

DELHI WATER EXPO

4th Edition



EXHIBITOR'S MANUAL

21st, 22nd & 23rd August 2025
HALL 12A, ITPO, PRAGATI MAIDAN, NEW DELHI



DELHI WATER EXPO

21st, 22nd & 23rd August 2025

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* Press CTRL & Click the content to go to the page number

Redefining Water Exhibitions in South Asia

3D, 3rd Floor, Bhageeratha Residency, 124, Marshall's Road, Egmore, Chennai - 600 008.

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DELHI WATER EXPO

21st, 22nd & 23rd August 2025

WELCOME LETTER

Dear Exhibitors,

Greetings from Water Today!

We are glad to announce the 4th Edition of Water Today's DELHI WATER EXPO, A Premium Annual Water Event in South Asia, will be held on 21st, 22nd & 23rd August 2025 at Hall 12 A, ITPO, Pragati Maidan, New Delhi.

As part of its 4th Edition of the DELHI WATER EXPO, Water Today would like to present you with this Exhibitor's Manual, laying out guidelines and important aspects that you need to know as an Exhibitor/ Visitor at the Expo. The manual has been designed to ensure a smooth and successful participation from your end.

In order to have a hassle-free experience at the DELHI WATER EXPO, you are hereby kindly requested to study the contents of the manual carefully. Once read, you are requested to revert all the forms duly signed and filled via email or fax to the Water Today office. Further, you are advised to retain a copy of each form for your records in order to settle any query and also to ensure a quick invoice settlement.

You can contact Water Today Pvt Ltd for any query with regards to the DELHI WATER EXPO. We ensure our best cooperation, support, and wish you a smooth participation at DELHI WATER EXPO.

*Thanks & regards,
WATER TODAY TEAM*

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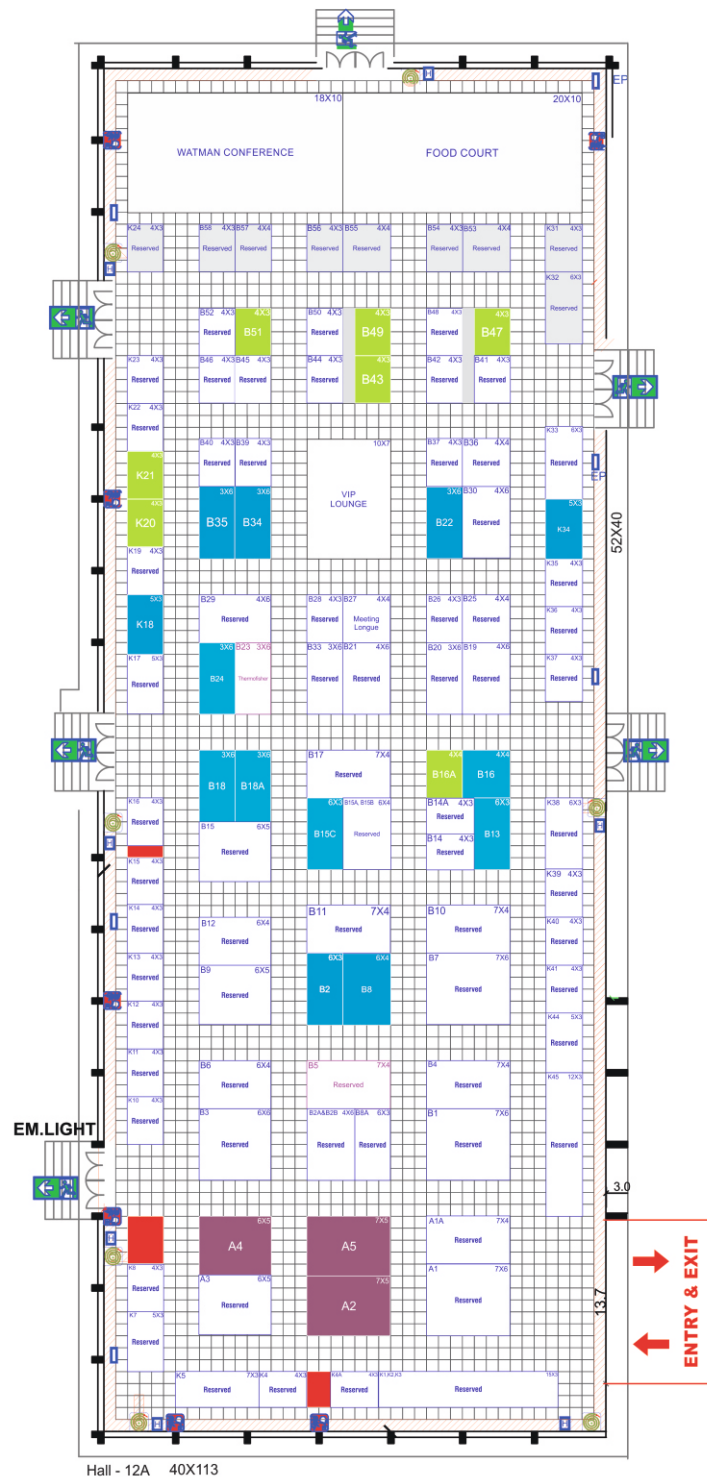
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Hall - 12A 40X113



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1. Octonorm Table	-	1 No
2. Folding Chair	-	2 Nos
3. Spot Light	-	3 Nos
4. 5 amps Plug Point	-	1 No
5. Wastebin	-	1 No





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EXHIBITORS PROGRAMME, DATE AND VENUE

EVENT	DATE	VENUE	TIME (Hrs)
INAUGURATION	AUG 21, 2025	HALL 12 A	10:00 - 11:00
EXHIBITION	AUG 21 - 23, 2025	HALL 12 A	10:00 - 18:00

EXHIBITION BUILD-UP SCHEDULE

EVENT	DAY	DATE	TIME (Hrs)
RAW SPACE BOOTH LOCATION WITH FLOOR MARKING FOR EXHIBITORS	TUESDAY	AUG 19, 2025	12:00
COMPLETION OF RAW SPACE / DESIGNED STALLS	WEDNESDAY	AUG 20, 2025	5:00 PM
POSSESSION OF SHELL SCHEME STALLS	WEDNESDAY	AUG 20, 2025	7:00 PM

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GENERAL INFORMATION

1. Venue Entry

Visitors' Entry to the exhibition will be free. Visitors are requested to be present at the VENUE 15-30 minutes prior to the exhibition opening hours to ensure a smooth registration process.

2. Exhibition Hall Specification

Hall 12A, ITPO Pragati Maidan.

Total carpet area	: 4,833 Sqm
Ceiling Height	: 5.5 meter (Hall 12A)
Vehicle entry into hall	: 4 x 4 Meter
Floor loading	: 3 Ton per sq.m.
Total Power	: 1600 kW

Arrangement has also been made for a Meeting Lounge and Business Centre. All the halls at the ITPO are centrally air-conditioned.

3. Exhibition Facilities

Arrangements have been made for Trade and Business; and Visitors' registration counters at the entrance of the Hall 12A. Trade, Business as well as Exhibition Visitors can avail a badge after duly filling the registration form and/or submitting their business cards. The badge will be valid for all three days of the DELHI WATER EXPO.

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4. Transport Centre

A Helpdesk Counter will be set up on behalf of the official travel partner of DELHI WATER EXPO. The counter will be a one stop place for all your travel related queries. The Exhibitors/Visitors can contact the Helpdesk directly for their travel purpose.

5. Cafeteria

Lunch and Refreshment will be available for the Exhibitors at the Cafeteria food court located inside the hall at a nominal cost fixed by the official hospitality partner of DELHI WATER EXPO.

6. Show Management Office

The organizers will operate from the show management office, inside Hall 12A, from 10:00 AM of August 21 onwards. For any assistance during the Expo, the Exhibitors can contact the office.

7. Duty Exemption

Water Today's DELHI WATER EXPO event has been approved by the India Trade Promotion Organization (ITPO)

For the purpose of display at the exhibition the exhibitor, can claim exemption from payment of central excise duty on machinery/ products requiring clearance.

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Procedure for availing exemption:

- a) 5 Copies of invoice with full description should be submitted by the exhibitors to the excise authorities during the transit from various locations.
- b) Exhibitor should mention the item listed in the invoice "For Display purpose only at DELHI WATER EXPO at ITPO, Pragati Maidan, New Delhi. and not for sale", along with the WATER EXPO participation certification provided by the Organizers.
- c) Participants can remove the material from their premises without payment of excise duty by producing ITPO approval letter along with participation certificate.
- d) Exhibitors are advised to take care of other transport related documents to satisfy the statutory requirements. In case of clarification, exhibitors are advised to take assistance from the Official freight forwarder.
- e) Exhibitors are strongly advised to consign the exhibits in the name of exhibitor themselves/ local agents and not in the name of Organizer.
- f) Water Today (The Organizer) strongly advises the exhibitors to ensure the safety of all their goods before shipping.
- g) The organizers are not responsible for any pilferage or loss during shipping / transportation / handling at the exhibition hall.

8. Material Handling

As per the rules, the exhibition materials at the venue / onsite can be handled only by the approved official agency. No private fork lifts/ handling equipments will be allowed inside the exhibition hall. For on site handling related services & costs, exhibitors are advised to contact the Official on-site handling agent directly.

9. Carpeting

Contractors & Exhibitors are requested to strictly observe that carpeting inside the halls during build-up is permitted.

10. Waste

Throwing of waste material by the exhibitors on the aisles from their stand is strictly forbidden.

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11. Removal of Exhibits

The exhibitors will be allowed to remove their exhibits from their respective stall only after the closure of the expo on Aug 23rd, 18:00 hrs. further dismantling of the Exhibits should be completed before 12 midnight of Aug 23,2025, Failing which the Exhibitor is Liable to Pay liquidity damages as applicable

12. Transport

Vehicle carrying the exhibition goods will be allowed inside Pragati Maidan through Gate No.10 only on Aug 23, 2025 after 19:00 hrs.

EXHIBITION SERVICE AND CONTRACTORS

1. POWER SUPPLY, WATER & COMPRESSED AIR

a) Additional Power charge

Additional power required by the Exhibitor will be made available at an extra cost as per charges liable for service connection. However, an Exhibitor will first have to make a request to the organizer by filling FORM 1.

REFER FORM 1

b) Water

Water connection can be given only at a few stall locations, please check with the organizers. 7 days in advance of construction Contact Water Today for further details.

2. RAW SPACE BOOTH PLAN APPROVAL

a) Exhibitors are advised to use the official stand construction contracted for the build up of Raw Space Booth

b) Exhibitors, who are using the service of private contractors other than the official stand construction contractor for their Raw Space Booth, must submit the layout of their stand design in triplicate for approval from the Organizer 7 days in advance.

c) Construction of the Raw Space Booth can commence only after the design has been approved by the organizer.

d) Any charges levied by the hall owner due to the damages caused to the property of the Exhibition Hall during the construction of Raw Space Booth, will be born by the Exhibitor/Contractor.

e) It is Mandatory to submit security deposit cheque of Rs. 25,000 per stall in favor of Water Today Pvt Ltd. By stall Fabricator.

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- e) Power is not included for the Raw Space Booth Exhibitors, in that case exhibitor need to get power on charges basis as per their requirement. (1Kw=3500+350(Connect Charges)+GST.
- f) Maximum Height of the Stall Should only be with 3 mts
- g) Power requirement to be shared with organizer 15 days prior to the event start Date.
- h) Design stall has to be complete their work on or before 5 pm of 20th Aug 2025 failing which organiser has right to stop work or deduct value from the Security Deposit amount from the contractor.
- i) Any damages at the venue centre, Contractor liable to pay the damages value.

3. EXHIBITION BADGE

The Exhibition Badge is a mandatory for all the Exhibitors for entry to the hall on all the three days of the EXPO. Organizers will issue the Exhibitor Badges from the Registration Counter on Aug 21st, 2025 between 8:00 - 9:00 am. Each Exhibiting company will be allotted a maximum of five badges.

6. STALL FABRICATION / STALL INTERIOR DECORATORS

Contact : WATER TODAY PVT. LTD.

Email : info@watertoday.org

7. LOGISTICS & FREIGHT MOVEMENT

R.E. Rogers India Pvt Ltd.

Ali khan - Executive Operations

Mob: +91 98213 00184 / 75035 46212

Email: alik@rogersworldwideindia.com

Girish Upadhyay, Sr. Executive - Operations

Mob: +91 8278727059 / 96677 00383

Email: girish@rogersworldwideindia.com

8. MANPOWER / HOST / HOSTESS

Perfect Data Service Pvt Ltd.

Mr. Bhasker Sarena

Mob: +91 92112 47901

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FORMS

FORM 1 – POWER SUPPLY & WATER:-

Additional Power and Water request for Raw Space & Shell Space Exhibitor

Power Load	Connection		Consumption		KW required	Amount
	Rs		Rs			
1 KW	350		3500	+ GST		

The above rates include wiring up to the main switch board provided in the stall. Cost of power consumed (single /3 phase) on connected load KW (min)

Electric Load

Exhibitors requiring heavy electricity load for the exhibits should submit their requirements to the organizer on or before 15th August 2025.

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FORM 1 – POWER SUPPLY & WATER :- (CONTINUED)

Please return this form duly filled to

WATER TODAY PVT. LTD.

3D, 3rd Floor, Bhageeratha Residency, 124 Marshall's Road, Egmore, Chennai 600 008

Email: info@watertoday.org | Website: www.waterexpo.biz

Orders are valid only when accompanied by full remittance. Payment should be made by bank draft/local cheques, payable at Chennai in favor of WATER TODAY PVT. LTD.

Enclosed is a draft/ cheque no.....Date.....for the amount
of USD/ Rs.....Drawn on Bank.....

In favor of

Specify the Requirements*

Power:

Water:

Exhibitor.....Booth No.....

Address.....

Telephone.....Fax.....Email.....

Contact Person.....Designation.....

Signature.....Date.....

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FORM 2 – RAW SPACE BOOTH PLAN APPROVAL

In order to ensure visitors reach all areas of the Expo, each stand should be located such that it neither blocks nor restricts the view of other stands.

DESIGN RULE (BOLD)

1. Outside walls must have a maximum length of 3mts after which an access into the stand should have a minimum width of 2m.
2. Overhead hangings or encroaching neighbouring stand's aisle must be avoided.
3. The height of the stand should not exceed limits and always be in proportion to the size of the rented space.

Plan Approval

1. Raw Space Booth..... submitted on an A3 size..... in 1:10. The contractors name and address should be included in the plan.
2. For prior approval, the design should be submitted to the organizer in triplicate together with this form.
3. The construction work will be permitted only after the plan has been approved by the organiser.

Return this form to:

WATER TODAY PVT. LTD.

3D, 3rd Floor, Bhageeratha Residency, 124 Marshall's Road, Egmore, Chennai 600 008

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Exhibitor.....Booth No.....

Address.....

Telephone.....Fax.....Email.....

Contact Person.....Designation.....

Signature.....Date.....

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The following vendors have been officially authorized to provide fabrication and branding services for Water Today's Water Expo 2025. All exhibitors are required to engage the services of these designated vendors only for booth construction and branding purposes. Access to the venue will not be granted to vendors not included in this approved list.

Stall Design and Fabrication

STALL DESIGN AND FABRICATION				
COMPANY NAME	CONTACT PERSON	CONTACT NUMBER	EMAIL ID	LOCATION
B SEEN DESIGNS	N.SIRAJ	+91 93453 38658	support@bseendesigns.com	NOIDA
HYLITE SOLUTIONS	NANDAKUMAR	+91 98415 40034	hylite.nandakumar@gmail.com	CHENNAI
VIBRANT IDEAS	SHIVANI	+91 88783 87920	shivani.pandey@vibrantideas.co.in	MUMBAI
COCKTAIL FABRICATION & EVENTS	ANMOL SONI	+91 98194 17923	info@cocktailfab.com	MUMBAI
EVENTO	RICHARDSON	+91 86808 28000	mark.evento@gmail.com	CHENNAI

NOTE: For our upcoming Delhi Water event, the authorised fabrication team will be working on the stall branding and stall construction. Other vendors will not be allowed. In case a new vendor comes up, then they must pay administrative charges of Rs.100 per square meter.

Outside Vendors Not Allowed

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FURNITURE/ ELECTRICAL






1. Photos – Furniture
2. Photos – Electrical Accessories
3. Dimensions – Furniture & Electrical Items
4. Rates – Furniture & Electrical Items
5. Form 8 (Furniture)
6. Form 9 (Electrical Accessories)

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WATER EXPO - 2025			
S NO	DISCRIPTIONS OF ITEM	PICTURE	RATE/INR
1	Octonorm Table		1,200.00
2	Glass Round Table		1,500.00
3	2 seater Sofa		3,000.00
4	Led Tv - 42 inch		2500/-per day
5	Bar Stool		1,000.00







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6	Chair		400.00
7	Spot Light		350.00
8	Power Socket		250.00
9	Glass Shelves		350.00
10	Center Table		1,000.00
11	Metal Light 100wt		1,250.00

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12	Metal Light 50wt		750.00
13	Broucher Stand		1,000.00
14	System Door		2,500.00
15	Jewellery Counter		2,500.00
16	Tall Showcase		4,600.00
17	Locable Counter		2,000.00

For more details contact

Mr. Gaurav Joshi

Contact no - 9650419390 Email: mle.gaurav1@gmail.com

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Please Note:-

- Additional elements required by individual participation should be made known to Water Today, at least 2 weeks prior to show date (i.e. Aug 15th, 2025).
- Any requirements after the above date will be provided on available basis
- Additional elements will be provided against advance payment only.
- GST / Other tax as applicable will be charged extra on the total amount

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FORM 8 – FURNITURE

The Standard Shell Scheme Package of 12 Sqm booths include 2 Chairs, 1 Table, One waste paper basket. Use this form to order only your ADDITIONAL REQUIREMENTS.

S. No	Description	Cost for Show Days	Quantity	Total (USD/ INR)

* Use multiple copies for more requirements

Additional GST of (18%) will be applicable.

Return this form to the organizer on or before 10th of Aug 2025

WATER TODAY PVT. LTD.

3D, 3rd Floor, Bhageeratha Residency, 124 Marshall's Road, Egmore, Chennai 600 008

Email: info@watertoday.org | Website: www.waterexpo.biz

Exhibitor.....Booth No.....

Address.....

Telephone.....Fax.....Email.....

Contact Person.....Designation.....

Signature.....Date.....

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FORM 9 – ELECTRICAL FITTINGS:

The Shell Scheme Package includes three (3) 100W spotlights and one (1) electrical socket – 15 amps fused to 5 amps (1KW) to every booth of 9 Sqm. Pro-rata entitlement will be given for booths in multiples of 9 Sqm. Prices include consumption during show hours only.

S. No	Description	Cost for Show Days	Quantity	Total (USD/ INR)

Note:

- a) The above rates are for full duration of the event unless specified
- b) 100% advance payment to be made in advance
- c) Additional GST of (18%) will be applicable.

Return this form to the organizer on or before 10th of Aug 2025

WATER TODAY PVT. LTD.

3D, 3rd Floor, Bhageeratha Residency, 124 Marshall's Road, Egmore, Chennai 600 008

Email: info@watertoday.org | Website: www.waterexpo.biz

Exhibitor.....Booth No.....

Address.....

Telephone.....Fax.....Email.....

Contact Person.....Designation.....

Signature.....Date.....

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FORM 10 – FASCIA NAME & SHELL SCHEME PACKAGE:-

Please enter below Exhibitor Name, as you would want to display on the Fascia. This will be provided in Upper case in white standard 100mm height (4 inch) ENGLISH ALPHABET. FILL IN BLOCK LETTERS
Deadline – 22nd of Aug 2024

Fascia Name

.....
Drawings / Diagrams

Attach additional sheets for more information

Return this form to the organizer on or before 10th of Aug 2025

WATER TODAY PVT. LTD.

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Email: info@watertoday.org Website: www.waterexpo.biz

Exhibitor.....Booth No.....

Address.....

Telephone.....Fax.....Email.....

Contact Person.....Designation.....

Signature.....Date.....

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