

ORGANISED BY



EXHIBITOR MANUAL

Dear Exhibitor,

We are delighted to welcome you to **NDE 2025**, scheduled from **11th – 13th December 2025** at the **Jio Convention Centre (Jasmine Hall 1), Mumbai**.

This Exhibitor Manual has been compiled to provide comprehensive information, essential guidelines, and important timelines to support a seamless and well-coordinated participation throughout the event.

We request you to review the contents carefully to ensure full compliance with the procedures and to facilitate smooth operations during build-up, exhibition days, and dismantling.

This Exhibitor Manual (EM) provides comprehensive guidelines, timelines, and regulations to ensure a seamless and safe participation for all stakeholders throughout the event. Reviewing the contents carefully and strictly adhering to all deadlines is mandatory.

For any assistance or additional clarification, please feel free to connect with us. We look forward to your valued participation at **NDE 2025**, organized by the **Indian Society for Non-Destructive Testing (ISNT)**.

Best Regards,
NDE 2025

General Information:

1) Exhibition Dates & Timings:

- **Day 1:** 11th December 2025 (04:30 PM – 10:00 PM)
- **Day 2:** 12th December 2025 (09:30 AM – 10:00 PM)
- **Day 3:** 13th December 2025 (09:30 AM – 06:00 PM)

2) Location:

- **Level 3, Jasmine 1, Jio World Convention Centre (JWCC), Bandra Kurla Complex, Mumbai**
- **Google Maps Link:** <https://maps.app.goo.gl/pKZa2jeK4ztqVujz7>

3) Setup Dates & Timings:

- **Day 0:** 10th December 2025 (from 10:00 AM) to 11th December 2025 (till 12:00 PM)

4) Stall Possession Dates & Timings:

- **Bare Space Exhibitors** – 10th December 2025, from 10:00 am onwards
- **Shell Space Exhibitors** – 10th December 2025, from 06:00 pm onwards

5) Setup Day Entry Points:

- **JWCC Gate No. 23** – For cargo/material movement (Wrist Bands will be provided for smooth access)
- **JWCC Gate No. 20** – For exhibitors & general visitors

6) Show Days Entry Points:

- **JWCC Gate No. 20** – Entry for all exhibitors & visitors
- All individuals must carry a valid event badge inside the venue
- Exhibitor badges are non-transferable and must be worn visibly
- Security screening will be conducted at the entrance; prohibited items will not be allowed

7) Final Deadline for All Mandatory Forms - 5th December 2025

(Strictly enforced)

8) Late Submission Penalty - A penalty of ₹ **10,000** will be levied for forms submitted after the deadline (Deducted from the Security Deposit).

Exhibition Information:

To maintain a streamlined and well-managed build-up process, exhibitors will be granted hall access in phases. This staggered entry system will help regulate the movement of booth materials and equipment and will be aligned with the schedules of their respective booth contractors.

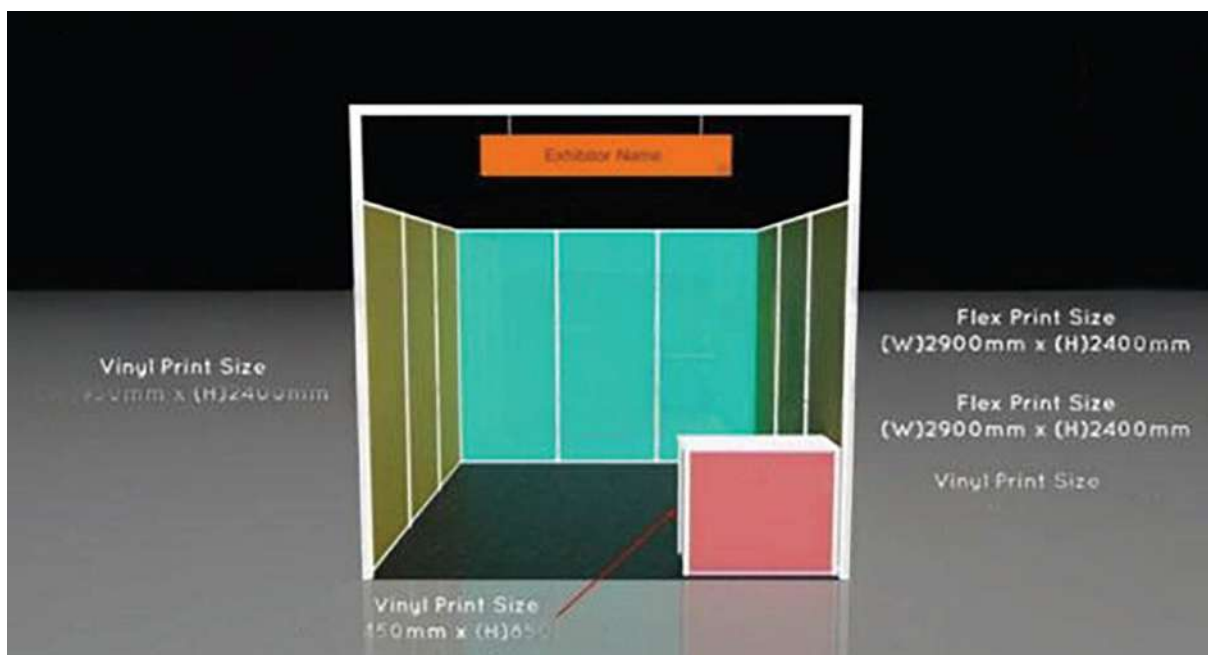
The organizers and appointed contractors will be available at the Site Office, Jio World Convention Centre, BKC, Mumbai, from **10th December to 13th December 2025**, between **12:00 PM and 8:00 PM**, to support exhibitors with stand setup and any operational requirements.

Shell Space Specifications:

- Each exhibitor will be provided with a standard Octonorm booth as per their allotted area (sq. m). The booth height is fixed at 2.5 meters, and no structure, branding, or signage is permitted beyond this height.
- The booth package includes fascia name, basic electricity up to 1 kW, and standard booth entitlements. Any additional furniture or items can be requested at an extra cost.
- The included furniture and electricals are fixed and cannot be exchanged or modified.
- Wooden structures are not allowed, and drilling, nailing, painting, or making any alterations to the panels or system structure is strictly prohibited. Only vinyl, flex, or frame display options may be used.
- Flammable materials are prohibited, and all electrical equipment must be properly insulated and safety tested.
- Power sockets provided are only for mobile and laptop charging. Extra power must be arranged separately for LED walls or machines.
- All booth fittings and displays must remain within the allocated space with no overhanging or encroachment into aisles.

Booth Area	System Table	Chair	Spotlights	Power Socket (5 Amp)	Trash Bin
9 sq. m.	1	2	3	1	1
12 sq. m.	2	4	4	2	1
24 sq. m.	3	6	5	3	2
36 sq. m.	4	8	6	4	2
48 sq. m.	5	10	8	5	2

This image is provided only as a reference for the shell scheme stall



Bare Space Specifications & Guidelines:

For Bare Space Exhibitors:

- **No Due Certificate**

Booth possession will be granted only after all pending payments are cleared, the booth design is approved, and final power requirements are confirmed.

- **Security Deposit**

Contractors must submit the required security deposit only through Demand Draft (DD) — cash and cheques will not be accepted. The

DD must be submitted at the designated office before *1st December 2025*.

Booth Area (sqm)	Security Deposit (INR)
24 sqm – 50 sqm	25,000/-
50 sqm – 100 sqm	50,000/-

● **Booth Design Submission**

Exhibitors must submit their complete booth design for approval on or before *5th December 2025*.

● **Design Document Requirements**

All booth designs must include elevations with measurements, 3D views, electrical single-line diagrams, and details of the fabrication agency.

● **Accessibility Requirement**

Booths with raised flooring must incorporate a minimum 1-meter-wide access ramp for especially abled visitors on at least one side. This ramp must be clearly reflected in the design submitted for approval.

● **Compliance & Construction Guidelines**

All booth construction must be completed by *12:00 PM on 11th December 2025*, after which deposits will be forfeited for non-compliance. Maximum booth height is 12ft (including platform). Open sides must remain 60% open, and any internal walls blocking visibility must use clear glass/acrylic above 4 ft.

Prohibited items include artificial plants, dry grass, and thermocol. Only prefabricated materials are allowed, and cutting or welding work is not permitted inside the venue.

● **Setup Access Protocol:**

Temporary wristbands for build-up entry will be issued at Gate No. 23 to all contractors for use during the setup period.

● **Safety & Compliance Control:**

The organizer reserves the right to halt any booth construction immediately if safety standards or event guidelines are violated.

Service Provider Information:

For Vinyl Pasting & Branding Services, Temporary staff and extra hostesses etc,

Please contact **YellowHive Events & Media** for all branding and vinyl pasting requirements.

Contact Person: Shalabh Singh

Mobile: +91 7506493702

Email: shalabh@yellowhivegroup.com

Logistical Support & Freight Handling:

All logistics services will operate strictly within the venue limits and can be accessed through the Dock Office handled by **R.E. Rogers** (located past Gate No. 23).

R.E. Rogers India Pvt. Ltd. Is the sole freight agency that can be contacted for any cargo or storage related matters. Support for oversized or heavy materials should be coordinated in advance. Please note that no off-site or external logistics agency or movements are allowed within the venue. Labour and trolley are available on rental for additional support.

For logistics and handling related enquires, exhibitors may contact below contact details:

1) **Mr. Ali**

2) **Mr. Swapnil Tawde**

Mobile: +91 88504 51705

Email: swapnil@rogersworldwideindia.com;

ali@rogersworldwideindia.com

VENUE PROTOCOLS:

- **Mandatory Safety Gear:**

All exhibitors, fabricators, and workers must wear safety helmets and closed footwear/shoes during setup and dismantling. Entry in chapels and sandals or any kind of open footwear are restricted. Entry will be denied without proper protective gear.

- **No Damage to Venue Property:**

Pasting, sticking, drilling, nailing, or applying any material (glue, tape, thermocol, etc.) on venue walls, floors, or structures is strictly prohibited. Any damage to the property may result in penalties.

- **Authorized Workforce Only:**

Only trained personnel aged 18 and above are allowed to carry out booth construction or dismantling activities.

- **Self-Supported Structures Only:**

Hanging items using ropes, wires, or any suspension from the venue structure is not permitted; all installations must be free and self-standing.

- **Material & Floor Protection:**

All construction materials must be non-combustible, and contractors must place carpet or floorboard under every structure—nothing can be placed directly on the venue floor.

- **Adhesives:** Only approved double-sided tape is allowed for fixing carpets. Use of paints, permanent adhesives, nails, or screws on the venue's floor or pillar panels is strictly prohibited and will result in a deduction from the Security Deposit.

- **Food & Beverage:**

Outside Food & Beverages are strictly not allowed inside the venue. Water Cases can be availed from the cafeteria counter.

- All construction materials, including fabrics, drapes, carpets, and signage, must be **Fire Retardant**. A copy of the Fire Proofing Certificate must be kept on-site during the build-up period for inspection.
- For any complex or high-load structure, raised platform, or any rigging/suspension above 2 metres, a **Structural Stability Certificate** from a licensed, certified engineer is **mandatory** and must be submitted with the design plans.

COMMERCIAL VEHICLE ENTRY CHARGES

Sr. No.	JWCC Component	Type of Truck	Standard Time Taken to Load/Unload	Entry Charges per Truck
1	Small Vehicles	Tata Ace, Tata 407, Ashok Leyland, Mini, Mahindra Pick-up	2 Hours	₹500
2	Big Vehicles	16ft, 19ft, 20ft, 32ft, 40ft	3 Hours	₹750

Note:

- GST will be applicable on all the above charges (18% as per Govt. mandate)
- Entry time will be calculated from the time vehicle is permitted from Material Gate
- If in any case the vehicle extends the stay beyond the standard time extra charges shall be applicable

DISMANTLE SCHEDULE:

Efficient Move-Out Guidelines for Exhibitors

Moveout Timings: 13th DECEMBER 2025, from 5:00 PM onward

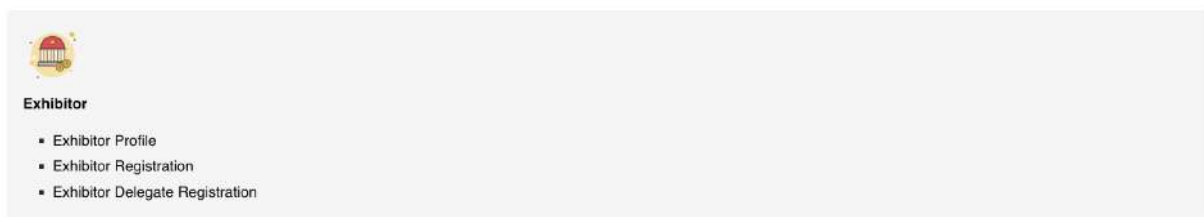
1. Exhibitors must remove all materials including products, displays, bags, and personal items and ensure nothing is left behind.
2. All belongings must be handled with care; the organizer is not responsible for any loss or damage during move-out.
3. Dismantling may begin only after the official show closing time. Access will be granted strictly to authorized badge holders.
4. Exhibitors and contractors must avoid any damage to booth panels, flooring, or venue property and dispose of all waste and packing materials appropriately.
5. Exit passes will be delivered to exhibitor booths on the last show day. Fabricators may collect their security deposit from the registration desk only after their booth area is fully cleared. If any

debris, **waste, excess material, or construction residue** is left behind in the booth area after the move-out schedule ends, the entire Security Deposit will be **forfeited**.

Exhibitor Manual – Forms & Online Submissions

All exhibitors are required to complete the mandatory submissions **only through the official Exhibitor Panel** using their **login ID and password**.

Access to Exhibitor Panel



After login, exhibitors must complete the following sections:

Exhibitor Profile - Mandatory

Exhibitor Details

Stand No

P1

Company Name

Website URL

Kindly add full url starting with https://

Stall Type

Company Profile

Max 500 words

Upload Details

Company logo

Choose file No file chosen

Kindly upload in PDF or PNG format only, not exceeding 5 mb

Advertisement Upload

Choose file No file chosen

Kindly upload in PDF or PNG format only, not exceeding 5 mb

Presentation Upload

Choose file No file chosen

Kindly upload in PDF or PNG format only, not exceeding 5 mb

Save

Exhibitor Registration – Mandatory

EXHIBITOR REPRESENTATIVE REGISTRATION

Exhibitor # 1 Details	
Exhibitor # 1 Name	Exhibitor # 1 Designation
<input type="text"/>	<input type="text"/>
Exhibitor # 1 Nationality	Exhibitor # 1 Passport Number
<input type="text" value="(Select Country)"/>	<input type="text"/>
Exhibitor # 2 Details	
Exhibitor # 2 Name	Exhibitor # 2 Designation
<input type="text"/>	<input type="text"/>
Exhibitor # 2 Nationality	Exhibitor # 2 Passport Number
<input type="text" value="(Select Country)"/>	<input type="text"/>
Exhibitor # 3 Details	
Exhibitor # 3 Name	Exhibitor # 3 Designation
<input type="text"/>	<input type="text"/>
Exhibitor # 3 Nationality	Exhibitor # 3 Passport Number
<input type="text" value="(Select Country)"/>	<input type="text"/>

Exhibitor Delegate Registration

DELEGATE REGISTRATION

Delegate # 1 Details		
Delegate # 1 Name		Delegate # 1 Designation
<input type="text"/>		<input type="text"/>
Delegate # 1 Category	Delegate # 1 Nationality	Delegate # 1 Passport Number
<input type="text"/>	<input type="text" value="(Select Country)"/>	<input type="text"/>
Delegate # 2 Details		
Delegate # 2 Name		Delegate # 2 Designation
<input type="text"/>		<input type="text"/>
Delegate # 2 Category	Delegate # 2 Nationality	Delegate # 2 Passport Number
<input type="text"/>	<input type="text" value="(Select Country)"/>	<input type="text"/>

ADDITIONAL POWER LOAD REQUEST

Event: NDE 2025

Venue: Jasmine Hall, Jio World Convention Centre (JWCC), BKC, Mumbai
Email: nde2025@yellowhivegroup.com

This form must be completed by all exhibitors requiring **extra electricity beyond the basic entitlement** and returned to the Exhibition Organiser.

Name of the Company: _____

Stall No.: _____

Name of Authorized Person: _____

Signature: _____ **Date:** _____

We require the following additional power:

Rate per KW	Power Required (KW)	Total Amount
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INR 3,500 per day		
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USD 48 per day		
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☐ **Deadline for sending this form to nde2025@yellowhivegroup.com is 5th December 2025.**

Forms received after deadline will be processed **subject to approval & availability**.

Compulsory forms

Deadline to submit Exhibitor Manual form is 5th December 2025

By submitting the mandatory forms, the undersigned company/representative acknowledges and agrees to the following:

- We have read, understood, and commit to strictly adhering to all the terms, conditions, and deadlines outlined in the NDE 2025 Exhibitor Manual.
- We accept the Security Deposit Policy and the consequences of forfeiture/penalties for non-compliance.
- We will also adhere to the guidelines stated in the Jio World Convention Centre agreement.

BANK DETAILS FOR PAYMENTS

All payments for additional services (such as furniture, manpower, electrical load, branding, etc.) must be made only to the below account:

Beneficiary Name: **YELLOWHIVE EVENTS & MEDIA PRIVATE LIMITED**

Bank Name: **IndusInd Bank**

Account Number: **251811198790**

IFSC Code: **INDB0001890**

- ☐ Kindly mention your Company Name + Stall Number in the payment remarks while making the transfer.
- ☐ After payment, exhibitors must share the payment confirmation / screenshot with the finance team at: nde2025@yellowhivegroup.com