

## IMPORTANT INFORMATION FOR AAHAR 2024 EXHIBITORS

Dear AAHAR 2024 Exhibitor,

You are requested to note the following **important information** regarding possession, badges, cargo movement etc. for participation in AAHAR 2024 (March 07-11, 2024):

I. Items for Exhibitors:

S. No	Items	Due Dates and Process
1.	<b>Material Entry Slips</b> for exhibitors who booked stalls <b>Online</b>	<ul style="list-style-type: none"><li>• Material Entry Slips <b>to be generated by exhibitors</b> through their <b>online dashboards</b>, from 28<sup>th</sup> February 2024.</li><li>• After logging in, Material Entry Slips will be available under ‘<b>Buy Services</b>’ button on the left-hand menu bar : Link : <a href="https://domesticbooking.indiatradefair.com/">https://domesticbooking.indiatradefair.com/</a></li><li>• Exhibitors should print out <b>three copies</b> of each Material Entry Slip, which should be duly filled.</li><li>• The exhibitor’s representative must sign and fill in all mandatory details. Sign/stamp of ITPO officials is not required.</li></ul>
2.	<b>Material Entry Slips</b> for offline bookings only	<b>Date</b> : From 01 <sup>st</sup> March 2024 at 11.30 AM <b>Location</b> : Can be collected from Multi-purpose Hall at Ground Floor, ITPO Admin. Building, near Gate No. 9, Bharat Mandapam
3.	Requests for conversion of Shell type stall to Bare type	<b>Last Date</b> : 29 <sup>th</sup> February 2024 at 5.30 PM.
4.	<b>Services Passes</b> for construction workers & technicians (Before Event)	<b>Date</b> : From 01 <sup>st</sup> March 2024 at 11.30 AM <b>Location</b> : Can be collected from Security Unit or Multi-Purpose Hall at Ground Floor, ITPO Admin. Building, near Gate No. 9, Bharat Mandapam <b>Process</b> : The procedure mentioned below is to be followed by exhibitors for obtaining Service Badges (Pre-Event and During Event) for entry of workers / labour / technicians and service persons: <ul style="list-style-type: none"><li>• Authorization letter issued to the service provider / vendor engaged by exhibitor on company letter head, duly signed and stamped by the authorised signatory, is required to be produced along with a copy of the online approval letter.</li><li>• This letter should contain the names, contact numbers and AADHAAR / Govt. ID numbers of the workers / labour / technicians and service persons.</li><li>• Service Badges <b><u>will not be issued</u></b> without this letter</li></ul>

5.	<b>Exhibitor Badges, Complimentary Visitor Passes and Parking Passes</b>	<p><b>Date</b> : From 04<sup>th</sup> March 2024 at 11.30 AM</p> <p><b>Location</b> : Can be collected from Multi-purpose Hall at Ground Floor, ITPO Admin. Building, near Gate No. 9, Bharat Mandapam</p> <p>Exhibitors are requested to bring passport sized photographs and get the badges <b>laminated</b> on site. Lamination facility will be available in the premises.</p> <p>Exhibitor Entitlements (no. of badges, passes etc.) are given on the website here :  <a href="https://indiatradefair.com/aahardelhi/uploads/pdfs/Aahar%202024%20Notice%20-%20Exhibitor%20Entitlement%20-%20Badges,%20Passes,%20etc.%20(1).pdf">https://indiatradefair.com/aahardelhi/uploads/pdfs/Aahar%202024%20Notice%20-%20Exhibitor%20Entitlement%20-%20Badges,%20Passes,%20etc.%20(1).pdf</a></p>
6.	<b>Approval-cum-Possession Letters</b> for exhibitors who booked stalls Online	<ul style="list-style-type: none"> <li>• <b>Approval-cum-Possession Letters</b> can be generated by exhibitors through their dashboards.</li> <li>• A copy of this is to be presented in order to collect physical badges, parking passes etc.</li> <li>• All vendors/contractors hired by exhibitors should also carry a copy of the Allotment letter.</li> </ul>
7.	Stand Possession ( <b>Bare Space</b> )	<b>10.00 AM on 02<sup>nd</sup> March 2024</b>
8.	Stand Possession under <b>Shell Scheme</b> (Built-up Booths)	<b>10.00 AM on 05<sup>th</sup> March 2024</b>
9.	<b>Construction Deadline</b> for Bare Space	The booth construction shall be completed by exhibitors who opt for bare space by <b>10:00 pm on March 5, 2024,</b>
10.	Display arrangement deadline	The display arrangements of the stall shall be completed by all exhibitors by <b>6:00 PM on March 6, 2024.</b>

Exhibitors are requested to go through and adhere to the Terms and Conditions of the event, given here:  
<https://indiatradefair.com/aahardelhi/uploads/pdfs/Terms%20&%20Conditions.pdf>

II. The **Cargo Movement Plan** for AAHAR 2024 is given below:

A. Cargo Movement

i. **Bhairon Mandir Parking** will be used as **Cargo holding area.**

Cargo trucks meant for <b>Halls 1 to 4</b>	Cargo trucks meant for <b>Hall 5</b>	Cargo trucks meant for <b>Halls 6, 7, 8-11, 12, 12A &amp; 14</b>
Cargo Entry: Gate 5B	Cargo Entry: Gate 5B	Cargo Entry: Gate 1
Cargo Exit : Gate 5C	Cargo Exit: Gate 5A	Cargo Exit: Gate 1

- ii. Entry and exit of cargo trucks will be through duly filled in Material Entry/Exit slips only.
- iii. During setup and dismantling, **tokens** will be issued by Security Guards deployed at **Bhairon Mandir parking** for every hall depending upon the circulation area and space available.

**Detailed Cargo movement:**

- **For New Halls**, entry through Gate No. 5B (cargo entry), unload and exit through Gate 5A for Hall 5 and Gate 5C for Hall 1-4 (cargo exit).
- **For Old Halls (7-12) and Hall No. 6 & 14**, entry through Gate No. 1 (cargo entry), unload and exit through Gate 1 (cargo exit).
- Cargo vehicles will go to Bhairon Mandir Parking and take a token to enter into Pragati Maidan. No direct entry into Pragati Maidan will be allowed.
- Parking for commercial vehicles and cargo vehicles at Bhairon Mandir Parking carrying the exhibition material with material entry slip will be free of cost.
- Material entry slip without the name of the co., hall no. and stall no. will not be honored by ITPO Security at entry gates and the entry of that vehicle will not be allowed to enter Pragati Maidan premises.
- Parking charges for cargo vehicles will be applicable from March 07 - 11, 2024.
- There will be no parking charges for commercial vehicles coming for pick-up of exhibition goods on 11.3.2024 after 4 p.m.
- Cargo in Private vehicles (Car/ Scooter) will not be allowed entry even with material entry slips. These vehicles may use the basement parking and avail facilities of porter/CHA at Basement.
- 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 fail to abide the instructions will be penalized by ITPO including foreclosure of booth and not allowed for future participation.
- No trucks will be allowed inside the new halls 1 to 5, 6 and 14 (ground and first floor).

B. The following entry/exit gates would be used by **cars/two-wheelers using Basement parking** during AAHAR 2024:

- Basement-1: entry from ramp on Bhairon Marg and Main Tunnel from Ring Road; exit from ramp on Bhairon Marg and Main Tunnel to India Gate.
- Basement-2: entry from ramp on Mathura Road (near Gate-6) and Main Tunnel from India Gate; exit from ramp on Bhairon Marg and Main Tunnel to Ring Road.

**Note: \*DETAILED CARGO ROUTE IS GIVEN AT THE END OF THIS DOCUMENT**

C. **Entry for Visitors** will be through online tickets for AAHAR 2024 on PayTm, the link for which will also be made available before the event on <https://indiatradefair.com/> The following entry/exit gates would be used by Visitors in AAHAR 2024: **Gate Nos. 4, 6 and 10**

III. **Shell Scheme Stall Fabricator Agency:** The details of ITPO's fabricator for Shell Scheme stalls and additional shell scheme furniture (on payment basis) are given below:

M/s Dara Projects (P) Ltd.

Email: [daraprojects@gmail.com](mailto:daraprojects@gmail.com), [info@daraprojects.in](mailto:info@daraprojects.in), [daraprojects@rediffmail.com](mailto:daraprojects@rediffmail.com)

Contact persons:

- Mr. Tiwari, Dara Projects : +91-9643711525
- Mr. Gaurav, Dara Projects :+91-9311195107

IV. The contact details of officials of Engineering Division of ITPO are given below:

<b>CIVIL ENGINEERING DIVISION</b>	
Mr. Moinuddin, Sr. Manager	<a href="mailto:moinuddin@itpo.gov.in">moinuddin@itpo.gov.in</a> 9891097292
Mr. Rahul Bhatia, Dy. Manager	<a href="mailto:rahulbhatia@itpo.gov.in">rahulbhatia@itpo.gov.in</a> 9968006653
Mr. Arun Gautam, JE	9968477376

<b>ELECTRICAL ENGINEERING DIVISION</b>	
Mr. Sanjay Azad, Senior Manager	<a href="mailto:s-azad@itpo.gov.in">s-azad@itpo.gov.in</a> 9350243317
Mr. Raj Kumar Singh, Manager ( for Halls 6 to 12A)	<a href="mailto:rajkumarsingh@itpo.gov.in">rajkumarsingh@itpo.gov.in</a> 9810917907
Mr. Mukesh Kumar, Deputy Manager (for Halls 1 to 5 and 14)	<a href="mailto:mukeshkumar@itpo.gov.in">mukeshkumar@itpo.gov.in</a> 8125818624

<b>ARCHITECTURE DIVISION</b>	
Mr. Brij Lal, General Manager	<a href="mailto:brijlal@itpo.gov.in">brijlal@itpo.gov.in</a>
Mr. Saurabh Sharma, Manager	<a href="mailto:saurabhsharma@itpo.gov.in">saurabhsharma@itpo.gov.in</a>

V. List of ITPO's empanelled **CHAs for Cargo/Material:**

- **M/s. Schenker India Pvt. Ltd.,**  
DLF Building No. -8C  
12th Floor, DLF Cyber City  
Phase-II, Gurgaon-122 002  
Phone: [+91\(124\)4645000](tel:+91(124)4645000)(ext 196)  
Fax: [+91\(124\)4645100](tel:+91(124)4645100)/5200  
Email: [in.dl.del.fairs.india@dbschenker.com](mailto:in.dl.del.fairs.india@dbschenker.com)  
Website: [www.dbschenker.com/in](http://www.dbschenker.com/in)  
Contact: Mr. Prahlad Dixit, Sr. Manager -Fairs, Events & Special Logistics  
Contact: Mr. Anamitra Mukherjee, GM -Fairs, Events & Special Logistics, India  
Mobile: [8130350123](tel:8130350123) / [9741496760](tel:9741496760)  
Email: [prahlad.dixit@dbschenker.com](mailto:prahlad.dixit@dbschenker.com); [anamitra.mukherjee@dbschenker.com](mailto:anamitra.mukherjee@dbschenker.com)

**Registered Office:**

M/s. Schenker India Pvt. Ltd.,  
217, Second Floor, Vardhman Crown Mall,  
Plot No.02, L.S.C. Sector 19, Dwarka,  
New Delhi-110075  
Tel: [+91\(11\)41025102](tel:+91(11)41025102)  
Fax: [+91\(11\)41687437](tel:+91(11)41687437)  
Email: [in.dl.del.fairs.india@dbschenker.com](mailto:in.dl.del.fairs.india@dbschenker.com)

➤ **M/s. Siddhartha Logistics Company Pvt. Ltd.,**

1 & 2, Sushil, Plot No. 30, Tarun Bharat Society,  
Chakala, Andheri(E),  
Mumbai-400 099.

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Fax: [+91-22-2267300414](tel:+91-22-2267300414)/40894899

Email: [sam@siddharthalogistics.com](mailto:sam@siddharthalogistics.com); [parag@siddharthalogistics.com](mailto:parag@siddharthalogistics.com)

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**Delhi Branch**

M/s. Siddhartha Logistics Company Pvt. Ltd.,

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Email: [sanjay@siddharthalogistics.com](mailto:sanjay@siddharthalogistics.com); [surender@siddharthalogistics.com](mailto:surender@siddharthalogistics.com)

Website: [www.siddharthalogistics.com](http://www.siddharthalogistics.com)

Contact: Mr. Sanjay Seth, Vice President

Mobile: [9910346622](tel:9910346622)

➤ **M/s. R.E. Rogers India Pvt. Ltd.,**

1, Commercial Complex, Pocket H & J,

Sarita Vihar,

New Delhi-110 076. Tel.: [91-11-2694 9801](tel:91-11-2694 9801)/9802/5898/5899

Fax: [91-11-2694 9803](tel:91-11-2694 9803), [2694 5900](tel:91-11-2694 5900)

Email: [rerid@rogersworldwideindia.com](mailto:rerid@rogersworldwideindia.com)

Website: [www.rogersworldwideindia.com](http://www.rogersworldwideindia.com)

Contact: Mr. Ravinder Sethi, Managing Director

Contact: Mr. Raj Sharma, Director of Finance

➤ **P S Bedi and Company Pvt. Ltd.**

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Okhla phase – I New Delhi – 110020

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Website : [www.psblogistics.com](http://www.psblogistics.com)

Contact : Mr. Jatin Bharadwaj, AVP – Exhibition and Events

Mobile : [9910201927](tel:9910201927)

Email : [jbharadwaj@psbedi.com](mailto:jbharadwaj@psbedi.com); [exhibitions@psbedi.com](mailto:exhibitions@psbedi.com)

## \*Detailed Cargo Route:

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### CARGO ROUTE – AAHAR 2024

#### HALL No. 7 – 11 (Big trucks/vehicles)

**Entry** → Gate 1 → Gate 11 → Service Lane → Unloading inside respective halls

**Exit** → Service Lane → Gate 11 → Gate 1

#### HALL No. 7 – 11 (Small tempos/vehicles)

**Entry** → Gate 1 → Gate 11 → Service Lane → Unloading inside respective halls

**Exit** → Service Lane → Left turn from Gate 12 → From Road in front of hall 8-11 → From Road in front of hall 7 → Gate 11 → Gate 1

#### HALL No. 12 & 14 (Big trucks/vehicles)

**Entry** → Gate 1 → Gate 11 → Service Lane → Left turn from Gate 12 → Unloading

**Exit** → Gate 12 → Service Lane → Gate 11 → Gate 1

#### HALL No. 12 & 14 (Small tempos/vehicles)

**Entry** → Gate 1 → Gate 11 → Service Lane → Left turn from Gate 12 → Unloading

**Exit** → From Road in front of hall 8-11 → From Road in front of hall 7 → Gate 11 → Gate 1

#### HALL No. 6 (Big trucks/vehicles)

**Entry** → Gate 1 → Service Lane → Unloading at hall 6

**Exit** → Service Lane → Gate 1

#### Hall no. 1-4

**Entry** → Gate 5B → Unloading outside respective halls

**Exit** → Gate 5C

#### Hall no. 5

**Entry** → Gate 5B → Unloading outside respective halls

**Exit** → Gate 5A