

## **WINTER DOS CONFERENCE 2025**

**11<sup>th</sup> – 12<sup>th</sup> October 2025 at Ashok Hotel, New Delhi**

### **WOODEN WORK / CUSTOM BUILD STALLS & PAVILIONS**

#### **Guidelines for exhibitors**

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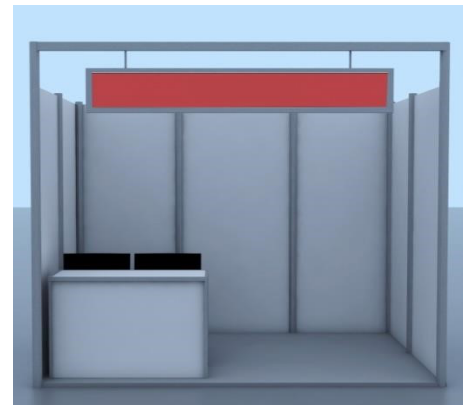
### **EXHIBITION VENUE: CONVENTION HALL (Ground Floor)**

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#### **CUSTOM BUILD STALLS & PAVILIONS**



#### **SHELL SCHEME**



**Stall Height: 8 feet (INSIDE CONVENTION HALL)**

**GATE PASS ARE MANDATORY FOR EACH EXHIBITOR TO BE ARRANGE BY HER OWN.**

**Dear Exhibitor,**

Thank you for booking your stall at the exhibition during WINTER DOS Conference which is going to be held from 11<sup>th</sup> – 12<sup>th</sup> October 2025 at The Ashok Hotel, New Delhi.

**Height of Wooden Work / Shell Scheme Stall: 8 feet Height INSIDE CONVENTION HALL**

**Height of Wooden Work / Shell Scheme Stall: 7 feet Height  
INSIDE PRE-FUNCTION AREA & FOYER AREA OF CONVENTION HALL**

#### **A. DESIGNER / INTERIOR PAVILION HOLDERS**

##### **A1. INTERIOR / WOODEN WORK PAVILIONS**

- We will provide the bearer space on **11<sup>th</sup> October 2025 (03:00 AM Night)** for interior designer stalls for fabrication of pavilions and exhibitors are requested to please complete display of exhibits by **(07:00 AM Morning )** in order to facilitate the cleaning of the Exhibition Hall and completion of checking of electrical and AC connections due to Security Reasons.

##### **SHELL SCHEME / OCTANORM STALLS (SCHEDULE)**

- We will provide the stalls for displaying the material and installation of posters inside the shell scheme stalls on **11<sup>th</sup> October 2025 (7.00 AM)** onwards and exhibitors are requested to please complete display of exhibits by **09:00 AM** on the same day.
- No wood work, cutting and painting or welding will be permitted inside the exhibition area due to security reason / fire safety norms.



- Exhibitors/ Fabricators are requested to keep the ASILE clear at all time.
- As per the decision of the Organizing Committee, in case you are planning to design and fabricate your booth / Pavilion, please ensure that the height is not more than
- Please submit your layout drawing to the Organizing Committee for approval by the Organizing Committee / Event Manager IEMS New Delhi by 09<sup>th</sup> October 2025.
- Please note that the space allocated should be handed over to the Event Manager at the time of dismantling / vacating the area after the event is over in exactly the same condition as it was when possession was taken, failing which the outgoing Gate Pass will not be issued to defaulting Exhibitors.
- All Exhibitor(s) / Fabricator are requested to remove all the garbage from their stall. Removal of garbage is the responsibility of the respective exhibitor/ fabricator. No garbage is to be left at the exhibition area, any garbage found at the respective exhibition stall would attract penalty charges.
- A Security charge of Rs.15000.00 will be charged for interior stall holder, for Refundable DD to be made on in the Name of IEMS Pvt. Ltd this amount is refundable. The amount is to be deposited by the fabricator or pavilion holder before the possession of the respective area for fabrication. All stall holders will be required to remove the garbage from their stalls / pavilions and obtain NOC from the exhibition in-charge.
- Security of Exhibition material and fabricating equipment at the time of exhibition setup is the responsibility of the fabricator/ exhibitor. The DOS 2025 Organizing Committee/ Event Manager will not be responsible of any losses during the time of setup or dismantling.
- Identity of the working staff of the fabricator/ exhibitors is their own responsibility. The DOS 2025 Organizing Committee/ Event Manager has the authority to remove any unauthorized personnel from the exhibition hall.
- Chewing of Tobacco or Smoking is strictly prohibited during setup/ dismantling and on the exhibition days. Defaulters will be charged penalty.

#### **B. EXHIBITION SCHEDULE**

| <b>Exhibition Days</b>                                    | <b>Opening Time</b> | <b>Closing Time</b> |
|-----------------------------------------------------------|---------------------|---------------------|
| <b>11<sup>th</sup> – 12<sup>th</sup><br/>October 2025</b> | <b>9.00 AM</b>      | <b>5.30 PM</b>      |

**Exhibitors are requested to remove their exhibition material by 07:00 PM on 12<sup>th</sup> October 2025**

#### **C. ADDITIONAL SERVICES**

**In case of requirement of any additional services, please complete the enclosed form and send it along with the payment by Demand Draft (at par) in favour of IEMS Pvt. Ltd.**

#### **INTER EVENT MANAGEMENT SERVICES PVT. LTD.**

23, Bhawani Kunj, Sector D-2, Vasant Kunj, New Delhi - 110 070

**Email: iemsnewdelhi@gmail.com, nagpalharbans@gmail.com**

#### **Contact Person:**

**Nayan Aggarwal @ 8929160005**

**Ujjwal @ 8368467380**



## **ADDITIONAL BOOKING FORM**

Subject: WINTER DOS CONFERENCE 2025

11<sup>th</sup> – 12<sup>th</sup> October 2025 at the Ashok Hotel, New Delhi

Please provide the following extra services for our booth no. \_\_\_\_\_, during the exhibition for our company.

Gate Pass are Mandatory for each Exhibitor to be arranged by her Own.

| S. No. | ITEMS                                                                                                                | RATE                   | QUANTITY | AMOUNT |
|--------|----------------------------------------------------------------------------------------------------------------------|------------------------|----------|--------|
| 1.     | Octanorm Table                                                                                                       | 1000/table             |          |        |
| 2.     | Exhibitor Chair                                                                                                      | 300/chair              |          |        |
| 3.     | Single Seater Sofa                                                                                                   | 3000/set<br>for 2 Days |          |        |
| 4.     | Double Seater Sofa                                                                                                   | 5000/set<br>for 2 Days |          |        |
| 5.     | Spot Light                                                                                                           | 750/light              |          |        |
| 6.     | Power Point                                                                                                          | 700/point              |          |        |
| 7.     | Glass Shelves                                                                                                        | 600/piece              |          |        |
| 8.     | Showcase (3' x 18")                                                                                                  | 3000/piece             |          |        |
| 9.     | Round Table with Glass Top                                                                                           | 1500/set               |          |        |
| 10.    | Bar Stool (Hydraulic)                                                                                                | 1000/piece             |          |        |
| 11.    | Book Rack                                                                                                            | 1000/piece             |          |        |
| 12.    | LED Lights (White / Yellow)                                                                                          | 1500/light             |          |        |
| 13.    | Additional Electrical Load (single phase)<br>MCB switch provide by the exhibitor/fabricator as per load requirement. | 5000/kva               |          |        |
| 14.    | MCB Connector                                                                                                        | 2000/-                 |          |        |

**Any other requirement is subject to availability at the venue.**

### **18% GST Extra**

Kindly book the material in advance, spot booking at the venue is subject to availability of the material.

Notes: All the above-mentioned materials are given on hire basis for the duration of the exhibition. We hereby confirm the order along with 100% advance payment, payable by Cash / Company / Bank Draft to "IEMS PVT. LTD., NEW DELHI".

Name: \_\_\_\_\_ Designation \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_

### **Contact Person:**

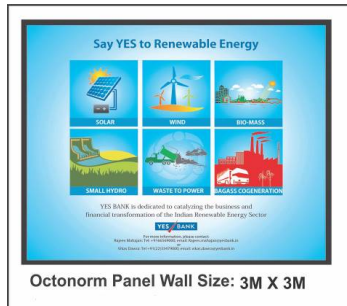
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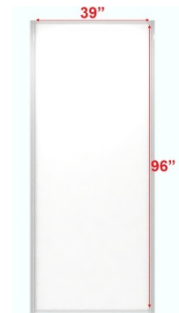
In case, the Exhibitors wants to get the Flex Wall Printed, then the Size of the wall for a stall of will be as per the specification given below. The ready-to-print file provided by the clinic is required in high-resolution PDF or CorelDraw file at the size mentioned above.

### CONVENTION HALL (Height of Shell Scheme Stall: 8 feet)

**Back wall - 3m (9'.6") (width) x 7'.9" (height)**

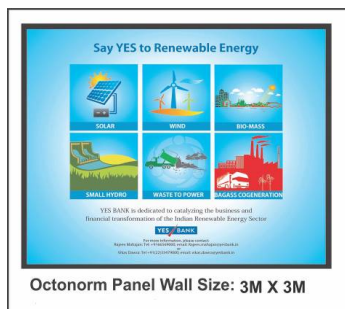


**Digital Poster – ( 39" X 96" )**



### PRE-FUNCTION AREA & FOYER AREA (Height of Shell Scheme Stall: 7 feet)

**Back wall - 3m (9'.6") (width) x 7'.9" (height)**



**Digital Poster – ( 39" X 96" )**

