, additional reminders will be displayed on-site through strategic signage and standees.

The online exhibitor manual will also be updated to clearly outline the booth setup timeline and the consequences for



missing the deadline. Exhibitors and contractors are encouraged to review these updates to ensure they fully understand the requirements and avoid any misunderstandings.

ELECTRICAL & SAFETY INSTRUCTIONS

Rules for Electrical Work:

- All exhibitors must appoint a licensed electrical contractor to carry out the internal wiring within the stalls & must submit a photocopy of the contractor's license to the organizers.
- For lighting circuit, the wires must be 3x2.5sq.mm copper wire. For 16A power point, 3x4sq.mm PVC insulated copper wire must be used.
- Wires must be run safely through conduit or casing capping. No wires must hang loose.
- Wires must be terminated using crimping lugs.
- The type of light must be CFL or tube light & if halogen lights are used, they must have a transformer attached to it.
- The load connected to the power point must be suitable for the socket.
- In case of the installation the organizer's/ consultant's decision will be final.
- In case any exhibitor does not have a licensed electrical contractor, they may contact the exhibitor organizer:

Complimentary Shell Scheme Electrical Load according to the booth size:

Organizers will be providing complimentary electrical load according to your booth size as mentioned below:

- This complimentary load is for the usage of basic items such as laptop charging, mobile charging, TV, etc, and nothing else.
- Due to state board regulations, to keep an optimum level of electrical consumption, exhibitors are requested to remain strictly within the parameters of the electricity entitlement for their stalls
- **One day prior to and the night before the exhibition, our appointed Electrical Inspector will check your connected load.**
- It may be noted that the exhibition organizer will be stringently monitoring the power consumption of each of the exhibitors. The exhibitors are required to countersign the power consumption sheet once the inspection is complete and the duplicate copy of the sheet will be left with the exhibitor for their future reference and tallying with the bill of excess electricity consumed, if any.
- Please note that if no representative of the exhibitors will be available to assist or clarify to the inspectors when they come to inspect the power consumption of their respective booths, then the decision of the inspection team will be final and binding on that exhibitor. However, the inspection team will leave a duplicate copy of the power consumption sheet with the stall. For



further clarifications, if any, the exhibitor may always consult with the organizer's exhibitor care executives present at the service booth for his/her section **ONLY** during the exhibition. No clarifications will be entertained **AFTER** the show about the consumption of electricity.

- A penalty of 100 percent over the basic rate as described below under extra power consumption will be levied in cases where the inspection team finds that the exhibitor has consumed excess power over and above the declared consumption.

Electrical & Power Supply Information:

POWER SUPPLY & ADDITIONAL ELECTRICAL REQUIREMENTS; BASIC ELECTRICITY ENTITLEMENT AND INSPECTION OF POWER CONSUMPTION:

Exhibitors are strictly advised **NOT** to directly draw electricity from the venue distribution boxes. If detected, these would be immediately disconnected by the venue/organizer's electrical engineers.

Basic Electricity Entitlement

- A.C. 3 Phase: 415 volts + 10%
- A.C. 1 Phase: 230 volts + 10%
- Frequency: 50 Hz + 3%
- No D.C. supply is available
- Fluctuations mentioned above are only for reference.

Large variations could be expected on some occasions. Exhibitors under the shell scheme package would be provided with a plug point socket with a switch for a 230 C AC 5 Amp supply. Consumption of power through this plug point up to 0.5 kw is included in the cost of the shell scheme package.

Exhibitors under the bare space category are required to pay electricity consumption charges at the rate of Rs. 5,500/- per kW based on the maximum demand of the connected load, including the lighting load.

Officials responsible for the supply of power will be entrusted with the authority to regulate and control the power supply to the exhibition halls and individual stalls.



ADDITIONAL POWER CONSUMPTION

Extra electrical consumption above the basic entitlement will be charged INR Rs. 5,500/- per extra Kw / \$100 per kw.

Exhibitors are requested to note that while ordering for additional light bulbs and plug points from the stand-fitting contractors they would be charged separately for electricity.

IMPORTANT POINTS TO NOTE

- No application for additional load to be received after November 10, 2025
- 100% penalty will be charged for any over-consumption of the declared load if found on-site
- Organizers will provide electric power at one or more main points to all exhibitors depending on their total requirement of power.
- Exhibitors should use fuse, distribution boards for feeding power to their equipment/ machines. Individual isolation switches should be provided for each equipment/ machine. Exhibitors should use armoured cables or insulated wires for connecting the power supply to machines. These insulated wires should pass through conduits. All machines should be earthed firmly at two places through bare copper earthing wire of the size appropriate to the load connected to the machines.
- Exhibitors are advised to exercise the highest safety precautions and engage the services of only qualified personnel for electrical wiring and installations. Exhibitors are advised to engage services of the licensed electrical contractor for cabling work inside their stalls. Exhibitor may engage their personnel for this work subject to the condition that they are duly licensed to undertake electrical work. The name and contact details of the electrical contractor are to be intimated to the organizers before the commencement of work
- Exhibitors must install separate and independent switch connections for each machine/ exhibit. Alternate connections or throw-over switches are not allowed
- In case power is supplied to the stall from two or more main points, exhibitors must distribute the load as per the capacity of the respective switchboards in consultation with the organizers.
- The main electrical supply point must be kept easily accessible for operation and repairs in the event of an emergency. These should not be concealed or covered. Power will be released only after the wiring work is carried out to the satisfaction of the organizers.
- Exhibitors are advised to install equipment like voltage stabilizers/UPS for their sophisticated machines/exhibits. If the machines are sensitive to the floor alignment, placement of steel plates underneath is recommended
- Temporary power supply for erection and testing of machines can be made available from December 1, 2025, at 10:00 hrs onwards. However, no temporary connections will be given after 18.00 hrs on December 3, 2025



FREIGHT HANDLING

ZAK has appointed **PS Bedi Group** as the official clearing and forwarding agency for handling exhibits and exhibition material at the site. They have associates all over the world. Exhibitors are requested to contact them to obtain the names, addresses, etc. of their associates. The official clearing and forwarding agency will offer to the exhibitors, information and assistance in respect of...

- (i) Customs – import and export formalities,
- (ii) Repacking and re-export,
- (iii) Warehousing, if necessary, etc.

We suggest that exhibitors may discuss their requirements with them and enter into comprehensive arrangements with them.

Exhibitors should pay service charges directly to such an agency. Hiring of equipment and labour service from outside is prohibited. Normally cases weighing up to 50 kgs. will be allowed to be carried personally by the exhibitors themselves. However, the handling of heavier exhibit cases will have to be entrusted to the official agency only. As the time for setting up of the exhibition is limited, for quicker and more efficient movement of exhibits, it is suggested that exhibitors adhere to the program prepared for the movement of exhibits in consultation with the official agency.

PS Bedi & Co Pvt. Ltd.

D-14/1, Okhla Industrial Area,
Phase - I, New Delhi-110 020, India
Tel: +91 11 4605 5200 | Fax: +91 11 4155291
www.psblogistics.com

Name - Pankaj Sharma
Mobile No - 9702949733
Email - mumbai@psbedi.com

Name - Sudhir Babu
Mobile No - 09810146613 / +919315654664
Email - cs1exh@psbedi.com



HOTEL & ACCOMMODATION FACILITY

We are pleased to announce our official hospitality partners for the expo.

Please refer the details below:

1. The Fern Goregaon - An Ecotel Hotel

Address: I B Patel Road, Behind H.P. Petrol Pump, Village Pahadi, Goregaon (E), Mumbai 400063

Room Type: Winter Green

- Single Occupancy: ₹9,500 + 18% GST per night
- Double Occupancy: ₹10,000 + 18% GST per night

Inclusions:

- Complimentary buffet breakfast at “Fleur”
- Complimentary 24-hour Wi-Fi internet connectivity
- Complimentary use of the fitness centre and swimming pool
- 1 litre packaged drinking water per room per day
- Tea/coffee maker and electronic safe in all rooms
- 40” LCD TV in all rooms

Contact:

Tisha Ferreira – Sales & Marketing Executive

Mobile: +91 86527 21288

Email: sales1.tf.goregaon@fernhotels.com

2. Radisson Hotel Mumbai Goregaon

Address: S.V. Road, Veer Savarkar Flyover, Goregaon West, Mumbai, Maharashtra 400062

Room Type: Superior Room

- Single Occupancy: ₹12,000 + 18% GST per night
- Double Occupancy: ₹13,500 + 18% GST per night

Inclusions:

- Buffet breakfast
- Complimentary Wi-Fi (1Mbps shared line)
- In-room tea/coffee maker
- Access to swimming pool and gym
- High speed internet available on a chargeable basis

Contact:

Shahnawaz Kapadia – Sales Manager

Mobile: +91 95949 71604

Email: salesmgr@rdmumbai.com



3. Residency Sarovar Portico

Address: Swami Vivekananda Road, Opp. Techniplex Complex, Malad, Liliya Nagar, Goregaon West, Mumbai, Maharashtra 400062

Room Type: Superior Room

- Single Occupancy: ₹8,500 + 18% GST per night
- Double Occupancy: ₹9,500 + 18% GST per night

Inclusions:

- Buffet breakfast
- Complimentary Wi-Fi (1Mbps shared line)
- In-room tea/coffee maker
- Access to gym
- High speed internet available on a chargeable basis

Contact:

Shahnawaz Kapadia – Sales Manager

Mobile: +91 95949 71604

Email: salesmgr@rdmumbai.com

Please use "ZAK Expo 2025" in the subject line when emailing.



EXHIBITOR BADGES ENTITLEMENT

EXHIBITOR BADGES:

Entry into the Bombay Exhibition Centre is strictly restricted. No exhibitors, stand-fitting contractors, or cars are allowed to enter the exhibition halls without an official badge issued by organizers once the exhibition starts. Exhibitors should order the required number of badges.

To avoid a surcharge, application for exhibitor's badges should be submitted 15 days prior to the exhibition. After which an amount of Rs. 1500/- will be charged per exhibitor badge.

LOSS OF EXHIBITOR BADGES:

Duplicate badges will be issued to the exhibitors for the loss of badges. The badges will be provided IN PERSON to the same person who has lost his/her badge. A formal application on the company's letterhead for issue of duplicate badges needs to be submitted. Issue of duplicate badges will be done at a charge of Rs. 500 per badge.

GENERAL POLICIES

I. ACCEPTANCE OF RULES:

Formulation and execution of the rules and regulations of ZAK Glass Technology Expo, ZAK Doors & Windows Expo, and ZAK Aluminium Extrusions Expo and all other matters will be carried out by ZAK Trade Fairs & Exhibitions Pvt. Ltd., or their authorized representatives, under the guidance of the organizing committee.

II) CANCELLATION:

Cancellation of the participation at any stage or reduction of space by exhibitors will not be permitted and no refund will be paid to the exhibitors on this account.

III) FORCE MAJEURE

Under the condition of force majeure, which includes strike, lockout, closure, riot, natural calamities, etc., the organizers reserve the right to alter the opening dates and duration or even cancel the entire exhibition. In case of a change in dates and duration of the exhibition, the rules and regulations and agreement between the exhibitors and the organizers will remain unaffected. In case of total cancellation of the exhibition, the payments made by the exhibitors will be refunded to the exhibitors after deducting the non-recoverable proportionate costs already incurred by the organizers.

IV) DAMAGE CAUSED BY EXHIBITORS

After the closure of the exhibition, the stall area must be restored to its original condition. Exhibitors will be required to make good all damages caused to the floor, building, or other exhibition structure, or equipment by repairing the same or paying the cost specified by the organizers within 15 days from the date of closure of the exhibition.







V) LIABILITY & INSURANCE






Every reasonable precaution will be taken by the organizers to ensure the security and safety of the exhibition halls and adjacent areas. However, the organizers will ensure the security and safety of the exhibition halls and adjacent areas. However, the organizers will not accept liability and will not be under any liability to exhibitors or their employees or agents, in respect of any direct or indirect damage, loss, theft, or damage to any exhibit, person, or property arising out of or in any way connected with the exhibition.



Therefore, the exhibition must ensure their exhibits, against such loss or theft and damage, including the risk of fire. Organizers are not liable in any form for any loss or damage to exhibitors' property on the exhibition site or injury to their personnel and visitors. Exhibitors agree to refrain from making any claim on the organizers and to indemnify the organizers against any claim by a third party arising out of exhibitors' conduct.

Exhibitors will be held responsible for damage or injury to property or persons caused by themselves, their employees, contractors, or agents. This includes the loss of rented furniture, equipment, or instruments. Exhibitors are required to provide their own third-party insurance in respect of their participation in the exhibition, it would be desirable for the exhibitors to take an insurance policy covering their machinery/exhibits, transit and loading and unloading of machines, their exhibition personnel, and third parties.

ADDITIONAL FURNITURE RATE CARD – APPLICABLE FOR SHELL SCHEME EXHIBITORS ONLY

Item Code	Description of Item	Image	INR Rate	\$ Rate
MI-01	Counter (1080 x 540 x 750mm Height)		1200	15
MI-02	Cabinet (945 x 400 x 750mm Height)		2500	30
MI-03	Bar Counter		2500	30
MI-04	Conference Table (1200 x 750 x 750mm)		2200	27
MI-05	Square Meeting Table (750 x 750 x 750mm)		1600	20
MI-06	Bistro Table (600mm dia x 1100mm Height)		2200	27

MI-07	Glass Round Table (750 dia x 750mm Ht)		1600	20
MI-08	Novia Chair (Upholstered Seat & Back)		700	10
MI-10	(PVC) Chair		700	10
MI-11	Bar Stool		1200	15
MI-13	Shelf – Glass (300 x 1050mm)		850	10

MI-14	Wooden Door		4500	55
MI-15	Literature Stand		1200	15
MI-16	Glass Counter (1050 x 550 x 1050mm)		5500	65
MI-17	Glass Showcase (550 x 550 x 2000mm)		6500	75

MI-18	Glass Showcase (1050 x 550 x 2000mm)		7500	90
MI-19	Socket Outlet (Maximum 1KW)		700	10
MI-20	LED Light (White Colour) 100W		2500	30
MI-22	LED Spotlight (White Colour)		700	10
MI-25	System Wall Panel (970 x 2"400mm)		1600	20
MI-26 a	LED TV 32"		10000	120
MI-26 b	LED TV 42"		12000	140

MI-26 c	LED TV 60"		30000	350
MI-27a	Refrigerator, 60 ltr	60 ltr Fridge 	3000	35
MI-27b	Refrigerator, 165 ltr	165 ltr Fridge 	4500	55
MI-27c	Refrigerator, 56 inch_250 ltr		5000	60
MI-28a	Box sofa (single seater)		4000	50
MI-28b	Box sofa (double seater)		5000	60

MI-28c	Box sofa (triple seater)		6000	70
MI-29	Dustbin		200	5

POWER, COMPRESSED AIR & WATER SUPPLY INFORMATION

Companies utilizing shell schemes to display machinery are required to obtain additional power at a rate of ₹5,500 per kW plus GST for operating their machines. Please note that the power connection included in the shell scheme package is solely intended for running laptops and other plug-and-play devices.

Raw space exhibitors will have to compulsorily procure additional power for the expo days.

Power Cost:

1 Three Phase 1 kW connection will cost:

INR 5,500 plus GST - for Indian exhibitors

USD 100 plus GST - for International exhibitors

Compressed Air Cost (for raw space and shell scheme machinery companies):

S.NO.	Compressed Air	CFM	INR Cost per connection	\$ cost per connection
1	UPTO 6 BAR	10 CFM	20000	225
2	UPTO 6 BAR	20 CFM	30000	350
3	UPTO 6 BAR	30 CFM	40000	470
4	UPTO 6 BAR	40 CFM	50000	590
5	UPTO 6 BAR	50 CFM	60000	700
6	UPTO 6 BAR	60 CFM	70000	825
7	7 BAR	10 CFM	25000	270
8	7 BAR	20 CFM	35000	410
9	7 BAR	30 CFM	50000	585
10	7 BAR	40 CFM	65000	765
11	8 BAR	10 CFM	30000	350

SUPPLYING WATER CONNECTION SERVICES BY LAYING PIPELINE ON HIRE BASIS	INR Cost per connection	\$ cost per connection
INLET CONNECTION	15000	175
OUTLET CONNECTION	15000	175

The above rate excludes the GST cost.



STALL PARTICIPATION LETTER

The stall participation letter is a mandatory document for all exhibitors.

Kindly fill in the exact address and details in the online exhibitor manual for ease of transit and convenience.

Also, note that the same will be approved by the "Organizer" subject to the complete payment processed by the exhibitor.

This letter will be delivered to the email address registered with the online exhibitor account.

Kindly contact the respective sales person for any queries.

LIST OF ONLINE FORMS TO BE SUBMITTED

Form No.	Form Name	Remarks
	Exhibitor badges	Info will be shared on 10 November
1	Show Directory	Compulsory For All Exhibitors
2	Name Fascia	Compulsory For Shell Scheme Exhibitors Only
3	Additional Furniture	Optional for Shell Space (Raw space exhibitors to procure furniture from stall fabricator as a part of stall fabrication)
4	Compressed Air Requirement	Applicable to all exhibitors displaying machinery at the expo
5	Water Supply	Optional for All Exhibitors
6	Power Connection	Compulsory for Raw Space and Shell scheme machinery companies
7	Appoint Stall Fabricator / Contractor	Compulsory for Raw Space Exhibitors Only
8	Booth Design Approval	Compulsory for Raw Space Exhibitors Only
9	Stall Participation Form	Compulsory For All Exhibitors