5th IFFE EXPO 2026

2nd Kolhapur MACHINE TOOL SHOW
DRIVEN BY TECHNOLOGY
DEFINE BY INNOVATION

NOV 22 | NOV 23 | NOV 24 2026
WWW.IFFEEXPO.COM

VENUE : JP INDUSTRIAL PARK, PETH VADGAON
KOLHAPUR, MAHARASHTRA, INDIA

EXHIBITOR'S MANUAL 2026



Organised By :

NEXPOS MEDIA PRIVATE LIMITED
Inspire I Engage I Transform
"The Next Level of Exhibition"



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Dear Exhibitors,

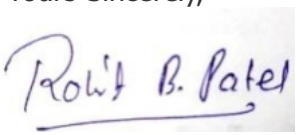
We value your participation in **IFFE 2026 & KMTS 2026** and would like it to be smooth and profitable. This Exhibition Manual is provided of assisting your organization to prepare for your participation in **IFFE Expo & KMTS Expo 2026.**

Please read this manual carefully and thoroughly to ensure that all relevant matters are processed properly and therefore make your participation in this edition of the above events memorable. You are requested to note the deadline and duly submit the Forms on the given email id/ Mobile no.

Should you have any queries, please contact the responsible person, whose name, contact number and email id are provided in this manual for your assistance.

Thank you for your co-operation.

Yours Sincerely,



Rohit Patel
NEXPOS MEDIA PRIVATE LIMITED

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VENUE : JP INDUSTRIAL PARK, PETH VADGAON
KOLHAPUR, MAHARASHTRA, INDIA

IMPORTANT INFORMATION

Exhibition: **IFFE 2026 & KMTS 2026**

Venue: JP INDUSTRIAL PARK, PETH VADGAON, KOLHAPUR, MAHARASHTRA, INDIA

Dates: 22 NOVEMBER to 24 NOVEMBER 2026

ORGANISED BY

NEXPOS MEDIA PRIVATE LIMITED

422, Silver Radiance - 2,
Opp. Empire Business Hub,
Science City Road, Ahmedabad
Gujarat - 380060.

Mobile No : +91 7573029319 / +91 9313025847
E-mail:info@iffeexpo.com, info.iffe@gmail.com

Exhibition Timings:

Business Hours : 10:00 a.m. to 06:00 p.m.

Exhibitors Timing : 09:00 a.m. to 07:00 p.m.

Last Day Visitors Timing : 10:00 a.m. to 05:30 p.m.

OFFICIAL SERVICE PROVIDERS

ONSITE OPERATIONS MANAGEMENT

OPTIMUSS EXHIBITIONS LLP
Varad Kelaskar - +91 8070280858
Aniket Patil - +91 9769474857

ELECTRIC AGENCY

AMRUT DECORATORS
Dilip Bhai : 9998358602

LOGISTIC

1). **BUHARIWALA LOGISTICS**
Tahir Ali Shaikh : 9892503453

FRONT MAXIMA STALL CONTRACTOR
FOR STANDARD SPACE &
OFFICIAL ADDITIONAL FURNITURE AGENCY

A A DECORATORS
AKRAM SHAIKH :
7485907522
aadecorators786@gmail.com

EMPANELLED STALL FABRICATOR FOR RAW SPACE

SNEHBANDH EVENTS
SHAMSHUDDIN KHAN :
9158598187
info@snehbandhevents.com

SLOK EVENT
AMIT CHAVDA :
9909953647
shlokshukla95@gmail.com

INDIA'S LARGEST EXHIBITION ON FOUNDRY AND MACHINE TOOLS INDUSTRY

THE ORGANISING COMMITTEE

Mr. Rohit Patel
Managing Director

TEAM IFFE & KMTS 2026

ACCOUNT & ADMINISTRATION

Ms Shweta Tillani
M: +91 7573029319
E: info@iffeexpo.com

EXHIBITORS REGISTRATION (IFFE 26 TEAM)

Mr. Kirtan Chauhan
M: +91 9313025847
E: info.iffe@gmail.com

Mr. Jaydip Patel
M: +91 8320573298
E: marketing@exhiferencemedia.in

ONSITE OPERATIONS MANAGEMENT

OPTIMUSS EXHIBITIONS LLP
SURESH GUPTA : 9892959795

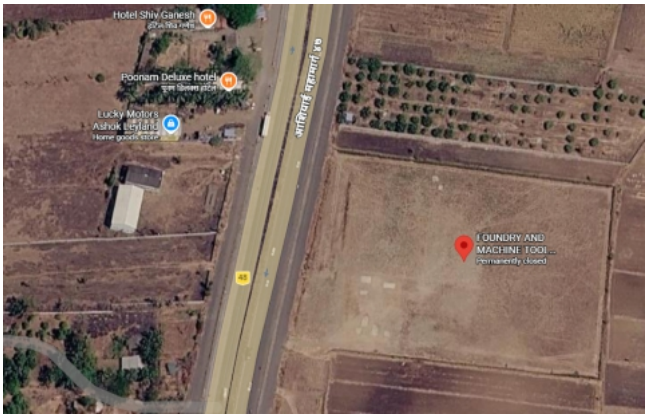
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VENUE : JP INDUSTRIAL PARK, PETH VADGAON
KOLHAPUR, MAHARASHTRA, INDIA

VENUE INFORMATION & TRAVEL GUIDE :



Venue Address

NR. JP Industrial Park,
Peth Vadgaon, Kolhapur,
Maharashtra – 416112, India.

Scan here for
Venue Location

By Air :

Chhatrapati Rajaram Maharaj Airport, Kolhapur is the nearest airport, approximately 20–30 km from the venue (around 30–40 minutes by road). The airport offers flights to cities such as Mumbai, Bengaluru, Hyderabad, and Tirupati. Pune Airport (250 km) and Belagavi Airport (125 km) are convenient alternatives for additional domestic connectivity.

By Train :

Kolhapur Railway Station (Chhatrapati Shahu Maharaj Terminus) is located approximately 20–22 km from the venue and is well connected to Mumbai, Pune, Bengaluru, Hyderabad, Tirupati, and other major cities. Miraj Junction, about 50 km away, provides additional rail connections.

By Road :

JP Industrial Park is situated close to **National Highway 48 (Pune–Bengaluru Highway)**, offering excellent road connectivity. Regular MSRTC and private bus services connect Kolhapur with Mumbai, Pune, Satara, Karad, Sangali, Jaysingpur, Ichalkaranji, Kolhapur, Belagavi, Shimoga, Hubli, Dharwad, Goa, Ratnagiri, Bengaluru. Taxis and local auto-rickshaws are readily available from Kolhapur city.

Hospital	Approx. Distance from Venue	Contact No.
Aster Aadhar Hospital	~19 km	0231 -6622555
Apple Saraswati Multispecialty Hospital	~20 km	0231 -2688888 9370525204
Krishna Hospital	~22 km	0231 -2326622
Athaayu Hospital	~20 km	91 9545933333

HOTEL

Note: The above-mentioned rates are tentative and are provided for reference purposes only. Kindly contact the respective hotel directly and coordinate with the concerned hotel representative to confirm the latest rates, availability, and applicable terms.

HOTEL NAME	VENUE DISTANCE	RATES (TENTATIVE)	CONTACT NO.
HOTEL GRAND INDU THREE STAR	5 KM	2800-3350	9960612110
HOTEL SAI TREE EXECUTIVE	6 KM	1950-2200	9923702525
HOTEL RASIKA	13 KM	3000-3500	9130066428
HOTEL GALAXY INN	13 KM	2500-2800	9146453444
HOTEL METRO	13 KM	2500-2800	9822208523
HOTEL ALBA PREMIER	14 KM	4000-4600	9111102363
HOTEL REJENTA	15 KM	5000-7000	8888681333
HOTEL AYODHYA	15 KM	2600-4000	9359279065
HOTEL THE FERN	16 KM	7500-16000	7249151199
HOTEL PAVILLION	16 KM	4900-5500	9607323737
HOTEL CLASSIC MID TOWN	16 KM	3200-3500	9552703333
HOTEL SAYAJI	18 KM	8500-25000	7722053744

Welcome to **IFFE & KMTS 2026**

We request you to study the contents of this manual carefully. **Please return all Forms** irrespective of the services required by you before the due date. Please do not forget to put your company stamp and details of the contact person for the stall requirement on each form, since each form would be handled individually by a separate agency.

Please return all forms at the earliest, to enable the service providers to meet your requirement.

Exhibitors are requested to note the following important information:

* The exhibition halls would be open from 09:30 hours to 19:00 hours during build-up and break-down period [see Time table of hall operation].

* Possession of the stall area and temporary electrical connection during build-up period will be given to exhibitors only after their obtaining "No Dues" certification from **Nexpos Media Pvt Ltd** accounts department.

* All exhibitors must submit three copies each of the layout plan of their stalls, showing placement of equipment, exhibits, fittings, furniture and office cubicles etc, with their dimensions in meters, and elevation drawing, showing various heights of partitions, cabins, logo, name fascia exhibits and other display material to the organizers for approval.

* The stall-in charge of each exhibitor should be available at site on 18th November 2026, to attend to last minute requirements, if any, and to ensure completing the stall arrangements before 16:00 hrs. on 21st November 2026.

* Trade invitations are valid only for genuine trade visitors. **Entry for persons below 17 years is strictly prohibited during business hours.** Right of admission is reserved with Organizing Committee.

* Engineering Students are allowed to visit exhibition on last day after 1:00 P.M.

* All items/exhibits and stall structures must be removed before 12:00 hours on 25th November 2026.

* Charges mentioned in the forms for relevant services are exclusive of all Taxes and Levies.

Exhibitors are requested to contact Nexpos Media Pvt Ltd office for their specific requirements at following address.

NEXPOS MEDIA PRIVATE LIMITED

422, Silver Radiance - 2,
Opp. Empire Business Hub,
Science City Road, Ahmedabad
Gujarat - 380060.

Mobile No : +91 7573029319 / +91 9313025847
E-mail: info@iffeexpo.com / info.iffe@gmail.com
Web: www.iffeexpo.com

RECEIPT OF THE EXHIBITOR 'S MANUAL ACKNOWLEDGMENT

NAME OF THE CONTACT PERSON FOR THE EXHIBITION :
DESIGNATION :
NAME OF THE EXHIBITING COMPANY :
ADDRESS :
TELEPHONE :
MOBILE :
E-MAIL :
COMPANY STAMP :
SIGNATURE AND DATE :

1. All forms provided in the exhibitor manual are compulsory and must be duly filled and submitted to the organizer by the specified deadline.
2. Failure to submit the completed forms by the given deadline will be considered as the exhibitor's confirmation that no additional requirements (such as power supply, air compressor, or any other extra facility) are needed.
3. In the absence of the required forms by the deadline, the details already available with the organizer will be considered final.

UPON RECEIPT OF THE MANUAL, PLEASE FILL IT AND SEND BACK TO US VIA EMAIL/HARD COPY.

To,

NEXPOS MEDIA PRIVATE LIMITED
422, Silver Radiance - 2,
Opp. Empire Business Hub,
Science City Road, Ahmedabad
Gujarat - 380060.
Mobile No : +91 7573029319 / +91 9313025847
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Important Notice:

1. All decisions will be subject to Ahmedabad, Gujarat jurisdiction.
2. All decisions made by the Organiser will be final and binding, and every exhibitor is required to adhere to them.
3. **The Stall Fabricator is required to deposit a Demand Draft (DD) of Rs. 1 lakh as a security deposit with the NEXPOS MEDIA PRIVATE LIMITED.**
4. The Nexpos Media Private Limited will refund the DD to the Fabricator upon the completion of the exhibition.
5. Full payment must be made at least 30 days prior to the exhibition date. Exhibitors who fail to complete the payment by the deadline will not be granted possession of their allotted stalls.
6. **Every exhibitor and worker must present a valid ID Proof Copy to collect their badge**

IMPORTANT DATES

Payment Schedule

> 25 % Down Payment..... Against Booking Confirmation
> Balance Payment..... Before 40 days of Exhibition

Other Important Dates

Exhibitor's product profile for participant E –Directory..... 01st October 2026
To submit additional service requirement form..... 01st October 2026
Stall possession (Bare space) ..... 17th November 2026
Stall Possession(Shell Type) ..... 21th November 2026
Exhibit Removal..... 24th November 2026 (After 6:30pm)
..... 25th November 2026 (Before 4 pm)

Instructions to Exhibitors for Heavy Machine Installation

> Exhibitors displaying heavy machinery are required to transport their machines to the exhibition venue between 17 November 2026, 10:00 AM till 18 November 2026, 6:00 PM.

> All heavy machinery must be completely installed and positioned within the allotted stall by 6:00 PM on 18 November 2026. No heavy machine movement or installation will be permitted after this deadline.

> Machinery fitting and install in the booth between 18th November 2026, 10:00 AM till 20th November 2026, 06:00 PM.

CANCELLATION CHARGES

> 20% of Participation Cost : 01-08-2026
> 40% of Participation Cost : 01-09-2026
> No Cancellation will be Accepted after : 01-10-2026

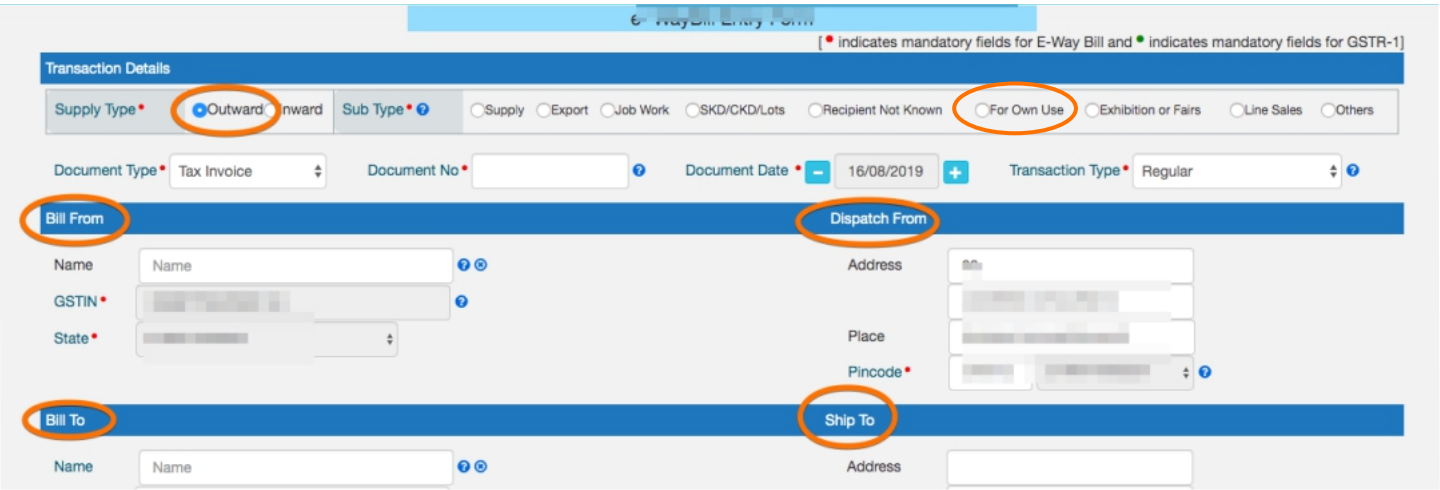
MOVE-IN & MOVE-OUT SCHEDULE FOR DISPLAY

	Raw Space (Exhibitors Constructing Own Stand)	Shell Scheme Space (NMPL built up stands)
Heavy Machine Movement, which needs forklift and Crane	**17th November 2026** November 2026 [10AM onwards] to **18th November 2026** [till 6.00PM]	**17th November 2026** November 2026 [10AM onwards] to **18th November 2026** [till 6.00PM]
Instructions to Exhibitors for Heavy Machine Installation	Exhibitors displaying heavy machinery are required to transport their machines to the exhibition venue between 17 November 2026, 10:00 AM till 18 November 2026, 6:00 PM. All heavy machinery must be completely installed and positioned within the allotted stall by 6:00 PM on 18 November 2026. No heavy machine movement or installation will be	
Possession of Stand	17th November 2026 [10AM onwards]	21st November 2026 [10AM onwards]
Booth Construction	18th November 2026 [02:00 PM onwards] to 21st November 2026 [02:00 PM onwards]	21th November 2026 [10AM onwards] to 21th November 2026 [05PM onwards]
Move-Out Exhibits	24th November 2026 [after 6:30 PM]	24th November 2026 [after 6:30 PM]
Termination of Booth Electricity	24th November 2026 [after 6:30 PM]	24th November 2026 [after 6:30 PM]

Important - Possession of Raw Space will be given to the exhibitors on 17th November 2026 at 10 AM on handing over of the Certificate to Build which will be issued from in the organizer's office on showing receipt of No Dues Certificate, FORM 4 with approved booth design, FORM 5 for Additional Electricity load, FORM 6 for Compressor Air and Form 6A for Concrete.

Possession of shell Stand will be given to the exhibitors on 21th November 2026 at 10 AM on submission of the Authority Letter in Organizer Office (FORM 4). The Organizer's office will issue stall possession certificate which will be handed over to the Hall Manager for possession of stand. Exhibitors are requested to ensure that no payment is due to be paid to (organizer) **NEXPOS MEDIA PVT LTD** on account of the fair participation as it may deny them timely possession of their exhibition space.

E-Way Bill Compliance



Kindly follow the E-Way Bill System and compliance that is mandatory as per GST Rules.

Click Here & Generate and E-Way Bill

Following formalities must be completed by each exhibitor

* Fill and submit duly signed Form-4 along with Booth Design.
* Submit the Booth Design with Electrical Layout (with Height Measurement & Electricity Load) for approval by 01st October 2026. Submit duly signed exhibitor undertaking on your letterhead as per Form-4
* All booth designs whether to be constructed inside a Raw Space must be certified by Structural Engineer and be submitted to the organizers for approval either directly by the exhibitors or by their registered contractor latest by 01st October 2026.
* All contractors must obtain a Certificate to Build from the organizers before they are allowed start construction or booth display work at the venue. This certificate will be issued at Organizer's office only after receiving:
  - No Dues Certificate
  - Approved booth design copy
  - Additional Electricity load requirement form
  - Exhibitor's Undertaking on Company Letterhead
* All workmen and Team members of the Booth Designer and Contractors must wear Construction Badges without which they will not be permitted to work at the premises. Construction badges will be issued at Organizers office on submission of Form-4.
* While planning and constructing your booth, respect your neighboring booths which have common wall to yours. Do not create structures and designs which obstruct your neighboring booths. Ensure that backside of your walls is properly finished and do not spoil the view or design of the other booths. All exhibitors constructing their booths may please note, Back-to-Back Finish & Paint of walls is the responsibility of the exhibitor.
* Ensure that during the Onsite construction activity of your booth, Aisles & Common Areas and Neighboring Booths are not encroached upon and are kept completely free.
* All booth walls, furniture, lights, exhibits, merchandise, and fittings etc. should be free standing or mounted on the booth walls. No drilling or construction work on the hall floor is permitted. Any such damages, if caused, will bere covered from the exhibitor along with penalties.
* During booth construction activities, all your material should be kept in the designated area of your own booth. Walking aisles should be left free. Safety should be your foremost concern at all times.

Most Important: - All exhibitors constructing their own booths must have the designs/plans duly certified by a Structural Engineer. The Copy of the same be submitted to Organizers by 1st October 2026. Any modifications to the approved booth design must be submitted for approval again. Booth installation not complying with the most recent plan received and approved will not be permitted.

FIRE, SAFETY PRECAUTIONS & SPECIAL INSTRUCTIONS FOR EXHIBITOR CONSTRUCTING OWN BOOTHS - [TO BE FOLLOWED BY ALL]

* Exhibitors are permitted to construct their own booth under the supervision & guidance of a Structural Engineer. All exhibitors constructing their own booths must have the designs/plans duly certified by approved Structural Engineer.
* The Organizer reserves the right to obtain a copy at any given time during the expo for information and record. (KINDLY USE ENCLOSED FORM- 4 and submit by 1st October 2026.
* The Organizer reserves the right to stop construction if it is noticed that the construction is not safe and stable. It is the sole responsibility of the exhibitor to ensure that the construction is safe, and the guidelines are followed.
* Exhibitors are requested to submit the details of their Contractor/Agency as per the enclosed format within the specified deadline for issuing contractor badges. Kindly fill up and submit enclosed Form-4 by 1st October 2026 for issuance of Construction Badges.
* The Organizer will not be responsible for any delay on account of non-submission/late submission of the required information by the exhibitor.
* No display, construction or projection of construction element shall be permitted in the passages.
* Constructions of stands must be confined within the allotted area and should not projected over the stands or into the gangways
* Exhibitors are requested to kindly contact their hall manager for exact location of their space within the hall before commencing construction of their stall.
* Exhibitors opting for bare space are advised to bring prefabricated stands to avoid any delay in erection of their booth and damage to the venue property.
* Use of inflammable material like dry grass/straw, bamboo sticks, jute, synthetic fabric, wallpaper or fabric/flex masking, surgical cotton, wood chips & wooden scraps will be strictly prohibited.

* Electricity is not included in the Raw Space package. Exhibitors who have booked raw space need to order for Electricity (KINDLY USE FORM-5 and submit by 1st October 2026). The load will be provided on orders of hall managers at site/allotted space on production of certificate to build, given by organizer at the organizer's office.
* Access to electric meters/ main distribution boards, public conveniences and emergency exits shall be left clear during construction and display No stacking of material in these areas will be permitted.
* Exhibitors opting for bare space will not be entitled to any refunds on their stand rent, any additional items, or services etc. in lieu of the stand rent during the Expo.
* Only the agencies empanelled and authorized by the Organizer (as per list enclosed) or the agency registered by the exhibitor by 15th October 2026 will be allowed to work inside the exhibition halls.
* Empty boxes, cartons and other packaging materials shall not be kept in the exhibition halls as the same pose serious fire hazard. They can be kept under arrangements of freight forwarders or in respective godowns.

- Electrical works in the stands MUST be entrusted to licensed electrical contractors and use of ISI Certified & Fire Insurance approved material shall be mandatory.
- The authorized electrical engineer shall provide connections from the tapping point of main power line to each constructed and electrical fitted stand.
- Exhibitors are advised to monitor the jobs executed by their contractors and ensure only Fire Insurance Approved branded wires and fittings are used. Electrical fire is a constant threat due to use of poor-quality material and unauthorized tapping of electricity in the bare/raw space booths.
- In case of any untoward incident on account of negligence on part of the exhibitor or the contractor engaged by the exhibitor for the above matter – the exhibitor will be solely responsible for the loss including the loss caused to the property of the Venue neighbouring and the Exhibition Contractor/Agencies engaged by the Organizer.

All Exhibitors constructing their own booths are required to install fire extinguishers during the construction & exhibition period including the period of dismantling. In case, the exhibitor's fail to do the same, the Organizer will install, and charges shall be billed to the exhibitor.

Exhibitors may please note that distribution of promotional literature in passages, common area, lounge, or restaurant or in the expo ground (other than their stand) is strictly prohibited. Organizers have the right to confiscate such promotional literature.

INVITING YOUR CUSTOMERS

The Organizer do put various efforts to ensure presence of high-quality trade visitors at 5th
Indian Foundry Forging Equipment Expo (IFFE) & Kolhapur Machine Tools Show (KMTS) with the Foundry Exhibition. Exhibitors may, however, wish to invite their current and potential customers to their booth, to showcase innovations and latest product range. For this purpose, the organizer will provide special Invitation card to the exhibitors. The exhibitors can send these invitations to their important customers immediately on receipt. Please forward your request for the required invitations on or before 15th October 2026 www.iffeexpo.com

Section 1
General Information

In the text throughout this manual, 'The Organizers' shall mean **Nexpos Media Pvt Ltd** The Exhibitor' shall mean any Exhibitor, Who has been allotted space in the exhibition, and the Exhibition' shall mean **IFFE 2026** Venue Owners shall mean JP Industrial Park, Peth Vadgaon, Kolhapur, Maharashtra, India.

Exhibition Management
The Exhibition is organized by **Nexpos Media Pvt Ltd** In case of any dispute, the final decision binding on all concerned parties shall rest with the management of **Nexpos Media Pvt Ltd.**

Children : Children below 17 are not allowed in the exhibition.

Visiting Hours, Entry Fee
Only trade visitors allowed. Free Entry on registration of visitors. 22th November- 24th November, 2026

Business Hours
10:00 a.m. to 06:30 p.m.

Section 2
Facilities & Privileges Offered to Exhibitors

Exhibitor's staff Badge (Form 3)

NOTE: The exhibitors will be issued badges as per the following break up:

Size of Sq. Mtr.	0-9	12-18	24-36	42-96	100 & above
No. of Badges	2	3	5	6	10

Additional badges for exhibitors would be charged at Rs 500 each.

Section 3
Allotment of Exhibition Stands & Withdrawal from Participation

Allotment of Stands:
The Organizers reserve the right to refuse allotment of stand to any applicant or to change the stand location allowed to any exhibitor before full payment is made, without assigning any reason. Event after full payment is made by an exhibitor, the Organizers reserve the right to change the stand location of any exhibitor due to changes in floor plan considered necessary by the organizers.

Imported Exhibits/ Foreign Principals:
Indian exhibitors interested in displaying exhibits imported from foreign principals, must ensure that each of their foreign principals register as an exhibitor with **IFFE & KMTS** and reserve appropriate space(min.9 Sq.m.) for which payment will be made in US$. At the request of Indian exhibitor and foreign principals, an integrated stand with their combined space will be provided.

Withdrawal from Participation:
In case of cancellation or withdrawal from participation or non-occupation of the stand by any exhibitor, money paid by him will be forfeited.

Section 4
Planning Your Stand

EXHIBITORS WITH SHELL SCHEME

No structure should exceed 8.125 ft. in height. Special prior permission from the organizer for any display higher than 8.125 ft. should be taken. No part of the exhibit should project out of the stand area and nothing should be place outside the stand. Ground / Digging in floors or walls are prohibited.

All items supplied under Shell Scheme Package and additional items supplied by our official contractors are only on hire basis and exhibitors are required to hand them over back to the contractors at the end of exhibition in good order and condition. Any damage or loss of these items will have to be compensated by the exhibitors to the contractors.

No rebate will be allowed to exhibitors if any item under Shell Scheme is not availed by exhibitors.

Design & Decoration Contractors: Entire exhibition will be built by the official stand building contractors and all the stand will be built with standard octonorm system.

Note: Painting, wall-papering, nailing/ drilling on wall panel supplied under the shell scheme is strictly prohibited. A penalty of Rs. 5000/- will be levied per panel for violation of this rule

Drilling, grouting on the Floor welding or any support of the semi constructed structure is strictly prohibited anyone found guilty, will be charged a penalty of Rs. 50000/-
Excess material of stand design will be allowed to be carried out after the stall design with a Self-declaration on company's letterhead along with Exit form.

Exhibitor Name on Fascia (Form 2).
Exhibitor's name and stand number will be provided on the fascia only for shell scheme exhibitors. The name willbe in uniform lettering of 10 cm height. A maximum of 24 characters can be displayed on 3 meter fascia in case of stands with 2 or 3 sides open; exhibitor may indicate a short name to be displayed on additional fascia.

Please submit this information vide Form 2. Shell Scheme Entitlement: Exhibitors with shell scheme package areentitled to the following (per 9 sq.mtr.)

1) Up to 3 side walls in Octonorm like System with white laminated panels 2.5m high x 1m wide.
2) Unless specifically advised, Corner stalls will have two sides open.
3) Carpet for the floor area.
4) Fascia panel with Exhibitor name and stand number in uniform lettering 10 cm high.
5) Three Spotlights, one 5 amp electricity socket, two chairs, one laminated table & one dustbin.

Relevant Forms:

Requirement of 1 phase power supply for Stall designing.(Form 5 Temporary power before exhibition)
3 phase supply requirement. (Form 5)
Compressed Air (Form 6)
Additional Furniture (Form 7)

Shell Scheme Entitlement: Exhibitor is entitled to the following

* Two Exhibitor Badges (per 9 sq. mtr.)
* One Car Passes per participant
* Additional badges for exhibitor would be charged at Rs 500 each.
* Any Additional requirement will be charged additionally.

Section 5
Regulation for Stand Design

BARE SPACE

Stand Designer need to carry authority letter from the Participation Company for taking possession, & the contact detail of concerned agency in charge.

All stall designing agency should maintain the timings & discipline as per the guideline of exhibition management team at the site.

EXHIBITORS WITH BARE SPACE

Exhibitors will have to submit their stall drawing and to scale mock-up, complete with details of exhibits, Electricity, telephone and other installations and elevation for approval of the Organizer before **01st October 2026** If exhibitor fails to submit the same before deadline, the exhibitor will have to pay a penalty of Rs.1000/- per week after **02st October 2026.**

GUIDE LINES FOR STALL DESIGN APPROVAL

For bare space stall designing maximum permissible height is 12 feet with Fascia name & the sharing wall with the neighboring stalls must not exceed 10 feet (3 meters). Back side facing neighboring stalls needs to be covered with the white flex.

Exhibits must be placed at least 1 meter away from the boundary of the open sides of the stand. No part of the exhibit should project out of the stand boundaries even when the exhibits are demonstrated.

In case any construction guidelines are violated, the Organizer will take corrective measures at the risk and the cost of exhibitors. Charges for such modifications will have to be borned and paid by the exhibitor before the closure of the exhibition.

Note: No fabrication or construction work in any medium will be allowed to be executed within the hall (Exhibition Site). Only readymade/ prefabricated structures/ components/ items will be allowed to be installed in the stand area. No Part of the hall will be allowed to be used as workshop space for production of exhibition/ display requirements. Exhibitors must get jobs executed and well finished at their own outside places and bring them in only for installation/ display in permitted areas in the halls.

Relevant Forms:

Requirement of 1 phase power supply for Stall designing.(Form 5 Temporary power before exhibition)

3 phase supply requirement. (Form 5)

Compressed Air (Form 6)

Annexure - 1

Bare Space Entitlement: Exhibitor is entitled to the following

* Two Exhibitor Badges (per 12 sq. mtr.)
* Additional badges for exhibitor would be charged at Rs 500 each.
* Any Additional requirement will be charged additionally.

Section 6
Requisition for Additional Service

*** Electrical Power, Fitting & Appliances (Form 5)**

It is mandatory to inform the organizers by 01st October 2026, your power requirements for lighting (in addition to spot lights covered by the Shell Scheme package).

The Electric Power available is:
Single Phase: 230V , 50Hz (+-10%)
Three Phase: 430V, 50 Hz (+-10%)

Voltage fluctuation is not uncommon. It is advisable to install stabilizers/CVTS to protect sensitive equipment/instruments. No halogen lights or any other focus lights can be put in the stands only spot lights/LED lights are to be used.

*** Compressed Air & Water (Form 6)**

Compressed air connection will be made available to exhibitors on prior requisition. The volume and pressure is to be mentioned. Exhibitors will have to arrange connection to the machines from the sources provided at their own cost. Exhibitors are not permitted to use their own compressors. Water connection will not be provided for wash basin or kitchen facilities, There is no facility provided in the exhibition halls. Exhibitors will be required to make special arrangements to collect and dispose off the waste water. However exhibitors may seek assistance from the official conservancy agency for this purpose. Water (limited to 200 ltr Barrel only)

*** Stand fitting & furniture (Form 7)**

Additional partitions, cabins with doors, furniture and such other fittings may be ordered with advance payment vide Form 7 latest by 01st October 2026.

Section 7
At the Exhibition Site

Taking Possession of the Stand (Form 4)
Possession of stands for raw space exhibitors will be given at 10.00 a.m. on 18th November 2026 and for shell scheme will be given after 10.00 a.m. on 21st November 2026 to any authorized personnel of the exhibitors or contractors mentioned in Form 4, only if full payment is made. No personnel either exhibitors or contractors will be allowed without valid entry pass during the construction of the stalls. The passes can be collected from the organizer site office.

a) Exhibitors must submit packing lists of all consignments at our site office while taking their exhibition goods into the exhibitionhall.

b) Exhibitors bringing their own furniture, fans, potted plants, refrigerators, TV, Computer or any other appliance, which are alsobeing supplied by the official contractors, must submit a separate challan for the items (listing specifications and identification marks) while bringing them into the exhibition hall and obtain a copy of the challan duly stamped and signed by the site Manager.

c) The same challan must be produced while obtaining gate pass for removing the items from the exhibition hall at the end of the exhibition.

d) No work will be allowed after 20:00 hours during setup days.

e) No worker / labor/contractor / sub-contractor will be allowed to stay at venue in night. Kindly make the necessary arrangement of the night stay at your end.

Exhibitor's Car Pass

Organizers have made arrangement for the exhibitor's car to be parked in the allotted exhibitor parking space in front of exhibitioncenter. The passes for the same can be collected from the organizer site office from 20th November 2026.

Material handling at site

Services for loading/ unloading, packing / unpacking, transportation of goods to exhibitor's stand, hiring of forklifts and trolleys, skilled/ unskilled labour, removal and storage of empties, etc. are offered at a price by the official materials handling contractors. No private labour or contractor will be allowed for this purpose.

Regulations for Workmen: It is the responsibility of the exhibitor and their contractors to ensure that:

i. Their workmen do not enter other exhibitor's stand/ or passage.
ii. The workmen do not sleep or cook in the exhibition halls & do not wash clothes or have bath in the toilet blocks.
iii. The workmen or exhibitors staffs do not behave in drunken or disorderly manner. Anybody disregarding the above instructions will be evicted from the exhibition hall.

Machinery to be displayed All machines to be displayed in the exhibition should be brought inside the hall latest by 06.00 PM on 20th November 2026. **Storage of Empties, Removal of Debris**

Storage of empty cases/ cartons, in the stand, in passages or in open area near your stand is not allowed our official materi als handling contractors, should be contacted to arrange this service. Exhibitors must remove all debris, empty cartons and other wastes from their stand daily during the construction period and finally before passage carpeting is begins laid.

Safety and Fire Protection

Exhibitors are required to strictly follow the regulations laid down by concerned authorities towards safety precautions and prevention of accidents or fire. All electrical installations must be checked by the official electrical contractors before, and other hazardous materials should be used only with written permission of the organizers and after taking all safety precautions.

Completion of Stand Display
Display in stands/ pavilions must be completed latest by 14:00 PM. on 21st November 2026.

Outer Surface or Stand Walls, Partitions
Exhibitors are not allowed to display anything on the outer surface of stand-walls or on partition walls inside the exhibition hallswithout ritten permission of the organizers. The organizers reserve the exclusive right to display posters or notices on all such surfaces, nailing the panels is not allowed.

Section 8
During Exhibition Days

Entry and Exit of Exhibitor Staff

Exhibitor staff will be allowed to enter the exhibition hall at 9.30 a.m. during exhibition days, and all must leave the hall by 7:00 p.m. unless written permission has been obtained from Exhibition site office to enter early or leave late.

Entry & Exit of Goods

Entry or exit of goods during the daily exhibition hours is strictly prohibited. These may be allowed before or after the exhibition hours at the discretion of the organizers, on written request from exhibitors.

Manning Your Stand

Exhibitors are advised to ensure that their stands are effectively manned during the visiting hours. They should also guard against pilferage of small exhibits during the rush of visitors.

Audio-Visual Equipment

Sound volume of AV equipment should be regulated to avoid a nuisance to neighboring exhibitors.

Prohibited and Unsuitable Exhibits

The organizer/ Venue owner may prohibit exhibition, distribution or sale of any article including printed literature which it considers unsuitable or objectionable and may confiscate the same. It can debar the exhibitor from selling/distributing or demonstrating to the public if his conduct or that of his agent is likely to cause offence to or is otherwise considered objectionable in any manner.

Cleaning and Collection of Waste

The organizers have appointed a cleaning contractor to clean the passages and other areas in the exhibition halls, to collect the waste from the waste baskets supplied to the exhibitors and to ensure cleanliness of the toilets. However, cleaning of individual stands is the responsibility of each exhibitor.

Smoking and Other Nuisance Forbidden

Spitting, smoking, committing nuisance of any kind or otherwise making any portion of the exhibition space or furniture, walls etc. dirty in any way is strictly prohibited.

Catering by Authorised Caterers

No catering by any outsider is permitted in the premises of the exhibition space. Catering services have to be obtained from the authorised caterer appointed by the organizers.

Failure of Services

The exhibition space is equipped with electric supply and water facility, provided by the venue owners, while every effort shall be made to maintain the services in order, the organizers shall not be responsible for any failure or break-down or curtailment thereof or any damage/ loss caused to the exhibitor thereof.

Section 9
Dismantling & Removal from Hall

Commencement for Removal of Goods

Exhibitors will be allowed to remove goods from exhibition hall from 7.00 p.m. onwards on 24th November 2026 and vacate the stand latest by 04.00 p.m. on 25th November 2026. Four copies of the exit pass duly filled is to be submitted at the organizer's office in the morning of 24th November 2026 for approval and stamping. These passes can be collected from the organizers office at the exhibition site after 04.00 pm on 23rd November 2026.

All items received from our official contractors must be handed over to them in good condition. Any damage of these items will have to be made good by the exhibitors. No goods will be allowed to be taken out of the exhibition halls unless a "Gate Pass" is obtained from site office of organizers listing items to be removed. The Gate Passes will be issued only when all the due of organizers & contractors are settled.

If an exhibitor fails to remove his goods and vacate the stand within stipulated period, the organizer reserves right to remove the said goods. All cost in this connection will be debited to the concerned exhibitors

Gate Passes for Removal of Goods.

For taking out the exhibition material and exhibits after closure of the exhibition, participants would need to obtain a standard final exit pass from the organizer. Exhibitors must settle all dues to organizers and/ or various official contractors before the closing of the exhibition.

Right of Lieu

The organizers reserve the right to refuse Exit Gate Pass to any exhibitor if he has not settled all his dues, and to retain his exhibits or other goods as collateral security, till debts are discharged. The exhibitors expressly indemnify the organizers against claims for damage to their goods held as collateral security.

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Science City Road, Ahmedabad
Gujarat - 380060.
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E-mail: info@iffeexpo.com / info.iffe@gmail.com
Web: www.iffeexpo.com

Section 10
Legal Matters

Insurance & Liability

Exhibitors are advised to obtain insurance cover against all risks. It is expressly understood that the organizers stand indemnified by the exhibitors in respect of any loss or damage to their goods due to theft, fire, etc. or injury to any person as well as third party claims.

Permission / Concessions

All agreements, permissions and concessions granted to any exhibitor shall be valid only if given in writing by an authorised officer of the organisers.

Change of Venue, Dates, and Timing

The organizers reserve the right to change the venue, dates, duration or timings of an exhibition, if the circumstances so demand, and the exhibitors are bound to accept the decision of the organizers, so long as the exhibitors are informed about the changes either by individual communication or by a press advertisement. No refund shall be allowed, if an exhibitor withdraws from participation on account of the changes.

Changes in Floor Plan, Location & Dimensions of Stand

The organizers also reverse the right to make changes in the floor plan, location and dimensions of any stand allotted to an exhibitor or entry/ exit points etc. at any time before the erection of stands, if such changes are necessary in the opinion of the organizers.

Cancellation of Exhibition

In the event of cancellation of an exhibition due to circumstances beyond the control of the organizers, i.e. due to force major, political events, government orders etc. the organizers shall refund to exhibitors only that portion of money paid by them, which is calculated by the organizers after accounting for expenditure incurred. The exhibitors expressly agree to accept the organizer's decision in the matter.

Breach of Peace

The organizers reserve the right to close any exhibitor's stand temporarily or permanently. If the exhibitor Commits breach of peace in any way or causes disturbance in the normal functioning of the exhibition. In such an event, the organisers stand indemnified by the concerned exhibitor against any claim of any kind whatsoever.

Binding Terms of Contract

The submission of the Application and Contract Form duly signed by an exhibitor, shall be deemed as confirmation of participation in the exhibition, and acceptance of all rules and regulations printed at the back of the Application and Contract Form and in this Exhibitor Manual as well as any amendments or additions from time to time, notified to exhibitors through circular/letters/ emails. These are binding on all parties concerned.

Claims Deadline

All claims arising out of settlement of accounts and participation in this exhibition must be submitted in writing to the organisers within sixty days from the close of the exhibition, after which the claims shall not be tenable.

Settlement of Legal Disputes

The competent court and place for settlement of all disputes in connection with these Rules & Regulation for Exhibitors is Ahmedabad court jurisdiction E & OE, India.

ANNEXURE 1

IMPORTANT DOCUMENTS:

We further request you to kindly advise your stall designer/fabricators to bring along the following documents at the time of taking stall possession:

1) Letter from the company authorizing them as the official stall designer
2) 2 Passport Size Photographs of the workers working in the stall
3) Photo ID Proof of the workers working in the stall
4) Letter from the Stall Designing Company (on company letterhead) with details of Workers with name, address and contact number.
5) Working Hours at the Exhibition Site: Morning 9 am to Evening 8 pm
6) Exhibitor needs to carry few letterheads for onsite request. (For Emergency exit pass)

Note: Workers will not be allowed to work at the Exhibition Site after 8 pm and during night hours.

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5th IFFE EXPO 2026

2nd Kolhapur MACHINE TOOL SHOW
DRIVEN BY TECHNOLOGY
DEFINE BY INNOVATION

NOV 22 NOV 23 NOV 24 2026
WWW.IFFEEXPO.COM

VENUE : JP INDUSTRIAL PARK, PETH VADGAON
KOLHAPUR, MAHARASHTRA, INDIA

FORM 1
Heavy Machinery Details Form (Deadline Date: 30-10-2026)

If you will be bringing any heavy equipment/machinery to demonstrate in your booth. We request you to kindly send us all exhibit details as per the below format.

Product Name	
Machine Height	
Machine Width	
Machine Depth	
Total Weight of Machine (KG)	
Floor Loading kg/m²	
Date of Arrival onsite	
Expected Time of Onsite Arrival	
Photos of Machine	**Send as an attachment with this form**

Please send us your machinery details before the deadline, as it is very helpful to us & forwarders to move your exhibit from the venue to your booth.

- **Demonstration planned:**

☐ No

☐ Yes.(The relevant safety regulations require compliance. The exhibitor carrying out the demo liable in full for the persons located at the place of demonstration. It is his duty to monitor ac demonstration and to take the necessary safety precautions wherever risks exist.)

Demo Duration:_____ Demo Frequency:_____

Exhibitor's Company Details:

Company Name	
Stand Number	
Onsite Contact Person Name	
Onsite Contact Person Mobile no.:	
Email id	

Note :

Exhibitor Responsibility for Accurate Exhibit Details : - The Exhibitor shall provide complete and accurate information regarding the dimensions, weight, specifications, and handling requirements of all exhibits/machinery to the Organiser and the appointed Loading & Unloading Agency in advance, to facilitate proper handling, transportation, and operational planning.In the event that any information provided by the Exhibitor is found to be incorrect, incomplete, or inaccurate, and such discrepancy results in any damage to the machinery, exhibit, stall structure, venue property, or any other equipment, the Exhibitor shall be solely responsible for the resulting damage, costs, losses, or liabilities.However, where the Exhibitor has provided complete and accurate information regarding the dimensions, weight, and other relevant specifications of the exhibits, and any damage occurs during the loading or unloading process due to the negligence or improper handling by the appointed Loading & Unloading Agency, the Agency shall be responsible for such damage, subject to verification of the circumstances and applicable terms and conditions.The Exhibitor is therefore advised to ensure that all exhibit-related information submitted to the Organiser is accurate, complete, and duly verified before the commencement of loading and unloading operations.

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FORM 2
NAME ON STAND FASCIA
Exhibitors must complete and return this by 01st October 2026.
(Applicable for shell space exhibitors only)

Exhibitor Name : _____ Hall _____ Stall _____

A Fascia panel will be running the length of open sides of the stand and will have the Stand Number and Exhibitor's name in uniform lettering. Please give here exactly how the name of your company is to appear on the fascia.

If the form is not received on the due date, the name as supplied in the space application form will be put on the fascia.

(Please fill in Capital letters, use one box for each letter and a blank box for space)

COMPANY NAME 1:

COMPANY NAME 2: (IF FASCIA QTY IS 2 OR MORE)

Note:- Kindly please submit this form with the correct name as it will not be changed once pasted
Changes in Stand Fascia will be accepted till 05th Oct , 2026.
After 06th Oct , 2026 the charges will be Rs. 500/- per fascia.

Send this form To,
NEXPOS MEDIA PRIVATE LIMITED

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FORM 3
EXHIBITOR BADGES / PASSES
Exhibitors must complete and return this by 01st October 2026

Exhibitor Name : _____ **Hall** _____ **Stall** _____

Please use this form to order the number of badges required for personnel manning the exhibition stand. These may be collected from the organisers' office on arrival at the exhibition venue. Exhibitors will be required to wear the official exhibitor badges inside the venue at all times during the exhibition / stand construction & dismantling periods.

1.		Designation		Mobile No.	
2.		Designation		Mobile No.	
3.		Designation		Mobile No.	
4.		Designation		Mobile No.	
5.		Designation		Mobile No.	

NOTE: Please write the names in capital letters with designations. In case of insufficient space, kindly type this information in a separate sheet and attach to the form.

EXHIBITORS BADGES (No Entry without Badges)

- Exhibitor Badges will be issued for security reasons which are mandatory to carry for all the exhibitors.
- All visitors must register at the expo and carry their visitors' badge throughout the expo.
- No visitor below the age of 18 years will be permitted inside the venue.
- These badges are not transferable.
- All exhibitors are requested to display their badges throughout the expo.
- Entry to exhibition halls will not be permitted without valid badges.

NOTE: The exhibitors will be issued badges as per the following break up:

Size of Sq. Mtr.	0-9	12-18	24-36	42-96	100 & above
No. of Badges	2	3	5	6	10

Exhibitor Sign & Stamp

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FORM 4
POSSESSION OF STAND
Exhibitors must complete and submit at the time of possession

We have completed full payment of our participation costs, the last installment having been paid vide your

Receipt No._____dated_____, Please hand over possession of our stand to the

Following person authorized by us:

Name:_____Designation: _____

Company: _____

The Following are the authorized contractor for stand design/ decoration:

Name of the Contractor: _____

Tel.:_____Mobile: _____

Contact Person:_____Designation: _____

We hereby confirm that we shall be responsible for the conduct of all persons engaged by us or our contractors for erection/ decoration of our stand in conformity with the organisers' Rules & Regulation and we agree to compensate the organisers or their official Shell Scheme contractors for any damage or loss of goods supplied to us and for damage to hall floor, walls and other installations.

Please Note

- Please submit drawings duly certified by Structural Engineer (elevations, layout plan and perspective) with dimensions, illustrating the design of your stand for the Expo before given date along with the form. Pl keep 2 (two) sets of drawings approved by organizer with dimensions, illustrating the design of your stand. The Organizers reserves the right to check the same at any time during the expo.
- Both the exhibitor & contractor must abide by all rules and regulations of the organizers. Declaration We confirm that we have read, understood, and agree to comply with and to be bound by the Terms & Conditions

We confirm read & agreed rules & regulation as per section 7.

Exhibitor Sign & Stamp

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FORM 5
ELECTRICITY POWER CONNECTION
Exhibitors must complete and return this by 24th Nov,2026.

Exhibitor Name : _____ **Hall No.:** _____ **Stall No.:** _____

	Qty	Amount
Single Phase 15 Amp Socket Per Connection @ Rs. 2000/-		
Three Phase Power Per Hp @ Rs. 3000/-		
GST 18%		
Total		

Single Phase: 230 Volts +_ 10% 3 Phase neutral: 400 Volts +_ 10% Frequency: 50 CPS +_ 3%

Form 6
COMPRESSED AIR
Exhibitors must complete and return this by 24th November, 2026.

Please provide us with compressed air connection at our booth with following specifications:

> Rs. 15,000/- per Connection, of 3CFM
> Rs. 20,000/- per Connection, of 6CFM
> Rs. 25,000/- per Connection, of 10CFM

+ GST 18 %

No. of Connection: _____

Volume: _____ Pressure: _____

Form 6A
CONCRETE

FOR HOW MUCH SQ MT SPACE CONCRETE IS REQUIRED. WE WILL PROVIDE 4 INCH DEPTH FOR CONCERET

> Rs. 2500/- per Sq. Mtr.
+ GST 18%

Required Sq. Mtr. : _____

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EXHIBITOR NAME _____ **STALL NO.**_____

FORM 7 - ADDITIONAL FURNITURE (RENTAL)

In case of additional requirements Exhibitors must complete and return this by 01st Oct, 2026.

S.No.	Item Name	Description	Unit Cost in INR	Per	Qty	Amount
1	Laminated Table		1000/-	Per Pcs.		
2	Lockable Table		2000/-	Per Pcs.		
3	German Rack		2500/-	Per Pcs.		
4	Big Showcase		5000/-	Per Pcs.		
5	Glass Display Counter		3000/-	Per Pcs.		
6	Full Tall Showcase		5000/-	Per Pcs.		
7	Glass Self		500/-	Per Pcs.		
8	Leather Black Chair		400/-	Per Pcs.		
9	V. I. P. Chair		800/-	Per Day Per Pcs		
10	Bar Stool		900/-	Per Pcs.		
11	White Chair		600/-	Per Pcs.		
12	Metal Brochure Stand		1000/-	Per Pcs.		
13	S. S. Broucher Stand		1000/-	Per Pcs.		
14	Glass Squre Table		600/-	Per Pcs.		
15	Glass Round Table		1200/-	Per Pcs.		
16	Glass Standing Round Table		3000/-	Per Pcs.		
17	Two Seater Sofa		3000/-	Per Pcs.		
18	Single Seater Sofa		1500/-	Per Pcs.		
19	Plug Point	5 Amp	500/-	Per Pcs.		
20	Metal Light	50 watt	1000/-	Per Pcs.		
21	Metal Light	100 watt	1500/-	Per Pcs.		
22	Spot Light		500/-	Per Pcs.		
23	Barricading		50/-	Per Running Ft.		
24	Golden Que Manager		600/-	Per Day Per Pcs		
25	Inaugral Lamp		2500/-	Per Pcs.		
26	TV With Stand	42 inch	1500/-	Per Day Per Pcs		
27	Mini Fridge (Pre Booking Only)		1500/-	Per Day Per Pcs		
28	Coffee Machine (Pre Booking Only)	1 Service Boy + 200 PaPer Cups + 1 kg Coffee + 1 kg Tea	5000/-	Per Day Per Pcs		

TOTAL	
GST 18%	
NET PAYMENT	

For any additional furniture requirements, please contact AA Decorators directly.

ADDITIONAL FURNITURE AGENCY CONTACT DETAILS:
A. A. Decorators
AKRAM SHAIKH : 7485907522
aadecorators786@gmail.com

- For all queries related to additional furniture, please reach out to AA Decorators.
- For pre-booking of additional furniture requirements or on-site bookings for additional furniture during the event, contact AA Decorators.
- AA Decorators will collect charges for additional furniture directly from exhibitors

Company's Bank Details
Account Holder : A.A DECORATORS
Bank Name : IDBI BANK
IFSC code : IBKL0000130
Branch : Ashram Road Ahm
Account No :0130102000028875

FORM 8
EXIT PASS

Company:

Stand No.

Please allow the following goods to be taken out of exhibition after the necessary clearance and approval:

S.No.	Items	Quantity

Exhibitor Sign & Stamp

For, NEXPOS MEDIA PVT LTD

(Authorized Signatory)