

FITAG
TECH EXPO
ONE VISION • ONE GUJARAT

09 10
JANUARY - 2026

📍 Helipad Exhibition Centre, Gandhinagar (Guj.)

EXHIBITOR QUICK GUIDE

 fitagtechexpo.com

 managed by
HETAL SHAH
+91 98250 63046



GENERAL INFORMATION

FITAG TECH EXPO 2026

THE ORGANISER

Federation of IT Associations of Gujarati

Plot no. 517, shree yamunakunj, beside Sagar complex,
Opp Sanjivani Hospital, Near Vastrapur lake,
Ahmedabad-380015

Mr. Alpesh Gevariya

Mobile No.: +91 87802 36360, +91 98795 03684

E-Mail ID: president@fitag.in

Please write to info@fitagtechexpo.com for any queries regarding
FITAG Tech Expo 2026

EVENT MANAGER

Ms. **HETAL SHAH**, (Parampara Exhibition)

Mobile No.: +91 98250 63046

E-Mail: info@fitagtechexpo.com

DATES & VENUE

9th & 10th January 2026

Helipad Exhibition Centre,
Gandhinagar (Guj.)

EXPO TIMINGS

10.30 am to 6.30 pm

EXHIBITORS BADGES

Each Exhibitor will be issued exhibitor badges as follows:

Badges for 3m.X3m. (09 Sq m.) 02 Nos.

Badges for 4m.X3m. (12 Sq. m) 03 Nos.

Badges for 4m.X4m. (16 Sq. m.) 03 Nos.

Badges for 6m.X3m. (18 Sq. m.) 03 Nos.

Badges for 6m.X4m. (24 Sq. m.) 04 Nos.

Badges for 5m.X4m. (20 Sq. m.) 04 Nos.

Badges for (40 Sq. m.) 06 Nos.

Badges for (48 Sq. m.) 06 Nos.

IMPORTANT

Please note that no exhibitors will be allowed in the exhibition premises without the
“EXHIBITORS BADGE”.



fitagtechexpo.com

SHELL SCHEME PACKAGE FURNITURE & FITTINGS ENTITLEMENT
Exhibitors, other than those with bare space will be provided with standard furniture, fittings etc. at no extra cost, as mentioned in the table below:

Stalls will be constructed of powder coated white modular system, with white laminated panels and carpeting. Furniture and fittings as per respective stand areas:

Sr.No.	Specifications	Area (Sq. Mtr.)	Tables	Chairs	5 Amp. Electric Points	Waste Bins	Spot Lights	Food Pass
1	3 Mtr. X 3 Mtr.	9	2	2	1	1	3	2
2	4 Mtr. X 3 Mtr.	12	3	3	2	1	4	3
3	4 mtr. X 4 Mtr.	16	3	3	2	1	6	3
4	6 Mtr. X 3 Mtr.	18	3	3	2	1	4	3
5	6 Mtr X 4 Mtr.	24	3	3	2	1	5	4
6	5 Mtr. X 4 Mtr.	20	4	4	3	1	6	4
7	40 Mtr.	40	6	6	4	2	8	5
8	48 Mtr.	48	6	6	4	2	8	5

BARE SPACE ENTITLEMENT

Only bare space marked on the floor with one power connection. There is no provision of platform for bare space. Participant has to make the arrangement at his own for the same (in - case if required). Exhibitor can construct their booth up to the height of 10 ft. from ground.

EXHIBITOR'S NAME ON FASCIA

Exhibitor's name will be put on fascia depending on the length of the fascia. Standard abbreviations will be used.

PROCEDURE FOR GETTING POSSESSION OF STALLS

- a) Possession of stalls will be given to those exhibitors who have made full payment only or have obtained necessary permission for occupying the stall from the organizers.
- b) The exhibitor must send a letter of authorization on his letterhead. Requesting the organizers to give possession to his representative named in the letter to take possession of the stall. The authorization must be submitted to the site office of the organizers in duplicate.
- c) An approval on drawings/designs of the stall has to be necessarily obtained from the organizers before beginning the work. (The above is required in case exhibitors use their own interior decorators other than the standard stall provided to them).

POSSESSION OF STALL

Possession of stall will be given to exhibitors for interior & setup of stalls as stated below:

Bare Space Stall	: 6th January 2026 by 10.00 AM Onwards
Shell Scheme	: 8th January 2026 by 10.00 AM Onwards

ADDITIONAL SERVICES (OPTIONAL)

Various optional requirements such as furniture, fittings etc. are available through third party. In case you wish to place your order for any of the optional requirements you should directly get in touch with the official vendor to order the required material in the stipulated time. You will get a separate document for the same.

GUIDELINES FOR STALL CONSTRUCTION & DISPLAY (IMPORTANT)

The following requirements should be strictly ensured during the set-up:
Electrical and other technical services behind your stand must be kept accessible.

- All display, exhibits, merchandise, fittings etc., should be free-standing and self supporting, to avoid damage to the panels.
- No part of an exhibit should project out of the stall area nor should anything be placed outside the stall area.
- Grouting, digging in floors or walls is not permitted.
- Any display on the panels directly should be with easily removable self adhesive material or two-sided tapes or with photo clamps.

The following are strictly prohibited:

- Holes, Nails, drawing pins, screws on the laminated panels & furniture.
- Use of paint or other easily non-erasable material on the panels & furniture
- Carrying out any type of welding work using naked flames

Please note any display on the panels should be with easily removable self adhesive material or two-sided tapes or with photo clamps for hanging heavy posters. All display should be self supporting to avoid damage to the panels.

Any damage to the panels & non compliance to the above rules will attract a penalty of Rs.5000.00

THE BELOW GIVEN INFORMATION IS ONLY FOR EXHIBITORS WHO ARE USING SHELL SCHEME PROVIDED IN THEIR STALL PACKAGE:

STALL SYSTEM

Exhibitors who have booked their stalls under the shell scheme package are reminded that we are using laminated stall system & the following precautions have to be strictly followed:

- Gun tucker staple pins, nails, drawing pins, screws, holes etc. are strictly not allowed on the laminated panels.
- Any pasting of wallpaper or any kind poster with glue or fevi-quick or any such adhesive is not allowed.
- Use of paints or any other non-erasable material is not allowed on the laminated panels.

We suggest the following:

For printed flex - Self standing wooden or iron framing

For posters-double sided tapes

Use of solvent of Digital self adhesive vinyl for putting up posters, designs etc.

RULES & REGULATIONS

FIRE REGULATIONS & PRECAUTIONS

- In common interest, co operation of exhibitors is solicited to prevent fire. All aisles, common areas, must be kept free of obstacles. Exhibitors, who, because of the nature of their exhibits, require special kind of fire extinguishers, must make arrangements at their own cost, for the provision of such equipment. Inflammable items are strictly prohibited. Exhibitors are requested to refrain from smoking within the exhibition premises. Any person seeing an outbreak of fire, (if any) must raise an immediate alarm and make all efforts to extinguish the same with extinguishers and inform the authorities of the same.

LIABILITIES & INSURANCE

- Organizer doesn't insure the personnel and property of exhibitor's goods whether in transit or within, and/or outside the trade show premises. Exhibitors are advised to insure their personal merchandise, material, display products, equipment, furniture, fittings etc., adequately, at their own cost.

REMOVAL OF EXHIBITS

- After 18.30 Hrs. on Saturday, 10th January 2026, exhibitors are requested to pack their exhibits into transportable packages and complete the formality of entering particulars of the official staff of the exhibitor (badge holder) with the security before leaving the venue. Materials will be permitted to leave the premises only after the EXIT PASSES (given by the organizers) are handed over to the security. Penalty will be charged on delay of late package and submission of space after 21.00 Hrs. @ INR 10,000=00 per hour.

FORCE MAJEURE

- The exhibition may be postponed, shortened or extended due to reasons whatsoever outside the control of the organizers. The Organizers shall not be responsible for any loss sustained by the exhibitors, directly or indirectly, attributable to the elements of nature, force majeure or orders and directives imposed by any relevant authorities.

OTHER RULES

The exhibition may be postponed, shortened or extended due to reasons whatsoever outside the control of the organizers. The Organizers shall not be responsible for any loss sustained by the exhibitors, directly or indirectly, attributable to the elements of nature, force majeure or orders and directives imposed by any relevant authorities.

To ensure a focused and meaningful showcase, this edition of the FITAG Tech Expo is specially curated for OEMs and principal vendors. We appreciate everyone's interest and look forward to creating more opportunities in future editions.

Location will be allocated to meet the exhibitor's preference to the extent possible. However, FITAG reserves the right to change the location allotted to the exhibitor at the time prior to commencing of the exhibition. The decision of FITAG will be final and binding to the exhibitors.

Exhibitors Conduct: - Exhibitors must maintain their booths in a clean and professional manner. Any promotional activity should not interfere with other exhibitors. Exhibitors should comply with all health and safety guidelines provided by the organizer

Exhibitors are requested to note that, they would required gate pass for any material going out of the exhibition premises for security reasons, which will be available from FITAG office during the exhibition. Final gate pass will be needed on the last day of the exhibition for the exhibitors to move out the material from the exhibition premises/ ground.

Participants have to restrict level of sound. If by any mean, it is disturbing to other exhibitors, organizer will stop the sound. In case if the instructions of organizer are not followed, organizer reserves the right to stop the electric power of the respective stall.

SITE OPERATIONS AND SERVICES OBSERVING OF RULES & REGULATIONS

All Exhibitors and all their personnel must observe the rules & regulations stated in this exhibitor manual under and in the exhibition participation agreement, while working or present in the exhibition halls.

PROMOTION RULES

Exhibitors may distribute printed promotional materials, from within their own stand. However, no such distribution / promotion should be done from outside the stand area or from any other common area within or near the tradeshow premises. No banners, posters etc. should be put anywhere within the premises, unless expressly authorized in writing by the organizers. Exhibitors may also note that putting up of hoardings, banners etc. on roads and other common areas, without the permission of the Municipal Corporation of Ahmedabad is an offence, attracting a huge penalty.

SAFETY AND BEHAVIOUR

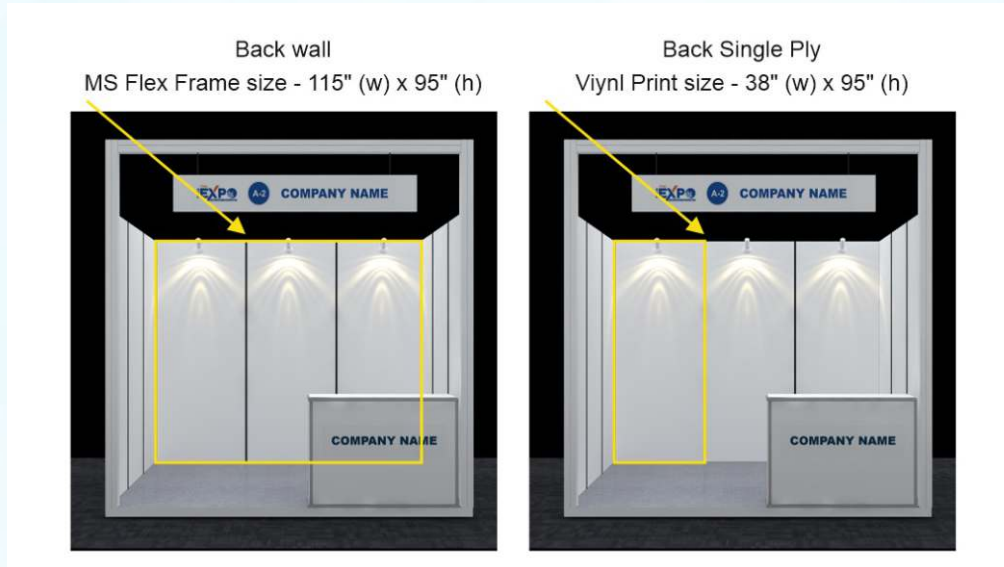
No person present inside the exhibition halls is expected to behave or act in a manner that may cause any harm, injury or damage to other persons or exhibits, nor to exhibition hall property or fixtures.

SECURITY – LOSS / THEFT

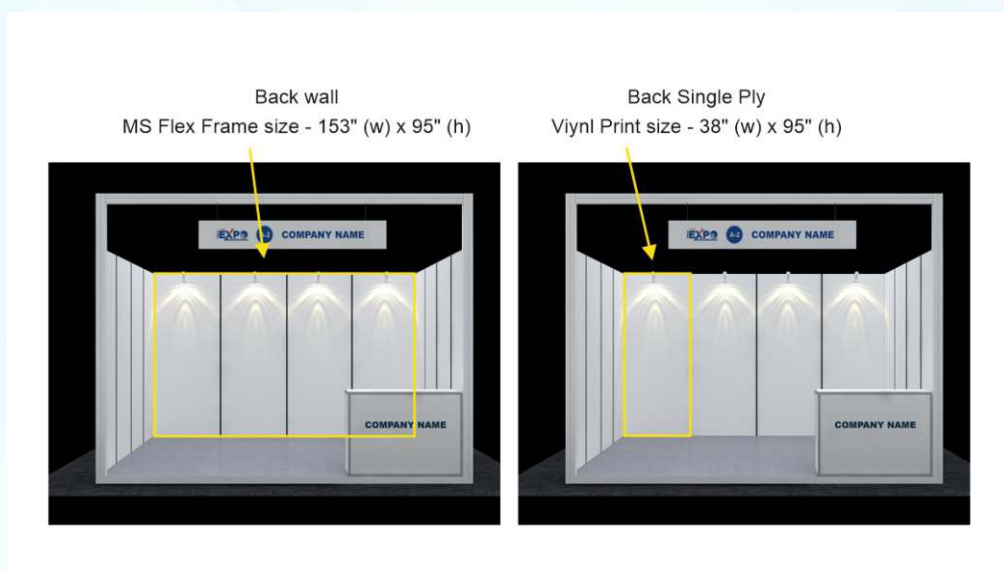
While the organizers will maintain security surveillance at all times throughout the exhibition, the organizers cannot be held responsible for any theft / damage / loss of the exhibits or any other property of the exhibitors are reminded that goods will be vulnerable immediately after the show closes on the final day. Please be sure to see that your stall(s) are not left unattended at this time. Particular care should be taken of small portable items, tools and instruments. However, exhibitors are responsible for the organizers property made available to them within the stall(s)

SHELL SCHEME BOOTH LAYOUT (REFERENCE IMAGES)

Below are a few reference designs that will help you understand the sizes of various types of stalls under a shell scheme. By referring to these designs, you can get a better understanding of the measurements for your booth



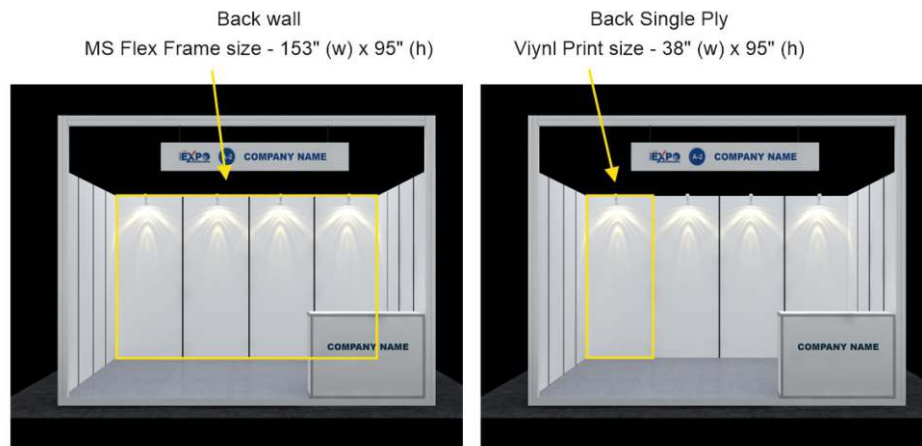
3 METER (WIDTH) x 3 METER (DEPTH) x 2.43 METER (HEIGHT)
ONE SIDE OPEN & TWO SIDE OPEN



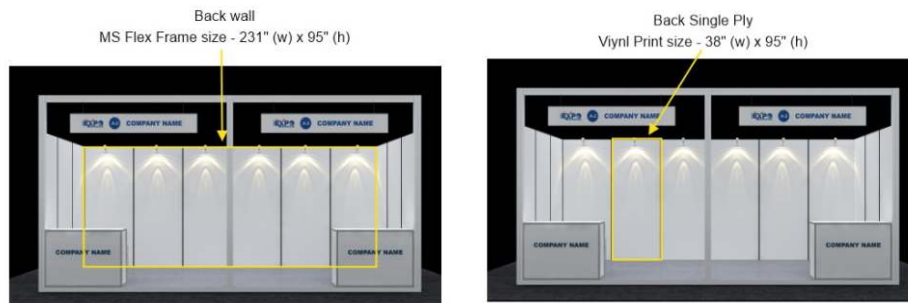
4 METER (WIDTH) x 3 METER (DEPTH) x 2.43 METER (HEIGHT)
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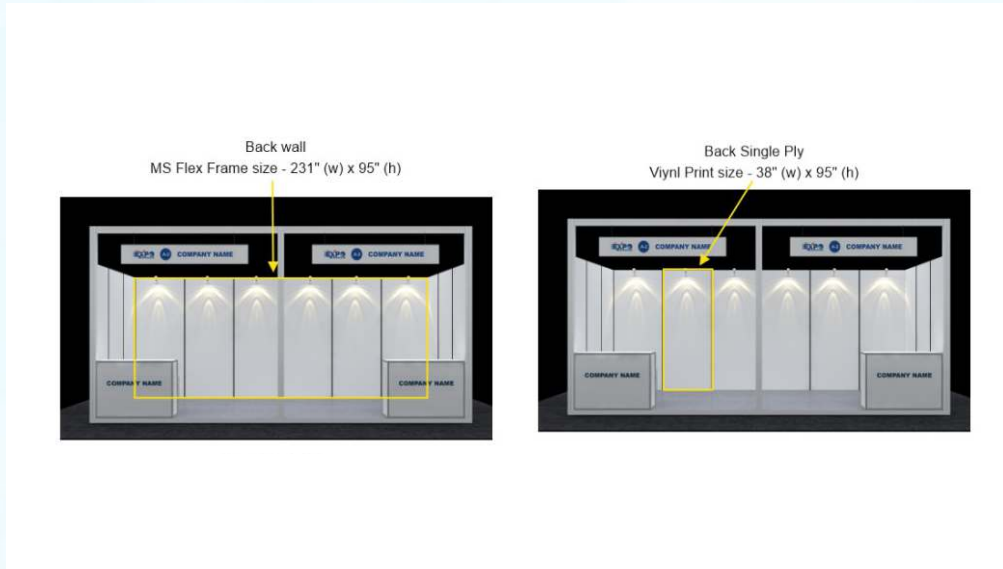
4 METER (WIDTH) x 4 METER (DEPTH) x 2.43 METER (HEIGHT)
ONE SIDE OPEN



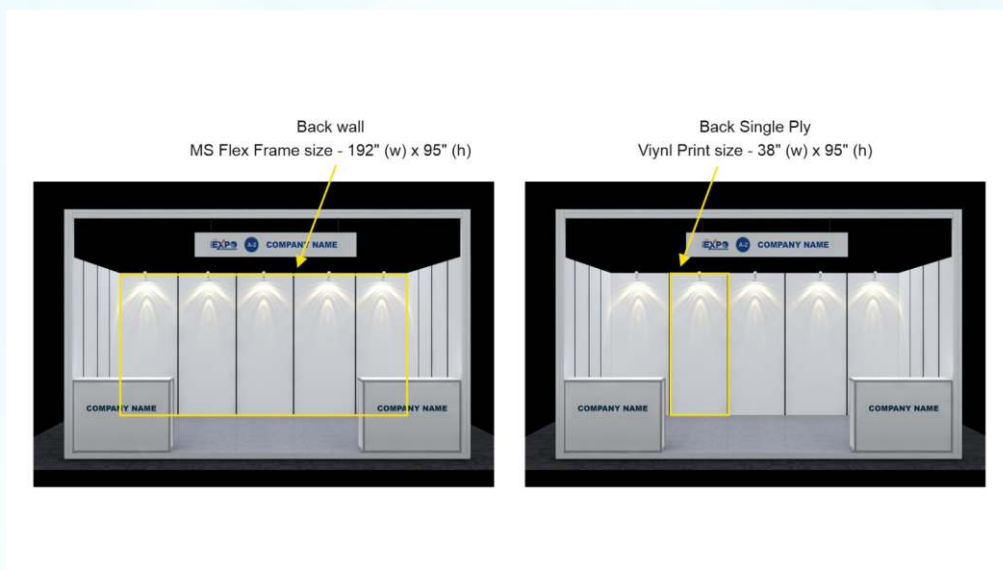
6 METER (WIDTH) x 3 METER (DEPTH) x 2.43 METER (HEIGHT)
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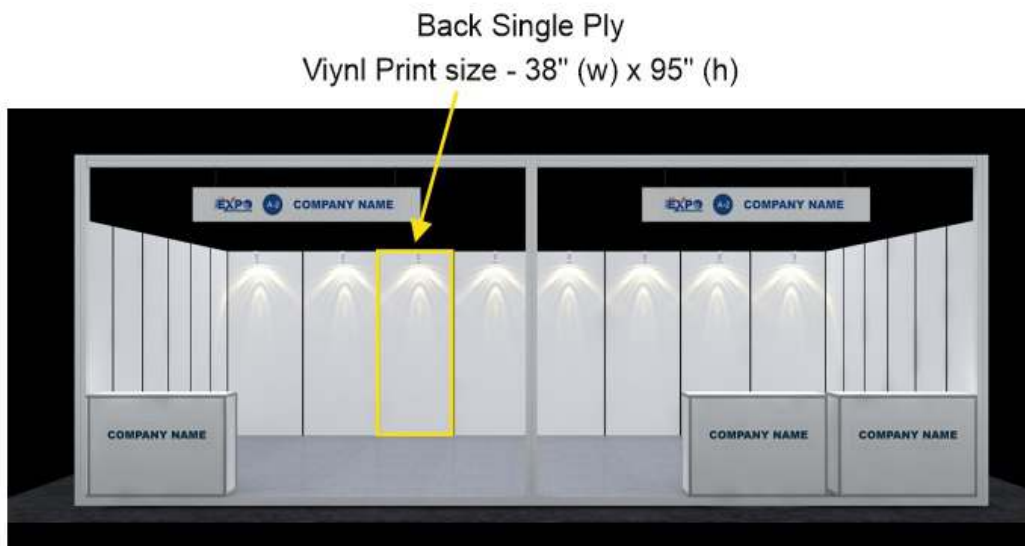
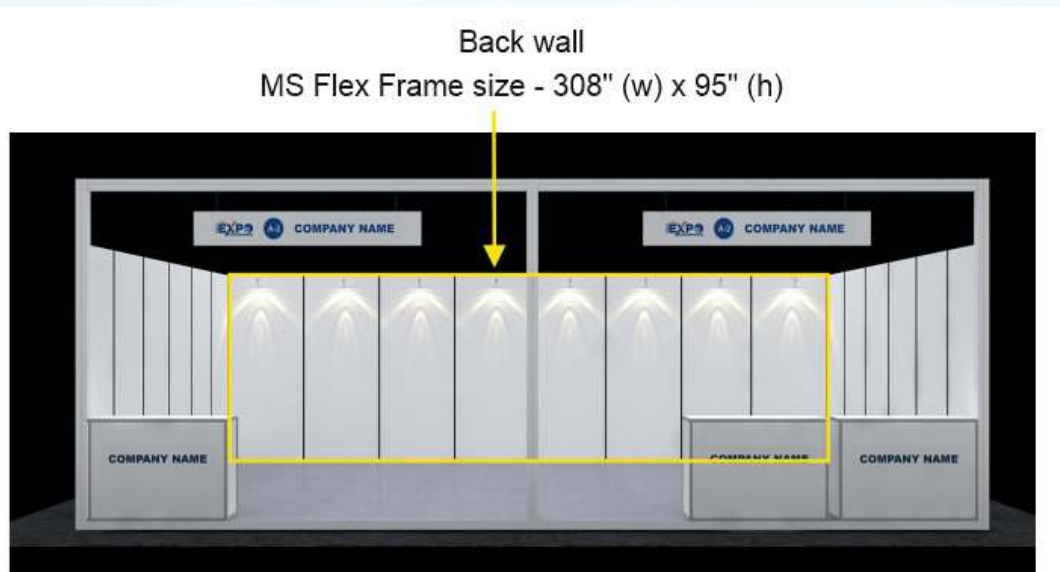
**6 METER (WIDTH) x 4 METER (DEPTH) x 2.43 METER (HEIGHT)
ONE SIDE OPEN**



**5 METER (WIDTH) x 4 METER (DEPTH) x 2.43 METER (HEIGHT)
ONE SIDE OPEN**

SHELL SCHEME BOOTH LAYOUT (REFERENCE IMAGES)

Below are a few reference designs that will help you understand the sizes of various types of stalls under a shell scheme. By referring to these designs, you can get a better understanding of the measurements for your booth



40 SQ. METER

VISIT fitagtechexpo.com/booth.php BELOW TO EXPLORE ALL SAMPLE BOOTH DESIGN OPTIONS.

SHELL SCHEME BOOTH LAYOUT (REFERENCE IMAGES)

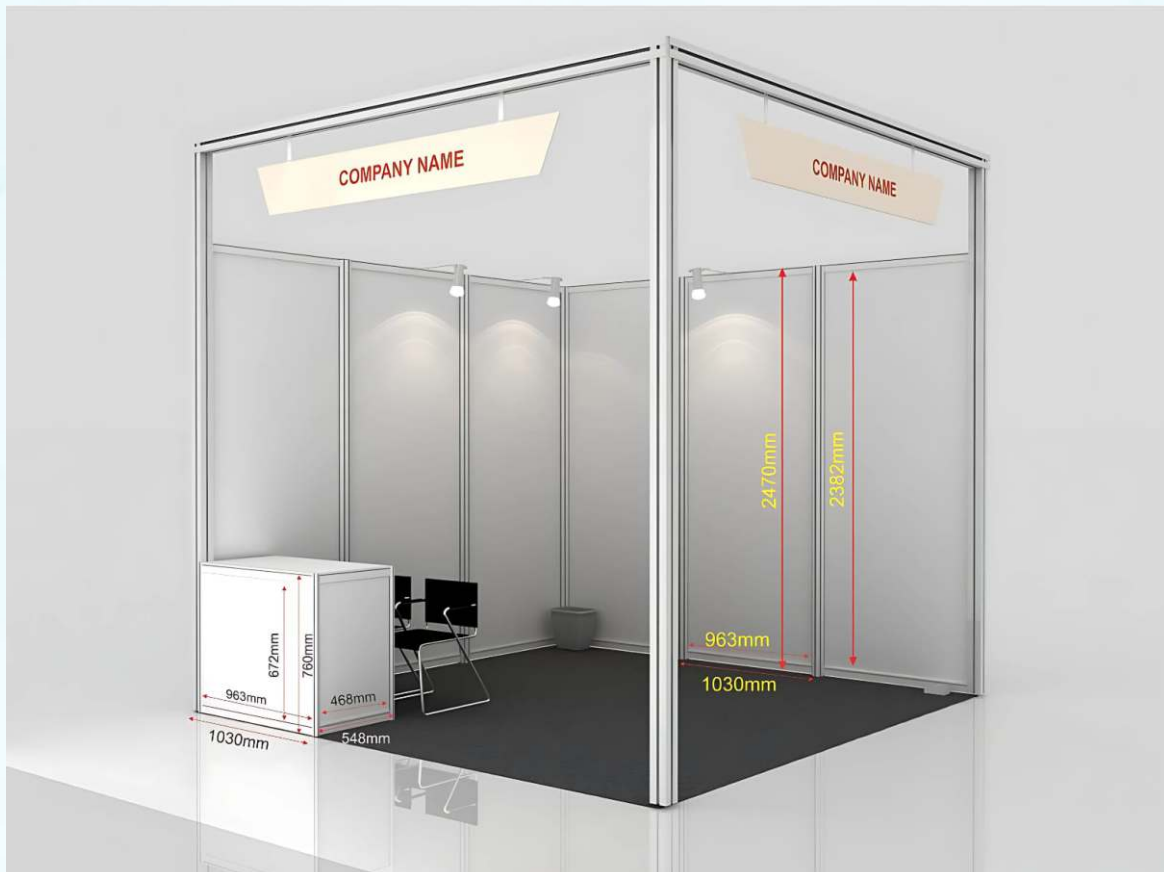
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FASIA MOCKUP

10.5 INCH



60 INCH



EXTRA FURNITURE



Octonorm Table
Rs.1000/- per unit



Chair
Rs.700/- per unit



Bar Chair
Rs.1500/- per unit



High Back Chair
Rs.2250/- per unit

Contact: Akram Bhai 74859 07522

EXTRA FURNITURE



Spot Light
Rs.500/- per unit



White Halogen Light
Rs.1000/- per unit



Plug Point
Rs.500/- per unit



Q Manager
Rs.400/- per pole

Contact: Akram Bhai 74859 07522

EXTRA FURNITURE



Two Seater White Sofa
Rs.2500/- per unit



Single Seater White Sofa
Rs.1500/- per unit



Glass Tipoi
Rs.800/- per unit



Glass Round Table
Rs.1200/- per unit

Contact: Akram Bhai 74859 07522

EXTRA FURNITURE



Standing / Bar Tables
Rs.3000/- per unit



Glass Counter (W/o. Lights)
Rs. 2500/- per unit



Glass Showcase
(w/o. Lights)
Rs.4000/- per unit



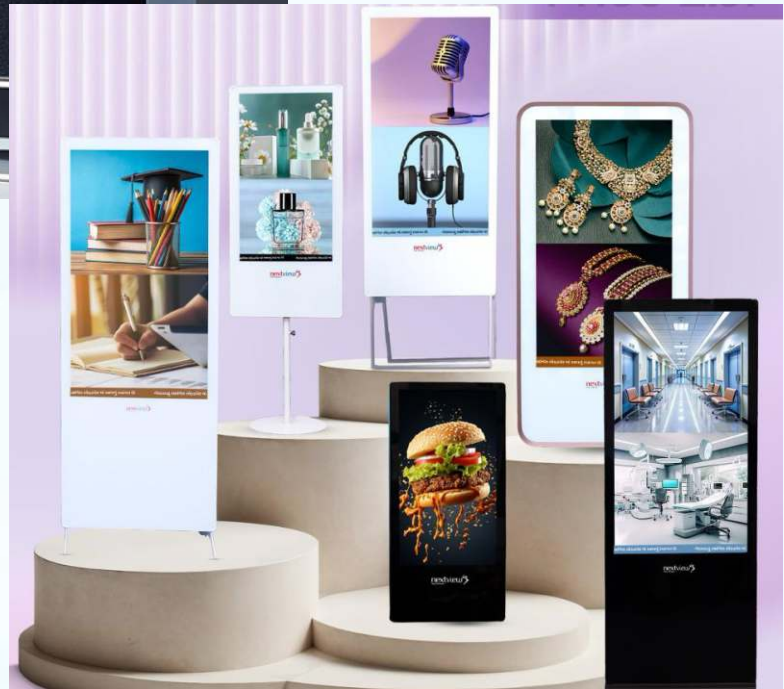
German Rack
Rs.2500/- per unit

Contact: Akram Bhai 74859 07522

Note:
Please note that the images shown are for visualization purposes only.
The actual product may differ from the images displayed.

LED TV, LED Stand & Signage

Important Note: Exhibitors are requested to coordinate directly with the above-mentioned vendor for all LED stand-related requirements.



Contact : Mr. Virat Kohli
9099649929, 9904310022

Booth Fabrication,

As part of our commitment to ensuring a seamless experience for all exhibitors, we are pleased to provide you with a list of third-party agencies offering a range of additional services, including booth design and fabrication, printing, manpower, hostesses, audio visual and other exhibition-related support.

Please note:

These agencies operate independently, and exhibitors are required to liaise directly with them for their specific needs.

The organizer, FITAG, will not be responsible for the quality of services or any financial transactions between exhibitors and these agencies.

We trust this arrangement will add value to your participation and enhance your overall experience at the Expo.



NOTE : IMPORTANT BOOTH HEIGHT GUIDELINE*

The maximum permissible height of any booth/stand, measured from the ground level, must not exceed 10 feet.

* This height limit is strictly applicable to all structures, including fascia, branding elements, LED panels, lighting fixtures, and decorative installations.* Any booth design exceeding the prescribed height will not be permitted and may be subject to on-site modification at the exhibitor's cost.* Exhibitors are requested to ensure compliance with this guideline while finalizing their booth design and coordinating with vendors.

Contact:

Mr. Tapan Yagnik +91 94276 14395

Mr. Mehul Patel +91 94269 12602

Official Flex & Vinyl Printing Vendor for FITAG Tech Expo

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Contact:

Mr. Alpesh Shah +91 73830 12295

Mr. Mehul Patel +91 94269 12602

THANK YOU

for Being a Part of



We appreciate your participation and look forward to creating a successful and impactful exhibition experience together.



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