



2nd -4th September 2025
IICC- Yashobhoomi, Dwarka, New Delhi

Exhibitor Manual

MM ACTIV SCI-TECH COMMUNICATIONS PVT. LTD.

Delhi Office: 103-104 1st Floor, Rohit House, 3 Tolstoy Marg, New Delhi
– 110 001

Dear Participant,

We are delighted to welcome you to the **SEMICON 2025**, MM ACTIV will do everything possible to make your participation a pleasant business experience.

This Exhibition booklet contains complete details for your assistance. To help us serve you better, you are requested to complete the enclosed **forms** carefully and **return them** to us by the specified dates.

Exhibitor Badges will be provided at the time of taking possession of the stand and in order to have a disciplined look, please advise your personnel to wear the same at the Venue. This is important in view of the security arrangements.

An indemnity form has to be filled up and a printout of the same with the seal of the organization has to be sent to the secretariat by **10th August 2025**

To ensure your participation is well organized, we suggest you nominate an Exhibition Coordinator who will coordinate all the activities related to your participation with us.

For further details please write to **Mr. Sankalp Singh**

Email: semiconindia@mmactiv.com

With best regards,

MM ACTIV Sci-Tech Communications Pvt. Ltd.
SEMICON India

Welcome to Delhi: The Capital of India

Delhi is the capital city of India and is regarded as the heart of the nation. The National Capital Region (NCR) is a central planning region centered upon the National Capital Territory in India. New Delhi was established in 1911. It is a small part of old Delhi. After its establishment, New Delhi was inaugurated in the year 1931. The total area of New Delhi is 42.7 sq. km (16.5 sq mi). The population density of New Delhi is 5,900/sq.km (15,000/sq mi). The city is popular for its **enriched culture and heritage**. New Delhi is the most popular, civilized and modernized city in India. All the important work of the Indian central government is held in Delhi. The municipality lies within the range of the National Capital Territory of Delhi. The New Delhi Municipal Council regulates the administration of New Delhi.

SEMICON 2025 will be hosted at one of the iconic convention centres in the Capital city with state-of-the-art infrastructure that is well connected by all major modes of transport

LOCATION DETAILS

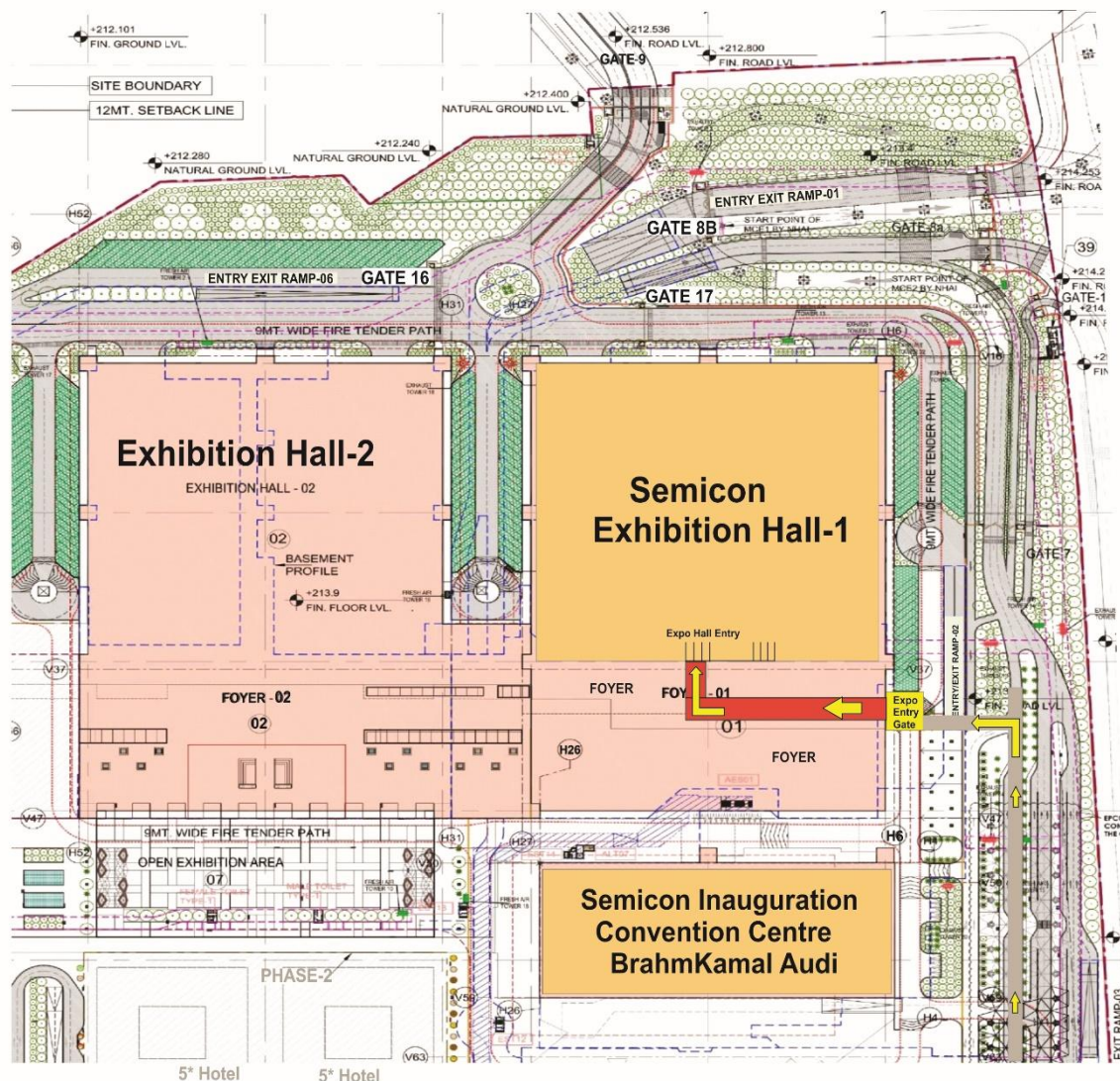
Yashobhoomi - India's largest Convention and Exhibition Center inaugurated by Hon'ble Prime Minister Shri Narendra Modi. It is Located in Dwarka, New Delhi. The Convention Center is built across more than 73,000 square meters, comprises 15 convention rooms, including the main auditorium and 13 meeting rooms with total capacity of holding 11,000 delegates. The Exhibition Hall can accommodate up to 10,000 exhibitors and is equipped with the latest facilities and amenities. Yashobhoomi offers a mixed purpose tourism experience with the best location and convenient transportation.

From	Distance (in km)	Approx. Time to reach
Indira Gandhi International Airport Terminal 1D	13.5	24 min
Indira Gandhi International Airport Terminal 2	12.1	24 min
Indira Gandhi International Airport Terminal 3	11.2	22 min
New Delhi Railway Station	24.6	52 min
ISBT Kashmere Gate	27.6	62 min
Aerocity	11.4	21 min

Venue: Hall 1
IICC, Yashobhoomi, Dwarka, New Delhi

Venue Layout

SEMICON-2025



Yashobhoomi, IICC, Dwarka, New Delhi
<https://www.iiccnewdelhi.com/>

Location :-Click [here](#)

Rules & Regulations

1. The words listed under 'definitions will bear the following reference for the purpose of this event. **SEMICON India**
2. All applications for participation should be made on the Space Application Form and submitted to the Event Managers. Submission of this form will confirm participation and acceptance of rules and regulations. The organizers reserve the right to accept or refuse any application without assigning any reason.
3. Allotment of stands is final only on receipt of 100% payment.
4. Arrangements will be made for providing round-the-clock security. However, the organizers are not responsible for any theft, pilferage, loss, or damage of any material, goods or properties belonging to individual exhibitors at any time before, during or after the exhibition for any reason or cause whatsoever.
5. Insurance of exhibits, against all risks, prior to, during, and after the exhibition should be done by the exhibitors at their own cost. The Organizers/Event Partners/Event Managers will in no way be responsible for any loss or damage.
6. Should any exhibitor decide to withdraw from participation in the exhibition, the decision as to the refund rests entirely with the Event Manager at their sole discretion.
7. If due to Force Majeure or other unavoidable circumstances, the organizers are forced to cancel the exhibition, the exhibitor will not be entitled to claim damages or compensation of any kind other than a refund of space contribution. The organizers reserve the right to reschedule the event in the interest of the exhibition.
8. For pavilion bookings, the entire row space booked area can be utilized for construction, subject to a height restriction of 3.5 meters. This guideline is designed to ensure minimal interference with neighboring exhibitor displays while maintaining overall visibility within the exhibition area.

9. ELECTRICITY & POWER CONNECT AND CONSUMPTION

Available at 230 V Single Phase and 400V three Phase, A.C. 50 Cycles. While general lighting in the hall and the booth is free of cost, Exhibitors would be required to pay electricity consumption charges for additional connected load for the demonstration of machinery and equipment at the rate specified in the exhibitor manual. The Exhibitors booking Indoor Raw Space will have to give their exact requirement of connected load in KW, in advance by **10th August 2025**. The Organisers will provide electricity at a suitable point in the stand. Internal distribution to the machinery/equipment will have to be arranged by the Exhibitors' electrical contractor at their own cost, keeping in mind the electricity system norms and all possible safety precautions. Shell stand exhibitors will not be charged extra up to a maximum load of 1 Kw single phase per 9 sq. mtrs stand. Those who require additional power will have to pay **Rs. 5000 per KW +GST**. Exhibitors opting for Raw space have to pay for electricity/power connection and consumption at the rate of **Rs. 5000 per Kw for during the show**

10. ELECTRICAL SERVICES - IMPORTANT POINTS REMEMBER:

- Electrical charges: Rs. 5000/ per kw + GST, Single or Three-phase for Event
- Temporary Charges: Rs. 5000/- + GST for 2 days for only fabricating the stall
- Exhibitors opting for indoor and raw space has to apply for a power connection.
- Regular electricity will be provided from 2nd September 2025 after 9:00 AM
- Exhibitors opting for a Shell stand are entitled to a single phase 1 Kw per 9 sq. mtr Inclusive of stall lighting.
- Temporary electricity is provided upon stall possession and must be requested via the Exhibitor Portal under ["Extra Services"](#)
- We will provide you power for machine testing if load up to 10 Kw during the setup

11. STORAGE OF EXHIBITS & EMPTIES

- Exhibitors will not be allowed to store any exhibits or empties behind the exhibition stands

12. INSURANCE

- Against all ascertainable risks from transportation to display and removal should be done by the Exhibitors at their cost. Organizers will in no way be responsible

13. EXHIBITOR'S PARKING

- The Organisers are making arrangements for the Parking of vehicles for exhibitors at the Basement of Yashobhoomi, IICC, that will be chargeable by venue

14. Booth Building:

- Prohibited from using paint for marking. Marking shall be done with masking tape only.
- Compulsory to lay the used Carpet before unloading the stand material and construction of the stand. Venue floors need to be protected while doing painting, fabrication and other jobs.
- It is mandatory to get prefabricated stands on site. Carpentry, cutting & sawing inside the exhibition halls is prohibited.
- Use of LPG, Welding and other Fuels, Spray Painting, Nitrate Paints, Lacquers, grinding, Varnishing, & Buffing is strictly prohibited.
- Nailing, Drilling, & Grouting on the venue walls/floor is strictly prohibited; further laying any material or taking support from the walls or pillars is strictly prohibited & will be penalized if found.
- Shoes are compulsory for all during the setup, show and dismantling. It is mandatory to wear appropriate Personal Protective Equipment such as gloves, helmets etc.
- Pasting of Carpet shall be done with double-sided tape only.
- All staff working at a Height of 3.5m or above ground level should wear a rated full-body harness, the same should be anchored to an appropriate anchor point.
- No Open Joints will be allowed; all joints are to terminate in a junction box or electrical panel, and the panel should have individual rated trip switches, ELCB and fuses.
- SMOKING, CHEWING GUM, CONSUMPTION of TOBACCO and ALCOHOL is strictly prohibited in the exhibition venue.
- Storage of Empty and Material inside the exhibition hall and behind the periphery booth is not allowed.

15. Compressed Air Requirements

If you require compressed air for your exhibition setup, kindly order it online through your [exhibitor portal](#) by 10th August 2025. Charges for compressed air will be: ₹ 31,500 per point + GST

Please inform us ahead of time to ensure availability.

Show Dates & Time

Show Dates	: 2 nd to 4 th September 2025
Inauguration Date	: 2 nd September 2025
Time	: 10:00 AM (Tentative)
Venue	: Brahmkamal, Auditorium, Yashobhoomi, Dwarka, New Delhi
Show Timings	: 2 nd September 2025-10:00 AM to 06:00 PM
	: 3 rd September 2025-10:00 AM to 06:00 PM
	: 4 th September 2025-10:00 AM to 05:00 PM

Only placement of exhibits and Setup will be allowed on 1st September 2025 till 7.00 AM. No stand building will be allowed on 1st September after 7.00 AM.

Stands should be kept opening ready on or before 7: 00 AM on 1st September 2025. After this time, the venue will be under SPG control, and no work will be allowed on-site.

Date	Exhibitor	Visitor
Tuesday, September 2, 2025 (Due to VVIP Visit)	*8.00 hrs - 18.30 hrs	*11.30 hrs - 18:00 hrs
Wednesday, September 3, 2025	9:30 hrs - 18:30 hrs	10.00 hrs - 18:00 hrs
Thursday, September 4, 2025	9:30 hrs – 17.00 hrs	10:00 hrs - 17:00 hrs

****Subject to Security Clearance due to VVIP Visit***

Exhibitor Entitlement

Under the Shell Stand scheme, exhibitors will be provided with synthetic carpet and fascia with standard lettering for the name of the exhibitor, along with the following entitlement:

FURNITURE/FIXTURES IN BUILT-UP STALLS

- For Shell Stand Stalls with more than 9 sqm area, Utilities will be on a pro-rata basis.
- No rebate will be given if the exhibitor decides not to avail of any of the above shell scheme provisions.
- Exhibitors must apply for an electrical/power source at additional cost as required by them over and above the entitlement.

Ordering Additional Services: [Click Here](#)

Order & Surcharge Policy for Extra Services

- Orders placed **on or before August 10th, 2025**, will be accepted at **standard rates**.
- A **30% surcharge** will apply to all orders placed between **August 11th and August 15th, 2025**.
- For orders placed **after August 15th, 2025**, a **50% surcharge** will apply, **strictly subject to availability**.
- **Onsite orders** will be accepted **only if resources are available** and will attract a **75% surcharge**.

SIZE	TABLES	CHAIRS	SPOTLIGHTS	DUSTBINS	POWER SOCKETS	EXHIBITOR BADGES	COMMON TO ALL
9 sqm	1	2	3	1	1 (5 amp)	5	Two/Three side walls with laminated vinyl infill panels, fascia with company name with vinyl computer cut-out lettering, synthetic carpet
12 - 15 sqm	1	2	4	1	1 (5 amp)	5	
18 - 21 sqm	2	4	6	2	2 (5 amp)	10	
27 sqm	3	6	9	3	3 (5 amp)	20	
36 Sqm	4	8	12	4	4 (5 amp)	20	
45-48 sqm	5	10	15	5	5 (5 amp)	20	
54 sqm	6	12	18	6	6 (5 amp)	20	
63 sqm	7	14	21	7	7 (5 amp)	30	
72 sqm	8	16	24	8	8 (5 amp)	30	

IMPORTANT INFO ON BOOTH/STAND DESIGN SUBMISSION



a) DEADLINE FOR SUBMISSION OF DESIGN:

Exhibitors are requested to submit booth/stand design for APPROVAL, on or before 15th August 2025. The design submitted for approval will need elevation with dimensions, 3D artists impression and electrical single line drawing Send to Mr. Amit Kumar Upadhyay at fabrication@mmactiv.com and for Extra Services Order at <https://portal.semiconindia.org/login> for SEMICON India.

Design Submission



15th

AUGUST
2025

b) PERMISSIBLE HEIGHT LIMIT:

The permitted height of the stand will be no more than 3.5m in height. (if stall height go above 3.5m or 12 feet, then he as to take permission from Structural Permission company. *In case, you are sharing wall with adjacent stall, it should not be more than 2.5 m in height*



15th

AUGUST
2025

c) AGENCY/FABRICATOR/CONTRACTOR DETAILS:

Exhibitors are required to submit details of the agency / fabricator constructing/fabricating along with the design.

Penalty Rs. 15,000

d) PENALTIES FOR LATE SUBMISSION OF DESIGN FOR APPROVAL:

The deadline for submission of booth design before 15th August 2025 . All submissions beyond 15th August 2025 will attract a late submission one-time **penalty of Rs. 15,000**.

Power



15th

AUGUST
2025

e) APPLICATION FOR POWER:

Exhibitors are required to apply for requisite power for build-up through <https://portal.semiconindia.org/login> before the deadline on or before 10th August 2025

Possession Schedule



f) STAND POSSESSION AND MOVE IN SCHEDULE:

EARLY MOVE IN ADVANTAGE:

Booths/Stands for Hall Numbers 1, will begin on 30th August 2025 (move-in date for exhibitors in these halls). Bare space will be allowed possession on 30th August 2025 and Shell space will be allowed possession on 31st August 2025. Set up is to be completed in all respects no later than 7.00 AM on 1st September 2025 for Expo hall. **1st September 2025 will strictly to be a non-working day** as the venue will be under SPG control in light of the VVIP delegation of the Indian Government's anticipated participation in the inaugural function.

30th

Aug 2025

31st

Aug 2025

Bare Space

Shell Space

All set up complete by 7.00 AM on 1st September 2025

IMPORTANT INFO ON BOOTH/STAND DESIGN SUBMISSION:



g) SECURITY DEPOSIT:

The booth/stand contractor is required to pay a refundable security deposit at the time of possession on August 30, 2025, to ensure timely access to the hall for build-up schedules. The security deposit amounts are as follows:- For booths less than 50 sqm: ₹30,000- For booths more than 50 sqm: ₹60,000. This deposit will be refundable upon completion

IMPORTANT PLEASE NOTE: Possession of the booth/stand will not be permitted without the security deposit being deposited with MM Activ Sci Tech Communications Pvt. Ltd. via Demand Draft (DD) payable to the company, as per the guidelines. The stand contractor/fabricator/exhibitor must ensure compliance with this requirement.

h) STAND COMPLETION DEADLINE AND FORFEITURE:

If the stand contractor/fabricators fail to meet the stand completion deadline of 7:00 am on 1st September 2025, the complete security deposit will be forfeited, and this is non-negotiable. No influence by exhibitors will be entertained to return the deposits.

i) MODE OF PAYMENT OF SECURITY DEPOSIT:

The exhibitor's stand fabricator must provide a DD for the security deposit. No cash or Cheques will be accepted. DD to be in favor of "MM Activ Sci Tech Communications Pvt.Ltd." Payable at Delhi.

Note: Fabricators will not be permitted to commence booth construction without the required security deposit. It is the sole responsibility of the exhibitors to ensure that the security deposit is remitted in accordance with the guidelines

Deposit

 **30** **AUGUST**
2025

Rs. 30,000 9 to 50 sqm

Rs. 60,000 51 sqm & Above

Stand Completion

 **1st**

September 7.00 am

MODIFICATION (SHELL TO BARE)



a) NO CONSESSION / REFUNDS / ADJUSTMENTS:

Exhibitors who wish to modify stands from shell to bare, will still be charged shell space rates.

b) HEIGHT LIMITS:

Shell to Bare Space – Height Guidelines

- For exhibitors converting from shell to bare space:
- Back Wall: Max height – **2.5 m**
- Fascia & Front Elements: Max height – **3.5 m**
- These limits ensure design uniformity and safety compliance. Raw space exhibitors may build up to **3.5 m** at both front and back. Please adhere strictly. Non-compliance may require on-site alterations at your cost.
- *In case, you are sharing wall with adjacent stall, it should not be more than 2.5 m in height*

c) NO CONSIDERATIONS:

Exhibitors choosing to modify from shell to bare will not be provided with carpet & furniture as an offset.

d) ADDITIONAL POWER:

Exhibitors choosing to modify will mandatorily need to apply for power on setup days through <https://portal.semiconindia.org/login>

e) POWER ON SHOW DAYS:

Exhibitors converting from Shell to bare will receive only 1 kw/every 9 sqm of space booked. Any additional power needed will need to be applied via <https://portal.semiconindia.org/login> within the deadlines for power applications.

f) SECURITY DEPOSIT:

The booth/stand contractor is required to pay a refundable security deposit at the time of possession on August 30, 2025, to ensure timely access to the hall for build-up schedules. The security deposit amounts are as follows:- For booths less than 50 sqm: ₹30,000- For booths more than 50 sqm: ₹60,000 This deposit will be refundable upon completion

IMPORTANT PLEASE NOTE: Fabricators will not be permitted to commence booth construction without the required security deposit. It is the sole responsibility of the exhibitors to ensure that the security deposit is remitted in accordance with the guidelines

Permitted Height

 **3.5**
mtrs

Front wall 3.5 mtr Only

Backwall 2.5 mtr Only

Power

 **10th** AUGUST
2025

Only 1kw every 9 sqm

Deposit

 **30** AUGUST
2025

Security Deposit
Rs. 30,000/ 9sqm
to 50 sqm
Rs. 60,000/ Above
50 sqm

Stall Possession Schedule



Description	Date	Timings
Booth Possession- EH Hall- 1		
Raw (bare) space exhibitors	30th August 2025	10:00 pm – 06:00 pm
Working hours for raw space booth contractors/exhibitors- Hall	30th August - 1st September 2025	10:00 am –overnight Till 7: 00 Am
Shell scheme exhibitors	31st August 2025	10:00 am – 06:00 pm
Working hours for Shell space booth contractors/exhibitors- Hall	31st August - 1st September 2025	10:00 am –overnight Till 7: 00 Am
Build-up Period (Move-in)- EH Hall- 1		
Move-in of heavy exhibits that need lifting equipment and vehicles inside halls	31st August 2025	12:00 pm – 08:00 pm
Exhibitor registration (issuing of badges)	30th August 2025	11:00 am – 06:00 pm
	31st August 2025	10:00 am – 06:00 pm
	1st September 2025	10:00 am – 06:00 pm
	2 nd & 3 rd September 2025	10:0 am – 05:00 pm
Full electricity supply to all exhibitors	4 th September 2025	10:00am-02:00 pm
	2 nd September 2024	9:00 am onwards
Deadline for final completion of all booths for contractors/exhibitors 1st September 7: 00 AM		
1. No vehicle movement/ entry will be allowed after 08:00 pm on 31st August 2025 in the exhibition halls		
2. Booth contractors won't be allowed after 7.00 am on 1 st September 2025 in the exhibition hall		
3. 1 st September 2025 will be strictly kept as " NO WORKING DAY" due to the VIP Movement on 2 nd September		
Show days		
Exhibitor access to the exhibition	2 nd September 2025	*8.00 am to 6:30 pm
	3 rd September 2025	9.30 am to 6:30 pm
	4 th September 2025	9.30 am to 5:00 pm
Start of aisle cleaning	2 nd – 4 th September 2025	06:30 to 7:30 pm
Visitor access to the exhibition	2 nd September 2025	*11.30 am – 06:00 pm
	3 rd September 2025	10.00 am – 6.00 pm
	4 th September 2025	10:00 am – 05:00 pm

*Subject to Security Clearance due to VVIP Visit

Stall Dismantling Schedule



Description	Date	Timings
Dismantling -EH Hall- 1		
The power supply to the booths switched off	4 th September 2025	05:00 pm
Dismantling electrical installations	4 th September 2025	05:00 pm
Move-out hand-carry exhibits only	4 th September 2025	05:00 pm – 11:00 pm
Dismantling / move-out of booth / large exhibits, heavy machinery	4 th September 2025	05:00 pm –11:59 pm
	5 th September 2025	00:01 am – 02:00 pm
Hall to be cleared completely	5 th September 2025	04:00 pm

Note: This schedule is up to date at the time of print. Should there be any amendment, we will inform you accordingly.

EXHIBITOR ENTRY PASS

The Security-in-Charge

Name of Exhibitor/ Company

Stall No.

Please allow entry of _____ packages relating to our participation at
 “**SEMICON -2025**, 2 – 4 September 2025 at Hall 1 – IICC, Yashobhoomi, New Delhi”

Vehicle Number –

Company Name –

Please allow their vehicles to enter from **Gate no 11** for the event set up for the event.

NOTE : Please bring 2 copies of the filled copy of the entry pass.

Signatories

Exhibition Coordinator (From Exhibitor's Side)	MM ACTIV	Security
Date:	Date:	Date:
Time:	Time:	Time:

EXHIBITOR EXIT PASS

The Security-in-Charge

Name of Exhibitor/ Company

Stall No.

Please allow entry of _____ packages relating to our participation at
"SEMICON -2025, 2 – 4 September 2025 at Hall 1 – IICC, Yashobhoomi, New Delhi"

Vehicle Number –

Company Name –

NOTE : Please bring 2 copies of the filled copy of the exit pass.

Signatories

Exhibition Coordinator (From Exhibitor's Side)	MM ACTIV	Security
Date:	Date:	Date:
Time:	Time:	Time:

INDEMNITY FORM

To:
The Organisers,
SEMICON India 2025
c/o MMACTIV Sci Tech Communications Pvt. Ltd
103-104, Rohit House
Connaught Place
New Delhi – 110001
Email: semiconindia@mmactiv.com

Indemnity Declaration

We, the undersigned, hereby agree and undertake to abide by all the rules, regulations, safety guidelines, and instructions issued by the organisers of SEMICON India 2025.

We acknowledge that participation in the exhibition is at our own risk and that the organisers, event management agency, venue authorities, and their representatives will not be held responsible or liable for any loss, damage, injury, accident, fire, theft, or any other untoward incident that may occur to us, our staff, contractors, exhibits, or property during the entire duration of the event, including buildup and dismantling periods.

We further agree to indemnify, defend, and hold harmless the organisers, event management agency and venue authorities from and against any and all claims, liabilities, damages, costs, and expenses (including legal fees) that may arise due to any negligence, default, or willful misconduct on our part or that of our appointed contractors or agents.

Exhibitor / Pavilion Coordinator Details

Name of Company / Pavilion Coordinator:

Booth Number(s):

Hall Number:

Name of Authorised Signatory:

Designation:

Mobile Number:

Email:

Signature:

Date:

Company Stamp:

Note for Pavilion Organisers: If this indemnity is being submitted on behalf of a country/sector pavilion, please attach a list of all participating companies covered under this declaration.



TRUCKS & CAR PARKING

a) Trucks Arriving in between – 30th August – 4th September 2025

- i. Parking area – Near Gate 11 parking only - trucks arriving at Gate no 11 from IICC- Yashobhoomi and can park their vehicles .Please find the below Google map link. You can share the same with your logistics service provider / truck drivers.
- ii. Google Map Link: <https://shorturl.at/iMQeS>

Truck



Yashobhoomi parking

Gate 11

b) Exhibitors Car Parking – 30th August – 4th September 2025 @ P- EXHIBITOR PARKING

- i. Exhibitors can park their vehicles at the designated car parking: Entry via Gate- 8A. basement parking the expo hall

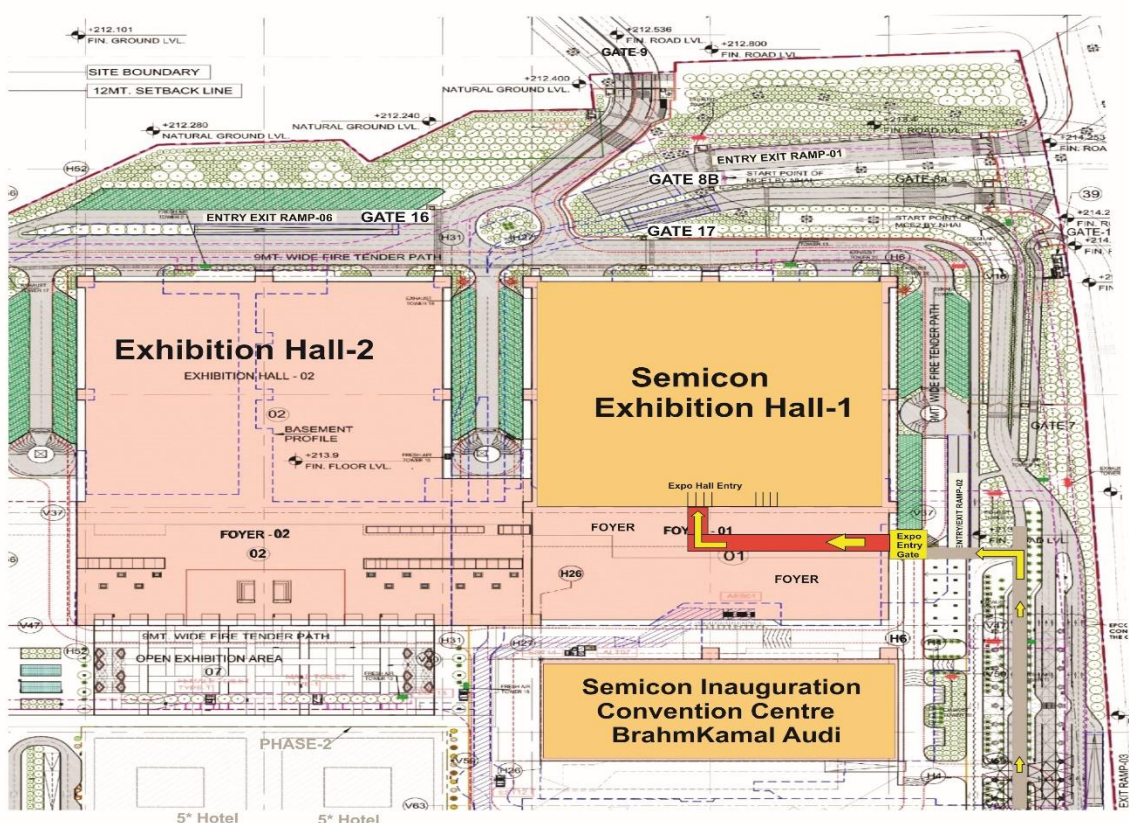
Car



Gate 8 A

Venue Layout

SEMICON-2025



BOOTH/STAND POSSESSION / MOVE-IN PROCESS:

MOVE IN/ACCESS PROCESS:

For a hassle-free arrival, entry & installation of exhibits and vehicle movement during SEMICON India

STAND POSSESSION PRE-REQUISITES:

Authorization: Stand builders / fabricators / contractors arriving to take possession to start build-up will be mandatorily required to produce a letter of authorization from the exhibiting company to be allowed access to the halls to unload and start work.

PAYMENT MANDATES:

Booth/Stand possession will be given to exhibitors/stand fabricators only after 100% payment for space and all other additional services are reflected in our accounts. We request you to ensure that the payments are cleared before your contractor reaches onsite.

Stall Panel Size-

The dimension of the stall is 3mtr x3mtr = 9 sqm
1-Panel Size = 1mtr Width x Height 2.44 meter)
Total of 3x3 stall with 9 panels one side open stall
1 mtr panel size in feet = 3feet.3 inch(3.3ft) widthx height 2.44 mtrs = 8 feet height of each panel
For poster display size should be (W 3 feet x H 6 feet) for each panel
If using complete back wall then branding size is 10ft x8ft for one wall

Table Size- Refer the image of table



Letter of Authorization



**from the
Exhibiting
Company**

100% payment



**For Stand
Possession**



BOOTH/STAND POSSESSION / MOVE-IN PROCESS:

ENTRY PROCESS:

- a) Exhibitors, representatives, and contractors authorized with a letter, arriving at IICC with exhibits or stand fabrication materials, are required to park their trucks at the designated truck parking area located near Gate 11. Our executive will be present at Gate 11 to facilitate entry and sign the entry pass. Please bring entry pass for entry to the venue.
- b) Post Truck Parking Procedure after parking at the designated area near Gate 11 or near EH-1, authorized representatives should proceed to the Registration area located in the EH Foyer, near Hall 1, at registration, please present the authorization letter or **Exhibitor Entry Pass letter**, which is on page no, 15 to the MMA Representative and collect wristband for entry to Exhibition Hall. The wristband is mandatory for fabricators for their staff/labours to access the hall during setup days. Entry to the hall without a wristband will not be permitted. MMA will provide the wristband to fabricator.
- c) Exhibitors should ensure that their booth fabricator are wearing wristband, safety shoes & helmets always during setup & dismantling days. The security appointed from the Organisers reserves all the rights to remove the booth fabricators if they fail to follow the guidelines as mentioned above. Onsite safety shoes & helmets will also be made available at the below prices.

ENTRY PROCEDURE:

1. The Trucks should be parked in the designated parking area
2. You can show the stand possession certificate at gates no 11 and enter inside the venue & go to their respective hall.
3. SC must show the stand possession certificate to the Hall Director/Manager in their respective halls. The Hall Director/Manager will direct exhibitors/stand builders to the designated location of the booth/stand.
4. Trucks Entry/Exit inside the venue will be from gate No: 11.
5. **Service / Labor Entry Pass Collection:** Service and labor entry passes can be collected from designated counter located near the Foyer area of Exhibition Hall No.1. To obtain these passes, please submit a physical copy of the "Exhibitor Entry Pass Form", available on page 15 of the Exhibitor Manual.



Letter of Authorization



from the
**EXHIBITING
COMPANY**

Exhibitor Registration Booth



For EH Foyer
Near **HALL 1**
Semicon India

Booth Fabricators



**During Setup &
Dismantling Days**

MANDATORY & SERVICE ORDER DEADLINES

Both mandatory & service orders need to be filled online.

ONLINE ORDERING WINDOW:

The online order window - Open till: 10th August 2025

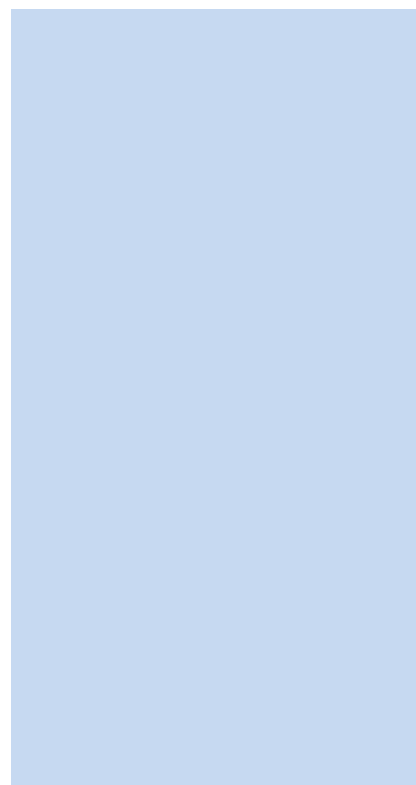
Link - <https://portal.semiconindia.org/login>

ORDER CONFIRMATION PROCESS:

All orders are deemed confirmed only after receipt of relevant payments in full. Should 100% of payments not be reflected in our bank within 72 hours from the order date, the order will be auto-cancelled, and exhibitors will again need to reorder with payments. Orders once placed and paid, cannot be canceled and no refunds will be entertained.

FASCIA CHANGE POLICY:

Once the fascia name is submitted no changes will be made and the same will be displayed on your booth fascia. For any changes after the submission of the form or onsite during setup days, INR 3000/- for Indian participation and Euro 20/- for international participation will be applicable per change.



Official Stalls Fabricators

MMACTIV

Mr. Vivek Saraf

Lead Design and Fabrication

Mobile: +91 8830790284

Email: fabrication@mmactiv.com

Eventually Brand Services Pvt Ltd.

Ms. Shivani Pondia

Client Servicing Manager

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Email: Shivani@eventuallypro.com

Pavilions & Interiors India Pvt. Ltd

Ms. Sheeba Khan

Dy. Manager Marketing

Mobile: +91 9310159100

Email: sheeba.khan@pavilioninteriors.com

Jain Exposition Pvt.Ltd

Mr. Shronit Jain

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Additional Services- Furniture & Power Connection

To access and order additional services, please visit the following link:-

<https://portal.semiconindia.org/login>

This portal will guide you through the process of selecting and ordering the services you require.

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