



PRINTPACK- RAJASTHAN

February 21 – 23, 2026, Jaipur Exhibition & Convention Centre, Jaipur

PRINTPACK - RAJASTHAN

21 SAT **22** SUN **23** MON **February 2026**

Jaipur Exhibition and Convention Centre (JECC)
Jaipur, Rajasthan

**An exhibition on complete printing and
packaging industry for Rajasthan**

Organiser



IPAMA

Indian Printing Packaging & Allied
Machinery Manufacturers' Association
(Serving the Industry Since 1988)

Exhibition Manual

Supported by



Strategic Partner



Where Royal Craft Meets Cutting-Edge Print!

Dear Exhibitor,

Warm greetings from IPAMA!

We are delighted to announce the **first regional exhibition – PRINTPACK RAJASTHAN**, scheduled at **Jaipur Exhibition and Convention Centre (JECC)**, from **21st to 23rd February 2026**. This event has been specially planned to connect with the grassroots level of Rajasthan's printing and packaging industry.

To make your participation smooth and hassle-free, we have prepared a **comprehensive Exhibitor Manual**, containing all essential event-related information. We encourage you to go through it at your convenience to help streamline your preparations.

For your ease, our **Office Bearers, Governing Council Members, and IPAMA Secretariat Team** will be present at the venue to provide complete support before and during the exhibition.

We sincerely look forward to your active participation in making this **first edition of PRINTPACK RAJASTHAN a grand success and a highly business-oriented show**.

Best Regards,



Yours sincerely

A handwritten signature in purple ink, appearing to read 'Iqbal Singh'.

(Iqbal Singh)
General Secretary

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1. IPAMA:

IPAMA – Face of Indian Graphic Arts Industry

The Indian Printing Packaging & Allied Machinery Manufacturers' Association (IPAMA), established in 1988, has been at the forefront of promoting and transforming the Indian printing and packaging machinery industry. With the active support of manufacturers, IPAMA has consistently worked towards fostering innovation, advancing technology adoption, and enhancing the global competitiveness of its members.

IPAMA's members are setting benchmarks in quality and innovation, ensuring their strong presence in both domestic and international markets.

The Association's Registered Office is in New Delhi, while its Corporate Office is housed in a modern four-storied building at Sector-62, Institutional Area, Noida (Uttar Pradesh)—a key industrial and institutional hub in the Delhi-NCR region.

Today, IPAMA stands as the face of the Indian Graphic Arts Industry, providing a strong platform for growth through exhibitions, advocacy, and industry initiatives, while strengthening India's position in the global marketplace.

2. Name of Exhibition, Dates, Timings & Venue:

Name: PRINTPACK – RAJASTHAN

Dates: February 21 – 23, 2026.

Timings: From 10:00 hrs. to 18:00 hrs. on all days

Venue: Jaipur Exhibition & Convention Centre (JECC), Jaipur, India

Pre-Event Days

Date	Opening Time	Closing Time	Location
19 – 20 February, 2026	09:00 hrs.	-	Hall No. 1

Event Days

21 February 2026	09:00 hrs.	18:00 hrs.	Hall No. 1
22 February 2026	09:30 hrs.	18:00 hrs.	Hall No. 1
23 February 2026	09:30 hrs.	18:00 hrs.	Hall No. 1

Post-Event Days (Dismantling)

23 February 2026			Overnight
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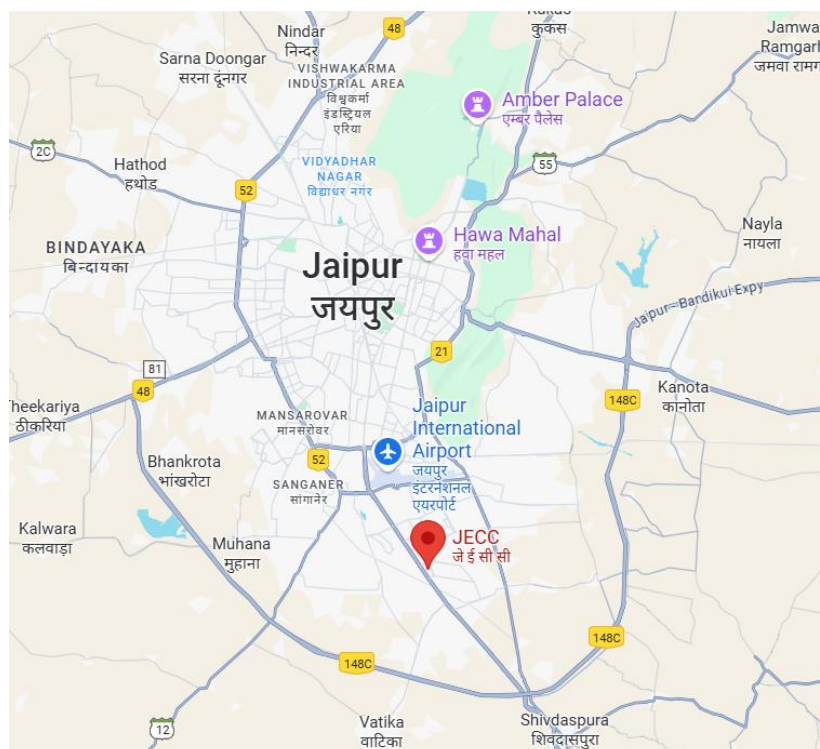
Note:

1. Entry of Visitors is permitted from 10.00 hours to 17:00 hours on the Exhibition days.
2. Possession of bare space will start on 19th February 2026 from 09:00 hrs.
3. Entry of Vehicles will be allowed as per the above timings from the selected gates.

3. Location Map & Connectivity:

Jaipur Exhibition and Convention Centre (JECC) is a unit of Diligent Pinkcity Center Pvt. Ltd. JECC is the largest pillar-less exhibition-convention-entertainment facility of its kind in all of South Asia. The multi-purpose spaces at JECC feature a striking contemporary design, making them the perfect venues for all types of events including exhibitions, conferences, corporate meetings, entertainment events, seminars and banquets. In addition to being the perfect backdrop for every occasion, the experts at JECC provide end-to-end event planning and management, making it a one-stop destination for world-class services.

The 42-acre property consists of two exhibition halls with combined column-space of 20,000 sq. meters & an exquisite Convention Centre featuring an elegantly designed ballroom measuring over 1,100 sq. m in area and 14 meeting venues split across two levels. This splendid facility also has open-air venue options: a 5,000 sq. m lawn and an expansive outdoor exhibition area. The upcoming 241-room five-star hotel is going to be the jewel in the crown.



Some of the identified/selected routes are as under: -

1. By Air

The nearest airport is Jaipur International Airport (JAI).

- Distance from Airport to JECC: Approximately 15-20 km.
- Travel Time: Around 25 minutes, depending on traffic.

Options from the Airport:

- **Pre-paid Taxi:** The most convenient and hassle-free option. Right outside the arrivals terminal, you will find a pre-paid taxi booth. Pay a fixed fare to JECC (Sitapura) and get a receipt. Show the receipt to the assigned driver.
- **App-based Cabs:** Ola and Uber operate reliably from Jaipur airport. You can book a cab directly from the arrivals area using the app.

2. By Rail

Jaipur is well-connected by train. The main railway station is Jaipur Junction (JP).

- Distance from Jaipur Junction to JECC: Approximately 22-25 km.
- Travel Time: Around 45 minutes, depending on traffic.

Options from the Railway Station:

- **Auto-rickshaw:** Available right outside the station. Crucially, always agree on the fare beforehand or insist on using the meter. Expect to negotiate.
- **App-based Cabs (Ola/Uber):** A convenient and metered option. The pickup point is usually in the parking area outside the main station entrance.
- **Local Buses:** While economical, this is not the most direct method. You would likely need to change buses. It's not recommended if you have luggage.
- **Pre-paid Auto/Taxi Booth:** Look for the official pre-paid booth inside or just outside the station for a fixed, fair fare to JECC.

3. By Road

Jaipur has excellent road connectivity via National Highways.

From Delhi (via NE4/NH 48):

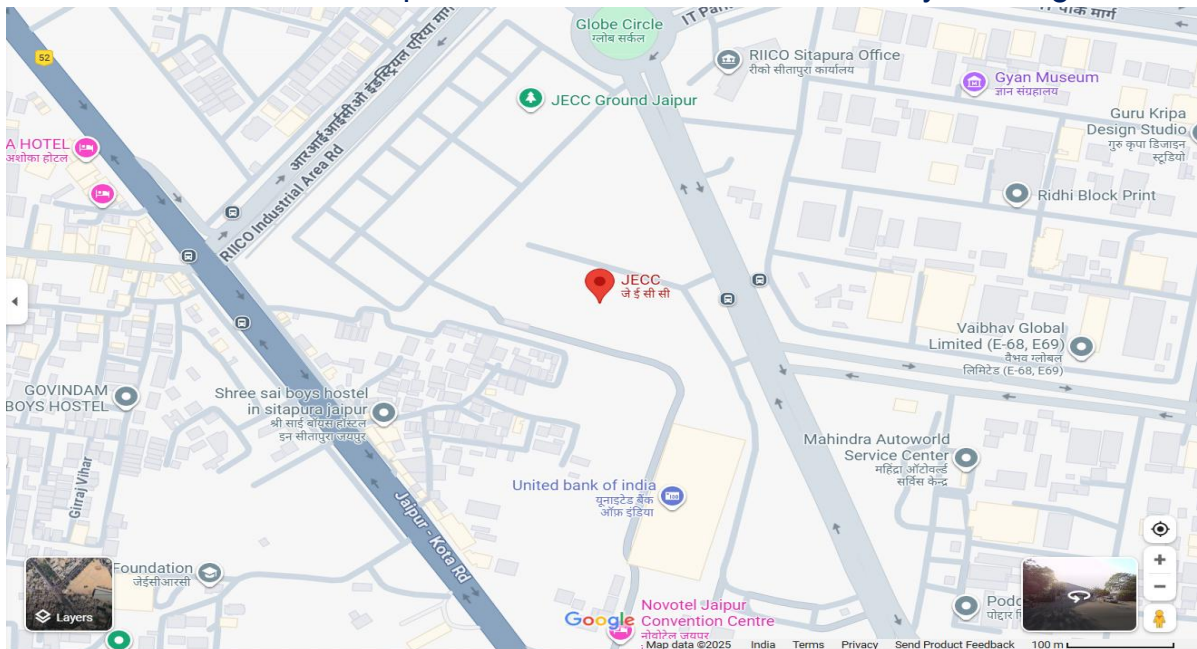
- Distance: ~280 km, Travel Time: Around 4 hours by car.
- Route I: Delhi - Gurugram - Manesar - Neemrana - Kotputli - Jaipur.
- Route II: Delhi - Faridabad – Mumbai Expressway - Jaipur.
- Once you reach Jaipur, follow signs for the Ring Road and then for Sitapura or Tonk Road.

From Other Major Cities:

- Cities like Agra, Ajmer, Udaipur, and Ahmedabad are all well-connected to Jaipur via a network of national and state highways.

Important Tips & exact location for Navigation

- Exact Address: Jaipur Exhibition & Convention Centre (JECC), Sector - 3, Sitapura Industrial Area, Jaipur, Rajasthan 302022, India.
- For GPS/Google Maps: Simply search for "Jaipur Exhibition and Convention Centre" or "JECC Sitapura". This is the most reliable way to navigate.



4. Jaipur Exhibition and Convention Centre



5. Layout:

PRINTPACK - RAJASTHAN

21 22 23 February 2026
SAT SUN MON

Jaipur Convention Centre, Jaipur

Floor Plan

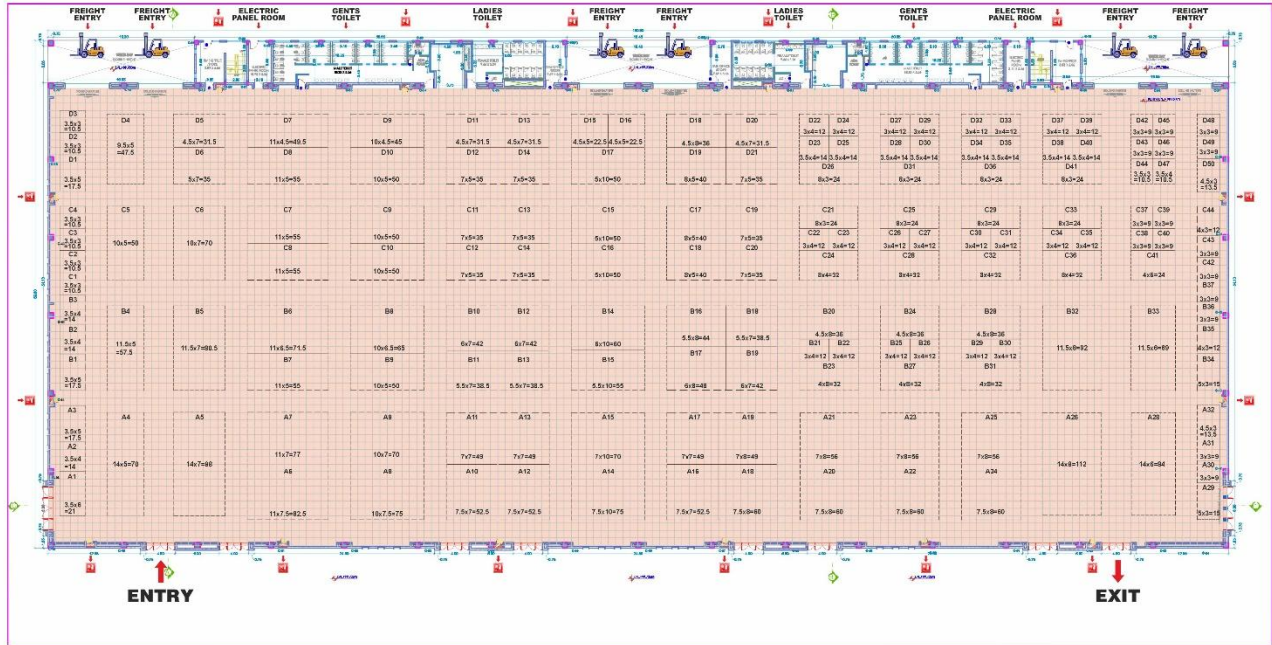
HALL 1

Gross Area: 9880 Sqm.
Net Area: 5315 Sqm.
No. of Stand: 162

Organiser



Indian Printing Packaging & Allied Machinery Manufacturers' Association
(Serving the Industry Since 1988)



6. Technical Specifications of Hall:

Halls	Gross Area Available (Sq. Mtrs.)	Length (Mtrs.)	Breadth (Mtrs.)	Height (Mtrs.)	Floor Loading Capacity (Kg/Sq. Mtrs.)
Hall 1	10,000	160	62.5	9.5	30,000

Note: If the Load of a Machine or Exhibit is more than the Load Bearing Capacity of the Floor, plates must be used to share the excess load of the Exhibits.

7. Exhibition Committee Members:

Sr.no	Representative Name	Designation	Mobile No.
1.	Mr. Gurpartap Singh	Chairman	9814054725
2.	Mr. Jaiveer Singh	President	9811364359
3.	Mr. Iqbal Singh	General Secretary	9592363636
4.	Mr. Dharampal Rawat	Treasurer	9811110298
5.	Mr. R. Suresh Kumar	GC Member	9846112721
6.	Mr. RajKamal Singh	GC Member	9814593018, 9814593024
7.	Mr. Surinder Singh	GC Member	9872426945

8. Tips for Visitors:

8.1) Commuting Facility:

a) The Visitors can also avail the Taxi Services on payment basis. The contact details of Taxi Services which have been approved by IPAMA are as under: -

1) Contact Details of few Cab Service Providers:

Name	Contact No.	Rate
Ola Cabs	Booking through App	Depend upon the travelling time and traffic conditions
Uber Cabs	Booking through App	Depend upon the travelling time and traffic conditions

*Contact numbers & Rates are subject to change by the concerned approved Taxi Owners.

8.2) Official Travel Partner for reservation of Hotel accommodation and further assistance:

9. Rules & Regulations for Participation:

9.1) Exhibits:

The products related to Packaging Industry, will only be allowed for display during the Exhibition.

9.2) Eligibility for Participation:

Manufacturers, Traders and Companies dealing in Printing & Packaging machinery, products and spare parts.

Representatives of Associations, Embassies and Trade Offices representing their countries in India.

9.3) Participation & Subletting:

Subletting or transferring of stall space to a third party is not allowed. The Exhibitors will not be allowed to display products which are not mentioned in Para No. 11.2 under Eligibility for Participation. Prior permission is to be obtained from IPAMA for any alteration in the list of exhibits.

There is no legal right of participation accruing to anybody. IPAMA has the sole discretion to deny participation to any applicant without assigning any reason.

9.4) Minimum Space Booking:

Under **Shell Space**, the minimum standard area to be booked is 9 Sq. Mtrs.

Under **Bare Space**, the minimum area to be booked is 18 Sq. Mtrs.

A fraction of a Sq. meter, if any, will be rounded off to the next higher full Sq. meter for the purpose of calculating the rent. If the area allotted to a participant varies from the area applied for, to meet the overall requirements of the layout of the Exhibition, the exhibitor will be liable to pay rent for the allotted area.

Considering the large number of visitors to the Exhibition, a minimum of 25% of the area of the stall should be left vacant by the exhibitor for the movement of visitors, to avoid any congestion.

Participants are advised to keep this fact in view while booking the space.

9.5) Payment:

All payments should be remitted through NEFT/ RTGS/ Account Payee Cheque/Demand Draft drawn on any Scheduled Bank payable at par at Noida/ New Delhi, in favour of **IPAMA**. Bank Commission/Charges etc., if any, to be debited to participant's account. Outstation Cheques are not acceptable.

Full & final payment should be made on or before **10th February, 2026**. Failure to remit the installments in time will attract penal interest @ 2% per month or part thereof.

No participant will be allowed to bring in the Exhibits into the Exhibition Ground, if any arrears to IPAMA, either towards Space Rentals / Electricity / Compressed Air / Water Charges or charges of any other nature are outstanding.

9.6) Late Application:

Subject to availability of space, late receipt of Application from the exhibitor may be entertained by IPAMA, subject to the IPAMA's Governing Council decision. Allotment of space or rejection of such late application will be at the sole discretion of IPAMA.

9.7) Cancellation:

In case of cancellation of participation by any of the participants at any stage, a refund will be made by IPAMA as per the decision of the Governing Council of the Association.

IPAMA is not liable for any kind of refund in case of postponement or cancellation of the Exhibition by IPAMA due to force majeure and reasons beyond its control.

In the event of such postponement or cancellation of PRINTPACK - RAJASTHAN, IPAMA shall not be liable for any losses or damages, consequential or otherwise, arising out of such postponement or cancellation, to the participants.

9.8) Stall Allocation:

Based on the first come-first served formula, the allocation of the stall will be made by IPAMA. The details of the stall/space allotted will be communicated in writing.

IPAMA reserves the right to re-allocate the space allotted to the participant at any time, prior to the commencement of the Exhibition, if exceptional circumstances warrant such a change in the location, size and dimensions of the stall. IPAMA further reserves the right to shift or close Entrances and Exits of the stall or remove any of the proposed amenities and undertake any structural alterations. Such re-allocations will be at the sole discretion of IPAMA and the exhibitor shall have no claim for compensation because of the re-allocation, as above.

9.9) Use of Stall Space:

The exhibitor is required to exhibit the products and to man the stall with competent personnel during the Exhibition hours.

The exhibitor will be liable for any damage to walls and floors etc., of the structures in which the exhibits are housed/displayed.

In Shell Scheme Stands : Basic Light Fittings, Fascia, Carpet, **4** Chairs, **2** Table (1 Glass Top and 2nd Octonorm), **5** Spot Lights with an Electric Socket (5 amp) outlet and **1** Dustbin will be provided (9 Sq. Mtrs) by IPAMA. All other decorations, furnishings, fittings, display, lighting etc., will have to be carried out by the exhibitor at his own cost.

In Bare Space: Only bare space will be provided. For additional services, the Exhibitor must order and make payment prior to the exhibition.

9.10) Tariff for Electric Connection:

Power Charges	Amount
Power Charges	Rs. 500/- Per KW/Per Day

Note: A minimum duration of 4 Days is mandatory to order power

9.11) Load Calculation:

Load calculation will be done based on the Connecting Load of the Machines to be displayed in the stall. Exhibitors drawing excess power than the power applied would be charged 10 times of the rates as penalty.

Shell Space will have General Lighting. As such a participant booking Shell Space should only indicate Power Load for running machines, if any.

The participant booking Bare Space should include Lighting Load including General lighting also while applying for Power Load for the running machines.

Power requirements should be furnished through email before **5th February, 2026**.

9.12) Power Distribution:

a) Power connections will be provided by IPAMA's authorized service provider only on receipt of the prescribed charges.

b) One 5/15 amp. socket will be made available in Shell Stall up to 9 Sq. Mtrs. and in case of more, it will be on pro-rata basis, as a facility for lighting/fans etc.

c) For bare space stand, one connection (normally of 3 phase) will be provided at the stall. Single phase connection, however, could also be provided on request. Further distribution of power within the stall will be the responsibility of the exhibitor.

d) For bare space stand, the exhibitor will be responsible to get the wiring done inside the Stall at his own cost for the machines, lights and other electrical equipment and connect the wires in to the power outlet in the stall.

e) The exhibitor should assign the work to his competent electrical contractor. The cost of all such electrical works within the stall will be solely borne by the exhibitor.

9.13) Prohibitions on Power Supply:

The exhibitor is prohibited from:

a) Drawing electric power more than the Connected Load.

b) Re-selling electricity to a third party.

c) Utilizing electricity by making alterations, modifications etc., to electrical equipment.

d) The exhibitor shall get his electrical installations inspected and certified conforming to the relevant Acts, Rules and Specifications of the Indian Electricity Act/ Rules by the venue's electrical engineer at site.

e) IPAMA reserves the right to discontinue the Power Supply to an exhibitor in the event of infringement of the prescribed Rules and Regulations.

f) IPAMA shall not be held responsible for any damage or loss sustained by the exhibitor due to suspension, limitation or discontinuance of Power Supply service in case of natural disasters, failure of bulk Power Supply to the exhibition, suspension of Power Supply for safety reasons or due to any other causes beyond the control of IPAMA or for disconnecting of Power Supply to any exhibitor for infringement of the above regulations.

g) The exhibitor shall be solely responsible for any claim for damages or loss arising out of faulty wiring in his stand, infringement of the regulations, any injury to third person or visitor, damage to property of the neighboring exhibitor or the assets of IPAMA. The exhibitor shall make good any such loss to IPAMA and to the affected party.

Note: The generation, distribution and use of electricity in the Union of India are regulated by the Indian Electricity Act, 1956 as amended from time to time. The provisions of the above Act/ Rules shall apply to all the exhibitors.

9.14) Compressed Air for Machines:

Tariff for Water Connection will be provided separately as per the technical specifications.

Tariff for Compressed Air: ₹ 20,000/- per connection, for the entire duration of the exhibition. Tax, as applicable, is extra. (For more than 7 CFM or any specific requirement, the Exhibitor is advised to contact service provider)

9.15) Stall Fabrication:

1. Exhibitor in Bare Space must submit to IPAMA the design and drawing of their stall (floor plan & elevation) in 2D & 3D view (two- & three-dimensional view) showing the position of machines/exhibits, fittings, furniture and office cubicles etc., along with their dimensions in Meters, latest by **10th January, 2026**.
2. **Height:** The height of any adjoining wall/fixture with other stand should not exceed 3.5 Mtrs. The front fascia may go up to 4 Mtrs.

However, the stand towards permanent wall may be built up to 4.0 Mtrs. Modifications/ alterations suggested by IPAMA will be binding on the exhibitor.

Violation of Rules may attract penalty clause, as mentioned below:

Penalty Clauses

Sl. No.	Particular	Height	Penalty
1.	Height of any wall/fixture	3.5m	Permitted
2.	Front Fascia	4.00m	Permitted
3.	Height of stand's wall adjoining the permanent wall of venue	4.00m	Permitted
4.	Wall height – if exceeds	More than permitted limit	Rs. 10 Lakh

Stands more than permitted height will be sealed/demolished at the cost of the exhibitors.

Exhibitors must issue a letter of authorization to their representatives or their respective Stand Contractors to take stand possession, available online on exhibitor's account, and start the work of installing machines and exhibits **from 09:00 hrs; 10th February, 2026 in the Halls. Possession will be given at the venue by the Accounts/authorized department after full and final payment of space.**

Stands must be completed in all respects by 20:00 hours on or before **20th February, 2026**. Thereafter no work will be permitted to be carried out in the Hall, due to cleaning & security purposes.

It is proposed to hold the Inaugural Function on **Saturday, 21th February, 2026, at 11:00 hrs**. The exhibitor should, therefore, ensure that the stall is completed in all respects by the deadline date and time.

Note: It is highly desirable on the part of the exhibitor to plan arrival of exhibit-cases well in advance at the venue, immediately on commencement of the entry period, as per the table below. The exhibitor is also advised to discuss and plan their schedules of bringing in exhibits with the approved Freight Forwarders, On-site Material Handling Agents and with site managers to ensure trouble free handling of exhibits.

Period	Dates	Days
Set up days	19 th -20 th February, 2026	2
Exhibition days	21 st – 23 rd February, 2026	3
Dismantling day	24 th February 2026	Overnight

*Hall to be vacated anyhow by 08:00 hrs. on 24th February, 2026.

*Extra working days for the setup of machines may also be permitted on a chargeable basis, subject to the availability of space in the Venue.

9.16) Stand Construction, Decoration & Display:

Guidelines for stand construction, decoration & display:

To achieve uniformity in display and appearance of the entire exhibition and to ensure proper presentation of all exhibits, Exhibitors are advised to strictly follow the guidelines for stand construction, decoration & display as mentioned below:

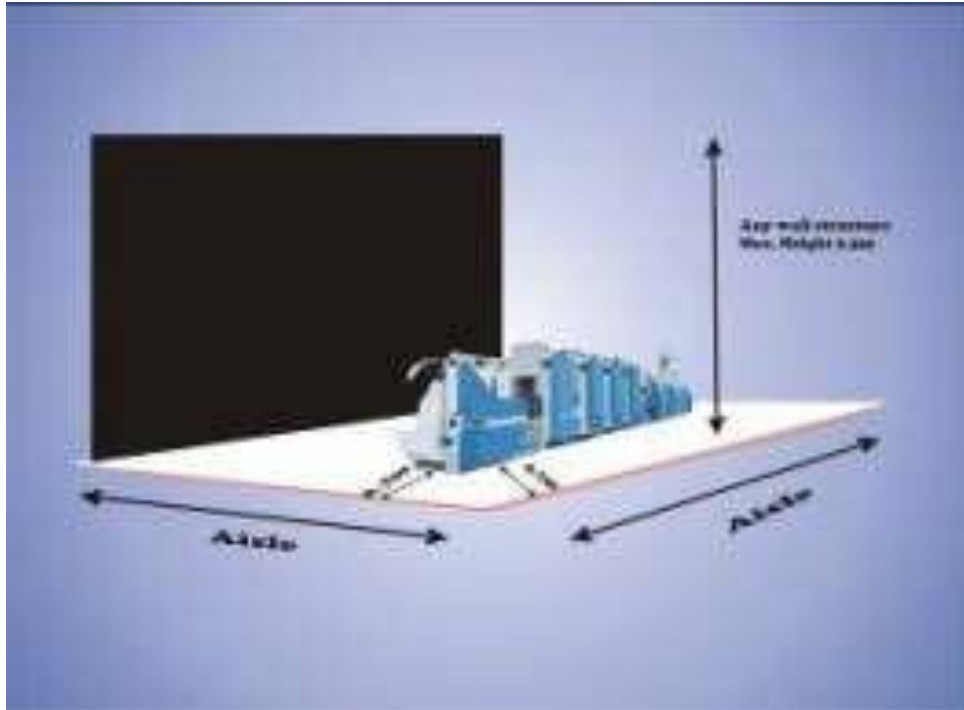
General:

- Organizer will demarcate the stands within the Hall. Exhibitors may get assistance from the Hall Managers for locating their stand.
- There will not be vehicle movement inside the Hall after 1800 hrs. **on 20th February, 2026**. As such, exhibitor is advised to ensure that the exhibits are installed/ placed in the stall before the cut-off Date/Time.
- Exhibitor shall ensure that his booth is built & dismantled in a safe, systematic and organized manner, within the specified build-up & dismantling period.
- Bare space design must be approved by the organizer. No construction of stands will be allowed without the approval of the organizer.
- In case actual display arrangement of a stand is not in conformity to the approved layout plan or guidelines, the Organizer shall remove such installation from the Stand at the cost and risk of the Exhibitor. The decision of the Organizer in this regard will be final and binding.

- f) Up to 40% of the open side can be blocked at the maximum height of 3.5 Mtrs and the rest 60% can only be blocked at the height of 1mtr.
- g) For display, any kind of support from the permanent structures in Exhibition Hall is subject to prior written approval from IPAMA.
- h) Fabrication of fixtures in the venue is prohibited. Exhibitors are advised to bring prefabricated stands for assembly in the Exhibition Hall. If any Exhibitor fails to abide by the above guidelines, he will have to pay a penalty which will be decided by the Venue/Organizer.
- i) Exhibitor is advised not to use any vacant space around their stands for storage or otherwise. This could be hazardous and could restrict the movement of service personnel. The Organizer reserves the right to remove such material at the risk & cost of the Exhibitor.
- j) Any type of Installation of Air-conditioners inside the stand is not permitted.
- k) Grouting/drilling of holes in the floor or walls is prohibited.
- l) Spray painting is not allowed inside the Exhibition Hall.
- m) No suspended structures are permitted from the ceiling of the exhibition Hall.

Presentation and installation of exhibits and machines:

- a) Not more than 60% of the total space should be used for display of exhibits.
- b) Not more than 15% of the total space should be used for office area.
- c) A Minimum of 25% of the total space should be left open for free movement of visitors.
- d) All exhibits and machines should be placed in a normal operating position as if on the shop floor.
- e) No part of any exhibit/display item should project out of the stand boundaries. Exhibits / machines /showcases / display podiums must be placed at least 0.5 Mtr. away from the boundary of open sides of the stand.(see figure)



Overall Height:

- a) The maximum height of any adjoining structure should not exceed 3.5 Mtrs and Fascia maximum up to 4 Mtrs. However, permanent wall side stand's wooden wall may exceed its height up to 4.5 Mtrs, but it must not obstruct anyone's view. Modifications/ alterations suggested by IPAMA will be binding on the exhibitor.
- b) Partitions and/or dividers in the stand should not be erected on the open side of the stand. The height of the partition or divider should not exceed 3 Mtrs. Both sides of the partition should be properly finished and painted, particularly the partition on the side of neighboring stand. Exhibitors are advised to make side partitions in mutual agreement with neighbors.
- c) An exhibitor having wall(s) along with his stall boundary or pillar within stands, may cover the same with wooden panels without causing damage to the walls, pillars, floor or any structure of the Exhibition Halls. However, electric panels on the walls or duct doors in the pillars, if any, should be kept accessible for the Organizer, for maintenance. The Pillar can be covered up to full height, but branding can be done only up to the height of 4.0 mtrs.

Floor Covering:

- a) Carpeting of the stands is compulsory for all Exhibitors. The use of suitable commercial material for floor covering inside the stands is permitted. Gluing/Pasting of Carpets on the floor may be done only by using easily removable bi-adhesive tape that leaves no marks on the floor.

b) The Stand floor should not be painted or varnished, nor floor covering be stuck permanently to the floor.

Office Areas:

Exhibitor can set up office enclosures in his stand. The height of the office enclosures cannot exceed 3 Mtr. The area of the office enclosure should be proportionate to the area of the stand as under:

Advertising & Display:

a) Display of Names/Logos of any indirect Exhibitor on the fascia of the stands is strictly prohibited.

b) Exhibitors will not be permitted to display /demonstrate any equipment or exhibit which causes high level of Air and Noise pollution beyond acceptable limits.

c) Use of potted plants is allowed in the stand.

9.17) Identification:

All Exhibitors' staff should have proper Identity Cards and shall produce the same whenever demanded by the authorized security personnel or representative of IPAMA at any time during the construction, exhibition or dismantling periods. Anyone found to be without proper identification or of dubious character or behaving in a drunken or disorderly manner or committing any offence, trespassing or exhibiting rude behavior, shall be removed from the Exhibition Ground.

9.18) Octroi Duty:

At present, no Octroi is payable in Rajasthan State on entry of goods from outside. However, in future, as and when Octroi duty becomes payable, the same will have to be paid by the exhibitors.

9.19) Handling Facilities:

Unloading and handling of exhibit cases at the exhibition site is to be arranged by the exhibitor himself through IPAMA's approved Material Handling Agents only. Details are available on the exhibitor's portal.

9.20) Clearing & Forwarding:

IPAMA has appointed official Freight Forwarders for on-Site handling of Materials. Exhibitors are not allowed to use their own service providers inside the fair ground. The exhibitor is, however, free to appoint any Freight Forwarder to work outside the fairground.

9.21) Shipment of Exhibits:

The exhibitor may write to the authorized Clearing Agent for clearance of their imported exhibits at the port and settle the charges directly with the Clearing Agent concerned. Crates and packages for the exhibition should be marked **"PRINTPACK - RAJASTHAN"** at the top together with the name of the Clearing Agent of the exhibitor.

The following documents are to be prepared and sent along with the consignment; however, it is advised to reconfirm with the clearing agents for latest information:

- a) One original and three non-negotiable copies of the **Bill of Lading/Airway Bill** (freight pre-paid) duly endorsed in favour of the Clearing Agent. The name and address of the Clearing Agent must be mentioned as "First Notify" on Bill of Lading/Airway Bill.
- b) In case the Bill of Lading/Airway Bill is not endorsed, **Authority Letter** addressed to Marine Lines / Air Lines to issue delivery order in favour of the Clearing Agent.
- c) **6 sets of Commercial Invoices**, showing CIF value and detailed description of goods.
- d) **6 copies of the Packing List**, giving quantity of items contained in each package, net/gross weight and sizes of the packages.
- e) Certificate of Origin in duplicate.
- f) Insurance Cover in original plus one copy.
- g) Re-export Bond in triplicate, with bank guarantee and covering letter from the bank (details will be furnished on request by Clearing & Forwarding Agents).
- h) Importer's Declaration on exhibitor's letterhead (details will be furnished on request by Clearing & Forwarding Agents).
- i) Product Catalogue / Working Manual of exhibits, in triplicate.

9.22) Dispatch of Exhibits:

On every exhibit sent for display at the exhibition, a label should be attached to show the following:

- a) Manufacturer's/Exporter's name.

- b) Name of each exhibit with Certificate of Origin.
- c) Manufacturer's mark, if any.
- d) All packages should be secure and sturdy.

9.23) Packing Instructions:

Exhibits for shipment by sea should be packed in strong wooden boxes capable of withstanding rough handling both at the ports and in transit and marked.

Each box/create should have one copy of the Packing List prepared in accordance with the requirements indicated below.

In case the packages contain any easily breakable or damaging exhibits, the same may be indicated on the crate/package with the mark FRAGILE HANDLE WITH CARE.

9.24) Packing List:

Packing List with 6 copies should be sent to the Clearing & Forwarding Agent concerned. The Packing List should indicate the following:

- a) Quantity case-wise
- b) Description of item with model and serial number.
- c) Net/gross weight of each exhibit.
- d) Size of each package and total number of packages

9.25) Invoice for Exhibits:

PRINTPACK - RAJASTHAN should be marked at the top of the invoice and drawn in favour of the Clearing & Forwarding Agent appointed by the participant. The invoice should contain the following information:

- a) Quantity item-wise.
- b) CIF value in Indian Rupees for each item.
- c) Insurance Policy for comprehensive risk together with the total value for insurance purposes.
- d) Detailed description of goods, model & serial number and identification marks for each item. A list of spare parts should be shown separately with individual values and not clubbed with the value of the machine.

- e) Total number of packages.
- f) Gross and Net weight of each case containing exhibits and other materials.

9.26) Import of Exhibits:

a) The Goods imported into India for PRINTPACK - RAJASTHAN are allowed without Import License or Customs Clearance Permit on the condition that the same are re-exported within a period of 6 months of the closure of the exhibition and a bond to that effect, supported by a Bank Guarantee or surety of the respective Embassy/High Commission/Trade Commissioner or ATA Carnet guaranteed by the Federation of Indian Chamber of Commerce & Industry, New Delhi, is furnished to the customs authorities at the time of clearance of goods. In the event of failure to re-export as aforesaid, the duty and Import Trade Control fine will be levied thereon.

More information may be obtained from the Clearing & Forwarding Agent, on request.

b) Consumables and goods meant for distribution or sale are NOT covered under ATA Carnet facility.

9.27) Show Directory:

Show Directory on exhibitors and exhibits will be published in English for use by exhibitors and visitors to PRINTPACK – RAJASTHAN. The Guide will contain:

- a) Exhibition Floor Plan
- b) Alphabetical list of Exhibitors along with their details.
- c) Products on Display.

Exhibitor is to fill necessary information through email on or before 15th January 2026. Uploaded information will only be printed in the Show Directory. IPAMA is not responsible for exhibitor's mistake.

Under 'Products on Display', the exhibitor should list only those products which are actually on display within the booth of the exhibitor.

No changes will be made to the details after **the due date** as the Show Directory would have to be printed well in advance for distribution at the exhibition.

9.28) Exhibitor's Kit:

An exhibitor kit will be provided at the venue. Exhibitor Pass/es, Stand Possession Letter, and other related items are available online. Show Directory, Mask, Gloves, double side tape, cello tape, Band-aid and Scissor may be provided on demand of the exhibitor at site.

9.29) Name Boards & Stall Display etc.:

- a) The exhibitor is not permitted to put up any Name or Sign Board of his own outside the stand. However, the exhibitor will be free to put up his company's or firm's logo, monogram or name inside the stall.
- b) Dividers or partitions will not be allowed in front of the stall or the border lines of the stall or in front of the passages/alleys.
- c) Use of bright and/or colored decorative lights, neon signs of any size, shape or colour (including those depicting exhibitor's name or logo) or any other similar electrical decorative material is strictly forbidden.
- d) Use of any type of loudspeakers or musical instruments which cause inconvenience to other exhibitors is forbidden.
- e) The Exhibitors are permitted to set up office / consultation cabins, but the height of the cabins should not obscure the display of adjacent stalls.
- f) The exhibitor, who has applied for space under the Shell Scheme, would be provided a fascia indicating Company Name and Stand Number.
- g) Stands under Shell Scheme will not have Company Logo printed on the Name Boards/Fascia.

9.30) Catalogues & Pamphlets:

All business activities of an exhibitor must be conducted from within the exhibitor's leased or allotted area. Distribution of Catalogue, Literature or any other promotional material will not be permitted outside the Stall. No exhibitor shall distribute literature pertaining to articles or Machines not included in the exhibition, except that which describes machines or products manufactured by an exhibitor.

Enough descriptive catalogues should be available in the stall so that the trade enquiries can be attended on- the-spot. Five copies of such publications are to be sent to IPAMA's office.

9.31) Other Services:

a) Furniture:

The exhibitor will make his own arrangements for hiring furniture. Particulars of IPAMA's approved contractors for hiring furniture are available on the website.

b) Removal of Waste & Cleaning:

IPAMA will arrange for cleaning of the Exhibition Hall's passages and collect waste material after the exhibition hours from the exhibitors' stalls. Housekeeping boys are not allowed to enter anyone's stand without the permission of the exhibitor.

c) Other Facilities:

The following facilities will be provided by IPAMA:

- Reception & Information Counters.
- Left Luggage.
- Media Lounge.
- VIP Lounge.
- Cafeterias and Snack Bars
- Railway/Air Booking-Domestic and International*
- ATM
- Business Centre.
- Car Parking.
- Ambulance with Paramedical Staff.
- Drinking Water (water Dispensers at specific points).
- Public Address System.
- Radio Taxis on site.

* Your requirements for Air Booking may be sent to the official Travel Partners on IPAMA's website.

9.32) Housekeeping:

For House Keeping, if desired, the exhibitor can hire Housekeeper through-email before **15th February, 2026**.

9.33) Security:

The organizer will provide round-the-clock security service for the general surveillance of the Halls.

The respective exhibitor is, however, responsible for the custody and surveillance of his stall for the entire duration of the exhibition, including Pre, During and Post Exhibition days.

The exhibitor displaying easily removable objects is required to guard the stall from the opening time and till the very last minute of the evening closing time. Easily removable exhibits or valuables must be locked in the evening in drawers or cupboards. For the Security personnel, during set-up period, in the day during exhibition, during dismantling, Guards will be available on hire by the exhibitor through IPAMA approved agency.

9.34) Fire Prevention:

Jaipur Convention Centre has all the necessary arrangements for fire prevention equipment within the exhibition Halls. The exhibitor is expected to acquaint himself with the location of the nearest Fire Hydrants/Extinguishers.

9.35) Insurance:

IPAMA has done basic insurance for visitor, exhibitor and Machines in the exhibition Ground; however, the exhibitor should also decide for insuring his individual stall/machines or any other material. Third party insurance, accident insurance of exhibitor's personnel, third party damage insurance etc., should be covered by the exhibitor.

9.36) Exit Passes:

The exhibitor will be issued exit passes to facilitate the movement of their exhibits out of the Exhibition Ground at the end of the exhibition. Exit passes will be issued only after verification that all charges due have been fully paid by the exhibitors to IPAMA. The pass should be shown at the gate at the time of exit of the exhibitor and his exhibits from the Exhibition Ground.

9.37) Moving Out Period:

The Exhibition will close officially at 18:00 hrs. on 23rd February, 2026. All stands and exhibits should be dismantled and moved out of the exhibition ground positively by 08:00 hrs. of 24th February, 2026.

For removal of material, an "EXIT PASS" must be completed and submitted to IPAMA for endorsement and shown at the exit point, consignment- wise.

9.38) Safety Regulations:

The generally accepted safety rules relating to technology, labour safety and accident prevention should be observed in all the display arrangements. Proper safety guards must be provided on machines for protection from flying chips, sparks and heat etc. IPAMA reserve the right to prohibit the operation of machines or equipment, if in their opinion, these pose danger and cause annoyance to visitors and other exhibitors.

9.39) Trade Tax Formalities:

For generating E-way Bill, click on the following link: -

<https://ewaybillgst.gov.in/Account/EWBUserRegistration.aspx>

After opening the site, go to the E-way Generating System. While generating e-Way Bill, keep the following documents with you: -

- 1) GSTIN of Recipient (Recipient at Jaipur Convention Centre, Jaipur (Rajasthan) will be the same party which will be sending the goods.)
- 2) Place of Delivery (Jaipur Convention Centre, Jaipur (Rajasthan))
- 3) Invoice Number
- 4) Invoice Date
- 5) Value of Goods
- 6) HSN Code etc.

Note: Authorized person of the concerned State Government can check e-Way Bill or e-Way Bill Number during inter-State movements.

For any assistance, please contact:

Mr. Naresh Pal Singh,
Mob: +91 – 9717836837

9.40) Force Majeure:

Under the conditions of Force Majeure, which also include Government order for lockdown, strike, lock-out, riot, pandemic etc., IPAMA reserves the right to alter the opening dates and duration or even cancellation of the entire exhibition. In case of cancellation of the exhibition, the stall rental will be refunded to the exhibitor after deducting the proportionate costs already incurred by IPAMA.

9.41) Supplementary Clauses:

If and when necessary, IPAMA shall have the right to issue supplementary regulations in addition to these regulations and guidelines to ensure the smooth management of the Exhibition. Any additional written regulations or instructions shall form part of the rules and regulations for participation and shall be binding on the exhibitor.

9.42) Domicile and Jurisdiction:

The implementation of these regulations or supplementary regulations laid down by IPAMA, relating to the Exhibition, shall be deemed to be domiciled at the office of the Noida Courts. All disputes, arising from the exhibitor's participation and from the enforcement of the regulations laid down by IPAMA, shall be judged according to Indian laws and subject to Noida jurisdiction.

9.43) Agreement to Conform to Regulations:

The exhibitor agrees to comply with all Rules & Regulations contained herein and to such other Rules & Regulations as may be notified by IPAMA from time to time,

relating to the participation of exhibitor in the **PRINTPACK - RAJASTHAN Exhibition**. Applicants should read all Rules & Regulations carefully for guidance/compliance.

9.44) Indemnification:

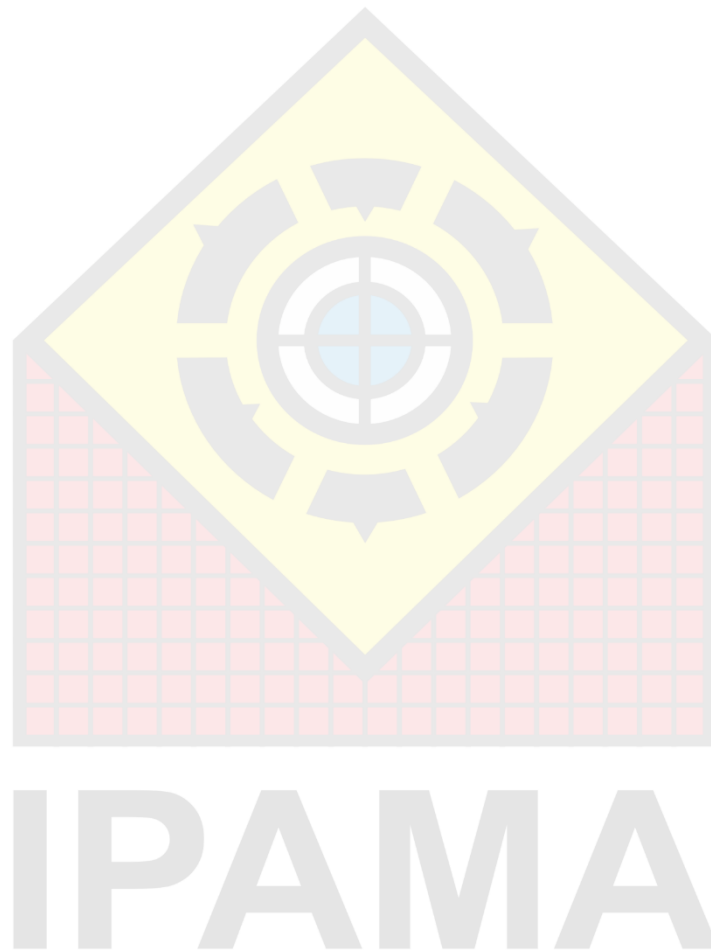
The exhibitor and service providers agreed to indemnify IPAMA and hold them harmless from and against any and all claims arising out of the acts of the exhibitor, his agents, representatives and employees, and all contractors, erectors, delivery persons, suppliers and material handling persons, furnishing services, delivery work or materials at the instance of the exhibitor.

Car Passes & Show Directory:

Car Passes and Exhibitor Directory will be handed over to you at the venue:

Pass & Show Directory Entitlement Sheet

Area Taken by Exhibitor	Exhibitor Directory
Up to 9 m ²	1
10 – 30 m ²	1
31 – 75 m ²	1
76 – 125 m ²	1
126 – 200 m ²	1



Organizer:

Indian Printing Packaging And Allied Machinery Manufacturers' Association (IPAMA)

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Website: www.ipama.org, www.intrapacindia.com