

# India Trade Promotion Organisation

Pragati Bhawan, Pragati Maidan, New Delhi – 110 001  
Tel.: 91-11-23371540 (EPABX), Fax: 91-11-23371492, 91-11-23371493  
E-mail: info@itpo.gov.in, Website: <http://indiatradefair.com>

## **PUBLIC SAFETY MEASURES AND DESIGN GUIDELINES**

### **Third Party Events in Pragati Maidan, New Delhi** **September 2022**

- A. Third Party Organisers are required to submit details and drawings as mentioned below, preferably through **e-mail or Hardcopy (in exceptional cases)**, to the concerned BDD officer for submitting for comments of Architecture unit and other concerned Divisions of ITPO, **at least 10 working days before** start of tenancy of the event:
- a) Key details about the event like event dates, halls, temporary construction desired outside hall, any special request, contact details like mobile no. & email ID of organiser, etc.
  - b) Final Event Layout with dimensions (preferably with grid).
  - c) Details of mezzanine stalls (if any), their proposed areas and affirmation that the organiser has taken Structural stability certificate for public safety from a qualified Structure Engineer for the intended mezzanine.
- B. Organisers should refer to all the site and Exhibition Hall layouts and other Guidelines updated on ITPO's website from time to time at URLs like Knowledge Management - Architecture (<https://indiatradefair.com/knowmngt/details/architecture%20Division/>) and others.
- C. Allotment or approval of stall design or order of material/construction for event/stalls should not be given before approval of layout by ITPO and concerned statutory/local bodies.
- D. **Organisers are to ensure the following general Design Guidelines for Third Party Events in Pragati Maidan, New Delhi:**
- 1) Width of all passages should be minimum 3.0m for Business-to-Business (B2B) and 4.0m for Business to Consumer (B2C) event.
  - 2) Maintain proper public flow, leading directly to entries/exits.
  - 3) No structure is erected in front of any emergency exit (entire width) and direct access to all emergency exits is provided from nearest passages.

- 4) Direct access (minimum 1.0m wide) from nearest passage(s) to all electrical and fire installations such as Electric Panels (EP), Hose Reels (HR), Manual Call Points (MCP) & other fire safety equipment and public services like toilets, drinking water facilities, etc. shown as no-construction-zones in the layouts of Halls available on ITPO's website.
- 5) Peripheral passages of minimum 1.0m width adjoining all external walls of Halls, which should be kept free from any storage/construction material. Storage of combustible items such as wooden logs, fabric, cartons, spare packaging, etc. is not allowed inside Halls. Organiser may take additional space in open area from ITPO, as per applicable rules & availability, for any such storage.
- 6) No construction is allowed on the path of the collapsible partitions between Hall nos. 2-3 GF, 4-5 GF, 2-3 FF, 3-4 FF & 4-5 FF and 1m space to be left on either side of the path of the collapsible partitions of these Halls.  
*(amended pursuant to meeting held with officers of DFS on 31.08.2022, GM (BKD, BDD) and attended by GM (VKS, Security), DGM (DP, BDD), M (AC, Security/Fire) and M (SS, Arch))*
- 7) No construction is allowed below Smoke Curtains in Hall nos. 1, 2-3-4-5, 6 and 14 (all levels) and 1m space to be left on either side of all Smoke Curtains. Floorplan with position of Smoke Curtains and Utility Boxes is available on ITPO website > Knowledge Management > Architecture.  
*(amended pursuant to meeting held with officers of DFS on 31.08.2022, GM (BKD, BDD) and attended by GM (VKS, Security), DGM (DP, BDD), M (AC, Security/Fire) and M (SS, Arch))*
- 8) Feature/logo/branding do not go above following height inside Halls:
  - a) Exhibition Hall nos. 1 (Ground & First floor), 2-3-4-5 (Ground & First floor), 6 (Ground floor) and 14 (Ground & First floor): 8m (except below Smoke Curtains)
  - b) Foyer/Pre-function area of Exhibition Hall nos. 1 (Ground & First floor), 2-3-4-5 (Ground & First floor), 6 (Ground floor) and 14 (Ground & First floor): 5m
  - c) Exhibition Hall nos. 7, 8-9-10-11 and 12-12A: 5.0m
  - d) Foyer/Pre-function area of Exhibition Hall nos. 7, 8-9-10-11 and 12-12A: 3.0m
  - e) Low-height locations in any Exhibition Hall/Hangar: maximum stall height should be at least 1.0m below ceiling

- 9) Drawings of all intended high-height (more than 5m) and mezzanine construction are vetted by a qualified Structural Engineer and a certificate to that effect may be taken by the Organiser. Any temporarily ceiling/false ceiling erected inside Halls should be minimum 3m height and not larger than 30m x 30m.
- 10) All intended mezzanine areas are to be intimated to ITPO in advance. These mezzanine areas, including stairs, would be charged by ITPO as per prescribed rates.
- 11) No construction in front of entry/exit doors of the foyers. Further, Organiser is to ensure that any construction in the Foyers/pre-function area takes place ONLY as per the following (also refer to detailed Foyer Policy available on ITPO's website):
  - a) Halls 1 (GF & FF): 90 sqm and as per layouts on ITPO's website.
  - b) Halls 2 (GF & FF): 108 sqm and as per layouts on ITPO's website.
  - c) Halls 3 (GF & FF): 102 sqm and as per layouts on ITPO's website.
  - d) Halls 4 (GF & FF): 102 sqm and as per layouts on ITPO's website.
  - e) Halls 5 (GF & FF): 198 sqm and as per layouts on ITPO's website.
  - f) Halls 6 (GF): 198 sqm and as per layouts on ITPO's website.
  - g) Hall 7 foyer: No commercial use & further subject to approval of layout.
  - h) Hall 8 – 9 foyer: no construction permitted.
  - i) Hall 9 - 10, 10-11 and 12-12A: 12.0m from inner doorway in Foyer & 3.0m on either side of Foyer.
  - j) Halls 14 (GF & FF): 90 sqm and per layouts on ITPO's website.
- 12) No construction is done in entry/interlocking lobby of Halls 7, 8-9-10-11 or 12-12A, except for Registration Counter, that too away from passage/doorway.
- 13) Provision of adequate number of emergency lights & portable fire extinguishers and fire retardant paint on wooden/fabric members/combustible material.
- 14) All electric cables/wiring be covered properly with fire-retardant PVC/wooden boxes or conduits.
- 15) Any outside construction in form of stall, branding, registration gate or display is only in the designated Open-Display Areas and not on any road.

- 16) Minimum one (or more Fire Tender(s), as required), with all accessories & crew members are stationed near Hall/Hangar and sufficient trained Fire Guards inside Halls are deployed.
  - 17) Temporary entry/exit doors are kept minimum 2.0m wide and minimum two nos. (or more, as required by applicable byelaws) entry/exit need to be provided in Hangars and enclosed spaced inside Halls, such as seminar/conference, lounges, etc.
  - 18) No open flame cooking happens inside Halls/Hangars. Any usage of Tandoor or open flame cooking should be done at approved dedicated open area locations only. Comply with all F&B unit Guidelines and statutory/local bodies' rules for Food & Beverage usage.
  - 19) Proper stacking of exhibition empties and garbage at the earmarked space only, ensuring that these are not spread around.
  - 20) Safety & adherence to norms of individual stalls lies entirely with the Organiser of the event.
  - 21) Compliance to all fire safety, engineering, architectural and other guidelines of statutory/local bodies. Furthermore, approval/NOC from Delhi Fire Service/Traffic Police is to be obtained by the Organiser prior to the event.
- E. ITPO officer(s) would undertake joint inspection with representative(s) of the Organiser during pre-exhibition tenancy & on first day of exhibition with representative of Organizer. The Organiser would be informed in writing of any deviation from ITPO/statutory rules during the pre-exhibition tenancy inspection, so as to take suitable corrective actions before the commencement of the event. The Organiser would again be informed in writing of any deviation from ITPO/statutory rules and pecuniary penalty would be levied on Organiser or other suitable action may be taken by ITPO.