

Dear Exhibitor,

Greetings from ITPO!

We welcome you to the largest edition of Aahar held till date. AAHAR'2023 will be bigger and better this year as the fair is been organised in an approx area of 90,000 sqm gross in 17 halls

The timeline for setting up of stalls is as follows :

SN	Hall	Move in period for cargo/ Exhibits for mounting period	Move out for dismantling period
1.	2-3-4-5 First Floor	March 07, 2023, 10:00 AM	March 19, 2023
2.	2-3-4-5 Ground Floor	March 09,2023 10:00 AM	
3.	Hall 06	March 09, 2023 10:00 AM	
4.	Hall 07-12A	March 09, 2023 10:00 AM	
5	Hall 14 Ground	March 09, 2023 10:00 AM	
6.	Hangar 5A	March 09, 2023 10:00 AM	

**Please Note :**

***THE DEADLINE FOR COMPLETING THE CONSTRUCTION AND DECORATION OF THE STALLS IS 6.00 PM ON MARCH. 12, 2023. CONSTRUCTION WILL NOT BE ALLOWED IN THE HALLS AFTER THE DEADLINE. A PENALTY WILL BE IMPOSED ON EXHIBITORS WHO DO NOT FOLLOW THE DEADLINES AND THEIR BOOTH WILL BE CLOSED BY ITPO.***

This will ensure ITPO to make the hall ready for opening the exhibition on March 14, 2023 at 10.00 AM and welcome the visitors. exhibitors . As fair is organised in larger area we need to plan and execution more meticulously this year for timely completion of the construction of the stalls. ITPO is giving extra day for moving the exhibits/ cargo for first floor.

**No trucks will be allowed in the first floor. In the ground floor, ITPO will make arrangements and monitor for movement of trucks.**

ITPO is making arrangements for Porters through its empanelled agencies. The details of the porters and the rates will be uploaded on the website and your dashboard. Please use the services of empanelled cargo handling agencies for smooth movements of your cargo to the stalls.

04 cargo lifts ( 7 tonne capacity) and three cargo lifts ( 2.5 tones capacity) will be For seamless working . All Exhibitors are requested to move in according to time schedule mentioned above and not to rush just two days before the show dates as it leads to non completion of the booth set up.

All Exhibitors may please ensure that the all construction related waste is removed from booth and disposed off in the designated garbage points located around the halls and not to litter construction waste in the aisles. The onus for non completion will be entirely on the exhibiting company and the agency engaged for booth construction has to lift the construction waste and dispose off at the earmarked garbage dumping point on the ground floor.

ITPO is making arrangements for parking of Cargo Vehicles at Bhairon Mnadir Parking and a token system will be in place for smooth entry into Pragati Maidan. The SOP for this will be shred shortly. You are requested to comply for the same. NOCARGO VEHICLEWILL BE ALLOWED WITHOUT TOKEN. Only commercial vehicles will be allowed entry, with material entry slips.

***Please Note : Cargo in Private vehicles )Car/ Scooter) will not be allowed entry even with material entry slips. These vehicles may use the basement parking.***

*Participants who make last minute rush to the exhibition ground , a congestion charge will be charged on such exhibitors to maintain discipline.*

Any exhibitors / agency which fails to abide the instructions will be penalised by ITPO including foreclosure of booth and not allowed for future participation.

All exhibitors are requested to maintain the discipline and not to create any ruckus during mounting /fair period.

Regards,

AAHAR Team