

SOP FOR VVIP PROGRAMME ORGANISED BY 3<sup>RD</sup> PARTY FAIR  
ORGANISER - ROLE OF ORGANISER

1. Documentation with ITPO

- i. NOC from DCP Licensing & Fire
- ii. Comprehensive Insurance & Public Liability Insurance
- iii. Signing of Licensing Agreement with ITPO
- iv. Contact details of the organisers, its vendors and responsible management
- v. Number of Stalls expected to be constructed (24 hours before the event)
- vi. Date and time of VVIP Visit
- vii. Time to be spent at the venue - Minute to Minute Programme
- viii. Activities to be undertaken by VVIP at the Venue
- ix. Intimate ITPO timings of the AC requirement / water connection requirement, etc.
- x. AC for the halls, light and water will be provided by ITPO
- xi. In case of any damages to the property during the fair, the same has to be borne/paid by the organiser
- xii. Preparatory Meeting with GM(Works), Security and BDD 15 days prior to start of tenancy.
- xiii. Provide Security Deposit/Bank Guarantee to ITPO for adherence to all rules including keeping the complex clean and handing over as received.

2. Security

- i. Attending the Advance Security Liaisoning (ASL) Meeting of the SPG
- ii. Compliance of all ASL issues
- iii. Traffic Plan to be approved by ITPO/Police
- iv. Parking Plan to be approved by ITPO/Police
- v. Sharing of Minute-to-Minute Programme
- vi. For VVIP visit, at the stage, organiser to arrange his own DG sets with backup for sound, light, etc.
- vii. Organiser to arrange security guards to man the halls and strategic locations during the event in sufficient numbers.
- viii. Permission for holding the event from DCP (Licensing), Defence Colony and also coordinating with all related agencies like -
- ix. Liaison with DCP(Delhi Traffic Police) and Local Police/PM Security, etc.

- x. Electrical Inspector, Government of NCT of Delhi
- xi. Delhi Fire Service - NOC / Liaison
- xii. To provide Structural Stability Certificate of LED Screen.
- xiii. Physical map of Layout of the Halls including entry/exit gates, false ceiling etc.
- xiv. Sufficient number of portable, fire extinguishers may be placed at the place of function.
- xv. Stationing of Fire Tender at the fair site.
- xvi. Stationing of Fire Guards at the fair site.
- xvii. Stationing of Ambulance at fair site with equipment and trained para medical staff.
- xviii. To provide Certificate of fitness of installations of electrical wiring circuit etc. from Government engineer and it may be ensured that there are no loose wires and all the joints are properly taped. Under the carpet wiring to be avoided in pathways.
- xix. Proper illumination may be made at the place of function, particularly VVIP alighting point/passage.
- xx. Number of vehicles expected to be parked at the venue on the day of inauguration.
- xxi. Number of vehicles to be parked during the event at the venue to be properly planned.
- xxii. Shuttle service to be operated, if any.
- xxiii. Gates to be used by the invitees during the event i.e. Gate no. 4, 1 and 10.
- xxiv. Creating tunnels for movement of invitees.
- xxv. Masking of the areas.

### 3. Stage and Sound Management

- i. Since these are essentially exhibition halls, they need special preparation to convert to Function Sites. Special focus should be on sound management, acoustics, best in class equipment - amplifiers/speakers, etc., to ensure best sound experience which is echo free.
- ii. Sound & light on the stage to be on dedicated DG Sets by EMC and all trials 2 days in advance.
- iii. It is advised that the VVIP inaugural ceremony work may preferably be awarded to ITDC, a Government of India Company for audio visuals & public address system.
- iv. Stage Decoration preferably by CPWD.
- v. Alternate battery operated arrangements for PA system (standby).



#### 4. Lounge Arrangements

- i. Office for VVIP
- ii. Waiting Area for Dignitaries
- iii. Exclusive Lounge for VVIP
- iv. All necessary arrangements as per ASL instructions.
- v. Restroom etc.

#### 5. Approvals from appropriate authority

- i. Invitation Card
- ii. Branding
- iii. Film, if any, to be screened - trials

#### 6. Branding Services

(To be intimated to Works Division 15 days prior to start the tenancy)

- i. Branding in the Complex
- ii. Branding on the Tin Sheets
- iii. Canopy area not be covered with brandings/cloth
- iv. Placement of signages at appropriate locations.
- v. Avoid black colour in masking.

#### 7. Housekeeping

- i. Carry out deep internal Housekeeping of the Halls, Circulation Area, Canopy and Lifts & Escalators.
- ii. Deployment of Janitors in Toilets with consumables.
- iii. Not to litter behind the Halls. Waste to be left only in designated areas. Construction material has to be carted away from the Complex.
- iv. Disposal of the Garbage at the designated points only.
- v. Provide Security Deposit/Bank Guarantee for above.

#### 8. F&B Services

- i. Agencies hired for the F&B Services during the event
- ii. Agencies hired for the F&B during VVIP event
- iii. No cooking/naked flames is allowed in the halls
- iv. Before the arrival of VVIP, the use of gas to be stopped
- v. Installation of kitchen as per fire safety norms.

#### 9. BDD must ensure issuance of advance Service Note.

10. Fabricator/Construction Agency of third party events along with Electrical Contractor, contact details be made available to Works Division in advance.