



2025

# INDIA SOURCING CONCLAVE

EXHIBITOR'S MANUAL



## B2B MEGA SHOW

**12-15**  
FEB 2025

Timings:  
**10:00AM TO 6:00PM**  
INDIA EXPO MART  
GREATER NOIDA

### IMPORTANT DATES FOR EXHIBITORS

DATE	SCHEDULE
10 <sup>th</sup> Feb 2025   01:00 pm	Possession of stall for Exhibitors who have taken bare space for Designing & Customization
11 <sup>th</sup> Feb 2025   09:00 am	Possession of stall for Exhibitors who have taken Shell Scheme
12 <sup>th</sup> Feb 2025   10:30 am	ISC opening ceremony
15 <sup>th</sup> Feb 2025   07:00 pm	Move out and dismantling of stalls to be completed by 7:00 pm on 16 <sup>th</sup> Feb 2025

Please note Entry points:

Entry for Commercial vehicles: Gate no. 9

Entry for private cars: Gate no. 1 & 9

Please keep your participation letter (sent in separate communication) for seamless entry during 12<sup>th</sup> Feb to 15<sup>th</sup> Feb 2025.

You are requested to collect exhibitor staff entry passes from organizer office, CFB, Ground Floor.  
**No entry to venue without obtaining entry passes.**

## INDIA SOURCING CONCLAVE

12-15 Feb 2025 ,  
INDIA Expo Centre & Mart, Greater Noida

**MOVE-OUT/EXIT PASS (Form 1)**  
**(To be submitted in quadruplicate on 10.02.2025)**

THE FAIR AUTHORITIES  
INDIA SOURCING CONCLAVE  
IEML, GREATER NOIDA, UP

Name of the Company: \_\_\_\_\_

Authorized Person: \_\_\_\_\_ Hall No / Stall No: \_\_\_\_\_

Dear Sir,

The Following items were brought by the above said company for display in India Sourcing Conclave 2025, Party may be allow taking out their sample/goods from India Expo Centre & Mart, Greater Noida

S. No	Particulars	Units

We here by undertake that we will be responsible for any Missing/ Damage Furniture/ Amenities, if found at the time of move-out.

Signature of PARTICIPANT with Seal

\_\_\_\_\_  
To be signed by the official  
(Signature with seal)

INDIA SOURCING CONCLAVE 2025

### IMPORTANT NOTE:-

- Participants are requested to fill-up the above and submit the same to the Fair secretariat in quadruplicate on 10<sup>TH</sup> Feb 2025.
- Exhibits/Materials/Furniture should be **moved out in one lot** as multiple Exit Passes will not be issued.
- Move-out will only Start from 7.00 pm on 15<sup>th</sup> Feb 2025.



SOURCING  
CONSULTANTS  
ASSOCIATION

## INDIA SOURCING CONCLAVE

12-15 Feb 2025

INDIA Expo Centre & Mart, Greater Noida

**VEHICLE ENTRY/EXIT PERMIT (Form 2)**  
**(for Commercial vehicles carrying exhibition goods)**

Dated \_\_\_\_\_

This is to certify that Truck/Tempo Bearing No .....

is carrying safe material and staff of M/S (Exhibitor) .....

coordinator:

.....

a vendor-fabricator for the Exhibition India Sourcing Conclave, **during 10<sup>th</sup> to 16<sup>th</sup> Feb 2025** at  
India Expo Centre & Mart, Greater Noida, Delhi-NCR

Signature & Stamp

# Form2A

## Exhibitor – staff details

**BUYING AGENTS ASSOCIATION**  
A05/10, EXPO MART, GROUND FLOOR, KP-II  
GREATER NOIDA-201306, U.P, INDIA  
+91 7428020603, +91 9711916996

This Form is compulsory & must be to  
info@indiasourcingconclave.com

Attn: \_\_\_\_\_

Exhibitor badges would be included in your exhibitor's kit which will be issued from the registration counter at the entrance of the exhibition hall during the move-in period. Please provide below, details of all personnel from your company and associated companies who will be manning the exhibition booth. The quantity of badges issued will be based on the stall size booked (**refer table below**)

**Note:**

Booth Size	Exhibitor badges	Service badges	Booth Size	Exhibitor badges	Service badges
09 – 15 sq. mts.	3 nos.	2 nos.	56 sq. mts.	10 nos.	3 nos.
17 – 23 sq. mts.	5 nos.	2 nos.	66 sq. mts.	10 nos.	3 nos.
24 – 42 sq. mts.	7 nos.	3 nos.	66 sq. mts. and above	10 nos.	3 nos.

- This is a Trade exhibition and person below age of 18 years are not admitted, either as a visitor or as an exhibitor.
- Please fill the form in ENGLISH (Capital Letters) only.
- Please specify company name as indicated in the contract if below given names are different.

Name of Personnel	Company	Job Title	Country
1			
2			
3			
4			
5			

Exhibiting Company:	
Booth No:	
Contact Person:	Mobile No:
Tel:	Fax:
Email:	
Authorized Signature:	Date:

## Form 4

# Fascia Board

**BUYING AGENTS ASSOCIATION**  
**A05/10, EXPO MART, GROUND FLOOR, KP-II**  
**GREATER NOIDA-201306, U.P, INDIA**  
 +91 7428020603, +91 9711916996

This Form is compulsory & must be sent to  
 Email: [info@indiasourcingconclave.com](mailto:info@indiasourcingconclave.com)

Attn: \_\_\_\_\_

**1. General Information about Fascia Board**

Booth Type	Info printed on the fascia board
Standard Space Booth	Fascia board with company name & Booth Number
Raw Space Booth	No Fascia board will be provided

**2. Exhibitors booked standard space booth should return this form to indicate the name to be displayed on the fascia board. Please print in BLOCK letters ( Maximum 24 alphabets including space)**

Company name: (English only)

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Booth Number:

Hall Number:

Please Tick (✓) on the Number of sides open:

- One side open                     
  Two sides open                     
  Three sides open

- Note:**
- Alteration / Modification on the fascia board provided by the official standard booth contractor is not permitted.
  - Only one company name as per the contract signed is allowed on the fascia board of the exhibiting booth, unless organizer grants written approval for any additional names.

Exhibiting Company:	
Booth No:	
Contact Person:	Mobile No:
Tel:	Fax:
Email:	
Authorized Signature:	Date:

## RULES AND REGULATIONS

## MOVE IN AND MOVE OUT PROCEDURE :

- Participants are requested to complete their stall construction/decoration by 07:00 pm on 11<sup>th</sup> Feb 2025
- The cars/tempo other vehicles carrying exhibits will be allowed to enter India Expo Centre from Gate# 9. After unloading of the exhibits, such vehicles will have to immediately go out of India Expo Centre. Participants are requested to fill in the form number 2 and send the same along with the commercial vehicles through which they are sending their goods to India Expo Centre during set up days and also to take out goods during the dismantling day. Entry and exit of vehicles will be allowed only from designated Gate.
- Exhibitors including stall designers and other service providers are advised to abide by the norms mentioned above and comply with timings as well.
- Exhibitors are also requested to check their booth/stall and ensure that all amenities like table, chair, dust bin, spotlights, power sockets are provided before taking the stall possession. The participants will be responsible for missing/damage items found at the time of move out.
- All exhibitors will be required to submit four copies of exit pass at the ISC help desk which will be located at each hall. The duly stamped exit pass can be collected from the exhibitors help desk on 15<sup>th</sup> Feb 2025 from 4:00 pm onwards.
- The vehicles for exit loading the exhibits will be allowed inside Expo Centre from 7:00 pm on 15<sup>th</sup> Feb 2025, through Entry Gate. However, organizers may at any time change the entry/exit plan due to administrative/security reasons.
- During the exhibition days, exhibitors and their representatives will not be allowed inside the exhibition hall after 7:00 pm and movement of exhibits in or out of the exhibition halls are not permitted only with prior written permission from the organizer.

### EXHIBITOR BADGES

- To restrict entry of unwanted visitors entry badges will be issued to all exhibitors. The badges are non transferable and must be worn in/ on person at all times within India Expo Centre & Mart complex.
- In case of requirement of additional badges you may inform organizer about the same.
- Any misuse of exhibitor badges will result in confiscation of the same.
- Exhibitors may please note that no entry of unauthorized labour/exhibitor staff not carrying proper identification badges will not be allowed in the INDIA SOURCING CONCLAVE, 2025, during built up and exhibition days

### CONDITIONS

- Please note unauthorized use of electrical load of more than the permissible limit as per the stand size will be severely penalized. No halogen lights will be allowed until exhibitors obtain approval from the organizers by paying for the requisite power load.
- The organizers reserve the right to disconnect the stall electricity of the offending exhibitors without any prior communication/warning.
- Exhibitors are requested **not to directly draw the electricity** from the distribution boxes located at exhibition halls. If detected these would be immediately disconnected by stall contractor

### FACILITIES

- A uniform size name fascia will be provided to all exhibitors. Please note that the fascia name will be exactly as per the name mentioned in application form. No changes allowed.
- Help desk will operate to facilitate exhibition services.
- Exhibitors can park their vehicle at the designated parking at venue.
- BAA has provided special negotiated rates for Hotel accommodation in/around the venue, contact : [info@indiasourcingconclave.com](mailto:info@indiasourcingconclave.com)
- For any fabrication/interior works you may write to [info@indiasourcingconclave.com](mailto:info@indiasourcingconclave.com)
- For any branding, flex, banner works you may connect us at [info@indiasourcingconclave.com](mailto:info@indiasourcingconclave.com)