



CONTRACT MANUFACTURING &
PRIVATE LABEL EXPO

4 / MAY
6 2026

JIO, MUMBAI

cmplexpo.com

EXHIBITOR MANUAL

#contractmanufacturing
#privatelabel



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EXHIBITION VENUE & DATES



4/6 MAY
2026

VENUE

Jio World Convention Centre - G Block,
BKC, Bandra East, Mumbai

Ground Level

Pavilions 1, 2 and 3

Level 3

Jasmine Halls 1 and 2

Entry from Gate 20

Jio World being a premium, luxury venue, bare space exhibitors have to inform their contractors - the entire booth will be pre-fabricated at their workshop/factory and only onsite assembling, painting or installation will be allowed. Any kind of fabrication, cutting, sawing and painting will not be permitted strictly onsite.



EXHIBITION SCHEDULE

SETUP DAYS

DATE & TIME

PAVILION HALL

JASMINE HALL

Schedule for 2nd May, Saturday

08:00 AM – 12:00 AM

08:00 AM – 12:00 AM

Space hand over for
booth construction (BARE SPACE)

Schedule for 3rd May, Sunday

12:00 AM – 04:00 PM

12:00 AM – 04:00 PM

Space hand over for
booth construction (BARE SPACE)

Penalty for delay: ₹ 15,000/- per hour per booth

Schedule for 3rd May, Sunday

Exhibitor Registration

02:00 PM – 08:00 PM

02:00 PM – 08:00 PM

Booth Set-up (BUILT UP BOOTH)

02:00 PM – 08:00 PM

02:00 PM – 08:00 PM

Deadline to complete Booth Construction

Until 04:00 PM

Until 04:00 PM

EXHIBITION DAYS

Schedule for 4th May, Monday

Exhibitor Registration

08:00 AM – 09:00 AM

Inauguration

10:30 AM

Open for Trade Visitors

10:00 AM – 06:00 PM

Schedule for 5th May, Tuesday

Open for Exhibitors

09:00 AM – 10:00 AM

Open for Trade Visitors

10:00 AM – 06:00 PM

Schedule for 6th May, Wednesday

Open for Exhibitors

09:00 AM – 10:00 AM

Open for Trade Visitors

10:00 AM – 05:00 PM

Participants will not be allowed to leave their stall before the official closing time everyday.

DISMANTLING PERIOD

Schedule for 6th May, Wednesday

Dismantling of booths and removal of exhibits

06:00 PM – 11:00 PM

EXHIBITOR GUIDELINES

01 Badge Entitlement

- **1 badge** per **3 sqm** booked
- **Additional badges:** ₹ 750 + GST
- Collection on 3rd May (14:00–20:00 hrs).
- No courier dispatch.

02 Booth Design Approval (Bare Space Only)

- **Deadline:** 10th April 2026
- Submit plan view, elevation, structural details, and material/fire safety info.
- **Late submission penalty:** ₹ 20,000

03 Booth Construction Guidelines

- **Open sides:** Max height 13 feet with platform
- **Common walls:** Max 10 feet with platform
- No cutting or painting onsite
- Prefabrication required
- Wheelchair access mandatory
- Carpet required for bare space
- Booths below 12 sqm must use shell scheme

04 Electrical Power (Bare Space Mandatory)

- **220V Single Phase**
Build-up: ₹ 3,500 | Show days: ₹ 5,000
- **24-hour supply**
Build-up: ₹ 6,500 | Show days: ₹ 18,500
- **Licensed electricians only. No open wiring.**
- **400V Three Phase**
Build-up: ₹ 4,500 | Show days: ₹ 6,500

05 Damage & Performance Bond (Bare Space)

- **Up to 24 sqm** – ₹ 40,000
- **25 - 48 sqm** – ₹ 60,000
- **48–72 sqm** – ₹ 75,000
- **Above 72 sqm** – ₹ 1,00,000

Demand Draft only in favour of: **CMPL EXPO-CONNECT LLP**

06 Logistics & Goods Movement

- Entry via **gate 23** if trucks and pick up van
- **No truck parking** onsite
- Entry via **Gate 20** if self-drive or Ola/ Uber
- **Exit passes** required for goods

Official Forwarding Agent:

R. E. Rogers India Pvt. Ltd.

Swapnil Tawde | +91 9821033809 | swapnil@rogersworldwideindia.com

07 Food & Beverage Policy

- Outside food & beverages not allowed
- Sampling requires approval
- Labour must dine in designated areas

EXHIBITOR GUIDELINES

08 Safety & Compliance

- PPE mandatory during build-up/dismantling
- No spray painting, welding, or cutting onsite
- No balloons, firecrackers, or smoking
- Sound limit: 70 decibels
- Emergency exits must remain clear
- No storage behind booths

09 Insurance & Liability

- Exhibitors must insure their goods and staff
- Organisers not responsible for loss or damage.

10 Housekeeping & Waste

- Shell aisles cleaned by organiser
- Bare space cleaning by exhibitor's contractor
- Waste segregation mandatory

11 Standard Shell Scheme Includes

- 3m x 3m booth
- Fascia name (max 25 letters)
- Wall panels
- Spotlights
- Plug point
- Table & chairs

No structural alterations permitted.

12 Mandatory Forms (Deadline: 15th April 2026)

For Bare space

- Contractor registration
- Electrical requirement
- Badge form
- Booth design

For Shell scheme

- Fascia name
- Badge form
- Furniture & printing orders

13 Final Checklist

- Booth design approved (bare space)
- Power ordered (bare space)
- Badges submitted (all exhibitors)
- Furniture ordered (shell scheme)
- Logistics arranged (all exhibitors)
- Hotel & travel confirmed (all exhibitors)
- Marketing materials ready (all exhibitors)
- Insurance arranged (all exhibitors)

STALL DESIGN & CONSTRUCTION GUIDELINES

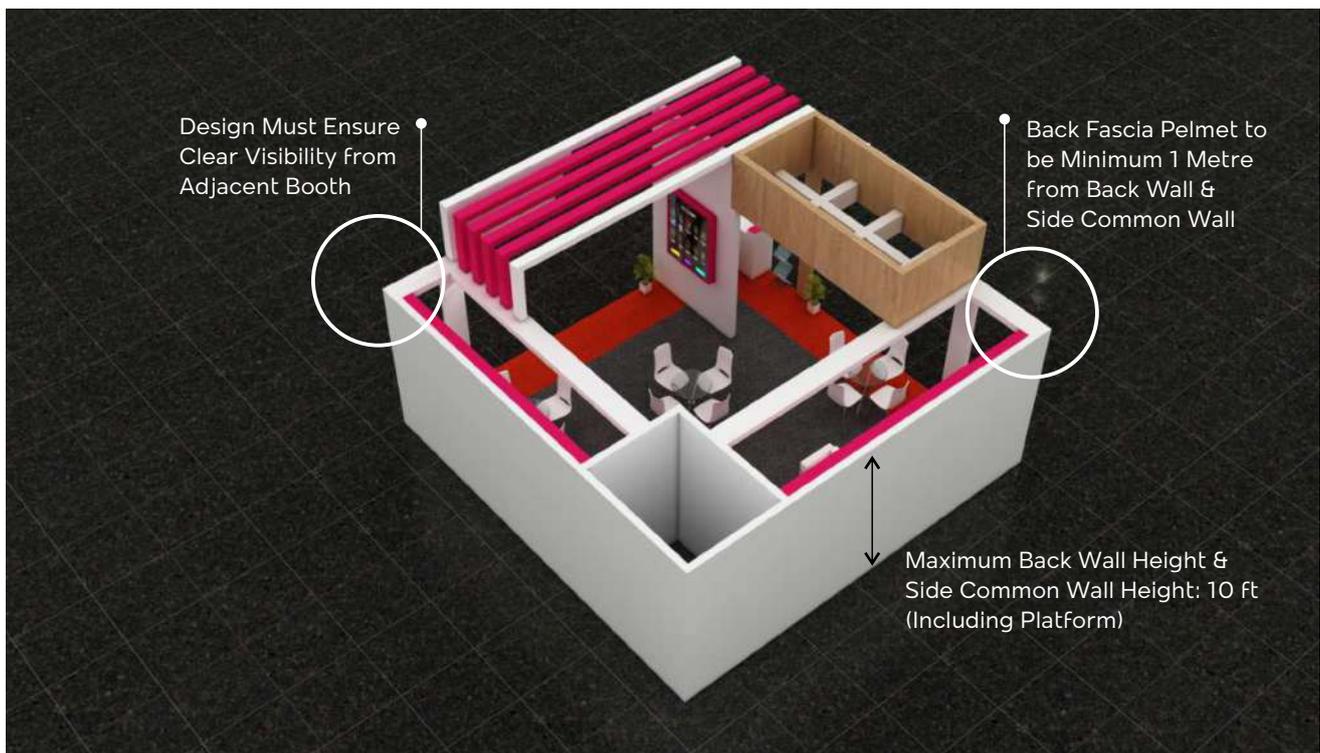
To ensure a uniform, safe, and visually open exhibition environment, all exhibitors must follow the below stall construction rules:

01 Height Restrictions

- Maximum permissible stall height: **10 feet (3 metres)**.
- No structure, branding, or display element should exceed this height limit.

02 Back Wall & Fascia Placement

- Back wall height must not exceed 10 feet.
- The back fascia pelmet must be positioned at least 1 metre away from the back wall.
- The design must allow clear visibility from the adjoining booth.
- Booths blocking neighbouring visibility will not be approved.



STALL DESIGN & CONSTRUCTION GUIDELINES

03 Open-Side Requirements

- All open sides of the booth must remain open and accessible.
 - Solid walls or partitions on open sides are not permitted unless prior approval is obtained.
-

04 Wheelchair Accessibility

- Booths must be designed to allow **easy wheelchair access**.
 - Any raised platform or flooring must include a **gentle ramp or level entry**.
 - Entry points should be unobstructed and at least **1 metre wide** for comfortable access.
-

05 Structural Safety

- All booth structures must be:
 - Self-supporting
 - Structurally stable
 - Built using safe and fire-retardant materials
 - Ceiling or hanging structures must receive prior approval from the organiser.
-

06 Branding & Projections

- No branding, lighting rigs, or display items may extend:
 - Beyond the allocated booth area
 - Into aisle spaces
 - Above the permitted height
-

07 Electrical & Lighting

- All electrical work must comply with venue safety standards.
 - Only authorised electrical contractors may carry out connections.
 - Loose wiring or unsafe installations are strictly prohibited.
-

08 Approval Requirement

- All **custom booth designs must be submitted for organiser approval** before construction.
 - Booths not adhering to these guidelines **will not be permitted to build or operate**.
-

09 Ramp Requirement – Bare Space Booths

As per venue and safety guidelines, it is **mandatory to provide a ramp of minimum size 1 mtr x 1 mtr in every bare space booth** to ensure proper accessibility and compliance.

10 Booth Number Display – Mandatory

All exhibitors must **clearly display their booth number on their bare space stall**. The booth number should be visible from the aisle at all times.

STALL DESIGN & CONSTRUCTION GUIDELINES

11 Damage to Venue – Important Notice

Exhibitors and contractors must take all necessary **precautions** to prevent **damage to the venue** during stand construction and dismantling. Any damage will be **charged to the exhibitor/contractor** by the venue through the organiser, and no independent repairs are permitted. The stand area must be **inspected before setup and after clearance**. All **paint, tape, and adhesive residues** must be completely removed from the floor, failing which **penalties and performance bond deductions** will apply.

12 Painting Guidelines

Large-scale and spray painting is **strictly not permitted** inside the exhibition halls. All booth fabrication must have a **neatly finished backside** up to full height.

Only **small touch-up painting** is allowed during move-in, and must follow these rules:

- Paint only in **well-ventilated areas** and strictly on **used carpets**.
- Use **non-toxic, non-aerosol paints** only.
- Painting near **venue walls or structures** is prohibited, and tools must **not be washed within the venue premises**.
- All **flammable materials** must be removed immediately after use.
- **Artificial planters and flowers** are not permitted as per Jio's fire and safety guidelines.

Any damage caused due to painting will be **charged to the contractor/exhibitor** for full restoration.

13 Additional Electrical Safety Guidelines

To ensure safe electrical operations during the exhibition, all exhibitors and contractors must strictly follow these rules:

- Only **3-core electrical wiring** is permitted for all power connections.
- Use only **approved and certified materials** (ISI / BIS / CE).
- **Proper earthing is mandatory** for every stall; power will not be given without it.
- **No direct cable joints** – use only standard connectors.
- All work must be done by **certified electricians only**.
- **Electrical inspection and approval** is compulsory before power is switched on.
- Use standard **distribution boards with MCB & ELCB protection**.
- Do not exceed approved load; **overloading is strictly prohibited**.
- Use **FRLS cables** and ensure proper cable management and housekeeping.
- No exposed wiring, loose connections, or wet electrical setups.
- Only **standard plugs and sockets** are allowed.

Final Note: Power will be released only after successful inspection and compliance approval by the venue electrical and HSEF team.

14 Prohibited Items & Conduct

Consumption or possession of **alcohol, tobacco, gutka, or any intoxicating substances** is strictly **not allowed** inside the exhibition venue.

Spitting in any area of the venue is strictly prohibited.

Any violation of the above rules may lead to **immediate action by the venue authorities**, including removal from the premises.

FINAL CHECKLIST & SHOW IMPLEMENTATION

- Furniture ordered for exhibition booth and/or trade show contractor hired?
- Hotel accommodation and travel bookings made?
- Informational materials prepared for trade visitors?
- Business cards printed?
- How will the packaged material be brought to the booth?
- Arrangement for temporary staff made?
- What invoices are still outstanding?



04-06 MAY'26
JIO, BKC, MUMBAI



WANT TO KNOW MORE ABOUT CMPL EXPO

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FROM IDEA TO SHELF