



# EXHIBITORS MANUAL



Exhibition, Conference & International Buyer Seller Meet

## SALT INDIA EXPO 2026

International Exhibition on Salt Production  
Technology & Equipments

**22 | 23 | 24 January, 2026**

## SMARTECHBIZ 2026

The International Conference on Salt and  
Marine Chemicals Technology and Business

**22 | 23 January, 2026**

Helipad Exhibition Centre (HEC), Gandhinagar, Gujarat, India

### CONCURRENT EVENT

- International Buyer Seller Meet (IBSM)



Supporting Associations



## *Welcome Message*

*Dear Exhibitors,*

On behalf of **Indian Exhibition Services**, we are pleased to welcome you to **Salt India Expo & SMARTECHBIZ Conference 2026**, scheduled to be held from **22-24 January 2026** at the **Helipad Exhibition Centre (HEC), Gandhinagar, Gujarat, India**.

This **Exhibitor Manual** has been prepared to assist you in planning and preparing for your participation in the exhibition. We request you to read this manual carefully to ensure that all procedures, deadlines, and compliance requirements are completed in a timely and accurate manner, enabling a smooth and successful participation.

Please take note of all **important dates, rules, and forms**, and ensure prompt submission as specified. For any assistance or clarification, you may contact the respective responsible personnel whose details are provided in this manual.

We thank you for your cooperation and look forward to your valued participation.

Warm regards,

**Indian Exhibition Services**

6th Floor, Tower-B, Noida One IT Park

Sector 62, Noida – 201309, Uttar Pradesh, India

Email: [event@ies-india.com](mailto:event@ies-india.com)

## E-WAY BILL & GST COMPLIANCE

All exhibitors are required to strictly comply with **GST and E-Way Bill regulations**, as mandated by Government of India rules.

### Reference Links:

- E-Way Bill FAQs: <https://docs.ewaybillgst.gov.in/html/faq.html>
- GST FAQs: <http://gstcouncil.gov.in/faq>

Compliance with the above is **mandatory**.

## GENERAL INFORMATION

### Event Details

#### SALT INDIA EXPO 2026

 22-24 January 2026

 9:00 AM – 6:00 PM

#### SMARTECHBIZ CONFERENCE

 22-23 January 2026

 10:00 AM – 6:00 PM

### Venue


#### Helipad Exhibition Centre (HEC)

Sector 17, Gandhinagar – 382016, Gujarat, India

## SET-UP & PREPARATION SCHEDULE

### Preparation Dates:

 20-21 January 2026

 *All construction and finishing work must be completed by **4:00 PM on 21 January 2026***

 *No construction or cargo movement will be permitted after this deadline.*

## MOVE-IN & MOVE-OUT SCHEDULE

Activity	Raw Space	Built-up Stalls
Possession of Stand	20 Jan 2026 (11:00 AM onwards)	21 Jan 2026 (11:00 AM onwards)
Booth Construction	20 Jan (11 AM) – 21 Jan (4 PM)	Not Applicable
Booth Decoration Deadline	21 Jan 2026 (By 4:00 PM)	21 Jan 2026 (By 4:00 PM)
Move-Out of Exhibits	24 Jan 2026 (After 6:30 PM)	Same
Electricity Disconnection	24 Jan 2026 (After 6:00 PM)	Same

### Important:

*No construction activity will be permitted after **4:00 PM on 21 January 2026**, due to security checks and hall sanitization.*

### **BUILT-UP (MODULAR) STALL INCLUSIONS (9 SQ.M.)**

- Fascia with Exhibitor Name
- Carpeted Flooring
- One Table & Two Chairs
- Three Spotlights
- One Plug Point
- One Dustbin
- Side Panels

### **STALL CONSTRUCTION GUIDELINES**

- Aisles and common areas must remain unobstructed at all times.
- On-site carpentry, painting, or polishing is **strictly prohibited**.
- Only prefabricated modular components are permitted.
- Drilling or damaging the hall floor is **not allowed**.
- All materials must remain within your allotted booth area.
- Exhibitors constructing their own booths must install **fire extinguishers**. Failure to do so will result in installation by the organizer at exhibitor's cost.

### **PROMOTIONAL MATERIAL DISTRIBUTION**

Distribution of brochures, catalogues, or promotional material is allowed **only within the exhibitor's booth**.

Distribution in aisles, common areas, lounges, or restaurants is **strictly prohibited**.

The organizers reserve the right to confiscate unauthorized material.

### **EXHIBIT DISPLAY DEADLINE**

All exhibits must be fully installed and displayed by

 **4:00 PM on 21 January 2026**

Final hall cleaning will commence immediately thereafter.

### **STORAGE OF EMPTY BOXES**

Empty cartons must be moved to designated storage areas before **4:00 PM on 21 January 2026**.

Boxes left unattended will be removed and disposal charges may apply.

### **SECURITY**

- General security will be provided by the organizers.
- Halls will be sealed daily from **7:00 PM to 9:00 AM**.
- Exhibitors are responsible for their own exhibits.
- Organizers shall not be liable for theft, loss, or damage.

## SHARING OR SUB-LETTING OF BOOTHS

Sharing or sub-letting of exhibition space is **strictly prohibited**.

Violation will result in **immediate sealing of the booth** and disqualification from future events organized by IES.

## ON-SITE SERVICES

### Food & Beverage

Multi-cuisine restaurant, food court, snack, and coffee counters will be available.

### Cloakroom

Available for bags, briefcases, shoes (packed), and umbrellas.

Valuables, documents, food, or hazardous items are not accepted.

### Medical Aid

A first-aid and medical assistance center will operate **round-the-clock** during setup and exhibition days.

## PHOTOGRAPHY & VIDEO POLICY

Photography or videography inside the exhibition halls is **not permitted without prior written approval**.

Organizers and their authorized media partners reserve the right to capture images for official use.

## PARKING

Free parking is available within the venue, subject to availability. Vehicles are parked at owner's risk.

## SOUND POLICY

Use of DJ systems or loud sound equipment at booths is **strictly prohibited**.

## DO'S & DON'TS

### DO'S

- ✓ Display exhibitor badges at all times
- ✓ Maintain booth cleanliness
- ✓ Arrive early to allow security clearance
- ✓ Ensure professional attire for staff
- ✓ Open booths by **10:40 AM daily**

### DON'TS

- ✗ No inflammable materials
- ✗ No candles, incense, or open flames
- ✗ No obstruction of aisles
- ✗ No unattended booths
- ✗ No alteration of fascia name boards

## SHIPPING & LOGISTICS (Optional Service Providers)

M/s R. E. Rogers India Pvt. Ltd.

Contact: Mr. Ali

+91 7503546212 | 9821300184

☒ exhibitions.del@rogersworldwideindia.com

*Note: Organizers are not responsible for the performance of third-party service providers.*

## FLEX & BRANDING SUPPORT

Galaxy Sign

Contact: Piyush Bhai

+91 9879664559

## EXTRA POWER LOAD














Alok Kumar

Operations

Indian Exhibition Services

+91 9818827932

## Extra Furniture Requirement

ITEM CODE		IT IMAGES	DESCRIPTION OF ITEM	RATE/UNIT	QUANTITY	TOTAL
FF-01			Laminate Table	1,200.00		
FF-02			Black Steel Chair	500.00		
FF-03			Round Table	1,500.00		
FF-04			Glass Shelf	500.00		
FF-05			Centre Table	1,000.00		
FF-06			Horizontal Showcase	3,000.00		
FF-07			Vertical Showcase	5,000.00		
FF-08			Lockable Table	2,000.00		
FF-09			Garmen Rack	2,500.00		
FF-10			2 Seater Sofa	3,000.00		
FF-11			Brouchur Stand	900.00		
FF-12			Bar stool (Black and White)	1,000.00		
FF-13			Que Manager	1,000.00		
			Flex with framing	65rs/sqft		
TOTAL						₹

Stall No. \_\_\_\_\_ Mobile No. - \_\_\_\_\_

Name of Company- \_\_\_\_\_ Contact Person. - \_\_\_\_\_

On behalf of the entire **Salt India Team**, we sincerely thank all exhibitors for their participation and support.

We wish you a successful and rewarding exhibition experience.

Warm regards,

**Harsh Kapoor**

Project Head – Salt India Expo & SMARTECHBIZ Conference 2026

Indian Exhibition Services

Noida One IT Park, Sector 62, Noida – 201309